



The Bristol Coddywomple

The Bristol Coddywomple, at sites across the city from 6pm 26/07/20 - Steward Briefing Notes

YOUR ROLE is to...

- support the performer, keeping them and the public as safe as possible.
- stay alert to overcrowding and respond appropriately
- allow free, safe movement of people and cars through the event spaces
- communicate about event and money donations (more info below)
- to document with photos and audience observation (only where possible)
- ***NB: You are not responsible for first aid or lost children.***

DOING YOUR ROLE SAFELY

Your role of keeping the participants and audience safe follows guidance provided by The Coddywomple and a risk assessment provided by the performer.

Stewarding requires that you do not:

- simultaneously look after children, pets or other dependents
- steward under the influence of alcohol or drugs
- smoke during the event
- use your phone for activities unrelated to your role

Stay vigilant and have fun...

WHAT YOU WILL NEED

- hi-vis vest or jacket
- mobile phone, fully charged
- personal drinking water
- alcohol hand gel
- this info printed out or saved onto your phone

www.coddywomple.co.uk



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- a bucket or other 'hat' for cash money collections

SITE and/or ROUTE

Talk to your performer in advance about the chosen site or route and review the risk assessment in relation to it. Anticipate the traffic, pedestrians, audience etc and consider how these are best managed in your street.

AUDIENCE MANAGEMENT

- anticipate moving vehicles, bicycles and other hazards
- If a crowd gathers and the correct social-distancing is no longer possible, support the performer to move on and/or politely request that distance between all present be maintained
- Any part of the event in which performer or audience are in a street with through traffic, the performance must not obstruct traffic in any way
- Remember you are on a public highway and therefore pedestrians, drivers and cyclists have right of way. Remind parents that they have responsibility for their children at all times

UNEXPECTED INCIDENTS

As a Cuddywomple Steward, you are not required to be a police officer or paramedic.

In case of emergency or injury ring 999 as normal.

In case of aggressive public or drivers:

- stay calm and non-defensive
- maintain physical distance, but try to get gentle eye contact
- listen and answer questions factually and simply
- remind individuals that the event is temporary and approved by the council
- it can help to say when it is finishing
- offer contact details for formal complaints: admin@cuddywomple.co.uk or 07742135412 (Gwen's mobile)
- keep the peace, even if that means pausing or stopping the event



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RISK ASSESSMENT

Each performer is required to make a risk assessment for their outing and it is their responsibility to share that with you. Please read it and prepare accordingly.

DONATIONS

Many Coddywomple performers may be experienced in asking their audiences to contribute and will incorporate 'hat lines'—requests for money-- into their performance. If not, you may encourage donations to the Coddywomple. Some folks may want to pay cash, directly in a hat/bucket, but there will be a cashless options via the Busking website profile: <https://busk.co/19523> or by going to busk.co and searching for Coddywomple.

We suggest that the event can incorporate, at some stage, something like:

"Thank you for coming to the Coddywomple—you've been watching (*name of act/performer*).

All Coddywomple performers are here voluntarily, so please show your appreciation for the event by putting money in the (hat/bucket) or by donating online via the busking website: [Busk.co](https://busk.co).

All donations will be distributed to participating artists and crew".

USEFUL INFO TO KEEP HANDY

The website is: www.coddywomple.co.uk the busking link is: <https://busk.co/19523>

Emergency contact is GWEN HALES on 07742135412.

Complaints send to: admin@coddywomple.co.uk or the above phone number if necessary.