



Event Guidelines

ADVICE FOR GROUPS, DISTRICTS AND COUNTY TEAMS PLANNING AN EVENT AT
LINNET CLOUGH



Guidelines for events at Linnet Clough

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1. INTRODUCTION

The following guidelines have been produced to assist Leaders and Organisers with the planning of events being held at Linnet Clough. The document details the responsibilities, actions and considerations needed to help organisers deliver a successful event for all, whilst ensuring adherence to particular site requirements. The 'event' referred to in this document may typically involve over 100 participants but the guidelines contain helpful information for events irrespective of numbers.

Linnet Clough Site Management are available to give help and advice for planning events if required. The Service Team may also be available to assist at some events but this will be dependant on the availability of individual members. We advise event organisers to have volunteers available to assist.

2. BUDGETING

Linnet Clough charges are reviewed each year and any changes to fees are introduced from the 1st of January. This should be considered when setting a budget, especially for larger events when planning is likely to commence several years prior.

Bookings for events will be confirmed on payment of the required deposit. Organisers of District and County events should give consideration to ensure all final payments due to the campsite are guaranteed. Event organisers must agree a fee with Linnet Clough as a first step as this will set a baseline for budgeting.

GME County events must be funded entirely out of the charges made for such events unless the County Finance Committee has previously agreed to provide some subsidy.

A payment plan for large events can be arranged at the discretion of the Camp Site Manager and should be in place when the booking is confirmed on receipt of deposit.

For larger events extra costs are likely to be incurred, for example for the provision of additional toilets, water points, marquees, stage (if used), chairs, tables, etc. Payment for these will be the responsibility of event organisers and not Linnet Clough.

3. ARRIVAL AND DEPARTURE

To ensure good relations between Linnet Clough site users, it may be necessary to give advance notification of some events to our neighbours on Gibb Lane (including Mellor Golf Course, local farmers and all private residents). The Devonshire Arms should also be advised.

For larger events, when coaches are dropping visitors off at the end of Gibb Lane, the police may also need notification to assist with traffic control or to provide advice.



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Linnet Clough recommends that a traffic control system is implemented to ensure a steady flow of traffic to and from the site. This will also ensure that our neighbours are not too inconvenienced.

Other options that have been used by Linnet Clough users include staggering the arrival and departure times of groups/coaches and using the local bus terminus on Longhurst Lane. For large events equipment may be dropped off at Linnet Clough in advance - by arrangement with the site (see section 2).

Linnet Clough recommends the following:

A team of 20 people, to work in pairs, is needed to marshal the route from the junction on Gibb Lane (opposite the Devonshire Arms) to the loading bay on the site. Members of the Service Crew may be available to assist, but event organisers should plan to provide additional assistance.

Suggested marshal points:

1. junction on Gibb Lane (opposite Devonshire Arms)
2. junction of Gibb Lane and Whetmorhurst Road
3. first bad bend by public footpath sign
4. cottages at Tarden Farm
5. top visitors car park for golf club
6. junction of main car park for golf club (by green keepers sheds)
7. entrance to Linnet Clough car park
8. Linnet Clough main car park
9. crossroads to loading bay
10. loading bay area (Scout field)

Radios need to be used to ensure smooth running of any traffic marshalling on Gibb Lane and Linnet Clough. Radios are not provided by Linnet Clough.

4. CAR PARKING

There are a limited number of parking spaces available in the main car park. For larger events organisers should consider reducing the number of vehicles arriving and departing Linnet Clough. At peak times drivers can expect to experience short delays if a one way traffic flow system is in operation. Organisers can reduce the number cars by:

- Implementing 'walk in' options (eg drop off on Longhurst Lane or use public transport)
- Car sharing (no 'one driver/one child')
- Parking 'off site' and using public footpaths/bridle paths

When parking cars and other vehicles, consideration must be given to emergency vehicle access onto all roads, car parks and all fields' entrances/exits.



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The site operates on a 5mph speed limit at all times and this must be strictly enforced, especially when children are on site.

Attention must be given to other public road users, namely horse riders, scramble bikers any 4x4 vehicles using the bridle path down to the Roman Lakes.

For large events, long stay parking can be arranged on the Cub field or Training field. This should be discussed with the site manager and permission must be sought beforehand.

Artificial roadways which protect the grassed areas and allow for easier access to the parking areas should be hired in.

5. SETTING UP

Before an event is due to start Linnet Clough recommends that a team of people is in place to help with setting up beforehand. Possible ways to achieve this could include asking for 2 people from each Group, District or Team to be available to assist the organising team.

Setting up prior to an event is at the discretion of the site management and may be dependant on other visitors who are on site at the time. To manage the 'Setting up team' a person needs to be nominated as a 'Site Co-ordinator' to liaise between the organising team and the site.

The Duty Warden and Service Crew are available to help but it is not their responsibility to set up for an event. For access to fields and loading/unloading of equipment see section 4.

Please note that access onto camping fields must be marshalled at all times. Vehicles are only allowed onto the fields when there are no children present on site (for health and safety). Access is also dependant on weather conditions. Emergency vehicles may access the site at any time.

Linnet Clough vehicles are exempt as they are needed to transport equipment on and off site. This is by arrangement with the Duty Warden.

Linnet Clough vehicles are driven by approved persons only.

6. RESPONSIBILITIES ON SITE

The organising team are responsible for the following:

- access on and off site
- car parking
- stage



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- marking out roadways (ensuring access for emergency vehicles)
- litter bins
- cleaning toilets
- litter picking
- setting up
- clearing up

Linnet Clough recommends that a rota is organised so that all Groups, Districts or Teams taking part in the event can help with the overall running of these duties. The 'Site Co-ordinator' could be responsible for this. This could be a different group of people than those involved in setting up.

Linnet Clough has a Service Crew of volunteers, who may be available to help your teams, **BUT** there are no guarantees that they will be on site during your event.

7. LOADING/UNLOADING EQUIPMENT

Linnet Clough can transport equipment onto and off the fields before, during and after the event. Access onto the site before and after the event must be agreed in advance with the Camp Site Manager. Other bookings may preclude access before and after the event.

Access onto the fields for personal vehicles is dependant on the following:

- children on site
- number of campers
- number of vehicles
- safety
- weather

When children are on site personal vehicles are **NOT** allowed onto the fields.

This does not apply to Linnet Clough site vehicles which are manned by Service Crew. The 'Site Coordinator' needs to liaise with the Camp Site Manager to ensure that site staff is available to help with transportation.

Linnet Clough recommends that a rota is drawn up for participants to book loading and unloading times with the 'Site Coordinator' for the site vehicles to drop off and collect equipment from the fields.



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8. CAMP SHOP

The opening times of the camp shop will be agreed with the Duty Warden and the 'Site Coordinator'. Linnet Clough will manage the shop and will need volunteers from the event to assist.

9. SECURITY

Depending on the size of the event a team may be required to provide security cover.

Linnet Clough suggests that 10 people would be needed to provide sufficient security on site. 2 people covering the car park and site office with 4 pairs of people roaming the site.

10. EXTRA TOILETS

As a guideline we recommend the following allocation of toilets for a day event **as a minimum:**

1 toilet per 75 females

1 toilet per 400 males plus 1 urinal per 100 males

Extra consideration will need to be made for overnight usage.

Linnet Clough currently has the following fixed toileting facilities (Jan 22):

	Male urinals	Male toilets	Female toilets
Main toilet block	8	6	10
Scout Field toilet block	3	4	3
Lynmouth Chalet toilet block	3	4	3

11. HEALTH AND SAFETY ISSUES & EMERGENCY PREPAREDNESS

A written emergency procedure needs to be in place and approved by the Linnet Clough Site Management at least 4 weeks prior to the event and issued to all relevant parties. Risk Assessments should also be prepared for the event (See page 10). For information Linnet Clough Building and Activity Risk Assessments are available on the website.

An Incident Management Team needs to be organised and in place to ensure the safety and smooth operation of the event, and must report to the Linnet Clough Site Management in the event of an incident or emergency.



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Linnet Clough Site Management and the Event Organisers have overall responsibility for the evacuation of the site and communication with emergency services. Decisions regarding evacuation and major incidents must be taken jointly.

General

1. All site layouts must be submitted for approval by Linnet Clough Site Management.
2. Risk assessments must be carried out for all activities and areas prior to the event. These will be submitted for approval at least 4 weeks prior to the event.
3. All activities must be carried out in accordance with Scouting/Guiding rules and regulations.

Open Fire and barbecues

1. The use of open fires or barbecues is dependent on the size of the event and safe distance between campsites.
2. Each cooking / fire area must have water, sand and ash bucket.
3. No fire must ever be left unattended.

Persons on site

1. It is the responsibility of the organisers to ensure their fire list is kept up to date daily of who is present on their site.
2. The organisers must take responsibility for all visitors to their event.
3. A booking in procedure should be in place for visitors for the event and they must be made aware of all emergency procedures.
4. Safeguarding considerations must be made for all visitors, including activity providers.

Roadways and Emergency Access

1. All emergency accesses and roadways must be kept clear at all times, there are no exceptions.
2. Gateways and overhead cables will 3.5m high to allow emergency vehicle access.
3. All roadways will be 6m wide to allow emergency vehicle access.
4. Roadways will allow for an area where emergency vehicles can turn round.

First Aid

1. The organisers will ensure adequate First Aid cover.
2. All accidents and 'near misses' must be reported to the Linnet Clough Site Management and recorded in the appropriate books.
3. Larger event organisers may wish to consider help from outside agencies such as St John's Ambulance, Red Cross to maintain appropriate cover.



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Assembly Points

1. Assembly points will be clearly signed and marked on the site map for buildings and camping areas.
2. All participants, including visitors, must be made aware of their assembly point and emergency procedures.
3. Each assembly point must be suitable for the numbers taking part in the event.

Emergency Coordinators

1. For each 'sub-camp' or team taking part in the event an Emergency Coordinator must be appointed who will take charge in the event of an emergency. They will be assisted by a suitable number of adults.
2. Emergency Coordinators will be easily recognisable and visible by the wearing of suitable clothing e.g. high-visibility vests.
3. In the event of an emergency each Emergency Coordinator must ensure that a roll call has been taken and passed onto the event organisers.
4. In addition to the assembly point, escape routes need to be clearly defined to ensure expedient evacuation of the site.

Fire Alarm

1. A system for raising a fire alarm needs to be agreed before the event with Linnet Clough Site Management; possible options include separate alarms for each 'sub-camp' or team.
2. On hearing an alarm all individuals must go to their nominated assembly point.
3. All campers must follow the emergency procedures as outlined.
4. On sounding of a fire alarm the Site Services or Duty Warden will notify the emergency services and liaise with them.
5. A malicious false alarm will result in the individual and their group being asked to leave the site.

Site Evacuation

1. If the site or part of the site needs to be evacuated it will be done via previously organised escape routes.
2. Site evacuation will only take place after the decision has been taken by the Incident Management Team with Linnet Clough Site Management in conjunction with the emergency coordinators.
3. All escape routes must be approved by Linnet Clough Site Management.
4. Relocation of campers as a temporary measure will be done in conjunction with emergency services.



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Rubbish Points

1. All rubbish collection points must be clearly marked and away from camping areas.
2. They will be sited for easy access for collection purposes.
3. All rubbish must be disposed of using bags provided allowing for recycling where appropriate. Black bags are suggested for general rubbish, clear bags would allow for easy identification of rubbish to be recycled.
4. Extra costs may be incurred for additional collections of rubbish depending on the volume.

Risk Assessments

Risk assessments are the responsibility of the Event Organisers and need to be addressed in the following areas as a minimum:

- Car parking
- Catering
- Emergency procedures
- Fire safety
- Litter picking
- Off-site activities
- Rubbish collection
- Sanitary facilities
- Security (Inc Visitors)
- Setting up / clearing up
- Site access
- Staffing
- Toilet cleaning
- COVID/Infectious Disease (If applicable)

12. OUTSIDE AGENCIES

Linnet Clough Site Management must be informed of all outside agencies involved in the event.

