

11.2 EVENT RISK MANAGEMENT LIST

This form shall be completed by the **Safety Officer** present at the Event prior to commencement of any activity. Please initial each item.

Safety Officer Name :		
Event:		
Date:		
	Action	Completed
Grounds Inspection Toilets Arena / Ground Surface Check for Debris Warm up area clearly marked & adequate size		
Records and Documentation Emergency Contact List Emergency Management Plan Incident Report Forms on hand		
Signage General Signage in place and secure		
First Aid Kit and Fire Extinguisher First Aid Officers identified		
Identification of committee members on site		
Volunteers Briefed and names noted		