



# **POLICY STATEMENTS**

This document contains policy statements for the Plumstead Make Merry festival, and any related events by the management team.

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## PART 1

### GENERAL STATEMENT OF POLICY

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It is the policy of Plumstead Make Merry to promote standards of health and safety which will lead to the avoidance of, or reduction in, risks to health and safety, and to ensure compliance with the Health & Safety at Work Act 1974 and associated legislation is achieved both at our office and on-site.

We believe that the considerations of safety are as important an aspect of management control as any other management function. Management and supervisory staff are required to carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill health, and that health and safety requirements are embodied in legislation.

As organiser, it is our policy to manage and liaise with contractors to ensure, so far as it is reasonably practicable the safe running of the event.

All Plumstead Make Merry committee members, volunteers and contractors have a duty under the Health & Safety at Work Act 1974, and relevant health and safety legislation, to take reasonable care for their health and safety while they are at work, and the health and safety of others who may be affected by their acts or omissions; to cooperate and use all work equipment, dangerous substances and personal protective equipment in accordance with the training and instruction they receive and to request any safety equipment they consider necessary for their protection.

All staff should regard health and safety not as an 'extra' to their normal duties, but as an integral part of their organisational duties. The company considers that serious or persistent disregard for the policy arrangements is a disciplinary matter and treated accordingly.

Plumstead Make Merry holds an environmental policy and encourages members and others to use a sustainable event management framework where possible. Where necessary we would endeavour to use sustainable waste management, catering and event production.

## **PART 2**

### **HEALTH AND SAFETY**

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The Plumstead Make Merry is required by law to publish this safety policy. It is the duty of all involved in the event, not only to read this document but to also take an active interest in achieving safety at work. This statement of policy will be reviewed and revised as appropriate, to take account of changes in circumstances or in legal requirements.

The following is a summary of the health and safety responsibilities of staff within, and working with, Plumstead Make Merry.

#### **Chair**

The Chair has overall responsibility for the effective planning and implementation of the company's Health & Safety policy ensuring that adequate resources are made available to fulfil these responsibilities. Also responsible for the supervision, communication and monitoring of the Health & Safety policy and for ensuring that staff and contractors receive health and safety information and training to enable them to comply with the Health & Safety Policy wherever possible.

#### **Sub-Contractors**

All Directors and Managers for external service providers are responsible for setting a personal example to their employees, performing their tasks with high regard for health and safety and helping to generate a positive safety culture.

All employees have the responsibility to cooperate with supervisors and managers to achieve a healthy and safe workplace, and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health and safety problem that they are not able to put right, they must immediately tell their representative. Employees are also encouraged to suggest ways and means of improving standards.

### On-site Responsibilities – Health & Safety

The Chair is the organiser's representative, and as part of their role will:

- Carry out a full risk assessment of the event as soon as it is reasonably practicable.
- Liaise with the local authority, contractors and others to ensure that they are informed of specific health and safety requirements and of any changes in the procedure required.

Contractors are also expected to undertake their own suitable and sufficient risk assessments and to make these available to Plumstead Make Merry, if requested.

The organiser's representative will be responsible for:

- Ensuring all Plumstead Make Merry staff, stall holders and contractors' representatives know the location of the event's medical facilities and first aid provision.
- Ensuring all Plumstead Make Merry staff, stall holders and contractors know and understand the event's fire and emergency procedures, including the location of emergency exits, access points and muster areas.
- Ensuring all Plumstead Make Merry staff, stall holders and contractors are aware of this policy and of their responsibilities within this and their own organisations' policy.
- Be responsible for maintaining an on-site accident book for all incidents, injuries and near misses, and to ensure that these are reported to the event management team.
- Investigating, along with relevant representatives from the local authority and contractors, all incidents and reported safety issues on-site.
- Ensure good standards of housekeeping are maintained.
- Oversee the inspection and maintenance of Plumstead Make Merry equipment and facilities, and those supplied by the stall holders and contractors, in particular the emergency exits, access routes, gangways and emergency equipment.

Plumstead Make Merry cannot be held directly responsible for the actions or inactions of their stall holders and the contractors, but are responsible for requesting proof that the stall holders and contractors will ensure the stability of stands and structures, and implement safe systems of work when using plant machinery and equipment on-site. Plumstead Make Merry must be satisfied, so far as it is reasonably practicable that all directly contracted

companies have instigated a suitable and sufficient risk assessment and Health & Safety Management programme.

