

HEALTH & SAFETY AND LEGAL GUIDELINES

Useful links and resources to ensure your activity or event is compliant with relevant local and national regulations and legislation.

EVENT SAFETY PLAN		
Please distribute this completed form to all key personnel		
Event		
Date of Event		
Address/Location of Event		
Description of Event		
Emergency Information		
First Aid Officer	Contact Phone Number	Evacuation procedures
Agency Response	111	
Police	111	
Fire	111	
Key Personnel		
Position	Name	Phone
Event Manager		
Volunteer Coordinator		
Aiders		
Warden		
Other (If required)		
Hazard Management		

EVENT HEALTH & SAFETY
PLAN TEMPLATE



INFORMATION FOR
EVENT ORGANISERS



HOW THE HEALTH &
SAFETY WORK ACT 2015
APPLIES TO VOLUNTEERS



FUNDRAISING &
COMMUNITY EVENTS
FOOD SAFETY RULES



RULES FOR RAFFLES &
GAMES OF CHANCE



GUIDELINES FOR
COLLECTING & USING
PERSONAL DETAILS



MANAGING TRAFFIC &
MOVING VEHICLES



LIFTING, CARRYING OR
PUSHING HEAVY LOADS



SLIPS, TRIPS & FALLS