



Health and Safety Management System – IARP/LRP events

August 2023 - Updated by Rob Williams on behalf of LRP Alliance

Your manual

Welcome to your health and safety management system.

You are expected as members of the LRP Alliance to use this manual to ensure you are clear of the arrangements to make your events safe; and to ensure the safety of you and other people attending.

The manual also explains the expectations we have of you to make the right choices and ensure that health and safety is given priority over other pressures that you may feel when running events.

The manual is split into 5 sections for ease of use. Take the time to make sure you know where to find the information that you may need to perform your specific role and help us uphold the health and safety policy. You should make sure that you are able to clearly explain the systems and arrangements that you have in place and be able to evidence these at events.

- Section 1 The LRP Alliance policy statement for health and safety including a summary of the additional/unusual risks present at larp/LRP events – what are you committing to achieving?
- Section 2 Your organisation and arrangements for health and safety – who does what?
- Section 3 Risk assessments – what are the risks associated with activities and how must they be controlled?
- Section 4 Arrangements for safety – what do you need to know and do to perform your role safely and to comply with health and safety law?
- Section 5 Additional guidance – other material that may be useful to you on specific subjects.

Section 1: LRP ALLIANCE HEALTH AND SAFETY POLICY STATEMENT

It is LRP Alliance policy to attach great importance to the health, safety, and welfare at events of all team members, participants, and visitors. We want all of your participants to go home safely at the end of each event and we want all the LRP Alliance events to be safe places to welcome your participants into.

LRP Alliance aims to support organisers with a comprehensive range of measures designed to assist with these duties. These measures include: the objective assessment of the risks presented by your events and event activities, the development of effective safety measures to control those risks and the provision of appropriate training and information to colleagues including volunteers who are given responsibilities.

All staff and volunteers are therefore reminded that they have a moral and legal responsibility to take reasonable care of the health and safety of themselves and any other persons who may be affected by their actions.

LRP Alliance members endorse the objectives detailed below and, via a system of delegation throughout organizational structures, will take all reasonable steps within our powers to effectively implement this policy and keep it under review.

Objectives: -

- To comply with the health and safety law.
- To provide a safe event.
- To provide safe equipment and chemicals for use at events and to take health and safety into account whenever you purchase new equipment or change our event activities.
- To provide adequate and competent supervision of all activities over which you have control.
- To ensure that adequate financial provision is made by the organiser to address health and safety related issues.
- To empower staff and volunteers to put safety before other demands and to report if they identify uncontrolled hazards at events or have concerns over health and safety.

What is larp/lrp and what are the additional/unusual risks at your events?

A live action role-playing game (larp/lrp) is a form of role-playing game where the participants physically portray their characters. The players pursue goals within a fictional setting represented by the real-world environments while interacting with each other as their character. These range from smaller events held at scouting venues to large festival style events held in fields and woodland in a similar manner to large music events. Special consideration is given to size and responsibility for safety provisions is managed by site specific risk assessments.

Despite variations in size there are some unique risks present in larp/lrp events which occur no matter the size.

The outcome of player action is mediated by game rules designed with safety in mind. The rules in your case may call for the use of simulated weapons such as foam weapons, bows or crossbows to determine whether characters succeed in hitting one another in combat situations.

Note that this policy does not cover events using firing airsoft firearms.

Specific additional risks related to simulated combat;

- Simulated combat in most cases requires participants to physically strike each other with safe weapons constructed in a manner that a controlled blow is designed to not cause physical injury. Details of safe construction methods can be found in this document in section 5 as well as risk assessments dedicated to this topic.
- It is not possible to supervise simulated combat in every instance and there is a level of participant safety engagement required to ensure the safety of themselves and others. Details on how to perform safe simulated combat are provided to all participants including staff members and refs. You are required to ensure that the information relating to these safety concerns is made available to individuals, parents of children and guardians before the event. We use referees (refs) to monitor these simulated combats where possible, where there is a chance of spontaneous simulated combat these individuals patrol the event. Where there is large scale planned simulated combat, experienced refs are provided in numbers sufficient to ensure it remains as safe as practicable and that safety issues are addressed immediately.
- Props used for simulated combat are checked at the beginning of events by experienced nominated refs/crew (known as weapons checkers) and periodically during the event where largescale simulations will take place. This includes any structures or large props that will be used in these areas.
- Special FX and pyrotechnics are used in some instances to assist with atmosphere. These are only handled by experienced designated staff members who have the relevant qualification.
- Many of the designated staff members and refs are unpaid volunteers. Despite this induction safety briefings and training is required before the role can be undertaken. Please see section 4 and 5 for more details.

**Section 2: Your ORGANISATION AND ARRANGEMENTS FOR SAFETY –
who does what?**

Organisers

- Ultimate responsibility for the implementation, monitoring and review of this health and safety management system.
- Ensuring health and safety risks are considered alongside other event risks and that this policy influences other event policies including purchasing.
- That the necessary resources are given to health and safety so as to allow the achievement of the policy objectives.
- Analysis of information relating to safety and formulation of event safety strategies (Risk assessments).
- Liaison with LRP Alliance to ensure effective resolution of enforcement (legal) issues and the compliance with safety legislation.
- Liaison with support volunteers to ensure effective delegation of health and safety related tasks and effective implementation of the management system.
- To specifically oversee the safety of the event environment and the activities performed there.
- Supporting the nominated staff/refs in fulfillment of the responsibilities given to them.
- Ensuring nominated staff/refs are trained and/or supervised.

Nominated staff members/refs

- Ensure Nominated staff members/refs are aware of, and have received the necessary training in, the arrangements for safety at events, and are following these correctly.
 - Intervening when unsafe practices are evident to ensure safety, in the case of larp/lrp events this will nominally be ensuring participants are compliant with safety rules in place.
 - In regards to intervention these individuals are empowered to cease event activities and manage the removal of dangerous elements where safe to do so.
 - Reporting all accidents and incidents and enforcement officer communications to the appointed Nominated staff member and organiser and ensuring that corrective actions are taken as necessary.
 - Reporting any uncontrolled hazards that they become aware of to event organiser and taking appropriate action to remove or control the associated risks.
 - They must be provided with clear instruction upon taking the role on what the role entails.
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- Not all refs and staff are required to have specific knowledge of the safety provisions in place unless they have been nominated/employed to oversee a specific area which has safety issues.

Section 3:- RISK ASSESSMENTS– what are the risks associated with your activities and how must we control these?

What is a health and safety risk assessment?

3.1 Introduction

A risk assessment is an investigation into the possible ways in which someone could be injured or harmed at your events – whether they are players, crew or visitors – and involves you deciding what can reasonably do to reduce the chances of this happening. This includes considering staff members, contractors, participants, and visitors.

LRP Alliance must, **by law**, assess those tasks where there is a potential risk to the health and/or safety of persons.

It is the **organiser/s** who is responsible for reviewing the assessment in each event and ensuring control measures detailed in the risk assessments are followed, with advice from qualified individuals where required.

3.2 LRP Alliance risk assessments

The risk assessments in this section have been produced as **STANDARD** for all your events.

The assessments cover all the **general hazards** that occur at events and have been produced taking account of any incidents and accidents that have occurred at LRP Alliance events over the years, together with latest government guidance.

The risk assessments look at the following issues:

- **The hazard:** A hazard is anything with the potential to cause harm. The risk is the likelihood that a hazard will cause harm.
- **Who might be harmed and how:** This section looks at the groups of people who may be harmed by the hazard and how likely the hazard is to cause harm.
- **Control measures:** these are general steps that should be followed to control the risks detailed. It also considers if the risks can be avoided.
- **Are these controls in place within your event? Any further action required to reduce risks?:** This section requires you to consider if you have all these control measures in place at your event and whether there are any additional actions you feel you need to take at your site in
- **Site specific hazards and control measures:** This section requires the Organisers or Nominated staff member to consider any **additional** hazards within areas of the event or associated with the way the task has to be performed or equipment used in your event.

3.3 Each event and venue is different: additional site-specific controls or site-specific risk assessments may be required.

Each site is different and therefore some different hazards may exist which could include:

- Different methods of participant engagement because of the layout of the venue. For example: narrow staircase may not be suitable for simulated combat to take place.
- Structural issues which may cause a hazard. For example: balconies, cellar hatches in the floor, spiral staircases
- Some hazards may not be relevant to every site. For example: car parks, location next to rivers...

Not every situation will have been covered in the **STANDARD RISK ASSESSMENTS**. If you have a site-specific area / structure that is not included and which poses a safety hazard, use the **BLANK RISK ASSESSMENT FORM** to complete your own risk assessment. You must also complete a site-specific risk assessment for any activity / task performed at your site that could present a risk of injury and is not covered by one of the standard risk assessments.

