**Indoor Event Safety Checklist**

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| Event Organiser Name: |  |
| Event Organiser Contact No. |  |
| Secondary Contact & No. |  |
| Name of Event |  |
| Location |  |
| Event Type: Lecture 🞏 Seminar 🞏 Conference 🞏 Meeting 🞏 | |
| Date/Time |  |
| Expected Number |  |
| Venue Capacity |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Fire Safety | Yes | No | Comments |
|  |  |  |  |
| Are egress pathways/aisles towards exits unobstructed? |  |  |  |
| Are corridors, stairs and exit doors clear? |  |  |  |
| Are furniture or equipment arrangements going to impede or block exits? |  |  |  |
| Is firefighting equipment readily accessible? |  |  |  |
| Are fire doors wedged open? |  |  |  |
| Are fire safety system (e.g. fire extinguishers, break glass, call points, emergency lighting) visible and unobscured? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Crowd Safety | Yes | No | Comments |
| Will a public safety announcement be made? |  |  |  |
| Are premises free from hazards? (i.e.  trip hazards) |  |  |  |
| Are adequate entrances and exits open, clearly marked and staffed to control admission where necessary? |  |  |  |
| Are any vulnerable groups/ individuals in a designated location? |  |  |  |
| Are the required number of stewards in  their allotted positions; fully trained on their duties and identifiable? |  |  |  |
| Are aisles, corridors, stairs and egress routes free from attendees that might stand or sit in such locations? |  |  |  |
| Have emergency routes and exits been checked beforehand to ensure they are clear and unobstructed? |  |  |  |