



Event Safety Checklist

Organiser: Please complete and submit to the rector or a warden for parish council's consideration.

Event:

Location:

Proposed Date/s:

1. Does the parish have permission to hold the event at this location? Yes No

Name of manager of location:

Phone (W/M):

Manual Handling and Staffing

2. Do you have an adequate number of helpers to set up and take down the stall(s) Yes No N/A
or function?

Names of helpers:

Date(s):

3. Do you have an adequate number of helpers to staff the stall(s) or function? Yes No N/A

Names of helpers:

Date(s):

4. Are the items to be sold or used large or heavy to transport and lift? Yes No N/A

If yes, names of helpers / nature of assistance /equipment they can give:

Date(s):

5. Have you confirmed that suitable transport is available for equipment/goods? Yes No N/A

Names of helpers:

Date(s):

6. Is there preparation time required before the stall is held e.g. sorting out Yes No N/A

Names of helpers:

Date:

Food Safety and Handling

7. Is food to be sold? Yes No

8. Is food is not pre-packaged, is it correctly and clearly labelled with
all ingredients listed? Yes No

9. Is adequate refrigeration available for products such as butter, cream,
milk, meat? Yes No N/A

10. Are gloves available for handling food for sale and for food preparation? Yes No N/A

11. Are aprons available for food preparation and cooking? Yes No N/A

12. Are hand washing facilities/antibacterial wipes available? Yes No

13. Is adequate shade available to protect food from heat and spoilage? Yes No

14. If cooking, hair nets, apron, gloves necessary (BBQ) Yes No

15. Separate people handling money to those handling uncovered food or
Cooking/preparing food. Yes No

Ministry Initiatives

16. Are the items to be sold or distributed considered appropriate for a church sale or function? Yes No

17. Can this event incorporate ministry initiatives? Please speak to Rector before form is submitted. Yes No

Thank You for your assistance.

Signature (Event Organiser) _____ Date: _____

Please make sure you have the mobile phone number of Rector or Assistant Minister with you in case any difficulties arise whilst the event is running.

Parish Council Use Only:

Approved : Yes No by: _____

Certificate of currency of diocesan insurance for the event required/obtained: Yes No

Updated 28/02/2015