

Inland Waterways Association

I W A Festival of Water

Event Safety Plan

Regatta Meadow St. Neots 2018



Supported by



St Neots
Town Council



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1. Introduction

The IWA Festival of Water will take place at Regatta Meadow, Cross Hall Road, St Neots on the River Great Ouse from Saturday 25th August to Monday 27th August 2018. Boats will arrive by Friday 24th August. Moorings will be alongside the meadow

We are expecting approximately 120 boats to attend the event. Between four and six thousand members of the public are expected to visit per day over the three public days depending on the weather. We anticipate a maximum of 3000 visitors on site at any one moment. Trade stalls, caterers and entertainments will be found on site, as well as activities based on the waterway.

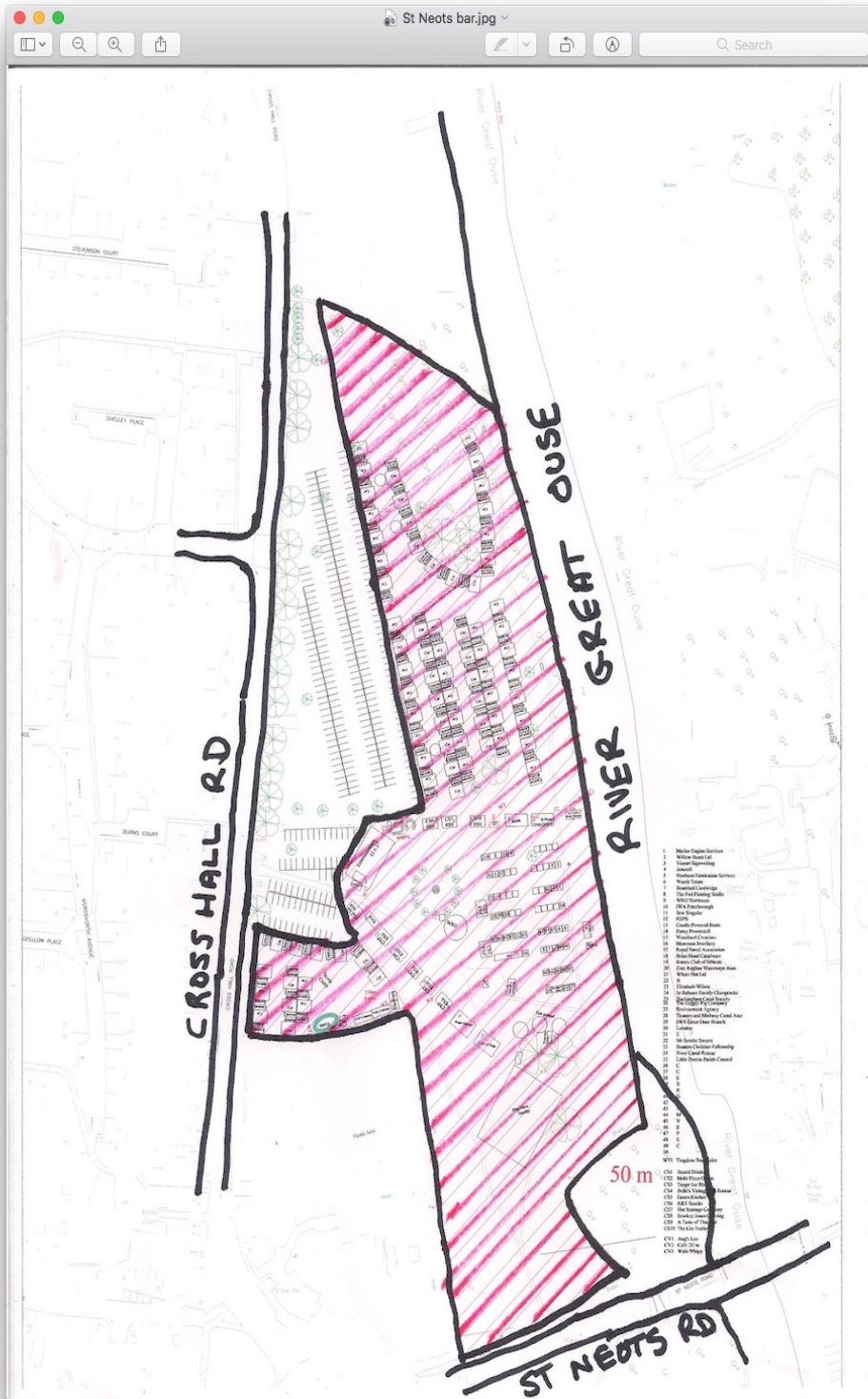
There will be a Festival Volunteer workers secure compound for accommodation and a Festival Campsite located within the site.

The Event is organised by IWA Events Team, a committee of The Inland Waterways Association. It is supported by Huntingdonshire District Council, St Neots Town Council and the Environment Agency.

2. Purpose

This Event Safety Plan has been produced in order to identify possible risks to anyone attending the Event (visitors, volunteers, authorised event personnel, contractors etc.) and to ensure that they are mitigated as far as possible

Site Location



The festival will utilise the whole of Regatta Meadows, but the premises licence is restricted to the area hatched in red

3. Event Safety Policy

It is the policy of the organisers to provide a safe environment for anyone attending or working at the IWA Festival of Water. All volunteers will be briefed on health and safety matters before commencing any work on site and will be required to declare that they have been briefed and understand their health and safety responsibilities. See Appendix 2 Volunteer Health and Safety Briefing, and Appendix 3 Volunteer Health and Safety Declaration.

