

SAMPLE: EVENT OPERATIONS PLAN

Entertainment

Saturday - Family Day Free Entry, numbers monitored at gate with clickers.

1100 – 1300 Doug Horley Christian Children's Entertainer

1330 - 1800 Gospels Choirs and live music

Sunday - Passion Performance, free entry numbers monitored at gate with clickers.

1400 - 1800

A full performance of the Passion of Christ production.

Alcohol

No alcohol will be served at this event.

Bomb Threats / Terrorist Activity

Given the nature of the event, the risk of a bomb threat is considered low. However in light of current security concerns ALL event personnel must remain alert to the potential risk involved. Bomb threats may be received by any agency and are likely to come by way of telephone. In the event of a bomb threat being reported to Event Management, the Police will be notified immediately, who will then become responsible for the co-ordination of any response.

Given the nature of the event, the risk of terrorist activity is considered low. However in light of current security concerns stewards/security and event personnel must remain alert to the potential risk involved. All event personnel would be expected to remain vigilant with regards to such a threat, and to be on the look out for any suspicious acting people and packages as detailed below). In the event of witnessing any, or being made aware of any suspicious activity, they should assess the situation, recording all details of suspicion and then contact Event Management with said information immediately. If situation remains suspicious then event control to immediately contact the relevant emergency services.

If a suspicious package or vehicle is discovered, it should not be touched or moved. Event Management should be notified as soon as possible. However, radios and mobile phones must not be used within the following distances of suspect packages or vehicles:

Small packages! ! ! 25m
Suitcase sized packages ! ! 50m

Cars ! ! ! ! 200m
Larger vehicles! ! ! 400m

Ensure that the package/vehicle remains under surveillance and is not disturbed until the appropriate authorities investigate.

Event Management will notify police immediately. As with bomb threats, the Police will be responsible for the co-ordination of any response to a suspicious package or vehicle. Whilst waiting for the emergency services to be deployed, the Event Management will identify the extent of the area(s) that need to be evacuated, the routes by which this should take place and the routes by which any relevant emergency vehicles will approach.

Guideline for evacuation radii from suspect devices is as follows: Small package! ! !
100m
Suitcase sized packages ! ! 200m Car! ! ! ! 400m Larger Vehicles!
! ! 800m

Parking Arrangements

There is no onsite parking for staff or customers. Participants can park in car parks situated around the event site on Madeira drive. Normal council parking restrictions will apply.

Communications

The Event Managers recognize the importance of clear and effective communication on and across the show site. This will be provided by the use of handheld radios.

All designated NGP personnel will be allocated with a radio. All essential production personnel will be issued with a hand held two-way radio for use throughout the duration of the event. All radio communication will go via Event Control and a log will be kept.

Communication with the public, if necessary, will take place via the PA system.

Contractors / Hire Equipment

A number of contractors will be employed to provide varying services as a result of the event. A full list of contractors being engaged as a result of this event can be found in the Appendices.

Only known and reputable contractors are to be employed. All hire equipment must be installed with due respect for the safety of the public and others on site.

Where appropriate contractors will be asked to provide a copy of their Health & Safety Policy, relevant Method Statement and a Certificate of Completion for any stage/marquee and/or other temporary infrastructure installed on site.

Suppliers of marquees will be expected to provide evidence that their structures are flame retardant to an appropriate standard.

Any installations will be clear of trip hazards and sharp projections, and suitably protected from unauthorised access if necessary.

All electrical installations to be installed by suitably qualified personnel and must be correctly rated and PAT tested prior to use. An electrician will be on site at all times during the show days.

Security and Stewarding - Audience Profile / Crowd Management

Audience Profile

The audience profile shall be predominantly split male / female family groups aged 20 - 60.

It is expected that the crowd will be predominantly good-natured, but it is recognised that alcohol or other intoxicating substances may be a major contributory factor in some individual's behaviour. Event personnel will be instructed to be on the lookout for individual's intent on creating public disorder problems. They will also be instructed NOT to attempt to have a physical argument with a member of the public but seek assistance from their supervisor and/or Event Production Manager.

Crowd Management

Past experience of events of a similar nature lead us to believe, we would ordinarily expect no major Crowd Management issues.

Overall responsibility for provision of crowd safety and management plan is that of the Site Manager, assisted by NGP Events Ltd.

Crowd management plans will be in accordance with the guidance given in HSG 195 The Event Safety Guide and HSG 154 Managing Crowds Safely.

All crowd management/stewarding and security staff will be supplied by NGP Events Ltd. Detailed method statement and event assessment has been carried out by Gareth Gwynne-Smith and Nina Garner of NGP Events Ltd.

NGP Events Ltd shall only use competent stewards who have undertaken training specific to crowd safety operations at outdoor events. A number of the event security personnel shall be those who have obtained relevant qualification/license from the SIA at areas as identified by the event risk assessment.

Communications will be by radio handsets and NGP Limited shall provide their own for communications between their security and stewarding personnel.

Steward briefings on duties, site facilities and emergency evacuation procedures etc. will be held in sufficient time before the event commences. Steward responses during an Untoward Incident and Emergency Situation, (up to and including a major incident) will be a critical component of the

overall response to such a situation. Arrangements for such incidents are particularly dependent on effective radio communications between all personnel and Event Management. Key stewards (Area Supervisors) are responsible for the maintenance of this line communication

All NGP Events Ltd security and stewards will be readily identifiable by uniform and hi- visibility clothing where necessary. Those undertaking SIA designated duties will wear the relevant SIA badge prominently on their person.

The principal duties of event security and stewards is to:

- Protect public safety
- Provide information to the public
- Regulate access to the event site (through ticket inspection and perimeter patrols), and access to restricted places such as stage and technical areas
- Act as a readily identifiable point of contact for the public
- Provide intelligence and feedback to Event Control.
- Assist in carrying out agreed emergency procedures
- Assist in the reporting of incidents and the taking of witness statements,
- Assist the Police or other statutory body in the carrying out of their duties.

Specific Event Related Duties:

- Managing a queueing system for entry during peak times
- Entry to the event on Friday is by ticket only and tickets will be checked at main entrance.
- Keeping count of numbers of persons in the event area at all times to a maximum of 3000.
- Searching all bags on entry.
- Operating a zero tolerance drug policy.
- Ensuring all fire exits / sterile areas are kept unobstructed pre, post and during show times.
- The welfare of staff, patrons and all persons on the event site at all times.
- Securing the site against non ticketed persons when relevant.

A schedule of security and steward deployment is included in Appendix C

Event-specific briefings will be given to all stewarding personnel prior to the show admitting any audience members. .

Should any persons be ejected from the event for unacceptable behaviour or carrying of contraband items, the

Sussex Police will be informed if deemed necessary.

Despite the fact that Crowd Management is not expected to pose any significant problems, it is recognised that despite effective pre-planning and effective operational event management, there may still be such occurrences, which if not addressed immediately and effectively may escalate into a more serious Emergency Situations. Hence resolution of such incidents must be intrinsic to the operational event management plan, and appropriate Contingency Arrangements implemented. (Please refer to page 18: Emergency Management Procedures).

At all times whilst open to the public and one hour prior to and post shows trained security staff will be present on the crossing points east and west of The Volks railway to assist and guide the public in

a safe manner. These stewards will have working practice of railways and will also receive training from The Volks railway management.

Responsible Neighbourhood Policy

The event recognizes it has a moral duty of care that includes the surrounding areas to the event site itself. We will be monitoring any issues arising during the event hours that may occur in the surrounding area and if necessary security will attend to assist.

We will be encouraging a quiet dispersal post event and security will be employed to assure this.

Electrical supplies and installations

General Mains Electrical Safety

Temporary electrical distribution to event infrastructure will be provided by qualified electricians from Eternity Electrical. A super- silent diesel generator will be located in a secure compound to supply permanent power. All cabling and distribution shall be installed in accordance with BS7909: 2008 Code of practice for temporary electrical systems for entertainment and related purposes.

A Completion Certificate shall be provided by the electrical contractor indicating that the system has been properly assembled and is safe for normal use. Where appropriate all circuits shall be protected by MCB and RCD.

At a minimum, a 2kg CO2 extinguisher to be sited besides any temporary electrical installations used. All electrical equipment to be suitably covered, protected and suitable for outdoor use. In the event of a significant downpour, no mains electrical equipment (including that running via an inverted power source) to be used unless deemed safe to do so by the Site Manager, or acting deputy,
!

PA System.

PA system will be supplied by SFL Ltd. Soul By The Sea: FOH PA
Speakers and Amplifiers

- 16! I'Acoustics, KARA top loudspeaker including flying frames
- 8! I'Acoustics, SB28 sub loudspeaker
- 4! I'Acoustics, 12XT, loudspeaker.
- 1! I'Acoustics, Amplifier Rack for Kara Soul By The Sea: Sound Control Description
- 2! Speakers and Amplifiers Stacks d&b C7 top loudspeaker –including amplifiers –(for side fill)

7! d&b Max, monitor loudspeaker –including amplifiers

Mixing Desks

1! Yamaha M7CL-48 Mixing Desk (monitor console)

1! Yamaha M7CL-48ES Mixing Desk (front of house console)

1! Yamaha, SB168-ES Rack (48+24).

1! Facilities Rack (M7CL).

Noise management

Soul by the Sea and its contractors will take seriously the issue of noise management, and all sounds levels will be monitored and controlled, within acceptable levels in accordance with the HSE event safety guide.

Event Programme, systems and associated noise

The event consists of a large covered stage, with an audience for up to 3000 people. With this space in mind, an appropriate PA system for the application has been specified, taking into account the demands of the programme, and the surrounding environment within which the festival is taking place.

The main PA system will consist of a line array system, which will enable the sound to be controlled, within reason to the space occupied by the audience, with limited overspill out of this area. Where possible, sound will be directed away from residential areas, keeping disturbance to a minimum.

The main system comprises 8 l'Acoustics SB28 sub loudspeakers totalling 9.8kW, and 16 l'Acoustic KARA top loudspeakers totalling 8.5kW, with additional in-fills to cover the front area of the audience, not covered by the main arrays (1.5kW). There will also be up to 10 250W loudspeakers on stage to provide monitoring for performers. This will total 2.5kW.

The programme will be very varied, ranging from predominant speech, choral music, background music as a small part of the dramas, as well as some live music. The live music elements will create the most noise. Where there is live music, some additional noise will come from instruments on the stage, including guitar amps and drum kits. The stage manager and monitor engineer will work together to ensure that the stage volume is maintained at an acceptable level, to minimise impact on the surroundings.

Note all loudspeaker ratings are RMS ratings.

Noise assessment

All noise assessments will be made by a competent professional. We anticipate the noise exposure will reach the second action level of $L_{eq,d}$: 90 dB (A). This is likely to be for short periods. The programme, will feature some live music, with an anticipated higher SPL than the rest of the programme.

A measurement taken on the event site on 28th February 2012, gave an average reading of 70dB (A). Between the venue and the nearest residential property, lies the A259. This is approximately 10m above the site, parallel to Duke's Mound. The reading taken at the same time from next to the residential property was

80dB (A). This level is much higher due to the amount of traffic noise on the A259. The event takes place on

Easter weekend, when the city centre is at it's busiest period. Traffic noise is anticipated to be even higher at this point. The event will only be running within daylight hours when traffic levels remain high throughout. This programme noise will be controlled in the region of 96dB (A) at the sound desk position.

