**EVENT SAFETY**

**MANAGEMENT PLAN**

**LONGHILL FINALE EVENT**

**East Mount Playing Fields**

**15 July 2017**

**Gareth Hughes – Head of Production**

**Hull2017**

DOCUMENT CONTROL

THIS DOCUMENT IS LIVE AND SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

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**Section 1 - Overview**

**1.0 Event Overview**

The event is the finale to the Longhill Performance Week created by Hull 2017 City of Culture, The Land of Green Ginger project and AndNow taking place on East Mount Playing Fields on Saturday 15 July 2017.

The event will involve And Now, community performers and members of the community processing and performing around a sculptural bonfire which will be brunt as the finale at 22:00.

The content and detail of the performance will be created in the months preceding the event and this MSRA updated accordingly, updated version attached as an appendix.

And Now will be managing the finale event sculptural burn involving pyrotechnical animation and performance. Hull2017 will be Event Managers managing security, welfare and safety.

**1.1 Contacts**

Event Manager (PRIMARY CONTACT)
Gareth Hughes – Head of Production, Hull 2017 – Gareth.hughes@hull2017.co.uk – 07733112272

Site Manager

Adam Long – 07754 728316

Firework Safety Officer

Mandy Dike And Now Co Director 07967 021042

Fire gaffer

Ben Rigby And Now Co Director 07855 437 950

**1.2 Licensing**

The Premise licence is held by Hull2017.

**2.0 Safety Policy Statement**

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

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

**2.1 Appointed Persons**

The following persons have been appointed as responsible for Health and Safety for this event:

Gareth Hughes – Head of Production – Hull2017

**Section 2 – Contractors and Personnel**

**3.0 Legislative Duties**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4.0 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

**4.1 Accident and Near Miss Reporting and Investigation**

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

**4.2 Materials**

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

**4.3 Personal Protective Equipment**

The contractor 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.

**4.4 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.

**4.5 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.

**4.6 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.

**5.0 Accesses and Egress**

Access will be through the main pedestrian gates on Waveney Road and Ellingham Close. All other entrances will be secured and opened for emergency egress only.

**6.0 Fire safety**

All contractors and personnel will be shown the location of fire exits and fire-fighting equipment prior to any work commencing.

No hot works to be carried out without a permit.

If you do discover a fire, raise the alarm immediately.

Only attempt to fight a fire of doing so does not put you at personnel risk.

On hearing the firm alarm stop work immediately and proceed to the nearest fire exit, do not stop to collect personal belongings.

The Event Manager (or other appointed person in his absence) will be responsible for calling the emergency services if necessary.

**7.0 Medical Plan**

Medical plan and RAMS in Appendix

Provision

\_ 6x Event First Responders

\_ 1x Technician Ambulance

\_ 1x Treatment Centre (if not provision is on site)

**8.0 General Site Conditions**

**8.1 Venue – Special Considerations**

East Mount Playing Fields offers a good site for a central bonfire and secondary pyro firing sites to the rear (north) of the site. The north of the site will become a pyrotechnic exclusion area, demarked with rope a pin and managed with fire watch stewards \*(x4).

**8.2 Smoking**

Smoking is only permitted outside in designated areas.

**8.3 Alcohol and drugs**

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

**8.4 Venue Facilities**

The event staff will make use of the East Mount Community Centre for welfare facilities.

**8.5 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.

**8.6 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.

**8.7 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.

**8.8 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.

**8.9 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.

**8.10 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 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).

**8.11 Equipment Suspended at Height**

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

**8.12 PPE**

When identified as necessary by a Risk Assessment or Method Statement appropriate Personal Protective Equipment shall be worn.

**8.13 Waste Management**

Waste management will be supplied by xxx and a full litter pick will take place 7am after each show night (as to take place in the light). Existing bins will be managed by the Parks Service.

**9.0 Contractors Risk Assessments and Method Statements**

**Please see appendix for And Now RAMS**

**10.0 Schedule**

**SUNDAY 9th JULY**

Fencing delivered and site compound set up

Generator and distribution delivered and commissioned

Security on site

Container delivered

Turf overlaid for burn sites.

Mandy and Adam to pinpoint positions

Premakes constructed

**MONDAY 10th JULY**

Wood arrives and is unloaded with Telehandler by AL

Wood in position as soon as

possible

security and fencing

Pyro loaded into container.

