



TE KAUNIHERA Ā ROHE O  
WHAKAAHURANGI  
**STRATFORD**  
DISTRICT COUNCIL

## Event Health and Safety Plan

# Prospero Market

Approved by:  
Doc:  
Date:

July 2022 Ver. 5

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Approved by:


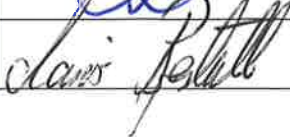
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## A1) Event Health and Safety Policy

Event Health and Safety Policy
<p><b>Event Name:</b> Prospero Market</p> <p><b>Date:</b> The last Saturday of each month</p> <p><b>Location(s):</b> Prospero Place</p> <p>Stratford District Council recognises its responsibility to protect the health, safety and welfare of all people directly associated with the event, including members of the public, whether attending the event or not.</p> <p>We are committed to provide a safe environment for everyone to the best of our abilities. The details are set out in the event specific Health and Safety Plan which complies with the requirements set out in Health and Safety at Work Act 2015 and other relevant legislation.</p> <p>We confirm that the following requirements are part of the plan:</p> <ul style="list-style-type: none"> <li>• A process is in place for the identification, assessment, and control of hazards</li> <li>• Review of control measures for hazards at intervals appropriate to the event</li> <li>• Health and safety responsibilities are clearly assigned to designated persons</li> <li>• Any incidents occurred during the event will be recorded onsite</li> <li>• All participants at the event possess the necessary knowledge, skills and training that enable them to perform their job adequately</li> <li>• The event location has been inspected by the designated health and safety person to ensure the venue's safety</li> <li>• Develop and provide an overall emergency plan which takes into consideration the event location, pack-in, pack-out, event activities, and any specialist procedures and instruction that may be required.</li> <li>• It is encouraged that any potential hazards and risks are brought to the attention of the Market Coordinator.</li> <li>• COVID-19 event requirements.</li> </ul>

<b>Signed:</b>		<b>Date:</b>	18.08.22	<b>Position:</b>	Manager Community Development
<b>Signed:</b>		<b>Date:</b>	18/8/22	<b>Position:</b>	Health & Safety Advisor

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## A2) Event Details

<b>Event name:</b> Prospero Market		
<b>Event Date/s and time/s:</b>	Event start date: Last Saturday of each month	Event end date: N/A
	Pack in start: 7:00am Pack in finish: 8:30am Event start time: 9:00am	Event finish time: 12:00pm Pack out start: 12:15pm Pack out finish: 1:30pm
<b>Event organiser contact details:</b>	Contact name: Amy Kingston	
	Mobile: 0272320202  Email: akingston@stratford.govt.nz	Address: 61-63 Miranda Street, Stratford, 4352
<b>Event Description:</b> The Prospero Market is a community event held on the last Saturday of each Month. The market showcases local products, including but not limited to baking, produce, knitted goods and crafts.		

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Participants and spectators	Yes	No	Expected number of persons:
Employees	X		2
Contractors	X		2
Volunteers	X		2
Vendors	X		10-50
Attendees	X		50-300
Other	X		
<b>Other contributory factors</b>			
Involvement of children and vulnerable persons		X	
Involvement of animals		X	
Traffic management		X	
Significant impacts/hazards		X	
Special effects		X	
Specialist procedures/training/knowledge and contractors		X	
Temporary structures	X		Gazebos
Ground penetrations	X		Gazebos
Use of pyrotechnics/fire		X	
Usage of Liquefied petroleum gas (LPG)	X		Vendors

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### A3) Event key responsibilities and contact details

Key responsibilities and contact details			
Responsibility	Name of contact person	Contact number	Company Name
Market Coordinator - Liaison with emergency services	Amy Kingston	027 232 0202	Stratford District Council
Site Manager	Amy Kingston	027 232 0202	Stratford District Council
First aid	Amy Kingston	027 232 0202	Stratford District Council (i-Site)
Emergency control	Kate Whareaitu	021 173 6540	Stratford District Council
Waste Management	Melanie McBain		Stratford District Council

### A4) List of contractors for the event...continued

Contractors for the event					
Type of service	Deliverables	Name of contact person and company name	Contact number	Certificate confirmed by event organiser	
				Yes	No
Electrical/Stage	Sound				
Scaffolding/ Marquee					
LP Gas	N/A – stall holders supplying their own				
Cleaning and Waste	Fulton and Hogan				
Drinking Water	Existing facilities will be utilised				
Ablution facilities	Existing facilities will be utilised				

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<b>Pack-in/pack-out</b> E.g. moving vehicles, work at heights, first aid etc					
<b>Hazard</b>	<b>Hazard consequence</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Control of Hazard</b>	<b>Person responsible</b>	<b>Date completed</b>
Manual handling – heavy loads over long distances	Strain, sprain injuries, pain, discomfort	M	<ul style="list-style-type: none"> <li>- reduce or split loads to a manageable weight or size</li> <li>- seek assistance from others</li> <li>- utilise appropriate equipment</li> <li>- provide drop off/loading zones to reduce travel distance</li> </ul>	Market Coordinator Vendors	
Slippery surfaces, obstructed access areas, leads and cables	Slips and Falls	M	<ul style="list-style-type: none"> <li>- complete a site H&amp;S check to identify any hazards and advise all staff, contractors and members of the public prior to event going live</li> <li>- ensure all cables and leads are covered</li> <li>- ensure all access routes are kept clear</li> </ul>	Market Coordinator	
Vehicles – entering event site	Crushing, accident,	M	<ul style="list-style-type: none"> <li>- ensure vehicles have spotters, hazard lights on, travelling less than 10kph</li> <li>- vehicle workspace to be delineated and public to be kept out</li> <li>- no vehicle movement on site after 8:30am and before the event finishes</li> </ul>	Market Coordinator Vendors	
Stall Holders – pack in	Accident, stress, altercation	M	<ul style="list-style-type: none"> <li>- stallholders to be pre-sent site layout to confirm location</li> <li>- ensure stallholders comply with directions provided</li> </ul>	Market Coordinator Vendors	

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<b>High risk hazards</b> E.g. work at heights, flying operations, on water, pyrotechnics etc.					
<b>Hazard</b>	<b>Hazard consequence</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Control of hazard</b>	<b>Person responsible</b>	<b>Date completed</b>
LPG – gas bottles	Leaks, fire	M	<ul style="list-style-type: none"> <li>- cylinders in use connected to an approved appliance</li> <li>- cylinders to be stored with all valves closed when not in use</li> <li>- cylinders and fittings, hoses, valves etc shall be inspected for leaks prior to use</li> </ul>	Market Coordinator Vendors	

<b>Environmental hazards</b> E.g. exposure to extreme weather conditions involving UV, high wind, high rain, tides etc.					
<b>Hazard</b>	<b>Hazard consequence</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Control of Hazard</b>	<b>Person responsible</b>	<b>Date completed</b>
High wind – temporary structures	Injury to staff or public, damaged to surrounding facilities	M	<ul style="list-style-type: none"> <li>- ensure all temporary structures and weighted or pegged where appropriate, increase if required</li> <li>- monitor wind speed throughout the day utilising available technology</li> <li>- if sever weather predicted, cancel event</li> </ul>	Market Coordinator Site Manager	
Heavy rain	Slips, falls, water pooling	M	<ul style="list-style-type: none"> <li>- ensure cables are not exposed and left in areas of pooling water</li> <li>- monitor weather, if sever weather predicted, cancel event</li> </ul>	Market Coordinator Site Manager	
Heat	Sun burnt, dehydration	M	<ul style="list-style-type: none"> <li>- access to water provided to all staff and volunteers</li> <li>- Sunscreen provided on site during Summer</li> </ul>	Market Coordinator Site Manager	

