



Health and Safety Checklist - call Shock for further advice 08456 650732

Ensure that you give due thought and consideration to health, safety and welfare throughout your events, and that your actions/ inactions – do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

Preparation	Advice/ Notes
Appoint representative to oversee health and safety	
Carry out risk assessment	See below
Satisfy yourself that suppliers are competent and	
Provide training so staff are aware of onsite risks	
Plan and schedule build up and breakdown times	
Tiredness is dangerous	Plan a late working rota so all staff have rest
Pack a first-aid kit	
Locate nearest hospital, GP, pharmacy	
Consider security before/ during and after event	
Risk Assessment	
1. List all possible hazards - anything that has potential to cause harm e.g. dropped tools, fall from ladder	
2. List who could be harmed - include everyone who could be injured at event e.g. workmen, participants	
4. Evaluate the risks - make a decision on which actions are too dangerous	
5. Record the findings and notify all the relevant people	
6. Control Measures e.g. signed no entry areas, roped off areas, provide safety equipment e.g fire extinguishers	
7. Review findings after event to discover problem areas that need attention	
Build Up	
Make sure all representatives are aware of emergency procedures and fire and safety regulations	
Make sure fire exits are not blocked - ensure nothing is stored in gangways	
Hold pre show health and safety meeting and distribute handouts	
Make sure staff and suppliers do not park illegally or block emergency access	
During Event	
Are there clear exits to/ from stage?	
Are all leads and cables taped down safely?	
Where are light switches and fuse-boxes located?	