



Event Management Plan for Hope & Glory Festival 5 & 6 August 2017

William Brown Street / St John's Gardens

Liverpool

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12 December 2016	First draft – V1	Lee O'Hanlon Hope & Glory Festivals / tinyCOW Events
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This a live dynamic document and is subject to change. Full revised versions will be forwarded and the final version will be delivered prior to 24th July2017. A full copy will be held in the Event Office.

It is intended to elicit comment and discussion amongst stakeholders, including Liverpool City Council, Merseyside Police, Merseyside Fire and Rescue Service and the Merseyside Ambulance Service.

1 Event Planning and Management

1.1 Purpose of this document

This document, the Event Management Plan (EMP) , is intended to detail the management plans and actions to be taken by the event organisers, as far as is reasonably practicable, to maintain the highest standards of health, safety and welfare for: the audience who may be attending the event, all workers, and anyone else who may be affected by their actions.

This document is a statement of actions to be taken by those involved in the event in order to ensure that relevant legislation, standards and guidance are followed in relation to the safe operation of the event.

The management plans include plans for dealing with untoward incidents, emergency situations and major incidents which are developed in consultation with the Local Authority and the Statutory Emergency Services represented on the Safety Advisory group (SAG). This document is subject to constant revision on the advice of the SAG and should not be considered exclusively; the document is intended to complement the risk assessment (which can be found at Appendix A) and the existing major incident plans for the locality.

The organisers will make every effort to ensure that all the information contained in this document is true and correct at the time of publication and will ensure that the document is updated and circulated amongst the relevant organisations and authorities on a regular basis. However it must be accepted that due to the nature of the event that this document relates to, certain elements are outside the control of the event organiser and may be subject to change at short notice.

It is the responsibility of the Event Production/Safety manager and event organiser's management team to ensure an on going assessment takes place throughout the build up, the event itself, and the breakdown of the event. Any significant increase in the severity of a hazard or the discovery of a new hazard must be reported to the Event Manager. Where appropriate the relevant SAG agency body should be informed. In all cases significant changes will be recorded in the Event Log which is maintained as a record of activity throughout the operation of the site, including the build up and breakdown.

The production of this document does not infer any increase to the perceived risk for the event but rather as an additional element of preparedness should such an incident occur.

Please note that throughout this document the inference to the masculine gender shall impute that of the feminine and vice versa.

1.2 Introduction

Hope & Glory Festival 5th & 6th August (showtimes Saturday 12:20-22:30, Sunday 12:20-22:30)

The planned event is an annual live music and arts festival on 5th & 6th August 2017. HOPE & GLORY is a new 12,500 capacity boutique festival in the heart of Liverpool, with the stunning Victorian backdrop of the World Museum, City Library and St.

George's Hall and St. John's Gardens. All buildings will remain open through their ordinary opening hours. The World Museum and City Library will be cordoned from the festival site with high level barriers during opening hours. Once closed, access to the frontage of both buildings will be restricted by security gates/fencing to be installed by the festival.

The festival will be mainly staged on two outdoor, covered stages with other areas clearly defined within a fenced arena. The largest of these, The Great Exhibition Stage, will be located at the bottom of William Brown Street. The second stage, The Wonders Of The Age Stage, shall be located behind St. George's Hall on the hard standing immediately behind the hall in St. John's Gardens. The site will be for a maximum 12,500 people, as per existing licence, inclusive of staff.

There will be a disabled viewing platform directly in front of the FOH position for the Great Exhibition stage, staff will be available to assist disabled festival attendees and their carers. All other staging viewing shall be free-standing with the stage fronts having a "pit" area formed by Mojo style barrier, the "pit" will be managed by experienced pit trained stewards.

The main entrance to the site will be clearly signposted and have high level banners indicating this, again this will be clearly indicated on site maps and the Security and Stewards will direct people as required. All direct entry to the public area will be ticketed (physical and electronic) and tickets will have to be presented on entry to the site. All other personnel and staff requiring entry will have event accreditation. The entrance point is indicated on the site plan. (Appendix L)

There will be a separate 'pass-out' exit for those attendees wishing to leave the site during the day. In the case of an emergency situation whereby it is necessary to evacuate the site, there shall be a number of additional exit points as indicated on the site plan.

The intention is to sell all the tickets in advance, but there will be the opportunity for public to purchase any remaining tickets on the day of the event from the onsite Box Office. It is not expected that there will high volumes at the onsite box office; there will be security in place to manage the public and, if required, a queue lane system will be set up and managed by security.

In addition to the lighting on the stages and back stage areas there will be festoon lighting installed at areas around the festival site to reinforce the existing street lighting.

- The Great Exhibition Stage will be a free-standing layher based stage, with a self-climbing ground support system, 15 x 20 m x 2m with step access. It will have full house and event lighting, line array PA and a video wall at the rear. The front of the stage will be protected by a mojo style barrier. There will be a simple back stage holding and prep area the bands performing. There will be a viewing area for disabled individuals and their carers situated directly in front of the FOH position.
- The Wonders Of The Age Stage will be a smaller covered stage, again with house and event lighting, a smaller line array PA with the front of stage protected by a mojo style barrier, this stage will also have a smaller back stage holding and prep area the bands performing

Other site infrastructure will include:

- Public access to toilets (including disabled and family units)
- Bar areas - All bars will be operating a defined 'Challenge 21' alcohol policy, under the guidance of the event's DPS (See appendix 8).
- Mobile catering units, providing a range of high quality food and refreshments. All of these will be located at the festival site, predominantly in St. John's Garden. Each catering unit will have full food hygiene documentation, insurance policies, HACCP and fire risk assessments in place.
- During the event there will be an onsite litter team and toilets management team

Note: Tickets for Under 16s will have a separate coloured festival wristband. This will be allocated at the point of entry

The event times

Site opening: 12:00

Bars 12:00-22:00 each day.

Concessions will close at 23:00.

Showtime Saturday: 12:30-22:30

Sunday 12:30-22:30 (Line-up TBC)

Clear site and lock down: 23:00

Audience profile – Hope & Glory Festival event

It is anticipated that the nature of the music programme will attract an audience profile which will broadly be as follows:

18 – 55 with 60/40 male/ female mix, some will be in parties and family groups

The event will not exclude children but will impose a condition of entry that children are to be accompanied by a responsible adult and in accordance with the following terms,

All Under-16s must be accompanied by an adult, with a maximum of three under-16s per adult.

The security, stewarding and welfare will be based on the split of demographic above.

Provision for people with disabilities shall be in place and the event will source data at the point of purchase to determine the number of mobility-impaired individuals and base provision of infrastructure on the information gathered. Carers to disabled attendees may accompany them free of charge but must be ticketed.

1.3 Event management

Given its nature the event will be managed by a team of professional managers with a track record of running safe events. When the site is open to the public, the event operations will be managed by the Event Manager, the Event Production Manager, Safety Manager and the head of Stewarding/Security.

While the site is open to the public an event control will operate, which will co-ordinate decision-making and oversee incident responses, event control will be situated in one of the upstairs rooms of St Georges Hall (SGH) affording good views over the site.

In addition to the Event Control, a number of additional areas in SGH will be made available for meetings or for use by specific agencies should a major incident be declared during this event.

The event control will be permanently staffed by 2 members of the stewarding company – 1 radio operator and a scribe/radio operator maintaining the event log and a representative from the medical team. This does not imply seniority over other event management personnel, but their physical location and role allows immediate consultation and co-ordination between heads of department and external agencies.

Event control will have direct links to the Event Manager, the Event Production Manager, Safety Manager, and the head of Stewarding/Security, and Medical resources manager, all of whom will attend event control should an incident

require them to do so for its resolution. The event control will be operational at least one hour before doors and will close when the Event Production/Safety manager is satisfied that it is prudent to do so.

Representatives from Blue Light services, Local Authority and other stakeholders will be informed of Event Control. In effect the Event Control facility will operate as an Emergency Liaison Team, however it is important to note that it will function during normal operations as well as in response to emergency..

Event Control will host a publicly published telephone hotline, which will be answered throughout the event period.

Event Control will be an entirely separate facility to the Production or Site Offices, and will not deal directly with members of the public or individual contractors / staff. The objective is to provide a more strategic approach to running the event – whether in normal operational mode or incident-response.

The facility will be made available as a forward control point in the event of a Major Incident. If required a major incident boardroom will be set aside that can be used and this would be set up in the pavilion building.

In any documentation 'Event Control' shall refer not just to the physical location of the control room, but means the senior event staff that will be represented there. Thus, Event Control is shorthand for the collective decision-making of the Management Team.

The roles and responsibilities of key individuals in the management structure are explained in more detail below.

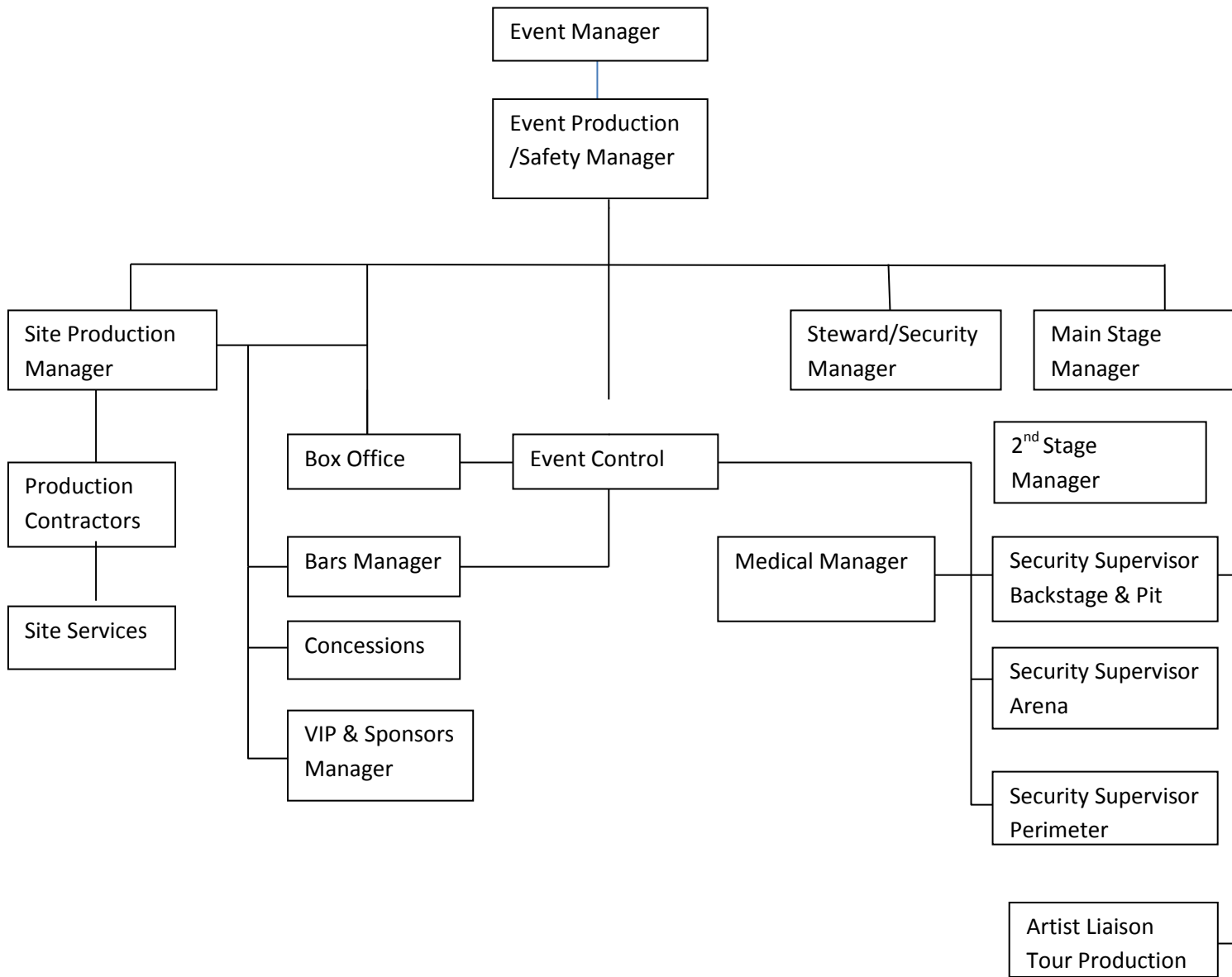
1.4 Health & Safety Policy

The event organisers policy is to achieve high standards of Health & Safety in all areas of the event, build up, event itself, and breakdown, and recognises that a number of activities which are undertaken, or are undertaken on their behalf, could potentially involve risk to the health, safety and welfare of its employees, contractors, guests, members of the public and others.

It is the organisers policy, as far as is reasonably practicable, to seek to ensure safe and healthy working conditions for employees, contractors and all other personnel working on behalf of the event, and to ensure that any activity undertaken at the event does not adversely affect the health and safety of its employees, contractors, guests, members of the public and others.

To achieve this, the organisers have appointed Richard Agar as Event Production/Safety manager during the build and breakdown period, and Event Safety Officer during the live event, his role is to ensure the maintenance and monitoring of safe & healthy systems of work which comply with or exceed current legislation.

1.4 Event management Structure



1.6 Key Roles & Responsibilities

1.6.1 Event Manager & Promoter – Lee O’Hanlon, tinyCOW Events / Hope & Glory Festivals

- Overall responsibility for planning and management of the event licensing and event content
- Ensure sufficient resources are made available for the safe presentation of the event
- Oversee the appointment of suitably competent contractors
- Oversee arrangements with artists and traders
- Ensure information regarding planning of the event is made available to relevant parties and enforcing authorities
- Liaise with the management of SGQ in ensuring the smooth co-ordination of the event activities.
- Enact contingency and emergency plans as required

1.6.2 Event Production/Safety manager - Richard Agar

On event build/break down and show day:

- Responsible for overall strategic decisions concerning the management and operation of the event.
- Strategic decisions concerning security and crowd management matters
- Liaising with all relevant licensing authorities
- Working with Production contractors to ensure appropriate health & safety policies are enforced
- Responsible in all circumstances other than a major incident for the final decision on event operating decisions
- Responsible for ensuring that the event health & safety policy is implemented
- Ongoing assessment and monitoring of all identified and new hazards
- Updating the Security managers and event control of any changes to the festival plan
- Overseeing of the stewarding & security management to ensure all training standards are met and briefings carried out
- To liaise with the Security manager in all aspects related to the safe operation of the event
- In the event of a major incident the Event Production Safety Manager will assume control and management of site resources until the Statutory services are in position to assume control
- In the case of a major incident ensure the relevant "Transfer of Authority" form is completed and signed
- Responsible to ensure that all aspects of the site infrastructure are fit to receive the audience
- Liaise with the Security manager and Event control with reference to opening the site to the public
- Liaise with the Bar manager to ensure smooth operation of the site
- Support the monitoring and reporting of audience densities and crowd situations to the Security manager and event control
- Management and co-ordination of production personnel, sub- contractors, local crew and touring production personnel

Pre event:

- Working to source and procure all of production suppliers, equipment and logistics required to deliver the event
- Work with Production contractors to ensure compilation and maintenance of the contractors Health & Safety file
- Arranging for installation of the site and production equipment

- Ensuring the appropriate Health & Safety policies, method statements and insurance policies are collected, reviewed and collated in the event Health & Safety file
- Ensuring artists production requirements are appropriate and in place as per the production schedules

1.6.3 Site Production Manager – Andrew Gordon

- Working with the Event Production/Safety manager in arranging for installation of the site and production equipment
- Working with the Event Production/Safety manager to ensure event Health & Safety policies, and sub- contractors Health & Safety policies method statements are implemented during build and breakdown
- Managing the production schedules to ensure all equipment and facilities are delivered as per the schedule requirements
- Assist Event Production/Safety manager in the management and co-ordination of production personnel, sub contractors, local crew and touring production personnel
- Ensuring artists production requirements are appropriate and in place as per the production schedules

1.6.4 Steward / Security manager – TBC from Paramount Security

- Responsible for the overall management of the security and stewarding deployment and operation
- Liaising with the Event manager and Safety manager with regard to decisions affecting crowd management and safety
- Monitoring crowd densities, flows and situations with a view to public safety
- Implementation of pass and accreditation system for personnel and vehicles
- Supporting the Traffic manager
- Supporting the Police
- Maintaining continued presence in event control during all operating hours

1.6.5 Traffic manager – Simon Gilford TSDMS

- Responsible for the implementation and maintenance of the traffic management plan
- Ensuring all RVP and emergency vehicle access routes are kept clear
- Overseeing on site car parking arrangements

1.6.6 Event Medical manager/provider – Merseyside Medical Services Ltd

- Carry out a Medical Risk Assessment for the event to identify a level of medical provision (including equipment and personnel), that meets the reasonably foreseeable needs of the event
- Minimise, so far as is reasonably practicable, the impact of the event on the local healthcare economy

- Provide and manage a competent medical service in accordance with the Medical Risk Assessment
- Liaise with the Merseyside Ambulance Service to ensure co-ordination of private and statutory medical provision (including patient transfer points, receiving hospitals and so on)
- Manage the operational activities of event medical staff throughout the event period
- Ensure a suitable system is maintained for collation, handling and storage of medical incident records and patient contact information
- Act under the direction of the Police or Ambulance Service Trust in the event of a Major Incident or as requested by the Event Manager

1.6.7 Stage manager

- Maintaining the stage production schedule in co-ordination with the Site Production manager,
- Liaison with Artist and tour manager, and touring production manager
- Maintaining the stage performance and running order schedule

1.6.8 Police

- The police will assume their statutory role outside the perimeter

2 Venue and Site

The following is a brief overview of the facilities available on the site. Further information regarding the facilities and schedules are expanded on later in the document, the locations and site plans are contained in Appendix L

All stage activity will be under the control of the Stage Manager. However communications are in place to implement “showstop” procedures and override running orders either temporarily or for the duration of the event on the instruction of the Event Production/Safety manager , Event manager or Event Control should an incident arise that requires this action.

2.1 Site Build and Construction

The site build will be from 31st July – 4th August, and will be under the management of the Event Production/Safety manager and his team.

The build area detailed on the site plan will be classed as a construction site and usual H&S management procedures will apply.

2.2 Site De rig and Load Out

At the completion of the event the de-rig will take place from 6th August- 9th August, the same conditions as apply to the build will apply during this period.

2.3 Production Village

A production village will be established in the backstage area of the Great Exhibition stage, in addition to stage storage/change over areas and dressing rooms. These areas will be secured and access to the area will be by correct accreditation only.

2.4 Main stage and Site

The main stage will be located at the West end of William Brown Street and will be provided and constructed by Hi Lights Theatre Services Ltd. A front of stage barrier conforming to industry standards of A frame footplate construction at a height of 1.2M will face the stage; the front of stage barrier will be extended to stage left and right with Ready Hoard fence panel to create a secure backstage area. The site perimeter will be constructed of a combination of Ready Hoard and Herras fence panels, depending upon location, in areas the Herras will be scrimmed where appropriate to prevent viewing of the stage by non- ticket holders of the event.

Capacity calculations and exit calculations are detailed in Appendix N

2.5 Access and Egress

There will be 1 audience entrance to the site for pre- paid ticket holders, a box office will be sited adjacent to the entrance for any persons wishing to purchase tickets on the day should the event not be at capacity, this facility will be open 1 hour before doors.

All access/egress points and emergency exits from the venue, and site are shown on the site plan in Appendix L

3 Fire Safety

Planning and being prepared for fire is an integral part of the event safety. A full fire risk assessment will be carried out and included along with a fire fighting equipment deployment schedule at Appendix M.

In addition to the event fire risk assessment contractors and concessions that create a significant risk will be required to provide specific fire risk assessments for their operation to the Safety manager.

The fire plan will be based on the Reform (Fire Safety) Order 2005 the Guide to Fire Safety in Large Places of Assembly, and the Guide to Fire Risk Assessment at Open Air Events and Venues.

The event management team will strive to reduce fire risks by implementing the following measures

- Use of event infrastructure with valid fire safety certificates
- No equipment or materials used at the event present an inherent fire risk
- Power supplies and distribution to be installed by qualified electricians
- Provision of appropriate portable FFE at strategic locations
- Use of trained security and stewards with knowledge of FFE and its locations

- All working personnel to be briefed on the fire evacuation policy
- LPG to be used in accordance with current guidance
- Development of co-ordinated plan with emergency services
- Any fire event to be notified to the Fire & Rescue service, no matter how small

4 Emergency Management Procedures

At any large scale event a logical decision making process is necessary to ensure that any situations are dealt with in a logical and progressive manner. Information and intelligence received in relation to a situation will lead to a threat assessment being made. As a consequence of this threat assessment consideration of the relevant powers, policy and procedures will determine the appropriate tactical options to manage the threat and resolve the issue.

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

- **Untoward Incidents**

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

- **Emergency Situations**

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

- **Major Incidents**

A major incident is defined as '***any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority 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.'

- Although this broadly applies to the NHS a more relevant definition is '***any occurrence which presents a serious threat to the health of the community, disruption to the service or causes (or is likely to cause) such numbers or types of casualties as to require special arrangements to be implemented by Hospitals, Ambulance Services or Health Authorities.'***

4.1 Contingency plans

On occurrence of an incident the Safety manager will manage the response through normal radio links

A flexible Plan will be implemented as follows

- Any steward or official who becomes aware of a potential Untoward Incident or Emergency Situation must advise Event Control and the Event Production, Event Safety manager and Event Manager as soon as possible, preferably by radio. A concise location and situation report should be given.
- On receipt of this information the Event Production/Safety manager will conduct an assessment of the situation to determine if the circumstances amount to a potential Emergency situation and declare the appropriate Event Alert State implementing the operation of the Emergency Plan, or the Safety manager will manage the occurrence as an Untoward Incident.

4.2 Untoward Incident – Management response

Resolution of such routine occurrences is an intrinsic part of the management of the event.

- The Safety manager in consultation with the management team will determine the required response to the prevailing situation
- The Safety manager will determine the appropriate action to be taken including whether to evacuate the audience from the immediate vicinity to a place of safety
- Throughout the response evaluation process radio traffic, unless essential will be restricted to that between the initial caller and the Safety manager – deviation from this protocol will be instigated by the Safety manager.
- The action plan will be relayed by radio to the management team and all parties required to take action for the resolution of the incident
- Event control will advise all parties of the successful resolution of the incident or any further actions to be taken
- Event control will log the incident, the response, and the outcome

5 Major Incident and Emergency Planning

5.1 Purpose of the Emergency Plan

It is recognised that whilst the potential for a major incident to develop at a well managed event is low, the consequences of such an incident are high. The organisers and the emergency services recognise that pre event planning will need to take into account such an eventuality.

Based along existing major incidence guidance and working practice, and taking into account other relevant experiences, this document is designed to comprehensively detail the roles, responsibilities and actions which are to be taken by the relevant parties involved in the management of the event.

5.2 Operation of Emergency Plan

Should an occurrence develop into an emergency situation or major incident, the initial response will be co-ordinated from Event control under the command of the senior Police officer present. The underlying principle behind this approach is that the police will assume responsibility for overall co-ordination, thus enabling the other services and organisations to focus on their specialist tasks.

5.3 Transfer of Control

Once an emergency situation or major incident has been declared by any of the three Statutory Emergency Services, or the site alert state has reached condition red (see details below) the Event manager or Safety manager will hand over control of the event to the appropriate agency, this will be documented in the Event log and the Transfer of Authority form be completed by the relevant parties.

5.4 Definition of a Major Incident

In addition to the definition of a Major Incident given above the main risks of a major incident at the event have been defined as:-

- Fire within the tented arena or catering concessions
- Serious medical emergency
- Overcrowding and crushing of audience
- Controlled evacuation due to suspected incidents (fire, bomb warnings, suspect device)
- Severe or adverse weather conditions
- Crowd disturbance, public disorder
- Collapse of temporary structures

5.5 Outside Risks and Potential Hazards

In addition to the above, the major incident plan recognises that external incidents, beyond the control of the event management team, may result in special arrangements being implemented **within** the event perimeter by the event team. Examples of incidents are:

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

5.6 Declaration of a Major Incident

Whilst every organisation has to assess the impact on their own organisation and resources, with this event, a common agreement will be reached as to who has the authority to declare a major incident which effects the show in general.

The common aims of all organisations represented in the SAG and reinforced in the major incident plan are:

- The preservation of life
- Protection of property
- Ensuring the safety of all staff and attendees at the event
- Safeguard the wider environment
- Respond effectively to any given emergency
- Reduce the impact on the local community
- Ensure a high degree of public confidence through professional conduct of all staff
- Restoration of normality

5.7 Event Alert State

To assist the FoH team to monitor the site, it is intended to operate a simple three tier system. On raising the alert state Event control will notify the Police and other relevant parties. Should the alert state need to be raised it is imperative that all members of the event management team are informed.

When raising the Alert State event control will use the relevant internal code word to notify all radio holders:

GREEN indicates

- There is a free flow of public both inside and outside the site. No problems reported

AMBER indicates

- Unusually heavy pressure on gates with no free flow and areas of crowd density in excess of 0.3m² per person in large areas
- The site is full to capacity
- There is threat of crowd disorder, threat of fire, or a bomb/suspect package alert

RED indicates

- On advice from the Security manager or the Safety manager in consultation with the Police that the situation warrants upgrading
- A suspected explosive device
- A confirmed fire

- Crowd disorder
- Structural collapse

Any decision for evacuation of the site would be would depend upon the information available.

5.8 Condition Amber – management response

In the event that Condition Amber is declared the Safety manager will activate the following plan:

- Event Production/Safety manager will confirm with the Police that they are aware of the situation
- Event control will advise the event management team
- The relevant area security supervisor will immediately go to the location as directed by event control and co-ordinate the incident. Resources will be deployed as requested
- The Security manager will go directly to event control and co-ordinate the security operation with relevant authorities
- All supervisors on the Command channel are to maintain radio silence until contacted by event control
- All radio holders on the Site channel are to maintain radio silence and await instruction from event control
- Event Production office will be informed
- All parties will be advised of the exact area of threat by reference to a common grid map
- Evacuation “stand by” for all teams will be as per standing instructions and briefings
- All exit and entry gates are to prepare for evacuation of the site by arranging for all obstacles to be removed (Dependant on the circumstances, at this stage the public will not be informed of any preparations, any delay in admission will be explained as production problems.
- Any cars parked in any area on site or cars parked on site should be prevented from exiting onto public roads.
- The RV Points for Emergency Vehicle are to be manned and secured.
- Stewards manning Emergency Vehicle access points to the site are to be informed to stand by.

5.9 Change of state

Where the incident is contained “Condition Green” will be declared and all parties will be advised using the “Stand-Down” code.

Where the situation could become serious, a “Stand-By” for condition RED will be issued.

5.10 Condition Red– management response

Where the incident is considered as so serious as to force the cancellation of all or part of the event, event control will assume command of all resources on site. The management team will be informed and will direct all event staff to assist the Emergency Services as requested whilst the situation exists. The Security manager and Safety manager will ensure the following:

- All Exit and Entry gates to be cleared of any obstructions. (Barriers, queues, etc)
- Designated RV Points to be secured for Emergency Services and Emergency routes cleared.
- Cordon to be established around the effective area, cordon boundaries to be decided by Event control
- Decisions made on available exit routes those not available will have divert set up at critical points. Pedestrians to be directed away from the threat and the Incident secured
- Designated stewards to be positioned in evacuation control areas to inform and manage the audience
- Car parks to be secured to prevent vehicle exit onto public roads
- Helicopter landing areas (if applicable to be secured
- designated person briefed to call “Show Stop”
- all staff to maintain radio silence until further notice

DUE TO THE TYPE OF INCIDENT, THERE MAY BE NEED TO DYNAMICALLY AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE DONE UNDER GUIDANCE OR LEADERSHIP FROM THE POLICE.

5.11 Emergency Announcements

In order for all event staff to effectively carry out their duties in the event of a major incident it is essential that all parties are aware when the alert state is raised. In the event of a situation or incident that could lead to a major incident or evacuation, the following message will be broadcast over the event PA and radio channels following liaison with the Police Silver Commander:

“WOULD THE AMBER TEAM LEADER REPORT TO EVENT CONTROL”

This is a warning that the alert state has been raised to **AMBER**. If the situation or incident is likely to result in a part or full evacuation of the site, the following message will be broadcast:

“WOULD THE RED TEAM LEADER REPORT TO EVENT CONTROL”

This is a warning that the alert state has been upgraded to **RED**. All personnel should stand by for further instructions on an evacuation of the site.

5.12 Emergency Evacuation Announcement

If a full evacuation is to be carried out the following announcement will be made over the stage PA systems:

“LADIES AND GENTLEMEN THIS IS A SAFETY ANNOUNCEMENT, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL WIL YOU PLEASE VACATE THE CONCERT ARENA BY WALKING TO ANY AVAILABLE EXIT AS QUICKLY AND QUIETLY AS POSSIBLE”

If the evacuation is to be contained to a specific area of the site. A local evacuation of the site will take place, under the control of the Security manager and relevant area supervisor.

5.13 Situation Contained Message

IF THE SITUATION IS CONTAINED THE FOLLOWING MESSAGE WILL BE BROADCAST;

“A MESSAGE FOR EVENT OFFICIALS- THE AMBER/RED LEADER IS NO LONGER REQUIRED AT EVENT CONTROL”

All personnel may then stand down unless instructed otherwise

5.14 Authority to evacuate

The responsibility for crowd management on site is under the direction of the Security manager and area Supervisors in conjunction with the Event Production, Event Safety and Event Manager. If a situation escalates to a full or part evacuation of the venue or site, all production crew will be advised by the appropriate member of the management team as to the action to be taken. The decision to evacuate will be taken by the Event Production/Safety manager, this will be done in consultation with the emergency services and other agencies via event control if time allows. Specific attention should be drawn to the following:

5.15 Show Stop Procedure

Stopping a show in the middle of a performance can sometimes create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident cannot be resolved whilst the show continues. (the show-stop procedure is detailed in appendix G)

The event will operate two types of show stop as follows:

5.16 Change in Operational State

If a situation or incident develops to the point where the operational condition for the festival is changed to Amber and the FoH team have consulted with all parties and feel the show should stop, the person designated by the organiser as being responsible for stopping the show is **the Event Production/Safety manager**. Stopping the entertainment on stage may not mean that the whole site is to be evacuated as the incident may only be contained to the area around the stage, However, if any part of the festival activity is stopped then the whole site is to be out on to Amber alert as a precaution.

5.17 Immediate Stop required by Security

In the Standing Audience format the stage will have a pit supervisor who is in charge of the pit area in front of the stage and at least one crowd spotter who is responsible for observing the audience in the densest areas and looking for anyone who may be distressed, injured or have fallen down and not resurfaced. If for any

reason either the pit supervisor or the spotter feels that someone's life is in immediate danger they will activate a pre arranged show stop call with the Stage manager. Once this has happened the Event Production, Event Safety manager and Security manager will attend the incident and the FoH will assess the situation and decide what steps are to be taken.

The show may only need to be stopped on a temporary basis and all efforts will be made to re start it as soon as possible following consultation by the Event Production, Event Safety, and Event manager with Stewarding and Security manager.

If the show is to be cancelled then this decision must be a joint one made by the Event Production, Event Safety, Event manager, Security manager and the senior Police officer (if one is present on site). If the show has to be cancelled, particular attention should be paid to the following:

5.18 Termination of Power Supplies

Ensure that the event PA systems are not required to assist with the evacuation of the venue before terminating the supply.

5.19 Evacuation of Artist's and VIP's

The evacuation of artists and VIP's and their entourage into a public area can be a hazard in itself. The security team working in that area will handle movement of the artists to a safe place in accordance with standing instructions.

5.20 Vehicles

In the event of an incident requiring the response of additional emergency service units other than those on duty on the site, the request must be directed through Event control. All requests for additional units must establish if the response is to be to the designated emergency vehicle RVP or other identified areas within the site. All designated fire paths and roadways will be maintained by security teams under the direction of the Security manager to ensure access for emergency vehicles.

Should a major incident be declared then the Security manager and the Event Production manager and Event Safety manager will have authority over all aspects of the event during consultation with the local authority and emergency services through Event control. Once the emergency services are in a position to assume control of the site, then the security team will come under the direction of the emergency services.

5.21 Evacuation Procedures

The purpose of evacuation is to move people away from the actual or potential danger area to a safer location. In the context of this event there are two levels of evacuation

Localised (small scale incident)

In situations requiring the evacuation of members of the public from a small identified area, the evacuation area will be identified by the Event Production/Safety manager/Event manager, and, if present with the senior Police officer on site. Stewards and security will assist in the evacuation process.

Full evacuation

Once the decision has been made by the senior Police officer (should one be present on site) in consultation with the Event Production/Safety manager that a full evacuation of the site is necessary, it will be carried out by the Emergency services and assisted by stewards and security staff. The Security manager and Event Production/Safety manager will in consultation with the Police give the following instructions to relevant event staff:

- Decide and inform appropriate evacuation routes
- Place all radios and operators under the direction of Event control
- Advise site medical staff
- Set up information point/system to advise the public
- Direct any enquiries for casualty information to Police Control
- Direct any press or media to police Control
- Arrange for electricians to supply emergency lighting as required
- Instruct concession holders not in the immediate danger to remain with their units
- Prevent any vehicle movement other than that of emergency vehicles on the site
- Deploy all available staff to assist Police in sweeping the site in the direction of the approved evacuation routes
- Secure the site once it has been cleared to prevent members of the public returning and gaining access

5.22 Emergency Plan Significant Locations

Incident Control Point – Silver Control

Initially the incident will be managed from Event control. This is the point from which the management of the incident will be controlled and co-ordinated. It is the central point for multi agency partners to work together to resolve the incident. If this position becomes unsuitable or untenable the management team will relocate to Box Office

Forward Control Point – Bronze

This will be established dependent on the location and nature of the incident.

Rendezvous Point (RVP)

The RVP is where all resources arriving in response to the incident are initially directed for briefing and deployment.

The following locations have been identified for use by the emergency services. Dependent on the nature of the incident and prevailing circumstances the Incident Manager will nominate the most appropriate location

RVP1 – Area directly in front of St Georges Hall

Inner Cordon

An inner cordon will be established around the immediate scene of the incident encompassing any hazard area and potential scene of crime. This cordon is designed to secure the incident scene, provide a measure of protection for emergency services personnel and others called upon to assist at the incident,

prevent unauthorised access to the immediate danger area and ensure the safety of the public. Stewards may be required to provide assistance to the Police in managing the perimeter and should therefore remain in radio contact with Event control.

Outer Cordon

The Police with the assistance of the security team will establish an outer cordon to facilitate the effective flow of emergency vehicles to and from the scene and prevent access by unauthorised persons. Stewards will be directed by Event control.

Casualty Clearing

In the event of a Major Incident the location of Casualty Clearing Stations will rely on prevailing circumstances and will be determined by the Medical Incident Commander in consultation with the Police Incident Officer and on-site medical providers.

Ambulance Loading Points

Similarly, the location of Ambulance Loading Points will be determined by the Medical Incident Commander depending on the circumstances of the incident. This will be confirmed by the Ambulance Incident Officer prior to any deployment of resources.

Designated Receiving Hospitals

Royal Liverpool University Hospital is the designated hospital for casualties from any incident on the site.

Survivor Reception Centre (SRC)

The survivors of any major incident will need to be accommodated in a Survivor Reception Centre (SRC) to allow them to receive appropriate immediate care and complete documentation relevant to police operations (i.e. casualty bureau).

The location chosen will rely on the prevailing circumstances and will be determined by the Police Incident Officer in consultation with the Emergency Planning Officer.

Friends and Relatives Centre (FRC)

Friends and relatives of those involved in any major incident may make their way to the scene and will need to be accommodated in a Friends and Relatives Centre (FRC) to allow them to receive appropriate immediate care and complete documentation relevant to police operations (i.e. casualty bureau).

The Emergency Planning Officer will coordinate arrangements for the provision of suitable accommodation for a friends/relative reception centre as required on the day.

Emergency Mortuary Facility

Should emergency mortuary facilities be required, the Mortuary facilities at Liverpool University Hospital will be utilised in the first instance.

Until the temporary mortuary is able to receive the fatalities a **Body Holding Area** will be established. In the event of significant fatalities, an area of the backstage, or any other facility designated at the time, will be used as a Temporary Body Holding Area. The Police will be responsible for the security of this facility.

Media Briefing Centre

It has been agreed that in the event of an incident the Media Briefing Centre will be located within St Georges Hall

5.23 Emergency Plan Roles & Responsibilities

5.23.1 Local Authority

The Local Authority has the responsibility to:

- Support the emergency services
- Provide technical advice and resources
- Manage Environmental Health
- Long-term co-ordination of the restoration of normality

It must be remembered that the Local Authority is not a 24-hour emergency service and as such may require a long period of notification to respond to an incident.

If any organisation at the event feels the local authority will be able to provide or support part of the response to an incident, this request should be made via Emergency Liaison Team who in turn should consider facilitating the request.

5.23.2 Event Security

Event Stewards and Security in responding to an incident at the event will assume the general responsibilities as follows:

- Save life in association with the emergency service
- Alert the Security manager and Event Production/Safety manager of actual potential incidents
- Manage the evacuation of the venue and site under direction of the Security manager and the Police
- Collate and provide accurate incident information to the management team and the Event control
- Continue to provide stewarding staff after the evacuation under the command of the Police providing it is safe to do so
- Assist the Police if appropriate in maintain any cordon around the incident

Certain stewards and security will be assigned specific tasks during the event, which are vital to the overall safe management of an incident. Whilst not deviating from the

principal of saving life, stewards with specific tasks must not become involved with other tasks to the detriment of the wider event safety role. An example of this would be the treatment of a member of the crowd, to the detriment of maintaining the flow of persons through an emergency exit.

5.23.3 Role of the Police

- The saving of life in conjunction with the other emergency services
- Co-ordination of the emergency services and other organisations on scene during the immediate response phase
- Protection and preservation of the scene through the establishment of cordons
- Investigation of the incident in conjunction with other investigating bodies
- In association with the Medical Service collate and then disseminate casualty information
- Identification of victims and the deceased
- Restoration of normality

In addition to the above the Police will co-ordinate the press and any news releases which need to be issued. However this does not mean that the Police will deal with all press matters the event management team should appoint a media spokesperson as soon as possible to assist the Police in this matter.

5.23.4 Role of Fire and Rescue Service

- Saving of life
- Tackling of fires, containment of chemical spillages, and hazardous occurrences
- In conjunction with the ambulance service rescue trapped casualties
- Health & safety advice to emergency services and others present at the scene and management of the inner cordon
- Assist the ambulance service at Casualty Loading points
- Assist the Police with the recovery of bodies
- Restoration of normality

If the evacuation has resulted from a fire, then the fire brigade are to respond with a pre-determined attendance of fire appliances and resources. These resources will, in most cases result in a number of personnel arriving on scene. The first officer on scene will require significant amounts of information. The ability to provide site plans and drawings would assist in the effective management of the incident. Copies of site plans and drawings and a full briefing will be made available by the Event Production/Safety manager at Event control.

5.23.5 Role of the Ambulance Service

- Saving of life

- To provide a focal point for the medical resources
- The treatment and care of the injured
- In conjunction with the fire service, rescue of trapped persons
- Determine the priority of evacuation of the injured
- Transport of the sick and injured
- Decontamination of patients affected by chemical or toxic release
- Restoration of normality

As part of the event medical arrangements, the Ambulance Service will already have various resources at the event. In addition to this Merseyside Medical Services Ltd will also be in attendance with various grades of medical staff and resources (these resources are detailed in the Event Medical Management Plan details of which are contained in appendix F of this document)

IF A MAJOR INCIDENT IS DECLARED FOR WHATEVER REASON, NWS WILL AUTOMATICALLY ASSUME CONTROL OF ALL MEDICAL RESOURCES AT THE EVENT. IN TAKING CONTROL OF THESE RESOURCES, BRC WILL STILL HAVE COMMAND, AND RESPONSIBILITY, FOR SAFE WORKING PRACTICES OF ITS STAFF.

In association with the police release relevant casualty information to the media.

5.23.6 Role of the Event Organiser and Production Crew

The event organiser and any contractors engaged by them, whilst not an emergency service, may have skills and expertise they can offer to the responding agencies. This could be especially true at incidents involving structural collapse, or with special resources on site. Whilst not placing any member of staff in danger, the responsibilities of production are:

- To save life in association with the emergency services
- Provide specific information especially relating to temporary structures
- Under the direction of the Police, assist in the evacuation of the site where possible
- Provide media spokesperson to work in conjunction with the Police, Press Officer, and assist with any information broadcasts
- Assist Local Authority and the event management team with restoration of normality

6 Communications

One of the key tools to delivering a successful event is communication, to this end the event will have a robust communications system comprising:

- Dedicated Hi speed broadband
- Radio system
- Mobile phones
- PA systems - to communicate with the public

- Megaphones for localised communication with the public

6.1 Event Control

There will be a number of different radio networks and channels in operation during the event, each area of responsibility will have its own channel a full list of channels will be maintained by Event control. Event staff will be issued with radios where required, to negate the need for carrying multiple radios there will be a radio control base with a dedicated operator installed in Event control. The radio controller will monitor all event radio traffic and ensure that relevant messages and intelligence are passed on. The radio operator will maintain a time lined log of communications which will provide a formal record of the day's events key decisions.

6.2 Event Management

The primary method of communication on site will be via radio. Key members of the event management team and the Event Production, Event Safety and Event manager will have radios. They will all communicate to each other on a designated channel allocated by Event control. Event Control will also be able to contact stage management and event management on the radio system.

Mobile telephones will also be carried by many of the key personnel and contact numbers and mobile numbers for the key individuals are detailed in appendix J

Please note that because of the high volume of mobile traffic experienced during large events, mobile phones are not expected to be a reliable form of communication, therefore all key personnel will be carrying a radio on event days.

6.3 Stewards

Hand portable radios will be provided for the stewards. Stewards and security will operate with their own assigned channels. A list of the channels will be maintained in event control.

6.4 Emergency Services

Each Emergency Service will provide its own effective communication system that will provide cover throughout the event sites and also with their respective Command & Control position.

7 Crowd management

7.1 Profile

Crowd management issues are a key concern for the event organisers and all agencies. It is anticipated that this event will primarily attract a mixed age audience of 18 – 65 with 60/40 male/ female mix, some will be in parties and family groups. Tickets are available for Young people, under 16yrs with the intention of making the event affordable to those wishing to come as families.

The headline audience capacity for the site is 12500, which is lower than the licensed capacity for the site, the site area has been designed to comfortably accommodate an audience of this size.

The audience will primarily be drawn from a 30 mile radius of the venue with some visitors coming from the larger North West region and nationally. It is not anticipated that alcohol/ drug abuse will become a major factor for the majority of the crowd, however given the occasion there may be a small minority with the potential to cause some alcohol related disorder, however the organisers have experience of many similar such events at which there have been no arrests for alcohol/drugs related incidents. The Bar operators will be responsible for controlling alcohol sales under normal licensing restrictions and an entry search policy will prevent alcohol (and other restricted items) being brought onto the event site..

Stewards will be deployed to manage the crowd and create a safe environment. Barrier systems will be deployed to manage access to the event and to isolate particular hazard points such as front of stage areas and to maintain a sterile area around the backstage perimeter.

7.2 Stewarding

The organisers have appointed Paramount Security of Bootle ; a respected local based company to be responsible for both Stewarding and Security at the event. Alan Fletcher will be the Security manager for the event, whose duties will be to provide a Stewarding/Security management team for the event, with responsibilities including provision of suitable and sufficient number of trained stewards for the anticipated size of crowd in order to ensure a safe and efficient environment.

All Steward supervisors WILL be SIA registered to undertake their role as in addition to general stewarding duties they will undertake security roles should it become necessary.

All stewards are trained and in experienced in crowd management.. All stewards will receive written notes summarising the key points of their responsibilities, these will be reinforced with a verbal briefing before they commence their duty.

A register of all Stewards and Security on duty will be maintained at Event control.

The general duties of the Stewards will be:

- To provide information and direction to the public as to site layout, welfare facilities etc
- To be aware and offer assistance to anyone with special needs as per their briefing
- To provide information to the public as to the running order and timings of the show
- To monitor and report the general welfare, density and movement of the crowd to their respective supervisor when requested
- To control access to restricted areas only permitting correctly accredited staff to enter

- To be aware of the site evacuation procedures and assist in an evacuation should it become necessary to do so
- To assist the Police as directed

A Stewarding/Security Event Plan including management method statement and deployment will be detailed in Appendix D

7.3 Security Manager

The Event Security Manager will be responsible for the operational management of stewards and other officials involved in crowd management and safety procedures. Whilst subordinate to the Event manager and the Safety manager the Security manager retains responsibility for the safety of the Stewards.

7.4 Public Address System

The primary method of managing the anticipated crowd in an emergency will be by means of announcements over the Great Exhibition stage PA system, reinforced by the Wonders of the World PA system. Event Control will have a communications link to Stage Management to allow messages to be passed quickly – however it is anticipated that routine and coded communications to site staff are passed via radios in the first instance.

Emergency messages will be broadcast by either the Stage manager or by a nominated “Voice of God” announcer. A list of messages is detailed at Appendix G

7.5 Crime Prevention

The Police and the organisers are committed to reducing crime at events. Measures will be taken to ensure that opportunist criminals and organised groups do not have the opportunity to spoil the event for the majority of the audience. The Police may deploy officers for the detection of crime and the prevention of disorder around the venue perimeter, site and car parks to provide a visible deterrent to criminals and reassurance to the general public

Any persons apprehended by Security staff in the commission of a criminal offence will be passed to the Police before being ejected from the site. Security staff and Stewards will also assist, where possible, in the identification and apprehension of offenders and the prevention of crimes.

7.6 Glass and Alcohol – entry to site

No glass or alcoholic drinks will be allowed to be brought onto the site. Customers will be offered the chance to decant any non alcoholic drinks from a glass bottle into plastic or paper containers at the point of entry. Any glass or alcohol either not surrendered or found during searching will be disposed of into proprietary containers at the point of entry.

Stewards and cleaning staff will be especially observant for discarded glass within the event site. No glass will be sold or beverages dispensed in glass containers at any concession outlet or bar, any trader selling or serving in glass containers will be asked to remove them from sale or use or face closure.

7.7 Acceptable Behaviour

The event organisers will not accept racist or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended ejected from the event. The organizers are also committed to reducing audience injuries through crowd surfing and moshing and will implement a two strikes policy, leading to ejection for those persons who persist in this activity.

8 Traffic Management

8.1 Overview

The purpose of the Traffic Management plan is not only to control all traffic accessing and egressing the site but to ensure that as far as is reasonably practicable to enable other traffic to continue to move safely outside the site.

The on -site traffic management will be undertaken by members of staff from the venue working alongside the Stewards team and will implement the Traffic Management Plan, attached at Appendix E. Any on highway Traffic Management and instructional/informational signage will be undertaken by TSMDS Traffic Management.

The priorities of the Plan are:

- To create a safe event for the public attending
- Maintain a safe environment for the public outside the site
- Satisfy statutory requirements

8.2 Car Parking

There will be no public parking on the event site – people attending are being informed to use public transport where possible and will also be informed of car parks in the area.

As part of the information about the event, we will be informing the public about all of the public transport options available to them and advising them where possible to make use of this. There will be specific information as to other methods of transport.

8.3 Taxis pick up/drop off – Coaches drop off parking

See appendix E

8.4 Public Transport

There will be no additional services to the site by Public transport operators.

9 Temporary Structures

The event will feature a number of temporary structures; the main stage, stage barriers, and a number of marquees providing ancillary services.

All temporary structures will be designed, constructed and operated within limitations laid down in technical data such as Temporary Demountable Structures

The Event Production/Safety manager will ensure that the suppliers of any temporary structures lodge suitable drawings and calculations. These will be maintained in the event Health and Safety file and be made available for checking by relevant agencies to ensure compliance with recognised methods of good practice

Where relevant, all temporary structures will be supported by fire safety certification and will be suitably secured and ballasted to withstand any anticipated winds. Wind speed monitoring will take place on site and the organisers will implement a weather management plan which will include contingency plans for high winds.

All suppliers must provide completion certificates for temporary structures which will be signed off as properly constructed by the relevant crew chief or project manager. The certificates will also be held in the event safety file.

10 Barriers and Fencing

10.1 Barriers

Two types of barrier will be deployed on the event site:

Pedestrian / Bike Rack Barrier

This is galvanised steel barrier, usually 2 metres long x 1 metre high with the ability to be linked together. It will be used to create sterile areas, restrict access points, identify and isolate hazards, create queuing lanes. It will only be deployed in locations where there are low density crowd movements

Pit / FoH Barrier

Traditional A-frame load bearing barrier to a rating of at least 5Kn/m. This must/will be used to create sterile areas in areas of high crowd densities or areas with the potential for crowd surges such as in front of the stage, and around structures in close proximity to the stage FoH position, Delay towers etc

10.2 Fencing

Two types of fencing will be deployed on the event site:

Herras

2m high block and mesh fencing will be used to segregate areas and create sterile compounds for the storage and isolation of equipment, generators etc
This fencing can be braced or by creating “triangles” provide a more loading

bearing barrier for long straight runs or areas prone to wind especially if it has been clad with proprietary material to create privacy screens. It will only resist light crowd pressure.



Readyhoard

Is a pressed steel sheet galvanised/painted fence with proprietary infill's set into blocks similar to Herras it can be braced as necessary. It will be used to segregate areas and restrict sightlines, especially for backstage compounds and restricting sightlines as “run off” from Pit barriers. When suitably braced it will withstand moderate crowd pressure.

Ballast and bracing

Any ballast will be plastic or rubber coated to prevent damage to any flooring. Any bracing onto stone will have 3ply beneath it – also to prevent damage.



Bracing blocks

Hoarding rear block tray and sample ballast



FENCING AT HOPE & GLORY

A key element is that all bracing on walk way will be on the festival arena side so as not to impinge walkway to any visitors to the museum or library. Readyhoard used to protect access to the wild meadow garden, if bracing is considered necessary upon installation, will be on the festival arena side, in the sterile area and will not be in contact any walls. For the avoidance of doubt, no bracing will provide an obstacle to any visitors to the museum.

Where the Heras runs alongside the wild flower garden on the William Brown Street side, it is there only to serve as a deterrent in the unlikely event that any person is inclined to leave the festival arena and enter the wild flower garden or sit on that wall or the steps.

We addressed in the JAG that the prevention of the public accessing the steps has not been a normal provision required of events on William Brown St, such as Pride, and understand that it is a provision that other events on William Brown St will hereon also need go to the expense of providing the same for events in the area.

11 Electricity Supply and Lighting

All temporary power supplies will be installed, operated and tested by experienced electricians in accordance with H7S legislation and guidance

Generators will be sited in suitable areas and isolated from the public, no petrol generators will be permitted on the site unless agreed with the Event Production/Safety manager in writing

All electrical installations and connections will be with industry standard waterproof connectors and housings and have RCD protection for the end user

Cables crossing public areas and high traffic areas backstage will be protected by cable ramps or mats. Any flown cables will use a suitable catenaries wire for support if the unsupported span requires

Sufficient temporary lighting independently powered will be located around the site to provide emergency lighting and ensure infrastructure does not present a hazard to site users after the hours of darkness

12 Bars & Concessions

12.1 Bars

The event will feature licensed bars on the site.

The Bar operating hours will be:

1200hrs - 2200hrs

Concession Bars Ltd will be responsible for the supervision of the bars to ensure that the conditions of the licence are adhered to. They will supply qualified Personal License holders to act as operational managers for the bars. Under the Licensee's guidance the operational managers will ensure rigorous and robust policies are implemented to prevent the sale or distribution of alcohol to persons under 18. In reinforcement of this any Child or Young person holders will be issued with a different coloured wristband at the point of entry to identify them as being under age, and the Challenge 25 policy will be enacted at the point of entry and anyone failing to produce the relevant forms of identification will also be issued with the wristband identifying them as underage.

In pursuance of this objective the following policies will be implemented:

- No sales of alcohol in glass bottles or containers
- 2 SIA qualified stewards to be present at all public bars
- Staff to have radio link to Event control

Further information in Appendix S

12.2 Food Concessions

There will be a number of food concession units on the site, provided by Southern Counties Caterers the position of these is shown on the site plan at Appendix L

All food concessions will comply with all local regulations with regard to hygiene and food safety and be subject to regular inspection by the relevant authorities.

Copies of relevant food hygiene documentation, insurances and fire certificates will be collated by the Event Production/Safety manager and maintained in the event Health & Safety file for checking by relevant agencies.

LPG used by concessions must be in accordance with HSE guidance on the safe use of gas cylinders, " The keeping and use of LPG in vehicles: mobile catering

units. This is available on the web www.hse.gov.uk.

Only one gas cylinder and one spare will be allowed on site per unit . All cylinders must be chained.

13 Merchandise

Official event merchandise and artists merchandise will be available from an outlet stocked and staffed by the organiser.

A range of other “festival” style merchandise (hats, clothing, jewellery etc) will be available from a range of trade stalls around the site. Relevant documentation – insurance, certificates of conformity etc will be maintained in the Event Health & Safety file.

The organisers will liaise with Trading Standards officers with regard to mitigating the sale of unofficial and counterfeit goods.

14 Amusements

There will be no amusements on site at the event

15 Sanitary Facilities

Toilets will be located on the site. The units will be a mixture of uni- sex and gents urinals, numbers provided will be in excess of those recommended in the Event Safety Guide. Sanitation areas will be manned or patrolled by stewards to prevent damage or vandalism. The facilities will be subject to regular inspection by dedicated staff that will maintain the cleanliness of the units and replenish consumables as necessary. The areas will also be lit for safety in the hours of dusk/darkness.

Toilets will be provided as per the following minimum ratios

Female	1	toilet per	100
Male	1	toilet per	500
Male	1	urinal per	150

16 Waste Management

Details of waste management strategies and proposals can be found at Appendix K, the Event manager will supervise a regular cleaning schedule for the arena and conduct an inspection before doors’ this inspection will be logged in the event log maintained in Event control

17 Sound and Noise Management.

Noise impact on the site and to surrounding residences will be minimised by the use of appropriate sound systems, the Noise Management Plan is detailed at Appendix H.

Sound levels will be monitored by Vanguardia, specialist independent noise consultants who will be employed to carry out regular monitoring of noise from the event to ensure compliance with the Noise at Work Regulations and to comply with any licensing conditions.

The risk assessment will take into account the requirements of the regulations, identifying areas for noise control and areas where PPE is appropriate. Radios and other communications equipment used by staff in noise sensitive areas will have appropriate ancillary equipment to protect staff from exposure to high levels of sound and ensure clear communications can be achieved.

18 Special Effects

At present there have been no requests for special effects.

Should a request be received, any pyrotechnic effect will only be considered on presentation of a full risk assessment and safety management system to the Safety manager. Permission to use any effect will be at the discretion of the Safety manager and will only be given if he is satisfied by the information and systems presented to him.

19 Facilities for People with Special Needs

A raised platform will be constructed in front of FOH position to provide an unobstructed view for attendees with special needs. This area will be stewarded and there will also be disabled toilet facilities provided at this point and other areas on site

20 First Aid and Medical Provision

The site will feature suitable and appropriate medical provision, the level of this cover has been arrived at using HSG 195 to score the event and in consultation and agreement with the medical representative on the SAG

Full details of the medical deployment can be found in the Medical Plan at Appendix F

21 Lost Children

Due to the audience profile and make up it is considered that a formal lost children's point will not be required. Procedures and protocols for dealing with "Lost" or "Found" children and vulnerable adults detailed in Appendix O

22 Artists and Show Times

Running Order – Great Exhibition Stage

THE GREAT EXHIBITION STAGE				
SATURDAY 5 AUG	curfew:	22:30		
	on	off	mins	Xover
JAMES	21:00	22:30	1:30	n/a
RAZORLIGHT	19:00	20:00	1:00	1:00
THE FRATELLIS	17:45	18:30	0:45	0:30
CHARLOTTE CHURCH's LATE NIGHT POP DUNGEON	16:45	17:25	0:40	0:20
THE VIEW	16:00	16:30	0:30	0:15
EMBRACE	15:15	15:45	0:30	0:15
BADLY DRAWN BOY	14:30	15:00	0:30	0:15
PIGEON DETECTIVES	13:45	14:15	0:30	0:15
THE MEMBRANES & 25 piece Choir	13:00	13:30	0:30	0:15
CLAY	12:15	12:45	0:00	0:15
THE GREAT EXHIBITION STAGE				
SUNDAY 6 AUG	curfew:	22:30		
	on	off	mins	Xover
HACIENDA CLASSICAL - 65 piece orchestra with special guests	21:00	22:30	1:30	n/a
OCEAN COLOUR SCENE	19:00	20:00	1:00	1:00
TOM CHAPLIN	17:45	18:30	0:45	0:30
LIGHTNING SEEDS	16:45	17:25	0:40	0:20
PUBLIC SERVICE BROADCASTING	16:00	16:30	0:30	0:15
REVEREND & THE MAKERS	15:15	15:45	0:30	0:15
ZAK ABEL	14:30	15:00	0:30	0:15
CLEAN CUT KID	13:45	14:15	0:30	0:15
SHOW HAWK DUO	13:00	13:30	0:30	0:15
TRAMPOLENE	12:15	12:45	0:00	0:15

Wonders of the Age Stage

WONDERS OF THE AGE STAGE				
SATURDAY 5 AUG	curfew:	22:30		
	on	off	mins	Xover
STARSAILOR	20:00	21:00	1:00	n/a
LUCY SPRAGGAN	19:00	19:30	0:30	0:30
DAVE MCCABE (Zutons) & Ian Skelly (The Coral)	18:05	18:35	0:30	0:25
CHRIS HELME (The Seahorses)	17:10	17:40	0:30	0:25
THE ORDINARY BOYS	16:20	16:50	0:30	0:20
ABICHAN	15:30	16:00	0:30	0:20
WILD FRONT	14:40	15:10	0:30	0:20
HAUNT THE WOODS	13:50	14:20	0:30	0:20
Artist tbc	13:00	13:30	0:30	0:20
The Jacobins	12:10	12:40	0:30	0:20
WONDERS OF THE AGE STAGE				
SUNDAY 6 AUG	curfew:	22:30		
	on	off	mins	Xover
THE TWANG	20:00	21:00	1:00	n/a
The Shimmer Band	18:50	19:20	0:30	0:30
The Blinders	18:00	18:30	0:30	0:20
Coquin Migale	17:10	17:40	0:30	0:20
Vynce	16:20	16:50	0:30	0:20
Avalanche Party	16:00	16:30	0:30	0:20
Cabezudos	15:00	15:30	0:30	0:30
GLASS MOUNTAIN	14:00	14:30	0:30	0:30
Indigo Velvet	13:00	13:30	0:30	0:20
Dantevilles	12:20	12:50	0:30	0:10
GATES OPEN MIDDAY	12:10			

IN THE LADY GARDEN				
SATURDAY 5 AUG	curfew:	22:30		
	on	off	mins	Xover
TO BE CONFIRMED	20:00	21:00	1:00	n/a
THE LIVERPOOL INTERNATIONAL AIR GUITAR COMPETITION	19:00	19:30	0:30	0:30
Lord of the Lobsters	18:05	18:35	0:30	0:25
Megan Dotchin	17:10	17:40	0:30	0:25
Lucy Spraggan in Conversation with Simon Price	16:20	16:50	0:30	0:20
Rothwell	15:30	16:00	0:30	0:20
Charlotte Church in Conversation with Simon Price	14:40	15:10	0:30	0:20
THE LIVERPOOL INTERNATIONAL AIR GUITAR COMPETITION	13:50	14:20	0:30	0:20
<u>Acoustic solo artist / silliness</u>	13:00	13:30	0:30	0:20
<u>Acoustic solo artist / silliness</u>	12:10	12:40	0:30	0:20
GARDENS PERFORMANCE				
SUNDAY 6 AUG	curfew:	22:30		
	on	off	mins	Xover
TO BE CONFIRMED	20:00	20:50	0:50	n/a
We Are Catchers	18:50	19:20	0:30	0:30
Duelling pianos	18:00	18:30	0:30	0:20
Jordan Parke (comedy)	17:10	17:40	0:30	0:20
Cody Frost	16:20	16:50	0:30	0:20
TBC in conversation with Simon Price	16:00	16:30	0:30	0:20
Acoustic act from Manchester - City Talk	15:00	15:30	0:30	0:30
TBC in conversation with Simon Price	14:00	14:30	0:30	0:30
	13:00	13:30	0:30	0:20
Nic Bennet	12:20	12:50	0:30	0:10
Acoustic solo artist / silliness	12:10			

23 Transfer of Control

An emergency situation and major incident are fully defined in the Civil Contingencies Act 2004. These are summarised in this plan in section 4 – Emergency Management Procedures.

The instigation of transfer of control requires the immediate activation of the Emergency Plan.

The transfer of control will transfer full responsibility for the whole event site and all activity on the site to the authority assuming control. Hope & Glory in its

capacity as event organiser and its event management team will continue to support the Authority assuming control.

The Authority assuming control may request Hope & Glory staff or its agents to resume control; this will be made in writing. There is no obligation on Hope & Glory or its staff to resume control. Any use of the transfer of authority will be required to be part the event debrief and evaluation at the SAG.

24 Legislation and Guidance

The following legislation and guidance has been taken into account during compilation of the event management plan. The EMP has been based around mainland UK legislation, which is considered as best practice, other than where Isle of Man Legislation is more rigorous.

- Health & Safety at Work etc. Act 1974 (IoM)
- The health & Safety (First-Aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 2002
- The Noise at Work Regulations 2005
- The Manual Handling Operations Regulations 1992
- The Construction (Head Protection) Regulations 1989
- The Personal Protective Equipment at Work Regulations 1992
- The Construction (Design and management) Regulations 2007
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1993 (IoM)
- The Health & Safety (Safety Signs & Signals) Regulations 1996
- The Provision and use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1998
- The Working at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- BS:9999 Code of Practice for Fire Safety in the Design, Management and use of Buildings (2008)

- ✓ Guidance for Organisers of Public Events (IoM Government)
- ✓ Guidance Document For Marquees and Temporary Structures (IoM Fire & Rescue)
- ✓ The Event Safety Guide (HSG195 HSE)
- ✓ Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (ISBN 0 11 340907 0 Home Office)
- ✓ Managing Crowds Safely (HSG154 HSE)
- ✓ Guide to Fire Risk Assessment at Open Air Events and Venues 2007 (ISBN:13 978 1851 12 823 5 HMG)
- ✓ Guide to Safety at Sports Grounds 2008 (ISBN 9780 11 7020740 DCMS)

Event Risk Assessment

Appended separately

Production Health & Safety Policy

Health & Safety Policy & Procedures

1. General Policy

The organisers of this event have a duty under the Health & Safety at Work etc Act 1974 to provide as far as is reasonably practicable a safe environment for all workers and visitors to the site.

To that end this policy has been devised to meet the management of Health & Safety requirements as set out in HSG 65 and to establish and maintain the highest standards of health & safety at the event.

All visitors (including workers) have statutory duties under the Act which means health & safety is the responsibility of everyone, the organisers would ask for your co-operation to ensure that this event is as safe and enjoyable as possible for all concerned.

This document is not exclusive but should be read in conjunction with any other health & safety contingency documentation which has been produced for the event.

Copies of all health & safety documentation are available for inspection at the health & safety site office.

2. Permission to Work

In the pursuance of their duties under HASAWA 1974 the event organisers must show due diligence in the implementation of the Health & Safety policy.

To that end it has been agreed that All contractors engaged on the site will demonstrate their competence in health & safety BEFORE being given permission to work. Competence can be demonstrated by the provision of suitable H & S policies, method statements and safe systems of work to the Event Production/Safety Manager.

The issue of a site pass is dependent on the individual concerned having knowledge of their responsibilities in respect of health & safety and both their own employers and the site H & S policy.

Organisational arrangements

1. Overall and final responsibility for health & safety at the HOPE & GLORY is that of Richard Agar, **Event Production/Safety Manager**
2. The designated Health & Safety Manager who will oversee daily operations within the event is **Richard Agar**. Site operations will be overseen by the Event Production/Safety manager, Site Production manager or a designated competent person.
3. All employees have the responsibility to co-operate on matters of health & safety and to read and follow the specific arrangements for safety as set out in this document
4. All employees and sub-contractors have the responsibility to conduct their activities in such a way as to pose no risk to their own health, safety and welfare or that of others
5. Employees and sub-contractors are responsible for reporting any incidents, injuries or dangerous occurrences to the management team at the Hardwick Live as soon as is reasonably practicable
6. The provision of safety information in relation to the event will be the responsibility of **Richard Agar**. The responsibility to provide trained, competent operatives remains that of the respective contracting companies.
7. Investigation of accidents and incidents will be the responsibility of **Richard Agar**.
8. Reporting of incidents under R.I.D.D.O.R will be the responsibility of **Richard Agar**.
9. Monitoring and maintenance of plant and machinery owned leased or rented for the duration of the event will be the responsibility of **Richard Agar**
10. Responsibility for Health & Safety auditing and the conducting and reporting of reviews will be that of **Richard Agar**

3 Event Health & Safety Policy

It is the policy and intention of the event organiser to comply with the terms of any applicable legislation and local authority conditions to provide and maintain a healthy and safe environment for all members of the public, contractors and crew. The objective of the event health & safety policy is to minimise the number of accidents and incidents that may endanger the health, safety and welfare of all persons attending the event.

Notwithstanding individual contractors own specific arrangements, all persons will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The event organiser recognises and accepts their duty to protect the health & safety of all visitors to the event, including contractors and temporary workers, as well as members of the public who might be affected by their operations.

While the event management team will do all that is within its powers to ensure the health & safety of all persons, it is recognised that health & safety is the responsibility of each person associated with the event. It is the duty of each and every person working on this event to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the well being of any other person.

To ensure that the highest standards of health & safety practice are maintained the organisers have agreed that the following site rules will apply. All workers should be aware that infringement of the site health & safety rules may lead to them being asked to leave site.

4 Site Health & safety Rules

- ☐ No access to site without appropriate pass, no passes to be issued before recipient has demonstrated competence in site health & safety
- ☐ Hard hats, hi-vis vests, ear protection and safety boots to be worn when required. All contractors to supply their workers with any necessary PPE
- ☐ No persons to use lifting equipment of any description unless they have undergone the relevant training. In the case of mobile lifting equipment all persons wishing to use such equipment must first have demonstrated their competence to a recognised person or body, ie by production of a valid training certificate
- ☐ All lifting equipment to be accompanied by current certificate of inspection or be subject to a provable audit trail
- ☐ No persons to carry out duties or use equipment for which they have not received the relevant training

- ☐ All tools and equipment to be kept in good working order and only to be used for the purpose for which they were intended, any defects in tools or equipment should be reported to the site office immediately
- ☐ All equipment and tools not in use must be safely and securely stored so that they may only be accessed by authorised persons and not to pose any danger to other workers or members of the public
- ☐ All walkways , access points and emergency exits to be free from obstruction at all times
- ☐ All workers to be familiar with procedures to be followed in the event of an emergency or major incident
- ☐ All incidents resulting in injury and any near misses to be reported to the site health & safety office
- ☐ Site speed limit of 10mph to be observed at all times
- ☐ No reversing without banksman
- ☐ Safety harness or fall arrestor to be worn by all workers who may be working at height where the risk assessment makes this appropriate
- ☐ Exclusion zones to be established around areas where work at height is being carried out , or where overhead loads are being slung
- ☐ Work at height may only be carried out when weather conditions do not jeopardise the health & safety of workers
- ☐ Any worker found, or suspected to be, under the influence of alcohol or drugs will be asked to leave the site
- ☐ No smoking around fuel stores or flammable material

Build health & safety compliance will be monitored by the event manager who will liaise with contractors and site management to ensure that the above rules are being followed. Should a minor breach of health & safety be noted, the first course of action will be to speak to the individuals concerned. Persistent or more serious breaches of health & safety rules will result in a written communication being sent to the contractor outlining the problem and suggesting any remedial action. Should these notices be ignored, or breaches repeated, the contractor will be asked to leave site.

Attendance Record


Site Induction

Date:

This meeting is to discuss the onsite safety rules and induction information sheet that you have signed and any other information you need to be aware of

Please print and sign your name below and your organisation

Name PRINT	Signature	Organisation/Contractor

 <h2 style="margin: 0;">Site Induction Leaflet</h2>	
<p>USEFUL CONTACT DETAILS</p> <p>Event Coordinator –</p> <p>Production Office:</p> <p>Licence Compliance:</p> <p>Health & Safety Coordinator -</p> <p>Site Crew: Radio Channel: 6</p> <p>THINGS TO REMEMBER</p> <p>✓ High viz must be worn at all times once within the fence line to the event</p> <p>✓ There must be no driving on the grass without the consent of the Event Coordinator or Site Manager.</p> <p>✓ If it's sunny remember to use sun cream and drink plenty of water.</p> <p style="background-color: red; color: white; padding: 5px;">IN THE EVENT OF A MEDICAL EMERGENCY</p> <p style="background-color: red; color: white; padding: 5px;">PRE SHOW: Contact Production on Radio Channel 1 If you need to call 999, please give the address as</p> <p style="background-color: red; color: white; padding: 5px;">DURING SHOWS: Contact Medical on Radio Channel 5</p> <p style="background-color: red; color: white; padding: 5px;">The is 1 medical points in the arena are operational whilst the events are open to the public only.</p> <p style="background-color: red; color: white; padding: 5px;">ACCIDENTS, NEAR MISSES OR DAMAGES MUST BE REPORTED TO THE PRODUCTION OFFICE.</p>	
<p>SITE RULES FOR CREW & CONTRACTORS – Tiny Cow Events</p>	
<ol style="list-style-type: none"> 1. DRIVE SLOWLY. The site speed limit is 5mph. No driving on the grass without authorization from the Production Office. Use a banksman when reversing in areas where pedestrians are present. Vehicle curfews during the event itself. 2. Crew and contractors must observe the restrictions on vehicle movement. 3. Crew and contractors must report to the Site Office before commencing work on site. 4. Contractors must have submitted the relevant health & safety documentation before commencing on site. 5. Plant (including forklifts, dumpers and site vehicles) may only be driven by people who have supplied a relevant licence to the site Office. 6. Passengers MUST NOT be carried on forklifts or any other vehicle that is not designed to carry passengers 7. The use of alcohol or drugs is strictly prohibited when working or driving. You will be reported to the police. Random testing of drivers will be carried out. The Road Traffic Act does apply on site and it is just as much an offence to drive under the influence on site as it is on a public road. Offenders will be reported to the police. 8. PPE. You must have the right equipment and clothing to do the job before you start – including safety footwear. 9. Hard hats must be worn when there is a risk of injury from falling materials or equipment. 10. Hi Viz jackets must be worn at all times when on site. There will be on the spot fines for non compliance of this condition. 11. Any work at height – even at low level – must be carried out safely. Steps and ladders must be secure and particular care taken to avoid over-reaching or leaning 12. No petrol generators, glass, or unauthorised sound systems should be brought to site 	<ol style="list-style-type: none"> 13. Anyone using disc cutters, grinders or chainsaws must be properly trained and must use the relevant protective equipment eg goggles, footwear, gloves, hearing protection etc 14. Only authorised and qualified personnel should connect to and operate generators. 15. All litter and waste must be removed from site or disposed of in the skips or recycling bins provided. 16. Use the toilets and handwash facilities 17. Stage sound systems will create high noise areas around the site; avoid working in these areas if possible, but if you can't, make sure you use hearing protection. 18. Do a brief visual check of any equipment you are using before you start and report any concerns immediately 19. Pay special attention to any overhead cables and buried services – the hazard map is on the reverse 20. Please leave the site safely and quietly with consideration for other residents. 21. There is no smoking, including electronic cigarettes within any public or working spaces – this applies to all cabins, tents, site vehicles and near fuel sources. 22. Working vehicles must display a No Smoking sign, which is prominent and visible without obstructing view 23. All contractors are to manage their safety onsite in accordance with their risk assessment and safety management policies 24. Be prepared for working outdoors: Carry sun cream, sun hat, waterproofs, mobile phone and a water 25. First Aid is available throughout the build and break from the production office 26. Please tidy up as you go and use the waste facilities on site

I acknowledge that I have undergone a site induction on Safety Rules for Contractors and agree to abide by the rules whilst I am working on the site as set out by the Events team.

