

## 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<br>Minimise<br>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 only use vehicle to unload/pack up <b>before 9:25am</b> and <b>after 3:15</b>   |                                  |
| Incorrect vehicle parking                          | Will follow instructions provided by Summer Fair staff 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.<br>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:      |