

Leicester  
City Council

**SECOND DESPATCH**

**LICENSING (HEARINGS) SUB-COMMITTEE**

**FRIDAY 29 NOVEMBER 2019**

**ADDITIONAL INFORMATION**

**APPENDIX B – APPLICATION FOR A NEW PREMISES LICENCE: VICTORIA  
PARK, LONDON ROAD, LEICESTER, LE1 7RY**

Additional information has been submitted in support of the application.

***Officer contact:***

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Leicester City Council, City Hall, 115 Charles Street, Leicester, LE1 1FZ



# 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.

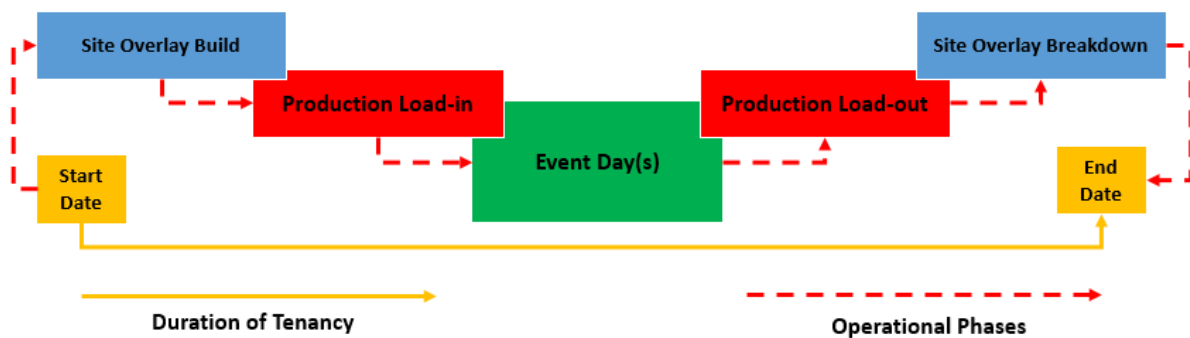
## 2.3 Event Site

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.

DRAFT



## 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**

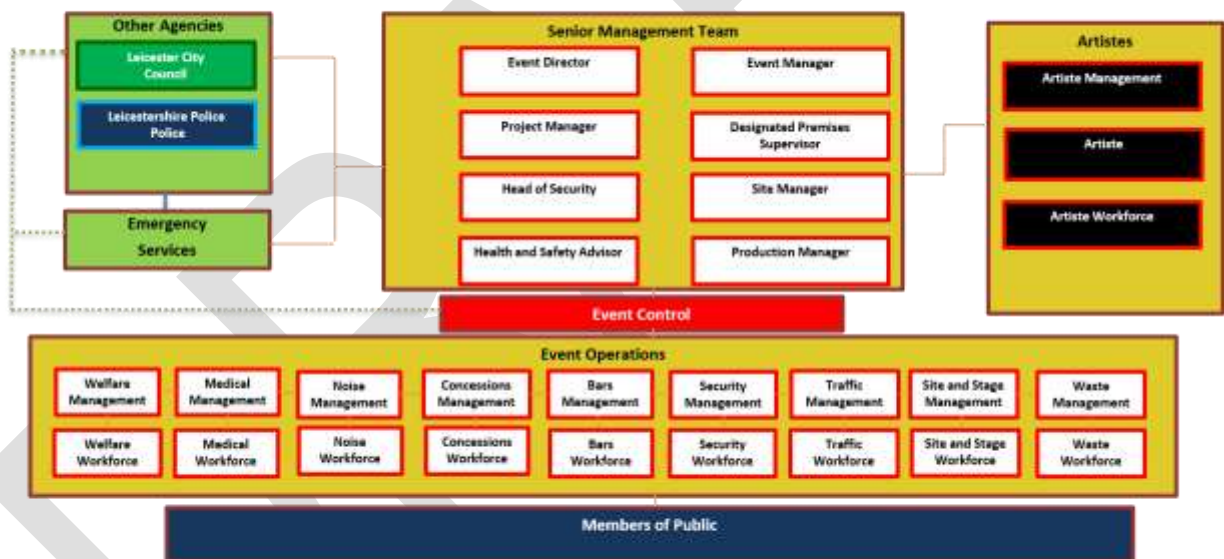
The process of giving authoritative direction or instruction to carry out an action to achieve an outcome.

- **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.

C4 Contacts:		
Title:	Name:	Contact Details:
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.

DRAFT

## 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

Live Nation

Kasabian – Summer Solstice

21<sup>st</sup> June 2014

Victoria Park, London

Acoustic Summary Report

VC-101416-PCR01

Rev 00

July 2014

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Vanguardia Consulting Document Control			
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**Professional Associations:**

Institute of Acoustics  
 The Association of Noise Consultants  
 The Audio Engineering Society  
 Institute of Engineering and Technology

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# 1 Introduction

- 1.1 Vanguardia Consulting were appointed by Live Nation to assist in the monitoring and management of sound and noise at the Kasabian concert on Saturday 21<sup>st</sup> June 2014 at Victoria Park, Leicester.
- 1.2 The purpose of this document is to describe the results of the sound management and monitoring scheme that was put in place to minimise the music noise levels at residential properties. Sound limits set by the local authority and concert information relative to sound are reproduced in Section 2 and a summary of the results of the monitoring are set out in Section 3.
- 1.3 A pre-event Sound Control scheme report (ref VC-101416-NMP01) was issued in May 2014 that set out the sound control procedures that were to be adopted during the concert.

## 2 Summary of Concert Data and Conditions

Production Company/Event Manager	Live Nation / Paul Cook
Sound Rental Company	Britannia Row
Sound system	L-Acoustic K1 main hangs and K2 delays
Stage location	At the East of the park orientated towards the West.
Noise condition	The Licence holder will ensure a residential facade level not to exceed 73dB(A) for the headline act, and a residential facade level of 70dB(A) for all support acts.
Low frequency condition	N/A
Time for rehearsal/sound tests	1500-1900hrs Friday 20 <sup>th</sup> June
Rehearsal/sound checks (Event Day)	From 1000hrs Saturday 21 <sup>st</sup> June
Start and end times for concert	1200-2300hrs Saturday 21 <sup>st</sup> June
Licensing Authority	Leicester City Council
Council Officers	Robin Marston / Chris White
Meteorological conditions	Warm and Sunny

- 2.1 Liaison with the Promoter and the Environmental Health Officers took place prior to the concert, during sound-checks and throughout the concert itself.
- 2.2 A sound action plan (doc ref VC-101416-NMP01) dated May 2014 was issued and agreed with the local authority prior to the event.

### 3 Summary Results

#### Sound propagation tests

- 3.1 A sound propagation test was carried out on the afternoon of Friday 20<sup>th</sup> June. Pre-recorded music was played through the sound system and off-site noise measurements recorded at the agreed noise monitoring locations in order to correlate the front of house mixer levels with those at the most sensitive off-site locations. Additional measurements were taken at offsite locations during the band rehearsals and sound-checks. The results of the sound propagation tests are shown below in table 1:

Table 1: Sound Propagation Test Results

Time	Location	Mixing Desk	Offsite
16:56	Victoria Gardens	97.8	73.1
16:57		101.9	75.6
16:58		99.5	73.8
16:59		100.6	74.5
17:00		99	72.1
17:48	158 London Road	102.7	74.8
17:49		102.4	74.5
17:50		103.8	75.5
17:51		102.6	73.6
17:59	Granville Road	104.2	75.3
18:00		103.2	72.9
18:01		101.9	73.2
18:02		98	72.7
18:03		99.9	73.4
18:14	Victoria Gardens (sidehangs off)	101.7	71.4
18:15		103.7	74.2
18:16		101	71.3

- 3.2 Noise levels were monitored continuously at the main stage during the event on Saturday 21<sup>st</sup> June.
- 3.3 The mixing desk results from the event are shown in the following table 2:

Table 2: Mixing Desk Results

Date	Start Time	Duration	LAeq, dB
21/06/2014	16:00	00:15:00	70.4
21/06/2014	16:15	00:15:00	71.3
21/06/2014	16:30	00:15:00	83.5
21/06/2014	16:45	00:15:00	89.2
21/06/2014	17:00	00:15:00	86
21/06/2014	17:15	00:15:00	88.1
21/06/2014	17:30	00:15:00	91.9

21/06/2014	17:45	00:15:00	93.1
21/06/2014	18:00	00:15:00	89.1
21/06/2014	18:15	00:15:00	84
21/06/2014	18:30	00:15:00	95.8
21/06/2014	18:45	00:15:00	96.7
21/06/2014	19:00	00:15:00	92.2
21/06/2014	19:15	00:15:00	78.6
21/06/2014	19:30	00:15:00	91.1
21/06/2014	19:45	00:15:00	93.8
21/06/2014	20:00	00:15:00	94.6
21/06/2014	20:15	00:15:00	90
21/06/2014	20:30	00:15:00	85
21/06/2014	20:45	00:15:00	83.7
21/06/2014	21:00	00:15:00	96.5
21/06/2014	21:15	00:15:00	100.9
21/06/2014	21:30	00:15:00	100
21/06/2014	21:45	00:15:00	99.5
21/06/2014	22:00	00:15:00	99.5
21/06/2014	22:15	00:15:00	99.8
21/06/2014	22:30	00:15:00	100.9

3.4 The measured offsite noise levels are shown in the following table 3:

Table 3: Offsite Noise Measurements

Location	Start Time	Duration	L <sub>Aeq</sub> dB	Notes
Victoria Gardens	16:41	5 mins	66.7	50Hz Peaking at 90dB
Granville Road	17:39	5 mins	62.7	40Hz Peaking at 89dB
Victoria Gardens	17:55	5 mins	68.9	People shouting
158 London Road	18:10	N/A	N/A	Unmeasureable due to background noise
Victoria Gardens	18:35	15 mins	72.8	A bit of people noise, peaks up to 80dB
Victoria Gardens	19:45	15 mins	67.8	People shouting into the mic
Victoria Gardens	21:15	15 mins	74.1	Helicopter, police and people noise
Victoria Gardens	21:30	15 mins	74.7	Helicopter influencing, request to go to Granville location
Victoria Gardens	21:45	15 mins	74.1	Helicopter influencing noise measurement, peaking at 70dB with no music
Victoria Gardens	22:00	15 mins	74.3	Helicopter influencing noise measurement
Victoria Gardens	22:15	15 mins	73.6	Helicopter influencing noise measurement
Victoria Gardens	22:30	15 mins	74.7	Helicopter influencing noise measurement

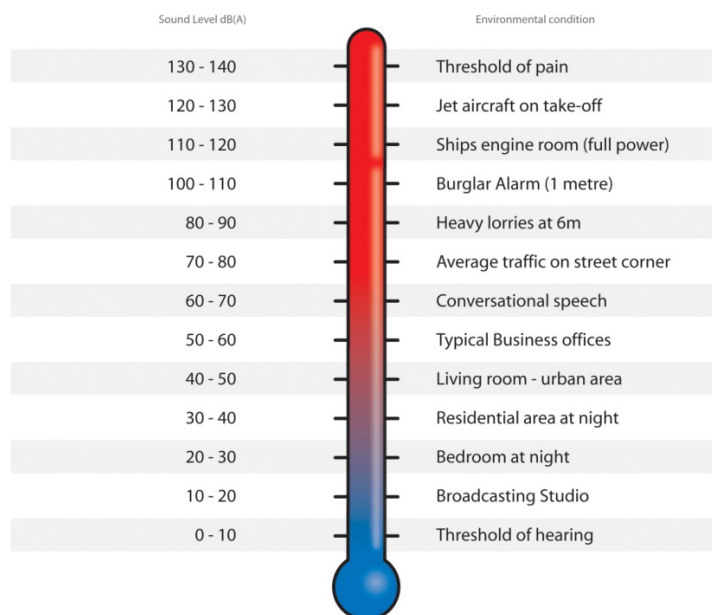
3.5 It is understood that no noise complaints were received during the sound propagation tests. A total of 7 noise complaints were received via the event telephone line and a further 3 complaints relating to music noise were received directly by Leicester City Council.



3.6 Further details of the noise complaints received are not available at the time of writing.

## Appendix A / Glossary of Terms

- A.1 Noise is defined as unwanted sound. The range of audible sound is from 0dB to 140dB, which is taken to be the threshold of pain. The sound pressure detected by the human ear covers an extremely wide range. The decibel (dB) is used to condense this range into a manageable scale by taking the logarithm of the ratio of the sound pressure and a reference sound pressure.
- A.2 The frequency response of the ear is usually taken to be about 18Hz (number of oscillations per second) to 18,000Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than at the lower and higher frequencies, and because of this, the low and high frequency component of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most used and which correlates best with the subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.
- A.3 The ear can just distinguish a difference in loudness between two noise sources when there is a 3dB(A) difference between them. Also when two sound sources of the same noise level are combined the resultant level is 3dB(A) higher than the single source. When two sounds differ by 10dB(A) one is said to be twice as loud as the other.
- A.4 The subjective response to a noise is dependent not only upon the sound pressure level and its frequency, but also its intermittency. Various indices have been developed to try and correlate annoyances with the noise level and its fluctuations. The parameter used for this measure is Equivalent Continuous Sound Pressure Level ( $L_{Aeq}$ ). The A-weighted sound pressure level of a steady sound that has, over a given period, the same energy as the fluctuating sound under investigation. It is in effect the energy average level over the specified measurement period (T) and is the most widely used indicator for environmental noise. A few examples of noise of various levels are given right.





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**KASABIAN  
VICTORIA PARK LEICESTER  
JUNE 2020**

**NOISE ASSESSMENT & MANAGEMENT PLAN**

VC-103174-EN-RP-01

R01

NOVEMBER 2019



**VANGUARDIA**  
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## 1. INTRODUCTION

1.1. Vanguardia Ltd has been commissioned by Live Nation to provide a Noise Assessment and Noise Management Plan (NMP) to assist in the monitoring and management of sound from the proposed Kasabian Concert to be held in Victoria Park in Leicester. The event is planned to take place on Saturday 20<sup>th</sup> June 2020.

1.2. The proposed site schedule is as follows:

June 17th	Production in
June 18th	Production in
June 19 <sup>th</sup>	Rehearsals
June 20 <sup>th</sup>	Event
June 21st	Production out

1.3. The purpose of this document is to provide an assessment of the noise impact of the event on nearby residential properties and to describe the sound management and monitoring scheme that will be put in place to manage the music noise levels.

1.4. It is intended that this document is considered a 'live' document which will evolve with ongoing liaison between the event promoter, the licensing authority and local residents.

1.5. A glossary of acoustic terms is shown in Appendix A.

### CONSULTANT'S EXPERIENCE

1.6. Vanguardia Ltd is an independent acoustic consultancy specialising in the field of sound, noise and acoustics related to entertainment venues. The team of consultants have many years' experience dealing with some of the largest and most innovative sound and acoustic projects in the UK, including Wembley Stadium, the Millennium Dome, The Millennium Stadium, Wembley Arena and Earls Court.

1.7. The consultants have successfully provided sound management advice, including noise control, at over 1000 concerts during the past 25 years. These concerts have ranged from relatively small scale events at green field sites to major events staged at national stadia and urban parks, providing entertainment for tens of thousands of people.



- 1.8. The company director also sat on the UK Noise Council Working Party which prepared the Code of Practice on Environmental Noise Control at Concerts (1995). They have also managed Government research projects related to sound and noise aspects of the entertainment business.
- 1.9. As well as the provision of sound and acoustic design/management for entertainment venues, the company deals with the whole range of acoustic, noise and vibration issues and our staff have presented expert testimony at planning and licensing hearings, magistrates and high courts, Judicial Reviews and House of Commons and House of Lords Select Committees.

## KASABIAN LEICESTER

- 1.10. This event is due to be held in Victoria Park in Leicester in June 2020. Kasabian are an English rock band formed in Leicester. A similar event was staged in 2014 when Vanguardia were also appointed to manage the noise impacts. In 2014 the site was optimised to minimise the noise impact on the offsite locations. The event was successfully managed with no breaches of the music noise level. The 2020 event is proposed to take place in the same location within the park. New predictions of the music noise levels for the forthcoming have been presented using updated computer software.
- 1.11. In 2014 there were no breaches of the licence conditions due to music noise. Measured levels were however contaminated by helicopter noise and, on one occasion, people noise, resulting in higher noise levels being recorded than those prescribed by the licence conditions. The organisers will not authorise the use of helicopters at the 2020 event.

## 2. ENTERTAINMENT NOISE CRITERIA

- 2.1. This draft NMP is submitted to support the application for a Premises Licence for a one-day event to be held in Victoria Park, Leicester on 20<sup>th</sup> June 2020.
- 2.2. The Premises licence granted in 2014 for a similar event set a Music Noise Level (MNL) at nearby noise sensitive premises of 70 dB(A)  $L_{eq, 15mins}$  for the support acts and 73 dB(A)  $L_{eq, 15mins}$  for the headline act, Kasabian. These limits were complied with, although higher noise levels were measured due to contamination by external noise sources.

Noise Council’s Code of Practice on Environmental Noise Control at Concerts (1995)

- 2.3. The established guidance for noise from outdoor music events is contained in the Noise Council’s Code of Practice on Environmental Noise Control at Concerts (1995). The recommended noise limits contained within the Code of Practice for events held between the hours of 09:00 and 23:00 hours are summarised in the following Table 1.

**Table 1** Recommended Noise Limits

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15 minute period

- 2.4. Since its publication in 1995, several recommended modifications to the Code have been proposed. One of the criticisms of the Pop Code is that the difference in the  $L_{Aeq}$  criteria between those specified for urban stadia or arenas and ‘other venues’ is too high. Furthermore, it is recognised that the range in the number of events with the same  $L_{Aeq}$  noise criterion is too large.
- 2.5. Kasabian is planned to be a one-day event where music is the primary source of entertainment, which is planned to finish by 2230hrs.
- 2.6. Taking the guidance from Table 1 above, the suggested criterion is therefore that the Music Noise Level (MNL) would be 65 dB  $L_{Aeq, 15min}$  measured at the facade of the nearest residential property. However, there are a number of other factors that should be taken into account.

- 2.7. In 2014 the music noise levels were set at a higher level because the predictions demonstrated that a level of not more than 65 dB(A)  $L_{Aeq, 15mins}$  could not be achieved.
- 2.8. Although based on best practice at that time, research (Proc. IOA Vol. 28. Pt.7 2006; Griffiths and Staunton) suggests that Table 1 would benefit from further refinements, in particular noise levels, number of concerts and category. This paper concludes that further consideration should be given to the following:
- The Code's noise limit of 65 dB  $L_{Aeq, 15min}$  for the venue category of 'Other Urban and Rural venues' should be reviewed for areas such as parks and other congregational spaces (City Squares, etc.) where limits of 75 dB  $L_{Aeq}$  have been successfully adopted.*
- 2.9. There is now considerable evidence and experience, based on concerts at urban stadia and other urban venues, to suggest that higher limits than those recommended by the Code will not lead to undue disturbance providing other noise management protocols are implemented.
- 2.10. The Code of Practice is currently under review. Whilst as yet there is no agreement on the final form for the replacement to Table 1 in the Code, it is likely that a MNL of up to 75 dB(A)  $L_{Aeq, 15mins}$  will be recommended for all urban venues for a limited number of events per annum.
- 2.11. It is not unusual to have a noise limit of not more than 75 dB(A) set for similar types of venues.

#### Licensing Act 2003

- 2.12. In 2003 existing licensing provisions in England and Wales were revised. The Licensing Act 2003 took a more liberal and de-regulatory approach to the previous licensing system. As part of their new responsibilities, local authorities are encouraged to promote cultural activity in their communities.
- 2.13. The Pop Code places emphasis on the need to minimise disturbance and annoyance to the local community. The Licensing Act 2003 introduced the concept of the "Promotion of the Prevention of Public Nuisance" which sets the threshold at a different level. This distinction must now be considered when setting licence conditions for a music event.
- 2.14. The s182 Guidance to the Licensing Act published in 2007 (updated April 2018) is clear. It states (para 2.17) as follows:

*'Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities.'*

*Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music.'*

2.15. Under former licensing regimes, the Courts have made clear that it is particularly important that conditions which are difficult for a licence holder to observe should be avoided. Failure to comply with any conditions attached to a licence or certificate is a criminal offence, which on conviction would be punishable by an unlimited fine or up to six months imprisonment or both.

2.16. The guidance document is clear in its advice that it is essential to maintain a balance between the licence holder and the viability of the event and the needs of the local community.

Noise Policy Statement for England.

2.17. The second aim of the Noise Policy Statement for England is;

*Mitigate and minimise adverse impacts on health and quality of life from environmental, neighbour and neighbourhood noise within the context of Government Policy on sustainable development.*

The second aim of the NPSE refers to the situation where the impact lies somewhere between LOAEL and SOAEL. It requires all reasonable steps to be taken to mitigate and minimise adverse effects on health and quality of life, while also taking into account the guiding principles of sustainable development (para 1.8). This does not mean that such adverse effects cannot occur and in this instance any effects are very short-lived.

2.18. Research carried out into attitudes to environmental noise from concerts for Defra (Contract no. NANR 292) by Edinburgh Napier University suggested that it may be the level of music and not the type of venue that is significant. The report concluded that this may be linked to the perception of how loud the music must be within a stadium by residents compared to an unenclosed park and that the louder music is believed to be within the event, the more disturbing it is perceived by the resident.

2.19. The research also concluded that a significant percentage of the population will form an opinion of the music's subjective annoyance, irrespective of the actual level of the music.

2.20. Noise predictions are shown in the following section of this report.

### 3. LICENCE CONDITIONS

3.1. A representation has been submitted to the Licensing Authority by the Environmental Health Dept. The suggested conditions together with comments from Vanguardia are reproduced below.

Proposals for 2020

- *The reduction in the application from 3 to 1 day does offer some mitigation in terms of noise exposure. Of the 3 days originally applied for, Saturday is potentially the best to use, as there should be more issues with traffic on the Friday, and no disturbance on the Sunday, when residents will be preparing to return to work or children are going to school the next day.*

**The application is now for one day on Saturday 20<sup>th</sup> June.**

- *The finishing time of 23.00 hours could also potentially be reduced to allow an earlier finish time for music, and this would also lead to the earlier dispersal of the audience. Although from a noise perspective this would not reduce the overall noise levels, it may limit the impact on local residents as any disruption would be finished earlier in the day.*

**The finishing time has been revised to 22.30hrs.**

- *If the committee were to grant the application for 1 day, results from 2014 show how difficult achieving 73 dB(A) was at the Victoria Park Road facade. The only option would be to allow a level of 75 dB(A) for the headline act and 70 dB(A) for all support acts. Although this would be not be in compliance with the Noise Council Code of Practice, it would be at an Urban Stadia or Arena level.*

**It is proposed that the 2014 noise limits should be applied.**

- *A dedicated complaints line to be operated by the applicant, to be set up prior to the event and operational throughout the event. All complaints to be passed to the consultants noise monitoring team who will visit the complainants at the time.*

**This is agreed subject to resources being available.**

- *Sound propagation testing either to be carried out in the early evening of the Thursday 18th June 2020 (ideally during rush hour) or after 10.00 on Friday 19<sup>th</sup> June 2020.*

**This is agreed and the timing of the propagation test will be agreed with the local authority.**

- *Sound checks to be kept to a minimum and not operated at full volume, with time controls imposed by the organisers.*

**This is agreed.**

## 4 . P R E D I C T E D N O I S E L E V E L S

4.1. Noise predictions have been carried out at the nearest representative noise sensitive locations and are based on the information supplied by the event promoter for the main sound sources on site. The nearest noise sensitive properties are based on those agreed in 2014 and are as below in Table 2.

**Table 2** Predicted noise levels at nearest noise sensitive properties (all figures shown as dB(A) rounded).

dB(A)	
<b>FOH</b>	98
<b>Victoria Park Road North</b>	69
<b>Victoria Park Road South</b>	68
<b>St James' Road</b>	69
<b>Granville Road</b>	71
<b>Evington Road</b>	65
<b>Knighton Road Park</b>	66
<b>London Road</b>	65
<b>Regent Road</b>	73

- 4.2. A plan showing the nearest noise sensitive properties is shown in Appendix B.
- 4.3. The predicted levels are shown as a contour plot in Appendix C.
- 4.4. Careful consideration has been given to the site design to find the most appropriate layout and maximise entertainment noise levels on site, whilst minimising the noise impact at the nearest noise sensitive properties surrounding the venue. The site optimisation was completed in 2014.
- 4.5. The following assumptions have been made in predicting noise levels at the nearest noise sensitive locations:



- Noise predictions have been made based on the intended coverage of the sound system and data from similar events to achieve a music noise level of 98dB(A) at the mixing desk position.
- An orientation correction of between 0dB (on-axis to the PA) and 18dB (directly behind the PA) is assumed for noise sensitive properties depending on their location relative to the stage and is based on our experience from sound system data.
- Distance attenuation is based on progressive attenuation rate under neutral meteorological conditions.
- It has been assumed that the venue will have steel shield perimeter fencing.

## LIMITATIONS OF NOISE PREDICTIONS

4.6. Whilst noise predictions provide a relatively accurate indication of the noise impact at noise sensitive properties, it can in no way guarantee the actual operational noise levels at an event. Meteorological conditions such as temperature inversions and wind direction may have a significant effect (typically 10-15dB) on noise levels at noise sensitive properties during an event, the effect of which cannot be predicted accurately. The predictions are performed in accordance with the current version of ISO 9613-2:1996 Acoustics — Attenuation of sound during propagation outdoors — Part 2: General method of calculation

## 5. NOISE ASSESSMENT

- 5.1. The guidance from the Code of Practice advises that for 'other urban and rural venues' used for 1-3 events per calendar year, a music noise level (MNL) of 65 dB(A) over a fifteen-minute period at the nearest noise sensitive premises is recommended for events finishing no later than 2300hrs.
- 5.2. It is generally accepted that properties in the vicinity of a large-scale music event will be able to hear music noise. It is again a matter of balancing the needs of the local community who may be inconvenienced for a few days with the enjoyment of thousands of people.
- 5.3. During discussions with the Council it has been suggested that an offsite noise limit of 70 to 73 dB(A) as measured at the nearest noise sensitive premises would be appropriate. It should however be noted that the offsite noise limit is never treated as a target and if the event can be run at a lower level it will be.

## 6. NOISE MANAGEMENT PLAN

- 6.1. Careful consideration will be given to implementing and exercising a noise management programme during sound checks and event to manage entertainment noise from the venue.
- 6.2. The sound management programme fundamentally follows the procedures that have been successfully adopted at outdoor concerts and festivals over the past 20 years throughout the UK and are detailed below:

### MITIGATION MEASURES

#### Plant Noise

- 6.3. All plant noise associated with the event (generators, chillers, etc.) will be located as far away from noise sensitive properties as possible. Where required, appropriate mitigation measures will be considered.

### SITE DESIGN

- 6.4. Vanguardia consultants have liaised with the production company, sound system supplier and local authority to find the most appropriate site layout that would minimise the noise impact at off-site locations. The 2014 site layout has been adopted.

### SOUND SYSTEMS

- 6.5. The sound system suppliers will be informed of the requirements of strict noise management and the type and location/orientation of their systems. Their contract of hire will also specify that the overall control of sound levels will be set by the Promoter and/or their appointed agent (acoustic consultants).
- 6.6. The sound system should be set up in such a way as to minimise the noise impact at noise sensitive properties. Where possible, sound systems should be 'line-arrays' which provide improved sound coverage and reduced overspill to intended coverage areas. It is recommended that the sound system is hung as low as possible in order to take advantage of any barriers provided around the event arena and minimise the distance between the sound sources and audience areas. The loudspeakers should have as narrow horizontal dispersion as possible and

be directed inwards to reduce overspill from the intended coverage area. Sub-bass loudspeaker units should be set up and configured in a cardioid arrangement in order to take advantage of phase cancellation at the backs and sides of the loudspeaker stacks. The low frequency noise levels will also be subject to further control. Careful and detailed alignment of the system will be ensured to optimise the coverage throughout the audience areas and balance this against the off-site environmental noise impact.

- 6.7. In addition, delay speakers are to be used in the main arena in order to distribute the sound evenly and provide coverage to smaller areas. This type of configuration effectively means that the sound system does not need to operate at as high levels to provide even coverage to the intended audience area at the back of the arena.
- 6.8. Vanguardia will review the sound system and work with the promoter and the Council to minimise noise disturbance.

#### PRE-EVENT INFORMATION

- 6.9. Vanguardia will set up a direct means of communication with all parties.
- 6.10. A letter or newspaper advertisement should be circulated to local residents at least 2 weeks prior to the event, informing them of the details of the event and including start and finish times of both the event and any sound-checks. The advertisement should also include a dedicated telephone number for noise complaints.
- 6.11. A telephone complaints line should be made available for the duration of the event. Should any noise complaints be received, subject to resources being available, a consultant will investigate the complaint and if noise levels are above those specified in the licence conditions, immediate action would be taken to reduce the levels at the noise source. A complaints log should be maintained throughout the event, detailing addresses of complaints, times and actions. The promoter will advise the Environmental Health Department of the likely times of the propagation test, rehearsals and sound-checks, although this is unlikely to be known until very near the production set up. The promoter will also agree timings for production set up.
- 6.12. A permanent noise monitor will be provided at the mixer desk position of the main sound source on site.
- 6.13. All noise meters will comply with the required standards and be calibrated.

6.14. Vanguardia will liaise with the Council and comply with their complaint procedures.

6.15. The event production team and Vanguardia will comply with any reasonable instructions given by the licensing authority.

6.16. The communications protocol will be agreed with the local authority and reviewed to ensure effective and responsive communication channels are established and maintained between all relevant parties throughout the event.

## SOUND MANAGEMENT PROCEDURES

### Sound Propagation Tests

6.17. Prior to the event, the production team should carry out short sound checks and as part of this process, acoustic consultants will undertake sound propagation tests to correlate the music noise levels at the mixing desk with those observed at the most sensitive sound control positions. The results of these tests will be used to 'fine tune' the sound system in order to maximise the containment of music and set an appropriate sound limit at the mixer positions.

### Sound Monitoring Within the Venue

6.18. The music sound levels at the mixing desk positions will be continuously monitored in terms of 15-minute and 1-minute  $L_{Aeq}$  values. The noise limit will be set in 15-minute intervals but the 1-minute values provide acoustic consultants with immediate information of the music noise levels.

6.19. As part of the managerial process, the sound engineers of any individual artistes appearing at the event will be informed prior to arriving at the mixer of the need to adhere to the sound limits and instructions issued to them in relation to sound management.

6.20. A routine inspection of any peripheral activities associated with the event will be carried out to ensure that any PA systems are turned off and remain off after the advertised finish time.

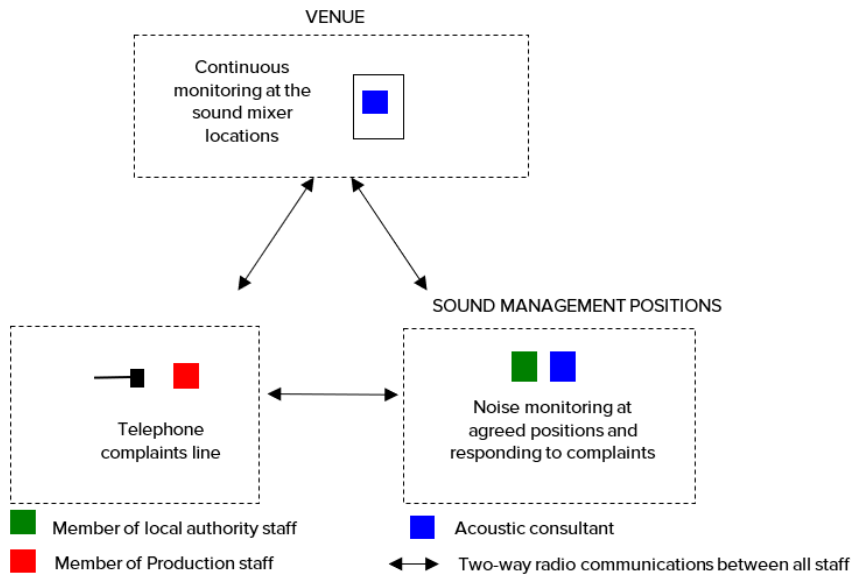
### Sound Monitoring Outside of the Venue

6.21. Noise measurements outside of the site will be monitored at the most sensitive locations (subject to prevailing weather conditions) and in response to any complaints that may be received. The data from these will be accessible in Event Control. The levels will be checked for compliance with the agreed offsite noise limits. A permanent noise monitor will be situated on the park

boundary at a location to be agreed with the local authority, subject to a suitably secure location being available.

6.22. The telephone complaints line will be confirmed prior to the event.

6.23. A schematic of the management communication protocol is provided below:



## SUMMARY REPORTING

6.24. A summary report will be produced after the event which will include all noise measurements made at each position and details of any complaints received. This will be made available to the local authority after the event.

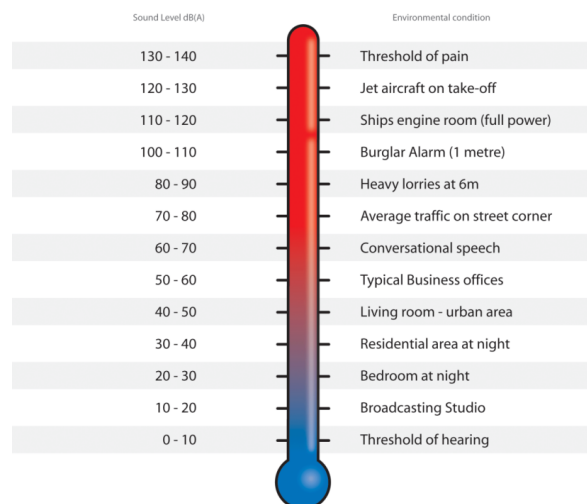
## APPENDIX A / GLOSSARY OF TERMS

Noise is defined as unwanted sound. The range of audible sound is from 0 dB to 140 dB, which is taken to be the threshold of pain. The sound pressure detected by the human ear covers an extremely wide range. The decibel (dB) is used to condense this range into a manageable scale by taking the logarithm of the ratio of the sound pressure and a reference sound pressure.

The frequency response of the ear is usually taken to be about 18 Hz (number of oscillations per second) to 18,000 Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than at the lower and higher frequencies, and because of this, the low and high frequency component of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most used and which correlates best with the subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.

The ear can just distinguish a difference in loudness between two noise sources when there is a 3dB(A) difference between them. Also when two sound sources of the same noise level are combined the resultant level is 3 dB(A) higher than the single source. When two sounds differ by 10dB(A) one is said to be twice as loud as the other.

The subjective response to a noise is dependent not only upon the sound pressure level and its frequency, but also its intermittency. Various indices have been developed to try and correlate annoyances with the noise level and its fluctuations. The parameter used for this measure is Equivalent Continuous Sound Pressure Level ( $L_{Aeq}$ ). The A-weighted sound pressure level of a steady sound that has, over a given period, the same energy as the fluctuating sound under investigation. It is in effect the energy average level over the specified measurement period (T) and is the most widely used indicator for environmental noise. A few examples of noise of various levels are given right:

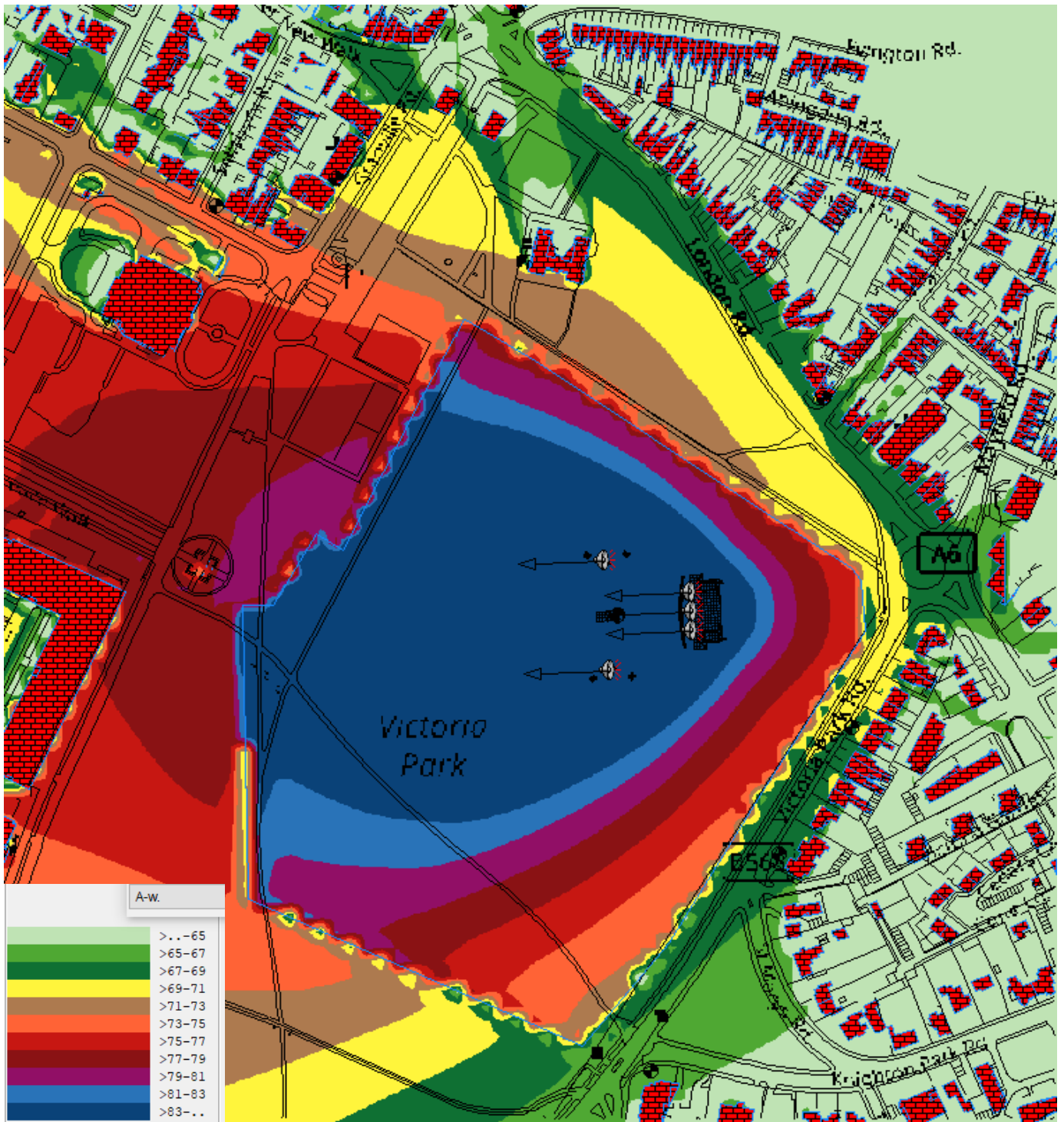


## APPENDIX B / NOISE PREDICTION LOCATIONS





## APPENDIX C / CONTOUR PLOT





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# Appendix One

## External Management Plan

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## Purpose of the Document

The purpose of this document is to outline the external management of the ingress and egress plan and make reasonable suggestions to minimise impact on the community and aid the efficiency and safe arrival and departure of attendees. It our intention to outline the major ingress/egress routes, deployments, support public transport arrangements, residential protection and propose the roles and responsibilities to be undertaken.

## Roles and Responsibilities

SEP will be responsible for road closures and their implementation. The security and stewarding company will assist LN in the outset in terms of setting out the strategy for the stewarding of public spaces for the ingress / event / egress phases of the event in collaboration with Leicester City Council (LCC). It is the intention of the event organiser to engage a dedicated company to undertake this assignment. They will attend SAG and relevant sub group meetings and will report into the event security command structure

## Statement of Intent

Based on the information provided by the client and stakeholders, Event/Site Survey and the Risk Assessment the statement of intent can be drawn up as follows. This outlines the objectives of the Security & Stewarding Supplier to the event.

The role of the Company with reference to:	Objectives
<b>Ingress and Egress</b>	<ul style="list-style-type: none"> <li>• To provide the stewarding to the entire egress plan</li> <li>• To oversee the management of public away from the site and into the surrounding train station</li> <li>• To monitor and deter antisocial behaviour on the egress route and local area covered in the staffing plan.</li> </ul>
<b>Road Closures</b>	<ul style="list-style-type: none"> <li>• To assist where necessary and requested, to support traffic stewards at the agreed road closures</li> </ul>
<b>Crime Reduction</b>	<ul style="list-style-type: none"> <li>• With best endeavours reduce crime along the route</li> </ul>
<b>Contingency &amp; Emergency</b>	<ul style="list-style-type: none"> <li>• Where practicable to support the emergency services</li> </ul>

<b>Areas that the Company is NOT Responsible for:</b>
<ul style="list-style-type: none"> <li>• Crowd Management or Security of people outside the agreed remit of the ingress and egress route and its surroundings.</li> </ul>
<ul style="list-style-type: none"> <li>• Any co-ordination or responsibility of lost property or lost children. Staff will, however, direct lost property to the appropriate handling station and escort lost children or vulnerable persons to the designated welfare point.</li> </ul>

## Ingress Routes

Based on previous experience of Victoria Park events, and ultimately the postcode analysis of ticket purchases, it is anticipated that most attendees will arrive either on foot or on public transport. The main route into Victoria Park will be from the North and South via London Road, Regent Road and New Walk from the city. These routes will be monitored and managed with regards to attendee assistance and mitigating /discouraging antisocial behaviour by dedicated personnel during the ingress phase. Locations and remit to be agreed

## Egress Routes

The main egress route will be both North and Southbound on London Road, North on Regent Road and North on New Walk, with most of the pedestrian egress heading North towards the train station and the city centre. Stewards and SIA licensed Security will assist SEP with road closures as required and agreed. The route will allow the pedestrian traffic to flow freely away from the venue. To ease the pedestrian flow onto London Road we intend to divert public through New Walk which is a pedestrianised route to the city centre. Directional stewards will be positioned on Granville Road directing public in all directions towards London Road north/south, New Walk and Regent Road citybound. A significant amount of pedestrian egress traffic will head in the southern direction of London Road to the park and stride facility located at Leicester racecourse detailed below.

## Public Transport Hubs

The main public transport hubs will be Leicester train station, the city's bus stations and the park and stride at Leicester Racecourse. Signage should be in place alongside directional stewards who will aid customers to finding their destination along these routes.

## Train & Bus Station

To promote effective management of persons into the train station, engagement with the Station Management and British Transport Police will be essential, both in the planning phases and during the event day. Clearly, effective train scheduling is crucial to the success of meeting the additional demands of people flow. Ticketing strategies, station repair works and planned line maintenance are all key components of the plan to assist in maximising throughput of persons as planning and managing the crowds both internally and externally of the station footprint. Ongoing consultation needs to be undertaken to create a practical strategy of managing crowd flow into station with consideration given to journey destinations, current sales, comms and queuing strategy

It is recommended that the train and bus station have extra provisions put in place as the egress will have an impact on local transport. Buses and trains will be in high demand and will fill up quickly so more transport and extended times would help as the last bus/train time may be close to the egress time. In the attached deployment of SIA's it is proposed that they will be deployed to assist in Queue and platform crowd management at the train station. Cooperation from the station management and British Transport Police is anticipated to plan the exact supplement of resources and responsibilities

## Park and Stride

It is proposed that the park and stride will be located at Leicester Racecourse which is south of the site on London road. Patrons will be encouraged to park in this location and walk to and from the event site. They will be directed north on ingress and south on egress on London road. The Traffic Management company will direct the vehicle egress out of the park and stride to the egress vehicle route agreed on the traffic management plan. Vehicles

should be directed away from the event site onto alternative routes for Leicester city centre, M1 and A46.

## **Shuttle Bus**

Subject to planning and approval, a shuttle bus service will be implemented which can take patrons from the end of the road closures/car park to the local East Midlands towns and villages, this will help to alleviate some of the pressure of egress. This will also help stagger the egress into the alternate transport hubs, ensuring that patrons are not left isolated at the event locality.

## **Residential Protection**

An initial impact assessment has been carried out to regards to residential areas and the necessity to consider a security deployment in areas of high footfall.

SIA and Stewards will be deployed on London road, Victoria road and Granville road to assist with ingress and egress, but also to act as a visual deterrent for anti-social behaviour. They are to deter people from trespassing, defacing, causing damage and urinating on the residential and/or commercial properties in their remit. With dedicated personnel providing a security presence it will deter people from committing these offences thus protecting the properties from anti-social behaviour. A residential liaison team will interact with any concerned residents ensuring that these concerns are mitigated. This team will be in a vehicle allowing for a timely response to any concerns. Specific residences where historical issues are identified may be specifically staffed. Staff will be deployed to prevent trespass, protect property and general movement of patrons.

## **Deployment and Implementation**

Dedicated security personnel will be deployed along London Road to assist SEP with road closures and to provide directional assistance and report the flow of public. They will also act as a deterrent to antisocial behaviour. Deployment will also cover Victoria Park Road and Granville Road for directional purposes and for residential property protection within the residential areas of Clarendon park and south toward the Leicester Racecourse par and stride. Staff deployed on the externals will be tasked with directional responsibilities, assisting the public where necessary, advising people to keep off public off live roads and implementing diversions as directed by the Security Manager.

## **Antisocial Behaviour (Defined)**

It is the responsibility of all the contractors and staff working at the event to report, and where safe to do so, minimise antisocial behaviour.

Stewarding Staff positioned along the route are instructed to be mindful of, and deter anti-social behaviour wherever they locate it. Should a staff member identify anti-social behaviour they will notify their supervisor who will inform the control room immediately.

Staff may be deployed from other areas along the route or from within the site to assist in the prevention of this behaviour.

## **Community Liaison**

The event organisers will engage with the local community during the planning process. The security and stewarding operatives, working externally, will make every effort to continue this engagement through the event period with a positive approach to the community and any issues they raise. Any issues raised will be logged by the event control.

## **Recommendations**

Post code analysis should be undertaken to gain a greater understanding of intended routes to end destinations. This analysis will allow for a more tailored deployment and utilisation of available resources.

Public toilets in the form of porta-loos and urinals should be positioned in appropriate places on London road so people can use these facilities as required. This will reduce footfall into the train station and local business to use their facilities and thus reducing the impact on them. It will also discourage patrons from public urination

A multiagency approach will be essential to ensure the success of the external operation. It must be the aim of all engaged in this external operation to take every opportunity to mitigate any negative impact on local residents.

**Showsec International Ltd**

**Regent House | 16 West Walk | Leicester | LE1 7NA**

**Tel: +44 (0) 116 204 3333**

**[www.showsec.co.uk](http://www.showsec.co.uk)**



# Operating Plan

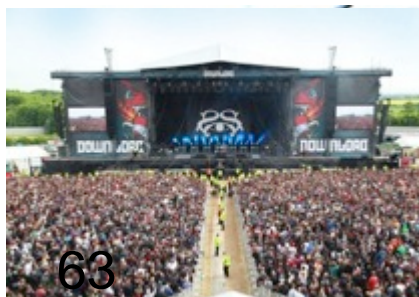
**Event Name: Kasabian – Solstice II**

**Event Date: 20<sup>th</sup> June 2020**

Contact Name: Richard

Contact Number: +44 7748 300 332

Address: [richard.church@showsec.co.uk](mailto:richard.church@showsec.co.uk)



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## 1. Introduction

### 1.1. Overview of the Event

The purpose of this document is to present an outline of the operating plan for the Security and Stewarding operation at the event.

Showsec will draw upon experience of similar venues and events of this nature to ensure an effective and safe Security & Stewarding operation is delivered.

Event Name	Kasabian – Solstice II
Promoted by	Live Nation Entertainment (LNE)
Produced by	Live Nation Entertainment (LNE)

The event is being held at Victoria Park, Leicester. The venue has a capacity of 49'999 The event has been sold to capacity  
The event is due to take place on Saturday 20<sup>th</sup> June.

### 1.2. Client

Showsec are contracted to supply Security & Stewarding Services to the client.

<b>Client</b>	Live Nation Entertainment (LNE)
---------------	---------------------------------

The key client contacts are:

Event Director – Andrew Craig

The key event producer contacts are: Steve Hill – Site manager

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### 1.3. License and Designated Premises Supervisor (DPS)

Venue Address:	Victoria Park, Granville Rd, Leicester LE1 7RY
Build Commences /	08/06 2019 – 28/06 2019
Ends:	
Event Dates:	20/06/20
Capacity:	49,999
Licensable Period:	08/06 2019 – 28/06 2019
License Displayed at:	Blue Notices around the park in accordance with license deadline
Designated Premises Supervisor (DPS):	TBC
Premises Age	14 and over unless accompanied by an adult.
Verification Policy:	
Relevant license conditions that apply:	TBC
SIA Restrictions:	SIA licenses need to be displayed at all times

### 1.4. Data Processing

There are two roles that Showsec undertake with Data Management at an Event.

1. The DATA PROCESSOR

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Showsec captures, uses and stores information on members of the public or its casual staff on the Clients systems or paper documents. The Client owns this information.

## 2. The DATA CONTROLLER

Where Showsec provides a full service, including capturing information on members of the public or our casual staff on our internal systems or event documentation. Showsec own the data that is being collected and stored, sharing with the client or professional service when requested to do so by contract or by applicable law.

It's conceivable that Showsec will undertake work where we are BOTH the PROCESSOR and CONTROLLER.

Make sure you YES or NO to either or both of the options for "DATA PROCESSING".

Data Processor	Yes
Data Controller	Yes

*N.B Data Processor: Typically, Showsec are providing manpower or logistics to a client or client contractor in this scenario.*

*Data Controller: Showsec are providing a full service using our own internal systems and documentation*

*Both Processor and Controller: This would be where we provide a full security service, including an ejection centre plus the Client also want us to populate information into their system or complete their internal documentation.*

## 1.5.Operations Plan – Service Directory

### Introduction:

In relation to engagement *Kasabian Solstice II – 20/06/20 – Live Nation Entertainment* Showsec have been employed to deliver the following services and as such where practical, reasonable and safe will endeavour to do so.

In all engagements, should the operating and/or commercial delivery environment change inhibiting or materially affecting Showsec’s ability to deliver in line with the above statement and/or effect a change in the outlined services requested by the client a change control note/ E mail will be signed off by the client transferring or accepting deferred responsibility for the impact of the requested changes to the changing party and/or the client.

Service Directory	Requested Service Y/N	Contracted Service Y/N	Client Lead Service Y/N
Planning	Y	N	Y
Crowd Management Consultancy	Y	Y	N
Security Protocols Consultancy	Y	N	N

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Counter Terrorism Consultancy	N	N	Y
Queuing Facilities	N	N	Y
Occupant Capacity Consultancy	N	N	Y
Ingress Methodology	N	N	Y
Emergency Procedures Methodology	N	N	Y
Perimeter protection	Y	Y	Y
Customer Search - Full	<u>TBC</u>		
Customer Search - Random	<u>TBC</u>		
Customer Search - Drugs	N	N	N
Ejection Process Methodology	N	N	Y
Response Teams	Y	Y	Y
Directional Stewarding	Y	Y	Y
Road Closure Stewarding	N	N	Y
Asset Protection	Y	Y	Y
Security of external areas relating to transport links and community protection			
Internal Access Control	Y	Y	Y
Close Protection	N	N	Y
Capacity Management - Full Site	Y	Y	Y
Capacity Management - Partial Site	Y	Y	Y
Hospitality Stewarding	Y	Y	Y
Front of Stage Barrier Stewarding	Y	Y	Y
Fan Segregation Stewarding	N/A	N/A	N/A
Field of Play Protection	N/A	N/A	N/A

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Audience Density Monitoring	Y	Y	Y
Emergency Route Integrity Management	Y	Y	Y
Crime Reduction - Theft	Y	Y	Y
Crime Reduction - Drugs	Y	Y	Y
Crime Reduction - Sexual Assault	Y	Y	Y
Crime Reduction - Violent Assault	Y	Y	Y
Lost Property Management	N	N	Y
Lost Persons Management	N	N	Y
Artist Risk Assessment	N	N	Y
Staff Risk Assessment	Y	Y	N
Venue/Venue Risk Assessment	N	N	Y
Incident Reporting	Y	Y	Y
Operating Environment Reporting	Y	Y	Y

## 1.6. Service Providers

This plan is specific to the Showsec operation and best endeavours will be used where practical and reasonable to do so. For more information on Showsec then please visit [www.Showsec.co.uk](http://www.Showsec.co.uk).

The Showsec operation at this event involves the:

- Load In & Load Out Security (and Overnight)
- Backstage Security
- Front of Stage Safety
- Event Front of House
- Event Entrances
- External Queue Management

Other service providers, not included in this plan are:

- Cash Transit on and off Site
- Illegal Merchandise Deterrent contracted directly by the Organiser
- Unauthorised sale of tickets (Tout Team) contracted directly by the Organiser

## 1.7. Principles of this Operating Plan

This operating plan gives an overview of the methods and processes to be used in the delivery of Stewarding & Security services at the event. It is based on information provided to Showsec by the Client and Stakeholders and best endeavours will be used where practical and reasonable to do so. The document will also draw upon principles of the following documentation:

- The Event Safety Guide
- The Guide to Safety at Sports Grounds
- Regulatory Reform (Fire Safety) Order 2005

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- Health and Safety at Work Act 1974
- Management of Health & Safety at work regulations 1999
- HSE Guidance to Crowds in Public Venues
- HSE Guidance to Managing Crowds Safely
- British Standards in Door Supervision, Event Stewards and Static Security
- NACTSO Counter Terrorism Protective Security Advice for Major Events

Showsec are involved with the ongoing planning of the security operation at the event and where available, a representative if invited from Showsec will attend the following meetings:

- Event Planning Meetings (involving multiple agencies such as the Event Organisers, Local Authority, Police, Fire, Ambulance)
- Police and Security Meetings
- Community Liaison Meetings

Showsec are consulted on relevant decisions with relation to the event, however the final decision lies with the Client. The client owns all policies relating to this document and Showsec will use best endeavors to uphold them whilst operating at the event.

## 2. Showsec Information

### 2.1. Company Information

Registered Office: Showsec International Ltd, 16 West Walk,  
Leicester, LE1 7NA +44116 204 3333

Registered Number: 2187286

VAT Number: 350 6584 53

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Operational Area East Midlands. 16 West walk, Leicester, LE1 7NA

Office:

## 2.2. Insurance Information

Available on request are the Insurance documents for Showsec. These are:

		Policy Number	Insurance Cover	Renewal Date
Public Insurance	Liability	CSUSA1902690	5m	31st October 2020
Products Insurance	Liability	42-UMO-304410-03	5m	31st October 2020
Employers Insurance	Liability	CSUSA1902733	10m	31st October 2020

The policies are undersigned by: AON Ltd. For further information please contact Stephen Shilling, Head of Finance on +44116 204 3315 or [Stephen.shilling@Showsec.co.uk](mailto:Stephen.shilling@Showsec.co.uk)

## 2.3. Health & Safety

The company has a Health & Safety Policies supported by Method statements and Risk Assessments. All company employees and workers are made aware of their responsibilities whilst on site and that they must observe the Health & Safety regulations in place on the site.

