

Friends of Putnoe Woods & Mowsbury Hillfort

Winter Wassail Event @ Mowsbury Hillfort

Event Safety Management Plan

Date: Tuesday 10th January 2017

Time: 7.15 pm—9.45pm

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1 Safety Policy

- 1.1 The Winter Wassail event is organised and run to comply with the Health and Safety Procedures as detailed in Bedford Borough Council's Safety Manual Section 3 EO2 Event Safety.
- 1.2 The event is also organised in line with the Health & Safety Executive Event Safety Guide 2000 and this documentation is prepared in accordance with that guidance.
- 1.3 Andy Wilkins (Chair of Friends of Putnoe Wood and Mowsbury Hillfort) acts as Event Overseer and John Wallace as Event Coordinator, they share responsibilities for event activities. Danny Fellman (Country Park Ranger) taking the role of Event Safety Officer. Jon Bishop (Hemlock Morris and Country Park Ranger) acts as liaison with Hemlock Morris and Master of Ceremony at the Event.
- 1.4 The Event Team consists of the three persons named in 1.3 plus named stewards Marion Wallace, Helen Wilkie and Alison Wilkins (and additional Friends PWMH acting as stewards).
- 1.5 Event Overseer and Safety Officer have undergone a range of Health & Safety courses and appreciate the vital importance of adhering to Council policy and safe ways of working.
- 1.6 This is the fourth year of running the event plus the team have experience of running other events in a safe manner over many years. Practical experiences and lessons learned during these other events have informed and influenced the organisation of the event with safe methods of working adopted as good practice. Regular event meetings are undertaken and Health & Safety aspects discussed and agreed for all elements of the organisation and implementation.

2 Event & Venue Details

Event Ethos

- 2.1 The event, organised by the Priory Ranger team in partnership with the Friends Group, is being held at the Hillfort site Ravensden. It is a community event with free entry, but a suggested donation of £2 per person going towards the costs of refreshments. The aim of the event is to bring this area of historical interest to life through a traditional event as part of the development and promotion of the Friends group and of volunteering/appreciation of the Borough's green spaces in general.
- 2.2 The ethos of the event is that of a historical and educational event to celebrate local history and culture with Borough residents who have shown an interest in the site. The aim is to use the event to engage with local residents, raise the profile of the site and attract new members to the Friends Group and/or to wider volunteering in the Borough.

Audience capacity & profile

- 2.3 The estimated figure for the purposes of this safety plan is approximately 120 people. Promotion consists of invitation to the volunteers and their friends and family, the Friends Facebook Page and Twitter, the council intranet, local shops, churches, plus posters in local parks.
- 2.4 The majority of the attendees are expected to be from the local area as this is the target audience.

Venue Description

- 2.5 The event is being held within the barriered top section of Mowsbury golf club car park and at the orchard which lies within Mowsbury Hillfort at the rear of Mowsbury Park, an urban park to the north of Bedford Town Centre. The top section of the car park is shut by a barrier throughout the winter, so not used for car parking. At this time of year and time of day it is not anticipated that the orchard will have many existing visitors. The location of the event is away from the main hub of the park.
- 2.6 There is no existing infrastructure in place at the orchard site; however there are toilets available in the Golf Club facility adjacent to the site. Temporary litter bins will be on site in the orchard for attendees to dispose of any litter. After the event all litter will be removed from site. No other additional infrastructure is considered to be required for an event of this size and duration.

Park buildings

- 2.7 No park buildings are being used for the event.

Toilets

- 2.8 Due to the low numbers expected at this event (booking is advertised as essential) toilets are not required as part of the event. Toilets are available in the adjacent Golf Club facility.

Water

- 2.9 Drinking water will be available and held by the Event co-ordinators.
- 2.10 In case of emergency, hot and cold water is available in the nearby Golf Club facility.
- 2.11 Water is available adjacent to braziers in case of emergency.

Refuse

- 2.11 Temporary litter bins will be on site for attendees to dispose of any litter. After the event all litter will be removed from site. The site will be checked in daylight the next day to ensure no litter remains.

