

2018 SANTA PARADE AND CHRISTMAS IN THE PARK

Sunday 9 December 2018



Health & Safety Plan

The **Health and Safety at Work Act 2015 (HSWA)** has prompted the organisers of the Gore Santa Parade to enforce the following terms and conditions which must be strictly adhered to.

Protect yourselves and others

You are required to take all steps to ensure that anything you do with respect to the 2018 GDC Santa Parade and Christmas in the Park does not harm or injure yourself or others (either parade participants or the general public).

Participating vehicles/floats

All float operators must ensure vehicles and floats are safe and in good operating order. All floats must be constructed with safety in mind. All props should be fastened securely. Young children should not be positioned close to the edge of a moving float without a safety rail or sides. Young children (especially children under 5) on floats must be supervised at all times by an adult. Where necessary, floats should include a safety barrier or a rail for standing passengers to hold on to in the event of sudden stopping. All vehicles/floats must drive at a steady walking pace in the parade. All parade vehicles must be registered, have a current WOF certificate and insurance. All floats using power or generators must use an isolating transformer in case of wet weather. Please note: the maximum width a float can be is three metres.

The risk of electrical shock from any equipment due to adverse weather (or other factors) will be minimised by the normal practise of using isolating transformers and through the protection of leads and points with RDCs and circuit breakers. These will be the responsibility of entertainment or display group.

Attached is a form of indemnity which must be completed and returned prior to the parade. If this is not received, your vehicle may be excluded from the parade. A copy of this document must be given to the driver of your float vehicle.

Participants

All children participating in the parade must be under the direct supervision of an adult at all times. Large walking groups of children must be supervised by adults at a ratio of at least 12:2. No children are to be lifted onto or off moving floats.

Prior to the parade all participants, especially children, should be instructed where to meet by a leader of your group.

Children must be supervised in the float assembly area at all times. This is a very busy area with lots of moving vehicles and equipment. Vehicles manoeuvring must be done with a spotter or marshal in place.

Giveaways

Absolutely no give-away items are to be thrown from vehicles or floats or by people walking during the parade. This includes balloons and sweets. Give-away items may be handed to spectators during the parade but this must be done by persons on foot and well clear of any moving vehicle or float.

Photography / video release

Please be aware that by taking part in the Gore District Santa Parade, participants consent to photographs and video footage being used by the Gore District Council in any media for any purpose, such as editorial, advertising, promotion and marketing, at any time in the future, without compensation.

Hazards

All participants and parade marshals should be advised verbally, prior to the parades commencement, of any hazards associated with moving plant (floats/trucks) or the surrounding environment.

Crowd control

Parade spectators are advised through advertising and publicity to sit behind barriers where erected. Parade marshals and police and fire police officers will reinforce this message to the crowds. This team is equipped with radio telephones.

Lost children

The event organiser/volunteers, in coordination with NZ Police will manage the Lost Person function and facilitate notification of any lost children or misplaced parents. No names will be used during any announcements. Person/s collecting the lost person must provide photo ID and if there is any doubt to the person's identity, the event organiser/volunteer are to contact the Police immediately. If a child is not united with their family or caregiver by the end of the evening, the NZ Police will take charge of the child.

Floats/vehicles assembly and dispersal

Marshals equipped with radio telephones will position the floats/parade participants at the assembly area and disperse floats at the end of the parade. All participants must be assembled and ready to move when the parade starts at 12.00pm sharp.

Accident/incident reporting

Should an accident/incident occur immediately before, during or after the parade, then you are required to notify a parade marshal, police or fire police officer, dial 111 or notify the parade manager, Peter Standring on 027 201 8594.

Emergency procedure/first aid

In the event that medical assistance is required, contact a St John or police/fire police officer, or any clearly identified parade official. If one of these people is not readily available, dial 111 and ask for ambulance and notify the ambulance operator of your location. The nearest St John Ambulance personnel will then be sent to you.

Other parade entertainment

Contractors supply sound, staging electricity, interactive entertainment for this event and will be required to display their COC certificate to event organiser prior to the event.

This is an important document – please ensure that everyone in your group reads this, and then a representative is to sign below and return it by **5.00pm Friday 16 November 2018** .

Peter Standring
Parade Manager
Mobile 027 201 8594

Ian Soper
Christmas in the Park Manager
Mobile 027 438 2542

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Health & Safety Plan

I/we have read the Health & Safety Plan for the Gore District Council's Santa Parade 2017 and hereby agree to adhere to these regulations.

Printed name: _____ Signature: _____

Group name: _____ Date: _____

Please return to the Council by **5.00pm Friday 16 November 2018**

Email gsmall@goredc.govt.nz

