**Event Safety Management Plan Template**

***NB: Delete these notes (pages 1 - 4) before issuing this document***

**IMPORTANT DISCLAIMER**

**This document is intended as an aid to completing an event safety management plan, it is the responsibility of the event organiser(s) to ensure that the Event Safety Management Plan is completed by a competent person and is fit for purpose for the event that it is intended to be used for. The authors of this template (Hull 2017 UK City of Culture Ltd.) accept no responsibility for any losses, damages or other issues arising from the use of this template. The following notes are intended to be used as guidance only.**

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**Drafting Notes:**

**Event Safety Management Plans should be drawn up with consideration of the 4 licensing objectives:**

* **The prevention of crime and disorder**
* **Public safety**
* **The prevention of public nuisance**
* **The protection of children from harm**

<All guidance notes highlighted in yellow should be completed or deleted as appropriate>

**Cover Page**

Complete with project name and current version number.

**Page 2**

Each time the document is updated or issued complete the table with the relevant information. This allows recipients to see what has been updated and who has made the changes.

**Page 3**

The contents list is not exhaustive and should be updated to reflect the requirements of the individual project.

**1.0**

Give an overview of the project, to include the details of what the project is, where it will take place, the ticketing arrangements, the likely audience profile etc.

**1.1**

Insert details of the key members of the project team who will deliver the project, for example producer, production manager, site manager, health & safety manager, co-producers and delivery partners.

**1.2**

Insert details of the project management structure for the planning and running of the event. If applicable include details of the Event Liaison Team and Gold, Silver, Bronze command structure.

**1.3**

Insert the contact details of the team in 1.1, to include as a minimum mobile phone numbers and email addresses.

**1.4**

List any permissions or licences required to stage the event, and the status of those permissions and licences (eg. Required, applied for, granted). This section may include venue permissions, Premises Licence, temporary event notice, PRS and/or PPL licence, permissions to use content etc.

**2.0**

It is the responsibility of the event organiser(s) to ensure that this statement meets their own organisational objectives.

**2.1**

Insert the details of the appointed person with overall responsibility for Health & Safety at the event. This may be an employee of the organiser or an appointed third party.

**3.0**

Insert the overall risk assessment for the event. This risk assessment should be a high level overview of risks associated with the event, risk factors may include location, weather, audience or artist profile etc.

**4.0**

This statement is non exhaustive, but gives an overview of legislative responsibilities.

**5.0**

This section should be checked by the person completing the ESMP to ensure that it is fit for purpose.

**6.0**

This section should be checked by the person completing the ESMP to ensure it is fit for purpose and complies with the organisational objectives of the organiser(s).

**6.1**

Insert any special considerations that apply to the venue. This may include, for example, listed building status, any areas where access is prohibited, any existing site rules or regulations or if the site or venue is under control of another party or contractor.

**6.2**

Insert details of access and egress arrangements, both for pedestrians and vehicles, for example accreditation requirements, signing in and out, vehicle routes, escape routes etc. This should refer to non public access and egress, public access and egress should be dealt with in paras 8.0, 16.0 & 16.2.

**6.3**

Insert details of designated smoking areas

**6.5**

Insert details of welfare facilities, for example toilet facilities, washing facilities, break & rest areas, catering facilities, first aid etc.

**6.6 - 6.13**

These sections must be checked by the person completing the ESMP.

**7.0**

Insert production schedules, delivery & vehicle schedules, performance schedules etc. as appropriate.

**8.0**

The security & crowd management plan should detail all security arrangements whilst onsite (including build and break periods) and the arrangements for stewarding the audience, including access and egress. This should take into account the venue or site, artist profile, expected audience profile, whether alcohol is available and any known threats or intelligence of possible threats.

**9.0**

This section should detail the first aid and medical arrangements for public and non-public (build & break) times. The level of provision should be calculated by a competent person and checked by the local ambulance service. The medical plan should also take into consideration potential wider impact on local hospitals and ambulance services.

**10.0**

This section should detail the arrangements for dealing with waste created by the public and by contractors.

**11.0**

This section should detail the measures put in place to minimise the harm or disruption caused by noise, both during performances and the build & break periods. Measures may include noise propagation tests, resident & business engagement in the local area and the setting up of a dedicated noise management phone line.

**12.0**

This section should detail the arrangements governing alcohol on site. This may include whether audience members are allowed to bring alcohol onsite or the arrangements for retail alcohol sales onsite, including steps to prevent sales to minors (Challenge 25 or Challenge 21), the details of the designated premises supervisor, the maximum volume of alcohol sold per transaction and the details of the refusal log.

**13.0**

This section should detail the measures taken to reduce the risk of fire. This may include details of the provision of firefighting equipment, a fire risk assessment, the requirement for hot works permits etc.

**14.0**

This section should detail how the organisers will react to adverse weather conditions, this may include snow, ice, heavy rain or a wind management plan.

**15.0**

This section should detail the arrangements for electrical safety onsite, particularly if temporary or generated power supplies are being used. It may include minimum qualifications required by personnel carrying out electrical work onsite.

**16.0**

This section should include an overview of the crowd management and welfare arrangements, for example audience profile etc.

**16.1**

This section should detail public welfare facilities. This may include for example quiet or family areas of the site, facilities for disabled audience members or welfare arrangements for people who may be suffering from exhaustion, over exposure to heat or cold or be under the influence of alcohol or recreational drugs.

**16.2**

This section should detail the arrangements and plans should an emergency evacuation be required. (This section can be deleted if emergency evacuation is included in 8.0)

**16.3**

This section should detail first aid and medical provisions for the public if not included in 9.0

**16.4**

This section should detail the arrangements in place to care for children or vulnerable adults if they become separated from their parent, guardian or carer. Note: the details of lost children must never be given out over PA systems or radios and code words should be used,

**16.5**

This section should detail the arrangements for dealing with lost property.

**16.6**

This section should detail sanitary provisions that are available to the public.

**17.0**

This section should include site plans and other relevant drawings and should include a contents list.

**18.0**

This section should include all contractors risk assessments and method statements.

**19.0**

This section should include copies of all relevant insurance certificates, for example organiser’s and contractors’ public liability insurance.

**20.0**

This section lists legislation and guidance used to prepare this template and that will be useful aids to completing an ESMP. Note that this is not an exhaustive list

***END OF GUIDANCE NOTES***

**EVENT SAFETY**

**MANAGEMENT PLAN**

**The Height of the Reeds**

**version 1.1**

DOCUMENT CONTROL

THIS DOCUMENT IS LIVE AND SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

*AUTHOR CONTROL*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Action | Sections | Date |
| *Jane Earnshaw* | *1.0* | *First Draft* | *all* | *02/03/17* |
| *Jo Nockels* | *1.1* | *Second Draft* | *all* | *16/03/17* |
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**Section 1 - Overview**

**1.0 Event Overview**

The Height of the Reeds is a sound installation by Opera North for the iconic Humber Bridge heard through headphones during a walk across the Bridge. It is composed by the Norwegian trumpeter and contemporary jazz musician Arve Henriksen, electronic musician Jan Bang and guitarist Eivind Aarset, and features recordings of the Chorus and Orchestra of Opera North mixed their own music, orchestral music and field recordings made at the Humber Bridge itself by Hull-based sound artist Jez Riley French. The audio heard on the walk will vary according to the weather conditions on the Bridge. When each person is handed their audio guide, the relevant version for the conditions will be activated.

Tickets for the project are free but must be booked through the Hull2017 website. The maximum audience for each timed walk is 40 people and is likely to be made up of individuals and small groups. The pre-booked audience collect their headphones from the VHEY Tourist Information Centre in the Humber Bridge Car Park. Timed self-guided walks take place along the East Footpath during daylight hours. From the Tourist Information Centre the audience follow project wayfinding up to the East Footpath of the Humber Bridge. Once at the bridge, the audio devices will automatically detect transmitters located at intervals along the bridge and change the audio accordingly. The duration of the outward piece will be approximately 40 mins in total. On reaching the Barton end of the bridge the audio experience will end and instructions will be given over the headphones about the return walk, that retraces the original route. An alternative sound track will be on offer for the return walk.

**1.1 Project Team**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Jo Nockels | Producer, Opera North |
| Jane Earnshaw | Production Manager, Opera North |
| Dominic Gray | Projects Director, Opera North |
| Kathryn Gasic | Projects Officer, Opera North |
| John Williams | Maintenance and Health & Safety Coordinator, Humber Bridge |
| Kevin Moore | CEO, Humber Bridge |
| Sandy Beacock | Operations Inspector, Humber Bridge |
| Arnaud Mercier | Project software Engineer, Opera North |
| Martin Atkinson  | Assistant Producer, Hull2017 |
|  |  |

**1.2 Event Management Structure**

A simple event management structure is all that is needed for this small event.

**1.3 Contact List**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Mobile** |
| Jo Nockels | Producer, Opera North | Jo.nockels@operanorth.co.uk | 07949 043575 |
| Jane Earnshaw | Production Manager, Opera North | jane.earnshaw@operanorth.co.uk | 07896 318657 |
| Dominic Gray | Projects Director, Opera North | Dominic.gray@operanorth.co.uk | 07970 463175 |
|  John Williams | Maintenance and Health & Safety Coordinator, Humber Bridge | [John.Williams@humberbridge.co.uk](https://operanorth-my.sharepoint.com/personal/jennifer_owen_operanorth_co_uk/Documents/John.Williams%40humberbridge.co.uk) | 07802375163 |
| Sandy Beacock | Operations Inspector, Humber Bridge | Sandy.beacock@humberbridge.co.uk | 07751 997769 |
| HBB CONTROL TOWER |  | DIRECT LINE TO CONTROL TOWER 24/7 | 01482 350566 |
| Kathryn Gasic | Projects Officer, Opera North | Kathryn.Gasic@operanorth.co.uk | 07534 937895 |
| Arnaud Mercier | Project software Engineer, Opera North | a.mercier06@gmail.com | +33 6 60 17 27 15 |
| Martin Atkinson  | Assistant Producer, Hull2017 | martin.atkinson@hull2017.co.uk | 07721754934 |

**1.4 Licensing & Permissions**

The content of the music remains the property of the artists, with Opera North being permitted to use it for the purposes of this project and associated publicity. The recordings of the Opera North Orchestra and Ladies' Chorus are licensed by Opera North for use in the project and associated publicity only. The poetry used in the piece remains the property of the poet, with permission to be used aurally and visually as part of the project.

 The event takes place solely on HBB owned infrastructure and licensing falls under the authority of the Bridge via the Humber Bridge Act.

**2.0 Safety Policy Statement**

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

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

**2.1 Appointed Persons**

Humber Bridge Board – John Williams. Maintenance Manager and Health and Safety Coordinator

Opera North - Jane Earnshaw. Production Manager

**3.0 Event Risk Assessment**

See attached document ON\_HumberBridge\_RA.xlsx

**Section 2 – Contractors, Personnel & Site**

**4.0 Legislative Duties**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**5.0 Responsibilities of Contractors**

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

Contractors must:

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

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

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

**5.2 Equipment & Materials**

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

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

**5.3 Personal Protective Equipment**

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

**5.4 Segregation**

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

**5.5 Risk Assessment**

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

**5.6 Compliance**

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

**6.0 General Site Conditions**

**6.1 Venue – Special Considerations**

The event site is located and therefore under the control of the Humber Bridge Board, with the exception of the Tourist Information Cabin in the North Bank Viewing Area which is under the control of VHEY (Visit Hull and East Yorkshire). Both VHEY and HBB are active partners in the project.

**6.2 Access & Egress**

Event vehicle access for the production office and Headphone Distribution Point is through the Humber Bridge North Bank Viewing Area,Ferriby Road, Hessle, East Riding Of Yorkshire, HU13 0LN. Parking is in the large free public car park adjacent to the VHEY Tourist Information Centre.

Opening weekend get in/out - Access to Event Vehicles to unload at the Barton Anchorage will be facilitated by Humber Bridge Board via a temporary lane closures under their control.

**6.3 Smoking**

There is no smoking in the VHEY cabin. The walk however takes place outside in public areas, the event organisers have no feasible way of monitoring smoking by the audience.

**6.4 Alcohol and drugs**

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

All personnel or contractors should make their manager or supervisor aware if they taking any prescription medication that may impair their ability to carry out their duties safely. The manager or supervisor should reassign them to suitable tasks.

**6.5 Venue Facilities**

Public toilets, inc accessible, are available throughout the event (build/operation and get-out). They are located in the Humber Bridge car park, adjacent to the VHEY Tourist Information Cabin and include male/female and Accessible facilities. The accessible toilet also contains Baby Change facilities. The VHEY Tourist Information cabin provides a limited selection of refreshments and ad hoc catering is provided in the car pack by a snack wagon. The landscaped area adjacent to the cabin and toilets contains picnic tables for the public to consume their own or bought refreshments.

**6.6 Working at Height**

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

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

**6.7 Manual Handling**

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

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

**6.8 Lifting Operations**

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

**6.9 Ladders**

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

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

**6.10 Fatigue**

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

**6.11 Electricity**

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

**6.12 Equipment Suspended at Height**

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

**6.13 Waste**

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

**Section 3 - Operational Plans**

**7.0 Schedule**

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| **Install Week** |
| **What**  | **When**  | **Who**  |
| Volunteer Training  | Monday 20th 2:15 – 3:15 & 4pm – 5pm  | JE, Harriet, KG, JNI |
| Transmitter adjustments day 1  | Tuesday 21st March 9.30 - 4pm  | AM, JB, Orpheo, JE  |
| Transmitter adjustments day 2  | Wednesday 22nd March 9.30 - 4pm  | AM, JB, Orpheo, JE  |
| Wayfinding installation  | Wednesday 22nd March  | JE, Gail Cooke  |
| Audience Testing Day 1  | Thursday 23rd March 1-3.30pm  | 10 Hull 2017 volunteers, JE, JN |
| Audience Testing Day 2  | Friday 24th March 1-3.30pm  | 40 Hull 2017 Volunteers JE, JN |

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| **Production Week 30/31st March** |
| **What** | **When**  | **Who** |
| Visitor Centre Dressed | Thursday 30 March | Jamie Saye (JS), Dave Arden (DA), JN, JE, KG |
| Portacabin delivered | Thursday 30 March 10.30am | ExcelModular, JE |
| Portaloo delivered | Thursday 30 March 10.30am | JE |
| Opera North van unload Barton | Thursday 30 March 2pm | Jamie Saye (JS), Dave Arden (DA), JN, JE, |
| Barton Anchorage dressed | Friday 31 March | Toby Melville (TM) Howard Bradley (HB), Jen Owen (JO), DA, JS |
| ON team full briefing | Friday 31st March | 7.30pm Premiere InnJE, JN, KG, JS, DA, HB, TB, JO |
|  |  |  |
| **Opening Weekend 1 April & 2 April** |
|  |  |  |
| Core ON team arrive at base | 8:30am |  |
| Volunteer shift 1 arrive at base | 9:30am |  |
| Volunteer Shift 1 briefing | 9:45am-10am | JN, KG, JE |
| Barton volunteers set off to walk to Barton | 10:15am |  |
| Press slot with Arve and Jan | 10am- 12noon | Julia O’Sullivan, JN?,  |
| Barton volunteers arrive at Barton | 10:45am | Met by DA, TM |
| Headsets distributed to audience | 10:45am-11am | Vol shift 1 KG, JS |
| **Walk 1 sets off** | 11am |  |
| Walk 1 arrives at Barton (must leave Barton by 12) | 11:30am-11:45am |  |
| Volunteer shift 1 (Barton) eat lunch | 12:30pm-1:15pm |  |
| **Walk 1 arrives back at base** | 12:15pm – 12:45pm |  |
| Headsets cleaned, reset and redistributed | 12:45pm-1pm | Vol shift 1 |
| **Walk 2 sets off** | 1pm |  |
| Volunteer Shift 1 (Base team) Lunch | 1:15pm-1:45pm |  |
| Walk 2 arrives at Barton (MUST LEAVE Barton by 2pm) | 1:30pm-1:45pm |  |
| Volunteer shift 1 Barton team walk back to base | 2pm |  |
| Volunteer shift 2 arrives onsite | 2pm |  |
| Volunteer shift 2 briefing | 2pm-2:15pm | KG, JE, JN |
| **Walk 2 arrives back at base** | 2:15pm-2:45pm | Vol shift 1 |
| Volunteer shift 1 leave | 2:30pm |  |
| Volunteer shift 2 Barton crew set off to Barton | 2:30pm |  |
| Headsets cleaned, reset and redistributed | 2:45pm-3pm | Vol shift 2, KG, JS |
| Volunteer shift 2 Barton crew arrives at Barton | 3pm | Met by DA, TM |
| **Walk 3 sets off** | 3pm |  |
| Walk 3 arrives at Barton (must leave Barton by 4pm) | 3:30pm-3:45pm |  |
| **Walk 3 arrives back at base** | 4:15pm-4:45pm |  |
| Headsets cleaned, reset and redistributed | 4:45pm-5pm |  |
| Volunteers shift 2 (Barton) eat tea | 5pm |  |
| **Walk 4 sets off** | 5:15pm-5:45pm |  |
| Volunteer shift 2 Base team eat tea | 5:30pm-5:45pm |  |
| Walk 4 arrives at Barton (must leave by 6pm) | 5:30pm-5:45pm |  |
| Volunteer shift 2 Barton, pack up and secure Barton cabin. | 6pm-6:45pm |  |
| Volunteers shift 2 Barton crew walk back to base. | 6:45pm |  |
| **Walk 4 arrives back at base** | 6:15pm-6:45pm |  |
| Headsets cleaned and reset for next day | 6:45-7pm |  |
| Volunteers shift 2 Barton crew arrive back at base | 7:15pm |  |
| Volunteer shift 2 leaves | 8pm |  |
| ON crew leaves | 8.30pm |  |

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| **Event Main Run – Daily 3-30th April** |
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| Volunteer shift 1 arrive at VHEY Cabin and are given the days bookings | 9:30am | Hull 2017 Volunteer shift 1 |
| Headsets taken off charge and distributed to audience | 9:45am-10am |  |
| **Walk 1 sets off** | 10am |  |
| **Walk 1 arrives back at base** | 11:15pm – 11:45pm |  |
| Headsets cleaned, reset and redistributed | 11:45pm-12noon |  |
| **Walk 2 sets off** | 12noon |  |
| Volunteer shift 2 arrives at VHEY Cabin | 12.45pm |  |
| Volunteer shift handover | 12.45 – 1pm |  |
| Volunteer shift 1 leave | 1pm |  |
| **Walk 2 arrives back at base** | 1:15pm-1:45pm | Hull 2017 Volunteer shift 2 |
| Headsets cleaned, reset and redistributed | 1:45pm-2pm |  |
| **Walk 3 sets off** | 2pm |  |
| **Walk 3 arrives back at base** | 3:15pm-3:45pm |  |
| Headsets cleaned, reset and put on charge | 3:45pm-4pm |  |
| Volunteer shift 2 leaves | 4.15pm |  |

**8.0 Security & Crowd Management Plan**

The nature of the event is that it is a small event with low audience numbers controlled by pre booked ticketing. The type of event is a self guided 5km walk listening to music and the artists involved – Nordic jazz musicians and Opera North. All indicate that security is not needed either for securing event spaces or for managing crowds as there won’t be any.

The staffing in place is appropriate the event tasks needed during daily operation. This staffing is made up of trained Hull2017 volunteers, supplemented by an Event Manager and also with assistance if needed from the VHEY staff at the Cabin.

Low audience numbers (maximum 40 at any one time) mean access and egress routes via the car park are well within the normal operation of the car parks, which are suitable for hundreds of cars and are already well signposted from all nearby routes. The route from the nearest bus and train stops will be waymarked with project signage for anyone attending on foot.

Opening Weekend will involve additional staffing with 10 Hull 2017 volunteers and 8 professional crew to assist with additional event tasks and the temporary relocation of the headset collection area to the disused HBB visitor centre rather than the VHEY Cabin which will be used for the normal operation of the event 3-30 April (and beyond if the project extends).

**Evacuation**

In the extremely rare case of the East Footpath needing to be evacuated the decision will be taken by Humber Bridge Control Tower. This decision will be communicated via phone to the VHEY Cabin in the Humber Bridge car park with the message to hold until further notice any audience about to set off up to the bridge. This message can also be delivered via radio to the cabin.

