



Dynamic Event Safety Checklist

Event Day Operational Checklist

Document Type: Template

Version: V1

Date: 08th May 2026

Event Details

Field	Details
Event Name	
Venue	
Date	
Lead Organiser	
Welfare / Safeguarding Contact	
First Aid Provider	
Time Checklist Completed	
Completed By	

Purpose

This checklist is designed to support organisers in completing a final operational safety and safeguarding review before and during Taekwondo events.

This checklist supports:

- participant safety,
- safeguarding awareness,
- emergency preparedness,
- venue safety,
- and dynamic risk management throughout the event.

This checklist should be used alongside:

- the Event Risk Assessment,
- safeguarding procedures,
- first aid arrangements,
- and emergency planning documentation.

Pre-Event Safety Checks

Area	Yes	No	N/A	Notes / Action Required
Venue appears safe and suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mats/training surfaces checked and safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Walkways and exits clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exits identified and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire procedures known by event staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First aid provision available and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Defibrillator available/location known	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Welfare/Safeguarding contact identified and available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safeguarding reporting arrangements understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff/volunteers briefed on responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participant registration area organised safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spectator areas safe and controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment checked and safe for use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toilets/changing facilities appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency contact arrangements available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water/hydration access available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Head contact/concussion arrangements confirmed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate protective equipment available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessibility considerations reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weather/environmental conditions reviewed where relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Dynamic Event Monitoring

Area to Monitor	Checked	Action Taken / Notes
Crowd management	<input type="checkbox"/>	
Participant welfare	<input type="checkbox"/>	
Safeguarding concerns	<input type="checkbox"/>	
Sparring/contact safety	<input type="checkbox"/>	
Behaviour/sportsmanship concerns	<input type="checkbox"/>	
Equipment safety	<input type="checkbox"/>	
Venue hazards identified during event	<input type="checkbox"/>	
Medical incidents/injuries	<input type="checkbox"/>	
Hydration/fatigue concerns	<input type="checkbox"/>	
Changing facility concerns	<input type="checkbox"/>	
Spectator behaviour	<input type="checkbox"/>	
Social media/photography concerns	<input type="checkbox"/>	

Emergency Incidents During Event

Incident Type	Action Taken	Recorded?
Injury / Medical Incident		<input type="checkbox"/>
Safeguarding Concern		<input type="checkbox"/>
Fire / Evacuation		<input type="checkbox"/>
Lost Child / Vulnerable Participant		<input type="checkbox"/>
Venue Safety Issue		<input type="checkbox"/>
Behavioural Incident		<input type="checkbox"/>

Additional Notes / Dynamic Risks Identified

Risk / Concern	Action Taken

General Notes

Event organisers should ensure:

- dynamic risks continue to be monitored throughout the event;
- safeguarding and participant welfare remain priorities;
- unsafe activity is stopped where necessary;
- incidents and safeguarding concerns are recorded appropriately;
- emergency procedures remain accessible throughout the event.

Sign-Off

Name	Role	Signature	Time
	Event Organiser / Safety Lead		

Review

This checklist should be completed:

- before the event begins;
- monitored throughout the event;
- and reviewed following significant incidents or concerns.