**EVENT SAFETY**

**MANAGEMENT PLAN**

**7 ALLEYS – LAND OF GREEN GINGER EPISODE I**

**East Park, Hull**

**3rd May to 6th May 2017**

**Gareth Hughes – Head of Production**

**Hull2017**

DOCUMENT CONTROL

THIS DOCUMENT IS LIVE AND SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

AUTHOR CONTROL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Action | Sections | Date |
| GHughes | V5 | Periplum RAMS and insurance | Appendix | 22.03.17 |
|  |  | KRM (Carriage) RAMS and insurance | Appendix | 22.03.17 |
|  |  | Lightfire RAMS | Appendix | 22.03.17 |
|  |  | Site Layout Plan v5 | Appendix | 01.04.17 |
|  |  | Structural Engineers Report – Watch Tower | Appendix | 22.03.17 |
|  |  | Residents Notification Letter | Appendix | 01.04.17 |
|  |  | Event Specific Contingency Arrangements (ESCA) | Section 12.22 | 01.04.17 |
|  |  | Pre-show communications and assessment of numbers | Section 12.61 | 01.04.17 |
|  |  | Heart Medical – medical assessment and ops plan | Appendix | 01.04.17 |

RELEASE CONTROL

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| Name | Version | Release Date | Released to? |
| The 7 Alleys EMP 050317  | V3 | 050317 | Exec and Production |
| The 7 Alleys EMP 050317 | V4 | 060317 | ESAG |
| 7 Alleys EMP 010417 | V5 | 010417 | Exec and Production |
| 7 Alleys EMP FINAL | V6 | 05.04.17 | ESAG |

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**Section 1 - Overview**

**1.0 Event Overview**

Land of Green Ginger is an overarching series of 6 new art commissions. The 7 Alleys is a commission being produced by outdoor arts experts Periplum at East Park from 3rd to 6th May 2017. The event is aimed at a family audience and will take place along the road way to the Pavilion and arena space to the west of the park. The show will involve audiences gathering inside the entrance of East Park and being invited to enter the 7th Alley along the tree lines boulevard and meet to experience a static show on the arena area.

The show takes place over 4 nights (detailed schedule can be found in section 10.0)

**Build**

Saturday 29 April – Monday 1 May.

 Periplum arriving 29 April, pm.

**Show**

5:30pm participants arrive – run through torches

7:30pm – stewards and security briefing

 volunteers briefing

8:00pm – Staff positions

 Park closes

 Event control – how that looks tbc.

8:30pm Gates close

8:45pm Gates open, music preamble,

9:15pm Show start \*clearance TBC

10:15pm Show end

11:00pm Audience clear

**1.1 Contacts**

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

Executive Producer

Kay Fuller – Hull 2017

Producer

Maddie Maughan – Hull2017

Production Manager

Adam Long – TG Events

Show Producers

Periplum

**1.2 Licensing, Permission and Insurance**

Insurance for the event will consist of Hull2017 standard public liability insurance cover of £20 million. A copy of this is listed in the appendix.

Event subcontractor’s public liability Insurances are held by the Production manager in the production office.

A premise license is in process to extend regulated entertainments to 11pm, this will be held by Hull2017.

Hull Culture and Leisure Parks Services have issued a license of use for East Park (see Appendix)

**1.3 Roles and Responsibilities**

**Event Management Responsibilities**

Under normal operating circumstances the event will be run by the various departments all reporting in to the Event Manager via the Production Manager, Security Manager and event control. Members of that team with specific duties are as follows:-

Executive Producer – Katy Fuller – Hull2017

Will make overall strategic decisions concerning the event.

Event Manager – Gareth Hughes – Hull2017

Will make overall tactical decisions concerning the management and operation of the event including tactical decisions concerning security and crowd management matters. In all circumstances, other than a major incident, the final decision is that of the Event Manager.

Production Manager / Deputy Event Manager – Adam Long – TG Events

Responsible for ensuring a safe delivery and operation of the show from build, show and de-rig to the agreed timescale and licence agreement. Management of all contractors, crew and staff onsite. The Production Manager will work alongside all parties in facilitating tactical decisions.

Show producers – Periplum

Overall responsibility for all show elements and cast working in liaison with the Production Manager and Event Manager to ensure the safety of cast and public in relation to show elements.

Security Manager – Prestige – Justine Peacock

The Head of Security is responsible for the overall management of the security operation and for tactical decision making with regard to security deployment. The Head of Security will liaise with the Event Manager, Production Manager and Show executives with regard to decisions affecting crowd management and safety. In the case of a specific incident or emergency the Head of Security will have delegated authority to make strategic decisions if the Event Manager is not in that vicinity.

Pyrotechnics supervisor – Paul Bryce - Lightfires

To ensure that all pyrotechnics are set up in sterile areas, at appropriate times. The Pyrotechnics supervisor will be on site when the displays are being set up and make an on-going assessment of all known and new hazards, liaising with the safety manager as necessary. No fireworks will be fired without the Pyrotechnics supervisor’s authorisation.

Medical Cover – British Red Cross

Medical cover will be provided by British Red Cross; who will liaise with The Yorkshire Ambulance Service, where necessary; in the event of a major incident, all medical services will come under the direction of the responding incident officer from the Yorkshire Ambulance Service.

HCaL Parks Manager – Howard Flitton (or deputy)

Responsible for maintaining parks access and function during build and daytimes. Enabling access to parks facilities – Pavilion and adviser on local stakeholders.

**1.4 Event Control**

Event Control will be located in East Park Pavilion. There will be a representative from 2017 managing Event Control and keeping records of incidents. Event Control will operate for the duration of the event 20:00 – 23:00 3rd to 6th May 2017.

Out of hours’ contact will be via Event Manager Gareth Hughes (07733112272).

**1.5 Contractors**

Main show delivery contractors:

Stewarding/security – Prestige Security

Medical – British Red Cross

Toilets – Addplant

Marquees & barriers – All Occasions

Power – John F Hunt

Site lighting – John F Hunt

Fire extinguishers – TG

Lighting/sound – 3d Productions or HPSS

**2.0 Safety Policy Statement**

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

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

**2.1 Appointed Persons**

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

Gareth Hughes – Head of Production – Hull2017

Adam Long – Production Manager – TG Events

**Section 2 – Contractors and Personnel**

**3.0 Legislative Duties**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4.0 Responsibilities of Contractors**

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

Contractors must:

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

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

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

**4.2 Materials**

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

**4.3 Personal Protective Equipment**

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

**4.4 Segregation**

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

**4.5 Risk Assessment**

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

**4.6 Compliance**

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

**5.0 Accesses and Egress**

Main access to the show will be via the main gates on Holderness Road, secondary pedestrian and vehicular access (for pre-booked blue badge holders) will be to the north of the park via James Reckitt Avenue, and a third gate on Summergangs Road

Egress will be via the same locations.

**5.1 Capacities**

The capacity of the site is 20,000 (from Veterans Day counts) but the show capacity (the number of people who can be accommodated by the show producers) has been set at 4000.

Flow Rates:

Audience Capacity approx: 4000

Total Available Emergency Exit in meters: 37m

Less the biggest Exit of 18m in case of obstruction (Main gate): 19m

Based on the recommended exit rate of 82 people.

Equation:

4000 divided by 82 persons p/m² p/minute divided by 32 of exit = 2.6minutes

Recommendations for a low risk fire emergency evacuation is 8 minutes

Capacity will be managed by security clicking public entering the site and radioing to Event Control updated figures every 5 mins.

Once capacity has been reached 3500 the gates will be closed, this is to enable a safety margin of 500 attendances from neighboring houses.

**6.0 Fire safety**

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

No hot works to be carried out without a permit.

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

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

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

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

**7.0 Medical Plan**

Heart Medical will provide the following resources:

Rehearsal cover:

• 2 First Aiders

Main events

• 4 First Aiders

• 1 Treatment Centre

• 1 Paramedic

• 1 Conveying Ambulance

Full medical plan and assessment can be found in the Appendix.

**8.0 General Site Conditions**

**8.1 Venue – Special Considerations**

East Park is a gated park but does have a number of houses whom adjoin the perimeter of the park to the north and west. Some of these houses have access via back gates to the park, this will be managed by inviting all the residents to the shows (thus including them within our capacity figures) and by security patrolling the west area to ensure any public coming from those houses are directed down the road way to the main assembly point. At this point the members of the public will be included within the capacity figures for the event.

**8.2 Smoking**

Smoking is only permitted outside in designated areas.

**8.3 Alcohol and drugs**

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

**8.4 Venue Facilities**

The event will make use of the Pavilion on the evening of each show night and for the dress and technical rehearsal as Event Control and Medical base.

TIMES:

Tuesday 2nd May – Saturday 6th May – 18:00 – 23:00

**8.5 Working at Height**

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

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

**8.6 Manual Handling**

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

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

**8.7 Lifting Operations**

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

**8.8 Ladders**

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

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

**8.9 Fatigue**

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

**8.10 Electricity**

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

**8.11 Equipment Suspended at Height**

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

**8.12 PPE**

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

**8.13 Waste Management**

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

**8.14 Noise Management**

All sound levels will be monitored at stages from FOH by the sound operators throughout the show. They will ensure that sound levels keep within 90dB a weighted with an Leq of fifteen minutes as requested by the local authority. A copy of these records will be provided to TG Events post event and available to the council upon request.

Production will have direct contact with the FOH sound engineers throughout the show. If required a request for live performances to be brought back to an acceptable levels if deemed necessary for Production of HCC Environmental Health (Noise).

Sources of noise nuisance

* Main show site – technical checks, live rehearsals, show
* Plant and external equipment – generators
* Audiences travelling to and from the show

Steps to minimise risk of nuisance

* Site Layout and Programme

The site design and stages layout have been designed to reduce as much sound nuisance as possible in a residential area. The programme has also been managed to reduce the impact of sound levels, for example bass. Generators to be located away from residential areas

* Sound monitoring

All sound levels will be monitored from FOH by the sound operators throughout the show. They will ensure that sound levels keep within 90dB from the mixing desk a weighted with a Leq of fifteen minutes as requested by the local authority.

* Radio contact

Event Control and Production will have direct contact to FOH control positions if there is a concern about sound level, to request a reading or reduction of level if deemed necessary.

* Event closure – attendees leaving the event

Signage at gates to kindly ask attendees leaving the event to be quiet and mindful of residents.

* External Equipment

Where possible, all external generators will be switched off overnight.

* Sound checks

Production are advised to keep all sound checks to a minimum before the start of the programme. There is strictly no sound until after 10:00am or after 11pm

* Contractors vehicle access

Contractors to only have site access from 8am to 11pm.

**Complaints procedure**

* Residents Hotline

Local residents within the area will be provided with a Residents Hotline number. This phone will be based within the Production Office throughout the show and monitored 24 hours.

**8.15 Noise at Work**

The Noise Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work. Due to the nature of the state of work, employees will be exposed to large sound levels. To reduce the health and safety risk from high sound levels ear plugs are provided at the Production Office and with each stage for employees to use. Staff will be advised about the use of them at their Health and Safety briefing.

Contractors are responsible for the management of exposure to noise of their own employees.

**8.16 Protection of Children/Audience from Noise.**

Hull2017 have a proactive approach in advising audience members on the risk of high noise levels and providing alternative quiet entertainment.

- Security advising young people/parents and guardians positioned close to speaker stacks to move.

- Providing family friendly ‘quiet areas’ within the site.

**9.0 Contractors Risk Assessments and Method Statements**

See Appendix:

Periplum RAMS

Lightfires RAMS

KRM RAMS

TG Events RAMS

**10.0 Schedule**

|  |  |  |
| --- | --- | --- |
| Dates  | Friday 28th April | IN |
|   | Saturday 29th April | IN |
|   | Sunday 30th April | BUILD / PM Rehearsals |
|   | Monday 1st May | BUILD / PM Rehearsals |
|   | Tuesday 2nd May | BUILD / PM Rehearsals |
|   | Wednesday 3rd May | SHOW |
|   | Thursday 4th May | SHOW |
|   | Friday 5th May | SHOW |
|   | Saturday 6th May | SHOW |
|   | Sunday 7th May | OUT |
|   | Monday 8th May | OUT |
|   |   |   |
| Capacity | 4000 per night  |   |
|   |   |   |
| Times | GATES - 20:45 |   |
|   | SHOW - 21:15 - 22:15 |   |
|   | CLEAR - 23:00 |   |
| Duration | 1hr |   |

**NB: subject to change**

**11.0 Risk Assessments**

**Risk Assessments:**

Production specific and Event Risk Assessments can be found in the appendix.

The purpose of the Risk Assessments and the Risk Assessment process is to:

1. Identify the potential hazards on the site both in the creative and production elements as well as in relation to the audience.
2. Assess who could be harmed by the hazards & how.
3. Evaluate the risks deciding if existing precautions in place are sufficient & if not deciding what should be done.
4. Record the findings
5. Review & Revise periodically throughout the pre vent planning, suit build, show and break down

Risk Assessing within the environment of creating outdoor work & events continues to be dynamic throughout the build, breakdown and during the event itself.

There is a system in place for the continual recording, responding & reviewing of hazards on site and during site activities. Please see appendix.

Risk Assessment is the responsibility of all staff working on site throughout these periods and staff will be reminded of this in their H&S briefings.

**It is important to always remember to:**

* **Scope**
* **Plan**
* **Implement**
* **Review**
* **That this is an on-going process.**
* **That Risk Assessment is unique to every site, situation & Event**

**Fire Safety**

The show will fully comply with the provisions of the Regulatory Reform (Fire Safety) Order 2005.

An active approach to Fire Safety will be in place:

* Appropriate quantities and types of Fire Extinguishers on site. The Fire Point Locations are highlight in the event site plan will be featured in the onsite H&S briefing and displayed in the production office.
* All fires will be reported to the Fire Service by Event Control through 999
* Security Control and the Production staff are responsible for reporting any fire incident to Event Control.
* Event Manager is responsible for checking that fire safety precautions/equipment and signage is in place.
* Prohibited use of petrol generators.
* Power supply and distribution to be installed by a qualified electrician.
* Use of trained security and stewards
* A risk assessment will be carried out and appended to the event health and safety documents.

A fire safety briefing will be given to all staff onsite as part of their onsite H&S briefing. This will cover the areas advised by Fire Safety Order.

* + what to do on discovering a fire;
	+ how to notify Event Control
	+ the evacuation procedure
	+ the location and, when appropriate, the use of fire-fighting equipment;
	+ the location of escape routes;
	+ importance of good housekeeping.

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**Section 3 – Public and Audience**

**12.0 Audience Management and Welfare**

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

**12.1 Stewarding Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **LOCATION** | **DUTIES** | **STAFF** | **NUMBER** | **TIMES** |
| **Saturday 29th April** | General site  | property protection | guard | 2 | 08:00 - 18:00 |
|  | General site  | property protection | guard | 2 | 18:00 - 08:00 |
|  |   |   |   |   |   |
| **Sunday 30th April** | General site  | property protection | guard | 2 | 08:00 - 18:00 |
|  | General site  | property protection | guard | 2 | 18:00 - 08:00 |
|  |   |   |   |   |   |
| **Monday 1st May** | General site  | property protection | guard | 2 | 08:00 - 18:00 |
|  | General site  | property protection | guard | 2 | 18:00 - 08:00 |
|  |   |   |   |   |   |
| **Tuesday 2nd May** | General site  | property protection | guard | 2 | 18:00 - 08:00 |
|  | General site  | property protection | guard | 2 | 18:00 - 08:00 |
|  |   |   |   |   |   |
| **Wednesday 3rd May** | General site  | property protection | guard | 2 | 08:00:00 - 20:00 |
|  | Site | to manage  | Supervisor | 1 | 19:30 - 23:30 |
|  | Pyro  | access control | SIA | 4 | 19:30 - 23:30 |
|  | fixed show positions | general stewarding  | Stewards  | 6 | 19:30 - 23:30 |
|  | mallert Lambert  | Car parking  | SIA | 1 | 1730-23.30 |
|  | mallert Lambert  | Car parking  | Steward | 1 | 1730-23.30 |
|  | Main gate  | access control | SIA | 2 | 19:30 - 23:30 |
|  | Main gate  | general  | Stewards | 2 | 19:30 - 23:30 |
|  | rear of houses  | patrolling and access control  | SIA | 2 | 19:30 - 23:30 |
|  | West Gate  | access control | SIA | 1 | 19:30 - 23:30 |
|  | East Gate  | access control | SIA | 1 | 19:30 - 23:30 |
|  | Blue badge Holderness Road | access control | SIA | 1 | 19:30 - 23:30 |
|  | General site  | property protection | guard | 2 | 23:00 - 08:00 |
|  |   |   |   |   |   |
| **Thursday 4th May** | General site  | property protection | guard | 2 | 08:00:00 - 20:00 |
|  | Site | to manage  | Supervisor | 1 | 19:30 - 23:30 |
|  | Pyro  | access control | SIA | 4 | 19:30 - 23:30 |
|  | fixed show positions | general stewarding  | Stewards  | 6 | 19:30 - 23:30 |
|  | mallert Lambert  | Car parking  | SIA | 1 | 1730-23.30 |
|  | mallert Lambert  | Car parking  | Steward | 1 | 1730-23.30 |
|  | Main gate  | access control | SIA | 2 | 19:30 - 23:30 |
|  | Main gate  | general  | Stewards | 2 | 19:30 - 23:30 |
|  | rear of houses  | patrolling and access control  | SIA | 2 | 19:30 - 23:30 |
|  | West Gate  | access control | SIA | 1 | 19:30 - 23:30 |
|  | East Gate  | access control | SIA | 1 | 19:30 - 23:30 |
|  | Blue badge Holderness Road | access control | SIA | 1 | 19:30 - 23:30 |
|  | General site  | property protection | guard | 2 | 23:00 - 08:00 |
|  |   |   |   |   |   |
| **Friday 5th May** | General site  | property protection | guard | 2 | 08:00:00 - 20:00 |
|  | Site | to manage  | Supervisor | 1 | 19:30 - 23:30 |
|  | Pyro  | access control | SIA | 4 | 19:30 - 23:30 |
|  | fixed show positions | general stewarding  | Stewards  | 6 | 19:30 - 23:30 |
|  | mallert Lambert  | Car parking  | SIA | 1 | 1730-23.30 |
|  | mallert Lambert  | Car parking  | Steward | 1 | 1730-23.30 |
|  | Main gate  | access control | SIA | 2 | 19:30 - 23:30 |
|  | Main gate  | general  | Stewards | 2 | 19:30 - 23:30 |
|  | rear of houses  | patrolling and access control  | SIA | 2 | 19:30 - 23:30 |
|  | West Gate  | access control | SIA | 1 | 19:30 - 23:30 |
|  | East Gate  | access control | SIA | 1 | 19:30 - 23:30 |
|  | Blue badge Holderness Road | access control | SIA | 1 | 19:30 - 23:30 |
|  | General site  | property protection | guard | 2 | 23:00 - 08:00 |
|  |   |   |   |   |   |
| **Saturday 6th May** | General site  | property protection | guard | 2 | 08:00:00 - 20:00 |
|  | Site | to manage  | Supervisor | 1 | 19:30 - 23:30 |
|  | Pyro  | access control | SIA | 4 | 19:30 - 23:30 |
|  | fixed show positions | general stewarding  | Stewards  | 6 | 19:30 - 23:30 |
|  | mallert Lambert  | Car parking  | SIA | 1 | 1730-23.30 |
|  | mallert Lambert  | Car parking  | Steward | 1 | 1730-23.30 |
|  | Main gate  | access control | SIA | 2 | 19:30 - 23:30 |
|  | Main gate  | general  | Stewards | 2 | 19:30 - 23:30 |
|  | rear of houses  | patrolling and access control  | SIA | 2 | 19:30 - 23:30 |
|  | West Gate  | access control | SIA | 1 | 19:30 - 23:30 |
|  | East Gate  | access control | SIA | 1 | 19:30 - 23:30 |
|  | Blue badge Holderness Road | access control | SIA | 1 | 19:30 - 23:30 |
|  | General site  | property protection | guard | 2 | 23:00 - 08:00 |
|  |   |   |   |   |   |
| **Sunday 7th May** |   |   | Daytime property protection | 2 | 08:00:00 - 20:00 |

**12.2 Evacuation Plan / Incident Management Plan**

In order to achieve the smooth running of operations, the following systems will be implemented for the event:

* Communication line for Event Control will be either in-person at the Event Control or via the designated Event Control radio channel.
* The designated Event Control personnel will be in position at the Pavilion from 20:00 each show day
* The PA system will be utilised for public announcements. Pre-recorded emergency announcement will be available at FOH.
* An Emergency Liaison Team will be convened in response to potential medium to major risks and incidents

ELT members

* Gareth Hughes – Event Manager
* Security Manager – Prestige Security
* Katy Fuller – Executive Producer
* Adam Long – Production Manager

**12.21 Contingency Arrangements**

Contingency Arrangements have been devised to allow a co-ordinated and effective response to unscheduled occurrences, which impinge on the safe running of the Event. Three categories of occurrence, each requiring a specific response reflecting their severity, have been identified and are defined below.

**Untoward Incidents**

An Untoward Incident is defined as **‘a routine occurrence that impacts upon the safe running of the Event but does not require the Police to assume the co-ordination of its resolution’**.

**Emergency Situations**

An Emergency Situation is defined as **‘an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the Police to assume the co-ordination of its resolution’**.

**Major Incidents**

A Major Incident is defined as **‘any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority involving a large number of people’.**

**Should a Major Incident be called this is behind the scope of this Event Manual and Event Organisers will support the Emergency Services with all the resources at their disposal.**

**12.22 Event Specific Contingency Arrangements (ESCA)**

Through the process of event planning and risk assessment 3 specific scenarios have been identified that will have ESCA.

1. Due to congestion or other external factors a majority of the audience is arriving late to the show.

**INTEL FROM –** Wayfinding Volunteers and Event Site Coordinator (external to the park)

**INFORMATION –** Numbers (est) making way from Preston Road and key bus and car park areas

**ACTION –** Communication to Event Manager, who convenes with Executive Producer and Production Manager

**DECISION –** To hold show clearance – specific time agreed

**FURTHER ACTION –** Liaison with Periplum (Executive Producer), Liaison with Security Teams (Event Manager) –with specific time for show up.

1. A large (2000 – 3000) arrives early (8pm) to the show through gates across the park before the park is closed.

**INTEL FROM –** Civic One (CCTV) and Event Manager and Stewarding Team

**INFORMATION –** Numbers (est) and locations of transit through park

**ACTION –** Communication to Event Manager:

1. Gain permission to close East gates to the Park
2. Action tannoy announcement asking people to gather at the main entrance for the show as gates to the park will be closing
3. Instruct Security Manager to use the 6x Show Stewards and other roving positions to sweep the West area of the Park, instructing people to make their way to the main entrance for the start of the show
4. 6x Show Stewards (with Volunteer support) to keep audiences in assembly area (where possible ROAR will be enforced at this point)

**DECISION –** Agreed that audience is cleared of show areas and at the assembly point

**FURTHER ACTION –** Estimated numbers taken at the assembly point and decision to close gates taken.

1. Large audience (3000 – 4000) arrives near show time (8.30pm) before gates open

**INTEL FROM** – Previous evening shows, Wayfinding Volunteers and Event Site Coordinator (external to Park)

**INFORMATION** – Numbers (est) at Park gates, Dynamic Risk Assessment on crowd flow and proximity to main road, additional audiences coming from key pedestrian routes (Holderness Road and James Recketts Ave).

**ACTION** – Communication to Event Manager, Exec Producer and Production Manager

1) Gain specific counts of audience internal to park

2) Make visual assessment at Assembly Point and outside gates

3) Instruct Main Gate Security to standby to close gates

**DECISION** – Agree closure of gates with Exec Producer based on safe numbers in park and numbers outside park

**FURTHER ACTION** – Close gates, Wayfinding Volunteers to inform audiences arriving that the event is full, Security team at main gate use loud hailers to inform audiences the event is full to capacity

**Traffic Light System**

The site will operate on a traffic light system to describe the mode of operation.

* **Green** – Normal operation, site operating safely
* **Amber** – Incident reported and under investigation
* **Red Alert** – Incident requires show stop and site evacuation

As an incident is reported, the site will move from **Green to Amber** – and the following message will be relayed over the radio system.

* “WILL THE EVENT MANAGER PLEASE CONTACT THE PRODUCTION OFFICE”
* Standby and await instructions.

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 the park 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.

**Reporting of an Untoward Incident Plan.**

**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 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 moved
* **Clear** Clear the area immediately
* **Cordon** Cordon the area off
* **Control** Control the cordon effectively
* **Check** Check for secondary hazards or devices

**5W’s**

* **What is it** Describe the item; size etc
* **Where is it?** 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?

**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 – main gates access via Holderness Road – holding point

Secondary RVP – James Reckitt Ave entrance – holding point

**Event Cancelation and poor weather contingencies**

Weather conditions will be monitored and recorded in the run up to the event and on show day. Forecast will affect the event in the following ways.

* Wind: Wind is the main element which may cause problems for the event. All structures (where applicable) will be assessed on safe wind load within their H&S documents. In the case of strong winds being forecasted, a consultation will be had with all relevant parties and as a contingency any structure deemed unsafe in the conditions would not be used for the event.
* Rain: Does not affect structures, audience attendance numbers will drop. Water surface levels to be monitored on soft grounds. Tracking may be deployed on curb/grass edges.
* Heat: Water consumption to increase. Water orders to be increased based on forecasts.

Please see appendix for full Weather Contingency Plan.

**12.3 Medical**

|  |  |  |  |
| --- | --- | --- | --- |
| IN | Friday 28th April | 08:00 - 18:00 | On site staff first aider  |
| IN | Saturday 29th April | 08:00 - 18:00 | On site staff first aider  |
| BUILD / PM Workshop | Sunday 30th April | 08:00 - 18:00 | On site staff first aider  |
| BUILD / PM Rehearsals | Monday 1st May | 08:00 - 18:00 | On site staff first aider  |
|   |   | 18:00 - 23:00 | 2x first aiders |
| BUILD / PM Rehearsals | Tuesday 2nd May | 08:00 - 18:00 | On site staff first aider  |
|   |   | 18:00 - 23:00 | 2x first aiders |
| SHOW | Wednesday 3rd May | 20:00 - 23:00 | 1x ambulance 1x paramedics |
|   |   | 20:00 - 23:00 | 4x First aiders |
| SHOW | Thursday 4th May | 20:00 - 23:00 | 1x ambulance 2x paramedics |
|   |   | 20:00 - 23:00 | 4x First aiders |
| SHOW | Friday 5th May | 20:00 - 23:00 | 1x ambulance 1x paramedics |
|   |   | 20:00 - 23:00 | 4x First aiders |
| SHOW | Saturday 6th May | 20:00 - 23:00 | 1x ambulance 1x paramedics |
|   |   | 20:00 - 23:00 | 4x First aiders |
| OUT | Sunday 7th May | 08:00 - 18:00 | On site staff first aider |
| OUT | Monday 8th May |   |   |

**12.4 Lost Children**

Welfare point for lost and found persons will be positioned in the Pavilion.

**Lost Persons/ Children’s Procedures**

CODE WORDS:

##### **Child without parent :             Disney**

Parent without child :              Walt

**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.**
* Event Control will inform police on site immediately.

**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.

**Lost persons log**

* All lost persons / children’s incidents must be logged and filed.

**12.5 Lost Property**

Lost property will be handed to Production Office during show times and to the parks office outside show times.

**12.6 Communications**

Communication is the key to the safe and smooth running of any event.

Two-way radios will be in use across the site. These will be divided into the following channels;

1. Event Control
2. Security
3. Production
4. Show

All emergency messages will be routed through Event Control.

A list of radio channels on site pass lanyards

All those on radio briefed to be clear & concise in their radio communication and always to acknowledge a message received

**12.61 Pre-show communications and assessment of numbers**

Though consultation at ESAG and through members of the HCC Events Team and HCaL Parks Team a plan has been developed to identify and address potential for large attendance to this free non-ticketed event.

Event Specific Contingency Arrangements (ESCA) in section 12.0 outlines the event arrangements of dealing with this scenario.

There will be a considered media and communications strategy that enables the show to be targeted to members of the Preston Road area and will also enable an indicator of attendance, which will action contingencies before the show takes place.

Below is a map of the key pre-awareness mechanics for the event and for the project as a whole. This illustrates the specialised and focused promotion of the event to Preston Road whilst also showing how the potential attendance can be gauged:build.

**Show Public Communications:**

Public Announcements will be possible through the show PA’s. Pre-recorded scripted announcements will be provided to FOH technicians on CD.

This may be used if:

The audience need to be asked to move within the site to ease areas of congestion

There is an unforeseen delay to the start of the show

There is an emergency situation and information in relation to H&S and possible evacuation needs to be relayed.

Loud hailers will also be located at Event Control and FOH positions to assist with an emergency situation and back up for PA failure. All Stewards/Staff will have been briefed on the emergency evacuation procedures and their role within the plan prior to their start of shift.

**12.7 Car parking**

A limited number of car parks will be available to members of the public arriving by car:

Malet Lambert School

These are managed by the separate land owners, and will be operated on a first come first served basis.

Hull2017 will be encouraging members of the public to arrive by sustainable transport.

**12.8 Public transport**

Bus routes servicing East Park (during show times)

3 Stage Coach (last bus from Holderness Road – 23:10)

4 Stage Coach (last bus from Holderness Road – 23:10)

11 Stage Coach (last bus from Holderness Road – 22.58, 23.28, 23.58)

12 Stage Coach (last bus from Holderness Road – 22.58, 23.28, 23.58)

14 Stage Coach (last bus from Holderness Road – 22.55)

240 EYMS (last bus from Holderness Road – 22.43)

56 EYMS (last bus from Holderness Road – 22.55)

57 EYMS (last bus from Holderness Road – 23.15)

76 EYMS (last bus from Holderness Road – 22.41)

75 EYMS (last bus from Holderness Road – 22.41)

**12.9 Site traffic**

All production vehicles requiring site access during the show will be provided with a parking pass with stated restricted access. Vehicle access passes identity crib sheets are provided to Prestige Security.

When the event is live, no vehicles are to be driven through site unless agreed with the Event Manager. In the situation where it is allowed, the vehicle must drive 10mph and walked by security.

**12.10 Residents Liaison**

All residential property adjoining the park will receive a notification letter 2 weeks before the show (see Appendix). This will have an email address for contact with any concerns or queries.

**12.11 Accessibility**

**General Site Access**

The main route from accessible parking to show area is on hard standing. The main show takes place on grass.

**Parking**

Accessible parking for 8x cars will be available for Blue Badge holders in a coned off layby off Holderness Road. This will be managed by Prestige Security and will be on a first come, first served basis.

**Wheelchair Accessible Toilets**

The site has wheelchair accessible event toilets onsite. These toilets are available in the following areas at the Assembly Point and near the show site.

**12.12 WC facilities**

Toilets to be sited at the assembly point (near the main gates) and near the Pavilion:

Main gates 10x units plus 1x accessible/baby change unit

Pavilion area 4x units plus 1x accessible/baby change unit

Back stage

6x units

Units to be serviced each day (Tuesday to Saturday)

**13.0 References**

1. The Event Safety Guide, HSG195, ISBN 9780717624539

2. Managing Crowds Safely, HSG154, ISBN 9780717618347

3. The Health and Safety at Work Act 1974

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

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

 HSE L73, ISBN 9780717664597

6. Five Steps to Risk Assessment, ISBN 9780717664405

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

 ISBN 9780717662319

8. Manual Handling Operations Regulations 1992 (as amended)

 ISBN 9780717628230

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

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

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

 ISBN 9780817662289

12. Maintaining Portable and Transportable Electrical Equipment. HSG107

 ISBN 9780717628056

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