



Charity number 1197599

Health and Safety Policy for Brereton Big Local CIO (Events)

Introduction

Brereton Big Local CIO host events such as parades and carnivals throughout the year. Many of the events are aimed at families within the community and supported with our many volunteers who act as marshals at these events. Events held can host between 4000 – 6000 residents. Health and safety for marshals, organisers, attendees, and stall holders is of paramount importance.

Aim

We aim to hold robust policies and procedures in place to minimise any risks of health and safety breaches. Brereton Big Local CIO nominate a Trustee to take on the role of The Health and Safety Officer. Training within this area is regularly updated. We aim to plan events with health and safety considerations at the forefront.

Risk Assessments

Risk assessment is a qualitative or quantitative evaluation of the nature and magnitude of risk to our objectives and planned events. The evaluation is based upon known vulnerabilities and threats and considers the likelihood of the threats being realised and their impact on events.

Risk assessments are carried out prior to any event taking place and personalised to each individual event. Risk assessments are based on actual and theoretical risks that range from trivial to the existential. Risk assessments identify potential risks, and then able to devise action plans to minimise or prevent the risks. Examples of what may be included, this list is far from exhaustive.

- Electrical safety
- Fire safety
- Gas safety
- Harmful substances
- Machinery and equipment
- Stage requirements
- Barrier requirements
- Entrances and Exit
- Fire and Ambulance requirements
- Police and marshalling requirements.
- Noise
- Personal protective equipment
- Slips and trips.
- Road safety
- Alcohol related incidence
- Public incidents
- Food and hygiene
- Welfare facilities
- Final site design

Any external companies in attendance of events, for example store holders or bouncy castle businesses must also complete their own Risk assessments and method statements.



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Insurance Cover

Brereton Big Local CIO hold Public Liability Insurance. The certificate is displayed in Brereton Community Hub. Any external companies in attendance of events, for example store holders or bouncy castle businesses must also hold UpToDate Public Liability Insurance

Health and Safety Awareness

Event organisers and Brereton Big Local CIO are not only responsible for ensuring minimal risks to health and safety of all in attendance at any event but for informing or training volunteers or marshals at events. Marshals are given their own responsibilities/expectations and made exceptionally clear related to health and safety protocol, particularly with emergency evacuation procedures. Marshals and event organisers personal welfare is also of importance, providing ample refreshment resources and regular breaks from duty.

Brereton Big Local CIO also hold responsibility for sign posting entrances, exits, emergency exits, lost child tents, first aid tents, one-way systems and making visually clear who marshals, or event's organisers are by the wearing high visibility jackets to all in attendance of events.

Managing Crowds

Events organised by Brereton Big Local CIO may vary from small scale events to large carnivals. Brereton Big Local CIO are aware of the importance of not overcrowding at any event. This will prevent:

- Blocking of emergency exits
- Congestion of entrance and egress and walkways.

Events at Brereton Community Hub has the capacity communicated clearly within the terms and conditions of hire.

Events such as parades are usually by invitation, therefore, providing a greater indication of attendees.

Events such as carnivals can host up to 6000 residents, it is vital to be aware of the capacity each event can safely hold. Entrance marshals may be required to use an attendance clicker to ensure the maximum capacity of the event is not exceeded. In addition, marshals may be required to encourage attendees to disperse from crowded areas.

Furthermore, to avoid overcrowding within certain areas walkways will not be kept clear from obstruction and there will be clearly marked out queuing systems for entrances and egress of attractions to avoid further crowd congestion. To use in conjunction with the risk assessment and event map.



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Barriers

Barriers may be required and serve several purposes related to safety at events. They:

- Help manage and influence the behaviour of crowds, to line routes and to prevent visitors climbing on top of temporary structures and putting themselves at risk of falling.
- Relieve and prevent overcrowding and the build-up of audience pressure.
- provide physical security, as in the case of a high-perimeter fence at an outdoor event.
- Shield hazards from people.

Brereton Big Local CIO would use a reputable, skilled, knowledgeable company that can advise on the type of barrier required for the event being held. Considerations:

- The purpose of the barrier
- The layout of the barriers
- Ground conditions
- Would there be 'load' on the barrier such as crowd pressure.
- Are there any water pipes or electrical cables that could affect the installation.
- Visitor attendance expectations

Brereton Big Local CIO would ensure the correct documents have been received such as copies of Public Liability Insurance and risk assessments. Brereton Big Local CIO would ensure time, entrances and exits are clearly planned for assembly and disassembly of barriers.

Children's Safety

Many of our events include families, so therefore, children must also be considered during Health and Safety Assessments. Although children are usually the responsibility of their parents/carer at such events, Brereton Big Local CIO hold responsibilities to minimise the risk of a health and safety breach.

- All out of bound areas will be clearly marked and cordoned off.
- There will be a lost child tent (see Lost Child policy)
- Where required, volunteers will be DBS checked.
- Marshals are in attendance of entrance and exits.

Electrical and gas equipment

Events may require the need for electrical/equipment. Brereton Big Local CIO hold responsibility to ensure that all electrical contractors are adhering to BS 7909:2011 Code of practice for temporary electrical systems for entertainment and related purposes

- All electrical/gas equipment in use at events are required to conform to safety requirements and UpToDate checks.
- To provide an event plan or map of electrical requirements prior to installation.
- Where possible use electricity from an existing supply, if not possible, generators will be supplied
- Ensure electrical suppliers will:
 - Check that the supply or generator will be able to cope with the demand you are likely to place on it.
 - Always use the lowest voltage possible, e.g., 110v or less
 - Always use residual current detectors (RCDs)



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- Make sure any portable electrical equipment is tested regularly and has an in-date tag.
- Make sure any temporary cabling is safely installed and connected and won't cause a trip hazard.
- Ensure any 240v extension leads are completely unwound to avoid the risk of fire from heat building up in the cable.
- Heaters, sockets, BBQs that include wires and leads are safely guarded to prevent electrical or trip hazards.
- There are sufficient electrical points or sockets to prevent over-loading.
- All external businesses/stall holders must adhere to the same safety requirements.

Hygiene

Good personal hygiene is one of the best ways to protect yourself from getting gastro or infectious diseases such as COVID-19, colds, and flu. Washing your hands with soap removes germs that can make you ill. Maintaining good personal hygiene will also help prevent you from spreading diseases to other people. Brereton Big Local CIO endeavour to:

- Provide warm running water and soap.
- Provide sanitising products if running water not available.
- Providing protective clothing such as aprons and gloves as required

Waste and Litter Management and Disposal

Most events create a lot of waste, including paper and cardboard, food waste, glass, plastics, cans, construction materials and even medical waste from first aid stations.

Brereton Big Local CIO are aware of the health and safety implications if waste and litter and not disposed of correctly, it may create:

- A fire risk (see Brereton Big Local CIO Events Fire safety Policy)
- A greater risk of accidents if waste such as broken glass is not disposed of.
- Hygiene and health risks.

Brereton Big Local CIO hire liaise with Cannock Chase County Council in advance of an event to hire and book suitable waste disposal bins.

Brereton Big Local CIO ensure:

- To book an adequate amount of waste disposal/recycling bins based on the size of the event and expected attendance.
- To plan where waste disposal bins will be positioned.
- To allocate waste disposal marshalling roles, to empty into larger bins with lids as and when required.
- To provide appropriate personal protective equipment for marshals emptying waste disposal bins
- To allocate litter picking roles during and after the event.
- To plan with Cannock Chase County council for collection of the litter and waste disposal bins.



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Equipment

Brereton Big Local CIO may be required to purchase or hire equipment and resources prior to the event taking place. This may include staging and lighting. Brereton Big Local CIO holds responsibility for:

- Purchasing/hiring from a reputable manufacturer/company.
- Organising contractor site meetings
- Purchasing equipment or resources that must comply with relevant British safety standards (including fire safety standards and load bearing capacity)

Brereton Big Local CIO also hold responsibility for equipment safety checks and any equipment deemed unstable/unsafe must be repaired or discarded.

To be used in conjunction with the Brereton Big Local CIO Marquee and Equipment Hire Policy and event risk assessment.

Food and Drink

Brereton Big Local CIO often host events that will include the sale of food and drinks, this may be in the form of ice cream vans, cake stalls or burger vans. It is Brereton Big Local CIO's responsibility to ensure:

- Any external companies attending events comply with food and safety and hygiene regulations.
- Any volunteers/marshals serving food or drinks have been made aware and will abide by the Brereton Big Local CIO Food Handling Policy
- All food and drink are stored appropriately dependant on requirements.
- Allergy information signs are displayed where applicable.
- Alcohol sales require a Temporary Event Notice
- Alcohol can only be served to over 18s, with a 'challenge over 25s' policy.

Brereton Big Local CIO have the right to refuse the serving of alcohol if any person appears over intoxicated and a harm to themselves or others.

Fire Safety

Most fires are preventable. Brereton Big Local CIO hold a thorough Fire safety policy and risk assessment to meet the prevention criteria of a fire risk. Fires need three things to start – a source of ignition (heat), a source of fuel (something that burns) and oxygen:

Based on the findings of the assessment, Brereton Big Local CIO ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire. To be used in conjunction with Brereton Big Local CIO Fire Safety policy

Emergency Evacuation

However, robust the Brereton Big Local CIO policies and risk assessments it is still vitally important to plan an emergency evacuation procedure for each individual event. If an event is held at the Brereton Community Hub, then the evacuation procedure is clearly displayed on the premises.

Brereton Big Local CIO may host events such as carnivals and parades. These events are primarily held outside. There may be many reasons why evacuation is required, and although unlikely to occur there can be no guarantee. Examples may include:



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- A fire
- Terrorist attack.
- A member of the public violent attack.
- Obstructions or falling objects (such as trees)
- A first aid emergency requiring helicopter/paramedic access.

Brereton Big Local CIO plan individual evacuation procedures for each event. It is a priority that all organisers, volunteers, marshals, stall holders and attendees are made aware of the procedure. Considerations when planning:

- The number of attendees expected to attend.
- The number of exit points.
- The roles of marshals and organisers (to be used in conjunction with Brereton Big Local CIO marshalling policy)
- Evacuation routes, considering alternatives and size or width.
- Assembly point/s, considering distance, size, and safety to access (such as roads)
- Communication of missing person/s
- Register of attendees (if required) and emergency contacts.
- Register of organisers, marshals, and stall holders. Emergency contact details.

Road Closure

Brereton Big Local CIO may host events where Road closures are necessary for safety of all, for example, a procession leading to the carnival. In this instance, Brereton Big Local CIO would apply to Cannock Chase County Council in advance of the event (Usually 12 months for large, planned events). In addition to this Brereton Big Local CIO are required to contact:

- All residential properties
- All businesses
- All bus companies.
- All emergency services.

First aid

However, robust the Brereton Big Local CIO policies and risk assessments it is still vitally important to ensure that there is a First Aid trained event organiser or marshal at each event. During larger events, such as carnivals, a First Aid tent will be pitched in a central position, clearly signed. Brereton Big Local CIO will provide First Aid equipment at each event. The content is regularly checked alongside the use by dates by The Health and Safety officer. All organisers, marshals and First Aid officers will be aware of the nearest defibrillator location. First Aid accidents will be logged in the Brereton Big Local CIO First Aid Book

Accident/Incident Recording

After any Health and Safety accident/incident will need clearly recording on the Brereton Big Local CIO Health and Safety, Welfare and Safeguarding Incident Reporting Form.



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This policy should be used in conjunction with the following policies:

- Brereton Big Local CIO Marshalling policy
- Brereton Big Local CIO Fire Safety Policy
- Brereton Big Local Risk Management and Risk Assessment Policy
- Brereton Big Local CIO Lost Child Policy
- Brereton Big Local CIO Marquee and Equipment Hire Policy
- Brereton Big Local CIO Anti-harassment Policy
- Brereton Big Local CIO Event Risk Assessment

To be reviewed and signed at the next AGM.

Signed & Agreed by all Trustees on date:	Policy version:	Review Date:
	V.1 11-22	11/2023