**TUESDAY 11th JULY**

Build Begins. Monitor weather

**WEDNESDAY 12th JULY**

Build Continues.

Pyro production Meeting Mandy and And Now Crew.

Monitor weather

**THURSDAY 13th JULY**

Images and tops for Fires to be mounted onto bonfire using Telehandler.

Mandy on site to dress in.

Monitor weather.

Rehearsal and show production meeting

**FRIDAY 14th JULY**

Build to be completed. Continue dressing and paint

Rehearsals.

Pyro Production Meeting And Now and Mandy on site.

Monitor weather

**SATURDAY 15th JULY**

Position audience barriers or fence line. position Flags on audience line.

Prime Fire Sculptures.

Rig Pyro on Sculptures and Back Site.

Continue to monitor weather hourly

Finish painting etc.

Meeting, and show roles.

20:00 – gates monitored

20:00 – 22:30 - Show.

23:00 - Derig Pyro site.

00:00 - Clear site

SUNDAY 16th JULY

Final sweep of site, clear out of containers.

Cleared

***NB: subject to change***

**11.0 Risk Assessments**

**SEE APPENDIX**

**Section 3 – Public and Audience**

**12.0 Audience Management and Welfare**

Audience management and welfare will be planned and executed in accordance with guidelines as per The Event Safety Guide (HSG195) and Managing Crowds Safely (HSG154).

**12.1 Stewarding Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **LOCATION** | **DUTIES** | **STAFF** | **NUMBER** | **TIMES** |
| **Sunday 9th July**  | General site  | property protection | guard | 2 | 0900-2100 |
|  | General site  | property protection | guard | 2 | 2100-0900 |
|  |   |   |   |   |   |
| **Monday 10th July**  | General site  | property protection | guard | 2 | 0900-2100 |
|  | General site  | property protection | guard | 2 | 2100-0900 |
|  |   |   |   |   |   |
| **Tuesday 11th July**  | General site  | property protection | guard | 2 | 0900-2100 |
|  | General site  | property protection | guard | 2 | 2100-0900 |
|  |   |   |   |   |   |
| **Weds 12th July**  | General site  | property protection | guard | 2 | 0900-2100 |
|  | General site  | property protection | guard | 2 | 2100-0900 |
|  |   |   |   |   |   |
| **Thurs 13th July**  | General site  | property protection | guard | 2 | 0900-2100 |
|  | General site  | property protection | guard | 2 | 2100-0900 |
|  |   |   |   |   |   |
| **Fri 14th July**  | General site  | property protection | guard | 2 | 0900-2100 |
|  | General site  | property protection | guard | 2 | 2100-0900 |
|  |   |   |   |   |   |
| **Sat 15th July**  | General site  | property protection | guard | 4 | 0900-2000 |
|  | Site | to manage  | Supervisor | 1 | 1930-2330 |
|  | Pyro  | access control | SIA | 4 | 1930-2330 |
|  | response teams  | to respond  | SIA | 12 | 1930-2330 |
|  | General site  | S | stewards | 6 | 1930-2330 |
|  | General site  | property protection | guard | 2 | 2300-0900 |
|  | Site  | Lost Children | Lost Children Officer | 2 | 1930-2330 |
| **Sun 16th July**  | General site  | property protection | guard | 2 | 0900-2100 |

**12.2 Evacuation Plan**

**12.2 Evacuation Plan / Incident Management Plan**

In order to achieve the smooth running of operations, the following systems will be implemented for the event:

* Communication line for Event Control (mobile) will be either in-person at the Event Control or via the designated Event Control radio channel.
* The designated Event Control personnel will be in position on site from 19:00 on show day
* The PA system will be utilised for public announcements. Pre-scripted emergency announcement will be available at FOH.
* An Emergency Liaison Team will be convened in response to potential medium to major risks and incidents

ELT members

* Gareth Hughes – Event Manager
* Security Manager – Prestige
* Katy Fuller – Executive Producer
* Adam Long – Production Manager
* Mandy Dike – Firework Safety Officer

**Contingency Arrangements**

Contingency Arrangements have been devised to allow a co-ordinated and effective response to unscheduled occurrences, which impinge on the safe running of the Event. Three categories of occurrence, each requiring a specific response reflecting their severity, have been identified and are defined below.

**Untoward Incidents**

An Untoward Incident is defined as **‘a routine occurrence that impacts upon the safe running of the Event but does not require the Police to assume the co-ordination of its resolution’**.

