

HEALTH AND SAFETY CHECKLIST – Workspace users

It's important that you and those in your class are safe. Please complete this *Health and Safety Checklist*. Keep a copy on site during your class and forward a copy to admin@mangawhaiartists.co.nz at least 24 hours prior to the start of your class or event.

Event/Class _____ Dates _____

Please tick the box to indicate you have considered each issue.

- ☐ **Fire or other emergency call:** Call 111 in an emergency. Address is **45 Moir St, Mangawhai**.
- ☐ **Evacuation assembly area:** The assembly area for the Gallery and the Workspace is on the **footpath in front of the library**.
- ☐ **Exits:** Identify the exits. Exits must be kept clear of obstacles at all times and must not be locked.
- ☐ **NO NAKED FLAMES, CANDLES OR FIRES ARE PERMITTED IN THE GALLERY OR ON THE VERANDAH UNLESS WITH A FIRE PERMIT or specific permission from MAI.**
- ☐ **Fire extinguisher** is located on wall of Workspace next to internal door. Only use if safe to do so.
- ☐ **First Aid kit** is located on the wall by the sinks. If used please record date of use and reason in the logbook attached to the First Aid kit.
- ☐ **Spill kit** is located in cupboard under the sink. Paper should be used for wrapping broken glass before being disposed of.
- ☐ **Identify and manage hazards:** In relation to your class or workshop, identify any particular hazards or dangers to you and/or participants. This could include materials or tools used in your workshop. List and identify how you will mitigate or manage these. Continue over the page if necessary.

Hazard	Management

- ☐ **Rain:** On rainy days be aware of slippery floors. Ensure the floor is mopped regularly if wet.
- ☐ **No electric cords, cables etc on the floor:** The floor surface is not adhesive so cables cannot be fixed to the floor. If required, cords should be fixed to the walls or alternative measures taken.
- ☐ Ensure **heat pump** (if used) is turned off at the end of the day.
- ☐ **No smoking:** The Workspace is a no smoking area.
- ☐ **Start your class with a health and safety briefing** covering the relevant items from the above.

Tutor Name	Signed	Date