****

**EVENT SAFETY**

**MANAGEMENT PLAN**

**DUCKIE TEA PARTY**

**V5**

DOCUMENT CONTROL

THIS DOCUMENT IS LIVE AND SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

*AUTHOR CONTROL*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Action | Sections | Date |
| *C Clay* | *1* | *Draft* | *All* | *26.06.2017* |
| *C Clay* | *2* | *General updates* | *All* | *05.07.2017* |
| *C Clay* | *3* | *Insurance certs added* | *7* | *10.07.2017* |
| *C Clay* | *4* | *Security update* | *1.2* | *11.07.2017* |
| *C Clay* | *5* | *Medical plan added*  *Tea Service added* | *9.0*  *17.8* | *18.07.2017* |

*RELEASE CONTROL*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Version | Release Date | Released to? |
| *C CLAY* | *1* | *30/06/2017* | *IAN SCHRAMM* |
| *C CLAY* | *2* | *07/07/2017* | *ESAG* |
| *C Clay* | *5* | *19/07/2017* | *Jennifer Best*  *Chris Fothergill* |
|  |  |  |  |

|  |  |
| --- | --- |
| **Contents:**  **Section 1 – Overview**   1. Event Overview   1.1 Project Team  1.2 Event Management Structure  1.3 Contact List  1.4 Contractors & Suppliers  1.5 Licensing & Permissions  1.6 Licensing Objectives  **2.0** Safety Policy Statement  2.1 Appointed Persons  **3.0** Event Risk Assessment  **Section 2 – Contractors, Personnel & Site**  **4.0** Legislative duties  **5.0** Responsibilities of Contractors  5.1 Accident & near miss reporting  5.2 Equipment & Materials  5.3 Personal Protective Equipment  5.4 Segregation  5.5 Risk Assessment  5.6 Compliance  **6.0** General Site Conditions  6.1 Venue – Special considerations  6.2 Access & egress  6.3 Smoking  6.4 Alcohol & drugs  6.5 Venue Facilities  6.6 Work at Height  6.7 Manual Handling  6.8 Lifting Operations  6.9 Ladders  6.10 Fatigue  6.11 Electricity  6.12 Equipment suspended at height  6.13 Waste  **Section 3 - Operational Plans**  **7.0** Schedule  **8.0** Security & Crowd Management Plan  **9.0** Medical & First Aid Plan  **10.0** Waste Management  **11.0** Noise Management Plan  **12.0** Alcohol Management Plan | **13.0** Fire Safety Plan  **14.0** Weather Management Plan  **15.0** Traffic Management Plan  **16.0** Site Electrical Safety    **Section 4 – Public and Audience**  **17.0** Crowd Management and Welfare  17.1 Audience Profile  17.2 Welfare Facilities  17.3 Evacuation & Incident plan  17.4 First Aid  17.5 Lost Children or Vulnerable Adults  17.6 Lost Property  17.7 Sanitary Facilities  17.8 Tea Service  **Section 5 – Site Plans**  **18.0** Site plans  **Section 6 - Contractors’ Risk**  **Assessments & Method Statements**  **19.0** Contractors RAMS  **Section 7 - Insurance Certificates**  **20.0** Insurance Certificates  **Section 8 - Appendices**  **21.0** List of appendices  **Section 9 - References**  **22.0** References |

**Section 1 - Overview**

**1.0 Event Overview**

In July 2017 Hull UK City of Culture 2017 will celebrate the 50th anniversary of the beginning of the decriminalisation of homosexuality in the United Kingdom.

Beginning with the first UK Pride on July 22nd, the week of celebration and reflection will culminate on Saturday July 29th with two events; ‘I Feel Love’, a concert in City Hall and the ‘Duckie Summer Tea Party’

The Duckie Summer Tea Party will bring café culture to Queen Victoria Square (QVS), there will be dancing, surprise performances, tea & cake and much more for people of all generations to enjoy.

The event is being co-produced by Hull 2017, Duckie and Yorkshire Dance. The roles and responsibilities of each organisation are detailed below (para 1.1).

It is a free to access unticketed event which will run from 13:00 to 19:00. There will be entertainment onstage at various times throughout the afternoon (see para 7 for draft schedule), it is not anticipated that audience members will remain for the whole event as many of the performances are repeated throughout the afternoon. The estimated maximum audience at any one time will be 5,000. The event is designed for a family audience and is to open to all and has been marketed through the usual Hull 2017 channels, with some marketing activity focused specifically towards the LGBT community.

The largest performance element is ‘Into the Light’, a mass dance commission being produced by Yorkshire Dance involving 50 dancers which includes professional and community dancers. Members of the public have had the opportunity to join in by learning elements of the choreography via a You Tube video. The main performance area will be on the Queen Victoria Monument with professional dancers on smaller satellite stages positioned around QVS. Each satellite stage will have a security guard positioned next to it to prevent members of the public from climbing on it. The monument will be cleared of public by stewards and volunteer ushers for the 2 performances.

Duckie are programming a mix of bands, spoken word and other performances throughout the afternoon. These performances will take place on the balcony of City Hall and the satellite stages.

The only ticketed element of the event will be the tea service. Each hour 100 audience members will be seated for a tea and cake service. The arrangements for ticket distribution are still under discussion. Tables and chairs will be positioning next to the Queen Victoria monument, on the City Hall side.

QVS will be dressed with bunting, flags etc to give it a party feel and (budget permitting) artificial turf will be laid in some areas.

**1.1 Project Team**

|  |  |  |
| --- | --- | --- |
| **Name** | **Organisation** | **Role** |
| Chris Clay | Hull 2017 | Technical & Operations Director |
| Niccy Halifax | Hull 2017 | Executive Producer |
| Cian Smyth | Hull 2017 | Producer (Overall) |
| Dicky Eton | Duckie | Producer (Tea Party) |
| Kirsty Redhead | Yorkshire Dance | Producer (Dance) |

**Project Team Roles & Responsibilities:**

**Hull 2017**

Lead event producer responsible for:

* Event Management
* Security & Stewarding
* Health & Safety
* Medical provision
* Waste Management
* Traffic Management
* Audience welfare
* Sanitation
* Design
* Technical & production infrastructure

**Duckie**

Producer of performance elements (with the exception of the mass dance piece), responsible for:

* Talent booking and contracting
* Artist Liaison
* Stage management
* Volunteer management
* Management and provision of the tea service

**Yorkshire Dance**

Producer of the mass dance, responsible for:

* Producing mass community dance piece
* Management of 60 dancers and participants
* Management of 30 Hull 2017 volunteers

**1.2 Event Management Structure**

An Event Control, located in Hull City Hall will be in operation throughout the event.

All operational, safety, security and production decisions will be made through event control and all decisions will be recorded in the event log. The following personnel will be located in Event Control and will form the event liaison team.

The Event Liaison Team will meet at the following times, and at other times as required.

* 12:30 pre event meeting
* 15:00 update meeting
* 17:00 update meeting
* 18:30 pre event finishing meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Organisation** | **Responsibilities** |
| Chris Clay | Event Manager | Hull 2017 | Event Manager, lead on decisions relating to security and safety. |
| Cian Smyth | Producer | Hull 2017 | Lead responsibility for all production elements. |
| Mark Norbury | Security Manager | Showsec | Management of security and stewarding personnel |
| TBC | Medical Manager | TBC | Management of medical personnel |
| Rebecca Clark | Event Logger | Hull 2017 | Recording of key decisions |
| TBC |  | Emergency Services | TBC if blue light services will be represented in Event Control |

**1.3 Contact List**

Key project team contact details:

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Chris Clay | 07771 788 221 | [chris.clay@hull2017.co.uk](mailto:chris.clay@hull2017.co.uk) |
| Niccy Halifax | 07971 819 860 | [Niccy.halifax@hull2017.co.uk](mailto:Niccy.halifax@hull2017.co.uk) |
| Cian Smyth | 07787 988 411 | [Cian.smyth@hull2017.co.uk](mailto:Cian.smyth@hull2017.co.uk) |
| Dicky Eton | 07801 491 074 | [dicky@duckie.co.uk](mailto:dicky@duckie.co.uk) |
| Kirsty Redhead | 0113 243 9867 | [kirstyredhead@yorkshiredance.com](mailto:kirstyredhead@yorkshiredance.com) |

**1.4 Contractors & Suppliers**

The following contractors and suppliers will be supplying goods and services to the event.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | **Supplying** | **Lead Contact** | **Contact Details** |
| HPSS | Staging, lighting & sound | Hugh Jones |  |
| SEP Event | Traffic Management | Alex Brunel |  |
| Hull City Council | Waste Management | TBC |  |
| North East Medical | Medical | TBC |  |
| Showsec | Security & Stewards | Mark Norbury |  |

**1.5 Licensing & Permissions**

This event will include regulated entertainment, as defined by the Licensing Act (2003) and will operate under the City Centre Premises Licence held by the Hull City Council Events team. There will be no retail sale of alcohol at this event.

Appropriate payments will be made to PPL & PRS.

**1.6 Licensing Objectives**

**Statement**

Hull 2017 and their partners and co-producers intend to deliver to the public a safe well planned event that meets all statutory obligations covered by current and relevant legislation. As the event includes regulated entertainment the organisers will take the following steps to promote the four licensing objectives as set out in the Licensing Act 2003. Furthermore this document will distributed to all relevant emergency services and ESAG members and will be kept live and updated as necessary.

**The Prevention of Crime & Disorder**

The organisers will:

* Employ a suitable number of SIA registered security personnel to patrol the site from the start of the construction phase to the end of the load out.
* Employ a suitable number of SIA registered security personnel during the live phase of the event.
* Ensure that the security contractor provides a written stewarding plan which details the responsibilities and duties of the contractor for the event period.
* Ensure that all incidents are reported immediately to event control and that the incident and subsequent actions are recorded in the event log.

**Public Safety**

The organisers will:

* Consult with ESAG Members prior to the event and give due consideration to all advice given and act on any statutory requirements
* Ensure that all production partners and contractors fully assess the risks associated with the delivery of this event and act on any findings of those risk assessments.
* Under a TRO, close Carr Lane to remove the risk of public being struck by vehicles
* Consult with Humberside Police and Counter Terrorism Security Advisors on hostile vehicle mitigation and any other counter terrorism measures.
* Ensure that, so far as is reasonably practicable, all risks to the public are removed or reduced to an acceptable level.

**The Prevention of Public Nuisance**

The organisers will:

* Ensure that suitable noise control measures are in place for the event.
* Inform local residents and businesses of the event and ensure that a phone hotline is available and manned throughout the event.

**The Protection of Children From Harm**

The organisers will:

* Ensure that no alcohol is sold or distributed at the event.
* Ensure that a lost children procedure is in place and adhered to

1. **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 etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, The Organisers will take all reasonably practicable steps to ensure the health, safety and welfare of its employees, sub-contractors and audience.

**2.1 Appointed Persons**

**Chris Clay** is the appointed person with responsibility for Health & Safety for this event.

**3.0 Event Risk Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment of:** | **LGBT TEA PARTY** | **Assessment carried out by:** | **CHRIS CLAY** |
| **Assessment number:** | **LGBT#01** | **Position:** | **TECH & OPS DIRECTOR** |
| **Date:** | **30/06/2017** | **Review date:** | **17/07/2017** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **ACTIVITY & WHO IS AT RISK** | **HAZARDS PRESENT** | **EXISTING CONTROL MEASURES** | **No. at risk** | **Risk factors** | | | **FURTHER ACTION REQUIRED & BY WHOM** | **DATE OF ACTION** |
| **Likelihood** | **Severity** | **Risk Level** |
| **1.** | Public attending the event and public in the area. | Overcrowding leading to crushing and or trampling injuries. | SIA security staff employed to manage crowds.  Hull 2017 volunteers to act as ushers. | 5,000 | 2 | 4 | M | Showsec to provide crowd management plan. Risk factors to be reviewed following this. | 12/07/17 |
| **2.** | Public attending the event and public in the area.  Production staff and performers. | Risk of terrorist attack using a hostile vehicle. | Roads in the vicinity of the event area to be closed to traffic during the event (Carr Lane and Paragon St.) | 5,000 | 1 | 5 | L | Deployment of hostile vehicle mitigation measures to be discussed with Humberside Police. | 07/07/17 |
| **3.** | Public attending the event and public in the area.  Production staff and performers | Risk of terrorist attack using bladed weapons, firearms or explosives. | As this is an unticketed event in a public space, it is not practical to conduct searches as people enter the area.  Security personnel to be vigilant at all times.  All production crew, performers and volunteers to be vigilant at all times.  Any suspicious activity to be reported immediately to event control.  In the event of an incident, evacuation plan to be implemented as appropriate.  All event personnel to be briefed on “Run, Hide, Tell”. | 5,000 | 1 | 5 | L | Further discussion with Humberside Police. Procedures to be reviewed in the light of any change to terror threat levels or new intelligence. | ongoing |
| **4.** | Public attending the event and public in the area.  Production staff and performers | Erection, use and dismantling of temporary demountable structures. | All temporary demountable structures to be used in accordance with HSE guidance.  All TDS to be erected and checked by competent personnel. | 5,000 | 2 | 5 | M | All structures to be signed off by competent person prior to use by performers or public | 29/07/17 |
| **5.** | Public attending the event. | Risk of falls from height if public climb on dance podiums or other structures. | Audience profile indicates that this behavior will be unlikely.  SIA personnel to be deployed next to all structures to stop people climbing on them. | 50 | 1 | 5 | L | Deployment of SIA personnel to be reviewed as design concept develops. | Ongoing |
| **6.** | Public attending the event and public in the area.  Production staff and performers | Risk of crushing and trampling injuries in the event of an evacuation of the event area. | All event staff to be briefed on the evacuation procedure.  Evacuation to managed by competent SIA personnel.  There are multiple large egress points from the event area. | 5,000 | 2 | 4 | M | Evacuation plan to be written by Hull 2017 & Showsec. |  |
| **7.** | Public having tea service. | Risk of food poisoning.  Risk of allergic reactions. | Food to be prepared by staff holding relevant food hygiene certificates.  Public to be made aware of any allergens present in the food. | 500 | 1 | 3 | L | Duckie to provide details of who is providing the tea service and copies of their food hygiene certificates. | 28/07/17 |
| **8.** | Public attending the event and public in the area.  Production staff and performers | Risk of trips, falls and slips. | Event area to be kept tidy and clear of obstacles.  Any cables etc running on the floor to be housed in cable ramps. | 5,000 | 2 | 3 | L | None |  |
| **9.** | Public attending the event and public in the area.  Production staff and performers | Risk of fire or electric shock caused by temporary electrical installations. | All temporary electrical installations to be installed and managed by competent personnel. All temporary installations to comply with BS 7909:2011. | 5,000 | 1 | 5 | L |  |  |
| **10.** | Public attending the event and public in the area.  Production staff and performers | Risk of fire leading to serious injury or death. | No sources of ignition present in event area.  Fire extinguishers to positioned next to temporary electrical installations. | 5,000 | 1 | 5 | L |  |  |
| **11.** | Public attending the event and public in the area.  Production staff and performers | Damage to hearing due to excessive noise levels. | Profile of artists does not require the use of high volumes.  Noise levels to be monitored at the sound desk and kept within acceptable levels as per the noise management plan.  Dedicated phone line to be set up for local businesses and residents. | 5,000 | 1 | 3 | L | Hotline number to be distributed to local business and residents by the project team. |  |
|  |  |  |  |  |  |  |  |  |  |

**RISK MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD**  **SEVERITY** | **1. Very unlikely**  **(*no known history*)** | **2. Unlikely**  **(*unlikely sequence of events*)** | **3. Possible**  **(*Foreseeable under unusual circumstances*)** | **4. Likely**  **(*Easily foresseable – some incidents may have occurred*)** | **5. Very likely**  **(*Common occurrence – aware of incidents*)** |
| **1. Negligible**  **(*no visible injury – no pain*)** | **LOW** | **LOW** | **LOW** | **LOW** | **LOW** |
| **2. Slight**  **(*minor cuts or bruises – no long term effects*)** | **LOW** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** |
| **3. Moderate**  **(*Heavy bruising, deep wounds, lost time*)** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** |
| **4. Severe**  **(*Major injuries, lost time accidents, RIDDOR reportable*)** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** | **HIGH** |
| **5. Very Severe**  **(*Long term disability or death*)** | **LOW** | **MEDIUM** | **HIGH** | **HIGH** | **HIGH** |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF ASSESSOR:** | **C CLAY** | **DATE OF ASSESSMENT:** | **30/06/20174** |
| **SIGNATURE:** |  | | |
| **CONTACT DETAILS** | | | |
| **EMAIL:** | [**Chris.clay@hull2017.co.uk**](mailto:Chris.clay@hull2017.co.uk) | **PHONE:** | **07771 788 221** |

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

**4.0 Legislative Duties**

**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. Accident and near miss reporting forms will be available in Event Control 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**

Queen Victoria Square is a public space and segregated work areas must be created before any work commences. Contractors must be aware of the public when accessing or leaving work areas.

Any vehicles accessing the Square must observe a 5mph speed limit, use warning beacons if fitted or hazard lights and be accompanied by a minimum of two banksmen.

**6.2 Access & Egress**

Contractor access will be via Carr Lane.

**6.3 Smoking**

Smoking is only permitted in designated areas.

**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 the use of recreational drugs will be considered to be unable to carry out their duties safely and will be required to leave site.

Any person who is unable to carry out their duties safely owing to the effects of prescription medication or for any other medical reason must inform their line manager or a responsible person immediately and appropriate action will be taken, which may include the reallocation of duties or medical treatment.

**6.5 Venue Facilities**

Public toilets are available in Queen Victoria Square and there are a number of cafes in the immediate vicinity.

