

# Rawdon Fun Day

## Volunteers Handbook

You MUST read and understand this document

This document contains what you need to know regarding site Health & Safety.

It is a legal requirement that we must show a duty of care towards the safety and wellbeing of all volunteers and members of the public, so please ensure that you understand everything contained herein. If you have any queries, please contact Mark Smithson (Chairman) on 07515 918926 or Jackie Shemilt on 07802 607463 BUT please see below for responsible officers on the day and how to identify them.

### Responsibilities

Role	Name	Contact Number
Fun Day Committee Chair and Licence Holder	Mark Smithson	07515 918926
Health and safety officer	Jackie Shemilt	07802 607463
Security officer	Mark Smithson	07515 918926
Treasurer and secretary	Jackie Shemilt	07802 607463
Stalls co-ordinator	Janet Warrior	07947 576888
Volunteers co-ordinator	Janet Leeks	07881 605198
Bar manager	Richard Slatcher	07850 011846
Stage manager	Michael Garth	07533 941913

### Communications

Two-way radios will be issued to:  
First aiders/Health and safety officer  
Fun Day Chair/Security officer  
Volunteers co-ordinator  
Treasurer/Secretary  
Car park stewards

The co-ordinators area/rendezvous point will be the committee caravan (unmissable as decorated in highly coloured graffiti) sited at the top of the field

### Volunteers Duties

All volunteers must report to the volunteers co-ordinator on arrival at the Fun Day. The areas requiring stewarding will be: Entrance/exit, Car Park, Bar, BBQ, kids' zone and general patrol.

All stewards will be provided with hi-viz jackets or vests.

## **Restricted areas**

There will be areas within the field that will be clearly fenced off and signs asking the public to 'keep out' will be posted. If there is any doubt about their authority to be in one of these areas or they refuse to leave you must report this to the security officer immediately.

## **First Aid**

First aiders from St. John's Ambulance will be on site throughout the day. The First Aid point is situated next to the committee caravan. Any steward or volunteer should report any accident or injury to the Health and Safety officer and escort the injured party to the First Aid point if at all possible.

## **Safeguarding and Supervision**

Children under 12 are not allowed into the event unless accompanied and supervised by a responsible adult at all times.

Lost children should be escorted to and collected from the committee caravan.

## **Stallholders and Site Traffic**

All stallholders must have booked their site with the organisers before the day. No one will be allowed to attend the Fun Day without notice.

Stallholder vehicles must be moved to the designated car parking area before 10.30 am. Stallholders may not keep their vehicle next to the stall unless the Health and Safety manager has given them specific permission to do so.

There must be no movement of vehicles on site between 10.30 am and 6 pm unless the H&S or security officer has given permission.

Stallholders may only have generators or fuelled appliances if they have had prior permission from the H&S officer. No generators may be filled after 10.30 am and no fuel may be stored on site.

Stallholders must not block or try to use the spaces deliberately left between the stalls as these are designed for firebreaks.

Stallholders must clear any rubbish from their area after the Fun Day. Failure to keep their area clean and tidy may result in expulsion from the site or they may be prevented from attending next year. Black bin bags are available from the committee caravan and rubbish bins will be sited at various points on the field.

## **Public Car Parking**

There will be a general public car park provided within the field boundaries. Overflow car parking is available across the road from the Fun Day field or at Yarnbury Rugby club on Brownberrie Lane.

## Fire Safety

All fire safety related questions or concerns must be directed to Mark Smithson or Jackie Shemilt.

All volunteers must remain vigilant and they must remove or report all fire risks that they come across. When setting up equipment fitted with cooling fans or with heat sources they must ensure that the fans remain unobstructed and that there are no combustible materials close by.

The stage and arena are no smoking areas.

The people in charge of fire emergencies are Mark Smithson and Jackie Shemilt. In the event of a fire, the person discovering the fire must raise the alarm by reporting to the committee caravan. Those in charge will then call the emergency services using 999. The police and the fire brigade have been informed of the event and will access the field via the main entrance on Layton Road which will be marshalled.

On the sounding of the alarm (air horn) all volunteers must ask the public to leave the field in an orderly fashion. Check that the areas you are in are evacuated but do not put yourself at risk. Never re-enter a building or a structure like a marquee until you have been told it is safe to do so.

Able-bodied volunteers should try to help anyone with a disability that may need assistance to leave.

There will be an external fire officer on site who will provide water, CO2 and foam fire extinguishers as well as fire blankets at certain points on the field-normally the bar, refreshment tent and BBQ. Only ever fight a fire with extinguishers if you feel safe and confident to do so and the fire is no bigger than a burning waste paper bin. **You are not obliged or required to fight a fire.**

### **Bombs and Incendiary Devices**

All suspicious parcels or packages must be immediately reported to Mark Smithson or Jackie Shemilt.

## Manual Handling

Lifting and carrying heavy objects incorrectly can result in serious injury.

All volunteers must comply with the following guidelines:

### ***Guiding principles for the safe lifting of loads:***

- a) Check the task characteristics-eight of load, size of load, position and destination
- b) Be aware of your personal limitations and ask for assistance if necessary.
- c) Take a secure grip
- d) Keep back straight and knees bent
- e) Keep arms close to the body
- f) Keep the chin tucked in
- g) Avoid twisting and sideways bending during exertion.
- h) Identify any slip and trip hazards between the load and your destination before lifting the load.
- i) Use mechanical handling aids whenever possible, e.g. wheelbarrow, sack truck

- j) Reduce the size and weight of any items to be carried by splitting the load whenever possible.
- k) Wear sensible shoes, preferably safety shoes, at all times.
- l) Wear sensible clothes that cannot snag at all times.

### ***Pushing and Pulling***

Manual handling injuries can be received when pushing or pulling. Stresses are generally higher for pushing than pulling. When pushing the reactive force on the spine, generated by the active abdominal muscles and the active back muscles, can be even higher than when lifting. Consider the Guiding Principles list again when pushing or pulling.

## **Ladders and Stepladders**

Misuse of ladders and stepladders can cause falls leading to death or head, spine, ligament, tendon, nerve and muscular injuries. It can result in fractures, abrasions or cuts.

Accidents using ladders and other access equipment occur because one or more of the following common problems have not been controlled:

- a) Failure of the ladder
- b) Failure through overloading
- c) Failure of the base support
- d) Over reaching and overbalancing
- e) Climbing while carrying loads
- f) Slippery footing-wrong footwear, failure to clean.
- g)

All volunteers must comply with the following guidelines:

### ***Ladders-You MUST***

- a) Consider whether an alternative means of access is more suitable
- b) Check that the ladder you are to use is in good condition and free from all slippery substances.
- c) Check how you can secure the ladder to prevent it from slipping-tied at the top, secured at the bottom, or footed by a second person if no more than 3m height access.
- d) Set the ladder at an angle of 75 degrees (1 unit horizontally to 4 units vertically)
- e) Ensure the ladder is the correct way up. Metal tie rods running along the rung on a wooden ladder should go underneath.
- f) Never overstretch when working from the ladder.

### ***Stepladders-You MUST***

- a) Consider whether an alternative means of access is more suitable
- b) Check that the ladder you are to use is in good condition and free from all slippery substances. Ensure that it has a chain or rope attached to prevent overspreading.
- c) Ensure that the stepladder is set on a firm, level base and is fully extended.
- d) Never overstretch when working from the ladder or introduce any side loading
- e) Avoid working from the top step.

## **Bunting**

Bunting must be strung at a minimum height of 3m over any pedestrian walkways. Stepladders and ladders must be used as per the guidelines above. Bunting must not be strung near any overhead cables. There must be sufficient distance so that if one end of the bunting becomes detached the loose end cannot blow in to any overhead cables.

## **Accident and Incident Reporting**

You must IMMEDIATELY report all major accidents or dangerous occurrences, as listed below, to the Health and Safety Office Jackie Shemilt.

### **Major Injuries**

- a) Death
- b) Any fracture, other than to a finger, toe or thumb
- c) Any amputation
- d) Dislocation of the shoulder, knee hip or spine
- e) Loss of sight (temporary or permanent)
- f) A chemical or hot metal burn to the eye, or any penetrating injury to the eye.
- g) Any injury leading to:  
Hypothermia, heat induced illness  
Unconsciousness or  
Requiring resuscitation or  
Admittance to hospital for more than 24 hours
- h) Any injury to a member of the public who is taken to hospital directly from the scene as a result.

### **Dangerous Occurrences**

- a) Collapse or failure of a lift, hoist or crane
- b) Explosion, collapse or bursting of any tanks, closed vessels or boilers.
- c) Plant or equipment coming into contact with overhead lines
- d) Electric short circuit or overload causing fire or explosion
- e) Collapse or partial collapse of a scaffold over 5 metres high
- f) Failure of any load bearing equipment in play areas
- g) Unintended collapse of any building or structure or of walls and floors
- h) An explosion or fire causing suspension of normal work for over 24 hours
- i) Accidental release of any substance that may damage health

### **Injuries to Yourself**

**Any injuries that you receive on site, leading up to, during or after the event that leave you incapable of working for 3 or more days after the incident must be reported to Jackie Shemilt or Mark Smithson in the committee caravan for it to be placed in the accident book.**

## **Antisocial Behaviour**

In the unlikely event of antisocial behaviour howsoever it may arise, the committee reserve the right to ask the offenders to leave the site. The committee have been advised by the West Yorkshire Police that SIA (Security Industry Authority) stewards are not required at the event. **UNDER NO CIRCUMSTANCES SHOULD ANY VOLUNTEER ATTEMPT TO INTERVENE AND/OR MAKE PHYSICAL CONTACT.** Any incidents should be immediately reported to Mark Smithson, Jackie Shemilt or to the attending Police Community Support Officers.

**Additional Notes:**

**West Yorkshire Police NP Team will be in attendance as well as PCSO's.**