

Colwall Orchard Group Wassail 2020 – Emergency Action Plan - Final

Briefing document for those involved in the event

Source: Andy Ball, COG Trustee

Date: January 2020



Overview of the 2020 Wassail

- Being held on Saturday 18th January 2020 at Colwall Village Garden between 5.30pm and 9.00pm
- Maximum 500 people present, ticket only event
- Crowd assembles at 5.30pm by Apple Packing Shed, processes clockwise through main orchard, Wassail ceremony in orchard, crowd returns to Apple Packing Shed for food and drink. Event concludes by 9pm.

Location of Colwall Village Garden

- **Colwall Village Garden**

- Address: Old Church Road - opposite Cherryfields/just west of the turnoff for Old Orchard Lane / Orlin Road.
- Postcode WR13 6HB
- There is a sign with a red apple at the entrance

Summary of Health and Safety arrangements for Wassail (1 of 2)

- The event is being managed overall by the **Event Co-Ordinator – Wendy Thompson**
- **Health and Safety / Emergency Co-ordination** is being managed by **Andy Ball** and **Clive Killick**
- **Chris Blake** will be the **Fire Safety Officer**
- An **Emergency Control Centre** will be located in the storage area of the Apple Packing Shed
- There will be two **qualified first aiders** on site located in the Orchard Room of the Apple Packing Shed and they will have access to the emergency Battle Box
- The Primary area for **emergency assembly area** will be in the main orchard by the cob oven
- The Secondary area for **emergency assembly area** will be in the main orchard at the site of the Wassail ceremony
- We will use **Stewards** for ticketing / road safety / security and **Fire Marshals** for fire safety purposes

Summary of Health and Safety arrangements for Wassail (2 of 2)

- **Lost children** should be taken to the **Emergency Control Centre / Information Point**
- **Lost property** should be taken to the **Emergency Control Centre / Information Point**
- **Pets are not allowed** at the Wassail Event
- Fire is a major risk. **The main fire risks are to do with flaming brands and processional torches – these will only be lit in the main orchard and not allowed elsewhere on site**

Wassail 2020 – COG Emergency Action Plan

- This plan is designed to assist Colwall Orchard Group in responding effectively to health and safety incidents and other emergencies that might occur at Colwall Village Garden during the 2020 annual Wassail Event.
- The extent of action under this emergency plan needs to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.
- **Declaration of an emergency**, and invoking of this plan will be made by the event Emergency Co-ordinators (**Andy Ball** and **Clive Killick**). This will be done via text and by the announcement **“Event Management Team to Information Point Please”**
- A **role-based approach** will be utilised to carry out the Emergency Action Plan

Emergency Co-Ordinator Role – Andy Ball and Clive Killick

Your role is to:

- Establish a clear base from which to co-ordinate operations.
- Appoint the following roles from available COG Trustees or competent volunteers and to equip them with hi-viz waistcoats and instructions and relevant kit from the battle box.
 - Communications Support –Wendy Thompson
 - First Aiders (x1 or more, if required) – Jonty Pearce and Sue Armstrong
 - Hazard control (x1 or more, if required) – Chris Blake
 - Evacuation control (x1 or more, if required) – Andrew Spray and Deb Turnbull
 - Traffic Control (x1 or more, if required) – Martin Blamire and Bob Levy
- Then: with help from your Communications Support
 - Liaise with emergency services, first aiders and hazard control
 - Instruct the Traffic controls on arrangements for vehicles departure, and update as required
 - After the immediate emergency establish a working base at the Emergency Control Centre, or other safe working area.

Arrangements for contacting the Emergency Services

- Responsibility for contacting the Emergency Services lies with the Emergency Co-Ordinator - Andy Ball and Clive Killick in conjunction with the Communications Support Role (Wendy Thompson)
- Contact with Emergency Services will be by mobile phone by dialling '112'
- In the event of no mobile reception being available the landline at Cherryfields (Kate and John Stock's house) opposite the site will be used (*TBC*)

Emergency Battle Box Contents

- **Battle Box – contents**

- Action cards for key volunteers
- Site maps showing access/emergency muster and exit points
- Hi Viz jackets to distribute to key volunteers
- Notepads and pens for Evacuation controls and Traffic control 1&2
- Full set of appropriate contact numbers for COG Trustees
- Large First aid kit, Eye wash, Burns kit, burn dressings and Foil blankets for First aiders
- Rolls of Hazard tape for Hazard control
- Megaphone for crowd control

Communications Support Role –Wendy Thompson

- **Your Role is to:**

- If you don't have a mobile phone take one from somebody else.
- Contact Emergency Services (112) and answer their questions as required. Make it clear if you are aware that they require an all-terrain vehicle to reach casualties and how far the casualties are from the nearest road/access point. Make it clear if you require traffic control support and/or assistance from the fire service.
- Summon further support from COG Trustees and Lead Volunteers if required.
- Deal with any incoming enquiries from press or others.
- After the immediate emergency has passed, act as secretary to the Emergency Co-ordinator.