**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**

Draft performance and tea service schedule:

|  |  |  |
| --- | --- | --- |
| **1PM Group Tea Party** | **City Hall Balcony** | **Victoria Square Main stage and arena** |
| 1pm | Amy Lamé continues to DJ | Group 1 guests seated by Maitre Ds. |
| 1.05pm | Tea for 2 special recording played | 100 Performing waiters (PW) enter from City Hall main entrance |
| 1.08pm | Amy continues to DJ | Tea served |
| 1.15pm |  | Amy Lamé as hostess introduces day |
| 1.20pm |  | Toffer Campbell - Poet on main stage |
| 1.25pm | Amy DJs - 2 songs |  |
| 1.30pm | Amy introduces London Gay Big Band | LGBB perform |
| 1.45pm |  | Performers clear tables |
| 1.50pm | Amy closes the first tea party | Maitre D's & PW usher Group 1 out |
| 1.55pm | Amy continues to DJ | Maitre D's at entrance to seating holding Group 2 |
| 1.55pm |  | PW reset tables |
|  |  |  |
| **2PM Group Tea Party** | **City Hall Balcony** | **Victoria Square Main stage and arena** |
| 2pm | Amy invites Group 2 guests forward | Group 2 guests seated by Maitre Ds |
| 2.05pm | Tea for 2 special recording played | 100 Performing waiters (PW) enter from City Hall main entrance |
| 2.08pm | Amy continues to DJ | Tea served |
| 2.15pm |  | Amy Lamé as hostess introduces session |
| 2.20pm |  | Gary Clark & Yorkshire Dance Dance Performance |
| 2.40pm | Amy DJs |  |
| 2.45pm |  | Performers clear tables |
| 2.50pm | Amy closes the second tea party | Maitre D's & PW usher Group 2 out |
| 2.55pm | Amy continues to DJ | Maitre D's at entrance to seating holding Group 3 |
| 2.55pm |  | PW reset tables |
| **3PM Group Tea Party** | **City Hall Balcony** | **Victoria Square Main stage and arena** |
| 3pm | Amy invites Group 3 guests forward | Group 3 guests seated by Maitre Ds |
| 3.05pm | Tea for 2 special recording played | 100 Performing waiters (PW) enter from City Hall main entrance |
| 3.08pm | Amy continues to DJ | Tea served |
| 3.15pm |  | Amy Lamé as hostess introduces session |
| 3.20pm |  | The Sugar Dandies perform 1st number |
| 3.25pm | Amy DJs - 2 songs |  |
| 3.30pm | Amy introduces Liz Carr & Bird La Bird | Liz Carr & Bird La Bird perform |
| 3.40pm | Amy introduces The Sugar Dandies | The Sugar Dandies perform 2nd number |
| 3.45pm | Amy DJs | Performers clear tables |
| 3.50pm | Amy closes the third tea party | Maitre D's & PW usher Group 3 out |
| 3.55pm | Amy continues to DJ | Maitre D's at entrance to seating holding Group 4 |
| 3.55pm | Amy continues to DJ | PW reset tables |
|  |  |  |
| **4PM Group Tea Party** | **City Hall Balcony** | **Victoria Square Main stage and arena** |
| 4pm | Amy invites Group 4 guests forward | Group 4 guests seated by Maitre Ds |
| 4.05pm | Tea for 2 special recording played | 100 Performing waiters (PW) enter from City Hall main entrance |
| 4.08pm | Amy continues to DJ | Tea served |
| 4.15pm |  | Amy Lamé as hostess introduces session |
| 4.20pm | Amy introduces London Gay Big Band | London Gay Big Band perform |
| 4.25pm |  | Victoria Sin joins the LGBB on stage and performs alongside |
| 4.30pm |  | London Gay Big Band continue to perform |
| 4.45pm |  | Performers clear tables |
| 4.50pm | Amy closes the fourth tea party | Maitre D's & PW usher Group 4 out |
| 4.55pm | Amy continues to DJ | Maitre D's at entrance to seating holding Group 5 |
| 4.55pm |  | PW reset tables |
|  |  |  |
| **5PM Group Tea Party** | **City Hall Balcony** | **Victoria Square Main stage and arena** |
| 5pm | Amy Lamé continues to DJ | Group 5 guests seated by Maitre Ds. |
| 5.05pm | Tea for 2 special recording played | 100 Performing waiters (PW) enter from City Hall main entrance |
| 5.08pm | Amy continues to DJ | Tea served |
| 5.15pm |  | Amy Lamé as hostess introduces session |
| 5.20pm |  | Toffer Campbell - Poet on main stage |
| 5.25pm | Amy DJs - 2 songs |  |
| 5.30pm | Amy introduces Dance Spectacular | Gary Clark & Yorkshire Dance Dance Performance |
| 5.50pm | Amy brings the final Tea Party to a close |  |
| 5.55pm | Confetti Canons Let Off |  |
| 5.55pm | Amy continues to DJ | Maitre D's & PW usher Group 5 out |
| 6.30pm | Amy finishes Djing | Close |
| **7pm** | **Get Out Starts** |  |

Draft production schedule:

|  |  |  |
| --- | --- | --- |
| **LGBT 50 Summer Tea Party Draft Production Schedule** | | |
| **date & time** | **activity** | **notes** |
| **Thurs 27 July** |  |  |
| 14:00 | Build satellite stages and begin dressing & bunting install |  |
| 20:00 | Finish work Overnight security shift starts |  |
| **Fri 28 July** |  |  |
| 09:00 | Technical installation (lighting and sound)  Continue dressing |  |
| 13:00 | Lunch |  |
| 14:00 | Complete & test technical installations |  |
| 18:00 | Dinner break |  |
| 19:00 | Rehearsals & Sound checks |  |
| 21:00 | Finish work Overnight security shift starts |  |
| **Sat 29 July** |  |  |
| 09:00 | Work as required Sound checks & rehearsals |  |
| 12:00 | Show security & medical on standby |  |
| 12:30 | ELT on standby |  |
| 13:00 | Show starts |  |
| 19:00 | Show ends |  |
| 20:00 | City Hall show starts Cleaning crews in Queen Victoria Square Technical de rig begins |  |
| 21:30 | City Hall show ends Work paused in Queen Victoria Square |  |
| 22:00 | Cleaning continues |  |
| **Sun 30 July** |  |  |
| 09:00 | De rig stage and stretch tent |  |
| 14:00 | Complete load out |  |

**8.0 Security & Crowd Management Plan**

Showsec will provide security and crowd management services for this event. As the event takes place in an open public space the methodology and approach will be to ensure that spaces do not become overcrowded and that the general public who are not attending the event are able to go about their daily business.

SIA personnel will be employed in case of any disruptive behavior and to prevent non authorised access to restricted areas (for example stages or backstage areas).

The Security and Crowd Management plan is currently under development and it is currently anticipated that 16 SIA personnel and a security manager will be deployed as per the draft dot plan below.



**9.0 Medical Plan**



Medical Plan

# Hull City of Culture 2017

Duckies Tea Party

29th July 2017

# Version 1 – 11th July 2017

***Introduction***

In July 2017 Hull UK City of Culture 2017 will celebrate the 50th anniversary of the beginning of the decriminalisation of homosexuality in the United Kingdom.

Beginning with the first UK Pride on July 22nd, the week of celebration and reflection will culminate on Saturday July 29th with two events; ‘I Feel Love’, a concert in City Hall and the ‘Duckie Summer Tea Party’

The Duckie Summer Tea Party will bring café culture to Queen Victoria Square (QVS), there will be dancing, surprise performances, tea & cake and much more for people of all generations to enjoy.

It is a free to access unticketed event which will run from 13:00 to 19:00. There will be entertainment onstage at various times throughout the afternoon, it is not anticipated that audience members will remain for the whole event as many of the performances are repeated throughout the afternoon. The estimated maximum audience at any one time will be 5,000. The event is designed for a family audience and is to open to all and has been marketed through the usual Hull 2017 channels, with some marketing activity focused specifically towards the LGBT community.

The only ticketed element of the event will be the tea service. Each hour 100 audience members will be seated for a tea and cake service. The arrangements for ticket distribution are still under discussion. Tables and chairs will be positioning next to the Queen Victoria monument, on the City Hall side.

***Objective***

North East Medical Services are on site to provide emergency first aid and medical treatment to members of the public, performers, participants and event staff as needed. North East Medical services will be on hand to cover the immediate event area and any event related incidents within the footprint of the event.

An Event Control, located in Hull City Hall will be in operation throughout the event.

***Attending Agencies***

Hull City of Culture Production/Event Staff along with CoC Volunteers. Showsec will be providing security and stewarding for the event.

***Event Assessment***

NARU Event Score 26 – Recommend Cover: 8 First Aiders, 1 Crewed Ambulance

No more than 5000 on site at anyone time. Traffic management in place with road closures (Carr Lane and Paragon Street). Loud music, ear protection will be available and must be worn. Large crowds making responding to an emergency difficult, all staff to wearing Hi Viz. Ambulance will not be deployed unless taking a patient to hospital or in the event of a life-threatening condition.

Coordination with the Stewarding and Security staff to allow safe movement of the ambulance through the crowds.

***Communications***

Radio communication will be used during the event. Channel one will be the primary channel for all medical staff. Channel three will be the secondary channel in the event of any communication issues.

Radios have been checked prior to the event and signal strength was loud and clear. However, if there are any communication issues, all communication will be ordered to mobile phones by the Duty Manager.

Earpieces and ear defenders will be available to counter the effect of working in loud environments. Radio checks should be carried out by all radio users at the start of their shift and regularly throughout the event.

**Emergency Radio Codes**

These codes to be used to report certain threats.

“Gingerbread” – Maintain current location and maintain radio silence.

“Code Blue” – Report of a Fire, location to follow.

“Code Yellow” – Crowd disturbance, location to follow.

“Code Grey” – Bomb/Terror Threat

“Code Black” – Terrorist Attack

“Code Orange” – Suspect package, location to follow.

If a team wants to report suspicious activity and is in within ear shot of the public, then the following communication is to be made: “Control from (Callsign), request comfort break”, control will then ask for exact location and liaise with security. Do not approach anyone, maintain visual contact from a safe distance. When security arrive, handover a description and why you think the activity was suspicious and direction of travel.

***Welfare***

All medical staff are, without exception, to work in pairs. Teams must conduct a dynamic risk assessment when approaching casualties and relay any relevant information to the control room. Where a situation is felt to be hazardous, medical staff are to withdraw to a place of safety and await direction from the First Aid/Duty Manager. Should all teams need to be withdrawn to a place of safety, the code of the day shall be “Gingerbread”x3 all staff will remain in position unless in immediate danger.

Ear Protection will be provided and must be worn when working in noisy environments. Hi Viz must be worn at all times when working outside. Safety boots to be worn.

**Infection Prevention & Control**

“Bare Below Elbows” Policy must be adhered to at all times. Universal Infection Control Procedures to followed when dealing with blood and/or bodily fluids. All clinical waste to be disposed of via yellow/orange plastic bags and the bags will be transported for final disposal. First Aid Post is a Clinical Area, drinks allowed but no food to be consumed within the post.

