

## Important information for all Beer Festival volunteers – Setup

- If you are volunteering during set up take down, please read the “Important information for all Beer Festival volunteers – Setup”
- Please make sure you have read these notes and the CAMRA Health & Safety Handbook for Volunteers. This can be downloaded from <https://bromsgrovebeerfestival.org.uk/volunteers> and will be available in the volunteers’ area onsite.
- If you are volunteering behind the bar, please read the “Important information for all Beer Festival volunteers – Behind the Bar”

There are a number of tasks that need to be completed prior to the festival opening. These are outlined below and subject to change.

Setup is potentially the most hazardous time of the festival, so we have a number of rules to protect your safety. For those who will be manual handling equipment Personal Protective Equipment (PPE) must be used, this can be provided on site but if you have your own equipment, particularly boots, these would be far more comfortable.

Gloves and sensible footwear should be worn by those receiving deliveries, handling all metal equipment (e.g. stillage and other related items), handling any other heavy equipment and handling casks.

Hard hats are available if required.

The HSE's guide to manual handling is at <http://www.hse.gov.uk/pubns/indg143.pdf> please take time to read its contents Don't worry if you aren't able or are not willing to move the items around mentioned here, there will be plenty of work to do for those who want a different type of activity.

During set up we will endeavour to make you aware of what is required next, please be aware particularly on the Sunday, Monday and following Sunday things change very quickly and new hazards can develop, so please be extra careful when walking around. Details on timings for each day will be sent out closer to the date.

### **Sunday**

The equipment, (Stillage, desks, chairs, shop, electrics and other sundry items) will be arriving from the farm, so there will be a lot of this to move into the marquee. Once at the marquee, the stillage will be erected and everything else neatly stored away. The site needs to be left in a safe, tidy and secure manner.

### **Monday**

The beer, cider and glasses will start to arrive, as will the huge delivery from CAMRA HQ. The casks will need to be racked, the cooling setup and glasses commenced washing (if delivered). Tables and chairs will need cleaning and disinfecting. At the entrance to the Rugby Club the ‘Beer Festival Here’ banner needs to be erected and the lamppost signs directing people to the club put up.

### **Tuesday**

The last of the beer should arrive along with more ciders and perries. Glass washing will be completed and the sound system installed. All tables and chairs should be completely cleaned. The shop and membership stand are put in place and the location of the charity stall and tasting session identified.

### **Wednesday & Thursday**

The Marquee will be decorated with banners and tidy, ready for opening. Tables are put in position in front of bar area. Shop stock priced and ready to display. Front entrance set up apart from tokens and programmes. All cask end cards and Cider/Perry cards are put in place. Road signs are erected. There will be a practice evacuation of marquee.



## Take Down

### **Sunday**

Take down will start promptly at 10am so that equipment can be delivered packed up and site cleared – so that we can all get to lunch at a reasonable time!

All equipment either returned to storage or packed ready for collection on Monday morning. All empty casks to be cleared from site within 1 week. Road signs and the banner at the club entrance taken down and collected for future use.

### **Monday**

It is vital that we have some volunteers to assist with loading up the CAMRA truck to be returned to HQ Typically this is collected before 9am (to be confirmed).

Thanks again for volunteering and please enjoy yourself.