

CAMBRIDGE CHRISTMAS PARADE HEALTH & SAFETY RULES & CONDITIONS

Our Parade Health & Safety Rules and Conditions apply to all participants in the 2021 Cambridge Christmas Parade to ensure the Parade is as safe as practicable for all participants and spectators, as well as lots of fun! The Health and Safety Work Act 2015, requires these regulations to be strictly adhered to.

Protect yourselves and others

You are required to make sure that anything you do with respect to the Santa Parade does not harm or injure yourself or others (either parade participants or the general public).

Participating vehicles/floats

- All floats must be constructed with safety in mind. Float operators must ensure vehicles and floats are safe and in good operating order. All props should be fastened securely especially where they double as hand-holds.
- It must not be possible for a person to fall from a float. People must be either physically restrained from a fall or prevented from falling by way of a suitable guardrail. Secure handrails and/or seats away from the edges must be provided to ensure the safety of those on the platform. **No legs to dangle over sides of the float. No alighting from float once parade has started. No walking/skating/biking participants to hang onto the sides of the float during the Parade.**
- Children aged less than 5 years of age should be supervised by 1 adult for every two children.
- Floats should include a safety barrier or a rail for standing passengers to hold on to in the event of sudden stopping.
- All vehicles/floats must drive at a steady walking pace (5km p/h) in the parade.
- All parade vehicles must be registered, have a current WOF/COF certificate, and insurance.
- All floats using power or generators must use an isolating transformer in case of wet weather. *(The risk of electrical shock from any equipment due to adverse weather (or other factors) will be minimised by using isolating transformers and through protecting leads/points with RCDs and circuit breakers. This is the responsibility of entertainment/display group.)*
- **Important: No articulated trucks or Hiab trucks are permitted in the parade. Flat deck trucks are permitted.**

Within the Parade Entry Form is a notice of indemnity which must be read and signed prior to the parade as proof of your understanding and commitment to comply. If this is not received, your vehicle WILL be excluded from the parade. A copy of this document must be given to the driver of your float vehicle.

Participants

- All children participating in the parade must be under the direct supervision of an adult at all times.
- Large walking groups of children must be supervised by adults (16 years or older) at a ratio of at least 10:2.
- Prior to the parade all participants, especially children should be instructed where to meet by a leader of your group. If a child gets lost, the Cambridge Information Centre is the safe place.
- The event organiser/volunteers, in co-ordination with NZ Police will manage the Lost Person function from the Cambridge Information Service building and facilitate notification of lost children or misplaced parents. No names will be used during any announcements. No lost children to be in the company of one adult at any time. Person/s collecting the lost person must provide photo ID and if there is any doubt to the person's bone fides, the event organiser/volunteers are to contact Police immediately. If a child is not united with their family/caregiver by the end of the evening, the NZ Police will take charge of the child.
- Children must be supervised in the float assembly area at all times. This is a very busy area with lots of moving vehicles and equipment. Vehicle manoeuvring must be done with a spotter or marshal in place. Parade participants are responsible for all persons safety involved with their float.

Give-aways

- Absolutely no give-away items may be distributed during the parade. This includes balloons and sweets. Leaflets are not to be handed out through the spectators during the parade.
- Some give-aways may be handed out along the parade route prior to start of parade with permission from Organiser.

Hazards

All participants and parade marshals should be advised verbally, prior to the parades commencement, of any hazards associated with moving plant (floats/trucks) or the surrounding environment.

Crowd Control

Parade spectators are advised through advertising and publicity to stay behind barriers where erected. Parade marshals and police focus on keeping spectators back from the Route and will reinforce this message to the crowds. This team is equipped with radio telephones. If the Parade Route is breached, stop your vehicle and wait for instructions from parade officials.

Floats/vehicles assembly and dispersal

Marshals equipped with radio telephones will position the floats/parade participants at the assembly area and disperse floats at the end of the parade. *All participants must be assembled and ready to move when the parade starts at 2 pm sharp.*

Accident/Incident procedure

Should an accident/incident occur immediately before, during or after the parade, then you are required to notify the parade manager **Ph 027 600 1680**. For police/ambulance or fire officer, dial 111.

Emergency procedures/First Aid

- In the event that medical assistance is required, contact a St John or police/fire officer, or any clearly identified parade official. If one of these people is not readily available, dial 111 and ask for ambulance and notify the ambulance operator of your location. The nearest St John Ambulance personnel will then be sent to you. St John Ambulance will be in attendance at the Parade.
- Contractors supply sound, staging electricity, and interactive entertainment for this event and will be required to display their COC certificate to event organiser prior to the event.

This is an important document – please ensure that everyone in your group reads this, and then a representative is to sign the chart provided on the day to ensure you agree and will comply with this health and safety plan.

CAMBRIDGE CHRISTMAS PARADE TERMS & CONDITIONS

MEETING THE REQUIREMENTS

- The parade event management reserves the right to refuse entry to any parties that do not meet the requirements specified and/or your application is deemed unsuitable viewing for the parade's target audience of young children and their families.
- Each float must submit a completed application form to the Cambridge i-SITE Information Centre by the application closing date. Non-compliance means no entry.
- Each float must allocate a representative who is present on the day and responsible for all matters regarding the float and signing the Terms and Conditions, Health and Safety.
- Each float must have at least two safety personnel (over 16 years) to walk on the left-hand side of the float, monitoring safety and speed of their float during the parade. If you have more than one vehicle, you must allocate two safety personnel to each vehicle. These people are also responsible for picking up anything that falls from their float (tinsel/streamers, etc).
- Drinking and possessing liquor is prohibited.
- The Parade is a non-political, non-opinionated, non-controversial community event and all floats submitted must adhere to this policy.

