

Maindee Festival Crew Briefing

Thankyou for volunteering

We rely on you and the other volunteers to help run the festival. We are grateful for your help, so we will always try to:

- respect and listen to your views
- treat you equally and respectfully and
- take a flexible and informal approach

You are free to leave at any time. Tell us you are going – don't just abandon your job!

Purpose of briefing

On Saturday, thousands of people will attend the Maindee Festival street parade and afternoon events at Maindee Primary School. These notes will help you prepare for Saturday and work well as part of our team of volunteers and contactors.

Keeping safe and well

- Read and sign a copy of the Health and Safety Rules
- Give the signed copy to the info tent
- Wear sensible footwear – eg trainers or lightweight boots
- A hat is good for sun and rain. If sunny bring shades. There's sunblock in the office
- You can leave your bag in the Festival Office – don't bring valuables
- You are not expected to deal with any aggression or to get any abuse – report it!
- Do not drink alcohol before or during your time on duty.
- Work within you energy levels. Don't rush around on site.
- We are a team - so get to know each other, work together, help each other out and follow instructions
- Drink lots of water and keep you sugar levels up.

Accidents & Incidents

- There are first aiders on the PARADE and by the main stage on the SITE.
- If you see an accident or an incident (aggression, abuse, risky thing etc) go to the office (by the front door to the school) and fill in a form in the accident/incident report book (see appendix 1)



Timetable

	Maindee School	Street Parade
8.00	Crew breakfast at Community House, Eton Rd – Radios issued	
9.00	signage – gate control – litter bins stewards in place for traffic control	Parade set up at Rugby Club
10.00		
11.00	traders arrive / pitch	Parade from Club to School
12.00	gate counters x 4 exits	
13.00	gates open (12.00) traders & bar open (12.30) parade arrives (13.00) site events (13.00 – 19.00) - Bar and traders close (18.30) Main stage events end (19.00)	Clear up at Rugby Club site
14.00		
15.00		
16.00		
17.00		
18.00		
19.00		
20.00	Clear site of visitors / close gates	
21.00	Clear site / secure for overnight	

Using Radios

Radios are important and useful. Across the site they help keep everyone in touch with what's going on and what has to be done. If you do not have a radio, you can ask any radio operator to send a radio message for you.



- Turn Radio on (on/off and volume control knob on right)
- Check you are on the right channel (selector knob in middle)
- Check there is no one already speaking on radio
- Press radio button and speak: "Radio check"
- Let go of radio button when you have finished speaking
- Anyone who hears the radio test can answer: "Check good"
- Keep you radio turned on.
- If battery runs out go to the office for a replacement.

TOP TIPS

- If you don't know how to use the radio – ask someone to show you
- Check there's no-one talking already before you press the radio button
- Allow a split second after you press the button before starting to talk.
- Be brief and to the point. Keep the channel open for others to use.
- Speak directly and clearly into the mike 2-3 inches away from your mouth.
- Use name of person you are contacting and identify yourself: "Sarah to Jools"
- Acknowledge you have heard the communication: "This is Jools. Go ahead."
- Listen to the radio messages – someone may be trying to contact you or there may be urgent instructions being broadcast .

Parade helper

Arrive at Rugby Club (entrance in Grafton Rd) no later than 11.00hrs to help Andy O'Rourke and his team of artists get everyone ready so that the parade starts on time at 12.00 midday from the Club grounds. They will then help the parade move safely through the streets to Maindee Primary School.

- Wear a yellow tabard – keep an eye out for route obstacles; eg prams, bikes.
- Stewards should space themselves along **each side** of the parade.
- Keep the pace down, it's not a race!
- Focus on safety, if you see a potential problem – move it out of the way.
- Some parade stewards will help support giant figures. If it is windy be ready to lower giant figures to the ground. If in doubt – stop!
- When the parade has safely arrived, take your yellow jacket to the reception.

Traffic marshal

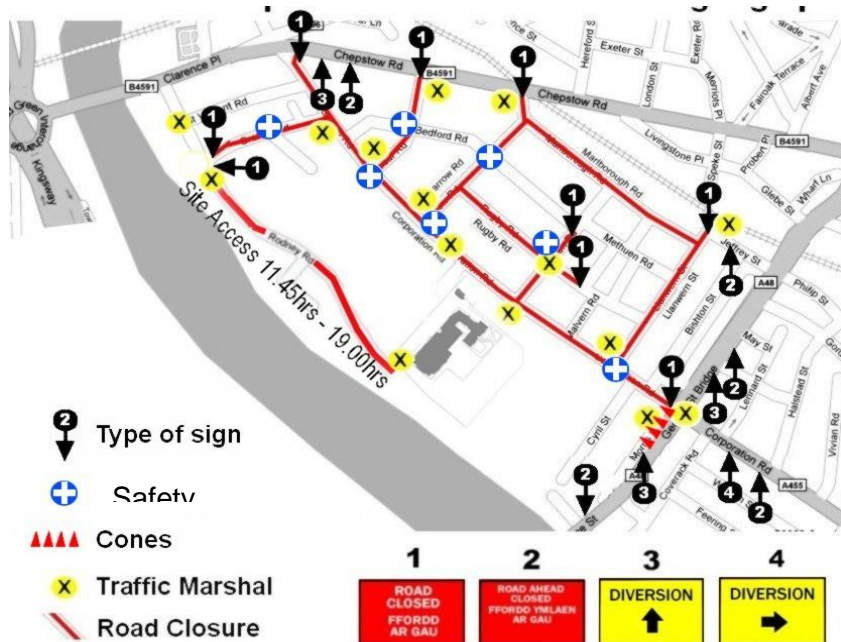
Help to make sure all the roads are closed promptly when the parade starts, that all signs are in place and that roads re-open when the parade arrives. Arrive at Community House, Eton Rd at 11.00hrs for an essential briefing. You will be issued with safety clothing and then posted at specific points (marked with a cross on the plan below) along the route to make sure that vehicles do not enter the roads that are closed for the parade.

