



FESTIVAL OF CRICKET

SRI LANKAN SCHOOLS OLD BOYS ASSOCIATIONS (OBAs) IN THE UK

QUALITY POLICY

Mission Statement

The Festival of Cricket is organised by the Sri Lankan Old Boys School Associations in the United Kingdom. The event generates a friendly environment for competitive cricket and has attracted about 5000 people to participate in the fun and excitement.

The proceeds generated from the event will be donated to several worthy causes such as Cancer Research UK, Anthony Nolan Trust, cancer relief programmes in Sri Lanka as well as many others within our member schools.

FOC Objectives

- To organise a cricket tournament and festival annually.
- To establish goodwill and harmonious relationship among all participants.
- To raise funds for various Sri Lankan charities nominated by member schools.
- To raise funds for Cancer research UK, Anthony Nolan trust and cancer relief programmes in Sri Lanka.
- To encourage children to take up the sport (cricket).
- To encourage children to engage in community activities through the event.

Policy Objectives

- To provide a successful, safe and enjoyable event.
- To consider plans for any possible concerns.
- To identify and implement necessary emergency procedures.

Event Outline

On the event day, the gates will open at 6 am. The gates will remain open for the duration of the day till intended closure at 10pm and/or when all persons other than service providers and organisers have exited the grounds.

Prevention of Crime & Disorder

We will ensure to abide by the following steps:

- Ensure that all staff understand the social responsibilities associated with the sale and supply of intoxicating liquor.
- Take measures to prevent customers leaving licensed premises with intoxicating liquor.
- To enforce Entry & Exit policies including:

- Proof of age (see “protection of children from harm” selection);
- Non-admission to people who are drunk and/or disorderly or are identified as “excluded” dispersal policy
- Take measures to promote sensible drinking, including a commitment not to participate in “two drinks for one offer” and “happy hour” promotions etc., which encourages binge drinking.
- To ensure the sale of alcohol is authorised by the Personal License Holder.
- Ensure adequate training is provided to bar staff to ensure compliance with the law, including documentation of such training.

Public Safety

We will ensure to abide by the following steps:

- Providing the secure containment of empty bottles, e.g. prompt clearing of empty glasses throughout operating times and providing plastic cups.
- Carry out a full risk assessment for proposed premises operation, together with individual risk assessments for the bar area.
- To make provision for access routes for emergency vehicles, which are to be kept free of obstruction, and procedures for emergencies including the requirement for emergency services.
- Provision of adequate staff trained in evacuation procedures at all times whilst the premises are in use with the support of Pro Medics. (First Aiders)
- To ensure adequate and appropriate first aid equipment and materials are available on the premises together with sufficient trained first aiders alongside Pro Medics.
- Ensure the provision and maintenance of satisfactory sanitary facilities are in place.

The Prevention of Public Nuisance

We will ensure to abide by the following steps:

- To execute noise assessments to identify measures that are required for noise and nuisance prevention.
- Additional security personal will be on duty near residential area and there will be a no-go area to separate residential housing area and the event premises.
- To ensure customers leave quietly and minimise disturbance to residents in the area e.g. signage, DJ announcements etc.
- Executing a buffer period at the end of the event day with reduced levels of music and/or more soothing music, stopping the sale of alcohol, promoting the sale of food and non-alcoholic beverages.
- Having a zero-tolerance policy towards people who are persistently disruptive on the premises.
- There will be adequate parking provision within the grounds.
- There will be litter picking at regular intervals by the ground contractor, and these waste materials will be deposited into receptacles for removal from the site.
- Entrance to the grounds will be through the main gate and exit from the grounds into Forest Road.

The Protection of Children from Harm

- We will ensure to abide by the following steps:
- Train staff to ensure compliance with the law in relation to consumption of alcohol by people under 18 years of age, including prevention of adults buying alcohol for children.
- We will have a stated policy about who should be challenged for proof of age i.e. anyone who looks under 18 years of age.
- We will request the following documents for proof of age, if anyone looks under 18 years of age: Driving Licence, Passport or ID card issued under PASS scheme.

Emergency Procedure

If the event management team decides that an emergency is to be declared, instructions will be given to the festival visitors by event manager using main the PA system or megaphone.

The site security team made up of security officers, stewards and event officials will respond to the instructions from police officers and the emergency services call out.

In case of an emergency, the Event Manager will assume responsibility of the event with consultation of the police/security on the ground, to make relevant decisions to call emergency services and possible evacuation of participants and the general public. To assist the Event Manager, the police, HRG liaison officer and the FOC secretariat, a three-tier alert system will be adopted.

Muster Point

This is designated outside of the main event area next to the main carpark.
All key personnel, security and stewards will be informed accordingly.

Fire Precautions and Equipment

The following special measures will be taken for fire prevention:

- Fire-resistant marquees for cooking stalls.
- Cooking stalls to be sited separate from other marquees.
- Credentials of the applicants will be checked as to having license to cook in Public events, food hygiene certificate and training to handle gas cylinders.
- All cooking stallholders will have to take their own insurance for fire hazard.
- No cooking or use of naked flame will be permitted inside buildings.
- Food to be served in hospitality marquee will be warmed with circulating hot water.
- Fire extinguishers will be distributed, and instructions will be given.
- Drums will be placed to collect waste oil and cooking stallholders will be asked to empty their waste oil into them.
- A refundable deposit will be charged from the stall holders and money will be deducted if they fail to clean up their stalls or spill oil on the ground.
- Fire drill will be demonstrated to stewards and stall holders by fire marshal.
- Fire drill will be enforced on the day by security personnel in case of fire.

Catering

Food and drink will be available within the event site. All food and drink stall holders must satisfy the local authority health and safety guidelines during entire operation.

Sale of glass bottles (Drinks) are not allowed

Drinking Water

Water taps will be in the ground separately for drinking / washing and will be sign posted. Drinking water in plastic bottles will be on sale in the trade stalls for public consumption.

Waste Management

Additional Litter bins and skips will be provided within the event premises.

The entire event area including the clubhouse and toilets will be inspected before during and after the event all litter will be removed.

Trade stallholders will be responsible for removal of waste oil and necessary instructions will be distributed with their application pack.

Toilets

A Sufficient number of toilets will be available for public use in the clubhouse. Toilets will be provided after calculating the number according to event guidelines manual. There will additional portable toilet units available around the venue.

Lighting

All activities will be taking place during the daylight hours and number of flood light units will be used for overnight cleaning (11pm finish)

Lost Children

A lost child post will be cited within the main activity area and communication link established with Security Marquee. The Security Marquee will make regular public address. Announcements will be made requesting the parents or children to contact the control point. The Secretariat will reserve the right to decide which messages to broadcast.

Emergency Access

The Emergency access points will be through the main entry and exit point.

Accident Reporting

All accidents that occur during the event day will be reported to the Secretariat directly and documented in an Accident Reporting Book, logged and investigated.

Stewarding and Security

It is the objective of the Security and Stewarding team to ensure the safety, security and welfare of the participants, officials, official guests and paying guests. This document specifies the duties, responsibilities and procedures followed to ensure the delivery of a safe environment to everyone attending the festival.