



PROCEDURES FOR INSURANCE/RISK MANAGEMENT FORMS

Event Management/risk management check list

This is a checklist only and does not have to be returned to the NCHA but it is a good idea to complete it and keep on hand. It may also be forwarded to the NCHA.

ARM Checklist: Events

This is a checklist only and does not have to be returned to the NCHA but it is a good idea to complete it and keep on hand. It may also be forwarded to the NCHA.

Safety Procedures

This is for reference purposes

Hazard & Risk Assessment Risk Rating & Control Chart

*This chart is a guide as to how you should fill in your “blank” hazard and risk assessment chart. Your blank chart **must** be filled in and sent back to the NCHA **before** your show. Please include your club name, show and event date at the top of the form.*

Incident / Hazard Reporting & Investigate Form

Section 1 is to be completed by the person reporting the incident (if there are any).

Section 2 is to be completed by the area management or club official of your club/show. Please include the details of your club on the top of the form. This form **must** be returned to the NCHA at the completion of your show. If there were no incidents recorded, simply state this on the form, sign and return it to the NCHA office. *Always keep a copy for your own records.*

Event Control Centre Log Sheet

Any volunteers or paid staff on the show grounds are to sign in and out on this sheet. The sheet must be return to the NCHA office after the completion of your show. *Again, include the club details on the top of the form and retain a copy for your records.*

Any other information received from the NCHA office is for information purposes only. Refer to this information as a guide to assist you in this matters and when filling out the appropriate forms.

Please note that it is extremely important for all Affiliates to follow their risk management procedures and ensure that the required paperwork is submitted to the NCHA office in accordance with our insurance agreement. Fines may be applicable and points may not be recorded if this paperwork is not returned.