Healthy By Design Event Planning Checklist & Resources

What makes a quality Safety section?

- A competent individual is designated to serve as the Safety Officer
- The event’s top safety risks are assessed
- The event’s top safety risks are addressed

Frequently Asked Questions*

What does the Safety Officer do?

- Is easily identifiable at the event
- Ensures satisfactory safety levels are achieved prior to and during the event
- Has tools to effectively communicate safety concerns with event management

What are safety risks?

Outdoor Event
- Weather
- Traffic
- Minor injuries (i.e. slips, trips, falls)
- Emergency

Indoor Event
- Fire
- Minor injuries (i.e. slips, trips, falls)
- Emergency

How are safety risks addressed?

- Weather: Contact National Weather Service for forecast and plan accordingly (i.e. shelter, water, warming area)
- Traffic: Use controllers and signs to direct motor vehicles, cyclists, and pedestrians
- Minor injuries: Identify and eliminate unstable surfaces, have First Aid supplies and/or medical personnel on site
- Emergency: Create an Emergency Action Plan (i.e. communications, evacuation routes, emergency shelter, contact information)
- Fire: Identify exits and create evacuation plan

Need more resources?

- Safety Officer: http://www.osha.gov/SLTC/etools/ics/safe_off.html
- Risk Assessment: http://www.hse.gov.uk/contact/faqs/riskassess.htm
- Weather: http://www.wrh.noaa.gov/byz/event.php

*Note: These are examples to help guide event planners, lists are not comprehensive.