



Planned Event Slip, Trip and Fall Prevention Assessment Form (Garden Tours, Walks, Strolls, etc.)

It should be the policy of every Society/Club or District that before holding a Planned Event (Garden Tour, Walk, Stroll, etc.) that the sites(s) are to be visited in advance in order to ensure that all attendees can move about the locations with relative ease and safety. *This form should be utilized during inspection of sites under consideration for such activities.*

Date of Event: _____ **Name of Event:** _____

Please Select Location: Home Other Site

Homeowner(s)/Site Representative Contact Name(s): _____

Homeowner(s)/Site Representative Contact Phone Number: _____

Homeowner(s)/Site Representative Email Address: _____

Address of Planned Event: _____

THINGS TO CHECK	Y	N	COMMENTS
Incident Form is available for planned event			
Homeowner/Site Location Insurance coverage confirmed			
First Aid Kit available (by homeowner or Society/Club/District)			
Are walking surfaces clean			
Are walking surfaces maintained			
Are walking surfaces free of obstructions			
Will the area support the anticipated traffic volume			
Handrails and supports secured			
All stairs have rails/supports			
Visibility and lighting sufficient			
Check for tripping hazards			
Are grounds level			
If grounds are not level is the slope excessive			
If sloped areas get wet will this cause issues			
Car parking areas free of potholes, irregularities, etc.			
Are ramps, stairs and elevation changes easily seen			

INSURANCE COVERAGE STATEMENT: Homeowners/Sites should be made aware in the event of any damage incurred or injury to any individual visiting the site before (site visit and setup), during or after (tear down/clean up) the planned event, would see their homeowner or site's insurance coverage utilized first. Only in the event that the Society/Club or District was accountable for the injury or damage, would the OHA insurance be considered.

Event Reviewer Name: _____ **Event Reviewer Signature:** _____

Site/ Homeowner Signature: _____ **Date:** _____

During an event, should there be any situation arise where an attendee is injured or possibly is injured, the organizers should:

1. Seek medical assistance for the person(s) injured or potentially injured. If the party refuses medical attention, you should document same and request their initials on the Incident form.
2. Complete an Incident form as soon as possible making note of the circumstances involved in the injury or apparent injury. https://gardenontario.org/wp-content/uploads/2018/03/co-op_incident_report.pdf
3. Photograph the area involved.
4. Contact the OHA as soon as possible at secretary@gardenontario.org.

Other Resources

Know About Fire Extinguishers: https://gardenontario.org/wp-content/uploads/2018/03/co-op_fire_extinguishers_.pdf

Slip Trip & Fall Prevention Assessment: https://gardenontario.org/wp-content/uploads/2018/03/co-op_slip_trip_fall0305.pdf

PLEASE MAINTAIN THIS DOCUMENT FOR 3 YEARS FROM DATE OF EVENT FOR INSURANCE PURPOSES

December 9, 2023