

Khandallah Village Street Fair

HEALTH AND SAFETY POLICY

Date: November 2017

Review: October 2018



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PURPOSE

Our vision is that our volunteer workers, stallholders, members of the public, and other people affected by our work, always have the best practicable opportunity to be healthy and safe preparing for, and while at, the fair. This policy outlines the principles we put into practice to achieve this.

DESCRIPTION OF OPERATIONS

Event Title	Khandallah Village Street Fair
Date	10 December 2017
Location	Ganges Road (btw Agra Cres & Dekka St), Khandallah
Time	10.00am – 3.00pm
Email	info@khandallahfair.nz
Website	http://www.khandallahfair.nz/
Organisers	Rotary Wellington Kaukau Incorporated
Reason	Raising of funds in aid of local and Rotary charities
Stallholders	They are professional craft people, local organisations, or the general public advertising their wares
Sites	Stallholders hire either one site or more, to suit their operation. Sites are down the middle of Ganges Road, with the public walking between the edge of the stalls and the footpaths. Some shops have opted to open and may sell their wares outside their shop fronts. The town hall will be open for entertainment, Devonshire teas, Santa and a Christmas Tree of Remembrance. There may be stalls in the new commercial building (downstairs) on Ganges Road. There will be a few food and beverage vendors at various sites

POLICY

To ensure a safe and healthy environment, our leaders will develop and maintain a health and safety management system. Specifically, we will:

- ensure the provision of bathroom facilities, drinking water, and shelter for the welfare of all volunteer workers, stallholders, and members of the public
- identify all existing and new risks and take all practicable steps to eliminate or minimise the exposure to any risks, with first priority on eliminating the highest rated risks
- ensure that volunteer workers and stallholders are made aware of the risks in their work area and are adequately trained and informed to enable them to perform their duties in a safe manner
- actively encourage the accurate and timely reporting and recording of all incidents and injuries
- investigate all reported incidents and injuries to ensure all contributing factors are also identified and, where appropriate, plans are formulated to take corrective action
- actively encourage the early reporting of any pain or discomfort

- work with affected volunteer workers, stallholders, and members of the public to ensure they receive the right treatment for a durable recovery and return to regular activities
- encourage volunteer worker and stallholder consultation and participation in all matters relating to health and safety
- promote a system of continuous improvement, including the annual review of policies and procedures.
- meet our obligations under the Health and Safety at Work Act 2015 and relevant Regulations, Codes of Practice, and Standards or Guidelines.

RESPONSIBILITIES

Each Volunteer Worker and Stallholder is expected to play a vital and responsible role in maintaining a safe and healthy workplace:

- Take responsibility for own safety, health and wellbeing
- Observe all safe work procedures, rules and instructions
- Seek advice and training if unfamiliar with procedures or equipment
- Report any pain or discomfort early
- Actively participate in treatment and rehabilitation following any injury
- Ensure all incidents, injuries and risks are reported to a leader
- Actively check and manage the safety of their workplace.

The following are Leader roles:

1. Convenor: Russell Law
2. Head Marshall: Prue Harrison
3. Office Manager: Emma Brinck

These roles are supported by a Health and Safety Officer (David Moore/Bruce Mackay) and a Traffic Manager (Traffic Management NZ).

Each Leader has a responsibility for the health and safety of those volunteer workers, stallholders, and members of the public with whom they have influence and for preventing harm in their workplace:

- Ensure volunteer workers and stallholders are familiar with policies, risk identification and management, and incident and emergency response procedures appropriate to their workplaces
- Prompt and accurate hazard identification, update of the risk register, and incident investigation
- Active communication with volunteer workers, stallholders, and members of the public
- Notifiable Event response - completion of Notifiable Event reports
- Corrective actions required and completed in response to incidents
- Emergency preparedness and response
- Liaise with workers, stallholders, and members of the public to promote their health and respond to significant discomfort or any injury
- Induction and monitoring of stallholders and other contractors or visitors.

Additionally, the Convenor is responsible for:

- Health and Safety policy and continuous improvement
- arranging bathroom facilities, drinking water, and sufficient shelter for the programme's duration
- sufficient worker training and engagement with Health and Safety
- verifying competence of Leaders, Health and Safety trainers and Contractors
- organising Health and Safety meetings
- reviewing the risk register and incident trends and follow up the completion of corrective actions and any resultant updates to risk register, procedures, or policies
- organising the review of policies, registers, training, plans and procedures.

