

Club Insurance and Health & Safety Advice
(Not comprehensive but something to use and think about):

Before the Event:

- Ensure you know where local A&E departments are in case of an incident
- Check that any insurance you have taken is valid for the event you intend to run (type and numbers involved) and for anything unusual you plan to undertake
- Try to find a first-aider within your group who is happy to act as such during your event
- Make up an Incident Book of some form to log anything that happens and all incidents that occur
- Check all your weapons are safe to use

At the Event:

- Ensure everyone is checked-in so you know who is on site, this includes crew and refs. This is a good time to ask people about any medical conditions and also whether they have been to LRP before
- Get your first-aider to talk to those people with medical conditions – please note they are private and usually sensitive issues, first aiders know this and are good here but please keep anything learned confidential
- Ask everyone if they are happy with using LRP safe weapons, those who are not and those who are new, MUST be given some basic formal training by a competent person
- Weapons check. Again a MUST for everyone's safety and usually a condition of the insurance policy, can be done at Check-in or later but before the game start
- Ensure everyone knows your level of combat, i.e. normal lrp combat with safe weapons or vampire style no physical combat (rock/paper/scissors etc).
- Nominate a duty-driver(s) for any incidents that may occur
- Give an overall brief to everyone on site, it can be done several times if necessary:

- i) Where are the basics; Muster Point for incidents, First Aid kits, Toilets and Incident Book.
 - ii) What call does your system use to stop the game “Safety” “Man Down” etc and when must it be used.
 - iii) Identify the lead First Aider and let them speak.
 - iv) Identify non-combatants you may have on site and that they are not to be hit.
 - v) Discuss any safety issues within the site or possible external issues, such as major roads close by, dangerous ground or public footpaths.
 - vi) Show an example of safe-fighting, LRP style. Discuss unsafe fighting practices and unsafe weapons.
 - vii) Who is in charge. This must be clear and concise so everyone is left in no doubt. The people in charge must also be happy to deal with any situations that may arise. For insurance they usually need to be named.
- During the event if a medical incident occurs, make sure that the lead first aider is used and that they are given all the assistance they require. Their decisions are final and need to be followed by all at the event
 - If an incident of any kind occurs, log it in the incident book. No matter how trivial or minor it seems at the time. This is your insurance and a record of everything that happens
 - Make sure you follow all the site guidelines, leaving fire doors open is a common breach made
 - As the event ends let everyone know that they can see those in charge if they have any issues or grievances to do with safety (not that their character died)

After the event

- Notify your insurance of any incidents that required medical treatment
- Check that everything is in your incident book
- Do not accept any responsibility for anything that occurred – that is up to the professionals to decide, no matter what you may think
- Check all your weapons are still safe for use

Get some rest and sleep you have earned it!