3.4 What do I do next?

The organizers **must**:

- ➔ Review each standard risk assessment and **CUSTOMISE** this general risk assessment to make it applicable to your event.
- ➔ if an assessment is not relevant mark on it **NOT APPLICABLE**
- ➔ Record any **SITE-SPECIFIC HAZARDS** you have identified, and any control measures required in the section towards the bottom of the assessment. Consider if the hazard can be eliminated altogether and if not, how the hazard can be best controlled so that risk of harm is reduced to the lowest level.
- ➔ Detail action you propose to take to ensure standard controls are in place and/or those to address site specific hazards, in the **ACTION PLAN section**. Sign and date when this action is taken
- ➔ Consider whether the **LEVEL OF RISK** needs amendment in the light of additional hazards at your site (see below)
- ➔ Review the risk assessments at least every event or
 - Following an accident or incident
 - Prior to introducing new equipment
 - When changes are made to working or participant involvement practices
 - When changes are made to the environment or venue
 - Record any additional action in the **RISK ASSESSMENT REVIEW** section, sign and date.
- ➔ Complete the **RISK ASSESSMENT INDEX REVIEW RECORD** to confirm that you have customised / reviewed each risk assessment. Keep this with the risk assessments.
- ➔ **NOMINATED STAFF/REFS TRAINING**: Nominated staff members/ refs must receive information and training on all hazards and the control measures which are in place as detailed in the risk assessments. Record this training using the **RISK ASSESSMENT STAFF TRAINING RECORD OR OTHER SUITABLE SYSTEM**. Note that on many occasions you may require additional information to that which is included in the risk assessments, such as safety instructions provided by equipment suppliers and chemical suppliers.

3.5 Level of risk?

The **standard** risk assessments which have been produced include a judgment made about the likelihood / probability of the risks occurring at one of your events and causing harm. The assessments also consider the severity of any injury that may occur and the numbers of people who may be affected.

Judging risk cannot be done exactly & so the assessments group into **Low/Medium/High** risk levels based on the following **level of risk table**

Risk Assessment Matrix						
		LIKELIHOOD				
		Certain	Very likely	Likely	May happen	Unlikely
SEVERITY	Death	High	High	High	Med	Med
	Major injury	High	High	High	Med	Low
	Under 7day injury	High	High	Med	Med	Low
	Over 3 day injury	Med	Med	Med	Low	Low
	Minor injury	Med	Low	Low	Low	Low

Section 4: - ARRANGEMENTS FOR SAFETY – what do I need to know and do to perform my job role safely and to comply with health and safety law?

4.1 Training to ensure Safety

LRP Alliance wants its Nominated staff members/refs and all other participants to understand the expectations placed upon them to ensure safe actions and behaviours whilst at events. To do this it is LRP Alliance member policy to provide information, instruction, supervision and training (where required) in those areas of health and safety relevant to activities at events.

At event level this is provided in-house by event Organisers and Nominated staff members/refs with relevant experience. Above this level external courses are provided as appropriate for key roles from both Organisers and Nominated staff members/ Refs, in key topic areas, as necessary.

This includes working with:

- Vehicles and Equipment
- Electrical
- Gas
- Fire
- Food
- Construction where applicable

A record is kept on the training each Organisers and Nominated staff members/refs has received. Where necessary, supervision will be provided to Nominated staff members/refs until they are considered competent at a task and can be signed off.

Training updates and refresher training is provided as appropriate as and when new activities or ways of working are introduced or when behaviour suggests members of Organisers and Nominated staff members/refs are not putting safety first.

Due to the nature of larp (live action roleplay) and LRP (live roleplay) there will be a requirement for participants/participants to complete recorded training around the following:

- Projectile weapons safety (record participants who competent to use projectile weapons).
- Operating large props/costumes used in larp/lrp combat (ensuring experienced crew operate them).

4.1.1 Induction Training

All Organisers and Nominated staff members/refs receive the information, instruction and, where necessary, training in the following areas on their first day of working/volunteering for LRP Alliance at an event:-

- Responsibilities for safety and to adopt safe behaviours.
- Fire safety arrangements for the event.
- Accident and incident reporting for the event.
- A briefing on the venue/event specific safety issues as required.
- General workplace safety – general safety rules, this is provided via the event website/documentation provided to all persons attending.

This can be completed by sending a copy of this policy and the event risk assessments to any persons with safety responsibilities.

4.1.2 Role specific training

In addition to the generic induction training topics, each staff member will receive information, instruction, supervision and training in those topics and risk assessments relevant to the tasks that they are expected to perform. This is to ensure so that they are aware of the associated risks and preventative / protective measures they need to ensure are in place to remove or control these.

4.2 Accidents and incidents

At LRP Alliance we expect all accidents and incidents, no matter how trivial they may at first seem, to be logged, reported and investigated. In this way invaluable information may be gathered as to whether you have sufficient preventative and protective measures in place to prevent injuries occurring, or damage taking place, or whether these need to be improved. It is much better if you can identify the need for improvements before anyone is hurt or equipment etc. is damaged.

In some cases, LRP Alliance has a legal obligation to ensure that incidents, diseases contracted or made worse in the workplace and dangerous occurrences are reported to the Health and Safety Executive. This is under specific regulations, The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Accidents and incidents can largely be broken down into the following categories: -

- Any accident or injury to anyone attending the event, however it may have been caused.
- Any fire, flood, property damage, gas leak, theft, or burglary.
- Disturbance or violence involving participants, staff, or both.
- Incidents of participants not acting in a safe manner during simulated combat.
- Medical diagnoses of staff suffering from occupational diseases including carpal tunnel syndrome, occupational dermatitis, and occupational asthma (these are rare and very unlikely).



A list of RIDDOR reportable incidents. These must also be reported to LRP Alliance who, where required will be able to assist in completing the relevant paperwork. Note that these apply to staff and volunteers only – should a player be injured and require hospital attention that must be reported too.

These need to be reported to the local council and LRP alliance. If you require assistance or have questions regarding a report, please contact LRP Alliance.

- Fractures, other than to fingers, thumbs and toes
 - Bone fractures include a break, crack or chip. They are reportable when diagnosed or confirmed by a doctor, including when they are specified on a GP 'fit note'. In some cases, there may be no definitive evidence of a fracture (eg if an X-ray is not taken), but the injury will still be reportable if a doctor considers it is likely that there is a fracture. Self-diagnosed 'suspected fractures' are not reportable.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe

Amputation includes both a traumatic amputation injury at the time of an accident, and surgical amputation following an accident, as a consequence of the injuries sustained.

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
Any blinding and injuries causing reduction in sight are reportable when a doctor diagnoses that the effects are likely to be permanent.

- Any crush injury to the head or torso, causing damage to the brain or internal organs
Injuries to the brain or internal organs in the chest or abdomen are reportable, when caused by crushing as result of an accident.

- Any burn injury (including scalding)

Which:

covers more than 10% of the whole body's total surface area or

causes significant damage to the eyes, respiratory system or other vital organs

Burns which meet the above criteria are reportable, irrespective of the nature of the agent involved, and so include burns caused by direct heat, chemical burns and radiological burns.

Medical staff may indicate the approximate proportion of skin suffering burn damage, and charts are often available in hospital burns units. In adults of working age, the Rule of Nines can help estimate the body surface area (BSA) affected:

skin covering the head and neck: 9%

skin covering each upper limb: 9%

skin covering the front of the torso: 18%

skin covering the rear of the torso: 18%

skin covering each lower limb: 18%

If the BSA of a burn exceeds 15% in an adult, they are likely to require hospitalisation for intravenous fluid resuscitation.

Where the eyes, respiratory system or other vital organs are significantly harmed as a consequence of a burn, this is a reportable injury irrespective of the surface area covered by that burn. Damage caused by smoke inhalation is not included in this definition.

- Any degree of scalping requiring hospital treatment

Scalping is the traumatic separation or peeling of the skin from the head due to an accident, eg hair becoming entangled in machinery. Lacerations, where the skin is not separated from the head, are not included, nor are surgical procedures where skin removal is deliberate.

- Any loss of consciousness caused by head injury or asphyxia

Loss of consciousness means that the injured person enters a state where there is a lack of response, either vocal or physical, to people trying to communicate with them. The length of time a person remains unconscious is not significant in terms of whether an accident is reportable. Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, eg carbon monoxide.

- [Occupational diseases - RIDDOR - HSE](#)
- [Exposure to carcinogens, mutagens and biological agents - RIDDOR - HSE](#)
- [Dangerous occurrences - RIDDOR - HSE](#)

4.2.1 Accident and incident investigations

All accidents and incidents will require an investigation to identify what happened, what could have happened and what if anything more needs to be done to prevent the worst foreseeable outcome being realised.

If an incident has resulted in a RIDDOR report being submitted it is likely that there could be civil claim. There could also be an investigation into the incident by the local authority and you will need to ensure a full investigation can be demonstrated which will need to include: -

- An accurate account of the incident including the events leading up to it and the action taken after it, including the timings of these.
- The names of any witnesses to the incident and their account of it (statements) taken at the time of the incident.
- Photographs of the scene of the incident and any machinery/equipment involved.
- Photographs of the injuries sustained by the injured party or the damage evident.
- A fully completed Accident/Incident report form.
- Reviewed, and where necessary revised, risk assessments.

Link to more information on RIDDOR:

<https://www.hse.gov.uk/pubns/indq453.htm>

Organisers actions

- ➡ To promote a working environment that encourages Organisers and Nominated staff members/refs and other participants to report accidents and incidents however, trivial they may seem.
- ➡ Ensure that all accidents and incidents are recorded accurately on an Incident report form. If the incident involves a member of Organisers and Nominated staff members/refs ensure that a record I made.
- ➡ To work with Nominated staff members/to help identify the cause of all accidents and incidents and to consider the worst foreseeable injury or outcome that could have occurred.
- ➡ To review and revise as necessary any relevant risk assessments following an accident.
- ➡ To make sure any amendments to practices designed to improve safety are made clear to through information, instruction and training as necessary to secure these changes.

Nominated staff members/refs actions

- To notify the Organisers of any accidents/incidents that result or could have resulted in an attendee sustaining a serious personal injury such that they had to attend hospital for treatment.
- Co-operate with Organisers and any other persons who have the need to discuss the accident/incident with you and speak openly as to why you feel the incident occurred.
- Follow any revised instructions or methods that may arise because of an accident/incident investigation.
- Notify Organisers immediately if you ever become diagnosed with an occupational disease.

4.3 First Aid

As an event organising organisation, you have a duty to carry out an assessment of our first aid needs at your events. This is to identify what facilities, equipment and personnel are required to provide appropriate first aid to any participant who are injured or become ill at work.

In carrying out the assessment of first aid needs you need to have considered the risks associated with your events and the, the number of people typically attending an event at any one time and the location of your events i.e. how remote they are from professional medical help i.e. hospitals.

At your larger events it may be necessary to hire in a professional first aid organization such as St. Johns ambulance to oversee first aid at the event. In these cases, you will still need to complete the relevant risk assessment and liaise with the first aid providers to ensure they are aware of areas of significant risk; such as large instance of simulated combat.

Organisers actions

- To ensure that adequate emergency first aiders and appointed persons are available on site at any one time and that each is clear on their role.
- To make sure that at least one first aid kit is available at the event at any one time, that this is fully stocked.
- To clearly identify how participants can seek first aid.
- To ensure that first aiders have up to date certificates of training. This requires them to receive training at least every 3 years. Annual refresher training is recommended.

Nominated staff members/refs actions

- To report to the Organisers any concerns that you may have regarding the first aid provision at your event.
- To alert the appointed person or first aider provider, as applicable, to any incidents involving any participant that you become aware of and that may require first aid/medical attention.



4.4 Hazardous substances – chemicals, blood, legionella and asbestos

This section looks at the steps you need to take to ensure that persons do not experience harm from any of the chemicals that we may have cause to use at your events or from other hazardous substances that may be present or produced at venues such as asbestos and legionella.

The harm caused by hazardous substances may be experienced immediately, e.g., chemical burns caused by a harmful product such as oven cleaner splashing onto the skin, or take a long time to become evident, such as breathing problems caused by breathing in harmful vapours or asbestos fibres some time ago.

Hazardous substances may cause harm through absorption through the skin, due to being breathed in or due to be eaten (ingested)

In some cases, we can tell if a product is harmful – for example chemicals will tell us on their label if they are irritants, corrosive, toxic etc. In other cases, the harmful nature of a substance may not be that obvious and we, therefore, need to take simple precautions to make sure no person is hurt or becomes ill due to exposure to them.

4.4.1 Chemicals

LRP Alliance members should only uses chemicals provided by a reputable supplier/shop.

Organisers actions

- ➔ To only allow approved chemicals to be used at your event.
- ➔ Where possible to make sure that material safety data sheets are available for all chemicals on site and that the preliminary assessments performed by the supplier under the Control of Substances Hazardous to Health (COSHH) Regulations are reviewed to ensure all the necessary controls for their storage and use are in place.
- ➔ To make arrangements for Nominated staff/refs to receive training in the safe use of any chemicals that they may be unfamiliar with, before they are ever expected to use those chemicals, and for this to be recorded.
- ➔ This may be provided in house but must include;
 - ! How the chemical may cause harm and why.
 - ! The importance of reporting any reaction to the chemical and what these might be e.g., itchy skin.
 - ! The importance of reporting any existing health conditions that may affect their use of a chemical/product e.g., eczema.
 - ! What the chemical is to be used for and where.
 - ! How to store the chemical safely and the need to report any defective chemical containers, pumps or dosing equipment to management immediately.
 - ! How to use any personal protective equipment (PPE) that may be required.
 - ! How to clean up a chemical spillage.
 - ! What to do in any emergency.
- ➔ To make sure that any PPE required for the safe use of chemicals is provided, is appropriate for the nature of the task and the chemical/s it is to be used for, fits the person/s who are expected to wear it properly and is maintained in good working order.

- ➔ To intervene and correct behavior/actions if it is apparent that they are not following the information/instruction given during their training to ensure the safe use or storage of chemicals.
- ➔ To ensure that chemicals are only stored in a designated, secure chemical cupboard in their original and lidded containers that may only be accessed by staff i.e., they are stored in a safe manner so in accordance with manufacturers storage instructions and participants cannot get access to them.
- ➔ To stop any Nominated staff/refs who has reported ill health symptoms linked to exposure to a particular chemical/substance from using that chemical/substance e.g., by reassigning tasks, until a full investigation and review of controls has been carried out.
- ➔ To make sure that any chemicals brought on site by contractors do not pose a risk of injury to staff or guests.

Nominated staff/refs actions

- ➔ Only ever use those chemicals which you have been authorized to use.
- ➔ Store chemicals in their original containers and or clearly labeled containers if diluted for use.
- ➔ Never use food or drink containers for storing chemicals in.
- ➔ Never mix chemicals together unless this is following the manufacturer's instructions.
- ➔ Always use the personal protective equipment provided where this is required.
- ➔ Report any problems with personal protective equipment straight away to Organisers – NEVER perform a task that requires it whilst it is not available/out of use.
- ➔ Always store personal protective equipment in the designated area and where it will not become damaged.

4.4.2 Blood borne infections.

The risk of contracting a blood borne infection whilst at a LRP Alliance event should be extremely low; they are not passed on in the same way as coughs and colds etc. and require contact with infected blood and some of this blood entering the body e.g., through a puncture wound or open cut.

Cleaning of surfaces/items contaminated with blood

- Wear waterproof gloves when cleaning any blood spillage.
- Wash the area with sanitiser spray.
- Dispose of cleaning cloths and gloves into a strong plastic bag and then wash hands thoroughly.
- Do not handle broken glass or sharp metal with bare hands. Use equipment such as heavy-duty gloves.
- Never try to clear out bins by sweeping around them with bare hands.
- Do not put your bare hands into any place where broken glass, sharp objects or injection needles may have been discarded, e.g., in waste bins in public areas, at the side of seats in public areas, behind pipe work or fittings in toilets.
- If a needle is found, only handle it wearing thick rubber gloves. Dispose of it into a puncture proof rigid container.
- Report all findings of injection needles to the Organisers.

Personal first aid if a needle enters the skin

- Encourage the injury to bleed to flush out any material that might be on the needle. Do this by putting the area under running water and pushing towards the wound. Wash hands, dry, and then put on a dry wound dressing.
- Inform the Organisers.
- Seek professional medical advice as soon as possible taking the needle with you in a clean enclosed sturdy container.

Lyme disease

Lyme disease is caused by a bacterium *Borrelia burgdorferi*. The bacterium is carried in the gut of certain ticks. If these infected ticks attach to the human body, they can slowly feed and over time may transmit the bacterium to their human host. The disease is not spread from person to person, but animals may carry infected ticks.

Ticks live in forested areas, heavily wooded, tall grass or brush, leaf litter and shrubs. Ticks are active from spring to autumn and can be found in both urban and rural environments.

- Details on past tick infections should be requested from venue owners when booking events and planning the site-specific risk assessment.
- It is not possible to remove the risk of ticks, especially in an outdoor setting. Information should be provided to participants; on what to look out for and any significant history the venue may have with tick infestation.

Organisers actions

- ➔ To ensure all first aiders are clear of the need to wear waterproof plastic gloves when treating anyone who is bleeding and that any cuts on their own hands are also covered up with blue waterproof plasters.
- ➔ To keep the first aid kits stocked up with a supply of waterproof non latex plastic gloves.
- ➔ To train an adequate Organisers and Nominated staff/refs in the procedure for cleaning up items/areas that may have become contaminated with blood and ensure that only these persons perform this task.
- ➔ To seek professional medical advice in the event of any team member or guest having a needlestick injury at your event.
- ➔ Contact venue in advance regarding ticks
- ➔ Provide information on ticks and Lyme disease to participants.

Nominated staff/refs actions

- ➔ Wear disposable plastic gloves always when attending to someone who may be bleeding or when cleaning items/surfaces that have blood on them. Only perform this task if you have been trained in how to perform it safely.