***Timings***

**Date(s) of the Event 29th July 2017**

Medical Cover Timings 12:00-19:00 or when stood down from event control

Significant Event Timings 13:00 Event Live – At every hour mark, 100 people will be called forward to participate in the tea party. Ongoing – Musical and stage performances.

***Area of responsibility***

North East Medical Services staff will respond to medical emergencies within the event area as specified by the event boundaries. Event-related injuries beyond these areas may be tended to at the discretion of the Duty Manager.

***Access and Egress routes***

Access for vehicles will be restricted. Unless staff can arrive on foot/public transport, NEMS will transport staff and equipment from Louis Pearlman Centre.

Ambulance will have access to Carr Lane and Paragon Street. Suggested station for the Ambulance would be on Carr Lane in the off cut out side Barclays Bank.

***Medical Intelligence***

No previous Medical Data as this is the first event.

Nearest ED – Hull Royal Infirmay, Anlaby Road, Hull

Nearest PPCI – Castle Hill Hospital, Castel Hill Road, Cottingham

***Logistics***

Deployed at the event will be the following

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Location** | **Call Sign** | **Personnel** |
| Medical Manager | Ambulance/FAP/Mobile | S01 (Sierra Zero One) | Chris BIlton |
| Event Controller | Control | Control | Pete Dagnell |
| First Aid Team 1 | FAP/Mobile | F02 (Foxtrot Zero Two) | Val Richardson & Adelle Clarke |
| First Aid Team 2 | FAP/Mobile | F03 (Foxtrot Zero Three) | Tom Harrison &  Alex Ellis |
| First Aid Team 3 | FAP/Mobile | F04 (Foxtrot Zero Four) | Pat Palmer & Elsa Fortes |
| First Aid Team 4 | FAP/Mobile | F05 (Foxtrot Zero Five) | Chris Bilton & Liz  Temple |
| Ambulance | On station | P06 (Papa Zero Six) | Lee Clarke & John Dunwell |

Deployment of personnel and resources

First Aid Post to be manned at all times. No more than 2 First Aiders in the Post at any one time unless work load requires. 1 First Aid Team at any one time to be on break, although must be ready to respond to an emergency if needed. Request for a break to be made via control.

Equipment

1 x Ambulance, 1 x Para Bag, 1 x Para Drugs, 1 x Zoll, 1 x LSU, 4 x First Aid Kits, 6 x Radios, 2 x AED, 1 x Gazebo, 1 x Carry Chair, 1 x Treatment Bed, 2 x Chair, 8 x Hi Viz Vest/Jackets, 1 x Spares Bag.

***Casualties***

Minor casualties will be treated and discharged on scene with referral to the onsite HCP as is deemed appropriate. Appropriate self-care advice and advice to attend the ED by their own means may be given where appropriate.

Any patient that is identified as warranting further treatment will be advised to attend the Minor Injuries Unit or ED. If deemed appropriate, NEMS will transport the patient.

The Event Manager must be informed and kept up to date with the progress of any patient that is likely to require ambulance transport to the ED.

If necessary, the casualty will be transported without delay by North East Medical Services. This decision will be made by the on-duty HCP, and the Event Manager will be informed.

If at any point a medical emergency is reported to the control room by a member of the public or event staff, the Event Manager will coordinate the appropriate response. The event safety team may also utilise the radio system.

***Major Incidents***

In the event a major incident is declared; this will be explicitly announced over the radio using the term “major incident declared”. At this point it is essential to maintain radio silence and await further instruction from the event manager.

During the event, radio systems will be used to quickly pass information to all event staff. Full details of the Emergency announcements can be found in the Event Management Plan.

A declaration of a major incident will come from the Event Safety Officer.

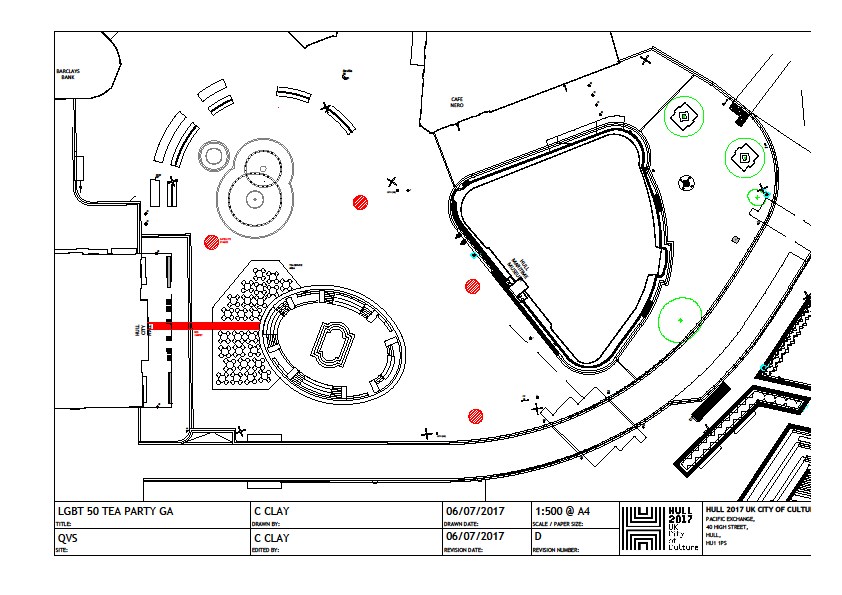
Evacuation of the event will be coordinated by the Event Safety Officer and medical staff will support stewards in evacuating the event grounds and triaging & treating casualties as required.

In the event of a major incident, North East Medical Services staff will come under the control of Yorkshire Ambulance Service until they are stood down.

The Emergency Rendezvous Point for medical staff will be the First Aid Post, until further instruction from the Duty Manager.

***Contacts***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Company** | **Tel** |
| Chris Bilton | General Manager | NEMS | 07872058590 |
| John Dunwell | Lead Paramedic | NEMS | 07843686212 |
| Pete Dagnell | Event Controller | NEMS | 07799397322 |



Event Briefing & Health & Safety Checklist

Medical Manager - Event – Duckies Tea Party Date- 29/7/17

|  |  |  |
| --- | --- | --- |
| **Personal** |  |  |
|  |  | **Action/Remarks** |
| **All present?** | Y/N | Briefing Time |
| **ID Cards?** | Y/N |  |
| **PPE?** | Y/N |  |
| **Emergency Procedures?** | Y/N |  |
| **Radio Checks?** | Y/N |  |
| **Equipment Checks?** | Y/N |  |
| **Drug Bags Sign Out?** | Y/N |  |
| **Team Deployment** | Y/N |  |
| **Call Signs** | Y/N |  |
| **Rest Breaks** | Y/N |  |
| **Mobile Phones?** | Y/N |  |
| **Venue** |  |  |
| **RVP** | Y/N |  |
| **Hazardous Areas** | Y/N |  |
| **FAP 1** | Y/N |  |
| **FAP 2** | Y/N |  |
| **Control** | Y/N |  |
| **Event/Security Control** | Y/N |  |
| **Ambulance/RRV** | Y/N |  |
| **Emergency Vehicle Routes** | Y/N |  |
| **Post Event** |  |  |
| **Event Stand down** | Y/N | Time |
| **All Equipment Returned?** | Y/N |  |
| **Drug Bags Sign In?** | Y/N |  |
| **Paperwork Collected?** | Y/N |  |
| **Any defects/deficits?** | Y/N |  |

Signed

Comments

**10.0 Waste Management**

An additional 20 x 240 litre waste bins will positioned in Queen Victoria Square for the duration of the event to supplement the existing provision. These will be supplied by Hull City Council Streetscene and will be emptied as necessary throughout the event.

Streetscene will also be carrying out additional cleaning in Queen Victoria Square overnight after the event.

**11.0 Noise Management Plan**

The nature of the artists performance means that high levels of noise are unlikely to be generated.

Measurements will be taken during rehearsals and sound checks and appropriate levels will set. During the event measurements will be taken to ensure that levels do not exceed 95 dbA Leq at the sound desk.

**12.0 Alcohol Management Plan**

No alcohol will be served or sold at this event and the usual legislation regarding drinking in public spaces will be in force.

**13.0 Fire Safety Plan**

**Control of combustible materials**

No generators or fuel will be used onsite and vehicle access will be prohibited during the event.

Waste bins will be emptied as necessary throughout the event.

**Ignition sources**

All electrical installations will be carried out by competent personnel and will comply with BS 7909:2011.

**Detection, alarm & fire fighting**

The event will be staffed by security personnel, who will notify event control immediately of any incidents.

Suitable fire extinguishers (compliant with BS 5423) will be positioned next to any temporary electrical installations.

**14.0 Weather Management Plan**

As the event is taking place in the summer it is unlikely that the weather will impact on the safety of the event. The event management will team will monitor forecasts in the run up to the event, using [www.metcheck.com](http://www.metcheck.com) and [www.xcweather.co.uk](http://www.xcweather.co.uk) .

The PA system is currently being designed and if large towers are used an appropriate wind management plan will be put in place.

In the event of extreme weather conditions requiring the event to be stopped the ‘Show Stop’ and, if necessary, Evacuation Plans will be implemented.

**15.0 Traffic Management Plan**

The following roads will be closed to non event traffic at the times listed below:

06:00 Friday 28th July to 09:00 Sunday 30th July

Carr Lane (between Chariot Street and Queens Dock Avenue)

Paragon Street.

These closures are in place to allow outside broadcast and production vehicles to set up for the ‘I Feel Love’ concert and for public safety during the Tea Party.

SEP Events have been appointed to manage the road closures.

Depending on the outcome of discussions with Humberside Police CTSAs, hostile vehicle mitigation measures may be deployed.

**16.0 Site Electrical Safety**

No generators will be used onsite, existing power supplies will be used.

All temporary electrical installations will carried out by competent personnel, giving particular regard to BS 7909:2011 and the Electricity at Work regulations 1989.

**Section 4 – Public and Audience**

**17.0 Crowd Management and Welfare**

**17.1 Audience Profile**

This event is being marketed to the LGBT community and is expected to attract a large mix of age groups and family groups. It is also hoped that it will attract shoppers and other City Centre users.

The event is designed so that people can stay for a short while or for the whole day.

**17.2 Welfare & Access Facilities**

As the event is taking place in the City Centre no additional welfare facilities (other than those listed below) will be provided.

**17.3 Evacuation & Incident Plan**

Emergencies and incidents will be dealt with by the ELT team, in the event of a major incident being declared one of the emergency services may take primacy. In the event of the assumption of the control, the assumption of control form (see appendix 1) must be filled in as soon as is practicable.

**Show Stop**

In the event of an incident that requires the event to be stopped an authorised person will follow the procedure below.

* All ELT members will be informed and will cascade the information to their teams.
* FOH control will be contacted, if music is playing at the time it will stopped. Sound will put onstandby for a public announcement over the PA system.
* The evacuation procedure will be activated, if appropriate.
* Stage Management will escort performers from the stage, if appropriate.

The following persons are authorised to call a show stop:

* **Chris Clay** (or his nominated deputy)

**Incidents**

Although it is not possible to make plans to cover every potential incident, this plan aims to cover all reasonably foreseeable incident. Any incidents should be notified to event control using the following codes words and the location. All notifications will be recorded in the event log.

|  |  |
| --- | --- |
| **Nature of Incident** | **Code word** |
| Fire | Code Blue |
| Suspect Package | Code Orange |
| Terrorist Attack | Code Black |
| Bomb/Terror Threat | Code Grey |
| Crowd Disorder | Code Yellow |

**Fire**

In the event of a fire in the event site, the following procedure will be followed:

* Security personnel and ushers will move public away from the fire in a clam and polite manner.
* The location and nature of the incident will be communicated to event control using the code word “Code Blue”.
* Event Staff will be placed on Amber Alert
* The Event Manager will contact Humberside Fire & Rescue giving details and the location of the incident.
* Event personnel on the red route will be informed that fire appliances are expected.
* Event personnel should only tackle the fire using appropriate methods ONLY if it is safe to do so and they have received training. Personnel should not take risks or put themselves in danger.
* The ELT team will assess if it safe to continue the event and will take appropriate action.

**Suspect Package**

In the event of the discovery of a suspect package the following procedure will be followed:

* Event control must be informed immediately using the code word “Code Orange” and the package should not be touched
* Public in the area should be calmly asked if the item belongs to them.
* Event control will inform Humberside Police
* Event staff will be placed on Amber Alert
* Security personnel will move public away from the suspect package
* Radios and mobile will NOT be used in the immediate vicinity of the package (minimum 10 metre radius)
* Event personnel will identify the package using the 5 C’s and the 5 W’s
* **5 W’s**
  + **What is it?** Describe the item, its size etc.
  + **Where is it?** Give the exact location of the item
  + **When?** When was it found? Has it moved?
  + **Why?** Why is the item suspicious
  + **Who?** Who found it? Who are the witnesses? Witnesses should be asked to remain in the area (in a safe location)
* If the item is deemed suspicious the 5 C’s will be implemented
* **5 C’s**
  + **Confirm** How long has it been there? Has anyone been seen with it?
  + **Clear** Clear the area immediately
  + **Cordon** Create an effective cordon around item
  + **Control** Control the cordon, do not allow anyone back into the area
  + **Check** Check for secondary devices or hazards

**Terrorist Attack**

In the event of a terrorist attack the following procedure will be followed:

* Event control must be notified immediately giving the location and nature of the attack using the code word “Code Black”
* Event Manager will contact Humberside Police immediately and implement the evacuation procedure

**Bomb or Terror Threat**

In the event of a bomb or other terror threat being received by phone the following procedure should be followed:

* Stay calm and listen
* If possible try and keep the caller on the line and alert a colleague
* Write down as much detail as possible
  + How did the caller sound (angry, upset, calm etc)
  + Was the caller male or female?
  + Did the caller have a regional or international accent?
  + Where there any background noises?
  + Did the caller give any of the following information?
    - Where is the bomb
    - When is it due to explode?
    - What does it look like?
    - Why they have placed the bomb
* After the call note down the number if displayed on your device, or dial 1471 immediately.
* Inform Event Control using the code word “Code Grey”

**Crowd Disorder**

In the event of crowd disorder the following procedure should be followed:

* Inform Event Control using the code word “Code Yellow” giving the nature and location of the disturbance
* Event Control to inform the Security Manager who will deploy SIA personnel to the disturbance
* Humberside Police will be informed if the disorder is large scale, if it cannout be dealt with by the SIA personnel or if it escalates.
* Evacuation procedure to be activated if necessary

**Evacuation Procedure**

The event site is an unrestricted public space, if it becomes necessary to evacuate the site members of the public will be moved into surrounding streets and away from the hazard. The following procedure will be followed:

* All event staff will be placed on Amber alert
* ELT to confirm decision to evacuate all or part of the site.
* All event staff placed on Red Alert
  + Staff will be informed which direction the evacuation will take place in
  + Public announcements will made be made over the PA system using the script below

“Attention Please. Attention Please. For your safety it is necessary to evacuate this area. Please calmly make your way in the direction of [*state which direction people should leave in*] and follow the instructions of stewards”

* Event staff will be instructed where they should evacuate to (if this is different from the public evacuation route.

**Operational states**

The event will operate under one of 3 operational or alert states, which will communicate to all event personnel via radio.

|  |  |
| --- | --- |
| **Alert Status** | **Action** |
| Green | Normal event operations |
| Amber | All security personnel and stewards standby to evacuate the site or implement a cordon.  Technical staff standby to make announcements or turn off PA  Stage Management to standby to escort artists from the stage  **All staff to await further instruction.** |
| Red | Implement evacuation plan or cordon as instructed by event control |

**17.4 First Aid & Medical**

See medical plan (para 9.0) for details.

**17.5 Lost Children** **or Vulnerable Adults**

A lost children’s point will be set up at the information point in Queen Victoria Square (exact location tbc). This will be staffed by DBS checked personnel.

The following procedures will be followed for lost children or vulnerable adults:

**The name of a lost child must never be broadcast over the PA or radio.**

**Children found without their parents**

* A child appearing to be lost should be approached and asked if they know where their parents/ guardian are.
* Event control should be notified of the lost person and 2 event staff should escort them to the information point.
* The child should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ brother etc names, where they last saw their parent/guardian and a description of their parent/ guardian. If the child is brought over by another adult, as much information as possible should be gained from them.
* The information will be given to Event Control via radio, and a search will be organised.
* If the parent/ guardians name is known an announcement will be made via the PA system **“This is a public announcement, could ….. (Name of person)** **please come to the information tent.”**
* If the name of the parent or guardian is not known the following announcement will be made via stage PA systems **“This is a public announcement, please remember this is a busy event, if you have been separated from a family member, and please go to the information tent”.**
* **The PA announcement should not mention the name of the lost child.**
* Event Control will inform police on site immediately.

**Parents/ Guardian reporting lost children**

* Reassure parent/ guardian informing you of a lost child, that a search will be organised.
* Encourage the parent to come to the Information point if not already there, so they can give details. **Ask them for the following details of the child – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.**
* Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
* Security and staff will conduct an initial search of the area.
* If the child is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
* When the child is found, they will be lead to the collection point to be re-united with their parent.
* Event Control will inform police on site immediately.

**Parents and children being re-united**

* If a child is reluctant to go with a parent or collecting adult, then the adult should be asked for proof of ID and their signature. If necessary, the police may be advised of any problems.
* Once a child has been re-united with their parents/guardian all stewards, security, staff and police will be informed immediately.

**Lost persons log**

* All lost persons / children’s incidents must be noted in the Event Log.

**17.6 Lost Property**

Any lost property should be taken to the information point. This will be taken back to Hull 2017’s offices after the event.

**17.7 Sanitary Facilities**

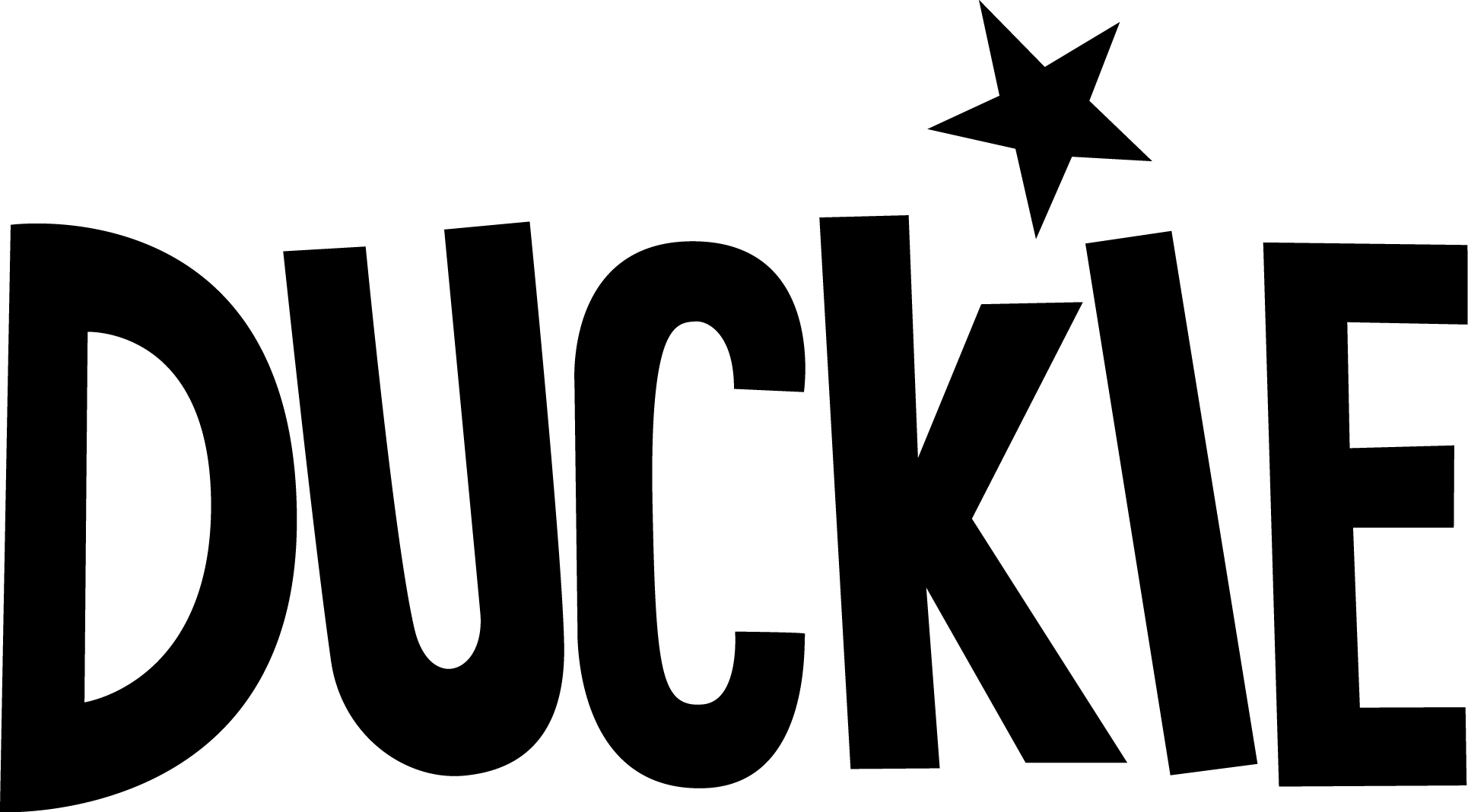
Public toilets are available under the Queen Victoria Monument.

Additional temporary toilet facilities will be provided in Paragon Street:

* 10 male toilets
* 23 female toilets
* 2 accessible toilets

**17.8 Tea Service**

The following documents relate to the hourly tea service that will be served to members of the public. Performing waiters will invite 100 members of the audience to be seated for each tea service.



A Summer Tea Party – Tea Service

We will put in place the following system for delivery of the tea party on Saturday 29 July 2017.

The Victorian Bar and side kitchen will be used for set up and first part delivery of the tea service – storage of equipment, utensils and stick.

In addition, individual stations will be set up under the canopy of City Hall for the final part of the delivery of the tea service.

1. A two sink wash unit – required for ensuring all items are thoroughly washed and rinsed.

2. The glass washing machine located in the Victorian Bar.

3. The fast flow hot water system, which provides instant hot water for delivery of tea service.

4. All cleaning materials, washing and rinsing facilities will be rotated on a regular basis – as required by the kitchen manager.

5. Prior to each tea service, the tables (25 in total with 4 people sat at each table) will be laid:

* With a clean paper over cloth
* Milk jug, sugar bowl and floral table display
* Clean tea cups, saucers, side plate, napkin, desert knife and tea spoon

6. For the hot beverage service, insulated stainless steel jugs (made by Olympia) will be used for delivery of hot drinks at the table, built to tight specifications, the flask will not drip or leak and provides a controlled, constant pour. Specifications:

* Flask is 215mm high
* Capacity 1.5Ltr
* Dimensions 215(H) x 143(Ø)mm
* Material Stainless steel
* Weight 0.7kg
* Simple thumb release mechanism

6. There will be sufficient flasks to ensure that these can be prepared in advance of each tea service, loaded onto secure metal trolleys, and taken down from the first floor to ground level using the integral lift within City Hall.

7. The flasks will then be placed on the individual service stations away from the guests, and when ready each trained individual will circulate amongst the tables pouring the beverage of choice for each person seated. Guests will not be allowed to pour their own drink to prevent spillage.

8. Following the serving of either tea or coffee, each guest will be served with a fruit or plain scone, clotted cream, jam, and butter if requested.

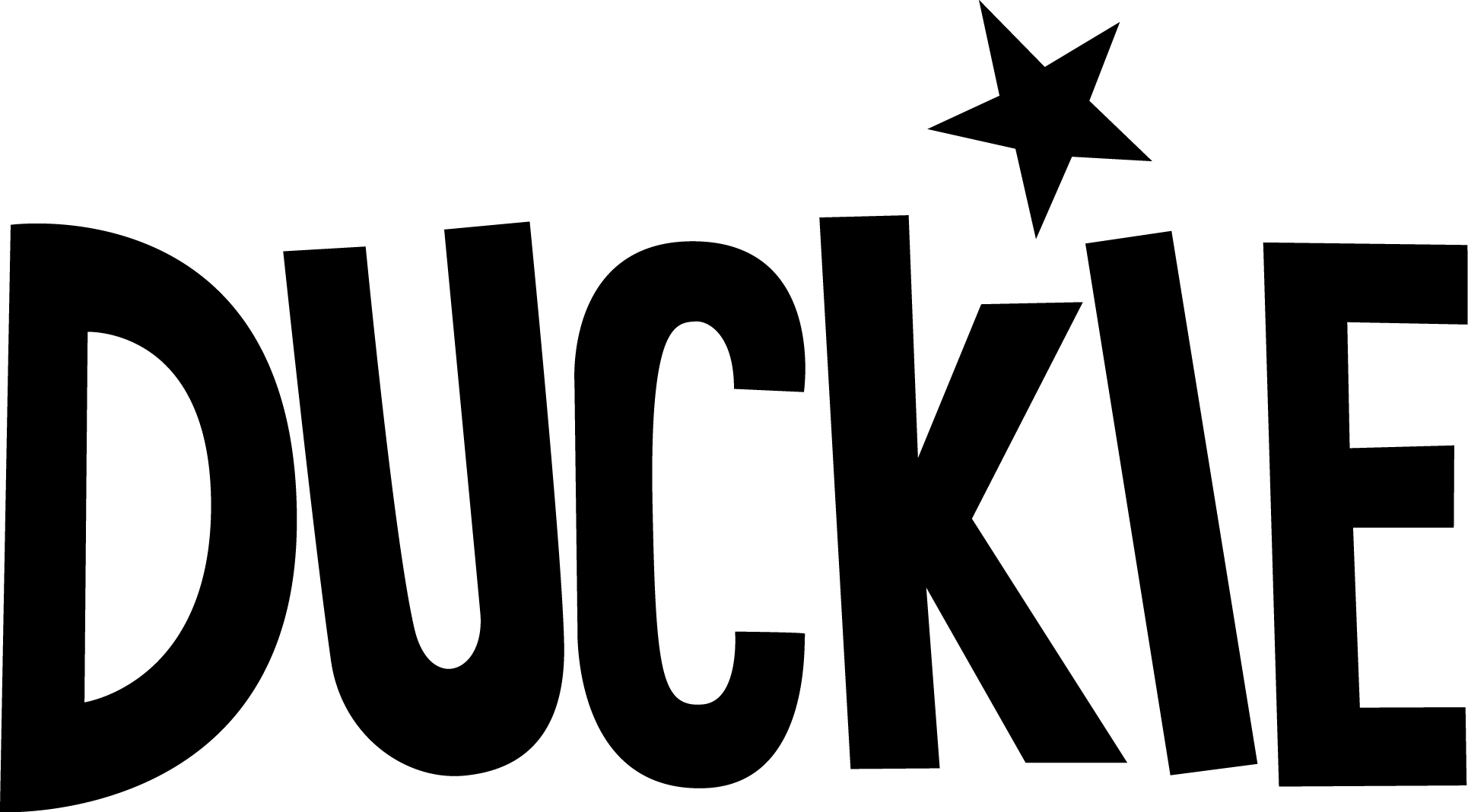
9. Each pot of cream/jam/butter will be an individual portion serving, sealed and provided by external catering suppliers and kept within temperature controlled fridges (where required).

10. At the end of each service, the tables will be cleared and re-set to ensure no cross contamination.

**Cleaning and Equipment Preparation**  
All work areas including all surfaces will be maintained in a good clean condition  
It is Duckie’s policy and practice to “clean as you go” in addition to any regular cleaning tasks. This includes cleaning spillages and soiling as they occur during work activities and also includes cleaning surfaces and equipment that have been in contact with food after every use or frequent use.  
  
Where necessary, safety equipment such as gloves, goggles and rubber aprons will be provided to staff and volunteers.  
  
Duckie will ensure that all possible health and safety precautions have been taken to minimise the risk to staff and the public.  
  
**Food Preparation, Storage and Handling**  
Regular temperature checks will be taken on refrigerators throughout the day.   
These will be recorded in the Daily Recording Diary.

No raw food is being used, but we will ensure that the kitchen and preparation areas are checked regularly to avoid cross contamination and bacteria growth.  
  
A cleaning schedule will be implemented, maintained and recorded in the Daily Recording Diary.  
  
**Serving Food**  
Duckie staff are trained in food hygiene matters and have a high level of customer service skills and all Duckie food handlers will be wearing a special uniform.

**Departing from Site**When departing from site, the installations will be cleaned and waste deposited at the designated waste points. The site supervisor will report and record the time of departure, signing any relevant documentation required.

