



**KEEP
NEW ZEALAND
BEAUTIFUL**



COMMUNITY PAINT OUT EVENT GUIDE

www.knzb.org.nz



COMMUNITY PAINT OUT

EVENT GUIDE



Thank you for volunteering to be a Site Coordinator. As a Site Coordinator you must be 18 years or older or assisted by someone 18 years or older. As the registered Site Coordinator you are responsible for planning, coordinating and overseeing your registered activities. This includes keeping records where need be and acting as the main contact for enquiries. We suggest you nominate a suitable phone number and email address that can be reached in the lead up to, and on, your Community Paint Out event for enquiries from volunteers, your local council and the media.

This guide is to help you organise your Community Paint Out event and to give you some information how to run the event safely. If at any stage of the planning, or during the event, you have any questions or concerns please do not hesitate to ring (09) 264 1434 for additional guidance.

1. **Contact your local council (see appendix A for contact details)**

- If you don't already have a site in mind you can ask the local Council to recommend a location.
- You will need to ensure you have permission from the council to access public land for your Community Paint Out site.
- Your council may also be able to help or offer advice on sourcing extras, such as high visibility vests for supervisors/volunteers if needed.
- Check if your Council will help with the promotion of your Community Paint Out.

2. **Site Safety inspection**

When planning your site, you should take reasonable steps to avoid or minimise any potential risks. To ensure the safety of all participants complete the Hazard Identification Checklist in the kit to identify and manage any risks at your chosen site.

You will need to visit the site before the event to assess any risks and complete the Hazard Identification Checklist and you will also need to do this on the day of the event. To assist you with undertaking the site assessment see the completed example checklist at Appendix B of this document.

3. **Event Supervisor(s)**

Each event site must have at least one person over 18 years who will oversee the Community Paint Out during the day. It is a good idea for you to have more than one supervisor so that tasks can be divided to give adequate support to the number of volunteers you expect. We recommend that you hold a briefing for supervisors prior to your nominated day. Supervisors should be at the site before the official start time to set up, and then, remain until the project is finished. Event supervisors will need to visit their site prior to the day to familiarise themselves with the location of facilities, potential safety issues and the area to be worked on. It would also be advisable to organise a qualified first aider to be available on the day to ensure the safety of volunteers and in case of incidents. There is basic first aid advice at Appendix C of this document for your event.



COMMUNITY PAINT OUT

EVENT GUIDE



4. **Promote Your Event**

To ensure your day is a success, it is essential to actively promote your event to the local public and media.

You could promote your Community Paint Out and attract volunteers by:

- Displaying posters in local shopping centers, libraries and community notice boards. Remember to encourage volunteers to turn up with appropriate clothing and equipment eg: gloves and good boots, hat, old clothing, long sleeve shirts / trousers, drinks.
- Contact your local / regional newspaper and radio station and inform them of your event and invite them to your site. Most media will give free advertisements to community events. You can also organise photos and contact local media with information on a regular basis.
- To assist in raising the profile of your event invite local personalities to attend your event.
- Organise a mailbox drop in your local area.
- Hold a local launch for the media or take them to visit the site for “before and after” photos.
- If you have a BNZ in your town they have a Community Noticeboard where you can load up your clean up event – for free – and advertise where you will be cleaning up so people can join in.

5. **Organise Equipment**

Keep New Zealand Beautiful will provide organisers with a graffiti free starter kit. This includes a brush, roller, rag, high vis vest, hazard/risk tape, t-shirt, hat, stickers and a paint voucher.

In addition to this, the following equipment is recommended:

- Drinking water and refreshments
- Food and equipment if holding a BBQ or function afterwards
- Buckets, extra gloves, extra brushes and overalls/coveralls
- Mobile phone or access to a landline phone in case of an emergency
- Small table, fold up chairs, umbrella and pens for volunteer registration if you will be doing this onsite
- A good first aid kit with instructions, the kit should contain at least: non-stick dressings, dressing strips, bandages, tweezers, scissors, saline, sunscreen, gloves and gauze. Ice packs are also recommended. Organise a qualified first aider to be present at the event if possible
- Sunscreen and spare hats
- Have sticky name labels for each registered volunteer to keep track of who is part of the event if you want
- Make sure hand washing facilities or antiseptic hand wipes are near by
- A pair of tongs, heavy-duty gloves and a sharps container / sturdy pierce and compression proof box with lid, in case you need to remove sharp objects is recommended.

For assistance with additional materials, consider approaching local businesses, which may be willing to support your Community Paint Out, through the donation of goods including refreshments, extra gloves, brushes, promotion, etc.



COMMUNITY PAINT OUT

EVENT GUIDE



6. **Make Your Event More Successful**

- Share information about your chosen site, eg: what value it has for the local community, what is special about the site.
- Make it enjoyable and fun – arrange refreshments or a BBQ after the event or give out prizes to outstanding volunteers.

7. **Paperwork**

After your event you are required to complete a short evaluation form. You can fill out the evaluation form online – www.knzb.org.nz/paintoutevaluation. Alternatively you can download a form online and post it to us.

Keep New Zealand Beautiful
PO Box 58 932
Botany
Auckland 2163

If you have any questions please contact KNZB on (09) 264 1434 or events@knzb.org.nz.



COMMUNITY PAINT OUT

EVENT GUIDE



THE EVENT ON THE DAY...

Site supervisors should arrive at the site at least half an hour prior to the advertised start time and have everything ready to go when the first volunteers arrive, then remain until all volunteers have left.

1. Carry out the site safety inspection and complete the Hazard Identification Checklist. Read the Risk Management section at Appendix D of this document and make your volunteers aware of how to work safely.
2. Have a first aid kit with instructions close at hand and have a qualified first aider available if possible.
3. Erect a sign or banner in a visible location at the site entrance and the registration point (if you are registering volunteers).
4. Take a “before” photo of your site prior to starting
5. Welcome your volunteers and have them complete and sign the registration form (if you are registering volunteers). Be aware of any pre-existing medical conditions, discuss any limitations with the volunteer and alter that volunteer’s activities accordingly. Children 14 and under must be accompanied by an adult.
6. Ensure participants are aware of safety requirements, and are encouraged to have appropriate covered footwear and gloves - sunglasses and sun protection are also recommended.
7. Ideally each volunteer at your site should receive a name label prior to commencing activities. This will enable the Site Supervisor to ensure that all volunteers are registered (recognisable by the name label) and in the case of an accident/incident, the volunteer’s name can be checked against the Volunteer Registration Form to see if the accident/incident is related to a pre-existing injury or medical condition recorded on the form.
8. NB: Make sure you have extra photocopies of all the forms in case you get more volunteers than anticipated.
9. Once volunteers are assembled conduct a briefing. The briefing should outline plans for the day, the role of site supervisors and address any potential safety issues. Aim to make the briefing motivating, informative and include time for questions at the end.
10. Explain the system for painting over graffiti and cleaning the area.
11. Distribute brushes and paint and support materials to volunteers from your kit and direct them to areas requiring painting.
12. Start painting.



COMMUNITY PAINT OUT

EVENT GUIDE



AT THE END OF THE EVENT...

Thank each volunteer for doing their bit to Keep New Zealand Beautiful and make sure you snap a team photo in front of your completed site.

1. Hand out certificates of achievement to all the volunteers who came along and helped on the day. You can download a free certificate template from the KNZB website and print at home.
2. Suggest your helpers continue to Keep NZ Beautiful by signing up to become a KNZB member.
3. Encourage them to like our Facebook page and share their experience with their friend networks in person, and online.
4. Tell them about our Beautiful News and how easy it is to sign up by registering at www.knzb.org.nz. That way they can stay up to date with all of our future events and what is happening across the country.

Well done and thank you for all your hard work!

