
EVENT MANAGEMENT PLAN

RADIO 1's BIG WEEKEND

HULL 2017

EVENT

INTRODUCTION	6
EVENT MANAGEMENT PLAN	6
MANAGEMENT OF THE EVENT.....	6
SAFETY MANAGEMENT STRUCTURE	7
KEY PERSONNEL AND RESPONSIBILITIES.....	7
EVENT OWNER (ROB SPRING – BBC)	7
EVENT MANAGER (JACK MAY - BBC)	7
POLICE EVENT COMMANDER (DCI PAUL KIRBY / CHIEF INSPECTOR SCOTT SNOWDEN)	7
SITE MANAGER (MIKE JOHNSON, GO FOR LTD)	7
HEALTH AND SAFETY MANAGER (GARY LATHAN, SAFETY FIRST SOLUTIONS LTD).....	7
PRODUCTION MANAGER (DICK TEE – ENTEETAINMENT LTD)	7
HEAD OF STEWARDING (RICHARD CHURCH - SHOWSEC)	7
EVENT LIAISON TEAM (ELT)	8
VENUE AND SITE DESIGN	8
EVENT INFRASTRUCTURE.....	8
MAIN STAGE.....	8
DELAYS, VIDEO SCREENS & FOH	9
WHERE IT BEGINS TENT.....	9
BBC INTRODUCING STAGE	9
BOX OFFICE	9
BARs	9
TOILETS	9
ARTISTS DRESSING ROOMS	9
PRESS.....	9
GUEST AREA	9
MEDICAL INFRASTRUCTURE	9
WELFARE / INFORMATION TENT	9
BARRIER	10
BIKE RACK BARRIER	10
PIT BARRIER	10
FENCING.....	10
HERAS	10
STEELSHIELD TYPE.....	10
OUTSIDE BROADCAST.....	10
FAIRGROUND	10
OTHERS	10

<u>ARTIST PROFILES</u>	<u>10</u>
SATURDAY 27 TH MAY.....	11
SUNDAY 28 TH MAY.....	11
DOORS OPEN	11
START OF STAGE ACTIVITY	11
END OF STAGE ACTIVITY	11
CLOSING OF EVENT	12
<u>EVENT CAPACITY</u>	<u>12</u>
MAIN STAGE.....	12
WHERE IT BEGINS TENT (WIB)	12
BBC INTRODUCING STAGE	12
TENT CAPACITY CONTROL	12
<u>EVENT EMERGENCY EGRESS CALCULATIONS.....</u>	<u>13</u>
GENERAL EVENT AREA	13
WHERE IT BEGINS TENT (WIB)	13
<u>ACCESS ARRANGEMENTS</u>	<u>13</u>
GENERAL AUDIENCE	13
MAIN ENTRANCE ROUTE	13
GUESTS	14
<u>NORMAL EGRESS.....</u>	<u>14</u>
<u>FIRE SAFETY ARRANGEMENTS</u>	<u>14</u>
<u>EMERGENCY EVACUATION</u>	<u>15</u>
AUTHORITY TO EVACUATE	16
<u>EMERGENCY RENDEZVOUS POINT (ERVP).....</u>	<u>16</u>
<u>MAJOR INCIDENT</u>	<u>16</u>
<u>SHOW STOP PROCEDURES.....</u>	<u>16</u>
CHANGE IN OPERATIONAL STATE	17
IMMEDIATE STOP REQUIRED BY SAFETY / SECURITY	17
<u>COMMUNICATIONS.....</u>	<u>17</u>
RADIO CHANNELS:	18
<u>TRAFFIC MANAGEMENT</u>	<u>18</u>
EXTERNAL TRAFFIC MANAGEMENT.....	18
INTERNAL EVENT TRAFFIC MANAGEMENT	18
STAFF AND CONTRACTORS PARKING	18
GUEST PARKING	18
DISABLED PARKING	18

<u>STEWARDSHIP & SECURITY</u>	<u>19</u>
<u>STRUCTURES</u>	<u>19</u>
<u>EVENT PRODUCTION CONTRACTORS</u>	<u>19</u>
<u>SITE BUILD AND BREAKDOWN</u>	<u>20</u>
<u>ELECTRICAL INSTALLATION</u>	<u>20</u>
<u>LIGHTING</u>	<u>20</u>
<u>WATER SUPPLY</u>	<u>20</u>
<u>SPECIAL EFFECTS.....</u>	<u>21</u>
<u>TOILET & WASHING FACILITIES</u>	<u>21</u>
<u>EVENT STAFF</u>	<u>21</u>
<u>PUBLIC</u>	<u>21</u>
<u>DISABLED / WHEELCHAIR USERS.....</u>	<u>22</u>
<u>GUEST AREA</u>	<u>22</u>
<u>BABY CHANGING FACILITIES.....</u>	<u>22</u>
<u>WASTE DISPOSAL AND LITTER COLLECTION</u>	<u>22</u>
<u>NOISE</u>	<u>22</u>
<u>WHEELCHAIR USER PLATFORMS</u>	<u>22</u>
<u>LOST CHILDREN / UNDER 16'S POLICY.</u>	<u>22</u>
<u>FIRST AID AND EMERGENCY MEDICAL FACILITIES</u>	<u>23</u>
<u>WELFARE / MEETING POINT / INFORMATION POINT</u>	<u>23</u>
<u>FOOD AND HYGIENE CONTROLS</u>	<u>23</u>
<u>LICENSING PROCEDURES</u>	<u>24</u>
<u>PREMISES LICENCE.....</u>	<u>24</u>
<u>WIND MANAGEMENT/LIGHTNING MANAGEMENT PLAN.....</u>	<u>24</u>
<u>RISK ASSESSMENT</u>	<u>24</u>
<u>APPENDIX 1 – SAFETY MANAGEMENT STRUCTURE / KEY PERSONNEL</u>	<u>25</u>
<u>APPENDIX 2 – SHOW STOP</u>	<u>26</u>
<u>APPENDIX 3 – CROWD MANAGEMENT & SECURITY PLAN.....</u>	<u>27</u>
<u>APPENDIX 4 – MEDICAL PLAN.....</u>	<u>28</u>

<u>APPENDIX 5 – EVENT H&S RISK ASSESSMENT</u>	<u>29</u>
<u>APPENDIX 6 – SITE PLAN / AREA PLAN.....</u>	<u>30</u>
<u>APPENDIX 7 – EVENT FIRE RISK ASSESSMENT</u>	<u>31</u>
<u>APPENDIX 8 - WIND / LIGHTNING MANAGEMENT POLICIES.....</u>	<u>32</u>
<u>APPENDIX 9 – BUILD AND BREAK SCHEDULE.....</u>	<u>33</u>
<u>APPENDIX 10 – EXTERNAL TRAFFIC MANAGEMENT PLAN</u>	<u>34</u>
<u>APPENDIX 11 – EVENT EMERGENCY PROCEDURES</u>	<u>35</u>
EVENT ALERT STATE.....	35
<u>EMERGENCY EVACUATION PROCEDURES</u>	<u>36</u>
EVENT ALERT STATE.....	36
ALERT CODE	36
EVACUATION STANDBY SIGNAL	36
EMERGENCY EVACUATION	37
PARTIAL EVACUATION	37
KILO CODES	38
<u>APPENDIX 12. ARTIST PROFILE.....</u>	<u>39</u>
<u>APPENDIX 13. ARTIST RUNNING ORDER</u>	<u>40</u>
<u>APPENDIX 14. AUDIENCE POSTCODE / AREA ANALYSIS.....</u>	<u>41</u>
<u>APPENDIX 15. NOISE MANAGEMENT PLAN.....</u>	<u>42</u>
<u>APPENDIX 16. WELFARE MANAGEMENT PLAN.....</u>	<u>43</u>
<u>APPENDIX 17. WASTE MANAGEMENT PLAN</u>	<u>44</u>
<u>APPENDIX 18. DISABILITY INFORMATION</u>	<u>45</u>
<u>APPENDIX 19. KEY TIMINGS.....</u>	<u>46</u>
<u>APPENDIX 20. TICKET TERMS & CONDITIONS.....</u>	<u>47</u>
<u>APPENDIX 21. ALCOHOL MANAGEMENT PLAN</u>	<u>48</u>
<u>APPENDIX 22. LOCAL AUTHORITY EVENT PLAN & RISK ASSESSMENTS</u>	<u>49</u>
<u>APPENDIX 23 – ON SITE TELEPHONE NUMBERS</u>	<u>50</u>
<u>APPENDIX 24 – INTERNAL TRAFFIC MANAGEMENT PLAN</u>	<u>51</u>

INTRODUCTION

BBC Radio 1 is the Promoter and Organiser for BBC Radio 1's Big Weekend.

Established in 2003, BBC Radio 1's Big Weekend has become a well-known brand across the UK and has taken place in cities all across the country including: Carlisle, Bangor, Preston, Londonderry, Glasgow, Norwich, Exeter in 2016.

For 2017 the Event will be held in Hull at Burton Constable with event dates:

- Sat / Sun 27th / 28th May BBC Radio 1's Big Weekend Live at Hull.

EVENT MANAGEMENT PLAN

This document is intended to provide general information about the event at Burton Constable and also to detail the management plans and actions of the organisers with regard to public and worker safety.

MANAGEMENT OF THE EVENT

BBC Radio 1 takes very seriously their responsibilities with regards to the safety of their staff, contractors and customers. They will ensure, so far as is reasonably practicable, that at no time is any party put at unnecessary risk due to its actions.

To that end an experienced management team has been formed and these people are detailed along with their responsibilities.

As part of the planning process for the event, planning meetings have taken place between Radio 1 and the Hull City / East Riding Councils Safety Advisory Group (SAG) and additional meetings involving the different Agency Departments as is necessary.

SAFETY MANAGEMENT STRUCTURE

The event safety management structure is illustrated in a flow diagram as an appendix to this document.

KEY PERSONNEL AND RESPONSIBILITIES

EVENT OWNER (ROB SPRING – BBC)

Responsible for overall strategic decisions concerning the management and control of the event and will assume control on behalf of the Owner for safety and security. It shall be the Event Owner, or in his/her absence the Event Manager, who has the ultimate responsibility during an event for initiating any emergency action procedures and assuming control of the incident until either relieved by a senior police officer, or until the incident has reached a safe conclusion. In all circumstances, other than a major incident, the final decision is that of the Event Owner.

EVENT MANAGER (JACK MAY - BBC)

Make operational decisions concerning the management and operation of the event for all BBC activities on site and to act on operational decisions concerning security and crowd management matters in close liaison with the Head of Security, Police Event Commander and Health and Safety Manager.

POLICE EVENT COMMANDER (DCI PAUL KIRBY / CHIEF INSPECTOR SCOTT SNOWDEN)

The event commander will manage the policing element to the event; in the event of an issue of public safety declared a major incident the event commander will assume overall command of the incident and will have executive authority.

SITE MANAGER (MIKE JOHNSON, GO FOR LTD)

To ensure that all aspects of the site infrastructure remains in place as per the local authority inspection and to deal with any site related problems that may occur during the event.

HEALTH AND SAFETY MANAGER (GARY LATHAN, SAFETY FIRST SOLUTIONS LTD)

Co-ordinates and advises on all health and safety issues relating to the event. To provide a liaison point with the various regulatory authorities and ensure that the safety procedures identified in the pre-event planning are implemented. Liaising with the Event Director, Event Manager, Head of Stewarding and ELT Control

PRODUCTION MANAGER (DICK TEE – ENTERTAINMENT LTD)

To liaise with the Artist Production Management to ensure that all stage and production activity is run on schedule and within the limitations set by the local authority. To co-ordinate the activities of the Artist Production Services.

HEAD OF STEWARDING (RICHARD CHURCH - SHOWSEC)

To ensure that all aspects of the Stewarding and Crowd Safety plan are implemented and that the Event Manager is advised of any potential incident that could result in any change to the

operating state. Responsible for the overall management of the security operation, and for strategic decision making with regard to security deployment. The Head of Security will liaise with the Event Director, the Event Manager and the Health & Safety Manager with regard to decisions affecting crowd management and safety.

EVENT LIAISON TEAM (ELT)

A ELT will operate for this event located within a marquee located on site.

The ELT will be used as a central communications point for the Event, Medical, Stewarding and Police resources on site at the Event.

In the Event of a Major Incident the ELT will be used to co-ordinate any response until other command and control systems are in place.

The ELT will have a designated manager throughout the duration of the event. The ELT will also be responsible for the co-ordination of the represented organisations during the event and maintenance of the event log, with respect to the event site and the surrounding areas.

Heads of Departments represented in the ELT will meet at pre-determined intervals for a brief discussion and update so that all parties are kept fully informed. These meetings shall be minuted. See Key Timings Appendix.

The ELT will be managed by Susan Millichip on behalf of the BBC.

Agencies Present in the ELT:

- **BBC ELT Manager**
- **Police**
- **Fire**
- **CCTV**
- **Showsec**
- **Council Representative**
- **St Johns**
- **Yorkshire Ambulance Service**
- **SEP**
- **CN Security**

VENUE AND SITE DESIGN

The venue for the event is Burton Constable, Skirlough, Hull HU11 4LN consists of parkland surrounding Burton Constable 10 miles east of Hull.

The area has been used as an Event space previously for smaller events.

EVENT INFRASTRUCTURE

MAIN STAGE

Located to the east of the site (Grid Ref L12). Consisting of a Stage, front of stage barrier and associated infrastructure.

DELAYS, VIDEO SCREENS & FOH

One Front of House structure will be located in front of the main stage. There will be FOH structures located within the WIB Tent and in front of the BBC Introducing. Main Stage PA delays (x3) are located in front of the main stage. Video screens will be used as part of the main stage and WIB set up.

WHERE IT BEGINS TENT

A 55m x 75m Big Top tent will be supplied by AJ Big Top. This will house an indoor stage and front of house mixing platform. The tent will be located at Grid Ref Q16.

BBC INTRODUCING STAGE

A Stage will be supplied by Serious Structures and be located inside the Arena as indicated on the site plan (Grid Ref M17)

BOX OFFICE

A box office portakabin will be located at at the Main Entrance X1 (Grid Ref. T9).

BARS

Main Public Bars will be erected as per the site plan. They will consist of marquee structures serving to the public on one side. A Guest Area bar within a tented structure will be erected within the Guest Area.

TOILETS

A number of portable toilets, urinal blocks and trailer toilets will be located on site for the general public, artists and guests. (see Toilets & Washing Facilities section)

ARTISTS DRESSING ROOMS

Artist dressing rooms will be constructed within a marquee and associated "portakabins". Location within the Arena (Grid Ref. O11)

PRESS

A press area will be set up within the Arena (Grid Ref O12)

GUEST AREA

An area for BBC guests will be set up adjacent to Burton Constable Hall (Grid Ref R10). This area will house a bar, toilets and food set up.

MEDICAL INFRASTRUCTURE

There will be one public First Aid marquee erected for the event (FA1, Grid Ref. Q14). In addition, a marquee will be allocated as the main "Medical Centre" facility and be located backstage (Grid Ref. Q15). A pit FA tent will also be located at the Main Stage area to deal with patients coming over the front of stage barrier. (Grid Ref. K13).

WELFARE / INFORMATION TENT

A marquee will be utilised to house a Welfare area and Information Point. This will be located inside the Arena (Grid Ref. Q14).

BARRIER

Two types of barrier will be used at this event:

BIKE RACK BARRIER

This is the traditional galvanised barrier used as a way of creating sterile areas or restricted access points at locations that will only experience low-density crowd movement.

PIT BARRIER

Traditional A-frame load bearing barrier to a rating of at least 5kN/m² that will be used in areas of high crowd density such as in front of the stage and around structures in close proximity to the stage.

FENCING

Two main types of fencing will be used at this event:

HERAS

2.5m high block and mesh fencing, used to segregate areas, can be used braced or with 'triangles' to provide a load bearing barrier; will only resist light crowd pressure.

STEELSHIELD TYPE

Pressed steel sheeting, 2.4m high and pinned to the ground; the panels are also braced and able to absorb light to moderate crowd pressure. Used as perimeter fence.

OUTSIDE BROADCAST

The BBC will be utilising a number of broadcast vehicles and associated infrastructure. They will be located as per the site plan.

FAIRGROUND

There will be Big Wheel, Carousel, Chair O'Planes , Star Flyer and Helter Skelter fairground rides located as indicated on the site plan.

ADIPS and relevant safety documentation will be available on request from the Health & Safety Manager.

OTHERS

Other marquees, tents, food concessions etc. as per the site plan

ARTIST PROFILES

See attached appendix

Audience Profile

See attached Artist Risk Assessment

SATURDAY 27TH MAY

Age Range:	All ages
Male to Female Ratio:	50:50
Alcohol / Drug Consumption Level:	Low to Moderate
Crowd Dynamics Expected:	see Artist Risk Assessment
Audience Factionalism:	None
Postcode Analysis Information:	See attached
Pre Event Queuing:	No unusual pre event queuing.
Other relevant information:	Earlier than normal arrivals due to the strong artist bill at start of show

SUNDAY 28TH MAY

Age Range:	All Ages
Male to Female Ratio:	50:50
Alcohol / Drug Consumption Level:	Low to Moderate
Crowd Dynamics Expected:	See Artist Risk Assessment
Audience Factionalism:	None
Postcode Analysis Information:	See attached
Pre Event Queuing:	No unusual pre event queuing.
Other relevant information:	Earlier than normal arrivals due to the strong artist bill at start of show

DOORS OPEN

Once the Local Authority representatives have completed their inspection and are happy that any outstanding issues have been resolved or are in hand and will not compromise the safety of the event they will issue the Licence for the event. The Site Manager will hand over control of the site to the Event Manager. The Event Manager will then give the authorisation to Showsec Security to open the entrances to the Event.

START OF STAGE ACTIVITY

Once the arena entrances have been open for at least one hour and not before the advertised times, the Production Manager when ready will contact the Event Manager to obtain permission to start the stage activity. The Event Manager will then give the go ahead to commence.

END OF STAGE ACTIVITY

The stage activity will not continue past the finish time as outlined in the licence for the event. If at any time the Production Manager thinks that this time will not be achieved, they must

notify the Event Manager immediately. The Event Manager will then liaise with the other agencies as required.

CLOSING OF EVENT

Once the stage activity has finished the Head of Stewarding will organise a sweep of the public areas of the Event area to ensure that all members of the public have left before any event vehicles or crew are allowed to enter these areas and commence the de rig.

EVENT CAPACITY

There are a number of event attractions and music stages throughout the area to distribute the audience throughout the site. The running order is designed to have the maximum capacity at the main stage for the final headline act on the main stage.

MAIN STAGE

It is intended to utilise the grassed area in front of the stage as a viewing area for the general public. As indicated the main stage will be located at the east end of the site as indicated on the plan this gives a viewing area with sight line to stage of approx. 14,000m².

GA Area (Main Stage)	14,000m ² @ 0.5 per/m ²	28,000
WUP	80 (40 + 40)	
TOTAL	28,080	

The Event Capacity will be made up of 26,500 public and a maximum of 2,000 guests each day of the event giving a total of 28,500 per day. This would allow the Main Stage to be used as the single music attraction for the headline act each night as has been the case in previous years. Due to the nature of the event and ticket allocation previous historical evidence has shown that there is a certain amount of "drift" by public away from the Event site during the day dependent on the headline act and weather conditions. It is not anticipated that all public will stay for the end of event Act.

WHERE IT BEGINS TENT (WIB)

The tent has a total available area of 2750m² giving a capacity of 6750 persons at an audience density of 0.4m² per person. This is in line with guidance given in Section 3, Venue Site & Design, The Purple Guide.

BBC INTRODUCING STAGE

The BBC Introducing stage is an outdoor stage with a viewing area of approximately 1300m². This will provide viewing for approximately 2600 persons which is within the expected audience numbers for the artists appearing on that stage.

TENT CAPACITY CONTROL

The capacities within the tents will be controlled visually by a number of methods commonly applied at other major festivals and events within the UK:

1. Exits are delineated and under the control and supervision of Stewards

2. Within the WIB Tent there will be a security spotter on stage and within the FOH location who can communicate with the Tent Security Supervisor. A Tent supervisor will be present at the BBC Introducing.
3. CCTV is located within the WIB Tent that can be monitored within the ELT Control.
4. Stewards at the exits have loud hailer and visible signage, to be used when and if, the tent becomes full, to communicate to waiting public.
5. An artist risk assessment has been carried out to identify artists that will attract capacity audiences so that staff can be on alert to the possibility of a tent full situation.

EVENT EMERGENCY EGRESS CALCULATIONS

GENERAL EVENT AREA

A discharge rate of 82 spectators per metre width per minute is permitted.

The Event attracts an evacuation period of 8 minutes due to the size of the event site, the green field location, level of fire risk and provision of safety equipment and personnel.

Available Gate Widths X1, X5/X4, X8, X10/X11, X12/X13, X16/X17, X20/21.

TOTAL 60m

This gives an evacuation capacity from the event arena of $82 \times 8 \text{ minutes} = 656$ persons per metre for 60 metres = 39,360 pax.

This provides sufficient exit facilities for the intended audience capacity of 28,500.

Assembly can take place in identified areas if required but will be dependent on incident and direction from Event Control.

WHERE IT BEGINS TENT (WIB)

Capacity of the tent is 6750 persons

Using the guidance contained within Fire Safety Risk Assessment: Open Air Events and Venues

Emergency egress will be facilitated by the use of 10 exits at 4m each from the tent.

ACCESS ARRANGEMENTS

GENERAL AUDIENCE

Audience members holding General Access tickets will be admitted through the Main Public Entrance X1.

Stewards will be deployed at the entrances to ensure that only ticket holders get into the Event. Patrons tickets will be scanned and Security checks carried out in accordance with the Crowd Management Plan for the Event

MAIN ENTRANCE ROUTE

Entrance lanes (1.1m wide) formed by crowd control barrier will be erected at each entrance:

Public Entrance Entrance X1(30m)

40 Lanes

This will give a flow rate of $40 \times 5 = 200\text{ppm} / 12,000$ per hour

It is anticipated that a maximum of 26,500 persons may travel by coach and bus. This would allow patrons to be admitted within 2.2 hours. It is anticipated that queue formation will be regulated by transport arrival schedule.

Sufficient area is available for any potential queue build up prior to the Entrance Lanes – approx. 5000m² with contingency beyond this area towards the Bus Drop off area.

GUESTS

Guests will access the site via specifically sign posted entrance gate with ticket and search lanes – X1.

The maximum number of guests will be 2000.

Entry to the Guest area within the Arena will be controlled.

Sufficient area is available for any potential queue.

NORMAL EGRESS

Normal Egress will be facilitated via:

Public Entrances (X1 – 30m)

This will allow an egress flow rate of $30 \times 82 = 2460$ pax per minute. It is anticipated that it will take $28500/2460 = 12$ minutes for the audience to exit through X1.

Historically audience departure is staggered depending on main act, weather conditions and final audience make up.

There is sufficient area to accommodate any anticipated queue build up prior to X1 on approach for egress.

FIRE SAFETY ARRANGEMENTS

A Fire Risk Assessment for the Event is appended to this document.

The Organiser shall provide the following fire fighting equipment for deployment on site:

Position	CO2 (2kg)	Dry Powder 4kg	Water (9ltr or 6l additive)	Fire Blanket
Main Stage USC	3			
Main Stage SL	2			
Main Stage SR	2			
Main Stage FOH	2			
WIB Stage	2			
WIB FOH	1			
Introducing Stage	2			
Introducing FOH	1			
Dance Arena	2			
Delays	2			

Generators		8		
Production Cabins	1		1	
ELT	1			
Guest Area	2		2	
Artist Dressing Room	3		3	
Catering	2		2	2
Press/Media	2			
Visualization	2			
OB	2			
Contingency / SFX	6			1
TOTAL	40	8	7	3

EMERGENCY EVACUATION

Depending on the type and size of the incident, a decision may be taken to evacuate all or part of the event arena. In order for this to take place in a controlled manner, pre existing authority to call an evacuation must be clearly understood by all concerned. This authority does not replace any statutory duty held by any one organisation, however it is designed to avoid confusion and duplication of any decision.

Evacuation may utilise all available exit gates from the Arena dependent on the incident and Event Control Instructions.

The evacuation therefore may be: -

- Small scale and localised only
- Full scale and affect the entire site

Emergency evacuation of the event site will be coordinated through the ELT located within the ELT Marquee.

- The Emergency Alert procedures will be followed to alert event staff and stewards to the possibility of an Evacuation (see Appendix to this Document)
- Upon the order to evacuate the Event, the evacuation will be announced over the Event PA and managed by the ELT assisted by stewards from Showsec Security.
- Event egress in the event of an emergency will be facilitated via all available emergency gates distributed around the perimeter fence.
- Site and Production crew will evacuate the area via the public exit gates if front of stage within the Arena. If site wide evacuation and staff are backstage by using the nearest available exit gates then onward to Assembly Points.
- Artists should assemble within the Dressing Room compound unless directed otherwise and follow the instructions of Showsec Security.
- Public will exit via all available Emergency Exit Gates – X1, X5/X4, X8, X10/X11, X12/X13, X16/X17, X20/21.
- Guests will Egress from the Guest Area via - X27, X28, X29.

- Assembly Areas for Public will be designated as the safe spaces outside X1, X5/X4, X8, X10/X11, X12/X13, X16/X17, X20/21. All Assembly points have sufficient area for any anticipated numbers.
- Onward travel to Transport Hub as directed by Event Control (ELT).

No persons will re-enter the event unless the all clear has been given from the ELT.

AUTHORITY TO EVACUATE

The responsibility for crowd management on site is under the direction of the Head of Security and Operational Security Managers. If a situation escalates to a full or part evacuation of the venue, all production crew will be advised by their own chain of command as to the action to be taken. The decision to evacuate will be taken by the Event Owner or in his absence the Event Manager this will be done in consultation with Health and Safety Manager, emergency services and other agencies via the ELT.

EMERGENCY RENDEZVOUS POINT (ERVP)

Emergency Rendezvous point will be layby off A165 at Crab Tree Lane (53°48'45.6"N 0°14'47"W, 53.812659,-0.246476) enabling onward directions to be given as to the appropriate access to the event site to deal with the incident.

MAJOR INCIDENT

The Local Area Major Incident Plans contain the procedures to follow in the event of a major incident in the locality of the Event.

The role of the Event Organiser as outlined below should be added to the plan.

In responding to an incident at the Event the responsibilities of the Event Organisers(s) staff or persons employed on their behalf may be summarised as follows:

- To liaise with the Incident Commander
- To liaise with the emergency services and provide technical advice as required
- To provide accurate information on all aspects of the event
- To consult with Police relative to any release of information to the press

In an emergency the Event Organisers will notify the appropriate senior member of their staff who will thereafter assume the role of the Event Organisers Site Incident Officer.

SHOW STOP PROCEDURES

A procedure to be followed in the event of an incident requiring the stopping of a show (temporary or permanent) will be prepared.

There may be a number of reasons for the show stop procedure to be activated, the show may be stopped for a short period of time enabling any remedial actions to be put into action to deal with the trigger incident or the show stop may lead to activation of the "Evacuation Plan"

Possible reasons for show stop (not exhaustive):

- Structural collapse or partial collapse of show elements
- Crowd management problem
- Artist behaviour
- Fire
- Special Effects misfire or malfunction

A “show stop” meeting will be carried out prior to commencement of the event and the chain of command and sequence of events for the particular show will be confirmed.

Stopping a show in the middle of a performance can some times create unexpected problems such as crowd surges, violent behaviour or confusion and should only be used as a last resort if a situation or incident can not be resolved whilst the show continues (a copy of the show-stop procedure is appended to this document).

The Event will operate two types of show stop as follows;

CHANGE IN OPERATIONAL STATE

If a situation or incident develops to the point where the operational condition for the event is changed to Amber and the ELT have consulted with all parties and feel that the show should stop, the person designated by the organiser as being responsible for stopping the show is the Event Owner and in his absence, the Event Manager. Stopping the entertainment on any stage may not mean that the whole site is to be evacuated as the incident may only be contained to the area around that stage. However, if any part of the event activity is stopped then the whole site is to be put on to Amber alert as a precaution.

IMMEDIATE STOP REQUIRED BY SAFETY / SECURITY

Each stage will have a pit supervisor who is in charge of the pit area in front of the stage and at least one crowd spotter who is responsible for observing the audience in the densest areas and looking for anyone who may be distressed, injured or have fallen down and not resurfaced. If for any reason either the pit supervisor or the spotter feels that someone’s life is in immediate danger they will activate a pre arranged show stop call with the Stage Manager for that stage. Once this has happened, the Health & Safety Manager and Head of Security will attend the incident and the ELT will assess the situation and decide what steps are to be taken next.

The show may only need to be stopped on a temporary basis and all efforts will be made to restart it as soon as possible following consultation by the Event Manager with the ELT.

COMMUNICATIONS

All agencies will have their own radio communications during the event. The ELT Control position within the Event will be operational.

The Event public address system is available to relay information to all parts of the Event. The event PA is controlled via the front of house mixing position and is available as required.

Should it be necessary to give pre and post event safety announcements, these will be given using the Event PA as required giving prior notification to the appropriate event personnel.

A localised PA system will be installed at the main entrances at exits to enable localised public messaging to members of the public.

The Main Stage video screens are pre programmed with safety messages to be used in the event of an evacuation or other emergency situation's.

RADIO CHANNELS:

A radio system will be used o site for communications between Event Staff, Production Staff and Security. The system will be tested to ensure that the coverage is suitable for the event footprint including Car Parks and Bus/Coach Drop off areas. Radios will be allocated to designated staff and Channels allocated accordingly.

Event Channel list available on site from Accreditation Marquee.

TRAFFIC MANAGEMENT

A Traffic Management Plan (TMP) is appended to this document.

EXTERNAL TRAFFIC MANAGEMENT

See attached TMP

INTERNAL EVENT TRAFFIC MANAGEMENT

Access and egress to the Event site for Event build and break traffic during the build and break will be via Production Gate B / Production Gate A (See Internal Traffic Management Plan). Traffic Management personnel will be in place at these areas. On arrival the Traffic Management personnel will contact the Site Manager for approval and directions for the vehicle requiring entry to the site. The site speed limit will be 5mph on trakway roads / 10mph all other areas.

Production trucks from the Production Holding Area (Grid Ref H3) will be entering the site as directed by the Event Logistics Coordinator based at Production Holding at arranged times during the event.

Vehicles will be instructed NOT to switch on hazard lights whilst within the Event boundary.

STAFF AND CONTRACTORS PARKING

Staff Parking will be in Staff Car Parks (Grid Refs. T15). Appropriate Car Park passes will allow access.

There will be some on site Parking as directed by Internal Traffic Management stewards and possession of the required car park pass.

GUEST PARKING

Guest parking will be facilitated adjacent to the site and entry will be at the Entry Gate at Grid Ref U15 from a route through the Caravan Park.

DISABLED PARKING

Guest parking will be facilitated adjacent to the site and entry will be at the Entry Gate at Grid Ref UT13 from a route through the Caravan Park.

STEWARDING & SECURITY

Showsec will be utilised throughout the event. They have a comprehensive knowledge of the Event environment and are experienced in providing Stewarding at major events in the UK. They have been involved in the Event for a number of years and are familiar with the audience profile and behaviour.

(See Steward Schedules appended)

STRUCTURES

A number of additional temporary structures will be utilised for the event:

Structure / Service	Provider
Main Stage / PA wings	SERIOUS STAGES
WIB Stage	SERIOUS STAGES
BBC Introducing Stage	SERIOUS STAGES
Front of House Mixer Positions	SERIOUS STAGES
Delay Towers	SERIOUS STAGES
Disabled Platform	SERIOUS STAGES
Marquees	COOPERS
Big Tops	AJ BIG TOP
Stage Barrier	MOJO
Trakway	LIVE EVENTS
Power	BUFFALO POWER
Perimeter Fence	ENTERTEE

Full details of all temporary structures including plans, calculations, design loads and relevant test results shall be made available where appropriate.

EVENT PRODUCTION CONTRACTORS

Safety documentation from Production companies involved in the event is available from the Safety Officer.

Facility	Provider
Sound (Main Stage)	SSE
Sound (WIB)	AD LIB
Sound& Lights (Introducing)	HPSS
Lights (Dance)	PRG
Lights (Main Stage)	NEG EARTH
Lights (WIB)	PRG
Screens (Main Stage)	CREATIVE TECHNOLOGY
Screens (WIB)	PRG
Rigging (Main Stage)	Rigging.co.uk
Rigging (WIB)	PRG

SITE BUILD AND BREAKDOWN

The build and break period for this event will be from 11th May until 4th June a schedule for the event is contained as an appendix to this document.

The Event area will be regarded as a working area in terms of the Construction Design & Management Regulations 2015 during the build and breakdown of the event and due regard will be given to the health and safety of all persons working within the area to ensure that these phases of the event are carried out safely.

ELECTRICAL INSTALLATION

Generators will be positioned adjacent to the Stage, Concessions, Bars and other areas as required to supply temporary power distribution. A Temporary Electrical Installation Certificate will be made available on completion of the temporary electrical supplies.

LIGHTING

This will be enhanced using tower lights at strategic locations (indicated on the site plan).

Within the event area tower lights and flood lighting will be used to light the gates, toilets and bar facilities.

WATER SUPPLY

The piped water supply will be used for the event. A water supply will be provided in the following areas in accordance with the requirements of the Event.

1. Main Stage Primary Barrier
2. WIB Barrier
3. Introducing Stage Barrier
4. Water Points as per site plan.
5. Concessions Group.
6. Bars.
7. FA tents.

SPECIAL EFFECTS

Special effects are being provided by BPM Ltd. TBC

Including:

- CO2
- Stadium Shots
- Confetti
- Flame Units
- Lasers
- Various Artist Pyrotechnics

Detailed information on the effects being used can be found at the following BPM Ltd website using the information below:

LOG ON – [HTTP://BPM-SFX.COM/CLIENT-LOGIN/](http://BPM-SFX.COM/CLIENT-LOGIN/)

USER – R1BWEHULL2017

PASS – R1BWEHULLSFX

TOILET & WASHING FACILITIES

EVENT STAFF

Temporary toilet facilities will be in use by the Promoters employees and his sub contractors during the build and breakdown of the event

PUBLIC

Temporary toilet facilities for the public will be provided as follows.

Capacity 28,500

Recommended Provision (from The Purple Guide):

Male 14250: Female 14250

Male: 29 WC's, 95 Urinals

Female: 143 WC's

The Event will provide in excess of this minimum – 252 WC's, 144 Urinals

For the public queuing additional toilets will be placed at Main Entrances:

Coach Hub – 10 WC's

DISABLED / WHEELCHAIR USERS

Two disabled portable toilets will be located adjacent to the main stage wheelchair user platform and one disabled toilet will be located adjacent to the wheelchair user platform in WIB tent.

Disabled portable toilets will also be included in the deployment at each toilet block within the site.

GUEST AREA

Facilities will be provided as follows:

Male – 6WC's, 6 Urinals

Female – 12 WC's

BABY CHANGING FACILITIES

Baby changing facilities will be located on site, this will be located as per the Site Plan – in the Main Arena – Welfare & Guest Area.

WASTE DISPOSAL AND LITTER COLLECTION

Ryans Ltd will manage the collection and disposal of waste and litter from the site and will plan and implement the clean up of the Event arena.

Waste Management Plan appended to this document.

NOISE

The event will comply with any conditions applied to the Licence for the event.

The appointed Noise Management Company is Vanguardia.

A Noise Management Plan is appended to this document.

WHEELCHAIR USER PLATFORMS

Wheelchair user audience members can be located on the wheelchair user platforms:

- Stage right in front of the main stage. Capacity 52 wheelchairs + 52 Carers (191m²)
- Inside the WIB Tent. Capacity 12 wheelchairs + 12 carers (46m²)
- BBC Introducing Capacity 5 wheelchairs + 5 Carers (17m²)
- Dance Arena (Capacity 9 TBC)

It is anticipated that there will be sufficient space allocated on these platforms for the numbers expected.

Disabled car parking for the event will be located with access to the Event. This will be located Grid Ref U14 with access via T13.

LOST CHILDREN / UNDER 16'S POLICY.

There is no age restriction to the event. Under 16's allowed entry only with a parent or guardian over the age of 18. Age screening forms with contact details will be completed on entry for Under 16's with Parents or Guardians.

Infants under the age of 2 are allowed into the Event.

A Lost Children / Welfare marquee will be located within the Arena (Grid Ref. Q14)

FIRST AID AND EMERGENCY MEDICAL FACILITIES

A Pit First aid marquee will be erected main stage right, this will deal with any members of the public from the front of stage area requiring medical treatment. One Medical marquee will be suitably located within the Event area for the general public as required. A Main Medical Centre Marquee will be located backstage to deal with more serious medical conditions and patients transferred to here as required from other FA posts or the Event areas. St Johns Ambulance will provide first aid assistance through out the Event as required. St Johns Ambulance will provide Doctors, Nurses, FA external response personnel and Ambulance resources and personnel.

The minimum number of medical staff that will be present during the event is as follows:

- 1 Event Manager (Supported by a Command & Control Team)
- 14 First Aiders
- 3 Emergency Transport Attendants (Operational & Response Drivers)
- 4 Paramedics
- 4 Nurses
- 2 Doctors
- 3 Emergency Ambulance Vehicles
- 6 Medical Response Team Personnel (2 teams)
- 2 Cycle Responders
- 1 Yorkshire Ambulance Service Manager (Event Control)

Ambulances will take up positions taking care not to obstruct any designated emergency egress routes.

Medical cover will be present on site during the build and breakdown provided by St Johns Ambulance.

(A detailed Medical Plan relating to the Event appended to this document)

WELFARE / MEETING POINT / INFORMATION POINT

The main Welfare Marquee will be located in the Arena (GR Q14).

An Information Point will be located adjacent to the Welfare Marquee to be staffed by BBC Audience Handling personnel.

FOOD AND HYGIENE CONTROLS

Catering for Site and Production staff will be provided by Eat to the Beat. Artists Catering will be also be provided by Eat to the Beat utilising Temporary kitchen facilities located within a marquee set up (Grid Ref. O11)

Creative Ltd will manage public food concessions and the bar concessions.

LICENSING PROCEDURES

PREMISES LICENCE

A Premises Licence in terms of the Licensing Act 2003 is in existence for Burton Constable. Any conditions attached to the licence will be adhered to at all times.

WIND MANAGEMENT/LIGHTNING MANAGEMENT PLAN

A Wind Management Procedure will be followed for the safe running of the show. This will be based on the guidance given in the IStructE Temporary Demountable Structures – Guidance on procurement, design and Use, 3rd Edition. This is attached as an appendix to this document.

Once the structures are finalised, details of their wind limits and action levels will be drawn up together with relevant actions for each structure in accordance with the suppliers' procedures.

The stage will have an anemometer installed on it operated by Serious Structures. An Event Anemometer / Weather Station will also be installed on site.

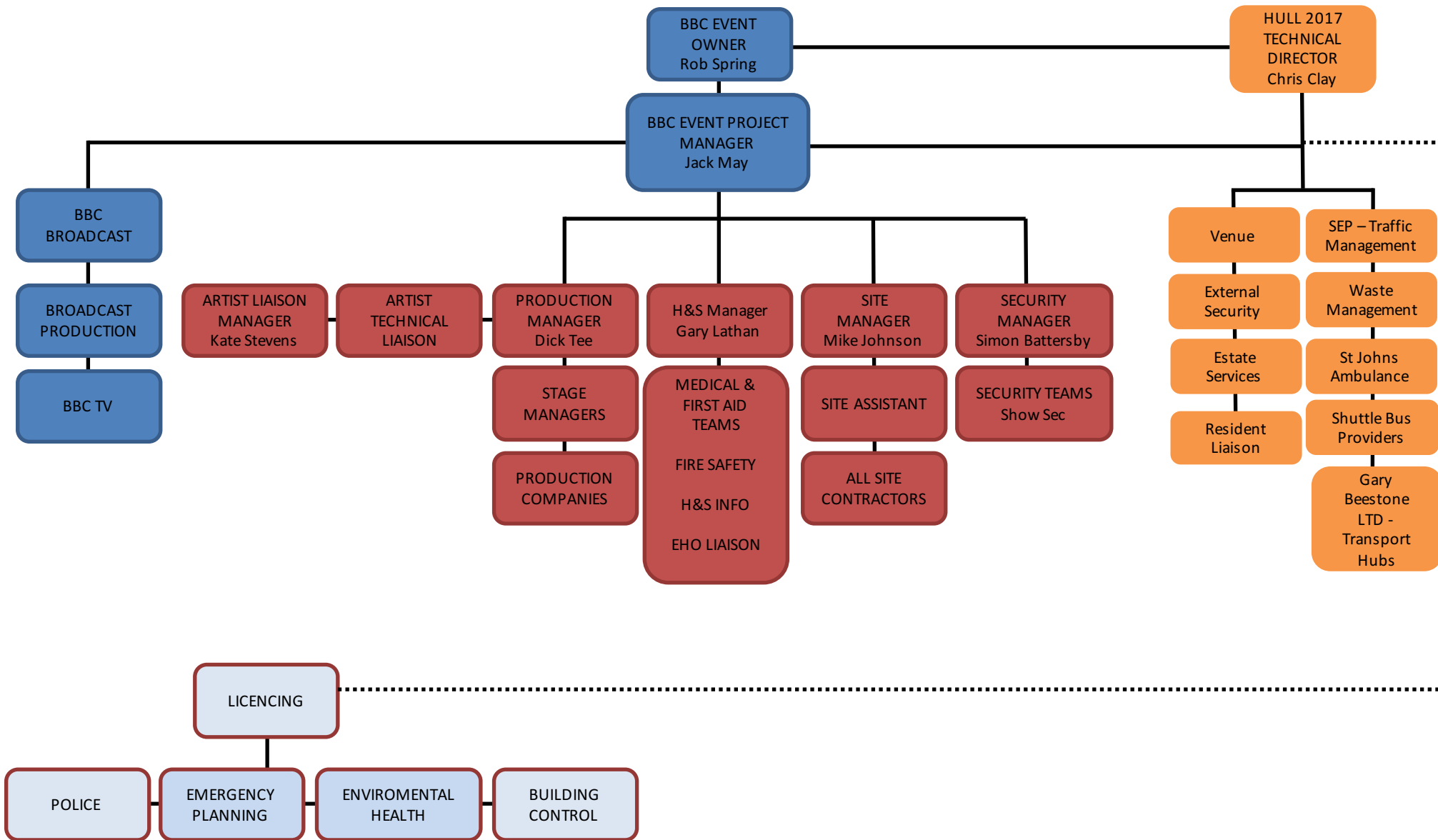
The Lightning Management Plan will be followed in the event of lightning outbreak on site.

RISK ASSESSMENT

It is found to be helpful to approach the subject of risk assessment in relation to such an event by looking at a general overview of the hazards, determination of risk, controls etc. connected with the event as well as dealing with activity specific risk assessments from individual contractors.

To enable this process a "General Risk Assessment" is prepared dealing with general site hazards and risks and crowd management issues. Individual health and safety documentation from individual companies is held in the "Safety File"

APPENDIX 1 – SAFETY MANAGEMENT STRUCTURE / KEY PERSONNEL



APPENDIX 2 – SHOW STOP

SHOW STOP PROCEDURE OUTLINE

It is critical to the safety of the event that the show can be stopped efficiently and effectively for whatever reason to enable a safety related incident to be dealt with.

An incident requiring a show stop can be related to the Venue itself or developing circumstances out with the Venue affecting the safe running of the event or an incident relating to the event itself from the Production infrastructure or crowd or artist behaviour.

There are usually two scenarios to a show stop procedure:

1. A time permitting incident, where the developing incident allows time to discuss the required actions. A meeting of identified individuals (Event Control) takes place and a planned response is taken.
2. An immediate show stop, where the incident necessitate an urgent cessation of any entertainment for the incident to be dealt with, then reasons communicated to others as the incident happens or post immediate stop stop actions.

Identified individuals have the authority to stop the show - either named or identified by a "Show Stop" identification laminate. Requests for a show stop by others should be made to these identified individuals or through the Event Control communications channel.

Touring Artists commonly have their own show stop procedures developed by the individual Artist or Tour Security. These procedures should be integrated into the Event procedures and the communication chain between the two identified.

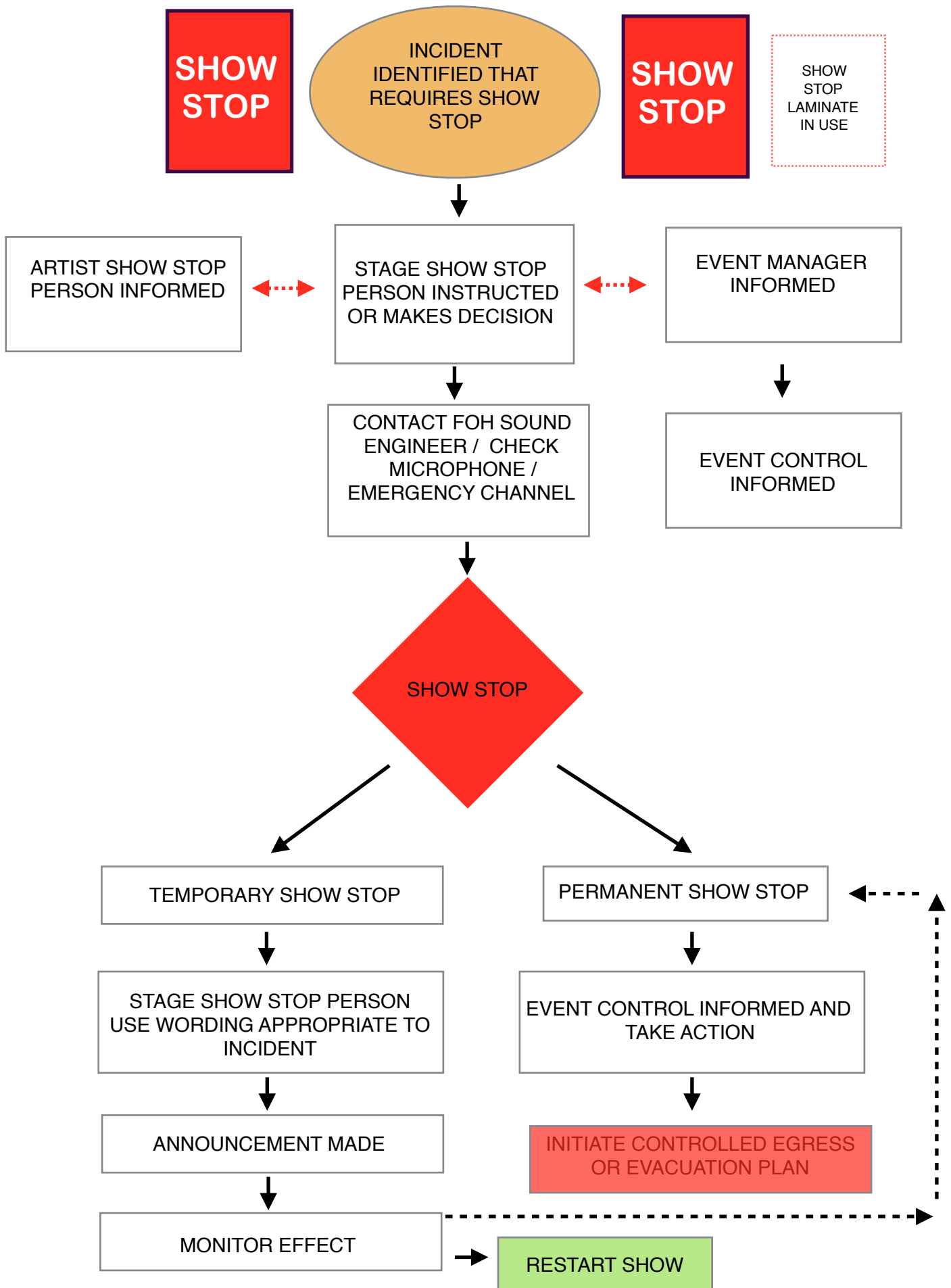
Communications in any show stop procedure should be clarified at a meeting held prior to the Event.

Communications with the attending audience should be clarified. It is common for an individual on stage (e.g Stage Manager, Floor Manager) to be designated as the person who would make any immediate show stop announcement through the Event PA, perhaps using pre scripted announcement examples.

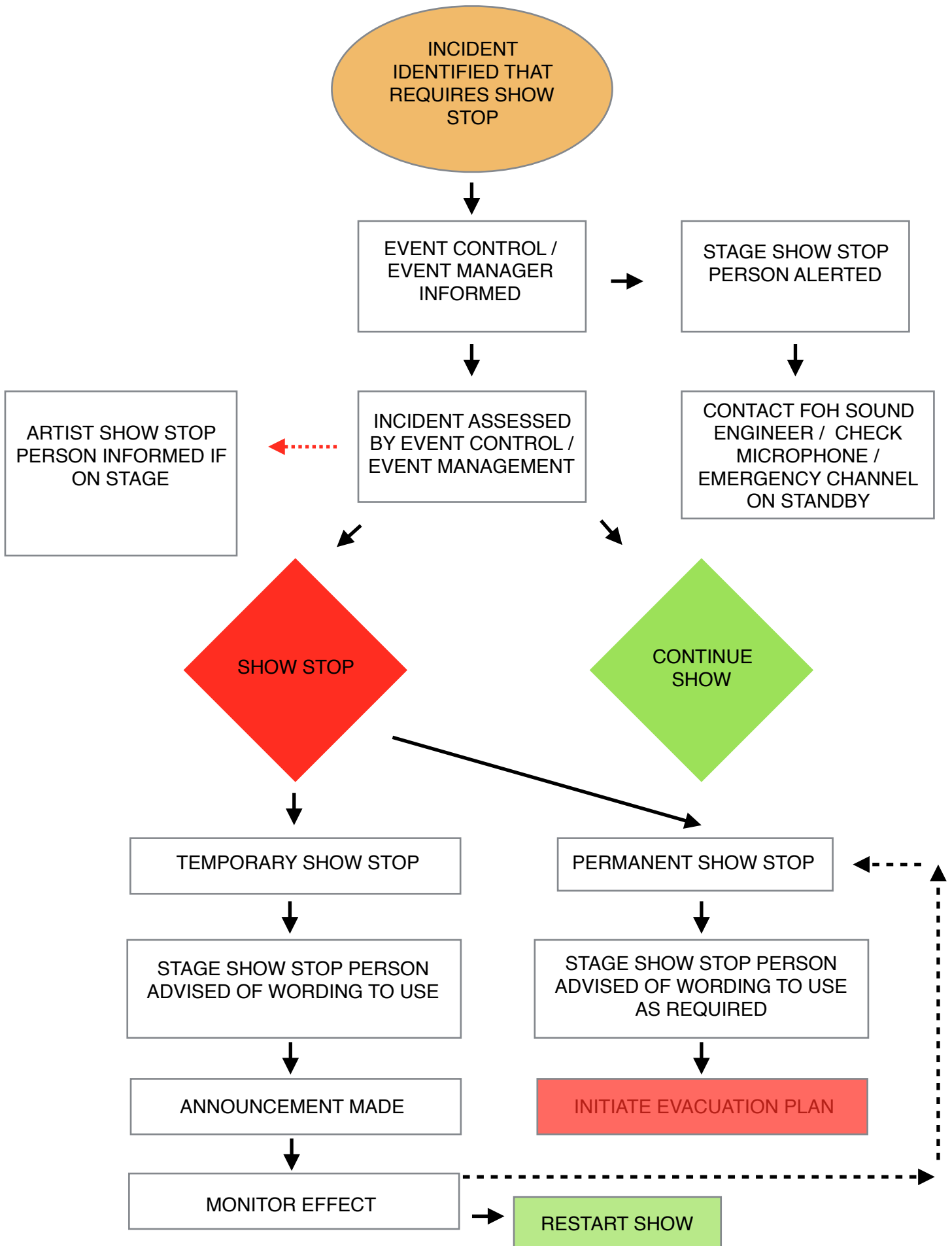
Evacuation announcements are relayed via the Event PA's but can be made or reinforced by the use of loud hailers by Security personnel as necessary.

Video Screen Messaging may also be used, depending on the Event, to reinforce the communications to the attending audience. These will require to be pre developed to ensure a quick response.

SHOW STOP PROCEDURE OUTLINE - IMMEDIATE SHOW STOP



SHOW STOP PROCEDURE OUTLINE - TIME PERMITTING INCIDENT



APPENDIX 3 – CROWD MANAGEMENT & SECURITY PLAN

Operating Plan

Event Name:

Radio 1's Big Weekend – Hull 2017

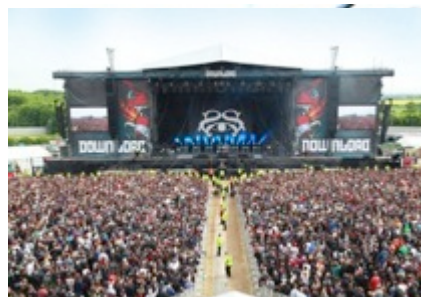
Event Date:

27TH/28TH May 2017

Contact Name: Adam Lofthouse

Contact Number: 07885899074

Address: adam.lofthouse@showsec.co.uk



Contents

1.	Introduction	7
1.1.	Overview of the Event	7
1.2.	Client	7
1.3.	License and Designated Premises Supervisor (DPS)	8
1.4.	Operations Plan – Service Directory	9
1.5.	Service Providers	12
1.6.	Principles of this Operating Plan	12
2.	Showsec Information	13
2.1.	Company Information	13
2.2.	Insurance Information	14
2.3.	Health & Safety	14
2.4.	Recruitment	15
2.5.	Training	15
2.6.	Uniform	17
	Security Staff Supervisors	17
	Formal & Corporate Management	17
2.7.	Command and Control	Error! Bookmark not defined.
2.8.	Staffing Deployment	18
2.9.	Sub-Contractors	18
2.10.	Approved Sub-Contractor Scheme	19
2.11.	Off-Site Contacts	19
2.12.	On Site Contacts	20
2.13.	Operational Structure	21
2.14.	Security Control Room	22
2.15.	Documentation from Client/Stakeholders	24
2.16.	Event & Site Survey	25
2.17.	Event Profile – Audience and Artist	27
3.	Event Assessment (Threats and Risks)	28

2

3.1.	Event Security Threat Assessment	28
3.2.	Event Security & Stewarding Staff Risk Assessment	29
4.	Statement of Intent.....	32
5.	Pre-Event.....	34
5.1.	Event Supervisors Induction.....	34
5.2.	Event Briefing	34
6.	Counter Terrorism Measures and Site Security	35
6.1.	Counter Terrorism Measures	35
6.2.	Perimeter Fence line	36
6.3.	Perimeter Assessment.....	Error! Bookmark not defined.
6.4.	Accreditation System	36
6.5.	CCTV System.....	38
7.	Build and Break	40
7.1.	Aims of the ‘Build’ and ‘Break’ Security Operation	40
7.2.	Build Security.....	40
7.3.	Site Safety Rules	40
7.4.	Communications	40
7.5.	Location of Access Points	41
7.6.	Recording of Deliveries.....	41
7.7.	Recording of Occurrences and Incidents.....	41
7.8.	Pedestrians on the Roadways	Error! Bookmark not defined.
7.9.	Shift Handover.....	42
8.	Public Arrival	42
8.1.	Transport.....	42
8.2.	Walk-up & Queue Management	42
8.3.	Box Office	43
8.4.	Example Entrance Diagram (Barrier Design)	44
9.	Event Open – Ingress.....	44
9.1.	Infrastructure	44
9.2.	Accreditation	45

9.3.	Ticket Systems	45
9.4.	Age Restrictions.....	45
9.5.	Restricted Items	47
9.6.	Drugs policy	48
9.7.	Search Procedure	48
9.8.	Entry Policies	51
9.9.	Ingress Flow Rates.....	54
10.	Event Open – General	55
10.1.	Aims of the Security Operation	55
10.2.	Reporting Structure.....	55
10.3.	Welfare Services.....	56
10.4.	Lost & Found	56
10.5.	Property.....	57
11.	Lost Person / Item Search	57
11.1.	Lighting.....	57
11.2.	Fire Points & Equipment.....	57
11.3.	Medical Points.....	58
11.4.	Facilities for Disabled / Accessibility needs	58
12.	Event Open – Campsites.....	Error! Bookmark not defined.
12.1.	Aims of Security within the Campsite	Error! Bookmark not defined.
12.2.	Campsite Safety.....	Error! Bookmark not defined.
12.3.	Campsite Areas.....	Error! Bookmark not defined.
12.4.	Patrols	Error! Bookmark not defined.
12.5.	Observation Towers	Error! Bookmark not defined.
12.6.	Vehicle Access	Error! Bookmark not defined.
12.7.	Circulation and management of density – identified areas of note.....	Error! Bookmark not defined.
12.8.	Campsite Entertainment Areas & Bars.....	Error! Bookmark not defined.
12.9.	Campsite to Arena Public Access.....	Error! Bookmark not defined.
12.10.	Peak times of Activity	Error! Bookmark not defined.
12.11.	Campsite Clearance	Error! Bookmark not defined.

12.12.	Main Egress Routes	Error! Bookmark not defined.
12.13.	Campsite Closing Time	Error! Bookmark not defined.
12.14.	Scavengers.....	Error! Bookmark not defined.
13.	Event Open – Externals	Error! Bookmark not defined.
13.1.	Aims of the Security Operation Externally	Error! Bookmark not defined.
13.2.	Community Liaison	Error! Bookmark not defined.
14.	Event Open – Arena	58
14.1.	Aims of Security within the Arena.....	58
14.2.	Arena Entertainment Areas & Bars	59
14.3.	Bars.....	59
14.4.	Management of Zonal Capacities / Structures	60
14.5.	Tented Structures & Enclosed Structure	60
14.6.	Zonal Areas.....	60
14.7.	Barriers	60
14.8.	Crowd Spotter	61
14.9.	Decision to close.....	61
14.10.	Reopening	61
14.11.	Front of Stage Barrier Operation.....	61
14.12.	Artists	63
14.13.	Backstage Operations.....	63
14.14.	Hospitality Areas	64
14.15.	Closure of Arena Areas Each Day	64
15.	Event Open – Crime Reduction	64
15.1.	Liaison with the Police.....	64
15.2.	Areas to be targeted.....	65
15.3.	Measures of success.....	66
16.	Event Open – Dealing with the Reporting of a Crime and Crime Scene Preservation.....	67
16.1.	Reporting of a Crime	67
16.2.	Crime Scene Preservation	69

17.	Event Open – Response Teams & Ejection Handling.....	70
17.1.	Response Teams.....	70
17.2.	Ejection Centre.....	70
17.3.	Ejection Handling.....	71
17.4.	Ejection Process Flow.....	72
18.	Normal Egress.....	74
18.1.	Pre-Egress Meeting.....	74
18.2.	Pre-Egress Checks.....	74
18.3.	Egress Routes.....	74
18.4.	Egress Areas of Note / Divert Lines.....	75
18.5.	Management Team - Egress Positions.....	75
18.6.	Stand Down of Staff.....	76
19.	Emergency Evacuation.....	77
19.1.	Coordination of Agencies in an emergency.....	77
19.2.	Possible scenarios resulting in a Partial or Full Evacuation.....	77
19.3.	Emergency Evacuation Routes.....	78
19.4.	Rendezvous/Assembly Point.....	78
19.5.	Radio Incident Code Words.....	78
19.6.	Alert States & Emergency Procedures.....	79
19.7.	Evacuation.....	79

1. Introduction

1.1. Overview of the Event

The purpose of this document is to present an outline of the operating plan for the Security and Stewarding operation at the event.

Showsec will draw upon experience of similar venues and events of this nature to ensure an effective and safe Security & Stewarding operation is delivered.

Event Name	Radio 1 Big Weekend 2017
Promoted by	BBC Radio 1
Produced by	BBC Radio 1

The event is to be held within the northern grounds of Burton Constable Hall, located within Burton Constable, Hull. The venue has a capacity of 28,000 (Inc. staff, guests and artists) The nature of the event and ticket allocation will mean that all tickets will be used and considered as the saleable capacity.

The event will operate over the May Bank Holiday weekend 27th and 28th of May 2017. The tickets are allocated on a one ticket per day basis which dictates a transient attendance over the weekend. There is no camping allowed for customers on site and no provision is made available

1.2. Client

Showsec are contracted to supply Security & Stewarding Services to the client.

Client	BBC Radio 1 - Within the perimeter of the arena Burton Constable Hall – Protection of estate Hull City of Culture 2017 (Hull City Council) – External movement culminating in vehicular
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	departure.
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The key client contacts are:

Event Manager	Rob Spring	rob.spring@bbc.co.uk
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The key event producer contacts are:

Event Production Manager	Jack May	Jack.may@bbc.co.uk
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1.3. License and Designated Premises Supervisor (DPS)

Venue Address:	Burton Constable Hall, Hull
Build Commences / Ends:	Monday 15 th May until Saturday 3 th June 2017
Event Dates:	Saturday 27 th and Sunday 28 th of May
Capacity:	-28000 (Inc. staff, guests and artists)
Licensable Period:	Saturday 27 th – Sunday 28 th
License Displayed at:	All Bars
Designated Premises Supervisor (DPS):	Terry Brown - Creative Bars
Premises Age Verification Policy:	Passport / Photo Driving Licence / Pass Card Challenge 25
Relevant license conditions that apply:	Sale of alcohol: Saturday and Sunday 11:00hrs to 22:00hrs
SIA Restrictions:	-Door Supervisor SIA Licenses Required for licensable activities. Stewards utilised in non-licensable roles

1.4. Operations Plan – Service Directory

Introduction:

In relation to engagement **Radio 1’s Big Weekend, Hull 2017** Showsec have been employed to deliver the following services and as such where practical, reasonable and safe will endeavour to do so.

In all engagements, should the operating and/or commercial delivery environment change inhibiting or materially affecting Showsec’s ability to deliver in line with the above statement and/or effect a change in the outlined services requested by the client a change control note will be signed off by the client transferring or accepting deferred responsibility for the impact of the requested changes to the changing party and/or the client.

Service Directory	Requested Service Y/N	Contracted Service Y/N	Client Lead Service Y/N
Planning	Y	Y	Y
Crowd Management Consultancy	Y	Y	Y
Security Protocols Consultancy	Y	Y	Y
Counter Terrorism Consultancy	Y	Y	Y
Queuing Facilities	Y	Y	Y
Occupant Capacity Consultancy	N	N	N
Ingress Methodology	Y	Y	N
Emergency Procedures Methodology	N	N	N
Customer Search - Full	Y	Y	Y
Customer Search - Random	Y	Y	Y

Customer Search - Drugs	Y	Y	Y
Ejection Process Methodology	Y	Y	Y
Response Teams	Y	Y	Y
Directional Stewarding	Y	Y	Y
Road Closure Stewarding	N	N	N
Asset Protection	Y	Y	Y
Internal Access Control	Y	Y	Y
Close Protection	N	N	N
Capacity Management - Full Site	Y	Y	Y
Capacity Management - Partial Site	NA	NA	NA
Hospitality Stewarding	N	N	N
Front of Stage Barrier Stewarding	Y	Y	Y
Fan Segregation Stewarding	NA	NA	NA
Field of Play Protection	NA	NA	NA
Audience Density Monitoring	Y	Y	Y
Emergency Route Integrity Management	Y	Y	Y
Crime Reduction - Theft	Y	Y	Y
Crime Reduction - Drugs	Y	Y	Y
Crime Reduction - Sexual Assault	Y	Y	Y
Crime Reduction - Violent Assault	Y	Y	Y
Lost Property Management	N	N	N
Lost Persons Management	N	N	N
Artist Risk Assessment	N	N	N
Staff Risk Assessment	Y	Y	N
Venue/Venue Risk Assessment	N	N	Y
Incident Reporting	Y	Y	Y

Operating Environment Reporting	Y	Y	Y
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1.5. Service Providers

This plan is specific to the Showsec operation and best endeavours will be used where practical and reasonable to do so. For more information on Showsec then please visit www.Showsec.co.uk.

The Showsec operation at this event involves the:

- Load In & Load Out Security (and Overnight)
- Backstage Security
- Front of Stage Safety
- Event Front of House
- Event Entrances

Other service providers, not included in this plan are:

- Cash Transit on and off Site
- Bar security
- Transport hub stewarding
- Areas external to the event perimeter (steel shield fence)
- Illegal Merchandise Deterrent contracted directly by the Organiser
- Unauthorised sale of tickets (Tout Team) contracted directly by the Organiser

1.6. Principles of this Operating Plan

This operating plan gives an overview of the methods and processes to be used in the delivery of Stewarding & Security services at the event. It is based on information provided to Showsec by the Client and Stakeholders and best endeavours will be used where practical and reasonable to do so. The document will also draw upon principles of the following documentation:

- The Event Safety Guide

- The Guide to Safety at Sports Grounds
- The Guide to Fire Precautions in Existing Places of Entertainment and Like Premises
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health & Safety at work regulations 1999
- HSE Guidance to Crowds in Public Venues
- HSE Guidance to Managing Crowds Safely
- British Standards in Door Supervision, Event Stewards and Static Security
- NACTSO Counter Terrorism Protective Security Advice for Major Events

Showsec are involved with the ongoing planning of the security operation at the event and where available, a representative will attend the following meetings:

- Event Planning Meetings (involving multiple agencies such as the Event Organisers, Local Authority, Police, Fire, Ambulance)
- Police and Security Meetings
- Community Liaison Meetings

Showsec are consulted on relevant decisions with relation to the events, however the final decision lies with the Client. The client owns all policies relating to this document and Showsec will use best endeavors to uphold them whilst operating at the event.