Name.....(Please Print)

On behalf of(Company Name)

Signature.....Date:.....

Site Supervisor Signature.....

This must be retained by the Site Supervisor and kept for our records. If the contractor would like to have a copy sent to them by mail, please tick here ____

CONTRACTORS GUIDE

The information contained in this document has been compiled to assist all those supplying equipment and services for the Hope & Glory Festival Limited Liverpool event.

The information should not be considered definitive. If you are unsure about any of the content, or require further information or clarification, please call Production Manager Richard Agar on 07710 652402 or email bravuratby@gmail.com

INTRODUCTION

Hope & Glory Festivals / tinyCOW Events promotes and practices safe working conditions in all areas of the event site. You are therefore respectfully reminded of your 'Duty of Care' and to observe and be familiar with all current guidelines and legislation relating to your services.

The following sections set out the basic requirements for all contractors working on a live event.

HEALTH AND SAFETY DOCUMENTATION

As a professional employer, Hope & Glory Festival Limited has been placed under a duty of care to ensure, as far as is reasonably practicable, they verify the competency of each contractor employed on the site.

In order to discharge this duty, copies of the following documentation are required from each contractor. It is recognised that not all items will be relevant in all cases.

Copies of all documentation are to be submitted to Hope & Glory Festivals Ltd *prior* to any work commencing onsite and out of preference, no later than (20 July 2017); where practicable, electronic copies of documents are preferred.

Email to redmaneevents@icloud.com

Insurance: Written evidence of appropriate insurances (Brokers letter or copy of certificate) valid for the duration of the event:

- Public Liability (min £5m)
- Professional Indemnity (min £1m)
- Employers Liability (min £5m)
- Products Liability (min £5m)

Organisational Safety Documentation

A suitable and sufficient **Health & Safety Policy Statement** detailing the organisation's overall policy on health and safety and its organisation and arrangements for carrying it out, in relation to its work on the policy should be signed and dated.

Method Statements and supporting risk assessments specific to the intended activities to be undertaken on the contracted event on behalf of Hope & Glory Festivals / tinyCOW Events; erecting a temporary structure, high-level access, etc.

Generic risk assessments and method statements may be acceptable in most cases provided that they are accompanied by a letter confirming that they are relevant to the specific works to be undertaken, otherwise specific documentation will be required.

Technical Data for temporary structures and installations on site

Such information may include:

- Fire retardant details for marquees and fabrics used onsite, in compliance with the Fire Safety regulations (2005)
- Plans and structural calculations for temporary structures, or summary details of the compliance to current design standards
- How you will comply with CDM regulations and full documentation for this
- Limitations in respect of load carrying capacities
- Safety procedures and design limits in respect of wind loading
- Electrical safety data accompanying generators
- Copies of certification relating to the examination of lifting equipment

Competence Details

General – Certificates or other documentary evidence attesting to the competence of the contractor. This could include details of membership of trade associations (e.g.: Electrical Contractors Association, N.I.C.E.I.C, etc). General documentation attesting to the competence of employees to be used onsite should be included.

Individuals – Copies of certificates or licenses demonstrating competence of individual operatives onsite will be required in respect of plant operators, e.g. forklift operatives, and first aiders.

Nominated onsite Safety Contact

Name and contact details must be provided for the nominated contact(s). Contact details should be given for liaison before the event and for the period onsite.

HEALTH AND SAFETY ONSITE

The following is an *outline* of the Safe Working Requirements, which will be required onsite. This section should be taken as notice of the requirements detailed in the Event Safety Plan, relevant sections of which you will receive in advance of the event.

The requirements below are not exhaustive. Contractors are reminded that the full range of health and safety legislation applies to work on this event and that Hope & Glory Festivals / tinyCOW Events expects full compliance with legislation and that all standards of established good practice are met and where possible exceeded, to ensure the safety and success of the event.

General

All contractors onsite will be responsible for the health and safety of their staff and other who may be affected by their activities and will be responsible for ensuring that they and their staff comply with the full range of current health and safety legislation.

All personnel, working onsite or otherwise, will be required to work with the regard for their own and others' health and safety, in accordance with current relevant legislation and good practice, and within their companies own health and safety management framework.

All contractors will be required to ensure that there is a proper exchange of information and co-operation between all parties onsite.

Nominated Safety Representatives and Duties

Each contractor will nominate one or more members of staff who will be onsite during the period of the work activity. This person will be responsible for the health and safety in relation to the contractor's activities and the interaction with others onsite. This person will be responsible for liaison with the Production Manager.

For each discrete high-risk work area, the contractor will nominate one member of staff to act as Safety Officer for that area. The nominated person will be responsible for controlling the safe working practices of the staff in their area and for ensuring that access into their work area is controlled, by the provision, erection and maintenance of suitable and sufficient fencing and signage arrangements. These persons will report to the contractors' overall nominated safety representative and where necessary, directly with the Event Safety Co-ordinator. These persons will also be responsible for ensuring that work within their areas does not start until clearance has been issued by the Event Safety Co-ordinator.

Site Specific Issues

Contractors will ensure that their employees are provided with and use suitable PPE where required by their risk control procedures.

Contractors will ensure that all work equipment and tools, vehicles and lifting equipment are suitable for their intended use and have been properly maintained and where appropriate examined, tested and certified.

Due diligence and notice will be taken of the current working at height regulations and where needed, contractors will have place a rescue plan for any workers requiring rescues at anytime or location whilst undertaking high level work.

If an existing plan is not in place, you **MUST** notify the Production Manager or Event Safety Co-ordinator.

The site will, so far as is reasonably practicable, be secured against unauthorised access during the construction and breakdown phases. Contractors and staff are expected to ensure that areas in which they are working are where necessary secured by means of barriers, signage and or stewarding so as to exclude the exposure to risk of persons not in their employ.

Suitable fencing, warning signs and security personnel (if appropriate) will maintain the security of the site. Signage detailing the requirement for hard-hat, high-visibility clothing and steel toecap zones must be displayed where appropriate.

Wherever reasonably practicable, vehicle movements will be kept separate from pedestrians; where this is not the case, appropriate supervision will be ensured to assist with safe vehicle/pedestrian interaction.

Fork-lift and MWEF operations will be limited, where reasonably practical, to the secured construction areas. Where it is necessary for lift trucks to operate outside of the controlled areas in the public areas, the forklifts will be operated by staff competent and qualified to use the vehicles and the process will be stewarded as appropriate to the conditions. Where it is necessary for vehicles to be unloaded outside of the secured areas then the contractor should provide a 'banksman' to supervise the activity. All unloading activities adjacent to the stage **MUST** be supervised and appropriately marshalled.

All plant operators should carry photographic identification detailing their competency to operate items of plant. It is recommended that photocopies of these be displayed in the operator's cab for ease of reference on site. The use of plant by unauthorised operatives onsite will not be accepted.

Within the grounds of the concert's site complex, you will be required to use the services of the

concert's own pre-booked plant equipment and drivers.

The above only applies if you are carrying your own Mofitt-style unit, or other exceptional plant eg cranes etc.

Contractors should be aware that at times they may need to go near areas that have the potential for public access (this will be the case as the site is not being closed). It is essential that Contractors adhere to this. Contractors must monitor their work and do so under the supervision of the Event Security Team who will control the members of the public.

Where materials and equipment are stored (Bone Yard), suitable barriers, warning signs and any necessary lighting arrangements will be employed to ensure safe storage without undue risks to staff, other contractors or the public.

Suitable and sufficient welfare facilities exist within the surrounding area for staff and contractor use on pre-event days and will be supplemented with onsite catering and toilet provision. Contractors should arrange for their own first aid provision throughout the build and event period. First Aid will however be available during the event.

The use of alcohol and/or prohibited substances by persons working on site or immediately prior to commencement of work on site is considered unacceptable.

All accidents and incidents / near misses will be reported to the Production Office who will keep records as appropriate. The ESC will monitor onsite incidents and initiate any immediate action or necessary statutory reporting procedures. Where a contractor is responsible for notifying a reportable incident to the enforcing authority, that contractor will be reminded of their responsibility. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) applies in this instance.

All contractors will be pre-advised of onsite safety arrangements, access arrangements and access times. Deliveries will be arranged so far as possible to ensure that materials are delivered for immediate use to reduce vehicle movements, the exposure of the public to materials stored unsupervised outside the secure area, and damage to sensitive surfaces.

Build and breakdown activities outside of barrier and controlled areas, and in areas where the public are present, must be undertaken with the agreement of the Event Safety Co-ordinator. No overhead work will be permitted before the relevant area has been secured so as to prevent unauthorised access.

Completion

For all temporary structures erected for the event, the contractor is required to provide a completion/handover certificate stating that the structure has been erected and completed in accordance with the design requirements. The certificate should be signed and dated by a nominated representative of the contractor.

The electrical installation onsite should be signed off by a competent person and prior to commencement of the event.

Other key points of note:

- On arrival to site you must display your vehicle identification and you will be directed to an area onsite. **Do not** begin to unload anything until you have made contact with the Site Manager
- You will be issued with an access pass that must display the driver's name and contact number
- Please wear accreditation at all times
- Do not leave the vehicle in any unauthorised areas or roadways or other users as your vehicle may be removed

- When unloading, create a safe working area to do so and ensure that you have the correct means to unload your goods
- Make sure you are wearing the correct PPE at all times and take notice of manual handling regulations; if in doubt please consult the Site Manager or site safety consultant
- Once the vehicle has been unloaded, please remove it to the external car parks
- The event does not accept any liability for loss or damage to any contractor's vehicle or equipment including personnel items whilst onsite or at any other time
- Make sure at all times any equipment uses the correct access routes and goods lifts; anyone found using the wrong routes or blocking fire lanes will be stopped from working and removed from site
- At all times take good care of the site and the grass
- When transferring equipment/goods, please check the route and ensure it is safe and clear to do so; make sure that you have enough staff to safely move your equipment around the site
- Prior to putting long ground spike or marquee pegs, the location and depth has to be agreed before with the Site Manager (this includes hangings or connections to mains power supplies)
- If working near any overhead power line, maintain at all times 10m distance from them with any structure or stand
- NO TREES OR PLANTS TO BE CUT OR REMOVED
- All electrical power tools to be either cordless, 110-volt DC or protected via an RCD breaker
- High level work will also require agreement with the Site Manager
- There are no storage faculties within the site; any unwanted equipment to be returned to vehicles
- During the event, no vehicles will be allowed onsite
- Following the event please contact the Site Manager who will inform you about the timeframe and ability to bring vehicles back on the site for the load out
- All waste must be removed from the site; for minor items and general rubbish, this will be dealt with by the in-house cleaning teams who shall deal with these items. Please contact the Site Manager for the location of these. Large items may be skipped by prior arrangement. Failure to remove your waste from site will result in £200 being deducted from your/your company's fee
- First Aid will be available onsite, either from the Site Manager or around the site from First aiders
- Please make yourself aware of the fire evacuation procedure and the location of fire fighting equipment
- LPG or Butane gas cylinders must be kept to a minimum; no more than 4 x 45kg

This list is by no means exhaustive so if you have any doubts, concerns or questions, please do ask first.

There is a strict ALCOHOL BAN. No member of event staff is permitted to drink while at work or prior to work. Please ensure you have read and understand the Leisure and Culture guidelines as regards the use of Alcohol and Substance Abuse. This will be fully enforced during working hours. No member of staff may work or to report for work while under the influence of alcohol or drugs. This shall include medicine which may cause drowsiness or other side effects which might make you a danger to yourself or others.

If you are taking any medication which could possibly cause drowsiness or impair your ability to work safely, you must inform the Event Office.

Ladders

Ladders may usually be used for short duration inspection work up to three storeys high, or access to a working platform. The nature of the work or the inspection may make this unsafe. Work above three storeys must be inspected by means of a working platform or purpose-designed access equipment erected or operated by a competent, trained person.

Check that all ladders are of the necessary length and in good condition, and that they are recorded on the Ladder Register. Also ensure:

They are positioned securely prior to use and where possible the ladder is suitably fixed at the top or bottom to prevent horizontal movement

1. If top fixing is impracticable, the ladder is secured and properly tied at its base
2. If the ladder cannot be suitably tied, then a person will “foot” the ladder when you use it, to prevent it from slipping
3. “Footing” of a ladder is only permitted for ladders up to a maximum height of 5.0 metres. Remember footing is only a minimum precaution and must not be thought of as an alternative to top and/or base fixing
4. Ladders must extend at least 1.05m above any landing place, unless suitable handholds have been provided
5. A user of a ladder must have three points of contact with the ladder at all times

Step ladders

The use of step ladders also come under the general heading of “ladders”. The following outline the requirements of the step ladder that is in common use within the workplace.

- No untrained person will be allowed to use step ladders
- All ladders on site must be entered into the Ladder Register (kept in Security Office)
- The Ladder Register must be kept up to date
- Damaged ladders to be safely disposed of immediately
- Step ladders should not be subjected to side loading
- They should be spread to their fullest extent, properly levelled for stability
- The top treads should not be used for foot support unless there is a handrail extension
- The stays, chains and cords must be of equal length and in good order. One person to use the ladder at any one time
- Correct footwear must be used at all times
- No heavy or unstable loads to be carried while using ladders
- Metal ladders are not to be used when dealing with electrics
- Stepladders should not be set up in a precarious state ie on a sloped, slippery or unstable surface, or on blocks

Working platforms

Only trained staff may erect and use working platforms.

Before carrying out inspections using scaffolds or tower scaffolds, employees must carry out a visual assessment of the platform equipment. Check that bases, ties, bracing and general

structure are free from obvious defects. Guardrails (at a height of 910mm) and toe-boards should be in position and access must be provided by means of ladders. Under no circumstances should any person attempt to gain access to a working platform without the use of a ladder.

In normal circumstances, tower scaffolds will not require to be physically tied to a structure. However, where there is excessive height physical ties may have been fitted to secure the tower scaffold to the structure. Scaffolding towers must not, under any circumstances, be moved if anyone is on them.

Before climbing a tower scaffold check that:

- You are wearing the appropriate PPE including High Visibility Vest and Hard Hat.
- The tower is vertical and the platform is level
- All outriggers are correctly positioned
- If wheels are fitted, they are not damaged and the brakes are on
- Adjustable legs are not distorted and all locking pins are functioning
- The scaffold is secure (by attempting to move the structure manually)
- Avoid walking or standing close to or under scaffolding on which anyone is working
- Do not walk on scaffold boards that are projecting over the support tube more than four times the thickness of the board
- Do not lean on handrails

Machinery

All plant and equipment on the site should be treated with extreme caution.

Do not cross the path of moving plant, as the driver may not always have a clear view when manoeuvring and heavy plant may not be able to stop in time or swerve to miss you.

Do not stand close to moving plant. You may be struck by protruding or swinging objects on the vehicle or by something falling or sticking out from the load. Wheels may cause materials to kick out.

Do not stand under the load of a crane or pass under the boom, as there is a chance of being caught by an unexpected jibbing action.

Event Specific Information & Timetable

This is a basic overview and timeline; a more detailed one will be compiled and available closer to the event. No truck movement on site before 09:00 and after 20:00 on build and breakdown days.

July 31st

1800 Site closed to all non-festival vehicles

August 1st

08:00 – 21:00

- ☐ Snag site and mark-out
- ☐ Parking restriction notices in place
- ☐ Safety signage set out
- ☐ Fencing to build production compound, arena
- ☐ Build stages 2 and 3.
- ☐ Site office, control room and toilet
- ☐ Plant equipment and power delivered
- ☐ Security to site 20:00 and then until end of event

•

August 2nd

08:00

- ☐ Traffic management and security in place
- ☐ Site inductions, setting out of fencing
- ☐ Setting out of stage and additional fencing
- ☐ Area in Gardens marked out and fencing installed
- ☐ Site lighting and additional power and water points installed

21:00 End

August 3rd

08:00

- ☐ Site inductions
- ☐ Stage build continues both stages
- ☐ Signs and banners installed
- ☐ Fencing clad
- ☐ Smaller marquees (bars) installed and back stage
- ☐ Additional cabins and dressing rooms installed
- ☐ Stages complete and ready for technical load in

21:00 End

August 4th

08:00

- ☐ Site inductions
- ☐ Smaller marquees completed
- ☐ Catering units arrive and set up, Waste management and water supplies in place
- ☐ Site power and bars installed
- ☐ Stage LX, PA Screen installed and tested sound checks carried out
- ☐ Site secondary lighting set up and tested
- ☐ Toilets arrive and set-out
- ☐ Dressing rooms set out
- ☐ Stage mojos installed and cable ramps
- ☐ Fencing for festival in place and entry lanes
- ☐ All structures and power signed off
- 17:00 – 18:00 PA testing
- ☐ Site inspection
- ☐ Security briefing
- ☐ 21:00 lighting focus and plotting

5 & 6 August (show day)

08:00

- ☐ Site inductions
- ☐ Technical checks
- ☐ Soundchecks 11:00 (subject to Licensing)
- ☐ Event security and Medical arrive
- ☐ Venue ready
- ☐ Waste management in place

12:00 Arena open

22:30 Event end

- ☐ Sound and lighting clear along with seating and stage
- ☒ Catering units clear site

23:00 Public clear of site

- ☐ Technical load out and catering clear site

End TBC

7th August

08:00

- ☐ Site inductions
- ☐ Waste cleared
- ☐ Site lighting cleared and collected
- ☐ Marquees cleared and removed
- ☐ Stage break down begins
- ☐ Power & cabins collected

21:00 End

8th August

08:00

- ☐ Site inductions
- ☐ Stage cleared and all removed
- ☐ All fencing ready for collection
- ☐ Plant equipment collected
- ☐ Cabin and toilets removed
- ☐ Power and cabins collected
- ☐ Final litter pick
- ☐ Clear and snag site
- ☐ Hand back
- ☐ End TBC

Security and Stewarding Plan

Security/Stewarding provision

						TUE 01 AUG			WED 02 AUG			THU 03 AUG			FRI 04 AUG					
AREA	POSITION	(DAYS or NIGHTS)	STAFF TYPE	RAD?	CALL	#	Start	Fin	Start	Fin	Hrs	Start	Fin	Hrs	Start	Fin	Hrs			
ASSET PROTECTION	Daytime Cover	Days	SIA SECURITY GUARD		1				1	08:00	18:00	10								
	Backstage	Nights	SIA SECURITY GUARD		1	2	18:00	08:00	2	18:00	08:00	14	2	18:00	08:00	14	1	18:00	08:00	14
	Main Gate	Nights	SIA SECURITY GUARD		1						0			0	1	18:00	08:00	14		
	South Perimeter	Nights	SIA SECURITY GUARD		1						0			0	1	18:00	08:00	14		
	Arena Patrol	Nights	SIA SECURITY GUARD		1						0			0	1	18:00	08:00	14		
			TOTALS		5		2		3			3			5					

AREA	POSITION	(DAYS or NIGHTS)	STAFF TYPE	FRI 04 AUG			SAT 05 AUG				SUN 06 AUG				TOT HRS
				Start	Fin	Hrs	#	Start	Fin	Hrs	#	Start	Fin	Hrs	
MANAGEMENT	MANAGEMENT	Days	SEC MANAGER			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	LOGISTICS	Days	SUPERVISOR			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	CONTROL	Days	RADIO OPERATOR			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	LOGGER	Days	STEWARD			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	ST GEORGES HALL	Days	SIA DOOR SUP.			0	2	10:30	23:00	12.5	2	10:30	23:00	12.5	50
MAIN ENTRY	SUPERVISOR	Days	SUPERVISOR			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	2IC	Days	2IC			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Soft Ticket Check	Days	STEWARD			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Picker	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Search Lanes	Days	SIA DOOR SUP.			0	8	10:30	23:00	12.5	8	10:30	23:00	12.5	200
	Search Tent	Days	SIA DOOR SUP.			0	2	10:30	23:00	12.5	2	10:30	23:00	12.5	50
	Exit Lane	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Library Entry Lane	Days	STEWARD			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	EV (TBC)	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
MAIN STAGE	SUPERVISOR	Days	SUPERVISOR			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	2IC	Days	2IC			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Pit Safety	Days	STEWARD			0	3	10:30	23:00	12.5	3	10:30	23:00	12.5	75
	Pit Gate	Days	SIA DOOR SUP.			0	2	10:30	23:00	12.5	2	10:30	23:00	12.5	50
	Backstage	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	EV4/ Backstage Gate	Days	STEWARD			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Town Hall Ped. Route	Days	STEWARD			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Accessible Viewing	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Response Team 1	Days	SIA DOOR SUP.			0	2	10:30	23:00	12.5	2	10:30	23:00	12.5	50
	Ped. Stair route	Days	STEWARD			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	FOH	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
MAIN ARENA	SUPERVISOR	Days	SUPERVISOR			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	2IC	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Response Team 2 (Bars)	Days	SIA DOOR SUP.			0	2	10:30	23:00	12.5	2	10:30	23:00	12.5	50
	EV 1	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	EV 2	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	EV 3	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	EV 4	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	EV 5	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Response Team 3	Days	SIA DOOR SUP.			0	2	10:30	23:00	12.5	2	10:30	23:00	12.5	50
	Response Team 4	Days	SIA DOOR SUP.			0	2	10:30	23:00	12.5	2	10:30	23:00	12.5	50
	Stage 3	Days	SIA DOOR SUP.			0	1	10:30	23:00	12.5	1	10:30	23:00	12.5	25
	Stage 2	Days	SIA DOOR SUP.			0	2	10:30	23:00	12.5	2	10:30	23:00	12.5	50
OVERNIGHT ASSET PROTECTION	Main Entrance	Nights	SIA SECURITY GUARD				1	23:00	10:30	11.5	1	23:00	10:30	11.5	23
	Backstage	Nights	SIA SECURITY GUARD				1	23:00	10:30	11.5	1	23:00	10:30	11.5	23
	South Perimeter	Nights	SIA SECURITY GUARD				1	23:00	10:30	11.5	1	23:00	10:30	11.5	23
	Arena Patrol	Nights	SIA SECURITY GUARD				1	23:00	10:30	11.5	1	23:00	10:30	11.5	23
FRIDAY ONLY ST GEORGES HALL	SUPERVISOR	Nights	SUPERVISOR			1	19:00	23:00	4						4
	SIA DOOR SUPS	Nights	SIA DOOR SUP.			3	19:00	23:00	4						12
TOTALS						4				58				58	

The stewarding and security will be covered by Paramount Security.

