

## SAFETY CHECKLIST FOR ACF COMMUNITY GROUP EVENTS

### HAZARDS

- Hazards identified and risks assessed and controlled to minimise potential for injury or harm

*[NOTE: Hazards can be related to slips and trips, security, vehicle safety, fire, electrical, food safety, manual handling, cultural/personal issues, transport, weather etc.*

*Prioritise risks by assessing both likelihood and consequence of the risk occurring, then control the risk by eliminating it, substituting hazardous materials or methods with less hazardous alternatives, isolating or enclosing the risk, and/or by ensuring safe operating procedures are in place.]*

### EVENT ACCESS AND EGRESS

- Entry/Exit areas are clear and accessible for attendees
- Entry/Exit areas are adequate for emergency exit and emergency services
- Thoroughfares are well defined and clearly marked

### AMENITIES

- Adequate provision/location of toilets and hand washing facilities
- Availability of drinking water for attendees
- Adequate shade from sun/availability of sunscreen as required for attendees

### EVENT SIGNAGE

- Adequate signage for any hazardous /restricted areas
- Clearly signed First Aid services and fire extinguisher locations

### FIRE PREVENTION

- Suitable fire extinguishers / fire blankets are in appropriate areas, tested and in date

### FIRST AID

- First Aid Stations suitably located, clearly signed and accessible
- First Aid facilities suitable for type of event
- Effective means of communication provided between event personnel and First Aid facilities or personnel

### WEATHER CONDITIONS

- Current Australian Bureau of Meteorology information is checked for adverse weather conditions ([www.bom.gov.au](http://www.bom.gov.au))
- Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available

### ACCESSIBILITY

- Ramps are in place to provide access into buildings
- Disabled Access Parking is available close to the event
- The event itself is easily accessible (e.g. for attendees in wheelchairs, with prams, using walking aids, etc)
- Entry/Exit area is easily accessible (e.g. for attendees in wheelchairs, with prams, using walking aids, etc)