



# **Event Management Plan**

## **Epicycle**

Performed by

**Cirk Vost (FR)**

Presented by

**Hull UK City of Culture  
2017**

**Plan Status – First draft V5 – For ESAG circulation**

West Park Hull

Sat 12<sup>th</sup> and Sun 13<sup>th</sup> August 2017

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## 1. Introduction

- Epicycle is a large scale touring outdoor circus show by CirkVOST, a collective of 13 people founded in 2007 by experienced circus artists (most of them coming from the famous company “les arts sauts”). The show is inspired by comic books and performed on a bespoke circus rig - a 13.5 m double circle rising from the ground. Within this 'wheel' eight acrobats and a live musician perform. The show has been touring since 2010 playing in indoor venues, outdoor locations or within a circus tent. Epicycle played in the UK as part of Piccadilly Circus Circus on 2 September 2012
- The show is driven by the live music, performed by a musician housed within a sphere alongside the structure, while the rest of the cast perform on the rig using a range of aerial techniques. In Hull the show will be presented outdoors in West Park on Saturday 12th of August and Sunday 13th of August at 9:30pm. The show is suitable for all ages. 500 people can be accommodated in deckchair seating either side of the structure with a standing audience behind. The ideal maximum for the standing audience is 4,500 although the company is confident that a larger number can be accommodated with only minimal impact on the audience experience through reduced sightlines.



## Roles and responsibilities

### **Cirk Vost**

Responsible for bringing their show, Epicycle to Hull to perform on the evening of Saturday 12<sup>th</sup> and Sunday 13<sup>th</sup> August 2017.

To be responsible for the performance and design of the show in the given site and the design and installation of all rigging.

### **Hull UK City of Culture 2017**

To be the producer and presenter of the show to include contracting and overseeing the presentation of the show in Hull. Gaining permissions for the use of site and license, Event Management and Safety Management on the day, marketing, PR and Crisis Communication.

### **Hull City Council**

ESAG representation and Cleansing of the event site (post show).

### **TG Events LTD**

To provide production Management throughout and Safety Management in advance of the show reporting to Hull UK City of Culture 2017.

## CDM roles and responsibilities

### **Client**

Hull UK City of Culture 2017

### **Principal designer**

Cirk Vost

### **Principle contractor**

Cirk Vost and TG Events

This document and associated appendices are aimed at meeting the objectives set out in the Construction, Design and Management regulations 2015. A construction phase plan can be found at schedule 14.

## 2. General Information

Name of Event	Epicycle presented by Cirk Vost
Date of Event	12 <sup>th</sup> and 13 <sup>th</sup> August 2017
Venue	West Park, Walton Road, Hull HU3 6HU
Grid reference	N53:44:41.96" W 0:22:13.35"
Event Times	21.30 – 22.30
Cost	Free
Attendance	Approx. 5,000 per night

## Occupancy

The ideal maximum audience from an audience experience perspective is c. 5,000. We will use a strategic approach to the marketing and communication of this event – as successfully piloted with 7 Alleys – to limit the likelihood of extremely large crowds. However, should excessive numbers attend the site can easily accommodate larger numbers and the crowd will become self-limiting as reduced sightlines will cause people to leave. We do not intend to control entry, through ticketing, to the larger event site. Entry will be controlled to the deckchair area by means of stewarding.

The figure is evaluated taking into account S factors (Safety) and P factors (Terrain), as the show is in a park on grass it was found that the P factor was the most influential when considering occupancy.

Below is a table and plan showing the areas, calculations and the P factor adjustment.

Show site A is 130m x 120m = 15,600sqm. The show takes up 45m x 35m = 1,575sqm  
 Remaining space is 14,025 sqm

Overflow site B is 200m x 60m = 12,000sqm

Area name	SQM	x 2 (normal capacity)	Minus P factor %	End capacity
A – Show site	14,025	28,050	10%	25,245
B – Overflow area	12,000	24,000	10%	21,600
<b>Total</b>	<b>20,025</b>	<b>52,050</b>		<b>46,845</b>



## **Egress**

The park has few boundary wall or railings so lateral egress is unobstructed in all directions.

## **In conclusion.**

**The safe occupancy for site A is 25,245**

**The audience profile is expected to be a full mix in family groups.**

## **3. License type and objectives**

The event will be run on a premises licence held by Hull UK City of Culture 2017

The license has been applied for and should be granted on the 17<sup>th</sup> July 2017

## **General**

The following points set out the intention of the Event management team for this event to comply with the four licensing objectives. Below is a summary of our intentions to comply with the licensing objectives, the further points within the event plan deal with the operating schedule and the detail of how the licensing objectives have been adopted into the planning at every stage.

## **We shall**

- Provide a comprehensive Event Management Plan
- Produce a comprehensive risk assessment and implement any recommendations
- Provide adequate PL insurance
- Ensure all contractors are competent
- Brief all staff and stewards thoroughly

## **The prevention of crime and disorder**

- Ensure that acts and entertainment are suitable for the audience and do not incite disorder
- Provide properly trained stewards who can deal with conflict situations (SIA). They will be briefed on their role and communication methods to contact 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 Police through the ESAG process and act on their advice

## **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
- Staff and stewards will be thoroughly briefed
- Emergency services will be contacted and their advice followed
- Adequate first aid provision will be provided

## **The prevention of public nuisance**

- Programme suitable acts and entertainment according to the site and 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
- Consult with neighbours and inform them of our plans

## **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/found 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

## **4. Personal license holder**

Not required as there will be no supply of alcohol

## **5. Event Manager**

Gareth Hughes is the Event Manager 07733 112272

## **6. Safety officer**

Tim Garbutt is the Safety Officer 07712 553391

Tim holds a diploma in Event Safety Management from Derby University.

Tim will hand over to Gareth prior to the event and will not be on site during the event

Safe working practice will be adhered to during the fit up, event and de-rig in accordance with the Health and Safety at Work Act etc 1974, The Management of Health and Safety at Work Regulations of 1993 (amended 1999) and the Event Safety Guide (purple guide HSG195) and Safety guidance for Street Arts, Carnival, processions and large-scale performances

For further detail please see risk assessments and method statements attached



## 7. Other key staff

Name/Role	Location	
Katy Fuller – Executive Producer 07771764656 Hannah Williams-Walton – Producer 07500838553		<u>Event Exec Producer &amp; Producer</u> <ul style="list-style-type: none"> <li>• Relationship/Contract Management with Cirk Vost &amp; TGE</li> <li>• Strategic decisions regarding delays or cancellations</li> <li>• Oversee and coordinate timings of event elements</li> <li>• Liaise with West Park and HCAL</li> </ul>
Gareth Hughes 07733 112272	Forward Control (default location) or site	<u>Event Manager</u> <ul style="list-style-type: none"> <li>• Manage event personnel and resources</li> <li>• Event Safety on the day.</li> <li>• Lost Children</li> <li>• Accessibility issues.</li> <li>• If the Event Manager is unavailable, the above duties will be undertaken by the Event Producer</li> </ul>
Tim Garbutt – TG Events 07712553391 Prior to the event	Not on site	<u>Event Safety Officer-Tim, prior to event</u> <ul style="list-style-type: none"> <li>• Check and circulate Risk Assessments and other safety documentation produced for the event and instruct should corrective action need to be taken</li> <li>• Write the Event Management plan and event risk assessment</li> <li>• Advise the Event Manager on correct procedures prior to the event</li> </ul> <b>Gareth on site</b> <ul style="list-style-type: none"> <li>• Co-ordinating announcements to be made in the case of an emergency</li> <li>• Check production methods are safe and risk assessments/method statements are being followed.</li> <li>• Manage stewards and security personnel</li> <li>• Manage first aid services</li> <li>• Enact agreed contingency plans in the event of an incident</li> <li>• Be responsibility for enacting the emergency plans contained in the Event Management Plan until it has reached a safe conclusion or until such time that control has been assumed by the Police or other relevant body</li> </ul>

Adam Long – TG Events – 07754 728316	<u>Site</u>	<u>Site and Production Manager</u> <ul style="list-style-type: none"> <li>• Liaise with client to establish their vision for the presentation</li> <li>• Liaise with the incoming group to establish their site requirements</li> <li>• Liaise with the incoming group to establish their technical production requirements</li> <li>• To source and procure all production requirements</li> <li>• To produce a production budget</li> <li>• To manage site and production infrastructure</li> <li>• To manage site and production crew</li> <li>• To oversee the build phase, show phase and get out phase</li> </ul>
Sarah Harris, tbc – Hull 2017	<u>Site</u>	<u>Head of Volunteers</u> <ul style="list-style-type: none"> <li>• Responsible for drawing up a schedule of volunteers for the event</li> <li>• Running pre-event briefing for all volunteers</li> <li>• Equipping and monitoring all volunteer working at the event</li> <li>• Overseeing deployment of staff and resources</li> <li>• Carrying out agreed contingency plan procedures as advised by the Event Manager and Safety Officer to assist stewards, management team and emergency services</li> </ul>
Ben McKnight – Hull 2017	Forward Control (default location) or site	<u>Head of Communications</u> <ul style="list-style-type: none"> <li>• Co-ordinate press and publicity in advance of the event</li> <li>• Produce and implement the crisis communication plan</li> <li>• Look after comms messages on the day</li> <li>• Lead comms and press should there be any emergency</li> </ul>
Heart Medical – Paul Caffrey 07764 926970	Forward Control (default location) or site	<u>Medical Co-ordinator</u> <ul style="list-style-type: none"> <li>• Responsible for co-ordinating medical cover across the event site</li> <li>• Advise the Event Manager on medical issues and the activation of contingency plans.</li> <li>• Liaise with First aid officer on site to co-ordinate cover</li> </ul>