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Snow	Slips, falls	M	-	Cancel event	Site Manager	
<b>Electrical, sound and lighting</b> E.g. isolation, tripping hazards etc.						
Hazard	Hazard consequence	Eliminate (E) Isolate (I) Minimise (M)	Control of Hazard	Person responsible	Date completed	
Faulty Leads	Electrocution	M	<ul style="list-style-type: none"> <li>- all leads to be tag and tested</li> <li>- leads and multi-boxes to be fitted with residual current devices (RCD)</li> </ul>	Market Coordinator Vendors		
Leads and Cables	Trips, falls	M	<ul style="list-style-type: none"> <li>- ensure all cables and leads are covered</li> </ul>	Market Coordinator Vendors		
Wet weather, Rain	Electrocution	E	<ul style="list-style-type: none"> <li>- all cables and leads to be covered and removed from wet areas</li> <li>- if severe weather, cancel event</li> </ul>	Market Coordinator Vendors		
Sound, lighting equipment – not secure	Injury to staff or public – cuts, scrapes, broken bokes	M	<ul style="list-style-type: none"> <li>- contract a reputable contractor to install and remove sound system, Site Specific Safety Plan to be provided</li> <li>- complete site walk through prior to event going live to check</li> </ul>	Market Coordinator Vendors Performers		
Electrical equipment – stall holders	Fire	M	<ul style="list-style-type: none"> <li>- Fire extinguishers/blankets are available and identifiable on site</li> <li>- Stall holders reminded of requirements and responsibilities to have their own extinguisher if dealing with cooking equipment</li> </ul>	Market Coordinator Vendors		

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## A5) Hazard Management Plan

<b>Staging and structures</b> E.g. Stage access, ground stability, scaffolding etc.						
<b>Hazard</b>	<b>Hazard consequence</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Control of Hazard</b>	<b>Person responsible</b>	<b>Date completed</b>	
Stage – not secure	Injury to staff or public – cuts, scrapes, broken bones	M	<ul style="list-style-type: none"> <li>- contract a reputable contractor to install and remove sound system, Site Specific Safety Plan to be provided</li> <li>- complete site walk through prior to event going live to check</li> </ul>	Market Coordinator Contractor		
Ezi-ups, Marquees, inflatables – not secure	Injury to staff or public – cuts, scrapes, broken bones	M	<ul style="list-style-type: none"> <li>- ensure all temporary structures are weighted down or pegged where available</li> <li>- monitor wind and increase weights or pegs as required</li> </ul>	Market Coordinator Vendors		
Inflatable – bouncy castle	Cuts, scrapes, broken bones, overcrowding	M	<ul style="list-style-type: none"> <li>- ensure the inflatable is managed at all times to ensure no overcrowding</li> <li>- separation between smaller and larger children</li> <li>- installation site is flat and free from hazards</li> <li>- matting placed at the entry/exit to assist children from slipping</li> </ul>	Market Coordinator Contractor		
<b>Site Specific – Prospero Place</b>						
<b>Hazard</b>	<b>Hazard consequence</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Control of Hazard</b>	<b>Person responsible</b>	<b>Date completed</b>	
Ground tiles - icy	Slips, falls	M	<ul style="list-style-type: none"> <li>- ask contractors to grit the area</li> </ul>	Market Coordinator		

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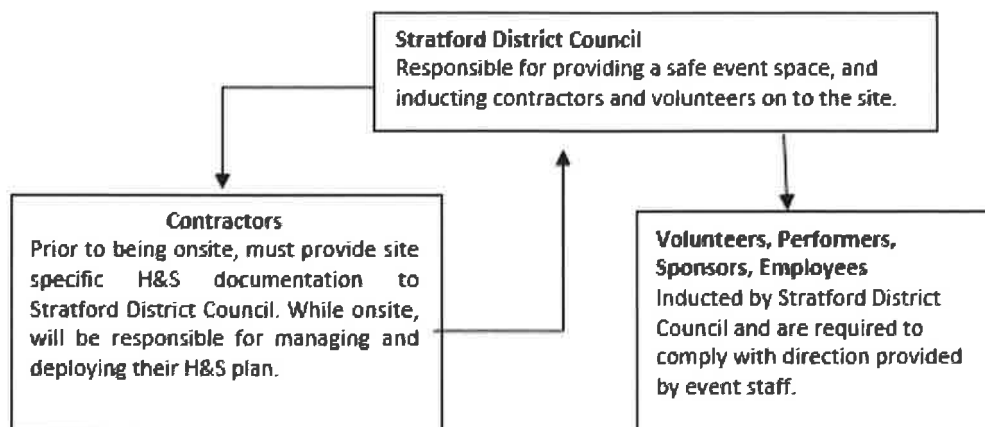
Trees – children climbing	Broken bones	M			- advise contractors, stall holders and patrons to be careful as it is a slippery surface - remind all patrons that the trees are off limits and are not be climbed	Market Coordinator	

COVID-19							
Hazard	Hazard consequence	Eliminate (E) Isolate (I) Minimise (M)	Control of Hazard	Person responsible	Date completed		
Covid-19	Risk of transmission	M	<ul style="list-style-type: none"> <li>Masks: are encouraged for staff, vendors and market attendees.</li> <li>Hand sanitiser is available at market entry points</li> </ul>				

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## A6) Responsibilities, Procedures and Processes

### Responsibilities of staff and Contractors



#### Contractor Responsibilities

Contractors are responsible for the health and safety of their employees and sub-contractors and must take all practicable steps to ensure their employees are not harmed.

Contractors are also responsible for the management of work under their control, including coordination of subcontractors and the specific hazards generated by their work that may affect people in the place of work or in the vicinity. Contractors must:

- Report any hazards, near misses or accidents directly to the Market Coordinator or Site Manager as these arise.
- Ensure a safe working environment for themselves, event staff and event participants
- Comply with Bylaws, Acts and Codes of Practice which relate to their profession
- Utilise Stratford District Council processes for accident reporting and investigation

Copies of contractor Health and Safety Plans, licenses, insurance, permits and hazard registers to be kept onsite with copies being given to, and kept by the Site Manager.

#### Staff Responsibilities

Stratford District Council will ensure that all event staff are inducted and receive information about general health and safety, site and event specific requirements.

The induction will cover the below points:

- Site map with location of first aid, lost kids, information tent
- Processes for communicating accidents, emergency, safety issues, new hazard
- Personal safety – clothing, weather protection, transport to and from venue
- Key contact list
- Site specific and event based hazards

### Pre-event

- Carry out pre-event safety checks and identify any hazards that need to be mitigated
- Be familiar with the layout of the site to be able to:
  - Assist stall holders and suppliers during pack-in
  - Assist patrons with information about the Event including facilities such as First Aid, toilets and water
  - Assist in the direction of patrons to help achieve an even access and egress flow
  - Recognize crowd conditions to assist in safe dispersal and the prevention of overcrowding
  - Investigate disturbances or incidences and report / respond appropriately
  - Ensure event waste does not become a hazard, liaise with waste management provider if required
  - Respond to emergencies (such as the early stages of a fire) – raise the alarm and take necessary immediate action – with due care and only within the realms of own capabilities
  - Be familiar with the evacuation protocols and undertake specific roles in an emergency

### During-event

- Keep access points clear for emergency appliances
- Monitor for Intoxicated Patrons
- Enforce zero alcohol rules
- Enforce Zero tolerance with patrons intoxicated, disorderly behavior, found with prohibited items or unwilling to comply
- Emergency exits are kept clear at all times
- Act as a warden

### Post-event

- Assist stall holders and suppliers during pack-out
- Ensure all rubbish and temporary infrastructure is removed and packed away
- Ensure all incidents have been reported, followed up and closed off

## **Incident Reporting Procedure**

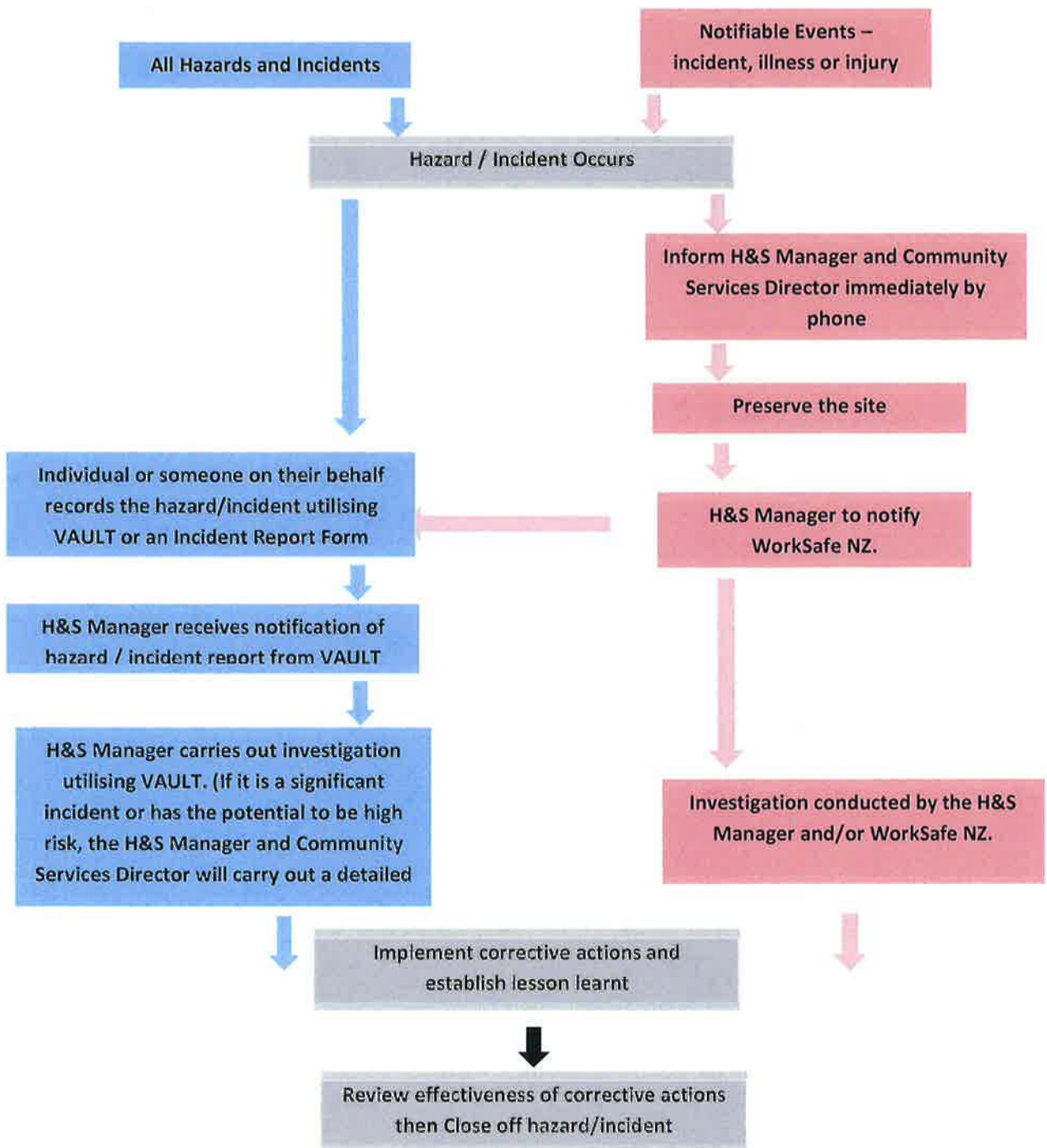
Procedures for recording and investigating accidents and near misses.

1. All non-serious harm accidents need to be reported immediately with a written report completed within 24 hours.
2. Serious harm accidents will be reported to the WorkSafeNZ by phone immediately and in writing within 7 days. The employer of the injured person within 24 hours by phone or email.
3. In the event of any serious harm incident, the site manager/event organiser shall preserve the scene if instructed by WorkSafeNZ to do so. Photographs of the scene shall be taken as standard.
4. Contact is to be made with the Health & Safety Manager and Community Services Director within two hours the incident.

## **Non-serious harm - Accident investigation Process**

1. All accidents must be promptly investigated. This includes near miss accidents.
2. The investigation should commence within 24 hours of being notified.
3. Investigations should be carried out by the Market Coordinator/Site Manager, Health & Safety Manager or employer of the injured employee, and involve one or more employee health and safety representatives.
4. Accident investigations must be well documented in Vault.
5. Results and recommendations arising from accident investigations should be sent promptly to the Site Manager for responsibilities to be assigned.
6. New hazards identified in accident investigations should be recorded in the hazard register for maintenance by the Site Manager. The hazards must then be assessed and controlled.

## Incident Management Process



### **First Aid and Wellbeing**

A First Aid kit and heart defibrillator will be located inside of the Stratford Library. Event staff carry a First Aid certificate.

### **Emergency Management**

In the event of an emergency, in the first instance the Market Coordinator will call 111 and request the appropriate assistance for the emergency. If the Market Coordinator is not available at the time of the incident, they must be notified as soon as possible.

At all times emergency access to the event site needs to be maintained. The Site Manager is responsible for ensuring that no obstacles are placed in a position that will impede this access at any time during the event.

All staff, stall holders and patrons will be requested to gather at the assembly point as located on the site map until given the all-clear from the Market Coordinator in consultation with Emergency Services.

### **Electrical Safety**

All portable electrical equipment is to be tested and tagged by a licensed tester to NZ Regulation 26 of the Electrical (Safety) Regulations 2010 and Australian Standard AS/NZS 3760-In Service Safety Inspection and Testing of Electrical Equipment. Non-tagged or residential power tools or leads and equipment must not be used.

All extension leads are to be in good condition and only used up to a length of 30m. Electrical leads are to be elevated above ground level where wet ground or other hazards exist. Residual current devices (RCD) are to be used and must display an Ingress Protection rating (IP rating) in accordance with AS/NZS 3012/2010. RCD's that are incorporated into the cord must be tested before use.

### **Lost Dependent Process and Guidelines**

The Stratford Library will be utilized as the hub for any lost or found dependents.

If staff come across a lost/found dependent they are required to escort them to the Stratford Library.

Staff are then required to complete the Lost or Found Dependent Report Form and ensure all details are kept secure. If event staff are utilising RT's or have access to a speaker system, ensure that only the description of the dependent is broadcasted, DO NOT use their name.

### **Cancellation / Wet Weather**

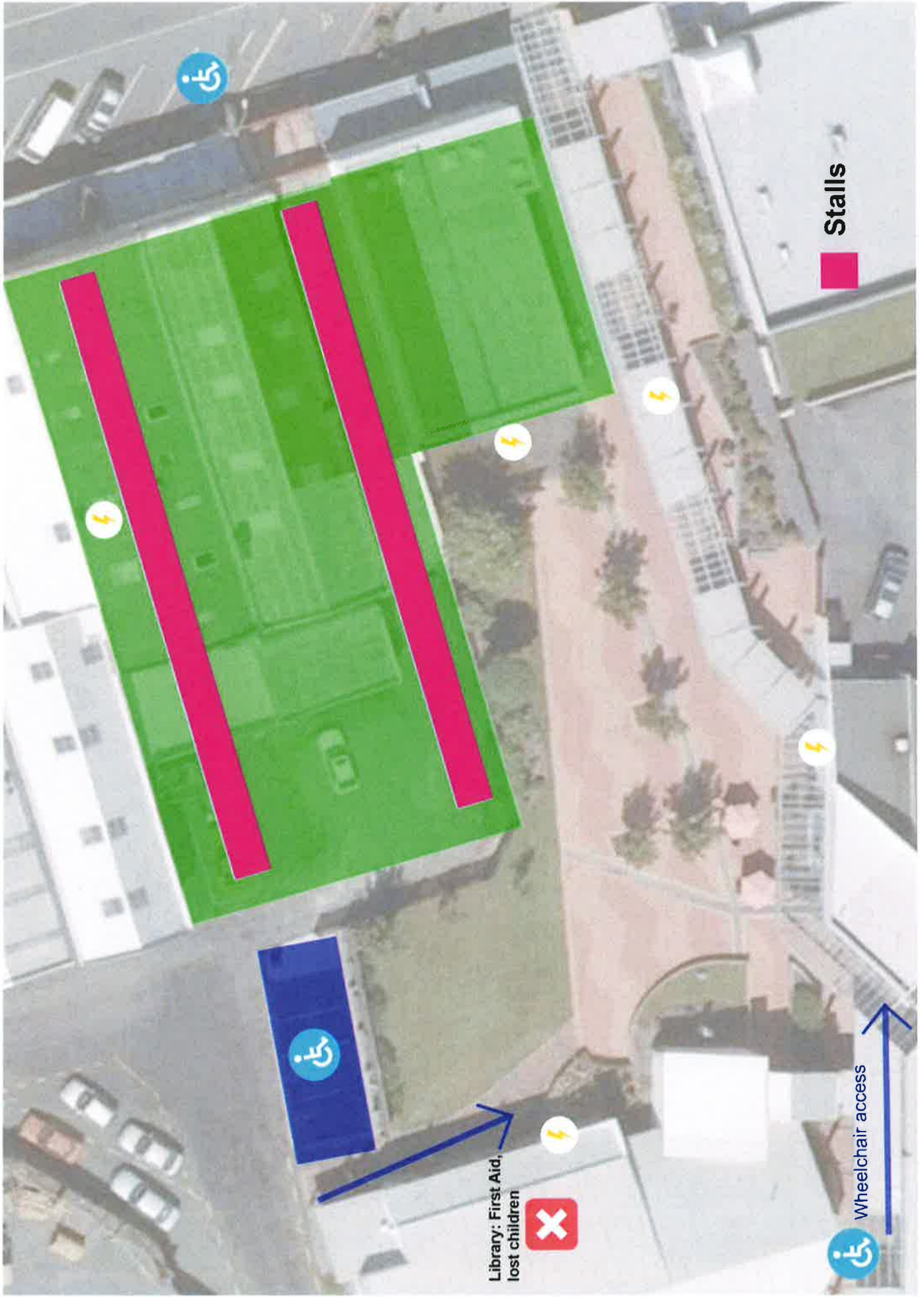
Cancellation of the event is at the sole discretion of the Market Coordinator in consultation with and where applicable any key stakeholders.

Cancellation of the event will occur because of adverse weather conditions, and/or where any situation arises that has the potential to significantly threaten the safety of staff, a supplier, contractor or members of the public attending the event.

In the event of wet weather or a wet weather forecast, the Market Coordinator will make a decision no later than 24hours to cancel the event.



7) Site Map



## A8) Lost/Found Vulnerable Persons Report Form

Lost Child/Vulnerable Persons Report Form			
<b>Event</b>	Name:	Date:	Time:
Report written by:	Name & Job title		
Person who delivers child:	Name:		
	Mobile:	Address	
	Phone:		
	Email:		
Location where child was found:			
Child details:	Name:		
	Gender:		
	Age:	Clothing	
	Eye colour	Hair colour	
	Mobile Number		
Caregiver/ parent details:	Name:		
	Mobile:	Address:	
	Phone:		
	Email:		
	Type:		
	ID:	Relationship to child:	
	Number:		

\_\_\_\_\_  
Signature(s) if caregiver

\_\_\_\_\_  
Signature(s) of responsible event staff

# A9) Accident and Investigation Form

Name of organisation:

Unit/department:

## 1. Particulars of Accident

Date of accident: DD / MM / YYYY

Time:

Location:

Date reported: DD / MM / YYYY

## 2. The Injured Person

Name:

Address:

Date of birth: DD / MM / YYYY

Phone number:

Length of employment – at plant:                      on job:

Type of Injury:

Bruising	Dislocation	Strain/sprain
Scratch/abrasion	Internal	Fracture
Amputation	Foreign body	Laceration/cut
Burn/scald	Chemical reaction	

Other: (specify injured part of body)

Comments:

Property or material damaged:

Nature of damage:

Object/substance causing damage:

## 4. The Accident

Description:

Describe what happened.

If this was a vehicle accident, add a drawing of the accident scene on the other side of this page.

Analysis:

What caused the accident?

How serious could it have been?

Minor              Serious              Very serious

How often is this likely to happen again?

Never              Rarely              Occasionally              Often

**Prevention:**

What action has or will be taken to stop another accident like this happening? Tick items already actioned.

Write below if you need more space.

ACTION	TICK	BY WHOM	WHEN
--------	------	---------	------

**5. Treatment and Investigation of Accident**

Type of treatment given: Name of

person giving first aid: Doctor/Hospital:

Accident investigated by:

Date: / /

WorkSafe advised: Yes No

Date: / /

## A10) Incident/ Near-Miss Report

### In case of an emergency:

- Contact emergency services: 111
- Call WorkSafe: 0800 030 040

### Personal details

NAME:		PHONENUMBER:	
ADDRESS:		DATE OF BIRTH:	
		SEX:	<input type="checkbox"/> Male <input type="checkbox"/> Female

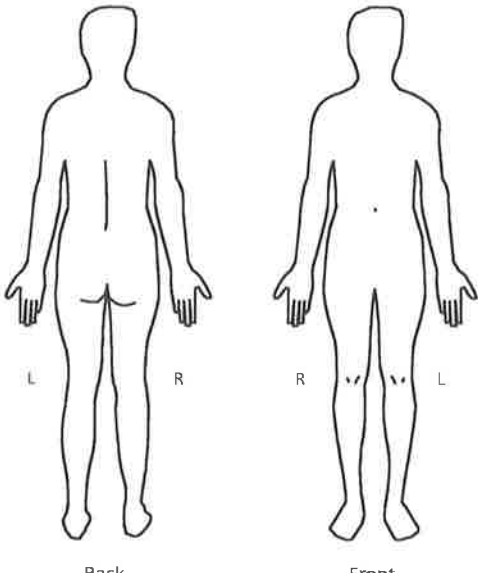
### Employment details

EMPLOYERNAME:		JOB TITLE:	
Permanent	Casual	Contractor	Visitor

### Accident details

DATE:	<input type="checkbox"/> Near-miss <input type="checkbox"/> No treatment <input type="checkbox"/> First aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Serious harm
TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Hours at work: _____ <input type="checkbox"/> Date reported: _____

### Nature of injury

Strain/sprain	Cut	Head injury	Fracture/break	Gradual process	
Bruising	Burns	Poison/chemical	Multiple injuries	No injury	
LOCATION OF INJURY (CIRCLE LOCATION)  		WHERE DID THE ACCIDENT HAPPEN?   			
		HOW DID THE ACCIDENT HAPPEN?   			
WAS THE PERSON TRAINED FOR THE TASK THEY WERE DOING?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
IF A VEHICLE WAS INVOLVED, RECORD TYPE OF VEHICLE					
WAS A SIGNIFICANT RISK INVOLVED?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
IF YES, WHAT WAS THE SIGNIFICANT RISK?					
IS THE RISK ON THE RISK REGISTER?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

**WHAT HARM COULD HAVE HAPPENED?**

**STEPS TAKEN TO PREVENT A SIMILAR EVENT HAPPENING AGAIN**

<b>SPECIFIC ACTIONS REQUIRED</b>	<b>PERSON RESPONSIBLE</b>	<b>BY WHEN</b>	<b>DATE COMPLETED</b>

**INITIAL NEEDS ASSESSMENT (ONLY COMPLETE IF A DOCTOR'S VISIT WAS REQUIRED)**

Able to continue full duties	Able to do light duties	Unable to work
Help available at home	Assistance required at home	Transport assistance needed

*Form completed by*

<b>NAME:</b>	<b>POSITION:</b>
<b>SIGNED:</b>	<b>DATE FORM WAS COMPLETED:</b>

## Notification of accident or incident involving amusement device

Amusement Devices Regulations 1978

Email: [healthandsafetynotification@worksafe.govt.nz](mailto:healthandsafetynotification@worksafe.govt.nz)

Post: WorkSafe New Zealand, PO Box 165, Wellington 6140

To the Inspector of machinery, the: (appropriate local authority)

### Notice is hereby given of the following accident/incident involving an amusement device

Registration number of device:

Name and description of device:

Location of device at time of accident/incident:

Details of all persons injured (if any), together with brief description of injuries:

Name and address of person in charge of device at time of accident/incident:

Signature:

Date: / /