**EVENT MANAGEMENT PRE-PLANNING CHECKLIST**

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| **Part 1: General Information** | | | | |
| Event Name: |  | | Reference No:  *(if applicable)* |  |
| Start Date: |  | | End Date: |  |
| Location *e.g. campus*: |  | | | |
| Start time: |  | | End time: |  |
| Event Managers Name:  *(Event Exeter: Sales Specialist)* |  | | | |
| Event Manager’s Contact Details:  *(Event Exeter: Sales Specialist)* | Landline: |  | | |
| Mobile: |  | | |
| Email: |  | | |
| Event Organisers Name:  *(if appointed)* |  | | | |
| Event Organisers Contact Details:  *(if appointed)* | Landline: |  | | |
| Mobile: |  | | |
| Email: |  | | |

| **PART 2: Pre-Planning**  *Event managers must ensure that all elements of an event is appropriately planned, documented and managed – these are detailed below for clarity:*  ***NB:*** *Event Exeter: Sales Specialists use an electronic system to capture this information* | | | | |
| --- | --- | --- | --- | --- |
| ***Insert Yes / No or N/A in the white boxes*** | | | | |
| **Venue Safety** | | | | |
| Is the venue/site suitable for the event? *e.g. design, layout, size, accessibility etc.* | | |  | |
| Are there adequate numbers of entrances to accommodate the number of people? | | |  | |
| Are all entrances easily accessible? | | |  | |
| **Fire safety arrangements** | | | | |
| Exits – Is there a sufficient number of exits to enable a timely evacuation? *i.e. consider the number of people attending the event/using the venue(s) provided* | | |  | |
| **Temporary structures e.g. marquees, stages, seating, barriers etc.** | | | | |
| Are temporary structures required? | | |  | |
| If yes, indicate what type of temporary structures? | |  | | |
| Are suitable arrangements being made to ensure they are/will be safe and secure? | | |  | |
| If yes, indicate what arrangements are being put in place? | |  | | |
| Are any activities/stands/structures required? *e.g. amusements, attractions, inflatable items & promotional displays* | | |  | |
| If yes, have arrangements been made to ensure that activities/stands/structures will be erected safely, securely and not cause any obstructions? *e.g. general public area circulation, emergency exits etc.* | | |  | |
| **Underground services** | | | | |
| Are the underground services e.g. pipes, cables likely to be disturbed? e.g. fixing temporary structures | | |  | |
| If yes, has Campus Services been notified via the helpdesk ‘fit it’ request so that checks can be made to ensure that the temporary structure fixings won’t make contact with underground services? | | |  | |
| **Traffic / transport management** | | | | |
| Have arrangements been made to control and manage vehicle access to the site? *e.g. restricted access to certain areas/times, one-way systems* | | |  | |
| Are there vehicle parking arrangements? *e.g. designated areas for vehicles i.e. buses, vans, cars* | | |  | |
| Will Estates Patrol be required to assist/support this event in relation to traffic management? | | |  | |
| Have Estates Patrol been notified of the assistance/support you require? | | |  | |
| Can Estates Patrol provide the assistance/support you require? | | |  | |
| **Catering *(including water supplies)*** | | | | |
| Is catering required? | | |  | |
| If yes, state who’s providing the catering? |  | | | |
| **Welfare and sanitary facilities** | | | | |
| Are arrangements in place for the facilities to be regularly serviced during the event? | | |  | |
| **Special effects** | | | | |
| Are Strobes / pyrotechnics / fireworks being used? | | |  | |
| If yes, what special effects are being used? |  | | | |
| Have the Health and Safety and Fire Safety teams been informed? | | |  | |
| Are suitable arrangements being put in place? | | |  | |
| If a firework display is being arranged, has the University’s Firework Display – code of practice been consulted and requirements adhered to? | | |  | |
| **Animals** | | | | |
| Will animals be present during the event? | | |  | |
| If yes, what animals and how many? |  | | | |
| What safety arrangements and welfare provisions are in place for the animals? |  | | | |
| **Confined spaces e.g. ceiling/floor voids, backstage etc.** | | | | |
| Will staff/contractors be required to enter confined spaces | | |  | |
| If yes, what spaces will be entered and what safety arrangements are in place? |  | | | |
| **Guests, Performers arrangements** | | | | |
