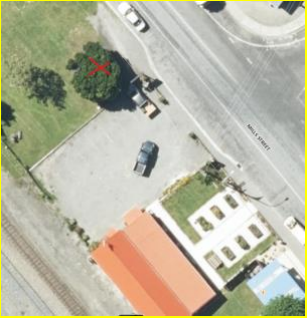


# Event Hazard Management Form

Event name	Seddon's Market on The Green	<b>Total Anticipated crowd numbers</b>	
Event location	The Green @ The Station – 8 Mills St, Seddon	Spectators	Participants 150

Pack in:	1.5 hours before events start	Emergency information Location – 8 Mill Street Seddon (SH 1 opposite Cosy Corner Café)
Event dates:	Second Sunday of the month, Nov-May 10.30 – 1.00	Emergency Evacuation Point  Strawberry Tree
Pack out:	1.5 hours after event finished	Fire extinguisher – Tūpari Cellar Door First Aid kit – Tūpari Cellar Door Resus & AED (defib)- Seddon Fire Station (when open) and Seddon School (24/7).

Event Organiser	Olivia Doonan
Contact #	021432208

Alternative contact	Heather Turnbull
Contact #	021575774

Alternative contact	David Turnbull
Contact #	021475748

Alternative contact	
Contact #	
Alternative contact	
Contact #	

## INSTRUCTIONS

- The responsibility is on the **Event Organiser**, to identify, manage hazards and for ensuring that the plan is followed and that there is compliance with the requirements of the Health and Safety in Employment Act 1992.
- Please identify hazards and issues in the boxes over leaf and describe how each hazard or issue is to be managed. Ask yourself “what if?”
- Assess if the risk control will **E**liminate, **I**solate or **M**inimise – these are standard health and safety terms to describe how you are reducing or removing the hazard. Ideally you will eliminate (remove) the hazard, then isolate or minimise.
- Estimate the likelihood of the hazard occurring - 1 is low, 5 is high. If something does not apply please state not applicable (N/A).
- Basic **FIRST AID KIT** is available at the Tūpari Cellar Door.
- This is a guide only, not an exhaustive list. Over time things will change and there may be other items that need attention that are not on this list, please add accordingly.
- For annual review prior to the Market Season commencing.

### Attached

- Site plan
- Traffic management plan (if applicable)
- Security plan
- Waste management plan (if applicable)
- Other – please specify: Attached is a copy of the Marlborough Events Centre housekeeping/H&S information document which has been sent to site holders

## 1. Environmental effects on people to consider - effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	When	Event day ✓
Sunstroke / dehydration	Hot weather	Utilise stall & tree shade, drink water, water and basic first aid available at Tūpari Cellar Door if required, call 111 in an emergency	M	2	Customers Stall holders Event organisers	Market day	✓

## 2. Participants / Spectators- age/experience/suitability, accessibility needs , refreshments, lost children facilities , animals

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Spectators could become unstable on feet.	Uneven ground. Prolonged periods on feet.	Have strategically placed hay bale seating and picnic tables available to enable spectators to rest. Wide access to and around stalls	M	2	Event Organisers	Market day	✓

Children on site	Distracted caregiver	Some external area barriers to limit direct access to road.	M	2	Caregiver	Market Day	✓
Agitated or confrontational people, stallholders or public	Dispute over space, prices etc	Ensure stallholders have the presence and support of other stallholders. Contact Olivia 021432208 to assist	M	3	Event Organizer	Market Day	✓

### 3. Electrical, sound and lighting - registered tradesman, isolation required, tripping hazards

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Power cords	Trip hazard	Ensure securely covered and out of high traffic zones			Stall holder Event organiser	Market day	✓

### 4. Staging and structures - dimensions and weight of structures, building consent, ground stability

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Gazebo / stall blowing away	Windy Day	Gazebo / stall will be pegged down Organiser to walk around 5min prior to market opening time and check	M	2	Stall holder Event Organiser	Market day	
Gazebo / stall guy ropes may be a trip hazard		Guy ropes will be placed safely and not in the public walkway area Organiser to walk around 5min prior to market opening time and check	M	2	Stall holder Event Organiser	Market day	

### 5. Accident & health emergencies - first aid , fire extinguishers, emergency contacts, report/recording of accidents. Ensure the First Aid Box (Events) is easily accessible and a trained First Aider at hand.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
COVID 19	Spread of COVID	Masks and sanitiser available at the event	M	1	Event Organisers	Market day	✓
Ill health	Personal medical conditions	First aid kit on site Nearest AED – at school in cabinet - main office or Fire station on Richmond Street.	M	3	Event Organisers	Market day	✓
Injury	Unforeseen hazards or set of circumstances	First aid kit on site	M	1	Event Organisers	Market day	✓