The roles expected by the steward / security person at each identified position will be made to determine whether a SIA registered person will be required.

Paramount Security shall deploy competent stewards who have undertaken training appropriate for crowd safety management, and where necessary have obtained relevant qualification / licence from the SIA.

All stewards will be readily identifiable by uniform and those undertaking SIA-designated duties will have the relevant SIA badge available for inspection.

The principal duties of Paramount Security event security and stewards staff are to:

- Promote and protect public safety
 - Provide information to the public
 - Assist in the delivery of licence conditions
 - Regulate access to the event site (through ticket inspection and perimeter patrols), and access to restricted places such as stage and technical areas
 - Act as a readily identifiable point of contact for the public
 - Provide intelligence and feedback to the Organisers relating to activities on the site
 - Assist in carrying out agreed emergency procedures
 - Assist in the reporting of incidents and the taking of witness statements, securing of incident sites etc
 - Assist the Police or other statutory body in carrying out their duties
 - Where appropriate, assist in the direction of traffic within the event site
 - To assist with the management of off-street traders, working with the local council and trading standards
 - The onsite concessions will be managed by event staff working with security at agreed locations; there will be no others within the site boundaries
 - Off-street traders must have a peddlers' license; event security will work with the local council and Police to manage this
 - Where applicable, trading standards may need to be involved
- .
- Security will check tickets on entry and manage the wristband exchange for young adults wishing to purchase from the bars onsite; these individuals will need to have proof of ID as per the alcohol plan
 - Security will remind the public attending they will not be able to bring their own food or drinks into the arena; this is part of the terms and conditions of entry and will be clearly stated not only on the website but at the entry points to the arena and signage to the same
 - Security will manage a queuing lane system and at the point of ticket checks, bag checks will be carried out in the interest of safety

Event-specific briefings will be given to all stewarding personnel prior to the show admitting any audience members. These will take place on the evening of the 4 August 2017 and the morning of both festival days - 5 & 6 August 2017.

The Security team will have external patrols in the site monitoring assessing the crowds and public; they will feed back to the Event Control any issues as they occur and monitor and manage any build up of people queuing on entrances etc.

Security will be working out on the streets outside the World Museum, City Library and St. George's Hall and St. John's Gardens as ambassadors to ensure that roads and pavements leading to the site are kept clear – as part of this they will manage and maintain the red routes to the site.

Externally to the site, Security will be deployed as needed to the local train station to help direct people to the site if required as part of the dynamic plan; if it is felt that Security needs to be permanently at this site it will be addressed as part of the overall event plan.

The event Security will work with the local Police and, based on any prior intelligence that they might have, adjust operational plans accordingly.

Security & Stewarding numbers will be based upon a risk assessment rather than a precise mathematical formula and will take account of mandatory positions and all relevant circumstances, including previous knowledge of the event of this nature. Security / Stewards will be located at key points including: stage pit area, backstage, bar, entrances and exits. The appropriate provision of SIA security stewards will be allocated, taking into consideration the roles and duties involved.

Stewarding provision for the Hope & Glory Festival concert will be based on a capacity of 12,500.

Cover for Event Day will include the following positions, the number of which shall be confirmed on appointment of security provider:

- ☐ Total SS (Safety Stewards non SIA) queueing lanes
- ☐ SIA (Security Industry Association) Bars
- ☐ SIA FOS
- ☐ SIA Backstage inc close protection
- ☐ SIA Search team
- ☐ SIA Response team
- ☐ Stewards

- ☐ SIA S (Security Industry Association Supervisor)
- ☐ SIA Controller
- ☐ SIA M (Security Industry Association Manager)
- ☐ Plus on build and break-down days, SIA security for the site

On assessment of the security aspects for the event, there is no direct request for additional Police to help in the management of the event. The event would welcome the presence of the Police as it provides a level of confidence that often Security companies cannot provide, and they are on hand to deal with any matter concerning crime.

In addition to the management of the crowd onsite, there will be a strict policy of no alcohol allowed in or out of the site. This will be noted by Security who will act in accordance with this.

All security and stewarding matters or incidents must be directed to Event Control.

ALL EMERGENCY PROCEDURES WILL BE LED BY THE EVENT MANAGEMENT TEAM AND EVENT SECURITY

All onsite event personnel / workforce will follow all / any instructions given by the Event Management team or Paramount Security staff.

RECORD ANY INCIDENT IN EVENT LOG BOOK BOOK / EVENT CONTROL LOG

Recorded dependent on role of Officer (Supervisor or Security Officer).

COMPLETE INCIDENT REPORT

To be completed by all Security Staff who are involved in an incident.

COMPLETE CUSTOMER DOCUMENTATION

This will be completed by Security Management and Event Control.

Supervisors and Management will be onsite to:

- (a) Provide a pro-active approach to partnership / business development between Hope & Glory Festivals, Paramount Security, Local Authorities, Emergency Services & others of the security deployment
- (b) Promote best practice and by extension continuous service delivery improvement
- (c) Advise Hope & Glory Festivals & Event Control on matters regarding Security and Health & Safety
- (d) Ensure that onsite security personnel have the required knowledge, skills,

equipment and attire to perform above the agreed requirements

- (e) Liaise with Onsite Security / Police Specialist Unit
- (f) Retain auditable, effective records relating to Access Control in conjunction with client's requirements
- (g) Influence Onsite Security Culture
- (h) Sustain security establishment for the contracted period required
- (i) Reinforce in place security team with relevant security assets as required

MAIN RESPONSIBILITIES FOR SECURITY AND STEWARDS

- (a) Access control of both pedestrians and vehicles onto dedicated areas at the Hope & Glory Festival
- (b) Be informed, polite and understanding when managing the public
- (c) General Patrol and Perimeter Security
- (d) Response to Security Incidents
- (e) Searching of attendees
- (f) Traffic management
- (g) Event Control Duties
- (h) Liaise, support and work with Event Day Safety Officer

Items of equipment required and provided

- You will need to be wearing PPE as required
- You will need to wear high visibility clothing as required, ear protection as required and hand-held radios.
- Whilst on duty DO NOT SMOKE or USE YOUR PHONES FOR PERSONAL REASONS
- You will be given welfare breaks for this purpose

Accepted Radio Protocols Policy Description

All radio users are expected to practice and promote the use of proper radio protocol and approved terminology for communicating.

Policy Rationale

The radio network will only work effectively if all radio users follow communication protocols and use the radio respectfully. The use of correct radio protocol will:

- Ensure a clear, common language and understanding of venue communications
- Reduce the possibilities of misunderstandings
- Enhance the safety, security and efficiency of working in a busy operational venue
- Workforce emergency messaging principles are based around a system of coded messages
- Workforce radio conversations can be heard by other client groups, the media and other members of workforce
- Radio users must be sensitive and use appropriate and approved terminology to prevent miscommunication, to protect data and ensure clients can be provided with a safe and secure environment to affect effective command and control of the situation. Sensitive conversation should not be communicated within close proximity of the public and preferably in a private location. Radio users must keep their messages clear and succinct

Policy Implementation

The following is a high level synopsis of protocols and terminology that will be implemented through training and procedures.

Accepted Protocols

- A Call-Sign is a means of identifying the role of the person using the radio
- All radio users will be assigned a Call-Sign. When making a radio call, address others (and yourself) by using the specified Call-Sign and not by their personal name

The Call-Sign for the Event Day Control Room is 'CONTROL'

Bomb Threat / Firearms Incident

In the event of suspicious items being discovered, the following key actions should be applied:

1. Do not touch suspicious items
2. Move everyone away to a safe distance
3. Prevent others from approaching any suspicious item
4. Communicate safely to staff, visitors and the public
5. Use hand-held radios or mobile phones away from the immediate vicinity of any suspect item
6. Remain out of line of sight of the suspicious item, and behind ballistic cover
7. Notify Event Control, who in turn will notify the Police
8. Ensure that whoever found the item or witnessed the incident remains on hand to brief the Police
- 9.

In addition, the 5Cs and 5Ws will be used:

5Cs

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

5Ws

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

Minimum Cordons

Letter size/small parcel: minimum 100 metres; Suitcase/Holdall: minimum 200metres; Vehicle: minimum 400 metres.

Dealing with Firearms Incidents

Bear in mind the following actions should be undertaken without exposing yourself to unnecessary danger:

Cover

The first action to be taken is to find cover. There are two types:

- Cover from view - whereby the person carrying the firearm cannot see you
- Cover from fire - ballistic cover that affords protection from bullets

Examples of good ballistic cover could be:

- Behind substantial brickwork, reinforced concrete or steel structures
- Behind the engine block of a motor vehicle
- Behind a substantial living tree at its base
- In the open, look for undulating ground and seek out hollows or mounds that provide substantial protection
-

Confirm

- It is a firearms incident to the Police
- The exact location of the incident
- The numbers involved, numbers of attackers and direction of travel
- The type of firearm(s) involved. Are they handguns, long-barrelled or automatic weapons?

This information is important to the Police as it indicates the potential firearms capabilities of the attackers – long-barrelled weapons are generally more effective over long ranges whereas handguns are more effective over shorter distance.

Contact

- The Police must be contacted immediately via 999 with the information set out in the Confirm section above
- Use all communication means available to you to inform staff, customers and others of the danger in order to save lives
-

Control

- As far as you can control the situation and limit access to the scene, do so. If safe to do so, direct others away from the danger and to a place of safety
- If indoors, stay there, secure the entrance and remain hidden from view and away from windows and doors until it is safe

Traffic Management Plan

Overview

The purpose of this document is to provide a detailed description of the proposed traffic management procedures and plans to be put in place for the Hope & Glory Festival in SGQ, Liverpool. The proposals in this are part of an ongoing discussion with Highways and Merseyside Police.

This plan will remain a 'working document' and will therefore be subject to change as dialogue with the relevant authorities continues. No changes will be made without prior agreement with Merseyside Police or the Highways department.

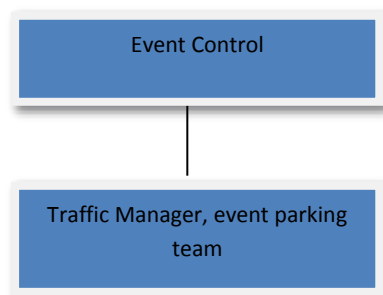
Proposed event

Hope & Glory Festival in SGQ, Liverpool – 12,500 (max) attending, 12:00-23:00 (last act 22:30) on 5 & 6 August 2017 – for additional information, please see EMP for the event.

The event is a live music festival spread over two days, featuring predominantly live guitar music over two stages, with bars, food concession and other stalls. The timings of the stage acts will not be published in advance, just the order of acts.

The maximum audience on each day is 12,500 people from a mixed age group, with the majority of the audience expected to be from the local area. There is no camping as part of this festival, and currently no known large group bookings or special transport arrangements.

Car park management and staff structure



Staff Training

All our managers and supervisors receive training in IOSH Managing Health & Safety, Chapter 8 – Units 2 and 10, for the traffic management team and first aid.

All staff will receive internal company training in safe working practices and customer service. All staff will also be briefed on the specific event site they are working at and will be issued with a staff information booklet; all staff are also issued with a high visibility tabard and or coat with a BSEN471 class 2 rating.

Public arriving at the site

Based on visitor numbers, we expect the majority of people will use the extensive range of public transport that serves Liverpool city centre.

The event will positively encourage the public to make use of all aspects of public transport – the city is served well with Mainline trains, National Express and other coach providers and has an extensive local public transport network and taxi service; all aspects will be positively promoted by the event with direct links from the event website.

Due to the size of the event, there are no special provisions with mainline trains or National Express and the event will rely on the exiting timetables. The event is timed to enable those attending to be able to use public transport post-event on both days.

Public parking

We expect that those arriving by car will make use of all the local parking areas, which will be published in advance of the event and stated on the festival website.

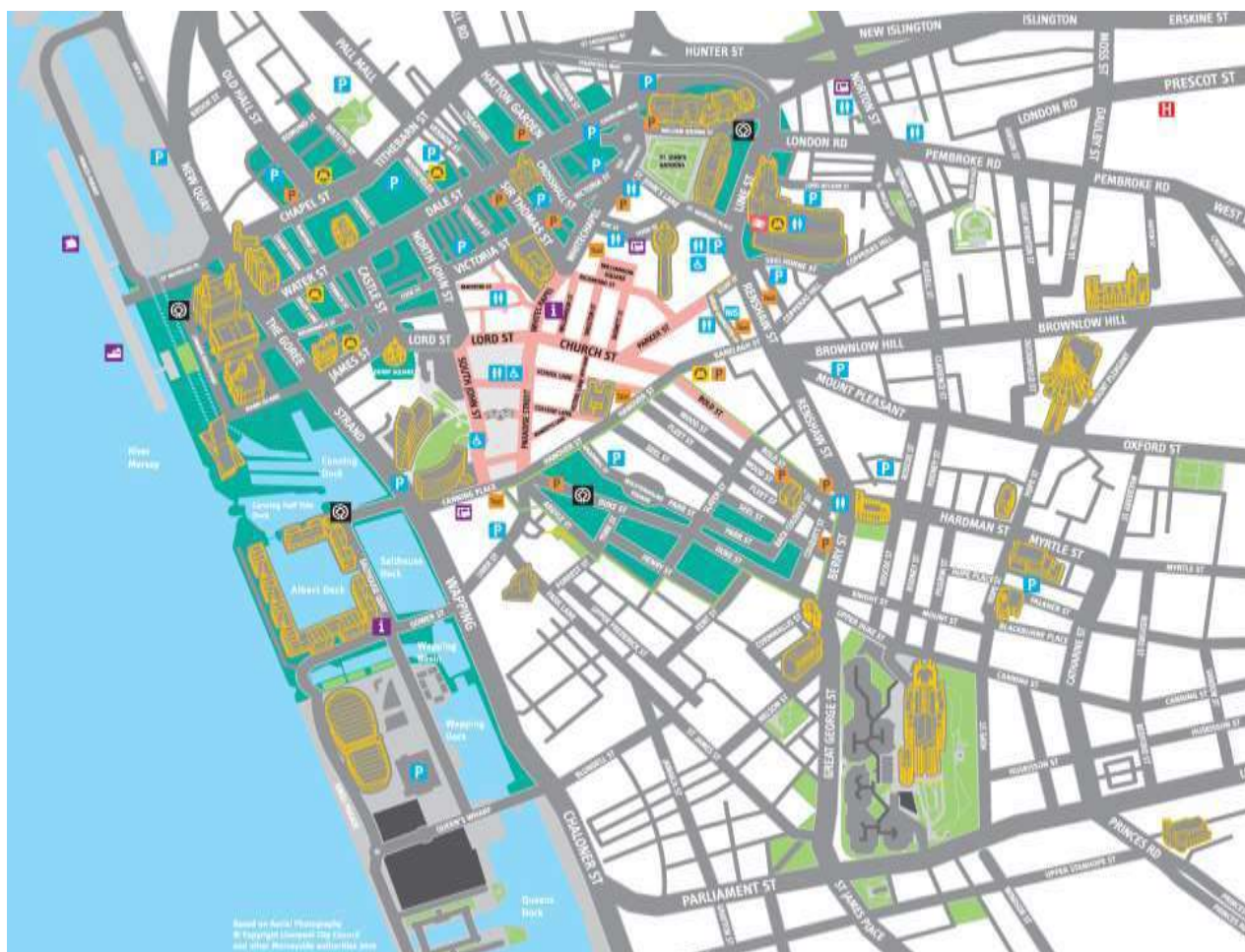
There is plenty of parking off-street around the festival site which the public will be directed to (see map below).

www.HopeAndGloryFestival.co.uk/info/getting-here

This provides for a potential parking availability that far exceeds the requirement for the festival.

<http://liverpool.gov.uk/parking-travel-and-roads/council-car-parks/>

<https://www.ncp.co.uk/parking-solutions/cities/liverpool>



They will also be directed to sites including:

<http://liverpool.gov.uk/parking-travel-and-roads/council-car-parks/>

<http://www.parkopedia.mobi/parking/uk/liverpool/?arriving=201702161630&leaving=201702161830>

<https://www.justpark.com/uk/parking/liverpool/>

For public transport:

<http://www.merseytravel.gov.uk/Pages/Welcome.aspx>

Around Liverpool:

http://www.thebluecoat.org.uk/files/docs/Visitor_Guide_resized.pdf

We expect the majority of people to arrive over an intensive three-hour period on both days. The plan takes into account and that all visitors will leave the site at the same time beginning, at 22:30hrs both days of the festival.

1.1 Site description and access points

The site's primary access is via the top end of William Brown Street for the public. Artists will enter via the south of William Brown Street and will be accommodated inside St George's Hall, with limited parking to the front.

(See Site Plan - Appendix L)

Red Routes will be directly into the backstage area and the north end of William Brown Street.

As a main road surrounds the site, Fire Tenders and other emergency services will be able to gain entry via the exit / entry points to the park, which will be controlled by event security for the duration of the event.

The main muster point, should it be required, will be to the front of St George's Hall.

There will be a taxi drop-off point and coach drop-off if needed, to the front face of St George's Hall on the internal loop.

Public arriving on foot will approach the site from all of the surrounding streets and local transport hubs. Public routes nearest to the site will be managed and, where required, barriers will be in place to control the public at controlled crossing points.

There will be specific signage from Liverpool Lime Street to the site. There will be localised signage directing the public to the main entrance / box office.

1.2 Overview of road layout in proximity to the site

The main road used will approach the site via Pembroke road, leading to London Road from the east, and from the West via Chapel Street leading to Tithebarn Street. In addition to those mentioned, there will also be routes across the city.

The external road signage will be contracted to the AA, indicating the location of the main site entry and to parking locations near the site and for blue badge holders. The signage schedule will be agreed with Merseyside Police and Highways.

All routes leading to the site will take note of restrictions in place and the AA will install their signage noting the restrictions. There will also be specific information on the website as to ideal routes to avoid the traffic management plan, likewise they will be informed of the ideal timelines to be at the event site.

At the point of sale, it will be mentioned that there is no onsite parking. This will be reiterated on the website and people will be advised to make alternative plans.

2 Map of exiting traffic locations and transport points



2.1 Expected Traffic Levels and Arrival Times

We expect that inbound traffic specifically for this event will begin arriving from 1200hrs with the main flow beginning at approximately 1400hrs and ending at 1600hrs.

We would expect in the region of one car per three people (public). With 12,500 public tickets and at least 2,000 people coming by their own cars, this would relate to 666 cars per day with possibly less on the Saturday.

The event is not intending to close any of the surrounding roads, allowing free flow for the normal daily traffic on the Saturday and Sunday.

The peak exit times will be from 2230hrs to 2300hrs, dependent on the ability of the local roads to move the traffic off site.

2.2 Access Routes

Entrance A (Main entrance, non-vehicle unless blue light) – access for VIP, disabled, coaches, drop-off, public and Museum visitors, traffic and pub traffic.

Entrance B (West, bottom of William Brown Street) – Production, Red Route public entrance, allowing some buildings pre-event pedestrian access.

2.3 Vehicle Labelling System

Minimal vehicle labelling will be required during the build and breakdown for contractors. The public parking is offsite so only the production and artists will need to be identified using a vehicle pass.

All Production and VIP vehicles will be issued car park passes which will be A5 in size and affixed to the windscreen of the vehicle to allow easy identification. Passes will be limited to the number of parking spaces available backstage. Any vehicles requiring site access will also be issued with vehicle passes reflecting their access permissions. These will be in place during the build and breakdown.

This will be for the build and breakdown as there will be no vehicles on site except emergency vehicles.

2.4 Post-event Traffic

As most people attending will be using public transport, post event traffic will be minimal.

Post-event, the public will be directed to all exit points to clear them as quickly and safely as possible. They will be kept to the pavement by the event stewards and low pedestrian barriers and directed to use the controlled pedestrian crossing points. It has been agreed in principle with Highways that a 10 minute hold will be in effect on St.John's Lane and on Lime Street immediately outside the festival arena at 22:30hrs (i.e. main stage end time) both days of the festival.

Staff will be onsite from the Tuesday prior to the event beginning on the Saturday, to manage the influx of production parking and assist traffic accessing the site.

During the build period, we will be notifying the people who normally park on William Brown Street that parking will be suspended for a period of time over the coming few days.

We will also have staff on duty at all times to manage the vehicles onsite and in the surrounding roads delivering to the site.

Coning Plan



3.1 Disabled

Disabled visitors will be signposted to access the event via Lime Street, with a limited number of bays to the front of St George's Hall. Drop-offs will be available near the main gate.

3.2 Buses

For public arriving by bus, the drop-off point will be clearly signposted. Those using public transport will be directed to the main bus depot. The last bus times will be displayed on the event screens.

3.3 Rail and Ride

There are no plans for a rail and ride operation. The last trains in the evening head out of Lime Street at 00:00 and 00:24. The last train times will be displayed on the event screens.

Other such train information will be on the event website along with links to National Rail timetables. The public using Liverpool Lime Street Station or James Street Station will have signs directing them to the event site. There can also be event stewards outside to direct the public to the event site.

3.4 Coach packages

There are no plans to have any coach packages. If we are made aware of any coaches bringing people to the event, they will be given an agreed drop-off point which will be the coach drop-off bay on Lime Street if the number is low.

Routes for Coaches

Coaches can follow either major route to the site depending on their start location. At this stage there is no reason highlighted in the traffic impact assessment to restrict the coach route. Should the need arise, a specific route can be identified and the coach companies instructed of this.

Once coaches have dropped off, at the Mersey Travel agreed bus/coach stop, they will be directed away from the site and told to park in their own pre-arranged parking offsite; where possible contact information will be recorded and they will be notified of a time when it is good to return to collect their party.

3.5 VIP/Guest/Artist/Press/

Any VIPs, guests etc will be processed offsite at a location (TBC) and car park and directed from this point to their access points onsite and their controlled spaces.

3.6 Staff Parking

All staff will be parked offsite on the event day and there will be limited parking on site during the build and breakdown. They can leave personal vehicles at their accommodation.

3.7 Pickup and drop-off / taxi operation

An area off Lime Street will be allocated for the taxi drop-off and the public will be directed to the site.

All traffic dropping off and picking up will be signed to these points, where there will be a segregated drop-off / pick-up point. Once vehicles have dropped off or collected passengers, they will be directed as needed from these locations back onto the public highway.

The proposed location for this would be on Islington Street. We are proposing to have extensive signage for the drop-off point on all routes which will also advise the public not to drop off on the highways.

Foot accesses to the main entrance, via the main gate, will be segregated for pick-up and drop-off, which will allow easy egress from the site during the peak influx of vehicles onto site.

Post-event, there will be no taxi pick-ups on Lime Street; the public will be directed to the taxi rank at Liverpool Lime Street Station.

4 Access Routes

4.1 Special Access routes for reserved parking/ coaches

None at present – coaches are to arrive to Lime Street and drop off at the front of St George's Hall to the managed coach drop-off.

4.2 Emergency services routes

We envisage two primary routes for all Emergency Services requiring access to the site, with preferred route dependent on where on the festival site the emergency is. These are:

1. Backstage of main stage route
2. A designated emergency entrance area next to the festival entrance beside St. George's Hall

At present the RVP point for the Emergency Services will be to the rear of St. George's Hall; should the need arise to change the location, this will be decided at the discretion of the Police on the day.

Note: Traffic Marshals are trained to give priority to Emergency vehicles and will ensure they gain priority access at any access point throughout the event and receive unimpeded access onsite at all times.

The emergency services route (Red Route) will be via the main gate and the production gate. If they are required, the barriers will be removed and public will be cleared to allow access for the emergency vehicles.

5 Exit routes

5.1 Exit during peak flow into site

Via the main gate.

5.2 Any special arrangements required

The festival is taking place in a city centre location and we will have a detailed schedule of works, and an arrival plan of our transport movements.

When a large truck or other delivery arrives at our bone yard, it will be checked in and then directed to the site on a timed drop-off to prevent vehicles backing up on the main routes into the city centre. Our qualified staff will manage this part of the event process.

5.3 Public vehicle checks

Not required, as all checks will be carried out at the site entrances.

5.4 Reserved / VIP vehicle checks

Not required, as no artists will be accessing the event site, only emergency services.

Coaches / buses

Coaches and buses will be directed to the large coach towards the Echo Arena, with all passengers checked as per pedestrians at the main entrance point.

6 Communications

6.1 Pre-event communication with the public

Information will be sent out with tickets, via press releases and in information communicated directly from the Hope & Glory festival.

The event website features a traffic information page detailing the routes to the event from various locations. Satellite navigation co-ordinates will direct people to the start of each route where ticket holders will be instructed to pick up the signs. Ticket holders will also be advised not to arrive at the event during specific key times to avoid congestion occurring through a mix of local traffic and event traffic.

There will also be details of the train services in operation and the coach service and lift share scheme. There will be direct links to the operators.

6.2 During event communication with public

Various media channels will be in use.

The AA will be contracted to carry out the signage requirements for the event. Event signage will start from the motorway junctions and direct traffic along each route. We will also have signage advising of 'No Access to Non-residents' on local roads around the site. There is a full list of signs that are planned to be installed by the AA – this list will be submitted to the Highways Department for approval.

The production company will contact the National Traffic Advisory Service and traffic information will be relayed to them throughout the event, which will then be relayed to local radio stations.

6.3 Communication to local residents

We will be informing directly local parish councils and interested parties and try and assist them with any concerns in relation to the traffic.

Advance warning signs of the event and additional traffic will be erected one week prior the event.

Channels would include meeting local councils, interested groups and via press releases.

6.4 Event planning communication with relevant parties

There will be ongoing meetings with Event organisers, Highways, Police, St George's Hall, other relevant partners and the local licensing council.

6.5 Onsite operational communication

Radio communications will be monitored and controlled via a central control point manned for the duration of the event. All traffic management radio communications will be routed through this central control point. The Radio Control Point will liaise with Event Control who will, in turn, have responsibility for dissemination of that information, as required, across other agencies and working personnel. Event Control will then manage that issue and will liaise with Traffic Management Control upon resolution.

Note: The only exception to the above procedure would be in instances where the Emergency Liaison Team require radio communication. In such instances, the Event

Control will talk direct to any appropriate party and will hold priority over other transmissions. Event Control will comprise representatives of: Emergency Services (TBC), Production, Venue management, Event Manager, Head of Security (or Deputy)..

7 Emergency Services

7.1 Police

The traffic police provision is yet to be confirmed.

We will maintain dialogue with the Police to inform them of our developing plans and seek their advice and guidance on these matters. The same shall apply with the Highways team. The Police have confirmed that it is not envisaged that a Police Silver will be appointed for this event. However, we welcome any uniformed on duty police officers to attend the event. We would ask that any non-uniformed officers wishing to call in at the event let us know in advance of arrival so that we may let our security team know to expect them..

7.2 Highways

The road cones and other street signage will be installed by A1 Traffic and monitored by qualified traffic staff.

8 Maintaining routes to and from site

8.1 Vehicle recovery and tow away

Signs will be erected along the stretch of road around the venue stating that 'towing is in operation' – see signage schedule. The recovery company is yet to be appointed (and this is subject to discussion).

The production company will contract a vehicle recovery company to ensure any broken-down vehicles can be quickly dealt with; they will be based onsite for the duration of the event and our Control will have direct contact with them.

8.2 Roadworks

We will contact the regional network manager to ensure they are aware of the event and get details of any planned roadworks due to take place along any of the proposed event routes.

9 Signage Plan

See appendix 2 – Signage Schedule

9.1 Route signage

See appendix 1 – Route plans

9.2 Temporary orders signage (if required)

At this moment we do not require any such orders to be in place. We are not looking to have any speed restrictions or formal road closures in place save traffic on William Brown St during the build, festival and production egress from the site, but would like to discuss the placement of road cones on the residential / highways routes into the site to prevent parking where there are no double yellow lines in place.

See appendix 1 – Temporary orders

11.2 No Waiting

To enforce the street marking, cones and signs will be placed on the residential roads in the immediate vicinity of the site; these locations are to be agreed with the Police and Highways team, subject to further discussion. A working principle has already been discussed in a meeting with Highways and Mersey Travel in attendance. It is envisaged that we will cone the roadside that borders St. George's Hall Plateau. The same would be applied at the festival End of Old Haymarket.

13 Cancellation

Should the event need to be cancelled, we would erect static signage on all the routes advising of this. Signs and Security staff will be posted at all entrances to advise any ticket holders who do arrive at the event how to proceed; should a significant volume of traffic still be approaching the site, one of a set of pre-defined contingency plans will be enacted in consultation with the Police.

We would approach all our media partners to communicate the news and also use social media and the website to inform the public of the issues and cancellation.



(Hope & Glory Event) (Various Roads) (Temporary Prohibition of Driving) (Special Events) Order, 2017

NOTICE IS HEREBY GIVEN that the Council in exercise of its powers under Section 16A of The Road Traffic Regulation Act, 1984, and all other enabling powers on the 21st July 2017, intends to make the following Order, in respect of various roads in the City, which is required to enable the above-mentioned special event to take place.

To prohibit any vehicle: - (1) Other than an emergency services vehicle, or a vehicle associated with the event, from entering, leaving, or proceeding in **William Brown Street, L3**: - (a) from a point 90m west of its junction with Commutation Row to its junction with Old Haymarket; & (b) from Commutation Row for a distance of 90m in a westerly direction, **from 1am on the 1st August 2017 to 11.59pm on the 9th August 2017**, to enable the stages to be built before, maintained during and dismantled after the event; & (2) Other than an emergency services vehicle, from proceeding along: - (a) **Lime Street, L3**, between its junctions of Lord Nelson Street and St. Georges Place; (b) **St. Georges Place, L3**, between its junctions of Elliott Street and Roe Street; (c) **St Georges Place, L3**, between its junctions of St. Johns Lane and Lime Street, to enable a traffic management company to close the roads for **periods of between 10-15 minutes from 10pm to 11.30pm on the both the 5th and 6th August 2017**, or for such lesser or greater period of time as dictated by the completion of the event.

The restrictions set out in this Order shall not apply: - (a) To anything done with the permission or at the direction of a Police Constable in uniform; & (b) To any vehicle being used for police, fire brigade or ambulance purposes or for the purposes of a statutory undertaker in any emergency (such as the loss of supplies of gas, electricity or water to premises in the area) which requires vehicles to be brought onto any section of highway to which the Order applies. The Order will not have the effect of preventing at any time reasonable access for pedestrians to premises situated on or adjacent to any road to which the Order relates or to any premises only accessible to pedestrians from such a road.

J.G. 734

Dated 13th July 2017. Jeanette McLoughlin, City Solicitor, Legal Services, Municipal Buildings, Dale Street, Liverpool 2

Medical Plan

This plan recognises that the organiser has carried out a comprehensive risk assessment in relation to the overall event, and whilst ensuring that incidents and accidents are kept to a minimum part of the duty of care towards attendees is to provide sufficient medical management and resources on site.

The organiser and management team recognise that contingency planning is a dynamic process, and as such alterations and amendments to the plan may take place as part of the on going review as part of the risk assessment process.

The medical cover levels have been established in accordance with the Event Safety Guide (HSG 195) and current best practice and have been agreed with Merseyside medical Ltd who will prepare the medical risk assessment and plan.

The Event scores 29 using HSG 195 and the following cover will be in place:

1x Paramedic ambulance crew	6x EMTs
	1x Event Manager

The medical provision will be Merseyside Medical Services Limited who are experienced in this type of event and work on large festivals and events around the Liverpool area.

They will have two treatment areas, one in the main arena and another to the side of the small stage, close to the stage. Along with this they will also have two vehicles on site.

The numbers are based on the scoring system in the old Purple Guide, the risks and profile of the public.

NB: Merseyside Medical Services have provided a full Medical Plan which can be found as an attached addendum to this EMP.

There will be a medical tent onsite (see site plan for location).

Where an accident occurs which causes injury to either a member of the public or a member of staff, an Accident & Incident Report Form shall be completed. The Event Office shall hold all completed forms.

Staff are reminded that any incidents resulting in 'near-misses' must be reported to the management as soon as possible.

First aid kits will be available onsite at all times and from a number of locations. The Site Manager is responsible for the maintenance and replacing of equipment.

If Emergency Services are required, they will be co-ordinated via the Event Office and Event Control on the show day. Emergency Services vehicles will be directed by onsite staff to an incident scene as required.

If Emergency Services are required, the postcode for SGQ is: L1 1JJ.

Medical Risk Assessment

The event will be attended by a mix of 60% Male – 40% Female. The primary age is focused at 18+ with no upper limit.

The event will not exclude children but will impose a condition of entry that children are to be accompanied by a responsible adult and in accordance with the terms set out herein.

The security, stewarding and welfare will be based on the demographic split above.

Based on our experience of events of this nature, the following medical risks form the more likely range. Obviously, this list is far from exhaustive and a wide range of one-off or non-event related medical presentations are additionally anticipated.

For the Hope & Glory Festival, taking place in Liverpool city centre, there are a number of considerations – and additional measures and precautions may be considered, depending on the weather on the day or any other associated situations or incidents that might occur.

High Severity – Low Probability

- Medical emergencies relating to pre-existing injuries or illness, i.e. asthma, diabetes etc or by festival-goers losing or being unable to access medications (ventolin, insulin etc)
- Hypovolemic / electrolytic problems related to fluid and/or electrolyte loss – especially if warm
- Heat exhaustion (in heat) – Potentially exacerbated by poor fluid intake
- Hypothermia – especially if cold or wet
- Traumatic injury from trips and falls
- Severe allergic reactions – triggered by unfamiliar foods or insect bites / stings

Low Severity – Medium Probability

- Cuts and bruises – related to trips and falls.
- Musculoskeletal injuries – sprains, strains etc (particularly ankle injuries from walking)
- Various spontaneously recovering exhaustion / weakness / dizziness / collapse episodes (if hot or excited)
- Gastric problems (D&V etc)
- Eye problems (particularly in dusty conditions)
- Foot problems associated with walking long distances

Event Safety Guide Medical Risk Assessment:

A medical assessment of the event was carried out using the system recommended in the event safety guide (1). Separate risk assessments were carried out for the 'peak' event times (at 12,500 capacity) based on the old scoring system, which was used to focus our thoughts.

The resulting scores were 30 points at peak times – indicating medical provisions in the 21-25 category. The medical provision for the event will be based on this level of cover having identified the risks and the existing infrastructure of the event and historical information from similar style shows.

The medical cover proposed for this event exceeds these guidelines overall and predominantly utilises professional medical staff in place of the required numbers of first aiders, although the exact staffing deployment is adapted to our understanding and knowledge of relative busy and quiet periods during this event. We have a medical centre based in St. George's Hall, and a mobile medical team onsite.

The Event Safety Guide -
<http://www.thepurpleguide.co.uk>

Intention of Medical Services

The purpose of the medical operations at this event is:

- To ensure that qualified medical staff and equipment can access a casualty at any point on the event site within 5 minutes of an incident being reported and an accurate location being passed to medical control
- To ensure that, where appropriate, a non-ambulatory patient can be transported from their location to the onsite medical facilities
- To staff and operate a main medical facility during 'arena open' times where patients can be triaged and receive appropriate medical treatment to include physician-led services at peak times and to include ALS qualified healthcare professionals onsite at all times
- To staff and operate a medical facility accessible to guests the whole time the site is open to the public
- To provide a medical team in the pit / stage area during all performances to assess any patients removed from the front of the crowd by security staff, and to respond to any incidents in the stage and backstage area
- To provide a communications link between event and security staff and all medical staff to ensure medical resources can be quickly and appropriately dispatched when required

- To record all medical treatments appropriately so that statistics can be compiled, and the legal interests of all medical staff are best protected
- To provide emergency ambulance transport to local hospital for patients unable to travel by car or taxi for medical reasons

Medical Staffing

Command & Control

The following structure of command & control will be in place throughout the event:

Gold

Medical Manager – Onsite or On call during event.

Silver

Appropriately experienced Medical Duty Manager to be onsite and operational on a shift system.

Bronze

Senior Staff appointed with responsibility for the medical operation in any area or at any given incident.

Operational Staff

(To be deployed in shifts according to anticipated demand.)

Period of cover – the period the public are onsite and during key times of the event build and break down.

Staffing Plan:

ECP – Emergency Care Practitioner / Paramedic Practitioner. Ambulance or Nursing staff who have undertaken further education and training to allow them to autonomously diagnose and treat a wide range of minor injuries including an ability to suture, prescribe medications etc.

EMT / FRF – Other qualified and experienced staff. To include military medics, police medics, non-NHS EMT qualified staff, PTS / ETA staff etc and experienced ambulance first responders. These would not normally include first aiders with just HSE first aid certificates.

Resources:

One main medical treatment area and mobile response teams as needed.

A suitable area will be designated as a helicopter landing point should we require

medevac. This will be managed by the events team and security

Specific Area Details

Main Medical point (see site plan).

Medical equipment at main medical to consist of: 12 lead ecg / Monitors, Pulse Oxymeters, Portable AEDs

Full ALS Equipment, Complete Set Resuscitation & Emergency Drugs, Portable Ventilator, Powered Aspirator, Full Sets Monitoring Equipment (BM, BP, Stethoscopes, thermometers etc), Comprehensive Dressings & Minor Injuries, Equipment, Comprehensive Pharmaceuticals (Over the Counter Remedies), Limited Prescription Medications (as advised by Medical lead), Limited Surgical Procedures Equipment (Suturing, Gluing etc TBC)

Toilets and disabled toilets will be available for use by medical staff and patients.

Running water to be available in this location.

Ambulance Operations & Patient Transport

All aspects will be managed by the medical team in conjunction with Event Control and The Hope & Glory Festival security and the local health trust.

To the

Royal Liverpool University Hospital

Prescot Street

Liverpool

L7 8XP

Communications

There will be a briefing for all staff at the main medical point at the start of the event. There will also be updates for all staff throughout the event and for staff arriving during the day. After this time Event medical operation will be operational.

All medical positions (ambulances, medical points, vehicles, foot patrols etc) will be allocated a radio from the medical centre. These will have been tested for range across the event footprint and there will be a dedicated medical channel. All communications will be directed via medical control. Event staff and stewards will be on a separate radio channel and all medical calls will be passed to medical control for dispatch via a separate radio link or by telephone.

999 calls originating from the event footprint area or relating to incidents within the event will be passed by NHS to medical control via telephone.

Stewards or security staff reporting a medical call will be asked to give a precise

location. This information (along with patient information) will then be passed to medical control for dispatch of an appropriate medical asset. All foot staff will have maps for use whilst onsite.

It is essential that all medical staff report on a casualty / incident once they are on the scene. This allows call times to be accurately logged. It also allows additional resources to be stood down if not required – or allocated if needed.

Major Incidents

In accordance with standard operational procedures, responsibility for any major incident will be passed to the first (operational) NHS Ambulance Service staff to arrive, who will stand down or maintain medical staff involved at their own discretion. Mobile Resources will be deployed to the incident, if required, and triage and treatment facilities initiated onsite. Ambulances will be utilised once access and egress routes and a loading area have been established.

All medical staff on site will maintain their positions and duties unless dispatched to the scene by medical control.

Patient records

All patient records will be collected at the end of the event and stored for 5 years in accordance with all insurance requirements. These details are confidential and should be treated as such by all staff on site. It is a condition of the legal protection that is provided to staff by the medical provider that all patient treatments are accurately recorded

Medical Control		Duty Manager
Ops Manager for Event		

Catering

Crew catering is provided on this event.

Stand Down

Staff will be stood down by medical control when the areas that they are operating in are completely clear and at the end of the event. As directed medical staff should return to the main medical centres and hand in their radios and paperwork at the end of each shift.

Clinical Waste

Clinical waste will be collected at the end of the event for appropriate disposal by the medical providers' existing contracts with an approved contractor. All staff are asked to ensure that only genuine clinical waste is disposed of in the yellow bags and sharps boxes. Black bin liners will be available for all other waste.

Site Access & Egress

Staff Access & Parking

Staff working at the event will not be able to park private vehicles at the event. They should not, under any circumstances, try to drive to the medical centre without permission

Showstop Procedure

In the unlikely event that the nature of an incident may require the performance to stop in order for full control/order to be restored or to allow action by stewarding/first aid or others the procedures in this document must apply. All persons who may have a role in this procedure MUST be familiar with the actions detailed in this appendix.

There are two scenarios where the show may have to be stopped, the show stop may only be temporary while a problem is resolved – THE SHOW STOPPING IS NOT THE ORDER TO EVACUTE – but may be the first step in an evacuation of the site. Show stop may be requested by any agency or individual but may only be called by:

- 1) Stage Manager
- 2) Event Production Manager/Event SafetyManager/ Event Manager
- 3) Event Control

Then two scenarios are:

- 1) The show may need to be stopped on request of the Event Production/Safety Manager because of structural collapse, off-site events, crowd issues, extreme weather conditions or any other occurrence
- 2) The show may may need to be stopped because of crowd related issues, either temporarily , or finally – this request will come from the pit manager, or crowd spotters to the Stage manager.

The code for standby raising the alert state to amber is:

“WOULD THE AMBER TEAM LEADER REPORT TO EVENT CONTROL”

This will be delivered over both PA and radios

Action upon hearing the alert code:

Stage Manager & steward team - Switch to the emergency channel
 Maintain radio silence
 Standby for further instructions

If the instruction is given for a temporary show stop during the amber alert the Stage Manager or MC will go on stage and keep the audience informed by making an announcement as follows (or appropriate):

”Ladies and Gentlemen owing to an incident (give brief details) it has become necessary to stop the performance for a few minutes. As soon as we can we will get back to the show”

The Stage Manager/MC will be required to continue to pass on the information as is necessary.

Once the incident has been reviewed by the Event Management and the situation assessed , **unless** an evacuation is required the show control will revert to the stage manager and performances recommence.

At this point the stand down message will be passed

“A MESSAGE FOR EVENT OFFICIALS- THE AMBER/RED LEADER IS NO LONGER REQUIRED AT EVENT CONTROL”

Upon hearing this all radios will return to their designated channel.

If during amber state following consultation between Event Management and other relevant bodies including the Police or an incident arises that requires immediate evacuation of the arena the following announcement will be made:

“WOULD THE RED TEAM LEADER REPORT TO EVENT CONTROL”

Action upon hearing the alert code:

Stage manager -	Escort the artist from the stage	-
	Ensure the FOH sound engineer has the emergency announcement channel open	
	Be ready to make any announcements as necessary	

Stewards -	Switch to emergency channel
	Maintain radio silence

When receiving the instruction from event control the Stage Manager/MC will make the following announcement:

“LADIES AND GENTLEMEN THIS IS A SAFETY ANNOUNCEMENT, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL IT HAS BECOME NECESSARY TO EVACUATE THE CONCERT ARENA. PLEASE WALK TO ANY AVAILABLE EXIT AS QUICKLY AND QUIETLY AS POSSIBLE AS DIRECTED”

The Stage Manager /MC will continue to with the announcement until the majority of the audience have left the arena.

Noise management Plan

A full noise management plan has been agreed as part of the Premises Licence conditions and includes the following:

Noise impact from the event will be minimised by implementation of the following measures:

- Use of appropriate sound systems
- Music Noise level to be established by sampling during sound checks and monitored by the house sound operating engineer,
- Additional monitoring will be undertaken as necessary to establish limits
- The Music Noise Levels will not exceed either 95dB (A) over a 15 minute period at the mixing desk or 65 dB (A) over a 15 minute period at 1 metre from the façade of any noise sensitive premises
- The Event Production/Safety Manager shall ensure that at all times during rehearsals and performances a responsible sound engineer is in attendance at the FOH mix position to ensure compliance with sound levels
- The Event Production/Safety Manager shall ensure that amplified music is only played at the times laid down in the Music licence for the event
- Sound levels will be monitored to ensure compliance with the Noise at work Regulations and conditions of the Premises Licence. The risk assessment will take into specific account the requirements of the regulations, identifying risk areas for noise control and areas where PPE is appropriate
- Radio communications equipment used in noise sensitive areas to be specifically adapted to protect staff from exposure to high levels of sound
- The telephone number 07912762850 will be available to be advertised for persons who may want to complain about any noise.
- Event control will maintain a log of any such complaint.

TRANSFER OF CONTROL FORM

The management of the event accept that in regards to an Emergency Situation /Major Incident, as defined by the Home Office, they are compelled to hand authority of the event site to the senior Emergency Service Officer present.

This is to certify that I

(Name).....

(Signature).....

In the position of.....on behalf of Hardwick
Live

Transfers authority for the control of the Event
.....

At:

On:

(time)..... (Date).....

To:

(Name).....(Rank).....

(Signature).....

Of:

(Emergency Service) assuming control.....

On the occurrence of a major incident, namely (specify
incident).....

.....
.....

RETURN OF CONTROL

This is to certify that I

(Name).....(Signature).....

In the position of.....on behalf of Hardwick
Live

Accepts the return of authority for the control of the Event

At:

On:

(time)..... (Date).....

From:

(Name).....(Rank).....

(Signature).....

(Emergency Service) returning control.....

On the successful resolution of the situation that caused a major incident to be
declared.

Contact List

Lee O'Hanlon	Event Manager & Promoter: tinyCOW Events / Hope & Glory Festival	07912762850 Lee@tinyCOW.co.uk
Richard Agar	Production Manager / Health & Safety	07710652402 bravura@ukgateway.net
Andrew Gordon	Production Manager #2	07446983072 andrewkgordon@me.com
Phil Mulhaire	Main Stage Manager	07966548803 pmulhaire@yahoo.co.uk
David Cameron-Pryde	Second Stage Manager	07968156503
Lee O'Hanlon	Artist liaison & Production Infrastructure	07912762850 Lee@tinyCOW.co.uk
Warren King	Noise Consultants	01883 718690 warren.king@vanguardia.co.uk
Lee Alan Fletcher & Paul Mansi Paramount Security	Security & Stewards	Alan@paramountstewarding.net 07930439248 Paul@paramountstewarding.net 07930439246
Joshua Masheder Merseyside Medical Services	Event Medical Provider	07733 271642 0151 345 6785 josh.masheder@merseymedical.co.uk
Samantha O'Hanlon (Show) William Luff (National) Warren Higgins (Regional & online)	Press – tinyCOW PR: Wilful PR Chuff Media	Sam@tinyCOW.co.uk William.Luff@wilfulpublicity.co.uk warren@chuffmedia.com
Ticketmaster, Eventbrite, TicketQuarter, Skiddle	Ticketing	Contact: 07912762850 Lee@tinyCOW.co.uk

Waste Management Plan

Waste management for the event will be provided by Streetscene

The waste management plan has been designed to deliver an effective litter and waste management service for the Hope & Glory, providing a detailed plan for waste management during the event ensuring all members of the operational team are briefed and understand their responsibilities.