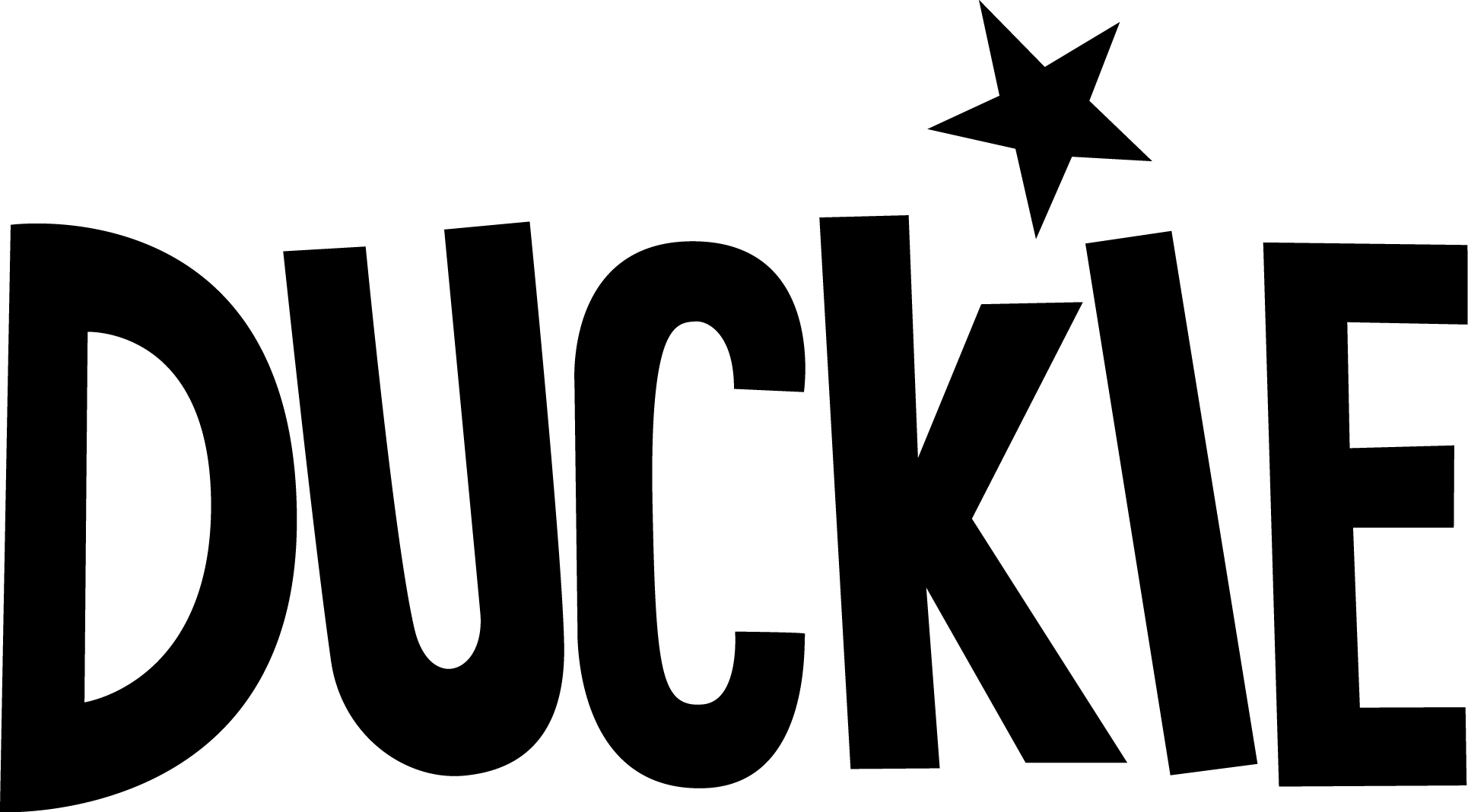


Method Statement /Safe System of Work

Duckie will provide a plastic dustbin per area (if not already present) for staff to dispose of litter, which will be emptied when required during the day.  
  
**Cleaning and Equipment Preparation**  
All work areas including all surfaces will be maintained in a good clean condition  
  
It is Duckie’s policy and practice to “clean as you go” in addition to any regular cleaning tasks. This includes cleaning spillages and soiling as they occur during work activities and also includes cleaning surfaces and equipment that have been in contact with food after every use or frequent use.  
  
Where necessary, safety equipment such as gloves, goggles and rubber aprons will be provided to staff and volunteers.  
  
Duckie will ensure that all possible health and safety precautions have been taken to minimise the risk to staff and the public.  
  
**Food Preparation, Storage and Handling**  
Regular temperature checks will be taken on refrigerators throughout the day.   
These will be recorded in the Daily Recording Diary.

No raw food is being used, but we will ensure that the kitchen and preparation areas are checked regularly to avoid cross contamination and bacteria growth.  
  
A cleaning schedule will be implemented, maintained and recorded in the Daily Recording Diary.  
  
**Serving Food**  
Duckie staff are trained in food hygiene matters and have a high level of customer service skills  
All Duckie food handlers will be wearing a special uniform.

**Departing from Site**When departing from site, the installations will be cleaned and waste deposited at the designated waste points.  
The site supervisor will report and record the time of departure, signing any relevant documentation required.

****

High

Med

Low

X

Tick One Box

**RISK ASSESSMENT FORM**

|  |
| --- |
| **ASSESSMENT UNDERTAKEN: Food Safety and Hygiene Operations at Remote Sites** |

|  |
| --- |
| **Date of Assessment: 12 July 2017 Review Date: 12 July 2017**  **Record/Assessment No: REC Signature of Assessor: Dicky Eton** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazards** | **Persons at Risk** | **Existing and Required Controls including Documented Standards and Training** | **Further Action Required?** |
| Food hazards:  Physical contaminants  Chemical contaminants  Pathogenic Bacteria – Microbial contaminants  Allergenic  Potential for food poisoning and illness  None food hazards:  Electricity  Gas  Falling objects  Slipping, tripping and falling hazards  Hot items | Visitors/Customers  Visitors/Customers  Visitors/Customers  Visitors/Customers  Visitors/Customers  Staff  Staff  Staff  Staff  Staff / Visitors | GENERAL: No food preparation on site. All food bought pre-packed and in suitable portions for serving.  Competent persons  Follow food hygiene policies to include: restriction of access, pests, hand washing, personal hygiene,  See applicable ‘flow’ chart for CCP’s and areas of specific food hygiene and food safety control measures  Cleaning schedules  Physical checks  Safety and food hygiene trained staff/supervision & increased level of supervision  Kitchen equipment and appliances used in accordance with manufacturers literature  Equipment subject to regular maintenance and inspection regime  Visual inspection of items prior to use  Visual inspection of site  Good housekeeping policy  Staff instructed to individually advise all customers on allergenics  Full implementation of the appropriate HACCP food management system  See CCP and food safety records for:  Temperature and time – cooking – reheating – storage – preparation  Cleaning schedules  Physical checks  Fixed electrical wiring installation certificates  Portable electrical appliance tests (PAT)  Gas safety certificates (PLEASE NOTE, NO GAS USED)  Stable objects on stable shelving & benches  Use heat resistant handling aides  Non-slippery and even surfaces where possible. Adequate light levels.  Adequate containers and methods of dispensing hot fluid: Thermo-flasks with drip stops. | No  No (training certificates on file)  No  No  No  Regular visual checks  No  Regular visual check  Regular visual checks  No |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A Duckie Summer Tea Party** | | | | | | |  |
|  |  |  |  |  |  |  |  |
| **Risk Assessment:** | Hull 2017 City of Culture |  |  |  |  |  |  |
| **Date of Assessment:** | 12-Jul-17 |  |  |  |  |  |  |
| **Date of Review:** | 12-Jul-17 |  |  |  |  |  |  |
| **Assessed By:** | Dicky Eton |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Risk Rating (RR) = L x S , L = Likelihood (1-5) , S = Severity (1-5)** | | | | | |  |
|  | **Likelihood** | **Severity** | **Risk Rating** | | | |  |
|  | **1 = Very Unlikely** | **1 = Very Minor Injury** | **Risk Factor 1-5: Negligible to Slight, Improve if possible** | | | |  |
|  | **2 = Unlikely** | **2 = Minor Injury** | **Risk Factor 6-10: Slight to Moderate, Further action may be required** | | | |  |
|  | **3 = May Occur** | **3 = Lost Time to Injury** | **Risk Factor 11-15: Moderate to Severe, Further Action Required** | | | |  |
|  | **4 = Likely** | **4 = Major Injury** | **Risk Factor 16-25: Severe to Very Severe, Immediate Action Required** | | | |  |
|  | **5 = Very Likely** | **5 = Fatality** |  |
|  |  |  |  |  |  |  |  |
| **BS = Building Staff | TS = Technical Staff | BC = Building Contractors | F = Freelance Production Staff | P = Performers | A = Audience** | | | | | | |  |
| **Please note: If the Current Control Measures lead to a Risk Rating of less than 5, it is not necessary to log Additional Control Measures here.** | | | | | | |  |
|  |  |  |  |  |  |  |  |
| **Activity** | **Hazard** | **Who Is At Risk? How Many?** | **Control Measures to be put in place** | **Level of Risk** | | | **Responsible?** |
| **L** | **S** | **RR** |
| Table cloth on table | Edges on floor causing trip hazard | Staff, volunteers and public | Slips/Trips/Falls: Staff will ensure that table cloth edges are clear of floor on all four corners when first put out. This will be checked again every hour. | 2 | 3 | 6 | Duckie Staff |
| Tables & Chairs | People tripping on unseen table and chair legs | Staff, volunteers and public | Slips/Trips/Falls: Staff will ensure that table and chair legs are clearly marked. This will be checked again every hour. | 2 | 3 | 6 | Duckie Staff |
| Glass/cup dropped/broken | Shards of glass or pottery on floor and table | Staff, volunteers and public | Cuts/Burns/Injury: If breakage occurs, staff members immediatley clear away and dispose of in appropriate manner. Dustpan, brush and damp cloth to be retained to assist with efficient clean up and removal of breakages. | 3 | 2 | 6 | Duckie Staff |
| Eating and drinking | Food and drink intolerances | Staff, volunteers and public | Allergic Reaction: Sign clearly displayed advising that any person with a food or drink allergy should request information on ingredients before eating or drinking. Staff will have clear advice and information on all items used. At least one member of staff will have completed suitable First Aid Training. | 3 | 4 | 12 | Duckie Staff |
| Serving hot liquids - tea & coffee | Cuts / Burns / Injury | Staff and volunteers | To minimise the potential for burns, only trained staff will be allowed to pour hot liquid. All hot liquids will be contained within thermal flasks with a saftey lever. Hot liquid can only be poured when the safety lever is depressed. All staff made fully aware of contact with hot surfaces, fluids and steam. Gloves used for hot water washing up. | 3 | 2 | 6 | Duckie Staff |
| Sharp knives and equipment. | Cuts / Burns / Injury | Staff | Instruction/training in how to safely use all equipment. No sharp or protruding edges. Good housekeeping. Equipment service records kept up to date. | 3 | 3 | 9 | Duckie Staff |
| Back injuries | Manual Handling | Staff & volunteers | Staff instructed in correct manual handling techniques (consider individual, task, load and environment). Determine the weight of regularly lifted loads (i.e. gas bottles, generators, food stuffs etc.). Loads are of suitable weight/size for individual lift. If considered too heavy always ask for assistance. | 2 | 3 | 6 | Duckie Staff |
| Uneven surfaces, steps & ladders, poor cleaning, packaging left on floor of work area | Slips, Trios & Falls | Staff and volunteers | Clear markings and notices. Ensure ladders and equipment is properly secured. Ensure level siting. Clean up spillages immediately (Clean as you go). Used packaging is broken down and stored correctly for disposal. No equipment to be left lying on the floor. Visual checks take place regularly. Regular review of cleaning schedule and log. Staff training. | 3 | 2 | 6 | Duckie Staff |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Hazard Groups: | Access / Egress | Manual Handling | Slips, Trips & Falls |  |  |  |  |
|  | Lone Working | Repetitive Strain | Violence / Burglary |  |  |  |  |
|  | Temperature | Fall from Height | Machinery / Hand Tools |  |  |  |  |
|  | Biological | Crushing / Trampling | Vehicular Traffic |  |  |  |  |
|  | Electrical Risk | Hot Works | Cuts / Burns/Injury |  |  |  |  |
|  | Noise | Fire Risk | Allergic Reaction |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **I confirm that I have assessed all risks associated with this performance/project, and will ensure all controls are adhered to.** | | | | | | | |
|  |  | Dicky Signature.jpg   |  | | --- | |  | |  |  |  |  |  |
| **Name** | Dicky Eton |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date** | 12-Jul-17 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Section 5 – Site Plan**



