

BLUE EVENT – Planning the event & checking the venue

Event details

Event name:		Event date(s):	
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Planning the event

	Comments
<p>Co-ordinate with the venue management, the presenter and any other relevant parties. The primary responsibility is on the person in control of the premises, but there is a legal obligation to co-ordinate and co-operate with them. Therefore, at least discuss with them:</p> <ul style="list-style-type: none"> the nature of your event any special controls or arrangements necessary, such as ventilation, additional types of fire extinguisher, or use of non-venue electrical equipment emergency arrangements 	
<p>If it will be necessary to move heavy equipment, check that appropriate equipment (for example, a trolley) is available, or that appropriately trained staff will be present.</p>	

On the day of the event

	Comments
<p>Check for trip hazards caused by leads or other equipment. Move equipment or use cable walkovers or tape.</p>	
<p>Ensure that fire exits are unlocked and unobstructed, and that exit routes have no obstructions. Make sure fire doors are not held open (unless by design).</p>	
<p>Check that all electrical equipment is in good condition and working order. Carry out a visual condition check, and look for inspection and test labels where appropriate.</p>	
<p>Check that all equipment is located safely, away from edges or where it may get knocked, and on purpose-made stands where appropriate.</p>	
<p>Check that the room arrangement allows safe entry and exit.</p>	
<p>Check fire extinguishers are present, which are appropriate for the type of fire hazard present.</p>	
<p>Make attendees aware of emergency exit routes and procedures, including muster points.</p>	

Signature

Print name & signature		Date	
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