**EVENT SAFETY**

**MANAGEMENT PLAN**

**Nose departure ceremony**

**North Point Shopping Centre**

**Saturday 19 August 2017**

**Gareth Hughes – Head of Production**

**Hull2017**

DOCUMENT CONTROL

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| Name | Version | Action | Sections | Date |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Contents:**

**Section 1 - Overview**

1. Event Overview

1.1 Contacts

1.2 Licencing

**2.0** Safety Policy Statement

2.1 Appointed Persons

**Section 2 – Contractors and Personnel**

**3.0** Legislative duties

**4.0** Responsibilities of Contractors

4.1 Accident and near miss reporting and investigation

4.2 Materials

4.3 Personal Protective Equipment

4.4 Segregation

4.5 Risk Assessment

4.6 Compliance

**5.0** Access and Egress

**6.0** Fire Safety

**7.0** Medical Plan

**8.0** General Site Conditions

8.1 Venue – Special considerations

8.2 Smoking

8.3 Alcohol and drugs

8.4 Venue Facilities

8.5 Work at Height

8.6 Manual Handling

8.7 Lifting Operations

8.8 Ladders

8.9 Fatigue

8.10 Electricity

8.11 Equipment suspended at height

8.12 PPE

8.13 Waste Management

**9.0** Contractors Risk Assessments and Method Statements

**10.0** Schedule

**11.0** Risk Assessments

**Section 3 – Public and Audience**

**12.0** Audience Management and Welfare

12.1 Stewarding plan

12.2 Evacuation plan

12.3 First Aid

12.4 Lost Children

12.5 Lost Property

**13.0** References

**Section 1 - Overview**

**1.0 Event Overview**

The Nose of Green Ginger has been on display at the Northpoint Shopping Centre and now it’s time for the Nose to go on permanent display at the Hull History Centre.

The event will take place on Saturday 19th August and will begin at 11am with a series of quirky guests being invited for a private tour of the Nose Museum at the shopping Centre. Amongst them the Lord and Lady Mayor who will be receiving the Nose on behalf of the City of Hull from the Nose guardian. A small procession will take place to the Nose Museum and an official handing over of the Nose will take place in the main shopping centre atrium. Guests will then depart to the History Centre on two buses, with the Nose Guardian and Lord Mayor taking a horse drawn carriage to the city centre.

The conclusion of the event will be the installation of the Golden Nose into a display case at the History Centre.

**1.1 Contacts**

Event Manager (PRIMARY CONTACT)  
Gareth Hughes – Head of Production, Hull 2017 – [Gareth.hughes@hull2017.co.uk](mailto:Gareth.hughes@hull2017.co.uk) – 07733112272

**1.2 Licensing**

The Premise licence is held by ???.

**2.0 Safety Policy Statement**

This document is provided as a supplement to the requirements placed in individuals and organisations by current Health and Safety legislation and contractual agreements. Compliance with this document should therefore not be regarded as fulfilling all the relevant statutory obligations pertinent to a particular individual or organisation, which remains their own responsibility.

In keeping with its overall objectives and in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, **The Organisers** will take all reasonably practicable steps to ensure the health, safety and welfare of its employees, sub-contractors and audience.

**2.1 Appointed Persons**

The following persons have been appointed as responsible for Health and Safety for this event:

Gareth Hughes – Head of Production – Hull2017

**Section 2 – Contractors and Personnel**

**3.0 Legislative Duties**

All personnel and contractors undertake that during any works, they will comply with and will ensure that its employees and sub-contractors comply with all relevant safety, health and environmental legislation. At all times all personnel and contractors must take into consideration:

**The Health and Safety at Work Act 1974**

2(1) “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”

3(1) “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.”

3(2) “It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.”

7 “It shall be the duty of every employee while at work—

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

**The Management of Health and Safety at Work Regulations 1999**

**3.**—(1) “Every employer shall make a suitable and sufficient assessment of—

(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

(2) Every self-employed person shall make a suitable and sufficient assessment of—

(a) the risks to his own health and safety to which he is exposed whilst he is at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.”

**4.0 Responsibilities of Contractors**

All work activities must be undertaken as per contractors risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by a person responsible will be terminated immediately.

Contractors must:

* Provide a safe place of work and safe methods of carrying out the work
* Ensure that employees are competent and have the required knowledge and experience to carry out the work
* Ensure that adequate training and supervision for all staff is provided , where this is found necessary
* Ensure that all plant, equipment and tools are of the correct standard and type and are in good working order

**4.1 Accident and Near Miss Reporting and Investigation**

All accidents, incidents and near misses must be reported without delay to a person responsible. An accident book will be available at all times. The person responsible will report incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

**4.2 Materials**

All floor coverings, furniture, furnishings, scenery, props and drapes brought onto site must comply with the relevant standards.

**4.3 Personal Protective Equipment**

The contractor shall provide, maintain and ensure the correct use of personal protective equipment (PPE) relevant to their task(s) where its use is required by legislation or identified in a risk assessment and/or method statement.

**4.4 Segregation**

Contractors shall ensure that their equipment and material is segregated from others, is not left unattended and that clear access is maintained at all times.

**4.5 Risk Assessment**

Contractors must provide written risk assessments of all potentially hazardous operations carried out by them. The risk assessments shall not be just generic but must contain elements specifically relating to this event.

**4.6 Compliance**

Contractors shall comply with any health and safety and other accompanying documentation or instruction issued by a person responsible, together with their own written procedures. Failure to do so may result in a person responsible requiring the immediate removal of the company or individual involved from site, at no cost to the client.

**5.0 Accesses and Egress**

Access and egress will be managed by Northpoint Shopping Centre, through existing plans and with on site security.

**6.0 Fire safety**

All contractors and personnel will be shown the location of fire exits and fire-fighting equipment prior to any work commencing.

No hot works to be carried out without a permit.

If you do discover a fire, raise the alarm immediately.

Only attempt to fight a fire of doing so does not put you at personnel risk.

On hearing the firm alarm stop work immediately and proceed to the nearest fire exit, do not stop to collect personal belongings.

The Event Manager (or other appointed person in his absence) will be responsible for calling the emergency services if necessary.

**7.0 Medical Plan**

2x First aid (first response trained) SIA staff

**8.0 General Site Conditions**

**8.1 Venue – Special Considerations**

None

**8.2 Smoking**

Smoking is only permitted outside in designated areas.

**8.3 Alcohol and drugs**

All personnel and contractors are not permitted to consume alcohol prior to or during work sessions. Any person who is believed by a person responsible to be intoxicated through the consumption of alcohol or use of recreational drugs will be considered to be unable to carry out their duties safely and will be required to leave site.

**8.4 Venue Facilities**

Use of the management offices if required.

**8.5 Working at Height**

When it is necessary to work at height precautions must be taken to prevent a fall.

* Where scaffolding is used, it must be provided and erected by competent, trained person(s) and must comply with all current regulations.
* Where working platforms are used handrails and toe boards must be used.
* When working at height, care must be taken to ensure that nothing can fall onto persons below.
* Where a risk assessment of method statement has identified the need for the use of a harness, it should be a full body harness attached to the correct fall arresters and/or work positioning lanyards. Body harnesses must be manufactured in accordance with BS5750, comply with EN361 and carry a CE mark.
* Before any work at height is undertaken a full and sufficient rescue plan must be in place.
* When working at height, all tools must be attached to a person or structure by a suitable lanyard.

**8.6 Manual Handling**

Like all other legislation enacted in 1992 the Manual Handling Regulations are risk assessment based. To that end contractors and personnel shall:

* Identify any manual handling operations where there is a risk of injury to staff.
* Identify and implement any reasonably practicable means of avoiding the operation.
* Where the operation cannot be avoided the contractor will identify any measure that can be taken to control the risks.
* Carry out a task specific risk assessment, which will be recorded and be kept under review and revised as necessary.

