

Health and Safety Plan



Rotary Club of Nelson Motor Home Show 2019

A Rotary Club of Nelson Inc. Fundraising Project
Sponsored by Heslops Motor Group



Health & Safety Plan

Tahunanui Beach Holiday Park, Nelson

Introduction: The Rotary Club Of Nelson Inc will be holding its annual Motorhome Show on Saturday 16 November and Sunday 17 November 2017. The naming sponsor will be the Heslops Motor Group. The show is held on at the Tahunanui Beach Holiday Park with set up from 10.00 am on Friday November 15 and takedown and final site clearance completed by the 5.00 pm on Monday 18 November. This plan is applicable to all event participants and spectators, paid event staff, entertainers, stall-holders, employees & volunteers at this event.

Contents This plan is comprised of:

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

1. Emergency Procedure

All exhibitors and stall holders and their staff, contractors and volunteers participating in this event are to be advised of the emergency procedure and have access to this plan – copies of which will be held at event headquarters – located at the Heslop Motor Group Motorhome – refer to attached site plan.

All event participants are to report any emergencies immediately to event headquarters

Rotary Club of Nelson members designated as Fire Wardens and will coordinate emergency procedures should they occur. Co-ordination/control of a significant emergency occurrence will transfer to the senior officer of the first emergency service to arrive at the scene.

Volunteers, show participants, and members of the public are not to attempt to put out fires unless they are certain that they can do so without jeopardising their own safety. Hand held fire extinguishers will be located as shown in the site plan.

If volunteers, and show participants at any time feel they are in danger they are to report immediately to event headquarters at the Heslops Motor Group Motorhome. Should site evacuation be required all people on site will proceed immediately to the signposted emergency assembly area/s shown on the site plan.

1.1 In the event of any person sustaining serious injury on site, volunteers, show participants and contractors are to:

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

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

- Ensure their own safety first,
- report the incident to event headquarters to request assistance,
- await further instruction from event management

1.3 Should a site evacuation be required, show participants and volunteers and contractors are to:

- Direct all activity participants and spectators to designated emergency assembly areas.

2. Emergency Services

One vehicle access point has been designated as access for emergency services vehicles. Should a situation requiring emergency services to enter the site arise, Rotary volunteers allocated responsibility for ensuring the access is clear and accessible to those services will make sure that access is unimpeded. Refer to the site map for the access point for emergency services.

3. First Aid

- Appropriate first aid equipment will be held at the event entry marquee - see site map.
- An appropriately qualified first aider will be on site at all times during the hours the show is open to the public and will be based at the event headquarters.
- St John will be called to attend to any emergency situations requiring first aid beyond the capability of the first aider on duty.

4. Event headquarters / Information Centre / Lost Children

- The Heslops Motor Group Motorhome has been designated as the Information Centre and event headquarters, including the base for dealing with Lost Children.
- Signage will be erected on the day to indicate this. The location is identified on the site map.

5. Security and Site Entry Restrictions

No vehicle will be permitted to drive through the area designated for the event once public entry has commenced at 10.00 am on Saturday and Sunday. This restriction remains in place until 4.00 pm on Saturday and Sunday.

- Event participants will be briefed on the security measures being provided and the responsibility they have for the security of their own displays, vehicles or other property.
- Security services provided by the event management will cover the event from 6.00 pm to 7.30 am on the nights of Thursday 23 and Friday 24 and Sunday 26 November (or for such time within those hours as there are unattended displays, vehicles or other show associated property on the event site) and from 8.30 pm on Saturday 25 until 7.30 am on Sunday 26 November.
- A Security debrief will take place Monday 30 November 2105.
- **All persons under the age of 15 must be accompanied by an adult.**
- **Animals, including pets, are not to be brought onto event sites by anyone including Owners, Volunteers, Employees and Contractors without prior permission of the Event Management.**
- **NZ Police will be advised of the event and will be on call should their attendance be required.**

6. Toilet Provision

- Male and female toilet blocks servicing the area of the Tahunanui Beach Holiday Park designated for the event will open to the public.
- These toilets will be opened, serviced and closed by Tahunanui Beach Holiday Park staff as covered in the Memorandum of Understanding between the Rotary Club of Nelson and the Tahunanui Beach Holiday Park.

7. Volunteers /Owners/ Employees/Contractors

For the purpose of this document the term

- **“Volunteer” refers to all unpaid personnel working at the Heslops Motorhome Show,**
- **“Owners” refers to all owners of vehicles, displays or other property on the event site and**
- **“Employees” refers to all employees of the participant organisations/companies taking part in the event.**
- **“Contractors” are any persons paid to provide services to the Event Management.**

Volunteers are being used to assist with set-up & pack-down, event entry, perimeter control, raffle sales, food preparation and in sundry other capacities during the event.

7.1 Volunteers.

All volunteers (on-site for the allocated shifts and duties) will be signed in & out by the event manager based at event headquarters, or by the volunteer authorised to ensure this task is completed.

An event briefing will be held on Thursday 23 November with Rotary Club of Nelson volunteers. A pre-start induction for volunteers will be held at 15 minutes before the event is open to the public on the mornings of Saturday 25 November and Sunday 26 November. At this briefing Volunteers will be provided with clear instructions covering the task to which they are allocated. At change of shifts these instructions are to be passed on to the next shift volunteer and any explanations required given clearly.

All volunteers are to be provided water refreshments and arrangements made for them to take toilet and rest breaks as required.

Rotary Club members and their family members carrying out voluntary duties will be provided with HiVis vests

There is to be NO consumption of alcohol by Volunteers whilst on duty or breaks and.

7.2 Owners and Employees

An event briefing for all event participants and stall holders will be held at 30 minutes before the opening of the event to the public on Saturday 28 November and Sunday 29 November at the event headquarters.

Owners and employees are to coordinate their breaks, have access to appropriate food/refreshments.

7.3 Volunteers and Owners and Employees are to be prepared for all weather conditions, dress appropriately and provide their own weather related protection. provided with this health and safety plan and other relevant information for this event.

7.4 The consumption of alcohol by Owners or Employees must be

- **In accordance with the relevant laws and regulations covering the consumption of alcohol in the Tahunanui Beach Holiday Camp.**
- **Discrete and appropriate for a family event.**

7.5 General Guidelines

All Volunteers, Owners and Employees and Contractors are 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 to the event headquarters immediately
- 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

7.6 Manual Handling Guidelines

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.

For loads that can be carried by the individual:

- Stand as close to the load as possible with feet apart for good balance, bending your knees and straddling the load.
- Always try to lift when standing or at least half squatting rather than kneeling or not using your legs.
- Keep your back as straight as possible whilst lifting and carrying.
- 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.
- Do not twist your body to change direction, use your feet.

Team Lifts (Preferred Method):

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

7.7 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 person in control of the activity
- 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 to prevent them falling on those below and pockets must be emptied of items which may fall and injure.
- 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 and 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; long hair should be tied back at all times.

8. Food Provision

- A variety of food vendors will provide food and beverages for purchase by event participants.
- All food vendors will be provided with the Nelson City Council publication **Essential Food Hygiene 3 “Beet The Bugs”** and must follow the Food Hygiene regulations which apply to their vending classification.
- The Rotary Club of Nelson Sausage sizzle stand activities will be governed by the Nelson City Council publication **“Sausage Sizzles”**.

9. Lighting & Electrical Guidelines**9.1 Lighting & Electrical Equipment Guidelines**

- 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)
- RCDs is 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:
 - be protected from the weather;
 - be off the ground where possible;
 - not be twisted, crushed or kinked;
 - be secured and clearly identified;
 - not create a tripping hazard, and
 - 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.

9.2 Portable Generators

- 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.

9.3 Lighting

Permanent site lighting

Permanent site lighting

- Will be the responsibility of, and be controlled by the Tahunanui Beach Holiday Park.
- Will not be adjusted, adapted or changed without written permission of Tahunanui Beach Holiday Park management.

Any other lighting/illumination and other electrically powered equipment

- All lights must be safely secured, this includes safety chains.
- All lights and other powered equipment should be properly grounded.
- Deteriorated or poorly maintained lighting equipment fixtures, sockets, fixture wiring, etc. should be replaced.
- Fixtures should be turned off and disconnected from the power source before being worked on.
- All lighting fixtures or stands should be properly supported to prevent tipping.
- All hung fixtures should have a safety chain.
- Lights should be properly focussed, angled and located.
- Appropriate fire extinguishers must be available.
- All switchboards must be of robust weatherproof construction and have a locking device, protective doors that will not damage flexible extension cords, securely fixed in place, have an isolating switch, and be locked after work each day/shift.
- Care must be taken when using tap on plugs and adapters that the circuit is not over loaded
- Maximum loads of lighting dimmers shall not be exceeded to avoid overloading and a consequent fire hazard.
- 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.
- Flicker rates of 4 flashes/second or less are recommended and all strobes should be synchronised when more than one is used.

10. Performance Stages

Should a performance stage be set up the following will apply.

10.1 Hazards

- Electrical – power cables and technical operations
- Trip/Fall obstacles
- Structural
- Equipment and Performers Personal Safety

10.2 Management Strategy

- An experienced sound production company contracted to operate all equipment and co-ordinate technical crew for duration of the event.
- The stage crew will ensure that the stage and access areas are kept free of trip/fall hazards.
- Complete a safety checklist appropriate for the size and complexity of the performance stage construction and use.
- High Barrier Fencing to be erected to enclose backstage areas, with a level of security approved by the event management.

