

## Sleep Easy Event Briefing

- Date:** 28<sup>th</sup> of March 2019 to 29<sup>th</sup> of March Sleep out event from 7pm to 7am.
- Sleep Easy location:** Ripon Workhouse Museum – Exact location for registration will be confirmed and shared prior to the event.
- Support venue on site:** Staff and stewards available from 7pm to 7am.
- Confirmed Participants:** Registration closes on the 20<sup>th</sup> of March. Maximum number will be 25 participants.
- Event Leader:** Lucy Gratton, YMCA Staff 01765 607609  
On evening of the event Lucy will use: 07939984771

## What happens on the night?

- |           |   |
|-----------|---|
| 7pm       | Arrival and Registration opens.                           |
| 7.30pm    | Registrations, disclaimer form signed                     |
| 7.30pm    | Soup, pasties and cake available. Find your spot to sleep |
| 8pm       | Introductions and welcome from the Sleep Easy team        |
| 8.30-10pm | Activities  |
| 6am       | Breakfast   |
| 7am       | Site cleared  |

## Food and drink:

Hot food will be provided from 7.30pm. The food will be prepared by The Wholemeal Café team who work with The Real Junk Food Project. We will cater for vegetarians and have a range of food available, but we will not be able to cater for specific dietary requirements. We have requested that the soup will be a vegan recipe.

Hot and cold drinks will be available through the night.

Breakfast will be provided at 6am. Details to be confirmed.

**Toilets:** Available on site throughout the night.



## Essential Kit you will need

It will be cold, possibly damp or wet.

You will need adequate equipment to sleep out including:

- Sleeping bag (or 2 sleeping bags)
- Warm Clothing
- Hat, gloves, scarf
- Warm socks
- Torch
- Plastic sheet (to cover you if it's raining)
- Camping mat or yoga mat to sleep on

You need to provide all your own kit and take it away with you at the end of the event.

## Fundraising

Every penny you raise will help Ripon YMCA support homeless and vulnerable young people in Ripon.

Please use the **sponsorship form** at the back of the info pack. It will enable us to collect gift aid for your donations. We will need this along with your donations, so please keep it safe.

## Just Giving

We encourage you to use **Just Giving**.

You will need to create an account at [www.justgiving.com](http://www.justgiving.com) and then click on Start Fundraising.

If you search for Ripon YMCA you will find our page and the **Ripon YMCA Sleep Easy 2020** event.

You can then use this page to start fundraising and the money raised will come directly to us.

The bonus is that gift aid is worked out by Just Giving and we receive an extra 25%.

Make sure you use your Just Giving link when you share info on social media, it will help people go straight to your fundraising page.

**Smoking:**

The Sleep Easy site will be no smoking. If you smoke you will need to go to the public highway in front of the Workhouse Museum. Please respect the neighbours, path and road users.

**Late Arrivals/Early Leavers:**

Anyone arriving late or leaving early must inform the Event Leaders asap.

**Key Stakeholders:**

Permission for use of the Workhouse Museum site has been kindly granted by the Ripon Museums Trust.

We are raising funds from the public and need to be clear that any funds raised will go towards Ripon YMCA which is a registered charity and housing association. The Ripon YMCA team can provide more details if you need them.

**Press Coverage:**

Any enquiries from the press to be passed to a YMCA Staff member or Steward.

We will be taking photos of you and the site, and usually get a page or mention in the Ripon Gazette. We also use images and video taken on the night on social media. Please let us know if you don't want us to include photos of yourself.

**Cash Handling:**

Please do not bring cash to site. We will collect sponsorship money after the event.

**Valuables / Medication:**

Please don't bring any valuables to the event. If you need, or may need any medication please identify this on your event form and make sure you have the means to administer it if required. Staff and Stewards will not store or look after any valuables or medication for participants.

**Social media:**

Promote use of Facebook and Twitter to participants, using hashtag **#YMCASleepEasy** **#ripon** and **@YMCARipon**

**First aid:**

Staff with an appropriate first aid certificate and kit will be available at all time.

## Risk:

We have carried out a detailed Risk Assessment. If you would like a copy please email [ceo@riponymca.org](mailto:ceo@riponymca.org). Here are the main risks and control measures to consider:

Risk	Description	Control Measure
Temperature / weather	Cold, wind, rain. Risk of Hypothermia to participants and staff.	All participants to have appropriate kit.  All participants to bring spare dry/warm clothing. Can be kept in an inside area.  If weather is not suitable plan B is to use the YMCA Community Hall. Staff will make the decision to move or evacuate in discussion with participants.
Individual Capabilities	As above for temperature, but also we have the potential for participant's health (physical or mental) or disabilities to be affected by the event activity.	Participants to declare appropriate information on their Event Form. Participants to work with staff to make sure they are capable to take part / carry on with the activity.
Disorder	Participants or leaders could be subject to unreasonable behaviour from other participants.  Participants or leaders could be subject to unreasonable behaviour from the public.	Participants are not to drink alcohol at before or during the event.  Participants are briefed prior to the event and asked to sign a declaration to ensure their behaviour meets the expected standard.  Staff and stewards to attend to any issues or situations which arise with members of the public.  The police know the event is taking place and will provide support as required.  Please don't invite friends or family to the event site. It can make it difficult to clearly identify participants.

## Emergency procedures:

Serious incident - Fire / Police / Ambulance - Ring 999 for assistance.

First aid or illness – Staff, Stewards and First Aiders will advise. If participant is leaving to go to hospital, we will aim to ensure their emergency contact takes them. As much as possible group leaders and other participants should not leave the local area.