

STOUR VALLEY LIONS Shipston Food Festival 2023 Event Statement

SUMMARY STATEMENT by the President:

The organiser Stour Valley Lions Club will safeguard so far as is reasonably practicable, the health, safety and welfare of all persons who might be subject to risks from its activities. This will be achieved by co-operating, communicating and co-ordinating with all relevant agencies, organisations, volunteers, etc. necessary to manage the health & safety at the event.

Named Persons and contact details

Health and Safety Office:	Graham Thomas	07966 468887
Deputy H&S Officer:	Sue Jeffries	07828 893903
Child Protection Officer	Paul Macpherson	07725 105677
President and Project Manager	Duncan Cashmore	07984 986350
Deputy Project Manager:	Sue Bains	07969868450
Stewards (Stour Valley Lion Club members and helpers)		

LIONS HEALTH & SAFETY POLICY STATEMENT

Stour Valley Lions are committed to ensuring that all **reasonable steps** are taken to **safeguard the participants, members of the public, volunteers, Lions and anyone who may be in the vicinity of a Lions event or activity from risk of injury or ill health resulting directly or indirectly from that activity or event.**

Stour Valley Lions are committed to:

- Promoting and encouraging development of safe practice as the normal acceptable standard for all Stour Valley Lions' events and activities.
- Providing all districts with information and advice to enable them to formulate and implement their own health and safety policies and to provide the same service to their respective clubs.
- Establishing systems and procedures that will ensure districts and clubs have access to up-to-date information and safety advice when so required.
- Developing and encouraging communication at all levels in order to develop the exchange of ideas and to promote best practice at all levels within RIBI.

The overall responsibility for safety at any Stour Valley Lion activity or event lies with the district or club organising it.

Stour Valley Lions Health & Safety Policy, Equality & Diversity Policy, Protection of Children Policy and Protection of Vulnerable Adults Policy

Specific issues: -

Health and Safety

- The H&S Officer is responsible for ensuring Lions H&S policy is fully implemented throughout the Club and covers all its activities. This includes ensuring that comprehensive and current Risk Assessments are completed wherever appropriate. The Shipston Food Festival Risk Assessment form is attached.
- In the first instance it is the Club organising the event/ activity who is responsible for ensuring all the H&S requirements are met, including the preparation of the specific event/ activity Risk Assessment.
- DBS checks will not be required except for those involved with the Missing Child/Vulnerable Person Policy, subject to the completion of a Risk Assessment and that it has been confirmed by the other party(ies) involved in the event/activity that they are not required.
- Where third parties are involved in Lion activities and are not covered by Lions insurance they must show evidence of having relevant public liability/ product insurance.

Protection of Children and Vulnerable Adults

- The Project Manager is responsible for ensuring Children and Vulnerable Adults safety policies are always implemented and is also responsible for ensuring comprehensive and current Risk Assessments are completed for all club events and activities.

Equality and Diversity

- The President is responsible for ensuring that the Stour Valley Lions Club always meets the expectations of the Equality and Diversity policy.
- Libel and Slander liability
 - All members must be aware of the potential risk from statements which could lead to either libel or slander claims.
 - In the case of written material including website, Facebook and Twitter these to be reviewed by the Stour Valley Club's leaders before publishing

Lions Club Insurance Policy

- The reference point for insurance queries is the Lions Insurance Guide
- A copy of this guide is held by the Stour Valley Lions Club Secretary who will endeavour to assist a member in finding the relevant information.
- All relevant Club activities must be adequately documented including the reporting/action taken where an 'incident' has arisen. Reports should be submitted within 24 hours of the occurrence to the Club Secretary.

Food Safety

- All food offered at the Shipston Food Festival 2023 is contracted out to licensed food vendors and all stall holders selling food have to certify that they comply with all Food Regulations relating to their street vending.
- Alcoholic Drinks served at a stall **will have a licence** to sell alcohol and the hygiene arrangements are stipulated under the Lions Club Food Policy appended; the Stour Valley Lions Club's **Food Policy** is appended.

Communications

- These arrangements are detailed in the Emergency Procedures document which details how organisers, named roles and stewards will communicate with each other and to the public, i.e. two way radios, public address systems, central control post. It will also state how emergency arrangements will be relayed to the public.

Crowd management

- Specific arrangements for stewarding are detailed in **Emergency Procedures** and the **Risk Analysis** including **Who Does What** at the event.

Vehicle management.

- Street traders' access to stalls for preparation Parking arrangements are specified in written instructions with maps and times (see site layout). Trader's vehicles, once stalls are set up, will be moved to public car parking until the end of the event.
- Road user restriction signs are erected at Market Place and Sheep Street, High Street and The Bury.

Vehicle movement on the event site at outdoor events (prior to, during and after the event).

- Pedestrians are asked to keep clear of the event while market stalls are erected and set up by traders. Stewards on a rota, carefully regulate access and advise all pedestrians particularly at 08.30 during stall erection, and controlled, timed access of traders for setting up stalls after 09.00.
- The Event is not formally open until 10am.

- Fire and Emergency arrangements are detailed in the appended Emergency procedures document – 6 fire extinguishers (Carbon Dioxide) are provided for general use.
- Event activities – This section refers to any requirements / procedures for specific activities carried out by participants, exhibitors, contractors, etc.

Temporary structures

- Market Stalls are erected and dismantled by a professional company specialising in such activity.
- All electrics are installed and checked by a hired, professional electrician and wiring is all checked for safety and trip hazard.
- APA system will be available for public safety announcements.

Waste / hygiene management

- This includes arrangements for the provision of 12 General Waste bins which are provided by the local Town Council, and they are dispersed evenly across the Event site.
- Bins are cleared up during & after the event and removed from site by Lawns2Mow the following morning during a final clean down.
- Stallholders will be required to take away their own waste for recycling.

Welfare arrangements

- This section details the number of sanitary conveniences and their location, based on estimation of attendance or availability in the building. It also covers first aid arrangements and provision for lost children / missing persons.
- Public conveniences are provided in Telegraph Street car park adjacent to the Event and are maintained by the local Town Council.

Provision of lighting

- Where additional lighting is needed for specific activities or use at night, these arrangements should include the provision of generators, their locations (whilst avoiding noise nuisance), and the use of qualified electricians, etc.
- Insurance arrangements – This section covers type and level of insurance obtained.

Food Safety

- As part of the event plan organisers should submit a Food Safety Plan where food is to be offered by the event or provided by external caterers. The Food Safety Plan should ensure all operators comply with Food Safety Act 1990 and the Food hygiene (Scotland) Regulations 2006.
- As part of the Public Entertainment Licence application organisers must supply Environmental Health with a list of food business operators at least 1 week before event.

Training requirements

- All stewards are recruited from within the Lions Club and voluntary named helpers and all concerned are **fully briefed** on their duties before, during and after the event.
- All are required to read their copy of the Risk Analysis and the Emergency Procedures document.

Security

- All cash is collected after 4pm by a team including the Stour Valley Lions Club Treasurer.

Contingency arrangements

- If the weather is poor or extreme, the Stour Valley Lions Club may cancel the event.
- A cancellation policy covers this eventuality

Emergency arrangements

- These arrangements are specified in the appended document.
- **Cotswold First Aiders** will be stationed on site as shown in the layout for the entire event.

Site safety inspection

- These inspections cover prior to, during and after the event and this sub-section covers what is to be inspected by whom and when.

Incident reporting

- In the event of any incident, a written report will be made immediately, and appropriate action taken by the Project Manager or by one of the named persons.
- An accident will be triaged by the first aid team and emergency services called as appropriate.

The insurer is Lions Insurance.

- Any incident will be formally reported by email and/ or phone call as soon as possible to the President and RIBI but certainly by the following morning after the event (depending on seriousness).

Appendices

The following relevant documentation is available from the Stour Valley Lions President and on the website www.shipstonFoodFestival.org

- This statement
- Stour Valley Lions Risk Assessment for Shipston Food Festival
- Stour Valley Lions Risk Assessment
- Stour Valley Lions Emergency Procedures
- Stour Valley Lions Lost Child/Vulnerable persons Policy
- STOUR VALLEY LIONS Application, Payment and Cancellation Statement

The following documentation is available from the Stour Valley Lions President and Project Manager

- Named persons
- Other participant lists
- Copies of individual trade's personal contact details, licences, insurance details, etc: