

## **Event Management & Safety Plan**

**Event Name:**

**Date:**

**Time:**

**Location:**

**[DISCLAIMER: This document is provided only as an example of an event safety management plans for organising a one-day Pride Event in a city-centre location with an attendance of approximately 6000 people at peak times. The specific requirements of each individual event will have many variables so please ensure all legal and organisational requirements meet those of your local authorities.]**

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## **Introduction**

This document supersedes all previous versions. Please check the version number and be aware that it is your responsibility to ensure that you are working from the current and correct document.

Due to the nature of these types of events and the fact that many changes may be made during the planning process, please ensure that you are working from the most up to date version.

**Commercial Confidentiality:** This document is intended solely for the use of the organisations involved and is not for public distribution.

Pride is delivered by a team; this team is made up of a number of contractors, some of whom are responsible for their own documentation. This will be collected by Pride and will form part of this overall plan.

## **Overview**

It is the intention of TOWN/CITY Pride to stage a one-day, outdoor, socially and family inclusive event at the VENUE, TOWN/CITY extending into the LOCATION/VENUE occupying parts of LOCATION/VENUE and LOCATION/VENUE. The event is to be managed by the TOWN/CITY Pride Committee.

Working with the Pride committee, the event will be staffed by (local) volunteers and a professional technical team, made of professional suppliers. TOWN/CITY Pride has a very successful and safe record in managing previous Pride events at the VENUE, TOWN/CITY in TOWN/CITY and this event at the VENUE will have broadly the same format as the last x years in the same location. There are some changes this year to the usual format and layout and the attached plan gives the new site layout. This plan will cover the introduction of the policy to prohibit patrons from bringing in their own alcohol.

Supplier name has a proven record in delivering and managing large-scale events both in the UK and overseas. The event team has successfully managed outdoor events at VENUE & Sites and has operational staff experienced in handling major events of this nature on a regular basis.

All contractors are highly vetted and are regularly reviewed. All are all experienced in their field of expertise with a practical working knowledge of the Event Safety Guide, 'Green Guide' and relevant current guidance and legislation in their respective fields. All safety certificates, structural certificates, public liability, etc. are reviewed and inspected prior to the event, to ensure professional competency, compliance with current legislation, and safe systems of work.

The venue is well situated and is served by both road and bus networks and has good rail connection networks to the town centre. The venue grounds have good vehicle and pedestrian access with a network of footpaths around the surrounding area. The addition of fences is NOT to prohibit public access nor charge an entry fee to the event; it is done to improve safety.

The main areas being used are:

- (i) The main concourse of VENUE, a large concrete and grass area
- (ii) LOCATION/VENUE – the road passing through the site, which is subject to a TRO for the period of the buildup and the event.
- (iii) LOCATION/VENUE Village – namely LOCATION/VENUE and LOCATION/VENUE

### **Nature of Event**

The event is an afternoon fun day / evening concert, with a number of supporting acts, activities, VENUE & attractions before the headline main stage acts.

The main stage and supporting infrastructure will be erected on the hardcore surface directly in front of LOCATION and facing the library, with the added benefit of the VENUE traders towards the opposite, leaving a clear open area in the middle. This will accommodate the growing crowd and represents a new layout, with a previous second row of stalls now placed further out in the main site.

There will be a small area fenced to the rear and side of the stage and backstage area with crowd barriers to the front of the stage and clear backstage access from the stage area to a marquee, for use of VIP's, artistes, crew and staff only.

There will be a small 'second stage' in the LOCATION/VENUE area under and adjacent to the statue near the VENUE. Pride has licensed this area for performance and falls under the all fresco area for the VENUE who are fully involved in this event.

### **Venue**

The event will take place in the grounds of VENUE in the open air. The event area is a mixture of mostly concrete with some grassed areas. The event area will be fenced with Heras fencing to the right and left of the bus gate that passes through the site. These fences will be of the gated type so that vehicular and in particular emergency access can be maintained. All entry and exit points will be well signposted and at least one professional security/SIA will be at all times on each entry/exit point.

