

**Lumiere Safety Advisory Sub Group Meeting
19 October 2011 at 11am
Conference Room 4, Civic Centre, Chester-le-Street**

Attendees:

Geoff Lee	SAG Chair	Durham County Council
Mandy Bassi	Area Co-ordinator	Durham County Council
Ian Leach	Police	Durham Constabulary
Brian McBride	-	University of Durham
Adam Robinson	Public Transport	Durham County Council
Joe Peat	Streetscene	Durham County Council
Tony Miller	Events Health and Safety	Durham County Council
Jill Wood	Events Health and Safety	Durham County Council
Maxine Stubbs	Traffic Management	Durham Constabulary
Karen Hartshorne	Civil Contingencies Unit	Durham County Council
Eddy Grant	-	Artichoke
Helen Marriage	-	Artichoke
Nicky Webb	-	Artichoke
Paul Anderson	Police	Durham Constabulary
Hannah Standen	-	Artichoke
Sarah Grigor	Legal	Durham County Council
Helen Johnson	Licensing	Durham County Council
Arthur Slater	Building Control	Durham County Council
Ian Bone	-	Artichoke
Kate James	UCD Festivals	Durham County Council
Tony Hume	Security	Showsec
David Ellis	Medical	British Red Cross
Adam Grant	Emergency Planning	Durham University
Dave Wafer	Traffic Management (RED)	Durham County Council
Carl Tunstall	Security	Showsec
Kate Harvey	-	Artichoke
Graham Pickering	-	GESM / Artichoke
Ruth Robson	-	Durham Cathedral
Dennis Finn	Ambulance Service	North East Ambulance Service

1. Apologies

Keith Wood	Highways	Durham County Council
Pete McDermott	Fire Service	Durham Fire & Rescue
John Dodds	Pollution Control	Durham County Council
Shirley Sorrell	Food Team	Durham County Council

2. Minutes of Sub-Group held 19 September 2011

The minutes were agreed. No issues raised.

3. Matters Arising

No matters arising.

4. Event Programme – Documentation

EG – version 2.0 of Event Manual contains;

- CCU recommendations and expansion on roles and responsibilities.
- Agenda – time line of activities.
- Control Points for Crowd Management
- Altered Continuance plan with additional drawings.

Some parts may need updating i.e. telephone number schedule.

EG is to produce A1 plan.

The British Red Cross has produced the medical plan.

The Production team increased output safety work i.e. specific to event. The Safety team is to monitor work taking place.

Dave Bilton is to arrive on the Tuesday and check over event organisation and Artichoke to arrive on the Wednesday.

TM received events documentation from IB and is happy with majority. TM prepared to sign off most with conditions on some.

TM raised the matter of stewarding the water pump at Kingsgate Bridge - needs steward down steps and at pump for contingency.

EG confirmed there would only be a 24 hours stewarding at the end of the steps near the pump in order to lead any evacuations away.

Action:

TM to take a look at new version of event manual.

EG will continue to improve final event manual up until one week before event.

BMcB received method statement on Monday or Tuesday of this week and hasn't had time to look over it yet however the University are happy to liaise direct with Artichoke.

SAG members and Artichoke in agreement with this.

KH agrees to do the same with any CCU concerns / issues.

Action:

KH (CCU) and BMcB (Durham University) to liaise with Artichoke direct.

5. Event Control & Crowd Management – including Feedback from Exercise held 17 October & Current Event Manual

Artichoke had noted CCUs comments and outlined bronze, silver and gold officers in the event manual.

Artichoke has hired David Bilton to represent ELT and he will be there on the night.

The ELT is to be in the Town Hall, and the back up ELT to be the Radisson hotel.

IL informed members that there is also capacity at Police Control Room to be back up ETL.

KH informed members that the table top exercise went well with valid points raised and lots of different scenarios to consider.

It was noted that Showsec were not in attendance at the table top.

Showsec raised the possibility of staggering the installations so to avoid mass egress.

HM – mass egress shouldn't occur as there is expected to be a natural drop off. Artichoke will stagger as a reserve. There has been an agreement of what time each installation will be turned off.

EG informed members that there is to be small debriefs before each night's event to settle any arising issues from previous night.

NW recalled that at the previous event, it was only crowded Saturday and Sunday and there was a natural drop off due to family audience.

HM mentioned the revised 5pm Road Closure at the peninsular. This was revised to start from 5pm instead of 6pm.

PA raised concerns over the possible clash between the event and Durham's vibrant weekend night time economy.

IL is taking care of the operational planning around event.

EG responded that there will be greater resources i.e. Showsec and the Police.

Showsec raised concerns regarding Newcastle v Man City football match possibly attracting more people to the pubs in the area that day (increasing crowd management and anti social behaviour issues). The kick off is at 3.00pm and the Lumiere event does not start until 6pm.

NW responded saying there is likely to be controlled behaviour due to families.

Showsec - situations would be dealt with quicker due to event with the presence of the Police and themselves on the ground – ready to act.

SAG members who will be present at event – CCU, TM, and JP.

EG expressed interest of the Artichoke Silver having access to the pub watch network during event. Members advised that it would be Carol Feenan - City Centre Manager would be the point of contact for this.

Showsec raised the issue about possible bat protests – HM has already consulted with the relevant agencies on this and this should not be an issue.

Showsec questioned whether there would be a dedicated pass system in place for staff working during event.

Artichoke confirmed that there would be issuing individually named passes for sensible access for those who require them – passes will be available to pick up from the Raddison Hotel.

Action:

KJ to coordinate the list of staff who are to attend the event in a professional capacity.

The British Red Cross have coordinated the first aid plan (there could be possible changes to original plan).

MB has sent this to TS for comment however it was suggested that it be forwarded to all members including DF who is now the point of contact for North East Ambulance Service on this event.

Action:

MB to circulate first aid plan to members.

6. Traffic Management

The Traffic Management plan was received last week.

MS however requested a number of changes due to concerns relating to the initial plan that would have resulted in traffic standstill.

DW had concerns also regarding North Road.

The Traffic Management plan will need consultation from MS and DW and approval from the highways authority.

Zak seems happy to amend the plans to reflect MS and DW's suggestions.

Action:

Zak to get back to MS and DW about these changes.

EG - Version 2.0 of Event Manual details three areas of road closures;

- North Road (traffic lights or flow system – best option to be determined)

- Claypath

- Waterside Framwellgate Moor.

Members did agree that the revised 5pm (instead of 6pm) Road Closure at the peninsular has benefited the traffic management.

It was also mentioned that the issues regarding taxis had now been resolved.

AR is keen to see The Traffic management plan to note and consider implementation to buses.

Action:

AR to look over The Traffic Management plan and get back to members if he has any concerns regarding public transport.

EG is hoping to get all the updated information from Zak soon.

KH asked if the Park and Ride and Park and Walk would be outlined in the plan and would it also include times of the shuttle.

DW responded to inform that the Park and Ride would run under the normal 10 minute schedule with an extra bus on standby if need be.

GL - SAG then is awaiting updated Traffic Management plan and is then to receive comments from DW and MS.

Action:

Updated Traffic management plan to be received and then for DW, AR and MS/KW to comment.

HM confirmed with EG that Artichoke would have signage in place to inform the public when car parks are full in order to stop congestion. There will be 'car park full – go to next car park' signs and radio announcements as a form of live communication to the public.

7. Waste Management and Cleansing

JP informed members that everything is in place - same structure as previous event. There will be a team on standby during event including JP who will give out his contact number to the necessary individuals.

HM – raised issue from previous event – The church service on the Sunday - Palace Green was littered.

Showsec confirmed they would be happy to deal with this if the bags were provided.

Action:

JP to speak with his manager to see what can be done and could be included in the clean up.

8. Food Hygiene / Licensing Issues

Food Hygiene:

MB - No food hygiene issues to discuss at present with SS absent from the meeting.

Licensing:

HJ informed members that no licensing requests for food has been received as of yet.

IB suggested there be a limited amount of traders trading at the event due to space issues- these are to be confirmed in advance. TM agreed with concerns over spacing issues.

NW informed there would be limited room for a small number of stales to be set out in an L shape in the Market Place.

As there is a capacity issue, it would be beneficial for this event if the prohibited streets for street trading were lifted for traders to trade at the top of Elvet Bridge and Framwellgate Bridge for example.

DW commented that there is already food stalls operating on Elvet Bridge i.e. cafes place chairs outside.

KH commented that the safety issue (crowd flow due to serving food in the Market Place) would back up the case to lift the prohibition.

Action:

HM and NW to look into getting special permission to lift the trading restrictions in the city centre for this event. HM to raise this at the meeting this with Director Terry Collins this afternoon.

9. Any Other Business

Building Control – have not received calculations for temporary structures.

IB sent TM data sheets for towers, 3D drawings, and wind calculations for balloons.

Action:

IB to send to A Slater (Building Control) and liaise direct.

KH raised the possibility of members logging into the Lumiere website for documents.

NW responded that this might be something that could be built into the system.

Setting up access for SAG members to access the Artichoke shared drop box was also discussed however KJ informed members that the council staff will not be allowed access due to restrictions put in place for data protection purposes.

Action:

HM to look into whether the council will be able to get their IT to allow access to certain staff.

KH asked if there will be any ELT site communication testing and will all sites have hard copies of all the relevant documentation in case of electrical problems.

EG responded that these tests will be carried out on the day and all controls and ELT sites will be fully stocked.

Action:

EG to put communications plan in the final event plan.

HM made members aware of the intended system that is to be put in place regarding logging compliments and complains after the event. Letters that require a response are to receive a joint response from the multiagency.

If all members could stick to this protocol than it would prevent duplication and maintain consistency.

Action:

KJ to let SAG members know the details of this.

Actions:

GL reminded members to copy MB in when communicating with Artichoke.

Currently outstanding:

- **Traffic management – members to let MB know when no further issues can be given.**
- **Medical plan.**
- **Building Control and Durham University awaiting calculation.**
- **Licensing**

MB has currently received 'no issues' comments back from John Dodds and the Fire Service.

10. Time / Date of De-Brief

The Lumiere De-Brief meeting is scheduled for 1.30pm Monday 5 December 2011. The venue of the meeting is yet to be confirmed.

MB/vs&lj