



# HEALTH AND SAFETY FUNCTION CHECK LIST

NZYF/HS/015

10/09/2018

<b>FUNCTION</b>	
<b>VENUE/LOCATION</b>	
<b>MAXIMUM CAPACITY</b>	
<b>DATE</b>	
<b>ORGANISER(S)</b>	
<b>EMERGENCY CONTROLLER</b> (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:**

<b>Bar Management</b>	Who is managing the bar:  Duty Manager Name:  Is this an R18 event (if not how will you manage those underage)
<b>Security</b>	
<b>Transportation</b> (buses/sober drivers/taxis)	
<b>Intoxication Plan</b> (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"><li>• Location of fire exits and emergency evacuation point</li><li>• Location of toilets</li><li>• Any other H&amp;S specifics for this location/event</li><li>• Outline transport options</li></ul>
	Fire Exits Clear and Doors not locked

### Signed off by:

<b>NAME</b> (ORGANISER OR EMERGENCY CONTROLLER)	
<b>SIGNATURE</b>	
<b>DATE</b>	