



## Viking Festival Site Orientation 2026

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### **Welcome and Introduction**

Welcome to the Volunteer Site Orientation Training for the Sussex Inlet Viking Festival for 2026.

## Viking Festival Site Orientation 2026

This training covers the Event Schedule & your role & responsibilities in relation to making this a successful event for all participants.

The purpose of inducting you as a volunteer is to:

- Provide you with information about the event, program of activities & precinct layout.
- Inform you of our behaviour expectations for our Volunteers
- Provide you with information relevant to your health, safety, and wellbeing
- Recognise your status as an Inducted Volunteer
- Fulfil the requirement to comply with Work Health Safety (WHS) legislation and the Privacy Act.

We encourage you to ask questions if something is not clear & to be respectful and supportive of other volunteers, both throughout this training & also on the festival day.

You are the first contact that the public will have at the event, and as such, are integral to the success of the Sussex Inlet Scandinavian & Viking Festival.

On behalf of Sussex Inlet District Chamber of Commerce, we convey our sincere appreciation and thank you for Volunteering.

Viking Volunteer Coordinator

### **1. Why Complete a Health and Safety Site Orientation?**

The Sussex Inlet District Chamber of Commerce is committed to the health and safety of all volunteers which is an important responsibility we all share. You are required to read this Site Orientation Manual and complete the online Site Orientation prior to commencing volunteering for the event.

## **2. Your responsibilities as a Volunteer**

As a Volunteer you must take reasonable care for your own and other people's health and safety. For example, if you see an electric cable on a path which may be a trip hazard to yourself or other people, we expect you to try and remedy the situation, BUT not at the risk of putting yourself in danger. If you think you are in danger, please seek the assistance of other volunteers or the volunteer coordinator.

## **3. Activity Statement – Position Duties**

The Activity Statement provides a general overview of the duties of your volunteer position including health and safety expectations (see example located at Appendix A).

## **4. Site Orientation**

Before commencing any voluntary activity, you will have been inducted onsite, and you understand the risks associated with the site. On the day there could be changes to a site, changes in the weather, a new activity, and the introduction of new equipment can bring additional or changed risks to health and safety. When such changes occur, you will be notified.

## **5. Reporting Incidents and Injuries**

If there is an accident, illness, or injury at your duty position, you **must** report any information to your Volunteer Coordinator on the day immediately. This is required to allow the Sussex Inlet District Chamber of Commerce to manage the incident within required time frames and also allows for preventative actions to be taken.

## **6. First Aid**

If you, a person involved in the event or a member of the public requires medical support, please contact the Volunteer Coordinator who will contact First Aid Officers they will be available at the event stationed near the RSL cenotaph Jacobs Drive.

## **7. Personal Protective Equipment (PPE)**

You will be provided with a Hi Vis vest.

Please bring a small carry bag (always keep it with you) with a water bottle, sunscreen, phone, and any medications you may need.

## **8. Sun Protection**

When working outdoors it is strongly advised to wear a broad brim hat, protective clothing, sunglasses & sunscreen. Seek shade where possible and keep hydrated. Water & sunscreen will be available at the Volunteer Coordination tent. You may also require wet & cold weather protection.

## **9. Fire and Evacuation Procedures**

Should there be an emergency at the event precinct, the Emergency Evacuation Procedure will be implemented & evacuation points will be accessed. These will be highlighted during the online Site Orientation on the Vikings map. Please stay calm, follow emergency staff directions & assist people to move to the evacuation points as quickly & calmly as possible.

## **10. Manual Tasks**

Stall holders & other event participants are responsible for setting up & dismantling their own sites. Therefore, we do not anticipate that you will undertake any manual tasks. However, if you do decide to help with manual tasks, consider factors that affect the risk to your body, such as the duration and frequency of manual tasks, weights, your skills and experience, your age and health, clothing, and any other relevant factor. Only you know what is safe to lift for yourself.

## **11. Standards of Behaviour**

### **Dress**

Volunteers will be issued with a red vest, to assist with identifying you as an event official. However, when working outdoors you are advised to wear a long sleeve shirt with collar, loose fitting long trousers, enclosed footwear, a hat with a broad brim and sunglasses. You may wear Viking costumes, as long as they do not inhibit your duties or place you at risk of an accident.

### **Alcohol and Drugs**

Persons engaged in volunteer activities are not to possess or be under the influence of alcohol or drugs. Persons taking prescription drugs that may affect their work must notify the Volunteer Coordinator prior to commencing the shift.

## **12. Equitable Treatment of People and Situations**

We ask that Volunteers treat members of the public & event colleagues fairly and equitably and with respect, courtesy, compassion, and sensitivity.

Volunteers shall not act contrary to any law in their voluntary capacity and shall not act unreasonably, unjustly, oppressively or in a discriminatory manner.

Volunteers shall not engage in any form of conduct, in the performance of their duties, which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct.

## **13. Insurance**

### **Personal Accident Insurance**

The Sussex Inlet District Chamber of Commerce Incorporated has taken out personal accident insurance cover for volunteers whilst performing Volunteer activities, as required by law.

Volunteers are required to act in a responsible manner and in accordance with procedures. Wilfully or deliberately causing injury is not covered by Sussex Inlet District Chamber of Commerce's insurance. Any accident that occurs whilst performing your duties should be reported to the Volunteer Coordinator as soon as possible.

## **14. Volunteer's Personal Property**

Volunteer's personal items are not covered by Sussex Inlet District Chamber of Commerce's insurance whilst undertaking volunteer activities. Volunteers are encouraged **not** to bring or wear items of any significant value (including jewellery). All attempts should be taken to secure personal items against theft, damage, or loss.

## **15. Privacy**

Your personal details, provided to the Sussex Inlet District Chamber of Commerce, through Volunteering for the Scandinavian & Viking Festival, will be managed in accordance with the Privacy Act (1998).

## Viking Festival Site Orientation 2026

Your personal information will only be used in relation to your duties as a Volunteer. This includes the Volunteer forms, information that confirms your attendance at training for the event and an emergency contact number for next of kin, in the event of injury and illness.

Your personal information will not be sold or distributed to third parties, unless required by law.

The Sussex Inlet District Chamber of Commerce has contracted a third party to take photos and videos for media release and promotional purposes. Please note that by agreeing to be a Volunteer for the event, you agree to being filmed or photographed and for that to be used in the media, website and social platforms.

**Appendix A - Volunteer Activity Duties**

No	Position	Shift Times
<b>Shift times and duties vary according to station and will be confirmed at Site Orientation or via email</b>		
	Ticket Sales	9.30am – 12.30pm 12.30 – 3.30pm
	Main Gate – Jacobs Drive	Welcome, marshalling, ticket scanning (phone or printed) wrist bands, information, reporting.
	North Gate	Welcome, marshalling, ticket scanning (phone or printed) wrist bands, information, reporting.
	Car Park 1 Gordon Street	DISABLED PARKING & drop off, Parking control, event information
	Car Park 2 Catholic Church	Parking Control, event information
	Set up & take down	Report to Electrical, Equipment, Logistics Signage & Stalls Coordinator Assist in laying out the Precincts, put up bunting, cabling etc. Manual lifting may be required.
	Other	To be advised at Site Orientation

**Please log on at the Information Tent  
15 Minutes prior to your shift time.**