Role	Name	Qualification
Health & Safety Manager	Sharon Pates	CMISOH

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Operational Managers	<b>Richard Church,</b> <b>Joe Milner,</b>	BA Crowd and Safety management IOSH Managing Safely at Events & Exhibitions
Operational Supervisors	<b>Jordan Mitchell</b> <b>Messam, Glen</b> <b>Stevenson,</b> <b>Harry Clayson</b>	FdA Crowd and Safety management In-House Supervising Safely at Events
Operational Staff (SIA & Stewards)	<b>Enter as</b> <b>required</b>	L2 Spectator safety In-house Health & Safety Awareness Training Module

Further details are available from Sharon Pates, Health & Safety Manager on +44116 204 3333 or [Sharon.Pates@Showsec.co.uk](mailto:Sharon.Pates@Showsec.co.uk)

#### 2.4. Recruitment

Showsec have a dedicated recruitment department in Head Office. They oversee the processes at each stage of the recruitment.

For the full recruitment process please contact Recruitment Manager on +44116 204 3333 or [recruitment@Showsec.co.uk](mailto:recruitment@Showsec.co.uk)

#### 2.5. Training

Every new Showsec member of staff undergoes The Company Induction (introducing the Company, Health & Safety Policy, Quality Policy etc.,)

Stewards are closely monitored and supervised during their initial period of employment, to ensure that they learn the skills necessary 'on the job', and quickly build-up their confidence and knowledge.



## 2.6. Staffing Deployment

A staffing deployment template is used for each event and is available upon request. This details the following for each of the Load in, Venue Open, Overnight and Load Out periods of the event:

- Staffing numbers
- Radio required for the position
- Position name
- Description of duties of position
- Function of the position (PM = Project Manager / SU = Supervisor / SIA = SIA Licensed Door Supervisor / ST = Non-Licensed Steward)
- Number of staff in that position
- Start and finish time of the shift

## 2.7. Sub-Contractors – Labour Providers

Some of the security and stewarding staffing provision, which is not being fulfilled by Showsec, may be sub-contracted out. Showsec does not take responsibility for sub-contracted company's corporate legal liabilities or actions of their staff other than those detailed inside the relevant briefing documents that they have been issued by Showsec.

<b>Sub-Contractor</b>	<b>Responsible person Name</b>	<b>Contact details</b>
-----------------------	------------------------------------	------------------------

*\*This is not a definitive list, and may be subject to change closer to the event date*

## 2.8.Approved Sub-Contractor Scheme

As part of Showsec’s certification as a Security Industry Authority (SIA) Approved Contractors Scheme (ACS). In addition to the ACS, Showsec operate an additional Sub-Contractor Approval Scheme whereby potential supplier must have completed the Showsec suppliers’ questionnaire and finance check before being considered suitable to provide any staff to the event. In addition, all suppliers are made aware that they may be required to submit their staff details to the Police, Department for Work & Pensions and the UK Border Agency for further checks.

Showsec will check all Door Licence holders SIA numbers against the SIA database for validity prior to arrival onsite

## 2.9.Off-Site Contacts

Role	Name	Responsibilities	Contact
Off-Site Director:	Simon Battersby	Showsec	+44 7771630829
Press & Media Contact:	Nicola Lewellen	Communications and Marketing Manager, Showsec	+44 116 204 3308

## 2.10.On Site Contacts

Role	Name	Responsibilities	Contact
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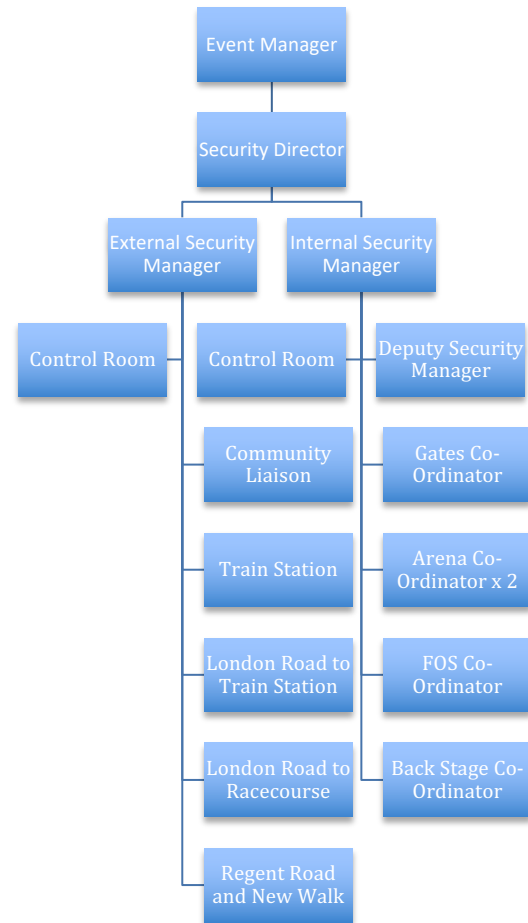
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Security Director	Simon Battersby	Overall Strategic management of operation (Internal and External)
Head of Arena Security	Richard Church	Tactical Management of Arena Operational Plan and Resources
Asst. HoS & Lead Planner:	Joe Milner	Planning and tactical Deployment and Management of Internal Resource
Security Manager (Nights):	Harry Clayson	Management of guarding resources

## 2.11.Operational Structure



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## 2.12. Security Control Room

The Security control room at the event will be the hub of Showsec communications on site. This will be located at:

Grid Ref	Location Name
	The Pavillion, Victoria Park

### Radio Contractor

Showsec will use a reputable company to provide the hand held radio system for the event open period. They will provide the equipment, installation and support service to the provision of this equipment. The radio contractors have assisted us in gaining dedicated licensed frequencies for use at the event for our repeater and back-to-back radio channels. Copies of these licenses issued by Ofcom are available upon request.

Radio Contractor	Company Contact	Same contractor as Festival	Radios Used	Dedicated Frequencies

### Channels

Channel	Area/Zone	Repeater	Dedicated Controller
1			
2			
3			
4			
5			
6			
7			
8			

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### **Radio Controllers**

In the control room there will be a number of radio controllers, and a senior controller. Each repeater channel will have their own radio controller; the senior controller will sit additionally on the main operational channel. The senior controller will collate and scan all paperwork and will also ensure the event chronological timeline is maintained – feeding the information to the security management team.

The senior controller will drive through the event timeline. This is a series of planned events and actions that must occur. They will also ensure that each channel controller is obtaining the regular situation reports (sit-reps). The senior controller will then prepare regular updates to be emailed to the event management team.

### 2.13. Documentation from Client/Stakeholders

Document	Sourced/Received From	Date First Received	Date Updated	Revision Number
Site Plan				
Venue Operating Plan & Appendices				
Venue Contractors Guide				
Emergency Procedures (Inc. Load in & Load Out)				
Accreditation System				
Customer transport options				
Disabled information				
Ticket terms & conditions				
Prohibited items				

## 2.14. Event & Site Survey

Best endeavours as far as reasonably practicable to do so will be utilised on the control measures in this section

Item	Sub-Item	Notes	Identified Hazards to be controlled in the Operating Plan
<b>Public arrival points;</b>	Transport to/from venue;	Parking and vehicle access to site is quite limited. A Park & Stride operation is to be in place encouraging customers to park at a predetermined location and then walk to site by a direct route.	
<b>Queuing areas;</b>	Queuing space available;	The queuing area is to be set-up from 18:00 the evening before the event by a barrier team working to the predetermined and agreed plan. The queuing area has been determined by consideration of ground conditions	Management needed to prevent congestion and disorder.

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		and direction of arrival of customers.	
	Management of alcohol consumption in queue;	SIA staff patrol and monitor the queues and enforce a Challenge 25 initiative to control alcohol consumption with regard to underage drinking. Clear bins/bags will be provided for the disposing of alcohol and other waste.	Rubbish build up in the queue. People intoxicated while waiting.
	Management of density of the queue;	Staff will inform the early arrivals of the process for queuing including: <ul style="list-style-type: none"> <li>o Viewing/checking ticket</li> <li>o Advise of anticipated waiting time</li> <li>o Preparation of search lanes ready for opening</li> </ul> The queue will be set back from the	Impatient people in the queue potentially jumping, causing altercations with other people; rushing the doors to gain entry without queuing.

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		<p>entrance lanes by a minimum of 5m. (Likely to be more; but dependent upon numbers)</p> <p>Breaks will be set in the queue to ensure that it is managed into smaller penned areas.</p>	
	<p>Contingency for weather conditions;</p>	<p>The positioning of gates needs to be considered and historical and local knowledge of ground conditions to determine the best locations of gates.</p> <p>Contingency arrangements will consider the use of designated lanes as a back-up, in the case of the primary entrance points being unusable.</p> <p>Further to this ground reparation</p>	

		works need to be considered to allow a continued ingress.	
<b>Safe methods of ingress;</b>	Searching of visitors, staff, and customers to the site;	The search on entry is to ensure that no prohibited items enter the event site. All bags will be subject to a thorough search by hand. A detailed pat-down is planned with particular vigilance during the search for the possession of flares.	Illegal/prohibited items entering site
	Number of lanes required;	Anticipated entry flow of 180 minutes?	
	Ticket/access control systems;	There will likely be several ticket types in use for the events. This will depend on the ticketing agency that has been used to sell the tickets.	

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		All tickets must be compatible with the applicable scanning system. The system will provide the event control with regular situation reports on the amount of public who have entered the site and the period of time they have entered. This will provide useful ingress flow rates for use by the Event Management team.	
	Occupancy figures set by authorities based on flow rates	Action in place on dealing with unsafe instructions regarding over occupancy	Over occupancy in the venue/ zone/ structure
<b>Circulation;</b>	Control of localized density;	N/A	N/A
	Movement from space to space;	N/A	N/A
	Accurate accounting of capacity;	Customer flow rates and queuing will be	Exceeding capacity numbers, too many

		<p>monitored by the Gate Coordinator. The coordinator and entrance supervisors will feed this information into the control room to establish attendance figures.</p>	<p>people in the event leading to overcrowding. In an emergency evacuation it could take too long to evacuate all occupants.</p>
<p><b>Control of cultural behaviour (moshing, etc.);</b></p>		<p>Due to the nature of some of the acts performing at this event, it is unlikely that cultural behaviour will constitute a public order issue; however the audience may participate in activities such as crowd surfing or moshing, or be encouraged to by performers. If at any stage the encouraged activities become a safety issue for the</p>	

		<p>crowd or staff, then abortive action will be employed.</p> <p>Each band is risk assessed before the event so that resources can be adequately deployed in anticipation of any high-risk crowd activity.</p> <p>Across the events, constant situation reports will be fed into the control room and analysed to look for trends.</p> <p>If any dangerous activity take place either incited by the crowd or the act on stage then a 'show stop policy' is in place to ensure there is a process of</p>	
--	--	--	--

		stopping the show at any time.	
<b>Welfare services;</b>		Medic on site for events. Area for staff to take a break where necessary. Drink available, including hot drink. PPE (ear plugs) supplied for excessive noise.	
<b>Crime Reduction Measures</b>		The Security and Police partnership is key to the success of the event. Both agencies will meet on a regular basis to discuss; crime reduction, joint strategies, threat level, search protocols, and liaison.	
<b>Eviction / Ejection process</b>		A full ejection procedure will be written for the event to incorporate the aims of the event.	

<p><b>Lighting and identification of black spots or dimly lit areas;</b></p>		<p>The organiser will provide adequate lighting across the site. The Head of Security will attend a lighting test to identify any dark areas that may require additional resources at certain times of the event.</p>	
<p><b>Identification of all fire points and the access of fire appliances;</b></p>		<p>Security staff will be aware of all fire points across the site. The organisers appointed fire safety contractor will work with Showsec to ensure that staff are adequately briefed on the locations.</p>	
<p><b>Identification of any areas set aside for the treatment of first aid and ambulance access to this area.</b></p>		<p>Medical points will be positioned around the site. All staff will be aware of these locations and where to send any patients.</p>	



<b>Safe methods of egress;</b>		Staff to closely monitor egress routes and plan for egress. Barriers to be moved at the earliest opportunity. Staff to be briefed on egress procedures.	Slow egress or customers unable to leave due to barriers being in the way causing hazards.
<b>Safe Methods of Ingress</b>	Occupancy figures set by authorities/ organiser based on flow rates	Action in place on dealing with unsafe instructions regarding over occupancy	Over occupancy in the venue/ zone/ structure
<b>Emergency egress (set by Safety Officer)</b>	Number of Emergency Exits Required	Total exit width available, according to the current site plan - 140 Metres Discounting largest exit - 50 Metres Usable Exit width for calculation purposes - 90 Metres EXIT CAPACITY OVER 15 MINUTES @ 82 persons per meter per minute - 110,700	Inability to evacuate in an emergency in the necessary time.

## 2.15.Event Profile – Audience and Artist

As in previous years there will be many artists appearing at the event site on the main outdoor stage. A full line up will be made available nearer to the event by the organiser and published on the website. Showsec and the organiser will work through to assess any risks associated with a specific artist due to profile or popularity.

Event Website <https://www.livenation.co.uk/artist/kasabian-tickets>

Expected Genre Rock

Audience Age 18 - 50

Range

Audience- 70/30

Male/Female

Split

Anticipated Cultural Behaviour Audience profile information may be able to be gathered from the ticketing information if it be available. The ticket information can tell us how people will choose to arrive, the demographic, etc. For example fan club purchase of tickets.

The event is expected to attract a local audience as Kasabian originate\_from Leicester; and the event is seen as a homecoming concert. Kasabian have a strong Leicester City FC following; and there is much information available from previous events. The audience will have a predominance of middle aged males who are likely to have consumed alcohol before arrival to site.

Artists of note Support acts TBC

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Previous  
incidents of note  
/ intelligence  
Useful  
information  
from Ticketing

### 3. Event Assessment (Threats and Risks)

The organiser, in advance of the event, will carry out the event risk assessment. This document will be made available to Showsec and it will be read and considered in the writing of the Showsec Operating Plan and Staff Risk Assessment.

#### 3.1. Event Security Threat Assessment

The threat assessment can be utilised to review the threats that the event may face in terms of Crime, Public Order and Terrorism. This risk assessment is incorporated in the main event risk assessment. The assessment will consider:

- Whether the design and maintenance of the event site (section of the site) makes it easier for crime to occur
- Whether the access to transport or lack of transport contributes to the incidence of offending
- If the number of people at the site (section of the site) makes it easier for the offence to be committed
- If the proximity of other attractions influences the levels of crime in the site (section of the site)

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- If the historical data and/or intelligence suggest that crimes will take place.

### 3.2.Event Security & Stewarding Staff Risk Assessment

A staffing risk assessment has been written to support this Operating Plan. This will detail the risks associated with the delivery of the Security & Stewarding Operation. An assessment of the risks is carried out in accordance with an employer's statutory requirement to do so under the Health and Safety at Work Act (1974) and complies with the Management of Health and Safety at Work Regulations (1992).

The assessment will consider the following categories:

- Noise hazards
  - Environmental Management
  - Manual Handling
  - Fire Safety
  - Staff Welfare
  - Audience Profile
  - Hazardous Processes
  - PPE
- 
- Dynamic Risk Assessment will be produced if required by competent persons on site at the time of the event.

## 4. Statement of Intent

Based on the information provided by the client and stakeholders, Event/Site Survey and the Risk Assessment the statement of intent can be

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drawn up as follows. This outlines the objectives of Showsec as the Security & Stewarding Supplier to the event.

Our best endeavors will be used where reasonable and practicable to do so.

The role of the Company regarding:	Objectives
Security – Perimeter Protection	<ul style="list-style-type: none"> <li>• To support the integrity of the site</li> <li>• To check accreditation of persons entering the site</li> <li>• To report to the event control any persons found without the correct accreditation</li> <li>• To patrol the externals of the event monitoring the perimeter line for:               <ul style="list-style-type: none"> <li>○ Compromised exits</li> <li>○ Fencing</li> <li>○ Venue access (e.g. Production Gates)</li> </ul> </li> </ul>
Security – Asset Protection	<ul style="list-style-type: none"> <li>• To monitor and deter persons from theft and vandalism of any temporary or permanent structures.</li> <li>• To where possible, hold/detain any individual suspected to be attempting theft or vandalism where practical, legal and reasonable to do so until otherwise notified by the Event Manager</li> <li>• To report to the Event Manager any perceived losses or attempts</li> </ul>
Security – Externals	<ul style="list-style-type: none"> <li>• To monitor and discourage report unauthorised vehicles parking outside the</li> </ul>

	<p>venue and where possible, ensure that access routes are kept clear</p> <ul style="list-style-type: none"> <li>To direct customers away from properties identified by the Event Manager and discourage as anti social behaviour where reasonably possible – in line with neighbourhood/local community responsibilities</li> </ul>
Security – Access Control	<ul style="list-style-type: none"> <li>To where possible, enforce any accreditation system designed by the event and/or visiting promoter</li> </ul>
Security – Searching	<ul style="list-style-type: none"> <li>Where necessary or advised by event management, conduct a search of the visitors entering the site</li> <li>Where practicable, minimise the risk of unauthorised items entering the site</li> </ul>
Crime Reduction	<ul style="list-style-type: none"> <li>To the best endeavours minimise crime on the site.</li> <li>Use of police intel to reduce crime where practical</li> <li>If practicable and safe, hold any individual suspected to be involved in a crime until otherwise notified by the Event Manager or Control Room</li> <li>To notify the Event manager where a perceived crime has taken or is about to take place</li> </ul>

Egress	<ul style="list-style-type: none"> <li>To support with the safe and orderly exit from the venue and to manage the departure externally to the transport infrastructure In co-ordination with the external security provider</li> </ul>
Evacuation	<ul style="list-style-type: none"> <li>To assist the designated person responsible on site with the evacuation of the venue.</li> </ul>
Contingency & Emergency	<ul style="list-style-type: none"> <li>Where practicable to support the emergency services</li> </ul>

Areas that the Company is NOT Responsible for:
<ul style="list-style-type: none"> <li>External operation relating to transport links, external antisocial behaviour and traffic management</li> </ul>
<ul style="list-style-type: none"> <li><b>Any co-ordination or responsibility of lost property or lost children. Staff will, however, direct lost property to the appropriate handling station and escort lost children to the designated point.</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Any Health and Safety issues regarding any parties other than those who are employed by the company or actions taken by agents other than employees of Showsec. Showsec will however report any unsafe practices to the Event Manager and where possible prevent these</b></li> </ul>

## 5. Pre-Event

### Planning Meetings

The planning process will be a continual process for the duration of the contract. Showsec may attend any of the following meetings below, any actions from these meetings will be amended in this document

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- Stakeholder and Local Authority Meetings and sub groups where applicable.
- Police & Security Meetings
- Client Planning Meetings
- Internal Planning Meetings
- Debrief and Review Meetings

### 5.1. Event Supervisors Induction

Supervisors will undertake the event induction. This will involve a Manager or Site Coordinator taking the Supervisors for a tour around the event and showing them the key workings of their area of work.

### 5.2. Event Briefing

Staff will receive a briefing from the Supervisor at the start of each shift. This briefing will have been provided in written and verbal formats by the Head of Security and disseminated down to frontline operatives.

### 5.3. Staff Welfare

A staff welfare area will be set up in the logistics area. Water and PPE/HPE will be issued from here. There will be a dedicated logistics supervisor who will resolve any staff welfare concerns.

Welfare sheets will be given to all supervisors to monitor and track that the staff receive breaks, all breaks will be recorded on these sheets and handed in at the end of the night for auditing.

### 5.4. Counter Terrorism Measures

Showsec takes the safety and security of its client's guests and visitors very seriously. There are various security measures put in place to ensure

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protection of assets, integrity of the site and crime prevention. These measures will support counter terrorism measures through ensuring a culture of a secure site and promoting the reporting of any suspicious activity to the Police, via the control room.

### Current Threat Level

Area	Level	Communicated by	Date Revised
UK Mainland (International Terrorism)	Substantial	JTAC	04/11/19
UK Mainland (N.I. Terrorism)	Severe	JTAC	14/05/19
Event Specific			

For more information on the threat levels as set by the UK Government then visit

<https://www.mi5.gov.uk/threat-levels>

### Showsec Counter Terrorism Training

Showsec currently train all their staff in counter terrorism measures. They complete a mandatory online e-learning module that consists of:

- Guidance on the role of Stewards and SIA Door Supervisors in preventing terrorism at events.
- Identifying suspicious items, emergency planning and reacting to threats.
- Eyes Wide Open, Operation Fairway and additional counter terrorism materials are included in the module

We also deliver ACT through our E Learning platform, summarised below.

- Introduction to Terrorism, Identifying Security Vulnerabilities
- How to Identify and Respond to Suspicious Behaviour
- How to Identify and Deal with a Suspicious Item
- What to do in the Event of a Bomb Threat, how to Respond to a Firearms or Weapons attack

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Counter Terrorism has a section in the Major Event Risk assessment; we also advise our workers on the steps they can take to keep themselves safe in the rare event of a firearms or weapons attack, by following 'Run, Hide Tell' guidance.

### 5.5. Perimeter Fence line

The perimeter fence will go up during the build for the event. The fence will be constructed of either a Fortress Fence, Tee Shield type fencing with the minimum following specifications:

Fence Type	Panel size	Weight	Crowd pressure	Normal height	Pin depth	Colour	Gate access	Pedestrian access

No items should be located around the perimeter of the fence to limit the risk of items/devices being left. Fencing should be erected with the consideration of limiting climbing via trees or street furniture where possible

### 5.6. Perimeter Assessment

Defending the line of the perimeter of the site is key to maintaining the integrity of the site. It has benefits both crime prevention and counter terrorism measures. From the Perimeter assessment, the key weak points of the perimeter have been identified as:

Grid Ref	Nearest Gate No.	Location	Priority	Control Measures

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### 5.7. Accreditation System

The client will implement a stringent accreditation system for the event. Any visitors wishing to access the site must either have received their accreditation in advance or collect it from the accreditation point of issue.

Type	Location	Open

## 5.8.CCTV System

CCTV may be used to track the patrol teams but it will mainly be for crowd management & security across the site. Showsec do not have control of the CCTV system but can request it to be directed to a certain location any persons making this request will be a CCTV licence holder. Its main role will be to:

- Monitor the crowd movement dynamics of the audience attending the event.
- Cover the main entrances and exits to the event and other visible areas that are critical to the safe management and security of your operation.

### CCTV

Query	Response
<b>Is CCTV required as part of the License?</b>	TBC
<b>Is CCTV Installed?</b>	TBC
<b>Approx. locations of the CCTV Cameras</b>	TBC
<b>Does the CCTV cover the Public Entrance Search Areas?</b>	TBC
<b>Is the CCTV Monitored?</b>	TBC
<b>Who Monitors the CCTV, is a CCTV License Required?</b>	TBC
<b>What hours is the CCTV Monitored</b>	TBC

Adequate lighting must be installed across the site to ensure there is good visibility for the security teams when patrolling. CCTV Locations will be listed below along with key visibility and areas of restricted view:

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No.	Location	Type	Key Visibility/Restrictions
1			
2			
3			
4			
5			
6			
7			
8			

## 6. Build and Break

### 6.1. Aims of the 'Build' and 'Break' Security Operation

- Best endeavours will be used where practicable and reasonable to do so
- Minimising the loss to the client by maximising the integrity of the site security
- Accreditation Checks on personnel entering the site
- Reporting of any incidents to the Site Manager
- Monitor the externals of the site venue and report to the Site Manager any issues.

### 6.2. Build Security

Upon arrival on site the Lead in Security will report to the Clients designated Contact. They will brief and deploy the staff to the predetermined agreed static positions. Due to the fluid nature of the venue during the Build (and Break), the staff will have a flexible and proactive approach.

### 6.3. Site Safety Rules

Showsec will follow the site safety rules as presented by the client

### 6.4. Communications

During the build and break period, key positions will be issued a radio to be in contact with the Showsec Supervisor. A designated position will log any key radio messages in the occurrence log. The following positions will be provided production radios by the event management team to communicate with them:

Position	Location / Grid Ref	Channel
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### 6.5. Location of Access Points

Access	Location	Overnight
Site Vehicles		
Delivery Vehicles		
Pedestrian Access		

### 6.6. Recording of Deliveries

Deliveries to the site will be directed to the agreed drop off point. The relevant department will be contacted via radio to collect their item.

Location
Deliveries
Contact

### 6.7. Recording of Occurrences and Incidents

Occurrences and incidents will be recorded on the Occurrence log. This will be given to the Site / Event Manager at the end of each shift.

When a crime, or other incident requiring Police attendance, is reported to, or discovered by, a Security operative, Showsec will ensure that their staff

obtain as much detail as is possible, with particular importance being placed on identifying victims, suspects, witnesses, and scenes of crime.

### 6.8. Pedestrians on the Roadways

Staff positioned on the site exit points will request that public do not walk on the predetermined road roads referred to in the traffic management plan and the road closures detailed. There should be signage in place to enforce this message. The staff does not have any legal right to prevent people walking on the road; they are there to enforce a message. Should anyone ignore the message then the member of staff should communicate this to the Supervisor. On the event open days then this should be communicated to the event control room.

Grid Ref	Position	Period of coverage	Hours of coverage

### 6.9. Shift Handover

The Site Manager should invite the Supervisor to the daily production meeting. This will allow them to keep up to date with the production schedule and any changes to the agreed plan. It will also allow the supervisor to hand over the information to the night security team.



The day and night supervisor will go through a handover process at the shift change time to ensure that all information is passed efficiently between the day and night teams.

## 7. Public Arrival

### 7.1. Transport

The below information has been provided by the client for the purposes of assessing the arrival of the audience. It is an estimation and subject to change from several external factors on an event-by-event basis.

Mode of Transport	Location	Operating Hours
Refer to ticketing demography data		

### 7.2. Walk-up & Queue Management

Query	Action
Entrance Barrier Build	18.00 the evening before

Queue Lane Staffing on duty from (time)	18.00 the evening before
Marginally anticipated overnight Arrivals and Queue Preparation	18.00 the evening before
Alcohol consumption in Queues	Restricted and enforced on entry to the park footprint and queue management peripheries
Queue Space Available	
Designated Queue / Entrances	
Cleaners on duty from (time)	
PA System on entrance (Y/N)	
Key messaging to be given to audience:	Entry conditions/ Exit consideration re neighbourhood respect and also public transport info
Ability to Soft Open (Y/N)	
Anti-Social Behaviour Reduction Methods	Queues monitored for behaviour. Over intoxicated people to be refused entry. Customers encouraged to leave quietly. Crowds dispersed after egress according to external management plan.

### 7.3.Box Office

Query	Action
Location of Box Office Collections	Onsite
Location of Guest list	Onsite
Location of Press Box Office	Onsite
Other Collections	

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Sales on the day (Y/N)	N
Box Office Access Security Required	Y

#### 7.4. Example Entrance Diagram (Barrier Design)

*Insert diagrams*

## 8. Event Open – Ingress

### 8.1. Infrastructure

The entrance design should be a robust ingress system. This should have adequate barriers in place provided by the event.

Sufficient signage and lighting should be at the entrance and approach routes to the entrance.

### 8.2. Accreditation

All persons entering the site must produce accreditation to enter. Pass sheets will be clearly displayed at each entrance showing what accreditation is allowed past that point.

### 8.3. Ticket Systems

All tickets should be compatible with the access manager scanning system. The system should provide the Event Management with regular situation reports on the amount of public who have entered the venue and the period they have entered. This will provide useful ingress flow rates for use by the Event Management team.