Crowd control barriers (mojo) to facilitate the safety of the public will be used to the front of the stage and will be manned by experienced security staff.

In addition, two of the senior members of the committee have undergone and passed SIA training (door supervision), and are fully qualified to Level 2. The event area is level and is well maintained with little obvious minor potholing or rough ground. The area is deemed accessible and suitable for those with disability and/or access requirements.

### **Participant Profile**

Full mix, adult/s some with children; possibly some disabled / special needs, with carers and older people. It is also anticipated that teenagers and young adults will attend from a wide social, economic, ethnic and religious background. The event will be expected to attract a very mixed audience with a large Lesbian, Gay, Bisexual and Transgender (LGBT) contingent. It is anticipated that the audience will therefore be a mix of both male and female (60/40) and with all ages including children and some OAP's. The audience is anticipated to be composed of 65% - 75% local residents (defined as the broad area encompassing TOWN/CITY and the surrounding region) with approx. 25% to 35% of people travelling from farther afield to attend the event.

## Schedule

### Load in

**Friday DATE AND TIME** – all vehicles requiring site access will supply registration details to avoid fixed penalty charges. This is deemed preferable to a road closure and disruption to taxi and bus routes for the duration of the buildup. Pride will supply registration details no later than 1 week before the event.

Friday Load in includes, fencing for the site around the stage, the stage, toilets, fairground ride, food and bars.

This will take place in the afternoon and evening of Friday and security will be on site overnight after build up.

### Saturday DATE AND TIME

**Road closure (LOCATION/VENUE) 06:00 Sat 17/8 to 06:00 Sun 18/8**

Load in of VENUE stalls	08:00 to 11:00
TOWN/CITY Pride Parade formation	12:15 onwards
Site completion, inspection/sign off temp structures	by 12 noon
TOWN/CITY Pride Parade (route map attached)	13:00
Live Stage Music Start LOCATION/VENUE	13:00
Live Stage Music Start (VENUE)	13:15
Live Stage Music End LOCATION/VENUE	18:00
Live Stage Music end (VENUE)	22:00
Site Clearance	by 06:00 likely 02:00

### Event Management Plan

The event management team will engage in a multi-agency approach in which the event organiser/s, production management, security, venue owner, police, ambulance service, fire service, local authority and the ESAG (Event Safety Advisory Group) will be consulted. The organisers will seek advice from all concerned parties and recognise its duty of care.

Clear demarcation of duties and responsibilities will be allocated and understood before the event day.

Risk assessments of the construction, management and dismantling of the venue will be undertaken and any effect that any part of it, or activity undertaken on it may have on employees, contractors, participants and the general public.

All contractors will undertake their own risk assessment for the activities they undertake and will provide the event management with a copy and / or certificates of conformity of compliance with the related safety regulations.

All contractors will supply to the event management a copy of their Public liability insurance and ensure that they comply with any policy terms and conditions.

### The Event Site

The event areas is of sufficient size to have room for the public to move around the different activity areas and have unobstructed circulation and routes to the exits. **Entry**

and **exit** points are clearly marked on the map attached and will be well signpost on the day. Pedestrian accesses within the event areas are level and there are no vehicle movements during the event. Security marshal the event areas. There are numerous exit points and emergency exit points to facilitate a mass orderly evacuation of the event site.

### **Arrival on Site: (Contractors)**

All contractors will report to security upon arrival and advise the production manager or site manager of your arrival on site.

All transport arriving on to site will be marshaled and directed to their designated work place and or advised of working procedures.

All personnel arriving on site should be equipped with appropriate protective clothing and footwear to include Hi-Viz jackets / vests, gloves, helmet or any PPE appropriate to the activities and tasks they undertake.

Security and the site manager will be the first personnel to be on site and the first contractors on site will be Pride, SUPPLIER & Supplier name who will install fencing and barrier systems (where required), to create an event site that may be secured from the public during the build and take down de-rig period as much as is practicable and possible.

