# Giant Family Fun Days Safety Plan

These are a series of community events consisting of a number of “giant” games for kids and families to play, popcorn and candyfloss machines and potentially other activities including a bouncy castle, hungerball and facepainting. The Family Fun Days are responsible for managing hazards and safety within their areas of operation.

### Key Contact Details

Sarah Carr - Manager: 021 428 037

Sarah Carr – Health and Safety: 021 428 037

### Emergency Details

**First Aid Kit Location:** Held at General Enquiries table **First Aider:** Support from Manly Fire Brigade

**Fire Extinguisher Location:** Held at General Enquiries table

**Radio message:** Small venues so no radios in operation

**Emergency Channel:** None

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| **Hazard/risk** | **How to keep it safe** |
| People accessing areas with moving vehicles and being hit by a vehicle and suffering an injury. | * Volunteers/marshals to keep all unauthorised person off vehicle access areas. * Use of traffic cones closing off the areas * Notify the safety marshal. * Report person to security. |
| Electrical cable hazard/tripping | All cables to machines –   * Machines to be located as close as possible to the electrical source. * Any exposed extension cable to be covered to avoid trip hazards. |
| Giant games risks - Tripping, falling blocks, jumping hopper falls | * Games are all giant and there are no small parts avoiding any potential chocking hazards. * The Family Fun Days organisers would also ensure sufficient manpower is positioned around the event site to maintain a responsible level of eye and ears around all areas of activity and support for any enquiries or incidents. |
| Member of the crowd being aggressive. | Depending on the item -   * Notify a volunteer. * Report person to security. |
| Fatigue. | Drink water often and take breaks when possible. |
| Exposure to the sun. | Wear suitable clothing including a hat for shade, use appropriate sunblock. |
| Food handling and preparation, safe handling and serving | As a fundraising operation and selling food less than 20 times a year, the Family Fun Day food handling is exempt from the NZ Food Safety Food Act 2014 regulations however need to maintain high standards in food handling, preparation and serving (see exemption notice below).  Operators of any food stalls (eg candyfloss, popcorn, sausage sizzles) will be provided with a notice of the below basic “Food Handling, Preparation and Serving Guidelines” and expected to comply with these. |
| Additional activities hazards, eg fall from bouncy castle or injury in hungerball arena, allergic reaction to facepaint | The hazards for additional activities will be the responsibility of the activity provider, however, the Family Fun Days will provide access to -   * First Aid Kit * Fire Extinguisher * Water * Mobile for calling Emergency Services if required |

### In a Medical/Injury Emergency

* Assess scene safety to make sure it is safe to approach the patient/area
* Isolate the area to make sure it is safe
* If needed, provide immediate First Aid and notify the first aid person that help is needed
* If needed, get key details (e.g., Name, Injury/Illness, Medical History, Medication)
* If needed, make a priority call by mobile
* Report key details to the Event Manager

### Items required under Safety Plan

* Fire extinguisher
* Min 10 x traffic cones
* Mobile phone
* First Aid Kit
* Sunscreen
* Bottles of water and cups
* Electrical extension cables
* Covers for electrical extensions
* Closed signs

### Food Handling, Preparation and Serving Guidelines

* Wash hands;
* keep clean;
* separate raw and cooked;
* cook thoroughly;
* keep food at safe temperatures;
* use safe water and raw materials;
* serve appropriately in correct and recyclable packaging



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