

Event Safety Checklist

Before the opening of any event staff and students should consider the safety of other members of the school and visitors to the event. BEFORE the event use the checklist below to ensure all hazards have been considered. DURING the event have emergency contact numbers and a mobile phone at hand and make sure the event is supervised. AFTER the events make sure that all electrical items are turned off, fire doors are closed, people have vacated the area and the main doors are locked

BEFORE

Slips Trips and Falls- there are no obstacles or slippery substances in walkways that may cause people to trip. This includes corridors. Watch out for- electrical leads need to be taped to floor or covered, in dark rooms can visitors see all obstacles?

Art in Public Places- remember your work may be seen by members of the general public. You have a duty for their care. Does your work have any ethical implications?

Fire- all fire exits are clear, fire exits signs have not been covered, safety lights have not been covered, fire doors are not obstructed, glass windows on doors have not been covered, and there are no naked lights.

Electrical- All electrical items have been PAT tested (ask Mick Headley if in doubt), extension leads have not be “daisy chained” (that means one extension lead should not be plugged into another- a single lead of suitable length must be used), extension leads must be uncoiled from casing.

Chemicals- there are no substances hazardous to health that visitors will be exposed to (if in doubt see Joe Sallis).

Out of hours working- the event has been planned to finish before 10pm.

Working at height- I have received a ladder induction from a technician before using a step-ladder to install work.

The exhibition has been checked by Mark Burns or Joe Sallis

DURING

A responsible person has been named to stay at the event and supervise.

That person is:…………………………………………………..

I have the emergency contact for University Security- 0191 208 6666

AFTER

A responsible person has been named to close the event down at the end of the night.

That person is…………………………………………………………………

All electrical items have been turned off.

All fire doors are closed.

The area has been left tidy for the next morning.

Visitors have vacated the area.

The main doors are locked.

FOR EVENTS WITH OVER 50 PEOPLE THERE MUST BE PRESENT THE FOLLOWING TRAINED PEOPLE:

Named Fire Warden……………………………………………………

Named First Aider……………………………………………………