The majority of the programme will not reach this level, with speech and background music forming much of the basis of the programme material. This is a maximum of 15 dB above the ambient Leq. As the dB level reduces by 6dB at twice the distance, we anticipate, taking into account the distance from the main loud speakers to the FOH position, and the distance from the FOH position to the nearest noise sensitive location, a reduction of 12dB (A) from the programme sound level at that location. This would put the sound level at

around 6dB above the leq recorded on the A259 on 28th February 2012. With the anticipated increase in traffic when the event will be taking place, the increase in sound level over other sources will be less than this.

We will have a sound level metre on site throughout the event. Measurements will be taken from the Front of House Sound engineer's position, at key areas within the audience, and at noise sensitive locations. All measurements will be recorded. If noise levels are found to be outside of our specified requirements, alterations to the overall level will be made immediately.

Mitigation

It should be noted that due to the location of the event, and uncontrollability or prediction of nature, it is not possible to say what the weather conditions will be. If there is a southerly wind, sound will be drawn towards the properties on the northern side of the A259. However, the wall along Duke's mound, and the approximate drop of 10 from road level; will go some way to attenuating this noise.

Implications for volunteers and workers

In accordance with the HSE event management guide, the following actions will be taken:

- Necessary training will be provided.
- We will make available ear protection for all who request it, and where the programme is such that it must be used, we will ensure this is enforced.
- Areas where ear protection is required will be marked clearly.
- We will provide all necessary information regarding the programme and the noise level involved.
- Implications for the attendees to the event
- In accordance with the HSE event management guide, the following actions will be taken:
- The venue design will keep all audience members at least 3 meters away from any loud speaker.

- The event Leq will not exceed 107 dB (A) in any area of the audience.
- Sound levels will however be kept to a minimum outside of the programme timings.

Lighting

Stage lighting system will be supplied by TSL Ltd. The lighting will not be operational outside of event times.

Please see appendices for all required paperwork relating to TSL.

Emergency Management Procedures, Responses and Evacuation

For the purpose of this event, if required, the following emergency management procedures are to be implemented:

Definitions

Untoward Incidents:

An Untoward Incident is defined as a “routine occurrence that impacts upon the safe running of the Event, but does not require Police to assume the co-ordination of its resolution”.

Despite effective pre-planning and effective event management, there may still be such occurrences which, if not addressed immediately and effectively may escalate into a more serious Emergency Situation, hence resolution of such incidents must be intrinsic to event management, and appropriate Contingency Arrangements implemented according to the nature of the Incident.

Emergency Situations:

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

Whilst Event Management is responsible for dealing with Untoward Incidents, those involved must be aware of their own ability to cope and recognize the occurrence of Emergency Situations, and in such an event inform and pass control and co-ordination over to the Police/Emergency Services. During such a situation it is essential that Event Management consults with the Police (or other) and seeks advice as to the most efficient deployment of event personnel and stewards.

In most Emergency Situations the deployed resources available to the Emergency Services will be sufficient to ensure effective resolution. However, it is recognised that circumstances may be such that a Major Incident will have to be declared.

Major Incident:

A Major Incident is defined as “any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority”.

Whilst Event Management is responsible for dealing with Untoward Incidents, and possible assistance with resolution of an Emergency Situation, it is recognised that the resolution of a Major Incident would be wholly outside the capabilities of Event Management in relation to this event.

Emergency Response Plan

Although the pre-planning stage of the event is designed to avoid the occurrence of an Untoward Incident (or Emergency Situation/Major Incident), it is recognised that all eventualities cannot be predicted and planned for, and there remains a remote risk that an Untoward Incident (or Emergency Situation/Major Incident) may still arise, whether caused as a direct consequence of the event itself, or not. As such in the event of such an incident, the following response plans will be put into operation.

Untoward Incident:

On the occurrence of an actual or potential Untoward Incident Event Management will manage the response of the stewards/security and event personnel, through normal communication channels.

An Untoward Incident

will require a localized response, which should not require general public broadcast/announcement.

Emergency Situation:

On the occurrence of an actual or potential Emergency Situation the Police will be called upon to take control of the situation. Event Management will assist as necessary in the communication of essential information to stewards/security and event personnel and the general public. Loud Hailers and any public address systems installed on site will be available to assist with the directing of the public in the event of such a situation.

Dependent on the nature of the situation the following flexible Emergency Response Plan will be implemented as follows:

! •! Any steward/security or event personnel becoming aware of a potential Untoward Incident or Emergency Situation must advise Event Management as soon as possible, preferably by radio. A concise location and situation report should be given.

! •! On receipt of this information Event Management will conduct an immediate and initial assessment to determine if the circumstances do in fact amount to a potential or actual Emergency Situation. If assessed as such, the Police will immediately be informed and handed full authority of the situation; otherwise Event Management will manage the occurrence as an Untoward Incident.

! •! If deemed necessary Event Management will halt any performance in the relevant area.

! •! Radio traffic, unless essential, will be restricted to that between the initial caller and Event Management. Event Management to instigate any deviation from this protocol.

! •! Event Management will advise stewards/security of their appropriate post Emergency Situation reporting procedure.

Emergency Evacuation of Site

It is not expected given historical data and experience surrounding similar events that there is a high risk of an Untoward Incident/Emergency Situation. However, as prediction of all eventualities is not possible, evacuation procedures for the show site are detailed below.

1. Evacuation of EVENT AREA

Any decision to evacuate will be taken and directed by the Site Manager, Security Manager and Sussex Police. All Event Personnel to assist and comply as necessary.

Temporary muster points will be established east and west of the event site for patrons, and the hard standing area adjacent to the event site for the event management team; and emergency services. Depending on the location of the incident requiring evacuation of only part of the event site, muster points may vary, however, all security and event personnel will be made aware of this.

In the event of a call made by Event Control to evacuate the event site, all useable exits will be opened and staffed with NGP Events Ltd stewarding personnel to direct patrons to the nearest exit and to a place of safety. Should any of the main exits have to be discounted due to the location of the incident, security control shall advise their ground stewards of this immediately.

2. Evacuation of any given section of the event site:

! •! On receiving an incident report from attending steward/ security or event personnel, Event Management to make immediate and initial assessment of situation.

! •! If Event Management takes the decision to evacuate relevant section of the 'event site', then decision will be transmitted via radio to Area Supervisors (or other) located in and around that particular section of the site, informing them to prepare for an evacuation.

! •! The following announcement will be made over a public address system, or via loud hailers, or verbally: "Ladies and Gentleman, due to circumstances beyond our control we must ask you to vacate the <relevant area of the site> via/towards <area unaffected by incident>.

Please follow the directions given by the stewards, <and please take all personnel belongings with you>".

! •! On hearing the above announcement event personnel will direct the public away from the incident area into the nearest safe and suitable adjacent area, making use of the nearest safe available exit points.

! •! Event personnel to assume relevant positions to ensure safety of public if the evacuation involves leaving the relative safety of the Site.

! •! This is particularly so if the evacuation necessitates the audience having to evacuate towards, or indeed onto, a busy section of public highway (or other).

In the event of any Evacuation, or Emergency Situation, the public will not be re-admitted to the site until it has been declared safe to do so by the Emergency Services.

Emergency Services

The role of the Police:

The Police will not implement any special arrangements for this Event.

It is accepted that this is a public event which could create some areas where responsibilities of the producers and the emergency services overlap. In the event of an emergency to co-ordinate an effective response Event Management will be expected to work with the Police as a joint operation should the need arise.

The role of the Ambulance Service:

The Ambulance Service will not implement any special arrangements for this Event.

In the event of Untoward Incidents or Emergency Situations, the Ambulance Service will be called upon to deploy appropriate medical resources.

