

<p><b>1 Clients Briefing</b></p>	<p>Ensure that the clients are well briefed on:</p> <ol style="list-style-type: none"> <li>1. Basic description on the activity they are likely to undertake during the event</li> <li>2. Ensure that the participants are well briefed on the gear and any protective gear necessary for the event.</li> <li>3. Request for any medical record history where extreme activities are involved.</li> <li>4. Ensure that Emergency procedures are available to all the attendees.</li> <li>5. Circulate the Events Manager's contacts for easier access when need be.</li> <li>6. Clients briefed on any potential risks and how the same will be mitigated.</li> </ol>
<p><b>2 Groups Dynamics</b></p>	<ol style="list-style-type: none"> <li>1. An experienced Events manager on site to offer logistical assistance on group management Using PEMC system.</li> <li>2. The Events Manager to ensure that all abiding local laws are abided to when managing the said event. Eg: The highway code etc.</li> <li>3. Groups may as well be split in smaller groups and team leaders assigned to ensure accountability.</li> </ol>
<p><b>3 Medical assistance</b></p>	<ol style="list-style-type: none"> <li>1. All Primera Events Management Company events will be undertaken with a standby Paramedics team with a fully equipped Ambulance.</li> <li>2. Events Manager to have on standby alternative Emergency responders contacts. They include: the Police, Fire Engine services and hospitals in the locality of the event.</li> <li>3. Our staff trained in First Aid to be On Call and in the vicinity of the Events ground fully equipped with the First Aid kits.</li> <li>4. The First Aid Kit should be appropriate with the activity being undertaken.</li> <li>5. The contents of the First Aid Kit should be checked and replenished as required</li> </ol>
<p><b>4 Insurance</b></p>	<ol style="list-style-type: none"> <li>1. The Company shall Operate with valid Insurance from a reputable Institution</li> <li>2. The Company shall Operate with Institutions and properties fully Insured with valid operational licences from their respective licencing bodies.</li> <li>3. In the Case of a Third party involvement, we shall ensure that the property or vessel is fully Insured against all manner of accidents when our guests are involved.</li> </ol>
<p><b>5 Legal minimum requirements</b></p>	<ol style="list-style-type: none"> <li>1. Any other supplier shall be legally allowed to operate in the specific country (s) of operation.</li> <li>2. Any other documents deemed crucial in the suppliers operations shall be subjected to perusal as well.</li> </ol>
<p><b>6 Health safety</b></p>	<ol style="list-style-type: none"> <li>1. During our Events, we shall always encourage our clients to observe thorough hygiene as far as foods and drinks are concerned</li> <li>2. We requests our clients to stick to food and drinks substances from our verified providers and avoid all manner of contamination.</li> </ol>
<p><b>7 Evacuation Procedures</b></p>	<ol style="list-style-type: none"> <li>1. We create an evacuation procedure for each and every event after a thorough evaluation. These procedures will be shared to all the clients through their representatives.</li> </ol>