

COMMUNITY EVENT RISK MANAGEMENT CHECKLIST



Local Community Insurance Services

Organising an event is an exciting time for your community group, but there are some key aspects you should consider when it comes to risk management before, after and during your event to ensure it runs smoothly and safely. Use our checklist as a guide!

EVENT MANAGEMENT & APPROVALS

Issue	Action By	Complete
Detailed Event Management Plan issued (see below)	Event Organisers	Yes No
Check for conflicting events which may impact on the event or the location	Event Organisers	Yes No
Ensure event activities comply with relevant Municipal By-Law(s)	Event Organisers & Council/Municipal	Yes No
Special Conditions regarding activities on a road applied (Municipal by-laws)	Event Organisers & Council/Municipal	Yes No
Road closure procedures followed where necessary (Municipal by-laws)	Event Organisers & Council/Municipal	Yes No
Where structures are to be erected on roads ensure requirements of Municipal by laws are met	Event Organisers & Council/Municipal	Yes No
Where a Municipal Event Permit is required ensure all activities are adequately detailed in Permit	Event Organisers & Council/Municipal	Yes No
Check that event activities and structures etc. comply with all relevant legislation and regulations	Event Organisers	Yes No
Ensure all amusement rides are registered with authorities, check serial numbers	Event Organisers	Yes No
Ensure any public consultation policies are complied with (where applicable)	Event Organisers & Council/Municipal	Yes No
Cancellation-of-event procedures in place	Event Organisers	Yes No
Proof of appropriate insurances provided by contractors to event e.g. amusement ride operators, infrastructure suppliers, stallholders. Make sure name of insured and names of contractor match.	Event Organisers	Yes No
All organisations or groups involved have an established legal status	Event Organisers	Yes No
Emergency Services contacted, notified of proposal to hold event and preliminary arrangements made if required to provide attendance or assistance	Event Organisers	Yes No

EVENT RISK MANAGEMENT PLAN

Issue	Complete
Detailed Event Management Plan includes all organizations involved in the event	Yes No
Key roles and responsibilities clearly stated	Yes No
Event Risk Assessment carried out	Yes No
Identify who is in control of event and deputy(ies)	Yes No
Bump-In Plan (Set-up of event during which Event Organizer has control of site)	Yes No
Bump-Out Plan (Post event until Event Organizer hands control back to Municipality/site is normal)	Yes No
Identify who is in control of incidents	Yes No
Event Safety Officer – monitoring and review responsibilities established throughout the event	Yes No
Communication arrangements and protocols	Yes No
Incident Procedures	Yes No
Emergency Procedures	Yes No
Coordination between organizations established	Yes No
Procedures and arrangement for distributing Notices	Yes No
Emergency Services liaison established	Yes No
Structural Inspections/Occupational Health & Safety	Yes No
Asset Registers maintained	Yes No
Safety training needs satisfied	Yes No
Liaison with public and other organizations established	Yes No
Licensing	Yes No
Record of all amusement ride operators, infrastructure suppliers, stallholders held	Yes No

DURING EVENT RISK MANAGEMENT CHECKLIST

Issue	Complete
Risk assessment applied to all activities during the event	Yes No
All identified risks have been examined	Yes No
Arrangements for managing risk have been identified	Yes No
Consultation on overlapping areas of risk has occurred	Yes No
Event Safety reviews organized during the event as needed	Yes No
Post event de-brief organized	Yes No