COMMUNITY PAINT OUT

EVENT GUIDE



APPENDIX A: Council Contacts Graffiti Free Week

Council Region	Contact Name	Email Address	Phone Number
Ashburton District Council	Fleur Mulligan	fleur.mulligan@adc.govt.nz	03 307 7700
Auckland City Council	Tony Crampton	Tony.Crampton@aucklandcouncil.govt.nz	09 301 0101
Manukau Beautification Trust	Barbara Carney	Barbara.Carney@mbct.org.nz	09 2694080
Buller District Council	Community Services	customerservices@bdc.govt.nz; craig@bdc.govt.nz	0800 807 239
Carterton District Council	Brian McWilliams		06 379 4030
Central Hawkes Bay District Council	Ethna Renner	ethna.renner@chbdc.govt.nz	06 857 8060
Central Otago District Council	Sophie Mander	Sophie.mander@codc.govt.nz	03 440 0609
** Chatham Islands Council	Angie Bird	Ange@cic.govt.nz	03 305 0033
Christchurch City Council	Valerie Merryweather	Valerie.Merryweather@ccc.govt.nz	03 941 6614
Clutha District Council	Loesje Morrison	loesje.morrison@cluthadc.govt.nz	0800 801 350
* Dunedin City Council	Keep Dunedin Beautiful Coordinator	keepdunedinbeautiful@dunedin.co.nz	03 474 3401
Far North District Council	Zane Wright	zane.wright@fndc.govt.nz	0800 920 029
Gisborne District Council	Andrew White	andrew.white@gdc.govt.nz	06 867 2049
Gore District Council	Ian Soper	isoper@goredc.govt.nz	03 209 0330
Grey District Council	Steven May	Steven.May@greydc.govt.nz	03 769 8600
Hamilton City Council	Charles Flanagan	Charles.Flanagan@hcc.govt.nz	07 838 6476
Hastings District Council	Wendy Beeke	wendymb@hdc.govt.nz	06 871 5000
Hauraki District Council	Steve Clark	stevencl@hauraki-dc.govt.nz	
	General	info@hauraki-dc.govt.nz	07 862 8609
Horowhenua District Council	Keith Moyle	keithm@horowhenua.govt.nz	06 366 0999
Hurunui District Council	Rochelle Liz Atkins	liz.atkins@hurunui.govt.nz hyp@hurunui.govt.nz	03 314 8816
Hutt City Council	Ray Goran	Ray.gorin@hutc.govt.nz	04 570 6991 0272047303
Invercargill City Council	Mary Napper	Mary.napper@icc.govt.nz	0800 422 435 03 21116699
Kaikoura District Council	Rachel Vaughan Gerry Essenberg	rachel.vaughan@kaikoura.govt.nz gerry@kaikoura.govt.nz	03 319 5026
Kaipara District Council	Mike Collins	mcollins@kaipara.govt.nz	0800 727 059
Kapiti Coast District Council	Jo Dearman	jo.dearman@kapiticoast.govt.nz	027 555 5725 04 296 4765
Kawerau District Council	Tom McDowall	Tom.mcdowall@kaweraudc.govt.nz	07 306 9009
Mackenzie District Council	Angie Taylor	angie@mackenzie.govt.nz	0800 685 8514
Manawatu District Council	Rachel Carr Doug Tate	rachel.carr@mdc.govt.nz doug.tate@mdc.govt.nz	06 323 0000

COMMUNITY PAINT OUT

EVENT GUIDE



Marlborough District Council	Rosie Bartlett	Rosie.Bartlett@marlborough.govt.nz	03 520 7400 ext 8855
Masterton District Council	Carl Reller	carlr@mstn.govt.nz	021 0456184
Matamata-Piako District Council			07 884 0060
Napier City Council	Russell Paterson	russellp@napier.govt.nz	06 835 7579
Nelson City Council	outsourced to NELMAC		
New Plymouth District Council	Angela Inwood	Angela.Inwood@npdc.govt.nz	06 759 6060
Opotiki District Council	Mike Houghton	mikeh@odc.govt.nz	07 315 3030
Otorohanga District Council	Dianne Hooker	dianne@otodc.govt.nz	07 873 4000
Palmerston North City Council	Murray Phillips	murray.phillips@pncc.govt.nz	06 356 8199
Porirua City Council	Richard Witheford-Smith	rwitheford@pcc.govt.nz	04 237 1560/ 027 707 9190
Queenstown-Lakes District Council	Rob Darby	services@qldc.govt.nz	03 441 0499
Rangitikei District Council	Rachel Carr Doug Tate	rachel.carr@mdc.govt.nz doug.tate@mdc.govt.nz	0800 422 522
Rotorua District Council	Nadine McClay	KeepRotoruaBeautiful@gmail.com	021 828 728
Ruapehu District Council	Rebecca Van orden	info@ruapehudc.govt.nz	07 895 8188
Selwyn District Council	Chris Martin	Chris.Martin@selwyn.govt.nz	03 318-8338
South Taranaki District Council	Cushla Fevre	cushla.fevre@stdc.govt.nz	0800 111 323
South Waikato District Council	Ken Hale	Ken.hale@southwaikato.govt.nz	07 885 0751
South Wairarapa District Council	Carl Reller	carlr@mstn.govt.nz	021 045 6184
Southland District Council	Markus Postma	markus.postma@southlanddc.govt.nz	0800 732 732
Stratford District Council	Kate Whareatu	KWhareaitu@stratford.govt.nz	06 765 6099
Taranua District Council	Pete Sinclair	Peter.sinclair@tararuaadc.govt.nz	06 374 4080
Tasman District Council	David Stephenson	David.stephenson@tasman.govt.nz	03 543 8400
Taupo District Council	Neville Brodie	nbrodie@taupo.govt.nz	07 376 0606
Tauranga City Council	Jane Denton	jane.denton@tauranga.govt.nz	
Thames-Coromandel District Council	Marlene Perry	marlene.perry@tcdc.govt.nz	07 868 2060 / 027 703 0263
Timaru District Council	Ruth Clarke	ruth.clarke@timdc.govt.nz	03 687 7200
Upper Hutt City Council	Denise Johnson	denise.johnson@uhcc.govt.nz	04 527 2792 027 889 5460
Waikato District Council	Lianne Van den bemd	lianne.vandenbemd@waidc.govt.nz	0800 492 452
Waimakariri District Council		office@wmk.govt.nz	03 311 8900
Waimate District Council	Fiona Hester-Smith	fiona@waimatedc.govt.nz	03 689 0000
Waipa District Council	Max Ward (Parks Manager) Jason O'dea	max.ward@waipadc.govt.nz jason.odea@waipadc.govt.nz	0800 924 723/ 027 572 0058/
Wairoa District Council	Nicky Bradley	nicky@wairoadc.govt.nz	06 838 7309



COMMUNITY PAINT OUT

EVENT GUIDE



Waitaki District Council	Helen Algar	halgar@waitaki.govt.nz	03 433 0300
Waitomo District Council	Donna McDonald	donnam@waitomo.govt.nz	0800 932 4357
Wanganui District Council	Wendy Bainbridge	wendy.bainbridge@wanganui.govt.nz	06 349 0001
Wellington City Council	Hine-Moana Sullivan	Hine-Moana.Sullivan@wcc.govt.nz	04 803 8362/ 0212478362
Western Bay of Plenty District Council	Ilze Kruis	Ilze.kruis@westernbay.govt.nz	
Westland District Council	Jim Ebenhoh	jim.ebenhoh@westlanddc.govt.nz	07 571 8008
Whakatane District Council	Andrew Isles	waimanailles@xtra.co.nz	027 294 1849
Whangarei District Council	David Palmer	Davidp@wdc.govt.nz	09 4304230

*** Note, contacts were accurate as of March 2016.**

COMMUNITY PAINT OUT

EVENT GUIDE



APPENDIX B: Hazard Identification Checklist

Site Supervisor: _____

Answering 'Yes' to any of the following questions indicates a need to consider the associated risk, and identify appropriate risk controls. If the answer is 'Yes', consider how someone could suffer harm and how serious that harm is likely to be, then decide what needs to be done to eliminate or minimise the chance of harm occurring.