Access & exit

- 2.12 Vehicular access for attendees is only required in order to parking. The actual event will not involve vehicles. Attendees will be required to walk to the orchard site from the adjoining car park. A council 4WD vehicle, which is able to access within 15 m of the orchard site will be available for emergencies if required.
- 2.13 Event team members will be wearing high-viz jackets to identify them to attendees.

Parking arrangements

- 2.14 Attendees and event staff and stewards are able to park vehicles in the golf course car park adjoining the event site. The 4WD Council vehicle will be parked adjacent to the event site.

Food

- 2.15 Refreshments (warmed apple juice or blackcurrant juice) will be provided by the Event team. This will be heated away from site in a kitchen with hand washing facilities. Water will also be available at the First Aid point/Welcome point in the event of an emergency.

Event timings

2.00 pm Site preparation work (event team plus at least one steward).

6.00 pm Set up. Route lighted. Fires set in braziers (event team).

7pm–7.15pm Arrival of visitors.

7.15 pm Event briefing.

7.30 pm (approx) Event starts.

9.00 pm (approx) Event ends.

9.45 pm Event infrastructure cleared away.

3 Site Safety Plan

Site safety is encompassed in various sections of this event safety plan. To reduce duplication and the bulk of the document, other sections may be referenced here rather than repeated in full.

Site control and stewarding

- 3.1 All event team members are listed on the following page with name and phone contact details together with details of any special responsibilities.
- 3.2 All team members will attend an event safety briefing at the end of set-up period.
- 3.3 All stewards to remain in contact by mobile phone throughout the set-up period, event duration and breakdown period.
- 3.4 Structure, stewards and communications are detailed on following pages.
- 3.5 All team members to book in with the Safety Officer on arrival or at other times by agreement with Safety Officer (some stewards may attend for specific periods only e.g. set-up, event, breakdown). Breaks, other than toilets breaks, are not envisaged during the 1-2 hours of the event.
- 3.6 A final safety inspection of the site will be conducted by the Safety Officer before the start of the event.
- 3.7 A copy of the Event Safety Plan with additional equipment lists etc will kept with the Safety Officer and Event Manager for reference by stewards.
- 3.8 A dedicated Welcome point will be set up at the golf course car park meeting point.

Communications

- 3.9 Stewards with mobile phones will be expected to have full batteries on arrival and to maintain an adequate charge for the event.
- 3.10 All stewards to remain in phone contact (see 3.3).
- 3.11 Stewards are categorised as the Event Team, who have been involved with the organisation of the event and additional stewards brought in to work on the day of the event only. All stewards are familiar with the site.

<u>Event team</u>	<u>contact</u>	<u>Particular responsibility</u>
Andy Wilkins.....	07989 795111	Event Overseer
John Wallace.....	07788410664	Event Coordinator
Danny Fellman.....	07976722693	Bedford Borough Representative,
Jon Bishop.....	07799864086	Master of Ceremonies/Hemlock liaison
Steward 1	Allison Wilkins	
Steward 2	Helen Wilkie	
Steward 3	Marion Wallace	
Steward 4	Friends Group as page 8.	

- 3.12 Under normal working conditions (i.e. not emergency contingency plan) the size of event and site does not require specific call routing. In the case of an emergency, the Event Management on site will assume overall responsibility for the event and site.
- 3.13 Where stewards have a specific area of responsibility. Calls should be directed to that steward in the first instance to reduce the likelihood of line blocking to the Event Organiser.
- 3.14 Those issues that cannot be resolved by the appropriate Steward should be referred to the Event Overseer or the Event Coordinator. Any communications concerning changes to arrangements or any other issues with safety implications must be cleared with the Safety Officer)
- 3.15 See also 3.7

Travel on site

- 3.16 All transport on site will be on foot, except in case of emergency when the Council's 4WD vehicle will be used.

Fire precautions

- 3.17 Any calls to the fire brigade made by stewards must be reported immediately to the Safety Officer.
- 3.18 A flaming torch will be used at the head of the procession. This will be carried by a member of Hemlock Morris. A bucket filled with sand will be available to douse the torch once it is no longer needed.
- 3.19 Braziers will be used to supply light, heat and add to the atmosphere of the event. The braziers will be sited to provide heat to visitors who choose to but positioned away from the areas that the attendees will parade past. Buckets of water will be available adjacent to the braziers in case of emergency.
- 3.20 Stewards to be familiarised with safety procedures and lines of communication for fire and other emergencies at briefing session.
- 3.20 Hemlock to provide flaming spirit pathway torches and are responsible for good practice and safety measures.

Noise

- 3.21 Part of the event includes making as much noise as possible for a short period. As the event site is away from neighbouring residential areas it is not considered that noise levels will be a problem.

Dogs

- 3.22 Dogs will not be banned from the event. However anyone who does bring a dog will be asked to keep them on a lead to avoid any potential risk of the dog causing a trip hazard to its owner and others when walking on the uneven ground.

4 Crowd Management Plan

Background

The numbers of attendees expected (<120 at any one time) including Hemlock and Stewards do not lead to any expectations of crowd problems normally associated with other events.

The event is in its third year; the event team are also able to draw on the experience gained from other events to maintain crowd control throughout.

The site is of varied terrain with a steep hill and undulating areas. Any trip hazards due to natural features and wildlife have been managed as much as possible by filling in holes, etc. The route will also be lit with strong torches and lamps and covered with sawdust to reflect that light. Attendees have been advised that the ground conditions are uneven. Further advice will be given as part of the event safety briefing. Sufficient event team members will be onsite to assist with escorting visitors. A member of the event team will be at the end of any group processions up and down the hill and into and out of the orchard,

Crowd control

- 4.1 The Event Overseer on site will be the prime contact for crowd management issues. Crowd management is not considered to be a high risk due to relatively low number of people. However due to the restricted areas on some of the site, attendees will be requested to move slowly and with care.

Site plan

- 4.2 The route for the walk/event has been planned to minimise risk where possible.

Signage

- 4.3 Due to the nature of the event being at night, signage is not being used. Strong lanterns will be positioned throughout the route to the orchard site and at the final destination to guide the way. In addition the Event team will all be wearing high viz jackets and carrying torches. Attendees are also asked to bring torches.

Inclement weather

- 4.4 Attendees have been advised to dress appropriately for the seasonal weather conditions and ground conditions. In the case of inclement weather, which creates a risk for attendee safety (wet/cold/ice) the Event Safety Officer will make a decision in partnership with the event team and Borough's Events Officer prior to the event on whether it should be cancelled. In the case of inclement weather during the event the Safety Officer will make a decision on whether to halt the event. If the event is halted early, all attendees will be escorted off the premises.

- 4.5 In the case of high winds prior to the event, the Event Safety Officer will make a decision on the use of braziers and flaming torch. In the case of high winds during the event, the Event Safety Officer will extinguish the braziers.

5 Transport Management Plan

- 5.1 Parking is available in the golf course car park. No additional parking arrangements are considered necessary.

6 Emergency Plan

- 6.1 In the event of a major incident, control of the area and all event personnel will pass to the Event Coordinator / Bedford Borough Representative on site.

Code words

- 6.2 Although emergencies, (other than medical) are very unlikely at this event, codewords will be used for specific incidents in emergency messages to stewards.

Fire	code blue
Bomb	code black
Civil unrest	code red
Medical Emergency	code purple*

The following persons should respond to this type of call and agree appropriate level of action and stewarding required for each incident:

Andy Wilkins	Event Overseer
John Wallace	Event Coordinator
Marion Wallace	First Aid
Danny Fellman	First Aid

Emergency vehicular access

- 6.3 The main access point (Mowsbury Golf Course entrance, Cleat Hill) will be kept clear of obstructions at all times during the period of the event.
- 6.4 Following any call for an ambulance, a steward will be positioned at the main entrance to guide the ambulance staff to the injured person. The Council 4WD vehicle will be available to transport ambulance personnel to the injured person if required.