Depending on the urgency of the situation, the Humber Bridge Control Tower will then either 1 ) let any persons currently on the East Footpath continue naturally until they have left the bridge to return to the VHEY Cabin. Or 2) they will send a vehicle to intercept any persons as they reach the Barton end to inform them of the footpaths closure and assist them to return or direct them, if appropriate, to return via the West Footpath.

Any open gates will then be secured until appropriate to reopen, as decided by the Humber Bridge Control Tower.

**9.0 Medical Plan**

The event is a walk along an existing smooth surfaced public footpath with no obstacles or challenges underfoot. Audience sizes are small, maximum 40 people and the audience are not undertaking any activity that is unusual to the daily operation of the bridge so dedicated Event First Aid is not being provided as the existing provision is adequate.

In the event of an audience member needing urgent medical attention for serious or pre-existing medical conditions there are 3 Emergency SOS phones located at intervals along the bridge located on the footpath. These SOS phones are directly linked to the Humber Bridge Board Control Tower that is staffed 24hrs and which also has CCTV coverage of the bridge. Humber Bridge Control Tower will take control and the Emergency Services will be called as necessary.

The VHEY Tourist Information Centre (Headphones Distribution point) also carries a First Aid kit.

During the build and the opening weekend there will be additional coverage via the Opera North Production Manager and Project Officer who are trained First Aiders and First Aid Kits will be located at the Audience Distribution point and at the Barton Anchorage.

**10.0 Waste Management Plan**

The site will be inspected during the get –in and immediately before the installation begins.

HBB have dedicated cleaning staff on site both emptying litter bins daily and operating a roadsweeping vehicle on roads and footpaths (weekly). The footpaths will be swept each week during non event hours.

HBB will be expecting additional waste to be generated during Opening Weekend.

**11.0 Noise Management Plan**

Due to the event being a sound walk experienced via personal headphones, there are no expected noise issues as there is no external sound e.g. live music / PA / Machinery used in the event.

**12.0 Alcohol Management Plan**

There is no alcohol on sale at the event or in anywhere geographically near the event. The isolated physical location of the event and the event clearly being a walk and not a static performance or concert makes it unlikely that alcohol intake would be a factor at this event though there is the possibility of individuals bringing alcohol with them.

**13.0 Fire Safety Plan**

**VHEY Tourist Information Cabin**

The audience begins at the VHEY Tourist Information Cabin to collect a pair of headphones and an audio guide. No major equipment or combustible materials are being added to the cabin and as such, Fire Safety at the cabin is the responsibility of VHEY under their normal operational plan.

Event activity at the cabin comprises signing out and distribution of headphones and charging of the audio guides only. The audioguides are battery powered and the chargers are low voltage. Event staff will be briefed to be proactive in ensuring swift removal of any combustible waste generated. HBB collect waste from the cabin daily.

**Bridge Walk**

The event is a walk along a pre-existing footpath outdoors on Humber Bridge Board land from beginning to end. The footpath is tarmac/concrete and once on the bridge there are no litter bins, so no points of potential combustible material. The footpath is cleaned with a roadsweeper at least once per week. The footpath, railings and any adjacent bridge parts are made of non-combustible material.

Any emergency incidents on the footpath can be communicated directly to the Bridge Control Tower via the 3 emergency SOS phones located at intervals along the footpath. The bridge is also monitored 24hrs a day by cctv in the Control Tower.

**Opening Weekend**

For the opening weekend only there will be a temporary production office located in the Humber Bridge Board building in the public car park (the same car park containing the VHEY Tourist Information Cabin). The production office will contain a 2Kg CO2 Fire extinguisher, fire blanket and appropriate signage.

For the opening weekend only there will also be a production office at the Barton Anchorage, this too will contain a 2Kg CO2 Fire extinguisher, fire blanket and appropriate signage. Opera North Crew will be instructed on safe use of all firefighting equipment.

**14.0 Weather Management Plan**

The Met Office – will be consulted daily for detailed forecasts. The nearest met office forecast location is Hessle, adjacent to the bridge.

The walk takes place outdoors in an exposed location on the Humber Bridge, the audience has been given clear instructions at the time of booking to come prepared and that the weather may change quickly.

The walk takes place on a pre-existing walkway used daily by the public.

The walk can take place in all weathers that are safe for the public to be present on the bridge, the equipment can operate in all weathers.

The Humber Bridge Board remain at all times in control of the bridge and in the case of extreme weather may close the footpaths to the public. This decision, taken by the bridge, will be communicated via phone to the VHEY Tourist Info Centre in the Humber Bridge Car Park to cancel any timed walks affected.

**15.0 Site Electrical Safety**

Barton Anchorage – opening weekend

Discussed and agreed with John Williams at Humber Bridge.

A <2KvA temporary electric system – defined as Small/Simple under BS7909 and therefore not needing certification will be installed using a Portable Small Scale generator installed short term at the Barton Anchorage.

This temporary electric will be used to power low wattage LED lighting during the opening weekend. Any items used on the system will be plug and play pre- manufactured bought items and will be installed by a competent person. Any equipment used will be PAT tested and the cert numbers logged.

Generator fuel will be kept in an appropriate rated container and kept away from the generator. The generator will be filled whilst cold at the start of each day. The generator should not need refueling during the event, the capacity vs load is sufficient to last without refueling.

**Section 4 – Public and Audience**

**16.0 Crowd Management and Welfare**

The Audience is pre-booked and so capacity is known for each walk. A maximum on 40 people can complete the walk. All marketing materials convey the need to book places on the walk and so this combined with the out of town location of the bridge means a walk-up audience is not expected (though we have factored a small allowance into capacity should this happen).

The expected audience profile for this is individuals, families and small groups of friends. The nature of the music involved (jazz and opera), the nature of the event (a 5km walk) and the isolated location out of the city centre indicates that this event is not likely to attract individuals seeking to cause disruption. Each booker has also had to submit personal information at the stage of booking and so is traceable.

Once the equipment has been collected from the VHEY Tourist Information cabin the walks are self-guided on a clearly waymarked route and once on the bridge there is little scope for leaving the route by accident. The route is used daily as a public footpath and the additional pedestrian traffic from the event will have minimal impact on the capacity of the footpath for other users. The length of the walk makes it likely that the audience will naturally spread out along the footpath as audience members find their own pace. The nature of the music and the use of transmitters means there is no need for the audience to walk as a coherent group.

**16.1 Welfare Facilities**

The VHEY Tourist Information Cabin is open throughout the event and is warm, dry and sells a limited selection of snacks and hot drinks.

**16.2 Evacuation Plan**

See section 8.0

**16.3 First Aid**

See section 9.0

**16.4 Lost Children** **or Vulnerable Adults**

Due to the nature of the prebooked event and the event being a walk along a defined well signposted route it is not anticipated that there will be incidents of lost children or adults but in the unlikely event that it occurs then the VHEY Tourist Information point will act as a rendezvous point. The HBB Control Tower will also be informed then the bridge CCTV can be used to assist with location of missing person/s.

**16.5 Lost Property**

Any lost property will be handed to the VHEY Tourist Information Centre and where possible reunited with its owner.

**16.6 Sanitary Facilities**

Multiple public toilets 5 x female & male (more than adequate for an audience of 40 according to the Purple Guide), including 1x accessible facilities and baby changing are open throughout the event and are located adjacent to the VHEY Tourist Information Cabin.

**Section 5 – Site Plans**

**17.0 List of Site Plans**

**17.1 Plan 1**

**17.2 Plan 2 etc.**

<INSERT SITE PLANS>

**Section 6 – Contractors Risk Assessments & Method Statements**

**18.0 List of RAMS**

<INSERT CONTRACTORS RISK ASSESSMENTS & METHOD STATEMENTS>

**Section 7 – Insurance Certificates**

**19.0 List of Insurance Certificates**

**<INSERT COPIES OF INSURANCE CERTIFICATES>**

**Section 8 - References**

**20.0 References**

1. The Event Safety Guide, HSG195, ISBN 9780717624539

2. Managing Crowds Safely, HSG154, ISBN 9780717618347

3. The Health and Safety at Work Act 1974

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

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

 HSE L73, ISBN 9780717664597

6. Five Steps to Risk Assessment, ISBN 9780717664405

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

 ISBN 9780717662319

8. Manual Handling Operations Regulations 1992 (as amended)

 ISBN 9780717628230

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

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

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

 ISBN 9780817662289

12. Maintaining Portable and Transportable Electrical Equipment. HSG107

 ISBN 9780717628056

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