Fire	Out break of fire on premises	Comply with the venue emergency procedures. Fire extinguisher in Tūpari Cellar Door	M	1	Event Organisers	Market day	✓
Natural disaster	Earthquake, storm, tsunami	Comply with venue emergency procedures.	M	1	Event Organisers	Market day	✓

#### 6. Waste management - toilet facilities, rubbish collection/removal, animal waste, recycling.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Litter		Provide bins			Event organiser	Market day	✓

#### 7. Set-up/pack-down - what safety is in place while event site is a working site i.e. moving vehicles, first aid

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Hit / struck / knocked over	Moving vehicles Traveling to and from site.	Ensure load is secure Ensure driver is well and alert  Ensure people are notified of your destination and timetable of arrival and departures.  Ensure emergency contacts are available for staff	M	1	Stall Holders Event Organiser	Market day	✓
Strains and sprains	Carrying/moving equipment as part of set up or pack up	Allow adequate time Ensure all cords/trip hazards are identified via a site check prior to set up /pack up.  Know your limits.  Ensure emergency contacts are available for participants	M	2	Stall Holders Event Organiser	14 May	✓

#### 8. Traffic management & parking - traffic management plan, signage, marshals, route, pedestrian management.

Risk	Hazard	Risk control	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Hit / struck / knocked over	Moving vehicles, congestion.	Ensure staff are wearing high viz when packing or unpacking vehicle if area is busy at the time.	M	2	Stall Holders Event Organisers	Market day	✓

### 9. Vehicles participating - road legal, speed, floats, access to site for emergency vehicles

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Hit / crushed / knocked over	Steam Train arrival and departure	Pounamu Tourism set up safety cones at either end of train. PT staff in high vis monitoring situation. Sound train whistle on approach and departure. Loud Speaker caution announcement			Pounamu Tourism  Event Organiser	Market day	

### 10. Activities - amusement rides, giveaways

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Bumps, strains, breaks	Child falling off bouncy castle	Only on during train visit – attendant to keep children using safely and appropriately. If U6's are on then older children to wait.	M	3	Event Organiser	Market day	
Bite, bunt	Animal in petting zoo gets worked up, loud train noise, over stimulated	Attendant to supervise interactions. Animals to have a friend and			Event Organiser Stall holder		
Bumps, strains, breaks	Children or adults playing Christmas games hurt themselves.	Plan games to eliminate or minimise risk			Event Organiser Santa & Elves		
Bumps, strains, breaks	Children playing on equipment hurt themselves	Tractors and other exhibits have signage alerting caregivers to the dangers. No keys			Event Organiser Vehicle Owner		

### 13. Security - protection of pedestrians and spectators, Security/Police

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
See risk controls for No. 2						Market day	

### 12. Crowd control - fencing/barricades, alcohol, protection of property.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
See risk control for No 2						Market day	

**13. Stallholders/vendors - contracts, food/health licenses, emergency equipment, briefings**

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Food safety issues	Hygiene standards	Stallholders are responsible to maintain food licences and meet MDC regulatory requirements	I		Stall Holder	Market day	✓
Fire	Gas or electrical	Stall holders are responsible to maintain safety standards and equipment as appropriate to their stall requirements.			Stall Holder	Market day	✓

**14. Staff/contractors/volunteers - Briefings, responsibilities, refreshments, training**

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Above risks identified in this Event Hazard Management plan.		Volunteers offered high vis. Water available in Café Space. Loud speaker announcements made when train arrives about safety, entertainment and facilities.			Event Organiser	Market day	

**15. Emergency procedures - bomb threat, fire, earthquake, Hazardous substances**

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
Bomb threat, fire, earthquake, storm etc.	Risk becomes a reality	Event Organisers to be familiar with and comply with Venue Emergency Procedures. Call 111	M	1	Event Organiser		✓

**16. Miscellaneous - site specific hazards**

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓
N/A at time of drafting plan.						14 May	

**17. High risk - i.e. on roads, in water, pyrotechnics, work at height, hazardous substances**

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✓

N/A								14 May	
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**18. Other relevant information**

Could use for emergency contacts, site or route map or info to assist in showing how you ensure a safe event.

**Key Contacts on day of Event:**

**Olivia Doonan 021432208**  
**Heather Turnbull 021575774**

**Key Contacts to be visually identifiable:**

The above contacts will wear name tags for the ease of identification to enable people to raise and address issues as they arise.

**19. Debrief**

Make notes which could help for the next time this event is run ie. Is there anything that could be done differently to prevent a hazard?

**20.** I have read this form and I am familiar with the risks associated with the event and the measures to minimise the risks. I am familiar with the emergency procedures and the equipment required to run the event.

**NAME:** Olivia Doonan      **SIGNED:**      **DATE:** 07/11/23      Current 1<sup>st</sup> Aider Y / **N**  
**NAME:**      **SIGNED:**      **DATE:** / /      Current 1<sup>st</sup> Aider Y / N