All staff are reminded of their responsibility to ensure that their company's Health & Safety Policy is observed and to report any incidents that have, or may have led to injury or damage to their own representative and the organiser's representative on-site. Any employee who is faced with a conflict between the demands of safety and their job should raise the matter immediately with their manager. In particular, employees are required to:

- Take reasonable care for their own health and safety at work, and of those who may be affected by their actions or non-actions.
- Cooperate with the organisers and the contractors to ensure that any duty or requirement imposed for reasons of health and safety legislation is performed and complied with.
- Never intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety. Any equipment or item provided for reasons of health and safety must be used.
- Report any defects in tools, plant, equipment and materials, or any other obvious safety hazards to the organisers' representative of the contractor or venue as appropriate.
- Never operate machinery or equipment unless they have been fully trained and instructed in its operation and are fit to do so.
- To use equipment only in accordance with the training received and the instructions provided.
- To comply with any No Smoking policies in force.

## Administrative Arrangements – Health & Safety

### 1. Reporting Accidents

- In the event of an incident causing injury you must ensure that the first aid representative is notified immediately. The Operations Manager and venue medical centre must also be notified as soon as is reasonable. DO NOT MOVE THE INJURED PERSON.
- Report full details to the Organisers Safety Representative who will ensure that the incident is recorded and reported to the venue.
- All incidents, injuries or near misses, must be reported.

### 2. Medical Care

- Directions to the site medical centre, together with a first aid box will be kept in the St. John's ambulance area.
- The minimum contents of the box will be as laid down by the Approved Code of Practice First Aid at Work, and will contain at least the items listed below: -
  - a) One First Aid Guidance card
  - b) Individually wrapped sterile adhesive dressings
  - c) Sterile eye pads
  - d) Individually wrapped triangular bandages
  - e) Medium sized sterile un-medicated dressings
  - f) Large sterile un-medicated dressings
  - g) One pair of disposable gloves.

### 3. Emergencies

- Emergency exits and access routes must be kept clear from obstruction. All staff must know their evacuation route and assembly point.
- All staff must know the location of an emergency action point and upon activation must adhere to the evacuation procedure as directed by the Organiser.
- Emergency services will be contacted by the Organiser.
- Re-entry to the site should only be done on the advice of the emergency services or the event emergency staff.

## Event Safety Policy

1. The Plumstead Make Merry Management Committee is made up solely of volunteers. We have a Chair, a secretary, and a treasurer. However the responsibility for the Health and Safety lies with the whole committee. Each member has a duty to comply with these policies and procedures and to ensure that we do all that is reasonable to discharge our duty.
2. We will ensure that we have the relevant public liability insurance for this event.
3. All members of the committee have an awareness of all the requirements of licensing and our specific legal responsibilities to ensure that all volunteers are aware of procedures.
4. The setting up of the event will be supervised by the committee and checked against health and safety requirements.
5. All contractors and entertainment providers will supply copies of their health and safety policies to the committee for their inspection and to make the committee aware.
6. All stewards will be made aware of their specific duties on the day and will check that contractors and providers are complying with their specific policies.
7. All participating stall holders and food providers will be sent conditions of acceptance and participation on receipt of their application and notified that they may risk closure or exclusion from the site if they fail to comply.
8. These stall holders will be monitored regularly by steward both in the setting up of their stalls and during operation.
9. All committee members and stewards and any other volunteers will receive copies of the Safety policy, duties of stewards, and any policies and procedures around lost children, information, First Aid, position of loos, risk assessment, emergency evacuation procedure, fire fighting procedure and major incident plan.
10. All stewards will receive written guidance in advance and a training session.
11. All committee members will have specific responsibility for a particular area of this policy and keep the rest of the committee updated at our regular meetings.

## Wind Management

### Wind Management Statement

The Plumstead Make Merry festival recognises that running the event on Plumstead Common can be impacted by the weather, and that damaging winds can of course occur at any time of year.

A wider environmental policy statement document is available, at request, in the form of the 'Plumstead Make Merry Policy Statements', which also includes a general statement of policy, Health & Safety policy, environmental policy, equal opportunities policy, and safeguarding vulnerable adults and children policy.

### Wind Management Strategy

As an event that uses temporary buildings, we recognise that they are very susceptible to increased wind loads and, conversely, the impact for spectator safety may be greater than for permanently built structures.

We request that the company/ companies that we hire our main infrastructure of temporary structures from, i.e. stage and cover, Acoustic Cafe marquee, and Information/ Lost Children's marquee, all submit wind management plans, this includes details of maximum wind loadings for each structure on site.

In the event of high wind, or the anticipation of high winds, we will ensure that we:

- Secure loose furniture
- Lower temporary signage and branding
- Reduce wind load upon structures
- Close down parts of the festival if necessary – marquees, temporary stands, or stalls.
- Can make arrangements for the abandonment, postponement, cancellation or delayed start of the event – event officials, participants, governing bodies, media
- Inspect the event after winds have subsided
- Brief all event stewards to be aware of wind management, including the necessity of maintaining health and safety of all persons on-site when recovering loose items etc.

We will also ensure that our stall-holders and those running activities are aware of, and have agreed in writing regarding, their responsibility to have the capacity to:

- respond to wind, and other extreme weather conditions, in a safe manner
- to take down and remove temporary structures, for example, gazebo's.

