

A quick guide to help you run a safe and successful event. This is a simple reminder only.
Schools must also complete their own full risk assessments and follow their H&S policies.

Venue and access	Done (✓)
<ul style="list-style-type: none"> • Entrances/exits clear and safe • Parking and drop-off arrangements sorted • Emergency procedures known and staff briefed • Do you have disabled/wheelchair access to site and toilets? 	
Site safety	✓
<ul style="list-style-type: none"> • Trip hazards removed (eg cables, uneven ground) • Fixtures (fences, seating, etc) safe and secure • Weather conditions considered 	
Activities	✓
<ul style="list-style-type: none"> • Temporary structures (gazebos, banners, etc) secure • Children briefed on safe use of tools/equipment/food • Food stored and labelled safely (allergies considered) • Animals supervised and handled safely • Enough adult supervision in place • Clear-up plans for spills/accidents 	
Facilities and equipment	✓
<ul style="list-style-type: none"> • First aid and trained staff available • Fire extinguishers and exits clear • Toilets/changing areas signposted • Lighting suitable for the space 	
General checks	✓
<ul style="list-style-type: none"> • Safeguarding procedures in place • All staff/volunteers briefed on roles • Insurance and licences (if needed) covered • Electrical equipment checked and safe • Contingency plan for outdoor activities 	

Designated project lead
 and mobile number: _____

Designated project deputy:
 and mobile number: _____