

Theale Parish Council – Theale Village Jubilee Fete, Sunday 5th June 2022, Theale Recreation Ground

Volunteers Briefing

On behalf of Theale Parish Council I would like to extend my thanks to you all for stepping up and offering your time to help with this event – without you it would not happen!

Volunteers will be provided with free refreshments – these can be found at the Peter Gooch room during the event.

1. Covid

As this is predominantly an outdoor event the risk of Covid is low. However, if you are feeling unwell, please do not attend.

If you feel more comfortable wearing a face mask then please do so, but this is not mandatory, and we will provide hand sanitiser at the information point.

2. Terror Threat Level

In light of the UK's terror threat level being increased we did seek advice from West Berkshire Council/Thames Valley Police and PC Walker was able to attend our briefing and give this advice:

Whilst the terror threat level has increased TVP have received no advice/intelligence that our event is likely to be targeted and people should not be overly worried or concerned. However, we should all remain vigilant and be aware of a possible "lone wolf", an attacker with a knife or hammer, or unattended bags/parcels, etc. If something/someone looks suspicious or just doesn't feel right, report it.

In the very unlikely event of an attack (and PC Walker was keen to stress this would be very unlikely) attendees should "RUN, HIDE, TELL" – that is, come away from the event (RUN) and go into a pub/shop, etc (HIDE) and then dial 999 (TELL). You should encourage others to run too. However, if they should decide to stay put do not spend time trying to encourage them to move. Consider your own safety first.

3. Hi Vis vests

Volunteers will be required to wear a TPC hi vis vest for the duration of their allocated shift.

4. Car Parking

We are expecting most residents to travel to the event on foot. Car parking will be at the Village Hall Car Park. Some spaces will be reserved for disabled parking.

5. Toilets

Toilets (including accessible) are available for use in the pavilion.

6. Independent Traders

Traders will be asked to access the site via the Village Hall car park entrance. There are a small number of high vehicles that will need to come in through the gate by the doctors' surgery. They have been asked to contact us once they are en route so we can open the gate for them.

Once set up, stall holders will park their vehicles behind their stalls. Jan Crisp, Katie Gash and Gary Nelson will have a list of the booked traders to tick them off and let them in and help direct them their pitch. Vehicles must have the hazard lights on whilst crossing the site and need to be escorted by a member of the volunteer team.

When the event finishes and they are packed up, the traders will need to be escorted off the site.

7. Litter Picking

We need to ensure the recreation ground is clear of all litter. The event plan has litter picking starting at 5pm; however if crowds have dispersed earlier it can commence at 4.30pm. We will have grabbers, gloves and bags available in the Peter Gooch room. Once bags are filled please tie up and leave on the edge of the field by the cricket pavilion – Gary Nelson and/or another from TPC will collect these

8. First Aid

As part of our insurance we must have First Aiders present during the entirety of the event, TPC have a number of qualified first aiders and these are:

Lisa Cox
Katie Gash
Jan Crisp
Rob Gallop
Zoe Fenwick
Iain Hopcroft
Di Hughes

In the event you are alerted that first aid assistance is required either put a shout out on the walkie talkie or call 07883362541. The first aid point is next to the information tent situated on the field in front of the cricket pavilion. First Aid boxes will be located here if needed for use by the First Aiders.

There is a defibrillator located on the front of the cricket pavilion (village hall car park side)

9. Fire Service

We are hoping to have a fire engine on site for the children (and big kids!) to sit in, etc. It is planned to be on site from 12 noon and will be parked up on the field near the cricket pitch. In the event that it needs to attend a call out, they will be escorted off via the doctors' surgery gate.

10. Walkie Talkies

The following will hold walkie talkies:

Gary Nelson
Iain Hopcroft
Jan Crisp
Katie Gash
Zoe Fenwick
Paul Manley

The information point will also hold a walkie talkie.

These devices will be used for communication as needed during the event

11. Lost Children

Any lost children are to be taken to the information point where we will reunite them with their parents/carer. Similarly, any parent reporting a lost child should be directed to the information point, but also ask for a description of the child that can be give out over the walkie talkies.

12. Rotas

Rotas have been produced for the event – please see attached for your allocated times. We do understand that there will sometimes be circumstances out of your control and you are no longer able to help. It would help us if you could let us know as soon as possible if you are no longer able to volunteer, or if you need to swap a session.