**8.7 Lifting Operations**

* Lifting operations shall be planned and supervised by a competent person and carried out in a safe manner.
* Lifting equipment should be inspected and maintained in accordance with the relevant guidelines and legislation (Lifting Operations and Lifting Equipment regulations 1998) and the required documentation should be available onsite to support such maintenance and inspection.
* All lifting equipment, including, but not limited to, wire ropes, winches, chain hoists, shackles, spansets, ropes, slings etc. shall be suitable for their purpose.

**8.8 Ladders**

Should the work to be carried out identify ladders as the most suitable means of access, the following will apply:

* Where ladders are used, they must be selected and used with due consideration to the HSE publication INDG402 (Safe Use of Ladders and Stepladders).
* The ladder(s) should be in good condition and fit for purpose.
* The ladder(s) should be correctly positioned to prevent over stretching and be secure to prevent slipping.

**8.9 Fatigue**

An increased risk of accidents occurs if personnel are allowed to work for long periods of time with insufficient rest periods so that mental or physical fatigue becomes an issue. Mental fatigue can result in errors of judgment leading to accidents. Risk assessments are required to take into account the possibility of fatigue, especially when employees are operating machinery.

**8.10 Electricity**

* All electrical installations shall comply with the requirements of the Electricity at Work regulations 1989.
* Each contractor shall ensure, as part of their own ongoing inspection and maintenance procedures, that they regularly inspect all portable electrical equipment to be used onsite. Visual inspections should be carried out prior to use and any defects should remedied prior to use or the equipment withdrawn from use.
* All portable electrical equipment brought onto site shall suitable and sufficient test certification (PAT or similar).

**8.11 Equipment Suspended at Height**

All equipment suspended at height shall be fitted with a suitable and sufficient secondary means of suspension.

**8.12 PPE**

When identified as necessary by a Risk Assessment or Method Statement appropriate Personal Protective Equipment shall be worn.

**8.13 Waste Management**

Waste management will be supplied by xxx and a full litter pick will take place 7am after each show night (as to take place in the light). Existing bins will be managed by the Parks Service.

**9.0 Contractors Risk Assessments and Method Statements**

**As Appendix**

**10.0 Schedule**

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| TIME | **ACTIVITY** | **NOTES** |
| **0830** | 2017 staff arrive – Gareth & Louise  Jade, Jess & Joshua  Horse & Carriage arrive | Pa and stage – Gareth  H&C – Lou |
| **0900** | Tumpeters rehearsal upstairs/roof space |  |
| **0930** | 2017 Staff arrive – Adam, Elizabeth, Maddie  Acolytes x 8 & Vols x 6 request they come 930 not 1000 | Adam – Shop  Elizabeth – Procession  Maddie – Press & History Centre |
| **1000** | Kids arrive |  |
| **1030-1045** | Guests arrive and park in loading bay | Lou |
| **1055** | Lord Mayor and Lady Mayoress arrive at North Point east entrance layby.  Wait with Nose Guardian and Nose Assistants, two banner bearers and two trumpeters. | Elizabeth & Maddie & Louise S  Lord mayors car to be parked in public car park |
| **1100** | Guests arrive in Horse Drawn Carriage to North Point east entrance layby. | Horse & carriage comes straight from loading bay area |
| **1105** | Entourage walk through shopping centre to the Nose Shop. | Elizabeth & Maddie  Rope barrier will be in place |
| **1110** | Photo call and a brief private view of the space with Jade, Jess and Joshua – they make a wish etc. | Lou & Adam & Louise S |
| **1120** | Entourage plus additional members - Nose Flautists, Acolytes in new costumes, anyone else? – process from the shop to the atrium.  Nose Guardian is now carrying the Gold Nose.  Nose Guardian and guests get onto a small stage arranged by Joshua the guests create a backdrop.  Lord Mayor & Lady Mayoress stand at side of stage with Nose Guardian Assistants Jess and other members of the procession. | Gareth, Elizabeth & Lou  Louise S to join Lord mayor & Nose Guardian Assistants |
| **1125** | Nose Guardian makes a speech.  Thanks guests and asks honey g if she would like to do a song?  Honey G rap  Jade does Gold Nose rap  Jade does Nose flute and talks about her regulars and the whole experience. | Content of this to be agreed: Memories from Bransholme and thank you for their warm welcome. Guess the Nose flute song win prizes and intro to guests |
| **1130** | Buses arrive at North Point bus stop as far back as possible |  |
| **1145** | Procession makes its way out of the shopping centre.  Nose Guardian, Gold Nose and Lord Mayor get into the Horse Drawn Carriage and drive off to the History Centre.  Other characters cross at zebra crossing to join taxi queue and leave in a taxi back to loading bay.  Trumpeters don’t follow they go back to the shop  Buffet to arrive at History Centre, Chef dropping food with 1 member of staff to set up in meeting room | Adam brings shop shutter down.  Window vinyl's installed.  Maddie leaves for History Centre with boom box PA and nose cake  Gareth clear atrium  Sutton cars to be booked |
| **1155** | Bus(es) with other guests depart from North Point to History Centre. Guest lists kept by Joshua & Jess | Joshua & Lou  Jess & Elizabeth |
| **12:20** | Arrival at History Centre:  Horse & Carriage to Main entrance on Worship Street for drop off and then onto Charlotte Street mews for loading into Horse Box  Buses to Charlotte Street Mews via George Street (side of Valbon) where they can wait away from moving plant on Worship Street | Maddie  Hot & cold drinks available from History centre trolley for whoever arrives first to pass the time. |
| **12:20** | Invited guests are taken into the History Centre atrium first | Maddie, Lou & Elizabeth |
| **12:25** | Nose Guardian and Lord Mayor bring the Gold Nose into the atrium and place it into the new case to a round of applause. | If the Horse & Carriage arrives before buses they can be inside waiting for the guests at the empty cabinet. |
| **12:30** | Speeches by Nose Guardian, Martin Taylor and Lord Mayor. |  |
| **12:45** | Refreshments, chat etc.  Possible mini-tour for interested people if Martin agrees. | Tables and chairs set out in meeting room, Martin on hand to talk to families about centre and exhibition |
| **13:15** | Guests back onto the bus.  Bus departs | Joshua & Lou  Jess & Elizabeth |
| **13:45-14:00** | Buses arrives back at North Point |  |

***NB: subject to change***

**11.0 Risk Assessments**

See Appendix

**Section 3 – Public and Audience**

**12.0 Audience Management and Welfare**

Audience management and welfare will be planned and executed in accordance with guidelines as per The Event Safety Guide (HSG195) and Managing Crowds Safely (HSG154).

**12.1 Stewarding Plan**

2x SIA – 10:30 – 12:00 – to follow procession and guests

**12.2 Evacuation Plan**

Follow instruction from North Point Shopping Centre staff.

**12.3 First Aid**

2x SIA staff are first aid trained

**12.4 Lost Children**

To be referred to North Point Shopping Centre.

**12.5 Lost Property**

To be referred to North Point Shopping Centre.

**13.0 References**

1. The Event Safety Guide, HSG195, ISBN 9780717624539

2. Managing Crowds Safely, HSG154, ISBN 9780717618347

3. The Health and Safety at Work Act 1974

4. The Management of Health and Safety at Work Regulations 1999

5. A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

HSE L73, ISBN 9780717664597

6. Five Steps to Risk Assessment, ISBN 9780717664405

7. The Work at Height Regulations 2005 (as amended) HSE INDG401(rev1)

ISBN 9780717662319

8. Manual Handling Operations Regulations 1992 (as amended)

ISBN 9780717628230

9. Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and Guidance. ISBN 9780717616282

10. Provision and Use f Work Equipment Regulations 1998. Approved Code of Practice and Guidance. ISBN 9780717662951

11. Memorandum of Guidance on the Electricity at Work Regulations 1989.

ISBN 9780817662289

12. Maintaining Portable and Transportable Electrical Equipment. HSG107

ISBN 9780717628056

13. Safe Use of Ladders and Stepladders. INDG402, ISBN 9780717661053