

PEOPLE'S VOTE: MARCH FOR THE MANY

23 September 2018

Volunteer Handbook
Version 1.2 – 14 September 2018



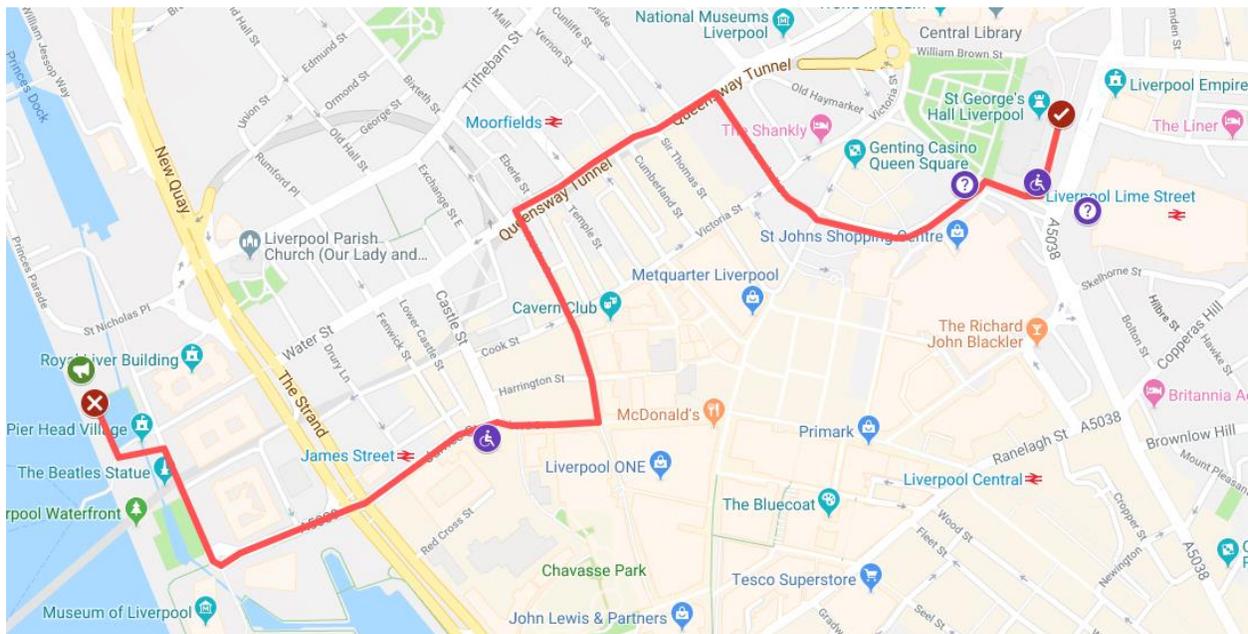
ACCESSIBILITY GUIDE

The People's Vote: March for the Many is a march and rally being organised by the People's Vote campaign at the Labour Party conference in Liverpool. The campaign, which calls for the public to be given the right to vote on the final Brexit deal, is being organised to highlight how a majority of Labour voters (63%) support a public vote on the final Brexit deal.

The organisers seek to deliver a fully inclusive event that is accessible to all regardless of real or perceived: age, ethnicity, sexual orientation, gender, gender identity, ability or disability, marital or civil partnership status, religion, nationality, and national origin. To ensure maximum participation, the event is completely free.

An accessibility policy is in place, both for volunteers and participants, to ensure that people with limited or reduced mobility, or any other specific accessibility needs, can fully participate in, and enjoy, the event.

1. Event map



To load an interactive version of this map, where you can also view the nearest toilets and water points to the route, to your phone or other device please visit <http://po.st/manymarchmap>

PLEASE NOTE: This guide is primarily aimed at people who will be attending the march and rally at the Labour Party conference. However, the final section of the guide deals with volunteer accessibility information. This information has been included so that you can see how we will look after our volunteers, and how our volunteers will look after you.

2. Participating in the march

This section details our policy for ensuring maximum participation in the march.

2.1 Travelling to the march

Due to the Labour Party Conference, and other events which are timed to coincide this, taking place in Liverpool at the same time as this event we expect the roads and car parks around Liverpool to be extremely busy. For this reason, we advise travelling by public transport where possible.

For people who are unable to travel to the event by public transport, the closest car parks to the start and end of the march are as follows:

Start: Q-Park, Queen Square, Liverpool, L1 1RH

End: Rumford Street Car Park, 1-3 Rumford Street, Liverpool, L2 8SZ

2.2 Taking part in the march

For people with accessibility requirements there are two accessible march options, one which follows the entire march route and one which starts closer to the end of the march for people who would like to take part in a shorter march.

Please read the information about both options in sections 2.3 and 2.4 before deciding which option would be most appropriate for you.

2.3 Shorter march (recommended)

Arrival: For people unable to travel along the entire march route, or who may find the slight uphill section earlier in the march challenging, a shorter march will start at Derby Square (L2 1AB). This location is 0.4 miles from the end of the march, and is our recommended choice for people with accessibility requirements or reduced mobility.

Derby Square is close to the city centre, is well served by local bus routes, and is very close to James Street railway station. National Rail stations are able to provide assistance when booked in advance, and most buses in the city are fully accessible.

Assembly: When you arrive, please wait between the Queen Victoria Monument and the road. You will be met here by volunteers when the march is approaching. We advise arriving at this location between 1:00pm and 1:15pm to minimise wait times.

A photo and map of the start point for the shorter march can be seen below.



Location of accessible assembly area



Photo of accessible assembly area

Starting the march: When the march is approaching, you will be met at the assembly location by volunteers, who will assist you in joining the march via a step-free route.

People taking part in the shorter march will filter in behind the front of march banner. This will be facilitated by the people behind the banner slowing down to create a gap. This means that you will be the first group of people to finish the march, and will be the first to pick your choice of spot to view the rally at pier head.

2.4 **Full march route (accessible option)**

Arrival: For people able to travel along the entire march route, we recommend making your way to Liverpool Lime Street station, or to Queen Square Bus station. Lime Street Station is fully accessible, and rail operators are able to provide assistance boarding and alighting trains when booked in advance. Most buses in Liverpool are fully accessible, with ramp access and wheelchair priority spaces available.

For further information about accessibility on public transport in the city, visit: <https://www.merseytravel.gov.uk/getting-around/transport-accessibility/Pages/default.aspx>

Volunteers will be on duty at both Liverpool Lime Street Station and Queen Square Bus station, wearing hi-viz jackets, to provide guidance and assistance. At Lime Street station, they will next to the customer lift at the bottom of the large staircase, and at the bus station they will be at the junction of Roe Street and St George's Place.

Images showing the expected locations of volunteers is shown below.

There may be volunteers at other station exits, but this will depend on staffing level on the day.



Volunteers will be positioned near this lift exit outside Liverpool Lime Street Station



Volunteers will be near this information sign at the Bus Station, next to the Marriott

Assembly: The march will assemble at St George’s Plateau, opposite Liverpool Lime Street station. The accessible assembly area, for people who would like to use it, will be at the bottom of the steps leading down from St George’s Plateau towards the bus station. This location is can be accessed by fully accessible pedestrian crossings.

You should arrive at the assembly area after 12:00, to minimise wait times and to ensure that you arrive when the roads are closed to traffic. By 12:40, volunteers will be in position to walk with the march, so we recommend arriving before this time.

A map and photo of the accessible start point can be seen below.



Location of accessible assembly area



Photo of accessible assembly area

The accessible assembly point is outside of the main assembly area, to provide a less crowded and quieter assembly area for people with sensitivity to sound.

Our volunteers will be in position across the event footprint as early as possible, but the exact time that they will be in position will not be known until the day due to operational reasons.

2.5 Rally only

Should you wish to attend the rally, without taking part in the march due to accessibility reasons, please make your way directly to Pier Head. Please note that the roads next to Pier Head will be closed due to our event, so we recommend using public transport where possible.

2.6 March procedure

While the march is moving, those who require additional assistance can march with the accessible section, should they wish to. It will be accompanied by volunteer marshals. They will answer any questions you have, and upon arrival at Pier Head they will direct you to the suggested viewing area, which is detailed in section 2.6.

Please note that volunteers have no legal responsibility for the accessible group, and are simply there to maximise your access and enjoyment of the event.

2.7 March route

The entire march route is on hard surfaces, and there are no steps along the planned march route. There are, however, slight uphill and downhill inclines on some roads along the route of the march.

The main rally takes place on a hard surface, which is suitable for wheelchairs.

2.8 Viewing the rally

Please note that there is no raised viewing area at the event. However, people who are part of the accessible group will arrive at the rally first. When they arrive, access to a suitable viewing area near the stage will be facilitated by volunteers.

Participants with visual impairments should make themselves known to volunteer marshals at the earliest opportunity on the day, so that steps can be taken to facilitate the best possible location close to the stage.

At the time of writing, a BSL interpreter has not been booked. If you are deaf or hard of hearing, please contact us as far in advance of the event as possible so that we can discuss how to maximise the accessibility and enjoyment of the event for you.

2.9 People with visual impairments

Participants with visual impairments should make themselves known to volunteers as early as possible on the day, so that we can facilitate a location closer to the stage.

2.10 People who are deaf / hard of hearing

At the time of writing, a BSL interpreter has not been booked. If you are deaf or hard of hearing, please contact us as far in advance of the event as possible so that we can discuss how to maximise the accessibility and enjoyment of the event for you.

2.11 Following the event

Local buses and other transport links are likely to be disrupted and diverted without warning, due to road closures that will be in place for our event and for the Labour Party Conference. As a result, we recommend travelling home by public transport where possible.

The closest stations to the rally location are James Street and Moorfields. There are also bus stops very close to the rally location. Our volunteers will be happy to provide directions and to answer any questions that you may have.

We advise against leaving the rally by travelling south. This is as the area south of the event is likely to be busy, and usual routes are likely to be disrupted, due to the main conference venues being located to the south of our event.

2.12 Volunteers

Volunteers will be fully briefed on how to ensure that your access to the event is maximised, and that you have an enjoyable event.

2.13 Seating

Due to the outdoor nature of the event, there is no additional seating at the assembly point, rally location, or along the route. There is limited seating available, on walls and other similar locations, and our volunteers will be instructed to ensure that priority is given to people who need to use them for accessibility reasons.

People who are unable to stand for may bring a folding chair. If you bring one, we recommend being part of the accessible section of the march or arriving at rally early.

2.14 Noise levels

The assembly area, march route, and rally are likely to be loud. As a result, we encourage people with sensitivity to sound to bring ear plugs with them.

2.15 Assistance animals

Guide dogs and other assistance animals are welcome at the event, including both on the march and at the rally. Water will be available from the marshals upon request, subject to availability, but we recommend bringing a sufficient amount with you. You should also bring a bowl for them to drink from, as there can be no guarantees that one will be available on the day.

NB: Water will only be available for assistance animals, and not pets. We recommend against bringing pets to the event, where possible, as it will be a loud and noisy environment which will not be suitable for animals that are not trained for it.

2.16 First aid

If you need first aid assistance, contact your nearest member of event staff, a volunteer, or a member of the emergency services. Alternatively, at the rally, make your way to the backstage entrance to the stage

Further information about first aid provision will be added here closer to the event.

2.17 Accessible Toilets

At the start location, we recommend using the fully accessible toilets within Liverpool Lime Street Station, or in St John's Shopping Centre.

The closest accessible toilets to the rally are in the Liverpool Pier Head Ferry Terminal, and in the Museum of Liverpool. The Museum of Liverpool has fully accessible toilets on all floors, and a Changing Places Toilet available on the ground floor.

Along the route of the march there are numerous cafes available, many of which will have fully accessible toilets available. Our volunteers will be available to provide additional guidance should you need it.

2.18 Use of accessibility options

The use of the accessibility options including accessible assembly area, accompanied section of the march, and accessible viewing area is voluntary and there no obligation to make use of them if you would prefer not to. They are simply an additional service for people who may wish to use them.

You will not be asked to prove the need to use the services, and anybody who self-declares as needing them due to accessibility requirements will be able to use them.

The event is completely free. There is no cost for the use of the accessibility options.

3. Volunteering at the march

Volunteers are a core part of the event. They will be on hand to assist march participants that have accessibility requirements. In addition, we welcome volunteers with all abilities or disabilities who wish to help us make the march a success.

There are a small number of volunteer roles which may not be accessible to everybody due to the duties required and the terrain of both the march and the rally. However, the organisers of the march have put in place the following steps to ensure maximum participation for volunteers with disabilities.

This section is primarily aimed at people who will be volunteering with us, but we have included it here so that you can see how we are taking care of our volunteers and see how they will be taking care of you. This information is described in greater detail in the volunteer briefing and in the guide sent to volunteers in advance.

3.1 Registration (volunteers)

At the time of registration to be a volunteer at the march, people are asked to declare whether they have a disability. People who declare a disability are asked to provide further details of the disability, where appropriate. This is asked to allow us to prepare, and to ensure that people are assigned to a role which is accessible to them.

3.2 Sign on (volunteers)

The sign-on and briefing location for the march will be at the main accessible assembly location for the march, opposite Liverpool Lime Street Station.

Information about this location, which is fully accessible, can be found in section 2.3.

3.3 Volunteer briefing / training pack

During the volunteer briefing, volunteers will be given an overview of the accessibility policy and any applicable procedures. Those chosen to accompany the accessible section will be given an additional briefing on the day.

The volunteer training pack, which will be sent to all volunteers in advance of the event, will contain additional information about making the event accessible and enjoyable for everybody regardless of ability or disability.

3.4 Volunteer roles

As stated at the start of this section, it is expected that some more specialist roles may not be fully accessible to everybody due to the role requirements, such as stage access or lifting of objects, or due to the need to use stairs. However, volunteers who self-declare a disability or specific accessibility requirement at the time of registration will be assigned a role which has been certified accessible by the Volunteer Manager.

An accessibility checklist will be used to certify each role to which a volunteer with a self-declared disability is assigned. Volunteers who do not declare a disability in advance will be assigned the most suitable role for them based on the experience of the Volunteer Manager, as it will not be possible to certify roles using the checklist on the day, due to operational time constraints.

3.5 Volunteer Manager

The Volunteer Manager, Scott Daniells, is responsible for ensuring that the needs of volunteers with accessibility requirements are met, under the direction of the Head of March, Tom Brufatto.

Scott has extensive experience of leading teams of volunteers at other large Central London events, including Manager level at an event with gold level certification from Attitude is Everything.

3.6 Seating (volunteers)

There is no seating at the venue as it is an outdoor event. Volunteers who cannot stand for extended periods will be assigned a location with existing seating, for example a wall.

3.7 Volunteer Welfare

In the volunteer briefing guide further details are provided about what we will be offering volunteers, and what they are expected to bring, in order to have an enjoyable day. Water will be provided to volunteers.

3.8 Read the participant information

Volunteers are asked to read the entire of this document, so that they know the advice given to march participants.

4. Requirements not covered in this guide

If you have specific requirements, either as a volunteer or a participant, which are not covered by this guide, please get in contact with us. We will work with you to maximise your enjoyment and accessibility of the event.

Please contact the Volunteer Manager, Scott, on peoplesvotevolunteers@gmail.com and he will do his best to help you.

5. Briefing for staff and volunteers

Staff and volunteers will be given a full volunteer guide in advance of the event, and will be given a briefing upon signing on. Both the guide and the briefing will include an expanded version of section 4 above, and information about ensuring maximum accessibility and enjoyment for participants.

Specific advice given to volunteers will include, but will not be limited to:

- Never assume anything about the abilities or disabilities of others
- Ask what help the person needs, don't assume you know what help to give
- Always address the person who needs help, rather than their carer or anybody accompanying them (if applicable)
- Avoid using gendered pronouns. For example, use "they" not "he" or "she", and address groups of people using "everybody" not "guys" or "ladies and gentlemen"
- When giving directions, ask questions to ensure maximum understanding. For example: "Do you see the red phone box there?" *points* *waits for answer* "Go past that phone box and take the next right"
- If you see a person who needs help, be proactive and ask how you can help
- Report all accessibility issues or complaints immediately to the Volunteer Manager

6. Changes to this guide

This guide is subject to future amendment, if necessary. When any changes are made, a new version will be placed on the event website at www.marchforthemany.co.uk. We recommend checking the website the day before the march, to ensure that you have the latest version of this guide.

Changes to the volunteer briefing will be communicated directly to volunteers.

**A large print version of this document
is available on request**