

Event Safety Risk Management Checklist

Wilfrid Laurier University **has a duty** to provide a safe working and learning environment and to ensure public safety for all faculty, staff, students and visitors. To ensure this happens, the Event Safety Risk Management Checklist was developed to identify risks and to ensure safety and security controls are in place to mitigate risks prior to an event taking place at Laurier.

The checklist is designed to provide a guide to:

- a) Determine the extent of risks & hazards that may be present.
- b) Determine the **number** of control measures, resources & costs required.
- c) Assist with the development of an Event Safety Risk Management Plan.

The following checklist is not inclusive of all potential risks & hazards, and consideration should be given to the presence of additional safety hazards. Depending on the nature of the event being organized, some of the items in this checklist may require a more detailed assessment.

Event organizers are responsible for ensuring adherence to Laurier policies, procedures and applicable legislation and by-laws during their event. In addition, event organizers are responsible to adhere to any protocols, rules or standards that are specific to the activity.

Event Safety Risk Management Checklist Instructions:

1. The checklist should be used as a starting point during the event planning process and submitted to Safety, Health, Environment & Risk Management (SHERM) and Special Constable Services (SCS) early in the planning process for review and response.
2. Event organizers may need to consult with, and get info and input from key stakeholders (those impacted by or likely to impact the event/activity).
3. The “Additional Hazards and/or Risks Pertaining to the Event” section of the checklist should be used to identify any additional information not already captured by the checklist.

Please direct any questions and/or the completed checklist to:

- **Brantford Campus, Waterloo Campus and Kitchener Location:**
 - Debbie Song dsong@wlu.ca SHERM and
 - Ryan Eldred reldred@wlu.ca, SCS.

Completed checklists must be provided fifteen (15) business days weeks prior to the event(s).

Following the submission of your checklist, you will receive a communication from SHERM and/or SCS advising if planning will take place prior to your event.

Event Safety Risk Management Checklist

EVENT DETAILS	
Name of event:	
Date of event:	
Start time:	Finish time:
Location of event:	
Dept./faculty or group hosting the event:	
Estimated total attendance:	
Estimated attendance from Laurier:	
Estimated attendance external to Laurier:	
Type of event (i.e. lecture, workshop, social)	
Description of event:	
Panel/speaker/performer name(s) (please provide biographies or web links for additional info.):	
Speaking topic (if applicable):	
Sponsors for the event:	
Other activities associated with this event:	
<i>Please attach a separate itinerary if available.</i>	
Event Organizer(s):	
Name:	Dept./Faculty:
Position:	Cell:
Work phone:	E-mail:
Event Organizer(s):	
Name:	Dept./Faculty:
Position:	Cell:
Work phone:	E-mail:
Additional Contact:	
Name:	Dept./Faculty:
Position:	Cell:
Work phone:	E-mail:

Event Safety Risk Management Checklist

ADDITIONAL EVENT INFORMATION	
Is a registration process being utilized? If yes, please describe and provide registration link as applicable.	
Are tickets being sold for this event? If yes, please provide the ticket price If yes how are they sold (in advance, at the door)?	
What method will be used to ensure the number of attendees is within the allowable occupancy limits for the room?	
Will alcoholic beverages be served? What method will be implemented to ensure service to legal drinking age attendees only?	
Has this event been advertised, and if so how (social media, posters etc)?	
Will anyone be assigned to monitor social media leading up to the event?	
Do you expect external media coverage?	
Do you expect the presence of any dignitaries or public figures?	
Do you anticipate an impact associated with the guest speaker/guest or the subject matter? If yes provide details on what you anticipate happening.	
Is this an annual or regular event at Laurier? If yes what was the experience from past event(s)?	
Has this event been hosted at other institutions or facilities? If yes what was the experience from past event(s)?	
Will there be need for special equipment or vehicles?	

Event Safety Risk Management Checklist

Will this event result in increased pedestrian or vehicle traffic?	
Will this event promote, or is likely to attract, larger crowds both sanctioned and unsanctioned?	
Will you be bringing animals on campus? If yes please provide details (how many, what kind, what will they be used for etc.).	
Will there be staff and/or volunteers at the event? If yes, please provide details on how many and their roles and responsibilities.	
Have first aid stations/and attendants been organized for this event?	
Please note that changes to the information provided on this form, or if new information becomes available, it must be communicated to SHERM & SCS as soon as possible.	
ADDITIONAL CONSIDERATIONS	
<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	
<ol style="list-style-type: none"> 1. Insurance coverage may be necessary for this event. Contact the Insurance Office for further information. 2. Your event may have Accessibility Ontario Disability Act (AODA) considerations to adhere to. Contact Equity, Diversity and Inclusion Office for further information. 	
<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	
ADDITIONAL HAZARDS AND/OR RISKS PERTAINING TO THE EVENT	
1.	
2.	
3.	