

Event Safety Checklist

To be used for ALL on and off campus events

Event Safety Checklist	Yes/No
Have you created an event plan?	
Have the following key personnel been identified? Event Organiser, Safety Manager, Chief Steward, Stewards?	
Is the site suitable for your event?	
Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?	
Who will be responsible for health and safety at the event?	
Have you provided necessary information e.g. maps, site plans and an outline programme of the event?	
Do you know how many people you are expecting? Are they internal (UCL) external or a combination of the two	
Do you know where the entrances and exits on your venue are?	
Are the entrances and exits controlled, stewarded, suitable for disabled persons, and appropriately signed?	
Do you have trained, briefed and clearly identifiable stewards? You need at least 1 steward per 100 people at the event	
Have you met the needs of disabled people?	
Have you set up a reliable system of communication between key people?	
Have you notified the Key University contacts for on campus events (see relevant tab on Additional activity form)	
Are crowd control barriers necessary?	
Are emergency procedures in place and are all stewards aware of these?	
Do you have effective fire control measures in place?	
Do you have adequate first aid cover?	
Do you need any other special arrangements e.g. for lost property, drinking water, toilets, noise control.	
Has a person been allocated to make decisions in an emergency?	
Do you have an emergency plan?	
Are there arrangements for stopping the event during an emergency?	
Have you obtained food safety documentation from any catering contractor?	
Have you arranged for adequate waste provision and clear up after the event?	

If you have any questions about your event please initially email su.activities-reception@ucl.ac.uk or call 0207 679 7239