

Africa Music Festival UK (The Legends Tour)

Event Management Plan

Saturday 26th August 2023

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1. Introduction

This Event Management Plan (EMP) has been created by Y2K Ent Music and Arts Ltd to outline the arrangements, emergency procedures and control measures that are intended to be used during the proposed festival, which is taking place on Nelson Mandela Park on August 26th.

All finalised information will be submitted to the Safety Advisory Group (SAG) for their consultation throughout the planning process.

2. Event Information

Africa Music Festival UK (The Legends Tour) is proposed to be the first annual family festival taking place on Nelson Mandela Park on the final Saturday in August.

The programming is designed to be a celebration of Zimbabwean music, art and culture, with internationally recognised artists performing at the event, whilst maintaining a family focus.

There will be two music stages, the main stage with five live musical band, and a second stage with DJs.

The event will run from 10:30 – 21:30 and has an expected attendance of 6,000. The licence application has been made for between 5,100 – 9999 attendees.

There will be African food stalls and a licenced bar serving both soft and alcoholic drinks during the regulated hours of the festival.

3. Organisers

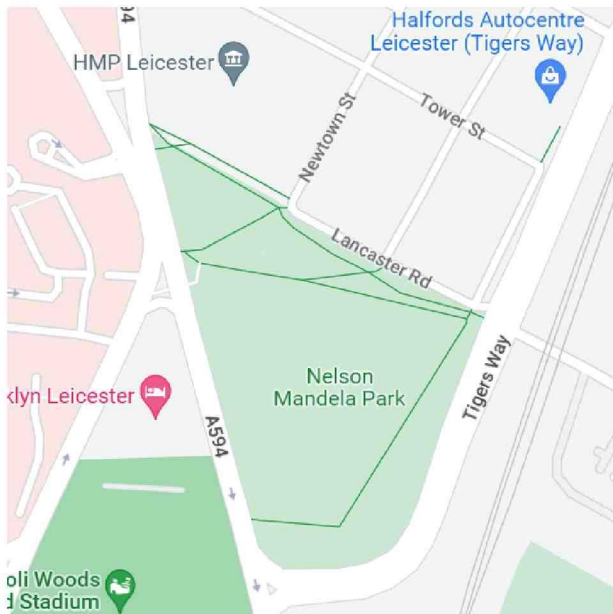
Y2K Ent Music & Arts Ltd is owned by Alex Marapara and Fredrick Matenga.

Y2K Ent have managed large scale Zimbabwean events since 2010, and have held an annual festival in Leicester which has taken place at The Athena, Morningside Arena, Meher Centre, The Ramgarhia and The Kapital Venue. The annual festival is a proven success with regular customers and is known to both LCC and Leicestershire Police.

4. Location

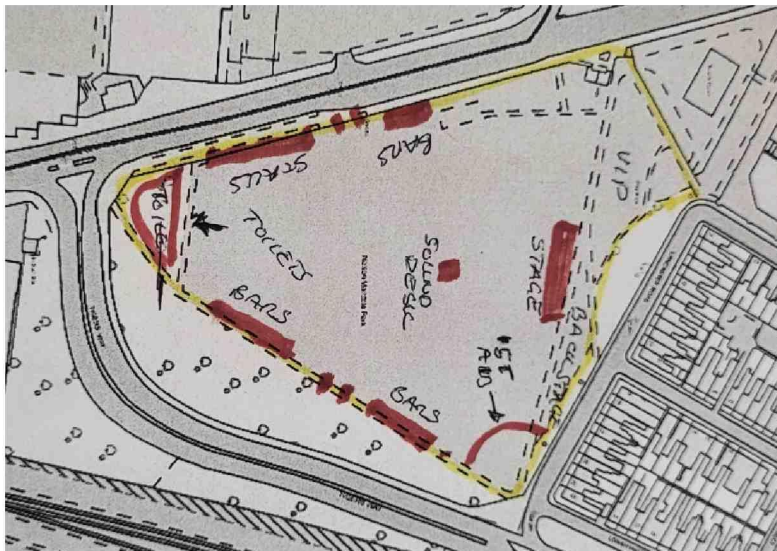
The festival will be held within the fenced area of Nelson Mandela Park, between Tigers Way and the A594, as shown on the map below.

A full detailed site map will be created for circulation prior to the festival, with detailed plotting of the public access points, emergency services access routes, all site infrastructure including stage locations and fence lines.



5. Site Plan

The site plan is still a draft working document, however a working drawing is attached below with an initial outline of the fence line, stage positions, entrance, exit and F&B positions.



6. Fencing

A detailed fencing plan will be made that shows the exterior fence line, pit barrier in front of the stages and any fencing used for public safety, such as crowd barrier to support with bag search at the entrances.

7. Search and Entry

A well-known security contractor will be tendered to manage the entry and search procedure of the festival. Event attendees will be searched for weapons, drugs and glass upon entry. Any persons refusing to be searched will not be permitted to attend the event.

All children will be given a wristband where their guardians details can be added to support the lost child policy.

Due to the duration of the event, there is no expectation that queues will be unmanageable, however if this comes to pass, searching will be done by attendee profiling.

The entry ticket check and search area will be located 5m into the festivals site off Welford Road to reduce queueing on the public footpath. This will be supported by a Disney Queue.

8. Exit

There are four main exits from the park, and due to their size the only two that are suitable for egress are the gates on Welford Road, and Lancaster Road. In the event of an emergency exit, both gates will be utilised.

Throughout the festival, the exit on Lancaster Road will be used as the main egress point.

9. Food and Beverage

Professional street food companies will provide food for the event, who will all have a 5* food hygiene rating which will be confirmed by the event organiser to Leicester City Council (LCC) prior to the festival.

A bar will serve drinks in plastic containers during the licenced hours of the event. A Designated Premise Supervisor (DPS) will be on site throughout the festival ensuring compliance with all licenced activity on the bar.

There will be a no glass policy for all traders at the event.

10. Fun Fair

A local fun fair provider will create a children's play area with small fun fair rides, bouncy castle and facepainting.

All risk assessments and method statements will be gathered and checked prior to the festival.

11. Toilets

Toilets will be provided in line with guidance from the Purple Guide, working to 1 toilet per 75 attendees. The toilets will be from a reputable provider, with attendants on site to ensure they're regularly cleaned.

In addition, there is the permanent toilet block on site, which will have the same cleaning schedule as the temporary event toilets.

12. Entertainment Schedule

This will be provided when available.

13. Build and Break Schedule

To be confirmed, however the majority of the build will take place on Friday 25th, with 24 hour security in place from the start of build to the end of break.

All stages, structures, catering, bars and fencing will be installed on the 25th, allowing for final amendments and H&S sign off on the morning of the 26th.

14. Site Safety

The site will be built in line with a comprehensive risk assessment built into the EMP. The Event Manager will take final responsibility of the site sign off and will be on site throughout the festival to ensure compliance.

15. Fire Safety

In addition to the Risk Assessment, a Fire Safety Assessment will be produced and submitted to Leicester Fire Rescue Service (LFRS) for comment prior to the festival.

16. Audience Demographic

A detailed demographic of the festival attendees will be submitted once ticket information has been gathered. It is anticipated most of the attendees will be from the local area, however a percentage will be from neighbouring cities. The audience demographic will inform our traffic management and parking plan.

17. CCTV

To be confirmed.

18. Security

A competent and known security provider will be procured for the festival, with proven experience of managing outdoor festivals of this calibre and audience profile.

The organiser will check their credentials, references and paperwork prior to appointing them.

A detailed Security Plan will be requested from the contracted security provider, along with a Dot Plan stating the locations of static SIA security and stewards.

19. Drugs Policy

This policy will be created in conjunction with our security provider, this will include a thorough search procedure and amnesty bins at the entrance, and a procedure of safely storing and destroying the drugs in line with Leicestershire Police procedures.

20. Weapons Policy

This policy will be created in conjunction with our security provider, this will include a thorough search procedure and amnesty bins at the entrance, and a procedure of safely storing and destroying the weapons in line with Leicestershire Police procedures.

21. Emergency

Our emergency procedures will be created in conjunction with LCC Emergency Planning Team, Leicestershire Police, East Midland Ambulance Services (EMAS) and LFRS.

This will include RVP points, access routes for Blue Light vehicles and counter terrorism procedures.

22. Comms

All key event personnel will be on radio, with separate channels for Security, Event Management Team, Blue Light Services if in attendance and Lost Child Unit. A full radio list will be available prior to the event.

Phone numbers of the Event Managers will be shared with partner organisations.

23. Incident Reporting

A temporary Event Control will be set up on site, where any key decisions and incidents will be logged. The Event Control will have a key contact sheet for escalating and reporting any on-site incidents to both the blue light services and LCC.

24. Show Stop Procedure

Both on site Event Managers will have the ability to stop the event and initiate the evacuation procedure.

Stage Managers will have pre recorded messages to enforce the Show Stop, which will be made available prior to the festival.

25. Major Incident

The Major Incident procedure will be created in line with LCC's Emergency Planning Teams existing citywide plan.

26. Structure

To be confirmed what structures will be used for this event.

27. Stage

To be confirmed what stages will be used for this event.

28. Special Effects

To be confirmed if any special effects or pyrotechnics will be used at this event.

29. Lighting

There is currently existing lighting on site that covers the paths, however we will review this to ensure the paths, entrances and exits are safely lit.

In addition, there will be stage lighting on both stages.

30. Electrical

There is minimal mains power on site, with a small amount in the street lighting and in the toilet block. Additional power requirement will be taken from event diesel generators, in line with LCC H&S policy.

31. Water

There is no Stand Pipe on Nelson Mandela Park, so any required water will be brought in by the Event Management Team.

32. Gas

If gas is used on site, it will be LPG and secured in line with both the event risk assessment and the caterers risk assessment.

33. Alcohol Policy

No alcohol will be allowed to be brought on site by attendees, with the only alcohol sold by the licenced bar on site. The bar will be organised by the Event Management Team and will have a DPS on site at all times, to ensure compliance with the licencing objectives and ensure no sales are made to minors.

There will be a strict 'No Glass' policy on site, and all drink decanted into plastic by the bar staff.

34. Medical Plan

St Johns Ambulance are our preferred supplier to provide medical cover at the festival. A detailed medical plan will be submitted from St Johns Ambulance prior to the festival outlining the number of staff and healthcare equipment on site.

35. Air Ambulance

In the past Nelson Mandela Park has been used as the landing site for the air ambulance. In recent years the site has been used less as a helipad as a permanent pad has been built at The General Hospital. However, we will have a policy in place with our security provider to create a sterile area on the park to allow for the helicopter to land in event of an emergency, and a phone number will be provided to EMAS to support making emergency arrangement.

36. Noise Management Plan

A detailed Noise Management Plan will be created, working to both LCC's standard code of conduct, and the parameters set in the Premise Licence.

37. Emergency Services Access

A detailed plan will follow consultation with Leicestershire Police, EMAS and LFRS, however the initial plan is that blue light vehicles can access the event site via the main entrance off Welford Road.

38. Public Transport

Through the marketing for the festival, public transport options will be highlighted to event attendees. This includes information about rail and bus services.

39. Parking

As per the public transport, local parking options will be highlighted to event attendees through the marketing, this includes the NCP on Welford Road and Granville Road Car Park.

40. Waste Management

To be confirmed.

41. Adverse Weather

The main weather front that can impact on event cancellation is high winds. As part of the risk assessment, all structures wind limits will be documents and an anemometer will be on site to ensure compliance. This will be monitored in the lead up to the festival and will be part of the Show Stop policy.

42. Evacuation

The Evacuation Policy will be formed in conjunction with LCC's Emergency Planning Teams current procedures and RVP points. This will be made available prior to the festival.

43. HVM

With the festival taking place within a fenced site and the attendance is below 10,000 people, it is not foreseen that Hostile Vehicle Mitigation is required for this festival, however this will be confirmed with Leicestershire Police during the planning stages.

44. Drones

As per LCC's policy, no drones will be allowed to be used during the festival and will be included within the initial bag search.

45. Risk Assessments

A full detailed risk assessment will be provided prior to the festival.

46. Lost Children

Along with handing out wristbands to minors upon entry to the festival, a detailed Lost Child Procedure will be written in line with LCCs Festival and Event Teams current procedure.

47. Debrief

Following the festival, a multiagency debrief will take place, date to be confirmed.

Conditions offered by the applicant if the licence is granted.

1. This Licence is limited to authorise Licensable Activities for 1 day in August each year agreed by the Authority.
2. The licence is subject to permission being granted by the land/building/area owner for specific use of any event/s planned. This must be evidenced in writing upon request by the Licensing Authority. The Licence Holder will comply with any local policies or regulations that relate to that land/building/area.
3. The licence is subject to Leicester City Council's Standard Conditions for Places of Public Entertainment, published on the Licensing Authority's website www.leicester.gov.uk/licensing
4. The licence holder shall comply with the deadlines set in relation to submission of any event plans, risk assessments or any other documents or plans required by the Authorities/Agencies as detailed in this Licence. If these deadlines or conditions are not adhered to satisfactorily by the Licensing Authority, no licensable activities will be authorised.
5. The licence holder must submit a draft Event Management Plan (EMP) to the Festivals & Events team, the ESAG and Licensing Authority in line with the deadlines set by the Licensing Authority. The plan/s must include full details relating to at the very least; event management structure and contact details, site plans, programme timings, attendance estimations, site, staging and facilities provisions, Emergency risk assessments and access, public communications, insurances and any other areas of consideration. Consultation must take place between the licence holder and the Festivals & Events team and ESAG.
6. The licence holder shall work in partnership with ESAG to ensure events are planned to take place safely and successfully.
7. The licence holder shall ensure a member of the management team or persons from the management team attend ESAG Meetings to update participants upon progress throughout the planning process.
8. The licence holder shall appoint a member of the management team to prepare and implement the plans included in the EMP.
9. Any necessary amendments to the EMP following the approval of the final draft shall be approved by the licensing authority.
10. The licence holder will operate an Event Liaison Team on site. This will consist of key people within the event including first aid, the Police, security, event managers, Licencing Authority and health and safety representatives. This team will meet at regular intervals during the event to review the event and make any agreed changes needed.
11. There shall be a central control point on site within the licensed premises at which the Licence Holder or their nominated representative shall be available. A radio and a working telephone for contacting the emergency services shall be installed. The number shall be made known to all members of ESAG. The central control point shall be manned at all times by a person capable of communicating with the emergency services.
12. The time restrictions of activities stated on the licence are the maximum allowed, however the time limits stated within the EMP or risk assessments would be those applicable.

Prevention of Crime & Disorder

13. A Crowd Management Plan including an access and egress plan shall be drawn up in agreement with the ESAG. These plans shall be implemented whilst licensable activities are taking place and until 30 minutes after the premises close.
14. A Crime Prevention/Reduction plan for the event will be included in the EMP by the licence holder and submitted as part of the planning process. It will focus upon reducing criminal activity within the event footprint and working in partnership with the Police.
15. A Drugs Policy and a Search Policy shall be drawn up in agreement with the ESAG. This shall be implemented whilst the premises are open for licensable activities.
16. A record of all persons detained, any quantities of drugs found on their person, their name, address and date of birth (as much as can reasonably be obtained) is to be kept and sent to the Police licensing officers upon request.
17. Notices shall be displayed at all entrances to the event site declaring that individuals found to be in possession of illegal drugs and or prohibited items shall be removed from the event.
18. The Premises Licence Holder shall have the right to refuse entry to any unauthorised/disorderly person or any person not complying with the conditions of entry.
19. Anyone who appears to be drunk or intoxicated shall not be allowed entry to the event site.
20. A designated member of staff shall be responsible for the emptying and packaging of amnesty bins in the presence of the Police officers, this person shall identify themselves to the Police at event control at the start and conclusion of the event.
21. Relevant fencing authorised by the ESAG shall be used for the event as shown on the site plan and constantly monitored by security staff during the event.
22. The licence holder will consult with the police in relation to any event/s where this licence will be in use.
23. The licence holder will submit to Leicestershire Police (Operations planning department or as directed) any documents that they require as part of a documented plan or risk assessment that must be submitted in line within agreed deadlines.
24. The licence holder will comply with any reasonable requests or instructions issued by the police or an Officer acting on behalf of the Licensing Authority in relation to the event/s.
25. Full consideration and assessment must take place of the security provision. This must be done in consultation with the police, Festivals & Events Team, the Licensing Authority and ESAG. The numbers and deployment of on-site and off-site security personnel (SIA) and stewards shall be agreed by the ESAG prior to the events and included in the final EMP. The authorities must be satisfied that the provisions are in place, meet the requirements of any event/s and will be adhered to in full.
26. Any personnel that require to be SIA registered must be correctly licensed and must display their SIA identification prominently at all times during any event/s.
27. An Alcohol Management Policy shall be drawn up in agreement with the ESAG. This shall be implemented whilst the premises are open for licensable activities.
28. Whilst the premises are authorised to sell alcohol, there shall be a personal licence holder on duty at all times, at each bar or location where the sale of alcohol takes place.

29. The Licence Holder must ensure that all staff (paid or unpaid) selling alcohol are trained pertinent to the Licensing Act with regards to age restricted sales and the refusal of sales to persons believed to be under the influence of alcohol or drugs and in particular what identification can be accepted and that this is properly documented.
30. No alcoholic drinks shall be permitted to leave the perimeter of the site. Off sales for the purpose of this licence shall be contained within the licensed site.
31. Customers shall not be permitted to bring alcohol on site or take alcohol from the site at the end of the event and may only consume alcohol which has been purchased from the premises.

Prevention of Public Nuisance

32. A suitably qualified and experienced acoustic consultant will be appointed by the licence holder and will prepare a noise management plan (NMP) as part of the EMP to monitor, assess and manage on and off-site noise at the event. The agreed NMP will be implemented by the licence holder at each event.
33. A comprehensive noise risk assessment must be completed in consultation with the noise pollution team of the local authority. The maximum music noise levels shall be fixed by the licence holder's acoustic consultant in conjunction with the noise pollution team. The authority must be satisfied with this assessment and that it will be adhered to in full.
34. The licence holder's acoustic consultant, shall at regular intervals, take noise measurement readings both within the perimeter fence and at the points agreed with the noise pollution team, outside the perimeter fence to ensure noise levels are complied with at the event. A contact name and the details of the licence holder's acoustic consultant on duty on the day of the event shall be provided to the noise pollution team.
35. The noise sensitive monitoring positions shall be agreed with the noise pollution team and inserted in the Noise Management Plan.
36. A full list of all sound system equipment to be used for each stage shall be submitted to the noise pollution team no later than one month before the commencement of an Event.
37. The licence holder's acoustic consultant shall be in control of noise levels throughout the event and shall operate independently of the Artists in all music areas within the licensed site. The licence holder shall act upon any reasonable requests from the noise pollution team or its own acoustic consultant during the event, including but not limited to the reduction of the sound level.
38. Complaints concerning noise will be investigated by the licence holder's appointed acoustic consultant during the event and measurements will be taken to ensure compliance with music noise limits.
39. The details of all complaints received, actions taken, and measurements made in response to complaints of music noise will be recorded and provided to the Licencing Authority as part of the acoustic consultant's post-event report which shall be provided within 1 month following the event.
40. The licence holder will work closely with suppliers to minimise disruption to local residents from the event.

41. A resident contact information sheet including details of the resident's hotline and email address shall be issued by the Premises Licence Holder at least 2 weeks in advance of the first day of the Event.
42. A resident contact telephone line to contact the site management team will be operated during the build, event and derig In addition, an email address will be available on the event organiser's website.

Public Safety

43. The licence holder will monitor and not exceed the maximum safe capacity for any event. This will be determined by the Licensing Authority in consultation ESAG and detailed in the EMP .
44. The licence holder will take into account public safety in all aspects of any events and this must be documented within the event management plan and any other risk assessments or documents submitted to the satisfaction of ESAG.
45. The licence holder will consult and comply with any required public safety actions directed by authorised officers of the local authority.
46. The Fire Safety Management Plan shall contain a fire risk assessment and show the appropriate provision of firefighting equipment throughout the site.
47. The licence holder shall carry out a risk assessment to determine the medical provision for the Event. Details of the medical provision shall be contained in the Medical Plan.
48. The licence holder shall provide an on-site welfare provision, details of which shall be contained in the EMP.
49. A Signage Plan shall be drawn up in agreement with the ESAG it should show designated access routes and trackway roads around the site perimeter, appropriately illuminated signage above exits and clear demarcation of specific hazards through highlighting and signage.
50. Details of sanitary facilities shall be included in the EMP to ensure there are sufficient toilets and other sanitary provisions on the site. This plan will also provide details for the cleansing of these facilities, all of which shall be agreed with the ESAG.
51. The Lighting Plan will be drawn up in agreement with ESAG before any events take place.
52. Details of the CCTV system shall be part of the EMP and agreed with the ESAG before any events takes place.
53. The licence holder will consult with the Traffic Management/Highways and other relevant officers of the local authority if required and submit a management plan in relation to traffic/highways management which must be agreed with the ESAG before the events take place.
54. A Waste and Litter Plan shall be provided which will include measures for the clearance of litter both inside the site and in a designated area outside the site. Such plan shall be agreed with ESAG and included in the final EMP.
55. Measures to mitigate nuisance and anti-social behaviour which may be caused by the arrival and departure of the audience shall be agreed by ESAG and included in the Crowd Management Plan.

Prevention of Children from Harm

56. Where alcohol is being served or sold, then the age verification scheme 'Challenge 25' must be operated and complied with by all staff members. Staff members must be trained in the scheme and specifically what identification can be accepted. Notices advertising that the premises operates a Challenge 25 scheme must be displayed in a clear and prominent position at the entrances to the event and at all bars where alcohol is being served or sold.
57. An electronic refusals log shall be in operation at each area where the sale of alcohol is being conducted. The record shall include the date and time of the refused sale and the name of the member of staff who refused the sale. The electronic refusals log shall be maintained throughout the event and be made available for inspection by the police or authorised Officer of the Licensing Authority on request.
58. The procedures for safeguarding vulnerable persons and any persons under the age of 18 on event days will be contained in the EMP.