**Emergency Situations**

An Emergency Situation is defined as **‘an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the Police to assume the co-ordination of its resolution’**.

**Major Incidents**

A Major Incident is defined as **‘any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority involving a large number of people’.**

**Should a Major Incident be called this is behind the scope of this Event Manual and Event Organisers will support the Emergency Services with all the resources at their disposal.**

**Traffic Light System**

The site will operate on a traffic light system to describe the mode of operation.

* **Green** – Normal operation, site operating safely
* **Amber** – Incident reported and under investigation
* **Red** – Incident requires show stop and site evacuation

As an incident is reported, the site will move from **Green to Amber** – and the following message will be relayed over the radio system.

* “WILL THE EVENT MANAGER PLEASE CONTACT THE PRODUCTION OFFICE”
* Standby and await instructions.

If the incident moves from **Amber to Red**, the following message will be relayed over the radio system:

* “WILL THE EVENT MANAGER PLEASE CONTACT THE PRODUCTION OFFICE IMMEDIATELY, I REPEAT IMMEDIATELY”
* An evacuation of the site will follow.

In this instance you will hear the following message:

* “Ladies and gentlemen, this is a public announcement. We apologise for the inconvenience but due to unforeseen circumstances we have had to cancel the show. Please leave the park by ………….. (The following statement will then be given depending on the Event Control decision)

 a) All available exits

 b) Exiting towards……. Road exit

………Security personnel will be positioned along the path ways to assist you further. We thank you for your cooperation and patience and ask you to leave the park as quickly and calmly as possible”.

* On completion of an evacuation, stewards should remain in position, until further instructions are given.

If it is decided not to evacuate then the following stand down message will be heard:

* “THE PREVIOUS MESSAGE THE EVENT MANAGER IS CANCELLED”

The evacuation of Accessible persons is unproblematic as it is an accessible site.

The above plan will be circulated to all key staff prior to the event and discussed at their briefing sessions.

Loud hailers will be available from the Production Office.

**Reporting of an Untoward Incident Plan.**

**Bomb Threats & Suspicious packages:**

* Event Management and the Stewards must be aware of the potential, however negligible, of bomb threats and the ensuing actions that have to be taken.
* Bomb threats may be received by any agency and are likely to come by way of telephone.
* In the event of a bomb threat being received by any person Event Control should be contacted immediately who in turn should notify external emergency services departments
* The Police Bronze Commander will be responsible for the co-ordination of the response to a bomb threat in accordance with agreed Humberside Police procedures.
* Even without the receipt of a specific bomb threat, Stewards must remain vigilant as regards the possibility of the discovery of suspect packages or vehicles and should make a cursory check of their area of responsibility when they commence patrol.
* Event Management should be notified as soon as possible.

In the event of suspicious items being discovered the 5 C’s and 5 W’s will be applied. Personnel will be briefed on this.

**5 C’s**

* **Confirm** How long has it been there/has anyone been seen with it/has it been moved
* **Clear** Clear the area immediately
* **Cordon** Cordon the area off
* **Control** Control the cordon effectively
* **Check** Check for secondary hazards or devices

**5W’s**

* **What is it** Describe the item; size etc
* **Where is it?** Exact location and any access route
* **When** When was it found/has it been moved?
* **Why** Why is the item suspicious?
* **Who** Who found it/Who are the targets/who are the witnesses?

**Advised minimum cordons (to be specifically determined by lead emergency services in Event Control)**

Letter size/small: minimum 100m; Suitcase/holdall: minimum 200m; Vehicle: minimum 400m

**Emergency Vehicle Access:**

Primary RVP – main gates access via Waveney Road

Secondary RVP – Frome Road entrance – holding point

**Event Cancelation and poor weather contingencies**

Weather conditions will be monitored and recorded in the run up to the event and on show day. Forecast will affect the event in the following ways.

* Wind: Wind is the main element which may cause problems for the event. All structures (where applicable) will be assessed on safe wind load within their H&S documents. In the case of strong winds being forecasted, a consultation will be had with all relevant parties and as a contingency any structure deemed unsafe in the conditions would not be used for the event.
* Rain: Does not affect structures, audience attendance numbers will drop. Water surface levels to be monitored on soft grounds. Tracking may be deployed on curb/grass edges.
* Heat: Water consumption to increase. Water orders to be increased based on forecasts.

