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**SU Clubs & Societies – Event Safety Checklist**

Please complete this checklist as fully and as accurately as you can. You may enter ‘*not applicable*’ if the prompt is not relevant to your event.

Please submit your completed checklist to [su.societies@qub.ac.uk](mailto:su.societies@qub.ac.uk) (for Societies) or [su.clubs@qub.ac.uk](mailto:su.clubs@qub.ac.uk) (for Sporting Clubs) at least one working week before your event takes place.

Not that this checklist is not a risk assessment. You should also complete a risk assessment for your event using the template here: <https://www.clubssocieties.qubsu.org/risk>

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| **Event Name** |  |
| **Location** |  |
| **Event Manager** |  |
| **Date** |  |
| **Time** | *Please include start time and anticipated end time.* |
| **Event description** | *What activities are taking place at this event? What will people be doing?* |
| **Running order** | *Please give a breakdown of the event running order, including the times and dates of set-up, the activity itself, and take-down.* |
| **Expected attendance** | *How many people are expected to attend and how will numbers be managed?*  *Is the event ticket-only? Will tickets be checked?*  *Do people need to pay to attend this event / secure a ticket?*  *How will people be stewarded? What measures are in place to prevent a build-up of crowds?* |
| **Hosts / guides / helpers** | *Who will be running the event?*  *How many helpers will there be, and how will the helpers be managed?*  *How will helpers be briefed or trained on their role during the event?* |
| **Staff** | *What staff oversight or supervision is in place for the event?* |
| **Emergency escalation** | *What is the procedure if there is an emergency at the event? Who is responsible for liaising with Security / emergency services? How will event helpers and attendees communicate in case of emergency?*  *Note that urgent concerns should be immediately notified to Queen’s Security and the Students’ Union Reception team.* |
| **First Aid arrangements** | *What is the procedure for summoning first aid support if required?*  *Where is the nearest first aid kit and defibrillator located?* |
| **Fire safety arrangements** | *Is the venue an adequate size for the numbers expected?*  *Where is the gather point if the space needs to be evacuated?*  *Are event helpers aware of the locations of the fire exit(s) and gather point(s)?*  *Who will act as evacuation wardens if required and what training will they receive?*  *Are there any particular fire risks created by the event? (e.g. fireworks, cooking, hot surfaces)* |
| **Security** | *Has Queen’s Security been notified of the event?*  *Is any additional stewarding support required from Security? Has this been confirmed and put on PlanOn?*  *Are there any potential security concerns relating to the event (e.g. high profile guests, elected representatives, controversial issues, planned protests, prop or replica weaponry etc.)?* |
| **Portering** | *Does the event require any support from Queen’s Porters? (e.g. room set-up, furniture hire, opening & closing buildings)*  *Has this been confirmed and put on PlanOn?* |
| **Housekeeping** | *Who will be responsible for carrying out regular housekeeping checks at the event (to include checking fire exits and evacuation routes, cables, trip hazards, spills, and electrical checks)?*  *Will cleaning supplies and wet floor signs be available to clean up and spills? Where will these be stored?*  *Are a suitable number of general waste bins (and recycling bins if possible) available at the event?*  *Will the event generate a significant volume of waste? What plans are in place for disposal for waste during and after the event?* |
| **Food safety** | *Is any food being provided at the event? Please provide details of food and the caterer if so. Please note that external caterers must provide their food hygiene ratings, current public liability insurance, evidence of food safety qualifications, and a full, event-specific risk assessment including preparation, storage, and serving of the food. These documents must be attached to this checklist.*  *How will allergen information be clearly available alongside any food being served?* |
| **Alcohol** | *Will alcohol be served or sold at this event? Have you contacted Campus Food and Drink to discuss relevant Alcohol Licensing laws?* |
| **Temporary structures** | *Are any temporary structures being erected? (e.g. stalls, shell schemes, marquees, gazebos) Who is erecting these structures and how will they be secured?*  *Have these been included in the event risk assessment and the fire safety measures in place for the event?* |
| **Licensing** | *Is any licenced, copyrighted material being screened at this event (inc. films, tv shows, musical / theatrical performances)?*  *Have you researched relevant licencing and paid any applicable fees?* |
| **Safeguarding measures** | *What measures are in place to safeguard any children or vulnerable adults in attendance?*  *Is there a Lost Child Procedure in place for the event? Please attach a copy here if so.* |
| **Attendee conduct** | *How will unauthorised attendees (“gatecrashers”) be managed?*  *How will attendees receive information around expected standards of conduct, including specific guidance around the photography of children and vulnerable adults?* |
| **External contractors / third parties in attendance** | *Are any external (non-QUB) parties or organisations attending or helping to deliver this event? Please give details of their organisation and their role in the event.* |
| **Any other hazards, concerns, or safety matters?** | *Is there any element of this event not discussed above which may create a health & safety risk or require further mitigations?* |

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| **Checklist completed by** | *Name and student number* |
| **Club / Society** |  |
| **Role in Club / Society** |  |
| **Date completed** |  |