FINGAL COUNTY COUNCIL

Public Event

Safety Inspection Checklist

EVENT:	
LOCATION:	DATE:

SITE ACCESS/EGRESS

	Yes	No	Action Required	Completed (initial)
Are all personnel/ stewards/ volunteers in place?	☐	☐		
Are security precautions in place?	☐	☐		
Are any/all barriers in place?	☐	☐		
Are entrances/exits and routes clear?	☐	☐		
Can emergency vehicles gain access?	☐	☐		
Have adequate signs been provided?	☐	☐		
Are pedestrians segregated from vehicles?	☐	☐		

SITE CONDITION

	Yes	No	Action Required	Completed (initial)
Are general underfoot conditions adequate and free from slip and fall hazards?	☐	☐		
Is site free from tripping hazards e.g. cables, pot holes, footpath defects etc.?	☐	☐		
Are permanent fixtures in good condition eg seats, fencing, signage etc?	☐	☐		
Has any vegetation been cut back, debris removed and the area made safe?	☐	☐		
Have current weather conditions created any new hazards that need to be addressed?	☐	☐		

ATTRACTIONS/ACTIVITIES/STRUCTURES

	Yes	No	Action Required	Completed (initial)
Have all suppliers, contractors, exhibitors etc. supplied evidence of insurance and health and safety documentation requirements?	☐	☐		
Have all temporary structures been completed and construction certificate completed or provided?	☐	☐		
Have all temporary structures been inspected and approved by an independent competent person where required?	☐	☐		
Have temporary dressings been fitted correctly and checked?	☐	☐		
Are all event 'activities' sited correctly and checked?	☐	☐		
Are all potentially hazardous activities segregated and/or fenced as required?	☐	☐		
Have any unanticipated hazards been introduced?	☐	☐		

EVENT PERSONNEL

	Yes	No	Action Required	Completed (initial)
Are all event personnel including event management team, medical / first aid personnel, security/ stewards, volunteers in situ?	☐	☐		
Are all event control room/unit personnel and radio operators in place, and all radio checks carried out with relevant personnel?	☐	☐		
Are all event personnel fully briefed on all arrangements, in particular emergency procedures?	☐	☐		
Are all necessary personnel familiar with the event management and the reporting structure?	☐	☐		

EVENT PROVISIONS

	Yes	No	Action Required	Completed (initial)
Are all lighting provisions in place and functional?	☐	☐		
Have toilets been provided where required and accessible?	☐	☐		
Are medical / first aid facilities in place?	☐	☐		
Is event control room / unit functional?	☐	☐		
Are public address system /arrangements in place and working?	☐	☐		
Are adequate waste bins in place?	☐	☐		

EVENT FIRE SAFETY CHECKS

Are all the following checked and certified (where applicable);	Yes	No	Action Required	Completed (initial)
Fire extinguishers and fire points?	☐	☐		
Exits (normal and emergency) – open, adequate widths and with visible signage?	☐	☐		
All routes clear and unobstructed?	☐	☐		
Fire retardant certs (marquees)? *Should be within past 5yrs.*	☐	☐		
Furnishing and fittings certs?	☐	☐		
Electrical certs for any installations and generators by competent person?	☐	☐		
Are all generators diesel, earthed and barriered off?	☐	☐		
Are all cable runs adequately secured and any trip hazards addressed?	☐	☐		
Are all gas installation as per FCC Guidelines?	☐	☐		
Installation cert for all gas installations by competent person?	☐	☐		
Are all gas fire units at least 6m apart?	☐	☐		
Numbers of gas cylinders adequate, caged and secure with safety signage?	☐	☐		
Access to authorised areas adequately barriered off?	☐	☐		
Has each vendor receipt of fire safety guidelines?	☐	☐		
Does each unit have applicable individual firefighting and first aid equipment?	☐	☐		
Can emergency services access all applicable areas easily?	☐	☐		

DEFECTS NOTED

Defect	Area	Action and By Whom	Completed and Signed off by?

These checks should be regularly carried out THROUGHOUT the event. Crowd movement must be continuously monitored.

EVENT PROVISIONS

	Yes	No	Action Required	Completed (initial)
Have all defects / issues established pre event been addressed and checked?	☐	☐		
Are all personnel in place and aware of their respective responsibilities?	☐	☐		
Are all emergency service provisions in place?	☐	☐		
Are all exits and routes still open, clear and unobstructed?	☐	☐		
Are all underfoot conditions satisfactory?	☐	☐		
Are weather conditions favourable for the event and continuously monitored?	☐	☐		
Are all temporary structures visibly satisfactory?	☐	☐		
Are all necessary barriers still in place and functional?	☐	☐		
Is all fire-fighting equipment still in correct locations?	☐	☐		
Have all generators visibly been checked?	☐	☐		
Have all bins been emptied and excess waste removed?	☐	☐		
Are all lighting appliances still functional?	☐	☐		
Are all crowd movements sufficient? *Any issues must be addressed immediately.*	☐	☐		

DEFECTS NOTED

Defect	Area	Action and By Whom	Completed and Signed off by?

EXHIBITORS/ATTRACTIONS

	Yes	No	Action Required	Completed (initial)
Have all event 'activities' ceased and attractions been dismantled and removed?	☐	☐		
Have all exhibitors vacated the venue?	☐	☐		
Have all vehicles left the venue?	☐	☐		

TEMPORARY FACILITIES

	Yes	No	Action Required	Completed (initial)
Has all equipment been dismantled and removed?	☐	☐		
Have all structures been dismantled and removed?	☐	☐		
Have temporary markers such as stakes, ropes, flags etc been removed?	☐	☐		
Have any holes/trenches etc been made good?	☐	☐		
Have all temporary electric installations been isolated and made safe?	☐	☐		

WASTE COLLECTION

	Yes	No	Action Required	Completed (initial)
Has all waste been collected and removed from the site /venue?	☐	☐		
Have all residue fire hazards been checked eg fireworks, bonfires?	☐	☐		

VENUE CONDITION

	Yes	No	Action Required	Completed (initial)
Has any damage to permanent facilities, buildings or the ground been found during inspection?	☐	☐		
If yes, has this been reported and remedial action taken?	☐	☐		
Has official site/venue handover been completed with the owner?	☐	☐		

INCIDENTS/ACCIDENTS

	Yes	No	Action Required	Completed (initial)
Were any/all incidents/accidents during the event reported?	☐	☐		
If yes, were all relevant documentation completed correctly, inc incident / accident report form, details from personnel involved, witness report etc?	☐	☐		