

Appendix 4 - Event Management Team & Volunteers Briefing Notes

Undertake work activities in accordance with instructions given by the event management team.

Ensure that you know the relevant procedures laid out in the Event management plan.

Become familiar with the location of the First Responders Team

Be aware of the location of the fire extinguishers.

Ensure that all personal protective equipment issues to you is used as required and stored safely!

Always work in a safe manner

Report and log defects found in equipment immediately to the event manager.

Report and log all injuries, accidents, or incidents to the event manager (this includes the car parking area)

Dress appropriately for the weather conditions and environment.

Do not misuse anything which is provided for your health, safety, and welfare.

Do not use or maintain equipment unless you have been trained to do so.

Do not undertake manual handling activities such as moving compost sacks unless you have received manual handling training for the task Do not use personal electronic equipment.

Appendix 5 Documents available at the Event Management Tent

Main Site Plan

List of Stall holders & Exhibitors

Risk Assessments

Event Management Team

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