

Health & Safety and Hazard ID Form Seddon's Fair on The Green

Business/Stallholder Name:

Ph:

Email:

Health & Safety Risk Identification PLEASE ADD/DELETE AS NEEDED TO SUIT YOUR BUSINESS

Site Hazard/Risk to be managed	Control Measures	Eliminate Minimise Isolate
Gazebo/stall blowing away	Gazebo/stall will be pegged down	
Gazebo/stall guy ropes may be a trip hazard	Guy ropes will be placed safely and not in the public walkway area	
Injury to self during set up/packdown	Will use safe techniques/ask for help for unpacking/packing, lifting etc	
Tripping, falling over etc	Will keep site clear from trip hazards and will not impede public spaces in & around stall site	
Falling items	All items in the stall will be set up/secured safely	
Sunstroke, dehydration	Utilise stall & tree shade, drink water, water and basic first aid available at Tūpari Cellar Door if required, call 111 in an emergency	
Illness, injury, cuts, punctures	Utilise first aid at Tūpari Cellar Door if required, call 111 if an emergency. Use tools appropriately (knives, tools etc). Keep tools safe and stored appropriately.	
Serious emergency/accident etc	Call 111, contact Olivia 021432208 or Heather 021575774	
Driving too fast on site	Will drive max 5km while on site at <u>all</u> times	
Using vehicles on site outside of designated times	Will remove vehicle from site 15 min prior to market starting. Will not bring vehicle on site for pack up until 15 min following market closure.	
Incorrect vehicle parking	Will follow instructions provided by Seddon's Market organisers and only will park on the residential streets away from the main road as per normal parking rules & regulations (i.e. park smart)	

Signature:

Date:

Electrocution (if applicable)	Only tagged & tested cords and use correctly. Electrical cables to be covered or laid away from traffic areas. Must be well maintained and safe for outdoor use. Any mains or generator powered portable electrical equipment should be used in conjunction with an RCD (Residential Current Device) and suitable for outdoor use.	
Fire & Gas bottles (if applicable)	Gas bottles have a current certification date. A charged and appropriate fire extinguisher with current certification/ fire blanket within reach in the stall.	
Burns, scalds (if applicable)	Wear appropriate clothing, ensure gear is safe to use, work away from heat sources, keep workspace clean & safe	
Public walkways blocked by stallholder gear (outside of unpacking/packing times)	Will keep public walkways clear at all times for access by emergency vehicles	
Bad behaviour, threatening behavior by stallholders or public	Avoid confrontation. Call Olivia 021432208 or Heather 021575774.	
Emergency procedures – fire, earthquake, tsunami etc	Evacuate to the Strawberry Tree beside The Green immediately, call 111.	
Environmental effects – sun exposure, high winds, heavy rain	Utilise shade, tie down stalls/gazebos, event cancelled/delayed in extreme weather	
Vehicle incidents when entering/leaving the site	Drivers will be aware at all times and follow normal road code obligations	
Closest AED's (defibrillator)	Seddon Fire Station (when open) and Seddon School (24/7)	
ADD/DELETE HAZARDS/RISKS	ADD/DELETE CONTROL MEASURES	E, M or I?

Signature:
Date: