

Event Plan

“Festival in the Park”

Presented by

Kirklees Council

Crow Nest Park, Dewsbury

17th and 18th July 2010

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1. Introduction

On the 17th July in Crow Nest Park in Dewsbury there will be a Motown tribute band performing on a large stage from 1930 – 22.30, this will be followed by a pop concert on Sunday 18th July from 1300 – 2000. To complement the main stage activity on the Sunday A World Together will be run alongside to add a more Festival feel. This will include a small acoustic stage, Children's area and a market. This element will run from 1300 – 1800.

2. General Information

Name of Event	Festival in the park
Date of Event	22 nd /23 rd August 2009
Venue	Crow Nest Park, Dewsbury
Grid ref	424752E 421792N
Lat	N53:41:31
Lon	W 1:31:36
Event Times	17th 19.30 – 2230 18th 13.30 – 20.00
Cost	Free
Estimated attendance	Up to 10,000
Occupancies	See spreadsheet

The audience profile is expected to be mid 30's onwards on the 17th and family groups with teenagers on the 18th

3. License type

The park is covered by a premises license held by Kirklees Council Culture and leisure services

4. Personal license holder

Nick Smith

5. Event Manager

Tim Garbutt is the Event Manager 07712 553391

6. Safety officer

Tim Garbutt is the Safety Officer 07712 553391

Safe working practice will be adhered to during the fit up, event and de-rig in accordance with the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations of 1993 (amended 1999) and the Event Safety Guide (purple guide HSG195) and Safety guidance for Street Arts, Carnival, processions and large-scale performances. For details of training and experience please see appendix.

For further detail please see risk assessments and method statements attached.

7. Other key staff

NAME	LOCATION	RESPONSIBILITY
Tim Garbutt 07712 553391	Based event control	<u>Event Manager</u> <ul style="list-style-type: none"> • Manage event personnel and resources • Make strategic decisions regarding delay or cancellation of elements of the event • Oversee co-ordination and timing of event elements across the site • Enact agreed contingency plans in the event of an incident • If the Event Manager is unavailable, the above duties will be undertaken by the Deputy Event Manager
Alison Povey 07967500615		<u>Deputy Event Manager</u> <ul style="list-style-type: none"> • In the event of illness or absence of the Event Manager for any reason the Deputy Event Manager will fulfil that role.
Tim Garbutt 07712553391	Event control	<u>Event Safety Officer</u> <ul style="list-style-type: none"> • Check Risk Assessments and other safety documentation produced for the event and instruct should corrective action need to be taken • Advise the Event Manager on safety issues and the activation of contingency plans. • Advise the Event Manager on correct procedures • Co-ordinating announcements to be made in the case of an emergency • Check production methods are safe and risk assessments/method statements are being followed
Adam Long 07754728316		<u>Production Manager</u> <ul style="list-style-type: none"> • Responsible for site and production
Ap Security Emma Tattersall		<u>Head of Security and stewarding</u> <ul style="list-style-type: none"> • Responsible for drawing up a schedule of stewarding for the event • Running pre-event briefing for all stewards • Equipping and monitoring all stewards working at the event • Overseeing deployment of staff and resources • Carrying out agreed contingency plan procedures as advised by the Event Manager and Safety Officer

Reaction Medical Andy Winspear		<u>Medical Co-ordinator</u> <ul style="list-style-type: none"> Responsible for co-ordinating medical cover across the event site Advise the Event Manager on medical issues and the activation of contingency plans. Liaise with First aid officer on site to co-ordinate cover
Mark Davies Green Light tm		<u>Traffic manager</u> <ul style="list-style-type: none"> To co ordinate and implement traffic management plan
TBC		<u>Entertainment Co-ordinator /Stage Manager</u> <ul style="list-style-type: none"> Overseeing the production of the main performance area throughout the event. Co-ordinating announcements to be made in the case of an emergency Keeping artists and stage crew aware of any special arrangements during an emergency
Key Contractors		In addition to the staff outlined above, there will be a number of contractors offering technical help on site. All Contractors will be required to conform to relevant legislation, guidelines and safe work practices
Pyrotechnics		Pyro 2000
Stages		Raise the Roof
Fencing		Deborah services
PA systems		3D productions
Specialist Lighting		3D productions
Electrical Contractor		TG Events Ltd
Stewards		AP Security
Overnight security		AP Security

8. Crowd Management, stewarding and guarding

There will be the following stewards and security personnel on site.

