

Risk Management Plan

1. Event Summary

Event: Main Street Carnival and Art Market
Date: Sunday 26th March 2023
Time: 10am – 2pm Sunday 26th March 2023, set up from 7am
Where: Victoria Street and Empire Street, Cambridge
Entry: Free
Event Sponsor: Te Awa Lifecare
Description: Free community event comprising:

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

Notes:

- 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
- **Maadi Cup Parade** taking place on Victoria Street 12.30-1pm

2. Health & Safety Considerations

See Festival Health & Safety Plan, Hazard Register
Additional risks: N/A

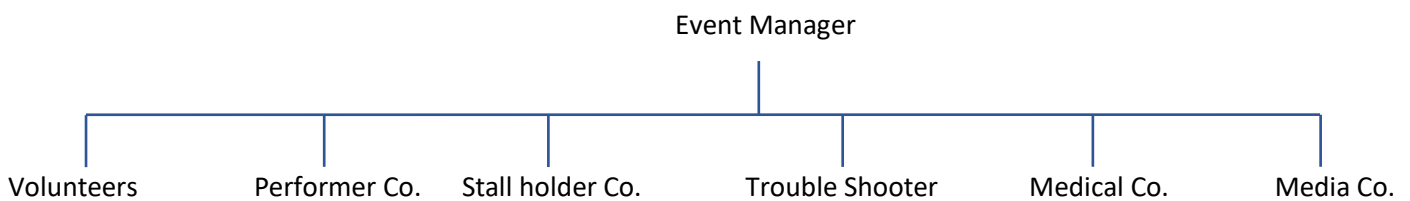
3. Timetable for Carnival and Art Market

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, AMM
	BNZ power box to be opened	DM
9.30am	Meet & greet performers at:	
	- Alpino	AM
	- Rouge	GV
	- Roving Street Performers	DM
	- Daydream Espresso	AMM
	- Frans	LS
	- Comins	SS
	- BNZ	JC, DC
10am	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 5,000
Waipa District Council	Sponsor/local authority
Rowing NZ	Maadi Cup Parade
Stallholders & performers	Approx 150
Media – The Breeze	Sponsor, promotion
Media – Cambridge News	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
	Alana MacKay (Trustee)	027 632 5501
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	Gary Verberne - tech (Trustee)	029 838 5224
	Alana MacKay (Trustee)	027 632 5501
Volunteers	David Cooney	021 972 721
	Liz & Steven Schollum	
	Dean Epps	
	Andrew McCathie	027 366 7719

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