SHARING REPTON: HISTORIC LANDSCAPES FOR ALL

Heritage Open Day

Method Statement

Saturday 21st September, 1-5pm, Grovelands Park, London

**Purpose**

To attract local people, and especially those not usually interested in garden history, to a Heritage Open Day to enjoy Grovelands Park and learn about its association with Humphry Repton.

This event will be open to all but through targeted marketing (sending posters to local multicultural groups, schools, temples, supermarkets) will try to attract those not usually engaged with heritage.

**Event: ‘Grovelands Heritage Afternoon, with the Gardens Trust Family Picnic’**

1. Friends of Grovelands’ display on the history of Grovelands
2. Discovery trail – throughout, self-managed with 1 volunteer to explain
3. #viewselfie: Large cardboard pictureframes for people to choose views and take photograph/selfie – throughout
4. Tree-measuring – throughout, volunteer shows how to measure trees, guests go and do it
5. Tours – 1.30-2pm, 3.30-4pm, 4.30-5pm
6. Garden Games
7. Interactive evaluation activity for people to pin memories of park and about themselves
8. Distribution of leaflet about site history
9. Possible independent mobile refreshment provider

**Volunteer or staff support needed**

This activity will be facilitated by minimum 4 volunteers from Friends of Grovelands. It will be supported by a staff member from the Gardens Trust.

1. 1 volunteer by display for questions
2. 1 volunteer explaining the discovery trail
3. 1 volunteer explaining #viewselfie
4. 1 volunteer doing tree-measuring
5. 1 tour guide
6. 1 plus helper running garden games

**Approximate budget required**

£50 craft, activity and evaluation materials

£700 marquee hire

£100 portaloo hire

**Requirements for insurance, risk assessment, personal checks, First Aid**

**Insurance:**

This event is covered by Heritage Open Day insurance.

**Risk Assessment:**

You will need a risk assessment for this event, see Appendix. The Risk Assessment should be circulated to all volunteers prior to the day and a copy kept to hand during the event. You will additionally need the venue to provide their standard risk assessment. MICK – DO YOU HAVE A RISK ASSESSMENT FOR GROVELANDS? LINDEN FIND CHLOE’S

**Personal Checks:**

As all children are accompanied by their parents at all times, it is possible to run an activity of this nature without volunteers having a DBS check (Disclosure and Barring Service check).

Please note: Only parents may accompany their children to the toilets, although you can point them in the right direction. No volunteer to be alone with a child, no child to come on the tour without their adult (or vice versa).

**First Aid:**

It is best practice but not essential to have a qualified First Aider at an event of this kind, with a First Aid kit to hand. On this occasion, the First Aider is XXXX.

**Equipment and materials needed**

* First aid kit
* Photo permission posters (Linden)
* bunting, balloons (biodegradable if put on a compost heap), A4 open signs, and banners (all from Heritage Open Days)
* Display (Mick/Janice)
* Marquee (Mick/Janice)
* Garden games kit (Linden)
* Prayer tent – gazebo, rug, cushions (Mick, Janice)
* Tree measuring kit – tape measure, string (Linden)
* Selfie frames (Linden)
* Table, tablecloth and chair for launching discovery trail and #viewselfie frames (Mick, Janice)
* Signs advertising tour times. (A4 laminated pages on garden canes or marquee)
* Chairs
* Interactive evaluation activity: table, string and clips / board and doublesided tape, paper people figures, colouring pencils (Linden)
* **Evaluation:**
1. Craft activity where people write what they like about the event, and/or what they like about the park, and/or their memories of the park.
2. Volunteers to meet after the event to gather feedback from each other.
3. Collate feedback and review.

