

Jersey Charity Sleep Out 2021

Risk Assessment

- The event will be held on Floor 12 of Pier Road car park. (see Appendix 1).
- The car park is administered by Growth, Housing and Employment (“GHE”).
- The event will be attended by a maximum of 80 Jersey residents (including organisers), adhering to a 2 meter social distancing rule, which will include individual designated areas for socialising and sleeping.
- The event will run on Saturday xx November 2021 starting at 6.00pm and finishing at 6.00am.
- The average night time temperature in November for the last four years has been in the range of 4°C to 10°C, the lowest temperature being -2°C.
- The organisers have arranged for security to be present at the event.

Fire Risk

Following a site visit on 2 August 2012 it has been discovered that:

- All walls are made of reinforced concrete, which are painted.
- All floors and ceilings are made of concrete, which are painted.
- The floor area is approx. 75m long and 15m wide and can safely accommodate 200 people sleeping.
- There are Emergency access stairs at either end of the floor together with vehicular access ramps, two to each of the upper and lower floors.
- Emergency lighting is fitted in the floor space and the stairwells to assist with evacuation, in the event of a fire.
- The quickest route to evacuate the occupied floor will be up to the roof and access to the Fort Regent location.
- A convenient muster point in case of evacuation will be the Fort Regent car park.

The risk of fire is minimal as the event will be held in a concrete structure with no heat sources and no naked flames used during the event.

In order to mitigate any risk of fire at the event there will be No Smoking.

In the unlikely event of a fire the alarm will be raised by the use of an air horn, Marshalls will direct those taking part to either of the stairs in order to evacuate. A full record of the names of those attending will be maintained at the event in order that a roll call can be taken following evacuation. Two large general purpose foam fire extinguishers will be placed near each of the stairs for the duration of the event. Marshall and security will be fully briefed on the use of such fire extinguishers, (see Appendix 2: Fire Evacuation Plan)

Medical Risk

The event will be held during the night in November. During the online registration process general, non-invasive, medical questions, including Covid-19 related questions, will ascertain whether anyone participating in the event suffers from a medical complaint that may be adversely effected by taking part in the event. Anyone wishing to take part who is either over 65 or who in the opinion of the organisers, has a medical condition likely to be affected by any weather conditions, should seek advice from their own medical practitioner.

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From information available on the Jersey Met website the average nighttime temperature for the last four years has been in the range of 4.25°C to 10.75°C, the lowest temperature being -2°C. All participants will be made aware of this information.

All participants will be responsible to ensure they are dressed appropriately and provide themselves with sleeping bags. The organisers of the event will ensure that there are appropriate first aiders on site and the security personnel will also be available if required. With mobile phone technology and coverage an emergency ambulance is only a maximum of 10 mins away from the location. The size of the event does not warrant having medical personnel on site for the duration of the event.

In the unlikely event of a medical emergency the easiest access will be from the Fort Regent entrance to the car park, three floors up from the location of the event.

Covid-19 Measures (to be kept or removed depending on the situation!)

Participants will be expected to adhere to social distancing measures put in place by the organisers. This will include designated social and sleeping areas separated by a 2 meter gap. Families or members of the same household may stay together in their own area, otherwise referred to as a 'bubble'.

Hand sanitizer will be available on floor 12 of the car park and participants will also be encouraged to bring their own sanitation to use during the event. Participants will also be encouraged to wear face masks.

Any participant feeling unwell or showing signs of covid-related symptoms should not attend the event.

Due to social distancing restrictions and hygiene implications, refreshments will be limited to a mobile tuck shop, which will be taken to participants on a tea-trolley rather than have people gather at one spot. Participants will also be advised to bring their own food and drink, with any packaging or utensils to be disposed of responsibly once consumed.

Entertainment will be limited to acoustic music provided by a small group of buskers, who will play at different times and locations along floor 12 so that they can heard by all, ensuring participants stay in their designated areas and do not crowd together.

Toilets are located on the ground floor and access will be via a one way system with a maximum capacity of one person accessing the facility at a time. Participants will be asked to use a sign on the door indicating whether the facility is busy or free before entering and departing the area.

Accident Risk

The event is being held in a level unoccupied floor of a public car park. The administrators of the car park, GHE, maintain full Public Liability Insurance on the site, covering the normal use of the site.

There are no obstructions in the site that might represent a trip hazard.

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The site will be manually brushed prior to the event to ensure there is no debris on the floor which may represent a danger to those taking part in the event.

Participants will be asked to bring their own cardboard, free from metal staples, to utilise for sleeping on.

A large 'Euro' bin will be provided on site for any rubbish generated during the event.

Public Liability

The participation in the event will be governed by Terms and Conditions, see Appendix 3. Notwithstanding these Terms and Conditions, this event will be covered by a Public Liability policy provided by a reputable insurance company and obtained via a local broking firm.

A full briefing of those taking part will take place at the beginning of the event to explain Fire Evacuation route, Safety, Non Smoking, Non drinking and Toilet facilities.

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Appendix 1: Layout of Pier Road Car Park

15M



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Stairs

Appendix 1

70M

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Appendix 2: Fire Evacuation Plan

In the event of the alarm being raised, repeated loud blasts of an air horn will be sounded. The evacuation route will be via either the North or South stairs upwards to the top of the car park. The stairwells are secure evacuation routes.