It is the responsibility of the Event Organisers to ensure someone is available to meet deliveries and collections to and from the site for their event.

Any requirements for outside agencies must be checked in advance with the Linnet Clough Site Management.

Event Organisers must ensure that outside Agents produce copies of Liability Insurance and Risk Assessments and that they comply with POR (If Scouting event) and Safeguarding policies.

Any electrical equipment brought on site by outside Agents must produce evidence of PAT testing.



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13. BUILDINGS

Clear guidelines are issued to users of the buildings. The Event Organisers are responsible for ensuring that the buildings are left in a clean and tidy state after use. Extra cleaning charges will be incurred if this is not adhered to.

14. ACTIVITIES

Any activities run on-site or off-site must be run in accordance with the Scout Associations rules and regulations. For non-Scout events the organisation's own rules and regulations must be followed or those of the relevant governing body, in addition appropriate insurance cover must be obtained for the duration of the event.

15. NOTIFICATION TO SITE FOR SPECIAL EVENTS/ACTIVITIES

Any usage of the site outside the normal range of our activities must be agreed in advance by the Linnet Clough Site Management.

Examples include:

Firework displays
Large vehicles requiring access e.g. fire engines
Display teams
Bouncy castles or similar

16. CLEARING UP AFTER EVENT

Clearing up after the event is as onerous a task as setting up but is just as important to ensure that the site is returned to its unspoilt state. Therefore after the event Linnet Clough recommends that a team of people is in place to help with clearing up afterwards. Possible ways to achieve this could include asking for 2 people from each Group, District or Team taking part in the event to be available to assist the organising team.

To manage the 'clearing up team' a person needs to be nominated as a 'Site Co-ordinator' to liaise between the organising team and the site.

The Duty Warden and Service Crew are available to help but it is not their responsibility to clear up after an event. (For access to fields and loading/unloading of equipment see section 4.)

Remember that clearing up includes all the areas used for the event, any equipment hired in or loaned especially for the event. Any site equipment must be cleaned and inspected by Linnet Clough Site Management before putting away.



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Event Organisers will be responsible for any equipment left on site after an event has closed. This includes any hired equipment which has not been collected/returned. Organisers are requested to liaise with site management regarding security and collection of these items.

17. CONTRACT BETWEEN SITE AND USER

A suitable contract between the Linnet Clough Site Manager and user may be drawn up and agreed to before the event. This will include all conditions of hire and costings for the event.

If you have any enquiries or suggestions concerning the contents of this document please contact the Site Manager or a member of the Management Committee. We want your event to be a success for all – we are here to help.

A checklist for event organisers is attached at APPENDIX 1 to assist with your planning. The list is not exhaustive – feel free to add/amend as required.

We wish you every success with your event - Good Luck!

Linnet Clough Management Committee



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APPENDIX 1 - CHECKLIST FOR EVENT ORGANISERS

1. Has an organising team been set up (if required) and an Event Organiser and Site Coordinator appointed who is aware of the responsibilities outlined in this document?	
2. Has contact been made with Linnet Clough to meet/discuss the event, book dates/agree fees?	
3. Has a budget been agreed?	
4. Have numbers been confirmed?	
5. Have arrival/departure arrangements been considered?	
6. Have external providers been booked (eg activities, marquees, toilets etc.)?	
7. Have car parking arrangements on/off site been agreed?	
8. Has a 'Setting Up' team been established (if required)?	
9. Have loading/unloading arrangements been agreed?	
10. Have all Health and Safety arrangements been agreed (See Section 11) including Risk Assessments?	
11. Have external agencies been contacted and notified to Linnet Clough?	
12. Do all activities comply with Scout Association or your organisation's respective Governing Body rules?	
13. Have any 'special events' been notified to Linnet Clough? (see Section 15)	
14. Have all outside Agents provided appropriate documentation?	
15. Are 'Clearing Up' arrangements in place for site and buildings?	
16. Has Linnet Clough been advised of any equipment being collected after the event?	