The role of the Fire Brigade:

It is not expected that the Fire Brigade will implement any special arrangements for this Event. In the event of

Untoward Incidents or Emergency Situations, normal activation procedures will be implemented.

Fire Precautions and Regulations

! •! All portable fire fighting equipment installed for the event to conform to BS EN 3: 1996 and be colour coded in accordance with BS 7863: 1996 and BS 5306: 1985.

! •! Suitable fire fighting equipment to be provided in all identified high-risk areas.

! •! Evaluation to take place to ensure that a suitable number of suitably sized exit points exist along the show site to safely facilitate an orderly evacuation to take place.

! •! Fire safety certificates to be obtained for all marquees/large tents erected on show site, and suitable fire fighting equipment to be provided within such structures

! •! Event personnel should only tackle any fire provided it will not endanger their own life, and only once the immediate area has been evacuated.

! •! All sources of power, batteries, and cabling for lighting, sound, power etc to be of a suitable type/rating for use.

! ! Combustibles to be kept to a minimum across the site.

Fire within the event site

Should a steward or any event personnel discover, or be advised of, a fire within the event site they must:

- Raise the alarm with Event Control informing them of the nature and location of the incident. They will in turn alert the Fire Service and any emergency service representatives in Event Control to initiate a suitable response.
- Assist in evacuating the public from the vicinity of the incident.
- Tackle the fire with appropriate fire fighting equipment only if trained to do so and if it can be done without placing yourself in danger.
- Assist in clearing an access route for emergency service vehicles.
- Once the incident has been dealt with and the site declared safe by the Fire Service, the Event Controller will issue a 'stand down' call and the event may recommence.

Fire extinguishers will be positioned at the main entrance, stage left, stage right, next to the generator and by the bouncy castles (when operational).

First Aid

First Aid will be provided by Event Medical during the show days and NGP Events Ltd for the build and breakdown of the event and the duration of the event.

Event Medical will provide during showtimes 1 ambulance and 2 paramedics. These will be supported by 10 qualified first aiders from NGP events.

Treatment will be for routine medical assistance only during the build and lift phases.

A number of key event personnel hold current HSE recognised First Aid at Work qualification or higher, and will be present throughout the event.

Health & Safety

NGP Events recognizes the legal requirements of the Health and Safety at Work, etc Act 1974, and other relevant legislation, as it applies to the activities of its employees. Further, they recognise that effective health and safety policy and practice is an important and integral part of a safe business.

Due to the fact that the railway line runs parallel to the site NGP will also ensure that NO structures are built that could collapse across the line or interfere in any manner with the operation of the line.

No vehicles will be allowed to cross the line whilst it is open at any time. Contractors health and safety

Under Health & Safety legislation, exhibitors and their main contractors are responsible for all activities that take place throughout the event and any actions that could affect others during the event. Exhibitors and contractors, and where applicable, their suppliers, shall be required to provide a risk assessment and method statement for activities carried out at the event. They will be expected to ensure that suppliers engaged by them are competent and briefed on the event safety rules and regulations.

NGP Events is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare. All exhibitors at event are expected to ensure that they provide a safe place and system of work, as is their legal duty under Health & Safety at Work Act 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

All exhibitors must complete and return the Health & Safety Declaration form copies of which will be held on file in the Production Office in regards to site health and safety.

Inclement Weather / Extreme Weather

As the event is taking place outdoors in April, it may possibly be subject to foul weather.

As a result of discussing such possibilities at production meetings to date, the event producer's policy is as follows:

"Given that the event is a one-off occasion and cannot be rescheduled then it will proceed AS LONG AS IT IS DEEMED SAFE TO DO SO, regardless of the weather."

Such conditions can obviously affect the event to varying degrees of severity. Long-range weather reports will be examined in the days leading up to the event in a bid to attempt to predict prevailing conditions on the day of the event. Contingency plans will be developed as necessary.

