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FEN EDGE FESTIVAL 2017

UNTOWARD INCIDENT PROCEDURES

WHAT TO DO IN THE EVENT OF AN UNTOWARD INCIDENT – GUIDANCE FOR STEWARDS AND ACTIVITY ORGANISERS

An untoward incident can be anything from a minor injury, such as a cut/sprain/, through to a major incident such as fire. Therefore we would advise you to complete the following for any untoward incident:

1. Assess the severity of the untoward incident and decide on the best course of action i.e. are emergency services required/is first aid required.
2. Inform the Lead Steward/Lead Safety Officer immediately and ask them to contact emergency services/arrange first aid.
3. When informing the Lead Steward/Lead Safety Officer please use the **red, amber and green** codes, where appropriate, to reflect the relative severity of the incident. If in doubt, use the higher severity code.
4. As soon as possible after the event, complete the 'report of an injury or dangerous occurrence' form – available from the Lead Steward in the Control Tent. Please make yourself familiar with the information required by this form. This form structure is taken from the Health and Safety Executive; please remember that it has to cover all eventualities. These forms will be kept in the safety policy file, which can be located in the control tent.

MAJOR INCIDENT/EVACUATION POLICY

This section describes the procedure for dealing with a major incident that would require evacuation of part of or the entire FEF site.

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- The initial treatment, rescue and transport of large numbers of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- The need for large scale combined resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

The FEF takes place on a site that is open and, should a major incident arise, the most likely places that would need to be evacuated are the main marquee, the Village College or the Village Green.

The smaller marquees situated at the front of Cottenham Village College will host a small number of events/visitors. This could increase if the Adverse Weather Contingency Plan is brought into action. The evacuation procedure will apply in all instances of a major incident.

Major incident and evacuation procedure

Should a major incident be reported or come to the attention of a Steward a report must be made immediately to the Lead Steward and the Lead Safety Officer

The Lead Steward will call the appropriate emergency service and instruct which stewards should attend the incident

The Lead Steward, reporting to the Lead Safety Officer, will be responsible for:

- Liaising with the emergency service
- Liaising with the committee
- Receiving reports from and directing stewards

Procedure to be followed

1. In a Marquee, all safety exits must be tied back and sides rolled up;
2. In the Village College, Fire Exits will be fixed open and Stewards will guide visitors to Fire Exits;
3. Stewards will direct visitors away from the incident and instruct them to gather at the assembly point or, if appropriate, instruct them to leave the site altogether.
4. The Lead Steward/Lead Safety Officer will arrange for an announcement to be made over the public address system as follows:
5. **Ladies and Gentlemen – please listen – this is an important safety announcement.**

For your health and safety, will you please follow the directions of the stewards wearing hi-visibility jackets.

They will guide you to the muster point. Please walk and do not panic and leave in the site in an orderly fashion

6. If the incident is a fire and if there is no likelihood of personal risk, an attempt should be made to extinguish the fire with an appropriate extinguisher.
7. Stewards will ensure that no-one is left in the area of the incident and will set up an exclusion area with fencing pending the arrival of emergency services.

The assembly point is at the front of the Village College by the pond.

As the site of the FEF is open, most people may decide to leave the area and they should be encouraged to do so unless this is likely to result in further hazard or unless specific people are required to act as witnesses.

Fen Edge Festival 2017
Report of an injury, untoward incident or dangerous occurrence

This form must be filled in by an organiser or other responsible person.

About you.

What is your full name?
.....

What is your telephone number?
.....

What organisation are you representing?
.....

What was your role?
.....

About the incident.

On what date did it happen?/...../.....
At what time (24hr clock)?
.....

Where did the incident take place?
.....
.....
.....

About the injured person.

What is their full name?
.....

What is their home address?
.....
.....
.....

What is their home phone number?
.....

How old are they?
Are they male/female?

Were they A) a volunteer, or B) a member of the public? A/B

About the injury.

What was the injury?
.....
.....

What part of the body was injured?

.....
Did the injury mean that the person a) had to be taken from the scene of the accident to a hospital for treatment, or b) was given first aid at the scene?

A/B

Did the injured person become unconscious/need resuscitation/ remain in hospital for more than 24hrs/none of the above.

About the kind of incident.

Please indicate one that best describes what happened.

- Contact with moving machinery
- Hit by moving, flying or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary
- Injured while handling, lifting or carrying
- Slipped, tripped or fell on the same level
- Fell from a height. What height? meters
- Trapped by something collapsing
- Drowned or asphyxiated
- Exposed to, or in contact with, a harmful substance
- Exposed to a fire
- Exposed to an explosion
- Contact with electricity or an electrical discharge
- Injured by an animal
- Physically assaulted by another person
- Another kind of incident

Describe what happened.

Please give as much detail as you can. For instance the events that lead to the incident, the part played by people, what the injured person was doing and any action taken to prevent a similar incident.

Your signature:

Date: