

## Event Document

# Final Event Version 2.2

**Date of Issue: 8<sup>th</sup> November 2011**

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## A. INTRODUCTION

LUMIERE is a four-day festival of light 17<sup>th</sup> - 20<sup>th</sup> November 2011 18.00- 23.00 that will brighten the historic city of Durham, bringing a sprinkle of winter magic to the North East. More than 30 artists will create a breath-taking series of installations, illuminations and performances using light. Lumiere will turn the city into a winter wonderland, transforming its stunning buildings, streets and riverbanks, with a nocturnal winter festival of light that aims to amaze residents and visitors alike, building on a similar event in 2009

It is organised and operated by Arts Producer Artichoke, who have been contracted to deliver the festival by Durham County Council.

The planning process on a multi-agency basis has been in place since early 2011, with this document in version 1.1 being available since June 2011. The programme and details are finalised and sites are now all identified crowd management and traffic management are detailed. This document has continued to further refine and develop, this is the final version that will be used for the event. Please ensure all previous versions are deleted.

This document is written referencing the 1999 Event Safety Guide; 2007 The Management of Risk- a Guidance for Practitioners; 2007 The Procurement and use of Temporary Demountable Structures (3<sup>rd</sup> edition); 2002 Managing Crowds Safely; 2006 the Home Office Good Practice Guide and Guides to Fire Precautions in existing places of entertainment as well as Fire Risk Assessments for Complex Environments. Reference is also made to a number of statutes including but not limited to the Health & Safety at Work etc Act 1974 and its associated regulations; The Countryside and Wildlife Act 1981 and its associated regulations; the Licensing Act 2003; the Fire Regulatory Reform Order 2005; Traffic Management Act 2004; Road Traffic Regulations Act 1984 and associated regulations; Town and Police Clauses Act 1847.

Following the 2009 Lumiere festival challenges associated with technical installations, traffic management and crowd migration were identified as key issues for future events of this size.

Overarching aims for the planning and delivery of the 2011 event were established as:

- Attract an audience from across the UK as well as the local area in order to increase the economic impact and benefit to Durham
- Enhance the event by providing more activities for outlying communities and young people
- Instil a sense of security and “peace of mind” for city authorities regarding attendance at the festival
- Increase control of the event through monitoring of site access points, nature of the crowd and the need to direct their movements



- Event sustainability looking at cultural, societal, economic and environmental benefits and balancing these within a micro environment

The planning process has also identified a number of residual matters, namely, the need to:

- Increase operational resources relating to wider traffic management. This is dealt with in section L
- Tackle increased pressure on local transport links – e.g. event egress. Again dealt with in Traffic Management section L
- Ensure the event remains accessible for all
- Step up operational resources during peak periods covered in Crowd Management and Security section K
- Establish an on-site Emergency Liaison Team capable of responding to changing circumstances throughout the Festival
- Bat Protection

This document identifies management solutions to each of these issues and implements suitable and sufficient control measures to deliver the event. All safety and method statements will have been quality assured by Durham County Council Event Health and Safety. It is a strategic, living document that developed as the project does. Artichoke has issued, from time to time, revisions and updates and is the point of contact for emails regarding the document or information contained within. This is the last version (2.2) and will be the plan for the event

The plan has been reviewed by SAG and agencies on an individual basis and has been tested at a table top exercise attended by Durham Police Fire Ambulance British Red Cross CCU Council Highways Council Safety, Artichoke Production team Blue Arrow Traffic Management, GESM Ltd and Showsec.

The event will be managed during operations through event control (Event Silver) located in the Town Hall Market Square, with a back up control located at the Radisson Hotel Framwellgate Waterside next to the Production HQ. The organisation roles and responsibilities is detailed in section F

Any subsequent changes in operations will be recorded in the Event Safety Log, and where possible such alterations will be identified and agreed with the relevant agencies and parties, noting the principals' of safety management set out in this document.

## B. INSTALLATIONS

Key	Higher risk (in terms of crowd)	Medium Risk	Low Risk
	Artiste	Project	Location
1	Alexandre Costa	Utopia	Ice rink /bowling alley rooftop
2	Bethan Maddocks and Verity Quinn	Ad Astra per Aspera	Saddler Street and Silver Street (Xmas light fittings)
3	Boo Beaumont	Metamorph	North Road Methodist Church
4	Cedric Le Borgne	The Travellers	South Bailey
5	Claire Fontaine	Neon	Durham Miners Hall, North Road
6	Claire Morgan	A New Moon	Triangle of land next to the Radisson Hotel
7	Compagnie Carabosse	Spirit	Durham Cathedral
8	Daan Roosegaarde	Liquid Space	Entrance to The Gates Shopping Centre -
9	David Batchelor	Festival & Pimp Pallets	Moatside Court & Yard & unnamed Court, Saddler Street
10	Deadgood	Rainbow	Prebends Bridge
11	Dominik Lejman	Video-Mural	Durham Library
12	Dorota Kraft	LED's Dance	Wharton Park amphitheatre
13	Ed Francis	Anglepoise lamp	Durham Station approach road (bench with amazing view!)
14	Global Curiosity Shop	The Global Curiosity Shop	Empty shop unit underneath The Gates Shopping Centre
15	Hi-Lights	Architectural Lighting	Citywide bridges & Viaduct
16	Jacques Rival	I Love Durham	Market Square / Lord Londonderry Statue
17	Jana Matejkova	Wish Comet	Garden behind Old Shire Hall & Low Newton Prison
18	Lab[au]	Binary Waves	Framwellgate Waterside
19	Leonardo Meigas	Hartmann Grid	Crown Court lawns
20	Liverpool Lantern Co & Local Artists	River of Light Lantern Parade	Millennium Place to Palace Green
21	Martin Creed	Everything is going to be alright	Old Shire Hall
22	Mick Stephenson	Fusion	Walkergate
23	Peter Lewis & Water Sculptures	The Great Divide	Kingsgate Bridge





<b>24</b>	Richard Wolfstrome	Lightwriting	Millennium Place and wider selected locations in wider County Durham
<b>25</b>	Ron Haselden	Brothers & Sisters	Wharton Park
<b>26</b>	Ross Ashton, John Del'Nero and Robert Ziegler	Crown of Light	Durham Cathedral
<b>27</b>	Simeon Nelson	Plenum	St Oswald's Church
<b>28</b>	Tim Etchells	The future will be confusing	University Languages Building, New Elvet
<b>29</b>	Tobie Langel	Helvetictoc	Millburngate House
<b>30</b>	Tracey Emin	Be faithful to your dreams	St Nicolas's Chapel, Providence Row
<b>31</b>	Walter Holt	Wonder Wood	Trees along the riverbank between Prebends bridge and Framwellgate bridge

### Management Contacts (Event Liaison Team (ELT))

[illegible]

Job Title	Person	Company / Department	Mobile	Radio Channel
██████████	██████████	██████████	██████████ ██████████	██████████
████████████████████	██████████████	██████████████████	██████████████████	██████████
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[illegible]

## D. EVENT SCHEDULE

### Date 7/11

⌚	Item	Comment
AM	23(Kingsgate Bridge) install site equipment waterside and topside	Site briefing first
PM	23 Rigging install	

### Date 8/11

⌚	Item	Comment
AM	23 Pipe work	
PM		

### Date 9/11

⌚	Item	Comment
AM	23 Steel & Flexi pipe work	
PM	Finish rigging	

### Date 10/11


⌚	Item	Comment
AM	23 Pipe work	
PM	23 Mooring blocks	

### Date 11/11 Armistice Day


⌚	Item	Comment
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		<b>NO WORK IN WAR MEMORIAL AREAS</b> <b>ADVISE NO WORK 10.55-11.05</b>
Day	17 Garden behind Shire Hall	Possible Prep Work
Day	22 Walkergate	

**Date 12/11**

	Item	Comment
Day	1 Install Ice rink	WAH
Day	23 Final checks water and LX control	
Day	16 Market square Install begins	24 Hour security from 16.00 (at end market-work to note requirements for armistice)
Day	22 Walkergate	


**Date 13/11 Remembrance Sunday**

	Item	Comment
		<b>NO WORK IN WAR MEMORIAL AREAS</b> <b>ADVISE NO WORK 10.55-11.05</b>
AM	23 Test Water	
EVE	23 Focus	
Day	16 Market Square Install begins	Security in place
Day	19 Crown Court Floor Install	Security required




Day	22 Walkergate	
Day	28 University Modern languages New Elvet	Cone off bay-avoid knocking bollards

**Date 14/11**

	Item	Comment
AM	23 Test Water	
PM	23 Plot	
Day	11 Durham Library Millennium	Install projector in theatre
Day	22 Walkergate	
Day	17 Install wires	
Day	14 gates Shopping Centre	Install inside
Day	2 Silver St/saddler St	Banners above public
Day	27 St Oswalds install	Security to cover
Day	26 Palace greeninstall Towers PM projectors	Tony to Cover security required
Day	31 Trees along Riverside	
Day	12 Wharton park	Security to cover
Day	30 St Nicholas Chapel	Security to cover
Day	4 Durham Miners Hall	Need cherry pick


**Date 15/11**

	Item	Comment
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Day	14 gates Shopping Centre	Install inside
Day	2 Silver St/saddler St	Banners above public
Day	22 Walkergate	
Day	26 Palace green	Continues 24h security to support
EVE	3 North Rd Methodist Church	Video Wall Install
Day	4 South bailey	Cable install
Day	10 Prebends bridge	
Day	24 Millennium Place	
Day	8 Gates Shopping centre	

**Date 16/11**

	Item	Comment
All day	3 Boo Beaumont	Video Wall Install
PM	3 Boo Beaumont	Sound Install
Day	14 gates Shopping Centre	Install inside
Day	26 Palace green	Tony to Cover
EVE	23 test	
Day	25 Wharton Park	Security to cover
Day	29 Millburngate House	Projections





Day	15 Viaduct North Rd Elvet Bridge	LX install
Day	6 Framwellgate Waterside	Contracted lift
Day	9 Saddler St	2 x Security required

**Date 17/11**

 Item	Comment
Day 13 Station approach	
16.00 Management briefing	Event Control
16.30 Event Control Operational	
17.00 Stewards deployed and in position	
17.30 TM to deploy	
18.00 Festival Open	
18.15 Parade from Millennium Square	
18.45 Parade to Square	
18.50 Cathedral projections	
22.30 Phased shut down of installations	
23.30 All Installations to be turned off	

**Date 18/11**

⌚	Item	Comment
16.00	Management briefing	Event Control
16.30	Event Control Operational	
17.00	Stewards deployed and in position	
17.30	TM to deploy	
18.00	Festival Open	
18.30	Cathedral Projections start	
23.00	All installations to be switched off	

**Date 19/11**

⌚	Item	Comment
16.00	Management briefing	Event Control
16.30	Event Control Operational	
17.00	Stewards deployed and in position	
17.30	TM to deploy	
18.00	Festival Open	
18.30	Cathedral Projections start	
23.00	All installations to be switched off	

**Date 20/11**

🕒	Item	Comment
15.00	Founders Service University Cathedral	Note impact on TM ensure access to Palace Green Stewards on early to assist in exit vehicles
16.00	Management briefing	Event Control
16.30	Event Control Operational	
17.00	Remainder Stewards deployed and in position	
17.30	TM to deploy	
18.00	Festival Open	
18.30	Cathedral Projections start	
23.00	All installations to be switched off	

**Date 21/11**

🕒	Item	Comment
AM	23 Strike Pumps LX	
PM	De rig bridge	
Day	26 get out complete by 15.00	Security to stand down

## E. STATEMENT OF INTENT & THE LICENSING OBJECTIVES

- 1.1 Whilst Artichoke recognises that the Lumiere event is not Licensable under the 2003 Licensing Act, it still intends to deliver to the public a safely planned and organised event; that meets all the statutory obligations under relevant legislation; that meets the standards of safety applied to all public events in the City of Durham, and to incorporate agreed recommendations made at Joint Agency Planning Meetings, Safety Advisory Group or of individual responsible authorities where they are issuing advice pursuant to other statutory powers.
- 1.2 It has consulted with businesses residents using media and other interest groups, electronic mail, public meetings and, so far as is practicable, take in to account their wishes and views in the delivery of the programme of activity.

This Event Document is the detailed plan produced under the contract with Durham County Council. There have been a series of pre event planning briefing meetings during the course of the development process and a full multi agency debrief will be held on 5<sup>th</sup> December

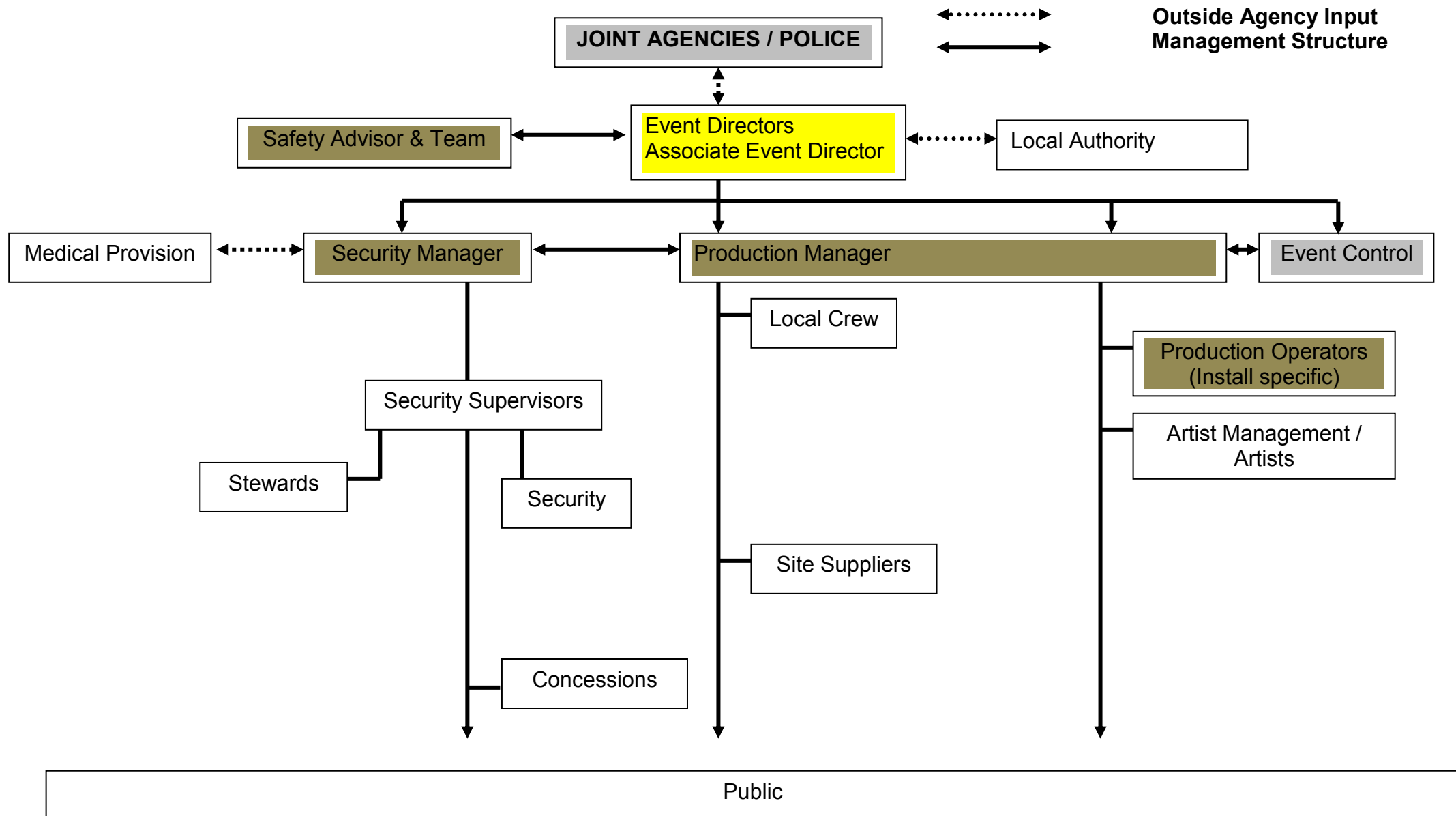
### 1.3 Specifically Artichoke has:

- To prevent Crime and Disorder, co-ordinated with Showsec who are providing crowd management personnel, security staff, adjoining premises, Durham County Council and Durham Police to ensure a positive action programme for combating crime and disorder is in place. All security personnel operating will be SIA registered in line with the Licensing requirements; all supervisors of stewards will be SIA registered; all crowd management personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation. The organiser has provided the stewarding to monitor and report on crowd behaviour and, where appropriate, take action using SIA staff. This is further supported and detailed in the Crowd Management and Security section K
- To ensure public safety, Artichoke has consulted with the County Safety Advisory Group on the plans for each activity in accordance with the aims of this document..These plans have been developed through co-ordination with each agency. They have been developed to meet guidance under the Event Safety Guide (HSG 195), Managing Crowds Safely (HSG154). They have appointed professionally qualified safety manager [REDACTED] who is a member of the OSHCR, he will be supported by a specialist team of experienced crowd management and safety personnel for the event.



- To prevent public nuisance and to ensure appropriate noise control levels are in place in accordance with the Code of Practice on Environmental Noise Control at Concerts. The identified nearest noise sensitive building is dependent on each location and Noise Music Levels will not exceed either 95dBA at each piece or +15dBA over background noise levels established on similar days or 75dBA for an average monitored time period of 15 minutes during performance. There will be no amplified noise after the show curfew of 23:00 except in the event of an emergency. This is in addition to the precautions required by the Noise at Work regulations. Artichoke will ensure appropriate rest and welfare facilities as detailed in this operating schedule are in place, as well as a suitable and sufficient waste and cleansing programme. The organiser will ensure that local residents and businesses are consulted throughout the specific event process of planning and will ensure their views are taken into consideration.
  - To help protect children from harm the event contains no adult only material, is accessible to all and licences exist separately for alcohol. To look after lost children facilities specifically for separated children will be provided. These will be staffed by registered child minders/carers. Records of children reported as separated will be collated to ensure appropriate levels of support are maintained. Where deemed necessary Social Services will be contacted to provide additional specialist support. The facilities will be located, where possible, adjacent to a secure production area and have free access to the telephone. All working personnel will be advised as to the location of these facilities.
- 1.3 Subject always to the need to meet its statutory and contractual obligations, any alterations/significant amendments to this event plan will be subject to appraisal and evaluation with Safety Advisory Group processes as far as is reasonably practicable. In any event they are to be discussed and agreed by the widest available multi agency team. Such alterations will be to support the licensing objectives, in particular public safety, which given the potential hazards may be a contingency plan. It is the responsibility of the Event Manager and senior management team to ensure an ongoing assessment takes place throughout the build up, duration and deconstruction of the event.
  - 1.4 Any escalation in the severity of a hazard or the discovery of a new hazard must be reported to the Event Manager and recorded. Where appropriate the relevant multi agency body should be informed.
  - 1.5 In all cases such changes are to be recorded in the Event Log which is maintained as a record of activity during the operation of the site, including construction and deconstruction.

## F. ORGANISATION ROLES & RESPONSIBILITIES





<b>EVENT LIASION TEAM</b>		<b>The senior staff of event team responsible for the management and operation of the event through Event Control</b>
Event Directors	Helen Marriage Nikki Webb	Responsible to the Executive Board Durham Council: <ul style="list-style-type: none"> <li>• Nominated senior directors with overall responsibility for the event.</li> <li>• Responsible for the overall management and deployment of all staff in the Festival.</li> <li>• Nominated Gold Officer in the event of a declared emergency</li> <li>• Responsible for communication with media (other than in declared emergency)</li> </ul>
Safety Advisor	██████████	Responsible to the Event Director for giving advice in relation to preparation and delivery of the festival: <ul style="list-style-type: none"> <li>• Production of overall Safety Management plan of the Festival.</li> <li>• For liaising with all relevant authorities in relation to safety matters</li> <li>• Deputy to Event Director in the event of the contingency plan being activated</li> <li>• For staffing and operation of event control(Silver)</li> <li>• For advice on the provision of a safe working and performing environment ensuring appropriate Health &amp; Safety Policies are provided and adhered to by contractors during performances.</li> <li>• To report to the Event Director on any matter affecting public safety, liaising through the management team.</li> <li>• To advise Directors to take action necessary to ensure the safety of visitors during the period the performances</li> <li>• To oversee the stewarding management ensuring training standards are met and briefings carried out.</li> <li>• To maintain the event safety log</li> <li>• To staff event control and be nominated Silver Level officer in the event of a declared emergency</li> </ul>
Production Manager	██████████	Responsible to the Event Directors for: <ul style="list-style-type: none"> <li>• Health &amp; safety management of all production contractors on site during construction and deconstruction prior to arrival of safety team</li> <li>• Working with the Event Director in arranging for installation of the production on site to schedule.</li> <li>• Working with the Security Manager and Safety Advisor in co-ordinating appropriate infrastructure for crowd management</li> <li>• Power supply to all performance areas is set up and appropriate.</li> <li>• Appropriate production for artists.</li> <li>• Management and co-ordination of all production personnel and managers.</li> <li>• Maintaining production schedule.</li> <li>• Maintain performance schedule.</li> <li>• To deputise the Event Director as directed with special attention to site production issues.</li> </ul>





Security & Stewarding Manager	██████████	<p>Responsible to Event Director for:</p> <ul style="list-style-type: none"> <li>Working with the Production Manager in arranging security for installation of the production on site to schedule.</li> <li>For liaison and coordination with adjacent building owners.</li> <li>Crowd management issues during build and operation of event.</li> <li>Working with the Production Manager in arranging for installation of the production on site to schedule.</li> <li>Management of Concessions on site to contractors code of conduct</li> </ul>
Deputy Safety Advisor	██████████	<p>Responsible to the Event Director for</p> <ul style="list-style-type: none"> <li>For advice on the provision of a safe working and performing environment ensuring appropriate Health &amp; Safety Policies are provided and adhered to by contractors during construction and deconstruction.</li> <li>To report to the Event Director on any matter affecting public safety, liaising through the management team during construction and deconstruction</li> <li>To maintain the event safety log during construction and deconstruction</li> <li>To deputise for event safety advisor as necessary</li> </ul>
Silver Liaison	██████████ ██████████	<p>Responsible to Event Director for</p> <ul style="list-style-type: none"> <li>Presence at Police Silver HQ during operation of event</li> <li>Senior Management Rep in the event of a major incident and directors are not available</li> </ul>
Traffic Manager	██████████ ██████████	<p>Responsible to the event manager for:</p> <ul style="list-style-type: none"> <li>Implementation and up keep of all road closures and „stops’ to schedule.</li> <li>Clearance of road closures and equipment to schedule.</li> <li>To liaise with the Event Manager, Safety Manager, Durham County Council Passenger Transport, Durham Police where appropriate</li> </ul> <p>Regarding this event</p>

## **G.METHODSTATEMENTS**

### **1. The Purpose of the Event**

- To create a safe event for all who attend.
- To create an event which exceeds the expectations of the public.
- To promote the City of Durham's tourism and visitor development strategy.
- To continue City of Durham's environmental commitments to sustainable development.
- To support its partners and the media in capturing the event on film and video for future promotion of the City.

### **2. Audience**

Based on the event profile, using previous attendance at similar events around the country the expected profile is:

- There will be up to 20,000 audience per day; with a 50-50 male/female split of all ages and demographics including family groups and young persons
- Previous experience has shown this type of event to be peaceful and the audience good-natured.
- The attendance at the event is not expected to exceed 10,000 at any one time.
- A Crowd Management and Security Management system is in place to assist in their management. This is detailed later in section J
- All stewards and security supervisors will be in radio communication with event control in order to maintain a proactive approach to any crowd problems.
- Provision in management plans to close the event or part of it permanently or temporarily, or part of it in the event of overcrowding.
- Stewards to deploy at identified locations and other agreed points diverting crowds (points chosen to allow movement away from the site and/or isolate specific pieces or areas within the site).

### **3. Site Preparation & Pre-Build Infrastructure**

- All agencies to be provided with draft plans for discussion and final site plans prior to event.
- High-level covered block and mesh fencing, heavy and light duty low-level crowd barriers used to isolate the construction area from the public. With use of security to separate the public from construction areas.
- Low-level pedestrian barriers to be used to identify and isolate other hazards from the public.
- BATM, Artichoke will provide temporary signage for site; Durham CC Highways will provide support using VMS.
- The individual pieces, where possible, will be prepared with a view to maintaining accessibility so far as is reasonable.
- A final draft event plan will be ready for October 2011, subject to the legal requirement to alter risk assessment and consequential risk management
- If issues arise that have not been identified within the planning process they will be reviewed and any necessary action recorded in the Event Log.

#### 4. Contractors Behaviour

- Use of professional, recognised and specialist event contractors used to working on events of this nature.
- A Method Statement and Risk Assessment specific to their undertaking/activity to be provided by contractors which will be checked by the Safety Consultant.
- A guidance document for contractors has been provided.
- Provision of safety policies from all contractors onsite and an identified person onsite from each organisation responsible for ensuring these are adhered to and the general co-ordinated H&S approach is communicated to staff, and volunteers. All operational and construction guidelines set out in safety manuals to be adhered to. Copies to be provided by contractors to event organisers.
- Nomination of a senior member of site staff to be responsible for the liaison and co-ordination of health & safety with the Production Manager or the nominated deputy.
- Where necessary all staff will need to attend site safety briefings prior to undertaking any work on the site. (These can be given by the nominated safety liaison officer following briefing by event management personnel.)

#### 5. Temporary Demountable Structures and Other Constructions

- Provision of details and calculations of structures to be held by Events Liaison Team (ELT) for HSE as enforcement agency but also Planning and Building Control or other interested agencies, to enable checking to ensure compliance with recognised methods of good practice.
- In line with the relevant legislation and current practice as recommended in the Guide to Procurement and Use of Temporary Demountable Structures (3<sup>rd</sup> Edition) to the District surveyor
- Structures to be operated within limitations laid down in technical data.
- In accordance with current practice and legislative requirements a site specific risk assessment will be provided by contractor.
- All suppliers must provide completion certificates for any temporary structures which are also subject to sign off by the District Surveyor.
- Where the ELT identify concerns, specialist professional advice may be sought.

#### 6. Power

- Electrical Systems/distribution will be installed by an experienced electrician in accordance with H&S legislation & guidance.
- Generators will be earth bonded and serviced by authorised personnel from the suppliers.
- Generators to be sited in a suitable area and isolated from the public.
- All electrical equipment will be waterproof, and have RCCD or similar protection for the end user.
- Cable ramps will be used where cables cross public areas. Flown cables will use a suitable catenary wire system for support.
- Additional temporary lighting independently powered will be located around the City to provide emergency lighting
- A completion and safety certification is required from the Electrician for each supply connected.

**7. Toilet Provision**

- There is existing provision in and around Durham, and the event is designed to attract people to use the night time economy of Durham, in addition the Cathedral has public toilets.
- Additional provision to be agreed

**8. First Aid and Medical Provision**

- Using HSG195 the medical score is

Number	Table 1	Table 2	Table 3	Score
20,000	$3+4+3+3=13$	$16-1=15$	$2+2+2+1+1-2-2=4$	$13+15+4=32$

This advises

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Manager
32	2	12	8	1	2	1

- A detailed medical plan with risk assessments has been written by BRC in conjunction with NE Ambulance forms a separate document.
- First Aid Kits to deal with minor abrasions etc. present with First Aid Staff.
- Medical Management team will be given a radio as part of the communications system.
- Log of all casualties to be maintained by medical control as appropriate with details being provided to Artichoke.
- No ambulance movement on site without prior authorisation from Event Control.
- Ambulance to be replaced if called / sent away from site subject to Operational plans.
- Staff calling for medical assistance must do so through event control giving name, location and basic injury information.**

**9. Welfare for Child Protection**

- In the event of a lost child (parent reporting child missing) the call sign [REDACTED]
- In the event of a lost parent (child found parent missing) the call sign [REDACTED]
- In both cases staff and parent/child will remain for 15 minutes in location of incident to facilitate early resolution, if nothing is resolved the parent/child will move to Town Hall
- Provision has been made for a staffed welfare point adjacent, it will be signed as "The Meeting Point" at the Town Hall
- These are to be staffed by registered childminders.
- A register of all lost children, detailing when lost, where, who they were with and who collected them, with times will be maintained.
- Social Services will be immediately contacted should issues arise that are outside the control of the ELT.

- [REDACTED]
- Staff will be proactive in challenging underage drinking on site, throughout the duration of the event. Where ID cannot be provided the police will be advised so they can take appropriate action.

#### 10. Terrorist / Bomb Threat

Whilst specific threats and risk will be identified in each event plan, an increased level of awareness is necessary and this should be

[REDACTED]

### **11. Injuries Caused by Vehicle Movement**

- An traffic management plan has been agreed with the Joint Agencies; an appropriate traffic order is in place and is detailed in Traffic Management section L which provides for the closure of a range of roads each Festival Day from 17.00 onwards. This will be implemented on an assessed need basis but no later than 23.59 each day and remain in place until necessary. It will be in place for the exit of persons from the event.
- Vehicles caught within the closures at implementation will be allowed out if possible, if necessary accompanied by stewards
- Public, private and on street parking in the City where possible will remain open, other than Framwellgate Waterside which is required to be closed to support one of the installations
- Use of stewards to ensure the management of vehicle movement and car parking according to plan.
- Only emergency service vehicles, street cleansing vehicles, authorised production vehicles to enter event site. Specific routes of access are identified – no vehicle movement after performance begins unless specifically authorised by event control and escorted by banksmen.
- Such Vehicle movement during the event is still restricted to walking pace with headlights on and accompanied where possible by stewards.
- All constructions on street will leave a 5m gap to allow the passage of emergency vehicles using identified routes as per standard contingency plans.
- Rendezvous Point for Emergency Vehicles is detailed in the Contingency Plan, section J. Designated supervisor or radio holding nominee to meet at RV and escort onward to incident.

### **12. Inclement Weather Provision**

- The nature of the event activity may necessitate the ELT to decide prior to the event whether to proceed with the event.
- Monitoring of the local weather forecast is essential to identify if plans need to be implemented to handle such eventualities.
- Careful monitoring of local weather forecasts will be required for outdoor activity to enable a proactive approach.
- Contractors have specifically identified wind action speeds for ELT to help eliminate doubt.
- Once the decision has been taken to cancel the steps outlined in section 13 will be followed.

### **13. Cancellation Procedure**

The decision to cancel must be made in appraisal & evaluation with all parties, and interested agencies, the decision is however that of the ELT.

In the event of the decision to cancel the following steps are to be taken:

- Contact Artichoke Communications Director Nicky Webb (if she is not present at ELT).

- Confirm written statement with Artichoke (Example: “**Following joint agency appraisal & evaluations with Durham County Council and Police the event has been cancelled by Artichoke in the interests of public safety**”).
- Publicise using local media (referring further questions and public enquiries to the Artichoke Office).
- Contact Tourist Information.
- Notices on site.
- Deployments of stewards around site as necessary and until after event was due to commence.

<b>Durham Fire &amp; Rescue Control</b>		As per event contact P7
<b>Ambulance Control</b>		
<b>Durham Civil Contingency Unit</b>		As per event contact P7

#### 14. Impact on Local Environment and Community

- There is in place a comprehensive and detailed waste and cleansing programme.
- Noise and waste controls are in place.
- Information of the event to be carried by local media.
- Leaflets will be used to supplement information for local community.
- Local residents and business will be contacted by letter and informed of the arrangements relating to road closures and access.
- The event will be managed with the help of stewards and security. Where necessary stewards and security will be used to disperse crowds at the end of the event.
- The event has been scheduled so as to allow access to public transport.

#### 15. Noise Controls

- The Guidance is in accordance with the Code of Practice on Environmental Noise Control at Concerts and in line with the enforceable conditions on any premises licence.
- Noise levels will be monitored by sound providers. For this event held between 09:00 and 23:00 the Music Noise Levels should not exceed either 95dB (A) over a 15 minute period at the control desk, or more than 15dB (A) over the background noise levels established on similar times and conditions (if possible, if not at 75dBA in line with the Environmental code) over a 15 minute period at 1m from the façade of the any noise sensitive buildings (whichever is the lower level).
- Activity outside these hours will be expected not to be audible within noise sensitive buildings.





- The Production Manager shall ensure that at all times during rehearsals and performance a responsible sound engineer is in attendance at all mixing desks to ensure compliance with the agreed sound levels.
- No amplified noise other than for emergencies after each event ends.
- Sound levels will be monitored to ensure compliance with the Noise at Work Regulations. The risk assessment will take into specific account the requirements of the noise at work regulations, identifying risk areas for noise control.
- Radio Communications equipment used in noise sensitive areas to be specifically adapted to protect staff from exposure to high levels of sound.

- A radio communications system is provided by Event Management for operation by designated personnel- EMT- steward supervisors- each location- each road closure and key partners
- Megaphones will be located at performance areas, steward control, security control, event control and mixing positions as per the contingency plan.
- A list of relevant mobile contacts is also provided in section C.

General Enquiries:

- Base stations will be located at, Event Control and Reserve Control.
- A record of significant communication will form part of the event log.
- Each Installation will have a radio operator
- Each steward supervisor will have a radio
- Each safety officer will have a radio
- Traffic management vehicles will have a radio
- University Security will have a radio
- All radio users to prefix call with name and location, and await further instruction.

[illegible]

## **I. FIRE SAFETY**

### **1. General**

Fire safety is an integral part of event safety. Many of these other sections cover specific or additional precautions, or support the overall aim of Fire Safe Environment – for example the cleansing programme or the additional restrictions on catering. In addition, the risk assessment section includes a further statement of risks allowing an overall analysis of risks alongside other events activity. Given the nature of this activity; one of the most complex risks to manage is a fire emergency in adjacent premises or premises within the event site. The co-ordination with County Durham Fire & Rescue Service and with adjacent building managers is therefore essential. Copies of event plans has been provided to all adjacent building owners who; because of the nature of their undertaking, the size of their building would impact directly on the ability of the event to continue should an incident take place. This includes but is not limited to the University of Durham and its colleges and Durham Cathedral.

Specific Fire Risk Assessments will be required for all contractors/concessions that create a significant risk so that all of these organisations work together with the event organisers to produce a Fire Safe Environment

### **2. Fire Risks**

These will be reduced by:

- Use of event infrastructure with valid fire safety certificates.
- Provision of appropriate fire fighting equipment in appraisal & evaluation with safety management team.
- Co-ordinate approach to planning with emergency services.
- Use of trained security and stewards, advised of location of fire fighting equipment.
- Prohibition of the use of petrol generators onsite unless agreed in writing for production purposes, but not to be used when public onsite.
- LPG to be used in accordance with current guidance (See Event Safety Guide and Mobile Outdoor Catering Associations.)
- Power supply and distribution to be installed by qualified electrician only.
- All working personnel used on sites to be briefed on fire evacuation policy to enable them to take a proactive approach.
- Proactive approach to waste collection and litter picking.

## J. EVENT CONTINGENCY PLAN

### General Responsibilities

The event is subject to a small-scale event contingency plan, which will link into an overall multi agency contingency plan. The decision to implement to the full-scale joint agency contingency plan is that of the Police/Fire/Ambulance/Council depending on the nature of the emergency, and is covered in the assumption of control section.

The overall decision to evacuate all or part of the site again remains with the joint agencies given the complex nature and consequences of such an evacuation.

The general responsibilities of Event Management and **ALL** working personnel in responding to a major incident may be summarised as follows:

- To alert emergency services and event control
- To manage the scene until Emergency Services arrive
- To provide accurate information to Emergency Services
- To liaise with the Emergency Services
- To assist in an emergency evacuation if called to under the direction of the Police.
- To continue to provide stewarding staff after the evacuation under the command of the Emergency Services, usually the Police.

A major incident is any emergency that requires the implementation of special arrangements by one or all of the emergency services, National Health Service, (NHS) or the Local Authority for:-

- The rescue and transportation of a large number of casualties / **and or**
- The involvement, either directly or indirectly, of large numbers of people / **and or**
- The handling of a large number of enquires likely to be generated both from the public and the news media, usually to the police / **and or**
- Any incident that requires the large scale combined resources of the emergency services / **and or**
- The mobilisation and organisation of the emergency services and supporting organisations, e.g. Local Authorities to cater for the threat of death, serious injury, or homelessness to a large number of people.



The likely cause of a major incident at this event will be based on one or more of the following:-

### **Site Specific Risks & Potential Hazards**

The main risks within the event have been assessed as: -

- Overcrowding and crushing of spectators
- Crowd disturbance / public disorder
- Serious medical emergency
- Fire in building within peninsula /
- Evacuation as a result of fire/bomb call/suspect device
- Severe / adverse weather conditions

### **Outside Risks & Potential Hazards**

In addition to the above, it is recognised that external incidents, beyond the control of the event management team, may result in special arrangements being implemented by the event team. Examples of these types of incidents are:-

- Off site chemical incident
- Major transport disruption
- Extremes of weather
- Crowd disturbance / public order not attributed to the event

## Small Scale Contingency Plan

### PHASE 1 SMALL SCALE INCIDENT

The standby code is:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### PHASE 2 EVACUATION GO CODE SMALL SCALE (1 AREA)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## Evacuation Procedures

[REDACTED]

### Local (Small Scale Incident)

[REDACTED]

### Large Scale Evacuation



This is detailed by Durham Constabulary and Civil Contingencies Unit

### Nominated Rendezvous Point (RVP) for Lumiere Events.

North East	[REDACTED]
North West	[REDACTED]
South East	[REDACTED]





	
South West	

### . INGRESS ROUTES

From the North via A167	A167 South A691 Southfield Way A691 becomes Framwellgate Peth A690 Leazes Road
From the North via A1(M)	A1(M) South Exit Junction 62 A690 West A690 becomes Leazes Road
From the North West via A691	A691 East A691 becomes Southfield Way A691 becomes Framwellgate Peth A691 becomes Framwellgate A690 Leazes Road
From the East via A19(T) / A181	A19(T) North / South Exit A181 West A181 becomes Sherburn House A181 becomes Sherburn Road A181 becomes Gilesgate A690 Leazes Road
From the West via B6302 / A690	B6302 Broom Lane

	A690 Nevilles Cross Bank A690 becomes Crossgate Peth A690 becomes Alexandria Crescent A690 becomes Sutton Street A690 becomes Leazes Road
From the South via A1(M)	A1(M) North Exit Junction 61 A177 Durham Road Hallgarth Street New Elvet A690 Leazes Road
From the South via A167	A167 North A167 becomes Darlington Road A690 becomes Crossgate Peth A690 becomes Alexandria Crescent A690 becomes Sutton Street A690 becomes Leazes Road

## **EVACUATION**

### **PALACE GREEN / CATHEDRAL AREA**

**To the North** - Displacement onto SADDLER STREET via OWENGATE, then into MARKET PLACE or onto ELVET BRIDGE.

Access for emergency vehicles via CLAYPATH, SADDLER STREET, OWENGATE [**PEDESTRIAN / VEHICLE CONFLICT STEWARDS HERE**].

**To the South** - Displacement onto DUNCOW LANE [**RESTRICTED FLOW RATE**] EGRESS ONLY then onto NORTH BAILEY / SOUTH BAILEY and into COLLEGE GATE area, if necessary.

Those in the cathedral are likely to continue through the building, exiting onto THE COLLEGE / COLLEGE GATE area.

Access for emergency vehicles via CLAYPATH, SADDLER STREET, OWENGATE.

**To the East** - Displacement onto DUNCOW LANE [RESTRICTED FLOW RATE] then onto NORTH BAILEY and into BOW LANE towards KINGSGATE BRIDGE [DECENDING STEPS and RESTRICTED FLOW RATE].

Access for emergency vehicles via CLAYPATH, SADDLER STREET, OWENGATE.

**To the West** - While it is not considered a practical emergency evacuation route, those with local knowledge may self-evacuate via WINDY GAP [RESTRICTED FLOW RATE].

## MARKET PLACE

**To the North** - Displacement onto MILLENNIUM PLACE and / or CLAYPATH.

Access for emergency vehicles via CLAYPATH [PEDESTRIAN / VEHICLE CONFLICT STEWARDS] or FRAMWELLGATE BRIDGE. Limited access (small vehicles only) via ELVET BRIDGE.

**To the South** - Displacement onto ELVET BRIDGE.

Access for emergency vehicles via CLAYPATH or FRAMWELLGATE BRIDGE.

## **MILLENNIUM SQUARE**

**To the West** - Displacement onto FREEMANS PLACE and / or THE SANDS [**DECENDING STEPS** and **RESTRICTED FLOW RATE**].

Access for emergency vehicles via CLAYPATH.

**To the East** - Displacement onto CLAYPATH and into MARKET PLACE, if necessary.

Access for emergency vehicles via CLAYPATH, ELVET BRIDGE or FRAMWELLGATE BRIDGE [**PEDESTRIAN / VEHICLE CONFLICT**].

## **FULL EVACUATION OF PENINSULA – (supported by map overleaf)**

### **To the East**

Via SADDLER STREET and ELVET BRIDGE [**PEDESTRIAN / VEHICLE CONFLICT**].

Via CLAYPATH, LEAZES ROAD and NEW ELVET BRIDGE [**PEDESTRIAN / VEHICLE CONFLICT**].

Via NORTH BAILEY, BOW LANE and KINGSGATE BRIDGE [**DECENDING STEPS** and **RESTRICTED FLOW RATE**].










### **To the West**

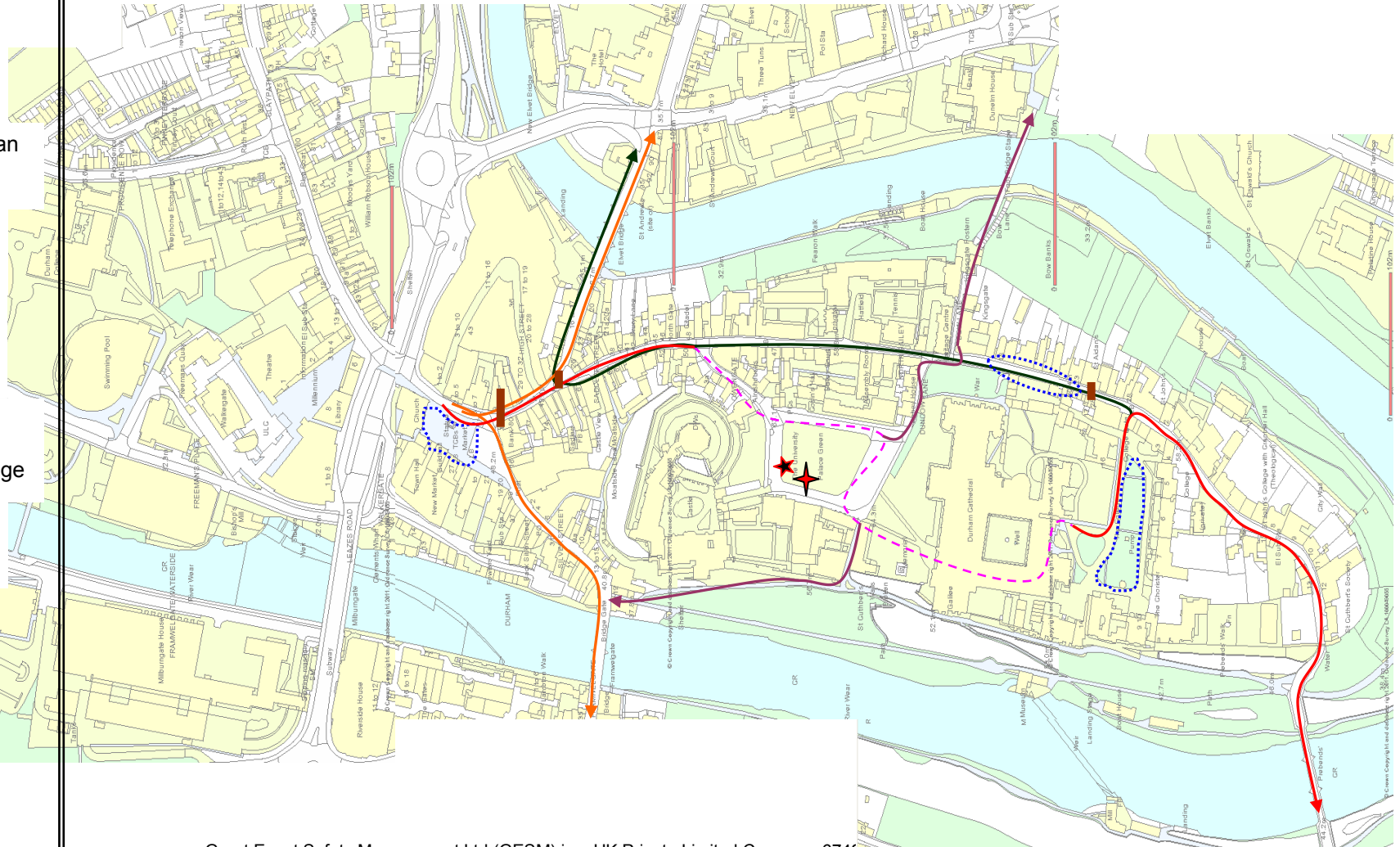
Via CLAYPATH and MILBURNGATE BRIDGE [**PEDESTRIAN / VEHICLE CONFLICT**].

Via SILVER STREET and FRAMWELLGATE BRIDGE [**PEDESTRIAN / VEHICLE CONFLICT**].

Via SOUTH BAILEY and PREBENDS BRIDGE [**WEIGHT RESTRICTIONS** and **RESTRICTED FLOW RATE**]

### Key

-  Recommended one way pedestrian system through
-  One way pedestrian system through cathedral
-  North Bailey lock system & disabled exit
-  Pedestrian blocks to control when activated
-  Palace Green Evacuation Route via Kingsgate Bridge & Windy Gap
-  Diversion routes if peninsula busy / evacuated
-  Overflow Holding Areas
-  Cordoned area for Fire Service Appliance
-  Static First Aid Post & 1 Ambulance located here



Grant Event Safety Management Ltd (GESM) is a UK Private Limited Company 6749007  
Registered Address 4 Riley Bank Mews Manley Road Frodsham WA6 6HP



## **Red Routes**

Due to the nature of the event, the red route will follow the normal route identified for Durham City Centre by the Police and Durham Fire Rescue Service and North East Ambulance Services

## **Inner Cordon**

Established by the emergency services to protect the immediate scene.

## **Outer Cordon**

To create a controlled area to which unauthorised persons are not allowed access. This will usually be identified by steward control points monitoring migrations through the site

## **Traffic cordons / road blocks**

To divert unwanted traffic away from the incident. This will in the first instance be road closures implemented for the event

## **Casualty Clearing Station**

This area will be determined dependent on the location of the incident and will identified by the Medical Incident Commander.

## **Ambulance Loading Point**

This area will be co-located near to the Casualty Clearing Station as required.

## **Receiving Hospitals**

The availability and use of the receiving hospitals will be identified to the Medical Incident Commander of the North East Ambulance Service.

## **Emergency Rest Centres**

In the event of a major incident or emergency, the choice of Emergency Rest Centre(s) for temporary accommodation of evacuees will be decided by the Duty Civil Contingencies Officer. Durham Police and Core Crisis Teams, from Durham Council, will be deployed to this centre(s).



**Survivor/Evacuee Reception Centre(s)**

In the event of a major incident or emergency the Survivor/Evacuee Reception Centre will be determined by the Duty Emergency Planning Officer. The location will be a secure area to which uninjured survivors can be taken for shelter, first aid, interview and documentation. The interviewing will be co-ordinated by Durham Police and supported by the Local Authority Core Crisis Teams.

**Friends and Relatives Reception Centre(s)**

In the event of a major incident or emergency the Friends and Relative Reception Centre will be determined by the Duty Emergency Planning Officer. The location will be a secure area set aside for use and interview of friends and relatives arriving at the scene and the joining together of separated families. This will be co-ordinated by Durham Police and supported by the Local Authority.

**Humanitarian Assistance Centre(s)**

A building arranged by the Local Authority, that provides a one-stop shop for survivors, families, friends, relatives and all those impacted by the emergency, through which they can access support, care and advice.

**Media Briefing Centre**

It has been agreed that in the event of an incident the initial Media Briefing Centre will be located at the Durham County Hall or a designated area chosen by the Head of Events Durham. In the event of a major incident or emergency the Media Briefing Centre will be decided by lead agency CAT 1 responders

The Police Press Officer will be responsible for the co-ordination of information released to the media and, assisted by Information Officers of the other agencies, organisations and companies in attendance at the incident, for the operation of the Media Briefing Centre.

**Casualty Bureau**

Durham Police will activate this facility and depending on the scale of the incident, it will be based upon regional / national arrangements.

**Temporary Victim Holding Area(s)**

Durham Police will activate this facility and depending on the scale of the incident, it will be based upon regional / national arrangements.

**Event specific location**

In the event of a small number of fatalities the use of existing structures within the event area will be employed. This will be determined dynamically at the time of the incident in consultation with Durham Police

### Strategic Holding Area

[REDACTED]

### Terrorist / Bomb Threat

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**Advised Minimum Cordons**

Standard fire monitoring and active safety control measures are in place with individual alarm panel monitored as standard

[REDACTED]

[REDACTED]

[REDACTED]

## K. Crowd and Security Management Method Statement

### 1. Introduction

The event is a free arts event with expected numbers not to exceed 20,000 on any given day with a onetime density of up to 10,000.

The previous event identified crowding issues on the peninsula. [REDACTED]

1. No access to peninsula via Kingsgate
2. No access to Cathedral via College Green
3. No access to Place Green via Duncow Lane
4. Side alleys up to the Palace Green will be staffed to prevent access up

Exit from the Peninsula via these streets will be allowed at all times

The following steps will be put in place when numbers demand

5. Control of access to Saddler Street from Market Square directing people to holding pen
6. Direction of persons crossing Elvet bridge to peninsula to High Street (through shopping centre) NO ACCESS UP SADDLER ST
7. Control of persons leaving Place Green to exit via Duncow Lane or via Cathedral
8. No entry to South Bailey from Prebends Bridge
9. Control of entry to Saddler St from North Bailey or Market Square to ensure one way movement

The activation of these steps will depend on monitoring crowd flow through Owen gate, if numbers mean that crowd are not able to enter Owengate from Saddler St in free flow control measures should be implemented.

To assist in this medium duty crowd barriers and ropes will be located at cut off area at the junction of North Bailey Owengate; Market Place /Saddler St; Elvet Bridge Saddler St. In addition two specialist crowd management safety staff will be in place



## 2 Plans of Operations of Crowd Management Using Lock Systems

**Key**  
SIA Sec





#### 4. Stewarding Roles

A register of all stewards on duty must be kept on site.

All steward supervisors MUST be SIA registered to undertake their role. In addition to general stewarding duties they will undertake security roles should it become necessary.

General duties of stewards:

- To provide information to the public as to site layout and facilities
- To provide information to the public as to the running order/timings of activities
- To monitor and report on crowd densities
- To monitor and report on the general welfare of the crowd
- To assist the Police as directed
- To control access to restricted areas to pass-holders only if directed
- To assist in extraction of persons experiencing difficulties, especially at a front of house barrier
- To assist in evacuation should it become necessary to do so
- To assist the Emergency Services as directed
- 24-hour static SIA site security will be provided for the event site, during construction and deconstruction, through uniformed security staff
- Staff will restrict access to controlled areas to authorised personnel only
- SIA registered staff will be used to provide guarding, patrolling, protecting property and persons, and crowd management services
- In addition, all Stewarding Supervisors and identified Event Management Personnel are SIA registered

#### 3. Register of Security Personnel

- A register of all security staff will be kept in Event Control
- All SIA registered staff MUST wear their SIA badge at all times when on duty
- All SIA staff must be specifically identified in the register by their SIA number



### Location Stewarding and Security

SIA Static						
SIA Door Supervisor						
24 Hour cover is 8am-8am	Cover			Show cover 17.00-23.00		
Position	From	Until	Number	Hours	Days	Notes
Project Manager SIA	16-Nov	21-Nov	1	12	6	
Market Sq SIA	12-Nov	22-Nov	1	24	10	Note need for market on 12/11
Market Sq Event	17-Nov	20-Nov	1	6	4	Barriers saddler St
Market Sq SIA Event	17-Nov	20-Nov	1	6	4	Barrier Saddler St
Saddler St/High St (Princess Bishop)	17-Nov	20-Nov	1	6	4	Barriers
Saddler St SIA	16-Nov	21-Nov	1	24	5	
Saddler St SIA	16-Nov	21-Nov	1	12	5	Barrier
Saddler St/Elvet	17-Nov	20-Nov	1	6	4	
Wharton Park SIA	14-Nov	21-Nov	1	24	8	
Wharton Park SIA	14-Nov	21-Nov	1	12	8	Additional support during daylight
Wharton Park	17-Nov	20-Nov	1	6	4	
Framwellgate Waterside SIA	16-Nov	21-Nov	1	24	5	
Framwellgate Waterside SIA	15-Nov	21-Nov	1	24	6	
Chapel Providence Row SIA	14-Nov	21-Nov	1	24	7	Guard for art piece

Chapel Providence Row	17-Nov	20-Nov		6	4	
Ice Rink SIA	16-Nov	21-Nov		24	5	Boneyard supervision
Crown Courts SIA	16-Nov	21-Nov		24	5	
Old Shire Hall SIA	16-Nov	21-Nov		24	5	In gardens at rear
Old Shire Hall SIA	17-Nov	20-Nov		6	4	
Kingsgate Bridge SIA	08-Nov	22-Nov		24	13	Co-ordinate with waterfall installers
Kingsgate Bridge SIA	08-Nov	22-Nov		12	13	
St Oswald's Church SIA	14-Nov	21-Nov		24	7	
St Oswald's	17-Nov	20-Nov		6	4	
Station Waiting Room SIA	17-Nov	20-Nov		6	4	Coordinate with network rail
Gates Shopping Centre SIA	16-Nov	21-Nov		24	5	
Gates Shopping Centre	17-Nov	20-Nov		6	4	
New Elvet/Elvet bridge	17-Nov	20-Nov		6	4	To control access to Saddler St direct to barrier system
Saddler St Owengate/ North Bailey	17-Nov	20-Nov		6	4	
Owengate/ Palace Green	17-Nov	20-Nov		6	4	To prevent any access from green to Owengate any time
Palace Green	17-Nov	20-Nov		6	4	To support Cathedral staff id directed
Duncow Lane North Bailey	17-Nov	20-Nov		6	4	No access to Palace green at any time
Duncow Lane North Bailey SIA	17-Nov	20-Nov		6	4	No access to Palace green at any time



	Nov	Nov				
North Bailey /South bailey	17- Nov	20- Nov		6	4	To support cathedral staff as directed
Cathedral	17- Nov	20- Nov		6	4	To support cathedral staff as directed
Cathedral SIA	17- Nov	20- Nov		6	4	To support cathedral staff as directed
College Green	17- Nov	20- Nov		6	4	To support cathedral staff as directed
College Green/South bailey	17- Nov	20- Nov		6	4	To support cathedral staff as directed
College Green/South bailey SIA	17- Nov	20- Nov		6	4	To prevent access to College Green from South Bailey
South Bailey/Prebends Bridge SIA	16- Nov	21- Nov		24	5	No access during show to South bailey
Prebends Bridge	17- Nov	20- Nov		6	4	
Riverside Boat House SIA	17- Nov	20- Nov		6	4	To assist in pedestrian flow
Riverside Boat House	17- Nov	20- Nov		6	4	
Millennium Place	17- Nov	20- Nov		6	4	
Bridges SIA	16- Nov	21- Nov		24	5	
Winney Hill Supervisor	07- Nov	23- Nov		24	14	
Supervisor	17- Nov	20- Nov		6	4	
TM Supervisor	17- Nov	20- Nov		6	4	To liaise with Event control over Tm locating at North roundabout
TM closure A	17- Nov	20- Nov		6	4	
TM closure B	17- Nov	20- Nov		6	4	



TM closure C	17- Nov	20- Nov		6	4	
Reserve	17- Nov	20- Nov		6	4	
Palace Green SIA	14- Nov	21- Nov		24	7	
South Bailey SIA	14- Nov	21- Nov		24	7	
College Green SIA	13- Nov	21- Nov		24	8	
<b>Total</b>						

## **L. Traffic Management**

### **1. Function**

The purpose of Traffic Management is not only to control all traffic from moving in the site during the event, but to enable other traffic to continue to move outside the site so far as is reasonable. Limiting factors include the duration required, the size of the closures around the roads exterior to the event site. A traffic management order for this purpose is in place to support this in line with current practice. There is in place a public pathways closure for various pathways around the area at the time, but this is for tree felling and will be used only in day light cooperation from contractors is being put in place

### **2. Timings & Locations**

- Closure infrastructure implementation from 17.00
- A690 Sutton St /A690 from 18.00 with traffic travelling North being diverted via Sutton St to North Road up to Framwelgate Peth, joining A690 at Millburngate Roundabout
- A690 at Millburngate traffic to move over to other closed carriage way to move along A690 to after North Road Roundabout, returning to normal carriage way before junction with Sutton St.
- Signage at North Road Framwelgate Peth to show no access ahead to North Road from Sutton St
- Framwellgate waterside parking suspension all day and night from Weds 16<sup>th</sup> Nov -20<sup>th</sup> Nov
- At any time is safe to do so and on clearance from Control Vehicles caught within closure if they wish to are to be escorted out of closure
- Public car parking is available at a number of locations around the City including at County Hall; Prince Bishops the Sands
- All closures will be staffed and have radio communication with Event Control
- Infrastructure, cones, signs and barriers removed from streets by stewards at end
- Roads to open on clearance from Event Control at end
- Roads to be reopened under direction of Event Control with the support of Durham Police
- No vehicle movements other than cleansing/Emergency Services after each event starts

### **3. Infrastructure**

- Cones, Road Closed signs and advance warning notices to obviate need for additional stewarding where possible
- All closures identified to be staffed by stewards in radio contact with Event Control
- Vehicles deemed to be a hazard to public safety will be identified by the event organiser and then removed
- Additional infrastructure and a stewarding reserve will be held at an agreed location

**4. Event Road Closures from 16.11.11 (Chapter 8 style TM is required)**

Location	Time	Reference	Supervisor/Stewards	Comment
North Road /Sutton St	17.00-23.00	A1	0+2	Allow access to from Station Approach
North Rd/A690 @ North Road Methodist Church	17.00-23.00	A2	1+1	Closure to all vehicles; to be implemented before A690 TM
North Road Bus Station	17.00-23.00	A3	0+1	No left turn to North Street from exit bus station
A690/Tenter Terrace	18.00-23.00	A4	0+2	To move south bound traffic over to opposing carriage way, which is closed to traffic northbound Stewards for public crossing
A690/Bus Station	17.00-23.00	A5	0	Access into bus station ONLY
A690/Sutton St	18.00-23.00	A6	0	To move traffic southbound to correct carriageway before Sutton Stover to two way traffic not using roundabout
Sutton St/A690	18.00-23.00	A7	0	To send north bound traffic up Sutton St to follow diversion North Road, Framwelgate Peth Millburngate
Millburngate/A690	18.00-23.00	A8	0	To move traffic on A690 over to other carriage way to move along A690 south until TM point A7
Framwellgate waterside from under Millburngate Bridge to Pennyferry bridge	0.00-23.59	B1	1	Suspension of Parking Bays cones to prevent use
Saddler St/Market Place	17.00-23.00	C1	0	To stop vehicle use Peninsula
Saddler St /Elvet Bridge	17.00-23.00	C2	0	To stop vehicle use of Elvet Bridge
Palace Green/Owen Gate/Duncow Lane North Bailey /South Bailey/Bow lane	17.00-23.00	C3	0	To prevent vehicle movement in Peninsula owing to crowds

Leazes Road/Claypath (Slip Road by Millennium-eastbound only)	18.00-23.00	C4	1	To stop vehicle access to Market Square
Clay Path (Market Sq/Prince Bishop)	18.00-23.00	C5	2	To stop vehicle Access to Market Square closure all vehicles westbound
Silver St/Framwellgate Bridge	18.00-23.00	C6	1	No access to Silver St
Millburngate/North Road	18.00-23.00	C7	0	No Access to Silver St

### 5. Parade Route

- Thursday 17<sup>th</sup> November the Liverpool lantern Co will facilitate a parade from Millennium Place, turning right on to Claypath, into market square, up Saddler Street to Owengate onto Palace Green. The Parade will finish there, with the castle being used to hold lanterns from parade until such times as it is safe for vehicle egress
- Claypath will be closed temporarily at Providence Row /Claypath. A stop on traffic moving up from Prince Bishop Car park from A690, and from Leazes rd @ slip road to Claypath. This is to enable the parade to safely move along Claypath
- Stewards will escort parade and staff temporary closures
- Closures to be adjusted to standard TM plan following Parade

### 6. Traffic Management Stewarding Duties

- To be at each road closure at times it is effective if identified in plan
- To challenge all unauthorised vehicle access to area
- To escort or arrange escort for vehicles caught within closures out of area if it is safe to do so following clearance from control
- To ensure roads are clear and remove infrastructure prior to reopening
- Reopen roads on instruction from Event/Traffic Control
- To allow access for Emergency and designated cleansing vehicles

### 7. Emergency Vehicle Access

- Any temporary constructions on the highway will be located so as to maintain an emergency access route of not less than 5 metres
- Prior entering red route control is to be notified to enable crossing gates to close to allow safe sterile route to be checked



## **8. Car Parking& Public transport**

- All city centre car parks will be open to the public
- VMS signage will be used to relay real time information to public
- Additional cones and Car Park Full signs will be available with TM team for deployment as necessary, and held at junction Walkergate and Leazes Road
- Park and Ride buses will operate hours to cover the event, running every 10 minutes with additional buses ready to pick up peak demand
- Reserve TM vehicle with cones and signs to support operational demands to alter TM plan, noting especially potential for gridlock around Millburngate
- County hall will be open to the public who wish to park and walk. (it is close to installations at Wharton Park, using to North Road)
- County Hall will also be signposted for Coaches
- All on street parking will be open other than Framwellgate Waterside
- Framwellgate waterside will be used as temporary taxi rank



### M. Bat Protection

The issue of disturbance of bats is a significant issue that must be properly addressed. As a species, bats are rightly subject to a comprehensive range of legal protection from disturbance.

Artichoke wants to adhere to the spirit of the legislation, and is therefore addressing the issue of potential bat disturbance through a number of mitigating measures, while maintaining its legal obligations towards the management of the safety of the public.

Artichoke has engaged Dr Duncan Painter CEnv MIIEM of Applied Ecology Ltd to give it specialist independent advice

Artichoke also notes that there was no evidence of any significant disturbance to bats from Lumiere 2009.

Artichoke has noted the studies in the Barrett report on bat activity in the area - though the data collected does not specifically cover the period of the event and will get further data on the temperatures in the cloister roof and below it, with temperature being the most likely cause of disturbance.

Artichoke has consulted with the County Ecologist and Bat Protection groups and has included their recommendations within its actions and control measures

Artichoke has contacted Natural England and advised them of its activity and developed mitigation based on this correspondence and they have no issues.