## LEGISLATION INDEX

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### *FRAMEWORK*

The Health and Safety at Work Act 1974

### *MAIN WORKPLACE REGULATIONS*

Health and Safety (Display Screen Equipment) Regulations

Management of Health and Safety at Work Regulations

Manual Handling Operations Regulations

Personal Protective Equipment at Work Regulations

Provision and User of Work Equipment Regulations

Workplace (Health, Safety and Welfare) Regulations

### *OTHER RELEVANT LEGILATION TO BE AWARE OF*

Control of Substances Hazardous to Health Regulations

Electricity at Work Regulations

Fire Precautions Act

Fire Precautions (Workplace) Regulations

Health and Safety (First Aid) Regulations

Health and Safety (Safety Signs and Signals) Regulations

Health and Safety (Young Persons) Regulations

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

## **PART 3 ENVIRONMENTAL**

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### **Environmental Policy Overview**

Plumstead Make Merry is committed to operating all facilities in accordance with our environmental policies and all applicable laws and regulations. We will specifically:

- Strive to prevent the release of substances that cause environmental harm to the air, water or land.
- Train and encourage our members, volunteers, stall holders and others to conduct their activities in an environmentally responsible manner.
- Conserve natural resources through careful planning and efficient use.
- Minimise waste through source reduction and recycling.
- Handle and dispose of wastes through safe, environmentally responsible methods.
- Conserve energy by improving the efficiency of its use in our operations.
- Conduct regular environmental assessments at our events and make recommendations for improvements, wherever and whenever possible.
- Encourage our business partners to strive for the same high levels of environmental performance.
- Review the impact on the environment during planning and decision-making.

Concern for the environment is an integral and fundamental part of Plumstead Make Merry's business strategy.

Plumstead Make Merry is committed to good environmental management practice and the prevention of pollution in connection with carrying out its own operations.

Plumstead Make Merry shall endeavour to work closely with the relevant statutory bodies to meet all applicable legislation, regulations and contractual obligations and shall seek to make continuous improvements to reduce its impact on the environment.

This policy shall be publicised to all employees and contractors, ensuring that they are aware of their own responsibilities within it, and to interested parties.

### Environmental Action Plan

- To conserve and set targets to improve the use of energy and raw materials.
- To regularly review and report on progress each year.
- To reduce wastage to a minimum and to recycle materials to the maximum.
- To recognise that wasting energy causes avoidable pollution.
- To avoid pollution of air, land and water wherever possible.
- To improve the working environment.
- To support the local community in its environmental initiatives.
- To seek to achieve environmental excellence in all our business operations.
- To discuss environmental issues regularly at the highest levels of the committee.
- To train and consult employees and contractors on good environmental practices.
- To liaise with suppliers and customers to facilitate the best possible environmental practices in the manufacturing and installation chain, and promote the recycling of materials.
- To sustain and protect the environment.

## Environmental Strategy

### Environmental Statement

The Plumstead Make Merry festival recognises that running the event on Plumstead Common has a direct impact on the environment. The festival is committed to ensuring that the festival does not have a significant negative impact on the environment.

This statement will focus on litter management, on managing sewage and waste water, environmental messaging and “smoke free” policy.

A wider environmental policy statement document is available, at request, in the form of the ‘Plumstead Make Merry Policy Statements’, which also includes a general statement of policy, Health & Safety policy, equal opportunities policy, and safeguarding vulnerable adults and children policy.

### Litter Management

Any event with more than 6,500 attendees<sup>1</sup> will generate significant levels of litter. The festival is committed to minimising the amount of waste, and managing the on site collection of that waste efficiently. The festival works to the key environmental management principals of “reduce, reuse and recycle”.

The festival commits to continuing its policy of reducing the percentage of waste that goes to landfill, by placing controls on what is brought on site by staff, contractors, sponsors and traders – and by emphasis on their responsibility not to bring items that will end in landfill, to think recycling when bringing materials on site, and to remove items brought on site which otherwise would end in landfill. Stall-holders are encouraged to use biodegradable materials when serving food, are not allowed to serve drinks or food for consumption on site in any glass receptacles, and to clean up behind themselves.

For many years, we have worked with the Friends of Plumstead Common (FoPC) formerly known as the Plumstead Common Environment Group (PCEG)<sup>2</sup> who ‘litter pick’ for us on-site.

All of our volunteer stewards are briefed that part of their duties is to ‘litter-pick’, and to make sure that the festival looks litter-free. This is contained within the Stewards Briefing document, and is also reinforced at the training session prior to the festival.

The festival contracts a registered waste carrier to provide bins situated around the site<sup>3</sup>. The waste bins are positioned around the perimeter of the

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<sup>1</sup> Attendance figure based on Metropolitan Police estimate of the 2018 Plumstead Make Merry festival, over the course of the event.

<sup>2</sup> Further information on FoPC can be found at [www.plumcomfriends.org](http://www.plumcomfriends.org)

<sup>3</sup> The number of waste bins is in accordance with the licensing regulations supplied by the London Borough of Greenwich, ‘Guidance for Organisers of Large Outdoor Events’ taken from the ‘The Event Safety Guide’ published by the Health and Safety Executive (ISBN 0 7176 2453 6).

site. Delivery of them is around 7am on the day of the festival, and they are collected and removed from the Common before 8pm following the festival.

### **Managing Sewage and Waste Water**

The festival commits to transporting sewage and waste water off-site, with the use of a private company that supplies the toilet facilities<sup>4</sup>. The toilets are delivered on-site after 7am on the morning of the festival, and are collected after 7pm following the festival.

The festival utilises the mains water provision for our tea tent, and food stalls, by water pipe situated on Plumstead Common. This is set up for us by London Borough of Greenwich officials at around 7am on the morning of the festival, who also provide safety netting/ barriers and matting around the water pipe. Stewards will ensure that the water pipe is not left running when not being used, therefore reducing water wastage, and also any 'muddy' area on the Common.

### **Environmental Messaging**

The unique environment of the festival brings together many NGOs and environmental groups, and through participation in the festival, the public are exposed to positive influences highlighting environmental values – and hopefully influencing subsequent behaviour. The Plumstead Make Merry festival is committed to ensuring that all stall-holders, and others running specific areas of the festival adhere to our environmental policies and to 'go above and beyond them' wherever possible in order to deliver a positive environmental message to our attendees.

### **"Smoke Free" Policy**

This policy explains how we will comply with The Smoke-free (Premises and Enforcement) Regulations 2006 and The Smoke-free (Signs) Regulations 2007. We acknowledge the right of our employees and festival-goers to work in a smoke-free environment.

The Premise Licence Holder, the Chairperson of the Plumstead Make Merry Association, is responsible for the implementation of this policy.

### **Designation of Smoking Areas**

- On site, smoking is permitted in any outdoor area on the site. Smoking is not permitted inside any enclosed public or working tents or portacabin or near any fuel sources.
- We will put up "No Smoking" signage at the entrances, and inside, our Tea Tent and any other public or working tents that are enclosed. This signage will comply with the Smoke-free (Signs) Regulations 2007.
- We will put up "No Smoking" signage on portacabin doors, if applicable. This signage will comply with the Smoke-free (Signs) Regulations 2007.
- Security and stewards will monitor this and will intervene if anyone is smoking inside the areas where smoking is prohibited.

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<sup>4</sup> The number of toilets is in accordance with the licensing regulations supplied by the London Borough of Greenwich, 'Guidance for Organisers of Large Outdoor Events' taken from the 'The Event Safety Guide' published by the Health and Safety Executive (ISBN 0 7176 2453 6).

## **PART 4**

### **EQUAL OPPORTUNITIES POLICY**

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Plumstead Make Merry Committee is committed to promoting and practicing equality of opportunity, good community relations and to tackling all forms of discrimination through its role as part of the local community.

The Committee wants to ensure that all of its entertainment and facilities are provided fairly and that no individuals or groups using the Centre are disadvantaged. The Committee recognises and respects the diversity in Greenwich, and aims to implement good access practices and equality through all of its procedures.

The Plumstead Make Merry Committee recognises that the following issues may particularly give rise to opportunities for discrimination:

- Age
- Disability
- Ethnicity, race, colour and national origin
- Gender
- Religion
- Sexual Orientation

Therefore we will take into account and constantly review our support of equality.

Plumstead Make Merry is committed to a continuing programme of action to make this policy effective and bring it to the attention of all members.

## **PART 5**

# **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY**

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### **Statement of Intent**

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy. It is intended to support the Plumstead Make Merry in being a safe supportive and caring environment for children, young people, and vulnerable adults. This is a statement of intent that demonstrates a commitment to safeguard children involved with the event from harm. The essential inclusions for a child protection policy are outlined below:

Outlined below are the key safeguarding principles we ask all of our staff and volunteers to adhere to for any fundraising event involving children, young people and vulnerable adults:

- Ensure that the welfare and safety of children and vulnerable adults is a paramount consideration in any of our events where children and vulnerable adults will be present.
- Treat all children and vulnerable adults with respect and value their views and wishes.
- Wherever possible ensure that parents/ carers or other responsible adults attend the events with the children.
- Always ensure there are a minimum of two adults present when there are children in the Lost Children's Tent/ Area.
- Ensure that those working specifically with children or vulnerable adults i.e. those responsible in the Lost Children Tent/ Area, all have up to date DBS checks, and that their full details have been passed onto the Metropolitan Police.
- Try not to get into a situation where you are alone with a child outside of the sight or hearing of other people.
- Don't remain in contact with a child or vulnerable adult after an event for any reason other than for Plumstead Make Merry purposes.
- Keep the minimum amount of personal information about children, and ensure you comply with the principles of data protection in storing and using the information.
- Where possible get references or checks on people and organisations who have been asked to provide a service at our event.
- Report immediately any concerns you have about a child or vulnerable adult, or any allegations made to you about a child or vulnerable adult, or by a child or vulnerable adult.
- Seek advice from child protection and safeguarding experts when needed.

