



EVENT CHECKLIST

NZYF/HS/010

11/03/2016

This checklist has been created to help you facilitate Health & Safety with ease at your events. All Health and Safety resources can be found on the website: <http://www.youngfarmers.co.nz/club-resources-and-templates/>

BEFORE THE EVENT

Tick box	Requirements	Completed By & Date
	Completed Event Safety Plan	
	Notify Carolyn and your Regional Field Officer that you are holding an event.	
	Hazard Assessments <ul style="list-style-type: none"> • Check website for an updated copy of the hazard register • Assess all hazards at your event • Complete hazard assessment forms for all hazards that are not already in the register • Ensure you have put all controls in place to eliminate or minimise the hazard (refer to H&S Guide for definitions and guidance) • If you are running an event with multiple modules (like a regional or grand final) contact Carolyn for another hazard documentation option. 	
	Complete the Emergency Contact List <ul style="list-style-type: none"> • Ensure this is located in an area that is easy accessable in an emergency 	
	Outside organisers <ul style="list-style-type: none"> • If you are using an external company to run the event i.e. a rafting company, ensure you have a copy of their Health and Safety documents including hazard assessments. This should include; H&S Policy, Hazard Assessments & Emergency Procedures) • If you are having trade or hosting sites please ensure NZYF/HS/011 is completed by each subcontractor/sponsor 	

DURING THE EVENT

Tick box	Requirements	Completed By & Date
	Injury Reporting <ul style="list-style-type: none"> • Ensure injury reports are completed for all injuries no matter how minor • If the injury is major and requires more than first aid please contact Carolyn Bennett on 021 913 035 immediately for further instructions. 	
	Declaration Forms <ul style="list-style-type: none"> • Please ensure declaration forms are completed for all volunteers and participants. (These are located on the website) • This includes reading hazards out to all volunteers and participants to ensure their safety. Use the NZYF/HS/014 – event induction checklist, to assist you with this. 	

AFTER THE EVENT

Tick box	Requirements	Completed By & Date
	Mail or email the following forms to Carolyn Bennett. These are required by law to be saved and entered into our databases for external auditing and internal review processes. <ul style="list-style-type: none"> • Hazard Assessment Forms (hazards not already on the register) • Injury Reports • Declaration Forms 	

Any issues or questions please don't hesitate to contact Carolyn Bennett on 021 913 035 or carolyn.bennett@youngfarmers.co.nz or your Regional Health and Safety Representative.