

EVENT RISK MANAGEMENT CHECKLIST

Event Location:	Inspected By:	Date:
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Checklist	Compliance	Actions Required / Comments	Actions Required By	Date Required
Objectives				
1. The event's goals, statements, objectives and performance indicators have been established and documented in business plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<div style="position: relative; height: 150px;"> <div style="position: absolute; left: 30%; top: 20%;"> <h1 style="margin: 0; color: gray;">SAMPLE</h1> <div style="background-color: black; color: white; padding: 10px; display: inline-block; margin-top: 10px;"> ORDER NOW AND GET FULL ACCESS </div> </div> </div>				
Legal Aspects and Resources				
2. The UK, EU, UK Regulation and other applicable legislation has been reviewed and complied with	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. All necessary resources are in place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. Staff and volunteer management, e.g. training, support etc. have been planned for	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	


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6.	Industrial relations issues for staff, contractors and the public have been assessed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
7.	Training and inductions have been provided to all personnel involved in the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			




SAMPLE

ORDER NOW AND GET FULL ACCESS

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17.	Amenities, washing, facilities hygiene etc and their access has been provided for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
18.	Disability and services for the elderly have been considered and planned for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
 <h1 style="text-align: center; color: gray;">SAMPLE</h1> <div style="text-align: center; background-color: black; color: white; padding: 5px; margin-top: 10px;"> ORDER NOW AND GET FULL ACCESS </div>							
Food and Hygiene							
	Food safety and hygiene training and records have been considered	One	One	One			
	Food safety and hygiene training records have been considered and recorded	One	One	One			
Health and Operations							
	Food management systems and policies have been considered and planned for	One	One	One			
	Contingency planning has been undertaken	One	One	One			
	The state of equipment and resources have been considered	One	One	One			
	Communication methods and policies have been considered	One	One	One			

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29.	All the required operational assets (e.g. two-ways, uniforms, PPE, vehicles etc) have procured and distribution protocols have been established?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
30.	Back-up system and equipment has been planned for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
 <h1>SAMPLE</h1> <p>ORDER NOW AND GET FULL ACCESS</p>							
<p>31. Training and awareness has been planned for?</p> <p>32. Training and awareness has been planned for?</p> <p>33. Training and awareness has been planned for?</p> <p>34. Training and awareness has been planned for?</p> <p>35. Training and awareness has been planned for?</p> <p>36. Training and awareness has been planned for?</p> <p>37. Training and awareness has been planned for?</p> <p>38. Training and awareness has been planned for?</p> <p>39. Training and awareness has been planned for?</p> <p>40. Training and awareness has been planned for?</p> <p>41. Training and awareness has been planned for?</p> <p>42. Training and awareness has been planned for?</p> <p>43. Training and awareness has been planned for?</p> <p>44. Training and awareness has been planned for?</p> <p>45. Training and awareness has been planned for?</p> <p>46. Training and awareness has been planned for?</p> <p>47. Training and awareness has been planned for?</p> <p>48. Training and awareness has been planned for?</p> <p>49. Training and awareness has been planned for?</p> <p>50. Training and awareness has been planned for?</p> <p>51. Training and awareness has been planned for?</p> <p>52. Training and awareness has been planned for?</p> <p>53. Training and awareness has been planned for?</p> <p>54. Training and awareness has been planned for?</p> <p>55. Training and awareness has been planned for?</p> <p>56. Training and awareness has been planned for?</p> <p>57. Training and awareness has been planned for?</p> <p>58. Training and awareness has been planned for?</p> <p>59. Training and awareness has been planned for?</p> <p>60. Training and awareness has been planned for?</p> <p>61. Training and awareness has been planned for?</p> <p>62. Training and awareness has been planned for?</p> <p>63. Training and awareness has been planned for?</p> <p>64. Training and awareness has been planned for?</p> <p>65. Training and awareness has been planned for?</p> <p>66. Training and awareness has been planned for?</p> <p>67. Training and awareness has been planned for?</p> <p>68. Training and awareness has been planned for?</p> <p>69. Training and awareness has been planned for?</p> <p>70. Training and awareness has been planned for?</p> <p>71. Training and awareness has been planned for?</p> <p>72. Training and awareness has been planned for?</p> <p>73. Training and awareness has been planned for?</p> <p>74. Training and awareness has been planned for?</p> <p>75. Training and awareness has been planned for?</p> <p>76. Training and awareness has been planned for?</p> <p>77. Training and awareness has been planned for?</p> <p>78. Training and awareness has been planned for?</p> <p>79. Training and awareness has been planned for?</p> <p>80. Training and awareness has been planned for?</p> <p>81. Training and awareness has been planned for?</p> <p>82. Training and awareness has been planned for?</p> <p>83. Training and awareness has been planned for?</p> <p>84. Training and awareness has been planned for?</p> <p>85. Training and awareness has been planned for?</p> <p>86. Training and awareness has been planned for?</p> <p>87. Training and awareness has been planned for?</p> <p>88. Training and awareness has been planned for?</p> <p>89. Training and awareness has been planned for?</p> <p>90. Training and awareness has been planned for?</p> <p>91. Training and awareness has been planned for?</p> <p>92. Training and awareness has been planned for?</p> <p>93. Training and awareness has been planned for?</p> <p>94. Training and awareness has been planned for?</p> <p>95. Training and awareness has been planned for?</p> <p>96. Training and awareness has been planned for?</p> <p>97. Training and awareness has been planned for?</p> <p>98. Training and awareness has been planned for?</p> <p>99. Training and awareness has been planned for?</p> <p>100. Training and awareness has been planned for?</p>							

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44.	Secure ticketing procedures have been established?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
45.	Financial insurance in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
46.	Intellectual property is adequately controlled (including ownership, loss, theft, disclosure, abuse and infringement)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
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The event is controlled		One	One	One			
The event is controlled		One	One	One			
The event is controlled		One	One	One			
The event is controlled		One	One	One			
Supervisor Signature: Additional Comments							