



Wairoa District Council Christmas Parade

Saturday 13th December 2025 (Marine Parade Wairoa)

PARADE PARTICIPANT HEALTH AND SAFETY PLAN

The Health & Safety at Work Act (2015) has prompted the organizers of the Wairoa District Council Christmas Parade to enforce the following terms and conditions which must be strictly adhered to:

PROTECT YOURSELVES AND OTHER

You are required to take all steps to ensure that anything you do with respect to the Wairoa District Council Christmas Parade does not harm or injure yourself or others (either parade participants or the public). You must be aware of any specific risks on your float, and how you will manage these.

PARTICIPATING VEHICLES/FLOATS

- All float operators must ensure vehicles and floats are safe and in good operating order.
- There is to be no smoking on floats.
- All floats must be constructed with safety in mind. All props should be fastened securely. Young children should not be positioned close to the edge of a moving float without 'adult supervision' at all times. Children should not be aged less than 5 years of age unless supervised by 1 adult for every two children.
- All vehicles/floats must drive at a steady walking pace in the parade and keep a minimum of 6 metres between the proceeding floats. All parade vehicles must be registered and have a current WOF certificate. All floats using power or generators must use an isolating transformer in case of wet weather.

Important:

- No Hiab trucks are permitted in the parade. Flat deck trucks are permitted.
- WARNING - roads on the parade route will not be permanently closed to traffic and at times there may be opposing traffic. Float participants should always follow traffic marshals' directions and/or if you must give way to opposing traffic then the New Zealand Road Rules apply.

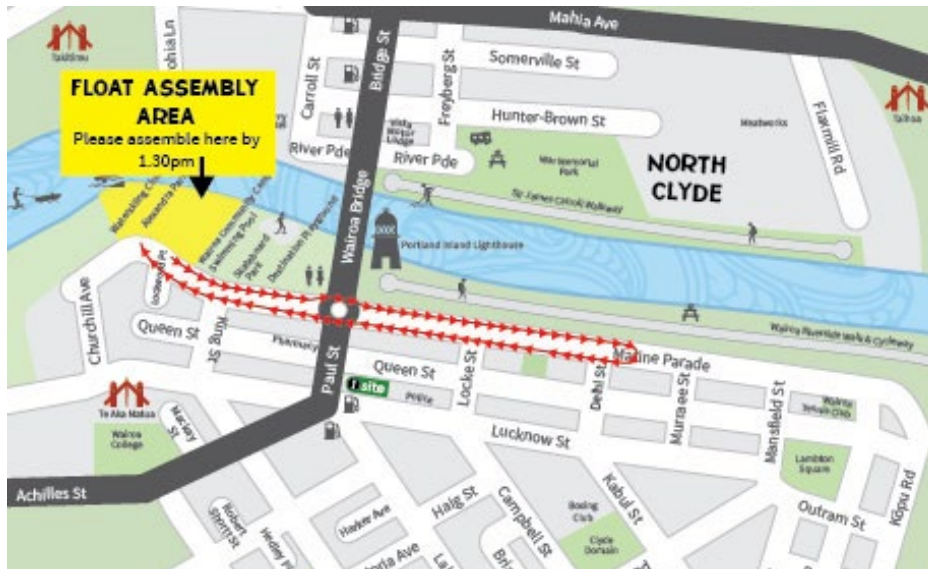
Participants

- Once the parade has started there is to be no smoking or littering at any time and please refrain from any bad language / actions whilst in the parade as it can be distressing for children and adults alike.
- Ensure children / participants have adequate sun protection, clothing, and water to drink.
- All children participating in the parade must be under the direct supervision of an adult at all times. Animals must be watered and monitored in the parade at all times. Prior notice must be given to the parade manager of animals to be used in the parade. If permission is not granted, then you risk your float being withheld from the parade.
- 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 1 adult for every two children.
- Parade participants are solely responsible for all person's 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. Parade marshals have NO responsibility for parade participant safety.
- Ensure all music played is "Family Friendly".
- We request all Floats / Vehicles play festive music to maximise vibrancy where possible.

FLOAT ASSEMBLY: Prior to the parade all participants are to gather **at Ski club on Marine Parade**, 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 area with lots of moving vehicles and equipment.



FLOAT DISASSEMBLY is outside **Ski club on Marine Parade**. Please assist marshals by ensuring all children and adults are dismounted first; from your float and both children and adults are moved to the Float Disassembly area, positioned on the grass in front of the beach. Children's guardians or leaders of your group should be instructed where to collect float participants. See graphic below.



Be respectful of surrounding houses when waiting for the parade to begin. If possible don't block access. Please no smoking and no littering.

Give-aways and other attention seeking actions

No water guns, balloons, water bombs or any other item to be thrown into the spectator crowd, however lollies and items can be handed to the audience along the parade route.

Hazards

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

Crowd Control

Crowd control marshals will focus on retaining spectators back from the parade route during the parade. This team is equipped with telephones.

Floats/vehicles assembly and dispersal

Marshals equipped with work/personal telephones for communication purposes 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 2pm sharp.

Emergency procedures/First Aid

In the event that medical assistance is required, contact the safety marshal (Austin King 0211116797) or any clearly identified parade official. If one of these people is not readily available, dial 111 and ask for an ambulance and notify the ambulance operator of your location. The nearest St John Ambulance personnel will then be sent to you. St John Ambulance personnel will be in attendance at the event.

Accident/incident reporting

Should an accident / incident occur immediately before, during or after the parade, then you are required to notify the parade safety marshal.

Parade Coordinator

Latoya Tipuna
0212138816
Austin King
0211116797
Kiriwera Cotter
0210539564

