

Event Plan

Event: Thriplow Daffodil Festival

Location: Thriplow

Date: 16/03/2024 & 17/03/2024

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SJA/950033-M SJA/950034	0.1	06/03/2024	5	Draft
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Approved SJA Event Manager:				
Approved SJA District Event Lead		Reece Browne (Area Events Lead-Cambridgeshire)		
Approved SJA Clinical Manager:		Sam Sweet (District Clinical Lead-Cambridgeshire)		
Equality & Diversity Impact Assessment		Risk Assessment		
Event Suitable		No Additional Risks present in the planning stages than those identified in the accompanying risk assessment. SJA Event Manager will conduct dynamic risk assessments to ensure the continued safety of personnel.		

This plan and any associated documents **MUST NOT** be circulated beyond the approved distribution list and **MUST NOT** be published on any website (or similar) without the explicit permission of the Regional Operations Team.

1. Information

Thriplow Daffodill Show is an annual event held in the village of Thriplow near Royston. There are over 100 stalls at the event ranging from working blacksmiths to Morris dancing and food and drink stalls.

Event Resources

Assets	Number of assets/ Vehicles	Staffed By
Treatment Centres	1 x FAUM SR632 YJ18 FKH	3 x First aiders 1 x Treatment centre manager
Ambulances	1	2 x EAC
CRU		2 x CRU
		Total Staff: 8

Treatment Centre Locations

TC Number	Address	///what3words
SR632	Nr The Green Man Pub, Thriplow, SG8 7RJ	///clerics.fairy.sideboard

Key Event Locations

Asset	Vehicle	Sector	Comments	///what3words	Location address(s)
Ambulance	TBA			///clerics.fairy.sideboard	Nr The Green Man Pub, Thriplow, SG8 7RJ

Key Timings

Time	
09:00	SJA Personnel Arrival
09:15	SJA Personnel Briefing by Event Manager
09:30	SJA Time Operational
10:00	Event Starts
17:00	Event Ends
17:30	Anticipated SJA Cover Ends

2. Briefing

SJA briefing for all personnel will be held at the treatment centre on site at 09:15 on each day.

3. Getting there and Meeting Point

There are a variety of parking locations around the village these are clearly signposted, and you will be directed by stewarding staff. Personnel should meet at the treatment centre located opposite "The Green" and indicated on the following map for a briefing.



4. Risk Assessment

Low risk event, no problems anticipated. See risk assessment in appendices.

5. Identification

All personnel are required to carry their valid St John Ambulance identification at all times during the event.

6. Uniform/PPE Requirement

All personnel in an operational role at this event should be in Service Delivery Uniform and wear appropriate PPE for their role, and safety footwear (complying to EN ISO 20347 standard toecaps) where they have been provided, including logistics and ambulance personnel (complying to EN ISO 20345 safety toecaps).

Revisable jackets should be worn green side out. Hi visibility clothing should be available but not worn, unless advised by the Event Manager. Personnel that are working on an Ambulance on the highway (non-closed) should ensure high visibility clothing is available and worn in line with policy. Personnel are also advised to bring appropriate clothing to cope with inclement weather conditions.

Role bars must be worn by all personnel at the event.

Rank markings should only for the following roles:

- Treatment Centre Manager/Bronze Commander (Sector or Functional Lead)
- Tactical Commander/Silver Commander
- Strategic Commander/Gold Commander

7. Control

There is no dedicated radio control at this event other than that provided by the SJA treatment centre/event manage on site at the event.

Operational:	Same as event attendance time	
Call sign:	CONTROL	
Telephone Numbers:	SJA Event Manager Organiser (Caroline Harris)	As advised during briefing 07484 242080
Channel Allocations:	Ambulances and CRU:	Main SJA A1
	Treatment Centre:	Main SJA A1
	Other Resources:	Main SJA A1

8. First Aid Kits/Personal Equipment

All HCP's and personnel should bring first aid kits and hand portable radios from their unit for the skills they are trained for. Any additional kit requests should be made to the local logistics tea at least two weeks before the event. Under no circumstances should any personal FA equipment be used to treat patients/casualties.

9. Casualty Figures and Documentation

All patient contact must be recorded on an ePRF. St John Ambulance volunteers are all familiar with the completion of our ePRF. In the exception that an ePRF tablet cannot be used, a paper VA1 PRF must be used instead. If any paper PRFs are completed, an IRF must be raised at the end of the duty to document the reason why an ePRF was not used.

When an ePRF is completed, the patient/casualty must be given an ePRF record access business card that will enable them to obtain the information that was recorded by contacting SJA data governance printed on the card. Any post care advice given to a patient/casualty must be written on to the summary ePRF record slip and handed to the patient/casualty.

10. Hospitals

Patient Presentation	Allocated Hospital	Contact Number & Key Info
Major Trauma	Addenbrookes Hospital (7.6 Miles) Hills Road Cambridge CB2 0QQ	Via EEAST
STEMI	Royal Papworth Hospital (7.3 Miles) Papworth Road Cambridge CB2 0AY	Pre-Alert Numbers will be provided for HCPs and Ambulance crews not for general circulation
HASU/Stroke Acute FAST Positive Stroke	Addenbrookes Hospital (7.6 Miles) Hills Road Cambridge CB2 0QQ	Pre-Alert Numbers will be provided for HCPs and Ambulance crews not for general circulation
All Other Acute Injury and Illness	Addenbrookes Hospital (7.6 Miles) Hills Road Cambridge CB2 0QQ	

11. Transfer of Care

In the event that a patient is transferred to an SJA, Ambulance Service, BRC or other external ambulance provider, the time of transfer of care is to be documented on the ePRF and the name/signature of the clinician accepting care must be obtained and recorded. This includes a St John Ambulance crew (all grades) accepting patients from SJA First-Aid personnel. The subsequent transfer of care to the receiving centre clinician must also be timed and recorded.

12. Safety and Crowd Dynamics

General Security – Personnel are to be always vigilant and report anything suspicious to Event Control via their Treatment Centre Manager. Treatment Centre Managers are to ensure that all bags and personal belongings are tidied away, and that due care is given to where waste disposal is located, so as not to cause undue alarm. Equipment must not be left unattended at any time. Throughout the event Treatment Centre Managers should monitor crowd densities and general crowd dynamics and log any patterns. Sector Lead should report this information to Event Control. Event risk assessment to be used as part of the planning and paperwork.

13. Feeding

There are a variety of establishments at the event that personnel can purchase food from.

Any expenses incurred during this event can be claimed back via the SJA expenses Policy.

The cost codes for this event are outlined below:

T2:71008

T8: ZQH903

14. Press & Media

All press and media enquiries should be directed via the Event Manager for this event. Please do not comment on or attempt to answer any questions or enquiries and explain that the PR team is dealing with all requests. By redirecting all enquiries we can ensure that the media's requests receive succinct and accurate information and can be recorded.

15. Stand-down

Personnel will be advised when they can stand down by the SJA event manager following consultation with the event organisers. Personnel are advised to not leave the event without signing out with the event manager.

16. Welfare

Welfare and Critical Incident De-Briefing are available by contacting the Event Manager, there will be no formal debrief at this event, but managers should complete a written debrief to help planning for future events.

- St John Ambulance on Call Team: 0303 003 0104
- Care First: 0333 212 7578
- St John Ambulance Safeguarding on Call: 0303 003 0105

17. Raising Concerns

Should you have any concern around the organisation and delivery of the event, or should you have any concerns around patient care or, safety, you have a duty to raise your concerns with the Event Manager **immediately** and subsequently record this on the PRF and an Incident Form. This is an individual responsibility that all must maintain patient safety.

Safeguarding concerns for patients are reported via the Cause for Concern form (CFC) used in conjunction with the ePRF on the tablet, or separately if more appropriate. CFCs should be sent to safeguarding@sja.org.uk

18. Major Incidents

In the event of a Major Incident, Partnership working will continue. Volunteers will be deployed as appropriate to their skill level. No personnel should deploy until instructed by Event Control.

19. Appendices and supporting documents

- Appendix A: Risk Assessment
- Appendix B: Deployment
- Appendix C: Maps
- Appendix D: Safeguarding Guidelines
- Appendix E: Event Logistics Plan (if available)