4.4.3 Control of legionella

Legionella disease is a type of pneumonia (very nasty chest infection) that can be fatal and is caused by the breathing in of large numbers of legionella bacteria in droplet form. The bacteria are found in the general environment but usually in very low numbers. It is only when it gets into water systems and is given the right conditions to grow and then contaminate the air that people breathe in, via droplets such as in an aerosol, that it presents a problem.

It is understood that persons over the age of 45 and particularly men are more at risk of contracting legionella disease. Persons that are immunocompromised or that are suffering from heart, liver, kidney or lung disease are particularly vulnerable.

In almost all cases water will be provided by the venue and as such is a responsibility of theirs however if the source is not clear it is the Organisers responsibility to ask and ensure it is safe to use.

4.4.4 Asbestos

Asbestos is a mineral (rock) fibre that is used by mixing it into other materials such as cements, plaster, resins, and tiling. It has very good fire resistance and adds to the strength of other materials. For this reason, it was widely used in many buildings and in very many different situations. Unfortunately, if asbestos fibers are breathed in this may cause several serious illnesses, including forms of lung cancer.

LRP Alliance members in general do not own any venues used for events. It will be the responsibility of venue operators to inform your organization of asbestos.

If any is present the details must be pass on to all participants including instruction that this area is not to be used. There are exceptions for Organisers and Nominated staff/refs only area's however it must be in good condition and safe for use, details must be provided by the venue operator.

Organisers actions

- ➡ To ensure that any signage for asbestos materials at your event remain in place and clearly visible.
- ➡ To ensure venues are questioned when booking.
- ➡ To ensure information is passed on as required to those attending the event.

Nominated staff/refs actions

- ➡ To be aware of any asbestos present in your event and its location.
- ➡ Never to try to touch or disturb asbestos containing material or the warning signage on it and to report to the Organisers immediately any concerns that you may have about it such as damage or missing signs.



Personal protective equipment (PPE)

On occasions, despite having general or collective controls in place to control risks, there are tasks where there are specific risks to the person performing those tasks that we can only adequately control with the provision of personal protective equipment. This is considered to be a last resort control where the hazard cannot be removed completely, or the risk adequately controlled without it.

All necessary personal protective equipment required to perform a task safely will be detailed on the risk assessment for that task and will be provided. It must be kept in the designated location, in a suitable container, where it will be protected from damage, and should fit the wearer appropriately. Any damaged or missing PPE must be reported to Organisers or Nominated staff member immediately.

Where PPE needs to be worn staff will be expected to wear it once they have received the associated training and instruction in its use. Failure to do so will result in disciplinary action as it suggests that you have put yourself and potentially others at risk. No task requiring PPE should be performed without it! Make the right choice to ensure safety.

Personal protective equipment that will be available at each LRP Alliance event:-

- Gloves
 - Protective non latex rubber gloves in the first aid kit
 - Heavy duty, non-latex cloth/leather gloves for handling barrels, sharp objects.
 - Rubber chemical resistant gloves for use of certain other chemicals.
 - Gloves for toilet cleaning
- Eye goggles for use of certain chemicals.
- Face masks for cleaning toilets.
- Face masks and non-latex gloves during pandemics.
- Eye protection and potentially full face masks for events which include airsoft, note full face protection will be determined by the event specific risk assessment.

4.6 Events as our workplace – LRP Alliance standards and general safety requirements

It is LRP Alliance policy to make our events and the associated areas that everyone is safe. There are some simple rules that everyone is expected to follow to help us achieve this.

As all your events are slightly different, you will rely on Nominated staff/refs bringing to Organiser attention any risks that you may not have identified or which you have tried to control but it has become clear that better or further controls are necessary.

This section is broken down into some clear event topics to help make it easier for to reference. It reiterates control measures detailed in the relevant generic risk assessments.

4.6.1 Event standards

You should apply the following basic standards at all of your events and rely on Nominated staff/refs to help you achieve and maintain these standards.

Event areas

- **Disability assessment** completed for all events and recommendations for improvements to access for disabled Nominated staff/refs and participants (including those in wheelchairs, or with visual or hearing impairments) implemented wherever reasonably practicable including the provision of suitable access ramps, designated tables, and a clear emergency evacuation plan.
- **Disabled toilet facilities** with access to this always kept clear. No storage of other items permitted in this facility. Grab rails and an alarm to be provided and maintained in good working order.
- **Where babies are present, changing facilities** to be provided where possible and checked regularly to ensure that they are in good working order i.e. securely fitted to the wall and straps in good working order, and participant satisfaction is maintained. **Safety instructions** to be displayed stating how they are to be used safely and the maximum weight of child they are intended for. Defective facilities/equipment taken out of use immediately.

General

- A **safe means of entering and leaving** from all areas. This extends to car parking facilities where they are provided.
- Where practicable the provision of **suitable heating and ventilation** to ensure the comfort of persons at events. Note that many events are held outdoors, and this may not be possible.
- **Layout** that will allow the safe movement of persons who may be on site, allow for **safe** manual handling, the safe use of equipment and minimise the risk of collision injuries.
- The provision of **suitable lighting** where practicable. Note that many events are held outdoors, and this may not be possible. First aid area's **MUST** be suitably lit.
- The provision of **adequate, secure storage facilities** for the safe storage of items and these to be organised to ensure the safe access and placement of items – heavy items between knee and shoulder height.
- The display of all relevant **health and safety notices** and copies of any safety communications from enforcement authorities.

Welfare facilities

- A suitable **toilet and washing facilities** for the number and genders of persons likely to be on site at any one time, and for these to be maintained in a clean condition.

Multi occupied sites

- For those events that operate within another person's venue you will **communicate and co-operate** with the host and any contractors/subcontractors that they may appoint to ensure the safety of all parties. This most likely for events.

4.6.2 Preventing slips, trips and falls

Slips trips and falls are one of the most common causes of injury. Even if many trips or falls might only result in minor injuries, if the circumstances that allow trips/falls to happen are allowed to continue, there is a risk that a more serious accident could occur.

Controls over factors that could lead to slips, trips or falls are often part of controls over more specific areas must be identified. As most events take place outdoors there is little that can be done due to wet and muddy areas.

Most controls will be around lighting, clearly marked or supervised drops and significant changes in level which could lead to injury.

4.6.3 Work at height

Working at height includes any activity which could result in a person falling a distance that is likely to cause them injury. Working at height includes working below ground as well above it.

Because of the potential risk of injury when working at height you have a duty to **avoid it wherever possible**, for example by changing the way in which you perform the task or by changing the layout of our sites. Where work at height cannot be avoided, you must take suitable steps to adequately control the risk of falling and sustaining injury or employ competent contractors to perform the task for us using specialist access and/or fall arrest equipment.

LRP alliance do not expect work at height to form a significant activity. However, we recognize that on occasions it may be required; in which case we expect **Organisers or Nominated Staff** to take control over the situation and to follow the simple rules below to ensure safety at their event:-

Actions specific to work at height.

- Never perform any work at height unless this has been adequately risk assessed under the direction of the event Organiser and you have been trained how to perform the task safely i.e. the control measures that must be in place.
- Never assume a ladder should be used for work at height unless this is the outcome of the task risk assessment.
- No work at height to take place over 3m by Organiser or Nominated staff unless specifically trained externally for such tasks and appropriate equipment is provided. Details of this work should be noted in your risk assessment.
- If you are authorised to use a ladder for a task ensure it has been maintained in a safe working condition and meets the requirements for ladder safety detailed in Section 4.7.
- If contractors are performing work at height at your event make sure you are clear on the controls that they should have in place to prevent falls or falling objects. If these are not in place or do not appear adequate alert your **Organisers** immediately.

4.7 Equipment

Equipment will be purchased having regard to the task for which it is intended to be used, the environment in which it will be placed, and to best ensure the safety of everyone at the event. Every effort will also be made to ensure that equipment is maintained in a safe condition.

A system of examination and maintenance of the electricity and gas equipment is undertaken to prevent the risk of fires.

4.7.1 General work equipment standards

LRP Alliance have produced documented generic risk assessments for those pieces of equipment and activities that we feel present a significant risk and these must be referred to accordingly for details of the specific risks that we understand that they present and how these must be controlled. There are however, some common standards that LRP Alliance adopt in terms of equipment and management and staff should ensure that these are met with any equipment provided in their event.

- All equipment used within LRP Alliance events must meet current standards and where applicable be installed / maintained by a appointed persons.
- All new equipment to be CE marked.
- New equipment to be accompanied by the manufacturer's instructions for its safe use, cleaning and maintenance and this is to be referred to during the associated staff training. Older equipment that is not accompanied by the manufacturer's instructions must be assessed to verify that it is safe for its intended purpose with risk assessments being performed for any equipment that poses any of the hazards on the equipment evaluation hazard checklist.
- Equipment only to be used/cleaned by those trained and, where necessary, supervised and deemed competent to do so.
- Equipment to be appropriately cited having regard to the nature of its use and any risks to safety that it presents e.g., so that it / its user will not be distracted, bumped into.
- Equipment to be secured where there is a risk of it being knocked over and causing injury/fire
- Any movement of work equipment must be in accordance with **LRP Alliance manual handling standards**.
- Equipment and any safety devices it may have, to be maintained in good working order by competent and trained personnel. For more "complicated" equipment and machinery this will

require regular servicing/ maintenance following manufacturers' instructions by a competent approved contractor. Records of all such maintenance and servicing to be kept.

