ORGANISING COMMITTEE CHECKLIST

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| Yes | No | Organising Committee |
|  |  | Do you have a current and up to date event Health and Safety plan? Templates and examples are on the ESNZ website under Safety. |
| □ | □ | Does your plan include the following components:   * a purpose * principles of working * key contacts * identification of those you must consult, co-ordinate and co-operate with * a responsibility co-ordination agreement with your other entities * a hazard register with clear outlines of how you will deal with these hazards * have you ensured your programme outlines clearly your health and safety rules for all involved in the event * All members of your committee should sign and agree to abide by the plan |
| □ | □ | Have you appointed a Health and Safety Officer for your event and are they fully briefed on what they need to do? |
| □ | □ | Does your online entry system or entry form have a tick box for competitors (that they must tick to enter) outlining their agreement to compete in a dangerous sport and their need to maintain safe practices at all times throughout the event and not cause any harm to others? |
| □ | □ | Have you ensured your entry data has an emergency contact number for all competitors on the grounds? |
| □ | □ | Do you have a clear policy on motorbikes at your event? There is a draft in the template plan on line to use as a starting point. |
| □ | □ | Have you conducted a full risk assessment – there are clear examples in the template plan but you may need to add more in. There is also a presentation on that page with how you should conduct a risk assessment if you need further help. |
| □ | □ | Have you checked that your officials are full financial members of ESNZ and have current official status on the ESNZ database? If they do not have this they are not covered by ESNZ insurance. |
| □ | □ | Have you prepared an appropriate briefing and orientation for the Officials which includes health and safety information instructions including evacuation procedure/incident reporting and what to do if there is a serious accident? |
| □ | □ | Are you confident the Official team understand their health and safety obligations and will know how to act in case of emergency? |
| □ | □ | Do you regularly check and maintain all equipment and do you hold these records somewhere? |
| □ | □ | Do you have a procedure to check if the Officials may bring or create any hazards when officiating at the event for you? |
| □ | □ | Do you check that Officials are not doing any dangerous work or using machinery with potentially high hazard? |
| □ | □ | Do you ensure that all project volunteers are not intoxicated (and no alcohol is consumed over lunch/refreshment breaks)? |
| □ | □ | If the project requires tools which require particular skills or a high risk activity, have you ensured adequate training and supervision? |
| □ | □ | Do you inform your Officials in advance about the volunteering tasks and skills/experience required? |
| □ | □ | Have you specified or provided personal protective equipment for the Officials? |
| □ | □ | Is the first aid kit complete and easily accessible? |
| □ | □ | Are there adequate and sufficient toilets? |
| □ | □ | Have you set up a sign at the event giving people the contact details of the person who should be notified of any Health and Safety issues at any time? Templates on the website. |
| □ | □ | Do you have forms on hand for people to record incidents and accidents? |
| □ | □ | Have you put signs up or roped off dangerous areas at the facility, including areas that only authorised people can go into? |
| □ | □ | Have you checked all your committee has signed the Health and Safety plan? |