



Botus Fleming Parish Council

THE BIG EVENT SAFETY MANAGEMENT PLAN

SATURDAY 15th JULY 2023

12 PM TO 10 PM

HATT RECREATION FIELD, PL12 6PL

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Section 1 - Overview of Event

1.1 Overview

'The Big Event' on Saturday 15th July 2023 and follows on from similar events that we have run annually since 2017.

The organising committee is a sub group and partially funded by Botus Fleming Parish Council. The aim is to attract local parishioners to stimulate our continued strategy of improving community engagement.

We intend the event to be a family focused day of entertainment including sporting activities. There would be a professionally run beer tent for adults only.

Our aim like previous years is to restrict access to only local residents and their close relatives who have an interest in our parish, including Landulph School that serves our parish.

There will be a beer tent and licensed outside caterers on site, along with childrens' entertainment and live music.

Professional first aiders will also be in attendance.

We have run similar successful and well-run events.

There will be a controlled entrance to ensure numbers do not exceed 499 visitors at anyone time.

Previous events attracted approximately 350 people during the entire event.

Total numbers for the day are expected to reflect previous year's numbers.

**Welcome to the Annual
Botus Fleming & Hatt
'The Big Event'
Held in the Recreation Field at Hatt
Saturday 15th July 2023**

TIMETABLE OF EVENTS

1200	Gates Open: Big Event Commences Bar, stalls and catering facilities open Archery throughout the day
1230	U3A Ukulele Band
1330	Burraton Boys
1430	Games Commence - Children's races, Egg Throwing / Catching Competition
16.30	Tug-o-War Competition
1730	Raffle Draw, Prize Giving, Silent Auction (inc Picture colouring competition) Afternoon Activities Conclude
1900	Live music from the Whole Nine Yards - Licensed Bar until 2100
2130	Event Closes

Please take part in the activities or just relax and watch the fun whilst enjoying a taste of the many food and drink outlets around the field

OTHER ATTRACTIONS

Live Music
Bouncy Castles *
Archery
Face Painting
Egg Throwing/Catching
Children's Races
Local Arts & Craft stalls
Tombola
Picnic area
Fish & Chips
Cornish Pasties
Cake Stall
Licensed Bar
Tug of War
Silent Auction
Classic Tractors

* Please note that we have two bouncy castles this year. One of them is exclusively for the under eights and the other is for older children. We are unable to constantly monitor and supervise the use of the inflatables and would ask that parents keep an eye on their own children. Many thanks.

Section 2 - Planning & Management

2.1 Event management structure

'The Big Event' committee is a sub committee of Botus Fleming Parish Council that have planned the event, and successfully held similar events. Botus Fleming Parish Council's public liability insurance (PLI) will cover this event.

2.2 Roles and responsibilities

'The Big Event' organisers committee will control the event.

The committee consists of:

Sarah Edwards – Event Manager
Becky Escott
Jeanette Taylor
David Willey
Claire Pethick
Janet Morgan
Ian Pethick
Malcolm Fletcher
Mervyn Ellis
Richard Taylor
Peter Broyd
Sally White
Carole Kerry
Christine Burns
Roger Burns
Steve Malcolm
Micky Winchester
Martin Smith
Diana Smith
David Edwards

2.3 Event control centre

The event will be controlled through the Administration Tent.

A PA system and walkie-talkie radios will be utilised to communicate throughout the event.

