

New Zealand Miniature Horse Association Inc.



HEALTH & SAFETY PROGRAMME

For

**NEW ZEALAND MINIATURE HORSE
ASSOCIATION AND AFFILIATED CLUBS**

APPENDIX II

SITE HAZARD CHECKLIST

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SITE HAZARD CHECKLISTS

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New Zealand Miniature Horse Association Inc.
PRE SHOW HAZARD CHECKLIST

Name: New Zealand Miniature Horse Association Inc/Affiliated Club:

Completed by:

Date:

Time:

| DESCRIPTION | Significant Yes/No | Comment on Controls in Place |
|--|-----------------------|---|
| Drinking Water Is the water safe to drink? | Yes | |
| Guy Wires and Pegs | Yes | |
| Pot Holes/Slippery surfaces | Yes | Public Protection, eg, covers over pegs. |
| Event Signage Exits/ Directional | No | Signage indicating access and exit routes. Access ways clear and safe. |
| Traffic Management Is a traffic management plan required and in place? | Yes | |
| Procedures for Emergencies in Place – Loud Speaker System ? | Yes | |
| Toilet Facilities Adequate? Location? Operational? | Yes | |
| | | |
| Waste Disposal Facilities | Yes | |

| | | |
|---|-----|--|
| Electrical Safety | Yes | Ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about, and out of the way of water. |
| Health and Safety Signs in Place | Yes | General Public Health and Safety Sign/Public awareness at each principal entrance. Sign at each activity category: Food, Animals, Vehicles |
| Contractors Health and Safety Plans in Place? | Yes | |
| <p>COMMENTS</p> <p>Additional hazards, observations</p> | | |

New Zealand Miniature Horse Association Inc.
DURING SHOW HAZARD CHECKLIST

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

Completed by:

Date:

Time:

| DESCRIPTION | Significant Yes/No | Comment on Controls in Place and note any actions taken. |
|---|-----------------------|--|
| Guy Wires and Pegs | Yes | |
| Pot Holes/Slippery surfaces | Yes | |
| Event Access/Exit Signage Directional Signs | No | Signs indicating access and exit routes. Access ways clear and safe. |
| Stall Holders Are there any additional hazards that are endangering the public? | Yes | |
| Electrical Safety | Yes | Ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about, and out of the way of water. |
| Toilet Facilities Are they hygienic? | Yes | |
| Waste Disposal Facilities Are they coping? | Yes | |
| Are contractors managing their significant hazards? | Yes | Crowd control. Security/fencing. |
| COMMENTS Additional hazards, observations | | |

New Zealand Miniature Horse Association Inc.
POST SHOW HAZARD CHECKLIST

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

Completed by:

Date:

Time:

| DESCRIPTION | Significant Yes/No | Comment on Controls in Place and note any actions taken. |
|--|-----------------------|--|
| Display stands - have they been completely removed from the site? | No | |
| Holes and disrupted turf Are there any large holes or disrupted turf that need to be filled? | No | |
| Has all signage been removed? | No | |
| Toilet Facilities Have mobile toilets been removed along with any associated contaminated material? Have fixed toilet facilities been cleaned and sanitized? | Yes | |
| Waste Disposal Facilities Have all rubbish receptacles been emptied and/or removed? | Yes | |
| Has the site had a rubbish pick up exercise conducted? | Yes | |
| COMMENTS Additional hazards, observations. | | |

New Zealand Miniature Horse Association Inc.
SECURITY AND EMERGENCY ACTIVITIES HAZARD CHECKLIST

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

Completed by:

Date:
Time:

| DESCRIPTION | Significant Hazard Yes/No | Suggested Actions/Controls | |
|--|------------------------------|---|--|
| Location of First Aid Facilities | | Located next to high risk sites and accessible. | |
| Signage | No | Signs displayed for toilets, registration office, exit, hazards emergency services and first aid facilities. Does the event programme include location of facilities? | |
| Site Security | | Is there a procedure to follow if there is an incident? Do officials have a cell phone? Are Show Officials identified? | |
| Emergency Response | Yes | Have all Show Committee members been prepared for emergency procedures relevant to fire, evacuation, medical emergency? | |
| Emergency Equipment in Place – Loud Speaker System, extinguishers? | Yes | | |
| <p>COMMENTS Additional hazards, observations.</p> | | | |

New Zealand Miniature Horse Association Inc.
HORSE HAZARD CHECKLIST

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

Completed by:

Date:

Time:

| DESCRIPTION | Significant Hazard Yes/No | Suggested Actions/Controls | |
|--|------------------------------|---|--|
| Horse Escape. | Yes | Responsibility for horse/horses lies with owners. Emergency plan in place for dealing with runaway animals. | |
| Entrance and exit signage in place. | No | Clear signage for entry and exit to livestock areas. | |
| Animal obstacles, jumps, ground condition, activities. | | All obstacles are secure and safe for activity. | |
| Stable/ pens. | Yes | Public protected adequately from stock. | |
| Gates, fences, stables, yards and troughs in working order and suitable. | Yes | Ensure the gates and yards are suitable for horses. | |
| Fire protection in place. | Yes | Check location of nearest fire extinguishers and hose reels and if they have been serviced. | |

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|---|-----|--|--|
| Veterinarian. | No | Is a veterinarian on site during the show? How many and who? | |
| Power Installation. | Yes | Power leads and cables are adequately controlled to prevent trips and falls. | |
| COMMENTS Additional hazards, observations. | | | |

New Zealand Miniature Horse Association Inc.
ONSITE TRAFFIC MANAGEMENT HAZARD CHECKLIST

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

Completed by:

Date:
Time:

| DESCRIPTION | Significant Hazard Yes/No | Suggested Actions/Controls | |
|---|------------------------------|---|--|
| Set Up Ground Suitability. | No | Check slopes, pot holes, access. | |
| Speed. | Yes | Speed limit signage. | |
| Traffic Control. | Yes | Marshall's to direct traffic in high visibility clothing. | |
| Emergencies. | Yes | Cellphones/pagers for Marshall's. | |
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| <p>COMMENTS Additional hazards, observations.</p> | | | |

New Zealand Miniature Horse Association Inc.

FIXED FOOD PREMSIES HEALTH AND SAFETY CHECKLIST

Name: New Zealand Miniature Horse Association Inc./Affiliated Club:

Completed by:

Date:

Time:

| DESCRIPTION | Significant Hazard Yes/No | Suggested Actions/Controls | |
|--------------------------------|------------------------------|---|--|
| Food Preparation Areas. | Yes | <ul style="list-style-type: none"> • Awareness and display of “Good Food Safety and hygiene practices”. (see attached) • Facilities are clean, tidy and suitable for food preparation. • Adequate provision for waste disposal. • Sufficient supply of hot and cold water. • Adequate lighting. • Adequate cooking facilities. • Suitable handwashing facilities. • Suitable washup/dishwashing facilities. • Suitable areas/appliances for hot and cold food storage. • Safe food service (eg, tongs, scoops, serviettes, gloves). | |
| Electrical Safety. | Yes | Ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about and out of the way of water. | |
| Appliances. | Yes | All appliances are safe to use (including gas safety). | |
| General Food Safety & Hygiene. | Yes | Control of infants and children in potentially dangerous areas, eg, fat fryers, hot appliances. | |

| | | | |
|--|-----|---|--|
| Fire Safety. | Yes | Adequate provision and use of fire fighting equipment eg, extinguishers, blankets accessible to cooking facilities. | |
| First Aid. | Yes | Adequate provision a stocked first aid kit. | |
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| <p>COMMENTS Additional hazards, observations.</p> | | | |

New Zealand miniature Horse Association Inc.
FOOD STALLS, AND MOBILE UNITS HEALTH & SAFETY CHECKLIST

Name: New Zealand Miniature Horse Association inc./Affiliated Club:

Completed by:

Date:
Time:

| DESCRIPTION | Significant Hazard Yes/No | Suggested Actions/Controls | |
|---------------------------------|------------------------------|---|--|
| Electrical Safety. | Yes | Ensure all cords plugs and fittings are safe and out of the way of people moving about and out of the way of water. Safe appliances with no damaged electrics or exposed wiring. | |
| Fire Protection in place. | Yes | Check location of fire extinguishers in relation to cooking facilities. Awareness of fire/emergency procedures. | |
| Appliances. | Yes | All appliances are safe to use (including gas safety) | |
| General Food Safety & Hygiene. | Yes | Comply with Council Environmental Health Officer requirements. | |
| Food Storage and Display units. | Yes | Are they temperature controlled? Is food protected and covered? Handwashing facilities available? | |
| Food Handling. | Yes | Safe food service eg, tongs, scoops, clean gloves and serviettes. Clean protective clothing worn. | |

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|---|-----|--|--|
| General Cleanliness. | Yes | Ensure area is kept clean and tidy including waste collection. | |
| General Safety. | | Control of infants and children in potentially hazardous areas eg, fat fryers, grills and BBQ's. | |
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| | | | |
| COMMENTS Additional hazards, observations. | | | |