Health and safety plans should be regularly updated to support the planning of a safe and successful event.

# Event Scope This is an outline of the key event information

|  |  |
| --- | --- |
| Event: |  |
| Location:  |  |
| Event Date: |  |
| Event Times (for attendees): |  |
| Event Organiser: |  |
| Email: |  |
| Contact Number: |  |
|  |  |

# Event Details

## Event Description A brief summary of key components of the event

Run Sheet Overview of key times including pack in and pack out

**Date**

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| --- | --- |
| Time | What will happen |
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## Audience Who will be attending and how many?

## Contact list Identify who will help, what their role is and their contact number on the day.

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| --- | --- | --- |
| Name  | Role  | Contact Phone Number |
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## Emergency Response and Evacuation Plan What will happen in an emergency and who will lead the response? Include: fire, earthquake, any other relevant scenarios.

## Medical Emergency and First Aid What will happen if there is a medical emergency/event and who will lead the response/provide assistance?

1. Risk Assessment Identify what could go wrong. When it could go wrong. What you will do to reduce the risk. What you will do if it does go wrong. Who is responsible? Examples to consider include: tripping hazards, vehicles, visitor congestion, road crossings, food handling, types of equipment in use, environmental hazards, hygiene, site clearance/checks.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Tell us your risks/hazards** |  |  |
| **When might the risk occur? Pre,** **During or Post** **event?**  | **What is the risk/hazard?** (what risks are there that may harm people?) | **Risk Rating** Low Medium High | **Control Measure**(Explain how you will reduce this risk) | **Risk level** **remaining once** **control measure** **is in place** (low/medium/high) | **Who will be** **responsible for checking the controls are in place?**  |
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## Health and Safety Checklist

This checklist of key Health & Safety tasks is to be developed by the Event Organiser in response to the management of risks identified in the Risk Assessment. It should be updated as planning progresses and used to help ensure a safe and successful event.

Clearly show key Health and Safety tasks that will be done - Pre, During or Post Event.

Name of the person responsible for ensuring Health & Safety Checklist followed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre Event checklist of actions:**

**During Event checklist of actions:**

**Post Event checklist of actions:**

1. Site Map

Please include a site map showing building or site exits and evacuation assembly points. This can be hand drawn if you do not have anything digital.