THE PROJECT SITE

RISK			RISK CONTROLS (example only)
Are there areas that are rough or slippery?	Yes	No	Flag and avoid any obvious hazards such as steep banks, loose rock
Are there areas that are steep or sloping?	Yes	No	Walk across the slope, avoid carrying heavy or awkward objects
Are there holes, fallen branches or other trip hazards?	Yes	No	Flag or remove obvious hazards, ensure participants avoid the area
Will vehicles be passing in close proximity?	Yes	No	Ensure that the traffic area is flagged with volunteers as a no-go area, wear high visibility vests
Could asthmatics be exposed to dust or pollen?	Yes	No	Advise participants to work away from high exposure areas, advise to carry an inhaler
Are there overhanging dead branches that could be dislodged by wind?	Yes	No	Flag and avoid the area, take account of weather conditions
Is the area thickly vegetated; could volunteers become lost?	Yes	No	Advise participants to carry a mobile, to stay within earshot, avoid moving too far from main group, working in small groups/pairs
Are there likely to be spiders, bees or wasps?	Yes	No	Carry relevant first aid equipment, flag and avoid known nests, be aware if anyone has an allergy and remove them from that area
Is there deep, murky or moving water nearby?	Yes	No	Flag and avoid any obvious hazards
Will the site be affected by tidal movement?	Yes	No	Research tide times, be aware of the time, keep your group together

COMMUNITY PAINT OUT

EVENT GUIDE



Is there a fire risk?	Yes	No	Seek advice from fire service, avoid remote areas, work in small groups, ensure there is a communicated emergency evacuation plan.
Are there likely to be discarded syringes at the site?	Yes	No	Ensure volunteers are aware and will take all due caution.
Could volunteers be exposed to contaminated substances/water eg. sewage?	Yes	No	Flag and avoid any obvious hazards, ensure washing facilities are available.
Could volunteers be exposed to asbestos in old buildings or building materials?	Yes	No	Flag and avoid any obvious hazards, Site Supervisor to contact local Council immediately.
Is the site isolated or remote from emergency assistance?	Yes	No	Have a clear and documented plan of action in case of emergency, have adequate first aid provision and sound mobile coverage, work in small groups.

THE WEATHER

Is it likely that.....			RISK CONTROLS (example only)
Volunteers will be working in direct sun?	Yes	No	Source spare hats, sun cream, additional fluids, don't work for long periods in direct sun.
Volunteers could be endangered by sun glare?	Yes	No	Advise volunteers to wear hats and sunglasses.
Volunteers will experience temperatures that could cause heat stress or dehydration?	Yes	No	Provide adequate drinks, take lots of breaks, monitor volunteers for signs of fatigue, and avoid working in the most intense heat of the day.
Volunteers will be exposed to frost or cold winds?	Yes	No	Identify sheltered areas, encourage volunteers to wear layered clothing including a hat.
Volunteers will be working in the rain?	Yes	No	Encourage volunteers to wear raincoats and warm clothing, take shelter until adverse weather passes.
Electrical storms (thunder, lightning) will occur?	Yes	No	Identify safe areas to retreat to, monitor the weather closely.



COMMUNITY PAINT OUT

EVENT GUIDE



THE VOLUNTEERS

Is it likely that.....			RISK CONTROLS (example only)
There will be large numbers of children?	Yes	No	All children are to be accompanied by an adult at all times, ask groups to work in areas of low risk
There will be several volunteers who are physically disabled?	Yes	No	Ensure supervision is adequate, set tasks accord to ability
There will be several volunteers who are intellectually disabled?	Yes	No	Ensure supervision is adequate, set tasks accord to ability
There will be several volunteers who do not speak English?	Yes	No	Relate any important information as best as possible, identify anyone who could interpret to assist in relaying important information.
There will be several volunteers with challenging behaviours?	Yes	No	Ensure supervision is adequate.

RISKS TO THIRD PARTIES/GENERAL PUBLIC

Is it likely that.....			RISK CONTROLS (example only)
Members of the public who are not Graffiti Free participants will visit or pass through the site while work is occurring?	Yes	No	Ask volunteers to be mindful of member of the public around them, direct any enquiries to Site Supervisor



COMMUNITY PAINT OUT

EVENT GUIDE



APPENDIX C: First Aid Advice

Minor injuries can usually be taken care of onsite by following first aid instructions. For more serious injuries, such as a suspected fracture or a serious fall, do not move the person, have someone stay with them and call 111 immediately.

First Aid for Common Injuries

CUTS/ SCRAPES

Abrasions

- ☐ Gently clean with water, antiseptic wipe.
- ☐ Gently remove any foreign material.
- ☐ Dry the area well by blotting with gauze, swabs or pad of tissues.
- ☐ If needed apply a non adherent sterile dressing and fix in place with a light roller bandage.

Cuts

- ☐ Avoid contact with blood or other body fluids and use disposable gloves if possible, thoroughly wash your hands or any blood splashed skin as soon as possible.
- ☐ Apply firm pressure over the wound using a sterile or clean bulky pad.
- ☐ Apply a bandage to keep the dressing in place.
- ☐ Raise the injured area to reduce blood flow.
- ☐ Seek medical advice or call 111 if bleeding is severe.

Puncture wounds

- ☐ Clean the wound (with clean soapy water/antiseptic liquid/wipe) to remove any harmful organisms and allow it to penetrate the puncture track because tetanus spores may be trapped deep in the wound.
- ☐ Allow the wound to dry thoroughly in the air before covering it.
- ☐ If a protective dressing is needed use a porous adhesive dressing.
- ☐ Seek medical advice urgently for advice on any infection risks and tetanus immunization.

MINOR EYE INJURIES

- ☐ Check whether the foreign material is visible on the white part of the eye.
- ☐ Ask the patient to blink several times to try to remove the foreign body by washing it out with tears.
- ☐ If it can be seen, it may be able to be removed by gently using the soft corner of a moistened tissue.
- ☐ Use saline solution from a first aid kit or a clean jug filled with water and pour a stream of fluid across the eye. Pour from the nose end of the eye to the outer corner.
- ☐ If unsuccessful cover the eye with a clean pad and seek medical advice.



COMMUNITY PAINT OUT

EVENT GUIDE



FRACTURES AND DISLOCATIONS

- ☐ Control any bleeding.
- ☐ Immobilise the injured limb/area.
- ☐ Make the patient comfortable. Use blankets, pillows or clothing for comfort and support.
- ☐ Pad the injured area.
- ☐ Seek medical advice. Do not move the patient or injured area unnecessarily. Call 111 for an ambulance if required.

SPRAINS, STRAINS AND BRUISES

- ☐ Assist the patient to rest in a comfortable position.
- ☐ Apply ice for significant pain.
- ☐ Consider applying a compressing bandage (do not persist if it increases the pain).
- ☐ Keep the injured area elevated and at total rest and arrange for medical advice.

BITES AND STINGS

Bee Stings

- ☐ If stung by a bee within seconds brush or scrape the area with a fingernail or side of your hand to remove the barb from the skin.
- ☐ Apply an ice pack and leave in place for up to 10 minutes.
- ☐ Reapply the ice pack at frequent intervals or whenever pain relief is needed.
- ☐ Raise the affected area as high as possible to limit swelling.
- ☐ Observe the patient closely for any change in condition. If any warning signs of an allergic reaction occur call 111 for an ambulance. Warning signs include a fine rash over the trunk, wheezing, coughing or swelling around the face, eyes and neck.

Spider bites

Katipo or Redback spider bites may cause pain and illness in small children but are not a threat to life in normal circumstances. Anti venom is available in some hospitals, but is rarely needed.

Research has shown that White tail spider bites may be painful but do not cause ulceration of the skin as commonly feared.

- ☐ Wash the affected area to remove remaining venom.
- ☐ Keep the patient still to reduce the toxic effects of the venom.
- ☐ Apply a wrapped ice pack for up to 10 minutes at a time or a cold compress.
- ☐ Raise the bitten limb to limit swelling.
- ☐ Observe the patient closely for a change in condition and if pain becomes severe or patient becomes ill with fever, headache, nausea or vomiting seek medical advice or call 111.



COMMUNITY PAINT OUT

EVENT GUIDE



RESUSCITATION

- S** check Safety for yourself, bystanders and patient/s.
- R** check Response using voice and touch. If no response, call 111 and ask for an ambulance.
- A** open and clear the Airway. Tilt the patients head and lift the chin. Check the airway is clear by sweeping through two or three fingers through the front of the mouth.
- B** look and listen and feel for Breathing or other signs of life. Give 2 breaths to make the chest rise.
- C** Give 30 chest Compressions (at a rate of approximately 100 per minute), then give 2 breaths. Continue the ratio of 30 to 2 until an ambulance arrives. Check that the chest rises and falls when giving breaths.
- S** check for Severe bleeding.

CALLING AN AMBULANCE

To call for an ambulance in an emergency: phone 111 (including mobile phones)
People with impaired hearing: phone 0800 16 16 16 (text phone only) or fax 0800 16 16 10
You can call this emergency number 24 hours a day, seven days a week from any phone, including a mobile phone. If you have a pre-paid mobile phone, and you have run out of airtime, you can still phone 111 and you will be connected.

The rule of thumb when you phone 111

Phone 111
Ask for Ambulance
Keep calm. Be clear
Tell them where
Tell them who
Tell them what

An emergency situation is stressful for anyone

You need to act quickly and decisively because often getting emergency services to the scene as soon as possible can make a great deal of difference to the outcome.

If you have an accident or emergency at your Clean Up site and are able to call 111 there are some simple but very important things you need to do.

ASK FOR AMBULANCE

When the operator answers, ask for Ambulance. You will be put through to the relevant Ambulance Communications Centre. The person who answers your call will state "Ambulance" and ask "Where is your emergency?"



COMMUNITY PAINT OUT

EVENT GUIDE



Keep calm, be clear

It is very important that you give the ambulance 111 operator the details that they need to do their work calmly and clearly, so that there is no misunderstanding and they can fully brief the St John team as they respond to your call.

Tell them where you are

Tell the 111 operator where you are first, so that an ambulance can be dispatched to you immediately. It is important to know the street name and number if possible and the closest side street and the suburb and city or town you are in. If you are on a main road tell them approximately how far you are from the nearest town or landmark.

Tell them who you are and give them your phone number

Tell the 111 operator who you are and the phone number of the location you are calling from as this will help locate your house or location on their maps and gives them the means of ringing you back for more information or to give advice.

Tell them what has happened

Tell the 111 operator what has happened so that they can send the most appropriate resources to your assistance and enable their staff to offer you advice about what to do before they arrive. You will be prompted for information. Please answer these questions if you know the answers. For example:

- ☐ it is important to know if the person is conscious or awake
- ☐ any dangers at the scene that the ambulance staff needs to be aware of (such as fallen electricity lines)
- ☐ any medical information about those who have been injured that will help (example: anyone who is pregnant or asthma, epilepsy or a heart condition)
- ☐ what happened leading up to the emergency

Further things you can do to prepare

Do a St John First Aid Course. That way you will know what to do in an emergency situation. A basic one day course will cost \$110. Courses can be booked online at www.stjohn.org.nz. Keep a St John First Aid Kit handy. Kits can be ordered online from www.stjohn.org.nz. You can also request a St Johns representative be present at your Clean Up. The cost for this is variable depending on your requirements; a representative will cost \$23/hr and a standby ambulance and crew \$120/day. You can contact Northern Region Events Manager in the first instance on 09 5260527 , and they will give you the details of their equivalents in other regions as required.



COMMUNITY PAINT OUT

EVENT GUIDE



APPENDIX D: Risk Management For Graffiti Removal

- ☐ Ensure that adequate hand washing facilities are available and are used or provide antiseptic wipes
- ☐ Ensure volunteers wear gloves and good closed footwear at all times when painting. Eye protection may also be necessary
- ☐ Specify and maintain a safe working distance to avoid inadvertent scratching or spiking of other volunteers
- ☐ Seek assistance when lifting heavy objects