



## GENERIC RISK MANAGEMENT PLAN **CHECKLIST** FOR PUBLIC EVENTS PROVIDED BY SAHAJA YOGA MEDITATION AUSTRALIA (LETA)

To be filled in by the Event Risk Management Coordinator with a copy held for records and a copy sent by email to the Legal Compliance Coordinator ( national-compliance@sahajayoga.com.au )

Date: ..... Location Address: .....

Location Name: .....

Property Contact Person Name: ..... Phone: .....

Sahaja Yoga Risk Management Coordinator Name: .....

Phone: ..... Email: .....

*Please circle answers.*

**VOLUNTEER AWARENESS:** All Volunteers have received training and have read the Risk Management Plan Guidelines for Public Events document. Yes                      No

**LOCATION CHECK:**

Traffic and Vehicle flow is unobstructed.	Yes	No
No protrusions, sharp corners, electrical cords or other elements impacting safety.	Yes	No
All equipment is securely anchored and set up in a professional manner.	Yes	No
The set up is in the location and manner advised by the property manager.	Yes	No
Volunteer vehicles are parked in the appropriate location.	Yes	No
Location of Fire Extinguishers noted (if available)	Yes	No

**EMERGENCY SERVICES CONTACTS**

Phone numbers for local Police ..... Ambulance .....

Fire ..... Property Management Security Service .....

**WASTE MANAGEMENT**

Waste receptacles are in place in appropriate areas.	Yes	No
Regular checks and emptying of waste receptacles carried out.	Yes	No
The site will be left clean and tidy after the event.	Yes	No

COMMENTS: .....

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Signed as true and correct: ..... Sahaja Yoga Risk Management Coordinator