** NEW ZEALAND CAT FANCY INC.**

**Health & Safety Checklist for Clubs**

**Pre-Show**

|  |  |
| --- | --- |
|  | Is the Club aware of their health & safety responsibilities and the NZCF policies and procedures? |
|  | Does the Club have a trained health & safety officer? *If not contact the NZCF Health & Safety Officer or the NZCF Secretary.* |
|  | Does the Club have a trained first aider? |
|  | Does the Club have an evacuation officer? |
|  | Does the Club’s evacuation officer know what is required of them if an emergency should occur? |
|  | Do you have material safety data sheets (MSDS) for any chemicals that will be used (e.g., disinfectant)? |
|  | Are any extension leads the Club is using safe? *Some venues require them to be tagged and tested.* |
|  | Is the Club’s first aid kit fully stocked?* Check the stock has not deteriorated and has not expired.
* Ensure that sterile items are still sealed.
 |

**Show Venue**

|  |  |
| --- | --- |
|  | Are the emergency exits clear and free opening? *Note their locations.* |
|  | Does venue have fire extinguishers? *Note their locations.* |
|  | Does the venue have an evacuation plan? *See page 2 for evacuation notice template.* |
|  | Are there any hazards that may have to be isolated? |
|  | Is the venue’s equipment in good condition (e.g., trestle tables, chairs, kitchen equipment)? |
|  | Is there easy access to unload cages and equipment? |
|  | Are there amenities suitable for disabled people? |
|  | Is there any equipment that needs moving for set up?* Do you need to use trollies to move it?
 |

**Show Set-up**

|  |  |
| --- | --- |
|  | Ensure the Club’s show plan allows enough room for judges/handlers to transfer cats to and from the show bench. *Consider using barriers between the show benches and the cages.* |
|  | Do not block any fire exits. |
|  | Eliminate any trip hazards wherever possible. |
|  | Before setup starts brief all helpers, contractors, and volunteers on the emergency procedures and any hazards. |

**Show Day**

|  |  |
| --- | --- |
|  | Have your H & S manual on hand. This must include:* Evacuation plan.
* Health & Safety information sheet.
* MSDS.
* Incident and first aid forms.
 |
|  | Have your first aid kit in location that can be easily accessed. |
|  | Before the show starts brief the exhibitors and judges on the emergency procedures including:* What to do in emergency.
* Where the exits are.
* Location of the first aid kit.
* Introduce the show’s first aiders and evacuation officers.
* That all near misses, incidents, and hazards must be reported.
 |
|  | Make a note of anyone attending who may require help in an emergency. |

**IMPORTANT
EVACUATION PROCEDURE**

* In the event of emergency, and **only if safe to do so**, walk directly to the **nearest** cat cage and place the cat in the cage found under the show bench. If there is a shortage of cages place cats together, but do not put stud cats in the same cage.
* Using the closest exit, proceed at once to the evacuation point in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ where the Club-appointed evacuation officer will take charge of the cats.
* Do not return to the building until the clearance has been given by the chief evacuation officer.

**Earthquake**

* Try to reach a position in a doorway or **STOP, DROP, AND HOLD**.
* Stay well clear of loose items, cabinets, windows, or glass doors.
* **Only when instructed by the evacuation officer, move outside** to the emergency assembly point. Once outside, stay well clear of buildings and overhead wires. Do not disperse from this area until approval to do so is given by the assembly chief evacuation officer.

**The first priority in the event of an emergency is the safety of all the people.**

**Club Appointed Emergency Officials**

|  |  |
| --- | --- |
| **Health & Safety Officer** |  |
| **First Aiders** |  |
| **Evacuation Officers** |
| **Evacuation Officer** |  |
| **Show Floor** |  |
| **Hall Facilities** |  |
| **Display & Kitchen Areas** |  |
| **Other:** *(specify)* |  |
| **Evacuation Point Coordinator** |  |
| **Show day Club emergency contact number** |  |

|  |  |
| --- | --- |
| **The first aid kit is located:**  |  |