

## IPFA Event Host – Health & Safety Checklist

Check item
<b>Event basics</b>
Expected attendees confirmed and within room capacity
Host contact on the day (name + mobile) confirmed
<b>Venue &amp; building safety</b>
Emergency exits are clearly marked, unlocked, and unobstructed
Escape routes (including stairs/corridors) are clear of trip hazards
Fire alarm instructions are visible, and the host knows how to raise the alarm
Firefighting equipment is visible and accessible
Lighting is adequate in all areas used (including exit routes)
Clear signage for hazards (wet floor, low ceiling)
Any temporary cables (AV/laptops) are taped/covered or routed safely
<b>Emergency plan</b>
The host knows the building's emergency procedure and assembly point
A brief safety message will be given at the start (exits + assembly point)
Procedure agreed for medical emergency (who calls local emergency services)
Incident/near-miss will be reported to IPFA after the event
<b>First aid</b>
First aid kit available on-site
Named first aid point of contact identified (e.g., reception/security/first aider)
<b>Accessibility &amp; inclusion</b>
Delegate accessibility requirements have been identified and appropriate adjustments implemented where necessary
Appropriate arrangements are in place to support safe participation and emergency evacuation
<b>Capacity &amp; crowd management</b>
Seating/standing layout allows safe movement to exit
The entry/registration area will not block corridors or exits
Any high-risk areas are restricted (e.g., loading areas)
<b>Food &amp; drink</b>
If food is provided, catering meets food safety standards
Allergen information will be available/communicated
Drinking water is available
<b>Security &amp; safeguarding</b>
Visitor access arrangements agreed with building/host (reception passes, sign-in)
Emergency contact details for building management/security are available
Personal belongings can be stored safely (basic guidance to attendees)
<b>Compliance</b>
Host confirms the venue meets applicable local health & safety/fire requirements
Host confirms they have the authority to host visitors on the premises