

CHECKLIST FOR STAFFING

It is important to have adequate staff with the necessary skills to carry out a wide variety of duties in both normal and emergency situations. It is especially important to ensure that crowd controllers are licensed and trained to deal with any violence and crime.

4.1 *Assessing required staff numbers*

Have you carefully considered how many staff you will need at the event? Yes No

Have you organised volunteers for the event? Yes No

Have you checked the legal liability you carry for both volunteers and staff? Yes No

Have you considered occupational health and safety issues under your duty of care, for example, distances covered, hours worked, shift rosters? Yes No

4.2 *Staff and volunteer training*

Have staff and/or volunteers received adequate (specialist skill) training? Yes No

Are all staff and/or volunteers aware of their role and responsibilities? Yes No

Are you using licensed crowd controllers? Yes No