**Safety Plan**

1. **Key event roles, responsibilities and contact details**:

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| **Name and role** | Contact details  | Location during event & contact method |
| FE representative Joshua Heffer, Recreation Ranger - in the event of serious incident or death.  | 07836 708955 | Off site - text or call  |
| David EbbsHead lifeguard, responsible for safety in the water, first aid in and out of the water  | 07941 523521 | On site, call, or contact in person or via other lifeguards. David and all lifeguards in red uniform |
| Imogen RadfordProject lead, event organiser, overseeing event | 07932 137593 | On site, best to contact in person. Orange fluorescent tabard, while volunteers will have yellow fluorescent tabards (or green swim hats when in water) |
|  | NOTE:  | Mobile phone signal varies: Vodaphone good, EE not. |

1. **Spectators/public access management**

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|  | All participants in the event must be pre-booked. This will be explained if anyone turns up wanting to take part, though we could be flexible if they have come with others and if numbers allow and they complete the required paperwork. |  |
|  | The event area will be closed off to public access, with signage and volunteers liaising with passers-by or people making enquiries (see 4.). |  |
|  | Spectators will not be encouraged, and participants wanting to bring people to accompany them must agree that in advance with the organiser. We can be flexible on the day if necessary, but the numbers will be minimal. |  |
|  | The wider area is public, so there is a limit to the control we could have over people who wish to spectate from nearby. |  |
|  | If there was an incident nearby but not part of our event that required water rescue or first-aid than our lifeguards would act as necessary to assist. |  |

1. **Specific roles and responsibilities**

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| **Name and role** | Contact details  | Location during event & contact method |
| FE representative Joshua Heffer, Recreation Ranger - in the event of serious incident or death.  | 07836 708955 | off site - text or call  |
| David EbbsHead lifeguard, responsible for safety in the water, first aid in and out of the water  | 07941 523521 | On site, call, or contact in person or via other lifeguards. David and all lifeguards in red uniform |
| Imogen RadfordProject lead, event organiser, overseeing event | 07932 137593 | On site, best to contact in person. Orange fluorescent tabard, while volunteers will have yellow fluorescent tabards (or green swim hats when in water) |
| Lifeguards: monitor participants in water, deliver first aid in or out of the water |  | On site, call, or contact in person – all lifeguards are in red uniform |
| Volunteers: assist in administration and liaison during event |  | On site, will be wearing yellow fluorescent tabards (or green swim hats when in water) |

1. **Marshals and marshal points (where staff and volunteers will be)**

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|  | Lifeguards and head lifeguard will be at the water’s edge while participants are preparing for getting in or are in the water, and nearby during intervals between sessions |  |
|  | Event organiser will be circulating in the event area, overseeing and liaising with all |  |
|  | Volunteers (marshals) will be in the event area, with a reception desk at the area entrance, circulating and liaising with participants at various points in the sessions, and explaining to the public that the area is closed, why, and where else they could go. |  |
|  | An information point will be staffed by volunteers at key times in relation to the sessions and when members of the public are most likely to want to arrive at the area. This is marked on the map, and is on the path alongside the public lake where it joins the path from the car park. The purpose is to direct any participants to or from the event area, and explain to the public that the beach is closed today and where else they might be able to go instead. |  |

1. **Waste Management**

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|  | Volunteers will pick up litter on the route to and from the event, in the event area including in the water, before and after the event, and during if necessary, and this litter will be taken away. |  |
|  | Participants will only be at the site for a maximum of 2 hours, so will not require toilet facilities. However staff and volunteers could be there for longer or all day, so it would be helpful if we could arrange to use the toilet at the Arboretum volunteer hut for occasional use for staff or volunteers. |  |

1. **Details of emergency arrangements and emergency response**
2. **Accident and incident management**

Affecting those in the lake

* **Medical / first aid emergency affecting one or more participants**
* **Serious pollution incident**

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| Lifeguards, head lifeguard | will clear the lake – signal – long blast on whistle. Follow procedures to evacuate the water quickly. Head lifeguard will have information given by any participants with disabilities or potentially relevant medical conditions. |  |
| Lifeguards, volunteers | Marshall evacuated swimmers away from the lake bank to emergency assembly point (near reception decks, outside the event area) |  |
| Volunteers | Then move the evacuated swimmers to changing area to get dressed (depending on time, temperature, presence of next group, severity of incident, likelihood of them going back into the lake (unlikely) |  |
| Lifeguards | Call emergency services if needed, in line with their procedures |  |
| Imogen, volunteers | Ensure that emergency services know the way, arrange for a volunteer or two to go to car park to meet them. Note: There is a locked gate between the car park and the tracks down to the lake. Fire Services would have a key to this, Ambulance Service would be able to transport patients from the event area/lake to the car park. FE member of staff if present will have a key. |  |
| Imogen, volunteers | Inform any participants waiting to enter the event area to go in the water – that the incident is being dealt with and ask them to wait before entering event area, and if necessary move them further away, i.e marshall them to avoid them getting in the way of emergency services. |  |
| Imogen, volunteers | Inform any nearby spectators that the incident is being dealt with and ask them to move away |  |
| Head lifeguard, Imogen | Liaise with emergency services |  |
| Head lifeguard, Imogen | After incident has been dealt with, if appropriate, arrange to restart the event.  |  |

Affecting lake and fields and surrounding area

* **Safeguarding children and young people**

Please see safeguarding policy for this event. For any concerns about the welfare of children this might be useful: Norfolk County Council Children’s Services: 0344 800 8020 or NSPCC helpline: 0808 800500.

* **Lost children**

If lost in the water, procedures followed as above for Medical emergency.

If lost in or near the event area:

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| Imogen, volunteers,lifeguards, staff | If a parent reports a lost child* organise spare volunteers and lifeguards to search the surrounding area allocating each individual to a specific area, including looking at the water; request all those searching report back within a short time. If more personnel are needed, suspend the event.
* make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police
* report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing
* follow police guidance if further action is recommended and maintain close contact with the police
* inform all adults involved including the parents, searchers and police if at any stage the child is located.
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|  | If a child reports they have lost their parent* allocate a member of staff or volunteer (preferably one who is DBS checked) to stay with the child, away from reception.
* organise a search and follow procedures as above.
* Contact the person listed as emergency contact on application for the event.
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1. **Deteriorating conditions and reasons for stopping the event**

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| **Lightning or very high winds (force 7 or above)** |
| Lifeguards, head lifeguard | will clear the lake – signal – long blast on whistle. Follow procedures to evacuate the water quickly. Head lifeguard will have information given by any participants with disabilities or potentially relevant medical conditions. |  |
| Lifeguards, volunteers | Marshall evacuated swimmers away from the lake bank to emergency assembly point (near reception decks, outside the event area) |  |
| Volunteers | Then move the evacuated swimmers to changing area to get dressed. Tell them that they are unlikely to be going back into the lake, and should leave quickly once dressed. |  |
| Imogen, volunteers | Inform any participants waiting to enter the event area to go in the water – that the event is temporarily suspended or cancelled, depending on severity of weather event. Ask them to leave or to wait in an area safe from the weather event. |  |
| Imogen | Ask volunteers to go to a safe place |  |
| Head lifeguard, Imogen | If the weather incident subsides and it is safe to do so, arrange to restart the event.  |  |

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| **Serious medical emergency affecting one or more participants, or serious pollution incident** |
| Head lifeguard, Imogen | **See item 6 and 7 above** |  |

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| **Terrorism attack or disorder** |
| Head Lifeguard, Imogen | If possible, tell people to run, hide and only call the police or emergency services when safe, then do the same  |  |
| Head Lifeguard, Imogen lifeguards, volunteers | Run, hide, tell – see below |  |
| Head lifeguard, Imogen | If the incident ends and it is safe to do so, arrange to restart the event.  |  |
| The National Counter-terrorism Security Office have produced specific advice to help mitigate the threat of a [terrorist attack in crowded places](https://www.gov.uk/government/publications/crowded-places-guidance). The key message for the public is 'Run, Hide, Tell': * **Run** - to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then…
* **Hide** - it's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally, and only when it is safe to do so ...
* **Tell** - the police by calling 999
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