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**Staff and Volunteer Briefing**

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| **Event**  | *Harborough by the Sea 2015* |
| **Date** | *Saturday 30th July* |
| **Event start time** | **10:00 (Set up will take place from 8:00)** |
|  **Event End time** | **20:00 (Breakdown will be after this time)** |

**Event Staffing**

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| **Event Control** | *Helen Nicholls* ***Mobile – xxxxxxxxxxx*** |
| **Event Control** | *Lee Byrne* ***Mobile – xxxxxxxxxxx*** |
| **Designated Event Safeguarding Officer** | *Julie Clarke* ***Mobile - xxxxxxxxxxxx*** |
| **Memorial Gardens Steward** | *Joe Smith* ***Mobile - xxxxxxxxxxxx*** |
| **Lost Child/ Information Point** | *A N Other* ***Mobile xxxxxxxxxxxx*** |
| **Sandpits supervision** | *2 x HCYC staff* ***Mobile xxxxxxxxxx*** |
| **Craft Marquee/ Food Steward** | **A N Other Mobile xxxxxxxxxx** |
| **Square and bandstand Steward** | **A N Other Mobile xxxxxxxxxx** |
| **Communications** | *Helen Nicholls/ Lee Byrne* |
| **Police**  | *A police presence is not expected, however, depending on other commitments they may attend.* |
| **First Aid** | First aid provision will be provided by the Red Cross.  |

**Set up**

Set up will commence from 8:00 to enable the event to start at 10:00 .

* **The QRT and HDC staff** will be required to remove the tarpaulin on the sandpits, take out the deckchairs from the sandpits and to set out these round the sandpits.
* **HDC staff** will need to secure signage (with cable ties) on the Square to point to the activities in the Memorial Gardens/ notify members of the public about photos being taken/ no glasses around the sandpits.
* **HDC staff** will need to update the 2 noticeboards with activities running during the day.
* **HDC staff** will need to remove the patio tables and chairs from the marquee, clean the table tops and then set these out on the Square.
* **HDC staff** will need to receive delivery of 20 chairs from the Baptist Church.
* **HDC staff** will need to clean the oilskin cloths on the trestle tables in the marquee in readiness for Leicestershire Craft Centre (Catherine Wright and volunteers) and Market Harborough Flower Club (Sharon Badger) who will be running craft activities in the marquee. **HDC staff to support them with setting up. Their vehicles will need to be moved off the Square.**
* The Lost Child/ Information Point gazebo will need opening up and leaflets set out. **HDC staff to set up.**
* The giant games will be delivered and they will need setting out in the grassed areas of the Memorial Gardens **by HDC staff.**
* **HDC staff** may need to assist **Banana Brain Fun Shows** with the set up of their Punch and Judy Show (**Chris and Julie – Mobile - xxxxxxxxxxxxx).** Once set up has been completed Chris and Julie will need to park their van adjacent to MHBS’s wall. **HDC should supervise the movement of their vehicle** to ensure members of the public are not put at risk.
* **HDC staff** to show Mr Whippy (Mr Davda – Mobile - xxxxxxxxxxx) to his allocated spot and also Kempsters Catering (**Ricky Kempster – Mobile – xxxxxxxxxxx)**
* PA and other sound equipment. **Hfm – Ian Parker** - **(Mobile – xxxxxxxxxxx) will oversee this.**
* Peep boards and barriers. **The QRT will ensure the barriers are in place and exposed bolt heads protected.**
* **Sustrans (James Lowe – Mobile - xxxxxxxxxxxx) and the police – HDC staff to** show them to their allocated space.

**Schedule of activities - Saturday**

| **Start** | **Activity** | **Finish** |
| --- | --- | --- |
| 10:00 | Sandpits open | 20:00 |
| 10:00 | Crafting activities in the marquee **(HDC Staff to assist with packing away and movement of vehicles)** | 16:00 |
| 10:00 | Music on the bandstand | 11:00 |
| 11:15  | Punch and Judy in the Memorial Gardens | 11:45 |
| 12:00  | Music on the bandstand | 13:00 |
| 13:15 | Punch and Judy in the Memorial Gardens | 13:45 |
| 14:00 | Music on the bandstand | 15:00 |
| 15:30 | Punch and Judy in the Memorial Gardens | 16:00 |
| 16:00 | Music on the bandstand | 20:00 |
| 20:00 | Event finishes – Showsec security arrives at approximately 20:30. **QRT/ HDC staff** will be required to:* Lock up memorial Gardens.
* Pack away buckets and spades.
* Pack away deckchairs in the sandpits and cover with the tarpaulin.
* Place giant games and patio tables and chairs in the marquee. Secure marquee.
 | 20:45 approximately (after deckchairs etc packed away) |

**Stewarding duties during the event**

From 10:00 HDC staff will be required to supervise the following:

**Lost Child/ Information Point**

HDC staff will be required to answer queries from the public/ provide information and deal with any lost child/ safeguarding issues.

