

1. Basic Work Details			
Activity/Task:	Manawatū Community Hub Play Trailer	Location:	Various
Health & Safety Prepared by:	Marie Willis	Date:	27/9/2024
2. Main Hazards			
Jamming fingers in the side and back doors	Ensure fingers are well clear when opening and closing side and back doors. Always use the handles.		
Banging head on side doors or inside trailer	When not removing items from the Play Trailer, ensure doors side doors are closed. Be conscious when inside the trailer		
Tilting trailer	Ensure that if the trailer is disconnected from a car that the jockey is down and back legs are lowered before opening back/side doors. Make sure back legs are put back up before towing		

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

3. Steps, Tools & Equipment, Hazards and Associated Risks, and Hazard/Risk Controls				
Steps	Tools & Equipment	Hazards and Risks	Hazard and Risk Control	Person Responsible
List each of the key task steps	List equipment/tools used to complete the key tasks:	Identify any hazards and risks associated with the task step	Describe how the task step will be completed, including any required risk controls.	
Plan event		Weather, Time of year and time of day	Have a plan to delay. Have a postponement day.	Person who booked the trailer

	Local knowledge, site visits, weather forecasts.	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
		Children being left unsupervised.	Communications around parents/staff/volunteers of event supervise 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 45 minutes 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. If needs be, alter the equipment removed from the trailer	Person who booked the trailer
Travel to site	Vehicle and trailer	Vehicle is booked and has enough petrol/diesel	Check prior to leaving	Person who booked the trailer
		Vehicle can tow trailer up to 900kgs. Vehicle has appropriate coupling. Vehicle has a current WOF/Reg and the Driver must have a suitable driver license	Presented to MDC staff prior to trailer leaving	Person who booked the trailer & MDC staff member
		Driving and towing the trailer	Competency for towing, drive as per policy/road code. See guide on How to Hitch and Unhitch Trailer https://www.youtube.com/watch?v=yazarQmp0Zc	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
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	Pre site visit will help eliminate any obstacles and address 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
Set up for event	Trailer	Trailer rolling or moving	Putting the jockey wheel down and the back legs in place to prevent the tyres moving. Ensure the hirer/user knows how to use them.	Person who booked the trailer
		Sun burn/ unsanitary /biohazards	Hand Sanitiser and Sunblock made available. (this is not provided as part of the Play Trailer) 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
		Children climbing into/under around the trailer	Children must be supervised by appropriate adult whilst using the play trailer.	Person who booked the 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	Ensure site is checked before leaving. Anything lost/damaged to be reported on return of trailer	Person who booked the trailer
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4. Recovery and Emergency Plan		
Key Task	Description	Person Responsible
Medical Event (Child, Parent, Staff, Volunteer, member of the public with the event)	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, Staff, Volunteer, member of the public with the event)	Injury caused whilst in or around the trailer. First Aid kit to be utilised.	Person who booked the trailer/caregiver
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	Take appropriate cover. Ensure that everyone is safe and accounted for	Person who booked the trailer