



**COORONG DISTRICT COUNCIL**

# **Planning for a Special Event Checklist**

**SPECIAL EVENTS CHECKLIST –**  
**Please complete or note “not applicable”**

**Access and egress**

- ☐ Are entry and exit areas clear and easily accessible for staff and expected crowd numbers?.
- ☐ Are entry and exit areas adequate for emergency exit and emergency services?
- ☐ Are thoroughfares are well defined and clearly marked?

Notes: \_\_\_\_\_

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**Traffic flow**

- ☐ Are areas for traffic which are separated from pedestrian areas clearly defined?
- ☐ Are there provisions for safe passage of emergency and other vehicles through pedestrian traffic?
- ☐ Is there controlled traffic flow and adequate signage for directions?

Notes: \_\_\_\_\_

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**Amenities**

- ☐ Is there adequate provision of toilets and hand washing facilities?
- ☐ Is there adequate availability of clean fresh water for organisers, volunteers and attendee's?
- ☐ Are catering facilities adequate, including clean up and preparation areas?

Notes: \_\_\_\_\_

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### **Signage**

- ☐ Are signs for entries, exits, toilet facilities etc adequate and culturally sensitive?
- ☐ Do signs for hazardous areas or substances exist?
- ☐ Are first aid stations and fire extinguisher location clearly sign posted and culturally sensitive?

Notes: \_\_\_\_\_

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### **Maintenance**

- ☐ Do you have suitably qualified and competent maintenance personnel available to undertake any repairs required?
- ☐ Do maintenance personnel have means of communicating with event organisers?
- ☐ Do you have adequate and easily accessible records of any maintenance undertaken for future reference?

Notes: \_\_\_\_\_

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### **Fire Prevention**

- ☐ Do you have suitable fire extinguishers (eg CO2, water, chemical) and blankets in appropriate areas, tested and in date?
- ☐ Are personnel trained in extinguisher and blanket use?
- ☐ Are ignition source areas kept clear at all times and easily accessible?

Notes: \_\_\_\_\_

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### **Emergency Procedures**

- ☐ Do you have emergency procedures in place?
- ☐ Are emergency response teams adequately trained to carry out plan?
- ☐ Are current site maps available to all staff, emergency services and other relevant parties easily accessible?

Notes: \_\_\_\_\_

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### **First Aid Station**

- ☐ Are first aid stations suitably located, clearly signed and easily accessible for everyone?
- ☐ Are first aid facilities adequate for the type of event being held?
- ☐ Are there suitable means of communication between event organisers and first aid stations?

Notes: \_\_\_\_\_

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### **Staff, Volunteer and Contractor Training**

- ☐ Are all staff and volunteers adequately inducted and trained about the event (site specific)?
- ☐ Are copies of applications, memo's and training records kept?
- ☐ Are contractors given relevant, site specific induction regarding the event?
- ☐ Do contractors provide detailed information on safe operating procedures and insurance certificate of currency?

Notes: \_\_\_\_\_

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## **Electrical**

- ☐ Are residual circuit devices (RCD's) used where required including all hand held electrical appliances and tools?
- ☐ Are all portable electrical equipment including leads tested (6 or twelve monthly in accordance with AS/NZS 3000:2000 Electrical Installations, known as the Wiring Rules, and AS3533 – Amusement Rides and Devices)? Tagging is also recommended.
- ☐ Is the public adequately protected from electric shock and any trip hazards?
- ☐ Are all leads, plugs etc protected from weather and other environmental conditions (eg water)?
- ☐ Can evidence of electrical safety be provided upon request from an authorised person (eg tagging or documentation)?