OUR POLICIES AND PROCEDURES

Document Name	Leader	Voluntary Worker	Stallholder	Partner Group
Health and Safety Policy	✓	✓		
Risk Register	✓	✓	✓	
Marshalls Information	✓	✓		
Stall Site Application	✓		✓	
Rides & Activities Health and Safety Questionnaire	✓		✓	
Notification of a Food Stall	✓		✓	
Marshal Checklist	✓	✓		
Rubbish Collection Guidelines	✓	✓		
Parking Patrol Guidelines	✓			✓

HEALTH AND SAFETY OBJECTIVES FOR 2017

1. Have a health and safety policy that reflects the nature of the Fair activities
2. A working, up-to-date risk register that is observed by all volunteer workers, stallholders and shopkeepers who extend their shop frontage
3. Check the safety of all stalls and extended shop frontages
4. No incidents requiring medical treatment
5. Develop procedures to actively share relevant health and safety information with other groups such as Parking volunteer groups, Wellington City Council, Greater Wellington Regional Council, NZ Police, Wellington Free Ambulance Service, and NZ Fire Service
6. Review and update of all policies and procedures before the beginning of the 2018 fair.

COMMUNICATION

COMMUNICATION METHODS

Website	http://www.khandallahfair.nz/ – to communicate with Stallholders and members of the public.
FaceBook	Rotary Kaukau
Email	Info@khandallahfair.com
Posters	for members of the public – refers to website.
Public Address	a bullhorn.
R.T.s	hand-held radios carried by Marshals.
Cellphones	leaders and marshals carry their own personal cellphones. The Office Manager and Head Marshall will have all contact details loaded onto their phones.
Office	beside Khandallah library.

WITHIN THE TEAM

Marshals will meet one week prior to the Fair to receive instructions on their role. Each will operate R.T.s on the day to report in to the office with any queries or incidents.

All Marshals will report in to the office:

- at the beginning of the day
- immediately upon noticing any uncontrolled risk
- immediately upon noticing a harmful or potentially harmful incident
- between 12.00pm and 1.00pm
- at the end of the day

The team will meet after the fair to debrief on any incidents, share ideas, and learn from each other how to do things better and make things safer next year.

WITH SHOPKEEPERS

Local Khandallah shopkeepers will have opportunity to have input into the Fair preparation processes via the Fair website, the Khandallah Business Association, the Khandallah Residents Association, and will be invited to the Fair meetings.

Shopkeepers will be asked to communicate any queries or incidents during the day to the marshals.

WITH STALLHOLDERS

Stallholders are directed to the website for health and safety information and an application form. Health and safety information will be included in stallholders' registration packs. Stallholders will be advised whether their application is accepted and of any improvements needed prior to the day of the fair.

Marshals will direct stallholders to their site between 7:30am and 9:30am on the day and check that their site is safe prior to the start time. Stallholders will be asked to communicate any queries or incidents during the day to the marshals.

WITH PARTNER GROUPS

Khandallah Fair will exchange key contact information and relevant health and safety information with the following groups prior to the day:

Group	Health and Safety Information
Wellington City Council	Road closure, Public toilets, Health and Safety procedures
Greater Wellington Regional Council	Road closure
Traffic Management NZ Ltd	Road closure
Cornerstone Trust	Entertainment arrangements, Emergency procedures
Johnsonville Police	Emergency procedures
Wellington Free Ambulance Service	Available if required
Johnsonville Fire Service	Emergency procedures

WITH CONTRACTORS & VISITORS

There will be an exchange of information about safety risks, and incident and emergency procedures with any contractors or visitors who are specifically invited onto the site.

WITH MEMBERS OF THE PUBLIC

Any health and safety messages, specifically notices about lost children or emergencies will be broadcast to the public through the public address system (bullhorn).

Marshals will direct lost children and parents who have lost children to the office.

Marshals will direct people who require medical attention to the on-site ambulance, or to the office for the treatment of minor injuries.

WITH SPONSORS

The Convenor will provide updates to sponsors on:

1. fair outcomes
2. progress on health and safety objectives
3. how high-level risks are being managed
4. incident trends and resolution of significant incidents
5. projected activity, concerns, and goals.

HEALTH AND WELFARE

- The Convenor will check www.health.govt.nz regularly in the month prior to the Khandallah Fair and will cancel it if there is a global medical emergency (pandemic) in the area
- Khandallah Fair will maintain a safe area upstairs in the Khandallah Town Hall where Marshals will be able to leave their gear, get a drink of water, and take a break
- Marshals to bring good walking footwear, comfortable clothing, a hat, and jacket
- Public health requirements will be served by existing public toilets
- Marshalls will pick up rubbish and empty bins along and around Ganges Road during and at the end of the day, and empty into a skip bin, which will be placed at the rear of the new building next to the town hall
- Food stalls must comply with the relevant Wellington City Council requirements and permits. <https://wellington.govt.nz/services/consents-and-licences/food-safety/food-sellers/apply-for-certificate-of-registration>

RISK MANAGEMENT

Risk management steps are:

1. identify the hazard/risk
2. analyse its likelihood and consequence, and rate the level of risk
3. eliminate the risk if possible, otherwise create a safety plan to reduce the risk
4. communicate and implement the safety plan
5. review the risk and the effectiveness of the safety plan

These steps can be followed for all risks. We make sure the medium/high/extreme level risks are recorded on our risk register, which includes guidelines for assessing risks.

Risk Identification Process¹

1.	Use inspection, audits, walk-through surveys and checklists to determine risks		
	<p>Working Environment</p> <p>Area used and its physical condition</p> <p>Workplace layout</p> <p>Location of material/equipment and distances moved</p> <p>Types of equipment used</p> <p>Energy hazards</p> <p>Hazards which could cause injury</p> <p>Characteristics of materials, equipment</p> <p>Hazards which could cause ill health</p> <p>Psycho-social environment</p> <p>Organisation environment</p> <p>Environmental/weather factors</p>	<p>Human Factors</p> <p>Knowledge and training</p> <p>Skills and experience</p> <p>Health, disabilities, fitness</p> <p>Age and body size</p> <p>Motivation</p> <p>Risk perception and value systems</p> <p>Protective clothing, equipment, footwear</p> <p>Leisure interests</p> <p>Behaviours</p>	<p>Tasks</p> <p>Task analysis</p> <p>Working postures and positions</p> <p>Actions and movements</p> <p>Duration and frequency of tasks</p> <p>Loads and forces involved</p> <p>Intensity</p> <p>Speed/accuracy</p> <p>Originality</p> <p>Work organisation</p>
2.	Analyse any 'near miss' accidents that may have been recorded in the incident register or from health and safety meetings		

INCIDENTS

An *incident* is an undesired event that occurs within the scope of our work and involves harm or potential harm to a volunteer worker, stallholder, member of the public, partner group member, contractor, or visitor. It also applies when police or fire service are involved, or a person's privacy is breached.

All incidents are to be reported in to the office, where they will be recorded on an incident card and followed up with the person(s) affected.

Lost children and the parents of lost children will be directed to the office to be reunited. Children will be asked to confirm the identity of any adult who comes to collect them.

Injured people will be directed to the ambulance to receive medical attention.

¹ Table: Adapted from Interaction of people, tasks, and environment for hazard analysis (developed from Hay 1992, and OSH 1991: P10) Likelihood scale.

EMERGENCIES

ROLES

The Khandallah Fair Convenor will assume the role of Incident Controller in any emergency, with support from the Health and Safety Officer, the Head Marshal, and the Office Manager. The Incident Controller is responsible for coordinating the response of workers, partner groups, and emergency services.

The short-term nature of the Khandallah Fair and presence of crowds necessitate a strong partnership the Wellington City Council, NZ Police, NZ Fire Service, and Wellington Free Ambulance service. Wellington Free Ambulance will have an ambulance on-site and space is reserved for emergency services access and parking.

COMMUNICATION

Communication will be via R.T.² or cellphone with marshals, via cellphone with partner groups, and via the bullhorn with the public. Marshals will talk directly with stallholders, who will also hear announcements made over the bullhorn. The Incident Controller will have access to a bullhorn, which may be used to communicate directly to the people on one block.

PROVISIONS

The office will hold all contact details for voluntary workers, stallholders, partner groups, and contractors. These will also be available offsite.

There will be a first aid kit, emergency kit and fire extinguisher at the office. The office will also hold a Khandallah Fair map marked with partner shops that have made their fire extinguisher available to the Khandallah Fair. The Khandallah Town Hall also have some basic kit available for use.