When instructed, close off your allocated road at 11.45 hrs

Redirect traffic that approaches away from parade

Re-open the road when instructed to do so.
(estimated: 13.00hrs)

When the roads are reopen – stack signs off road and return clothing and radio to office at Maindee School.



FESTIVAL SITE

Signing in and out: Please go to Festival Office (front of school) before you start your volunteer duties. When you have finished, go back and sign out. You are free to sign off for a while, then start again later after you have had a rest. Don't wear your yellow jacket when you are signed off.

Radios: If you are issued with a radio - don't leave it lying around. We have to pay the full cost of any missing radios or ear pieces.

Site Evacuation: If there is a major incident on-site or off-site it may be necessary to evacuate the site (ie move everyone off site) or move people away from a dangerous location to a place of safety.

You will be alerted first that we are about to evacuate site or move people.

Make sure exits routes are clear. Don't start the evacuation on your own!

When we are ready a public announcement will be made from the main stage.

Then tell people to slowly make their way to the nearest exit or place of safety.

Form up into lines and cordons with arms outstretched to direct people.

RISK: crushes, slips and trampling at gates as people rush to get off site.

ACTION: keep exits and approaches clear - "nice and slow everyone!"

Fire risk: keep an eye out for piles of paper/rubbish near to tents

Lost Children: Check around and only pass a lost child into the care of an adult if the child and you are sure they belong to that person. If you have any doubt, or the child is clearly lost, bring them to the information office.

Injuries: The first aid point is next to the Main Stage. If someone has more serious injuries or illness, stay with them - send someone else to call for assistance - keep people back. Make sure incident form is completed in book in office.

Thieving and vandalism: If you see someone stealing, or damaging anything, do not tackle them on your own. Seek help and note the person's description. SIA security, police and community safety officers are on duty all afternoon. If someone reports a theft, direct them to the police or the festival office at the front of the school. Make sure they fill out an incident form in book in office.

Vehicle access to school site: All vehicles must stop before they block school gates for instructions. 5mph speed limit on site. Vehicles guided by stewards. Everyone **should** have a permit to enter the site. Artists vehicles go round side of school into backstage area to park up.

Alcohol: Stewards must not drink or buy alcohol. Visitors can buy alcohol in the bar tent. No glass is allowed on site. Keep an eye out for under-age drinking (ie brought in drinks, or bar drinks being given to minors). Report drunken behaviour. If you have finished work and want a drink - take your yellow jacket off first!

Drugs: If you suspect someone is using or selling illegal drugs, report this to the police immediately.

Rain: If there is heavy rain, the tents are likely to get very packed with people. You should go to these areas straight away to make sure that they do not get dangerously over-crowded. Try to keep exits open and a gangway into tents to allow people to get out. If areas become very muddy, use straw or cordon area off.

At the end of the afternoon (20.00hrs) : We want to gently clear visitors from the site at this point. This allows traders vehicles to move safely on and off the site. Stragglers should be asked to leave or to help collect litter from the site. There will be lots of kit around at this point – keep an eye out for opportunist thieves.

Your notes:

Health and Safety Rules

Read this, sign at the bottom and hand it in before starting work.

You must take reasonable care of your own health and safety.

You must not be under the influence of alcohol or recreational drugs.

You should not attempt anything beyond your physical capability.

Don't use equipment that you have not been trained to use.

You should take particular care when moving and handling objects (wear gloves – avoids all lifting).

Wear gloves when carrying items with sharp edges (such as fencing panels)

Sun cream should be worn when spending extended periods in the sun.

Ear Plugs should be worn in areas of high noise – such as around amplified music or loud drumming.

If you are threatened in any way you must act to minimise danger to yourself.

You should have been made aware of fire procedures and the use of fire extinguishers.

Care should also be taken to note what type of fires the different types of extinguishers should be used on.

On reading this completely please sign to show you have done so and will abide by the rules.

The complete Health and Safety Policy for the event and our Employer Insurance details are available for inspection at the Festival Office at any time.

Signed:

Name (print):

Date:

Your mobile number:

Your e:mail address: