



WAIROA DISTRICT COUNCIL

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Re: Wairoa Christmas Market 2025

Each individual market vendor is responsible for ensuring compliance with their obligations. Under the Health and Safety at Work Act 2015 (the Act) and associated Regulations. This includes but is not limited to ensuring:

1. **The safety of themselves, their staff, and members of the public around their market stall.**
2. All gazebos and umbrellas are always securely weighted down in preparation for all weather conditions.
3. All vendors' goods are displayed safely on a sturdy table or display unit.
4. That any vehicles in the market are safely removed from the market area.
5. All extension cords are covered in the appropriate manner to prevent people from tripping over them, e.g., where they lay across crossings, paths, etc.

Powered site holders must ensure that:

1. A residual current device ("RCD") is to be directly plugged into the power unit, which is then plugged into one complete cord that runs directly to the stall.
2. The stall holder must ensure that all connections are protected with the appropriate measures from any potential change in the weather, i.e., rain.
3. All extension cords and appliances must have a current compliance or "Test Tag Label" on them.

Vendors that use any cooking equipment at the market must ensure the public's safety. This will include but is not limited to, ensuring that the following:

1. Keep any hot equipment and sharp knives away from the front of the stall, out of reach from the customers.
2. If they are using oil or fat, they must ensure that this is sheltered from weather elements, such as rain.
3. If vendors are selling products cooked, processed, pre-cooked or prepacked, it is the vendor's responsibility to ensure compliance with all legal requirements relating to the sale and advertising of those products.
4. All vendors must familiarise themselves with the whereabouts of the fire extinguisher and first aid box. If you are still determining where it is, you must ask the market manager.
5. If vendors are using power or any cooking facility, they are encouraged to have their own safety plan in accordance with the applicable laws and regulations.
6. All vendors cooking with gas must always have a current fire extinguisher at the market.

❖ It is the event organiser's responsibility to identify hazards and associated risks, and to take steps to eliminate or minimise those. Hazards and risks, for example, include identifying those hazards and risks in a risk register, which would enable market management to put any necessary control measures in place. Vendors must inform the event manager of any perceived hazard or risk that they notice.

❖ Event management can request all and any unsafe activities and/or equipment be stopped or that control measures are put in place immediately.

Basic Safety Rules

1. **Food Safety:** If your stall involves the sale of food, ensure compliance with local health department regulations. This may include proper food handling, storage, and hygiene practices—display necessary permits and certifications.
2. **Sanitation:** Maintain a clean and sanitary environment. Regularly clean and disinfect surfaces, utensils, and any equipment used in your stall.
3. **First Aid:** Have a basic first aid kit on hand in case of minor injuries. Ensure that at least one person at the stall is trained in basic first aid procedures.
4. **Emergency Procedures:** Establish and communicate emergency procedures to stall operators and visitors. This may include evacuation plans, fire safety measures, and contact information for emergency services.
5. **Personal Protective Equipment (PPE):** Encourage stall operators to use appropriate personal protective equipment as per the nature of their activities, such as gloves and aprons, especially in food-related stalls. Provide hand sanitisers for both operators and customers.
6. **Food Handling:** If your booth involves preparing or selling food, adhere to local health department regulations. Follow proper food handling and storage procedures and display all necessary permits and certifications.
7. **Waste MGMT:** Dispose of waste properly. Use designated waste disposal areas and follow guidelines for recycling and waste separation.
8. **Communication:** Stay informed about event announcements and any updates related to health and safety. Cooperate with event organisers and follow instructions promptly.
9. **Weather Preparedness.** Be aware of weather conditions and take appropriate measures to secure your booth and products in adverse weather.
10. **Power Supply:** Vendors will supply their own power source: this will not be the responsibility of event management.

By adhering to these guidelines, you, contribute to creating a safe and enjoyable experience for all participants. Thank you for your cooperation and commitment to the health and safety of our event.