

HOROWHENUA

Christmas

PARADE & CARNIVAL

Health and Safety Plan

Horowhenua Christmas Parade 2024 Health and Safety Plan:

Outlined below are the terms and conditions for the 2024 Horowhenua Christmas Parade & Carnival. The organisers have created terms and conditions that must be adhered to as a result of the Health & Safety at Work Act 2015 (HSWA).

Protect yourself and others

All persons involved in the 2024 Horowhenua Christmas Parade & Carnival must take all steps to ensure nothing they do with respect to the parade and carnival harms or injures themselves or others (i.e. parade participants, spectators, or the general public).

Participating vehicles / floats

All float operators must ensure vehicles and floats are safe and in good operating order.

- Maximum float width is 3 metres
- Maximum float height is 4 metres from the ground
- Restricted height (for banners, balloons, etc.) is 4 metres from the ground.

All floats must be constructed with safety in mind. This includes, but is not limited to:

- All props must be fastened securely.
- No flat bed trucks to be used.
- All open vehicles must have secure railing to prevent falls and ensure safety of participants
- Young children must not be positioned close to the edge of a moving float without a safety rail or sides.
- An adult must supervise young children (especially children under the age of 5) on floats at all times.
- All vehicles/floats must drive at a steady walking pace in the parade - no more than 5km/hr.
- All vehicles/floats must be conscious of the marching and walking groups participating in the parade (in front, and behind).
- All parade vehicles must be registered, and have a current WOF certificate and insurance.
- All floats using power or generators must use a weatherproof isolating transformer in case of adverse weather. The risk of electrical shock from any equipment will be minimised by the use of weatherproof isolating transformers and through the protection of leads and points with RDCs and circuit breakers. These are the responsibility of the float operator.
- Float operators need to be aware of overhead electricity lines when going to the parade, participating in the parade and going to their home base at the conclusion of the parade.
- Float participants are asked to remove any rubbish from the mustering area before starting the parade route.
- Bubbles and balloons must be tied down and no higher than the restricted height of 4m from the ground.
- Signs, banners and flags must not extend higher than 4m from the ground.
- If you have giveaways please hand these to the crowd rather than throwing them. As well as being safer, this is far friendlier and more welcoming. Persons giving away items to spectators must be well clear of any moving vehicle or float.

Participants

All children (under 15 years old) participating in the parade must be under the direct supervision of an adult at all times. Walking groups of children must be supervised by adults at a ratio of at least 10:2 with a ratio of 5:1 for children under 5 years old. 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 have a spotter or marshal in place.

Animals

Prior notice must be given to Parade organisers of animals to be used in the parade. If permission is not granted, then you risk your float being withdrawn from the parade. Any animals permitted in the parade must be 'parade proof' – i.e. used to loud noises, lots of people, lots of parade and crowd activity and movement. The float organiser must have adequate food, water, shade and housing facilities for the animal(s) involved prior, during and after the parade. All animals must be on lead at all times. The float organiser is responsible for cleaning up after their animals in the parade assembly area, along the parade route and in the dismantle area.

Floats / Vehicle Assembly and Dispersal

Marshals at the assembly area will position and disperse floats. All participants are to listen and follow the parade marshals' instructions on lining up, entering and exiting the parade.

Crowd Control

Parade spectators are advised through advertising and publicity to sit behind barriers where erected. Parade marshals and traffic management personnel will reinforce this message to the crowds. This team is equipped with radio and/or cell phones.

Emergency Procedures / First Aid

In the event that medical assistance is required, trained first aid staff will be available. If they are not readily available, dial 111 and ask for ambulance and notify the ambulance operator of your location. The nearest St John ambulance will then be sent to your location. A first aid tent will be located at the Levin Domain for minor injuries/illness.

Hazards

All participants and parade marshals will be advised verbally during induction, prior to the parade's commencement, of any hazards associated with moving parts (floats/trucks) or the surrounding environment.

This is an important document – please ensure that everyone in your group reads this.