**Safety Inspection Checklist**

The table below is a sample step-by-step guide to the jobs you may need to complete (the list is not exhaustive). **This is just an example,** so you can copy it but be sure to adjust the timescale and jobs depending on the size of your event. You won’t need to plan a year ahead for a small picnic in the park, but you will need detailed planning and longer timescales for larger events.

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| **Stage 1 – Before the event (for large scale events this should be at least**  **12 months prior to the event)** | **Action required** | **By whom?** | **By when?** | **Completed** |
| Select and book your venue |  |  |  |  |
| Ensure the venue suitable for the numbers and activities planned |  |  |  |  |
| Check whether you need specialist equipment or facilities |  |  |  |  |
| Apply for any special permissions or licences |  |  |  |  |
| Form an organising committee |  |  |  |  |
| List costs for event e.g. marquee, venue hire, PA system, prizes, catering, marketing, insurances, licences etc |  |  |  |  |
| Draw up budget showing projected income and expenditure |  |  |  |  |
| Tell the relevant authorities about the event, e.g. Council/emergency services etc |  |  |  |  |
| Liaise with the Council’s events coordinators and key services such as highways, licensing, environmental health, local community network manager and emergency services to discuss event safety, road closures etc |  |  |  |  |
| Prepare and carry out risk assessment |  |  |  |  |
| Apply for sponsorship and external funding |  |  |  |  |

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| **Stage 2 – Organising the event**  **(1- 5 months before the event)** | **Action required** | **By whom?** | **By when?** | **Completed** |
| Confirm budget |  |  |  |  |
| Obtain landowners’ permissions |  |  |  |  |
| Book any performers and request their insurance details and risk assessments etc |  |  |  |  |
| Draw up site plan |  |  |  |  |
| Book any equipment/services needed, such as staging, seating, barriers, PA system etc |  |  |  |  |
| Work out staffing and volunteer requirements |  |  |  |  |
| Design and produce promotion and marketing leaflets and posters |  |  |  |  |
| Obtain adequate insurance |  |  |  |  |
| **Stage 3 – Final preparations**  **(0-4 weeks before the event)** | **Action required** | **By whom?** | **By when?** | **Completed** |
| Ensure everyone is clear about their roles and responsibilities on the day |  |  |  |  |
| Carry out briefing and training sessions for staff/volunteers etc |  |  |  |  |
| Confirm arrangements with suppliers, hirers and performers |  |  |  |  |
| Distribute flyers (up to 4 weeks before event) and posters (up to two weeks before the event) |  |  |  |  |
| Tell the local media about your event |  |  |  |  |
| Organise litter picking and recycling teams and equipment |  |  |  |  |

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| **Stage 4 –**  **After the event** | **Action required** | **By whom?** | **By when?** | **Completed** |
| Leave the site clean |  |  |  |  |
| Balance the finances |  |  |  |  |
| Obtain feedback from relevant authorities  Council/emergency services etc |  |  |  |  |
| Hold committee meeting to review/feedback on the event |  |  |  |  |
| List what went right/what went wrong |  |  |  |  |
| List how will you improve things next time |  |  |  |  |
| Thank you letters |  |  |  |  |

**Start planning for the next one!**