We recognise and understand the risks posed by the construction of the individual elements of the event site and have made all contractors and personnel aware of their duty of care to others both other contractors and the general public.

CONTRACTOR NAME will provide fencing and operatives to construct the site fencing. Stage fencing will be erected Friday and the fencing for the entry and exit areas will be positioned on Saturday – after the road, closure is in operation.

### **Movement on Site**

Concessionaires, personnel and deliveries will arrive at the main gates to right or left of the site and will be directed as above after notifying security. All movements on site will be directed and under the strict control of security and no vehicle will be allowed off the designated route.

Artistes and technical crew will arrive at the load in area stage left and be directed by security as above.

The site plan has been designed to curtail the amount of movements across all event areas to protect both staff and the public. All vehicles will be directed on site travelling at 5mph with hazard warning beacon lights on.

All large vehicles / trucks must have a banks man to assist.

When any vehicle is ready to leave then security must be notified and the site manager may release the vehicle.

### **Show Day Movement on Site**

On show day all contractor vehicles will adhere to the vehicle movement curfew 11:00. All vehicles remaining within the event site at this time will remain until clearance is

given at the end of the public egress. At this time site vehicles will be permitted to enter, move or leave by security / site manager.

## **Concessionaire Re-stocking**

There will be no re-stocking of any bars or concessions that require vehicular access to the area allowed whilst the event is open to the public. Any stocking that can be done from vehicles off site is permitted by hand.

## **Public Facilities:**

### **Catering**

Public catering concessions are provided by SUPPLIER NAME – TOWN/CITY Councils approved supplier of fairground rides who has been selected as he has relevant documentation and checks performed annually and is fully conversant with regulations. All food safety documentation has been requested for inspection in advance of the event.

Food Concessions are pizza, hotdog/burger, noodle bar, veggie wrap, sausage, jacket potato stalls. There will also be ice cream and coffee vans.

No concessionaire will be allowed on site unless all documentation, including insurance and food hygiene, has been checked and approved in advance.

### **Water**

Drinking water will be available for distribution by the security team and first aid team in the pit and first aid areas plus Refill water points around the site. Bottled drinking water will also be on general sale from all public catering concessions.

### **Bars**

Bar facilities will be situated as marked on the attached site plan, each bar will require its own TEN and these have been applied for. Each bar will be overseen by SIA registered security, provided by TOWN/CITY Pride, this to allow radio communications between them, the rest of the team on site, the local bars and the police. Security will deal with back of house security and any incident that may occur within the bar areas. No bar will sell any product in a glass container: drinks will be dispensed in either plastic bottles or ½ or pint plastic cups.

Bars will operate Challenge 25 ID checking and staff will be asked to ensure they monitor carefully. The Event Director in close liaison with the bars managers will implement an Alcohol and Social Responsibility Policy.

### **Sanitary Facilities**

VENUE is closed to the public so Portable toilets will be provided and will include 30 single toilet units, 5 covered urinal units and 2 baby change/disabled facilities.

### **Arrangements for Disabled Patrons**

Disabled parking bays are available nearby in the existing car parking areas.

The whole area has flat access, including to First Aid position. Security will keep a watchful eye for overcrowding and will keep a record so that the requirements for disabled patrons may be monitored and reviewed.

## **Stage Location**

The stage will be on the hard standing area of the square and will front a small fenced area. SUPPLIER will supply and install crowd barrier to the front of stage pit barrier.

The second stage will be located in LOCATION/VENUE; this requires no temporary structures, just the use of sound and lighting equipment.

## **Backstage Facilities**

The backstage area and backstage hospitality area will be segregated from the public areas by a fence line leading to a segregated area outside the VENUE building. This will be manned by security (SIA) and volunteer stewards. The areas will be utilised for VIP hospitality and welfare, as well as some dressing areas.

There will be welfare facilities and facilities for refreshment in this area. The crew section in the VIP area will be utilised as a staff welfare facility all refreshments will be chilled and are not for general public consumption, provided free of charge by TOWN/CITY Pride for its artistes and staff.