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There will likely be several ticket types in use for the events. Examples should be provided to the entrance staff in their pre-event briefing.

Ticket Type	Ticketing Agency
General Admission	
Disabled	
Guest list	
Teen Ticket	
<b>Child Ticket</b>	

#### 8.4.Age Restrictions

Age Group	Event Specific / License Condition	Action On
Under 5's	Free to enter with a parent/guardian Accompanied always with a parent/guardian Advised wear ear defenders	Event Condition

5-18	Accompanied always with a parent/guardian over 25	Event Condition	Report any unaccompanied minors to control
Over 18's	Challenge 25 when bringing / purchasing alcohol	License Condition	(Photographic ID is required)
Student	NUS, ISIC or valid uni ID		
VIP	Fast track lane		



### 8.5.Restricted Items

These are event specific and include drugs, weapons (or items that could be used as weapons and serve no other reasonable purpose in the venue), and professional cameras (unless approved and authorised by venue management).

Item	Arena
------	-------

TBC

## 8.6. Drugs policy

Drugs guidance has been provided to the venue by the local police force.

Query	Action
Event Policy	Zero Tolerance
Action on finding a suspected restricted or illegal substance	Notify the Supervisor Place the item into a sealed bag Deposit in the Surrender Bins
Search necessary once inside the event	Gain permission to search Notify the control room Search only with a Supervisor present Search outside of public view Search in view of CCTV where possible
Ejected	Decision of Eviction Centre
Police Notified	If the amount is deemed to be possession with intent to supply.

## 8.7. Search Procedure

Showsec only searches on behalf of, and under the instruction of, the client. Often attitude or the behaviour of an individual or group can gain a staff members' attention and a search may be instigated.

The policy Showsec adheres to is as follows:

- The Event Manager and Head of Security, before the start of the event, sets search procedure and conditions of entry for the event.
- Only the Event Manager in conjunction with the Head of Security can change the Search Policy. This must be logged with Control Room as to the reasons why it has been changed.
- Ensure that security staff are familiar with the list of prohibited items.
- Permission must always be sought before a search is carried out.

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- Same Sex Person Searching only
  - Bags are classed as objects and therefore can be searched by either sex.
  - Nobody is exempt from the Search Procedure (including artists during high risk events).
  - Right of admission reserved subject to search as part of the ticket conditions
  - Polite and courteous manner to be maintained always
  - All non-desirable/illegal items found should be placed in the bins. No responsibility will be taken for these items.
  - Staff will never handle people or property without their permission
  - All illegal items found should be reported and the Head of Security in conjunction with the Event Manager will decide on course of action
- Always thank all parties involved for their co-operation.

Ingress Stage	Narrative
Preparation for Search	<p>There should be signage deployed in front of the lanes to prepare the public for the search regime.</p> <p>This should request the following from the public:</p> <ul style="list-style-type: none"> <li>• Removal of large items from pockets</li> <li>• Unzipping of any jackets or coats being worn by customers</li> <li>• To highlight to the security staff any restricted items they are aware of</li> <li>• To prepare their bag to be searched by security staff</li> </ul>
Profiling	<ul style="list-style-type: none"> <li>• During events, security staff may be positioned at the head of the entrance lanes to profile</li> </ul>



	<p>customers on entry and to target any customers behaving suspiciously.</p> <ul style="list-style-type: none"> <li>• If they do not fit with the expected audience profile (agreed in advance with the Event Manager and Head of Security) then they may be subjected to a more detailed search or entry may be refused.</li> <li>• Right of admission is reserved under the terms and conditions of the ticket.</li> </ul>
Person Search	<ul style="list-style-type: none"> <li>• A profiled person search will take place as determined by the event brief</li> <li>• Patrons directed to search area where a bag search and Pat down will be conducted.</li> </ul>
Bag Search	<ul style="list-style-type: none"> <li>• All bags will be subject to a thorough hand search.</li> <li>• At the bag search point this will involve the public:           <ul style="list-style-type: none"> <li>○ Providing permission for their bag to be searched</li> <li>○ Taking any items out of their pockets and place into plastic baskets provided.</li> <li>○ Placing their bag on the search table where the security will search the bag</li> <li>○ Collecting their bag and their belongings, once they have gone through the search</li> </ul> </li> </ul>
Ticket Scan	<ul style="list-style-type: none"> <li>• Ticket Scanning will be undertaken by ?</li> <li>• Following the search process, patrons will proceed to the Ticket Scanner</li> </ul>

	<ul style="list-style-type: none"> <li>If scanners fail, then Event Manager to be notified immediately via the control room. They will instruct on next action.</li> </ul>
After the Entrance	<ul style="list-style-type: none"> <li>Once inside the venue then staff will direct the customers to the relevant part of the event. The rear of the entrances should be kept as clear as possible and anyone waiting should be encouraged to do so inside the event.</li> </ul>
Confiscation of Items	<ul style="list-style-type: none"> <li>Confiscated items will be placed in the bins at the entrances.</li> <li>No responsibility will be taken by Showsec for any items left or confiscated at the entrance.</li> <li>Showsec staff will not remove any items once contained in the bins</li> </ul>

### 8.8.Entry Policies

Ingress Stage	Action On	Complaints Point of Contact
Refusal at Point of Profiling	Supervisor informed. Control informed	Supervisor
Refusal at Point of Search	As above	As above
Refusal at Point of Ticket Scan	As above	As above
Readmission Policy	Supervisor or events manager's discretion	As above
Last Entry	TBC	As Above

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### 8.9. Ingress Flow Rates

Ingress Stage	Planned Ingress Time (mins)	Avg. Rate per minute per lane	Flow per minute per lane	Planned Max Attendance	No. of Lanes
X1-Main Gate	180	6		42480	40
X8- Disabled Gate	180	6		2880	2
X9 – VIP gate	180	6		2880	2
<b>Total</b>	<b>180</b>	<b>6</b>		<b>48240</b>	<b>44</b>

#### Peak Ingress Periods / Late Walk-up

Should there be peak ingress periods to the event then additional resources would be re-deployed from inside the event to increase the number of lanes at the entrances. Intelligence from other similar events and historical review of the Ticketing Access Manger system will enable the Event Manager and the Head of Security to see if these peak periods are likely to occur.

## 9. Event Open – General

### 9.1. Aims of the Security Operation

- Ensure that the operation is run in accordance with the licence Conditions.
- Ensure a safe environment while maintaining high levels of customer service.
- Protect the structure and assets of the event.

### 9.2. Reporting Structure

#### Pre-Event Checks

Approximately 30 minutes prior to opening doors, the Head of Security/Security Supervisors will carry out the pre event checks and report these back to the control room. The key areas covered in the pre event checks are:

- Checking Fire Exits are clear, signed and in working order
- Checking any areas that require cleaning
- Checking the Front of stage barrier is in place and that there is water in the pit area
- Checking that fire extinguishers are in place and operational
- Ensuring that the FoH desk barrier is set up correctly
- Confirm the Toilets are in a clean and working order
- Ensure all exit gates are clear externally
- Observe for anything that looks out of place

#### Occurrence Logging

Any occurrences that happen are reported by the operatives to the Control Room via the Supervisor. All workers have a notebook and pen to write down general occurrences throughout the event day. The Control room will log occurrences reported to them. This log will be available to the Event Manager and the Head of Security at all times.

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### Incident Reporting

All incidents should have an incident report form completed by those staff who are involved. Copies will be scanned in and available to the Event Management Team. Showsec will store all copies of incident reports centrally.

### End of Shift Report

At the end of each event the Head of Security will carry out their Post-Event Report. This will be emailed to the Client and Event Producer.

### 9.3.Welfare Services

Welfare is located at the following locations:

Grid Ref	Location	Open Hours
	TBC	

### 9.4.Lost & Found

#### Persons

Query	Response
Found Persons	Taken to Welfare
Person Responsible	Welfare
Lost Persons	Reported via control

### 9.5.Property

Query	Response
Found Items	Taken to Welfare
Person Responsible	Venue HOS

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Lost Property	Reported via control
---------------	----------------------

## 10. Lost Person / Item Search

If a report came in to the event control that there was a lost person or item, then this would be communicated out. A message would go out to all radio holders to search their operational area for any such persons or items. The Supervisors would then report back to the control room where each area would be checked off as searched to the best of their abilities.

Showsec are not responsible for any founds items, persons will be instructed to take the found item to the named area above section 10.5

### 10.1. Lighting

The organiser should provide adequate lighting across the site. A lighting test should take place prior to the event. Any dark areas discovered during the event should be reported to the control room for the organiser to remedy.

### 10.2. Fire Points & Equipment

Grid Ref	Location	Equipment Present
	TBC	

### 10.3. Medical Points

Grid Ref	Location	Open Hours
	TBC	


#### 10.4. Facilities for Disabled / Accessibility needs

Facility	Location	Open Hours
TBC		

## 11. Event Open – Externals

### 11.1. Aims of the Security Operation Externally

Refer to Appendix 001

- Minimise anti-social behaviour
- Minimise ticket tout behaviour where practical and legal to do so
- Uphold traffic access restrictions where practical and legal to do so.
- To monitor the passage of pedestrians to and from the site in totality and report into event control any suspicious behaviour that is evident externally to the perimeter fence-line
- To provide an asset protection function to the local community where requested.

### 11.2. Community Liaison

The event organisers will liaise with the local community and engage with them during the planning process. The dedicated resource, working externally will make every effort to continue this engagement through the

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event period with a positive approach to the community and any issues they raise. Any issues raised will be logged by the event control.

## 12. Event Open – Arena

### 12.1.Aims of Security within the Arena

The aims of the Security operation within the Arena are to:

- Ensure customers are using authorised areas.
- Minimise restricted items entering the site
- Monitor for any anti-social/illegal activities.
- Provide support to the emergency services.
- Liaise with the event management to maintain the integrity of the arena.
- To where practicable protect the assets of the organisers.
- To manage and monitor the crowd in, out and around the site.
- Ensure the space is used adequately and efficiently.
- Log all incidents via the event control room.

### 12.2. Arena Entertainment Areas & Bars

Key Entertainment Areas and Bars in the Arenas are listed as follows:

Grid Ref	Location (Field)	Structure Name	Capacity	Sponsor Y/N
	TBC			




### 12.3. Bars

The bars will have a deployment of dedicated security which will be detailed in the resource specification. These will be charged with queue management and enforcing a Challenge 25 initiative. The Bar supervisors in each area will also contact each Security supervisor to ensure that they have a line of contact if they require security. Requests for security should go through the Event Control Room.

### 12.4. Management of Zonal Capacities / Structures

Each event area should have a set capacity and will have stewarding teams deployed to that area. If the event area approached capacity, then it may be necessary to reduce access or seal the area until the occupancy decreases.

In the first instance of approaching occupancy:

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- Take all practicable steps to prevent breach
- Report potential breach to Control and or Supervisor/line manager
- Take all practicable steps to mitigate risk (see section 13.9)
- Follow instructions from Control and/or your Line Manager
- **If an instruction is given by the client to breach occupancy figures this must be escalated to the relevant director**
- Support and cooperate with any relevant authorities
- Keep Control and your Line Manager apprised of any developments
- Complete detailed incident report

In the planning stages, the organisers should consider the stage line-up. The line-up often dictates busy periods in a stage area and sufficient staffing should be ensured at these times.

#### 12.5. Tented Structures & Enclosed Structure

N/A

#### 12.6. Zonal Areas

Areas with entertainment areas in them may at times become congested. The monitoring of these areas means that the crowd should be diverted to other routes to reduce the movement of people towards an already congested area. It may become necessary to close an area for ingress and divert to alternative areas.

#### 12.7. Barriers

It is important to use Heavy Duty (Police) Barriers where there will be crowd pressure. Light Duty (Bike Rack) barriers can be used to demark pedestrian walkways or queue areas. On entrance and exit points, the barriers should

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be configured in a T structure to prevent build crowd congestion at the threshold of the entry/exit points. Staffing levels should reflect the size and structure of the area/tent with each entry and exit manned with staff.

### 12.8.Crowd Spotter

Depending on the structure, a crowd spotter may be deployed on the wings of the stage area to ensure the comfort factor of 0.3m<sup>2</sup> is not impeded. The nominated medical team should monitor any casualties from the front of stage area.

### 12.9.Decision to close

N/A

### 12.10. Reopening

N/A

### 12.11. Front of Stage Barrier Operation

The Front of Stage Barrier system will be a de-mountable type with a minimum loading of 5 kilo Newton per meter, run at a height of 1.2 meters. Security will require a working walkway or deck of a minimum of 1.5 metres in depth, running the length of the barrier to enable safe extraction of members of the audience.

Procedure	Actions
Photographers	TBC
Water in Pit	Site/Client to provide
Exit from Pit	Stage right primarily, stage left is available
Crowd Spotting	Yes
Staff Briefing	Yes
Crowd Surfing	Expected
Accreditation Allowed	TBC

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Medical Provision	Stage Right
Evictions/Ejections	Stage Right

### 12.12. Artists

It is not the responsibility of Showsec to protect the artists. The artists should have sufficient personal security to undertake this function. If the artist does leave the stage and enter the front of stage area then their team should inform the event organisers, who should then inform the event control. Once made aware of this then the control room will pass on any relevant information to the supervisors and staff.

### 12.13. Backstage Operations

#### Access Control

Access to the backstage areas will be strictly by accreditation only.

#### Vehicle Access

Stage	Access from Gate	Route Description
TBC		

#### Stage Access

The larger stages will be secured on the show days to ensure no unauthorised personnel are allowed access. The security will liaise with the Stage Manager to add further restrictions to the accreditation system at points throughout the day where the stage is congested.

### **Mixer & Delay Areas**

During open hours, staff will be positioned in order to discourage members of the public climbing on these structures in order to gain better sight lines. These areas will be used to monitor the crowd for density problems or criminal activity.

#### 12.14. Hospitality Areas

Grid Ref	Location (Field)	Structure Name	Capacity	Operating Hours
	TBC			

#### 12.15. Closure of Arena at end of show

The arena areas will close at the end of the entertainment period. As the areas swept clear of attendees, the control room will be kept informed. The areas will be secured and closed to staff and contractors only.

## **13. Event Open – Crime Reduction**

Best Endeavours will be used in pursuant of these processes where reasonably practicable to do so

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### 13.1. Liaison with the Police

Local Police Service      Leicestershire police

Local Police Contact

Police Silver

Advance Meetings

Historical      Crime

Figures Provided

### 13.2. Areas to be targeted

From the Event Security Assessment undertaken in the earlier Sections the priority crimes to be targeted have been identified.

Type of Crime	Priority (L/M/H)	Methods to be used to Minimise
Theft from Person	H	<ul style="list-style-type: none"> <li>• Profiling at point of entry.</li> <li>• Visible security staff.</li> <li>• Frequent patrols</li> <li>• Advice to patrons</li> <li>• Report to Control and log upon first report of activity.</li> </ul>
Theft of Property	H	<ul style="list-style-type: none"> <li>• Ensure integrity of access control systems e.g. Accreditation checks.</li> <li>• Awareness on exits</li> </ul>

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		<ul style="list-style-type: none"> <li>• Frequent Patrols</li> <li>• Report to Control and log upon first report of activity.</li> </ul>
Violence	H	<ul style="list-style-type: none"> <li>• Profiling at point of entry.</li> <li>• Implement search strategy.</li> <li>• Restrict access where patrons are excessively drunk.</li> <li>• Visible security staff.</li> <li>• Frequent Patrols.</li> </ul>
Sexual Offences	H	<ul style="list-style-type: none"> <li>• Monitoring inside the event</li> <li>• Supervision of the sale of alcohol by the bars</li> <li>• Regular checking of void areas and toilets</li> <li>• Checks on exit from the event</li> <li>• Report to Event Control and log upon first report of activity. Refer to Sexual Assault procedures/Instructions</li> </ul>
Substance Abuse	H	<ul style="list-style-type: none"> <li>• Robust search at point of entry.</li> <li>• Frequent Patrols</li> <li>• Regular toilet checks</li> <li>• Searches to take place internally.</li> <li>• Gloves to be worn on searches</li> <li>• Log chain of evidence</li> </ul>
Anti-Social Behaviour	H	<ul style="list-style-type: none"> <li>• Restrict access of known offenders. – obtain ID.</li> <li>• Profiling at point of entry.</li> </ul>

		<ul style="list-style-type: none"> <li>• Restrict access where patrons are excessively drunk.</li> </ul>
Fake ID's	H	<ul style="list-style-type: none"> <li>• Awareness of Security staff on known fake ID's and their methods</li> <li>• Robust checking on entry</li> <li>• Questioning of details of ID</li> <li>• Hold onto ID where it's believed to be fake and pass to Event Control</li> </ul>

### 13.3.Measures of success

Action	
Internal Measures	Post Event Reports will be reviewed to provide statistical information and will form a report for the event management.
External Measures	<p>This information may be made available to local police and licencing where agreed via the organiser.</p> <p>Information in relation to venue associated police incidents will be sought and used to assess trends and themes.</p>

## 14. Event Open – Dealing with the Reporting of a Crime and Crime Scene Preservation

### 14.1.Reporting of a Crime

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## Theft

Allegation of theft will be taken very seriously. Should a member of the public approach a member of staff accusing an individual of theft, staff will:

- Obtain as much details as possible from the victim and a description of the item alleged to have been stolen.
- Asked the individuals to step away from the general public and seek their side of events. Their details would be recorded with proof of name and address sought if possible (driving license, passport).
- Ask the person to consent to a search of their person (limited to bags, clothing, pockets and wallet like items).
  - If no items are found they would be allowed to continue their business unless the victim insisted on calling the police. Showsec would make all incident reports and statements available to the police at the earliest opportunity.
  - If items are found the individual would be asked to remain on the premises and the police called.
- If consent is not provided, then Showsec would seek advice from the Police.
  - Showsec staff have no right to search an individual without consent therefore Showsec would, where possible, ensure the suspect's details are correct (via official documentation).
  - Showsec would seek the suspects' photo (if possible) taken on a mobile phone, and then allow the suspect to continue whilst directing the victim to the local police station.
  - Showsec would supply the police directly with the suspect's details.

## Assault

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Any allegation of assault is serious and Showsec will tend to and reassure the victim whilst gaining as much information as possible. Showsec will use best endeavours to undertake the following:

- Gather available witness statements and details.
- Record any visible injuries by means of photos and medical reports. Accident report book must be completed.
- Depending on the seriousness of the assault and the wishes of the victim the police would be notified via the Control.

Showsec would instigate a search of the site should a description be available and dependant on the victims wishes may accompany the victim on a walk around site to identify the suspect.

- Should the suspect be identified they will have their details recorded and verified (via official documentation)
- Dependant on the wishes of the victim and the Event Manager, the person may either asked to remain on site (to await police arrival) or ejected from the site.

### **Other Crimes**

In the event of a criminal act of a more serious nature Showsec staff will act to ensure the safety of the victim and public. Showsec will use best endeavours to:

- Gather witness statements and preserve the crime scene and any evidence that may be available from the victim (i.e. prevention of hand washing should scratching have taken place).
- In the event where a suspect can be detained, they will be asked to wait in a separate environment from the victim and any witnesses.

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- Due consideration to the safety of Staff and Customers will be considered (i.e. should a weapon be involved).
- In all cases of a serious nature, the police will be notified via the Event Control Room. Further advice will be sought from the police until their arrival where all information will be handed over.

#### 14.2. Crime Scene Preservation

Where a crime scene can be identified, Showsec will work with the venue to preserve this where possible.

- This will be achieved using a combination of Hazard tape, barrier and staff
- The crime scene should be left as found, no items moved or cleaned,
- Prevent persons from (including Showsec staff) entering the area unless explicitly required (i.e. medics to attend to casualties).
- Should the weather become adverse all actions would be taken to attempt to preserve the scene to the best of the available material (i.e. tarpaulin).

### 15. Event Open – Response Teams & Ejection Handling

#### 15.1. Response Teams

Duties will be undertaken with best endeavours used as far as reasonably practicable to do so

Duties will include:

- Queue/crowd management.
- Customer service.
- Patrols of venue.
- Attending incidents.
- Searches.

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- Emergency evacuation.
- Any other as required.

Response Teams will be deployed as follows (this is subject to change at the discretion of the Head of Security and/or Event Control Room:

Response Team	Deployed Location	Day/Time Period

### 15.2.Ejection Centre

The Ejection Centre will be a location whereby ejections can be processed centrally to ensure a consistent approach and recording system is applied.

Location	TBC
Operational	Open hours

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Ejection Centre	
Lead Person	
Infrastructure Required	<ul style="list-style-type: none"> <li>• Internet</li> <li>• Hard line Telephone</li> <li>• Print, Copy &amp; Scan Facility</li> <li>• Radio and Charger</li> <li>• Toilets and Refreshments</li> <li>• Tables &amp; Chairs</li> </ul>
Communication Links	<ul style="list-style-type: none"> <li>• Accreditation Manager</li> <li>• Ticketing Manager</li> <li>• Police</li> <li>• Event Management / Control Room</li> </ul>
Time of Day for Warning Wristband Processing	

### 15.3.Ejection Handling

The aim across Showsec is that a request for an ejection is a last resort. Every effort should be made to resolve the situation, prior to making a request for a response team.

#### Examples of reasons for Ejections

Examples of these incidents that may require an eviction:

- Fighting
- Violence from a customer directed at another customer or event worker
- Act of vandalism

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- Unauthorised access
- Suspected Theft
- Suspected possession or use of a prohibited substance
- Over intoxication

This list is not exhaustive.

#### 15.4.Ejection Process Flow

The process flow must be briefed to all Supervisors and Response Team members and it is advised that the staff in any anticipated conflict areas is also briefed on this process.

##### **Initial Response**

- Incident occurs involving a customer, member of staff, member of the public, etc.
- Member of staff requests the attendance of their Supervisor
- Supervisor attends and deems it necessary to request the attendance of the zonal Response Team.
- Control room logs, dispatches response team and generates an incident number.
- Can the issue be resolved by negotiation?
- Has a breach of event rules/policy been breached? Has a suspected crime taken place?
- Is it necessary to evict? Initial decision lies with the Supervisor who contacted the control room. May be superseded by a Site Coordinator if they are in attendance.
- Is the person under 18 or do they appear to be vulnerable?
- Is reasonable force required to eject?
- Is Police presence required at that location?
- Is there any evidence (physical/photographic/witness statements)

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*Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.*

### **Transfer of the person to the Ejection Centre**

- If required then control despatch a vehicle to collect the individuals and Response team
- Vehicle notifies control once they have arrived at the incident
- Response Team notifies control once they are on-route to the ejection centre
- Response Team notifies control once they have arrived at the ejection centre
- Is the person passed straight to Police instead of going to the ejection centre?
- Response Team notifies control that the person is now in the ejection centre
- Vehicle notifies control that they are now free for next despatch.

*Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.*

### **Ejection Centre Actions**

- Ejection Centre hears the details of the incident from both the Response Team and the Individual(s).
- Ejection Centre decides on whether to issue a warning wristband, eject from site or send back to the event with no further action.
- Ejection Centre records all required information about the individual(s) Following GDPR protocols
- Ejection Centre undertakes a vulnerability test. If they fail the test then the Police should be notified.

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- If an ejection will take place, then check if Police are required for a suspected crime or reparations are required for damage caused.
- Police may PNC check the individual(s) names.
- Individual(s) issued with an ejection slip / warning wristband.
- A summary email should be sent to the event and security management team for all serious incidents.

*Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.*

### **Ejection**

- Response Team notifies control of the requirement to make an ejection.
- Vehicle is despatched to the ejection centre to collect the individual(s) and the response team
- Individual(s) are dropped at the Bus Station (alternatively the taxi/pick up or car park if they can demonstrate means of onward travel).

*Through any of these stages if the person becomes violent or uncooperative then the response team should notify control.*

Incident Reports must be completed to include all stages of the ejection. The Ejection Centre must collate all information relating to ejections and scan them in.

## **16. Normal Egress**

### **16.1. Pre-Egress Meeting**

A pre-egress meeting will take place. The key parties involved in the egress should attend this. They should be those involved with the internals of the site and any agencies involved in the egress externally of the site. The purpose of the meeting is to brief operational teams and stakeholder of the

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egress plan. Deployment of Showsec personnel will be discussed in keeping with the internal and external egress plan.

Meeting Time	20:00hrs
Meeting Location	Production Village
Required Attendees	Showsec Managers, Showsec Coordinators
Invited Attendees	Client, Police, Event Control Manager, Traffic Management Company Rep.

### 16.2.Pre-Egress Checks

As with the pre-event checks, the control room will drive the recording of the pre-event checks. These will be to confirm that each supervisor has deployed their staff to the egress positions, completed the staff briefing, has the correct infrastructure deployed and that they have adequate means of communicating to the crowd and back to the control room. Pre-egress checks will be completed a minimum of 30 minutes before the expected egress time.

### 16.3.Egress Routes

It is the responsibility of the Safety Officer to calculate safe means of egress and evacuation from the event. Below is demonstrated the egress routes that will likely be used at the end of the headline set (the point where the largest field will be at its busiest).

Exit Route	Width (m)	Flow Rate	Cap over 15 Min	Expected Exit Use	Egress Capacity
X1 Main Entrance - This entrance has an exit width of 50 meters, all barrier configurations having been removed.	50 Meters	4100	61500		

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X13	25 Metres	2050	30750
X3	5 Metres	410	6150
X4	10 Metres	820	12300
X5	10 Metres	820	12300
X7	10 Metres	820	12300
X8	10 Metres	820	12300
X9	5 Metres	410	6150
X10	5 Metres	410	6150
X11	5 Metres	410	6150
X12	5 Metres	410	6150

#### 16.4. Egress Areas of Note / Divert Lines

Area	Narrative
Granville Road/London Road	
X1 External	
Victoria Park Road Residences	
Granville/Road New Walk	

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### 16.5. Management Team - Egress Positions

The following are the proposed locations that the Security Management Team will locate their selves during egress. This will allow them to monitor and report into the Head of Security and the control room the flow rates during egress.

Grid Ref	Position	Role	Primary Responsibility	Secondary Responsibility	Resource Requirement

### 16.6. Stand Down of Staff

At the end of egress and the event then supervisors should confirm that their area is clear of public and that it is secured. All gates should be locked closed unless in use and manned by overnight security.

Only the control room will give the authority to stand down. Once the Head of Security has given the OK to stand down then the control room will contact each supervisor.

## 17. Emergency Evacuation

### 17.1. Coordination of Agencies in an emergency

The coordination and liaison of agencies will take place in the Event Control Room. All communications must go through the Event Control to ensure a coordinated response to any emergency incident.

The Head of Security (or their Deputy) will make their way to the Event Control Room to coordinate the Security Resources.

### 17.2. Possible scenarios resulting in a Partial or Full Evacuation

Immediate or Staged	Issue	Action
Immediate	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Explosion</li> <li>• Structural Collapse</li> <li>• Incident</li> <li>• Any incident where audience self-evacuate</li> </ul>	<ul style="list-style-type: none"> <li>• Report incidents to Control to coordinate</li> <li>• Event Director to be informed as soon as possible.</li> <li>• Head of Security &amp; Event Liaison Team to meet at Control Room</li> <li>• Showsec to check their exit routes are clear</li> <li>• Upon instruction from the Event Control, evacuate from all safe exits</li> <li>• Ensure external management of audience to allow access to emergency vehicles</li> </ul>
Staged	<ul style="list-style-type: none"> <li>• Show Stop</li> <li>• Bomb Threat</li> <li>• Flare/Smoke Bomb</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Security to meet at the Event Control to form ELT</li> <li>• Discuss the pros/cons of evacuation</li> <li>• Showsec to check their exit routes are clear</li> </ul>

- Upon instruction from the Event Control, evacuate from all safe exits
- Ensure external management of audience to allow access to emergency vehicles

### 17.3. Emergency Evacuation Routes

It is the responsibility of the Safety Officer to calculate safe means of egress and evacuation from the event. The evacuation routes will be detailed in the Organisers Event Safety Plan.

