



Volunteer Health and Safety Brief 2027

Welcome to the 20th annual Craigs Aspiring Art Prize event! We value your time and commitment and want to ensure you stay safe during your volunteer shifts. Please read and adhere to the following key health and safety guidelines:

Key Contacts

- **Volunteer Manager:** Torte Lyons, fots@hollyfamilywanaka.school.nz or 021 686 469
 - **Event Manager and onsite contact:** Kelcey Radford, aspiringartprize@gmail.com or 021 033 4500
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General Responsibilities

1. **Your Safety First:** Always prioritise your personal safety and avoid unsafe actions or conditions.
2. **Follow Instructions:** Listen carefully to event managers, Holy Family School staff, and pre-shift safety briefings.
3. **Report Hazards:** Immediately notify your Volunteer or Event Manager of any hazards, accidents, or near misses.
4. **Emergency Awareness:** Upon arrival to your shift, familiar yourself with the emergency exits, assembly point (school tennis courts), and first aid locations (nurse's office) at Holy Family School.

Health and Safety Guidelines

- **Injury Prevention:**
Take regular breaks to avoid fatigue and use proper lifting techniques for heavy items.
- **Venue Safety:**
Stay within designated areas and follow venue-specific hazard controls.
- **Alcohol and Patron Safety:**
Report intoxicated or disruptive patrons to Managers or security - do not engage directly.
- **Medical Emergencies:**
First aid kits are on site, and Event Managers are briefed on emergency procedures.
Report any injuries promptly.

Emergencies

- If an evacuation is required, stay calm and assist patrons in leaving via designated exits.
- Follow the instructions of your Event and Volunteer Manager and emergency personnel.
- Assembly points will be communicated during on-site briefings.

Key Messages

1. Stay hydrated—water is available at all venues.
2. Dress appropriately for the weather and wear sturdy footwear.
3. Do not handle any dangerous equipment or machinery.
4. Be approachable, but maintain professional boundaries—always work in pairs when interacting with the public.

For further questions or concerns, contact your **Volunteer or Event Manager**. Thank you for your dedication to creating a safe and enjoyable volunteer experience for everyone!