| Will guest, performers, artists require any specific arrangement? | | |  | |
| If yes, state what arrangements they require? |  | | | |
| Can you facilitate the required arrangements? | | |  | |
| **Children management** | | | | |
| Please refer to the children, young persons and vulnerable adults standard for any specific arrangements to be implemented | | |  | |
| **Information points, notices and signage** | | | | |
| Is there a need for information points? | | |  | |
| If yes, will there be sufficient numbers of notices and signage to assist participants? | | |  | |
| **Mobility and other impairments** | | | | |
| Are there facilities for people with special needs? e.g. mobility, other impairments | | |  | |
| Are there adequate numbers of facilities for people with special needs that are easily accessible? | | |  | |
| **Contractor engagement & management** | | | | |
| Are external contractors required for this event? | | |  | |
| If yes, have you provided event safety information to the contractors? *E.g. site rules, existing known hazards etc.* | | |  | |
| Have the external contractors been asked to provide their safety arrangements? *e.g. risk assessments, method statements, staff competencies, equipment certification etc.* | | |  | |
| **Staffing arrangements (support team including contractors)** | | | | |
| Has a support team briefing been prepared and arranged? *e.g. specific training requirements, event/local rules* | | |  | |
| Will the support team be required to wear identifiable clothing*? i.e. uniform, t-shirts, tabards, jackets etc.* | | |  | |
| Have arrangements been made to purchase/obtain and issue the identifiable clothing? | | |  | |
| Is the required number of stewards/security being arranged? | | |  | |
| Are communication arrangements being arranged? *i.e. mobile devises, PA system, radios etc.* | | |  | |
| **Housekeeping** | | | | |
| Do you need to book services *e.g. cleaning, porters etc*.? | | |  | |
| If yes, detail the services you require |  | | | |
| **Falling Objects** | | | | |
| Is there a risk of falling objects from erections e.g. displays, mobile platforms, scaffolds etc. | | |  | |
| If yes, what arrangements are being made to mitigate the risk? |  | | | |
| **Machinery** | | | | |
| Is machinery being used? | | |  | |
| If yes, describe the machinery and its purpose |  | | | |
| **Pressurised systems** | | | | |
| Is pressurised equipment being used e.g. ………… | | |  | |
| If yes, describe the equipment and its purpose |  | | | |
| **Lifting equipment** | | | | |
| Is lifting equipment being used e.g. hoists, cranes etc. | | |  | |
| If yes, describe the equipment and its purpose |  | | | |
| **Gas safety** | | | | |
| Will bottled gas be used for this event? *e.g. cooking, balloons etc.* | | |  | |
| If yes, for what purpose will the bottled gas be used? |  | | | |
| Are there arrangements in place to ensure that the bottled gas(es) will be tested, cited appropriately and fire precaution measures are in place? | | |  | |
| **Electrical Safety** | | | | |
| Are temporary and/or other lighting arrangements required? | | |  | |
| Are there arrangements in place to ensure that temporary and other lighting arrangements are complete/inspected/tested/certified (as appropriate by competent person(s))? | | |  | |
| Are temporary and/or other electrical installations required? | | |  | |
| If yes, what are the temporary and/or other electrical installations? |  | | | |
| Are there arrangements in place to ensure that temporary and other electrical installations are complete/inspected/tested/certified (as appropriate by competent person(s))? | | |  | |
| **Work at height** | | | | |
| Will people be working at height? *i.e. erecting structures etc.* | | |  | |
| If yes, what arrangements are being made to work safely? |  | | | |
| **Manual handling** | | | | |
| Will there be a need for people to carry out manual handling tasks? i.e. staff, students and contractors | | |  | |
| If yes, what arrangements are being made so that these tasks can be carried out safely? |  | | | |
| **Working at night** | | | | |
| Will there be a need for work to be conducted at night? | | |  | |
| What arrangements are being made so that these tasks can be carried out safely? |  | | | |
| **Lone working** | | | | |
| Will people be required to work alone? | | |  | |
| If yes, what arrangements are being made so that those working alone can be done safely? |  | | | |