**Audience Expectation:** 5- 6k persons at peak. Peak occurs usually between 1:30 and 3pm and again between 5 and 7pm and later around 9pm. This is very weather dependent.

## **Market Stalls**

There will be numerous small stallholders situated throughout the grounds – see attached plan. Market stalls will be a mixture of information providers from private and public sector, and traders from the private sector. All are required to provide copies of PL certificates to Pride in advance of the event. These are available for inspection should they be required.

## **Licensing**

All vendors have been told they must apply for their own TEN (Temporary Event Notice) for this event. No vendors are permitted to bring generators.

## **Health & Safety**

Terms of Reference: HSG: 195 The Event Safety Guide and the Events Industry Forum proposed amendments. Guide to Managing Health & Safety at Exhibitions and Events.

The main law governing health and safety at work in the UK is the Health and Safety at Work Act 1974 (HSAWA)

TOWN/CITY Pride will operate within the event guidelines, and full Risk Assessments and Method Statements for all activities will be undertaken, along with all contractors RAMS and all PL & EL insurances correlated and checked.

No activities by any supplier or contractor will be undertaken on the site unless all RAMS and PL insurances are supplied in advance to the Safety Manager for the event.

There will be well-placed signage to the location of toilets, first aid, information stands. Where possible and practical, additional information will be put up at VENUE, including additional signage to the first aid area and the information stand.



## **Noise Pollution**

It has not been advised that COUNCIL will be monitoring noise levels on the day of the event, in the event of a complaint from a member of the public. The main point of contact re noise will be NAME (PHONE)

We have previously been advised that the sound level resulting from the event shall not exceed 65db Leq15 at any monitoring points. We will work with the council, in case of contact, to help the sound engineer to keep the average sound level within acceptable levels for both staff and the public.

It should be noted that although there are a number of musical acts on during the day and early evening, TOWN/CITY Pride is not primarily a rock concert and organisers wish to ensure compliance for the long-term development of the event.

Noise will be monitored during the event and any issues communicated through the committee directly. NAME / CHAIR can also be contacted on the day should there be any sound issues: PHONE.

## Staffing

### Applicant

NAME Chair – TOWN/CITY Pride

### Event Directors

NAME/PHONE NUMBER	Chair
NAME/PHONE NUMBER	Treasurer
NAME/PHONE NUMBER	Vice Chair
NAME/PHONE NUMBER	Secretary
NAME/PHONE NUMBER	Volunteer Manager
NAME/PHONE NUMBER	Stalls Manager
NAME/PHONE NUMBER	Stage Manager
NAME/PHONE NUMBER	Ops Manager

### Safety Officer

TOWN/CITY Pride:	NAME	PHONE NUMBER
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### Medical

A YAS medical assessment sheet has been completed to establish the proportional and relevant level of cover required for the risks. The provision of onsite medical needs is based on an assessment of the likely risks. There are no special risks such as working at height, cranes or forklift truck movements.

Using historical data on previous TOWN/CITY Pride events, and previous incidents recorded, leads to the conclusion that this events is a low risk event. The recorded minimum number of First Aiders at small events where no special risks are considered likely is 7: up 5 to 6k attendees. (HSG: 195 pg. 125).

Pride has booked SUPPLIER to attend with eight registered First Aiders and a fully equipped ambulance crew; this is line with the points scoring on YAS form. Security will escort First Aiders around the event site to facilitate smooth communications between all parties.

Medical provision is in line with guidelines recommended by the Event Safety Guide. From the start of the site build through to post event de-rig, First Aid cover will be on site that will be in radio contact with the safety officer.

There is no working at height and no activities that require on site Paramedic cover during the build. A First Aid post will be allocated and signed posted accordingly. This will be alongside the stage door for VENUE on LOCATION. Emergency vehicles will access the site by this entry/exit and bollards will be left in place but padlocks removed to facilitate speedy removal in an emergency.

### Security

TOWN/CITY Pride will supply security as below:

#### Friday 16th

1x overnight for VENUE Square Friday	18:00 – 08:00
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#### Saturday DATE

Date:

<b>Entrance (LOCATION)</b>	
1 x all day	14:00 – 22:00
<b>LOCATION side entrance</b>	
3 x all day this is main entrance	14:00 – 22:00
2 x additional	13:30 – 15:00
<b>Library entrance</b>	
2 x all day	14:00 – 22:00
1 x additional	13:30 – 15:00
<b>LOCATION</b>	
1 x all day	14:00 – 22:00
<b>General site walking</b>	
3 x	14:30 - 22:00
<b>Backstage entrance</b>	
1 x	14:00 – 22:00
<b>Bars (VENUE)</b>	
2 x	14:00 – 21:30
<b>LOCATION/VENUE second stage and mobile bar</b>	
1 x	12:45 – 18:00

These paid security all qualified SIA or FSQ (Football Stewarding Qualification Level 2).

We will have a number of volunteer pit crew. Other committee and volunteers will be at the control centre, which doubles as lost children and property this at the rear of the stage accessed by the backstage entrance, which itself is SIA controlled.

This level of security is required to staff the entry and exit points of which there are a number – see later section on entrances.

Advance publicity, announcements, and all pride event posters have clearly stated no alcohol is to be brought into the site, the main aim is to reduce the amount of glass and the quantity of drink. By allowing on sales only the bar staff will be able to manage the Challenge 25 and excessive drinking much better.

The aim of the security gates is to allow security to advise people they can not enter with large amounts (crates) of alcohol or any glass. This will be the responsibility of the public to then take away from the site before entry is granted. There will be no 'storage point' for abandoned alcohol.

Members of the public not attending the Pride event will be able to access the site and walk through the site without obstruction. However, the size of crowd and layout of the site would deter, and has done over 6 years anyone not a part of the event from walking through it. Advice on alternatives will be given by security should anyone need to get from A to B and not want to walk through the site. This will be via LOCATION

Security brief is very simple:

- Do not insist on a bag search – we will ask people to voluntarily open their bag for security to perform a visual appraisal – no searching of bags to take place
- Do not be confrontational
- Advise no alcohol is permitted on site
- Do not allow entry to anyone carrying glass
- Do not allow entry to anyone obviously carrying large amounts of alcohol

If however glass and or alcohol subsequently be found inside the area of the event by security, glass will be removed and alcohol poured into plastic and given back to the member of the public – the glass will be disposed of carefully.

## **Police**

Police will attend the event in an official capacity to assist with the parade and crowd management as well as having a community stall on the day. Conversations have been had with Police re the process for the parade, which will be led by them in a police vehicle.

## **Entrances**

Pride main entrance is by the front of the VENUE. This will have entry and exit lanes. Two entry lanes will allow for those without any form of bag or just a small handbag and the second line will be for anyone carrying a larger bag.

There will be one exit at this point. All three entry and exit points will be open for the duration of the event and staffed by SIA. During the period 13:30 and 14:00 as the parade arrives back to the Square the gate in the heras fencing at this entry will be opened and staffed by 2 additional SIA security – this to minimize queuing and allow entry quicker for the many people returning with the parade.

There will also be a similar entry point at the library with two entry and one exit lane – this will be SIA staffed all day.

There will be one entry/exit at LOCATION staffed all day by 1 SIA.

Chamber Road is outside the event area.

The access to the rear of VENUE will be closed and fenced for the day. VENUE have been made aware and although the Theatre closed the small number of staff will be advised of this should there be any emergency evacuation this route is not available to them and they will come under the evacuation of the Pride site which is out via the Nook doors and into the Square.

The gated heras fencing LOCATION will be closed and staffed by SIA – this is an emergency only exit point.

Advance publicity, announcements, and all pride event posters have clearly stated no alcohol is to be brought into the site, the main aim is to reduce the amount of glass and the quantity of drink. By allowing on sales only the bar staff will be able to manage the Challenge 25 and excessive drinking much better.

