

Risk Management Plan

1. Event Summary

Event: Main Street Carnival and Art Market

Date: Sunday 15th April 2018

Time: 10am – 2pm Sunday 15th April, 2018, set up from 7am

Where: Victoria Street, Cambridge

Wet weather: Cambridge Town Hall (Art Market)

Entry: Free

Event Sponsor: N/A – overall Festival sponsors

Description: Free community event comprising:

- Street entertainment – street performers, singers, dancers, musicians
- Art Market – art and craft stalls

Notes:

- Art stalls move to Town Hall in case of wet weather
- Open to the general public to attend
- Stall holders must pre-register
- **CAFT will provide:** Electrical cables (where required and pre-arranged), high vis jackets for Festival representatives and volunteers
- **Stall holders will provide:** Personnel and any equipment required for their stall e.g. tables and chairs
- **Performers will provide:** Personnel and any equipment required for their performance e.g. instruments
- **Entry:** free

2. Health & Safety Considerations

See Festival Health & Safety Plan, Hazard Register

Additional risks: N/A

3. Timetable for Carnival and Art Market

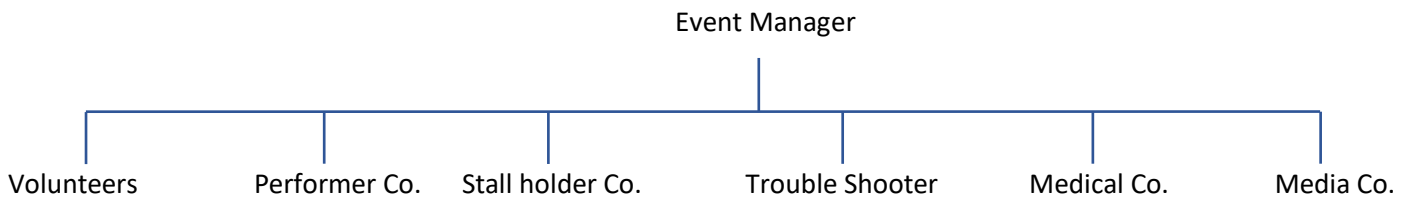
Time	Action	Who
Saturday PM	Mark out stall spaces for Art Market	DM, JE, JC, DC
Sunday 7am	Direct stallholders to their spaces	JE, JC, DE
8.30am	Set out power cords & tape down	MC, TG, DC, AM
	BNZ power box to be opened	DM
9.30am	Meet & greet performers at:	
	- Rumour	MC, TG
	- Rouge	DM
	- Rouge - roving Street Performers	DM
	- Pastoral Corner	AM, RB
	Connect power to Cambridge Fine Wines	AM

10am	Meet & greet performers at BNZ	JC, DC
	Carnival begins	
2pm	Pack down of all areas including power cords etc	All

4. Stakeholders

Stakeholder	Notes e.g. expected numbers
Attendees – general public	Approx 3,000
Waipa District Council	Sponsor/local authority
I-site	Town Hall Management
Stallholders & performers	Approx 150
Media – The Breeze	Sponsor, promotion
Media – Cambridge Edition	Sponsor, promotion
Media – Michael Jeans	Photographer

5. Event Management Team



Role	Name	Contact Number
Event Manager	David McCathie	027 359 9649
Performer Coordinators	David McCathie (Trustee)	027 359 9649
	Ross Boyce	
Stallholder Coordinator	Julie Epps (Trustee)	021 253 8283
Medical Coordinator	Jocelyn Cooney (Trustee)	021 151 8651
Media Liaison	Julie Epps (Trustee)	021 253 8283
Trouble Shooter	Alan Milton (Trustee)	027 450 4490
	Alana MacKay (Trustee)	027 6325501
Volunteers	David Cooney	021 972 721
	Tony Gee	
	Derek Epps	

6. Medical Incident

In the event of a medical incident the following plan of action will occur upon receipt of information:

- Assess situation
- Secure the scene and clear unnecessary people
- Dial emergency services
- Administer First Aid/CPR as required
- Seek assistance from others as required e.g. doctor in the audience
- Use First Aid Kit/defib as available/applicable

7. Event day communications

Internal communication via personal mobile phones.

8. Traffic management

N/A

9. Event day implementation

- Detailed Run Sheet for each event station

- Checklists for Coordinators

- Reporting

 - Coordinators to report to the Event Manager at the prescribed time to confirm that the designated area/s are ready and any safety issues have been attended to

 - Event Manager will give authority for event to proceed once confident that all aspects of the Health & Safety Plan have been implemented