

ORGANISING COMMITTEE

HEALTH AND SAFETY BRIEFING GUIDELINES – ADD OTHER ISSUES AS YOU SEE FIT.

FOR THE BEGINNING OF AN EVENT (INCLUDE BUT NOT LIMITED TO THE BELOW):

1. KEY CONTACTS AND HOW TO GET HOLD OF THEM (HAND OUT NUMBERS)
2. WHERE TO FIND THE HEALTH AND SAFETY PLAN
3. NOT TURNING A BLIND EYE – IF YOU SEE SOMETHING YOU HAVE TO DEAL WITH IT
4. EMERGENCY PROCEDURES
5. EVACUATION PROCEDURES INCLUDING WHAT MIGHT CAUSE EVACUATION
6. WEATHER EVENTS – ELECTRICAL STORMS, FLOODS, TREES FALLING DOWN, WIND STORMS
7. UNAUTHORISED AREAS
8. FIRST AID – WHERE IT IS AND HOW TO GET IT QUICKLY
9. INCIDENT REPORTING PROCEDURE INCLUDING TIMES OF DAILY BRIEFINGS AND DEBRIEF REPORT
10. HAZARDS – EXISTING, REPORTING NEW ONES AND IDENTIFICATION

MULTIPLE DAY EVENT BRIEFINGS (EACH MORNING)

1. ISSUES ARISING FROM THE PREVIOUS DAY AND ANY MEASURES THAT NEED TO BE TAKEN TO MITIGATE THOSE ISSUES OR TO AVOID THEM REOCCURRING.
2. ANY ISSUES THAT NEED TO BE BROUGHT TO THE ATTENTION OF THE ORGANISING COMMITTEE.
3. INCIDENT REPORT REMINDERS

END OF THE EVENT DEBRIEF

ALL OF THE ABOVE AND ALL ASPECTS OF THE SHOW AND HEALTH AND SAFETY SHOULD BE UP FOR REVIEW AND DOCUMENTED FOR THE NEXT EVENT.