

RISK ASSESSMENT OF SITE

Completed by: _____

Date: _____

Signed: _____

Question	Y	N	Comment
SAFETY			
Entry and exit areas are clear and easily accessible for staff?			
Adequate provision of toilets and hand washing facilities?			
Availability of clean fresh water for staff?			
Signage for any hazardous areas or substances?			
Clearly signed first aid and fire extinguisher locations?			
Emergency response plan in place?			
Current site maps available to staff?			
Equipment is in good working order?			
Staff adequately inducted about the event?			
If a marquee/tent is to be used has it been properly erected?			
An extreme weather contingency has been planned (e.g. cancellation, postponement, venue change etc)			
Does your event have a Covid Management Plan (please attach)			
Will it be available at least 1 hour before and after the event for set up and pack down?			
Is there anything else we should be aware of?			
RESOURCES AT THE LOCATION			
Resources at the location that we could use i.e. Playground			
Can we use paint/messy resources outside?			
Is the outside area concrete or grass or other?			
Are there chairs and tables that are appropriate for children to use?			
Best place to wash toys/paint brushes/glue pots and messy resources?			

Additional information:
