











Health and Safety



3. Hazard Identification Prompts													
Physical ✓		Chemical		Biological		Environmental		Electrical		Ergonomic		Other	
Temp. extremes	✓	Haz. substances	□	Insects	✓	Noise	□	Electric shock	□	Manual handling	✓	Fatigue	□
Trapped pressure	□	Fumes	□	Bacteria	□	Lone worker	✓	Static electricity	□	OOS	□	Stress	□
Engulfment	□	Mists	□	Plants	□	Poor/excessive light	✓	Eddy currents	□	Pinch points	✓	Vehicles	✓
Vibration	□	Vapours	□	Animals	✓	Weather extremes	✓	Faulty cables/leads	□	Sharp materials	✓	Underground	□
Line of fire	□	Dust	□	Viruses	□	Discharges to land	□	Non-intrinsically safe equipment	□			Services	□
Trips/slips & falls	✓	Oxygen deficiency / excess	□			Discharges to air	□	Multiple electrical feeds	□			Explosive Atmosphere	□
Excavation	□	Chemical reaction	□			Discharges to water	□					Radiation	□
Confined space	□	Transportation of haz. substances	□			Soil contamination	□					Difficult rescue	□
Falling objects	✓					Soil erosion	□					Suspended loads	✓
Working at height	□					Waste	□						
Burns (hot/cold)	✓												
Ladders	□												

4. Additional PPE Prompts															
□		✓		□		□		□		□		□		□	

5. Hazard Control Prompts							
People Controls		Equipment / Engineering Controls		Environmental Controls		Permits	
Trained in the use of tools and equipment	✓	Lock out and tag systems	□	Ventilation	□	Hot Work	□
Safety Watch/Observer	✓	Group isolation	□	Lighting	□	Work at Height	□
Barrier tape to isolate area	□	Boundary isolation	□	Gas detection / monitoring	□	Energy Isolation	□
Warning signs	□	Fire extinguisher	□	Spill containment	□	Confined Space	□
Other monitoring required (state type in #5)	✓	Scaffolding for access	□			Excavation	□

The Health and Safety Document covers all aspects of an event however some point may not be applicable to every event.

All hazards and controls identified on page 1 must be recorded below

6. Steps, Tools & Equipment, Hazards and Associated Risks, and Hazard/Risk Controls

Steps	Tools & Equipment	Hazards and Risks	Hazard and Risk Controls	Person Responsible
<i>List each of the key task steps</i>	<i>List equipment/tools used to complete the key tasks:</i>	<i>Identify any hazards and risks associated with the task step</i>	<i>Describe how the task step will be completed, including any required risk controls.</i>	
Plan event	Local knowledge, site visits, weather forecasts.	Weather, Time of year and time of day	Have a plan to delay. Have a postponement day.	Person who booked the trailer.
		Site suitability and terrain,	Site visit before the event to identify hazards or where the trailer could be parked to allow for access of vehicle and trailer into the trailer,	Person who booked the trailer.
		Site accessibility in emergency.	Access of emergency vehicles needed. Nominated person to call for help, nominated person to wait at gate and direct emergency services	Person who booked the trailer.
		Kids being left unsupervised.	Communications around parents having to supervise their own children.	Person who booked the trailer.
		Conflict between vehicle and pedestrians.	Identify the natural walkways and parking spaces and make sure they don't conflict. Plan for no backing/need for a guide/spotter	Person who booked the trailer.
		Running out of time to set up and pack down	Within the induction the person hiring is told that it will take 45minutes to set up and pack down and therefore need to allocate adequate time to set up and pack down to ensure everything is completed properly.	Person who booked the trailer.
Travel to site	Vehicle and trailer	Vehicle is booked and has enough petrol/diesel	Check-list	Person who booked the trailer.
		Suitability of the vehicle and driver (WOF/Reg) Must have a suitable driver license	Check list before taking the trailer.	Person who booked the trailer.
		Driving and towing,	Key Register – keys are signed out- included in the check list. Competency for towing, drive as per policy/road code	Person who booked the trailer.
		Manual handling- connecting trailer to vehicle	Contract/check-list	Person who booked the trailer.

		Vehicles in carpark	Have an awareness of other vehicles that are around. Have a spotter to assist when backing or manoeuvring the trailer.	Person who booked the trailer.
		Breakdowns Use of the Jack to change the tyre	Protocols for breakdown (flat tyre, something falls off) Instructions for where the jack goes on the trailer Use aids (jockey wheel), second person (guide/spotter) while changing the tyre HDC Emergency Contact Phone Number – on checklist	Person who booked the trailer.
		Play Trailer doors opening while driving	Hirers to ensure all doors are locked before driving with the trailer. Include in the checklist	Person who booked the trailer.
Arrive at site	Vehicle, trailer	Children and public at site already	No backing policy is preference, spotter/guide is always required Implement plan/adapt as needed	Person who booked the trailer.
		Obstacles and site access	Adapt where possible.	Person who booked the trailer.
		Weather, thermal extremes, trees, terrain,	Be mindful of the weather as it can change quickly. Have a back up plan if you need to pack up quickly or it becomes hot from the sun. Look to where you can utilise already existing shade.	Person who booked the trailer.
		Check the grounds for foreign items or objects, anything poisonous or dangerous	Have a look around the site before setting up to ensure there are no foreign objects. If there is look to adapt the plan.	Person who booked the trailer.
		Manual handling	Adhere to manual handling guidance when removing things from the trailer and putting them back in such as bending knees etc.	Person who booked the trailer.
Set up for event	Trailer	Trailer rolling or moving	Putting the jockey wheel down and the chocks in place to prevent the tyres moving. Ensure the hirer/user know where the chocks are and how to use them.	Person who booked the trailer.
		Manual Handling - Opening and unloading the trailer	Training and instruction around the set up- signage on equipment that might be heavy.	Person who booked the trailer.
		Sun burn/ unsanitary /biohazards	Signage up Hand Sanitiser and Sunblock made available. Utilise a naturally shady spot or use a shade device if there is one available.	Person who booked the trailer.
Host event	Trailer, Play Equipment, First Aid Kit	Injury of people from misuse of equipment	Host responsibility, education on how to use, first aid kit	Person who booked the trailer.
		Inappropriate or harmful images recorded	Permission for photos signage up- opt out.	Person who booked the trailer.

		Children climbing into/under around the trailer	Children must be supervised by parents whilst using the play trailer.	Person who booked the trailer.
Wind down and break down of event	Trailer.	Unsupervised or unattended children left at venue	Reunite unsupervised or unattended children before leaving the site	Person who booked the trailer.
		Equipment/resources left at site	Checklist	Person who booked the trailer.
		Unsecured loads	Places for equipment, securing system for equipment	Person who booked the trailer.
		Unfastened doors	Checklist for Trailer pack up	Person who booked the trailer.
Travel back to office	Trailer	Suitability of the vehicle and driver (WOF/Reg) Must have a suitable driver license	This would have been addressed when collecting the trailer and completed the induction.	Person who booked the trailer.
		Driving and towing,	Competency for towing, drive as per policy/road code	Person who booked the trailer.
		Manual handling- connecting trailer to vehicle	Contract/check-list completed when the trailer is initially taken.	Person who booked the trailer.
		Vehicles in carpark	Have an awareness of other vehicles that are around. Have a spotter to assist when backing or manoeuvring the trailer.	Person who booked the trailer.
		Breakdowns (flat tyre, something falls off)	Use aids (jocky wheel), second person (guide/spotter) Breakdown instructions HDC Emergency Contact Phone number	Person who booked the trailer.
Restock consumables	Trailer	Broken consumables that may cause injury	Checklist	Person who booked the trailer.
		Lost tie downs that need replacing	Checklist	Person who booked the trailer.
Stow trailer	Trailer	Driving and towing	Competency for towing, drive as per policy/road code	Person who booked the trailer.
		Reversing into storage space	Competency for reversing with a trailer, second person (guide/spotter)	Person who booked the trailer.

	Manual handling competency to unhook and safely stow trailer.	Use aids (jocky wheel),	Person who booked the trailer.
	Trailer not secured properly and could move in stowage shed	Checklist – stowage area is padlocked	Person who booked the trailer.
	Secure stowage of trailer(theft)	Key register - Sign back in keys upon return	Person who booked the trailer.

7. Recovery and Emergency Plan

Key Task	Description	Person Responsible
Medical Event (Child, Parent, Staff, Volunteer)	If a person involved with or using the trailer suffers from a medical event 111 is to be called.	Person who booked the trailer.
Injury (Child, Parent)	Injury caused whilst in or around the trailer. First Aid kit to be utilised.	Person who booked the trailer/caregiver.
Injury (Staff or Volunteer)	Injury caused whilst in or around the trailer. First Aid kit to be utilised.	Person who booked the trailer.
Child missing	If a child is unable to be accounted for. Contact 111 if the child is not able to be found.	Person who booked the trailer/caregiver
Weather turns (heavy wind/rain etc)	If whilst the trailer is set up the weather changes, have a plan to pack up quickly and move. At all times be aware of the weather.	Person who booked the trailer.
Aggression/violence	If a member of the public becomes aggressive or violent- called 111	Person who booked the trailer.
Natural Disaster i.e Earthquake occurs	Stop, Drop and Roll. Ensure that everyone is safe and accounted for.	Person who booked the trailer.