



Havant
BOROUGH COUNCIL

HAVANT SAG Attendance Form

If you have agreed to attend a SAG meeting, please complete and return a copy of this form with a copy of your risk assessment. These forms should be returned at least one week in advance of the meeting. Without this basic information and sufficient time to consider your plans in advance of the meeting, SAG may need to reschedule the meeting.

Event Title	
Event Date(s)	
Event Attendee(s)	Safety Officer:- Second Rep:-

Topics	Notes
Committee	
Liaison	
Site Plan	
Emergency Plan	
Temporary Structures	
Catering	

Stewards	
Crowd Control	
Number Attending	
First Aid & Medical Provision	
Lost & Found Children	
Provision for People with Special Needs	
Security	
Parking Provision	
On-Site Traffic	
Off-Site Traffic	
Road Closures/Diversions	
Public Transport	

Contractors	
Performers	
Facilities & Utilities	
Contingency Plan	
Clearing Up	
Risk Assessment (including Fire Safety)	ENCLOSE A COPY OF YOUR RISK ASSESSMENT
Timescale	
Event Plan	

Please send the completed form with your risk assessment to arrive at least one week before you attend the Safety Advisory Group meeting to Jackie Rogers, Havant Borough Council, Environmental Health Services, Civic Offices, Havant, Hants, PO9 2AX.