

CHECKLIST SAFETY AT EVENTS

	ASSESSMENT / INSPECTION	score				EXPLANATION / EVALUATION
		In order	Not quite in order	Not in order	Not applicable	
1.	RESPONSIBILITY					
1.	All parties have been demonstrably informed of their respective responsibilities.					
2.	LICENCE / AUTHORISATION					
1.	The user licence of the location specifies that holding events is allowed.					
2.	The user licence of the location does not specify that holding events is allowed. An authorisation from the municipality is required, which has been applied for and obtained.					
3.	The building administrator has granted permission.					
3.	CONTRACTS					
1.	The supplier and participants agreements include a mention of the safety aspects.					
4.	CLEARING THE AREA					
1.	A map with safety facilities is provided.					
2.	The surrounding area is cleared: minimum width 3.5 metres and minimum height 4 metres.					
3.	Hydrants and sources of fire-extinguishing water are accessible to fire vehicles.					
4.	Within the designated area, all plants, parking places, and loading and unloading areas where goods and waste are stored and deposited are organised in such a way that in case of calamity, the arrival and positioning of rescue vehicles and other resources does not encounter any hindrance.					

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5.	Barriers and fences are easy to remove.					
5.	EMERGENCY EXITS / ESCAPE ROUTES					
1.	There are enough emergency exits with a minimal exit width in proportion to the maximum number of visitors.					
2.	The emergency exits and escape routes must be <u>a minimum of</u> 60 cm wide and 2 metres high.					
3.	Escape routes and emergency exits must be free of obstacles.					
4.	There must be enough room on the outside of the (emergency) exits.					
5.	A potential rapid evacuation must not be hindered by the formation of smoke from a smoking device.					
6.	FURNISHINGS AND DECORATION					
1.	Decorations must hang no lower than <u>2.5 metres</u> from the ground.					
2.	The decorations may not be easily inflammable.					
3.	Curtains and other vertical furnishings must be kept 10 cm above the ground.					
4.	Curtains hanging in or in front of an entrance or (emergency) exit must be positioned in such a way that they open together with the doors and therefore do not hinder passage.					
5.	Horizontal decorations must be undertensioned with metal wire, with a minimum distance of 35cm between the decorations, or undertensioned with metal wire in two directions with a mesh size of at least 70 cm.					
5.	Balloons must be filled with non-combustible gas.					
6.	Furnishings and decorations must be kept away from warmth and heat-producing equipment.					

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7.	Floor coverings must be secured in such a way that they cannot shift, curl or roll up.					
8.	Floor coverings must not present any danger of slipping, stumbling or falling.					
9.	Cables and cords which are lying on the floor must be attached with highly adhesive tape in such a way that any risk of stumbling and/or falling is averted.					
10.	The furnishings must be impregnated with fire retardants no later than 24 hours before the start of the event.					
7.	LAY-OUT PLAN					
1.	The rows of chairs must be separated by a walking space of at least 40 cm.					
2.	Chairs must be linked to one another or secured to the floor in such a way that they cannot shift or fall in the midst of a commotion.					
3.	A row of seats which can only be evacuated on one side may not include more than 8 seats.					
4.	<p>A row of seats which provides access to an aisle or exit at both ends may not include more than</p> <ul style="list-style-type: none"> - 16 seats if the free space between the rows is < 45 cm; - 32 seats if the free space between the rows is > 45 cm; - 50 seats if the free space between the rows is > 45 cm and there is an exit of minimum 1.10 metres at both ends of the rows. 					

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5.	<p>The space must be organised in such a way that there is a minimum of</p> <ul style="list-style-type: none"> - 0.25 m² floor surface available for every person without a seat; - 0.30 m² floor surface available for every person who has a seat which cannot shift or fall as a result of <u>a</u> commotion; - 0.50 m² floor surface available for every person who has a seat which might shift or fall as a result of <u>a</u> commotion. 					
6.	<p>If the free floor space per person is less than 0.50 m², all objects must be secured in such a way that they cannot shift or fall over as a result of commotion.</p>					
8.	PODIUMS / STANDS					
1.	<p>Stands, podiums, etc. can only be built from exclusively non-combustible materials and/or wood, hardboard, triplex, multiplex, chipboard, etc. with a minimum thickness of 3.5 mm.</p>					
9.	WASTE					
1.	<p>Waste must be collected in safely positioned easily lockable containers made of flame-resistant material.</p>					
2.	<p>Ashtrays and/or paper containers must be made of non-combustible material.</p>					
3.	<p>Ashtrays must be emptied at regular intervals into lockable ash collecting devices made of non-combustible material.</p>					
4.	<p>Ash-collecting devices must be emptied into non-combustible containers with a lockable lid.</p>					
10.	ELECTRIC EQUIPMENT					
1.	<p>All electric appliances must be installed by a competent person.</p>					
2.	<p>Only approved (CE-marked) equipment and installations can be used.</p>					

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11. GAS CYLINDERS					
1. Gas cylinders must be secured (this also holds for CO2 cylinders!).					
12. OPEN FIRE					
1. Candles must be secured to stable and non-combustible standards.					
2. Candles must be secured to a wall or placed on a spacious sit-down table.					
3. No decorations may be hung above places where dishes might be flambéed.					
4. Flambé dishes are only prepared by personnel specifically trained to do so.					
13. IN-HOUSE EMERGENCY (BHV) / FIRE SENTRY					
1. There must be enough BHV officers/ EHBO first-aid officers on the premises.					
2. There must be a first-aid (EHBO) post on the premises.					
3. There must be enough first-aid (EHBO) resources on the premises.					
4. There must be clear signs leading to the first-aid (EHBO) post.					
5. There must be enough fire officers on the premises.					
14. PARTICULAR RISKS					
1. Describe here any particular risks that may arise and the accompanying safety measures.					

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