



Event Safety Checklist

To be completed by the Event Organiser(s) and returned with the completed Application Form to: Parks Events, 1st Floor River Park House, 225 High Road, London N22 8HQ
 Email: parkevents@haringey.gov.uk

Please confirm that, at the time of the event, you will have within your Event Safety Management Plan:	Yes	N/A
Have a safety policy if five or more persons are in your employment (not required for Community Events)		
Have prepared risk assessments		
Provide a central staffed control point		
Have provided adequate emergency procedures, in case of fire, disorder etc		
Made adequate arrangements for safe access / exiting of event vehicles		
Provide adequate space for people to safely access and exit the site		
Provide adequate barriers from any hazardous activity		
Have adequate stewarding / security to manage crowd control		
Provide adequate first aid arrangements with supply of water		
Temporary structures like tents to be supplied & erected by competent persons		
Provide adequate lighting if event intended after sunset		
All electrical items checked by competent person / electrical certificate seen		
Ensure the safe storage, labelling and use of any hazardous substances including fuel, gas cylinders on site.		
Manage arrangements for the collection / removal of all waste and litter		
Retain written accident records of staff and members of the public, with appropriate investigation reports		
Liaise with the relevant Parks Officer to arrange a site visit and discuss any difficulties.		

Signed.....

Name

Position.....

Date.....