





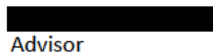
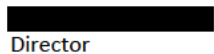


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EVENT SAFETY PLAN

Version 3.01



DOCUMENT CONTROL PAGE

Version	Date	Description	Created by	Reviewed by	Approved by
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2.01	1 st February 2019	Technical input from CSM	 Advisor	 Director	
3.01	12 th April 2019	Safety procedures – start pen, crowd management and route	 Advisor	 Director	

CSM – VBM2019
 Site Safety Plan
 12th April 2019
 Version V3.01

Table of Contents

<u>INTRODUCTION</u>	<u>4</u>
SCOPE OF REMIT	4
EVENT DESCRIPTION	5
EVENT LIAISON TEAM	6
ROLES AND RESPONSIBILITIES	6
 <u>EVENT PLANNING PROCEDURES</u>	 <u>18</u>
 <i>PLANNING AND ASSESSMENT CRITERIA</i>	 <i>18</i>
<i>POPULARITY OF THE EVENT</i>	<i>18</i>
<i>ROUTE RISK ASSESSMENT</i>	<i>19</i>
<i>CONSTRUCTION PHASE PLAN FOR CDM REGULATIONS 2015</i>	<i>20</i>
<i>START PEN: BUILD SAFETY</i>	<i>25</i>
<i>START PEN MANAGEMENT</i>	<i>26</i>
<i>FINISH AREA</i>	<i>28</i>
<i>FINISH AREA: CROWD MANAGEMENT</i>	<i>29</i>
<i>REGISTRATION AREA</i>	<i>29</i>
<i>ONSITE SAFETY PROCEDURES</i>	<i>30</i>
<i>MONITORING</i>	<i>31</i>
<i>INCIDENT MANAGEMENT</i>	<i>31</i>
 <u>RISK MANAGEMENT UPON EVENT COMPLETION</u>	 <u>36</u>
 <i>EVENT REVIEW</i>	 <i>36</i>
<i>INCIDENT DATA SHARING</i>	<i>36</i>
<i>DOCUMENT REVISION PROCESS</i>	<i>36</i>

Introduction

This Event Safety Plan (ESP) is an operational document & describes the plan to deliver the safe management of the Vélo Birmingham 2019 event. It must be read in conjunction with all relevant documents including the Event Management Plan and Event Risk Assessment. This ESP identifies the minimum health and safety standards required in its methodology which have been informed through the findings of the event risk assessments that apply to all contractors and personnel working on the site. If, however individual plans or risk assessments set higher standards these must be complied with.

This document summarises the risk assessment findings that have been taken forward to this Event Safety Plan, in order to provide the necessary safety and environmental precautions associated with an event of this nature. Both the risk assessment and safety plan are subject to development through the planning processes. Reviews of the risk assessments and this Event Safety Plan will be made periodically and should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective, or where there is a significant change in working practices and after incident occurs. Any changes subsequent to the final pre-event version of this document will be recorded in the event safety log.

This ESP has been drafted based on extensive knowledge of the events industry and experience of the application of statutory regulation and guidance including the Event Safety Guide, the Regulatory Reform (Fire Safety) Order 2005, the Guide to Safety at Sports Grounds, The Fire Safety Order as applicable to different types of premises and other relevant documentation and guidance. A practical, pragmatic and realistic approach has been taken to the ESP on this experience and knowledge.

The standards identified in risk assessments and this ESP must be communicated to those who will work at the event, or otherwise, through work, come into contact with the hazards and risks identified therein.

It is incumbent upon CSM Active, as the company responsible for the safety advice to CSM Active for the event to ensure that the control measures are implemented and managed throughout all phases of the event.

Scope of Remit

CSM Active, are working to establish a safe environment around the Field of Play for spectators. This includes the closure of roads to facilitate the Field of Play (covered in a separate Traffic Management Plan document); the provision of security and stewarding to manage spectators around the Field of Play and around any third party managed areas; provision of measures such as fencing and security to manage areas effectively; provision of

additional toilet and welfare facilities in the high density spectator areas where little or no facility is available; provision of spectator first aid for high density spectator areas; and provision of crowd directional and management signage.

This event planning element relates to the management of participants and spectators in the immediate vicinity around the routes and includes integration with Traffic Management stewarding and volunteer and wayfinding resources.

Safety of the field of play for the cyclists resides with the sports representative of CSM Active. Rider safety provisions are set out in the Route Management Plan.

Whilst it is not practical or within the project remit to predict with certainty the numbers who may attend, or to be able to influence spectator flows to the event the immediate event area can be defined. In most cases, in urban areas this will be one junction back from the cycling route. In rural areas, the immediate area is the road along which the routes pass. The planning process will not seek to identify the maximum number that may attend along the route but will identify, based on the experiences of the major road cycling events areas where significant crowds may be present on the day, areas where 'business as usual' footfall is high and how these numbers can be managed.

Event Description

Vélo Birmingham is a now in its second year within the city of Birmingham and the wider midlands region.

Vélo Birmingham will be held on Sunday 12th May 2019 with a mass participation (up to 17,000 riders) sportive 100-mile closed road route. There will also be a 42-mile route that starts in Birmingham and finishes in Coventry for a maximum of 3,000 participants.

Riders must be aged 16 years and over to participate in the event. All participants receive the safety requirements and entry criteria for participation both in print upon application as well as being available on the website. Social media is utilised to support key messages upon the approach to the event date.

The event is free to attend and, with a few exceptions, there are no restrictions on the location where the public can attend to view the event.

The Vélo Birmingham Business 100 and Business 42 provides the business community with a unique opportunity to experience an unrivalled VIP participation experience. Companies are invited to enter teams to fundraise for the charitable partners.

The ride timings have been developed to require an average speed over the route of 17.5km/hr to allow all riders to complete the route inside 9.5 hours.

Ride pack collection for the 100- and 42-mile events will take place in Victoria Square, 1 Victoria Square, Birmingham B1 1BD. Edgbaston Street, Birmingham will serve as the venue for post-event cool-down for the 100-mile event and University Square, Coventry for the 42-mile.