FIRE

1. Activate the alarm of the nearest shop and instruct the shopkeeper to call 111 on a mobile phone
2. Alert the office and request assistance from marshals
3. Instruct everyone to leave the area immediately without stopping to take things with them
4. Instruct people to assemble at the New World carpark or the Khandallah Trading Company carpark (accessed from Agra Cres)
5. Other Marshals are to assist to clear the area, prevent people from moving towards the area, and establish contact points at each of the assembly areas
6. Once evacuation is underway, the bullhorn will be used to inform people of the fire, that evacuation has commenced and the fire service is coming, ask them to remain calm, and advise them that they can connect with people at the assembly points
7. If necessary, the Office will relocate to the New World carpark
8. Remain nearby to ensure everyone leaves, keep the office updated, and to check in (along with the shopkeeper who made the 111 call) with the NZ Fire Service when they arrive

² An R.T. (Radio Telephone, or “Walkie Talkie”) is battery operated, so will still work in a power outage. It is also quicker to use than a cellphone and transmits simultaneously to everyone on the network.

9. Have a debrief and complete an incident report after the event

EARTHQUAKE

1. Drop, Cover, Hold
2. Keep calm and adopt the "turtle" position – if possible next to a sturdy wall or under a table/doorway, etc.
3. Stay away from windows and masonry

WHEN THE SHAKING STOPS:

4. Instruct shopkeepers and stallholders to turn off all electrical sources and gas taps
5. Check for fire or medical emergency and follow the applicable procedures
6. Contact the office to report in about the state of people and property in your area of operations
7. The office will check the radio or internet (www.getprepared.org.nz) for Civil Defence information and will advise if evacuation is recommended
8. Keep calm, help those who need assistance, and help facilitate evacuation if it is recommended

COMMUNITY EMERGENCY HUBS ARE LOCATED AT:

Cashmere Avenue School 110 Cashmere Avenue (near Ranui Cres)

YOUR LOCAL RADIO

KAPITI:

- **Classic Hits** 92.7 FM
- **Newstalk ZB** 89.5 FM
- **More FM** 90.3 FM
- **The Breeze** 100.7 FM
- **National Radio (Radio NZ)** 567 AM, 101.5 FM
- **Radio Live** 99.1 FM
- **Beach FM** 106.3 FM

WAIRARAPA:

- **Classic Hits** 90.3 FM
- **Newstalk ZB** 846 AM
- **More FM** 89.5 FM
- **The Breeze** 99.9 FM
- **National Radio (Radio NZ)** 1071 AM, 101.5 FM
- **Radio Live** 98.3 FM

WELLINGTON/HUTT VALLEY, PORIRUA:

- **Classic Hits** 90.1 FM
- **Newstalk ZB** 1035 AM
- **More FM** 95.3 FM, 99.7 FM
- **The Breeze** 94.1 FM, 98.5 FM
- **National Radio (Radio NZ)** 567 AM, 101.3 FM, 104.5 FM
- **Radio Live** 98.9 FM, 1233 AM

STORM/FLOODING/TSUNAMI

1. The office will monitor weather and decide if the fair will be closed early
2. The office will notify emergency services
3. The office will announce fair closure over the bullhorn – this will include information about the state of the weather and the timeframe available/required for evacuation
4. Instruct shopkeepers and stallholders to shut off power, gas, and water if there is time to do so

MEDICAL EMERGENCIES

1. If you are involved in, or are a witness to an immediate medical emergency (e.g. the collapse of a person), firstly ensure your own safety
2. Seek medical assistance immediately, call for an ambulance, and notify the office
3. Administer first aid treatment only if it is safe to do so, and only in the manner that you have been trained in.

THREATENING BEHAVIOUR

1. Keep calm, make no sudden movements
2. Do what the offender asks (as long as this does not place you or others in more danger)
3. Try to memorise as many details about the offender as possible
4. Call 111 to notify police, and notify the office as soon as it is safe to do so.

BOMB THREAT

When a bomb threat is received, or a suspicious object is discovered, it must be treated as genuine until proven otherwise.