Please see appendix for full Weather Contingency Plan.

**12.3 First Aid**

\_ 6x Event First Responders

\_ 1x Technician Ambulance

\_ 1x Treatment Centre (if not provision is on site)

**12.4 Lost Children**

Welfare point for lost and found persons will be positioned in the Eastmount Community Centre – crew welfare room.

**Lost Persons/ Children’s Procedures**

CODE WORDS:

##### **Child without parent :             Disney**

Parent without child :              Walt

**Children found without their parents**

* A child appearing to be lost should be approached and asked if they know where their parents/ guardian are.
* Steward – notify supervisor of the lost child. 2 Stewards should escort them to the welfare point and notify Welfare.
* 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 Security Control via 2-way radio, which will organise a search.
* 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 Welfare 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 on 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 logged and filed.

**12.5 Lost Property**

Lost property will be handed to Production Office during show times and to the parks office outside show times.

**12.6 Communications**

Communication is the key to the safe and smooth running of any event.

Two-way radios will be in use across the site. These will be divided into the following channels;

1. Event Control
2. Security
3. Production
4. Show

All emergency messages will be routed through Event Control.

A list of radio channels on site pass lanyards

Key Contacts telephone numbers listed in section 1.1

All those on radio briefed to be clear & concise in their radio communication and always to acknowledge a message received

**Public Communications:**

Public Announcements will be possible through the show PA’s. Pre-recorded scripted announcements will be provided to FOH technicians on CD.

This may be used if:

The audience need to be asked to move within the site to ease areas of congestion

There is an unforeseen delay to the start of the show

There is an emergency situation and information in relation to H&S and possible evacuation needs to be relayed.

Loud hailers will also be located at Event Control and FOH positions to assist with an emergency situation and back up for PA failure. All Stewards/Staff will have been briefed on the emergency evacuation procedures and their role within the plan prior to their start of shift.

**12.7 Car parking**

There will be no parking available on site for the event. Attendees will be actively encouraged to walk or use public transport. The event has been produced to attract people from the local area (15minute walk radius). Waveney Road will have parking restrictions on one lane to ensure emergency access to the area.

Hull2017 will be encouraging members of the public to arrive by sustainable transport.

**12.8 Public transport**

Bus routes servicing Long Hill.

56 EYMS

57 EYMS

677 Stage Coach

277 EYMS – Stage Coach

240 EYMS

230 EYMS

220 EYMS

**12.9 Site traffic**

All production vehicles requiring site access during the event will be provided with a parking pass with stated restricted access.

When the event is live, no vehicles are to be driven through site unless agreed with the Event Manager. In the situation where it is allowed, the vehicle must drive 10mph and walked by security.

**12.10 Residents Liaison**

All residential property adjoining the park will receive a notification letter 2 weeks before the show. This will have a contact email address for contact with any concerns or queries.

**12.11 Accessibility**

**General Site Access**

The main route from accessible parking (East Mount Community Centre) to show area is from hard standing to grass. The main show takes place on grass and a viewing area will be available for wheelchair users.

**Parking**

Accessible parking will be available for Blue Badge holders at the East Mount Community Centre, this will be on a first come first served basis.

**Wheelchair Accessible Toilets**

The site has wheelchair accessible event toilets onsite. These toilets are available at East Mount Community Centre and on the show site (near the football courts).

**12.12 WC facilities**

Toilets to be sited at Football courts and within the East Mount Community Centre \*event personnel use only.

Main show site - near football courts 10x units plus 1x accessible/baby change unit

Back stage

6x units

Units to be serviced each day (Tuesday to Saturday)

**12.5 Lost Property**

Lost property will be held in the Production Office and reported to the Site Manager.

**13.0 References**

1. The Event Safety Guide, HSG195, ISBN 9780717624539

2. Managing Crowds Safely, HSG154, ISBN 9780717618347

3. The Health and Safety at Work Act 1974

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

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

 HSE L73, ISBN 9780717664597

6. Five Steps to Risk Assessment, ISBN 9780717664405

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

 ISBN 9780717662319

8. Manual Handling Operations Regulations 1992 (as amended)

 ISBN 9780717628230

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

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

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

 ISBN 9780817662289

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APPENDIX

1) Event RISK ASSESSMENT

2) SHOW RISK ASSESSMENT

3) SITE PLANS

4) INSURANCE DETAILS