

| Akarana Rally Site Health and Safety Checklist                                                                      |         |                              |
|---------------------------------------------------------------------------------------------------------------------|---------|------------------------------|
| Rally Location:                                                                                                     |         | Date:                        |
| H&S Item                                                                                                            | Checked |                              |
| Ensure Akarana sign is clearly visible for approaching members                                                      |         |                              |
| Evaluate site and determine van layout to ensure 3m separation, no-one boxed in. Layout where possible with markers |         |                              |
| Arrange helpers to assist with parking and ensure “plenty of eyes” available                                        |         |                              |
| Check site for slipping and tripping hazards and uneven surfaces.                                                   |         |                              |
| Check for lighting at night, especially en-route to meeting place, toilets etc                                      |         |                              |
| Check expected areas where people may walk for jagged edges, low branches                                           |         |                              |
| Check for availability of water, leave tap key with tap where applicable                                            |         |                              |
| Select easily accessible location for flag, air horn/alarm                                                          |         |                              |
| **Record GPS coordinates on the Rally Whiteboard                                                                    |         |                              |
| Determine where AED and First Aid kit will be located and post signage                                              |         |                              |
| Check AED battery OK (battery light blinks at 15 second interval)                                                   |         |                              |
| Check meeting area for tripping hazards, electric leads on floor, carpet edges                                      |         |                              |
| Check toilet/shower areas for cleanliness, stocked with toilet paper and soap                                       |         |                              |
| Determine where evacuation assembly point will be                                                                   |         |                              |
| Check on (Sat morning) to confirm all vans have bucket of water filled/placed                                       |         |                              |
| <b>Cover Health and Safety points at first get-together</b>                                                         |         |                              |
| Advise location of toilets and “opening hours”                                                                      |         |                              |
| Mention any hazards detected; slipping, tripping, jagged edges etc                                                  |         |                              |
| Explain location of AED and First Aid kit                                                                           |         |                              |
| Remind members about water buckets if some are missing                                                              |         |                              |
| Explain/point out Exit points from building and Assembly Point                                                      |         |                              |
| Remind members to do a test of their smoke detectors                                                                |         |                              |
| Remind members to take special care if children on site                                                             |         |                              |
| **GPS Coordinates:                                                                                                  |         |                              |
| Other:                                                                                                              |         |                              |
| Other:                                                                                                              |         |                              |
| <b>Comments:</b>                                                                                                    |         |                              |
|                                                                                                                     |         |                              |
| <b>Please leave completed checklist on clipboard</b>                                                                |         | <b>Check carried out by:</b> |

\*\* To find GPS coordinates, open Google Maps and locate the campsite. Hold your finger on the red marker for a moment, then move slightly sideways. A ‘dropped pin’ should appear. Scan down the notes to find the coordinates. (Not the Plus Code).