**Event Health and Safety Inspection Form**

**(update to suit your event context and local regulations)**

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| Event Name | | Venue  *(complete a separate form for each venue)* | | Date of first inspection | Date of second inspection | | Date of third inspection |
|  | |  | |  |  | |  |
| Access/Egress (tick) | General Assessment | | Traffic Flow (tick) | | | General Assessment | |
| 🗆 Clear/accessible 🗆 Emergency  🗆 Thoroughfares 🗆 Other |  | | 🗆 Pedestrians separated  🗆 Safe passage  🗆 Adequate signage 🗆 Other | | |  | |
| Amenities (tick) | General Assessment | | Signage (tick) | | | General Assessment | |
| 🗆 Adequate 🗆 Clean fresh water  🗆 Catering facilities  🗆 Other |  | | 🗆 Adequate signage - (entries, exits, toilets etc)  🗆 Hazardous areas/substances  🗆 First aid  🗆 Fire extinguishers 🗆 Other | | |  | |
| Fire Prevention (tick) | General Assessment | | Emergency Procedures (tick) | | | General Assessment | |
| 🗆 Fire extinguishers/blankets  🗆 Tested/in date  🗆 Ignition source clear access  🗆 Other |  | | 🗆 Emergency Response Plan  🗆 Onsite induction conducted  🗆 Site/evacuation maps  🗆 Other | | |  | |
| First Aid (tick) | General Assessment | | Staff, Volunteers and Contractors (tick) | | | General Assessment | |
| 🗆 First aid stations suitably located  🗆 Clearly signed/accessible  🗆 Facilities adequate  🗆 Communication adequate  🗆 Other |  | | 🗆 Induction conducted  🗆 Details stored on site  🗆 Other | | |  | |
| Electrical (tick) | General Assessment | | Permits, Licensing and Registration (tick) | | | General Assessment | |
| 🗆 RCDs  🗆 Testing and tagging completed  🗆 Testing and tagging documented  🗆 Public electrocution protectionadequate  🗆 Other |  | | 🗆 Vehicles and motorised craft  🗆 Aquatic  🗆 Hazardous chemical storage  🗆 Scaffolding and temporary infrastructure  🗆 Liquor license  🗆 Mobile plant certified operators | | |  | |
| Utilities/Site Services (tick) | General Assessment | | Lighting (tick) | | | General Assessment | |
| 🗆 Location power, water and mains identified  🗆 Overhead powerlines identified  🗆 Site overlay 🗆 Other |  | | 🗆 Adequate natural lighting or artificial  🗆 Portable lighting  🗆 Emergency lighting | | |  | |
| Staging and Platforms (tick) | General Assessment | | Weather Conditions (tick) | | | General Assessment | |
| 🗆 All seating, fences, staging, platforms are signed off by a certified rigger/scaffolder and/or engineer  🗆 Sighted national competency  🗆 Site overlay  🗆 Other |  | | 🗆 Use current NZ Met Service data / information  🗆 Weather conditions monitored e.g.  signage well secured for windy conditions,  non-slip mats for wet conditions, and  shade, sunscreen and water provisions for  heat  🗆 Wind speeds monitored and inflatable  structures must cease operation, when  wind speed reaches 40 km per hour | | |  | |
| Work at Heights (tick) | General Assessment | | Manual Handling (tick) | | | General Assessment | |
| 🗆 Right equipment  🗆 Certified operators  🗆 Evidence of compliance |  | | 🗆 Induction conducted and adequate training  provided  🗆 Loads are delivered as close as possible  🗆 Light, small loads and physical aids are used  🗆 SMART - **S** size up the load. **M** move in Close.  **A** always bend your knees. **R** raise object  using your legs. **T** turn using your feet. | | |  | |
| Inflatable Structures (tick) | General Assessment | | Noise Levels (tick) | | | General Assessment | |
| * Thorough check conducted, prior to use including anchoring * Adequate anchors * Monitored for prevailing wind conditions |  | | * Maximum noise level 90 decibels, before 6pm 75 decibels after 6pm (check local regulations) * Base levels checked * Limited public addresses prior to 9.00am daily (check local regulations) | | |  | |
| Vendors /Exhibitors (tick) | General Assessment | | Radio Communications (tick) | | | General Assessment | |
| * Insurance Certificates of Currency (checked and held on file) * Structures and signage secured * Electrical equipment tagged, and tested (vendor cost) |  | | * Adequate supply * Adequate coverage * Adequate back-up supply | | |  | |