



**29th August to 30th August
2020**

**Event Management
Plan**

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RG and MK Buckley Consultants

1.0 INTRODUCTION and GENERAL INFORMATION

1.1. Introduction

This is the Party in the Park Event Management Plan for the event to be held between 29th and 30th August 2020.

2.0 Background Information

Party in the Park has been organised and will be managed by Show Time Events.

The event will be located on the football pitches adjacent to Park Avenue South and Abington Park Crescent to the roadway through the park opposite Christchurch Road.

This is a grassed area and vehicle movement will be closely monitored to prevent damage to the grassed areas.

Show Time Events acknowledge that if any part of the grassed area becomes damaged that they will re-instate to previous condition.

Show Time Events are the License Holder for the event and provide qualified staff to manage the licensed areas in line with the Principles of the Licensing Objectives.

It is anticipated an attendance over the two days of 9000 participants.

We have generously calculated that the site being used can accommodate 14080 persons at any one time.

There will however be a limit of 4999 allowed on site at any one time, which will be controlled by stewards and security using tally counters.

Along with the festival celebrating all that is good in Northamptonshire, the organisers are arranging for stage entertainment comprising of a number of tribute bands and singers over the two days. It is not thought that these groups will cause any major disorder issues.

On site also will be Fairground Rides and activities managed by John Greatorex and Albert Evans

There will be a stage, licensed bar areas, food stalls, fast food outlets and a fairground on the site.

Plastic Beer containers will be used to prevent bottles and breakages.

2.1. Responsibility

The event is the responsibility of Show Time Events, as the organisers, will be responsible for the Event Management Safety and Security plan.

2.2. Public/Employers' Liability Insurance

Show Time Events covers this to a value of £10 million. Contractors and concessions have responsibility to provide their own liability Insurance; evidence of this will be required and verified by the Event Manager.

2.3. Venue

Address Details: Abington Park (Lower Park) Northampton. The site will be located on the football pitches between Park Avenue South and Abington Park Crescent.

This is a public park owned and maintained by Northampton Borough Council.

There will be no parking for visitors to the event on site, but are being encouraged to utilise the town centre parking facilities and on street parking.

There will be parking on site for contractor's vehicles.

Access to the arena for contractor vehicles will be via the metalled road from Park Avenue South opposite Christchurch Road.

The park itself is accessed from Park Avenue South and Abington Park Crescent and there will be boundary fences preventing pedestrian access to the park. For this reason the festival site will be fenced using Herras fencing and security staff.

Venue Capacity – up to 4999

Estimated attendance 4500 per day, however this number will be limited to a maximum 4999 at any one time, and will be controlled by stewarding using tally counters for in and out and queueing on the basis of one in one out

3.0. Event Itinerary.

The programme of events consists of the Following:

Monday 24th August 2020

Commence delivery of fencing and erection.

Wednesday 26th August 2020

Delivery of tower lights and toilets
Commence build programme of Marquees
Delivery of catering equipment etc.
Overnight Security on site
Commence tent building

Thursday 27th August 2020

Overnight Security on Site

Friday 28th August 2020

Safety Meetings

Saturday 29th August 2020

12.00 hrs Site open to public
22.30 hrs Site closed

Sunday 30th August 2020

12.00 hrs Site Open to public
21.30 hrs Site closed

Monday 31st August 2020

Site breakdown and tidy site

4.0. Site

The Event Manager will site all events infrastructure before any contractor leaves the site. An emergency contact number will be made available for all contractors.

All catering units will be sited by the Events Manager.

4.1. Temporary Structures

The event will consist of the following:

Herras Fencing – to be used to secure the External limits of the site.

Secure site office

Temporary Lighting

Portable Tardis Toilets

Diesel Generators.

Stage

Food Outlets

5.0. Communications

5.1. Roles and Responsibilities

Event Manager: **David Bailey (Manager 1)**

Responsible for the overall co-ordination and overall management of the Event

Responsible for liaison with the emergency services as a member of the on-site incident management team

Responsible for co-ordination and sighting of event infrastructure and for communication with contractor's onsite.

Responsible for liaising with the Head of Security and Emergency Services

Responsible for all site infrastructures.

Designated Premises License Holder

Safety Officers **Roger and Margaret Buckley**

- Decisions in relation to Implementation of Event Management Plan.
- Communication and liaison with key agencies.
- Liaison with key personnel and the Safety and Security Staff team
- Manage stewarding and security operation
- Managing the traffic management plan. Tasks also to include vehicle movement on site and off the event site.
- Liaison with the Head of Security and Emergency Services

Event Manager 2&3 John Groatorex & Albert Evans

Responsible for the Liaison with:

Responsible for the overall co-ordination and overall management of the Event in the absence of Manager 1

Responsible for liaison with the emergency services as a member of the on-site incident management team and for the overall direction.

Security Manager Security 1 – Natasha Brown NS UK

Responsible for areas designated

Responsible for liaison with the emergency services as a member of the on-site incident management team

Welfare

Show Time Events Ltd

Lost Child Welfare Officer

First Aid

First Aid will be present on site, provided by RTC Medical Solutions

5.2. Statement of Intent

We, the organisers, Show Time Events (hereinafter referred to as STE), understand that the Health and Safety at Work Act 1974 places duties of care on us as an employer, a designer, and controller of premises. We undertake to ensure, as far as reasonably practicable, safety of our employees, sub-contractors and public attending the event. We will ensure compliance with all legal requirements laid out in Regulations made under the Act. We will follow as far as reasonably practicable the guidance laid down in The Event Safety Guide HSG195.

- ❑ STE will ensure that sufficient funds and resources are made available to discharge our duties of care
- ❑ STE will assess known hazards and quantify the risks which these present; if they cannot be removed they will be managed so not to constitute unacceptable risks
- ❑ Provide sufficient training and instruction
- ❑ STE will appoint competent contractors
- ❑ STE will monitor our contractors to ensure they discharge their duties of care
- ❑ STE will ensure adequate welfare provision for employees, contractors, performers and public
- ❑ STE will provide an adequate crowd management system, security and stewarding arrangements
- ❑ STE will where appropriate have in place a traffic management system
- ❑ STE will have adequate communication links with the emergency services and partners and will co-operate with all
- ❑ STE will seek advice when necessary from partners and independent experts to supplement our knowledge and experience
- ❑ STE will provide safe access and egress to and from the event site
- ❑ STE will have an accident reporting and investigation procedure

- ❑ STE will ensure report any accidents to STE Health and Safety Team if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- ❑ STE have both employers liability and Public liability insurance as appropriate to the size and nature of the event
- ❑ STE recognises that no safety measures are going to be effective unless they receive the full support of employees, contractors and performers. STE all parties to co-operate with the control measures put in place, report all hazards and incidents, and play their role in ensuring their own safety, that of fellow event workers and the public to make a safe event

5.3. On Site Communication

Radios communications will be used for the duration of the event. A copy of the communication contact sheet will be issued to all radio holders. Key personnel will have communication whilst the Event Manager/Safety Officer will be in communication at all times with the Head of Security.

5.4. Locations/Communications

Emergency Services – Contact via Mobile
 Event Manager – Radio and Mobile
 Security - Radio and Mobile phone

5.5. Communication with the crowd

Stewards and Security staff will verbally relay any information with the crowd. In the case of an emergency, Loud Hailers will be used.
 On site PA system can also be used as a contingency/ back up for announcements

5.6. Communication with the Press and Media

Main press communication will be prior to the event and will be co-coordinated by Alaric Neville

6.0. Traffic Management

Traffic access to the site will be limited to contractors vehicles only via Victoria Promenade entrance.

The public will be encouraged to park in the Town Centre Car Parks and on street parking.

A Red route for emergency services will be maintained along from the Park Avenue South entrance.

7.0 Health and Safety

7.1. Medical Plan (Appendix A)

RTC Medical Solutions will be providing First Aid facilities at the covering the operational hours of the Event.

6 First Aiders and a paramedic response will be on site for the duration – The Medical plan having been assessed using The Purple Guide Risk Assessment

7.2. Ambulance

RTC Medical Solutions will be providing First Aid facilities at the Site covering the operational hours of the Event.

4 First Aiders and paramedic response will be on site for the duration – The Medical plan have been assessed using The Purple Guide Risk Assessment

7.3. Hospitals

Designated hospital is Northampton General Hospital. Only 1 mile from the venue site

7.4 Covid19 – Virus

At this time the threat of a further spike in reported cases and fatalities is always possible.

Governmental guidance is in place at the moment banning any open air event where there is an increased potential for transference of the virus through social interaction remains.

As a company Show Time Events have undertaken a specific risk assessment relating to the threats that are potentially in place and the action to be taken to reduce that risk to as low as is reasonably practicable.

From that document we have produced a company policy specific to the company and the action to be taken in the event of the need for social interaction to deal with incidents.

The company have also appended a Method Statement specific to the risk from Covi-19 virus.

The government stance as well as the emergency services observations will be constantly under review, and this policy, risk assessment and method will be amended to reflect the stance and direction to be taken.

7.5. Fire Risk Assessment (Appendix B)

The power to the stage, and marquees will be provided by Diesel Generators, with cable runs being placed to the rear.

The stage will have its own generator and cabling will be self-contained.

Lighting towers will be self-contained

Catering outlets will be required to provide their own electrical services.

All caterers will be providing their Risk Assessment and insurance details, along with food hygiene certification

Northamptonshire Fire and Rescue Service will be advised of the event and provided with a copy of the Fire Risk Assessments.

There is a Fire Safety Plan in place

All stewards and security staff will be briefed on the actions to take and the procedures to enforce in the event of a fire.

Appliances that are mobilised to incidents will be informed by control where the location of the incident. In the event of a major incident the emergency services rendezvous point will be decided as required.

INCIDENTS REQUIRING FIRE & RESCUE RESPONSE

If a Fire or other incident requiring Fire & Rescue presence occurs, the Safety Officer will inform Fire & Rescue alerted via the 999 system initially giving the type of incident grid location and RVP point for access. This can also be backed up via Police Control via the service control rooms.

7.6. Policing

This is an event which will not be formally policed, but the attendance of Community Policing Resources and Community Support Officers is anticipated.

7.6. Waste Management

Waste Management will be carried out by Contractors. In the interlude and after the event, any rubbish accumulated will be removed by the onsite event management team.

Euro Bins and Wheelie bins will be provided and collected.

Litter picking will be operate the following morning after the event

7.7. Accident Reporting

Any accident should be reported to the nearest steward who will radio for a First Aider and inform the Safety Officer.

First Aiders will have access to 'Report of Accident/Dangerous Occurrence' forms, and a steward will fill one of these out at the time of the incident. The injured person must complete these forms.

7.8. Risk Assessments (Appendix C)

Risk Assessments have been completed for site activities including the build, event and breakdown phases.

Staff will operate to the guidance given in the Method statement (**Appendix G**)

7.9. Disabled Area/Access

Disabled access will be via The Victoria Promenade entrance,

8.0. Security

8.1. General

NS UK will be providing the overall security and stewarding for the event.

Security personnel will be allocated specific duties and will be briefed on their duties prior to the event. The manager will issue all Security Company staff with a summary of their individual duties, and a list of actions to take upon the discovery of an incident likely to endanger public safety.

All security staff will be instructed to report any incident that may endanger public safety direct to the Head of Security who will pass this on to the Event Safety Officer. If the security staff are not in possession of a radio, they will be instructed to inform their supervisor, or the nearest Security personnel in possession of a radio. Any company so engaged will have trained and certificated staff to undertake the role.

There is in place a stewarding and security disposition and operations plan

8.2. Clothing and Security Staff

Staffing will be provided as per the Stewarding and Security Plan. There will be qualified and trained SIA Door Supervisor staff and stewards.

The staff will be fully briefed and issued with incident sheets (**appendices H**)

Staff will be made aware of the latest guidelines on Counter Terrorism and will be compliant with any instructions given.

The police and organisers have been provided with a Statement of Intent. This will set out the roles and responsibilities. (**Appendix L**)

Stewards and security will be wearing a Blue uniform. All SIA Door Supervisors will be high visibility showing a SIA badge

8.3. Crowd Control Management/Venue capacity (Appendix E)

Venue Capacity – Capacity for the event will be up to 4999 at any one time

Ingress and Egress arrangements:

Access to the venue site will be via the Park Avenue South and Abington Park Crescent entrances.

Ticket sales will be at the main entrance which is located within the park some 50metres from the Park Avenue South entrance

In terms of people; controlling the audience, reading the situation and putting any necessary systems into practice will alleviate crowd management issues. These include:

- ❑ Allowing good entry and exit for crowd movement.
- ❑ Awareness of audience capacity/control measures.
- ❑ Understanding audience profile/crowd dynamics.

The Event Manager/Safety Officer will monitor the situation with regard to crowd movement and management.

Dynamic Risk assessments will be carried out and communicated. As issues of major significance will be raised with Police command via 999 or 101

CRITICAL CROWD DENSITY

If critical crowd density (CCD) is observed, or is being approached, and actions to prevent further spectators reaching the affected area(s) are inadequate, then expansion / sterile areas are available. Stewards will conduct spectators in a controlled manner into the expansion / sterile areas under the direction of the Safety Officer. The Safety Officer is responsible to ensure that it is safe for spectators to enter expansion / sterile areas

Stewards will be located at peak crowd times at strategic points to observe for signs of CCD and to conduct spectators into the expansion areas in the arenas under the direction of the Safety Officer.

Audience profile is:

- There will be a 50:50 male to female ratio.
- Main age range from 10 - 50
- Persons with an interest in entertainment utilizing tribute bands.

Likely Crowd Dynamics:

- Generally well behaved. Enjoying the ambience.
- Normally persons attending will have an interest in tribute bands
- Inclement weather will see significant audience movement throughout the site.
- From 5.30pm crowds will be expected to arrive.

9.0. Services

9.1. Water

Bottled water will be available to purchase from the event catering units.

9.2. Electricity

There will be one mobile generator will be used to power the main command area. Tower Lights will be will be powered by the generators.

Stage will provide its own generator

Catering units will provide own generators

9.3. Welfare

Bottled water will be available to purchase from the event catering units.

Toilets will be located inside the festival site

Fire Safety

The park is bounded by Park Avenue South and Abington Park Crescent,

All exit routes will be kept free of any refuse or obstacles.

All on site staff are trained will be trained in emergency procedures and radio codes.

There will be fire points throughout the site. This will be agreed with the Safety Officer and Northants Fire and Rescue Service prior to the set- up of the venue. This will be highlighted on the plans.

All fire extinguishers will be fully charged and updated, dedicated staff will be trained on how to use fire extinguisher prior to the event

Disabled Customers

The site has the following for those with disability;

Disabled toilets x 2

Stewards will pay particular attention to disabled patrons throughout their attendance

Vulnerable members of the audience including wheelchair users and those with disabilities will receive particular attention from stewards during an emergency.

The First Aid Centre also acts as the place where a lost child will be taken.

Lighting

All exit walkways are illuminated.

Safety Certificates

We will provide a full temporary electrical certificate from a qualified on site electrician to NICEIC (17th edition IEE regs 2012)

Test loading details on all the temporary electrical supply will be available

Details on all marquee wall linings to BS 5438 & BS 5867. Contractor is a member of MUTA will be made available.

We will provide all necessary safety certifications for any other equipment onsite if requested

10.0. Contingency

10.1. Reducing Crowd Density

If an area has been overcrowded or critical crowd density is observed, then attempts will be made to prevent pedestrian access to that area. Use of a steward, and if necessary, the halting of all activities in that area will be considered in an attempt to ease crowd pressure in that area.

The crowd density will be monitored and controlled by Security personnel and Stewards, and access to the area will be restricted once the crowd has reached an acceptable level. Communication and consultation with the Safety Officer to ensure crowd density is paramount.

10.2 Evacuation Procedure

Evacuation Procedures

In the event of an emergency there will be a Public Address Announcement using temporary PA system from the front of house. Otherwise Radio communication will be used to inform all stewards and security:

Attention, Attention, all stewards to posts

Code Red (Fire),
Blue (Crowd disorder),
Black (Suspect package) or
Green (Medical Emergency)

Stewards and Security staff will be provided with details of positions they are to attend in the event of an evacuation; these will be included in their briefing details. On hearing this, be alert for further messages.

Stand down Message

Attention, Attention all stewards can now return to normal duties.

Evacuation Message

PA announcement/Loud Hailers

Ladies and gentlemen due to circumstances beyond our control it is not possible to continue with this event, please leave the site.

Back Up

The Safety Officer will have loud hailers to use in the event of electrical failure Stewards will direct the public away from the risks.

10.3. Lost/Found Children and Vulnerable Adults (Appendix F)

Steward/security personnel will escort lost children to the Main Entrance Marquee

Code Disney will be used for lost child

Details will be passed to the Safety Officer and head of security. Stewards Announcements will be made that the lost child can be located in the First Aid Area.

10.4. Lost Personnel/Meeting Points

Adults who become separated from their group will be advised to go to the Main Entrance.

10.5. Failure of Public Address System

If one of the public systems fails, loud hailers will be used as necessary. The loud hailers will be available from the Main entrance control point.

10.6. Discovery of Suspicious Package (Appendix D)

Any suspicious packages will be reported to the Event Safety Officer, who will make any decision in this regard.

11.0. Emergency Arrangements

11.1. Major Incident

In the event of a major incident the safety officer and other emergency agencies will co-ordinate the response to the incident.

Major Incident Definition

A major incident is an emergency that requires the implementation of special arrangements to respond to a situation affecting or threatening the well-being of large numbers of people.

Procedure for suspected/potential major incident

Assessment

The Safety Officer/Event Manager and any senior emergency services officer (if present) will make an assessment as appropriate as to whether special arrangements are required.

Decision

The Safety Officer (or if the Emergency Services Senior Officer present has declared control) will declare a major incident. This will be documented on the Transfer of Responsibility Form

Inform

All key personnel and stewards will be informed via the Public Address or radio networks using coded message.

Action

Staff will have designated positions to attend in the event of the decision being made

Site Orientation

The site has an alpha/numeric site plan and staff will be advised to refer to grid positions when identifying issues

Abandonment

Decision to be made by Safety Officer/Event Manager or Emergency Service commander (if responsibility transferred).

Evacuation

In the event of the need for evacuation, the decision will be that of the Safety Officer/Event Manager or Senior Emergency Service personnel and stewards will direct people off the site, ensuring that they are moved away from the danger and away from RVPs.

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Appendices

Appendix A – Medical Plan

Appendix B – Fire Plan

Appendix C – Risk Assessments

Appendix D- Stewarding/Security and Bomb Threat Risk Plan

Appendix E – Capacity Calculations

Appendix F – Lost Found Child/Vulnerable Adult

Appendix G – Method Statement

Appendix H – Incident Sheet

Appendix J – Covid-19 Policy

Appendix K – Covid – 19 Method Statement

Appendix L – Covid-19 Risk Assessment

Appendix A
Party in the Park

Medical Plan

Information

1. The Party in the Park takes place between 29th August and 30th of August 2020.
2. This event is being held at Abington Park Northampton.
3. This commences at 11am and will be finished by 11.00 pm on Saturday and Sunday.
4. This medical plan relates to the event and the expected crowd size.

Intention

1. To provide trained first aid staff commensurate with risk of this event.
2. To provide a static and mobile response to first aid requirements.

Method

1. The Party in the Park (hereinafter referred to as STE) will provide facilities at the event designated for the provision of First Aid to visitors. This will consist of a 6 staff. However with the need for additional vigilance, it is likely that there will be an increase in the number of medical staff to deal with any potential incidents of suspect Covid-19 virus.
2. There is a Policy, risk Assessment and Method statement relevant to Covid-19 virus at appendices J, K and L.
3. The requirements will be determined closer to the event date to reflect legislative, and guidance rules prevalent at the time.
4. A treatment vehicle and response capability. Any requirement for communication between First Aid control and Event Control will be via radio or in person. This will have six members of staff in situ at all time.
5. There will be sufficient First Aid trained staff present to deal with the first response to any medical issues as listed above.
6. Access for East Midlands Ambulance Service (EMAS) determined by the incident will be via Main Entrance Park Avenue South where they will be met by a steward and escorted in.
7. The First Aid facility will be designated an Emergency Casualty Centre, to be used for triage and accommodation for the injured in the event of a large scale emergency.
8. The event shall have First Aid Staff provided by RTC Medical Solutions as well as vehicles at a ratio of one first aider per thousand spectators.

9. First Aiders will have no other duties or responsibilities, will remain at post until stood down by the Safety Officer.
10. RTC Medical Solutions will in the event of a major incident come under the command of the Senior Ambulance Officer when in attendance.

First Aid Responsibilities

This will be provided by RTC Medical Solutions.

1. To respond to all requests for First Aid assistance
2. Be responsible for staffing First Aid facilities and initial treatment of casualties.
3. To have paramedic trained personnel equipped to deal with more serious incidents.
4. To provide transportation to the local hospital thereby reducing EMAS involvement.
5. To contact Ambulance Control via the 999 system if required.
6. To ensure First Aid teams are located around the site.
7. Be at site from 10am until close.
8. Trained to a recognised first aid standard.
9. To ensure that the Event Organisers and Safety Officer are informed of any incidents which require removal of persons from site by ambulance or require notification to authorities under Health and Safety Legislation.

Evacuation Procedures

1. In the event of an emergency there will be a Public Address Announcement from the Control Point and usage of Megaphones or radios.
 - Attention, Attention, all stewards to posts Code Red (Fire), Blue (Crowd disorder), Black (Suspect package) or Green (Medical Emergency)

On hearing this be alert for further messages.

Stand down Message

- Attention, Attention all stewards can now return to normal duties.

Evacuation Message

PA announcement

Ladies and gentlemen due to circumstances beyond our control it is not possible to continue with this event, please leave the site

Back Up

The Safety Officer will have loud hailers to use in the event of electrical failure

RVP

RVP 1 – Park Avenue South entrance to park

RVP 2 – Abington Park Crescent entrance to park

Communications

1. Staff to be issued with radios

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Party in the Park

Fire Safety Plan

Information

1. Then Event takes place between 29th August and 30th August 2020 between 11am and 11pm on Saturday and Sunday.
2. This event is being held at Abington Park and is organised and managed by STE
3. This fire safety plan relates to the Access and facilities on site for the Event

Intention

1. To provide guidance and instructions as well as equipment commensurate with risk of this event.
2. To provide a first response to fire related issues.
3. To have in place a plan to enable Northamptonshire Fire and Rescue to access the site and deal with any fire or structural issues causing the least disruption.

Method

1. The Party in the Park (hereinafter referred to as STE) will ensure that all persons participating at the event as stall holders, or entertainment will have in place adequate equipment and plans to deal with any minor fires. We will request as part of their contractual agreement for them to provide Fire Risk assessments which will comply with the requirements of STE.
2. STE will ensure that all stall holders will as part of their arrangements with the stallholders, fairground and entertainers be provided with the STE policy for the usage of the site and this will include risk assessments for high danger usage equipment (LPG) and electrical wiring.
3. STE will ensure that any electrical supplies fed by generators are certificated and any re-fuelling takes place in a restricted area.
4. STE will ensure that any companies who attend the site will have in place an adequate supply of staff and equipment to deal in the first instance with any fire related issues. They will be required to provide as part of the contractual agreement to record the details of the staff and equipment on site.
5. Access for Northamptonshire Fire and Rescue Service will be as follows;
 - a. Park Avenue South walkway entrance to park RVP 1 Abington Park Crescent walkway entrance to park RVP 2

6. A Red Route will be via Park Avenue South and the metalled roadway and kept clear of vehicles and pedestrians to facilitate free passage of Emergency Vehicles. This red route will be shown on the provided site plan.
7. The First Aid facility will be shown on the site plan and will be located at The Entrance Point at Park Avenue South.
8. In the event of a major incident, dependent on the type, staff employed as stewards will come under the command of the Senior Fire, Police or Ambulance Officer once in attendance. A Major Incident Plan is in place and will be complimentary to the Emergency Services Plans.

STE Responsibilities

1. To ensure that all stallholders or entertainment providers have in place Firefighting equipment of the right type to deal with any potential incidents. These groups have been asked to provide details of Risk Assessments, which have to be completed to the satisfaction of STE.
2. To ensure that all participants as stallholders, and entertainment suppliers will be sent a copy of the STE Spectator Safety Policy and Risk assessments and guidance regarding fire risks and provide their own Fire Risk assessments.
3. Following these Risk Assessments the STE fire risk plans and assessments will be amended to reflect any significant findings or risks.

Evacuation Procedures

1. In the event of an emergency there will be a Public Address Announcement from the stewards via loud hailers.
 - Attention, Attention, all stewards to posts Code Red (Fire), Blue(Crowd disorder), Black (Suspect package) or Green(Medical Emergency)
 - Stewards and Security staff will be provided with details of positions they are to attend in the event of an evacuation, these will be included in their personal duty cards.

On hearing this be alert for further messages.

Stand down Message

- Attention, Attention all stewards can now return to normal duties.

Evacuation Message

Announcement

Ladies and gentlemen due to circumstances beyond our control it is not possible to continue with this event, please leave the site

Back Up

The Safety Officer will have loud hailers to use for the event

Stewards will direct the public away from the risks

RVP

RVP 1 – Park Avenue South by entrance to Park

RVP 2 – Abington Park Crescent by entrance to park

Communications

1. Staff to be issued with radios
2. Critical staff will be in possession of Mobile Phones.

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Appendix C – Risk Assessments

Party in the Park

This event takes place at Abington Park between 29th and 30th August 2020. It will involve a large number of beers for sale for on and off the site. It will also have live entertainment, , and food outlets.

The area will be securely fenced and will have manned entrance points and will be licensed by Northampton Borough Council

ACTIVITY/EVENT FEATURE/SITUATION	HAZARD ISSUE INTERACTION	UNDESIRE D EVENT	CONSEQUENCE S	BEFORE CONTROL			CONTROL	AFTER CONTROL		
				S	L	T		S	L	T
BUILD UP TO EVENT	Unplanned hazard	Accident	Injury to person or damage to venue	5	2	10	Site Visits to monitor risks Safety Advisory Group Mtgs Consultation with relevant agencies and parties Method Statements and Risk Assessments from contractors	5	1	5
Selection of Contractors	Contractor Not Fully competent	Accident/ Incident	Injury to person or damage to venue	5	2	10	Professional Recommendatio n Experienced Contractors engaged in the works on site Method Statements CONTRACTORS RA'S METHOD STATEMENTS SUBMITTED BEFORE EVENT	5	1	5
GET IN										
Installation of Temporary Electrical Supplies	Live Electricity	Electric Shock Electrocutio n	Burns Major Injury Fatality	5	4	20	Qualified and Approved Contractors Certification	5	2	10
Fatigue	Excessive Working Hours	Human error	Injury, Fatality, Team member down	5	3	15	Managers to monitor staff working hours Rest Breaks	5	1	5
Manual Handling	Lifting and placing barrels in position	Lack of mechanical lifters	Usage of working in pairs	5	3	15	Planned programme which identifies build programme and time scales Managers to monitor and provide equipment	5	1	5

Impact on road and pedestrian movement around Venue	Vehicles/Pedestrians	Traffic Accident	Injury Death	5	5	25	Operational Schedule in Security Crowd Management Plan in place Access & Egress clearly marked and staffed	5	2	10
Vehicles Striking personnel	Staff and Public	Accident	Serious injury	5	5	25	Security and Steward Briefed Staff to wear High Vis clothing Adequate Lighting	5	2	10
Extreme Weather Conditions	Cold or hot	Fatigue, Loss of concentration	Personal injury,	3	3	9	Update on Weather Reports Consultation with Production Management Staff briefing	2	2	4
Waste Management	Waste becoming an ignition source.	Fire	Multiple and Personal injury	5	3	15	Waste management procedure in place Venue Manager to monitor waste management contact Venue Manager if build up Ensure Fire Exits are not obstructed Staff instructed to advise on build up	3	2	6
Out of hours working	Access to welfare facilities		Injury	2	3	6	Site Briefings regarding times of work each day. First Aid personnel available during working hours	2	2	4
Selection of Staff and Contractors	Abuse	Incident	Injury	2	1	2	Checks and recommendations of contractors	2	1	2
Personal Protective Equipment	Inappropriate /Absence of PPE		Personal Injury	4	2	8	Crew members provided with PPE. Safety Officer/ Manager to monitor Contracted Staff trained in PPE All staff briefed	3	2	6
Temporary Structures Fencing barriers Temporary Offices Stage	Collapse		Injury	5	2	10	Employed professional contractors to industry standard Production/Safet	3	2	6

Food Outlets							y officer to sign completion Design and Build Certification from Contractors Erection by Qualified staff.			
Lone Working	Staff/Contractor's become lost		Injury	3	2	6	Radio communication throughout set. Mobile communication when radio comms not in place Staff issued with radios and schedule to advise of working areas	2	1	2
Lack of protection for Hands and feet			Personal Injury	3	3	9	Venue Manager to ensure only relevant personnel on areas they should be Staff to be checked to ensure appropriate foot and hand wear	2	2	4
Fairground	Trip Hazards Cables Working at height Lifting equipment Electricity	Cables dug in or flown Staff to use PPE hard hats High Visibility jackets Gloves Exclusion Areas Safety Shoes Mechanical failure PAT testing Electrical certification	Personal injury Falls or equipment failure Failure and injury Death or serious injury	3 3 1 1	3 4 3 5	9 12 3 5	Pre inspection checks Trained staff Checks on provision and usage LOLER compliance Staff trained Compliance with ADIPS and cerification DOC Trained staff and compliance Trained staff	2 1 1 1	1 3 2 3	2 3 2 3

Temporary Units Control area Catering units Portable toilets	Trip hazards Power sources Fire Rubbish		Injury, Food hygiene	4	2	8	Site plans created signed off by SAG Units located in areas of low density Units dimensions provided in advance Units groups at rear or by fence lines to prevent unauthorised access Toilets provided in numbers as set out in Guides	2	2	4
LPG	Fire Explosion used by caterers		Anxiety, Minor/Major Injuries, fatalities	5	3	15	All catering Units providing Fire Risk Assessment Units to be checked by Safety Officer Staff alert and trained to usage and changing of bottles Staff alert to action to be taken in event of fire	5	2	10
Waste Storage	Fire		Anxiety, Minor/Major Injuries, fatalities	5	3	15	Covered Euro bins and Wheelie bins to be provided. Build up waste monitored by manager Waste removal schedule in place	3	3	9
Generators	Fire & Electric Shock		Anxiety, minor & major injuries	5	3	15	Generators located and secured off from general public, Diesel generators only on site. Site power sign off before open to general public. Generators provided with certification	5	2	10
Cable Runs	Trips		Minor Injuries	2	3	6	Minimum cable runs Where possible not in public areas cables to	2	2	4

							be covered or dug in to ground. or flown			
Portacabins	Fire		Injuries,	5	3	15	Cabins hired in from reputable company Portacabins to be electrical tested Fire Equipment made available Staff advised on usage of equipment	5	2	10
Catering Areas	Fire		Major Injuries, fatalities	5	3	15	Caterers provide fire risk assessment and certification, Staff trained on reducing risk	5	2	10
Work Related Stress	Injury to employees Sickness		Lack of knowledge and staff cover.	5	4	20	Management to monitor staff for stress related symptoms – anxiety, self esteem, loss of concentration H&S officer to monitor staff members	5	2	10
Welfare & First Aid	Lack of welfare & first aid provisions		Ill health	3	2	6	Monitoring by Managers First Aid on site	3	1	3
Storage of equipment & materials	Falls, trips, collisions		Personal injury	3	4	12	Storage area in control cabins Storage of items in such a way as to provide collapse	3	2	6
The Event										
Party in the Park	Crowd ingress	Access to site via footpaths and road Width of gates and access area provided Staff training	Anxiety, injury, fatalities due to crushing	5	3	15	Stewarding presence Robust Vigilance Staff trained in crowd management Research in to crowd dynamics for each concert Security Crowd Management plan in place Calculations provided on entry capacities	5	2	10
	Crowd	Surging	Anxiety, injury, fatalities However history	5	3	15	Trained Security and Stewarding presence. Vigilance Staff trained in	5	2	10

			suggests this as being unlikely				crowd management Research in to crowd dynamics for each concert Security Crowd Management plan in place			
	Loud noise	Damage to hearing	Injury to persons	2	3	6	Signage provided regarding noise Stewards to wear hearing protection Rotation of staff in high risk areas	2	2	4
	Crowd	Fighting	Anxiety, injury, fatalities	5	3	15	Stewards trained in crowd management Security Presence Signs displayed regarding articles not allowed Security Crowd Management plan in place Spectator profile suggest unlikely situation	3	2	6
	Crowd	overcrowding	Anxiety, injury, fatalities	5	3	15	Capacity nominally set at 5000 Fenced areas Stewards monitoring crowd flows Security Crowd Management plan in place Site plan designed to cater for over 14000	3	2	6
Crowd dispersal	Congestions at egress points	Crowd pressure causing crushing	Anxiety, injury, fatalities	5	2	10	staff to monitor flow	3	1	3
	Crowd Pressure	Crushing	Anxiety, injury, fatalities Previous experience suggests low risk	3	1	3	Security Crowd Management plan in place Crowds monitored during dispersal	3	1	3
	Uneven ground, pot holes	Trips	Anxiety, injury,	3	3	9	Pre Show check of entrances and exits Cordon off area if hazard Trip hazard are covered	3	2	6

							Lighting in exit areas			
	Rubbish/Debris	Articles being thrown	Anxiety, injury,	5	3	15	Stewarding and Security Plan in place	3	2	6

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Risk assessment – Food Concessions

Unit Name	
Contact No	
Location	

Note – In order to comply with relevant fire safety legislation you MUST complete a Fire Risk assessment of your stall or unit. The risk assessment needs to identify the Fire hazards and persons at risk, and you must

attempt to remove or reduce these risks and protect people from fire. This document needs to be completed and returned to the organisers and must be made available for inspection by the Fire Authorities.

Question	Yes	No
Do you have an inspection/gas safety certificate for the appliances and pipe work and are all those connections made with crimped fastenings?		
Are cooking appliances fixed securely on a firm non- combustible heat insulating base and surrounded by shields of similar material on three sides?		
Do the shields provide an adequate and effective barrier of at least 600mm between the heat source and any combustible material?		
Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?		
Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of reach of the general public?		
Do you ensure that only those cylinders in use are kept at your unit/stall?		
Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?		
Are the cylinders located away from entrances, emergency exits and circulation areas?		
Do you ensure that the gas supply is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances fitted with full flame safety devices on all burners that are not readily visible?		
Do you ensure replacement cylinders are fitted in the open air away from the sources of ignition?		
Is a member of staff, appropriately trained in the safe use of LPG, present at the stall/unit at all times?		
Are the structures, roofing, walls and fittings of your stall/unit flame retardant?		
Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?		
Are the exits maintained available, unobstructed, and unlocked at all times when the stall/unit is in use?		
If you intend to trade in the hours of darkness, do you have sufficient lighting inside or outside your stall/unit?		
If the normal lighting failed would you be able to make a safe exit?		
Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and available for use?		
Has the fire fighting equipment been tested in the last 12 months?		
Have your staff been instructed on how to operate the fire fighting equipment provided?		
Have your staff been instructed as to the action they have to take should an incident occur i.e. how to raise the alarm, evacuate the stall/unit and the exit locations?		
Are you aware that petrol generators are not permitted on site?		
Have you identified all ignition sources and ensured that they are kept away from combustible material?		
Have you identified combustible material that could promote fire spread and reduced the risk of being involved in an incident?		
Do you have sufficient litter bins, is the rubbish disposed of correctly and out of reach of the public?		
If any staff sleep in the stall/unit is there a working smoke detector and a clear exit route?		
Food Hygiene Certification for staff and unit		
Public Liability Insurance		
Training Records		
Fire Extinguishers commensurate to risk		

if the answer to any of the above questions is no, please detail the actions you have taken to remedy the situation

Stallholder/Responsible person

.....Signature

Print Name

Date

Designation

Company

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Risk assessment – Trade Stalls

Unit Name	
Contact No	
Location	

Note – In order to comply with relevant fire safety legislation you MUST complete a Fire Risk assessment of your stall or unit The risk assessment needs to identify the Fire hazards and persons at risk, and you must

attempt to remove or reduce these risks and protect people from fire. This document needs to be completed and returned to the organisers and must be made available for inspection by the Fire Authorities.

Question	Yes	No
Are the exits adequately provided for the numbers of persons within the stall/unit?		
Where necessary are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?		
Are the exits maintained available, unobstructed, and unlocked at all times when the stall/unit is in use?		
If the normal lighting failed would you be able to make a safe exit?		
Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and available for use?		
Has the fire fighting equipment been tested in the last 12 months?		
Have your staff been instructed on how to operate the fire fighting equipment provided?		
Have your staff been instructed as to the action they have to take should an incident occur i.e. how to raise the alarm, evacuate the stall/unit and the exit locations?		
Have you identified combustible material that could promote fire spread and reduced the risk of being involved in an incident?		
Have you identified all ignition sources and ensured that they are kept away from combustible material?		
Are the structure, roofing, walls and fittings of your stall/unit flame retardant?		
If any staff sleep in the stall/unit is there a working smoke detector and a clear exit route?		
Are you aware that you must not stock or sell certain items i.e. fireworks, flares, candles, tea lights?		
Do you have sufficient litter bins, is the rubbish disposed of correctly and out of reach of the public?		
Are you aware that petrol generators are not permitted on site?		
IF YOU USE LPG		
Do you have an inspection/gas safety certificate for the appliances and pipe work and are all those connections made with crimped fastenings?		
Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of reach of the general public?		
Are cooking appliances fixed securely on a firm non combustible heat insulating base and surrounded by shields of similar material on three sides?		
Are the cylinders located away from entrances, emergency exits and circulation areas?		
Do you ensure that the gas supply is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances fitted with full flame safety devices on all burners that are not readily visible?		
Do you ensure that only those cylinders in use are kept at your unit/stall?		
Is a member of staff, appropriately trained in the safe use of LPG, present at the stall/unit at all times?		
Public Liability Insurance		

If the answer to any of the above questions is no, please detail the actions you have taken to remedy the situation

Stallholder/Responsible person

.....Signature

Print Name

Date

Designation

Company.....

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Risk Assessments

Location: STE Northampton	Assessment No: STE /01/20
Manager: David Bailey	Assessor: Roger Buckley
Date: 11.06,2020	Review Date 11.06.2021
Activity Assessed: Usage of Liquid Propane Gas	
• Comments:	

- The use of LPG as a cooking medium is universal but it has some inherent dangers, in order to reduce the risk from using such gas then the following areas need to be considered;
- That the cylinders are located in a safe place and have the necessary safety devices in to protect the hoses and pipe work.
- That the cylinders are not tampered with.
- That the equipment is regularly serviced and records retained for inspection.
- That any persons working with the equipment is trained and competent to do so.
- That operating and emergency instructions are known to the operators.
- No smoking whilst changing cylinders.
- Children and vehicles to be kept away from the installations.
- Cylinders are correctly stored away from heat, in the open, in a well ventilated area, away from occupied building.
- Cylinders stored upright.
- Area kept clear of combustibles.

Who is exposed to these hazards please tick appropriate boxes.

Employees	x	Agency Staff	x
Elderly	x	Lone Workers	
Visitors	x	Contractors	x
Young Workers	x	Delivery Personnel	x
Special Needs	x	New/Expectant Mums	
Others - detail			

What are the Hazards and Risks to the above?

H	High Risk	Likely to occur and serious injuries likely
M	Medium Risk	Could occur and injuries could be serious
L	Low Risk	Unlikely to occur and minor injury would be the outcome

Are there any special working practices that need to be considered?

1. Lone Working		5. Non routine practices	
2. Access Difficulties		6. Contamination Areas	
3. Hot Oil		7. Contact with vehicles.	
4. Spillages/Wet floors		8. Other – use of LPG	H

Are there any physical agents that persons are likely to come into contact with?

9. Electricity		14. Arc Flash/UV Light	
10.Fire	H	15. Pressure Systems	
11.Hot/Cold objects		16. Gas- LPG	H
12.Noise/Vibration		17. Other –	
13.Animals			

Are there risks involving Manual Handling?

18.Handling of loads		20.Steep Stairs	
19.Use of lifting aids			

Is there a risk of Physical Injury resulting from the following areas?

21. Assaults/Violence		27.Falls from height	
22. Portable equipment		28.Sharps	
23. Hand Tools		29.Transportation	
24. Large equipment		30.Falling objects	
25. Machine parts-moving		31.Other –	
26. Slips, trips and falls		32.	

Are you dealing Hazardous Substances or exposed to germs?

33. Contact with chemicals		38. Other	
34. Bacteria etc.		39.	
35. Dust/fumes/gases/etc.		40.	
36. Vermin/Weils disease		41.	
37. Zoonotic diseases			

What is your working Environment?

42. Working outside	L	46. Excavation	
43. Confined space		47. Extremes of temp.	
44. Access to First Aid	H	48. Ventilated area	
45. Working Overhead		49. Grassed area	L

Do you require training?

50. Food Hygiene		54. COSHH	
51. Basic H and S		55. Lift Escape Procedures	
52. Display Screen Equip		56. Evac Chair Usage	
53. Cleaning		57. Usage of LPG	H

Are there any other issues to be considered?

58. Documentation		60. PPE	
59. Signage		61.	

What were the significant risks that you have identified? Please enter the details into the grid below and the measures already in place to reduce or remove the risk or the action required to do so.

No	Risk	Control Measures	By whom	By When
8/16	H	<ul style="list-style-type: none"> • That the cylinders are located in a safe place and have the necessary safety devices in to protect the hoses and pipe work • That the cylinders are not tampered with • That the equipment is regularly serviced and records retained for inspection • That any persons working with the equipment is trained and competent to do so • That operating and emergency instructions are known to the operators • No smoking whilst changing cylinders • Children and vehicles to be kept away from the installations • Cylinders are correctly stored away from heat, in the open, in a well ventilated area, away from occupied buildings • Cylinders stored upright • Area kept clear of combustibles 	Organisers/Users	Prior to event
57	H	<ul style="list-style-type: none"> • No persons to use equipment 	Organisers	Prior to event

		unless fully trained		
10	H	<ul style="list-style-type: none"> All tents will be required to provide details of construction from Fire Resistant material Provision of Fire Extinguishers and equipment relevant to usage will be available in identified locations Staff employed by STE will receive training on types of equipment and usage Staff employed by STE will ensure that there is no build up of combustible materials 	Organisers Organisers Organisers Organisers	Prior to event
44	H	<ul style="list-style-type: none"> First Aid Qualified Staff will be on site to deal with injuries or accidents in the first incident to staff or spectators 	RTC Medical Solutions	

Do we need to implement a safe system of work to carry out this task?

A REMINDER WHAT IS THE TASK THAT WE ARE TALKING ABOUT?

Task: Usage of LPG at STE			
	Y	N	Permit No
Is there a significant risk?		X	
Is a permit to work required?		x	
Are there designated work instructions?	x		

Do you need Personal Protective Equipment to carry out your task?

Equipment	Y	N	Equipment	Y	N
Safety Helmet			High Visibility Jackets		
Eye Protection			Gauntlets		
Face Masks			Gloves		
Safety Footwear			Ear Defenders		
Respirators			Anti Glare Screens		
All Weather Clothing			Procedures		
Task Management					
Additional Training	x				

Is there a need for any additional equipment to ensure your safety?

Equipment	Y	N
Barriers		
Signs		
Boards		
Other – markings on roadways		

In order to undertake this role are there any specific instructions that need to be followed?

Procedures; <ul style="list-style-type: none"> No staff will be permitted to use the equipment unless fully trained. All staff to be aware that in the event of a fire involving LPG then no attempt should be made to fight the fire, as canisters can explode. Ensure area is evacuated.

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Appendix D

Stewarding, Security & Terrorism Plan

This document sets out the Terrorism Threat to the above event and is based on guidance from HM Government and NACTSO.

Threats – There is nothing historically or currently to suggest that this event is a high threat event or location. There is no intelligence from the police (CTSAs) that the threat in Northampton is any higher than elsewhere in the country.

The location and type of event is not high profile and it is thought that it is unlikely that such an event would be targeted.

Protect - However in order to protect our assets we will ensure that the site of the event will be secured by the usage of Herras fencing, staff manning gates and on site security staff during the build and out of hours periods.

During the event itself the entry to the site will be controlled by staff who will undertake random searching or searching based on suspicions.

The site will also be patrolled to identify suspicious packages or items left for any period of time. Staff will be advised to be alert to such items and to consider type of item, location and what makes it suspicious.

There is in place a Bomb Threat form, however there is no dedicated phone line for the premises, so this information is more likely to be received at other locations.

Action – Staff have been instructed on the following steps to be taken in the event of a suspect package being found.

1. Not to touch the item.
2. Move away to a safe area making enquiries to try to trace the owners of the package.
3. Preventing persons approaching the item.
4. Communicating as much information regarding the package to the Safety officer, including location, type of package, suspicions, what action has been taken.
5. Not to use radios or mobile phones within 25 metres.
6. Informing police via emergency system or non - emergency determined by level of threat.
7. Retention of any potential witnesses to provide information to police.

Information

1. The Party in the Park takes place between 29th August and 30th August 2020
2. This event is being held at Abington Park, Northampton
3. From 23rd August 2020 there will be build programme including fencing, and marquees and there will be overnight security on the site.
4. The event opens at 11am on Saturday and Sunday
5. Included on the site will be food outlets consisting of bars, food hall and outside catering units,
6. This Stewarding and Security safety plan relates to the event at Abington Park. Staffing to be supplied by NSUK
7. The site plan sets out the locations of the arena, stalls etc.

Intention

4. To provide a security operation that complies with the requirements of Licensing Legislation, the four licensing objectives, conditions for the site and Security Industry Act requirements on the park area.
5. The Four Licensing Objectives considered in this plan are as follows
 - Prevention of crime and disorder.
 - Public Safety.
 - Prevention of public nuisance.
 - Protection of children from harm.
6. To provide a stewarding operation that provides a visible presence to ensure the safety of those attending the event.
7. To provide a stewarding and security operation that will be able to deal with any incidents, that threaten the safety of the participants or spectators
8. To provide a first response to any security and safety issues.

Method

9. The Party in the Park will ensure that prior to the event commencing that a site inspection will be made and any issues identified rectified.
10. The Party in the Park will ensure that security staff engaged in the area and in the vicinity of the licensed bars will be SIA trained and qualified to Door Supervisor Level.
11. The Party in the Park will ensure that all security staff will be present in sufficient numbers to be able to respond to any minor incidents in the first instance undertaking any searching or checking at point of entry. Staffing will be provided based on the maximum numbers anticipated and in line with
12. Purple Guide recommendations.
13. There will therefore be a requirement to consider the following;
 - Outdoor event
 - Stewarding & Security manager
 - Staffing for bars
 - Staffing for the entrance gates,
 - Response teams
 - General Stewards
 -

Therefore 12 SIA & 8 Stewards plus 1 managers.

- Based on a figure of 4999 at any one time attendees although there is no specific calculation, there are events occurring during the event which will require stewarding to ensure customer safety;
- Manning emergency exit gates & patrolling stewards

The stewards and security will be deployed as follows

4 SIA and 8 stewards per gate controlling entry and searching

2 SIA on bars

2 SIA and 2 x 2 for Response teams

Remaining staff to patrol and ensure red routes are kept clear.

Some of these stewards will be re-deployed during the event to cover the high profile event occurrences

NSUK will ensure that security staff will patrol the fence line dissuading misbehaviour

NSUK will ensure that stewards engaged on the event will be as follows;

Safety Stewards general duties patrolling, advising and reporting.

All stewards will be adequately briefed, and be in possession of duty cards outlining their individual and organisational roles.

All staff will be in possession of and wearing High Visibility vests or jackets whilst working.

Stewards and security staff will at all times be alert to issues and potential problems they will use the following process in the carrying out of their duties

Looking and Listening at what is going on, in and around where they are working

Assess what they have seen and heard

Take action appropriate to the threat or incident having first informed the Command Centre (who will supply additional staff as required)

Ensure that they keep a report of what they saw and did.

At all times the stewards and security staff will ensure that the action they take will not put themselves or colleagues in danger of injury.

Staff will also try to undertake the following

- Establish what has happened
- Determine what action can be taken to resolve any problems
- Only make decisions on what can be achieved

In the event of a major incident, dependent on the type, staff employed as stewards will come under the command of the Senior Fire, Police or Ambulance Officer once in attendance. This will be determined in line with the attached Statement of Intent

Evacuation Procedures

In the event of an emergency there will be a Public Address Announcement from the Stage Area or via the steward's radio system as follows.

Attention, Attention, all stewards to posts Code Red (Fire), Blue (Crowd disorder), Black (Suspect package) or Green (Medical Emergency)

On hearing this be alert for further messages.

Stand down Message

Attention, Attention all stewards can now return to normal duties.

Evacuation Message

PA announcement

Ladies and gentlemen due to circumstances beyond our control it is not possible to continue with this event, please leave the site as directed by the stewards.

Back Up

The Safety Officer will have loud hailers to use in the event of electrical failure

Stewards will also be directed to pre-determined locations as set out in their duty cards and direct persons away from the risk.

RVP

These areas will be signed and will have a steward in attendance to meet the attending emergency services and direct them to the site of the incident.

RVP 1 – Park Avenue South Entrance

RVP 2 – Abington Park Crescent entrance

Communications

Identified staff will be issued with radios as per the staffing schedule.

The Event Organiser, Safety Officer, Supervisors and First Aid provider will all be contactable via Mobile Phones and Radio network.



Appendix E

Capacity Calculations Party in the Park

I have calculated the capacity based on the following

1. Fenced Area – 110400m²

2. Minus the fixed site structures ie; stage, food outlets = 4000m²

Therefore a total of 160400 m²available space

We need to consider exiting widths

Using the formula; width x speed x time

30x 88 x 8 =21120 exiting capacity

This total minus 33% (the largest exit) = 14080

I have also calculated on the basis of a 2.5m² per person



Appendix F

LOST/FOUND CHILD/VULNERABLE PERSON OR VULNERABLE PERSON PROCEDURE

How to deal with parent/guardians of a lost child/vulnerable person

1. If a parent/guardian approaches a member of staff and advises that
Party in the Park – Version 4 110620 thebuckleys765@gmail.com

they have lost a child/vulnerable person, act calmly.

2. Establish in the case of vulnerable persons, the reasons why the person is deemed vulnerable.
3. Inform control, whether with your own radio, or ask staff with a radio to do this for you.
4. Ask for a detailed description of the child/vulnerable person or vulnerable person and where and when last seen.
5. Obtain details of clothing, distinguishing features etc.
6. Staff on gates will be alerted regarding the possibility of the child/vulnerable person being removed from site.
7. Obtain contact mobile number from parent/guardian.
8. If the circumstances of the disappearance or the vulnerability is of concern, then the police will be contacted immediately via the emergency number Tel No 101 or 999
9. Remain in the same area where the child/vulnerable person was lost for a period of up to 8 minutes.
10. If the child/vulnerable person has not been found after that period of time re-locate with the parent to the Control Point to record fuller details.
11. Personnel in your vicinity will be notified immediately to support a rapid search of the immediate area.
12. Event Control Room will co-ordinate any search until the child/vulnerable person is found.
13. In the event of the child/vulnerable person not being found in that period of time then the police will be contacted via emergency number. 101 or 999

Found Child/vulnerable person/Vulnerable Person

1. In the event of a child/vulnerable person being reported as being found, it is best practice that this child/vulnerable person be dealt with calmly and reassuringly.
2. Stewards and staff need to inform control at the earliest stage.

3. Control should also inform other staff near the location of the situation including First Aid personnel via personnel radio. As many details of the found child/vulnerable person will be recorded by the staff and control.
4. Control will make a decision based on the facts as to the action to be taken by the staff member.
5. It is deemed to be good practice that the staff member and child/vulnerable person remain in a safe area close to the location where the child/vulnerable person was found for 8 minutes, this will give an opportunity for the parents/guardians to re-unite with the child/vulnerable person. **Make your position easily visible to aid parents/guardians to find their child/vulnerable person.**
6. Obtain as much information about the child/vulnerable person as possible, name, age, clothing, distinguishing features etc.

If the child/vulnerable person is not picked up within 8 minutes, accompanied by at least two stewards or staff, they will be taken to the Control Point.
7. In terms of child/vulnerable person protection it is good practice to wherever possible to ensure that the staff members do not accompany the child/vulnerable person on their own.

The staffing of the Control Room and will have the ability and equipment to record details.
8. Ensure that you are satisfied with the identity of the parents/guardians before reuniting the child/vulnerable person with the parents/guardians.



Party in the Park

Method Statement

Purpose

The purpose of this method statement is to provide a safe system of work, based on identified risks detailed in the attached risk assessments, for the provision of Build programme between 23rd August to 31st August 2020,

This includes traffic management, entrance routes, crowd control methods, staffing and welfare arrangements.

This document has been completed following legislative guidance and is based on best practice and advice from Emergency Services and the Safety Advisory Group for Party in the Park

Application

This safe system of work is a method of working that takes into consideration the potential hazards which STE employees, contractors, other site workers and members of the public could be exposed to during the installation, operation and de-commissioning of the equipment supplied.

This system of working is based on identification of hazards, associated risks assessed and all risks reduced to levels as low as reasonably practicable.

Introduction

This method statement is a comprehensive, step by step description of Party in the Park employees, and contractors intended work and takes into account:

- Potential hazards and risks which Staff and Contractors, other site workers and members of the public may be exposed to whilst works are being carried out.
- Risk of damage to Party in the Park Staff and contractors and the named site, structures and infra-structures.
- Difficulties that may be encountered whilst carrying out the work.
- Specialist equipment and procedures needed.
- How the work is going to be carried out in order to remove or minimise hazards, risks or difficulties.

Responsibilities

General

Activities ascribed to individual jobholders in this method statement may without reducing ultimate responsibility, be delegated to a nominated representative.

Manager in Charge – David Bailey

The Manager in charge is responsible for:

- Liaising with the contractors to determine job requirements
- Undertaking a site survey to help to identify potential hazards
- Preparation of a site specific method statement and risk assessments for any work to be undertaken.
- Ensuring that the contractors accept the method statement

- Ensuring that all staff are familiar with the safe system of work as set out in the method statement.
- All staff to be briefed at 9am on Saturday 30th by the Safety Officer.

Contractor Manager – David Bailey – STE

- Responsible for ensuring staff comply to the requirements of the site
- Ensuring staff comply with risk assessments and method statements

Site Operatives

- Working in accordance with the accepted method statement and instructions from the Manager in Charge
- Reporting any unforeseen hazards or dangerous occurrences to the Site Manager in Charge.

Scope of Works

- Provision of staff commensurate to need to manage spectator safety and security issues.
- Provision of security staff to manage licensed areas.
- Provision of staff for ticket sales

Site Survey

The project scope, labour force and equipment requirements will be determined during liaison with STE.

In order to ascertain requirements and potential hazards, the survey will take into account the following:

- Access/Egress
- The equipment requirements.
- Safety of employees, other site workers and the public.
- Loading, off-loading, equipment preparation and rigging of the equipment for lifting.
- Risk of falling items.
- Securing the equipment once it is in place.

Labour Force

The following form the core of the site team:

The NSUK labour force will be as per the staffing schedule. The labour force will be under direct supervision of the NSUK site manager whose contact details can be found on the STE schedule sheet attached. Any questions or concerns from the ground staff should be directed only to the Site Manager.

Equipment Specification

The following plant and equipment will be used on site:

As per schedule

Training Requirements

NSUK will supply a labour force competent to undertake the specified work.

Security Staff will be trained and registered with SIA.

Access/Egress

Access and egress to the site will be through the entrance booths located by Victoria Promenade

Personal Protective Equipment

STE at this work site will use the following PPE as required:

High visibility vest

Ear plugs

Gloves

Hard Hats

Safety Footwear during build and de-rig

Emergency Procedures and Equipment

In the event of an emergency all STE contractors will adhere to the site evacuation procedures. The STE Site Supervisor will be responsible for accounting for all STE and contractors at the assembly point.

Any personnel unable to get to the assembly point should contact the site supervisor to inform him/her of their location.

The site supervisor is responsible for organising first aid for any STE employee or contractor injured on site.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

All accidents and incidents will be reported to STE site supervisor and recorded in the accident book.

STE Manager will ensure that any incidents, which are legally reportable, are notified to the relevant enforcing authority.

Housekeeping

The STE team will practice good housekeeping at all times when working on site. All scrap and waste will be removed from site and access routes will not be unnecessarily impeded. All tools and equipment will be removed from site following completion of the job.



Appendix H

The stewarding operation for STE is as follows;

- Static at perimeter fences and deterring unauthorised entry
- Patrolling Abington Park area

- Responding to and dealing with incidents.
- There is also a requirement to respond to incidents in line with the Contingency Plans.
- Catering facilities are available in the arena
- Medical Facilities are available on The Entrances

**EMERGENCY PROCEDURES WILL BE BY USE OF PA OR RADIO PRECEDED BY
Code Red (fire),
Code Black (Suspect package),
Code Green (Medical Incident) or
Code Blue (Crowd Incident)**

SUSPECT PACKAGES – do not handle or interfere avoid all contact and try to cordon the area.

MISSING PERSONS - Take as much detail as you can;

Name

Age/Date of Birth

Wearing

Lost where and when

Contact details of person reporting

Inform control

Stay where you are for 8 minutes

FOUND PERSON-Take as much detail as you can;

Name

Age/Date of Birth

Wearing

Found where and when

Inform control

Get someone to remain with you

Stay where you are for 8 minutes

Then take to First Aid Point in arena

NO STAFF SHALL LEAVE THE SITE UNLESS AUTHORISED TO DO SO

**IN THE EVENT OF AN EVACUATION OF THE SITE THIS WILL BE
UNDER THE COMMAND OF Northants Police and
RVPs are located as follows – Park Ave South (RVP 1) and Abington Park Crescent (RVP2)**

Appendix J



Covid19 Policy

Show Time Events as a company value the staff that we employ, and take every precaution to prevent staff, and guests at our events becoming injured or exposed to danger.

We comply with Health and Safety Legislation, and work closely with Statutory bodies to ensure that events are the safest that we can make them, taking into account any guidance provided by them and any governmental advice and requirements.

Information

Covid19 is a virus which has to date killed or been a contributory factor in the deaths of over 40,000 in the United Kingdom.

The virus is considered to be a pandemic with nations over the world being affected, it is more likely to affect persons who are over 70 years of age, or persons who have existing respiratory issues, or sensitive medical conditions.

The symptoms of the virus are as follows;

- Dry cough.
- Shortness of breath.
- High temperature.
- Loss of sense of smell.
- Loss of sense of taste.

The virus can be passed by inhalation of moisture emanating from an infected person.

Absorption through the skin from touching

Transfer from surfaces which have come into contact with an infected person

Governmental advice in stemming the virus have been as follows;

If any of the signs as shown above that they should self-isolate for a period of 7 days, to family groups self-isolating for 14 days

Ensuring that persons remain 2 metres apart unless they are from the same household.

Closure of shops, public houses, restaurants, entertainment venues, and family gathering.

Restricting travel

Promoting the need to wash hands with soap and hot water for at least 20 seconds, after coming into your own house, after usage of toilets, or touching of surfaces which have not been disinfected previously.

We have also seen curfews being placed on persons or groups of persons.

The only permitted leaving the home address were for the following

- Attending Doctors or chemists
- Purchasing essential foodstuffs
- Essential workers eg, NHS, Police, Care workers
- Persons who cannot work from home, avoiding public transport usage.

Effect on the Events Industry

All sporting and mass gathering events to be cancelled

Forward Movement

As time has moved on Government have based, on statistics and scientific advice, relaxed some of the restrictions, including small get togethers from other households providing they do not go into the house and they maintain social distancing.

Premier League football have been granted permission to resume competitive games behind closed doors and in a locked down stadium.

There is a thought that Events may be released from the current severe restrictions, with a caveat that the following restrictions are complied with

- Numbers limited
- Social distancing remains in place
- Persons who are showing or suffering from the symptoms should be advised not to attend
- Signage will be in place outlining restrictions which apply
- Temperature checks by use of electronic equipment at point of entry
- Staff engaged at entry points and on site to be supplied with face masks, disposable gloves and overalls
- Customers advised not to bring more than essential items to the event.

Staff searching or coming into contact will invite persons to self -declare items Staff, where touching has taken place, to replace items and dispose discarded items into Yellow Hazard Sacks.

The event will not impact on emergency services removing them from front line duties. Trained First Aid Staff and paramedic trained personnel will be on site.

There will be increased hand washing facilities

Caterers will be required to clean and disinfect surfaces at their outlets on a regular basis.

A specific risk assessment will be undertaken for each event along with a Method Statement outlining the working procedures



Party in the Park

Appendix K

Covid- 19 Method Statement

Purpose

Party in the Park – Version 4 110620

thebuckleys765@gmail.com

The purpose of this method statement is to provide a safe system of work, based on identified risks detailed in the attached risk assessments, for the Party in the Park and precautions to be taken to prevent spreading the Covid-19 Virus.

Application

This safe system of work is a method of working that takes into consideration the potential hazards which STE employees, contractors, other site workers and members of the public could be exposed to during the event.

This system of working is based on identification of hazards, associated risks assessed and all risks reduced to levels as low as reasonably practicable.

Introduction

This method statement is a comprehensive, step by step description of the intended work and takes into account:

- Potential hazards and risks which Staff and Contractors, other site workers and members of the public may be exposed to whilst the event is occurring.
- Specialist equipment and procedures needed.
- How the work is going to be carried out in order to remove or minimise hazards, risks or difficulties.
- Having a separate and comprehensive risk assessment for the hazards associated with Covid19 Virus and the processes in place to reduce the risk.

Responsibilities

General

Activities ascribed to individual jobholders in this method statement may without reducing ultimate responsibility, be delegated to a nominated representative.

Manager in Charge – David Bailey

The Manager in charge is responsible for:

- Liaising with the all staff to determine job requirements
- Preparation of a site specific method statement and risk assessments for any work to be undertaken.
- Ensuring that all staff accept the method statement
- Ensuring that all staff are familiar with the safe system of work as set out in the method statement.
- All staff to be briefed at 9am on Saturday 29th by the Safety Officer.

Contractor Manager – David Bailey – STE

- Responsible for ensuring staff comply to the requirements of the site
- Ensuring staff comply with risk assessments and method statements

Site Operatives

- Working in accordance with the accepted method statement and instructions from the Manager in Charge
- Reporting any unforeseen hazards or dangerous occurrences to the Site Manager in Charge.

Scope of Works

- Provision of staff commensurate to need to manage spectator safety and security issues.
- Provision of staff for ticket sales
- Provision of PPE commensurate to the risk associated with Covid19

Site Survey

The project scope, labour force and equipment requirements will be determined during liaison with STE.

In order to ascertain requirements and potential hazards, the survey will take into account the following:

- The equipment requirements.
- Safety of employees, other site workers and the public.

Labour Force

The following form the core of the site team:

The NSUK labour force will be as per the staffing schedule. The labour force will be under direct supervision of the NSUK site manager whose contact details can be found on the STE schedule sheet attached. Any questions or concerns from the ground staff should be directed only to the Site Manager.

Contractors Staffing

The First Aid and Medical provision will be supplied by a contractor, who have received specific training in respect of the dangers of Covid19 and action to be taken

Equipment Specification

The following plant and equipment will be used on site:

- PPE for staff engaged on the site including masks, gloves and aprons.
- Search protocols and searching methods supplied to staff
- Electronic thermometer for usage by trained personnel at entry point.
- Increased numbers of washing materials
- Signage placed at entry points and around the site

Training Requirements

NSUK will supply a labour force competent to undertake the specified work.

Security Staff will be trained and registered with SIA.

First aid and Medical staff will have received training commensurate to their role.

Access/Egress

Access and egress to the site will be through the entrance booths located by Park Avenue.

Emergency Procedures and Equipment

The site supervisor is responsible for organising first aid for any STE employee or contractor injured on site.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

All accidents and incidents will be reported to STE site supervisor and recorded in the accident book.

STE Manager will ensure that any incidents, which are legally reportable, are notified to the relevant enforcing authority.

Housekeeping

Disposed gloves, aprons and masks will be placed in Yellow Hazard Sacks and disposed of through accredited disposal company

Appendix L

For further information refer to guidance note

		Severity		
		H	M	L
Likelihood	H	H	H	M
	M	H	M	L

	L	M	L	L
H= High, M = Medium, L = Low				

Risk Assessment

Work Activity	Event Medical Cover – Party in the Park		
Event	Party in the Park		
Name of Assessor (s)	James Shemmeld		
Date of Risk Assessment	07/06/2020	Review Date	12 months from date of assessment

Risk Scores use a High, Medium and Low rating; this is explained in the risk assessment guidance

Activity (what is being done)	Hazard & Potential Harm (What can cause harm, and what is possible injury)	Who's at risk	Existing control measures	Assess level of risk (Use risk grid)			Additional Control and Dynamic risk assessment Add additional control measures below and debrief.
				Likelihood	Severity	Risk Level	
Camping	<p>Increased risk of potential spread due to:</p> <ul style="list-style-type: none"> • High population in a small area • Welfare facilities – lack of provision for hand washing/sanitising • Welfare facilities – lack of cleaning product/facilities • Guests/Staff arriving already infected with COVID-19 • Lack of medical provision on site 	All	<ul style="list-style-type: none"> • Ensure sufficient provision of hand wash/sanitiser throughout the event footprint • Consider making additional space for camping • Advise all attendees to bring their own hand sanitiser • Advise all attendees to self-screen for signs of COVID-19 prior to travel to the event • A3 laminated signs with Signs & Symptoms of COVID-19 • Temperature screen all people entering the site • Ensure there is additional cleaning facilities to include contractors and staff • Consider using and spacing out urinals instead of single occupancy toilets • Consider the use of more hand washing facilities throughout the site footprint • Medical provision 	M	M	M	

			overnight to cover campers				
Activity Areas including : Exhibitor stands Gazebos Stages Funfair rides etc...	<p>Increased risk of infection due to:</p> <ul style="list-style-type: none"> • High population in a small area • Welfare facilities – lack of provision of handwash and/or sanitiser • Welfare facilities – Lack of cleaning • High traffic areas • Gazebos highly populated with people • Unclean surfaces • Lack of medical provision 		<ul style="list-style-type: none"> • Consider the provision of more hand wash facilities. • Operators / Traders / Activity Organisers MUST frequently wipe down any surfaces that customers can come into contact with. • Ensure adequate provision is made for the regular cleaning of welfare facilities by contractors throughout the event. • Ensure adequate provision of handwash and / or hand sanitizer at all welfare facilities throughout the event • Gazebos used should have sides / front opened to allow adequate ventilation. • Review site map to reduce the number of high traffic areas where ever possible. • Medical provider in place throughout the event, trained to recognise and deal with any symptoms of COVID19. • Emergency escalation process in place and communicated with all traders / exhibitors / activity organisers. 	M	M	M	
Cooking / Provision of Food	<p>Increased risk of potential spread due to:</p> <ul style="list-style-type: none"> • Uncleaned surfaces • High population areas where people are 		<ul style="list-style-type: none"> • Caters MUST frequently wipe down any surfaces that customers can come into contact with. • Hand sanitizers and tissues to be available at all catering areas. 	M	M	M	

	<p>standing/eating</p> <ul style="list-style-type: none"> • Cleaning of areas including litter • Lack of medical provision 		<ul style="list-style-type: none"> • Caterers to ensure working areas are kept clear of rubbish and dispose of using gloves / litter pickers. • Medical provider in place throughout the event, trained to recognise and deal with any symptoms of COVID19. • Review the site map to ensure that caterers are appropriately located. 				
Arrival at the Event	<p>Increased risk of potential spread due to:</p> <ul style="list-style-type: none"> • High population in a small area waiting to enter the event • Guests arriving already infected with COVID-19 • Lack of medical provision 		<ul style="list-style-type: none"> • When queuing to enter the event, A3 laminated signs in place to advise customer of signs /symptoms of COVID19. • All customers to be screened on entering the event for signs and symptoms of COVID19 – to include temperature checks. • Social Media Sites to be kept up to date with information regarding COVID19 and precautions for visitors to take. • Queues to be kept to a minimum where ever possible. Consider issuing staggered entry times on customer tickets. • Medical provider in place throughout the event, trained to recognise and deal with any symptoms of COVID19. • Any person identified as having symptoms of COVID19 and a case is confirmed at the hospital, the remainder of the event will be cancelled. • Frequent communication between event 				

			organisers and on-site medical team.				
On site medical services	<ul style="list-style-type: none"> • Insufficient numbers • Ambulance taken out of services due to exposure to COVID-19 • Medical staff exposed to COVID-19 • Medical facility exposed to COVID-19 • Equipment exposed to COVID-19 		<ul style="list-style-type: none"> • If medical staff area required to screen on entry, these staff will be super numeric to the event medical team. • Deep cleaning procedures in place to ensure vehicle is cleaned using a chlorine-based product (based on government guidelines) • Level 2 PPE to be used at all times by all medical staff. Level 3 PPE available if treatment is required. All staff to be trained and assessed in the donning and doffing procedure. All PPE should be disposed on in double bagged clinical waste bags. • A 2 tier treatment centre should be used. Any patient requiring treatment should be screened before entering the main treatment tent. Any patient with COVID-19 symptoms must not enter the main treatment tent. • All medical equipment MUST be cleaned with a chlorine based spray after each use. 	M	M	M	

Work Activity	Event Medical Cover – Party in the Park		
Name of Assessor (s)	James Shemmeld		
Date of Risk Assessment	07/06/2020	Review Date	12 months from date of assessment

Risk Scores use a High, Medium and Low rating; this is explained in the risk assessment guidance

N.B. Risk assessments exist for Event First Aid operations for specific equipment and procedures used by RTC Medical Solutions Ltd only. These can be referred to and provided when required. This risk assessment deals with site and hazard specific risks for the event.