### **Additional Guidance Specific To Performers**

- Wherever possible seek parental consent before children become involved in or attend an event as part of the performance. This is usually the responsibility of the organisation or school which the child is representing.
- Wherever possible ensure that parents/ carers or other responsible adults attend the events with the children.
- Where this isn't possible, endeavor to secure an emergency contact number for a parent/carer so that they can be contacted if necessary during the event. This is usually the responsibility of the organisation or school which the child is representing.

### **Volunteer Training**

In accordance with good practice the Plumstead Make Merry will ensure that the Volunteer Coordinator, or other designated committee members to act on her/ his behalf, and other staff likely to be in regular contact with under-18s and vulnerable adults receive appropriate training. This will be made available, and mandatory, to all volunteers prior to the event.

The following topics must be covered:

- a. Health and safety issues
- b. Environmental/ Waste policy
- c. Safeguarding children and vulnerable adults policy
- d. Emergency procedures.

The Plumstead Make Merry will also provide information to raise awareness to ensure that all staff understands what to do if an attendee of the event covered by this policy discloses abuse or any other safeguarding issue.

### **Guidance and legislation**

#### **England**

For current guidance on safeguarding, legislation and resources see [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

This policy includes information sought from the National Society for the Prevention of Cruelty to Children (NSPCC), and the Independent Safeguarding Authority (ISA).

## **PART 6 GENERAL PRIVACY PRINCIPLE**

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### **General Privacy Principle**

Plumstead Make Merry is a small, not-for-profit community organisation which organises and delivers an annual community event on Plumstead Common. This inclusive event aims to engage and bring together residents and local businesses in a spirit of fun and goodwill.

Plumstead Make Merry is committed to safeguarding your privacy. This privacy policy helps you understand what personal data we collect about you, how we will use this information and for what purpose.

We believe personal privacy is a fundamental right. We are committed to clear, open and accessible privacy policies.

Our privacy policy is based on the principle that the information we collect from you is necessary for our legitimate purposes and has been provided by you voluntarily. We believe the information we collect is fair for the purposes collected and does not adversely impact your rights. Our legitimate interests include promotion of our purposes, administration and operational management (responding to enquiries, giving information you have requested, events management, administration of our resources), and liaising with third parties (working with partner organisations and local government to deliver a safe and effective event).

We will not wilfully disclose personally identifiable information about you to third-parties unless such disclosure is necessary in order to meet a legal or regulatory obligation or is necessary for the safe and effective running of the Plumstead Make Merry.

#### **1. Collection, Use and Disclosure of Personal Information**

- Plumstead Make Merry may collect personally identifiable contact information during the application process for becoming a stall holder, a provider of food or entertainment services, and when making an application to become a volunteer.
- We may also collect personally identifiable information when you contact us by email, or message us on social media platforms, such as Facebook and Twitter.
- This information includes details such as name, address, telephone number and email address.
- In some cases, we may also include your vehicle license plate number (but only where this is required for necessary operational reasons). The

personal information we collect may change from time to time but will only ever collect information you have volunteered.

- If you are making an application to run a food stall, we may also collect information related to this application, such as hygiene certificates, where this information is required for licensing or safety reasons.
- We may also collect photographs from you to help promote the Plumstead Make Merry, both before, during and after the event. We will only collect and publish photographs where you have given voluntary consent for us to do so for this purpose.
- Where you have given separate permission, we may also use the contact information you provide to keep you informed about the Plumstead Make Merry or send promotional materials about our annual event. This information is not sent to you unless you have given separate permission and you must actively request to receive this. This request is usually made during your application but may be at any time.
- We may also use the contact information you have provided to communicate with you about your involvement in the Plumstead Make Merry. This includes for operational and financial matters (such as asking and providing information about your stall, performance and payments). As these are necessary to ensure the safe and effective running of the Plumstead Make Merry you will receive these communications even when you have opted not to receive promotional emails. These communications are not promotional and will be limited to discussions strictly necessary to run a safe and effective event.
- We will not disclose your information unless doing so is necessary in order for us to run a safe and effective Plumstead Make Merry.
- We may share your personal information with Royal Borough of Greenwich Council where we are required to do so in order to satisfy regulatory or related requirements of licensing and operation. We may also share your personal details with law enforcement where we receive a lawful request from the police or equivalent authority, and we have clear obligations to comply to satisfy legal obligations or to otherwise act responsibly to provide a safe and effective Plumstead Make Merry.

## **2. Demographic Information**

- The Plumstead Make Merry does not collect demographic or profile information, such as preferences, age, interests or employer.

## **3. IP Addresses and Cookies**

- Plumstead Make Merry does not track your domain name or IP address. Plumstead Make Merry also does not create specific "Cookies."
- Cookies may be used by our webhosting service. Details of their separate privacy policy can be found here: <https://automattic.com/cookies/>

#### **4. Opt-in and Opt-out**

- Plumstead Make Merry will never assume acceptance to receive promotional material and will only send promotional material you have voluntarily and actively requested.
- Every electronic promotional communication sent by Plumstead Make Merry will include instructions on how to be removed your contact details from our lists and prevent your receiving future mailings.

#### **5. Consent**

- By making an application to become a stall holder, provide food or entertainment services, or volunteer to help in our operational activities you are consenting to our collecting and using your personal information for these purposes. You have the right to withdraw your consent at any time, but this will mean we will not be able to process your application.
- If our privacy policy changes in the future, we will put the new privacy policy on this page. Any future changes to our privacy policy will not change how we use the present data you enter.

#### **6. Files You Provide Us**

- When you provide content for our event, including our website, we store, process and transmit your content (such as your photos and application forms) and information related to your content (such as name). We process and store such files and information in order to provide and promote an effective Plumstead Make Merry.

#### **7. Data Retention**

- We'll only use and process your information for as long as necessary to provide a safe and effective Plumstead Make Merry and to provide you with on-going promotional material where you have requested it.
- We may retain some information in order to comply with the law, protect our rights, resolve disputes or enforce our agreements, which you will be informed about should this be necessary.

#### **8. Sensitive Personal Information**

- We must receive your explicit permission before we can process sensitive personal information about you, such as information on your racial origin, political beliefs, trade union membership, medical data and sexual life.
- If you wish to access any information about you please email the address provided below.

#### **9. Data Deletion**

- We'll retain your personal information for as long as we need it to run a safe and effective Plumstead Make Merry. You can ask for your personal information to be deleted at any time by contacting us via [info@plumsteadmakemerry.co.uk](mailto:info@plumsteadmakemerry.co.uk)

## 10. Your Rights

- You have a number of rights under data protection legislation. These include:

### **Right of access**

You have the right to know what information we hold about you and to ask, in writing, to see your records. We will provide you with details of the records we hold as soon as possible and at latest within one month, unless the request is complex. We may require proof of identity before we are able to release the data. Please use the details in the "Contact us" section below if you would like to exercise this right.

### **Right to be informed**

You have the right to be informed how your personal data will be used. This policy as well as any additional information or notice that is provided to you either at the time you provided your details, or otherwise, is intended to provide you with this information.

### **Right to withdraw consent**

Where we process your data on the basis of your consent (for example, to send you marketing texts or e-mails) you can withdraw that consent at any time. To do this, or to discuss this right further with us, please contact us using the details in the "Contact us" section below.

### **Right to object**

You also have a right to object to us processing data where we are relying on it being within our legitimate interests to do so (for example, to send you direct marketing by post). To do this, or to discuss this right further with us, please contact us using the details in the "Contact us" section below.

### **Right to restrict processing**

In certain situations you have the right to ask for processing of your personal data to be restricted because there is some disagreement about its accuracy or legitimate usage.

### **Right of erasure**

In some cases, you have the right to be forgotten (i.e. to have your personal data deleted from our database). Where you have requested that we do not send you marketing materials we will need to keep some limited information in order to ensure that you are not contacted in the future.

### **Right of rectification**

If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated. To update your records please get in touch with us using the details in the below.

### **Right to data portability**

Where we are processing your personal data because you have given us your consent to do so, you have the right to request that the data is transferred from one service provider to another.

### **Complaints**

If you are unhappy with the way in which we have handled your personal information please contact us using the details below. You are also entitled to make a complaint to the Information Commissioner's Office - <https://ico.org.uk/> or seek judicial remedy.

### **11. How to contact us about your information, this policy or to make a complaint**

- Please e-mail [info@plumsteadmakemerry.co.uk](mailto:info@plumsteadmakemerry.co.uk)

## **PART 7 MEMBERS**

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### **CONSTITUTION**

#### **1. NAME**

Plumstead Make Merry Association.

#### **2. AIMS OF THE GROUP**

- a) To promote harmony within the whole community by means of an annual festival.
- b) To promote the diversity and community spirit of Plumstead and what it has to offer.
- c) To promote understanding within the whole community among people of different cultures, races, ages, ability and sexual orientation.
- d) To ensure that all members of the community are encouraged to participate.

