



FUN4KIDS FESTIVAL 2010
Sunday 27th June to Sunday 4th July



WARRNAMBOOL
CITY COUNCIL

FESTIVAL SAFETY INDUCTION

Volunteers

1. INTRODUCTION

OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

Warrnambool City Council (WCC) has an obligation to provide and maintain, as far as is practicable, to their employees, contractors and volunteers, a working environment that is safe and without risk to health. Staff and contractors have an obligation to co-operate with the WCC and the Fun4Kids Festival team in respect to any action taken by the company to comply with current OH&S legislation.

This document outlines the Safety and Emergency Procedures for the 2010 Fun4Kids Festival to be held in Warrnambool, 27 June to 4 July. All staff and contractors will be required to review the Procedures and abide by the safety procedures contained within the procedures prior to commencing any works or activities within the Festival site. OH&S objectives of the Festival are:

- To ensure the health, safety and welfare of persons at work
- To ensure the health and safety of the general public

INDUCTION REGISTER

Festival Contractors and other site staff are asked to attend an induction prior to the commencement of works within the site. The induction is coordinated by the Festival Site Manager.

Festival contractors and other site staff will be asked to acknowledge receipt of the Induction information and sign the Induction Register to confirm their commitment to abiding by the safety procedures contained within the induction. No managers, contractors, staff or volunteers will commence duties before this is done.

FESTIVAL SITE

These procedures apply to all those persons engaged in carrying out Festival duties on site (paid or volunteer). The Festival Site is defined to include the Civic Green, Warrnambool Entertainment Centre (WEC), Art Gallery, Regal Café, Ten Pin Bowling Centre, Pins & Play, Liebig Street, and all other enclosed and joining areas.

The cafeteria facilities at the South West Institute of TAFE will be utilised as a staff room, meeting place and volunteer staff lunch room.

2. GENERAL SITE SAFETY

a. Proof of Competency and Training

Volunteers engaged by Festival Management may be required to provide evidence of their competencies and training prior to commencing work. In this case Management will keep copies of all documentation on file.

b. Behaviour

Irresponsible behaviour is not acceptable. Zero tolerance will be shown for persons undertaking foolhardy or irresponsible actions. Any member of staff witnessing risky or irresponsible behaviour is obliged to report this to their supervisor immediately. All staff will be required to undergo a Police check.

c. Drugs and Alcohol

There will be zero tolerance towards the use or influence of alcohol and illicit drugs in the workplace. The consumption of alcohol during work hours is strictly prohibited and persons found under the influence of illicit drugs or alcohol will be immediately dismissed from their duties.

d. Syringes / Needles

If a syringe / needle is found in or around the venue **do not** pick it up. Stand by the syringe to stop the public coming into contact with it and notify the Site Manager to collect and remove appropriately.

e. Jewellery and Hair

Finger rings, body rings, and decorative chains and long hair can pose a hazard when working with equipment and machinery. All staff are asked to be aware of these dangers and minimise associated risks.

f. Smoking

Smoking is only allowed in the open air in areas outside the Festival site. Smoking is not permitted in any room or building, or any vehicle provided by WCC. A designated smoking zone is located behind Action Stations.

g. Parking

Volunteers are **not** to park in Smith Ave. Volunteers are advised to park at Cannon Hill – Free all day parking.

h. Security of Tools and Equipment

Individual owners will meet responsibility for security of their own tools and equipment. When used in workshops, area managers take responsibility.

i. Terms and Conditions of Entry and Exit during the Festival

Door marshals will check all entry to ensure no improper access occurs or inappropriate goods and materials enter the premises.

WCC has advised all ticket holders prior to purchase that while every care will be taken to provide patrons with a safe environment within the Festival, children attending the Fun4Kids Festival remain the responsibility of their parents or guardians at all times during their attendance. WCC takes no responsibility for unaccompanied children and reserves the right to refuse admission to unaccompanied children.

All staff are asked to notify their supervisor who will brief the Site Manager should they have concerns regarding the safety or supervision of any child at the Festival.

Full details of Terms and Conditions of Entry and Sale of Tickets can be provided upon request.

3. WORKPLACE SAFETY

a. Ladders

If the work to be done from the ladder is of a short duration and there is no other practical way to do the work then it can be done from a ladder provided the worker does not:

- a. Reach sideways so that the belt buckle does not go beyond the stiles
- b. Lean backwards from the ladder more than 15 degrees
- c. Stand higher than the third most highest rung

If the duration of the work is to be of an extended period a suitable anchor point for a harness must be provided and must be reasonably clear of obstacles if a fall of more than two metres is possible. The following applies:

- The length of the ladder is to be no more than three metres
- Tools for the task are to be on a tool belt or suitable tool storage bag
- Materials should be hoisted safely not using the ladder for support
- The area around the ladder is secured to prevent unauthorised access
- The person using a harness has been trained in its use
- On site ladder use is to be undertaken by authorized personnel only
- When public present in venue ladders must be correctly stored

b. Working at Height

It is Festival policy that all persons working on the roof of a building, above the height of two metres will be aware of 'Prevention of Falls Regulations'.

If a staff member, contractor or volunteer cannot be provided with an adequate safe system for work at height then the staff shall be required to notify the Site Manager who will provide an alternative.

c. Working Alone

Festival staff must ensure that they have a reliable form of communication when they are carrying out work alone and when working at night.

d. Manual Handling

Correct manual handling techniques must be used when pulling, pushing or lifting of all equipment. All staff is advised to source appropriate assistance to safely complete tasks.

e. Electricity and Electrical Work

To be only carried out by appropriately qualified tradesmen.

f. Noise

Volunteers may be required to work in areas where noise may be above the exposure standard defined in the OH&S (Noise) Regulations. Ear protection is provided and must be used in noisy areas. Should any staff member be concerned of issues the Site Management should be contacted. Amplified sound is required to adhere to recognised EPA levels.

g. Slip / Trip Hazards

All care should be taken by contractors and staff to avoid creating slip and trip hazards within the worksite and festival site. Please report any of these associated hazards to the Site Management immediately.

h. Machinery Maintenance

All machinery onsite is to have the appropriate log books. Daily checks are required to be undertaken by the first operator of each machine for the day.

4. EMERGENCY PROCEDURES

In the event of an emergency or perceived emergency, staff, contractors and volunteers must contact their direct manager immediately. The manager will then contact the Festival Management.

Radios on open frequencies are not to be utilised for communication of emergency situations.

ACCIDENT / INCIDENT REPORTING

First aid facilities will be maintained in the site office during construction.

Red Cross will maintain a First Aid Centre for the duration of the Festival in a site shed at the Southern end of the Crafty Creations zone. All staff members are required to be familiar with the whereabouts of the First Aid Centre.

It is Festival policy that all incidents and accidents are reported to the Festival Management immediately. Festival Management will ensure that the incidents and accidents are recorded in the accident / incident register. This register could support any later insurance claim and also serve as a record of our safety performance. See Festival Management for Accident / Incident Report Forms.

Should a serious injury or incident occur that requires a person to be admitted to a hospital WCC Risk Officer (Bryan Roberts) shall notify the Victorian WorkSafe Authority immediately. An 'Incident Notification' form should then be completed and forwarded to: The Victorian WorkCover Authority within 48 Hours of the incident occurring.

SITE FAMILIARISATION

Staff need to familiarise themselves with the overall layout and site plan of venue. The attached site plan indicates key locations such as entry / exit points, toilets, pram parks, dining areas, doorways and clearways. A site tour of the venue will be offered to all staff prior to opening of event.

EMERGENCY EXITS

All staff is to be aware of emergency exits, fire hose and extinguisher position and usage procedure. Staff must also be aware of the evacuation procedure. Zone managers will open all exit doors and see that all patrons and staff leave in an orderly manner.

EVACUATION PROCEDURE

If you are asked to evacuate the site by your manager or a member of the Emergency Services agencies, please adhere to the following 5 point plan.

1. Remain calm
2. Follow instructions provided by your manager and any member of the Emergency Services agencies
3. Make your way to your nearest emergency exit in an orderly fashion assisting those around without jeopardising your own safety
4. Meet at the muster point agreed for your area
5. Remain at the muster point until you are advised by your manager to return to the site or advised to relocate to another position off site.

FIRE EXTINGUISHER TRAINING

Fire extinguisher training can be provided at all induction sessions on request. Please be sure to acquaint yourselves with the different colour coded extinguishers and their usage.

