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# EVENT MANAGEMENT PLAN

RADIO 1's BIG WEEKEND

HULL 2017

DRAFT V3

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## INTRODUCTION

BBC Radio 1 is the Promoter and Organiser for BBC Radio 1's Big Weekend.

Established in 2003, BBC Radio 1's Big Weekend has become a well-known brand across the UK and has taken place in cities all across the country including: Carlisle, Bangor, Preston, Londonderry, Glasgow, Norwich, Exeter in 2016.

For 2017 the Event will be held in Hull at Burton Constable with event dates:

- Sat/Sun 27<sup>th</sup> / 28<sup>th</sup> May BBC Radio 1's Big Weekend Live at Hull.

## EVENT MANAGEMENT PLAN

This document is intended to provide general information about the event at Burton Constable and also to detail the management plans and actions of the organisers with regard to public and worker safety.

## MANAGEMENT OF THE EVENT

BBC Radio 1 takes very seriously their responsibilities with regards to the safety of their staff, contractors and customers. They will ensure, so far as is reasonably practicable, that at no time is any party put at unnecessary risk due to its actions.

To that end an experienced management team has been formed and these people are detailed along with their responsibilities.

As part of the planning process for the event, planning meetings have taken place between Radio 1 and the Hull City / East Riding Councils Safety Advisory Group (SAG) and additional meetings involving the different Agency Departments as is necessary.

## **SAFETY MANAGEMENT STRUCTURE**

The event safety management structure is illustrated in a flow diagram as an appendix to this document.

## **KEY PERSONNEL AND RESPONSIBILITIES**

### **EVENT OWNER (ROB SPRING – BBC)**

Responsible for overall strategic decisions concerning the management and control of the event and will assume control on behalf of the Owner for safety and security. It shall be the Event Owner, or in his/her absence the Event Manager, who has the ultimate responsibility during an event for initiating any emergency action procedures and assuming control of the incident until either relieved by a senior police officer, or until the incident has reached a safe conclusion. In all circumstances, other than a major incident, the final decision is that of the Event Owner.

### **EVENT MANAGER (JACK MAY - BBC)**

Make operational decisions concerning the management and operation of the event for all BBC activities on site and to act on operational decisions concerning security and crowd management matters in close liaison with the Head of Security, Police Event Commander and Health and Safety Manager.

### **POLICE EVENT COMMANDER (TBC)**

The event commander will manage the policing element to the event; in the event of an issue of public safety declared a major incident the event commander will assume overall command of the incident and will have executive authority.

### **SITE MANAGER (MIKE JOHNSON, GO FOR LTD)**

To ensure that all aspects of the site infrastructure remains in place as per the local authority inspection and to deal with any site related problems that may occur during the event.

### **HEALTH AND SAFETY MANAGER (GARY LATHAN, SAFETY FIRST SOLUTIONS LTD)**

Co-ordinates and advises on all health and safety issues relating to the event. To provide a liaison point with the various regulatory authorities and ensure that the safety procedures identified in the pre-event planning are implemented. Liaising with the Event Director, Event Manager, Head of Stewarding and ELT Control

### **PRODUCTION MANAGER (DICK TEE – ENTEETAINMENT LTD)**

To liaise with the Artist Production Management to ensure that all stage and production activity is run on schedule and within the limitations set by the local authority. To co-ordinate the activities of the Artist Production Services.

### **HEAD OF STEWARDING (RICHARD CHURCH - SHOWSEC)**

To ensure that all aspects of the Stewarding and Crowd Safety plan are implemented and that the Event Manager is advised of any potential incident that could result in any change to the operating state. Responsible for the overall management of the security operation, and for strategic decision making with regard to security deployment. The Head of Security will liaise

with the Event Director, the Event Manager and the Health & Safety Manager with regard to decisions affecting crowd management and safety.

## EVENT LIAISON TEAM (ELT)

A ELT will operate for this event located within a marquee located on site (TBC)

The ELT will be used as a central communications point for the Event, Medical, Stewarding and Police resources on site at the Event.

In the Event of a Major Incident the ELT will be used to co-ordinate any response until other command and control systems are in place.

The ELT will have a designated manager throughout the duration of the event. The ELT will also be responsible for the co-ordination of the represented organisations during the event and maintenance of the event log, with respect to the event site and the surrounding areas.

Heads of Departments represented in the ELT will meet at pre-determined intervals for a brief discussion and update so that all parties are kept fully informed. These meetings shall be minuted. See Key Timings Appendix.

The ELT will be managed by TBC on behalf of the BBC.

Agencies Present in the ELT (TBC):

- **BBC ELT Manager**
- **Police**
- **Fire**
- **CCTV**
- **Showsec**
- **Council Representative**
- **Medical**

## VENUE AND SITE DESIGN

The venue for the event is Burton Constable, Skirlaugh, Hull HU11 4LN consists of parkland surrounding Burton Constable 10 miles east of Hull.

The area has been used as an Event space previously for smaller events.

## EVENT INFRASTRUCTURE

### MAIN STAGE

Located to the east of the site (Grid Ref K14). Consisting of a Stage, front of stage barrier and associated infrastructure.

### DELAYS, VIDEO SCREENS & FOH

One Front of House structure will be located in front of the main stage. There will be FOH structures located within the WIB Tent and in front of the BBC Introducing. Main Stage PA delays (x3) are located in front of the main stage. Video screens will be used as part of the main stage and WIB set up.



## WHERE IT BEGINS TENT

A 55m x 75m Big Top tent will be supplied by AJ Big Top. This will house an indoor stage and front of house mixing platform. The tent will be located at Grid Ref Q16.

## BBC INTRODUCING STAGE

A Stage will be supplied by Serious Structures and be located inside the Arena as indicated on the site plan (Grid Ref M17)

## BOX OFFICE

A box office portakabin will be located at at the Main Entrance X1 (Grid Ref. T9).

## BARS

Main Public Bars will be erected as per the site plan. They will consist of marquee structures serving to the public on one side. A Guest Area bar within a tented structure will be erected within the Guest Area.

## TOILETS

A number of portable toilets, urinal blocks and trailer toilets will be located on site for the general public, artists and guests. (see Toilets & Washing Facilities section)

## ARTISTS DRESSING ROOMS

Artist dressing rooms will be constructed within a marquee and associated "portakabins". Location within the Arena (Grid Ref. O11)

## PRESS

A press area will be set up within the Arena (Grid Ref O12)

## GUEST AREA

An area for BBC guests will be set up adjacent to Burton Constable Hall (Grid Ref R10). This area will house a bar, toilets and food set up.

## MEDICAL INFRASTRUCTURE

There will be one public First Aid marquee erected for the event (FA1, Grid Ref. Q14). In addition, a marquee will be allocated as the main "Medical Centre" facility and be located backstage (Grid Ref. R15). A pit FA tent will also be located at the Main Stage area to deal with patients coming over the front of stage barrier. (Grid Ref. K13).

## WELFARE / INFORMATION TENT

A marquee will be utilised to house a Welfare area and Information Point. This will be located inside the Arena (Grid Ref. Q14).

## BARRIER

Two types of barrier will be used at this event:

#### BIKE RACK BARRIER

This is the traditional galvanised barrier used as a way of creating sterile areas or restricted access points at locations that will only experience low-density crowd movement.

#### PIT BARRIER

Traditional A-frame load bearing barrier to a rating of at least 5kN/m<sup>2</sup> that will be used in areas of high crowd density such as in front of the stage and around structures in close proximity to the stage.

### FENCING

Two main types of fencing will be used at this event:

#### HERAS

2.5m high block and mesh fencing, used to segregate areas, can be used braced or with 'triangles' to provide a load bearing barrier; will only resist light crowd pressure.

#### STEELSHIELD TYPE

Pressed steel sheeting, 2.4m high and pinned to the ground; the panels are also braced and able to absorb light to moderate crowd pressure. Used as perimeter fence.

### OUTSIDE BROADCAST

The BBC will be utilising a number of broadcast vehicles and associated infrastructure. They will be located as per the site plan.

### FAIRGROUND

There will be Big Wheel, Carousel, Chair O'Planes and Helter Skelter fairground rides located as indicated on the site plan.

ADIPS and relevant safety documentation will be available on request from the Health & Safety Coordinator

### OTHERS

Other marquees, tents, food concessions etc. as per the site plan

### ARTIST PROFILES

See attached appendix

Audience Profile

See attached Artist Risk Assessment

### SATURDAY 27<sup>TH</sup> MAY

Age Range:	All ages
Male to Female Ratio:	50:50
Alcohol / Drug Consumption Level:	Low to Moderate

Crowd Dynamics Expected:	see Artist Risk Assessment
Audience Factionalism:	None
Postcode Analysis Information:	See attached
Pre Event Queuing:	No unusual pre event queuing.
Other relevant information:	Earlier than normal arrivals due to the strong artist bill at start of show

## SUNDAY 28<sup>TH</sup> MAY

Age Range:	All Ages
Male to Female Ratio:	50:50
Alcohol / Drug Consumption Level:	Low to Moderate
Crowd Dynamics Expected:	See Artist Risk Assessment
Audience Factionalism:	None
Postcode Analysis Information:	See attached
Pre Event Queuing:	No unusual pre event queuing.
Other relevant information:	Earlier than normal arrivals due to the strong artist bill at start of show

## DOORS OPEN

Once the Local Authority representatives have completed their inspection and are happy that any outstanding issues have been resolved or are in hand and will not compromise the safety of the event they will issue the Licence for the event. The Site Manager will hand over control of the site to the Event Manager. The Event Manager will then give the authorisation to Showsec Security to open the entrances to the Event.

## START OF STAGE ACTIVITY

Once the arena entrances have been open for at least one hour and not before the advertised times, the Production Manager when ready will contact the Event Manager to obtain permission to start the stage activity. The Event Manager will then give the go ahead to commence.

## END OF STAGE ACTIVITY

The stage activity will not continue past the finish time as outlined in the licence for the event. If at any time the Production Manager thinks that this time will not be achieved, they must notify the Event Manager immediately. The Event Manager will then liaise with the other agencies as required.

## CLOSING OF EVENT

Once the stage activity has finished the Head of Stewarding will organise a sweep of the public areas of the Event area to ensure that all members of the public have left before any event vehicles or crew are allowed to enter these areas and commence the de rig.

## EVENT CAPACITY

There are a number of event attractions and music stages throughout the area to distribute the audience throughout the site. The running order is designed to have the maximum capacity at the main stage for the final headline act on the main stage.

### MAIN STAGE

It is intended to utilise the grassed area in front of the stage as a viewing area for the general public. As indicated the main stage will be located at the east end of the site as indicated on the plan this gives a viewing area with sight line to stage of approx. 14,000m<sup>2</sup>.

GA Area (Main Stage)	14,000m <sup>2</sup> @ 0.5 per/m <sup>2</sup>	28,000
WUP	80 (40 + 40)	
TOTAL	28,080	

The Event Capacity will be made up of 26,500 public and a maximum of 2,000 guests each day of the event giving a total of 28,500 per day. This would allow the Main Stage to be used as the single music attraction for the headline act each night as has been the case in previous years. Due to the nature of the event and ticket allocation previous historical evidence has shown that there is a certain amount of “drift” by public away from the Event site during the day dependent on the headline act and weather conditions. It is not anticipated that all public will stay for the end of event Act.

### WHERE IT BEGINS TENT (WIB)

The tent has a total available area of 2750m<sup>2</sup> giving a capacity of 6750 persons at an audience density of 0.4m<sup>2</sup> per person. This is in line with guidance given in Section 3, Venue Site & Design, The Purple Guide.

### BBC INTRODUCING STAGE

The BBC Introducing stage is an outdoor stage with a viewing area of approximately 1300m<sup>2</sup>. This will provide viewing for approximately 2600 persons which is within the expected audience numbers for the artists appearing on that stage.

### TENT CAPACITY CONTROL

The capacities within the tents will be controlled visually by a number of methods commonly applied at other major festivals and events within the UK:

1. Exits are delineated and under the control and supervision of Stewards
2. Within the WIB Tent there will be a security spotter on stage and within the FOH location who can communicate with the Tent Security Supervisor. A Tent supervisor will be present at the BBC Introducing.
3. CCTV is located within the WIB Tent that can be monitored within the ELT Control.
4. Stewards at the exits have loud hailers and visible signage, to be used when and if, the tent becomes full, to communicate to waiting public.
5. An artist risk assessment has been carried out to identify artists that will attract capacity audiences so that staff can be on alert to the possibility of a tent full situation.

## EVENT EMERGENCY EGRESS CALCULATIONS

### GENERAL EVENT AREA

A discharge rate of 82 spectators per metre width per minute is permitted.

The Event attracts an evacuation period of 8 minutes due to the size of the event site, the green field location, level of fire risk and provision of safety equipment and personnel.

Available Gate Widths        X1, X5/X4, X8, X10/X11, X12/X13, X16/X17, X20/21.

TOTAL                                60m

This gives an evacuation capacity from the event arena of  $82 \times 8 \text{ minutes} = 656$  persons per metre for 60 metres = 39,360 pax.

This provides sufficient exit facilities for the intended audience capacity of 28,500.

Assembly can take place in identified areas if required but will be dependent on incident and direction from Event Control.

### WHERE IT BEGINS TENT (WIB)

Capacity of the tent is 6750 persons

Using the guidance contained within Fire Safety Risk Assessment: Open Air Events and Venues

This will be made up from the use of 10 exits at 4m each from the tent.

## ACCESS ARRANGEMENTS

### GENERAL AUDIENCE

Audience members holding General Access tickets will be admitted through the Main Public Entrance X1.

Stewards will be deployed at the entrances to ensure that only ticket holders get into the Event. Patrons tickets will be scanned and Security checks carried out in accordance with the Crowd Management Plan for the Event

### MAIN ENTRANCE ROUTE

Entrance lanes (1.1m wide) formed by crowd control barrier will be erected at each entrance:

Public Entrance Entrance X1(30m)

40 Lanes

This will give a flow rate of  $40 \times 5 = 200\text{ppm}$  / 12,000 per hour

It is anticipated that a maximum of 26,500 persons may travel by coach and bus. This would allow patrons to be admitted within 2.2 hours. It is anticipated that queue formation will be regulated by transport arrival schedule.

Sufficient area is available for any potential queue build up prior to the Entrance Lanes – approx. 5000m<sup>2</sup>.

## GUESTS

Guests will access the site via specifically sign posted entrance gate with ticket and search lanes – X1.

The maximum number of guests will be 2000.

Entry to the Guest area within the Arena will be controlled.

Sufficient area is available for any potential queue.

## NORMAL EGRESS

Normal Egress will be facilitated via:

Public Entrances (X1 – 30m)

This will allow an egress flow rate of  $30 \times 82 = 2460$  pax per minute. It is anticipated that it will take  $28500/2460 = 12$  minutes for the audience to exit through X1.

There is sufficient area to accommodate any queue build up prior to X1 on approach for egress.

## FIRE SAFETY ARRANGEMENTS

A Fire Risk Assessment for the Event is appended to this document.

The Organiser shall provide the following fire fighting equipment for deployment on site:

Position	CO2 (2kg)	Dry Powder (6kg)	Water (9ltr or 6l with additive)	Blanket
Main Stage USC	2	2		
Main Stage SL	2	2		
Main Stage SR	2	2		
Main Stage FOH	1	1		
WIB Stage	2	2		
WIB FOH	1	1		
Introducing Stage	1	1		
Introducing FOH	1	1		
Delays	2			
Generators	6			
Production Cabins	1		1	
Guest Area	2		2	
Artist Area	2		2	
Catering	2		2	2
Press/Media	1	1		
Visualization	1	1		
OB	2	2		
Contingency / SFX	6	6		1
<b>TOTAL</b>	<b>37</b>	<b>22</b>	<b>7</b>	<b>3</b>

## EMERGENCY EVACUATION

Depending on the type and size of the incident, a decision may be taken to evacuate all or part of the event arena. In order for this to take place in a controlled manner, pre existing authority to call an evacuation must be clearly understood by all concerned. This authority does not replace any statutory duty held by any one organisation, however it is designed to avoid confusion and duplication of any decision.

Evacuation may utilise all available exit gates from the Arena dependent on the incident and Event Control Instructions.

The evacuation therefore may be: -

- Small scale and localised only
- Full scale and affect the entire site

Emergency evacuation of the event site will be coordinated through the ELT located within the ELT Marquee.

- The Emergency Alert procedures will be followed to alert event staff and stewards to the possibility of an Evacuation (see Appendix to this Document)
- Upon the order to evacuate the Event, the evacuation will be announced over the Event PA and managed by the ELT assisted by stewards from Showsec Security.
- Event egress in the event of an emergency will be facilitated via all available emergency gates distributed around the perimeter fence.
- Site and Production crew will evacuate the area via the public exit gates if front of stage within the Arena. If site wide evacuation and staff are backstage by using the nearest available exit gates then onward to Assembly Points.
- Artists should assemble within the Dressing Room compound unless directed otherwise and follow the instructions of Showsec Security.
- Public will exit via all available Emergency Exit Gates – X1, X5/X4, X8, X10/X11, X12/X13, X16/X17, X20/21.
- Guests will Egress from the Guest Area via - X27, X28, X29.
- Assembly Areas for Public will be designated as the safe spaces outside X1, X5/X4, X8, X10/X11, X12/X13, X16/X17, X20/21. All Assembly points have sufficient area for any anticipated numbers.
- Onward travel to Transport Hub as directed by Event Control.

No persons will re-enter the event unless the all clear has been given from the ELT.

## AUTHORITY TO EVACUATE

The responsibility for crowd management on site is under the direction of the Head of Security and Operational Security Managers. If a situation escalates to a full or part evacuation of the venue, all production crew will be advised by their own chain of command as to the action to be taken. The decision to evacuate will be taken by the Event Director or in his absence the

Event Manager this will be done in consultation with Health and Safety Manager, emergency services and other agencies via the ELT, time allowing.

## EMERGENCY RENDEZVOUS POINT (ERVP)

Emergency Rendezvous point will be TBC enabling onward directions to be given as to the appropriate access to the event site to deal with the incident.

## MAJOR INCIDENT

The (TBC) contains the procedures to follow in the event of a major incident in the locality of the Event.

The role of the Event Organiser as outlined below should be added to the plan.

In responding to an incident at the Event the responsibilities of the Event Organisers(s) staff or persons employed on their behalf may be summarised as follows:

- a. To liaise with the Incident Commander
- b. To liaise with the emergency services and provide technical advice as required
- c. To provide accurate information on all aspects of the event
- d. To consult with Police relative to any release of information to the press

In an emergency the Event Organisers will notify the appropriate senior member of their staff who will thereafter assume the role of the Event Organisers Site Incident Officer.

## SHOW STOP PROCEDURES

A procedure to be followed in the event of an incident requiring the stopping of a show (temporary or permanent) will be prepared.

There may be a number of reasons for the show stop procedure to be activated, the show may be stopped for a short period of time enabling any remedial actions to be put into action to deal with the trigger incident or the show stop may lead to activation of the "Evacuation Plan"

Possible reasons for show stop (not exhaustive):

- Structural collapse or partial collapse of show elements
- Crowd management problem
- Artist behaviour
- Fire
- Special Effects misfire or malfunction

A "show stop" meeting will be carried out prior to commencement of the event and the chain of command and sequence of events for the particular show will be confirmed.

Stopping a show in the middle of a performance can some times create unexpected problems such as crowd surges, violent behaviour or confusion and should only be used as a last resort



if a situation or incident can not be resolved whilst the show continues (a copy of the show-stop procedure is appended to this document).

The Event will operate two types of show stop as follows;

### CHANGE IN OPERATIONAL STATE

If a situation or incident develops to the point where the operational condition for the event is changed to Amber and the ELT have consulted with all parties and feel that the show should stop, the person designated by the organiser as being responsible for stopping the show is the Event Owner and in his absence, the Event Manager. Stopping the entertainment on any stage may not mean that the whole site is to be evacuated as the incident may only be contained to the area around that stage. However, if any part of the event activity is stopped then the whole site is to be put on to Amber alert as a precaution.

### IMMEDIATE STOP REQUIRED BY SAFETY / SECURITY

Each stage will have a pit supervisor who is in charge of the pit area in front of the stage and at least one crowd spotter who is responsible for observing the audience in the densest areas and looking for anyone who may be distressed, injured or have fallen down and not resurfaced. If for any reason either the pit supervisor or the spotter feels that someone's life is in immediate danger they will activate a pre arranged show stop call with the Stage Manager for that stage. Once this has happened, the Health & Safety Manager and Head of Security will attend the incident and the ELT will assess the situation and decide what steps are to be taken next.

The show may only need to be stopped on a temporary basis and all efforts will be made to restart it as soon as possible following consultation by the Event Manager with the ELT.

### COMMUNICATIONS

All agencies will have their own radio communications during the event. The ELT Control position within the Event will be operational.

The Event public address system is available to relay information to all parts of the Event. The event PA is controlled via the front of house mixing position and is available as required.

Should it be necessary to give pre and post event safety announcements, these will be given using the Event PA as required giving prior notification to the appropriate event personnel.

A localised PA system will be installed at the main entrances at exits TBC to enable localised public messaging to members of the public.

The Main Stage video screens are pre programmed with safety messages to be used in the event of an evacuation or other emergency situation's.

### RADIO CHANNELS:

A radio system will be used on site for communications between Event Staff, Production Staff and Security. The system will be tested to ensure that the coverage is suitable for the event footprint including Car Parks and Bus/Coach Drop off areas. Radios will be allocated to designated staff and Channels allocated accordingly.

Event Channel list available on site from Accreditation Marquee.

## TRAFFIC MANAGEMENT

A Traffic Management Plan (TMP) is appended to this document.

### EXTERNAL TRAFFIC MANAGEMENT

See attached TMP

### EVENT TRAFFIC MANAGEMENT

Access and egress to the Event site for Event build and break traffic during the build and break will be via TBC. Security will be in place at these areas. On arrival the security will contact the Site Manager for approval and directions for the vehicle requiring entry to the site. The site speed limit will be 10mph.

Production trucks from the Production Holding Area (Grid Ref H3) will be entering the site as directed by the Event Logistics Coordinator based at Production Holding at arranged times during the event.

Vehicles will be instructed NOT to switch on hazard lights whilst within the Event boundary.

### STAFF AND CONTRACTORS PARKING

Staff Parking will be in Staff Car Parks (Grid Refs. T15, S18). Appropriate Car Park passes will allow access.

There will be some on site Parking as directed by Internal Traffic Management stewards and possession of the required car park pass.

### GUEST PARKING

Guest parking will be facilitated adjacent to the site and entry will be at the Entry Gate at Grid Ref U15 from a route through the Caravan Park.

### DISABLED PARKING

Guest parking will be facilitated adjacent to the site and entry will be at the Entry Gate at Grid Ref UT13 from a route through the Caravan Park.

## STEWARDING & SECURITY

Showsec will be utilised throughout the event. They have a comprehensive knowledge of the Event environment and are experienced in providing Stewarding at major events in the UK. They have been involved in the Event for a number of years and are familiar with the audience profile and behaviour.

(See Steward Schedules appended)

## STRUCTURES

A number of additional temporary structures will be utilised for the event:

Structure / Service	Provider
Main Stage / PA wings	SERIOUS STAGES
WIB Stage	SERIOUS STAGES
BBC Introducing Stage	SERIOUS STAGES
Front of House Mixer Positions	SERIOUS STAGES
Delay Towers	SERIOUS STAGES
Disabled Platform	SERIOUS STAGES
Marquees	TBC
Big Tops	AJ BIG TOP
Stage Barrier	TBC
Trakway	LIVE
Power	TBC
Perimeter Fence	Entertee

Full details of all temporary structures including plans, calculations, design loads and relevant test results shall be made available where appropriate.

## EVENT PRODUCTION CONTRACTORS

Safety documentation from Production companies involved in the event is available from the Safety Officer.

Facility	Provider
Sound (Main Stage)	SSE
Sound (WIB)	AD LIB
Sound& Lights (Introducing)	TBC
Lights (Main Stage)	NEG EARTH
Lights (WIB)	PRG

Screens (Main Stage)	CREATIVE TECHNOLOGY
Screens (WIB)	PRG
Rigging (Main Stage)	TBC
Rigging (WIB)	TBC

## SITE BUILD AND BREAKDOWN

The build and break period for this event will be from 11th May until 4th June a schedule for the event is contained as an appendix to this document.

The Event area will be regarded as a working area in terms of the Construction Design & Management Regulations 2015 during the build and breakdown of the event and due regard will be given to the health and safety of all persons working within the area to ensure that these phases of the event are carried out safely.

## ELECTRICAL INSTALLATION

Generators will be positioned adjacent to the Stage, Concessions, Bars and other areas as required to supply temporary power distribution. A Temporary Electrical Installation Certificate will be made available on completion of the temporary electrical supplies.

## LIGHTING

This will be enhanced using tower lights at strategic locations (indicated on the site plan).

Within the event area tower lights and flood lighting will be used to light the gates, toilets and bar facilities.

## WATER SUPPLY

The piped water supply will be used for the event. A water supply will be provided in the following areas in accordance with the requirements of the Event.

1. Main Stage Primary Barrier
2. WIB Barrier
3. Introducing Stage Barrier
4. Water Points as per site plan.
5. Concessions Group.
6. Bars.
7. FA tents.

## SPECIAL EFFECTS

Special effects are being provided by BPM Ltd. TBC

Including:

- CO2

- Stadium Shots
- Confetti
- Flame Units
- Lasers
- Various Artist Pyrotechnics

Detailed information on the effects being used can be found at the following BPM Ltd website using the information below:

Username:

Password:

Website:

## TOILET & WASHING FACILITIES

### EVENT STAFF

Temporary toilet facilities will be in use by the Promoters employees and his sub contractors during the build and breakdown of the event

### PUBLIC

Temporary toilet facilities for the public will be provided as follows.

Capacity 28,500

Recommended Provision (from The Purple Guide):

Male 14250: Female 14250

Male: 29 WC's, 95 Urinals

Female: 143 WC's

The Event will provide in excess of this minimum – 252 WC's, 144 Urinals

For the public queuing additional toilets will be placed at Main Entrances:

X1 – 10 WC's, Bus Hub 5 WC's

### DISABLED / WHEELCHAIR USERS

Two disabled portable toilets will be located adjacent to the main stage wheelchair user platform and one disabled toilet will be located adjacent to the wheelchair user platform in WIB tent.

Disabled portable toilets will also be included in the deployment at each toilet block within the site.

### GUEST AREA

Facilities will be provided as follows:

Male – 6WC's, 6 Urinals

Female – 12 WC's

## **BABY CHANGING FACILITIES**

Baby changing facilities will be located on site, this will be located as per the Site Plan – in the Main Arena – Welfare & Guest Area.

## **WASTE DISPOSAL AND LITTER COLLECTION**

TBC will manage the collection and disposal of waste and litter from the site and will plan and implement the clean up of the Event arena.

Waste Management Plan appended to this document.

## **NOISE**

The event will comply with any conditions applied to the Licence for the event.

The appointed Noise Management Company is Vanguardia.

Sound checks are scheduled for:

## **TBC**

A Noise Management Plan is appended to this document.

## **WHEELCHAIR USER PLATFORMS**

Wheelchair user audience members can be located on the wheelchair user platforms:

- Stage right in front of the main stage. Capacity 40 wheelchairs + 40 carers (128m2)
- Inside the WIB Tent. Capacity 12 wheelchairs + 12 carers (38m2)

It is anticipated that there will be sufficient space allocated on these platforms for the numbers expected.

Disabled car parking for the event will be located with access to the Event. This will be located Grid Ref U14 with access via T13.

## **LOST CHILDREN / UNDER 16'S POLICY.**

There is no age restriction to the event. Under 16's allowed entry only with a parent or guardian over the age of 18. Age screening forms with contact details will be completed on entry for Under 16's with Parents or Guardians.

Infants under the age of 2 are allowed into the Event.

A Lost Children / Welfare marquee will be located within the Arena (Grid Ref. Q14)

## **FIRST AID AND EMERGENCY MEDICAL FACILITIES**

A Pit First aid marquee will be erected main stage right, this will deal with any members of the public from the front of stage area requiring medical treatment. One Medical marquee will be suitably located within the Event area for the general public as required. A Main Medical Centre Marquee will be located backstage to deal with more serious medical conditions and

patients transferred to here as required from other FA posts or the Event areas. St Johns Ambulance will provide first aid assistance through out the Event as required. St Johns Ambulance will provide Doctors, Nurses, FA external response personnel and Ambulance resources and personnel.

The minimum number of medical staff that will be present during the event is as follows:

- 1 Event Manager (Supported by a Command & Control Team)
- 14 First Aiders
- 3 Emergency Transport Attendants (Operational & Response Drivers)
- 4 Paramedics
- 4 Nurses
- 2 Doctors
- 3 Emergency Ambulance Vehicles
- 6 Medical Response Team Personnel (2 teams)
- 2 Cycle Responders
- 1 Yorkshire Ambulance Service Manager (Event Control)

Ambulances will take up positions taking care not to obstruct any designated emergency egress routes.

Medical cover will be present on site during the build and breakdown provided by TBC

(A detailed Medical Plan relating to the Event appended to this document)

## WELFARE / MEETING POINT / INFORMATION POINT

The main Welfare Marquee will be located in the Arena (GR Q14).

An Information Point will be located adjacent to the Welfare Marquee to be staffed by BBC Audience Handling personnel.

## FOOD AND HYGIENE CONTROLS

Catering for Site and Production staff will be provided by Eat to the Beat. Artists Catering will be also be provided by Eat to the Beat utilising Temporary kitchen facilities located within a marquee set up (Grid Ref. O11)

TBC will manage public food concessions and bar concessions.

## LICENSING PROCEDURES

### PREMISES LICENCE

A Premises Licence in terms of the Licensing Act 2003 is in existence for Burton Constable. Any conditions attached to the licence will be adhered to at all times.

## WIND MANAGEMENT

A Wind Management Procedure will be followed for the safe running of the show. This will be based on the guidance given in the IStructE Temporary Demountable Structures – Guidance on procurement, design and Use, 3<sup>rd</sup> Edition. This is attached as an appendix to this document.

Once the structures are finalised, details of their wind limits and action levels will be drawn up together with relevant actions for each structure in accordance with the suppliers' procedures.

The stage will have an anemometer installed on it operated by Serious Structures. An Event Anemometer / Weather Station will also be installed location TBC.

## RISK ASSESSMENT

It is found to be helpful to approach the subject of risk assessment in relation to such an event by looking at a general overview of the hazards, determination of risk, controls etc. connected with the event as well as dealing with activity specific risk assessments from individual contractors.

To enable this process a "General Risk Assessment" is prepared dealing with general site hazards and risks and crowd management issues. Individual health and safety documentation from individual companies is held in the "Safety File"



## APPENDIX 1 – SAFETY MANAGEMENT STRUCTURE / KEY PERSONNEL

## APPENDIX 2 – SHOW STOP

## APPENDIX 3 – CROWD MANAGEMENT & SECURITY PLAN

# Operating Plan

**Event Name:**

**Radio 1's Big Weekend – Hull 2017**

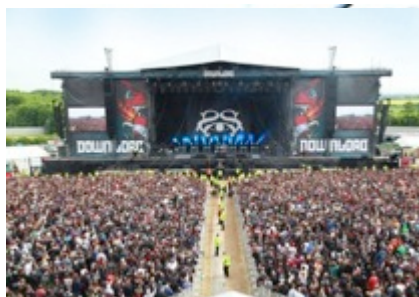
**Event Date:**

**27<sup>TH</sup>/28<sup>TH</sup> May 2017**

**Contact Name:** Adam Lofthouse

**Contact Number:** 07885899074

**Address:** [adam.lofthouse@showsec.co.uk](mailto:adam.lofthouse@showsec.co.uk)



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## 1. Introduction

### 1.1. Overview of the Event

The purpose of this document is to present an outline of the operating plan for the Security and Stewarding operation at the event.

Showsec will draw upon experience of similar venues and events of this nature to ensure an effective and safe Security & Stewarding operation is delivered.

<b>Event Name</b>	Radio 1 Big Weekend 2017
<b>Promoted by</b>	BBC Radio 1
<b>Produced by</b>	BBC Radio 1

The event is to be held within the northern grounds of Burton Constable Hall, located within Burton Constable, Hull. The venue has a capacity of 28,000 (Inc. staff, guests and artists) The nature of the event and ticket allocation will mean that all tickets will be used and considered as the saleable capacity.

The event will operate over the May Bank Holiday weekend 27<sup>th</sup> and 28<sup>th</sup> of May 2017. The tickets are allocated on a one ticket per day basis which dictates a transient attendance over the weekend. There is no camping allowed for customers on site and no provision is made available

### 1.2. Client

Showsec are contracted to supply Security & Stewarding Services to the client.

<b>Client</b>	<b>BBC Radio 1</b> - Within the perimeter of the arena <b>Burton Constable Hall</b> – Protection of estate <b>Hull City of Culture 2017 (Hull City Council)</b> – External movement culminating in vehicular
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	departure.
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The key client contacts are:

Event Manager	Rob Spring	<a href="mailto:rob.spring@bbc.co.uk">rob.spring@bbc.co.uk</a>
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The key event producer contacts are:

Event Production Manager	Jack May	<a href="mailto:Jack.may@bbc.co.uk">Jack.may@bbc.co.uk</a>
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### 1.3. License and Designated Premises Supervisor (DPS)

<b>Venue Address:</b>	Burton Constable Hall, Hull
<b>Build Commences / Ends:</b>	Monday 15 <sup>th</sup> May until Saturday 3 <sup>th</sup> June 2017
<b>Event Dates:</b>	Saturday 27 <sup>th</sup> and Sunday 28 <sup>th</sup> of May
<b>Capacity:</b>	-28000 (Inc. staff, guests and artists)
<b>Licensable Period:</b>	Saturday 27 <sup>th</sup> – Sunday 28 <sup>th</sup>
<b>License Displayed at:</b>	All Bars
<b>Designated Premises Supervisor (DPS):</b>	Terry Brown - Creative Bars
<b>Premises Age Verification Policy:</b>	Passport / Photo Driving Licence / Pass Card Challenge 25
<b>Relevant license conditions that apply:</b>	Sale of alcohol: Saturday and Sunday 11:00hrs to 22:00hrs
<b>SIA Restrictions:</b>	-Door Supervisor SIA Licenses Required for licensable activities. Stewards utilised in non-licensable roles

## 1.4. Operations Plan – Service Directory

### Introduction:

In relation to engagement **Radio 1’s Big Weekend, Hull 2017** Showsec have been employed to deliver the following services and as such where practical, reasonable and safe will endeavour to do so.

In all engagements, should the operating and/or commercial delivery environment change inhibiting or materially affecting Showsec’s ability to deliver in line with the above statement and/or effect a change in the outlined services requested by the client a change control note will be signed off by the client transferring or accepting deferred responsibility for the impact of the requested changes to the changing party and/or the client.

Service Directory	Requested Service Y/N	Contracted Service Y/N	Client Lead Service Y/N
Planning	Y	Y	Y
Crowd Management Consultancy	Y	Y	Y
Security Protocols Consultancy	Y	Y	Y
Counter Terrorism Consultancy	Y	Y	Y
Queuing Facilities	Y	Y	Y
Occupant Capacity Consultancy	N	N	N
Ingress Methodology	Y	Y	N
Emergency Procedures Methodology	N	N	N
Customer Search - Full	Y	Y	Y
Customer Search - Random	Y	Y	Y

Customer Search - Drugs	Y	Y	Y
Ejection Process Methodology	Y	Y	Y
Response Teams	Y	Y	Y
Directional Stewarding	Y	Y	Y
Road Closure Stewarding	N	N	N
Asset Protection	Y	Y	Y
Internal Access Control	Y	Y	Y
Close Protection	N	N	N
Capacity Management - Full Site	Y	Y	Y
Capacity Management - Partial Site	NA	NA	NA
Hospitality Stewarding	N	N	N
Front of Stage Barrier Stewarding	Y	Y	Y
Fan Segregation Stewarding	NA	NA	NA
Field of Play Protection	NA	NA	NA
Audience Density Monitoring	Y	Y	Y
Emergency Route Integrity Management	Y	Y	Y
Crime Reduction - Theft	Y	Y	Y
Crime Reduction - Drugs	Y	Y	Y
Crime Reduction - Sexual Assault	Y	Y	Y
Crime Reduction - Violent Assault	Y	Y	Y
Lost Property Management	N	N	N
Lost Persons Management	N	N	N
Artist Risk Assessment	N	N	N
Staff Risk Assessment	Y	Y	N
Venue/Venue Risk Assessment	N	N	Y
Incident Reporting	Y	Y	Y

Operating Environment Reporting	Y	Y	Y
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### 1.5. Service Providers

This plan is specific to the Showsec operation and best endeavours will be used where practical and reasonable to do so. For more information on Showsec then please visit [www.Showsec.co.uk](http://www.Showsec.co.uk).

The Showsec operation at this event involves the:

- Load In & Load Out Security (and Overnight)
- Backstage Security
- Front of Stage Safety
- Event Front of House
- Event Entrances

Other service providers, not included in this plan are:

- Cash Transit on and off Site
- Bar security
- Transport hub stewarding
- Areas external to the event perimeter (steel shield fence)
- Illegal Merchandise Deterrent contracted directly by the Organiser
- Unauthorised sale of tickets (Tout Team) contracted directly by the Organiser

### 1.6. Principles of this Operating Plan

This operating plan gives an overview of the methods and processes to be used in the delivery of Stewarding & Security services at the event. It is based on information provided to Showsec by the Client and Stakeholders and best endeavours will be used where practical and reasonable to do so. The document will also draw upon principles of the following documentation:

- The Event Safety Guide

- The Guide to Safety at Sports Grounds
- The Guide to Fire Precautions in Existing Places of Entertainment and Like Premises
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health & Safety at work regulations 1999
- HSE Guidance to Crowds in Public Venues
- HSE Guidance to Managing Crowds Safely
- British Standards in Door Supervision, Event Stewards and Static Security
- NACTSO Counter Terrorism Protective Security Advice for Major Events

Showsec are involved with the ongoing planning of the security operation at the event and where available, a representative will attend the following meetings:

- Event Planning Meetings (involving multiple agencies such as the Event Organisers, Local Authority, Police, Fire, Ambulance)
- Police and Security Meetings
- Community Liaison Meetings

Showsec are consulted on relevant decisions with relation to the events, however the final decision lies with the Client. The client owns all policies relating to this document and Showsec will use best endeavors to uphold them whilst operating at the event.

## 2. Showsec Information

### 2.1. Company Information

Registered Office:	Showsec International Ltd, 16 West Walk, Leicester, LE1 7NA +44116 204 3333
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Registered Number:	2187286
VAT Number:	350 6584 53
Operational Area Office:	

## 2.2. Insurance Information

Available on request are the Insurance documents for Showsec. These are:

	Policy Number	Insurance Cover	Renewal Date
Public Liability Insurance	YMM824298	£5m	31/10/2017
Products Liability Insurance	WE1500834 & G2197936008	£5m	31/10/17
Employers Liability Insurance	YMM824298	£10m	31/10/17

The policies are undersigned by Aon Limited (205-208 Kings Road, Reading, RG1 4LW, Phone: +44 118 926 1100). For further information please contact Stephen Shilling, Head of Finance on +44116 204 3315 or [Stephen.shilling@Showsec.co.uk](mailto:Stephen.shilling@Showsec.co.uk)

## 2.3. Health & Safety

The company has a Health & Safety Policies supported by Method statements and Risk Assessments. All company employees and workers are made aware of their responsibilities whilst on site and that they must observe the Health & Safety regulations in place on the site.

Role	Name	Qualification
Health & Safety Manager	Sharon Pates	CMISOH

<b>Operational Managers</b>		IOSH Managing Safely at Events & Exhibitions
<b>Operational Supervisors</b>		In-House Supervising Safely at Events
<b>Operational Staff (SIA &amp; Stewards)</b>		In-house Health & Safety Awareness Training Module

Further details are available from Sharon Pates, Health & Safety Manager on +44116 204 3333 or [Sharon.Pates@Showsec.co.uk](mailto:Sharon.Pates@Showsec.co.uk)

## 2.4. Recruitment

Showsec have a dedicated recruitment department in Head Office. They oversee the processes at each stage of the recruitment:

- Advert Placed
- Applications Received via the Website
- Shortlisted
- Interviews Held
- Background Checks and Referencing
- Offer of Contract for Services
- Induction
- Commence Work on a Casual Basis

For the full recruitment process please contact Recruitment Manager on +44116 204 3333 or [HR@Showsec.co.uk](mailto:HR@Showsec.co.uk)

## 2.5. Training

Every new Showsec member of staff undergoes a Company Induction Course (introducing the Company, Health & Safety Policy, Quality Policy etc.,) prior to undertaking a further training course on their basic duties whilst working for Showsec.

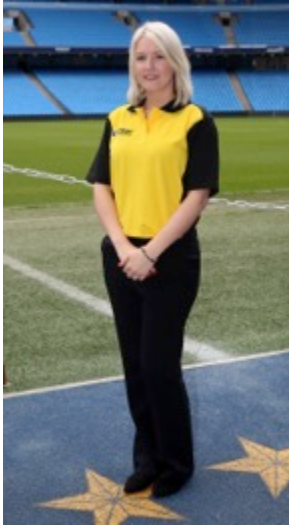
Upon successful completion of the course, the new stewards are closely monitored and supervised during their initial period of employment, to ensure that they learn the skills necessary 'on the job', and quickly build-up their confidence and knowledge.

Certain aspects of a steward's role require further training. This is addressed by the implementation of modular courses designed to improve both the standard of service given, together with health & safety awareness. For example:

- Front of Stage Pit Barrier - 4 hours
- Emergency aid (appointed person) - 4 hours
- Customer care - 3 hours
- Communication (Radio procedures and control of airwaves) - 3 hours
- Ingress & Egress – 3 hours
- Physical Intervention – two days

## 2.6. Uniform

### Security Staff

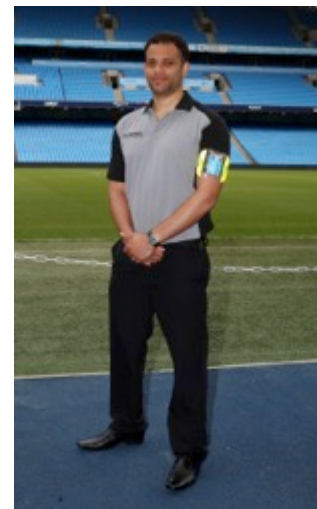


**Formal & Corporate**

### Supervisors



**Management**



## 2.7. Staffing Deployment

A staffing deployment template is used for each event and is available upon request. This details the following for each of the Load in, Venue Open, Overnight and Load Out periods of the event:

- Staffing numbers
- Radio required for the position
- Position name
- Description of duties of position
- Function of the position (PM = Project Manager / SU = Supervisor / SIA = SIA Licensed Door Supervisor / ST = Non-Licensed Steward)
- Number of staff in that position
- Start and finish time of the shift

## 2.8. Sub-Contractors

Some of the security and stewarding staffing provision, which is not being fulfilled by Showsec, may be sub-contracted out. Showsec does not take responsibility for sub-contracted company's corporate legal liabilities or actions of their staff other than those detailed inside the relevant briefing documents that they have been issued by Showsec.

Sub-Contractor	Responsible person Name	Contact details
TBC	TBC	TBC

## 2.9.Approved Sub-Contractor Scheme

As part of Showsec’s certification as a Security Industry Authority (SIA) Approved Contractors Scheme (ACS), Showsec are bound to only sub-contract to other SIA ACS accredited companies. Any use of companies outside of this requires advance written permission from the SIA. In addition to the ACS, Showsec operate an additional Sub-Contractor Approval Scheme whereby potential suppliers must have completed the Showsec suppliers’ questionnaire and finance check before being considered suitable to provide any staff to the event. In addition all suppliers are made aware that they may be required to submit their staff details to the Police, Department for Work & Pensions and the UK Border Agency for further checks.

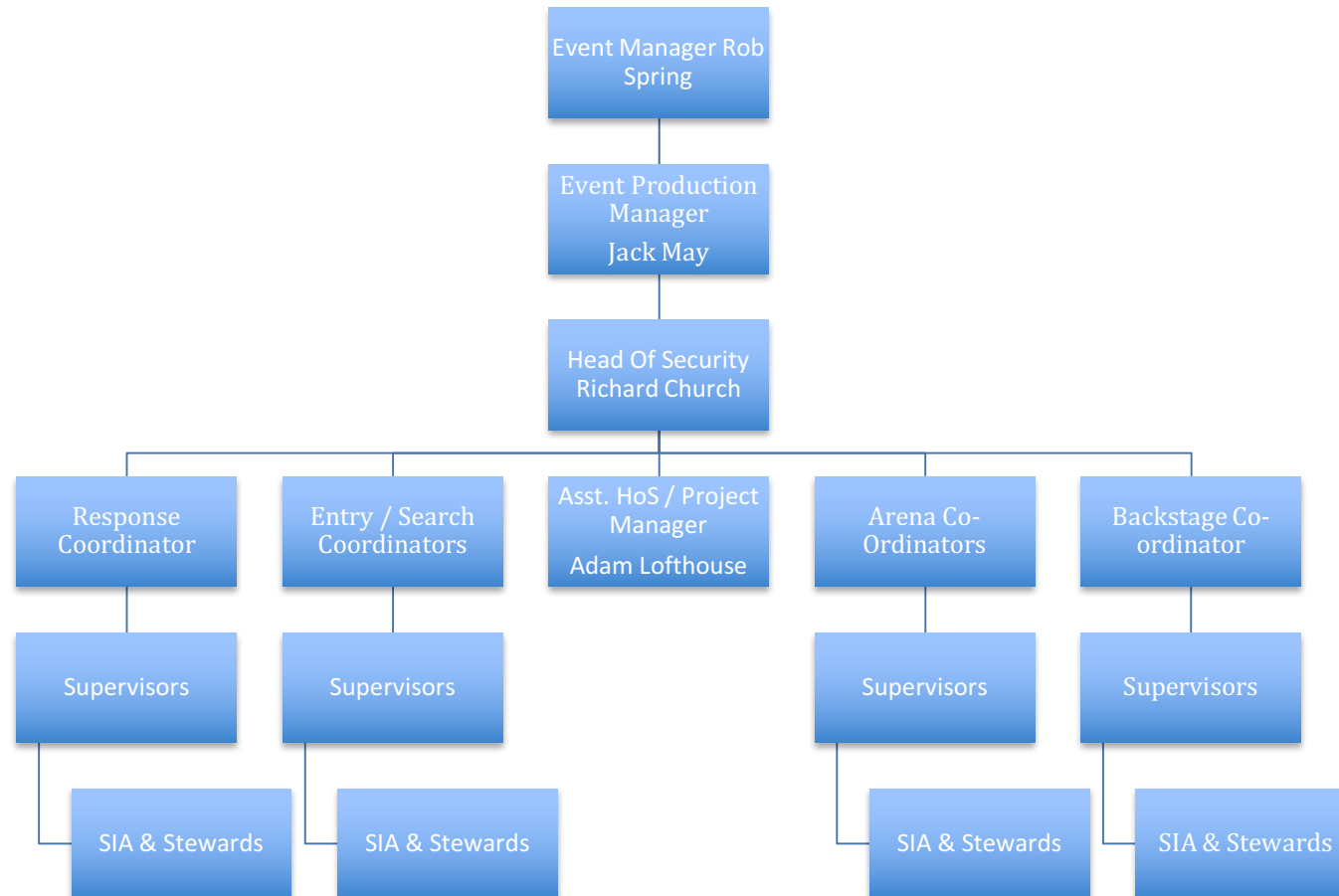
## 2.10.Off-Site Contacts

Role	Name	Responsibilities	Contact
On / Off-Site Director:	Simon Battersby	<ul style="list-style-type: none"> <li>Point of contact if Director on site is unreachable</li> </ul>	+447771630829 / <a href="mailto:Simon.Battersby@Showsec.co.uk">Simon Battersby@Showsec.co.uk</a>
Press & Media Contact:	Nicola Lewellen	<ul style="list-style-type: none"> <li>Point of contact for all press &amp; media related issues</li> </ul>	+441162043333 / <a href="mailto:Nicola.Lewellen@showsec.co.uk">Nicola.Lewellen@showsec.co.uk</a>

## 2.11. On Site Contacts

Role	Name	Responsibilities	Contact
Event Security Director	Simon Battersby	<ul style="list-style-type: none"> <li>Event Security Consultant &amp; Showsec Director</li> </ul>	+447771630829 <a href="#">Simon</a> <a href="mailto:Battersby@Showsec.co.uk">Battersby@Showsec.co.uk</a>
Head of Security (HoS):	Richard Church	<ul style="list-style-type: none"> <li>Tactical delivery of the Showsec Operation</li> </ul>	07748300332 <a href="mailto:Richard.Church@Showsec.co.uk">Richard.Church@Showsec.co.uk</a>
Asst. HoS & Lead Planner:	Adam Lofthouse	<ul style="list-style-type: none"> <li>Point of contact for the Police and SAG Members</li> </ul>	07885899074 <a href="mailto:adam.lofthouse@showsec.co.uk">adam.lofthouse@showsec.co.uk</a>

## 2.12.Operational Structure





### 2.13.Security Control Room

The Security control room at the event will be the hub of Showsec communications on site. This will be located at:

Grid Ref	Location Name
I13	Event Control/ELT

#### Radio Contractor

Showsec will use a reputable company to provide the hand held radio system for the event open period. They will provide the equipment, installation and support service to the provision of this equipment. The radio contractors have assisted us in gaining dedicated licensed frequencies for use at the event for our repeater and back-to-back radio channels. Copies of these licenses issued by Ofcom are available upon request.

Radio Contractor	Company Contact	Same contractor as Festival	Radios Used	Dedicated Frequencies
Nine Hundred	Phil Bayliss	No	Motorola DP3400	Yes

#### Channels

Channel	Area/Zone	Repeater	Dedicated Controller
1	Arena	Y	Y
2	Backstage	Y	Y
3	SPARE/EMERGENCY	Y	Y

#### Radio Controllers

In the control room there will be a number of radio controllers, and a senior controller. Each repeater channel will have their own radio

controller; the senior controller will sit additionally on the main operational channel. The senior controller will collate and scan all paperwork and will also ensure the event chronological timeline is maintained – feeding the information to the security management team.

The senior controller will drive through the event timeline. This is a series of planned events and actions that must occur. They will also ensure that each channel controller is obtaining the regular situation reports (sit-reps). The senior controller will then prepare regular updates to be emailed to the event management team.



## 2.14. Documentation from Client/Stakeholders

<b>Document</b>	<b>Sourced/Received From</b>	<b>Date First Received</b>	<b>Date Updated</b>	<b>Revision Number</b>
<b>Site Plan</b>	Mike Johnson	6 <sup>th</sup> March	-	V6
<b>Venue Operating Plan &amp; Appendices</b>				
<b>Venue Contractors Guide</b>				
<b>Emergency Procedures (Inc. Load in &amp; Load Out)</b>				
<b>Accreditation System</b>				
<b>Customer transport options</b>				
<b>Disabled information</b>				
<b>Ticket terms &amp; conditions</b>				
<b>Prohibited items</b>				

## 2.15.Event &Site Survey

Best endeavours as far as reasonably practicable to do so will be utilised on the control measures in this section

Item	Sub-Item	Notes	Identified Hazards to be controlled in the Operating Plan
<b>Public arrival points;</b>	Transport to/from event;	Under control from LA	Needs to be in Hull 2017 operating plan
	<b>Parking areas;</b>	<b>No public parking on site</b>	<b>Staff to prohibit on site parking</b>
	Walking routes to/from transport;	50m width walking route	Staff to ensure kept clear at all times
<b>Queuing areas;</b>	Queuing space available;	Available space in the 50m walking route	Islands to be created to allow access into crowd to deal with density, medical issues and alcohol.
	Management of alcohol consumption in queue;	Staffed	
	Management of density of the queue;	Staffed	
	Contingency for weather conditions;	Venue contingency plan	
<b>Safe methods of ingress;</b>	Searching of visitors, staff and customers to		Search process TBC with LA and Police

	the site;		
	Number of lanes required;		Calculations to be completed once search level agreed with LA and Police
	Ticket/access control systems;		Ticketmaster Scan Ticket System
<b>Circulation;</b>	Control of localized density;		Sit Reps via ELT
	Movement from space to space;		Sit Reps via ELT
	Accurate accounting of capacity;		Sit Reps via ELT
<b>Control of cultural behaviour (moshing, etc.);</b>			Highlighted in artist risk assessment. Stage spotters and trained pit team.
<b>Welfare services;</b>			BBC provide welfare unit/first aid
<b>Crime Reduction Measures</b>			
<b>Eviction / Ejection process</b>			
<b>Lighting and identification of black spots or dimly lit areas;</b>			

<b>Identification of all fire points and the access of fire appliances;</b>			
<b>Identification of any areas set aside for the treatment of first aid and ambulance access to this area.</b>			
<b>Safe methods of egress;</b>	Removal of barriers		
	Obstructions to egress		
<b>Emergency egress (set by Safety Officer)</b>	Number of Emergency Exits Required		

### 2.16. Event Profile – Audience and Artist

As in previous years there will be many artists appearing across the event site in the indoor and outdoor arenas. For further information on the artists performing then visit the event website. A full line up will be made available nearer to the event by the organiser and published on the website. Showsec and the organiser will work through to assess any risks associated with a specific artist due to profile or popularity.

Event Website	<a href="http://www.bbc.co.uk/events/eppp6g">http://www.bbc.co.uk/events/eppp6g</a>
Expected Genre	Pop Acts
Audience Age	16 - 30

Range	
Audience Male/Female Split	50/50
Anticipated Cultural Behaviour	Dependant on line up announcements
Artists of note	Stormzy
Previous incidents of note / intelligence	
Useful information from Ticketing	

### 3. Event Assessment (Threats and Risks)

The organiser, in advance of the event, will carry out the event risk assessment. This document will be made available to Showsec and it will be read and considered in the writing of the Showsec Operating Plan and Staff Risk Assessment.

#### 3.1. Event Security Threat Assessment

The threat assessment can be utilised to review the threats that the event may face in terms of Crime, Public Order and Terrorism. This risk assessment is incorporated in the main event risk assessment in appendix

A. The assessment will consider:

- Whether the design and maintenance of the event site (section of the site) makes it easier for crime to occur
- Whether the access to transport or lack of transport contributes to the incidence of offending
- If the number of people at the site (section of the site) makes it easier for the offence to be committed

- If the proximity of other attractions influences the levels of crime in the site (section of the site)
- If the historical data and/or intelligence suggest that crimes will take place.

### 3.2.Event Security & Stewarding Staff Risk Assessment

A staffing risk assessment has been written to support this Operating Plan. This will detail the risks associated with the delivery of the Security & Stewarding Operation. An assessment of the risks is carried out in accordance with an employer's statutory requirement to do so under the Health and Safety at Work Act (1974) and complies with the Management of Health and Safety at Work Regulations (1992).

The assessment will consider the following categories:

- Noise hazards
- Environmental Management
- Manual Handling
- Fire Safety
- Staff Welfare
- Audience Profile
- Hazardous Processes
- PPE

Showsec Threat and Security and Event Security and Stewarding Risk Assessment can be found in appendix A of this document

The principal steps to write Showsec risk assessment are as follows:



- Identify the various hazards associated with the site and/or event’s activities;
- Identify those people who are at risk, who might be harmed and how;
- Evaluate the risks and decide if the existing precautions are adequate or can be improved;
- Record all findings, recommendations and remedial actions implemented;
- Review the assessment and revise as necessary.
- Dynamic Risk Assessment will be produced if required by competent persons on site at the time of the event.

		Likelihood				
		1 Negligible <i>(freak event – no known history)</i>	2 Unlikely <i>(Unlikely sequence of events)</i>	3 Likely <i>(Foreseeable under unusual circumstances)</i>	4 Very Likely <i>(Easily foreseeable-odd incident may have occurred)</i>	5 Almost Inevitable <i>(Common occurrence – aware of incidents)</i>
Severity	1 Negligible / Slight <i>(Inconvenience to individual)</i>	Low 1	Low 2	Low 3	Low 4	Low 5
	2 Moderate <i>(Inconvenience to individual / event, small loss)</i>	Low 2	Low 4	Low 6	Medium 8	Medium 10
	3 Severe <i>(Financial loss to individual / event. Emotional affect to individual)</i>	Low 3	Low 6	Medium 9	High 12	High 15
	4 Very Severe <i>(Injury to Individual, long)</i>	Low 4	Medium 8	High 12	High 16	High 20

	<i>lasting emotional effect, financial loss to individual / event)</i>					
	<b>5 Extremely Severe</b> <i>(Death/Serious Injury. Long lasting effect on individual / event. Large financial loss to individual / event)</i>	Low 5	Medium 10	High 15	High 20	High 25



## 4. Statement of Intent

Based on the information provided by the client and stakeholders, Event/Site Survey and the Risk Assessment the statement of intent can be drawn up as follows. This outlines the objectives of Showsec as the Security & Stewarding Supplier to the event.

Our best endeavors will be used where reasonable and practicable to do so.

The role of the Company with reference to:	Objectives
<b>Security – Perimeter Protection</b>	<ul style="list-style-type: none"> <li>• To support the integrity of the site</li> <li>• To check accreditation of persons entering the site</li> <li>• To report to the event control any persons found without the correct accreditation</li> <li>• To patrol the externals of the event monitoring the perimeter line for:               <ul style="list-style-type: none"> <li>○ Compromised exits</li> <li>○ Uneven surfaces</li> <li>○ Working at height</li> <li>○ Fencing</li> <li>○ Venue access (e.g. Production Gates)</li> </ul> </li> </ul>
<b>Security – Asset Protection</b>	<ul style="list-style-type: none"> <li>• To monitor and deter persons from theft and vandalism of any temporary or permanent structures.</li> <li>• To where possible, hold any individual suspected to be attempting theft or vandalism until otherwise notified by the Event Manager</li> <li>• To report to the Event Manager any perceived</li> </ul>

	losses or attempts
<b>Security – Access Control</b>	<ul style="list-style-type: none"> <li>To where possible, enforce any accreditation system designed by the event and/or visiting promoter</li> </ul>
<b>Security – Searching</b>	<ul style="list-style-type: none"> <li>Where necessary or advised by event management, conduct a search of the visitors entering the site</li> <li>Where practicable, minimise the risk of unauthorised items entering the site</li> </ul>
<b>Crime Reduction</b>	<ul style="list-style-type: none"> <li>To the best endeavours minimise crime on the site.</li> <li>If practicable and safe, hold any individual suspected to be involved in a crime until otherwise notified by the Event Manager or Control Room</li> <li>To notify the Event manager where a perceived crime has taken or is about to take place</li> </ul>
<b>Egress</b>	<ul style="list-style-type: none"> <li>To support with the safe and orderly exit from the venue</li> </ul>
<b>Evacuation</b>	<ul style="list-style-type: none"> <li>To assist the designated person responsible on site with the evacuation of the venue.</li> </ul>
<b>Contingency &amp; Emergency</b>	<ul style="list-style-type: none"> <li>Where practicable to support the emergency services</li> </ul>

**Areas that the Company is NOT Responsible for:**

- Crowd Management or Security of people outside the agreed extremities of the site and its surroundings.
- Any co-ordination or responsibility of lost property or lost children.

Staff will, however, direct lost property to the appropriate handling station and escort lost children to the designated point.

- Any Health and Safety issues regarding any parties other than those who are employed by the company or actions taken by agents other than employees of Showsec. Showsec will however report any unsafe practices to the Event Manager and where possible prevent these

## 5. Pre-Event

### Planning Meetings

The planning process will be a continual process for the duration of the contract.

- Stakeholder and Local Authority Meetings
- Police & Security Meetings
- Client Planning Meetings
- Internal Planning Meetings
- Debrief and Review Meetings

#### 5.1. Event Supervisors Induction

In advance of their first shift at the event, supervisors will undertake the event induction. This will involve a Manager or Site Coordinator taking the Supervisors for a tour around the event and showing them the key workings of their area of work.

#### 5.2. Event Briefing

Staff will receive a briefing from the Supervisor before the start of each shift. This briefing will have been provided by the Head of Security.

## 6. Counter Terrorism Measures and Site Security

### 6.1. Counter Terrorism Measures

Showsec takes the safety and security of its client’s guests and visitors very seriously. There are various security measures put in place to ensure protection of assets, integrity of the site and crime prevention. These measures will support counter terrorism measures through ensuring a culture of a secure site and promoting the reporting of any suspicious activity to the Police, via the control room.

#### Current Threat Level

Area	Level	Communicated by	Date Revised
UK Mainland (International Terrorism)	Severe	JTAC	17/3/2017
UK Mainland (N.I. Terrorism)	Substantial	JTAC	17/3/2017
Event Specific	Moderate		

For more information on the threat levels as set by the UK Government then visit <http://shows.ec/ukthreatlevel>.

#### Showsec Counter Terrorism Training

Showsec currently train all their staff in counter terrorism measures. They receive an online e-learning module that consists of the Project Griffin video, with elements of Project Griffin and Project Argus in the narrative and visual examples. Counter Terrorism has a section in the Major Event Risk assessment; we also advise our workers on the steps they can take to keep themselves safe in the rare event of a firearms or weapons attack, by following ‘Run, Hide Tell’ guidance.

#### Site Search (Bomb Threat)

35

If a bomb threat came in to the event then this would be analysed by the Police. A message would go out to all radio holders to search their operational area for suspect items. The Supervisors would then report back to the control room where each area would be checked off as searched to the best of their abilities.

### 6.2. Perimeter Fence line

The perimeter fence will go up during the build for the event. The fence will be constructed of either a Fortress Fence, Tee Shield type fencing or a Heras style fencing with the minimum following specifications:

Fence Type	Panel size	Weight	Crowd pressure	Normal height	Pin depth	Colour	Gate access	Pedestrian access
Fence Type	Panel size	Weight	Crowd pressure	Normal height	Pin depth	Colour	Gate access	Pedestrian access
Fortress Fence	3mx5m		2.0kn/m	3.0m	40cm - 1.0m	Silver	2.5m or 5 m	N/a
Tee Shield	3mx2.4m	72kg	2.0kn/m	3.0m	40cm - 1.0m	Green	2.4m or 3m	1.2m + door
Heras Fence	2mx3.5m	17kg	N/A	2.4m	Blocks	Silver	3.5m	1.1m door

No items should be located around the perimeter of the fence to limit the risk of items/devices being left.

### 6.3. Accreditation System

The client will implement a stringent accreditation system for the event. Any visitors wishing to access the site must either have received their accreditation in advance or collect it from the accreditation point of issue.

Type	Location	Open
Production	W13	TBC

Artist	G4	TBC
Guest	Box Office – Gate X1	TBC





### 6.4.CCTV System

CCTV may be used to track the patrol teams but it will mainly be for crowd management & security across the site. Showsec do not have control of the CCTV system but can request it to be directed to a certain location. Its main role will be to:

- Monitor the crowd movement dynamics of the audience attending the event.
- Cover the main entrances and exits to the event and other visible areas that are critical to the safe management and security of your operation.
- Proactively monitor the activities of members of the public whether they are in public areas or on private property.
- Use cameras to focus on the activities of particular people either by controlling or directing cameras to an individual's activities.
- Use cameras to look out for particular individuals.
- Use recorded CCTV images to identify individuals or to investigate their activities.

### CCTV

Query	Response
Is CCTV Required as part of the License?	?
Is CCTV Installed?	?
Approx. locations of the CCTV Cameras	Locations listed below where applicable.
Does the CCTV cover the Public Entrance Search Areas?	Yes
Is the CCTV Monitored?	Yes, by the CCTV Provider/Operator
Who Monitors the CCTV, is a CCTV License Required?	The CCTV Provider/Operator Yes a license would be required.

What hours is the CCTV Monitored	24 hours a day from event open to close.
----------------------------------	--

Adequate lighting must be installed across the site to ensure there is good visibility for the security teams when patrolling. CCTV Locations will be listed below along with key visibility and areas of restricted view:

No.	Location	Type	Key Visibility/Restrictions
1			
2			
3			
4			
5			
6			
7			
8			

## 7. Build and Break

### 7.1. Aims of the 'Build' and 'Break' Security Operation

- Best endeavours will be used where practicable and reasonable to do so
- Minimising the loss to the client by maximising the integrity of the site security
- Accreditation Checks on personnel entering the site
- Reporting of any incidents to the Site Manager
- Monitor the externals of the site venue and report to the Site Manager any issues.

### 7.2. Build Security

Upon arrival on site the Lead in Security will report to the Clients designated Contact. They will brief and deploy the staff to the predetermined agreed static positions. Due to the fluid nature of the venue during the Build (and Break), the staff will have a flexible and proactive approach.

### 7.3. Site Safety Rules

Showsec will follow the site safety rules as presented by the client

### 7.4. Communications

During the build and break period, key positions will be issued a radio to be in contact with the Showsec Supervisor. A designated position will log any key radio messages in the occurrence log. The following positions will be provided production radios by the event management team to communicate with them:

Position	Location / Grid Ref	Channel
----------	---------------------	---------

Supervisor	Roaming	Production 1
Accreditation A		Production 1
Accreditation B		Production 1

### 7.5. Location of Access Points

Access	Location	Overnight
Site Vehicles	Prod Route B	Prod Route B
Delivery Vehicles	Prod Route B	Prod Route B
Pedestrian Access	Prod Route B	Prod Route B

### 7.6. Recording of Deliveries

Deliveries to the site will be directed to the agreed drop off point. The relevant department will be contacted via radio to collect their item.

Location	Accreditation A	Location
Deliveries	TBC (BBC Radio	Deliveries
Contact	1)	Contact

### 7.7. Recording of Occurrences and Incidents

Occurrences and incidents will be recorded on the Occurrence log. This will be given to the Site / Event Manager at the end of each shift.

When a crime, or other incident requiring Police attendance, is reported to, or discovered by, a Security operative, Showsec will ensure that their staff obtain as much detail as is possible, with particular importance being placed on identifying victims, suspects, witnesses, and scenes of crime.

### 7.8.Shift Handover

The Site Manager should invite the Supervisor to the daily production meeting. This will allow them to keep up to date with the production schedule and any changes to the agreed plan. It will also allow the supervisor to hand over the information to the night security team.

The day and night supervisor will go through a handover process at the shift change time to ensure that all information is passed efficiently between the day and night teams.

## 8. Public Arrival

### 8.1.Transport

The below information has been provided by the client for the purposes of assessing the arrival of the audience. It is an estimation and subject to change from a number of external factors on an event-by-event basis.

Mode of Transport	Location	Operating Hours
Shuttle Bus Service	Bus Transport Hub	09:30 – 00:00

### 8.2.Walk-up & Queue Management

Query	Action
Entrance Barrier Build	<ul style="list-style-type: none"> <li>Built on Friday by site Crew</li> </ul>
Queue Lane Staffing on duty from (time)	<ul style="list-style-type: none"> <li>07:00 Saturday 27<sup>th</sup> May and Sunday 28<sup>th</sup> May</li> </ul>
Overnight Arrivals and Queue Preparation	<ul style="list-style-type: none"> <li>Patrols on the roads surrounding the event to minimise fly camping</li> <li>Security on entrances to form queues of any early</li> </ul>

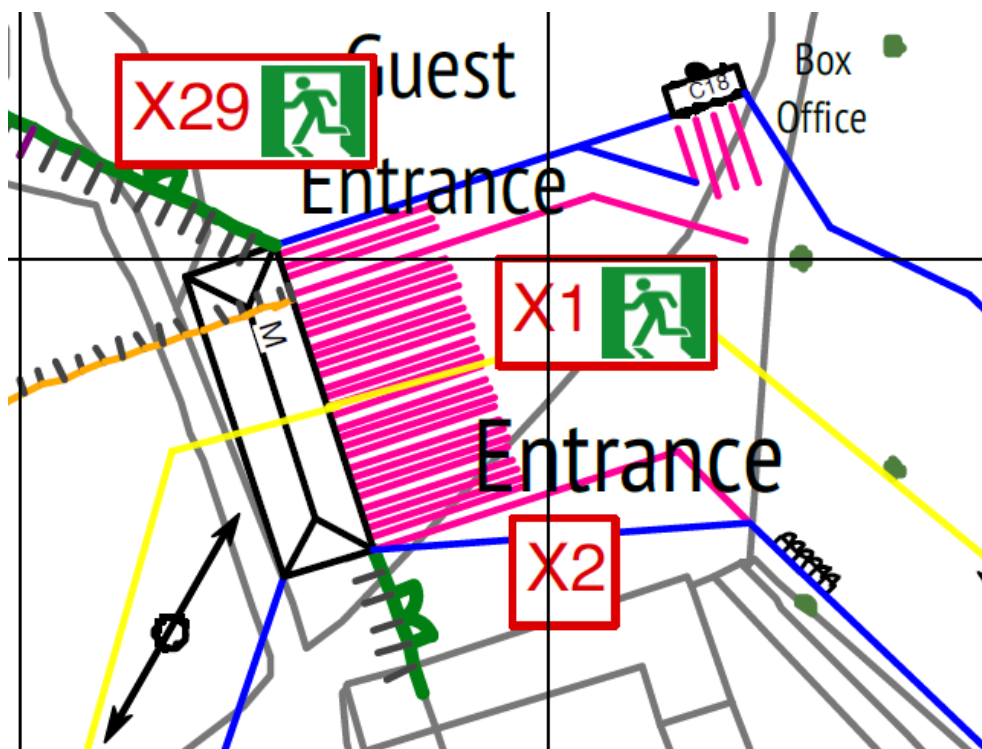
	<p>arrivals</p> <ul style="list-style-type: none"> <li>• Staff will inform the public of the process for queuing</li> <li>• Breaks should be set in the queue to ensure that it's managed into smaller 'penned' areas. Provide where necessary.</li> </ul>
<b>Alcohol consumption in Queues</b>	<ul style="list-style-type: none"> <li>• Clear bins should be provided for the disposing of alcohol and other waste.</li> <li>• Staff to monitor queues and where necessary advise customers to moderate their drinking in queue.</li> <li>• Security to request venue staff to collect any litter in the queuing area as and when required</li> </ul>
<b>Queue Space Available</b>	<ul style="list-style-type: none"> <li>• TBC</li> </ul>
<b>Designated Queue / Entrances</b>	<ul style="list-style-type: none"> <li>• X1</li> </ul>
<b>Cleaners on duty from (time)</b>	<ul style="list-style-type: none"> <li>• 0800hrs Saturday</li> <li>• Notify once queue is clear so that they can remove external litter.</li> </ul>
<b>PA System on entrance (Y/N)</b>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>
<b>Key messaging to be given to audience:</b>	<ul style="list-style-type: none"> <li>• Scripted to match situation, delivered via PA on entrances</li> </ul>
<b>Ability to Soft Open (Y/N)</b>	No
<b>Anti-Social Behaviour Reduction Methods</b>	<ul style="list-style-type: none"> <li>• High visibility patrols</li> <li>• Access Control</li> <li>• Right of Refusal</li> <li>• Other covert/overt security tactics</li> </ul>

### 8.3.Box Office

Query	Action
<b>Location of Box Office</b>	<ul style="list-style-type: none"> <li>• At X1 Gate</li> </ul>

<b>Collections</b>	
<b>Location of Guest list</b>	<ul style="list-style-type: none"> <li>• At Box Office</li> </ul>
<b>Location of Press Box Office</b>	<ul style="list-style-type: none"> <li>• At Box Office</li> </ul>
<b>Other Collections</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Sales on the day (Y/N)</b>	<ul style="list-style-type: none"> <li>• N</li> </ul>
<b>Box Office Access Security Required</b>	<ul style="list-style-type: none"> <li>• Y</li> </ul>

#### 8.4. Example Entrance Diagram (Barrier Design)



### 9. Event Open – Ingress

#### 9.1. Infrastructure

The entrance design should be a robust ingress system. This should have adequate barriers in place provided by the event.

Sufficient signage and lighting should be at the entrance and approach routes to the entrance.

### 9.2. Accreditation

All persons entering the site must produce accreditation to enter. Pass sheets will be clearly displayed at each entrance showing what accreditation is allowed past that point.

### 9.3. Ticket Systems

All tickets should be compatible with the access manager scanning system. The system should provide the Event Management with regular situation reports on the amount of public who have entered the venue and the period they have entered. This will provide useful ingress flow rates for use by the Event Management team.

There will likely be several ticket types in use for the events. Examples should be provided to the entrance staff in their pre-event briefing.

Ticket Type	Ticketing Agency
General Admission	Ticketmaster
Disabled	Ticketmaster
Guest list	Ticketmaster
Teen Ticket	Ticketmaster
Child Ticket	Ticketmaster

### 9.4. Age Restrictions

Age Group	Event Specific /	Action On
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		License Condition	
<b>5-18</b>	Accompanied always with a parent/guardian over 25	Event Condition	Report any unaccompanied minors to control
<b>Over 18's</b>	Challenge 25 when bringing / purchasing alcohol	License Condition	(Photographic ID is required)
<b>Student</b>	NUS, ISIC or valid uni ID		
<b>VIP</b>	Fast track lane		

### 9.5.Restricted Items

These are event specific and include drugs, weapons (or items that could be used as weapons and serve no other reasonable purpose in the venue), and professional cameras (unless approved and authorised by venue management).

Item	Arena
TBC	



### 9.6. Drugs policy

Drugs guidance has been provided to the venue by Hampshire Police.

Query	Action
<b>Event Policy</b>	Zero Tolerance
<b>Action on finding a suspected banned substance</b>	Notify the Supervisor Place the item into a sealed bag Deposit in the Surrender Bins
<b>Search necessary once inside the event</b>	Gain permission to search Notify the control room Search only with a Supervisor present Search outside of public view Search in view of CCTV where possible
<b>Ejected</b>	Decision of Eviction Centre
<b>Police Notified</b>	If the amount is deemed to be possession with intent to supply.

### 9.7. Search Procedure

Showsec only searches on behalf of, and under the instruction of, the client. Often attitude or the behaviour of an individual or group can gain a staff members' attention and a search may be instigated.

The policy Showsec adheres to is as follows:

- The Event Manager and Head of Security, before the start of the event, sets search procedure and conditions of entry for the event.
- Only the Event Manager in conjunction with the Head of Security can change the Search Policy. This must be logged with Control Room as to the reasons why it has been changed.
- Ensure that security staff are familiar with the list of prohibited items.
- Permission must always be sought before a search is carried out.
- Same Sex Person Searching only

- Bags are classed as objects and therefore can be searched by either sex.
  - Nobody is exempt from the Search Procedure (including artists during high risk events).
  - Right of admission reserved subject to search as part of the ticket conditions
  - Polite and courteous manner to be maintained always
  - All non-desirable/illegal items found should be placed in the bins. No responsibility will be taken for these items.
  - Staff will never handle people or property without their permission
  - All illegal items found should be reported and the Head of Security in conjunction with the Event Manager will decide on course of action
- Always thank all parties involved for their co-operation.

Ingress Stage	Narrative
<b>Preparation for Search</b>	<p>There should be signage deployed in front of the lanes to prepare the public for the search regime. This should request the following from the public:</p> <ul style="list-style-type: none"> <li>• Removal of large items from pockets</li> <li>• Unzipping of any jackets or coats being worn by customers</li> <li>• To highlight to the security staff any restricted items they are aware of</li> <li>• To prepare their bag to be searched by security staff</li> </ul>
<b>Profiling</b>	<ul style="list-style-type: none"> <li>• During events, security staff may be positioned at the head of the entrance lanes to profile customers on entry.</li> <li>• If they do not fit with the expected audience profile (agreed in advance with the Event</li> </ul>

	<p>Manager and Head of Security) then they may be subjected to a more detailed search or entry may be refused.</p> <ul style="list-style-type: none"> <li>• Right of admission is reserved under the terms and conditions of the ticket.</li> </ul>
<b>Person Search</b>	<ul style="list-style-type: none"> <li>• A profiled person search will take place as determined by the event brief</li> <li>• Patrons directed to search area where a bag search and Pat down will be conducted.</li> </ul>
<b>Bag Search</b>	<ul style="list-style-type: none"> <li>• All bags will be subject to a thorough hand search.</li> <li>• At the bag search point this will involve the public: <ul style="list-style-type: none"> <li>○ Providing permission for their bag to be searched</li> <li>○ Taking any items out of their pockets and place into plastic baskets provided.</li> <li>○ Placing their bag on the search table where the security will search the bag</li> <li>○ Collecting their bag and their belongings, once they have gone through the search</li> </ul> </li> </ul>
<b>Ticket Scan</b>	<ul style="list-style-type: none"> <li>• Ticket Scanning will be undertaken by Festaff</li> <li>• Following the search process, patrons will proceed to the Ticket Scanner</li> <li>• If scanners fail then Event Manager to be notified immediately via the control room. They will instruct on next action.</li> </ul>
<b>After the Entrance</b>	<ul style="list-style-type: none"> <li>• Once inside the venue then staff will direct the customers to the relevant part of the event. The rear of the entrances should be kept as clear as possible and anyone waiting should be</li> </ul>

	encouraged to do so inside the event.
<b>Confiscation of Items</b>	<ul style="list-style-type: none"> <li>• Confiscated items will be placed in the bins at the entrances.</li> <li>• No responsibility will be taken by Showsec for any items left or confiscated at the entrance.</li> <li>• Showsec staff will not remove any items once contained in the bins</li> </ul>

### 9.8.Entry Policies

Ingress Stage	Action On	Complaints Point of Contact
<b>Refusal at Point of Profiling</b>	<p>Advised that admission is being refused and give reasons citing Terms and Conditions. Security should attempt to log the ticket number for identification. This is particularly important for suspected pick pockets – a photo should also be obtained where possible.</p> <p>Report to Control.</p>	Provide contact details of event
<b>Refusal at Point of Search</b>	Advised that admission is being	Provide contact details of event

	refused and give reasons citing Terms and Conditions. Report to the Control.	
<b>Refusal at Point of Ticket Scan</b>	Advise of issue with ticket and refer to Box Office	Box Office
<b>Readmission Policy</b>	Readmission allowed with accreditation. No re-admission for general public.	Provide contact details of event
<b>Last Entry</b>	2100hrs – if arrive after this time then hold at entrance and contact Event Manager via control	Event Manager

### 9.9. Ingress Flow Rates

Ingress Stage	Planned Ingress Time (mins)	Avg. Flow Rate per minute per lane	Planned Max Attendance	No. of Lanes
<b>X1 Gate</b>	180	5	26,500	40

#### Peak Ingress Periods / Late Walk-up

Should there be peak ingress periods to the event then additional resources would be re-deployed from inside the event to increase the number of lanes at the entrances. Intelligence from other similar events and historical review of the Ticketing Access Manger system will enable the

Event Manager and the Head of Security to see if these peak periods are likely to occur.





## 10. Event Open – General

### 10.1. Aims of the Security Operation

- Ensure that the operation is run in accordance with the licence Conditions.
- Ensure a safe environment while maintaining high levels of customer service.
- Protect the structure and assets of the event.

### 10.2. Reporting Structure

#### Pre-Event Checks

Approximately 30 minutes prior to opening doors, the Head of Security/Security Supervisors will carry out the pre event checks and report these back to the control room. The key areas covered in the pre event checks are:

- Checking Fire Exits are clear, signed and in working order
- Checking any areas that require cleaning
- Checking the Front of stage barrier is in place and that there is water in the pit area
- Checking that fire extinguishers are in place and operational
- Ensuring that the FoH desk barrier is set up correctly
- Confirm the Toilets are in a clean and working order
- Ensure all exit gates are clear externally
- Observe for anything that looks out of place

#### Occurrence Logging

Any occurrences that happen are reported by the operatives to the Control Room via the Supervisor. All workers have a notebook and pen to write down general occurrences throughout the event day. The Control room will log occurrences reported to them. This log will be available to the Event Manager and the Head of Security at all times.

### Incident Reporting

All incidents should have an incident report form completed by those staff who are involved. Copies will be scanned in and available to the Event Management Team. Showsec will store all copies of incident reports centrally.

### End of Shift Report

At the end of each event the Head of Security will carry out their Post-Event Report. This will be emailed to the Client and Event Producer.

### 10.3. Welfare Services

Welfare is located at the following locations:

Grid Ref	Location	Open Hours
Q15	Info and Welfare	Arena Open times 1100-22-00

### 10.4. Lost & Found

#### Persons

Query	Response
<b>Found Persons</b>	<ul style="list-style-type: none"> <li>Escort to Welfare</li> </ul>
<b>Person Responsible</b>	<ul style="list-style-type: none"> <li>Welfare Manager</li> </ul>
<b>Lost Persons</b>	<ul style="list-style-type: none"> <li>Escort person reporting to the Welfare Tent – male escort’s male, female escorts female.</li> <li>Notify control room who will notify all staff of description</li> <li>Monitor all areas, paying particular attention to exit points</li> <li>Event Manager will contact Police if</li> </ul>

	appropriate
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### 10.5. Property

Query	Response
<b>Found Items</b>	<ul style="list-style-type: none"> <li>• Welfare</li> <li>• Report to control with item description, person finding it and location the item was found.</li> </ul>
<b>Person Responsible</b>	<ul style="list-style-type: none"> <li>• Welfare Manager</li> </ul>
<b>Lost Property</b>	<ul style="list-style-type: none"> <li>• Direct to Welfare Tent</li> </ul>

## 11. Lost Person / Item Search

If a report came in to the event control that there was a lost person or item then this would be communicated out. A message would go out to all radio holders to search their operational area for any such persons or items. The Supervisors would then report back to the control room where each area would be checked off as searched to the best of their abilities.

### 11.1. Lighting

The organiser should provide adequate lighting across the site. A lighting test should take place prior to the event. Any dark areas discovered during the event should be reported to the control room for the organiser to remedy.

### 11.2. Fire Points & Equipment

Grid Ref	Location	Equipment Present
TBC		

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### 11.3. Medical Points

Grid Ref	Location	Open Hours
R10	Stage Right Main Stage	
T16	Middle of Site	

### 11.4. Facilities for Disabled / Accessibility needs

Facility	Location	Open Hours
TBC		

## 12. Event Open – Arena

### 12.1. Aims of Security within the Arena

The aims of the Security operation within the Arena are to:

- Ensure customers are using authorised areas.
- Minimise restricted items entering the site
- Monitor for any anti-social/illegal activities.
- Provide support to the emergency services.
- Liaise with the event management to maintain the integrity of the arena.
- To where practicable protect the assets of the organisers.
- To manage and monitor the crowd in, out and around the site.
- Ensure the space is used adequately and efficiently.
- Log all incidents via the event control room.

## 12.2. Arena Entertainment Areas & Bars

Key Entertainment Areas and Bars in the Arenas are listed as follows:

Grid Ref	Location (Field)	Structure Name	Capacity	Sponsor Y/N
	Main	Main Stage	NA	
	Main	Where It Begins	Tbc	
	Main	INMWT	NA	
		Bar 1		
		Bar 2		
		Bar 3		
		Bar 4		

## 12.3. Bars


The Bar supervisors in each area will also contact each Security supervisor to ensure that they have a line of contact if they require security. Requests for security should go through the Event Control Room.

#### 12.4. Management of Zonal Capacities / Structures

Each event area should have a set capacity and will have stewarding teams deployed to that area. If the event area approached capacity, then it may be necessary to reduce access or seal the area until the occupancy decreases.


In the planning stages, the organisers should consider the stage line-up. The line-up often dictates busy periods in a stage area and sufficient staffing should be ensured at these times.

#### 12.5. Tented Structures & Enclosed Structure

A large, teal-colored decorative shape on the left side of the page, resembling a quarter of a circle or a stylized 'C' shape.

Adequate access control methods will be used to control capacity within a tented structure. Manned crowd control barriers will be used to control public access in and out of the area. Entrances and exit routes must be clearly signed and stewarded. Security should be in place to close off areas as required.

#### 12.6. Zonal Areas

A large, purple-colored decorative shape on the left side of the page, resembling a quarter of a circle or a stylized 'C' shape.

Areas with entertainment areas in them may at times become congested. The monitoring of these areas means that the crowd should be diverted to other routes to reduce the movement of people towards an already congested area. It may become necessary to close an area for ingress and divert to alternative areas.

#### 12.7. Barriers

It is important to use Heavy Duty (Police) Barriers where there will be crowd pressure. Light Duty (Bike Rack) barriers can be used to demark pedestrian walkways or queue areas. On entrance and exit points, the barriers should be configured in a T structure to prevent build crowd congestion at the threshold of the entry/exit points. Staffing levels should reflect the size and structure of the area/tent with each entry and exit manned with staff.

### 12.8.Crowd Spotter

Depending on the structure, a crowd spotter may be deployed at the Front of stage area to ensure the comfort factor of 0.3m<sup>2</sup> is not impeded. The nominated medical team should monitor any casualties from the front of stage area.

### 12.9.Decision to close

Should the capacity be reached, as per area/tent capacity calculations, entry lanes will be closed with public queued away from the entrance in an orderly manner. This should be a centrally co-ordinated operation from event control in consultation with the Head of Security, Health & Safety Manager, Site Coordinators and the Stage Supervisors. Extra staff should be deployed to the exit area to ensure a breach of the ingress policy does not occur.

### 12.10. Reopening

The exit bays will continue to be exit only and the public egress will be monitored to establish that space had been created and that audience figures had reduced. When audience figures had reduced in the area/tent sufficiently, ingress can recommence.

### 12.11. Front of Stage Barrier Operation

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The Front of Stage Barrier system will be a de-mountable type with a minimum loading of 5 kilo Newton per meter, run at a height of 1.2 meters. Security will require a working walkway or deck of a minimum of 1.5 metres in depth, running the length of the barrier to enable safe extraction of members of the audience.

Procedure	Actions
<b>Photographers</b>	<ul style="list-style-type: none"> <li>• Stage dependant, generally first 3 Songs (No Flash). Security to check with the Press Representative</li> </ul>
<b>Water in Pit</b>	<ul style="list-style-type: none"> <li>• Security to request, prior to arena opening. Pit buckets and cups supplied by event.</li> </ul>
<b>Exit from Pit</b>	<ul style="list-style-type: none"> <li>• All public exit stage left and right</li> </ul>
<b>Crowd Spotting</b>	<ul style="list-style-type: none"> <li>• Crowd Spotters will be in position on the Main Stage and Big Top</li> </ul>
<b>Crowd Surfing</b>	<ul style="list-style-type: none"> <li>• Not permitted. Issue a warning only, no ejections</li> </ul>
<b>Accreditation Allowed</b>	<ul style="list-style-type: none"> <li>• Working personnel only</li> </ul>
<b>Medical Provision</b>	<ul style="list-style-type: none"> <li>• Medics should be stationed at one end of the barrier and be available to assist a casualty where required</li> <li>• Where a dedicated medical provision is not available then clear radio communications with the event control room must be in place</li> </ul>
<b>Evictions/Ejections</b>	<ul style="list-style-type: none"> <li>• Any ejections from the barrier system must follow the event ejection procedure and be logged with control. Persons being ejected will be exited via the stage left and right where they should be handed to response team</li> </ul>



### 12.12. Artists

It is not the responsibility of Showsec to protect the artists. The artists should have sufficient personal security to undertake this function. If the artist does leave the stage and enter the front of stage area then their team should inform the event organisers, who should then inform the event control. Once made aware of this then the control room will pass on any relevant information to the supervisors and staff.

### 12.13. Backstage Operations

#### Access Control

Access to the backstage areas will be strictly by accreditation only.

#### Vehicle Access

Stage	Access from Gate	Route Description
Main Stage	PROD A	Vehicle entry from Production Route A along Production trackway to rear of stage
INMWT	PROD A	Vehicle entry from Production Route A along Production trackway to rear of stage
Introducing	PROD A	Vehicle entry from Production Route A along Production trackway to rear of stage

#### Stage Access

The larger stages will be secured on the show days to ensure no unauthorised personnel are allowed access. The security will liaise with 62

the Stage Manager to add further restrictions to the accreditation system at points throughout the day where the stage is congested.

### Mixer & Delay Areas

During open hours, staff will be positioned in order to discourage members of the public climbing on these structures in order to gain better sight lines. These areas will be used to monitor the crowd for density problems or criminal activity.

#### 12.14. Hospitality Areas

Grid Ref	Location (Field)	Structure Name	Capacity	Operating Hours
	Guest Area	Guest Area	2000	1100-2200

#### 12.15. Closure of Arena Areas Each Day

The arena areas will close daily at the end of the entertainment period. These will be staggered finishes to allow the audience to egress at a steady rate. As the areas close, the control room will be kept informed. The areas will be barriered off to close them to staff and contractors only.

## 13. Event Open – Crime Reduction

Best Endeavours will be used in pursuant of these processes where reasonably practicable to do so

### 13.1. Liaison with the Police

Local Police Service	TBC
Local Police Contact	TBC
Police Silver	TBC

Advance Meetings	Attended pre-event SAG Meetings
Historical Crime Figures Provided	Unofficial record

### 13.2.Areas to be targeted

From the Event Security Assessment undertaken in the earlier Sections the priority crimes to be targeted have been identified.

Type of Crime	Priority (L/M/H)	Methods to be used to Minimise
<b>Theft from Person</b>	H	<ul style="list-style-type: none"> <li>• Profiling at point of entry.</li> <li>• Visible security staff.</li> <li>• Frequent patrols</li> <li>• Advice to patrons</li> <li>• Searches on exit – specifically for early leavers</li> <li>• Report to Control and log upon first report of activity.</li> </ul>
<b>Theft of Property</b>	H	<ul style="list-style-type: none"> <li>• Ensure integrity of access control systems e.g. Accreditation checks.</li> <li>• Awareness on exits</li> <li>• Frequent Patrols</li> <li>• Report to Control and log upon first report of activity.</li> </ul>
<b>Violence</b>	H	<ul style="list-style-type: none"> <li>• Profiling at point of entry.</li> <li>• Implement search strategy.</li> <li>• Restrict access where patrons are excessively drunk.</li> <li>• Visible security staff.</li> </ul>

		<ul style="list-style-type: none"> <li>• Frequent Patrols.</li> </ul>
<b>Sexual Offences</b>	H	<ul style="list-style-type: none"> <li>• Monitoring inside the event</li> <li>• Supervision of the sale of alcohol by the bars</li> <li>• Regular checking of void areas and toilets</li> <li>• Checks on exit from the event</li> <li>• Report to Event Control and log upon first report of activity.</li> </ul>
<b>Substance Abuse</b>	H	<ul style="list-style-type: none"> <li>• Robust search at point of entry.</li> <li>• Frequent Patrols</li> <li>• Regular toilet checks</li> <li>• Searches to take place internally.</li> <li>• Gloves to be worn on searches</li> <li>• Log chain of evidence</li> </ul>
<b>Anti-Social Behaviour</b>	H	<ul style="list-style-type: none"> <li>• Restrict access of known offenders. – obtain ID.</li> <li>• Profiling at point of entry.</li> <li>• Restrict access where patrons are excessively drunk.</li> </ul>
<b>Fake ID's</b>	H	<ul style="list-style-type: none"> <li>• Awareness of Security staff on known fake ID's and their methods</li> <li>• Robust checking on entry</li> <li>• Questioning of details of ID</li> <li>• Hold onto ID where it's believed to be fake and pass to Event Control</li> </ul>

### 13.3.Measures of success

Action
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<b>Internal Measures</b>	Post Event Reports will be reviewed to provide statistical information and will form a report for the event management.
<b>External Measures</b>	<p>This information may be made available to local police and licencing where agreed via the organiser.</p> <p>Information in relation to venue associated police incidents will be sought and used to assess trends and themes.</p>

## 14. Event Open – Dealing with the Reporting of a Crime and Crime Scene Preservation

### 14.1. Reporting of a Crime

#### Theft

Allegation of theft will be taken very seriously. Should a member of the public approach a member of staff accusing an individual of theft, staff will:

- Obtain as much details as possible from the victim and a description of the item alleged to have been stolen.
- Asked the individuals to step away from the general public and seek their side of events. Their details would be recorded with proof of name and address sought if possible (driving license, passport).
- Ask the person to consent to a search of their person (limited to bags, clothing, pockets and wallet like items).
  - If no items are found they would be allowed to continue their business unless the victim insisted on calling the police. Showsec would make all incident reports and statements available to the police at the earliest opportunity.
  - If items are found the individual would be asked to remain on the premises and the police called.

- If consent is not provided, then Showsec would seek advice from the Police.
  - Showsec staff have no right to search an individual without consent therefore Showsec would, where possible, ensure the suspect's details are correct (via official documentation).
  - Showsec would seek the suspects' photo (if possible) taken on a mobile phone, and then allow the suspect to continue whilst directing the victim to the local police station.
  - Showsec would supply the police directly with the suspect's details.

### **Assault**

Any allegation of assault is serious and Showsec will tend to and reassure the victim whilst gaining as much information as possible. Showsec will use best endeavours to undertake the following:

- Gather available witness statements and details.
- Record any visible injuries by means of photos and medical reports. Accident report book must be completed.
- Depending on the seriousness of the assault and the wishes of the victim the police would be notified via the Control.

Showsec would instigate a search of the site should a description be available and dependant on the victims wishes may accompany the victim on a walk around site to identify the suspect.

- Should the suspect be identified they will have their details recorded and verified (via official documentation)
- Dependant on the wishes of the victim and the Event Manager, the person may either asked to remain on site (to await police arrival) or ejected from the site.

## Other Crimes

In the event of a criminal act of a more serious nature Showsec staff will act to ensure the safety of the victim and public. Showsec will use best endeavours to:

- Gather witness statements and preserve the crime scene and any evidence that may be available from the victim (i.e. prevention of hand washing should scratching have taken place).
- In the event where a suspect can be detained, they will be asked to wait in a separate environment from the victim and any witnesses.
- Due consideration to the safety of Staff and Customers will be considered (i.e. should a weapon be involved).
- In all cases of a serious nature, the police will be notified via the Event Control Room. Further advice will be sought from the police until their arrival where all information will be handed over.

### 14.2. Crime Scene Preservation

Where a crime scene can be identified, Showsec will work with the venue to preserve this where possible.

- This will be achieved using a combination of Hazard tape, barrier and staff
- The crime scenes should be left as found, no items moved or cleaned,
- Prevent persons from (including Showsec staff) entering the area unless explicitly required (i.e. medics to attend to casualties).
- Should the weather become adverse all actions would be taken to attempt to preserve the scene to the best of the available material (i.e. tarpaulin).

## 15. Event Open – Response Teams & Ejection Handling

### 15.1. Response Teams

Duties will be undertaken with best endeavours used as far as reasonably practicable to do so

Duties will include:

- Toilet Checks
- Patrol of Void Areas
- Check in on each position every 30 minutes

Response Teams will be deployed as follows (this is subject to change at the discretion of the Head of Security and/or Event Control Room:

Response Team	Deployed Location	Day/Time Period
Romeo 1	Back Stage	0800-0000
Romeo 2	Main Stage Arena	Arena Open times
Romeo 3	Where It Begins Arena	0800-0000
Romeo 4	Guest Area	Arena Open times
Romeo 5	Inner Perimeter	Arena Open times
Romeo 6	Entry X1	0800-0000

### 15.2. Ejection Centre

The Ejection Centre will be a location whereby ejections can be processed centrally to ensure a consistent approach and recording system is applied.

<b>Location</b>	X1 gate internal
<b>Operational</b>	During arena open period
<b>Ejection Centre Lead Person</b>	
<b>Infrastructure</b>	<ul style="list-style-type: none"> <li>• Internet</li> </ul>



<b>Required</b>	<ul style="list-style-type: none"> <li>• Hard line Telephone</li> <li>• Print, Copy &amp; Scan Facility</li> <li>• Radio and Charger</li> <li>• Toilets and Refreshments</li> <li>• Body Worn CCTV</li> <li>• Tables &amp; Chairs</li> </ul>
<b>Communication Links</b>	<ul style="list-style-type: none"> <li>• Accreditation Manager</li> <li>• Ticketing Manager</li> <li>• Police</li> <li>• Event Management / Control Room</li> </ul>

### 15.3.Ejection Handling

The aim across Showsec is that a request for an ejection is a last resort. Every effort should be made to resolve the situation, prior to making a request for a response team.

#### Examples of reasons for Ejections

Examples of these incidents that may require an eviction:

<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Violence from a customer directed at another customer or event worker</li> <li>• Act of vandalism</li> <li>• Unauthorised access</li> <li>• Suspected Theft</li> <li>• Suspected possession or use of a prohibited substance</li> <li>• Over intoxication</li> </ul> <p>This list is not exhaustive.</p>
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## 15.4. Ejection Process Flow

The process flow must be briefed to all Supervisors and Response Team members and it is advised that the staff in any anticipated conflict areas is also briefed on this process.

### Initial Response

- Incident occurs involving a customer, member of staff, member of the public, etc.
- Member of staff requests the attendance of their Supervisor
- Supervisor attends and deems it necessary to request the attendance of the zonal Response Team.
- Control room logs, dispatches response team and generates an incident number.
- Can the issue be resolved by negotiation?
- Has a breach of event rules/policy been breached? Has a suspected crime taken place?
- Is it necessary to evict? Initial decision lies with the Supervisor who contacted the control room. May be superseded by a Site Coordinator if they are in attendance.
- Is the person under 18 or do they appear to be vulnerable?
- Is reasonable force required to eject?
- Is Police presence required at that location?
- Is there any evidence (physical/photographic/witness statements)

*Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.*

### Transfer of the person to the Ejection Centre

- If required then control dispatch a vehicle to collect the individuals and Response team

- Vehicle notifies control once they have arrived at the incident
- Response Team notifies control once they are on-route to the ejection centre
- Response Team notifies control once they have arrived at the ejection centre
- Is the person passed straight to Police instead of going to the ejection centre?
- Response Team notifies control that the person is now in the ejection centre
- Vehicle notifies control that they are now free for next despatch.

*Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.*

### **Ejection Centre Actions**

- Ejection Centre hears the details of the incident from both the Response Team and the Individual(s).
- Ejection Centre decides on whether to issue a warning wristband, eject from site or send back to the event with no further action.
- Ejection Centre records all required information about the individual(s) and a photo of the individual (consent sought) is taken (stored for no longer than 28 days).
- Ejection Centre undertakes a vulnerability test. If they fail the test then the Police should be notified.
- If an ejection will take place, then check if Police are required for a suspected crime or reparations are required for damage caused.
- Police may PNC check the individual(s) names.
- Individual(s) issued with an ejection slip / warning wristband.
- A summary email should be sent to the event and security management team for all serious incidents.

*Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.*

**Ejection**

- Response Team notifies control of the requirement to make an ejection.
- Vehicle is despatched to the ejection centre to collect the individual(s) and the response team
- Individual(s) are dropped at the Bus Station (alternatively the taxi/pick up or car park if they can demonstrate means of onward travel).

*Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.*

Incident Reports must be completed to include all stages of the ejection. The Ejection Centre must collate all information relating to ejections and scan them in.

**16. Normal Egress**

**16.1. Pre-Egress Meeting**

Each event open day, a pre-egress meeting will take place. The key parties involved in the egress should attend this. They should be those involved with the internals of the site and any agencies involved in the egress externally of the site.

<b>Meeting Time</b>	20:00hrs
<b>Meeting Location</b>	Production Village
<b>Required Attendees</b>	Showsec Managers, Showsec Coordinators
<b>Invited Attendees</b>	Client, Police, Event Control Manager, Traffic Management Company Rep.

### 16.2. Pre-Egress Checks

As with the pre-event checks, the control room will drive the recording of the pre-event checks. These will be to confirm that each supervisor has deployed their staff to the egress positions, has the correct infrastructure deployed and that they have adequate means of communicating to the crowd and back to the control room. Pre-egress checks will be completed a minimum of 30 minutes before the expected egress time.

### 16.3. Egress Routes

It is the responsibility of the Safety Officer to calculate safe means of egress and evacuation from the event. Below is demonstrated the egress routes that will likely be used at the end of the headline set (the point where the largest field will be at its busiest).

Exit Route	Width (m)	Flow Rate	Cap over 15 Min	Expected Exit Use	Egress Capacity
TBC					

### 16.4. Egress Areas of Note / Divert Lines

Area	Narrative
Stage Left	Tight point of main egress point SL

### 16.5. Management Team - Egress Positions

The following are the proposed locations that the Security Management Team will locate their selves during egress. This will allow them to monitor and report into the Head of Security and the control room the flow rates during egress.

Grid Ref	Position	Role	Primary Responsibility	Secondary Responsibility	Resource Requirement
	TBC				

### 16.6. Stand Down of Staff

At the end of egress and the event then supervisors should confirm that their area is clear of public and that it is secured. All gates should be locked closed unless in use and manned by overnight security.

Only the control room will give the authority to stand down. Once the Head of Security has given the OK to stand down then the control room will contact each supervisor.

## 17. Emergency Evacuation

### 17.1. Coordination of Agencies in an emergency

The coordination and liaison of agencies will take place in the Event Control Room. All communications must go through the Event Control to ensure a coordinated response to any emergency incident.

The Head of Security (or their Deputy) will make their way to the Event Control Room to coordinate the Security Resources.

### 17.2. Possible scenarios resulting in a Partial or Full Evacuation

Immediate or Staged	Issue	Action
<b>Immediate</b>	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Explosion</li> <li>• Structural Collapse</li> <li>• Incident</li> <li>• Any incident where audience self evacuate</li> </ul>	<ul style="list-style-type: none"> <li>• Report incidents to Control to coordinate</li> <li>• Event Director to be informed as soon as possible.</li> <li>• Head of Security &amp; Event Liaison Team to meet at Control Room</li> <li>• Showsec to check their exit routes are clear</li> <li>• Upon instruction from the Event Control, evacuate from all safe exits</li> <li>• Ensure external management of audience to allow access to emergency vehicles</li> </ul>
<b>Staged</b>	<ul style="list-style-type: none"> <li>• Show Stop</li> <li>• Bomb Threat</li> <li>• Flare/Smoke Bomb</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Security to meet at the Event Control to form ELT</li> <li>• Discuss the pros/cons of evacuation</li> <li>• Showsec to check their exit routes are clear</li> <li>• Upon instruction from the Event Control, evacuate from all safe exits</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure external management of audience to allow access to emergency vehicles</li> </ul>
--	--	--

### 17.3. Emergency Evacuation Routes

It is the responsibility of the Safety Officer to calculate safe means of egress and evacuation from the event. The evacuation routes will be detailed in the Organisers Event Safety Plan.

### 17.4. Rendezvous/Assembly Point

In the event of an emergency the Event Control may task a response team to go to the R.V. Point to meet any emergency vehicles and bring them on to site.

Rendezvous Point	Location
A	Production Gate A
B	Production Gate B

### 17.5. Radio Incident Code Words

Issue	Code Word
Medical Emergency	Kilo 1
Structural Problem	Kilo 2
Extreme Weather	Kilo 3
Fire	Kilo 4
Stage Invasion by Crowd	Kilo 5
Major Crowd Problem	Kilo 6
Minor Crowd Problem	Kilo 7
Suspect Package Found	Kilo 8
Bomb Threat	Kilo 9
Lost Child	Kilo 10



<b>Possible Personal Assault</b>	Kilo 11
<b>Security Required Urgently</b>	Kilo 12

### 17.6.Alert States & Emergency Procedures

It is the responsibility of the organisers appointed safety officer to write the event safety plan for the event. These Emergency Procedures can be found at Appendix B.

These procedures will be communicated to all Security and Stewards working on site. Any change in event alert state is given by the organisers Senior Event Control Representative.

### 17.7.Evacuation

#### **Part Evacuation**

Where condition Red is in a controlled area i.e. backstage area, the event may not be halted, so as to reduce the possibility of panic. However the area will be restricted until the Condition Green is given.

#### **Full Evacuation**

The evacuation plan for the event is detailed in the Event Safety Plan produced by the organisers.

#### **Cancellation**

Consideration must be given to the cancellation of an event or being unable to restart an event. A procedure should be set for making the audience aware of the situation as well as dealing with any property that has been lost or abandoned in an evacuation. There may also be an expectation of compensation or the re-issuing of tickets. This should be detailed in the Event Safety Plan.



# SHOWSEC

Crowd Management

Showsec International

Regent House | 16 West Walk | Leicester | LE1

Tel: 0116 204

[www.showsec.com](http://www.showsec.com)

## APPENDIX 4 – MEDICAL PLAN

# **Radio 1 Big Weekend**

## **Event Plan**

North Region – North East | 27<sup>th</sup> & 28<sup>th</sup> May

2017 | DIPS Ref

Version 1 | Author: Events Team



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Version control/Change log

Updated by	Date of issue	Version number	Change log
Peter Hill Event Delivery Coordinator	13/03/2017	0.1	Initial Draft
Charlie Ward District Event Support Officer	15/03/2017	0.2	Amendments

This version supersedes all previous versions. Personnel should ensure they have the most up-to-date version, which is published on DIPS. The final version will be marked 'FINAL' with the version number above.

## AUTHORISATION

Final plan signed off by –

Role	Name	Signature	Date
Regional Event Manager	John Purvis		
Event Delivery Coordinator	Peter Hill		
District Event Support Lead	Chris Davies		
Area Manager	Colin Hackett		

**Signed Copy of this plan is stored on DIPS (Duties Information Planning System)**

## DISCLAIMER

This plan is correct at the time of printing. Due to the nature of the work undertaken by St John Ambulance, some elements may require dynamic management during delivery. The Event Manager will inform personnel of any required changes, and log all decisions accordingly.

This plan and any associated documents **MUST NOT** be circulated beyond the plan's distribution list and **MUST NOT** be published on any website (or similar) without the explicit permission of the Regional Events Team.

## DISTRIBUTION

### Internal

Regional Management Team  
Regional Events Team  
Event Manager  
Area Managers  
Specialist Units  
On Call Team  
Units in attendance  
DIPS

### External

Hull City of Culture  
BBC  
Yorkshire Ambulance Service  
Safety Advisory Group

## INFORMATION AND UPDATES

For information or updates please contact the Regional Events Team on 01924 262726.

East District Event Support Team – [east-district-events@sja.org.uk](mailto:east-district-events@sja.org.uk)



# EVENT INFORMATION

## INTRODUCTION

BBC Radio 1's Big Weekend (previously known as One Big Weekend, and for 2012 as Radio 1's Hackney Weekend) is a music festival run by BBC Radio 1. It is held once a year, in a different location within the United Kingdom each time. It is the biggest free ticketed music event in Europe and always includes a host of new artists.

On the Weekend of the 27<sup>th</sup> and 28<sup>th</sup> May 2017 the Radio One Big Weekend music festival is taking place in the grounds of Burton Constable Hall, Hull. The event will attract 25,000 people on both days in family groups.

## ORGANISER

Hull City of Culture

[Melissa.mcveigh@hull2017.co.uk](mailto:Melissa.mcveigh@hull2017.co.uk)

01482318959 or 07557398447

## HISTORY

St John Ambulance has been providing first aid provision at music festivals and concerts for numerous years. This is the first time we have provided cover for this event in East Yorkshire.

St John Ambulance covered this event in 2016 in the South East Region.

## SIGNIFICANT CHANGES

There are no significant changes to the way the festival has been run in previous years, the site layout will be different and maps have been distributed. The concerts will take place over two days.

## ANTICIPATED ATTENDANCE

Throughout the weekend we expect to see around 28,000 people to attend. This is each day on family groups.

## LOCATION AND SPECIFIC INFORMATION

The event will take place within the grounds of Burton Constable Hall Skirlaugh Hull HU11 4LN. Further information regarding road closures and access/egress routes will be available closer to the date via Hull City of Culture/BBC and their Event Documentations which will be shared via the DIPS System.

## EVENT DOCUMENTATION

All operational plans, deployment plans, maps and other appendices will be available on DIPS for St John Ambulance personnel in advance of the event.

Associated alongside this event plan is a site map, emergency operations plan and a specific risk assessment. All event documents will be shared externally by the events coordinator – Peter Hill and internally via the DIPS system and the dedicated event manager.

## MEDIA

Any Press enquiries or interview requests MUST be referred directly to Gold in conjunction with our PR Team for comment. Please do not comment on or attempt to answer any questions or enquiries, this is to ensure all requests receive consistent and succinct, accurate information.

Press photographers will be looking for every opportunity to take photographs particularly when casualties are involved. If there are any situations where media appear to be intrusive request that no photographs are taken but do be aware there is nothing we can do to prevent photographs being taken in a public place. If the photographer does not co-operate, do not enter an argument or be physically or verbally abusive, notify the Event Manager of the issues. Please be sure to always present the very best image of the organisation possible by adhering to uniform rules and ensuring best practice always.

Social media – always all SJA personnel are to remain professional and refrain from taking photographs/videos whilst at the event. Should this occur it will be dealt with initially by the event manager and then escalated as appropriate.

## OTHER AGENCIES

We expect the attendance of security and stewarding staff at this event, however this will be confirmed soon. Also in attendance, will be Hull City of Culture staff/volunteers, with support from the BBC. Yorkshire Ambulance Service will be providing a manager at the onsite Event Control Room.

## OTHER SIGNIFICANT EVENTS

St John Ambulance is contracted to provide the full medical provision at York Races on Saturday the 27<sup>th</sup> May.

# OPERATIONAL INFORMATION

## ST JOHN AMBULANCE PROVISION

The resourcing for this event is based on previous event information along with detailed planning with event organisers and other agencies. Provision is for both days.

- 1 Event Manager
  - Supported by a Command & Control Team
- 14 First Aiders
- 3 Emergency Transport Attendants (Operational & Response Drivers)
- 4 Paramedics
- 4 Nurses
- 2 Doctors
- 3 Emergency Ambulance Vehicles
- 6 Medical Response Team Personnel (2 teams)
- 2 Cycle Respdners
  
- 1 Medical Centre
- 2 First Aid Posts
  
- 1 Yorkshire Ambulance Service Manager (Event Control)

Associated support vehicles, communications infrastructure.

## OTHER MEDICAL PROVIDERS

St John Ambulance will be the sole medical provider for this event.

## COMMAND STRUCTURE

### Saturday 27<sup>th</sup> May

Role	Name	Call sign	Mobile number
Strategic Commander		Gold	
Tactical Commander		Silver	
Operational		Bronze 1	

### Sunday 28<sup>th</sup> May

Role	Name	Call sign	Mobile number
Strategic Commander		Gold	
Tactical Commander		Silver	
Operational		Bronze 1	

Full command structure can be found in Appendix B.

## DEPLOYMENT

Deployment of teams and allocations of crew and vehicles will be organised prior to the event, however this may change on the day of the event.

## SCOPE

St John Ambulance will be providing first aid and medical support to all attendees of this event, its staff and contractors.

## KEY TIMINGS

### 27/5/2017 and 28/5/2017

1030 SJA Start  
1030 Event control Open  
1100 Gates Open  
1300 Performances start  
2200 Performances end  
0000 SJA End

Park and ride in  
operation  
0800-0130.

## **YOUTH**

This event is will be risk assessed in due course for the suitability of cadets attending this event.

## **UNIFORM/PPE REQUIREMENT**

All personnel in an operational role at this event should be in Service Delivery Uniform and wear appropriate PPE for their role, including safety footwear. Ear Defenders and ear plugs will be available for those working close to the stage, Hi-Viz must be worn at all time. The ambulance crews must have Hi- Viz available should it be required and should be accessible to their allocated vehicle. SJA ID Cards must be worn and on display always.

## **GETTING THERE**

For any members requesting transport assistance, the event manager will be responsible to organiser transport deployment unless delegated to a specific person.

This will be confirmed closer the time and details sent out accordingly. However, there will be a shuttlebus that is available too.

## **MEETING POINT**

All SJA Personnel will be required to be onsite at the agreed provision start time of 10:30hrs unless pre-arranged with the event manager.

## **BRIEFING ARRANGMENTS**

A full briefing will take place at the beginning of shift before gates opening. Approx. time 10:30hrs on each day. Please report to the first aid post one for sign on.

## **SECURITY PASSES/REQUIREMENTS**

This event does not require personnel to wear a security pass. Those in SJA uniform with a valid ID card will be permitted access to all areas of the event as necessary.

## TREATMENT CENTRE FACILITIES

The event organiser will be providing two first aid posts and a medical centre with lighting and power. St John Ambulance will be equipping these with consumables and treatment facilities.

## TREATMENT CENTRE MANAGEMENT

Treatment centres will be managed by a dedicated lead, who will be responsible for the management of the post.

## CYCLE RESPONSE TEAM

CRU will be deployed to this event and will be utilised primarily to attend calls where vehicular access is restricted.

## MEDICAL RESPONSE TEAM

The Medical Response Team (MRT) will be deployed at this event and will cover the stage area including any areas that have dense crowd or casualties that need transferring long distances.

## CROWD DYNAMICS

The audience profile for this event is predominantly young adults, however this will be looked at closer to the event.

## TRAFFIC RESTRICTIONS

Road closure maps will be available on DIPS. These maps and further updates are available on the event via Sector Teams. Suggested ambulance routes will also be provided.

## CLINICAL

All HCP's must be aware of SJA National Clinical Policies and procedures and act within their scope of practice.

### Clinical waste

All clinical waste should be placed in the clinical waste bags. Small clinical waste bags can be put in a large clinical waste bag. All bags of clinical waste must be labelled with the date, 'SJA' and the name of the event and the TC.

## SPECIAL INSTRUCTIONS

- Please ensure that there is always a designated person on hand to greet patients at the Treatment Centre.
- Where possible patients who have consumed, excessive alcohol should be managed sitting upright unless they are unable to maintain this position. For those who cannot sit upright they should be nursed in the recovery position and closely supervised always, it may be appropriate to ask their friend to assist during busy times.
- Always ensure that patients who have had excessive alcohol, are accompanied by a friend on leaving the TC.
- Due to the nature of the event patients may have to wait after triage before being treated, this will need to be managed by TCMs, members and HCPs.

## RETAINING AND MONITORING PATIENTS

This will be managed by the TCMs and HCPs.

## SAFEGUARDING

Ensure that SJA policies and procedures are complied with at all time. Be aware of safeguarding issues particularly with underage drinkers and vulnerable adults. Safeguarding forms are available on all TCs and there is Safeguarding On Call if required.

## SAFETY AND SECURITY

No specific threat has been made to this event although personnel are reminded to be alert not alarmed and remain vigilant always and report anything suspicious to Event Control, via Treatment Centre Managers. Due to increased security and searching at entrance gates, individuals may be asked to provide photo ID in addition to their SJA ID cards. Security staff may ask to search all bags including First Aid and personal bags please ensure that all personnel co-operate with security staff to eliminate delay upon entering the site.

### Safety and Risk Management

While there is no specific information to suggest that this event may be the subject of disruption by any group, risk management is a dynamic process and requires ongoing vigilance on the part of **ALL personnel** to ensure a safe working environment and report anything suspicious to the Police or Security staff.

**Crowds** – *Large numbers of public are anticipated which could cause overcrowding and pinch points in some areas.* Personnel will only be deployed where there is a need for them to leave treatment centres or where there is a request for assistance by the public and even then only if it is safe to do so.

Personnel must not leave the TC alone and should always approach crowds of people with caution and with a constant awareness of their own safety and if in doubt should retreat to a safe location. Personnel attending calls for assistance or working in crowded situations should wear hi-visibility clothing as directed by the event manager.

Treatment Centre Managers are advised to identify those individuals operating at their Treatment Centre who have experience of working in large crowds and wherever possible utilise them should a team need to be deployed from the Treatment Centre. If any treatment area is experiencing difficulties due to crowd size or activity, advice should be sought from Event Control.

**Debris** – *The large number of people in the area gives rise to significant debris which could cause trip or accident hazards.*

All personnel should be wearing **suitable footwear** and should also take care when kneeling on the ground. For further information please see Uniform and PPE Requirements.

**Terrorism** – *There is no specific information to suggest that this event may be the subject of terrorist activity.* However, all staff should be vigilant to ensure a safe working environment and report anything suspicious to the Police or Security Staff. A mobile phone must not be used to do this. The phrase “Alert Not Alarmed” should be remembered always.

**Violent Situations** – *The Police and Security Staff have plans in place to prevent or disrupt any groups who intend to participate in anti-social behavior.*

No medical personnel will knowingly be deployed to violent situations. Please use the phrase 'Zebra Zebra' if you require urgent police assistance at your Treatment Centre.

Conflict management training is available for all SJA personnel via SJA connect and it is strongly advised that all personnel that have the opportunity to visit <http://sjatwo.clcmoodle.org/course/view.php?id=430> ahead of the event, for advice on dealing with an abusive patient, patients under the influence of drugs / alcohol and resolving difficult situations.

## RECEIVING HOSPITAL

Hospital	Tel No:	Address	Travel time
Hull Royal Infirmary (Major Trauma Centre)	01482 875875	Anlaby Road Hull HU3 2JZ	25 minutes
Castle Hill Hospital (Cardiac Centre ONLY)	01482 875875	Castle Hill Road Cottingham HU16 5JF	35 minutes
Bransholme Minor Injuries Unit (Minor Injuries unit)  Opening Times – 9am-10pm	01482 344665	Goodhart Rd, Hull HU7 4DW	21 minutes
The Wilberforce Health Centre (GP Walk in Centre)	01482 335335	6-10 Story Street, Hull, HU1 3SA	26 minutes
Late Night Pharmacy (Local Pharmacy)  Opening Times - Mon-Sat – 08:00-23:00 Sun – 13:00-23:00	01482 307880	124-127 Witham, Hull, HU9 1AT	23 minutes

## CASUALTY REPORTING AND DOCUMENTATION

All casualties are to be reported on a Patient Report Form (PRF) and if necessary Incident Report Form (IRF).

## LEAVING THE EVENT

All SJA personnel are only permitted to leave the event onsite once official stand down has been received via event control. A hot debrief will take place prior to everyone leaving the event.

## DEBRIEF

On stand down all treatment centre managers and specialist leads should hold a hot debrief of all their teams at the end of the event. Details of a debrief will be circulated to managers and leads after the event. To aid this process **all Managers and specialist leads must submit written debrief notes** to the Regional Events Team within 14 days of the event to assist with planning for future events.

## RAISING CONCERN

Should you have any concern around the organisation and delivery of the event, or should you have any concerns around patient care or, safety, you have a duty to raise your concerns with the Event Duty Manager **immediately** and subsequently record this on the PRF and an Incident Form. This is an individual responsibility that all must maintain patient safety.



# SUPPORT FUNCTIONS

## CONTROL AND COMMUNICATION

### RADIO CHANNELS

Digital Motorola's will be used at this event on Channel 1 and a reserve made closer to the time.

### CONTROL LOCATION

SJA Control team will be located within the event control room.

### CONTROL MANAGEMENT

Control will be managed by a dedicated team and supported by the event management team.

### LOGGING

DIPS CCS will be used as the control log for this event.

### LINK TO STATUTORY AMBULANCE SERVICE

A Yorkshire Ambulance Service Manager will be located within the event control room.

## **EVENT LIAISON**

This will be managed through the event control room and direct link to the dedicated event manager.

## **GENERAL**

All calls will be logged via DIPS. The DIPS reference number should be quoted when following up calls.

## **INFORMATION TO CONTROL**

ASHICE will be required for every patient passed through event control.

## **ASHICE**

Approximate Age

Sex

History

Injuries

Consciousness

Exact Location

A contact number will be required for all HCPs on stations so that Event Control can speak with them directly.

If a patient's condition requires a pre-alert (Blue Call) to the hospital this must be done through Event Control once the patient is loaded, by the ambulance crew only.

## CONTINGENCY ARRANGEMENTS

In the event of radio failure, Event Control can be contacted by telephone.....

In the event of failure of logging software, pen and paper will be used.

The Event Manager, Control Manager and Event Technical Communications Team will jointly make the most appropriate dynamic decision.

## EQUIPMENT

### PROVISION

Please ensure that all vehicles arrive fully stocked for the event with consumables and PRFs as there will be limited ability to provide additional stock once the event crowds start gathering.

### PERSONAL EQUIPMENT

Volunteers may not carry or use any equipment beyond the approved first aid equipment. Only medication issued by SJA may be use at events. In addition, the equipment used must only be supplied by SJA or have written agreement in advance of the event unless it is personal stethoscope.

### LOGISTICS SUPPORT

You will be given a reference number to aid tracking your request.

If additional medical gasses are required due to use at the event these will be exchanged on a one for one basis. There will be some clinical waste capacity on the Logistics Support vehicles; however, Treatment Centres are encouraged to ensure that they dispose of as per regional guidelines at one of the nominated collection points.

Although every effort will be made to assist with requests treatment centre managers must remember the complexities of the environment that they are in. Requests for help and equipment will be assessed and resources deployed according to the priorities at that time.



# VEHICLES

## ACCESS

Specific instructions for access and egress will be listed in the future planning.

## AMBULANCES

Ambulances must verify their arrival at their pre-determined location point.

## VEHICLE RESTRICTIONS

Drivers should pay attention to stewards who may advise that routes to patients are blocked with crowds.

## FIRE EXTINGUISHERS

Please ensure all vehicles have appropriate fire extinguishers on board.

## VEHICLE CLEANING

The nearest SJA facility for vehicle cleaning is at Hull District Headquarters.

## PARKING

Onsite parking will be made available to volunteers closer to the event date.

# WELFARE

## REST FACILITIES

Treatment centre managers are asked to ensure that there are adequate rest areas available within the vicinity of their treatment centres for staff to take appropriate breaks.

## REFRESHMENTS

Refreshments will be made available by the organisers and this will be managed through the Event Management Team.

Other refreshments will be made available in posts where needed.

## WATER

Each treatment centre will be allocated cases of water, which can be either collected from SJA HQ or delivered on the day.

## TOILETS

There will be staff toilets made available however many other toilets are available onsite.

# MAJOR EMERGENCY

In the event of a major emergency occurring, all personnel must immediately return to their Treatment Centre. Managers or Bronze must account for personnel and ensure their safety. Instructions for redeployment will be issued by Event Control.

## ALERTING AND REPORTING

Upon discovering a possible major emergency, personnel should inform control as soon as possible, using the METHANE system below.

Instructions will be issued by Event Control, depending on the nature and location of the incident.

## PROCEDURES

### STEP-1-2-3+ (Safety Triggers for Emergency Personnel)

In order to remain in a safe environment and to identify a potential hazardous environment, when the cause of the incident is unknown, the STEP 1-2-3+ should be adopted when attending any incident or approaching casualties where there is no logical explanation or known cause.

**Your safety comes first, above that of all casualties**

<b>STEP 1</b>	1 casualty	<ul style="list-style-type: none"><li>• One person incapacitated with no obvious reason</li><li>• Approach using normal procedures.</li></ul>
<b>STEP 2</b>	2 casualties	<ul style="list-style-type: none"><li>• Two persons incapacitated with no obvious reason</li><li>• Approach with caution</li><li>• Consider all options (if CBRN possible or suspected follow the advice for Step 3)</li><li>• Report on arrival, update control or call 999</li></ul>
<b>STEP 3</b>	3 casualties	<ul style="list-style-type: none"><li>• Three or more people in close proximity, incapacitated with no obvious reason</li><li>• *Possible CBRN incident - Do NOT approach</li><li>• Withdraw</li><li>• Report (METHANE)</li><li>• Isolate yourself and send for specialist help</li></ul>
<b>+</b>		<p>The Plus indicates that action can be taken in the absence of specialist equipment and resources such as PPE. Specialist help may direct the following:</p> <ul style="list-style-type: none"><li>• Communicate and advise – give any immediate advice needed and provide reassurance that help is on the way</li></ul>

- Evacuate – Get people away from the scene of contamination
- Disrobe – advise casualties to remove their clothing (by removing their outer clothing casualties will remove 80% of contaminating substances)
- Decontamination – dry decontamination (for nonburning (non caustic) chemicals) will usually be the default process (i.e. self-decontamination by the casualties using absorbent materials such as paper towels). Wet decontamination for burning (caustic) chemicals.

**Remember that the emergency services have staff trained and equipped to deal with hazardous (including CBRN) incidents. Such potentially hazardous areas are NOT safe for SJA personnel.**

## METHANE

METHANE is a mnemonic to assist personnel with reporting a major emergency to control. The following information must be given:

**M** – My call sign, Major emergency declared or standby.

**E** – Exact location

**T** – Type of incident

**H** – Hazards present

**A** – Access and egress (how should people who are coming to help get in and out?)

**N** – Number of casualties

**E** – Emergency services on scene, and required.

## RENDEZVOUZ POINT(S)

In the event of a major emergency occurring, all personnel must immediately return to their Treatment Centre. Treatment Centre Managers must account for personnel and ensure their safety. Instructions for redeployment will be issued by Event Control.

If the incident prevents access to your Treatment Centre, Event Control will issue alternative instructions.

## ROLES

In the event of a major emergency, the following personnel will assume the following roles:

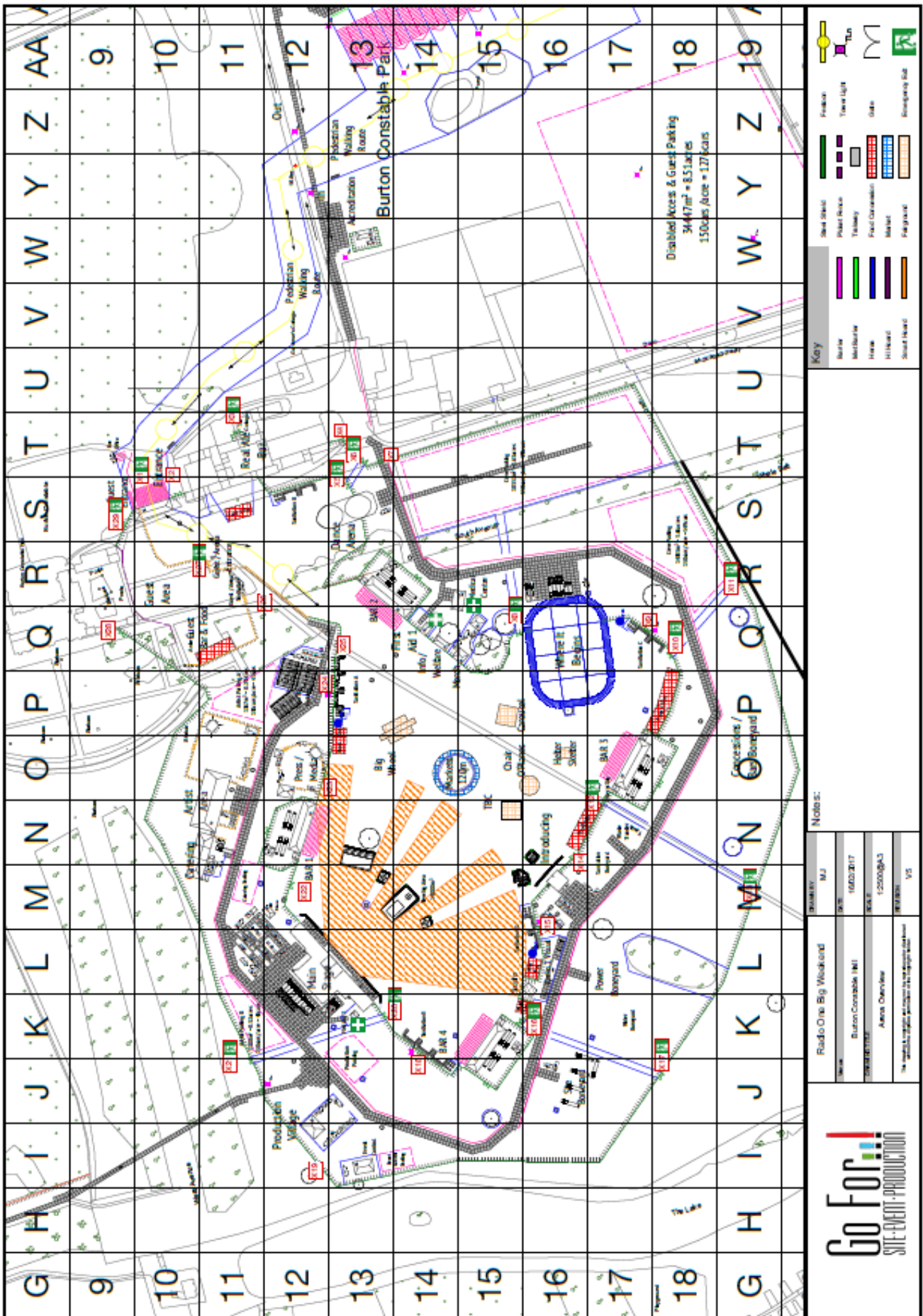
Role	Call Sign	Name
Incident Commander	Silver	
Bronze Commander	Bronze Forward	
Forward Medical Adviser	Bronze Medical	
Ambulance Parking Officer	Bronze Parking	

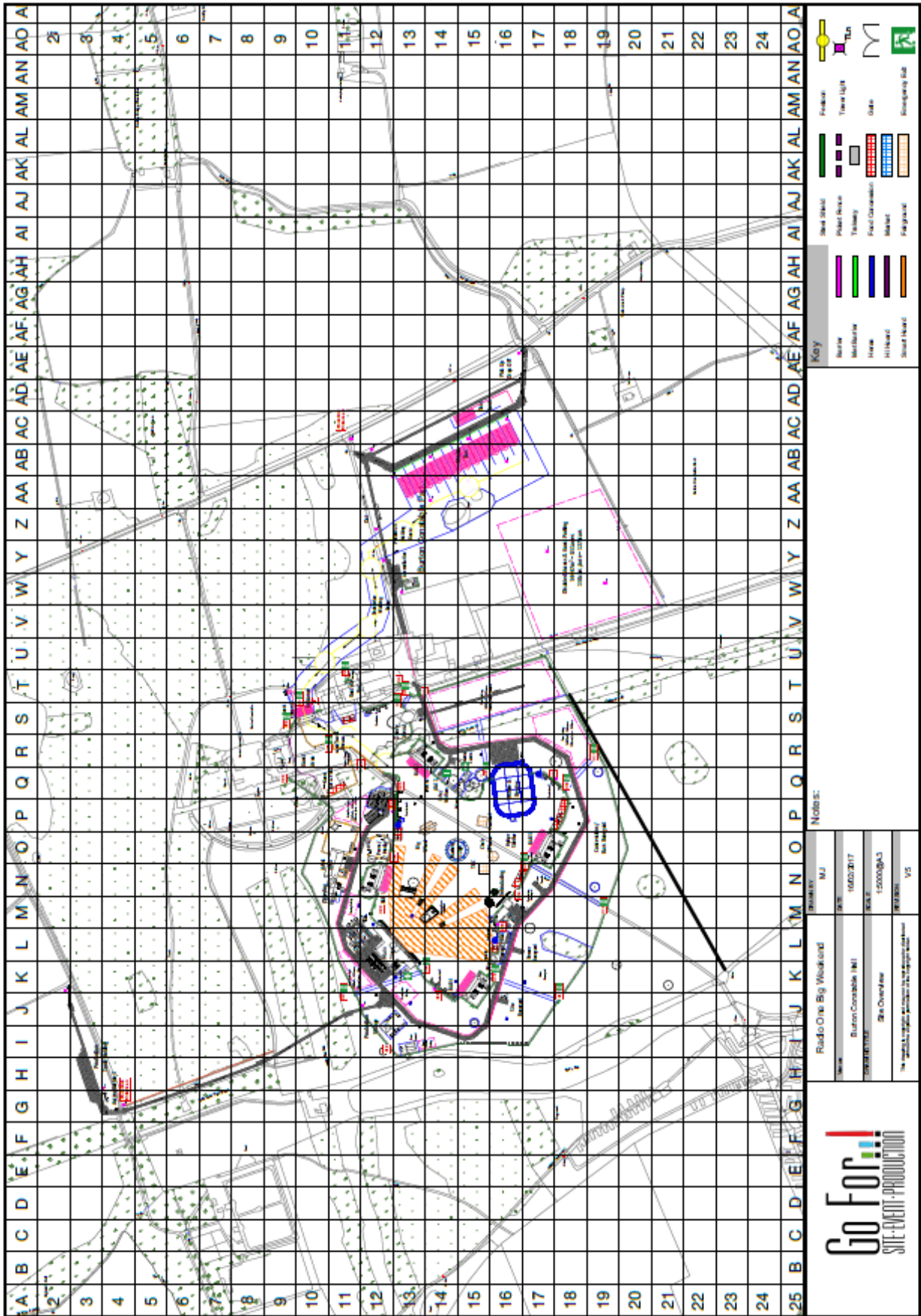
## Please see the following Appendices detailing specific information:

Appendix A – Risk assessment

Appendix B – Full deployment list

Appendix C – Site maps





**Go For!**  
SITE EVENT PRODUCTION



## APPENDIX 5 – EVENT H&S RISK ASSESSMENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
Falls from height	Employees Contractors	8	8	64	<p>Only competent and experienced riggers will be used for any high level work.</p> <p>Companies involved in working at height activities provide a suitable and sufficient risk assessment for that work.</p> <p>Where fixed walkways are not in place, suitable personal protective equipment will require to be used for aerial rigging e.g. harnesses/fall arrest equipment/safety lines/work positioning equipment.</p> <p>Work at Height PPE will require to be inspected and maintained in accordance with the manufacturer's instructions.</p> <p>Headgear (e.g. bump caps, climbing helmets) must be worn when working at height.</p> <p>The use of any ladders will be in accordance with the appropriate HSE guidance and be for short duration work only.</p> <p>Suitable rescue procedure will be in place as outlined in the contractors risk assessments and working practices e.g. mobile access platform or cherry picker during all rigging work at height.</p> <p>Medical cover available on site during the build and break</p>	8	2	16	<p>Safety Officer ensures rigging crew chiefs briefed prior to commencement of work.</p> <p>Work at height activities to be closely monitored by the Safety Officer and Site Manager.</p> <p>Suitable signage displayed.</p>	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
Fall of tools / materials etc.	Employees Contractors Visitors	6	8	48	<p>Suitable signs warning of the need to wear hard hats displayed where there is an identified risk.</p> <p>Where necessary a secondary means of support will be provided for all equipment suspended at height unless there is sufficient redundancy in the rigging arrangement.</p> <p>Where lifting equipment is used in the construction, the equipment will be examined and maintained in accordance with the appropriate guidelines (e.g. LOLER 1998)</p> <p>The use of cranes to erect the stage steelwork will be in accordance with the Staging Companies Lifting Plan. All work supervised by an appointed person. (BS 7121)</p> <p>Dedicated rigging point will be identified which are suitable for the attachment of any flying structures (lighting trusses, PA etc)</p> <p>Only tools necessary for the job will be taken to heights and securely stored and lanyards / tool belts will be used where appropriate</p>	6	4	24	<p>On site monitoring of activities by Safety Officer / Site Manager</p> <p>Copies of LOLER certification obtained by the Safety Officer</p> <p>Rigging plot obtained by the Production Manager and checked by Stage Company competent person</p> <p>Lifting Plan obtained by Safety Officer</p>	
Vehicle hazards	Employees Contractors Visitors Public	8	8	64	<p>When vehicles are used in the construction of any temporary structure, the operator of such a vehicle will be trained and competent in its use e.g. forklift drivers will possess the necessary certification/training</p> <p>Site traffic use dipped headlights or warning beacons if fitted.</p> <p>Site speed limit 10mph</p> <p>Hired vehicles well maintained and suitable for their intended purpose</p> <p>Banks men (or signallers) used when reversing</p>	8	2	16	<p>Copies of all plant driver competency certificates obtained by the Site Manager</p>	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					<p>Vehicle access to the site authorised by Site Manager and subject to movement controls by the Site Security and Traffic Management staff.</p> <p>High visibility clothing/waistcoats worn by contractors on site during build/break</p> <p>Where lifting equipment is attached to moving vehicles the use of such equipment will be restricted to competent operators only and such equipment will be subject to a thorough examination programme as directed by a competent person</p> <p>Event site is designed to include vehicle access to service the site infrastructure</p> <p>Internal roadways of a suitable surface for intended vehicle use.</p> <p>Pedestrian walkways created with crowd barrier in areas of high density traffic to separate pedestrians from vehicles.</p> <p>Event site is enclosed by perimeter fence to create a managed, working area</p> <p>Suitable and sufficient parking facilities will be provided for vehicles</p> <p>Suitable and sufficient lighting will be provided</p> <p>The use of All Terrain Vehicles shall be in accordance with the relevant HSE guidance. (AFAG 701, AFAG 702)</p>					
Poor lighting	Employees Contractors	6	8	48	Lighting levels will be supplemented as necessary by independent tower lights / spots to ensure suitable and sufficient lighting levels	6	2	12	On site monitoring of activities by Safety Officer / Site Manager	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					Stage work lights will be provided where overnight working requires to be carried out				Promoter to ensure suitable working light provided as required	
Manual handling / lifting	Employees Contractors	6	8	48	Where reasonably practicable, mechanical means will be utilised to lift or handle loads in order to minimize the risk of injury. Where mechanical means is not used, the manual handling task will be assessed and carried out in such a way to minimize any risk of injury	6	2	12	On site monitoring of activities by Safety Officer / Site Manager  Individual company manual handling risk assessments obtained by the Safety Officer  Fork lift Trucks supplied by the Promoter  Competent Stage Crew are provided by the Organiser	
Slips and Trips	Employees Contractors Visitors	6	8	48	Good housekeeping  Spillages cleaned up immediately  Suitable footwear worn by contractors  Pedestrian routes kept clear of obstructions, trip hazards  Waste removed / stored to prevent trip hazard  Designated storage areas used on site  Temporary pathways provided where reasonable	6	4	24	On site monitoring by Site Manager / Safety Officer	
Structural collapse	Employees Contractors Visitors Public	10	8	80	Structures are erected in accordance with design calculations, including design loading and wind loading, which comply with the relevant guidelines. No unauthorised alterations will be carried out without prior consent.  Consultation with the Local Authority is carried	10	2	20	Sign off certificates obtained by the Safety Officer from the individual companies responsible for structures on site.  Event Wind Monitoring Procedures confirmed by	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					<p>out to ensure that any temporary structures are erected and are structurally stable in accordance with their requirements</p> <p>Structures are subject to daily checks to ensure their continued structural stability</p> <p>All contractors are experienced in the nature of the work necessary and in the environment that they will be working.</p> <p>Wind and weather warning systems are set up to allow structural stability trigger levels to be actioned which will ensure additional safety measures are put in place depending on the weather warning</p> <p>Appropriate wind monitoring procedures put in place</p>				<p>the Safety Officer with the on site responsible persons for all major structures</p> <p>Weather forecasting information obtained from web and direct from the Met Office</p>	
Noise	Employees Contractors	6	4	24	<p>Individual contractors made aware of anticipated noise levels</p> <p>Hearing protection areas identified, designated and suitably signed</p>	6	2	12	<p>Organiser to designate hearing protection zone signage displayed for working staff in the pit, stage, front of house areas.</p> <p>Promoter to provide suitable disposable earplugs.</p> <p>Independent Noise Consultants appointed</p>	
Electric shock	Employees Self employed Public Visitors	8	8	64	<p>The use of suitably qualified experienced and competent personnel.</p> <p>The installation will be installed in accordance with the following relevant publications:</p> <ul style="list-style-type: none"> <li>BS 7909, Code of practice for</li> </ul>	8	2	16	<p>On site monitoring of activities by Safety Officer / Site Manager</p> <p>Installation certification obtained by Event Safety Officer on completion of</p>	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					<ul style="list-style-type: none"> <li>temporary distribution systems</li> <li>BS 7671 IEE Regulations for Electrical Installations,</li> <li>The Electricity at Work Regulations 1989</li> <li>HSR 25, The Memorandum of guidance on the Electricity at Work Regulations</li> <li>Chapter 10, The 'Event Safety Guide'</li> <li>GS50, Electrical Safety at Places of Entertainment</li> <li>INDG 247, Electrical safety for Entertainers</li> <li>HSG 47, Avoiding danger from underground services</li> <li>GS6, Avoidance of danger from overhead lines</li> <li>HSG 107, Maintaining portable and transportable electrical equipment</li> <li>BS 7430, Code of practice for earthing</li> </ul> <p>On site installation will be tested and certified by a suitably qualified and competent person</p> <p>Cabling will be installed in accordance with the relevant guidelines to prevent a tripping hazard or be crushed by traffic</p> <p>Generators will be installed, maintained and used in accordance with the suppliers instructions and the specific guidelines on the use of generators at this type of event</p> <p>Generators to be located in areas separate from the Public</p> <p>Suitably rated circuit breakers are utilised where appropriate</p>				the install.	

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					<p>Suspended lighting equipment is secured by a secondary safety chain support</p> <p>All equipment brought on site requires be subject to a system of electrical testing by the providers of such equipment</p> <p>Consultation with Estate Services for any work involving possible penetration of underground cable routes on site</p> <p>Safe working practices outlined in HSG 47 Underground Services followed</p> <p>Work near overhead lines carried out in accordance with GS6 and in consultation with Electricity provider</p> <p>CAT scan carried out when working near underground services. Underground services identified.</p>					



HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
Crushing	Convergence of several routes into one area with limited space	Public	10	6	60	The signage of the exits / entrances to the event and the venues within the site are clearly visible throughout the event.	10	2	20	Arena Capacity of 28,000 public  Detailed flow rates contained in Event Management Plan / Crowd Management Plan
Impact/Collision	Dead end/ blockage/ locked gate or door	Employees	6	4	32	Expected admission of the public to the site will be spread over a number of hours, as opposed to a large queue build up at the beginning of the event.  All entry and exit point will be kept clear.  Entry gates of sufficient width to allow controlled entry over a suitable time period  A suitable barrier arrangement will be used at the main entry / exit points in order to provide a free flow of persons entering / exiting the site.  Trained stewards in sufficient numbers will be present at all appropriate locations.  Sufficient lighting at the exits /entrances  Underfoot conditions suitable condition, free from trip hazards & obstructions  Vehicle movements on site will be limited to essential facility maintenance only and will be restricted, where possible, to areas where the public does not have access. Where this separation is not possible, suitable arrangements will be put in place to ensure the public are not put at risk e.g. Crowd control by stewards, safe speed limit observed.	6	2	12	
Surging		Contractors	2	6	12		2	4	8	
Pushing	Limited or no alternative access route or facilities		2	10	20		2	4	8	
Rushing	Limited number of entry and exit points		2	8	16		2	4	8	
Tripping	Insufficient lighting		4	6	24		4	4	16	
	Traffic, etc. not separated from people									
	Access route with limited space									
	Entry/Exit points with limited access									
	Muddy ground surface									
	Exits-Blocked, jammed, jammed open									
	Routes- Becomes blocked.									
	Lighting- Fails, comes on too early, too late									
	Barriers- Breaks under strain, inappropriate design, tips, funnels people.									
	Less staff than required									
	Fail to monitor crowd or detect problems									
	Staff incorrectly interprets the situation as not problematic									

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
	<p>Staff imposes less control than required (e.g. restrict admission rather than stop admitting people).</p> <p>Staff impose control too late.</p> <p>Breakdown of communication, colleagues not alerted.</p> <p>Heavy flow/large movement</p> <p>Reverse flows or cross flows</p> <p>Flows obstructed by queues, gathering crowds, etc.</p> <p>Weather conditions (e.g. good or bad extremes).</p>					<p>Radio communications tested prior to event</p> <p>Suitable and sufficient lighting levels throughout the site and for the duration of the event will be provided.</p> <p>Lighting will be provided with independent power source</p> <p>Weather forecast information will be available throughout the event.</p> <p>Suitable measures will be put in place to prevent ground conditions becoming a problem</p> <p>Crowds directed to enter into the Arena via areas of low crowd density</p> <p>Sufficient queuing space allocated for the anticipated queue build up.</p> <p>Suitable measures in place to deal with any early queuing public – medical / welfare / stewards as required.</p>				

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
Overcrowding	Access route with limited space	Public	8	10	80	Admission to the event will be by ticket only; the maximum number of tickets to be sold will be in accordance with the agreed occupant capacity of the event.	8	2	16	
Crushing	Pinch Points or bottle-necks	Employees	6	8	48		6	2	12	
Impact/Collision	Funnelling effects	Contractors	8	4	32		Suitable space within event arena for the capacity.	8	2	
Pushing	Convergence of several routes into one area with limited space		4	8	32	4		4	16	
Surging	Popular places/facilities/ attractions next to or too close to each other (e.g. ticket counters and entries, information display board and main flow path, etc.)		2	8	16	Ticket barcode scanner check or other means employed to verify numbers	2	4	8	
Swaying			2	8	16	2	4	8		
Rushing			4	8	32	Security checks will be carried out to prevent the admission of any persons with forged tickets.	4	4	16	
Tripping			4	6	24		4	4	16	
Falling from height	Popular places/facilities/ attractions located at junction/crossroad		8	8	64	Security personnel will prevent persons gaining unauthorised entry to the site e.g. fence jumping, by patrolling fence perimeter.	8	2	16	
	Insufficient lighting					Sufficient space will be given between structures				
	Traffic, etc. not separated from people					Lighting provided with independent power source				
	Protruding object (e.g., barrier with protruding bolts/legs/ base, guy rope)					The signage of the exits / entrances to the event and the venues within the site are clearly visible throughout the event.				
	Barriers- Breaks under strain, inappropriate design, tips, funnels people.					All entry and exit point will be kept clear and manned by Stewards.				
	Lighting- Fails, comes on too early, too late					Trip hazards will be suitably guarded, highlighted or padded if unable to be repositioned				
	Structures- Collapses, inadequate exits too close together.					Structures are erected in accordance with design calculations, including design loading and wind loading, which comply with the relevant guidelines. No unauthorised alterations will be carried out without prior consent.				
	Fire Extinguishers- Do not work, not in place, vandalised									
PA-System Distorted, broken down, not powerful enough, does										

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
	<p>not reach all areas of the venue.</p> <p>Radio- Broken down, noise, interference, distortion</p> <p>Staff not available</p> <p>Fail to monitor crowd or detect problems</p> <p>Staff recognise a problem too late.</p> <p>Staff does not attempt to control crowd (e.g. due to low morale, overwork, etc.).</p> <p>Staff fail to or do not attempt to give instructions or direct people (e.g. due to low morale, misunderstanding of role and responsibilities).</p> <p>Breakdown of communication, colleagues not alerted.</p> <p>Heavy flow/large movement</p> <p>Reverse flows or cross flows</p> <p>Excitement</p> <p>Fighting/missiles being thrown.</p> <p>Attractions move from one location to another resulting in large crowd movements</p> <p>Climbing trees on site</p>					<p>Stewards will monitor other potential climbing aids throughout the site and take suitable action to prevent as necessary</p> <p>Consultation with the Local Authority is carried out to ensure that any temporary structures are erected and are structurally stable in accordance with their requirements</p> <p>Structures are subject to daily checks to ensure their continued structural stability</p> <p>PA systems will be tested prior to event</p> <p>Radio communications are tested prior to the event</p> <p>Sufficient numbers of entry and exit points will be provided.</p> <p>Trained stewards will be present in sufficient numbers, at all appropriate locations.</p> <p>The widest possible site lines will be used to try and avoid any movement to the centre, at the front of stage.</p> <p>Video screens will be used to relieve sightline pressures</p> <p>Suitably trained and experienced stewards will be positioned in the pit areas to monitor any potential crushing situations.</p> <p>Suitable front of stage barriers will be used.</p>				

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
						<p>The public will not be allowed to bring glass bottles on site</p> <p>There will be provisions made to ensure sufficient numbers of first aid facilities and personnel are available.</p> <p>Vehicle movements on site will be limited to essential facility maintenance only and will be restricted, where possible, to areas where the public does not have access. Where this separation is not possible, suitable arrangements will be put in place to ensure the public are not put at risk</p> <p>Suitable and sufficient lighting levels throughout the site and for the duration of the event will be provided.</p> <p>Adequate fire fighting facilities will be provided, in suitable locations, during the event.</p> <p>Site design and structure positioning considered in relation to possible effects on general crowd flow and access routes planned accordingly</p> <p>A "Show Stop" procedure will be devised to facilitate the prompt cessation of any entertainment and the making of any relevant announcements to the crowd as necessary should a crowd management issued arise at any of the entertainment locations</p> <p>Spotters located on main stage</p> <p>Stewards briefed on prohibition on climbing trees. Site design utilised to remove trees from high density public areas. Trees fenced off where</p>				

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
						necessary. Burton Constable inspect trees within event area for structural integrity.				
Overcrowding in INMWT	Lack of Control Inadequate space Audience Profile	Public Staff Contractors	10	4	40	Suitable stewarding deployment to Tent  Exits able to be closed and managed as required under instruction from HOS, ELT.  Audience profile indicate a responsive, amicable audience that will obey instructions.  Area of 2750m2 allows a capacity of 6750 at a density of 0.4m2 per person within Purple Guide parameters.  Sufficient emergency exits for intended capacity  CCTV inside tent to monitor capacity  Radio communications with Stewards  Stage Manager for Tent briefed on show stop procedures	10	1	10	

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	
			S	L	R		S	L	R		
Crushing	Limited number of entry/exit routes	Public	10	8	80	Any full or partial emergency evacuation will be carried out in accordance with the Emergency Evacuation Procedure  The signage of the exits / entrances to the event and the venues within the site are clearly visible throughout the event.  All entry and exit point will be kept clear and unlocked.  Sufficient numbers of emergency exits will be provided in the perimeter fence to allow egress to a place of safety in 8 minutes  Trained stewards will be present at all appropriate locations.  The crowd movements will be monitored by on site personnel and CCTV, particularly in areas of high crowd densities.  Suitably trained and experienced stewards will be positioned in the pit areas to monitor any potential crushing situations.  There will be provisions made to ensure sufficient numbers of first aid facilities and personnel are available.  Vehicle movements on site will be limited to essential facility maintenance only and will be restricted, where possible, to areas where the public does not have access. Where this separation is not possible, suitable arrangements will be put in place to ensure the public are not put at risk	10	2	20	Arena Perimeter Emergency Exit gates combined width of 55m.	
Impact/Collision	Funnelling effects	Employees	6	6	36		6	2	12		
Pile up	Dead end/ blockage/ locked gate or door	Contractors	8	8	64		8	2	16		
Trampling			4	6	24		4	4	16		
Pushing	Limited number of entry and exit points		2	10	20		2	6	12		
Rushing	Unclear/ conflicting/ confusing signposting		2	10	20		2	6	12		
Tripping	Insufficient lighting		2	8	16		2	4	8		
Surging	Traffic, animals, etc. not separated from people		6	6	36		6	2	12		
	Protruding object (e.g., barrier with protruding bolts/legs/ base, guy rope)										
	Slippery flooring										
	Exits-Blocked, jammed, jammed open										
	Lighting- Fails, comes on too early, too late										
	Barriers- Breaks under strain, inappropriate design, tips, funnels people										
	PA-System Distorted, broken down, not powerful enough, does not reach all areas of the venue.										
	Radio- Broken down, noise, interference, distortion										

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
	<p>Less staff than required.</p> <p>Fail to control crowds (e.g. due to performing other tasks, in another area, misunderstanding of role and responsibilities).</p> <p>Staff fail to perform some of the crowd control tasks (e.g. divert people without explaining why, open gate without informing colleague).</p> <p>Staff fail to or do not attempt to give instructions or direct people (e.g. due to low morale, misunderstanding of role and responsibilities).</p> <p>Breakdown of communication, colleagues not alerted.</p> <p>Heavy flow/large movement</p> <p>A number of flows combined into one</p> <p>Reverse flows or cross flows.</p> <p>Flows obstructed by queues, gathering crowds, etc.</p> <p>Mass hysteria</p> <p>Weather conditions (e.g. good or bad extremes).</p>					<p>e.g. Crowd control by stewards, safe speed limit observed.</p> <p>Suitable and sufficient lighting levels throughout the site and for the duration of the event will be provided.</p> <p>Lighting will be provided with independent power source</p> <p>Disabled patrons evacuating from the Disabled platform will be assisted by Stewards</p> <p>Radio communications tested prior to event</p> <p>An emergency radio communications backup will be available</p> <p>PA systems will be tested prior to event</p> <p>Weather forecast information will be available throughout the event.</p> <p>Suitable measures will be put in place to prevent ground conditions becoming a problem at emergency exit routes e.g. coverings, hardcore etc</p> <p>Trip hazards will be suitably guarded or highlighted if unable to be repositioned</p> <p>All exits lead into a place of safety.</p>				



EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
Overcrowding	Access route with limited space		8	8	64	Admission to the event will be by ticket only; the maximum number of tickets to be sold will be in accordance with the agreed occupant capacity of the event.	8	2	16	
Crushing	Pinch Points or bottle-necks		8	10	80		8	2	16	
Impact/Collision	Funnelling effects		6	4	24		6	2	12	
Pushing	Convergence of several routes into one area with limited space		2	8	16	The viewing area is of sufficient size to accommodate anticipated size of the crowd at any peak level	2	4	8	
Surging			2	8	16		2	4	8	
Swaying	Popular places/facilities/ attractions next to or too close to each other (e.g. ticket counters and entries, information display board and main flow path, etc.)		2	8	16	Security personnel will prevent persons gaining unauthorised entry to the site e.g. fence jumping, by patrolling fence perimeter that may result in overcrowding situation.	2	4	8	
Rushing			2	8	16		2	4	8	
Tripping			4	6	24		4	4	16	
Slipping	Popular places/facilities/ attractions located at junction/crossroad		4	8	32	Sufficient space will be given between structures	4	4	16	
Collapse	Insufficient lighting		8	6	24	The signage of the exits / entrances to the event and the venues within the site are clearly visible throughout the event.	8	2	16	
	Traffic, etc. not separated from people					Trip hazards will be suitably guarded, highlighted or padded if unable to be repositioned				
	Protruding object (e.g., barrier with protruding bolts/legs/ base, guy rope)					Structures are erected in accordance with design calculations, including design loading and wind loading, which comply with the relevant guidelines				
	Barriers- Breaks under strain, inappropriate design, tips, funnels people.					PA systems will be tested prior to event				
	Lighting- Fails, comes on too early, too late					Radio communications are tested prior to the event				
	Structures- Collapses, inadequate exits too close together.					Trained stewards will be present in sufficient numbers, at all appropriate locations.				
	Fire Extinguishers- Do not work, not in place, vandalised									

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
	<p>PA-System Distorted, broken down, not powerful enough, does not reach all areas of the venue.</p> <p>Radio- Broken down, noise, interference, distortion</p> <p>Staff not available</p> <p>Fail to monitor crowd or detect problems</p> <p>Staff recognise a problem too late.</p> <p>Staff does not attempt to control crowd (e.g. due to low morale, overwork, etc.).</p> <p>Staff fail to or do not attempt to give instructions or direct people (e.g. due to low morale, misunderstanding of role and responsibilities).</p> <p>Breakdown of communication, colleagues not alerted.</p> <p>Heavy flow/large movement</p> <p>Reverse flows or cross flows</p> <p>Excitement / Mass Hysteria</p> <p>Fighting/missiles being thrown.</p> <p>Underfoot conditions deteriorate due to heavy rain</p>					<p>There is sufficient space allowed at the rear of the anticipated crowd envelope to allow access to other Arena entertainment without the need for cross flow movement</p> <p>Queuing at other nearby attractions or infrastructure will be managed to ensure no cross flow obstructions</p> <p>The crowd movements will be monitored by on site personnel and CCTV, particularly in areas of high crowd densities.</p> <p>The widest possible site lines will be used to try and avoid any movement to the centre, at the front of stage.</p> <p>Suitably trained and experienced stewards will be positioned in the pit areas to monitor any potential crushing or crowd collapse situations.</p> <p>Suitable show stop procedure in place.</p> <p>Suitable side stage fence will be used.</p> <p>The public will not be allowed to bring glass bottles on site</p> <p>There will be provisions made to ensure sufficient numbers of first aid facilities and personnel are available.</p> <p>Lighting provided with independent power source</p> <p>Suitable and sufficient lighting levels throughout the site and for the duration</p>				

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
						<p>of the event will be provided.</p> <p>Suitable measures will be put in place to prevent ground conditions becoming a problem e.g. tildenet covering,</p> <p>Audience behaviour indicates responsive crowd.</p> <p>Surges resulting in crowd collapse possibility Low to Moderate</p> <p>% of under 14 year olds in the front of crowd audience expected to be below 20%</p> <p>Topography suitable for a standing audience with acceptable gradient.</p> <p>Responsive artists.</p>				

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
FOS BARRIER										
Structural Collapse	Audience profile / behaviour	Public, Employees, Contractors	10	10	100	Suitable front of stage barrier sections will be used which complies with the ISE Temporary Demountable Structures Guidance for design loading.	10	2	20	Weather conditions monitored by Safety Officer to ensure control measures relating to deterioration in ground conditions remain in place. Any deterioration in ground conditions assessed.  Barrier integrity and behaviour monitored during the event by Deltamax Barriers, and Event Safety Manager.  Show stop procedures will be activated by the Promoter in accordance with the Show Stop Procedures should conditions dictate.  Barrier Contractor will assess any change in the barriers physical state or environmental conditions deterioration and advise the Promoter on the remedial actions necessary
Overcrowding	Alcohol intake		6	4	24		6	2	12	
Sliding	Crowd density		4	4	16		4	1	4	
Entrapment	Ingress / Egress arrangements		4	4	16	Barrier installed and sections connected together in accordance with the manufacturers instructions.  The crowd movements will be monitored by experienced and trained stage spotters and CCTV	4	1	4	
	Ground topography / surface makeup									
	Barrier footplate crowd density					Audience profile (see EMP) indicates little crowd surging or sway.				
	Audience age profile									
	Sightline issues									
	Barrier gates / angle sections					Barrier installation checked prior to each concert by Deltamax				
	Side of stage barrier					Suitably trained and experienced pit stewards will be positioned in the pit areas.				
	Barrier design and layout									
	Barrier step design					There will be provisions made to ensure sufficient numbers of first aid facilities and personnel are available and have suitable access within the pit areas				
	Ground Conditions									
	Installation technique									
Weather conditions				Show Stop procedures (see EMP) in place to be activated as required should loss of control measures result in high risk of injury						
				Trip hazards removed or suitably covered / highlighted						
				Low to Medium pressure on pit						

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
						<p>stewards to extract audience members from the front of stage barrier areas</p> <p>Barrier positioned so that ground topography suitable throughout the length of the barrier to enable the barrier to satisfactorily follow the contours of any uneven ground and ensure satisfactory installation.</p> <p>Barrier footplate in good contact with ground surface for the majority of barrier footplate sections within the capabilities of the barrier design and installation methodology.</p> <p>Barrier Supplier and installation Company competent.</p> <p>Ground surface beneath the barrier does not deteriorate due to adverse weather conditions e.g. mud, possible water ponding etc. to a level which adversely affects the barriers resistance to sliding.</p> <p>Barrier under packed with suitable material(s) to the criteria used by the barrier installation company.</p> <p>Toe under voids eliminated on audience footplate.</p> <p>Heavy duty rubber matting used where necessary to cover footplate edge to ground to prevent tripping.</p> <p>Barrier specific design and resistance to sliding satisfactorily meets the ISE Temporary Demountable Structures</p>				

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: CROWD MANAGEMENT AT THE MAIN STAGE / FOS BARRIER.

REF. R1BW17 / E

HAZARDS IDENTIFIED	CONTRIBUTORY FACTORS	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION
			S	L	R		S	L	R	
						<p>Guidance.</p> <p>Expected density on the footplate to be in the region of 0.16 – 0.3m<sup>2</sup></p> <p>It is not expected that the audience behaviour to the music will result in the weight loading on the primary barrier footplate being significantly reduced leading to unstable barrier.</p> <p>Convex barrier design on the Primary</p> <p>Primary Barrier positioned on trakway panels rubber matted beneath the footplate section of the barrier.</p> <p>Elimination of trapping points between barrier sections by taping any gap</p>				

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: MISCELLANEOUS (as indicated)

REF. R1BW17 / F

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
Slips or trips (muddy conditions underfoot)	Public Contractors Employee	4	10	40	<p>"Keep Off the Grass" reinforced throughout the site during the event build and breakdown periods to maintain ground integrity.</p> <p>Tildenet ground covering used in front of stage area if wet weather expected.</p> <p>Grass tyres used on plant that require access to the grass to carry out work</p> <p>Trip hazards that are identified during the event are removed or highlighted as necessary</p> <p>Areas unsuitable for audience footfall fenced off from public access as necessary.</p>	4	4	16	Ongoing monitoring depending on weather conditions	
Use of Pyrotechnics	Audience Employees Contractors	8	10	80	Use of Competent and experienced Company / Risk Assessment obtained / Suitable exclusion zone in place / Suitable pyrotechnic/ Suitable Pyro store provided / Suitable firing method employed	8	2	16	Event Safety Officer to obtain H&S documentation from Pyro Company	
Use of Lasers	Audience Employees Contractors	6	10	60	Use of Competent and experienced Company / Risk Assessment obtained / No audience scanning / CAA notification.	6	1	6	Event Safety Officer to obtain H&S documentation from Laser Company	
Wooded Areas / Trees	Public Contractors	6	6	36	<p>Trees within the event area are inspected by Estate (TBC) to verify that they are in a safe condition prior to access by the public</p> <p>Site design excludes a large proportion of the wooded areas from public access. Identified trees fenced off within public areas as per Tree Survey.</p>	6	2	12		

EVENT: RADIO 1's BIG WEEKEND LIVE AT HULL 2017

ACTIVITY: MISCELLANEOUS (as indicated)

REF. R1BW17 / F

HAZARDS IDENTIFIED	PERSONS AFFECTED	RISK EVALUATION			CONTROL MEASURES	RESIDUAL RISK			ACTION	COMMENTS
		S	L	R		S	L	R		
					Wooded areas are fenced off from the public to prevent unauthorised access.  Stewards patrol large areas of external areas to ensure public do not gain unauthorised access to the event arena.					



# RISK EVALUATION GUIDANCE

## SEVERITY (S)

The judgment of the severity of the most probable consequences of the hazard can be entered on the Risk Assessment Form in the Severity column as a number using the following scale:

Multiple death	10
Single death	8
Major injury, disabling illness, major damage	6
Lost time injury, illness, damage	4
Minor injury, minor damage	2
Delay only	1

It should be noted that the use of numbers does not make this a quantitative method of risk analysis. Numbers provide a shorthand way of recording the judgment of severity (and likelihood) and will make it easier later to create a list of priorities. It is important not to become too obsessed with figures; part of the purpose of risk assessment is to identify the measures needed to comply with relevant statutory provisions, and these figures are designed to help with the prioritisation of such measures. The objective of this process is not to arrive at a certain number but to provide a systematic method of ensuring that severity and likelihood are analysed carefully and a record made of the analysis for future reference and review.

## LIKELIHOOD (L)

When all factors have been considered and a decision made on the likelihood of the hazard actually causing harm, a number can be entered in the Likely column on the general risk assessment form using the following scale:

Certain or imminent	10
Very likely	8
Likely	6
May happen	4
Unlikely	2
Very unlikely	1

Likelihood	Severity					
	Multiple death	Single death	Major injury	Lost time injury	Minor injury	Delay
Certain	100	80	60	40	20	10
Very Likely	80	64	48	32	16	8
Likely	60	48	36	24	12	6
May happen	40	32	24	16	8	4
Unlikely	20	16	12	8	4	2
Very unlikely	10	8	6	4	2	1

1. Those hazards with residual risk ratings that appear in the un-shaded area can usually be considered as trivial risk.
2. Hazards with risk ratings that appear in the shaded area below the lower double line can be considered as adequately controlled risk.
3. Hazards with risk ratings above the upper double line must be considered as not adequately controlled. Further controls will be required. Hazards with risk ratings in the darker shaded areas will require consideration of whether to suspend or start the operation until controls are introduced.
4. The control measures provided for hazards with risk ratings between the two double lines must be examined against current standards to arrive at a decision as to whether the hazard is adequately controlled or not adequately controlled.

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ASSESSED BY: GARY LATHAN,

REVIEW: N/A



## APPENDIX 6 – SITE PLAN / AREA PLAN

SEE SITE PLANS ISSUED SEPARATELY

## APPENDIX 7 – EVENT FIRE RISK ASSESSMENT

## FIRE RISK ASSESSMENT

EVENT	
RADIO 1 BIG WEEKEND LIVE AT HULL	
STRUCTURE / AREA	
ARTIST & PRODUCTION AREAS	
LOCATION	
BURTON CONTABLE ESTATE, HULL	
DESCRIPTION	
AREA WITH A NUMBER OF PORTACABINS & MARQUEES USED AS DRESSING ROOMS FOR THE ARTISTS AND OFFICES FOR PRODUCTION STAFF.	
OCCUPANT CAPACITIES	
PUBLIC	STAFF & ARTISTS
NONE	PRODUCTION – 60 APPROX ARTISTS AREA – 300 MAX AT ANY ONE TIME

# FIRE RISK ASSESSMENT

AREA: ARTISTS / PRODUCTION COMPOUND.

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
<b>Fire – Sources of ignition</b>  Smoking materials / matches, lighters etc. Lighting equipment, Arson, Electrical equipment.	Employees  Contractors  Self employed  Visitors	Covered structures and Portakabins designated “No Smoking” areas  Lighting equipment subject to a system of testing and examination to ensure in good working order  Electrical installations will be in accordance with the IEE Regulations / BS 7909  Sufficient stewarding and security measures in place  Portable Appliance Testing carried out by individual suppliers for all portable electrical equipment	Ensure No Smoking signs are displayed in Portakabins and enclosed structures  PAT testing system in place  Security deployed  Electrical Temporary Installation Certificate available	
<b>Fire – Sources of Fuel/Oxygen</b>  Wood / paper / cardboard etc, Waste materials, Furniture, Decorations, Rubbish, Drapes Textiles Timber	Employees  Contractors  Self employed  Visitors	The membranes, fabric and the rigid linings used in the construction of any temporary structure will conform to the relevant Standard – BS 5867 Part 2 Type B, BS 7837, British Standard 5438, Tests 2A and 2B, British Standard 7157, BS EN ISO 6940 / 6941.French Standard NFP.92503, Performance Level M2, German Standard DIN 4102, Part 1, Performance Level B1, Italian Standard UNI 9174, Performance Level M2, USA Standard NFPA 701, Large scale test  Where soft furnishings / upholstered furniture are used, this shall comply to the Furniture and Furnishings (Fire Safety) Regulations 1988 / BS 5852 / BS EN 1021 Part 1  Any tent materials fire retardant into BS5438/7157  Any Drapes and curtains fire retardant to BS 5867/5438  Any decorations or dressing used are flame retardant.  No refuse will be allowed to accumulate which would give rise to an increased risk of fire	Test Certification available  No accumulation of flammable materials  Refuse bins available	

<b>Assessor:</b> Gary Lathan CMIOSH	<b>Date:</b> 15/2/17	<b>Date of Review:</b>
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# FIRE RISK ASSESSMENT

AREA: ARTISTS / PRODUCTION COMPOUND.

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
--------------------	------------------	---------------------------	---------------------------------	----------

		<p>Sufficient waste receptacles available for use on site</p> <p>Combustible materials not allowed to build up.</p> <p>Bunded storage tanks used at generator positions as required</p>		
<b>Fire - Specific work processes</b>			<p>On site monitoring to identify specific work processes.</p> <p>Permit to Work operated for any hot works.</p>	No specific work processes identified which involve additional fire hazards
<b>Reducing the Likelihood of Fire:</b>		See controls already referred to in this document		
<b>Restricting the spread of fire and smoke:</b>  <b>Fire Separation Cavities</b> <b>Internal Linings</b> <b>From external</b>		Linings of marquees complies with BS 5438	Test Certification available	
<b>Emergency Procedures</b>  <b>Written Procedure</b> <b>Assembly Point</b> <b>Coordination</b>		<p>Area procedure and what to do in the event of a fire instructions displayed</p> <p>Incident coordinated through the ELT</p>	Fire evacuation notices displayed	
<b>Means of Escape</b>		Evacuation route designed to ensure evacuation in 2.5 minutes	Exit widths checked on	

Assessor: Gary Lathan CMIOSH	Date: 15/2/17	Date of Review:
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# FIRE RISK ASSESSMENT

AREA: ARTISTS / PRODUCTION COMPOUND.

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
--------------------	------------------	---------------------------	---------------------------------	----------

	<p>Travel distances comply with guidelines</p> <p>Emergency exits provide sufficient egress for intended capacity.</p> <p>Exit doors from Portakabins, if used, will open in the direction of escape, will not be so locked or fastened that they cannot be readily opened and will lead to as directly as possible to a place of safety.</p> <p>Egress routes will be kept clear from obstruction throughout the Event</p> <p>Suitable and sufficient lighting will be provided to ensure the safe evacuation out with daylight hours</p> <p>Designated Emergency egress suitably signed in accordance with BS 5499</p> <p>Alternative emergency exit route designated in any fenced area</p>	<p>completion of any tents</p> <p>Egress routes monitored during event.</p> <p>Suitable illumination available in the event of an emergency</p> <p>Ensure that alternative exit from compound designated.</p>	
<b>Escape Route Lighting</b>	Lighting in the event of a power failure sufficient for egress.	Suitable illumination available in the event of an emergency	
<b>Fire Safety Signs and Notices</b>	<p>Additional signage, which meets the requirements of BS 5499, displayed as required.</p> <p>No smoking signs displayed in any enclosed structures</p>		
<b>Means of detecting and raising the alarm</b>	<p>Stewards to raise the alarm and notify the Fire Service</p> <p>Event stewards suitably deployed to enable warning to be given to Security Control on any outbreak of fire out within the arena</p>	Loudhailers available for use as required	

Assessor: Gary Lathan CMIOSH	Date: 15/2/17	Date of Review:
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# FIRE RISK ASSESSMENT

AREA: ARTISTS / PRODUCTION COMPOUND.

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
--------------------	------------------	---------------------------	---------------------------------	----------

		Radio communications in use throughout the event environment Loudhailers available for use by stewards as required.		
<b>Means of Fighting Fire</b>		Fire fighting equipment allocated in accordance with EMP deployment schedule Emergency vehicle access available to the area.	FFE equipment deployed and in place throughout event. Vehicle access route kept clear.	

Assessor: Gary Lathan CMIOSH	Date: 15/2/17	Date of Review:
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## FIRE RISK ASSESSMENT

Potential consequences of fire ⇒	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

LOW

MEDIUM

HIGH

In this context, a definition of the above terms is as follows:

**Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor shortcomings).

**High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM

MODERATE HARM

EXTREME HARM

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of an occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial  Tolerable  Moderate  Substantial  Intolerable

Risk Level	Action and timescale
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

# FIRE RISK ASSESSMENT

EVENT

RADIO 1 BIG WEEKEND LIVE AT HULL

STRUCTURE / AREA

WHERE IT BEGINS BIG TOP

LOCATION

BURTON CONSTABLE ESTATE, HULL

DESCRIPTION

BIG TOP STRUCTURE WITH INTERNAL STAGE USED AN ENTERTAINMENT VENUE.

OCCUPANT CAPACITIES

PUBLIC

6750 (2750M2)

STAFF

APPROX 50

# FIRE RISK ASSESSMENT

AREA: WHERE IT BEGINS BIG TOP TENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
<b>Fire – Sources of ignition</b>  Smoking materials / matches, lighters etc. Lighting equipment, Arson, Electrical equipment. Naked Flames Static Electricity	Employees  Contractors  Self employed  Public  Visitors	Covered structures designated “No Smoking” areas  Lighting equipment subject to a system of testing and examination to ensure in good working order  Electrical installations will be in accordance with the IEE Regulations / BS 7909  Sufficient stewarding and security measures in place  Portable Appliance Testing carried out by individual suppliers for all portable electrical equipment	Ensure No Smoking signs are posted at stage entry, tent entrances, internal king poles, foh.  Pat testing system available  Security deployed  Electrical Temporary Installation Certificate available	
<b>Fire – Sources of Fuel/Oxygen</b>  Wood / paper / cardboard etc, Waste materials, Furniture, Decorations, Rubbish, Fuel (diesel) Flammable Solvents Drapes	Employees  Contractors  Self employed  Public  Visitors	The membranes, fabric and the rigid linings used in the construction of any temporary structure will conform to the relevant Standard – BS 5867 Part 2 Type B, BS 7837, British Standard 5438, Tests 2A and 2B, British Standard 7157, BS EN ISO 6940 / 6941.French Standard NFP.92503, Performance Level M2, German Standard DIN 4102, Part 1, Performance Level B1, Italian Standard UNI 9174, Performance Level M2, USA Standard NFPA 701, Large scale test  Where soft furnishings / upholstered furniture are used, this shall comply to the Furniture and Furnishings (Fire Safety) Regulations 1988 / BS 5852 / BS EN 1021 Part 1  Any tent materials fire retardant into BS5438/7157  Drapes and curtains fire retardant to BS 5867/5438  Rigid linings and wallboards not less than Class 1, BS 476	Test Certification available  No accumulation of flammable material within the tent, beneath and around the stage area.  Refuse bins backstage and in public area outside the tents  Fuel storage, if present, in bunded tanks	

<b>Assessor:</b> Gary Lathan CMIOSH	<b>Date:</b> 15/2/17	<b>Date of Review:</b> Following material change
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# FIRE RISK ASSESSMENT

AREA: WHERE IT BEGINS BIG TOP TENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
		<p>Any decorations or dressing used are flame retardant.</p> <p>No refuse will be allowed to accumulate which would give rise to an increased risk of fire</p> <p>Sufficient waste receptacles available for use on site</p> <p>Combustible materials not allowed to build up beneath staging</p> <p>Any flammable liquids will be stored in suitable closed containers, in a safe and secure manner and be marked clearly to indicate the contents</p> <p>Bunded storage tanks used at generator positions.</p>		
<b>Fire - Specific work processes</b>			<p>On site monitoring to identify specific work processes.</p> <p>Permit to Work operated for any hot works.</p>	<p>No specific work processes identified which involve additional fire hazards</p>
<b>Reducing the Likelihood of Fire:</b>		<p>See controls already referred to in this document</p>		
<p><b>Restricting the spread of fire and smoke:</b></p> <p><b>Fire Separation Cavities</b></p> <p><b>Internal Linings</b></p> <p><b>From external</b></p>		<p>The event takes place in a Temporary structure consisting of Big Top tented structure and stage area.</p> <p>Linings of marquees complies with BS 5438</p>	<p>Test Certification available</p>	

<p>Assessor: Gary Lathan CMIOSH</p>	<p>Date: 15/2/17</p>	<p>Date of Review: Following material change</p>
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# FIRE RISK ASSESSMENT

AREA: WHERE IT BEGINS BIG TOP TENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
--------------------	------------------	---------------------------	---------------------------------	----------

<b>Emergency Procedures</b>	Area procedure and what to do in the event of a fire instructions displayed	Fire evacuation notices displayed on Stage Managers Cabin	
<b>Written Procedure</b>	Incident coordinated through the ELT		
<b>Assembly Point Coordination</b>			
<b>Means of Escape</b>	<p>Evacuation route designed to ensure evacuation in 2.5 minutes</p> <p>Travel distances comply with guidelines</p> <p>Emergency exits provide sufficient egress for intended capacity. Total available emergency exit widths of:</p> <p>INMWT – 10 exits @ 4m width</p> <p>Exits made by removing tent walling at the designated exit locations</p> <p>Suitable emergency lighting/illuminated emergency exit signage provided.</p> <p>Egress routes will be kept clear from obstruction throughout the Event</p> <p>Suitable and sufficient lighting will be provided to ensure the safe evacuation out with daylight hours</p> <p>Designated Emergency egress suitably signed in accordance with BS 5499</p>	<p>Exit widths checked on completion of the tents</p> <p>Exit signage installed and operational</p> <p>Egress routes monitored during event.</p> <p>Suitable illumination available in the event of an emergency</p>	
<b>Escape Route Lighting</b>	<p>Maintained emergency lighting luminaires provided to BS 5266</p> <p>Lighting in the event of a power failure sufficient for egress.</p>	Suitable illumination available in the event of an emergency	
<b>Fire Safety Signs and Notices</b>	Additional signage, which meets the requirements of BS 5499, displayed as required.		

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<b>Assessor:</b> Gary Lathan CMIOSH	<b>Date:</b> 15/2/17	<b>Date of Review:</b> Following material change
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# FIRE RISK ASSESSMENT

AREA: WHERE IT BEGINS BIG TOP TENT

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
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	<p>No smoking signs displayed on the stage access routes and in any enclosed structures</p>		
<p><b>Means of detecting and raising the alarm</b></p>	<p>Stewards / Stage Manager to raise the alarm and notify the Fire Service</p> <p>Event stewards suitably deployed to enable warning to be given to Security Control on any outbreak of fire out within the arena</p> <p>Radio communications in use throughout the event environment</p> <p>Loudhailers available for use by stewards as required in the event of a PA malfunction</p> <p>PA systems available to broadcast any emergency messages as required</p>	<p>Ensure Stage Managers aware of emergency procedure.</p> <p>Loudhailers available for use as required at each stage</p>	
<p><b>Means of Fighting Fire</b></p>	<p>Fire fighting equipment allocated in accordance with EMP deployment schedule</p> <p>Emergency vehicle access available to the area.</p> <p>Access routes for appliances will be not less than 3.7 metres wide, no overhead structures or cables will be less than 4 metres above the ground and any routes will be capable of taking the weight of fire fighting appliances (14 tonnes)</p>	<p>FFE equipment deployed and in place throughout event.</p> <p>Vehicle access route kept clear.</p>	

<p>Assessor: Gary Lathan CMIOSH</p>	<p>Date: 15/2/17</p>	<p>Date of Review: Following material change</p>
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## FIRE RISK ASSESSMENT

Potential consequences of fire ⇒	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

LOW

MEDIUM

HIGH

In this context, a definition of the above terms is as follows:

**Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor shortcomings).

**High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM

MODERATE HARM

EXTREME HARM

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of an occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial  Tolerable  Moderate  Substantial  Intolerable

Risk Level	Action and timescale
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
<b>Moderate</b>	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p>
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

# FIRE RISK ASSESSMENT

EVENT	
RADIO 1 BIG WEEKEND LIVE AT HULL	
STRUCTURE / AREA	
MAIN STAGE	
LOCATION	
BURTON CONSTABLE ESTATE - ARENA	
DESCRIPTION	
OUTDOOR MAIN STAGE STRUCTURE IN GREEN FIELD SITE	
OCCUPANT CAPACITIES	
PUBLIC	STAFF
NONE	MAIN STAGE – APPROX 50

# FIRE RISK ASSESSMENT

AREA: Main Stage

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
<b>Fire – Sources of ignition</b>  Smoking materials / matches, lighters etc. Lighting equipment, Arson, Electrical equipment. Naked Flames Static Electricity Pyrotechnics	Employees  Contractors  Self employed  Public  Visitors	Covered structures designated “No Smoking” areas  Lighting equipment subject to a system of testing and examination to ensure in good working order  Electrical installations will be in accordance with the IEE Regulations / BS 7909  Sufficient stewarding and security measures in place  Portable Appliance Testing carried out by individual suppliers for all portable electrical equipment  Use of Pyrotechnics or Gas Flame effects (if used) in accordance with specific risk assessment	Ensure No Smoking signs are posted at stage  Pat testing system available  Security deployed  Electrical Temporary Installation Certificate available	
<b>Fire – Sources of Fuel/Oxygen</b>  Wood / paper / cardboard etc, Waste materials, Furniture, Decorations, Rubbish, Fuel (diesel) Drapes Wall coverings Textiles Confetti	Employees  Contractors  Self employed  Public  Visitors	The membranes, fabric and the rigid linings used in the construction of any temporary structure will conform to the relevant Standard – BS 5867 Part 2 Type B, BS 7837, British Standard 5438, Tests 2A and 2B, British Standard 7157, BS EN ISO 6940 / 6941.French Standard NFP.92503, Performance Level M2, German Standard DIN 4102, Part 1, Performance Level B1, Italian Standard UNI 9174, Performance Level M2, USA Standard NFPA 701, Large scale test  Where soft furnishings / upholstered furniture are used, this shall comply to the Furniture and Furnishings (Fire Safety) Regulations 1988 / BS 5852 / BS EN 1021 Part 1  Any roof and wall materials fire retardant into BS5438/7157  Drapes and curtains fire retardant to BS 5867/5438  Rigid linings and wallboards not less than Class 1, BS 476	Test Certification available  No accumulation of flammable material within around the stage area.  Refuse bins backstage  Fuel storage, if present, in banded tanks	

Assessor: Gary Lathan CMIOSH	Date: 15/2/17	Date of Review: N/A
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# FIRE RISK ASSESSMENT

AREA: Main Stage

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
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		<p>Any decorations or dressing used are flame retardant.</p> <p>No refuse will be allowed to accumulate which would give rise to an increased risk of fire</p> <p>Sufficient waste receptacles available for use on site</p> <p>Combustible materials not allowed to build up beneath staging</p> <p>Any flammable liquids will be stored in suitable closed containers, in a safe and secure manner and be marked clearly to indicate the contents</p> <p>Bunded storage tanks used at generator positions.</p> <p>Any Confetti used flame retardant</p>		
<b>Fire - Specific work processes</b>			<p>On site monitoring to identify specific work processes.</p> <p>Permit to Work operated for any hot works.</p>	<p>No specific work processes identified which involve additional fire hazards</p>
<b>Reducing the Likelihood of Fire:</b>		<p>See controls already referred to in this document</p>		
<p><b>Restricting the spread of fire and smoke:</b></p> <p><b>Fire Separation Cavities</b></p>		<p>The event takes place in a Temporary structure consisting stage area.</p> <p>Drapes and curtains fire retardant to BS 5867/5438</p>	<p>Test Certification available</p>	

<p>Assessor: Gary Lathan CMIOSH</p>	<p>Date: 15/2/17</p>	<p>Date of Review: N/A</p>
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# FIRE RISK ASSESSMENT

AREA: Main Stage

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
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<b>Internal Linings From external</b>				
<b>Emergency Procedures</b>		Area procedure and what to do in the event of a fire instructions displayed	Fire evacuation notices displayed	
<b>Written Procedure Assembly Point Coordination</b>		Incident coordinated through the ELT		
<b>Means of Escape</b>		<p>Travel distances comply with guidelines</p> <p>More than one means of exiting the stage for stages over 60 person capacity or if travel distance &gt; 32m</p> <p>Any stairways used as emergency routes comply with the technical standards</p> <p>Egress routes will be kept clear from obstruction throughout the Event</p> <p>Suitable and sufficient lighting will be provided to ensure the safe evacuation out with daylight hours</p>	<p>Exits stairs comply with technical standards.</p> <p>Egress routes monitored during event.</p> <p>Suitable illumination available in the event of an emergency</p>	
<b>Escape Route Lighting</b>		Lighting in the event of a power failure sufficient for egress.	Suitable illumination available in the event of an emergency	
<b>Fire Safety Signs and Notices</b>		<p>Additional signage, which meets the requirements of BS 5499, displayed as required.</p> <p>No smoking signs displayed on the stage access routes and in any enclosed structures</p>		
<b>Means of detecting and raising the alarm</b>		<p>Stewards / Stage Manager to raise the alarm and notify the Fire Service</p> <p>Event stewards suitably deployed to enable warning to be given to Security Control on any</p>	Ensure Stage Managers aware of emergency procedure.	

<b>Assessor:</b> Gary Lathan CMIOSH	<b>Date:</b> 15/2/17	<b>Date of Review:</b> N/A
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# FIRE RISK ASSESSMENT

AREA: Main Stage

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTION (incl timescale)	COMMENTS
		<p>outbreak of fire out within the arena</p> <p>Radio communications in use throughout the event environment</p> <p>Loudhailers available for use by stewards as required in the event of a PA malfunction</p> <p>PA systems available to broadcast any emergency messages as required</p>	<p>Loudhailers available for use as required at each stage</p>	
<b>Means of Fighting Fire</b>		<p>Fire fighting equipment allocated in accordance with EMP deployment schedule</p> <p>Emergency vehicle access available to the area.</p> <p>Access routes for appliances will be not less than 3.7 metres wide, no overhead structures or cables will be less than 4 metres above the ground and any routes will be capable of taking the weight of fire fighting appliances (14 tonnes)</p>	<p>FFE equipment deployed and in place throughout event.</p> <p>Vehicle access route kept clear.</p>	

Assessor: Gary Lathan CMIOSH	Date: 15/2/17	Date of Review: N/A
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## FIRE RISK ASSESSMENT

Potential consequences of fire ⇒	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
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Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

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MODERATE HARM

EXTREME HARM

In this context, a definition of the above terms is as follows:



Slight harm: Outbreak of fire unlikely to result in serious injury or death of an occupant (other than an occupant sleeping in a room in which a fire occurs).

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Trivial  Tolerable  Moderate  Substantial  Intolerable

Risk Level	Action and timescale
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<b>Tolerable</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

## APPENDIX 8 - WIND MANAGEMENT POLICY

## **Method Statement for Management of Temporary Structures during Winds**

Guidance is taken from the IStructE Temporary demountable structures 3rd Edition and the relevant information from the Installation Company and specific design requirements of the temporary structure

- Reliable weather forecasting information including monitoring and forecasting of wind speed is obtained up to, during and after the event while the de construction process is underway. This may include a weather warning system as required. A logging weather station is erected on site to provide real time recording including maximum gusts and average wind speeds.
- A Level 1 warning is determined for all temporary structures. When monitoring registers a gust wind in excess of 75% of the structures maximum operational wind speed in an increasing general trend of recorded wind speeds, an alert is given to the erectors and such measures as outlined in their policy are initiated.
- A level 2 warning is determined for all temporary structures. When monitoring registers a gust wind in excess of 90% of the structures maximum operational wind speed in an increasing general trend of recorded wind speeds, the operational procedures defined in the erectors management plan is implemented and the site or area secured against access by the public
- If an isolated gust of 90% of the maximum operational wind speed is obtained against a background of generally decreasing wind speeds a further period of monitoring is carried out.
- Contact details are collated for the standby personnel during the event of all temporary structures
- This general guidance is used in conjunction with any specialist guidance issued by the structures erection company. A list of operational wind speeds and appropriate management actions will be compiled for the event.

## Lightning Procedure

The following procedure should be followed in the Event of Lightning forecast or indicative electrical storm weather conditions being experienced at the Event.

Monitoring is carried out by the H&S Manager / Event Control / LA. Communication coordinated through Event Control.

- Level 1 :Electrical Storms within 32 km /20 miles. Staff on Alert. 96 second count (Km), 100 second count (miles)
  - Inform Event Control
  - Inform Event Manager
  - Inform H&S Manager
  - Inform Relevant HOD's
  
- Level 2: Electrical storm within 16km / 10 miles and closing. Alert. 48 second count (Km), 50 second count (miles)
  - Climbing personnel return to ground level.
  - Cherry pickers with Camera and CCTV lowered to ground.
  - Low level work continues. Consideration given to powering down.
  - Level 2 Announcement Message activated (see below)
  
- Level 3: Electrical storm within 8km / 5 miles and closing. 24 second count (Km), 25 second count (miles)
  - Level 3 Announcement Message activated (see below)
  - Personnel to cease work and prepare for severe weather that may accompany lightning.
  - Power down the stage(s). Essential power supplies running emergency or communications equipment to stay operational.
  - Order temporary suspension of work and clear stage area(s).
  
- Level 4: Electrical storms within 3km / 2 miles and closing. 9 sec count (Km), 10 second count (miles)
  - Personnel to take refuge
  - Prepare for storm passing and re energising of power systems
  - Activate Screen Message (below) on resumption of Screen Power.

Work should not resume until 15 minutes after passing of weather system or period between lighting and thunder increases to suggest system has moved on to a distance equivalent LEVEL 2

## Warning Messages

### **LEVEL 2 ANNOUNCEMENT TO BE MADE FROM STAGE BY STAGE MANAGER / MC:**

“In the event of adverse weather this evening it may be necessary to temporarily stop the show in order to preserve and safeguard technical equipment. During this time it we may be unable to make loud speaker announcements. Should this occur, we hope to be able to return to live music as soon as possible and thank you in advance for your patience.”

### **LEVEL 3 ANNOUNCEMENT TO BE MADE FROM STAGE BY STAGE MANAGER / MC:**

“For safety and operational reasons it is necessary to cut power to the stage due to the high risk of an electrical storm – we will resume the stage performances as soon as possible’

### **TO BE USED ON SCREENS AFTER POWER RESUMED:**

‘Live music will be resumed as soon as possible’

## Anticipating and Monitoring a Thunderstorm

Keep a constant lookout for thunderstorm clouds in the area. They can develop in as little as 15 minutes. If thunder is heard and intra-cloud /cloud to ground lightning can be seen, you are already in a higher risk situation.

Once thunder can be heard, keep estimating the distance to the lightning activity by using the “Flash to Bang” reckoning method.

This is a mental calculation by counting the delay between seeing a lightning flash, to hearing the audible thunder associated with the flash.

The rule of thumb is that every 3 seconds of delay between a flash to thunder, equates to a distance of 1 kilometer, so where 30 second flash-to-thunder time interval, the lightning activity is about 10 km away. (5 seconds of delay for every 1 mile)

Real Time Website: <http://www.lightningmaps.org/blitzortung/europe/index.php?lang=en>

## APPENDIX 9 – BUILD AND BREAK SCHEDULE

EVENT	Radio 1 Big Weekend 2017
VENUE	Burton Constable Hall - Hull
VERSION	V1

Today's Date	Thursday, 16 March 17
Show Date	Saturday, 27 May 17
Days to Show	72



Date	Time	Area	Entrance	Vehicle	Dept	Ref.	Company	Activity	Additions
Thursday, 11 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Thursday, 11 May 17		Open To Public - House Entrance							
Thursday, 11 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout Trakway	Mike on site
Thursday, 11 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	Crew numbers tbc - Start at prod entrance, artist entance, arena ring road and dedicated crew to unload deliveries
Friday, 12 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Friday, 12 May 17		Open To Public - House Entrance							
Friday, 12 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	Crew numbers tbc - Start at prod entrance, artist entance, arena ring road and dedicated crew to unload deliveries
Saturday, 13 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Saturday, 13 May 17		Café Open To Public							
Saturday, 13 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install commences	Crew numbers tbc - Start at prod entrance, artist entance, arena ring road and
Sunday, 14 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Sunday, 14 May 17		Café Open To Public							
Sunday, 14 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout continues	Mike on site
Sunday, 14 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	1x Crew to install 1x load to accommodate trucks from Monday
Monday, 15 May 17		PHASE 1 - SITE ENABLING WORKS (Site Markout, Ground Protection and Site Security)							
Monday, 15 May 17		Café Closed To Public							
Monday, 15 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout continues	
Monday, 15 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Security Cabin
Monday, 15 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	Crew numbers tbc - Start at prod entrance, artist entance, arena ring road and
Monday, 15 May 17	08:00	Site	Production B		Site		Entertee	Perimeter fence install commences	
Monday, 15 May 17	08:00	Site	Production B		Site		CJC and Rock City	2x Site Crew on site	2x forklift drivers
Monday, 15 May 17	08:00	Site	Production B	TBC	Site		Plant Supplier	Plant Delivery	TBC
Monday, 15 May 17	08:00	Site	Production B	TBC	Site		Winner	Buggy Delivery	2x Mules
Monday, 15 May 17	10:00	Site	Production B	TBC	Site		Entertee	Dry Hire Fence Deliveries Commence	Inc. trakmatts
Monday, 15 May 17	12:00	Production Village	Production B	TBC	Site		A1 Loos	Delivery production toilet trailer	To arrive with full handwash tank
Tuesday, 16 May 17		PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)							
Tuesday, 16 May 17		Café Closed To Public							
Tuesday, 16 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout continues	
Tuesday, 16 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Tuesday, 16 May 17	08:00	Site	Production B		Site		Entertee	Perimeter fence install continues	
Tuesday, 16 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Vehicle Supplier	Flatbed Delivery	
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Plant Supplier	Plant Delivery	TBC
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Commences	Production Office complete by EOP
Tuesday, 16 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Tuesday, 16 May 17	08:00	Site	Production B	TBC	Site		Search	Buggy Delivery	12x 4 Seater - 10x Box Buggies
Tuesday, 16 May 17	09:00	Site	Production B	TBC	Site		Scaffolding Supplier	Scaffold Delivery	Truck number tbc
Tuesday, 16 May 17	09:00	Site	Production B	TBC	Site		Entertee	Dry Hire Fence Deliveries Continues	Truck number tbc
Tuesday, 16 May 17	12:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	Site Crew Cabin, Site Store, Power
Wednesday, 17 May 17		PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)							
Wednesday, 17 May 17		Café Closed To Public							
Wednesday, 17 May 17	07:00	Site	Production B	4x4	Site		Go For...	Markout continues	
Wednesday, 17 May 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Delivery	BBC Steel Store, Medics, Marketing, Staging, Meeting Room, Main Stage Office
Wednesday, 17 May 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install continues	crew numbers tbc - notes tbc
Wednesday, 17 May 17	08:00	Site	Production B		Site		Entertee	Perimeter fence install continues	
Wednesday, 17 May 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew

Wednesday, 17 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc	
Wednesday, 17 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site		
Wednesday, 17 May 17	08:00	Site	Production B		Site	EE	Commence Phone Mast Install		
Wednesday, 17 May 17	08:00	Site	Production B		Site	O2	O2 Mast and Temp Radio Install Commences		
Wednesday, 17 May 17	10:00	Main Stage	Production B	TBC	Site	A1 Loos	Delivery build toilets	1x trailer main stage and PJ's x tbc	
Wednesday, 17 May 17	18:00	Site	Production B	TBC	Site	Entertee	Dry Hire Fence Deliveries Complete	Truck number tbc	
<b>Thursday, 18 May 17</b>		<b>PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)</b>							
Thursday, 18 May 17		Café Closed To Public							
Thursday, 18 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management		
Thursday, 18 May 17	08:00	Site	Production B	TBC	Site	Black Cat	Shell Scheme Install	Production Office and Accreditation	
Thursday, 18 May 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway install continues	crew numbers tbc - notes tbc	
Thursday, 18 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage Build Commences		
Thursday, 18 May 17	08:00	Site	Production B		Site	CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew	
Thursday, 18 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc	
Thursday, 18 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site		
Thursday, 18 May 17	08:00	Site	Production B		Site	EE	Continue Phone Mast Install		
Thursday, 18 May 17	08:00	Site	Production B		Site	O2	O2 Mast and Temp Radio Install Continues		
Thursday, 18 May 17	20:00	Site	Production B		Site	Entertee	Perimeter fence completed		
<b>Friday, 19 May 17</b>		<b>PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)</b>							
Friday, 19 May 17		Café Closed To Public							
Friday, 19 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management		
Friday, 19 May 17	08:00	Site	Production B	Wag & Drag	Site	Search	Cabin Delivery	Catering Office	
Friday, 19 May 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway install continues	crew numbers tbc - notes tbc	
Friday, 19 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install commences		
Friday, 19 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage Build Continues		
Friday, 19 May 17	08:00	Site	Production B		Site	CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew	
Friday, 19 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc	
Friday, 19 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site		
Friday, 19 May 17	08:00	Site	Production B		Site	EE	Continue Phone Mast Install		
Friday, 19 May 17	08:00	Site	Production B		Site	O2	O2 Mast and Temp Radio Install Complete		
<b>Saturday, 20 May 17</b>		<b>PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)</b>							
Saturday, 20 May 17		Café Open To Public							
Saturday, 20 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management		
Saturday, 20 May 17	08:00	Site	Production B	Wag & Drag	Site	Search	Cabin Delivery	Waste Tank Delivered	
Saturday, 20 May 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway install continues	crew numbers tbc - notes tbc	
Saturday, 20 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install continues		
Saturday, 20 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage Build Continues		
Saturday, 20 May 17	08:00	Site	Production B		Site	CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew	
Saturday, 20 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc	
Saturday, 20 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site		
Saturday, 20 May 17	08:00	Site	Production B		Site	EE	Continue Phone Mast Install		
Saturday, 20 May 17	09:00	Dance Arena	Production B	Artic	Site	Normadic Spaces	Duospan Build Commences		
Saturday, 20 May 17	12:00	INMWT	Production B		Site	A&J Big Tops	Big Top Tent Build		
<b>Sunday, 21 May 17</b>		<b>PHASE 2 - INFRASTRUCTURE BUILD (Cabins, Tents and Stages)</b>							
Sunday, 21 May 17		Café Open To Public							
Sunday, 21 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management		
Sunday, 21 May 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway install continues	crew numbers tbc - notes tbc	
Sunday, 21 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install continues		
Sunday, 21 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage Build Continues		
Sunday, 21 May 17	08:00	Site	Production B		Site	CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew	
Sunday, 21 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc	
Sunday, 21 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site		
Sunday, 21 May 17	20:00	INMWT	Production B		Site	A&J Big Tops	Big Top Tent Complete		
<b>Monday, 22 May 17</b>		<b>PHASE 3 - ANCILLARY CONTENT (Bars, Traders, Funfair etc...)</b>							
Monday, 22 May 17		Café Closed							
Monday, 22 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management		
Monday, 22 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Install Continues	As per marquee schedule tbc	
Monday, 22 May 17	08:00	Site	Production B	Wag & Drag	Site	Search	Cabin Delivery	Production Holding, WIB Office, Introducing Office, Box Office 1, Accreditation 2, Ticketmaster, Ejection Centre, Press Office, Introducing Store, Dressing Room Store, Pyro, Newsbeat, Dance Tent Office	
Monday, 22 May 17	08:00	Site	Production B		Site	Entertee	Internal fence install continues		
Monday, 22 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage Build Continues		
Monday, 22 May 17	08:00	INMWT	Production B		Production	Serious Stages	Stage deck build		



Monday, 22 May 17	08:00	Site	Production B		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Monday, 22 May 17	08:00	Site	Production B	TBC	Site		A1 Loos	Arena Toilet Delivery Commences	No. TBC
Monday, 22 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Monday, 22 May 17	08:00	Site	Production B	TBC	Site		Winner	Buggy Delivery	14x 6 seaters
Monday, 22 May 17	08:00	Site	Production B	tbc	Site		Black Cat	Dressing Room Shell Scheme Install	
Monday, 22 May 17	20:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway install complete	crew numbers tbc - notes tbc
<b>Tuesday, 23 May 17</b>		<b>PHASE 3 - ANCILLARY CONTENT (Bars, Traders and Broadcasting)</b>							
Tuesday, 23 May 17		Café Closed							
Tuesday, 23 May 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Tuesday, 23 May 17	08:00	Site	Production B		Site		Entertee	Internal fence install continues	
Tuesday, 23 May 17	08:00	INMWT	Production B		Production		Serious Stages	Stage deck build continues	
Tuesday, 23 May 17	08:00	Site	Production B		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Tuesday, 23 May 17	08:00	Site	Production B	TBC	Site		A1 Loos	Arena Toilet Delivery Continues	No. TBC
Tuesday, 23 May 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Tuesday, 23 May 17	20:00	Main Stage	Production B		Production		Serious Stages	Stage Build Complete	
Tuesday, 23 May 17	20:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Install Complete	As per marquee schedule tbc
<b>Wednesday, 24 May 17</b>		<b>PHASE 4 - FIXING AND DRESSING (Broadcasting and Production Load In, Site Creative Install)</b>							
Wednesday, 24 May 17		Café Closed							
Wednesday, 24 May 17	07:00	Site	TBC	4x4	Site		Go For...	Site Management	
Wednesday, 24 May 17	08:00	Site	TBC	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Wednesday, 24 May 17	08:00	Main Stage	TBC		Production		Serious Stages	Front Of House & Delays Build	
Wednesday, 24 May 17	08:00	Introducing	TBC		Production		Serious Stages	Stage Build Commences	
Wednesday, 24 May 17	08:00	Site	TBC		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Wednesday, 24 May 17	08:00	Site	TBC	TBC	Site		A1 Loos	Arena Toilet Delivery Continues	No. TBC
Wednesday, 24 May 17	08:00	Site	TBC	Van	Site		Roadrunners	Runner on Site	
Wednesday, 24 May 17	09:00	Main Stage	TBC		Production		Lighting Supplier	LX load In	
Wednesday, 24 May 17	14:00	INMWT	TBC		Production		Serious Stages	Stage deck install complete	
Wednesday, 24 May 17	14:00	INMWT	TBC		Production		TBC	Ground Support Build Commence	
Wednesday, 24 May 17	14:00	INMWT	TBC		Production		Serious Stages	FOH, Camera Platforms Build	
Wednesday, 24 May 17	20:00	Site	TBC		Site		Entertee	Internal fence install complete	
<b>Thursday, 25 May 17</b>		<b>PHASE 4 - FIXING AND DRESSING (Broadcasting and Production Load In, Site Creative Install)</b>							
Thursday, 25 May 17		Café Closed							
Thursday, 25 May 17	07:00	Site	Production A	4x4	Site		Go For...	Site Management	
Thursday, 25 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Thursday, 25 May 17	08:00	Main Stage	Production A		Production		PA Supplier	PA Load In	
Thursday, 25 May 17	08:00	INMWT	Production A		Production		Lighting Supplier	LX Load In	
Thursday, 25 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Thursday, 25 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
Thursday, 25 May 17	12:00	Main Stage	Production A		Production		SFX Supplier	SFX Load In	
Thursday, 25 May 17	14:00	INMWT	Production A		Production		PA Suppliers	PA Load In	
Thursday, 25 May 17	14:00	INMWT	Production A		Production		SFX Supplier	SFX Load In	
Thursday, 25 May 17	20:00	Introducing	Production A		Production		Serious Stages	Stage Build Complete	
Thursday, 25 May 17	20:00	Site	Production A	TBC	Site		A1 Loos	Arena Toilet Deliveries Complete	No. TBC
<b>Friday, 26 May 17</b>		<b>PHASE 4 - FIXING AND DRESSING (Broadcasting and Production Load In, Site Creative Install)</b>							
Friday, 26 May 17		Café Closed							
Friday, 26 May 17	07:00	Site	Production A	4x4	Site		Go For...	Site Management	
Friday, 26 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Friday, 26 May 17	08:00	Site	Production A	Wag & Drag	Site		Live Trakway	Crew on standby	
Friday, 26 May 17	08:00	Site	Production A		Site		Entertee	Side of stages installed	
Friday, 26 May 17	08:00	Main Stage	Production A		Production		Video Supplier	Video Load In	
Friday, 26 May 17	08:00	INMWT	Production A		Production		Video Supplier	Video Load In	
Friday, 26 May 17	08:00	Introducing	Production A		Production		Lighting Supplier	LX Load In	
Friday, 26 May 17	08:00	Introducing	Production A		Production		PA Suppliers	PA Load In	
Friday, 26 May 17	08:00	Introducing	Production A		Production		SFX Supplier	SFX Load In	
Friday, 26 May 17	08:00	Site	Production A		Site		CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Friday, 26 May 17	08:00	Site	Production A	Van	Site		Roadrunners	Runner on Site	
<b>Saturday, 27 May 17</b>		<b>PHASE 5 - SHOW DAY</b>							
Saturday, 27 May 17		Café Closed							
Saturday, 27 May 17	07:00	Site	Production A	4x4	Site		Go For...	Site Management	
Saturday, 27 May 17	08:00	Site	Production A	TBC	Site		Cooper's Marquees	Standy Crew On Site	
Saturday, 27 May 17	08:00	Site	Production A	Wag & Drag	Site		Live Trakway	Crew on standby	
Saturday, 27 May 17	08:00	Site	Production A		Site		Entertee	Standby on site	
Saturday, 27 May 17	08:00	All Stages			Production			Sound Checks	

Saturday, 27 May 17	08:00	Site	Production A		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Saturday, 27 May 17	08:00	Site	Production A	Van	Site	Roadrunners	Runner on Site	
Saturday, 27 May 17	11:00	All Stages			Production		Show Live	
Saturday, 27 May 17	23:00	All Stages			Production		Hard Curfew	
<b>Sunday, 28 May 17</b>		<b>PHASE 5 - SHOW DAY</b>						
Sunday, 28 May 17		Café Closed						
Sunday, 28 May 17	07:00	Site	Production A	4x4	Site	Go For...	Site Management	
Sunday, 28 May 17	08:00	Site	Production A	TBC	Site	Cooper's Marquees	Standby Crew On Site	
Sunday, 28 May 17	08:00	Site	Production A	Wag & Drag	Site	Live Trakway	Crew on standby	
Sunday, 28 May 17	08:00	Site	Production A		Site	Entertee	Standby on site	
Sunday, 28 May 17	08:00	All Stages			Production		Sound Checks	
Sunday, 28 May 17	08:00	Site	Production A		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Sunday, 28 May 17	08:00	Site	Production A	Van	Site	Roadrunners	Runner on Site	
Sunday, 28 May 17	11:00	All Stages			Production		Show Live	
Sunday, 28 May 17	21:00	Introducing	Production A		Production	Tech Prod Suppliers	Production Load Out	Lighting, Video, PA and Rigging
Sunday, 28 May 17	21:30	INMWT	Production A		Production	Tech Prod Suppliers	Production Load Out	Lighting, Video, PA and Rigging
Sunday, 28 May 17	23:00	All Stages			Production		Hard Curfew	
<b>Monday, 29 May 17</b>		<b>PHASE 6 - ANCILLARY CONTENT REMOVAL</b>						
Monday, 29 May 17	01:00	Introducing	Production A		Production	Tech Prod Suppliers	Production Load Out Complete	
Monday, 29 May 17		Café Closed						
Monday, 29 May 17	03:30	INMWT	Production A		Production	Tech Prod Suppliers	Production Load Out Complete	
Monday, 29 May 17	07:00	Site	Production A	4x4	Site	Go For...	Site Management	
Monday, 29 May 17	08:00	Site	Production A	TBC	Site	Cooper's Marquees	Standby Crew On Site	
Monday, 29 May 17	08:00	Site	Production A	Wag & Drag	Site	Live Trakway	Crew on standby	
Monday, 29 May 17	08:00	Site	Production A		Site	Entertee	Standby on site	
Monday, 29 May 17	08:00	Main Stage	Production A		Production	Tech Prod Suppliers	Production Load Out	Lighting, Video, PA and Rigging
Monday, 29 May 17	08:00	INMWT	Production A		Production	Serious Stages	Stage deck derig	
Monday, 29 May 17	08:00	Introducing	Production A		Production	Serious Stages	Stage derig commences	
Monday, 29 May 17	08:00	Site	Production A		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Monday, 29 May 17	08:00	Site	Production A	Van	Site	Roadrunners	Runner on Site	
Monday, 29 May 17	08:00	Site	Production A		Site	O2	O2 Mast Derig Commences	
Monday, 29 May 17	12:00	Main Stage	Production A		Production	Serious Stages	Delay Tower Dismantle	
Monday, 29 May 17	16:00	Main Stage	Production A		Production	Tech Prod Suppliers	Production Load Out Complete	
Monday, 29 May 17	16:00	Main Stage	Production A		Production	Serious Stages	Stage derig commences	
Monday, 29 May 17	20:00	INMWT	Production A		Production	Serious Stages	Stage deck derig complete	
Monday, 29 May 17	20:00	Introducing	Production A		Production	Serious Stages	Stage derig complete	
<b>Tuesday, 30 May 17</b>		<b>PHASE 6 - ANCILLARY CONTENT REMOVAL</b>						
Tuesday, 30 May 17		Café Closed To Public						
Tuesday, 30 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management	
Tuesday, 30 May 17	08:00	Site	Production B		Site	Entertee	Internal fence derig commences	
Tuesday, 30 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage derig continues	
Tuesday, 30 May 17	08:00	INMWT	Production B		Site	A&J Big Tops	Tent Derig	
Tuesday, 30 May 17	08:00	Site	Production B		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Tuesday, 30 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Derig Commences	As per marquee schedule tbc
Tuesday, 30 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site	
Tuesday, 30 May 17	08:00	Site	Production B	TBC	Site	Winner	Buggy Collection	14x 6 seaters
Tuesday, 30 May 17	08:00	Site	Production B	Wag & Drag	Site	Search	Cabin Collection Commences	As Per Schedule
Tuesday, 30 May 17	08:00	Site	Production B		Site	O2	O2 Mast Derig Continues	
Tuesday, 30 May 17	08:00	Site	Production B	tbc	Site	Black Cat	Dressing Room Shell Scheme Removal	
Tuesday, 30 May 17	09:00	Dance Arena	Production B	Artic	Site	Normadic Spaces	Duospan Derig	
Tuesday, 30 May 17	20:00	INMWT	Production B		Site	A&J Big Tops	Tent Derig Complete	
<b>Wednesday, 31 May 17</b>		<b>PHASE 7 - INFRASTRUCTURE REMOVAL</b>						
Wednesday, 31 May 17		Café Closed To Public						
Wednesday, 31 May 17	07:00	Site	Production B	4x4	Site	Go For...	Site Management	
Wednesday, 31 May 17	08:00	Site	Production B	Wag & Drag	Site	Live Trakway	Trakway recovery commence	crew numbers tbc - notes tbc
Wednesday, 31 May 17	08:00	Site	Production B		Site	Entertee	Internal fence derig install continues	
Wednesday, 31 May 17	08:00	Main Stage	Production B		Production	Serious Stages	Stage derig continues	
Wednesday, 31 May 17	08:00	Site	Production B		Site	CJC and Rock City	8x Site Crew on site	1x crew boss, 4x forklift drivers, 3x crew
Wednesday, 31 May 17	08:00	Site	Production B	TBC	Site	Cooper's Marquees	Marquee Derig Continues	As per marquee schedule tbc
Wednesday, 31 May 17	08:00	Site	Production B	Van	Site	Roadrunners	Runner on Site	
Wednesday, 31 May 17	08:00	Site	Production B		Site	EE	Derig Phone Mast	
Wednesday, 31 May 17	08:00	Site	Production B	Wag & Drag	Site	Search	Cabin Collection Continues	As Per Schedule

Wednesday, 31 May 17	08:00	Site	Production B		Site		O2	O2 Mast Derig Continues	
Wednesday, 31 May 17	08:00	Site	Production B	tbc	Site		Black Cat	Accreditation and Office Shell Scheme Removal	
<b>Thursday, 1 June 17</b>		<b>PHASE 7 - INFRASTRUCTURE REMOVAL</b>							
Thursday, 1 June 17		Café Closed To Public							
Thursday, 1 June 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Thursday, 1 June 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway recovery commence	crew numbers tbc - notes tbc
Thursday, 1 June 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Thursday, 1 June 17	08:00	Site	Production B	TBC	Site		Entertee	Dry Hire Collection Commences	Truck number tbc
Thursday, 1 June 17	08:00	Site	Production B	Van	Site		Roadrunners	Runner on Site	
Thursday, 1 June 17	08:00	Site	Production B	Wag & Drag	Site		Search	Cabin Collection Continues	As Per Schedule
Thursday, 1 June 17	08:00	Site	Production B		Site		O2	O2 Mast Derig Continues	
Thursday, 1 June 17	20:00	Main Stage	Production B		Production		Serious Stages	Stage derig complete	
Thursday, 1 June 17	20:00	Site	Production B	TBC	Site		Cooper's Marquees	Marquee Derig Complete	As per marquee schedule tbc
Thursday, 1 June 17	22:00	Site	Production B		Site		Entertee	Internal fence derig complete	
<b>Friday, 2 June 17</b>		<b>PHASE 8 - CORE INFRASTRUCTURE REMOVAL (Ground Protection and Site Perimeter)</b>							
Friday, 2 June 17		Café Closed To Public							
Friday, 2 June 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Friday, 2 June 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway recovery commence	crew numbers tbc - notes tbc
Friday, 2 June 17	08:00	Site	Production B		Site		Entertee	Perimeter fence derig commences	
Friday, 2 June 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
Friday, 2 June 17	08:00	Site	Production B	TBC	Site		Winner	Buggy Collection	2x Mules
Friday, 2 June 17	08:00	Site	Production B		Site		O2	O2 Mast Derig Complete	
Friday, 2 June 17	12:00	Site	Production B	TBC	Site		Scaffolding Supplier	Scaffold Collection	Truck number tbc
Friday, 2 June 17	18:00	Site	Production B	TBC	Site		Entertee	Dry Hire Collection Complete	Truck number tbc Inc. trakmatts
Friday, 2 June 17	20:00	Site	Production B	Wag & Drag	Site		Search	Cabin Collection Complete	As Per Schedule
<b>Saturday, 3 June 17</b>		<b>PHASE 8 - CORE INFRASTRUCTURE REMOVAL (Ground Protection and Site Perimeter)</b>							
Saturday, 3 June 17		Café open / closed tbc							
Saturday, 3 June 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Saturday, 3 June 17	08:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway recovery commence	crew numbers tbc - notes tbc
Saturday, 3 June 17	08:00	Site	Production B		Site		Entertee	Perimeter fence derig complete	
Saturday, 3 June 17	08:00	Site	Production B		Site		CJC and Rock City	4x Site Crew on site	1x crew boss, 2x forklift drivers, 1x crew
<b>Sunday, 4 June 17</b>		<b>PHASE 9 - FINAL CLEANSING AND GROUND CONDITION REVIEW</b>							
Sunday, 4 June 17		Café open / closed tbc							
Sunday, 4 June 17	07:00	Site	Production B	4x4	Site		Go For...	Site Management	
Sunday, 4 June 17	16:00	Site	Production B	Wag & Drag	Site		Live Trakway	Trakway recovery complete	crew numbers tbc - notes tbc

## APPENDIX 10 – TRAFFIC MANAGEMENT PLAN

# Radio 1 Big Weekend Burton Constable Hall Saturday 27<sup>th</sup> May and Sunday 28<sup>th</sup> May 2017

Draft Transport and Traffic Management Plan (v2)  
16<sup>th</sup> March 2017

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

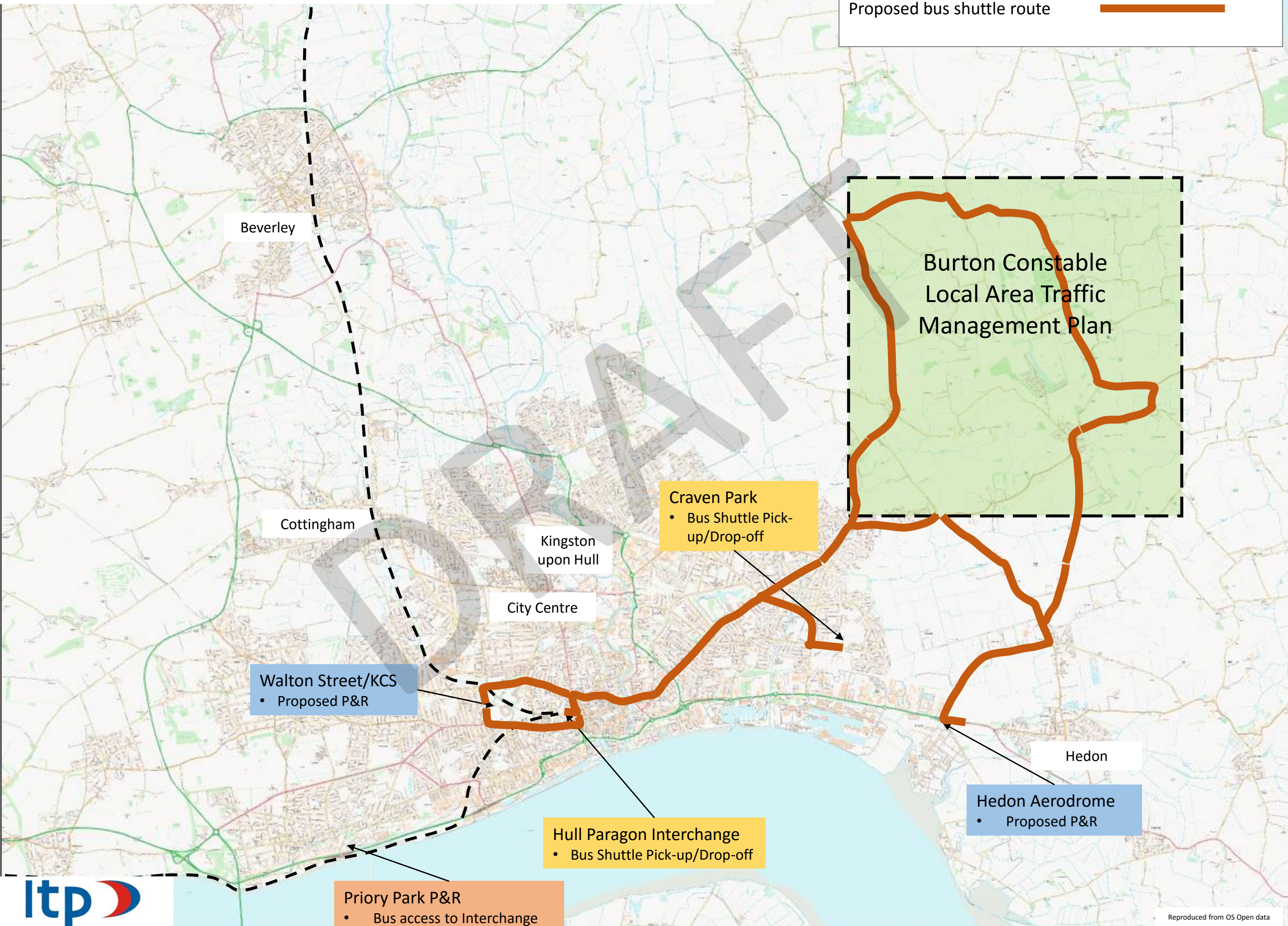
# General Arrangements

- **Figure 1** outlines the key travel arrangements in relation to the event site.
- There is no parking at the event for ticket holders except for Blue Badge holders (with a ticket) and special guests (by invitation).
- It is envisaged that the large proportion of ticket holders will be transported to/from the event by shuttle buses operating from designated pick-up points and temporary Park & Ride facilities.
- Vehicular access to the event will be by authorised vehicles only including:
  - Bus shuttle services operating from Hull Paragon Interchange, Craven Park, Walton Street/KC Stadium (P&R) and Hedon Aerodrome (P&R).
  - Taxis and Private Hire Vehicles who have registered with the event.
  - Blue badge holders (with ticket)
  - Special guests (by invitation)
  - Operational and Production vehicles
  - Artistes vehicles
  - Emergency services vehicles
  - Local Residents (by permit)
- Bus shuttle transport from the event will be facilitated by a temporary bus station located adjacent to the main event area.
- There are no suitable walking or cycling routes to the event and “drop-offs” near to the event need to be discouraged through clear messaging prior to the event and traffic regulation/visible enforcement on the event days.
- A Local Area Traffic Management Plan (LATMP) will be implemented in and around Burton Constable and surrounding villages to manage both access to the event and parking/waiting/stopping activities on surrounding roads.

Figure 1: Radio 1 Big Weekend Transport Plan: General Arrangement

**KEY**

Proposed bus shuttle route



Beverley

Cottingham

Kingston upon Hull

City Centre

Walton Street/KCS  
• Proposed P&R

Craven Park  
• Bus Shuttle Pick-up/Drop-off

Burton Constable  
Local Area Traffic  
Management Plan

Hedon

Hedon Aerodrome  
• Proposed P&R

Hull Paragon Interchange  
• Bus Shuttle Pick-up/Drop-off

Priory Park P&R  
• Bus access to Interchange



# Proposed Shuttle Bus Operations

It is proposed that Shuttle Bus services will operate from:

- **Hull Paragon Interchange (see Figure 2)** – operating the shuttle service from this location allows and encourages arrivals by rail, local-bus and by foot. In addition the proximity to the City Centre provides an opportunity for ticket holders to park in local car parks for the day with additional parking available at the Priors Park Park & Ride which has services running directly to the interchange. Further arrivals are envisaged through drop-offs adjacent to the Interchange. It is estimated that 10,000 ticket holders will use the Hull Paragon Interchange service. The two-way travel time to the event is 75 minutes.
- **Rail arrangements** - Agreement in principal has been reached with Network Rail, Rail Operators, Hull CC and local bus operators regarding the use of Hull rail station and Interchange to facilitate transport to the event including keeping the station/interchange open until post-event shuttle bus operations are complete (est. 01:30). In addition, there is an agreement in principal regarding operating an increased capacity and extended rail service to facilitate ticket holders travelling both north (i.e. Driffield, Bridlington) and west (i.e. Brough, Goole, Doncaster) from Hull.
- **Walton Street/KC Stadium P&R (see Figure 3)** – agreement has been reached with Hull CC/NPS Humber regarding the use of Walton Street over the Big Weekend and KC Stadium have provided agreement in principal regarding using their adjacent stadium car park. Together this facility would provide some 1,700 car parking spaces with the potential to provide for 3,400 ticket holders. The location of the “Pick-up/Drop-off” area is yet to be agreed but the local road network adjacent to and within the stadium provides opportunities to provide a suitable facility. The two-way travel time to the event is 90 minutes.
- **Craven Park Stadium (see Figure 4)** – this “Pick-up/Drop-off” area would facilitate ticket holders travelling from East Hull. Although parking is available on-site it is envisaged that ticket holders would principally travel to the location by foot, local bus or be dropped off at or adjacent to the site. This operation is consistent with how local residents use the stadium when travelling to away matches. The location of the “Pick-up/Drop-off” area is yet to be agreed but the local road network adjacent to and within the stadium provides opportunities to provide a suitable facility. There has been some exploratory dialogue with Saint Richard RC Primary School regarding the use of their grounds to increase potential parking for this shuttle operation. The two-way travel time to the event is 65 minutes.
- **Hedon Aerodrome (see Figure 5 & 6)** – agreement has been reached with NPS Humber and the local farmer who has grazing right on the site to use the site over the Big Weekend. The grassed site is approximately 200 acres (80 hectares) and has the potential to provide for 8,000 cars equivalent to 16,000 ticket holders. Temporary highway works would be necessary to provide an access either from Staithes Lane or the A1033 off-slip (which is an ERYC highway). Advice from EYRC indicates that new temporary accesses would require planning permission. The two-way travel time to the event is 60 minutes.
- Previous proposals to operate shuttle services and potentially P&R from Beverley have been discounted due to the limitations of the proposed temporary bus station at Burton Constable to accommodate more than four destinations.
- All estimated travel times include an allowance of 10 minutes boarding, 5 minutes alighting and 10% contingency.



# Proposed Shuttle Bus Operations

The numbers of ticket holders, travel distances and estimated travel times for the proposed bus shuttle operations is provided below.

		Hull Interchange	Walton Street/KC Stadium	Craven Park	Hedon Aerodrome	Total
Demand		12,100	3,400	3,000	7,000	25,500
Assumed bus occupancy	70	70	70	70	70	
Estimated shuttle route length (miles)	Out*	13.4	14.5	11.1	12.7	
	In*	10.5	11.5	7.6	6.3	
	Total	23.9	26.0	18.7	19.0	
Estimated bus journey time (Google) (mins)		54	70	45	42	
Estimated loading time (mins)	10	10	10	10	10	
Estimated alighting time (mins)	5	5	5	5	5	
Contingency (10%)	10%	6.9	8.5	6	5.7	
Journey time (mins)**		75.9	93.5	66	62.7	

\* Direction based on “entry phase” operations

\*\* All estimated travel times include an allowance of 10 minutes boarding, 5 minutes alighting and 10% contingency.

# Proposed Shuttle Bus Route Details

The numbers of ticket holders, travel distances and estimated travel times for the proposed bus shuttle operations is provided below.

		Hull Interchange	Walton Street/KC Stadium	Craven Park	Hedon Aerodrome	Total
Demand		12,100	3,400	3,000	7,000	25,500
Assumed bus occupancy	70	70	70	70	70	
Estimated shuttle route length (miles)	Out*	13.4	14.5	11.1	12.7	
	In*	10.5	11.5	7.6	6.3	
	Total	23.9	26.0	18.7	19.0	
Estimated bus journey time (Google) (mins)		54	70	45	42	
Estimated loading time (mins)	10	10	10	10	10	
Estimated alighting time (mins)	5	5	5	5	5	
Contingency (10%)	10%	6.9	8.5	6	5.7	
Journey time (mins)**		75.9	93.5	66	62.7	

\* Direction based on “entry phase” operations

\*\* All estimated travel times include an allowance of 10 minutes boarding, 5 minutes alighting and 10% contingency.

# Proposed Shuttle Bus Route Details

The numbers of ticket holders, travel distances and estimated travel times for the proposed bus shuttle operations is provided below.

		Hull Interchange	Walton Street/KC Stadium	Craven Park	Hedon Aerodrome	Total
Demand		12,100	3,400	3,000	7,000	25,500
Assumed bus occupancy	70	70	70	70	70	
Estimated shuttle route length (miles)	Out*	13.4	14.5	11.1	12.7	
	In*	10.5	11.5	7.6	6.3	
	Total	23.9	26.0	18.7	19.0	
Estimated bus journey time (Google) (mins)		54	70	45	42	
Estimated loading time (mins)	10	10	10	10	10	
Estimated alighting time (mins)	5	5	5	5	5	
Contingency (10%)	10%	6.9	8.5	6	5.7	
Journey time (mins)**		75.9	93.5	66	62.7	

\* Direction based on “entry phase” operations

\*\* All estimated travel times include an allowance of 10 minutes boarding, 5 minutes alighting and 10% contingency.

# Proposed Shuttle Bus Operations - Summary

## Entry Phase

Outbound Journey Summary - Interchange				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
1 - 28	28	4	24	96
29 - 56	28	3	24	72
Outbound Journey Summary - Hedon P&R				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
57 - 84	28	4	19	76
Outbound Journey Summary - Craven Park				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
85 - 98	14	4	19	75
Outbound Journey Summary - Walton St.				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
99 - 116	18	4	26	104

Operation modelling for entry phase is based on typical anticipated Saturday/Sunday arrival profiles.

Operation modelling for exit phase is based on the anticipated Sunday departures and is considered to represent the heaviest demand profile.

## Exit Phase

Return Journey Summary - Interchange				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
1 - 21;36;37;38;39	25	3	24	72
22	1	6	24	144
23	1	5	24	120
24	1	4	24	96
25-77 (except 36-39)	49	2	24	48
Return Journey Summary - Hedon P&R				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
78-81;98-101	8	3	19	57
82	1	6	19	114
83	1	5	19	95
84	1	4	19	76
85 - 117	33	2	19	38
Return Journey Summary - Craven Park				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
118;119;128-131	6	3	19	56
120	1	6	19	114
121	1	5	19	95
122	1	4	19	76
123-139 (except 128-131)	13	2	19	38
Return Journey Summary - Walton St.				
Bus IDs	No of Buses	Round trips	Trip mileage	Total Mileage per bus
140-160;164;165	23	2	26	52
161	1	6	26	156
162	1	5	26	130
163	1	3	26	78
166-175	10	1	26	26

# Proposed Shuttle Bus Operations (Entry Phase)

Radio 1 Big Weekend Hull\_Bus Arrivals-v7

		Departure point and arrival bay number															
		12,100 passengers Hull Interchange - 75min roundtrip						7,000 passengers Hedon-65mins				3,000 Craven Park-65		3,400 Walton St-85mins			
ARRIVAL TIMES		Bay 1	Bay 2	Bay 3	Bay 4	Bay 5	Bay 6	Bay 7	Bay 8	Bay 9	Bay 10	Bay 11	Bay 12	Bay 13	Bay 14	Bay 15	Bay 16
	09:30:00	1	2	3	4	5	6	7	57	58	59	60	85	86	99	100	
	09:40:00	8	9	10	11	12	13	14	61	62	63	64	87	88	101	102	
	09:50:00	15	16	17	18	19	20	21	65	66	67	68	89	90	103	104	
	10:00:00	22	23	24	25	26	27	28	69	70	71	72	91	92	105	106	
	10:10:00	29	30	31	32	33	34	35	73	74	75	76	93	94	107	108	
	10:20:00	36	37	38	39	40	41	42	77	78	79	80	95	96	109	110	
	10:30:00	43	44	45	46	47	48	49	81	82	83	84	97	98	111	112	
	10:40:00	50	51	52	53	54	55	56	57	58	59	60	85	86	113	114	
	10:50:00	1	2	3	4	5	6	7	61	62	63	64	87	88	115	116	
gates open	11:00:00	8	9	10	11	12	13	14	65	66	67	68	89	90	99	100	
	11:10:00	15	16	17	18	19	20	21	69	70	71	72	91	92	101	102	
	11:20:00	22	23	24	25	26	27	28	73	74	75	76	93	94	103	104	
	11:30:00	29	30	31	32	33	34	35	77	78	79	80	95	96	105	106	
	11:40:00	36	37	38	39	40	41	42	81	82	83	84	97	98	107	108	
	11:50:00	43	44	45	46	47	48	49	57	58	59	60	85	86	109	110	
stages open	12:00:00	50	51	52	53	54	55	56	61	62	63	64	87	88	111	112	
	12:10:00	1	2	3	4	5	6	7	65	66	67	68	89	90	113	114	
	12:20:00	8	9	10	11	12	13	14	69	70	71	72	91	92	115	116	
	12:30:00	15	16	17	18	19	20	21	73	74	75	76	93	94	99	100	
	12:40:00	22	23	24	25	26	27	28	77	78	79	80	95	96	101	102	
	12:50:00	29	30	31	32	33	34	35	81	82	83	84	97	98	103	104	
	13:00:00	36	37	38	39	40	41	42	57	58	59	60	85	86	105	106	
	13:10:00	43	44	45	46	47	48	49	61	62	63	64	87	88	107	108	
	13:20:00	50	51	52	53	54	55	56	65	66	67	68	89	90	109	110	
15% capacity	13:30:00	1	2	3	4	5	6	7	69	70	71	72	91	92	111	112	
	13:40:00	8	9	10	11	12	13	14	73	74	75	76	93	94	113	114	
	13:50:00	15	16	17	18	19	20	21	77	78	79	80	95	96	115	116	
	14:00:00	22	23	24	25	26	27	28	81	82	83	84	97	98			

# Proposed Shuttle Bus Operations (Exit Phase)

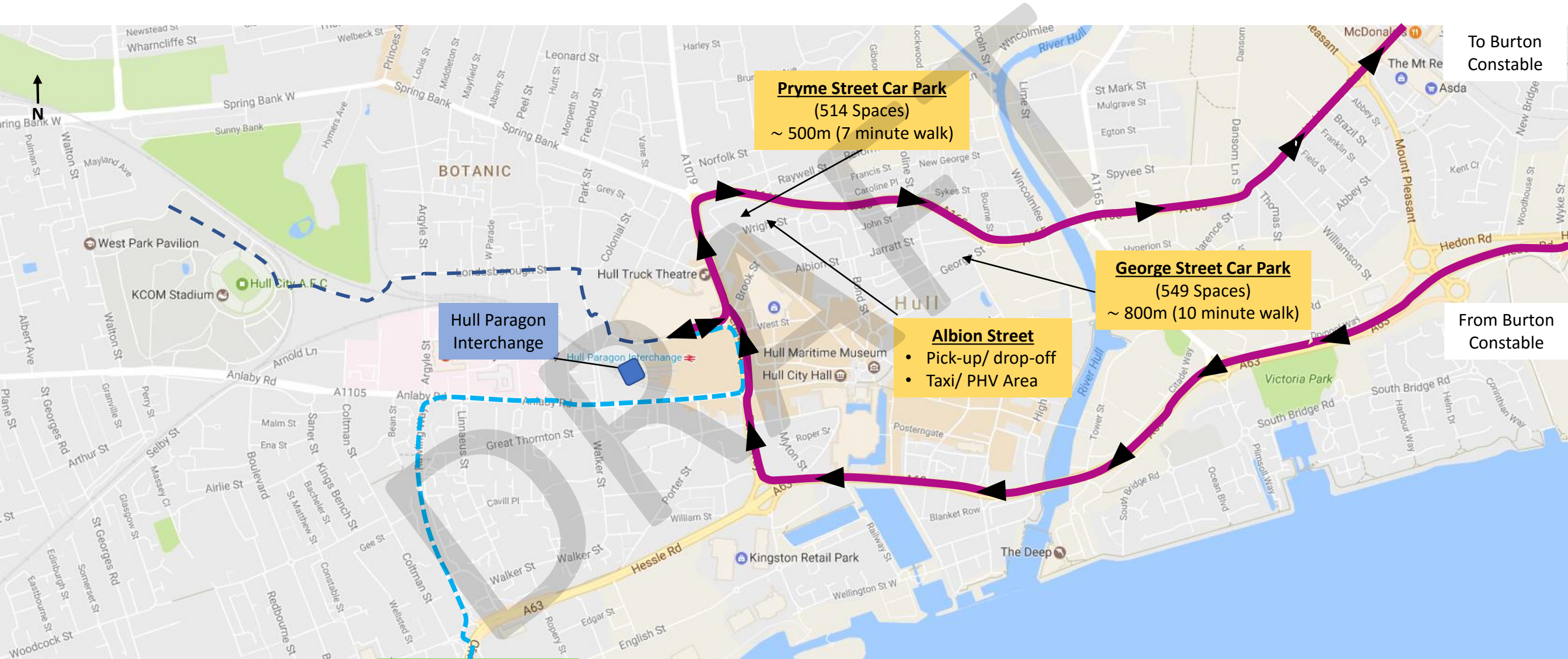
Radio 1 Big Weekend Hull\_Bus Departures-v7

		Destination and bay number															
		12,100 passengers - 24 miles round trip Hull Interchange - 75min roundtrip						7,000 passengers - 19 miles Hedon-65mins				3000 - 19 miles Craven Park-65		3400 - 26 miles Walton St-85mins			
		Bay 1	Bay 2	Bay 3	Bay 4	Bay 5	Bay 6	Bay 7	Bay 8	Bay 9	Bay 10	Bay 11	Bay 12	Bay 13	Bay 14	Bay 15	Bay 16
hourly	14:00:00	22							82				120		161		
	15:00:00	23							83				121		162		
	16:00:00	22							82				120		161		
30 mins service	17:00:00	23							83				121		162		
	17:30:00	22							82				120		161		
	18:00:00	24							84				122		163		
	18:30:00	23							83				121		162		
	19:00:00	22							82				120		161		
	19:30:00	24							84				122		163		
20 mins service	20:00:00	36							98				128		162		
	20:20:00	37							99				129		161		
	20:40:00	38							100				130		164		
	21:00:00	39							101				131		165		
Stage 2 closes	21:18:00	1	2	3	4	5	6	7	78	79	80	81	118	119	140	141	142
	21:25:00	8	9	10	11	12	13	14	82	83	84	85	120	121	143	144	145
	21:32:00	15	16	17	18	19	20	21	86	87	88	89	122	123	146	147	148
	21:39:00	22	23	24	25	26	27	28	90	91	92	93	124	125	149	150	151
	21:46:00	29	30	31	32	33	34	35	94	95	96	97	126	127	152	153	154
	21:53:00	36	37	38	39	40	41	42	98	99	100	101	128	129	155	156	157
main stage closes	22:00:00	43	44	45	46	47	48	49	102	103	104	105	130	131	158	159	160
	22:07:00	50	51	52	53	54	55	56	106	107	108	109	132	133	161	162	163
	22:14:00	57	58	59	60	61	62	63	110	111	112	113	134	135	164	165	166
	22:21:00	64	65	66	67	68	69	70	114	115	116	117	136	137	167	168	169
	22:28:00	71	72	73	74	75	76	77	78	79	80	81	138	139	170	171	172
	22:35:00	1	2	3	4	5	6	7	82	83	84	85	118	119	173	174	175
full service	22:42:00	8	9	10	11	12	13	14	86	87	88	89	120	121			
	22:49:00	15	16	17	18	19	20	21	90	91	92	93	122	123	140	141	142
	22:56:00	22	23	24	25	26	27	28	94	95	96	97	124	125	143	144	145
	23:03:00	29	30	31	32	33	34	35	98	99	100	101	126	127	146	147	148
	23:10:00	36	37	38	39	40	41	42	102	103	104	105	128	129	149	150	151
	23:17:00	43	44	45	46	47	48	49	106	107	108	109	130	131	152	153	154
	23:24:00	50	51	52	53	54	55	56	110	111	112	113	132	133	155	156	157
	23:31:00	57	58	59	60	61	62	63	114	115	116	117	134	135	158	159	160
	23:38:00	64	65	66	67	68	69	70	102	103	104	105	136	137			
	23:45:00	71	72	73	74	75	76	77	106	107	108	109	138	139			
	23:52:00	1	2	3	4	5	6	7	110	111	112	113	118	119			
	23:59:00	8	9	10	11	12	13	14	114	115	116	117					
80% capacity departs	00:06:00	15	16	17	18	19	20	21	78	79	80	81					

## Figure 2: Hull Paragon Interchange Shuttle Bus Operation

Estimated ticket holders using facility: 12,100

Two-way journey time to event: 75 minutes



**Pryme Street Car Park**  
 (514 Spaces)  
 ~ 500m (7 minute walk)

**George Street Car Park**  
 (549 Spaces)  
 ~ 800m (10 minute walk)

**Albion Street**  
 • Pick-up/ drop-off  
 • Taxi/ PHV Area

**Hull Paragon Interchange**

To Burton  
Constable

From Burton  
Constable

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

**KEY**

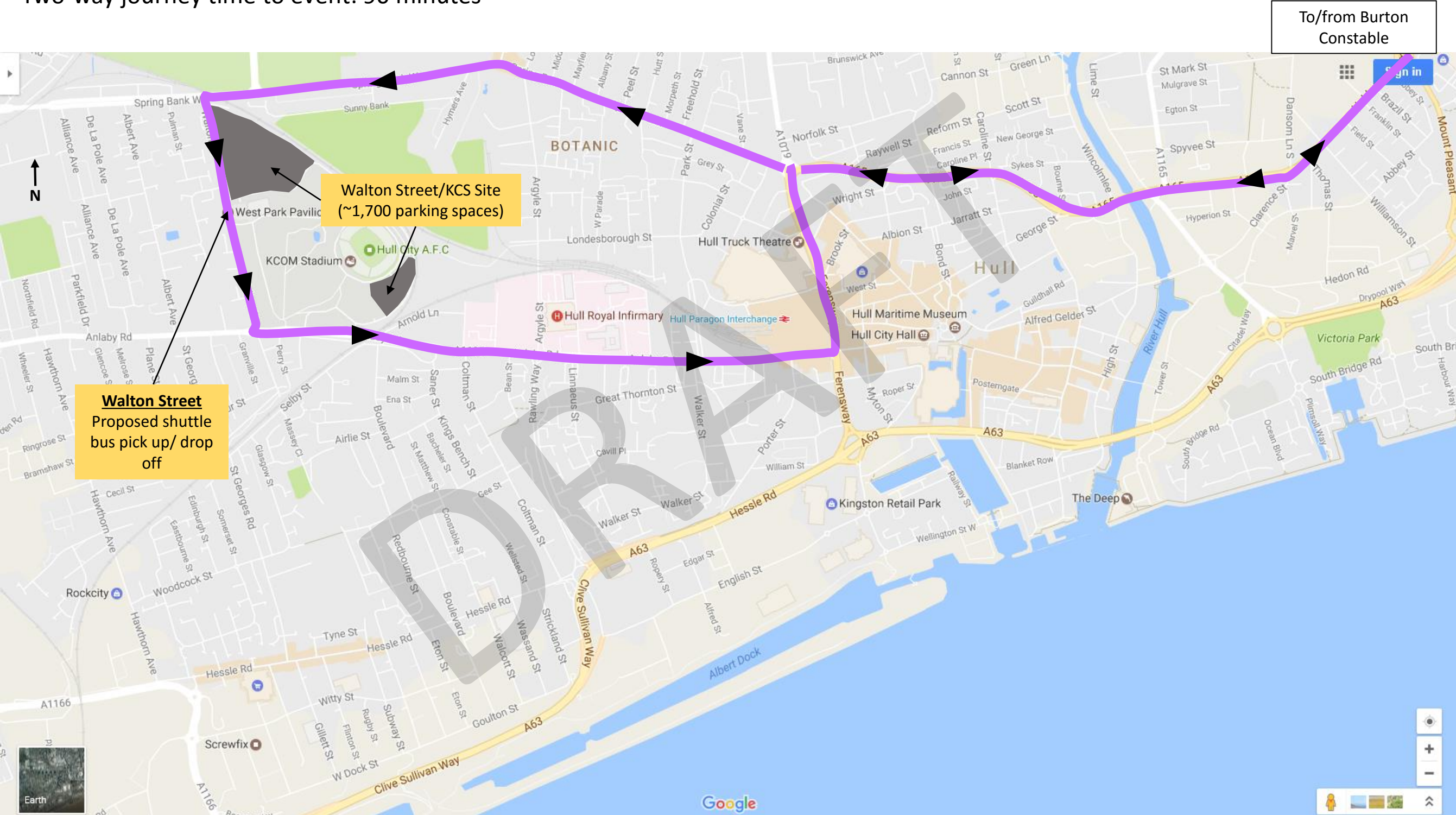
- Proposed bus shuttle route
- Direction of shuttle bus
- Prory Park Park & Ride Route (existing)




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

Estimated ticket holders using facility: 3,400

Two-way journey time to event: 90 minutes



**KEY**

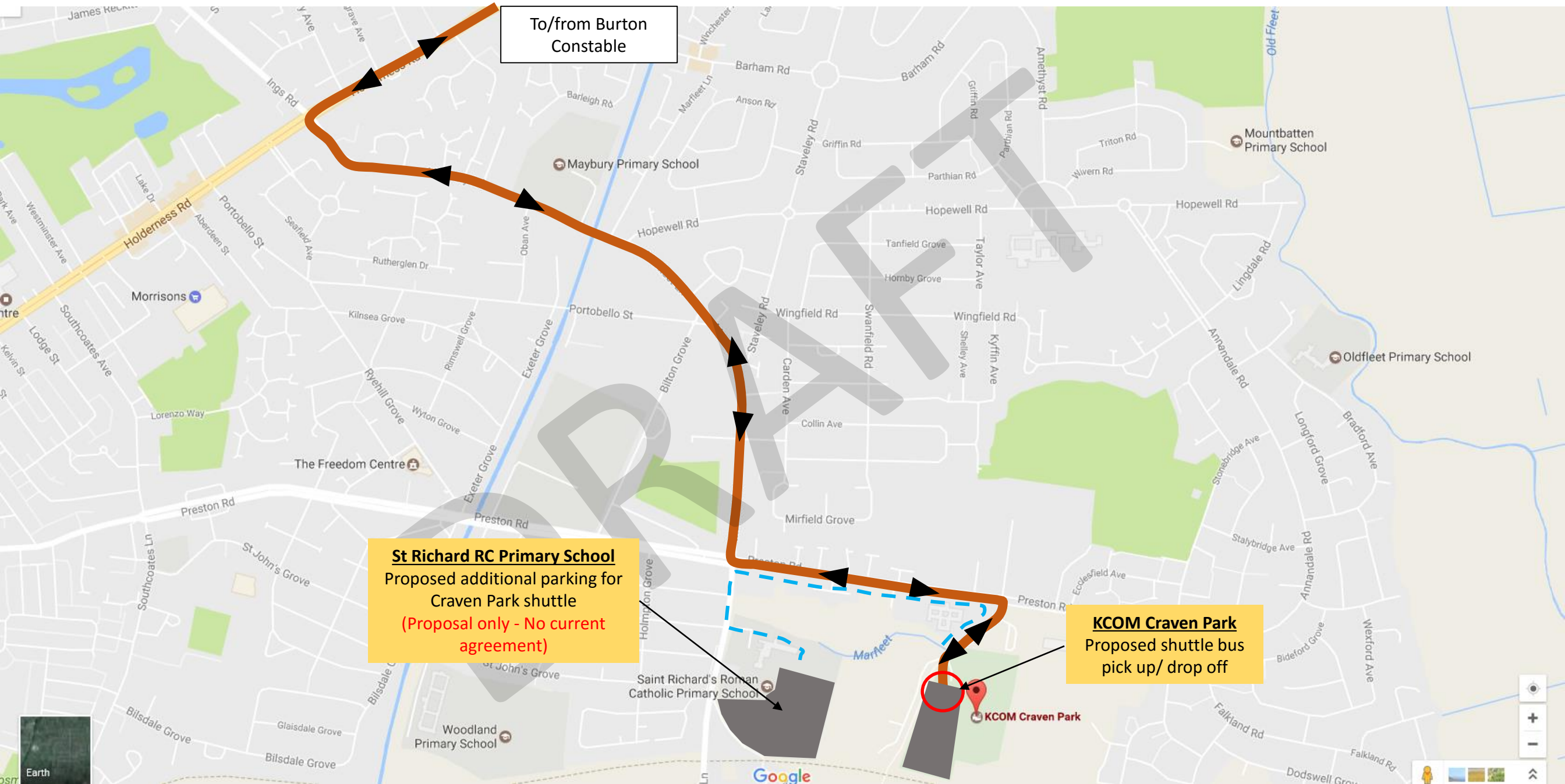
Proposed bus shuttle route 

Direction of shuttle bus 




# Figure 4: Craven Park Shuttle Bus Operation, Hull

Estimated ticket holders using facility: 3,000  
Two-way journey time to event: 65 minutes



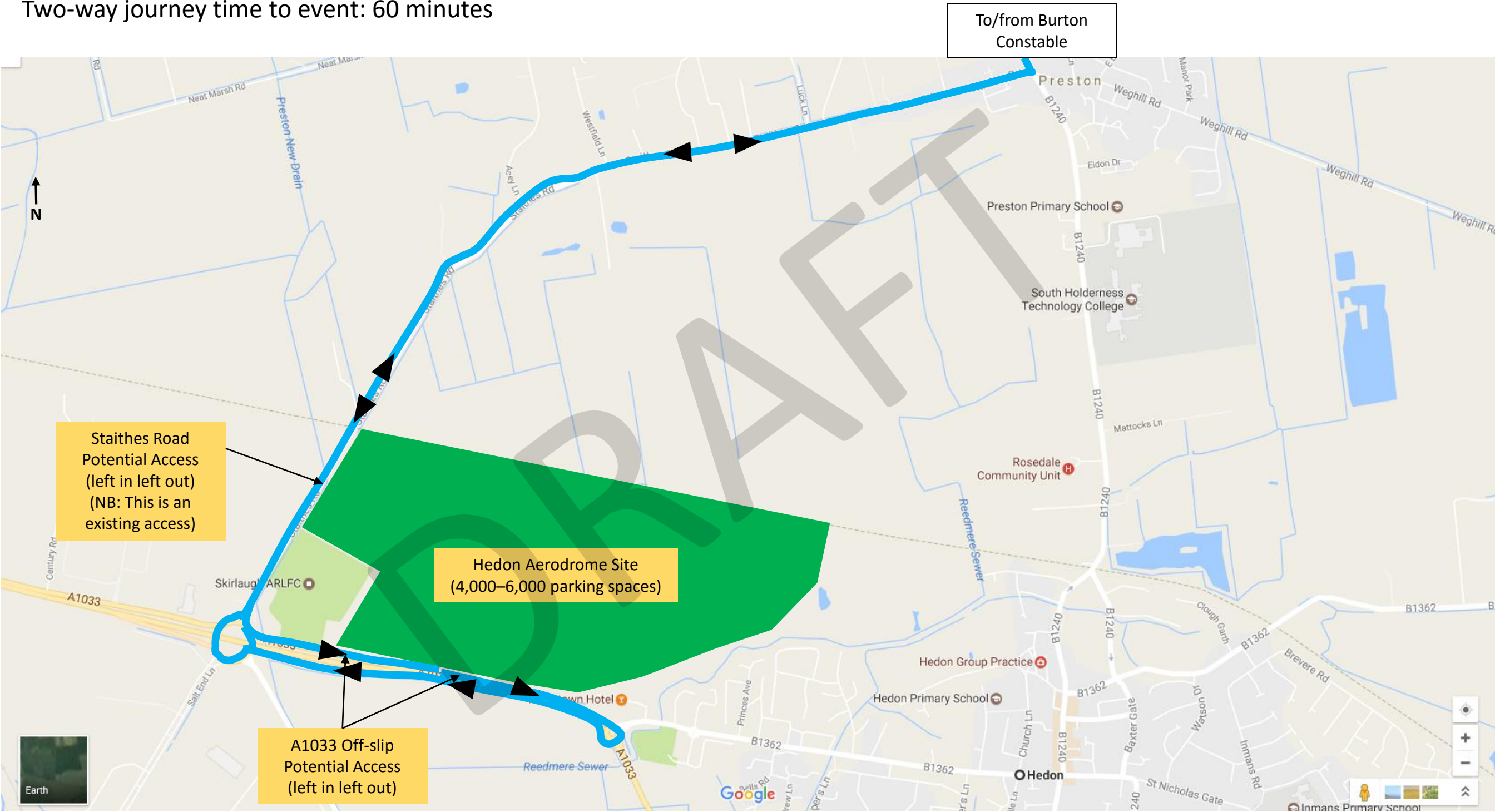
**KEY**

- Proposed bus shuttle route 
- Proposed walking route 
- Direction of shuttle bus 



### Figure 5: Proposed Park & Ride, Hedon Aerodrome Site

Estimated ticket holders using facility: 7,000  
Two-way journey time to event: 60 minutes



**KEY**

Proposed bus shuttle route 

Direction of shuttle bus 

**Figure 6: Proposed Park & Ride, Hedon Aerodrome Site**

Proposed creation of 2 No. temporary accesses into Hedon Aerodrome Site to facilitate transport operations for Radio 1 Big Weekend on Saturday 27<sup>th</sup> May and Sunday 28<sup>th</sup> May 2017.

It is anticipated that, over the weekend, the P&R site will be used by 3,000 - 4,000 vehicles on each day of the event requiring some 160 individual shuttle bus movements.

The accesses will operate left in/left out.

It is likely that the accesses will be required for 15-20 days to allow creation of the temporary Park & Ride site, operations over the Big Weekend event and dismantling/reinstatement of the area following the event.

The temporary accesses would require:

- Removal of existing hedges in the location of the proposed accesses.
- Dropping of kerbs
- Provision of a temporary road-way from A1033 off-slip road into Aerodrome site the construction of which is to be determined
- Temporary traffic management works would require

### Provisional access locations



# Proposed Local Area Traffic Management Plan (LATMP)

**Figure 7** illustrates the general arrangement of the LATMP at the Burton Constable event site that includes the following elements:

## Authorised vehicle route

- Access to the event will be principally via the authorised vehicle route that runs north to south through the site with an entry point on the A165 south of Skirlaugh and an exit point on the B1238 east of Sproatley. This routing provides the best arrangement to accommodate vehicle checking during the “entry phase” and reduces the impact of heavy and potentially queuing traffic in Sproatley on the Saturday and Sunday morning. A disadvantage of this direction of operation is that it introduces a cross-over movement for buses using the temporary bus station at the event.
- This route will operate in a north to south direction at all times during the event with the exception of the exit phase when it will operate south to north as shown in **Figure 8**. The switch to south-north will take place at 14:30 and remain in operation until the completion of the “exit phase” at around mid-night. The reason for this switch in direction is to remove the bus cross-over movement at the temporary bus station that will improve the performance and efficiency of the “exit phase” bus operation.
- The operation of the switch over will need to be reflected in signing proposals, communication strategy and information issued to operational/production/artiste traffic.
- The section of the authorised vehicle route between the A165 and New Ellerby will have two-way operation to support access for local residents.
- The remainder of the route between will operate one-way as described above. This section of the route between New Ellerby and B1238 will be closed to all traffic with the exception of authorised vehicles including local residents. This closure will be in place for the duration of the event and also potentially during both the Build and Break periods prior to and following the event.
- The road closure will require a Temporary Traffic Regulation Order (TTRO).

## Vehicle check area and un-authorised vehicle exit route

- This will operate immediately south of New Ellerby and function to identify and re-direct un-authorised vehicles attempting to enter the event. It is envisaged that this would largely consist of ticket holders looking to be dropped off at or close to the event.
- Where un-authorised vehicles are identified they will be re-directed away from the site via the designated exit route back to the A165 via Old Ellerby and Coniston.

## Control Points

- Marshalled control points are proposed at each potential entry/exit point to the event and effected local roads. The control points are principally provided to prevent access by un-authorised vehicles whilst allowing access for local residents who have been provided with an access permit.

# Proposed Local Area Traffic Management Plan (LATMP) continued...

## Temporary Bus Station and Taxi/PHV area

- The temporary bus station is located adjacent to the authorised vehicle route at Burton Constable Hall and will facilitate bus shuttle operations at the event. The design of the temporary bus station is under development.
- A Taxi/PHV area will be located immediately in front of the temporary bus station to facilitate both Taxi/PHV drop-off and pick-ups at the event.

## Production Route

- During the event, production traffic will enter the event enclosure via an anti-clockwise route via Jackey Lane and a temporary roadway.
- During the Build and Break phase of the event this production/operational route will operate in the opposite (clockwise) direction.

## Local Resident Access

- Local residents within the area of the LATMP will be invited, prior to the event, to obtain an access permit to allow them to use the identified local access routes including the authorised vehicle route.
- Access to the local roads will be controlled by marshals at the defined control points.

## Blue Badge Holder and Special Guest Route

- The proposed access for Blue Badge Holder and Special Guests is via Park Road, Sproatly and the existing access to the Burton Constable Camping and Caravan site. This remains subject to ERYC agreement.

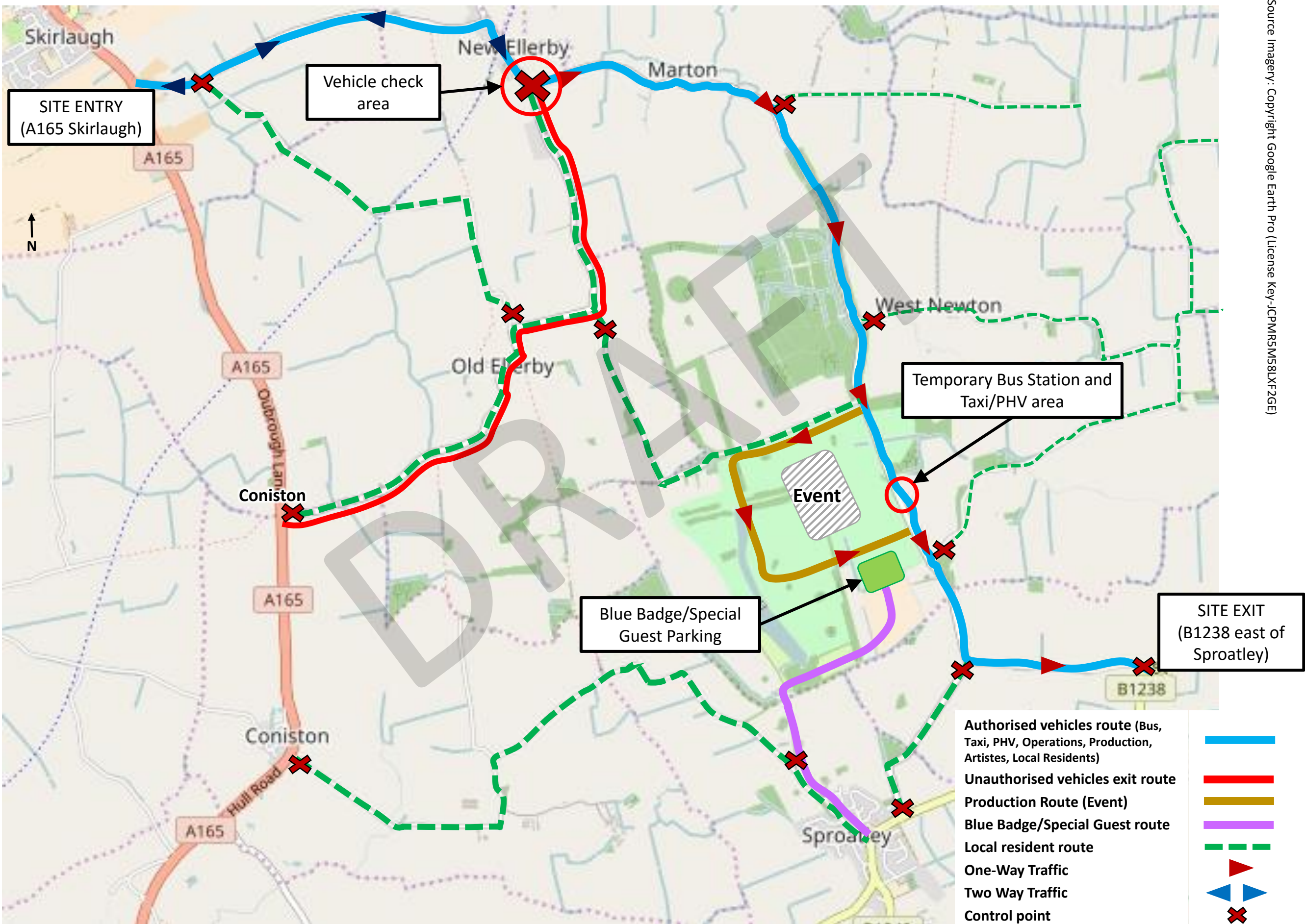
## Clearway

- **Figure 8** identifies the extents of the proposed No Stopping clearway order to be implemented over the duration of the event. The clearway area extends for some 4-5km from the event in order to deter ticket holders from leaving their cars by the roadside and walking to the event. In order to maintain access to local amenities within Sproatley it is proposed to provide some areas of limited parking adjacent to local shops and public houses.

## Temporary Traffic Regulation Orders (TTRO)

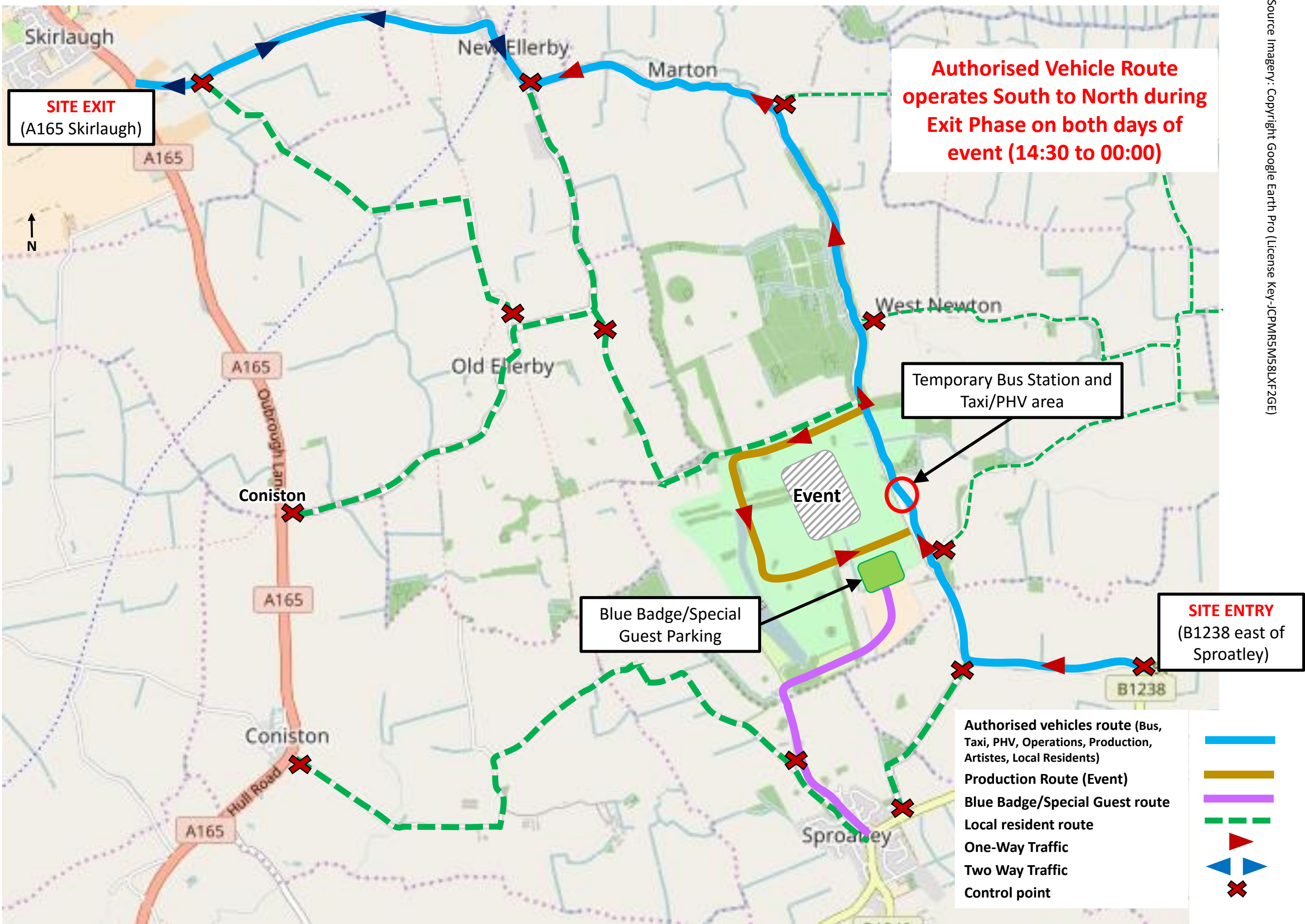
- A TTRO will be required to facilitate the road closure for the authorised vehicle route between New Ellerby and the B1238 east of Sproatley. It is likely that this TTRO will be required to facilitate part of the build and break phases prior to and following the event. The exact duration of the order is still to be determined.
- A TTRO will be required to facilitate the No Stopping Clearway order etc.. as indicated in **Figure 9**. This TTRO will operate on the days of the event only.
- Both these TTROs are in the East Riding of Yorkshire Council area.

**Figure 7: Burton Constable Local Area Traffic Management Plan : General Arrangement**



Source Imagery: Copyright Google Earth Pro (License Key-JCPMR5M58LXF26E)

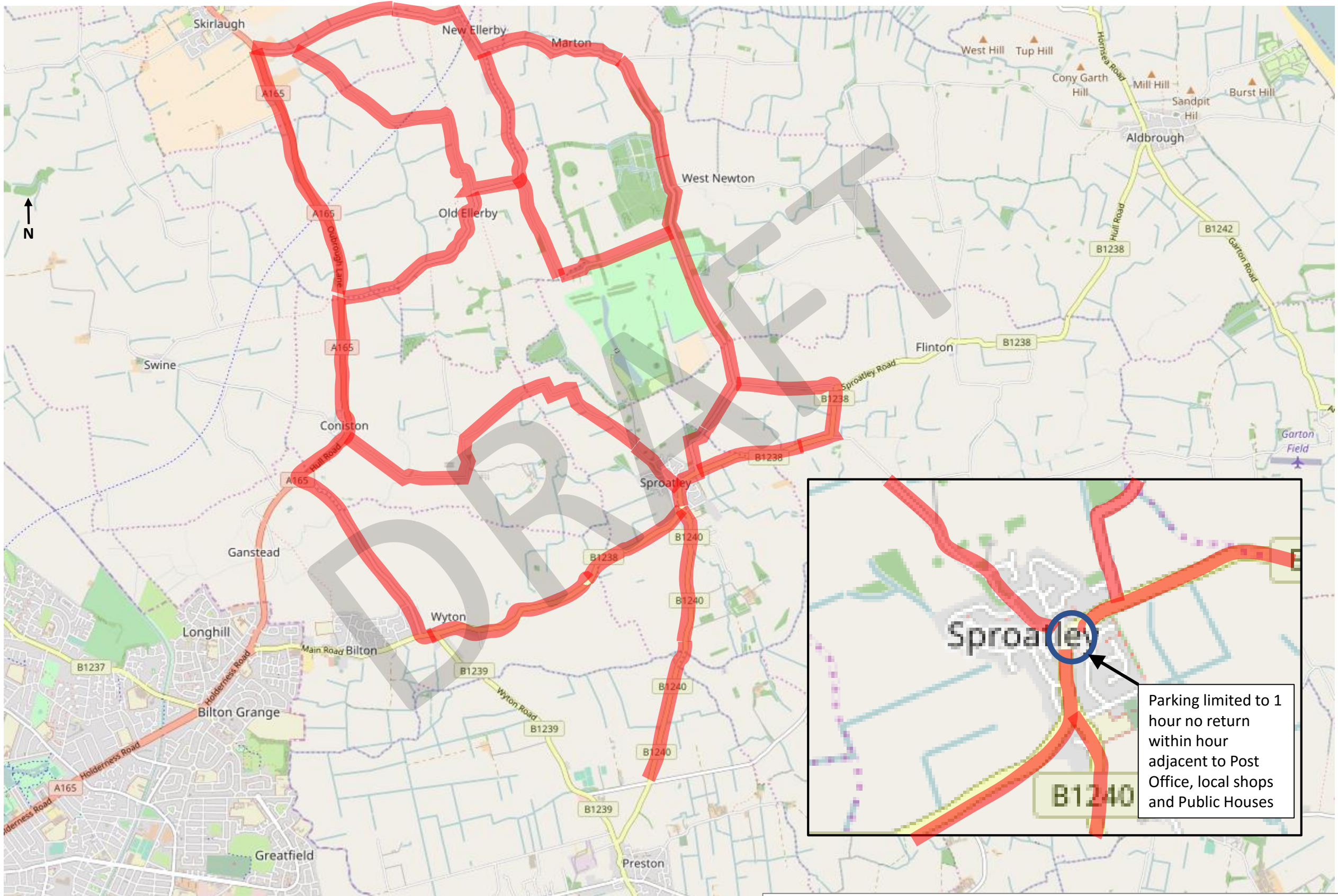
**Figure 8: Burton Constable Local Area Traffic Management Plan : Exit Phase**



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

Figure 9: LATMP : Extents of proposed temporary Clearway order

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



**KEY**

No Stopping At Any Time





# Other traffic and transport matters

Proposals to address the following matters are still under development:

- **Drop-offs** – at the event are currently not provided for and any driver attempting to drop-off/pick-up a ticket holder via the authorised vehicle route will be directed away from the site and towards the Hedon Aerodrome P&R from where they can purchase a two-way shuttle bus ticket. This will require a ticket office being provided at the Hedon Aerodrome site.
- **Walking** – to the event is not being promoted due to the large number of authorised vehicles using the main access to the event. Prior public information and the proposed clearway order will go some way to deterring ticket holders from either walking or being dropped off and walking to the event. However, despite these mitigations it is still likely that walking will be attempted by some ticket holders in which case it is proposed that a “sweeper” bus service is operated along the authorised vehicle route to pick up walkers and transport them safely to the event. Once at the event a facility will be available for them to either purchase a shuttle bus ticket or take a taxi/PHV.
- **Cycling** – to the event is not being promoted due to the large number of authorised vehicles using the main access to the event. It is not envisaged that there will be a large number of ticket holders attempting to travel by cycle. Where this does occur they will be permitted to use the authorised vehicle route in the correct direction of travel. Cycle parking at the event will not be provided and cyclists will be advised that any cycles brought onto the site will be wholly at the cycle owners risk.
- **Taxis/PHVs** – a taxi/PHV area will be provided at the site to facilitate drop-offs and potential pick-ups. The facility will not operate as a hackney carriage rank and will be available for both taxi and PHV usage. It is proposed that a fixed tariff for taxi/PHV travel to the event be agreed prior to the event although this is subject to agreement with. A taxi/PHV drop-off location is proposed in the Albion Street car park in Hull to facilitate taxi/PHV movements during the event exit phase on both days.
- **Local Ticket holders** – there is potential that residents of local villages (e.g Sproatley, Marton, New Ellerby) will obtain tickets to the event and it is considered impractical for these residents to travel to the event by shuttle bus. To help facilitate these local movements it is proposed to provide a local pick-up service at the start and finish of the event.

## APPENDIX 11 – EMERGENCY PROCEDURES

### EVENT ALERT STATE

To assist the Event Control to monitor the site, it is intended to operate a simple three-tier system. When raising the Alert State the Event Control will use the relevant internal code word to notify all radio holders.

**GREEN** indicates

There is a free flow of public both inside and outside the site. No problems reported.

**AMBER** indicates

Unusually heavy pressure on gates with no free flow and areas of crowd density over 0.3m<sup>2</sup> per person in large areas or,

There is a bomb threat, threat of fire or threat of crowd disorder.

**RED** indicates

On advice from the Head of Security / Security Manager and Health & Safety Manager in consultation with the Police that the situation warrants a red grading or a suspected explosive device or confirmed serious fire, crowd disorder or structural collapse.

The evacuation of the site would depend upon the area and the information available

# EMERGENCY EVACUATION PROCEDURES

## EVENT ALERT STATE

Police and / or the Security Manager are responsible for determining the requirement for a site or partial site emergency evacuation.

If an evacuation is called the following procedure will be adhered to:-

## ALERT CODE

The ALERT CODE Signal

**“STAFF ANNOUNCEMENT, CAN THE AMBER TEAM LEADER REPORT TO EVENT CONTROL”**

will be immediately transmitted over all Radio Channels and this should be actioned upon as follows:-

- SECURITY MANAGER will confirm with Police that they are aware of the situation.
- SECURITY MANAGER will advise the BBC Head of Events, H&S Manager, Event Manager and Heads of Department.
- The relevant area SECURITY CO-ORDINATOR will immediately go to the location as directed by the security and co-ordinate the incident. Resources will be deployed as requested and dynamically report.
- The Security Manager, Event Manager, BBC Head of Events, H&S Manager and Silver Commanders of respective agencies will go directly to the ELT and co-ordinate the operation and determine method and mitigation strategy.
- All Supervisors on the Command Channel are to maintain radio silence until contacted by the SECURITY. All radio holders on the Site Channel are to maintain radio silence and await instruction from the ELT.
- All parties will be advised of the exact area of the threat by reference to a common grid map.
- Evacuation "Stand By" for all teams will be as per Standing Instructions.
- All Exit & Entry gates prepared for evacuation of the site. Dependent on the circumstances, at this stage the public will not be informed of any preparations, any delay in admission will be explained as production problems.
- The R.V. Point for Emergency Vehicles is to be manned and secured.
- SECURITY OR STEWARDS on Mixing Desks will inform system sound engineers to 'Stand By'.
- STAGE MANAGERS and ARTIST LIAISON will go to the side of their stage and prepare to take the artists off stage.

Where the incident is contained, "Condition Green" will be declared and all parties will be advised using the "Stand-Down" code.

Where the situation could become serious, a "Stand-By" for condition Red will be issued.

## EVACUATION STANDBY SIGNAL

This means an evacuation is imminent and will be requested by the Senior Police Officer in consultation with the appropriate BBC LIVE EVENTS representative.

The **EVACUATION STANDBY** Signal

**“STAFF ANNOUNCEMENT CAN THE RED TEAM LEADER REPORT TO EVENT CONTROL”**

will be immediately transmitted over all Radio Channels and this should be actioned upon as follows:-

- All Exit and Entry gates prepared for evacuation of the site.
- Designated R.V. Point to be secured for Emergency Services and Emergency routes to be cleared.
- Cordon to be established around the effective area, cordon boundaries will be decided by the Security Manager / Police.
- Decisions made on available exit routes. Pedestrians to be directed away from the threat and the Incident area to be secured.
- Designated stewards to be positioned in evacuation control areas to inform and manage audience.
- Designated person to halt the show.
- All staff to maintain radio silence until further notice.
- ALL PERSONNEL to understand an emergency evacuation is to be announced very shortly.
- ALL PERSONS will stand by and await further instructions.

## EMERGENCY EVACUATION

An emergency announcement, if required, will be given and confirmation of the type of evacuation or incident confirmed over all radios and stage PA's.

**“LADIES AND GENTLEMAN THIS IS A SAFETY ANNOUNCEMENT. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL WILL YOU PLEASE VACATE THE ARENA BY WALKING TO ANY AVAILABLE EXIT AS QUICKLY AND QUIETLY AS POSSIBLE.”**

This should be actioned as follows:-

- SOUND ENGINEER to pull all sound down to zero with the exception of the designated emergency vocal microphone and back up microphone.
- STAGE MANAGERS and ARTIST LIAISON OFFICERS to take all artists off stage and away from stage area.
- STAGE MANAGER to make the evacuation announcement from ‘on stage’
- Arena and or particular area to be cleared with all staff assisting in clearance in as orderly a manner as is possible.
- ALL PERSONNEL thereafter to await further instructions.

## PARTIAL EVACUATION

In the event of a smaller localised incident which requires a partial evacuation then the ALERT CODE & EVACUATION STANDBY SIGNAL will differ and instead will contain a reference to the area where the partial evacuation will take place i.e.

### ALERT CODE

**“STAFF ANNOUNCEMENT, CAN THE AMBER TEAM LEADER REPORT TO (INSERT THE AREA UNDER ALERT)”**

Actions relative to the designated locus followed.

### **EVACUATION STANDBY**

**“STAFF ANNOUNCEMENT CAN THE RED TEAM LEADER REPORT TO (INSERT THE AREA BEING EVACUATED)”**

Actions relative to the designated locus followed.

### **STAND DOWN**

If the situation is contained the following message will be broadcast.

**“STAFF ANNOUNCEMENT, THE GREEN TEAM LEADER HAS ARRIVED AT EVENT CONTROL”**

All personnel may then stand down unless otherwise instructed.

## **KILO CODES**

Should the alert state rise during the event, then the ELT will notify all contractors and radio holders with a location and one of the following Kilo Codes: -

Kilo 1 MEDICAL EMERGENCY

Kilo 2 STRUCTURAL PROBLEM

Kilo 3 EXTREME WEATHER

Kilo 4 FIRE

Kilo 5 STAGE INVASION BY CROWD

Kilo 6 MAJOR CROWD PROBLEM

Kilo 7 MINOR CROWD PROBLEM

Kilo 8 SUSPECT PACKAGE FOUND

Kilo 9 BOMB THREAT

Kilo 10 LOST CHILD

Kilo 11 POSSIBLE PERSONAL ASSAULT

Kilo 12 SECURITY REQUIRED URGENTLY

Depending on the type of incident, certain crew and contractors, may start to make preliminary action ready to assist, should they be required. For example, if there is an amber alert due to a structural problem (Kilo 2), then the rigging team, under the direction of their crew boss, may assemble in one location, and don on their climbing PPE to be ready for deployment if required.

## APPENDIX 12. ARTIST PROFILE

## APPENDIX 13. ARTIST RUNNING ORDER

## APPENDIX 14. AUDIENCE POSTCODE / AREA ANALYSIS



## APPENDIX 15. NOISE MANAGEMENT PLAN

## APPENDIX 16. WELFARE MANAGEMENT PLAN

## APPENDIX 17. WASTE MANAGEMENT PLAN



Cleaning & Waste  
Management Plan –  
BBC Radio 1 Hull  
2017



Aisling Ryan

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## INTRODUCTION

This document provides information in relation to pre-event, concert day(s) and post-event cleaning. Timescales and teams are based on an event capacity of 50,000 in the arena and on the specifications provided. This document will be updated on an event-by-event basis.

## ORGANISATION AND MANAGEMENT

### **Overall Manager: Pat Ryan**

Duties are to organise and collate all management areas together.

### **Safety Advisor: Donal Flannery**

Duties are to prepare H&S information including Risk Assessments and Method Statements and be the main point of contact for safety advice in relation to the concerts cleaning operation.

### **Production Manager: Sinead Cleary**

Duties are to organise and deploy cleaning teams to where necessary prior to, during and after concerts.

### **Concert Day Manager: Sinead Cleary**

Duties are to organise and deploy cleaning teams to where necessary during concerts.

### **Night Shift Manager: Gemma Callanan**

Duties are to organise and deploy cleaning teams to where necessary during the nights, organise and supervise night clean up and liaise with waste company ensuring all waste is removed from site.

### **Recycling / Waste Manager: Andy Howe**

Duties to include organising of waste infrastructure and coordinating recycling on site.

**Office Manager: Catriona Fahey**

Duties are to record all wages, agency numbers and hours, record all cleaning times and problems in all areas of concert arena and associated areas used by the event.

**Complete clean-up after concert(s) Main Manager: Sinead Cleary assisted by Gemma Callanan**

Duties are to ensure all areas are left litter free and completed as per deadlines and site specifications.

**DAY TO DAY OPERATIONS**

**BUILD PERIOD**

**16<sup>th</sup> May 2017**

The following will be delivered to site in the morning;-

- 2 X 16 yard skips
  - Both for crew catering
- 10 X 1,100ltr bins
  - 6 for backstage areas
  - 4 in production parking area
- 4 X 40 yard skips
  - All for waste compound (TBC)

Backstage cleaning will commence today:

- 1 X Cleaner from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

### **17<sup>th</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaner from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

### **18<sup>th</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaner from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

4 X 40 yard skips to be emptied.

### **19<sup>th</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaner from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

4 X 40 yard skips to be emptied.

10 X 1100L bins to be emptied.

### **20<sup>th</sup> May 2017**

Backstage cleaning today:



- 1 X Cleaner from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

4 X 40 yard skips to be emptied.

### **21<sup>st</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaner from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

4 X 40 yard skips to be emptied.

### **22<sup>nd</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaner from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

4 X 40 yard skips to be emptied.

### **23<sup>rd</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaner from 10am to 2pm

Work to be carried out:



- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

4 X 40 yard skips to be emptied.

10 X 1100L bins to be emptied.

### **24<sup>th</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaner from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

4 X 40 yard skips to be emptied.

### **25<sup>th</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaner from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

4 X 40 yard skips to be emptied.

### **26<sup>th</sup> May 2017**

Backstage cleaning today:

- 4 X Cleaners from 10am to 4pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices



- WC's to be cleaned at the start and end of each shift

The following to be emptied:

- 4 X 40 yard skips
- 10 X 1100L bins
- 2 X 16 yard skips

The following is to be delivered to site in the morning:

- 40 X 1100L bins
  - 15 for entrance lanes
  - 25 for concessions area

## SHOW DAYS

SATURDAY 27<sup>TH</sup> MAY 2017 – SHOW DAY 1

### Waste Disposal:

**The following to be emptied before 8am:**

- 4 X 40 yard skips
- 50 X 1100L bins
- 2 X 16 yard skips

### Cleaning Requirements:

The following cleaning requirements will be covered as per the specifications provided:

Backstage Cleaning (During the event)	<ul style="list-style-type: none"><li>• 6 x cleaners</li><li>• 08:00 - 22:00</li><li>• to clean backstage toilets, cabins, and catering tent</li></ul>
--	--

Front of House Site Cleaning (during the event)	<ul style="list-style-type: none"> <li>• 15 cleaners</li> <li>• 10:00 - 22:00</li> <li>• Continuous operation to prevent waste build up and keep the site clean and tidy</li> </ul>
Front of House Site Cleaning (post show)	<ul style="list-style-type: none"> <li>• <b>25 x cleaners</b></li> <li>• <b>From 22:30</b></li> <li>• All arena areas and tent interiors to be cleaned prior to 08:00 following morning</li> </ul>

---

SUNDAY 28<sup>TH</sup> MAY 2017 – SHOW DAY 2

**Waste Disposal:**

**The following to be emptied before 8am:**

- 4 X 40 yard skips
- 50 X 1100L bins
- 2 X 16 yard skips

**Cleaning Requirements:**

The following cleaning requirements will be covered as per the specifications provided:

Backstage Cleaning (During the event)	<ul style="list-style-type: none"> <li>• 6 x cleaners</li> <li>• 08:00 - 22:00</li> <li>• to clean backstage toilets, cabins, and catering tent</li> </ul>
--	--

<p>Front of House Site Cleaning (during the event)</p>	<ul style="list-style-type: none"> <li>• 15 cleaners</li> <li>• 10:00 - 22:00</li> <li>• Continuous operation to prevent waste build up and keep the site clean and tidy</li> </ul>
<p>Front of House Site Cleaning (post show)</p>	<ul style="list-style-type: none"> <li>• <b>25 x cleaners</b></li> <li>• <b>From 22:30</b></li> <li>• All arena areas and tent interiors to be cleaned prior to 08:00 following morning</li> </ul>

## BREAK PERIOD

### 29<sup>th</sup> May 2017

Backstage cleaning today:

- 1 X Cleaners from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

The following to be emptied:

- 4 X 40 yard skips
- 2 X 16 yard skips

The following is to be delivered to site in the morning:

- 40 X 1100L bins
  - 15 at the entrance lanes
  - 25 at the concessions area

### **30<sup>th</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaners from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

The following to be emptied:

- 4 X 40 yard skips

The following to be collected from site in the morning:

- 2 X 16 yard skips

### **31<sup>st</sup> May 2017**

Backstage cleaning today:

- 1 X Cleaners from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

The following to be emptied:

- 4 X 40 yard skips

### **1<sup>st</sup> June 2017**

Backstage cleaning today:

- 1 X Cleaners from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices

- WC's to be cleaned at the start and end of each shift

The following to be emptied:

- 4 X 40 yard skips

### **2<sup>nd</sup> June 2017**

Backstage cleaning today:

- 1 X Cleaners from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

The following to be emptied:

- 4 X 40 yard skips

### **3<sup>rd</sup> June 2017**

Backstage cleaning today:

- 1 X Cleaners from 10am to 2pm

Work to be carried out:

- Litter picking of the working areas
- Cleaning of production toilets and offices
- WC's to be cleaned at the start and end of each shift

The following to be collected from site in the morning:

- 4 X 40 yard skips
- 10 X 1100L bins
  - 6 in backstage locations
  - 4 in production parking areas

## APPENDIX 18. DISABILITY INFORMATION



## APPENDIX 19. KEY TIMINGS

## APPENDIX 20. TICKET TERMS & CONDITIONS

## APPENDIX 21. ALCOHOL MANAGEMENT PLAN

# Alcohol Management Plan - Radio 1 Big Weekend 2017

## 1. INTRODUCTION

The British Broadcasting Centre (BBC), the Music Festival Organiser, have appointed Creativevents Ltd to operate the bar facilities (sale and supply of intoxicating liquor) at the forthcoming Radio 1 Big Weekend Music Festival 2017. Creativevents have been granted the sole alcohol rights and a member of its Senior Management Team is the Designated Premises Supervisor, namely Liam Murphy.

The Music Festival is taking place at Burton Constable Hall, Hull, HU11 4LN between Saturday 27<sup>th</sup> and Sunday 28<sup>th</sup> May 2017. The music festival audience profile is considered to be diverse and of all ages. *The audience profile may change as and when new musical acts are confirmed.* The daily attendance is approximately 30,000 visitors. There is no ticket charge for the event itself, but a non-refundable event admin fee of £8.50 per ticket will be applied to cover ticket handling, postage and other event administration costs.

To establish how safe and lawful alcohol sales will be managed, an Event Specific Alcohol Management Plan has been compiled acknowledging the information contained within The Purple Guide, The Licensing Act 2003 (four licensing objectives), The Weights and Measures Act, The Mandatory Licensing Conditions – Selling Alcohol Responsibly, The Event Safety Plan and any conditions stipulated within the Premises Licence.

## 2. HEALTH & SAFETY

Creativevents are committed to providing adequate control of health and safety risks arising from the bar activities. Creativevents recognise that we have responsibility for the bars and for the co-ordination of the activities of our staff and service providers on site. Creativevents acknowledges that the assistance of the Festival Organisers and their agents, the Emergency Services and any other event sponsors/stakeholders in the compilation of this plan. It has been proved that by working together as a team it may be possible to prevent an incident occurring and thereby ensure that visitors enjoy a safe time at the event. With this in mind the Alcohol Management Plan and supporting statutory documents will be issued to all relevant authorities and interested parties for their perusal and comment.

## 3. EXPERIENCE

Established over 20 years ago, Creativevents have a proven track record and wealth of experience in festival and event bars throughout the UK. For the Radio 1 Big Weekend Event, Creativevents have appointed an experienced Senior Management Team with no less than 7 years' service for any given member of the team. All members of the Senior Management Team are Personal Licence Holders and well versed in the Licensing Act 2003. Creativevents have provided the bar provision at some of the most prestigious UK events and venues such as; Royal Ascot, Lords Cricket, Chelsea Flower Show, Download, Wireless, Brighton Pride, Festival Number 6, BBC World Music Awards, South West 4, Hyde Park, The 02, Milton Keynes Bowl to mention a few.

## 4. LICENSING PARTICULARS

Premises Licence Holder	Hull UK City of Culture Ltd
Premises Licence Number	ERYC/223795
Licensing Authority	East Riding of Yorkshire Council
Premises Address	Burton Constable Hall, Hull, HU11 4LN
Designated Premises Supervisor	Liam Murphy – Creativevents General Manager
DPS Personal Licence details	5870/12/00233/LAPERS
Issuing Authority	Sutton Council
Time of Bar Operations <i>Individual bar times may vary, see bar descriptions for timings.</i>	Saturday: 12:00–22:30 Sunday: 12:00–22:30
Alcohol Sales	On the premises only

# Alcohol Management Plan - Radio 1 Big Weekend 2017

## 5. BARS DESCRIPTION

Creativevents will be operating 8 alcohol bars and 4 soft drink units as detailed below. The high volume arena bars (Bars 1-4) are situated within typical event marquees. The service counter is formed of traditional event mojo service counter. The service style is 'grab and go'. Access to the bars is controlled by crowd control barriers (Disney style) and the Festival Organisers Security, namely Showsec Ltd. There is no public access within the marquee. *A copy of the security manning schedule can be viewed in Appendix A – FOH Bars Security Schedule.*

The soft drink bars comprise of 4 tents (32 m2) attached to the arena bars. All other bars are either product specific, back of stage or themed. The sales volume for these bars is anticipated to be significantly less than the arena bars.

All bars will be supported by a back of house area (BOH). The BOH areas will be used to store stock items and typical operating paraphernalia such as generators, CO2 gas cylinders, waste bins and cold storage vessels etc. The BOH areas are strictly out of bounds to the public and non Creativevents staff. Where necessary heras fencing will be used to secure the BOH area and prohibition access signage displayed.

Bar Name	Grid Reference	Bar Specification	Timings	Area/Bar Manager Personal Licence Holder
Bar 1	N12	48m x 9m Silver Marquee (see appendix 1)	12:00 - 22:30	TBC
Soft Drink 1	N12	5m x 5m Silver Tent (see appendix 2)	12:00 - 22:30	TBC
Bar 2	Q2	30m x 9m Silver Marquee	12:00 - 22:30	TBC
Soft Drink 2	Q2	5m x 5m Silver Tent	12:00 - 22:30	TBC
Bar 3	O17	30m x 9m Silver Marquee	12:00 - 22:30	TBC
Soft Drink 3	O17	5m x 5m Silver Tent	12:00 - 22:30	TBC
Bar 4	K15	48m x 9m Silver Marquee	12:00 - 22:30	TBC
Soft Drink 4	K15	5m x 5m Silver Tent	12:00 - 22:30	TBC
Real Ale	T11	Structure tbc	12:00 - 22:30	TBC
Guest Area Bar	Q11	12m x 6m Tent (see appendix 3)	12:00 - 22:30	TBC
Press Bar	O12	6m x 6m Tent	12:00 - 22:30	TBC
Artist Bar	O11	6m x 6m Tent	12:00 - 22:30	TBC

## 6. ONSITE ORGANISATION

### Event Manager

The Event Manager has overall responsibility for bar operations and liaison with the Premises Licence Holder (Radio 1 Big Weekend). The Event Manager is the Designated Premises Supervisor (DPS) and responsible for authorising the sale or supply of alcohol. In accordance with the Premises Licence and liaison with the Premises Licence holder, the Event Manager will give the order for opening and closing of the Bars.

### Event Administrator

The Event Administrator supports the Event Manager and is responsible for the co-ordination of event support services/facilities and the administration of health and safety documentation/signage. The Event Administrator is a qualified 'First aider at Work' (HSE approved course) and Personal Licence holder.

### Head of Risk

The Head of Risk is responsible for the overall management of safety and security matters and for strategic decision making with regard to security deployment in respect of bar operations. The Head of Risk will liaise with the Event Manager, Festival Security and Authorities as required. The Head of Risk will also be responsible for the

# Alcohol Management Plan - Radio 1 Big Weekend 2017

implementation of all health, safety and security matters for the bars, both in the planning stages and the festival itself. The Head of Risk holds a Personal Licence.

## Bars Compliance Manager

The Bars Compliance Manager reports to the Head of Risk. They will assist with the training of staff prior and during the festival and subsequently audit and monitor the **Alcohol Management Plan** for its effectiveness, and should it be necessary implement corrective action as appropriate.

## Area Managers

Area Managers report to the Event Manager and are responsible for the co-ordination of bar operations and on-the-job staff training on a given area of work e.g. Bars 1-3. They are also to ensure that all aspects of the Bar infrastructure are built to the correct specification, the necessary alcohol management signs are prominently displayed and all supporting alcohol management forms are in place and being administered as appropriate. Should the Event Manager be off site, an Area Manager will assume the role of Event Manager. All Area Managers are Personal Licence holders.

## Duty Staffing Manager

The Duty Staffing Manager reports to the Event Manager and is to ensure the bars are suitably staffed, and welfare is effectively controlled and maintained throughout the festival. In addition, they will ensure all servers of alcohol are 18 years old or older and training records are maintained.

## Bar Managers

The Bar Managers are responsible for the day to day supervision of the Bar Staff and effective management of bar operations, and in particular the enforcement of the Premises Licence pertaining to alcohol sales. The Bar Managers report to the relevant Area Manager.

## SIA Security Operatives

SIA Security Operatives will be deployed on the high volume Bars and be in place during bar opening hours. All security operatives will hold a SIA Door Supervisors Licence, carry a two way radio and be easily identifiable. Their Security duties will include but not restricted to:

- Protection of property
- Protection of staff
- Protection of company income
- Maintain public order within the Companies demised areas
- Enforcement of the Premises Licence and Bar Operations Plan (where applicable)
- Enforcement of Weights and Measures requirements
- Support the bar staff in preventing 'under age' drinking
- Monitor for proxy sales
- Respond effectively to any given emergency
- Liaison with Festival Security

*A copy of the security manning schedule can be viewed in Appendix B – BOH Bars Security Schedule.*

## 7. TRAINING

Headed up by the Training and Recruitment Manager, Creativevents is committed to educating, training and supporting its managers and staff so that they are able to carry out their duties within the Alcohol Management Plan. In advance of the festival, all servers of alcohol will be suitably inducted, vetted for 'Right To Work' and

# Alcohol Management Plan - Radio 1 Big Weekend 2017

required to complete an online **Responsible Server of Alcohol** course. <http://training.bar-expert.co.uk/uk/training/> Training records will be kept at Head Office and filed for 3 years. Event specific training will be delivered as outlined in **Section 8**.

## 8. EVENT BRIEFING

Several festival specific staff briefing pertaining to the Alcohol Management Plan will take place prior to the festival opens:

**Management Briefing.** A management briefing will take place at 17:00 hours on Friday 25<sup>th</sup> May, conducted by the Event Manager. In addition to alcohol sales, the briefing will include but not restricted to:

- Timings: doors/show time/interval/exit
- Bar operations and methodology
- Licensing
- Stock management and tariffs
- Event update – outstanding works
- Pre-open health and safety inspection
- Confirmation of duty staff and emergency procedures
- Radio communication plan
- Security plan
- Commercial plan
- Staffing and welfare plan
- Closedown plan

**Staff Induction/briefings** will take place over several sessions leading up to the festival:

- For local staff, 3 sessions per day on May 4<sup>th</sup> and 5<sup>th</sup> 2017 at TBC location in Hull
- For existing Creativevents staff and those that may have missed the previous sessions, at 16:00 hours on May 25<sup>th</sup> 2017 at TBC location in Hull
- For Agency Staff at 09:00 hours on May 26<sup>th</sup> – Onsite Staff Welfare Tent

Either the Training Manager, Bars Compliance Manager or DPS will conduct the briefings. It is at this point the DPS will authorise the staff to serve alcohol. Staff are expected to sign Annex B – Evidence of Staff Briefing Form MCE(P)02 and wear a signed lanyard to evidence that the briefing has taken place. Staff are also required to sign the sale and supply of alcohol authorisation register as noted below.

"AUTHORITY FOR THE SALE AND SUPPLY OF ALCOHOL: LICENSING ACT 2003  
RECORD OF INDIVIDUALS AUTHORISED TO SELL ALCOHOL AT  
RADIO 1 BIG WEEKEND

*I confirm that I have been authorised to sell or supply alcohol for the duration of this event from Saturday 26th and Sunday 28th May 2017 inclusive by Liam Murphy, the Designated Premises Supervisor or the relevant Personal Licence Holder, in the bar namely:*

\_\_\_\_\_.

*I understand that it is a crime to sell alcohol to someone under 18 or to sell alcohol that is intended for consumption by an under 18-year-old. I am also aware that it is a crime to sell alcohol to someone who is drunk. I know that I must ask for ID if I think a customer MAY be under 25. I also understand that if I serve anyone in these situations that I risk a £90 fine and disciplinary action.*

*I have read and understood the above.*

NAME (PRINT)

SIGNATURE  
[Insert details of staff here]

DATE

*The people identified above have been authorised to sell alcohol at the Radio 1 Big Weekend 2017.*

# Alcohol Management Plan - Radio 1 Big Weekend 2017

## Staff Briefing Content

- Licensing Act 2003 objectives and statutory requirements
- Penalties for non-compliance
- Premise Licence conditions
- Personal Licence Holders
- Permitted times for alcohol sales
- Servers of alcohol legal responsibilities
- Signs of drunkenness/dealing with drunken customers
- ABV-strengths of drinks and be able to give festival goers advice and information
- Tariff, weights and measures
- Access to free tap water
- ID & Age verification
- What does a 25 year old look like
- Dealing with Fake ID –bailment scheme
- Proxy sales – identification and reporting
- Proxy sales controls – e.g. maximum number of drinks per customer,
- Refusal log completion / documenting incidents
- Asking for help / reporting an incident
- Till management
- Wristband scheme
- Staff welfare
- Emergency procedures
- Health and safety; housekeeping manual handling, operating machinery, first aid, violence at work
- Confirmation of the learning

Task specific training will take place on the bar and be delivered by the Bar Manager.

## 9. BARS CHECK LIST

Prior to the festival opening and using the Bars Check List MCE(F)059 , Area Managers are to ensure that all aspects of the bar infrastructure are built to the correct specification, the necessary alcohol management signs are prominently displayed, staff have been suitable briefed and all supporting alcohol management forms are in place and being administered as appropriate. The Area Manager will be responsible for notifying the DPS every festival day of the bars readiness for 'open'.

## 10. SIGNAGE

The signs listed below will be displayed on every bar so they can be clearly seen:

- **White Event Information Board**

*This needs to be updated daily and denote the DPS*

- **Price List and ABV**

*Customer facing - Price lists and ABV for all of the products on sale clearly on display at all times. Cocktails do not require ABV's.*

- **Challenge 25**

*Signs need to be displayed, customer and staff facing, demonstrating that we are operating this scheme.*

- **Buy or attempt to buy alcohol by under 18's**

*Customer facing - The sign needs to state that it is an offence to buy, or attempt to buy, alcohol if you are under the age of 18, as per Section 149 of the Licensing Act 2003.*



# Alcohol Management Plan - Radio 1 Big Weekend 2017

- **No smoking signs**

Customer facing for any internal bars - These should be in colour and in the prescribed design and frequency. They must be clearly on view on the interior and approach to your bar.

- **Signs of intoxication**

Displayed on the mojo staff facing only

- **Health and Safety Poster**

Displayed in the BOH area

- **No glass/'pass' age/hearing protection**

Displayed on the mojo staff facing only

- **Condition on entry**

Displayed in the BOH area

- **Pass accreditation**

Displayed in the BOH area

- **No Entry – authorised staff only**

Displayed in the BOH area

## **11. COMMUNICATION**

A dedicated Central Communications Centre will be established (Alpha Control). Alpha Control will act as a staff helpline for matters such as maintenance (defective equipment), the co-ordination of operational cash management /bars security, emergency reporting, liaison with the festival ELT or any given occurring problem.

Alpha Control is to receive and transmit radio calls to and from the workforce for co-ordination purposes, and to ensure any occurring problem or outstanding business requirement has been duly delegated and subsequently completed or escalated within a timely fashion.

Alpha Control will maintain an Incident Log Book MCE(F)25. The purpose of the log book is to provide a formal record of the day's events and key decisions made. The Event Manager and Head of Risk is to review Incident Log Book MCE(F)25 every event day.

Key management and support services will be in possession of a company mobile phone and relevant contacts details. A two way radio system will be installed for communications during the event. (See below)

Channel 1	Arena Bars and Management
Channel 2	Non Arena Bars
Channel 3	Not in use
Channel 4	Alpha Control, Security and Commercial
Channel 5	Staffing
Channel 6	Long conversation

### Emergency Liaison

In the event of an emergency situation, Alpha Control will be contacted immediately via radio Channel 1 – Operations. It will then be Alpha Controls responsibility to summons the necessary response via the Festival ELT. Alpha Control will be issued festival (site) radio to enable fluid communications with the Festival Organiser and ELT.

## **12. PROCEDURES FOR ALCOHOL SALES - ALL SERVERS OF ALCOHOL TO READ SECTION 12-14.**

- You must never serve someone intoxicated and under 18 years of age;
- Any person posing as a potential threat or otherwise to members of the public /staff must be reported to SIA Security Operatives, the Event Manager and where necessary the Police;
- Individuals who appear to be under 25 years of age must produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark or ultraviolet feature;

## Alcohol Management Plan - Radio 1 Big Weekend 2017

- No glass vessels are to be served to customers;
- 'Challenge 25' signage must be prominently displayed at all points of sale where alcohol is supplied;
- An Alcohol Sales Refusal Form MCE(F)003 must be maintained to log any situations of a refused alcohol sale i.e. attempted under age drinks purchase/intoxicated patron;
- Any attempted use of fraudulent ID must be reported to SIA Security Operatives and or the Bar Manager for their action;
- All drinks must be served in the correct measures and in accordance with the tariff;
- No free samples of alcohol are to be distributed or 'happy hour' schemes adopted;
- Drinking games are prohibited i.e. dispensing of alcohol directly into the mouth is prohibited;
- You retain the right to refuse the serving of alcohol at your discretion;
- Customers must have access to free tap water where reasonably practicable, ensure you are aware of the free tap water distribution points.

### Proxy sales

The risk of proxy sales is very real and in particular at high volume bars. If you suspect that an adult is buying alcohol to pass onto a minor the following course of action should be taken:

- Question the person politely as to the destination of the purchase, ask to see the other consumers and check their ID. Where this is not achieved restrict the sale to the amount of adults present with valid ID;
- Explain to them that they commit a criminal offence if they purchase the product with the intention of giving it to a person underage;
- Tell them that if they are found to have supplied alcohol product to an underage person, they will could be evicted from the premises and reported to the Police;
- Communicate the suspected offender(s) to others relevant staff members and security.

### Weights and Measures

Drinks must only be sold in approved measures as required by the Weights and Measures Act. These are:

- Pints, half pints (or half pint multiples) and the rarely used third of a pint for draught beer, lager and cider; Multiples of 25 millilitres or 35 millilitres for gin, rum, whisky and vodka except when they're served as part of a cocktail;
- 125 millilitres or 175 millilitres for glasses of wine;
- Only officially stamped (bearing the crown or CE mark) measures, metering equipment or glasses will be used. For example, beer can be served using metered pumps or in stamped glasses;
- Spirits will be measured through stamped optics or using stamped measures;
- The tariff will always denote what quantities drinks are sold in and the ABV will be clearly displayed.

### **13. FREE TAP WATER**

It is a mandatory licence condition to provide free tap water on request to all customers and where it is reasonable to do so. The following water points will be available to the customers:

**Multiple stand pipes marked ' water point' throughout the arena and on all the bars.**

### **14. DECANT POLICY**

**NO GLASS** vessels to be served over the counter. No glass signage to be displayed on the MOJO barrier. Plastic bottles lids to be removed upon purchase.

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## 15. CONDITION OF ENTRY TO THE EVENT

- Under-16s will need to be accompanied by a responsible adult aged 18 or over
- Bag searches
- No alcohol brought into the event

## APPENDIX 22. LOCAL AUTHORITY EVENT PLAN & RISK ASSESSMENTS

## APPENDIX 23 – ON SITE TELEPHONE NUMBERS

Opinions and information provided in the Event Management Plan are on the basis of the author using due skill, care and diligence in the preparation of the same and no explicit warranty is provided as to their accuracy. It should be noted and it is expressly stated that no independent verification of any of the documents or information supplied to the author has been made

Gary Lathan CMIOSH

Safety First Solutions Ltd

30 Thomson Drive

Glasgow

t +44 (0)141 587 7862

m. +44 (0)7968 730 444

e. [gary@safetyfirstsolutions.com](mailto:gary@safetyfirstsolutions.com)

w. [www.safetyfirstsolutions.com](http://www.safetyfirstsolutions.com)