Emergency Contact Numbers

Contact	Mobile	Emergency Action Plan Role
Wendy Thompson	07544 530017	Communications
Clive Killick	07380 170133	Emergency Co-ordinator
Andy Ball	07904 470380	Emergency Co-ordinator
Chris Blake	07803 618576	Hazard Control
Andrew Spray	07591 835743	Evacuation Control
Deb Turnbull	07780 668682	Evacuation Control
Martin Blamire	07767 848928	Traffic Control
Bob Levy	07730 517671	Traffic Control
Sue Armstrong	07506 131765	First Aid
Jonty Pearce	07973 733838	First Aid

First Aiders Role – Sue Armstrong and Jonty Pearce

Your Role is To

- Identify the number of injured people, as well as possible describe injuries and pass this information to the Communications Support Person – you may need to co-opt help from others.
- Treat Injuries – you may need to co-opt help from others
- You have:
 - A large first aid kit
 - Eye wash, foil blankets and burn dressings in the battle bag.
 - There are extra first aid kits at the Apple Packing Shed.
- If the injured person is mobile, take them to cover. Use the Orchard Room or Apple Packing Shed.
- If the injured person is outdoors in inclement weather and cannot be moved until the emergency services arrive:
 - use the emergency blanket in the battle box to provide immediate temporary cover, and
 - if appropriate, recruit volunteers to fetch gazebos/tented cover from the Apple Packing Shed.

Hazard Control 1 Role – Chris Blake

Hazard Control 1: (mobile) Supplied with Hi viz jacket and rolls of hazard tape.

Your role is to

- Assess the scene of the incident
- Take whatever steps are practical to remove volunteers and visitors from the scene of the incident
- Protect first aiders and casualties from interference from the public until the emergency service arrive
- Guide emergency services to the casualties/hazard
- Keep the Emergency co-ordinator informed of the situation at the scene of the incident

Evacuation Control 1 & 2 role –Andrew Spray and Deb Turnbull

Evacuation control 1 &2 : - based at the Emergency Assembly Area Supplied with Hi viz jackets

Your role is to:

- take the names of uninjured people at the Emergency Assembly Area.
- Assess the safest route for pedestrians to leave the site and direct those on foot to leave by that route (if needed establish a second Evacuation controller at that exit).
- Those in cars can leave using their own vehicles if it is safe to get into cars and drive out. Direct them to leave the area following the traffic controller's instructions.
- Vehicle evacuation may need to be suspended when the emergency services are expected and whilst they are on site.
- Establish a safe waiting area for any people wanting to wait for lifts or wishing to stay on site.
- Look after any children separated from their parents
- Liaise with the Emergency Co-ordinator regarding any additional assistance required for people with a disability, those with limited mobility and children

Traffic Control 1 & 2 Role –Martin Blamire and Bob Levy

Traffic Control 1&2: - based at the main entrance Supplied with Hi viz jackets and pens/pencils and pad

Your role is

- to take instructions from the Co-ordinator regarding traffic control:
 - Ensure that a safe entrance up to the site is maintained for access by the fire and ambulance vehicles.
 - Direct emergency services to the site of the accident or incident.
 - If required, stop any other vehicles or pedestrians entering the site.
- Once the access is clear for departure, allow people from the site to depart in an orderly fashion.
- As soon as practicable the Coordinator will let people know what is happening.

Health and Safety default positions for Wassail (may be subject to change in an emergency)

Emergency Assembly Area – Secondary
– in main orchard at site of Wassail ceremony



Emergency Control Centre – storage area of Apple Packing Shed

First Aid Team – Orchard Room in Apple Packing Shed

Emergency Assembly Area – Primary
– In main orchard by cob oven

Other relevant sources of information –

all available to download at www.colwallorchardgroup.org/governance

- Health and Safety Risk Assessment for Wassail
- SWOW Bonfires at CVG safety guidance
- SWOW Operating the Stovax woodburning stove
- Fire Risk Assessment for Wassail
- Fire Risk Assessment for Apple Packing Shed and Orchard Room
- COG Wassail 2020 - Guidance on Fire Safety Management Arrangements
- CVG Emergency Battle Bag Instructions
- Jimmy Juggle (fire juggler) General Risk Assessment

Feedback

- Thanks for your interest and involvement, without your help we could not run the Wassail...
- Your feedback would be most welcome.
- Please provide comments/suggestions to Andy Ball at AndyBall0207@aol.com

THANK YOU