**Square/ Bandstand**

The Square/ Bandstand area will require supervision. Members of the public purchasing drinks from the Square Bar are not permitted for health and safety reasons to drink from glasses on the Square. Broken glasses may mean that the sandpits have to be closed if a breakage occurs very close to this area. Members of the public may **only** drink from glassware from the designated seating area in front of the Square Bar. Mr Mowla, owner of the Square Bar is aware of this and will provide plastic glasses for those wishing to sit in the deckchairs/ at the patio tables. **Members of the public not observing this requirement should be challenged and asked to consume their drinks in the seating area in front of the Square Bar.**

Hfm staff and volunteers will coordinate entertainment on the bandstand. **HDC stewards** should monitor the situation to minimise trip/ fall risks and to deal with any general event queries. **HDC staff working** with Hfm should monitor sound levels to ensure that these do not breach guidelines.

**HDC staff** should remain vigilant and monitor crowds for any potential issues.

**Marquee**

Stewards are required to monitor queues and offer support to craft activity leaders as required.

**Memorial Gardens**

HDC staff are required to supervise the area and assist as necessary with managing audiences for the Punch and Judy.

**Movement of vehicles on the Square**

*All movement of vehicles will* ***need to be supervised by HDC staff*** *to protect members of the public. Where possible movement of vehicles should be avoided after 9:00.* ***Only the following vehicles*** *are permitted to remain in the Square area – Ian Parker of Hfm (adjacent to MHBS), Mr Whippy – ice-cream van, Kempsters Catering and Banana Brain Fun Shows (adjacent to MHBS).*

**Additional Event Information:**

**Anticipated Attendance**

Temporary Event Notices (TENs) are in place for activities on the Square and in

the Memorial Gardens limiting numbers in both venues to 499. Attendance at

any one time is not expected to exceed this.

**Weather Forecast**

*Add nearer the time.*

**Security**

As in previous years overnight security will be provided by Showsec, who will arrive at 20:30 and leave the site at 8:00 on Sunday 31st July.

Local police have been fully briefed through the Temporary Event Notice (TEN) and also through a separate briefing. Where possible they will try to attend.

**Fire Safety**

*Access for all emergency vehicles will need to be maintained at* ***all*** *times. HDC staff should ensure that the ‘block paved’ area bordering the central paved area is kept clear to allow access.*

**Environmental health**

Hfm will work with performers to minimise the impact of sound travelling beyond the Square area.

The EH Team will have made checks on catering providers prior to the event.

**Press/Media**

Press Releases will have been submitted prior to the event together with information through social media including Facebook, Twitter and Instagram. It is likely that Andy Carpenter (photographer) will attend to take pictures for the Harborough Mail.

**Medical**

First aid cover will be provided by 2 Red Cross members of staff who will be based in their vehicle on the Square.

**Dress Code**

***HDC staff*** *helping with the set up of infrastructure should wear suitable PPE (Personal protective Equipment) and if appropriate should have received relevant manual handling training.*

***HDC Staff*** *should be suitably identified and wear their HDC languards.*

**Lost property**

*Found items during the event should be notified to Hfm, who will make an announcement. Unclaimed items should be kept at the Lost Child/ Information / Passport Sale Point.*

**Lost Children/ Safeguarding**

*See the separate Lost Children procedures/ Event Safeguarding leaflet for HDC’s procedures and policies. Staff should be fully aware of what they need to do if they find a lost child/ have safeguarding concerns about either a child or vulnerable adult.*

*Lost Child Forms will be held at the Lost Child/ Information/ Passport Sale Point.*

**Health and Safety**

*Staff should only lift/ move items within their capabilities and if appropriate should have completed manual handling training. Suitable PPE (Personal Protective Equipment) should be worn for activities necessitating this eg. protective footwear when lifting the sandpits.*

*Should an incident/ accident occur this should be reported immediately to Event Control. Where immediate medical attention is required 999 should be dialled. Event Control will complete HDC’s General Incident Report Form for a RIDDOR reportable incident..*

*A stock of these will be held at the Lost Child/ Information/ Passport Sale Point.*

**Post Event Information**

***HDC staff*** *are required to remain on site until all items of equipment have been packed away in the gazebo/ marquee (deckchairs underneath the tarpaulin covering the sandpits) and the security guard from Showsec Security has arrived.*

**Timesheets for HDC Staff/ Volunteers**

*All HDC staff must ensure that their hours have been recorded by Event Control on a timesheet before leaving.*

*Volunteers hours should be recorded on a separate timesheet for insurance purposes.*