



SATURDAY 12TH JULY 2008

OPERATIONS MANUAL

PRIDE PARADE

OXFORD CASTLE to OXPENS FIELD
11:30 – 12:30

PRIDE EVENT

OXPENS FIELD, OXFORD 12:00 – 20:00

[DISCLAIMER: This document is provided only as an example of an event safety management plans for organising a one-day Pride Event in a council field with an attendance of approximately 2000 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.]

PARADE

We are very pleased to welcome the Oxford Castle as a new sponsor this year and to celebrate this new relationship we are starting the first Oxford Pride Parade from the Market Square of Oxford Castle.

We anticipate not more than 100 participants in the parade

Participant will meet at 11am with the Parade starting its journey at 12-noon. The Parade will exit Oxford Castle at New Road, then turn right on Castle Street and into Paradise Street. From here the Parade passes by the Castle Tavern then Jolly Farmers then along the Mill Stream and St George's Tower up to St Thomas Street to Brewery Gayte. The Parade then heads to Hollybush Row, just down from the Imperial Royale and Jam Factory where it continues the final leg towards the Ice Rink along Oxpens Road. The Parade then arrives at Oxpens Field, where the Oxford Pride Event has refreshments, distractions and entertainment throughout the day until 8pm.

PARADE SECURITY AND PARTICIPANT SAFETY

Qualified security personnel and parade stewards will be fully briefed as to the parade route and areas identified as potential risks (eg bridge over Castle Mill Stream and road intersections).

CONTACT LIST

Parade and Safety Manager –
Parade and Safety Assistant –
Parade Steward coordinators:
(A)
(B)

EVENT OVERVIEW

Oxford Pride are planning for 4500 people attending the event overall with 2000 at any one time. All health, safety and welfare provisions will be in accordance with the HSE Event Safety Guide and OCC licensing regulations.

Oxford Pride will be run under the authority as a community event, the entertainments license & Premises License is held by Oxford City Council.

ACCESS

The main access to the event site in Oxpens Field is from Oxpens Road, but there are entrances and exits throughout the area as it is unfenced. There is no public parking on site. Traders and artists cars can be parked in a designated car park on the site, with prior arrangement. Emergency access will be maintained around the site, with access off Oxpens Road along the hard standing beside the ice rink. The hard standing beside the ice rink will be kept clear at all times in order to maintain fire egress from the ice rink.

ENTRANCES AND EXITS

Entrances and exits are throughout the area as it is unfenced. Two sides are bounded by the stream with a bridge from Dale Close. The event is free and un-ticketed, but stewards and SIA registered staff will be monitoring numbers.

DISABLED ACCESS

The site offers partially flat, unobstructed access to people with disabilities. A disabled toilet will be provided.

EMERGENCY ACCESS ROUTES

The emergency access route is via the main entrance from Oxpens Road. This route offers unobstructed access to the event site via the hard standing next to the ice rink or around the .

EMERGENCY EVACUATION PROCEDURES

All decisions to evacuate will be taken by the event organisers only.

FIRE – Move people away from source of fire. A Fire pump will be positioned onsite unless called away by an emergency elsewhere.

BOMB THREAT – Evacuate event site, assisted by security who will close the road

STAGE / STRUCTURE COLLAPSE – Evacuate immediate area, prevent re-entry into area

SUDDEN INCLEMENT WEATHER – Evacuate susceptible structures and move people to area of safety.

MEDICAL EMERGENCY – To be dealt with by trained personnel from British Red Cross, Thames Valley.

FIRST AID & ACCIDENT AND INCIDENT REPORTING

The first aid station will be supplied and manned by trained first aiders from Red Cross, Thames Valley. The first aid station will be clearly marked and open to all who are attending the event. All incidents are to be reported to the Event Manager and Security Manager.

SECURITY AND STEWARDING

Site - Security, 6 security staff will be on duty throughout the duration of the event. All will be provided by So Sure Security and will have all the relevant training and be SIA registered. The bar tent will have member of security staff present at all times. In addition to the security there will be 10 trained stewards from within the community. There will be four stewards who will be specifically patrolling the river banks. All will have radio's and access to life buoys should the need arise.

COMMUNICATIONS

The main communications media will be radios and mobile phones. All of the below contact details will be provided to all Volunteers/Stewards at the registration briefing meetings.

CONTACT LIST

AUDIENCE PROFILE

The audience profile for Oxford Pride 2008 will be mainly members of the wider LGBT community, friends and families. The audience will be of mixed gender, ages, nationalities and sexual orientations.

ADMISSION POLICY AND MANAGEMENT OF ANTI SOCIAL BEHAVIOUR

The admission policy will allow any member of the public to enter unless they are under the effect of alcohol and drugs. Any person causing offence or a nuisance will be asked to leave.

STAGE

The event will feature a live entertainment mobile stage unit (9m x 3m). The PA will be supplied and controlled by SmithSound Ltd. This structure will have a CO2 and H2O extinguisher.

BAR

Neil Richie from PinkStone Leisure (Jolly Farmers and Castle Tavern) will be providing and operating a bar. The bar will be situated in a purpose built unit, within a marquee, with seating being outside. H2O & PWD Fire extinguisher will be provided. A licence has been applied for.

CATERING CONCESSIONS

Catering concessions are all in individual units and all their details and questionnaires will be passed on to environmental health for inspection. These will not be placed next to other flammable structures.

The following catering concessions are being supplied –

Brookes Restaurant – Unit x1

Pig Roast – Unit x1

Café 2 U – Hot and cold drinks plus snacks unit x1

White Bell – General Catering Unit x 3

FAIRGROUND

White Bell will be supplying three fun fair rides, to run the length of the ice rink, but not intruding onto the hard standing. Any music from this area will be monitored regularly throughout the day to ensure it stays within the approved levels.

GENERATORS

The main generator is to be located behind the main stage and this generator will supply power to all PA systems on site. All generators for concessions will be situated behind catering vehicles. All generators will be sealed off from public access and all power distribution cables in public areas will be buried and clearly marked.

ELECTRICAL INSTALLATION

Generators will be provided by HSS Hire and will be tested before the event by R.T.Harris Electrical Contractors and certificates issued. All cables will be dug in or placed in non-public areas.

LITTER

Event volunteers will be undertaking litter-picking duty throughout the duration of the event with particular attention to clearing the site at the conclusion of the event. All litter pickers will be briefed in accordance with health and safety.

WASTE MANAGEMENT

The site will have waste bins and recycling bins located around the site. The bins will be emptied regularly. All site waste will be cleared away after the close of the event.

LOST CHILDREN

The lost children facility will be located at the first aid station. Event Manager or Event Assistant to be radioed or called immediately. No descriptions of lost children will be made public under any circumstances. The parents or guardians of lost children must issue an accurate description of the child before they are released into their custody. Parents or guardians must fill in a form before they collect the child, and must be willing to have their photo taken.

LOST PROPERTY

Lost property will be brought to the control area, adjacent to the VIP Members area. Visitors can reclaim their items if an accurate description is given.

MARQUEES

There will be two marquees hired by PinkStone Leisure from Marks Marquees for the bar and VIP Members area on site. PinkStone Leisure can supply all relevant paperwork relating to the marquees.

NOISE

High sound levels present a risk to hearing, both for those working at the event and for the public. Stewards and volunteers will be made aware of this risk and recommended to wear ear protectors when working near the main stage. Both the stage area and perimeter of the event will be monitored regularly throughout the day to ensure that all ambient noise stays within the approved levels.

OFFICIAL TRADERS

Approximately 35 official traders, consisting of local and national commercial and community organisations will be in attendance. Village and Concessions Manager Mike Newell will coordinate these areas and check for correct documentation.

SUN & WEATHER PROTECTION

Stewards and volunteers will be made aware of all varying weather conditions that could ensue and will have the correct protective clothing or sun-cream for each possible situation.

TOILETS

Toilets will be located in one area at the rear of the Ice Rink. There will be 10 single event toilets, one unit with three urinals and 1 disabled toilet provided for the day supplied.

VEHICLE MOVEMENT

No vehicles will be permitted to move within the event area between 11.45 and 20.15. Emergency vehicles moving within the area between these times will be authorised by the Event Manager, Event Assistant or first aid personnel. A steward will escort the vehicle around the perimeter of the site if required.

OPENING TIMES

The event site will be open to the public for eight hours, being 12:00 – 20:00
Date is Saturday 12th July 2008.