The strategy for prevention of disturbance to bats is

- a. Close monitoring of temperature difference in cloisters and roof space with Air cooling units there to reduce ambient temperature if necessary.
- b. Ensuring all art installations are not in areas where they will disturb bats; specifically being either inside the Cathedral; located in the open courtyard of the Cloisters or on College Green
- c. The nature of the installation in the cloisters is candle based and has no electric light sources, and is placed in the Cloister Garth where no or minimal bat activity is recorded



In managing the crowds using the cloisters as an exit from Cathedral, Artichoke will

- a. Primarily use the south west cloister exit by the restaurant
- b. The south east exit will only be used by those in wheelchairs or when numbers reach a peak to prevent overcrowding
- c. When in operation, Artichoke is reducing the numbers of those using the south east corner of the cloisters by installing a one-way system (thus halving those using the passageway) and by primarily using an alternative exit via the Cathedral restaurant area as the point of egress.
- d. Carpeting to reduce noise levels in the south east corner will also be provided.
- e. Signage will urge members of the public to remain quiet
- f. Members of the Barrett Environmental will be located in the cloisters to monitor activity and rescue bats that may be found and advise on impact of numbers on bat welfare
- g. No amplified sound in Cloisters

There is a very delicate balance to be achieved between the protection of the bat colony and the continued use of the Cathedral by members of the public, which is essential to the overall crowd migration and safety of the public.

None of the activities proposed by Artichoke are considered to be subject to any public licences, permissions or review, but continued co-operation with the County Council ecologists will ensure reasonable protection for the bats is in place.



## **N. Event Risk Assessment**

The risk assessment is a fundamental part of any business process. This event risk assessment covers all aspects of the event, but is to be read in conjunction with the method statements in this document and those of the individual contractors; the standards in this document are the minimum applied. The risk assessment has been written and developed across a period of time, and covers three areas: planning and notification; construction and deconstruction; and the event itself.

It is divided into two sections; the general overall risk assessment that deals with risks, and controls of work and contractors current for more than one location for the whole event, plus a second risk assessment section for each specific area, and indeed other areas that may be impacted on by the event.

In addition, individual suppliers' assessments and method statements, especially when dealing with aspects of greater risk such as working at height, must also be examined.

The nature of the event will require continual and dynamic assessment of risk, and enforcement of control measures. This is a responsibility of all contractors onsite. Action to ensure compliance must be taken by any management personnel. A specialist safety contractor is employed to advise on this for the event, and has been leading in developing this event plan in consultation with relevant staff and Durham Authorities

In undertaking the risk assessments, the following approach has been adopted:

- Gather information
- Identify risks
- Consider control measures appropriate to identified risk
- Evaluation of residual risk

The risk assessments are not, therefore, necessarily final, but do give an indication of the appropriate measures that are incorporated into the event plan.

It must be appreciated and understood that there will always be the potential for crowd safety problems. The combination of people, alcohol/drugs and the complexity and design of the Festival are not and cannot be considered as risk free. Whilst considerable effort has been spent in identifying significant hazards and control measures the hazards can generally be summarised as:

- Overcrowding and crushing of spectators
- Structural collapse
- Crowd disturbance / public disorder
- Serious medical emergency
- Fire within the tented area/catering concession
- Evacuation as a result of fire/bomb call/suspect device
- Severe / adverse weather conditions

Written by [REDACTED] June 2011 and updated monthly

Reviewed By Safety Advisory Group June September October November 2011

### EVENT PLANNING- NOTIFICATION, PUBLICATION

- RISK INDEX LIKELIHOOD: **L** 1 Low 5 HIGH
- RISK INDEX SEVERITY: **S** 1 Low 5 HIGH

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Lack of inter Agency Awareness	Spectators Joint Agency Partners Working Personnel Public	<ul style="list-style-type: none"> <li>• Strategic Meetings Internal since Autumn 10</li> <li>• Joint Agency Consultation at Strategic level since Feb 11</li> <li>• Co-ordinate approach to planning with Emergency Services and Emergency Planning Team DCC.</li> <li>• 1<sup>st</sup> Draft Event Document to be made available by June for review and amendment.</li> <li>• Individual meetings with Locations and Managers will be held</li> <li>• SAG monthly from Feb 2011</li> <li>• Publication of final draft version Oct 11</li> <li>• Site Walk, 30<sup>th</sup> May, 15<sup>th</sup> November and prior to opening each day</li> <li>• All joint agencies made aware of the new website launch</li> </ul>	1	1		1	1
Lack of Public Awareness	Public	<ul style="list-style-type: none"> <li>• Local mail shot</li> <li>• Local media and marketing campaign - using print radio and regional TV</li> <li>• Liaison with ward councillors</li> </ul>	1	1		1	1

**Event Construction & Deconstruction**

- RISK INDEX LIKELIHOOD: **L** 1 Low 5 High
- RISK INDEX SEVERITY: **S** 1 Low 5 High

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Arrival of vehicles	Working Personnel	<ul style="list-style-type: none"> <li>▪ Vehicle arrivals to be monitored via security and site / event managers.</li> <li>▪ Vehicles scheduled to make a staggered arrival / departure.</li> <li>▪ No vehicle to reverse without a banksman.</li> <li>▪ Vehicles to display event pass whilst on site.</li> <li>▪ Reduce speed limit around site.</li> </ul>	1	4	Potential Adjustment of TM plans to match use of roads based on demand	1	3
Movement of vehicles in road closure	Working Personnel	<ul style="list-style-type: none"> <li>▪ Traffic Management Plan agreed by all relevant agencies.</li> <li>▪ Only authorised Emergency or service vehicles to move along road once closure effected.</li> <li>▪ All vehicles to proceed in accordance with existing traffic movements.</li> <li>▪ Vehicles to proceed at walking pace with banksmen in restricted areas.</li> </ul>	2	4			
Manual Handling	Working Personnel	<ul style="list-style-type: none"> <li>▪ Manual handling procedures to be implemented.</li> <li>▪ All manual handling of equipment to be undertaken by recognised site crew production staff.</li> <li>▪ Lifting equipment to be used by authorised operators.</li> </ul>	3	3	<ul style="list-style-type: none"> <li>• Specialist staff used to time limited production load ins have been engaged</li> </ul>	2	2

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Temporary site structures	Working Personnel	<ul style="list-style-type: none"> <li>Specialist contractors have been engaged to undertake installation of temporary structures. They will operate to their own method statements and risk assessments.</li> <li>Calculations have been provided for checking.</li> <li>All non-essential personnel to be kept clear during construction / de-rig of built structures.</li> <li>LLCB /Tape and pin to isolate structures during construction.</li> <li>Site inspection to be carried out by Safety Manager, Operations Manager &amp; Production Manager at 15:45hrs prior to event opening.</li> <li>All construction information, completion certificates, H&amp;S &amp; insurance details to be kept in site office.</li> <li>Each contractor working onsite will evidence insurance and risk assessment</li> <li>Correct pinning of equipment, especially concessions to be checked</li> </ul>	2	4	Block an mesh to be used in market square and Palace Green	2	3
Fatigue	Working Personnel	<ul style="list-style-type: none"> <li>Working onsite limits</li> <li>Overnight working on Sunday by new crew</li> <li>Welfare facilities for staff provided centrally</li> </ul>	2	4	Additional crew is available Rest facilities at Radisson Hotel		

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK		RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S			
Unauthorised access	Working Personnel	<ul style="list-style-type: none"> <li>Passes to be issued to all working personnel.</li> <li>Staff working in premises managed / operated by other companies will adhere to their safety and operational policies.</li> <li>Control of site handed to Security once Event Management leave site.</li> <li>Fencing / barriers to be used to isolate sterile areas.</li> <li>Working lights will be installed prior to dusk.</li> </ul>	2	1	<ul style="list-style-type: none"> <li>Council passes will not be operative other than for LA buildings</li> </ul>	2	1
Adverse Weather	Working Personnel	<ul style="list-style-type: none"> <li>Weather forecasts to be updated daily from 9.11.11</li> <li>A review of the build may need to be made in the case of high winds as the built structure may become unstable.</li> </ul>	3	3	Media Communications plan in place DCC has gritter and snow plows as part of standard operating procedure	2	2
Water	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Limited work being carried out close to the riverside.</li> <li>Fence line around perimeter of river where installations are.</li> <li>All staff briefed to follow the River Rescue Procedure (999 call – no persons to enter water)</li> </ul>	2	4	<ul style="list-style-type: none"> <li>Safety Boat at Kingsgate Bridge during construction</li> <li>All staff on the waterfall to have self inflating life jackets</li> <li>Throw lines and buoyancy aid</li> </ul>	2	3

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Electricity Provision of Power	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>All equipment to be connected by a qualified electrician.</li> <li>Generators will be earth bonded and serviced by authorised personnel.</li> <li>All generators &amp; tower lights to be sited in a suitable area and to be isolated from the public.</li> <li>All electrical equipment will be waterproof, and have RCCD or similar protection for the end user.</li> <li>Cable ramps will be used where cables cross public/traffic areas.</li> <li>Additional temporary lighting independently powered will be located around the site to provide emergency and site lighting for security.</li> <li>A completion and safety certification is required from the Electrician for each supply connected.</li> <li>Suitable fire fighting equipment to be available at each power source.</li> <li>All completion and safety certification will be kept on site in Event Control.</li> </ul>	3	4	Catenary wire supporting cable be used	3	3

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Working at heights	Working Personnel	<ul style="list-style-type: none"> <li>A specialist contractor(s) has been engaged to undertake erection of stage role. They will operate to their own method statements and risk assessments.</li> <li>All other persons working at height will operate to site specific method statements and risk assessments, wear full harness and use the man safe system(s) where appropriate</li> <li>All method statements to be kept in site office.</li> <li>No WAH to be undertaken without approved plan.</li> </ul>	2	4	Papers check by SAG Safety officers will monitor construction and operation		
Removal of refuse	Working Personnel	<ul style="list-style-type: none"> <li>Ensure appropriate staff on duty post event.</li> <li>All contractors on site responsible for maintaining tidy and safe working areas using waste bins provided.</li> <li>Implementation of agreed cleanup plan prior to, during and immediately after the Event.</li> </ul>	1	2			
Plant	Working Personnel	<ul style="list-style-type: none"> <li>Only qualified staff with relevant licences to use plant equipment.</li> <li>Maximum speed limit to be 10mph.</li> <li>Keys to be left in production in Event Control when not in use.</li> <li>All equipment to be used within guidelines of specific operating instructions relevant to the specific vehicle.</li> </ul>	2	4			

**Risks during Event**

- **RISK INDEX LIKELIHOOD: L1 Low 5 High**
- **RISK INDEX SEVERITY: S 1 Low 5 High**

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Crowd management and public order issues	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Stewards to be clearly identified using high visibility jackets / tabards.</li> <li>Use of radio communication to co-ordinate stewards and road closure staff.</li> <li>Give all steward supervisors printed itineraries for the event.</li> <li>All Steward Supervisors to receive briefing prior to the event starting.</li> <li>All stewards to be briefed by supervisors on site and issued with written standard instruction &amp; duties where applicable.</li> <li>[REDACTED]</li> </ul>	2	3			
Working at heights	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>A specialist contractor has been engaged to undertake loading role. They will operate to their own method statements and risk assessments.</li> <li>All other persons working at height will wear full harness and use the man safe system(s).</li> <li>All method statements to be kept in site office.</li> </ul>	2	4			





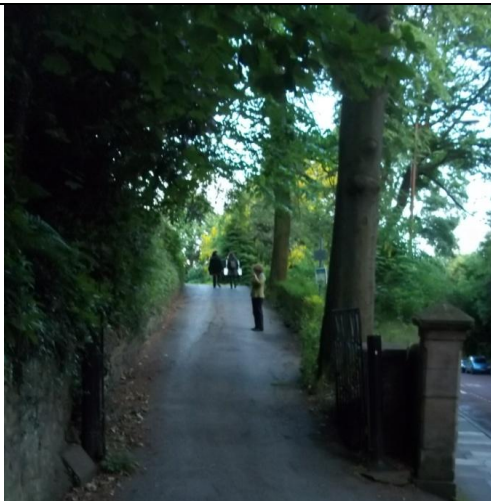
HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Inclement weather	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Weather forecasts to be updated daily from 9<sup>th</sup> November 2011</li> <li>Crowds will be reduced if the weather is poor.</li> <li>Notification using media of need for proper clothing and footwear.</li> <li>A review of the event may need to be made in the case of high winds and or snow as the stage may become unstable.</li> </ul>	3	3			
Medical emergency	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>BRCTo staff First Aid Station in viewing area.</li> <li>All Stewards to be appraised of identity and location of medical support on site.</li> <li>First Aid Kits to deal with minor abrasions etc. present with A officers.</li> <li>Regional Service to provide management support.</li> <li>2 x Ambulance (2 crew per ambulance).</li> </ul>	2	3	Separate Medical management plan is in place	2	3
Ground / tripping hazards	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>No trailing cables on ground.</li> <li>Crowd barriers to mark and isolate obstructions.</li> <li>Additional site lighting to provide safe access through area after dark.</li> <li>Truck ramping will be used in areas where cables trail across areas of high pedestrian/vehicle access.</li> </ul>	2	2			

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Temporary Site Structures	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Specialist contractors have been engaged to undertake installation / operating of temporary structures.</li> <li>They will operate to their own method statements and risk assessments.</li> <li>Ensure stewards are placed next to all temporary structures.</li> <li>LLCB to isolate structures.</li> <li>Site inspection to be carried out by Safety Manager, Production Manager &amp; Site Manager at 15:45hrs prior to event opening.</li> </ul>	1	3	Completion certs required	1	3
Traffic management	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Traffic Management Plan agreed by all relevant agencies.</li> <li>Infrastructure for closures to be provided by BATM.</li> <li>No vehicle movements on the site area other than for emergency during event.</li> <li>Police Officers deployed following their own Force Operational Risk Assessment and Operational Plan.</li> <li>Identified road closure will have a steward with a radio to provide information and directions w/ TM plan.</li> <li>[REDACTED] on, a</li> </ul>	2	2	Plans reviewed on a JA basis Contingency TM kit with vehicles Advance warning notice	2	1



HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Provision of Power	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Generators will be earth bonded and serviced by authorised personnel.</li> <li>Generators to be sited in a suitable area and to be isolated from the public.</li> <li>All electrical equipment will be waterproof, and have RCD or similar protection for the end user.</li> <li>Cable ramps will be used where cables cross public/traffic areas. Flown cables will use suitable catenary wires for support.</li> <li>Additional temporary lighting independently powered will be located around the site for egress &amp; emergency.</li> <li>A completion and safety certification is required from the Electrician for each supply connected.</li> <li>Suitable fire fighting equipment to be available at each power source.</li> <li>All completion and safety certification will be kept on site in Event Control.</li> </ul>	3	4			
Noise	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Music Noise Levels should not exceed either 95dB(A) over a 15-minute period at the mixing desk, or 75dB(A) over a 15-minute period at 1m from the façade of noise sensitive building adjacent to each piece (whichever is the lower level).</li> <li>PPE in the form of earplugs shall be provided to all staff working in the pit area.</li> <li>Reserve stewards will be used to alleviate staff working in the pit to allow for reasonable breaks.</li> </ul>	3	3			



HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX	
			L	S		L	S
Site Signage	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Full site signage in pictogram</li> <li>Ensure all staff knows the site layout, where various infrastructures can be found i.e. First Aid, meeting point.</li> </ul>	1	2			
Plant	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Only qualified staff to use plant equipment.</li> <li>Maximum speed limit to be 10mph.</li> <li>[REDACTED]</li> </ul>	2	3	Keys to be issued at point of use on production of valid operator licence	2	3
Removal of refuse	Working Personnel Spectators Public	<ul style="list-style-type: none"> <li>Implementation of agreed clean-up plan prior to and immediately after the Event.</li> <li>All contractors on site responsible for maintaining tidy and safe working areas using waste bins provided.</li> <li>Additional facilities for waste disposal to be provided.</li> </ul>	2	2			

**O. Site Specific**



Artist/	Location	Image	Notes	Control	Residual	
					L	S
NA	Wharton Park		Public park with two art pieces. One has significant noise levels that must be monitored. No additional parking controls.	Stewarding and security.  Security 24 hour  Lighting and signage to be used to show designated entry route.  Lighting of pathways around park to direct movement.	2	2
Dorota Kraft LEDs dance (12)	Wharton Park		As above  Rear entrances to Park to be closed following consultation with Parks Management.	Steps and stairs to remain unlit and access discouraged by use of specially positioned stewards throughout the park. Sloping pathways to be lit to indicate designated audience route. Install by Highlights	1	2





Artist/	Location	Image	Notes	Control	Residual	
					L	S
Ron Haselden Brothers and Sisters (25)	Wharton Park		As above	<p>Sloping pathways to be lit to indicate designated audience route.</p> <p>Steps and stairs to remain unlit and access discouraged by use of specially positioned stewards throughout the park.</p> <p>Rear entrances to Park to be closed following consultation with Parks Management.</p>	1	2
Martin Hi-Lights LX piece (15)	North Road/Viaduct/Railway arches and others		<p>LX on arches may be permanent.</p> <p>Traffic Management required in association with other North Road/Wharton Park installations.</p>	<p>TM plans developed with DCC and also Police.</p> <p>Specialist contractor in place for set up.</p> <p>Crossing of public from park to North Rd will be increased.</p> <p>Not likely to use footbridge.</p> <p>Bus station access to be supported by stewards</p>	2	3



Artist/	Location	Image	Notes	Control	Residual	
					L	S
Boo Beaumont Metamorph (3)	Roundabout/ North Road Methodist Church. Only on side facing the roundabout.		<p>Traffic management required given likely size of audience in North Road and crossing to Wharton Park.</p> <p>Reduction carriageway to single file southbound supported by TX control as part of a four-way system.</p> <p>See note on bus station below.</p>	<p>TM control as per plan</p> <p>Stewards in support</p>	2	3
	Bus Station/North Road traffic management provision		<p>Operate following precedent set by Miners Gala</p> <p>No left turn access to North Road</p> <p>North Road closed to general traffic to act as feeder towards peninsula via Framwellgate Bridge (8m width).</p>	<p>Bus only access to North Road.</p> <p>Buses to access via bus station</p> <p>Stewards at Pedestrian crossing points on</p> <p>No left turn from Bus station</p> <p>Use of Stewards here.</p>	2	2



Artist/	Location	Image	Notes	Control	Residual	
					L	S
Claire Fontaine Neon	Durham Miners Hall, North Road		North Road Closure to general traffic allow buses required	Buses Only in this area.	1	3
Way in to Global Curiosity Shop installation and riverside	North Road			Steward in for event	1	2







Artist/	Location	Image	Notes	Control	Residual	
					L	S
Daan Roosegaarde e Liquid Space (8)	Gates Shopping Centre			Steward in for event No access up stairs from riverside when number demand	1	2
Global Curiosity Shop Global Curiosity shop (14)	Empty shop unit under walkway		Must NOT use window at the top of the stairs.	Steward and barrier to close off if crowded. No view of shop from bottom of stairs.		



Artist/	Location	Image	Notes	Control	Residual	
					L	S
Tobie Langel Projection (29)	Millburngate House		Projection on to side of building			
Lab[au] Binary Waves (18)	Framwellgate		LX install.	The road will be open to traffic and parking. bays to be suspended by site. Coned to road to create space Steward and SIA		

Artist/	Location	Image	Notes	Control	Residual	
					L	S
Claire Morgan A new moon	End of Framwellgate Waterside (patch of land next to the Radisson Hotel)		Crane hire required.	Using a contract lift Lift accross highway.	2	2
Tracey Emin Be faithful to your dreams (30)	Chapel Providence Row		Light pathway. Piece installed on the outside of a derelict building. Access.	Stewarding at entrance below.	2	2







Artist/	Location	Image	Notes	Control	Residual	
					L	S
Tracey Emin	Providence Row		Pathway to chapel. LX required.	Stewards located here.	2	2
Alexandre de Costa Utopia (1)	Ice Rink, Leazes Road		Piece on roof of ice rink, facing Walkergate development.  Simple neon installed by cherry picker from road level.	Not accessible to public. WAH Pink neon	1	1

Artist/	Location	Image	Notes	Control	Residual	
					L	S
Liverpool Lantern company (20)	Gala Theatre		<p>Starting point for community parade on 17<sup>th</sup> November – to be filmed by BBC as part of Lumiere/Children in Need coverage.</p> <p>Parade start time approx 6pm arriving at Palace Green at approx 6:45. Via Claypath; Market sq; Saddler St; Owengate to green</p>	<p>Designed for high numbers</p> <p>Stewarding in area.</p> <p>Stewards to escort parade</p> <p>Road closures to support migrations</p>	2	2
Richard Wolfstrome Lightwriting (24)	Next to Gala Theatre		<p><i>Writing in Light</i> – climax of community project with final installation located outside the Gala Theatre.</p> <p>Also route for parade.</p>	<p>Designed for high numbers</p> <p>Stewarding in area</p>	1	1


Artist/	Location	Image	Notes	Control	Residual	
					L	S
Dominik Lejman Video Mural (11)	Durham Library			Designed for high numbers Stewarding in area	1	1
Mick Stephenson Fusion (22)	Walkergate		Architectural installation in Walkergate (Open structure on end of building).  Static - no driver distraction.	Designed for high numbers Stewarding in area Install by artiste	1	1






Artist/	Location	Image	Notes	Control	Residual	
					L	S
	Claypath/ Millennium Place		Potential Close Claypath slip road to general traffic to accommodate pedestrian flows from Market Place to Millennium Place.	NO RIGHT TURN. Close to all traffic during parade (10 minute closure).	2	2
Jacques Rival I love Durham (16)	Market Square		<p>Snow dome created above Lord Londonderry statue. Piece requires: 5-day get-in 24-hour security</p> <p>Emergency vehicle access will be maintained on both sides.</p> <p>Market will need to be relocated during get-in and performance dates.</p> <p>Point of access control for Saddler Street.</p>	Security and steward in area Roads closed to traffic Barriers to support closure saddler St	2	3


Artist/	Location	Image	Notes	Control	Residual	
					L	S
Bethan Maddocks & Verity Quinn Ad Astra per Aspera	Silver Street Saddler St		3 fixing points on each street (both sides). Making use of existing Xmas light fixings. Clearance for lorries to be maintained.	Pedestrian only	2	2
Bethan Maddocks & Verity Quinn Ad Astra per Aspera	Saddler Street		3 fixing points on each street (both sides). Clearance for lorries to be maintained.	Pedestrian only road closed Stewards security and medium duty crowd barriers deployed to close access off	1	2





Artist/	Location	Image	Notes	Control	Residual	
					L	S
	Saddler Street Prince Bishops Shopping Arcade		Control (prevent access to Saddler Street from here or allow out onto to Elvet bridge only)	Stewarding When numbers demand manage access Medium Duty crowd barriers and tape to queue persons from Elvet Bridge to High St No access direct to Saddler St up to Palace Green	2	2



Artist/	Location	Image	Notes	Control	Residual	
					L	S
	Saddler Street		Saddler Street control position at Elvet Bridge junction with Saddler Street/Market Place	Stewarding Medium duty crowd barriers Access up and down Saddler St to be controlled Traffic Lights to assist in communication to pedestrian not for vehicle control	2	2
	Saddler Street/Elvet Bridge		One way out only no access to cathedral Persons wanting to access Palace Greenl will be diverted via High St to Market sq	Stewarding Medium Duty Barriers to deploy when numbers necessitate queuing into High Street	2	3


Artist/	Location	Image	Notes	Control	Residual	
					L	S
	Saddler Street Elvet Bridge steps		Barrier to ensure exit only onto Elvet Bridge.	Stewarding When numbers necessitate this will be exit only from Saddler Street. This could be triggered by queue to High St	2	3

Artist/	Location	Image	Notes	Control	Residual	
					L	S
David Batchelor Festival (9)	Saddler Street / Moatside Court		In courtyard behind closed gates.	1 x SIA 24 hour	1	1





Artist/	Location	Image	Notes	Control	Residual	
					L	S
David Batchelor Pimp Pallets (9)	Saddler Street Old North gate		In courtyard behind closed gates. Security required.	24 Hour security Limited viewing	1	1
	Owengate		Key street for control of pedestrians at busy times. When Owengate is full, hold crowds at Market Place until Palace Green is less congested. North Bailey kept empty to allow creation of lock system to permit disabled/other exit against flow of pedestrian traffic when conditions allow. Also provide access for emergency vehicles.	Stewards Medium duty crowd barrier	2	3



Artist/	Location	Image	Notes	Control	Residual	
					L	S
	Saddler Street		<p>Access to be controlled from Market Square at busy times.</p> <p>One-way system for pedestrians from Elvet Bridge to Palace Green via High St Market sq Saddler St to Owengate.</p> <p>North Bailey to be held as overflow control space.</p>	Barriers Steward	2	3
	Saddler Street Owengate North Bailey		Part of controlled area	Barriers stewards traffic light style system to assist in communication with crowds	2	2



Artist/	Location	Image	Notes	Control	Residual	
					L	S
Ross Ashton et al Crown of Light (26)	Cathedral		<p>Crown of Light projection on North face of Cathedral.</p> <p>Largest open space in city centre.</p> <p>One-way pedestrian exit only via Cathedral and Dun Cow Lane and Windy Gap.</p> <p>Careful stewarding to encourage crowds to move forward towards Cathedral itself.</p>	Stewarding Barrier Must ensure no view from Owengate	2	3
	Duncow Lane		Exit from Green ONLY.	Stewards and barrier at North Bailey	2	2





Artist/	Location	Image	Notes	Control	Residual	
					L	S
	Cathedral Galilee Chapel. Accessible route in.		Wheelchair access only	Cathedral Staff		
	Cathedral cemetery to Palace green		Needs light to guide to entrance.	LX		





Artist/	Location	Image	Notes	Control	Residual	
					L	S
	Cathedral North Door			Cathedral Staff One way system		
	Cathedral North Door from inside			Cathedral Staff One way system		



