

2026 NORTHLAND FIELD DAYS EVENT CHECKLIST

You can use this template as a starting point for your Health & Safety Checklist. It is important that you ensure that all your information and H&S requirements are up to date and have been submitted before the event.

General	✓	✗	Comments
Risk Assessment completed and submitted.			
Have assigned a Health & Safety officer for the set up/pack down of the site.			
Have assigned a Health & Safety Officer for the duration of the event.			
Have received the contractors Health & Safety Policy and Risk Assessment. If applicable.			
Copy of the Emergency Procedures available to all staff and contractors.			
Copy of the Company Health & Safety procedures printed and available.			
Copy of NFD Emergency Response plan printed and staff briefed.			
Staff has been briefed of Emergency Exits.			
First Aid kit available.			
Chemical inventory available and NFD staff informed. If applicable			
High Vis vest available for staff during set up and pack down.			
Hard hats available(if needed)			

Please note: this checklist is a starting point only and would apply to a low risk exhibitor. If you have moving machinery, power tool, interactive displays, demonstrations, etc on site you will need to develop your checklist accordingly.