

York CAMRA Beer and Cider Festival

St. Lawrence Church & Hall, York

13th – 16th September 2023



CAMPAIGN
FOR
REAL ALE

H&S PLAN 2023 REDACTED
V1.3

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1.1 Document revisions

Vsn	Date	Author	Changes
1.0	18.08.23	K.Smith	New doc for first St.Lawrence festival
1.1	21.08.23	K. Smith	Organisers updates
1.2	24.08.23	K.Smith	More updates
1.3	29.08.23	K.Smith	Minor updates

1.2 Purpose of this document

This H&S plan summarises the controls and methods used to ensure the festival is set up, run and taken down in a safe manner. Detailed information is held separately in the H&S file. All the information is available on-site and used to train volunteers and inform the tasks carried out.

1.3 Event details

The York CAMRA Beer and Cider Festival, St.Lawrence Church YO10 3WP

The event is managed and run by the York branch of the Campaign for Real Ale (CAMRA), with the assistance of CAMRA volunteers from other Branches and areas. CAMRA is a not-for-profit organisation promoting Real Ale and protecting the interests of pub-goers. Any surplus from the event will go to campaigning for real ale and protecting the interests of pub-goers both locally and nationally.

The beer festival aims to promote high quality real ales and traditional ciders and perries to members of the general public and local licensees in and around York. The festival further aims to demonstrate the wide variety of real ales and traditional ciders available and provide a showcase for local and smaller brewers who find it difficult to find outlets for their craft ales. Wines, quality keg and European beers are also on sale.

The festival is intended to provide an enjoyable and safe occasion, promoting responsible drinking for members of the public, CAMRA members from all areas and local licensees.

Finally the festival aims to recruit more members to the Campaign for Real Ale by promoting the benefits of CAMRA membership at the festival and signing up new members.

York CAMRA have run a Beer Festival most years since 1974. Prior to 2008 the events were smaller, indoor, events at a variety of locations. This is the first time we have used this site.

Attendance History

The festival was historically smaller. A required change in venue led to the decision to increase the scale of the event and started the outdoor festivals in 2009.

Year	Location	Opening hours:			Total Attendance
		Wed	Thurs	Fri Sat	
2003	Priory Street Centre		19:00 – 23:00	12:00 – 16:00 & 19:00 – 23:00	1480
2004					1581
2005					1452
2006					1685
2007					1984
2008	Tap & Spile, Monkgate		16:00 – 23:00	12:00-23:00 12:00 – 21:00	900 (est)
2009	Knavesmire, Tadcaster Road location		14:00 – 16:00 (Trade session) 16:00 – 23:00	12:00 – 23:00	4738
2010			As above	As above	6084
2011			As above	As above	7020
2012		15:00 – 17:30 Trade session 17:30 – 23:00	12:00 – 23:00		7579
2013		As above	As above		9069
2014		As above	As above		9914
2015		As above	As above		10045
2016	Knavesmire, Racecourse location	13:00 – 17:00 Trade session 15:00 – 17:00 CAMRA Members 17:00 – 23:00	12:00 – 23:00		9842
2018		As above	As above		8303
2019		As above	As above		8613
2020/ 2021	Event cancelled due to Covid 19 restrictions.				
2022		13:00 – 17:00 Trade session 15:00 – 17:00 CAMRA Members 17:00 – 23:00	As above		5707

In 2016 the festival moved to a new site within the same area (the Knavesmire), in the Clocktower enclosure owned by the Racecourse, using some of their facilities

Incident log

2022 – No major Incidents

X3 First Aid interventions.

X1 volunteer incident leaving the site post festival (trip crossing the racetrack)

2019 – incidents: 2

X2 female customers hospitalised Sat night, one semi-conscious & vomiting in the toilets, one fell off her bike when crossing the racetrack trackmats (off the festival site).

2018 – incidents : 2

Exceptionally high winds caused damage to some of the tents of camping staff and the caterers stalls.

After event closure one member of staff fell off a space hopper and damaged his shoulder. A full report was made by the Stewards.

2017 – incidents: 1

Cleaner trapped finger in the entry / exit door of the gents' toilets which required first aid on site and treatment at A&E.

2016 – incidents: 2

A fight in the toilet block which required an ambulance to treat one of the participants and an incident off site; a member of staff fell over drunk on the road outside the racecourse. Paramedic responder when leaving the fight incident called it in as a rolling call and called an ambulance. – Stewards have log and reports detailing both incidents.

2015 – incidents: none

2014 – incidents: none

2013 – incidents: 1

One member of the public had to be removed from the site by the Stewards.

2012 – incidents: 1

An ambulance was required for one of our contractors who suffered a pre-existing illness.

2003 – 2011 – incidents: none.

Summary of Event

The focus of the event over the four days is the Real Ale and Cider/Perry bar selling about 190 different real ales, around 40 ciders or perries, with a range of draught and foreign beers and a small selection of wines and mead. A detailed programme listing all the beverages on sale, with tasting notes where possible, and providing information about Real Ale and CAMRA is offered free to visitors. Souvenir glasses are sold to customers. In addition to the bars other attractions will be present to encourage people to the event. These will include: high quality hot and cold food available whenever the event is open; beer and pub related books and products on sale; soft drinks; a tombola.

1.4 The venue

The venue is a Church, Hall and grounds.

The grounds are publicly accessible through a gate on Lawrence Street. Entry to the Church and Hall buildings is controlled by the Stewards. Entry is by Session wristband and clickers are deployed to ensure capacity is not exceeded.

Key contact for the venue: JW, bookings@stlawrenceparishchurch.org.uk

Exits

Church fire doors x3.

South Aisle, Transept and main Entrance doors (Tower Base)

Hall fire doors x2.

The Admissions entrance and door to the kitchen at the other (South) end.

Detailed exit calculations are filed in the H&S file.

All emergency exits have battery powered emergency exit lights with the ISO7010 recognised 'running man' symbol.

Provision of Fire Extinguishers

There are existing extinguishers in the buildings. The provision of extra CAMRA fire extinguishers has been determined with advice from Andy Chambers, Vesta Fire Protection. A list of extinguishers and their location is filed in the H&S file.

All the CAMRA fire extinguishers come with extinguisher identification signs and are serviced before the event opens to the public.

Catering stalls are instructed to provide their own firefighting equipment

1.5 Delivery and traffic management

There will be vehicles arriving at the site from set up to take down, but never in large numbers.

No parking is being offered to customers and they are being encouraged to reach the site on foot, by bicycle or by public transport. Bus information is given on our website, and we provide a bike park on-site. Since drinking beer and cider is the major part of this festival the organisers do not consider it appropriate to encourage driving. The only situation where parking would be provided is for a disabled visitor. Therefore very little traffic is expected to be generated by the festival.

The entry to the site involves sharing a path used by pedestrians and cyclists. A traffic management plan is filed in the H&S file.

Vehicle movements on the festival site are restricted to staff, sub-contractors and, if necessary, the emergency services; no members of the public bring vehicles inside the festival site apart from a few residents using the EDWAC land.

Much of the vehicle movement takes place during set-up and take-down. During these times drivers are asked to keep their speed down and use hazard lights when on the site; this also applies when the site is closed to customers, but staff and sub-contractors are present. A 5mph speed limit applies and this limit is signed.

Car parking is for staff and stallholders only in the designated areas shown on the plan. When the site is open to the public the only vehicles allowed to drive in the areas open to the public would be emergency services vehicles and a few residents using their EDWAC land spaces. For these few occasions when it is necessary for a vehicle to be driven onto a public area of the site when the event is open the driver will be asked to keep their speed very low, and the public will be cleared from its potential route by Stewards.

Intelligence Available

The festival is not expected to be a target for terrorist activity. General advice which will be adhered to can be found on the police website:

<https://www.northyorkshire.police.uk/advice/advice-and-information/t/terrorism-in-the-uk/staying-safe-from-terrorism/>

There is a possibility that the event will attract criminal activity in the form of customers taking drugs. The event will have Stewards patrolling the site to try to prevent this.

There is a risk of anti-social behaviour when alcohol is consumed, but previous experience of CAMRA beer festivals in York and around the country has shown that it is less of a problem than in other events. We believe there are a number of factors contributing to this:

- The customers are of mixed ages
- The density of customers is lower than in large bars and clubs
- There is plenty of seating available which tends to lead to a relaxed atmosphere
- No 'alcopops' or spirits are available, so alcohol tends to be consumed more slowly

With proper Stewarding and refusal to serve people who are drunk we will keep anti-social behaviour to a minimum.

Community Impact Assessment

The following group may be impacted by the event:

Local residents

The grounds are publicly accessible at all times. Obviously, customers will populate the area much more fully than usual, especially if the weather is good.

Lawrence Street is a busy road with a number of pubs and bars close by . As there is no music, and we clear the site by 11.30pm, extra noise and disturbance to those living around the site is minimised. Customers are required to empty their glass as they leave the site. The site will be fully cleared after the festival with all rubbish collected.

Since the festival is not offering parking to customers there will not be much additional traffic.

Beer delivery

The Beer Orderer (BO) or designated deputy to meet each delivery and check each cask against delivery note as it is unloaded and note any discrepancies. They will label each cask with a supplier code (for use when marshalling casks for return) and rack and position code and if necessary, a suitable code for any cask subject to sale-or-return or other arrangements.

Transport to stillage to be via teams using cask trolleys.

Cask handling instructions are filed in the H&S file.

Set up notes

It is a legal requirement for organisers of CAMRA festivals to comply with the Health & Safety at Work Act. This means that all staff have a responsibility not to endanger themselves and other workers at all times which includes the set up and dismantling phases. The following guidelines are designed to identify the key issues and risks.

General

A project plan is used to plan and manage activities in the correct sequences. There will always be a designated site manager present who will direct operations, make any necessary decisions and direct the pool of volunteer workers. Please discuss with them any concerns or questions.

The work can be fatiguing so volunteers can ask for a break at any time and can stop when ready to do so.

Deliveries / collection

During set up and take down, there will be vehicles of various sizes bringing and collecting plant, equipment and beer casks. Volunteers are advised to keep a close eye on nearby vehicle movements.

Carrying and lifting - general

We ask that volunteers be confident that they are capable of each individual task. If assistance is needed volunteers are encouraged to ask for help.

Where volunteers have a relevant medical condition or are pregnant, we DO NOT ALLOW ANY LIFTING.

Manual handling injuries can be avoided if you think and plan before each lifting task. Staff are advised to use proper technique when lifting – chin in, bend your knees, keep back straight, keep the load close to your body – and check the route is clear BEFORE doing the lift.

When carrying any object including chairs, tables etc. ensure that there are sufficient staff available to carry out the task safely. Staff are advised not to rush and take chances. Injuries to hands feet and back can be serious following manual handling accidents.

Beer Casks in particular are very heavy when full.

Ladders

If using a ladder, make sure it is securely positioned and stable. If necessary, tie it down, or get another worker to stand on the bottom. You must be able to maintain three points of contact at all times and ladders are meant for light work for a short time (30mins max). Do not over-reach from the ladder – move it if necessary. Do not carry heavy loads up the ladder,

Electrical

The electrical systems will be installed and signed off by the Electrical Contractor and a qualified electrician will be on site when the event is open.

Tools & Implements

Use knives etc carefully and always cut away from your body. Do not operate a tool, especially a power tool, unless you are confident and knowledgeable in its use.

Reporting of hazards

Please ensure that all hazards or potential hazards are reported as soon as possible to the duty site manager, e.g. slippery surfaces, unsafe practices, scaffolding about to collapse etc. They will take appropriate action.

Accidents and first aid

There is an incident log and first aid kit on site, if required.

Volunteer benefits

Bottles of beer will be issued to set-up workers, depending on how long they work. A special event will be held after the event for those involved in the take down on Sunday, and lunch will be provided for those working a full shift.

1.6 Festival Management

Management Arrangements

The roles listed below show the management of the festival. Many of the role holders form part of the planning committee, together with the wet stock orderers and the minutes secretary, whilst some of the bar and cellar managers have less involvement in the planning but key roles at the event itself. The job descriptions of the various roles are listed

later in this section. These officers have management responsibility both for staff under them and for any roles that they are carrying out as outlined in this manual.

A separate spreadsheet details the contact details of the individuals concerned.

Responsibility for all matters regarding food safety in relation to health and hygiene for the CAMRA bars lies with the cellar managers and the bar managers. Responsibility for food health and safety for hot and cold food, and for hot and other cold non-alcoholic drinks, lies with the food stall sub-contractors.

The people listed below are officers of CAMRA having official capacity at the festival; they are regarded as managers. Each manager or their designated deputy can take on management roles (as listed below).

Overall responsibility	Event Duty Manager - EO or deputy
Security/Stewarding	Chief Steward (CS)
Site/Fire Safety	Site Manager (SiM), CS, Stewards
Medical/First Aid Set up/Take Down:	First Aid At Work holders (when available),
When open:	Qualified first aiders in a dedicated room.
Traffic Management	Site Manager (SiM), Stewards
Food Safety (food)	Responsibility of stallholders
Food Safety (bar management)	All Bar Managers and Cellar Managers
Health and Safety Policy	EO, H&SC, STM

Other CAMRA managers hold specific roles, identifiable by their role title (e.g. entrance manager, tombola manager etc).

Key Roles

The festival needs people in certain key roles to always be present in order to be able to continue to run the event safely and effectively. These key roles are taken by CAMRA managers. The primary roles are Event Duty Manager (Event Organiser or Deputy), Chief Steward (CS). Officials holding these roles have final authority over every other officer and every other role.

EO, SiM and CS (or their Deputies) must be on site at all times the festival is open.

The primary role holders, the bar managers and the SiM manager must always have radios or immediate access to them (e.g. a static Steward nearby); the DCS needs a mobile phone as well.

Key role descriptions are maintained.

General tasks for all managers

- General well-being and health and safety of their staff
- Checking that their staff have read, and signed to say that they have read, the appropriate health and safety documents and rules.
- Ensuring that their staff have received any appropriate induction.

- Ensuring as far as possible that the licensing objectives are upheld, namely prevention of crime and disorder, prevention of public nuisance, protection of children from harm and public safety
- Making staff aware of their duties and being in overall charge of those duties
- Being a point of contact for staff and resolving any day-to-day problems
- Ensuring that staff take breaks when necessary
- Educating the public and ensuring they have an enjoyable time
- Accepting deliveries of anything they have ordered or arranging for someone else to do this

Identifying Officers, Role-Holders and Staff

All staff, no matter in what capacity, shall wear a staff badge at all times that they are on duty and the festival is open. Their staff badge shall identify them to other staff and to members of the general public. Other persons who will be issued with badges will include contractors, and concession stall staff.

CAMRA Managers and anyone holding a primary role shall wear photo-card badges to identify themselves as officials to staff and the public. Managers also wear a different colour shirt to aid identification.

Communications

When the festival is open, all CAMRA officials (primary role-holders) shall carry with them at all times a radio for communication between members of the management team. All senior Stewards will also be equipped with radios.

In addition the CS and DCS shall have mobile phones for communications to and from the emergency services.

Additionally as many as possible of the CAMRA managers and Stewards should carry their personal mobile phones with some of the other managers' and Stewards' numbers pre-programmed into them in case of mass radio failure.

A list of mobile phone numbers for all key managers will be prepared at the start of the festival and held in the office as well as being distributed around the organising team.

The mobile phone number of the EO/ Safety Officer, Karl Smith is 07547 115210.

1.7 Construction of Stillages & Bars

Purpose-made stillage is owned by CAMRA and is erected using the instructions filed in the H&S file.

Bars are stored flat in a container and are unloaded and erected using the instructions filed in the H&S file.

Site plans, filed in the H&S file, show the position of stillages and bars

Control of Substances Hazardous to Health

The event is required to satisfy regulations regarding the Control of Substances Hazardous to Health (COSHH 2002). The law states:

An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health unless he has made a suitable and sufficient assessment of the risks created by that work to the health of those employees.

A risk assessment of substances that may be hazardous to health, with first aid advice, is filed in the H&S file.

All of these substances are only present as fluids or gases. No other hazardous substances or any that have been given a maximum exposure limit or occupational exposure standard are used or permitted at the event. Other than cigarette smoke, no carcinogenic (cancer inducing), mutagenic (inducing the mutation of cells) or teratogenic (inducing tumour) materials or biological agents are used or permitted at the event.

All staff using hazardous substances must read the safety data sheets for all relevant hazardous substances. All hazardous substances must be kept in their original containers. Anyone using a hazardous substance must use appropriate safety wear as suggested by the safety data sheet (e.g. non-porous gloves, safety glasses, plastic aprons and masks) which shall be provided by the festival organiser.

Hazards only present themselves to people using the substances, the analysis shows that no harm can be caused to visitors.

The assessment of all hazardous substances and procedures shall be reviewed by the EO prior to each event.

1.8 Suppliers

Food Stall Holders providing their own staff and equipment

The food stall holders are held responsible for their own health and hygiene arrangements, and these are to be no less than laid out in the Food Hygiene (England) Regulations 2006.

Each stallholder has their own public liability insurance.

Food stall holders are made aware of the festival site health and hygiene regulations and their responsibilities. In addition, we pass on any information from City of York Council (CoYC) or any other interested parties to the food sub-contractors when contracts are signed.

All food traders need to have allergen information available to customers.

However, all aspects of food safety and health and hygiene of all solid food (both hot and cold) and all hot drinks on the site remains the responsibility of the individual food sub-contractors.

The organisers ensure that the food sub-contractors are both experienced and professional. We insist that the food sub-contractors can demonstrate to CoYC that they hold adequate food safety certificates (e.g. as a minimum RSPH Food Safety for the Catering Industry or City and Guilds 7061 and 7062 or equivalent or higher qualifications). We require food stallholders to submit any safety policy and any risk assessment to the CoYC Environmental Health Department if requested by them not later than seven days before the event. Food subcontractors are also responsible for the safety of their own equipment.

Detailed requirements are supplied to all stallholders in advance. Relevant certificates are required to be inspected by the Concessions Manager (CM) when stallholders arrive on site. They are not allowed to set up until these have been approved. Once set up, a visual inspection will be made to check that their installations are safe, and we may involve our electrical contractor in this. A paper or electronic copy of all certificates is filed. In the H&S folder/file.

A List of stallholders is filed in the H&S file.

1.9 Volunteers

Staffing

The event comprises three distinct phases: setting up the site, beer and equipment; the open sessions (trade and public); dismantling (or take-down).

General

A team of CAMRA volunteers are utilised under the direction/control of the designated site managers (for setup/take down) or STM/EO (when the event is open). The CAMRA team are supplemented with friends who are vouched for by a member of the management team as competent and trustworthy. All workers complete a staffing application form, are allocated duties taking account of personal preferences where possible and appropriately briefed both before the event and/or when reporting for duty. Offers of help from unregistered, unknown people turning up at the event will be declined.

Experienced cellar people manage the beer stocks throughout the festival.

Security of the site between sessions is achieved by CAMRA volunteers.

Open sessions

Staff report in before their slot starts to the StM (and/or assistant/s), where they are briefed, equipped and signed in. On application, Volunteer staff are required to tick a box to say either that they have read and understood the Staff Induction which details the Rules of the Bar and Hygiene notes or that they will do so when they first report for work. Copies will be available at the staffing desk for volunteer staff to do this or re-familiarise themselves with them when they arrive.

The StM provides staffing plans and deploys/re-deploys staff, as necessary.

The Stewards are responsible for maintaining good public order and controlling the numbers of attendees to the site fire limit.

Contactless and cards are the preferred method of payment.

Food is provided by contractors, who are responsible for their own equipment & staff.

Staff at the Admissions desk and building entrances

Admission Policy

No minors (under 18s) are allowed in the buildings.

Anyone who is or appears to be drunk or violent is not to be permitted onto the festival site.

No glass bottles or drinking vessels or alcoholic drinks may be brought onto the site.

Anyone refusing to have their bag searched or an item confiscated when asked by a Steward may not enter the site. Anyone with illicit drugs is not permitted to enter the site.

Refusal of admission to the site is reserved. It is advisable to refer to the licensing conditions and explain that we have to keep to them.

Tickets & Wristbands, staff badges

Customers may arrive with an advance ticket or buy one at the admissions desk if there is capacity. These are all scanned, and a colour-coded wristband securely placed around the wrist.

Anyone with a staff badge may enter.

Overcrowding

All customers coming onto and leaving each building are counted by the Stewards using clickers, so that the number of customers on the site is known at all times. If at any time the total number of people in the buildings reaches 550 the CS is informed, who decides whether to allow further customers to enter or implement a 'one in one out' system. The fire limit of 600 will never be exceeded.

Special needs customers

The EO shall endeavour to ensure that any people with special needs are able to attend. The festival aims to be wheelchair and disabled friendly.

Access to the Admissions area/ Hall is step free, as is the route to the disabled toilet. There are steps inside up to the kitchen hatch and other Hall door. There is also one step from outside through that door.

There is a ramp up to the Church entrance and no steps inside the public areas.

Disabled toilets are provided for those with mobility problems or difficulty in walking. Stewards shall be on-hand to aid those with special needs if required.

If a visually/hearing impaired or otherwise disabled person has a sighted/hearing/mobile assistant who is only attending the beer festival to assist, and would not have been coming otherwise, then consideration shall be given as to free entry for the assistant. Bar or other CAMRA staff may also carry drinks to tables for disabled persons if necessary.

Staff behind the Glasses Counter

Staff are requested to handle clean glasses only by their bases and do not put anything inside them.

Souvenir glasses are offered for sale, there are no refunds. Polycarbonate glasses are also available free of charge.

Previous year's festival glasses can be used as long as they are CE marked.

If a customer asks for a clean glass or one of a different size, then you may swap their original glass for a different one; there is no charge.

Staff behind the Bars

Staff must follow the rules and induction they will have read before they start work. These are filed in the H&S file.

Authorisation to sell alcohol

The named Premises User (EO) will authorise all staff behind the bars to serve alcohol, using a signed list.

Take-down

Some clearing begins late on the Saturday night, but dismantling starts on Sunday after the festival has closed. The breweries will collect Empty/residual casks.

Staff camping

Some of the volunteer staff travel from a considerable distance to work at the Festival. We offer limited staff camping including some motorhomes. The staff camping, including mobile homes, is in designated areas available only to staff, stallholders. There is a separate shower available to campers within the campsite.

1.10 Operations

Toilet and Handwashing Facilities

The provision of toilets for the public will be:

In the Hall:

1 cubicle and 1 disabled cubicle

Hired in the grounds:

A main toilet block with separate Male and Female toilets. Two Male Urinal units. One Disabled toilet unit and 3 standalone unisex units, one of which will be sited in the tent area.

We expect that relatively few disabled people will attend the event, so the provision of 2 cubicles is sufficient.

To ensure that the toilets remain hygienic they are checked regularly, approximately hourly.

Some of the toilets also contain hand washing facilities.

Occupancy Limits

Total across buildings is 650 including staff: Church: 405 customers, 45 staff; Hall 180 customers, 20 staff

The site conditions will also be monitored by the SiM, who may recommend to the CS and EO if there are reasons to prevent further members of the public from entering.

Fire Risk Limitation

The fire risks shall be limited by ensuring that rubbish is not allowed to accumulate. Within the buildings the bar and stillage are either non-combustible, or not easily ignited. Ignition of any plastic covering of the bar could give rise to only a limited fire that could be extinguished with a water extinguisher or with available beer. The stallholders' contract includes the use of non-combustible materials.

In addition to the limitations described above, the Stewards shall patrol the site regularly when it is open to customers, to look for fire hazards. If a fire does break out, then it may be fought (if safe to do so) by a Steward or other staff member.

The bar managers, Stage Manager (SgM) and SiM shall be responsible for ensuring that the firefighting equipment is accessible at all times.

In addition there are copious quantities of water-based liquid that could be used for firefighting in emergencies. There are also mains water supplies in various places.

First Aid Facilities

If a member of the public requires first aid but is unable to reach the first aid point, the first aiders shall be called by radio.

The first aid during festival opening times is provided by:

Top Cover Medics

There is a qualified first aider on duty at all times during public sessions and 30mins after closing time.

FAaW holding volunteers are not expected to offer first aid assistance to members of the public.

Electrical safety

All electrical equipment at the festival site (belonging to CAMRA and contractors) will be checked by our Site Electrician, provided by Camel Events who will designate the Senior Person Responsible (SPR) who is electrically competent to oversee the electrical system.

Gas Safety

The CoM will check that the LPG cylinders used by the food traders each have a certificate to say they have been checked in the last 12 months.

Illegal Activities

If any crimes are committed on site the member of staff who sees the crime being committed or has the crime reported to them shall inform the nearest Steward, who shall in turn inform the CS and DCS. They shall then inform the police. An entry should be made in the incident log.

Children

Children are not admitted to the buildings, unless accompanied whilst a purchase is being made by an adult before leaving the building.

As it is public land, children may be in the grounds at any time, whether accompanied or not. The event has no responsibility for them.

However we will endeavour to help with any child appearing lost by contacting their parent or guardian.

Stewarding

The number of Stewards required has been considered based on the layout of the site. The minimum requirement is 15 Stewards, plus the CS & Deputy based on the following deployment:

Church x4, 2 static clickers, 2 patrolling
Hall x4, 2 static clickers, 1 patrolling, 1 on admissions queue outside
Grounds x3, 1 static at gate, 2 patrolling.
Break – x4.

Stewards wear official and easily recognizable shirts. Entrance control, security, crowd behaviour and the prevention of and dealing with violent incidents on the site and ejecting people from the site are the responsibility of the Stewards. The Stewards team have one manager, the CS who is in possession of a radio. The DCS must also have a radio, and as many other as possible of the Stewards are equipped with radios.

The Stewards work to SIA Door Supervisor guidelines, with the aim of ensuring that customers have a safe and enjoyable time at the beer and cider festival.

The Stewarding team will comprise a mixture of people qualified as SIA door supervisors, people with experience of Stewarding at beer festivals but without formal qualifications, and a few new(er) people.

All Stewards will do general Stewarding duties including pointing out any safety deficiencies to site staff, operating door clickers, helping out disabled people as necessary, assisting with evacuation if necessary, calling for a first aider if necessary, ensuring that only staff are in staff areas. New people to be teamed with experienced people.

If the customer is violent, then a qualified/badged SIA Steward shall be called immediately. If they are not violent but persist in unacceptable behaviour that will result in them being asked to leave, then a qualified/badged SIA Steward shall be called. For those rare occasions when ejection is needed, a qualified/badged SIA Steward shall be involved in the ejection and would be responsible for its documentation.

Procedure at End of Session

Last orders

At quiet sessions last orders shall be called 10 minutes before the end of licensed hours. At busy sessions last orders shall be called between 15 and 20 minutes before the end of licensed hours.

The EO or a nominated manager shall decide when last orders are called. Last orders shall be announced over the public address system, to be heard throughout the site.

End of Session ('Time')

It is illegal to serve alcohol outside the permitted hours.

The EO or a nominated manager shall call time at the end of each session. Staff shall complete serving any drinks order that they started serving before time was called. They shall not then serve any more customers. When they have completed serving any order that they started serving before time was called, they shall vacate the bar.

Bar managers and their deputies shall go behind the bar to ensure it is secure. Bar staff should withdraw from the bar. They shall not serve any alcohol. They may inform members of the public that time has been called and that no more alcohol can be served.

Clearing the site of customers after licensed hours

All members of the drinking public have a period not exceeding 30 minutes to consume any alcohol purchased during licensed hours. Volunteer staff and Stewards shall, not earlier than 10 minutes after the end of the session, inform drinkers of the remaining drinking-up time.

15 minutes after the end of the session staff and Stewards should start asking people to begin making their way off site. 20 minutes after the end of the session any remaining customers will be asked to leave.

The site shall be completely cleared of all members of the public as soon as possible after 23.20.

Incident Log

An incident log will be kept in the site office. All incidents shall be noted with date, time, brief description and the name and address of the person involved.

If in doubt as to whether an incident is important enough to merit logging it should be logged.

Any significant entries in the log shall be summarised in the EM for the next event removing any names to protect the privacy of individuals.

The first aid point shall keep a separate log of first aid incidents.

Glass on the site

The potential sources of broken glass are Beer bars Wine bar, Cider bar and Tombola.

Wine is supplied in glass bottles but will be poured into measures and transferred to the customer's glass or measured directly into their lined polycarbonate wine glass.

Glass items won on the tombola stand must be wrapped in a bag at the stall.

Any attendee opening bottles on site can be asked to leave the site if deemed necessary by CS/EO. No open bottles will be given to customers for consumption on site.

The soft drinks may be supplied in glass bottles

Accidents do occasionally happen. If any glass is broken in the public area, then it should be brought to the attention of the Stewards, who shall ensure as far as possible that the public are kept away from the broken glass until it is cleared up. There will be a plastic bin labelled

for broken glass and a brush and dustpan available. Thus, glass clearance equipment is also accessible for staff for any glass broken on the staff side of the bar. Protective gloves will also be available to any staff clearing up broken glass.

Disposal of rubbish

General Litter

We will provide bin bags throughout the site. The SiM will ensure that these are cleared and replaced when full; litter will also be cleared from the tables when the event is open. Stewards may assist in these processes. After the event has been closed to the public all staff on the site are expected to assist in clearing up.

All bin bags of general rubbish shall be placed in a designated skip/s supplied by a waste contractor. CAMRA will provide disposable plastic gloves to all staff handling rubbish together with rigger gloves if necessary.

Waste from the stalls shall also be bagged and disposed of with the general rubbish.

The SiM has a trade license to recycle at Hazel Court. We are providing a separate skip at the St. Lawrence site for cardboard but will take Glass, cans and plastic to HC for recycling.

Sharps

Should any staff member find a syringe or needle, they should not handle it unless wearing gloves. If they cannot deal with it immediately then a marker should be placed to prevent anyone else from harm in the interim and the Stewards informed. Needles should ideally be disposed of via the sharps container in the First Aid area, or, if that is not immediately available, the needle should be placed in a container that it cannot penetrate, e.g. a screw-capped bottle, which is then sealed at the neck before being added to the normal rubbish.

1.11 Take-down of the site

A project plan is used to plan and manage activities in the correct sequences, This is filed in the H&S file.

The electrical contractor dismantles their installation.

The SiM is responsible for seeing that materials such as fences, furniture or crowd barriers are stacked such that they can easily be removed by contractor's vehicles even if the weather is wet. The takedown and removal of the stillage, casks, and bar will be overseen by the Site/ Cellar managers and their designated deputy(ies).

CAMRA will provide hard hats, safety shoes, rigger gloves and drinking water.

1.12 Detailed information available in the H&S File/Folder

H&S Summary
Event risk assessment
Manual handling Risk assessments
Chemicals risk assessment
Chemical data sheets
Fire calculations
Fire information & risk assessments
Fire extinguishers
Gas cylinder risk assessment
Site Hire agreement
Electrical Contractors handover documentation
Rules and Contract for Caterers
Completed Caterer Risk assessments
Allergens
Volunteer Information, Volunteer Charter & H&S Handbook for festival volunteers.
Pre-opening checklists
Opening hours checklist
Accident report form
Exceptional Incident Procedures
Traffic management plan
Delivery & Collections plan
Building the stillage
Beer handling instructions
Bar Erection & Dismantling
Cellar Management Procedures
Beer temperature control plan
Medical plans
Site plans
Set Up plan
Takedown Plan