11. Crowd Control

11.1 Hazards

- Inappropriate event participant and/or visiting public behaviour
- Joint pedestrian and vehicle use of roadways

11.2 Strategy

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- Event volunteers and participants to monitor behaviour and advise Event management of inappropriate behaviour or if a situation is imminent.
- Contact Police if situation looks to escalate to violence or beyond event management control

12. Traffic and Parking

Main access to the event site will be by the gate from Parkers Road and signage will direct participants, volunteers and the public to this entrance which will be manned by volunteers at all times when the event site is open duration of the event.

Access is also available through the main entrance of the Tahunanui Beach Camp Holiday Park but it is intended that this not be advertised but will be manned by a volunteer during the hours the event is open to the public.

No vehicle will be permitted to drive through the area designated for the event once public entry has commenced at 10.00 am on Saturday and Sunday. This restriction remains in place until 4.00 pm on Saturday and Sunday.

12.1 Access to car parks / Traffic Flow

All carparks will be clearly signposted and will located as shown on the site plan.

12.1.1 Access Strategy

- Parking for event visitors in Parkers Road is limited and use of the on-site parking areas will be encouraged to avoid congestion and to minimise inconvenience for those living in the area or visiting the area for other reasons.
- A portion of the event site will be set aside for event participant and stall holder parking – volunteers will be positioned to control access to this area which will require the vehicle to carry an identifying sticker/card allocated prior with registration documentation prior to the event.
- A portion of the event site will be set aside for event volunteer parking – volunteers will be positioned to control access to this area.
- A portion of the site will be set aside for parking of vehicles carrying mobility restricted/impaired members of the public. - volunteers will be positioned to control access to this area.
- A portion of the event site will be set aside for public parking - volunteers will be positioned to control access to this area and management of parking within that area..

12.1.2 Volunteer Safety Strategy

- All employees/volunteers involved in car park management are to wear HiVis vests at all times.
- A volunteer co-ordinator will be on site at all times and will ensure volunteers have been briefed on safety and related requirements before starting duty and will monitor all aspects of car parking and traffic flow on site.

13. Site Hazards

- A pre-event opening 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.
- The Hazard register will be updated each day and all participants, employees and volunteers advised of significant updates at daily briefings.

14. LPG Bottles

- Each site has been defined as an individual site/place, with LPG bottles not to exceed 300kgs total in any site at any one time.
- Each site which has an LPG bottle is to have a small hand held fire extinguisher in the immediate vicinity.
- Each gas bottle and the equipment using the gas will located at least 5 metres apart from each other.
- All LPG bottles must be approved cylinders and filled by an approved filler (off-site).
- No hanging display material to be in the vicinity of any barbeque or other equipment which generates a gas flame.

Hazard and Risk Register Motor Home Show 2019

Site: Tahunanui Holiday Park Moto		Completed By: Ross Newman		
Form No:		Date: 15 November 2019		
Hazard/Risk Description	Risk Score (before controls)	Planned Controls	Risk Score (with Controls in Place)	Action Completion Date
A site Health and Safety Controller will be on site at all times The Health and Safety Plan for the event will be available to all Show participants and be available to the public at the Motor Home show Control Centre.				
Tripping hazards				
• Tow/draw bars on vehicles	low	ensure owners minimise risk	low	15 Nov
• Steps into/out of vans etc	medium	ensure owners warn visitors	low	15 Nov
• Power cables on the ground	medium	cover/place warnings	low	15 Nov
• Grassed edges to tar sealed roads	low	no action	low	15 Nov
• Guy wires to tents/awnings	low	Ensure owners minimise risk	low	15 Nov
Burn Hazards				
• Hot food	low	warning by providers	low	15 Nov
• Hot cooking/food prep areas	medium	protect from public access and require operator competence	low	15 Nov
Vehicle Hazards				
• Pedestrians walking on roads	medium	Drivers warned to take care and restricted vehicle access to roadways used by pedestrians.	low	15 Nov
• Vehicle parking areas/people	low	Control of parking by club members.	low	15 Nov
• Movement of official vehicles	low	Care by operators	low	15 Nov
Earthquake/Tsunami				
• Earthquake and Tsunami occurrence	low	Volunteers and people with displays know action plan and manage it if required	low	15 Nov
Weather Hazards				
• Hot weather/sun	low	make sure water and sun lotion available	low	16/17 Nov
• High winds - Danger to public	medium	Check all areas of the site for unsafe wind conditions before opening to public. Take action to avoid/minimise risks identified. Undertake checks and take appropriate action when wind conditions suggest risk is rising.	low	16/17 Nov 16/17 Nov.
• Wet weather - Danger to people moving vehicles in wet conditions	low	Ensure adequate help is available if need arises.	low	16/17 Nov
Health emergency	low	Comprehensive first aid kit on site with at least one trained first aider on site at all times	low	15/16/17/18 Nov