

## SAFETY OFFICER

**Job Title:** Safety Officer

**Supported By:** Event Manager

**Brief summary:** The Safety Officer will work closely with all members of the Core Event Management Team to ensure the event is planned and managed as safely as possible. They will assist the competition manager and event manager agree the venue layout and areas to be used for the event regarding safety. They will undertake a risk assessment of the event, with input from all other Core Event Management Team members. They will ensure that all practices regarding safety are observed at the venue. The Safety Officer will also provide advice and guidance on safety to the Event Manager and the rest of the team, working with them to overcome any safety concerns.

***Note:** The Safety Officer is there to assist and advise the rest of the team and to work with them to overcome any safety concerns. The reason that the Safety Officer does not have a team working with them is because Safety is everyone's responsibility.*

### Key tasks & responsibilities checklist

#### Pre-event

**Completed (✓)**

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|---|--------------------------|
| Attend the Core Event Management Team meetings to plan for the event.   | <input type="checkbox"/> |
| Gain a thorough knowledge of the venue being used and ensure areas have been allocated for the event.   | <input type="checkbox"/> |
| Attend Core Event Management Team planning meetings and input into the pre-event and event day plans.   | <input type="checkbox"/> |
| Develop the event day plan and pre-event action plan for Safety   | <input type="checkbox"/> |
| Consult with Core Event Management Team members regarding their plans   | <input type="checkbox"/> |
| If venue has an existing Safety Officer link with them to discuss the event   | <input type="checkbox"/> |
| Undertake an event risk assessment, with input from all other Core Event Management Team members.   | <input type="checkbox"/> |
| Review the facility's existing documentation e.g. Evacuation Plan & Emergency Procedures  | <input type="checkbox"/> |
| Drive and coordinate the development of the Venue Emergency Response Plan (VERP); with input from the Core Event Management Team and distribute it to team members. | <input type="checkbox"/> |
| Consult with statutory services re event day plan, if required  | <input type="checkbox"/> |
| Ensure Incident Report Forms are readily available for the event day  | <input type="checkbox"/> |

#### Event day

- |  |                          |
|--|--------------------------|
| Undertake full venue safety check on the morning of the event  | <input type="checkbox"/> |
| Complete the event risk assessment; liaising with all Core Event Management Team members to confirm any additional control measures identified in your risk assessment have been put in place. | <input type="checkbox"/> |
| Brief volunteers on the documented Venue Emergency Response Plan   | <input type="checkbox"/> |
| Monitor the conditions of the venue / activity area throughout the event regarding fire and general safety.  | <input type="checkbox"/> |
| Report important issues to the Event Manager   | <input type="checkbox"/> |
| Ensure all incidents are logged correctly  | <input type="checkbox"/> |
| Give all Incident Report Forms to the Event Manager  | <input type="checkbox"/> |

#### Post-event

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|---|--------------------------|
| Attend Core Event Management Team debrief meeting                           | <input type="checkbox"/> |
| Complete evaluation of the Safety function and forward to the Event Manager | <input type="checkbox"/> |