

Event Management Plan



Shipston Food Festival Sunday 8th September 2024 10am to 3pm

Shipston Town Centre
CV36 1AA

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This is a working document and is subject to change.

Updated: 12 June 2024

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Section 1 - Planning, event management and risk assessments

Event location

Shipston Town Centre. CV36 1AA.

Event description, activities, programme and timings

A Market style food festival featuring stalls and vehicles selling food and drink.

- Stalls are set up from 6am
- Traders set up from 8am to 9.30am
- All unnecessary vehicles are removed from the area by 9.30am
- The Festival is formally opened at 10am by Shipston Town Crier
- The Festival is closed at 3pm
- Traders can bring vehicles back into the area after 3pm
- Stalls are dismantled from 3pm
- The area is cleared of any rubbish and posters and similar removed.

Audience and attendance

- Based on the 2023 Food Festival, total footfall over the period was approximately 2000, with the 10am-1pm period being the busiest.
- There are no entry restrictions although Marshals patrol the entry points to the area
- Marshals patrol the area throughout with 2-way-radios
- A Control gazebo is staffed throughout as a central report point.

Access, circulation and egress arrangements

- A one way map directing traders is distributed to all involved prior to the event and is available on the website (www.shipstonfoodfestival.org/foodfestival) for the event
- Signs directing traffic are displayed around the area
- Marshals at entry points direct anyone requesting information
- Marshals specifically control queuing at the more popular stalls during busy periods

Event Infrastructure and contractors

- Stalls: Cotswold Marquees
- First Aid: Cotswold First Aid
- Electrician: Des **Surname Requested**

Roles, responsibilities, command structure, contact details and competency

Named Persons and contact details

Project Manager:	Sue Bains	07969868450
Event Logistic Team Leader:	Sue Jeffries	07828 893903
Event Logistic Team:	Judith Jackson	07957 860937
Event Logistic Team:	Duncan Cashmore	07984 986350
Event Logistic Team:	Peter Cowley	07435 567078
Event Logistic Team:	Harriet Smith	07496 040256
Traffic Logistic Team Leader:	Tadge Sabatowski	07561597557
Child Protection Officer & President	Paul Macpherson	07725 105677
Marshals (Stour Valley Lion Club members and helpers)		

All the named persons are members of the Stour Valley Lions and covered by the Club's insurance. All have taken the role described, at previous events.

Security arrangements for Marshals

The Stour Valley Lions have hosted events regularly over many years and are experienced in the organisation of security, Marshalling and safeguarding.

- Policies covering all aspects of the event are reviewed, ratified and published and were given to the Stratford Safety Advisory Group 2023 for their comments and guidance which have been incorporated into the 2024 documentation.
- All instructions, policies and procedures are provided in writing as appropriate and available on the website
- All Marshals, volunteers and members of the Stour Valley Lions sign to confirm that they have read the full instructions, policies and risk assessment
- Marshals are on duty throughout the event from 6am to whenever the area is cleared.
- Volunteers are fully briefed prior to the event, are provided with identification and hi-viz jackets as/if appropriate
- Contact details of the named persons are given to all traders AND displayed on the reverse of the stall labels.

Event licensing and insurance

Road Closure Licence: RCO 17

Insurance:

Insured: Lions International Multiple District 105 British Isles and Affiliated Districts and Clubs

Activities: Community and Fundraising Activities as per the agreed list of insured and recognised activities

Insurer: held with Hiscox. Hiscox Underwriting Limited

Policy Number: PL-PSC10003317112

Cover Period: 01st October 2023 to 30th September 2024 (Rolling cover)

Further details of the Lion's Insurance can be acquired if necessary from

Brigitte Green MJF

Lions Clubs International HQ British Isles

257 Alcester Road South

Kings Heath

Birmingham B14 6DT

0121 441 4544

External consultation and communication

The local police are notified of the event.

All documentation and arrangements are sent to the Stratford Safety Advisory Group for their comments and guidance.

The Shipston Town Council have sponsored the event and are kept informed as required

Local businesses are kept informed by hard copy communication and invited to be involved where possible

Event risk assessments

The Stour Valley Lions have documents, policies and procedures specifically relating to this event

- Risk Assessment specifically for the Food Festival 2024
- Emergency Procedures
- Food Handling and Hygiene Policy
- Lost Children and Vulnerable Persons Policy
- Instructions for Electrician
- Instructions for Marshals
- One Way system information and letter to residents and businesses

Section 2 - Venue and site design

There have been regular Food Festivals held over many years in the area of the 2024 Food Festival.

- The area is fully surveyed to ensure awareness of all features that could affect the logistics of the event such as dropped curbs, litter bins etc.
- A full detailed schematic is published on the event's website (www.shipstonfoodfestival.org/foodfestival) and distributed to all interested/ appropriate stakeholders
- Emergency evacuation of the area is covered in the Emergency Procedures Policy
- All local businesses are contacted in advance and invited to participate in whatever role is appropriate to them
- Hotels and similar are contacted so they are aware of any issues that could affect their client's parking/access
- All local residents are informed via hard copy letters delivered to them
- Posters notifying of parking restrictions are posted in advance around the area
- The website (www.shipstonfoodfestival.org/foodfestival) provides advice about alternative parking
- The Shipston Forum (delivered to all residents) is used to inform all parties of the logistics of the event.

All relevant documents are included in the Appendix.

Section 3 - Contingency and emergency planning

Emergency arrangements

- The Stour Valley Lions have an Application, Payment and Cancellation policy which is available on the events website (www.shipstonfoodfestival.org/foodfestival) and is sent to all traders on application for a stall/space. (see Appendix)
- The event is not dependent upon the weather conditions unless there is a declared "emergency situation" in the Town Centre.
- All stalls are covered.
- In the event of cancellation, posters will be displayed around the area and notifications posted on Social Media. Traders will be informed by email and phone as appropriate.

Evacuation and emergency planning considerations for major incidents

The Stour Valley Lions have an Emergency Procedures policy which all event Marshals, Volunteers and Club members sign to confirm they have read it. (see Appendix) This includes

- Full instructions for the movement of visitors
- Full instructions for Marshals
- Contact details for emergency services
- Contact details for named persons
- Instructions for Lost/found children and vulnerable adults

Section 4 - Medical

- The Stour Valley Lions have a Detailed Risk Assessment that covers much of the medical plan
- First Aid and Medical treatment is provided by a Professional First Aid service who attend the event in an Ambulance.
- The position of the ambulance is shown on all maps and is located for ease of egress if required.
- Named persons in the Stour Valley Lions who hold First-Aid qualifications are available to all.
- An Incident Report Form is available to record any situation as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and by the insurances held by the Stour Valley Lions
- No medical records are held by the Stour Valley Lions

Section 5 - Communications

Communication is planned through

- The use of four 2-way-radios by named persons throughout the period of the event
- A public Announcement system based in the Control Gazebo which is in a prominent location with clear views of the two lengths of stalls
- Fully briefed Marshals wearing easily identifiable tshirts, and volunteers who have contact phone numbers for all named persons
- Marshals patrolling the area throughout, and liaising with the public
- Local Police are aware of the event and attend on an ad hoc basis

Section 6 - Transport and traffic management

ROAD CLOSURE LICENSE: RCO17 issued by Shipston Town Council
Covering the period from 6am to 6pm on Sunday 8th September 2024

Traffic management plans and arrangements

- A Road Closure Licence is applied for 6 months in advance
- A full and detailed schematic of the area is provided to all stakeholders and online at the event web site
- Parking is suspended and the Stour Valley Lions post notices in the area informing of this
- Alternative parking is indicated on the maps and Marshals at entry points are briefed to inform any visitors to the area
- Emergency access is ensured with known key holders for cars parked at entry points available throughout the period of the event
- Public transport links are available on the events web site
- The stall arrangements provide access to the lowered kerb area with sufficient pavement space to the rear of the stalls

Section 7 – Working at heights

- The electrician is the only person who may be working at height. He is self-employed and is covered by his personal and third party indemnity insurance and is not employed by the Stour Valley Lions
- Guidelines are provided in advance for the remit of his role, and he is expected to plan for working at height accordingly.

Section 8 - Temporary demountable structures

A detailed plan of the stall payout is provided to all appropriate parties.

Risk assessment and safe installation and break down; Pre event, during and post event safety checks

- The Stour Valley Lions have hired Cotswold Marquees to erect the market stalls prior to the event and to dismantle them after the event.
- No traders or unauthorised persons are allowed to enter the area whilst stalls are being erected
- Stalls are only dismantled after traders have vacated them
- Checks are made by the safety officer accompanied by the Cotswold marquee erector
- Individual traders erecting gazebos or similar are expected to comply with the risk assessment as sent to them in advance.
- All traders hold third party indemnity insurance
- The Safety Officer will check each such erection
- The Control Gazebo is the responsibility of the Stour Valley Lions and they erect this in compliance with the risk assessment as read in advance.
- The Stour Valley Lions are covered by their own third party indemnity insurance
- In the event of wind, advice will be sought by the Marquee erector which will also inform the permission for traders to erect their own gazebos or similar.
- The Safety Officer and other named persons will inspect the entire area prior to the opening to ensure, as far as reasonable, any trip hazards, limited access, or other potential hazards have been addressed.

Section 9 – Fire safety

- Fire risk arrangements and procedures are covered in the Risk Assessment
- Communication is covered through the availability of emergency contact numbers, marshals with 2-way-radios and a PA system
- Alarms are raised through the use of the PA system and Marshals
- In the event of fire, visitors will be directed by Marshals to the most appropriate of three exit points from the area of the market.

Section 10 – Electrical and lighting

Management of installations; Portable equipment

- The electrician is responsible for connecting trader's appliances to the mains outlets and testing them as required
- Hook-up points and cable routes will be indicated on the map of the site
- Cabling will be covered to avoid trip hazards
- The Safety Officer is responsible for checking that all appliances have been PAT tested within the timescale required
- Lighting is not required as the event takes place during daylight hours

Section 11 – Barriers and fencing

- No barriers or fencing are required for this event
- Cars belonging to named persons are parked at each entry point to the area as a precaution against a terrorist attack or road traffic accident.
- Key holders of these cars are present throughout and contactable through phone numbers, the PA system and/or 2-way-radios

Section 12 - Crowd management

Crowd monitoring and management arrangements

Based on experience of previous such events, the Stour Valley Lions direct sufficient marshals to manage the expected crowd numbers

- Marshals patrol throughout
- At specific times, marshals monitor pinch-points and direct queues as appropriate
- The use of the PA system and 2-way-radio allows swift response to any request for additional support.
- Marshals all wear bright yellow tshirts for ease of identification
- All members of the Lions and volunteers have identification badges on lanyards

Section 13 – Special effects including fireworks and pyrotechnics

Not applicable to this event

Section 14– Amusements (including, fairground rides, inflatable devices and entertainment)

Not applicable to this event

Section 15 - Waste management

General waste

The Stour valley Lions liaise with Lawns 2 Mow (official environmental management company for Shipston Town Council) on all aspects of waste management, and follow their instructions

- Bins are provided to locate around the area and particularly at entry/exit points
- Liners are used so that full bins can be emptied.
- Bin contents are taken from the area at the end of the day and disposed of at the local recycling amenity
- Traders are instructed to deal with their own waste and to remove it when they leave.
- Visitors are requested to use the bins via the PA system.

Section 16 - Noise

Noise management, monitoring, measuring and restrictions

- There should be no noise created by the event prior to 6am on the day of the event
- All residents and businesses in the area are informed in advance by letter, that the stall erection will commence at 6am.
- The breakdown will commence around 3.30pm and is not considered to be a problem
- Excessive noise will be discouraged, but Cotswold Marquees are experienced in the erection of such events and make every reasonable effort to minimise noised.

Noise complaints

- In the event of a complaint, an apology will be provided by the Stour Valley Lions to the person/business involved.

Section 17 – Sanitation

- No toilets are provided by the Stour Valley Lions at this event
- The Shipston Town Council toilets in Telegraph Street are open and signposted for visitors
- Traders are expected to provide for their own sanitation requirements as is made clear in the Food Handling and Hygiene Policy to which they all agree to comply
- Marshals dealing with the emptying of bins are expected to wear disposable gloves (provided).

Section 18 - Campsites

Not applicable to this event

Section 19 - Information and welfare

See <https://www.stourvalleylionsevents.club/foodfestival>

- A web site containing advice and information to visitors, is advertised in advance and is available from a QR code on posters and around the event area.
- The Stour Valley Lions will make every reasonable attempt to cover all possible queries and eventualities on the dedicated website.

Section 20– Food, drink and water provision

Food and drink provision, hygiene and safety

For a list of traders who have hired a stall or space at the Shipston Food Festival 2024, please see the Appendix.

- All traders sign in advance to confirm they have the relevant hygiene certification and third party indemnity insurances. These are brought to the event on the day for inspection.
- All traders sign to confirm that they comply with the Stour Valley Lions Food Handling and Hygiene Policy.
- The Safety Officer patrols throughout to monitor compliance

Water provision

- No specific water supply is made available.
- Traders requiring water are expected to provide their own, or make their own arrangements with local businesses.

Section 21 – Safeguarding children and young people

- The Stour Valley Lions has a Lost Children and Vulnerable Adults policy which is distributed to all marshals, volunteers and traders in advance and updated to comply with current Police recommendations.
- The Child Protection Officer is on the named persons list
- All persons with responsibility within this aspect, have full DBS clearance
- Marshals are briefed that a lost child or vulnerable adult situation is of the highest priority and requires immediate action in line with Police recommendations
- An area is designated for supervising Lost Children and Vulnerable Adults, and is staffed by a minimum of two people when in use
- The PA system is used to notify visitors in the event of a relevant situation, with all announcements in line with the procedures described in the policy

Section 22 - Animal welfare

- Not applicable to the event
- Visitors may bring animals into the area but take responsibility for their welfare

Section 23 – Dealing with crime and disorder

- Based on previous such events, the Food Festival has no record of incidents of poor or anti-social behaviour
- Alcohol is available for consumption under trader's licences which are checked on the day
- All incidents are recorded on the Incident Report Form which is available from the Control Gazebo
- The local police are aware of the event and a contact phone number provided for immediate contact in the event of support being required
- Marshals and volunteers are made aware that they must phone Emergency services immediately in the event of a major incident.

Section 24 – Unmanned aircraft (drones)

It is not envisaged that the use of drones are an issue which is applicable to this event

Section 25 – Working with the Police

- The police have previously offered advice through the Stratford Safety Advisory Group and liaison with the local Community Officers, and this is incorporated into the event planning.
- It has never been deemed necessary for police to be actively employed by the event.
- Police may attend as we cannot guarantee attendance unless in response to an incident.

Section 26 – Staff welfare

Members of the Stour Valley Lions are experienced volunteers and used to working at such events.

- The event has no paid employees
- All marshals and Stour Valley Lions members are volunteers, but nevertheless are expected to accept responsibility for whatever role they take during the event
- A rota is established and published in advance ensuring that all areas are covered as described in the risk assessment
- A rota of tasks and roles is held in the Control Gazebo
- Protective equipment is not required except for disposable gloves provided for bin emptying
- All Marshals wear bright yellow t shirts that identify them among the crowds
- Marshals at entry and exit points wear hi-viz jackets whilst directing vehicles and traders are arriving/leaving

Section 27 – Coping with the weather

- Previous experience of heavy rain during the event demonstrated that there are no unexpected hazards additional to those described in the risk assessment
- Wind may cause issues with temporary structures and in the event of high wind, advice will be sought from Cotswold Marquees.
- In the event of warnings of high winds during the period of the event, we will follow the recommendation of Cotswold Marquees.
- The stalls and nearby buildings provide shade for traders and visitors
- Lightning should not be a problem as the market stalls are within a built-up area

Section 28 – Counter terror and safety information

- The Stour Valley Lions Emergency Procedure Policy covers potential terrorist attacks and similar.
- All Marshals and Stour Valley Lion Club members sign to confirm they have read the document prior to the event
- All traders are sent a copy of the document prior to the event with instructions that they are expected to read and comply with it.
- The Stour Valley Lions pledge to follow the recommendations of the police and any appropriate authority in this regard.

Section 29 – Covid-19

- Guidance related to Covid 19 is included in the Risk Assessment and Food Handling and Hygiene Policy.
- The event is outdoors and previous experience suggests that the density of visitors is insufficient to cause special arrangements to be required.
- The PA system can be used to direct visitors in the event of an issue being identified.
- Hand sanitiser is available in the Control Gazebo if required

APPENDICES

RISK ASSESSMENT FOR THE STOUR VALLEY LIONS CLUB

All participating Lions and Helpers will be required to read this Risk Analysis summary - and agree to abide by its requirements in order for us to meet the Club's 'duty of care' needs and minimise the risks to everyone involved. This Assessment is written as a worst-case scenario and will comply with current Government Guidelines relating to Event Health & Safety precautions on the day.

Please note that there is no risk-free procedure to protect against Covid-19 and other infectious agents... these procedures listed *reduce* the probability of infection only; they are not likely to cover all scenarios and each trader and member of the public should consider their own unique circumstances for their own protection and that of others.

Named Persons and contact details

Named Persons and contact details

Project Manager:	Sue Bains	07969868450
Event Logistic Team Leader:	Sue Jeffries	07828 893903
Event Logistic Team:	Judith Jackson	07957 860937
Event Logistic Team:	Duncan Cashmore	07984 986350
Event Logistic Team:	Peter Cowley	07435 567078
Event Logistic Team:	Harriet Smith	07496 040256
Traffic Logistic Team Leader:	Tadge Sabatowski	07561597557
Child Protection Officer & President	Paul Macpherson	07725 105677

Event: Stour Valley Lions Food Festival 2024

Date: 8th September 2024

Last Reviewed: 13/6/24

Final Assessment Date/Time: 11/6/2023

Signature: SBains

Assessors name: Shipston Food Festival Working Group

Hazard	Potential Risk	Risk	Prob	Control Measures	Changes required/Recommendations
Erection of 'advanced notice banner' across road	<input type="checkbox"/> Suitability of banner i.e. deterioration – collapse of banner during high winds	4	2	<input type="checkbox"/> Check condition of banner prior and after event	<input type="checkbox"/> Use cherry picker with Lions controlling traffic
	<input type="checkbox"/> Suitability of wall fixings and fit for purpose.	4	2	<input type="checkbox"/> Check stability prior to fixing.	
	<input type="checkbox"/> Injury during erection and dismantling	4	1	<input type="checkbox"/> Erection/removal carried out by	
Vehicles parked in area of event prior to erection of stalls	<input type="checkbox"/> Vehicles moving when market stalls being erected.	4	3	<input type="checkbox"/> Erect advanced notices of road closures up to 5days prior.	<input type="checkbox"/> Lions can only advise vehicles not to enter working area. Request police to be in attendance.
		4	2	<input type="checkbox"/> Erect road closure signs at relevant locations – place Lions	

Hazard	Potential Risk	Risk	Prob	Control Measures	Changes required/Recommendations
Prevention of vehicles entering area Pedestrian movements from The Bury to Sheep St.	<input type="checkbox"/> Vehicles entering area during preparation and during actual event. <input type="checkbox"/> Sheep St vehicles may cause pedestrian hazard from 09.00 and after 16.00	3	2	(with tabards) to ensure vehicles do not enter whilst preparations being made <input type="checkbox"/> Seek assistance from local police to close road. <input type="checkbox"/> Erect advanced notices of pedestrians and advise pedestrians of Sheep St traffic	<input type="checkbox"/> Police requested to review risk assessment. <input type="checkbox"/> Warning signs should be sufficient as this is not a new hazard for the town centre. Marshals will direct traffic as required.
Erecting and dismantling 'market stalls'	<input type="checkbox"/> Injury to erectors/dismantlers <input type="checkbox"/> Collapse of stalls during event <input type="checkbox"/> Injury to erectors/dismantlers	3 3 3	2 1 2	<input type="checkbox"/> Propriety interlocking stands used. <input type="checkbox"/> Erected by specialist experienced company. <input type="checkbox"/> Lighting fittings checked by qualified electrician. <input type="checkbox"/> Pedestrians and traffic are controlled by designated marshals.	<input type="checkbox"/> Lions and Marshals in fluorescent tabards can advise vehicles and pedestrians not to enter working area while stalls are erected and taken down. <input type="checkbox"/> Specific marshal attends who warns traffic and pedestrians to stay clear of the vicinity. <input type="checkbox"/> All work ceases if a pedestrian or vehicle enters high risk zone. <input type="checkbox"/> All electrics are checked by a qualified electrician and are tested properly and safely.
Stallholders' vehicles entering area to offload prior to event and load after event	<input type="checkbox"/> Injury caused by vehicle movement	4	2	<input type="checkbox"/> Inform stall holders of time 'window' constraints for vehicles to enter and leave area and provide location of their stall prior to event	<input type="checkbox"/> All Stall holders notified with copy of street layout plan and plan of one-way system from West Street to Church Street. <input type="checkbox"/> Marshal supervises all vehicle movements and advises stallholders.
Location of stall/entertainment	<input type="checkbox"/> Access for emergency vehicles	3	2	<input type="checkbox"/> Prepare layout of stalls and entertainment prior to event	

Hazard	Potential Risk	Risk	Prob	Control Measures	Changes required/Recommendations
	<input type="checkbox"/> That accesses are not blocked or create bottleneck to public	3	2	<input type="checkbox"/> Ensure emergency vehicles have access into area <input type="checkbox"/> Notify emergency services of time and date of event	<input type="checkbox"/> Notify emergency services of access locations in Event program
Risks created by stall holders/ entertainment.	<input type="checkbox"/> Using dangerous appliances / equipment	4	3	<input type="checkbox"/> Inform stall holders prior to event of their responsibilities. <input type="checkbox"/> Send notice to stall holders covering all cabling and appliances must be PAT tested (Portable Appliance Tested) and display a sticker showing an appliance number, a test date and a retest date along with a signature or initials. Items purchased in the last 12 months will be exempt from this testing only if proof of purchase can be shown. <input type="checkbox"/> H & S requirements plus Lions disclaimer	<input type="checkbox"/> Inspection performed before and during the event by Lions Safety Officer <input type="checkbox"/> Qualified electrician will check electrical connections for stall lighting and water urns for mulled wine.
Entertainment	<input type="checkbox"/> Danger created by moving equipment	4	2	<input type="checkbox"/> Check the requirements of each entertainer, if they are utilising dangerous equipment ensure they have taken the necessary precautions. Or check what assistance they may require from event organisers. <input type="checkbox"/> Ensure location of potentially dangerous equipment is carefully located where such danger is minimised	<input type="checkbox"/> Generator for carousel and another for candy floss vehicle if present. Owners are experienced and have provided evidence of 3rd party insurance. <input type="checkbox"/> Lions will be nominated to oversee set- up/ positioning that will subsequently be checked by Safety Officer
Queues for Pig Roast – not applicable to 2024 Food Festival.	<input type="checkbox"/> Ensure that Queues do not create obstructions	2	1	<input type="checkbox"/> Marshals (with tabards) appointed to organise queues at critical locations. <input type="checkbox"/> Include in briefing for all Lions	<input type="checkbox"/> Detailed in Lions Club ‘Who Does What’ document to be distributed in August 2023.

Hazard	Potential Risk	Risk	Prob	Control Measures	Changes required/Recommendations
Incidents involving children and vulnerable individuals	<input type="checkbox"/> Incidents reported by parents or others	4	2	<input type="checkbox"/> Child Protection Officer and President must be notified at the earliest opportunity <input type="checkbox"/> Procedure outlined in the Lost Children/ Vulnerable People Policy	<input type="checkbox"/> Emergency phone numbers available for immediate help <input type="checkbox"/> All Lions have been advised of procedure. <input type="checkbox"/> First Aiders will be in attendance throughout the event with an ambulance.
Lions involved with event	<input type="checkbox"/> To avoid potential unforeseen dangers	4	2	<input type="checkbox"/> Ensure all Lions are fully aware of their duties for the event. <input type="checkbox"/> Lions and helpers involved in any supervision i.e. queues should be readily identifiable with the wearing of Club tabards or similar	<input type="checkbox"/> Emergency phone numbers available for immediate help. <input type="checkbox"/> Risk Assessment and "Who Does What" document fully circulated to all Lions and helpers <input type="checkbox"/> Phone numbers distributed
Pig Roast – not applicable to 2024 Food Festival.	<input type="checkbox"/> Preparation of pig roast Potential dangers to public <input type="checkbox"/> Cutting of pig roast and relevant dangers <input type="checkbox"/> Hygiene and <input type="checkbox"/> Handling food	4 5 6 5	2 2 3 2	<input type="checkbox"/> Appoint specialist company to cook pig <input type="checkbox"/> Ensure area is protected from public ingress and is hygienic. <input type="checkbox"/> Handwashing facility required. <input type="checkbox"/> Only to be carried out by specialist company <input type="checkbox"/> All involved must wear appropriate clothing and meet hygiene standards* <input type="checkbox"/> All servers to wear appropriate PPE gloves. <input type="checkbox"/> Ensure those collecting money are not handling food	<input type="checkbox"/> *All food and beverage handling stallholders are required to confirm their compliance with the requirements of Regulation (EC) No 852/2004 and the Food Safety and Hygiene (England) Regs. 2013. Before the event. <input type="checkbox"/> <i>Confirmation will acknowledge that they have read, understood and comply with the provided, attached Guidance on Compliance with Food Hygiene and Safety Requirements for Food Stalls and Marquees which essentially meets Safety Policy requirements.</i> <input type="checkbox"/> All stallholders must be provided with copy of Risk Assessment for the event.

Hazard	Potential Risk	Risk	Prob	Control Measures	Changes required/Recommendations
Safety Supervision of event	<input type="checkbox"/> To avoid potential unforeseen dangers	5	3	<input type="checkbox"/> Appoint organising committee to ensure detailed preplanning and that all those involved in the event are aware of their duties. <input type="checkbox"/> Appoint Lion Project Manager to oversee and direct the event from setting up to clearing away. <input type="checkbox"/> Appoint co-ordinators to supervise specific sections as deemed appropriate	<input type="checkbox"/> Lions Club Safety Officer will inspect site event safety arrangements before and during the event taking appropriate action as required. <input type="checkbox"/> Security patrols (Marshals) will be continual during the Event. <input type="checkbox"/> Project Leader has issued list of duties for all Lions "Who does What" and other helpers present and will be present throughout.
Emergency action	<input type="checkbox"/> Injury to individuals or another emergency event	5	2	<input type="checkbox"/> Safety Officer, Project Leader, Child Protection Officer and Deputies will carry mobile phones and/or Walky Talkies <input type="checkbox"/> Lions Marshals to direct/control public until professional assistance arrives <input type="checkbox"/> President should be notified at the earliest opportunity. <input type="checkbox"/> Insurance reports must be completed within 24 hours of the event	<input type="checkbox"/> Recommend police in attendance. <input type="checkbox"/> Police may attend as we cannot guarantee attendance unless in response to an incident. <input type="checkbox"/> First Aiders in Attendance and written advice given to all Lions on procedure in the event of an injury. <input type="checkbox"/> An Emergency Procedures Document is available for all members to read before the event.
Insurances	<input type="checkbox"/> Compliance with requirements of Lions insurance policy	3	2	<input type="checkbox"/> President to review insurance policy and advise Safety Officer as required. <input type="checkbox"/> Contact Lions insurance as necessary to ensure compliance	<input type="checkbox"/> All stallholders have been requested to provide evidence of liability insurance cover before the event by providing copy of current certificates. <input type="checkbox"/> Stallholders to certify compliance with all relevant current Food and Drink Handling Regulations and Hygiene Regulations.

Hazard	Potential Risk	Risk	Prob	Control Measures	Changes required/Recommendations
Covid-19 Infection linked risks.	<input type="checkbox"/> Spread of COVID-19 through proximity to infected person(s) due to breaking 1m social distance rules.	Serious illness / death	Medium to high among visitors	<input type="checkbox"/> Masks may be worn if required, by all Lions and helpers with social distancing advised as far as possible	<input type="checkbox"/> Visitors advised to stay away if feeling unwell. <input type="checkbox"/> All visitors are advised to socially distance and wear a face mask if their health is vulnerable. Otherwise, any government regulations on the day will be complied with. <input type="checkbox"/> Hand sanitiser is available on stalls if required.
Personal Hygiene in public toilets. Food and Drink consumption	<input type="checkbox"/> Spread of COVID-19 and other disease through proximity to infected person(s)	Serious illness / death	Medium to high among visitors and Lions and helpers	Government regulations will be complied with as necessary and available on the date https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ , with following recommendations: <input type="checkbox"/> Wash your hands with soap and water often for at least 20 seconds. <input type="checkbox"/> Use hand sanitiser gel if soap and water are not available. <input type="checkbox"/> Wash your hands regularly throughout the day and use paper towel to dry hands <input type="checkbox"/> Use hand sanitiser regularly throughout the day. <input type="checkbox"/> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. <input type="checkbox"/> Dispose of tissues in appropriate waste receptacles as quickly as possible. <input type="checkbox"/> Maintain any social distancing and/or Mask wearing regulations in effect on the date <input type="checkbox"/> Do not touch your face or eyes if your hands are not clean	
Lions, helpers and Visitors who may have been exposed to the Covid-19 virus	<input type="checkbox"/>			<input type="checkbox"/> Web site recommendation for no visitors to come to the festival if suffering from any of the symptoms of Covid-19	<input type="checkbox"/> If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for five days. If you develop symptoms, you should stay at home for five days from the start of your symptoms. <input type="checkbox"/> You must follow the government generic guidance on

Hazard	Potential Risk	Risk	Prob	Control Measures	Changes required/Recommendations
					coronavirus. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/
Emergency Evacuation	<input type="checkbox"/> Terrorist threat <input type="checkbox"/> Pandemic linked threat	5	1	<input type="checkbox"/> Evacuation areas will be defined and distributed on the day <input type="checkbox"/> Marshals wearing fluorescent tabards will be stationed to guide visitors to safe dispersal routes. <input type="checkbox"/> PA announcement in the event of need for orderly evacuation from Shipston on Stour Town Centre. <input type="checkbox"/> Emergency services will be called	<input type="checkbox"/> Emergency Procedures Document <input type="checkbox"/> Lost Child / Vulnerable Person Policy

Risk Evaluation

Severity/Consequence

		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

LIKELIHOOD

- 1 - **Remote** - e.g. it is not expected this will ever happen
- 2 - **Improbable** - e.g. do not expect it to happen, but is possible
- 3 - **Possible** - e.g. may occur occasionally
- 4 - **Probable** - e.g. will probably occur but is not a persistent issue
- 5 - **Very likely** - e.g. likely to occur on many occasions

SEVERITY/CONSEQUENCES

- 1 - **Minor** - e.g. minor first aid/minor property damage
- 2 - **Severe** - e.g. lost time injury/repairable property damage
- 3 - **Major** - e.g. long-term absence (> 6 months)/property damage requiring replacement
- 4 - **Fatal/Partial loss of a building**
- 5 - **Multi-fatal/Complete loss of a building**

RISK RATING = LIKELIHOOD x SEVERITY

- 8 or less... **Low risk** action as soon as practicable
- 8 – 16... **Significant risk** action within one month
- 16 – 25... **High risk** immediate action

EMERGENCY & SAFETY PROCEDURES FOR FOOD FESTIVAL MARSHALS 2024.

Named Persons and contact details

Named Persons and contact details

Project Manager:	Sue Bains	07969868450
Event Logistic Team Leader:	Sue Jeffries	07828 893903
Event Logistic Team:	Judith Jackson	07957 860937
Event Logistic Team:	Duncan Cashmore	07984 986350
Event Logistic Team:	Peter Cowley	07435 567078
Event Logistic Team:	Harriet Smith	07496 040256
Traffic Logistic Team Leader:	Tadge Sabatowski	07561597557
Child Protection Officer & President	Paul Macpherson	07725 105677

RESPONSIBILITIES

Judith Jackson and Sue Jeffries will be responsible for the Security Procedures for the Food Festival 2024. This Plan is simple but should be effective if everyone acts together as planned below.

The Marshals will wear easily identifiable bright yellow t shirts and/or Hi-Viz tabards and monitor their allocated areas during the 6 hours of the event looking for:

- Suspicious behaviour
- Suspicious packages
- Fire and hazards
- Risk events spanning drunkenness, fights, illness, lost children- and actual serious attacks.
- Social distancing advice/ reminders

The duty of the Marshal is to gather basic information and then alert the Control Gazebo immediately.

If there is a life-threatening situation like stroke or heart attack, phone 999 first and then the Control Gazebo to relay the situation and your actions so far.

Do NOT pass on the responsibility to commence action required to save a life to another person

Marshals should try to remain in their area designated in case of a serious situation (unless life-threatening or serious harm imminent) in order to help with:

- Help for disabled persons.
- Information
- Help with children.
- Help with where to go in an evacuation/ dispersal. Evacuation areas will be defined and distributed on the day
- Car barrier removal for emergency vehicles access
- Monitoring any continued threat.
- Preparing Event Reports

Judith Jackson's role will be:

- To coordinate the Marshals and gather information on any situation for emergency action
- Provide a focus for information regarding threat...however serious or minor.
- Make contact with emergency services, Police... including on-site first aiders.
- Take measured response action and...
- Make **appropriate** announcements through the PA System while trying to maintain calm and avoid **panic**.
- Liaise with police when they arrive... which could be up to an hour depending on police priorities.

Announcements may be made by the Safety Officer, or from the PA system announcement, resulting from threat identification from Marshals:

- ❖ **Code Green** announced: Lost Child or ill person identified requiring help and/ or a PA announcement.
- ❖ **Code Amber** announced: Explain the situation over the PA and advise situation is under control and there is no threat to the public
- ❖ **Code Red** announced: Declare a serious incident over the PA and advise public to calmly leave the area via defined exits or **to seek places of safety** (which could be pubs, shops, homes etc.).

All Marshals will give help to direct the public to safety in such circumstances; the police will have been called by the Control Gazebo if this hasn't been done previously.

Fire and Emergency arrangements.

During the Event, the following vehicular access safety precautions will be taken:

- A car will be parked across The Market Place at the confluence with Sheep St.
- A car will be parked across High St at the junction with West St.

- Contact details for the person(s) with keys to the cars being used as barriers will be distributed on the day
- Space must be left to allow these cars to move to permit blue light access
- All barrier cars will be manned so that they can be moved immediately for emergency service access or evacuation. The Safety Officer will control the barrier car movements directly.
- Pedestrian access is fully maintained at all entrances and exits.

Stour Valley Lions Food Handling and Hygiene Policy: (Generic)

Event: Food and Refreshment Handling and Procedures for ALL Lions Events where Food and Drink are served.

The most important food hygiene regulations for our requirements are:

- Regulation (EC) No. 853/2004 on the hygiene of foodstuffs
- The Food Hygiene (England) Regulations 2006 (as amended)

These set out the basic hygiene requirements for all aspects of our Club's food handling activities, from premises and facilities to the personal hygiene practices of all food handling staff who are either directly or indirectly linked with the Club. One of the key requirements of the law is that we must be able to show what we do to make, or sell, food that is safe to eat and have this written down. Details of such food safety handling procedures are described below.

This document is designed to meet the HACCP guidelines for safe food handling procedures and all legal requirements for hygienic food handling for Shipston on Stour Rotary Club in 2018 onwards.

This Policy should also apply to all non-Rotary-member food providers serving at Rotary functions.

Food Safety Management Procedures

We must put in place 'food safety management procedures' based on the principles of HACCP (hazard analysis and critical control point). We must also:

- keep **up-to-date** documents and records relating to your procedures
- review our procedures if we change what we produce or how we work

In practice, this means that we must have procedures in place to manage food safety 'hazards' in our activities. We must write these procedures down, update them as needed and keep records that can be checked by our local authority. The regulations are designed to be flexible, so these procedures can be in proportion to the type of work done.

hazard analysis and critical control point (HACCP)

HACCP is a way of managing food safety. It is based on putting in place procedures to control hazards. It involves:

- Looking closely at what you do in our business and what could go wrong.
- Identifying the 'critical control points' – these are the places we need to focus on to prevent hazards or reduce them to an acceptable level.
- Putting in place procedures to make sure hazards are controlled at our critical control points.
- Deciding what actions that we need to take if something goes wrong.
- Making sure that our procedures are working.
- Keeping appropriate records to show our procedures are working.

Food safety hazards include:

- microbiological – involving harmful bacteria, e.g. when certain food is kept out of the fridge for too long and bacteria grow in it
- Vermin and insects access.
- chemical – involving chemicals getting into food. e.g. cleaning products or pest control chemicals
- physical – involving objects getting into food. e.g. broken glass or pieces of packaging

Handwashing facilities

- We must have adequate facilities for washing and cleaning hands
- Washbasins for cleaning hands must have hot and cold running water, soap and materials for hygienic drying.
- Surfaces (including surfaces of equipment) in areas where food is handled, particularly those that are touched by food, must be maintained in a sound condition and be easy to clean and, where necessary disinfected.

Transport

- Items used to hold food (e.g. boxes) in vehicles and/ or Food containers must not be used for transporting anything other than food where this may cause contamination.
- Where vehicles and/ or containers are used for transporting anything other than food, or for transporting different types of food at the same time, you must separate products effectively, where necessary.
- Food in vehicles and/ or containers must be placed and protected in a way that minimises the risk of contamination.
- Where necessary, containers used for transporting food must be capable of keeping food at appropriate temperatures and allow those temperatures to be monitored.
This applies to sausages and beefburgers whether fresh or frozen.

Equipment & Premises

All items, fittings and equipment that food touches must be:

- cleaned effectively and, where necessary disinfected, frequently enough to avoid any risk of contamination made of appropriate materials and kept in good order, repair and condition, in a way that minimises any risk of contamination
- made of appropriate materials and kept in good condition in a way that enables them to be kept clean and, where necessary, to be disinfected, except for non-returnable containers and packaging. This includes all crockery and food and drink preparation vessels.
- Cleaning Procedure documents must be kept with dated records of compliance.

Food waste

- We must remove food waste and other rubbish from rooms where food is present as quickly as possible, to avoid them building up. Food should never be in contact with outer packaging
- We must put food waste and other rubbish in containers that can be closed, unless you can satisfy your local authority that other types of containers or systems of disposing of waste are appropriate. These containers must be of appropriate construction, kept in sound condition, be easy to clean and, where necessary, to disinfect.
- We must have adequate facilities for storing and disposing of food waste and other rubbish. Stores for waste must be designed and managed in a way that enables them to be kept clean and, where necessary, free of animals and pests.
- We must get rid of all waste in an hygienic and environmentally friendly way, in accordance with legislation
- The waste must not be a direct or indirect source of contamination (e.g. touching surfaces that food is prepared on, or attracting pests).

Water supply

- We must have an adequate supply of potable (drinking quality) water, which is to be used whenever necessary to ensure that food is not contaminated.

Personal hygiene

Every person working in a food-handling area must maintain a high level of personal cleanliness. He or she must wear suitable, clean clothing and, where necessary, protective clothing (such as flame-proof clothing for barbecues cooking).

- Food Handlers should keep hair tied back and wear a suitable head covering, e.g. hat or hairnet, when preparing food.
- Overalls or aprons should be worn by food handlers
- Staff should not wear watches or jewellery when preparing food (except for a wedding band).
- Staff should not touch their face and hair without washing hands again, smoke, spit, sneeze, eat or chew gum when they are handling food.

Fitness for Food Handlers

We must not allow anyone to handle food or enter a food handling area if they:

- are suffering from, or carrying, a disease likely to be transmitted through food
- have infected wounds, skin infections, sores
- have diarrhoea or similar infections

Food Handling staff with diarrhoea or vomiting should not handle food until they have had no symptoms for 48 hours.

Handwashing

- Ensure that all staff that work with food wash their hands properly:
 - when entering the food handling area, e.g. after a break or going to the toilet
 - before preparing food
 - after touching raw food, such as meat/poultry, fish, eggs and unwashed fruit and vegetables
 - after handling food waste or emptying a bin
 - after cleaning
 - **after blowing or touching their nose or hair!**
 - after touching phones, light switches, door handles and **cash**
 - registers, or other surfaces that could come into contact with
 - staff handling raw food
- Don't forget that staff should dry hands thoroughly on a **disposable** towel – harmful bacteria can spread more easily if your hands are wet or damp. Use the disposable towel to turn off the tap
- **No tea towels should be used... only disposable paper towels are acceptable.**
- **Disposable gloves must be worn by food handlers.**
- Mobile phones should not be taken into a food preparation area

Food

- We must not accept raw materials or ingredients, or any other material used in processing products, if they are known to be, or might reasonably be expected to be, contaminated

- in a way that means the final product would be unfit for human consumption. This includes temperature-abused foods and frozen-recovered goods.
- Meats should be fresh if possible and bought from a reputable supplier, butcher or supermarket. All meats should be clearly labelled with best-before dates
- We must store raw materials and all ingredients in appropriate conditions, designed to prevent harmful deterioration and protect them from contamination.
- At all stages of production, processing and distribution, you must protect food against any contamination likely to make it unfit for human consumption, harmful to health or
- contaminated in a way that means it would be unreasonable to expect it to be eaten in that state.
- We must have adequate procedures to control pests and to prevent domestic animals (pets) from getting into places where food is prepared, handled or stored.
- **All food handling containers must be clearly labelled and dated**
- **Fresh meat including sausages and beefburgers need to be stored separately and kept refrigerated (at 5°C or below) until cooking** (a refrigerated container using salted ice may be adequate for a few hours).
- Cooking of sausages and beefburgers must be thorough and no raw meats served at all.
- **Raw meats must be handled using clearly labelled, separate utensils to cooked meats**
- Helpers serving food to the public must ensure that they do not handle raw meats and money. Therefore, it is recommended that there are 3 persons involved at the 'barbecue' stall... one for raw meats, one for cooked and a money-taker.

Temperature

- We must not keep food at temperatures that might cause a risk to health (see below). i.e. >5 degrees Celsius
- The 'cold chain' must not be interrupted for foods that rely on temperature control for their safety. However, you are allowed to have food outside temperature control for limited periods of time to allow you to prepare, transport, store, display and serve food, as long as this does not cause a risk to health.
- If food is going to be kept or served at chilled temperatures, you must cool it *as quickly as possible* after cooking

Service and display

- Hot food like burgers and sausage baps can be kept below 63°C for up to two hours but you should only do this once. If any food is left after this time, you should discard.
- All food should be stored in clean, dry containers protected from the *elements*.
- It is important to ensure that sauces and condiments bottles and containers are cleaned and sanitised regularly if presented for public use at a stall or barbecue.
- 70% alcohol rubs and gels should be available for all food handlers if possible.

Defrosting of Sausages or Beefburgers

- If you defrost any food, you must do this thoroughly in a way that minimises the risk of harmful bacteria growing or toxins forming, in the food.
- While being defrosted, we must keep food at a temperature that would not result in a risk to health (ideally 2-5 degrees Celsius).
- Where liquid coming from the defrosting food may present a risk to health (e.g. when defrosting raw meat) you must drain it off adequately and hygienically and separate from cooked foods.
- Following defrosting, food must be handled in a way that minimises the risk of harmful bacteria growing or toxins forming (e.g. keeping it in the fridge).

- **No catering cooked meat should be refrozen.**

Wrapping and packaging: using a paper serviette to serve a bap

If we wrap or package food ... including selling food to take away then we must follow these requirements:

- Material used for wrapping and packaging must be clean and not be a source of contamination.
- We must store wrapping materials so they are not exposed to a risk of contamination.
- We must carry out wrapping and packaging in a way that avoids contamination of products.
- We must make sure, where appropriate, that the container is clean and not damaged, particularly if we use cans and/ or glass jars.

Training

- The person or people responsible for developing and maintaining the Club's food safety management procedures, based on the principles of HACCP must have received adequate training to enable them to do this.

Movable and Temporary premises

- Movable and/or temporary premises include marquees, market stalls, mobile vans, vending machines. **This category includes people's homes where food is regularly prepared to be sold or given to the public** and barbecues set up at Lions' functions.

Cross-contamination

Cross-contamination occurs when bacteria are spread between food, surfaces or equipment. It is most likely to happen when raw food touches (or drips on to) ready-to-eat food, preparation equipment or preparation surfaces. (see tea towels below)

Cross-contamination is one of the most common causes of food poisoning. Do the following things to avoid it:

- Clean and **disinfect** work surfaces, chopping boards and equipment thoroughly before you start preparing food and after you have used them to prepare raw food.
- **Do not use tea towels at all**
- Use different equipment (including chopping boards and knives) for raw meat/poultry and ready-to-eat food unless they can be heat disinfected in, for example, a commercial dishwasher.
- Wash your hands before preparing food.
- Wash your hands thoroughly after touching raw food.
- Keep raw and ready-to-eat food apart **always**, including packaging material for ready-to-eat food.
- Store raw food below ready-to-eat food in the fridge.
- If possible, use separate fridges for raw and ready-to-eat food.
- Provide separate working areas, storage facilities, clothing and staff for the handling of ready-to-eat food.
- Separate cleaning materials, including cloths, sponges and mops, should be used in areas where ready-to-eat foods are stored, handled and prepared.
- Make sure that staff know how to avoid cross-contamination.
- Please recycle all food waste separately to General waste

Unforeseen Health and Safety Problems

- Contact the Safety Office or a central point (eg. Control Gazebo) for any food related H&S issues

- If in doubt concerning any food or drink possible contamination- then discard to waste in the prescribed procedure and isolate any suspected batch so that it cannot be served or sold.

All Food Handlers should have a copy of this Policy and a record of acceptance of its provisions should be maintained by the Lions Event Organiser as part fulfilment of the overall Risk Assessment for an Event.

LOST CHILD/VULNERABLE PERSON POLICY

Named Persons and contact details

Named Persons and contact details

Project Manager:	Sue Bains	07969868450
Event Logistic Team Leader:	Sue Jeffries	07828 893903
Event Logistic Team:	Judith Jackson	07957 860937
Event Logistic Team:	Duncan Cashmore	07984 986350
Event Logistic Team:	Peter Cowley	07435 567078
Event Logistic Team:	Harriet Smith	07496 040256
Traffic Logistic Team Leader:	Tadge Sabatowski	07561597557
Child Protection Officer & President	Paul Macpherson	07725 105677

Marshals (Stour Valley Lion Club members and helpers)

Policy Statement

Children and vulnerable person's safety is held as the highest priority at all times during events hosted by the Stour Valley Lions. Every attempt is made through our Health and Safety procedures and Risk Assessments, to ensure the security of children and vulnerable persons is maintained at all times. Provision for children at an event should be considered even where the event is not specifically aimed at them, as they may accompany family members. However, in the event of a child going missing or becoming separated from the adult responsible for them, every effort should be made to follow the policy guidelines below.

If you think a child is at immediate risk call 999

General Care Guidelines

- Accommodation - allocate a central point to accommodate lost or found children/persons. Do not advertise this as a missing person post, but what it actually is, i.e. Central Control, or the First Aid point. At the Food Festival, this is the Lions Gazebo – Control Centre – located in the top North West corner of the Square.
- Staffing of this location – There should be ideally two people to care for any found child, and ideally both will have enhanced DBS (Disclosure Barring System) checks. Enhanced DBS Clearance is held by Pat and Paul Macpherson.
- Children should not be left in the sole company of one person.
- No food or drink, except plain water should be given to children/vulnerable adults in case of allergies.

Found child (i.e. a child who has become separated from their parent/ guardian)

If a lost child is **discovered** by any member, that person:

- Must immediately report to the Child Protection Officer or a named person as above.
- Must immediately take the lost child to the designated lost person point where they should be met ideally by two people with enhanced DBS checks to supervise the child.
- Depending on the age of the child, should ask the child the following questions to gather more information.
Ask:
 - their parents/ guardians names
 - if they know any contact numbers for the persons they were with or other family members/ friends
 - where and when they were last together
 - what they were doing to help you identify where the parents might be
 - what the parents are wearing
 - if they know what the parent's plans were/ If child is calm and it is appropriate to do so, further details may be obtained, such as address and other relative's details.

In addition:

- The Child Protection Officer or one of the named persons should consider if an announcement should be made from the PA asking the parents/ guardians of the lost child/vulnerable person to go to the designated meeting point. The name and description of the child must not be announced over the PA.

- A search system can be considered to look for the relatives of the found child if appropriate.
- **Police are to be informed after 10 minutes** (this call may negate any concern if a 999 call has been received into the Police control by the parent/guardian/carer).
- When the parent/guardian comes to collect the child, they should be asked to provide identification and their details should be recorded. They should be asked to provide an accurate description of the child and what the child is wearing.
- If the child is reluctant to go with the parent/guardian, advice should be sought from the police

Missing Child / Vulnerable person

- If the missing person is a child, this incident takes priority.
- If a **high risk lost child or vulnerable person is reported as missing**, this must be immediately reported to the police via 999.
- The member must immediately report details of the missing child to H&S Officer or one of the named persons
- The member must obtain as much detail as possible from the parent/guardian including:
 - Name and age
 - Male or Female
 - Ethnicity
 - Hair Colour
 - Height
 - Glasses (Yes/No)
 - Colour and type of clothing
 - Length of time missing
 - Circumstances under which went missing
 - Area where last seen
 - Does the individual have a mobile phone, if so what is the number
 - Is the individual disabled or does he/she have Special Needs
 - Any other vulnerability
 - Any other identifying features
 - Anywhere the missing persons favours to go/ is likely to go or people they may contact
 - What the missing person enjoys doing
 - Any medication
- Parents, accompanied by a Marshal or member of the Lions, should remain in the area where the child was last seen.
- The Child Protection Officer or one of the named persons will pass the relevant information to all member of the Lions via agreed method of communication. Member of the Lions must minimise the chance of people overhearing identifying information about the child.
- All Marshals should undertake a search of their areas.
- In perimeter areas, member of the Lions must report on any such child leaving the event site and stop anyone they think might be the missing child from leaving.
- Consideration should be given to closing event exits until a thorough search is carried out and missing person found.
- Consideration is to be given to preventing any vehicles leaving the event without being searched.
- Consideration to be given to gridding maps and searching by grid plans as agreed at an urgent Briefing
- Police should be contacted after 15 minutes of a person being reported missing. If the missing child is considered vulnerable or there are suspicious circumstances surrounding their disappearance, the police should be called immediately.
- Once a missing person is found, H&S Officer or one of the named persons will advise all member of the Lions who will resume their normal duties.

Lost Adults (i.e. an adult who has become separated from their family/friends/guardian)

- Lost adults who become detached from their friends or family will either make themselves known to member of the Lions or a member may become aware of them.

- A procedure should then be in place to assist people with linking up with the other members of their party. i.e. The member will make a call to the H&S Officer or one of the named persons in case the person's friends or family have already made contact.
- A brief search of the area can be carried out with the lost person to assist in locating friends or family. If the immediate search is unsuccessful the member can then escort the lost person back to the lost person allocated area, where the H&S Officer or one of the named persons will be informed.

Emergency phone numbers

If you think a child is at immediate risk call 999

Electrician's Procedures

Named Persons and contact details

Named Persons and contact details

Project Manager:	Sue Bains	07969868450
Event Logistic Team Leader:	Sue Jeffries	07828 893903
Event Logistic Team:	Judith Jackson	07957 860937
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Event Logistic Team:	Harriet Smith	07496 040256
Traffic Logistic Team Leader:	Tadge Sabatowski	07561597557
Child Protection Officer & President	Paul Macpherson	07725 105677

It is required for the named electrician:

- To be available on 8th September at 07.30 reporting to Duncan Cashmore.
- To enact and check all electrical connections from High St and Market Place premises to market stalls for safe use and to confirm satisfactory safety compliance to DC or Safety Officer GT.
- To draw attention to DC **any** suspected safety hazard relating to wiring, electrical connections or stall equipment.
- To be available on 10th September at 16.00 reporting to Duncan Cashmore to remove electrical connections to stalls and make safe connection points as required.

Confirm completion verbally directly to DC.

Marshal's and General Helper's Procedures

Named Persons and contact details

Named Persons and contact details

Project Manager:	Sue Bains	07969868450
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Child Protection Officer & President	Paul Macpherson	07725 105677

It is required for all Lions and Helpers to following the guidance below:

Identification. All marshals, whether members of the Stour Valley Lions or other volunteers, must wear the Food Festival T shirt and an identification badge. Hi-Viz should be worn by those in the traffic control team as appropriate.

Attendance. There is no expectation that all helpers are present throughout the whole period of the event, but it is important to know how many Helpers and Lions are at the event.

- To sign in from 09.40am to 6pm at the Lions Gazebo- Control Centre in the top North West corner of the Square, by Lloyds Bank, where the rota will be displayed
- To report to the Lions Gazebo - Control Centre before leaving the area.

Roles

- To take an active part in the festival in a variety of roles
 - Selling raffle tickets either at the dedicated stall or around the area in an appropriately enthusiastic manner!
 - Working on the Tombola stall in an appropriately enthusiastic manner!
 - Patrolling the area to identify and report any actual or potential issues or problems
 - Controlling queues if and as appropriate, informing one of the named persons above that this is required
 - Relaying concerns from stall holders to a named person
 - Supporting, advising, helping visitors to the Food Festival with any queries
 - Taking photographs and other records of the event, posting onto social media using appropriate language /tone commensurate with representing the Lions International Club.
 - Any other role as deemed necessary

Safety and managing incidents: We are anticipating there will be large numbers of visitors and as Lions and helpers, we must accept our role in ensuring we are vigilant and prompt in our response to any possible problem or issue.

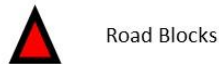
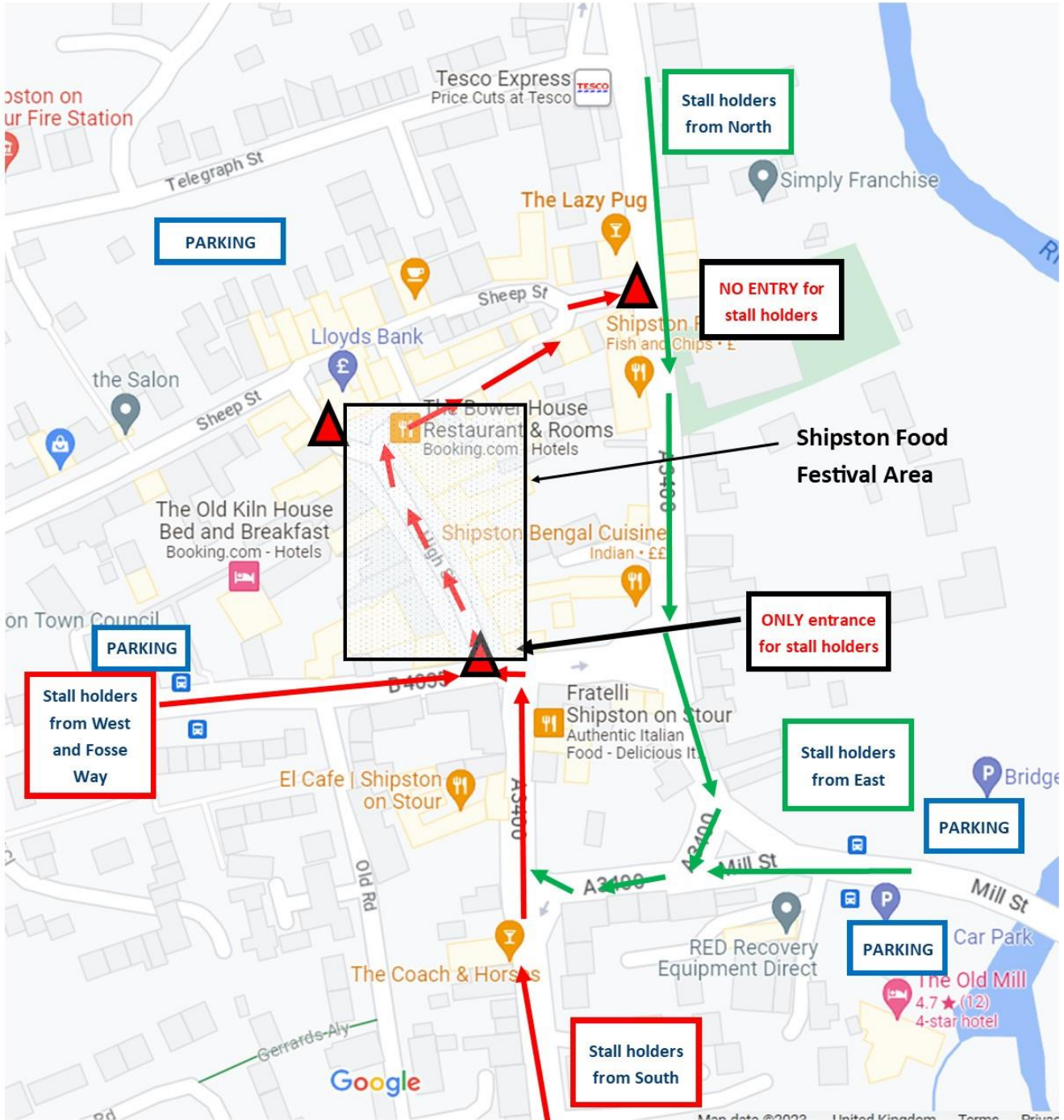
There should be no delay in informing one of the named persons above, if any area of concern is identified:

- To report immediately any suspicious package or incident to any of the named persons listed above, either using the two way radio or by phone
- To comply with the Risk Assessment and Emergency Procedures Policy in the event of any incident
- To comply with the Lost Children policy in the event of identification of an issue.



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One-Way system for Stall Holders.



Stall Layout as at June 2024, but subject to change