Risk Management During Event Planning

The following bodies/companies are key partners in the ownership and safe delivery of the event:

CSM Active

Emergency Services – Police, Ambulance Services NHS Trust, Fire and Rescue Service

Birmingham City Council

Sandwell Metropolitan Borough Council

Dudley Metropolitan Borough Council

Staffordshire County Council

Warwickshire County Council

Worcestershire County Council

Highways England Agency

CSM Active will undertake the design of the event provisions and manage all contractors and participants in the event.

The roles and responsibilities of the delivery partners are set out in the Command, Control and Communications Plan prepared by CSM Active.

Command, Control and Communications

Successful event delivery is reliant upon there being clear and well understood principles of the management structures, roles, responsibilities and means of communication. Plans should allow decision making to be undertaken at the lowest appropriate level with co-ordination escalated to the highest level necessary.

The plan should aim to align with existing local authority/emergency services protocols which will continue to address ‘business as usual’ issues outside the event.

Event Liaison Team

As a part of the Command & Control system, an Event Liaison Team (ELT) will also need to be established. The ELT will take precedence over all issues of safety. The ELT will be located in Transport West Midlands offices for this event. For details see C3 plan.

Roles and Responsibilities

HEAD OF CSM

The relevant Head of Business has the lead responsibility, on behalf of CSM Active, to ensure the “event organiser” responsibilities and others responsibilities are met. This is

consistent with his/her broader responsibility “for the overall management of the health and safety within the subsidiary company or business function they control”.

With the above event the above person is [REDACTED]

The health and safety responsibilities of the head of business are:

- providing health and safety leadership within the organisation;
- ensure all corporate decisions reflect its health and safety intentions, as articulated in the Health and Safety Policy;
- engaging the active participation of others in meeting health and safety standards;
- ensure he/she is kept informed of, and alert to, relevant health and safety management issues.

The above commitment applies equally to the above event as it does to broader organisational responsibilities.

In practice, the responsibility will be discharged by establishing an effective event management organisation with delegated health and safety responsibilities assigned to each person and/or third party within that organisation as detailed in this document.

In practice the responsibility for delivering CSM Active’s “event organiser” responsibilities are delegated through the management line to the Director of Operations and the Event Director who has the most control and responsibility over the above event.

HEAD OF OPERATIONS

In summary, the Head of Operations will assist the Head of CSM with delegated responsibilities and will oversee and delegate responsibilities to the Event Director and others. The above responsibility is in addition to the collective, “Manager” and “All Employee” responsibilities.

COMMERCIAL DIRECTOR AND HEAD OF MARKETING

In a similar way to the Head of Operations, the Commercial Director and Head of Marketing will assist the Head of CSM with delegated responsibilities and will oversee and delegate responsibilities accordingly to others within their teams on the commercial side of the business. The above responsibility is in addition to the collective, “Manager” and “All Employee” responsibilities.

OTHER COMMERCIAL ROLE HOLDERS

These will include the:

- Sponsorship Account Manager;
- Charity Account Manager;

- Branding Manager;
- PR Manager.

The above role holders have integral health and safety responsibilities associated with their broader functional responsibilities. The role holders will often act as an interface with external third parties such as sponsors, charity partners, agencies, media representatives etc. In this case the role holder takes the lead with regard to ensuring CSM Active health and safety responsibilities for third parties are fulfilled. They will be directly responsible for managing third party activities under their control at the above event. They will support the Event Director by coordinating and cooperating third party activities and sharing information.

The above responsibilities are in addition to the collective, “Manager” and “All Employee” responsibilities.

EVENT DIRECTOR

The Event Director, with support from other role holders, has the most responsibility for overall event planning, organisation and the day-to-day management leading up to, and during the event.

Any decision affecting the timing of the event (e.g. delays due to weather, route issues or medical incidents etc) is also the responsibility of the Event Director.

Any matters outside the control and/or authority of the Event Director will be escalated to the Head of Operations.

The Event Director must:

- Oversee and delegate responsibilities to other role holders (notably the Route Manager, Operations Manager, Event Control Manager, Traffic Management Company, Medical Coordinator and wider event team managers responsible for the event venue, race course, suppliers and legal support etc.
- In conjunction with the Managing Director and Director of Operations, ensure adequate finance and resources are allocated to the health and safety of the event;
- Ensure contractors, designers and other event team members that they propose to engage are competent, are adequately resourced and appointed early enough for the work they have to do;
- Ensure they allow sufficient time within the schedule for each stage of the event;
- Ensure that all phases of the event are properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and event activity;

- Ensure that all event contractors, designers and other event team members are provided with information about the event that they need to enable them to carry out their work safely and without risk to health;
- Ensure they co-operate with others concerned in the event as is necessary to allow them to comply with their defined responsibilities;
- Ensure they co-ordinate with others involved with the event in order to ensure the safety of those working at the venue, and others who may be affected by it;
- Ensure there are reasonable management arrangements in place throughout the event to ensure that the work can be carried out, so far as is reasonably practicable, safely and without risk to health
- Ensure safe working, co-ordination and co-operation is encouraged between event contractors;
- Ensure that a suitable Event Safety Plan (ESP) is developed in discussion with, and communicated to, event contractors affected by it and implemented;
- Appoint persons from each event contractor/third party to take a lead with health and safety responsibilities.

The above responsibilities are in addition to the collective, “Manager” and “All Employee” responsibilities.

EVENT CONTROL MANAGER

The Event Control Manager is responsible for the overall organisation, set-up and safe operation of the Event Control area.

As part of the above, he/she is responsible for managing all parties present at Event Control including all route personnel (i.e.. stewards, marshals, medical personnel) and core staff.

He/she will also take a lead role regarding Incident liaison.

He/she will report to the Event Director as appropriate.

During the event he/she is responsible for coordinating and monitoring the event route and the flow of waves of participants so as to maintain an overall understanding of activities.

The above responsibilities are in addition to the collective, “Manager” and “All Employee” responsibilities.

Any matters outside the control and/or authority of the Event Control Manager will be escalated to the Event Director.

OPERATIONS MANAGER

At the above event there will be two Operations Managers (Route and Venue) reporting directly to the Event Director. Operations Managers are responsible for liaising with all suppliers at all stages of the event.

The Operations Manager must:

- Complete / assist with completing event risk assessments, detailing all the significant risks on the event and the precautions taken to eliminate/reduce them to an acceptable level;
- Plan and implement health and safety throughout the event;
- Ensure event equipment is in good working order and all relevant certificates are up to date;
- Assist the Event Director in monitoring working practices at the event.
- Implementing crisis management plans.

Any matters outside the control and/or authority of the Operations Manager will be escalated to the Event Director.

The above responsibilities are in addition to the collective, “Manager” and “All Employee” responsibilities.

MANAGER

A “Manager” is anyone that has the delegated authority, on behalf of the event organiser, to direct and control CSM Active employees and others in respect to work activities at the event. In practice many CSM Active role holders and others will have this general responsibility.

Managers have the collective responsibility and authority to ensure the work they are responsible for at the above event is safe and without risks to health to the persons they directly employ or others. In addition to their individual employee responsibilities, managers must:

- Know the health and safety practices that apply to the event and their individual responsibilities specifically and the arrangements in place;
- Ensure the communication of event safety arrangements within their area of control, especially to new staff and non-employees;
- Ensure that significant risks associated with any work activities are assessed and that controls are established;

- Only assign responsibility to those who have sufficient knowledge and experience in that area of work;
- Ensure that staff and others receive adequate information, instruction, supervision and training in relation to the risks and work activities that directly affect them.
- Ensure that all accidents, incidents and near misses are reported, investigated and appropriate follow-up action taken;
- Ensure that they monitor and carry out a regular review of health and safety performance in their areas of control;
- Ensure that equipment provided is suitable for purpose, serviced and maintained in line with current recommendations/guidance;
- Ensure that there is a suitable level of cooperation between management and others by consulting individuals or groups with regard to health and safety related issues that may affect them;
- Ensure that when work is allocated adequate regard to resources is given including the arrangements for health and safety.

The above responsibilities are in addition to the collective “All Employee” responsibilities.

Any matters outside the control and/or authority of the Manager will be escalated to the Event Director and/or Operations Manager.

EVENT TEAM LEADER

Team Leaders have the responsibility and authority to ensure Assistant Team Leaders, volunteers and areas of the event they are responsible for are well-managed. Each Event Team Leader will have allocated responsibility for a specified area and/or activity ie. Registration, Start/Finish, Feed Stations, Car-parking, Participant movement – see appendices for further information.

Team Leaders must:

- Look after the welfare of their own volunteer team during set-up, operation and breakdown of the event. The Team Leader should report any of their volunteers deemed unfit to carry out their role (e.g. due to alcohol / drugs) to a member of the Operational Team;
- Ensure the communication of safety arrangements downwards through line management i.e. ensure their own volunteers understand their role(s) and are briefed on any relevant safety arrangements;

- Have read the risk assessment/briefing notes (as relevant) for the event and ensure any arrangements detailed relating to volunteer welfare of their own volunteer team and their area are carried out;
- Ensure their volunteers receive adequate information, instruction and guidance during set-up, operation and breakdown of the event;
- Ensure all accidents, incidents and near misses are reported;
- Feedback any health and safety concerns to the Event Director and/or Event Control Manager (immediately where relevant, in the post-event feedback requested in the c.3 weeks after an event);
- Report directly to the Event Director and/or Event Control Manager.

The above responsibilities are in addition to the collective “All Employee” responsibilities.

Any matters outside the control and/or authority of the Event Team Leader will be escalated to the Operations Manager.

TRAFFIC MANAGEMENT COMPANY

A Traffic Management Company (TMC) will be engaged to take all responsibility for matters relating to the required public road closures, the Temporary Traffic Restriction Order (TTRO) requirements, and the provision of all required traffic control measures (e.g. signage, cones, barriers etc).

It will be the responsibility of the TMC to identify all required traffic control measures to ensure the safety of all event participants and the overall traffic management.

ROUTE SAFETY MANAGER

A Route Safety Manager will be appointed to undertake a recce of the event location, undertake a route risk assessment and produce a report/record of its findings to allow the event organiser to implement necessary risk control measures.

The Route Safety Manager will also be responsible for monitoring the route during the event to ensure the TTRO requirements remain effective.

The Route Safety Manager will also be responsible for overseeing the operation of motorcycle marshals (motos) with defined roles.

MEDICAL DIRECTOR

A Medical Coordinator will be appointed to advise on the overall medical provision required along the route and at the event (detailed separated as part of agreed practice). During the event the Medical Coordinator will oversee and manage the medical service available

along the route including the requirement to bring a Scottish Ambulance Service vehicle onsite.

Full details of the medical provision will be included in the ESP and in the Operations Orders document and will be available in Event Control.

The Medical Coordinator is responsible for coordinating additional medical support provided by other parties as part of the overall medical provision.

APPOINTED PERSON (FROM CONTRACTOR/THIRD PARTY ORGANISATION)

Where appointed, the Appointed Person is responsible for taking a lead role in ensuring the contractor/third party's health and safety responsibilities (as detailed) are fulfilled. The Representative will act as the main point of liaison with the event organiser, other contractors and other event team members.

CONTRACTORS

Contractors have responsibility to:

- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- Provide (copies of or access to) health and safety information (eg. risk assessments, safety method statements etc), as requested, to the event organiser;
- Plan, manage and monitor their own work to make sure workers and others are safe from the start of their work on site;
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided directly by the event organiser) which they need to work safely, to report problems or to respond appropriately in an emergency;
- Ensure that any design work they do complies with relevant standards;
- Cooperate with others and coordinate their work with others working on the event;
- Ensure the workforce is properly consulted on matters affecting their health and safety;
- Obtain specialist advice (for example from a structural engineer) where necessary when planning high-risk work;
- Ensure any fixed structures which are to be constructed will comply, in respect of their design and the materials used, with relevant standards;

- Enforce any necessary site rules.

EVENT MARSHAL AND STEWARDS

The event marshals and stewards play a key role in respect of the safety of event participants, event staff, spectators and others. Overall responsibility for effective marshalling and stewarding at the event will be placed with a competent contractor – see appendix I.

To this end, each contractor's responsibilities will include:

- Providing the required number of marshals/stewards as detailed by the event risk assessment;
- Ensuring the competence of all marshals/stewards;
- Defining the role of each individual marshal/steward (in both generic and specific terms relating to the above event);
- Providing the appropriate information, instruction, and training to enable each marshal/steward to effectively carry out their defined role;
- Providing an appropriate level of supervision;
- Providing each marshal/steward with the required equipment eg. high-visibility clothing, whistle, torches etc;
- Ensuring, where applicable, marshals/stewards who may undertake defined security activities have the required licenses from the Security Industry Authority (SIA);

The above responsibilities are in addition to the collective "Contractor" responsibilities detailed above.

HEALTH AND SAFETY ADVISER

The Health and Safety Adviser will provide assistance to other Mass Participation Sports Team members. This may include:

- Providing suitable and sufficient advice, guidance and support, in particular:
- Providing advice on the appointment of competent event contractors and designers;
- Providing advice on ensuring adequate health and safety arrangements are in place for managing the event;
- Assisting with the coordination of health and safety;

- Assisting with the flow of health and safety information between event team members;
- Assisting with establishing suitable health and safety arrangements and the ESP;
- Assisting with monitoring and the implementation of the ESP;
- Assisting with the investigation of accidents, dangerous occurrences and advising on the steps necessary to avoid a recurrence;
- Liaising with and assisting local authority and HSE Enforcement Officers in their monitoring of standards at the event;
- Making RIDDOR reports

Where assistance is provided by the Health and Safety Advisor at the event location, this will include liaising with contractors and monitoring of contractor performance, the ongoing development/mentoring of staff and identifying opportunities for further improvement. The Health and Safety Advisor will support and contribute to briefings of staff/contractors where necessary. The Health and Safety Advisor will also assist with collating post-accident documentation and will provide post-event summary notes to the Event Director as part of the lessons learnt process.

The role of the Health and Safety Advisor does not alter CSM Active or individuals' responsibilities but can provide added assurance that objectives are being met.

MOTO COORDINATOR

The Motos Coordinator is responsible for the selection and management of all moto marshals both before and during the event. This role will include:

- Coordinating and providing pre-event training and briefing sessions;
- Communication and coordination of all moto marshals from Event Control;
- Liaising with Route Safety Manager (and others) on real time route and incident information;
- Coordinating responses to incidents on route;
- Recording incident details in Incident Log.

MOTO MARSHALS

Moto marshals are generally responsible for monitoring and maintaining a safe route for participants. Each are assigned event/route specific roles. They generally assist with navigation and advise other road users of event information. Moto marshals are required

to be members of the National Escort Group (NEG) and their credentials are checked as part of the selection process. Moto Marshal responsibilities include:

- Minimising the risk of injury to the public, competitors and other personnel;
- Assisting cyclists and spectators where necessary;
- Indicating the route of the event;
- Responding accordingly to incidents arising as a result of the event;
- Communicating route event information to Event Control;
- Organising first aid and ambulance response;
- Escorting vehicles (eg. ambulances) that need to enter route as required.

ALL EMPLOYEES

“All employees” includes all those with specific role holder responsibilities (defined above), temporary and casual staff and volunteers engaged directly by CSM Active. It will also include other CSM Active employee deployed to the event to provide general assistance and support with the overall delivery of the event.

They are expected to:

- Take reasonable care of themselves and of anyone else who may be affected by their work;
- Cooperate with their manager in health and safety matters, including risk assessment and implementation of any controls identified;
- Not take risks that may endanger themselves or others;
- Not interfere with or misuse anything provided in the interests of health and safety, fire or first aid;
- Report accidents, faults and deficiencies to their manager;
- Seek advice if in doubt about the adequacy of any safety arrangements;
- Undertake health and safety training, as directed,
- Attend briefings where Health and Safety instructions are given.

FIRST AIDERS

An appropriate number of individuals from the CSM Active core event team will be trained and appointed as emergency first aiders. Emergency First Aiders are expected to:

- Respond to all calls for first aid assistance;
- Refer the patient on to hospital or GP (if appropriate) if it is the view of the First Aider that further medical treatment is required;
- Complete a check of first aid equipment and any first aid facilities;
- Keep any personal first aid kits/box(es) in a fully stocked condition with all items within their expiry date;
- Keep record of all first aid treatment;
- If appropriate, ensure an accident report form is completed for accidents and near misses;
- Ensure training and First Aid training certificates remains current by undertaking appropriate training.

Event Planning Procedures

PLANNING AND ASSESSMENT CRITERIA

The following basic assumptions and criteria have been taken into account in the event, participant and crowd management planning.

Popularity of the Event

2019 is the second year for Vélo Birmingham, and so spectator popularity is largely unknown. Whilst events of this nature are hugely popular with cyclists their participation in the event precludes viewing of the event and experience has shown that aside from the start/finish and some ‘honeypot’ locations popular for other reasons, these types of events do not draw large static crowds.

Previous similar events suggest that the Start/Finish Area in Birmingham City Centre will be the most densely populated, both with friends and family and spectators by encountering the event by chance; i.e. people in the city centre for other reasons who show interest in the event.

The event is free to attend and, with a few exceptions, there are no restrictions on the locations where the public can attend to view the event.

CONSULTATION AND ENGAGEMENT

The overall safety planning for event requires widespread consultation between a number of major stakeholders to the event together with numerous other parties who will contribute directly or indirectly to the running and/or planning of the event and many other parties who may be directly or indirectly affected by the running of part or whole of the event.

The consultation process is necessarily an ongoing matter and takes the form of both formal structured meetings of stakeholders and informal smaller meetings and discussions in respect of specific issues.

The Event Safety Plan is a summation of the measures determined during the event planning phase that are to be used, managed and monitored during the build, live event and de-rig phases. The importance of de-briefing post event is recognised and is built into the overall event process.

A number of parties will contribute significant sections to the various elements of the safety plan. Where these form strategic planning documents in their own right, the Event Safety Plan will act as a signpost to the detailed document only to avoid repetition and potential for information to be contradictory.

RISK ASSESSMENT

The Risk Assessments undertaken by the event safety advisor for this event are restricted to the consideration of safety issues for public attending or directly affected by the event and staff and contractors working at the event and assessments for CSM Active managed activities.

Rider safety issues are covered by the ride route risk assessment undertaken by CSM Active Route Manager, a consulting specialist.

The assessment of the public safety of the event has been undertaken based on extensive experience of mass attendance un-ticketed public events on the public highway and has included an assessment of a variety of documents from a number of sources, assessments of proposed plans and maps, drive-over and walk-over surveys of the route and its immediate environs and discussions and meetings with a number of stakeholders.

This process will, of necessity, be ongoing through the planning and delivery of the event as plans and schedules are finalised and other pertinent data comes to light.

The risk assessment process will, of necessity, continue on the event day as situations or issues arise. Issues will be dealt with at a local level where appropriate and decisions advised to Event Control, other issues will be referred to Event Control for a decision and logged there.

The Risk assessment for the event is available as a separate document which will include a consideration of 'generic' issues which occur at many locations along the route and local issues specific to each of the sectors

ROUTE RISK ASSESSMENT

LW Events Event Consulting have been appointed to undertake:

- Route Planning
- Route Risk Assessment
- Route Methodology Document generation

LW Event Consulting are considered experts in route planning for cycling sportive events, with extensive experience in such projects nationally and internationally. To ensure a route is developed with participant, spectator and public safety in mind, LW Event Consulting have developed a route risk assessment which details:

- Location
- Junction/ Road Layout
- Hazards
- Control Measures / Safety procedures

This risk assessment has then been 'route checked' by the CSM event management team, in which CSM cyclists drive the route reviewing the risk assessment by distance point.

To support this, LW Event Consulting are to provide a Route Methodology document which will detail descriptively the necessary safety procedures across the route. This will be distributed to all CSM event management personnel with responsibility for the route to ensure that it incorporates all stakeholder requirements.

Procedural Review – The Route Risk Assessment and Route Methodology will be reviewed by Gravelfish Ltd, the overarching event safety consultancy. This will be undertaken to ensure that the procedures adhere to best practice as far as is reasonably practicable, as well as match safety procedures employed elsewhere across the event footprint.

Construction Phase Plan for CDM Regulations 2015

The build and de-rig of the event site incorporates elements which can be described as structures and/or involve construction activities and is deemed to fall under the auspices of the Construction (Design and Management) Regulations 2015.

CONSTRUCTION PHASE PLAN

The Construction Phase Health and Safety Plan (CPP) is issued pursuant to the Construction, Design and Management (CDM) Regulations 2015.

The requirements for Construction Phase Health and Safety Plan are captured within the following Vélo Birmingham 2019 documents:

Event Management Plan;
Event Safety Plan;
Risk Assessment;
Emergency Plan;
Event site Schedules;
Contractor Site Rules.

For the delivery of the Vélo Birmingham 2019 event the following shall apply:

Client Details	CSM Active UK Ltd as the legal entity and Event Organiser shall assume the duties and responsibilities as required under the CDM Regulations 2015	
Principal Designer Details Principal Contractor details	CSM Active UK Ltd shall assume the duties and responsibilities as required under the CDM Regulations 2015	
Description of Work / Event	<p>A full description of the event and associated activities is provided in the Event Safety Plan.</p> <p>Those activities captured under CDM include but are not limited to: Supply, installation, fit-out and disassembly of small scale staging, marquees, platforms and similar temporary structures; Supply, installation and disassembly of temporary fencing.</p>	
Key dates	Build Period	From 9th May 2019
	Live Event	12th May 2019
	De-rig / Breakdown Phase	12th – 13th May 2019
Key roles in the Event / Operations team	Roles and responsibilities for the event are as outlined in the Event Safety Plan with Health and Safety Responsibilities further defined within the Event Safety Plan	
How the work will be managed safely	Works will managed in accordance with those systems, procedures and controls as identified within the Event Safety Plan, Event Risk Assessment, contractor work specific risk assessments and the local site rules.	

CSM Active have, by production of this Event Safety Plan, accepted the duties of the Client, Principal Contractor and Principal Designer and undertake to communicate with all relevant stakeholders, designers, contractors and other parties in respect of the event as required by CDM 2015.

HEALTH AND SAFETY FILE

The internal and external review process for the Event Safety Plan and Risk Assessment is augmented by an end of event review undertaken by CSM Active Ltd and the lessons learned from the event will be recorded and used to inform the design of the event and construction elements for future years.

Notification

The duration of the construction activities at the site does not exceed 30 days and the overall construction activities do not exceed 500 person days and the construction activity is not notifiable under Regulation 6 of CDM 2015.

Specific Duty holders related to Temporary Demountable Structures

Specific responsibilities have been delegated to the contractors listed below in respect of the installation of the following temporary demountable structures where the working areas will be treated as island sites within the main event site:

- Marquees
- Stages
- Gantries

Risk Management During Event

ROUTE INFORMATION

Road Closures

In order to safely deliver the Vélo Birmingham, extensive road closures will need to be implemented to ensure the route is safe for participants to navigate the route on traffic free roads.

The event will be undertaken with fully closed roads.

Road closures will be detailed in the Traffic Management Plan. The road closures and essential traffic movements will be affected by the TM Company and enforced/assisted by NEG motorcycles – details in the Traffic Management Plan and the NEG deployment plan.

The outline Road closures are, briefly, as follows and as detailed further below:

TBC

Include information on the notice information given and stake holder liaison. Critical to event safety that all persons are well informed etc.

ROUTE OVERVIEW

The ride route passes through busy areas such as:

- Tourist sites
- Town centre commercial areas
- Residential areas
- Leisure areas

Different road types are used over the extent of the route including:

- Arterial roads
- Local roads
- Residential roads
- Country lanes

- Full route plans are included in the Event Management Plan -

The sportive will be undertaken on closed roads – for details of the road closures refer to the Traffic Management Plan.

Roads will be re-opened outside Birmingham once the Sportive has passed - refer to the Traffic Management Plan.

In a number of areas, there will be live traffic permitted on opposite carriageways to the cycling route with separation via cones and water blockers where hard separation does not exist. Details of traffic management infrastructure is included on the TM schedules and drawings.

In order to facilitate local access for residents and commercial/emergency vehicles etc., a number of local access points across the route have been provided for within the Traffic Management Plan.

The Emergency and Local Access Points (ELAP) include sections of route where the traffic crosses the route directly under traffic marshal control and sections where traffic uses short sections of the route under traffic marshal control. Full detail of each ELAP including times of operation will be included in the Traffic Management Plan.

There are 6 rider “pit stops/ water stations” on the route; designated points on the ride route where competitors can stop to use toilet facilities, re-fuel with various food and drink options, mechanical support and live music. Medical support will also be available at the ride village, feed stations and roaming on the route.

All locations are detailed within the Pit Stop Management Plan

START AREA

For details of the start area infrastructure refer to the CSM Active drawings and schedules.

The start area for the races will be located on/accessing onto High Street Bordesley and surrounding roads in the Digbeth area.

Start Pens will be located as follows:

- High Street, Bordesley
- High Street, Deritend
- Milk Street
- Rea Street
- Digbeth

- Moat Lane
- Upper Dean Street
- Pershore Road

Start Pen: Build Safety

Pen construction will commence at approx. 01:00 on 12th May 2019 by contractors GAP and RTS.

Following consultation with local businesses and the West Midlands Police, it has been identified that this area has a vibrant night life with revellers often continuing to enjoy local bars and clubs until 06:00.

A risk therefore is posed between the activities required to build the pens and public use of the areas.

To manage this, the following procedures have been implemented:

- Road Closure – RTS are to impose the TTRO as per agreement, closing the roads to vehicular traffic.
- GAP – Installation of the pens will only take place once confirmation from RTS has been received that the closure is complete.
- GAP Briefing – GAP have been provided with a specific briefing in relation to work taking place in the Digbeth identifying the nature of the busy bar and night time economy. GAP have been advised that should interaction with members of the public pose a hazard to either the public or workers, then activities should cease and the emergency CSM duty number be contacted.
- Plant movement and use – The gap supervisor allocated will ensure that the banksman manages plant movement at all times. Plant movement will not take place without the presence and supervision of the banksman.
- Lighting – It has been identified that the lighting provided by street lamps is sufficient for the task.
- PPE – All GAP and RTS personnel will be required to wear, as per Chapter 8 Traffic Safety Measures:
 - o Hi-Visibility Garments
 - o Steel-Toe Cap Footwear
 - o Protective Gloves
 - o Protective Specs where required
 - o Harnesses for high side vehicle working
- Policing – A request has been made for West Midlands Police to provide a presence in the area to assist personnel should hostile interaction occur.
- Hostile Interaction Procedure – It is recognised that personnel working for on behalf CSM during this time may come into contact with those who are hostile or intoxicated. To manage this, lone working is forbidden and all personnel will be briefed to withdraw immediately should they be concerned. Once in a position of safety, the

emergency CSM duty number be contacted. This will be monitored by task supervisors.

Start Pen Management

The pens will be fenced for management of cyclists using GT Barrier. The pens will occupy the full road width where practicable and will be set out to allow use of existing pedestrian crossing facilities.

Start pens have been measured to verify their capacity to hold the number of cyclists in each wave with the width and length of each being governed by local street furniture and road/footway routes.

The start arch will feature one inflatable arch and will have a stage, power, PA and camera platform. The arches will be placed either side of the central reservation on High Street Bordesley

Toilets for cyclist and public use will be located on Edgbaston Street and by start pens as shown on the CSM Active site plans.

Existing PxP's at start pens will be retained or moved to a more suitable location as shown on the Pen layout drawing. These have been retained to suit the principal pedestrian desire lines across the city centre and will be managed by CSM Active start staff and stewards to facilitate public pedestrian crossing of the pens.

Cyclists will be designated a specific start wave and will be assigned to a start pen and times for access to their start pen. These will be clearly signed and manned from 05:00 on Sunday. CSM Active will provide a start area manager who will manage the staff and volunteers and ensure each start wave departs on time.

Participants will not be allowed access to their start pen before the designated load-in time. Pens will close 10 minutes before the wave start time.

Each pen will be filled from the rear and released only under instruction from the start area manager. Only registered cyclists will be permitted entry to the start pens.

Participants will be requested to coast to the start line due to the restricted width of the start funnels and timing will only start when the cyclists cross the start line and their timing chip activates.

For final details of the start waves and management refer to the Event Management Plan and schedules.

The start pen release schedule is detailed in the CSM Active Event Management Plan.

Build will take place on Sunday from 00:01. Please refer to the CSM Active build schedule for timings. Some pre-dropping or installation of infrastructure may take place on prior to Sunday 12th May if agreed by the Birmingham specific SAG group.

The City centre area and Digbeth in particular, is known to be busy with revellers on a normal Saturday night and due account of this will be taken in terms of the security deployed to the completed start area and the deployment of barriers to the start pens.

Removal of the start pens barriers and the start line itself will commence once the last wave of cyclists has departed to be removed as soon as possible to enable bus operations to commence along the road.

Barrier stacks will be left in strategic locations around the start areas to permit easy access for start of work. These will be banded with steel banding to minimise risk to the public given the overnight economy and presence of intoxicated persons around Digbeth. The banding will be removed and cleared off site by the barrier team.

PEDESTRIAN CONTROL POINTS

Controlled entry of cyclists into pens via crossing points – Note that loading of pens will take place early on Sunday morning and crossings are not anticipated to be busy with pedestrian cross traffic. The stewards and pen managers will maximise the crossing time available for pedestrians commensurate with safety and ride schedules.

Dotted line denotes temporary rope/tape line holding cyclists in pen above until release time.

Crossing arrangement allows for two-way flows and/or cyclist entry to pen.

Staff at lower pen check cyclists in or direct elsewhere to correct pen.

Green dot is PXP manager, red dots are staff/volunteers.

Each PXP will be provided with SIA stewards who will be responsible for management of public queuing to cross the route.

Pedestrian crossing will not be possible whilst cyclists are passing and the SIA stewards assisted by volunteer staff will manage the crossing points which will only re-open in breaks between waves of cyclists.

Each PXP will feature a suitable sign with a pictogram mounted well above head height for visibility.

Staff close crossing point with temporary rope/tape across ends of pens.

Tape across cycle pen removed and cyclists start to flow.

Spotter observes oncoming cyclists and manages staff at crossing point.

Tape lines relocated to edge of cycle route to permit hold and release when pedestrians need to cross once area is live – free flow pedestrian crossing when gaps permit.

The stewards and pen marshals will be briefed on the operation of the PXP's in advance by the CSM Active start manager.

FINISH AREA

Sherlock Street will be the finish location for the event. For details of the finish area infrastructure refer to the CSM Active drawings and schedules.

Barford Street, Bradford Street and Edgbaston Street will be used for and participant toilets, participant recovery, baggage drop and collection, post event massage etc.

Medical areas will be established at the finish line and on Edgbaston Street.

The finish line will be formed with a gantry over the road on Sherlock Street as shown on the CSM site plans.

Concord barrier will be placed in the carriageways in the immediate run up to the finish arch to define the field of play and the public viewing area.

At the end of the sportive, riders are asked to continue cycling down Sherlock Street, Bradford Street and Barford Street to clear the finish line for following cyclists and dismount at the end of the controlled area over the canal bridge.

Medal facilities will be located on Edgbaston Street

Finishing cyclists can collect their bag at the bag drop facility.

Post event facilities located in the Victoria Square will include:

- Toilets

- Partner Activations
- Bag collection

Participants will be encouraged to use the numerous restaurants and eateries within Birmingham City Centre post ride rather than anything put on by Event Organisers. The venue will close to participants at 19:00.

Finish Area: Crowd Management

The event organisers have recognised that Victoria Square has an approximate capacity of 1600sqm to accommodate both partner activations and participants visiting the area.

With structures complete it is anticipated that the area will hold a safe crowd volume of 2000 persons within the 1000sqm floor area and surrounding access routes.

To mitigate overcrowding the following procedures will be implemented:

- Clear communication to all participants will be made that bikes are not to be brought to this area. There will be no available bike racking.
- Promotion – Information on the area will be made available to participants however they will be encouraged to visit local attractions and outlets prior to the finish area.
- Monitoring – A safety advisor will be positioned in the area to monitor for footfall and congestion. In the event that assessment identifies that capacity is close to being reached, activations and attractions will be closed for a short time to allow for the clearance of the space.
- Attractions – CSM have undertaken the decision not to position food and beverage outlets to promote local business as well as avoid a draw beyond capable capacity.
- Security briefing – All security personnel will be briefed to ensure that the thoroughfares providing access and egress remain clear. Any concerns will be managed or immediately reported.
- Finishing Participants – it has been identified following previous events, finishers will be dispersed when crossing the finishing line on the route. When this is accompanied with the route selected for participants to use after the reward area leading back to the city centre, it is anticipated that this will further reduce concentrated numbers arriving at the finish area. In the event that large numbers of finishers cross the line together, this will be communicated to event control to assist with planning in the finish area.

REGISTRATION AREA

Registration and ride pack collection will take place in Victoria Square and will be open for riders between 08:00 and 20:00 on Saturday 11th May 2019

The registration area will incorporate a number of small displays and info desks.

There will be a goody bag pick up area, charities and event partners will be present, a free event massage for Business 100 participants, Cycle Republic offering bike mechanic services, High 5 offering specialist nutrition and other exhibitors / retailers.

For details of the infrastructure refer to the CSM Active drawings and schedules.

Riders will need Photo ID & their rider number and MUST register in person, nobody else can do this for them. Fast Track participants will receive their packs 2 weeks prior to the event.

Rider Packs will include:

- Bike Number and Cable ties
- Helmet sticker with rider number
- Wristband with rider number
- Top-tube sticker with pitstop detail

ONSITE SAFETY PROCEDURES

It is the intention of CSM Active to promote a positive safety culture within the workforce for the project. This Event Safety Plan enforces CSM Active's requirements that all works to be carried out during the project are planned and executed in such a manner as to avoid, so far as is reasonably practicable, hazards to all site personnel and visitors.

In particular, the objectives are:

- To provide a safe place of work;
- To prevent injury to and impairment of health of all persons affected by the activities;
- The provision of safe systems of work;
- To ensure the competency of all those employed on the project;
- To inform all operatives of any risk to their health and safety and precautions that needs to be taken;
- To clearly define individual responsibilities for implementing and monitoring safe working practices;
- To ensure that no environmental damage occurs;
- To exclude unauthorised persons from the work site.

In planning for safety at the event, it must be noted that people at events, whilst not in employ, are still owed duties under H&S Legislation and their behaviours may differ due to demographic, drink, drugs, mood etc.

All workers, including those treated as self-employed are to be treated as employees for health and safety purposes.

The event organisers are well aware of their responsibilities for ensuring the health, safety and welfare of all persons attending the site before, during and after the entertainment. Steps have been taken to fulfil these responsibilities by the employment of competent persons including an Event Safety Co-ordinator (ESC).

The ESC's responsibilities include the following:

- Advice where unsafe work or the use of unsafe equipment is observed and assisting in stopping such work;
- A co-ordinating role with the clients Production Manager, the Licensee and the emergency services etc;
- Liaison with lead sub-contractors and any self-employed persons to be employed at the venue; check risk assessments and safety policy documents;
- Liaison, as and when thought necessary and appropriate, with statutory agencies during the event;
- Checking that appropriate certificates in respect of temporary structures and electrical certification etc are available for inspection by the relevant bodies;
- Assist in the inspection of the venue during the build period and during the event;
- Provision of advice on appropriate safety standards whilst on site;
- To provide feedback on the event.

The ESC role will be undertaken by [REDACTED] who will be located in Event Control on event day.

Production team members will report to the site managers and ESC on all matters of Health and Safety.

Contact details for the Safety Advisor are:

[REDACTED]

MONITORING

The Event Director will monitor the agreed arrangements and any significant changes in the event will be re-assessed and amended on the risk assessment form, liaising with the nominated Event Safety Advisor.

New safety information should be communicated to all relevant persons.

INCIDENT MANAGEMENT

Contingency and Emergency Planning

Contingency planning deals with issues around the venue and ability of the event to take place or continue, including cancellation and abandonment procedures, communications, key messages, media management. Issues may include severe weather, equipment failures, overcrowding, loss of key staff/artists, transport systems failures.

Emergency planning relating to major incidents will be undertaken by the local authority/emergency services.

CSM Active is responsible for developing and implementing contingency plans and working with external agencies to develop event specific emergency plans.

Contingency Plans

The event could be affected by a number of external issues which could, under some circumstances have a significant impact upon the running of the event. Whilst it is not possible to fully detail contingency procedures for all possible circumstances, the basic principles of contingency planning and issues identified are set out in the Event Contingencies document.

Emergency Plan

The emergency plan for the event provided as a separate document.

The emergency plan includes detail on a number of basic procedures and sets out a framework for escalation, decision making and handover of control to the emergency services in the event of a major incident.

In the event of a fire, bomb threat, structural collapse, medical emergency or other major incident developing it may be necessary to evacuate discrete areas of the event site or individual zones. It is also possible, though less likely, that the whole of the event site and associated site may need to be evacuated.