- Hot surfaces signage to be provided where contact with them could present a risk of burns.
- Hot equipment or equipment containing hot substances to be cooled down before being cleaned/emptied to prevent a risk of burns/scalds to staff performing these tasks.
- Control switches on machinery to be clearly marked to show what they do. Markings to be replaced if they become faded during use.
- Emergency stop controls to be fitted on any machinery where there is a risk of serious injury.
- All moving parts on machinery to be guarded to prevent contact if this presents a risk of injury.
- Powered machinery to be isolated before cleaning and whenever guards or other safety devices are removed. Isolation switches to be clearly marked and to be safely and readily accessible.
- Lighting to be adequate to allow for safe use of equipment and machinery.
- If personal protective equipment is required to use equipment safely, this must be worn, e.g. gloves to handle sharp or hot equipment.
- Equipment/machinery must never be left unattended in public areas if there is any possibility it could be misused.

4.7.2 Ladders, stepladders and stools

Falls from ladders frequently cause disabling injuries and can even result in death.

- To be BS/EN131 standard or BS Industrial Use. Domestic (grade 3) NOT PERMITTED
- Only to be used in appropriate locations i.e. where there are no overhead hazards including electrics.
- Ladder/stepladder to be positioned where it will not be pushed over e.g. by vehicles, walked into or under by persons, or exposed to other hazards e.g. from doors or windows. If this is impractical additional controls must be in place and detailed below.
- Ladder set at a 75° angle (one unit out for every 4 units up).
- To be visually checked before use to ensure in good condition including feet, stiles and rungs. No contamination to be on the feet that could result in them slipping.
- Only to be used in areas clear of spillages, floor defects, or other contamination that could cause them to slip.
- Users to wear footwear that is dry, free anything likely to make them slip on the ladder.
- Only one person to use the ladder at a time.
- 3 points of contact maintained on the ladder/stepladder except for very brief periods of time
- Steps to fully opened and locked in place before use.
- Two person operation for use. Second team member to assist by steadying ladder and passing equipment / tools.
- When a step ladder in use, the area around it is to be kept clear of people. Hazard warning signage to be provided where required.
- To be stored correctly where it will be secure and not exposed to a risk of damage.

4.7.3 Tractors and other construction vehicles

Where possible work requiring the use of tractors or other construction type vehicles should be completed when the event is closed to avoid pedestrians in the area. Where this is not possible the area should be monitored and closed off by marshals to direct pedestrians away from the area the vehicle is working in.

Tractors and construction vehicles must adhere to the traffic management rules including any one-way system imposed except for emergencies.

- The use of these vehicles must only be undertaken where following PUWER and LOLER regulations.

These require additional suitable and recorded training for operators along with regular servicing and maintenance checks including daily pre-use checks (completed on a flat surface) in line with the manufacturers guidance which often include:

Check all fluid levels

- Engine oil
- Coolant
- Fuel
- Hydraulic fluid
- Leaking or damaged hoses
- Check underneath for pools of liquid

Tires and wheels

- Properly inflated in line with manufacturer's instructions
- Condition of tires is suitable with no damage
- Wheel nuts secure and appear tight

General condition of vehicle

- Cracked or broken parts
- All guards are in place
- Loose parts, bolts, or nuts
- Steps are clean of any grease or mud
- Wind shield is clean
- Batteries are secure, connections are clean
- Turn on lights check all are working correctly

Operator seat

- Check the seatbelt
- Starting the vehicle, observe the engine oil pressure gauge, ensuring at correct level

4.8 Event services – Electricity and gas

4.8.1 Electrical safety standards

Electricity has the potential to cause fatal injuries and start fires if it is not respected and the equipment it serves looked after. Direct contact with a live electrical current or indirect contact with it via another conductor of electricity such as metal surfaces or a water film, can cause that current to run through our bodies and cause deep tissue burns, interrupt or even stop our heart rhythm and damage tissues and organs. If too much electrical current is allowed to pass through a cable or a plug this can cause the cable/plug to overheat and potentially catch fire if it is not spotted and acted on.

As most events will take place at a venue operated by others it is the responsibility of the **Organisers** to ensure that the site operator is queried on any electrical safety issues.

Where anything more complex than extension leads are required. Electrical installation, connections & equipment are to be installed, inspected, maintained & serviced by competent persons (NICEIC registered Electricians).

- Equipment and installation to meet current standards.
- Portable electrical appliances regularly inspected and tested by a contractor and records of this maintained or equipment labeled with the date of last test and date of next test (PAT tested).
- All electrical equipment used by contractors to have been PAT tested.
- Nominated staff/refs instructed to check equipment for defects such as damaged flexes/cables before use and to report any damage to the relevant Nominated staff member of Organisers immediately.
- Organisers or Nominated staff to take damaged equipment out of use and labelled accordingly 'Do not use'.
- The use of extension cables to be closely controlled and only permitted if fully unwound and appropriately fused.
- Electrical cables and leads not to be placed in a position where they can be damaged, either by objects, heat etc. or present a tripping hazard.
- Only equipment suitable for outdoor use is to be used outdoors and residual current Devices of appropriate sensitivity provided, maintained, and used where required.
- Organisers or Nominated staff not permitted to carry out repairs to electrical equipment, unless qualified.

4.8.2 Gas safety standards

Gas allowed to escape into confined spaces could overcome and poison persons but is more likely to present a potentially explosive atmosphere and cause a serious fire safety risk. Similarly, if gas is unable to burn efficiently e.g., due to a build-up of grease/grime/carbon deposits on gas fired cooking hobs or a general lack of ventilation, it can produce carbon monoxide which is poisonous to persons exposed to it.

We therefore must be mindful of the dangers that any equipment fuelled by gas may pose.

Fixed gas supplies will almost always come under the control of the venue operator and not our organisation. It is the Organisers responsibility to check with the operator for any issues relating to gas safety.

If you smell gas or think there might be a gas leak:-

- ! **Do not** use any naked flames. Try to turn off any gas flames and put out cigarettes.
- ! **Do not** turn electric switches on or off (as this can create sparks which could ignite any gas).

- ! Check for any gas appliances being turned on without being lit.
- ! If you cannot identify any source of a suspect leak turn off the gas at a control valve.
- ! Try to ventilate the area by opening doors and windows.
- ! Inform the event organiser immediately.
- ! The Organisers should consider the need to evacuate the building or area until the source of the gas leak has been identified and repaired.

4.8.3 Liquefied petroleum gas and other bottled gases

We use bottled compressed gases at our events for a number of purposes:-

- For our heaters (liquefied petroleum gas).
- For the dispensing of beverages in our bars (carbon dioxide and nitrogen).
- For cooking in some instances.

Other participants will use gas for similar reasons, and it will not be possible to monitor the safety of all persons. Instead, our Organisers or Nominated staff/refs will be asked to keep an eye out for abuse or dangerous use of this equipment and intervene where required.

During very dry seasons it may also be required to ban the use of such items and they should be avoided in unventilated areas.

If not stored and used correctly, each of these gases can be hazardous to health – presenting fire, explosion, or asphyxiation risks. Because of this we lay down strict safety standards that must be followed at each of our sites.

- Any cylinders showing signs of excessive rust, dents, gouges or grinding marks, or that are defaced in any way are not to be accepted from suppliers and any found on site must be brought to the attention of suppliers for removal immediately.
- All gas cylinders must have a product safety label on them and an emergency contact number. The contents must be clearly identified on the label.
- Events must hold product safety data sheets for all bottled gases held on site and be clear of the precautions to take in the event of inhalation of the gases.
- Any Nominated staff member using any bottled gas must be trained in the associated safety procedures and in particular how to perform leak checks and how to detect leaks, with particular emphasis on the precautions to take when changing cylinders or kegs. In particular, staff instructed NEVER to touch a frosted cylinder with bare hands and to leave the area immediately if a cylinder is frosted as this is a sign that it is leaking.
- Cylinder numbers to be kept to a minimum – a 1 for 1 exchange system should be in operation.
- Spare cylinders including 'empty' cylinders to be stored in a lockable, well-ventilated area ABOVE ground and away from drain gully's, occupied buildings, the event boundary, vehicles and any sources of heat or ignition. Cylinders to be stored UPRIGHT and secured in place with chains / clips / or racks so that they cannot fall and cause injury.
- Where they can be easily accessed small LPG gas cylinders used for heaters should be contained in cage and this must be locked.
- Suitable fire-fighting equipment must be provided in the vicinity any LPG storage areas where patio heaters are being used.
- 2 person operation to move cylinders as required / trolley to be used.

4.9 Lifting, carrying, pushing and pulling

There are numerous activities in our events that involve lifting, carrying, pushing, and pulling – also known as ‘manual handling’. Most of these tasks are like those that we do in our everyday life. However, some of them we may have to do more frequently when at work or may involve larger, heavier, or more awkward loads. Others may involve movement over longer distances or the need to negotiate changes in level that we may not be faced with at home. For these reasons, some tasks will present a risk of injury to the person performing them, such as muscular strains or the spraining of joints. There will be occasions where sharp items may need to be handled, such as a broken item, presenting a risk of cuts/lacerations if handled directly.

Because of the above-mentioned risks, we have a strict set of manual handling standards that we expect to be followed by all persons that work in our events.

4.9.1 General manual handling standards

- All Organisers or Nominated staff/refs to receive general manual handling training, including safe lifting technique, on induction.
- Manual handling to be avoided wherever possible or, where this cannot be achieved, reduced with the use of manual handling aids, such as trolleys.
- Organisers or Nominated staff/refs predisposed to a risk of back injury or any other condition that could be aggravated or made worse by manual handling tasks are not to perform those tasks that could present a problem.
- LRP Alliance policy to ensure that items are delivered in suitable sized containers to allow for safer manual handling.
- Store areas shelves/cupboards to be sturdy and in good condition and secured where necessary. As a guide, heavy items (more than 7kg) to be stored on the middle shelves, lighter items to be stored at high level or on very low level shelves.
- Boxes/containers should be marked where the load is heavy.
- Personal protective clothing to be provided as necessary and maintained in a good condition e.g. gloves for handling items awkward to grasp or that may cause hand injury.
- Contractors to be employed for moving very heavy items of equipment.
- Light but bulky items, e.g. tables, to be moved by two people.

Safe manual handling guidance

People are different!

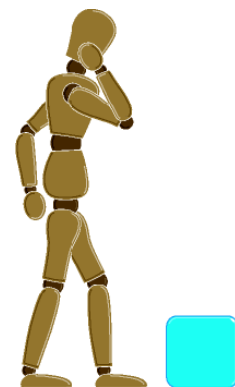
- The ability to carry out physical work such as manual handling will vary between people, e.g. with age, fitness, etc. and also for the same person over time, e.g. as they age, become more or less fit, suffer injuries or illness.
- **Do not** assume that everyone is capable of a particular task just because one person is able to carry it out easily.
- In general young persons, less physically fit persons, and people with lighter physiques can handle less, in a safe manner, than a comparable mature, fit, physically strong person.
- Certain conditions can make persons more susceptible to manual handling injuries, even if they might otherwise be considered likely to be capable of a particular task. These include;
 - pregnancy and nursing,
 - any existing upper limb problems
 - any existing back problems
 - Hernia, etc.

General points on manual handling

- If possible manual handling of loads will be avoided altogether. It is unlikely that all manual handling can be avoided but it might be possible to remove the need for some tasks.
- If handling cannot be avoided use of mechanical aids will be considered to reduce the amount of physical effort required.
- Anyone carrying out manual handling will be trained in good handling technique.
- Individuals must not attempt to handle loads that are beyond their capabilities.
- If necessary, loads should be broken down to a more manageable weight, especially in cases where help from another member of staff is not available.
- Help should always be sought from colleagues to move heavy or awkward objects that cannot be split into smaller, or more manageable, loads.
- Sensible footwear which gives a good grip and allows for good balance must be worn.

Good handling technique - general lifting

- Can mechanical aids be used?
- Will help be needed with the load?
- Can the load be broken down and carried as a number of smaller loads?
- Examine the route to be taken; is it well lit, are there steps or changes in level, are there any obstructions or trip hazards that need to be moved out of the way, etc.
- For a long lift, consider resting the load midway on a table or bench to change grip.
- Look at where the load is to be moved to. Can it be put down safely and easily or is there any need to move other items to create space?
- Are there any sharp edges on the load? If so cover them or wear protective gloves.
- If the load needs to be lifted by straps, are gloves needed to stop these cutting into hands?



- Can the weight in the load move around, e.g. a liquid in a part full container? Unstable loads will be more difficult to handle so the safe maximum load for each person will be reduced.
- Is there anything about the load that might make it difficult to move safely?

Adopt a stable position

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).

- Try to stand close enough to the load to have the center of weight of the load as close as possible to the body. If the load is on the floor placing feet to the sides of the load can help (having feet square against one side will “push you away”).
- Be prepared to move your feet during the lift to maintain a stable and balanced position.
- Avoid tight clothing or footwear which may make this difficult.



Keep the load close to the waist

- Keep the load close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



Get a good hold

- Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.



Start in a good posture

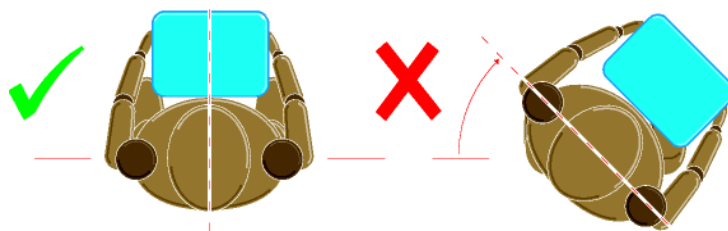
- At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting

- This can happen if the legs begin to straighten before starting to raise the load.

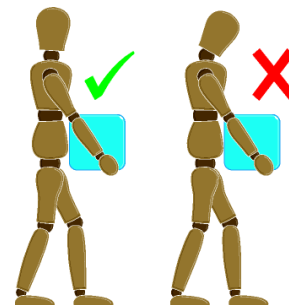
Avoid twisting the back or leaning sideways especially while the back is bent

- Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.



Keep the head up when handling

- Look ahead, not down at the load, once it has been held securely.



Move smoothly

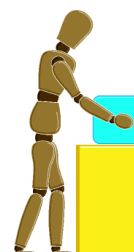
- The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed

- There often is a difference between what people think they can lift and what they can lift safely. If in doubt, seek advice or get help.

Put down the load *then* adjust

- If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.



4.10 Fire safety policy

Fire has the potential to cause serious injury or even death. If a fire does occur, there needs to be systems in place to detect it and to alert everyone to it quickly. There then needs to be enough available, safe exits to be able to quickly clear the venue, including those people who may be on site who have disabilities.

The most important controls are those that prevent fires from starting. If a fire does start the next priority becomes clearing the building of people; quickly and calmly.

4.10.1 Fire risk assessments

Within the risk assessment there is an emergency evacuation plan that must be followed in the event of a fire and this will detail the arrangements for evacuating any disabled persons that may be on site. All Organisers or Nominated staff/refs must be familiar with the significant findings of this risk assessment and the fire safety arrangements in place at their event.

For larger events the short version found in the risk assessment section is not suitable and a more comprehensive assessment will need to be undertaken.

4.10.2 Fire safety training

All Organisers or Nominated staff/refs should receive fire training each event in terms of what to do in the event of a fire and the basic fire precautions that must be in place.

This should ensure each person knows the following ;

- The complete layout of the venue– a full tour may be required.
- Fire alarm – where the call points are located and what sound it makes or what means of raising alarm there are at outdoor events.
- The means of escape in an emergency.
- Assembly point location.
- Action to take on discovering a fire (sound alarm, evacuate etc)
- Action to take on hearing the alarm
- Location of fire-fighting equipment and their safe use
- Importance of no smoking, keeping means of escape and corridors always clear.
- Not blocking fire exit doors etc.

Any Organisers or Nominated staff/refs given the role of fire marshal must be given information, instruction and training in the role that they are expected to perform i.e. to check and clear certain areas of the venue in the event of a fire and this must also be repeated and documented every event.

4.10.3 The management of fire safety – General LRP Alliance standards

Below is a list common fire hazards that may exist in your events and the operational standards that we expect to be maintained in place to prevent these hazards presenting an unsatisfactory risk of fire.

Cooking facilities

- Ensure that fire guidance given to event attendees includes cooking equipment.

Candles / tea lights ■ Candles / tea lights should only be used if safe to do so. Never in small tents. All attendees should be requested to use LED candles/light sources where possible.

Open fires ■ Open fires operated by our organization must be suitably supervised.
■ Other participant fires should be monitored where possible.
■ Must be positioned away from walkways and other areas where persons could accidentally contact them.
■ Must be extinguished whenever the area are vacated.
■ Suitable fire extinguishers must be located on the venue, details should be kept in the fire risk assessment.

Smoking ■ Provide plenty of ashtrays in the designated outside smoking areas.
■ Regularly empty ashtrays into a metal box, never into a normal plastic bin, if no metal box is available it should be emptied into a container of water.

Arson ■ Be observant, and question people politely if found in non-public areas.
■ Rubbish must be stored away from external fire escapes.

