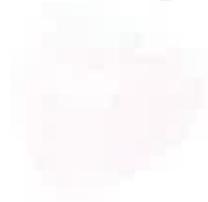




WAIMATE
STRAWBERRY FARE

Health and Safety Plan



STRAWBERRY FARE

Waimate Strawberry Fare

Health & Safety Plan

Seddon Square & Boland Park, Waimate

Introduction

Waimate Strawberry Fare will be staging this annual event on the 2nd Saturday in December each year. The event is a major attraction on the Waimate calendar and attracts many visitors to the wide range of vendor stalls and entertainment provided.

The Fare is open to the public - **10.00am to 4pm.**

Setup and pack down on site occurs on the same day. This commences at 7am and finishes at 5pm. Strawberry Fare Committee members will be on site from 7am to 5pm.

This Health and Safety Plan only covers the period 7am Saturday to 5pm Saturday. Waimate Strawberry Fare takes no responsibility for activities on the Fare site prior to 7am Saturday and after 5pm Saturday.

This plan is applicable to all event participants and spectators, event staff, entertainers, stall-holders, contractors & volunteers at this event.

For the purpose of this document the term “Volunteer” refers to all unpaid personal working at the Waimate Strawberry Fare, and “contractors” refers to all employees/contractors of the contracted organizations/companies/Stall holders.

Contents

This plan is comprised of:

- Emergency Response Procedure
- Emergency services
- First Aid
- Event Headquarters / Information Centre / Lost Children
- Security
- Toilet Provision
- Volunteer and Activity provider Employees/Contractors
- Food Provision
- Electrical Guidelines
- Crowd Control
- Traffic and Parking
- Site Hazards

Policy Review

This policy will be reviewed on an annual basis by the Events Waimate – Waimate Strawberry Fare Committee.

Health and Safety is the responsibility of everyone – take your share of the responsibility for what you can control.

**Take the time to “Step Back” and check that your work environment is safe –
check for hazards seen and unseen.
Stop and make it safe – don’t wait for someone to be injured.**

Emergency Response Procedure

All event staff, volunteers and contractors are to be advised of the emergency procedure and will be provided with a copy of this.

Staff, volunteers and contractors are to report any emergencies immediately to event headquarters – at the Police caravan, located near the band rotunda – refer to attached site plan.

Strawberry Fare committee members will coordinate emergency procedures should they occur.

Volunteers and contractors are not to attempt to put out fires unless they are certain that they can do so without jeopardising their own safety. A Fire extinguisher is located at the Event Headquarters.

If volunteers and contractors, at any time, feel they are in danger they are to report immediately to event headquarters.

In the event of a member of public sustaining serious injury, volunteers and contractors are to:

- Ensure their own safety first,
- stay with the patient,
- send someone to headquarters to request assistance,
- try to keep patient calm,
- await further instruction from medical staff or event management

In the event of security risk, volunteers and contractors are to:

- ensure their own safety first,
- report incident to security personnel to request assistance,
- await further instruction from event management

In the event of an evacuation, volunteers and contractors are to:

- direct all activity participants and spectators to designated evacuation area.
- evacuation area has been designated as **Main School Grounds**, located next to Seddon Square on the corner of John Street and Gold Smith Street.

Emergency Services

Vehicle access points have been designated as access points for emergency services vehicles, and marked accordingly. Refer to sitemap for location points.

All Stall holders, volunteers and contractors **MUST** ensure that these access points remain clear throughout the event – 7am Saturday to 5pm Saturday.

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First Aid

- St John will be in attendance – with the ambulance parked on Goldsmith Street for the duration of the event.
- Ambulance in high visibility area to ensure all participants aware of location & attendance.
- St John will attend to all emergency situations requiring first aid.

Event Headquarters / Information Centre / Lost Children

- The Police Caravan has been designated as the Information Centre and event headquarters base, including base for Lost Children.
- Signage will be erected on the day to indicate location and it is identified on the event map brochure.

Security

- Rotary members acting under the authority of the Strawberry Fare committee will deal with security issues in the first instance (identified by Hi-vis vests)
- NZ Police has been advised of the event and will be in attendance.

Toilet Provision and Water

- Toilets will be available, with a mixture of trailer unit and port-a-loo's placed in the park for duration of event (refer to attached site plan) – including one disabled access toilet.
- Toilets will be open from 7am to 5pm on Strawberry Fare Day only.
- Public toilets are available next to the Waimate District Council building, open 24 hours.
- Water tap is located beside the rear of the Band rotunda.
- A drinking fountain is located next to the skate park.
- Emergency drinking water is available at the St Johns site.

Volunteers / Contractors

Volunteers are being used to assist with set-up & pack-down, event entry, perimeter control, backstage & event management

All volunteers (on-site for the duration) will sign in & out with the event manager based at event head quarters, or designated volunteer organisation team leader.

An event briefing will be held on the Friday prior to the Fare with key Representatives from local volunteer providers, with a pre-start event induction also held at **7.30am on day of Fare** (for those volunteers not on-site until a later time, pre-start induction will be done individually at sign-in).

All attending the briefing will sign attendance sheet. Representatives of key volunteer groups are responsible for briefing their team members.

All volunteers are to be provided with rest stops, toilet breaks and water refreshments. Team leaders/volunteer providers to ensure their volunteers are accommodated.

Contractors are to coordinate their employees/contractors breaks, and provide food/refreshments.

Volunteers will be provided with a Strawberry Fare T-Shirt to ensure clear identification on the day or Hi Vis vest with Strawberry Fare logo.

Volunteers and contractors are to be prepared for all weather conditions and will be provided with this health and safety plan and other relevant information for this event.

There is to be **NO** consumption of alcohol by contractors or volunteers whilst on duty or breaks.

General Guidelines

All Volunteers and contractors to:

- Report hazards or incidents
- Observe and obey all warning signs/instructions
- Only go where you are authorised to go
- Report all injuries
- Get first aid promptly
- Report all fires and emergency situations
- Ensure appropriate meal breaks and rest periods are taken to ensure individual is not adversely affected
- Only use equipment you are certified trained or have the skill to use
- Dispose of waste in accordance with site rules
- Use the right equipment for the job. Wear and use safety equipment when required, including appropriate clothing and footwear
- Animals, including pets, are not to be brought onto event sites by anyone including volunteers and contractors

Manual Handling

No person should be required to lift more than they are capable of lifting on the Day.

Always ensure the pathway is clear prior to moving anything.

Guidelines

For loads that can be carried by the individual:

1. Stand as close to the load as possible with feet apart for good balance, bending your knees and straddling the load.
1. Always try to lift when standing or at least half squatting rather than kneeling or not using your legs.
2. Keep your back as straight as possible whilst lifting and carrying.
3. Always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going.
4. Do not twist your body to change direction, use your feet.

Team Lifts (Preferred Method):

1. Ensure one person is in charge during a team lift.
2. Where possible, ensure members of a team lift are of similar height.
3. Position people for the lift having regard to the size, shape and balance of the load.

Working at Heights

General Guidelines

- No person should enter or exit the immediate activity area when anyone is working at heights without the express permission of the relevant Supervisor
- Warning signs must be clear, unobstructed and in conspicuous places.
- When working at heights, only essential tools and equipment should be used.
- Prior to ascending, all tools should be secured with lanyards to prevent them falling on those below and pockets must be empty.
- Vision must not be impaired when working at heights.
- Where there is the potential for a person to be injured from a fall, appropriate fall protection must be used.
- Ensure all ascent/descent of ladders is performed forward facing and that you grasp the rungs and not the sides.
- Communication systems must be established between those at height and those on the ground.
- Do not work to the sides of ladders or guard railings at height.
- Appropriate footwear must be worn to minimise the risk of slipping; appropriate clothing must be worn to minimise the risk of snagging; hair should be tied back at all times.

Food Stalls and Provision of Food

- All Food Stalls selling hot or freshly prepared food, that is expected to be consumed at the Strawberry Fare must have completed an *Application For Food Stall* form , issued by the Environmental Health Unit, Timaru District Council.
- The *Application For Food Stall* form will be sent to all food stalls as described above by the Strawberry Fare Committee. It is the responsibility of the Stall holder to advise the Strawberry Fare committee if they have not received the form at least 2 weeks prior to the Strawberry Fare date.
- Forms must be returned to Timaru District Council at least **2 weeks prior** to the Fare, failure to do so will result in withdrawal of the stall holders site.
- All *Registered Food Premises* must have their current certificate available for inspection at Strawberry Fare.
- All vendors have been provided with the Food Handling Guidelines and must follow appropriate Food Hygiene regulations.
- A variety of food and beverages will be available in the vicinity of the liquor vendors for purchase by event participants.
- All stalls selling alcohol must apply for their own Special liquor license for on-sales only
- Conditions as per the Liquor management plan in relation to patronage signage and information will be in place.

Lighting & Electrical Guidelines

- All stall holders operating electrical equipment must hold an electrical warrant for their equipment, which should be available for inspection at the fare.
- All electrical equipment shall be well maintained.
- Electrical equipment must be inspected, tagged (in accordance with NZS3760:1996) and not used if it appears faulty.
- All portable electrical tools/appliances used in connection with productions and events must be protected by residual current devices (RCDs) or, in the event use of RCDs is

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incompatible with the use of a particular electrical tool/appliance (for instance, dry ice machines), then protection must be provided by current protection on the distribution board.

- All these devices must be tested for function by a qualified electrician or competent person. Testing requirements must follow those outlined in legislation and NZ standards.
- When there is a possibility of moisture, any joins will be provided with adequate weather protection.
- All leads must:
 - o be protected from the weather;
 - o be off the ground where possible;
 - o not be twisted, crushed or kinked;
 - o be secured and clearly identified;
 - o not create a tripping hazard, and
 - o not be contacted by cranes or overhead mobile equipment.
- In the event it is not possible to keep leads off the ground, a full risk assessment must be undertaken and appropriate controls implemented with consideration being given to the use of covers.
- Before working on any electrical equipment, it must be properly isolated, tagged and checked.

Portable Generators

- **Only generators provided by /or pre-approved by the Strawberry Fare Committee may be used on site**
- Cables shall be protected against contact with sharp edges or heavy loads.
- All portable generators must comply with current NZ standards and be fitted with an earth leakage device.
- Cables should be routed, taped down or covered to avoid people tripping over them. They should not be nailed, stapled, or tacked to wood or attached to metal pipes or other metal materials.
- Worn and frayed electrical cables should not be used. Keep electric cables away from sharp corners or doors that can pinch and damage them.
- Generators shall not be located in enclosed locations where emitted fumes are unable to vent adequately.

Performance Stage

Hazards

1. Electrical – power cables and technical operations
2. Trip/Fall obstacles
3. Structural
4. Equipment and Performers Personal Safety

Strategy

1. Minimal pedestrian flow expected around cabling as situated at rear of marquees in restricted access areas. Will be fed around marquee edges. Will be checked regularly throughout the event to ensure hazard remains minimised.
2. An experienced sound production company is contracted to operate all equipment and co-ordinate technical crew for duration of the event.
3. The stage crew will ensure that the stage and access areas are kept free of trip/fall hazards.

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4. Undertake checklist detailed below.

Checklist Stage

- Is rigging safely secured
- Are props safely secured
- Are lights safely secured (if applicable)
- Are electrical outlets safe and working
- Is all cabling secured and clearly marked in the wings (or where appropriate)
- Are elevations clearly marked and safe
- Does stage floor have enough resiliency
- Are the floors dry and clean
- Is the stage clear of splinters, loose boards, nails etc
- Are entrances and exits well choreographed and rehearsed
- Are onstage movements well choreographed and rehearsed

Lighting

- Are the stage lights properly focused, and located
- Is there adequate working light backstage

Stairways

- Are the treads and stairs maintained in good condition
- Are hand rails in place.

Crowd Control

Hazards

- Inappropriate event participant and/or spectator behaviour (Security)
- Excessive consumption of Alcohol or illegal substances
- Crossing Roads

Strategy

- Event Staff & Security to monitor crowd behaviour and advise Security and/or Event Coordinator of inappropriate behaviour or if a situation is imminent.
- Security team to manage situation and advise Event Coordinator if Police intervention is required.
- Contact Police if situation looks to escalate to violence or beyond security team control.
- No alcohol is to be sold to minors or intoxicated persons. Security and event coordinator will monitor throughout event. Security will be positioned at liquor outlets to assist.
- Where illegal substances are in use then the Police shall be contacted in all circumstances without exception.

Traffic and Parking

Access to car parks / Traffic Flow

Strategy

- Parking is available for event participants in the surrounding streets.
- Traffic Management personal & signage will be in place where road closure is in effect.
- A road closure will be in place between 7.30am – 5pm on Strawberry Fare day. This area will cover part of Goldsmith Street and John Street as designated in the Road Closure notification issued by Waimate District Council.

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Volunteer Safety

Strategy

- All contractors/volunteers involved in car park management are to wear reflector vests at all times.

Site Hazards

- A pre-event hazard inspection will be undertaken, to identify all slip, trip and fall hazards.
- A Hazard register will be on-site and completed accordingly, and held at Event Headquarters.

LPG Bottles

- Stall holders are responsible for ensuring that all staff and volunteers working with LPG are trained in safe handling and emergency procedures.
- LPG bottles not to exceed 100kgs total on any stall site at any one time.
- Each BBQ is to have a small hand held fire extinguisher in the immediate vicinity.
- Each BBQ will be located as far apart from each other, as possible within the individual sites.
- All LPG bottles must be approved cylinders and filled by an approved filler (off-site).
- All LPG bottles must have current certification.
- No hanging display material to be in the vicinity of any BBQ.

Date of next review: August 2017

Authorised by:



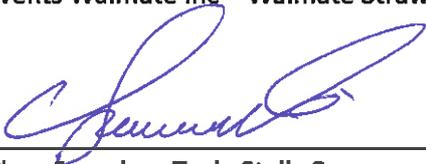
Joy McIvor, President,
Events Waimate Inc – Waimate Strawberry Fare

Date 4/10/16



Sheryl Frew, Treasurer,
Events Waimate Inc – Waimate Strawberry Fare

Date 4/10/16



Clare Saunders-Tack, Stalls Convenor,
Events Waimate Inc – Waimate Strawberry Fare

Date 4/10/16