*Under the Health and Safety at Work Act 2015 (HSWA), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BUSINESS/EVENT/VENUE NAME) will ensure, so far as is reasonably practicable, the health and safety of Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NAME), Workers and Clients at this small home-based business at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ADDRESS)*

***Objective:***

*The objective of this Safety Operations Procedure (SOP) is to identify and set out safe work practices and steps that are required in the workplace or space of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(BUSINESS/EVENT/VENUE NAME). These steps will help to control risks and hazards, and will ensure all persons are safe at the end of every day.*

**References:**

[Unite against COVID-19 (covid19.govt.nz)](https://covid19.govt.nz/)

[WorkSafe](https://www.worksafe.govt.nz/managing-health-and-safety/managing-risks/what-risk-looks-like-in-your-industry/hairdressing/)

[Starting a business — business.govt.nz](https://www.business.govt.nz/starting-a-business/)

**(EVENT/VENUE)**

* Clients, workers, volunteers briefing and information on Health and Safety procedures (Tool Box meeting - highlight hazards and risks)
* When entering a building/workshop each day pre-start checks are conducted, hazards are identified and plans to remove or minimise
* During OPEN/working hours…
* Clients to assemble and stabilise their…
* Use of equipment to secure….fixed shelving or other safety measures as needed.
* All exits are kept clear at all times.
* All electrical appliances and relevant equipment/tools checked before use.
* Clutter free walking space at all times.
* Removal of rubbish and any packaging
* No smoking permitted
* Emergency Evacuation Plan is located (Where)

**Building and Surroundings**

* Use of all electrical equipment and appliances checked (pre-start check) conducted before use.
* Routine Hazard Check of building and surroundings conduct and any hazards minimised and/or removed (Documentation filed where and by Responsible Person on Duty)
* Regular support checks on the wellbeing and tasks of workers and volunteers, breaks and roles identified (Role Description where filed)
* Owner monitors and maintains a positive, safe workplace environment for the safety of the team.
* Hand Sanitiser and mask available for clients, visitors to the…(where)
* A sign in book (???) available for comments and feedback
* Easy and clear access to main entry
* Appropriate signage for car park, entry and exit of building, emergency assembly point, bathroom facilities etc
* Owner and/or worker on site during Opening Hours 9.00am – 3.00pm
* Car park areas clear and signage provided
* Footpath kept clear to allow for foot traffic flow to the main entry
* Bathroom facilities hygienically cleaned daily (Cleaning Schedule where kept, on wall????)
* Air ventilation & lighting is of good standard
* Poisonous plants removed
* Rubbish recycled and waste removed at the end of the day
* Cleaning of premises with use of eco-friendly cleaning products. Cleaning products stored in locked cupboards. Wear gloves for cleaning and appropriate Personal Protective Equipment (PPE) (Safety Data Sheets (SDS for each chemical and filed where)
* Security and Alarm systems checked and maintained by (who)???
* A licensed driver, a registered and warranted vehicle used to escort…Venue is mapped out prior to the event..

**Pre-planning and one-on-one Consultation with Client - Good Communication**

* Owner to conduct a one-on-one client inquiry of service and packages available.
* Owner and client meet at the venue…
* Communication between Owner and Clients is paramount for a safe working environment.

**Emergency**

* Owner will inform new workers, client’s and visitors of Emergency Evacuation Point
* Emergency Evacuation Plan at home-based business is visible
* Call 111 in an emergency. Contact address: ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business/Venue Name)***
* Fire extinguisher located on the…(Where)
* Emergency Assembly Point signage displayed and located in the back carpark (Where).
* Wholly stocked First Aid kit is provided and positioned… (Where)
* On site First Aider (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Incident and Accident forms filed (Where) and compiled by Responsible Person on the Day (Who)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Future Training:**

* Basic or refresher First Aid training
* Health and Safety Workshop - On site, food…

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**