**Event Checklist Form**

1. Is the event covered by the existing Diocesan Mothers' Union insurance? Check with the Diocesan Treasurer if you’re not sure.
2. Who is the event intended for? Undertake a risk assessment of the safety of all possible types of participants. Send details of the event and a copy of the risk assessment to the Diocesan Treasurer.
3. Will there be safeguarding issues? If so, get advice from the appropriate Parish Safeguarding Officer or the Anglican Diocesan Safeguarding Adviser. DBS checks may be required.
4. Is there a building involved and, if so, is its insurance cover adequate for the event?
5. Are there special requirements for the event such as bouncy castles, etc?
6. If refreshments or food will be served, follow food safety standards as stipulated by your local council and the Food Standards Agency.
7. Is there adequate lighting for the needs of the event and are all prohibited areas clearly marked and cordoned off?
8. Are areas of access clearly marked and is there adequate access for wheel chair users and people with mobility issues?
9. If using external contractors / hiring of equipment ensure they hold adequate insurance cover. Do not take their word that cover is in place – the ultimate responsibility for safely rests with the event organisers.
10. Identify areas of danger and place clear notices to warn users of these. This will not automatically safeguard against a claim, but will act as a necessary warning.
11. What first aid support is available / required? Is there a reasonable mobile signal in case of an emergency?
12. Will toilets be available?
13. Will microphones be required? Is there a loop system?
14. Consider any other issues that could affect the smooth running of the event.
15. Remember to tell people where the fire exits are at the start of the event.
16. Consider how the event will reflect on the reputation of Mothers’ Union.