

# Health and Safety Policy Statement

## Waikato Show 2017

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The Waikato Show (WWSA) is committed to providing and maintaining a safe and healthy workplace for all employees, contractors, sub-contractors, trainees, volunteers, members and visitors (hereafter referred to as 'Participants') and to providing the information, training and supervision needed to achieve this.

All participants are required to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Sticking to correct procedures and equipment.
- Signing appropriate Health and Safety documentation.
- Wearing protective clothing and equipment as and when required; including Hi-Vis at all times.
- Reporting any pain, discomfort, or unsafe activity as soon as possible.
- Helping all participants at the workplace, understand the right safety procedures and why they are important.
- Intervening in any health or safety concern, if it is safe to do so
- Telling your manager/supervisor immediately of any health and safety concerns.
- Keeping the work place tidy and accessible

This Health and Safety Plan is to ensure the safety of all participants during the set-up of the Waikato Show, the event days and times, and the break-down of the Waikato show.

### **Dates:**

Set up will take place from 28 March 2017

Show dates: 7 to 9 April 2017

Breakdown will continue from 10 April and be completed by 16 April 2017

### **Overview of set up activities:**

There will be a number of people setting up in all areas.

The setup has a wide range of activities to build, place and set a number of different items to create the overall look and build functionality of the Waikato Show.

### **Incident Reporting:**

All incidents must be reported, even if injury is not sustained but could have been; to the Waikato Show Information Desk immediately.

### **Location:**

Claudlands Events Centre, Hamilton NZ.

### **Incident and accident reporting:**

All forms, for reporting any incident or accident, are available from the Waikato Show Information Desk and office.

**Area definitions:**

Arena	Exhibition space for HomeXPO, Café, including the foyer, merchandise rooms, ticketing offices
Heaphy Rooms	Exhibition space for Homegrown Harvest, Demonstration Kitchen, Competition Display, Youth Expo and General Exhibition.
Hall A	Clubs performance space, exhibition space for Clubs Showcase and Wellbeing Show
Hall B	Exhibition space for Te Papnui Earth Matters, Antique Fair
Hall A/B Concourse	Exhibition space for authors, illustrators and Book Fair.
Office 1	Exhibitor Lounge
Office 2	Breastfeeding space
Office 3	Information and cash out
Office 4	Information and cash out
Hall C	Exhibition space for Alpaca Show, Rings for judging animal competitions, Farmyard pens and display pens, Alpaca Public Ring
Hall D	Exhibition space for Animal Expo
Karaka Lawn	Exhibition space for Cultural village
Stables	Animal housing, Pooch Parking
Implement Shed	Skate Competitions, Ice Rink
Plaza	Carnival rides and games
The Green	Children's battles, foosball, haybales, pony rides,
Lower Holman	Meeting place for sign in and sign out
The Barn	Animal housing
Willows	Exhibitor parking
Oval and all carpark spaces	Car parking

**Exhibitors:**

All exhibitors will complete the Compulsory Risk Management form prior to set up. This will be assessed by Show Planners, and Waikato Show General Manager.

**Volunteers:**

All volunteers will have a site induction prior to work commencing.

**Contractors:**

All contractors engaged by the Waikato Show, or the Show Planners, will complete a risk assessment and/or provide a health and safety declaration document.

**Monitoring of Health and Safety Plan:**

Sitesafe will be on site on Thursday during set up to check the controls in place (as described in the above Hazard Identification and the Risk Assessment forms) are working, and make recommendations to Waikato Show General Manager for anything that needs attention.

Area	Hazard	Control	Training required if any	Date checked:			
				Thu	Fri	Sat	Sun
All Areas	Assault/ Robbery/ Abuse/ inappropriate or obstructive behaviour	<ul style="list-style-type: none"> <li>■ Avoidance, do not put yourself, or anyone else at risk</li> <li>■ If threatened, do not offer violence or get abusive</li> <li>■ If you think your wellbeing is in danger – follow instructions of offending person</li> <li>■ Call the police</li> <li>■ Attempt to remember as many details as possible about the persons involved</li> </ul>	Info desk induction				
All areas	Vehicle movement could cause congestion, a crash or collision with equipment, person/s or other vehicles on site.	<ul style="list-style-type: none"> <li>■ Traffic management for exhibitor build up</li> <li>■ Issue all exhibitors using Gate 6 (Service Entry) with a card to put in window screen that displays name and contact phone number</li> <li>■ Encourage Exhibitors to wear HI-VIS during build up</li> <li>■ 5km speed limit on site to be obeyed</li> <li>■ Vehicles not to be moved within the event area when the show is open to the public</li> <li>■ All areas inspected prior to the event and planning of areas to manage potential wet surfaces.</li> <li>■ Waikato Show will be in contact with parking wardens via RT and cell phone to advise changes to the existing parking plan</li> </ul>					
All areas	Risk of Electrocutation, burns, fire, death when electrical instruments are unsafe, or used incorrectly.	<ul style="list-style-type: none"> <li>■ Do not use any equipment, until it has been tested and tagged by a qualified electrician</li> <li>■ <b>NZ Test &amp; Tag Ltd</b> (Tim Roberts phone 0800 31 31 41) are contracted to be available on site to ensure compliance</li> <li>■ Type II (two) 30ma RCD to be used when required</li> <li>■ All electrical installation work to be carried out by an approved, and qualified electrician</li> </ul>					