4. Risk Assessment

A full risk assessment is attached in Appendix 1 of this document.

All traders and exhibitors, entertainers and children's activities are required to provide their own risk assessment for their activities along with details of their insurance cover. These are held on site by the organisers.

All contractors are required to provide their own risk assessment and method statements for their activities along with details of their insurance cover. These are held on site by the organisers.

5. Event Safety Team

David Venn	Safety Officer
Dave Hearnden	Site Director & Duty Incident Officer
Jane Elwell	IWA Events Chairman & Supply Director
Christine Denton	Commercial Director
Mike Moorse	Waterspace Director
Barbara Bridge	Entertainments Director
Mike Elwell	Director

6. Setting-up Arrangements

The site will be set up from Tuesday 21st to Friday 24th August. There will be contractors, exhibitors and our volunteer workforce on site.

7. Event Opening Hours

The entire site is open to the public 24 hours per day but trading will be restricted to the following hours:

Friday 25 th August	No trading
Saturday 26 th August	10.00 to 18.00
Sunday 27 th August	10.00 to 18.00
Monday 28 th August	10.00 to 17.00

Bar and Entertainments

Friday 25 th August	19.00 to 23.00
Saturday 26 th August	11.00 to 23.00
Sunday 27 th August	11.00 to 23.00
Monday 28 th August	11.00 to 23.00

Sunday excepted. Access to evening bar and entertainments for wristband wearers only.

Festival Campsite

Will be open Thursday 23rd August from midday and will close Tuesday 28th August at midday.

8. Emergency Services

The Police, Fire, and ambulance service have been informed of the event and made aware of the RVP "Rendezvous Point" as identified in section 13.1.

First Aid

First Aid provision will be supplied by the Mediwest , Unit 18 Danton Manor Estate, Ippleton, Devon, TQ12 5TZ . They will have a base on the site. A 4x4 ambulance for extraction. 3 x IHCD ambulance crew. 1 x First Aider with extended skills

9. Welfare Arrangements

Lost Children

See 13.7 Missing Persons.

Lost Property

All lost property will be dealt with at the Information Point.

Disabled Arrangements

No modifications are required to the site as there is already suitable access. Disabled toilet facilities will be available.

Security & Stewarding

Security and stewarding will be provided during the weekend by a combination of volunteers and contracted security personnel.

Professional security and stewarding by SIA accredited personnel will be on site round the clock from 18.00 on Wednesday 23rd August to 08.00 on Tuesday 29th August.

10. Communication Systems

A public address system will be installed to provide public information during the event. This will also be used for safety announcements.

Communication between members of the organising team will be by portable two-way radios and/or by mobile telephones. See Appendix 4 for Event and Emergency contacts and radio channel allocations.

11. Displays, Demonstrations & Entertainments

Water Based

- Illuminated Boats
- Boat Handling Competition
- Trip Boat
- Canoeing and Paddle boarding

Land Based

- Daytime musical entertainment
- Evening entertainment for wristband holders in the marquee

12. Transport Management

Site Speed Limit

There will be a site speed limit of 5mph. The Site Team will monitor all vehicle movements on site.

Vehicle Access During Event

No vehicle, other than emergency services, is allowed to move on site whilst the event is open to the public. Should an emergency vehicle need to access the site it will be met at the designated Rendezvous Point and escorted by a marshal through the site.

Clearance of Site after Event

The trade site will be cleared after the public have left the site on Monday 27th August and during Tuesday 28th August. There will be contractors, exhibitors and event volunteer workforce on site. The volunteer work camp will disperse by Wednesday 29th August.

13. Emergency Plan

13.1 Rendezvous Points for Emergency Services

In the case of an emergency or other major incident occurring at the event, the Rendezvous Point has been designated, as

RVP 1 Adjacent Barley Mow PH, Cross Hall Road

13.2 Duty Incident Officers

The Site Director, **Dave Hearnden**, will be the Duty Incident Officer, (DIO). He will operate on behalf of IWA Events, with responsibility for declaring any emergency and co-ordinating the response with the Emergency Services. The DIO will agree the most appropriate RVP(s) with the Emergency Services and will dispatch sufficient volunteers and security guards to direct the Emergency Services vehicles from the RVP to the incident.

The DIO or his appointed deputy will continuously monitor Emergency Channel 2 throughout the event.

In the event of an emergency, the DIO will assume control of the emergency response and will become the point of contact between the event team and the emergency services. If an emergency arises, the Site Team will continue to manage those elements of the Event that are not involved in the emergency. They will also:

- Ensure that the DIO has access to any assistance or equipment needed to deal with the emergency.
- Liaise with the directors of IWA Events and the trustees of IWA should this become necessary.
- Liaise with outside organisations (excepting the emergency services) as necessary.

13.3 Site Evacuation

The Duty Incident Officer will make any decision to evacuate the site, after consulting with the emergency services as appropriate.

Should the decision be taken to evacuate the site, the DIO will inform Security immediately.

An announcement will be made (and repeated) over the Public Address System as follows:

Ladies and Gentlemen, please evacuate the event site. Once the incident has been dealt with, you will be re-admitted to the event site.

All available volunteers will then if possible conduct a line sweep of the site to ensure that it has been cleared, whilst ensuring that all access routes are clear.

13.4 Incidents at any Time

During the daytime, the Duty Incident Officer will request that the Site Team change to Channel 2 and will delegate members of the team to attend any Incident that may require Emergency Services.

On reaching the incident they will provide a report back to the DIO who will take the appropriate action(s). If the Emergency Services are required, the DIO will dispatch appropriate volunteer staff to the selected RVP(s) to direct the Emergency Services to the incident.

If an incident occurs on the moorings, the Harbourmaster or his deputy will radio full details of the incident on Channel 2 to the DIO, who will take control of the incident and co-ordinate an appropriate response.

The Site Team will ensure that all routes to and from the site are kept free of traffic, halting all traffic movement not associated with the emergency.

13.5 Fire Procedure

Fire is always a dangerous threat and it can spread very quickly indeed – disastrously so in a boat or camper van. This procedure assumes that you can quickly contact the DIO, who is well placed to make an effective 999 call and subsequently liaise with the emergency services. However, if you have any doubts at all about how to respond to a fire,

DIAL 999 YOURSELVES AND THEN INFORM THE DIO.

Site location

Regatta Meadow, Cross Hall Road, St Neots, PE19 7AB

13.5.1 Fire on Site

Report the fire and location on Channel 2 to the DIO, who will take the details and dial 999, advising of the most appropriate RVP(s). If in doubt

When the fire has been reported to the DIO:

Clear the area of the public, exhibitors and entertainers.

When this has been done, and if it is considered safe to do so, use the appropriate type of fire extinguisher to tackle the fire. (Extinguishers will be distributed at fire points located around the site.)

DO NOT PUT YOURSELF OR OTHER PEOPLE AT RISK.

If it is safe to do so, remove any portable items such as tents from the vicinity of the fire.

13.5.2 Fire on a Boat

If you can do so safely, attempt to ensure that all occupants have been evacuated.

Raise the alarm and inform the Harbourmaster.

The Harbourmaster will report the fire and location on Channel 2 to the Duty Incident Officer, who will take the details and dial 999, advising of the most appropriate RVP(s).

When this has been done, and if it is considered safe to do so:

Remove adjacent boats to a safe area.

Use the appropriate type of fire extinguisher to tackle the fire. There will be a fire point at each mooring area and all boats will also carry serviceable fire extinguishers.

DO NOT PUT YOURSELF OR OTHER PEOPLE AT RISK.

13.5.3 Fire in a Vehicle, Caravan or Tent

If you can do so safely, attempt to ensure that all occupants have been evacuated.

Report the fire and location on Channel 2 to the Duty Incident Officer, who will take the details and dial 999 if this has not already been done, advising of the most appropriate RVP(s).

When this has been done, and if it is considered safe to do so, take any reasonable action to remove any other caravans, cars and tents etc. from the area around the fire to try to prevent it spreading.

Fire extinguishers will be distributed around the campsite, located at fire points, and should be used if it is safe to do so.

DO NOT PUT YOURSELF OR OTHER PEOPLE AT RISK.

13.6 Water Incidents

If a person falls into the canal, throw a lifebelt near to the person in the water whilst keeping hold of the rope attached to the lifebelt. Alert the Harbourmaster who will report the incident and location on Channel 2 to the Duty Incident Officer.

DO NOT PUT YOURSELF OR OTHER PEOPLE AT RISK.

A First Aider should be called to the scene.

13.7 Missing Person(s)

When using radios, use plain English, as all radio users will have earpieces, giving privacy.

Use discretion in public areas where you may be overheard. Do not discuss a lost or missing person or child with any member of the public unless specifically asked to do so by the DIO.

It is the policy of the Organisers to verify the relationship between a missing person and the rest of their party and accordingly persons reporting the incident and the missing person are initially taken to separate locations as described below.

13.7.1 Daytime Missing Person Procedure

The person receiving the initial report of a missing person should try to put the person making the report at ease and take them to the **First Aid Tent**. Then the following steps should be taken.

1. The First Aid Tent should then be cleared of all non-essential personnel to provide privacy to the individual(s). (In effect the person making the report is afforded the same privacy as a medical casualty.)
2. A member of the DIO's site team should take all relevant details, including a description of the missing person, and another member of the team should contact the DIO on Channel 2.
3. The DIO will immediately seek support from the Site Team.
4. Following a rapid review of the facts the most likely response will be:
 - Dispatch nominated teams to site or car park exits.
 - Execute a full sweep of the site using all available volunteers.
 - Consider closing car parks or site exits depending upon the situation.

If after a full sweep of the site the missing person is not found then the emergency services will be alerted.

13.7.2 Found Person(s)

On finding a person who has lost contact with their group, or on being advised of such a situation, the following steps should be taken.

1. Contact the DIO on Channel 2.
2. The DIO will immediately send a suitable volunteer and either a Security Officer or a member of the Site Team to the scene.
3. The found person will then be escorted by a **minimum of two people** at all times to a location advised by the DIO (normally the Information Point).
4. The Information Point will be cleared of all non-essential people but a **minimum of two volunteers** will remain with the found person at all times.
5. Once at the Information Point (if not earlier) as much information as possible shall be taken from the found person by the Site Team, and appropriate steps taken by the DIO to try to locate the rest of the party.
6. Public Announcements will not normally be made.
7. Upon locating or identifying the rest of the party appropriate checks will be made by The Duty Incident Officer before re-uniting the parties.

13.8 Emergency Incoming Telephone Calls – Terrorist Threat

If information is received by one of the volunteer team on site, it must be passed immediately by radio contact to the DIO who will contact the Emergency Services.

In the event of a Terrorist or Bomb Threat being received by telephone, the person receiving the call should try to ascertain:

- The exact location of the potential threat
- When is it going to detonate?
- What does the package look like?
- What is the type of explosive?
- Why was it placed?
- Has a code word been issued?

During the conversation with the caller, try to get as much information as possible about the bomb or other threat. Some people who place these bombs may wish to avoid injury or death, so request more information by expressing the desire to save lives.

Things you should listen for:

- **Origin** – private phone, coinbox, mobile, internal.
- **Caller** – juvenile, adult, male, female.
- **Type of voice** – loud, soft, rough, educated, high-pitched, deep, disgusted.
- **Speech** – fast, slow, distinct, blurred, stuttered.
- **Language** – obscene, coarse, normal.
- **Accent** – local, regional, and foreign.
- **Manner** – calm, angry, rational, irrational, coherent or incoherent, deliberate, hysterical, aggressive, humorous, drunk
- **Background noises.**

If the call is from a third party (such as the Samaritans or a newspaper), then full details must be written down word for word

The Duty Incident Officer must be informed immediately of any such incoming calls, on Channel 2.

13.9 Abandoned/Suspicious Packages

To help differentiate between abandoned/left items and suspicious packages follow the HOT principal guidance in Appendix 8.

The Duty Incident Officer must be informed immediately of any such incident on Channel 2

Appendix 1 - Risk Assessment

Key: Risk Assessment

No.	Unique risk number
Risk	Description of the risk
Build, Event, Strike	Indicates when the risk is present Y(yes) = Risk present N(no) = Risk not present
Probability	A = High probability B = Medium probability C = Low probability D = Very low probability
Mitigated by	Actions to mitigate Risk
Revised Probability	Probability A, B, C, D after mitigation

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
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1 Falling in Water

1a	Drowning	Y	Y	Y	B	Provide lifebuoys with throwing lines attached at strategic intervals	D
						Mark potential trip hazards with hazard tape	
						Qualified First Aiders on site	
						When working bankside lifebuoys with throwing lines attached to be provided at 25m intervals	
						Ensure Waterspace Team wear a 150 Newton automatic inflating life jacket when mooring or moving boats or working on the water	
						Waterspace Team members will not work alone	

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No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
1b	Ingesting water	Y	Y	Y	B	Information available regarding Weil's Disease (see WRG publication "Volunteers H & S Guide", held in Site Office) will mitigate potential severity	D

2 Marquees

2a	Fire	Y	Y	Y	B	Provide fire extinguishers, to prevent spread of fire	D
						Provide telephone/radio communications for contacting emergency services	
						Low flammability marquee materials	
						Ensure suitable electrical installations	
2b	Collapse	N	Y	N	C	Obtain from reputable supplier	D
						Ensure ground suitable to support marquees	
2c	Falling objects when erecting and dismantling	Y	N	Y	B	Only contractors staff within the working area during erection/dismantling	C
2d	Storm conditions	Y	Y	Y	C	Ensure adequate anchorage provided	D
2e	Overcrowding	N	Y	N	B	Exit widths and numbers to conform to Fire Safety Risk Assess open air events and venues Signs indicating exits Monitor for congestion Max density 2 persons /sq m	D

3 Entertainments

3a	Chairs, trip hazard	N	Y	N	B	Ensure furniture placement allows gangways and keeps exits clear	D
3b	Stage Lighting equipment, heat safety risk	N	Y	N	C	Ensure proper electrical equipment used	D
3c	Stage Lighting equipment, falling risk	N	Y	N	C	Ensure proper electrical equipment, supports and fixings are used Use RCDs where required	D
						Ensure any hanging lanterns have safety chains fitted	

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
3d	Entertainment PA system volume levels too high	N	Y	N	C	Ensure appropriate volume levels are set	D
3e	Entertainment PA system volume masking emergency announcements	N	Y	N	B	Volunteers/team to relay such announcements via the Entertainments PA System or reduce its volume.	D
3f	Overcrowding	N	Y	N	B	See 2 Marquees 2e	D

4 Generator & Electrical Installation

4a	Fire	Y	Y	Y	C	Provide CO2 extinguisher/s	D
						Use properly rated cables and connectors	
						Ensure generator properly maintained	
						Ensure air vents are not blocked	
						Ensure competent operator on site	
						No petrol generators allowed on site	
4b	Electrocution	Y	Y	Y	C	Use properly rated cables and connectors	D
						Installation to conform to BS 7909:2011 and BS 7671. Certificates to be held on site	
						Cabling protected or out of reach of public	
						Use RCDs where appropriate	
						Site the generator and appliances to minimise risk	
4c	Pollution - chemical	Y	Y	Y	C	Provide drip trays for generator	D
						Provide drip trays for refuelling	
						Ensure generator properly maintained	
4d	Pollution - noise	Y	Y	Y	C	Use appropriate generator for site	D
						Only use generator when necessary	
4e	Public access to generator	Y	Y	Y	C	Locate in a secured area	D
4f	Trip hazards	Y	Y	Y	C	Install cabling to avoid hazards, e.g. use cable ramps	D

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
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5 Boats & Boat Movements

5a	Drowning	Y	Y	Y	B	See drowning (1a)	D
5b	Fire	Y	Y	Y	B	Ensuring that petrol and gas are stored away from engine	D
						Ensure that all boats have a current licence, current insurance and a current BSC certificate	
						Ensure that fire extinguishers are on board in accordance with the BSC	
5c	Pollution	Y	Y	Y	B	Remind boat owners that all materials likely to cause pollution, e.g. oil, fuel, are to be appropriately stored/contained.	D
						Properly maintained engines	
5d	Collision	Y	Y	Y	B	Minimizing boat movements during processions and displays	D
						Ensure there is adequate spacing between boats in processions	
						Discourage boat movements at night other than as part of illuminated boat procession	

6 Car Park

6a	Vehicle accident	N	Y	N	B	Ensure Car Park Stewards direct traffic to the most appropriate parking position filling the space in a progressive manner, moving back to the vehicle entrance, to minimise vehicle movements	D
						Speed limit signs to be placed where necessary to minimise risk of accident	
						Car park exit to be clearly signed	
6b	Injury to pedestrians	N	Y	N	B	Car park design to give adequate walkways and crossing points	D
						Members of the public to be directed to the site via an approved safe route	
						Any pedestrian traffic crossing points to be manned by Event volunteers	
						Event volunteers working in car park areas will wear Hi Vis jackets	

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
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7 Public Address System

7a	Noise level	Y	Y	Y	C	Ensure noise levels are within recommended limits	D
7b	Speakers falling	Y	Y	Y	C	Fix speakers and supports firmly, use safety wires or chains	D
7c	Electric Shock	Y	Y	Y	C	Use RCD on power supply	D

8 Traders Siting

8a	Restriction to movement on site	Y	Y	Y	C	Ensure traders do not exceed their allocated stall space	D
						Provide 'passing places' between groups of stalls	

9 Vehicles on Site

9a	Vehicle/pedestrian clash	Y	Y	Y	C	Maximum Speed limit of 4mph during build and strike	D
						Timetable/schedule vehicle movements	
						Escort/monitor by marshals, all vehicle movements on site	
						No vehicles allowed to move on site when open to the public other than in exceptional or emergency conditions	

10 Catering Traders

10a	Poor Public Health	N	Y	N	B	Ensure caterers are properly licensed	D
						Ensure caterers are recognised trade association members and abide by their association's code of conduct and their licensed conditions	
						Ensure drinking water is available near to the caterers	
						Ensure rubbish is removed regularly	
						Provide 'grey' water disposal facility	

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No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
10b	Fire	Y	Y	Y	B	Provide fire extinguishers to prevent spread of fire	D
						No petrol powered generators allowed	
10c	Pollution	N	Y	Y	C	Ensure waste oil/fat is correctly disposed of by individual trader concerned	D

11 Rubbish Collection and Disposal

11a	Injury	Y	Y	Y	C	Rubbish collectors to wear gloves	D
						Litter pickers to be provided	
						Collection bags not to be overfilled	
						Particular care to be taken when dealing with sharp objects	
11b	Infection	Y	Y	Y	C	Assemble rubbish in areas away from the public	D
						Ensure regular collections of rubbish around the site	
						Dispose of rubbish using the recognised contractor or approved arrangement with the LA	

12 Bar Area

12a	Intoxicated persons	N	Y	N	A	Do not serve persons deemed to be intoxicated Any refusal of service will be logged and kept on the premises.	C
12b	Overcrowding	N	Y	N	B	Ensure sufficient entrances/exits	D
						Provide stewards	
						Signs indicating exits	
12c	Underage drinking	N	Y	N	B	ID required to verify age Any refusal of service will be logged and kept on the premises.	D
12d	Broken Glass	N	Y	N	B	All drinks served in plastic receptacles	

13 Water Activities

13a	Observers falling into canal	N	Y	N	B	Position stewards to encourage event audience to view from the wider sections of towpath and surrounding areas	D
13b	Steerer falling off boat	N	Y	N	B	Ensure participating boats are crewed by at least two persons	D

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No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
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13c	Collision with passing boats	N	Y	N	B	Skippers instructed to remain static if a boat requires to pass	D
						Set course to use only half waterway width	
						Position stewards to advise other waterway users about the event	
						Prohibit movement by any boat attending the Festival	

14 Unfinished Construction Work

14a	Injury to public or volunteers	Y	Y	Y	A	Ensure that any areas where construction work is continuing on the site have been fenced off and show appropriate warning signs	D
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Appendix 2 - Volunteer Health & Safety Briefing

Volunteer Health & Safety Briefing

- Welcome to IWA Festival of Water and to the Events volunteer team.
- The work you will be doing is invaluable to the Event.
- Please ensure that you remember that you have “a responsibility for your own safety and the safety of others around you” (this is a quote from H&S at Work Act).
- You are responsible for your own valuables and possessions.
- Please be aware of the effects of extreme heat or cold. Please ensure you have enough to drink, sunscreen and a hat. Refreshments are available in the work camp. Please wear your wristband, as access is limited for security in this area. Please rest if needed, you are a volunteer!
- In an emergency, please follow instructions from a member of the Event team.

Safety considerations for the Event Site

Work

- Always have jobs fully explained, do not guess.
- Don't do the job if you are unhappy (e.g. you are bored or unsure).
- If unsure of the details then ask again.
- Do not work solo (i.e. out of earshot or eyesight).
- Report any dangerous practices or near misses to a member of the Event team
- Please tell a member of the Event team, if you leave the site.
- “A tidy site is a safe site”.

Tools

- Keep them clean.
- If you break a tool then you must make it safe and tell the Leader.
- Put tools back where you found them.
- Do not misuse them. “The right tool for the right job”.
- When tools are not being used store them safely.
- Tools and materials will be kept in a central location.

Site Procedures

- Please read the emergency procedures.

The rendezvous point will be located at the barrier, coming into the site from the main road, Cross Hall Road, St Neots, PE19 7AB

Safety equipment

- Gloves will be provided.
- Buoyancy aids will be provided as required
- Hi Vis will be provided, and must be worn when working with traffic.
- Do not continue with the job if you are unhappy with the H&S equipment.
- If any safety equipment is broken then tell a member of the Event team. Get it replaced before continuing.

First Aid

- Please note where the First Aid point is for the Event.
- Fill in the Accident Book for any *accident, hazardous occurrence, or near miss* and tell a member of the Event team.
- Be aware of Weil's disease. Wash and cover any wounds immediately.

Particular site hazards

- Public on site - assume they will do the most stupid things, you will rarely be disappointed.
- The bar tent - no alcohol whilst working, "beer o'clock" will be declared in the evening once our work is done. If you want an afternoon off to sample the bar this is possible but please do not direct traffic or help the public afterwards.
- Some volunteers may not be as aware of site hazards as you.
- Be aware of fire risks.
- Be aware of deep / toxic water or mud.
- Be aware of uneven ground.

Appendix 3 - Volunteer Health and Safety Declaration

Event Site: Regatta Meadow Date: 25th – 27th August 2017

Volunteer Health and Safety Declaration

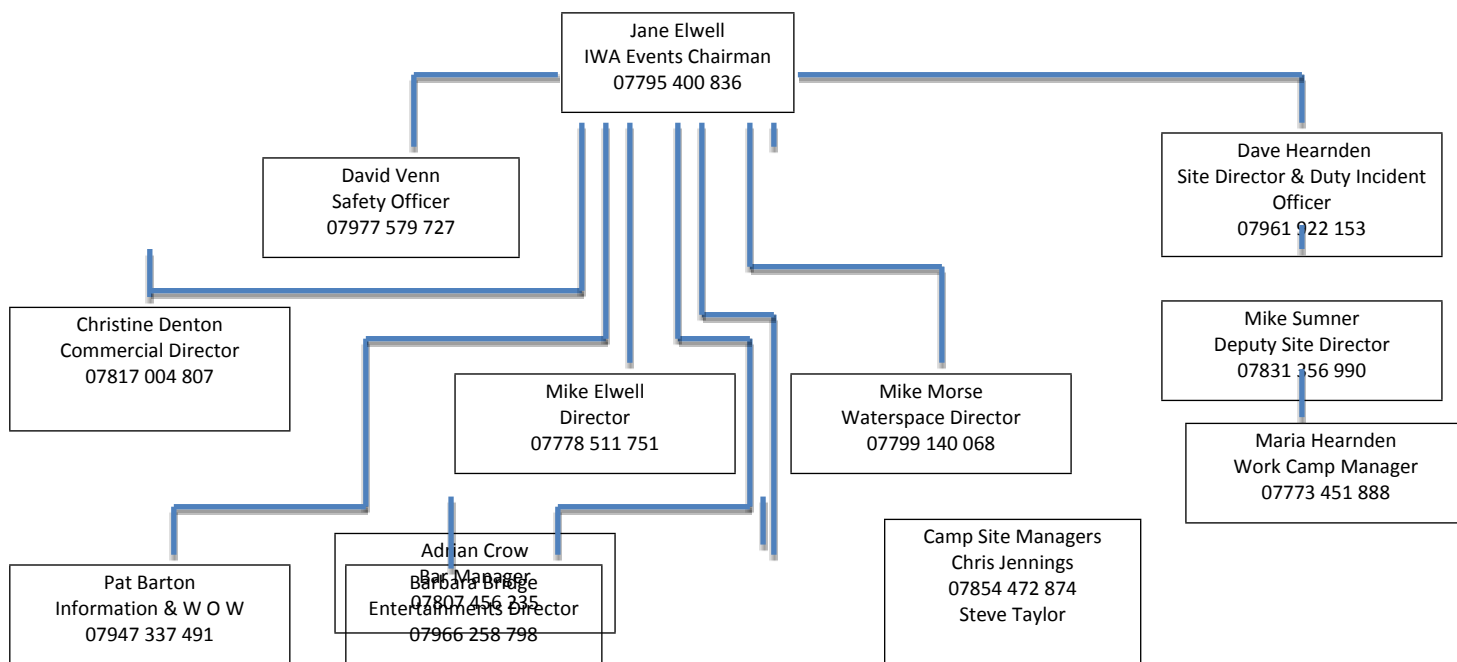
I have received, read and understood the safety briefing given by the St Neots Festival of Water Event Team and agree to follow any instructions given by them.

Note: This information forms part of the official record of the Event

Name	Signature	Name	Signature
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
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29		30	
31		32	
33		34	
35		36	

Appendix 4 – Communication and Contacts

Event On – Site Contacts



Radio Channels

Channel 1 – All Departments

Channel 2 – Emergency and Security

Police

Tel :- 999 for all emergencies

101 for all other enquiries/incidents

Hospital

Hinchingbrooke Hospital
Parkway,
Hinchingbrooke,
Huntingdon
PE29 6NT
Telephone 01480 416 41

NHS England

Telephone: 111

Doctors

Doctors' surgeries are located at:

St Neots Health Centre
24 Moores Walk,
St Neots
PE19 1AG
Telephone 01480 219 317
Opening Hours Mon – Fri 8:00am – 8:00pm
Sat & Sun 9:00am – 4:00pm

Dentists

Dentists are located at:

Spire Dental Practice
18 Huntingdon Street
PE19 1BG
Telephone 01480 470570

Priory Park Dentists
29 – 31 New Street
St Neots
PE19 1AJ
Telephone 01480 213999

Other Contacts

Lists of other useful local contacts will be included in the welcome packs prepared for boaters and campers and will be available on site from the organisers.

Appendix 5 - Certificate of Insurance



PUBLIC/PRODUCTS LIABILITY INSURANCE

We confirm the following details relating to our client's Public/Products Liability Insurance

Insured: **The Inland Waterways Association (including Waterway Recovery Group) and Essex Waterways Ltd**

Insurers: **Royal & Sun Alliance Insurance plc**

Period of Insurance: **31 December 2017 to 30 December 2018**

Policy Number: **GANTR00376**

Limit of Indemnity:

Any one event	£10,000,000
All events happening during any period of insurance in respect of products supplied.	£10,000,000
The total amount payable by the Company in respect of all damages costs and expenses arising out of all incidents considered to have occurred during any period of insurance in respect of pollution or contamination of buildings or other structures or of water or land or of the atmosphere.	£10,000,000

Excess: **£1,000 Heat Work whilst away from premises**

Signed on behalf of Royal & Sun Alliance Insurance plc

A handwritten signature in black ink that reads 'S. Lewis'.

Steve Lewis
Chief Executive, UK & Western Europe
Royal & Sun Alliance Insurance plc

Date: **8th December 2017**

The policy is subject to policy terms, exclusions, conditions and exceptions contained therein. The above is accurate at the date of signature. No obligation is imposed herein on the signatory to advise of any alteration.

Appendix 6 – Fire Risk Assessments

FIRE RISK ASSESSMENT
St NEOTS FESTIVAL OF WATER
REGATTA MEADOW
SATURDAY 25th AUGUST 2018 – MONDAY 27th AUGUST 2018

Assessment by D G VENN 2nd APRIL 2018

CAMPSITE

Sources of Ignition

Direct and Radiated heat from cooking stoves

Sources of Fuel

LPG, vehicle fuel, vegetation, waste material, clothing

Sources of Oxygen

Atmosphere

People at Risk

Temporary residents of campsite, some of who may have mobility, hearing, sight problems

Evaluation of Risk

Low to Medium Risk. No camp fires BBQ's or generators permitted at this event

Potential for fire to spread to adjacent pitches

LPG cylinders on site

6m Fire paths between pitch rows

Duty manager on site at all times

Fire points with manual fire alarms

ASSESSMENT REVIEW DATE: - A daily review will take place when site is operational by the event safety officer

FIRE RISK ASSESSMENT
St NEOTS FESTIVAL OF WATER
REGATTA MEADOW
SATURDAY 25th AUGUST 2018 – MONDAY 27th AUGUST 2018

Assessment by D G VENN 2nd APRIL 2018

WORK CAMP

The Work camp will be operational from Tuesday 21st August 2018 until Wednesday 29th August 2018

Sources of Ignition

Direct and Radiated heat from cooking stoves

Sources of Fuel

LPG, vehicle fuel, vegetation, waste material, clothing, construction materials and kit.

Sources of Oxygen

Atmosphere

People at Risk

Temporary residents of work camp, some of who may have mobility, hearing, sight problems

Event work crew residing on site in caravans and tents

Evaluation of Risk

Low to Medium Risk. No camp fires BBQ's or petrol generators permitted at this event

Potential for fire to spread to adjacent pitches

LPG cylinders on site

Duty manager on site at all times

Fire point with manual fire alarm

Fire blanket and foam extinguisher in mess tent

This is a restricted area enclosed by temporary fencing

The compound is active 24/7

ASSESSMENT REVIEW DATE: - A daily review will take place when the work camp is operational by the event safety officer

FIRE RISK ASSESSMENT
St NEOTS FESTIVAL WATER
REGATTA MEADOW
SATURDAY 25th AUGUST 2018 – MONDAY 27th AUGUST 2018

Assessment by D G VENN 2nd APRIL 2018

ENTERTAINMENT MARQUEE

Sources of Ignition

Radiated heat from electrical stage equipment

Sources of Fuel

Waste material, furnishings, and costumes

Sources of Oxygen

Atmosphere

People at Risk

People using the marquee to eat, rest, etc.

Evaluation of Risk

Low to Medium Risk.

Duty manager on site at all times

Fire points within the marquee, CO2 Extinguisher by sound engineer

Marquee constructed of non- flammable material

Maintained Illuminated signs to be provided on final exits

When the final layout is confirmed travel distances and exit widths will conform to section 4 of Fire Safety risk assessment guide to open air events and venues

ASSESSMENT REVIEW DATE: - the stage manager and event safety officer constantly monitors the management of the marquee.

FIRE RISK ASSESSMENT
St NEOTS FESTIVAL OF WATER
REGATTA MEADOW
SATURDAY 25th AUGUST 2018 – MONDAY 27th AUGUST 2018

Assessment by D G VENN 2nd APRIL 2018

FESTIVAL SITE

Sources of Ignition

Cooking appliances, Electrical equipment

Sources of Fuel

Waste material, furnishings, costumes, exhibitor's materials, and LPG cylinders

Sources of Oxygen

Atmosphere

People at Risk

Traders, Visitors to site, volunteers

Evaluation of Risk

Low to Medium Risk.

The food court is separated from the trade area.

Food outlets are spaced 6m apart and there is no access to the rear of the outlets to the general public. 6m fire paths are provided between the trading outlets.

The electrical supply is provided by the organisers and all the traders' electrical appliances must have a current PAT certificate. Generators are not permitted on site, other than the ones provided by the organisers.

Refuse containers are spread over the site and emptied on a regular basis.

The site is not enclosed and in the event of emergency members of the public can safely disperse in all directions

ASSESSMENT REVIEW DATE: - The site is subject to constant patrolling by security staff, volunteer stewards and the event committee. A wash up meeting is held daily to identify any potential problems.

Appendix 7

Premises Age Verification Policy

This policy applies in relation to the sale or supply of alcohol on the following premises

Name of premises: Tay's Bar, IWA Festival of Water event 2018

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Address of premises: Regatta Meadow, Cross Hall Road, St Neots, PE19 7AB

Name of premises licence holder: Dave Hearnden

Name of designated premises supervisor: Dave Hearnden.

1. The premises licence holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. This must as a minimum require individuals who appear to the responsible person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

2. Responsible Persons

For the purposes of this policy the following are considered to be responsible persons:

- the holder of the premises licence;
- the designated premises supervisor;
- a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18; or
- a member or officer of a club present on the club premises in a capacity which enables him or her to prevent the supply in question.

ANNEX A: Further guidance

- By selling alcohol to a person who is under 18 it is **YOU** that commits the offence as well as the customer.
- Persistently selling of alcohol to children is defined as selling alcohol on the same premises to a person who is under 18 on two or more occasions within a single three-month period. Currently there are three avenues by which action can be taken against those found to be persistently selling alcohol to children.
 1. The licence holder, if prosecuted, can plead not guilty and go to court and if found guilty can be given a fine of up to £10,000 with up to 3 months suspension of the alcohol licence.
 2. As an alternative to prosecution, the police or trading standards officers can give the licence holder the option to voluntarily accept a 48-hour closure notice rather than face criminal liability.
 3. The police can make a representation to the relevant licensing authority to ask them to review the licence. This can also happen in addition to options 1 and 2.

The premises licence holder must ensure that staff (in particular staff who are involved in the supply of alcohol) are made aware of the existence and content of the age verification policy applied by the premises.

Signed

PREMISES LICENCE HOLDER

Date .

Appendix 8

The HOT Principle

Understand the difference between an abandoned/left item and a Suspicious Packages Recognition:

Think **H O T!**

H – Has the item been Hidden?

Has it deliberately been concealed?

O – Is it **O**bviously suspicious?

Does it seem odd or out of place, is there wires, liquids or batteries sticking out of it?

T – Is it **T**ypical for the location?

Is the item what you would expect to see at your place of work?

To double check your concerns:-

- Ask people in the immediate area to identify their own belongings.
- Is the bag / item theirs?
- Does it belong to someone they know?
- Did they see who left it?
- Was there anything suspicious about the way it was left?

Once the item has been deemed suspicious **Do Not Touch It** and follow the actions below:-

Action at the scene of a suspect device

CONFIRM - that the item is suspicious
CLEAR - the area working outwards from the device
CORDON - off the required distances
CONTROL - the incident
CHECK - all the above has been completed

Information that will be required

WHAT - is it?
WHERE - is it?
WHY - is it there, why is it suspicious?
WHEN - was it found, placed or reported?
WHO - found it, who is the potential target or perpetrator?

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AND SUPPORT THE FORCE!**

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Transmission distances for a suspect device

When undertaking the actions above remember not to use radios or phones within 15m of the suspect item and try to keep out of line of sight but behind something substantial like a building but away from glazing.

15 metres - mobile phones and hand-held radios

50 metres - vehicle mounted radio device

Cordon distances (National Minimum Distances)

100 metres - small items i.e. briefcase size

200 metres - larger items up to motor cars

400 metres - vans and lorries

MINIMUM Transmission Distances



**15 Metres
Minimum**



**50 Metres
Minimum**

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MINIMUM Cordon Distances



**100 Metres
Minimum**



**200 Metres
Minimum**



**400 Metres
Minimum**



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