



Exhibit safety checklist

To be completed before exhibiting items on campus

Your Name..... Date/s of exhibit..... Location of exhibit

Have you read the risk register for exhibits?	Yes No If no please ask your supervisor/ curator for a copy
Physical hazards	Please circle
Are items secured so they will not fall on anyone?	Yes No If no items must be secured.
Are items blocking walkways or pathways?	Yes No If yes item must be moved.
Are items blocking stairways?	Yes No If yes item must be moved.
Are items a potential trip hazard?	Yes No If yes item must be moved. Or cordoned off to prevent people tripping over.
Does the item have any sharp or pointed edges, or moving parts?	Yes No If yes item must be cordoned off to prevent people coming into contact with items and care must be taken when installing and removing items
Electrical hazards	Please circle
Are electrical cords taped down?	Yes No If no make sure all cords are taped down.
Have all electrical cords plugged into the mains been tested and tagged?	Yes No If no take to resources centre for testing.

Emergency Hazards	Please circle
Are items blocking emergency exits or stairways?	Yes No If yes item must be moved.
Are items blocking fire doors or stairways?	Yes No If yes item must be moved.
In case of emergency is there enough room for people to evacuate safely? i.e. a 1m wide passage.	Yes No If no item is to be moved.
Other Hazards	Please circle
Does your exhibit pose a fire hazard? (e.g Are you using candles to light the work, Does it have the potential to ignite)	Yes No If yes item must have separate risk assessment to identify appropriate control measures.
Does your exhibit contain any biological hazards? (e.g Plant, animal products, food items)	Yes No If yes item must have separate risk assessment to identify appropriate control measures.
Does your exhibit pose any other risks? (Chemical, noise, lasers)	Yes No If yes item must have separate risk assessment to identify appropriate control measures.

Supervisor's/Curators signature.....

Date.....