For the Vélo Birmingham event, the term 'event site' or similar will be taken to mean the affected area of the event site as directed by the ELT based on the prevailing circumstances. It is highly unlikely that an incident would require evacuation of the whole 100-mile route for example but may require suspension of the event in a specific location.

This plan is intended to guide the response to emergency situations during the event should they arise. The principle Command and Control arrangements and the specifics of evacuation from each area of the site are detailed within this Emergency Plan. Refer also to the C3 Plan for the event.

The emergency plan should, inter-alia, address the following issues:

Identification of incidents;

Raising the alarm;

Summoning emergency services;

Mobilisation of resources;

Incident response and containment;

Evacuation;

Treatment of casualties;

Transfer of primacy;

Management of public information;

Return to normality.

Within this plan, the Event Safety Plan and/or the Event Management Plan and associated appendices, control measures have been put into place to reduce the possibility of incidents occurring which would require an emergency response. The Event Organiser, in conjunction with the Event Liaison Team accept that they are normally responsible for dealing with any emergency situation should it arise. To this effect, the Event Organiser is providing suitable resources at the event site to deal with most foreseeable circumstances.

The process of emergency site evacuation carries its own risks, and must therefore only be undertaken when absolutely necessary. The event organisers accept that they are responsible for dealing with emergencies, which might occur, and for taking the appropriate decisions and utilising their own resources.

The decision to partially or fully evacuate the site will, however, be made on the basis of a multi-disciplinary evaluation of the prevailing conditions undertaken by the ELT.

It is impossible to predict every eventuality that could necessitate the evacuation of the event and it is not possible to specify for every eventuality how an evacuation would take place. This plan therefore sets out the framework for action in the light of the event layout.

In the unlikely event that a problem develops to the extent that a Major Incident (as defined as “Emergency” in the Civil Contingencies Act 2004) is declared whereby the resources of the event cannot cope with the developing scenario, then control will be assumed by the most appropriate emergency service.

The process by which the Lead Emergency Service takes control of the event should be the subject of a Memorandum of Understanding in which the lead emergency service would take over the responsibility of the event. This will be done by a means of a written hand over by the ESC/Event Director, confirmed by the event organiser and emergency services lead, with the “Handover of Control” Document.

Once the Lead Emergency Service declares a Major Incident and takes responsibility of the event the resources of the event will be put at the emergency services disposal. Event resources will be co-ordinated by the Lead Emergency Services through the ELT.

RIDDOR 2013 REQUIREMENTS

As of 6 April 2013, RIDDOR’s over-three-day injury reporting requirement has changed. The trigger point has increased from over three days’ to over seven days’ incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

However, under EU law, employers and others with responsibilities under RIDDOR must still keep a record of all over three-day injuries – if the employer keeps an accident book, then this record will be enough.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

In cases of death or 'specified' injuries (see over) to workers, you must notify the enforcing authority

without delay, most easily by reporting online. Alternatively, you can telephone [REDACTED].

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Cases of over-seven-day injuries must be notified within fifteen days of the incident, using the appropriate online form.

Note that sporting injuries are not reportable if the injury arose out of the normal participation of the activity. They are reportable if they were due to defective equipment or failings in the organisation and management of an event however.

The HSE website can be used to provide further guidance on reporting of incidents:
<http://www.hse.gov.uk/riddor/examples-reportable-incidents.htm>

Only "Responsible Persons" including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.

Telephone - All incidents can be reported online but a telephone service is also provided for reporting fatal and 'specified' injuries only - call the Incident Contact Centre on [REDACTED] (opening hours Monday to Friday 8.30 am to 5 pm).

Online: Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records

Injury <https://extranet.hse.gov.uk/lfserver/external/F2508IE> Dangerous Occurrence
<https://extranet.hse.gov.uk/lfserver/external/F2508DOE>

For incidents involving the public and participants at the event, the following form is available for use by staff and stewards to gather information and all completed forms are to be

returned to the CSM Active Ride Director as soon as possible post event for analysis and retention.

Dangerous occurrences:

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting.

There are 27 categories of dangerous occurrences that are relevant to most workplaces, with those most likely at events sites being, for example (with numbers):

1. The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
2. Plant or equipment coming into contact with overhead power lines;
3. Any explosion or fire caused by an electrical short circuit which causes a significant risk of death;
4. Any explosion, discharge or intentional fire or ignition which causes and injury requiring first aid;
5. The complete or partial collapse of scaffolding more than 5m in height;
6. Structural collapse;
7. Explosion or fire leading to work stopping for more than 24 hours;
8. Sudden, unintentional and uncontrolled release of flammable liquids and gases;
9. Unintentional release of any substance which could cause injury to any person

Specified Injuries:

1. Fractures – other than to fingers, thumbs and toes;
2. Amputation of an arm, finger, thumb, leg, foot or toe;
3. Any injury likely to lead to permanent loss of sight or reduction in sight;
4. Any crush injury to the head or torso, causing damage to the brain or internal organs;
5. Serious burn injury (including scalding);
6. Any degree of scalping requiring hospital treatment;
7. Any loss of consciousness caused by head injury or asphyxia;
8. Any other injury arising from working in an enclosed space.

Note that the above list is not exhaustive – if in doubt, refer to the HSE website:
<http://www.hse.gov.uk/riddor/dangerous-occurences.htm>

Risk Management upon Event Completion

Event Review

The event safety team will be compiling an event safety report throughout the duration of event planning, event build and event delivery.

This report will review:

- Delivery of strategic safety goals
- Safety compliance
- Incident reporting
- Contractor safety performance
- Stakeholder liaison
- Venue requirements

This information will be shared with CSM prior to wider circulation.

Incident data sharing

The event safety team will compile the data collated from the submitted incident reports, reviewing separately:

- Incidents occurring the event build phase
- Contractor incidents
- Participant incidents
- Incidents requiring RIDDOR submission

The data review will be submitted to CSM prior to wider stakeholder circulation.

All data will be subject to GDPR requirements as stipulated by CSM data protection policies.

Document revision process

All policies and procedures utilised by CSM for VBM2019 will be subject to performance review upon event completion.

This revision will be undertaken using performance data drawn from incident reporting and the overall event safety performance report.

Appendix

Associated documents to be added when available