



## **BEVERLEY TOWN COUNCIL MASCOT POLICY & PROCEDURES**

Bertie Beaver is the property of Beverley Town Council and is available to be used at any event in Beverley. Should the Town Council not be able to attend the event to staff the Beaver, it is possible for it to be lent to community groups within the town.

### **1. WORKING PROCEDURES**

Bertie Beaver is used to promote the town of Beverley and Beverley Town Council. Those using the Beaver must conform to our working standards and adhere to the below procedures:-

- The Beaver must not be used to contravene the aims of Beverley Town Council
- The Beaver must not be used to carry out any commercial campaigns.
- The corporate identity must be maintained at all times.
- The Beaver must remain fully costumed whilst in sight of the public.

### **2. STAFFING**

- The Beaver shall need two members of the staff to operate at the event - one member of staff to wear the costume and one member of staff to act as a guide.
- The visibility from inside the costume is poor therefore the guide is required to keep a clear pathway for the Beaver to use.
- The group requesting the use of the Town Council Mascot should look to ensure that staff wearing the costume have undergone the necessary CRB checks

### **3. HEALTH & SAFETY**

- Staff inside the costume should wear the Beaver outfit for a maximum of 20 minutes per session with a 10 minute break in between sessions.
- Costumes should not be used during bad weather conditions such as rain and ice where there is a possibility of the ground becoming slippery.
- Organisations must carry out a risk assessment specific to the task/area the Beaver will be used in.

### **4. MAINTENANCE**

- The Beaver must be dry cleaned and returned with all items in the condition it was received.
- The borrowing organisation shall be liable for any repairs in the event of damage/loss.

I agree to abide by the procedures when using Bertie Beaver

Signed ..... Organisation.....

Date ..... Event .....

Address ..... Contact No .....

<b>Hazard</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Total</b>	
Falling/Tripping	2	2	4	<ul style="list-style-type: none"> <li>• Beaver accompanied by guide</li> <li>• Route checked prior to use and cleared of any obstruction</li> <li>• Costume should not be used during bad weather (rain/ice)</li> </ul>
Danger of being struck by vehicles	2	3	6	<ul style="list-style-type: none"> <li>• Beaver should only be used in dedicated pedestrian zones</li> </ul>
Fainting/Passing out due to exhaustion/extreme heat	2	1	2	<ul style="list-style-type: none"> <li>• Costume should only be used for 20 minute sessions with a 10 minute break</li> <li>• Water should be available</li> <li>• Wearers of the costume should be taken to an area where they can sit down</li> </ul>

#### **Risk Assessment**

This Risk Assessment has been completed in accordance with the East Riding of Yorkshire Council's Code of Practice & Guidelines relating to the Management of Health and Safety at Work Regulations 1999. The risk rating has been deduced from the following formula – Likelihood x Severity.

**Note** – the likelihood of an accident/incident accruing may increase according to the frequency of the task. The severity of an accident/incident may be affected by the number of persons at risk.

<b>Likelihood (L)</b>		<b>Severity (S)/Medium</b>	
1	Almost impossible	1	Low-causing a minor injury. Cuts or bruising.
2	Possible/could happen	2	Medium – absence from work for less than 3 days/strain and sprain
3	Inevitable/certain to happen	3	High – long term absence from work/slipped disc

<b>Total Score</b>	<b>Risk Category</b>
1	Considered tolerable risk, normal day to day activity
2-6	Risk is to be controlled as far as is reasonably practicable by completion of risk assessment and method statement
7-9	Hazard must be avoided or the level of risk reduced significantly by control measures and safe systems of work

Approved and Adopted by Full Council on 20th February 2023

Signed



Councillor Linda Johnson  
Mayor of Beverley



Matthew Snowden  
Acting Town Clerk

