

# Event Risk Management Checklist

Equestrian Federation of Australia - [www.efanational.com](http://www.efanational.com)

Below is a checklist that is designed to assist event organisers in their risk management.

The list is by no means exhaustive. On the other hand, many items may not apply to small events or may have to be re-interpreted to suit the particular circumstances.

Some items are repeated under more than one category.

Technical Delegates for EFA/FEI events have their own checklist for sport-technical and sport-safety matters.

## Venue Hire/Lease

If leasing or hiring, check the Lease/Rental contract, especially for insurance requirements and for disclaimers by the lessor.

Insurance cover of the venue

Services provided by owner/manager

Hire of additional facilities (temp stables, marquees, tents, temp. seating, etc.)

Risk inspections of the site

Okay/NA	Needs attention	Person Responsible	Action Completed

## Hiring Equipment

On-site vehicles Third Party insurance (golf buggies, etc.)

Vehicle lease/rental contract and its provisions

Best location for equipment in respect to refuelling, fuel leaks/spills, service access

Okay/NA	Needs attention	Person Responsible	Action Completed

## Contractors (for services/performances), Sponsor displays

Insurance for people doing performances/displays (if not EFA, they should have their own policy)

Service providers (like security firms, caterers, etc.) have provided evidence of insurance cover.

If event is a ticketed event, consider cash security requirements

Is security firm experienced and licensed?

Briefing of security officers on functions, rights, and responsibilities

Liability waivers/disclaimers

Okay/NA	Needs attention	Person Responsible	Action Completed

## Records and Documentation

Ample supply of 'incident report' forms and disclaimers/waivers distributed to relevant staff for issue to competitor, etc.

Incidence Management Procedures

Evacuation Procedures

Illness/ Injury procedures

Staff have been made aware of procedural requirements

Liability waivers

Okay/NA	Needs attention	Person Responsible	Action Completed



**Food Outlets (especially when staffed by volunteers)**

Contractors carry their own insurance.  
 Liquor licenses displayed.  
 Staff uniforms/clothing clean  
 Hair covered/hat or cap worn  
 Use of gloves or tongs when handling food  
 Others to handle money/coupons

Okay/NA	Needs attention	Person Responsible	Action Completed

**Checks during events - "Management by walking about"**

Staff are relieved on regular basis.  
 Staff "overloads" are addressed during peak times.  
 Food area are kept clean. Spillages to be cleaned regularly  
 Crowd control - marshals required - trained personnel  
 Safety announcements over PA  
 Vehicle parking controls in place  
 Lost children procedures and facility establishment  
 Translation services (where appropriate)  
 Press/ Media reception hosts/hostesses  
 Ticketing and coupons sales staff and outlets  
 Internal Communications  
 External Communications (Inc Mobile Phones)

Okay/NA	Needs attention	Person Responsible	Action Completed

**Electrical**

Fuses/ circuit breakers suited to cable load capacity in leads and boards  
 Leads, cables and plugs

Okay/NA	Needs attention	Person Responsible	Action Completed

**Housekeeping**

Rubbish bins emptied regularly  
 Aisles and access ways clear of obstructions and litter  
 Free access by staff to electrical switches and controls  
 Exit and entry ways clear  
 Merchandise, stock and other goods stored neatly

Okay/NA	Needs attention	Person Responsible	Action Completed

**Smoking**

NO SMOKING signs on proper locations  
 Ashtrays and receptacles of sufficient size in smoking areas (20-Litre metal drums half-filled with sand are acceptable)

Okay/NA	Needs attention	Person Responsible	Action Completed

**Fire Emergency Checklist**

Personnel trained in and understands his/her emergency duties

Personnel trained in use of extinguisher types

Availability of Fire Blanket for cooking areas

Emergency Plan current and reviewed

All exits clearly marked

Are any fixed systems on site useable (eg Fire Hoses etc)

If the are/arena is fenced are gate keys freely available to

Emergency services/event organisers

Okay/NA	Needs attention	Person Responsible	Action Completed

**Siting of Facilities, Outlets etc.**

The siting of food outlet shall take into account the requirements for power, water and sullage. (Some mobile operations are complete with separate water and sullage tanks and can be located at will.)

Local Government Health regulations need to be observed.

Try to site food outlets on level ground adjacent in the appropriate areas, providing easy access.

Check for slip or trip hazards and be clearly lit at night.

Okay/NA	Needs attention	Person Responsible	Action Completed

**Agree (where appropriate) with contractor in advance that:**

Storage and preparation areas are kept clean.

All food is behind glass or plastic screens

Hot food is held at greater than 60 degrees.

Utensils are clean and used properly.

Personnel are dressed in clean and in light coloured uniforms.

Hair is covered/hat or cap worn.

Personnel preparing or handling food use gloves or tongs.

Personnel handling food are not handling money, etc. or with the same glove.

Fire extinguishers/mats are current and in good order.

Okay/NA	Needs attention	Person Responsible	Action Completed