General Stewards will be trained to NVQ level 2, Guards will hold and display an SIA Static guarding badge, and Response teams will hold and display an SIA Door Supervisor badge

DAY	TIMES	STAFF	DUTIES	AREA
Weds 14th July	1800-0000	4	guarding	all structures
Thursday 15th July	0000-0900	4	guarding	all structures
	0900-1800	2	guarding	all structures

	1800-0000	6	guarding	all structures
Friday 16th July	0000-0900	6	guarding	all structures
	0900-1800	2	guarding	all structures
	0900-1800	2	access	top gate
	1800-0000	8	guarding	all structures
Saturday 17th July	0000-0900	8	guarding	all structures
	0900-1700	2	access	VIP
	0900-1700	2	access	backstage
	0900-1700	2	access	main gate
	0900-1700	1	access	FOH + disabled platform
	0900-1700	1	supervisor	
	1700-2300	2	SIA	VIP
	1700-2300	4	access	backstage
	1700-2300	2	access	main gate
	1700-2300	4	stewards	general
	1700-2300	1	access	FOH + disabled platform
	1700-2300	1	parking	disabled parking
	1700-2300	8	SIA	response
	1700-2300	4	SIA	Bars
	1700-2300	1	Supervisor	
	2300-0000	8	guarding	all structures
	1700 - 2300	2	stewards	Cliff st car park - need transport
	1700 - 2300	2	stewards	Train station - need transport
	1700 - 2300	4	stewards	Bottom of park to prevent parking and stopping
world together	1800-0000	2	GUARDING	bottom site of park
Sunday 18th July	0000-0900	8	guarding	all structures
	0900-1200	2	access	VIP
	0900-1200	2	access	backstage
	0900-1200	2	access	main gate
	0900-1200	1	access	FOH + disabled platform
	0900-1200	2	access	backstage
	0900-1200	1	supervisor	
	1200-2100	2	SIA	VIP
	1200-2100	2	access	backstage
	1200-2100	2	access	main gate
	1200-2100	2	access	bottom gate
	1200-2100	6	stewards	general
	1200-2100	1	access	FOH + disabled platform
	1200-2100	1	parking	disabled parking
	1200-2100	12	SIA	response
	1200-2100	4	SIA	Bars
	1200-2100	6	pit crew	
	1200-2100	1	Supervisor	
	2100-0000	8	guarding	all structures
	1200 -2100	2	stewards	Cliff st car park - need transport
	1200 -2100	2	stewards	Train station - need transport

	1200-2100	4	stewards	Bottom of park to prevent parking and stopping
world together	0000-1000	2	guarding	bottom site of park
	1000-1900	6	stewards	
	1900-0000	2	guarding	bottom site of park
Monday 19th July	0000-0900	8	guarding	all structures
	0900-1800	2	access	top gate
	1800-0000	2	guarding	all structures
world together	0000-0900	2	guarding	bottom site of park
Tuesday 20th July	0000-0900	2	guarding	all structures

9. Passes and permits

There will be artiste passes and staff passes. Stewards will check passes on entry points to dressing rooms and performance areas

10. Road Closure

After several meetings with Green Light Traffic management, highways and the Police and after a review of the traffic management employed in 2009 it was decided to cone all major roads locally and to close a section of Boothroyd lane adjacent to the main stage arena.

11. Facilities for people with disabilities

The Safety officer has received full DDA training, Child protection training and is enhanced CRB checked. He will, at all times, consider the needs of others in the planning and implementation of this event. Most access and egress points will be suitable for disabled people.

Disabled parking will be available on Boothroyd Lane

There will be an accessible viewing platform with flat access from the park and there will be a disability changing room.

Disability statement

There will be a 32' x 16' viewing platform built with DDA ramp for use by people with disabilities. Please see plan for position.

12. Communication

Communication will be by 40no two-way radios on 8 channels

Channel allocation:

- One Park and ride
- Two Stewards
- Three Production
- Four Stage management
- Five Management
- Six

Seven Medical
Eight Emergency channel

The Emergency Channel shall be kept clear of normal traffic. Should an incident require the Event Manager to talk to a particular location or individual without interruption from other users, they will instruct the correspondent to switch radio channels to the Emergency Channel. Once the incident has been resolved, all parties shall be instructed to return to their normal operating frequency, leaving the Emergency Channel clear once again.

There will be a sound systems on site to make emergency announcements.

13. Barriers

The stage will have a Mojo type crush barrier 8m from the stage front. The barrier will be 30m wide. At the edges of the barrier will be exit points then the back stage compound will be fenced and braced with Heras fence to the rear

14. Temporary structures

There will be the following structures on site:

FOH tower 16' x 16' x 16' built from quick stage scaffolding and clad with tarpaulin sheets

Structural calculations will be obtained and handover certificates will be checked and kept with the event file for inspection

The following tents will also be onsite:

6m x 6m Pit Triage tent

6m x 12m backstage mess

Tents are supplied by Nationwide who are MUTA registered

There will be 6 metal cabins on site, three stacked on top of three others. These are used as dressing rooms, lost children room, medical room, Police and security mess and an elevated control room.

There will also be 2 6m pa masts provided by 3d productions and 2 truss goalpost structures provided to hang the screens from.

15. Stages

Raise the roof will provide a 12m stage supplied

Structural calculations have been obtained and handover certificates will be checked and kept with the event file for inspection. The provision of stages and lighting systems will be overseen by Innovation productions.

16. Electricity systems

There will be:

2 no 250kva sets running in sync to provide power for the stage sound and light. A further three generators will power the catering area and VIP tent and second stage They are super silenced diesel units. Connections will be made by an electrician from TGE. Particular regard will be taken to Electricity at work regulations 1989 All end user circuits will be protected by an RCD device at 30ma

A temporary installation certificate will be produced.

17. Emergency lighting circuits

All power supplies to enclosed spaces have an automatic mains fail backup.

18. Special effects and Pyrotechnics

There will be a finale firework display on the Saturday evening at 2200 approx

19. Fairgrounds and attractions

There will be a small fun fair provided by Stuart Robinson

20. Sound and noise

There will be one main stage sound system and a much smaller system on the acoustic stage

The systems will have a competent operator but the Safety officer will have direct control over the operators and the level of noise that is produced.

For any complaints or for the level to be adjusted please call Tim Garbutt on 07712 553391

A full noise management plan has been produced and an independent EHO will be onsite to monitor noise levels.

Ear defenders will be available from the site office if needed

Working hours and deliveries during the fit up and de-rig will be limited to 8am till 8pm where possible.

Regard will be taken to the Control of Noise at Work Regulations 2005. Continuous noise levels of 87db (A weighted) and peak levels of 140db (A weighted) will not be exceeded and a full risk assessment will be provided.

Regular readings will be taken and a log produced.

Local residents and adjacent businesses will be informed of these plans by direct mail shot.

21. Fire Safety

The fire department have been alerted to the event.

A full fire risk assessment has been performed in accordance with Regulatory Reform (Fire Safety) Order 2005

Appropriate fire extinguishers will be distributed around the site and all stewards will be briefed as to their location. Only people trained in fire safety should attempt to tackle fires and only if it is safe to do so.

There will be a fire safety check by the Safety Officer before the event commences.

Suitable firebreaks have been incorporated into the site plan

Warnings will be given via the public address system.

22. Overnight Security

Incorporated into the main crowd management structure at point 8

23. Emergency procedures and major incidents

Fire in any area

- Move people away from the fire in a calm and polite manner using announcements from a sound system or loud hailer using the script for evacuation below.

- Communicate by radio or in person the exact location of the fire to the event manager and safety officer, use the code word “MR FROST” is required and state the location clearly. The Event Manager AND Safety Officer will call the fire brigade stating the location of the fire.
- Stewards on the red route access will be informed and if necessary a response team will be dispatched to walk emergency vehicles onto site to assist with crowd control.
- Tackle the fire using appropriate methods ONLY if it is safe to do so and you have received fire safety training. DO NOT TAKE RISKS!
- The event safety team will assess the implication on the continuation of the event and a log of the incident will be made
- In the event of a major incident the event will be passed to the emergency services

Bomb threat

Upon receiving a bomb threat communicate directly with the event manager and safety officer using the code word “MR BEAR” and state the exact location or nature of the threat, try to remember the exact wording including any coded messages. The Event Manager and Safety Officer will liaise directly with the police and assess the risk. Appropriate action will then be taken and a log will be made of the incident.

Suspicious packages

If a suspicious package is reported, pass this report to the Event Manager and Safety Officer stating its exact location.

Use the attached flow chart to determine if the package is really suspicious.

Stewards will be deployed to clear the immediate area while the risk is assessed.

Appropriate action including evacuation may be necessary. If the package is suspicious the Police will be called and stewards and staff will assist.

A log will be made of the incident.

Serious crowd disorder

Stewards will inform the supervisor who will assess the risk. Minor incidents will be dealt with by the SIA Door Staff badged security guards, if a major incident occurs the supervisor will contact the Event Manager and Safety Officer who will assess the risk. The police will be called and given the nature of the disorder and the location. Stewards will be alerted and will guide the police to the incident. Further action could be taken to reduce the disorder i.e. cancel the event or quieten the entertainment. A log will be made of the incident

Inclement weather

The Event Manager and Safety Officer will assess the weather conditions with regard to crowd safety, site structures and electricity. In the event of inclement weather appropriate action will be taken to ensure crowd and staff safety up to and including a full evacuation of the site. Inclement weather will also be a factor during the build, this will be monitored and special arrangements are in place for working at height and use of the crane. See risk assessments and method statements.

Overcrowding

Careful consideration has been taken to assess the event space in relation to expected audience numbers and a maximum occupancy has been established.

The crowd will be monitored during the build up, event and egress. Crowd numbers in open sites can only be rough estimates but attention will be taken to crowd density etc.

If crowd numbers become too dense for the site the safety team will assess the situation and take action as necessary. This will include making announcements, altering aspects of the show, partial cancellation or cutting short the performance. Fences will also be available at entry points if the site needs to be closed. Full capacity calculations are attached.

There is also a possibility of overcrowding and crushing at certain pinch points. These may become a problem directly after the concerts. In particular the two main egress routes onto Boothroyd lane and the three egress routes from the lower end of the park. Announcements will be made to ask the audience to leave slowly and calmly and stewards will have loud hailers at these points to assist with crowd flow

Evacuation

It may be necessary to evacuate part or the entire site. The Event Manager and Safety Officer, in consultation with the management team and emergency services, will make this decision. Emergency services will take supremacy.

Stewards will be briefed and an announcement will be made and repeated over the sound systems or loud hailer using the following script:

ATTENTION PLEASE. ATTENTION PLEASE. FOR YOUR OWN SAFETY IT IS NECESSARY TO EVACUATE (NAME OF THE AREA TO BE CLEARED). PLEASE MAKE YOUR WAY TO (NAMED AREA OF THE SITE). (IT MAY ALSO BE NECESSARY TO ASK PEOPLE TO MOVE ON FOOT AND NOT TAKE THEIR CARS). THANK YOU.

