



## **Event Guidance Note 4**

### **Final Preparations**

Just prior to the event it is important to carry out a detailed safety check including the following:-

#### **Routes**

Make sure that the access and exit routes are clear and there is adequate circulation space within the site. Pay particular attention to emergency routes

#### **Inspections**

A walk through inspection of the site should be carried out prior to, during and after the event to identify potential hazards and check that communications are working. More than one inspection may be necessary during the event dependent on its size and complexity.

All defects should be noted and then action taken. The form attached to this guide provides a simple checklist that you may want to use and keep as a record.

#### **Siting**

You will need to make sure that all facilities and attractions are sited in accordance with your site plan.

You will need to check:-

- First Aid Facilities
- Fire Safety provision(Extinguishers etc)
- Security including cash handling processes.
- Waste bins etc

#### **Signage**

Ensure that adequate signage is displayed in the correct locations.

This should include:-

- Emergency Exits
- First Aid Points
- Fire Points
- Information Points
- Lost and Found Children Points
- Toilets
- Drinking Water

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- Any Traffic or Directional signs

**NB Only signs that comply with Highways Legislation can be used on the Highway and these should be approved by the Highways Authority.**

### **Vehicles**

You will need to check that all contractors, performers and exhibitors vehicles are removed from the site or in designated areas before the public are allowed into the event.

### **Structures**

You will need to check that all staging, seating, marquees and lighting structure have all been erected safely and you have the necessary certification from contractors in respect of this.

### **Barriers**

You need to check that all barriers and other protection against hazards are securely in place and there is no risk of falling from heights such as stages and towers etc.

### **Stewards**

Check that all stewards have arrived and are in their correct location. Make sure that they are wearing the right clothing for ease of identification. Check that the communication system is working. See Event Guide 15 for further information.

### **Lighting**

Check that all lighting is working including any emergency lighting and those need for safe entrance and exit from the venue.

### **Public Information**

Make sure that the public address system is working and check that it can be heard in all areas of the venue.

### **Briefing**

Make sure that all stewards and operational staff have been briefed and are clear about their responsibilities.

**(Please See Event Guidance Checklist Stages 1 to 3 – This is part 3.)**