Jan Naets – Cirk Vost	<u>Site</u>	<u>Stage Manager</u> <ul style="list-style-type: none"> <li>Overseeing the running of the performance area throughout the event.</li> <li>Co-ordinating announcements to be made in the case of an emergency</li> <li>Keeping artists and crew aware of any special arrangements during an emergency</li> </ul>
Justine Peacock - Prestige security	Forward Control (default location) or site	<u>Head of Security stewarding</u> <ul style="list-style-type: none"> <li>Responsible for drawing up a schedule of stewarding for the event</li> <li>Running pre-event briefing for all stewards</li> <li>Equipping and monitoring all stewards working at the event</li> <li>Overseeing deployment of staff and resources</li> <li>Carrying out agreed contingency plan procedures as advised by the Event Manager/Safety Officer</li> <li>Oversee onsite parking</li> </ul>
Hull City Council	Site	Cleaning of sites <ul style="list-style-type: none"> <li>Responsible for cleansing of site</li> </ul>
Suppliers on Site		
Rigging		Cirk Vost
Sound		3D productions
Generators		G F Hunts
Lighting		Cirk Vost
Fencing		Actavo

## 8. Crowd Management, stewarding and guarding

There will be the following stewards and security personnel on site. During the show there will be a total of 15 security/stewards in place.

On Saturday 12<sup>th</sup> there is a home football game between Hull and Burton Albion. Before, during and after the match the show site will be secured with anti-climb fencing and extra SIA security guards deployed to prevent fans entering the area. The match has a 15.00 kick off and will finish by 17.00. The audience for the evening show will not arrive until approx. 20.00 allowing 3 hours between each ingress/egress.

General Stewards will be trained to NVQ level 2, Guards will hold and display an SIA Static guarding badge, and Response teams will hold and display an SIA Door Supervisor badge. Volunteers will only have an ambassadorial role for info and welfare.

DATE	LOCATION	DUTIES	STAFF	NUMBER	TIMES
<b>Mon 7th August</b>	General site	property protection	guard	2	08:00 - 20:00
	General site	property protection	guard	2	20:00 - 08:00
<b>Tues 8th August</b>	General site	property protection	guard	2	08:00 - 20:00
	General site	property protection	guard	2	20:00 - 08:00
<b>Weds 9th August</b>	General site	property protection	guard	2	08:00 - 20:00
	General site	property protection	guard	2	20:00 - 08:00
<b>Thurs 10th August</b>	General site	property protection	guard	2	08:00 - 20:00
	General site	property protection	guard	2	20:00 - 08:00
<b>Fri 11th August</b>	General site	property protection	guard	2	08:00 - 20:00
	General site	rehearsal cover	SIA	2	20:00 - 23:00
	General site	property protection	guard	2	20:00 - 08:00
<b>Sat 12th August</b>	General site	property protection	guard	2	08:00 - 20:00
	General site	football cover	SIA	8	13:30 - 17:30
	Site	to manage	Supervisor	1	19:30 - 23:30
	Walton st	Parking	stewards from stadium	8	18:00 - 23:30
	General site	audience management	stewards	6	19:30 - 23:30
	General site	Response	SIA	8	19:30 - 23:30
		Lost kids		2	19:30 - 23:30
	General site	property protection	guard	2	23:00 - 08:00
<b>Sun 13th August</b>	General site	property protection	guard	2	08:00 - 20:00
	Site	to manage	Supervisor	1	19:30 - 23:30
	Walton st	Parking	stewards from stadium	8	18:00 - 23:30
	General site	audience management	stewards	6	19:30 - 23:30
	General site	Response	SIA	8	19:30 - 23:30
		Lost kids		2	19:30 - 23:30
	General site	property protection	guard	2	23:00 - 08:00

<b>Mon 14th August</b>	General site	property protection	guard	2	08:00 - 20:00
	General site	property protection	guard	2	20:00 - 08:00
<b>Tues 15th August</b>	General site	property protection	guard	2	08:00 - 20:00

## 9. Passes and permits

There will be staff and artist passes to allow access to changing and backstage areas

## 10. Road Closure

No road closures are required

## 11. Facilities for people with disabilities

The Safety officer has received full DDA training, Child protection training and is enhanced DBS checked. He will, at all times, consider the needs of others in the planning and implementation of this event.

All access and egress points will be suitable for disabled people. Volunteers will be on hand to assist those with disabilities should they require it.

Accessible toilets will be provided.

If an evacuation is required people with mobility problems will be assisted by stewards.

As the show all happens in the air it is proposed that no DDA platform is required, instead a separate barriers area will be provided for viewing. Chairs will be provided for people who cannot stand for the whole show.

## 12. Communication

Mobile phones and radios will be used for communication

Phone numbers can be found in this plan at point 7.

All professional stewards on their own radio system

Channel allocation:

One Forward control and senior staff

Two Stewards manager

Three Production

Four Show

Five

Six

Seven Medical

Eight Emergency channel

The Emergency Channel shall be kept clear of normal traffic. Should an incident require the Event Manager to talk to a particular location or individual without interruption from other users, they will instruct the correspondent to switch radio channels to the Emergency Channel. Once the incident has been resolved, all parties shall be instructed to return to their normal operating frequency, leaving the Emergency Channel clear once again.

There will be a sound system on site to make emergency announcements.

### **13. Barriers**

Crowd control barriers will be used to segregate the show site and the deck chair seated area from the general public.

Crowd control barriers or anti climb fence will also be used to segregate production equipment from the audience and football fans on Sat 12<sup>th</sup> when there is a home game adjacent to the site. As the show is predominantly air borne there is no need for FOS crush barriers to be used.

### **14. Temporary demountable structures**

There will be the following demountable structures:

Cirk Vost provide a truss structure similar to a circus in a tent but without the tent. Full calculations for the truss and rigging can be found in the appendix

There will also be the following tents

1no 6m x 9m

3no 3m gazebos

500 deck chairs

### **15. Stages**

There are no stages being used at this event.

### **16. Electricity systems**

There will be three generators used on site, two synced 150kva unit and a 40kva unit.

Generators are super silenced diesel units. Connections will be made by an electrician from TGE.

Particular regard will be taken to BS 7909:2011 – Code of Practice for design and installation of temporary distribution systems delivering A.C. electrical supplies for lighting, technical services and other entertainment related purposes and in accordance with the Electricity at Work regulations 1989. All end user circuits will be protected by an RCD device at 30ma. A temporary installation certificate will be produced.

If cables cross areas accessible to people suitable cable ramp will be used. Where possible cables will be run so that people can not trip on or damage cables, this could be by running them along fence lines or in hedges etc.

### **17. Emergency lighting circuits**

There are no enclosed areas used therefore no EM circuits will be required. The site uses borrowed ambient light from local street lights to give a safe access and egress.

### **18. Special effects and Pyrotechnics**

None used

### **19. Fairgrounds and attractions**

None

### **20. Sound and noise**

There will be a sound system used to provide the soundtrack to the show, the system will be audible at all audience points. The system will have a competent operator provided by Cirk Vost but the Production Manager will have direct control over the operator and the level of noise that is produced. For any complaints please call Adam Long 07754728316. A backup generator will be provided so that no dropout will occur and continuation of messages in an emergency situation can be maintained.

Ear defenders will be available for staff from the site office if needed. Working hours and deliveries during the fit up and de-rig will be limited to 8am till 8pm where possible.

Sound from the show will be limited to 95db(A) over a 15 minute period at the mixing desk or 75db(A) over a 15 minute period 1m from the façade of the nearest noise sensitive premises or whichever is the lowest.

Regard will be taken to the Control of Noise at Work Regulations 2005. Continuous noise levels of 87db (A weighted) and peak levels of 140db (A weighted) will not be exceeded.

Local residents and adjacent businesses will be informed of these plans by direct mail shot.

## **21. Fire Safety**

### **General conditions**

#### **Fuels and Combustible Materials on site**

- Vehicles
- Diesel fuel in generator tanks
- Litter and waste material
- Electrical and technical equipment

#### **Controls of combustible materials**

- Vehicle access will be strictly controlled. Private cars and general parking are prohibited from the site.
- No petrol-powered generators will be permitted on site.
- Generator refuelling will be only be undertaken by competent contractors.
- Litter and other waste will be collected from around site by a professional site cleansing team. Wheelie bins and skips will be used to temporarily store waste until it can be compacted and removed from site by purpose-made dust cart or skip wagon.
- Particular attention will be given to the collection and control of flammable waste
- Electrical equipment will be supplied and installed by a competent contractor.
- All technical equipment, where appropriate, will have evidence of a recent PAT test.

#### **Ignition Sources**

- All electrical systems will be installed by TGE, and will be designed for use. Circuits will be protected by suitable MCB and RCCB. Where necessary CEE-form connectors, to IP44, will be used.
- Lighting and other radiant fixtures must be positioned so as not to pose a risk to adjacent material, décor and dressings.
- The Event Safety Officer shall conduct an inspection to verify arrangements are satisfactory prior to opening.

#### **Fire Detection and Alarm**

- All elements of the event site are staffed and surveyed throughout the public opening period. Overnight Event Security will monitor the site.
- Stewards and technical and other event staff will be briefed to remain vigilant to fire hazards and report any incidents immediately to the Event manager.
- In the event of a fire, the alarm will firstly be raised to all stewards and technical staff by radio call

from the Forward Control using the code word "**CODE RED**". This will include information on the nature and location of the incident and any specific action to be taken (such as opening of escape routes and so on).

- The alarm will be raised with the public by direct communication from stewards as well as via the main PA. Announcements will advise patrons of the location of exits, to follow steward's instructions.

## **Escape and Evacuation**

- The likelihood of a fire sweeping the entire site is seen as extremely unlikely allowing all persons affected by a localised fire to escape to a reasonable place of safety (100m distant) within 5 to 8 minutes
- The site has open boundaries allowing for a simple egress
- Exits are well distributed around the site permitting evacuation in any direction.

## **Fire Fighting Equipment**

Temporary fire points will be established at a number of locations around the site containing portable fire extinguishers to BS5423. This will include all generators, dressing rooms and front of house positions.

- Emphasis will be placed on fire prevention rather than firefighting, and in the instance of a fire, staff will be briefed to raise the alarm immediately and only attempt to tackle the fire if it is easily contained and can be attacked without risk.

There will be a fire safety check by the Safety Officer before the event commences  
No fire risk will be situated more than 30m from the nearest road or accessible hard standing.  
Suitable firebreaks have been incorporated into the site design. All staff including stewards and volunteers will be briefed on fire safety procedures.  
Exits which may be obscured will be signed.

## **22. Overnight Security**

Please see schedule at section 8

## **23. Emergency procedures and major incidents**

Emergency procedures and major incidents will be dealt with by the Event manager and management team. In the event of an incident as defined under the Civil contingencies act 2004, one of the responsible services may take primacy. The assumption form (see appendices) will be filled in by the responsible agency before this can happen.

A Crisis communication plan will be produced to deal with communication with the media and other organisations.

## **The role of the Police**

It is acknowledged that safety at the event is responsibility of the Event management team. The Police are providing an advisory role through the ESAG group. In the event of a major incident the police will take overall control following a joint decision made by the Event Safety Officer and any Police officer on site. An assumption form will need to be signed. The Police will also take the lead in investigating any major incident or crime arising from the event.

Police presence at the event will be to deal with any instances of public disorder or other crimes.

## **Forward control point or ELT**

The Forward control point or ELT will be located in the 6m x 9m tent if required and will be used to control the event and provide a position where Event Management and Emergency services can come together in order to discuss the safe management of the event, control any emergencies and guide the process back to normality.

The forward control point may be manned by the following:

- The Event Manager
- The steward/security manager
- The Production Manager
- Medical manager
- Any members of the emergency services and Council



Although it is not possible to make plans to cover every incident, this plan aims to cover all reasonably foreseeable incidents.

All logs will be made in an Event Log Book by the Event manager or their designated assistant.

#### Fire in any area

- Move people away from the fire in a calm and polite manner using announcements from a sound system or loud hailer using the script for evacuation below.
- Communicate by radio or in person the exact location of the fire to the event manager and safety officer, use the code word "**CODE RED**" is required and state the location clearly. The Safety Officer will call the fire service stating the location of the fire.
- Stewards on the red route access will be informed and if necessary a response team will be dispatched to walk emergency vehicles onto site to assist with crowd control.
- Tackle the fire using appropriate methods ONLY if it is safe to do so and you have received fire safety training. **DO NOT TAKE RISKS!**
- The event management team will assess the implication on the continuation of the event and a log of the incident will be made
- In the event of a major incident the event will be passed to the emergency services using the assumption form attached

#### Bomb/Terror threat

The Safety officer has received full project ARGUS NTE (National Training Event) training by NaCTSO (National Counter Terrorism Security Office)

Upon receiving a bomb threat communicate directly with the event manager/safety officer using the code word "**CODE BLACK**" and state the exact location or nature of the threat, try to remember the exact wording including any coded messages.

The Event Manager/Safety Officer will liaise directly with the police and assess the risk. Appropriate action will then be taken and a log will be made of the incident by the Event Manager.

## EVALUATION OF THE THREAT AND ACTION

### Bomb Threat

If any suspect package is found, it will not be touched and Police informed via Forward Control immediately.

(consider evaluation questions below before reporting it)

All spectators and staff in the immediate vicinity of the package will be moved.

Radios and mobile telephones will **NOT** be used in the suggested vicinity of any suspect package (minimum of 10M)

The Police will consider a standby phase, during which police officers; stewards and staff are able to be deployed to their evacuation positions using an AMBER ALERT.

A standby announcement will be made over the radio systems to alert staff that a threat is being evaluated and that an evacuation may follow.

Evaluation of the threat:

The nature of response is dependent upon the circumstances at the time and involves a wide range of factors which will be assessed by the staff at the forward control point.

Options must be flexible and will include:-

- Search and evaluate only (on standby for possible evacuation)
- An immediate full evacuation of all attendees (full evacuation)
- An evacuation of attendees in a specific area or radius (localised evacuation )
- Evacuation of single buildings or facilities into other areas (Local evacuation)
- Do nothing.

See later section on Evacuation with regards AMBER, RED & GREEN alert states.

## **Stand Down**

If the emergency passes and it is decided not to evacuate, the previous message will be cancelled, at the direction of the team at the forward control point using a GREEN ALERT

### **Suspicious packages**

If a suspicious package is reported, pass this report to the Safety Officer stating its exact location. Stewards and security should be aware of their surroundings at all times.

All staff should be briefed to identify suspicious packages using the 5 C's and the 5 W's and HOT

Is the item **Hidden**?

Is it **Obvious**

Is it **Typical** – would you expect to see it there?

### **5W's**

**What is it?** – Describe the item/size etc

**Where is it?** – Exact location of item and any available access route

**When?** – When was it found? Has it moved?

**Why?** – Why is the item suspicious?

**Who?** – Who found it? Who might be the targets? Who are the witnesses?

If the item is deemed suspicious the 5 C's need to be implemented

### **5C's**

**Confirm** – How long has it been there Has anyone been seen with it Has it moved?

**Clear** – Clear the area immediately

**Cordon** – Cordon off the area

**Control** – Control the cordon effectively

**Check** – For secondary hazards or devices

### **Minimum cordons:**

**Letter/Small parcel** – Minimum 100m

**Suitcase/holdall** – Minimum 200m

**Vehicle** – Minimum 400m

### Vehicle attack

The site will be assessed for attack by vehicles. Obstacles such as concrete blocks or larger heavy vehicles or plant may be used to block approach roads and paths to prevent or deter an attack.

### Attack by people with weapons

If an attack happens by people with hand held weapon, guns and knives staff will be trained and briefed to **RUN, HIDE and TELL**

Run away from the attackers, hide where possible and safe to do so. Tell the Police by calling 999 as soon as it is safe to do so.

### Serious crowd disorder

Stewards will inform the supervisor who will assess the risk. Minor incidents will be dealt with by the SIA Door Staff badged security guards, if a major incident occurs the supervisor will contact the Safety Officer who will assess the risk. The police will be called and given the nature of the disorder and the location. Stewards will be alerted and will guide the police to the incident. Further action could be taken to reduce the disorder i.e. cancel the event or quieten the entertainment. A log will be made of the incident

Use the code word "**CODE GREEN**" to refer to crowd disturbance.

### Inclement weather

The Event Manager and Safety Officer will assess the weather conditions with regard to crowd safety, the safety of aerial performers, site structures and electricity. In the event of inclement weather appropriate action will be taken to ensure crowd and staff safety up to and including a full evacuation of the site. Inclement weather will also be a factor during the build, this will be monitored by the Safety Officer and special arrangements could be implemented to minimise the risk. See risk assessments and method statements.

### Flooding

TG Events are registered with the Environment Agency flood warning line and will receive notifications by text and email with any flood warnings for the area. In advance, we will check the forecast using [www.metcheck.com](http://www.metcheck.com) and [www.xcweather.co.uk](http://www.xcweather.co.uk)

### Overcrowding

Careful consideration has been taken to assess the event space in relation to expected audience numbers and a maximum safe occupancy has been established.

The crowd will be monitored by the Safety Officer during the build up, event and egress.

If crowd numbers become too dense for the site the safety team will assess the situation and take action as necessary. This will include making announcements, placing cordons on the egress routes, altering aspects of the show, partial cancellation or cutting short the performance.

### Evacuation

It may be necessary to evacuate part or the entire site. The Event Manager/Safety Officer, in consultation with the management team and emergency services, will make this decision. In an extreme situation emergency services may take supremacy. The assumption form must be filled in prior to this happening.

If an evacuation or a cordon is to be made stewards will be placed on alert to prepare for an evacuation using the radio call telling them to be on **AMBER ALERT**. All stewards should make their way to their allocated positions, where possible maintain radio silence and listen for further commands. If an evacuation is required stewards will be alerted with a **RED ALERT** message where stewards will direct people to the nearest exit. At any point a stand down alert using **GREEN ALERT** may be used, at this point stewards will resume their normal duties.

On a Red Alert stewards will be briefed and an announcement will be made and repeated over the sound system or loud hailer using the following script:

ATTENTION PLEASE. ATTENTION PLEASE. FOR YOUR OWN SAFETY IT IS NECESSARY TO EVACUATE (NAME OF THE AREA TO BE CLEARED). PLEASE MAKE YOUR WAY TO (NAMED AREA OF THE SITE). THANK YOU.

It may be necessary not to use one or more of the egress routes, this will be announced during the evacuation speech, and people should be directed to leave accordingly.

Stewards will calmly and politely assist with the evacuation opening all relevant gates, the area will be checked and a log will be made of the incident by the steward company control.

On large sites it may not be necessary to fully evacuate the site but simply to move the audience away from the incident.

#### Egress calculations

A full survey of the site has been undertaken and egress calculations have been established.

As the site is large and has no walls or railings egress is possible in almost every direction therefore egress calculations are not necessary

#### Staff rendezvous point:

The RV for staff will be inside the 6m x 9m tent.

#### Emergency services RV point:

The RV point will be the park access road via Walton St

## 24. Traffic management

There will be no vehicle movement on site except emergency vehicles from one hour before show time until after the event has finished and when the Safety Officer deems the area safe, this will be when the audience has safely exited the area.

Vehicles for set up and operation will be encouraged to drive in a forward motion. Any reversing will be within fenced areas or with the aid of a reversing assistant.

Car parking will be on site in the Walton St car park.

Recent experience shows that audiences travel by public transport or park in familiar city centre car parks therefore it is felt that the Walton St car park and the city centre car parks will be sufficient for an audience of 5,000

Walton St Car park has 1,100 spaces

Additional city centre car parks are available with clear signage to the stadium including:

Pryme St

St Stephen's St

Francis St

Mason St

Osborne St

George St

## 25. Medical/first aid provisions – Subject to discussions with YAS

A risk assessment has been undertaken by Heart Medical in line with current guidance.

They will provide the following.

4 First Aiders, 1 Paramedic, a paramedic ambulance and a treatment centre.

There will also be cover for the rehearsal on Friday 11<sup>th</sup> August

The nearest hospital is Hull Royal Infirmary. Anlaby Road, Hull, HU3 2JZ

01482 875875

Use the code word "**CODE BLUE**" to refer to a medical incident

## **26. Information and welfare**

Stewards and staff will be fully briefed. This will detail what to do in the event of an emergency or if the audience need information in relation to lost children or first aid.

All stewards and staff will be briefed and be used as points to offer information.

### **Last mile planning**

The last mile of any audience member is very important.

Information will be distributed in prominent places including social media to point audience members towards public transport routes and stations, car parks close to the site and within walking distance.

Volunteers will be used as way finders on routes to the park.

## **27. Lost children / Safeguarding**

All lost children/Missing persons must be reported to Forward Control. Lost children will, after applying the policy below, be taken to a designated tent. They will be met by two members of staff including a Designated Safeguarding Officer. As the staff only come into contact with the children on the day and not for prolonged contact the staff will not need to be DBS checked.

They will also be briefed on the policies and procedures regarding 'lost children' and a log sheet will be produced. Activity packs will be provided for the children to keep them occupied whilst we wait for them to be collected

### **Risk**

Lost or missing children or persons should be allocated a risk factor.

Lost children under the age of 8 should be high risk

Lost children between the ages of 8 and 12 should be medium risk

Lost children between the ages of 12 and 18 should be low risk

Missing persons should be low risk

The risk factor may change with the addition of any of the following risk factors

- Learning difficulties
- Mental state at the time they went missing
- Disability
- Inclement weather
- Subject of bullying immediately prior to going missing
- Subject of discrimination immediately prior to going missing
- In need of medication

These risk factors may change the overall risk factor.

The risk factor should determine the response.

All three categories should prompt a site wide search by stewards and security. If the site has controlled gates these should be alerted and staff levels raised if possible.

### **Reporting to Police**

In the event of a child being reported as lost the Event Manager should have a maximum of an hour (golden hour) to reunite the lost child before reporting to the Police. This time could be considerably less with the addition of risk factors.

If a child is initially high risk and a risk factor is applied the Police should be involved immediately, if the child is initially medium risk and a risk factor in applied there may be a "maximum" time limit applied.

Policy for stewards/staff is as follows: (in accordance with the Children's act 1989)

If you are approached by a parent / guardian who has lost a child:

- Reassure the parents/guardian and inform them of the lost child procedure.
- Ask for a detailed description of the child; name, age, height, build, clothing etc.
- Ascertain where the child was last seen/located.
- Ascertain whether the child is with anyone i.e. friends, relatives.
- Ascertain where the family/group has been during the event
- Ask if the lost child has a mobile phone, money etc
- Ask if any of the risk factors apply to the child and if they do, escalate the response appropriately
- Announcements giving descriptions of lost children will not be made over public address systems for child protection reasons.

If you are approached by a **child who is lost**:

- Reassure the child, tell them your name and who you are.
- Ask the child their name, age and their family name if possible.
- Ask the child if they have a phone number for their guardian.
- Report the lost child to the Event Manager but do not give out details of the child over an unsecure radio network (no ear pieces) or any sound system. If in doubt, switch to the emergency channel. Use the code word "**CODE YELLOW**" to relate to a lost child and "**CODE PINK**" to refer to a parent who is missing
- Find out where the child last saw their parents/guardian if possible.
- Remain with the child in the area you find them in case the parents/guardians are close by. Then if not collected after a reasonable time, take them to the lost children facility.
- Remember child protection, use common sense and do not put your self at risk of accusation. Do not use inappropriate behavior and make sure that as soon as is possible there are two people dealing with one child.
- The child's description will be passed around the stewards on a secure radio network or by moving to the emergency channel.
- Announcements requesting parents can be made if their names are known but no reference should be made to lost children. IE "Would Helen Baxter please come to the meeting point"
- A positive identification should be given by anyone claiming a lost child and a log of their name, address and description made before a child is reunited.
- If a child is reluctant to go with the guardian or does not recognize them the matter must be referred to the Event Manager who may involve the Police.

## **IMPORTANT - DO NOT FORGET TO REPORT THAT CHILD PARENT/GUARDIAN HAVE BEEN RE-UNITED!**

Reports of missing persons should be taken and assistance offered, this could be by making an announcement from sound systems on site. Advice should be given that they may want to contact the Police direct to make a report.

If Police are on site as part of the event they should be encouraged to make a report with them.

If a missing person is reported and there are additional risk factors this may prompt an on site search.

## **28. Food and refreshment**

There will not be any additional concessions on site.

No alcohol is permitted at the event site.

### **29. Sanitary accommodation**

Based on an audience of 5,000 people at an event with a duration of less than 6 hours using current guidance we will provide 14 unisex toilets and two wheelchair accessible units

### **30. Waste disposal**

#### **Removal of refuse produced by the Event**

Waste will be removed by the Council cleansing teams after the event. Extra bins will also be provided

#### **Normal Refuse Removal from the Site Footprint**

The event will not disrupt the normal refuse collection service in the area of the footprint.

#### **Street Cleaning**

The usual service will not be interrupted.

### **31. Itinerary**

One show at 21.30 on both the 12<sup>th</sup> and 13<sup>th</sup> August 2017

### **32. Build schedule**

Please see attached.

### **33. Appendices**

1. Event Risk Assessment
2. Site plans
3. Build schedule
4. Cirk Vost Structural calculations
5. Cirk Vost risk assessment
6. Cirk Vost method statement
7. Crisis Communication Plan
8. assumption form
9. Contractors handbook, briefings and expectations
10. Medical Plan
11. Stewarding brief and Dot plan
12. Construction phase plan