Whilst all eventualities cannot be predicted, nor prevented, there are certain particular circumstances that require further documentation:

A. ! Full Cancellation of Event.

If the weather is so severe that structural integrity of the event is deemed unsafe e.g. extreme high winds then a call to cancel the event will be taken.

B. ! Partial Cancellation of Event.

In the event of a strong wind or rain, then there is a risk that certain ancillary activities may be unable to take place. The Event Director and the Operations Manager will decide whether the activity should take place.

The suppliers of the main structure will have a tent master on site to advise on all decisions pertaining to the integrity of the structure.

Insurance

The event promoters will provide evidence of Public Liability Insurance (£5m) on request. Employers Liability of £5m is in place and available on request.

Any other person or company operating in connection with the event may be required to provide evidence of Employers and/or Public Liability Insurance, and Products Liability cover if relevant, to the Operation Manager on request.

In addition to the above, the following also applies:

! •! Contractors, Sub-contractors must be in possession of, at a minimum, Public Liability Insurance (£2m).

! •! Contractors erecting temporary structures on site, and Traders if relevant, will provide a copy of their

Employers and Public Liability Insurance to the Site Manager.

Any other person or company operating in connection with the event may be required to provide proof of

Employers and/or Public Liability Insurance, and Product Liability Insurance if relevant, to the Site Manager.

Licensing

The event is licensed by Brighton & Hove City Council by the means of their Premises License, copies of which will be kept in the Production Office.

Litter Clearance/Waste Disposal

Recycling for glass and cardboard will be implemented.

Cleaners will circulate the event site during the show open days removing rubbish. All rubbish must be securely tied in black bin bags. Food waste is to be kept separate from packaging and general waste.

After each show NGP staff will litter pick the areas around the event.

4 x 1100 will be on site and will be emptied on Saturday evening.

The event producers will ensure that, as far as is reasonably practicable, that the event site is kept as clean and tidy as possible at all times. Following the event NGP Events personnel will carry out a final sweep of the site.

Risk Assessments

Risk Assessments for the event can be found in Appendix A. The function of these risk assessments are to identify sources of potential hazards and to ensure suitable control measures are put in place to order that such risks are eliminated or reduced to a manageable level thus allowing the event to proceed safely.

Where relevant, Risk Assessments and Method Statements supplied by contractors, or other, will be available on request.

Site Clearance

Immediately after the event all equipment will be cleared from the main stage. Vehicles will be brought next to the site for loading. There will be little or no nuisance caused to traders/residents in immediate vicinity of the site.

Full event structure breakdown commences on Monday 9th April. Health and safety on site for event specific activity remains the responsibility of the Site Manager. The roles and responsibilities will revert to those used during the event build period are already detailed. The production schedule will be produced detailing the exact nature of activity and will be circulated prior to commencing any work.

Site Rules

Site rules will be issued to all contractors servicing the event. These include precise access times for deliveries, working next to a live railway and working on the beach.

Temporary structures

Main Stage

Sxs Ltd will supply the only large temporary structure on site. Full information on the structure as provided by Sxs Ltd is available with this document. It includes all health and safety, loading, weather and relevant calculations for its safe construction and operation.!

Barriers/Fencing

Heras fencing or pedestrian barrier will be erected around the entire event site and production area (see Site Map: Appendix B)

The site manager or nominated representative, will carry out an inspection prior to the event to ensure, as far as is reasonably practicable, that all fencing has been, and remains, suitably erected, and to ensure that all temporary structures are installed with due respect for the safety of the public and others on site.

Portacabins

Three portacabins will be used back stage for control and artist dressing rooms (see Map: Appendix B) Marquee
One front of house marquee will be supplied by SXS. (see Map: Appendix B)

Inflatables (family day only)

2 bouncy castles will be inflated on the north side of the site

Conditions of Entry

Terms and conditions on entry:

By entering this site you agree to comply with the following rules:

- Possession, sale or consumption of Class A, B and C drugs is not permitted
- The organisers will be operating a random search policy as necessary.
- Drunken behavior will not be tolerated. Any person deemed intoxicated by the organisers or security staff will be asked to leave.
- Any person breaching these rules risks being ejected from the event and if appropriate, reported to the Police.
- All customer rights under the 1988 Data Protection Act (UK) and any subsequent revisions will apply.

The Site (incl. site capacity, ingress and egress)

The event site is on the beach which is comprised of pebbles creating an uneven surface. With this in mind trakmat is being placed throughout the internal area of the site. 3m wide Trakway is being placed around the external area of the site suitable for all site vehicles (up to 36ton).

Site Capacity and occupant density:

Site Internal

The internal area will be an enclosed 1750 m² area.

Based on the equation 2 person per m sq., the area has the capacity to hold 3500 people.

To allow for a small amount of footprint for infrastructure the capacity has been capped at 3000 persons.

There will be one main entrance 4m wide and one main exit 4m wide plus it will contain 2 permanently manned 3m wide fire exits to enable potential evacuation of the site at

Evacuation Times

Internal to External Place Of Safety

4 Fire Exits @ Total 14m of exit.

65 persons per minute per meter of exit - 14×65 per minute = 910 persons per minute

Total 3.27 minutes to evacuate

Ground conditions are good due to trakway laid for this reason. Should one fire exit be not available due to nature of emergency:

3 Fire exits @ Total 10m of exit

65 persons per minute per meter of exit 10×65 per minute = 650 per minute

Total 5 minutes to evacuate.

The above evacuation figures are calculated on slow evacuation i.e. high density areas, uneven surface or people under the influence at 65 people per metre pre exit route per minute.

In the event of one exit being blocked due to the emergency it will still be possible to evacuate the site on the required 5 minute period.

During evacuation the the public will be asked to also use the pedestrian path alongside the trakway to allow emergency vehicle access which will be stewarded safely onto site.

Non-Emergency Access and Egress:

Access to the site is through one main entry point on the west side of the event arena. Queuing shall be managed by NGP Events Ltd outside of the main entrance so as not to block the fire routes. Egress shall be through the main entrance.

Site External

The external site area is delineated by the Volks Railway on the North and the pebble dune on the south. Site Traffic Management

The Organisers note the need to carefully manage vehicle movements on site and recognise the hazards such operations may pose to event staff and contractors and most particularly to other users of Brighton and Hove Promenade who may be unaware of the presence of moving vehicles and plant in an otherwise pedestrian environment during the build / lift schedule.

To this end NGP will deal with all traffic related movement, directing and managing of traffic relating to the event. The Site Manager shall ensure that a copy of the full production schedule and vehicle arrival / departure schedule is forwarded in advance to allow the traffic manager to compile an accurate and comprehensive staffing deployment plan.

Access onto the site will only be allowed to essential production/exhibitor traffic during the build and break phases. No traffic will be permitted to enter the public area of site during the public opening period.

3m wide trakway will be laid around the event site to allow vehicle movement for deliveries. Vehicles will only be allowed to progress in a clockwise direction around the site which will avoid any conflict of movement.

In the event of several vehicles arriving at the same time, access will only be granted to those vehicles that can be safely accommodated; others will be directed to the parking bays allocated to the event adjacent to the event site. Once it is clear and deemed safe to permit more vehicles on site, the traffic manager shall direct further vehicles onto the event site.

No vehicles will be allowed to cross the Volks Railway line whilst it is open at any time.

Toilets

Toilets will be provided by Loos for Do's.

10 portaloos plus one special access toilet will be on site for the duration of the event. The toilets will be cleaned by on the Saturday evening.

Lost/Found Property

Found Property to be handed into Event Control. A Found Property Report to be filled in for each item handed in.

Anyone wishing to report the loss of property will be directed to Event Control. A Lost Property Report to be filled in for all items reported.