

Event Safety Checklist

The following checklist provides guidance on safety issues that you may encounter at a Scouting event. This is a tool designed to create conversations among event organizers around risks and ways to mitigate or eliminate them.

Event Name: _____ Event Date(s): _____

Event Location: _____ Total Number of Attendees Expected: _____

Event Organizer: _____ Event Day On-site Contact: _____

Venue Contact: _____ Event Day On-site Contact: _____

Planning (Venue)

Have the following been conducted or discussed with venue owners?

☐ Initial meeting conducted ☐ Venue rules/requirements ☐ Site walk-through conducted ☐ Event map constructed

Risk Management

Are the following items needed?*

☐ Insurance requirements met ☐ Contracts/indemnification ☐ Participant liability waivers ☐ Supplemental insurance

*Note: Communication with the council or the council ERM Committee can help in this area.

Communications

Has the following information been conveyed to event attendees?

☐ Logistics (time, place, etc.) ☐ Parking plan/area(s)
☐ Safety/venue requirements ☐ Areas where vehicles are not permitted
☐ Meals provided or not ☐ Items prohibited at the event

Setup/Teardown

Has the process for setup and teardown been established?

☐ Setup/teardown dates and times ☐ Storage areas ☐ Tools needed
☐ Special equipment needed ☐ Barricaded areas/fencing

Structures

Have hazards been identified for the following areas?*

☐ Large assembly tents ☐ Stages ☐ Adult supervision for areas
☐ Inflatables ☐ Booths

*Note: In some municipalities, permits may be needed for setting up temporary structures

General Safety

Have the following safety issues been addressed?

☐ Attendee safety moment planned? ☐ Road closures/barricaded areas ☐ Drinking water at the event
☐ Tripping hazards (cords, etc.) ☐ Risk assessments done ☐ Other _____
☐ PPE (gloves, vests, etc.) needed ☐ Pest control _____

Fire

Have fire hazards been identified and addressed?*

- | | |
|---|---|
| ☐ Fire extinguishers in place | ☐ Evacuation process |
| ☐ Sources of heat/sparks/open flames | ☐ Muster locations established |
| ☐ Emergency vehicle access | ☐ Fire exits/access clear |

*Note: In some municipalities, permits may be needed for open flames or fires.

Medical

Are the following medical protocols or equipment in place?

- | | | |
|--|--|---|
| ☐ First-aid kit/AED | ☐ On-site EMT or medical officer | ☐ AHMRs unit-held or collected |
| ☐ Medical lodge/center/tent | ☐ Closest ER or hospital identified | |

Utilities

Have all utilities for the event been identified, discussed, and approved with the venue owner?

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|--|---|
| ☐ Electrical/generators | ☐ Compressed gases |
| ☐ Propane | ☐ Water |

Hygiene and Sanitation

Is basic sanitation being provided?

- | | | |
|---|--|---|
| ☐ Portable toilets | ☐ Janitorial staffing | ☐ Trash disposal |
|---|--|---|

Food Handling

Have the following food safety issues been addressed?*

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|---|---|---|
| ☐ Licensed caterers used | ☐ Gloves for servers | ☐ Handwashing stations/sinks |
| ☐ Food properly covered | ☐ Outside serving under cover/tent | |

*Note: In some municipalities, food service permits may be needed for selling, preparing, or distribution of food.

Security

Have the following security issues been addressed?

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|---|---|--|
| ☐ Scout check-in/out process | ☐ Armed intruder/suspicious person | ☐ Security guards/police needed |
| ☐ Missing Scout | ☐ Bomb threat/suspicious package | |

Severe Weather

Have plans for weather emergencies been addressed?

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|--|--|------------------------------------|
| ☐ Go/no-go criteria for event | ☐ Lightning/thunderstorms | ☐ Hurricane |
| ☐ Shelters identified | ☐ Tornadoes/windstorms | ☐ Flooding |
| ☐ Method to notify attendees | ☐ Snow/cold weather | |

Miscellaneous

Have any unique hazards been evaluated?

- | | |
|--|--------------------------------------|
| ☐ Live animals | ☐ Performers |
| ☐ Noise/neighbors | ☐ Other _____ |