Health & Safety and Hazard ID Form **TEMPLATE**

Business/Stallholder Name: ENTER YOUR DETAILS HERE  
Ph:

Email:

Health & Safety Risk Identification

PLEASE ADD/DELETE AS NEEDED TO SUIT YOUR BIZ

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| Site Hazard/Risk  to be managed | Control Measures | Eliminate or Minimise |
| Gazebo/stall blowing away | Gazebo/stall will be pegged down | m |
| Gazebo/stall guy ropes may be a trip hazard | Guy ropes will be placed safely and not in the public walkway area | m |
| Injury to self during set up/packdown | Will use safe techniques/ask for help for unpacking/packing, lifting etc | m |
| Tripping, falling over etc | Will keep site clear from trip hazards and will not impede public spaces in & around stall site | m |
| Falling items | All items in the stall will be set up/secured safely | m |
| Sunstroke, dehydration | Utilise stall & tree shade, drink water, utilise first aid tent if required, call 111 in an emergency | m |
| Illness, injury, cuts, punctures | Utilise first aid tent if required, call 111 if an emergency. Use tools appropriately (knives, tools etc). Keep tools safe and stored appropriately. | m |
| Serious emergency/accident etc | Call 111, contact event staff | m |
| Driving too fast on site | Will drive 5km while on site at all times | m |
| Using vehicles on site outside of designated times | Will only use vehicle to unload/pack up between the hours of 6.30am-9am and 4-6pm | m |
| Incorrect vehicle parking | Will follow instructions provided by Summer Fair staff and only park in the designtated area or on the residential street as per normal parking rules & regulations (i.e. park smart) | m |
| Electrocution (if applicable) | Will use only tagged & tested cords and use correctly. Electrical cables to be covered or laid away from traffic areas.  Any mains or generator powered portable electrical equipment should be used in conjunction with an RCD (Residential Current Device) and suitable for outdoor use. Electrical cables are well maintained, and safe for use outdoors. | m |
| 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. | e |
| Burns, scalds (if applicable) | Wear appropriate clothing, ensure gear is safe to use, work away from heat sources, keep workspace clean & safe | m |
| Public walkways blocked by stallholder gear (outside of unpacking/packing times) | Will keep public walkways clear at all times for access by emergency vehicles | e |
| Bad behaviour, threatening behavior by stallholders or public | Avoid confrontation. Police are on site all day and can be asked to help/intervene. Call event organiser on 021 231 8643. | m |
| Emergency procedures – fire, earthquake, tsunami etc | Evacuate to the hillside behind the stalls immediately, call 111 | m |
| Environmental effects – sun exposure, high winds, heavy rain | Utilise shade, tie down stalls/gazebos, event cancelled/delayed in extreme weather | m |
| Vehicle incidents when entering/leaving the site | Drivers will be aware at all times and follow normal road code obligations | M |
| ADD/DELETE HAZARDS/RISKS | ADD/DELETE CONTROL MEASURES | E or M? |
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**USE THIS TEMPLATE FOR ALL YOUR EVENTS!**