The Fun4Kids Festival site will be using the following extinguishers:

COLOUR	EXTINGUISHER	USE
Red reel	Fire Hose Reel	General event site
Red with white band	Dry chemical	General purpose
Red with beige band	Wet chemical	Fats and cooking oils
Red	H2O	Wood and paper

The following extinguishers are available but will not be used on site:

COLOUR	EXTINGUISHER	USE
Red with black band	CO2	Network services
Red with blue band	Foam	Flammable liquid

EXIT PROCEDURES FOR EACH ZONE

ZONE	EXITS	PROCEDURE	EVACUATION POINT
BRIGHT SPARKS	20	Through main entry	B
	21	Through Bright Sparks	B
FESTIVAL HALL	10	Through walkway to Theatre & out Gate B	A & C
	12	Past site office & back stage, exit Gate C	C
	14	Through tunnel & out via Action Stations	C
	20	Through main entry	B
	21	Through tunnel & out via Bright Sparks	B
CHILL OUT	19	Through Regal Café	B
	20	Through Main Entry	B
ARTSPACE	13	Through back of Art Gallery	C
	20	Through Main entry	B
CONSTRUCT IT	9	Through emergency exit door	A
	10	Through Gate B	A & C
CARTOON CORNER	10	Through Gate B	A & C
	11	Through Farm yard exit	C
FARM YARD	10	Through Cartoon Corner & exit via Gate B	A & C
	11	Through Farm Yard exit	C
THEATRE	1	Through Box office entry and Gate A	A
	2	Through Loading Dock Door	A
	4	Through Green Room and Stage Door	A
	7	Down ramp and through walkway	C
	8	Through emergency exit door	C
ACTIVITY ATTIC	3	Down stairs and through Civic Hall entrance	A
	5	Down stairs and through staff entrance	A
	6	Through WCC Reception Room and down outdoor stairs	C
TICKET OFFICE	-	Out site office door	A
ACTION STATIONS	14	Out emergency exit	C
	19	Through Crafty Creations emergency exit	B
ACTIVE PLAY	15	Through Action Arena to exit 14 Through Crafty Creations to exit 19	C B
	16	Through Ten Pin to exit 17 or 18	B
	TEN PIN	17	Emergency Exit
	18	Emergency Exit	B
CRAFTY CREATIONS	19	Emergency Exit	B
ZONE	EXITS	PROCEDURE	EVACUATION POINT

5. RISK MANAGEMENT

WCC and Fun4Kids Festival Management have identified a list of potential risks which may occur during the event. The risks identified below are what are deemed as 'Likely to occur' and therefore a more extensive response has been identified. At all times the first staff at the emergency or risk, should notify the Zone Manager.

a. Likely Risks

Risk
Child Unattended
Civic Green Surface - Damage to during operations
Guardian / Children Separated
Infection Control - Spread of
Slips, Trips & Falls
Small Animals - Escaping from farm
After Hours Break In - Resulted damage to venue
Fraudulent Tickets - Presented for entry
Hazardous Material - Staff or Public exposure
Mud /Water Damage - Seeping up through floor
Sandpit Areas - Child injured whilst using
Traffic management - around Festival site

b. Unlikely Risks

Risk
Abusive / Threatening Patron
Accessibility - Incidents arising as a result of
Angry Trader
Anxiety or Stress - Staff / volunteers overcome with
Asthma Attack
Background Checks - Staff & volunteers
Bomb Threat / Hoax Call
Car Accident - Near Festival site
Child Abducted
Child Abused
Cleaning Chemicals - Injury from use / Safe storage of
Construction Hampered - Inclement weather
Contractor Management
Dangerous / Suspicious Persons - Identified within the venue
Electrical Installation
Emergency Procedures
Falls From Heights

Farmyard - Injury as a result of children interacting with livestock
Fence Banner Wrap - Damage to
Fire - Festival period / Within venue
Fire Alarm - Activated in WCC, WEC, WAG
Food Preparation - Safe handling of
Forklift Operation - Injury resulting from the use of
Liquid Nitrogen - Injury resulting from the use of
Livestock - Loss of control in Farmyard
Livestock - Spread of disease to staff/public
Loading / Unloading Area - Injury resulting from the use of
Major Personal Injury - Festival period / within venue
Marquee Collapse
Marquee Leaks
Noise - Pollution caused by
Overcrowding - Within Festival venue
Overhead Services - Hitting cables etc
Pins & Play - Child injured using / Overcrowding of venue
Plant & Equipment - Injury resulting via the use of
Power Outage - Disruption to the Festival
Public Disruption - During Festival period
Rigging - Accidents caused as a result of
Rock Climbing Wall - Child injured whilst using
Set Up / Pack Up
Smoke Effects - Injury resulting from the use of
Staging - Accidents caused as a result of
Syringe - Found in / around venue
Temperature of venue
Temporary Fencing - Damage to
Temporary Road Signage - Misplaced or stolen
Underground Services - Hitting cables, pipes etc
Unqualified Staff - Construction
Volunteer management
Waste Management - Build up of

Please Note – Fun4Kids Management has devised a comprehensive Risk Assessment in relation to the Festival. There will be a copy of this document in the site office and if volunteers wish to read they are welcome to do so.