The operational plan will ensure that waste generated from the event can be regularly and safely removed from the site in a safe and professional manner.

This will be achieved by ensuring that:

- The location of team members and their activities are managed by a competent team leader
- All members are easily identified by wearing high visibility clothing
- Risk Assessments and method statements have been drawn up and communicated to all team members

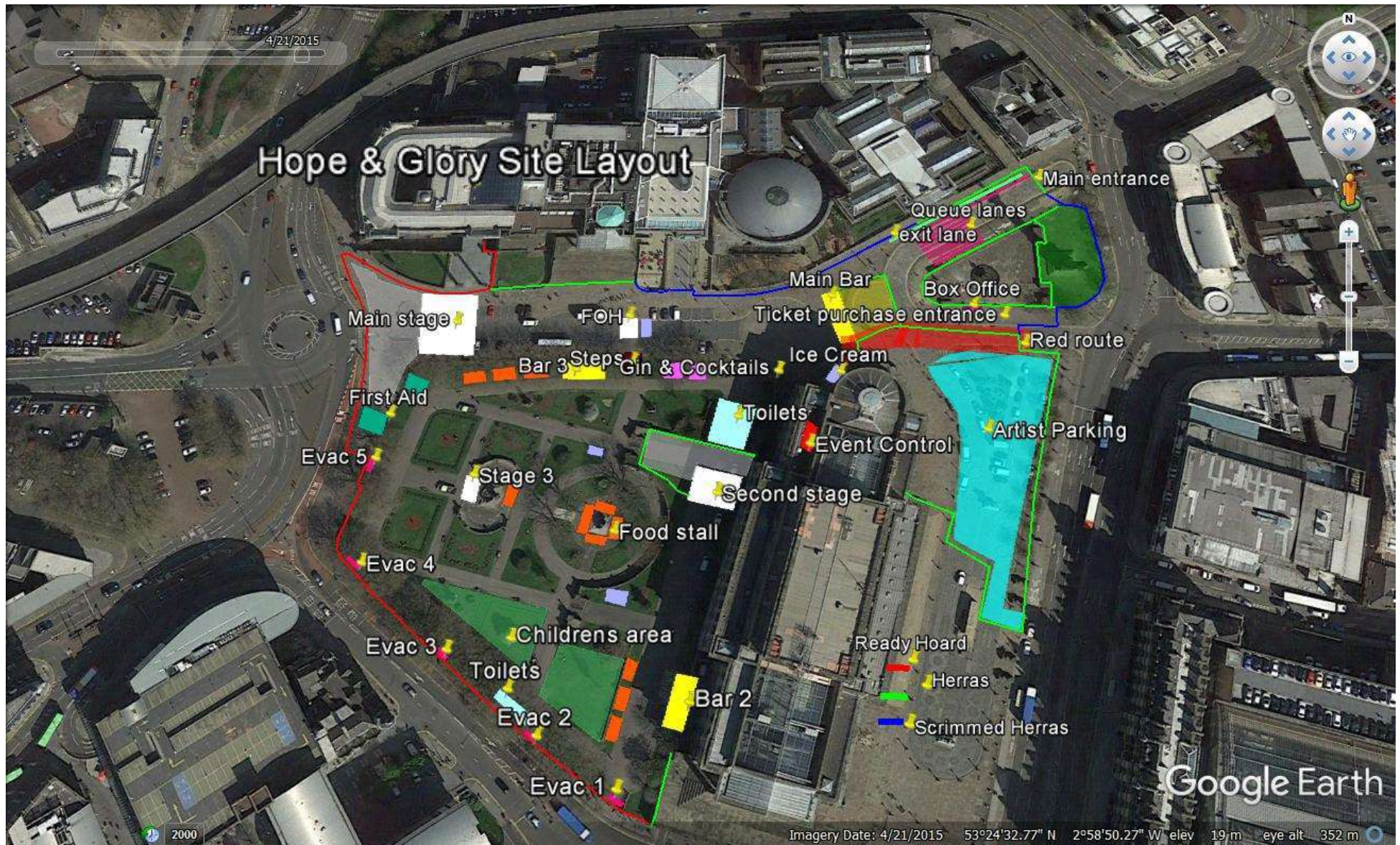
Operations plan

The plan has been designed to ensure that the arena and surrounding events area are effectively cleaned prior to the public being admitted, during the event, and after the event. Litter and waste is managed at peak times and a targeted plan is in place to fully clean the site once the removal of all infrastructure is completed.

This will be achieved by:

- Temporary litter bins being deployed in high pedestrian traffic areas
- Temporary bins being placed adjacent to all food concessions
- Large “wheelie” bins being provided to all food concessions for disposal of trade waste
- A proprietary waste disposal vehicle and operative will be on site during operating hours for the disposal of waste from temporary and large wheelie bins
- Regular manual litter picking of the site during operating hours
- Supervisor to monitor all temporary bins and ensure emptying and replacement of bins as they become full

Site Plans



Fire Risk Assessment & FFE Plan

Fire Safety is an integral part of event safety. Many other sections of this Event Management Plan cover specific or additional precautions, or support the overall aim of Fire Safety – for example the cleansing programme or restrictions on catering. In addition specific fire risk assessments are included in Appendix A.

Specific fire risk assessments will be required from all contractors/concessions that create a significant risk so that all organisations work together with the organisers to produce a Fire Safe Environment.

Fire risks will be reduced by:

- Use of event infrastructure with valid fire certificates
- Provision of sufficient appropriate fire fighting equipment located at all high risk areas – generator compounds, stages, food concessions
- A co-ordinated approach to planning with the emergency services
- Use of trained stewards who are briefed on the location of fire fighting equipment
- Prohibition of the use of petrol generators unless specifically agreed with the Event Production/Safety manager
- Any LPG to be used in accordance with current guidance
- Power supplies and distribution to be installed by qualified electrician

Exit Calculations

Evacuation Calculations

Total site capacity = 12,500.

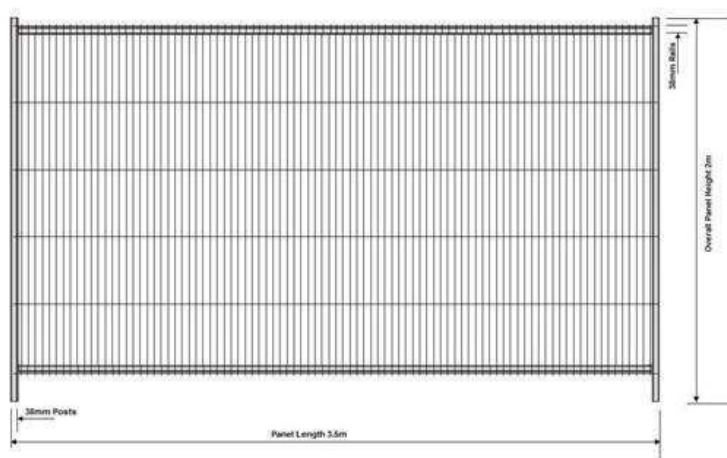
The site is designed to be able to either move people away from a hazard or to evacuate the whole site is designed for a max capacity of 12,500 people the exit points are designed to allow people to clear the whole site within 4 mins.

Each exit point is a min of 3000mm, and there are a total of there would be a minimum of 24,000mm of exit width giving a total of 45.71 exit units, a 1 unit being = 525mm.

Thus allowing 4.571 people a minute to flow through, so in a 3 minute timeline 13,713 people could have passed out of the exits. So on these calculations the site could be cleared within 3 minutes if required.

Herras panel outer fence line

This will be perimeter fence



There is an option on which of the evac points could be used depending on the nature of the incident. If we were unable to use one or two then there is still capacity in the plan to allow for evacuation; the public will be directed to muster points to the front of SGH.

The break points in the fence line will be clearly signposted and lit.

The public would be directed to muster areas.

All external areas will have festoon lighting and these areas will be managed as part of the overall security plan.

Perimeter fence evacuation points

Depending on the nature of the full site evacuation, there are a number of options to direct the public. Below is a list of the evacuation points and the brief description of the route for the public. Having looked at existing breaks in fencing or gates, the following Evacuation points have been selected:

Please see site plan for further information

- (1) All exits and gateways are unblocked and staffed by stewards throughout the event
- (2) All exits are kept clear at all times
- (3) All exits and gateways are clearly signed and illuminated
- (4) All exits lead to a place of safety

Each of these evac points will be positioned to ensure they are a direct route to normal site exits to avoid pinch points

Each of the evac points will have a high level banner indicating the exit, similar to the one in the picture:



Emergency Procedure

If the event were cancelled once opened, the Event Team would meet to discuss the safest way to ensure the egress of visitors from the site. This would very much depend on the nature of the cancellation. At this meeting it would be decided what briefing would be given to the media via the promotional team who will be based onsite, in conjunction with Merseyside Police and Liverpool City Council to prevent more people travelling to the event.

In the very unlikely event that the cancellation would require an immediate evacuation of the site, announcements would be made via the public address system from each area as per normal evacuation procedure to firstly clear the area. Security personnel would begin to sweep the Arena to ensure that people are moving towards the exits. In an evacuation situation, it is imperative that people are given clear, concise instructions to prevent panic or disorder and to ensure that they are managed safely.

Because of the size and layout of the site, it is extremely unlikely that a full, immediate evacuation would be necessary. There are many options available to ensure that a safe evacuation could take place and there shall be room to marshal visitors to safe areas until it is safe to remove them from site. Such actions would wholly depend on the nature of the cancellation.

The Event Team shall have full control over all Event Staff to aid the clearing of the site.

In the event of an emergency, the show shall be stopped and all 'house lights' put on. A voice message will be activated over the speaker system asking all persons to evacuate the area. Front of house staff shall ensure that people evacuate to a safe location.

Response to any emergency will be provided by the appropriate Emergency Service(s) in the normal way, and it is not the intention of the organisers to either duplicate or replace this facility. However, it is likely that stewards or other event personnel may be the first on the scene, so the procedures herein are intended to enable an appropriate initial response before appropriate specialist teams arrive.

The principal decision-makers on site are the Promoter and the Production Manager and Event Safety Officer. They will be responsible for determining the appropriate course of action during normal operations and in response to an incident. Their decisions will be based on intelligence and advice offered by the Head of Security, Medical Manager and other staff.

For clarity it should be emphasised that these other personnel will provide support and advice, but the responsibility for deciding on a course of action and initiating a response shall fall to the Promoter and/or the Production Manager.

Communications between all principal staff shall be via radio handset, backed up by mobile phone. A telephone will be provided for communication off-site i.e. to the emergency services.

It would be of little value to list innumerable scenarios that may be presented onsite; instead reliance must be placed on having a clear chain of command, competent decision-makers and a robust means of communication on and off-site.

In respect of any incident, the priority of any personnel at the scene shall be to advise the Production Manager, at the earliest safe opportunity and by the quickest available means (which will normally be radio). The Production Manager & Safety Officer will determine the appropriate course of action and issue instructions accordingly.

In all instances, stewards or other event staff should keep notes in an event log book of incidents and actions taken. These records will assist in a review of the event and may be required as evidence in any investigation.

If a serious incident has occurred or is imminent, the Production Manager & Safety Officer may determine that staff should be brought to a heightened state of readiness.

The Production Manager shall broadcast the following radio announcement:

“Attention all call signs – standby for emergency action. All staff to observe radio silence and await further instruction” (repeat)

On hearing such a radio call staff must:

- Maintain radio silence
- Prepare to make announcements to the public
- Prepare for public evacuation
- Await instruction

1.1

1.2 Evacuation Procedure

If the incident is sufficiently serious, the Production Manager (in consultation with other key staff) will initiate emergency action including the evacuation of all or part of the event site.

The decision as to whether an incident warrants evacuation of the event site shall be made by the Production Manager in consultation with the Safety Officer and Senior Steward.

Instructions will be issued to staff via radio:

- Security, technical and medical personnel will be directed to the incident by the Event Manager
- Security, at emergency exits will open the perimeter fencing

- Guests shall be cleared from the immediate vicinity of the incident and immediate action taken to safeguard property and life (if this does not put personnel at risk) until the incident has been suitably contained
- Security and event staff will assist in directing members of the public towards the designated temporary evacuation area at the southern side of the hard standing
- Security will keep access routes clear for emergency vehicles and will prevent other vehicle movement
- **See also Major Incident Plan**

The operators of the PA system will be contacted to interrupt the current programme and broadcast pre-scripted announcements along the lines of that given below:

*“Ladies and Gentlemen, your attention please. This is an important safety message. Due to circumstances (**explain circumstances if possible/appropriate**) beyond our control it is necessary to evacuate the site. Will you please leave as quickly as possible and follow the directions of the safety stewards. Do not stop to collect any bags or personal items. The event will resume as soon as it is safe to do so.” (repeat)*

Any decision to permit re-admission to the incident area and the re-starting of the event / stage entertainment will be made by the Event Manager in consultation with the Police and/or fire officer onsite.

Temporary muster points will be established to the front of SGH. Where possible, patrons will be kept clear of the main routes into the site to allow arrival points for Emergency Services vehicles.

1.3 Liverpool City Zones

For identification purposes , Liverpool Emergency Planning has divided the city into zones, the plan below identifies these zones, if a full site evacuation is required the audience should be directed to head towards a zone advised by the emergency services

Liverpool City Centre Public Information Zone Map



1.4 Fire within the Event Site

Should a member of Security staff or any member of the Event Production Team discover, or be advised of, a fire within the event site they must:

- Raise the alarm with the Production Manager/Safety Officer, informing them of the nature and location of the incident. They will in turn alert the Fire Service by 999 calls.
- Initiate evacuation of the public, traders and others from the vicinity of the incident.

- Tackle the fire with appropriate fire fighting equipment (FFE) – but only if competent to do so and if it can be done without placing themselves in danger.
- Assist in clearing an access route for Emergency Services vehicles.
- Once the incident has been dealt with and the site declared safe by the Fire Service, the Production Manager will issue a 'stand down' call and the event may recommence.

Lost Children Procedures

LOST CHILDREN PROCEDURE & VULNERABLE ADULTS

This form can be adapted to manage a given situation should we have a vulnerable adult to manage. The situation will be assessed by senior Event Management, Head of Security and medics.

- **FOUND CHILDREN:**
- **If you find a lost child under the age of 16, they must be taken IN THE FIRST INSTANCE to the Event's Lost Children's Area and handed over to the event representative (TBC or delegate). Care of the child will be undertaken by event nominated personnel. At all times the child shall not be left unattended and by less than two people.**
- The Lost Persons & Vulnerable adults' Manager will record the child's details on the 'Missing Child ID Form' along with the details of the person handing the child in.
- The Lost Persons' Manager & Vulnerable adults will notify Security Control of all lost children placed in their care immediately. Security Control will retain ONE MASTER list and will update the Organisers, Security and the Production Office regularly.
- When the PARENT/GUARDIAN makes themselves known, they must be taken DIRECT to the Children's Area, located onsite (please see site plan).
- The Lost Persons' & Vulnerable adults Manager must make all reasonable checks into the validity of the parent/guardians identity. A record of their Driving License or other form of ID should be taken and a PHOTOGRAPH (head/shoulders shot) should be taken of the parent/guardian with the child. We reserve the right NOT to release the child until sufficient proof of ID has been submitted.
- A tannoy/screen message will NOT BE BROADCAST UNDER ANY CIRCUMSTANCES to locate any lost/found child unless in an emergency and authorised by a senior member of the event team. If permission is given, then no personal details of the child are to be broadcast, merely "All parents seeking lost children should go to the Event Children's Area near...etc".

LOST CHILDREN & VULNERABLE ADULTS:

- If a child/person is reported missing to you, take a brief description and report it directly to Security Control, **BUT ONLY BY TELEPHONE FOR PRIVACY – DO NOT USE A RADIO** (as the radios may be being listened to).
- Security Control will contact the Lost Persons & Vulnerable adults' Manager.
- Take the parent/guardian directly to the Children's Area where they must wait. This is located ...etc.
- ☐ If the child is not found and it is felt to be at particular risk (ie very young) then an ALL-STATIONS alert will be issued and all Security Staff should ensure that a child matching the description given is not taken past their post. In an emergency, Security should also contact Control **BY TELEPHONE** to help.
- If you find a lost child and the parents make themselves known to you **BEFORE** you get the child to the Children's Area, then you must **STILL TAKE BOTH** the parent and child to the Children's Area in order to have their ID formally verified.

LOST/FOUND PERSONS OVER THE AGE OF 16:

Persons who are lost over the age of 16 should be told to go and wait (and/or leave a message) at the meeting point. If they are in a state of distress, or have learning disabilities, then they may be taken to the Children's Area.

Lost Child & Vulnerable adults ID Form

Date: **Form No:**

PRIVATE & CONFIDENTIAL: NO PERSONAL DETAILS WILL BE DIVULGED OR STORED ON A COMPUTER.
NB: FOR SECURITY, A PHOTO MAY BE TAKEN OF THE PARENT/GUARDIAN WHEN THE MISSING CHILD IS COLLECTED.

CHILD'S DETAILS:			
Child's full name:			
Nickname:		male / female?	(delete)
Time reported:		am / pm?	(delete)
Where last seen:			
Description:	Age:	D.O.B:	Clothing:
	Build:		
	Hair colour:		
	Eyes:		
	Height:		
	Distinguishing marks:		
For ID purposes ask child and parent: Do you have a family pet?	Yes / no	Type of pet:	Pet's name/s:
	Child response:	Child response:	Child response:
	Parent response:	Parent response:	Parent response:
DETAILS OF PARENT/GUARDIAN:			
Name:			
Address:			
Mobile:			

Home Telephone:		Other telephone:	
How did you get to the event? Coach / bus / taxi / car* (delete)		(*If car, where parked?):	
DETAILS OF PERSON FILLING IN FORM:			
Name:			
Signature:			
Contact details:			
What form of ID did you take?		Photo taken of parent/guardian? If so, put photo no. here:	
RESULT:			
Child found? Police now in charge? Put all relevant details here.....			
OFFICIAL USE ONLY:			
<ul style="list-style-type: none"> • Contact SECURITY CONTROL with the above details. • File this form in the ONE main 'Lost Child' folder. 			

Adverse Weather Plan

Wind Management, Lighting & Adverse weather policy

General

The stage roofs have been designed to a wind speed of 25m/s, as recommended by the ISE Report on Temporary Demountable Structures. BS6399 Pt 2 has been incorporated in all structural checks of the roof and is referred to by our engineers prior to building onsite.

The stage roof will have a Remote Wireless Anemometer and Weather Station as standard, allowing onsite monitoring of the weather. There will also be a hand-held Anemometer to record wind speeds.

The stage roof systems incorporate fast-release sheets, which may be rapidly removed in the event of exceptional wind conditions. The possible need to remove sheets is described below.

The same can be done with large tented structures on the event site.

Precautions

There operates a number of pre-emptive measures to manage unfavourable weather conditions. Onsite, responsibility for weather monitoring lies with the crew chief during the build or the standby at other times. The onsite independent safety advisor will be present.

Consultation of two reputable weather data services

(http://www.metoffice.gov.uk/weather/uk/uk_latest_weather.html)

is carried out on a daily basis by office staff. The data feeds relevant to the geographical area where we are currently operating are then compiled into archives which are held on our system. (S:\Adverse Weather Management\Weather Archives).

The installation of a Remote Wireless Anemometer onsite provides ancillary climate information to the Stage babysitter or standby staff, enabling them to make informed decisions about procedure. They will consult with Production Manager as to the wind speeds and they will agree the action required and inform Bronze Control and other concerned parties.

Duties of the Stage crew and office are detailed below.

Unattended Stages

Stages being left overnight should be left in a 'vented' state with all doors opened. Lights and PA should be dropped and infill sheets removed should a wind speed of 15m/s or higher be forecast.

Operational Procedure in Adverse Conditions

Level 1 Windspeed (60% of design load) 19.4 m/s – 43 mph

When monitoring registers a gust wind speed in excess of 19.4m/s (measured at 10m above ground level) in conjunction with an increasing general trend of recorded wind speeds, staff should be put on alert that action may be required and if erection is still in progress consideration should be given to delaying further erection.

- The roof should be "vented" by means of the removal of the infill sheets
- Event Production to be briefed on possible further actions
- The Stage area should be designated a hard-hat zone
- Suspended video screens and PA equipment may need to be lowered and secured

Level 2 Windspeed (80% of design load) 22.3 m/s – 50 mph

When monitoring registers a gust wind speed in excess of 22.3m/s (measured at 10m above ground level) in conjunction with an increasing general trend of recorded wind speeds, the operational procedures defined in the management plan should be implemented and the site secured against access by the public.

- The area is deemed unsafe and Production/Event staff are made aware that the show will not go ahead
- Stage and surrounding area should be cleared of all but essential personnel

Wind Chart

The maximum gust speed is the maximum instantaneous speed that occurred during the hour ending at the time of entry.

The terms used for describing wind strength are as follows:

Beaufort Force	Description	Average speed at 10 metres above the ground		
0	Calm	Less than 1 knot	(less than 1 mph)	
1-3	Light	1 to 10 knots	(0.7 to 12.2 mph)	0.3 to 5.4m/s
4	Moderate	11 to 15 knots	(12.3 to 17.8 mph)	5.5 to 7.9m/s
5	Fresh	16 to 21 knots	(17.9 to 24 mph)	8 to 10.7m/s
6	Strong	22 to 27 knots	(24.1 to 31 mph)	10.8 to 13.8m/s
7	Near gale	28 to 33 knots	(31.1 to 38.3 mph)	13.9 to 17.1m/s
8	Gale	34 to 40 knots	(38.4 to 46.4 mph)	17.2 to 20.7m/s
9	Strong gale	41 to 47 knots	(46.5 to 54.7 mph)	20.8 to 24.4m/s
10	Storm	48 to 55 knots	(54.8 to 63.6 mph)	24.5 to 28.4m/s

Note: Beaufort Forces apply only to average wind speeds and should not be used in reference to gusts. The speeds given above would be considerably exceeded in gusts. For example, in a gale, gusts of over 48 knots (over 55 mph) are common.

1 knot = 1.15078 miles per hour = 0.51444 metres per second

Stage Staff Responsibilities

Weather Management Liaison's Daily duties

- Either 'Lucy' (the stage's computer system) or hand-held Anemometer to be used
- Acquire a five-day forecast for the area from the Met Office website
- Log in to (http://www.metoffice.gov.uk/weather/uk/uk_latest_weather.html) and get wind speed ratings for the area
- Save this data into the relevant directory; each date should have its own subfolder. Create one if none exists

- Where either of the weather data sources predicts that weather conditions are going to be unfavourable (i.e. above 15 m/s (33mph) wind) contact the relevant member of onsite personnel
- During builds and takedowns, the site contact is the crew chief and during the show the site contact is the standby. This information is available through consulting the crew sheets and standby sheets which are in the office
- The site contact should be contacted and informed that unfavourable weather is expected

Crew Chief / Standby duties regarding weather management

- Ensure you can readily access a copy of the Wind Management, Lightning & Adverse Weather Policy and that it is known to all concerned parties. The file is accessible via direct email on request
- Install a weather station/anemometer at the highest practical point on the structure during the build
- In normal conditions, monitor the readout of the weather station on an hourly basis and record the data using form WSL1
- When the readouts begin to register 15 m/s wind or higher, or the Weather Management Liaison informs you that adverse weather is expected, begin to monitor the readouts every 15 minutes using form WSL2
- Inform the Production Staff that remedial action may need to be taken
- Consult the Wind Management, Lightning & Adverse Weather Policy which details the practical action which must be taken in certain conditions

• Lightning Protocol

Whilst the festival will take general measures to protect persons at risk from lightning injury, a more nuanced approach is required regarding the suspension of activity on stage. The general lightning safety briefing sheet for crew is at the end of this document.

• Pre-Event

The services of a professional meteorological organisation shall be engaged to supply weather forecasting services to the event. Electronic forecasts will be emailed 3 x daily.

The event shall also provide access to real-time lightning-tracking software, giving near instantaneous plotting of cloud-to-cloud and cloud-to-ground strikes. Access to the online tracker is via <http://www.netweather.tv/index.cgi?action=lightning;sess.>

The Event team shall identify those technical elements which are directly linked to stage production, and those which can be “isolated” to operate under a reduced generator arrangement in the event of lightning causing stage closure; so far as is practicable the joining of common earths to the stage infrastructure.

The power provider shall make arrangements for the multiple synched generators running stage to be swiftly reconfigured to maintain power from a single set, whilst the other sets are powered down and disconnected.

• Condition Green

In the absence of any lightning threat, the event will be deemed to operate in Condition Green.

- **Condition Amber**

On receipt of a forecast which indicates that lightning may be a possibility within **12hrs**, Event Control will establish a Condition Amber, which brings all parties to a state of awareness and general alert:

- Event Control will contact all parties and share information on weather forecasts
- Communicate regularly by phone or radio to provide assurance and update (seeking to avoid the assumption that no communication equates to a lack of risk)
- Make preparations for weather protection and brief/re-brief crew

Condition Amber will continue until the threat has passed, or until such time as the threat is escalated. If a storm is approaching, Event Control will maintain contact with all parties, providing regular updates and advising on preparations which may be required should the chance of lightning increase.

- **Condition Red**

At a point where lightning is recorded at a distance of 10 miles or less from the main stage, a Condition Red alert will be issued by Event Control, and the following action taken:

- Stop all work at height (Event Control to clear observation towers, access high level areas)
- Bring crew down from spot-chairs (if applicable)
- Implement weather protection
- Maintain open comms channel with Event Control
- Stand-by to implement further control measures (Stage & Production Managers advised of potential need to interrupt programme)
- Technical crews advised to be on stand-by to power down

Normal stage and broadcast activity to continue

Condition Red may continue as the storm tracks past the site. Once lightning has reached a consistent minimum distance of 10 miles for 20 minute, the lightning status will revert to Condition Green.

- **Condition Purple**

If however the storm continues to approach the site, or at any point where lightning strikes are directly observed within the car park or perimeter, or are registered on the lightning tracker within 3 miles, the site shall enter Condition Purple.

The following actions shall be taken:

- The Event Management will undertake a show-stop and phased power down of the main generator sets
- The public will be advised before PA and video are turned off. (Depending on act/timing a potentially extended process of show-closure may be required)
- The power provider will implement arrangements to power event control
- All performance stages will be shut down as per the show stop plans

Give the potential for start/stop/start instructions if we try to re-commence too quickly, Condition Purple shall extend until such time as lightning activity is demonstrably receding and the nearest

strike has been consistently beyond 3 miles for 20 minutes. At such time the site will revert to Condition Red and stages may restart (the process of gearing-up for re-start may have commenced before the final 20-minute count).

Event Control will consult with all relevant parties prior to re-start.

Lightning Safety

Event Control will provide warning of approaching thunderstorms, however you may be the first person to be aware of lightning. So, if you see lightning you should contact Event Control or your Line Manager. You should take self-protection measures whenever lightning is in the vicinity.

STOP!

- Stop all work at height
- Come down from elevated positions including any observation towers, security trees, ladders and tall structures of any sort
- Lower cranes, hi-abs and pickers
- Stop performances at height. Get the public down from viewing platforms, high decks and play structures

1.1

How to Survive a Lightning Strike

Crouch down low like a baseball catcher. Get as low as you can. The nearer you are to the ground, the less likely you are to be struck by lightning. But never lie down!

If your hair begins to stand on end or your skin starts to tingle, a lightning strike is imminent. Immediately get into the crouching position. Lightning may strike without this warning, however.

Place hands over ears to minimize hearing loss from the loud clap of thunder that will boom very close to you.

Don't touch any possible conductors.

The only thing touching the ground should be the balls of your feet. Lightning can hit the ground first, and then enter your body. The more you minimize your contact with the ground, the less chance of electricity entering your body.

Touch the heels of your feet together. If electricity from a ground strike enters through your feet, this increases the chances of the electricity going in one foot and out the other, rather than into the rest of your body.

DO...

Get inside a regular building, cabin or car/van

In large tents, try to stay away from kingpoles

If feel your hair raise or your skin tingle – adopt the position shown above

Give this information to your crew and the public

NAME _____

SITE _____

DATE _____

Time	Windspeed
9.00 am	
10.00 am	
11.00 am	
12.00 pm	
1.00 pm	
2.00 pm	
3.00 pm	
4.00 pm	
5.00 pm	
6.00 pm	
7.00 pm	
8.00 pm	

Bomb Threat & Firearms

• **Bomb Threat / Firearms Incident / Local Emergency (Major Incident)**

In the event of suspicious items being discovered, the following key actions should be applied:

- ☐ Do not touch suspicious items
- ☐ Move everyone away to a safe distance
- ☐ Prevent others from approaching any suspicious item
- ☐ Communicate safely to staff, visitors and the public
- ☐ Use hand-held radios or mobile phones away from the immediate vicinity of any suspect item
- ☐ Remain out of line of sight of the suspicious item, and behind ballistic cover
- ☐ Notify Event Control who in turn will notify the Police
- ☐ Ensure that whoever found the item or witnessed the incident remains on hand to brief the Police

In addition, the use of the 5Cs and 5Ws will be applied.

5Cs

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

5Ws

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

Minimum Cordons

Letter size/small parcel – minimum 100 metres
 Suitcase/Holdall – minimum 200metres
 Vehicle – minimum 400 metres.

Dealing with Firearms Incidents

Bear in mind the following actions should be undertaken without exposing yourself to unnecessary danger.

Cover

The first action to be taken is to find cover. There are two types:

- Cover from view – whereby the person carrying the firearm cannot see you
- Cover from fire – ballistic cover that affords protection from bullets

Examples of good ballistic cover could be:

- Behind substantial brickwork, reinforced concrete or steel structures
- Behind the engine block of a motor vehicle
- Behind a substantial living tree at its base
- In the open, look for undulating ground and seek out hollows or mounds that provide substantial protection

Confirm

- It is a firearms incident to the Police
- The exact location of the incident
- The numbers involved and event team descriptions of attackers and direction of travel
- The type of firearm(s) involved. Are they handguns, long barrelled or automatic weapons?

This information is important to the police as it indicates the potential firearms capabilities of the attackers – long barrelled weapons are generally more effective over long ranges whereas handguns are more effective over shorter distance.

Contact

The Police must be contacted immediately via 999 with the information set out in the confirm section above.

Use all communication means available to you to inform staff, customers and others of the danger in order to save lives.

Control

As far as you can control the situation and limit access to the scene, do so. If safe to do so, direct others away from the danger and to a place of safety

If indoors, stay there, secure the entrance and remain hidden from view and away from windows and doors until it is safe

Local Emergency (Major Incident)

The role of the first person who suspects that a local emergency (major incident) is taking place is to collect relevant information about the incident. The following mnemonic is used to systematically obtain this information to be passed to Event Control for onward transmission to the Emergency Services:

- S** SURVEY THE SCENE
- A** ASSESS THE SITUATION
- D** DISSEMINATE THE FOLLOWING INFORMATION
 - C** CASUALTIES - APPROXIMATE NUMBERS OF INJURED AND DEAD, NATURE OF INJURIES
 - H** HAZARDS - PRESENT, E.G. FIRE, BROKEN GLASS/DEBRIS, SMOKE. POTENTIAL - FALLING DEBRIS, UNSTABLE BUILDINGS, RISK OF EXPLOSION FROM NEARBY PETROL STATION OR OTHER SOURCE
 - A** ACCESS - BEST ROUTES FOR EMERGENCY SERVICES IF PRE-PLANNED 'RED ROUTES' ARE COMPROMISED
 - L** LOCATION - EXACT LOCATION WITH STREET NAMES OR IDENTIFIED LOCAL LANDMARKS OR MAP REFERENCE IF POSSIBLE
 - E** EMERGENCY SERVICES – THOSE ALREADY PRESENT AND REQUIRED, CONSIDER OTHER NON EMERGENCY SERVICES, E.G. BUILDING SURVEYORS FOR UNSAFE BUILDING, OR UTILITY COMPANIES FOR DAMAGE TO UNDERGROUND SERVICES, AND THE MILITARY FOR LOGISTICAL SUPPORT

- T** TYPE OF INCIDENT – IS IT A MAJOR INCIDENT INVOLVING FIRE, EXPLOSION, BUILDING COLLAPSE, VEHICLES, OR CHEMICALS
- S** START MAKING A RECORD OF ACTIONS/DECISIONS MADE AND WHY

Safety event checklist

Safety Inspection Checklist
(Before, during and after the event)

Walk-through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Event Name and Location: Hope & Glory Festivals, SGQ Liverpool

• ***Before the event***

☐ Prior to Event

• ***Site access/egress***

• Yes • No

- | | | |
|---|--------------------------|--------------------------|
| • Are entrances/exits clear? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are staff/stewards in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can emergency vehicles gain access? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are pedestrians segregated from vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are security precautions in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have adequate signs been provided? | <input type="checkbox"/> | <input type="checkbox"/> |

• ***Site condition***

- | | | |
|--|--------------------------|--------------------------|
| • Is site free from tripping hazards eg cables, potholes, footpath defects etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are permanent fixtures in good condition eg seats, fencing, signage etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has vegetation been cut back, debris removed and the area made safe? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are the predicted weather conditions suitable to allow the event to continue in a safe manner? | <input type="checkbox"/> | <input type="checkbox"/> |

• ***Attractions/activities/structures***

• Yes • No

- | | | |
|--|--------------------------|--------------------------|
| • Have all structures been completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all structures been inspected and approved by a competent person where required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all activities/attractions sited correctly and checked? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all activities/attractions supplied evidence of insurance and health and safety requirements. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all potentially hazardous activities segregated and/or fenced as required? | <input type="checkbox"/> | <input type="checkbox"/> |

- Have temporary flags/decorations been installed correctly and checked? ☐ ☐
- Have all hazards been considered?
(i.e. there have been no new hazards introduced) ☐ ☐

Event provisions

- Is fire fighting equipment in place? ☐ ☐
- Is lighting in place where required? ☐ ☐
- Have electrical supplies/equipment been checked/certified? ☐ ☐
- Have toilets been provided where required? ☐ ☐
- Are first aid facilities in place? ☐ ☐
- Is control centre in place and public address system working? ☐ ☐
- Are adequate waste bins in place? ☐ ☐
- Are stewards in place? ☐ ☐

Defects noted:

.....

.....

.....

Remedial action taken:

.....

.....

.....

Printed Name of Inspector:

Signature:

Date of Inspection:**Time.**.....

Location:

- ***During the event***

☐ **Prior to Event**

- ***Site access/egress***

• **Yes** • **No**

- | | | |
|---|--------------------------|--------------------------|
| • Are entrances/exits clear? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are staff/stewards in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can emergency vehicles gain access? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are pedestrians segregated from vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are security precautions in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have adequate signs been provided? | <input type="checkbox"/> | <input type="checkbox"/> |

- ***Site condition***

- | | | |
|--|--------------------------|--------------------------|
| • Is site free from tripping hazards eg cables, potholes, footpath defects etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are permanent fixtures in good condition eg seats, fencing, signage etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has vegetation been cut back, debris removed and the area made safe? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are the current weather conditions suitable to allow the event to continue in a safe manner? | <input type="checkbox"/> | <input type="checkbox"/> |

- ***Attractions/activities/structures***

- | | | |
|--|--------------------------|--------------------------|
| • Have all structures been completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all structures been inspected and approved by a competent person where required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all activities/attractions sited correctly and checked? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all activities/attractions supplied evidence of insurance and health and safety requirements. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all potentially hazardous activities segregated and/or fenced as required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have temporary flags/decorations been installed correctly and checked? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all hazards been considered?
(i.e. there have been no new hazards introduced) | <input type="checkbox"/> | <input type="checkbox"/> |

Event provisions

- | | | |
|--|--------------------------|--------------------------|
| • Is fire fighting equipment in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is lighting in place where required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have electrical supplies / equipment been checked / certified? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have toilets been provided where required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are first aid facilities in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is control centre in place and public address system working? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are adequate waste bins in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are stewards in place? | <input type="checkbox"/> | <input type="checkbox"/> |

Defects noted:

.....

.....

.....

Remedial action taken:

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Printed Name of Inspector:

Signature:

Date and Time of Inspection:

Location:

After the event

• ***Exhibitors/attractions***

• **Yes** • **No**

- Have all attractions been dismantled and removed?
- Have all exhibitors vacated the venue?
- Have all vehicles left the venue?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Temporary facilities

- Has all equipment been dismantled and removed?
- Have all structures been dismantled and removed?
- Have temporary markers such as stakes, ropes, flags etc been removed?
- Have any holes/trenches etc been made good?
- Have all temporary electric installations been isolated and made safe?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Waste collection

- Has all waste been collected satisfactorily?
- Has all waste been removed from the site?
- Have all residue fire hazards been checked eg fireworks, bonfires?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Venue condition

- Has any damage to permanent facilities, buildings or the ground been reported?
- Has any damage been found during inspection?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If the answer to either of the above is yes, then describe briefly below:

.....

.....

.....

• ***Incidents/accidents***

• **Yes** • **No**

- Were any incidents/accidents reported during the event?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

If yes, describe briefly below. (If there was personal injury then please complete accident report form and return to the Council)

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Remedial action taken:

(Please advise the Council of any damage found and remedial action taken)

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Printed name of inspector

Signature

Date of inspection

Alcohol Plan

Mandatory Condition: Supply of Alcohol

It is noted that there are plans to have 4 public bars onsite:

Both serving a limited range of alcoholic drinks, which will be competitively priced in line with local traders. This should prevent the need for people to leave site to obtain alcoholic drinks.

At all points of sale, the staff and Security will monitor the volume of alcohol consumed by the public attending and manage accordingly.

- No supply of alcohol may be made under the premises licence:
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or;
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

(2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence. Other individuals who do not have a personal licence will get training from the DPS or nominated body with regards to the law in relation the sale of alcohol onsite, a full list of names and contact details will be kept of all persons undergoing training.

Sales of Alcohol

The Premises Licence Holder will prepare and agree with the Licensing Authority and Local Police Authority an Alcohol Management Plan that will include:

- Details of staff training, recording of such training and arrangements to provide such records to Merseyside Police and Trading Standards
- Staff will monitor the bars and the Personal Licence Holder will enforce compliance with the Licensing Act 2003
- Proposals to comply with the requirement that no person under the age of 16 will be admitted in any structure utilised for the sale of alcohol unless accompanied by an adult
- Confiscation of alcohol in respect of anyone who appears to be under the age of 18
- In respect of any open air event or marquee used, the sale of liquid refreshments, including alcohol, will be made in polycarbonate containers, plastic bottles, plastic or waxed paper cups except any form of liquid refreshment within the event site for consumption at that event; no glass will be used, and any such items will be retained by the staff and not handed to the customer
- For any category A or B event, at least four Personal Licence Holders shall be employed in addition to the Designated Premises Supervisor and each will have responsibility for a designated area specified for the sale of alcohol. The plan will detail how they will manage alcohol sales and arrange storage in a safe and legal manner for the duration of the event.

- For any events deemed appropriate by the Merseyside Police or Trading Standards, no persons under the age of 16 to be allowed on to the site unless accompanied by a person of the age of 18 years or over
- The Premises Licence Holder shall at all times comply with the provisions of the Alcohol Management Plan (either as submitted to or modified by the Licensing Authority and Merseyside Police in consultation with the Premises Licence Holder)
- A Challenge 25 proof of age scheme will be operated at any bar or any alcohol outlet and will be adhered to by all staff. There will be sufficient signage to notify all members of the public of the operation of the scheme
- At the point of entry, persons over the age of 18 years with approved identification (such as photo driving license, passport or PASS card with hologram) can obtain a wristband that confirms their age and enables better service at the point of sale, as a check will already have been made by Security
- A written refusals book will be maintained at each bar or outlet where alcohol is provided or sold on the licence site. This book will be bound and clearly marked. The following information will be recorded for every refusal:
 - The time of refusal
 - The item refused
 - Name or description of person refused the sale
 - Reason for refusal
 - Name of staff member making the refusal
- The supervisor on duty will sign or countersign all entries in the refusal book at the end of each shift
- All refusal books will be made available for inspection to any Police Officer, local authority, licensing officer or Trading Standards Officer at any reasonable time
- No person under the age of 18 is permitted to sell alcohol, unless involved in a training bar programme working in the bars or such other area as may be notified to Merseyside Police
- No person will be permitted to exit the event boundaries with alcoholic / non alcoholic drinks; this will be monitored by the Event Security

QUESTIONNAIRE FOR ALL CATERERS/TRADERS

This form must be completed in block capitals and returned to:

Production Manager: Richard Agar

Tel: 07710 652402

(ONE FORM TO BE COMPLETED FOR EACH UNIT ON SITE)

Name of Company	
Name of Proprietor	
Address	
Postcode	
Telephone	
Fax	
Email	
Are you a member of M.O.C.A.?	Yes / No Membership No

Units and Vehicles

Number of Vehicles/Units to be brought onto site

Please indicate type of unit (Please circle)

Stall Purpose Built Tent/Marquee Vehicle Converted Vehicle

Other (Please specify)

Please indicate maximum size of unit/s, allowing for tow bars, door and serving hatch-opening requirements.

	Unit	Stock Vehicle on Site	Other
Length (including tow bar)			
Width (including serving hatch)			
Height (including signage/banners)			

All dimensions in metres unless stated otherwise.

Foods

Main type of food to be sold _____

Please specify the full range of foods prepared on site

.....
.....
.....

Please indicate which foods you carry either for sale or as an ingredient

Milk	Shellfish	Fish	Ice Cream	Cream
Poultry	Salad	Meats (raw)	Meats (cooked)	Egg Products

If any food products are prepared or stored in a place other than the vending vehicle or stall, please state what is done and where

.....
.....

Will food be delivered to the site by a separate supplier and if so what arrangements will be made for reception. **YES/NO**

.....
.....

Please indicate the following facilities you intend to provide on site.

Sinks	Soap	Refrigerator/s	Microwaves
Hot water supply to Sink	Nailbrush	Freezer/s	Cooking hob/s
Wash hand basin/s	Hand drying facilities	First Aid Kit	Grill/s
Hot water to basin	Oven/s	Barbecue	Fryers

Other cooking facilities (please specify)

.....
.....
.....
.....
.....

Goods

Please outline range of goods to be sold

.....
.....
.....
.....
.....

Safety

Please indicate power source.

LPG	Diesel Generator	mains electricity (site supply)
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Other (please specify)

PLEASE NOTE: PETROL GENERATORS ARE NOT ALLOWED ONSITE

Fire Fighting Equipment Provided with the Unit:

Please state number of items

Fire Blanket

Water Fire Extinguisher

CO2 Extinguisher

Sand Bucket

Dry Powder Extinguisher

NOTE:

If you have any of the above appliances on site they must have been tested & be correctly sized

Insurance Details

Valid Till

Value (£)

Employers Liability

Public Liability Insurance

Please attach copies of certificates/cover notes

H&S Policy Statement

All organisations employing five or more full time employees are required by law to hold a current Health and Safety Policy. Please attach a copy of the current signed and dated Policy Statement if this applies.

Policy Attached

Yes / No

Name and address of person completing questionnaire.

Name _____

Address _____

Signed _____

Dated _____

Appendix U

Example Work Sign off sheets

Electrical Sign Off Complex

Part 1 Description of the activity and supply characteristics

1. Event:	2. Location or Venue
3. Date of inspection and test:	4. Supply <input type="checkbox"/> Single Phase <input type="checkbox"/> Three Phase
Max Demand: A or kVA* *delete as appropriate	
Distribution schematic attached: Y/N	

Part 2 System details (One certificate for a system fed from each separate supply)

5. Source of supply	Generator at:	Installation at:
6. Supply Earthing arrangements	<input type="checkbox"/> TN-S <input type="checkbox"/> TT <input type="checkbox"/> TN-C- <input type="checkbox"/> IT (see BS 7909,	
7. Protective devices at the source of supply	CB/fuse rating: A Type:	RCD/ Δn : mA Time delay (if applicable): Ms
8. Additional earthing Arrangements	Are additional earth electrodes deployed? Yes/No	If yes give details:
9. Interconnection of Earthing systems	Have connections between the temporary distribution and Other systems been made? Yes/No	If yes give details:
10. Protective devices in the ISU if present	CB/fuse rating: A Type:	RCD / Δn : mA Time delay (if applicable): Ms
11. Final Circuits details and tests should be shown on a separate detail sheet, where appropriate		
12. Specify any deviations from BS 7909 or the design, or other significant information:		

Part 3 Essential Inspection and tests

13. Visual inspection satisfactory. <input type="checkbox"/>	14. Polarity throughout satisfactory <input type="checkbox"/>
15. Earth Fault loop Z throughout satisfactory <input type="checkbox"/>	16. RCD 'T' buttons satisfactory <input type="checkbox"/>
17. Evidence of formal inspection and test provided and satisfactory for electrical equipment	
18. Earth loop impedance of the supply, measured at the source of supply or ISU if present Ω	
19. Date for inspection and retest:	

Part 4 Declaration

Name: _____ Responsibility on event: _____

Signature: _____ Date: _____

Test Results

[illegible]

Simple

Hope & Glory Festival 2017	
Venue Name	Date
	Time
Description of electrical installation and intended use	
3 phase single pole connectors comply: Yes / None connected (delete as appropriate)	
The person signing off the installation on behalf of sub-contractor	
Name	
Company	
Position within company	

Statement of Safety

"I hereby certify that the above electrical installation has been carried out according to agreed procedures and complies with the *Electricity at Work Regulations 1989*, and BS7909: 1998 *Code of Practice for AC electrical supplies for entertainment lighting, technical services and related purposes*, BS7430 1991 and BS7671: 2001 (Amendment No.2: 2004) *Code of practice for earthing*. And any such regulations and legislation relating to electrical safety UK or European in place as the time of signing the document.

The system has been visually inspected throughout, and all circuit protection devices tested.

The system is safe for normal use."

Signature:

Structure Sign-off Sheet

To be completed by a competent person on completion of the erection of the structure and prior to use.

Structure Description
The person signing off the installation on behalf of the sub-contractor
Name
Company
Position within company

Statement of Safety

"I hereby certify that the above structure has been installed in accordance with the designer/manufacture's instructions. The structure has been visually inspected throughout and complies with the guidance given in the institution of structural engineers' temporary demountable structures (third edition 2007)

Installation is fully complete and all structural elements, pins, walling, flooring, ballast is present.

The fabric of the structure is durably flame retardant to BS 5438:1989

The structure is safe for normal use."

Signature**Signature of Event Manager or Safety Officer****Date****Time**