



SAS Mandatory Safety Guidelines and Safety Brief for Volunteer Led Events – Stalls and Awareness Stands

At Surfers Against Sewage (SAS) we consider the safety of our volunteers to be of paramount importance. Before each event begins, a dynamic risk assessment should be conducted based upon our generic risk assessment template. The following points should be covered both in preparation for the event and during your safety briefing.

Risk

SAS Plastic Free Community event leads are to ensure the safety recommendations are briefed and that the risk assessment is made available for participants to view if they wish. The Risk Assessment is a “**living document**” and does not mitigate all potential risk for each individual event; the risk assessment should be dynamically updated where necessary.

Safety Recommendations

Stall Set Up: Volunteers to work in pairs and ask for assistance with any heavy items. Due care and attention to environment and risks. Leads must communicate with event hosts on any support needed. First aid kit should be held on site and emergency services contact details held to ensure there is a rapid response to any incident. Flags, Banners, tables and any other equipment provided by SAS should not be used outside during windy conditions, or there are any weather warnings for Wind and/or thunderstorms. They should be securely fastened and install using the manufacturers instructions. Equipment should be stored away clean and dry and be well maintained. Broken or damaged equipment should not be used, contact SAS for a replacement.

Environment: Volunteers should be advised of any hazards that are unique to the area in which the event is taking place (i.e. slip/trip hazards, high levels of traffic).

Children: All children under the age of 18 must be accompanied by a responsible adult. SAS Staff/Regional Reps/Volunteer Community Leaders provide no child care provision and are in no way accountable for juveniles (or adults) attending the event.

Suitable Clothing: Volunteers should ensure they are wearing suitable clothing and footwear to protect themselves from the meteorological elements of the day to avoid exposure, illnesses or injury.

Emergency Services: Volunteer leaders must ensure they have two separate means of raising the emergency services, be it landline access or mobile phone. Volunteer Leaders must also ensure they have a predesigned emergency service rendezvous point. All emergency services including the Lifeguard can be raised using the **(999)** emergency line.

Surfers Against Sewage
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First Aid Kit: Volunteer leaders must provide a basic First Aid Kit. All volunteers present at the opening brief should be made aware of the location of the First Aid Kit.

Safety Briefing (Event lead must deliver this briefing to all volunteers on the day)

This safety brief must be given to all participants prior to stall set up and delivery:

- All children under the age of 18 (and vulnerable adults) must be accompanied by a responsible adult.
- A risk assessment has been undertaken by the Volunteer Leader before the event and is available for any volunteer to view.
- Ensure all volunteers are aware of the location of a First Aid kit.
- In case of emergency, Volunteer Leaders carry a mobile phone or know where a land line is in close proximity, should there be no reception.
- Suitable clothing for the weather conditions of the day must be worn by all volunteers.
- Volunteers should not try to lift or move heavy objects without assistance.
- All volunteers must be aware of the SAS Safeguarding policy and have read a copy in advance or be able to access and read a copy prior to the event starting

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