



## 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/health-and-safety/>

### **BEFORE THE EVENT**

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

### **DURING THE EVENT**

Tick box	Requirements	Completed By & Date
	Injury Reporting <ul style="list-style-type: none"> <li>• Ensure injury reports are completed for all injuries no matter how minor</li> <li>• If the injury is major and requires more than first aid please contact Casey Huffstutler on 027 213 0043 immediately for further instructions.</li> </ul>	
	Declaration Forms <ul style="list-style-type: none"> <li>• Please ensure declaration forms are completed for all volunteers and participants. (These are located on the website)</li> <li>• 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.</li> </ul>	

### **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"> <li>• Hazard Assessment Forms (hazards not already on the register)</li> <li>• Injury Reports</li> <li>• Declaration Forms</li> </ul>	

Any issues or questions please don't hesitate to contact Casey Huffstutler on 027 213 0043 or [casey@youngfarmers.co.nz](mailto:casey@youngfarmers.co.nz) or your Regional Health and Safety Representative.