

Colwall Orchard Group Wassail 2024 – Emergency Action Plan



Briefing document for those involved in the event

Source: Clive Killick, COG Trustee

Date: January 2024

Overview of the 2024 Wassail

- Being held on Saturday 20th January 2024 at Lugg's Mill between 6.30pm and 9.00pm.
- Maximum 500 people present, invitation only event (250 people expected).
- Procession assembles at 6.30pm at Walwyn Meadow and walks by torchlight following public footpaths to the event site at Lugg's Mill. Wassail ceremony in orchard and around the bonfire. Event concludes by 9pm.

Location of Procession start point & Lugg's Mill Orchard

- **Procession Start Point**

- Walwyn Meadow (behind the Colwall library WR13 6QT)
charm.hammocks.comfort

- **Lugg's Mill**

- Lugg's Mill Orchard Old Church Road (WR13 6HB).
zebra.templates.delighted

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

- The event is being managed overall by the **Event Co-Ordinator – Bob Levy**
- Health and Safety / **Emergency Co-ordination** is being managed by **Chris Blake & Clive Killick**
- An **Emergency Control Centre** will be located in the Public Address (PA) tent and may be transferred to Brookmead (Lindsay & Jane's home) if the incident is likely to last a long time.
- Two **qualified first aiders** will be on site located in the PA tent and they will have access to the emergency Battle Box.
- The Primary area for **emergency assembly area** will be in by the layby at the Old Church road entrance to Luggs Mill orchard.
- We will use **Fire Marshals** for fire safety purposes

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

- **Lost children** should be taken to the PA address system **where an announcement can be made**
- **Lost property** should be taken to the PA address system where an announcement can be made
- **Dogs on short leads are allowed** at the Wassail Event
- **Fire is a major risk.** The main fire risks are to do with flaming brands and processional flares and the bonfire

Wassail 2023 – 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's Luggs Mill Orchard during the 2024 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-ordinator
- A **role-based approach** will be utilised to carry out the Emergency Action Plan

Emergency Co-Ordinator Role – Chris Blake & 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 – PA system manager and Kath Killick
 - First Aiders (x1 or more, if required) – Lindsay Williams and (Phil King?)
 - Hazard control (x1 or more, if required) – Chris Blake and Clive Killick
 - Evacuation control (x1 or more, if required) – Chris Blake and Clive Killick
 - Traffic Control (x1 or more, if required) – Pam McCarthy and Kath skinner
- 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 – Chris Blake & Clive Killick in conjunction with the Communications Support Role – Kath Killick
- Contact with Emergency Services will be by mobile phone by dialling '112'
- In the event of no mobile reception being available the landline at Brookmead (Jane & Lindsay Williams' house) opposite the site will be used

Emergency Battle Box Contents

Note: this is a generic box for all COG/CVG incidents. Wassail roles and actions are defined by this document

- **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 – Kath Killick

- **Your Role is to:**
 - If you don't have a mobile phone take one from somebody else.
 - Contact Emergency Services (999) 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

Team	Lead	Contact Number
Event coordinator/Information desk Hazard Controller	Bob Levy Clive Killick	07730 5176871 07380 170133
First Aid	Lindsay Williams Chris Blake Kath Killick	07947 869400 07803 618576 07795 183900
H&S Emergency Coordinators Communication Support	Chris Blake Clive Killick Kath Killick	07803 618576 07380 170133 07795 183900
Traffic / Evacuation Controllers	Pam McCarthy Cath Skinner Susan Davies Janet Edwards Bella Johnson Jane Healing Lorna Megan	07772 175092 07899 983178 07854 936545 07776 483684
Fire Marshals	Chris Blake Clive Killick Pam McCarthy Irene Blake Deb Turnbull Martin Blamire (bonfire), Sue Keil (bonfire) Caroline Gilderdale,	07803 618576 07380 170133 07772 175092 07838 352576 07780 668682 07767 848928 07900 612757

First Aiders – Lindsay Williams, Chris Blake & Kath Killick

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 (APS).
- **If the injured person is mobile, take them to cover. Use Lindsay's house.**
- 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 APS.

Hazard Controller – Clive Killick

Emergency Controllers – Chris Blake & Clive Killick

Hazard Controller: (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 Controllers – Pam McCarthy & Cath Skinner

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 Controllers – Pam McCarthy & Cath Skinner

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.

Other relevant sources of information –

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

- Luggs Mill Wassail Risk Assessment 2024
- Wassail Emergency Action Plan
- SWOW Bonfires at Luggs Mill
- CVG Emergency Battle Bag Instructions

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 Clive Killick at rckillick@gmail.com

THANK YOU