2. Showsec Information

2.1. Company Information

Registered Office:	Showsec International Ltd, 16 West Walk, Leicester, LE1 7NA +44116 204 3333
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Registered Number:	2187286
VAT Number:	350 6584 53
Operational Area Office:	

2.2. Insurance Information

Available on request are the Insurance documents for Showsec. These are:

	Policy Number	Insurance Cover	Renewal Date
Public Liability Insurance	YMM824298	£5m	31/10/2017
Products Liability Insurance	WE1500834 & G2197936008	£5m	31/10/17
Employers Liability Insurance	YMM824298	£10m	31/10/17

The policies are undersigned by Aon Limited (205-208 Kings Road, Reading, RG1 4LW, Phone: +44 118 926 1100). For further information please contact Stephen Shilling, Head of Finance on +44116 204 3315 or Stephen.shilling@Showsec.co.uk

2.3. Health & Safety

The company has a Health & Safety Policies supported by Method statements and Risk Assessments. All company employees and workers are made aware of their responsibilities whilst on site and that they must observe the Health & Safety regulations in place on the site.

Role	Name	Qualification
Health & Safety Manager	Sharon Pates	CMISOH

Operational Managers		IOSH Managing Safely at Events & Exhibitions
Operational Supervisors		In-House Supervising Safely at Events
Operational Staff (SIA & Stewards)		In-house Health & Safety Awareness Training Module

Further details are available from Sharon Pates, Health & Safety Manager on +44116 204 3333 or Sharon.Pates@Showsec.co.uk

2.4. Recruitment

Showsec have a dedicated recruitment department in Head Office. They oversee the processes at each stage of the recruitment:

- Advert Placed
- Applications Received via the Website
- Shortlisted
- Interviews Held
- Background Checks and Referencing
- Offer of Contract for Services
- Induction
- Commence Work on a Casual Basis

For the full recruitment process please contact Recruitment Manager on +44116 204 3333 or HR@Showsec.co.uk

2.5. Training

Every new Showsec member of staff undergoes a Company Induction Course (introducing the Company, Health & Safety Policy, Quality Policy etc.,) prior to undertaking a further training course on their basic duties whilst working for Showsec.

Upon successful completion of the course, the new stewards are closely monitored and supervised during their initial period of employment, to ensure that they learn the skills necessary 'on the job', and quickly build-up their confidence and knowledge.

Certain aspects of a steward's role require further training. This is addressed by the implementation of modular courses designed to improve both the standard of service given, together with health & safety awareness. For example:

- Front of Stage Pit Barrier - 4 hours
- Emergency aid (appointed person) - 4 hours
- Customer care - 3 hours
- Communication (Radio procedures and control of airwaves) - 3 hours
- Ingress & Egress – 3 hours
- Physical Intervention – two days

2.6. Uniform

Security Staff

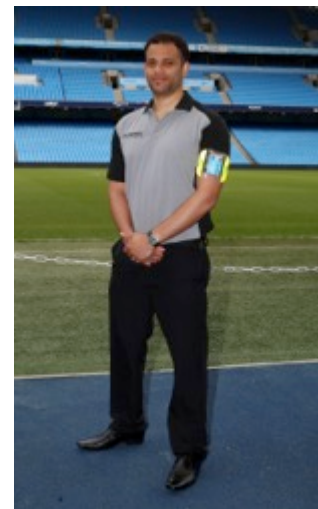


Formal & Corporate

Supervisors



Management



2.7. Staffing Deployment

A staffing deployment template is used for each event and is available upon request. This details the following for each of the Load in, Venue Open, Overnight and Load Out periods of the event:

- Staffing numbers
- Radio required for the position
- Position name
- Description of duties of position
- Function of the position (PM = Project Manager / SU = Supervisor / SIA = SIA Licensed Door Supervisor / ST = Non-Licensed Steward)
- Number of staff in that position
- Start and finish time of the shift

2.8. Sub-Contractors

Some of the security and stewarding staffing provision, which is not being fulfilled by Showsec, may be sub-contracted out. Showsec does not take responsibility for sub-contracted company's corporate legal liabilities or actions of their staff other than those detailed inside the relevant briefing documents that they have been issued by Showsec.

Sub-Contractor	Responsible person Name	Contact details
TBC	TBC	TBC

2.9.Approved Sub-Contractor Scheme

As part of Showsec’s certification as a Security Industry Authority (SIA) Approved Contractors Scheme (ACS), Showsec are bound to only sub-contract to other SIA ACS accredited companies. Any use of companies outside of this requires advance written permission from the SIA. In addition to the ACS, Showsec operate an additional Sub-Contractor Approval Scheme whereby potential suppliers must have completed the Showsec suppliers’ questionnaire and finance check before being considered suitable to provide any staff to the event. In addition all suppliers are made aware that they may be required to submit their staff details to the Police, Department for Work & Pensions and the UK Border Agency for further checks.

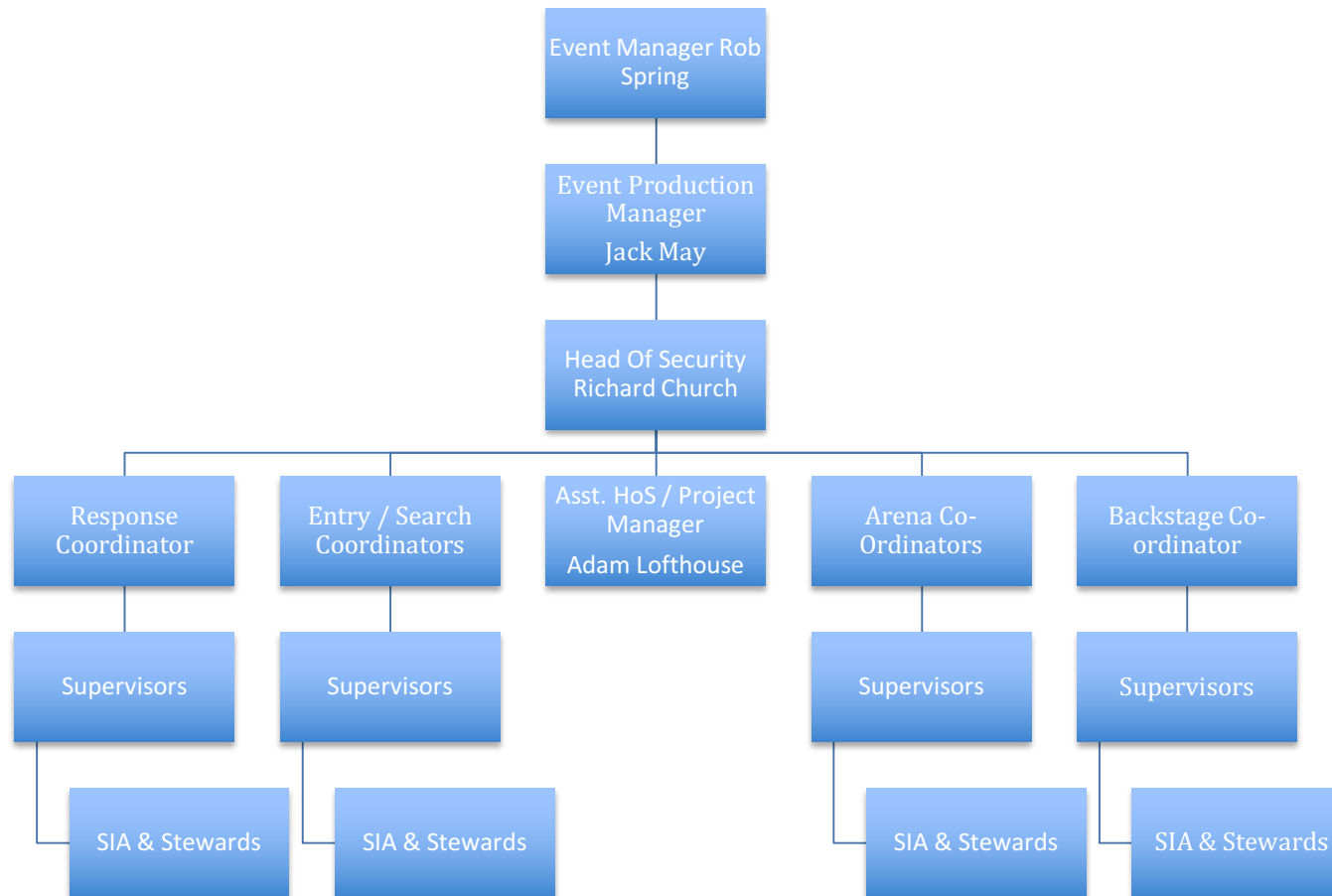
2.10.Off-Site Contacts

Role	Name	Responsibilities	Contact
On / Off-Site Director:	Simon Battersby	<ul style="list-style-type: none"> Point of contact if Director on site is unreachable 	+447771630829 / Simon Battersby@Showsec.co.uk
Press & Media Contact:	Nicola Lewellen	<ul style="list-style-type: none"> Point of contact for all press & media related issues 	+441162043333 / Nicola.Lewellen@showsec.co.uk

2.11. On Site Contacts

Role	Name	Responsibilities	Contact
Event Security Director	Simon Battersby	<ul style="list-style-type: none"> Event Security Consultant & Showsec Director 	+447771630829 Simon Battersby@Showsec.co.uk
Head of Security (HoS):	Richard Church	<ul style="list-style-type: none"> Tactical delivery of the Showsec Operation 	07748300332 Richard.Church@Showsec.co.uk
Asst. HoS & Lead Planner:	Adam Lofthouse	<ul style="list-style-type: none"> Point of contact for the Police and SAG Members 	07885899074 adam.lofthouse@showsec.co.uk

2.12.Operational Structure



2.13.Security Control Room

The Security control room at the event will be the hub of Showsec communications on site. This will be located at:

Grid Ref	Location Name
I13	Event Control/ELT

Radio Contractor

Showsec will use a reputable company to provide the hand held radio system for the event open period. They will provide the equipment, installation and support service to the provision of this equipment. The radio contractors have assisted us in gaining dedicated licensed frequencies for use at the event for our repeater and back-to-back radio channels. Copies of these licenses issued by Ofcom are available upon request.

Radio Contractor	Company Contact	Same contractor as Festival	Radios Used	Dedicated Frequencies
Nine Hundred	Phil Bayliss	No	Motorola DP3400	Yes

Channels

Channel	Area/Zone	Repeater	Dedicated Controller
1	Arena	Y	Y
2	Backstage	Y	Y
3	SPARE/EMERGENCY	Y	Y

Radio Controllers

In the control room there will be a number of radio controllers, and a senior controller. Each repeater channel will have their own radio

controller; the senior controller will sit additionally on the main operational channel. The senior controller will collate and scan all paperwork and will also ensure the event chronological timeline is maintained – feeding the information to the security management team.

The senior controller will drive through the event timeline. This is a series of planned events and actions that must occur. They will also ensure that each channel controller is obtaining the regular situation reports (sit-reps). The senior controller will then prepare regular updates to be emailed to the event management team.

2.14. Documentation from Client/Stakeholders

Document	Sourced/Received From	Date First Received	Date Updated	Revision Number
Site Plan	Mike Johnson	6 th March	-	V6
Venue Operating Plan & Appendices				
Venue Contractors Guide				
Emergency Procedures (Inc. Load in & Load Out)				
Accreditation System				
Customer transport options				
Disabled information				
Ticket terms & conditions				
Prohibited items				

2.15.Event &Site Survey

Best endeavours as far as reasonably practicable to do so will be utilised on the control measures in this section

Item	Sub-Item	Notes	Identified Hazards to be controlled in the Operating Plan
Public arrival points;	Transport to/from event;	Under control from LA	Needs to be in Hull 2017 operating plan
	Parking areas;	No public parking on site	Staff to prohibit on site parking
	Walking routes to/from transport;	50m width walking route	Staff to ensure kept clear at all times
Queuing areas;	Queuing space available;	Available space in the 50m walking route	Islands to be created to allow access into crowd to deal with density, medical issues and alcohol.
	Management of alcohol consumption in queue;	Staffed	
	Management of density of the queue;	Staffed	
	Contingency for weather conditions;	Venue contingency plan	
Safe methods of ingress;	Searching of visitors, staff and customers to		Search process TBC with LA and Police

	the site;		
	Number of lanes required;		Calculations to be completed once search level agreed with LA and Police
	Ticket/access control systems;		Ticketmaster Scan Ticket System
Circulation;	Control of localized density;		Sit Reps via ELT
	Movement from space to space;		Sit Reps via ELT
	Accurate accounting of capacity;		Sit Reps via ELT
Control of cultural behaviour (moshing, etc.);			Highlighted in artist risk assessment. Stage spotters and trained pit team.
Welfare services;			BBC provide welfare unit/first aid
Crime Reduction Measures			
Eviction / Ejection process			
Lighting and identification of black spots or dimly lit areas;			

Identification of all fire points and the access of fire appliances;			
Identification of any areas set aside for the treatment of first aid and ambulance access to this area.			
Safe methods of egress;	Removal of barriers		
	Obstructions to egress		
Emergency egress (set by Safety Officer)	Number of Emergency Exits Required		

2.16.Event Profile – Audience and Artist

As in previous years there will be many artists appearing across the event site in the indoor and outdoor arenas. For further information on the artists performing then visit the event website. A full line up will be made available nearer to the event by the organiser and published on the website. Showsec and the organiser will work through to assess any risks associated with a specific artist due to profile or popularity.

Event Website	http://www.bbc.co.uk/events/eppp6g
Expected Genre	Pop Acts
Audience Age	16 - 30

Range	
Audience Male/Female Split	50/50
Anticipated Cultural Behaviour	Dependant on line up announcements
Artists of note	Stormzy
Previous incidents of note / intelligence	
Useful information from Ticketing	

3. Event Assessment (Threats and Risks)

The organiser, in advance of the event, will carry out the event risk assessment. This document will be made available to Showsec and it will be read and considered in the writing of the Showsec Operating Plan and Staff Risk Assessment.

3.1. Event Security Threat Assessment

The threat assessment can be utilised to review the threats that the event may face in terms of Crime, Public Order and Terrorism. This risk assessment is incorporated in the main event risk assessment in appendix

A. The assessment will consider:

- Whether the design and maintenance of the event site (section of the site) makes it easier for crime to occur
- Whether the access to transport or lack of transport contributes to the incidence of offending
- If the number of people at the site (section of the site) makes it easier for the offence to be committed

- If the proximity of other attractions influences the levels of crime in the site (section of the site)
- If the historical data and/or intelligence suggest that crimes will take place.

3.2.Event Security & Stewarding Staff Risk Assessment

A staffing risk assessment has been written to support this Operating Plan. This will detail the risks associated with the delivery of the Security & Stewarding Operation. An assessment of the risks is carried out in accordance with an employer's statutory requirement to do so under the Health and Safety at Work Act (1974) and complies with the Management of Health and Safety at Work Regulations (1992).

The assessment will consider the following categories:

- Noise hazards
- Environmental Management
- Manual Handling
- Fire Safety
- Staff Welfare
- Audience Profile
- Hazardous Processes
- PPE

Showsec Threat and Security and Event Security and Stewarding Risk Assessment can be found in appendix A of this document

The principal steps to write Showsec risk assessment are as follows:

- Identify the various hazards associated with the site and/or event’s activities;
- Identify those people who are at risk, who might be harmed and how;
- Evaluate the risks and decide if the existing precautions are adequate or can be improved;
- Record all findings, recommendations and remedial actions implemented;
- Review the assessment and revise as necessary.
- Dynamic Risk Assessment will be produced if required by competent persons on site at the time of the event.

		Likelihood				
		1 Negligible <i>(freak event – no known history)</i>	2 Unlikely <i>(Unlikely sequence of events)</i>	3 Likely <i>(Foreseeable under unusual circumstances)</i>	4 Very Likely <i>(Easily foreseeable-odd incident may have occurred)</i>	5 Almost Inevitable <i>(Common occurrence – aware of incidents)</i>
Severity	1 Negligible / Slight <i>(Inconvenience to individual)</i>	Low 1	Low 2	Low 3	Low 4	Low 5
	2 Moderate <i>(Inconvenience to individual / event, small loss)</i>	Low 2	Low 4	Low 6	Medium 8	Medium 10
	3 Severe <i>(Financial loss to individual / event. Emotional affect to individual)</i>	Low 3	Low 6	Medium 9	High 12	High 15
	4 Very Severe <i>(Injury to Individual, long</i>	Low 4	Medium 8	High 12	High 16	High 20

	<i>lasting emotional effect, financial loss to individual / event)</i>					
	5 Extremely Severe <i>(Death/Serious Injury. Long lasting effect on individual / event. Large financial loss to individual / event)</i>	Low 5	Medium 10	High 15	High 20	High 25



4. Statement of Intent

Based on the information provided by the client and stakeholders, Event/Site Survey and the Risk Assessment the statement of intent can be drawn up as follows. This outlines the objectives of Showsec as the Security & Stewarding Supplier to the event.

Our best endeavors will be used where reasonable and practicable to do so.

The role of the Company with reference to:	Objectives
Security – Perimeter Protection	<ul style="list-style-type: none"> • To support the integrity of the site • To check accreditation of persons entering the site • To report to the event control any persons found without the correct accreditation • To patrol the externals of the event monitoring the perimeter line for: <ul style="list-style-type: none"> ○ Compromised exits ○ Uneven surfaces ○ Working at height ○ Fencing ○ Venue access (e.g. Production Gates)
Security – Asset Protection	<ul style="list-style-type: none"> • To monitor and deter persons from theft and vandalism of any temporary or permanent structures. • To where possible, hold any individual suspected to be attempting theft or vandalism until otherwise notified by the Event Manager • To report to the Event Manager any perceived

	losses or attempts
Security – Access Control	<ul style="list-style-type: none"> To where possible, enforce any accreditation system designed by the event and/or visiting promoter
Security – Searching	<ul style="list-style-type: none"> Where necessary or advised by event management, conduct a search of the visitors entering the site Where practicable, minimise the risk of unauthorised items entering the site
Crime Reduction	<ul style="list-style-type: none"> To the best endeavours minimise crime on the site. If practicable and safe, hold any individual suspected to be involved in a crime until otherwise notified by the Event Manager or Control Room To notify the Event manager where a perceived crime has taken or is about to take place
Egress	<ul style="list-style-type: none"> To support with the safe and orderly exit from the venue
Evacuation	<ul style="list-style-type: none"> To assist the designated person responsible on site with the evacuation of the venue.
Contingency & Emergency	<ul style="list-style-type: none"> Where practicable to support the emergency services

Areas that the Company is NOT Responsible for:

- Crowd Management or Security of people outside the agreed extremities of the site and its surroundings.
- Any co-ordination or responsibility of lost property or lost children.

Staff will, however, direct lost property to the appropriate handling station and escort lost children to the designated point.

- Any Health and Safety issues regarding any parties other than those who are employed by the company or actions taken by agents other than employees of Showsec. Showsec will however report any unsafe practices to the Event Manager and where possible prevent these

5. Pre-Event

Planning Meetings

The planning process will be a continual process for the duration of the contract.

- Stakeholder and Local Authority Meetings
- Police & Security Meetings
- Client Planning Meetings
- Internal Planning Meetings
- Debrief and Review Meetings

5.1. Event Supervisors Induction

In advance of their first shift at the event, supervisors will undertake the event induction. This will involve a Manager or Site Coordinator taking the Supervisors for a tour around the event and showing them the key workings of their area of work.

5.2. Event Briefing

Staff will receive a briefing from the Supervisor before the start of each shift. This briefing will have been provided by the Head of Security.

6. Counter Terrorism Measures and Site Security

6.1. Counter Terrorism Measures

Showsec takes the safety and security of its client’s guests and visitors very seriously. There are various security measures put in place to ensure protection of assets, integrity of the site and crime prevention. These measures will support counter terrorism measures through ensuring a culture of a secure site and promoting the reporting of any suspicious activity to the Police, via the control room.

Current Threat Level

Area	Level	Communicated by	Date Revised
UK Mainland (International Terrorism)	Severe	JTAC	17/3/2017
UK Mainland (N.I. Terrorism)	Substantial	JTAC	17/3/2017
Event Specific	Moderate		

For more information on the threat levels as set by the UK Government then visit <http://shows.ec/ukthreatlevel>.

Showsec Counter Terrorism Training

Showsec currently train all their staff in counter terrorism measures. They receive an online e-learning module that consists of the Project Griffin video, with elements of Project Griffin and Project Argus in the narrative and visual examples. Counter Terrorism has a section in the Major Event Risk assessment; we also advise our workers on the steps they can take to keep themselves safe in the rare event of a firearms or weapons attack, by following ‘Run, Hide Tell’ guidance.

Site Search (Bomb Threat)

35

If a bomb threat came in to the event then this would be analysed by the Police. A message would go out to all radio holders to search their operational area for suspect items. The Supervisors would then report back to the control room where each area would be checked off as searched to the best of their abilities.

6.2. Perimeter Fence line

The perimeter fence will go up during the build for the event. The fence will be constructed of either a Fortress Fence, Tee Shield type fencing or a Heras style fencing with the minimum following specifications:

Fence Type	Panel size	Weight	Crowd pressure	Normal height	Pin depth	Colour	Gate access	Pedestrian access
Fence Type	Panel size	Weight	Crowd pressure	Normal height	Pin depth	Colour	Gate access	Pedestrian access
Fortress Fence	3mx5m		2.0kn/m	3.0m	40cm - 1.0m	Silver	2.5m or 5 m	N/a
Tee Shield	3mx2.4m	72kg	2.0kn/m	3.0m	40cm - 1.0m	Green	2.4m or 3m	1.2m + door
Heras Fence	2mx3.5m	17kg	N/A	2.4m	Blocks	Silver	3.5m	1.1m door

No items should be located around the perimeter of the fence to limit the risk of items/devices being left.

6.3. Accreditation System

The client will implement a stringent accreditation system for the event. Any visitors wishing to access the site must either have received their accreditation in advance or collect it from the accreditation point of issue.

Type	Location	Open
Production	W13	TBC

Artist	G4	TBC
Guest	Box Office – Gate X1	TBC

6.4.CCTV System

CCTV may be used to track the patrol teams but it will mainly be for crowd management & security across the site. Showsec do not have control of the CCTV system but can request it to be directed to a certain location. Its main role will be to:

- Monitor the crowd movement dynamics of the audience attending the event.
- Cover the main entrances and exits to the event and other visible areas that are critical to the safe management and security of your operation.
- Proactively monitor the activities of members of the public whether they are in public areas or on private property.
- Use cameras to focus on the activities of particular people either by controlling or directing cameras to an individual's activities.
- Use cameras to look out for particular individuals.
- Use recorded CCTV images to identify individuals or to investigate their activities.

CCTV

Query	Response
Is CCTV Required as part of the License?	?
Is CCTV Installed?	?
Approx. locations of the CCTV Cameras	Locations listed below where applicable.
Does the CCTV cover the Public Entrance Search Areas?	Yes
Is the CCTV Monitored?	Yes, by the CCTV Provider/Operator
Who Monitors the CCTV, is a CCTV License Required?	The CCTV Provider/Operator Yes a license would be required.

What hours is the CCTV Monitored	24 hours a day from event open to close.
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Adequate lighting must be installed across the site to ensure there is good visibility for the security teams when patrolling. CCTV Locations will be listed below along with key visibility and areas of restricted view:

No.	Location	Type	Key Visibility/Restrictions
1			
2			
3			
4			
5			
6			
7			
8			

7. Build and Break

7.1. Aims of the 'Build' and 'Break' Security Operation

- Best endeavours will be used where practicable and reasonable to do so
- Minimising the loss to the client by maximising the integrity of the site security
- Accreditation Checks on personnel entering the site
- Reporting of any incidents to the Site Manager
- Monitor the externals of the site venue and report to the Site Manager any issues.

7.2. Build Security

Upon arrival on site the Lead in Security will report to the Clients designated Contact. They will brief and deploy the staff to the predetermined agreed static positions. Due to the fluid nature of the venue during the Build (and Break), the staff will have a flexible and proactive approach.

7.3. Site Safety Rules

Showsec will follow the site safety rules as presented by the client

7.4. Communications

During the build and break period, key positions will be issued a radio to be in contact with the Showsec Supervisor. A designated position will log any key radio messages in the occurrence log. The following positions will be provided production radios by the event management team to communicate with them:

Position	Location / Grid Ref	Channel
----------	---------------------	---------

Supervisor	Roaming	Production 1
Accreditation A		Production 1
Accreditation B		Production 1

7.5. Location of Access Points

Access	Location	Overnight
Site Vehicles	Prod Route B	Prod Route B
Delivery Vehicles	Prod Route B	Prod Route B
Pedestrian Access	Prod Route B	Prod Route B

7.6. Recording of Deliveries

Deliveries to the site will be directed to the agreed drop off point. The relevant department will be contacted via radio to collect their item.

Location	Accreditation A	Location
Deliveries	TBC (BBC Radio	Deliveries
Contact	1)	Contact

7.7. Recording of Occurrences and Incidents

Occurrences and incidents will be recorded on the Occurrence log. This will be given to the Site / Event Manager at the end of each shift.

When a crime, or other incident requiring Police attendance, is reported to, or discovered by, a Security operative, Showsec will ensure that their staff obtain as much detail as is possible, with particular importance being placed on identifying victims, suspects, witnesses, and scenes of crime.

7.8.Shift Handover

The Site Manager should invite the Supervisor to the daily production meeting. This will allow them to keep up to date with the production schedule and any changes to the agreed plan. It will also allow the supervisor to hand over the information to the night security team.

The day and night supervisor will go through a handover process at the shift change time to ensure that all information is passed efficiently between the day and night teams.

8. Public Arrival

8.1.Transport

The below information has been provided by the client for the purposes of assessing the arrival of the audience. It is an estimation and subject to change from a number of external factors on an event-by-event basis.

Mode of Transport	Location	Operating Hours
Shuttle Bus Service	Bus Transport Hub	09:30 – 00:00

8.2.Walk-up & Queue Management

Query	Action
Entrance Barrier Build	<ul style="list-style-type: none"> Built on Friday by site Crew
Queue Lane Staffing on duty from (time)	<ul style="list-style-type: none"> 07:00 Saturday 27th May and Sunday 28th May
Overnight Arrivals and Queue Preparation	<ul style="list-style-type: none"> Patrols on the roads surrounding the event to minimise fly camping Security on entrances to form queues of any early

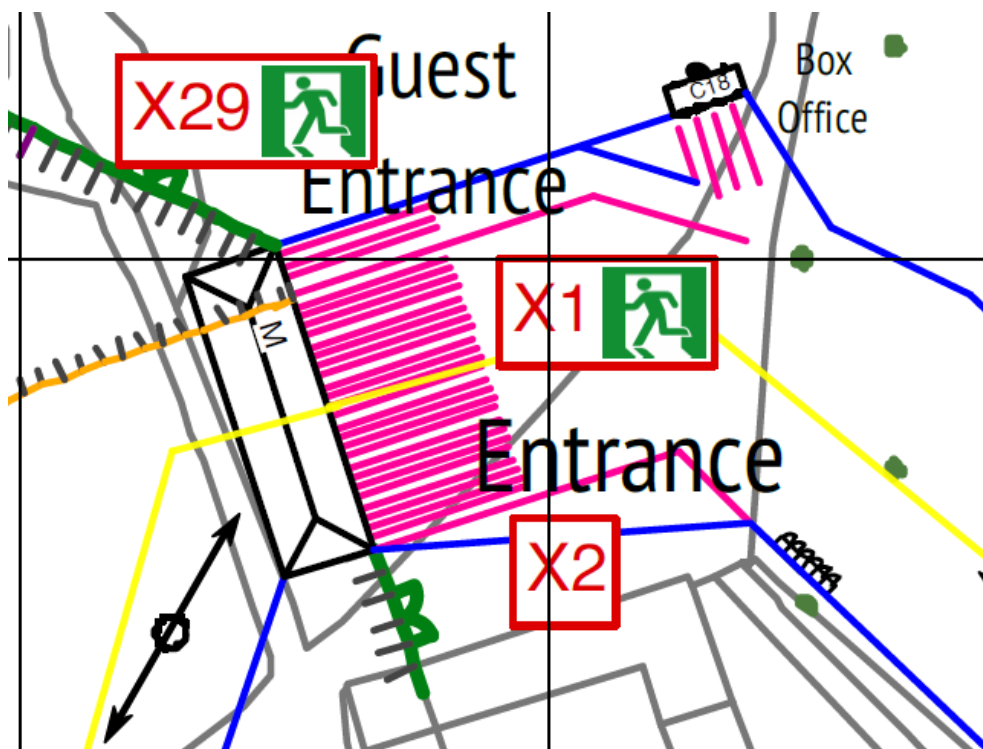
	<p>arrivals</p> <ul style="list-style-type: none"> • Staff will inform the public of the process for queuing • Breaks should be set in the queue to ensure that it's managed into smaller 'penned' areas. Provide where necessary.
Alcohol consumption in Queues	<ul style="list-style-type: none"> • Clear bins should be provided for the disposing of alcohol and other waste. • Staff to monitor queues and where necessary advise customers to moderate their drinking in queue. • Security to request venue staff to collect any litter in the queuing area as and when required
Queue Space Available	<ul style="list-style-type: none"> • TBC
Designated Queue / Entrances	<ul style="list-style-type: none"> • X1
Cleaners on duty from (time)	<ul style="list-style-type: none"> • 0800hrs Saturday • Notify once queue is clear so that they can remove external litter.
PA System on entrance (Y/N)	<ul style="list-style-type: none"> • Yes
Key messaging to be given to audience:	<ul style="list-style-type: none"> • Scripted to match situation, delivered via PA on entrances
Ability to Soft Open (Y/N)	No
Anti-Social Behaviour Reduction Methods	<ul style="list-style-type: none"> • High visibility patrols • Access Control • Right of Refusal • Other covert/overt security tactics

8.3.Box Office

Query	Action
Location of Box Office	<ul style="list-style-type: none"> • At X1 Gate

Collections	
Location of Guest list	• At Box Office
Location of Press Box Office	• At Box Office
Other Collections	• N/A
Sales on the day (Y/N)	• N
Box Office Access Security Required	• Y

8.4. Example Entrance Diagram (Barrier Design)



9. Event Open – Ingress

9.1. Infrastructure

The entrance design should be a robust ingress system. This should have adequate barriers in place provided by the event.

Sufficient signage and lighting should be at the entrance and approach routes to the entrance.

9.2. Accreditation

All persons entering the site must produce accreditation to enter. Pass sheets will be clearly displayed at each entrance showing what accreditation is allowed past that point.

9.3. Ticket Systems

All tickets should be compatible with the access manager scanning system. The system should provide the Event Management with regular situation reports on the amount of public who have entered the venue and the period they have entered. This will provide useful ingress flow rates for use by the Event Management team.

There will likely be several ticket types in use for the events. Examples should be provided to the entrance staff in their pre-event briefing.

Ticket Type	Ticketing Agency
General Admission	Ticketmaster
Disabled	Ticketmaster
Guest list	Ticketmaster
Teen Ticket	Ticketmaster
Child Ticket	Ticketmaster

9.4. Age Restrictions

Age Group	Event Specific /	Action On
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		License Condition	
5-18	Accompanied always with a parent/guardian over 25	Event Condition	Report any unaccompanied minors to control
Over 18's	Challenge 25 when bringing / purchasing alcohol	License Condition	(Photographic ID is required)
Student	NUS, ISIC or valid uni ID		
VIP	Fast track lane		

9.5.Restricted Items

These are event specific and include drugs, weapons (or items that could be used as weapons and serve no other reasonable purpose in the venue), and professional cameras (unless approved and authorised by venue management).

Item	Arena
TBC	

9.6. Drugs policy

Drugs guidance has been provided to the venue by Hampshire Police.

Query	Action
Event Policy	Zero Tolerance
Action on finding a suspected banned substance	Notify the Supervisor Place the item into a sealed bag Deposit in the Surrender Bins
Search necessary once inside the event	Gain permission to search Notify the control room Search only with a Supervisor present Search outside of public view Search in view of CCTV where possible
Ejected	Decision of Eviction Centre
Police Notified	If the amount is deemed to be possession with intent to supply.

9.7. Search Procedure

Showsec only searches on behalf of, and under the instruction of, the client. Often attitude or the behaviour of an individual or group can gain a staff members' attention and a search may be instigated.

The policy Showsec adheres to is as follows:

- The Event Manager and Head of Security, before the start of the event, sets search procedure and conditions of entry for the event.
- Only the Event Manager in conjunction with the Head of Security can change the Search Policy. This must be logged with Control Room as to the reasons why it has been changed.
- Ensure that security staff are familiar with the list of prohibited items.
- Permission must always be sought before a search is carried out.
- Same Sex Person Searching only

- Bags are classed as objects and therefore can be searched by either sex.
 - Nobody is exempt from the Search Procedure (including artists during high risk events).
 - Right of admission reserved subject to search as part of the ticket conditions
 - Polite and courteous manner to be maintained always
 - All non-desirable/illegal items found should be placed in the bins. No responsibility will be taken for these items.
 - Staff will never handle people or property without their permission
 - All illegal items found should be reported and the Head of Security in conjunction with the Event Manager will decide on course of action
- Always thank all parties involved for their co-operation.

Ingress Stage	Narrative
Preparation for Search	<p>There should be signage deployed in front of the lanes to prepare the public for the search regime. This should request the following from the public:</p> <ul style="list-style-type: none"> • Removal of large items from pockets • Unzipping of any jackets or coats being worn by customers • To highlight to the security staff any restricted items they are aware of • To prepare their bag to be searched by security staff
Profiling	<ul style="list-style-type: none"> • During events, security staff may be positioned at the head of the entrance lanes to profile customers on entry. • If they do not fit with the expected audience profile (agreed in advance with the Event

	<p>Manager and Head of Security) then they may be subjected to a more detailed search or entry may be refused.</p> <ul style="list-style-type: none"> • Right of admission is reserved under the terms and conditions of the ticket.
Person Search	<ul style="list-style-type: none"> • A profiled person search will take place as determined by the event brief • Patrons directed to search area where a bag search and Pat down will be conducted.
Bag Search	<ul style="list-style-type: none"> • All bags will be subject to a thorough hand search. • At the bag search point this will involve the public: <ul style="list-style-type: none"> ○ Providing permission for their bag to be searched ○ Taking any items out of their pockets and place into plastic baskets provided. ○ Placing their bag on the search table where the security will search the bag ○ Collecting their bag and their belongings, once they have gone through the search
Ticket Scan	<ul style="list-style-type: none"> • Ticket Scanning will be undertaken by Festaff • Following the search process, patrons will proceed to the Ticket Scanner • If scanners fail then Event Manager to be notified immediately via the control room. They will instruct on next action.
After the Entrance	<ul style="list-style-type: none"> • Once inside the venue then staff will direct the customers to the relevant part of the event. The rear of the entrances should be kept as clear as possible and anyone waiting should be

	encouraged to do so inside the event.
Confiscation of Items	<ul style="list-style-type: none"> • Confiscated items will be placed in the bins at the entrances. • No responsibility will be taken by Showsec for any items left or confiscated at the entrance. • Showsec staff will not remove any items once contained in the bins

9.8.Entry Policies

Ingress Stage	Action On	Complaints Point of Contact
Refusal at Point of Profiling	<p>Advised that admission is being refused and give reasons citing Terms and Conditions. Security should attempt to log the ticket number for identification. This is particularly important for suspected pick pockets – a photo should also be obtained where possible.</p> <p>Report to Control.</p>	Provide contact details of event
Refusal at Point of Search	Advised that admission is being	Provide contact details of event

	refused and give reasons citing Terms and Conditions. Report to the Control.	
Refusal at Point of Ticket Scan	Advise of issue with ticket and refer to Box Office	Box Office
Readmission Policy	Readmission allowed with accreditation. No re-admission for general public.	Provide contact details of event
Last Entry	2100hrs – if arrive after this time then hold at entrance and contact Event Manager via control	Event Manager

The below door policy has been created by The BBC, Showsec will use this during the public search at entrance X1 and X4.

DOOR POLICY

Y = YES

N = NO

ITEM	ARENA
Alcohol (no glass/bottles)	N
Animals (except authorised guide dogs)	N
Professional audio/visual recording equipment	N

Blowtorches	N
Campfires	N
Cans	N
Glass	N
Children	Y
Children (under 16 years old)	Y With adult (+18)
Computer Equipment	Y At owners risk
Gas Cookers	N
Gas Cylinders	N
Trangia Stoves (Meth's)	N
Barbeques (disposable/portable)	N
Gel Fuel Stove	N
Petrol Fueled Cookers	N
Hexi Stove with solid fuel block	N
Fireworks	N
Gazebos	N
Glass	N
Illegal Substances	N
Knives	N
Small Hammers (for pitching tents)	N
Smoke Canisters	N
Water (in a sealed plastic bottle)	Y (<500ml)
Soft Drinks	N
Selfie Sticks	N
Prams/Pushchairs	N
Chairs	N
Laser Pens	N
Weapons	N
Flags	N
Pets	N

- All persons, ticket holders as well as guests, press, media must be searched on entry.
- Items confiscated must be secured in the containers provided.

- **No person is permitted on site without a valid ticket or pass.**
- **All tickets must be carefully checked prior to entry to site.**

Customers over 16 are allowed entry freely; however for customers under the age of 16 they must have a parent or guardian above the age of 18. A maximum of 4 under 16's can be accompanied by any one parent/guardian over the age of 18.

9.9. Ingress Flow Rates

Ingress Stage	Planned Ingress Time (mins)	Avg. Flow Rate per minute per lane	Planned Max Attendance	No. of Lanes
X1 Gate	180	5	26,500	40

Peak Ingress Periods / Late Walk-up

Should there be peak ingress periods to the event then additional resources would be re-deployed from inside the event to increase the number of lanes at the entrances. Intelligence from other similar events and historical review of the Ticketing Access Manger system will enable the Event Manager and the Head of Security to see if these peak periods are likely to occur.

10. Event Open – General

10.1. Aims of the Security Operation

- Ensure that the operation is run in accordance with the licence Conditions.
- Ensure a safe environment while maintaining high levels of customer service.
- Protect the structure and assets of the event.

10.2. Reporting Structure

Pre-Event Checks

Approximately 30 minutes prior to opening doors, the Head of Security/Security Supervisors will carry out the pre event checks and report these back to the control room. The key areas covered in the pre event checks are:

- Checking Fire Exits are clear, signed and in working order
- Checking any areas that require cleaning
- Checking the Front of stage barrier is in place and that there is water in the pit area
- Checking that fire extinguishers are in place and operational
- Ensuring that the FoH desk barrier is set up correctly
- Confirm the Toilets are in a clean and working order
- Ensure all exit gates are clear externally
- Observe for anything that looks out of place

Occurrence Logging

Any occurrences that happen are reported by the operatives to the Control Room via the Supervisor. All workers have a notebook and pen to write down general occurrences throughout the event day. The Control room will log occurrences reported to them. This log will be available to the Event Manager and the Head of Security at all times.

Incident Reporting

All incidents should have an incident report form completed by those staff who are involved. Copies will be scanned in and available to the Event Management Team. Showsec will store all copies of incident reports centrally.

End of Shift Report

At the end of each event the Head of Security will carry out their Post-Event Report. This will be emailed to the Client and Event Producer.

10.3.Welfare Services

Welfare is located at the following locations:

Grid Ref	Location	Open Hours
Q15	Info and Welfare	Arena Open times 1100-22-00

10.4.Lost & Found

Persons

Query	Response
Found Persons	<ul style="list-style-type: none"> Escort to Welfare
Person Responsible	<ul style="list-style-type: none"> Welfare Manager
Lost Persons	<ul style="list-style-type: none"> Escort person reporting to the Welfare Tent – male escort’s male, female escorts female. Notify control room who will notify all staff of description Monitor all areas, paying particular attention to exit points Event Manager will contact Police if

	appropriate
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10.5. Property

Query	Response
Found Items	<ul style="list-style-type: none"> Welfare Report to control with item description, person finding it and location the item was found.
Person Responsible	<ul style="list-style-type: none"> Welfare Manager
Lost Property	<ul style="list-style-type: none"> Direct to Welfare Tent

11. Lost Person / Item Search

If a report came in to the event control that there was a lost person or item then this would be communicated out. A message would go out to all radio holders to search their operational area for any such persons or items. The Supervisors would then report back to the control room where each area would be checked off as searched to the best of their abilities.

11.1. Lighting

The organiser should provide adequate lighting across the site. A lighting test should take place prior to the event. Any dark areas discovered during the event should be reported to the control room for the organiser to remedy.

11.2. Fire Points & Equipment

Grid Ref	Location	Equipment Present
TBC		

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11.3. Medical Points

Grid Ref	Location	Open Hours
R10	Stage Right Main Stage	
T16	Middle of Site	

11.4. Facilities for Disabled / Accessibility needs

Facility	Location	Open Hours
TBC		

12. Event Open – Arena

12.1. Aims of Security within the Arena

The aims of the Security operation within the Arena are to:

- Ensure customers are using authorised areas.
- Minimise restricted items entering the site
- Monitor for any anti-social/illegal activities.
- Provide support to the emergency services.
- Liaise with the event management to maintain the integrity of the arena.
- To where practicable protect the assets of the organisers.
- To manage and monitor the crowd in, out and around the site.
- Ensure the space is used adequately and efficiently.
- Log all incidents via the event control room.

12.2. Arena Entertainment Areas & Bars

Key Entertainment Areas and Bars in the Arenas are listed as follows:

Grid Ref	Location (Field)	Structure Name	Capacity	Sponsor Y/N
	Main	Main Stage	NA	
	Main	Where It Begins	Tbc	
	Main	INMWT	NA	
		Bar 1		
		Bar 2		
		Bar 3		
		Bar 4		

12.3. Bars

The Bar supervisors in each area will also contact each Security supervisor to ensure that they have a line of contact if they require security. Requests for security should go through the Event Control Room.

12.4. Management of Zonal Capacities / Structures

Each event area should have a set capacity and will have stewarding teams deployed to that area. If the event area approached capacity, then it may be necessary to reduce access or seal the area until the occupancy decreases.

In the planning stages, the organisers should consider the stage line-up. The line-up often dictates busy periods in a stage area and sufficient staffing should be ensured at these times.

12.5. Tented Structures & Enclosed Structure

Adequate access control methods will be used to control capacity within a tented structure. Manned crowd control barriers will be used to control public access in and out of the area. Entrances and exit routes must be clearly signed and stewarded. Security should be in place to close off areas as required.

12.6. Zonal Areas

Areas with entertainment areas in them may at times become congested. The monitoring of these areas means that the crowd should be diverted to other routes to reduce the movement of people towards an already congested area. It may become necessary to close an area for ingress and divert to alternative areas.

12.7. Barriers

It is important to use Heavy Duty (Police) Barriers where there will be crowd pressure. Light Duty (Bike Rack) barriers can be used to demark pedestrian walkways or queue areas. On entrance and exit points, the barriers should be configured in a T structure to prevent build crowd congestion at the threshold of the entry/exit points. Staffing levels should reflect the size and structure of the area/tent with each entry and exit manned with staff.

12.8.Crowd Spotter

Depending on the structure, a crowd spotter may be deployed at the Front of stage area to ensure the comfort factor of 0.3m² is not impeded. The nominated medical team should monitor any casualties from the front of stage area.

12.9.Decision to close

Should the capacity be reached, as per area/tent capacity calculations, entry lanes will be closed with public queued away from the entrance in an orderly manner. This should be a centrally co-ordinated operation from event control in consultation with the Head of Security, Health & Safety Manager, Site Coordinators and the Stage Supervisors. Extra staff should be deployed to the exit area to ensure a breach of the ingress policy does not occur.

12.10. Reopening

The exit bays will continue to be exit only and the public egress will be monitored to establish that space had been created and that audience figures had reduced. When audience figures had reduced in the area/tent sufficiently, ingress can recommence.

12.11. Front of Stage Barrier Operation

61

The Front of Stage Barrier system will be a de-mountable type with a minimum loading of 5 kilo Newton per meter, run at a height of 1.2 meters. Security will require a working walkway or deck of a minimum of 1.5 metres in depth, running the length of the barrier to enable safe extraction of members of the audience.

Procedure	Actions
Photographers	<ul style="list-style-type: none"> Stage dependant, generally first 3 Songs (No Flash). Security to check with the Press Representative
Water in Pit	<ul style="list-style-type: none"> Security to request, prior to arena opening. Pit buckets and cups supplied by event.
Exit from Pit	<ul style="list-style-type: none"> All public exit stage left and right
Crowd Spotting	<ul style="list-style-type: none"> Crowd Spotters will be in position on the Main Stage and Big Top
Crowd Surfing	<ul style="list-style-type: none"> Not permitted. Issue a warning only, no ejections
Accreditation Allowed	<ul style="list-style-type: none"> Working personnel only
Medical Provision	<ul style="list-style-type: none"> Medics should be stationed at one end of the barrier and be available to assist a casualty where required Where a dedicated medical provision is not available then clear radio communications with the event control room must be in place
Evictions/Ejections	<ul style="list-style-type: none"> Any ejections from the barrier system must follow the event ejection procedure and be logged with control. Persons being ejected will be exited via the stage left and right where they should be handed to response team

12.12. Artists

It is not the responsibility of Showsec to protect the artists. The artists should have sufficient personal security to undertake this function. If the artist does leave the stage and enter the front of stage area then their team should inform the event organisers, who should then inform the event control. Once made aware of this then the control room will pass on any relevant information to the supervisors and staff.

12.13. Backstage Operations

Access Control

Access to the backstage areas will be strictly by accreditation only.

Vehicle Access

Stage	Access from Gate	Route Description
Main Stage	PROD A	Vehicle entry from Production Route A along Production trackway to rear of stage
INMWT	PROD A	Vehicle entry from Production Route A along Production trackway to rear of stage
Introducing	PROD A	Vehicle entry from Production Route A along Production trackway to rear of stage

Stage Access

The larger stages will be secured on the show days to ensure no unauthorised personnel are allowed access. The security will liaise with 63

the Stage Manager to add further restrictions to the accreditation system at points throughout the day where the stage is congested.

Mixer & Delay Areas

During open hours, staff will be positioned in order to discourage members of the public climbing on these structures in order to gain better sight lines. These areas will be used to monitor the crowd for density problems or criminal activity.

12.14. Hospitality Areas

Grid Ref	Location (Field)	Structure Name	Capacity	Operating Hours
	Guest Area	Guest Area	2000	1100-2200

12.15. Closure of Arena Areas Each Day

The arena areas will close daily at the end of the entertainment period. These will be staggered finishes to allow the audience to egress at a steady rate. As the areas close, the control room will be kept informed. The areas will be barriered off to close them to staff and contractors only.

13. Event Open – Crime Reduction

Best Endeavours will be used in pursuant of these processes where reasonably practicable to do so

13.1. Liaison with the Police

Local Police Service	TBC
Local Police Contact	TBC
Police Silver	TBC

Advance Meetings	Attended pre-event SAG Meetings
Historical Crime Figures Provided	Unofficial record

13.2.Areas to be targeted

From the Event Security Assessment undertaken in the earlier Sections the priority crimes to be targeted have been identified.

Type of Crime	Priority (L/M/H)	Methods to be used to Minimise
Theft from Person	H	<ul style="list-style-type: none"> • Profiling at point of entry. • Visible security staff. • Frequent patrols • Advice to patrons • Searches on exit – specifically for early leavers • Report to Control and log upon first report of activity.
Theft of Property	H	<ul style="list-style-type: none"> • Ensure integrity of access control systems e.g. Accreditation checks. • Awareness on exits • Frequent Patrols • Report to Control and log upon first report of activity.
Violence	H	<ul style="list-style-type: none"> • Profiling at point of entry. • Implement search strategy. • Restrict access where patrons are excessively drunk. • Visible security staff.

		<ul style="list-style-type: none"> • Frequent Patrols.
Sexual Offences	H	<ul style="list-style-type: none"> • Monitoring inside the event • Supervision of the sale of alcohol by the bars • Regular checking of void areas and toilets • Checks on exit from the event • Report to Event Control and log upon first report of activity.
Substance Abuse	H	<ul style="list-style-type: none"> • Robust search at point of entry. • Frequent Patrols • Regular toilet checks • Searches to take place internally. • Gloves to be worn on searches • Log chain of evidence
Anti-Social Behaviour	H	<ul style="list-style-type: none"> • Restrict access of known offenders. – obtain ID. • Profiling at point of entry. • Restrict access where patrons are excessively drunk.
Fake ID's	H	<ul style="list-style-type: none"> • Awareness of Security staff on known fake ID's and their methods • Robust checking on entry • Questioning of details of ID • Hold onto ID where it's believed to be fake and pass to Event Control

13.3.Measures of success

Action

Internal Measures	Post Event Reports will be reviewed to provide statistical information and will form a report for the event management.
External Measures	<p>This information may be made available to local police and licencing where agreed via the organiser.</p> <p>Information in relation to venue associated police incidents will be sought and used to assess trends and themes.</p>

14. Event Open – Dealing with the Reporting of a Crime and Crime Scene Preservation

14.1. Reporting of a Crime

Theft

Allegation of theft will be taken very seriously. Should a member of the public approach a member of staff accusing an individual of theft, staff will:

- Obtain as much details as possible from the victim and a description of the item alleged to have been stolen.
- Asked the individuals to step away from the general public and seek their side of events. Their details would be recorded with proof of name and address sought if possible (driving license, passport).
- Ask the person to consent to a search of their person (limited to bags, clothing, pockets and wallet like items).
 - If no items are found they would be allowed to continue their business unless the victim insisted on calling the police. Showsec would make all incident reports and statements available to the police at the earliest opportunity.
 - If items are found the individual would be asked to remain on the premises and the police called.

- If consent is not provided, then Showsec would seek advice from the Police.
 - Showsec staff have no right to search an individual without consent therefore Showsec would, where possible, ensure the suspect's details are correct (via official documentation).
 - Showsec would seek the suspects' photo (if possible) taken on a mobile phone, and then allow the suspect to continue whilst directing the victim to the local police station.
 - Showsec would supply the police directly with the suspect's details.

Assault

Any allegation of assault is serious and Showsec will tend to and reassure the victim whilst gaining as much information as possible. Showsec will use best endeavours to undertake the following:

- Gather available witness statements and details.
- Record any visible injuries by means of photos and medical reports. Accident report book must be completed.
- Depending on the seriousness of the assault and the wishes of the victim the police would be notified via the Control.

Showsec would instigate a search of the site should a description be available and dependant on the victims wishes may accompany the victim on a walk around site to identify the suspect.

- Should the suspect be identified they will have their details recorded and verified (via official documentation)
- Dependant on the wishes of the victim and the Event Manager, the person may either asked to remain on site (to await police arrival) or ejected from the site.

Other Crimes

In the event of a criminal act of a more serious nature Showsec staff will act to ensure the safety of the victim and public. Showsec will use best endeavours to:

- Gather witness statements and preserve the crime scene and any evidence that may be available from the victim (i.e. prevention of hand washing should scratching have taken place).
- In the event where a suspect can be detained, they will be asked to wait in a separate environment from the victim and any witnesses.
- Due consideration to the safety of Staff and Customers will be considered (i.e. should a weapon be involved).
- In all cases of a serious nature, the police will be notified via the Event Control Room. Further advice will be sought from the police until their arrival where all information will be handed over.

14.2. Crime Scene Preservation

Where a crime scene can be identified, Showsec will work with the venue to preserve this where possible.

- This will be achieved using a combination of Hazard tape, barrier and staff
- The crime scenes should be left as found, no items moved or cleaned,
- Prevent persons from (including Showsec staff) entering the area unless explicitly required (i.e. medics to attend to casualties).
- Should the weather become adverse all actions would be taken to attempt to preserve the scene to the best of the available material (i.e. tarpaulin).

15. Event Open – Response Teams & Ejection Handling

15.1. Response Teams

Duties will be undertaken with best endeavours used as far as reasonably practicable to do so

Duties will include:

- Toilet Checks
- Patrol of Void Areas
- Check in on each position every 30 minutes

Response Teams will be deployed as follows (this is subject to change at the discretion of the Head of Security and/or Event Control Room:

Response Team	Deployed Location	Day/Time Period
Romeo 1	Back Stage	0800-0000
Romeo 2	Main Stage Arena	Arena Open times
Romeo 3	Where It Begins Arena	0800-0000
Romeo 4	Guest Area	Arena Open times
Romeo 5	Inner Perimeter	Arena Open times
Romeo 6	Entry X1	0800-0000

15.2. Ejection Centre

The Ejection Centre will be a location whereby ejections can be processed centrally to ensure a consistent approach and recording system is applied.

Location	X1 gate internal
Operational	During arena open period
Ejection Centre Lead Person	
Infrastructure	<ul style="list-style-type: none"> • Internet

Required	<ul style="list-style-type: none"> • Hard line Telephone • Print, Copy & Scan Facility • Radio and Charger • Toilets and Refreshments • Body Worn CCTV • Tables & Chairs
Communication Links	<ul style="list-style-type: none"> • Accreditation Manager • Ticketing Manager • Police • Event Management / Control Room

15.3.Ejection Handling

The aim across Showsec is that a request for an ejection is a last resort. Every effort should be made to resolve the situation, prior to making a request for a response team.

Examples of reasons for Ejections

Examples of these incidents that may require an eviction:

<ul style="list-style-type: none"> • Fighting • Violence from a customer directed at another customer or event worker • Act of vandalism • Unauthorised access • Suspected Theft • Suspected possession or use of a prohibited substance • Over intoxication <p>This list is not exhaustive.</p>

15.4.Ejection Process Flow

The process flow must be briefed to all Supervisors and Response Team members and it is advised that the staff in any anticipated conflict areas is also briefed on this process.

Initial Response

- Incident occurs involving a customer, member of staff, member of the public, etc.
 - Member of staff requests the attendance of their Supervisor
 - Supervisor attends and deems it necessary to request the attendance of the zonal Response Team.
 - Control room logs, dispatches response team and generates an incident number.
 - Can the issue be resolved by negotiation?
 - Has a breach of event rules/policy been breached? Has a suspected crime taken place?
 - Is it necessary to evict? Initial decision lies with the Supervisor who contacted the control room. May be superseded by a Site Coordinator if they are in attendance.
 - Is the person under 18 or do they appear to be vulnerable?
 - Is reasonable force required to eject?
 - Is Police presence required at that location?
 - Is there any evidence (physical/photographic/witness statements)
- Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.*

Transfer of the person to the Ejection Centre

- If required then control dispatch a vehicle to collect the individuals and Response team
- Vehicle notifies control once they have arrived at the incident

- Response Team notifies control once they are on-route to the ejection centre
- Response Team notifies control once they have arrived at the ejection centre
- Is the person passed straight to Police instead of going to the ejection centre?
- Response Team notifies control that the person is now in the ejection centre
- Vehicle notifies control that they are now free for next despatch.

Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.

Ejection Centre Actions

- BBC Welfare Team to complete welfare assessment
- BBC Welfare Team to then decide on best course of ejection, including location, method
- BBC Welfare Team to complete paperwork for ejection, this will be supported by incident report forms from the members of Showsec staff that were involved in any of the incidents

Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.

Ejection

- Response Team notifies control of the requirement to make an ejection.
- Vehicle is despatched to the ejection centre to collect the individual(s) and the response team
- Individual(s) are dropped at the Bus Station (alternatively the taxi/pick up or car park if they can demonstrate means of onward travel).

Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.

Incident Reports must be completed to include all stages of the ejection. The Ejection Centre must collate all information relating to ejections and scan them in.

16. Normal Egress

16.1. Pre-Egress Meeting

Each event open day, a pre-egress meeting will take place. The key parties involved in the egress should attend this. They should be those involved with the internals of the site and any agencies involved in the egress externally of the site.

Meeting Time	20:00hrs
Meeting Location	Production Village
Required Attendees	Showsec Managers, Showsec Coordinators
Invited Attendees	Client, Police, Event Control Manager, Traffic Management Company Rep.

16.2. Pre-Egress Checks

As with the pre-event checks, the control room will drive the recording of the pre-event checks. These will be to confirm that each supervisor has deployed their staff to the egress positions, has the correct infrastructure deployed and that they have adequate means of communicating to the crowd and back to the control room. Pre-egress checks will be completed a minimum of 30 minutes before the expected egress time.

16.3. Egress Routes

It is the responsibility of the Safety Officer to calculate safe means of egress and evacuation from the event. Below is demonstrated the egress routes that will likely be used at the end of the headline set (the point where the largest field will be at its busiest).

Exit Route	Width (m)	Flow Rate	Cap over 15 Min	Expected Exit Use	Egress Capacity
TBC					

16.4. Egress Areas of Note / Divert Lines

Area	Narrative
Stage Left	Tight point of main egress point SL

16.5. Management Team - Egress Positions

The following are the proposed locations that the Security Management Team will locate their selves during egress. This will allow them to monitor and report into the Head of Security and the control room the flow rates during egress.

Grid Ref	Position	Role	Primary Responsibility	Secondary Responsibility	Resource Requirement
	TBC				

16.6. Stand Down of Staff

At the end of egress and the event then supervisors should confirm that their area is clear of public and that it is secured. All gates should be locked closed unless in use and manned by overnight security.

Only the control room will give the authority to stand down. Once the Head of Security has given the OK to stand down then the control room will contact each supervisor.

17. Emergency Evacuation

17.1. Coordination of Agencies in an emergency

The coordination and liaison of agencies will take place in the Event Control Room. All communications must go through the Event Control to ensure a coordinated response to any emergency incident.

The Head of Security (or their Deputy) will make their way to the Event Control Room to coordinate the Security Resources.

17.2. Possible scenarios resulting in a Partial or Full Evacuation

Immediate or Staged	Issue	Action
Immediate	<ul style="list-style-type: none"> • Fire • Explosion • Structural Collapse • Incident • Any incident where audience self evacuate 	<ul style="list-style-type: none"> • Report incidents to Control to coordinate • Event Director to be informed as soon as possible. • Head of Security & Event Liaison Team to meet at Control Room • Showsec to check their exit routes are clear • Upon instruction from the Event Control, evacuate from all safe exits • Ensure external management of audience to allow access to emergency vehicles
Staged	<ul style="list-style-type: none"> • Show Stop • Bomb Threat • Flare/Smoke Bomb 	<ul style="list-style-type: none"> • Head of Security to meet at the Event Control to form ELT • Discuss the pros/cons of evacuation • Showsec to check their exit routes are clear • Upon instruction from the Event Control, evacuate from all safe exits

		<ul style="list-style-type: none"> Ensure external management of audience to allow access to emergency vehicles
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17.3. Emergency Evacuation Routes

It is the responsibility of the Safety Officer to calculate safe means of egress and evacuation from the event. The evacuation routes will be detailed in the Organisers Event Safety Plan.

17.4. Rendezvous/Assembly Point

In the event of an emergency the Event Control may task a response team to go to the R.V. Point to meet any emergency vehicles and bring them on to site.

Rendezvous Point	Location
A	Production Gate A
B	Production Gate B

17.5. Radio Incident Code Words

Issue	Code Word
Medical Emergency	Kilo 1
Structural Problem	Kilo 2
Extreme Weather	Kilo 3
Fire	Kilo 4
Stage Invasion by Crowd	Kilo 5
Major Crowd Problem	Kilo 6
Minor Crowd Problem	Kilo 7
Suspect Package Found	Kilo 8
Bomb Threat	Kilo 9
Lost Child	Kilo 10

Possible Personal Assault	Kilo 11
Security Required Urgently	Kilo 12

17.6.Alert States & Emergency Procedures

It is the responsibility of the organisers appointed safety officer to write the event safety plan for the event. These Emergency Procedures can be found at Appendix B.

These procedures will be communicated to all Security and Stewards working on site. Any change in event alert state is given by the organisers Senior Event Control Representative.

17.7.Evacuation

Part Evacuation

Where condition Red is in a controlled area i.e. backstage area, the event may not be halted, so as to reduce the possibility of panic. However the area will be restricted until the Condition Green is given.

Full Evacuation

The evacuation plan for the event is detailed in the Event Safety Plan produced by the organisers.

Cancellation

Consideration must be given to the cancellation of an event or being unable to restart an event. A procedure should be set for making the audience aware of the situation as well as dealing with any property that has been lost or abandoned in an evacuation. There may also be an expectation of compensation or the re-issuing of tickets. This should be detailed in the Event Safety Plan.



SHOWSEC

Crowd Management

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APPENDIX 4 – MEDICAL PLAN

Radio 1 Big Weekend

Event Plan

North Region – North East | 27th & 28th May

2017 | SJA/611115 & SJA/613756

Version 1.0 | Author: Events Team

CONTENTS

Contents

AUTHORISATION	2
DISCLAIMER	3
DISTRIBUTION	4
INFORMATION AND UPDATES	4
EVENT INFORMATION	5
INTRODUCTION.....	5
ORGANISER	5
HISTORY	5
SIGNIFICANT CHANGES	5
ANTICIPATED ATTENDANCE	5
LOCATION AND SPECIFIC INFORMATION.....	5
EVENT DOCUMENTATION	5
MEDIA.....	5
OTHER AGENCIES	6
OTHER SIGNIFICANT EVENTS	6
ST JOHN AMBULANCE PROVISION	7
OTHER MEDICAL PROVIDERS	8
COMMAND STRUCTURE.....	8
DEPLOYMENT	8
SCOPE.....	8
KEY TIMINGS	9
YOUTH.....	10
UNIFORM/PPE REQUIREMENT	10
GETTING THERE	10
MEETING POINT.....	10
BRIEFING ARRANGMENTS.....	10
SECURITY PASSES/REQUIREMENTS	10
TREATMENT CENTRE FACILITIES	11
TREATMENT CENTRE MANAGEMENT	11
CYCLE RESPONSE TEAM.....	11
MEDICAL RESPONSE TEAM	11
CROWD DYNAMICS.....	11
TRAFFIC RESTRICTIONS	11
CLINICAL.....	11
SPECIAL INSTRUCTIONS.....	12
RETAINING AND MONITORING PATIENTS	12
SAFEGUARDING.....	12
SAFETY AND SECURITY	12
RECEIVING HOSPITAL.....	13
CASUALTY REPORTING AND DOCUMENTATION	13
LEAVING THE EVENT.....	13
DEBRIEF	14
RAISING CONCERN	14

SUPPORT FUNCTIONS	15
CONTROL AND COMMUNICATION	15
CONTROL MANAGEMENT	15
LOGGING	15
LINK TO STATUTORY AMBULANCE SERVICE	15
EVENT LIAISON.....	16
GENERAL.....	16
INFORMATION TO CONTROL	16
ASHICE	16
CONTINGENCY ARRANGEMENTS.....	17
EQUIPMENT	17
VEHICLES	18
WELFARE	18
MAJOR EMERGENCY	19
ALERTING AND REPORTING	19
PROCEDURES	19
STEP-1-2-3+ (Safety Triggers for Emergency Personnel)	19
RENDEZVOUZ POINT(S)	20
ROLES	20

Version control/Change log

Updated by	Date of issue	Version number	Change log
Peter Hill Event Delivery Coordinator	13/03/2017	0.1	Initial Draft
Charlie Ward District Event Support Officer	15/03/2017	0.2	Amendments
Charlie Ward District Event Support Officer	11/04/2017	0.3	Additional amendments as per organisers event plan and attendance details from event meetings
Chris Davies	09/05/2017	1.0	Final Version Approved

This version supersedes all previous versions. Personnel should ensure they have the most up-to-date version, which is published on DIPS. The final version will be marked 'FINAL' with the version number above.

AUTHORISATION

Final plan signed off by –

Role	Name	Signature	Date
Regional Event Manager	John Purvis		
Event Delivery Coordinator	Peter Hill		
District Event Support Lead	Chris Davies		
Area Manager	Colin Hackett		

Signed Copy of this plan is stored on DIPS (Duties Information Planning System)

DISCLAIMER

This plan is correct at the time of printing. Due to the nature of the work undertaken by St John Ambulance, some elements may require dynamic management during delivery. The Event Manager will inform personnel of any required changes, and log all decisions accordingly.

This plan and any associated documents **MUST NOT** be circulated beyond the plan's distribution list and **MUST NOT** be published on any website (or similar) without the explicit permission of the Regional Events Team.

DISTRIBUTION

Internal

Regional Management Team
Regional Events Team
Event Manager
Area Managers
Specialist Units
On Call Team
Units in attendance
DIPS

External

Hull City of Culture
BBC
Yorkshire Ambulance Service
Humberside Police
Event ELT
Safety Advisory Group

INFORMATION AND UPDATES

For information or updates please contact the Regional Events Team on 01924 262726.

East District Event Support Team – east-district-events@sjc.org.uk

EVENT INFORMATION

INTRODUCTION

BBC Radio 1's Big Weekend (previously known as One Big Weekend, and for 2012 as Radio 1's Hackney Weekend) is a music festival run by BBC Radio 1. It is held once a year, in a different location within the United Kingdom each time. It is the biggest free ticketed music event in Europe and always includes a host of new artists.

On the Weekend of the 27th and 28th May 2017 the Radio One Big Weekend music festival is taking place in the grounds of Burton Constable Hall, Hull. The event will attract 25,000 people on both days in family groups.