		<ul style="list-style-type: none"> <li>■ An electrical CoC (Certificate of Compliance) is to be produced after the set-up has been done</li> </ul>					
All areas	Manual handling, including lifting and carrying injuries, strains	<ul style="list-style-type: none"> <li>■ Maintain correct and appropriate lifting procedures as seen on ACC website</li> </ul>					
All areas	Injury and harm from unsecured loads on any vehicle	<ul style="list-style-type: none"> <li>■ The driver is responsible for all loads to be secured</li> <li>■ Any incidents are to be reported to Waikato Show management.</li> </ul>					
All areas	Trip hazards including cables, carpet lifting	<ul style="list-style-type: none"> <li>■ All trip hazards to be removed if possible, or covered with tape.</li> </ul>					
All areas	First aid incident or emergency	<ul style="list-style-type: none"> <li>■ <b>Ambulance EMT</b> (phone 0800 367 368) will be on site during the show opening times</li> <li>■ For serious injuries during breakdown and set up call an ambulance</li> <li>■ First aid kit to be located at the Information Desk</li> </ul>					
All areas	Any emergency that requires evacuation	<ul style="list-style-type: none"> <li>■ All wardens to attend a Claudelands Warden Briefing and receive evacuation packs</li> <li>■ All wardens to carry and keep with them an RT that is turned on, and used on the Show channel.</li> <li>■ All aisles are 3m wide minimum to ease evacuation if required</li> </ul>	Warden Induction Training through Claudelands				
All Areas	Children that are lost/found away from their parent/guardian	<ul style="list-style-type: none"> <li>■ Children that are found unsupervised can be brought to the Information Desk and an announcement put over the PA for the parent to collect.</li> <li>■ When the child is lost, radio through to security to stop children moving through gates until the child is located.</li> <li>■ Wardens to check their area for the missing child.</li> </ul>					
All Areas	Crowds can lead to congestion	<ul style="list-style-type: none"> <li>■ All fire exits have a clear egress</li> <li>■ Provisions made for wheelchair access to all areas of the site</li> <li>■ When crowd feels too big/congested, use wardens to control access</li> </ul>					

Fuel Storage locations, BOH, Waikato Show Shed	Gas explosion, fuel spillage	<ul style="list-style-type: none"> <li>■ Fuel to be stored in the approved area only and managed on a case by case basis.</li> <li>■ All flammables to be in approved containers</li> <li>■ Check test dates on fuel containers and gas bottles.</li> <li>■ Not to exceed venue limits of gas bottles or fuel (100kg per secure, vented storage location)</li> <li>■ Large amounts to be kept off site.</li> <li>■ A location certification or approved handler required for petrol amounts over 100 litres.</li> <li>■ All storage containers to be correctly and appropriately labelled</li> </ul>					
<b>SPECIFIC AREAS:</b>							
<b>Children's Battles</b>							
The Lawn	Falling, crashing, being hit too hard with paper swords or flour bombs when participating in the battle causing sprains, strains, bruises, grazes etc.	<ul style="list-style-type: none"> <li>■ Provide basic training in use of mock-weapons</li> <li>■ Enforce strict "no training, no play" rule</li> <li>■ Encourage appropriate behaviour during performances</li> <li>■ Time out, or banned repercussions for not following the rules</li> </ul>	All participants will be trained and sign the declaration				
The Lawn	Gluten inhalation from flour bombs could cause an allergic reaction to gluten allergy	<ul style="list-style-type: none"> <li>■ Query participants about their tolerance to gluten</li> <li>■ Do not allow those that have severe gluten allergy to participate</li> <li>■ Put up a sign to tell people the gluten dust is in the air and to keep behind the barrier</li> </ul>					
<b>Schools Day Out Programme</b>							
All Areas	Lost children, or child left behind	<ul style="list-style-type: none"> <li>■ Ratio of 1 adult carer per 8 children at all time for Schools Day Out groups during event.</li> <li>■ Roll call at start and end of day by school teachers/parent helpers</li> <li>■ Information Desk booth area for lost children to go to</li> <li>■ Announcements made over sound system and through RT to all wardens and security</li> <li>■ Lost Child Forms to be completed at the Info Desk</li> </ul>					

		<ul style="list-style-type: none"> <li>Keep a register of main contact person's information for each school</li> </ul>					
<b>Haybale construction</b>							
The Lawn	Hay or Straw bale construction may become ignited. Children may fall off it and become injured	<ul style="list-style-type: none"> <li>No smoking signs to be in place around the hay/straw bales</li> <li>Bales to be kept covered if raining and overnight; to avoid moisture seeping into the centre and causing combustion</li> <li>No part of the structure to be more than 1m high, without adequate room (2m) below to break the fall</li> <li>Bales to be secured in place, so they do not roll or fall away from the structure</li> <li>Keep a warden nearby to check safety</li> </ul>					
<b>Main Stage</b>							
On a truck body - outdoor area by Cultural Village on the Green	Stage music, performers, entertainment	<ul style="list-style-type: none"> <li>Entertainment Manager to ensure safety of all performances on the stage at all times</li> <li>Safety barriers to be in place, on truck body, to ensure performers stay away from edge</li> <li>Entertainment Manager to manage the control of noise volume (i.e. base, feedback squealing) to a comfortable level for the audience</li> </ul>					
<b>Farmyard, Animal Expo, and Alpaca Show</b>							
Hall C, Hall D, The Stables	Animals biting, kicking, causing injury by standing on people's feet if they are too close	<ul style="list-style-type: none"> <li>Engage supervisor to oversee animal's behaviour and public interaction</li> <li>Place warning signs to advise public of acceptable behaviour</li> <li>Have spare pen available for stressed, unhappy animal/s</li> <li>Duty Veterinarian to be on call</li> </ul>					
Hall C, Hall D, The Stables	Death of an animal could create visible discomfort for public	<ul style="list-style-type: none"> <li>Remove animal from public sight to secure location in stables immediately</li> <li>Alert owner/Vet ASAP if they are not in attendance</li> </ul>					