Downtown Tauranga

PARADE PARTICPATION HEALTH & SAFETY RULES AND CONDITIONS

Saturday 1st December 2018 Downtown Tauranga

These Parade Health & Safety Rules and Conditions apply to all participants in the 2018 Trustpower Christmas Parade to ensure the parade is as safe as practicable for all participants and spectators, while still allowing everyone to have lots of fun! The Health and Safety at work Act 2015 requires these regulations to be strictly adhered to. By participating in the parade you agree to abide by these rules and conditions.

PROTECT YOURSELVES AND OTHERS AT ALL TIMES

You are required to make sure that anything you do with respect to the Trustpower Christmas Parade does not harm or injure yourself or others (either parade participants or the general public). Personal safety is our priority at all times.

PARTICIPATING VEHICLES/FLOATS

- Every entry, whether it is a walking group or float, must be appropriately themed for Christmas, unless permission has been granted by the organisers (i.e. cultural groups, bands and marching bands). Putting tinsel on a business vehicle as the only representation in the parade is not deemed by the organisers to be sufficient to warrant participating in the parade. The parade is all about making it fun, exciting and themed so please get in the spirit.
- All float operators must ensure vehicles and floats are safe and in good operating order and are **under 4.2 metres in height** due to overhead lines.
- Each float must have four safety personnel (over 16 years) to walk on each corner of your float, monitoring safety of the float, as well as keeping spectators at a safe distance. These people are also responsible for picking up anything that falls from your float (tinsel/streamers etc).
- Curtain-sider/taut liner trucks will be allowed as long as they are able to negotiate the two end roundabouts in Devonport Road and the Strand and are under 4.2 metres. Please note the gradient at the lower end of Devonport Road and the bollards in the middle of the road are permanent fixtures.
- All floats must be constructed with safety in mind. All props should be fastened securely. Fall prevention is of utmost importance on a moving vehicle. Every measure should be taken to ensure no one can fall from a float or vehicle while participating in the parade. People must be either physically restrained from a fall or prevented from falling by way of a suitable guardrail or have something secure to hold on to. Children aged less than 5 years of age should be supervised by 1 adult for every two children.
- All vehicles/floats must drive at a steady walking pace (5km p/h) in the parade and keep a minimum of two car lengths between the proceeding float/vehicle. All parade vehicles, floats, trucks and trailers must be registered and have a current WOF/COF certificate. All floats using power or generators must use an isolating transformer in case of wet weather.
- Purpose built floats constructed on flat-deck trucks, Ute's, and cars towing trailers are encouraged. On any of the platforms, secure handrails and /or seats away from the edges must be provided where possible to ensure the safety of those on the platform. Ensure all props are fastened securely especially where they double as hand holds.
- People on floats or in vehicles once the parade has started must not attempt to get on or off a float unless they have been directed to do so by a Parade official.
- Each float team must be aware of these rules and conditions and adhere to all safety regulations in place and follow any requests made by the security team or parade organisers.
- The parade is not the place to make a political statement and we the organisers reserve the right to remove any float/entry that contravenes this.
- **WARNING** – roads on the parade route will be closed to traffic but float participants should follow security marshals directions at all times should an emergency vehicle need to gain access to the parade route or surrounding streets

PARTICIPANTS

- Once the parade has started there is to be no smoking and please refrain from any bad language/actions whilst in the parade. Keep in mind this is a family event.

- Ensure children/participants have adequate sun protection, clothing and water to drink.
- All children participating in the parade under the age of 15 must be under the direct supervision of an adult at all times.
- Prior notice must be given to Parade organisers of animals to be used in the parade. If permission is not granted, then you risk your float being withdrawn from the parade. Animals must be watered and monitored in the parade at all times. Dogs must be on a lead at all times.
- Walking groups of children must be supervised by adults (persons 16 years or older) at a ratio of at least 10:1.
- Children less than 5 years of age must be supervised by adults at a ratio of at least 2:1.
- Parade participants are solely responsible for all persons safety involved with their float, particularly children from the time of parade arrival at the assembly area, throughout the parade duration and at the parade disassembly.

DRIVERS/PARTICIPANTS

- All drivers and a representative from each other entry must attend a Parade Briefing at a nominated time in Second Avenue at the Assembly Point.
- Drivers are responsible for the vehicles they will be driving including ensuring they have a current WOF/COF and are responsible for their own insurance. There must be no leakages of any fluids from the vehicle.
- A Health and Safety Officer will carry out a pre-parade inspection of each float and vehicle to ensure all regulations have been met. If your float or vehicle does not meet the requirements of the parade you will be given time to rectify the problem and run the risk of being withdrawn from the parade.
- Vehicles must not exceed a slow walking pace (5km/h), and must be a minimum of 2 metres from the spectators and two car lengths between entrants.
- Any hazards that are identified prior to the commencement of the parade will be advised verbally at the briefing for drivers to be aware of.
- The Parade Controller will advise each entrant when they should join the parade.