#### **3. MEMBERSHIP**

- a) Any person who has the interest of enhancing the community and the festival at heart.
- b) It is a condition of membership that Members conduct themselves in a reasonable manner at meetings and when fulfilling tasks and responsibilities on behalf of the Association. A Member may be suspended for failure to observe this. Any Member so suspended has the right of appeal at the Annual General Meeting (AGM), where decision on the matter shall be final.
- c) Discriminatory language or behaviour will constitute grounds for suspension.
- d) Members shall not make financial gain from their position. However, reasonable out of pocket expenses will be reimbursed for work or duties undertaken on behalf of the Association.
- e) Each Member shall be given a copy of this constitution following a request to the Secretary.

#### **4. COMMITTEE ELECTION**

- a) Chair, Vice-Chair, Secretary and Treasurer, and Members will be elected annually at the AGM.
- b) All Committee Members have full voting powers with the exception of representatives when acting in this capacity.
- c) No two or more Officers shall be elected from the same dwelling, unless agreed by the majority of Members.
- d) No Officer shall hold the same post for more than two consecutive years, unless there is no objection from the floor.
- e) The election and removal of Officers or Committee Members may only be carried out by a General Meeting of the Association, or at a Special Meeting convened for that purpose. The Committee may temporarily fill any vacancy arising among the Officers of the Association from its other Members until a General Meeting of Members.
- f) Officers will be drawn from Committee Members with at least one year's experience as a Committee Member of this Association, where practicable.

- g) Any Officer or Committee Member, who stands to gain or lose financially with respect to a matter under discussion, must declare their interest to the meeting. Where such an interest is declared, that person may not speak or vote and the meeting shall have the right to determine whether that person should withdraw from the meeting for the duration of that item.

## **5. ANNUAL GENERAL MEETINGS**

- a) This shall happen on an annual basis.
- b) A statement of account shall be read.
- c) Old Committee Members will report on activities of the previous year and then stand down.
- d) New Committee Members shall be elected.

## **6. COMMITTEE MEETINGS**

- a) Meetings will be held monthly, and more, or less frequently if agreed by the committee.
- b) To call a special meeting, a written request, giving ten days notice to be submitted to the Secretary.
- c) The Secretary will publicise all meetings, giving at least seven days notice.

## **7. COMMITTEE QUORUM**

- a) Number of Committee Members required at any meeting is three to constitute a quorum.
- b) If the meeting is inquorate, informal discussions can take place.

## **8. RESPONSIBILITIES OF OFFICERS**

- a) All the Officers of the Association have a duty to further the aims of the Association, including the promotion of a diverse society and opposing all forms of discrimination and exclusion.
- b) Any Member or Officer of the Association delegated to represent the Association in consultation with any other body shall act on the instructions of the Association and shall report back to the meeting.

## **9. FINANCE**

- a) The Association shall establish banking facilities for the sole purposes of financing the festival or related events.
- b) It will require any two of the three elected bank signatories to withdraw finances or sign cheques.
- c) The Treasurer shall keep proper accounts of all income and expenditure and report on them as required by the Committee or the General Meeting.
- d) Membership is open to all tenants and residents living and/or working in the area and is not dependent on subscriptions.

## **10. CHANGE OF CONSTITUTION**

- a) The constitution can be altered by calling an Extraordinary General Meeting providing this is no later than two months prior to an AGM.
- b) To call such a meeting shall require a request in writing to the Secretary with at least four signatures of serving Committee Members.

- c) The meeting must be quorate and change will be decided by majority vote.

## **11. DISSOLUTION**

- a) The Association will discontinue when it has become apparent that there is a total lack of interest, making it impossible to continue.
- b) For the sole purpose of dissolution, a quorum will not apply and the Association may be dissolved by a simple majority of those present and voting.
- c) The assets, whether financial or otherwise, remaining after the Association has satisfied its liabilities, shall be applied for the benefit of a charity or other community event as the meeting shall decide. Any element of grant aid, that is unspent or irrevocably committed, shall be returned to the relevant funding body.

## **12. COMMITTEE STANDING ORDERS**

- a) All discussion should be addressed through the Chair.
- b) Voting shall be by a show of hands unless Officers deem a secret ballot necessary.
- c) Any Member unable to attend a meeting will be expected to forward apologies.
- d) Any Member not attending three consecutive meetings may be voted out of the Association as a lack of confidence.

### Code of Conduct for Committee Members

- Act in accordance to the law and governing document of the organisation, be aware of the contents of those documents.
- Act in the best interest of the organisation as a whole, considering what is best for the organisation and avoid bringing the organisation into disrepute.
- Manage conflicts of interest, registering, declaring and resolving conflicts of interest. Not gaining financially or materially, unless authorised to do so.
- Respect confidentiality, both for the organisation and individuals involved.
- Have a sound, up to date knowledge of the organisation.
- Attend meetings and other appointments punctually and give apologies if appropriate. Fully participate in meetings.
- Prepare fully for meetings, reading papers, including minutes, well in advance and raising any queries as necessary.
- Actively engage in respectful discussion, debate and voting in meetings, positively contributing, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision, making decisions collectively and standing by them. Not acting individually unless authorised to do so.
- Do not represent organisation unless authorised to do so, particularly with regard to social media and the press.
- Work considerately and respectfully to all, respecting diversity, respecting boundaries and avoid giving offence.

