



Horowhenua Community Christmas Carnival

Santa's Christmas Parade

Saturday 14 December 2019

Health & Safety Plan

Outlined below are the terms and conditions for the Santa's Parade (one of the main features of the Horowhenua Community Christmas Carnival).

The organisers of the Horowhenua Community Christmas Carnival and Santa's Christmas Parade 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 who are involved in the 2019 Santa's Christmas Parade are required to take all steps to ensure anything you do with respect to the 2019 Horowhenua Community Christmas Carnival and Santa's Christmas Parade does not harm or injure yourself or others (ie 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. All floats must be constructed with safety in mind. This includes, but is not limited to:

- All props should be fastened securely.
- 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.
- 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 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 an isolating transformer in case of wet weather.
- Floats 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 please remove any rubbish from the mustering area before you commence onto the parade route.
- Bubbles are EXCELLENT.
- Balloons are GREAT as long as they are tied down and no higher than the restricted height.
- Signs, banners and flags are great as long as they are not higher than the restricted height.
- If you have giveaways please hand these to the crowd rather than throwing. This is far more receptive and welcoming. Persons giving away items to spectators must be well clear of any moving vehicle or float.

Please note:

- **Maximum float width is 3 metres**
- **Maximum float height is 4 metres**
- **Restricted height (for banners, balloons, etc) is 4 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 the entertainment or display group.

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.

Animals

Animals are permitted in the parade; however, we recommend the following:

- The animal(s) concerned is 'parade proof' – ie used to loud noises, lots of people, lots of parade and crowd activity and movement.
- The float organiser will have adequate food and water for the animal(s) involved prior, during and after the parade.
- The float organiser will have adequate shade and housing facilities for the animal(s) involved prior, during and after the parade.
- The float organiser is responsible for cleaning up after your animals in the parade assembly area, along the parade route and dismantle area.

Floats/vehicles assembly and dispersal

Marshals at the assembly area will position and disperse floats. All participants are to listen and follow the parade marshal's 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 telephones.

Emergency procedure/first aid

St John's Ambulance will be present at the Parade. In the event that medical assistance is required, St John personnel will be let onto the route to attend. 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 personnel will then be sent to the location.

Hazards

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

Photography/Video Release

By taking part in Santa's Christmas Parade, participants consent to photographs and video footage being used by Horowhenua District Council in any media for any purpose, such as editorial, advertising, promotion and marketing, at any time in the future, without compensation.

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 **5pm on Monday, 2 December 2019**.



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Health & Safety Plan Sign-off Form

Health & Safety Plan

I/we have read the Health & Safety Plan for the Horowhenua Community Christmas Carnival 2019 and hereby agree to adhere to these regulations.

Group / Business / Float Name: _____

Float Organiser Printed Name: _____

Signature: _____

Date: _____

Please return to Horowhenua District Council by 5pm on Monday, 2 December 2019.

Email: recordsprocessing@horowhenua.govt.nz