### 17.4. Rendezvous/Assembly Point

In the event of an emergency the Event Control may task a response team to go to the R.V. Point to meet any emergency vehicles and bring them on to site.

Rendezvous Point	Location
TBC	

### 17.5. Radio Incident Code Words

Issue	Code Word
Medical Emergency	Kilo 1
Structural Problem	Kilo 2
Extreme Weather	Kilo 3
Fire	Kilo 4
Stage Invasion by Crowd	Kilo 5
Major Crowd Problem	Kilo 6
Minor Crowd Problem	Kilo 7

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Suspect Package Found	Kilo 8
Bomb Threat	Kilo 9
Lost Child	Kilo 10
Possible Personal Assault	Kilo 11
Security Required Urgently	Kilo 12

### 17.6.Alert States & Emergency Procedures

It is the responsibility of the organisers appointed safety officer to write the event safety plan for the event. These Emergency Procedures can be found at Appendix B.

These procedures will be communicated to all Security and Stewards working on site. Any change in event alert state is given by the organisers Senior Event Control Representative.

### 17.7.Evacuation

#### **Part Evacuation**

Where condition Red is in a controlled area i.e. backstage area, the event may not be halted, so as to reduce the possibility of panic. However the area will be restricted until the Condition Green is given.

#### **Full Evacuation**

The evacuation plan for the event is detailed in the Event Safety Plan produced by the organisers.

#### **Cancellation**

Consideration must be given to the cancellation of an event or being unable to restart an event. A procedure should be set for making the audience aware of the situation as well as dealing with any property that has been lost

or abandoned in an evacuation. There may also be an expectation of compensation or the re-issuing of tickets. This should be detailed in the Event Safety Plan.







# SHOWSEC

Crowd Management

Showsec International Ltd

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## Kasabian – Summer Solstice 2

*Saturday 20<sup>th</sup> June 2020*

### TRANSPORT MANAGEMENT PLAN

***Version 1 - DRAFT 21.11.2019***

*Prepared by SEP Ltd on behalf of*



Tracsis<sup>plc</sup>

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## Amendments from N/A

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## 1.1 - Traffic Management Plan Objectives.

The purpose of these objectives is to clearly set out the framework defined within the plan, to ensure that key areas of interest are duly noted.

The objectives are as follows:

### ***The maintenance of public safety on the road networks.***

This is the key objective and the primary reason for such detailed traffic management planning. Public safety must be protected at all times, and the event must take all reasonable, practicable measures to ensure that the risk to life is minimised. This is also true for those people working at the event. The TMP maintains this objective however in the case of unforeseen or circumstances where risk to life is imminent, all procedures can be overrun by special police emergency powers.

### ***To minimise disruption to all road users with special emphasis on maintaining the integrity of those routes which act as a local alternative to the strategic trunk road network.***

Detailed planning of the supporting infrastructure is included with the TMP. This planning is the crucial element in meeting the key objective listed. SEP, in conjunction with all other concerned parties, will agree the type and structure of the supporting traffic management proposals to ensure that the public highway is, in as much as is practicable, kept clear of unnecessary congestion. The plan should be suitably robust enough to cope with all anticipated issues raised as a direct result of this event taking place.

### ***Minimise the disruption and impact of such an event on local communities.***

It is important that any event seeks to minimise its' impact upon the local community. This event will introduce a series of measures as detailed in the TMP that will seek to mitigate any adverse effects on the community. These will include No Waiting orders and such like to prevent disruption wherever possible.

### ***Sub aims and objectives will develop within the plan in line with the requirements of the Event.***

## SECTION 2 - Event Information

### 2.1 - Event Data

Location	Victoria Park - Leicester
Date of Event	20 <sup>th</sup> June 2020
Show Times	TBC
Operational Date	TBC
Build Dates	17 <sup>th</sup> – 19 <sup>th</sup> June 2020
Advanced Signage Date	WC 8 <sup>th</sup> June 2020
Signage Install Date	18 <sup>th</sup> – 19 <sup>th</sup> June 2020
Signage Removal Date	21 <sup>st</sup> June 2020
Type of Event	Music Concert
Audience Profile	18 – 35 with a 60:40 Male to Female Ratio
Expected Capacity	TBC

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### 2.2 - Scope Of Works

Service	Supplier
Event Directional Signage	TBC
Traffic Management	TBC
Pick up and Drop off	TBC



## 2.3 - Event Contact List

Based on the 2014 schedule of agencies, up to date and accurate contact details will be included following SAG & Sub Group planning meetings

Agency / Company	Representative	Contact Number	e-mail
Live Nation	Andrew Craig	0207 009 3333	Andrew.Craig@Livenation.co.uk
Leicestershire City Council - Traffic	Joghinder Singh	0116 223 2181	joginder.singh@leicester.gov.uk
Leicestershire City Council - Traffic	Kevin Smith	0116 223 2181	kevin.glyn-smith@leicester.gov.uk
Leicestershire City Council - Festival & Events Team			
Leicestershire City Council - Parking Enforcement			
Leicestershire City Council - Transport			
Leicestershire City Council - Parks			
Leicestershire Police			
British Transport Police			
East Midlands Trains			
EMAS			
Highways Agency			
Leicestershire Fire			
SEP Events	Alex Fish	07718 109583	afish@sepevents.co.uk
SEP Events	Charlie Hall	07966 621112	chall@sepevents.co.uk

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## 2.4 - Kasabian 2014 / 2020 Recommendations

Victoria Park is situated to the South East of Leicester. It is a public park and thoroughfare of 69 acres. The park accommodates two war memorial sites to commemorate the fallen on the First World War and D-Day. Victoria Park sits within three wards which are Castle, Spinney Hills and Stoney Gate. There is a good transport infrastructure. Leicester Rail Station is located less than one mile away which is situated on the West Coast Mainline linking to London and Sheffield. There are also regular bus services running till 2300hrs each night. In addition to public transport, there are over 2,000 car parking spaces available around the park itself and an additional 7,000 available around Leicester.

In 2014, Leicester was host to Kasabian at Victoria park. The original traffic plan was a creation following on from a number of SAG groups and Transport Subgroups. On the whole, the traffic plan was a success and worked well in terms of operational detail. There was however one issue pertaining to the traffic plan which was the volume of attendance at the station post event. Despite communications around the lack of transport, there were a significant number of people who hadn't arranged homeward travel and as such were stranded at the station. Approx 10k travelled to the event using the rail network however approx. 5k returned to the station after the event caused an overcrowding at the station. This was an issue identified through the planning meetings. Public transport operators were invited to attend the transport subgroups however weren't always available to attend every meeting to share their expertise.

In order to minimise this happening again for 2020, there needs to be a more robust crowd management plan for the station but also consideration needs to be made to the traffic plan to offer people either use an alternative method of transport or to plan their journey more effectively. A couple of options for further discussion are

### 2.4.1 - Car Park Usage Data

Look back at 21<sup>st</sup> June 2014 and gather data around the NCP usage over that weekend. Look to 'carefully' promote availability of parking as a transport option.

### 2.4.2 - Clearer Pre-Event Travel Comms

Once the traffic plan has been finalised, and transport arrangements agreed there should be a strengthened communications strategy from the event to ticket holders explaining the varying options available to them. This would also provide train times and instructions to plan homeward journeys.

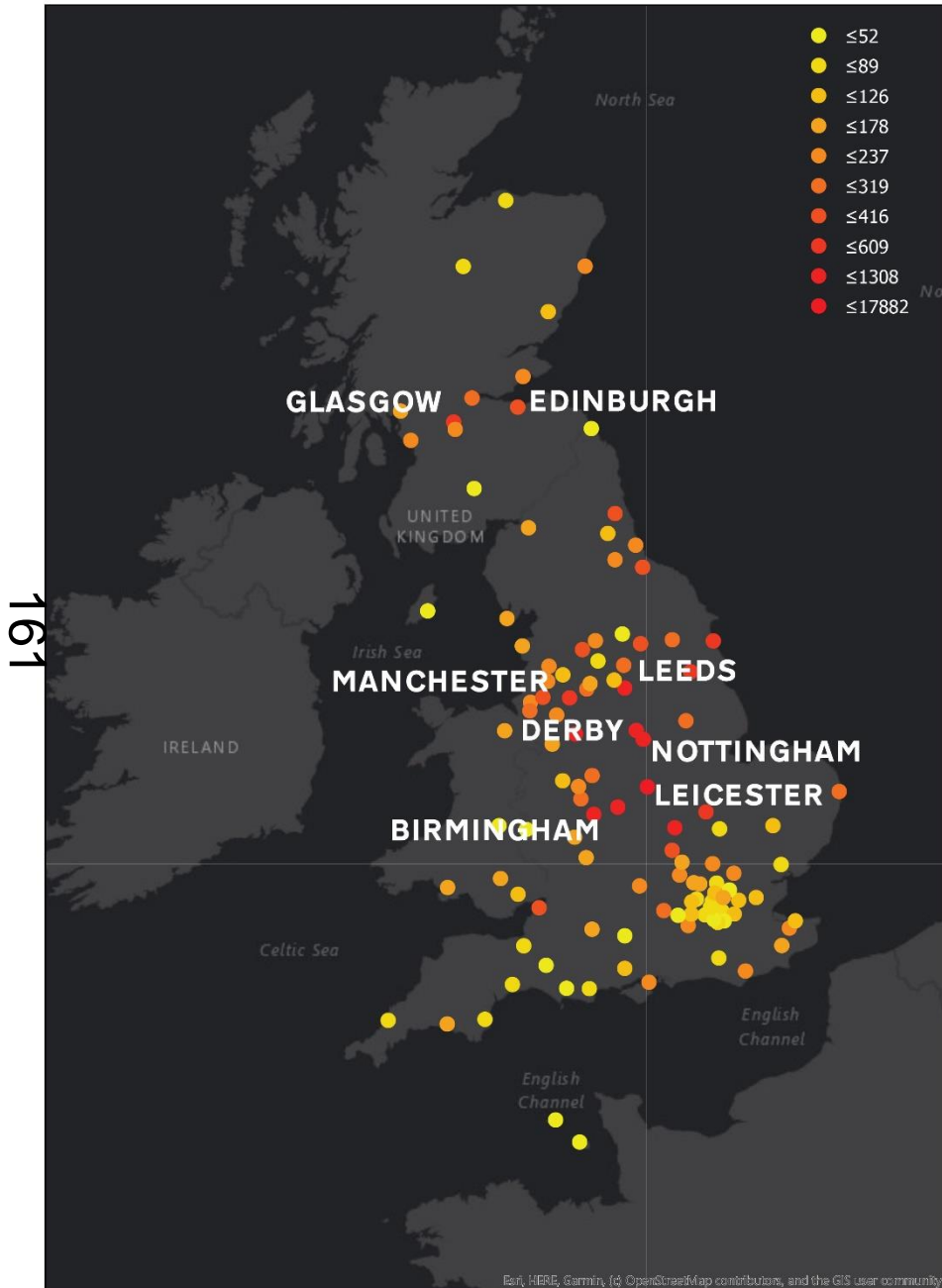
### 2.4.3 - EMT to be part of SAG / TSG planning meetings.

Essential stakeholders from transport operators to attend meetings & subgroups in order to be completely abreast of operations & expectation.

### 2.4.4 - Park & Stride / Other City Centre Shuttles

In 2014, Leicester Racecourse was the location of the 'Park & Stride' operation. This was an opportunity for those driving to have a parking area to the south of the venue allowing quick access away from the event back to the motorway. The area would easily accommodate approx. 800 vehicles however in 2014, it only catered for 621. The suggestion for 2019 would be to utilise this extra space to operate an event shuttle bus service. The shuttle busses would have specific destinations i.e. Derby/Nottingham etc... allowing concert attendees to return to these locations without relying on rail. This would also allow an onwards travel facility for people who may experience the rail service being oversubscribed.

## 2.5 - Heat Maps



The heat map indicates where the focus of ticket sales has originated from. This data has been scaled up from a sample of 7k to replicate future expected sales.

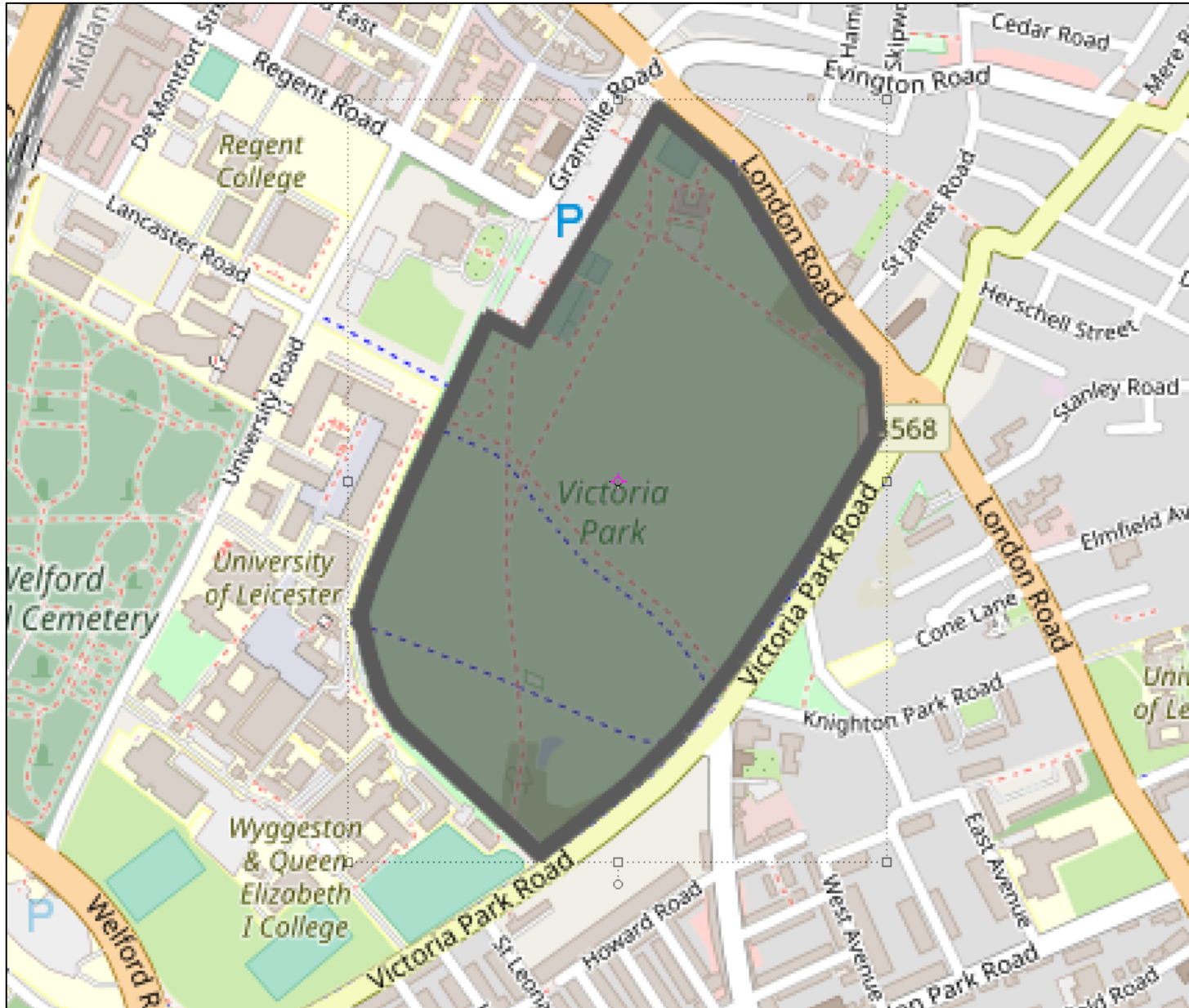
The sale density is represented by a colour scale, yellow indicates a lower number of sales per area and red indicates the high level of sales per area.

As anticipated, the larger three cities close to Leicester have the highest ticket population and their routing to the event would be predominantly using the M1 to access using car or the existing rail network if wanting to arrive by train.

The largest density of sales is from Leicester.

2.6 - Event Site – Detailed Site Plan TBC

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## SECTION 3 - Build Traffic (TBC)

The WC 8<sup>th</sup> June, advanced warning signs will be erected by SEP.

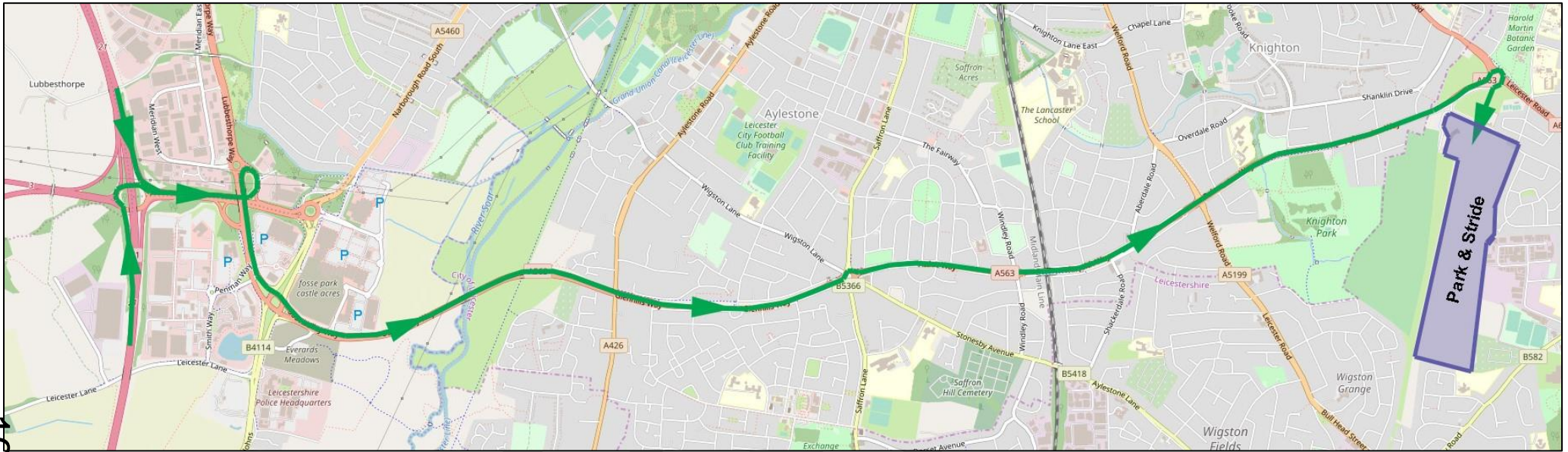
In the week before the show all signs for the event will be placed out by SEP as per the signing schedule.

Build period vehicle passes and labels will be issued to vehicles entering the site. These are to be displayed in the windscreen at all times and will display a contact number for the driver in case their vehicle causes an obstruction at any time on site. All vehicles entering the site will be subject to the site's speed limits and routes.

All contractors moving around the site must have their own Risk Assessments and insurances for the purpose of their activities.

# SECTION 4 - Route Overview

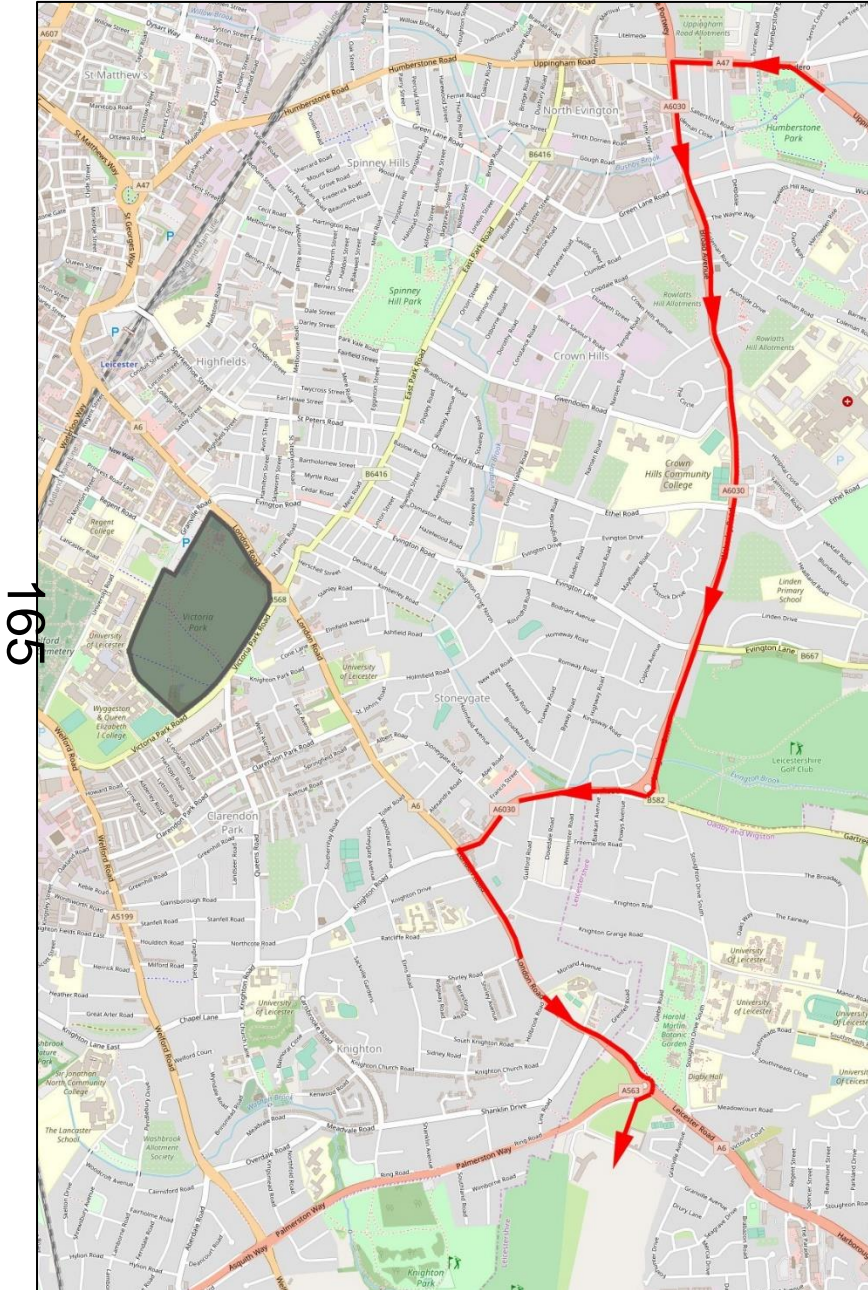
## 4.1 - Green Route - Park & Stride - M1



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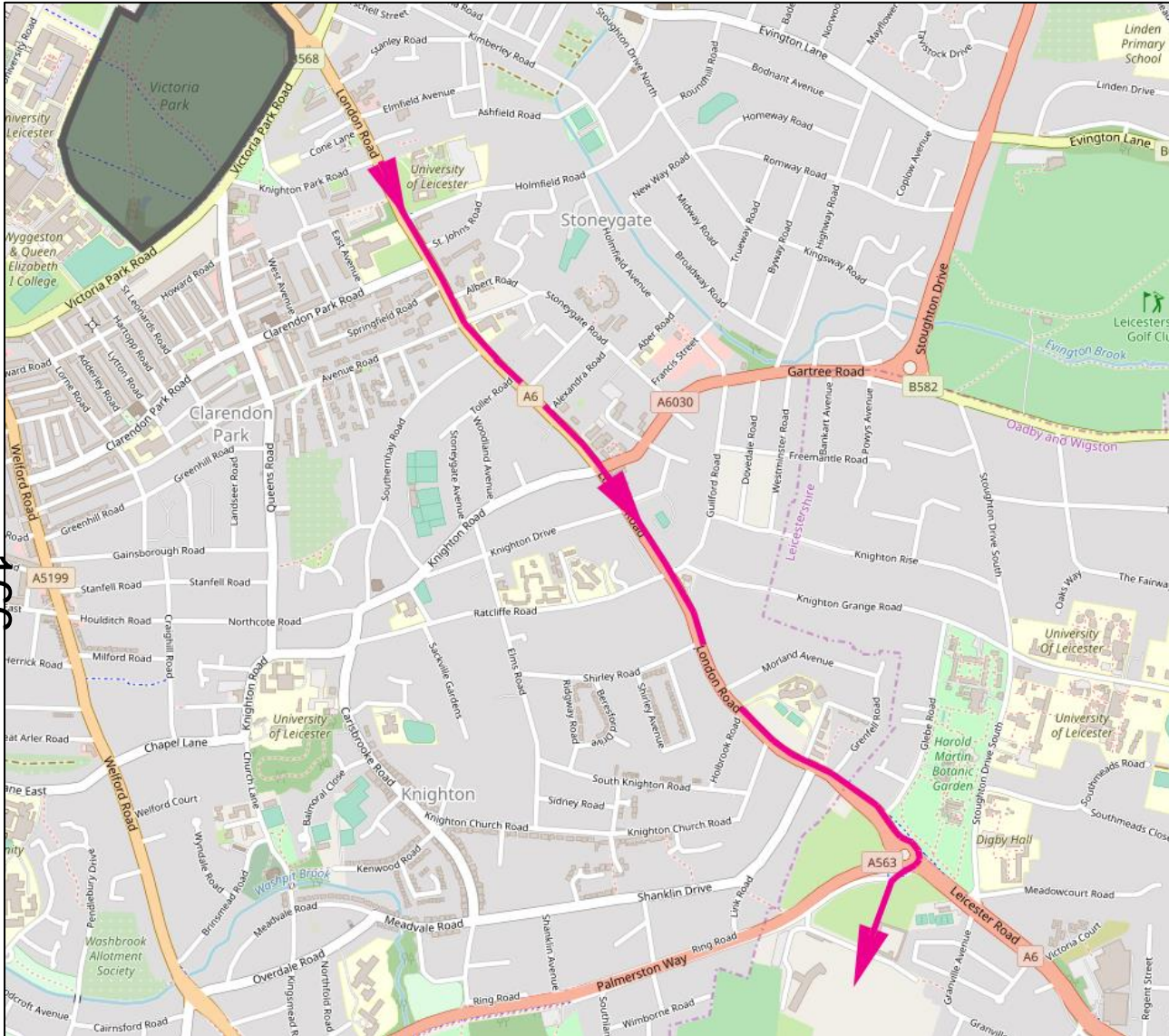
Vehicles approaching from the M1 (North & South) will leave at Jct. 21 and will be signed to follow the A563 eastbound towards Leicester racecourse. At the Palmerston Way / A6 island, vehicles will be signed to take the third exit into the car park.

## 4.2 - Red Route – Park & Stride - A47



Vehicles traveling south to the event will be signed towards the park and stride using the A47 and then SB onto the A6030. Vehicles will continue south on Wakerley Rd. and then right at the Stoughton Dr Island to continue on the A6030. At the Jct. of the A6, vehicles will be directed south towards the racecourse and the Park & Stride.

