Site and safety check

A walk through the site with a list, before the day and again on the morning.

How to fill it in

1. Walk the route a participant will walk, from the gate to each station and back.
2. Mark every answer yes, no or to fix, with a name beside each fix.
3. Repeat the walk on the morning, before the crew briefing.

The walk

	Answer	Who fixes it, and by when
The ground at every station is flat, dry and clear	□ Yes □ No □ To fix	
Power reaches every station that needs it, with cables covered	□ Yes □ No □ To fix	
There is shade and drinking water within a short walk	□ Yes □ No □ To fix	
A first-aid point is staffed and signposted	□ Yes □ No □ To fix	
Exits and the assembly point are clear and known to the crew	□ Yes □ No □ To fix	
There is a plan for heat, rain and wind	□ Yes □ No □ To fix	
Everyone invited can reach and play every station	□ Yes □ No □ To fix	
There is a prayer space, and the plan allows for prayer time	□ Yes □ No □ To fix	
Permissions from the site and security are in writing	□ Yes □ No □ To fix	
The crew knows the signal that stops every round	□ Yes □ No □ To fix	

Safety lead on the day One person, reachable all day

Before you move on

- [ ] The walk was done on site, not from a drawing.
- [ ] Every 'to fix' has a name and a date.
- [ ] Every crew member knows the stop signal.

THE RULE

Walk the site twice: once to plan, once on the morning. The safety lead can stop any round.

Source: GoldinKollar · how we plan and run our own team days and activations

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Worked example

The example is made up, to show a filled template: a delivery company marking its tenth anniversary. Replace it with your own.

The walk

	Answer	Who fixes it, and by when
The ground at every station is flat, dry and clear	Yes	
Power reaches every station that needs it, with cables covered	To fix	Facilities: second socket at station four, by Tuesday
There is shade and drinking water within a short walk	Yes	
A first-aid point is staffed and signposted	Yes	
Exits and the assembly point are clear and known to the crew	To fix	Production lead: shade over the food area
There is a plan for heat, rain and wind	Yes	
Everyone invited can reach and play every station	Yes	
There is a prayer space, and the plan allows for prayer time	Yes	
Permissions from the site and security are in writing	Yes	
The crew knows the signal that stops every round	Yes	

Safety lead on the day

One person, reachable all day

Name and phone number, printed on every station sheet.