

MILTON KEYNES SAFETY ADVISORY GROUP

NOTIFICATION FORM FOR A PUBLIC EVENT

Name and Address of Event
Organiser

Telephone number – Home
Telephone number - Work
Fax number
E-mail
Alternative contact details
Address/Location of event

Description of Event (please detail)

Name of the Event
Anticipated number attending (daily)

Date of the Event	
Time and duration of the Event
Name and Address of Landowner

Telephone number
Fax No
Plans/maps of routes etc (please detail)	1.
	2.
	3.
	(Please attach to this document)
Name of person in charge of first aid arrangements & contact details

RISK ASSESSMENT CHECKLIST

The following issues have been listed in order to act as “triggers” so that you may address your statutory responsibilities including a ‘duty of care’ to those attending your event. Risk assessments may be necessary for those marked ‘Y’ below, which will result in an action plan(s) being drawn up.

No		Delete as necessary	Office Use Only (Weighting)				
			1(L)	2	3	4	5(H)
1.	Use of private land/premises	Y/N					
2.	Use of public land/premises	Y/N					
3.	Use of the public highway e.g. roads, redways	Y/N					
4.	Are road/redway closures wanted?	Y/N					
5.	Provision of temporary parking facilities	Y/N					
6.	Are bus routes affected: parking etc?	Y/N					
7.	Sale of alcohol	Y/N					
8.	Litter pickers/refuse containers/disposal arrangements	Y/N					
9.	Sale of food/beverages	Y/N					
10.	Admission by ticket only	Y/N					
11.	Bonfire/Beacon	Y/N					
12.	Firework or Pyrotechnic display	Y/N					
13.	Use of Security Stewards	Y/N					
14.	Use of Car Parking Stewards	Y/N					
15.	Use of volunteer Stewards	Y/N					
16.	Use of Marquees or tents	Y/N					
17.	Use of any other temporary structures	Y/N					
18.	Use of temporary electricity supply	Y/N					
19.	Use of LPG gas equipment	Y/N					
20.	Provision of temporary sanitary accommodation and washing facilities	Y/N					
21.	Provision of temporary public address or sound systems	Y/N					
22.	Provision of First Aid points.	Y/N					
23.	“Lost persons” points	Y/N					
24.	Radio communications systems to be used	Y/N					
25.	Fairground rides to be provided	Y/N					
26.	Provision of safety barriers or security fencing	Y/N					
27.	Use of special effects eg lasers	Y/N					
28.	Provision of fire extinguishers/fire control points	Y/N					
29.	Provision of potentially hazardous attractions eg helicopter rides, steam engines, bouncy castles	Y/N					
30.	Provision of a childrens’ crèche	Y/N					
31.	Public liability insurance (£5m minimum cover)	Mandatory					
32.	Exhibition or use of livestock – Bio security issues	Y/N					