

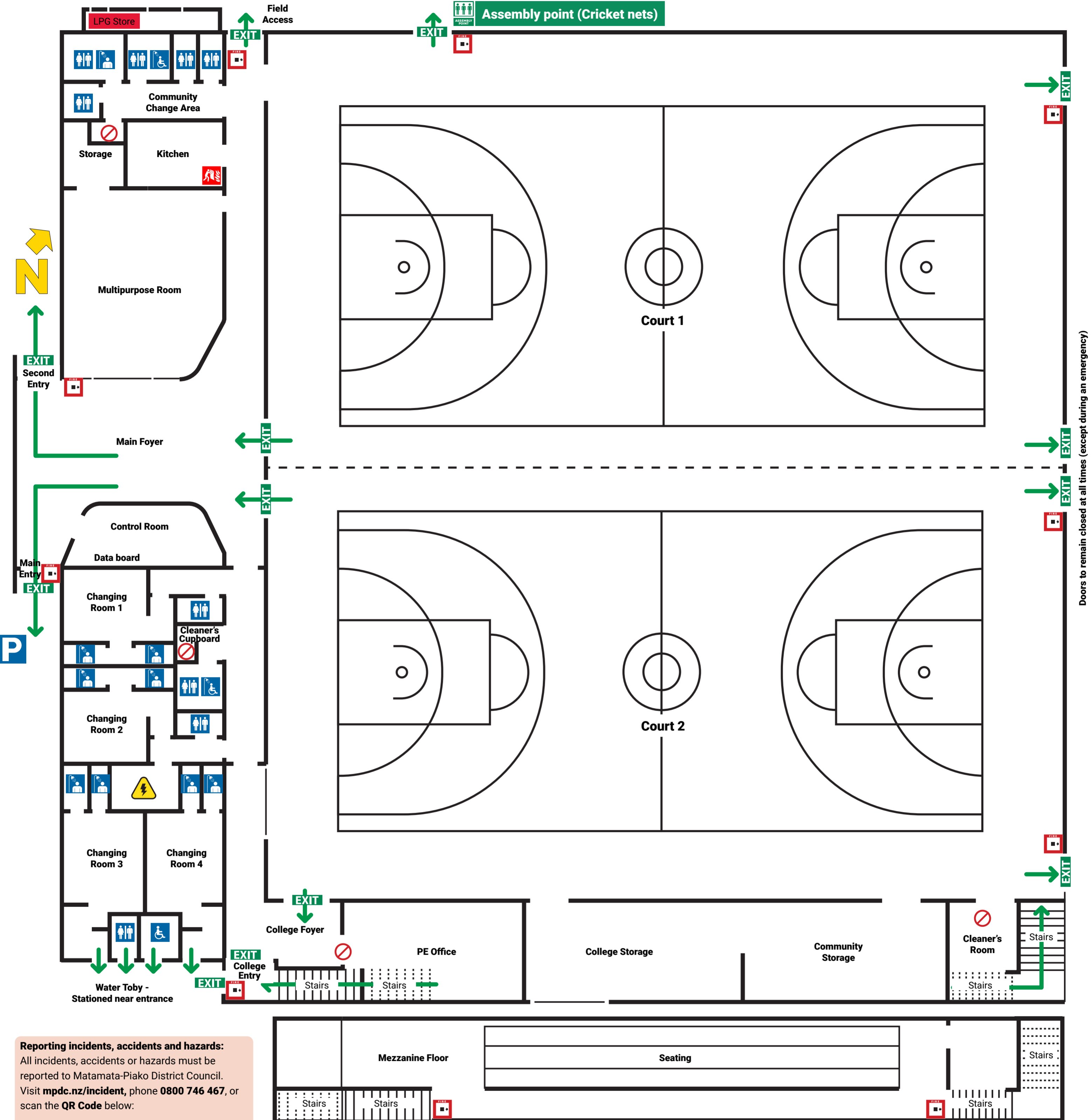
## Site safety map

19 Station Road, Matamata

Emergency Response: phone 111

MPDC: phone 0800 746 467

www.mpdc.govt.nz



Doors to remain closed at all times (except during an emergency)

**Reporting incidents, accidents and hazards:**  
All incidents, accidents or hazards must be reported to Matamata-Piako District Council. Visit [mpdc.nz/incident](http://mpdc.nz/incident), phone 0800 746 467, or scan the QR Code below:



-  Switchboard
-  Escape routes
-  Parking
-  No entry
-  Alarm
-  Fire blanket

### HAZARDS

#### Function Room bookings:

- Take care around hot water, electrical and gas equipment.
- Children must be supervised in the kitchen.
- Stack chairs using chair trolley - 25 high. Two person lift for tables.

#### Court bookings:

- All sports gear must be packed away tidily after use to reduce trip hazards.
- Two person lift to set-up/pack-down sports equipment e.g. netball and futsal goals.
- Non-marking footwear only.
- Temporary carpet may be required.
- Children must be supervised.
- Check floors for slip hazards.

- Mop up any spills to prevent slips (the mop is kept in the community storage room).
- No glass permitted on the sports court.
- Stay clear while dividing curtain is in motion.

#### Mezzanine:

- Take care when climbing the stairs.
- Do not lean over the railing.
- Children must not play on the stairs, railing or mezzanine and must be supervised at all times.
- Do not carry hot drinks up or down the stairs.

#### Carpark:

Beware of moving vehicles and pedestrians.

#### LPG store:

- Hazardous area.
- No ignition sources/vehicles within 1.5m.

#### Cleaning chemical store:

- No public access.
- Keep locked at all times.

#### Roof access:

- No unauthorised access.
- Access to the roof is by MPDC permit only.
- Risk of falling from height.

#### Electrical Equipment:

- Any electronics must be tagged and tested.

#### CCTV:

- CCTV in operation at all times.
- Keep switchboard clear.