

**HULL BIG WEEKEND 2017
PARK AND RIDE SITES**

Event Management Plan

HULL 2017

**09/05/17
Version 1**

garybeestone

CONTENTS

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- Individual Site Overviews
- Site Plans
- Risk Assessments
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1: Summary

This operational plan outlines the resource and process at each of the shuttle bus and park and ride sites for Hull Big Weekend 2017.

This is a working document and works in conjunction with documents from LTP, SEP and health and safety documentation provided by Gallowglass.

2: Key Contacts

Zoe Snow, Gary Beestone Ltd – Project Manager
Gary Beestone, Gary Beestone Ltd – Production Manager
Seb Cannings, Gary Beestone Ltd – Assistant Production Manager
Chris Clay, Hull 2017 – Client Lead
James Haworth, Gallowglass – Health and Safety
Alex Brunel and Tim Keynes, SEP – Traffic Management and management of vehicles within the car park/shuttle bus sites
Local Transport Projects – Production of traffic management plan

3: Key Supplier Contacts (refer to production contact list)

All Occasions – Infrastructure
CN Security – Stewarding
John E Write– Signage
KC Conveniences – Toilets
HPSS – PA System
North East Medical – First Aid
TBC – Onsite catering/welfare
John Donnelly – Stagecoach (Buses)
Paul Marney – First Group (Buses)
*Full contact list to be circulated shortly

4: Ticketing

Tickets for each car park can be purchased online on a first come, first served basis. There will be the option to buy tickets onsite should capacity allow at some sites – this will be managed by SEP in each car park. No tickets are to be bought on the buses themselves.

TICKET SALES COSTS

£7.50 IN ADVANCE AND ON THE DAY

£13 IN ADVANCE AND ON THE DAY

*On the day ticket price TBC

5: Numbers –Capacities for each site (passenger per day)

12,250: INTERCHANGE Stagecoach
4,500: LECONFIELD First Group
5,500: WALTON STREET Stagecoach
3,250: GROVE HILL First Group

Locations

Site 1 - **YELLOW**

Paragon Interchange

Europa House
184 Ferensway
Hull
HU1 3UT

Site 2 - **BLUE**

Leconfield Airfield

Normandy Barracks
Leconfield
HU17 7LX

Site 3 - **GREEN**

Walton Street Car Park

West Park
Walton St
Hull
HU3 6JR

Site 4 - **PINK**

Grove Hill

Beck View Rd
Beverley
Hull
HU17 0JT

Summary of Service

Paragon Interchange – Shuttle bus service

Leconfield / Normandy Barracks – Park and ride service

Walton Street – Shuttle bus and park and ride service

Grove Hill – Shuttle bus service

SITE 1 – YELLOW

Paragon Interchange

Key Info

Site Type:	Shuttle
Vehicle Capacity:	N/A
Foot Passenger Expectation:	12,100 (LIKELY 11,000 PER DAY)
Times Active:	09 00 – 14 00 & 21 00 – 01 00 Low frequency returns throughout afternoon

Staffing

Load in: Utilising Paragon incumbent security

Live: 1no. Site Manager
1no. Assistant Site Manager
2 no. Crew
4 no. Stewards
2 no. SIA

Load Out: Utilising Paragon incumbent security

Driver Welfare

Central Control Room of the train station is available on both days until 01 00 (to be confirmed if available later in the evening)

Passenger Welfare

8 Standard and 2 Accessible Toilets in addition to permanent toilets at this site

Water

1 no. First aider NE Medical for Event live

Payment

Payment will be taken at the Hull 2017 desk in the station. This will be managed by Hull 2017.

Queueing

Ped Barrier queueing system outside in bus parking spaces A & B plus bays inside in front of each gate (32 – 38). Each bay to hold one bus worth of people (75).

Infrastructure

170m Ped Barrier

14no. Signage

6no. Bins 1100L Bins

1no. Pallet Water

Other Info

The barrier in front of Doors A and B must be cleared at 14 00 and reset pre 09 00 on both days. Crew will be on site from 08 00 – 15 00 to set up and strike the barrier. There is a storage area that we can utilise though this is outside

Bays 32 – 38 available for our use during operating times only



SITE 2 – BLUE

Leconfield Airfield

Key Info

Site Type:	Park & Ride
Vehicle Capacity:	1,000 – 1,250 CARS PER DAY LIKELY (160 cars per acre) NO MORE THAN 1,800 CARS AND 4,500 PEOPLE
Foot Passenger Expectation:	N/A
Times Active:	9 00 – 14 00 & 21 00 – 01 00 Low frequency returns throughout afternoon

Staffing

Load in:

- 1no. Site Manger
- 8 no. Crew (split over all sites)
- 2 no. SIA

Live:

- 1no. Site Manager
- 1no. Assistant Site Manager
- 4 no. SIA
- 6 no. Stewards

- 2 no. SIA (Overnight)

Load Out:

- 1no. Site Manager
- 4 no. Crew (split over all sites)
- 2no. SIA

Driver Welfare

Site office onsite

Burger van for driver welfare – They will staff during peak times

Toilets will need to be provided (and there is a small indoor space which can also be used)

Passenger Welfare

28 Toilets and 3 accessible units – *KC Convenience*

1 no. Water Pallet - *Radnor Hills*

1 no. First aiders - *NE Medical*

Payment

SEP to manage onsite and advise any infrastructure they need.

They will be using a cabin and also may need 15 pieces of ped barrier.

Queueing

Two bus stop locations both needing ped queueing systems.

Infrastructure

600m Ped barrier for queueing & road closures.

50m Heras Barrier for 'sterile zone'

16 no. Site Lights - there are no existing lights on site

22no. Signs
1no. Diesel Generator
1no. Water Boiler
4no. Trestle Tables
10no. Chairs

SEP to provide signs on entrances instructing drivers what to do if they return for their car when the site is closed (post 1am.)

Other Info

Sterile box area to be created at vehicle entrance (using heras fencing). This position will be guarded by a venue marshall and an event SIA when live.

Extra cones and barrier needed to block off certain roads within the airfield – Refer to SEP plan. (SEP to provide cones.)

Bus drivers will need vehicle passes to access the airfield.

SEP to provide extra and reflective road signs on site for all vehicles (Refer to signage plan.)

Dot plan to be provided for SIA and stewards by GB Ltd.

A site induction will take place with the MOD on Friday 26th May at 10 00. Site Manager, SEP and CN Security to attend. (A radio will be required to link the onsite team to the MOD.

Hull 2017 to send out letters for residence on Grange Road to make them aware of the extra traffic during the event. (The MOD may also do this in support.)

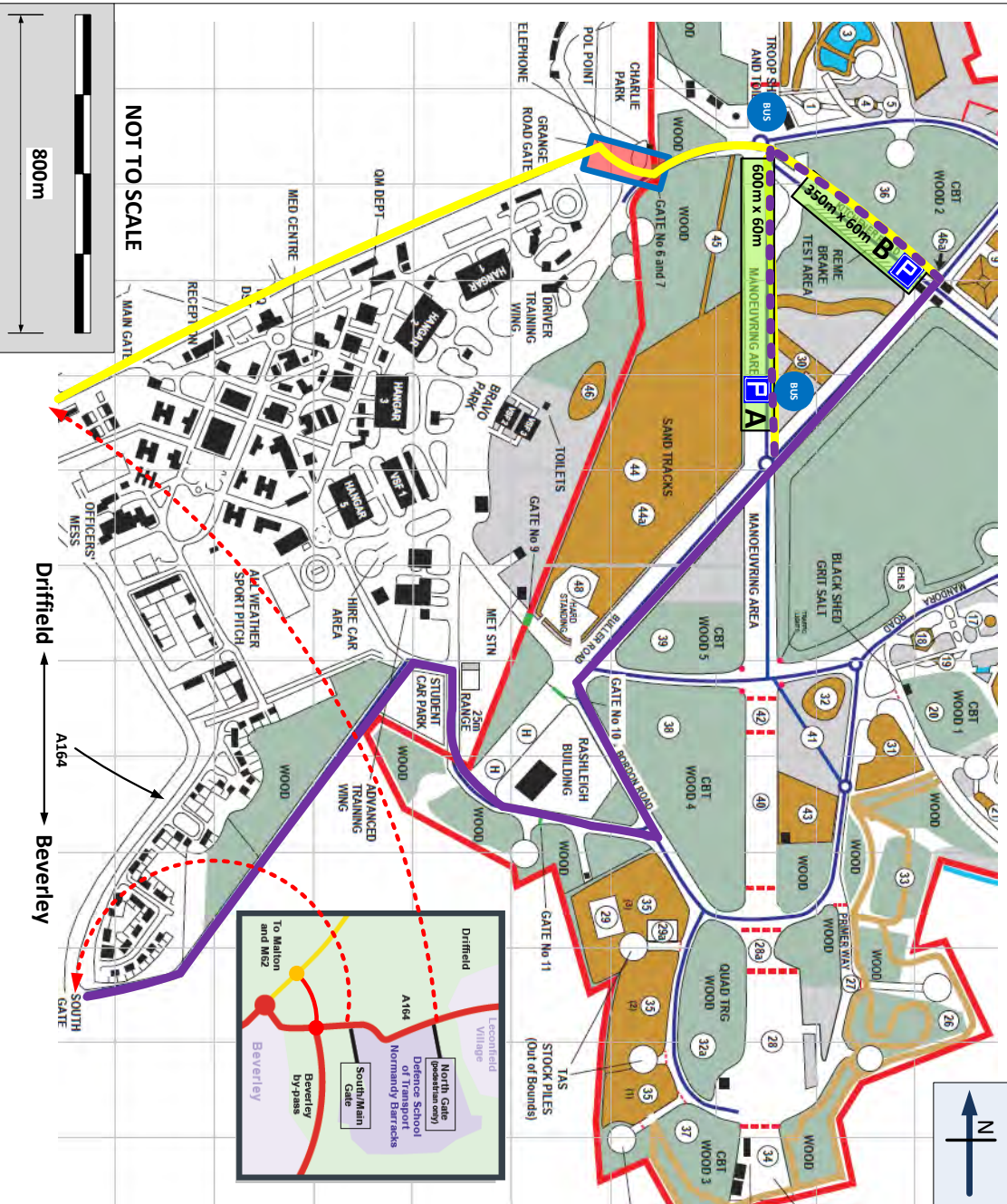
The tarmac areas of the site must be clear by 10am on Monday 29th May. Load out activities can continue after this time. Crew to be booked from 8am to clear tarmac.

All MOD staff will travel in Black Ford Rangers / Usuzu and will carry an MOD pass onsite and do not need to stop at any time.

Some buses will stay on site overnight on Saturday 27th May. This has been agreed with the MOD.

Advance Security

Contact list and passport details to be sent to MOD (all onsite staff)



**ONE BIG WEEKEND
PARKING & BUS PLAN
SIMPLIFIED**

File Reference:
01/03/01 – Trg Area

Version No: 1.2
Date: 28 Mar 17

Description:
This drawing depicts access to DST Leconfield for public parking the and movement of people using buses.

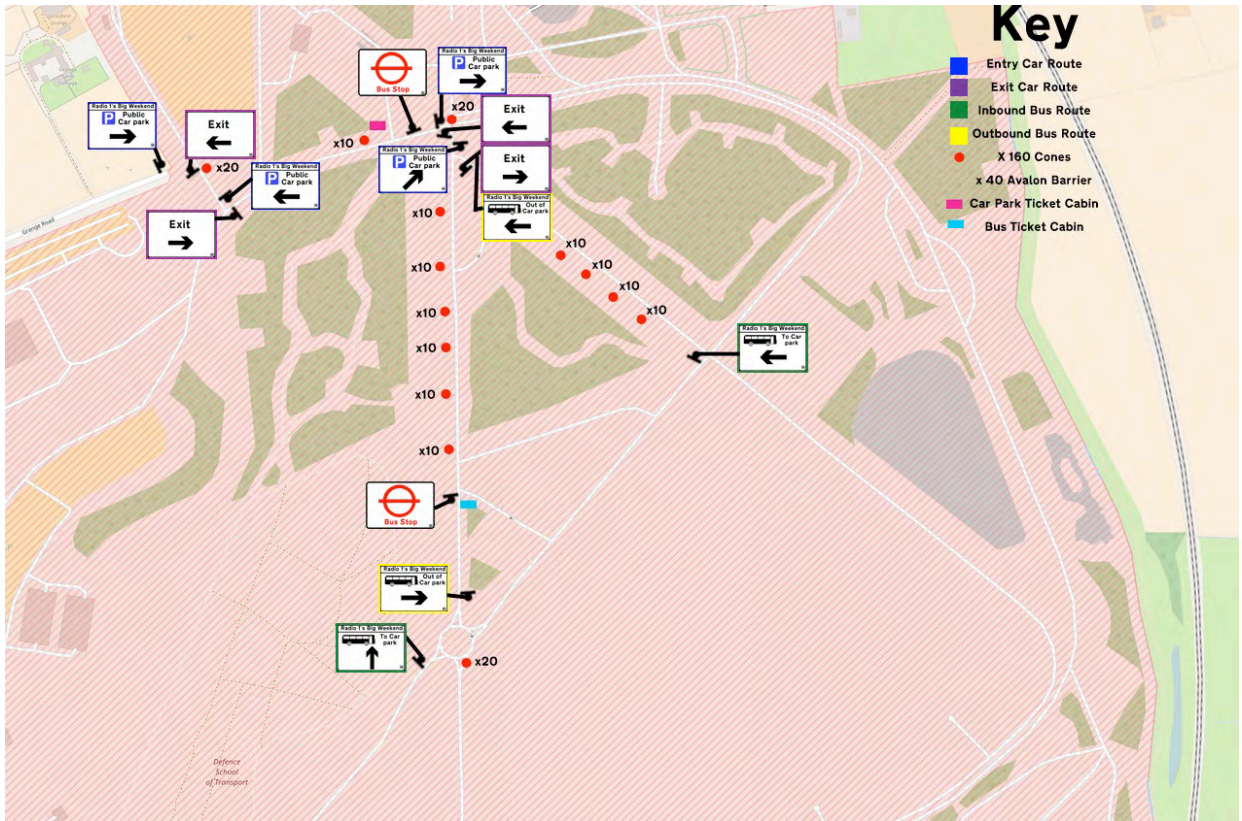
Key:

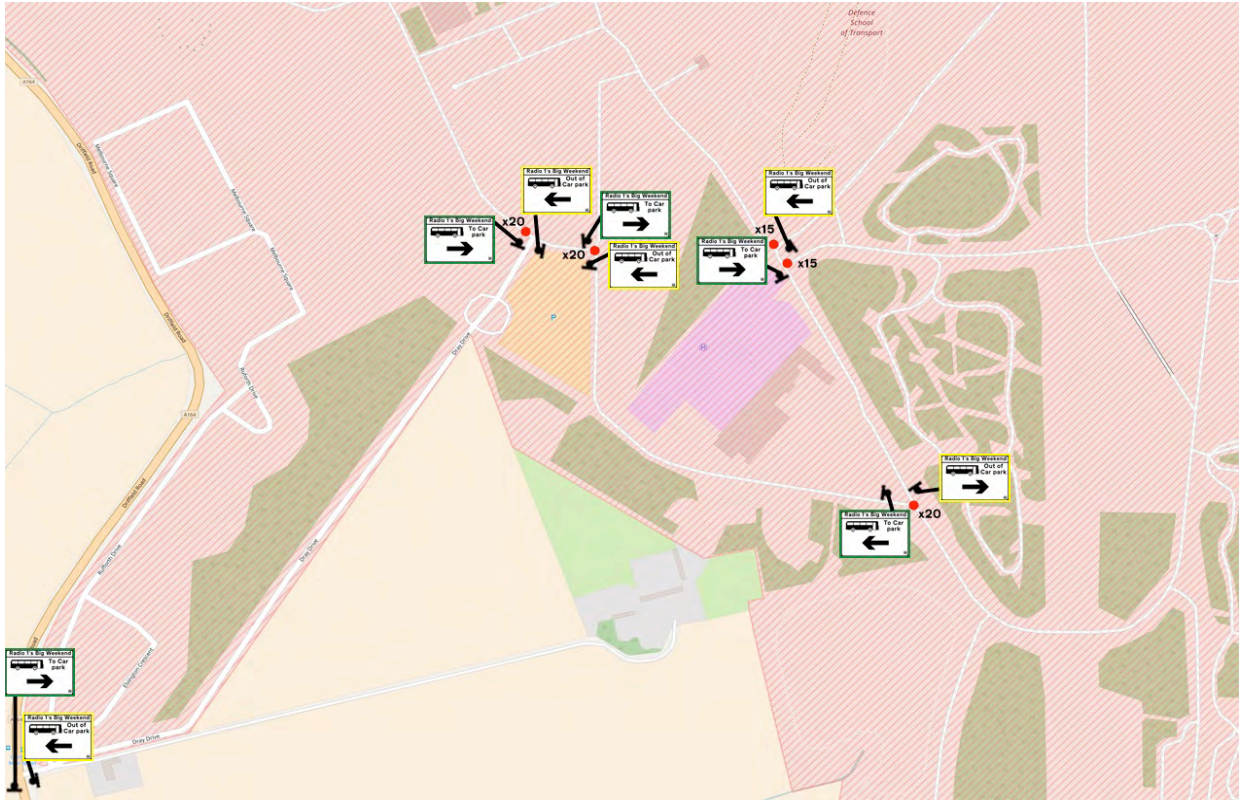
- Parking capacity potential:
- Zone A – 1200
 - Zone B – 700
 - Private car route
 - Bus route
 - Bus Stop
 - Security fence zone

Note:

Parking bay dimensions:
Width 2.5m Length 4.8m transit lane width 6m

Acknowledgement		
Appointment	Name	Initial and Date
COS		
Security Officer		
ERRC		
SO3 Resources		





Leconfield Images

- 1: Passenger vehicle entrance
- 2: View from passenger vehicle entrance
- 3: One of the strips being used as a car park



SITE 3 - GREEN

Walton Street Car Park

Key Info

Site Type:	Park & Ride
Vehicle Capacity:	1,100 (LIKELY 1,192 CARS) 7,500 PASSENGERS TOTAL MAX
Foot Passenger Expectation:	Some expected
Times Active:	09 00 – 14 00 & 21 00 – 01 00 Low frequency returns throughout afternoon

Staffing

Load in: 1no. Site Manger
8 no. Crew (split over all sites)
2 no. SIA

Live: 1no. Site Manager
1no. Assistant Site Manager
2 no. SIA
6 no. Stewards

2 no. SIA (Overnight)

Load Out: 1no. Site Manager
4 no. Crew (split over all sites)
2 no. SIA

Overnights: 2no. SIA

Driver Welfare

Marquee and toilets to be provided

Passenger Welfare

28no. Toilets (inc. 2 Accessible)

Water

1 no. First aiders *NE Medical*

Payment

SEP to manage onsite and advise any infrastructure they need.

They will be using a cabin and also may need 15 pieces of ped barrier.

Queueing

Ped barrier down path to stadium for queueing.

Infrastructure

350m Ped Barrier for queueing system & to close unused entrances

8no. Site Lights

1no. Pallet Water

1no. Marquee

1no. Generator
1no. Water Boiler
4no. Trestle Tables
10no. Chairs
1no. Site Buggy

Other Info

Final partnership plans on the safe running and operation of the site to follow
Small carpark not being used (though on hold should we need it)



PED Barrier: 604,90m / 263 Barriers
 Signs: 18
 Stewards: 6
 S/A Stewards: 2
 1100L Bins: 8
 Site Lights: 11
 Toilets: 26 +2 Accessible

Hull Big Weekend		DO NOT SCALE	
Site 3 - Walton Street			
		02/05/17	

SITE 4 - PINK **Grove Hill**

Key Info

Site Type:	Shuttle
Vehicle Capacity:	N/A
Foot Passenger Expectation:	3,250 PASSENGERS
Times Active:	9 00 – 14 00 & 21 00 – 01 00 Low frequency returns throughout afternoon

Staffing

Load in: 1no. Site Manger
8 no. Crew (split over all sites)
2 no. SIA

Live: 1no. Site Manager
1no. Assistant Site Manager
2 no. SIA
2 no. Stewards

2 no. SIA (Overnight)

Load Out: 1no. Site Manager
4 no. Crew (split over all sites)
2no. SIA

Driver Welfare

Marquee and toilets to be provided

Passenger Welfare

12no. Toilets (inc. 1no. Accessible)
Water
1no. First aiders *NE Medical*

Payment

NO SALES ON SITE

Queueing

Ped barrier queueing system to be used

Infrastructure

300m Ped barrier needed for queueing system
2no. Site Lights
6no. Signage
1no. Pallet Water
1no. Marquee
1no. Generator
1no. Water Boiler
4no. Trestle Tables
10no. Chairs

Additional Info

Needs essential clearance by council – See images below.



SITE 5

Burton Constable

Only items to be supplied by production team (all other elements via the BBC Team)

Signage
PA System
Loud Hailers
VMS Sign

Staffing

Load in: 1no. Site Manger

Live: 1no. Site Manager
1no. Assistant Site Manager

Load Out: 1no. Site Manager

Signage

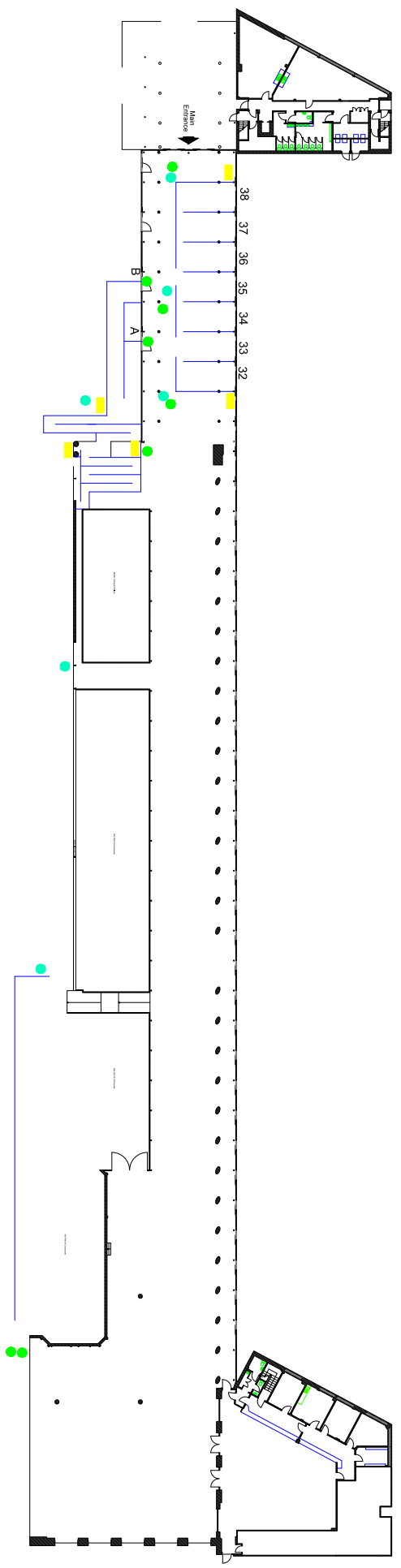
7no. Pantone § 803c Neon Yellow background, white writing '**PARAGON INTERCHANGE**'
3no. Pantone § 2175c Neon Blue background, black writing '**LECONFIELD**'
2no. Pantone § 806c Neon Pink background, black writing '**GROVE HILL**'
4no. Pantone § 802c Neon Green background, black writing '**WALTON STREET**'

PA System

Public Address Only

Other Info - Buses

16 buses staged at each time from the main site
171 buses in total operational



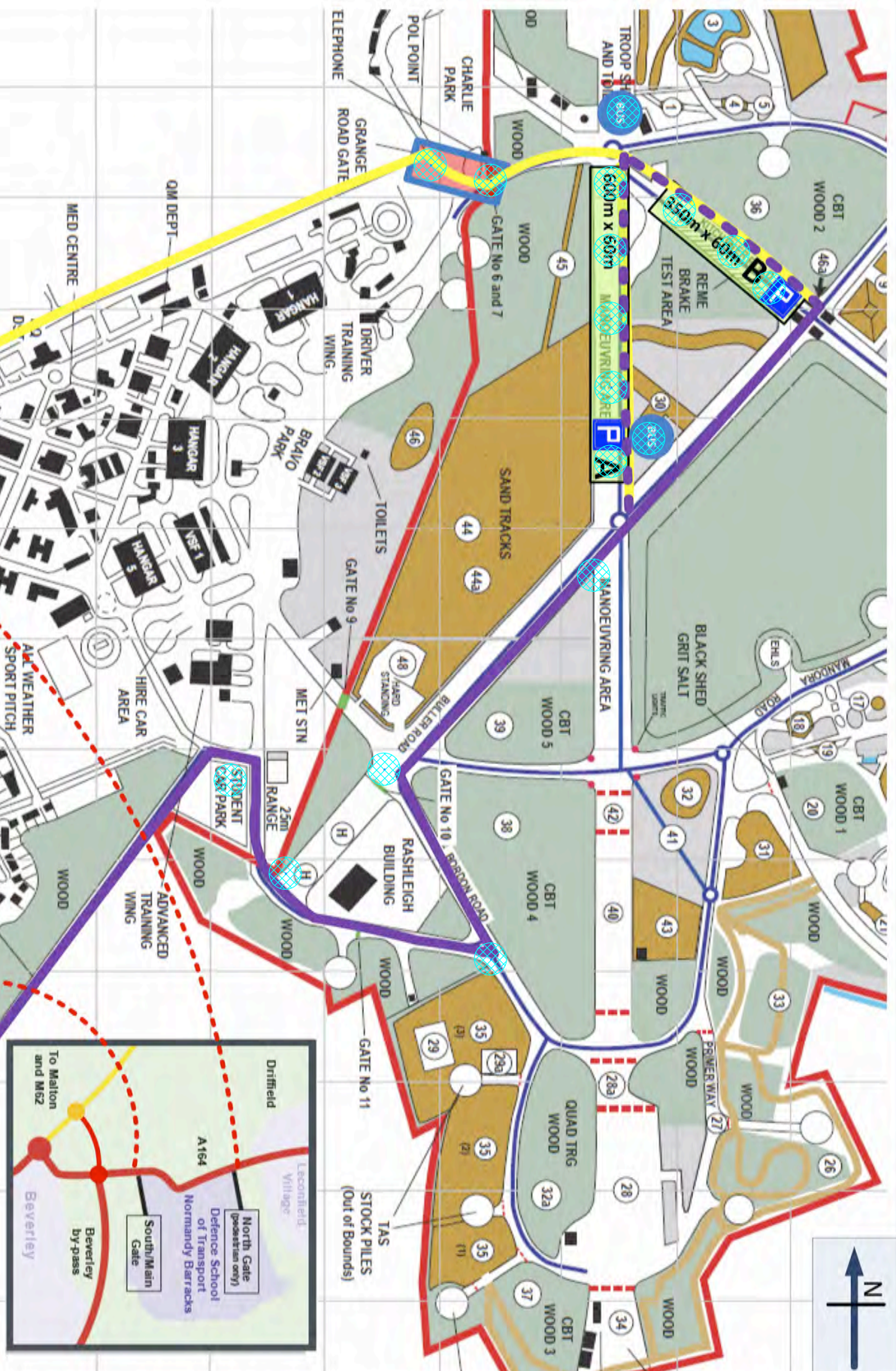
HULL BIG WEEKEND

Site 1 - Paragon Interchange DO NOT SCALE

08/05/17



DEFENCE SCHOOL OF TRANSPORT – CONCEPT DRAWING



File Ref
01/03/

Description
This drawing shows the proposed location of public buses.

Key:

Parking

• Zo

• Zo

• Pri

• Bu

• Bu

• Se

Note:

Parking

Width

Acknowledgement

Hull Big Weekend

Leconfield

DO NOT SCALE

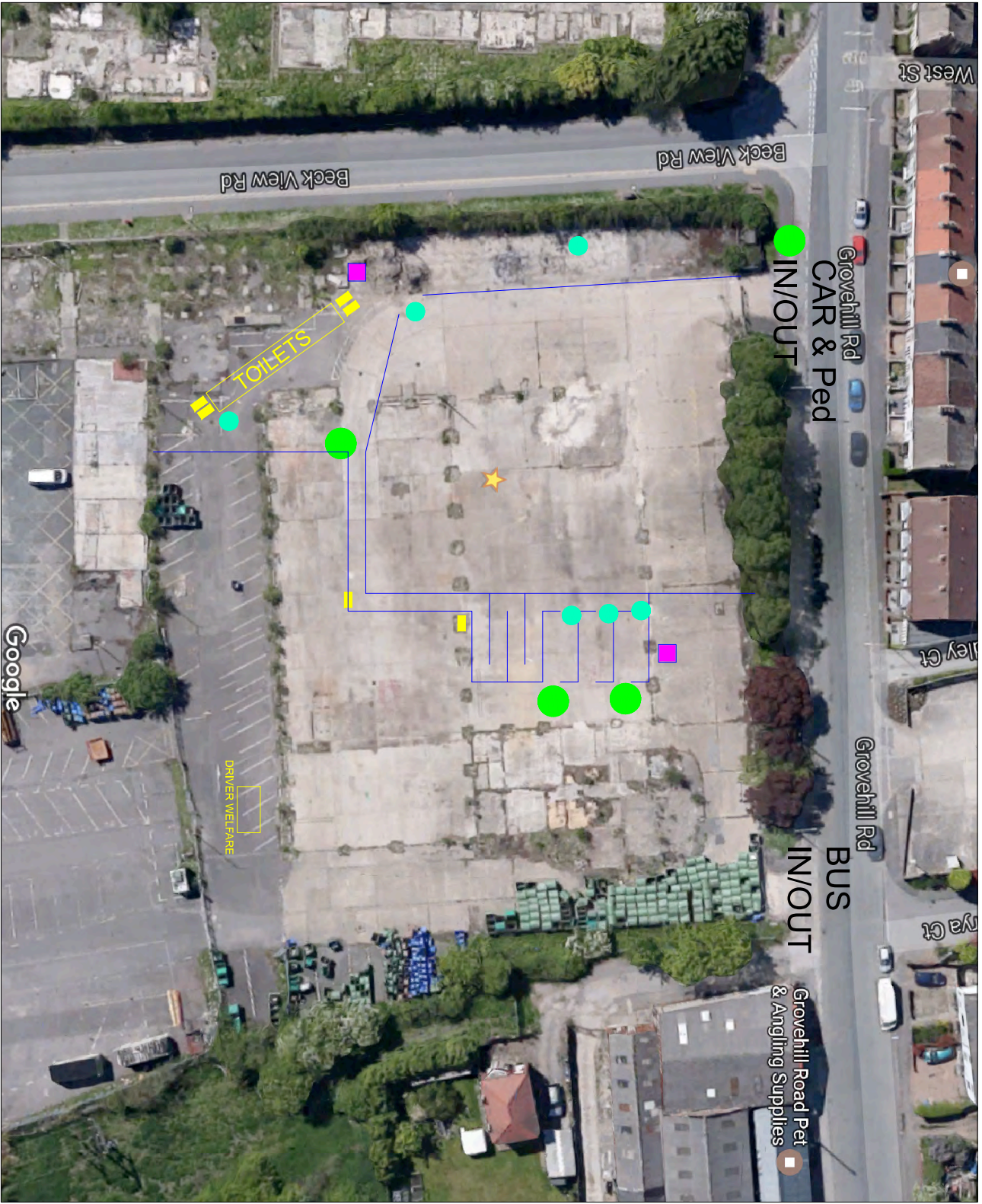
040517





Hull Big Weekend
 Site 3 - Walton Street
 DO NOT SCALE
 02/05/17





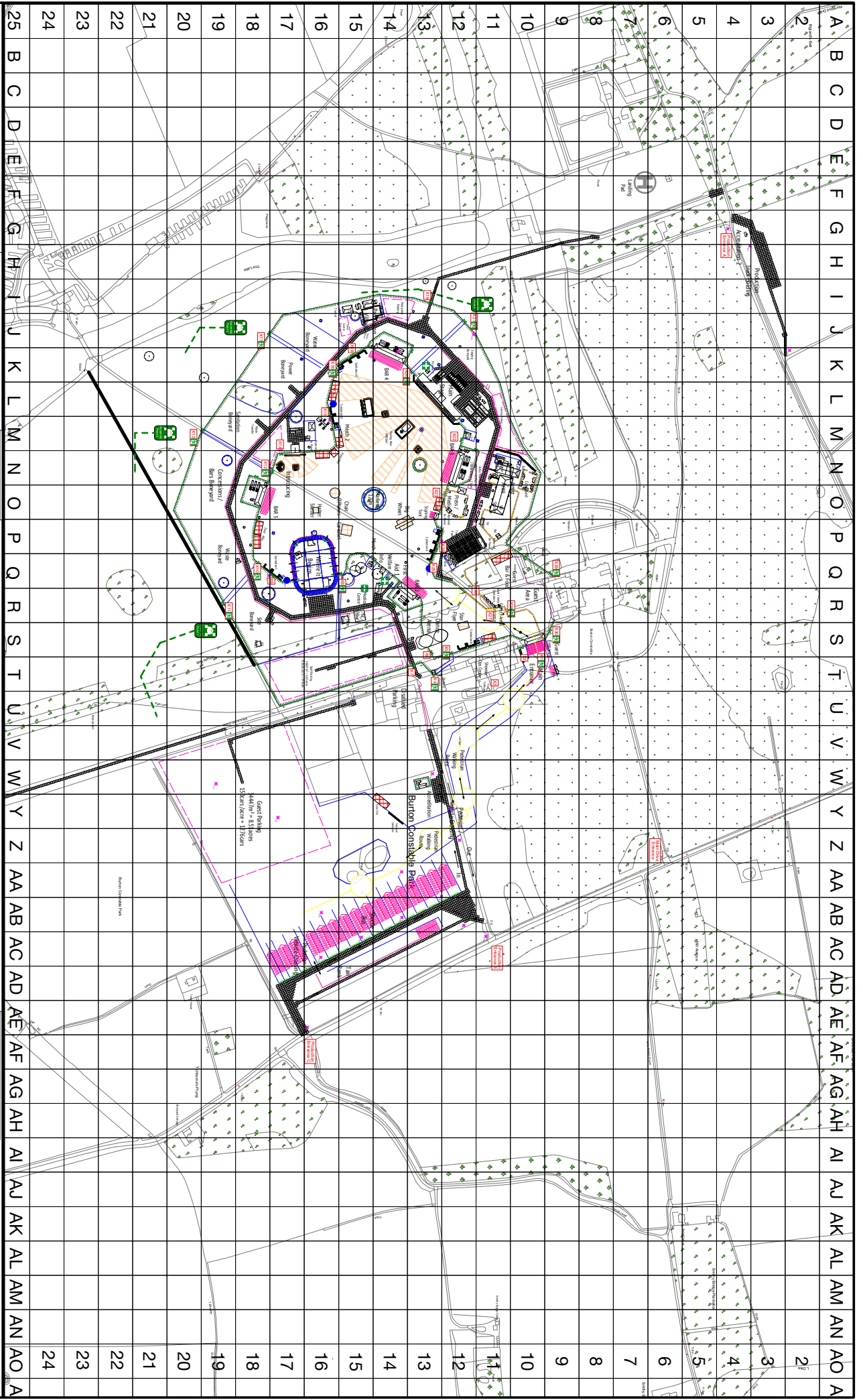
Hull Big Weekend

Site 4 - Grove Hill

DO NOT SCALE

08/05/17

garybeestone



Radio One Big Weekend

PRAWMIBY: MJ

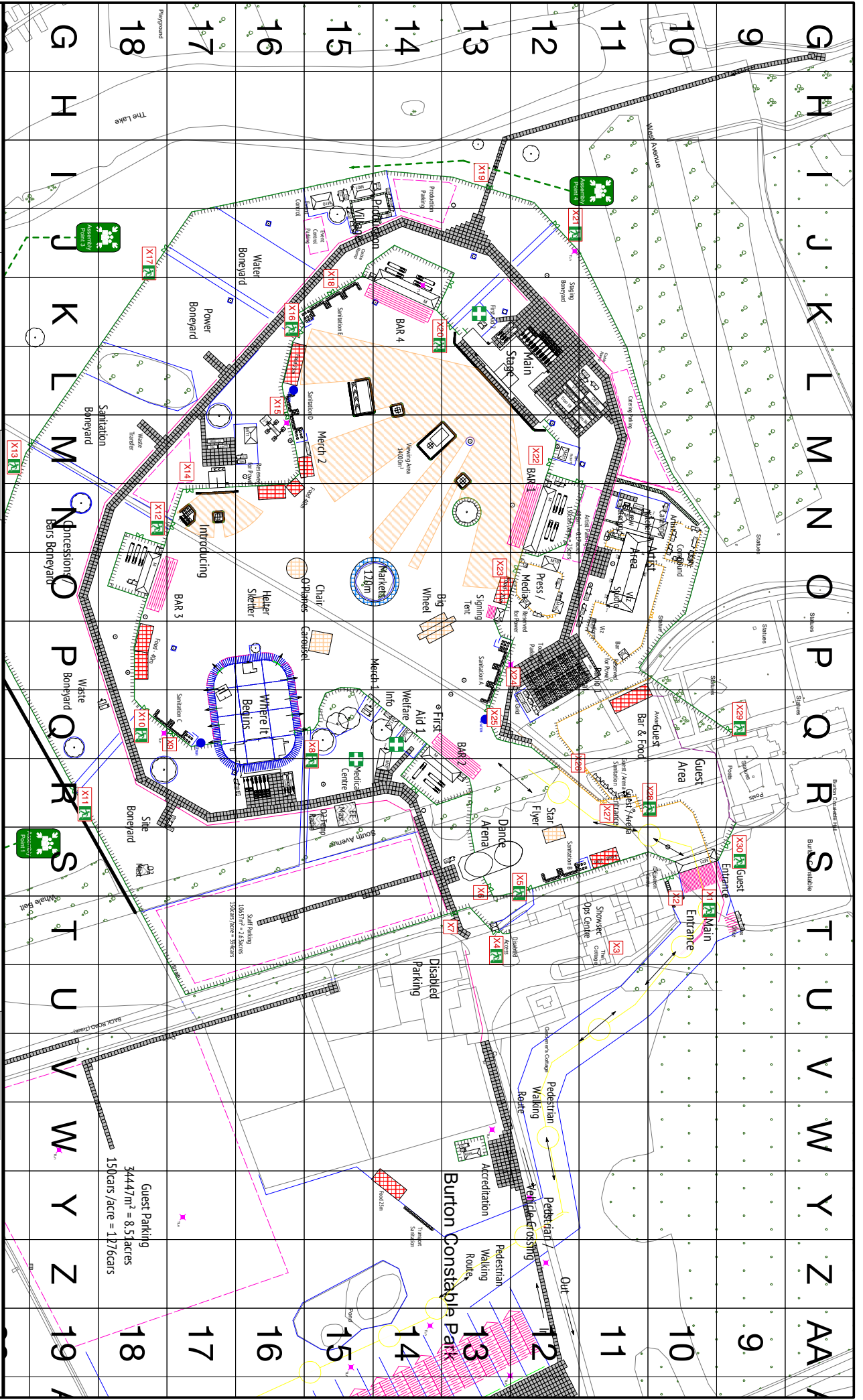
Notes:

VENUE	DATE
Burton Constable Hall	12/04/2017
DRAWING TITLE	SCALE
Site Overview	1:5000@A3
REVISION	V7



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Key	
Barrier	Steel Shield
Mat Barrier	Picket Fence
Hedges	Trakway
Hi Hoard	Food Concession
Smart Head	Market
	Fairground
	Festoon
	Tower Light
	Gate
	Emergency Exit



Radio One Big Weekend		DATE	12/04/2017
Venue		DATE	MU
Burton Constable Hall		SCALE	1:2500@A3
DRAWING TITLE		REVISION	V7
Arena Overview		Notes:	

Notes:

Key	
Barrier	Shaw Shield
Mat Barrier	Picket Fence
Hedges	Trakway
Hi Hoard	Food Concession
Smart Hoard	Market
	Fairground
	Festoon
	Tower Light
	Gate
	Emergency Exit

Guest Parking
 34447m² = 8.53 acres
 150 cars/acre = 1276 cars

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Risk Assessments for Transport Hub

Radio 1 Big Weekender

Site: Paragon Interchange

Client: Hull UK City of Culture 2017

Author: James Haworth – Gallowglass Health and Safety LLP

Version: 1

Document Control

THIS DOCUMENT IS LIVE AND IS SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

Author Control

Name	Version	Action	Sections	Date
James Haworth	1.0	Draft	All	03/05/2017

Release Control

Name	Version	Release Date	Released to?
James Haworth	1.0	03/05/2017	Chirs Clay, Melissa McVeigh, Zoe Snow

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H&S Management Statement

1.0 H&S Management Statement

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations 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 etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, Hull UK 17 take all reasonably practicable steps to ensure the health, safety and welfare of its employees and sub-contractors.

A high standard of performance in this respect is one of the Company's principal objectives and an integral part of its approach to service delivery.

The involvement and co-operation of all employees and sub-contractors on both an individual and collective basis are crucial to the achievement of these aims. In all its activities the Company acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its employees and the environment in which it operates.

1.1.1 The Health and Safety at Work etc. Act 1974

S.2 (1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees"


S3(1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

1.1.2 The Management of Health and Safety at Work Regulations 1999

Regulation 3 (1) "Every employer (and self-employed) 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 of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"

Risk Assessment Information

Document Dates:	03/05/2017		
Event Dates:	27/05/2017 – 28/05/2017		
Task	Transport Hub for Radio 1 Big Weekender – Shuttle Service		
Site	Paragon Interchange		
Ares to be used	As per the site plans		
Who will this risk assessment be communicated to	All Technical HOD's. Production Staff. Team Leaders.		
When should this risk assessment be communicated	Prior to Installation and Operation		
Completed document to be submitted to	Hull UK, Gary Beeston, Paragon Interchange		
Completed by	James Haworth		
Required Personnel Protective Equipment (PPE)	High Visibility Vest	Suitable footwear (not open toed)	
Overview:			
<p>This risk assessment has been produced to cover all activities, tasks and associated risks relating to the operation of the transport hubs for the Radio 1 Big Weekender. Gary Beestone Ltd have been appointed by Hull UK 17 to manage the transport hubs and install any additional event infrastructure. Garry Beestone Ltd shall produce an 'operational plan' for which this risk assessment shall supplement. The risk assessments have been split into 3 x sections; Build / De-Rig, Operational and Fire.</p>			
Emergency Procedures:	<p>In case of injury, the individual should cease work immediately, be checked out by first aider onsite and if too severe for the first aider, an ambulance shall be called. This should be recorded in the accident report book in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>		
 First Aid Facilities	Name of On-Site First Aider:	TBC	
	First Aid Box Location:	TBC	

Risk Assessment Matrix

Severity

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood

Likelihood

- 1 Extremely Unlikely
- 2 Possible but unlikely
- 3 Conceivable
- 4 Probably would happen at some time
- 5 Almost certain to happen

Severity

- | | | |
|---|---------------------------------|--|
| 1 | No or minimum injury | No equipment or property damage |
| 2 | First aid treatment on site | Minimum equipment or property damage |
| 3 | First aid treatment off site | Equipment and property damage |
| 4 | Major injury or hospitalisation | Localised equipment or property damage |
| 5 | Fatality | Extensive property or equipment damage |

Risk = Risk Rating

L = Likelihood

S = Severity

1 – 6 Low Risk

Action is not required to lower the risk. Time effort and money is proportionate to the risk

7 – 15 Medium Risk

Action may be required to control the risk. Immediate short term measures may be required

16 – 25 High Risk

Action is required urgently to control the risk. Further resources are almost inevitable

Risk Assessment

'People at Risk' Code		'Responsibility' Code	
Who / What	Description	Code	Description
S	Staff member	Hull	Hull UK City of Culture
I	Installed Equipment and Infrastructure	GB	Gary Beestone Ltd
C	Contractor	C	Contractor
V	Visitor / Guest / Public	PAR	Paragon Interchange

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Build and De-Rig Phase (BP)											
BP1	Loading / unloading	C; V; S	Serious injury through lack of awareness; Contact with moving vehicles; Contact with members of the public	4	2	8	All drivers, staff and contractors must have the sufficient PPE, including steel-toe safety footwear and hi-vis vest as a minimum. All vehicle loads will be securely packed and strapped prior to arriving on site. The driver will check the load before unloading. Where necessary, equipment will be placed securely on the centre of the tail-lift by use of a non-mechanical lifting aid. Ensure the equipment is away from the edges and back of the tail-lift. Manufacturers SWL will be displayed within the tail lift area on the vehicle and this weight shall never be exceeded. Where necessary, designated Banksman/ traffic marshal will control vehicle movements. At no time shall any member of staff/ contractor ride on a moving tail-lift. Insecure loads will be held by staff/ contractors at ground level.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP2	Protection of Staff and Contractors	S;C	Unfamiliarity with working environment Unsure of site arrangements	3	3	9	All staff given all site arrangements at induction. Access and Egress information to each area shall be provided before arriving onsite and site personnel will be on hand to help guide Hull UK contractors to their designated area. All equipment shall be loaded into interchange through designated area. All contractors engaged to be advised before arriving to the Site and briefed/ inducted before starting work. All Hull UK personnel working on the build phase should understand the risks associated with their task and work. Adequate welfare facilities are available within the central control room.	2	2	4	Hull, GB, C, PAR
BP3	Failure of Communication	S;C	Contractors creating unsafe working environment as a result of unfamiliarity with procedures	3	4	12	Briefings between contractors to identify works taking place throughout the build phase. A daily schedule of works will be available and circulated to all contractors by the Production Team. A means of communication should be established with Interchange	2	2	4	Hull, GB, C, PAR
BP4	Unsafe Work Practices	S;C	Accidents, incidents and near misses Event jeopardised as a result of accident Contractors creating hazard to the public	3	4	12	All contractors to follow methods identified in pre-approved documentation. Warning to be given to contractors who undertake unsafe working practises and removal of contractor staff from site if persistent unsafe methods are used.	2	3	6	Hull, GB, C
BP5	Non – Use of PPE	C;S	Injury caused by a variety of site hazards affecting eyes, head, feet, hands, ears and body parts..	3	4	12	High visibility vest or jacket to be worn at all times by all staff / contractors. Safety footwear to be worn at all times to protect from objects landing on the foot or from standing on sharp objects.	1	4	4	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP6	Protection of Public	C;S;V	Unfamiliarity with site environment resulting in accident	3	3	9	All visitors to be accompanied by a member of the event management team for the duration of the visit. PPE will be worn by all site visitors, the minimum requirement for site visitors will be high visibility vests and closed shoes. Additional PPE shall be worn if stated in the site rules.	2	2	4	Hull, GB, C
BP7	Failure of Housekeeping	C;S	Slips, trips and falls Fire	4	3	12	All floor surfaces within the site event areas will be suitably slip resistant where practicable, kept in good condition with defects reported immediately to management to be rectified, and fire exits and routes be free of obstructions at all times. Equipment, material and tools when not in use should be stored away safely and securely to prevent creating additional hazards. Where a build-up of large volumes of waste / discarded materials occurs, special detail shall be instructed via communication and removal will be prioritised.	2	3	6	Hull, GB, C
BP8	Excessive working hours / illness	C;S	Fatigue, lack of concentration, reduction in output.	4	4	16	Event Management team to ensure that adequate rest and meal breaks are taken. Maximum shift 12 hours, not to be exceeded without the permission of the contractor manager onsite. Any staff member who feels unwell or fatigued will inform the GB site manager of their condition or if in their opinion appears to be unwell or fatigued will not continue his shift and will leave site, unless it is unsafe to do so. Event management team will monitor all working staff and the hours worked.	2	4	8	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP9	Adverse weather conditions. Exposure to extreme weather conditions.	C;S	Heat exhaustion, sunburn Wet weather, vision impaired activities, slips and falls	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of staff and contractors on site, the site management team will assess conditions and advise all staff and contractors of necessary action to reduce the risk. Access to suitable and sufficient welfare facilities shall be a requirement. It is anticipated that the majority of the works within the interchange are inside and undercover from the elements	2	3	6	Hull, GB, C
BP 10	Failure to identify unauthorised persons.	C;S;V	Injury to persons Loss of personal belongings Damage to property / environment	4	2	8	A Security contractor shall be appointed to provide 'on site' security provision. All persons accessing each site shall receive site specific induction briefings prior to commencing work. Security personnel will liaise closely with the site management team and also with Interchange staff as and when required. As all staff will be wearing hi-visibility vests; identification of persons not authorised to be onsite will be easily undertaken	2	2	4	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 11	Manual Handling	C; S	Musculoskeletal disorders from improper technique. Broken limbs, bruising and abrasions from dropped items.	4	4	16	<p>All staff / contractors to be trained in correct manual handling techniques and to be competent in their use. All staff / contractors to be instructed not to undertake any manual handling that is beyond their physical means.</p> <p>Wherever possible mechanical lifting aids will be used to reduce manual handling requirements. Team lifting will be used where practicable especially when large and bulky items are being moved. All material to be checked before lifting for sharp edges or any other potential for harm they present. All appropriate PPE must be worn. All routes to be pre-checked before lift is made to ensure they are clear from obstruction or hazard. Contractors ensure good communication before and during lift.</p> <p>Where any repetitive manual handling is required contractors are encouraged to take regular breaks.</p> <p>Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Further training and verbal instruction to be given where appropriate.</p>	2	4	8	Hull, GB, C
BP 12	Working at height.	C; S	Falling from height causing injury. Falling objects causing injury to people working on the ground.	3	4	12	The hierarchy of control must be considered before all work at height. If work at height can be eliminated it must be. Where work at height is unavoidable work equipment or other measures must be used to prevent falls. Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.	2	4	8	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 13	First Aid provision	C; S; V	Injuries sustained within the event site Liquid / fuel spillage. Slips, trips and falls. Inability to deal with first aid and medical requirements	3	4	12	First Aiders shall be present during the installation and de-rig. Designated, appointed staff shall be trained in First Aid and certificates made available for inspection if required by an authorised officer of the licensing authority. Adequate and appropriate First Aid equipment shall be available at the event site at all times it is occupied. A dedicated first aider will be available when guests are within the site. Continual monitoring of the situation throughout the duration of the installation and de-rig.	1	4	4	Hull, GB, C
BP 14	Non Reporting of accidents.	C; V; S	Legislation breach Inability to deal with worsening injuries.	4	2	8	Written records of all accidents / safety incidents involving staff shall be kept on the premises and be made available to an authorised officer if requested. An Accident book shall be kept on the premises and accidents / safety incidents shall be entered for staff, all staff and visitors. Continual monitoring of the situation throughout the duration of the event.	2	2	4	Hull, GB, C
BP 15	Site Rules	C; V; S	Persons accessing restricted areas Failure to follow procedures Staff unaware of arrangements.	3	3	9	All staff will be given all site rules and procedures prior to going onsite. All site rules and emergency arrangements will be communicated to all staff at in an induction when first arriving onsite before undertaking any work.	2	1	2	Hull, GB, C
BP 16	Fatigue	S; C; V	Accidents occurring as a result of tiredness Unsuitable / long working hours Insufficient staff to cover long days	3	4	12	Schedule created to ensure days are kept to a maximum of 12 hours where possible. Sufficient rest / breaks given to staff and contractors. Staff members / crew to be rotated at suitable intervals Staff area available for breaks.	1	3	3	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 17	Contractor Competence	S; C	Unsafe working practices Unsafe site conditions Danger to other sub-contracted services	3	4	12	All sub-contractors to provide health and safety documentation to Hull UK as part of the pre-site requirements. All health and safety documentation to be reviewed by the Hull UK health and safety advisor. Following documentation will form part of documentary requirements: <ul style="list-style-type: none"> • Risk Assessment • Method Statement • Proof of Insurance 	2	3	6	Hull, GB, C
BP 18	Interaction with the public	S; C; V	Public being injured by crew moving equipment during installation and dismantle. Public injuring themselves on installations. Public being violent or abusive with a member of staff.	3	3	9	Due care and attention shall be shown to Interchange staff and / or general public with regard to the installation of any equipment within the venues. Equipment shall be manoeuvred carefully and ped not '1 manned' or carried on the shoulder. Buses have been rerouted, thus no queuing is anticipated in the working areas Security on hand to assist with public movement and communications	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Operational Phase (OP)											
OP1	Breakdown of Communication	S;C	<p>Uncertainty over working arrangements</p> <p>Confusion over responsibilities</p> <p>Contractors unsure of other contractor's timeframes</p> <p>PAR site operations being hampered by Hull UK activities</p>	3	3	9	<p>Each contractor will be aware of their responsibilities onsite by way of verbal communication, meetings and site induction / briefings.</p> <p>A full schedule of works will be created to ensure that all contractors are aware of deadlines for completion and other contractors reliant on completion times to install other equipment.</p> <p>GB shall allocate a specific site manager to Paragon Interchange. A means of communication shall be agreed between the site manager and the Interchange staff and security supervisor</p> <p>CN Security have been engaged by Hull UK and will have SIA security and stewards onsite</p> <p>Signage and loudhailers for guest information.</p>	2	2	4	Hull, GB, C, PAR
OP2	Inadequate Welfare Facilities	C; V; S	Staff not provided with adequate welfare facilities	3	3	9	<p>For both staff and guest's additional facilities will be brought to site, using the event safety guide guidelines.</p> <p>Central control room to be available for breaks for staff</p> <p>Water supplied to all staff members throughout all event phases.</p> <p>Adequate first aid provision available throughout.</p> <p>All of the above shall be discussing during any staff briefings</p>	1	2	2	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP3	No Evacuation Arrangements	C; V; S	Confusion in emergency situation Inability to account for staff member's within the site Inability to raise the alarm	4	5	20	The interchange evacuation arrangements shall be circulated / communicated to all staff prior to commencing work on site. Call points are present and available as a means of raising the alarm. All staff made aware of all arrangements including how to raise the alarm in the pre-work briefing. Assembly points shall be determined and briefed to staff. In the first instance the responsibility for calling the emergency services shall lay with the site manager.	1	5	5	Hull, GB, PAR
OP4	Smoking	C; V; S	Fire / Discard of cigarette butts Non-smokers exposed to chemicals in cigarette smoke	3	4	12	Smoking area created and sign posted. All staff made aware of the smoking area during the pre-work induction. All guests shall be monitored by staff to ensure smoking only occurs within the designated areas and not within the interchange.	2	3	6	Hull, GB, C
OP5	Inclement weather	C; V; S; I	Cold and wet weather conditions resulting in guests discomfort Damaged equipment and infrastructure	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of person's onsite outside in the elements, the site manager will assess the conditions and decide upon which any remedial action The weather forecast shall be checked regularly during the run up to the event.	2	3	6	Hull, GB

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP6	Traffic management and vehicle movement	C; V; S; I	Collisions with moving vehicles Vehicles accessing unauthorised areas	4	3	12	Hull have engaged a competent traffic management company SEP Events whom shall coordinate and manage all vehicle movements onsite in accordance with their traffic management plan. Vehicle marshals shall guide vehicle in and out of the parking zones at the start and end of the event. Bays have been suspended and allocated to Hull UK and regular buses rerouted. All event staff shall wear suitable hi-visibility clothing. Vests or similar and they shall ensure guests do not walk into any vehicle routes	1	3	3	Hull, GB
OP7	Crowd management and site security	C; V; S; I	Crushing injuries Inability to egress safely in an emergency Claustrophobia	4	2	8	Arrangements shall be stated and briefed relating to entry and egress of the site and emergency evacuation. Pedestrian barrier queues / lanes shall be installed as per the site plan Additional stewarding shall be engaged to assist with pedestrian movements, along with SIA trained security. This shall be the responsibility of CN Security CN Security shall assist with any unruly guests and the police called when necessary Signage plan shall be developed to give information and direction to guests Floor space capacity calculations shall be performed to ensure there is enough space against the anticipated the number of guests	2	2	4	Hull, GB, PAR

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP8	Litter	C; V; S; I	Vermin Trips, slips and falls	2	4	8	All waste must be collected and removed to a designated point to be advised. It is the responsibility of the Hull UK and GB to ensure that any waste generated by their operations is removed from site promptly following the conclusion of the event Controlled waste should be collected and disposed in accordance with the Environmental Protection Act 1990	2	2	4	Hull, GB
OP9	Bus pick up and drop off	C; V; S; I	Over crowing of people Too many people on certain buses	2	4	8	Bus capacities shall not be exceeded Competent bus contractors engaged No alcohol permitted on the bus Seat belts should be worn No standing on any buses Any person deemed to be unruly may be politely spoken by SIA trained security If the situation escalates then the police maybe called to assist	2	2	4	Hull, GB
OP 10	Pedestrian overcrowding	C; V; S; I	Compromise of safe egress/access route Injury to public - crushing	3	4	12	Advise capacity shall be monitored by CN security for the trips to site Crowd control in the form of pedestrian barriers Barriers removed on the trip back	2	3	6	Hull, GB

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Fire Risk Assessment (FA)											
FA1	Cigarette discard	S; C; V	Fire	2	4	8	Smoking will only be allowed in the predetermined smoking areas during the build and de-rig, this shall be monitored by the production team. During the event phase at each site, the smoking area will be indicated by prominent signage at appropriate points and will be policed by the event security.	1	4	4	Hull, GB, C
FA2	Fire or bomb threat.	S; C; V	Major Injury, mass panic, confusion. Risk of trampling as large numbers of guests try to exit the structure.	5	3	15	Potential for fatal or serious injury caused by an outbreak of fire, explosion or panic. An Emergency PA will be in place to alert the guests if an emergency should arise (loud hailers?) Fire marshals will be familiar with evacuation procedures and will co-ordinate the evacuation of the station in the event of a small fire or minor incident. Interchange control room shall still be in operation and a line of communication established with them The GB site manager shall lease with the CN security / interchange control room In the event of a major incident the emergency services will take over the co-ordination of the evacuation.	4	2	8	Hull, GB, C, PAR
FA3	Egress Blocked	S; C; V	Blocked egress Trip hazards Panic / crushing	3	4	12	Access routes shall be kept clear at all times. Barriers shall be positioned to ensure fire escape routes are kept clear at all times Production team and security shall monitor during the event. Suitable signage shall be installed around the site	2	3	6	Hull, GB

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
FA4	Evacuation of each site	S; C; V	Mass Panic Hysteria Confusion Trampling / crushing	3	5	15	In the event of evacuation, all staff will follow the emergency procedure for the site. Event staff will assume control of the situation under instruction of the Interchange control room. Ensure all staff are to be briefed on the emergency plan and aware of individual responsibilities.	2	4	8	Hull, GB, PAR
FA5	Overcrowding	S; C; V	Trampling / crushing	3	5	15	Floor space capacity calculations should be performed Capacity monitored by eye or with the assistance of the cameras in the control room	2	4	10	Hull, GB, PAR

References

1. The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events, HSE, HSG195, ISBN 0717624536.
2. Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049.
3. Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151.
4. Management of Health and Safety at Work Regulations 1999.
5. The Regulatory Reform (Fire Safety) Order 2005.

Evacuation Procedure Paragon Interchange

All Staff, Visitors and Contractors

Visitors and Contractors please make sure when entering the building and or the site you sign in on the signing in sheet on the notices board situation in the foyer on the first floor. Also that you sign out before leaving. All Staff are to sign on and off Duty.

Make sure you are aware of the locations of the nearest fire exit, fire extinguishers, break glass alarm call points and the assembly point.

Any person discovering a fire should raise the alarm by operating at the nearest call point.

The alarm is tested every Wednesday at 10:00hrs or approx. If you hear an alarm at any other time please proceed quickly and in an orderly manner to the assembly point by the shortest route. Do not stop to collect personal belongings.

Fire extinguishers are not for fighting fires. They should only be used to secure a safe escape from the building for you and your colleagues.

Do not attempt to re-enter the building until instructed by the Fire Brigade, the Fire Warden or the Interchange Supervisor.

Interchange Supervisors

On hearing alarm interchange supervisors should switch their radios to channel 1 and call sign 4 will instigate an evacuation. The Interchange supervisor on duty should follow the procedure specific to them, as laid down on the Train station major incident procedure. Points to note are as follows:-

1. Passengers between bays 1-18 should be directed to exit the building via the front entrance. The duty staff member from the Carlisle Security team has instructions to guide these passengers out after securing the undercover car park.
2. Passengers between bays 19-38 should be directed to exit via the West End doors. The Interchange Supervisor on duty is to guide these passengers out of the interchange.
3. All service buses from both companies at the bays should immediately reverse off the stand and follow the instruction issued by their controller staff.
4. No bus drivers are allowed to enter the Interchange via the West End doors to get back to their service bus if on stand. Any driver wishing to gain access to a service bus on a stand should be instructed to go via the rolling road.
5. When exiting via the West End Doors the Interchange Supervisor is to lock these doors.
6. All passengers should be guided by the Interchange Supervisor via the rolling road on the central reservation to the front of the station. At this point both bus company staff will direct passengers to where service buses will depart.

7. Collect the signing in and out sheets from bus company Fire Warden and carry out a check of visitors and contractors at the assembly point.
8. No persons are allowed back into the Interchange until the all clear is given under instruction from the Train Station Supervisor. Monitor the radio for communication from the duty manager and wait the all clear.
9. Contact both bus companies via the radio and mobile telling them that the all clear as been given and it is safe to go back to normal operating procedures.

EYMS and Stagecoach Staff

Fire Warden

The bus company Fire Warden on duty in the control building are to make sure the building is evacuated. Instruct all drivers on their rest period, all visitors and contractors to go straight to the assembly point situated at the corner of the bus park near the large blue and yellow waste bins. Collecting the visitors and contractors signing in and out sheets and give them to the Interchange supervisor.

Supervisor and Radio operators

Are to make by radio, an all calls message instructing drivers to leave the stands immediately and not to enter the Interchange to drop passengers off.

Are to go to the entry point Ferensways / Margaret Moxon Way and instruct drivers and passenger were their service boarding point is situated in the City Centre.

Once given the all clear, contact all drivers via the radio with an all calls message instructing drivers to carry out their duty back at the Interchange.

Drivers

Drivers should not leave their duty service bus on a stand without permission of a bus company supervisor.

On hearing an alarm, follow the instructions from their company Supervisor via the radio and or the Interchange Supervisor, immediately leaving the stand.

Should not re-enter the Interchange via the West End doors to gain access to a service bus on a stand; this should be done via the rolling road.

Should follow the instructions of their duty supervisor on were to carry out their departure point in the City will be.

Drivers should not re-enter the interchange rolling road area to carry out your duty until instructed.

Do not attempt to re-enter the building or the Interchange until instructed by the Fire Brigade, the Fire Warden Company Supervisors or the Interchange Supervisor.

All breakdowns in this procedure are to be reported.



Risk Assessments for Transport Hub

Radio 1 Big Weekender

Site: Defence School of Transport, Leconfield

Client: Hull UK City of Culture 2017

Author: James Haworth – Gallowglass Health and Safety LLP

Version: 1.1

Document Control

THIS DOCUMENT IS LIVE AND IS SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

Author Control

Name	Version	Action	Sections	Date
James Haworth	1.0	Draft	All	13/04/2017
James Haworth	1.1	Update	FRA	04/05/2017

Release Control

Name	Version	Release Date	Released to?
James Haworth	Draft	13/04/2017	Chris Clay Zoe Snow
James Haworth	Update	04/05/2017	Chris Clay Zoe Snow

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H&S Management Statement

1.0 H&S Management Statement

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations 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 etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, Hull UK 17 take all reasonably practicable steps to ensure the health, safety and welfare of its employees and sub-contractors.

A high standard of performance in this respect is one of the Company's principal objectives and an integral part of its approach to service delivery.

The involvement and co-operation of all employees and sub-contractors on both an individual and collective basis are crucial to the achievement of these aims. In all its activities the Company acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its employees and the environment in which it operates.

1.1.1 The Health and Safety at Work etc. Act 1974

S.2 (1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees"


S3(1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

1.1.2 The Management of Health and Safety at Work Regulations 1999

Regulation 3 (1) "Every employer (and self-employed) 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 of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"

Risk Assessment Information

Document Dates:	13/04/2017		
Event Dates:	27/05/2017 – 28/05/2017		
Task	Transport Hub for Radio 1 Big Weekender – Park and Ride Service		
Site / Site	Defence School of Transport	Leconsfield	
Ares to be used	As per the site plans and Memorandum of Understanding		
Who will this risk assessment be communicated to	All Technical HOD's. Production Staff. Team Leaders.		
When should this risk assessment be communicated	Prior to Installation and Operation		
Completed document to be submitted to	Hull UK, Gary Beeston, Leconsfield		
Completed by	James Haworth		
Required Personnel Protective Equipment (PPE)	High Visibility Vest	Safety Shoes	Hard Hat - During any working at height
Overview:			
<p>This risk assessment has been produced to cover all activities, tasks and associated risks relating to the operation of the transport hubs for the Radio 1 Big Weekender. Gary Beestone Ltd have been appointed by Hull UK 17 to manage the transport hubs and install any additional event infrastructure. They shall produce an 'operational plan' for which this risk assessment shall supplement. The risk assessments have been split into 3 x sections; Build / De-Rig, Operational and Fire.</p>			
Emergency Procedures:	<p>In case of injury, the individual should cease work immediately, be checked out by first aider onsite and if too severe for the first aider, an ambulance shall be called. This should be recorded in the accident report book in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>		
 First Aid Facilities	Name of On-Site First Aider:	TBC	
	First Aid Box Location:	TBC	

Risk Assessment Matrix

Severity

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood

Likelihood

- 1 Extremely Unlikely
- 2 Possible but unlikely
- 3 Conceivable
- 4 Probably would happen at some time
- 5 Almost certain to happen

Severity

- | | | |
|---|---------------------------------|--|
| 1 | No or minimum injury | No equipment or property damage |
| 2 | First aid treatment on site | Minimum equipment or property damage |
| 3 | First aid treatment off site | Equipment and property damage |
| 4 | Major injury or hospitalisation | Localised equipment or property damage |
| 5 | Fatality | Extensive property or equipment damage |

Risk = Risk Rating

L = Likelihood

S = Severity

1 – 6 Low Risk

Action is not required to lower the risk. Time effort and money is proportionate to the risk

7 – 15 Medium Risk

Action may be required to control the risk. Immediate short term measures may be required

16 – 25 High Risk

Action is required urgently to control the risk. Further resources are almost inevitable

Risk Assessment

'People at Risk' Code		'Responsibility' Code	
Who / What	Description	Code	Description
S	Staff member	Hull	Hull UK City of Culture
I	Installed Equipment and Infrastructure	GB	Gary Beestone Ltd
C	Contractor	C	Contractor
V	Visitor / Guest	DST	Defence School of Transport

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Build and De-Rig Phase (BP)											
BP1	Loading / unloading	C; V; S	Serious injury through lack of awareness; Contact with moving vehicles; Contact with members of the public	4	2	8	All drivers, staff and contractors must have the sufficient PPE, including steel-toe safety footwear and hi-vis vest as a minimum. All vehicle loads will be securely packed and strapped prior to arriving on site. The driver will check the load before unloading. Where necessary, equipment will be placed securely on the centre of the tail-lift by use of a non-mechanical lifting aid. Ensure the equipment is away from the edges and back of the tail-lift. Manufacturers SWL will be displayed within the tail lift area on the vehicle and this weight shall never be exceeded. Where necessary, designated Banksman/ traffic marshal will control vehicle movements. At no time shall any member of staff/ contractor ride on a moving tail-lift. Insecure loads will be held by staff/ contractors at ground level.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP2	Protection of Staff and Contractors	S;C	Unfamiliarity with working environment Unsure of site arrangements	3	3	9	All staff given all site arrangements at induction. Access and Egress information to each area shall be provided before arriving onsite and site personnel will be on hand to help guide Hull UK contractors to their designated area. All equipment shall be loaded into Site through designated area. All contractors engaged to be advised before arriving to the Site and briefed/ inducted before starting work . All Hull UK personnel working on the build phase should understand the risks associated with their task and work. Adequate welfare facilities available. DST to provide information on any activities taking place which may impact on the build or de-rig.	2	2	4	Hull, GB, C, DST
BP3	Failure of Communication	S;C	Contractors creating unsafe working environment as a result of unfamiliarity with procedures Unclear lines of reporting	3	4	12	Briefings between contractors to identify works taking place throughout the build phase. A daily schedule of works will be available and circulated to all contractors by the Production Team. Where necessary segregated work areas will be established while certain tasks are undertaken. This will be identified in the daily briefing with liaison with DST	2	2	4	Hull, GB, C, DST
BP4	Unsafe Work Practices	S;C	Accidents, incidents and near misses Event jeopardised as a result of accident Contractors creating hazard to other site contractors	3	4	12	All contractors to follow methods identified in pre-approved documentation. Warning to be given to contractors who undertake unsafe working practises and removal of contractor staff from site if persistent unsafe methods are used.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP5	Non – Use of PPE	C;S	Injury caused by a variety of site hazards affecting eyes, head, feet, hands, ears and body parts..	3	4	12	High visibility vest or jacket to be worn at all times by all staff / contractors. Safety footwear to be worn at all times to protect from objects landing on the foot or from standing on sharp objects. All other PPE will be worn in accordance with contractor risk assessments and always maintained in good working order.	1	4	4	Hull, GB, C
BP6	Failure of Installed Elements	C;S	Equipment Failure Electrical Failure Equipment falling from height	3	4	12	All equipment supplied by competent contractors under Hull UK and GB. All contractors are required to provide adequate information for all works taking place prior to arrival onsite.	2	3	6	Hull, GB, C
BP7	Protection of Visitors	C;S;V	Unfamiliarity with site environment resulting in accident	3	3	9	All visitors to be accompanied by a member of the event management team for the duration of the visit. PPE will be worn by all site visitors, the minimum requirement for site visitors will be high visibility vests and closed shoes. Additional PPE shall be worn if stated in the site rules.	2	2	4	Hull, GB, C
BP8	Failure of Housekeeping	C;S	Slips, trips and falls Fire	4	3	12	All floor surfaces within the site event areas will be suitably slip resistant where practicable, kept in good condition with defects reported immediately to management to be rectified, and fire exits and routes be free of obstructions at all times. Equipment, material and tools when not in use should be stored away safely and securely to prevent creating additional hazards. Where a build-up of large volumes of waste / discarded materials occurs, special detail shall be instructed via communication and removal will be prioritised.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP9	Excessive working hours / illness	C;S	Fatigue, lack of concentration, reduction in output.	4	4	16	Event Management team to ensure that adequate rest and meal breaks are taken. Maximum shift 12 hours, not to be exceeded without the permission of the contractor manager onsite. Any staff member who feels unwell or fatigued will inform the GB site manager of their condition or if in their opinion appears to be unwell or fatigued will not continue his shift and will leave site, unless it is unsafe to do so. Event management team will monitor all working staff and the hours worked.	2	4	8	Hull, GB, C
BP 10	Adverse weather conditions. Exposure to extreme weather conditions.	C;S	Heat exhaustion, sunburn Wet weather, vision impaired activities, slips and falls	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of staff and contractors on site, the site management team will assess conditions and advise all staff and contractors of necessary action to reduce the risk. Access to suitable and sufficient welfare facilities shall be a requirement. Regular breaks shall be taken to reduce exposure time and all wet clothing shall be removed and the body dried in warm and dry conditions at the earliest opportunity. Suitable footwear must be worn to protect against wet conditions, grips on the soles of the boots must be adequate.	2	3	6	Hull, GB, C
BP 11	Failure to identify unauthorised persons.	C;S;V	Injury to persons Loss of personal belongings Damage to property / environment	4	2	8	A Security contractor shall be appointed to provide 'on site' security provision. All persons accessing each site shall receive site specific induction briefings prior to commencing work. Security personnel will liaise closely with the site management team from DST As all staff will be wearing hi-visibility vests; identification of persons not authorised to be onsite will be easily undertaken	2	2	4	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 12	Insects / Bugs	C;S	Bites, Stings	3	4	12	All crew / staff are informed that adequate clothing must be worn. First Aid kit available onsite. Any staff members with allergies to alert event management staff on arrival to site.	2	3	6	Hull, GB, C
BP 13	Manual Handling	C; S	Musculoskeletal disorders from improper technique. Broken limbs, bruising and abrasions from dropped items.	4	4	16	All staff / contractors to be trained in correct manual handling techniques and to be competent in their use. All staff / contractors to be instructed not to undertake any manual handling that is beyond their physical means. Wherever possible mechanical lifting aids will be used to reduce manual handling requirements. Team lifting will be used where practicable especially when large and bulky items are being moved. All material to be checked before lifting for sharp edges or any other potential for harm they present. All appropriate PPE must be worn. All routes to be pre-checked before lift is made to ensure they are clear from obstruction or hazard. Contractors ensure good communication before and during lift. Where any repetitive manual handling is required contractors are encouraged to take regular breaks. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Further training and verbal instruction to be given where appropriate.	2	4	8	Hull, GB, C
BP 14	Working at height.	C; S	Falling from height causing injury. Falling objects causing injury to people working on the ground.	3	4	12	The hierarchy of control must be considered before all work at height. If work at height can be eliminated it must be. Where work at height is unavoidable work equipment or other measures must be used to prevent falls. Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.	2	4	8	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 15	First Aid provision	C; S; V	Injuries sustained within the event site Liquid / fuel spillage. Slips, trips and falls. Inability to deal with first aid and medical requirements	3	4	12	First Aiders shall be present during the installation and de-rig. Designated, appointed staff shall be trained in First Aid and certificates made available for inspection if required by an authorised officer of the licensing authority. Adequate and appropriate First Aid equipment shall be available at the event site at all times it is occupied. A dedicated first aider will be available when guests are within the site. Continual monitoring of the situation throughout the duration of the installation and de-rig.	1	4	4	Hull, GB, C
BP 16	Non Reporting of accidents.	C; V; S	Legislation breach Inability to deal with worsening injuries.	4	2	8	Written records of all accidents / safety incidents involving [Workers Name] shall be kept on the premises and be made available to an authorised officer if requested. An Accident book shall be kept on the premises and accidents / safety incidents shall be entered for staff, all [Workers Name] and visitors. Continual monitoring of the situation throughout the duration of the event.	2	2	4	Hull, GB, C
BP 17	Site Rules	C; V; S	Persons accessing restricted areas Failure to follow procedures Staff unaware of arrangements.	3	3	9	All staff will be given all site rules and procedures prior to going onsite. All site rules and emergency arrangements will be communicated to all staff at in an induction when first arriving onsite before undertaking any work.	2	1	2	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 18	Fatigue	S; C; V	Accidents occurring as a result of tiredness Unsuitable / long working hours Insufficient staff to cover long days	3	4	12	Schedule created to ensure days are kept to a maximum of 12 hours where possible. Sufficient rest / breaks given to staff and contractors. Staff members / crew to be rotated at suitable intervals Staff area available for breaks.	1	3	3	Hull, GB, C
BP 19	Contractor Competence	S; C	Unsafe working practices Unsafe site conditions Danger to other sub-contracted services	3	4	12	All sub-contractors to provide health and safety documentation to Hull UK as part of the pre-site requirements. All health and safety documentation to be reviewed by the Hull UK health and safety advisor. Following documentation will form part of documentary requirements: <ul style="list-style-type: none"> • Risk Assessment • Method Statement • Proof of Insurance • Staff competency certification (plant users etc.) • Fire Certification if applicable • PAT / Electrical testing records 	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Operational Phase (OP)											
OP1	Unable to Deliver contracted event infrastructure	I; C	Event infrastructure unfit for purpose Event infrastructure not delivered on time	3	3	9	All contractors have a pre-existing relationship with the Production Company and the local environment. All contractors have full scope of works and delivery times for project. All contractors have been selected on previous examples of the same type of delivery requirements	2	2	4	Hull, GB, C
OP2	Breakdown of Communication	S; C	Uncertainty over working arrangements Confusion over responsibilities Contractors unsure of other contractor's timeframes Daily site operations being hampered by Hull UK activities	3	3	9	Each contractor will be aware of their responsibilities onsite by way of verbal communication, meetings and site induction. A full schedule of works will be created to ensure that all contractors are aware of deadlines for completion and other contractors reliant on completion times to install other equipment. GB shall allocate a specific site manager to Leconsfield. A means of communication shall be agreed between the site manager and the DST liaison officer Hull UK area demarcated from rest of the site to avoid interruption with daily operations	2	2	4	Hull, GB, C, DST
OP3	Inadequate Welfare Facilities	C; V; S	Staff not provided with adequate welfare facilities	3	3	9	Site toilet facilities available, but limited. For both staff and guests additional facilities will be brought to site, using the event safety guide guidelines. Staff room / area to be available for breaks and for an office area. An onsite 'burger van' is available for staff and driver welfare. Special dietary requirements to be considered. Water supplied to all staff members throughout the build, event and de-rig phase. Adequate first aid provision available throughout each event. All of the above shall be discussing during any staff briefings	1	2	2	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP4	No Evacuation Arrangements	C; V; S	Confusion in emergency situation Inability to account for staff member's within the site Inability to raise the alarm	4	5	20	Each sites' evacuation arrangements shall be circulated / communicated to all staff prior to commencing work on site. Detailed list of roles and responsibilities to be circulated to staff. All staff made aware of all arrangements including how to raise the alarm in the pre-work briefing. Assembly points clearly identified on map. In the first instance the responsibility for calling the emergency services shall lay with BG / Hull and they shall liaise with DST liaison officer whom shall assist in coordinating logistics onsite	1	5	5	Hull, GB, DST
OP5	Emergency Arrangements	C; V; S	Causing panic and leading to delay in reaction time leading worsening of injuries and compromising the preservation life and property	4	5	20	Hull UK will make sure there are adequate emergency processes, procedures and provision in place. DST shall ensure they are familiar with the procedures and the liaison officer has a clear line of communication with the GB site manager. A pre-start briefing could be coordinated. General Emergency Evacuation Procedures (GEEP) to be in place to assist anyone with special requirements for the evacuation, medical and welfare provision of vulnerable persons or those with mobility, vision or hearing disabilities involved in the event.	1	5	5	Hull, GB, DST
OP6	Smoking	C; V; S	Fire / Discard of cigarette butts Non-smokers exposed to chemicals in cigarette smoke	3	4	12	Smoking area created and sign posted. All staff made aware of the smoking area during the pre-work induction. All guests shall be monitored by staff to ensure smoking only occurs within the designated areas.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP7	Inclement weather	C; V; S; I	Cold and wet weather conditions resulting in guests discomfort Damaged equipment and infrastructure	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of person's onsite outside in the elements, the site manager will assess the conditions and decide upon which any remedial action The weather forecast shall be checked regularly during the run up to the event. Due to the time of year the weather is anticipated to be fair, and the site is designed on hard standing ground. If necessary, temporary shelters may be considered and installed at the pickup and drop off points for guests. Staff welfare areas available in pre-existing buildings onsite	2	3	6	Hull, GB
OP8	Traffic management and vehicle movement	C; V; S; I	Collisions with moving vehicles Vehicles accessing unauthorised areas	4	3	12	Hull have engaged a competent traffic management company SEP Events whom shall coordinate and manage all vehicle movements onsite in accordance with their traffic management plan (within the site). Car park marshals shall guide vehicle in and out of the parking zones at the start and end of the event They shall demarcate restricted vehicle areas using cones and / or reflective signs. All event staff shall wear suitable hi-visibility clothing. Vests or similar and they shall ensure guests do not walk into any vehicle routes Vehicles require a pass to gain entry	1	3	3	Hull, GB
OP9	Poor lighting levels	C; V; S; I	Slips, trips and falls	3	3	9	Lighting towers shall be strategically positioned throughout the site to provide suitable and sufficient lighting coverage for staff and guests. Additional stewarding shall be engaged to assist with pedestrian movements, along with SIA trained security. An uneven surfaces shall be demarcated using cones and tape or similar and suitable signage, where applicable	1	3	3	Hull, GB

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP 10	Crowd management and site security	C; V; S; I	Crushing injuries Inability to egress safely in an emergency Claustrophobia	4	2	8	<p>Arrangements shall be stated and briefed relating to entry and egress of the site and emergency evacuation.</p> <p>SIA Security shall monitor the entrance and exit routes to the site</p> <p>Trained supervisory staff shall oversee the general safety within the site and security called to assist with any unruly behaviour</p> <p>Additional stewarding shall be engaged to assist with pedestrian movements, along with SIA trained security</p> <p>Heras fencing to be installed to demarcate the Grange Road entrance</p> <p>DST shall still maintain a security presence onsite, although primary responsibility within the transport hub area lies with Hull UK.</p> <p>Signage plan shall be developed to give information and direction to guests</p>	2	2	4	Hull, GB, DST
OP 11	Litter	C; V; S; I	Vermin Trips, slips and falls	2	4	8	<p>All waste must be collected and removed to a designated point to be advised. It is the responsibility of the Hull UK and GB to ensure that any waste generated by their operations is removed from site promptly following the conclusion of the event</p> <p>Controlled waste should be collected and disposed in accordance with the Environmental Protection Act 1990</p>	2	2	4	Hull, GB
OP 12	Bus pick up and drop off	C; V; S; I	Over crowding of people Too many people on certain buses	2	4	8	<p>Bus capacities shall not be exceeded</p> <p>Competent bus contractors engaged</p> <p>No alcohol permitted on the bus</p> <p>Seat belts should be worn</p> <p>No standing on any buses</p> <p>Any person deemed to be unruly may be politely spoken by SIA trained security</p> <p>If the situation escalates then the police maybe called to assist</p>	2	2	4	Hull, GB

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP 13	Vehicle overcrowding in car park zones	C; V; S; I	Compromise of safe egress/access route Damage to vehicles	3	4	12	Additional area available for in the event of overflow parking needed. Carpark operator to ensure that if the need for overflow parking is made apparent and suitable staffing numbers available to manager the area	2	3	6	Hull, GB, DST

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Fire Risk Assessment (FA)											
FA1	Electricity / Fire	S; C; V	Fire / Electrocutation Fire from electric overload / short	2	4	8	Electrical installations to be inspected by a competent person. Regular monitoring of electrical systems (primarily tower lights) Additional firefighting equipment may be provided following a further assessment.	1	4	4	Hull, GB
FA2	Cigarette discard	S; C; V	Fire	2	4	8	Smoking will only be allowed in the predetermined smoking areas during the build and de-rig, this shall be monitored by the production team. During the event phase at each site, the smoking area will be indicated by prominent signage at appropriate points and will be policed by the event security.	1	4	4	Hull, GB, C
FA3	Flammable material	S; C; V	Fuel for fire	2	4	8	All staff and contractors will ensure all material brought to the site for the event has been fire rated. Certificates to be provided and stored in event safety file. For this site it isn't anticipated that any flammable material be brought to site	1	4	4	Hull, GB, C
FA4	Fire or bomb threat.	S; C; V	Major Injury, mass panic, confusion. Risk of trampling as large numbers of guests try to exit the structure.	5	3	15	Potential for fatal or serious injury caused by an outbreak of fire, explosion or panic. An Emergency PA will be in place to alert the guests if an emergency should arise (loud hailers?) Fire marshals will be familiar with evacuation procedures and will co-ordinate the evacuation of the car park in the event of a small fire or minor incident. The GB site manager shall liaise with the DST liaison officer In the event of a major incident the emergency services will take over the co-ordination of the evacuation.	4	2	8	Hull, GB, C, DST

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
FA5	Egress Blocked	S; C; V	Blocked egress Trip hazards Panic / crushing	3	4	12	Access routes shall be kept clear at all times during the event. A final walk around shall take place prior to the guests arrival to ensure all access routes are clear and unobstructed. Production team and security shall monitor during the event. Cones and signs shall be strategically positioned to avoid unauthorised vehicle access. Posts and rope (or similar) maybe installed to direct pedestrians within the authorised areas Suitable signage shall be installed around the site No buses shall be permitted to stop, collect or drop off passengers between the collection point and South gate	2	3	6	Hull, GB
FA6	Evacuation of each site	S; C; V	Mass Panic Hysteria Confusion Trampling / crushing	3	5	15	In the event of evacuation, all staff will follow the emergency procedure for the site. Event staff will assume control of the situation under instruction of the GB site manager, in close liaison with the DST liaison officer. Fire and Emergency services will be called on 999 Ensure all staff are to be briefed on the emergency plan and aware of individual responsibilities.	2	4	8	Hull, GB, DST
FA7	Generators	S; C; V	Fire from generator failure / overload Minor and Major injuries.	3	4	12	Generators will be tested at source and be fit for purpose. Sufficient fuel will be used in the generator before arriving onsite to eliminate the need for refuelling. There will be an emergency cut out switch and generator will only be controlled by trained and competent individual onsite. Generators will be segregated in isolated area 'on site' with adequate firefighting equipment to enable easy access for firefighting and evacuation is required. Generator will be silent to illuminate noise pollution.	2	3	6	Hull, GB, C

References

1. The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events, HSE, HSG195, ISBN 0717624536.
2. Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049.
3. Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151.
4. Management of Health and Safety at Work Regulations 1999.
5. The Regulatory Reform (Fire Safety) Order 2005.



Risk Assessments for Transport Hub

Radio 1 Big Weekender

Site: Grove Hill

Client: Hull UK City of Culture 2017

Author: James Haworth – Gallowglass Health and Safety LLP

Version: 1

Document Control

THIS DOCUMENT IS LIVE AND IS SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

Author Control

Name	Version	Action	Sections	Date
James Haworth	1.0	Draft	All	03/05/2017

Release Control

Name	Version	Release Date	Released to?
James Haworth	Draft	04/05/2017	Chris Clay Zoe Snow

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H&S Management Statement

1.0 H&S Management Statement

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations 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 etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, Hull UK 17 take all reasonably practicable steps to ensure the health, safety and welfare of its employees and sub-contractors.

A high standard of performance in this respect is one of the Company's principal objectives and an integral part of its approach to service delivery.

The involvement and co-operation of all employees and sub-contractors on both an individual and collective basis are crucial to the achievement of these aims. In all its activities the Company acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its employees and the environment in which it operates.

1.1.1 The Health and Safety at Work etc. Act 1974

S.2 (1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees"


S3(1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

1.1.2 The Management of Health and Safety at Work Regulations 1999

Regulation 3 (1) "Every employer (and self-employed) 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 of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"

Risk Assessment Information

Document Dates:	03/05/2017		
Event Dates:	27/05/2017 – 28/05/2017		
Task	Transport Hub for Radio 1 Big Weekender – Shuttle Service		
Site / Site	Grove Hill		
Ares to be used	As per the site plans		
Who will this risk assessment be communicated to	All Technical HOD's. Production Staff. Team Leaders.		
When should this risk assessment be communicated	Prior to Installation and Operation		
Completed document to be submitted to	Hull UK, Gary Beeston, Land Owner		
Completed by	James Haworth		
Required Personnel Protective Equipment (PPE)	High Visibility Vest	Safety Shoes	Hard Hat - During any working at height
Overview:			
<p>This risk assessment has been produced to cover all activities, tasks and associated risks relating to the operation of the transport hubs for the Radio 1 Big Weekender. Gary Beestone Ltd have been appointed by Hull UK 17 to manage the transport hubs and install any additional event infrastructure. They shall produce an 'operational plan' for which this risk assessment shall supplement. The risk assessments have been split into 3 x sections; Build / De-Rig, Operational and Fire.</p>			
Emergency Procedures:	In case of injury, the individual should cease work immediately, be checked out by first aider onsite and if too severe for the first aider, an ambulance shall be called. This should be recorded in the accident report book in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)		
 First Aid Facilities	Name of On-Site First Aider:	NE Medical	
	First Aid Box Location:	NE Medical location shall be briefed	

Risk Assessment Matrix

Severity

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood

Likelihood

- 1 Extremely Unlikely
- 2 Possible but unlikely
- 3 Conceivable
- 4 Probably would happen at some time
- 5 Almost certain to happen

Severity

- | | | |
|---|---------------------------------|--|
| 1 | No or minimum injury | No equipment or property damage |
| 2 | First aid treatment on site | Minimum equipment or property damage |
| 3 | First aid treatment off site | Equipment and property damage |
| 4 | Major injury or hospitalisation | Localised equipment or property damage |
| 5 | Fatality | Extensive property or equipment damage |

Risk = Risk Rating

L = Likelihood

S = Severity

1 – 6 Low Risk

Action is not required to lower the risk. Time effort and money is proportionate to the risk

7 – 15 Medium Risk

Action may be required to control the risk. Immediate short term measures may be required

16 – 25 High Risk

Action is required urgently to control the risk. Further resources are almost inevitable

Risk Assessment

'People at Risk' Code		'Responsibility' Code	
Who / What	Description	Code	Description
S	Staff member	Hull	Hull UK City of Culture
I	Installed Equipment and Infrastructure	GB	Gary Beestone Ltd
C	Contractor	C	Contractor
V	Visitor / Guest	COUNCIL	Council / Landowner

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Build and De-Rig Phase (BP)											
BP1	Loading / unloading	C; V; S	Serious injury through lack of awareness; Contact with moving vehicles; Contact with members of the public	4	2	8	All drivers, staff and contractors must have the sufficient PPE, including steel-toe safety footwear and hi-vis vest as a minimum. All vehicle loads will be securely packed and strapped prior to arriving on site. The driver will check the load before unloading. Where necessary, equipment will be placed securely on the centre of the tail-lift by use of a non-mechanical lifting aid. Ensure the equipment is away from the edges and back of the tail-lift. Manufacturers SWL will be displayed within the tail lift area on the vehicle and this weight shall never be exceeded. Where necessary, designated Banksman/ traffic marshal will control vehicle movements. At no time shall any member of staff/ contractor ride on a moving tail-lift. Insecure loads will be held by staff/ contractors at ground level.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP2	Protection of Staff and Contractors	S;C	Unfamiliarity with working environment Unsure of site arrangements	3	3	9	All staff given all site arrangements at induction. All Hull UK personnel working on the build phase should understand the risks associated with their task and work. Adequate welfare facilities available.	2	2	4	Hull, GB, C,
BP3	Failure of Communication	S;C	Contractors creating unsafe working environment as a result of unfamiliarity with procedures Unclear lines of reporting	3	4	12	Briefings between contractors to identify works taking place throughout the build phase. A daily schedule of works will be available and circulated to all contractors by the Production Team.	2	2	4	Hull, GB, C,
BP4	Unsafe Work Practices	S;C	Accidents, incidents and near misses	3	4	12	All contractors to follow methods identified in pre-approved documentation. Warning to be given to contractors who undertake unsafe working practises and removal of contractor staff from site if persistent unsafe methods are used.	2	3	6	Hull, GB, C
BP5	Non – Use of PPE	C;S	Injury caused by a variety of site hazards affecting eyes, head, feet, hands, ears and body parts..	3	4	12	High visibility vest or jacket to be worn at all times by all staff / contractors. Safety footwear to be worn at all times to protect from objects landing on the foot or from standing on sharp objects. All other PPE will be worn in accordance with contractor risk assessments and always maintained in good working order.	1	4	4	Hull, GB, C
BP6	Failure of Installed Elements	C;S	Equipment Failure Electrical Failure Equipment falling from height	3	4	12	All equipment supplied by competent contractors under Hull UK and GB. All contractors are required to provide adequate information for all works taking place prior to arrival onsite. Electrical equipment should be suitably tested by a competent person.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP7	Protection of Visitors	C;S;V	Unfamiliarity with site environment resulting in accident	3	3	9	All visitors to be accompanied by a member of the event management team for the duration of the visit. PPE will be worn by all site visitors, the minimum requirement for site visitors will be high visibility vests and closed shoes. Additional PPE shall be worn if stated in the site rules.	2	2	4	Hull, GB, C
BP8	Failure of Housekeeping	C;S	Slips, trips and falls Fire	4	3	12	All floor surfaces within the site event areas will be suitably slip resistant where practicable, kept in good condition with defects reported immediately to management to be rectified, and fire exits and routes be free of obstructions at all times. Equipment, material and tools when not in use should be stored away safely and securely to prevent creating additional hazards. Where a build-up of large volumes of waste / discarded materials occurs, special detail shall be instructed via communication and removal will be prioritised.	2	3	6	Hull, GB, C
BP9	Excessive working hours / illness	C;S	Fatigue, lack of concentration, reduction in output.	4	4	16	Event Management team to ensure that adequate rest and meal breaks are taken. Maximum shift 12 hours, not to be exceeded without the permission of the contractor manager onsite. Any staff member who feels unwell or fatigued will inform the GB site manager of their condition or if in their opinion appears to be unwell or fatigued will not continue his shift and will leave site, unless it is unsafe to do so. Event management team will monitor all working staff and the hours worked.	2	4	8	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 10	Adverse weather conditions. Exposure to extreme weather conditions.	C;S	Heat exhaustion, sunburn Wet weather, vision impaired activities, slips and falls	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of staff and contractors on site, the site management team will assess conditions and advise all staff and contractors of necessary action to reduce the risk. Access to suitable and sufficient welfare facilities shall be a requirement. Tent / marquee shall be installed as well as temporary toilet facilities. Regular breaks shall be taken to reduce exposure time and all wet clothing shall be removed and the body dried in warm and dry conditions at the earliest opportunity. Suitable footwear must be worn to protect against wet conditions, grips on the soles of the boots must be adequate.	2	3	6	Hull, GB, C
BP 11	Failure to identify unauthorised persons.	C;S;V	Injury to persons Loss of personal belongings Damage to property / environment	4	2	8	A Security contractor shall be appointed to provide 'on site' security provision. All persons accessing each site shall receive site specific induction briefings prior to commencing work. As all staff will be wearing hi-visibility vests; identification of persons not authorised to be onsite will be easily undertaken	2	2	4	Hull, GB, C
BP 12	Insects / Bugs	C;S	Bites, Stings	3	4	12	All crew / staff are informed that adequate clothing must be worn. First Aid kit available onsite. Any staff members with allergies to alert event management staff on arrival to site.	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
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BP 13	Manual Handling	C; S	Musculoskeletal disorders from improper technique. Broken limbs, bruising and abrasions from dropped items.	4	4	16	<p>All staff / contractors to be trained in correct manual handling techniques and to be competent in their use. All staff / contractors to be instructed not to undertake any manual handling that is beyond their physical means.</p> <p>Wherever possible mechanical lifting aids will be used to reduce manual handling requirements. Team lifting will be used where practicable especially when large and bulky items are being moved. All material to be checked before lifting for sharp edges or any other potential for harm they present. All appropriate PPE must be worn. All routes to be pre-checked before lift is made to ensure they are clear from obstruction or hazard. Contractors ensure good communication before and during lift.</p> <p>Where any repetitive manual handling is required contractors are encouraged to take regular breaks.</p> <p>Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Further training and verbal instruction to be given where appropriate.</p>	2	4	8	Hull, GB, C
BP 14	Working at height.	C; S	Falling from height causing injury. Falling objects causing injury to people working on the ground.	3	4	12	The hierarchy of control must be considered before all work at height. If work at height can be eliminated it must be. Where work at height is unavoidable work equipment or other measures must be used to prevent falls. Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.	2	4	8	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 15	First Aid provision	C; S; V	Injuries sustained within the event site Liquid / fuel spillage. Slips, trips and falls. Inability to deal with first aid and medical requirements	3	4	12	First Aiders shall be present during the installation and de-rig. Designated, appointed staff shall be trained in First Aid and certificates made available for inspection if required by an authorised officer of the licensing authority. Adequate and appropriate First Aid equipment shall be available at the event site at all times it is occupied. A dedicated first aider will be available when guests are within the site. Continual monitoring of the situation throughout the duration of the installation and de-rig.	1	4	4	Hull, GB, C
BP 16	Non Reporting of accidents.	C; V; S	Legislation breach Inability to deal with worsening injuries.	4	2	8	Written records of all accidents / safety incidents shall be kept on the premises and be made available to an authorised officer if requested. An Accident book shall be kept on the premises and accidents / safety incidents shall be entered for staff, and visitors. Continual monitoring of the situation throughout the duration of the event.	2	2	4	Hull, GB, C
BP 17	Site Rules	C; V; S	Persons accessing restricted areas Failure to follow procedures Staff unaware of arrangements.	3	3	9	All staff will be given all site rules and procedures prior to going onsite. All site rules and emergency arrangements will be communicated to all staff at in an induction when first arriving onsite before undertaking any work.	2	1	2	Hull, GB, C
BP 18	Fatigue	S; C; V	Accidents occurring as a result of tiredness Unsuitable / long working hours Insufficient staff to cover long days	3	4	12	Schedule created to ensure days are kept to a maximum of 12 hours where possible. Sufficient rest / breaks given to staff and contractors. Staff members / crew to be rotated at suitable intervals Staff area available for breaks.	1	3	3	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 19	Contractor Competence	S; C	Unsafe working practices Unsafe site conditions Danger to other sub-contracted services	3	4	12	All sub-contractors to provide health and safety documentation to Hull UK as part of the pre-site requirements. All health and safety documentation to be reviewed by the Hull UK health and safety advisor. Following documentation will form part of documentary requirements: <ul style="list-style-type: none"> • Risk Assessment • Method Statement • Proof of Insurance • Staff competency certification (plant users etc.) • Fire Certification if applicable • PAT / Electrical testing records 	2	3	6	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Operational Phase (OP)											
OP1	Unable to Deliver contracted event infrastructure	I; C	Event infrastructure unfit for purpose Event infrastructure not delivered on time	3	3	9	All contractors have a pre-existing relationship with the Production Company All contractors have full scope of works and delivery times for project. All contractors have been selected on previous examples of the same type of delivery requirements	2	2	4	Hull, GB, C
OP2	Breakdown of Communication	S; C	Uncertainty over working arrangements Confusion over responsibilities Contractors unsure of other contractor's timeframes	3	3	9	Each contractor will be aware of their responsibilities onsite by way of verbal communication, meetings and site induction. A full schedule of works will be created to ensure that all contractors are aware of deadlines for completion and other contractors reliant on completion times to install other equipment. GB shall allocate a specific site manager to Grove Hill	2	2	4	Hull, GB, C, Council
OP3	Inadequate Welfare Facilities	C; V; S	Staff not provided with adequate welfare facilities	3	3	9	For both staff and guests additional facilities will be brought to site, using the event safety guide guidelines. Marquees shall be installed as a temporary shelter / rest room Water supplied to all staff members throughout the build, event and de-rig phase. Adequate first aid provision available throughout each event. All of the above shall be discussing during any staff briefings	1	2	2	Hull, GB, C
OP4	No Evacuation Arrangements	C; V; S	Confusion in emergency situation Inability to account for staff member's within the site Inability to raise the alarm	4	5	20	Grove Hill evacuation arrangements shall be circulated / communicated to all staff prior to commencing work on site. Detailed list of roles and responsibilities to be circulated to staff. All staff made aware of all arrangements including how to raise the alarm in the pre-work briefing. In the first instance the responsibility for calling the emergency services shall lay with BG site manager.	1	5	5	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP5	Emergency Arrangements	C; V; S	Causing panic and leading to delay in reaction time leading worsening of injuries and compromising the preservation life and property	4	5	20	Hull UK will make sure there are adequate emergency processes, procedures and provision in place.	1	5	5	Hull, GB, C
OP6	Smoking	C; V; S	Fire / Discard of cigarette butts Non-smokers exposed to chemicals in cigarette smoke	3	4	12	Smoking area created and sign posted. All staff made aware of the smoking area during the pre-work induction. All guests shall be monitored by staff to ensure smoking only occurs within the designated areas.	2	3	6	Hull, GB, C
OP7	Inclement weather	C; V; S; I	Cold and wet weather conditions resulting in guests discomfort Damaged equipment and infrastructure	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of person's onsite outside in the elements, the site manager will assess the conditions and decide upon any remedial action The weather forecast shall be checked regularly during the run up to the event. Due to the time of year the weather is anticipated to be fair Temporary shelters (marquees) will be installed for staff and driver welfare. Wind loading calculations shall be obtained from the marquee supplier and a wind management plan produced. Wind speeds should be monitored by the site manager and any remedial action from the wind management plan adhered to.	2	3	6	Hull, GB

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP8	Traffic management and vehicle movement	C; V; S; I	Collisions with moving vehicles Vehicles accessing unauthorised areas	4	3	12	Hull have engaged a competent traffic management company SEP Events whom shall coordinate and manage all vehicle movements onsite in accordance with their traffic management plan (within the site). Car park marshals shall guide vehicle in and out of the parking zones at the start and end of the event They shall demarcate restricted vehicle areas using cones and / or reflective signs. All event staff shall wear suitable hi-visibility clothing. Vests or similar and they shall ensure guests do not walk into any vehicle routes	1	3	3	Hull, GB
OP9	Poor lighting levels	C; V; S; I	Slips, trips and falls	3	3	9	Lighting towers shall be strategically positioned throughout the site to provide suitable and sufficient lighting coverage for staff and guests. Additional stewarding shall be engaged to assist with pedestrian movements, along with SIA trained security. An uneven surfaces shall be demarcated using cones and tape or similar and suitable signage, where applicable	1	3	3	Hull, GB
OP10	Crowd management and site security	C; V; S; I	Crushing injuries Inability to egress safely in an emergency Claustrophobia	4	2	8	Arrangements shall be stated and briefed relating to entry and egress of the site and emergency evacuation. Pedestrian barrier installed to create queueing system. SIA Security shall monitor the entrance and exit routes to the site. Trained supervisory staff shall oversee the general safety within the site and security called to assist with any unruly behaviour. Additional stewarding shall be engaged to assist with pedestrian movements, along with SIA trained security. Signage plan shall be developed to give information and direction to guests.	2	2	4	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP 11	Litter	C; V; S; I	Vermin Trips, slips and falls	2	4	8	All waste must be collected and removed to a designated point to be advised. It is the responsibility of the Hull UK and GB to ensure that any waste generated by their operations is removed from site promptly following the conclusion of the event Controlled waste should be collected and disposed in accordance with the Environmental Protection Act 1990	2	2	4	Hull, GB
OP 12	Bus pick up and drop off	C; V; S; I	Over crowing of people Too many people on certain buses	2	4	8	Bus capacities shall not be exceeded Competent bus contractors engaged No alcohol permitted on the bus Seat belts should be worn No standing on any buses Any person deemed to be unruly may be politely spoken by SIA trained security If the situation escalates then the police maybe called to assist	2	2	4	Hull, GB
OP 13	Structure failure / collapse	C; V; S; I	Serious injury to persons Slips, trips, falls Collapse, crushing Fire	4	2	8	Any structures will be signed-off by a suitably qualified and competent person. Records of all structure sign offs shall be kept on site (within the H&S File) at all times during the event. Regular inspections and checks will be conducted by the Site Manager Final checks will be conducted prior to event commencing by the Site Manager All personnel will be briefed on emergency procedures including structure failure. First aid trained staff will be onsite at all times when the event is live Effective communication will be deployed at all times	3	1	3	Hull, GB, C
OP 14	Site ground conditions	C; V; S; I	Slips, trips, falls Equipment falling from being installed on uneven ground	4	4	16	Site conditions and concerns all highlighted to the council (land owner) Further site visits shall take place to ensure suitability of the site and that all debris and rubbish has been cleared and uneven surfaces demarcated, or rectified.	2	4	8	Hull, GB, C

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Fire Risk Assessment (FA)											
FA1	Electricity / Fire	S; C; V	Fire / Electrocutation Fire from electric overload / short	2	4	8	Electrical installations to be inspected by a competent person. Regular monitoring of electrical systems (primarily tower lights and generator) Additional firefighting equipment may be provided following a further assessment.	1	4	4	Hull, GB
FA2	Cigarette discard	S; C; V	Fire	2	4	8	Smoking will only be allowed in the predetermined smoking areas during the build and de-rig, this shall be monitored by the production team. During the event phase at each site, the smoking area will be indicated by prominent signage at appropriate points and will be policed by the event security.	1	4	4	Hull, GB, C
FA3	Flammable material	S; C; V	Fuel for fire	2	4	8	All staff and contractors will ensure all material brought to the site for the event has been fire rated. Certificates to be provided and stored in event safety file. For this site it isn't anticipated that any flammable material be brought to site	1	4	4	Hull, GB, C
FA4	Fire or bomb threat.	S; C; V	Major Injury, mass panic, confusion. Risk of trampling as large numbers of guests try to exit the structure.	5	3	15	Potential for fatal or serious injury caused by an outbreak of fire, explosion or panic. An Emergency PA will be in place to alert the guests if an emergency should arise (loud hailers?) Fire marshals will be familiar with evacuation procedures and will co-ordinate the evacuation of the car park in the event of a small fire or minor incident. In the event of a major incident the emergency services will take over the co-ordination of the evacuation.	4	2	8	Hull, GB, C, Council

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
FA5	Egress Blocked	S; C; V	Blocked egress Trip hazards Panic / crushing	3	4	12	Access routes shall be kept clear at all times during the event. A final walk around shall take place prior to the guests arrival to ensure all access routes are clear and unobstructed. Production team and security shall monitor during the event. Pedestrian barrier and signage implemented as per site plan	2	3	6	Hull, GB
FA6	Evacuation of site	S; C; V	Mass Panic Hysteria Confusion Trampling / crushing	3	5	15	Event staff will assume control of the situation under instruction of the GB site manager and security supervisor Fire and Emergency services will be called on 999 Ensure all staff are to be briefed on the emergency plan and aware of individual responsibilities.	2	4	8	Hull, GB,
FA7	Generators	S; C; V	Fire from generator failure / overload Minor and Major injuries.	3	4	12	Generators will be tested at source and be fit for purpose. Sufficient fuel will be used in the generator before arriving onsite to eliminate the need for refuelling. There will be an emergency cut out switch and generator will only be controlled by trained and competent individual onsite. Generators will be segregated in isolated area 'on site' with adequate firefighting equipment to enable easy access for firefighting and evacuation is required. Generator will be silent to illuminate noise pollution.	2	3	6	Hull, GB, C

References

1. The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events, HSE, HSG195, ISBN 0717624536.
2. Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049.
3. Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151.
4. Management of Health and Safety at Work Regulations 1999.
5. The Regulatory Reform (Fire Safety) Order 2005.



Risk Assessments for Transport Hub

Radio 1 Big Weekender

Site: Burton Constable, External Fenceline

Client: Hull UK City of Culture 2017

Author: James Haworth – Gallowglass Health and Safety LLP

Version: 1



Document Control

THIS DOCUMENT IS LIVE AND IS SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

Author Control

Name	Version	Action	Sections	Date
James Haworth	1.0	Draft	All	18/04/2017

Release Control

Name	Version	Release Date	Released to?
James Haworth	1.0	19/04/2017	Chirs Clay, Melissa McVeigh, Zoe Snow



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H&S Management Statement

1.0 H&S Management Statement

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations 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 etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, Hull UK 17 take all reasonably practicable steps to ensure the health, safety and welfare of its employees and sub-contractors.

A high standard of performance in this respect is one of the Company's principal objectives and an integral part of its approach to service delivery.

The involvement and co-operation of all employees and sub-contractors on both an individual and collective basis are crucial to the achievement of these aims. In all its activities the Company acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its employees and the environment in which it operates.

1.1.1 The Health and Safety at Work etc. Act 1974

S.2 (1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees"

S3(1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"


1.1.2 The Management of Health and Safety at Work Regulations 1999

Regulation 3 (1) "Every employer (and self-employed) 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 of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"



Risk Assessment Information

Document Dates:	18/04/2017		
Event Dates:	27/05/2017 – 28/05/2017		
Task	Transport Hub for Radio 1 Big Weekender – Park and Ride Service		
Site	Burton Constable		
Ares to be used	As per the site plans		
Who will this risk assessment be communicated to	All Technical HOD's. Production Staff. Team Leaders.		
When should this risk assessment be communicated	Prior to Installation and Operation		
Completed document to be submitted to	Hull UK, Gary Beeston, BBC, Burton Constable		
Completed by	James Haworth		
Required Personnel Protective Equipment (PPE)	High Visibility Vest	Suitable footwear (not open toed)	
Overview:			
<p>This risk assessment has been produced to cover all activities, tasks and associated risks relating to the operation of the transport hubs for the Radio 1 Big Weekender. Gary Beestone Ltd have been appointed by Hull UK 17 to manage the transport hubs and install any additional event infrastructure. For the Burton Constable site, the event infrastructure will be installed by the BBC. Gary Beestone Ltd shall produce an 'operational plan' for which this risk assessment shall supplement. The risk assessments have been split into 3 x sections; Build / De-Rig, Operational and Fire.</p>			
Emergency Procedures:	In case of injury, the individual should cease work immediately, be checked out by first aider onsite and if too severe for the first aider, an ambulance shall be called. This should be recorded in the accident report book in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)		
 First Aid Facilities	Name of On-Site First Aider:	TBC	
	First Aid Box Location:	TBC	



Risk Assessment Matrix

Severity

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood

- 1 Extremely Unlikely
- 2 Possible but unlikely
- 3 Conceivable
- 4 Probably would happen at some time
- 5 Almost certain to happen

Severity

- | | | |
|---|---------------------------------|--|
| 1 | No or minimum injury | No equipment or property damage |
| 2 | First aid treatment on site | Minimum equipment or property damage |
| 3 | First aid treatment off site | Equipment and property damage |
| 4 | Major injury or hospitalisation | Localised equipment or property damage |
| 5 | Fatality | Extensive property or equipment damage |

Likelihood

Risk = Risk Rating

L = Likelihood

S = Severity

1 – 6 Low Risk

Action is not required to lower the risk. Time effort and money is proportionate to the risk

7 – 15 Medium Risk

Action may be required to control the risk. Immediate short term measures may be required

16 – 25 High Risk

Action is required urgently to control the risk. Further resources are almost inevitable



Risk Assessment

'People at Risk' Code		'Responsibility' Code	
Who / What	Description	Code	Description
S	Staff member	Hull	Hull UK City of Culture
I	Installed Equipment and Infrastructure	GB	Gary Beestone Ltd
C	Contractor	C	Contractor
V	Visitor / Guest	BBC	BBC

Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Build and De-Rig Phase (BP)											
BP1	Loading / unloading	C; V; S	Serious injury through lack of awareness; Contact with moving vehicles; Contact with members of the public	4	2	8	All drivers, staff and contractors must have the sufficient PPE, including steel-toe safety footwear and hi-vis vest as a minimum. All vehicle loads will be securely packed and strapped prior to arriving on site. The driver will check the load before unloading. Where necessary, equipment will be placed securely on the centre of the tail-lift by use of a non-mechanical lifting aid. Ensure the equipment is away from the edges and back of the tail-lift. Manufacturers SWL will be displayed within the tail lift area on the vehicle and this weight shall never be exceeded. Where necessary, designated Banksman/ traffic marshal will control vehicle movements. At no time shall any member of staff/ contractor ride on a moving tail-lift. Insecure loads will be held by staff/ contractors at ground level.	2	3	6	Hull, GB, C



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP2	Protection of Staff and Contractors	S;C	Unfamiliarity with working environment Unsure of site arrangements	3	3	9	All staff given all site arrangements at induction. Access and Egress information to each area shall be provided before arriving onsite and site personnel will be on hand to help guide Hull UK contractors to their designated area. All equipment shall be loaded into Site through designated area. All contractors engaged to be advised before arriving to the Site and briefed/ inducted before starting work . All Hull UK personnel working on the build phase should understand the risks associated with their task and work. Adequate welfare facilities available. BBC to provide information on any activities taking place which may impact on the build or de-rig.	2	2	4	Hull, GB, C, BBC
BP3	Failure of Communication	S;C	Contractors creating unsafe working environment as a result of unfamiliarity with procedures Unclear lines of reporting	3	4	12	Briefings between contractors to identify works taking place throughout the build phase. A daily schedule of works will be available and circulated to all contractors by the Production Team. Where necessary segregated work areas will be established while certain tasks are undertaken. This will be identified in the daily briefing with liaison with BBC	2	2	4	Hull, GB, C, BBC
BP4	Unsafe Work Practices	S;C	Accidents, incidents and near misses Event jeopardised as a result of accident Contractors creating hazard to other site contractors	3	4	12	All contractors to follow methods identified in pre-approved documentation. Warning to be given to contractors who undertake unsafe working practises and removal of contractor staff from site if persistent unsafe methods are used.	2	3	6	Hull, GB, C



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP5	Non – Use of PPE	C;S	Injury caused by a variety of site hazards affecting eyes, head, feet, hands, ears and body parts..	3	4	12	High visibility vest or jacket to be worn at all times by all staff / contractors. Safety footwear to be worn at all times to protect from objects landing on the foot or from standing on sharp objects. Safety helmets (hard hats) to be worn at all times when work at height is being undertaken by all staff / sub-contractors to protect against any potential impact to the head from any falling objects. All other PPE will be worn in accordance with contractor risk assessments and always maintained in good working order.	1	4	4	Hull, GB, C
BP6	Failure of Installed Elements	C;S	Equipment Failure Electrical Failure Equipment falling from height	3	4	12	All equipment supplied by competent contractors by the BBC. All electrical installations and	2	3	6	Hull, GB, C
BP7	Protection of Visitors	C;S;V	Unfamiliarity with site environment resulting in accident	3	3	9	All visitors to be accompanied by a member of the event management team for the duration of the visit. PPE will be worn by all site visitors, the minimum requirement for site visitors will be high visibility vests and closed shoes. Additional PPE shall be worn if stated in the site rules.	2	2	4	Hull, GB, C
BP8	Failure of Housekeeping	C;S	Slips, trips and falls Fire	4	3	12	All floor surfaces within the site event areas will be suitably slip resistant where practicable, kept in good condition with defects reported immediately to management to be rectified, and fire exits and routes be free of obstructions at all times. Equipment, material and tools when not in use should be stored away safely and securely to prevent creating additional hazards. Where a build-up of large volumes of waste / discarded materials occurs, special detail shall be instructed via communication and removal will be prioritised.	2	3	6	Hull, GB, C



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP9	Excessive working hours / illness	C;S	Fatigue, lack of concentration, reduction in output.	4	4	16	<p>Event Management team to ensure that adequate rest and meal breaks are taken. Maximum shift 12 hours, not to be exceeded without the permission of the contractor manager onsite.</p> <p>Any staff member who feels unwell or fatigued will inform the GB site manager of their condition or if in their opinion appears to be unwell or fatigued will not continue his shift and will leave site, unless it is unsafe to do so.</p> <p>Event management team will monitor all working staff and the hours worked.</p>	2	4	8	Hull, GB, C
BP 10	Adverse weather conditions. Exposure to extreme weather conditions.	C;S	Heat exhaustion, sunburn Wet weather, vision impaired activities, slips and falls	3	4	12	<p>In the event of severe weather which constitutes a risk to the health and safety of staff and contractors on site, the site management team will assess conditions and advise all staff and contractors of necessary action to reduce the risk.</p> <p>Access to suitable and sufficient welfare facilities shall be a requirement.</p> <p>Regular breaks shall be taken to reduce exposure time and all wet clothing shall be removed and the body dried in warm and dry conditions at the earliest opportunity. Suitable footwear must be worn to protect against wet conditions, grips on the soles of the boots must be adequate.</p>	2	3	6	Hull, GB, C
BP 11	Failure to identify unauthorised persons.	C;S;V	Injury to persons Loss of personal belongings Damage to property / environment	4	2	8	<p>A Security contractor shall be appointed to provide 'on site' security provision.</p> <p>All persons accessing each site shall receive site specific induction briefings prior to commencing work.</p> <p>Security personnel will liaise closely with the site management team from BBC</p> <p>As all staff will be wearing hi-visibility vests; identification of persons not authorised to be onsite will be easily undertaken</p>	2	2	4	Hull, GB, C



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 12	Insects / Bugs	C;S	Bites, Stings	3	4	12	All crew / staff are informed that adequate clothing must be worn. First Aid kit available onsite. Any staff members with allergies to alert event management staff on arrival to site.	2	3	6	Hull, GB, C
BP 13	Manual Handling	C; S	Musculoskeletal disorders from improper technique. Broken limbs, bruising and abrasions from dropped items.	4	4	16	All staff / contractors to be trained in correct manual handling techniques and to be competent in their use. All staff / contractors to be instructed not to undertake any manual handling that is beyond their physical means. Wherever possible mechanical lifting aids will be used to reduce manual handling requirements. Team lifting will be used where practicable especially when large and bulky items are being moved. All material to be checked before lifting for sharp edges or any other potential for harm they present. All appropriate PPE must be worn. All routes to be pre-checked before lift is made to ensure they are clear from obstruction or hazard. Contractors ensure good communication before and during lift. Where any repetitive manual handling is required contractors are encouraged to take regular breaks. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Further training and verbal instruction to be given where appropriate.	2	4	8	Hull, GB, C
BP 14	Working at height.	C; S	Falling from height causing injury. Falling objects causing injury to people working on the ground.	3	4	12	The hierarchy of control must be considered before all work at height. If work at height can be eliminated it must be. Where work at height is unavoidable work equipment or other measures must be used to prevent falls. Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.	2	4	8	Hull, GB, C



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 15	First Aid provision	C; S; V	Injuries sustained within the event site Liquid / fuel spillage. Slips, trips and falls. Inability to deal with first aid and medical requirements	3	4	12	First Aiders shall be present during the installation and de-rig. Designated, appointed staff shall be trained in First Aid and certificates made available for inspection if required by an authorised officer of the licensing authority. Adequate and appropriate First Aid equipment shall be available at the event site at all times it is occupied. A dedicated first aider will be available when guests are within the site. Continual monitoring of the situation throughout the duration of the installation and de-rig.	1	4	4	Hull, GB, C
BP 16	Non Reporting of accidents.	C; V; S	Legislation breach Inability to deal with worsening injuries.	4	2	8	Written records of all accidents / safety incidents involving staff shall be kept on the premises and be made available to an authorised officer if requested. An Accident book shall be kept on the premises and accidents / safety incidents shall be entered for staff, all staff and visitors. Continual monitoring of the situation throughout the duration of the event.	2	2	4	Hull, GB, C
BP 17	Site Rules	C; V; S	Persons accessing restricted areas Failure to follow procedures Staff unaware of arrangements.	3	3	9	All staff will be given all site rules and procedures prior to going onsite. All site rules and emergency arrangements will be communicated to all staff at in an induction when first arriving onsite before undertaking any work.	2	1	2	Hull, GB, C
BP 18	Fatigue	S; C; V	Accidents occurring as a result of tiredness Unsuitable / long working hours Insufficient staff to cover long days	3	4	12	Schedule created to ensure days are kept to a maximum of 12 hours where possible. Sufficient rest / breaks given to staff and contractors. Staff members / crew to be rotated at suitable intervals Staff area available for breaks.	1	3	3	Hull, GB, C



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
BP 19	Contractor Competence	S; C	<p>Unsafe working practices</p> <p>Unsafe site conditions</p> <p>Danger to other sub-contracted services</p>	3	4	12	<p>All sub-contractors to provide health and safety documentation to Hull UK as part of the pre-site requirements. All health and safety documentation to be reviewed by the Hull UK health and safety advisor.</p> <p>Following documentation will form part of documentary requirements:</p> <ul style="list-style-type: none"> • Risk Assessment • Method Statement • Proof of Insurance • Staff competency certification (plant users etc.) • Fire Certification if applicable • PAT / Electrical testing records 	2	3	6	Hull, GB, C



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Operational Phase (OP)											
OP1	Breakdown of Communication	S;C	<p>Uncertainty over working arrangements</p> <p>Confusion over responsibilities</p> <p>Contractors unsure of other contractor's timeframes</p> <p>BBC site operations being hampered by Hull UK activities</p>	3	3	9	<p>Each contractor will be aware of their responsibilities onsite by way of verbal communication, meetings and site induction / briefings.</p> <p>A full schedule of works will be created to ensure that all contractors are aware of deadlines for completion and other contractors reliant on completion times to install other equipment.</p> <p>GB shall allocate a specific site manager to Burton Constable. A means of communication shall be agreed between the site manager and the BBC site manager / event control</p> <p>CN Security have been engaged by Hull UK and should have a presence within event control to ensure clear communication with all event stake holders should an issue occur external of the fence line.</p> <p>Radios shall be made available with sufficient coverage to event control.</p> <p>PA, loudhailers and VMS for guest information?</p>	2	2	4	Hull, GB, C, BBC
OP2	Inadequate Welfare Facilities	C; V; S	Staff not provided with adequate welfare facilities	3	3	9	<p>For both staff and guest's additional facilities will be brought to site, using the event safety guide guidelines.</p> <p>Staff room / area to be available for breaks and for an office area. Special dietary requirements to be considered.</p> <p>Water supplied to all staff members throughout all event phases.</p> <p>Adequate first aid provision available throughout.</p> <p>All of the above shall be discussing during any staff briefings</p>	1	2	2	Hull, GB, C

Commented [JH1]: If these are confirmed, who decides on the messages? BBC?

Commented [JH2]: Need to establish staff welfare

Commented [JH3]: St. Johns to maintain presence during egress?



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP3	No Evacuation Arrangements	C; V; S	Confusion in emergency situation Inability to account for staff member's within the site Inability to raise the alarm	4	5	20	The BBC site wide evacuation arrangements shall be circulated / communicated to all staff prior to commencing work on site. These are detailed within the BBC EMP. Detailed list of roles and responsibilities to be circulated to staff. All staff made aware of all arrangements including how to raise the alarm in the pre-work briefing. Assembly points clearly identified on map. In the first instance the responsibility for calling the emergency services shall lay with even control. Arrangements should be established to ensure buses are halted and or guests held should an evacuation be called and guests egress from gate X1.	1	5	5	Hull, GB, BBC
OP4	Emergency Arrangements	C; V; S	Causing panic and leading to delay in reaction time leading worsening of injuries and compromising the preservation life and property	4	5	20	Hull UK will make sure there are adequate emergency processes, procedures and provision in place. A pre start briefing should be coordinated. General Emergency Evacuation Procedures (GEEP) to be in place to assist anyone with special requirements for the evacuation, medical and welfare provision of vulnerable persons or those with mobility, vision or hearing disabilities involved in the event.	1	5	5	Hull, GB, BBC
OP5	Smoking	C; V; S	Fire / Discard of cigarette butts Non-smokers exposed to chemicals in cigarette smoke	3	4	12	Smoking area created and sign posted. All staff made aware of the smoking area during the pre-work induction. All guests shall be monitored by staff to ensure smoking only occurs within the designated areas.	2	3	6	Hull, GB, C

Commented [JH4]: This should be considered now I have read the EMP. Might be worth a chat with Gary

Commented [JH5]: BBC have a dedicated person responsible



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP6	Inclement weather	C; V; S; I	Cold and wet weather conditions resulting in guests discomfort Damaged equipment and infrastructure	3	4	12	In the event of severe weather which constitutes a risk to the health and safety of person's onsite outside in the elements, the site manager will assess the conditions and decide upon which any remedial action The weather forecast shall be checked regularly during the run up to the event. Due to the time of year the weather is anticipated to be fair, and the site is designed on hard standing ground. If necessary, temporary shelters may be considered and installed at the pickup and drop off points for guests. Staff welfare areas available in pre-existing buildings onsite	2	3	6	Hull, GB
OP7	Traffic management and vehicle movement	C; V; S; I	Collisions with moving vehicles Vehicles accessing unauthorised areas	4	3	12	Hull have engaged a competent traffic management company SEP Events whom shall coordinate and manage all vehicle movements onsite in accordance with their traffic management plan. Car park / vehicle marshals shall guide vehicle in and out of the parking zones at the start and end of the event. Temporary trackway shall be installed to assist with vehicle turning circles and driveability. All event staff shall wear suitable hi-visibility clothing. Vests or similar and they shall ensure guests do not walk into any vehicle routes	1	3	3	Hull, GB
OP8	Guests accessing pond	V, S, I	Guests jumping into the pond Unruly behaviour Hypothermia Drowning	3	5	15	Heras fencing installed around the pond to prevent unauthorised access Suitable signage should be displayed in prominent positions to instruct people of no unauthorised access Sufficient lighting should be installed to ensure area is well lit and signage visible Medical and security arrangements in place and should be briefed to all	1	5	4	Hull, GB, C, BBC

Commented [JH6]: Is this the case?



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP9	Poor lighting levels	C; V; S; I	Slips, trips and falls	3	3	9	<p>Lighting towers shall be strategically positioned throughout the site to provide suitable and sufficient lighting coverage for staff and guests. See site plans for locations</p> <p>Additional stewarding shall be engaged to assist with pedestrian movements, along with SIA trained security. CN Security have been engaged to manage the crowds.</p> <p>Any uneven surfaces shall be demarcated using cones and tape or similar and suitable signage, where applicable</p> <p>Festoon lighting shall be installed by the BBC along the heras fence line to provide additional lighting, which will assist with lighting coverage during egress.</p> <p>Torches?</p>	1	3	3	Hull, GB, BBC
OP 10	Crowd management and site security	C; V; S; I	Crushing injuries Inability to egress safely in an emergency Claustrophobia	4	2	8	<p>Arrangements shall be stated and briefed relating to entry and egress of the site and emergency evacuation.</p> <p>SIA Security shall monitor the entrance and exit routes to the site</p> <p>Trained supervisory staff shall oversee the general safety within the site and security called to assist with any unruly behaviour</p> <p>Additional stewarding shall be engaged to assist with pedestrian movements, along with SIA trained security. This shall be the responsibility of CN Security</p> <p>Heras fencing to be installed to demarcated the access and egress routes to site</p> <p>BBC shall still maintain a security presence onsite, although primary responsibility within the transport hub area lies with Hull UK.</p> <p>Signage plan shall be developed to give information and direction to guests</p> <p>All busses will be colour coded and each colour denotes the final destination of the buses</p>	2	2	4	Hull, GB, BBC

Commented [JH7]: Should we provide staff with torches?



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP 11	Litter	C; V; S; I	Vermin Trips, slips and falls	2	4	8	All waste must be collected and removed to a designated point to be advised. It is the responsibility of the Hull UK and GB to ensure that any waste generated by their operations is removed from site promptly following the conclusion of the event Controlled waste should be collected and disposed in accordance with the Environmental Protection Act 1990	2	2	4	Hull, GB
OP 12	Bus pick up and drop off	C; V; S; I	Over crowding of people Too many people on certain buses	2	4	8	Bus capacities shall not be exceeded Competent bus contractors engaged No alcohol permitted on the bus Seat belts should be worn No standing on any buses Any person deemed to be unruly may be politely spoken by SIA trained security If the situation escalates then the police maybe called to assist	2	2	4	Hull, GB
OP 13	Vehicle overcrowding	C; V; S; I	Compromise of safe egress/access route Damage to vehicles	3	4	12	Site has been planned to accommodate the number of buses permitted on the trackway	2	3	6	Hull, GB, BBC
OP 14	Uneven ground – especially crossing the production vehicle access road	C, V, S, I	Slips, trips and falls	4	4	16	Trees stumps and pot holes demarcated and / or removed The access and egress across the road shall be levelled, ramped / or similar to reduce the need to access up and down the step bank Suitable lighting and prominent lighting should be installed in this area Additional staffing advised to assist guests up and down the bank	2	4	8	Hull, GB, C
OP 15	Vehicle access point	C, V, S, I	Interaction / collision with moving vehicles	3	4	12	Traffic management contractor engaged to manage the crossing point Crowd management contractor engaged to manage guests. A rope (or similar) should be used to stop guests crossing the road whilst a vehicle needs access	2	4	8	Hull, GB, BBC, C



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
OP 16	Guest parking										
OP 17	Blue badge parking and access to site	V	Person with special requirements unable to access site				BBC to send their liaison personnel to assist? Or car park manager contacts them?				

Commented [JH8]: Need clarification on this



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
Fire Risk Assessment (FA)											
FA1	Electricity / Fire	S; C; V	Fire / Electrocutation Fire from electric overload / short	2	4	8	Electrical installations to be inspected by a competent person. Regular monitoring of electrical systems (primarily tower lights) Additional firefighting equipment may be provided following a further assessment.	1	4	4	Hull, BBC
FA2	Cigarette discard	S; C; V	Fire	2	4	8	Smoking will only be allowed in the predetermined smoking areas during the build and de-rig, this shall be monitored by the production team. During the event phase at each site, the smoking area will be indicated by prominent signage at appropriate points and will be policed by the event security.	1	4	4	Hull, GB, C
FA3	Flammable material	S; C; V	Fuel for fire	2	4	8	All staff and contractors will ensure all material brought to the site for the event has been fire rated. Certificates to be provided and stored in event safety file. For this site it isn't anticipated that any flammable material be brought to site	1	4	4	Hull, GB, C
FA4	Fire or bomb threat.	S; C; V	Major Injury, mass panic, confusion. Risk of trampling as large numbers of guests try to exit the structure.	5	3	15	Potential for fatal or serious injury caused by an outbreak of fire, explosion or panic. An Emergency PA will be in place to alert the guests if an emergency should arise (loud hailers?) Fire marshals will be familiar with evacuation procedures and will co-ordinate the evacuation of the car park in the event of a small fire or minor incident. The GB site manager shall liaise with the CN security / event control In the event of a major incident the emergency services will take over the co-ordination of the evacuation.	4	2	8	Hull, GB, C, BBC



Ref	Hazard / Task	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating			Responsibility
				L	S	Risk		L	S	Risk	
FA5	Egress Blocked	S; C; V	Blocked egress Trip hazards Panic / crushing	3	4	12	<p>Access routes shall be kept clear at all times during the event.</p> <p>A final walk around shall take place prior to the guests arrival to ensure all access routes are clear and unobstructed.</p> <p>Production team and security shall monitor during the event.</p> <p>Cones and signs shall be strategically positioned to avoid unauthorised vehicle access. Posts and rope (or similar) maybe installed to direct pedestrians within the authorised areas</p> <p>Suitable signage shall be installed around the site</p> <p>How do we gain instruction to stop guest access if emergency egress occurs via X1?</p>	2	3	6	Hull, GB
FA6	Evacuation of each site	S; C; V	Mass Panic Hysteria Confusion Trampling / crushing	3	5	15	<p>In the event of evacuation, all staff will follow the emergency procedure for the site.</p> <p>Event staff will assume control of the situation under instruction of the ELT</p> <p>Ensure all staff are to be briefed on the emergency plan and aware of individual responsibilities.</p>	2	4	8	Hull, GB, BBC

Commented [JH9]: Need clarification



References

1. The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events, HSE, HSG195, ISBN 0717624536.
2. Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049.
3. Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151.
4. Management of Health and Safety at Work Regulations 1999.
5. The Regulatory Reform (Fire Safety) Order 2005.

Radio One Big Weekend Hull 2017
Transport Hubs



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BBC Radio 1's Big Weekend

April 2017

Dear Grange Road Resident,

As you may know, Radio 1's Big Weekend will be held at Burton Constable Hall on 27th & 28th May this year as part of Hull UK City of Culture 2017.

In order to get all the ticket holders safely to and from the event site there will be shuttle buses and park & ride services operating from several locations in Hull and the East Riding.

Working with East Riding Council, bus operators and with the support of the Ministry of Defence, we have identified Normandy Barracks as a suitable location to run a park & ride service. This will only be operating as a one off service for the weekend of May 27th & 28th.

We wanted to let you know in advance, as there will be more traffic in the area than usual over that weekend. We will be providing toilet and waste facilities at the barracks which should minimise the impact on the local area.

We hope that this does not cause you any inconvenience and if you require any further information, please contact us at: theteam@hull2017.co.uk

Yours sincerely

The Team
Hull UK City of Culture 2017

Stay connected and be part of the Hull 2017 story, never miss a thing by signing up to receive our regular email alerts at www.hull2017.co.uk/my-account



Guidance Notes for the Radio One Big Weekend departures

Both days 27th & 28th May

1. It is estimated that between 8,000 - 12,500 passengers will leave from and return to the Interchange. It is therefore important that we do everything possible to carry out this operation as smoothly as possible, and to prevent any injuries / accidents occurring.
2. Departures to will be between 08:45 -13:00hrs from bays 31-38.
3. Arrivals back from Burton Constable could return any time during the day. However the main returns will be from 21:30hrs until approximately 01:30hrs. Alighting of passengers will be at any available bay. Staff from all departments Companies is to be available to guide passengers on to onward journey services. Stagecoach and EYMS to provide details of these services.
4. EYMS Service from bay 36 will move to bay 29.
5. EYMS Service from bays 35 & 34 will move to bay 27 with the 240 Hornsea services.
6. Stagecoach Services from bay 31 will move to bay 25.
7. Notices warning passengers about these changes are to put up week before the event on departure doors 36, 35, 34 and 31, by the Interchange Supervisors 20th / 21st May. Changes on main screens and the screens above the doors and any another signage required about these changes on the day is to be put in place by the Council Interchange Supervisors.
8. The Queuing area is to be behind the shops on the walkway in the undercover car parking area towards bays 31-38 in an East to West direction. This will allow the bus concourse to be used as normal for boarding and alighting.
9. Signage for the Big Weekend will be supplied guiding passenger to where to join the que towards bay 31-38, by the Hull 2017 contractor's team. These should be placed at and managed by the Hull 2017 contractor's team at both the West and East End entrance areas of the main bus concourse to guide passenger to the queuing area. A sign showing the rear of the que will also be supplied and in place.

When the coach departure decrease after 09:00hrs

The following are to be carried out and monitored by the Council Interchange Supervisor on duty, Stephen Siviter, and or carried out with his guidance.

10. Bays A-B will be made into stalls to gather passengers in groups of 70-72 to board buses. The automatic doors on bays A-B are to be opened and left

open until departures finish. This is to be done **ONLY AFTER** National Holiday coach departures allow, or these departures can be carried out from outside the control building. Barriers for the stall area are to be provided and set up by and managed by the Hull 2017 contractor's team.

11. At approximately 09:00hrs or when safe (National Holiday coach departure dictating) the black gates leading on to the coaching bays opposite the rear door to the BTP Office are to be opened by Carlisle security. (Steve to ask Security to open these gates).
12. National Express coach departures at 09:00hrs, 09:10hrs and 09:25hrs. These coaches should only come onto stand 10 minute before their departure time or after the previous departure as left, using bay C only. (Steve to ask EYMS controller to pass on this info on both days). After these departures, bay C can be used as another stall area. Again to be set up by the Hull 2017 contractors team. Door C is to be opened and left open until departures finish.
13. The 09:20hrs Saturday Mega bus should use bay D once the 09:10hrs X62 Stagecoach service as departed. On Both days the Mega bus and X62 service will depart from bay D between 08:45hrs until 13:00hrs approximately. (Steve to ask Stagecoach controller to pass this info on both days).
14. Bay D should at no time be used for queuing passengers. **FOR SAFETY REASONS THIS RULE MUST BE ENFORCED AT ALL TIMES.**
15. Drivers of the National Express & National Holiday coaches, Mega Bus and X62 services, **SHOULD BE MADE AWARE THAT A LARGE AMOUNT PASSENGER WILL / COULD BE STOOD IN THE COACHING BAY AREA.**
16. No bus lay over, repairs & parking of cars or vans are to be allowed outside the control building and bays 31-38, between 08:30 – 13:00hrs approximately.
17. Any coach arrives wishing to alight / board passengers after 09:30hrs when the above is in place, should carry out this procedure, outside the control building or bay D when the bay is not being used, until 13:00hrs approximately.
18. All EYMS and Stagecoach Services boarding and alighting can be returned back to their normal bays after all the main departures have left.

Emergency Numbers

Emergency Services 999

Station Manager Dave Hatfield 07736088163

Interchange Supervisor 07785520641

EYMS Depot manager 07854110636

Stagecoach Controllers Office 319581

Injury Prevention

If you cannot do it safely, don't do it.

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


Draft Transport and Traffic Management Plan (v5)
3rd May 2017

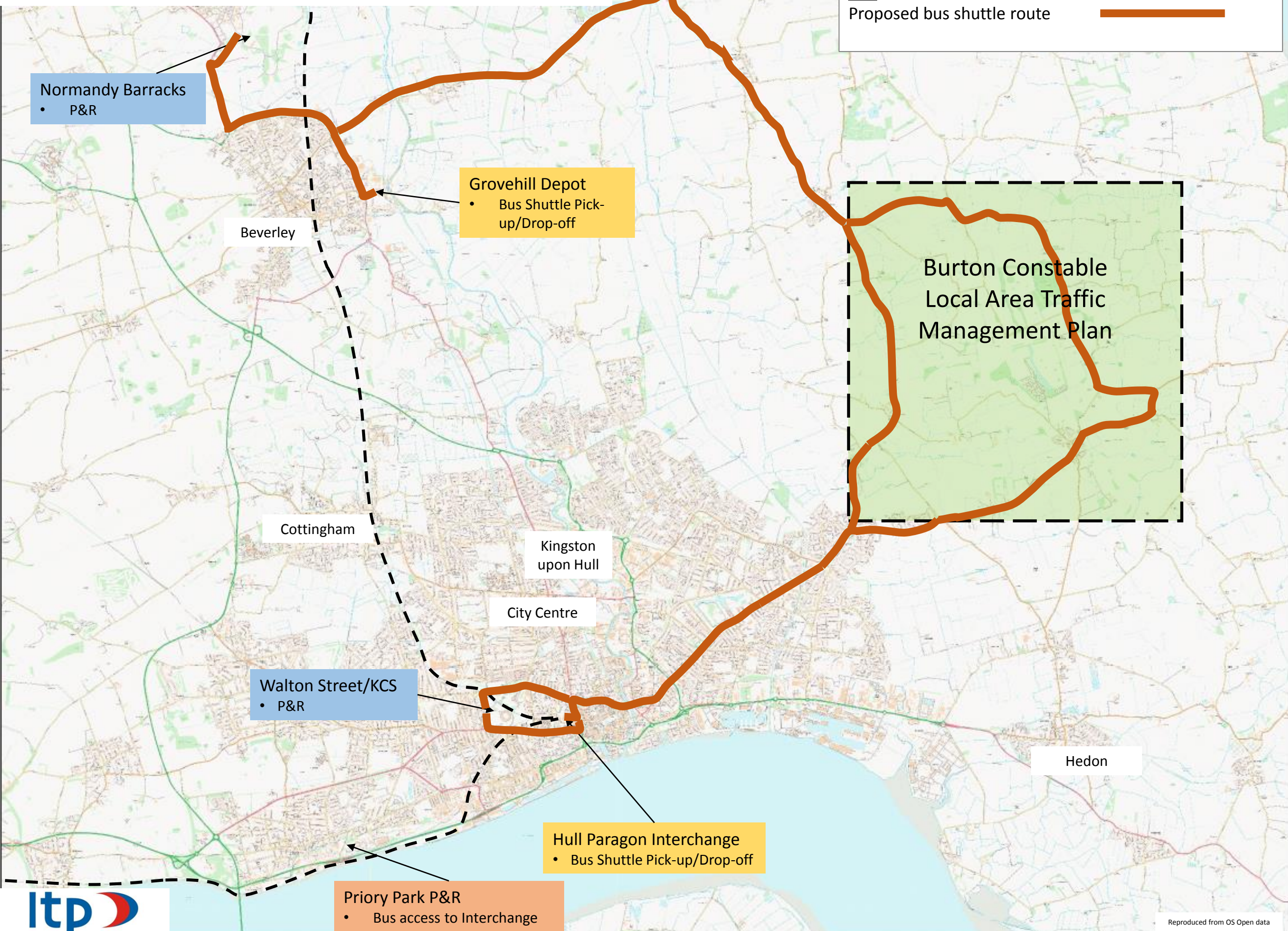
Prepared for **Hull 2017** by Local Transport Projects Ltd

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 



Proposed Shuttle Bus Operations

The 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 12,250 ticket holders will use the Hull Paragon Interchange service. The two-way travel time to the event is 75 minutes.
- **Rail arrangements** - Agreement 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). The following additional rail services will operate on 27 & 28 May – 22:48 & 23:48 Hull to Bridlington and 22:40 & 00:05 Hull to Selby.
- **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. With a combination of park & ride, drop off and walk up, it is anticipated that 5,500 ticket holders will use this location.
- **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. It is anticipated that 4,500 ticket holders will use this site.
- **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 3,250 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		12,250	5,500	4,500	3,250	25,500
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 (Entry Phase)

		Departure point and arrival bay															
		Hull Paragon Interchange, 12,250 pax 24miles, 75mins							Walton Street, 5,500 pax 26miles, 85mins				Grove Hill, 3,250 pax 19 miles, 75 mins		Leconfield, 4,500 pax 19miles, 85mins		
Departure time		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
85% capacity (21,250)	08:45:00	1	2	3	4	5	6	7	57	58	59	60	84	85	98	99	100
	08:55:00	8	9	10	11	12	13	14	61	62	63	64	86	87	101	102	103
	09:05:00	15	16	17	18	19	20	21	65	66	67	68	88	89	104	105	106
	09:15:00	22	23	24	25	26	27	28	69	70	71	72	90	91	107	108	109
	09:25:00	29	30	31	32	33	34	35	73	74	75	76	92	93	110	111	112
	09:35:00	36	37	38	39	40	41	42	77	78	79	80	94	95	113	114	115
	09:45:00	43	44	45	46	47	48	49	81	82	83		96	97	116	117	118
	09:55:00	50	51	52	53	54	55	56									
	10:05:00	1	2	3	4	5	6	7					84	85			
	10:15:00	8	9	10	11	12	13	14	57	58	59	60	86	87	98	99	100
	10:25:00	15	16	17	18	19	20	21	61	62	63	64	88	89	101	102	103
	10:35:00	22	23	24	25	26	27	28	65	66	67	68	90	91	104	105	106
	10:45:00	29	30	31	32	33	34	35	69	70	71	72	92	93	107	108	109
	10:55:00	36	37	38	39	40	41	42	73	74	75	76	94	95	110	111	112
	11:05:00	43	44	45	46	47	48	49	77	78	79	80	96	97	113	114	115
	11:15:00	50	51	52	53	54	55	56	81	82	83				116	117	118
	11:25:00	1	2	3	4	5	6	7					84	85			
	11:35:00	8	9	10	11	12	13	14					86	87			
	11:45:00	15	16	17	18	19	20	21	57	58	59	60	88	89	98	99	100
	11:55:00	22	23	24	25	26	27	28	61	62	63	64	90	91	101	102	103
12:05:00	29	30	31	32	33	34	35	65	66	67	68	92	93	104	105	106	
12:15:00	36	37	38	39	40	41	42	69	70	71	72	94	95	107	108	109	
12:25:00	43	44	45	46	47	48	49	73	74	75	76	96	97	110	111	112	
15% capacity (3,750)	12:35:00	50	51	52	53	54	55	56	77	78	79	80			113	114	115
	12:45:00	1	2	3	4	5	6	7	81	82	83		84	85	116	117	118
	12:55:00	8	9	10	11	12	13	14					86	87			
	13:05:00	15	16	17	18	19	20	21	57	58	59	60	88	89	98	99	100
	13:15:00	22	23	24	25	26	27	28	61	62	63	64	90	91	101	102	103
	13:25:00	29	30	31	32	33	34	35					92	93			

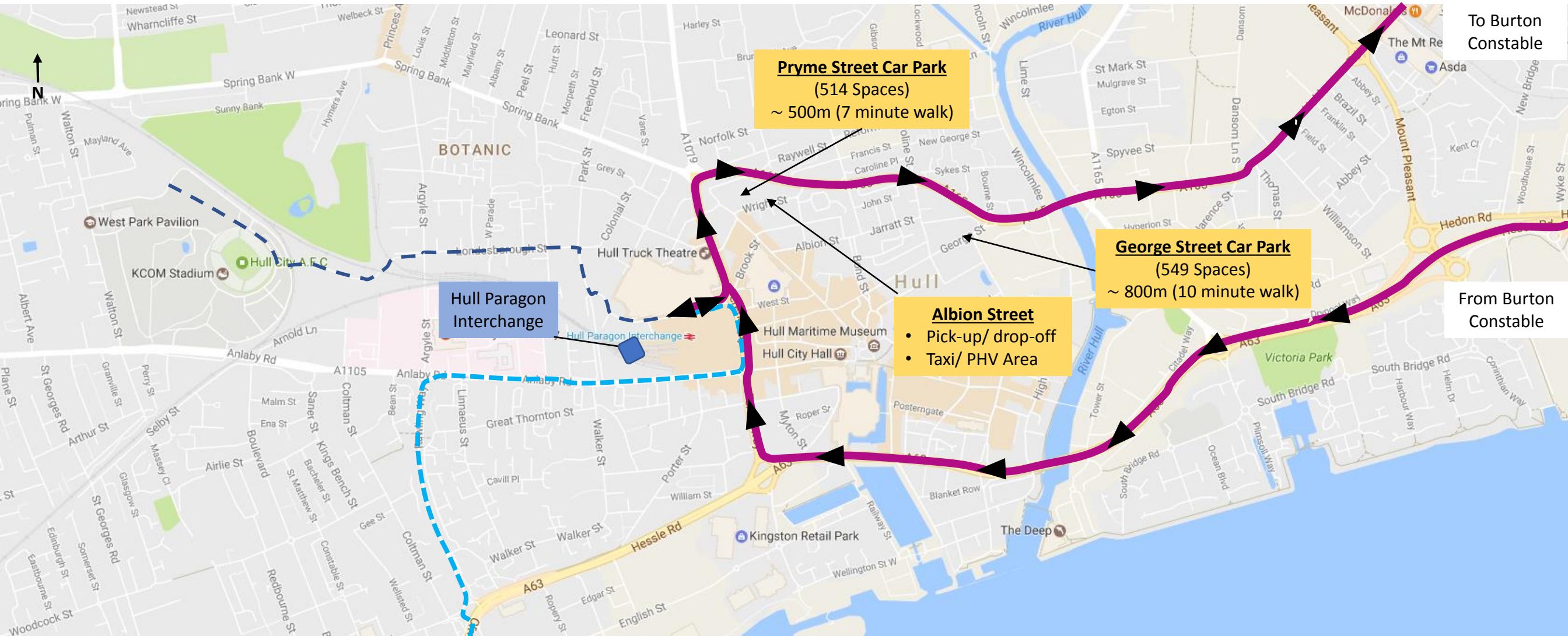
Proposed Shuttle Bus Operations (Exit Phase)

			Destination and bay number															
			Hull Paragon Interchange, 12,250 pax 24miles, 75mins							Walton Street, 5,500 pax 26miles, 85mins				Grove Hill, 3,250 pax 19 miles, 75 mins		Leconfield, 4,500 pax 19miles, 85mins		
Departure time			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
45 mins		14:30:00	*							*				*		*		
		15:15:00	*							*				*		*		
		16:00:00	*							*				*		*		
30 mins service		17:00:00	*							*				*		*		
		17:30:00	*							*				*		*		
		18:00:00	*							*				*		*		
		18:30:00	*							*				*		*		
		19:00:00	*							*				*		*		
		19:30:00	*							*				*		*		
20 mins service		20:00:00	*							*				*		*		
		20:20:00	*							*				*		*		
		20:40:00	*							*				*		*		
		21:00:00	*							*				*		*		
full service	80% capacity departs	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
		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					138	139				
	22:35:00	1	2	3	4	5	6	7					118	119				
	22:42:00	8	9	10	11	12	13	14	78	79	80	81	120	121	140	141	142	
	22:49:00	15	16	17	18	19	20	21	82	83	84	85	122	123	143	144	145	
	22:56:00	22	23	24	25	26	27	28	86	87	88	89	124	125	146	147	148	
	23:03:00	29	30	31	32	33	34	35	90	91	92	93	126	127	149	150	151	
	23:10:00	36	37	38	39	40	41	42	94	95	96	97	128	129	152	153	154	
	23:17:00	43	44	45	46	47	48	49	98	99	100	101	130	131	155	156	157	
	23:24:00	50	51	52	53	54	55	56	102	103	104	105	132	133	158	159	160	
	23:31:00	57	58	59	60	61	62	63	106	107	108	109	134	135	161	162	163	
23:38:00	64	65	66	67	68	69	70	110	111	112	113	136	137	164	165	166		
23:45:00	71	72	73	74	75	76	77	114	115	116	117	138	139	167	168	169		
23:52:00	1	2	3	4	5	6	7					118	119					
23:59:00	8	9	10	11	12	13	14					120	121					
00:06:00	15	16	17	18	19	20	21	78	79	80	81	122	123	140	141	142		
			No. Buses:	77						No. Buses:	40			No. Buses:	22	No. Buses:	30	

Figure 2: Hull Paragon Interchange Shuttle Bus Operation

Estimated ticket holders using facility: **12,250**

Two-way journey time to event: 75 minutes



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

KEY




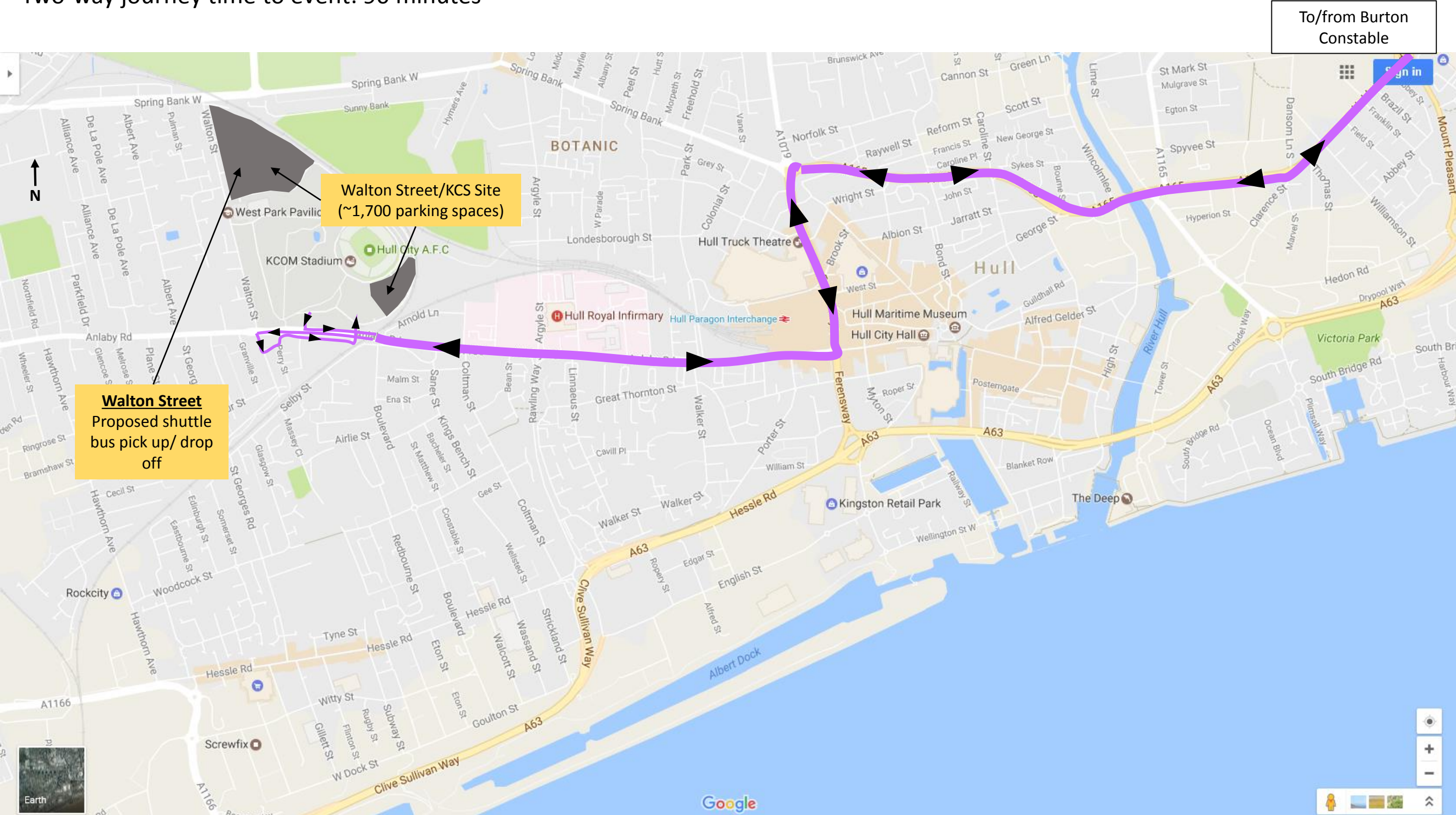
- Proposed bus shuttle route 
- Direction of shuttle bus 
- Prory Park Park & Ride Route (existing) 

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

Estimated ticket holders using facility: 5,500

Two-way journey time to event: 90 minutes



KEY

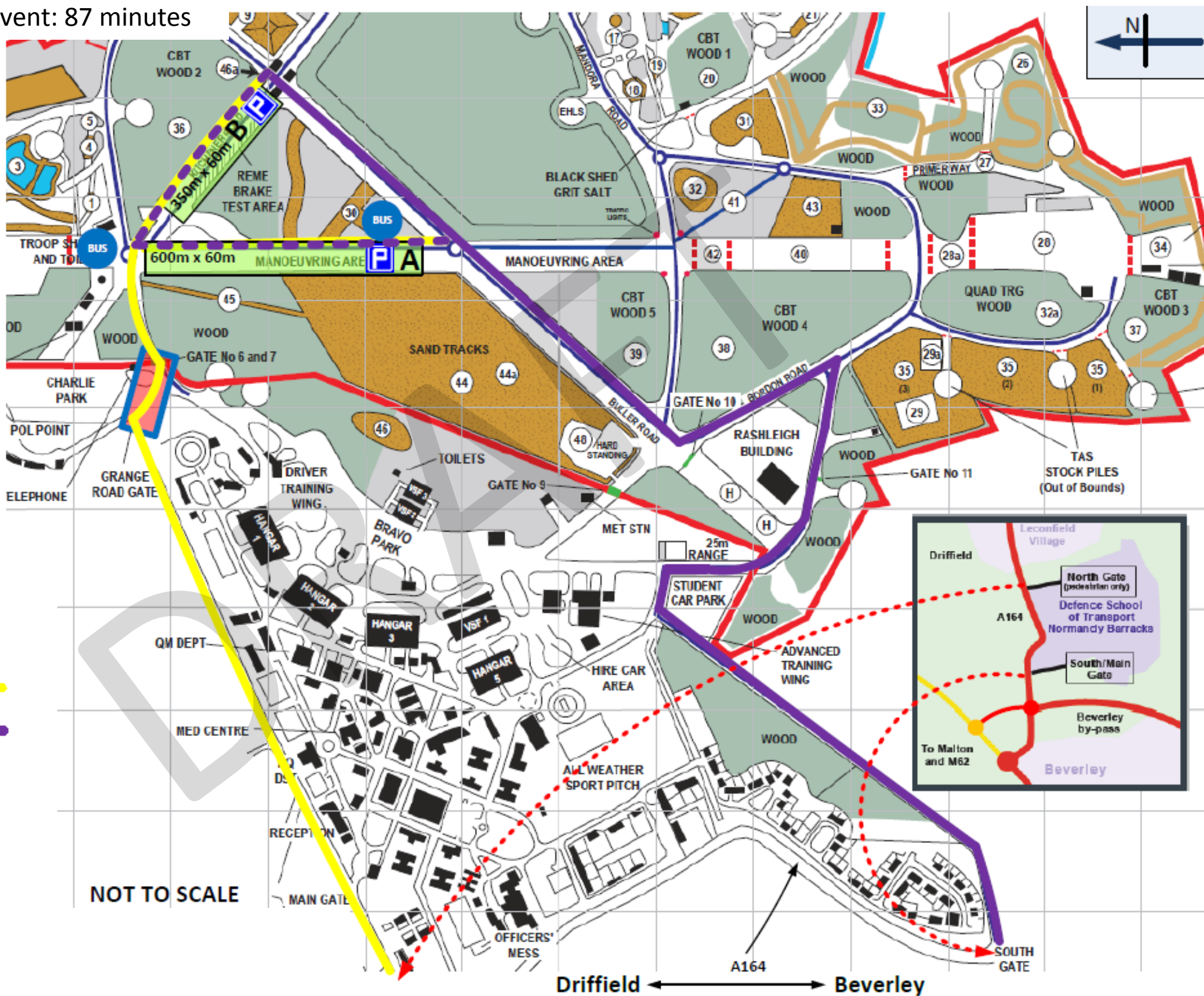
Proposed bus shuttle route 

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

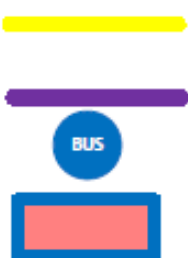
- Zone B – 700

- Private car route

- Bus route

- Bus Stop

- Security fence zone



Note:

Parking bay dimensions:

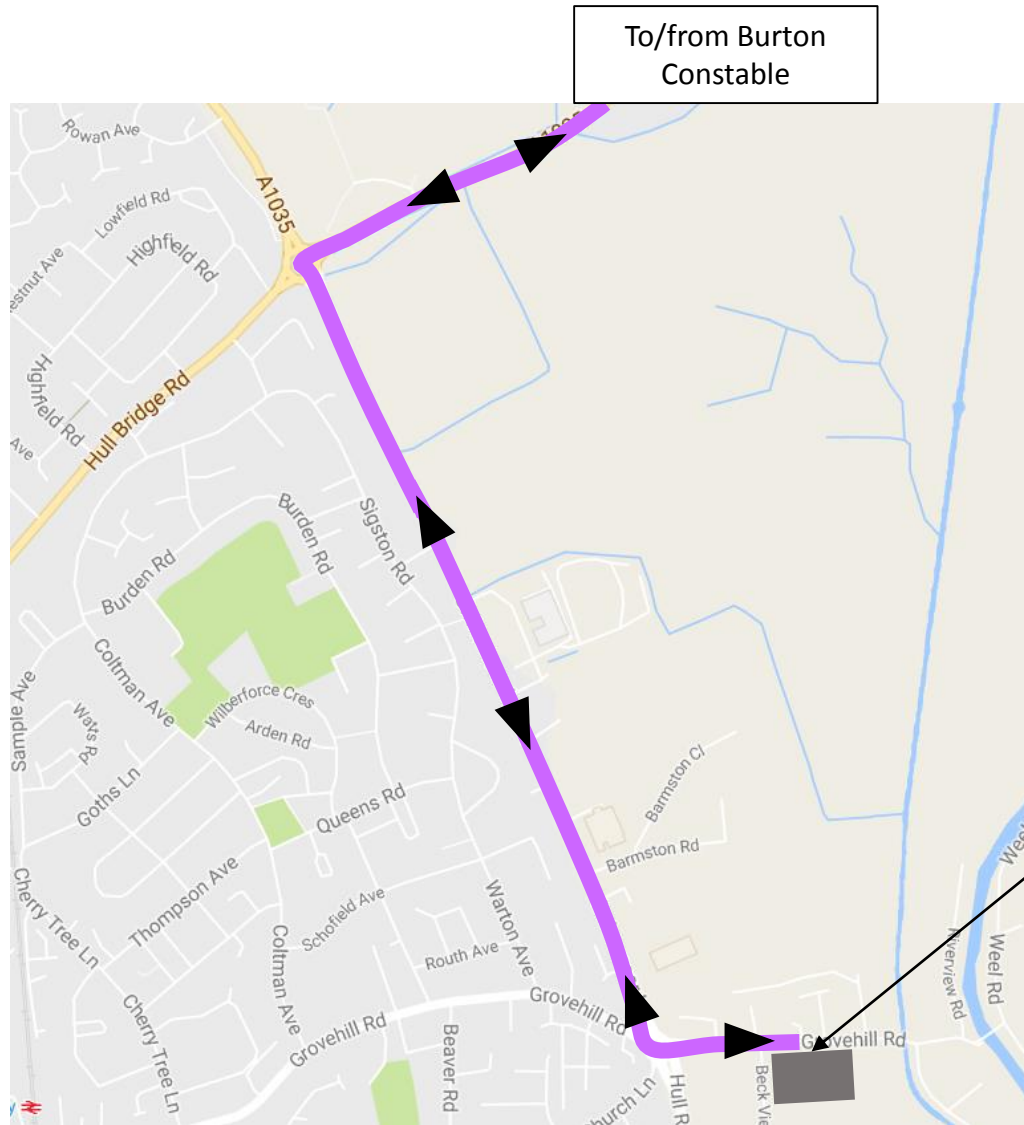
Width 2.5m Length 4.8m transit

NOT TO SCALE

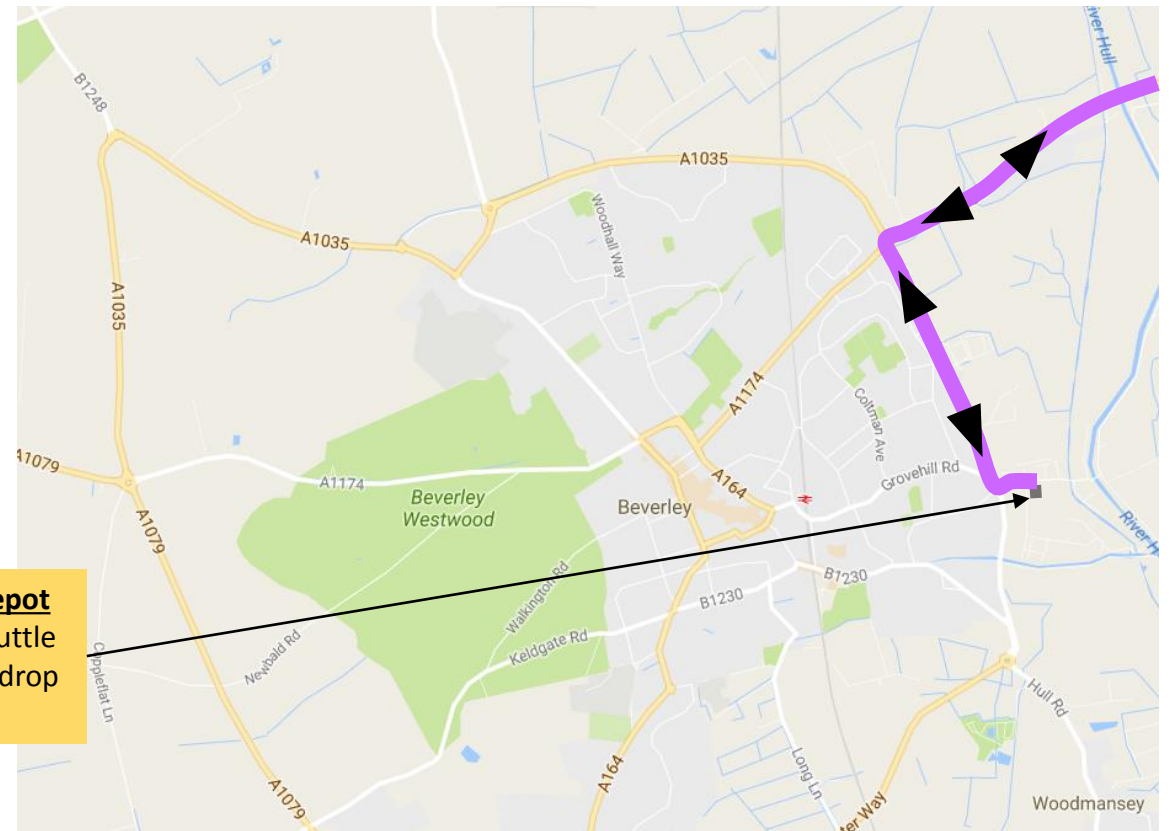
Figure 5: Proposed Drop-off/Pick-up Grovehill, Beverley

Estimated ticket holders using facility: **3,250**

Two-way journey time to event: 76 minutes



Grovehill Depot
Proposed shuttle
bus pick up/ drop
off



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. 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.

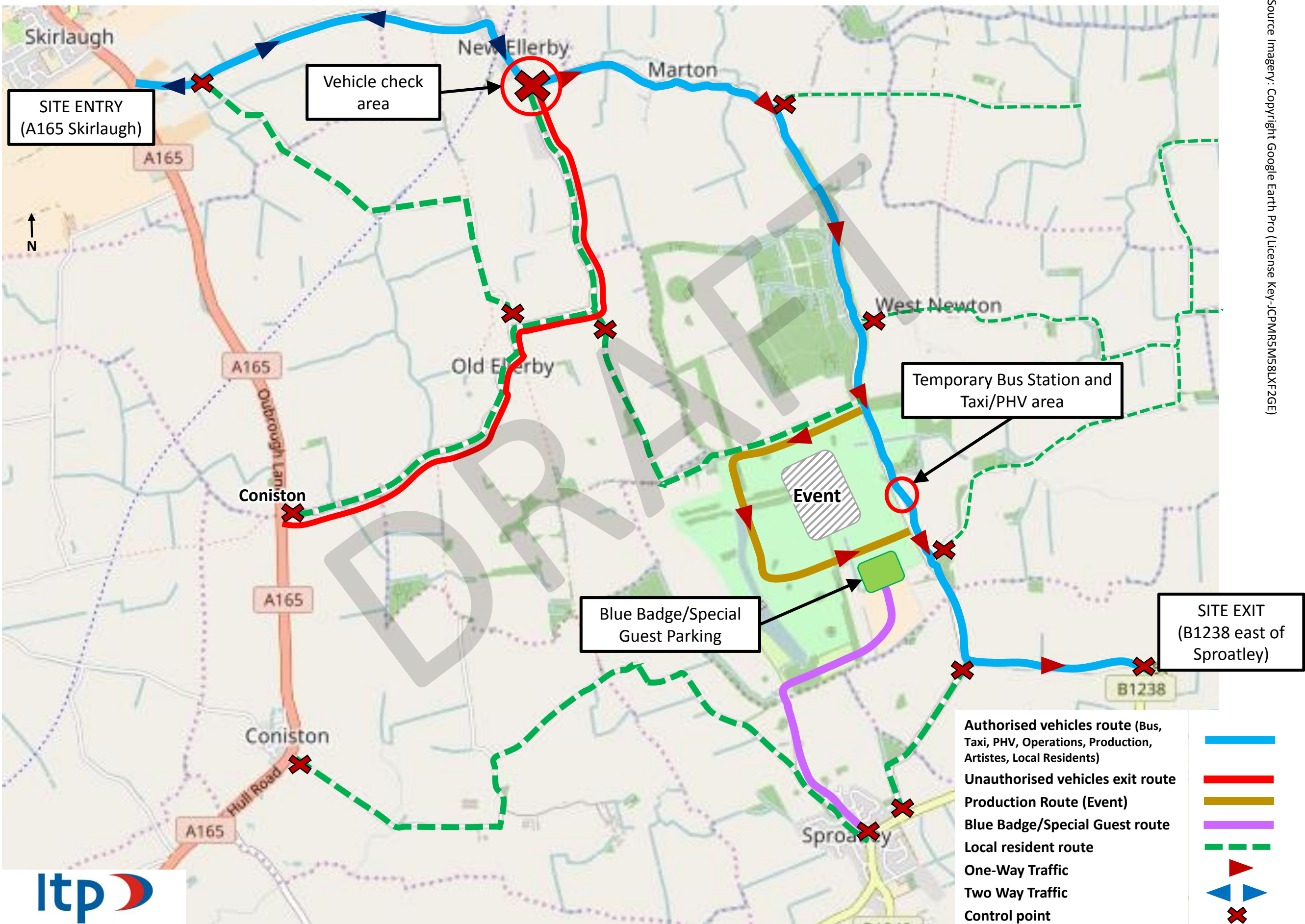
Blue Badge Holder and Special Guest Route

- The access for Blue Badge Holder and Special Guests is via Park Road, Sproatley and the existing access to the Burton Constable Camping and Caravan site.
- **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



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- Authorised vehicles route** (Bus, Taxi, PHV, Operations, Production, Artistes, Local Residents)
- Unauthorised vehicles exit route**
- Production Route (Event)**
- Blue Badge/Special Guest route**
- Local resident route**
- One-Way Traffic**
- Two Way Traffic**
- X
Control point

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

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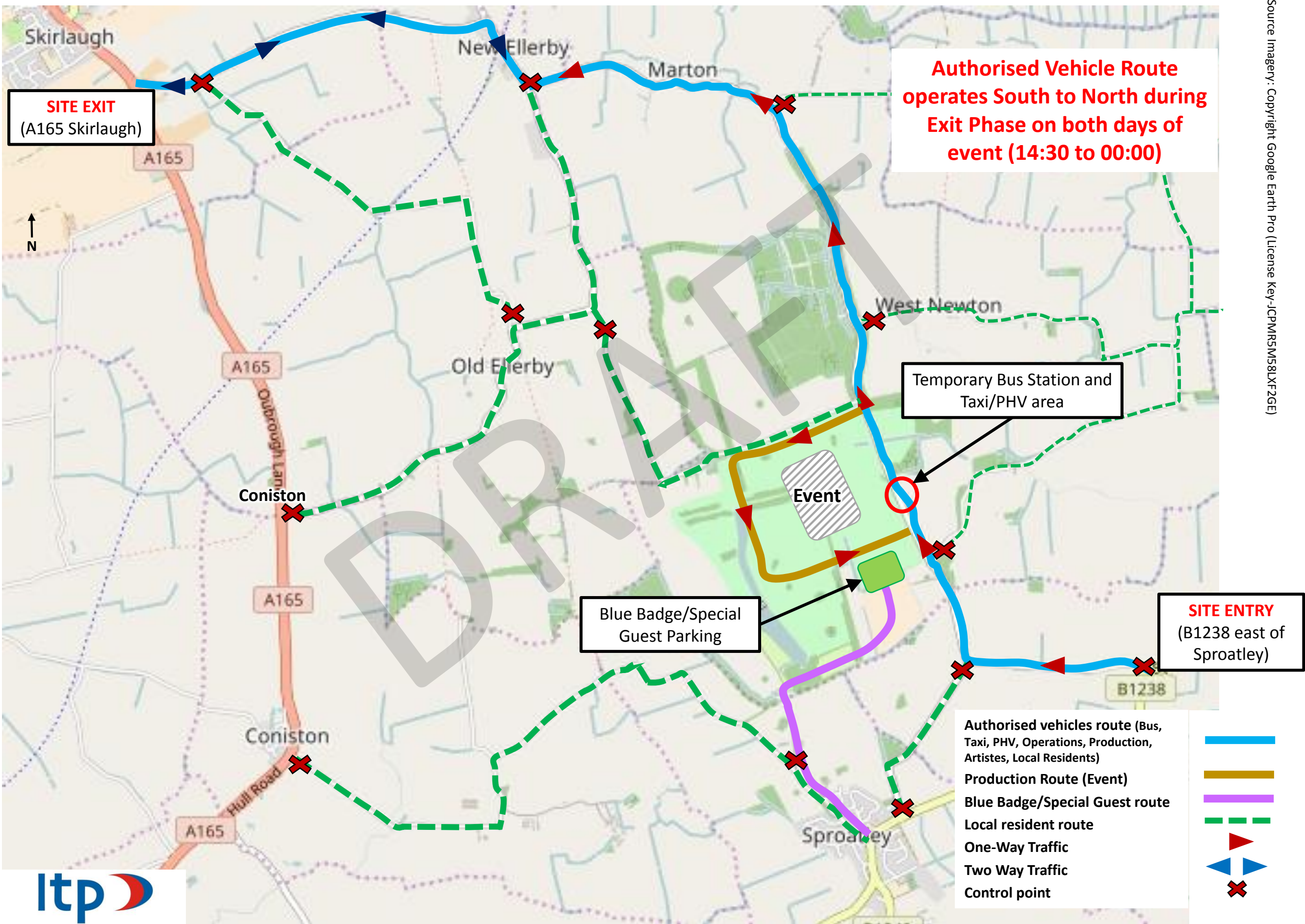
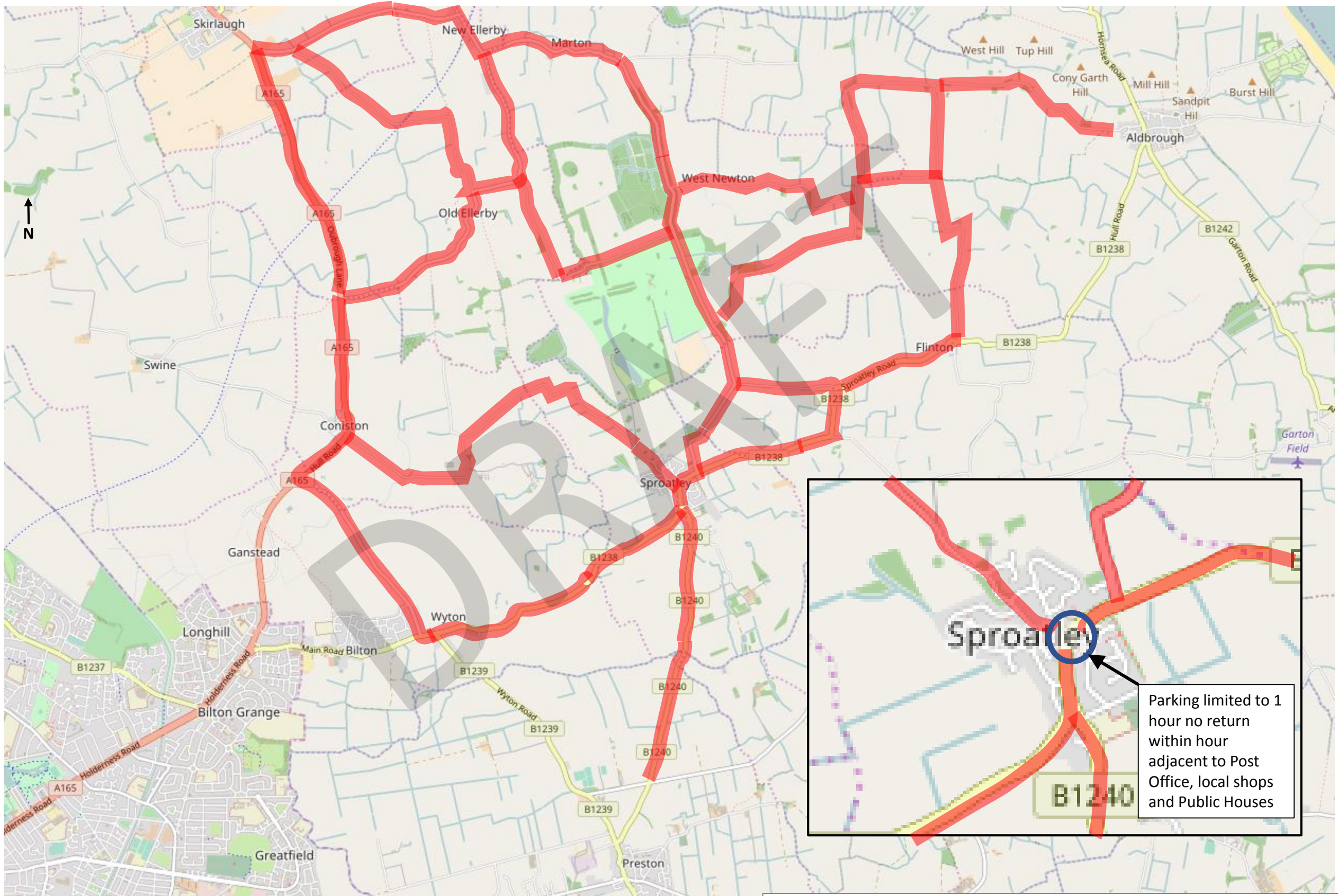


Figure 8: LATMP : Extents of proposed temporary Clearway order

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



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



KEY
No Stopping At Any Time

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.
- **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. 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.