Camping and tents ■ Special notice should be taken when completing the fire risk assessment with camping, marquees, and other structures. More guidance can be found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf

Firefighting equipment provided by your organization

- Portable fire extinguishers must be examined at least once annually and tested by a competent person in accordance with British standard code of practice CP 4002 Part 3 1964. A maintenance contract is in place to ensure this occurs. Extinguishers should be marked with the next test date. Any failing the annual examination must be taken out of use and replaced.

4.11 Emergency Procedures / Crisis Management

Unfortunately, there are occasions when emergency situations could occur at your events and you need to be prepared for these and be aware of the action to take afterwards to limit the damage done and reduce risks to team members and participants.

4.11.1 Water failure

If the water supply is cut off or fails, the event must close, or bottled water provided. This is both for food safety and health and safety reasons; there will be a failure of vital services including toilet facilities.

4.12 Vulnerable attendees– Including new and expectant mothers and young persons

LRP Alliance recognises that some of your attendees may be more vulnerable than others to certain risks at events and, as such, we may need to take extra precautions to ensure their safety whilst they are at the event. Three key categories of Nominated staff/refs that require specific consideration are:-

- New and expectant mothers
- Persons under the age of 18
- Persons with disabilities

4.12.1 New and expectant mothers

Pregnancy and the early stages of motherhood put certain strains on the body which may increase the risk to that person's health and safety. This will vary from individual to individual and at different times during the pregnancy/after they have given birth. It is, therefore, important that we consult regularly with team members who fall into this category to identify any additional control measures that we need to ensure are in place. Some of the key issues to be considered in respect of new and expectant mothers are detailed below and these are captured in the new and expectant mother risk assessment.

Manual handling and physical activity – posture and balance changes

Physical activity associated with roles is likely to be the area most affected by pregnancy or recent birth. As the pregnancy advances the weight of the baby being carried will increase making simply standing or moving around more tiring. The effect of this is likely to be increased in areas where additional stress is placed on the body. Breaks away from this type of activity might be required.

To carry out manual handling as safely as possible requires a person to be able to balance and hold a load effectively. Again, as the pregnancy advances, the ability to do this will reduce. Manual handling tasks should therefore be reduced, or eliminated altogether, as the pregnancy advances.

Soon after birth, there can be a possibility of internal tissue damage if muscles are stressed by lifting or other physical tasks. If a member of staff returns to work soon after the birth - the assessment should determine whether this might occur.

Heat stress

The effects of high temperature and humidity are likely to be more profound in expecting mothers due to the stress their bodies are already under. More frequent rest breaks in cooler areas and the provision of cold drinks should be considered when necessary.

Sickness and nausea

Sickness and nausea is common during the early stages of pregnancy and some expectant mothers can suffer with it for a significant part of the pregnancy. Certain smells or tasks may make the symptoms worse and may need to be avoided whilst the symptoms are apparent.

4.12.2 Attendees under the age of 18

A lack of general life experience means that younger attendees have a lower appreciation of risk, it may even make some individuals more reckless and therefore more likely to follow behavior that could lead to an accident and an injury to themselves or others.

In particular, the events policy will be used to identify any activities which, for that individual, may:

- Be beyond their personal physical and/or psychological capacity.
- Involve exposure to hazardous substances that can influence those who are still growing.
- Involve risks of accidents that a young person may not recognize or avoid due to their lack of experience.
- LRP Alliance do not permit young persons to take on the roles of Nominated staff/refs where they will have safety responsibilities.
- For events where young persons are permitted detailed safeguarding policies will be produced and made available to all attendees.

4.12.3 Attendees with disabilities

LRP Alliance follows a policy of equal opportunities for all members of the community where practicable. The LRP Alliance believes that an Organiser or Nominated staff/refs with a disability have as much to offer as any other.

We do recognize that a person's disability may make them more vulnerable to certain risks within the event and that we may need to make special considerations or adaptations to ensure that these persons are adequately protected.

4.12.4 Stress

We want your Nominated staff/refs to be happy at events. However, we accept that we all have good and bad days. We also recognise that we are all different and on occasion stress can become an issue when the pressures placed on someone or that they perceive to be placed on them exceeds what they can (or they feel they can) cope with.

Many factors increase the likelihood of a Nominated staff/refs member suffering stress whilst at an event. These include personal circumstances, pressure, excessive hours, or interpersonal relationships with attendees (including bullying).

Symptoms of stress can manifest themselves in many ways and include: - sleeplessness, irritability, lack of concentration, increased mood swings.

There must be a clear method for communicating and assisting with Nominated staff/refs with problems they are having at events, this includes reducing tasks/responsibilities or time away from the event.

4.14 Security and lone working procedures

LRP Alliance members are expected to take its responsibility towards security very seriously. We strongly believe that all attendees have a right not to expect to be abused or subject to threats or acts of violence whilst at an event. We also recognise that Nominated staff/refs working alone may be more susceptible to security related risks and highly dependent upon good communication systems to enable them to summon help.

4.14.2 Cash handling

Cash handling procedures should aim to minimize the amount of cash held in, or transferred through, public access areas. Exact details of cash handling procedures should not be made generally available in writing but should conform to the general controls listed below. **In any situation where a member of staff is threatened with physical violence during an attempted theft they should try to stay as calm as possible and hand over the money.**

- Cash offices should be secured.
- The lowest practical operational cash limit should be set for cash held in tills.
- Cash for the start of trading sessions should be taken to till before the event is open to participants.
- No cash to be transferred in containers allowing members of the public to clearly see how much cash is being transferred.

4.14.3 Acts of aggression / violence

In any event open to members of the public there is always the possibility that some attendees may be unreasonable and even violent. You should adopt the following arrangements at your events to try to minimize the likelihood of such acts taking place and the impact on your staff and participants.

- Participants appearing to have had too much to drink will not be served intoxicating liquor by event Nominated staff/refs.
- Nominated staff/refs to monitor any participant acting in a suspicious manner and to call the police if necessary.
- Should a Nominated staff/refs suspect a participant of stealing from the event or other participant/s they must not confront the participant but inform the Organiser who will call the police where required.
- Event Nominated staff/refs nominated to oversee security should be trained/or have suitable experience in how to deal with aggressive / violent participants and how to diffuse potentially violent situations by calming the person.
- Any incidents of aggression or violence are to be reported to the Organisers or Nominated staff immediately.
- Cases referred to the police as necessary with a full debrief after any incidents to review procedures and provide support, as necessary.
- 2 organisers/refs on site when participants are on site.

4.15 Consulting on safety

The following minimum consultation standards are expected to be complied with at each of your events:-

- Regular meetings across each event, 'Safety Issues' to be a standard item on the agenda to allow Nominated staff/refs to raise general safety issues that may be of concern to them.

4.16 Internal safety checks

During an event Organisers and/or Nominated staff/refs must regularly check;

- Venue condition.
- Outdoor areas for hazards.
- Fire escapes where applicable.

- Fire extinguishers where applicable.
- Items used for simulated combat.
- Tents or other constructions.
- Equipment has not been tampered with or is damaged.
- Participant camping areas, looking for fire safety and other hazards.

4.17 Structures in simulated combat areas/public areas

There is sometimes a requirement to construct small temporary structures during events including props, tents and trader stalls.

These must adhere to the following:

- Built in such a way that they are secure and will not fall under human weight.
- To be constructed with no sharp edges and checked for protruding nails/screws before being put in place.
- To be monitored throughout events and the area isolated if damage or risks are noted.
- To be directly supervised by a Nominated staff member or Ref when planned simulated combat or heavy use of the area will take place.

4.18 Traffic management

Due to the nature of events, it is not always possible to prevent the mixing of vehicles and pedestrians. As a result, it is important to implement several safety procedures must be put in place.

Traffic management:

- The objective is to provide a safe environment for all attendees.
- Ensure that only areas suitable for event traffic are used by attendees. Where the venue will not be suitable for traffic marshals will be required to stop cars and vans from entering those areas.
- Have an adequate number of stewards/car park attendants to ensure vehicles are parked as quickly and safely as possible. That access to camping fields is managed by informing drivers of the rules of the venue as dictated by the risk assessment upon arrival.
- All traffic stewards/marshals will be required to wear a hi-visibility vest.
- A speed limit of 5 mph must be in place for all areas of the event, including in car parks.
- Where venue routes are not wide enough for two vehicles to pass a one-way system must be in place.
- Routes for traffic which pass beyond carpark areas must be clearly marked.
- Where possible a designated pick up and drop off area should be marked in camping locations, this will aid in preventing collisions between vehicles and persons.

