

Risk Management Inspection Checklist

EVENT _____

Date _____ **Time** _____

Venue _____

DESCRIPTION	good	bad	N/A	details
Car Parking				
Communication Check				
Contact List				
Disabled Access				
Emergency Access Clear				
Electrical Equipment				
Fire Extinguisher in Place				
Fire Hydrant/Hoses Clear				
Generators/Safety Tape				
Housekeeping				
Licensed Areas				
Lost Children Procedure Briefing				
Marshalls in Position				
PA System				
Pedestrian Access				
Performers Briefed				
Placement of Signage				

Roads and Walkway Condition				
Safety Fences / Barricades in Place				
Sharp or Protruding Objects				
Stage Edges & Steps Marked				
Steps & Handrails (condition)				
Tents/ Marquees Secured				
Toilets Adequate & Functioning				
Traffic Signage				
Trees and Environment				
Tripping Hazards				
Rubbish Bin Placement				
Weather Conditions				

Signed:

Name: