**OFFICIALS CHECK LIST**

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| **Yes** | **No** | **Official** |
| □ | □ | Is there a comprehensive information brief from the host organisation? Have you attended a pre-event briefing? |
| □ | □ | Do you know who the Health and Safety contact person is and are you able to contact them at any time? |
| □ | □ | Does the event have an emergency contact person/number for all competitors? |
| □ | □ | Are you aware of your requirements to ensure the area for competition is safe and appropriately marshalled/stewarded? |
| □ | □ | Do you know how to report an injury or accident? Do you have the forms for recording all serious harm incidents? |
| □ | □ | Do you know what the crisis plan says in the event of a serious harm injury or death. Do you know what your role would be in that? |
| □ | □ | Do you know what special clothing, hats, sunscreen or PPE you should wear and if you need to bring any food or water or other? |
| □ | □ | Do you know what to do in case of an emergency? Have you been briefed on where the First Aid is, the ambulance is and how to call them in an emergency? |
| □ | □ | Do you feel confident the tasks you are asked to do will not affect you adversely or any health conditions you might have? |
| □ | □ | As an official you must not dismiss anything that could be considered unsafe or risky. You must deal with it and report it. Turning a blind eye will never stand up in a prosecution. |