Notes: \_\_\_\_\_

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## **Permit, Licensing and Registration**

- ☐ Are you having a fireworks display? Fireworks are only provided and used by pyrotechnicians licensed by Safework SA.
- ☐ Are LPG/dangerous goods stored properly?
- ☐ Are mobile plant (forklifts, cherry pickers etc) operated by licensed and certified operators?
- ☐ Is any scaffolding being used? Scaffolding more than four metres in height must be erected and dismantled by a certified person.
- ☐ Is alcohol being served? Do you require a liquor licence?
- ☐ Do you have the required Council land permit/licence in place?
- ☐ Is Development Approval required?
- ☐ Does the event have the required Road Closure permits?

Notes: \_\_\_\_\_

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### **Utilities / Site Services**

☐

Do you know the location of all site underground services (power, gas, water etc)?

☐

Do relevant maintenance and event personnel have maps are area aware of location of services?

Notes: \_\_\_\_\_

### **Lighting**

☐

Is there adequate natural or artificial lighting provided for setting up, conducting and dismantling the event?

☐

Are any portable lights tested and in date?

☐

Is suitable emergency lighting available?

Notes: \_\_\_\_\_

### **Staging and Platforms**

☐

Are all seating, corporate boxes, overpasses, fences and main stages signed off by a certified rigger or scaffolder? An engineer provides a signed certificate to the event organiser prior to any usage to ensure approved engineering and design standards are met.

☐

Is any person erecting scaffolding more than four metres in height the holder of a national certificate of competency (scaffolding) in order to erect and dismantle (refer Permits, Licensing and Registration)?

☐

Will platforms be continuously monitored, particularly in the case of extreme weather conditions?

☐

Is there adequate access and egress around all staging and platforms for event patrons and emergency services?

Notes: \_\_\_\_\_

### **Ladders**

- ☐ Are ladders well maintained and suitable for the type of work being undertaken (eg electrical – approved ladders only)?
- ☐ Have assessments been carried out as to whether the work is suitable for a ladder (eg can the person maintain three points of contact)?
- ☐ Is there a second person to provide assistance where required?

Notes: \_\_\_\_\_

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### **Work at Heights**

- ☐ Is the right type of equipment being used for the job (eg ladder, cherry picker, fork lift etc)?
- ☐ Are operators of cranes and elevated work platforms certified (EWP's)?
- ☐ Can evidence of compliance be provided upon request from an authorised person (eg log books and certificate of competency)?

Notes: \_\_\_\_\_

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### **Manual Handling**

- ☐ Are all staff and volunteers trained to assess each task and use safe technique when lifting or carrying?
- ☐ Are loads delivered as close as possible to area using vehicle or mechanical aid (eg trolley's, sack trucks etc)?
- ☐ Is assistance from second person or physical aids available for light/small loads?
- ☐ Are all staff and volunteers trained in manual handling lifting techniques?

Notes: \_\_\_\_\_

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**Amusement structure (including inflatable structures)**

- ☐ Will you ensure that amusement structures will not be used or operated unless a current certificate of registration issued by Safework SA is provided? (Interstate registrations are not acceptable is SA.)
- ☐ Do all structures have a current certificate of inspection issued by a professional engineer and qualified electrician?
- ☐ Is there appropriate space and suitable ground surface allocated for each ride, including access and egress?
- ☐ Is there appropriate fencing surrounding rides?
- ☐ Is there appropriate soft-fall area for inflatable structure.

Notes: \_\_\_\_\_

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**Inflatable structures (in addition to previous page)**

- ☐ Has a thorough check of the inflatable structure and accessories been carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)?
- ☐ Are all tie down ropes attached to the device fastened to adequate anchorages and is there soft fall are and appropriate fencing?
- ☐ Will the operator monitor prevailing wind conditions?

Notes: \_\_\_\_\_

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**Is the site appropriate?**

- ☐ Is the natural ground level appropriate and void of defects?
- ☐ Are there instances of overhanging vegetation that may cause concern?
- ☐ Are there any other instances of site specific issues?

**Check list completed by:-**

Name: \_\_\_\_\_  
(Please print)

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please print)

Position: \_\_\_\_\_

Signature: \_\_\_\_\_