**Preparation schedule (in advance):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When** | **Action** | **Equipment** | **Who** | **Notes** |
| 8 weeks prior | Book marquee if needed | Marquee | Mick |  |
| 8 weeks prior | See if other local groups would like to be represented on the day  |  | Linden |  |
| 8 weeks prior | Book mobile refreshments |  | Mick | Caterer to charge public, so no cost to event |
| 6 weeks prior | Draft text to describe the event for publicity etc |  | Mick, Janice, Linden |  |
| 7 weeks prior | Register on HOD website |  | Mick, Janice |  |
| 6 weeks prior | Order HOD materials (posters, bunting etc) |  | Mick, Janice |  |
| 6 weeks prior | Add to GT events listing online |  | Linden |  |
| 6 weeks prior | Send notice to local papers |  | Mick, Janice |  |
| 6 weeks prior | Volunteers recruited |  | Mick, Janice |  |
| 4 weeks prior | Send posters to local community groups, multicultural groups, schools, temples etc |  | Mick, Janice |  |
| 3 weeks prior | All equipment and materials obtained |  | Linden, Mick, Janice |  |
| 3 weeks prior | Risk Assessment completed |  | Linden, Mick, Janice |  |
| 2 weeks prior | Put up posters and banners locally |  | Mick, Janice |  |
| 1 week prior | On-site briefing meeting for volunteers to be talked through the itinerary | All event equipment and materials.Paper copies of risk assessment and method statement to be given to every volunteer and participating staff member. | All volunteers for the day | Run through schedule and risk assessment in detail, raising potential scenarios and responses. Walk through the event on site and practice each activity in situ. Amend risk assessment and method statement accordingly. |

**Preparation schedule (on the day):**

* **11am** volunteers arrive for briefing and to set up activities plus bunting, balloons, A4 open signs.

**During Activity schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When** | **Action** | **Who** | **Equipment** | **Notes** |
| 1pm | Open |  |  |  |
| 1.30-2pm | Tour | ??? |  |  |
| 3.30-4pm | Tour | ??? |  |  |
| 4.30-5pm | Tour | ??? |  |  |
| 5pm | Close and clear up |  |  |  |

**After the event:**

1. Same day: volunteers to gather for social event to recover, and to share feedback.

Appendices:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard** **(something with the potential to cause harm)** | **What could go wrong?** | **Who may be harmed?** | **What is done, that helps control the risk?** | **Is the risk (with controls) high, medium or low?** | **What extra controls need to be put in place?** |
| Surface of park(pot holes etc) | * Slips, trips & falls
* Catering and marquee vehicle becoming trapped
 | Volunteers, Public, Stallholders | Carry out a pre-event site visit to ensure it suitable to hold the event | Low |  |
| Lost children | * Anxiety
* Injury-minor or serious
 | ChildrenParents/ Guardians | * Lost children area to be clearly identifiable for parents/guardians
 | High |  |
| Insufficient and/or unsuitable first aid cover | * Untrained person(s) administering first aid
 | Volunteers,Public,Stallholders | * First aid equipment on site and close to use
* Designated qualified first aiders.
 | Medium | The varying activities and numbers that will attend and ensuring suitable and sufficient first aid cover. |
| The use of external companies for activities | * Various injuries
 | Volunteers, Public | * Check the activity providers have all the appropriate qualifications/certificates
* Ensure it is clear exactly what they are delivering beforehand
 | Low |  |
| Temporary Structures (marquees, tents etc) | * Failure of structures could result in falls from height or injuries
* Enclosed structures could be overcrowded or not have sufficient exits
 | Volunteers, Public, Stallholders | * Marquees containing stalls/activities have open sides and no restrictions to escape.
* In strong winds the marquee/tents will be evacuated and not used.
* Correct assembly of the structures
 | Medium |  |
| Food safety – catering units | * Allergies
* Food poisoning or other illnesses
 | Public/Volunteers purchasing food | People handling and preparing food should have a minimum of a basic food hygiene certificate | Medium | Ensure certificates are verified prior to the event |
| Limited Parking | * People may park in places they are not supposed to
 | Public,Volunteers,Stallholders  | Promoting bus routes, walking & cycling to the event. | Low |  |
| Weather | * Extreme weather could result in injuries
* Event may need to finish early
 | Public,Volunteers,Stallholders | * Be aware of the weather forecast for the event and prepare for any possible problems.E.g. Strong winds could blow the tents/marquees.
 | Medium |  |
| Add risks of garden games or other activities once decided what the they are |  |  |  |  |  |

Key phone numbers for organisers on the day: