

**INDOOR EVENTS**

**Risk Management Checklist**

**Name**

**Address**

**Tel No.**

**Name of organisation**

**Name of venue/hall to be hired**

**Date(s) of event(s)**

**Booking reference**

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Please answer all the following questions. If any questions do not apply then enter "not applicable". The checklist should be completed and returned to [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot) no later than 6 weeks before the event takes place. All paperwork requested must be checked and approved before the event commences.

The provision of misleading information or failure to complete the checklist fully and accurately may result in rejection of the application and future applications for similar events being refused and existing bookings cancelled.

Should you require additional space to respond to the questions please attach separate sheets as necessary.

**Before the Event**

- ◆ Remember to check for any slipping, tripping and falling hazards in the areas you will be using. Remember that subdued or dim lighting will make existing hazards worse.
- ◆ Be aware of the risks from manual handling; plan any heavy or awkward lifts, ensure that you have enough people to carry out the procedure and check first for any obstructions along the route.
- ◆ Please provide proof that all portable electrical appliances or equipment, whether personal or hired, brought into Council premises have been fully tested in accordance with the Electricity at Work Act 1989. A declaration of all equipment to be used and copies of all test certificates should be returned with the completed checklist.
- ◆ The hirer shall hold public liability insurance with a minimum indemnity of £5 million and evidence of such cover should be returned with the completed checklist.

Exemptions to this requirement are wedding receptions, birthday parties, dinner dances (excluding cabaret type events), discos, private parties, senior citizens clubs, lunch clubs ceilidhs, coffee mornings, and hires which are community based and do not involve a large number of participants.

- Trailing cables should be avoided where possible and should not present a hazard to those working and performing in the area, dim or subdued lighting conditions can make the situation worse. Please state what you intend do to minimise the dangers.

- Trailing cables in the auditorium or seating areas should be prevented through good cable management and not present a tripping hazard to members of the public. Please state what you will do to minimise the dangers.

- Assembling, erecting and the use of electrical equipment [particularly sound and lighting equipment] should only be undertaken by suitably qualified or experienced persons familiar with using that type of equipment. Please state here the experience or qualifications of those involved.

- When using electrical equipment for performances the HSE Guidance, 'Electrical Safety for Entertainers' INDG 247 should be followed and the standards advised in the guidance should be adhered to at all times.
- The erection of structures or scaffolding should only be undertaken by those competent and experienced in erecting that type of structure.
- The hydraulic hoist for Montrose Town Hall FOH lighting bar can only be used by those having completed the operating training course [ who must be named above ].
- The safety harness for Forfar Reid Hall lighting gantry must be used when working in that area.
- Please list here all special effects and pyrotechnics you intend to use and note how you will manage their safe use. Indicate how these will be made secure and safe when not in use throughout the period of let. (please note that special effects used should not present additional hazards or compromise existing safety features or devices such as detectors and alarms).

- The erection and use of scenery and props should be carefully assessed from a health and safety perspective. Consideration should also be given to the use of fire retardant material and precautions for artists and stage crew performing and working on gantries or elevated staging. Please indicate below the measures you have taken to address these concerns.

- Please indicate below the names and roles of all principal production staff e.g. Stage Manager, Lighting technician, Lighting operator, Sound technician, Front of House manager etc.

**During the Event**

- State what first aid provision will be present.

- Describe the stewarding arrangements you will have in place in relation to the anticipated numbers of spectators/audience and participants and how you will manage evacuation in the event of an emergency.

- Please describe here what security measures will be in place suitable for handling the volume of cash expected from entrance fees etc.

- Describe the measures and procedures to be followed to ensure that entrances and exits to the event and all fire exit routes are kept clear.

## Emergencies

So that you are sure you can deal with any emergencies that might arise, it is important to plan ahead.

➤ Please say what you intend to plan for the following situations:

- Incident involving casualties and the emergency services in attendance

- Disorderly behaviour by spectators or those trying to gain entrance

- Lost children

- How do you intend to summon the emergency services in the event of an emergency

- Who is the person responsible for doing so in the event of an emergency

➤ If there are any other potential emergencies that may relate to the event you are organising, please describe them below and state the action you plan to take to prevent or to reduce the consequences of the event.

- Please list all documents you have enclosed with this return [PAT list; PAT certificates; copy of Public Liability Insurance]

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*Applicant's Signature :* \_\_\_\_\_ *Date* \_\_\_\_\_

**Office Use**

Date Received	
Documents	
Action	
Notes	