

York CAMRA Beer and Cider Festival

St. Lawrence Church & Hall, York

13th – 16th September 2023



Event Manual 2023
V1.2 REDACTED

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1 Background

1.1 Document Revisions

Ven	Date	Author	Changes
1.0	17/08/23	KS	First version of York CAMRA Beer and Cider Festival Event Manual at St. Lawrence site.
1.1	21.08.23	KS	Changes by Organisers
1.2	03.09.23	KS	Final changes

1.2 Key Contacts

Phone	Name / company	Items supplied
	JW, St. Lawrence bookings	Venue
	LL, Camel Events	Lighting and electrics
	SB, Top Cover Medics Ltd.	First Aid provision (during festival open periods)
	Yorwaste	Supply and removal of skips
	AC, Vespa Fire Protection	Fire extinguishers service

Phone	Name	Role
	KS	Event Organiser/Safety Officer, CAMRA (EO)
	MS, SG	Deputy Organisers, CAMRA
	PH	Health & Safety Co-Ordinator, (H&SC) CAMRA
	PH	Site Manager, CAMRA (SiM)
	GG	Staffing Manager, CAMRA (StM)
	SS	Entrance Manager, CAMRA (EnM)
	NS	Chief Steward, CAMRA (CS)
	SG	Concessions Manager, CAMRA (CM)
	MO-S	Treasurer, CAMRA

1.3 References

A substantial number of other useful guides and documents are available from the Festival hub in the Volunteer's area of the national CAMRA website.

Other useful sources of guidance are

- The Health and Safety Executive has a free website with access to guidance on legislation, regulation and their application – www.hse.gov.uk
- The Purple Guide is a specific resource for health and safety at events, but requires a subscription – www.thepurpleguide.co.uk
- The Food Standards Agency – www.food.gov.uk

2 Introduction

2.1 Purpose of this Document

This Event Manual (EM) provides an overview of how the festival is organised and run.

It is supported by other documents notably the H&S Plan and information including from the CAMRA Health & Safety resource which are available separately in the H&S file/folder. The Licensing aims are the prevention of crime, disorder, and public nuisance while ensuring public safety including the protection of children from harm.

Where the context admits, words of the masculine gender shall incorporate the feminine gender, and words of the singular shall incorporate the plural and *vice versa*.

2.2 Readership responsibility

This EM divides people on-site into four distinct groups:

- CAMRA Managers
- Subcontractors to CAMRA
- Volunteer Staff
- General Public

Of these groups, key CAMRA managers must read (and sign to say that they have read) relevant sections of the EM and the CAMRA national staff guidelines. Key Sub-contractors must be made aware of the EM and a copy made available to them.

Volunteer staff are allocated to one direct, named manager who will have read the relevant sections of the EM and will inform their staff verbally of their responsibilities. All volunteer staff will be required to read the general CAMRA rules and the general local rules for all staff, and sign to say that they have done so; this also forms part of CAMRA's insurance conditions.

It is the staffing managers' (StM) responsibility to ensure that this takes place, and the managers' responsibility to ensure that their staff have read (and signed / ticked confirmation (website sign ups) to say that they have read) any rules relevant to their area of work. There is one (short) set of rules common to all staff and a number of sets of rules pertinent to particular areas of responsibility. These can be found in the H&S file.

The managers remain responsible during the set-up, the festival itself and the take-down for informing all their staff of any relevant procedures that are not in the existing rules; this will include any staff responsibility during any exceptional circumstance. The site manager or deputy is responsible for ensuring that risk assessments are carried out for any previously unforeseen risks.

2.3 Availability of the Event Manual

The EM will be available to all managers on the shared Google drive. The festival organiser is responsible for ensuring that a copy of the EM is permanently available to all volunteer staff and subcontractors. One hard copy will be available on the festival site, lodged in the festival office. An electronic copy is also available on the office laptop.

A copy is also lodged with CAMRA HQ ahead of the festival.

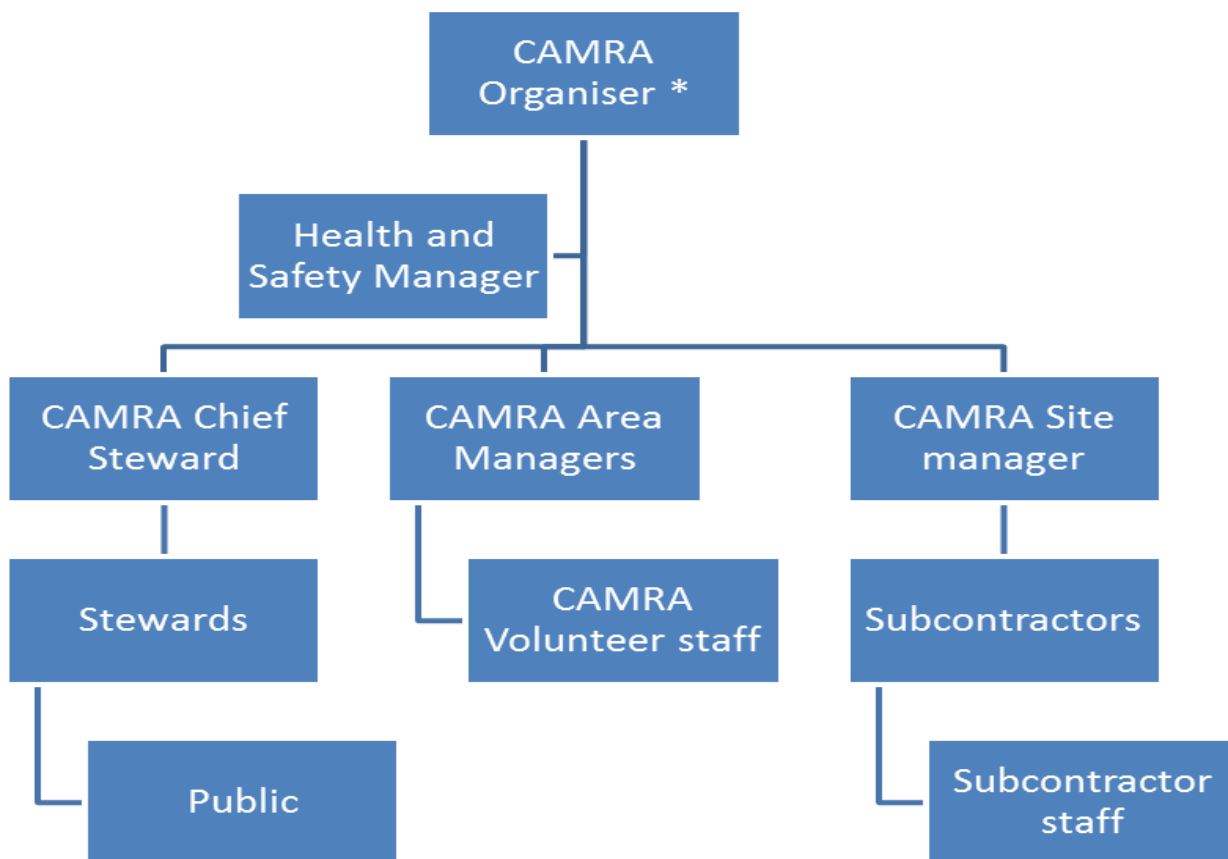
2.4 Overview of the health and safety plan

The Campaign for Real Ale Ltd recognises and accepts responsibilities and will take all measures, as far as is reasonably practicable, to:

- Ensure the protection and well-being of all employees, volunteer staff, customers, visitors and others who may be affected by CAMRA's activities.
- Adopt all possible measures to comply with statutory requirements and codes of practice in all matters of health and safety.
- Arrange for such training, information, instruction and supervision as may be required to ensure the health and safety at work of its employees and volunteers, and to promote understanding and awareness of the principles and techniques of safe and healthy systems of work.
- Provide and maintain a safe place of work, safe working methods and equipment, and a healthy working environment.
- Continually improve our performance through the monitoring, audit and review of health and safety performance.

The successful implementation of this policy requires total commitment from all levels of CAMRA staff and volunteers. Each individual has a legal obligation under the Health and Safety at Work Act to take reasonable care for his or her own health and safety, and the safety of the people who may be affected by their acts or omissions.

The overall responsibility for health and safety at the York CAMRA Beer and Cider Festival rests with the Event Organiser (EO). This includes all staff, volunteers, officers, subcontractors and members of the general public at the event. The overview of the organisational structure from a health and safety perspective is shown below.



* Informed by CAMRA HQ + CAMRA Site H&S manager

The EO shall sign the master copy of the Event Manual to state that s/he has read it and accepts overall responsibility for health and safety of all volunteer staff, CAMRA managers, sub-contractors and members of the general public at the event.

The EO is

Karl Smith

York CAMRA.

Summary of main safety issues and management

This statement provides a brief summary of the main safety issues at the York CAMRA Beer and Cider Festival, together with an indication of how we intend to manage them.

York CAMRA is committed to making the event as enjoyable and safe as possible for both workers (CAMRA volunteers, stallholders and contractors) and customers.

Although the CAMRA staff are all volunteers, for the purposes of the Festival they are regarded as being comparable to employees, with the festival site being regarded as comparable to a place of work during the set-up period, public opening hours, in-between times when the site is closed to the public but staff are present, and take-down. For this reason, the volunteer staff are given information and instructions, which they are to read.

On sign-up they need to tick a checkbox to say that either they have done this or will do so when they report for work.

Sub-contractors are responsible for the health and safety of their staff whilst at the event.

The potential hazards during the set-up and take-down periods are different from those when the site is open to customers. Good communication between those present, wearing of appropriate clothing, use of experts to install and take down, the lighting, shower trailers and other structures, and knowledge of manual handling all help to minimise any risks.

The potential risks increase substantially when the site is open to customers. The greatest hazards are fire and customers. The inherent fire risks arise from LPG used by caterers. We site the caterers outside and away from the buildings except for one using the permanently installed kitchen in the Hall where no LPG will be used. The contract for stallholders requires them to provide their own firefighting equipment and gives instructions for them in the event of a fire. The other fire risk is that of arson. Both buildings are equipped with fire extinguishers and the Hall has an alarm system. We attempt to remove rubbish promptly from the site to minimise customer access to combustible materials.

Risks from hired facilities like toilets, shower and fridge trailer are minimised by using reputable contractors.

The health and safety of members of the general public is the immediate responsibility of the security/Stewarding team; the Stewards report to the CS, who has operational responsibility for the safety of members of the general public; s/he reports directly to the EO who, assisted by the Health & Safety Co-Ordinator (H&SC) takes overall responsibility for the health and safety of members of the general public at the event. The churchyard is publicly accessible land, but children and young persons are not allowed in the licensed buildings This policy is enforced with the assistance of the Stewards and the Entrance Manager (EnM). Stewarding is carried out to SIA standards where appropriate.

The stillage will be erected by volunteers and approved by the Site Manager before cask loading. The bars will be erected by volunteers, who will be working next to it. Customers who have had a few beers can be a hazard to themselves and others. For this reason, the licensing law prevents us from serving anyone who would appear to be a potential problem. Bar staff are instructed not to serve customers who appear intoxicated and bar managers work with the Stewarding team to ensure such customers are not a danger to themselves, volunteers, or other customers. If necessary, customers will be asked to leave the festival.

Disabled people may be on the site and also children during the afternoon sessions. For these reasons, and for staff safety, slip and trip hazards are minimised, and the staff-only areas of the site are fenced off. Any broken glass is cleared up immediately, and beer, gin and wine bottles are removed as soon as possible after they are empty. Glass bottles cannot be taken away from the relevant bar. Any tombola prizes won which contain glass are bagged before passing to the customer.

Hygiene also forms a H&S consideration. Reputable and competent food contractors are used and can produce certificates to the City of York Council if requested. Volunteer staff are given rules about hygiene as regards sales of beer and glasses. The toilets are inspected regularly and maintained by the sub-contractor and/or the CAMRA Site Manager (SiM). The site manager is also responsible for prompt clearance of rubbish.

During the opening hours the general safety of the site is monitored by the site manager, whilst the general safety of the customers is monitored by the Stewarding team, with the assistance of the site manager as above for practical problems. The staff safety is checked by the managers of the various sections, with the festival organiser taking overall responsibility. Should any person suffer injury during the opening times, qualified first aiders are on the site, A first aid kit is available during all times.

The festival is not responsible for independent events taking place outside the festival site area.

Health and Safety of Staff

It is Festival policy to ensure, as far as is reasonably practicable, that during the festival the health, safety and well-being of all staff is maintained at all times. The EO holds the overall responsibility for the health and safety of all volunteer staff at the event, and for the implementation of the H&S strategy, assisted by the H&SC. The organisers, via the management team, will ensure that all staff are made aware of their responsibility to ensure their own safety, to prevent accidents and personal injuries to themselves, other staff or the public, and to promote health and safety during the event. The status of volunteer staff is parallel to that of employees.

Legal obligations

- i. Providing and maintaining equipment, avoiding risk to health and safety during the use, of items of stock and other articles storage, handling and transfer and substances, maintaining in a safe and satisfactory condition the place of work as well as means of access and exit.
- ii. Providing and maintaining a safe and satisfactory working environment together with appropriate facilities and safety equipment for the wellbeing of our staff.
- iii. Providing necessary instruction, training and supervision.
- iv. Providing personal protection equipment (e.g. gloves, overshoes and hard hats) as necessary.

CAMRA Managers' and Subcontractors' duties

- i. Ensure that the safety requirements of every job are carried out.
- ii. Ensure that instruction and training on job safety is provided to all new staff.
- iii. Insist that all staff follow the safety requirements and draw attention to errors and/or omissions on the part of staff they are responsible for.
- iv. Check that statutory regulations and CAMRA requirements are being met and that all staff are aware of safety policy.

- v. Ensure that all injury and damage accidents and near-miss incidents are reported under CAMRA and, if necessary RIDDOR, procedures and investigated at once and that effective remedial action is taken.

Staff duties

- i. Take reasonable care of the health and safety of themselves and of other people who may be affected by their acts or omissions at work.
- ii. Observe rules and instructions and adopt safe working practices.
- iii. Bring to the attention of their manager, the StM or the SiM anything that might affect the health, safety or welfare of themselves, other volunteers, sub-contractors or members of the public at the festival location.
- iv. Use the protective equipment provided.
- v. Report every damage and injury accident or near-miss to their manager or the organiser.
- vi. Report to their manager or organiser any potential hazard to health and safety and adhere to good safety practice at all times.

It is a serious offence for staff to:

- i. Disregard the safety regulations.
- ii. Interfere with or misuse anything provided in the interests of health, safety and welfare.
- iii. Operate any electrical or other equipment unless they have been authorised to do so
- iii. Disregard the fire precautions.
- iv. Drive above the speed limit (5mph) for the site or drive recklessly.

2.5 Summary sheet

GENERAL FACTS ABOUT THE EVENT	
Which CAMRA Branch organises the event	York
Beer Festival Site Address	York CAMRA Beer and Cider Festival, St Lawrence Church, Lawrence Street, York YO10 3WP
Beer Festival Organiser Name and contact details	Karl Smith
Beer Festival H&S Co-ordinator Name and contact details	Pete Hodgkinson
Description of Building	Church and Hall
	13 th Sept 12:00 – 16:30 Trade session 13 th Sept 18:00 – 23:00 Open to the public

Dates and hours of each session open to the public		14 th Sept 12:00 – 16:30 & 18:00 - 23:00 Open to public 15 th Sept 12:00 – 16:30 & 18:00 - 23:00 Open to public 16 th Sept 12:00 – 16:30 & 18:00 - 23:00 Open to public			
Expected maximum attendance at any one time	450	Expected total attendance over whole event	3500	Fire limit (numbers of persons)	600
Is Smoking allowed on the site? Provide details i.e. what areas	Yes, in the grounds only. Applicable to ‘vaping’ and e-Cigarettes				
Any other comments e.g. unusual hazards re this festival e.g. near railway tracks, water features etc	No				
TIMETABLE OF KEY ACTIVITIES					
Date(s)	Key Activities (e.g. beer unloading, marquee erection, scaffolding erection, barrel lifting, open days and take down days).				
07 - 12/09/2023	Set up				
07 - 08/09/2023	Stillage erection				
08 - 12/09/2023	Beer delivery				
08 - 09/09/2023	Cask Beer loading to stillage				
08 – 10/09/2023	Unload, build and install bars				
13/09/2023	Open for trade session, then public				
14 - 16/09/2023	Open to the public				
17 - 18/09/2023	Site takedown				