7 First-aid Plan & Public Welfare

- 7.1 First Aid Personnel provided by Event Safety Officer and stewards on site will provide general cover during this event. The needs of the event have been assessed in accordance with the Bedford Borough Council 'Guide to Organising Safe Events' and this cover agreed upon as sufficient for the event size.
- 7.2 A specific first-aid point is not identified as the event is mobile. The event team will carry first aid kit with them at all times and attendees will be advised of this at the briefing at the start of the event.
- 7.3 The event is not considered to be large enough to require a lost child point. Any children attending are only permitted with a responsible adult who must keep their child under their supervision at all times.
- 7.4 The event team have an understanding and experience of working with outdoor events & the issues that may be raised for public welfare and how to deal with these appropriately.

Event Volunteer specific duty notes:

Fire and Brazier Stewards: John Wilkie, John Wallace, David Parratt.

Lighting for Hemlock: Martin Fannon, Sue Fannon.

Pathway candles: Lynn Caudrey, Chris Wedge, John Jordan.

Toast: Andy Wilkins.

Apple Juice and apple pies: Andy Wilkins.

Heat apple juice: Marion Wallace, Jane Warner.

Event, available friends group volunteers:

Andy Wilkins, John Wallace, Helen Wilkie, John Wilkie.

Martin Fannon, Sue Fannon, Diana Readhead, Lynn Caudrey, Sue Gadsden, John Jordon, Chris Moss, Marion Wallace, Chris Wedge, Allison Wilkins, Dave Parratt, Jane Warner, Colin Last. Mick Lilliman, Maggie West, Mary Flatres, David Flatres,

First Aid:

Helen Wilkie, Marion Wallace, Martin Fannon, Jon Bishop. Danny Fellman.

8 Risk Assessment

Introduction

The following matrix identifies risk and quantifies it. The format chosen identifies the level of risk presented by the uncontrolled hazard so the organiser can identify the severity of risk and prioritise controls.

For more detail of all safety measures applied to the organisation of this event, a table of contents is provided at the beginning of this document as reference.

Nature of Hazard	Persons at risk	L	S	Existing Organisational Precautions	Existing Physical Precautions	Additional Precaution
<p>Event timing Non daylight hours – lack of visibility, risk of trips, falls, scratches from foliage.</p> <p>Use of equipment. Torches, lamps</p> <p>Weather conditions Cold temperatures, high winds, wet conditions</p> <p>Use of braziers, flaming torch Fire risk, burns</p> <p>People Food and drink</p>				<p>Overhanging branches have been cut back.</p> <p>Lamps to be positioned on the route by event team. Charged prior to event.</p> <p>Event Safety Officer to make a decision on weather conditions prior to event and to continue to monitor throughout.</p> <p>Braziers located away from parade route.</p> <p>Hot drinks warmed in kitchen</p>	<p>Lamps to be erected along the route. Sawdust used to improve ground conditions and reflect light from lamps, highlighting route</p> <p>Visitors advised to bring torches</p> <p>Visitors advised to wear weather-appropriate clothing.</p> <p>Water adjacent to extinguish if required. Bucket of sand to extinguish flaming torch</p>	<p>Safety Talk before session. Give clear instruction and advice on movement to and through the site. People asked to walk in single file at a slow pace.</p> <p>In case of wet/icy conditions event to be cancelled or curtailed as appropriate.</p> <p>Safety talk to advise attendees not to go too close to braziers; manned by stewards during Wassail ceremony. Water available to cool burns. In case of high winds braziers to be put out.</p>

<p>Allergy, poisoning.</p> <p>Uneven ground conditions Uneven ground causing trips, slips and falls Roots and other tree matter causing trips, falls and scratches.</p>			<p>with hand washing facilities.</p> <p>Holes filled with wood chip to minimise trip hazards on day of event (archaeological site so top soil cannot be used).</p>	<p>Route illuminated with lamps and visitors to use torches to light the way. Saw dust highlights route and provides slip-resistant surface</p> <p>Site walked over thoroughly prior to event as pre check and then final check on the day of the event.</p>	<p>Safety briefing given to ask for caution moving around site.</p> <p>First aid kit carried throughout event for minor injuries.</p>
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