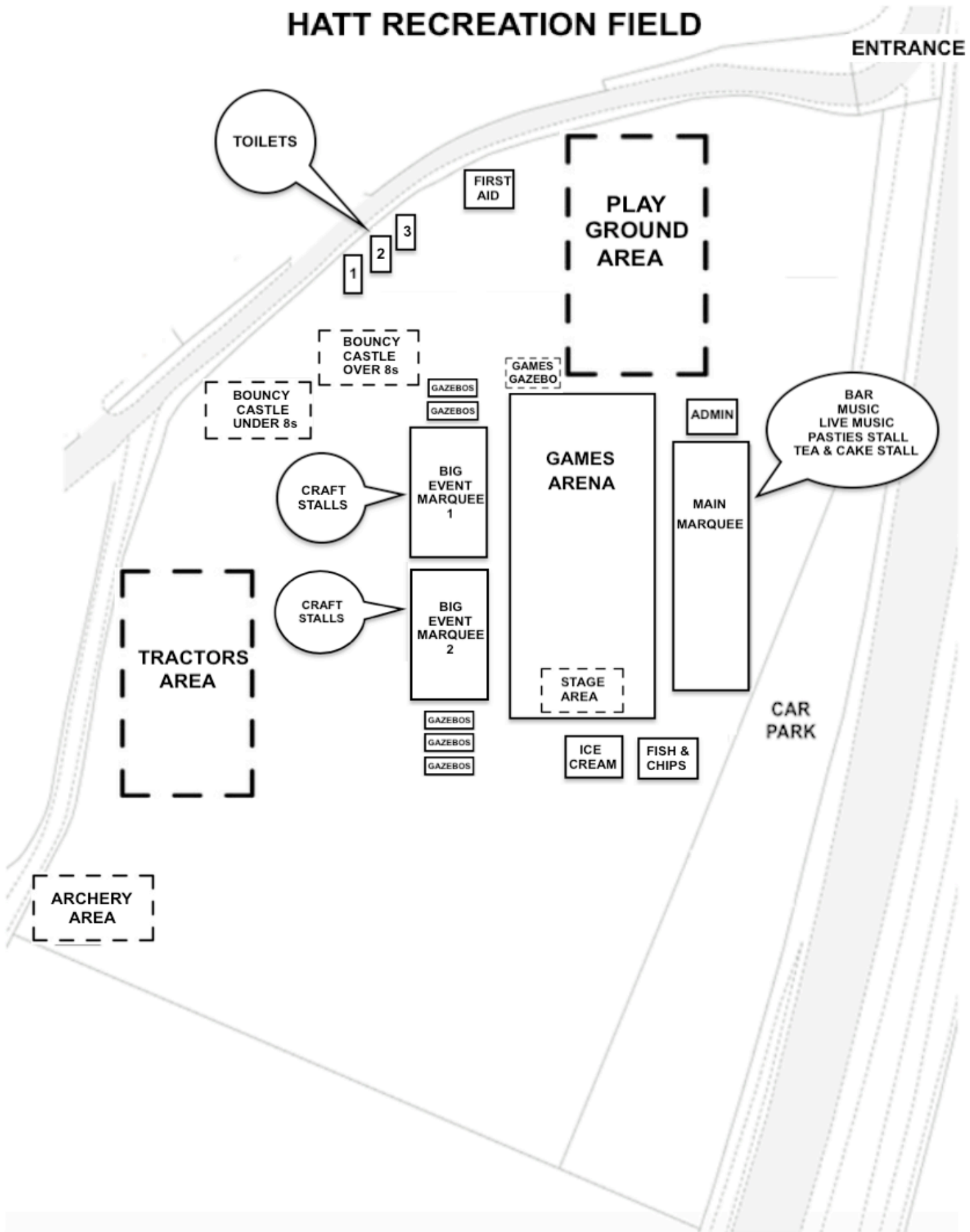
Section 3 - Venue & Site Design

3.1 Site plan

Site plan below

HATT RECREATION FIELD

ENTRANCE



3.2 Access and egress

- Entrances to car park/car parking area to be marshalled (hi viz vests to be worn) and kept clear at all times
- Parking spaces limited and will be reserved for elderly visitors or those with disabilities
- Public has been advised of limited facilities and asked to walk or be dropped off by neighbours
- Route for emergency access will be maintained at all times
- Locations of stalls & displays identified on plan & ground
- Emergency vehicle access designated and kept clear
- Dry Powder Fire extinguisher, water buckets & fire blanket available

3.3 Licences

Temporary Event Notice held by Event Manager in Administration Tent.

3.4 Site safety rules

As per Risk Assessment attached.

3.5 Audience profile and capacity

Approximately 350 people (no more than 499 as per Temporary Event Notice) comprising of family groups. The numbers of people will be calculated as they pass through the entrance and those leaving through the exit.

3.6 Duration

The event will commence at 12 pm and conclude at 9 pm. A programme of events is at **1.2**.

3.7 Sanitary facilities

There will be three (3) portable toilets available for males, females and disable persons.

3.8 Waste management

- Sufficient waste disposal bags/containers available with

arrangements for immediate collection or storage until refuse collection day

- All relevant people to be briefed on arrangements
- Arrangements in place to clear site of litter and refuse after event
- Special containers for glass

3.9 Electrical installations and lighting

- Generators only – no mains. All to be inspected and fuelled by a responsible person (Richard Taylor)
- Portable electrical equipment visually checked by users before use
- All Parish Council owned portable appliances (kettles, vacuum cleaners etc.) PAT tested annually
- Any extension cables to external appliances are suitably waterproofed and protected
- Any cables to be suitably routed to prevent trip hazard

3.10 Barriers

No barriers – bunting and taped off areas.