### 4.3 - Pink Route – Park & Stride – Victoria Rd

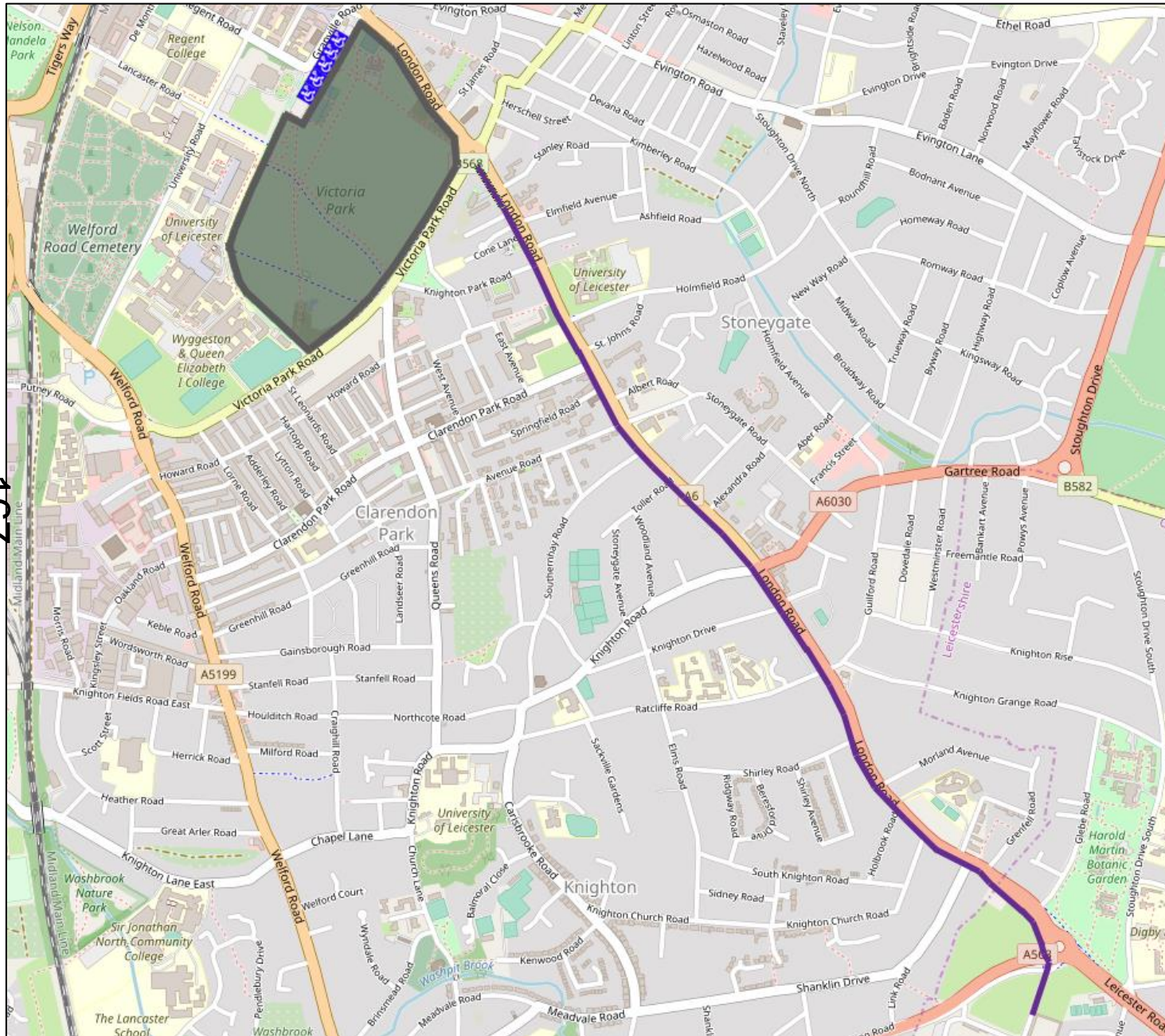


Vehicles that have arrived near to or at the event site will be signed to the designated Park & Stride location. They will pick up signed that direct them back to the A6 to head south towards the Racecourse.

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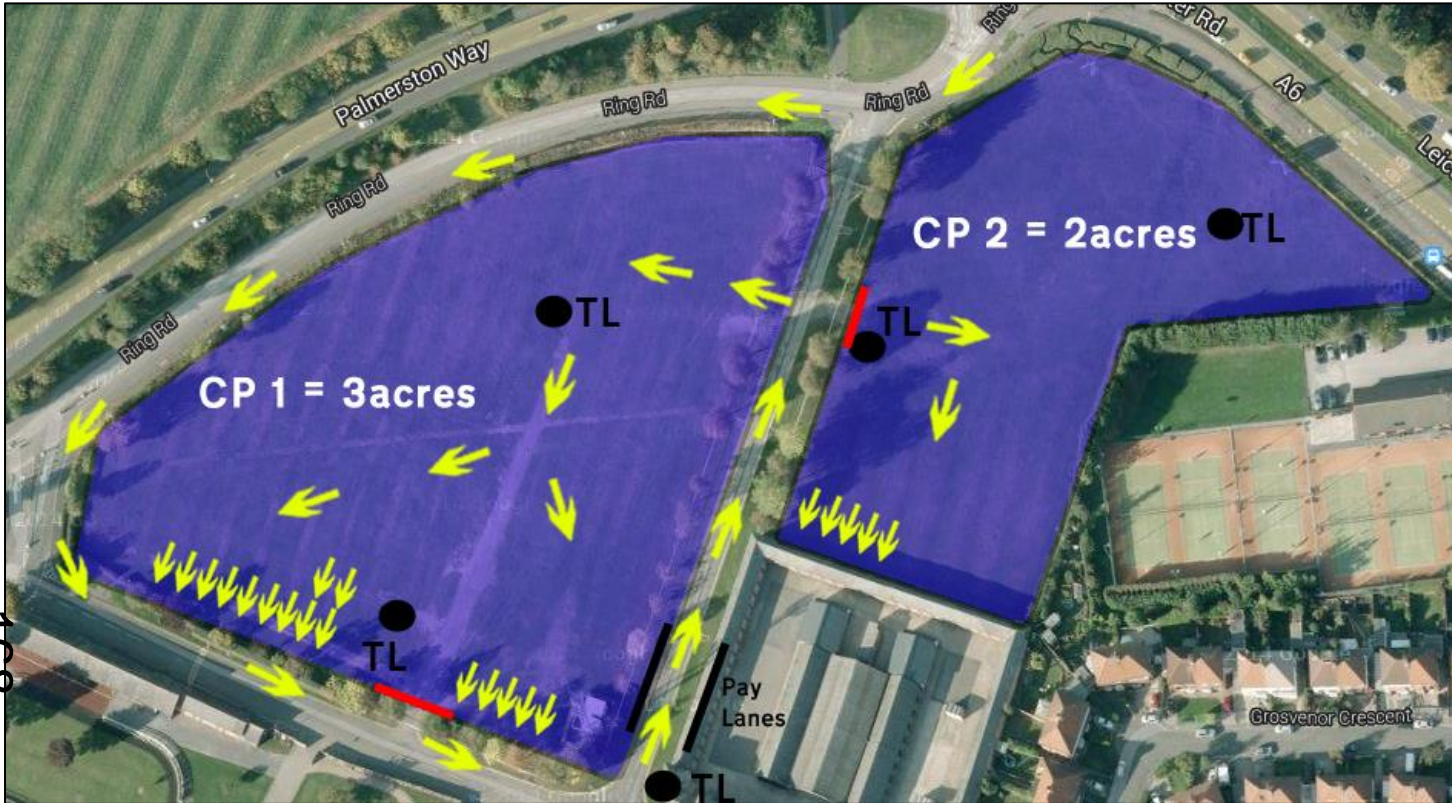
#### 4.4 - Park & Stride – Walking Route



This is the most direct route to and from the Racecourse and Victoria Park. It is a distance of **2,630m** which can be walked in **26 minutes**. The route has adequate pavement space to accommodate for the anticipated number of pedestrians. There are a number of junctions along the route however only two of which that may be considered as ‘major’ junctions. These have permanent signals and pedestrian crossing points.

SEP will staff the junction of Knighton Rd. and London Rd. to help facilitate with the pedestrian crossing during the egress.

#### 4.5 - Park & Stride Car Parking (2014) To be revised

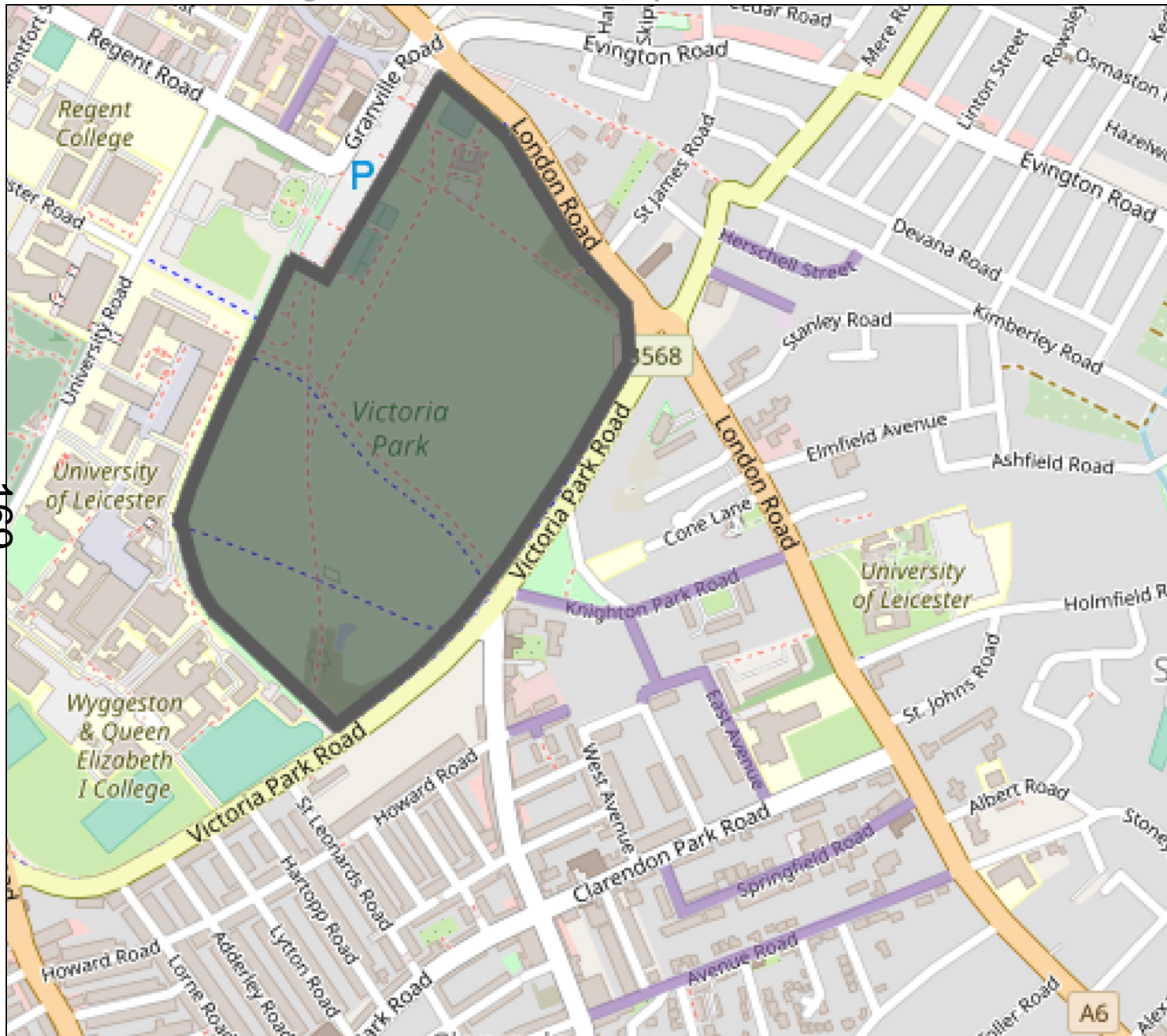


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The Park and Stride site, is accessed off the ring road. Cars will then continue into the car park and will be parked by SEP stewards in such a way that there is no risk of vehicle/pedestrian conflict.

Cars can either fill CP1 and then CP2 or if the flow of traffic dictates, both CP's can be filled simultaneously. Tower lights have been marked on the map where SEP feel they would be necessary to operate safely. Cars will exit out of the areas highlighted in red and signed towards the main road.

#### 4.6 - Resident Parking Scheme – To be checked/Updated



In addition to the waiting restrictions around Victoria Park, there are to be specific 'resident only' areas (highlighted in **Purple**). Although these areas will be signed accordingly by SEP, the management of these areas will be done by LC Civil Enforcement.

The resident only areas are:

- Herschell Street
- Mundella Street
- Ripon Street
- Knighton Park Rd.
- The Avenue
- Howard Rd.
- North Avenue
- East Avenue
- Springfield Rd.
- Cross Rd.
- Avenue Rd.

In addition to these areas, Salisbury Rd. (off Granville Rd. will require 'Resident Only' passes and access due to being within the road closure.

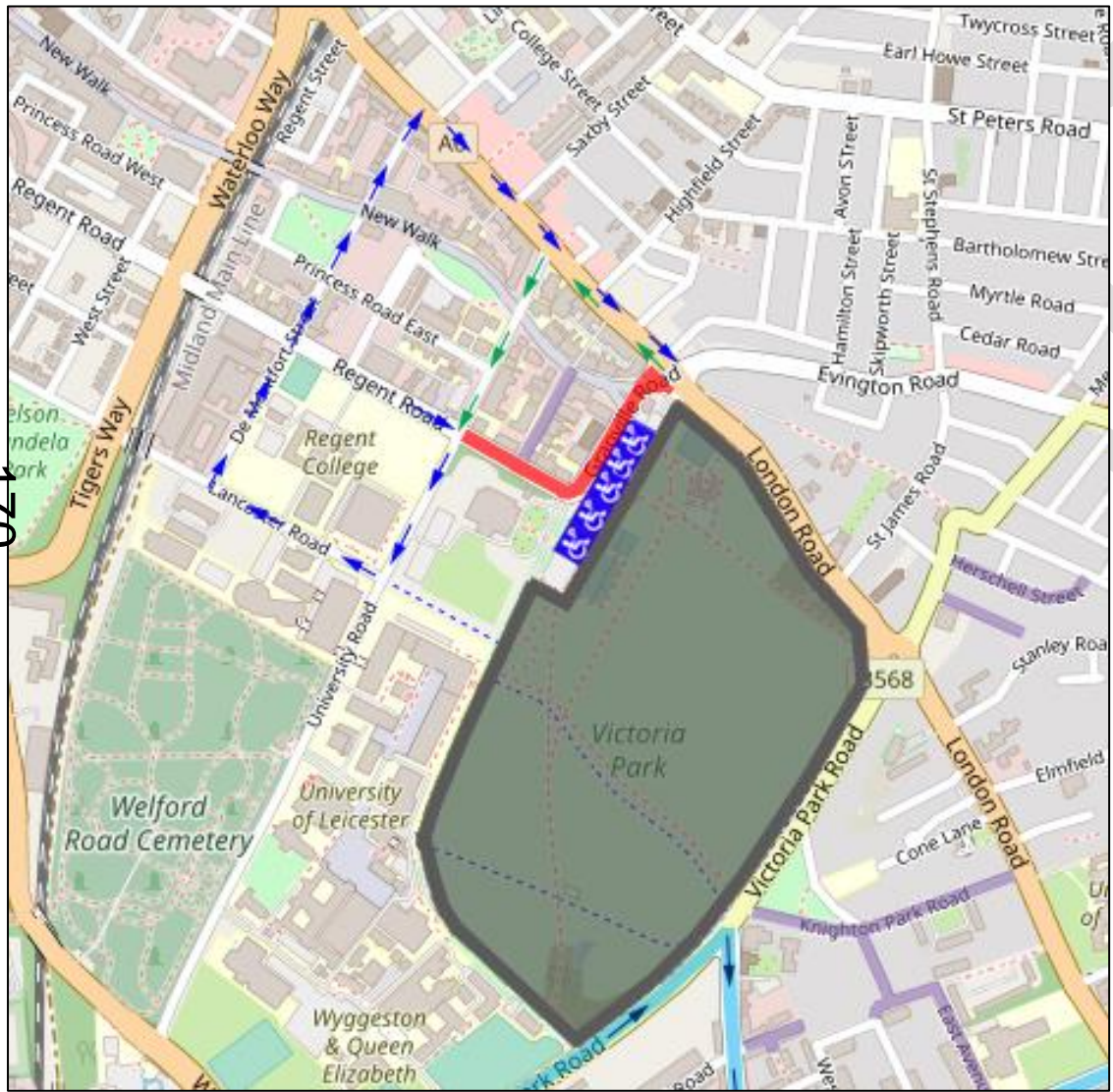
These areas will be reinforced by double banked signage to indicate where the parking areas begin and where they end.

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# SECTION 5 - T.T.R.O's / Traffic Management Details / Locations

## 5.1 - Road Closures/Diversion Routes

### 5.1.1 - Granville Road Closure/Diversion



#### Road Closure

The Road Closure to the North of Victoria Park will encompass the following roads:

- Granville Rd.
- Regent Rd.

The closure is highlighted on the map in red and will provide a sterile area. Exceptions to emergency services, disabled parking area and residents on Salisbury Rd.

The Granville Rd. Road Closure prohibits through traffic between the junction of London Rd. and Granville Rd. to the junction of Regent Rd. and University Rd.

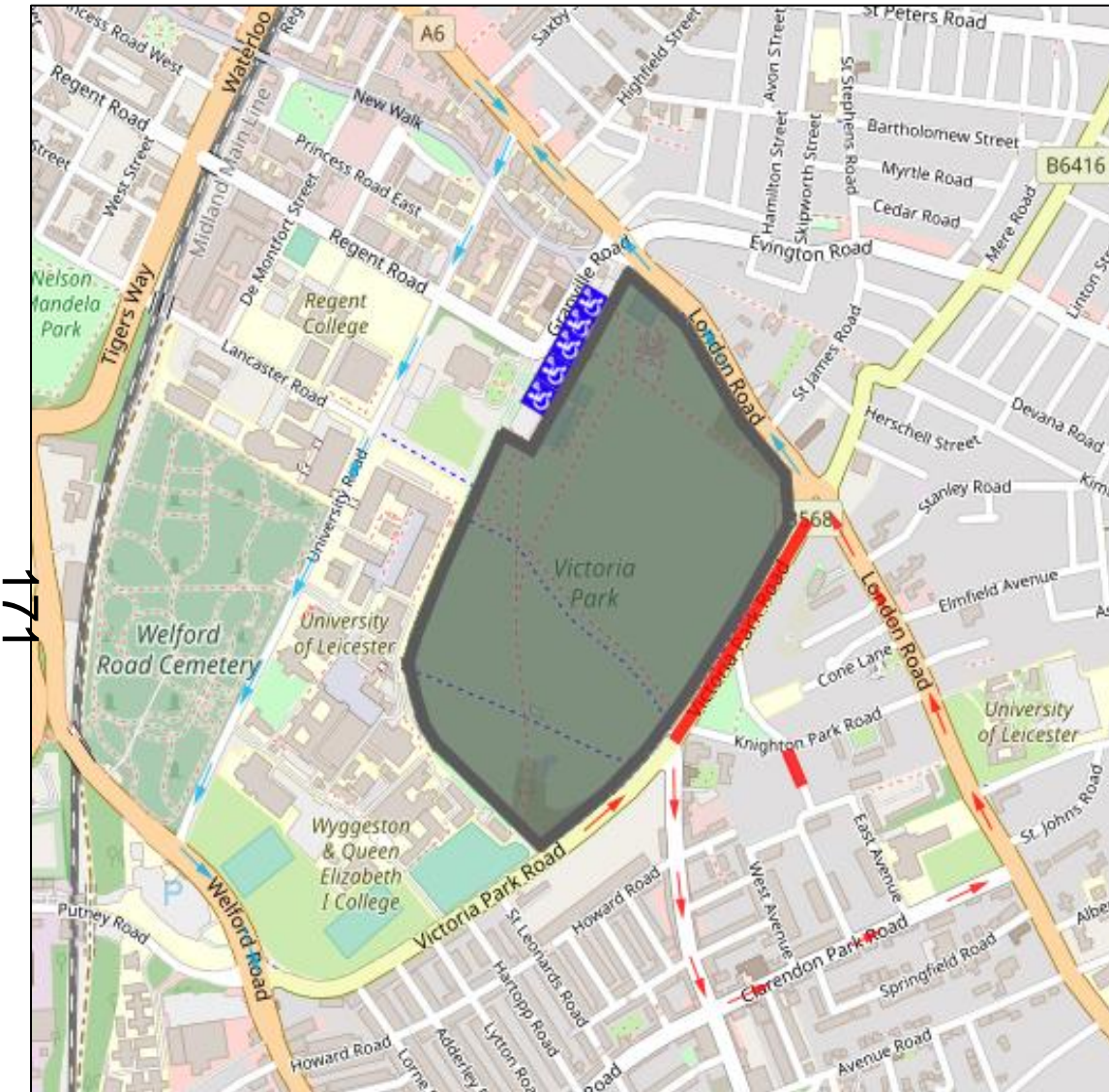
#### Diversion

The Granville Rd. Closure diversion route is indicated by the two routes on the adjacent map. Green for traffic travelling along London Rd and in Blue for traffic approaching from Regent Rd.

Signage will consist of:

- 2 x ROAD AHEAD CLOSED (with left arrow)
- 1 x ROAD AHEAD CLOSED (with right arrow)
- 2 x ROAD CLOSED
- 1 x ROAD AHEAD CLOSED

## 5.1.2 - Victoria Park Rd Closure/Diversion



### Road Closure

The Road Closure to the South of Victoria Park will encompass the following roads:

- Victoria Park Rd.
- The Avenue

The closure is shown in **red** on the map and will provide a sterile area. Exceptions to emergency services, taxis and residents that require access to parking (all residents will have appropriate passes to reflect this.)

The Victoria Park Rd. Road Closure prohibits through traffic NE and SW bound between the junction of Victoria Park Rd. and London Rd. to the junction of Victoria Park Rd. and Queen's Rd.

Signage will consist of:

- 1 x 
- 1 x 
- 2 x 
- 4 x 

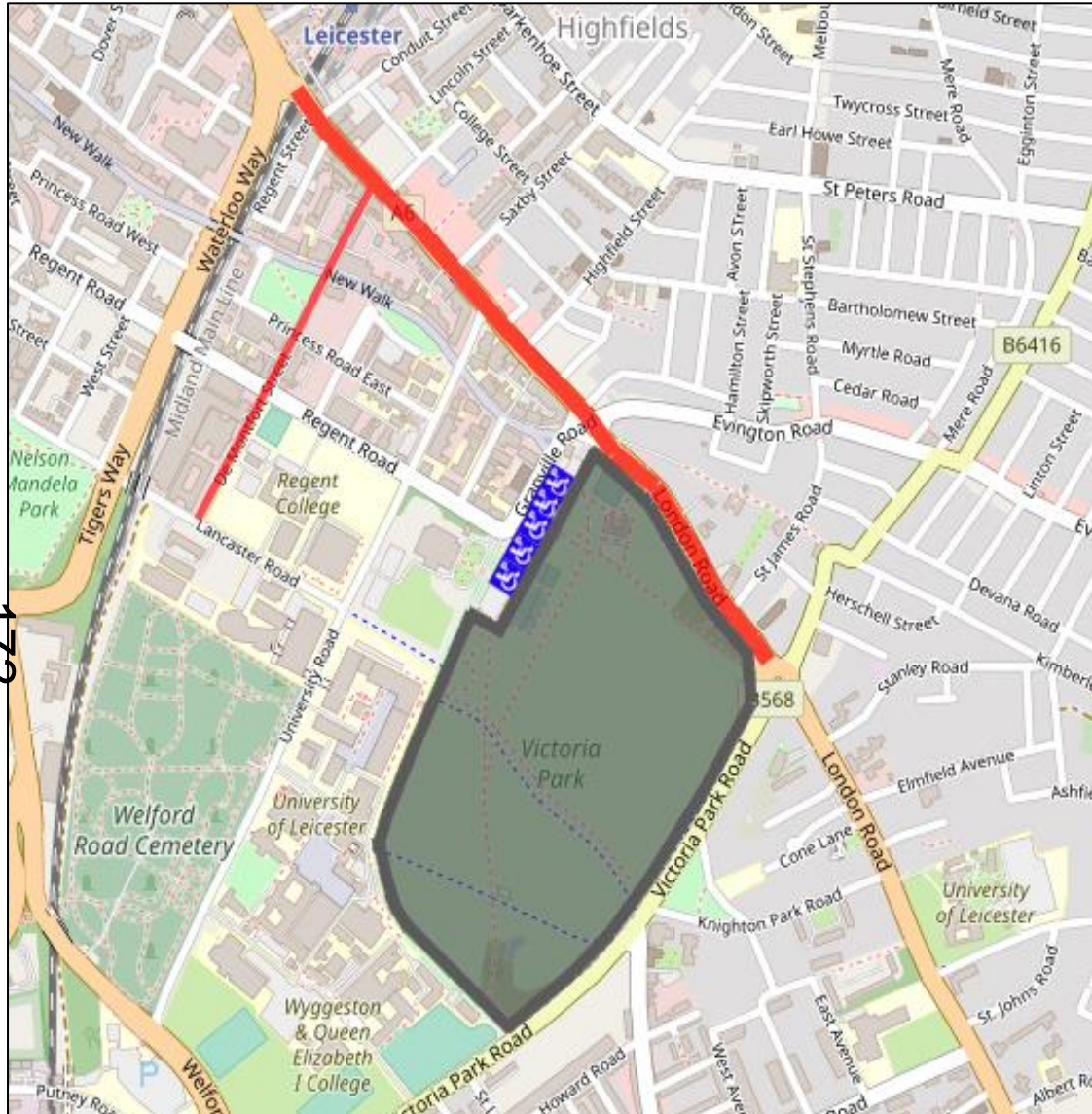
### Cone Deployment

- 8 x Victoria Park Rd. Queens Rd.
- 12 x Jct. The Avenue road closure at both ends
- Total – 20 cones

### Diversion

The Victoria Park Rd. Road Closure diversion route is indicated by the two routes on the adjacent map. **Red** for traffic travelling along Victoria Park Rd. approaching from the South West and **Turquoise** for traffic travelling along London Rd. from the North West.

### 5.1.3 - London Rd Closure (Egress Only) 2200hrs-0000hrs



The closure is shown by the **red** markings on the map and will provide a sterile and safe passage of transit for pedestrian egress up London Rd to Leicester Station. Exceptions to emergency services.

The London Rd. Road Closure prohibits through traffic NW and SE bound between the junction of Waterloo Way and London Rd. to the junction of London Rd., Mayfield Rd. and Victoria Park Rd.

De Montfort St will be closed during egress from Jct of Regent Rd. and De Montfort St. to London Rd.

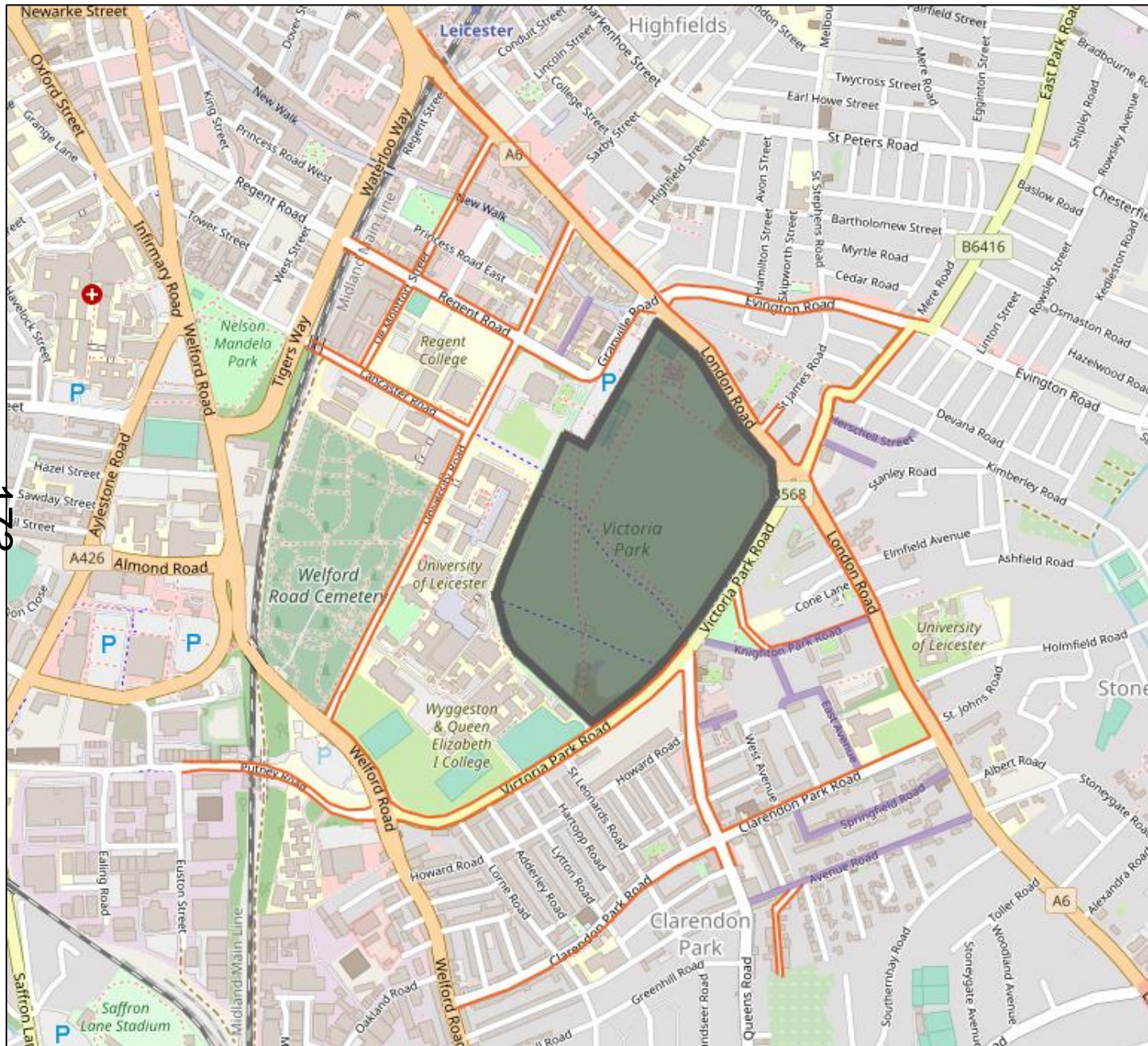
As the road closure will be instated for less than 4 hours, there will be no need to provide a prescribed diversion route however signage will be in place instructing drivers to find an alternative route.

The road closure will be in place from 2200hrs till 0000hrs – a dynamic decision will be made in consultation with the police and Local Authority as to whether the closure can be lifted earlier.

Signage will consist of:

- 2 x
- 7 x
- 16 x
- 2 x

## 5.2 - No Waiting Cones



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The **No Waiting** restrictions around the North of Victoria Park will encompass the following roads –

- University Rd.
- Regent Rd.
- Granville Rd.
- De Montfort St.
- Lancaster Rd.
- London Rd.
- Evington Rd.
- Mayfield Rd.
- Beccingham Rd.

The **No Waiting** restrictions around the South of Victoria Park will encompass the following roads –

- University Rd.
- Welford Rd.
- Putney Rd.
- Victoria Park Rd.
- London Rd.
- St. Mary's Rd.
- Knighton Park Rd.
- Queens Rd.
- Clarendon Park Rd.
- Unamed (Avenue Rd.)

Waiting restrictions will be in place from 0600hrs on the day of the event with the exception of the waiting restrictions from **Granville Rd. to the Rail Station** which will be in place from 1800hrs

### 5.3 - Parking Bay Suspensions (2014) – To be checked and updated

Installation of signage informing of the restrictions will be in place two weeks prior to the event. Information will be attached to the relevant signs within the restricted areas with all of the relevant information included as per the TSRGD and in line with the TTRO application.

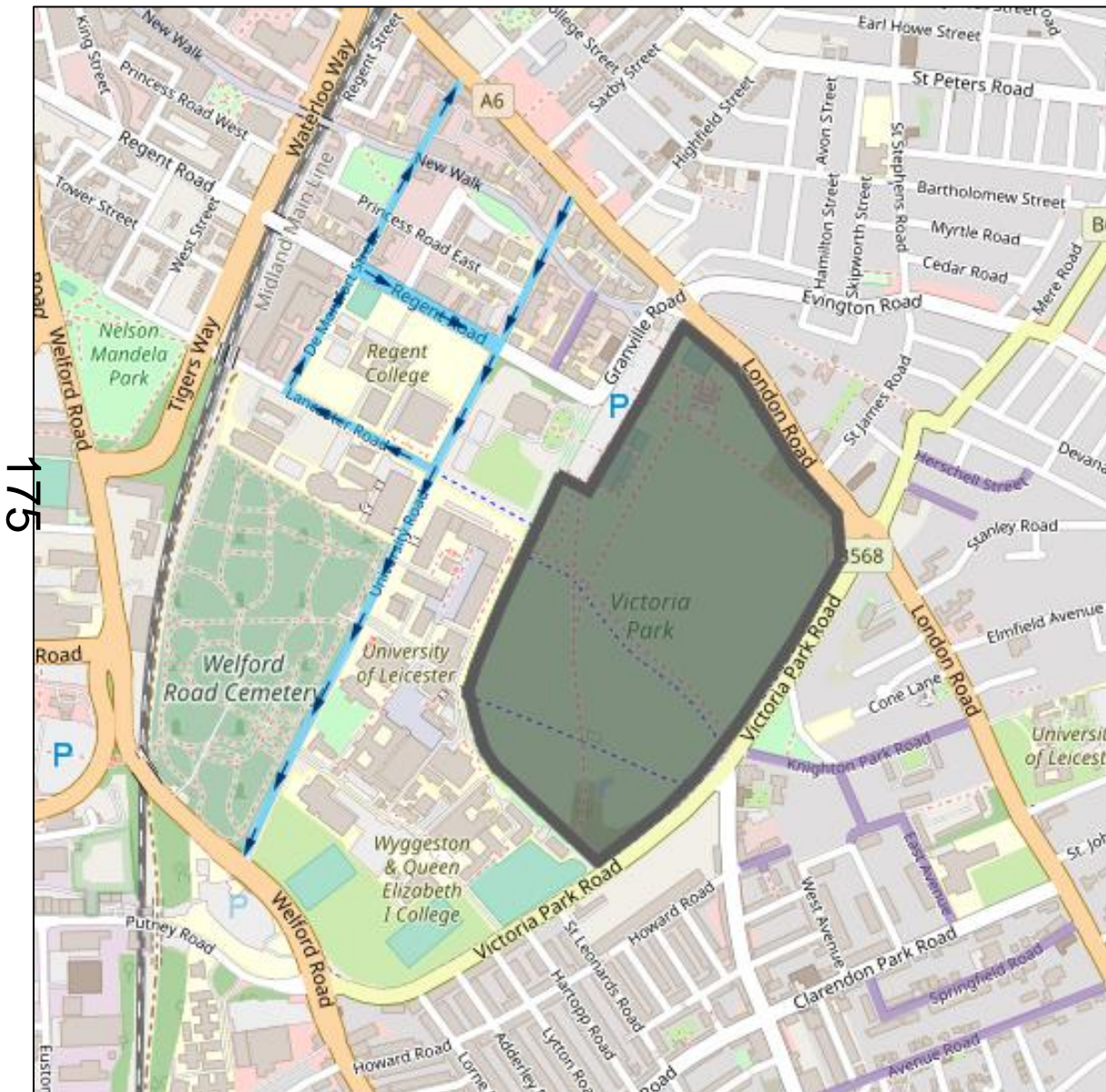
	Location	Times	Direction	From	To	Distance (m)	No. of Signs	No. of Parking Meters
1	London Rd.	1800hrs - 2359hrs	SE	Lilly House (Tesco)	Shehans Musical instruments	53.2	3	1
2	London Rd.	1800hrs - 2359hrs	SE	Prebend House No. 72	No. 82 London Rd	58.1	3	1
3	London Rd.	0600hrs - 2359hrs	NW	from Lamp Column No. 72	Lamp Column No. 68	117	3	2
4	London Rd.	1800hrs - 2359hrs	NW	No.75 (Coversure)	No.89 Coleman & Son	52.7	3	1
5	London Rd.	1800hrs - 2359hrs	NW	No.91 (Post Office)	No.89 Coleman & Son	8.3	2	1
6	London Rd.	1800hrs - 2359hrs	NW	from No 101 (Beauty Refinery)	No. 91 (Post Office)	42.3	3	1
7	London Rd.	1800hrs - 2359hrs	NW	No 155 (Shay's Off licence)	Fraser Noble Building	49	3	1
8	London Rd.	1800hrs - 2359hrs	NW	No.169	163A	18	2	

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## 5.4 - One Way Systems

### 5.4.1 - University Road



The One-way to the North West of Victoria Park will encompass the following roads

- University Rd.
- Lancaster Rd.
- De Montfort Street
- Regent Street

The direction of traffic is indicated by the **Blue** arrows on the adjacent map.

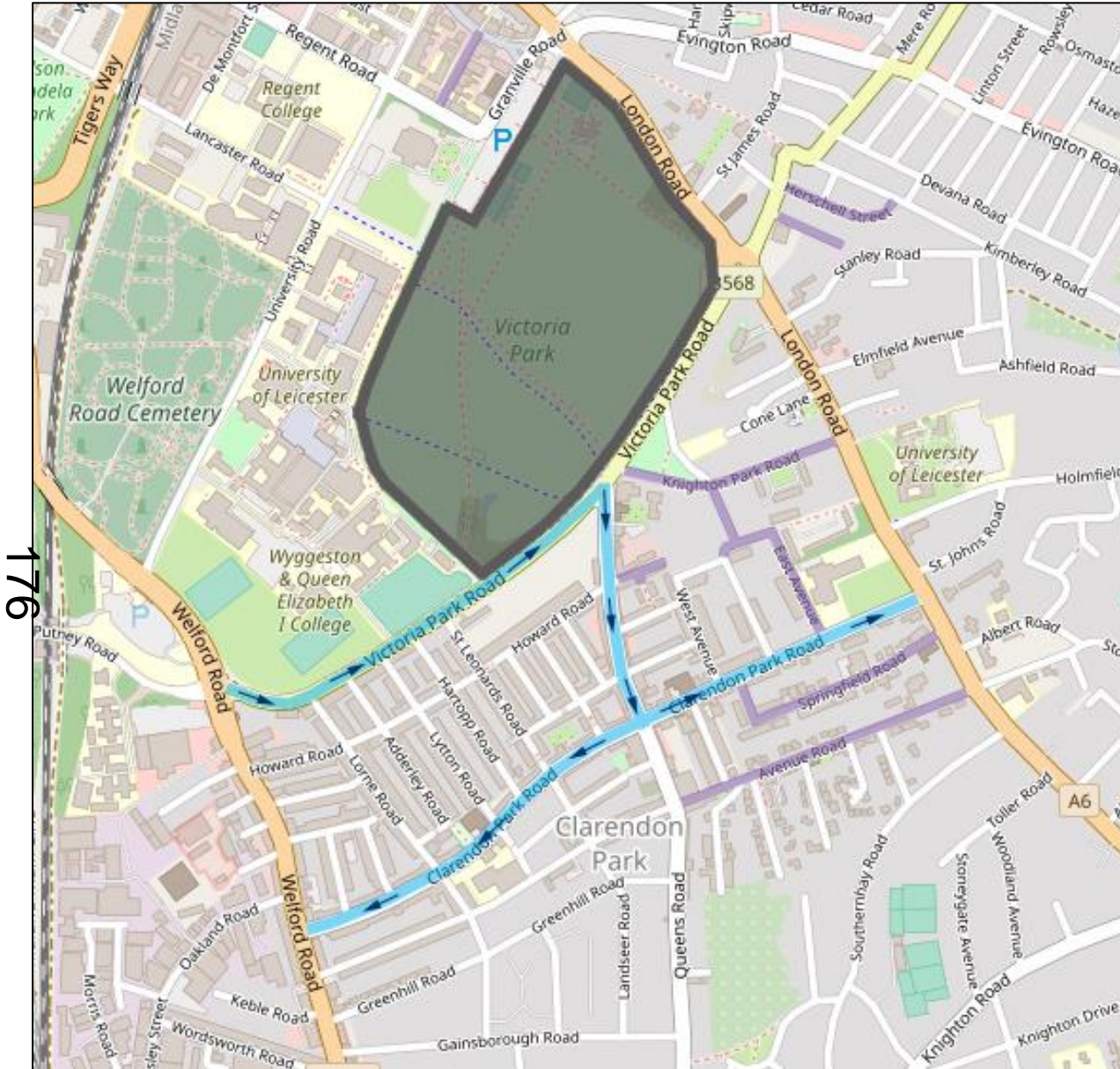
Signage will consist of:

- 8 x
- 5 x
- 8 x
- 8 x
- 6 x
- 2 x
- 3 x

#### Cone Deployment

- 6 x Jct. Welford Rd./University Rd.
- 8 x Jct. London Rd. / De Montfort St.
- 8 x Jct. Lancaster Rd, / De Montfort St. (1800hrs for closure)
- Total – 22 cones

## 5.4.2 - Victoria Park Road



The One – way to the South of Victoria Park will encompass the following roads:

- Victoria Park Rd.
- Queens Rd.
- Clarendon Park Rd.

The direction of traffic is indicated by the blue arrows on the adjacent map.

Signage will consist of:

- 4 x
- 14 x
- 9 x
- 6 x
- 1 x
- 7 x
- 4 x

2 x 610 DA Right

### Cone Deployment

- 15 x Victoria Park Rd. towards Queens Rd. removing left lane
- 6 x Jct. Clarendon Park Rd. / Queens Rd.
- 14 x Jct. London Rd. / Clarendon Park Rd. (Remove Right Turn SB)
- 22 x Jct. Welford Rd. / Clarendon Park Rd. Remove Right Turn NB)
- Total – 57 cones

### 5.4.3 - Knighton Park Rd



The One-way to the South East of Victoria Park will encompass the following roads

- Knighton Park Rd.

The direction of traffic is indicated by the blue arrows on the adjacent map.

The access route will be through the road closure off London Rd, along Victoria Park Road and St Marys Road.

Signage will consist of:

- 1 x
- 1 x
- 2 x
- 1 x
- 2 x

# SECTION 6 - Additional Traffic Management

## 6.1 - London Rd – Lane Narrowing

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London Rd. will be reduced from four to three lanes of traffic.

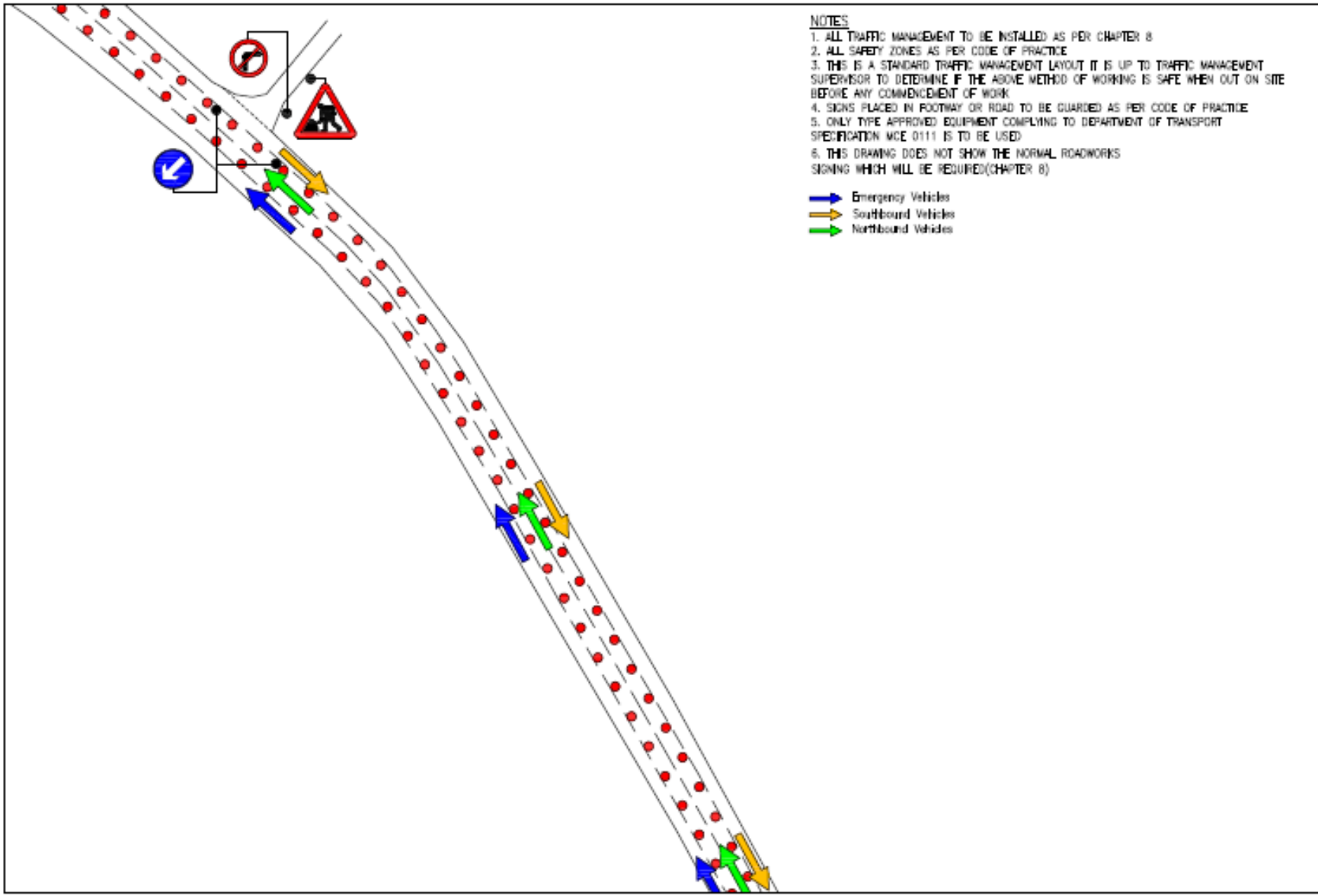
**Blue** arrows represent a designated access lane for emergency services and busses only northbound from Mayfield Island to the junction of London Rd. and Granville Rd.

**Green** arrows show the flow of traffic north towards the city centre

**Orange** arrows show the flow of traffic south away from the city centre

Total cones required - 200

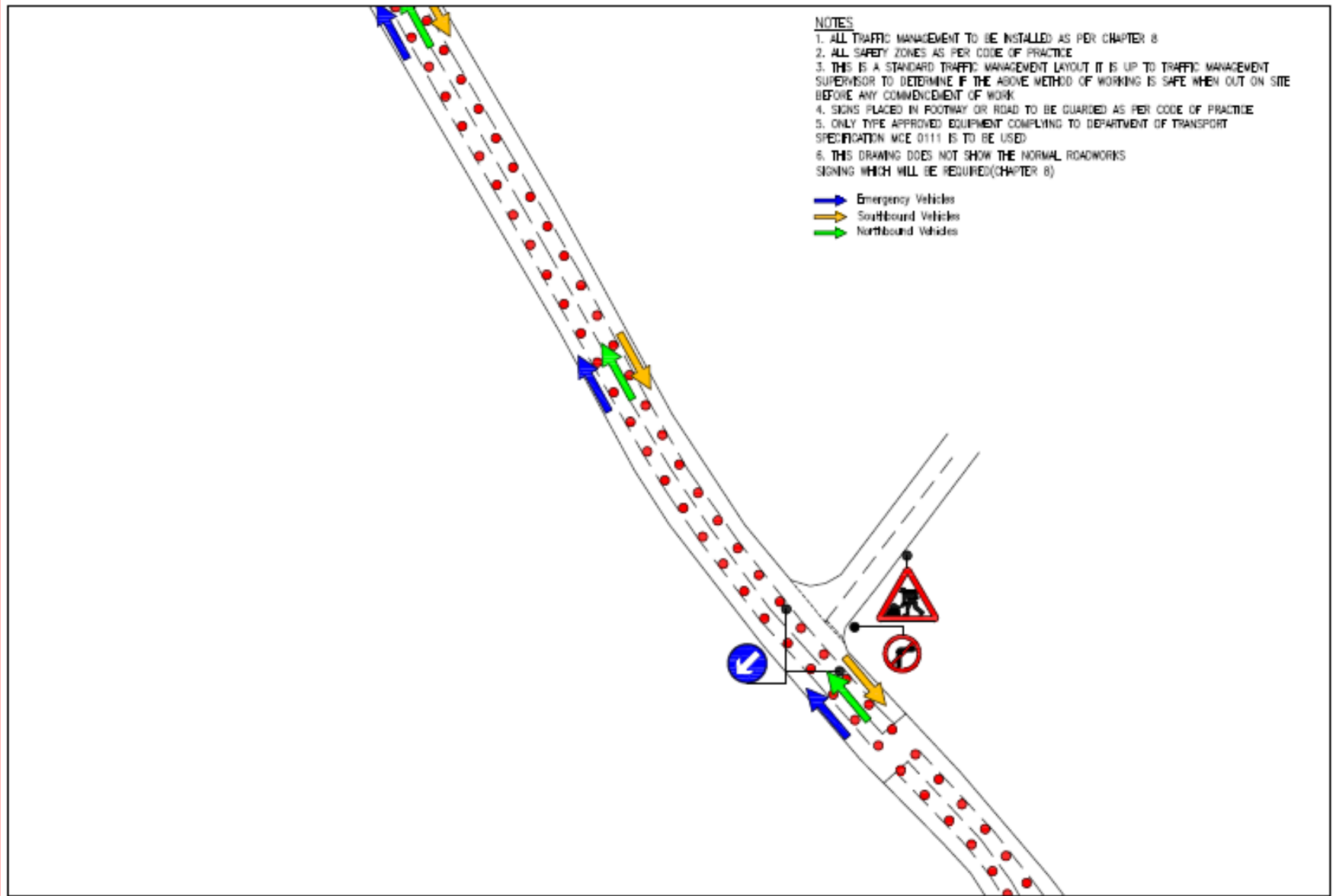
Company	Client	Title	Issue	Issue Date	QC	MT	AM/PM	Time	ID
	Kasabian Leicester	Granville Rd, Road Closure and TM layout	SEP Ltd						
www.sepevents.co.uk Tel: 01423 326622 Fax: 01423 324006			Tel: N/A Mobile: N/A Project No: KAS001						




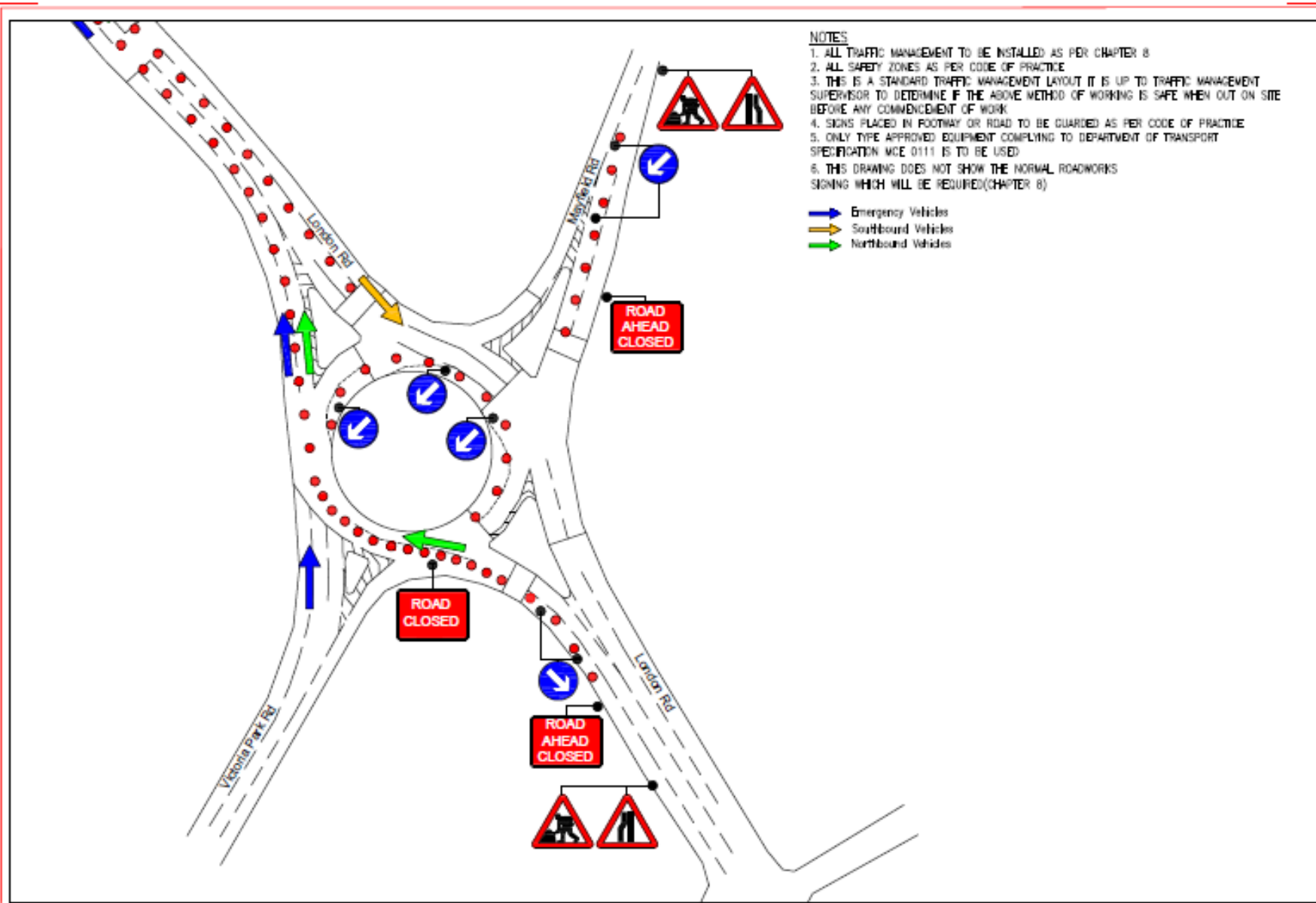
**NOTES**  
 1. ALL TRAFFIC MANAGEMENT TO BE INSTALLED AS PER CHAPTER 8  
 2. ALL SAFETY ZONES AS PER CODE OF PRACTICE  
 3. THIS IS A STANDARD TRAFFIC MANAGEMENT LAYOUT IT IS UP TO TRAFFIC MANAGEMENT SUPERVISOR TO DETERMINE IF THE ABOVE METHOD OF WORKING IS SAFE WHEN OUT ON SITE BEFORE ANY COMMENCEMENT OF WORK  
 4. SIGNS PLACED IN FOOTWAY OR ROAD TO BE GUARDED AS PER CODE OF PRACTICE  
 5. ONLY TYPE APPROVED EQUIPMENT COMPLYING TO DEPARTMENT OF TRANSPORT SPECIFICATION MCE 0111 IS TO BE USED  
 6. THIS DRAWING DOES NOT SHOW THE NORMAL ROADWORKS SIGNING WHICH WILL BE REQUIRED(CHAPTER 8)


- Emergency Vehicles
- Southbound Vehicles
- Northbound Vehicles

Company	www.sepevents.co.uk Tel: 01423 328622 Fax: 01423 324006	Client	Kasabian Leicester	Site	London Rd, TM layout	Date	SEP Ltd	ID	N/A	REV	KAS002
											



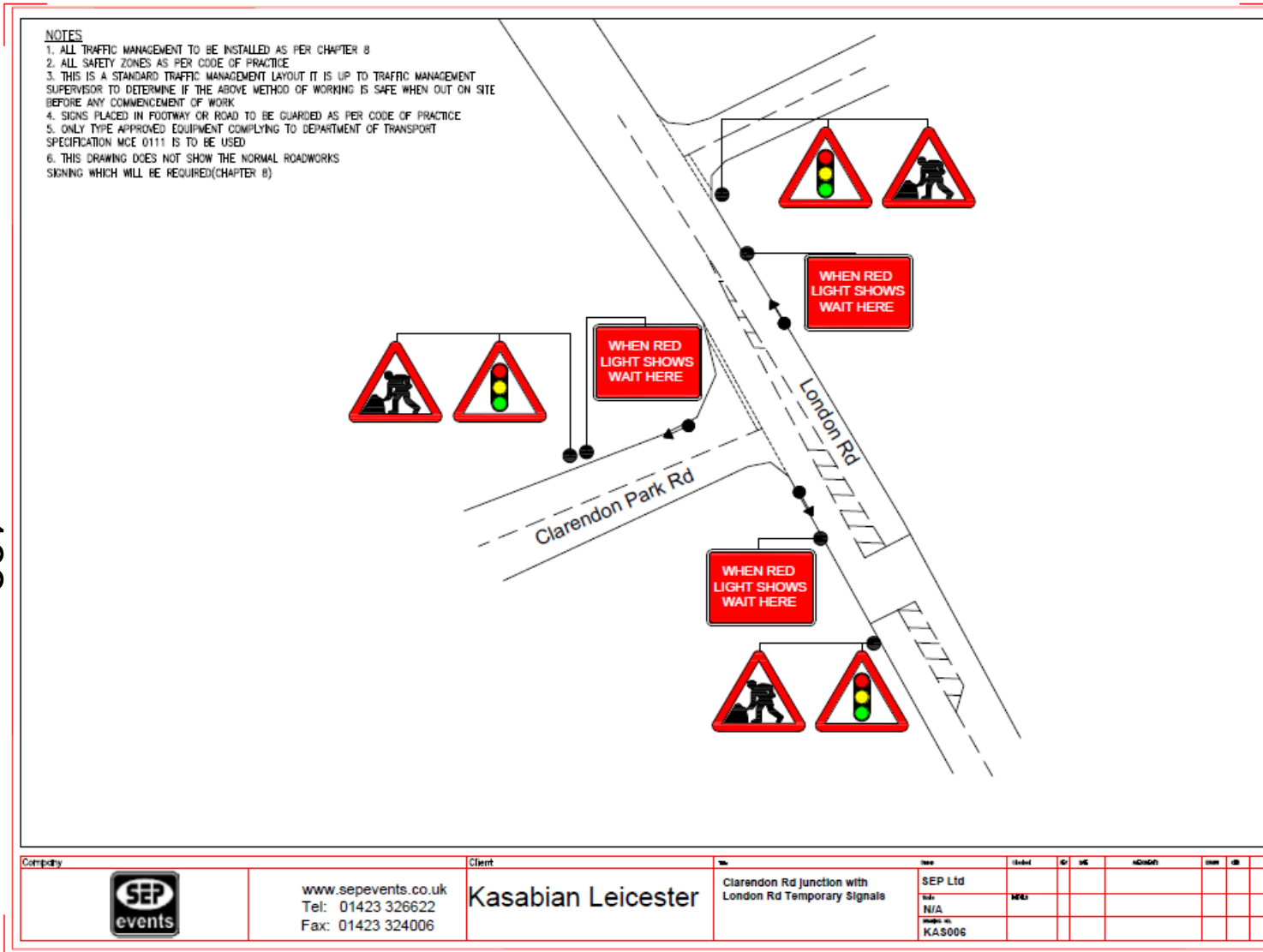
Company 	www.sepevents.co.uk Tel: 01423 326622 Fax: 01423 324006	Client <b>Kasabian Leicester</b>	Job London Rd, TM layout	Date SEP Ltd N/A KAS003	Start END	ID NO	REVISION DATE BY
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Company 	www.sepevents.co.uk Tel: 01423 326622 Fax: 01423 324006	Client <b>Kasabian Leicester</b>	Title Victoria Park Rd Junction with London Rd, Road Closure and TM layout	Date SEP Ltd N/A KA5004	Drawn 19/17	ID 108	Version 10/17	Date 19/17
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## 6.2 - Clarendon Park Road – Temporary Signal Control CAD

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**Temporary 3 Head 2 Phase signals at the Junction of Clarendon Park Rd. and London Rd.**

**TTS will be used at peak times only.**

**Phase 1 – Datum Point : 8m**

- Clarendon Park Rd. **GREEN**
- London Rd. From North **RED**
- London Rd. From South **RED**

*Allowing traffic from Clarendon Park Rd. to exit onto London Rd. either left or right*

**Phase 2 – Datum Point : 10m**

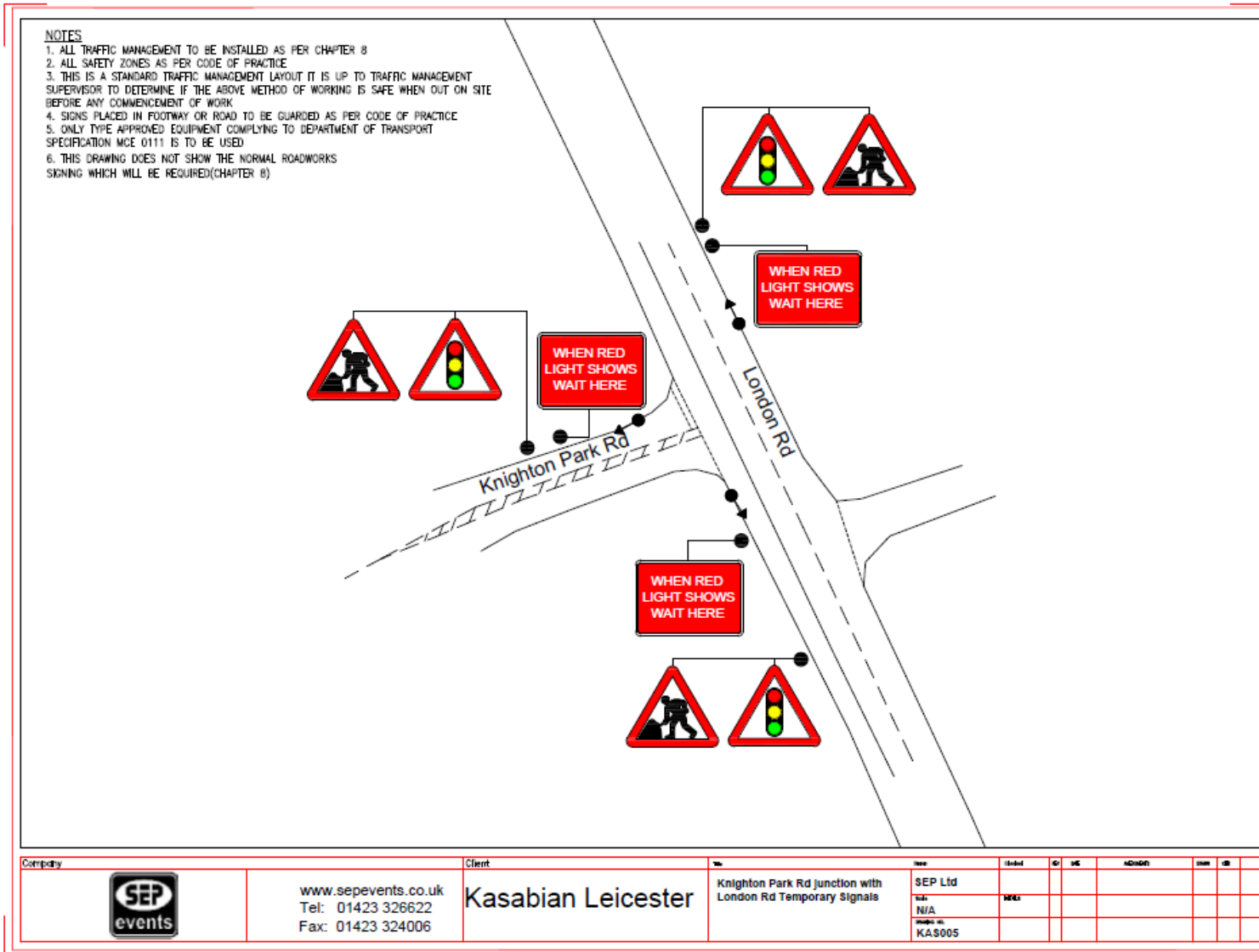
- London Rd. From North **GREEN**
- London Rd. From South **GREEN**
- Clarendon Park Rd. **RED**

*Allowing traffic along London Rd to move – in order to have an effective flow, phase two should be synchronised with the temporary signals at Knighton Park Rd.*



## 6.3 - Knighton Park Road – Temporary Signal Control CAD

183



**Temporary 3 Head 2 Phase Signals at the Junction of Knighton Park Rd. and London Rd.**

**TTS will be used at peak times only.**

**Phase 1 – Datum Point : 8m**

- Knighton Park Rd. **GREEN**
- London Rd. From North **RED**
- London Rd. From South **RED**

*Allowing traffic from Clarendon Park Rd. to exit onto London Rd. either left or right*

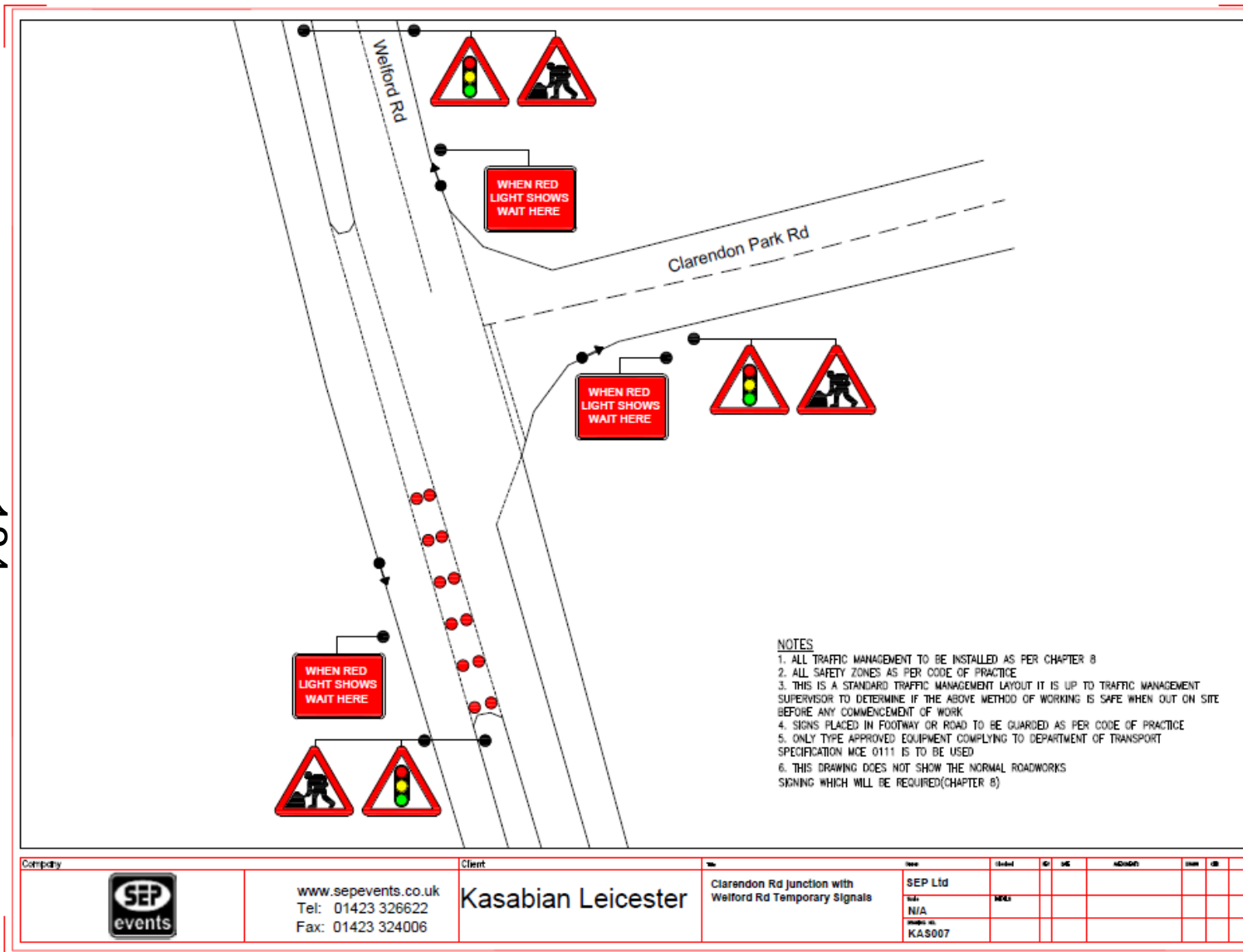
**Phase 2 – Datum Point : 10m**

- London Rd. From North **GREEN**
- London Rd. From South **GREEN**
- Knighton Park Rd. **RED**

*Allowing traffic along London Rd to move – in order to have an effective flow, phase two should be synchronised with the temporary signals at Clarendon Park Rd.*

## 6.4 - Welford Road – Temporary Signal Control CAD

184



**Temporary 5 Head 3 Phase Signals at the Junction of Welford Rd. and Clarendon Park Rd.**

**TTS will be used at peak times only.**

**Phase 1 – Datum Point : 15m**

- Clarendon Park Rd. **GREEN**
- Welford Rd. From North **RED**
- Welford Rd. From South **RED**

*Allowing traffic from Clarendon Park Rd. to exit onto London Rd. either left or right*

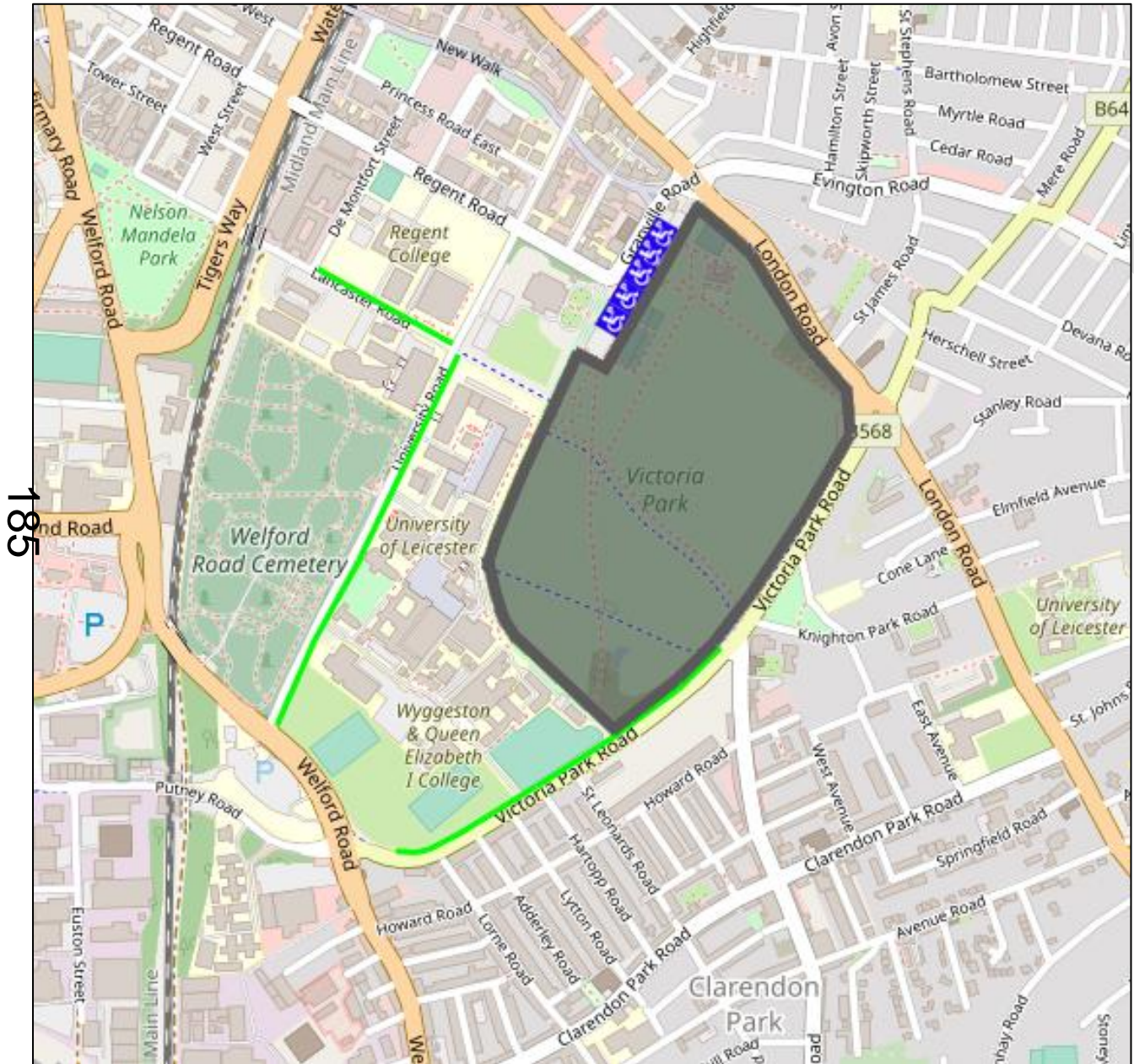
**Phase 2 – Datum Point : 20m**

- Welford Rd. From North **GREEN**
- Welford Rd. From South **RED**
- Clarendon Park Rd. **RED**

**Phase 3 – Datum Point : 20m**

- Welford Rd. From South **GREEN**
- Welford Rd. From North **RED**
- Clarendon Park Rd. **RED**

## 6.5 - Taxi Drop Off ONLY – (Pick up to be at RC – TO BE DISCUSSED)



There are two allocated areas around Victoria Park for both Taxis and a general Pick up and Drop off (PUDO) area. These are on:

- Lancaster Road (Taxis) and University Road (PUDO)
- Victoria Park road

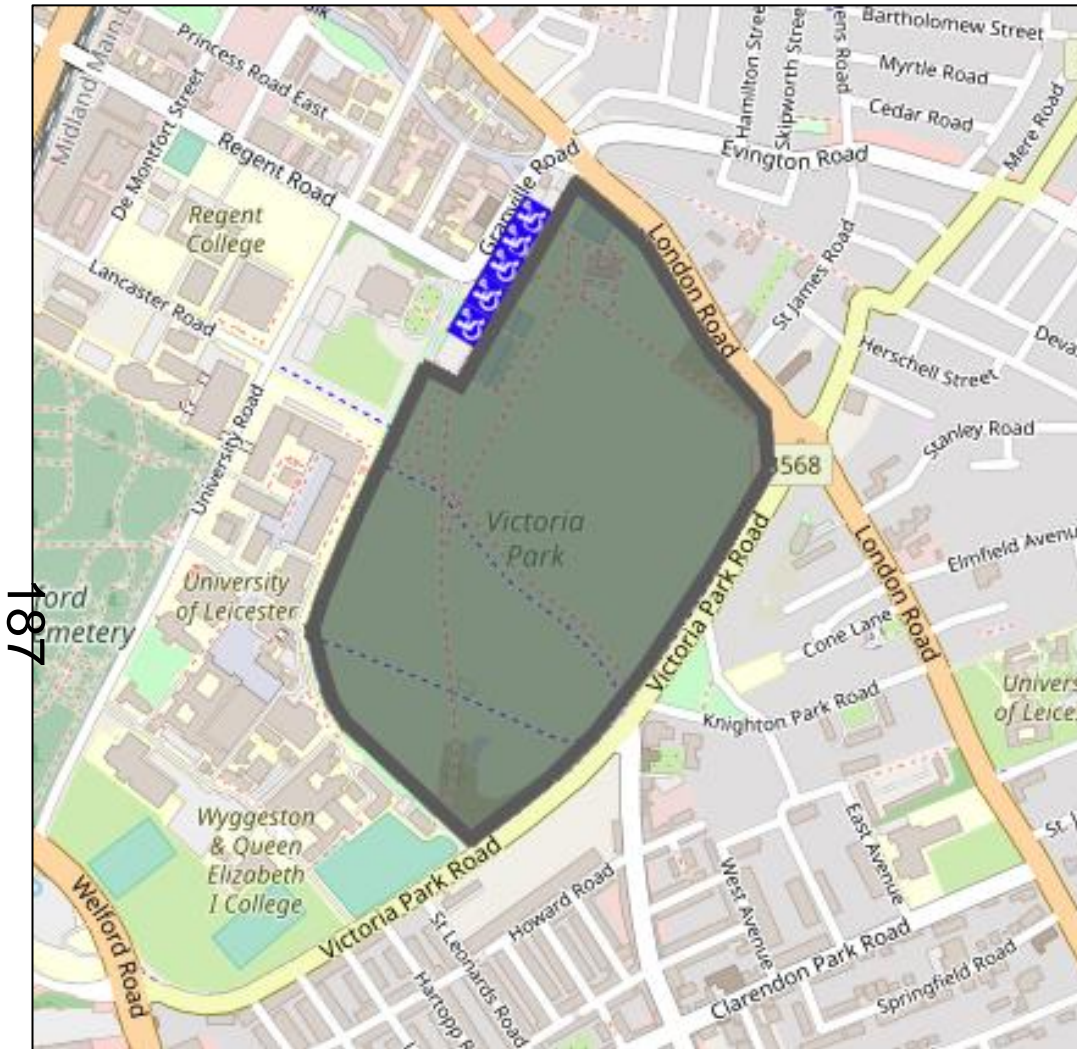
This is highlighted in Green on the map opposite.

6.6 - Coach Parking – To be discussed

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DRAFT

## 6.7 - Disabled Parking



The disabled parking is located to the North of the event site. Access is through the road closure on Granville Rd. via the controlled access point on Regent Street.

## 6.8 - Emergency Services

Emergency Routes – Blue Route London Rd

TBC

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DRAFT

## 6.9 - Communications

As with any large event, reliable communications between the key agencies is of paramount importance.

It is well known that at any large event the mobile phone network quickly becomes overloaded and unusable. As such, a radio communication strategy must be employed at each event to ensure effective communications between all parties.

The hub of all internal event communications will be directed via Event Control (EC). Each agency or company must elect one representative, who can speak for his or her respective agency. EC will have a dedicated landline contact telephone number for agencies to communicate with the relevant authorities on site during the operational hours of the event.

It would be recommended that SEP should have a Traffic supervisor within this hub, who will liaise directly with the Local Authority, Police, and highways agency with any issues arising.

**SECTION 7 - Sign Schedule & Maps – TBC as the TMP develops**

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DRAFT



# ESMP PT01 | Event Safety Management Plan Overview

This document is (ESMP PT01), Event Management Plan forms part of the overall Event Safety Management Plan. The table below details other elements that create the full Event Safety Management Plan.

Not all the documents listed may be applicable or available at this time or to this event. The availability column in the table will clarify the applicability of the document as follows:

<b>Availability</b>	Unknown - Not originated or seen by Harrier
<b>Availability</b>	Yes – Drafted and available
<b>Availability</b>	Later – To be supplied later when full details are available
<b>Availability</b>	No – Not applicable for this event

Document Title:	Availability:	Overview:	To be supplied by:	Link to latest version
ESMP PT01 <b>Event Management Plan</b>		Planning, preparation and prevention strategies to deliver a desired and intended outcome.  This document serves as an executive summary for all other parts of the ESMP	To be supplied by Harrier UK Ltd employed health and safety advisors for the event.	
ESMP PT02 <b>General Risk Assessment</b>		Planning, preparation and prevention strategies of risks and controls to deliver a desired and intended outcome	To be supplied by Harrier UK Ltd employed health and safety advisors for the event.	To follow
ESMP PT03 <b>Fire Safety Management Plan</b>		Planning, preparation and prevention strategies for fire safety to deliver a desired and intended outcome.	To be supplied by Harrier UK Ltd employed health and safety advisors for the event.	To follow
ESMP PT04 <b>Construction Phase Plan</b>		Planning, preparation and prevention strategies for the installation and removal of overlay to deliver a desired and intended outcome.	To be supplied by Harrier UK Ltd employed health and safety advisors for the event.	To follow
ESMP PT05 <b>Crowd Management Plan</b>		Planning, preparation and prevention strategies for crowd management to deliver of a desired and intended outcome.	To be supplied by Security / Crowd Management company employed on the event	To follow
ESMP PT06 <b>Traffic Management Plan</b>		Planning, preparation and prevention strategies for the installation traffic and transport management to deliver a desired and intended outcome.	To be supplied by Traffic Management Company employed on the event	To follow
ESMP PT07 <b>Noise Management Plan</b>		Planning, preparation and prevention strategies for noise management to deliver a desired and intended outcome.	To be supplied by Noise Management Company employed on the event	To follow
ESMP PT08 <b>Medical Management Plan</b>		Planning, preparation and prevention strategies for medical provision and operations for the deliver a desired and intended outcome.	To be supplied by Medical Service Provider employed on the event	To follow
ESMP PT09 <b>Waste Management Plan</b>		Planning, preparation and prevention strategies for the management of waste on site and the immediate areas	To be supplied by the Waste Management Provider employed on the event	To follow
ESMP PT10 <b>Incident Management &amp; Emergency Response Plan</b>		Emergency and contingency plans to be implemented during changing circumstances and developing incidents. Such incidents may jeopardise arrangements for the delivery of a desired and intended outcome.	To be supplied by Harrier UK Ltd employed health and safety advisors for the event.	To follow

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# ESMP PT01 | Event Safety Management Plan Overview

Document Title:	Availability:	Overview:	To be supplied by:	Link to latest version
ESMP PT11 <b>Adverse Weather Plan</b>		Planning, preparation and prevention strategies for adverse weather to deliver a desired and intended outcome.	To be supplied by Harrier UK Ltd employed health and safety advisors for the event.	To follow
ESMP PT12 <b>Alcohol Policy</b>		Planning, preparation and prevention strategies for the safe management of the service and sale of alcohol on site	To be supplied by Security/Crowd Management company employed on the event	To follow
ESMP PT13 <b>Safeguarding and Welfare Plan</b>		Planning, preparation and prevention strategies for safeguarding and welfare to deliver a desired and intended outcome.	To be supplied by the Welfare company employed on the event	To follow

Each document will be developed and reviewed continually during the planning and preparation phase of the event. Documents will be issued for consultation and comment as follows;

Version	Date	Originator By:	Checked By:	Authorised By:	Comments:
<b>1 Draft</b>	As agreed with the client,	The client or nominated contractor	The client or nominated contractor	The client	Document prepared for initial client consultation.
<b>2 Draft</b>	As agreed with the client,	The client or nominated contractor	The client or nominated contractor	The client	Document updated from client comments for initial SAG consultation.
<b>3 Draft</b>	As agreed with the client,	The client or nominated contractor	The client or nominated contractor	The client	Document updated from SAG comments for SAG meeting
<b>4 Final</b>	As agreed with the client,	The client or nominated contractor	The client or nominated contractor	The client	Document updated from SAG meeting. Final Version
<b>Current Version</b>					

The current version of the document will be highlighted in yellow.

**Version 4** will always be the **Final** version circulated prior to the event; however, it should be noted that all documents remain live and maybe amended as and when licencing or operational demands change.