



# **New Zealand Seventh-day Adventist Conferences**

## **Church Board Sign off Health & Safety**

### **Checklist**



(Church)

2020

## 2020 Church Board Off-site Checklist001

## Board Off-site Responsibilities Checklist Church:

<b>Activity</b> T Type: Location:	<b>Activity Time Frame</b> Start Date: Finish Date:	<b>Activity Leader</b> Name:
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Actions	Checklist Requirement	Implemented		Comment
		Yes	No	
<b>Venue</b>	Suitability, ownership approval, access permission			
<b>Environmental</b>	Weather forecast, Terrain type			
<b>Other PCBU involvement</b>	Discussions with other PCBU's to ascertain hazards and their control			
<b>Care giver</b>	Consent, trip plan available, Contact numbers			
<b>Participant health</b>	Any participant Health problems. Participant allergies known. Participant medication available. Medical problems management			
<b>Leadership Supervision</b>	Police vetted. First aid, experience record. Ratios, positioning of supervision.			
<b>Information</b>	Activity information for Board, caregivers, participants.			
<b>Equipment</b>	Communication (cell phones, radios). Venue requirements (cold, wet, sun). Participants know clothing requirements etc. First aid kit, small fire extinguisher.			
<b>Documentation</b>	RAMS, Trip plan available. Hazard /risk analysis & control plans in place & expert approved. Procedure available in case of an incident or medical problem.			
<b>Emergency response</b>	Contact numbers, venue or activity location, vehicle for evacuation.			
<b>Transport</b>	Vehicles legally compliant. Drivers hold current license.			
<b>Other matters</b>				
<b>Board response</b>	Collective satisfaction. Any clarification needed with plans.			
<b>Completion</b>	Activity debrief report for Board information & comment.			

Board Representative:      Name:

Date: