

NATIONAL TRUST

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: