

# Event Safety Management Plan

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**ESMP PT01A**

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## **Event Safety Management Plan - Introduction**

Kasabian – June 2020 – Victoria Park, Leicester

Version N° 1 - DRAFT

Classification:

# 1. Introduction

## 1.1 Purpose

The purpose of this Event Safety Management Plan and all other supporting documents listed in para 1.3 is to provide an overview of the safety management arrangements that Live Nation (Music) UK Ltd will implement in relation to the Kasabian concert held at Victoria Park on 20<sup>th</sup> June 2020.

This is a live, working document and as such will be reviewed and updated as needed throughout the planning process.

## 1.2 Scope

This document together with the documents listed in para 1.3 relate to the event detailed in named para 1.1 above and all operational phases of the event as outlined in para 2.5 of the Event Management Plan. The arrangements within these documents should not be viewed as being applicable to any other tours or events held by Live Nation (Music) UK Ltd or any other tours or events involving the artiste or artistes performing at the event.

## 1.3 ESMP – Part Numbers and Subjects

The Event Safety Management Plan consists of the following parts:

- ESMP Part 1A – Introduction
- ESMP Part 1B – Event Management Plan
- ESMP Part 2 – General Risk Assessment
- ESMP Part 3 – Fire Risk Assessment
- ESMP Part 4 – Construction Phase Plan
- ESMP Part 5 – Crowd Management Plan
- ESMP Part 6 – Traffic Management Plan
- ESMP Part 7 – Noise Management Plan
- ESMP Part 8 – Medical Management Plan
- ESMP Part 9 – Waste Management Plan
- ESMP Part 10 – Incident Management and Emergency Response Plan
- ESMP Part 11 – Adverse Weather Plan
- ESMP Part 12 – Alcohol Policy
- ESMP Part 13 – Safeguarding and Welfare Plan

An updated status report on each part of the plan can be found [here](#)

## 1.4 Version Control

Version	Date	Originator By:	Checked By:	Authorised By:	Comments:
1 Draft	20.11.2019	H. McCabe	A. Smith	A. Craig	1 <sup>st</sup> draft for review only

# Event Safety Management Plan

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**ESMP PT01B**

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## Event Safety Management Plan

Kasabian – June 2020 – Victoria Park, Leicester  
Version N° 1 - Draft

Classification:

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## 2.1 Event Profile

Kasabian – Solstice II is a homecoming gig for the rock band, Kasabian which is taking place on Saturday 20<sup>th</sup> June 2020. This event was previously held at Victoria Park in 2014

## 2.2 Event Organisers

Kasabian – Solstice II (“the event”) is being organised by Live Nation (Music) UK Ltd (“the Promoter”) who as organisers have employed the services of Harrier UK Ltd who will provide an Event Safety Advisor that will advise the event organisers in relation to their responsibility for public safety of persons attending the event and for the health and safety of employees, contractors and those that the event has a duty of care towards.

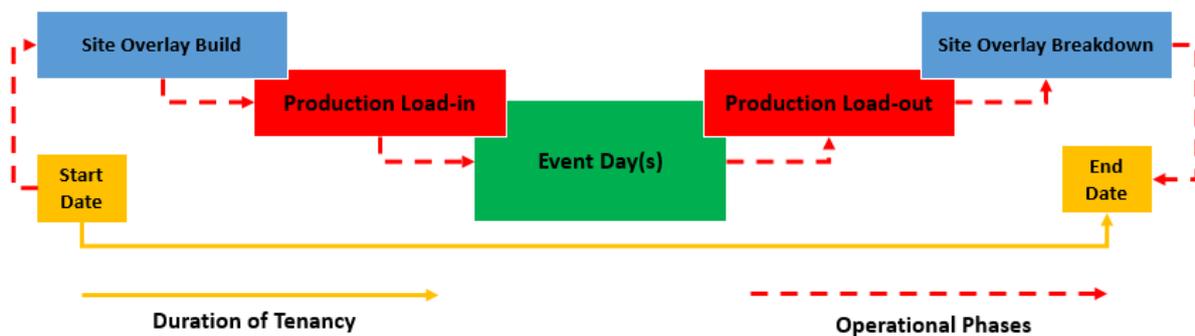
## 2.3 Event Site

The event will take place at:

**Location:** Victoria Park  
Granville Road  
Leicester  
LE1 7RY

## 2.4 Event Site Occupancy

The operation on site is broken down in to five phases of operation as shown the graphic below.



Timings for these phases are as follows:

<b>Tenancy Starts:</b>	<b>Monday 8<sup>th</sup> June 2020</b>
<b>Site overlay build:</b>	<b>Monday 8<sup>th</sup> – Wednesday 17<sup>th</sup> June 2020</b>
<b>Production load-in:</b>	<b>Thursday 18<sup>th</sup> and Friday 19<sup>th</sup> June 2020</b>
<b>Event day(s):</b>	<b>Saturday 20<sup>th</sup> June 2020</b>
<b>Production load-out:</b>	<b>Saturday 20<sup>th</sup> – Sunday 21<sup>st</sup> June 2020</b>
<b>Site overlay breakdown:</b>	<b>Sunday 21<sup>st</sup> – Sunday 28<sup>th</sup> June 2020</b>
<b>Tenancy Ends:</b>	<b>Monday 29<sup>th</sup> June 2020</b>

## 2.5 Expected Attendance

### 2.5.1 Overall site attendance

The event will cater for 49,999 attendees. This figure comprises audience members, all staff, artists and guests.

### 2.5.2 Site Capacities

Site capacity has been carried out in accordance with the Fire Safety Risk Assessment; Open Air Events and Venues.

## 2.6 Audience Profile

**Age range:** Majority of the audience will be aged between 18 and 50 years of age

**Gender Split:** 70% Male / 30% Female

**Group Makeup:** Most the audience will be in peer groups, there will be family groups.

The Crowd Management Plan will include a audience risk assessment.

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## 3 Licencing

### 3.1 Objectives

Live Nation (Music) UK Ltd intends to deliver to the public a safely planned and well organised event that will meet all the statutory obligations under current and relevant legislation. It is also our intention to meet the recommendations related to safety outlined by Leicester City Council and to incorporate agreed recommendations made at Safety Advisory Group or other individual responsible authorities where advice has been issued in pursuance of statutory powers.

Live Nation (Music) UK Ltd will distribute information to local business and residents as necessary in order to make them aware of the event, its dates and construction/break down.

This event is licensable due to the performance of live music and service of alcohol therefore Live Nation (Music) UK Ltd will organise the event in accordance with the four licensing objectives, which are as follows (subject to license approval):

#### 3.1.1 Prevention of Crime and Disorder

All activities undertaken within the site will be managed with a view to preventing crime and disorder by implementing the following:

- Measures in place to prevent open bottles or other drinks containers being carried beyond the licensed premises.
- No bar staff under the age of 18 to be employed.
- All bar staff shall have suitable training.
- All bar staff shall be briefed by the DPS on licensing legislation and event policies prior to the site opening.
- SIA registered staff shall monitor the sale of alcohol at all times.
- There is a zero tolerance to drugs on site.
- Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
- Search procedures will be conducted as detailed in the Crowd Management Plan.
- Lighting of all areas used by the public during hours of darkness.
- No re-entry to the event unless for medical reasons or exceptional circumstances
- Intelligence and information sharing with the police and trading standards.

The measures will also be implemented to minimise the impact of the event on the surrounding areas.

#### 3.1.2 Protection of children from harm

The event organisers recognise the importance of protecting children from harm and considerations have been made within the risk assessment to protect children during the event.

- No one under the age of 14 is permitted to attend any events without being accompanied by an adult aged 18 years or older
- Medical staff to be DBS checked and trained to deal with children and young persons.
- Lost child and vulnerable adult procedures in place.
- Robust 'Challenge 25' policy in place including signage at all bars within the Licensed Area.
- Only PASS accredited ID, passport or photo driving license will be accepted as proof of age.

#### 3.1.3 Prevention of Public Nuisance

The event organisers are aware that the event may have an impact on the local area and all reasonable measures will be taken to ensure that any negative impact is minimised as far as reasonably practicable.

Consideration will be given to the following to be meet the licensing objectives:

- The nature of the activities being offered. The suitability of the site will be assessed and designed in order to minimise any impact on the local area.
- Noise monitoring will be carried out to minimise the impact on local residents and noise sensitive areas.
- A Traffic Management Plan will be put into place to manage arrivals and departures on the event day as well as during the build and break period.
- Clearance and disposal of waste to be completed as soon as reasonably practicable.

### 3.1.4 Public Safety

The risk assessments will take account of foreseeable hazards and risks and reasonable control measures where required will be implemented. The event organisers will give particular consideration to:

- Maintained access for emergency vehicles around the site.
- Adequate medical provision available for the public at all times.
- Illegal drugs and alcohol policies in place for all employees and there will be published policies regarding event entry.
- Safe capacities maintained within licensed premises.
- Ticket sales/admissions will not exceed the safe capacity.
- Exit widths to be calculated in accordance with capacity.

The full licence, including all conditions, will be available on site within the Production Office & Event Control Room. A copy of the Premises Licence Summary will be displayed at each bar and the stage during the event.

A full copy of the premises licence will be provided to the stage manager.

### 3.2 Safety Advisory Group

The event will be planned and operate with advice and recommendations from the Safety Advisory Group (SAG). During the planning stages of this event the group will meet as required to review all aspects of the event relating to emergency planning, crowd safety and health and safety. The event organiser will undertake to plan and run the event in its entirety with the consultation and guidance from the SAG group.

## 4 C4 (Communication, Coordination, Command and Control)

### 4.1 C4 Introduction

For the event, communication, coordination, command and control will mean:

- **Communication**

The process of transferring information between individuals and groups to achieve an outcome.

- **Coordination**

The process of managing actions and groups to ensure they work together to achieve an outcome

- **Command**

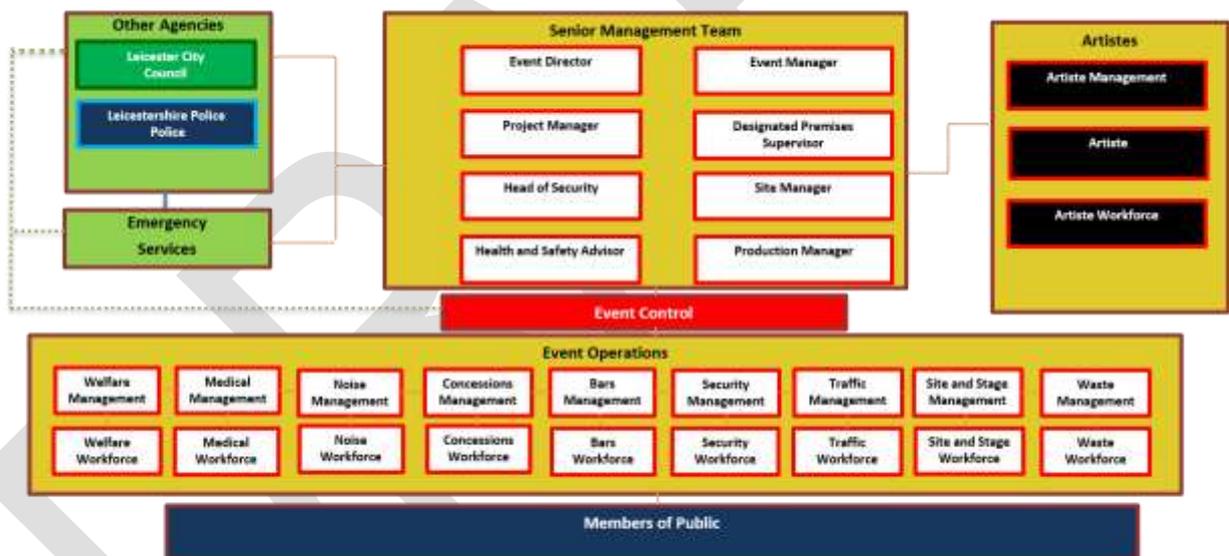
The process of giving authoritative direction or instruction to carry out an action to achieve an outcome.

- **Control**

To indicate how command is exercised.

### 4.2 C4 Management Structure

During normal operations the following management structure will apply:



Key roles are explained in more detail in the following section.

## **4.3 Role and Responsibilities**

### **4.3.1 Event Director**

Responsible for overall strategic decisions concerning the management and operation of the event including decisions concerning security and crowd management matters. In all circumstances, other than a major incident, the final decision is that of the Event Director

### **4.3.2 Event Manager**

Responsible for the overall effective delivery of the event. Also deputises in the absence of the Event Director.

### **4.3.3 Project Manager**

Responsible for the day to day operation of the event and its pre planning, including liaison with the Site Manager, contractors and suppliers. Also deputises in the absence of the Event Director.

### **4.3.4 Site Manager**

To ensure that all aspects of the site infrastructure are built to the correct specifications and that during the event all site infrastructure remains in place following local authority inspections and to deal with any site related problems that may occur during the event.

### **4.3.5 Head of Security**

Responsible for the overall management of the security operation, and for the strategic decision making with regard to security deployment within the event site. The Head of Security will liaise with the Event Director, the Health and Safety Advisor and the Event Control Room Manager with regard to decisions affecting crowd management and safety.

### **4.3.6 Health and Safety Advisor**

The Health and Safety Advisor will co-ordinate and advise on all health and safety matters within the planning period and will monitor and oversee activities undertaken on site during the build, live and break periods. They will liaise with the Local Authorities in relation to safety on site and during the site inspection. In the event of a significant incident they will act as Incident Manager on site.

### **4.3.7 Production Manager**

To ensure that all stage activity is run on schedule and within the limitations set by the local authority. Additionally, to co-ordinate the movement and accommodation of artists.

### **4.3.8 Designated Premises Supervisor**

To act as the on-site Personal License Holder. To co-ordinate and organise all bars and concessions on site ensuring that they follow respective statutory and licensing requirements.

### **4.3.9 All Workforce, Contractors and Suppliers**

All are to be made aware of the safety rules for site during the various phases of operation. All on site are to carry out their duties in accordance with agreed risk assessments, method statements and any additional instructions issued by Event Management team for the during of their time on the event site.

<b>C4 Contacts:</b>		
<b>Title:</b>	<b>Name:</b>	<b>Contact Details:</b>
Festival Director	TBC	
Event Manager	TBC	
Project Manager	TBC	
Site Manager	TBC	
Health and Safety Advisor	TBC	
Head of Security	TBC	
Designated Premises Supervisor	TBC	
Production Manager	TBC	

#### 4.4 Event Control Operation

Live Nation (Music) UK Ltd will operate an Event Control with a two-way radio system ensuring a direct link to the all on site managers and supervisors. Those allocated to Event Control operation will be experienced operators enabling the Health & Safety Advisor, police event commander to have contact with the crowd management team and any other interested parties on site.

As with all events, the final responsibility for public safety rests with the event organiser who will be represented in event control as and when required of the event site. In the event of a major incident responsibility may be subject to a transfer of authority with the emergency services.

The Event Director will be on site always when the members of the public are on site.

A logbook/event diary will be kept in the production office to make note of any significant happenings, actions or queries to act as a reminder and a record of actions taken by the Site Manager.

\*The Event Director and ALL Managers will have access to the same radio channels as the FOH staff, the production team and contractors and have access to mobile telephones.

#### 4.5 Transfer of Authority

In the unlikely event of a major incident taking place during the event it may be necessary for a transfer of authority to take place between the Event Director and the Police Commander. Whilst this is not seen as routine, it is accepted to be an established practice that is made in exceptional circumstances only. Once a major incident is terminated or downgraded a second transfer of authority will take place effectively returning control of the event to the Event Director.

### 5 Communications

#### 5.1 Telephones

A contact list for the event will be provided.

#### 5.2 Event Control Room (ECR)

During the event it is proposed that an ECR will be operational with representatives of each statutory emergency service, security control, on site medical team and Leicester City Council.

The ECR will be located within a dedicated facility (TBC). Additionally, a separate area will be available adjacent to the ECR for the regular multi agency meetings. The ECR will have a designated manager throughout the duration of the event. The ECR will also be responsible for the co-ordination of the represented organisations during the event and maintenance of the event log, with respect to the event site and the surrounding areas.

Heads of Departments represented in the ECR will meet at pre-determined intervals for a brief discussion and update so that all parties are kept fully informed. These meetings shall be minuted. An event log will be maintained in the ECR where all occurrences and actions reported to the team will be noted along with the time.

Represented organisations within the ECR may include, but not limited to:

ECR Manager  
Leicestershire Police  
East Midlands Ambulance Service  
Contracted medical provider  
Leicestershire Fire and Rescue Service  
Local Authority and Licensing Representatives  
Highways  
CCTV Operators  
Showsec

### **5.3 Communication with Residents**

A letter will be sent to residents in the immediate area identifying the events taking place and informing residents of the hotline number that they can use to report any concerns including noise complaints. This information will also be sent to Friends of Victoria Park Group and publicised on the event website and in relevant social media groups.

The Residents hotline number will be held in the ECR and all calls and resulting actions will be logged.

## 6 Event Health & Safety

### 6.1 Health and Safety Policy Statement

Live Nation (Music)UK Ltd recognises that several activities which are undertaken by them, or undertaken on their behalf, could potentially involve risk to the health, safety and welfare of its employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment, or property.

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

The aims and objectives of the policy are:

- To protect and maintain standards and to comply fully with the Health & Safety at Work Act 1974 and all other relevant legislation, regulations and codes of practice.
- To protect employees and others, including the public, from foreseeable hazards.
- To provide all persons with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that everyone involved with the organisation and running of this event are aware of their responsibilities to take care of themselves and others.
- To encourage consultation and co-operation, and where necessary, consult with outside bodies to maintain a safe working environment.
- To ensure the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
- To provide arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in regard to the use, handling, storage and transport of articles and substances.
- To minimize the number of accidents and incidents that may endanger the health, safety and welfare of all persons working at or attending this event.

While the event organiser will do all that is within its powers to ensure the health and safety of all persons, it is recognized that health and safety is the responsibility of each person associated with the event. It is the duty of each person working on this event to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the wellbeing of any other person.

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

Live Nation (Music) UK Ltd will continue to update this document during the planning stages until it is presented in a way that is deemed to be acceptable by the site management and the local licensing authority.

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out at this event. A copy of all contractors Health and Safety information will be kept by the Health and Safety Advisor for inspection at any time.

### 6.2 Arrangements for Delivery of Health & Safety Policy

It is the duty of the event management team to ensure that the health & safety policy for this event is implemented. This will be achieved by the engagement of an Health and Safety Advisor who will co-ordinate safety management pre event and by ensuring that all members of the management team are competent and aware of their duties, work in accordance to site rules, risk assessments, method statements and any other safe systems of work implemented during the event.

The event organisers and their agents will fully co-operate with the local authorities regarding matters of health and safety and will ensure liaison with any other stakeholders operating at the event site.

All managers and supervisors will be responsible for undertaking a dynamic on-going assessment of all areas regarding health, safety and welfare due to the dynamic nature of event operations.

All those involved with the planning of this event are recognised as competent within their field. Their credentials and experience will be checked prior to commencing any work on site as part of the event control measures.

### **6.3 Construction Design Management**

In common with all other health and safety obligations, Live Nation (Music) UK Ltd take their responsibilities under Construction (Design and Management) Regulations 2015 very seriously.

A Construction Phase Plan will be prepared and distributed to accompany this document.

The construction phase covers the following activities associated with the staging of the event:

- The installation and construction of site overlay
- Production load-in
- Production load-out
- The dismantling and removal of site overlay

### **6.4 Site Induction**

All those working on site will be provided with an online induction prior to arriving on site. There will be the facility on site to complete the induction if necessary.

A log of all safety inductions will be kept.

The Health and Safety Advisor will be available on site during all phases of the event.

### **6.5 Event Health & Safety Checks / Event Diary**

Health and Safety Advisor will be responsible for carrying out safety checks around the site and monitoring contractor, staff and artist activities.

## 7 General Arrangements

### 7.1 Accessibility

Due to the greenfield nature of this event, the supplying of facilities for disabled customers may be difficult. However, Live Nation (Music) UK Ltd accept their responsibility to take all reasonably practicable steps to ensure that people with disabilities are catered for, and as such will have a dedicated Access Coordinator on-site to assist with access and facility requirements.

Bookings will be pre-arranged, and information given to those persons needing assistance on where to park, how to access the site, and the facilities available. The Access Coordinator will liaise with the Event Manager and Site Manager throughout the preplanning stages of the event to ensure suitable facilities will be provided.

A dedicated wheelchair accessible viewing platform will be located at the Main Stage. Wheelchair access to other areas on-site will be dependent on crowd densities at the time.

Designated parking will be provided at TBC. The designated parking area will be appropriately staffed for customer requirements.

Power will be available at the main stage viewing platform for charging of electric wheelchairs.

Accessible toilets will be provided at the following locations; arena sanitation compounds, viewing platform, first aid points, guest area. The numbers provided will be set via liaison with the Access Coordinator and in line with the anticipated attendance.

### 7.2 Accident Reporting & RIDDOR

Accident forms must be completed for all accidents, incidents and near misses that occur on the site during all phases of the event. The Health and Safety Advisor should be notified of any accidents and be provided with a copy of the accident form.

The Health and Safety Advisor will collate all accident forms and conduct investigations where necessary.

Any RIDDOR qualifying incidents will be dealt with by the Health and Safety Advisor / Event Manager and Medical Provider who will contact the Incident Contact Centre (0845 3009923; [www.riddor.gov.uk](http://www.riddor.gov.uk)) or fill in form the online report as appropriate and share the information with the local council.

### 7.3 Alcohol Management

The event is licenced, and alcohol will be available throughout the event. To discourage underage drinking a "Challenge 25" initiative will be implemented to seek proof of age from anybody who appears to be under the age of 25 wishing to purchase alcohol. Those individuals unable to provide suitable prove of age will not be permitted to purchase alcohol.

The "Challenge 25" policy is displayed on the website, tickets and notices will be displayed on all entrances and on each bar.

Accepted forms of identification are PASS cards, passports/identity cards as approved by central government or photo ID driving licence

A designated premise licence (DPS) holder will remain on site at all times where alcohol is on sale.

Each bar will have a refusal register which will be monitored and collated at the end of the event. The refusals register will be sent the licensing authority post event.

#### 7.3.1 Staff training

All bar staff will receive suitable and sufficient training including regarding identification checks and refusals of service as well as event incident procedures.

#### 7.3.2 Responsible drinking

At all times bar service staff will obey the law with regards to the service of alcohol by:

- Not serving customers who are intoxicated;
- Not serving alcohol to people who are under the age of 18 years old
- Observing all conditions of licensing law

All alcohol service within the event will avoid irresponsible promotions including drinking games, large amounts of alcohol for fixed prices, prizes or rewards linked to purchasing large amounts of alcohol.

## 7.4 Barriers and Fencing

An adequate stock of barriers will be hired in to ensure that ingress and egress routes are enforced as well as load in and load out areas. Deployment of different types of barrier should be considered along the lines of:

- Bike Rack Barrier:** This is the traditional galvanised barrier used as a way of creating sterile areas or restricted access points at locations that will only experience low-density crowd movement. This type of barrier may be utilised for exterior queuing and search lanes.
- Police Barrier:** Similar to Bike Rack but with low profile tubular feet that do not create a trip hazard and absorb light crowd pressure enabling them to be used in locations with a higher density of crowd movement. This barrier may be utilised on the field of play to aid in the management of audience migration within the seating block areas
- Crowd Barrier:** Aluminium or steel barrier. Crowd Control Barrier is designed in accordance with strict design criteria and complies with all health and safety regulations such as; “Temporary Demountable Structures”, “Technical Standards for Places of Entertainment”, DIN 4113 and BS 8118. Dependent on the type of barrier and the method of deployment the design load ranges from 3 to 5kN/m1

## 7.5 Cancellation Policy

If the event is cancelled, the following cancellation policy applies.

The event organisers will:

- Attempt to reschedule the show for another date, offering transfer of tickets to the rescheduled performance for all affected audience members.
- If affected audience members are unable to attend the rescheduled performance or any other future performance the event organisers will offer a refund of ticket price.
- Refunds obtained would be made available from point of sale.
- All ticket transfers or refunds will be coordinated by the participating ticket outlet.
- In the unlikely event that an event is **cancelled on the day**, stewards will be posted at the site entrance to notify and apologise to incoming audience members, advising the reasons for cancellation where possible and supplying information as to redeeming ticket transfers (i.e. contact details for participating ticket outlets
- If the show is **cancelled prior to the planned date of performance**, the online ticket seller will be briefed to contact affected audience members by text and/or email to notify them and apologise, giving instructions for carrying out ticket transfers/ refunds etc.

## 7.6 Concessions and trade stands

All concession units will provide the following in advance: -

- Proof of Local Authority Registration
- Hygiene rating (minimum 3\*)
- Fire risk assessment
- General risk assessment
- COSHH assessments
- Gas safe certification
- Evidence of PAT testing for electrical items
- Employers and public liability insurance

The Health and Safety Advisor or nominated deputy will undertake inspections of concession units during the build and live phases of the event. Those units failing to reach the necessary standards or contravening the event standards may be closed and/or ejected from the site.

## 7.7 Electricity

A competent and qualified electrician will install and manage all electrical installations on site.

A temporary installation certificate is to be provided to the Health and Safety Advisor prior to the event opening as per BS 7909.

All circuits on site will be installed with a 30mA, 30ms RCD breaker.

Generators will be placed away from public access and/or contained within a heras compound with suitable firefighting equipment. All generator compounds will have suitable external signage.

All equipment on site should be subject to a visual inspection by the user prior to use. Contractors will be asked to provide risk assessments relating to electrical equipment including PAT (or suitable alternative).

## 7.8 Fire Safety

All contractors will provide fire-fighting equipment (extinguishers) as appropriate to the level of risk their equipment and activities may create on site.

The highest level of fire risk for this event will be:

- Electrical fires (all equipment on site will be visually inspected and be part of an ongoing maintenance and inspection regime; power supply and distribution to be installed by qualified electrician only).
- Arson (security presence always)

The Event Team will have a supply of Fire Fighting equipment on site which will be distributed accordingly across the site and be readily available always during event set-up, running and strike periods.

Fire points are located at the following positions across the site:

- All bar work areas
- Site stage / work areas
- Site exit / entrance ways
- All concessions
- Medical point

Please see the specific fire report and risk assessment included as an appendix to this document for further information.

Should a fire or suspicion of fire be reported by any member of staff, the Health and Safety Advisor or Head of Security will go to the location reported, assess the level of threat and act accordingly, either using fire extinguishers if appropriate or notifying the Control Room who will contact the emergency services and/or initiate evacuation procedures if the level of threat necessitates.

## 7.9 Gates Opening Authority

The Event Director will have absolute authority as to when and how the sites are opened to the public. Public safety on and off the site will be paramount in making decisions and any major actions will be logged in the event log. A full list of safety checks will be kept and carried out daily as appropriate.

## 7.10 Housekeeping

All work areas must be kept clear of obstructions that could cause slips, trips and falls. Any stores must not block road ways or access routes.

Waste materials shall be disposed of properly in suitable receptacles provided by the site

Where materials are stowed awaiting use, the contractor shall ensure the equipment and materials are stowed safely, in a secure manner and with suitable space around the equipment

The Health & Safety Advisor will monitor storage areas on site ensuring access, suitable space and correct stacking has taken place

The Site Manager will negotiate suitable storage areas on site with this information made available to all staff and contractors.

All deliveries and drop off / collection arrangements shall be managed in a staggered format so as to reduce overflow of vehicles and reduced space, movements on this site

No flammable waste materials or other equipment will be stowed temporarily underneath and stage or performance structure on this site

### **7.11 Impact on Local Environment and Community**

There will be in place a waste management plan which includes areas in proximity to local residents where safe to do so.

A letter for local residents detailing a complaints telephone number will be circulated as part of the noise management plan. Sound checks and amplified music will be in line with licensing conditions.

Information of the event will be carried by local media.

The event organisers will retain an appropriate number of stewards and security staff both to manage crowds and ensure that the site is secure.

The event runs during both day and night-time hours.

### **7.12 Information and Welfare**

A dedicated welfare company will be engaged by the Promoter to prepare and deliver the Welfare and Safeguarding Plan.

An arena information and welfare unit will be available where members of the public will be able to obtain advice and assistance from experienced welfare staff.

The welfare operation is to be confidential and other agencies should only become involved when welfare staff request assistance. This facility will be available while the arena is open to the public.

### **7.13 Lifting Operations**

All lifting operations are covered under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Contractors and users are responsible for checking that all equipment is in good condition and has the required Thorough Examination and/or servicing records available for inspection.

All lifting operations will be completed with the knowledge of the Technical Manager.

All areas underneath lifting operations will be segregated and clearly identified (hard hat area).

All suspended equipment will be provided with secondary means of protection such as safety chains.

### **7.14 Lighting**

Suitable and sufficient lighting will be provided in all work and audience areas of this site.

All lighting and lighting structures added for the event should not, in themselves, create additional hazards. Where hazards are perceived, the structures and equipment will be isolated from the public. All lighting circuits in public areas will be protected by RCDs as noted in the electrical safety section.

Suppliers of lighting and lighting structures will be requested to provide associated method statements, risk assessments and insurance documentation which will be supplied as part of this event document.

### **7.15 Lost & Found Property**

Any lost items will be logged with the information and welfare point. Any items not collected at the end of the event will be managed by Live Nation (Music) UK Ltd.

Stewards will not collect luggage, bags and suspicious packages. If suspicions are raised, the ECR should be informed and they will liaise with the Health and Safety Advisor and Head of Security to assess the risk to the public in the immediate area, and to the site. The Police may be called to seek further information and assistance.

### **7.16 Lost/Found Children**

Due to the nature of the event it is unlikely that a lost child service will be required. However, the Welfare team will be equipped and staffed to deal with this situation should it arise. The staff at this location will have personnel who are CRB checked.

Any children who have been lost or found after a period of more than 15 minutes will be advised to the ECR. Police assistance may be sought if and when appropriate.

### 7.17 Medical / First Aid Provision

A Medical Management Plan will be provided and implemented by the designated medical provider. The Local NHS Healthcare Trust have been advised of this event via the Safety Advisory Group. The level of medical provision required will be provided by TBC as follows:

Date	Provision
Saturday 20 <sup>th</sup> June 2020 – Event Day	TBC

The above will provide sufficient medical cover.

First aid kits to deal with minor abrasions etc. are accessible on site. A first aid kit will be located in the site office.

Suitable and sufficient medical cover will be provided for the build and break periods.

If an ambulance is called, the Medical Manager will also notify Head of Security and Health and Safety Advisor via the Event Control Room

From the **RVP1** point, a member of Security will escort paramedics to the individual requiring medical attention.

### 7.18 Noise Management

A Noise Management Plan will be provided by Vanguardia.

Vanguardia will monitor noise levels in the surrounding areas and investigate any complaints. The sound monitoring team will be in contact with the ECR should any action need to be taken during the event.

During the construction phase, noisy works will be restricted to between the hours of 08:00 and 20:00 so as not to cause disturbance to local residents.

### 7.19 Personal Protective Equipment (PPE)

All contractors on site will need to provide their workforce with PPE as identified within their risk assessments. Everyone who presents on site during the build and break down periods must wear hi-visibility vests/jackets or t-shirts.

Suitable footwear must be worn on site that is appropriate to the tasks being undertaken. No open-toed shoes, sandals or flip flops will be permitted during the build and break periods.

PPE should adhere to the following standards:

- EN 471:2003 Hi-Visibility Clothing – yellow or orange colours only, strictly no black hi-visibility clothing
- EN 345-1:1992 Footwear
- EN 352-1&2:2002 Hearing protection
- EN 166:2001 Eye protection
- EN 397:1995 Safety helmets (vented industrial climbing helmets may be used where there is no risk of electrocution or hot material hazards)
- EN 388:2003 Gloves

### 7.20 Plant & Vehicles

All vehicles and plant for use on site will be hired from a reputable supplier. All plant and vehicles will be controlled by the Site Management team who will ensure that all operators have the relevant training and licences to operate the machinery.

It is the responsibility of the operator to complete daily inspections of the plant prior to use, all defects or issues are to be reported to the Site Manager immediately.

There will be specific rules relating to plant and vehicles that will be communicated to all during the induction and specifically to operators/drivers before being given the keys:

- Site speed limit is 5mph
- Plant drivers must be over 21 years of age and hold the appropriate licence

- People should only ride in designated seats – no seat = no person
- Hazard lights should not be used when moving round site, they should only be used as prescribed in the Highway Code.
- All safety devices, including seatbelts, should be used when operating plant and vehicles
- Vehicles must not be left in emergency exit routes and should be parked in designated areas when not in use.
- Keys must not be left in unattended vehicles

## 7.21 Police attendance

Leicestershire Police have been notified of the event. They will then assess what contingencies plans to put in place, if any. The event stewarding and security described in this document will take care of public safety and crowd management in 'normal' circumstances.

## 7.22 Security & Crowd Management

### 7.22.1 Build and breakdown arrangements

During site construction and deconstruction periods there will be suitable and sufficient security provided by TBC to secure the site.

### 7.22.2 Access and Egress on event days

Access and egress routes will be clearly marked on the site plan

These routes will be managed by the security teams and have been assessed to reduce pedestrian and vehicle interaction.

### 7.22.3 Crowd Management

A Crowd Management Plan will be provided by Showsec.

Under normal circumstances executive control for ALL operational security matters will rest with the Head of Security, with operational decisions taken by the various Security Managers.

Showsec will supply a liaison officer in the ECR who has radio contact back to security control; responsibility for co-ordination of the security through the ECR will be that of the ECR Manager.

In addition to the control exercised by the various Heads of Department the Event Director and the Health & Safety Advisor will have the authority to direct any member of the security staff to perform any duty in the interest of event safety. This authority will be confirmed by the production of a photo pass.

### Crime Prevention

Leicestershire Police and the organisers are committed to reducing crime at events.

Measures will be taken to ensure that opportunist criminals and organised groups do not have the opportunity to spoil the event for the majority of customers.

Any persons apprehended by security staff in relation to a criminal offence will be passed to the Police and ejected from the site. Security staff will also assist, where possible, in the identification and apprehension of offenders and the prevention of crimes.

### Glass

No glass will be allowed within the arena. Any glass either not surrendered or found during searching will be disposed of at the point of entry. Stewards and cleaning staff will be especially observant for discarded glass within the event. No glass will be sold at any concession outlet or bar, any trader found selling glass containers will be asked to remove them from sale or face closure.

### Acceptable behaviour

The organisers will not accept racist or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event. The organisers are also committed to reducing audience injuries through crowd surfing and will implement a two strikes policy, leading to ejection for those persons who persist in this activity. Where the audience and artist profile suggest that this behaviour is likely, signage and messages on the screens will be displayed in an effort to raise public awareness of the dangers.

### Show stop procedure

There is a robust show stop procedure in place. This is documented within the emergency procedures.

### 7.23 Temporary Demountable Structures

All temporary demountable structures will be signed off by the installing company and a certificate placed in the event file. The installing company will have the necessary theoretical and practical knowledge to check such structures.

All contractors supplying to this event will have their H&S documents examined as part of the tender process and will be required to provide site-specific risk assessments and method statements in advance of any work commencing. They will also be asked to provide weather management plans for their structures which will link to the Adverse Weather Plan.

Contractor standby teams will be on site throughout the event to monitor the structures and deal with any issues. Their contact details will be made available in Event Control.

### 7.24 Toilet Provision

Public toilets are provided on site. A full toilet cleaning, consumables replacement service is also provided as part of this provision.

Staff toilets will also be provided in a separate location throughout the build, event running and strike periods.

Stewards will be briefed to monitor toilet areas and will report waste build up to the waste management company as necessary.

Disabled toilets will be positioned around the site.

Dedicated toilets will be provided for bar and trader areas including the provision for handwashing.

Toilets will be provided outside of the arena for queuing areas, Park and Stride areas and in other areas identified by the Crowd Management Plan.

#### Toilet provision inside the arena:

Toilet provision as laid out in the Purple Guide: -

<b>Audience figure and gender split</b>		
Total audience figure		49,999
Female 30%		15,000
Male 70%		34,999
<b>For events with gates open for 6 hours or more where food and drink is available:</b>		
Female toilets	1 per 75	200
Male urinals	1 per 100	350
Male toilets	1 per 400	88

<b>Actual arrangements on site</b>		
Single toilet units		TBC
Urinals		TBC
Disabled toilet units		TBC
Bars		TBC

### 7.25 Traffic Management

SEP will provide a Traffic Management Plan for the event.

### 7.26 Waste Management

Live Nation (Music) UK Ltd will make every endeavour to reduce waste to a minimum and will actively encourage all contractors, customers and staff to recycle where possible.

#### Bulk waste

All waste management including litter-picking activity will be arranged through the nominated site cleaning contractor, TBC, who have experience and knowledge in large-scale event cleaning and its complexities. The contractor will hold all necessary waste carrier licences.

## Liquid waste

All grey water and waste and toilet effluent will be the responsibility of TBC

## Sustainability

The end aim of all waste on site will be diversion from landfill, with all waste taken off site either being sorted for recycling or entering an energy from waste system.

## 7.27 Water

### Mains supply

Drinking water will be available at all times the event is open to the public. Suitable dispensing units will be distributed at various locations of the Arena and are clearly marked on the site plan. The water points are suitably signed to ensure members of the public are aware of their position.

TBC will ensure that the water points are tested prior to opening to the public to confirm potability of the water supply.

A competent contractor will be appointed to ensure that all supplies and delivery meet with the statutory requirements.

### Bottled Water

A reserve of bottled water will also be maintained by the organisers in the event of water supply failure or extremes of weather.

### Pit Water

Water will be available in pit areas of all entertainment stages, and will be dispensed to members of the audience by security staff.

## 7.28 Welfare

There will be a supply of drinking water on site throughout all stages of the event, this will be available for staff, contractors and members of the public. In the event of extreme heat water provision will be made available at the entrances for those queuing.

Water will be available within the pit area for those customers at the barrier line.

## 7.29 Working at Height

Work at height will be avoided wherever possible. Any work at height completed on site shall be compliant with the Work at Height Regulations 2005. All contractors will be asked to provide risk assessments and safe systems of work relating to work at height activities on site.

All work at height will be monitored by the Health and Safety Advisor.

Areas underneath working at height activities must have restricted access (hard hat area) and be clearly identified. Anyone required to work within the cordoned area must be made aware of the risks and wear suitable hard hat protection.

An adverse weather plan is in place to manage work at height activities.

### 7.29.1 Mobile Elevated Work Platforms (MEWP)

Use of MEWPs must only be agreed once a risk assessment and safe system of work has been provided.

All equipment hired for the event must be from a reputable hirer and an in-date certificate of Thorough Examination must be available for inspection.

All operators of MEWPs must have current certificate and/or IPAF certificate applicable to the equipment being used.

Suitable head protection and fall arrest systems must be used on all MEWP equipment.

### 7.29.2 Use of ladders

Ladders should only be used for short duration tasks and should be appropriate to the task being undertaken.

Ladder must be visually checked prior to use and should only be used if in good condition.

Contractors must provide suitable and sufficient risk assessments for the use of ladders and should ensure that their staff are suitably trained.

### **7.29.3 Mobile Access Towers**

All mobile access tower or scaffold structures must be installed and used in line with BS 5973.

Contractors must provide suitable and sufficient risk assessments and method statements prior to work taking place.

Those erecting mobile access towers must hold a PASMA certificate of training.

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## 8 References

In planning to hold this event the event management team have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.

Certain legal requirements can be found in:

- Health & Safety at Work Act 1974
- Managing for Health and Safety HSG65
- RIDDOR 2013
- COSHH regulations 2002
- Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Working at Height Regulations 2005
- Noise at Work Regulations 2005
- CDM 2015 Regulations

Other Guidance used:

- Muta code of public safety – safe use and operation of marquees and temporary structures
- The Green Guide
- The Purple Guide
- Temporary Demountable Structures (2007)
- The Good Practice Safety Guide
- HSE Publications: Managing Crowds Safely 1996
- Home Office Publications: Dealing with Disaster 1997
- ISAN Safety Guidance for Street Arts, Carnivals, Processions and Large-Scale Performances
- HSG48 Reducing Error and Influencing Behaviour
- Technical Standards for Places of Entertainment
- Model National Standard Conditions for Places of Entertainment and Associated Guidance