

# **EVENT SAFETY MANAGEMENT PLAN**

**ROYAL BALLET LIVE RELAY  
QUEENS GARDENS  
16 SEPTEMBER 2017**

**VERSION 0.2**

# DOCUMENT CONTROL

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THIS DOCUMENT IS LIVE AND SUBJECT TO REVISION.  
PLEASE ENTER REFERENCES IN THE TABLES BELOW.

## AUTHOR CONTROL

Name	Version	Action	Sections	Date
<i>Melissa McVeigh</i>	<i>0.1</i>	<i>Draft 1</i>	<i>All</i>	<i>28/06/2017</i>
<i>Melissa McVeigh</i>	<i>0.2</i>	<i>General updates, Insertion of event risk assessment and site plan</i>	<i>All</i>	<i>07/08/2017</i>

## RELEASE CONTROL

Name	Version	Release Date	Released to?
<i>Melissa McVeigh</i>	<i>0.1</i>	<i>06/07/2017</i>	<i>ESAG, HULL 2017</i>
<i>Melissa McVeigh</i>	<i>0.2</i>	<i>09/07/2017</i>	<i>ESAG HULL 2017, Contractors</i>

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## SECTION 1 - OVERVIEW

### 1.0 Event Overview

Hull New Theatre reopens on Saturday 16 September with an exhilarating evening of classic and modern dance presented by The Royal Ballet.

Specially curated by the Company's Hull-born Director, Kevin O'Hare, the performance brings together artists from Hull with a selection of Royal Ballet Principals and Soloists and some of the exciting dance talent emerging in the city today.

The Royal Ballet performance will be relayed live to an audience of 5,000 in Queens Gardens onto 2 x 34.5sqm LED screens, a stage will be erected between these screens to allow for a curtain call with the full Royal Ballet Cast at the end of the relay. The event itself will be picnic style with the audience encouraged to bring their own picnic, there will be no seating in place at this event. This event will be ticketed, these will be sold for £6 each and have now sold out.

The current schedule event is as follows: (a more detailed schedule can be found in Section 7.0)

**Build** Friday 15 September  
08:00 - 20:00

**Event** Saturday 16 September  
Gates Open: 18:00  
Relay of Royal Ballet Commences: 19:30  
Relay Ends: 22:00  
Audience Clear: 22:30

**De Rig** Sunday 17 September  
08:00 - 16:00

### 1.1 Project Team

**Event Manager**  
Chris Clay, Hull 2017

**Site & Production Manager (Primary Contact)**  
Melissa McVeigh - Technical and Operations Coordinator, Hull 2017  
[melissa.mcveigh@hull2017.co.uk](mailto:melissa.mcveigh@hull2017.co.uk) 0755 739 8447

**Executive Producer**  
Niccy Hallifax, Hull 2017

**Producer**  
Haitham Ridha, Hull 2017

**Production Manager (New Theatre)**  
Aidan Lesser, 2017

**Technical and Operations Director**  
Chris Clay, Hull 2017

## 1.2 Roles and Responsibilities

HULL 2017	<p><b>Chris Clay</b> Event Manager</p> <p><b>Melissa McVeigh</b> Site/Production Manager</p> <p><b>David Watson</b> Ticketing &amp; Gate Ops</p> <p><b>Harriet Johnson</b> Volunteer Manager</p> <p><b>Ben McKnight</b> Head of Comms</p>	<ul style="list-style-type: none"> <li>▪ Overall Event Management</li> <li>▪ Health and Safety</li> <li>▪ Site Management</li> <li>▪ Production</li> <li>▪ Ticketing and Gate operations</li> <li>▪ Volunteer Management</li> <li>▪ Media Liasion</li> <li>▪ Crisis Comms</li> </ul>
HULL CITY COUNCIL	<p><b>Helen Thackeray</b> Council Events Team</p> <p><b>Lucy Boatman</b> Commercial Waste</p> <p><b>Steve McKee</b> StreetScene</p>	<ul style="list-style-type: none"> <li>▪ City Centre license holder and DPS</li> <li>▪ Waste Management</li> <li>▪ Cleansing</li> </ul>
HULL CULTURE & LEISURE (HCAL)	<i>TBC</i>	<ul style="list-style-type: none"> <li>▪ Bar operations</li> </ul>
PRESTIGE SECURITY	<p><b>Justine Prescott</b> Security Manager</p>	<ul style="list-style-type: none"> <li>▪ Security and Stewarding</li> <li>▪ Lost Children</li> <li>▪ Ensuring the site is secure prior to opening of gates</li> </ul>
NORTH EAST MEDICAL	<p><b>Chris Bilton</b> Medical Manager</p>	<ul style="list-style-type: none"> <li>▪ First Aid and Medical Services</li> </ul>
HPSS	<p><b>Iain Firth</b> Production Manager</p>	<ul style="list-style-type: none"> <li>▪ PA and Sound (install and operation)</li> <li>▪ Lighting (install and operation)</li> <li>▪ Wheelchair viewing platform</li> </ul>
ACORN	<i>TBC</i>	<ul style="list-style-type: none"> <li>▪ Screen support structure</li> </ul>
LIGHTMEDIA	<p><b>Eddie Elliot- Smith</b> Production Manager</p>	<ul style="list-style-type: none"> <li>▪ Install and operation of LED Screens</li> </ul>
ALL OCCASIONS	<i>TBC</i>	<ul style="list-style-type: none"> <li>▪ Fencing and Barriers</li> <li>▪ Furniture</li> </ul>

<b>BROADCAST SUPPLIER</b>	<i>TBC</i>	<b>Installation and operation of broadcast link between the New Theatre and Queens Gardens</b>
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### 1.3 Event Control

Event Control will be located and operated from the Hooper Building, Guildhall Road, Hull, this will operate during the duration of the event and when road closures are in place between 17:00 - 23:00.

ELT Members are:

- Chris Clay
- Melissa McVeigh
- Helen Thackeray
- Justine Prescott
- North East Medical

The ELT will meet prior to the opening of the event and regularly during the event itself. The times of these meetings will be:

- 17:30 Pre Opening
- 19:30 Update Meeting
- 21:30 Pre Egress

### 1.4 Licensing, Permissions and Insurance

The City Centre Premises License will be used for this event with permission granted by Hull City Council Events Team.

As this event will be operating under a Hull City Council license due to both the retail sale of alcohol and the provision of regulated entertainment, Hull 2017 will comply with the four licensing objectives and ensure they are met throughout the planning and operational phases.

We Shall:

#### The prevention of crime and disorder

- Ensure that entertainment is suitable for the audience and do not incite disorder.
- Provide properly trained stewards who can deal with conflict situations. They will be briefed their role and communication methods to contact the Police should the conflict turn into public disorder.
- Produce an Event Management plan to deal with crime and disorder and brief all staff and stewards thoroughly.
- Liaise closely with the Police and act on their advice.

#### To ensure public safety

- Each event should be designed to be intrinsically safe including the possible use of appropriate barriers to exclude people from certain areas within the site.
- A full risk assessment will be produced and risks reduced wherever possible
- An Event Management plan to include contingency plans will be produced
- Emergency services will be contacted and their advice followed.
- Adequate first aid provision will be provided.

#### The prevention of public nuisance

- Programme suitable entertainment according to the site and the time of day.
- Check with environmental services to determine appropriate noise levels.
- Regularly check noise levels
- Use competent contractors to operate sound systems and machinery

- Only build on site during reasonable hours
- Produce a build schedule to avoid nuisance

#### **The protection of children from harm**

- Write and implement a child protection / safeguarding policy within the Event Plan
- Train staff in child protection / safeguarding where necessary.
- Include a policy for dealing with lost children in the event plan
- Brief staff and stewards on plans and policies
- Design the site to help protect children, this may include barriers or cordons

Temporary road closures will be implemented for this event please see section 11.0 for full details. Permission has been granted by Hull City Council for these road closures.

Insurance for the event will be under the Hull 2017 Ltd standard public liability insurance of the value of £25 million.

Event sub-contractors public liability insurances are held by the event manager in the production office, located at the Unison Building.

PRS and PPL Licenses will be applied for well in advance of the event.

## **2.0 Safety Policy Statement**

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

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

### **2.1 Appointed Persons**

The appointed person for the Health and Safety of this event is Chris Clay, Technical and Operations Director, Hull 2017.

## **3.0 Event Risk Assessment**

The risk assessment for the event can be found at Appendix 2 of this document.

## **SECTION 2 - CONTRACTORS, PERSONNEL & SITE**

### **4.0 Legislative Duties**

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

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

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



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

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

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

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

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

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

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

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

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

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

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

## **5.0 Responsibilities of Contractors**

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

Contractors must:

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

### **5.1 Accident and Near Miss Reporting and Investigation**

All accidents, incidents and near misses must be reported without delay to a person responsible. An accident book will be available at all times. The person responsible will report incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **5.2 Equipment & Materials**

All equipment and tools brought onto site must be in good condition, fit for purpose and have valid test certificates as appropriate.

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

### **5.3 Personal Protective Equipment**

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

### **5.4 Segregation**

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

### **5.5 Risk Assessment**

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

### **5.6 Compliance**

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

## **6.0 General Site Conditions**

### **6.1 Venue - Special Considerations**

Queens Gardens is managed and maintained by Hull City Council.

### **6.2 Access & Egress**

Pedestrian Access during the build for staff and crew will be from Guildhall Road into the Gardens (following a safety induction in the Unison Building)

Vehicle Access during the build will via either:

- a. Main Ramp at the rear of the Rose Bowl.
- b. Ramp at the corner of Wilberforce Drive and Queens Dock Avenue.

All vehicles delivering to and driving onto site will be escorted by a minimum of 2 x banksmen (one at the front of the vehicle, one at the rear of the vehicle) to allow safe movement through the site for both vehicles and visitors to Queens Gardens. All vehicles will have hazard lights (or beacons if fitted) switched on whilst the vehicle is moving.

### **6.3 Smoking**

Smoking is only permitted in designated areas. The designated smoking areas will be clearly signposted within the site. Please refer to the site plan for these locations.

### **6.4 Alcohol and drugs**

All personnel and contractors are not permitted to consume alcohol prior to or during work sessions. Any person who is believed by a person responsible to be intoxicated through the

consumption of alcohol or the use of recreational drugs will be considered to be unable to carry out their duties safely and will be required to leave site.

Any person who is unable to carry out their duties safely owing to the effects of prescription medication or for any other medical reason must inform their line manager or a responsible person immediately and appropriate action will be taken, which may include the reallocation of duties or medical treatment.

## **6.5 Venue Facilities during build and de-rig**

### **Toilets**

During build and derig toilet facilities will be available at the Unison Building on Quay Street. The next closest public toilet facilities are located in Queen Victoria Square.

### **Medical**

1 x first aider will be on site for the build and derig during the following times:

Friday September 15 <sup>th</sup>	10:00 - 20:00
Sunday September 17 <sup>th</sup>	10:00 - 16:00

## **6.6 Working at Height**

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

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

## **6.7 Manual Handling**

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

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

## **6.8 Lifting Operations**

- Lifting operations shall be planned and supervised by a competent person and carried out in a safe manner.
- Lifting equipment should be inspected and maintained in accordance with the relevant guidelines and legislation (Lifting Operations and Lifting Equipment regulations 1998) and the required documentation should be available onsite to support such maintenance and inspection.

- All lifting equipment, including, but not limited to, wire ropes, winches, chain hoists, shackles, spansets, ropes, slings etc. shall be suitable for their purpose.

## 6.9 Ladders

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

- Where ladders are used, they must be selected and used with due consideration to the HSE publication INDG455 (Safe Use of Ladders and Stepladders).
- The ladder(s) should be in good condition and fit for purpose.
- The ladder(s) should be correctly positioned to prevent over stretching and be secure to prevent slipping.

## 6.10 Fatigue

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

## 6.11 Electricity

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

## 6.12 Equipment Suspended at Height

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

## 6.13 PPE

At a minimum steel capped boots and a hi vis vest will be worn during the build and derig of the event Additional PPE shall be worn when identified as necessary by a Risk Assessment or Method Statement.

## 6.14 Waste

All contractors will be required to remove any waste that their activities generate from the site and make appropriate arrangements to dispose of or recycle the waste.

## SECTION 3 - OPERATIONAL PLANS

### 7.0 Schedule

#### ROYAL BALLET RELAY AT QUEENS GARDENS

Schedule *(this schedule is subject to change)*

FRIDAY 15 SEPTEMBER - BUILD		
07:00	Site mark Up	Hull 2017
10:00	Bar Build Commences	HC&L
12:00	First Aid on Site	North East Medical
	Build of screen support structures and Ballast	Acorn
	Security on site for asset protection	Prestige
	Build of stage tent	Tentickle
13:00	Delivery and Install Generators / temporary power	Elecplant
15:00	Build of stage	HPSS
16:00	Delivery and Install of Screens & Testing	Lightmedia
20:00	Site Clear of all contractors	All
00:00	Security changeover (asset protection)	Prestige
SATURDAY 16 SEPTEMBER - SHOW DAY		
06:00	Rubbish Pick	Hull City Council
08:00	Delivery of Barrier	All Occasions
09:00	Install of PA, Stage Lighting and FOH position	
	Delivery and install of portaloos	Addplant
	Broadcast team on site	
10:00	Barrier install (Phase 1 - perimeter)	Local Crew
	Security Changeover	Prestige
12:00	Erection of Information / Welfare marquee	Local Crew
13:00	Testing (PA, Screens, Broadcast Link)	
14:00	SIA and Stewards Event Briefing	Prestige
15:00	<b><i>Event Control Operational</i></b>	
	Road Closures in effect	SEP
	Bins delivered and distributed across site	Hull City Council
	Barrier Install (phase 2 - ticket gates)	Local Crew
16:00	Event First Aid onsite	North East Medical
	Volunteer arrival for Briefing at 16:30	Hull 2017
	Volunteers Deployed	Hull 2017
17:15	<b>GATES OPEN</b>	
18:00	Relay Commences	Links Broadcast
19:30	Relay Ends	Links Broadcast
22:00	<b>Audience clear of site</b>	
22:30	Cleansing of site commences	Hull City Council
22:30	De-rig of screens commences	Lightmedia
22:45	Derig Commences (Sound, lighting, and stage)	HPSS
22:45	Roads Re-opened (except Guildhall Road)	SEP

23:00	Security Changeover	Prestige
00:00		

SUNDAY 17 SEPTEMBER - DERIG		
10:00	De Rig of Screen Structures	Acorn
	Removal of Generators	Elecplant
	Bins Collected and taken off site	Hull City Council
	Concessions and Bars infrastructure removed	HC&L
	Barrier Collection	All Occasions
	<b>Site Clear and Handover</b>	
	Barrier Collection	All Occasions
14:00	<b>Site Clear and Handover</b>	

## **8.0 Security & Crowd Management Plan**

A full security and crowd management plan will be provided by Prestige Support Ltd, a security and crowd management plan will be included in a later version of this plan.

Security and Stewarding levels for the event (build, event, derig) will be as follows:

<b>FRIDAY 15 SEPTEMBER</b>	12:00 - 00:00	2 x SIA	General Security and Asset Protection
<b>SATURDAY 16 SEPTEMBER</b>	00:01 - 12:00	2 x SIA	Overnight asset protection
	12:00 - 00:00	2 x SIA	<b>Asset Protection</b>
	12:00 - 00:00	10 x SIA	Outer Perimeter patrol 6x then move to Gate position at 17:00
	15:00 - 00:00	2 x Supervisors	Supervisor 1 - at Gates for ingress and egress Supervisor 2 - inside the event
	15:00 - 23:00	4 x stewards	Gates for ingress and egress
	15:00 - 23:00	2 x Lost Children staff	Based at Welfare / Information point, and roaming the site
<b>SUNDAY 17 SEPTEMBER</b>	00:01 - 16:00	2 x SIA	Overnight asset protection

A security controller will be based at Event Control monitoring, logging, and re-deploying staff to any issues as they arise.

### **8.1 Access and Egress**

The main ticket gate and only entrance for the event will be located at the rear of the rose bowl.

Egress will also be through this gate.

A full range of directional event signage will direct the audience to this location for entry and exit.

### **8.2 Capacities**

The capacity for this event has been set at 5,000 pax.

During ingress Event control will be updated by Ticketing operations of audience numbers scanned in every 10 mins via radio.

Total available Emergency Exits in metres: 51.6m

Less the main exit of 9.6m in the event of obstruction (Rose bowl ramp): 42m

Based on recommended exit rate of 82 pax /per metre / per minute.

#### **Equation**

5000 / 82 persons per metre per minute / 42m of exit  
Time to evacuate the site 1:42 minutes

The recommendation for a low risk fire emergency evacuation is 8 minutes

## **9.0 Medical Plan**

North East Medical has been appointed as the medical services provider for this event. Following a medical risk assessment, the event has been scored 24. The first aid provision on site for this event will be as follows

- 6 x First Aiders
- 1 x Ambulance with ECA and paramedic.

During the build and derig there will be 1 x first aider on site during the following times:

- Friday 15 September - 12:00 - 20:00
- Sunday 17 September - 09:00 - 16:00

*A full medical plan will be included in a later version of this plan.*

## **10.0 Waste Management Plan**

Hull City Council (Street Scene and Commercial Waste departments) will be providing all cleansing and waste management services for this event. The waste management arrangements for this event are as follows:

A pre event litter pick will happen in Queens Gardens on Friday 15 September.

36 x 240l bins 8 for amnesty at the main audience gate, the other 28 x 240 litre will be grouped in clusters of 4 at the rear of the audience area.

3 x 1100l bins will be placed at the rear of the concessions

A Post event sweep will happen once event control has given site clearance at approximate 23:00.

All bins will be removed from site on the morning of Sunday 17 September.

## **11.0 Traffic Management Plan**

A Traffic Management Company to supply the traffic management and operation of road closures for this event has yet to be appointed for this event.

Temporary road closures will be implemented for this event please see section 11.0 for full details. for the following roads:

- Guildhall Road 12:00 - 00:00  
This closure will be manned at the corner of Wilberforce Drive and Guildhall Road
- Wilberforce Drive 12:00 - 00:00  
This closure will be manned at Lowgate and at the corner of George Street
- Queens Dock Avenue at Wilberforce Drive 12:00 - 00:00

Rolling Road Closure for Egress between 22:00 - 22:30

- Queens Dock Avenue (at the Rose Bowl) this will be a rolling road closure to allow safe crossing of audience in waves whilst maintaining the flow of buses and taxis in the area during the normal Saturday nighttime economy. This closure will be manned by both traffic management and stewards to ensure the safe movement of both audience and vehicles during egress.

A full traffic management plan will be included in a later version of this document.



## **12.0 Noise Management Plan**

The sound levels of the live relay will be monitored from the Front of House position by the sound operators during PA testing and throughout the event. The sound operators will ensure that levels are kept below 95DbA LEQ and will report regularly back to event control so that sound levels will be recorded in the event log.

### **12.1 Resident Liaison**

A letter drop will be undertaken 1 week prior to the event to all local residents and businesses within the immediate area of the event site. The letter will detail the times of any PA testing and the event times itself as well as all road closures that will be place for the event.

#### **Complaint procedure**

Following the distribution of the resident / business letter - should any residents or business owners have any queries or wish to make a complaint they will directed to email [theteam@hull2017.co.uk](mailto:theteam@hull2017.co.uk)

## **13.0 Alcohol Management Plan**

Hull Culture and Leisure (HCAL) will be managing all bars and food concessions at the Event. It is important to Hull 2017 to ensure a safe, secure environment for the enjoyment of audience members and staff. Therefore, in line with the new licensing legislation and to comply with the city centre premise license, all event bar staff must comply with HCAL Responsible serving of alcohol policy. A copy of this policy will be provided by HCAL IN August 2017 for inclusion in this plan

### **13.1 Sales of Alcohol**

In general Hull 2017 will expect HCAL bar staff to follow their own Responsible Alcohol policy, and as a minimum the following guidelines:

1. Challenge 25 policy will be adhered to at all bars selling alcohol.  
If a person looks under the age of 25 they will be asked to provide photo ID to verify they are over 18 years of age. Acceptable forms of photo identification include; A current passport, a current photo driving licence, and a PASS approved proof of age card.
2. All bar staff are trained prior to commencing work at the bars, and a copy of the training record be made available to the event office or licensing officer upon request.
3. Bar Staff and management will reserve the right to refuse service at their discretion. A log of refusals and/or incidents will be kept by the bar manager and will be shared with the office at the end of the event for the event log.
4. SIA Door supervisors will be in place to monitor behavior of patrons and stop minors from purchasing alcohol.
5. All measures and ABV of all drinks being sold must be clearly displayed at the bars.

### **13.2 BYO Alcohol by audience**

The audience will be able to bring their own alcohol into the event, provided it is plastic containers. No glass will be allowed to be brought on site. Bins will be available at the gates to get rid of any glass being brought in and plastic jugs made available if audience members want to decant their drinks.

## **14.0 Fire Safety Plan**

All contractors and staff will location of all fire exits and firefighting equipment during the site induction prior to starting work on site.

No hot works will be carried out on site without a permit. Permits will be issued by the Site Office upon the contractors submission and approval of their RAMS.

If a fire is discovered the alarm will be raised over radio. Only attempt to fight a fire if you are competent to do so.

Once the alarm is raised (over radio) work is to stop immediately and all staff and crew to proceed to the nearest exit and muster at the Unison Building on Quay Street.

The Event Manager will be responsible for calling the emergency services if necessary.

## **15.0 Weather Management Plan**

Given the time of year of this event, weather conditions will be monitored closely and recorded in the lead up to the build and event day.

### **Wind**

High winds during this event have the potential to cause issues in terms of structures that will be erected. All structures on site will have their safe wind loads stated on their Health and Safety documentation submitted prior to the build. Wind speeds will be monitored at regular intervals on site and fed back to event control.

Additional information regarding cancellation of events will be included in a later version of this plan.

### **Rain**

In the event of rain, the relay will continue. Audience numbers may drop for the event. Rain will not affect any structures on site, but may affect ground conditions this will be monitored in the days and hours leading up to the event and if deemed necessary ground protection may be deployed across the site.

### **Heat**

In September this is less likely to be an issue. If the forecast in the lead up suggests it will be warm, it is likely water consumption across the site during build and event day will increase and as such water orders will be increased for both crew and via the concessions.

A full weather contingency plan will be included in a later version of this document.

## **16.0 Site Electrical Safety**

Elecpant will be managing the installation and distribution of temporary power for the technical elements across the site.

Generally, B7909 will be followed, with other regulations and standards followed as appropriate.

All cables will be mechanically protected where necessary either via cable matting or ramping. Where possible cables will follow the route of the barrier lines to avoid increased risk of trip hazards caused by cables or protective materials.

Any cable ramp which crosses a public path that is likely to be used by a wheelchair user will include at least one wheelchair accessible ramp section.

All connectors used will be IP67 rated unless protected from water by other means.

All distribution points will be protected by barriers.

A competent responsible person will be on site at all times that cable distribution and distribution equipment is installed in a safe and suitable manner.

#### **Small Installations (as defined by BS7909)**

The responsible person will ensure that the equipment supplied has proof of testing within the last 12 months.

The responsible person will visually inspect all equipment to ensure that it appears safe and serviceable.

The responsible person will test each RCD using the 'TEST' button during installation.

The person responsible will ensure that all procedures detailed in BS7909 are followed, and that a certificate of completion is completed and retained.

#### **Large Installations (as defined by BS7909)**

The person responsible will ensure that the system is designed and planned appropriately.

The person responsible will ensure that all exposed metalwork is appropriately earthed.

The person responsible will ensure that all distribution equipment for supplies over 6KVA is tested on site and a record of that testing retained.

#### **Generators**

The generators will be installed compound accessible only to competent and trained staff.

A dedicated steward will be posted to ensure that no unauthorized access is gained to the generator.

The generators will be installed by a suitably trained and competent person, and once installed a sign off certificate will be provided.

The generator will be equipped with emergency 'E' stops will be tested before use.

## **SECTION 4 - PUBLIC AND AUDIENCE**

### **17.0 Crowd Management and Welfare**

The audience profile of this event is likely to be made up of families, and an average age range of 25 - 65 and children.

Given the nature and duration of the event, the content of the live relay, and the fact the event is ticketed we do not anticipate any issues with mass consumption of alcohol or drugs within the event site.

#### **17.1 Welfare Facilities**

##### **Bar**

A bar will be operating on site by Hull Culture and Leisure - who will manage the licensing, health and safety, environmental health, concession safety delivery practices.

All bars will serve alcoholic and non-alcoholic beverages including water. They will also sell pre packaged snacks - Crisps, sweets et al.

the detail of these will be included in a later version of this plan.

### **Toilets**

The toilet provision for the event will be as follows:

- 38 unisex portaloos
- 2 disabled toilet units
- **Changing Places** facilities will be available at Guildhall.

### **Accessible Viewing platform**

Disabled viewing platform and some seating will be made available for those that need it.

The viewing platform spaces will be pre booked by audience members upon purchasing tickets to the event.

### **Parking**

Parking will be available at the following locations for the event:

- Princess Quay Shopping Centre (blue badge parking available)
- George Street Car Park (extended operating hours, blue badge parking available)
- St Stephens Shopping Centre (blue badge parking available)

## **17.2 Ticketing**

All audience members attending the event must be in possession of a pre-booked ticket.

Tickets will be pre printed with clear directions to the ticket gate. This will be supported by pre event communication and on ground information from volunteers and stewards.

Audience members will have their pre-printed tickets scanned at the Rose Bowl gate. Ticket scanning will be done by volunteers and Hull 2017. Stewards and SIA security will be supporting these volunteers and conducting bag searches on any large items that present themselves at the gate.

At the time of issuing this version of the EMP all tickets have been sold.

## **17.3 Incident Management and Evacuation**

In the event of an incident or of an evacuation the following systems will be in place to ensure the continued smooth operation of the event or evacuation of the audience. On build and derig days the same procedures will be followed by all staff and crew on site.

The event will operate under a traffic light system that describes the operating mode of the event.

- Green - Normal operation, site operating safely.
- Amber - Incident reported and under investigation
- Red - incident requires show stop and site evacuation

### **Event control**

Event Control will operate from the Unison Building from 15:00 until site clearance (approximately 23:00) on show day. This will include the event manager (or other nominated staff member) and security manager.

A dedicated radio channel for event control (Channel 1) to ensure messages get through without interruption.

### **Event Liasion Team (ELT)**

In response to potential medium - high risk incidents and risks the ELT will be convened. All event decisions will be made by the group.

ELT Members will include:

- Chris Clay, Event Manager
- Melissa McVeigh, Site/Production Manager
- Helen Thackeray, Hull City Council Event Team and DPS
- Justine Prescott, Prestige Security
- Chris Bilton, North East Medical
- Ben Mcknight, Hull 2017 comms team.

### **Delay or cancellation**

If there is to be an extended delay or cancellation the audience will be informed over the PA system and via the screens. In the event of a cancellation, controlled egress of the site will be managed by stewards but a full evacuation will not take place

### **Event Mode - moving from GREEN to AMBER**

As an incident is reported the site will move into an Amber status, the following message will be sent over the radio system:

- "WILL THE EVENT MANAGER PLEASE CONTACT EVENT CONTROL"
- All on Channel to stand by and await instructions

### **Event Mode - moving from AMBER to RED (Site Evacuation)**

If the incident moves from **Amber to Red Alert**, the following message will be relayed over the radio system:

- "WILL THE EVENT MANAGER PLEASE CONTACT THE PRODUCTION OFFICE IMMEDIATELY, I REPEAT IMMEDIATELY"
- An evacuation of the site will follow.

In this instance you will hear the following message:

- "Ladies and gentlemen, this is a public announcement. We apologise for the inconvenience but due to unforeseen circumstances we have had to cancel the show. Please leave Queens Gardens by ..... (The following statement will then be given depending on the Event Control decision)
  - a) All available exits
  - b) Exiting towards..... Road exit

.....Security personnel will be positioned along the path ways to assist you further. We thank you for your cooperation and patience and ask you to leave the park as quickly and calmly as possible".

- On completion of an evacuation, stewards should remain in position, until further instructions are given.

If it is decided not to evacuate then the following stand down message will be heard:

- "THE PREVIOUS MESSAGE THE EVENT MANAGER IS CANCELLED"

The evacuation of Accessible persons is unproblematic as it is an accessible site.

The above plan will be circulated to all key staff prior to the event and discussed at their briefing sessions.

Loud hailers will be available from the Production Office.

Muster points for the audience will be split between the forecourt of Hull College on Wilberforce Drive and the Rose Bowl in front of the BBC Building located at Dock Street. The audience will be directed to these locations by stewards.

## Reporting of an untoward incident

### Bomb Threats & Suspicious packages:

- Event Management and the Stewards must be aware of the potential, however negligible, of bomb threats and the ensuing actions that have to be taken.
- Bomb threats may be received by any agency and are likely to come by way of telephone.
- In the event of a bomb threat being received by any person Event Control should be contacted immediately who in turn should notify external emergency services departments
- The Police Bronze Commander (tbc) will be responsible for the co-ordination of the response to a bomb threat in accordance with agreed Humberside Police procedures.
- Even without the receipt of a specific bomb threat, Stewards must remain vigilant as regards the possibility of the discovery of suspect packages or vehicles and should make a cursory check of their area of responsibility when they commence patrol.
- Event Management should be notified as soon as possible.

In the event of suspicious items being discovered the 5 C' s and 5 W' s will be applied. Personnel will be briefed on this.

#### 5 C' s

- **Confirm** How long has it been there/has anyone been seen with it/has it been removed
- **Clear** Clear the area immediately
- **Cordon** Cordon the area off
- **Check** Check for secondary hazards or devices

#### 5W's

- **Where is it** Describe the item; size etc
- **Where is** Exact location and any access route
- **When** When was it found/has it been moved?
- **Why** Why is the item suspicious?
- **Who** Who found it / Who are the targets / who are the witnesses?

The HOT procedure will also be in place for any suspicious items as well as the 5w's listed above:

- H - Hidden** is the item placed where it would not be readily seen, or noticed as unusual
- O - Obvious** is the item obviously suspicious by its placement, physical appearance or circumstances in which the item was found
- T - Typical** is the item not typical of what you would expect to find in that environment.

#### **Advised minimum cordons (to be specifically determined by lead emergency services in Event Control)**

Letter size/small: minimum 100m

Suitcase/holdall: minimum 200m

Vehicle: minimum 400m

#### Emergency Vehicle Access:

Primary RVP - Corner of Queens Dock Avenue and Wilberforce Drive.

Secondary RVP - Guildhall Road

## 17.4 First Aid

Medical and First aid services for this event will be provided by North East Medical. The following provision will be onsite:

- 6 x First Aiders
- 1 x crewed Ambulance

The Ambulance will be located outside the Unison Building during the event.

The First Aid treatment post will be located at the unison building with mobile first aiders roaming the site throughout the event.

## 17.5 Safeguarding

The Hull 2017 safeguarding lead on this event will be: Harriet Johnson, Volunteer Deployment Manager.

## 17.6 Lost Children or Vulnerable Adults

A welfare team will be onsite to assist with any lost children or vulnerable adults during the event. The team will consist of 2 x persons provided by Prestige support and whom have had extensive experience in this role at events around the city.

The Welfare team will be based at the information marquee located at the center of the site with 1 x welfare officer static at the welfare information tent and 1 x welfare officer roaming the event.

The following procedures will be followed:

### Children found without their parents

- A child appearing to be lost should be approached and asked if they know where their parents/ guardian are.
- Steward - notify supervisor of the lost child. 2 Stewards should escort them to the welfare point and notify Welfare.
- The child should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ brother etc names, where they last saw their parent/guardian and a description of their parent/ guardian. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Security Control via 2-way radio, which will organise a search.
- If the parent/ guardians name is known an announcement will be made via the PA system **"This is a public announcement, could ..... (Name of person) please come to the information tent.**
- If the name of the parent or guardian is not known the following announcement will be made via stage PA systems **"This is a public announcement, please remember this is a busy event, if you have been separated from a family member, and please go to the Information tent".**
- The PA announcement should **not** mention the name of the lost child.
- **At no time** should a child's name be mentioned over radio.

### Parents/ Guardian reporting lost children

- Reassure parent/ guardian informing you of a lost child, that a search

will be organised.

- Encourage the parent to come to the Welfare point if not already there, so they can give details. **Ask them for the following details of the child - name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.**
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Security and staff will conduct an initial search of the area.
- If the child is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child is found, they will be lead to the collection point to be re-united with their parent.
- Event Control will inform police on site immediately.

#### **Parents and children being re-united**

- If a child is reluctant to go with a parent or collecting adult, then the adult should be asked for proof of ID and their signature. If necessary, the police may be advised on any problems.
- Once a child has been re-united with their parents/guardian all stewards, security, staff and police will be informed immediately.

#### **16.7 Lost Property**

Any lost property handed into event staff, volunteers, or security will be taken to the information marquee located at the center of the site until the audience is clear.

Post event all lost property will be taken to the site office located at Unison House and logged. Any valuable lost property (wallets, phones, ID cards etc) will be handed to Osborne Street Police Station on Monday 18 September. Non valuables (clothing, etc) will be taken back to the Hull 2017 Offices and be kept for a period of 4 weeks.



SECTION 5 - SITE PLANS

18.0 Event Site Plan

## SECTION 6 - EVENT RISK ASSESSMENT

### 19.0 Event Risk Assessment

The Event Risk Assessment can be found at Appendix 2 of this document

## SECTION 7 - CONTRACTORS RISK ASSESSMENTS & METHOD STATEMENTS

### 20.0 List of RAMS

RAMS will be provided by the following contractors and will be included in a later version of this plan over page.

- HC&L (Bars and Concessions)
- Lightmedia (Screens)
- HPSS (Stage, viewing platform, lighting and sound)
- Acorn (Screen support)
- Tentickle (Stage covering)
- All Occasions (*for fencing*)
- Elecplant (generators and temporary power distribution)
- Addplant (portable toilets)
- Northeast Medical
- Prestige Security

## SECTION 8 - INSURANCE CERTIFICATES

### 21.0 List of Insurance Certificates

The following insurance certificates can be found in this section:

- Hull 2017 Public Liability insurance

Additional certificates from suppliers will be included in later versions of this plan.

To Whom It May Concern

3 May, 2017

**Zurich Municipal Customer: Hull UK City of Culture 2017 Ltd & Hull 2017 Enterprises LTD**

This is to confirm that Hull UK City of Culture 2017 Ltd have in force with this Company until the policy expiry on 31 December 2017 Insurance incorporating the following essential features:

**Policy Number:** XAO-122051-7383

**Limit of Indemnity:**

Public Liability:	£ 25,000,000	any one event
Pollution/Products Liability:	£ 25,000,000	for all claims in the aggregate during any one period of insurance
Employers' Liability:	£ 10,000,000	any one event inclusive of costs

**Excess:**

Public Liability/Products Liability/Pollution: Nil any one event  
Employers' Liability: Nil any one claim

**Indemnity to Principals:**

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

**Full Policy:**

The policy documents should be referred to for details of full cover.

Yours faithfully



Underwriting Services  
Zurich Municipal  
Farnborough

Zurich Insurance PLC  
Po Box 3712 (ZCD)  
Swiss Post Document Solutions  
Interface Business Park  
Wootton Bassett  
Swindon  
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Direct Phone: 0845 6023896  
E-mail  
Rashida.mtungji@uk.zurich.com

Communications will be monitored regularly to improve our service and for security and regulatory purposes.

Zurich Municipal is a trading name of Zurich Insurance Group Ltd

A public limited company incorporated in Ireland  
Registration No. 13460

Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland. UK branch registered in England and Wales Registration No. BR7985

UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ

Authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request

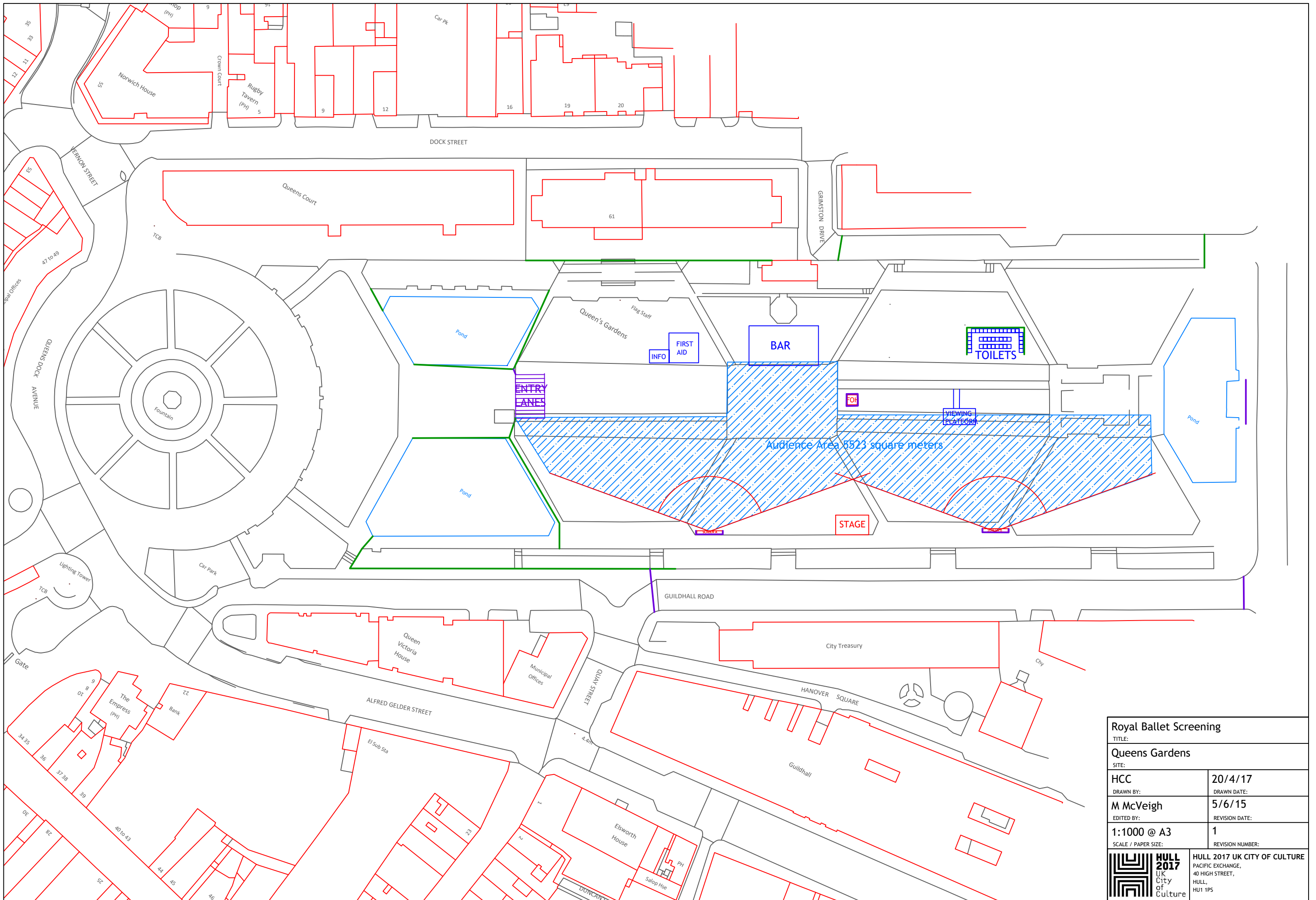
## SECTION 9 - REFERENCES


### 22.0 References

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2. Managing Crowds Safely, HSG154, ISBN 9780717618347
3. The Health and Safety at Work etc. Act 1974
4. The Management of Health and Safety at Work Regulations 1999
- 4.5 The Management of Health and Safety at Work (Amendment) Regulations 2006
5. A Brief Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, HSE INDG453(rev1), ISBN 9780717665747
6. A Brief Guide to Controlling Risks in the Workplace HSE INDG163(rev4), ISBN 9780717664634
7. The Work at Height Regulations 2005 (as amended) HSE INDG401(rev1), ISBN 9780717662319
8. Manual Handling Operations Regulations 1992 (as amended), ISBN 9780717628230
9. Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and Guidance. ISBN 9780717665860
10. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and Guidance. ISBN 9780717666195
11. Memorandum of Guidance on the Electricity at Work Regulations 1989. ISBN 9780817662289
11. The Electricity at Work Regulations 1989 Guidance on Regulations. HSR25 (Third edition). ISBN 9780717666362
12. Maintaining Portable and Transportable Electrical Equipment. HSG107, ISBN 9780717628056
13. Safe Use of Ladders and Stepladders. INDG455, ISBN 9780717665181

## SECTION 10 - APPENDICIES

1. Event Site Plan
2. Event Risk Assessment



<b>Royal Ballet Screening</b>	
TITLE:	
<b>Queens Gardens</b>	
SITE:	
<b>HCC</b>	<b>20/4/17</b>
DRAWN BY:	DRAWN DATE:
<b>M McVeigh</b>	<b>5/6/15</b>
EDITED BY:	REVISION DATE:
<b>1:1000 @ A3</b>	<b>1</b>
SCALE / PAPER SIZE:	REVISION NUMBER:
	<b>HULL 2017 UK CITY OF CULTURE</b> PACIFIC EXCHANGE, 40 HIGH STREET, HULL, HU1 1PS

# HULL UK CITY OF CULTURE 2017 ACTIVITY RISK ASSESSMENT



Assessment of:	Royal Ballet Live Screening - Queens Gardens	Assessment carried out by:	Melissa McVeigh
Assessment number:	01	Position:	Technical & Operations Coordinator
Date:	01 August 2017	Review date:	

REF	HAZARDS PRESENT	PERSONS AT RISK	Risk factors			CONTROL MEASURES	Residual Rating			DATE OF ACTION
			Likelihood	Severity	Likelihood		Likelihood	Severity	Likelihood	
1	Live edges next to water	Audience Event Staff Contractors Volunteers	3	3	M	<p>The ponds at the entry gates will be fenced off on 3 sides, ushers will man the remaining side to ensure the audience steer clear of the edges of the ponds. Additional lighting will be placed in this area.</p> <p>The ponds at the Wilberforce end of the gardens will not be fenced off, the area will not be used for audience viewing there is adequate lighting in the area highlighting the edges of the pond.</p>	2	2	L	



2	Slips, trips, and falls	Audience Event Staff Contractors Volunteers	3	3	M	<p>Event area to be kept tidy and clear of obstacles.</p> <p>All cable runs running through the audience viewing area will be housed in cable ramps.</p> <p>Uneven and broken paving in the Audience area of the Gardens will be clearly marked to prevent trips and falls.</p>	3	2	L	
3	Risk of terrorist attack using bladed weapons, firearms, or explosives	Audience Event Staff Contractors Volunteers	2	5	M	<p>Bag searches will be conducted at the ticket gates as the audience enter the event site.</p> <p>All Event staff, volunteers, and security to be vigilant always.</p> <p>Any suspicious activity to be immediately reported to event control.</p> <p>All Event staff to be briefed on "Run, Hide, and Tell".</p> <p>In the event of an incident, evacuation to implemented as appropriate.</p>	2	3	L	

4	Risk of Terrorist attack using a hostile vehicle	Audience Event Staff Contractors Volunteers General Public	2	5	M	The ramp into the Gardens has been identified as the most likely entry point for a hostile vehicle - A Traffic management vehicle will be placed at each end of Wilberforce drive to prevent any hostile vehicles gaining access to Wilberforce drive and the Gardens	2	3	L
5	Pedestrians crossing on live road (Queens Dock Avenue).	Audience General Public Volunteers	3	5	H	Audience will be directed to the existing pedestrian crossings during ingress and egress. When necessary a stop and hold on Queens Dock Avenue will be put in place by stewards and Traffic Management to allow for the safe crossing of the audience during egress and ingress.	3	3	M
6	Erection, use, and dismantling of temporary structures.	Event Staff Contractors Volunteers	2	4	M	All structures to be signed off by a competent person prior to use by staff and contractors	3	2	L
7	Inclement weather leading to dangerous conditions.	Audience Event Staff Contractors Volunteers	4	4	M	In the lead up to the weather forecasts will be analysed and conditions will be monitored during the build period and on the day of the event. This event is a one off occasion and cannot be rescheduled so it will proceed PROVIDED IT IS DEEMED SAFE TO DO SO, regardless of the weather.	4	2	M

# HULL UK CITY OF CULTURE 2017 ACTIVITY RISK ASSESSMENT



8	Risk of fire leading to serious injury or death.	Audience Event Staff Contractors Volunteers	3	5	H	No sources of ignition present in the event area. Fire extinguishers to be positioned next to temporary electrical installations.	1	5	L
9	Electric shock or fire caused by temporary electrical installations	Audience Event Staff Contractors Volunteers	3	4	M	All temporary electrical installations to be installed and managed by competent persons. All temporary electrical installations will comply with BS7909.  All temporary electrical installations will be separated from the public, event staff and volunteers by fencing.	2	1	L
10	Risk of crushing or trampling injuries in the event of an evacuation of the event site	Audience Event Staff Contractors Volunteers	2	4	M	There are multiple large egress points from the event site.  All event staff to be briefed on the evacuation procedure.  Evacuation to be managed by competent SIA personnel.  Evacuation plan to be written by Prestige Security and Showsec.	2	1	L

**RISK MATRIX**

LIKELIHOOD SEVERITY	1. Very unlikely (no known history)	2. Unlikely (unlikely sequence of events)	3. Possible (Foreseeable under unusual circumstances)	4. Likely (Easily foreseeable – some incidents may have occurred)	5. Very likely (Common occurrence – aware of incidents)
1. Negligible (no visible injury – no pain)	LOW	LOW	LOW	LOW	LOW
2. Slight (minor cuts or bruises – no long term effects)	LOW	LOW	LOW	MEDIUM	MEDIUM
3. Moderate (Heavy bruising, deep wounds, lost time)	LOW	LOW	MEDIUM	MEDIUM	HIGH
4. Severe (Major injuries, lost time accidents, RIDDOR reportable)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
5. Very Severe (Long term disability or death)	LOW	MEDIUM	HIGH	HIGH	HIGH

NAME OF ASSESSOR:		DATE OF ASSESSMENT:	
SIGNATURE:			
<b>CONTACT DETAILS</b>			
EMAIL:		PHONE:	

