

# Health & Safety Handbook for Beer Festival Volunteers (Version revised August 2017)



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### **The Purpose of this Handbook**

The purpose of this Handbook is to provide you with the necessary health & safety information needed to allow you to safely work at one of our events.

Clearly, we understand that although volunteering at a beer festival can be demanding work, it can also be fun and a great way to make new friends and meet up with old ones. We don't want to overburden you with masses of rules, regulations and paperwork but similarly we need to make sure that you, other volunteers, beer festival attendees and other members of the public are kept safe and are not hurt as a result of something we should or shouldn't have done.

It is with this in mind that we have prepared this Handbook which gives some of the guidelines we all need to follow.

Whether this is the first time that you have worked at such an event or you have volunteered at dozens of festivals all over the country, it is important that you are aware of these guidelines and that they are properly implemented – we simply can't hope that nothing will go wrong just because 'we have always done it this way'.

Before you start work, the Organiser or Safety Officer will need to go through some specific information relevant to the particular event at which you are working, such as risk assessments and safe systems of work.

Finally, we wish to thank you for volunteering. Without people like you, these events could never be held. We hope that you thoroughly enjoy working with us and we look forward to seeing you at many more events in future.

### **Health and Safety Plan and Risk Assessments**

Each beer festival is required to prepare a Health & Safety (H&S) Plan which defines H&S responsibilities and ensures the safety of volunteers, contractors, members of the public and staff of the venue. As part of this H&S Plan we document all hazards associated with set up, running the festival and take down in a festival risk assessment together with control measures put in place to prevent injury or illness.

A copy of this risk assessment is available should you wish to see it. It is, however, worth pointing out that all volunteers must comply with the requirements of these risk assessments when asked to do so.

As volunteers you have a number of health and safety “duties” mainly being:

- To use any equipment given to you, as you have been trained to do so
- Take reasonable care of your own and others' health and safety
- To cooperate on health and safety matters
- To tell someone (festival organiser or safety officer) if you think that something is wrong!

### **Housekeeping**

It is important, for the sake of both appearance and also health & safety that work areas are kept clean and tidy at all times.

In no circumstances should an accumulation of debris be allowed to occur, particularly where this might cause either a fire risk or tripping hazard.

We would also ask all volunteers to be vigilant and immediately notify the Safety Officer if they become aware of any problems of this nature. In particular, if you notice wet floors anywhere, e.g. in any of the lavatories, please either clean it up, or notify someone who can arrange this immediately.

### **Fire Safety**

Notices advising of the action to take in the event of a fire should be

displayed around the festival site. Please ensure that you pay careful attention to these, and note any differences there may be from the basic procedure detailed below.

### **Evacuation**

- On hearing the fire alarm, stay calm and evacuate the premises in an orderly manner by the nearest fire exit
- Do not stop to collect personal belongings
- Do not use passenger lifts
- Always walk - never run
- Immediately make your way to the assembly or muster point to report for roll call - any visitor or contractor under your supervision must be included in the evacuation
- Volunteers responsible for cash should take it with them when they leave provided it is safe to do so. DO NOT DELAY.
- Never re-enter the building unless told to do so by a designated authorised person.

### **Accident Procedures and Hazard Reporting**

If you have an accident, you should report to a first aider for treatment. The Safety Officer will record all accidents in the accident book using an Incident Report Form (Form 13) in accordance with procedures defined in the H&S Plan. If you see anything which you consider has the potential to cause injury or illness, please report this to the Safety Officer or an official of the venue immediately.

### **First Aid**

When you report for duty you will be asked if you are a trained First Aider and if you can be called on if an accident occurs. You will be asked to produce documented evidence of your qualification which will be placed on file. In no circumstances should any volunteer administer first aid unless they are a suitably trained and qualified, certificated first aider.

Any supplies taken from a First Aid box should be noted so boxes can be replenished. A list of qualified First Aiders should be displayed in the volunteer office.

