

AMBERLEY A&P SHOW
EXHIBITOR HEALTH AND SAFETY INFORMATION

EXHIBITOR SAFETY INFORMATION ACCEPTANCE SHEET

NAME OF EXHIBITOR	
ADDRESS	
CONTACT PHONE NUMBER	

I have read the safety information provided to me and understand how to report an accident and the emergency procedures.

I acknowledge that I am responsible for the safety of my exhibit and where applicable, my stock.

I will ensure that all personnel assisting me at the Amberley A & P Show will be provided with this safety information.

Please read the following and tick which one is applicable:

- I will be bringing flammable materials and / or will be using open flames at the Amberley A & P Show. I will have an appropriate fire extinguisher available at our exhibit.
- I will **NOT** be bringing flammable materials and / or will be using open flames at the Amberley A & P Show. I will have an appropriate fire extinguisher available at our exhibit.

EXHIBITOR SIGNATURE AND POSITION:	
DATE:	

**PLEASE SIGN AND RETURN THIS PAGE TO
AMBERLEY A & P ASSOCIATION
PO BOX 129
AMBERLEY 7441**

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HAZARD IDENTIFICATION AND MANAGEMENT

All hazards or potential hazards must be reported to member of the Event Committee. All reported hazards or potential hazards will be investigated to assess their significance and added to the hazard register if necessary.

PROTECTIVE EQUIPMENT

The exhibitor is responsible for ensuring that all necessary personal protective equipment is worn.

FIRST AID AND ACCIDENTS

A first aider will be present on site during event set up and break down to assist with any minor injuries.

During the event St Johns will be on site.

Procedure In case of a Serious Accident

- Stay calm. Do not move the injured person unless there are other dangers.
- Arrange first aid or other services or assistance as applicable.
- Do not disturb accident site unless further harm will occur or the potential for further harm exists.
- A member of the Event Committee is to be notified immediately of any serious accidents.
- The Exhibitor must inform WorkSafe New Zealand as soon as possible (within 48 hours) of the accident. An investigation into the incident and a written report must be submitted to WorkSafe New Zealand within 7 days of the accident.
- All serious accidents are to be investigated and an accident report completed and supplied to the Event Committee.

FIRE EXTINGUISHERS

All exhibitors who have flammable materials on site and / or are working with open flames / hot surfaces MUST have a fire extinguisher at their pitch.

ELECTRICAL SAFETY

Use safety cables or an RCD where required. Ensure all leads are in good condition. No inappropriate connections and do not overload the power supply. Ensure that leads are run so that they do not present a trip hazard.

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GENERAL EMERGENCY PROCEDURES

BUILDING EMERGENCY EXITS MUST BE KEPT CLEAR AT ALL TIMES

FIRE

During the event

- Call the Fire Brigade – dial 111.
- The Fire Brigade are on site and should be advised immediately.
- Raise the alarm immediately by shouting FIRE and triggering any alarm sounding system.

During working bees, at event set up and event break down

- Call the Fire Service – dial 111.
- Clearly state the nature of the emergency and the name and address of the premises.
- Immediately advise an Amberley A & P Association official.
- Advise all persons to make their way to the assembly area if this is not the source of the fire.
- Proceed in an orderly manner out of the building by the nearest doorway
- If the building is smoke-logged, keep near the floor.
- Do not endeavour to obtain personal effects from buildings.

EARTHQUAKE

If an earthquake occurs:

If in a building:

- Do not rush outside
- Move away from windows and storage racks
- If possible shelter under a desk, stand in a doorway or lie beside a solid structure and hold on.
- Your first priority is to ensure your own safety.
- Evacuate only when it is safe to do so.
- Make your way to the assembly area.

If you are outside:

- Drop, Cover and Hold
- Evacuate when it is safe to do so

Do not remove any unconscious or seriously injured victims unless they are in immediate danger of further injury.

Stay by them and send for help.

Give first aid to the injured.

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CHEMICAL SPILL OR EXPLOSION

- Call the Fire Service – dial 111.
- Evacuate all personnel from the area.
- Ensure the area remains secure.
- Do not attempt to touch, dilute or absorb the chemical.
- Do not use water
- Inform the Event Committee

BOMB THREAT OR TERRORISM THREAT

- Upon being notified of Bomb or Terrorism Threat report it to the Police – dial 111.
- Retain the caller's phone number if possible.
- Remember keep calm – don't hang up

ARMED CONFRONTATION

- Keep calm don't panic.
- Do exactly what the person asks.
- Observe as much information on the person as possible.
 - Height
 - Age
 - Hair Colour
 - Skin Colour
 - Eye Colour
 - Accent
 - Race
 - What the Person is Wearing
 - Or any other distinguishing features
- Do not take risks.
- Dial 111 after the person leaves.
- Document all observations immediately.

DO NOT CONFRONT OR ATTEMPT TO DISARM THE PERSON

ANIMAL ESCAPE OR OUT OF CONTROL

- Amberley A & P Volunteers to clear the immediate area
- Animal owner to lead activities to stop and regain control of the animal
- Amberley A & P Volunteers / Society Members to assist in regaining control of the animal **only** if they are confident to do so and do not put themselves in any immediate danger.
- Animal to be removed to a safe place and secured following recapture.
- Event Committee to carry out an immediate review to establish if any further stock control measures are required.