

SPD MAJOR EVENT FUNDING

Risk Assessment Checklist for Major Events



SPD PURPOSE
To Inspire Hope and Wholeness of Life in Our Communities.

SPD VISION
A thriving Adventist movement, living our hope in Jesus and transforming the Pacific.

SPD MISSION
Make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return. (Matt 28:18-20, Acts 1:8, Rev 14:6-12)



RISK ASSESSMENT CHECKLIST FOR MAJOR EVENTS

- 1. Conduct risk assessments for the event and any travel associated (use form on RMS website)
- 2. Check and review any insurance requirements and costs (speak to RMS if unsure)
 - a. Travel cover
 - b. Property cover (e.g. Extra risks, marine cargo)
 - c. Public liability
- 3. Check in with AdSafe if children are part of the event
Check that the project complies with the External Conduct Standards
- 4. Appoint a risk/safety liaison officer for the event
- 5. Are Emergency response plans in place? (e.g. Evacuation, communication, lock-down)
- 6. WHS and Injury management plan (e.g. First aid officers, manual handling, ladder safety)
- 7. Contingency plan in place? (i.e. Adverse weather conditions)
- 8. Site security arrangements in place
- 9. Is church owned property being used for temporary accommodation? Obtain the checklist and factsheet from RMS website.
- 10. Obtain all relevant council or state permits, including permissions regarding photography/filming.
- 11. Follow incident reporting procedures after a detrimental event
- 12. Third party suppliers, providers, contractors, volunteers – ensure they have necessary certifications, insurances, working with children check etc.