

# Health and Safety Plan



## *Nelson Motorhome, Caravan & Outdoor Show 2024* *Fund Raising Project Organised by* *the Rotary Club Of Richmond*



### **Health & Safety Plan**

#### ***Tahunanui Beach Holiday Park, Nelson***

**Introduction:** The Rotary Club of Richmond Inc. will be holding its annual Motorhome Show on Saturday 9 November and Sunday 10 November 2024

The show is held on at the Tahunanui Beach Holiday Park with set up from 7.00 am on Friday November 8 and takedown and final site clearance completed by the noon Monday 11 November.

This plan is applicable to all event participants and spectators, paid event staff, entertainers, stallholders, employees & volunteers at this event.

**Contents** This plan is comprised of:

- Emergency Procedure
- Emergency services
- First Aid
- Event headquarters / Information Centre / Lost Children/Dogs

- 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 *Rotary Tent* – refer to attached site plan.

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

Rotary Club of Richmond 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 at Block 6 kitchen 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 *Rotary Tent*. 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 headquarters - 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 / Dogs

- The *Rotary Club of Richmond* Tent 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.
- No dogs are allowed on site or to be left in vehicles in accordance with Tahunanui Beach Holiday Park policy.

#### 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 3pm on 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.
- A Security debrief will take place Friday 8 November 2020.
- **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 be open to the public.
- A disabled toilet is to the rear of the women's toilets in Block 6.
- 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 Richmond 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 *Rotary Club of Richmond Motorhome and Caravan 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 MONDAY 4 November with Rotary Club of Richmond volunteers at our weekly Rotary meeting held at Waimea Club at 7pm.

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 9 November and Sunday 10 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 Hi Vis vests

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

### **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 9 November and Sunday 10 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.

## **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 “Beat The Bugs”** and must follow the Food Hygiene regulations which apply to their vending classification.

- The *Helping Families 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.
- Tent pegs of less than 30cms only can be driven into the ground to avoid electrical cabling
- 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,
  - 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

- 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.**

**Exit from the event will be via the main entrance of the Tahunanui Beach Camp Holiday Park**

**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 be 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 Hi Vis 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.
- ***“In the past wind gusts have damaged stall holders’ equipment as well as damaged third parties’ property. Special attention must be paid to securing tents, awnings and gazebos. Any losses are a stall holders’ risk”***

## 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 be 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.

## Nelson Motorhome Caravan & Outdoor Show 2024

### Hazard and Risk Register

<b>Site: Tahunanui Holiday Park Motor Home Show</b>		<b>Completed By: Diana Wilkins</b>		
<b>Form No:</b>		<b>Date: 9-10 November 2024</b>		
<b>Hazard/Risk Description</b>	<b>Risk Score (before controls)</b>	<b>Planned Controls</b>	<b>Risk Score (with Controls in Place)</b>	<b>Action Completion Date</b>

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	9/10 Nov
• Steps into/out of vans etc.	medium	ensure owners warn visitors	low	9/10 Nov
• Power cables on the ground	medium	cover/place warnings	low	9/10 Nov
• Grassed edges to tar sealed roads	low	no action	low	9/10 Nov
• Guy wires to tents/awnings	low	Ensure owners minimise risk	low	9/10 Nov
Burn Hazards				9/10 Nov
• Hot food	low	warning by providers	low	9/10 Nov
• Hot cooking/food prep areas	medium	protect from public access and require operator competence	low	9/10 Nov
Vehicle Hazards				9/10 Nov
• Pedestrians walking on roads	medium	Drivers warned to take care and restricted vehicle access to roadways used by pedestrians.	low	9/10 Nov
• Vehicle parking areas/people	low	Control of parking by club members.	low	9/10 Nov
• Movement of official vehicles	low	Care by operators	low	9/10 Nov
Earthquake/Tsunami				9/10 Nov
• Earthquake and Tsunami occurrence	low	Volunteers and people with displays know action plan and manage it if required	low	9/10 Nov
Weather Hazards				9/10 Nov
• Hot weather/sun	low	make sure water and sun lotion available	low	9/10 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	9/10 Nov
• Wet weather - Danger to people moving vehicles in wet conditions	low	Ensure adequate help is available if need arises.	low	9/10 Nov
Health emergency	low	Comprehensive first aid kit on site with at least one trained first aider on site at all times	low	9/10 Nov