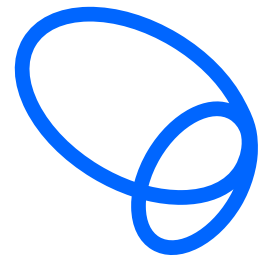


ORGANISING AN EVENT

HEALTH AND SAFETY CHECKLIST



Use this checklist to help you run safe events that meet the requirements of the Health and Safety at Work Act 2015.

PLANNING YOUR EVENT

Before you advertise

- If you're working with an external host or provider, ask for a list of safety gear and equipment that will be provided, anything else they will provide and what will be required by the event organisers and the attendees. **Please ensure all arrangements are made in writing, to avoid any confusion.**
- On the day, the host, provider or event organiser will need to give a full health and safety and emergency briefing. You should also discuss the following with the host or provider:
 - any potential site-specific and other risks on the day
 - any health and safety and emergency procedures the hosts or providers already have in place
 - how the event organisers can manage any potential risks.

Once you have the go-ahead

- During the registration process, attendees will be asked if they have any serious health conditions and/or allergies. If they do have any, we'll ask for emergency contact information and check if we can reasonably accommodate them in any way to ensure their safety. Your engagement manager/ advisor will share this information with you. Please alter your arrangements accordingly.
- If you are told any attendee has a serious food allergy, please do not serve any food which may put them at risk. You may need to let the caterer know, before the event.
- If you are serving alcohol, there may be alcohol laws you need to consider. Enquire whether the venue has the appropriate licence, so that you can serve alcohol. You can find more information on the [Justice website](#) and if you're still not sure, call or email your engagement manager/advisor.
- Food must be made available where alcohol is served. Have a plan in place to ensure food is prepared and alcohol is served responsibly.

- Here are a few other things to think about, to ensure everyone's safety:
 - Does the activity or venue require someone with a current first aid certificate?
 - Could this activity endanger any member of the public? If so, how will you manage this risk?

AT THE EVENT

Before you start

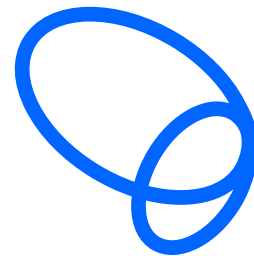
- Ensure your phone is fully charged, in case of an emergency.
- Sign in all attendees and check that they have brought any required personal protective equipment (PPE) with them. If any attendee does not bring the required gear, they may not be able to participate.
- Check that your host or provider has brought any safety gear you expected and that there is enough for everyone.
- Check that the event organisers have brought anything required.
- Invite the host, provider or an event organiser to give a health and safety and emergency briefing, which includes site-specific risks, emergency procedures and where any emergency exits are.

During the event

- In the event of an emergency, please call 111.
- As the event organiser, you need to remind attendees about the health and safety requirements. Anyone not following requirements should be asked to leave.

AFTER THE EVENT

- Tell your engagement manager/ advisor about any health and safety incidents (illnesses, injuries, near misses or failure to follow requirements) as soon as you can, and within five working days. These are defined in the Act, but if you're not sure, call or email your engagement manager/advisor.
- Complete and send a Post-Event Report Form (on page 2) to your engagement manager/advisor if there were any incidents.



POST-EVENT REPORT FORM

Branch or group

*eg Young Engineers
Wellington*

Event name

Location

Start time

Date

Name of event organiser

Number of attendees

Report any notifiable events, illnesses, injuries or near misses.

Please tell us:

- what happened
- who was involved
- where the incident occurred
- time the incident occurred
- what happened next
- any treatment sought and
- any relevant contact details, including those of the person filling out this form.

**In the event of an emergency, please call 111. If there is a health and safety incident during the event, please notify your engagement manager/engagement advisor within five working days of the event.
Once you have completed this form, please send it to your engagement manager/engagement advisor.**