Headline acts such as Katy Perry, Little Mix, Stomzy, Kings of Leon and many more to be confirmed on 16th April 2017.

ORGANISER

Hull City of Culture

Melissa.mcveigh@hull2017.co.uk

01482318959 or 07557398447

HISTORY

St John Ambulance has been providing first aid provision at music festivals and concerts for numerous years. This is the first time we have provided cover for this event in East Yorkshire.

St John Ambulance covered this event in 2016 in the South-East Region.

SIGNIFICANT CHANGES

There are no significant changes to the way the festival has been run in previous years, the site layout will be different and maps have been distributed. The concerts will take place over two days.

ANTICIPATED ATTENDANCE

The anticipated attendance is expected of around 28,500 each day.

LOCATION AND SPECIFIC INFORMATION

The event will take place within the grounds of Burton Constable Hall Skirlaugh Hull HU11 4LN. Further information regarding road closures and access/egress routes will be available closer to the date via Hull City of Culture/BBC and their Event Documentations which will be shared via the DIPS System.

EVENT DOCUMENTATION

All operational plans, deployment plans, maps and other appendices will be available on DIPS for St John Ambulance personnel in advance of the event.

Associated alongside this event plan is a site map, emergency operations plan and a specific risk assessment. All event documents will be shared externally by the events coordinator – Peter Hill and internally via the DIPS system and the dedicated event manager.

MEDIA

Any Press enquiries or interview requests MUST be referred directly to Gold in conjunction with our PR Team for comment. Please do not comment on or attempt to answer any questions or enquiries, this is to ensure all requests receive consistent and succinct, accurate information.

Press photographers will be looking for every opportunity to take photographs particularly when casualties are involved. If there are any situations where media appear to be intrusive request that no photographs are taken but do be aware there is nothing we can do to prevent photographs being taken in a public place. If the photographer does not co-operate, do not enter an argument or be physically or verbally abusive, notify the Event Manager of the issues. Please be sure to always present the very best image of the organisation possible by adhering to uniform rules and ensuring best practice always.

Social media – always all SJA personnel are to remain professional and refrain from taking photographs/videos whilst at the event. Should this occur it will be dealt with initially be the event manager and then escalated as appropriate.

OTHER AGENCIES

We expect the attendance of security and stewarding staff at this event, however this will be confirmed soon. Also in attendance, will be Hull City of Culture staff/volunteers, with support from the BBC. Yorkshire Ambulance Service will be providing a manager at the onsite Event Control Room.

OTHER SIGNIFICANT EVENTS

St John Ambulance is contracted to provide the full medical provision at York Races on Saturday the 27th May.

OPERATIONAL INFORMATION

ST JOHN AMBULANCE PROVISION

The resourcing for this event is based on previous event information along with detailed planning with event organisers and other agencies. Provision is for both days.

- 1 Event Manager
 - Supported by 3 personnel in a Command & Control Team
- 14 First Aiders
- 3 Emergency Transport Attendants (Operational & Response Drivers)
- 4 Paramedics
- 4 Nurses
- 2 Doctors
- 3 Emergency Ambulance Vehicles
- 6 Medical Response Team Personnel (2 teams)
- 2 Cycle Responders

- 1 Medical Centre
- 2 First Aid Posts

- 1 Yorkshire Ambulance Service Manager (Event Control)

Associated support vehicles, communications infrastructure.

OTHER MEDICAL PROVIDERS

St John Ambulance will be the sole medical provider for this event.

COMMAND STRUCTURE

Saturday 27th May

Role	Name	Call sign	Mobile number
Strategic Commander	Via on-call system	Gold	0303 003 0109
Tactical Commander	Chris Davies	Silver	07825 682013
Operational Commander	Jason Bassett	Bronze 1	07585 985543
Operational Commander	Stuart Richardson	Bronze 2	07885 750161

Control Room Manager

Treatment Centre Manager (Med Centre)
Treatment Centre Manager (Pit)
Treatment Centre Manager (Welfare)

Logistics (Onsite)	Charlie Ward	Logistics	07854 129632
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Sunday 28th May

Role	Name	Call sign	Mobile number
Strategic Commander	Via on-call system	Gold	0303 003 0109
Tactical Commander	Chris Davies	Silver	07825 682013
Operational Commander	Jason Bassett	Bronze 1	07585 985543
Operational Commander	Stuart Richardson	Bronze 2	07885 750161

Control Room Manager

Treatment Centre Manager (Med Centre)
Treatment Centre Manager (Pit)
Treatment Centre Manager (Welfare)

Logistics (Onsite)	Charlie Ward	Logistics	07854 129632
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Full command structure can be found on DIPS/Event Planning Team.

DEPLOYMENT

Deployment of teams and allocations of crew and vehicles will be organised prior to the event, however this may change on the day of the event.

SCOPE

St John Ambulance will be providing first aid and medical support to all attendees of this event, its staff and contractors.

KEY TIMINGS

Logistics Load up

24/5/2017 – 26/5/2017

Logistics expected to be on/off site throughout these days across various times.

Event Days

27/5/2017 and 28/5/2017

0930 - Management Onsite

1000 - Management briefing

1030 - SJA Briefing

1030 - Event Control Operational

1045 – Deployment

1100 - Gates Open

1300 - Performances start

2200 - Performances end

0000 - SJA expected stand down

0130 – SJA offsite

Park and ride in operation

0800-0130.

YOUTH

This event is will be risk assessed in due course for the suitability of cadets attending this event.

UNIFORM/PPE REQUIREMENT

All personnel in an operational role at this event should be in Service Delivery Uniform and wear appropriate PPE for their role, including safety footwear. Ear Defenders and ear plugs will be available for those working close to the stage, Hi-Viz must be worn at all time. The ambulance crews must have Hi- Viz available should it be required and should be accessible to their allocated vehicle. SJA ID Cards must be worn and on display always or able to present if required.

Appropriate role bars to the role that the individual is undertaking and correct rank slides as per the Rank Policy.

GETTING THERE

Transport to and from the event is either via SJA vehicle or Shuttle bus. We are planning to convey people from Hull District Headquarters to and from the event as needed. However, to aid this there is a Shuttle bus provided by the organisers that will collect from locations across Hull to and from the event.

Volunteers that require transport will need to state on the email address and this will be sorted by the event planning team. We have limited onsite parking for personal vehicles and this needs to be agreed with the planning team first so we can obtain registration plates and details.

Volunteers wishing to walk/cycle to the event will not be allowed entry due to site health and safety risks.

MEETING POINT

All SJA volunteers are required to meet at the Medical Centre located in grid reference R 15, each day for operational briefing/deployment starting promptly at 10:30.

BRIEFING ARRANGMENTS

A full briefing/deployment each day will be undertook by the Event Management team at the Medical Centre (Grid Ref. R 15). This will start promptly at 10:30 and deployment ready for the gates opening at 11:00.

SECURITY PASSES/REQUIREMENTS

Those in SJA uniform with a valid ID card will be permitted access to all areas of the event as necessary.

Event security passes will be made available to volunteers in a management role and were the event planning team deem necessary.

TREATMENT CENTRE FACILITIES

The event organiser will be providing two first aid posts and a medical centre with lighting and power.

St John Ambulance will be equipping these with consumables and treatment facilities, that are appropriate to the post location.

Medical Centre – Grid Reference – R 15

Post 1 (Pit) – Grid Reference – K 13

Post 2 (Welfare) – Grid Reference – Q 14

Please see Appendix documents for full Treatment Centre Consumables/Facilities.

TREATMENT CENTRE MANAGEMENT

Treatment centres will be managed by a dedicated Treatment Centre Manager. It will be to them to manage teams within the centre and report to control as deemed necessary.

CYCLE RESPONSE TEAM

Cycle Responders will be deployed to this event and will be utilised primarily to attend calls where vehicular access is restricted. Cycle Responders should where possible ensure their own safety and their bike. Teams will operate from opening of the event until deemed necessary for stand down.

MEDICAL RESPONSE TEAM

The Medical Response Team (MRT) will be deployed at this event and will cover the stage area including any areas that have dense crowd or casualties that need transferring long distances.

CROWD DYNAMICS

The expected audience for this event is a 50:50 mix of male and female of all ages. Drugs/Alcohol consumption between low-moderate.

Main Stage (Outdoor) – Crowd Capacity of 28,080

Where It Begins Tent (WIB) – Crowd capacity of 6750

BBC Introducing Stage (Outdoor)– Crowd Capacity of 2600

Over the two days an expected crowd of 50,000 plus a host of support staff.

TRAFFIC RESTRICTIONS

Road closure maps will be available from the Event Planning Team; however, traffic restrictions include limited onsite parking and transport intended from Hull District Headquarters via SJA vehicles or via the shuttle bus from locations across Hull.

CLINICAL

We will be providing several Healthcare Professionals over the two days at Radio 1's Big Weekend this includes.

- 2 Doctors
- 4 Nurses
- 4 Paramedics

All HCP's must be aware of SJA National Clinical Policies and procedures and act within their scope of practice.

Drug packs and related consumables will be made available at this event; however, HCPs are to bring any kits/packs issued to them from SJA. Any other equipment will be sourced through District/Regional Clinical and Logistic teams.

Clinical waste

All clinical waste should be placed in the clinical waste bags. Small clinical waste bags can be put in a large clinical waste bag. All bags of clinical waste must be returned to the Medical Centre after each shift.

SPECIAL INSTRUCTIONS

- Please ensure that there is always a designated person on hand to greet patients at the Treatment Centre.
- Where possible patients who have consumed, excessive alcohol should be managed sitting upright unless they are unable to maintain this position. For those who cannot sit upright they should be nursed in the recovery position and closely supervised always, it may be appropriate to ask their friend to assist during busy times.
- Always ensure that patients who have had excessive alcohol, are accompanied by a friend on leaving the TC.
- Due to the nature of the event patients may have to wait after triage before being treated, this will need to be managed by TCMs, members and HCPs.

RETAINING AND MONITORING PATIENTS

This will be managed by the Treatment Centre Managers and Healthcare Professionals within centres as appropriate to individual cases.

SAFEGUARDING

Ensure that SJA policies and procedures are complied with at all time. Be aware of safeguarding issues particularly with underage drinkers and vulnerable adults. Safeguarding forms and Handbooks are available on all Treatment Centres.

Safeguarding 'Z' cards are to be carried by all volunteers at this event and to seek advice from the On-call Safeguarding number **07880473613** or out of hours' number **03030030107**.

SAFETY AND SECURITY

No specific threat has been made to this event although personnel are reminded to be alert not alarmed and remain vigilant always and report anything suspicious to Event Control. Due to increased security and searching at entrance gates, individuals may be asked to provide photo ID in addition to their SJA ID cards. Security staff may ask to search all bags including First Aid and personal bags please ensure that all personnel co-operate with security staff to eliminate delay upon entering the site.

Safety and Risk Management

While there is no specific information to suggest that this event may be the subject of disruption by any group, risk management is a dynamic process and requires ongoing vigilance on the part of **ALL personnel** to ensure a safe working environment and report anything suspicious to the Police or Security staff.

Crowds – *Large numbers of public are anticipated which could cause overcrowding and pinch points in some areas.* Personnel will only be deployed where there is a need for them to leave treatment centres or where there is a request for assistance by the public and even then, only if it is safe to do so.

Personnel must not leave the TC alone and should always approach crowds of people with caution and with a constant awareness of their own safety and if in doubt should retreat to a safe location. Personnel attending calls for assistance or working in crowded situations should wear hi-visibility clothing as directed by the event manager.

Treatment Centre Managers are advised to identify those individuals operating at their Treatment Centre who have experience of working in large crowds and wherever possible utilise them should a team need to be deployed from the Treatment Centre. If any treatment area is experiencing difficulties due to crowd size or activity, advice should be sought from Event Control.

Debris – *The large number of people in the area gives rise to significant debris which could cause trip or accident hazards.*

All personnel should be wearing **suitable footwear** and should also take care when kneeling on the ground. For further information please see Uniform and PPE Requirements.

Terrorism – *There is no specific information to suggest that this event may be the subject of terrorist activity.* However, all staff should be vigilant to ensure a safe working environment and report anything suspicious to the Police or Security Staff. A mobile phone must not be used to do this. The phrase "Alert Not Alarmed" should be remembered always.

Violent Situations – The Police and Security Staff have plans in place to prevent or disrupt any groups who intend to participate in anti-social behavior.

No medical personnel will knowingly be deployed to violent situations. Please contact event control immediately or the nearest security personnel

Conflict management training is available for all SJA personnel via SJA connect and it strongly advised that all personal that can visit <http://sjatwo.clcmoodle.org/course/view.php?id=430> ahead of the event, for advice on dealing with an abusive patient, patients under the influence of drugs / alcohol and resolving difficult situations.

RECEIVING HOSPITAL

Hospital	Tel No:	Address	Travel time
Hull Royal Infirmary (Major Trauma Centre)	01482 875875	Anlaby Road Hull HU3 2JZ	26 minutes
Castle Hill Hospital (Cardiac Centre ONLY)	01482 875875	Castle Road Cottingham HU16 5JQ	36 minutes
Bransholme Minor Injuries Unit (Minor Injuries unit) Opening Times – 9am-10pm	01482 344665	Goodhart Rd, Hull HU7 4DW	23 minutes
East Riding Community Hospital (Minor Injuries Unit) Opening Times – 9am -5pm	01482 886600	Swinemoor Lane, Beverley HU17 0FA	23 minutes
The Wilberforce Health Centre (GP Walk in Centre)	01482 335335	6-10 Story Street, Hull, HU1 3SA	26 minutes
Late Night Pharmacy (Local Pharmacy) Opening Times - Mon-Sat – 08:00-23:00 Sun – 13:00-23:00	01482 307880	124-127 Witham, Hull, HU9 1AT	23 minutes

CASUALTY REPORTING AND DOCUMENTATION

All casualties are to be reported on a Patient Report Form (PRF) and if necessary Incident Report Form (IRF). These must be returned to the Treatment Centre Manager after discharge so they are logged and passed to the event management team. If the patient origin is through control PRF numbers need to be passed to Event Control so they can be logged on DIPS CCS.

RIDDOR books can be found in all treatment centres and be completed if required.

LEAVING THE EVENT

All SJA personnel are only permitted to leave the event onsite official stand down has been received via event control. A hot debrief will take place prior to everyone leaving the event. Transport will be allocated at his time to ensure a safe departure.

DEBRIEF

On stand down all treatment centre managers and specialist leads should hold a hot debrief of all their teams at the end of the event. Details of a debrief will be circulated to managers and leads after the event. To aid this process **all Managers and specialist leads must submit written debrief notes** to the Regional Events Team within 14 days of the event to assist with planning for future events.

RAISING CONCERN

Should you have any concern around the organisation and delivery of the event, or should you have any concerns around patient care or, safety, you have a duty to raise your concerns with the Event Duty Manager **immediately** and subsequently record this on the PRF and an Incident Form. This is an individual responsibility that all must maintain patient safety.

SUPPORT FUNCTIONS

CONTROL AND COMMUNICATION

RADIO CHANNELS

Digital Motorola's will be used at this event on Channel 1 and a reserve made closer to the time.

Additional handsets and base sets will be ordered and used at this event.

CONTROL LOCATION

SJA Control team will be located within the event control room. This is a multi-agency control room made up of the organisers ELT.

CONTROL MANAGEMENT

Control will be managed by a dedicated team and supported by the event management team.

Each day they will be:

- Control Room Manager
- Radio Controller
- Radio Communications Loggist

Radio Controller and Loggist will swap as deemed appropriate.

It is vital that radios are returned to the management team for charging after each day and logs made of individuals they are with.

LOGGING

DIPS CCS will be used as the control log for this event. A laptop will be present within the control room to aid the team in the event of a power failure.

Failure on internet connection the Communication Excel spreadsheet can be used and copies of Radio Communication hand written logs will be kept in the administration box if needed.

All information logged either electronically or hand written must be kept and passed the event management team to be added to the event information feedback.

LINK TO STATUTORY AMBULANCE SERVICE

A Yorkshire Ambulance Service Manager will be located within the event control room.

EVENT LIAISON

This will be managed through the event control room and direct link to the dedicated event manager. Additional event radios may be given to key members of the event management team.

Code Kilo 1 on the event organisers radio indicates a MEDICAL EMERGENCY.

GENERAL

All calls will be logged via DIPS CCS. The DIPS reference number should be quoted when following up calls.

Earpieces will be made available for teams to aid confidentiality through radio transmissions. It is advised that MRT personnel where needed wear ear defenders in conjunction with an ear piece.

All radio handsets including ear pieces must be logged in and out each day.

INFORMATION TO CONTROL

ASHICE will be required for every patient passed through event control.

ASHICE

Approximate Age

Sex

History

Injuries

Consciousness

Exact Location

A contact number will be required for all HCPs so that Event Control can speak with them directly.

If a patient's condition requires a pre-alert to the hospital this must be done by the lead clinician once the patient is loaded, by the ambulance crew only.

CONTINGENCY ARRANGEMENTS

In the event of radio failure, Event Control can be contacted by telephone on the number provided to volunteers on the event.

In the event of failure of logging software, pen and paper will be used.

The Event Manager, Control Manager and Event Logistics will jointly make the most appropriate dynamic decision.

EQUIPMENT

PROVISION

Please ensure that all vehicles arrive fully stocked for the event with consumables and PRFs as there will be limited ability to provide additional stock once the event ground. Additional consumables can be located at Hull District Headquarters Ambulance stores.

PERSONAL EQUIPMENT

Volunteers may not carry or use any equipment beyond the approved first aid equipment. Only medication issued by SJA may be use at events. In addition, the equipment used must only be supplied by SJA or have written agreement in advance of the event unless it is personal stethoscope.

LOGISTICS SUPPORT

If additional medical gasses are required due to use at the event these will be exchanged on a one for one basis. There will be some clinical waste capacity on the Logistics Support vehicles; however, Treatment Centres are encouraged to ensure that they dispose of as per regional guidelines at one of the nominated collection points.

Although every effort will be made to assist with requests treatment centre managers must remember the complexities of the environment that they are in. Requests for help and equipment will be assessed and resources deployed per the priorities at that time.

VEHICLES

ACCESS

Specific instructions for access and egress will be made available to the crews attending.

AMBULANCES

Ambulances must inform Event Control of all changes in location and should not enter the inner event ground without authorisation through Event Control.

VEHICLE RESTRICTIONS

Drivers should pay attention to stewards who may advise that routes to patients are blocked with crowds.

FIRE EXTINGUISHERS

Please ensure all vehicles have appropriate fire extinguishers on board.

VEHICLE CLEANING

The nearest SJA facility for vehicle cleaning is at Hull District Headquarters.

PARKING

Onsite parking will be made available to volunteers closer to the event date.

WELFARE

REST FACILITIES

Treatment centre managers are asked to ensure that there are adequate rest areas available within the vicinity of their treatment centres for staff to take appropriate breaks.

REFRESHMENTS

Refreshments will be made available by the organisers and this will be managed through the Event Management Team.

Other refreshments will be made available in posts where needed.

WATER

Each treatment centre will be allocated cases of water, which can be either collected from SJA HQ or delivered on the day.

TOILETS

There will be staff toilets made available however many other toilets are available onsite.

MAJOR EMERGENCY

In the event of a major emergency occurring, all personnel must immediately return to their Treatment Centre. Managers or Bronze must account for personnel and ensure their safety. Instructions for redeployment will be issued by Event Control.

ALERTING AND REPORTING

Upon discovering a possible major emergency, personnel should inform control as soon as possible, using the METHANE system below.

Instructions will be issues by Event Control, depending on the nature and location of the incident.

PROCEDURES

STEP-1-2-3+ (Safety Triggers for Emergency Personnel)

To remain in a safe environment and to identify a potential hazardous environment, when the cause of the incident is unknown, the STEP 1-2-3+ should be adopted when attending any incident or approaching casualties where there is no logical explanation or known cause.

Your safety comes first, above that of all casualties

STEP 1	1 casualty	<ul style="list-style-type: none"> One person incapacitated with no obvious reason Approach using normal procedures.
STEP 2	2 casualties	<ul style="list-style-type: none"> Two persons incapacitated with no obvious reason Approach with caution Consider all options (if CBRN possible or suspected follow the advice for Step 3) Report on arrival, update control or call 999
STEP 3	3 casualties	<ul style="list-style-type: none"> Three or more people near, incapacitated with no obvious reason *Possible CBRN incident - Do NOT approach Withdraw Report (METHANE) Isolate yourself and send for specialist help
+		<p>The Plus indicates that action can be taken in the absence of specialist equipment and resources such as PPE. Specialist help may direct the following:</p> <ul style="list-style-type: none"> Communicate and advise – give any immediate advice needed and provide reassurance that help is on the way

- Evacuate – Get people away from the scene of contamination
- Disrobe – advise casualties to remove their clothing (by removing their outer clothing casualties will remove 80% of contaminating substances)
- Decontamination – dry decontamination (for nonburning (non caustic) chemicals) will usually be the default process (i.e. self-decontamination by the casualties using absorbent materials such as paper towels). Wet decontamination for burning (caustic) chemicals.

Remember that the emergency services have staff trained and equipped to deal with hazardous (including CBRN) incidents. Such potentially hazardous areas are NOT safe for SJA personnel.

METHANE

METHANE is a mnemonic to assist personnel with reporting a major emergency to control. The following information must be given:

M – My call sign, Major emergency declared or standby.

E – Exact location

T – Type of incident

H – Hazards present

A – Access and egress (how should people who are coming to help get in and out?)

N – Number of casualties

E – Emergency services on scene, and required.

RENDEZVOUZ POINT(S)

In the event of a major emergency occurring, all personnel must immediately return to their Treatment Centre. Treatment Centre Managers must account for personnel and ensure their safety. Instructions for redeployment will be issued by Event Control.

If the incident prevents access to your Treatment Centre, Event Control will issue alternative instructions.

ROLES

In the event of a major emergency, the following personnel will assume the following roles:

Role	Call Sign
Incident Commander	Silver
Bronze Commander	Bronze Forward
Forward Medical Adviser	Bronze Medical
Ambulance Parking Officer	Bronze Parking
Triage	Bronze Triage
Loggist	Bronze Loggist

These roles will be set on each day by the Event Manager.

Please see the following Appendices detailing specific information:

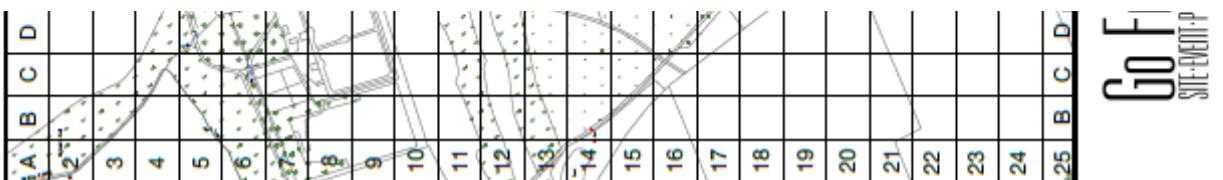
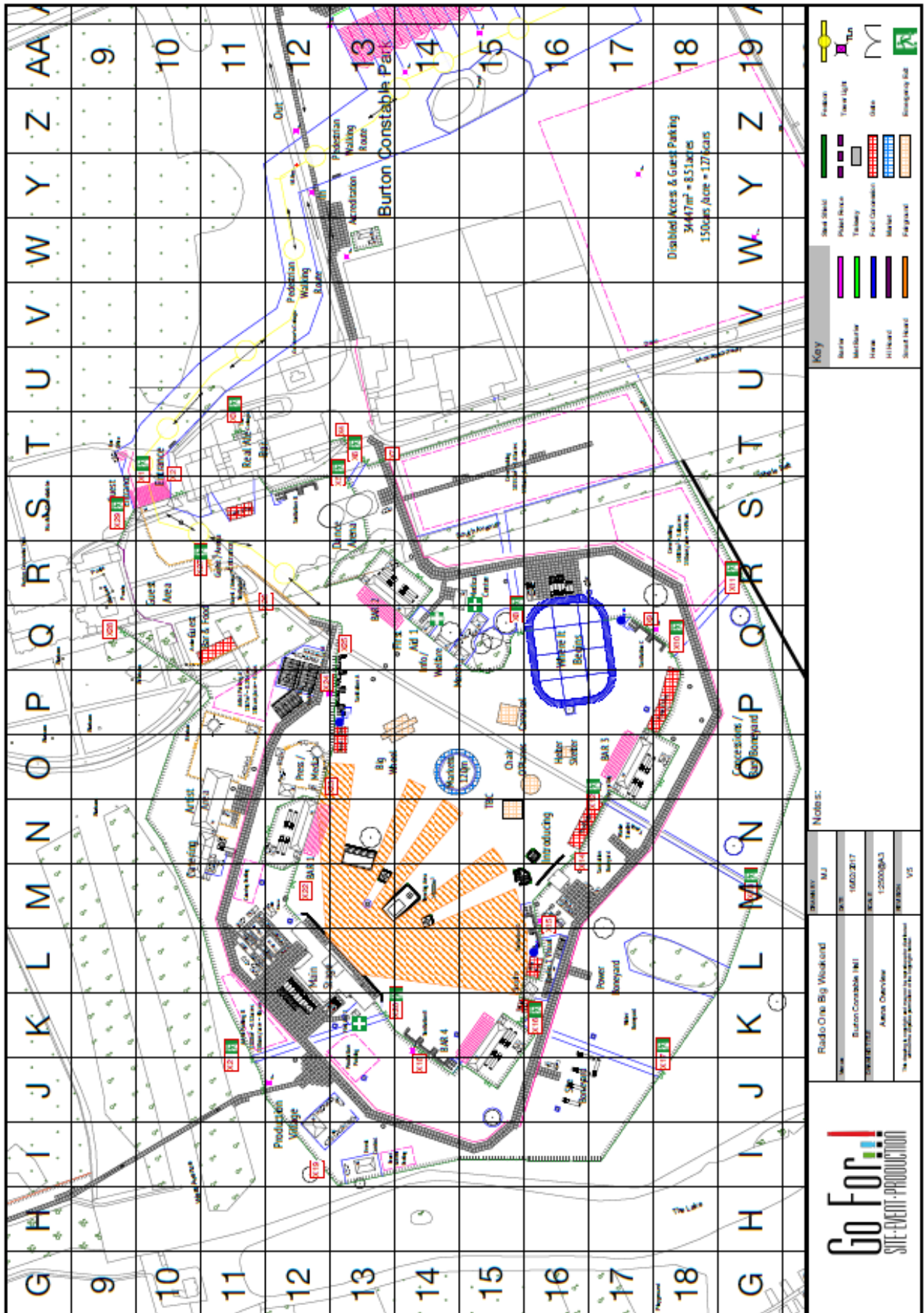
Appendix A – Risk assessment

Appendix B – Full deployment list

Appendix C – Site maps

Appendix D – TC Equipment

Appendix E – Transport



APPENDIX 5 – EVENT H&S RISK ASSESSMENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
Falls from height	Employees Contractors	8	8	64	<p>Only competent and experienced riggers will be used for any high level work.</p> <p>Companies involved in working at height activities provide a suitable and sufficient risk assessment for that work.</p> <p>Where fixed walkways are not in place, suitable personal protective equipment will require to be used for aerial rigging e.g. harnesses/fall arrest equipment/safety lines/work positioning equipment.</p> <p>Work at Height PPE will require to be inspected and maintained in accordance with the manufacturer's instructions.</p> <p>Headgear (e.g. bump caps, climbing helmets) must be worn when working at height.</p> <p>The use of any ladders will be in accordance with the appropriate HSE guidance and be for short duration work only.</p> <p>Suitable rescue procedure will be in place as outlined in the contractors risk assessments and working practices e.g. mobile access platform or cherry picker during all rigging work at height.</p> <p>Medical cover available on site during the build and break</p>	8	2	16	<p>Safety Officer ensures rigging crew chiefs briefed prior to commencement of work.</p> <p>Work at height activities to be closely monitored by the Safety Officer and Site Manager.</p> <p>Suitable signage displayed.</p>	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
Fall of tools / materials etc.	Employees Contractors Visitors	6	8	48	<p>Suitable signs warning of the need to wear hard hats displayed where there is an identified risk.</p> <p>Where necessary a secondary means of support will be provided for all equipment suspended at height unless there is sufficient redundancy in the rigging arrangement.</p> <p>Where lifting equipment is used in the construction, the equipment will be examined and maintained in accordance with the appropriate guidelines (e.g. LOLER 1998)</p> <p>The use of cranes to erect the stage steelwork will be in accordance with the Staging Companies Lifting Plan. All work supervised by an appointed person. (BS 7121)</p> <p>Dedicated rigging point will be identified which are suitable for the attachment of any flying structures (lighting trusses, PA etc)</p> <p>Only tools necessary for the job will be taken to heights and securely stored and lanyards / tool belts will be used where appropriate</p>	6	4	24	<p>On site monitoring of activities by Safety Officer / Site Manager</p> <p>Copies of LOLER certification obtained by the Safety Officer</p> <p>Rigging plot obtained by the Production Manager and checked by Stage Company competent person</p> <p>Lifting Plan obtained by Safety Officer</p>	
Vehicle hazards	Employees Contractors Visitors Public	8	8	64	<p>When vehicles are used in the construction of any temporary structure, the operator of such a vehicle will be trained and competent in its use e.g. forklift drivers will possess the necessary certification/training</p> <p>Site traffic use dipped headlights or warning beacons if fitted.</p> <p>Site speed limit 10mph</p> <p>Hired vehicles well maintained and suitable for their intended purpose</p> <p>Banks men (or signallers) used when reversing</p>	8	2	16	<p>Copies of all plant driver competency certificates obtained by the Site Manager</p>	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					Vehicle access to the site authorised by Site Manager and subject to movement controls by the Site Security and Traffic Management staff. High visibility clothing/waistcoats worn by contractors on site during build/break Where lifting equipment is attached to moving vehicles the use of such equipment will be restricted to competent operators only and such equipment will be subject to a thorough examination programme as directed by a competent person Event site is designed to include vehicle access to service the site infrastructure Internal roadways of a suitable surface for intended vehicle use. Pedestrian walkways created with crowd barrier in areas of high density traffic to separate pedestrians from vehicles. Event site is enclosed by perimeter fence to create a managed, working area Suitable and sufficient parking facilities will be provided for vehicles Suitable and sufficient lighting will be provided The use of All Terrain Vehicles shall be in accordance with the relevant HSE guidance. (AFAG 701, AFAG 702)					
Poor lighting	Employees Contractors	6	8	48	Lighting levels will be supplemented as necessary by independent tower lights / spots to ensure suitable and sufficient lighting levels	6	2	12	On site monitoring of activities by Safety Officer / Site Manager	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					Stage work lights will be provided where overnight working requires to be carried out				Promoter to ensure suitable working light provided as required	
Manual handling / lifting	Employees Contractors	6	8	48	Where reasonably practicable, mechanical means will be utilised to lift or handle loads in order to minimize the risk of injury. Where mechanical means is not used, the manual handling task will be assessed and carried out in such a way to minimize any risk of injury	6	2	12	On site monitoring of activities by Safety Officer / Site Manager Individual company manual handling risk assessments obtained by the Safety Officer Fork lift Trucks supplied by the Promoter Competent Stage Crew are provided by the Organiser	
Slips and Trips	Employees Contractors Visitors	6	8	48	Good housekeeping Spillages cleaned up immediately Suitable footwear worn by contractors Pedestrian routes kept clear of obstructions, trip hazards Waste removed / stored to prevent trip hazard Designated storage areas used on site Temporary pathways provided where reasonable	6	4	24	On site monitoring by Site Manager / Safety Officer	
Structural collapse	Employees Contractors Visitors Public	10	8	80	Structures are erected in accordance with design calculations, including design loading and wind loading, which comply with the relevant guidelines. No unauthorised alterations will be carried out without prior consent. Consultation with the Local Authority is carried	10	2	20	Sign off certificates obtained by the Safety Officer from the individual companies responsible for structures on site. Event Wind Monitoring Procedures confirmed by	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					<p>out to ensure that any temporary structures are erected and are structurally stable in accordance with their requirements</p> <p>Structures are subject to daily checks to ensure their continued structural stability</p> <p>All contractors are experienced in the nature of the work necessary and in the environment that they will be working.</p> <p>Wind and weather warning systems are set up to allow structural stability trigger levels to be actioned which will ensure additional safety measures are put in place depending on the weather warning</p> <p>Appropriate wind monitoring procedures put in place</p>				<p>the Safety Officer with the on site responsible persons for all major structures</p> <p>Weather forecasting information obtained from web and direct from the Met Office</p>	
Noise	Employees Contractors	6	4	24	<p>Individual contractors made aware of anticipated noise levels</p> <p>Hearing protection areas identified, designated and suitably signed</p>	6	2	12	<p>Organiser to designate hearing protection zone signage displayed for working staff in the pit, stage, front of house areas.</p> <p>Promoter to provide suitable disposable earplugs.</p> <p>Independent Noise Consultants appointed</p>	
Electric shock	Employees Self employed Public Visitors	8	8	64	<p>The use of suitably qualified experienced and competent personnel.</p> <p>The installation will be installed in accordance with the following relevant publications:</p> <ul style="list-style-type: none"> BS 7909, Code of practice for 	8	2	16	<p>On site monitoring of activities by Safety Officer / Site Manager</p> <p>Installation certification obtained by Event Safety Officer on completion of</p>	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					<ul style="list-style-type: none"> temporary distribution systems BS 7671 IEE Regulations for Electrical Installations, The Electricity at Work Regulations 1989 HSR 25, The Memorandum of guidance on the Electricity at Work Regulations Chapter 10, The 'Event Safety Guide' GS50, Electrical Safety at Places of Entertainment INDG 247, Electrical safety for Entertainers HSG 47, Avoiding danger from underground services GS6, Avoidance of danger from overhead lines HSG 107, Maintaining portable and transportable electrical equipment BS 7430, Code of practice for earthing <p>On site installation will be tested and certified by a suitably qualified and competent person</p> <p>Cabling will be installed in accordance with the relevant guidelines to prevent a tripping hazard or be crushed by traffic</p> <p>Generators will be installed, maintained and used in accordance with the suppliers instructions and the specific guidelines on the use of generators at this type of event</p> <p>Generators to be located in areas separate from the Public</p> <p>Suitably rated circuit breakers are utilised where appropriate</p>				the install.	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					<p>Suspended lighting equipment is secured by a secondary safety chain support</p> <p>All equipment brought on site requires be subject to a system of electrical testing by the providers of such equipment</p> <p>Consultation with Estate Services for any work involving possible penetration of underground cable routes on site</p> <p>Safe working practices outlined in HSG 47 Underground Services followed</p> <p>Work near overhead lines carried out in accordance with GS6 and in consultation with Electricity provider</p> <p>CAT scan carried out when working near underground services. Underground services identified.</p>					

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
Crushing	Convergence of several routes into one area with limited space	Public	10	6	60	The signage of the exits / entrances to the event and the venues within the site are clearly visible throughout the event.	10	2	20	Arena Capacity of 28,000 public Detailed flow rates contained in Event Management Plan / Crowd Management Plan
Impact/Collision	Dead end/ blockage/ locked gate or door	Employees	6	4	32	Expected admission of the public to the site will be spread over a number of hours, as opposed to a large queue build up at the beginning of the event.	6	2	12	
Surging		Contractors	2	6	12		2	4	8	
Pushing	Limited or no alternative access route or facilities		2	10	20	All entry and exit point will be kept clear.	2	4	8	
Rushing	Limited number of entry and exit points		2	8	16		2	4	8	
Tripping	Insufficient lighting		4	6	24	Entry gates of sufficient width to allow controlled entry over a suitable time period	4	4	16	
	Traffic, etc. not separated from people					A suitable barrier arrangement will be used at the main entry / exit points in order to provide a free flow of persons entering / exiting the site.				
	Access route with limited space					Trained stewards in sufficient numbers will be present at all appropriate locations.				
	Entry/Exit points with limited access					Sufficient lighting at the exits /entrances				
	Muddy ground surface					Underfoot conditions suitable condition, free from trip hazards & obstructions				
	Exits-Blocked, jammed, jammed open					Vehicle movements on site will be limited to essential facility maintenance only and will be restricted, where possible, to areas where the public does not have access. Where this separation is not possible, suitable arrangements will be put in place to ensure the public are not put at risk e.g. Crowd control by stewards, safe speed limit observed.				
	Routes- Becomes blocked.									
	Lighting- Fails, comes on too early, too late									
	Barriers- Breaks under strain, inappropriate design, tips, funnels people.									
	Less staff than required									
	Fail to monitor crowd or detect problems									
	Staff incorrectly interprets the situation as not problematic									

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
	<p>Staff imposes less control than required (e.g. restrict admission rather than stop admitting people).</p> <p>Staff impose control too late.</p> <p>Breakdown of communication, colleagues not alerted.</p> <p>Heavy flow/large movement</p> <p>Reverse flows or cross flows</p> <p>Flows obstructed by queues, gathering crowds, etc.</p> <p>Weather conditions (e.g. good or bad extremes).</p>					<p>Radio communications tested prior to event</p> <p>Suitable and sufficient lighting levels throughout the site and for the duration of the event will be provided.</p> <p>Lighting will be provided with independent power source</p> <p>Weather forecast information will be available throughout the event.</p> <p>Suitable measures will be put in place to prevent ground conditions becoming a problem</p> <p>Crowds directed to enter into the Arena via areas of low crowd density</p> <p>Sufficient queuing space allocated for the anticipated queue build up.</p> <p>Suitable measures in place to deal with any early queuing public – medical / welfare / stewards as required.</p>				

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
Overcrowding	Access route with limited space	Public	8	10	80	Admission to the event will be by ticket only; the maximum number of tickets to be sold will be in accordance with the agreed occupant capacity of the event.	8	2	16	
Crushing	Pinch Points or bottle-necks	Employees	6	8	48		6	2	12	
Impact/Collision	Funnelling effects	Contractors	8	4	32	Suitable space within event arena for the capacity.	8	2	16	
Pushing	Convergence of several routes into one area with limited space		4	8	32		4	4	16	
Surging	Popular places/facilities/ attractions next to or too close to each other (e.g. ticket counters and entries, information display board and main flow path, etc.)		2	8	16	Ticket barcode scanner check or other means employed to verify numbers	2	4	8	
Swaying			2	8	16	2	4	8		
Rushing			4	8	32	Security checks will be carried out to prevent the admission of any persons with forged tickets.	4	4	16	
Tripping			4	6	24		4	4	16	
Falling from height	Popular places/facilities/ attractions located at junction/crossroad		8	8	64	Security personnel will prevent persons gaining unauthorised entry to the site e.g. fence jumping, by patrolling fence perimeter.	8	2	16	
	Insufficient lighting					Sufficient space will be given between structures				
	Traffic, etc. not separated from people					Lighting provided with independent power source				
	Protruding object (e.g., barrier with protruding bolts/legs/ base, guy rope)					The signage of the exits / entrances to the event and the venues within the site are clearly visible throughout the event.				
	Barriers- Breaks under strain, inappropriate design, tips, funnels people.					All entry and exit point will be kept clear and manned by Stewards.				
	Lighting- Fails, comes on too early, too late					Trip hazards will be suitably guarded, highlighted or padded if unable to be repositioned				
	Structures- Collapses, inadequate exits too close together.					Structures are erected in accordance with design calculations, including design loading and wind loading, which comply with the relevant guidelines. No unauthorised alterations will be carried out without prior consent.				
	Fire Extinguishers- Do not work, not in place, vandalised									
PA-System Distorted, broken down, not powerful enough, does										

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
	<p>not reach all areas of the venue.</p> <p>Radio- Broken down, noise, interference, distortion</p> <p>Staff not available</p> <p>Fail to monitor crowd or detect problems</p> <p>Staff recognise a problem too late.</p> <p>Staff does not attempt to control crowd (e.g. due to low morale, overwork, etc.).</p> <p>Staff fail to or do not attempt to give instructions or direct people (e.g. due to low morale, misunderstanding of role and responsibilities).</p> <p>Breakdown of communication, colleagues not alerted.</p> <p>Heavy flow/large movement</p> <p>Reverse flows or cross flows</p> <p>Excitement</p> <p>Fighting/missiles being thrown.</p> <p>Attractions move from one location to another resulting in large crowd movements</p> <p>Climbing trees on site</p>					<p>Stewards will monitor other potential climbing aids throughout the site and take suitable action to prevent as necessary</p> <p>Consultation with the Local Authority is carried out to ensure that any temporary structures are erected and are structurally stable in accordance with their requirements</p> <p>Structures are subject to daily checks to ensure their continued structural stability</p> <p>PA systems will be tested prior to event</p> <p>Radio communications are tested prior to the event</p> <p>Sufficient numbers of entry and exit points will be provided.</p> <p>Trained stewards will be present in sufficient numbers, at all appropriate locations.</p> <p>The widest possible site lines will be used to try and avoid any movement to the centre, at the front of stage.</p> <p>Video screens will be used to relieve sightline pressures</p> <p>Suitably trained and experienced stewards will be positioned in the pit areas to monitor any potential crushing situations.</p> <p>Suitable front of stage barriers will be used.</p>				

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
						<p>The public will not be allowed to bring glass bottles on site</p> <p>There will be provisions made to ensure sufficient numbers of first aid facilities and personnel are available.</p> <p>Vehicle movements on site will be limited to essential facility maintenance only and will be restricted, where possible, to areas where the public does not have access. Where this separation is not possible, suitable arrangements will be put in place to ensure the public are not put at risk</p> <p>Suitable and sufficient lighting levels throughout the site and for the duration of the event will be provided.</p> <p>Adequate fire fighting facilities will be provided, in suitable locations, during the event.</p> <p>Site design and structure positioning considered in relation to possible effects on general crowd flow and access routes planned accordingly</p> <p>A "Show Stop" procedure will be devised to facilitate the prompt cessation of any entertainment and the making of any relevant announcements to the crowd as necessary should a crowd management issued arise at any of the entertainment locations</p> <p>Spotters located on main stage</p> <p>Stewards briefed on prohibition on climbing trees. Site design utilised to remove trees from high density public areas. Trees fenced off where</p>				

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
						necessary. Burton Constable inspect trees within event area for structural integrity.				
Overcrowding in INMWT	Lack of Control Inadequate space Audience Profile	Public Staff Contractors	10	4	40	Suitable stewarding deployment to Tent Exits able to be closed and managed as required under instruction from HOS, ELT. Audience profile indicate a responsive, amicable audience that will obey instructions. Area of 2750m2 allows a capacity of 6750 at a density of 0.4m2 per person within Purple Guide parameters. Sufficient emergency exits for intended capacity CCTV inside tent to monitor capacity Radio communications with Stewards Stage Manager for Tent briefed on show stop procedures	10	1	10	

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
Crushing	Limited number of entry/exit routes	Public	10	8	80	Any full or partial emergency evacuation will be carried out in accordance with the Emergency Evacuation Procedure	10	2	20	Arena Perimeter Emergency Exit gates combined width of 55m.
Impact/Collision	Funnelling effects	Employees	6	6	36		6	2	12	
Pile up	Dead end/ blockage/ locked gate or door	Contractors	8	8	64	The signage of the exits / entrances to the event and the venues within the site are clearly visible throughout the event.	8	2	16	
Trampling			4	6	24		4	4	16	
Pushing	Limited number of entry and exit points		2	10	20	All entry and exit point will be kept clear and unlocked.	2	6	12	
Rushing			2	10	20		2	6	12	
Tripping	Unclear/ conflicting/ confusing signposting		2	8	16	Sufficient numbers of emergency exits will be provided in the perimeter fence to allow egress to a place of safety in 8 minutes	2	4	8	
Surging	Insufficient lighting		6	6	36		6	2	12	
	Traffic, animals, etc. not separated from people					Trained stewards will be present at all appropriate locations.				
	Protruding object (e.g., barrier with protruding bolts/legs/ base, guy rope)						The crowd movements will be monitored by on site personnel and CCTV, particularly in areas of high crowd densities.			
	Slippery flooring				Suitably trained and experienced stewards will be positioned in the pit areas to monitor any potential crushing situations.					
	Exits-Blocked, jammed, jammed open					There will be provisions made to ensure sufficient numbers of first aid facilities and personnel are available.				
	Lighting- Fails, comes on too early, too late				Vehicle movements on site will be limited to essential facility maintenance only and will be restricted, where possible, to areas where the public does not have access. Where this separation is not possible, suitable arrangements will be put in place to ensure the public are not put at risk					
	Barriers- Breaks under strain, inappropriate design, tips, funnels people									
	PA-System Distorted, broken down, not powerful enough, does not reach all areas of the venue.									
	Radio- Broken down, noise, interference, distortion									

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
	<p>Less staff than required.</p> <p>Fail to control crowds (e.g. due to performing other tasks, in another area, misunderstanding of role and responsibilities).</p> <p>Staff fail to perform some of the crowd control tasks (e.g. divert people without explaining why, open gate without informing colleague).</p> <p>Staff fail to or do not attempt to give instructions or direct people (e.g. due to low morale, misunderstanding of role and responsibilities).</p> <p>Breakdown of communication, colleagues not alerted.</p> <p>Heavy flow/large movement</p> <p>A number of flows combined into one</p> <p>Reverse flows or cross flows.</p> <p>Flows obstructed by queues, gathering crowds, etc.</p> <p>Mass hysteria</p> <p>Weather conditions (e.g. good or bad extremes).</p>					<p>e.g. Crowd control by stewards, safe speed limit observed.</p> <p>Suitable and sufficient lighting levels throughout the site and for the duration of the event will be provided.</p> <p>Lighting will be provided with independent power source</p> <p>Disabled patrons evacuating from the Disabled platform will be assisted by Stewards</p> <p>Radio communications tested prior to event</p> <p>An emergency radio communications backup will be available</p> <p>PA systems will be tested prior to event</p> <p>Weather forecast information will be available throughout the event.</p> <p>Suitable measures will be put in place to prevent ground conditions becoming a problem at emergency exit routes e.g. coverings, hardcore etc</p> <p>Trip hazards will be suitably guarded or highlighted if unable to be repositioned</p> <p>All exits lead into a place of safety.</p>				

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
Overcrowding	Access route with limited space		8	8	64	Admission to the event will be by ticket only; the maximum number of tickets to be sold will be in accordance with the agreed occupant capacity of the event.	8	2	16	
Crushing	Pinch Points or bottle-necks		8	10	80		8	2	16	
Impact/Collision	Funnelling effects		6	4	24		6	2	12	
Pushing	Convergence of several routes into one area with limited space		2	8	16	The viewing area is of sufficient size to accommodate anticipated size of the crowd at any peak level	2	4	8	
Surging			2	8	16		2	4	8	
Swaying	Popular places/facilities/ attractions next to or too close to each other (e.g. ticket counters and entries, information display board and main flow path, etc.)		2	8	16	Security personnel will prevent persons gaining unauthorised entry to the site e.g. fence jumping, by patrolling fence perimeter that may result in overcrowding situation.	2	4	8	
Rushing			2	8	16		2	4	8	
Tripping			4	6	24		4	4	16	
Slipping	Popular places/facilities/ attractions located at junction/crossroad		4	8	32	Sufficient space will be given between structures	4	4	16	
Collapse	Insufficient lighting		8	6	24	The signage of the exits / entrances to the event and the venues within the site are clearly visible throughout the event.	8	2	16	
	Traffic, etc. not separated from people					Trip hazards will be suitably guarded, highlighted or padded if unable to be repositioned				
	Protruding object (e.g., barrier with protruding bolts/legs/ base, guy rope)					Structures are erected in accordance with design calculations, including design loading and wind loading, which comply with the relevant guidelines				
	Barriers- Breaks under strain, inappropriate design, tips, funnels people.					PA systems will be tested prior to event				
	Lighting- Fails, comes on too early, too late					Radio communications are tested prior to the event				
	Structures- Collapses, inadequate exits too close together.					Trained stewards will be present in sufficient numbers, at all appropriate locations.				
	Fire Extinguishers- Do not work, not in place, vandalised									

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
	<p>PA-System Distorted, broken down, not powerful enough, does not reach all areas of the venue.</p> <p>Radio- Broken down, noise, interference, distortion</p> <p>Staff not available</p> <p>Fail to monitor crowd or detect problems</p> <p>Staff recognise a problem too late.</p> <p>Staff does not attempt to control crowd (e.g. due to low morale, overwork, etc.).</p> <p>Staff fail to or do not attempt to give instructions or direct people (e.g. due to low morale, misunderstanding of role and responsibilities).</p> <p>Breakdown of communication, colleagues not alerted.</p> <p>Heavy flow/large movement</p> <p>Reverse flows or cross flows</p> <p>Excitement / Mass Hysteria</p> <p>Fighting/missiles being thrown.</p> <p>Underfoot conditions deteriorate due to heavy rain</p>					<p>There is sufficient space allowed at the rear of the anticipated crowd envelope to allow access to other Arena entertainment without the need for cross flow movement</p> <p>Queuing at other nearby attractions or infrastructure will be managed to ensure no cross flow obstructions</p> <p>The crowd movements will be monitored by on site personnel and CCTV, particularly in areas of high crowd densities.</p> <p>The widest possible site lines will be used to try and avoid any movement to the centre, at the front of stage.</p> <p>Suitably trained and experienced stewards will be positioned in the pit areas to monitor any potential crushing or crowd collapse situations.</p> <p>Suitable show stop procedure in place.</p> <p>Suitable side stage fence will be used.</p> <p>The public will not be allowed to bring glass bottles on site</p> <p>There will be provisions made to ensure sufficient numbers of first aid facilities and personnel are available.</p> <p>Lighting provided with independent power source</p> <p>Suitable and sufficient lighting levels throughout the site and for the duration</p>				

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
						<p>of the event will be provided.</p> <p>Suitable measures will be put in place to prevent ground conditions becoming a problem e.g. tildenet covering,</p> <p>Audience behaviour indicates responsive crowd.</p> <p>Surges resulting in crowd collapse possibility Low to Moderate</p> <p>% of under 14 year olds in the front of crowd audience expected to be below 20%</p> <p>Topography suitable for a standing audience with acceptable gradient.</p> <p>Responsive artists.</p>				

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ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
FOS BARRIER										
Structural Collapse	Audience profile / behaviour	Public, Employees, Contractors	10	10	100	Suitable front of stage barrier sections will be used which complies with the ISE Temporary Demountable Structures Guidance for design loading. Barrier installed and sections connected together in accordance with the manufacturers instructions. The crowd movements will be monitored by experienced and trained stage spotters and CCTV Audience profile (see EMP) indicates little crowd surging or sway. Barrier installation checked prior to each concert by Deltamax Suitably trained and experienced pit stewards will be positioned in the pit areas. There will be provisions made to ensure sufficient numbers of first aid facilities and personnel are available and have suitable access within the pit areas Show Stop procedures (see EMP) in place to be activated as required should loss of control measures result in high risk of injury Trip hazards removed or suitably covered / highlighted Low to Medium pressure on pit	10	2	20	Weather conditions monitored by Safety Officer to ensure control measures relating to deterioration in ground conditions remain in place. Any deterioration in ground conditions assessed. Barrier integrity and behaviour monitored during the event by Deltamax Barriers, and Event Safety Manager. Show stop procedures will be activated by the Promoter in accordance with the Show Stop Procedures should conditions dictate. Barrier Contractor will assess any change in the barriers physical state or environmental conditions deterioration and advise the Promoter on the remedial actions necessary
Overcrowding	Alcohol intake		6	4	24		6	2	12	
Sliding	Crowd density		4	4	16		4	1	4	
Entrapment	Ingress / Egress arrangements		4	4	16		4	1	4	
	Ground topography / surface makeup									
	Barrier footplate crowd density									
	Audience age profile									
	Sightline issues									
	Barrier gates / angle sections									
	Side of stage barrier									
	Barrier design and layout									
	Barrier step design									
	Ground Conditions									
Installation technique										
Weather conditions										

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	

						<p>stewards to extract audience members from the front of stage barrier areas</p> <p>Barrier positioned so that ground topography suitable throughout the length of the barrier to enable the barrier to satisfactorily follow the contours of any uneven ground and ensure satisfactory installation.</p> <p>Barrier footplate in good contact with ground surface for the majority of barrier footplate sections within the capabilities of the barrier design and installation methodology.</p> <p>Barrier Supplier and installation Company competent.</p> <p>Ground surface beneath the barrier does not deteriorate due to adverse weather conditions e.g. mud, possible water ponding etc. to a level which adversely affects the barriers resistance to sliding.</p> <p>Barrier under packed with suitable material(s) to the criteria used by the barrier installation company.</p> <p>Toe under voids eliminated on audience footplate.</p> <p>Heavy duty rubber matting used where necessary to cover footplate edge to ground to prevent tripping.</p> <p>Barrier specific design and resistance to sliding satisfactorily meets the ISE Temporary Demountable Structures</p>				
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EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
						<p>Guidance.</p> <p>Expected density on the footplate to be in the region of 0.16 – 0.3m²</p> <p>It is not expected that the audience behaviour to the music will result in the weight loading on the primary barrier footplate being significantly reduced leading to unstable barrier.</p> <p>Convex barrier design on the Primary</p> <p>Primary Barrier positioned on trakway panels rubber matted beneath the footplate section of the barrier.</p> <p>Elimination of trapping points between barrier sections by taping any gap</p>				

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: MISCELLANEOUS (as indicated)

REF. R1BW17 / F

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
Slips or trips (muddy conditions underfoot)	Public Contractors Employee	4	10	40	<p>"Keep Off the Grass" reinforced throughout the site during the event build and breakdown periods to maintain ground integrity.</p> <p>Tildenet ground covering used in front of stage area if wet weather expected.</p> <p>Grass tyres used on plant that require access to the grass to carry out work</p> <p>Trip hazards that are identified during the event are removed or highlighted as necessary</p> <p>Areas unsuitable for audience footfall fenced off from public access as necessary.</p>	4	4	16	Ongoing monitoring depending on weather conditions	
Use of Pyrotechnics	Audience Employees Contractors	8	10	80	Use of Competent and experienced Company / Risk Assessment obtained / Suitable exclusion zone in place / Suitable pyrotechnic/ Suitable Pyro store provided / Suitable firing method employed	8	2	16	Event Safety Officer to obtain H&S documentation from Pyro Company	
Use of Lasers	Audience Employees Contractors	6	10	60	Use of Competent and experienced Company / Risk Assessment obtained / No audience scanning / CAA notification.	6	1	6	Event Safety Officer to obtain H&S documentation from Laser Company	
Wooded Areas / Trees	Public Contractors	6	6	36	<p>Trees within the event area are inspected by Estate (TBC) to verify that they are in a safe condition prior to access by the public</p> <p>Site design excludes a large proportion of the wooded areas from public access. Identified trees fenced off within public areas as per Tree Survey.</p>	6	2	12		

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: MISCELLANEOUS (as indicated)

REF. R1BW17 / F

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					Wooded areas are fenced off from the public to prevent unauthorised access. Stewards patrol large areas of external areas to ensure public do not gain unauthorised access to the event arena.					

RISK EVALUATION GUIDANCE

SEVERITY (S)

The judgment of the severity of the most probable consequences of the hazard can be entered on the Risk Assessment Form in the Severity column as a number using the following scale:

Multiple death	10
Single death	8
Major injury, disabling illness, major damage	6
Lost time injury, illness, damage	4
Minor injury, minor damage	2
Delay only	1

It should be noted that the use of numbers does not make this a quantitative method of risk analysis. Numbers provide a shorthand way of recording the judgment of severity (and likelihood) and will make it easier later to create a list of priorities. It is important not to become too obsessed with figures; part of the purpose of risk assessment is to identify the measures needed to comply with relevant statutory provisions, and these figures are designed to help with the prioritisation of such measures. The objective of this process is not to arrive at a certain number but to provide a systematic method of ensuring that severity and likelihood are analysed carefully and a record made of the analysis for future reference and review.

LIKELIHOOD (L)

When all factors have been considered and a decision made on the likelihood of the hazard actually causing harm, a number can be entered in the Likely column on the general risk assessment form using the following scale:

Certain or imminent	10
Very likely	8
Likely	6
May happen	4
Unlikely	2
Very unlikely	1

Likelihood	Severity					
	Multiple death	Single death	Major injury	Lost time injury	Minor injury	Delay
Certain	100	80	60	40	20	10
Very Likely	80	64	48	32	16	8
Likely	60	48	36	24	12	6
May happen	40	32	24	16	8	4
Unlikely	20	16	12	8	4	2
Very unlikely	10	8	6	4	2	1

1. Those hazards with residual risk ratings that appear in the un-shaded area can usually be considered as trivial risk.
2. Hazards with risk ratings that appear in the shaded area below the lower double line can be considered as adequately controlled risk.
3. Hazards with risk ratings above the upper double line must be considered as not adequately controlled. Further controls will be required. Hazards with risk ratings in the darker shaded areas will require consideration of whether to suspend or start the operation until controls are introduced.
4. The control measures provided for hazards with risk ratings between the two double lines must be examined against current standards to arrive at a decision as to whether the hazard is adequately controlled or not adequately controlled.

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ASSESSED BY: GARY LATHAN,

REVIEW: N/A



APPENDIX 6 – SITE PLAN / AREA PLAN

SEE SITE PLANS ISSUED SEPARATELY

APPENDIX 7 – EVENT FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT

EVENT	
RADIO 1 BIG WEEKEND LIVE AT HULL	
STRUCTURE / AREA	
ARTIST & PRODUCTION AREAS	
LOCATION	
BURTON CONTABLE ESTATE, HULL	
DESCRIPTION	
AREA WITH A NUMBER OF PORTACABINS & MARQUEES USED AS DRESSING ROOMS FOR THE ARTISTS AND OFFICES FOR PRODUCTION STAFF.	
OCCUPANT CAPACITIES	
PUBLIC	STAFF & ARTISTS
NONE	PRODUCTION – 60 APPROX ARTISTS AREA – 300 MAX AT ANY ONE TIME

FIRE RISK ASSESSMENT

AREA: ARTISTS / PRODUCTION COMPOUND.

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
Fire – Sources of ignition Smoking materials / matches, lighters etc. Lighting equipment, Arson, Electrical equipment.	Employees Contractors Self employed Visitors	Covered structures and Portakabins designated “No Smoking” areas Lighting equipment subject to a system of testing and examination to ensure in good working order Electrical installations will be in accordance with the IEE Regulations / BS 7909 Sufficient stewarding and security measures in place Portable Appliance Testing carried out by individual suppliers for all portable electrical equipment	Ensure No Smoking signs are displayed in Portakabins and enclosed structures PAT testing system in place Security deployed Electrical Temporary Installation Certificate available	
Fire – Sources of Fuel/Oxygen Wood / paper / cardboard etc, Waste materials, Furniture, Decorations, Rubbish, Drapes Textiles Timber	Employees Contractors Self employed Visitors	The membranes, fabric and the rigid linings used in the construction of any temporary structure will conform to the relevant Standard – BS 5867 Part 2 Type B, BS 7837, British Standard 5438, Tests 2A and 2B, British Standard 7157, BS EN ISO 6940 / 6941.French Standard NFP.92503, Performance Level M2, German Standard DIN 4102, Part 1, Performance Level B1, Italian Standard UNI 9174, Performance Level M2, USA Standard NFPA 701, Large scale test Where soft furnishings / upholstered furniture are used, this shall comply to the Furniture and Furnishings (Fire Safety) Regulations 1988 / BS 5852 / BS EN 1021 Part 1 Any tent materials fire retardant into BS5438/7157 Shell scheme walling materials fire retardant to EN 13501-1:2004 Any Drapes and curtains fire retardant to BS 5867/5438 Any decorations or dressing used are flame retardant.	Test Certification available No accumulation of flammable materials Refuse bins available	

Assessor: Gary Lathan CMIOSH	Date: 9/5/17	Date of Review:
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FIRE RISK ASSESSMENT

AREA: ARTISTS / PRODUCTION COMPOUND.

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
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		<p>No refuse will be allowed to accumulate which would give rise to an increased risk of fire</p> <p>Sufficient waste receptacles available for use on site</p> <p>Combustible materials not allowed to build up.</p> <p>Bunded storage tanks used at generator positions as required</p>		
Fire - Specific work processes			<p>On site monitoring to identify specific work processes.</p> <p>Permit to Work operated for any hot works.</p>	No specific work processes identified which involve additional fire hazards
Reducing the Likelihood of Fire:		See controls already referred to in this document		
Restricting the spread of fire and smoke: Fire Separation Cavities Internal Linings From external		Linings of marquees complies with BS 5438	Test Certification available	
Emergency Procedures Written Procedure Assembly Point		<p>Area procedure and what to do in the event of a fire instructions displayed</p> <p>Incident coordinated through the ELT</p>	Fire evacuation notices displayed	

3

Assessor: Gary Lathan CMIOSH	Date: 9/5/17	Date of Review:
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FIRE RISK ASSESSMENT

AREA: ARTISTS / PRODUCTION COMPOUND.

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
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Coordination				
Means of Escape		<p>Evacuation route designed to ensure evacuation in 2.5 minutes</p> <p>Travel distances comply with guidelines</p> <p>Emergency exits provide sufficient egress for intended capacity. (Artist Marquee >3 exits)</p> <p>Exit doors from Portakabins, if used, will open in the direction of escape, will not be so locked or fastened that they cannot be readily opened and will lead to as directly as possible to a place of safety.</p> <p>Egress routes will be kept clear from obstruction throughout the Event</p> <p>Suitable and sufficient lighting will be provided to ensure the safe evacuation out with daylight hours</p> <p>Designated Emergency egress suitably signed in accordance with BS 5499</p> <p>Alternative emergency exit route designated in any fenced area</p>	<p>Exit widths checked on completion of any tents</p> <p>Egress routes monitored during event.</p> <p>Suitable illumination available in the event of an emergency</p> <p>Ensure that alternative exit from compound designated.</p>	
Escape Route Lighting		Lighting in the event of a power failure sufficient for egress.	Suitable illumination available in the event of an emergency	
Fire Safety Signs and Notices		<p>Additional signage, which meets the requirements of BS 5499, displayed as required.</p> <p>No smoking signs displayed in any enclosed structures</p>		
Means of detecting and raising the alarm		<p>Stewards to raise the alarm and notify the ELT / Fire Service</p> <p>Event stewards suitably deployed to enable warning to be given to Security Control on any</p>	Loudhailers available for use as required	

4

Assessor: Gary Lathan CMIOSH	Date: 9/5/17	Date of Review:
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FIRE RISK ASSESSMENT

AREA: ARTISTS / PRODUCTION COMPOUND.

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
		outbreak of fire out within the arena Radio communications in use throughout the event environment Loudhailers available for use by stewards as required.		
Means of Fighting Fire		Fire fighting equipment allocated in accordance with EMP deployment schedule Emergency vehicle access available to the area.	FFE equipment deployed and in place throughout event. Vehicle access route kept clear.	