FLOAT ASSEMBLY

- Prior to the parade all participants, especially children, should be instructed where to meet by a leader of your group. Parade marshals will not be responsible for the safety of parade participants and/or finding floats for lost children.
- Children must be supervised in the float assembly and disassembly areas at all times. These will be very busy areas with lots of moving vehicles and equipment so all care should be taken to ensure everyone is safe.
- Each entry must allocate a representative who must report to the Head Marshal at the assembly area for registration, and be responsible for all matters regarding the float or group.
- Upon registration you will be given a Float Number Sign that is to be displayed in the front window of your vehicle or carried by someone/thing so the judges and spectators know which group you represent.
- A new area for setting up parade floats will be advised prior to the parade as the parade will **NOT** be starting in Second Avenue this year.
- A two-lane grid line up will be used for the parade line up order (your number will be notified to you prior to parade day via email). This area will remain an active zone for the duration of the parade and as such all care should be taken at all times especially when vehicles are moving.

FLOAT DISASSEMBLY

- The parade will end in Harington Street. A safe drop off zone for all float teams will be set up in Harington Street car park. Each float representative will be responsible for its float team.
- Please ensure all children and adults dismount first from your float and both children and adults are moved away from vehicular access ways as quickly as possible. No one should be lifted down or jump from a moving vehicle or float.
- Parents/caregivers/guardians/group leaders should be instructed where to collect children from.

GIVEAWAYS AND OTHER ATTENTION SEEKING ACTIONS

- No water guns, balloons, water bombs, lollies or any other item to be thrown into the spectator crowd. This includes throwing items to spectators during the parade.
- No items are to be handed out during the parade unless permission has been sought and granted by the Parade organisers before parade day.
- Giving out times, lollies or anything else to the spectators without permission is expressly forbidden due to strict health and safety guidelines around this activity.

CROWD CONTROL

- Parade officials and Security will focus on keeping spectators back from the parade route behind the barriers.

- Crowd control fencing will be used on intersections and larger crowd areas and tape will be used on the rest of the parade route to ensure spectator and participant safety during the parade.
- If the parade route is breached stop your vehicle and wait for instructions from parade officials.

ENTRY INTO THE PARADE

- To participate as an entry in the parade you need to complete the registration form (of which these Rules and Conditions form a part of). Your registration form must be signed accepting these terms and conditions.
- Each entry can only be entered in one category. If there are no entries in a category, the prize money will not be distributed. The Parade organisers reserve the right to move entries into a category other than specified by the entrant/applicant.
- In determining the parade category winners the judges' decision is final and no correspondence will be entered into. Downtown Tauranga's official floats are not part of the judging process.

EMERGENCY PROCEDURES/FIRST AID

- A St John Ambulance will be stationed in Red Square and Accident and Healthcare is in Second Avenue should you require emergency services.
- In the event that medical assistance is required, contact the Parade Manager or any clearly identified parade official (hi vis vests with lanyards). If you cannot get to a parade official, ambulance in Red Square or Accident & Healthcare safely then dial 111 and ask for an ambulance and notify the operator of your location.

ACCIDENT/INCIDENT REPORTING

- Should an accident/incident occur immediately before, during or after the parade, then you are required to notify the Parade Manager. Contact details will be provided by email before parade day. A report will need to be completed at part of our health and safety processes.

IMPORTANT INFORMATION

The Parade organisers reserve the right to refuse entry to anyone that does not meet the requirements outlined in this document including entries that may pose a hazard to the public or parade safety, in regards to noise, length, width, moving or protruding objects, lack of theme, lack of marshals and traveling speed.

- Cancellation of the parade could occur due to the weather (high wind or heavy rain). In the event of bad weather on the day the parade will unfortunately be cancelled and the person registered will be sent a text and email to let you know as early as possible.
- Floats should not be used for promotional purposes but rather designed to show your businesses community and Christmas spirit. Campaigning or advertising purely for commercial benefit is not permitted. Reasonable branding may be exhibited however the float must fully embrace the Christmas and parade theme.
- Failure to comply with any of the above rules and conditions may result in your immediate exclusion from this and future parades.

We strongly recommend you use suitable sun block, footwear, keep hydrated and wear a hat. Bring a smile, your Christmas spirit, family and friends and be prepared for a fun day!