

Halesworth Millennium Green Trust



Code of Practice on Public Events

INTRODUCTION

The Green organises a number of varied outdoor events. These are organised by Trustees and other volunteers. For every event there needs to be a co-ordinator.

Hazards

- Site hazards eg fallen branches, ground topography
- Weather – hypothermia and sunburn/dehydration
- Injury through lifting/carrying heavy equipment
- Personal safety when dealing with large amounts of money
- Food hazards

There will also be risks associated with specific activities, examples of these are referred to below.

CODE OF PRACTICE

1. Have a co-ordinator, or co-ordinating team.
2. Check the site for obstacles.
 - If you are doing this alone make sure someone knows where you will be, what time you expect to return and what to do if you are overdue.
3. Be aware of any on site hazards, eg fallen branches, nettles, mud.
 - If possible remove obstacles but otherwise re-route the event/cordon area off/let people know about the hazard.
4. Notify people of suitable footwear to be worn if necessary.
 - Check the site again on the day because of changes due to the weather.
 - In high wind do not hold an event in woodland.
5. Ensure all helpers know about first-aid and access arrangements.
 - Check that there is a useable route for emergency vehicles on site and that you know the grid reference for the site.
6. Ensure there are sufficient emergency aiders and First Aid kits available (1 kit for 12 people, 2 kits for 50 people) and that both are identified to all helpers.
 - Investigate the possibility of using St. Johns Ambulance for major events.
7. Use correct lifting procedure if carrying heavy equipment eg tables, boxes of goods.
8. Ensure any equipment used
 - is stable especially if it is outside
 - is safely stacked and that entrances and corridors are kept clear.
 - Rope off any sharp objects.
9. If taking a large amount of money remove to a safe place at regular intervals.
 - Do not count money in front of the public.
 - For street collections choose a busy, well-lit area with plenty of people around.
 - If someone should attempt to take the money, let go rather than risk injury.
10. If the event is during the evening

- tell people to bring torches and/or make sure someone is available to direct them
 - try to ensure that the area leading to the site is sufficiently lit.
11. If the event is in a building, the last two people lock up and leave together.
12. Make sure those serving foods and refreshments are aware of basic food hygiene:
- Don't prepare food too far in advance. For most foods this means within 24 hours of the event if refrigerated, or within 4 hours if not refrigerated.
 - Always wash hands before handling food.
 - Handle food as little as possible
 - Don't work if you are suffering from any form of vomiting or diarrhoea illness.
 - Don't touch hair, mouth, nose or ears without washing hands afterwards.
 - Cover all cuts and grazes with waterproof plasters.
 - Don't wear strong perfume or lots of jewellery.
 - Make sure all food and drink is within the best before date.
 - Keep bins clean and covered.
 - Wash up in HOT water, wearing gloves to protect your hands.
 - Clean all surfaces and utensils every time they are used.
 - Cook food thoroughly, particularly meat, poultry and fresh egg dishes.
 - Keep food covered and away from flies.
 - Keep animals away from food preparation and service.
 - Ensure hot water containers are not overfilled and are stable and will not fall.
 - When barbecuing ensure all meat is cooked thoroughly and care is taken to prevent burning yourself.
13. If the event involves making anything, ensure that people are given good instructions about the task and tools talk at the beginning and help and supervision during the activity.
- Ensure any tools used are safe and in good working order.
 - Make sure you have a good ratio of adults to children.
14. Cycle event, ensure all taking part:
- are given a map of the route beforehand with emergency phones marked on the map.
 - are checked in at the beginning and at the end.
 - know that they have to let the person in charge know if they are not going to finish.
- Also
- Refreshment (and check) points along the route need to be provided with contact between checkpoints and a car to provide help if necessary.
 - Let the police know the event is happening.
15. Boat/canoe event:
- ensure all can swim and/or buoyancy aids/other safety equipment is available.
 - check weather forecast, don't go ahead with the event if the conditions are not good.
 - ensure that there is a competent qualified leader with the group.
16. For events that make use of electrical equipment make sure that:
- all appliances are fitted with circuit breakers as necessary.
 - all equipment has been safety checked as appropriate and that all leads are kept out of the way to prevent tripping accidents.
 - all wiring connections are safe.