

**Greymouth Aerodrome April 12th & 13th 2024**

[**www.agfest.co.nz**](http://www.agfest.co.nz/)

**Health and Safety Site Plan for Stall (Site) Holders.**

This must be lodged at the AgFest Registration Form.

*(There must be a responsible sober adult named above in charge and on site at all times).*

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2024 Agfest Health & Safety Plan for Stall/Site Holders

Reviewed JULY 2019

**Risk / Hazard Management**

Describe your structures and what risk management do you have in place for these

Have you lodged your Marquee / Structure paper work at the office

Yes / No

Are you bringing into the site any hazards which have the potential to cause serious injury or damage? Include gas bottles, fire, large structures, moving parts, vehicle movement etc.

Yes / No

Description: (add photos of any visual standards or hazards)

Location:

Date & time on site:

What is your stall or site providing?

Stall Holder

Person Responsible

Contact Phone

Email

Emergency Contact



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**Hazards known for the site and task (can be an attached RISK or Hazard Register)**

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Hazard or Risk

List with the Worst first

How can the risk hurt you or others

What is the chance/risk of injury / dam- age?

(Circle one of below)

What are you going to do to prevent anyone getting harmed, or damage occurring?

Safety Equipment required

Training needed

Quite possible Possible Unlikely



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**Emergencies**

First aid kit is located at the AgFest Info Kiosk

First Aid and St John Ambulance are behind the AgFest Info Kiosk.

Raise the alarm by way of cell phone to the AgFest Info Kiosk:-

* Adam Berry
* Andy Thompson
* Tracey Anderson
* Anna Marie Thompson

022 648 4691 Site Manager / Executive Director

027 432 3611 Managing Director

027 522 3111 Executive Director

021 323 611 Executive Director

Contact emergency services phone 111

Location is: Greymouth Aerodrome. 1 Aerodrome Road, Greymouth

Exit the site through the appropriate gate nearest you as per instructions over the PA.

Facilities are located and gates are marked on your site map. Please be aware of your nearest exit. Evacuation Assembly points are:

Aerodrome Road – (locally know as the quarter mile)

**Accident/Incident Reporting**

All accidents and incidents must be reported immediately to AgFest Info Kiosk

Notifiable Events are also to be reported direct to Worksafe NZ 0800 20 90 20. (Worksafe are on site). Accident and Investigation reports are to be copied to the AgFest Committee within 24 hours.

Accident scenes will not be disturbed until a full and complete Accident Investigation has been undertaken

*(unless directed by the Police, Emergency Services, or WORKSAFE NZ)*

**Communication about any safety concerns**

**Safety Inspections if required**

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Date & Time

Issues

Follow up Required

Signed

Date & Time

Communication

Follow up Required

Signed



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**Please name the persons working at your Stall/Site**

(Both paid Workers and Volunteers)

*(There must be a named sober responsible person in charge of the Stall/Site at all times capable of handling any emergency)*

**Others**

**Others on the site**

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Name of person approving the plan on behalf of Agfest

Approved: Name

Signed:

Date:

Name of person completing this Health & Safety Plan

Name:

Signed:

Date:

Organisation Name, or Name/Title of the Stall/Site:

What risks / hazards do they bring to the sites that can be harmful?

Who else is likely to be on your site e.g. contractors, etc.

Full Name

Contact Phone

Named Responsible Person In Charge

Contact Phone

Email