Assessor: Gary Lathan CMIOSH	Date: 9/5/17	Date of Review:
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FIRE RISK ASSESSMENT

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

LOW

MEDIUM

HIGH

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM

MODERATE HARM

EXTREME HARM

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of an occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

FIRE RISK ASSESSMENT

EVENT	
RADIO 1 BIG WEEKEND LIVE AT HULL	
STRUCTURE / AREA	
WHERE IT BEGINS BIG TOP	
LOCATION	
BURTON CONSTABLE ESTATE, HULL	
DESCRIPTION	
BIG TOP STRUCTURE WITH INTERNAL STAGE USED AN ENTERTAINMENT VENUE.	
OCCUPANT CAPACITIES	
PUBLIC	STAFF
6750 (2750M2)	APPROX 50

FIRE RISK ASSESSMENT

AREA: WHERE IT BEGINS BIG TOP TENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
Fire – Sources of ignition Smoking materials / matches, lighters etc. Lighting equipment, Arson, Electrical equipment. Naked Flames Static Electricity	Employees Contractors Self employed Public Visitors	Covered structures designated “No Smoking” areas Lighting equipment subject to a system of testing and examination to ensure in good working order Electrical installations will be in accordance with the IEE Regulations / BS 7909 Sufficient stewarding and security measures in place Portable Appliance Testing carried out by individual suppliers for all portable electrical equipment	Ensure No Smoking signs are posted at stage entry, tent entrances, internal king poles, foh. Pat testing system available Security deployed Electrical Temporary Installation Certificate available	
Fire – Sources of Fuel/Oxygen Wood / paper / cardboard etc, Waste materials, Furniture, Decorations, Rubbish, Fuel (diesel) Flammable Solvents Drapes	Employees Contractors Self employed Public Visitors	The membranes, fabric and the rigid linings used in the construction of any temporary structure will conform to the relevant Standard – BS 5867 Part 2 Type B, BS 7837, British Standard 5438, Tests 2A and 2B, British Standard 7157, BS EN ISO 6940 / 6941.French Standard NFP.92503, Performance Level M2, German Standard DIN 4102, Part 1, Performance Level B1, Italian Standard UNI 9174, Performance Level M2, USA Standard NFPA 701, Large scale test Where soft furnishings / upholstered furniture are used, this shall comply to the Furniture and Furnishings (Fire Safety) Regulations 1988 / BS 5852 / BS EN 1021 Part 1 Any tent materials fire retardant into BS5438/7157 Drapes and curtains fire retardant to BS 5867/5438 Rigid linings and wallboards not less than Class 1, BS 476	Test Certification available No accumulation of flammable material within the tent, beneath and around the stage area. Refuse bins backstage and in public area outside the tents Fuel storage, if present, in bunded tanks	

Assessor: Gary Lathan CMIOSH	Date: 15/2/17	Date of Review: Following material change
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FIRE RISK ASSESSMENT

AREA: WHERE IT BEGINS BIG TOP TENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
		<p>Any decorations or dressing used are flame retardant.</p> <p>No refuse will be allowed to accumulate which would give rise to an increased risk of fire</p> <p>Sufficient waste receptacles available for use on site</p> <p>Combustible materials not allowed to build up beneath staging</p> <p>Any flammable liquids will be stored in suitable closed containers, in a safe and secure manner and be marked clearly to indicate the contents</p> <p>Bunded storage tanks used at generator positions.</p>		
Fire - Specific work processes			<p>On site monitoring to identify specific work processes.</p> <p>Permit to Work operated for any hot works.</p>	<p>No specific work processes identified which involve additional fire hazards</p>
Reducing the Likelihood of Fire:		<p>See controls already referred to in this document</p>		
<p>Restricting the spread of fire and smoke:</p> <p>Fire Separation Cavities</p> <p>Internal Linings</p> <p>From external</p>		<p>The event takes place in a Temporary structure consisting of Big Top tented structure and stage area.</p> <p>Linings of marquees complies with BS 5438</p>	<p>Test Certification available</p>	

<p>Assessor: Gary Lathan CMIOSH</p>	<p>Date: 15/2/17</p>	<p>Date of Review: Following material change</p>
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FIRE RISK ASSESSMENT

AREA: WHERE IT BEGINS BIG TOP TENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
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Emergency Procedures	Area procedure and what to do in the event of a fire instructions displayed	Fire evacuation notices displayed on Stage Managers Cabin	
Written Procedure	Incident coordinated through the ELT		
Assembly Point Coordination			
Means of Escape	<p>Evacuation route designed to ensure evacuation in 2.5 minutes</p> <p>Travel distances comply with guidelines</p> <p>Emergency exits provide sufficient egress for intended capacity. Total available emergency exit widths of:</p> <p>WIB – 10 exits @ 4m width</p> <p>Exits made by removing tent walling at the designated exit locations</p> <p>Suitable emergency lighting/illuminated emergency exit signage provided.</p> <p>Egress routes will be kept clear from obstruction throughout the Event</p> <p>Suitable and sufficient lighting will be provided to ensure the safe evacuation out with daylight hours</p> <p>Designated Emergency egress suitably signed in accordance with BS 5499</p>	<p>Exit widths checked on completion of the tents</p> <p>Exit signage installed and operational</p> <p>Egress routes monitored during event.</p> <p>Suitable illumination available in the event of an emergency</p>	
Escape Route Lighting	<p>Maintained emergency lighting luminaires provided to BS 5266</p> <p>Lighting in the event of a power failure sufficient for egress.</p>	Suitable illumination available in the event of an emergency	
Fire Safety Signs and Notices	Additional signage, which meets the requirements of BS 5499, displayed as required.		

4

Assessor: Gary Lathan CMIOSH	Date: 15/2/17	Date of Review: Following material change
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FIRE RISK ASSESSMENT

AREA: WHERE IT BEGINS BIG TOP TENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
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<p>Means of detecting and raising the alarm</p>	<p>No smoking signs displayed on the stage access routes and in any enclosed structures</p> <p>Stewards / Stage Manager to raise the alarm and notify the ELT / Fire Service</p> <p>Event stewards suitably deployed to enable warning to be given to Security Control on any outbreak of fire out within the arena</p> <p>Radio communications in use throughout the event environment</p> <p>Loudhailers available for use by stewards as required in the event of a PA malfunction</p> <p>Tent PA systems available to broadcast any emergency messages as required</p>	<p>Ensure Stage Managers aware of emergency procedure.</p> <p>Loudhailers available for use as required at each stage</p>	
<p>Means of Fighting Fire</p>	<p>Fire fighting equipment allocated in accordance with EMP deployment schedule</p> <p>Emergency vehicle access available to the area.</p> <p>Access routes for appliances will be not less than 3.7 metres wide, no overhead structures or cables will be less than 4 metres above the ground and any routes will be capable of taking the weight of fire fighting appliances (14 tonnes)</p>	<p>FFE equipment deployed and in place throughout event.</p> <p>Vehicle access route kept clear.</p>	

<p>Assessor: Gary Lathan CMIOSH</p>	<p>Date: 15/2/17</p>	<p>Date of Review: Following material change</p>
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FIRE RISK ASSESSMENT

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

LOW

MEDIUM

HIGH

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM

MODERATE HARM

EXTREME HARM

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of an occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

APPENDIX 8 - WIND / LIGHTNING MANAGEMENT POLICIES

METHOD STATEMENT FOR MANAGEMENT OF TEMPORARY STRUCTURES DURING WINDS

Guidance is taken from the IStructE Temporary demountable structures 3rd Edition and the relevant information from the Installation Company and specific design requirements of the temporary structure

- Reliable weather forecasting information including monitoring and forecasting of wind speed is obtained up to, during and after the event while the de construction process is underway. This may include a weather warning system as required. A logging weather station is available on site to provide real time recording including maximum gusts and average wind speeds. Hand held anemometers are used for low level readings as required.
- A Level 1 warning is determined for all temporary structures. When monitoring registers a gust wind speed in excess of 75% of the structures maximum operational gust speed in an increasing general trend of recorded wind speeds, an alert is given to the erectors and such measures as outlined in their policy are initiated.
- A Level 2 warning is determined for all temporary structures. When monitoring registers a gust wind speed in excess of 90% of the structures maximum operational gust speed in an increasing general trend of recorded wind speeds, the operational procedures defined in the erectors management plan is implemented and the site or area secured against access by the public
- If an isolated gust of 90% of the maximum operational wind speed is obtained against a background of generally decreasing wind speeds a further period of monitoring is carried out.
- Contact details are collated for the standby personnel during the event of all temporary structures
- This general guidance is used in conjunction with any specialist guidance issued by the structure erection company. A list of operational wind speeds for each structure and appropriate management actions will be compiled for the event.

Lightning Procedure

The following procedure should be followed in the Event of Lightning forecast or indicative electrical storm weather conditions being experienced at the Event.

Monitoring is carried out by the H&S Manager / Event Control / LA. Communication coordinated through Event Control.

- Level 1 :Electrical Storms within 32 km /20 miles. Staff on Alert. 96 second count (Km), 100 second count (miles)
 - Inform Event Control
 - Inform Event Manager
 - Inform H&S Manager
 - Inform Relevant HOD's

- Level 2: Electrical storm within 16km / 10 miles and closing. Alert. 48 second count (Km), 50 second count (miles)
 - Climbing personnel return to ground level.
 - Cherry pickers with Camera and CCTV lowered to ground.
 - Low level work continues. Consideration given to powering down.
 - Level 2 Announcement Message activated (see below)

- Level 3: Electrical storm within 8km / 5 miles and closing. 24 second count (Km), 25 second count (miles)
 - Level 3 Announcement Message activated (see below)
 - Personnel to cease work and prepare for severe weather that may accompany lightning.
 - Power down the stage(s). Essential power supplies running emergency or communications equipment to stay operational.
 - Order temporary suspension of work and clear stage area(s).

- Level 4: Electrical storms within 3km / 2 miles and closing. 9 sec count (Km), 10 second count (miles)
 - Personnel to take refuge
 - Prepare for storm passing and re energising of power systems
 - Activate Screen Message (below) on resumption of Screen Power.

Work should not resume until 15 minutes after passing of weather system or period between lighting and thunder increases to suggest system has moved on to a distance equivalent LEVEL 2

Warning Messages

LEVEL 2 ANNOUNCEMENT TO BE MADE FROM STAGE BY STAGE MANAGER / MC:

“In the event of adverse weather this evening it may be necessary to temporarily stop the show in order to preserve and safeguard technical equipment. During this time it we may be unable to make loud speaker announcements. Should this occur, we hope to be able to return to live music as soon as possible and thank you in advance for your patience.”

LEVEL 3 ANNOUNCEMENT TO BE MADE FROM STAGE BY STAGE MANAGER / MC:

“For safety and operational reasons it is necessary to cut power to the stage due to the high risk of an electrical storm – we will resume the stage performances as soon as possible’

TO BE USED ON SCREENS AFTER POWER RESUMED:

‘Live music will be resumed as soon as possible’

Anticipating and Monitoring a Thunderstorm

Keep a constant lookout for thunderstorm clouds in the area. They can develop in as little as 15 minutes. If thunder is heard and intra-cloud /cloud to ground lightning can be seen, you are already in a higher risk situation.

Once thunder can be heard, keep estimating the distance to the lightning activity by using the “Flash to Bang” reckoning method.

This is a mental calculation by counting the delay between seeing a lightning flash, to hearing the audible thunder associated with the flash.

The rule of thumb is that every 3 seconds of delay between a flash to thunder, equates to a distance of 1 kilometer, so where 30 second flash-to-thunder time interval, the lightning activity is about 10 km away. (5 seconds of delay for every 1 mile)

Real Time Website: <http://www.lightningmaps.org/blitzortung/europe/index.php?lang=en>

APPENDIX 9 – BUILD AND BREAK SCHEDULE

EVENT	Radio 1 Big Weekend 2017
VENUE	Burton Constable Hall - Hull
VERSION	V1

Today's Date	Wednesday, 5 April 17
Show Date	Saturday, 27 May 17
Days to Show	52



Date	Time	Area	Entrance	Vehicle	Dept	Ref.	Company	Activity	Additions
Thursday, 11 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Thursday, 11 May 17		Open To Public - House Entrance							
Thursday, 11 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout Trakway	Mike on site
Thursday, 11 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	Crew numbers tbc - Start at prod entrance, artist entrance, arena ring road and dedicated crew to unload deliveries
Thursday, 11 May 17	08:00	Site	Production B	Artic	Site		Entertee	Wet & Dry Hire Delivery	Hi-choard delivery for Bull field, and 200 trackmat
Friday, 12 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Friday, 12 May 17		Open To Public - House Entrance							
Friday, 12 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	Crew numbers tbc - Start at prod entrance, artist entrance, arena ring road and dedicated crew to unload deliveries
Saturday, 13 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Saturday, 13 May 17		Café Open To Public							
Saturday, 13 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install commences	Crew numbers tbc - Start at prod entrance, artist entrance, arena ring road and dedicated crew to unload deliveries
Sunday, 14 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Sunday, 14 May 17		Café Open To Public							
Sunday, 14 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout continues	Mike on site
Sunday, 14 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	1x Crew to install 1x load to accommodate trucks from Monday
Monday, 15 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Monday, 15 May 17		Café Closed To Public							
Monday, 15 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout continues	
Monday, 15 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Security Cabin
Monday, 15 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	Crew numbers tbc - Start at prod entrance, artist entrance, arena ring road and dedicated crew to unload deliveries
Monday, 15 May 17	08:00	Site	Production B		Site		Entertee	Perimeter fence install commences	
Monday, 15 May 17	08:00	Site	Production B	Artic	Site		Entertee	Wet & Dry Hire Delivery	2 Heras, 1 Blocks, 1 ped, 6 T-Shield
Monday, 15 May 17	08:00	Site	Production B		Site		CJC and Rock City	2x Site Crew on site	2x forklift drivers
Monday, 15 May 17	08:00	Site	Production B	TBC	Site		Plant Supplier	Plant Delivery	TBC
Monday, 15 May 17	08:00	Site	Production B	TBC	Site		Winner	Buggy Delivery	2x Mules
Monday, 15 May 17	08:00	Site	Production B	Artic	Site		Winner	Buggy Delivery	1x load
Monday, 15 May 17	10:00	Site	Production B	TBC	Site		Entertee	Dry Hire Fence Deliveries Commence	Inc. trakmatts
Monday, 15 May 17	12:00	Production Village	Production B	TBC	Site		A1 Loos	Delivery production toilet trailer	To arrive with full handwash tank
Tuesday, 16 May 17		PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)							
Tuesday, 16 May 17		Café Closed To Public							
Tuesday, 16 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout continues	
Tuesday, 16 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Tuesday, 16 May 17	08:00	Site	Production B		Site		Entertee	Perimeter fence install continues	
Tuesday, 16 May 17	08:00	Site	Production B	Artic	Site		Entertee	Wet & Dry Hire Delivery	3 Heras, 2 Ped, 5 T-Shield, 1 Hi-Hoard, 1 blocks, ped, met & walkthrus
Tuesday, 16 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Vehicle Supplier	Flatbed Delivery	
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Plant Supplier	Plant Delivery	TBC
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Commences	Production Office complete by EOP
Tuesday, 16 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Search	Buggy Delivery	12x 4 Seater - 10x Box Buggies
Tuesday, 16 May 17	09:00	Site	Production B	TBC	Site		Scaffolding Supplier	Scaffold Delivery	Truck number tbc
Tuesday, 16 May 17	09:00	Site	Production B	TBC	Site		Entertee	Dry Hire Fence Deliveries Continues	Truck number tbc
Tuesday, 16 May 17	12:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Site Crew Cabin, Site Store, Power
Wednesday, 17 May 17		PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)							
Wednesday, 17 May 17		Café Closed To Public							

Wednesday, 17 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout continues	
Wednesday, 17 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	BBC Steel Store, Medics, Marketing, Staging, Meeting Room, Main Stage Office
Wednesday, 17 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Wednesday, 17 May 17	08:00	Site	Production B		Site		Entertee	Perimeter fence install continues	
Wednesday, 17 May 17	08:00	Site	Production B		Site		Entertee	Wet & Dry Hire Delivery	1 Hi-Hoard, 2 Smart-Hoard, 3 Ped
Wednesday, 17 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Wednesday, 17 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Wednesday, 17 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Wednesday, 17 May 17	08:00	Site	Production B		Site		EE	Commence Phone Mast Install	
Wednesday, 17 May 17	08:00	Site	Production B		Site		O2	O2 Mast and Temp Radio Install Commences	
Wednesday, 17 May 17	10:00	Main Stage	Production B	TBC	Site		A1 Loos	Delivery build toilets	1x trailer main stage and PJ's x tbc
Wednesday, 17 May 17	18:00	Site	Production B	TBC	Site		Entertee	Dry Hire Fence Deliveries Complete	Truck number tbc
Thursday, 18 May 17		PHASE 2 - INFASTRUCTURE BUILD (Cabins, Tents and Stages)							
Thursday, 18 May 17		Café Closed To Public							
Thursday, 18 May 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Thursday, 18 May 17	08:00	Site	Production B	TBC	Site		Black Cat	Shell Scheme Install	Production Office and Accrediation
Thursday, 18 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Thursday, 18 May 17	08:00	Main Stage	Production B		Production		Serious Stages	Stage Build Commences	2x14m and 1x 12m telhandlers 0800hrsrequired - 6x artics through morning
Thursday, 18 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Thursday, 18 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Thursday, 18 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Thursday, 18 May 17	08:00	Site	Production B		Site		EE	Continue Phone Mast Install	
Thursday, 18 May 17	08:00	Site	Production B		Site		O2	O2 Mast and Temp Radio Install Continues	
Thursday, 18 May 17	20:00	Site	Production B		Site		Entertee	Perimeter fence completed	
Friday, 19 May 17		PHASE 2 - INFASTRUCTURE BUILD (Cabins, Tents and Stages)							
Friday, 19 May 17		Café Closed To Public							
Friday, 19 May 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Friday, 19 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Catering Office
Friday, 19 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Friday, 19 May 17	08:00	Site	Production B		Site		Entertee	Internal fence install commences	
Friday, 19 May 17	08:00	Main Stage	Production B		Production		Serious Stages	Stage Build Continues	
Friday, 19 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Friday, 19 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Friday, 19 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Friday, 19 May 17	08:00	Site	Production B		Site		EE	Continue Phone Mast Install	
Friday, 19 May 17	08:00	Site	Production B		Site		O2	O2 Mast and Temp Radio Install Complete	
Friday, 19 May 17	08:00	Site	Production B	Artic	Site		Winner	Buggy Delivery	2x loads
Saturday, 20 May 17		PHASE 2 - INFASTRUCTURE BUILD (Cabins, Tents and Stages)							
Saturday, 20 May 17		Café Open To Public							
Saturday, 20 May 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Saturday, 20 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Waste Tank Delivered
Saturday, 20 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Saturday, 20 May 17	08:00	Site	Production B		Site		Entertee	Internal fence install continues	
Saturday, 20 May 17	08:00	Main Stage	Production B		Production		Serious Stages	Stage Build Continues	1x 85ft Cherrypicker required 0800hrs required
Saturday, 20 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Saturday, 20 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Saturday, 20 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Saturday, 20 May 17	08:00	Site	Production B		Site		EE	Continue Phone Mast Install	
Saturday, 20 May 17	09:00	Dance Arena	Production B	Artic	Site		Normadic Spaces	Duospan Build Commences	
Saturday, 20 May 17	12:00		INMWT	Production B	Site		A&J Big Tops	Big Top Tent Build	
Sunday, 21 May 17		PHASE 2 - INFASTRUCTURE BUILD (Cabins, Tents and Stages)							
Sunday, 21 May 17		Café Open To Public							
Sunday, 21 May 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Sunday, 21 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Sunday, 21 May 17	08:00	Site	Production B		Site		Entertee	Internal fence install continues	
Sunday, 21 May 17	08:00	Main Stage	Production B		Production		Serious Stages	Stage Build Continues	1x 100T crane and 1x 50t Crane 0800hrs (Serious to hire and manage: King Lifting)
Sunday, 21 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Sunday, 21 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Sunday, 21 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Sunday, 21 May 17	20:00		INMWT	Production B	Site		A&J Big Tops	Big Top Tent Complete	
Monday, 22 May 17		PHASE 3 - ANCILLARY CONTENT (Bars, Traders, Funfair etc...)							

Monday, 22 May 17		Café Closed							
Monday, 22 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management		
Monday, 22 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc	
Monday, 22 May 17	08:00	Site	Production B	Wag & Drag	Site	Search	Cabin Delivery	Production Holding, WIB Office, Introducing Office, Box Office 1, Accreditation 2, Ticketmaster, Ejection Centre, Press Office, Introducing Store, Dressing Room Store, Pyro, Newsbeat, Dance Tent Office	
Monday, 22 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install continues		
Monday, 22 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage Build Continues	1x50t crane booking for gables/spot pod if required.	
Monday, 22 May 17	08:00	INMWT	Production B		Production	Serious Stages	Stage deck build		
Monday, 22 May 17	08:00	Site	Production B		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew	
Monday, 22 May 17	08:00	Site	Production B	TBC	Site	A1 Loos	Arena Toilet Delivery Commences	No. TBC	
Monday, 22 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site		
Monday, 22 May 17	08:00	Site	Production B	TBC	Site	Winner	Buggy Delivery	14x 6 seaters	
Monday, 22 May 17	08:00	Site	Production B	tbc	Site	Black Cat	Dressing Room Shell Scheme Install		
Monday, 22 May 17	08:00	Site	Production B	Artic	Site	Winner	Buggy Delivery	1x load	
Monday, 22 May 17	20:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway install complete	crew numbers tbc - notes tbc	
Tuesday, 23 May 17		PHASE 3 - ANCILLARY CONTENT (Bars, Traders and Broadcasting)							
Tuesday, 23 May 17		Café Closed							
Tuesday, 23 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management		
Tuesday, 23 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install continues		
Tuesday, 23 May 17	08:00	INMWT	Production B		Production	Serious Stages	Stage deck build continues		
Tuesday, 23 May 17	08:00	Site	Production B		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew	
Tuesday, 23 May 17	08:00	Site	Production B	TBC	Site	A1 Loos	Arena Toilet Delivery Continues	No. TBC	
Tuesday, 23 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site		
Tuesday, 23 May 17	20:00	Main Stage	Production B		Production	Serious Stages	Stage Build Complete		
Tuesday, 23 May 17	20:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Complete	As per marquee schedule tbc	
Wednesday, 24 May 17		PHASE 4 - FIXING AND DRESSING (Broadcasting and Production Load In, Site Creative Install)							
Wednesday, 24 May 17		Café Closed							
Wednesday, 24 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management		
Wednesday, 24 May 17	08:00	Site	TBC	TBC	Site	Cooper's Marquees	Standby Crew On Site		
Wednesday, 24 May 17	08:00	Main Stage	TBC		Production	Serious Stages	Front Of House & Delays Build		
Wednesday, 24 May 17	08:00	Introducing	TBC		Production	Serious Stages	Stage Build Commences		
Wednesday, 24 May 17	08:00	Site	TBC		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew	
Wednesday, 24 May 17	08:00	Site	TBC	TBC	Site	A1 Loos	Arena Toilet Delivery Continues	No. TBC	
Wednesday, 24 May 17	08:00	Site	TBC	Van	Site	Roadrunners	Runner on Site		
Wednesday, 24 May 17	09:00	Main Stage	TBC		Production	Lighting Supplier	LX load In		
Wednesday, 24 May 17	14:00	INMWT	TBC		Production	Serious Stages	Stage deck install complete		
Wednesday, 24 May 17	14:00	INMWT	TBC		Production	TBC	Ground Support Build Commence		
Wednesday, 24 May 17	14:00	INMWT	TBC		Production	Serious Stages	FOH, Camera Platforms Build		
Wednesday, 24 May 17	20:00	Site	TBC		Site	Entertee	Internal fence install complete		
Thursday, 25 May 17		PHASE 4 - FIXING AND DRESSING (Broadcasting and Production Load In, Site Creative Install)							
Thursday, 25 May 17		Café Closed							
Thursday, 25 May 17	07:00	Site	Production A	4x4	Site	Go For...	Site Management		
Thursday, 25 May 17	08:00	Site	Production A	TBC	Site	Cooper's Marquees	Standby Crew On Site		
Thursday, 25 May 17	08:00	Main Stage	Production A		Production	PA Supplier	PA Load In		
Thursday, 25 May 17	08:00	INMWT	Production A		Production	Lighting Supplier	LX Load In		
Thursday, 25 May 17	08:00	Site	Production A		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew	
Thursday, 25 May 17	08:00	Site	Production A	Van	Site	Roadrunners	Runner on Site		
Thursday, 25 May 17	12:00	Main Stage	Production A		Production	SFX Supplier	SFX Load In		
Thursday, 25 May 17	14:00	INMWT	Production A		Production	PA Suppliers	PA Load In		
Thursday, 25 May 17	14:00	INMWT	Production A		Production	SFX Supplier	SFX Load In		
Thursday, 25 May 17	20:00	Introducing	Production A		Production	Serious Stages	Stage Build Complete		
Thursday, 25 May 17	20:00	Site	Production A	TBC	Site	A1 Loos	Arena Toilet Deliveries Complete	No. TBC	
Friday, 26 May 17		PHASE 4 - FIXING AND DRESSING (Broadcasting and Production Load In, Site Creative Install)							
Friday, 26 May 17		Café Closed							
Friday, 26 May 17	07:00	Site	Production A	4x4	Site	Go For...	Site Management		
Friday, 26 May 17	08:00	Site	Production A	TBC	Site	Cooper's Marquees	Standby Crew On Site		
Friday, 26 May 17	08:00	Site	Production A	Wag & Drag	Site	Live Trakway	Crew on standby		
Friday, 26 May 17	08:00	Site	Production A		Site	Entertee	Side of stages installed		
Friday, 26 May 17	08:00	Main Stage	Production A		Production	Video Supplier	Video Load In		
Friday, 26 May 17	08:00	INMWT	Production A		Production	Video Supplier	Video Load In		
Friday, 26 May 17	08:00	Introducing	Production A		Production	Lighting Supplier	LX Load In		
Friday, 26 May 17	08:00	Introducing	Production A		Production	PA Suppliers	PA Load In		
Friday, 26 May 17	08:00	Introducing	Production A		Production	SFX Supplier	SFX Load In		

Friday, 26 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Friday, 26 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
Saturday, 27 May 17		PHASE 5 - SHOW DAY							
Saturday, 27 May 17		Café Closed							
Saturday, 27 May 17	07:00	Site	Production A	4x4	Site		Go For...	Site Management	
Saturday, 27 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Saturday, 27 May 17	08:00	Site	Production A	Wag & Drag	Site		Live Trakway	Crew on standby	
Saturday, 27 May 17	08:00	Site	Production A		Site		Entertee	Standby on site	
Saturday, 27 May 17	08:00	All Stages			Production			Sound Checks	
Saturday, 27 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Saturday, 27 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
Saturday, 27 May 17	11:00	All Stages			Production			Show Live	
Saturday, 27 May 17	23:00	All Stages			Production			Hard Curfew	
Sunday, 28 May 17		PHASE 5 - SHOW DAY							
Sunday, 28 May 17		Café Closed							
Sunday, 28 May 17	07:00	Site	Production A	4x4	Site		Go For...	Site Management	
Sunday, 28 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Sunday, 28 May 17	08:00	Site	Production A	Wag & Drag	Site		Live Trakway	Crew on standby	
Sunday, 28 May 17	08:00	Site	Production A		Site		Entertee	Standby on site	
Sunday, 28 May 17	08:00	All Stages			Production			Sound Checks	
Sunday, 28 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Sunday, 28 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
Sunday, 28 May 17	11:00	All Stages			Production			Show Live	
Sunday, 28 May 17	21:00	Introducing	Production A		Production		Tech Prod Suppliers	Production Load Out	Lighting, Video, PA and Rigging
Sunday, 28 May 17	21:30	INMWT	Production A		Production		Tech Prod Suppliers	Production Load Out	Lighting, Video, PA and Rigging
Sunday, 28 May 17	23:00	All Stages			Production			Hard Curfew	
Monday, 29 May 17		PHASE 6 - ANCILLARY CONTENT REMOVAL							
Monday, 29 May 17	01:00	Introducing	Production A		Production		Tech Prod Suppliers	Production Load Out Complete	
Monday, 29 May 17		Café Closed							
Monday, 29 May 17	03:30	INMWT	Production A		Production		Tech Prod Suppliers	Production Load Out Complete	
Monday, 29 May 17	07:00	Site	Production A	4x4	Site		Go For...	Site Management	
Monday, 29 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Monday, 29 May 17	08:00	Site	Production A	Wag & Drag	Site		Live Trakway	Crew on standby	
Monday, 29 May 17	08:00	Site	Production A		Site		Entertee	Standby on site	
Monday, 29 May 17	08:00	Main Stage	Production A		Production		Tech Prod Suppliers	Production Load Out	Lighting, Video, PA and Rigging
Monday, 29 May 17	08:00	INMWT	Production A		Production		Serious Stages	Stage deck derig	
Monday, 29 May 17	08:00	Introducing	Production A		Production		Serious Stages	Stage derig commences	
Monday, 29 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Monday, 29 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
Monday, 29 May 17	08:00	Site	Production A		Site		O2	O2 Mast Derig Commences	
Monday, 29 May 17	12:00	Main Stage	Production A		Production		Serious Stages	Delay Tower Dismantle	
Monday, 29 May 17	16:00	Main Stage	Production A		Production		Tech Prod Suppliers	Production Load Out Complete	
Monday, 29 May 17	16:00	Main Stage	Production A		Production		Serious Stages	Stage derig commences	
Monday, 29 May 17	20:00	INMWT	Production A		Production		Serious Stages	Stage deck derig complete	
Monday, 29 May 17	20:00	Introducing	Production A		Production		Serious Stages	Stage derig complete	
Tuesday, 30 May 17		PHASE 6 - ANCILLARY CONTENT REMOVAL							
Tuesday, 30 May 17		Café Closed To Public							
Tuesday, 30 May 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Tuesday, 30 May 17	08:00	Site	Production B		Site		Entertee	Internal fence derig commences	
Tuesday, 30 May 17	08:00	Main Stage	Production B		Production		Serious Stages	Stage derig continues	
Tuesday, 30 May 17	08:00	INMWT	Production B		Site		A&J Big Tops	Tent Derig	
Tuesday, 30 May 17	08:00	Site	Production B		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Tuesday, 30 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Derig Commences	As per marquee schedule tbc
Tuesday, 30 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Tuesday, 30 May 17	08:00	Site	Production B	TBC	Site		Winner	Buggy Collection	14x 6 seaters
Tuesday, 30 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Collection Commences	As Per Schedule
Tuesday, 30 May 17	08:00	Site	Production B		Site		O2	O2 Mast Derig Continues	
Tuesday, 30 May 17	08:00	Site	Production B	tbc	Site		Black Cat	Dressing Room Shell Scheme Removal	
Tuesday, 30 May 17	08:00	Site	Production B	Artic	Site		Winner	Buggy Collection	2x loads
Tuesday, 30 May 17	09:00	Dance Arena	Production B	Artic	Site		Normadic Spaces	Duospan Derig	
Tuesday, 30 May 17	20:00	INMWT	Production B		Site		A&J Big Tops	Tent Derig Complete	
Wednesday, 31 May 17		PHASE 7 - INFRASTRUCTURE REMOVAL							
Wednesday, 31 May 17		Café Closed To Public							

Wednesday, 31 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management	
Wednesday, 31 May 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway recovery commence	crew numbers tbc - notes tbc
Wednesday, 31 May 17	08:00	Site	Production B		Site	Entertee	Internal fence derig install continues	
Wednesday, 31 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage derig continues	1x 100T crane and 1x 50t Crane 0800hrs (Serious to hire and manage: King Lifting)
Wednesday, 31 May 17	08:00	Site	Production B		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Wednesday, 31 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Derig Continues	As per marquee schedule tbc
Wednesday, 31 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site	
Wednesday, 31 May 17	08:00	Site	Production B		Site	EE	Derig Phone Mast	
Wednesday, 31 May 17	08:00	Site	Production B	Wag & Drag	Site	Search	Cabin Collection Continues	As Per Schedule
Wednesday, 31 May 17	08:00	Site	Production B		Site	O2	O2 Mast Derig Continues	
Wednesday, 31 May 17	08:00	Site	Production B	tbc	Site	Black Cat	Accreditation and Office. Shell Scheme Removal	
Thursday, 1 June 17		PHASE 7 - INFRASTRUCTURE REMOVAL						
Thursday, 1 June 17		Café Closed To Public						
Thursday, 1 June 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management	
Thursday, 1 June 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway recovery commence	crew numbers tbc - notes tbc
Thursday, 1 June 17	08:00	Site	Production B		Site	CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Thursday, 1 June 17	08:00	Site	Production B	TBC	Site	Entertee	Dry Hire Collection Commences	Truck number tbc
Thursday, 1 June 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site	
Thursday, 1 June 17	08:00	Site	Production B	Wag & Drag	Site	Search	Cabin Collection Continues	As Per Schedule
Thursday, 1 June 17	08:00	Site	Production B		Site	O2	O2 Mast Derig Continues	
Thursday, 1 June 17	20:00	Main Stage	Production B		Production	Serious Stages	Stage derig complete	
Thursday, 1 June 17	20:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Derig Complete	As per marquee schedule tbc
Thursday, 1 June 17	22:00	Site	Production B		Site	Entertee	Internal fence derig complete	
Friday, 2 June 17		PHASE 8 - CORE INFRASTRUCTURE REMOVAL (Ground Protection and Site Perimeter)						
Friday, 2 June 17		Café Closed To Public						
Friday, 2 June 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management	
Friday, 2 June 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway recovery commence	crew numbers tbc - notes tbc
Friday, 2 June 17	08:00	Site	Production B		Site	Entertee	Perimeter fence derig commences	
Friday, 2 June 17	08:00	Site	Production B		Site	CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Friday, 2 June 17	08:00	Site	Production B	TBC	Site	Winner	Buggy Collection	2x Mules
Friday, 2 June 17	08:00	Site	Production B		Site	O2	O2 Mast Derig Complete	
Friday, 2 June 17	08:00	Site	Production B	Artic	Site	Winner	Buggy Collection	2x loads
Friday, 2 June 17	12:00	Site	Production B	TBC	Site	Scaffolding Supplier	Scaffold Collection	Truck number tbc
Friday, 2 June 17	18:00	Site	Production B	TBC	Site	Entertee	Dry Hire Collection Complete	Truck number tbc Inc. trakmatts
Friday, 2 June 17	20:00	Site	Production B	Wag & Drag	Site	Search	Cabin Collection Complete	As Per Schedule
Saturday, 3 June 17		PHASE 8 - CORE INFRASTRUCTURE REMOVAL (Ground Protection and Site Perimeter)						
Saturday, 3 June 17		Café open / closed tbc						
Saturday, 3 June 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management	
Saturday, 3 June 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway recovery commence	crew numbers tbc - notes tbc
Saturday, 3 June 17	08:00	Site	Production B		Site	Entertee	Perimeter fence derig complete	

APPENDIX 10 – EXTERNAL TRAFFIC MANAGEMENT PLAN

Radio 1 Big Weekend Burton Constable Hall Saturday 27th May and Sunday 28th May 2017

Draft Transport and Traffic Management Plan (v4)
19th April 2017

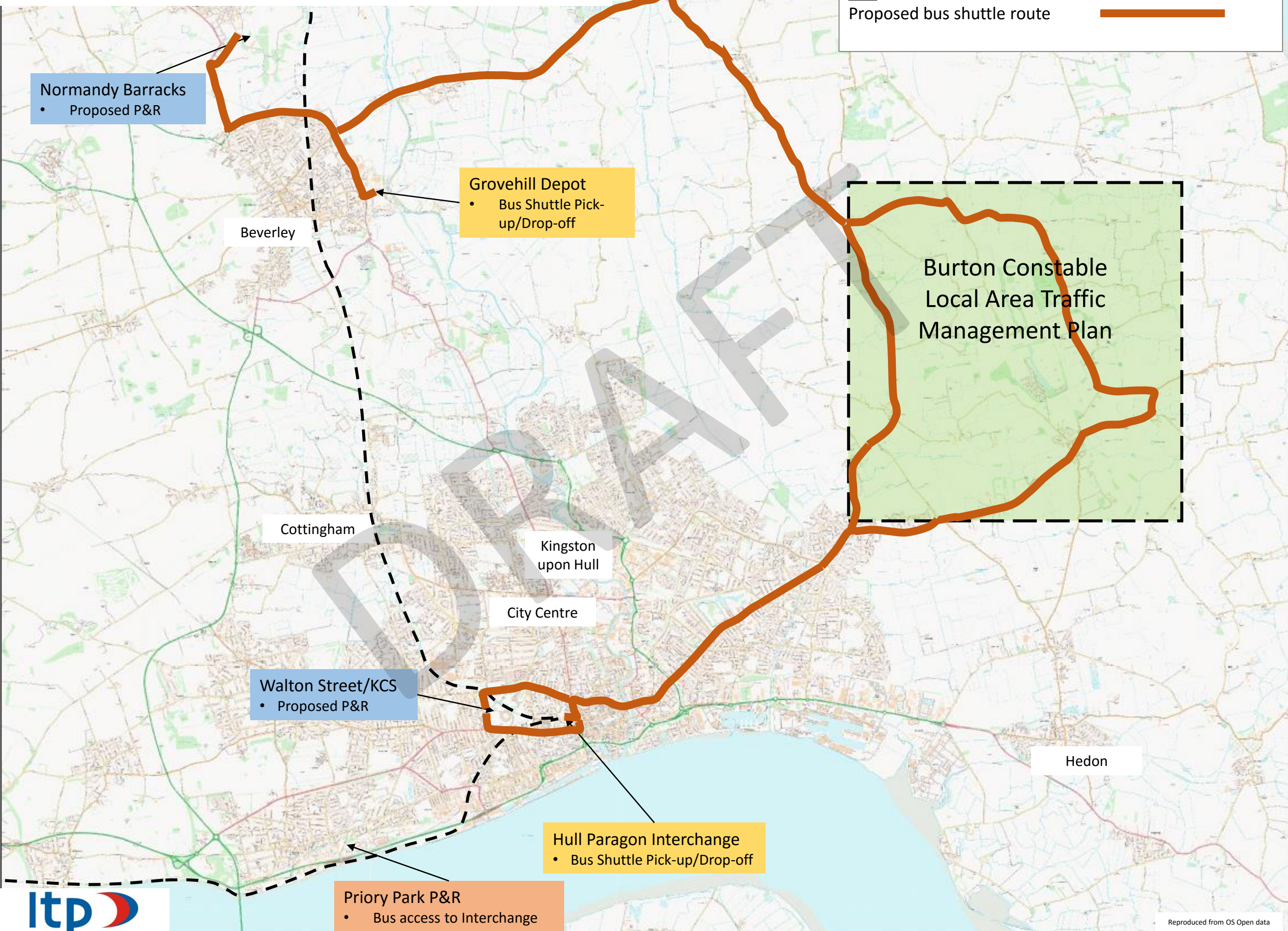

Prepared for **Hull 2017** by Local Transport Projects Ltd

General Arrangements

- **Figure 1** outlines the key travel arrangements in relation to the event site.
- There is no parking at the event for ticket holders except for Blue Badge holders (with a ticket) and special guests (by invitation).
- It is envisaged that the large proportion of ticket holders will be transported to/from the event by shuttle buses operating from designated pick-up points and temporary Park & Ride facilities.
- Vehicular access to the event will be by authorised vehicles only including:
 - Bus shuttle services operating from Hull Paragon Interchange, Walton Street/KC Stadium (P&R), Grovehill Depot, Beverley (Drop-off/Pick-up) and Normandy Barracks Leconfield (P&R).
 - Taxis and Private Hire Vehicles carrying ticket holders (AM).
 - Blue badge holders (with ticket)
 - Special guests (by invitation)
 - Operational and Production vehicles
 - Artistes vehicles
 - Emergency services vehicles
 - Local Residents (by permit)
- Bus shuttle transport from the event will be facilitated by a temporary bus station located adjacent to the main event area.
- There are no suitable walking or cycling routes to the event and “drop-offs” near to the event need to be discouraged through clear messaging prior to the event and traffic regulation/visible enforcement on the event days.
- A Local Area Traffic Management Plan (LATMP) will be implemented in and around Burton Constable and surrounding villages to manage both access to the event and parking/waiting/stopping activities on surrounding roads.

Figure 1: Radio 1 Big Weekend Transport Plan: General Arrangement

KEY
Proposed bus shuttle route



Normandy Barracks
• Proposed P&R

Beverley

Grovehill Depot
• Bus Shuttle Pick-up/Drop-off

Burton Constable
Local Area Traffic
Management Plan

Cottingham

Kingston
upon Hull

City Centre

Walton Street/KCS
• Proposed P&R

Hedon

Hull Paragon Interchange
• Bus Shuttle Pick-up/Drop-off

Priors Park P&R
• Bus access to Interchange

Proposed Shuttle Bus Operations

It is proposed that Shuttle Bus services will operate from:

- **Hull Paragon Interchange (see Figure 2)** – operating the shuttle service from this location allows and encourages arrivals by rail, local-bus and by foot. In addition the proximity to the City Centre provides an opportunity for ticket holders to park in local car parks for the day with additional parking available at the Priory Park Park & Ride which has services running directly to the interchange. Further arrivals are envisaged through drop-offs adjacent to the Interchange. It is estimated that 9,600 ticket holders will use the Hull Paragon Interchange service. The two-way travel time to the event is 75 minutes.
- **Rail arrangements** - Agreement in principal has been reached with Network Rail, Rail Operators, Hull CC and local bus operators regarding the use of Hull rail station and Interchange to facilitate transport to the event including keeping the station/interchange open until post-event shuttle bus operations are complete (est. 01:30). In addition, there is an agreement in principal regarding operating an increased capacity and extended rail service to facilitate ticket holders travelling both north (i.e. Driffield, Bridlington) and west (i.e. Brough, Goole, Doncaster) from Hull.
- **Walton Street/KC Stadium P&R (see Figure 3)** – agreement has been reached with Hull CC/NPS Humber regarding the use of Walton Street over the Big Weekend and KC Stadium have provided agreement in principal regarding using their adjacent stadium car park. Together this facility would provide some 1,700 car parking spaces with the potential to provide for 3,400 ticket holders. The location of the “Pick-up/Drop-off” area is yet to be agreed but the local road network adjacent to and within the stadium provides opportunities to provide a suitable facility. The two-way travel time to the event is 90 minutes.
- **Normandy Barrack Leconfield (see Figure 4)** – agreement has been reached with Defence School of Transport to use their site at Leconfield for a Park & Ride facility. The Park & Ride would be located on the hardstand areas that make up the runways. It has the potential to provide for significant numbers of ticket holders. Minor improvement works to Grange Road required as this will be the entry/exit route for cars. Temporary security fencing, signing and lighting will be required for the site. The two-way travel time to the event is 87 minutes.
- **Grovehill Depot, Beverley (see Figure 5)** – agreement has been reached with ERYC to use their vacant Grovehill Depot site in Beverley as a “Pick-up/Drop-off” area. The site is located approximately 1.5 miles (30 minutes walk time) from Beverley town centre. There will be no provision for car parking at the site and ticket holder will be encouraged to either travel by foot or be dropped off/picked-up by car. The area will need to be cleared and have some minor improvement works to put it into operation. It is envisaged that some 1,150 ticket holders will use the facility. The two-way travel time to the event is 76 minutes.
- All estimated travel times include an allowance of 10 minutes boarding, 5 minutes alighting and 10% contingency.

Proposed Shuttle Bus Route Details

The numbers of ticket holders, travel distances and estimated travel times for the proposed bus shuttle operations is provided below.

		Hull Interchange	Walton Street/KC Stadium	Normandy Barracks	Grovehill	Total
Demand		9,651	3,223	7,631	1,156	21,660
Assumed bus occupancy	70	70	70	70	70	
Estimated shuttle route length (miles)	Out*	13.4	14.5	21	13.9	
	In*	10.5	11.5	15.8	17.3	
	Total	23.9	26	36.8	31.2	
Estimated bus journey time (Google) (mins)		54	70	64	54	
Estimated loading time (mins)	10	10	10	10	10	
Estimated alighting time (mins)	5	5	5	5	5	
Contingency (10%)	10%	6.9	8.5	7.9	6.9	
Journey time (mins)**		75.9	93.5	86.9	75.9	

* Direction based on “entry phase” operations

** All estimated travel times include an allowance of 10 minutes boarding, 5 minutes alighting and 10% contingency.

Proposed Shuttle Bus Operations – Summary

To be updated to include Grovehill

Entry Phase

Exit Phase

Outbound Journey Summary - Interchange				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
1 - 28	28	4	24	96
29 - 56	28	3	24	72
Outbound Journey Summary - Hedon P&R				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
57 - 84	28	4	19	76
Outbound Journey Summary - Craven Park				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
85 - 98	14	4	19	75
Outbound Journey Summary - Walton St.				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
99 - 116	18	4	26	104

Return Journey Summary - Interchange				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
1 - 21;36;37;38;39	25	3	24	72
22	1	6	24	144
23	1	5	24	120
24	1	4	24	96
25-77 (except 36-39)	49	2	24	48
Return Journey Summary - Hedon P&R				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
78-81;98-101	8	3	19	57
82	1	6	19	114
83	1	5	19	95
84	1	4	19	76
85 - 117	33	2	19	38
Return Journey Summary - Craven Park				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
118;119;128-131	6	3	19	56
120	1	6	19	114
121	1	5	19	95
122	1	4	19	76
123-139 (except 128-131)	13	2	19	38
Return Journey Summary - Walton St.				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
140-160;164;165	23	2	26	52
161	1	6	26	156
162	1	5	26	130
163	1	3	26	78
166-175	10	1	26	26

Operation modelling for entry phase is based on typical anticipated Saturday/Sunday arrival profiles.

Operation modelling for exit phase is based on the anticipated Sunday departures and is considered to represent the heaviest demand profile.

Proposed Shuttle Bus Operations (Entry Phase)

To be updated to include Grovehill

Radio 1 Big Weekend Hull_Bus Arrivals-v7

		Departure point and arrival bay number															
		12,100 passengers Hull Interchange - 75min roundtrip						7,000 passengers Hedon-65mins				3,000 Craven Park-65		3,400 Walton St-85mins			
ARRIVAL TIMES		Bay 1	Bay 2	Bay 3	Bay 4	Bay 5	Bay 6	Bay 7	Bay 8	Bay 9	Bay 10	Bay 11	Bay 12	Bay 13	Bay 14	Bay 15	Bay 16
	09:30:00	1	2	3	4	5	6	7	57	58	59	60	85	86	99	100	
	09:40:00	8	9	10	11	12	13	14	61	62	63	64	87	88	101	102	
	09:50:00	15	16	17	18	19	20	21	65	66	67	68	89	90	103	104	
	10:00:00	22	23	24	25	26	27	28	69	70	71	72	91	92	105	106	
	10:10:00	29	30	31	32	33	34	35	73	74	75	76	93	94	107	108	
	10:20:00	36	37	38	39	40	41	42	77	78	79	80	95	96	109	110	
	10:30:00	43	44	45	46	47	48	49	81	82	83	84	97	98	111	112	
	10:40:00	50	51	52	53	54	55	56	57	58	59	60	85	86	113	114	
	10:50:00	1	2	3	4	5	6	7	61	62	63	64	87	88	115	116	
gates open	11:00:00	8	9	10	11	12	13	14	65	66	67	68	89	90	99	100	
	11:10:00	15	16	17	18	19	20	21	69	70	71	72	91	92	101	102	
	11:20:00	22	23	24	25	26	27	28	73	74	75	76	93	94	103	104	
	11:30:00	29	30	31	32	33	34	35	77	78	79	80	95	96	105	106	
	11:40:00	36	37	38	39	40	41	42	81	82	83	84	97	98	107	108	
	11:50:00	43	44	45	46	47	48	49	57	58	59	60	85	86	109	110	
stages open	12:00:00	50	51	52	53	54	55	56	61	62	63	64	87	88	111	112	
	12:10:00	1	2	3	4	5	6	7	65	66	67	68	89	90	113	114	
	12:20:00	8	9	10	11	12	13	14	69	70	71	72	91	92	115	116	
	12:30:00	15	16	17	18	19	20	21	73	74	75	76	93	94	99	100	
	12:40:00	22	23	24	25	26	27	28	77	78	79	80	95	96	101	102	
	12:50:00	29	30	31	32	33	34	35	81	82	83	84	97	98	103	104	
	13:00:00	36	37	38	39	40	41	42	57	58	59	60	85	86	105	106	
	13:10:00	43	44	45	46	47	48	49	61	62	63	64	87	88	107	108	
	13:20:00	50	51	52	53	54	55	56	65	66	67	68	89	90	109	110	
15% capacity	13:30:00	1	2	3	4	5	6	7	69	70	71	72	91	92	111	112	
	13:40:00	8	9	10	11	12	13	14	73	74	75	76	93	94	113	114	
	13:50:00	15	16	17	18	19	20	21	77	78	79	80	95	96	115	116	
	14:00:00	22	23	24	25	26	27	28	81	82	83	84	97	98			

Proposed Shuttle Bus Operations (Exit Phase)

To be updated to include Grovehill

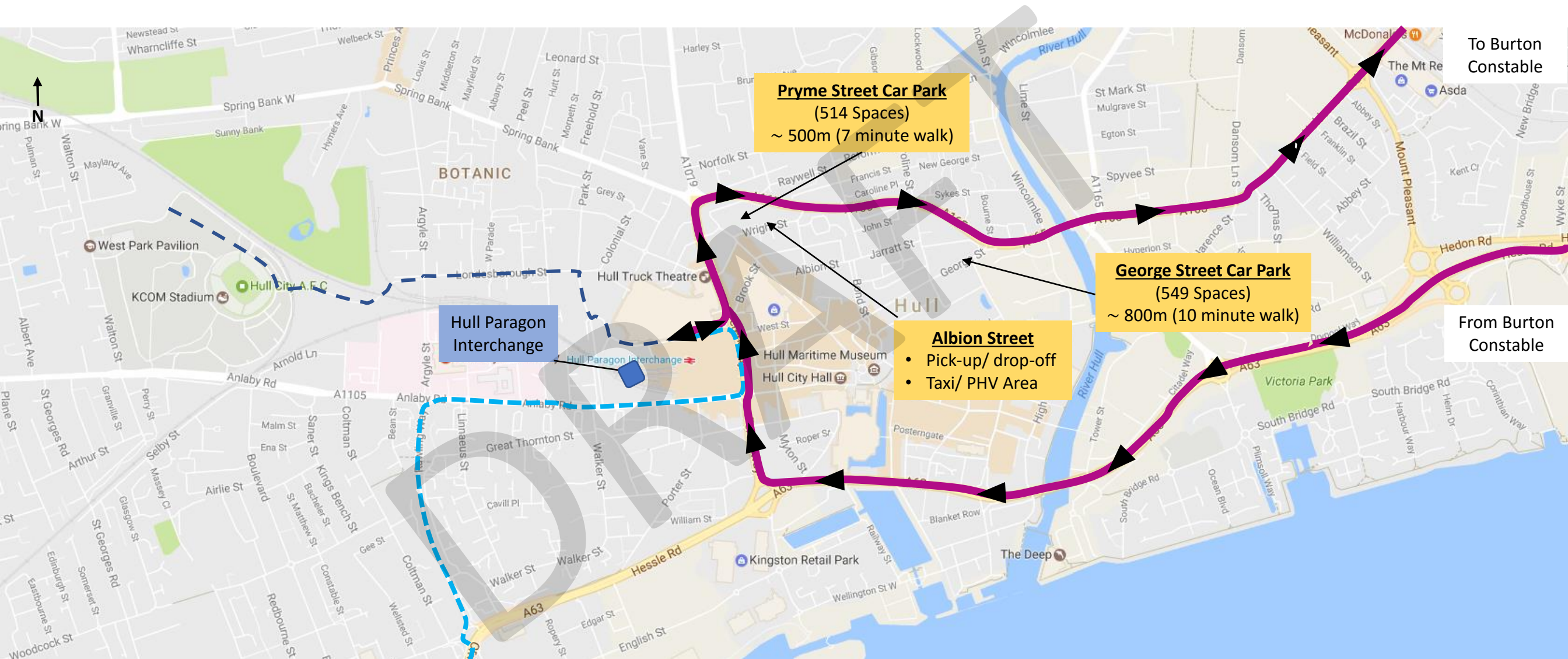
Radio 1 Big Weekend Hull_Bus Departures-v7

		Destination and bay number															
		12,100 passengers - 24 miles round trip Hull Interchange - 75min roundtrip						7,000 passengers - 19 miles Hedon-65mins				3000 - 19 miles Craven Park-65		3400 - 26 miles Walton St-85mins			
		Bay 1	Bay 2	Bay 3	Bay 4	Bay 5	Bay 6	Bay 7	Bay 8	Bay 9	Bay 10	Bay 11	Bay 12	Bay 13	Bay 14	Bay 15	Bay 16
hourly	14:00:00	22							82				120		161		
	15:00:00	23							83				121		162		
	16:00:00	22							82				120		161		
30 mins service	17:00:00	23							83				121		162		
	17:30:00	22							82				120		161		
	18:00:00	24							84				122		163		
	18:30:00	23							83				121		162		
	19:00:00	22							82				120		161		
	19:30:00	24							84				122		163		
20 mins service	20:00:00	36							98				128		162		
	20:20:00	37							99				129		161		
	20:40:00	38							100				130		164		
	21:00:00	39							101				131		165		
	21:18:00	1	2	3	4	5	6	7	78	79	80	81	118	119	140	141	142
21:25:00	8	9	10	11	12	13	14	82	83	84	85	120	121	143	144	145	
21:32:00	15	16	17	18	19	20	21	86	87	88	89	122	123	146	147	148	
21:39:00	22	23	24	25	26	27	28	90	91	92	93	124	125	149	150	151	
21:46:00	29	30	31	32	33	34	35	94	95	96	97	126	127	152	153	154	
21:53:00	36	37	38	39	40	41	42	98	99	100	101	128	129	155	156	157	
main stage closes	22:00:00	43	44	45	46	47	48	49	102	103	104	105	130	131	158	159	160
	22:07:00	50	51	52	53	54	55	56	106	107	108	109	132	133	161	162	163
	22:14:00	57	58	59	60	61	62	63	110	111	112	113	134	135	164	165	166
	22:21:00	64	65	66	67	68	69	70	114	115	116	117	136	137	167	168	169
	22:28:00	71	72	73	74	75	76	77	78	79	80	81	138	139	170	171	172
	22:35:00	1	2	3	4	5	6	7	82	83	84	85	118	119	173	174	175
full service	22:42:00	8	9	10	11	12	13	14	86	87	88	89	120	121			
	22:49:00	15	16	17	18	19	20	21	90	91	92	93	122	123	140	141	142
	22:56:00	22	23	24	25	26	27	28	94	95	96	97	124	125	143	144	145
	23:03:00	29	30	31	32	33	34	35	98	99	100	101	126	127	146	147	148
	23:10:00	36	37	38	39	40	41	42	102	103	104	105	128	129	149	150	151
	23:17:00	43	44	45	46	47	48	49	106	107	108	109	130	131	152	153	154
	23:24:00	50	51	52	53	54	55	56	110	111	112	113	132	133	155	156	157
	23:31:00	57	58	59	60	61	62	63	114	115	116	117	134	135	158	159	160
	23:38:00	64	65	66	67	68	69	70	102	103	104	105	136	137			
	23:45:00	71	72	73	74	75	76	77	106	107	108	109	138	139			
	23:52:00	1	2	3	4	5	6	7	110	111	112	113	118	119			
	23:59:00	8	9	10	11	12	13	14	114	115	116	117					
00:06:00	15	16	17	18	19	20	21	78	79	80	81						

Figure 2: Hull Paragon Interchange Shuttle Bus Operation

Estimated ticket holders using facility: **9,600**

Two-way journey time to event: 75 minutes



Pryme Street Car Park
(514 Spaces)
~ 500m (7 minute walk)

George Street Car Park
(549 Spaces)
~ 800m (10 minute walk)

Albion Street
• Pick-up/ drop-off
• Taxi/ PHV Area

Hull Paragon Interchange

To Burton Constable

From Burton Constable

To/ From Prory Park
Park and Ride
(580 spaces)
10-15 minute frequency
13 minute travel time

KEY

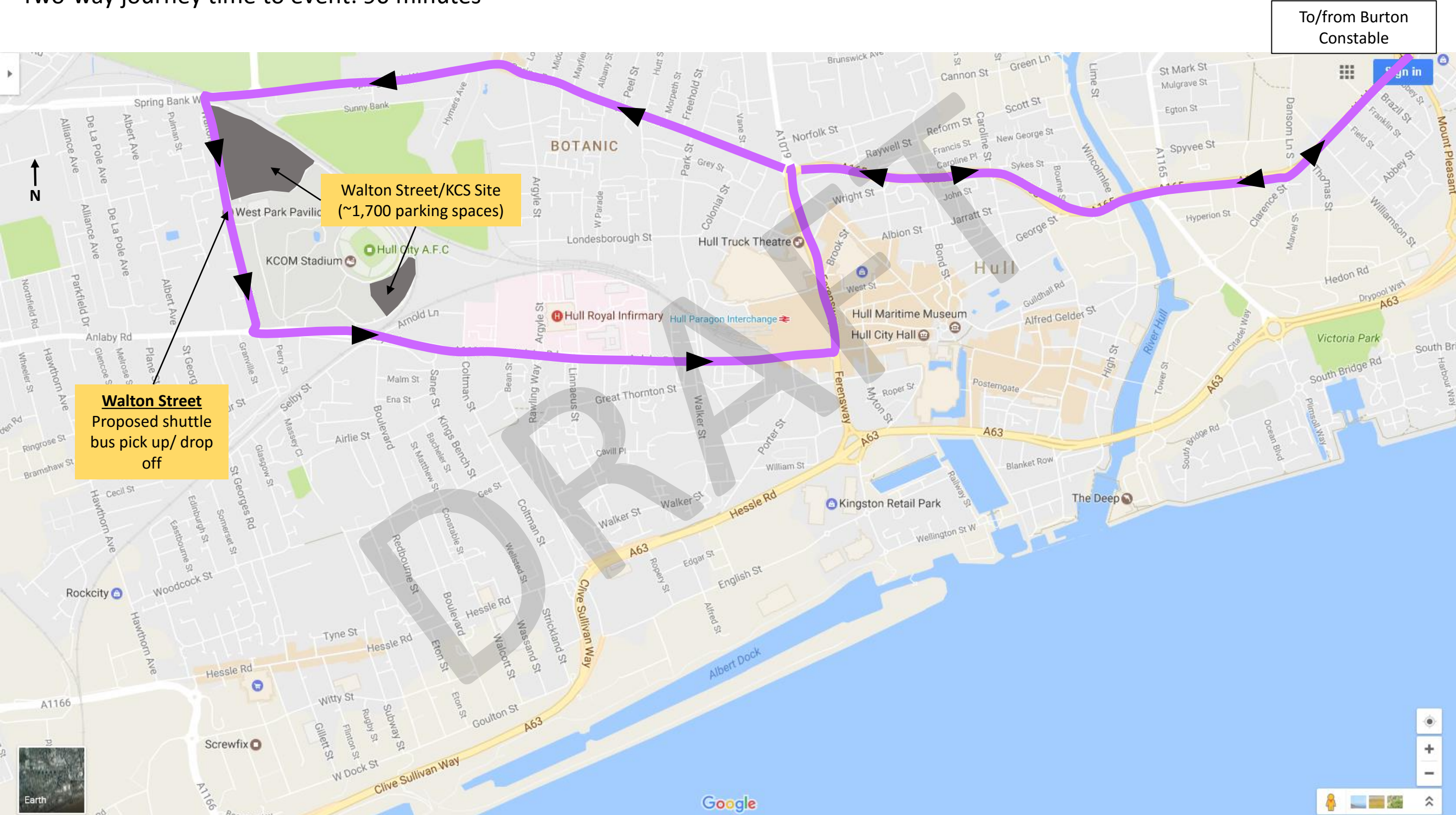
- Proposed bus shuttle route
- Direction of shuttle bus
- Prory Park Park & Ride Route (existing)



Figure 3: Proposed Park & Ride, Walton Street/KC Stadium, Hull

Estimated ticket holders using facility: **3,200**

Two-way journey time to event: 90 minutes



KEY

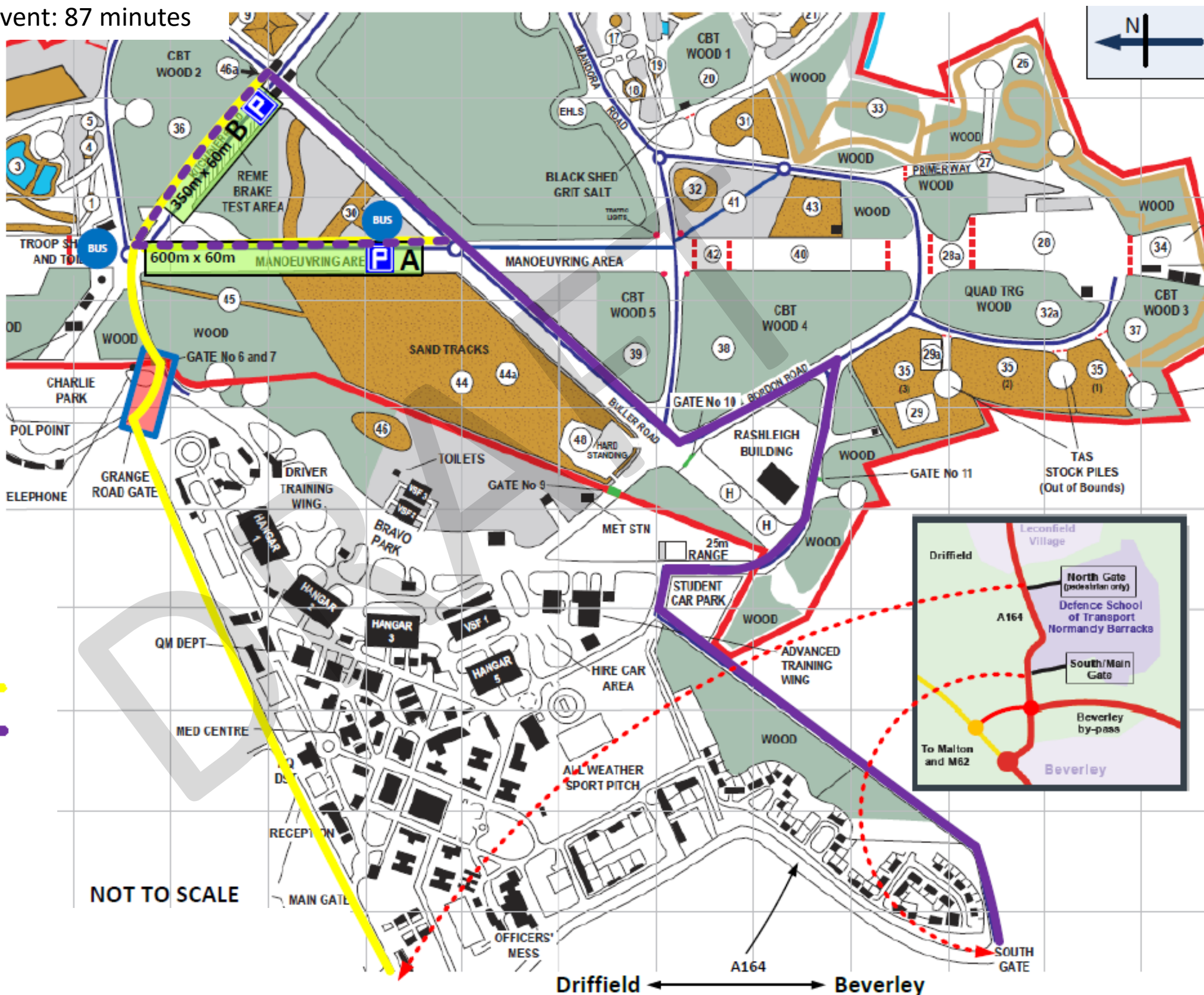
Proposed bus shuttle route 

Direction of shuttle bus 

Figure 4: Proposed Park & Ride, Normandy Barracks Site

Estimated ticket holders using facility: 7,600

Two-way journey time to event: 87 minutes



Key:

Parking capacity potential:

- Zone A – 1200

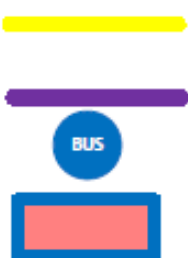
- Zone B – 700

- Private car route

- Bus route

- Bus Stop

- Security fence zone



Note:

Parking bay dimensions:

Width 2.5m Length 4.8m transit

Figure 5: Proposed Drop-off/Pick-up Grovehill, Beverley

Estimated ticket holders using facility: **1,150**

Two-way journey time to event: 76 minutes



KEY

Proposed bus shuttle route 

Direction of shuttle bus 

Proposed Local Area Traffic Management Plan (LATMP)

Figure 6 illustrates the general arrangement of the LATMP at the Burton Constable event site that includes the following elements:

Authorised vehicle route

- Access to the event will be principally via the authorised vehicle route that runs north to south through the site with an entry point on the A165 south of Skirlaugh and an exit point on the B1238 east of Sproatley. This routing provides the best arrangement to accommodate vehicle checking during the “entry phase” and reduces the impact of heavy and potentially queuing traffic in Sproatley on the Saturday and Sunday morning. A disadvantage of this direction of operation is that it introduces a cross-over movement for buses using the temporary bus station at the event.
- This route will operate in a north to south direction at all times during the event with the exception of the exit phase when it will operate south to north as shown in **Figure 7**. The switch to south-north will take place between 14:00 and 14:30 during which time the road will be closed for all event traffic except for the traffic management contractor and emergency services. South-north operation will come into operation at 14:30 and remain in operation until the completion of the “exit phase” at around mid-night. The reason for this switch in direction is to remove the bus cross-over movement at the temporary bus station that will improve the performance and efficiency of the “exit phase” bus operation.
- The operation of the switch over will need to be reflected in signing proposals, communication strategy and information issued to operational/production/artiste traffic.
- The section of the authorised vehicle route between the A165 and New Ellerby will have two-way operation to support access for local residents.
- The remainder of the route between will operate one-way as described above. This section of the route between New Ellerby and B1238 will be closed to all traffic with the exception of authorised vehicles including local residents. This closure will be in place for the duration of the event and also potentially during both the Build and Break periods prior to and following the event.
- The road closure will require a Temporary Traffic Regulation Order (TTRO).

Vehicle check area and un-authorised vehicle exit route

- This will operate immediately south of New Ellerby and function to identify and re-direct un-authorised vehicles attempting to enter the event. It is envisaged that this would largely consist of ticket holders looking to be dropped off at or close to the event.
- Where un-authorised vehicles are identified they will be re-directed away from the site via the designated exit route back to the A165 via Old Ellerby and Coniston.

Control Points

- Marshalled control points are proposed at each potential entry/exit point to the event and effected local roads. The control points are principally provided to prevent access by un-authorised vehicles whilst allowing access for local residents who have been provided with an access permit.

Proposed Local Area Traffic Management Plan (LATMP) continued...

Temporary Bus Station and Taxi/PHV area

- The temporary bus station is located adjacent to the authorised vehicle route at Burton Constable Hall and will facilitate bus shuttle operations at the event. The design of the temporary bus station is under development.
- A Taxi/PHV area will be located immediately in front of the temporary bus station to facilitate both Taxi/PHV drop-off and pick-ups at the event.

Production Route

- During the event, production traffic will enter the event enclosure via an anti-clockwise route via Jackey Lane and a temporary roadway.
- During the Build and Break phase of the event this production/operational route will operate in the opposite (clockwise) direction.

Local Resident Access

- Local residents within the area of the LATMP will be invited, prior to the event, to obtain an access permit to allow them to use the identified local access routes including the authorised vehicle route.
- Access to the local roads will be controlled by marshals at the defined control points.

Blue Badge Holder and Special Guest Route

- The proposed access for Blue Badge Holder and Special Guests is via Park Road, Sproatly and the existing access to the Burton Constable Camping and Caravan site. This remains subject to ERYC agreement.

Clearway

- **Figure 9** identifies the extents of the proposed No Stopping clearway order to be implemented over the duration of the event. The clearway area extends for some 4-5km from the event in order to deter ticket holders from leaving their cars by the roadside and walking to the event. In order to maintain access to local amenities within Sproatley it is proposed to provide some areas of limited parking adjacent to local shops and public houses.

Temporary Traffic Regulation Orders (TTRO)

- A TTRO will be required to facilitate the road closures for the authorised vehicle route between New Ellerby and the B1238 east of Sproatley plus road closure on a number of other local roads. It is likely that this TTRO will be required to facilitate part of the build and break phases prior to and following the event.
- The proposed duration of the order is **Saturday 27th May at 07:00 to Monday 29th May at 12:00 (noon)**. The extended duration of the road closure is to help facilitate the exit of operational/production vehicles.
- A TTRO will be required to facilitate the No Stopping Clearway order etc.. as indicated in **Figures 8 and 9**.
- All TTROs are in the East Riding of Yorkshire Council area.

Figure 6: Burton Constable Local Area Traffic Management Plan : General Arrangement

Source Imagery: Copyright Google Earth Pro (License Key-JCPMR5M58LXF26E)

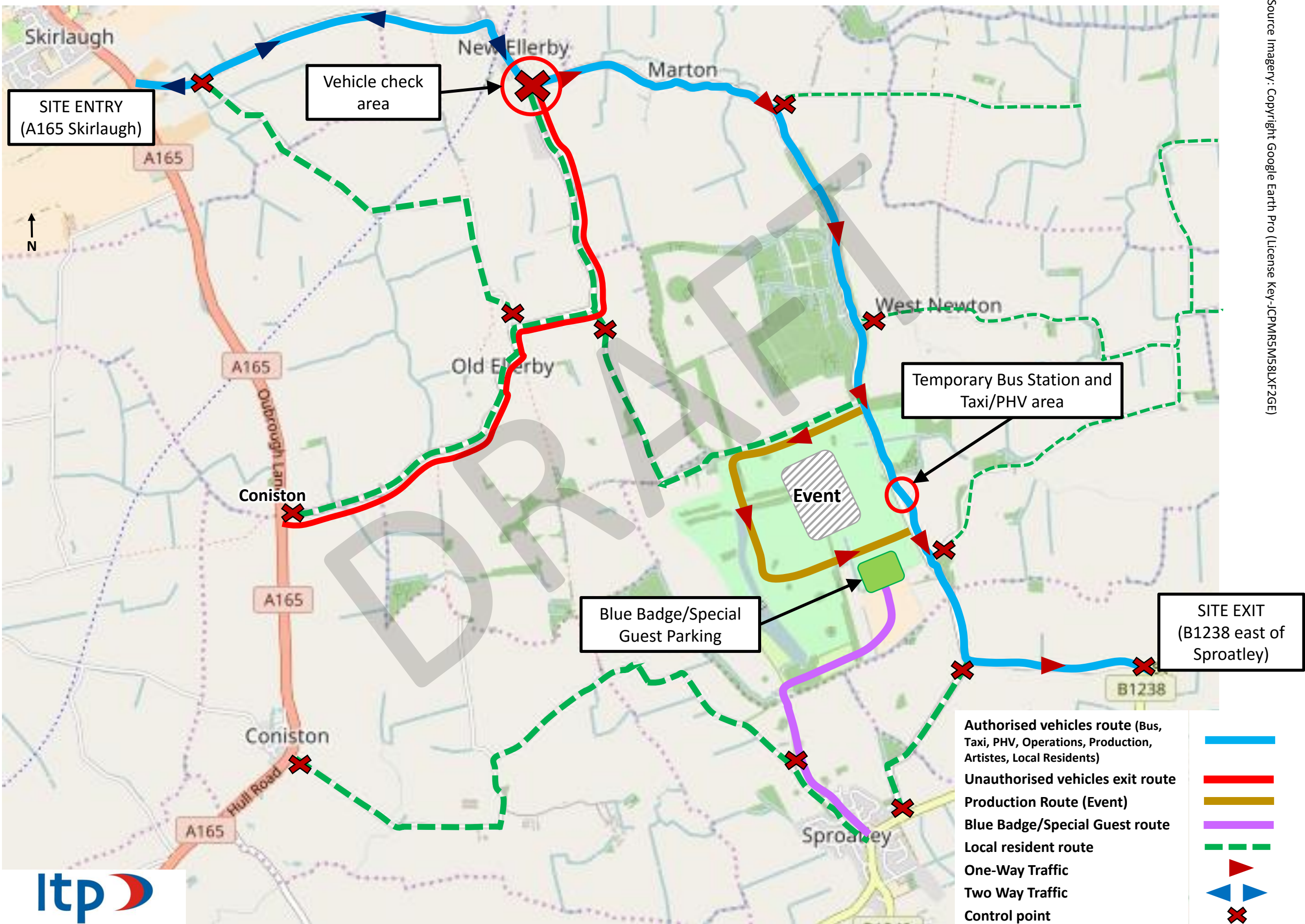


Figure 7: Burton Constable Local Area Traffic Management Plan : Exit Phase

Source Imagery: Copyright Google Earth Pro (License Key-JCPMR5M58LXF2GE)

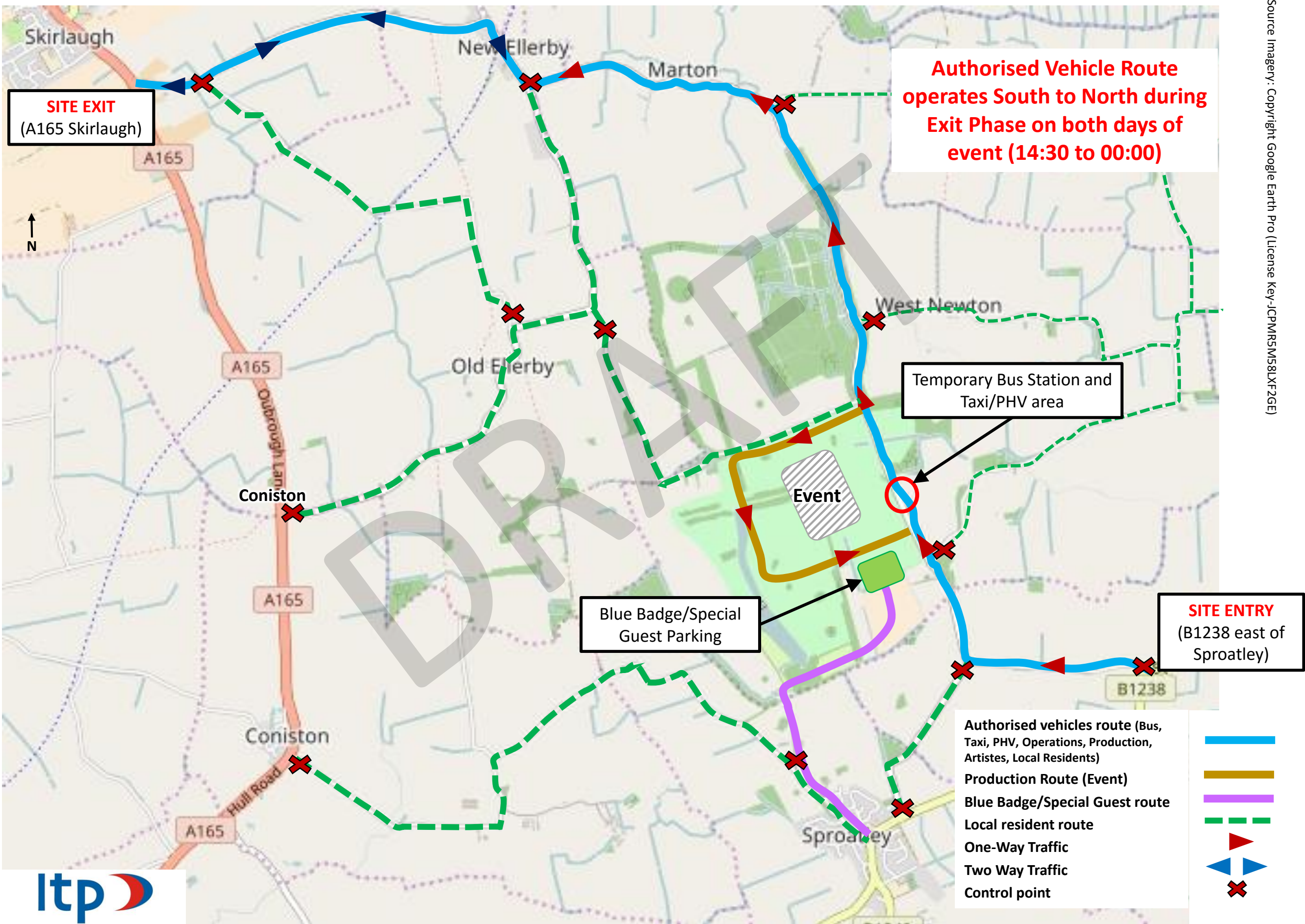
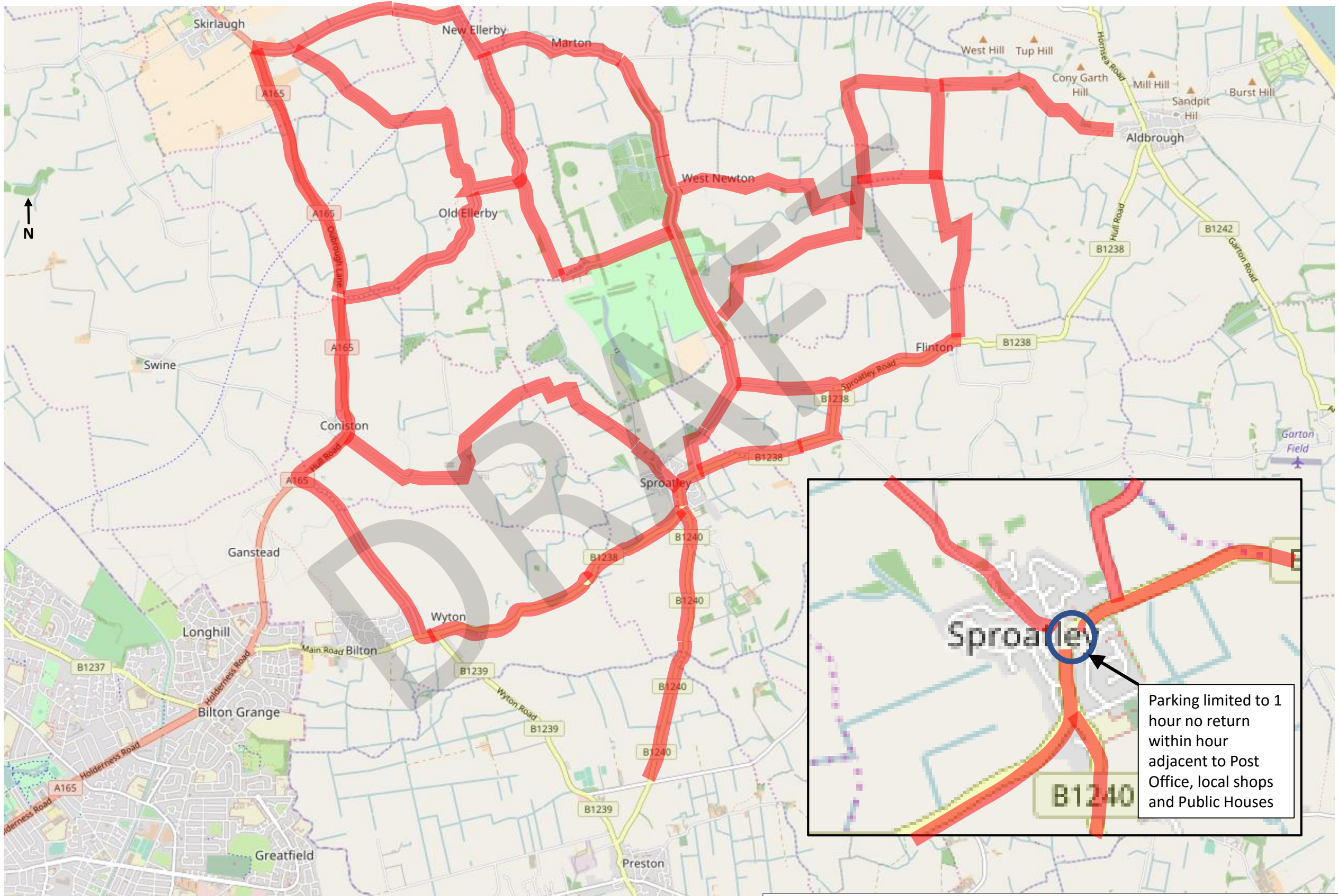


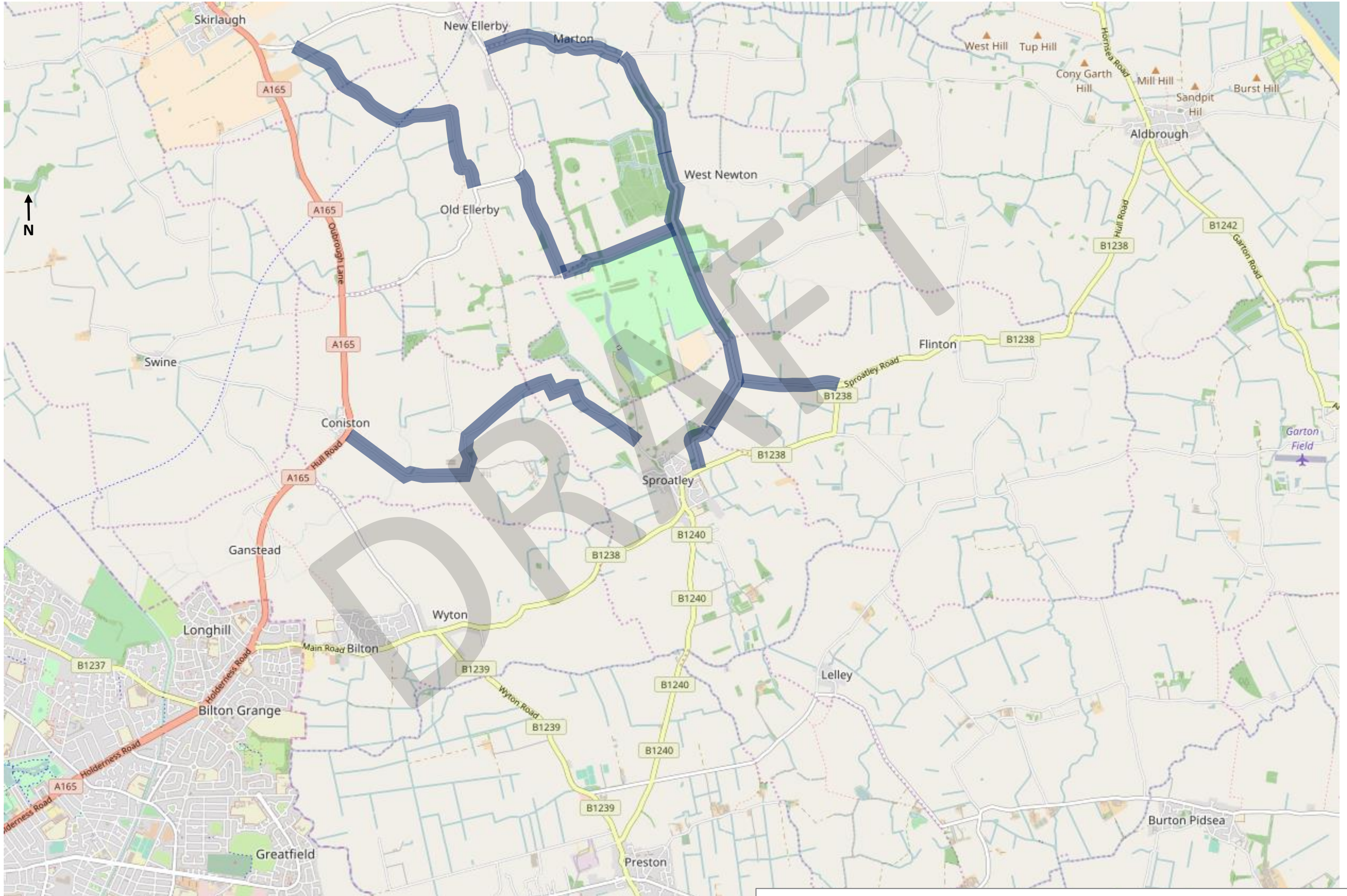
Figure 8: LATMP : Extents of proposed temporary Clearway order



Parking limited to 1 hour no return within hour adjacent to Post Office, local shops and Public Houses

KEY
No Stopping At Any Time 

Figure 9: LATMP : Proposed temporary road closures except for authorised vehicles



Other traffic and transport matters

Proposals to address the following matters are still under development:

- **Drop-offs** – at the event are currently not provided for and any driver attempting to drop-off/pick-up a ticket holder via the authorised vehicle route will be directed away from the site and towards the **Normandy Barracks** P&R from where they can purchase a two-way shuttle bus ticket. This will require a ticket office being provided at the **Normandy Barracks** site.
- **Walking** – to the event is not being promoted due to the large number of authorised vehicles using the main access to the event. Prior public information and the proposed clearway order will go some way to deterring ticket holders from either walking or being dropped off and walking to the event. However, despite these mitigations it is still likely that walking will be attempted by some ticket holders in which case it is proposed that a “sweeper” bus service is operated along the authorised vehicle route to pick up walkers and transport them safely to the event. Once at the event a facility will be available for them to either purchase a shuttle bus ticket or take a taxi/PHV.
- **Cycling** – to the event is not being promoted due to the large number of authorised vehicles using the main access to the event. It is not envisaged that there will be a large number of ticket holders attempting to travel by cycle. Where this does occur they will be permitted to use the authorised vehicle route in the correct direction of travel. Cycle parking at the event will not be provided and cyclists will be advised that any cycles brought onto the site will be wholly at the cycle owners risk.
- **Taxis/PHVs** – a taxi/PHV area will be provided at the site to facilitate drop-offs and potential pick-ups. The facility will not operate as a hackney carriage rank and will be available for both taxi and PHV usage. It is proposed that a fixed tariff for taxi/PHV travel to the event be agreed prior to the event although this is subject to agreement with. A taxi/PHV drop-off location is proposed in the Albion Street car park in Hull to facilitate taxi/PHV movements during the event exit phase on both days.
- **Local Ticket holders** – there is potential that residents of local villages (e.g Sproatley, Marton, New Ellerby) will obtain tickets to the event and it is considered impractical for these residents to travel to the event by shuttle bus. To help facilitate these local movements it is proposed to provide a local pick-up service at the start and finish of the event.
- **Dilapidation Survey** – ERYC will require a dilapidation survey of the authorised vehicle route to be undertaken prior to the event.



CN Security Ltd.

Security Report

Radio 1 big weekend 2017

Hull

Saturday 27th & Sunday 28th May 2017

Version 1 – 1ST Draft

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95 Fengate

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INDEX

1 Introduction

2 Aim

3 Approach

4 Conduct of Operations

- Areas of Responsibility
- Schedule Summary
- Audience Profile
- Health and Safety
- Crowd Management
- Show Stop procedure
- Neighbours
- Emergency Evacuation Plan
- Major Incident Plan

5 Crowd Management Roles and Responsibilities

- Contracted Services
- Liability for Lost Equipment

6 Traffic Management

7 Site Layout

- Grid maps
- Entrance gates
- Emergency routes
- Structures

8 Security Proposals

- Security Control
- Security Control Hours of Operation
- ELT, Control Room & Emergency Services Co-Ordination
- Cash in Transit
- Passes
- Concession Outlets
- Conditions of Operation for Concessions
- Lost/Found Property

Lost Children/Vulnerable Person
Accidents and Incidents
First Aid
Statement of Intent/Memorandum of Understanding
Handbook/Briefing Documents

9 Security Information and Conduct of Operations

Manning
Stewards and SIA licensed staff
Evictions and Ejections

10 Outline Management Responsibilities

Head of Security
Site Co-ordinator
Control Room
Supervisors

11 Event Management Structure

12 Insurance Details

13 Ingress

Operational Concept and Risks
Gate Management
Queue Management
Security Searches
Ingress Conditions

14 Event Search Procedure

Search Policy
Search Procedure

15 Operational Management

Arena Patrols
Bar Areas
The Perimeter
Miscellaneous
Arena
Concessions
Vehicle Curfew

16 Egress

Evacuation Procedure
Emergency Egress
Exit logistics and management

17 Emergency and Safety Messages for Site

Standby Message
Evacuation Message
Message Cancellation
Code Words

18 Statement of Intent / Memorandum of Understanding

Appendices:

- A. Staffing Levels**
- B. Guidance to staff on the general duties of a Steward**
- C. Guidance to staff on the general duties of SIA licensed staff**
- D. Guidance to staff on Response Team duties**
- E. Lost & Found Child/Vulnerable Person Procedure**
- F. Stewarding/Security Risk Assessment**

Please Note: CN Security Ltd have been contracted by Hull City of Hull 2017 in providing services to the 2017 Radio 1 Weekender. This Event Management Plan (EMP) has been provided for the event and we will work under the Instructions and requirements of this plan along with any verbal instructions given from the Event Management Team at Hull 2017.

The main point of contact from CN Security Ltd will be Lee Richards (mob;07375 671604), he has attended a site recce and is satisfied with all relevant information given to him that relate to this event by Hull City of Culture Team.

It is responsibility of all parties to ensure they are reading and working from the latest versions of documents at all times.

1 INTRODUCTION

CN Security Ltd have been contracted by Hull City of Culture 2017 Team to act as their Security and Stewarding External provider for the upcoming Radio 1 Weekend event to be held at Burton Constable Hall on Saturday 27th and Sunday 28th May 2017.

This Security Report details the operational procedures implemented by CN Security Ltd on behalf of the organisers, in regard to the safety of the visiting audience whilst attending the event located at Burton Constable Hall Hull.

- 1.1 CN security will be overseeing the ingress from attendees arriving by scheduled park & ride buses and taxis to the main entrance point, patrols will monitor the external perimeters and the Burton & Constable Hall and the VIP and disabled parking areas. Please note we will be working under the event organiser's instructions at all times and our actions will reflect that as described in the Event Management Plan provided by Hull City of Culture Team and Hull City Council.

This document and its contents are compiled from information received from the event organisers and its information will remain fluid prior to the event to allow for any changes or updates received from all parties.

2 AIM

- 2.1 The aim of this Security Report is to communicate and demonstrate to all third party operational agencies involved in the Radio 1 big weekend event that CN Security Ltd will highlight how the ingress, and egress from, will operate and also, how this will be efficiently managed, so that attendees and staff have a safe, secure and enjoyable event, with minimum disruption and inconvenience to neighbours and other local concerns.

3 APPROACH

3.1 EXPERIENCE

CN Security Ltd in addition to their underpinning knowledge base has developed many effective operational practices, drawing on their experience in delivering numerous large scale events, whilst also acknowledging current industry best practice.

Specifically, the legislation and guidance consulted includes the following:

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations (1992)
- The Event Safety Guide (Purple Guide)
- Managing Crowds Safely (HSE)
- The Noise at Work Regulations 2005

- The Guide to Safety at Sports Grounds (Green Guide)
- The Guide to Fire Precautions outdoor events
- Fire safety Risk Assessment – Large Places of Assembly
- Various reports and empirical studies on pedestrian flow and crowd dynamics. Buckinghamshire New University's, Foundation Degree in Crowd and Safety Management.

This enables the Company to provide their staff with an unrivalled breadth of experience, identify training needs and to develop their full potential through our Highfields accredited training programmes. This level of commitment to our staff ensures industry leading retention and consequently the maintenance of experience in depth.

4 CONDUCT OF OPERATIONS

4.1 AREAS OF REPONSIBILITY

CN Security Ltd undertakes to produce a Security Report which includes: Ingress and Egress management, working in conjunction with the event emergency plan to implement a full or partial evacuation within the event perimeter (In line with the events EMP's (Event Management Plan) Emergency Plan).

The management team has extensive experience of running events of this nature, profile and size. Subject to details contained within the Security Report, which is produced by CN Security Ltd under the guidance of the organisers, Radio 1 big weekend, once the Security report has been agreed by all parties (SAG) Safety Advisory Group, all agency paperwork will be dovetailed to reflect continuity throughout the plan.

4.2 SCHEDULE SUMMARY

Radio 1 big weekend is a two-day music event. with the show day's being Saturday 27th & Sunday 28th May 2017; it will see various performers' occupying set stages located within the festival site. For further details, please consult the Festivals EMP (Event Management Plan)

4.3 AUDIENCE PROFILE

The audience profile for the Radio 1 big weekend event is predominantly of student age and older, ranging between 18 – 35 years of age

4.4 HEALTH AND SAFETY

4.4.1 RISK ASSESMENT

A written risk assessment identifying risks to company personnel will be produced, in support of this report. This will highlight all associated risks, together with the palliative measures in place to reduce them to the lowest practicable level. The

assessment covers all aspects of CN Security Ltd staff's involvement with this event. It will also cover those areas where CN Security Ltd staff's activities could impact on the safety of third parties and where their activities could impact on the safety of CN Security Ltd. The risk assessment has been carried out in accordance with the employer's statutory duties under the Health and Safety at Work act (1974) and complies with the management of Health and Safety at Work Regulations (1992)

4.4.2 HEALTH & SAFETY COMPLIANCE

All CN Security Ltd company personnel and sub-contractors employed by the company will observe the Health and Safety rules and regulations in force on the site, as briefed by the Site Safety Officer and, where required, assist him in enforcing them. A copy of the company's Health and Safety policy is available upon request.

4.4.3 EVENT RISK ASSESSMENT

The Organizer is responsible for the global event risk assessment. It is not covered directly in this documentation; however, it is consulted in the compilation/review of CN Security Ltd.'s risk assessment to ensure that no areas of risk are overlooked.

1.2 CROWD MANAGEMENT

CN Security Ltd are responsible for the security co-ordination of all matters relating to crowd management of the exterior of the event site , under the overall direction of the designated Head of Security and supported by a company management team.

4.6 SHOW STOP PROCEDURE

The Organizer is responsible for the Overall Show Stop Procedure In line with their EMP (Event Management Plan)

4.7 NEIGHBOURS

Close co-operation between the Event Organisers and the Local Authorities is essential to eliminate unnecessary irritation to local inhabitants, and ensure that safety standards for those attending the event are upheld.

4.8 EMERGENCY PLAN

Careful consideration has been given to the arrangements for emergency evacuation. The Emergency Plan, as outlined in Radio 1 big weekend EMP (Event Management Plan), has been designed by the Organisers to give the security management team the ability to contain an emergency situation or carry out a local or full evacuation of the event site, as required.

4.9 MAJOR INCIDENT PLAN

4.9.1 Should it be necessary to implement the Major Incident Plan, Security will come under the control of the Senior Police Officer, or emergency service officer responsible for the incident, once the emergency services are in a position to implement the plan in accordance with a Police statement of intent / memorandum of understanding and a transfer of authority being signed off between the site safety officer and the senior police officer.

4.9.2 For the purposes of this event, **Major Incidents** as defined in the Event Safety Guide 2nd Edition as: any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the Local Authority for:

- The initial treatment, rescue and transport of a large number of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the Police;
- The need for the large scale combined resources of 2 or more of the Emergency Services;
- The mobilisation and organisation of the Emergency Services and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people.'

5 CROWD MANAGEMENT ROLES AND RESPONSIBILITIES

5.1 CONTRACTED SERVICES

The company (CN Security Ltd) has been contracted to provide the following:

- Greeting visitors
- Crowd information
- VIP / Disabled Car park access
- Queuing systems
- Access control
- Securing the site perimeter
- Securing work areas
- Managing ingress and egress of site
- Carrying out roaming site patrols
- Additional relevant duties as assigned and agreed.

5.2 LIABILITY FOR LOST EQUIPMENT

CN Security Ltd will take no responsibility for any equipment not PLACED UNDER DIRECT CONTROL OF SECURITY or (in an identified compound that we have been requested to cover) or for any items that have been mislaid from within the perimeter of the event site.

6 TRAFFIC MANAGEMENT

The traffic management plan is the responsibility of the event organisers Traffic Management Team.

7 SITE LAYOUT

7.1 GRID MAPS

A common grid map of the site needs to be submitted before the event takes place. This will enable all emergency services and all associated authorities to work from common reference points.

7.2 ENTRANCE GATES

There is one (1) public entrance gate onto the Festival. These are as follows:

- **Main Entrance 1 – Pedestrians** – To the North East of the Site (Grid Ref S10). catering for pedestrians approaching from the Disabled Car Park & Taxi/Bus drop off points.

7.4 EMERGENCY ROUTES

The Emergency route onto site is via an access lane to the North of the site. This is a controlled route by the event organisers and only designated vehicles will be permitted to use it.

7.5 STRUCTURES

Site structures will be identified to allow them to be used as reference points.

8 SECURITY PROPOSALS

8.1 SECURITY CONTROL

A Security controller, will be on site for the duration of the event. Should a major incident be declared, Security control would co-ordinate the emergency services response and work directly with on-site security until the emergency services were in a position to assume command. The Security controller is operating under the direction of the events designated safety representative who is responsible for coordinating the Security Control in an emergency.

Security operations will be directed by using a 2-way digital radio system under the direction of the Security Control. Security Control will be co-ordinated by a trained radio operator, who has operated in a control room environment.

The Event Control Room will be located within the event site (Grid Ref. I15).

8.2 SECURITY CONTROL HOURS OF OPERATION

The CN Security control operative will operate from 10:00am – 01:00 on Saturday 27th and Sunday 28th May 2017.

8.3 ELT, CONTROL ROOM & EMERGENCY SERVICES CO-ORDINATION

The CN Security Controller will be advised of situations or incidents that could affect or raise the alert state, during normal operating conditions. This information will be relayed via Security Control. If an incident raises the alert state or a partial or full evacuation of an area within the Radio 1 big weekend event site, **As per the event emergency plan TBC.** Security will coordinate the initial response, or until depending on the incident or emergency, the designated member of the emergency services can assume control. The Senior Police Officer or senior member of the emergency services, who has primacy for the incident, will assume control in consultation with emergency services liaison team. They will advise where necessary on the course of action required. Where it is decided to carry out a full evacuation of the site, the site security team will coordinate the initial response and implement the Emergency Action Plan. Once sufficient support is received and emergency services are able to assume control, then the security team will follow directions from the senior emergency service person in charge.

8.4 CASH IN TRANSIT/COLLECTION

N/A To our role at this Event.

8.5 PASSES

An accreditation system for vehicles and personnel working on site will be in operation over the Load In, Show Day and Load Out.

8.6 CONCESSION OUTLETS

Please see BBC Event plan.

8.7 CONDITIONS OF OPERATION FOR CONCESSIONS

Please see BBC Event plan.

8.8 LOST/FOUND PROPERTY

All lost and found property found within or handed to staff in the areas of our cover will be handed in to CN Security Control Staff will record items found on a Record Log, held within the Security Control. Where the item found has additional contents (e.g. bags), the contents are also to be recorded. Any items not claimed after the event will be handed over to the Radio 1 big weekend Organisers and or their security representatives, with copies of the Record Log.

8.9 LOST CHILDREN/VULNERABLE PERSON

In the event of a lost child / vulnerable person, they will be escorted to the Security Control/Cabin in accordance with company policy for escorting lost children / vulnerable persons. On arrival, staff are to remain in attendance until the situation has been resolved. Please see attached Procedure for lost and vulnerable persons.

8.10 ACCIDENTS AND INCIDENTS

8.10.1 Recording Action

All incidents/accidents on site will be recorded by CN Security Control on a Site Operational Report Log. All information will be available for inspection during the event. Any incidents that must be reported under RIDDOR must be passed to the Site Safety Officer

8.10.2 INVESTIGATIONS

Any incidents or disturbance will be investigated by on site security. Where a crime is committed or suspected, the person will be detained, evidence preserved and persons handed to the police either on site or at a location identified by the local police commander. All security personnel involved in any incident or witness to any incident will complete an incident report form and this will be recorded within our event logs and copies will be available upon request. If such incident requires any personnel to provide a police statement, we shall make the necessary arrangements for that member of personnel to be available to complete a police statement.

8.11 FIRST AID

CN Security staff will be advised to direct all members of the public requiring medical attention to First Aid 1 and advise site medical teams immediately (Grid Ref Q12). If security request medical assistance in the crowd, a location will be agreed before medical teams are dispatched, so that security can escort them to the incident. Security will also assist with patient recovery back to a safe location.

8.12 STATEMENT OF INTENT/MEMORANDUM OF UNDERSTANDING

Police liaison is required, with procedures being agreed prior to the event. The Police should issue a Statement of Intent/Memorandum of Understanding.

8.13 HANDBOOK/BRIEFING DOCUMENT

A detailed information booklet (Briefing Document) will be produced for all staff working at the Radio 1 big weekend event. This will ensure that staff are equipped to provide members of the public with the information they need. The booklet will be given to all staff employed on site and will detail event times, emergency instructions, responsibilities to the event and include a gridded map of key facilities.

9 SECURITY INFORMATION AND CONDUCT OF OPERATIONS

9.1 MANNING

The total number of security staff employed, can be found in Appendices A. It contains a breakdown of the allocation of staff for this event.

9.2 STEWARDS AND SIA LICENSED STAFF

Either event stewards or, where required by the Private Security Industry Act 2001, SIA licensed door supervisor staff, are deployed to deliver the external security and crowd management aspects of the event. Second only to the delivery of a safe and secure experience from arrival on site until departure at the end of the event, the Public's enjoyment is foremost and our main priority for all our staff, is to try and reach the highest standards of customer service.

9.3 EVICTIONS AND EJECTIONS

9.3.1 Response Team Role's & Duties

Mobile SIA licensed response teams will operate externally of the event arena, wherever they are needed to help and assist Management/Supervisors as situations, or as, incidents develop. These staff will initially monitor public ingress at designated points and assist as required with removing any unwanted persons from site.

All response teams will be briefed so that they have a clear understanding of the event and site layout and will remain in contact with security control. The main focus and purpose for the teams is customer safety and enhancement of the customer experience, so it is paramount that all response teams are thoroughly familiar with the location and facilities of all the attractions contained within the event footprint.

9.3.2 Eviction Procedure

- a. If an eviction needs to be carried out the teams will follow this procedure:
 - Inform Control of an incident
 - Request support from Supervisor and if required additional teams.
 - Assess the situation and establish if the incident can be dealt with in an amicable way before the person is ejected
 - If an ejection needs to take place, then only SIA staff can carry out this procedure,
 - Any person / persons to be ejected are to be chaperoned to the Bus drop off point to log the person's details and check they are of an appropriate age and are in a fit state to be ejected, this decision will be made by the CN security manager.

- once a decision is reached then the response team will assist the person to board the next available transport leaving the event site to a safe location. If the offence is of a criminal nature, the person will then be detained by security to await the arrival of the police.
- Once the ejection process is finished the team must fill out an incident report and give it to the CN security manager.
- If the incident involves more than one team, all teams involved in the incident must debrief the head of CN security and fill out the necessary paperwork
- Once all incident reports have been completed copies must be given to event management team and copies held for the police.
- Managers or Supervisors where possible, must witness how the response teams remove the person from the event footprint and support the paperwork issued.
- When removing a person from the event, if the person is past this threshold, they are considered to be off the property. Any further involvement with the person becomes a matter for the police, as they are on the public highway.

10 OUTLINE MANAGEMENT RESPONSIBILITIES

The management responsibilities detailed below enable the security team to co-ordinate an event as follows:

10.1 HEAD OF CN SECURITY

- Overall responsibility for crowd management operation
- Liaison with Emergency Services.
- Agree entry and exit routes of public.
- Overall responsibility for all company personnel employed at the event.
- Co-ordination with Security Control on incidents and assist as required.

10.2 SITE CO-ORDINATOR

- To observe and supervise all personnel employed by the company.
- To deploy resources to maximum effect.
- To ensure that all equipment required for site is secure and maintained.
- To arrange meals and staff rest breaks.
- To ensure that all equipment is accounted for on completion of job.
- To follow and implement all Health and Safety issues correctly.
- Support the Security Control team as required
- Monitor any potential incidents or areas of concern
- Ensure all personnel are correctly equipped for their area of work.
- Monitor supervisors and assist as required.
- Ensure control room is operational and ready.
- Ensure all staff have correct briefing documents
- To advise and update Head of Security continually throughout event.

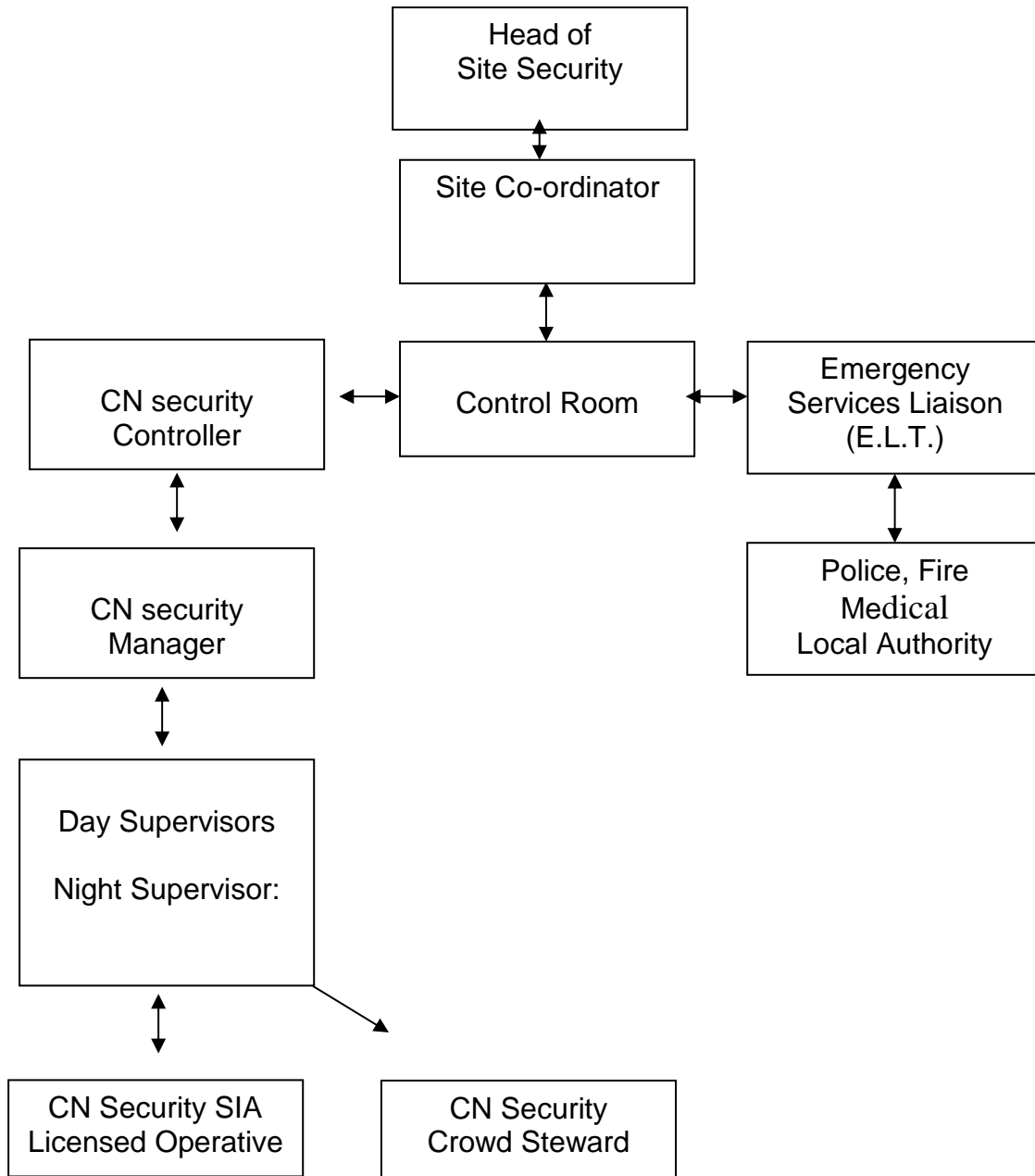
10.3 CONTROL ROOM

- Responsible for overall running of the operations room.
- To supervise radio operators.
- To keep a written events log.
- Co-ordinate and record all vital intelligence regarding each incident and fill out correct paper work
- To pass all reports in priority to the relevant person.
- To maintain all radio equipment and ensure safe return.

10.4 SUPERVISORS

- To supervise dedicated areas on site.
- Co-ordinate an emergency situation in their area.
- Control crowd density and divert pressure to additional areas.
- To arrange breaks for their staff
- To ensure that all equipment is accounted for on completion.
- To follow and implement all Health and Safety issues in their area.
- Support the Security Control as required
- Monitor any potential incidents or areas of concern in their area
- Ensure all personnel are correctly equipped.
- Ensure all personnel have been briefed and have correct briefing documents.
- Report any incidents to security control

11 EVENT MANAGEMENT STRUCTURE



12 INSURANCE DETAILS

C N Security Ltd.

Registered & Office Address:

95 Fengate

The Nurseries

Peterborough

PE1 5BA

Office Tel no: 01733 891 286

Out of Office: 07575 414818

E mail: info@cnsecurity.co.uk

Website: www.cnsecurity.co.uk

Company Number: 08419047

VAT Number: 138412914

Company Insurance Details:

Coversure

27 Albert Street

Rugby

Warwickshire

CV21 2SG

Tel: 0800 3081127

Contact: Naaman Jalees

Policy No. MOV-00000281-2016-300

Limit of Liability:

Employees	£10,000,000
Public / Products	£5,000,000
Inefficacy & Contractual Liability	£5,000,000
Products Inefficacy	£5,000,000
Wrongful Arrest	£250,000
Loss of Keys	£100,000
Financial Loss	£500,000
Fidelity Guarantee	£100,000
Professional Indemnity	£100,000

13 INGRESS

13.1 OPERATIONAL CONCEPT AND RISKS

Normally, the main risks associated with entry into an open arena are crowd related. To ensure safe arrival at the event, it is proposed that the public will arrive on a scheduled park and ride bus scheme and follow the appropriate designated walkway to the entrance gates.

CN Security will facilitate the arrival of attendees and ensure all necessary information is passed on to the arriving public

13.2 GATE MANAGEMENT

Burton Constable hall event site configuration, enables the queuing of public from the main entrance to the bus drop off point, this large expanse is designed to relieve crowd pressure and maintain a steady crowd flow.

Additional staff will be in place to deescalate crowd build up and prolonged waiting times.

13.3 QUEUE MANAGEMENT

13.3.1 It is intended to use the large pedestrian walk way from the Drop off area to the Event main gates to queue the public prior to Event opening.

13.3.2 A park and ride bus service has been arranged by organisers to bring in and collect pedestrians from the event site, the bus arrivals will assist in a steady ingress of pedestrians to the main entrance queuing area and search lanes.

13.3.3 All temporary barriers are placed on even ground and create no trip hazards, we must demonstrate extra special care and attention when carrying barriers through crowds.

13.4 INGRESS CONDITIONS

The following ingress rules will be supplied by Showsec in conjunction with the BBC.

14 EVENT SEARCH PROCEDURE

- All security staff that may be required to search a person will hold a valid SIA license and comply with the following procedure:
- A strict policy is enforced that only male staff search males and only female staff search females. There is no exception to this rule.

- When carrying out searches, staff will identify the following:
 1. Any item that resembles drugs.
 2. All types of weapons including knives
 3. Containers containing alcohol, glass and cans (Subject to Entry Conditions)

14.1 Weapons

Should a member of the public be found in possession of one of the items above, the following procedure will take place, if the item is potentially a weapon, the reaction by security staff will depend on its nature. If, for example the item is a small penknife, it would be removed and placed in the amnesty bin. If, however, the weapon is of a size and nature which suggests it may be intended for or used as a weapon, the person will be detained and handed to the police. If any member of staff hands a person to the police, they will be required to complete the paper work that the police consider necessary to preserve the evidence trail.

14.1.1 Drugs

As per the Event plan.

14.1.2 Re-Admission Policy

As per the Event plan.

15 OPERATIONAL MANAGEMENT

15.1 THE PERIMETER

The perimeter fence around the event site will be externally patrolled by CN Security Ltd staff,
Any areas deemed to be vulnerable will be monitored more regularly.

15.2 MISCELLANEOUS

a. Queues leading to catering unit by the bus drop off point will be monitored by CN Security Ltd, staff to ensure queues do not impede on crowd flow.

b. Once the event is over, the external area will be swept by CN Security Ltd, to ensure all attendees have vacated the event footprint.

15.3 VEHICLE CURFEW

15.3.1 The Requirement

It is intended to place a vehicle curfew around the site, this is to facilitate pedestrian movement on egress. The time of the implementation will be as per the EMP agreed with the by Radio 1 big weekend Organisers and or their security advisors, It will stay in place until the safety officer, in co-operation with the Radio 1 big weekend Organisers and or their security advisors are satisfied the event site is clear of all public.

15.7.2 Medical Considerations

In order to facilitate ambulance movement, while the curfew is in place, CN Security Ltd will deploy response teams to facilitate ambulance movement to and from the scene of a medical emergency during the vehicle curfew, using the most direct and safest route out of site.

15 EGRESS

CN security will supervise all exiting attendees to the event towards the Bus and taxi drop off points.

Ensuring that the exiting public board the correct busses to return to the Bus hub points. (For reference each Hub has a dedicated coloured wristband)

CN security staff will oversee the taxi queuing area in trying to ensure that no members of public enter the external highways.

CN Security staff will monitor the VIP and disabled parking areas to ensure all vehicles leave safely and in an orderly manner.

15.1 EVACUATION PROCEDURE

The organisers of this event will put in place the following measures and procedures to support safe and effective evacuation of the event in the case of an incident.

Evacuation of the entire site is required only in very limited scenarios, these being:

- CCBRN – chemical conventional biological radiological nuclear
- A terrorist bomb with blast effect this would generally require staged evacuations only of certain areas of site

The Radio 1 big weekend Organisers and or their security advisors, will be in regular contact with the local authority during all phases of this event.

In the event of a site wide incident or emergency control will be formally handed over to the Police as necessary and event staff will be expected to cooperate with and assist the police at all times in the interest of public safety.

Should it be necessary to evacuate the whole site event staff are expected to follow the show stop procedure and evacuation procedures.

15.2 EMERGENCY EGRESS

As per the event emergency plan TBC

15.3 EXIT LOGISTICS AND MANAGEMENT

15.3.1 Exit Routes

The event site will be served by clearly delineated exit routes that will accommodate pedestrian traffic leaving the site in different directions. It should be emphasized, however, that none of these routes will be fenced or barrier.

15.3.2 Lighting

The organiser will be placing sufficient lighting at each of the exits and at the bus drop off point which shall assist in egress of the site at the end of the evening.

16.3.3 Sweeping the Site Following Egress

On completion of egress, CN security staff will sweep the perimeter and bus drop off point to ensure all public have cleared site.

17 EMERGENCY AND SAFETY MESSAGES FOR SITE

17.1 STANDBY MESSAGE (CN SECURITY USE ONLY)

Prior to evacuating an area, it may be necessary to alert stewards or security staff over the radio that an evacuation is about to take place. Where such an announcement needs to be made, the following code phrase should be used:

“Standby for Elvis leaving the building”

17.2 EVACUATION MESSAGE

If an evacuation within the event boundary takes place, the following message will be broadcast to members of the audience:

“It is necessary to evacuate the venue, please remain calm and follow the directions of our stewards, making your way to the nearest available exit.”

17.3 MESSAGE CANCELLATION (CN SECURITY USE ONLY)

If any message is cancelled the following message will be broadcast.

“The previous message for Elvis is cancelled”

17.4 **CODE WORDS** (CN SECURITY USE ONLY)

Mr. Ash:	Fire/Smoke related Incident (stating location)
Mr. Case:	Suspect Package
Mr Disney:	Lost Child reported
Mr Pluto:	Found Child
Mr Wellhard:	Crowd Disorder
Mr Cross:	Medical emergency

Emergency Plan – build and strike periods

As per the event emergency plan TBC

18 **STATEMENT OF INTENT/MEMORANDUM OF UNDERSTANDING**

To be added by Local constabulary

Staffing Levels

2017 Staffing Schedule:

Provisions

OVERNIGHT COVER

Friday 26th May

Overnight security

20:00-09:00

- 1 x Supervisor
- 2 x sia house cover
- 2 x sia bus drop off gate

- 2 x sia perimeter patrol
- 1 x sia disabled / VIP area float

Saturday 27th May

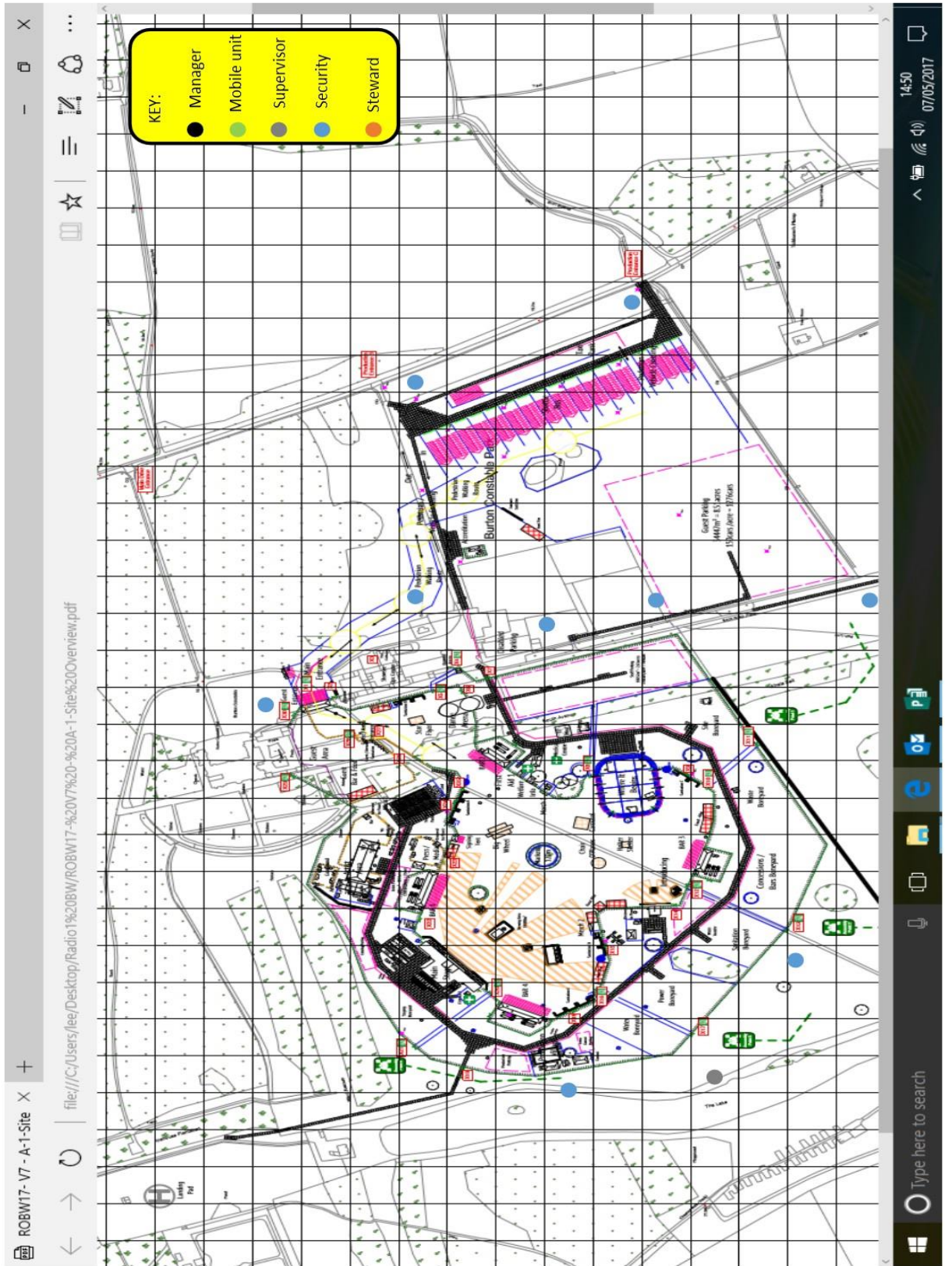
Overnight security

01:00-09:00

- 1 x Supervisor
- 2 x sia house cover
- 2 x sia bus drop off gate

- 2 x sia perimeter patrol
- 2 x sia disabled / VIP area float
- 1 x sia disabled / VIP entrance
- 1 x sia Float / Breaker

OVERNIGHT COVER



SHOW COVER: Saturday 27th May 2017 & Sunday 28th May 2017 09:01:00

Provisions

Saturday 27th May 2017 & Sunday 28th May 2017

09:00-01:00

Perimeter patrol supervisor	1
Perimeter patrol SIA	4
Bridge SIA	2
Main house patrol	2
Ingress area SIA	6 (redeploy to bus stops for egress)
Road crossing stewards	6 (redeploy to bus stops for egress)
Guest car park SIA	2
Access road SIA	2
Bus station supervisor	1
Information stewards	4
Taxi drop off SIA	2
Bus arrival SIA	8
Bus arrival stewards	8

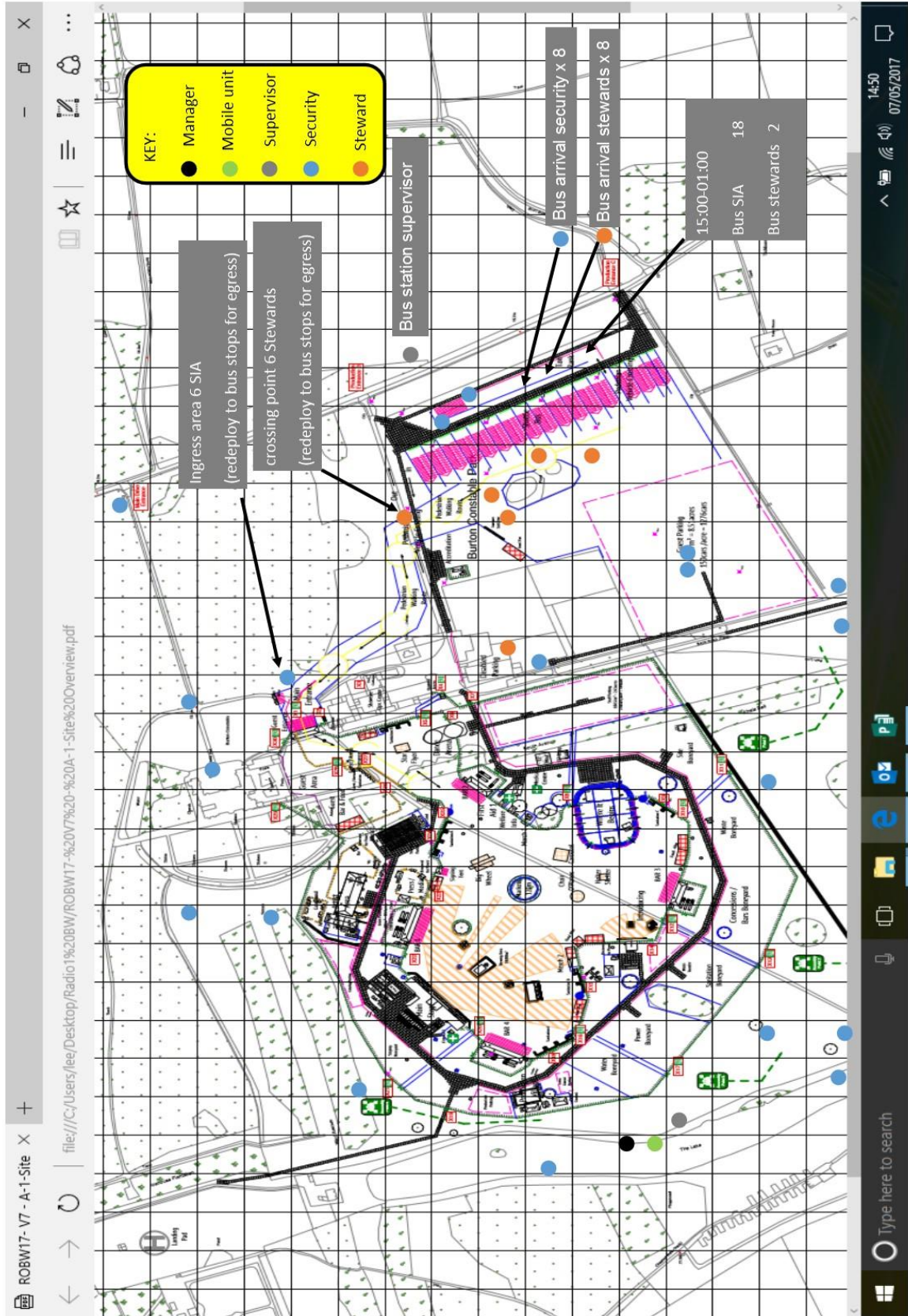
10:00-01:00

controller / event control	1
stewards disabled parking area	1
cottages /stables SIA	1
house entrance gate SIA	1
house courtyard SIA	1

15:00-01:00

Bus SIA	18
Bus stewards	2

SHOW COVER: Saturday 27th May 2017 & Sunday 28th May 2017 09:01:00



GUIDANCE TO STAFF ON THE GENERAL DUTIES OF A STEWARD

- 1 Stewards are employed to create a safe enjoyable experience and environment for visiting members of the public. CN Security Ltd have a well-established record of supplying professional stewarding services at numerous locations around the country. Our emphasis is firstly customer safety and with that in mind with our primary objective is that all those attending arrive safely, enjoy their day safely and leave safely.
- 2 This is accomplished by providing a professional, proactive, courteous service for those attending events, providing and maintaining a safe environment, responding to emergencies efficiently and assisting the emergency services as required. By operating in accordance with well-proven company procedures and Health and Safety best practice, we achieve our objective consistently and to a high standard.
- 3 It is essential that Security Staff understand the principles and general responsibilities for the health and safety of all those attending the event (including those with disabilities and children). That responsibility extends also to work colleagues, contractors, customers and others, whose safety may be affected by your actions and not least to yourselves.
- 4 By implementing and enforcing the safety management plan efficiently and operating to our core principles, you will be able to carry out your duties with enthusiasm to the high standards we expect as a company. Please ensure that you comply with these basic principles on every occasion:
 - Carry out an initial safety check of your area when you first take up your duties and continue to monitor your work area for any unsafe situations that could cause a Health and Safety problem for members of the public, other staff, and yourself.
 - Assist by directing members of the audience to safe viewing areas. Aim to achieve an even flow in and out of the location in which you are operating.
 - Assist in preventing breaches of safety and ground or venue regulations.
 - Monitor the density levels of the public and recognise any unsafe crowd condition using the square meter rule: Remember if more than three people are standing in one square metre over a large area, contact your supervisor.
 - Be familiar with your working environment, as this allows you to direct members of the public efficiently.
 - Know the location of: **fire points, first aid points, toilet facilities including disabled, catering points, public bars, VIP areas, cash machines, public phone points, merchandise points, alarm points, box office, information points, water points, special needs locations, and emergency services locations.** All of these points are critical when helping members of the public visiting your location. A professional steward takes personal pride in his level of knowledge and providing accurate information to members of the public.

- Ensure that the strategic points [entrance and exit doors] in your area of operation are covered and understand the way they are important to all stages of the operation.
- Assist in keeping aisles, stairwells, gangways, stairs, and exit doors clear at all times.
- Monitor your area of operation at all times for overcrowding or signs of distress, Contact your supervisor if you suspect a problem.
- Know where adjacent fire equipment is located and how to operate it. This knowledge could enable you to save lives in an emergency.
- Understand the methods used to raise the alarm in an emergency fully and know the location of the alarm points.
- Understand the emergency procedures and your role in their implementation. Ensure you have a copy of the emergency procedure in use on every occasion you go to work.
- Make yourself familiar with potential fire hazards and suspect packages so that you can recognize them reliably and know the correct way to report them to your supervisor.
- Monitor and report any incident or potential problem, including any defect or potential danger to members of the public.
- Comply with any instruction given to you by your supervisor or any request by a member of the emergency services.
- Be familiar with your role in an emergency situation. Know and understand your evacuation routes and those routes down which you will direct members of the public.
- Assist the emergency services if necessary and as required.
- Know the location of your RV Point. It is important if an emergency situation develops that you report here as soon as you have finished assisting in the emergency situation. Failure to report to the RV Point may require the diversion of emergency resources to establish your whereabouts and safety.
- Know the location of your nearest first aid point

5 Ultimately by knowing this information when you are working on any assignment, you will be able to conduct your job more efficiently and professionally.

6 Stewards must have a thorough understanding of the internal access control system in place. If you are unsure speak to your supervisor. If an accreditation system is in place you are required to enforce it at all times. Regardless of advice you may have received to the contrary, at no time are you to be impolite. It should be remembered, you can never be certain to whom you are talking. At all time you must be polite and courteous. If the situation cannot be resolved and de-escalated, a supervisor must be called.

6 All stewards are to remain at their place of work, unless given a break by their supervisor. It is important at the end of an evening that staff do not leave their position, unless stood down by their supervisor.

GUIDANCE TO STAFF ON THE GENERAL DUTIES OF SIA LICENSED STAFF

- 1 Security staff are employed to create a safe enjoyable experience and environment for visiting members of the public. CN Security Ltd have a well-established record of supplying professional stewarding services at numerous locations around the country. Our emphasis is firstly customer safety and with that in mind with our primary objective is that all those attending arrive safely, enjoy their day safely and leave safely.
- 2 This is accomplished by providing a professional, proactive, courteous service for those attending events, providing and maintaining a safe environment, responding to emergencies efficiently and assisting the emergency services as required. By operating in accordance with well-proven company procedures and Health and Safety best practice, we achieve our objective consistently and to a high standard.
- 3 It is essential that Security Staff understand the principles and general responsibilities for the health and safety of all those attending the event (including those with disabilities and children). That responsibility extends also to work colleagues, contractors, customers and others, whose safety may be affected by your actions and not least to yourselves.
- 4 By implementing and enforcing the safety management plan efficiently and operating to our core principles, you will be able to carry out your duties with enthusiasm to the high standards we expect as a company. Please ensure that you comply with these basic principles on every occasion:
 - Under the Private Security Industry Act, door supervisors must have a valid license to practice, issued by the Security Industry Authority. It is a criminal offence to work as a door supervisor if you do not have a licence.
 - All SIA licensed staff must have their SIA License visible at all times, if you are unable to display your license or have lost or forgotten it, you will not be able to work in a security position. You may be offered work as a steward or be asked to leave site
 - Carry out an initial safety check of your area when you first take up your duties and continue to monitor your work area for any unsafe situations that could cause a Health and Safety problem for members of the public, other staff, and yourself.
 - Assist by directing members of the audience to safe viewing areas. Aim to achieve an even flow in and out of the location in which you are operating.
 - To assist in preventing breaches of safety and ground or venue regulations.
 - In carrying out your duties, you may need to refuse entry, search, evict or even in certain circumstances arrest people
 - If you are required to conduct a search, you are to comply with the following simple rules.

- You must obtain permission from the person you wish to search
 - male members of staff to search males only
 - females members of staff to search females only
 - ask members of the public to open their bags for you, do not open them yourself
 - do not place your hands into pockets or bags
 - feel and look from the outside.
 - If you need to examine an item from a bag, ask the owner to remove it for you.
- If it is necessary to use force when dealing with an incident, you will need to complete an incident report detailing:
 - what happened
 - where the incident took place
 - the date and time of the incident
 - if and when the police were called
 - who was involved
 - the details of any witnesses
 - why the incident happened
- If a person refuses to be searched the supervisor is to be informed. Security staff may only legally search with the consent of the person being searched. If a person refuses to be searched, the only course of action permitted is to deny them access to the venue, as submission to search is a condition of entry. You may however draw the Police's attention to the refusal if considered appropriate in the circumstances.
- Monitor the density levels of the public and recognise any unsafe crowd condition using the square meter rule. Remember if more than three people are standing in one square metre over a large area, contact your supervisor.
- Be familiar with your working environment as this allows you to direct members of the public efficiently.
- Know the location of: **fire points, first aid points, toilet facilities including disabled, catering points, public bars, VIP areas, cash machines, public phone points, merchandise points, alarm points, box office, information points, water points, special needs locations, and emergency services locations**. All of these points are critical when helping members of the public visiting your location. A professional steward takes personal pride in his level of knowledge and providing accurate information to members of the public.
- Ensure that the strategic points [entrance and exit doors] in your area of operation are covered and understand the way they are important to all stages of the operation.
- Assist in keeping aisles, stairwells, gangways, stairs, and exit doors clear at all times.
- Monitor your area of operation at all times for overcrowding or signs of distress, Contact your supervisor if you suspect a problem.
- Know where adjacent fire equipment is located and how to operate it. This knowledge could enable you to save lives in an emergency.
- Understand the methods used to raise the alarm in an emergency fully and know the location of the alarm points.

- Understand the emergency procedures and your role in their implementation. Ensure you have a copy of the emergency procedure in use on every occasion you go to work.
- Make yourself familiar with potential fire hazards and suspect packages so that you can recognize them reliably and know the correct way to report them to your supervisor.
- Monitor and report any incident or potential problem, including any defect or potential danger to members of the public.
- Comply with any instruction given to you by your supervisor or any request by a member of the emergency services.
- Be familiar with your role in an emergency situation. Know and understand your evacuation routes and those routes down which you will direct members of the public.
- Assist the emergency services if necessary and as required.
- Know the location of your RV Point. It is important if an emergency situation develops that you report here as soon as you have finished assisting in the emergency situation. Failure to report to the RV Point may require the diversion of emergency resources to establish your whereabouts and safety.
- Know the location of your nearest first aid point

5 Ultimately by knowing this information when you are working on any assignment, you will be able to conduct your job more efficiently and professionally.

GUIDANCE TO STAFF ON RESPONSE TEAM DUTIES

EVICTIONS AND EJECTIONS

1.1 Response Team Role

Mobile SIA licensed response teams will operate round the festival site, wherever they are needed to help and assist zone managers and supervisors as situations or incidents develop. These staff will initially monitor public ingress at designated gates and assist as required with removing any unwanted persons from the site. Once ingress is complete the teams will focus on internal areas and monitor for crime, overcrowding, vulnerable isolated areas, toilets, and stalls, concession areas.

1.2 Response Team Duties

All response teams will be briefed so that they have a clear understanding of the festival layout and will remain in contact with security control. The main focus and purpose for the teams is customer safety and enhancement of the customer experience, so it is paramount that all response teams are thoroughly familiar with the location and facilities of all the attractions contained within the festival.

1.3 EVICTION PROCEDURE

a. **If an eviction needs to be carried out the teams will follow this procedure:**

- Inform Control of an incident
 - Request support from Supervisor and if required additional teams.
 - Assess the situation and establish if the incident can be dealt with in an amicable way before the person is ejected
 - If an ejection needs to take place, then only SIA staff can carry out this procedure,
 - Any person / persons to be ejected are to be chaperoned to the security control to log the person's details and check they are of an appropriate age and are in a fit state to be ejected, this decision will be made by the CN security ejections manager.
 - once a decision is reached then the response team will take the person off site to a safe location. If the offence is of a criminal nature, the person will then be detained at security control to await the arrival of the police.
 - Once the ejection process is finished the team must fill out the necessary paper work.
 - If the incident involves more than one team, all teams involved in the incident must return to control and debrief the head of security and fill out the necessary paperwork
 - Once all incident reports have been completed copies must be given to festival management team and copies held for the police.
 - Managers or Supervisors where possible, must witness how the response teams remove the person from the event arena and support the paperwork issued.
-
- Inform control and manager of an incident
 - Request support from manager and if required additional teams

- Assess the situation and establish if the incident can be dealt with in an amicable way before the person is ejected
- If an ejection needs to take place then only SIA staff can carry out this procedure, once a decision is reached then the response team will take the person off site.
- Once you have finished an ejection the team must report back to security control and fill out the required paper work, including an incident report, and any witness details.
- If the incident involves more than one team all teams involved in the incident must return to control and debrief the site coordinator or head of security.
- Once all incident reports have been completed copies must be given to festival management team and copies held for the police.
- Manager where possible must witness how the response teams remove the person for the festival arena and support the paperwork issued.



LOST & FOUND CHILD/VULNERABLE PERSON PROCEDURE

1. Introduction

CN Security is fully committed to creating an environment which allows children to flourish and enjoy themselves in safety and free from fear. We are also committed to protecting our staff from unfounded accusations, through processes and procedures, which ensures that they are not placed in a situation where they might be compromised. As part of our recruitment and monitoring processes and the nature of our operation it makes it highly unlikely that we would employ someone who might harm children or enable inappropriate behavior to take place unnoticed.

In general CN Security's business is to provide security & stewarding staff to events. In practice, where the care and supervision of young people is concerned, the Company's usual role is in support of child protection policies and procedures put in place for individual events by those contracting its services. Typically this may include escorting lost children to facilities set up by the organisers to be re-united with their parents. These facilities will usually be staffed by qualified trained staff with the required enhanced CRB checks.

We are however committed to absolute vigilance in this regard and are committed to ensuring as a first priority that any child is removed from any potential risk and secondly that any suspicious behavior or wrongdoing is reported to the appropriate authorities and where reasonable grounds exist to do so, to take disciplinary action, terminate employment and support legal action as appropriate to the circumstances.

No individual member of staff is any more likely than another to encounter the requirement to escort children in this situation and the requirement is very infrequent. With this in mind and the fact that the security licensing process involves a basic CRB check, it is not considered necessary to require staff, which may occasionally be called on to escort children, to have other than a valid SIA licence. Should staff be allocated or considered for duties which involve the care of children specifically to their main duties, then consideration will need to be given to allocating staff to those roles, who have had enhanced CRB checks. This decision should be made in full consultation with the event organiser and be based on a written risk assessment.

The other situation where special arrangements may be required by the organiser is when staff are conducting routine security body searches as part of entry checks to an Event, where the artist is likely to attract a younger, usually teenage and perhaps female audience. These checks are always conducted in a public area, where there are other staff and members of the public close at hand. They should not require special personal checks of staff beyond holding an SIA licence, however some clients may decide that they require staff with an enhanced CRB check.

2. Principles

To reduce any potential risk to staff and children, the following rules are to be followed:

- In general physical searching of minors (e.g. pat down) should be avoided if the security threat allows.
- Security staff have no right to search anyone, therefore the consent of the person to be searched and their responsible adult should be sought before carrying out a search. Entry to a venue may however be denied to anyone declining to be searched and the Police informed of the refusal.
- When a child needs to be escorted somewhere (e.g. taking a lost child to the organiser's welfare), the child is to be accompanied by two members of staff of which one must be licensed. In the case of a female minor, at least one of the accompanying officers is to be female.
- If a physical search is required of a minor for any reason, it should ideally be conducted in the presence of a responsible adult (preferably parents) known to the minor and always with two members of security staff present.
- Only male staff may carry out a physical search of male minors and female staff of female minors.

3. Procedure

These procedures outline CN Security Ltd actions to be followed in the event of a lost/found child or Vulnerable Person.

Found Child

If any member of staff comes across a child/vulnerable person who is lost/confused at an event it is important that they follow the procedures in place as the child or vulnerable person may be in surroundings unfamiliar to them, so it is important that they contact control, then find the closest supervisor who will be able to assist them. If using a radio the correct code to use is 'Disney' (Child without parent). Never put child/person's name over the radio.

Attempt to calm the situation down. If required, reassure the child/vulnerable person and always communicate at their level, i.e. bend/crouch down so your heads are at the same level so you can look eye to eye, DO not lean over them as this can be very intimidating. Remember they are likely to be scared and frightened so speak to them softly in a lowered voice.

Once the Supervisor is with you try and establish the appropriate following information:

- The child/persons full name
- How old are they?
- What school they go to?
- The names of their parents/guardians or close relative who came with them.
- How did they get to the event? (Car, Bus, Taxi, Train or on Foot)?
- Do they know their home address?
- Do they know a phone number we can contact their parents/guardians or a close relative on?
- Was they told to go to a certain point if they got lost.

If you have a problem with communication (language) contact the control room for advice, we may have a member of staff who can speak this language.

Do NOT under any circumstances give children reassuring hugs or cuddles.

Do NOT escort the child yourself to the Lost/Found designated area, two people must escort the child (ideally one male and one female) one MUST be an SIA licensed operative.

The supervisor should radio the control room making sure they are aware that a child has been found, if the child is in obvious distress make the control room aware so that the police can be contacted immediately.

If a member of public approaches you to claim the child/person, make sure you are satisfied as to their identity, you may ask for identification.

If you are in any doubt, or if the child/person's behaviour or demeanour gives you any cause for doubt contact the Police for advice.

Make sure that the missing persons log (CNS/Event-Form/CNS.009) has been completed and forward to the office for filing.

Lost Child

If any adult reports their child missing you must immediately contact control or your nearest supervisor. If using a radio you must use the correct code 'Pluto' (Parent/Guardian without Child/Person). Never put the child/person's name over the radio.

Supervisor must inform the control room giving details of the missing child/person's.

Control room should output a message with child/person's description.

Control room should find out from police if a lockdown will take place.

If a lockdown is confirmed no one is allowed to leave the premises that have a juvenile until it is clear that this is not the missing child.

Any vehicle leaving must have their boots checked until a stand down has been given.

Security/Supervisor to try and obtain the following information from the person reporting the missing child/vulnerable person.

- What is the name of the lost child / vulnerable person?
- What is the age, height, hair colour, style etc.?
- What are they wearing or carrying?
- Do they have a picture of the missing child / person?
- Where were they last seen?
- How did they arrive at the venue?
- Does a relative live nearby?
- Have they seen a relative, friend or neighbour at the event (make control immediately aware so that can decide if they want to put out a PA announcement to these person's with no personal detail.
- Ask if the child has any allergies or infirmities.
- Is the child taking any medication? When is the next medication due?
- What is the effect of not taking the medication on time?
- Is there any domestic dispute involving custody of the child?
- Was the child/person told to go to a certain point if got lost at the event?

When the child/person has been found the stand down must be given immediately to all the staff.

If the child/person is not collected or cannot be found Security control will liaise directly with the Police for assistance.

Make sure that the missing persons log (CNS/Event-Form/CNS.009) has been completed and forward to the office for filing.

Procedure Reviews

Revision	Description of Modifications	Prepared By	Approved By	Issue Date
1	N/A First Issue	Matthew Young	Cary Nightingale	01/06/2013



CN Security Ltd.

STEWARDING/SECURITY RISK ASSESSMENT

Version 1

1st May 2017

CN Security Ltd

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The Nurseries

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CONTENTS

1.	INTRODUCTION	1
2.	RISK ASSESSMENT INTRODUCTION	2
3.	RISK ASSESSMENTS	5

Introduction

- 1.1 CN Security Ltd provides stewarding/security services to the live events industry and in keeping with good health and safety practice has undertaken risk assessments for the services they provide.
- 1.2 This document assesses the risks for the typical activities undertaken whilst stewarding/security a live event, in order to provide the necessary safety and environmental precautions.
- 1.3 This risk assessment has relied on extensive knowledge and experience of the application of The Event Safety Guide, the Health and Safety at Work etc Act 1974, The Guide to Fire Precautions in Existing places of Entertainment and Like Premises, the Fire Safety Guide to Outdoor Events and Venues, The Guide to Safety at Sports Grounds, The Guide to Managing Health & Safety for Exhibitions and Events (AEO), British Standard BS 8406:2003 Event Stewarding and subsequent HSE Guidance notes on live events. It is, however, recognised that these documents are not wholly appropriate to this activity. In common with all such activities, a practical, pragmatic and realistic approach has been taken.
- 1.4 This risk assessment also takes into account the experience gained from the involvement in numerous similar activities undertaken across the UK.
- 1.5 These risk assessments may not be final and a more detailed analysis of the risks may have to be undertaken once more information is available, but they do provide an indication of the appropriate control measures for a live event.
- 1.6 For each individual assignment, it is important that an event specific risk assessment is undertaken to review the applicability of these generic assessments and to identify specific hazards associated with the event, venue and audience. The review will form the basis of the stewards briefing at each event.

Risk assessment introduction

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

Risk Assessments and method statements together with details of relevant insurances have been sought from the various contractors and suppliers to CN Security Ltd and have been taken into consideration when drafting this document.

In undertaking risk assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk

2.5 The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below. CN Security Ltd management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicate where additional controls are required or where special attention should be given. For the avoidance of confusion - the columns of the risk rating sections are headed S x L= R. S is for “severity” and is given in the first column. L is for “likelihood” and is indicated in the second column.

2.6 The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar events.

2.7 A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During the event a process of continuous assessment and reassessment will be undertaken by the CNS Security Manager to ensure

appropriate risk controls are put in place should situations develop which are not covered within this assessment.

- 2.8 For all events, an event specific assessment should be undertaken in order to identify hazards specific to the event type, audience size and demographic and venue. The findings of the generic risk assessment and the event specific risk assessment should be incorporated into the stewards briefing.

Risk Assessment Matrix for Personal Injury

		SEVERITY					
		Multiple Death	Single Death	Major Injury	'3 day' Injury	Minor Injury	None
		10	8	6	4	2	1
LIKELIHOOD	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	Very Unlikely 1	10	8	6	4	2	1

Notes:

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

'Major Injury' shall be as defined in RIDDOR

Key to Shading

100	Level of risk is unacceptable.
24	Level of risk may be tolerable. Seek to reduce level of risk.
12	Level of risk is acceptable

Definition of likelihood classes

Certain 10	Has happened before and is expected to happen on this occasion
Very Likely 8	Has happened before and is very likely to happen on this occasion
Probable 6	Has been known to occur before and is likely to happen on this occasion
Possible 4	Has been known to occur before and it may happen on this occasion
Unlikely 2	Has been known to occur before but no reason to suggest that it will happen on this occasion
Very Unlikely 1	Has never happened before and there are no reasons to suggest it will happen on this occasion

Abbreviations Used In Assessments

P = Public/Event Visitors

S = CN Security Ltd Staff & Contractors

Hazards Relating to Event Type	G-1 Hazard identification to be undertaken for each event	P,S	TBC	TBC	TBC	<p>CN Security Ltd to ensure that the client provides a detailed brief on the nature of the event and identifies hazards specific to the event type.</p> <p>CN Security Ltd to request sight of any Risk Assessments undertaken by the client for the event.</p> <p>Hazards identified are to be reviewed in the light of CN Security Ltd activities at the event and control measures introduced as appropriate. Where no significant additional hazards are identified the control measures in this generic assessment are to be applied.</p> <p>Event specific hazards and control measures are to be incorporated into the stewards briefing process.</p>				Task specific review	
Hazards relating to Audience at Specific Event e.g. Audience size, Audience age, Gender split, Demographic, cultural behaviour	G-2 Hazard identification to be undertaken for each event	P,S	TBC	TBC	TBC	<p>CN Security Ltd to ensure that the client provides a detailed brief on the anticipated audience specific to the event.</p> <p>Hazards identified are to be reviewed in the light of CN Security Ltd activities at the event and control measures introduced as appropriate. Where no significant additional hazards are identified the control measures in this generic assessment are to be applied.</p> <p>Audience specific hazards and control measures are to be incorporated into the stewards briefing process.</p>				Task Specific Review	
Hazards Relating to Venue	G-3 Hazard identification to be undertaken for each event	P,S	TBC	TBC	TBC	<p>CN Security Ltd to ensure that the client provides a detailed brief on the venue and identifies hazards in respect of the venue in both normal use and emergency evacuation conditions.</p> <p>CN Security Ltd to ensure that the client</p>				Task Specific Review	

							<p>provides a detailed brief on the emergency evacuation procedures if appropriate.</p> <p>CN Security Ltd to request sight of any Risk Assessments undertaken by the client for the venue.</p> <p>Hazards identified are to be reviewed in the light of CN Security Ltd activities at the event and control measures introduced as appropriate. Where no significant additional hazards are identified the control measures in this generic assessment are to be applied.</p> <p>Venue specific hazards and control measures are to be incorporated into the stewards briefing process.</p>					
Stewards numbers	G-4	Insufficient stewards <i>Major crowd disorder</i>	P, S	8	4	32	<p>The Event Safety Guide to be used as a first guide to calculate stewarding numbers.</p> <p>Steward deployment to be based upon venue layout and event timings.</p> <p>Audience profile and anticipated behaviour to be taken into account when staffing events.</p> <p>Roll call to be taken to ensure stewarding levels are consistent with the Stewarding Plan</p>	4	4	16		Stewarding Plan to detail steward locations, numbers and the location of Supervisors
Stewards competence	G-5	Untrained, inexperienced stewards	P, S	8	4	32	<p>All stewards to be trained to an appropriate level.</p> <p>Supervisors to monitor individual steward's performance.</p> <p>CV's/references of all new stewards to be checked before they start work on an event.</p> <p>CN Security Ltd will maintain a complaints management system whereby all reported complaints can be cross-related to an individual if appropriate and, where considered necessary, the appropriate disciplinary action may be taken.</p>	4	4	16	The appropriate police/SIA checks to be undertaken when deemed necessary.	

Electrical equipment and tools	G-6	Electrical shocks and burns <i>Death, Major injury</i>	S	8	4	32	All power supplies provided by CN Security Ltd to be installed and certified as appropriate by a competent person. Use of 110v or battery tools where practicable. Portable tools, etc to be examined and certificated.	8	2	16		It is unlikely that CN Security Ltd will supply or use electrical equipment for the majority of events.
Storage of material and equipment	G-7	Falls, trips vehicle collision <i>Major injury</i>	P, S	4	4	16	Safe storage areas to be identified within event site in advance. Staff to steward as necessary areas that the public/visitors have access to or where there is a significant risk of vehicle collision.	4	2	8		
Welfare and First Aid	G-8	Lack of Welfare and First Aid Provisions <i>Trauma & stress</i>	S	4	4	16	CN Security Ltd to verify details of First Aid provision for event with client. CNS Security Manager to ensure that a designated First Aider is identified. Call emergency services if a member of the public is injured. If working out of hours, access to the sanitary facilities should be arranged by the CNS Security Manager with the venue management.	4	2	8		If a significant risk of injury is identified the CNS Security Manager will arrange for a location Paramedic.
Lack of protection for hands and feet	G-9	Crushed hands, broken/crushed fingers and hands/feet <i>Over Three-day injury</i>	S	4	6	24	CNS Security Manager to be responsible for ensuring that all staff have the appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and will ensure the exclusion of all other persons from areas where PPE is required.	4	2	8		

Manual handling	G-10	Back injuries, strains, sprains etc <i>Long term back injury</i>	S	6	6	36	CN Security Ltd staff are not generally required to undertake lifting operations. All lifting operations to be supervised by an experienced competent person. Recommended kinetic lifting techniques to be used at all times. Appropriate design of equipment. Pit crew likely to be required to lift persons over the barrier are to be trained in appropriate techniques.	6	2	12		
Noise	G-11	Hearing damage.	P, S	4	4	16	Work areas where noise expected to exceed 80dB (A) to be identified and signed by Client/Venue. CNS Security Manager on site to advise staff accordingly and provide appropriate hearing protection. Shift system to be operated behind the front of house barrier. Stage area including pit and wings to be clearly signed as a hearing protection zone. Disposable hearing protection to be made available stage left & right. Pit area to be signed as a mandatory hearing protection zone. Pit staff to enforce no entry to pit if no hearing protection is being worn. I.e. Photographers, medics etc. All pit staff to be briefed to wear hearing protection.	4	2	8	CNS Security Manager or nominated person is to carryout a noise risk assessment Refer to HSG 260 Sound Advice	
Lighting	G-12	Insufficient visibility for working <i>Accidents\collisions</i>	S	6	6	36	Ensure adequate lighting levels if working during hours of darkness. Consider provision of torches to key	6	2	12		

							stewards where appropriate.					
Use of Work Equipment	G-13	Injury to employees <i>Major, minor injury</i>	S	6	6	36	All work equipment to be suitable and sufficient for its intended purpose. All work equipment to be regularly maintained/serviced so as to be in efficient working order. All staff using work equipment to be properly trained in its use. Parts of work equipment deemed dangerous to be adequately guarded. All work equipment to be stable and secure with sufficient light to enable easy use. CNS Security Manager to monitor	6	2	12		
Personal Protective Equipment (PPE)	G-14	Inappropriate use of or absence of PPE <i>PPE must be considered as a last resort, where risks posed cannot be controlled by any other means</i>	S	8	6	48	All full time members of staff will be provided with the appropriate PPE when required. All staff using PPE will be trained by a competent person in its use. The CNS Security Manager will ensure that all staff required to wear PPE adhere to the safe working practices as detailed by the manufacturer.	8	2	16		PPE to be provided may include: All weather High Viz coats, Ear defenders, gloves, hard hats, safety boots.
Waste management	G-15	Waste becoming an ignition source or stored in fire exits <i>Fire, damage to property and equipment</i>	S, P	8	6	48	The CNS Security Manager will ensure that the Event Organiser receives the sites waste management procedures. The CNS Security Manager to ensure that excessive amounts of waste are not allowed to build up. The CNS Security Manager/Event Organiser to ensure that fire exits are never obstructed.	8	2	16		
Staff working long	G-16	Fatigue, lack of	S	6	4	24	CNS Security Manager will monitor all	6	2	12		

hours, without adequate breaks		concentration, reduction in spatial awareness <i>Increased risk of personal injury</i>					working staff and their hours worked. Initial stewarding plan to determine minimum number of stewards required on site to account for event duration, planned activities and welfare/meal breaks. Maximum shift 12 hours, not to be exceeded without the permission of the Head Steward. CNS Security Manager to ensure that adequate rest and meal breaks are taken.					
Consumption of Alcohol & Drugs	G-17	Reduction of stamina, disorientation, incoherence, lack of judgement <i>Increased risk of personal injury</i>	S, P	6	6	36	All staff to be advised prior to their arrival on site that the consumption of alcohol and the taking of recreational drugs are prohibited by CN Security Ltd. The CNS Security Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs.	6	2	12		
Out of hours working	G-18	Stewarding staff being locked in buildings/rooms, no access to welfare facilities. <i>Trauma, stress</i>	S	2	4	8	The Event Organiser to advise the CNS Security Manager of out of hours working 24 hours in advance. Welfare facilities to be left accessible. Emergency egress routes to be left open. Emergency contact off-site available.	2	2	4		
Lone working	G-19	Staff becoming lost on site <i>Stress & trauma</i>	S	6	4	24	The CNS Security Manager will arrange for a reliable communications device (radio, mobile phone) to be made available to all lone workers. If staff needs to visit isolated areas that they are unfamiliar with, the CNS Security Manager will arrange for an experienced guide to accompany them.	4	2	8		
Work Related Stress	G-20	Long term trauma	S	4	6	24	The CNS Security Manager to monitor staff regularly for stress related symptoms such as hostility, loss of self-esteem, anxiety, feelings of helplessness and loss of	4	4	16		

							concentration. Staff workload to be monitored to ensure they do not exceed the individual's capacity or ability.					
Fire and Emergency	G-21	Emergency evacuation <i>Death, major injury</i>	S	10	4	40	Prior to the first day on site the CNS Security Manager will be provided with a copy of the event Emergency Evacuation Procedures. All staff working on site will be instructed in these procedures before the work activity commences. The CNS Security Manager will have an operational mobile phone/radio and emergency services contact details with him/her at all times.	10	1	10	No Smoking unless in a designated smoking area	
Environment - Weather Conditions	G-18	Adverse weather causing hazards, i.e. ice, high winds, heavy rain, snow Exposure to extreme weather conditions – Hypothermia, heat exhaustion, sunburn	S, P	6	4	24	In the event of severe weather, which constitutes a severe risk to the health and safety of those on site, the CNS Security Manager will have the authority to stop all activities until conditions improve. Access to suitable and sufficient welfare facilities and drinking water. Use of sun block etc.	6	2	12	All weather clothing will be provided when necessary.	
Environment – Insects, Animals	G-19	Insect/Animal Bites	S,P	4	4	16	Insect bites to be referred to event first-aid facility where appropriate. CNS Security Manager to review control measures for events where animals are present.	4	2	8		
Site Clearance	G-20	Cuts and puncture wounds. <i>Three-day injury</i>	P, S	4	4	16	Site to be thoroughly cleared by client prior to public congregation and after site clearance/get-out. Any CN Security Ltd staff required to litter pick should be provided with suitable pick up tools and gloves. All persons involved should be made aware of the potential health risks.	4	2	8		

Public participation	G-21	Members of the Public/Visitors being invited to become involved in entertainment activity <i>Three-day injury</i>	P	6	6	36	The Event Organiser will ensure that the risks associated with the given activity are fully explained to the members of the public. The physical suitability of the participant will be assessed by a competent person. All activities will be supervised by a competent person. CNS Security Manager to monitor	6	2	12		
Members of the public/visitors under the influence of alcohol/drugs	G-22	At many events alcohol is made readily available which can lead to intoxication.	P, S	4	6	24	The CNS Security Manager prior to the event should identify the 'Audience Profile' No staff to work alone at event where intoxication has been identified as an issue The CNS Security Manager will inform all staff if there is a risk of significant drunken behaviour. The venue/event policy on ejections shall be confirmed prior to the event and incorporated into the stewards briefing.	2	4	8	Consideration given to limiting the amount of alcohol that is available Consideration given to closing bars early	
Overcrowding	G-23	Crushing	P, S	10	4	40	CNS Security Manager to monitor crowd movements and densities. Where crowds build up locally to levels considered to be dangerous, the CNS Security Manager shall take appropriate steps to reduce crowd densities to acceptable levels. Stewards likely to work within crowded areas are to be trained in crowd management techniques.	6	4	24		
Falling Objects, Projectiles	G-24	Head Injuries	P, S	6	6	36	Stewards required to work in areas where ongoing overhead work is in progress will be provided with head protection as required. Where practicable, no work is to be undertaken in such areas until the overhead work is complete. CNS Security Manager to liaise with event organiser to identify any hazards presented by objects within the venue being available	4	4	16		Audience demographic and event type to be considered when assessing projectile use.

							for use as projectiles.					
Falls from Heights	G-25	Falls <i>Major injury, death</i>	S	8	4	32	CNS Security Manager to review all work locations – where there is a potential for staff to encounter a fall hazard, the appropriate fall arrest equipment shall be employed where it is not practicable to remove staff from the hazard area. Event Organiser to take appropriate steps to protect work areas with barriers as required.	4	4	16		
Collision with Vehicles	G-26	Vehicle/person collision <i>Major injury, death</i>	S	8	4	32	Where CN Security Ltd staff are required to direct vehicles at gates, car parks or adjacent to roads, they will be provided with High-viz jackets/vests as appropriate. Staff will be reminded that they have no legal powers to direct traffic on the public highway. When working outside in the hours of darkness, the CNS Security Manager will review staff locations to ensure that sufficient light for working is available. Torches to be issued as required.	4	4	16		Liaison with Police as required with regard to traffic management issues on the public Highway.
Hazards During Emergency Evacuation	G-27	Confusion, failure to assist evacuation in adequate time <i>Major injury, death</i>	S,P	10	4	40	Emergency evacuation procedures and exit routes to be confirmed with event organiser prior to event. Stewards to be briefed on emergency protocols. All stewards to be trained in appropriate emergency procedures.	6	2	12		
Communication Failure	G-28	Confusion, failure to assist evacuation in adequate time <i>Major injury, death</i>	S, P	10	4	40	Means of communication between stewards, supervisors and event/venue staff and audience to be confirmed. Radio systems to be tested prior to event. Where appropriate, security control centre to be established and log of all communications	6	2	12		

						established. Back up systems (eg megaphone) for communication to public to be considered as required.						
Child Protection Issues	G-29		S, P	6	4	24	Review of Lost Child policy in place for venue/event with Event Organiser. Where CN Security Ltd are required to deal with minors/lost children, appropriate safeguards shall be dealt with in the stewards briefings.	2	2	4		
Slips Trips and Falls	G-30		S,P	6	4	24	All stewards to be briefed to be aware of potential trip hazards and to report these to CNS Security Manager/Event Organiser as appropriate. CNS Security Manager to undertake overview of venue for trip hazards.	4	4	16		
Violence	G-31	Assault on public or staff member	S, P	6	6	36	Stewards to be trained in appropriate crowd management techniques. CNS Security Manager to implement crowd monitoring where the crowd demographic suggests a possibility for violence. Liaison with Police as required. Consider the need for response team as appropriate. All staff to be briefed and trained to avoid confrontation as far as practicable.	6	2	12		
Special Effects – lasers, pyrotechnics, strobes, smoke and vapour effects	G-32		S	6	4	24	CN Security Ltd to ensure that the client provides a detailed brief on the use of any special effects during the event. Review of safety zones to be undertaken with effects organisers where there is any	2	2	4		

						cause for concern. Special effects to be covered in steward briefings as appropriate.						
Unplanned Crowd Migration – eg due to unplanned personal appearances etc	G-33	Overcrowding, crushing, slips, trips, falls	P	6	6	36	Head steward to review the likelihood of unplanned PA's by artistes etc presenting a hazard based on the artiste stature and audience profile. Where appropriate, the CNS Security Manager shall discuss the means of undertaking any planned appearances. All stewards to be briefed to monitor crowd movements and report any such unexpected movements.	4	2	8		
Search Lanes	G-34	Confrontation with Public, needle stick injuries	P, S	6	4	24	Where CN Security Ltd staff are required to undertake search lane duties, the venue/event policies for prohibited items shall be clarified with the event organiser. CN Security Ltd staff will not be required to look after confiscated items unless the event organiser had made specific arrangements in this respect. Search lane staff will receive training in appropriate search lane techniques.	4	2	8		
Crowd Activities – crowd surfing, stage diving, mosh pits etc.	G-35	Personal injuries, confrontation with public	P, S	6	4	24	The venue /event policy is to be confirmed with the event organiser and, where practicable, appropriate signage erected. Policy and procedures to be covered in stewards briefing.	6	2	12		
Money collection and Transfer	G-36	Assault, confrontation with public	S	8	4	32	Where CN Security Ltd staff are required to undertake money collection/transfer duties, the extent and nature of such duties shall be clarified with the event organiser. Staff involved in such procedures are to be thoroughly vetted before use and are to be appropriately trained and briefed in order to undertake the task.	6	2	12		

						Money movements to be undertaken without alerting public – radio protocols and code words to be established as required.					
Unauthorised Access – stage/secure areas/to heights etc	G-37	P, S	6	6	36	Areas off-limits to general public to be confirmed with event organiser and the means of identifying authorised persons (ie pass system) to be clarified. Stewards to monitor all areas of the venue and deter access as appropriate.	6	2	12		
Mobility assistance for disabled during normal and emergency evacuations	G-38	P,S	10	4	40	Where CN Security Ltd staff are required to assist in the emergency evacuation of persons with mobility difficulties, the extent and nature of such duties shall be clarified with the event organiser. Staff involved in such procedures are to be appropriately trained and briefed in order to undertake the task.	6	2	12		
Insurances	G-39					CN Security Ltd will maintain all appropriate levels of insurance cover as required by BS 8406 and industry accepted norms commensurate with the nature of the business and number of employees. Vehicles used by CN Security Ltd will be suitably insured.					

APPENDIX 11 – EVENT EMERGENCY PROCEDURES

EVENT ALERT STATE

To assist the Event Control to monitor the site, it is intended to operate a simple three-tier system. When raising the Alert State the Event Control will use the relevant internal code word to notify all radio holders.

GREEN indicates

There is a free flow of public both inside and outside the site. No problems reported.

AMBER indicates

Unusually heavy pressure on gates with no free flow and areas of crowd density over 0.3m² per person in large areas or,

There is a bomb threat, threat of fire or threat of crowd disorder.

RED indicates

On advice from the Head of Security / Security Manager and Health & Safety Manager in consultation with the Police that the situation warrants a red grading or a suspected explosive device or confirmed serious fire, crowd disorder or structural collapse.

The evacuation of the site would depend upon the area and the information available

EMERGENCY EVACUATION PROCEDURES

EVENT ALERT STATE

Police and / or the Security Manager are responsible for determining the requirement for a site or partial site emergency evacuation.

If an evacuation is called the following procedure will be adhered to:-

ALERT CODE

The ALERT CODE Signal

“STAFF ANNOUNCEMENT, CAN THE AMBER TEAM LEADER REPORT TO EVENT CONTROL”

will be immediately transmitted over all Radio Channels and this should be actioned upon as follows:-

- SECURITY MANAGER will confirm with Police that they are aware of the situation.
- SECURITY MANAGER will advise the BBC Event Owner, H&S Manager, Event Manager and Heads of Department.
- The relevant area SECURITY CO-ORDINATOR will immediately go to the location as directed by the security and co-ordinate the incident. Resources will be deployed as requested and dynamically report.
- The Security Manager, Event Manager, BBC Event Owner, H&S Manager and Silver Commanders of respective agencies will go directly to the ELT and co-ordinate the operation and determine method and mitigation strategy.
- All Supervisors on the Command Channel are to maintain radio silence until contacted by the SECURITY. All radio holders on the Site Channel are to maintain radio silence and await instruction from the ELT.
- All parties will be advised of the exact area of the threat by reference to a common grid map.
- Evacuation "Stand By" for all teams will be as per Standing Instructions.
- All Exit & Entry gates prepared for evacuation of the site. Dependent on the circumstances, at this stage the public will not be informed of any preparations, any delay in admission will be explained as production problems.
- The R.V. Point for Emergency Vehicles is to be manned and secured.
- SECURITY OR STEWARDS on Mixing Desks will inform system sound engineers to 'Stand By'.
- STAGE MANAGERS and ARTIST LIAISON will go to the side of their stage and prepare to take the artists off stage.

Where the incident is contained, "Condition Green" will be declared and all parties will be advised using the "Stand-Down" code.

Where the situation could become serious, a "Stand-By" for condition Red will be issued.

EVACUATION STANDBY SIGNAL

This means an evacuation is imminent and will be requested by the Senior Police Officer in consultation with the appropriate BBC LIVE EVENTS representative.

The **EVACUATION STANDBY** Signal

“STAFF ANNOUNCEMENT CAN THE RED TEAM LEADER REPORT TO EVENT CONTROL”

will be immediately transmitted over all Radio Channels and this should be actioned upon as follows:-

- All Exit and Entry gates prepared for evacuation of the site.
- Designated R.V. Point to be secured for Emergency Services and Emergency routes to be cleared.
- Cordon to be established around the effective area, cordon boundaries will be decided by the Security Manager / Police.
- Decisions made on available exit routes. Pedestrians to be directed away from the threat and the Incident area to be secured.
- Designated stewards to be positioned in evacuation control areas to inform and manage audience.
- Designated person to halt the show.
- All staff to maintain radio silence until further notice.
- ALL PERSONNEL to understand an emergency evacuation is to be announced very shortly.
- ALL PERSONS will stand by and await further instructions.

EMERGENCY EVACUATION

An emergency announcement, if required, will be given and confirmation of the type of evacuation or incident confirmed over all radios and stage PA's.

“LADIES AND GENTLEMAN THIS IS A SAFETY ANNOUNCEMENT. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL WILL YOU PLEASE VACATE THE ARENA BY WALKING TO ANY AVAILABLE EXIT AS QUICKLY AND QUIETLY AS POSSIBLE.”

This should be actioned as follows:-

- SOUND ENGINEER to pull all sound down to zero with the exception of the designated emergency vocal microphone and back up microphone.
- STAGE MANAGERS and ARTIST LIAISON OFFICERS to take all artists off stage and away from stage area.
- STAGE MANAGER to make the evacuation announcement from ‘on stage’
- Arena and or particular area to be cleared with all staff assisting in clearance in as orderly a manner as is possible.
- ALL PERSONNEL thereafter to await further instructions.

PARTIAL EVACUATION

In the event of a smaller localised incident which requires a partial evacuation then the ALERT CODE & EVACUATION STANDBY SIGNAL will differ and instead will contain a reference to the area where the partial evacuation will take place i.e.

ALERT CODE

“STAFF ANNOUNCEMENT, CAN THE AMBER TEAM LEADER REPORT TO (INSERT THE AREA UNDER ALERT)””

Actions relative to the designated locus followed.

EVACUATION STANDBY

“STAFF ANNOUNCEMENT CAN THE RED TEAM LEADER REPORT TO (INSERT THE AREA BEING EVACUATED)”

Actions relative to the designated locus followed.

STAND DOWN

If the situation is contained the following message will be broadcast.

“STAFF ANNOUNCEMENT, THE GREEN TEAM LEADER HAS ARRIVED AT EVENT CONTROL”

All personnel may then stand down unless otherwise instructed.

KILO CODES

Should the alert state rise during the event, then the ELT will notify all contractors and radio holders with a location and one of the following Kilo Codes: -

- Kilo 1 MEDICAL EMERGENCY
- Kilo 2 STRUCTURAL PROBLEM
- Kilo 3 EXTREME WEATHER
- Kilo 4 FIRE
- Kilo 5 STAGE INVASION BY CROWD
- Kilo 6 MAJOR CROWD PROBLEM
- Kilo 7 MINOR CROWD PROBLEM
- Kilo 8 SUSPECT PACKAGE FOUND
- Kilo 9 BOMB THREAT
- Kilo 10 LOST CHILD
- Kilo 11 POSSIBLE PERSONAL ASSAULT
- Kilo 12 SECURITY REQUIRED URGENTLY

Depending on the type of incident, certain crew and contractors, may start to make preliminary action ready to assist, should they be required. For example, if there is an amber alert due to a structural problem (Kilo 2), then the rigging team, under the direction of their crew boss, may assemble in one location, and don on their climbing PPE to be ready for deployment if required.

APPENDIX 12. ARTIST PROFILE

R1 Big Weekend 2017 Burton Constable Hall, Hull 27th -28th May 2017	Popularity (P Code)	CD Rating	WD DYNAMIC	AGE PROFILE
	P4 Very popular, large crowds/ Size of arena likely to be exceeded P3 Popular, likely to be busy / likely to attract a capacity audience P2 Medium popularity - size of arena sufficient P1 Low - medium popularity -size of arena more than sufficient	CD 8 CD 7 CD 6 CD 5 CD 4 CD 3 CD 2 CD 1	Surf likely, some mosh and lots of audience movement Minimal surf, lateral movement, jumpy audience No surf, jumpy crowd, lots of sway & movement Jumpy crowd, less sway & movement Sway and some movement Little movement Little movement Static audience, no movement	Younger audience at barrier Younger audience at barrier Younger audience at barrier Younger audience at barrier Mixed audience at barrier Mixed audience at barrier Older audience Older audience

SATURDAY 27TH MAY

MAIN STAGE				WIB STAGE				BBC INTRODUCING				DANCE STAGE			
		"P" Code	CD Rating			"P" Code	CD Rating			"P" Code	CD Rating			"P" Code	CD Rating
21:10-22:00	KATY PERRY	3	4	20:30 - 21:10	PLAN B	4	6	20:15 - 20:40	ZUZU	1	3	20:00 - 21:00	Danny Howard	3	6
19:45-20:25	BIFFY CLYRO	3	6	19:30 - 20:00	TWO DOOR CINEMA CLUB	2	4	19:30 - 19:55	Krrum	1	3	19:00 -20:00	Ace	1	4
18:30-19:00	EMELI SANDE	2	3	18:30 - 19:00	HAIM	2	3	18:45 - 19:10	Flawes	1	3	18:00 - 19:00	Friend Within	1	4
17:20-17:50	KASABIAN	3	6	17:30-18:00	LANA DEL REY	2	3	18:00 - 18:25	Shells	1	3	17:00 - 18:00	Mistajam	3	5
16:15-16:45	LORDE	2	3	16:30 -17:00	YOU ME AT SIX	2	6	17:15 - 17:40	Scorz	1	3	16:00 - 17:00	Jamz	1	4
15:15-15:45	IMAGINE DRAGONS	2	4	15:30 -16:00	LONDON GRAMMAR	3	3	16:30 - 16:55	*Declan McKenna*	3	3	15:00 - 16:00	Monki	1	4
14:15-14:45	JAMES ARTHUR	2	3	14:30 - 15:00	RAG'N'BONE MAN	3	3	15:45 - 16:10	Stevie Parker	1	3	14:00 - 15:00	DJ Target	2	5
13:15-13:45	GALANTIS	2	4	13:30 - 14:00	JP COOPER	2	3	15:00 - 15:25	The Modern Strangers	1	3	13:00 - 14:00	Charlie Sloth	3	6
12:00-12:45	ZARA LARSSON	2	3	12:30-13:00	THE AMAZONS	2	3	14:15 - 14:40	The Hubbards	1	3				
								13:30 - 13:55	*LIFE*	3	5				
								12:45 -13:10	Superfood	1	3				
								12:00 - 12:25	C.O AKA Chiedu Oraka	1	3				

SUNDAY 28TH MAY

MAIN STAGE				WIB STAGE				BBC INTRODUCING				DANCE STAGE			
		"P" Code	CD Rating			"P" Code	CD Rating			"P" Code	CD Rating			"P" Code	CD Rating
21:10-22:00	KINGS OF LEON	3	6	20:30 - 21:10	ROYAL BLOOD	4	8	20:15 - 20:40	Pale Waves	1	3	20:00 - 21:00	Charlie Sloth	3	6
19:45-20:25	CLEAN BANDIT (SEAN PAUL/A-M?)	2	4	19:30 - 20:00	ALT-J	2	3	19:30 - 19:55	Freak	1	3	19:00 -20:00	DISCIPLES	2	5
18:30-19:00	THE CHAINSMOKERS (COLDPLAY?)	2	5	18:30 - 19:00	CHRISTINE & THE QUEENS	3	4	18:45 - 19:10	Cosima	1	3	18:00 - 19:00	Ace	1	4
17:20-17:50	RITA ORA	2	4	17:30-18:00	TWIN ATLANTIC	2	6	18:00 - 18:25	Lumer	1	3	17:00 - 18:00	TCTS	1	5
16:15-16:45	BASTILLE	2	6	16:30 -17:00	DUA LIPA	2	5	17:15 - 17:40	Haarm	1	3	16:00 - 17:00	DJ Target	2	5
15:15-15:45	SEAN PAUL (DUA LIPA?)	2	4	15:30 -16:00	CIRCA WAVES	2	4	16:30 - 16:55	*Loyle Carner*	3	3	15:00 - 16:00	Kandiman & Limelight	1	4
14:15-14:45	SHAWN MENDES	2	5	14:30 - 15:00	MURA MASA	2	3	15:45 - 16:10	Seramic	1	3	13:30 - 15:00	B Traits	2	5
13:15-13:45	STORMZY	3	6	13:30 - 14:00	BLOSSOMS	2	4	15:00 - 15:25	Brand New Friend	1	3				
12:00-12:45	LITTLE MIX (SEAN PAUL?)	3	5	12:30-13:00	ANNE MARIE	2	4	14:15 - 14:40	Jack Conman	1	3				
								13:30 - 13:55	*The Big Moon*	3	5				
								12:45 -13:10	Mullally	1	3				
								12:00 - 12:25	Our Girl	1	3				

APPENDIX 13. ARTIST RUNNING ORDER

**BBC RADIO 1 BIG WEEKEND 2017
RUNNING ORDER V2**

Changes Since Last Version - First 2 acts on WIB c/o - BBC Introducing stage
reduced to 25 min, allowing added
headliners 40 min C/O

SATURDAY 27TH MAY 2017

EVENT	BBC RADIO 1'S BIG WEEKEND HULL
LOCATION	BURTON CONSTABLE HALL
DOORS OPEN	10:00

Main Stage - Stage Manager - Chalkie

	c/o	start	set	end	NOTES	GUESTS
KATY PERRY	00:45	21:10	00:50	22:00		
Intro: TBC DJ: TBC						
BIFFY CLYRO	00:45	19:45	00:40	20:25		
Intro: TBC DJ: TBC						
EMELI SANDÉ	00:40	18:30	00:30	19:00		
Intro: TBC DJ: TBC						
KASABIAN	00:35	17:20	00:30	17:50		
Intro: TBC DJ: TBC						
LORDE	00:30	16:15	00:30	16:45		
Intro: TBC DJ: TBC						
IMAGINE DRAGONS	00:30	15:15	00:30	15:45		
Intro: TBC DJ: TBC						
JAMES ARTHUR	00:30	14:15	00:30	14:45		
Intro: TBC DJ: TBC						
GALANTIS	00:30	13:15	00:30	13:45		
Intro: TBC DJ: TBC						
ZARA LARSSON	-	12:00	00:45	12:45		
Intro: TBC DJ: TBC						

SUNDAY 28TH MAY 2017

EVENT	BBC RADIO 1'S BIG WEEKEND HULL
LOCATION	BURTON CONSTABLE HALL
DOORS OPEN	10:00

Main Stage - Stage Manager - Chalkie

	c/o	start	set	end	NOTES	GUESTS
KINGS OF LEON	00:45	21:10	00:50	22:00		
Intro: TBC DJ: TBC						
CLEAN BANDIT	00:45	19:45	00:40	20:25		
Intro: TBC DJ: TBC						
THE CHAINSMOKERS	00:40	18:30	00:30	19:00		
Intro: TBC DJ: TBC						
RITA ORA	00:35	17:20	00:30	17:50		
Intro: TBC DJ: TBC						
BASTILLE	00:30	16:15	00:30	16:45		
Intro: TBC DJ: TBC						
SEAN PAUL	00:30	15:15	00:30	15:45		
Intro: TBC DJ: TBC						
SHAWN MENDES	00:30	14:15	00:30	14:45		
Intro: TBC DJ: TBC						
STORMZY	00:30	13:15	00:30	13:45		
Intro: TBC DJ: TBC						
LITTLE MIX	-	12:00	00:45	12:45		
Intro: TBC DJ: TBC						

**BBC RADIO 1 BIG WEEKEND 2017
RUNNING ORDER V2**

Changes Since Last Version - First 2 acts on WIB c/o - BBC Introducing stage
reduced to 25 min, allowing added
headliners 40 min C/O

SATURDAY 27TH MAY 2017

EVENT	BBC RADIO 1'S BIG WEEKEND HULL
LOCATION	BURTON CONSTABLE HALL
DOORS OPEN	10:00

SUNDAY 28TH MAY 2017

EVENT	BBC RADIO 1'S BIG WEEKEND HULL
LOCATION	BURTON CONSTABLE HALL
DOORS OPEN	10:00

WIB Arena - Stage Manager - Joe Clark

		<i>start</i>	<i>set</i>	<i>end</i>	<i>NOTES</i>	<i>GUESTS</i>
PLAN B	00:40	20:30	<i>00:40</i>	21:10		
Intro: TBC DJ: TBC						
TWO DOOR CINEMA CLUB	00:30	19:20	<i>00:30</i>	19:50		
Intro: TBC DJ: TBC						
HAIM	00:30	18:20	<i>00:30</i>	18:50		
Intro: TBC DJ: TBC						
LANA DEL RAY	00:30	17:20	<i>00:30</i>	17:50		
Intro: TBC DJ: TBC						
YOU ME AT SIX	00:30	16:20	<i>00:30</i>	16:50		
Intro: TBC DJ: TBC						
LONDON GRAMMAR	00:30	15:20	<i>00:30</i>	15:50		
Intro: TBC DJ: TBC						
RAG'N'BONE MAN	00:25	14:20	<i>00:30</i>	14:50		
Intro: TBC DJ: TBC						
JP COOPER	00:25	13:25	<i>00:30</i>	13:55		
Intro: TBC DJ: TBC						
THE AMAZONS	-	12:30	<i>00:30</i>	13:00		
Intro: TBC DJ: TBC						

WIB Arena - Stage Manager - Joe Clark

		<i>start</i>	<i>set</i>	<i>end</i>	<i>NOTES</i>	<i>GUESTS</i>
ROYAL BLOOD	00:40	20:30	<i>00:40</i>	21:10		
Intro: TBC DJ: TBC						
ALT-J	00:30	19:20	<i>00:30</i>	19:50		
Intro: TBC DJ: TBC						
CHRISTINE & THE QUEENS	00:30	18:20	<i>00:30</i>	18:50		
Intro: TBC DJ: TBC						
TWIN ATLANTIC	00:30	17:20	<i>00:30</i>	17:50		
Intro: TBC DJ: TBC						
DUA LIPA	00:30	16:20	<i>00:30</i>	16:50		
Intro: TBC DJ: TBC						
CIRCA WAVES	00:30	15:20	<i>00:30</i>	15:50		
Intro: TBC DJ: TBC						
MURA MASA	00:25	14:20	<i>00:30</i>	14:50		
Intro: TBC DJ: TBC						
BLOSSOMS	00:25	13:25	<i>00:30</i>	13:55		
Intro: TBC DJ: TBC						
ANNE MARIE	-	12:30	<i>00:30</i>	13:00		
Intro: TBC DJ: TBC						

**BBC RADIO 1 BIG WEEKEND 2017
RUNNING ORDER V2**

Changes Since Last Version - First 2 acts on WIB c/o - BBC Introducing stage
reduced to 25 min, allowing added
headliners 40 min C/O

SATURDAY 27TH MAY 2017

EVENT	BBC RADIO 1'S BIG WEEKEND HULL
LOCATION	BURTON CONSTABLE HALL
DOORS OPEN	10:00

SUNDAY 28TH MAY 2017

EVENT	BBC RADIO 1'S BIG WEEKEND HULL
LOCATION	BURTON CONSTABLE HALL
DOORS OPEN	10:00

BBC Introducing

	<i>C/O</i>	<i>start</i>	<i>set</i>	<i>end</i>	<i>NOTES</i>	<i>GUESTS</i>
ZUZU	00:20	20:15	00:25	20:40		
Intro: TBC						
KRRUM	00:20	19:30	00:25	19:55		
Intro: TBC						
FLAWES	00:20	18:45	00:25	19:10		
Intro: TBC						
SHELLS	00:20	18:00	00:25	18:25		
Intro: TBC						
SCORPZ	00:20	17:15	00:25	17:40		
Intro: TBC						
DECLAN MCKENNA	00:20	16:30	00:25	16:55		
Intro: TBC						
STEVIE PARKER	00:20	15:45	00:25	16:10		
Intro: TBC						
THE MODERN STRANGERS	00:20	15:00	00:25	15:25		
Intro: TBC						
THE HUBBARDS	00:20	14:15	00:25	14:40		
Intro: TBC						
LIFE	00:20	13:30	00:25	13:55		
Intro: TBC						
SUPERFOOD	00:20	12:45	00:25	13:10		
Intro: TBC						
C.O	00:20	12:00	00:25	12:25		
Intro: TBC						

Special Acts Returning

BBC Introducing

	<i>C/O</i>	<i>start</i>	<i>set</i>	<i>end</i>	<i>NOTES</i>	<i>GUESTS</i>
PALE WAVES	00:20	20:15	00:25	20:40		
Intro: TBC						
FREAK	00:20	19:30	00:25	19:55		
Intro: TBC						
COSIMA	00:20	18:45	00:25	19:10		
Intro: TBC						
LUMER	00:20	18:00	00:25	18:25		
Intro: TBC						
HAARM	00:20	17:15	00:25	17:40		
Intro: TBC						
LOYLE CARNER	00:20	16:30	00:25	16:55		
Intro: TBC						
SERAMIC	00:20	15:45	00:25	16:10		
Intro: TBC						
BRAND NEW FRIEND	00:20	15:00	00:25	15:25		
Intro: TBC						
JACK CONMAN	00:20	14:15	00:25	14:40		
Intro: TBC						
THE BIG MOON	00:20	13:30	00:25	13:55		
Intro: TBC						
MULLALLY	00:20	12:45	00:25	13:10		
Intro: TBC						
OUR GIR;	00:20	12:00	00:25	12:25		
Intro: TBC						

APPENDIX 14. AUDIENCE POSTCODE / AREA ANALYSIS

Post Code	Town	Count	Percentages	Total Number	Tickets
SW	South West London	22	0.09%	25395	44
M	Manchester	39	0.15%		76
G	Glasgow	19	0.07%		36
EH	Edinburgh	5	0.02%		10
SE	South East London	16	0.06%		31
B	Birmingham	46	0.18%		91
NE	Newcastle	41	0.16%		81
BS	Bristol	18	0.07%		35
L	Liverpool	16	0.06%		31
RG	Reading	20	0.08%		39
SK	Stockport	15	0.06%		30
BN	Brighton	13	0.05%		26
WA	Warrington	15	0.06%		29
GU	Guildford	8	0.03%		16
CF	Cardiff	21	0.08%		42
OX	Oxford	24	0.09%		47
CH	Chester	23	0.09%		46
KT	Kingston-upon-Thames	7	0.03%		13
NW	North West London	4	0.02%		8
CM	Chelmsford	17	0.07%		34
TN	Tonbridge	10	0.04%		20
TW	Twickenham	6	0.02%		12
RH	Redhill	6	0.02%		12
HP	Hemel Hempstead	12	0.05%		23
S	Sheffield	80	0.32%		160
PR	Preston	15	0.06%		30
LS	Leeds	121	0.48%		239
ME	Medway	14	0.06%		26
CV	Coventry	32	0.13%		64
AB	Aberdeen	2	0.01%		4
PO	Portsmouth	11	0.04%		22
NG	Nottingham	80	0.32%		157
SO	Southampton	7	0.03%		14
RM	Romford	1	0.00%		2
LE	Leicester	37	0.15%		74
PE	Peterborough	111	0.44%		221
HA	Harrow	1	0.00%		2
GL	Gloucester	28	0.11%		56
SN	Swindon	12	0.05%		24
SS	Southend	5	0.02%		10
MK	Milton Keynes	42	0.17%		84
DA	Dartford	7	0.03%		14
NN	Northampton	30	0.12%		59
OL	Oldham	13	0.05%		25
KY	Kirkcaldy	1	0.00%		2
SG	Stevenage	10	0.04%		20
TS	Cleveland	31	0.12%		60

YO	York	2448	9.64%	4819
SL	Slough	4	0.02%	8
BB	Blackburn	13	0.05%	26
BL	Bolton	9	0.04%	17
BR	Bromley	2	0.01%	4
DN	Doncaster	3642	14.34%	7125
SA	Swansea	9	0.04%	16
IP	Ipswich	26	0.10%	52
DE	Derby	31	0.12%	61
CR	Croydon	3	0.01%	6
BA	Bath	3	0.01%	6
EN	Enfield	1	0.00%	2
ST	Stoke-on-Trent	12	0.05%	24
NP	Newport	7	0.03%	14
CW	Crewe	10	0.04%	20
ML	Motherwell	4	0.02%	8
WD	Watford	4	0.02%	8
WN	Wigan	8	0.03%	16
NR	Norwich	79	0.31%	152
CT	Canterbury	8	0.03%	16
AL	St Albans	11	0.04%	22
FK	Falkirk	1	0.00%	2
PA	Paisley	0	0.00%	0
LL	Llandudno	14	0.06%	28
KA	Kilmarnock	3	0.01%	6
BH	Bournemouth	9	0.04%	18
CB	Cambridge	25	0.10%	50
CO	Colchester	11	0.04%	22
EX	Exeter	41	0.16%	82
IG	Ilford	1	0.00%	2
DH	Durham	13	0.05%	26
UB	Uxbridge	0	0.00%	0
DD	Dundee	5	0.02%	10
DL	Darlington	18	0.07%	36
LU	Luton	8	0.03%	16
SM	Sutton	0	0.00%	0
BD	Bradford	28	0.11%	54
WF	Wakefield	55	0.22%	110
LA	Lancaster	8	0.03%	16
TA	Taunton	13	0.05%	26
WS	Walsall	5	0.02%	10
FY	Blackpool	8	0.03%	16
DY	Dudley	8	0.03%	16
SR	Sunderland	2	0.01%	4
PL	Plymouth	15	0.06%	28
CA	Carlisle	7	0.03%	14
HU	Hull	16165	63.65%	31840
WR	Worcester	13	0.05%	24

SY	Shrewsbury	7	0.03%	13
TQ	Torquay	10	0.04%	20
IV	Inverness	5	0.02%	9
HD	Huddersfield	18	0.07%	36
WV	Wolverhampton	6	0.02%	12
PH	Perth	3	0.01%	6
LN	Lincoln	1327	5.23%	2602
SP	Salisbury	3	0.01%	6
HG	Harrogate	23	0.09%	46
HX	Halifax	12	0.05%	24
TF	Telford	4	0.02%	8
DT	Dorchester	6	0.02%	12
TR	Truro	6	0.02%	12
TD	Berwick-upon-Tweed	2	0.01%	4
DG	Dumfries	2	0.01%	4
HR	Hereford	1	0.00%	2
IM	Isle of Man	1	0.00%	2
JE	Jersey	1	0.00%	2
GY	Guernsey	0	0.00%	0
KW	Kirkwall	0	0.00%	0
LD	Llandrindod Wells	2	0.01%	4
HS	Hebrides	0	0.00%	0
ZE	Shetland	0	0.00%	0
N1	North London	8	0.03%	15
E1	East London	16	0.06%	15
w1	West London	8	0.03%	15
OT	Other	0	0.00%	15

APPENDIX 15. NOISE MANAGEMENT PLAN

RADIO 1 BIG WEEKEND 2017

NOISE MANAGEMENT PLAN

LIVE DOCUMENT
VC-102441-EN-RP-0001
R01

24TH MARCH 2017



VANGUARDIA
| | | | | | | |

DOCUMENT CONTROL

DOCUMENT TITLE	NOISE MANAGEMENT PLAN	REVISION	R01
DOCUMENT NUMBER	VC-102441-EN-RP-0001	ISSUE DATE	24TH MARCH 2017
PROJECT NUMBER	102441	AUTHOR	M MCILROY
STATUS	ISSUE	CHECKED	DB
ISSUED TO	JACK MAY - BBC	PASSED	MMC

REVISION HISTORY

REVISION	NOTES	DATE ISSUED
R00	ISSUED FOR COMMENT	24 TH MARCH 2017
R01	REVISED FOLLOWING COMMENT	24 TH APRIL 2017

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CONTENTS

CONTENTS	3
1. INTRODUCTION	4
OVERVIEW	4
CONSULTANT EXPERIENCE	4
2. NOISE PREDICTIONS	5
PREDICTION LIMITATIONS	6
3. NOISE MANAGEMENT PLAN	11
MITIGATION MEASURES	11
SOUND SYSTEMS	12
SOUND CONTROL PROCEDURES	13
4. APPENDIX A / ACOUSTIC GLOSSARY	15
5. APPENDIX B / SITE LAYOUT	16

1. INTRODUCTION

OVERVIEW

- 1.1. Vanguardia has been commissioned by the BBC to provide a noise assessment and noise management plan to assist in the monitoring and management of noise from the proposed BBC Radio One Big Weekend at Burton Constable Hall on 27th and 28th May 2016.
- 1.2. The purpose of this document is to provide an assessment of the noise impact of the event on nearby noise sensitive properties and to describe the sound management and monitoring scheme that will be put in place to minimise the music noise levels.
- 1.3. It is intended that this document is considered a 'Live' document which will evolve with ongoing liaison between the event promoter and the local authority.
- 1.4. A glossary of acoustic terminology has been provided in Appendix A.

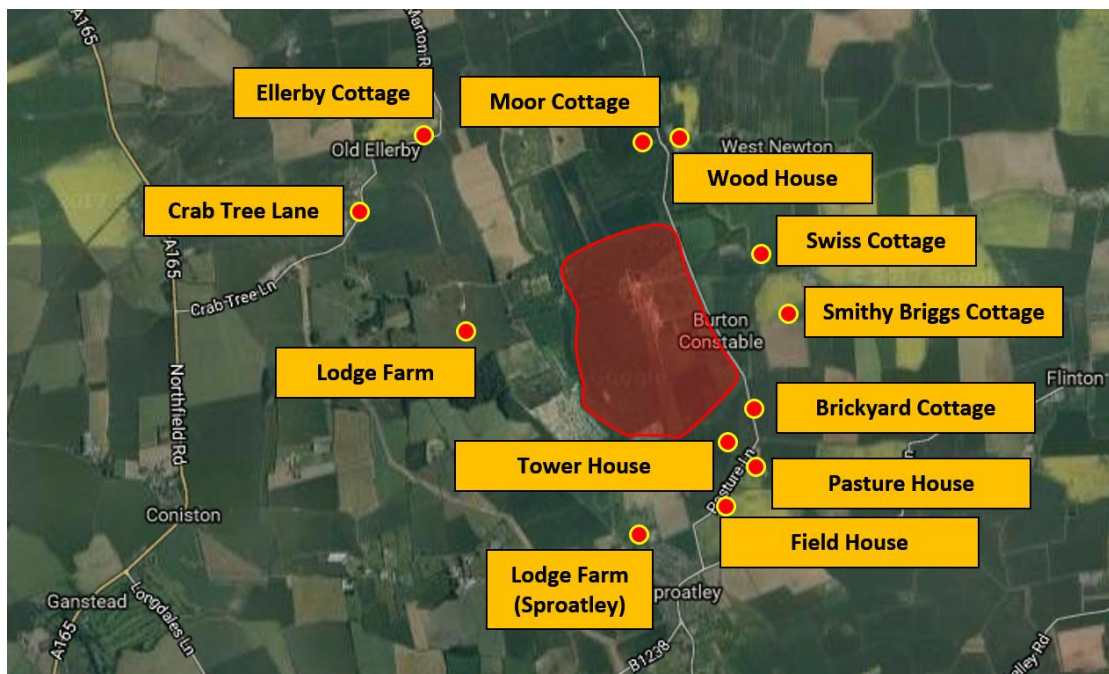
CONSULTANT EXPERIENCE

- 1.5. Vanguardia Consulting is an independent acoustic consultancy specialising in the field of sound, noise and acoustics related to entertainment venues. The team of consultants have many years of experience dealing with some of the largest and most innovative sound and acoustic projects in the UK, including Wembley Stadium, the Millennium Dome, The Millennium Stadium, Wembley Arena and Earls Court.
- 1.6. The consultants have successfully provided sound management advice, including noise control, at over 1000 concerts during the past 26 years. These concerts have ranged from relatively small scale events at green field sites to major events staged at national stadia providing entertainment for tens of thousands of people.
- 1.7. The company directors of Vanguardia also sat on the UK Noise Council Working Party which prepared the Code of Practice on Environmental Noise Control at Concerts (1995). They have also managed Government research projects related to sound and noise aspects of the entertainment business.
- 1.8. As well as the provision of sound and acoustic design/management for entertainment venues, the company deals with the whole range of acoustic, noise and vibration issues and our staff have presented expert testimony at planning and licensing hearings, magistrates and high courts, Judicial Reviews and House of Commons and House of Lords Select Committees.

2. NOISE PREDICTIONS

- 2.1. Noise predictions have been carried out at a number of nearby locations and are based on the information supplied by the event promoter and the local authority.
- 2.2. The premises licence conditions do not specify noise limits for events, but do specify that a noise management plan is submitted prior to the event.
- 2.3. The prediction locations are representative of the nearest noise sensitive premises that have been provided by the local authority. These locations are presented in Figure 1 below.

Figure 1 Prediction Locations



- 2.4. Careful consideration has been given to the site design to find the most appropriate layout and maximise entertainment noise levels on site, whilst minimising the noise impact at the nearest noise sensitive properties surrounding the venue.
- 2.5. Predictions have been carried out based on all the operational stages up to 2300hrs.
- 2.6. The following assumptions have been made in predicting noise levels:
 - Front of house levels have been set to 100 dB(A) at the main stage and within the tented area, the dance arena and the BBC introducing area has been set to a level of 98 dB(A). All stages have been assumed to operate at the same time and therefore presents a worst case scenario.

- An orientation correction of between 0dB and 18dB is assumed for noise sensitive properties depending on the location relative to stage location and is based on experience from sound system data.
- Distance attenuation has been taken using line source propagation under neutral meteorological conditions.
- No attenuation has been assumed for the effects of any topographical features or barriers between the sound sources and residential properties.

PREDICTION LIMITATIONS

- 2.7. Whilst noise predictions provide a relatively accurate indication of the noise impact at noise sensitive properties, it can in no way guarantee the actual operational noise levels at an event. Meteorological conditions such as temperature inversions and wind direction may have a significant effect (typically 10-15dB) on noise levels at noise sensitive properties during an event, the effect of which cannot be predicted accurately.
- 2.8. In addition, there is a significant variation in the directivity of different sound systems from one manufacturer to the next, depending on the horizontal dispersion of the loudspeaker. The noise predictions are based on a non-specific orientation correction of a sound system and in reality can achieve much lower levels at locations between 80 degrees and 180 degrees relative to the sound source. The predictions thus may over estimate and provide a 'worst case scenario'.

Predicted noise levels

- 2.9. The following Table 2 shows the predicted daytime noise levels at the chosen noise monitoring locations without consideration for any barriers or mitigation measures in place:

Table 1 Predicted Daytime Noise Levels from Main Stage

Location	FOH Level (dBA)	Distance to Main Stage (m)	Distance Attenuation (dBA)	Angle (° Degrees)	AOV Correction (dBA)	Resulting Noise Level (dBA)
Ellerby Cottage	98	1600	-32	180	-18	48
Moor Cottage	98	1300	-31	120	-12	55
Wood House	98	1400	-31	120	-12	55
Swiss Cottage	98	1400	-31	80	-5	62
Smithy Briggs Cottage	98	1500	-32	50	-1	65

Brickyard Cottage	98	1300	-31	30	0	67
Tower House	98	1000	-30	10	0	68
Pasture House	98	1650	-32	10	0	66
Field House	98	1700	-32	10	0	66
Lodge Farm (Sproatley)	98	1600	-32	10	0	66
Lodge Farm	98	800	-29	90	-6	63
Crab Tree Lane	98	1500	-32	130	-13	53

Table 2 Predicted Daytime Noise Levels from Tented Arena

Location	FOH Level (dBA)	Distance to Tented Arena (m)	Distance Attenuation (dBA)	Angle (° Degrees)	AOV Correction (dBA)	Resulting Noise Level (dBA)
Ellerby Cottage	98	2200	-33	90	-6	59
Moor Cottage	98	1500	-32	140	-14	52
Wood House	98	1580	-32	140	-14	52
Swiss Cottage	98	1600	-32	180	-18	48
Smithy Briggs Cottage	98	1000	-30	180	-18	50
Brickyard Cottage	98	710	-29	140	-14	55
Tower house	98	500	-27	130	-13	58
Pasture House	98	1000	-30	130	-13	55
Field House	98	1100	-30	100	-10	58
Lodge Farm (Sproatley)	98	1200	-31	60	-2	65
Lodge Farm	98	1300	-31	10	0	67
Crab Tree Lane	98	2000	-33	40	0	65

Table 3 Predicted Daytime Noise Levels from Introducing Stage

Location	FOH Level (dBA)	Distance to Introducing Stage (m)	Distance Attenuation (dBA)	Angle (° Degrees)	AOV Correction (dBA)	Resulting Noise Level (dBA)
Ellerby Cottage	96	2000	-33	110	-11	52
Moor Cottage	96	1600	-32	70	-4	60
Wood House	96	1700	-32	60	-2	62
Swiss Cottage	96	1300	-31	10	0	65
Smithy Briggs Cottage	96	1300	-31	10	0	65
Brickyard Cottage	96	1000	-30	10	0	66
Tower House	96	850	-29	90	-6	61
Pasture House	96	1300	-31	50	-1	64
Field House	96	1300	-31	70	-4	61
Lodge Farm (Sproatley)	96	1200	-31	90	-6	59
Lodge Farm	96	1000	-30	160	-16	50
Crab Tree Lane	96	1740	-32	130	-13	51

Table 4 Predicted Daytime Noise Levels from Dance Arena

Location	FOH Level (dBA)	Distance to Dance Arena (m)	Distance Attenuation (dBA)	Angle (° Degrees)	AOV Correction (dBA)	Resulting Noise Level (dBA)
Ellerby Cottage	96	2100	-33	30	0	63
Moor Cottage	96	1300	-31	0	0	65
Wood House	96	1400	-31	10	0	65
Swiss Cottage	96	920	-30	30	0	66
Smithy Briggs Cottage	96	1000	-30	40	0	66
Brickyard Cottage	96	760	-29	110	-11	56
Tower House	96	570	-28	170	-17	51
Pasture House	96	1100	-30	150	-15	51
Field House	96	1200	-31	180	-18	47

Lodge Farm (Sproatley)	96	1400	-31	160	-16	49
Lodge Farm	96	1300	-31	80	-5	60
Crab Tree Lane	96	1900	-33	50	-1	62

2.10. From the above predicted noise levels, the cumulative noise levels from each stage are presented in Table 5 below.

Table 5 Cumulative Noise levels (All Stages)

Location	Main Stage (dBA)	Tented Arena (dBA)	Introducing Stage (dBA)	Dance Arena (dBA)	Cumulative (dBA)
Ellerby Cottage	48	59	52	63	65
Moor Cottage	55	52	60	65	67
Wood House	55	52	62	65	67
Swiss Cottage	62	48	65	66	69
Smithy Briggs Cottage	65	50	65	66	70
Brickyard Cottage	67	55	66	56	70
Tower House	68	58	61	51	69
Pasture House	66	55	64	51	68
Field House	66	58	61	47	67
Lodge Farm (Sproatley)	66	65	59	49	69
Lodge Farm	63	67	50	60	69
Crab Tree Lane	53	65	51	62	67

2.11. As previously stated the predictions do assume everything is operational at the same time, with no topographical attenuation or barriers and therefore can be taken as a worst case.

2.12. Through liaison with the Local Authority it has been agreed that noise levels at any noise sensitive property not linked to the Burton Constable estate will adopt a target music noise level no higher than 70 dB, LAeq, 15 Minute.

2.13. The adopted monitoring locations are at, or in positions representative of the following four locations.

- Lodge Farm Sproatley
- Crab Tree Lane
- Ellerby Cottage
- Field House

2.14. On site and off site measurements will be logged throughout the event and made available to the local authority upon request.

3 . N O I S E M A N A G E M E N T P L A N

- 3.1. The sound management programme fundamentally follows the procedures that have been successfully adopted at outdoor concerts and festivals over the past 20 years throughout the UK and are detailed below:

MITIGATION MEASURES

Plant Noise

- 3.2. All plant noise associated with the event (generators, chillers etc) will be located as far away from noise sensitive properties as possible. Noise sensitive zones will be identified and where required, appropriate mitigation measures will be considered.

Site design

- 3.3. Vanguardia will liaise with the production company, sound system supplier and local authority to find the most appropriate site layout that would minimise the noise impact at off-site locations.

Pre event information

- 3.4. A letter or newspaper advertisement should be circulated to local residents at least 2 weeks prior to the event, informing them of the details of the event and including start and finish times of both the event and any sound-checks. The advertisement should also include a dedicated telephone number for noise complaints.
- 3.5. A telephone complaints line will be made available for the duration of the event. Should any noise complaints be received, a consultant will investigate the area of the complaint and if noise levels are above those agreed with the local authority, immediate action would be taken to reduce the levels at the noise source. A complaints log should be maintained throughout the event, detailing addresses of complaints, times and actions.
- 3.6. A permanent noise monitor will be provided at the mixer desk positions of the main sound sources on site.
- 3.7. All noise meters will comply with the required standards and be calibrated.
- 3.8. Vanguardia will liaise with the Council and comply with their complaints procedure.

- 3.9. The event production team and Vanguardia will comply with any reasonable instructions given by the licensing authority.
- 3.10. Vanguardia will provide one person to monitor the music noise levels on site and one person to monitor the music noise levels offsite.

SOUND SYSTEMS

- 3.11. Vanguardia will review the sound systems and other noise sources and work with the promoter and the Council to minimise noise disturbance.
- 3.12. All sound system suppliers will be informed of the requirements of strict noise management and the type and location/orientation of their systems. Their contract of hire will also specify that the overall control of sound levels will be set by the Promoter and/or their appointed agent (acoustic consultants).
- 3.13. Careful and detailed alignment of the sound systems must be ensured to optimise the coverage throughout the audience areas and balance this against the off-site environmental noise impact.
- 3.14. The sound systems for each stage will be set up in such a way as to minimise the noise impact at noise sensitive properties. Where possible, sound systems should be flown rather than ground stacked in order to focus the speakers downwards into the audience area. The speakers should have as narrow horizontal dispersion as possible and be directed inwards to reduce overspill from the intended coverage area. In addition, it is recommended that the sound system is hung as low as possible to take advantage of any barriers provided around the event arena and minimise the distances between sound sources and audience areas.
- 3.15. The sound systems should be set up in configurations which are as distributed as possible, with the use of delay speakers providing sound coverage to smaller audience areas. The advantage of this type of setup effectively means that the sound system does not have to operate at such high levels to provide even sound coverage to intended areas.

SOUND CONTROL PROCEDURES

Sound propagation tests

- 3.16. Prior to the event, the production team should carry out short sound checks and as part of this process, acoustic consultants will undertake sound propagation tests to correlate the music noise levels at the mixing desk with those observed at the most sensitive sound control positions. The results of these tests will be used to 'fine tune' the sound system to maximise the containment of music and set an appropriate sound limit at the mixer positions.
- 3.17. It is proposed that noise propagation testing will be undertaken from 14:00 – 17:30 on Friday 26th May 2017.
- 3.18. The period between 14:00 – 16:00 will allow for the alignment and testing of sound systems across all stages to ensure all stages are ready for individual sound propagation tests from 16:00 – 17:30.
- 3.19. Sound checks are proposed between 18:00 – 20:00 on Friday 26th May 2017. Practical mitigation measures will be adopted during these where possible to minimise offsite noise impacts, for example a reduction in music level through delay speakers and using in ear monitors where possible.
- 3.20. On Site band and system sound checks will occur from 08:00 until 11:00 on each event day and will cease prior to the sit opening to ticket holders.
- 3.21. Background music will be played prior to the first acts on each stage and will continue in between live acts throughout each event day.

Sound control within the venue

- 3.22. The music sound levels at the mixing desk positions will be continually monitored in terms of 15 minute and 1 minute L_{Aeq} values. The noise limit will be set in 15-minute intervals but the 1-minute values provide acoustic consultants with immediate information of the music noise levels.
- 3.23. As part of the managerial process, the sound engineers of any individual artistes appearing at the event will be informed prior to arriving at the mixer of the need to adhere to the sound limits and instructions issued to them in relation to sound control.

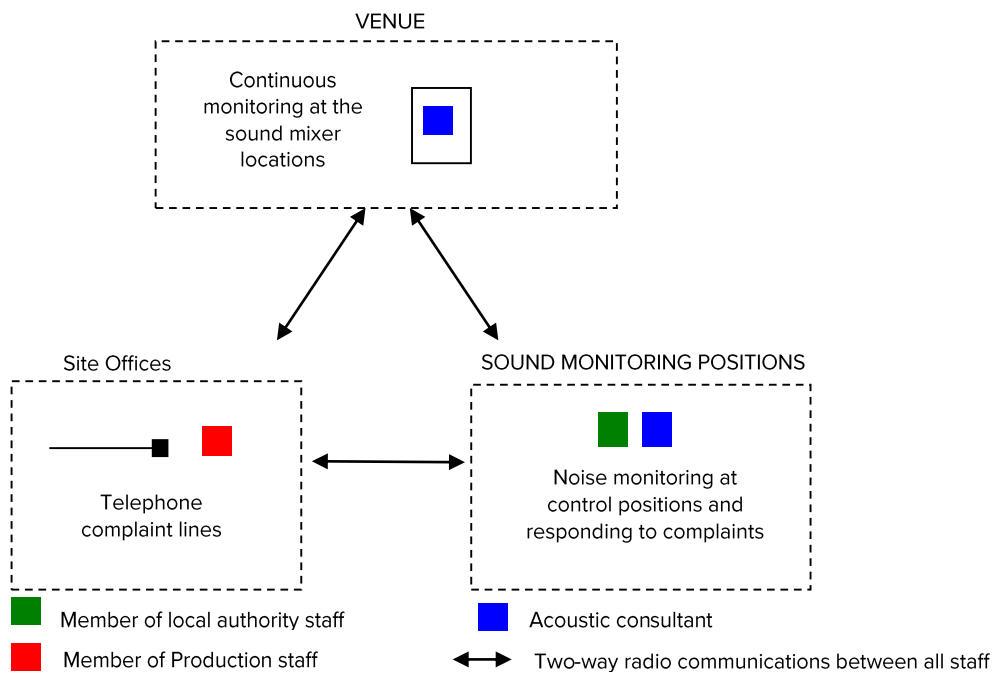
Sound monitoring outside of the venue

3.24. Noise measurements outside of the site will be taken at agreed monitoring locations and in response to any complaints that may be received. Action necessary to reduce music noise levels will be relayed to the mixer positions and immediate instructions issued to the sound engineers to resolve any potential problems.

Telephone complaints line

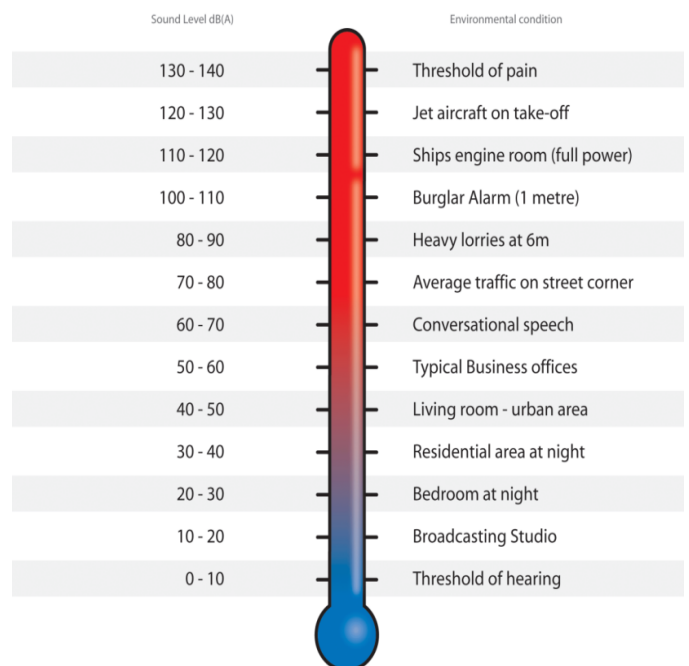
3.25. A telephone complaints line will be installed in event control, any complaints will be passed to Vanguardia for investigation and the outcome fed back to event control to update and close off the report.

3.26. A schematic of the control communication protocol is provided below:

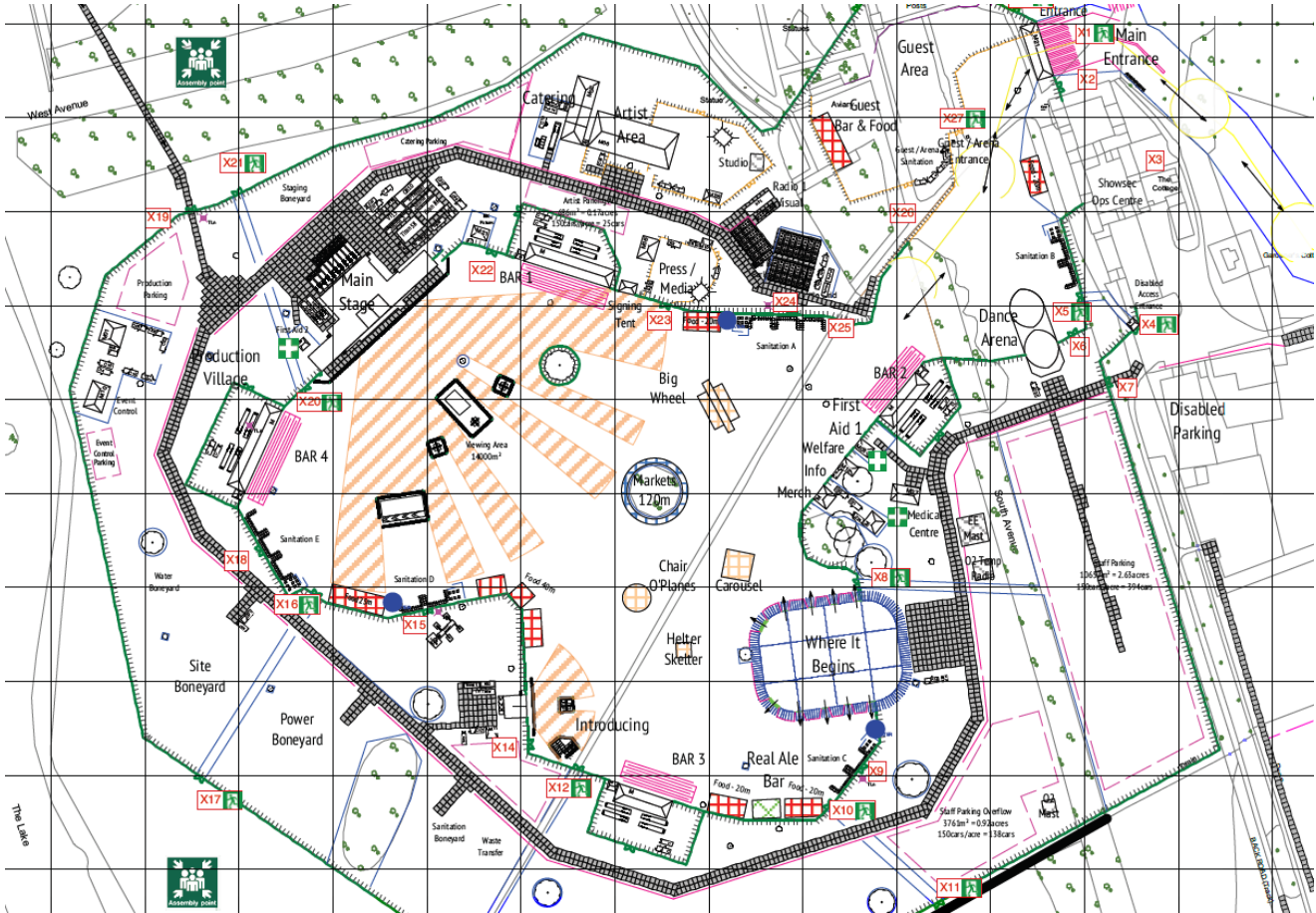


4. APPENDIX A / ACOUSTIC GLOSSARY

- 4.1. Noise is defined as unwanted sound. The range of audible sound is from 0dB to 140dB, which is taken to be the threshold of pain. The sound pressure detected by the human ear covers an extremely wide range. The decibel (dB) is used to condense this range into a manageable scale by taking the logarithm of the ratio of the sound pressure and a reference sound pressure.
- 4.2. The frequency response of the ear is usually taken to be about 18Hz (number of oscillations per second) to 18,000Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than at the lower and higher frequencies, and because of this, the low and high frequency component of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most used and which correlates best with the subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.
- 4.3. The ear can just distinguish a difference in loudness between two noise sources when there is a 3dB(A) difference between them. Also when two sound sources of the same noise level are combined the resultant level is 3dB(A) higher than the single source. When two sounds differ by 10dB(A) one is said to be twice as loud as the other.
- 4.4. The subjective response to a noise is dependent not only upon the sound pressure level and its frequency, but also its intermittency. Various indices have been developed to try and correlate annoyances with the noise level and its fluctuations. The parameter used for this measure is Equivalent Continuous Sound Pressure Level (L_{Aeq}). The A-weighted sound pressure level of a steady sound that has, over a given period, the same energy as the fluctuating sound under investigation. It is in effect the energy average level over the specified measurement period (T) and is the most widely used indicator for environmental noise. A few examples of noise of various levels are given right:



5. APPENDIX B / SITE LAYOUT





VANGUARDIA LIMITED

LONDON OFFICE

Southbank Technopark
90 London Road
London SE1 6LN

HEAD OFFICE

21 Station Road West, Oxted
Surrey RH8 9EE

NORTH WEST OFFICE

3A Toft Road, Knutsford
Cheshire WA16 0PE

Tel +44 (0) 1883 718690

office@vanguardia.co.uk
vanguardia.co.uk

APPENDIX 16. WELFARE MANAGEMENT PLAN

APPENDIX 17. WASTE MANAGEMENT PLAN



Cleaning & Waste
Management Plan –
BBC Radio 1 Hull
2017



Aisling Ryan

TABLE OF CONTENTS

Introduction	2
Organisation and Management	2
Day to Day Operations	3
Build Period	3
Show Days	6
Saturday 27 th May 2017 – Show day 1	6
Sunday 28 th May 2017 – Show day 2.....	7
Break Period	7

INTRODUCTION

This document provides information in relation to pre-event, concert day(s) and post-event cleaning. Timescales and teams are based on an event capacity of 50,000 in the arena and on the specifications provided. This document will be updated on an event-by-event basis.

ORGANISATION AND MANAGEMENT

Overall Manager: Pat Ryan

Duties are to organise and collate all management areas together.

Safety Advisor: Donal Flannery

Duties are to prepare H&S information including Risk Assessments and Method Statements and be the main point of contact for safety advice in relation to the concerts cleaning operation.

Production Manager: Sinead Cleary

Duties are to organise and deploy cleaning teams to where necessary prior to, during and after concerts.

Concert Day Manager: Sinead Cleary

Duties are to organise and deploy cleaning teams to where necessary during concerts.

Night Shift Manager: Gemma Callanan

Duties are to organise and deploy cleaning teams to where necessary during the nights, organise and supervise night clean up and liaise with waste company ensuring all waste is removed from site.

Recycling / Waste Manager: Andy Howe

Duties to include organising of waste infrastructure and coordinating recycling on site.

Office Manager: Catriona Fahey

Duties are to record all wages, agency numbers and hours, record all cleaning times and problems in all areas of concert arena and associated areas used by the event.

Complete clean-up after concert(s) Main Manager: Sinead Cleary assisted by Gemma Callanan

Duties are to ensure all areas are left litter free and completed as per deadlines and site specifications.

DAY TO DAY OPERATIONS

BUILD PERIOD

16th May 2017

The following will be delivered to site in the morning;-

- 2 X 16 yard skips
 - Both for crew catering
- 10 X 1,100ltr bins
 - 6 for backstage areas
 - 4 in production parking area
- 4 X 40 yard skips
 - All for waste compound (TBC)

19th May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

10 X 1100L bins to be emptied.

20th May 2017

Backstage cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

21st May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

22nd May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

23rd May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

10 X 1100L bins to be emptied.

24th May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

25th May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices

- WC's to be cleaned at the start and end of each shift

26th May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

The following is to be delivered to site in the morning:

- 60 X 1100L bins
- 300 X 240ltr bins

SHOW DAYS

SATURDAY 27TH MAY 2017 – SHOW DAY 1

Waste Disposal:

The following to be emptied before 8am:

- 4 X 40 yard skips
- 70 X 1100L bins
- 2 X 16 yard skips

Cleaning Requirements:

The cleaning requirements will be covered as per directions from Site Manager Sinead Cleary:

SUNDAY 28TH MAY 2017 – SHOW DAY 2

Waste Disposal:

The following to be emptied before 8am:

- 4 X 40 yard skips
- 70 X 1100L bins
- 2 X 16 yard skips

Cleaning Requirements:

The cleaning requirements will be covered as per directions from Site Manager Sinead Cleary:

Over Night Cleaning: Saturday & Sunday Night

Gemma Callanan and crew will commence cleaning the arena once clearance is given. all litter will be picked and bagged. Bins will be emptied. Waste truck will follow pickers and be directed by Gemma at all times.

BREAK PERIOD

29th May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

30th May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

The following to be collected from site in the morning:

- 2 X 16 yard skips

31st May 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

1st June 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

2nd June 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

3rd June 2017

All Areas cleaning today:

- Sinead & Crew

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

All waste infrastructure will be removed by 1st June 2017

Waste infrastructure being delivered to site

2 X 35 yard skips

2 X 16 yard skips

70 X 1,100ltr bins

300 X 240ltr bins

APPENDIX 18. DISABILITY INFORMATION

Accessibility Management Plan

Sally Bancroft will be the Accessibility Manager for Radio 1's Big Weekend in Hull. She can be contacted on: 0773 9727 451

Sally will be supported by an additional manager on the day, Crissie Rushton, and a small team of volunteers.

The managers will oversee all areas of accessibility inside and outside of the event. This includes: blue badge parking, disabled entrance, carer ticket collection point, briefing security on access areas, deal with any accessibility ticketing issues, general accessibility issues and being a point of contact on the day.

The supporting volunteers will be our eyes and ears on the ground. We're expecting that the busy periods will be on entering and exiting the event. They will help disabled people and their companions find the viewing platforms, toilets and generally help customers familiarise themselves with the event. At the end of the show, we want guests to safely negotiate the crowds leaving the event and find their way back to their transport links.

Accessibility Facilities available at the event:

Parking: There is limited blue badge parking available on event days which customers need to book in advance. Anyone who has booked a parking space will be posted a parking hanger and directions.

From the car park guests make their way towards the arena and queue at the disabled customer entrance.

Carer tickets: Those that have applied and been approved a carer ticket in advance need to collect this from the box office when they arrive at the disabled customer entrance.

Viewing platforms: Are available at the Main, Where it Begins and Introducing stages. Access to the platform has to be booked in advance, anyone turning up on the day may not be given access if we are fully booked.

The viewing platforms are for those disabled guests who would be unable to view the concert by any other means. In the main part this is most relevant to wheelchair users, those unable to stand for long periods or people who find being amongst big crowds difficult.

Each of these people are able to have their +1 PA with them. In extremely busy periods PAs may be asked to move to the rear of the platform where direct one to one support is not required. The platforms operate on a first come, first served basis for pre-booked customers and we cannot guarantee access to platforms at extremely busy periods. In the event of the viewing platforms becoming full we will operate a one in one out process. PLEASE NOTE: All viewing platform operates a strict No Smoking policy.

Seating: Will be provided on each platform for anyone who is not a wheelchair user, including a seat for guest's PA/companion's. Folding chairs are NOT permitted into the event.

Accessible Toilets: There are unisex accessible toilets located in some toilet blocks on the site and specifically by the viewing platforms. We also provide unisex standard toilets at the viewing

platforms for non-wheelchair users & PA/companions.

Electrical Charging Facility: The location of where we can provide power points is still to be confirmed. Should you know anyone who needs to charge their wheelchair on the day please ask a member of staff on the viewing platform and they will be able to confirm this location.

Customers with Hearing Impairments: An induction loop will be available near to the main stage viewing platform.

British Sign Language Interpreter: We have two volunteer signers who will sign certain artist on the main and where it begins stage throughout the weekend.

Changing Places: For any guests who need access to a hoist we are directing them to the first aid tent in the main arena. With the tent, we will have a dedicated area which gives guest privacy. This area will host a medical bed, manual hoist and sanitation bin. Guests are advised to bring their own hoist slings.

Strobe Lighting: We advise customer that there may be flicker, laser, strobe, fireworks and other lighting effects may be used during some performances.

Medication: If customers need to bring medication, we recommend they bring a doctor's note or a prescription for it if it is not easily recognisable as bag searches will be made. If customers need to store medication in a fridge we advise them to see the first aid team on the day.

APPENDIX 19. KEY TIMINGS

KEY EVENT TIMINGS R1BW 2017

THURSDAY 25th May

	<u>Time - Location</u>
Lighting Test	22.30 – Production Office TBC

FRIDAY 26th May

	<u>Time - Location</u>
Agency Sign Off Walkround	14:00
Security briefing (managers & supervisors)	19:00- Showsec Ops Centre

SATURDAY 27th May

	<u>Time</u>
Guest/Disabled Car Parks Open	09:00
First Buses Scheduled to Leave	09.00
Arena Inspectons	0800 - 1000
ELT Operational	09.00
ELT Meeting 1	09:30 – ELT Meeting Cabin
Box Office Opens	10:00
Public Bars Opens	11:00 (alchol from 12:00)
Guest Bar Opens	11:00 (alchol from 12:00)
Gates Open	11.00
Live Music Starts	11.40
ELT Meeting 2	12.30 – ELT Meeting Cabin
ELT Meeting 3	16.30 - ELT Meeting Cabin
ELT Meeting 4	19.30 – ELT Meeting Cabin
ELT Egress Meeting	20.00 – ELT Meeting Cabin
Live Music Finishes Intro Stage	20:40
Dance Stage Finishes	21:00
Live Music Finishes WIB Stage	21.10
Live Music Finishes Maln Stage	22.00
Concessions Close	To be decided on the day
Public Bars Close	22:00
Guest Bar Closes	22:30
Box Office Closes	21:00

Guest/Disabled Car Parks Close	01:00
Licence Curfew	23:00
Last Bus Scheduled	Buses will run until midnight or until the site is clear
Last Train from Hull Scheduled	23:48 to Bridlington 00:05 to Selby
ELT Closes	01:00

KEY EVENT TIMINGS R1BW 2017

SUNDAY 28th May

	<u>Time</u>
Guest/Disabled Car Parks Open	09:00
First Buses Scheduled to Leave	09.00
Arena Inspectons	0800 - 1000
ELT Operational	09.00
ELT Meeting 1	09:30 – ELT Meeting Cabin
Box Office Opens	10:00
Public Bars Open	11:00 (alchol from 12:00)
Guest Bar Open	11:00 (alchol from 12:00)
Gates Open	11.00
Live Music Starts	12.00
ELT Meeting 2	12.30 – ELT Meeting Cabin
ELT Meeting 3	16.30 - ELT Meeting Cabin
ELT Meeting 4	19.30 – ELT Meeting Cabin
ELT Egress Meeting	20.00 – ELT Meeting Cabin
Live Music Finishes Intro Stage	20:40
Dance Stage Closes	21:00
Live Music Finishes WIB Stage	21:10
Live Music Finishes Maln Stage	22:00
Concessions Close	To be decided on the day
Public Bars Close	22.00
Guest Bar Closes	22:30
Box Office Closes	21:00

Guest/Disabled Car Parks Close	01:00
Licence Curfew	00:00
Last Bus Scheduled	Buses will run until midnight or until the site is clear
Last Train from Hull Scheduled	23:48 to Bridlington 00:05 to Selby
ELT Closes	0100

APPENDIX 20. TICKET TERMS & CONDITIONS

Hull 2017 – Ticketing Terms & Conditions

1) Ticket application Term & Conditions

There is no age restriction for the event; **however under-16s will need to be accompanied by a responsible adult aged 18 or over.** Those under two do not require a ticket.

ID checks may be carried out at the entrance if stewards feel you look under-16, with the following forms of ID accepted 1) a valid passport; 2) a valid European Union Photocard Driving Licence; 3) a valid photographic identity card bearing the National Proof Of Age Standards Scheme (PASS) hologram.

Tickets are limited to a maximum of one pair per person, per day. An event admin fee of £8.50 per ticket will be applied to help cover ticket handling, postage and other event administration costs. This will be non-refundable, whether the ticket is used or not, even in the unlikely circumstance that the event itself has to be cancelled.

Tickets are only available to UK residents and you can only apply using your main residential address. Checks may be undertaken to compare the address supplied against the registered address of the credit or debit card used and we reserve the right to cancel or hold back tickets where these addresses differ and/or ask for proof you live at the address given.

You can apply for tickets on behalf of other people; **however we will only accept two pairs per day across the weekend** on any one credit or debit card. Any bookings over this limit will be cancelled, without return of fees. If you apply on behalf of others for tickets reserved for those in the local area, we may request proof of residence before sending tickets.

The tickets will be divided into three 'pots':

1. 70% of tickets will be reserved for those who live in the areas covered by Hull City Council and the East Riding of Yorkshire Council. This includes all residential Hull (HU) postcodes and some households with York (YO) or Doncaster (DN) postcodes.
2. 25% of tickets will be reserved for residents living in surrounding areas, defined as: those with York (YO) or Doncaster (DN) postcodes but living outside the area covered by the two councils above; and anyone with a Lincoln (LN) postcode.
3. The remaining 5% will be available to the rest of the UK

Those booking tickets from the 'Rest of the UK' allocation you will need to bring the card used when booking with you on the day of the event – no physical tickets will be sent out in advance. For local allocations, tickets will be posted out. Should they fail to arrive by a set date you will be able to contact Ticketmaster and order replacements for collection on the day, but you will be required to provide proof of residence at the address given when applying - this is to stop people using false addresses when applying. Replacement tickets are not guaranteed and will be issued at the discretion of BBC Radio 1.

Those breaking the rules and regulations governing the ticket application process may have any tickets awarded to them cancelled.

Tickets may not be sold, traded, or offered for sale; and may not be used as a prize or for any other promotional or trade purpose by any organisation except the BBC. Tickets may be cancelled if offered for sale or as prizes.

The BBC, its sub-contractors, subsidiaries and/or agencies cannot accept any responsibility whatsoever for any technical failure or malfunction or any other problem with any telephone network or line, system, server, provider or otherwise which may result in any ticket application being lost or not properly registered or recorded.

Applicants must supply full details as required and comply with all rules and regulations to be eligible for tickets. No responsibility is accepted for applications made fraudulently.

Your personal information will be treated in accordance with the Data Protection Act 1998. Please visit the BBC's Privacy & Cookies Policy (www.bbc.co.uk/privacy) for more information.

The BBC reserves the right to cancel this event and ticket process or to alter or amend it at any stage, if deemed necessary in its opinion, and if circumstances arise outside of its control. Should the event be cancelled or line-up changed, the BBC is not liable for any loss of money or expenses incurred, including the ticket handling fee and cost of travel to the venue.

Administration for this ticket giveaway is being overseen from Radio 1's offices in London. As such, these rules are governed by the laws of England and Wales.

This event is administered by the BBC.

2) Ticket Use Terms & Conditions

1. The ticket is subject to the rules and regulations of the BBC which may be changed at their discretion.
2. The BBC shall not be liable for any loss, damage, cost or expense, except in the case of death or personal injury if due to any negligent act or omission on their part.
3. Persons attending the event are responsible for their own valuables. The BBC will not be liable for any loss or damage to personal property brought to the venue(s).
4. The BBC reserves the right to cancel this event at any stage, if deemed necessary in their opinion, or if circumstances arise outside their control. They also reserve the right to alter or change the programme and line-up without prior notification.
5. Should the event be cancelled or line-up changed, the BBC will not be liable for the payment of any compensation or for any loss of money and/or expenses incurred including any event administration fees.
6. Tickets shall not be exchanged nor money refunded unless an event is cancelled or postponed.

7. All those attending the event will need a valid ticket. **PLEASE NOTE: anybody under 16 MUST be accompanied by a responsible adult aged 18 or over. Proof of age may be requested upon entry** (acceptable forms of ID are a valid passport; valid EU photocard driving licence; a photographic ID card with the National Proof of Age Standards Scheme – PASS - hologram). Tickets should be retained at all times during the event.
8. The BBC may ask for reasonable proof that the bearer of this ticket has been issued with it in accordance with the rules governing ticket distribution.
9. Tickets may not be sold, traded, or offered for sale; and may not be used as a prize or for any other promotional or trade purpose by any organisation other than the BBC. Tickets are security printed and individually bar coded. Sale or attempted sale is grounds for seizure or cancellation of this ticket and those trying to use resold or cancelled tickets will be refused entry into the venue. Should this ticket be re-sold or transferred for profit or commercial gain by anyone other than the nominated ticket agents, it will become void and the holder may be refused entry to, or ejected from, the venue(s). Certain venues have additional terms & conditions and these also apply.
10. No re-admission once you have left the venue.
11. The BBC reserves the right to refuse anyone entry to the venue at their discretion and any person who fails to comply with instructions from a steward or other person acting on behalf of the BBC may be ejected. In addition anyone found to be causing damage to the venue, the venue infrastructure, causing harm to any other person on site, using threatening, abusive or insulting words or mannerisms, behaving in an illegal, anti social or aggressive manner, if found in possession of any illegal or prohibited item or substance, appearing to be under the influence of alcohol or drugs or in breach of these conditions will be ejected and may be reported to the police.
12. The BBC will use its right to search all persons and personal property, with bag searches and, potentially, via the use of full body metal detectors. They will refuse admission to, or eject from, the venue, any person who refuses to be searched by a steward or other person acting on their behalf.
13. As well as items mentioned elsewhere in these terms and conditions the following articles are not permitted within the venue - flags, chairs, knives, fireworks, smoke canisters, Chinese lanterns, golf umbrellas (or other large umbrellas), gas canisters (including aerosols and nitrous oxide), megaphones, air-horns, sound systems, flares, weapons, dangerous or hazardous items, laser devices, glass vessels, cans, poles, selfie-sticks, unauthorised items for trading, including any goods using unauthorised event logos, and any article that might be used as a weapon and / or compromise public safety, including unofficial tabards.
14. Fires are not permitted anywhere on site. Anyone involved with starting a fire or throwing anything onto a fire will be evicted from site.
15. No food or alcohol is permitted to be taken into the venue, with the exception of personal supplies of water in plastic containers with unbroken seals (up to 500 ml per person). Glass and cans are not permitted.
16. Do not bring drugs including legal highs to the event, you will be rejected/ejected from the event and may be handed over to the police if found in possession. Sniffer dogs may be in operation.
17. Alcohol will be on sale in the venue; however Bars at the event will be operating a 'Challenge 25' policy. If bar staff feel you look under the age of 25 they will ask you to provide photo ID with proof that you are over the age of 18 (See point 7 for acceptable forms of ID). Security patrols will also operate around the venue.
18. Unauthorised professional photography or use of professional recording equipment is prohibited and zoom lenses, audio visual or cinematographic devices will not be permitted in to the venue.
19. BBC Radio 1's Big Weekend will be filmed for live and recorded transmission on any BBC network, including internet streaming. Ticket holders give their express consent to the use of their actual or simulated likeness in connection with the production, exhibition, advertising or exploitation of any film, video and/or audio recording of this event and/or any element thereof in any/all media throughout the world. They also agree to

being filmed by police or security staff for the purposes of helping ensure the security of customers and preventing crime.

20. It is against the law to smoke in enclosed spaces, this includes Tents. Please observe the signage around the Venue.

21. No animals will be permitted, other than guide dogs for blind and/or deaf attendees.

22. WARNINGS – Prolonged exposure to loud noise may cause damage to your hearing. Smoke effects, strobe lighting, lasers and loud noises may be used at this event.

Your legal rights as a consumer are not affected by these terms and conditions.

APPENDIX 21. ALCOHOL MANAGEMENT PLAN

Alcohol Management Plan - Radio 1 Big Weekend 2017

1. INTRODUCTION

The British Broadcasting Corporation (BBC), the Music Festival Organiser, have appointed Creativevents Ltd to operate the bar facilities (sale and supply of intoxicating liquor) at the forthcoming Radio 1 Big Weekend Music Festival 2017. Creativevents have been granted the sole alcohol rights and a member of its Senior Management Team is the Designated Premises Supervisor, namely Liam Murphy.

The Music Festival is taking place at Burton Constable Hall, Hull, HU11 4LN between Saturday 27th and Sunday 28th May 2017. The music festival audience profile is considered to be diverse and of all ages. The daily attendance is approximately 30,000 visitors. There is no ticket charge for the event itself, but a non-refundable event administration fee of £8.50 per ticket will be applied to cover ticket handling, postage and other event administration costs.

To establish how safe and lawful alcohol sales will be managed, an Event Specific Alcohol Management Plan has been compiled acknowledging the information contained within The Purple Guide, The Licensing Act 2003 (four licensing objectives), The Weights and Measures Act, The Mandatory Licensing Conditions – Selling Alcohol Responsibly, The Event Safety Plan and any conditions stipulated within the Premises Licence.

2. HEALTH & SAFETY

Creativevents are committed to providing adequate control of health and safety risks arising from the bar activities. Creativevents recognise that we have responsibility for the bars and for the co-ordination of the activities of our staff and service providers on site. Creativevents acknowledges that the assistance of the Festival Organisers and their agents, the Emergency Services and any other event sponsors/stakeholders in the compilation of this plan. It has been proved that by working together as a team it may be possible to prevent an incident occurring and thereby ensure that visitors enjoy a safe time at the event. With this in mind the Alcohol Management Plan and supporting statutory documents will be issued to all relevant authorities and interested parties for their perusal and comment.

3. EXPERIENCE

Established over 20 years ago, Creativevents have a proven track record and wealth of experience in festival and event bars throughout the UK. For the Radio 1 Big Weekend Event, Creativevents have appointed an experienced Senior Management Team with no less than 7 years' service for any given member of the team. All members of the Senior Management Team are Personal Licence Holders and well versed in the Licensing Act 2003. Creativevents have provided the bar provision at some of the most prestigious UK events and venues such as; Royal Ascot, Lords Cricket, Chelsea Flower Show, Download, Wireless, Brighton Pride, Festival Number 6, BBC World Music Awards, South West 4, Hyde Park, The 02, Milton Keynes Bowl to mention a few.

4. LICENSING PARTICULARS

Premises Licence Holder	Hull UK City of Culture Ltd
Premises Licence Number	ERYC/223795
Licensing Authority	East Riding of Yorkshire Council
Premises Address	Burton Constable Hall, Hull, HU11 4LN
Designated Premises Supervisor	Liam Murphy – Creativevents General Manager
DPS Personal Licence details	5870/12/00233/LAPERS
Issuing Authority	Sutton Council
Time of Bar Operations <i>Individual bar times may vary, see bar descriptions for timings.</i>	Saturday: 11:00–22:00 Sunday: 11:00–22:00 ALCOHOL SALES FROM 12:00 HOURS ONLY
Alcohol Sales	On the premises only

Alcohol Management Plan - Radio 1 Big Weekend 2017

5. BARS DESCRIPTION

Creativevents will be operating 7 alcohol bars and 4 soft drink units as detailed below. The high volume arena bars (Bars 1-4) are situated within typical event marquees. The service counter is formed of traditional event mojo for structural stability purposes. The service style is 'grab and go'. Access to the bars is controlled by crowd control barriers (Disney style) and the Festival Organisers Security, namely Showsec Ltd. There is no public access within the marquee. A copy of the security manning schedule can be viewed in Appendix A – FOH Bars Security Schedule.

The soft drink bars comprise of 4 tents (32 m2) attached to the arena bars. All other bars are either product specific, back of stage or themed. The sales volume for these bars is anticipated to be significantly less than the arena bars.

All bars will be supported by a back of house area (BOH). The BOH areas will be used to store stock items and typical operating paraphernalia such as generators, CO2 gas cylinders, waste bins and cold storage vessels etc. The BOH areas are strictly out of bounds to the public and non Creativevents staff. Where necessary heras fencing will be used to secure the BOH area and prohibition access signage displayed.

Bar Name	Grid Reference	Bar Specification	Timings	Area/Bar Manager Personal Licence Holder
Bar 1	N12	48m x 9m Silver Marquee	*11:00 - 22:00	TBC
Soft Drink 1	N12	5m x 5m Silver Tent	*11:00 - 22:00	TBC
Bar 2	Q2	30m x 9m Silver Marquee	*11:00 - 22:00	TBC
Soft Drink 2	Q2	5m x 5m Silver Tent	*11:00 - 22:00	TBC
Bar 3	O17	30m x 9m Silver Marquee	*11:00 - 22:00	TBC
Soft Drink 3	O17	5m x 5m Silver Tent	*11:00 - 22:00	TBC
Bar 4	K15	48m x 9m Silver Marquee	*11:00 - 22:00	TBC
Soft Drink 4	K15	5m x 5m Silver Tent	*11:00 - 22:00	TBC
Artist Bar	O11	6m x 6m Tent	*11:00 - 22:00	TBC
Guest Area Bar	Q11	12m x 6m Tent	*11:00 - 22:00	TBC
Press Bar	O12	6m x 6m Tent	*11:00 - 22:00	TBC

***ALCOHOL SALES FROM 12:00 HOURS ONLY**

6. ONSITE ORGANISATION

Event Manager

The Event Manager has overall responsibility for bar operations and liaison with the Premises Licence Holder (Radio 1 Big Weekend). The Event Manager is the Designated Premises Supervisor (DPS) and responsible for authorising the sale or supply of alcohol. In accordance with the Premises Licence and liaison with the Premises Licence holder, the Event Manager will give the order for opening and closing of the Bars.

Event Administrator

The Event Administrator supports the Event Manager and is responsible for the co-ordination of event support services/facilities and the administration of health and safety documentation/signage. The Event Administrator is a qualified 'First aider at Work' (HSE approved course) and Personal Licence holder.

Head of Risk

The Head of Risk is responsible for the overall management of safety and security matters and for strategic decision making with regard to security deployment in respect of bar operations. The Head of Risk will liaise with the Event Manager, Festival Security and Authorities as required. The Head of Risk will also be responsible for the

Alcohol Management Plan - Radio 1 Big Weekend 2017

implementation of all health, safety and security matters for the bars, both in the planning stages and the festival itself. The Head of Risk holds a Personal Licence.

Bars Compliance Manager

The Bars Compliance Manager reports to the Head of Risk. They will assist with the training of staff prior and during the festival and subsequently audit and monitor the **Alcohol Management Plan** for its effectiveness, and should it be necessary implement corrective action as appropriate.

Area Managers

Area Managers report to the Event Manager and are responsible for the co-ordination of bar operations and on-the-job staff training on a given area of work e.g. Bars 1-3. They are also to ensure that all aspects of the Bar infrastructure are built to the correct specification, the necessary alcohol management signs are prominently displayed and all supporting alcohol management forms are in place and being administered as appropriate. Should the Event Manager be off site, an Area Manager will assume the role of Event Manager. All Area Managers are Personal Licence holders.

Duty Staffing Manager

The Duty Staffing Manager reports to the Event Manager and is to ensure the bars are suitably staffed, and welfare is effectively controlled and maintained throughout the festival. In addition, they will ensure all servers of alcohol are 18 years old or older and training records are maintained.

Bar Managers

The Bar Managers are responsible for the day to day supervision of the Bar Staff and effective management of bar operations, and in particular the enforcement of the Premises Licence pertaining to alcohol sales. The Bar Managers report to the relevant Area Manager.

SIA Security Operatives

SIA Security Operatives will be deployed on the high volume bars and be in place during bar opening hours. All security operatives will hold a SIA Door Supervisors Licence, carry a two way radio and be easily identifiable. Their security duties will include but not restricted to:

- Protection of property
- Protection of staff
- Protection of company income
- Maintain public order within the Companies demised areas
- Enforcement of the Premises Licence and Bar Operations Plan (where applicable)
- Enforcement of Weights and Measures requirements
- Support the bar staff in preventing 'under age' drinking
- Monitor for proxy sales
- Respond effectively to any given emergency
- Liaison with Festival Security

A copy of the security manning schedule can be viewed in Appendix B – BOH Bars Security Schedule.

7. TRAINING

Headed up by the Training and Recruitment Manager, Creativevents is committed to educating, training and supporting its managers and staff so that they are able to carry out their duties within the Alcohol Management Plan. In advance of the festival, all servers of alcohol will be suitably inducted, vetted for 'Right To Work' and

Alcohol Management Plan - Radio 1 Big Weekend 2017

required to complete an online **Responsible Server of Alcohol** course. <http://training.bar-expert.co.uk/uk/training/> Training records will be kept at Head Office and filed for 3 years. Event specific training will be delivered as outlined in **Section 8**.

8. EVENT BRIEFING

Several festival specific staff briefing pertaining to the Alcohol Management Plan will take place prior to the festival opens:

Management Briefing. A management briefing will take place at 17:00 hours on Friday 25th May, conducted by the Event Manager. In addition to alcohol sales, the briefing will include but not restricted to:

- Timings: doors/show time/interval/exit
- Bar operations and methodology
- Licensing
- Stock management and tariffs
- Event update – outstanding works
- Pre-open health and safety inspection
- Confirmation of duty staff and emergency procedures
- Radio communication plan
- Security plan
- Commercial plan
- Staffing and welfare plan
- Closedown plan

Staff Induction/briefings will take place over several sessions leading up to the festival:

- For local staff, 3 sessions per day will take place on April 19th, 29th and 30th 2017 at the KCOM Stadium, Hull
- For existing Creativevents staff and those that may have missed the previous sessions, at 16:00 hours on May 26th 2017 at the Premier Inn, North Hull, HU7 3DD
- For Agency Staff at 09:00 hours on May 27th – Onsite Staff Welfare Tent

Either the Training Manager, Bars Compliance Manager or DPS will conduct the briefings. It is at this point the DPS will authorise the staff to serve alcohol. Staff are expected to sign Annex B – Evidence of Staff Briefing Form MCE(P)02 and wear a signed lanyard to evidence that the briefing has taken place. Staff are also required to sign the sale and supply of alcohol authorisation register as noted below.

**“AUTHORITY FOR THE SALE AND SUPPLY OF ALCOHOL: LICENSING ACT 2003
RECORD OF INDIVIDUALS AUTHORISED TO SELL ALCOHOL AT
RADIO 1 BIG WEEKEND**

I confirm that I have been authorised to sell or supply alcohol for the duration of this event from Saturday 26th and Sunday 28th May 2017 inclusive by Liam Murphy, the Designated Premises Supervisor or the relevant Personal Licence Holder, in the bar namely:

_____.

I understand that it is a crime to sell alcohol to someone under 18 or to sell alcohol that is intended for consumption by an under 18-year-old. I am also aware that it is a crime to sell alcohol to someone who is drunk. I know that I must ask for ID if I think a customer MAY be under 25. I also understand that if I serve anyone in these situations that I risk a £90 fine and disciplinary action.

I have read and understood the above.

NAME (PRINT)

SIGNATURE
[Insert details of staff here]

DATE

The people identified above have been authorised to sell alcohol at the Radio 1 Big Weekend 2017.

Alcohol Management Plan - Radio 1 Big Weekend 2017

Staff Briefing Content

- Licensing Act 2003 objectives and statutory requirements
- Penalties for non-compliance
- Premise Licence conditions
- Personal Licence Holders
- Permitted times for alcohol sales
- Servers of alcohol legal responsibilities
- Signs of drunkenness/dealing with drunken customers
- ABV-strengths of drinks and be able to give festival goers advice and information
- Tariff, weights and measures
- Access to free tap water
- ID & Age verification
- What does a 25 year old look like
- Dealing with Fake ID –bailment scheme
- Proxy sales – identification and reporting
- Proxy sales controls – e.g. maximum number of drinks per customer,
- Refusal log completion / documenting incidents
- Asking for help / reporting an incident
- Till management
- Wristband scheme
- Staff welfare
- Emergency procedures
- Health and safety; housekeeping manual handling, operating machinery,
- first aid, violence at work
- Confirmation of the learning

Task specific training will take place on the bar and be delivered by the Bar Manager.

9. BARS CHECK LIST

Prior to the festival opening and using the Bars Check List MCE(F)059 , Area Managers are to ensure that all aspects of the bar infrastructure are built to the correct specification, the necessary alcohol management signs are prominently displayed, staff have been suitable briefed and all supporting alcohol management forms are in place and being administered as appropriate. The Area Manager will be responsible for notifying the DPS every festival day of the bars readiness for 'open'.

10. SIGNAGE

The signs listed below will be displayed on every bar so they can be clearly seen:

- **White Event Information Board**

This needs to be updated daily and denote the DPS

- **Price List and ABV**

Customer facing - Price lists and ABV for all of the products on sale clearly on display at all times. Cocktails do not require ABV's.

- **Challenge 25**

Signs need to be displayed, customer and staff facing, demonstrating that we are operating this scheme.

- **Buy or attempt to buy alcohol by under 18's**

Customer facing - The sign needs to state that it is an offence to buy, or attempt to buy, alcohol if you are under the age of 18, as per Section 149 of the Licensing Act 2003.

Alcohol Management Plan - Radio 1 Big Weekend 2017

- **No smoking signs**

Customer facing for any internal bars - These should be in colour and in the prescribed design and frequency. They must be clearly on view on the interior and approach to your bar.

- **Signs of intoxication**

Displayed on the mojo staff facing only

- **Health and Safety Poster**

Displayed in the BOH area

- **No glass/'pass' age/hearing protection**

Displayed on the mojo staff facing only

- **Condition on entry**

Displayed in the BOH area

- **Pass accreditation**

Displayed in the BOH area

- **No Entry – authorised staff only**

Displayed in the BOH area

11. COMMUNICATION

A dedicated Central Communications Centre will be established (Alpha Control). Alpha Control will act as a staff helpline for matters such as maintenance (defective equipment), the co-ordination of operational cash management /bars security, emergency reporting, liaison with the festival ELT or any given occurring problem.

Alpha Control is to receive and transmit radio calls to and from the workforce for co-ordination purposes, and to ensure any occurring problem or outstanding business requirement has been duly delegated and subsequently completed or escalated within a timely fashion.

Alpha Control will maintain an Incident Log Book MCE(F)25. The purpose of the log book is to provide a formal record of the day's events and key decisions made. The Event Manager and Head of Risk is to review the Incident Log Book MCE(F)25 every event day.

Key management and support services will be in possession of a company mobile phone and relevant contacts details. A two way radio system will be installed for communications during the event. (See below)

Channel 1	Arena Bars and Management
Channel 2	Non Arena Bars
Channel 3	Not in use
Channel 4	Alpha Control, Security and Commercial
Channel 5	Staffing
Channel 6	Long conversation

Emergency Liaison

In the event of an emergency situation, Alpha Control will be contacted immediately via radio Channel 1 – Operations. It will then be Alpha Controls responsibility to summons the necessary response via the Festival ELT. Alpha Control will be issued with a festival (site) radio to enable fluid communications with the Festival Organiser and ELT.

Alcohol Management Plan - Radio 1 Big Weekend 2017

12. PROCEDURES FOR ALCOHOL SALES - ALL SERVERS OF ALCOHOL TO READ SECTION 12-14.

- You must never serve someone intoxicated and under 18 years of age;
- Any person posing as a potential threat or otherwise to members of the public /staff must be reported to SIA Security Operatives, the Event Manager and where necessary the Police;
- Individuals who appear to be under 25 years of age must produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark or ultraviolet feature;
- No glass vessels are to be served to customers;
- 'Challenge 25' signage must be prominently displayed at all points of sale where alcohol is supplied;
- An Alcohol Sales Refusal Form MCE(F)003 must be maintained to log any situations of a refused alcohol sale i.e. attempted under age drinks purchase/intoxicated patron;
- Any attempted use of fraudulent ID must be reported to SIA Security Operatives and or the Bar Manager for their action;
- All drinks must be served in the correct measures and in accordance with the tariff;
- No free samples of alcohol are to be distributed or 'happy hour' schemes adopted;
- Drinking games are prohibited i.e. dispensing of alcohol directly into the mouth is prohibited;
- You retain the right to refuse the serving of alcohol at your discretion;
- Customers must have access to free tap water where reasonably practicable, ensure you are aware of the free tap water distribution points.

Proxy sales

The risk of proxy sales is very real and in particular at high volume bars. If you suspect that an adult is buying alcohol to pass onto a minor the following course of action should be taken:

- Question the person politely as to the destination of the purchase, ask to see the other consumers and check their ID. Where this is not achieved restrict the sale to the amount of adults present with valid ID;
- Explain to them that they commit a criminal offence if they purchase the product with the intention of giving it to a person underage;
- Tell them that if they are found to have supplied alcohol product to an underage person, they will could be evicted from the premises and reported to the Police;
- Communicate the suspected offender(s) to others relevant staff members and security.

Weights and Measures

Drinks must only be sold in approved measures as required by the Weights and Measures Act. These are:

- Pints, half pints (or half pint multiples) and the rarely used third of a pint for draught beer, lager and cider; Multiples of 25 millilitres or 35 millilitres for gin, rum, whisky and vodka except when they're served as part of a cocktail;
- 125 millilitres or 175 millilitres for glasses of wine;
- Only officially stamped (bearing the crown or CE mark) measures, metering equipment or glasses will be used. For example, beer can be served using metered pumps or in stamped glasses;
- Spirits will be measured through stamped optics or using stamped measures;
- The tariff will always denote what quantities drinks are sold in and the ABV will be clearly displayed.

13. FREE TAP WATER

It is a mandatory licence condition to provide free tap water on request to all customers and where it is reasonable to do so. The following water points will be available to the customers:

Multiple stand pipes marked ' water point' throughout the arena and on all the bars.

Alcohol Management Plan - Radio 1 Big Weekend 2017

14. DECANT POLICY

NO GLASS vessels to be served over the counter. No glass signage to be displayed on the MOJO barrier. Plastic bottles lids to be removed upon purchase.

15. CONDITION OF ENTRY TO THE EVENT

- Under-16s will need to be accompanied by a responsible adult aged 18 or over
- Bag searches
- No alcohol brought into the event

APPENDIX 22. LOCAL AUTHORITY EVENT PLAN & RISK ASSESSMENTS

APPENDIX 23 – ON SITE TELEPHONE NUMBERS

Radio 1 Big Weekend Connectivity Requirements v1

Area / Department	Phone Handsets	Phone Numbers	Phone Number Ext	Required From	Notes
Event Production	3	0113 887	1450	17th May	
		0113 887	1451		
		0113 887	1452		
Event Production				17th May	
Marketing				23rd May	
Medics	1	0113 887	1453	17th May	
Showsec	1	0113 887	1454	17th May	
Buffalo				17th May	
BBC Office				23rd May	
ELT Meeting Room	2	0113 887	1455	23rd May	1 phone for Residents Info Line
		0113 887	1456		
Event Control	9	0113 887	1457	23rd May	
		0113 887	1458		
		0113 887	1459		
		0113 887	1460		
		0113 887	1461		
		0113 887	1462		
		0113 887	1463		
		0113 887	1464		
		0113 887	1465		
Event Control				23rd may	
Accreditation Office 2	1	0113 887	1466	17th May	
Serious / SSE				17th May	
BBC Radio Truck - Sound 3				23rd May	
BBC Radio Truck - Sound 3				23rd May	
BBC Radio Truck - Sound 3				23rd May	
BBC TV Production Office				23rd May	
BBC TV Production Office				23rd May	
BBC TV Gallery				23rd May	
BBC TV Gallery				23rd May	
Screens Control				23rd May	
Main Stage Pit				24th May	Part of Terry O'Learys requirement
Main Stage (onstage)				25th May	
Main Stage FOH				24th May	
BBC Pictures				25th May	
BBC Pictures				25th May	
Bar 1				25th May	
Bar 1				25th May	1 hardline at either end of bar
Catering Office	1	0113 887	1467	22nd May	
Headline Compound				22nd May	
Artist Bar				25th May	
Press Area				25th May	needs to cover entire compound
Press Office				25th May	
Press Bar				25th May	
Digital Area				25th May	
Backstage Tour				25th May	
Dressing Rooms				25th May	
Artist Liasion				23rd May	
Viz Studio				23rd May	
Viz Studio				23rd May	
DJ Liasion				25th May	
Guest Area Bar				25th May	
Radio Production / Station Sound				23rd May	
Radio Production / Station Sound				23rd May	
Newsbeat				25th May	
Guest Box Office	1	0113 887	1468	25th May	
Ticketmaster Box Office				25th May	
Accreditation Office 1	1	0113 887	1469	17th May	
Accreditation Office 1				17th May	
Disabled Box Office	1	0113 887	1470	25th May	
Dance Stage				25th May	
Bar 2				25th May	1 hardline at either end of bar
First Aid / Welfare / Info	1	0113 887	1471	25th May	1 phone in info tent
Merch 1				25th May	
Merch 1				25th May	
Where It Begins pit				25th May	Part of Terry O'Learys requirement
Where It Begins onstage				25th May	
Where It Begins Office				25th May	
Where It Begins FOH				25th May	
Bar 3				25th May	1 hardline at either end of bar
Concessions Bone Yard				25th May	
BBC Introducing Pit				25th May	Part of Terry O'Learys requirement
BBC Introducing Office				25th May	
Signing Tent				25th May	
Merch 2				25th May	
Bar 4				25th May	1 hardline at either end of bar

APPENDIX 24 – INTERNAL TRAFFIC MANAGEMENT PLAN

INTERNAL TRAFFIC MANAGEMENT PLAN
RADIO 1 BIG WEEKEND 2017
BURTON CONSTABLE, HULL

EVENT V6

INTERNAL TRAFFIC MANAGEMENT	3
<hr/>	
ROUTES TO THE EVENT SITE	3
<hr/>	
HGV's / HEAVY VEHICLES	3
LIGHT VEHICLES & CARS	3
EVENT PHASES	4
<hr/>	
PHASE 1 - EVENT BUILD	4
PHASE 2 – PRODUCTION LOAD IN	4
PHASE 3 – DURING EVENT	5
PHASE 4 – PRODUCTION LOAD OUT	5
PHASE 5 – EVENT BREAKDOWN	5
STAFF CAR PARKING	6
<hr/>	
HEALTH & SAFETY	6
<hr/>	
INTERNAL VEHICLE MANAGEMENT STAFFING DEPLOYMENT & DUTIES	6
<hr/>	
APPENDIX 1.1 ACCESS ROUTE 2	7
APPENDIX 2 ACCESS ROUTE 1	8
APPENDIX 3.1 EXIT ROUTE 1	9
APPENDIX 4 EXIT ROUTE 2	10
APPENDIX 5 LIGHT VEHICLES AND CARS ACCESS & EGRESS	11
APPENDIX 6 STEWARD POSITIONS	12
APPENDIX 7 TRAFFIC STEWARDS SCHEDULE	14
APPENDIX 8 ARTIST ARRIVAL FLOW CHART	15
APPENDIX 9 PRODUCTION SCHEDULE	16

Internal Traffic Management

This plan contains arrangements for the management of internal traffic management at the BBC Live Events, Radio 1 Big Weekend Event at Burton Constable, Hull.

Internal traffic can be defined as:

- Vehicular Traffic not utilised as public transport or vehicles not occupied by members of the public.
- All Traffic using the temporary roads network within the event perimeter fence.
- Staff / Contractor traffic out-with the perimeter fence temporary roads network that uses a pre arranged route to access the site by public roads or temporary road which allows access to the event site.
- Traffic that is part of the contractor build and break arrangements, traffic involved in supplying the production service elements of the event and vehicles involved in artist movement and departures.

The elements can be broken down into distinct phases of the Event:

- Phase 1 - Event Build
- Phase 2 - Production Load In
- Phase 3 - Event
- Phase 4 - Production Load Out
- Phase 5 - Event Break Down

Routes To The Event Site

HGV's / Heavy Vehicles

Different phases of the internal traffic management plan will have different routes onto site for heavy vehicles. There are 2 main routes.

Access Route 1 – Via Production Gate B (*see appendix 2*)

Access Route 2 – Via Production Gate A (*see appendix 1.1*)

Light Vehicles & Cars

For light vehicles and cars access to and from site will remain the same throughout build and break (*see appendix 5 – Access & Exit Route 3*). During the Event egress from site will follow the **Event Traffic Management Plan** routing.

Event Phases

Phase 1 - Event Build

11th May 2017 at 0800hrs – Tuesday 23rd May at 2200hrs

The site build commences on the 11th May 2017 at 0800 hours (refer to detailed Event Production Schedule [Appendix 9](#))

Heavy Site Vehicles entering the site will be advised to follow Access Route 1 (until 23rd May 2200) as identified in [Appendix 2](#).

Exit A165 at Skirlaugh onto Mulberry Lane / Langthorpe Road. Turn right at the junction with Railway Lane then 3rd Left onto Pasture Lane towards Burton Constable. Burton Constable and Event access then via roadway signed "R1BW Production Entrance B" (2nd right at the House)

A Traffic Management control position will be located at Production Gate B where onward access to site can be managed under the direction of the **Event Internal Traffic Manager / DC Traffic Manager** who can liaise with site and production management regarding where the vehicle is to be sent to. Traffic Management control will have escort capability to escort vehicles to the exact location on site as directed by the Site Manager.

Until the internal temporary roadway is complete (19th May), egress from the Site will be back via Production Gate B using Exit Route 1 ([See Appendix 3.1](#)). A voluntary one-way route will be put in place to minimise two-way HGV traffic on the ingress route. The one-way route is turning right out of Production Gate B onto Pasture Lane, turn 2nd Left towards Sproatley Road then 1st right onto B1238 / Moor Lane. Keep on B1238 through Sproatley until A165.

From May 19th, once the internal temporary traffic roadway is complete. Entry will be via Production Gate B and Egress from the Event Site will be via Production Gate A ([See Appendix 4](#)), turn right along Jackie Lane turn right onto Pasture Lane and onward as above.

Phase 2 – Production Load In

Tuesday 23rd May at 2200hrs – Friday 26th May at 2200hrs

Heavy duty production trucks will start tipping from Wednesday 24th May 2017. All trucks will follow Access Route 2 ([see Appendix 1.1](#)) to report to the production truck holding until they are called to stage via the Event Internal Traffic Manager.

There will be various traffic stewards around the site to help direct trucks to the correct stage ([see Appendix 6](#)).

When leaving the site, all production vehicles will follow Exit Route 1 ([See Appendix 3.1](#)).

Phase 3 – During Event

Friday 26th May at 2200hrs – Monday 29th May at 0200hrs

During the event, all artist vehicles (trucks, buses, cars, vans etc) will enter site Via Production Gate A. During event days a one-way system is put in place for the coach operation that switches during the day. This means there are 2 different directions to site dependent on their arrival time. There will a few hours where we will advise there is a vehicle curfew and vehicles cannot drive into the site.

02:00 -> 13:30	Access Route 2 (via Production A)
13:30 – 15:00	Vehicle curfew, no vehicles to arrive during this period
15:00 -> 00:00	Access Route 2 (via Production A)
00:00 -> 02:00	Vehicle curfew, no vehicles to arrive during this period

An Artist Arrival Flow Chart will sent to all touring parties to ensure they follow the correct instructions. This was introduced in 2016 and helped ensure everyone followed the correct directions.

All vehicles will be sent a ‘vehicle pass voucher’, this does not allow them access to site, but allows external traffic management to recognise they are event vehicles and point them in the right direction. When reaching the production truck holding, the drivers will exchange their voucher for their correct on-site vehicle pass (pass sheet available closer to the event). The voucher will be the same for all Artist vehicles regardless of their destination within the event site, and the Event Internal Traffic Manager will distribute the correct passes.

We require all artists to advance every vehicle that is coming to site.

Internally, there will be several traffic positions to ensure vehicles are parked up in the correct places. The vehicle passes will show the traffic stewards where to direct each vehicle. Please see [Appendix 6](#) for these positions and [Appendix 7](#) for their required times.

When leaving site, these vehicles will exit via Production Gate B and follow exit route 1 ([see Appendix 3.1](#))

Phase 4 – Production Load Out

Monday 29th May at 0200hrs – Tuesday 30th May at 0200hrs

All vehicles (production or site) will be instructed to enter via Production Gate A using Access route 1 ([see Appendix 1.1](#)) and they will exit via Production Gate B ([see Appendix 3.1](#)).

Phase 5 – Event Breakdown

Tuesday 30th May at 0200hrs – Site is clear

From 30th May Break down site traffic will follow the reverse of the Event Build procedure using Production Entrance A to egress the site until it is no longer available then reverting to Production Entrance B.

Staff Car Parking

Staff / Contractor vehicles holding the correct Accreditation will park in the Staff Car Park with entry from Production Entrance B, along the temporary road and signed on the left, just past the Estate buildings.

Staff / Contractor vehicles holding the “Onsite Moving Vehicle” Accreditation will be allowed to take vehicles onsite.

Health & Safety

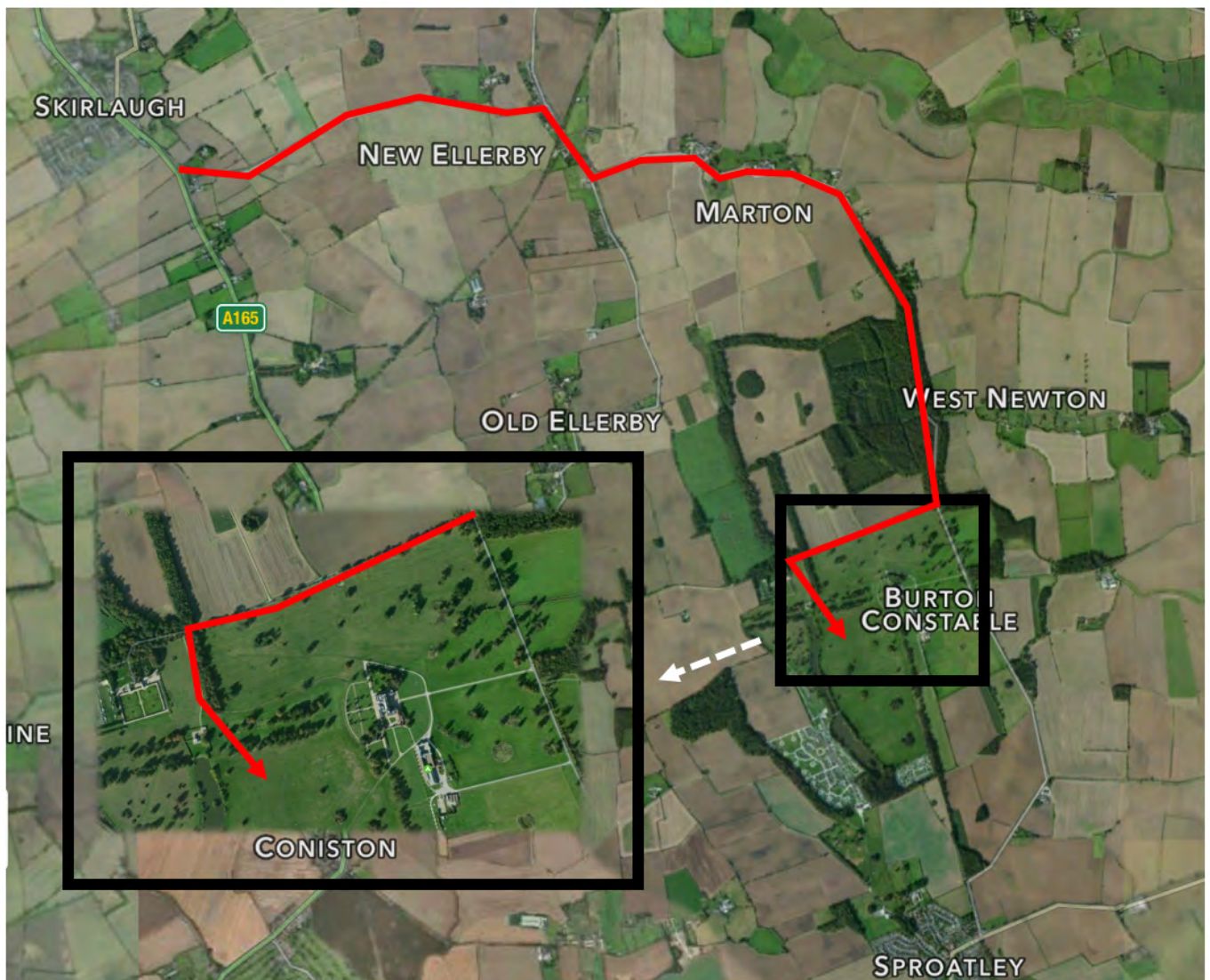
- Vehicles should follow the statutory speed limits of the surrounding roads network and drive with extreme care on the country roads approaching the site. Temporary road speed limits may be in force.
- Temporary on site roads site speed limit is 10MPH. 5mph as directed on trakway runs.
- All onsite staff should use the safe walking routes, signed crossing points and not walk on the trakway temporary roadway used by site traffic.
- Vehicle users should be aware that pedestrians may be present on temporary roads within the site.
- If reversing use a banksman, signaller, rear view camera if fitted or other assistance to ensure that reversing is carried out safely.

Internal Vehicle Management Staffing Deployment & Duties

Staff will be employed from DC Site Services Ltd to manage Internal traffic as per the deployment Schedule attached. Their duties will be as follows:

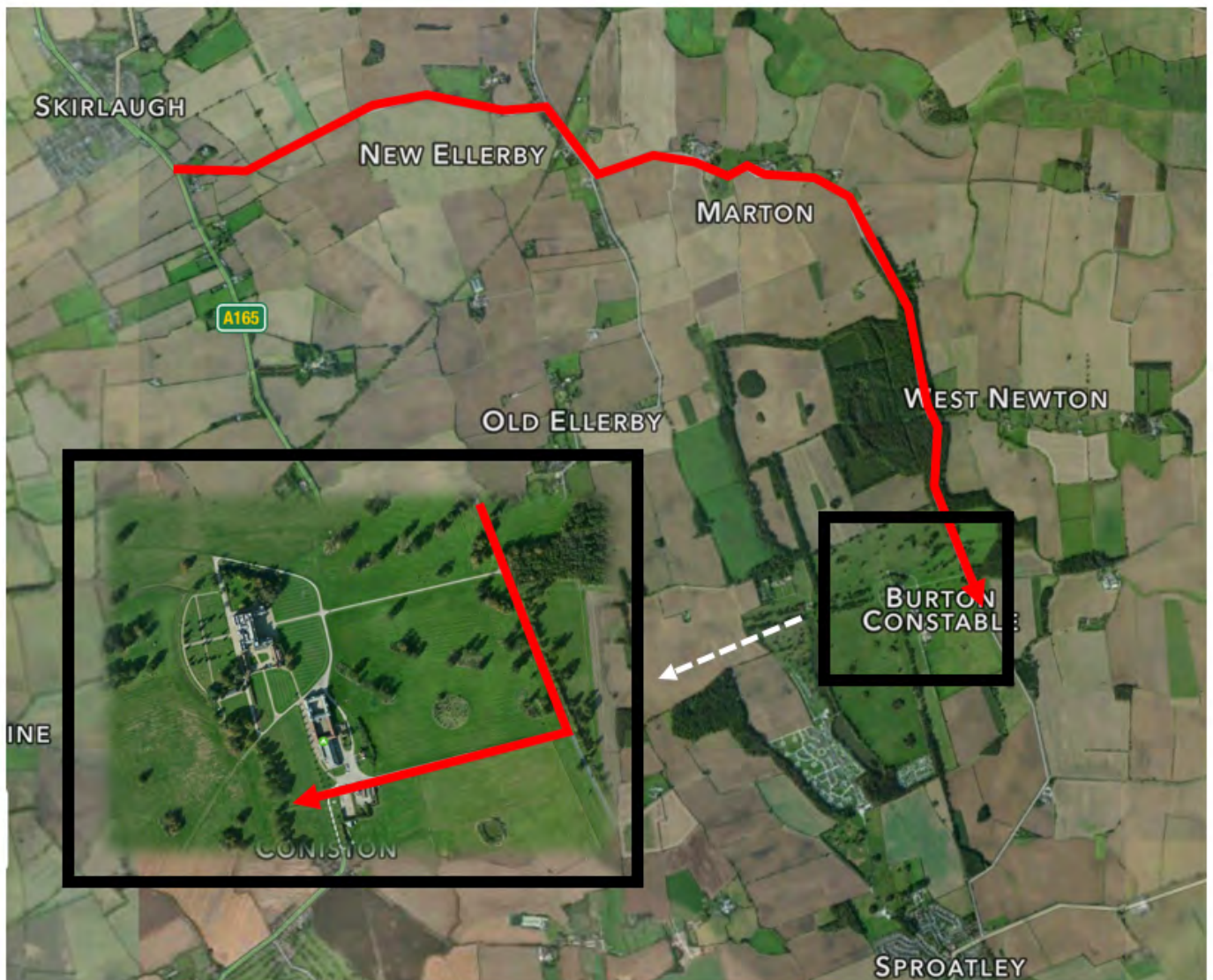
- To implement the Internal Traffic Management Plan
- To communicate to staff and contractors and encourage the use of, on site safe walking routes and identified crossing points.
- To manage the Staff car parking areas within the site.
- To manage the Stage parking areas at each stage.
- To manage the Tour Bus parking area.
- To assist in controlling staff / contractor vehicles onto and off site.
- To assist in internal traffic management as directed.

Appendix 1.1 Access Route 2



Exit A165 at Skirlaugh onto Mulberry Lane / Langthorpe Road. Turn right at the junction with Railway Lane then 3rd Left onto Pasture Lane towards Burton Constable. Burton Constable and Event access then via Jackie Lane signed "R1BW Production Gate A"

Appendix 2 Access Route 1

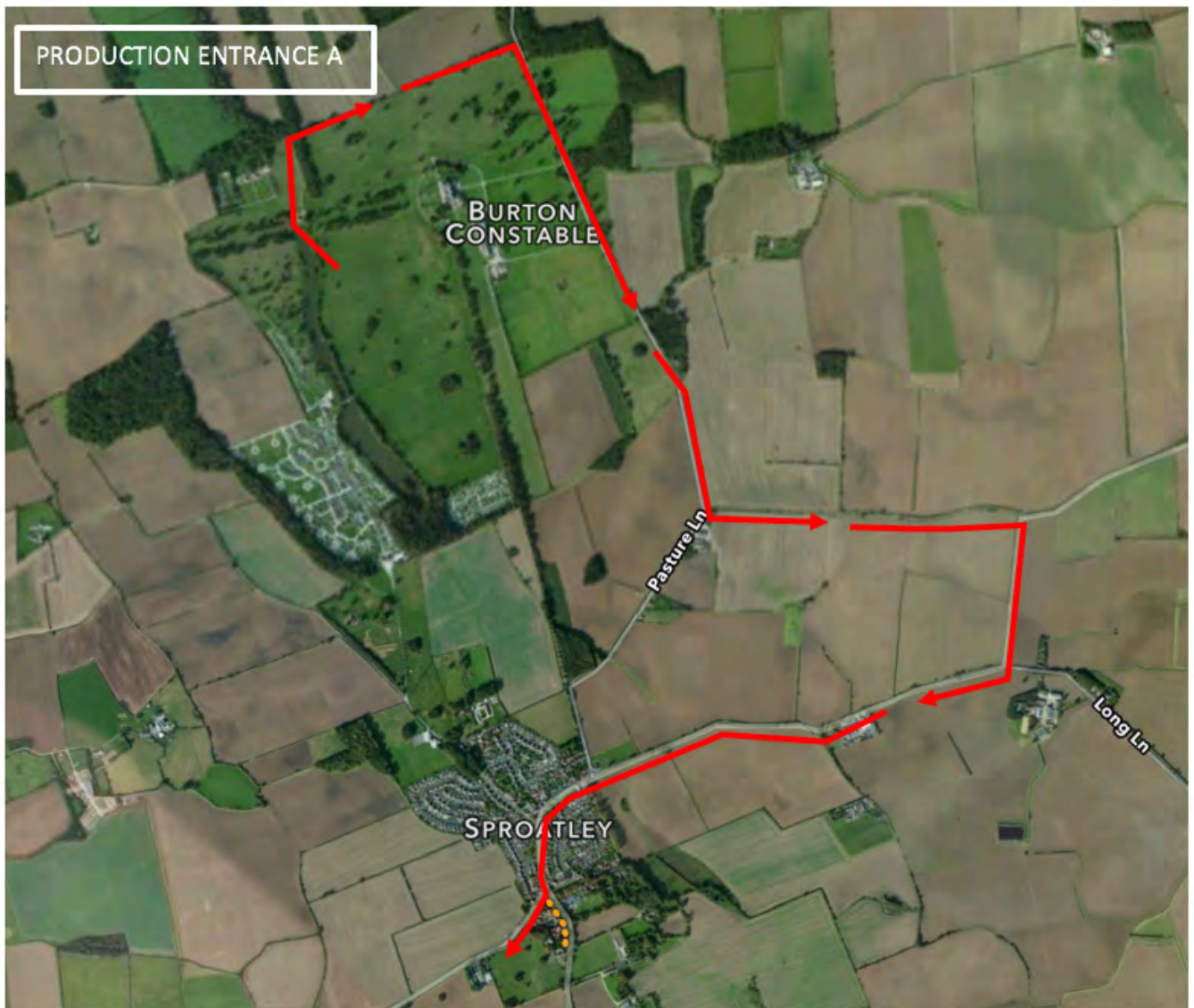


Exit A165 at Skirlaugh onto Mulberry Lane / Langthorpe Road. Turn right at the junction with Railway Lane then 3rd Left onto Pasture Lane towards Burton Constable. Burton Constable and Event access then via roadway signed "R1BW Production Entrance B" (2nd right at the House)

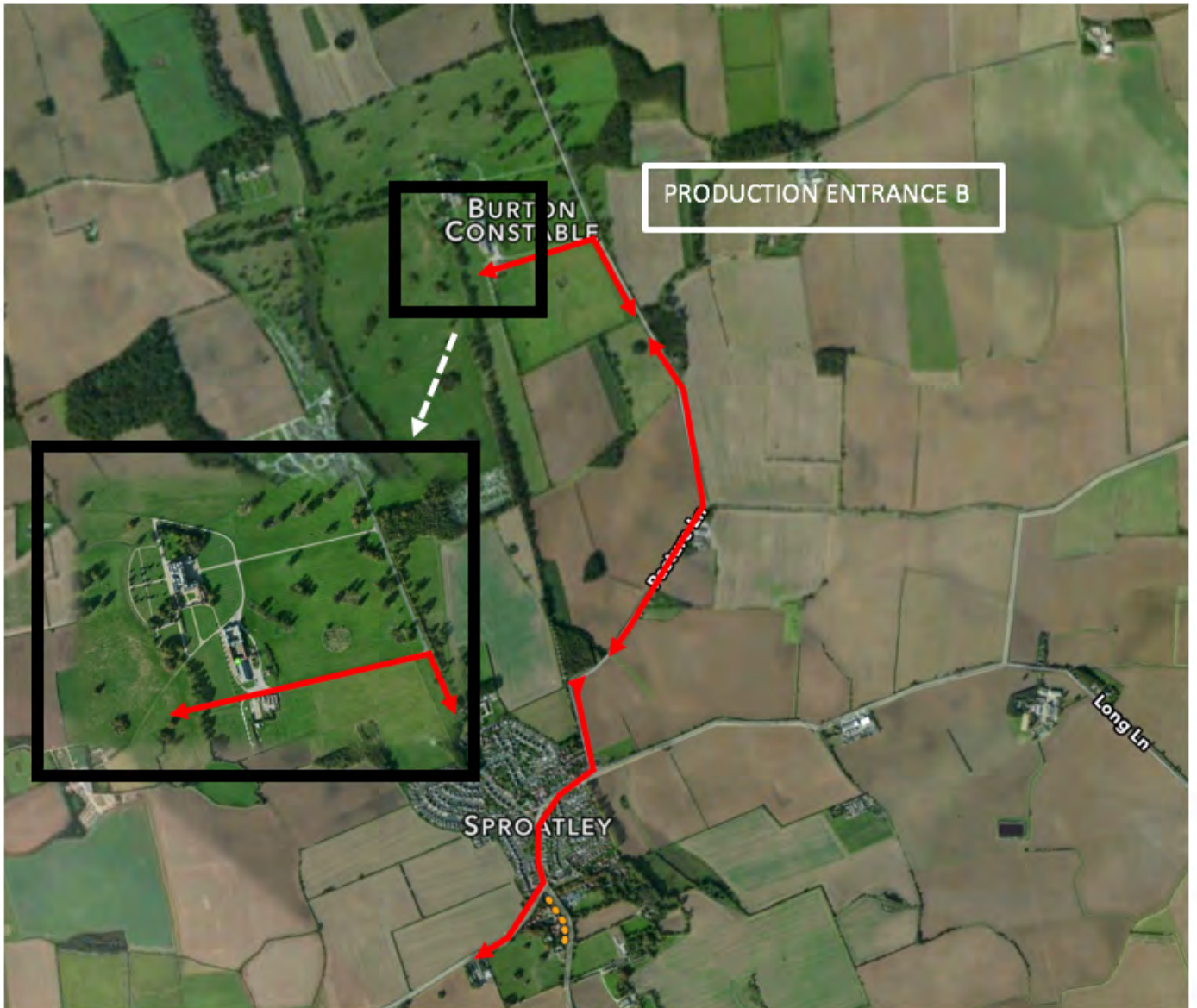
Appendix 3.1 Exit Route 1

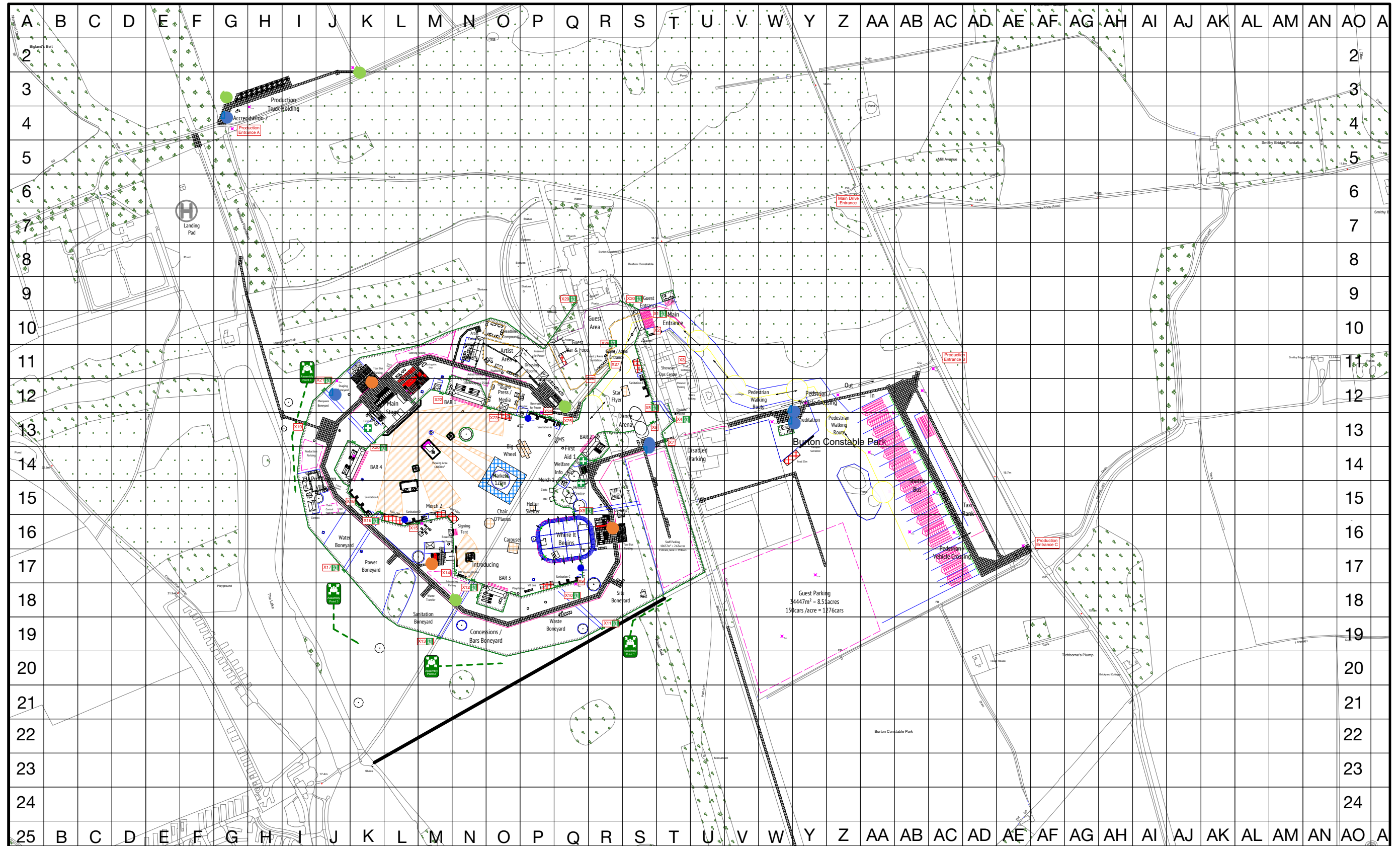


Until the internal temporary roadway is complete (19th May), egress from the Site will be via Production Gate B using exit route B1. A voluntary one-way route will be put in place to minimise two-way HGV traffic on the ingress route. The one-way route is turning right out of Production Gate B onto Pasture Lane, turn 2nd Left towards Sproatley Road then 1st right onto B1238 / Moor Lane. Keep on B1238 through Sproatley until A165



Exit Via Production Gate A, turn right along Jackie Lane. Turn right at the junction onto Pasture Lane, turn 2nd Left towards Sproatley Road then 1st right onto B1238 / Moor Lane. Keep on B1238 through Sproatley until A165





Radio One Big Weekend		DRAWN BY	MJ
Venue	Burton Constable Hall	DATE	30/04/2017
DRAWING TITLE	Site Overview	SCALE	1:5000@A3
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- Notes:
- Phase 3
 - Phase 2 & 4
 - Phase 1 & 5

Key	
Barrier	Steel Shield
Met Barrier	Picket Fence
Heras	Trakway
Hi Hoard	Food Concession
Smart Hoard	Market
	Fairground
	Festoon
	Tower Light
	Gate
	Emergency Exit

Appendix 7 Traffic Stewards Schedule

Staff Allocation

Day	Pre Show							Tues 24	Weds 25			Thurs 26			Sat 27			Sun 28			Mon 29			Post Show				Shift Length											
	11-17th	18	19	20	21	22	23	E	L	N	E	L	N	E	L	N	E	L	N	E	L	N	30	31	1	2	3		4										
Manager 12hr											1.0			1.0							1.0															12			
Manager 16hr																	1.0			1.0																	16		
Total Per Day	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28				
Escort Driver 8am-8pm	7.0			1.0	1.0	1.0	1.0	1.0	1.0	1			1											1.0	1.0	1.0	1.0	1.0								12			
Team Leader				1.0	1.0	1.0	1.0	1.0	1			1		1.0	1.0	1.0		1	1	1	1	1		1.0												12			
Totals	7	0	0	1	2	2	2	2	2	2	0	0	2	2	0	0	2	2	0	0	0	1	2.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	24				
Production Gate B 8am-8pm	7			1	1	1	1	1	1	1			1		1							1		1	1	1	1	1								12			
Staff Carpark 8am-8pm				1	1	1	1	1	1	1			1		1								1														12		
Production A 8am-8pm				1	1	1	1	1	1	1			1		1		1		1	1	1	1	1														12		
X19 8am-8pm				1	1	1	1	1	1	1			1		1								1														12		
X12 8am-8pm										1			1		1								1														12		
Tour Bus Pad 8am-8pm										1			1		1		1		1																			12	
Production Pad 8am-8pm														2	1	1	1	1	1	1	1	1	1														12		
Artist Parking																																						12	
Main Stage 7am-7pm														1			1	1	1	1	1	1	1														12		
Production Parking																																						12	
Introducing Stage																																						12	
Where it begins 7am-7pm														1			1	1	1	1	1	1	1														12		
RELIEF CREW													2		2			2	2		2	2		2													0		
Production B 7am-11pm																	1	1		1	1																	8	
Staff carpark 7am-11.30pm																	1	1		1	1																	8.25	
Production Pad 7am-11pm																	1	1		1	1																	8	
X19 7am-11pm																	1	1		1	1																	8	
X12 7am-11pm																	1	1		1	1																	8	
X25 7am-11pm																	1	1		1	1																	8	
Artist Parking 7am-11pm																				1	1																	8	
Prod Parking 7am-11pm																																						8	
BBC intro 8am-10pm																	1	1																				7	
Dance Arena 8am-10pm																																							7
Staff overflow 8am-10pm																																							7
Event cntrl 8am-10pm																																							7
Tourbus Pad 8am-11pm																																							7.5
Totals	7	0	0	2	4	4	4	4	4	6	0	0	8	0	0	12	0	3	14	9	5	14	10	4	10	0	0	0	4	1	1	1	1	1	0	176.25			
Total Staff	14	0	0	3	6	6	6	6	6	8	0	0	11.0	18	0	0	31	31	0	0	0	12	6	2	2	2	2	2	2	2	2	2	2	0	0				
Daily Budgets	11-17th	0	0	18	19	20	21	22	23	E	L	N	E	L	N	E	L	N	E	L	N	E	L	N	E	L	N	30	31	1	2	3	4						
Total PM hours	0	0	0	0	0	0	0	0	0	0	0	0	12	0	0	12	0	0	16	0	0	16	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	68	
Total Super hours	84	0	0	12	24	24	24	24	24	24	0	0	24	0	0	12	0	12	12	0	12	12	0	12	12	0	0	24	12	12	12	12	12	0	0	420			
Total Crew Hours	84	0	0	24	48	48	48	48	48	72	0	0	72	0	0	120	0	36	115	55	60	112	64	48	98	0	0	48	12	12	12	12	12	0	0	1296			
Grand Total Per Day	168	0	0	36	72	72	72	72	72	96	0	0	108	0	0	144	0	48	143	55	72	140	64	60	122	0	0	72	24	24	24	24	24	0	1784				

Appendix 8 Artist Arrival Flow Chart

Appendix 9 Production Schedule

Event	Radio 1 Big Weekend 2017
Venue	Burton Constable Hall - Hull
Build Start	Thursday, 11 May 17

Today's Date	Wednesday, 3 May 17
Show Date	Saturday, 27 May 17
Days to Show	24



Date	Time	Area	Entrance	Vehicle	Dept	Ref.	Company	Activity	Additions
Thursday, 11 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Thursday, 11 May 17		Open - Access via house entrance							
Thursday, 11 May 17	08:00	Site	Production B	4x4	Site		Go For...	Markout Trakway	Mike on site
Thursday, 11 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	3x Crews - Start at prod entrance A & B, arena ring road anti clockwise
Thursday, 11 May 17	08:00	Site	Production B	Artic	Site		Entertee	Wet & Dry Hire Delivery	Hi-board delivery for Bull field, and 200 trackmat
Thursday, 11 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt	Prod Entrance B + Escort Vehicle
Thursday, 11 May 17	19:30	Site			Event		Showsec	Security	Prod Entrance A & B
Friday, 12 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Friday, 12 May 17		Open - Access via house entrance							
Friday, 12 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	Crew numbers x3 - continue with arena ring road and start in clockwise direction
Friday, 12 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance B + Escort Vehicle
Friday, 12 May 17	19:30	Site			Event		Showsec	Security	Prod Entrance A & B
Saturday, 13 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Saturday, 13 May 17		Open - Access via house entrance							
Saturday, 13 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod B
Saturday, 13 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install commences	Crew numbers tbc - Start at prod entrance, artist entance, arena ring road and dedicated crew to unload deliveries
Saturday, 13 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance B + Escort Vehicle
Saturday, 13 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod B
Sunday, 14 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Sunday, 14 May 17		Open - Access via house entrance							
Sunday, 14 May 17	08:00	Site	Production B	4x4	Site		Go For...	Markout continues	Mike on site
Sunday, 14 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	1x Crew to install 1x load to accommodate trucks from Monday
Sunday, 14 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance B + Escort Vehicle
Sunday, 14 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod B
Sunday, 14 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod B
Monday, 15 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Monday, 15 May 17		Café Closed To Public							
Monday, 15 May 17	08:00	Site	Production B	4x4	Site		Go For...	Markout continues	Mike, Matt & MC on Site
Monday, 15 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Security Cabin
Monday, 15 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	Crew numbers tbc - Start at prod entrance, artist entance, arena ring road and dedicated crew to unload deliveries
Monday, 15 May 17	08:00	Site	Production B		Site		Entertee	Perimeter fence install commences	
Monday, 15 May 17	08:00	Site	Production B	Artic	Site		Entertee	Wet & Dry Hire Delivery	2 Heras, 1 Blocks, 1 ped, 6 T-Shield
Monday, 15 May 17	08:00	Site	Production B		Site		CJC and Rock City	2x Site Crew on site	2x forklift drivers
Monday, 15 May 17	08:00	Site	Production B	TBC	Site		Plant Supplier	Plant Delivery	TBC
Monday, 15 May 17	08:00	Site	Production B	TBC	Site		Winner	Buggy Delivery	2x Mules
Monday, 15 May 17	08:00	Site	Production B	Artic	Site		Winner	Buggy Delivery	1x load
Monday, 15 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance B + Escort Vehicle
Monday, 15 May 17	09:00	Site	Production B	TBC	Site		Actavo	Scaffold Delivery	Truck number tbc
Monday, 15 May 17	10:00	Site	Production B	TBC	Site		Entertee	Dry Hire Fence Deliveries Commence	Inc. trakmatts
Monday, 15 May 17	12:00	Production Village	Production B	TBC	Site		A1 Loos	Delivery production toilet trailer	To arrive with full handwash tank
Monday, 15 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod B + Accred + Mobile + X7 + X19
Monday, 15 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod B + X7 + X19
Tuesday, 16 May 17		PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)							
Tuesday, 16 May 17		Café Closed To Public							
Tuesday, 16 May 17	08:00	Site	Production B	4x4	Site		Go For...	Markout continues	Mike, Matt & MC on Site
Tuesday, 16 May 17	08:00	Site	Production B	Artic	Site		EventHireUK	furniture Delivery	2 x 18 tonne trucks
Tuesday, 16 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Tuesday, 16 May 17	08:00	Site	Production B		Site		Entertee	Perimeter fence install continues	

Tuesday, 16 May 17	08:00	Site	Production B	Artic	Site		Entertee	Wet & Dry Hire Delivery	3 Heras, 2 Ped, 5 T-Shield, 1 Hi-Hoard, 1 blocks, ped, met & walkthrus
Tuesday, 16 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Vehicle Supplier	Flatbed Delivery	
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Plant Supplier	Plant Delivery	TBC
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Commences	Production Office complete by EOP
Tuesday, 16 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Search	Buggy Delivery	12x 4 Seater - 10x Box Buggies
Tuesday, 16 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance B + Escort Vehicle
Tuesday, 16 May 17	09:00	Site	Production B	TBC	Site		Entertee	Dry Hire Fence Deliveries Continues	Truck number tbc
Tuesday, 16 May 17	12:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Site Crew Cabin, Site Store, Power
Tuesday, 16 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod B + Accred + Mobile + X7 + X19
Tuesday, 16 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod B + X7 + X19
Wednesday, 17 May 17			PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)						
Wednesday, 17 May 17		Café Closed To Public							
Wednesday, 17 May 17	08:00	Site	Production B	4x4	Site		Go For...	Markout continues	Mike, Matt & MC on Site
Wednesday, 17 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	BBC Steel Store, Medics, Marketing, Staging, Meeting Room, Main Stage Office
Wednesday, 17 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Wednesday, 17 May 17	08:00	Site	Production B		Site		Entertee	Perimeter fence install continues	
Wednesday, 17 May 17	08:00	Site	Production B		Site		Entertee	Wet & Dry Hire Delivery	1 Hi-Hoard, 2 Smart-Hoard, 3 Ped
Wednesday, 17 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Wednesday, 17 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Wednesday, 17 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Wednesday, 17 May 17	08:00	Site	Production B		Site		EE	Commence Phone Mast Install	
Wednesday, 17 May 17	08:00	Site	Production B		Site		O2	O2 Mast and Temp Radio Install Commences	
Wednesday, 17 May 17	08:00	Site	Production B	TBC	Site		Black Cat	Shell Scheme Install	Production Office and Accrediation
Wednesday, 17 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance B + Escort Vehicle
Wednesday, 17 May 17	10:00	Main Stage	Production B	TBC	Site		A1 Loos	Delivery build toilets	1x trailer main stage and PJ's x tbc
Wednesday, 17 May 17	18:00	Site	Production B	TBC	Site		Entertee	Dry Hire Fence Deliveries Complete	Truck number tbc
Wednesday, 17 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod B + Accred + Mobile + X7 + X19
Wednesday, 17 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod B + X7 + X19
Thursday, 18 May 17			PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)						
Thursday, 18 May 17		Café Closed To Public							
Thursday, 18 May 17	08:00	Site	Production B	4x4	Site		Go For...	Site Management	Mike, Matt & MC on Site
Thursday, 18 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Thursday, 18 May 17	08:00	Main Stage	Production B		Production		Serious Stages	Stage Build Commences	2x14m and 1x 12m telhandlers 0800hrsrequired - 6x artics through morning
Thursday, 18 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Thursday, 18 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Thursday, 18 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Thursday, 18 May 17	08:00	Site	Production B		Site		EE	Continue Phone Mast Install	
Thursday, 18 May 17	08:00	Site	Production B		Site		O2	O2 Mast and Temp Radio Install Continues	
Thursday, 18 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance B + Escort Vehicle + Staff Car Park
Thursday, 18 May 17	20:00	Site	Production B		Site		Entertee	Perimeter fence completed	
Thursday, 18 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod B + Accred + Mobile + X7 + X19
Thursday, 18 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod B + X7 + X19
Friday, 19 May 17			PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)						
Friday, 19 May 17		Café Closed To Public							
Friday, 19 May 17	08:00	Site	Production B	4x4	Site		Go For...	Site Management	Mike, Matt & MC on Site
Friday, 19 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Catering Office
Friday, 19 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Friday, 19 May 17	08:00	Site	Production B		Site		Entertee	Internal fence install commences	
Friday, 19 May 17	08:00	Main Stage	Production B		Production		Serious Stages	Stage Build Continues	
Friday, 19 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Friday, 19 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Friday, 19 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Friday, 19 May 17	08:00	Site	Production B		Site		EE	Continue Phone Mast Install	
Friday, 19 May 17	08:00	Site	Production B		Site		O2	O2 Mast and Temp Radio Install Complete	
Friday, 19 May 17	08:00	Site	Production B	Artic	Site		Winner	Buggy Delivery	2x loads
Friday, 19 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance A & B + Escort Vehicle + Staff Car Park + X19
Friday, 19 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod B + Accred + Mobile + X7 + X19
Friday, 19 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod B + X7 + X19
Saturday, 20 May 17			PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)						
Saturday, 20 May 17		Open - Access via house entrance							
Saturday, 20 May 17	08:00	Site	Production B	4x4	Site		Go For...	Site Management	Mike, Matt & MC on Site
Saturday, 20 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Waste Tank Delloivered

Saturday, 20 May 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Saturday, 20 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install continues	
Saturday, 20 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage Build Continues	1x 85ft Cherrypicker required 0800hrs required
Saturday, 20 May 17	08:00	Site	Production B		Site	CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Saturday, 20 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Saturday, 20 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site	
Saturday, 20 May 17	08:00	Site	Production B		Site	EE	Continue Phone Mast Install	
Saturday, 20 May 17	08:00	Site			Event	DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance A & B + Escort Vehicle + Staff Car Park + X19
Saturday, 20 May 17	09:00	Dance Arena	Production B	Artic	Site	Normadic Spaces	Duospan Build Commences	
Saturday, 20 May 17	12:00	Where It Begins	Production B		Site	A&J Big Tops	Big Top Tent Build	
Saturday, 20 May 17	07:30	Site			Event	Showsec	Security	Supervisor + Prod A & B + Accred + Mobile + X7 + X19
Saturday, 20 May 17	19:30	Site			Event	Showsec	Security	Supervisor + Prod A & B + X7 + X19
Sunday, 21 May 17		PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)						
Sunday, 21 May 17		Open - Access via house entrance				Craft Fair		
Sunday, 21 May 17	08:00	Site	Production B	4x4	Site	Go For...	Site Management	Mike, Matt & MC on Site
Sunday, 21 May 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Sunday, 21 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install continues	
Sunday, 21 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage Build Continues	1x 100T crane and 1x 50t Crane 0800hrs (Serious to hire and manage: King Lifting)
Sunday, 21 May 17	08:00	Site	Production B		Site	CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Sunday, 21 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Sunday, 21 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site	
Sunday, 21 May 17	08:00	Site	Production B	tbc	Site	Black Cat	Dressing Room Shell Scheme Install	
Sunday, 21 May 17	08:00	Site			Event	DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance A & B + Escort Vehicle + Staff Car Park + X19
Sunday, 21 May 17	20:00	Where It Begins	Production B		Site	A&J Big Tops	Big Top Tent Complete	
Sunday, 21 May 17	07:30	Site			Event	Showsec	Security	Supervisor + Prod A & B + Accred + Mobile + X7 + X19
Sunday, 21 May 17	19:30	Site			Event	Showsec	Security	Supervisor + Prod A & B + X7 + X19 + Mobile
Monday, 22 May 17		PHASE 3 - ANCILLARY CONTENT (Bars, Traders, Funfair etc...)						
Monday, 22 May 17		Café Closed						
Monday, 22 May 17	08:00	Site	Production B	4x4	Site	Go For...	Site Management	Mike, Matt & MC on Site
Monday, 22 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc
Monday, 22 May 17	08:00	Site	Production B	Wag & Drag	Site	Search	Cabin Delivery	Production Holding, WIB Office, Introducing Office, Box Office 1, Accreditation 2, Ticketmaster, Ejection Centre, Press Office, Introducing Store, Dressing Room Store, Pyro, Newsbeat, Dance Tent Office
Monday, 22 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install continues	
Monday, 22 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage Build Continues	1x50t crane booking for gables/spot pod if required.
Monday, 22 May 17	08:00	Where It Begins	Production B		Production	Serious Stages	Stage deck build	
Monday, 22 May 17	08:00	Site	Production B		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Monday, 22 May 17	08:00	Site	Production B	TBC	Site	A1 Loos	Arena Toilet Delivery Commences	No. TBC
Monday, 22 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site	
Monday, 22 May 17	08:00	Site	Production B	TBC	Site	Winner	Buggy Delivery	14x 6 seaters
Monday, 22 May 17	08:00	Site	Production B	Artic	Site	Winner	Buggy Delivery	1x load
Monday, 22 May 17	08:00	Site			Event	DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance A & B + Escort Vehicle + Staff Car Park + X19
Monday, 22 May 17	20:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway install complete	crew numbers tbc - notes tbc
Monday, 22 May 17	07:30	Site			Event	Showsec	Security	Supervisor + Prod A & B + Accred + Mobile + X7 + X19 + Ext Co-Ordinator + Prod Hold + Mgmt Team
Monday, 22 May 17	19:30	Site			Event	Showsec	Security	Supervisor + Prod A & B + X7 + X19 + Mobile + Prod Hold
Tuesday, 23 May 17		PHASE 3 - ANCILLARY CONTENT (Bars, Traders and Broadcasting)						
Tuesday, 23 May 17		Café Closed						
Tuesday, 23 May 17	08:00	Site	Production B	4x4	Site	Go For...	Site Management	Mike, Matt & MC on Site
Tuesday, 23 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install continues	
Tuesday, 23 May 17	08:00	Where It Begins	Production B		Production	Serious Stages	Stage deck build continues	
Tuesday, 23 May 17	08:00	Site	Production B		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Tuesday, 23 May 17	08:00	Site	Production B	TBC	Site	A1 Loos	Arena Toilet Delivery Continues	No. TBC
Tuesday, 23 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site	
Tuesday, 23 May 17	08:00	Site			Event	DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance A & B + Escort Vehicle + Staff Car Park + X19
Tuesday, 23 May 17	20:00	Main Stage	Production B		Production	Serious Stages	Stage Build Complete	
Tuesday, 23 May 17	20:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Complete	As per marquee schedule tbc
Tuesday, 23 May 17	07:30	Site			Event	Showsec	Security	Supervisor + Prod A & B + Accred + Mobile + X7 + X19 + Ext Co-Ordinator + Prod Hold + Mgmt Team
Tuesday, 23 May 17	19:30	Site			Event	Showsec	Security	Supervisor + Prod A & B + X7 + X19 + Mobile + Prod Hold
Wednesday, 24 May 17		PHASE 4 - FIXING AND DRESSING (Broadcasting and Production Load In, Site Creative Install)						
Wednesday, 24 May 17		Café Closed						
Wednesday, 24 May 17	08:00	Site	TBC	4x4	Site	Go For...	Site Management	Mike, Matt & MC on Site
Wednesday, 24 May 17	08:00	Site	TBC	TBC	Site	Cooper's Marquees	Standby Crew On Site	

Wednesday, 24 May 17	08:00	Main Stage	TBC		Production		Serious Stages	Front Of House & Delays Build	
Wednesday, 24 May 17	08:00	Introducing	TBC		Production		Serious Stages	Stage Build Commences	
Wednesday, 24 May 17	08:00	Site	TBC		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Wednesday, 24 May 17	08:00	Site	TBC	TBC	Site		A1 Loos	Arena Toilet Delivery Continues	No. TBC
Wednesday, 24 May 17	08:00	Site	TBC	Van	Site		Roadrunners	Runner on Site	
Wednesday, 24 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance A & B + Escort Vehicle + Staff Car Park + X19 + X12 + Tourbus pad
Wednesday, 24 May 17	09:00	Main Stage	TBC		Production		Lighting Supplier	LX load In	
Wednesday, 24 May 17	14:00	Where It Begins	TBC		Production		Serious Stages	Stage deck install complete	
Wednesday, 24 May 17	14:00	Where It Begins	TBC		Production		TBC	Ground Support Build Commence	
Wednesday, 24 May 17	14:00	Where It Begins	TBC		Production		Serious Stages	FOH, Camera Platforms Build	
Wednesday, 24 May 17	20:00	Site	TBC		Site		Entertee	Internal fence install complete	
Wednesday, 24 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod A & B + Accred + Mobile + X7 + X19 + Ext Co-Ordinator + Prod Hold + Mgmt Team + Main Stage + Introducing
Wednesday, 24 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod A & B + X7 + X19 + Mobile + Prod Hold + Main Stage + Introducing
Thursday, 25 May 17		PHASE 4 - FIXING AND DRESSING (Broadcasting and Production Load In, Site Creative Install)							
Thursday, 25 May 17		Café Closed							
Thursday, 25 May 17	08:00	Site	Production A	4x4	Site		Go For...	Site Management	Mike, Matt & MC on Site
Thursday, 25 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Thursday, 25 May 17	08:00	Main Stage	Production A		Production		PA Supplier	PA Load In	
Thursday, 25 May 17	08:00	Where It Begins	Production A		Production		Lighting Supplier	LX Load In	
Thursday, 25 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Thursday, 25 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
Thursday, 25 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance A & B + Escort Vehicle + Staff Car Park + X19 + X12 + Tourbus pad
Thursday, 25 May 17	12:00	Main Stage	Production A		Production		SFX Supplier	SFX Load In	
Thursday, 25 May 17	14:00	Where It Begins	Production A		Production		PA Suppliers	PA Load In	
Thursday, 25 May 17	14:00	Where It Begins	Production A		Production		SFX Supplier	SFX Load In	
Thursday, 25 May 17	20:00	Introducing	Production A		Production		Serious Stages	Stage Build Complete	
Thursday, 25 May 17	20:00	Site	Production A	TBC	Site		A1 Loos	Arena Toilet Deliveries Complete	No. TBC
Thursday, 25 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod A & B + Accred + Mobile + X7 + X19 + Ext Co-Ordinator + Prod Hold + Mgmt Team + Main Stage + Introducing + Control + WIB + Expearence
Thursday, 25 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod A & B + X7 + X19 + Mobile + Prod Hold + Main Stage + Introducing + WIB + Expearence
Friday, 26 May 17		PHASE 4 - FIXING AND DRESSING (Broadcasting and Production Load In, Site Creative Install)							
Friday, 26 May 17		Café Closed							
Friday, 26 May 17	08:00	Site	Production A	4x4	Site		Go For...	Site Management	Mike, Matt & MC on Site
Friday, 26 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Friday, 26 May 17	08:00	Site	Production A	Wag & Drag	Site		Live Trakway	Crew on standby	
Friday, 26 May 17	08:00	Site	Production A		Site		Entertee	Side of stages installed	
Friday, 26 May 17	08:00	Main Stage	Production A		Production		Video Supplier	Video Load In	
Friday, 26 May 17	08:00	Where It Begins	Production A		Production		Video Supplier	Video Load In	
Friday, 26 May 17	08:00	Introducing	Production A		Production		Lighting Supplier	LX Load In	
Friday, 26 May 17	08:00	Introducing	Production A		Production		PA Suppliers	PA Load In	
Friday, 26 May 17	08:00	Introducing	Production A		Production		SFX Supplier	SFX Load In	
Friday, 26 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Friday, 26 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
Friday, 26 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance A & B + Escort Vehicle + Staff Car Park + X19 + X12+ Tourbus pad + Main Stage + WIB + Production Pad
Friday, 26 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod A & B + Accred + Mobile + X7 + X19 + Ext Co-Ordinator + Prod Hold + Mgmt Team + Main Stage + Introducing + Control + WIB + Expearence + Production Trakway
Friday, 26 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod A & B + X7 + X19 + Mobile + Prod Hold + Main Stage + Introducing + WIB + Expearence + Production Trakway
Saturday, 27 May 17		PHASE 5 - SHOW DAY							
Saturday, 27 May 17		Café Closed							
Saturday, 27 May 17	07:00	Site	Production A	4x4	Site		Go For...	Site Management	Mike, Matt & MC on Site
Saturday, 27 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Saturday, 27 May 17	08:00	Site	Production A	Wag & Drag	Site		Live Trakway	Crew on standby	
Saturday, 27 May 17	08:00	Site	Production A		Site		Entertee	Standby on site	
Saturday, 27 May 17	08:00	All Stages			Production			Sound Checks	
Saturday, 27 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Saturday, 27 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	

Saturday, 27 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt	Prod Entrance A & B + Staff Car Park + X19 + X12 + Tourbus pad + Main Stage + WIB + Production Pad + X25 + Introducing
Saturday, 27 May 17	11:00	All Stages			Production			Show Live	
Saturday, 27 May 17	23:00	All Stages			Production			Hard Curfew	
Saturday, 27 May 17	19:30	Site			Event		Showsec	Security	See Event Day Spec
Saturday, 27 May 17	07:30	Site			Event		Showsec	Security	See Event Day Spec
Sunday, 28 May 17		PHASE 5 - SHOW DAY							
Sunday, 28 May 17		Café Closed							
Sunday, 28 May 17	07:00	Site	Production A	4x4	Site		Go For...	Site Management	Mike, Matt & MC on Site
Sunday, 28 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standby Crew On Site	
Sunday, 28 May 17	08:00	Site	Production A	Wag & Drag	Site		Live Trakway	Crew on standby	
Sunday, 28 May 17	08:00	Site	Production A		Site		Entertee	Standby on site	
Sunday, 28 May 17	08:00	All Stages			Production			Sound Checks	
Sunday, 28 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Sunday, 28 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
Sunday, 28 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt	Prod Entrance A & B + Escort Vehicle + Staff Car Park + X19 + X12 + Tourbus pad + Main Stage + WIB + Production Pad + X25 + Introducing
Sunday, 28 May 17	11:00	All Stages			Production			Show Live	
Sunday, 28 May 17	21:00	Introducing	Production A		Production		Tech Prod Suppliers	Production Load Out	Lighting, Video, PA and Rigging
Sunday, 28 May 17	21:30	Where It Begins	Production A		Production		Tech Prod Suppliers	Production Load Out	Lighting, Video, PA and Rigging
Sunday, 28 May 17	23:00	All Stages			Production			Hard Curfew	
Sunday, 28 May 17	07:30	Site			Event		Showsec	Security	See Event Day Spec
Sunday, 28 May 17	19:30	Site			Event		Showsec	Security	See Event Day Spec
Monday, 29 May 17		PHASE 6 - ANCILLARY CONTENT REMOVAL							
Monday, 29 May 17	01:00	Introducing	Production A		Production		Tech Prod Suppliers	Production Load Out Complete	
Monday, 29 May 17		Café Closed							
Monday, 29 May 17	03:30	Where It Begins	Production A		Production		Tech Prod Suppliers	Production Load Out Complete	
Monday, 29 May 17	08:00	Site	Production A	4x4	Site		Go For...	Site Management	Mike, Matt & MC on Site
Monday, 29 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standby Crew On Site	
Monday, 29 May 17	08:00	Site	Production A	Wag & Drag	Site		Live Trakway	Crew on standby	
Monday, 29 May 17	08:00	Site	Production A		Site		Entertee	Standby on site	
Monday, 29 May 17	08:00	Main Stage	Production A		Production		Tech Prod Suppliers	Production Load Out	Lighting, Video, PA and Rigging
Monday, 29 May 17	08:00	Where It Begins	Production A		Production		Serious Stages	Stage deck derig	
Monday, 29 May 17	08:00	Introducing	Production A		Production		Serious Stages	Stage derig commences	
Monday, 29 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Monday, 29 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
Monday, 29 May 17	08:00	Site	Production A		Site		O2	O2 Mast Derig Commences	
Monday, 29 May 17	08:00	Site			Event		DC Site Services	Internal Traffic Mgmt (8am-8pm)	Prod Entrance A & B + Staff Car Park + X19 + X12 + Main Stage + WIB + Production Pad
Monday, 29 May 17	12:00	Main Stage	Production A		Production		Serious Stages	Delay Tower Dismantle	
Monday, 29 May 17	16:00	Main Stage	Production A		Production		Tech Prod Suppliers	Production Load Out Complete	
Monday, 29 May 17	16:00	Main Stage	Production A		Production		Serious Stages	Stage derig commences	
Monday, 29 May 17	20:00	Where It Begins	Production A		Production		Serious Stages	Stage deck derig complete	
Monday, 29 May 17	20:00	Introducing	Production A		Production		Serious Stages	Stage derig complete	
Monday, 29 May 17	07:30	Site			Event		Showsec	Security	Supervisor + Prod A & B + Accred + Mobile + X7 + X19 + Ext Co-Ordinator + Prod Hold + Mgmt Team + Main Stage + Introducing + Control + WIB + Experience + Production Trakway
Monday, 29 May 17	19:30	Site			Event		Showsec	Security	Supervisor + Prod A & B + X7 + X19 + Mobile
Tuesday, 30 May 17		PHASE 6 - ANCILLARY CONTENT REMOVAL							
Tuesday, 30 May 17		Café Closed To Public							
Tuesday, 30 May 17	08:00	Site	Production B	4x4	Site		Go For...	Site Management	Mike, Matt & MC on Site
Tuesday, 30 May 17	08:00	Site	Production B		Site		Entertee	Internal fence derig commences	



RADIO 1 BIG WEEKEND 27th & 28th MAY 2017

CONTRACTOR ACCESS AND EGRESS ROUTES TO AND FROM SITE

Site Address:

BURTON CONSTABLE
SKIRLAUGH
HULL
HU11 4LN

(If you use postcode as SAT NAV please ensure the identified routes are used to site)

Site Manager:

Mike Johnson
+44 7988 074 352
mike@goformike.co.uk

Internal Traffic Manager:

Kim Bickell
+44 7743 790 628
kim@enteeuk.com

Please use the routes outlined in this document to minimise disruption to local residents and ensure an efficient access and exit from the site.

Health & Safety

- Vehicles should follow the statutory speed limits of the surrounding roads network and drive with extreme care on the country roads approaching the site. Temporary road speed limits may be in force.
- Temporary on site roads site speed limit is 10MPH. On trakway temporary road 5mph.
- All onsite staff should use the safe walking routes, signed crossing points and not walk on the trakway temporary roadway used by site traffic.
- Vehicle users should be aware that pedestrians may be present on temporary roads within the site.
- If reversing use a banksmen, signaler, rear view camera if fitted or other assistance to ensure that reversing is carried out safely.



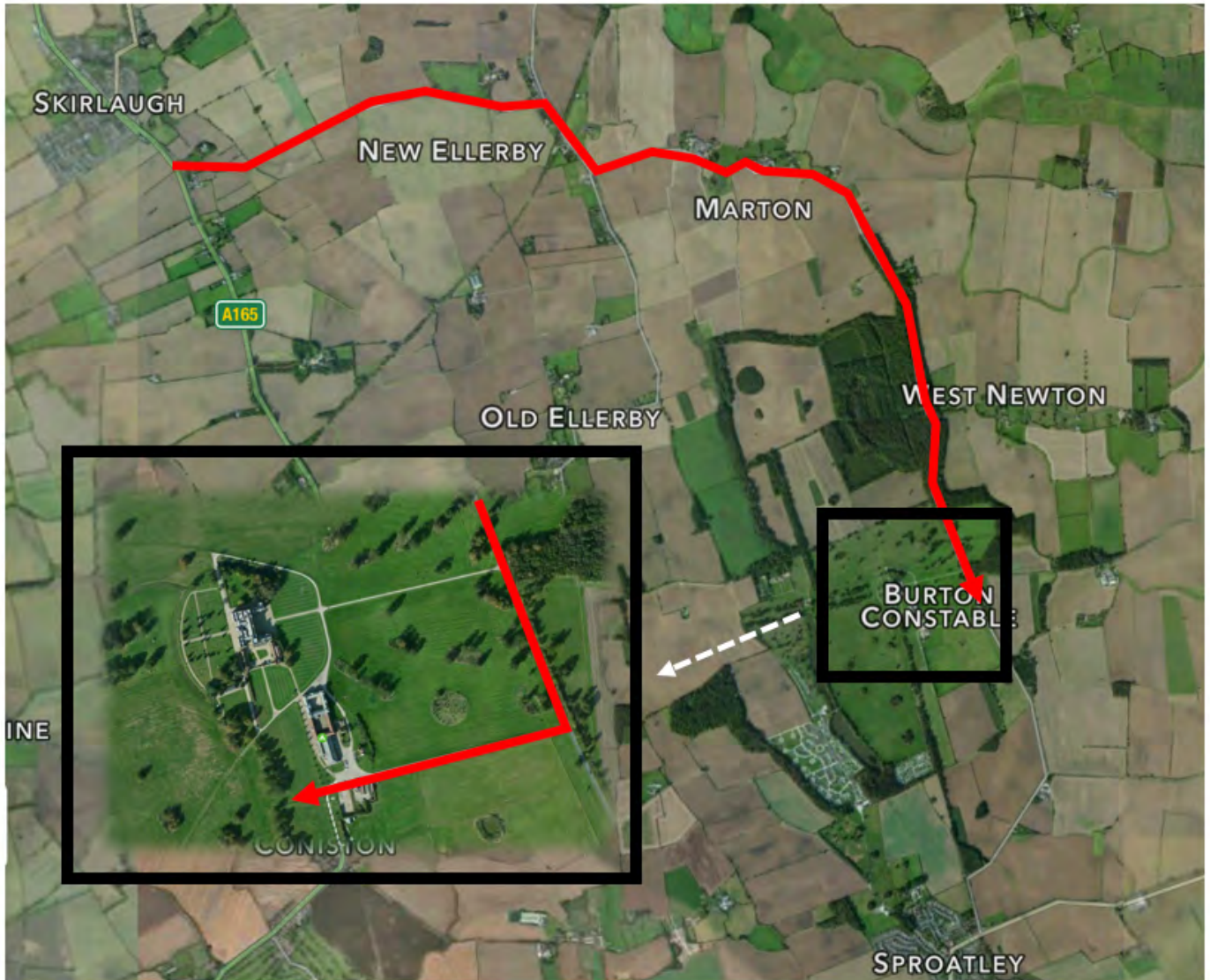
HEAVY VEHICLE ACCESS & EXIT ROUTES (During Event Days External Traffic Plan One Way route signs must be followed)

ROUTES TO BE USED	MAY																				JUNE		
	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3
ACCESS ROUTE 1 via Prod B												Until 2200 hrs					Event	Event		From 0200 hrs			
ACCESS ROUTE 2 via Prod A												From 2200 hrs					Event	Event		Until 0200 hrs			
EXIT ROUTE 1 via Prod B												From 2200 hrs					Event	Event					
EXIT ROUTE 2 via Prod A												Until 2200 hrs					Event	Event		From 0200 hrs			

LIGHT VEHICLE ACCESS & EXIT ROUTE (During Event Days External Traffic Plan One Way route signs must be followed)

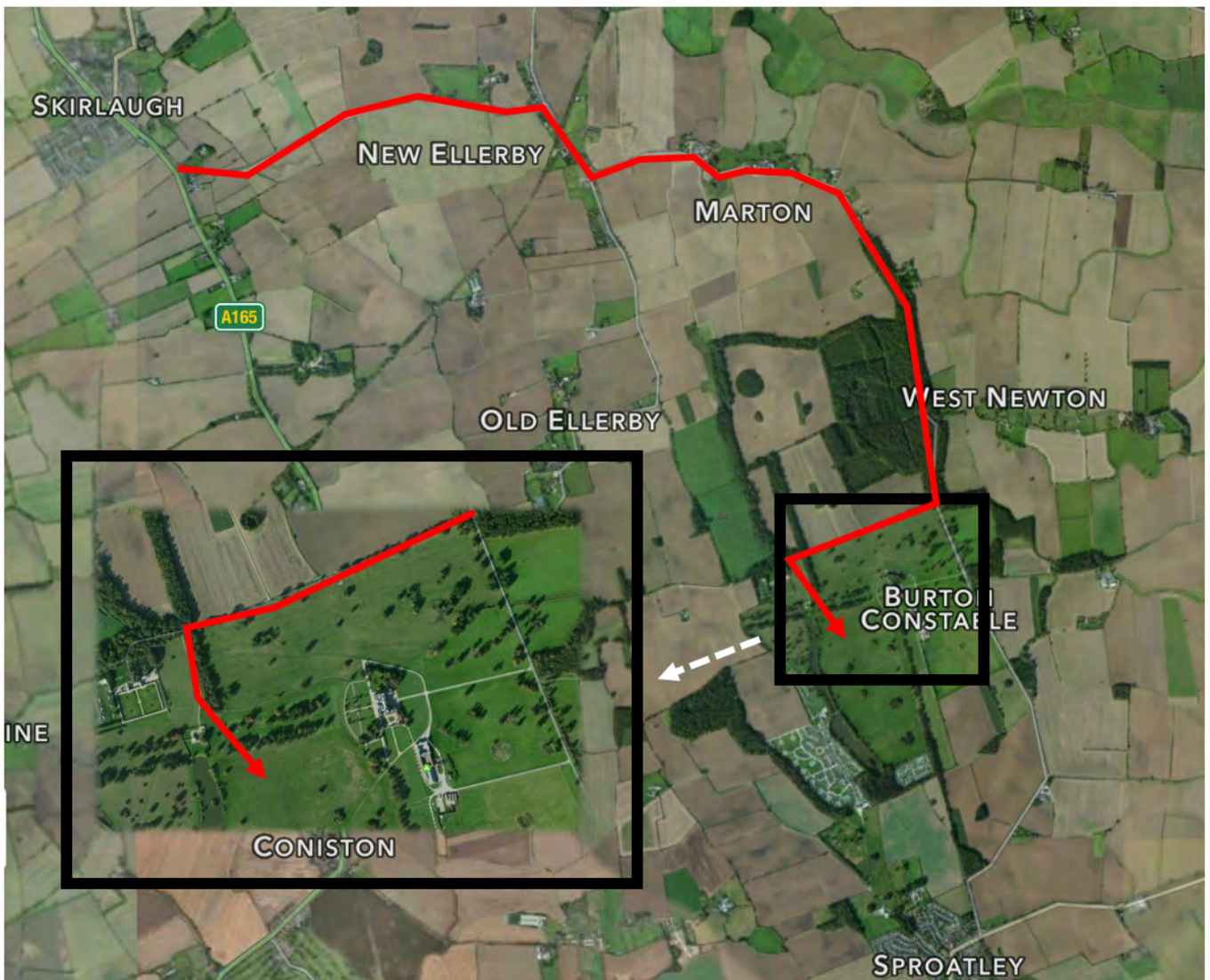
ROUTES TO BE USED	MAY																				JUNE		
	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3
ACCESS ROUTE 3 via Prod B																	Event	Event					
EXIT ROUTE 3 via Prod B																	Event	Event					

ACCESS ROUTE 1



Exit A165 at Skirlaugh onto Mulberry Lane / Langthorpe Road. Turn right at the junction with Railway Lane then 3rd Left onto Pasture Lane towards Burton Constable. Burton Constable and Event access then via roadway signed "R1BW Production Entrance B" (2nd right at the House)

ACCESS ROUTE 2



Exit A165 at Skirlaugh onto Mulberry Lane / Langthorpe Road. Turn right at the junction with Railway Lane then 3rd Left onto Pasture Lane towards Burton Constable. Burton Constable and Event access then via Jackie Lane signed "R1BW Production Gate A"

EXIT ROUTE 1



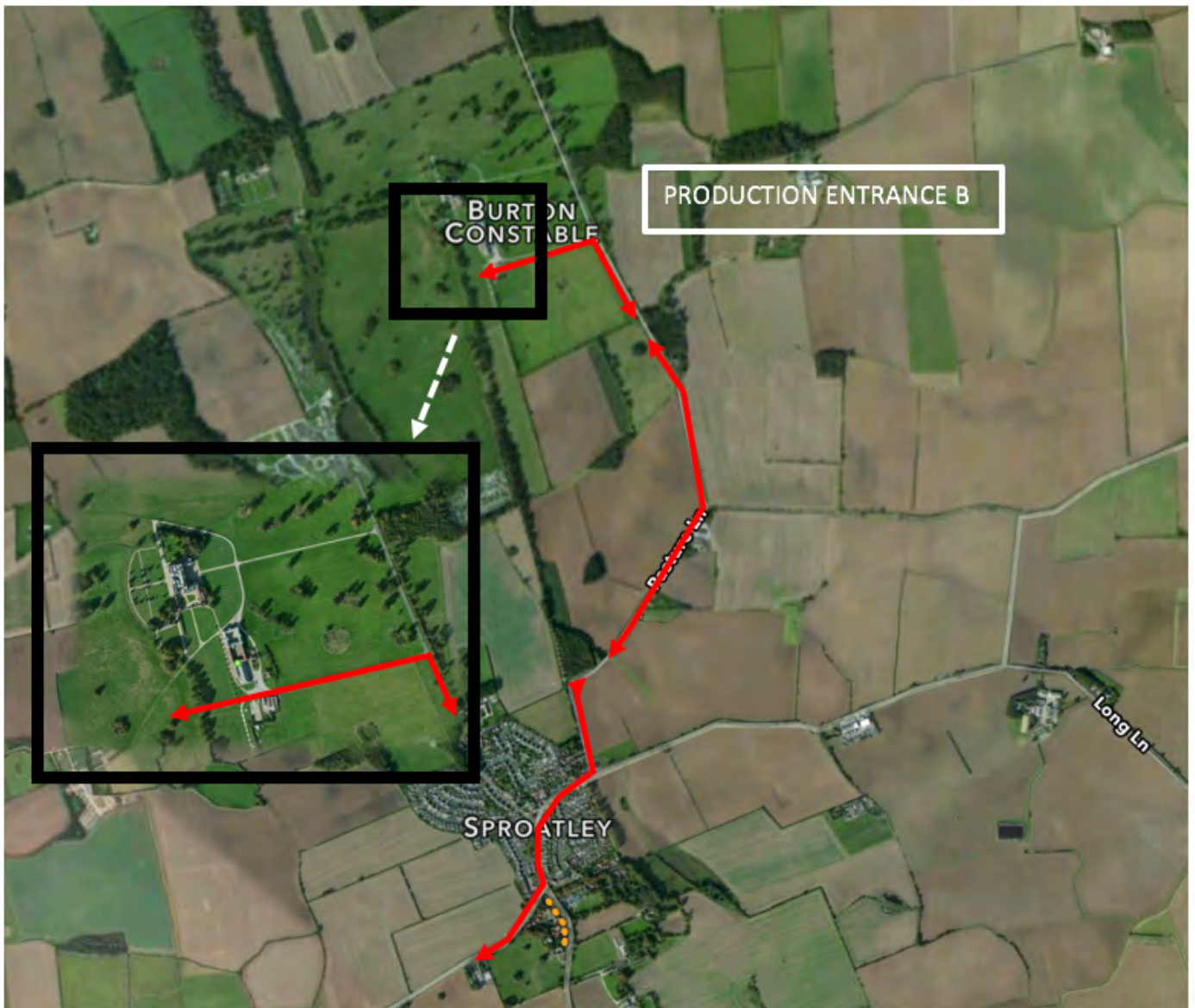
Until the internal temporary roadway is complete (19th May), egress from the Site will be via Production Gate B using exit route EXIT 1. A voluntary one-way route will be put in place to minimise two-way HGV traffic on the ingress route. The one-way route is turning right out of Production Gate B onto Pasture Lane, turn 2nd Left towards Sproatley Road then 1st right onto B1238 / Moor Lane. Keep on B1238 through Sproatley until A165

EXIT ROUTE 2



Exit Via Production Gate A, turn right along Jackie Lane. Turn right at the junction onto Pasture Lane, turn 2nd Left towards Sproatley Road then 1st right onto B1238 / Moor Lane. Keep on B1238 through Sproatley until A165

ACCESS & EXIT ROUTE 3



Access to site through Sproatley turn left as signed to Burton Constable onto Pasture Lane. Enter the site via Production Gate B.

A voluntary exit route will be put in place to minimise two-way traffic on the Access route for HGV's. The one-way route is turn right out of Production Gate B onto Pasture Lane, turn right at the junction with. Keep on B1238 through Sproatley until A165

Opinions and information provided in the Event Management Plan are on the basis of the author using due skill, care and diligence in the preparation of the same and no explicit warranty is provided as to their accuracy. It should be noted and it is expressly stated that no independent verification of any of the documents or information supplied to the author has been made

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