| **Chemical, fumes, dusts** | | | | |
| Will anything contain chemicals or generate fumes, dusts? | | |  | |
| If yes, what arrangements are in place to mitigate the chemicals, fumes, dusts? |  | | | |
| **Environmental** | | | | |
| Will the event cause any pollution? *e.g. sound, noise & vibration* | | |  | |
| If yes, what arrangements are being made to mitigate the pollution |  | | | |
| **Waste management** | | | | |
| Is there likely to be waste generated by the event? | | |  | |
| If yes, what arrangements are being made to mitigate the waste? |  | | | |
| **Ecology** | | | | |
| Is the environment likely to be disturbed by the event? | | |  | |
| If yes, what arrangements are being made to mitigate the disturbance? |  | | | |
| **Weather conditions** | | | | |
| Have weather conditions been considered for this event? | | |  | |
| Do you have a contingency plan should the weather be inclement on the day? | | |  | |
| Does your contingency plan factor in the need to re-assess building occupancy calculations in the interest of fire safety? | | |  | |
| Does your contingency plan factor in the need to re-assess building occupancy as ‘business as usual’ will continue despite your event? *e.g. a weekday event mid-term with staff and students also using the campus* | | |  | |
| **Grounds (outdoor events)** | | | | |
| Has an Outdoor Event Request Form been completed and submitted to the Grounds Team? | | | |  |
| Are suitable arrangements required and being considered to protect the ground condition? i.*e. whether protection is required* | | | |  |
| **Public interest** | | | | |
| Is there likely to be unplanned public interest in this event? | | |  | |
| If yes, what arrangements are being made to mitigate this? *e.g. larger numbers of attendees than originally anticipated.* |  | | | |
| **Media/Press** | | | | |
| Is the media/press likely to be interested in this event or have been invited to attend the event? | | |  | |
| If yes, what arrangements have been made to mitigate unplanned interest? *e.g. consulting the University’s media/Press Office* |  | | | |
| **Civil disturbance** | | | | |
| Is the event likely to cause a civil disturbance? | | |  | |
| If yes, what arrangements have been made to mitigate any disturbance? |  | | | |
| **First aid & medical assistance arrangements** | | | | |
| Have you arranged for adequate trained first aiders to be available on site? | | |  | |
| Is there a designated first aid room? | | |  | |
| If first aid facilities are being arranged, will this be clearly marked and equipped? | | |  | |
| Are there arrangements in place to summon the emergency services should it be required? | | |  | |
| **Major incident & emergency planning arrangements** | | | | |
| Is there an emergency response plan in place to respond to a major incident? | | |  | |
| Do the emergency services need to be informed of this event so they are prepared to respond if they are summoned? | | |  | |
| **Special licence requirements** | | | | |
| Will any special licences be required for this event? | | |  | |
| If yes, what licences do you require? |  | | | |
| Have licences been obtained or applications made? | | |  | |
| **Liaison with the local authority** | | | | |
| Will the local authority need to be informed of this event? | | |  | |
| If yes, has the relevant local authority departments been informed? | | |  | |
| **Charity collections** | | | | |
| Have you completed and submitted a Charity Collections Application Form to the relevant department? *refer to the event management standard for detail* | | | | |
| **Construction Design and Management (CDM) Regulations** | | | | |
| Do the CDM regulations apply for this event? *refer to the event management standard for detail* | | |  | |
| If yes, are arrangements in place to meet the requirements of the CDM regulations? | | |  | |

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| **PART 3: Action plan** | | |
| ***NB:*** *If you’ve answered negatively to any of the questions above indicating that further action is required*  *transfer the action(s) to the action plan below* | | |
| Remedial Action to be Taken | By Whom  *Insert Name* | By When  *Insert Date* |
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| *add more rows as necessary* | | |
| *NB: Once actions have been completed update the checklist above*  *i.e. change No answers to Yes and provide details as necessary* | | |