

Devizes Community Area Health & Wellbeing

# *Be Active Showcase 2021*

Event Management Plan

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## Revision History

Version	Author	Date	Comments
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## 1 Objective of the Day

The objective of the day is to promote active health and well being amongst adults living in the Devizes Community Area by indicating what services and activities are available to them and their supporters.

## 2 Date, Time, Venue

- Saturday 3<sup>rd</sup> September, 2021
- 11am - 3pm

## 3 Venue Layout

Figure 1: Be Active Showcase 2021 Venue Layout

## 4 Health and Safety

It is the responsibility of all Exhibitors/Demonstrators to ensure that any equipment they use on site is covered by their own insurance, and that they have acceptable, up to date Risk Assessments in place. Any equipment installed by the organisers must also be suitably approved and protected.

Specific details of Health and Safety related responsibilities and provisions are given below.

### 4.1 Event Organisers

One of the primary roles of the event organisers is to ensure the safety of all those who attend and work on the event, and as such they will ensure that each volunteer is aware of the protocols to be followed in the event of any safety related incident, such as:

- Accidents
- Physical attack
- Fire
- Stolen / lost items
- Vulnerable Persons

Anyone requiring first aid should go to the First Aid Tent or notify an Event Volunteer.

### 4.2 Event Volunteers

Volunteers will be helping at the event, and will wear hi-visibility vests to make them easily identifiable. They will be briefed on the policies outlined in this document, including the protocols involved in communicating with back up services organisations such as first aiders and police in the event of incidents such as those mentioned in section 4.1

Where necessary the volunteer will call appropriate supporting organisations for help, including police and fire brigade. The police for example will be called if illegal activity has taken place or it is considered by the event organisers that there is a risk to anyone's safety.

### 4.3 Exhibitors & Demonstrators

All Exhibitors will be required to produce insurance documents and risk assessments where appropriate, and be able to show evidence of PAT testing and gas safety checks where appropriate.

Consideration will be made when allocating pitches to reduce risk, support the safest storage of rubbish etc.

For further details of the responsibilities of exhibitors/demonstrators please refer to the Exhibitor/Demonstrator Welcome Pack.

### 4.4 Fire Precaution

All exhibition stands and materials must be made of fire-retardant materials, and Exhibitors should provide their own fire extinguishers where necessary.

### 4.5 Glass

It is the responsibility of the Exhibitors/Demonstrators and general public to dispose of any broken glass they find on site. Bins are available for safe disposal.

### 4.6 Electricity

Electricity will be provided either by exhibitor-supplied generators which have been fully PAT tested, or by the mains supplies in the Shambles and Market Place.

Cables will be run safely, and out of the way of the public where possible. Where they are run across a footpath they will be suitably covered.

### 4.7 Major Incident Plan

A major incident is defined as an emergency that requires the implementation of special arrangements by the emergency services, for example, multiple casualties, or one which affects large numbers of people. If evacuation of the area is considered necessary following such an incident, then the following announcement will be made over the PA System:

**“Ladies and gentlemen, may we have your attention please. This is an important public safety announcement. It is necessary to temporarily evacuate the area so could you please move out of the area as quickly as possible. Please remain calm and do not run. The event will resume as soon as possible.”**

The emergency services will direct people to a safe area away from the incident as appropriate.

Once the temporary evacuation has been completed, a further announcement will be made to indicate that it is safe to the affected area.

### 4.8 Vehicular Access

In the interests of safety, access will only be possible to the area by exhibitors/demonstrators during the hours of **08:00 and 10:00** and **after 15:00** on the day of the event.

Access will be limited to those vehicles displaying a **Vehicle Access Permit** as mentioned in the Exhibitor/Demonstrator Welcome Pack, and there will be a one-way system in operation at all times.

#### 4.9 Safeguarding

Any vulnerable person that requires assistance should be escorted to the First Aid tent.

At no point shall an Event Volunteer be alone with a lost child or vulnerable person. Such individuals must be attended to by at least 2 people at all times.

#### 4.10 Accessibility

Event Volunteers will be briefed on accessibility, and making sure that any audience member in a wheelchair, or with any other specific need will be positioned as close as possible to the exhibition area.

In the event that wind gust speeds are to exceed 25mph, gazebos must be emptied of all persons and all openings must be closed.

In the event that wind gust speeds are predicted to exceed 40mph, the exhibitor/demonstrator must take the gazebo down.

#### 4.11 Searching Policy

The Event Organisers do not consider that this is appropriate due to the nature of the event.

### 5 Insurance

Event insurance will be covered by Wiltshire Council.