

APPENDIX B:

Hazard Risk Assessment Checklist

To be completed by Event Management on the day of the Event prior to event starting/opening.

Event: Goomfest 2025 - 2029

Event Manager: XXXXXXXXXX

Event Area:

Date:

Time:

Description	OK	Not OK	NA	Details
Entries & Exits				
Public liability insurance				
Alcohol & Drugs				
Barriers/ traffic mgt devices in place				
Car parking & Disabled access				
Contact list				
Emergency access points identifiable				
Emergency exits unlocked /clear				
Extension leads and plugs (Tagged)(Secured)				
Emergency plan briefing				
Fire extinguishers in position				
Fire hydrants & hoses clear				
Fluoro jackets				
Food Poisoning (Food Safety check)				
Gas cylinders & appliances				
Hot surfaces out of public reach				
Housekeeping/rubbish				
Licensed areas/fences/security				
Litter management				
Pedestrian access				
Roads and walkway condition				
Safety fences/Barricades in place				
Scaffolding & structures				
Sharp or protruding objects				
Stage edges & steps marked				
Steps & handrails (condition)				
Switchboards				
Tents/marquees & Umbrella secured				
Toilets adequate & functioning				
Total Fire Ban				
Traffic Management				
Traffic warning Signs in position				
Trees and branches				
Tripping hazards/pegs ropes etc				
Vehicle access				
Warning & general signage				
Weather & wind conditions monitored				

Version Control Table

Version Number	Author	Date
5.1	(Managing Director)	26.7.22
5.2	(Managing Director)	25.11.22
5.3	(Managing Director)	27.7.24