

# Checklist 2: Daily Inspection Checklist

A walk-through safety inspection should be carried out immediately prior to, and during, the event. This list is not necessarily exhaustive and other risks may also be present.

***If the answer to any of the following questions is 'No', immediate action must be taken.***

	Yes	No	Comments
<b>Access/Egress</b>			
Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are stewards/staff in place?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the signage appropriate/adequate?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are car park arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Site Conditions</b>			
Is the site free from tripping hazards? <i>(eg cables, potholes, etc)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are permanent fixtures in good condition? <i>(eg seats, fencing, signage etc)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has the area been made safe? <i>(eg vegetation cut back, debris removed, etc)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
With the current weather condition, are all measures in place satisfactory? <i>(ie no additional hazards from either rain, snow, ice, mud etc)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Attractions/Activities/Structures</b>			
Have all structures been completed and secured? <i>(inspected by competent person)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Where stairs are provided have they a uniform rise and going with colour contrast nosings? <i>(inspected by competent person)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have all activities/attractions been sited correctly? <i>(As per site plan)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	Comments
Are all potentially hazardous activities segregated and/or fenced off? <i>(ie event arena)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are cables/roles/flags etc routed correctly to prevent tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Event Provision</b>			
Is firefighting equipment in place? <i>(eg fire extinguishers, fire blankets etc)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the lighting suitable and sufficient? <i>(ie existing or temporary installed lighting)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has electrical supply/equipment been checked/PAT tested?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have temporary toilets including those for disabled people been provided and made accessible where required?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are first aid facilities in place? <i>(ie qualified first-aiders/ambulance cover)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the control centre in place and is the communication system satisfactory? <i>(ie public address system/two-way radios/mobile phones)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there an adequate number of waste bins?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are welfare arrangements in place? <i>(ie lost children)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have all hazards been identified by the site inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If 'No' complete additional comments</i>

**Additional Comments**

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