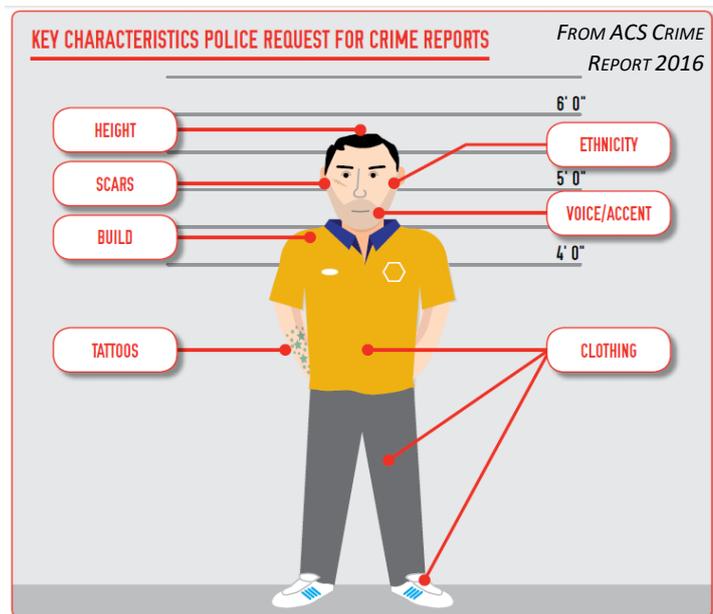
1. Do not touch or move any suspicious object
2. Keep calm
3. Keep the person talking – don't interrupt
4. Let them feel in charge – keep the person on the line, don't hang up
5. Attract assistance if possible and have this person alert the office and call for police on 111
6. Ask about the bomb: where it is, what it looks like, what will trigger it, when will it explode
7. Ask about the person: what their name is, where they are
8. Evacuate if directed to do so by the NZ Police (but do not hang the phone up on the caller).

TRANSPORT AND PARKING

ROAD CLOSURE

There will be significant road closures from 6am to 6pm on the day of the fair on Ganges Rd, from Agra Cres to Dekka St.

A traffic management plan is lodged with the Wellington City Council beforehand by a company with a qualified Site Traffic Management Supervisor (STMS), who also provide all the appropriate road closures, signage and supervision during the day. Marshals direct stallholders' vehicles to their sites. Wellington City Council officers have authority to remove any offending vehicles.



Public are advised by notification published in newspapers, signage, plus posters placed around the greater Khandallah area and local letterbox drop. Emails have been sent to the following organisations, advising road closure with no throughway:

- Johnsonville Police Station
- Wellington Free Ambulance
- Johnsonville Fire Service
- Greater Wellington Regional Council

PARKING

Posters and other public communications will encourage people to take public transport. Offsite carparks will be available for stallholders. The volunteer groups who will manage the offsite carparks will be given relevant health and safety guidelines beforehand.

Greater Wellington Regional Council will advise bus drivers of the possible route disruption.

RELEVANT LEGISLATION AND GUIDES

Health and Safety at Work Act 2015	http://www.worksafe.govt.nz/worksafe
Health and Safety at Work Regulations 2016	Occupational Health Guidelines, ACC https://www.acc.co.nz/for-business/workplace-health-safety/
Accident Compensation Act 2001	
Human Rights Act 1993	How to Implement Safe Workplace Practices (ACC366 2014)
Privacy Act 1993	
Smoke-free Environments Act 1990	Health and Safety Management Flowcharts (ACC4440-ACC4445 2014)
Smoke-free Environments Regulations 2007	Good Governance Practices Guideline for Managing Health and Safety Risks 2013
Misuse of Drugs Regulations 1977	Police Vetting http://www.police.govt.nz/advice/businesses-and-organisations/vetting
Civil Defence Emergency Management Act 2002	
Land Transport (Road User) Rule 2004	Help yourself prevent and manage discomfort pain and injury 2009
Transport (Vehicle and Driver Registration and Licensing) Act 1986	Stress and How to Handle it, Mental Health Foundation of NZ 2002
Food Act 2014	Bullying, WorkSafe http://www.worksafe.govt.nz/worksafe/toolshed/bullying-prevention-toolbox
Electricity (Safety) Regulations 2010	Emergency Preparedness http://civildefence.govt.nz/ Emergency Preparedness http://getthru.govt.nz/ Fire Safety http://www.fire.org.nz/

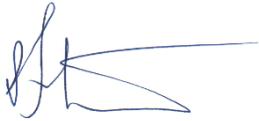
Safe Driving Policy

<https://www.nzta.govt.nz/assets/resources/your-safe-driving-policy/docs/safe-driving-policy-booklet.pdf>

Food Safety, Ministry of Primary Industries

<http://www.mpi.govt.nz/food-safety>

SIGNED



21 November 2017

RUSSELL LAW, FAIR CONVENER

DATE

ROTARY CLUB OF WELLINGTON KAUKAU INCORPORATED