

Wirral Event Safety Advisory Group

Event Safety Checklist

This check list, though not exhaustive, will assist you in completing your Event Safety Plan and Risk Assessment. Copies of these documents along with details of your Public Liability Insurance need to be submitted to the WESAG co-ordinator (e-mail: events@wirral.gov.uk) no later than 2 months before the date of your event. Failure to do so may result in you being refused permission to use council land or the public highway.

Ref No: _____ Event Name: _____

Please tick the following where appropriate:-

Do you have written permission from the landowner to use their land for your event?

Yes No Comments: _____

Have you considered if you need any traffic management or parking restrictions around the event site?

Yes No Comments: _____

Have you checked whether you require any licences or consents?

Yes No Comments: _____

Have you written a Risk Assessment and Event Safety Plan and sent a copy to the WESAG?

Yes No Comments: _____

Have the following key personnel been identified within your event plan:-

Event Organiser

Yes No Comments: _____

Safety co-ordinator

Yes No Comments: _____

Chief steward

Yes No Comments: _____

Has an event control point been identified?

Yes No Comments: _____

Have you checked that you have sufficient Public Liability Insurance cover for your event and sent details to the WESAG?

Yes No Comments: _____

Have you checked for details of Public Liability Insurance for stall holders / trades people / performers / caterers / charity stalls etc. at your event?

Yes No Comments: _____

Have you considered the needs of people with disabilities? Disabled parking, toilets, etc?

Yes No Comments: _____

If there is a fairground at your event, have you notified the landowner and obtained copies of the operators safety certificates, risk assessments and insurance details?

Yes No Comments: _____

Have you considered if you need provision for Lost Children, Lost Property, etc?

Yes No Comments: _____

Have you a reliable system of communication between key people?

Yes No Comments: _____

Have you considered First Aid / Medical provision?

Yes No Comments: _____

Have you considered how you will dispose of waste and detailed this in your event plan?

Yes No Comments: _____

Have you considered if you need to make provision for public toilets at your event?

Yes No Comments: _____

Will there be catering vans at your event? Have you checked they are registered with their local authority?

Yes No Comments: _____

Have you a wet weather contingency plan?

Yes No Comments: _____

Have you sufficient stewards for your event?

Yes No Comments: _____

Have you arranged a pre-event briefing for your stewards, so they know clearly what their roles and responsibilities are?

Yes No Comments: _____

Have you checked that any marquees or gazebos are fire retardant and you have appropriate fire extinguishers?

Yes No Comments: _____