

EMERGENCY & SAFETY PROCEDURES FOR FOOD FESTIVAL STEWARDS 2023.**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)		

The Health and Safety Officer and Deputy will be responsible for the Security Procedures for the Food Festival 2023. This Plan is simple but should be effective if everyone acts together as planned below.

Roles and Responsibilities

The Health and Safety Officer's role is to:

- Coordinate the Stewards and gather and disseminate information on any situation for emergency action
- Provide a focus for information regarding threat...however serious or minor.
- Liaise with emergency services; Police, On-site first aiders, Blue Light services
- In consultation with the President if possible to lead 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.

The duty of the Steward is to gather basic information thereafter alerting the Health and Safety Officer or one of the named persons, immediately on identification of a reportable issue.

Stewards will be named on a published and distributed Rota.

Stewards will wear 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

If there is a life-threatening situation like stroke or heart attack, Stewards should immediately phone 999 and then report the situation to the Health and Safety Officer or one of the named persons and describe their actions so far.

Stewards should try to remain in their designated area 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.
- Car barrier removal for emergency vehicles access
- Monitoring any continued threat.
- Preparing Event Reports

Public Announcements

Announcements should only be made by The President or Health and Safety Officer or one of the named persons, resulting from threat identification from Stewards:

- **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 Lions and helpers should give help to direct the public to safety in such circumstances; the police will have been called by the Health and Safety Officer or one of the named persons.

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 junction with Sheep Street allowing access for emergency vehicles.
- A car will be parked across High St at the junction with West Street allowing access for emergency vehicles.

The Health and Safety Officer will control the barrier car movements.

Pedestrian access should be fully maintained at all entrances and exits.