
EVENT MANAGEMENT PLAN

RADIO 1's BIG WEEKEND

HULL 2017

DRAFT V1

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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 27th / 28th 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 DIRECTOR (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 Director, 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 Director.

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 TBC 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 INMWT Tent and 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 INMWT set up.

IN NEW MUSIC WE TRUST 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 Q17.

BBC INTRODUCING STAGE

A TBC Stage will be supplied by TBC and be located inside the Arena as indicated on the site plan.

BOX OFFICE

A box office portakabin will be located at TBC and for Guests at TBC.

BARS

TBC 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 (TBC)

PRESS

A press area will be set up within the Arena TBC

GUEST AREA

An area for BBC guests will be set up at TBC. This area will house a bar, toilets and food set up.

MEDICAL INFRASTRUCTURE

There will be one public First Aid marquees erected for the event (TBC). In addition, a marquee will be allocated as the main "hospital" facility and be located backstage (TBC). A pit FA tent will also be located at the Main Stage area (TBC).

WELFARE / INFORMATION TENT

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

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/m² 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

Pressed steel sheeting, 3m 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 (TBC)

FAIRGROUND

There will be Big Wheel, Gallopers, Wave Swing and Helter Skelter fairground rides located as indicated on the site plan. (TBC)

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 27TH 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 28TH 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. 14,000m².

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

The Event Capacity will be made up of 26000 public and a maximum of 2000 guests each day of the event giving a total of 28000 per day. This would allow the Mains Stage to be used as the single music attraction for the headline act each night as has been the case in previous years.

IN NEW MUSIC WE TRUST TENT (INMWT)

The tent has a total available area of 2750m² giving a capacity of 6750 persons at an audience density of 0.4m² 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 TBC. This will provide viewing for approximately TBC 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 INMWT 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 Tent.
3. CCTV is located within the INMWT 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 (TBC)

TOTAL 45m

This gives an evacuation capacity from the event arena of $82 \times 8 \text{ minutes} = 656$ persons per metre for 45 metres = 29,520 persons.

This provides sufficient exit facilities for the intended public audience capacity of 28,080.

INMWT TENT

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(TBC m)

30 Lanes

This will give a flow rate of $30 \times 5 = 150$ ppm / 9000 per hour

It is anticipated that a maximum of TBC persons may travel by coach and bus. This would allow patrons to be admitted within TBC hours

Sufficient area is available for any potential queue build up prior to the Entrance Lanes – approx.

GUESTS

Guests will access the site via specifically sign posted entrance gate with ticket and search lanes – X1. Onward entrance from the Guest Area to the Arena will be via X15

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 $30 \times 82 = 2460$ ppm. It is anticipated that it will take $26000/2460 = 11$ 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		
INMWT Stage	2	2		
INMWT 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
TOTAL	37	22	7	3

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. 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. If site wide evacuation and backstage by using the exit gate TBC then onward to Assembly Points (TBC)
- 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 – TBC
- Assembly Areas for Public will be designated as the safe spaces outside TBC. All Assembly points have sufficient area for any anticipated numbers.

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 (ERVVP)

Emergency Rendezvous point will be the access drive 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 Director 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 X1 and X11 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 TBC 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 TBC next to the Staff Camping Areas.

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

STEWARDING & SECURITY

Showsec will be utilised throughout the event. They have a comprehensive knowledge of the environment and are experienced in providing Stewarding at major events in the UK.

(See Steward Schedules appended)

STRUCTURES

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

Structure / Service	Provider
Main Stage / PA wings	
INMMWT Stage	
BBC Introducing Stage	
Front of House Mixer Positions	
Delay Towers	
Disabled Platform	
Marquees	
Big Tops	
Stage Barrier	
Trakway	
Power	

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)	
Sound (INMWT)	
Sound& Lights (Introducing)	
Lights (Main Stage)	
Lights (INMWT)	
Screens (Main Stage)	
Screens (INMWT)	
Rigging (Main Stage)	
Rigging (INMWT)	

SITE BUILD AND BREAKDOWN

The build and break period for this event will be from TBC May until TBC 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. INMWT Tent 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

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 27,000

Recommended Provision (from The Purple Guide):

Male 13500: Female 13500

Male: 34 WC's, 135 Urinals

Female: 180 WC's

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

X1 – 15

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 INMWT 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 – 3WC's, 12 Urinals

Female – 14 WC's

BABY CHANGING FACILITIES

A 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 INMWT 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 (TBC spaces) for the event will be located with access to the Event. This will be located TBC.

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 (TBC)

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 (TBC). A Main Medical Marquee will be located backstage to deal with more serious medical conditions (TBC). TBC will provide first aid assistance through out the Event as required. TBC 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:

- TBC

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 (TBC).

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 (TBC)

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, 3rd 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 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

APPENDIX 4 – MEDICAL PLAN

APPENDIX 5 – EVENT H&S RISK ASSESSMENT

APPENDIX 6 – SITE PLAN / AREA PLAN

SEE SITE PLANS ISSUED SEPARATELY

APPENDIX 7 – EVENT FIRE RISK ASSESSMENT

APPENDIX 8 - WIND MANAGEMENT POLICY

APPENDIX 9 – BUILD AND BREAK SCHEDULE

APPENDIX 10 – TRAFFIC MANAGEMENT PLAN

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 0.3m² 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

APPENDIX 18. DISABILITY INFORMATION

APPENDIX 19. KEY TIMINGS

APPENDIX 20. TICKET TERMS & CONDITIONS

APPENDIX 21. ALCOHOL MANAGEMENT PLAN

APPENDIX 22. POWDERHAM DELIVERY PLAN & RISK ASSESSMENT

APPENDIX 23. LOCAL AUTHORITY EVENT PLAN & RISK ASSESSMENTS

APPENDIX 24 – 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

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