**KNOW YOUR BLOOD PRESSURE EVENT SAFETY CHECKLIST**

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| Know your blood pressure event details | | | | | | | |
| Event name |  | | | | | | |
| Event location |  | | | | | | |
| Event date/dates |  | | | | Start/Finish times | |  |
| Event contact |  | | | | | Telephone No. |  |
| Emergency contact |  | | | | | Telephone No. |  |
| KYBP event number | |  | | | | | |
| Number of staff/volunteers present on the day(s) | | | |  | | | |
| Know your blood pressure safety checklist | | | | | | | |
| Areas of consideration | | | **YES** | **NO** | Comments and control measures | | |
| Is this KYBP event part of or in association with any other event? | | |  |  |  | | |
| Has permission been granted for use of the location or venue? | | |  |  |  | | |
| Have all staff/ volunteers- taking blood pressures, received the mandatory training? | | |  |  |  | | |
| Is the KYBP event open to the general public? | | |  |  |  | | |
| Has access to the location been considered including traffic, parking, walking distances, and steps etc.? | | |  |  |  | | |
| Does the event involve any strenuous manual handling including the lifting and movement of heavy/awkward items? | | |  |  |  | | |
| Are there any known hazards such as traffic, crowds, trip hazards, changes in levels etc.? Which may be at the location? | | |  |  |  | | |
| Have arrangements for first-aid been considered? | | |  |  |  | | |
| Have arrangements for using welfare facilities including toilets and hand washing facilities been considered? | | |  |  |  | | |
| Have arrangements for refreshments been considered for staff and volunteers? | | |  |  |  | | |
| Have arrangements for rest breaks been considered for staff and volunteers? | | |  |  |  | | |
| Have adverse weather conditions been taken into consideration including extremes of heat or cold? | | |  |  |  | | |
| Are all staff and volunteers fully briefed before the event? | | |  |  |  | | |
| Is there any cash handling on the day of the event? If yes please give details regarding procedures that will be in place including security and personal safety. | | |  |  |  | | |