### **Electrical Safety**

A visual inspection should be made of all equipment before use. All portable electrical equipment used at the festival will have been formally tested and a sticker should be affixed to the appliance to indicate that this has occurred. If there is no sticker, it is clear that

the test is out of date or there is obvious damage to the equipment, do not use the equipment and bring this to the attention of the Event Organiser / Safety Officer immediately.

CAMRA volunteers must ensure they do not attempt any electrical repair or adjustment unless properly trained and authorised to do so. You are reminded that serious consequences can result from tampering with electrical equipment.

### **Hazardous Substances**

As a rule, the use of hazardous substances at our events is usually restricted to domestic cleaning products and chemicals for cleaning cellar equipment.

It is important that you do not use any substance which is deemed to be hazardous unless you have been provided with suitable training in its use and, where appropriate, have been provided with necessary personal protective equipment. In all cases a COSHH data sheet will be available at point of use, for each substance. This data sheet will identify the substance, its use, hazards, PPE requirements, disposal and First Aid instructions.

It is important that all hazardous substances are properly stored in accordance with manufacturer's instructions and if you have any cause for concern in either the use or storage of hazardous substances it is important that you discuss this with either the Safety Officer or Event Organiser immediately.

### **Moving and Handling**

Wherever possible we have tried to ensure that manual handling activities are reduced to a minimum by employing sack barrows, trolleys, cask lifters etc. but where items must be moved by physical effort due to confined space or a lack of equipment, some basic safety techniques must be utilised to reduce the risk of injury as far as possible.

It is imperative that volunteers pay attention to the Event Organiser / Safety Officer when being briefed to ensure these tasks take place in a safe and effective manner. The festival health and safety plan will contain a manual handling risk assessment to deal with the manual

handling tasks that pose the most risk such as movement of casks on to stillaging. Make sure that you are familiar with these assessments and that they are followed. Where the assessment requires work in teams, make sure your team is composed of the correct number of volunteers.

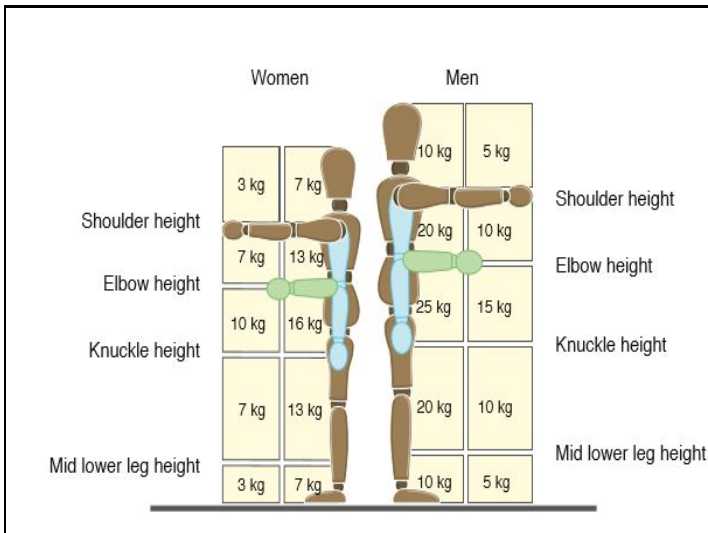
Ensure one volunteer is the team leader for the lift and is the person for giving instructions in accordance with the risk assessment. Please ensure that their instructions are followed at all times.

### Good Handling Technique

Listed below are some important points that persons involved with manual handling should be aware of:

- To stop and think to plan the lift
- The correct position of the feet
- To adopt a good posture
- Getting a firm grip
- Keeping close to the load
- To lift the load smoothly
- Moving the feet so as not to twist the trunk
- Putting down the load and then adjusting its position.

The diagram below gives a guide to the maximum safe weights that can be lifted and carried by the average person. The included **T.I.L.E** assessment should be applied in all cases of manual handling; this generally does not need to be recorded.