It may be necessary not to use one or more of the egress routes, this will be announced during the evacuation speech, and people should be directed to leave accordingly.

Stewards will calmly and politely assist with the evacuation, the area will be checked and handed over to the emergency services, and a log will be made of the incident. The site is large and surrounded by roads where possible a full evacuation will not be possible but the crowd will be moved to a safe part of the site and allowed to leave slowly using safe routes.

Evacuation calculations have been produced which show that an audience of 15,000 should be able to egress the site in approx 8.5 minutes

Staff rendezvous point:

The RV for staff will be the backstage area, if this is not possible the cafe will be used.

Emergency services RV point:

RV for emergency services will be the main park gate on Boothroyd lane. The red route for EM services will be directly into the park from Boothroyd lane.

24. Traffic management

Please see traffic management plan attached

25. Medical/first aid provisions

A score of 26 was recorded on the First Aid risk assessment
Reaction medical will provide a paramedic ambulance with a paramedic and assistant and 8 first aiders. The nearest hospital is Dewsbury and district hospital, Halifax rd Dewsbury WF13 4HS **01924 512000**

26. Information and welfare

Food, refreshment and toilets will be sign posted

27. Lost children

All lost children must be reported to the Event Manager. Lost children will be taken to a designated room in the stage compound which will be manned by appropriate staff. Staff will be in uniform, wearing id badges, and will hold relevant qualifications in play work. All staff working hold enhanced CRB checks. They will also be briefed on the policies and procedures regarding 'lost children' and a daily log sheet listing those children will be produced. Activity packs will be provided for the children to keep them occupied whilst we wait for them to be collected

Policy for stewards is as follows: (in accordance with the Children's act 1989)

If you are approached by a parent / guardian who has lost a child:

- Reassure the parents/guardian and inform them of the lost child procedure.
- Ask for a detailed description of the child; name, age, height, build, clothing etc.
- Ascertain where the child was last seen/located.
- Ascertain whether the child is with anyone i.e. friends, relatives.
- Ascertain where the family/group has been during the event

If you are approached by a **child who is lost**:

- Reassure the child, tell them your name and who you are.
- Ask the child their name, age and their family name if possible.
- Ask the child if they have a phone number for their guardian.
- Report the lost child to the Event Manager but do not give out details of the child over an un secure radio network. If in doubt, switch to the emergency channel. Use the code word "Disney" to relate to a lost child
- Find out where the child last saw their parents/guardian if possible.
- Remain with the child in the area you find them incase the parents/guardians are close by. Then if not collected after a reasonable time, take them to the Information point and arrange for an announcement to be made when appropriate, remember not to give out descriptions in any announcements.
- Remember child protection, use common sense and do not put your self at risk of accusation. Do not use inappropriate behavior and make sure that as soon as is possible there are two people dealing with one child.

IMPORTANT - DO NOT FORGET TO REPORT THAT CHILD PARENT/GUARDIAN HAVE BEEN RE-UNITED IF THEY SUDDENLY TURN UP.

28. Food, refreshment and drinking water

Drinking water will be provided from the pit, this will be dispensed in paper cups. There will also be a bar and several caterers on site.

29. Sanitary accommodation

We will provide 50 single multi sex toilets, 28 urinals and 4 accessible toilets. In addition there will be toilets backstage, in the VIP area, the disability viewing platform and an adults changing cabin will also be provided.

30. Waste disposal

Removal of refuse produced by the Event

KMC Environmental services will clean the streets and remove show waste

Normal Refuse Removal from the Site Footprint

The event will not disrupt the normal refuse collection service in the area of the footprint.

Street Cleaning

KMC Environmental services will clean the streets as usual

31. Itinerary

Please see attached.

32. Build schedule

See attached

33. Appendices

1. Event Risk Assessment
2. Event Method Statement
3. Radio allocation
4. Stage handover certificate and Risk Assessments
5. Electric Certificates
6. Power supplier risk assessment
7. Artistes risk assessments
8. First aid score sheet