Section 5: ADDITIONAL GUIDANCE

5.1 Simulated combat weapon/prop construction guidelines

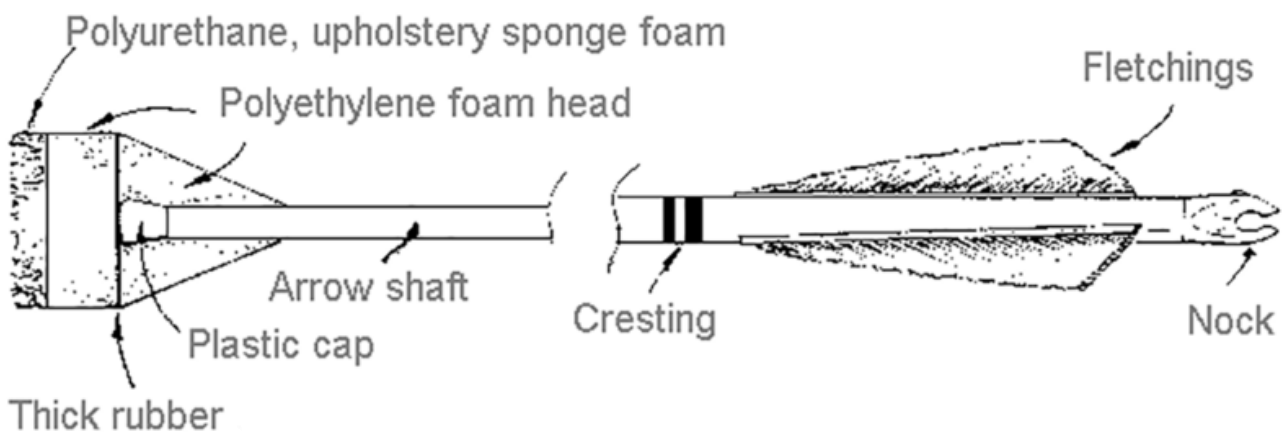
Melee weapons

- Striking surfaces such as the edge of a blade, mace head or a haft of a pole arm must be padded with sufficient foam to prevent the core from being felt on a blow. As a guide a thickness of at least 12mm LD45 foam is generally sufficient for one handed swords.
- For large flat striking surfaces such as a hammerhead a low-density foam layer is recommended to reduce both the weight and impact of a weapon.
- Surfaces not intended to be striking surface such as the flat of a blade or pommel must also be padded sufficiently so that an accidental blow will not cause injury. Any wrappings on hafts or pommels must be a soft material such as thin leather. As a guide a thickness of at least 6mm LD45 foam is sufficient on the flat of a one-handed blade.
- Foam padding must be securely affixed to the core along the entire length of a weapon, and if built in layers, the layers must be securely fixed to each other.
- A hilt or handle must be securely affixed to the core of a weapon and any wrapping on a hilt must also be affixed to ensure the weapon does not turn in use or become uncontrolled.
- A hilt or handle that will never be striking surface may be of solid construction such as wood e.g. the handle of a one or two handled sword is not a striking surface but the haft of a polearm may be a striking surface so must be padded as per non striking surfaces.
- Any protrusions such as a guard, quillons, spikes, studs or jewelry must be coreless and made purely of foam or other suitably soft materials. Protrusions on striking surfaces such as spikes on a mace head or the back of a war hammer must be collapsible.
- Thrusting weapons must have a collapsible tip of securely attached low density foam on the outside and a layer of higher density foam underneath so that the impact of a thrusting blow is moderated and dispersed, and the core cannot protrude.
- A core must be sufficiently rigid such that the weapon is not too “whippy” but with sufficient give to reduce the force of a blow, especially for heavier weapons. A core must be a material that is resistant to shattering but that will spring back to shape after flexing. As a guide cores made from glass reinforced plastic or carbon fiber are suitable but wood, metal or bamboo are not suitable.
- Thrown weapons should not have a rigid core or be too heavy.
- Flail type weapons must have coreless striking surfaces. The link must be made of a soft flexible material and the overall length of the flexible section must be short enough not to wrap around a limb or neck. As a guide links made of foam, leather or soft string are sufficient and common designs feature two half links attached to handle and striking head with one full link connecting them.
- Hooking weapons must have internal reinforcement to ensure a hooking area is not ripped off or the core exposed. A hook must still be padded as per a striking surface.

Missile weapons

- Bows must have a draw weight of 30lbs or less at 28 inch (71 cm) draw and crossbows must have a draw weight of 30lbs or less at full draw. Both must be of solid construction with no cracks or sharp protrusions, notches or triggers, must securely hold the string and the string must be in good condition.
- The head of an arrow or bolt must have at least a 2 inch (51 mm) diameter head, the front of the head must be a low density foam backed by a flat faced medium density foam such that the head cannot penetrate an eye socket and compress the eye. The low-density foam must compress to absorb the impact such that the arrow or bolt does not unduly bounce backwards on impact and must be free of debris.
- The shaft of an arrow or bolt must be completely blunt with no metal head and have a solid stop between it and the striking end of the head so that it cannot protrude into the striking area under any circumstances. The shaft must be securely attached to the head and made of a material that is free of cracks under light flexing and is resistant to shattering. As a guide shafts made of some woods or fibre-glass are suitable and materials such as or carbon fibre, wooden dowel, bamboo or metal are not suitable.
- The flights and nock on an arrow or bolt must be securely affixed.

Arrow construction



Shields

- Shields with solid cores must have a layer of foam padding on the front to protect against accidental strikes. There must not be any un-padded surface on the front.
- The rim of a shield must be padded in line with the striking surface of a weapon (although it is never to be used as such).
- The handle of a shield must be securely affixed such that the shield can be controlled at all times.
- Any metal bolts securing handles or straps must be cut down and filed smooth to remove any sharp edges.
- Where a center boss is present it must also be fully padded and preferably collapsible.

Armour

- All armour must have smooth edges (filed or rolled in the case of metal) and chain links must be fully closed so that they will not cause injury in the case of accidental contact with skin or damage to weapons.
- Fibreglass, resin or other types of brittle material must not be cracked or worn to the point they may crack during combat revealing sharp edges.
- Studs or rivets must be secure and tower studs or metal spikes are not permitted.
- You must be able to fall over safely in your armour.

LASER's and LED's

Whilst LASER tag events are permitted under this policy there are some design rules to follow.

- LASER pointers and targeting devices are not permitted at LRP Alliance events as they require specialist knowledge to determine their levels of safety.
- For Laser Tag devices all IR LED emitters will be made by a reputable producer and compliant with IEC 62471 and EU DIRECTIVE 2006/25/EC, such as the TSAL6200. Laser tag devices should not exceed irradiance of 4W/sr shown at 20cm from the emitter as per these safety rules.

5.2 Safety information provided to all attendees (including specific web links to information)

It is important that all participants understand and follow the safety guidelines laid out in this policy. This information must be accessible before booking for all attendees to read should they wish.

Information provided must cover:

- Simulated combat.
- Details on prop safety and “weapons checking”.
- Traffic.
- Fire safety – methods of raising the alarm.
- First aid provisions and how to access them.
- General safety advice regarding the venue, this could include pointing out adverse conditions, lighting etc.
- Young persons.
- Information on additional training/competences checks – Bow and how to obtain the relevant competency to use the items in simulated combat.
- Details on traffic management and parking.
- Some general safety advice regarding camping. Linking to this document provided by the government can be useful:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/475175/Fire-Safety-Outdoors.pdf

Where practicable safety briefs should be carried out at the beginning of the event including all attendees. Where this is not possible safety briefs **MUST** be carried out when attendees are entering areas of risk such as unstable ground, flooded areas, areas with significant drops.

If it is not possible to complete a brief this information on higher risk areas must be identified in the pre-event information.

5.3 Trader standards including caterers

Traders are expected to comply with health and safety requirements laid out in law and this document. As individual events it is their responsibility to erect and maintain their own stall which must be safe for all attendees. **A concise risk assessment and method statement must be provided before stalls are erected.**

Trader stalls should be included in any fire marshal and safety site walk to ensure there are no safety issues which could cause harm.

- If there any issues these should be reported to the Organiser or Nominated staff.
- If there is a risk of imminent danger the stall should be closed until the issues are resolved.

Any props they supply which will be used **MUST** comply with the guidelines outlined in this document.

Caterers

Catering at events especially field-based events have the potential to cause significant food poisoning outbreaks and fire hazards.

Caterers must provide;

- Food safety training documentation for staff.
- A list of equipment they will be bringing with them and associated testing records.
- Provide themselves with suitable fire-fighting equipment including a wet chemical fire extinguisher if using fryers.
- Details of their insurance policy.
- Certification if available from a local authority (scores on the doors).

Competence of the author: Rob Williams

This policy was produced for LRP Alliance exclusively. Unauthorised use of this policy is done at the risk of the user and is not done with the consent of Rob Williams.

This policy is intended to work along site event/organisation specific policies and risk assessments completed by a competent individual. Without these the policy will have limited success in implementation.

Information on LASER tag props and LED's supplied by **Dave Basely**.

Qualifications/Experience:

- Nebosh General Certificate
- Nebosh Fire Safety Management and Risk Assessing
- Food Hygiene Certificate Level 4
- Legionella and Legionnaires Disease Awareness
- 7 years' experience of safety advisement, management, training, and risk assessing for a large restaurant chain.

Policy last updated: 16/08/2021