**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
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