



Charity number 1197599

Marshalling Policy for Brereton Big Local CIO (EVENTS)

Introduction

Brereton Big Local CIO hosts 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, for these events, marshals and stewards are essential as the role they play is of paramount importance to the smooth running of the event and that it also runs within designated guidelines.

Who can Marshal?

Brereton Big Local CIO plays host to a large bank of volunteers. The volunteers, trustees and event organisers from Brereton Big Local CIO are who act as marshals for events.

Marshalling Roles

Marshalling can take on many different roles and include:

- Safe car parking guidance and direction
- Road safety, particularly during processions or parades
- Entrance and exiting marshalling and safety during attendee queuing.
- Crowd control and direction.
- Acting as a point of contact, for example guiding to the toilets or refreshment stands.
- Health and safety marshalling for example supporting First Aid Requirements
- Supporting safety and wellbeing of attendees, for example if a child has gone missing or a fire safety emergency.
- Supporting stall holders, waste disposal and litter picking.

Brereton Big Local's Role

Brereton Big Local will allocate marshalling roles based on volunteer's skills, knowledge, and experience within certain areas. For example, dealing with a lost child situation will always be supported by a DBS checked, experienced marshal.

Brereton Big Local CIO will ensure there are sufficient marshals based on the size of event and volume of attendees predicted.

Brereton Big Local CIO will ensure the personal welfare of the marshals is met. They will provide:

- Drinking water if fresh water is unavailable, bottled water stations will be available.
- Toilet breaks
- Food breaks
- Correct equipment, such as personal, protective equipment if required.

Marshalls will be provided with a Brereton Million 'high visibility' jacket to wear. This is imperative when supporting road safety or car parking, but also highlights their role as a marshal to enable attendees to identify that point of contact. The high visibility jacket also gives credibility and official status, this being vital when offering direction or dealing with an emergency.



Charity number 1197599

Marshals will have clearly communicated roles and the expectations of that role. Marshals will always have their own point of contact, usually the marshal lead or event organiser who will be available in person and via radio control throughout the event. Brereton Big Local CIO will:

- Host a meeting within the week before an event to communicate roles and expectations, health and safety and emergency procedures in preparation for the event.
- Host a debrief meet on the day of the event to allocate any equipment, such as radio control and high visibility wear. This also gives the opportunity to reiterate the roles and responsibilities and to answer any questions.

Marshals will be instructed on the procedures and their roles if emergencies such as a fire, terrorism incidents, lost child circumstance or a violent situation occurs. Their priority will be to keep themselves safe and never put themselves at risk and guide event attendees to safety. They will be made aware of emergency exits and meeting points.

This policy will be used in conjunction with the Brereton Big Local CIO volunteer policy, the events fire safety policy, the lost child policy, the events health and safety policy and event risk assessments.

