

Salt Event Risk Checklist

(To be completed by the event organiser and kept on file)

Event Details

- **Event name**

- **Date & location:**

- **Event organiser:**

- **Contact on the day:**

1. Activity Overview

Briefly describe what the event involves (e.g. river cruise, carols service, youth games night):

2. People Risks

☐ Have we considered the **age, health, and mobility** of attendees?

☐ Is **transport** safe and appropriate (e.g. licensed drivers, roadworthy vehicles, carpooling checked as needed)?

☐ If necessary, do we have enough **supervision / leaders** for the group size and type (especially children/vulnerable people)?

☐ Have we gathered **medical/emergency contact details** where relevant?

3. Environment Risks

☐ Are there any obvious hazards at the venue (e.g. slippery paths, stairs, weather exposure, water risks)?

☐ Is there a clear **emergency plan** (assembly point, evacuation, wet weather plan)?

☐ Are **toilets, shade, water, seating** available if needed?

☐ If outdoors or offsite: have we checked **council/venue requirements**?

4. Equipment / Third Party Providers

- ☐ Is any equipment being used safe and in good condition (e.g. sound gear, BBQ, boats, buses etc.)?
- ☐ If using a third party (e.g. river cruise company), have we confirmed they have **appropriate insurance**?
- ☐ Do we (or the third-party provider) have a **first aid kit** and someone who knows how to use it?

5. Communication

- ☐ Have attendees been told about **main risks** in advance (e.g. “the path is steep,” “bring hat and water”)?
- ☐ Do leaders/organisers know **who to call** in case of emergency? (000, nearest hospital, church contact)
- ☐ Do leaders know how to **record and report an incident**?

6. Lessons Learned (after event)

- What worked well?

- What could be improved next time?

Organiser signature: _____ Date: _____

Senior Pastor signature: _____ Date: _____