Artist/	Location	Image	Notes	Control	Residual	
					L	S
Carabosse Spirit (7)	Cathedral nave		Lit vests at 3 levels. Triforium, clearstory and nave. Tea lights - naked flame. WAH	Cathedral Staff One way system		
Carabosse Spirit (7)	Cathedral Transept		Central, lit, hanging globe. Live musicians.	Cathedral Staff One way system		

Artist/	Location	Image	Notes	Control	Residual	
					L	S
	First door from nave to Cloisters (NE corner) from nave			Cathedral Staff One way system		
	First door from nave to Cloisters (NE corner) from Cloisters			Cathedral Staff One way system		







Artist/	Location	Image	Notes	Control	Residual	
					L	S
	Second standard (NW) door to Cloisters from Cathedral			Cathedral Staff One way system		
	Second standard door to Cathedral from Cloisters(NW)			Cathedral Staff One way system		

Artist/	Location	Image	Notes	Control	Residual	
					L	S
Carabosse Spirit (7)	Cathedral Cloisters		Bats Fire installations in central grassy area. No sound.	Cathedral Staff AC unit Professional Bat handlers employed One way system		
	SE Exit from Cloisters (Bat)			Cathedral Staff One way system Stewards here to support Cathedral Note bats are here quiet must be maintained; only use if numbers require ACU for temperature control Licensed bat handlers in place		


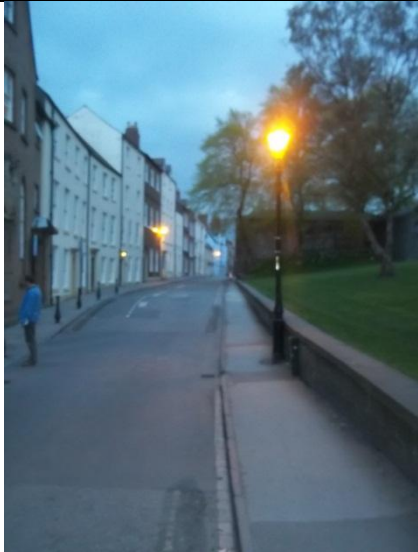
Artist/	Location	Image	Notes	Control	Residual	
					L	S
	SW Exit from Cloisters restaurant			Cathedral Staff One way system Stewards here to support Cathedral	2	2
	From Cloisters to Green SE			Cathedral Staff One way system Stewards here to support Cathedral Note bats are here quiet must be maintained; only use if numbers require	2	2





Artist/	Location	Image	Notes	Control	Residual	
					L	S
	SE Entrance from College Green to Cloisters			Cathedral Staff One way system Stewards here to support Cathedral	2	2
Carabosse Spirit (7)	College Green from Cloisters		Braziers Live musician.	Stewards Braziers are hot and create their own safe area this will be watched by stewards	2	2

Artist/	Location	Image	Notes	Control	Residual		
					L	S	
Carabosse Spirit (7)	College Green				Stewards	2	2
	College Green Entrance		Crowds to be encouraged to turn to South Bailey, crowd turning left will be held in lock system of crowd control DFRS Fire support recommended crew here	Stewards Medical Support will be located in peninsula		2	2






Artist/	Location	Image	Notes	Control	Residual	
					L	S
	North Bailey/ Dun Cow Lane		No entrance to Palace Green.	Stewards SIA and Barriers	2	3
	Rear of Cathedral / North Bailey.		None	None	1	1


Artist/	Location	Image	Notes	Control	Residual	
					L	S
Cedric le Borgne The Travellers	South Bailey		<p>Installation above head height in South Bailey to encourage crowds to exit College Green, turning right to head to the riverbank.</p> <p>Prebends Bridge closed to vehicles. Pedestrian access. 4m width. Suggest that fire/ambulance response team located here</p> <p>Continue to allow North Bailey to act as „breathing space’ to exit when Owengate indicates that Palace Green is full.</p>	Height of Piece	2	2

Artist/	Location	Image	Notes	Control	Residual	
					L	S
Deadgood Rainbow (10)	Prebends Bridge		Scaffolding is there  Vehicle access in emergency is possible	Stewards SIA Barrier No entry to GP South Bailey	2	3





Artist/	Location	Image	Notes	Control	Residual	
					L	S
Walter Holt Wonder Wood (31)	River Banks		<p>Provide emergency LX for pathways.</p> <p>Edge protection with tape or orange flex barrier provided by Traffic Management agency.</p> <p>In the event of flooding, duckboards will be installed along river path.</p>	<p>Post and tape Additional LX</p> <p>River rescue on standby Duck boards to be on standby</p>	2	3
Walter Holt Wonder Wood (31)	Riverside Boathouse		<p>Identified as pinch point – adequate lighting to be installed and dedicated stewards to guide pedestrians through one-way system.</p>	Control by SIA	1	2



Artist/	Location	Image	Notes	Control	Residual	
					L	S
			General	Potential for pedestrian crossing under key control measures to facilitate pedestrian flows from Elvet Bridge to Elvet and area around Old Shire Hall.  Traffic PCSO may be required. Contingency Plan	2	2
Martin Creed Everything is going to be alright	Old Shire hall		General	Low risk		

Artist/	Location	Image	Notes	Control	Residual	
					L	S
Leonardo Meigas Hartmann Grid (19)	Crown Courts		Piece to be located in the garden in front of the Crown Courts. Ambient music. Will look to landscape SR from court building	Steward and security	1	2



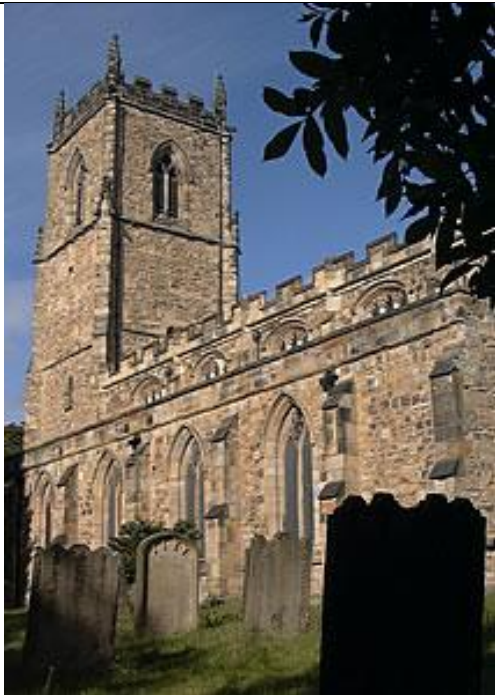
Artist/	Location	Image	Notes	Control	Residual	
					L	S
Jana Matejkova Wish Comet (17)	Old Shire Hall (garden at rear of building)		One way in (from Old Elvet) with egress onto Court Lane.  Stewarding required encouraging audience to move through the garden.  Adequate safety lighting to be provided where necessary.	Security and barriers	1	1
Tim Etchells The future will be confusing (28)	University Languages Building, New Elvet		Need parking bay suspension for pre install work (Sept). And for install and removal.	None	1	1

Artist/	Location	Image	Notes	Control	Residual	
					L	S
Peter Lewis & Water Sculptures The Great Divide (23)	Kingsgate Bridge from Students' Union		NO access to pedestrians. Exit only.	No access 24 hour security Access both way during day	1	2
Peter Lewis & Water Sculptures The Great Divide (23)	Kingsgate Bridge from Elvet Bridge		Otters! Water extraction. Scouring riverbed. Closure.	Licence granted Burlap base water	1	2

Artist/	Location	Image	Notes	Control	Residual	
					L	S
Peter Lewis & Water Sculptures The Great Divide (23)	On Kingsgate Bridge towards Elvet Bridge		No public access to peninsula exit only	24 hour security Access both ways during day	2	2
Peter Lewis & Water Sculptures The Great Divide (23)	Kingsgate Steps up towards North Bailey		No access to Cathedral. Exit only.	24 hour security	1	1





Artist/	Location	Image	Notes	Control	Residual	
					L	S
Simeon Nelson Plenum (27)	St Oswald's Church		<p>Safety and security lighting for pathway through churchyard.</p> <p>Protection of riverside pathway.</p> <p>Protect headstones.</p>	24 hour security Stewards for path LX of paths	2	2
Ed Francis Anglepoise Lamp (13)	Station waiting room		Stand alone. Needs PAT test and electrical certification.	24 hour security	1	1

**QMC**  
Registered Consultant

**P.Assumption of Control**

<b>EVENT</b>	<b>Durham Lumiere</b>
<b>LOCATION</b>	<b>City of Durham</b>
<b>DATE</b>	<b>17-20<sup>th</sup> November 2011</b>

**Transfer of Authority – Event Manager to Senior Emergency Service/ Local Authority Officer:**

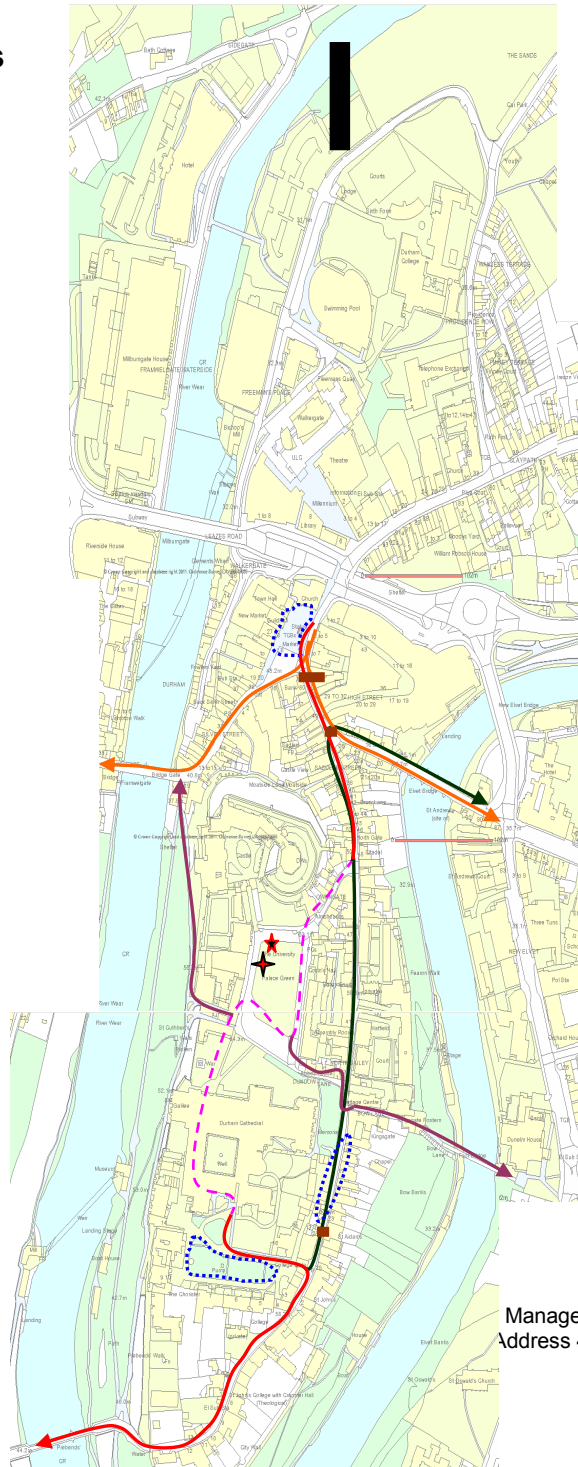
**At (time) ... .. on .....a major incident has arisen, namely (specify incident) ... .. and, as the Senior Officer Durham Council/Durham Police/Durham Fire & Rescue Service/Durham Ambulance Service/ other ....., I assume control. (Please delete as applicable and specify if other)**

<b>Signed</b>	<b>Signed</b>
<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position/Rank</b>
<b>Event Manager</b>	<b>Service:</b>










An emergency/major incident is fully defined in the Civil Contingencies Act 2004. This is summarised in the Event Safety Guide as any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- the initial treatment, rescue, and transport of a large number of casualties;
- the involvement either directly or indirectly of large numbers of people;
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- the need for the large scale combined resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.
- The transfer of authority requires the immediate activation of the local multi Agency Emergency/Contingency plan
- The transfer of authority will transfer full responsibility for whole event area and all activity set out in each specific event plan to the authority assuming control Artichoke in its capacity as event organiser, and its contractors will continue to support the authority assuming control.
- The Authority assuming control may request Artichoke or its agents to resume control; this will be made in writing. There is no obligation on the Artichoke or its staff to resume control, but they must remain assisting that agency.

## Q. Site Plans



### Key

-  Recommended one way pedestrian system
-  One way pedestrian system through cathedral
-  North Bailey disabled exit
-  Pedestrian system when
-  Palace Green Evacuation Route via Kingsgate Bridge & Windy
-  Diversion routes if peninsula busy
-  Overflow Holding Areas
-  Cordoned area for Fire Service Appliance
-  Static First Aid Post & 1 Ambulance located here

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