**Form 3**

**Health and Safety Documentation Checklist**

Use this example list as a check sheet to ensure you have received all of the document you require for your Event Management Plan. This may include the Public Liability from all contractors attending the event, risk assessments for the activities they supply and relevant safety certificates for equipment.

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| --- | --- | --- | --- | --- |
| Name of Supplier | Public Liability received | Risk Assessments | Safety compliance documents/certificates | Date Requested |
| *Add name here of your supplier* | *Tick on receipt of documents* | *Tick on receipt of documents* | *Tick on receipt of documents*  | *Document when you request the paperwork.* |
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