# Event Safety Checklist

### To be used for ALL on and off campus events

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| Event Safety Checklist | Yes/No |
| Have you created an event plan? |  |
| Have the following key personnel been identified?Event Organiser, Safety Manager, Chief Steward, Stewards? |  |
| Is the site suitable for your event? |  |
| Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place? |  |
| Who will be responsible for health and safety at the event? |  |
| Have you provided necessary information e.g. maps, site plans and an outline programme of the event? |  |
| Do you know how many people you are expecting? Are they internal (UCL) external or a combination of the two |  |
| Do you know where the entrances and exits on your venue are? |  |
| Are the entrances and exits controlled, stewarded, suitable for disabled persons, and appropriately signed? |  |
| Do you have trained, briefed and clearly identifiable stewards? You need at least 1 steward per 100 people at the event |  |
| Have you met the needs of disabled people? |  |
| Have you set up a reliable system of communication between key people? |  |
| Have you notified the Key University contacts for on campus events (see relevant tab on Additional activity form) |  |
| Are crowd control barriers necessary? |  |
| Are emergency procedures in place and are all stewards aware of these? |  |
| Do you have effective fire control measures in place? |  |
| Do you have adequate first aid cover? |  |
| Do you need any other special arrangements e.g. for lost property, drinking water, toilets, noise control. |  |
| Has a person been allocated to make decisions in an emergency? |  |
| Do you have an emergency plan? |  |
| Are there arrangements for stopping the event during an emergency? |  |
| Have you obtained food safety documentation from any catering contractor? |  |
| Have you arranged for adequate waste provision and clear up after the event? |  |

#### If you have any questions about your event please initially email

#### [**su.activities-reception@ucl.ac.uk**](mailto:su.activities-reception@ucl.ac.uk) or call 0207 679 7239