<b>T</b>	<b>The Task</b> - Consideration needs to be given to the distance the load is held from the body, the posture needed to manoeuvre the load, the frequency of lifting and rest periods available, the distance the load has to be carried, how the load is presented to the body during the task and can it shift position during the lifting task etc.
<b>I</b>	<b>The Individual</b> - Consideration needs to be given to the experience, health and gender of the persons undertaking the handling.
<b>L</b>	<b>The Load</b> - Consideration needs to be given to the load's weight, shape, stability, ease of handling and potential for causing injury from sharp edges or hot/freezing contents.
<b>E</b>	<b>The Environment</b> - Consideration needs to be given to space available, condition of floors, gradients, temperature, lighting and weather.

### **Mechanical Aids and Work Equipment**

To reduce the risk of injury arising from manual handling, a number of mechanical aids may be used at the event at which you have volunteered.

These mechanical aids will usually be trolleys, cask trolleys, cask hoists, hand powered pallet trucks, roll cages and, in some cases, fork lift trucks (FLT). There may, of course, be other types of equipment available which are not covered by this list.

However, although the intention is to reduce the risk of injury arising from manual handling operations, the use of the equipment itself, particularly if proper training and instruction in its use has not been given, can potentially give rise to serious accidents occurring.

Therefore, it is important that you do not use any of the mechanical aids unless you have been properly trained to do so. Clearly, the level of training required will vary dramatically dependent upon the equipment. In the case of a cask trolley, a simple short demonstration by an experienced volunteer will generally suffice. Use of FLT however, will require that you be properly licensed and authorised to use the equipment.

You will be properly briefed at induction with regard to the equipment that is provided, and who is properly authorised and trained to use it. However, if you have any doubts or concerns, speak with the Safety Officer in the first instance.

### Personal Protective Equipment (PPE)

Personal protective equipment e.g. gloves and safety footwear will be provided.

Safety footwear (i.e. with steel toecaps or steel toe covers) must be worn when moving or lifting casks. Any volunteer wearing inappropriate footwear, sandals or ordinary trainers will not be allowed to undertake any manual handling activities.

It is also very important that during open hours volunteers present a professional image to the general public and take due consideration of their own health & safety. In view of this, CAMRA has, through risk assessment, deemed it is necessary that 'sensible' footwear be worn at all times by these volunteers. For the avoidance of doubt, we consider footwear which has an open toe, high heels or does not in any way enclose the entire foot to be unsuitable. Volunteers who present themselves wearing such footwear may not be permitted to work.

It is important that all volunteers wear or use PPE when undertaking activities where it is deemed necessary to do so. Anyone found not to be adhering to this requirement will be asked to comply. Further breaches may involve either disciplinary action being taken, or in extreme cases, the volunteer being removed from site.

In particular, it is important that high visibility clothing (vests etc.) be worn at all times when directed to do so.

Also, it may be that noise levels present at an event exceed laid-down levels at certain times and in certain locations. If the wearing of hearing protection has been assessed as necessary, it is a requirement that you do so. The wearing of hearing protection in mandatory hearing protection zones is not optional.

Experienced and trained volunteers will be required to wear goggles and rubber gloves when using line cleaner and steriliser.

## Ladders

Contrary to what some people have said, ladders are not banned and are perfectly acceptable to use for certain jobs. It is important however, that the ladder or stepladder being used is fit for purpose and used properly.

You should know how to check that it is in good condition. If you are unsure ask your Safety Officer

Depending on where the festival is held, certain rules with regard to the use of ladders may be imposed by the venue itself and it is important that these rules are followed at all times.

Generally speaking however, you should simply consider the following points before using a ladder for any work activity.

As a guide, only use a ladder or stepladder:

- In one position for a maximum of 30 minutes
- For 'light work' – they are not suitable for strenuous or heavy work
- Where a handhold is available on the ladder or stepladder
- Where you can maintain three points of contact (hands and feet) at the working position.

On a ladder or stepladder do not:

- Overload it - the person and anything they are taking up should not exceed the highest load stated on the ladder
- Overreach - keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.

When working on stepladders you should avoid work that imposes a side loading by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point. Otherwise a more suitable type of access equipment should be used.

You should also avoid holding items when climbing (for example by using tool belts):

- On a ladder where you must carry something you must have one free hand to grip the ladder;
- On a stepladder where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

The height of the task;

- A safe handhold still being available on the stepladder;
- Whether it is light work;
- Whether it avoids side loading;
- Whether it avoids overreaching;
- Whether the user's feet are fully supported
- Whether you can tie the stepladder.

If you have any doubts at all about your ability to use a ladder or stepladder do not use it. Tell your Safety Officer of your concerns.

### **Food Hygiene and Bar Working**

Those working behind a bar must follow the strictest possible

hygiene regime. Wash your hands before serving and follow the advice given during any training which has been given.

The following guidelines apply:

- Always remember to hold the customer's glass by the lower third, and do not touch it to the tap. Do not hold the glass at the top, and under no circumstances should you insert your fingers into the glass itself.
- Never drink from a customer's glass. If anybody complains about the quality or taste of their beer, contact the bar manager immediately.
- Do not leave your glass anywhere where a customer might be able to tamper with it.
- If you notice that a beer is starting to run out, please notify the bar manager. Never move or adjust a cask yourself unless you have been properly trained and are authorised to do so.
- Never, touch any part of cooling equipment unless trained and properly authorised. The cooling system is a complicated mixture of electricity and water. At best you might get wet; at worst you could be electrocuted. You might also damage the beer! If you notice a leak, tell a manager without delay.

### **Food Safety**

Beer is a food product which contains well-known allergens mainly gluten. Legislation requires those selling beer to be able to inform consumers at the point of sale, upon enquiry, about the precise nature of allergens in particular beers. Your Safety Officer will have provided information to deal with this legal requirement. Make sure you know where to access it. If in doubt ask your Safety Officer.

### **Alcohol and Drugs Rules**

Alcohol and drugs misuse have a detrimental effect on health and safety at work and can place individuals and colleagues at risk.

Losses of productivity, poor performance, lateness and absenteeism also have potential detrimental implications for the event.

Beer Festival volunteers must not consume excessive amounts of alcohol or take any "recreational" drugs whilst at work, nor should they be under the influence as a result of consumption prior to

starting at the event.

If you are taking prescribed medicines it is your responsibility to ensure that you do not exceed the stated dosage or consume alcohol with the medication if this is proscribed.

Without exception, a Beer Festival volunteer must not operate machinery, drive vehicles, work at height or undertake any other activity where safety relies upon judgment and co-ordination if they have consumed alcohol beyond the legal limit.

Whilst CAMRA reserves the right to take disciplinary action in relation to drugs or alcohol concerns affecting work, this will only be used as a last resort.

### **Disciplinary Procedures**

Clearly, we do understand that you are a volunteer and we don't wish to dwell on the matter of disciplinary procedures too long. We have a good track record in this area and we certainly hope that we shall have no cause to take disciplinary action against any volunteer.

However, we must ask all Festival volunteers to follow basic safety instructions and those who refuse will be dealt with appropriately.

Where a volunteer persistently offends they will be asked to leave the festival site by the event organisers.

Examples include:

- Not wearing or using safety equipment or clothing
- Deliberate interference with signage or property provided in the interests of health & safety
- Misuse of safety equipment, including PPE, alarms etc.

### **Violence, Aggression and Harassment**

We believe that the risk of violence and aggression to volunteers is low as there is usually access control to the venue and security staff or stewards are generally on hand. If you feel threatened at any

time, please seek assistance or, if circumstances warrant, call the Police. We ask that you do not work alone at any time.

For volunteers that take monies there are specific controls concerning cash handling and you will be briefed accordingly.

Although incidents of racism or sexism are practically unheard of at a Beer Festival, CAMRA wish it to be known that it would not tolerate racist or sexist or any other discriminatory behaviour, comment or actions by anyone connected with the festival. Festival managers are required by CAMRA to ensure that volunteers conduct themselves in keeping with CAMRA's policy on equality of treatment. A volunteer who is found to have acted in contravention of that policy will, after a fair hearing, be removed from working at the festival.

It is also important that you as a volunteer are aware that you do not have to tolerate any discriminatory treatment, be that actions or remarks, aimed at you by customers or by colleagues. You should tell your manager immediately of any incident that has occurred. Your manager will act upon that complaint.

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