### **Compliments, Complaints and Comments Procedure**

Any comment, complaint or compliment can be made directly to any person on the Committee via any of the following:

- Email - [info@plumsteadmakemerry.co.uk](mailto:info@plumsteadmakemerry.co.uk)
- Website - [www.plumsteadmakemerry.co.uk](http://www.plumsteadmakemerry.co.uk)
- Facebook page - [www.facebook.com/PlumsteadMakeMerry](http://www.facebook.com/PlumsteadMakeMerry)
- Twitter - [www.twitter.com/PlumMakeMerry](http://www.twitter.com/PlumMakeMerry)

#### **COMPLIMENTS:**

Will be acknowledged with thanks, and consent will be sought for use in publicity purposes. All compliments will be shared at the following Committee Meeting.

#### **COMMENTS:**

Can include suggestions and will also be acknowledged with thanks, and discussed at the next Committee Meeting. The purpose of the discussion will be to determine if any action is deemed to be necessary/ beneficial to the activities of the Committee or the event itself. If appropriate, consent will be sought for comments to be used for publicity purposes.

#### **COMPLAINTS:**

All complaints will be acknowledged with thanks, and if possible addressed immediately. If this is not possible, then the Chair and/or Vice Chair will invite all parties to a meeting, to try to resolve any issues informally.

In cases where a complaint is not satisfactorily resolved informally, and those concerned wish to take the matter further, then the following will apply:

1. The complaint will be acknowledged in writing within two weeks.
2. In all appropriate cases, <sup>5</sup>mediation will be encouraged and offered. In any case where mediation has not resolved issues, then a meeting will be arranged with all parties to discuss and agree next steps.
3. In cases where none of the above has addressed the complaint to the satisfaction of all involved; and/or the future of the Plumstead Make Merry is compromised, then the Chair and/or Vice Chair will seek advice/guidance, and where necessary/ appropriate will make a final decision to ensure continuity of the event.
4. All parties have the right to appeal a final decision.
5. A record will be made of all communications, actions and outcomes throughout the procedure.

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<sup>5</sup> An independent mediator will be appointed, at no cost to any persons making the complaint. Where this is not possible, the Chair and/or Vice Chair will talk with all parties involved about alternatives.

## **PART 8**

### **General Code of Conduct (Third-parties, incl. stallholders)**

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#### **Guiding Principles**

There is recognised need to have a general code of conduct for third parties who participate in any way with the Plumstead Make Merry.

These third parties include contractors (and sub-contractors), activity providers, workshop providers, onsite suppliers, official photographers, and any other individual who is associated with, in an official or other position, the Plumstead Make Merry.

The General Code of Conduct operates on the principle that all persons involved in the event have a shared commitment and responsibility to ensure the effective facilitation of a community event which is safe and enjoyable for all.

#### **Core Requirements**

Plumstead Make Merry make third-parties aware of their responsibilities regarding general conduct and behaviour.

Irrespective of the nature of their involvement, participants should:

- Never behave in a way designed or likely to upset, injure or offend other people.
- Always follow instructions given by a member of the Plumstead Make Merry team with regards to conduct and behaviour on-site.
- Always cooperate with investigations conducted by Plumstead Make Merry in relation to complaints received regarding conduct and behaviour.

#### **Assumptions about conduct and behaviour**

It is the policy of the Plumstead Make Merry to consider in the first instance the alleged impact on the offended party regarding complaints about conduct and behaviour. It is not, in the first instance, the intention of the alleged injurer which matters, unless and until an investigation determines otherwise.

#### **Remedial Actions**

Plumstead Make Merry will take what action is deemed necessary to address conduct and behaviour which does not meet these principles. This includes asking participants to leave the site, and/or reporting such behaviour and conduct to official bodies where necessary, including the council and the police. Individuals asked to leave may be sanctioned against future involvement.

**Requirements for official photographers**

As part of publicity and promotion activities the Plumstead Make Merry invite a number of photographers to the event each year.

These photographers act in an official capacity and are issued with identification badges to this effect.

In this capacity, photographers are able to take pictures of all events and participants attending the event.

This is on the assumption that participation in a public event on a public space is assumed by the Plumstead Make Merry as consent for official photographers to take such pictures freely.

However, it is the policy of the Plumstead Make Merry to at all times respect the rights and freedoms of all individuals attending the event.

Where an individual does not wish their photograph to be taken, and where such an individual asks for a photograph not be taken, either of themselves, or of an individual under the age of 18 where the asking individual is a parent, legal guardian or otherwise responsible adult, then official photographers are required to comply with this request.

This requirement applies in all circumstances without exception.