

COOKS BEACH SUMMER GALA

Health & Safety and Hazard ID Form

Site number: Business name:

Health & Safety Risk Identification

Site Hazard/Risk to be managed	Control Measure	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 Use sunscreen and hat when in public areas	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 <u>all</u> times	M
Using vehicles on site outside of designated times	Will only use vehicle to unload/pack up between the hours of 6am-9am and 2-3pm	M
Incorrect vehicle parking	Will follow instructions provided by Gala staff and only park in the designated areas or on the residential street as per normal parking rules & regulations	M
Electrocution (if applicable)	n/a	M
Fire & Gas bottles (if applicable)	n/a	E
Burns, scalds (if applicable)	n/a	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. Security staff are on site all day and can be asked to help/intervene. Call event organiser on 022 300 3455.	M
Emergency procedures – fire, earthquake, tsunami etc	Evacuate to the hillside behind Cooks Beach 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 - using hazard lights	M

Date

Signed