The aim of the security gates at the entrances is to allow security to advise people they can not enter with large amounts (crates) of alcohol or any glass. This will be the responsibility of the public to take away from the site before entry is granted.

Members of the public will be able to access the site and walk through the site without obstruction.

## **Building Structures and Installations**

All openings to the area will be kept clear in case of emergency. Designated or non-designated emergency vehicles entrances (Either side road closure heras fencing is gated for access at any time and staffed with SIA trained staff. LOCATION is the

preferred route to the road and for access and as such the on-site ambulance will be parked in this area between VENUE and VENUE at the First Aid point.

All walkways and means of access for emergency vehicles will be kept free of stored goods, litter, vehicles when the event is in progress. There are no treads, steps or stairways.

## **Structures**

Main Stage: including PA Wings – 14m x 10m footprint with 7m roof height from ground level. The structure has been designed in accordance with The Institution of Structural Engineers Guidance on Design Procurement and Use of Temporary Demountable Structures. All Health and Safety documentation is available on request. A Temporary Structural Certificate will be issued on completion of build (after Inspection) before the stage is released for use by the artistes

Barriers: Lite Structures Barriers will be used for the front stage pit area supplied and installed by Supplier name Ltd.

Front of House Mixer Position: There is one x 3 x 3m temporary structure that will house the front of house sound and monitoring equipment position. This will be fenced around with low-level crowd barrier. All electrical installations will be managed in line with regulations and cables will be taken to the rear of the public access area and secured where they present no trip hazard.

All Health and Safety documentation is available on request. A temporary Structural Certificate will be issued on completion of build (after inspection) before technical crew releases the area for use.

## **Electricity Supplies**

Electricity supplies to the stadium conform to current I.E.E. regulations. Outdoor power will be supplied by generators delivered and maintained by SUPPLIER.

## **Stage Power**

External generators will be used to power the stage

1 x 32A Single Phase Supply for Audio and Stage backline. (External)

1 x 32A Single Phase supply for stage and event lighting. (External)

1 x 16A Single Phase Supply to Backstage VIP area. (External)

Although this is essentially a 'plug and go' system not requiring a Temporary Installation Certificate, a certificate and sign off will be provided once systems have been tested on the day. Generators are either within the backstage (non public area) or will be fenced.

Market stall holders may not have their own generators.

## **Site Lighting**

There is no requirement for additional site lighting but there may be architectural effect lighting added to some areas and buildings.

## **Waste Management**

Waste management will be a joint operation between Pride and CONTRACTOR. All traders including the bars will be expected to keep their own areas clean and clear of rubbish. Security will be tasked to keep alert and report any buildup of waste so that it may be dealt with. Ongoing litter picking throughout the event and immediately after the event should help reduce the amount of debris left around the site.

Black (wheelie) bins will be provided and situated throughout the site. These will be bagged and will be emptied by 2 operatives with pickers throughout the day. All bags will be tied and placed in a caged vehicle placed outside the barriers to allow it to leave site and return in case of needing to be emptied. Due to the nature of the event and the difficulty, removing recycled items without post event sorting this event will not recycle.

Following the event, a full site clean-up will take place, however it is envisaged that the amount of site debris will be far less than in previous years due to the adoption of the no BYO alcohol.

### **Stall Holders**

Several small stallholders, traders and CIC's and Charity groups will utilise the Market stalls For example; small stall for seated massage and small marquee for awareness campaign for Cancer Charities, the Rainbow Markets etc. All Stallholders will have to provide Public Liability and Fire Certificates for any structures – or stands, which details will be held on a register with all suppliers and contractors.

### **Fire Safety**

It is the promoter of the event's intention to comply with statutory regulations regarding fire safety, capacity calculations and means of escape. Firefighting equipment will be distributed throughout the production area and Front of House position. All concession units and outlets will be required to provide adequate risk assessment and be equipped by the operator.

All committee members and volunteers on the day will have undertaken Fire Safety Awareness Briefings.

### **Wristbands/Access**

Access to the event area is entirely free with no restrictions. TOWN/CITY Pride committee members will wear a shirt and a wristband that easily identifies them. Those with access to the VIP area will be wearing a coloured wristband.

### **Radio Protocols**

TOWN/CITY Pride committee members will have radio access and will use the same channel as the security personnel. There will be a back stage control area staffed by the Event Safety Manager NAME and a member of the Pride team (NAME) with assistance at all times from the event opening to clearing of site. This back stage point will form the central control point for any staff – Pride or volunteer staff wishing to seek advice or instruction on the day.

Operations for the Pride team will be managed from this point with radio control.

### **Emergency Services vehicles**

Ambulances called to the event will enter via LOCATION and then be directed by staff. The Fire Service and Police will enter through the same access routes.

## **Abandonment of Event / Show Stop Procedure**

Should circumstances arise where for the safety and security of the attendees and staff the event need to close or abandon the following will apply.

TOWN/CITY Pride will take professional advice from the Safety Manager and relevant technical and professional advisors before deciding on the course of action.

If the event has to be abandoned security personnel will be required to remain on duty to assist in the safe departure of ALL members of the public. Normal evacuation processes should be employed to ensure safe and timely evacuation of the entire site.

The Public Address system will be utilised to inform the crowd.

## **HEALTH AND SAFETY POLICY**

It is the policy of the promoters of this event to seek, as far as is reasonably practicable, safe and healthy working conditions for employees and all other personnel working on behalf of the event and to ensure that any activity undertaken by the event does not adversely affect the health and safety of other persons.

The promoters recognise that a number of activities that are undertaken, or are undertaken on their behalf, could potentially involve risk to the health, safety and welfare of its employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment or property.

The aims and objectives of the policy are:

To protect and maintain standards and to comply fully with Health & Safety at Work Act 1974 and all other relevant legislation, regulations and codes of practice.

- To protect employees and others, including the public from foreseeable hazards.
- To provide all persons with the necessary information, instruction, training and supervision needed to ensure that safe systems of work and practices are adhered to and safety awareness is developed.
- To ensure that everyone involved with the organisation and running of the event are aware of their responsibilities of duty of care to themselves and to others.
- To encourage consultation and co-operation, and where necessary, consult with outside bodies in order to maintain a
- safe working environment.
- To ensure the provision and maintenance of plant and systems of work that are, so far as reasonably practicable, safe and without risk to health.
- To provide arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk to health
- in connection with the use, handling, storage and transport of articles and substances.

The event health and safety objective is to minimise the number of incidents that may endanger the health, safety and welfare of all persons working at or attending this event.

While the event management team will do all within its powers to ensure the health and safety of all persons, it is recognised that health and safety is the responsibility of each person associated with the event. It is the duty of each and every individual 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 risk to the wellbeing of any other person.

The promoters of this event will ensure that professional contractors holding the required certificates of competence carry out the installation and maintenance of all equipment, plant and services related to this event.

### **Competent Persons**

For the purpose of this event Supplier name will act as agents in all production management, site management, employee health and safety and public safety matters. Supplier name has experience in providing such services at large scale public events and has worked closely with the contractors and the organisers to ensure that the highest levels of safety are implemented at all times.

Supplier name will continue to update this document during the planning and execution of the event and will always strive to ensure that everything contained within it is acceptable to all relevant bodies, authorities and licensing authorities.

### **Contractors**

All persons and contractors will be required to demonstrate their competence and present relevant Risk Assessments, Method Statements to show Safe Systems of Work. All Structural Certificates, Calculations and Certificates of Conformity and Insurance details relating to the work they undertake in relation to this event will be inspected and retained for inspection by any relevant authority.

### **Power of Command**

Under normal operational conditions, the Event Director and Crowd Safety Manager will work as a team consulting each other on various aspects of the event. Transfer of power of command is explained later in this document under the heading of Emergency Plan.

### **Delivery of Health and Safety Policy**

It is the duty of the management team to ensure that the Health and Safety Policy for this event is implemented. This will be achieved by ensuring that all members of the management team are competent and aware of their duties and that all crew and subcontractors carry out their duties under careful supervision.

On arrival on site all contractors and personnel will be given an induction and leaflet containing information required and contact details. The security team will also be made aware to look out for potential hazards and all contractors will be informed as to the protocols for reporting. Each contractor will be encouraged to be actively involved in making the event site and production areas a safer working environment.

The policy will be regularly reviewed, updated, and checked thoroughly prior to the start of the event, to ensure it is in line with the event. All managers and supervisors will be responsible for undertaking a rolling assessment of all areas regarding health, safety and welfare due to the constant changes that take place throughout the buildup and break down of an event of this nature.

### **Major Incident Planning**

Should a major incident occur the senior officer of the statutory emergency services in accordance with their joint emergency plans with the venue would take control of the



event management team. It will be the responsibility of the promoter and all event production supervisors to ensure the following:

1. The provision of resources and information as requested by emergency services.
2. Authorisation of suspension, cancellation or termination of any part of the event.
3. Co-operation with the Police press office in the management of the media.

The person designated by the organisers of the event as being responsible for halting the show will be; **The Safety Director NAME.**

The show may only need to be stopped on a temporary basis and all efforts will be made to restart is as soon as possible following consultation by the Safety Manager, Event Director with the Event Safety Advisory Group.

If the show is to be cancelled then the decision must be a joint one made by the Event Director, the Event Safety Officer and Crowd Safety Manager on site at the event.

### **Transfer of Authority**

Should a major incident occur then the Event Director and Event Safety Manager will have authority over all aspects of the event during consultation with the local authority and the emergency services. At any time at the request of the Police Commander to transfer authority, then control will be transferred and all personnel and services put at the disposal of the Commander, until such time as the police Commander deems the incident has been resolved and transfers authority back to the organisers of the event.

### **Show Stop Procedure - (Main Stage)**

The pit supervisor and Crowd Control Manager will identify themselves to the main stage manager. The stage manager will be instructed by the event director that should one of these individuals ask for a section of the show to stop that the stage manager facilitates this through the artist.

It is acknowledged that stopping a show mid-way through can cause confusion and panic and should therefore only be done as a last resort. The Event Safety Manager will ensure that staff working in these locations are experienced and adept at recognising potential crowd safety problems at their inception. In addition, who will take rapid action through the stage manager and artist to rectify the situation. (i.e. a brief stop while a crowd collapse rights itself or the artist asking the public to take a step back to alleviate pressure at the front of the barrier). The Event Director and Safety Manager will be notified immediately through the event control upon a show stop request.

The stage manager (or artist if possible) will inform the audience to move away from the incident and follow the directions given by safety stewards. The Video screen will also be used if appropriate.

### **Operation Method**

To ensure that all parties can work together in an emergency situation, it is vital that everyone has access to information and common reference points. With this in mind, the event management team must ensure the following;

1. The site manager will prepare a grid map of the site that will be used by all agencies.
2. The head of security will prepare a management plan for all security and crowd management.

## **Emergency Plan**

The purpose of the security plan is for the site security team to be able to deal with and contain an incident within the site boundary until the emergency services are able to respond.

Once the emergency services are in a position to assume control of the site, then the on-site security team will come under the direction of the emergency services.

The responsibility for crowd control on site is under the direction of the crowd safety manager and assisted by his supervisors. If a situation escalates to a full or part evacuation of the venue, all production crew will be advised by their supervisors as to the action to be taken. Specific attention should be drawn to the following:

### **Termination of power supplies**

Ensure that the main stage PA system is not required to assist with the evacuation of the venue before terminating supply.

### **Evacuation of Artists and VIP's**

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

### **Emergency Vehicles**

In the event of an incident requiring the response of additional emergency services units other than those on duty within the site, the request must be directed through event Safety Manager. All requests for additional units must establish if the response is to be to the designated emergency vehicle rendezvous or other identified areas within the venue. All designated fire paths and roadways will be maintained by security teams under the direction of the head of security to allow access for emergency vehicles.

The RV point for the event site is the load in area stage left.