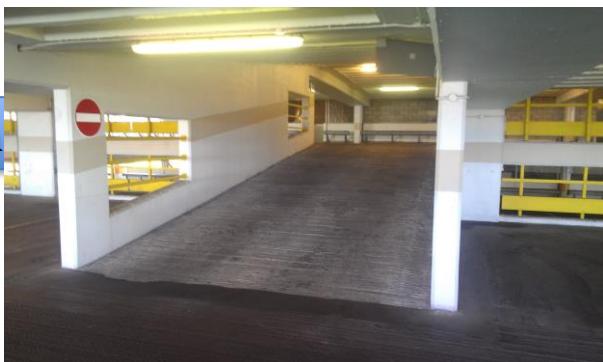
Ramp



Ramp

If the stairs are not accessible, for some reason, the access ramps to the floors above should be used. Fire Marshalls will direct those participating in the event to the nearest exit route.

Ramp



Ramp

The car park is fitted with emergency lighting in the stairwells and the floors in order to assist with the evacuation.

There will be two large general purpose foam fire extinguishers at each stairwell. The fire Marshalls will be fully briefed on the correct use of these. These extinguishers should only be used on small fires if it is safe to do so.

The muster point for the evacuation will be Floor 14 of Pier Road car park.

Stairs

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The above will be put into practice in the event of a fire being discovered on Floor 11 or below. In the unlikely event that a fire is discovered above Floor 11, then the evacuation will be down the North and South stairs and the muster point will be in the Normans loading space opposite Pier Road car park.

In any event, if a fire is discovered, it will be assessed and tackled if small enough. If the fire is large in nature or out of control and unable to be tackled then the Emergency Fire Service will be call via 999 and the Evacuation Plan put into place.

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Appendix 3: Terms and Conditions

If you want to join us at the Jersey Charity Sleep Out 2020, you must adhere to the following rules. Please read these fully before you participate.

Terms & Conditions:-

1. **Registration and Deposit**

Only registered participants may take part in the Sleep Out. You must have registered and received confirmation of your place. Social distancing of 2 meters between each participant will be in place, unless you are attending with family members or members of the same household, in which case you can stay together in a 'bubble'. There will be no main registration desk at the event but organisers will come round and take a register.

2. **Fundraising Commitment**

There is no commitment but it is hoped participants will contribute via fundraising for the charity.

3. **Personal Health**

It is your responsibility to ensure that you are healthy enough and free from covid-related symptoms before sleeping out overnight. If in doubt, please take advice from your medical practitioner. We strongly advise you to dress appropriately for the event (warm and water-proof clothing) and to bring a warm sleeping bag and your own piece of cardboard, free from metal staples.

4. **Personal Safety and Security**

During the event you are responsible for your own safety and security. You must agree to take reasonable care not to compromise other participants' safety and security.

5. **Age Limits**

Under-18s may only participate with the prior agreement of the Organisation Committee and must be accompanied by their parent or guardian at all times. If sleeping together in a 'bubble' then the parent or guardian must be from the same household.

There is no maximum age limit but participants over 65 should seek advice from their medical practitioner.

6. **Animals**

No animals or pets may be brought to the event with the exception of service animals, e.g. Guide Dogs. If you have a registered help-dog, please advise the Organisation Committee prior to registering.

7. **Personal belongings**

The Organisation Committee accepts no responsibility for loss or damage to your personal belongings during the event, including any items left at the bag drop. We strongly advise you not to bring valuables or delicate technology.

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8. **Stewards**

You must comply with all instructions and directions from event stewards, G4S security and the organisation committee, or any others working or volunteer staff on behalf of the organisation committee at the event. Failure to do so may result in you being required to leave the event site.

9. **Media Consent**

By registering for Sleep Out, you and your team give the organisation committee permission to use your name, photograph, voice or likeness, in any broadcast, telecast, advertising promotion, or other account of this event, or marketing or promotion for future or similar events.

10. **Cancellation**

The organisation committee reserves the right to cancel or alter the event without notice.

Code of Conduct:-

You and your 'bubble' must accept that the interests and reputation of the organisation committee and the connected charities are of paramount importance. You must not do anything, or conduct yourself in a manner, which is not in keeping with the values of the charity or could bring the organisation committee into disrepute.

Failure to abide by the following Codes of Conduct may result in you being required to leave the event:-

1. **Alcohol**

There will be no alcohol allowed at the event. Please do not bring your own alcohol, as it will be confiscated and you may be asked to leave the event. This is an awareness-raising event and participants should conduct themselves appropriately.

2. **Drugs**

Any participant believed to be using or under the influence of illegal drugs will be required to leave the event and the police will be called.

3. **Smoking**

Smoking is not allowed in any covered area. You must follow the instruction of the organisation committee and the event stewards as to where you may or may not smoke.

4. **Respect for others**

Those who wish to sleep should be allowed to do so, in their preferred area. Please be respectful of those trying to sleep. Those not wishing to or who are unable to sleep should respect others at the event. If you are chatting please be mindful how the sound will carry. If the organiser assess that the level is too high you will be asked to move to another area.

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5. **Toilets**

Only use designated toilets – directions will be signposted with a one-way route in place to avoid congestion and to adhere to social distancing. Signs will direct participants down the north stairs and up via the lift, one at a time, or via the south set of stairs.

6. **Emergency Evacuation**

In the event of an emergency, you must follow directions given by the event managers.

Debbie Jeffries - 2020