

Health and Safety Event Management Record Sheet

Event		Date	
Leader			

Description			
Location			
Is the event:	No more hazardous than daily life?	Hazardous?	Dangerous?

Hazards

Identified hazard	Level of risk (low, medium or high)	Risk reduction measures in place

Name of person with first aid knowledge	
How can the emergency services be contacted?	
Where is the nearest emergency service?	

Who should be contacted in the event of an emergency?	
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Please inform the leader if you have any medical condition that could that the leader should know about - i.e. a condition that might lead to an emergency such as diabetes, epilepsy, coronary heart disease or a severe allergy etc. If so, how might such an emergency best be handled?