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

**19.0 RAMS**

<TO BE ADDED>

**Section 7 – Insurance Certificates**

**20.0 Insurance Certificates**

****

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Insured :** | Duckie Ltd |  |  |  |  |  |
| **Address :** | Ground Floor, 9 Clitheroe Road London, SW9 9DY | | | |  |  |
| **Business Description :** | | Performance & Events Collective. Live Art to Produce Theatre, Performances as well as Soci | | | | |
| **Public & Products Liability Insurance** | | | | | | |
| **Period :** |  | 09/08/2016 | to | 09/08/2017 | (both dates inclusive). | |
| **Cover :** |  | Public & Products Liability. | | |  |  |
| **Limit of Indemnity :** | | **Public Liability** | |  |  |  |
|  |  |  | £5,000,000 | each and every claim. | |  |
| **Products Liability** | | | | | | |
|  |  |  | £5,000,000 | each and every claim and in the annual aggregate. | | |
| **Excess :** |  | Nil. |  |  |  |  |
| **Territorial Limits :** | | Worldwide. | |  |  |  |
| **Indemnity To Principal :** | | Yes. |  |  |  |  |
| **Conditions :** |  | Offshore Work Exclusion. | | |  |  |
| Terrorism Condition. In respect of Terrorism, the limit of indemnity is £2,000,000 or the Limit | | | | | | |
| of Indemnity above whichever is the lower | | | | | | |
| All other conditions as per Policy document. | | | | | | |
| **Insurer :** |  | Aviva Insurance Limited. | | |  |  |
| **Policy Number :** | | | | | | |
| The insurance is subject to the standard terms, conditions, limitations and exceptions of the Aviva Insurance | | | | | | |
| Limited ‘Performing Arts’ policy wording and otherwise as specifically endorsed. | | | | | | |
| **Broker :** |  | Wrightsure Services Limited t/a Performers | | |  |  |
| Wrightsure House | | | | | | |
| 799 London Road | | | | | | |
| West Thurrock | | | | | | |
|  |  | Essex |  |  |  |  |
| RM20 3LH | | | | | | |
| **Signed :** |  |  | on behalf of Wrightsure | | **Dated :** | 09/08/2016 |

**N O U R P O I N T L I M I T E D**

Camomile House . 6 Embassy Drive . Edgbaston . Birmingham . B15 1TP

*tel* +44 (0)121 454 8388 . *fax* +44 (0)121 454 6685 . *email* [info@honour-point.co.uk](mailto:info@honour-point.co.uk)

**TO WHOM IT MAY CONCERN** 06 October 2016

Dear Sirs

**Our Client: Officers and Committee Members FTTB Yorkshire Dance Centre Trust**

We act as insurance brokers to our above named Client, and have been asked to provide you with brief details of their Liability insurance arrangements:

**Employers’ Liability Insurance**

**Cover:** To indemnify the Insured in respect of their liability at law for death, injury or disease to employees arising out of and in the course of their employment with the insured, subject to Policy terms and conditions. The Policy incorporates a general Principal’s Endorsement.

**Territorial Limits:** Within Great Britain, Northern Ireland, the Channel

Islands or the Isle of Man or whilst temporarily outside these territories when engaged in the Company’s business.

**Limit of Indemnity: £10,000,000** any one occurrence and/or series of

occurrences arising out of one event reducing to

**£5,000,000** in respect of Terrorism.

**Insurer:** Aviva Insurance

**Policy Number:** 100523240 CCI

**Expiry Date:** 29 September 2017

Cont’d

Corporate Insurance Brokers and Risk Management Consultants Registered in England No. 3140287

Authorised and Regulated by the Financial Conduct Authority

**Public/Products Liability Insurance**

**Cover:** To indemnify the Insured in respect of their liability at law for death, injury or disease to members of the public or damage to their property during the course of business of the Insured, subject to Policy terms and conditions. The Policy incorporates a general Principal’s Clause.

**Territorial Limits:** Within Great Britain, Northern Ireland, the Channel

Islands or the Isle of Man and including work carried out during temporary visits anywhere in the world in connection with the Business of the Insured by Directors or Employees normally resident in and travelling from Great Britain, Northern Ireland, the Channel Islands or the Isle of Man.

**Jurisdiction:** United Kingdom

**Limit of Indemnity: £5,000,000** for any one occurrence for Public Liability

and in all in any one period of insurance in respect of Products Liability.

**Insurer:** Aviva Insurance Limited

**Policy Number:** 100523240 CCI

**Expiry Date:** 29 September 2017

The insurance is subject to the insuring terms, conditions and limitations contained therein and this evidence letter does not set out the full terms, clauses, conditions, limits and exclusions of the insurance.

This document does not confer upon the addressee, recipient or holder any rights in the insurance. It has not been prepared for, and may not meet the requirements of any other party. Any Third Party to whom it is supplied should therefore take such steps as it considers necessary to satisfy itself that its own requirements have been met.

Cont’d

The terms, clauses, conditions, limits and exclusions of the insurance may alter after the date of this document, or the insurance may be terminated or cancelled. Honour Point Limited has no obligation to advise you of any changes which may be made to the insurance, nor to advise you of its termination or cancellation.

If you have any queries, please do not hesitate to contact the writer. Yours faithfully

B Peverelle

**Beverley Peverelle**

Account Broker

**Section 8 – Appendices**

**21.0 List of Appendices**

**1. Assumption of Control Form (to be added)**

**Section 9 - References**

22.0 References

1. The Event Safety Guide (Second edition), HSG195, ISBN 9780717624539

2. Managing Crowds Safely, HSG154, ISBN 9780717618347

3. The Health and Safety at Work etc. Act 1974

4. The Management of Health and Safety at Work Regulations 1999  
4.5 The Management of Health and Safety at Work (Amendment) Regulations 2006

5. A Brief Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, HSE INDG453(rev1), ISBN 9780717665747

6. A Brief Guide to Controlling Risks in the Workplace HSE INDG163(rev4), ISBN 9780717664634

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 9780717665860

10. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and Guidance. ISBN 9780717666195

11. Memorandum of Guidance on the Electricity at Work Regulations 1989. ISBN 9780817662289  
11. The Electricity at Work Regulations 1989 Guidance on Regulations. HSR25 (Third edition). ISBN 9780717666362

12. Maintaining Portable and Transportable Electrical Equipment. HSG107, ISBN 9780717628056

13. Safe Use of Ladders and Stepladders. INDG455, ISBN 9780717665181