

CHECKLIST FOR INITIAL PLANNING

You should start planning your event as early as possible. There may be permits and insurance that you need to apply for along with a number of agencies that you will need to contact. Look at where the event is being held, who is going to be attending, and what could cause problems.

1.1 Regulations, licences and permits

- Have you applied for all the necessary licences and permits? Yes No
- Have statutory requirements been determined? Yes No

1.2 Insurance

- Have you determined your legal responsibilities to both your staff and patrons/audience? Yes No

1.3 Risk management principles / Duty of Care

- Have you met your Duty of Care requirements? Yes No

1.4 Assessing the risk

- Have you identified the hazards that the venue may present? Yes No
- Have you identified the hazards that the crowd may present? Yes No
- Have you considered who may be harmed and how? Yes No
- Are the risks adequately controlled? Yes No
- Have you recorded your assessment? Yes No

1.5 Planning

- Have you stated your policy towards health and safety in an appropriate manner? Yes No
- Have you put together comprehensive plans to cover all eventualities? Yes No
- Do you have an adequate staffing structure in place? Yes No
- Have all appropriate agencies and key stakeholders been identified and contacted? Yes No