FLOAT HEALTH AND SAFETY GUIDELINES

CONSTRUCTION OF FLOATS

- Floats must be constructed with safety in mind. If you have people on board, they must have something to hold on to in case of sudden stops. All props on board floats must be securely fastened.
- Maximum float width is 4.25 metres. Maximum float height is 2.5 metres.
- Do not have vehicles delivering parts of your float/entry for assembly in the gathering areas, they will be denied access. Building of your entry in the assembly area on the day of the parade is not permitted. Please arrive with your float intact.
- Maximum of 2 large tractors per organisation. Vintage tractor club excluded.
- Nothing is to be thrown out from your float during parade. This includes sweets, balloons and water (no water pistols).
- All parade entrants must be aware and comply with the Health and Safety Plan enclosed. Any requests made by the security team or parade organisers must be followed.

STANDARD OF FLOAT DECORATION

- All floats must be decorated to an acceptable standard. Floats that are not suitably decorated may risk refusal.
- Prizes will be given to the best floats. In determining the category winners, the judge's decision is final.
- Floats must not contain anything of a sensitive or offensive nature and must depict a theme suitable for young children. (GA rating).
- Please - NO Santa's on floats - there is only ONE NEW WORLD SANTA in the parade - don't spoil the highlight.

THE PARADE ASSEMBLY AREA

- You will be emailed your entry point to the assembly area and the time you are required to be there. **If you are late you may be excluded from the parade.**
- Gather together all vehicles that are part of your entry before entering the assembly area, i.e. car club drive all together into assembly area.
- IMPORTANT: On arrival a representative from each float must report to the head Christmas Parade marshal to sign his/her float in and pick up their parade position number and any final instructions. The number is to be displayed on the left side of your vehicle (passenger side) or carried by a member of a walking group. The parade marshal will direct you into position.***
- All floats are required to be in position by 1.45pm. No movement of any vehicles will be allowed in, around or out of the assembly area once they are placed.
- A map showing the assembly area and parade route is attached. This will remain an active zone for the duration of the Parade.
- Each float must adhere to the road rules when travelling to or from the parade area, i.e. no passengers on board outside the parade route. All care should be taken especially when vehicles are moving.

PARADE DEPARTURE

- After the official road closure the parade starts at 2pm sharp. Your group must be assembled and ready from 1.45pm.
- Please instruct your driver to drive at a slow, (5km p/h) walking pace throughout the parade. Should a large gap open up between you and the group in front, please pick up the pace slightly. Please keep two car lengths between entrants.

END OF PARADE

- All participants are required to stay in the procession until the dispersal point in Alpha Street. A parade marshal will direct traffic at this point. Vehicles will be instructed to disperse from here and leave the area to avoid congestion.
- **No getting into or out of vehicles/floats is allowed before the end of the Parade.**
- If you have any concerns, please call the parade coordinator on 027 600 1680.

Please keep this form for your records and communicate to your entry participants

The Cambridge i-SITE Information Centre and Parade Management take no responsibility for the applicants' float, personnel, damage or injuries – enter at own risk.

Thank you for participating in the Cambridge Christmas Parade.

COVID-19 SAFETY PLAN APPENDIX

Level 1 – The Cambridge Christmas Parade will proceed, as long as there are no restrictions on public gatherings added. All participants will be informed of any updates.

Levels 2-3-4 – The Cambridge Christmas Parade will not proceed.

At Level 1 we advise:

- Participants and spectators to stay at home if unwell.
- Providing hand sanitiser for use on your float. Practice good hygiene *
**This means: Stay home if you are sick. Wear a face covering, wash your hands, cough or sneeze into your elbow, keep track of where you have been, clean surfaces, maintain physical distancing, (physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. In practice, for those who don’t live together and aren’t family/whānau or close friends, this means suspending customs of hongī and harirū, as well as kissing, hugging and other forms of close physical contact. Alternatives include waving, smiling or other non-physical contact greetings).*
- We recommend the wearing of face masks.
- Participants, keep track of where you have been. We will have a register of all floats entered into the Parade and present on the day. We ask that each float organiser keeps a track of who is associated with/on their float for the day.
- There are QR Codes on the Cambridge i-SITE doors and the Town Hall doors (the two closest locations to base) for spectators to use should they wish to. Spectators also line the main street so we suggest they take QR codes as appropriate from nearby businesses.
- People at higher risk of COVID-19 infection are encouraged to take extra precautions when leaving home to protect own health. Use own judgement – may want to avoid large gatherings.

It is important to protect Event Medics (St John’s) working at the Event. In the setting of identifying an individual who you suspect to have COVID-19, you must pre-warn Event Medics to the situation before approaching them with a patient, so they can have time to wear appropriate Personal Protection Equipment (PPE).

It is important to monitor government guidance as it may change at any time. Event organisers will follow through with any amendments.

2021 Cambridge Christmas Parade: Assembly & Float Parade Map

