



HEALTH AND SAFETY FUNCTION CHECK LIST

NZYF/HS/015

10/09/2018

FUNCTION	
VENUE/LOCATION	
MAXIMUM CAPACITY	
DATE	
ORGANISER(S)	
EMERGENCY CONTROLLER (COULD BE A MEMBER OR SECURITY PERSON)	

Evacuation Point:	
First aid kits are located:	
Fire extinguishers are located:	

Please outline below your plan to cover the following areas:

Bar Management	Who is managing the bar: Duty Manager Name: Is this an R18 event (if not how will you manage those underage)
Security	
Transportation (buses/sober drivers/taxis)	
Intoxication Plan (how to deal with someone who has had too much to drink)	



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	Contact Name	Phone
First aiders		
Police		111 or
Fire Service		111 or
Ambulance		111 or
Local Medical Centre / Hospital		
NZYF National Office		

Checklist:

	Venue Emergency Procedures Documentation Received (attached or viewed)
	House Keeping Completed by MC to all guests <ul style="list-style-type: none">• Location of fire exits and emergency evacuation point• Location of toilets• Any other H&S specifics for this location/event• Outline transport options
	Fire Exits Clear and Doors not locked

Signed off by:

NAME (ORGANISER OR EMERGENCY CONTROLLER)	
SIGNATURE	
DATE	