



KEY TASKS FOR THE PLUMSTEAD MAKE MERRY

LOGISTICS, H&S, LICENSING AND SECURITY

The Plumstead Make Merry festival is run entirely by volunteers, from the planning stages through to the management on the day of the event. This list of key tasks is for the Logistics, Health & Safety, Licensing, and Security, there are many specific areas of responsibility throughout the event, all of which require some involvement with others. Though the list below may not be comprehensive, it does outline the key tasks required by volunteers. For each area (sub-group) there is a lead person responsible in the run up to the event which may differ to the person specified as the on-day lead, and they will delegate tasks. Volunteers may wish to be involved in one or more of the tasks, or may wish to be a part of more than one area of responsibility, you may be able to dedicate only a couple of hours or you may be able to commit to more time, and in many cases no previous experience is necessary. Volunteers do need to be aged 18 or over. As a not-for-profit organisation we are unable to pay volunteers.

It is important that all sub-group leaders review feedback from the previous year's event at the planning stage. All volunteers need to adhere to all Health & Safety and Licensing Regulations that are relevant to that section. All lead persons need to ensure that they brief all the volunteers working with them, and liaise with other sub-group leaders as they may have information or requirements that affect that section.

If you are interested please drop us an email at volunteers@plumsteadmakemerry.co.uk

LOGISTICS

Tasks include the following:

- Ensure all PMM policy documents are up to date.
- Book sound engineer(s) and equipment for The Bandstand and Acoustic Café in accordance with licensing requirements.
- Book marquees (Acoustic Cafe, Workshop Tent, and Information Tent).
- Book stage for The Bandstand area.
- Book the Fun Fair, adhering to the rules we have set and any necessary license requirements.
- Storage of assets. Ensure that there is an appropriate storage facility and that an inventory is made of all items.
- Hire someone to collect and return the items on the day of the event from the storage facility.
- Ensure that the council are booked to mark out stall pitches the day before the event (there is usually a cost implication for this), mow the grass by the Thursday before the event and turn on the water standpipe and unlock the main gate on Old Mill Road by 6am on the day.



- Create a site plan following discussions with the core team. This needs to be completed at least two months prior to the event.
- Book radio sets hire.
- Book the hire of fire extinguishers, toilets, and waste management.

HEALTH & SAFETY

Tasks include the following:

- Ensure that any site build and breakdown adheres to Health & Safety regulations.
- Acoustic Cafe - Ensure that the gas is handled correctly.
- Ensure that fire extinguishers are placed in key positions around the site.
- Ensure that the Stalls Coordinator is aware of their responsibilities with regards to H&S.
- The Accident Book needs to be created and stored in the Information Tent. It needs to be kept secure and should be updated with full details in the event of any accidents on-site.

LICENSING

Tasks include the following:

- Adhere to all rules and regulations that apply to the premises license granted by the Royal Borough of Greenwich. All team leaders need to know these and brief their teams and volunteers.
- Attend the Entertainment Licensing Safety Advisory Group (ELSAG) organised by the Royal Borough of Greenwich. This may be done in person or online.
- Liaise with Royal Borough of Greenwich regarding any changes they may have made to regulations since the previous event.
- Make the application for the premises license in the July preceding the festival.
- The Chair of the Plumstead Make Merry team is granted the premises license having complied with a vast list of requirements. These include First Aid, Stewards, Radio Sets, Toilets, Waste Management, Insurance, Fire extinguishers, Security and Policing, and Environmental Health. The Coordinator will also ensure all contractors have relevant certificates. All documents are to be submitted six weeks prior to the event.
- Liaise with the Stalls Coordinator to ensure all relevant stallholders have produced a risk assessment and food related or other documents.
- Produce strategy documents required by the council including Environmental Strategy, Wind Management Strategy, and anything else necessary.

SECURITY

Tasks include the following:

- Liaise with the Police. Conversations for policing the event usually begin in January/February.
- Chair/Festival Manager to be the point of contact prior to the event and on the day.