

How to host a community event at YMCA/Foyer sites on and offsite locations

Introduction



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Hosting a celebration event for your orchard is very exciting. With good planning and a good, reliable team to share out tasks with, it can be very rewarding and yield valuable new contacts. Many community orchard groups find that they get so much from an event like this that they decide to host orchard events every year, building on their successes each time.

Hosting events at YMCA and Foyer centres can pose some challenges; the needs of vulnerable residents must be taken into account; reputational issues with the wider community may make it harder to get the public to attend; some don't allow children onsite. But the benefits of carrying an event out can often improve relations with the

public and provide beneficial new connections.

Here are a few pointers on where to start:

- **Get yourself a team!**

Make sure the aims of the event are clear, i.e. are you aiming to train people who will then help with the orchard in the future? Are you aiming to raise money to fund orchard development? Are you simply trying to introduce your orchard project to the public and aiming to build new community connections?



Creating a team ensures that no individual becomes overburdened. The planning of the event itself can be a great team and friendship building exercise, and should be enjoyed. Many skills can be developed along the way and this experience can lead to plenty of useful additions to resident's CVs.

The size of the team will depend on the size of the event. If there is little events experience in the group, it may be prudent to start small, building as the years go on and benefitting from previous event's successes. Ensure that everyone in the team is clear on their roles and timelines.

- **Budget**

How will you fund the event? Is there any funding available? What can you get for free? It is worth creating a budget. At this point it may be useful brainstorming where freebies might come from (local supermarkets for food, people who will run activities for free etc). Perhaps you can charge a nominal fee on some activities/food sales to help cover costs? Can you involve some 'partner' groups to put on the event together and share costs?

- **Promotion**

How will you get the message out? Who do you want to come to the event and how will you reach them most effectively? (See 'How to get the local community...' resource). Do you need to recruit volunteers from outside of the YMCA/Foyer to help plan and run the event?

- **Safety and insurance**

Risk assessing and ensuring you have the correct insurance for the event are both vital and key to minimising the chance of anything going wrong, while ensuring you'll be covered in the event

that it does! **Please always check with your centre manager that your public liability insurance covers the event and activities you are planning to run.**

Key considerations

- It is key to think about the size of the event you wish to put on and the potential risks involved. How many people can the site safely host? How many people from your orchard group/YMCA/Foyer are available to assist and run activities? These should be discussed with your team.
- What needs to be prepared in the weeks running up to the event? This will all come into the planning and regular meetings that will help you to track progress.
- How can you make it attractive for your YMCA residents to ensure maximum participation and assistance? Benefits such as free food and experience for CV's etc should be shamelessly plugged!
- Decide which day of the week works best, both in terms of your staff, residents and/or users and potential visitors.
- Set clear deadlines for tasks to be achieved by and clear timings for the day, including for individual activities. Allocate roles and responsibility to your residents and



users as it makes them involved and part of the team.

- Ensure volunteers take on activities in shifts, so no one is over-worked.
- Are children allowed on your YMCA/Foyer site? If so, check the organisation’s child safe guarding policy. Ensure that attending parents are aware that they must supervise at all times and that this is not a ‘creche’.

If you are not able to have children on your site:

- Work with a nearby community orchard group to organise a version of the above at their orchard. By working on a site closer to the YMCA/Foyer new links could be forged with local people. Allotment groups, urban farms & community gardens could be options.

- Put on your own event in a local park or nearby nature reserve, perhaps partnering with the local ‘friends of the park’ or Wildlife Trust group.
- Hold a stall or workshop at a pre-planned local fete or festival, showcasing your orchard and any volunteering opportunities in it.

Considerations if you’re holding your event away from your YMCA/Foyer:

When hosting an event on a different sites you need to make sure its accessible by both residents and users and the local community you want to invite. Is it easily reachable by public transport for example? Does it have free and adequate parking if not? Choosing a closer site like a park may be a better option, even if it has no orchard – you can still run orchard themed activities.



More remote orchards are likely to not have basic facilities such as water and electricity. However, a more simple set of activities could be arranged that do not require such resources. Skill share – grafting workshop, pest & disease workshop, making something beneficial for the orchard like bird boxes, bug hotels etc, local beekeepers talk, wild food walk, and various games can all be run without utilities.



Health and Safety

You will need to consider health and safety issues as you develop an orchard management plan to minimize the risk of injury at any point in any orchard activity. What are the risks in your particular orchard? Could they be eliminated? If not, how could they be mitigated? It's your responsibility to ensure your orchard remains a safe place for your own group and for any visiting public or volunteers.

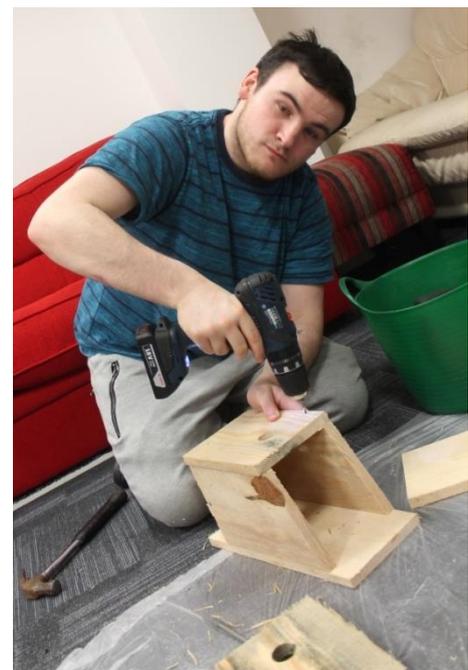
Legal Issues

You may already have insurance for activities on your YMCA site, but it is worth checking whether insurance may be appropriate for certain events. For example, if you are planning an Apple Day event, check with management that public liability insurance allows for all planned activities. If planning an event on a different site, you must contact the local authority or landowner to outline your plans and seek permission before any further steps are taken.

Checklist for event Health & Safety

- **Risk Benefit Assessments (including named first aider and local emergency service contacts)
- Adequate first aid kits onsite
- Public Liability insurance

- YMCA/Foyer child policy
- Sufficient toilet and sanitary facilities
- Visit on morning of event to check for dog waste, litter, glass etc.
- Juicing hygiene
- *Risk Analysis of individual activities, i.e. apple bobbing
- Ensure all participants/helpers/volunteers/st all holders etc. are clear on timings, directions, parking arrangements etc.
- Tasks allocated to individuals
- Adult:Young People ratios
- Special needs or dietary allergies taken into account?
- **Fire permission and safety policy
- Wet weather provision
- Cleaning equipment if juicing activity
- **Supervision when using tools, if planting for example
- Adequate waste disposal
- Power - safe equipment and power cables etc.



Content provided by The Orchard Project



* See below the orchard event risk assessment as used by The Orchard Project

** Learning through Landscapes has many years experience of Risk Benefit Assessment and has created a suite of downloadable forms for different situations and contexts <https://www.ltl.org.uk/spaces/ltlriskbenefit.php>.



Example Risk Assessment

Public Event: Orchard Apple Day

Date completed:	Assessed by:	Signature:	Site address:	Postcode:
Task: Apple Day event		Review date:		
Site supervisor:		Mobile no:		
Designated First Aider (if different from above):		Mobile no:		
Designated First Aider for under 12's (if different from above):		Mobile no:		
Nearest hospital with A&E:		Hospital tel no:		
Vehicular access to:				
Emergency meeting point:				
Site-specific hazards:				



Activity/ tool etc.	Hazard	Risk	Control measure
Site	Long grass, uneven surfaces, slopes, slip/ trip hazards, wildlife pond	Trips/ falls leading to injuries	Assess site for hazards and warn all staff/ participants during briefing at start of day
Children safeguarding	Injury to unsupervised children. Abuse of trust by other members of the public	Injury or stress arising from neglect or abuse	Check YMCA safeguarding policy prior to event. Advise parents to supervise children at all times. No children to take part in activities without parent/ guardian supervision. Ensure that no child is left one-on-one with an adult, or is left to wonder off alone at any point during the day.
All activities	Participants carrying out tasks for which they are unprepared or unfit	Serious injury	<p>Day to begin with a briefing by staff leader. All Participants advised not to undertake activities that they haven't had demonstrated by appropriate staff; and not to undertake activities if they don't feel confident and physically able to do so.</p> <p>Emphasise severity of potential injury and degree of care with which work must be undertaken.</p> <p>Emphasise potential of injury to others as well as self, particularly in confined spaces.</p>
Apple juicing activity	Heavy, unfixed equipment, rotating teeth of scrapper, knife use, harmful bacteria from insufficiently cleaned equipment, pieces of paint from press or other non-edibles falling into juice	Serious injury arising from falling equipment and/or moving parts, or knife use when chopping apples. Risk of infection from consuming pathogens, or injury from the consumption of non-edible parts of	Ensure pressing activity is operated by 2-3 adults who have been inducted to its safe use and that all participants receive a demonstration of safe use. Ensure press is screwed/clamped down to a stable surface. Implement a strict 'no fingers near the scrapper teeth' rule and provide a wooden spoon or other such utensil for coaxing trapped pieces of apple into the rotating teeth. Ensure all parts of equipment (including net bag) are cleaned thoroughly after use, and again before use (particularly important for those parts that come into direct contact with the juice). Ensure responsible adult or older children do the apple quartering with sharp knives on a



		the machine etc.	chopping board with enough space from the press activity.
Longest peel activity	Injury	Injury arising from using peeling knife	Ideally use a peeler-corer machine instead of knife.
Apple Bobbing activity	Injury from head clash, poor hygiene	Injury arising from more than one bobber at same time, transmission of pathogens from person to person through water	Ensure that only one person bobs at a time from one container (unless the container is large enough). Add a small amount of Milton's cleaning fluid to the water and change the water frequently.
Tools used for workshops - proper storage	Trips and injury caused by improperly placed tools around site	Injury to self and others	Advise on proper, safe tool use and storage during briefing at start of day. Pruning tools will be stored in tool area while not in use.
Dogs. Physical and verbal threats from members of the public.	Arguments, physical violence, dog bites	Serious injury, distress	Participants to work in groups and to stay in visual contact with each other at all times and to alert leading staff of any threatening or intimidating behaviour from dogs or members of the public. Dog walkers asked to keep dogs on lead.
Waste disposal	Unhygienic conditions arising from improper waste disposal throughout day	Illness caused by pathogens, wasp stings	Ensure that there is a plan for responsible waste disposal. Contact local authority for guidance. Provide clearly labelled disposal points for differing waste types. Ensure that all waste arising from apple juicing is bagged up and removed from public as and when it is produced to prevent wasp activity. Arrange for it to be composted or delivered to local farm for pig fodder.

