## Checklist 3: Post-Event Inspection Checklist

A walk-through safety inspection should be carried out after 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.

| Site Conditions   | Yes | No | Comments  |
|---|-----|----|-----------|
| Is the event site clear of all structures, vehicles, stands, barriers etc?  |     |    |           |
| Have all temporary signs, advertisements been removed? (ie from the event site, buildings, roads)                               |     |    |           |
| Is the event site clear of all waste material? (eg litter, packaging, etc)  |     |    |           |
| Has the event site been left in a good condition? (ie as it was prior to the event taking place)                                |     |    |           |
| Have the temporary car parks been cleared and left in a good condition?   |     |    |           |
| Has all documentation been collected? (ie completed incident report forms etc)  |     |    |           |
| Have all permanent fixtures on the event site<br>been left in a good condition?<br>(eg seats, fencing, fire extinguishers, etc) |     |    |           |
| Additional Comments   |     |    |           |
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| Name  |     |    | Date/Time |