



SAFETY COORDINATION MAJOR EVENT CHECKLIST

The following checklist is not exhaustive but can be used as a guide when coordinating safety at a major carnival. It could also act as a template to assist you to establish your own Safety Coordination Checklist that is particular to your event.

The tasks listed certainly do not need to be performed all by one person. Responsibilities can be delegated amongst a committee or "safety team" with a coordinator given the task of monitoring their completion. For example, one person might take on the task of organising and liaising with first aid personnel; another person might be responsible for the venue safety inspection, someone else may take on the task of liaising with the local council or venue management, and so on.

Event:.....**Date:**.....

Venue/Location:.....

Time	Action	Responsible	Date Completed
Before the event - early	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that first aid has been booked for the entire competition. Confirm in writing. Obtain a contact number for the first aid officer/officers for the day of the event. <input type="checkbox"/> Check what the first aid personnel will require for effective operation and follow up its availability. <input type="checkbox"/> Ensure that security has been booked, as required. Confirm in writing. Obtain a contact number for the security officer/officers for the day of the event. <input type="checkbox"/> Obtain/identify any safety policies/requirements specific to the particular venue where the event will be held. (Check with local council/venue management) <input type="checkbox"/> Identify if relevant emergency procedures exist, including an evacuation procedure and an evacuation point. (Check with local council/venue management). <input type="checkbox"/> Identify if car parking plans exist. (Check with local council/venue management). If one does not exist, one may have to be developed. 		

	<ul style="list-style-type: none"> ❑ Identify if a strategy exists to keep walkways clear. (Check with local council/venue management). If one does not exist, one may have to be developed. ❑ Ensure that a procedure will be in place in relation to tent, umbrellas and shade structure placement. ❑ Identify any “out-of-bounds” areas and consider procedures for highlighting these. ❑ Take any action required by venue-specific safety policies. ❑ Conduct an initial pre-event venue and equipment safety inspection using a relevant checklist. Record in writing. ❑ Follow up any identified risks or gaps on the checklist with the appropriate people. Forward recommendations to the carnival manager and host venue for action. ❑ Revise all LANSW safety-related policies. (Refer to LANSW Safety Plan). Take action, as required. ❑ Discuss the chain of command for emergency situations with the carnival manager. ❑ Organise a procedure to keep toilets clean and well-stocked with toilet paper during the day. ❑ Contact local police to advise of carnival taking place. ❑ Arrange for safety messages (and a disclaimer?) to be printed in the carnival program. ❑ Organise relevant “caution” signs to be installed (E.g. “Caution: Throwing Events in progress) ❑ Make sure a safety vest is available for the safety coordinator. ❑ Ensure that there is a strategy for quick and clear communications between the safety officer and other key people. 		
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	<ul style="list-style-type: none"> ❑ Organise for relevant officials/helpers briefings to take place, as required. ❑ Start to develop a list of local numbers that may be required during the carnival e.g. police, council, plumber, electrician, SES, etc. ❑ Consider if you will require more rubbish bins during the event. Consider if these bins will need to be emptied during the event. If so, make the appropriate arrangements. ❑ Determine if any “caution” signage is required. E.g. “Caution – throwing events in progress” ❑ Ensure that canteen OH&S procedures will be in place. ❑ Other items: 		
<p>Week prior to event</p>	<ul style="list-style-type: none"> ❑ Conduct a secondary pre-event venue and equipment safety inspection using the relevant checklist. Record in writing. ❑ Follow up any identified risks or gaps on the checklist with the appropriate people. Forward recommendations to the carnival manager and host venue for action. ❑ Check that relevant emergency procedures are in place including an evacuation procedure and an evacuation point. ❑ Ensure that car parking plans are in place, as required. ❑ Ensure that a strategy is in place to keep walkways clear. 		

	<ul style="list-style-type: none"> ❑ Ensure that a procedure is in place in relation to tent, umbrellas and shade structure placement. ❑ Prepare safety related messages for ground announcer to read. ❑ Prepare safety-related messages for scoreboard (if relevant). ❑ Monitor the weather forecasts. Discuss with the carnival manager as required. ❑ Prepare weather monitoring equipment for the event. ❑ Prepare incident report forms. ❑ Ensure that sprinkler timing is adjusted to the ground usage. ❑ Other items: 		
<p>During the event</p>	<ul style="list-style-type: none"> ❑ Conduct a pre-competition facility and equipment inspection on the day. Follow up any safety concerns identified. ❑ Monitor the weather; initiate action should extreme conditions occur ❑ Liaise with the ground announcer/s to ensure that the relevant safety announcements eventuate ❑ Liaise with event officials regarding any safety concerns. Take action as required. ❑ Liaise with the first aid officer to identify injury trends / safety concerns, etc. Take action, as required. ❑ Liaise with security, as required. ❑ Liaise with car park attendants, as required. 		

	<ul style="list-style-type: none"> ❑ Be vigilant throughout the day. Arrange regular safety inspections/"walk-arounds" of the competition area, spectator areas, car parks, etc. ❑ Report any problems/hazards to the appropriate persons ❑ Complete incident report forms, as required. ❑ Other items: 		
<p>After the event</p>	<ul style="list-style-type: none"> ❑ Conduct a safety debrief/review of the carnival. ❑ Ensure all incident reports are properly followed up/filed. ❑ Write a safety report containing relevant recommendations. ❑ Ensure recommendations are followed up. ❑ Other items: 		