

***This form is to be filled in by organising committees to ensure they are co-operating and co-ordinating with the other entities they rely on to hold their event. These are examples only.***

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|  | **Organising Committee** | **Facility Owner** | **ESNZ** |
| Facility is Safe and fit for purpose | Responsible for ensuring Facility has a current health and safety policy and that it is compliant. | Responsible for ensuring the facility is safe, compliant and that the health and safety plan has been communicated to the hirer. |  |
| Participants are safe | That as the event manager there are systems and policies in place to protect users, competitors, spectators and officials.  That there are systems and policies in place that identify and manage any hazards introduced to the facility, have emergency action plans, first aid provisions.  Officials have been informed of the incident reporting procedure and have a copy of the health and safety plan. | Systems and Policies are in place for providing a safe and compliant venue. Facility owner provides a copy of hazard register to organising committee. Facility owner ensures that organising committee has systems in place to ensure participants are safe. All know the reporting procedure for incidents. | Officials are trained in their health and safety obligations and are not causing harm to anyone through their actions.  Officials know they need to report any hazards, serious harm injury and near miss incidents. |
| First Aid | Organising committee has made provision for adequate first aid cover and has ensured cover is in place. | Facility owner is sure that the organising committee has made reasonable provisions for first aid. | Officials know where the first aid will be and how to activate it if required. |
| Major incidents – violent person or harmful behaviour | Organising Committee is satisfied that a system is in place to manage onsite incidents. | Facility owner has a plan to manage activity. | ESNZ is responsible for having a system in place to protect their staff, volunteers and participants. |
| Emergency Evacuation | Organising committee has a clear understanding of the best evacuation procedure for the facility it is hiring. Ensure there are signs and clearly marked evacuation meeting sites communicated to participants or campers. | Facility owner has Emergency Action Plans in place which all staff and hirers are trained in. Facility owner is responsible for ensuring sufficient representatives of the organising committee are trained to implement the Emergency Action Plan. | Ensures that officials understand they will be required to assist in the event of an emergency evacuation and they need to be briefed on the evacuation procedure by the organising committee and the facility owner. |