3.11 Facilities for people with disabilities

Marshalls on hand to assist those with disabilities. Separate toilet facilities.

3.12 Structures

- Large marquee hired from a competent provider and erected and taken down by them
- Other tents etc. to be self-erected and will be erected by owners or supervised by competent persons with sufficient assistance
- All tents/awnings etc. securely anchored
- Tent pegs and guy ropes to be inspected to check for integrity
- Guy ropes not to stray into walkways – and or be marked with safety tape and foam covers

Section 4 - Food & Drink

4.1 Food

- A full list of caterers and suppliers and their documentation will be available in the Administration Tent
- Individuals with Food Hygiene training & certification will be managing the refreshment stalls
- Full food hygiene requirements will be implemented
- No nuts will be allowed in food preparation area
- Independent suppliers of food or drink will be asked to show a copy of their relevant food hygiene certification
- 'No Smoking' signs will be placed in the food preparation & sale areas

4.2 Water

Bottled water will be available for all throughout the event site.

4.3 Alcohol

- Temporary Events Notice (TEN) obtained
- Experienced individuals in charge of the Alcoholic Refreshments tent
- Proof of Age will be required if age in doubt
- The Police will be summoned on telephone number 101 if PLH and Marshalls cannot handle unruly behaviour

Section 5 - Amusements, attractions and promotional displays

The use of bouncy castles during event.

- We have checked that the attraction providers have suitable safety arrangements in place i.e. risk assessments, method statements, records of equipment maintenance, proof of EU compliance, adequate public liability insurance cover (minimum £5,000,000 indemnity)
- We have carried out a risk assessment of the supervisory levels necessary

- Restriction (height/age) on those who can use the attraction
- Attraction to be securely anchored, particularly during windy conditions
- Briefed all relevant people on the importance of rigorous supervision
- Clarified all areas of responsibility
- Ensured adequate marshals are available, allowed for breaks
- Folder in place for event documentation in Admin Tent
- Compliance with advice given for the HSE by the 'British Trampoline Association (bouncy castle)

Section 6 – Communications

6.1 Event staff communication

- Full team briefing prior to the event
- Ensure there are enough volunteers and marshals at the event
- Ensure Event Leaders' contact details are available to all
- Two way radios are charged and operating correctly
- Mobile phones are charged and have credit
- PA system to be utilised for announcements
- Administration Tent will be the control hub for event

6.2 Radio Call Signs

Position	Name	Phone	Radio Callsign
Event Manager	Sarah Edwards	07889 177807	Alpha 1
Security/Admin	Dave Edwards	07889 177797	Alpha 2
Entrance/Exit	Bex Escott	07743 719964	Alpha 3
Games Coordinator	Ian Pethick	07803 551970	Alpha 4
First Aid	Janet Morgan	07402 110400	Alpha 5
Fuel	Richard Taylor	07875 849424	Alpha 6

6.3 Incident codes

Incident	Code
Emergency Evacuation	Red

Fire	Pink
Bomb	Yellow
Medical Emergency	Blue
Antisocial Behaviour	Orange
Overcrowding	Purple
Lost Child	Green
Parent/Guardian Losing Child	White

6.4 Communication with the public

PA system in Administration Tent

Section 7 - Crowd management

7.1 Security & Event Organisers

All Event Organisers / Volunteers will be fully briefed. All staff will wear high visibility vests and have communications with the Event Manager via two-way radios or mobile phone.

7.2 Policing

Devon & Cornwall Police have been informed of the event.

7.3 Lost/found children and vulnerable adults

- 'Lost children' and 'Lost Property' referred to Administration Tent
 - Public address system to make announcements
 - Close liaison with local police via Event leader
 - Highly visible presence of event marshals

Lost Child –Site 'lock-down' if a child is reported as missing and after a 15 minute search has passed we will contact the Police.

Found Child – Ensure we only use 'sanitised' PA announcements if a child is 'found' and we will get a full description from anyone purporting to be the child's parent/guardian before reuniting them. We will consider taking photo of child with parent/guardian once reunited (on smart mobile phone?) and that any image will be deleted after 24 hours. The parent/guardian should be offered the chance to attend and see this deleted if they wish. It's unlikely any genuine parent/guardian will object if you explain this is being done as part of your safeguarding policy for children at your event.

A robust procedure will be in place to handle lost/found children. Make sure you differentiate between a 'lost' child, where you have parent/guardian reporting to you and a 'found' child where you need to locate parent/guardian.

Found children will be supervised by DBS checked staff (Disclosure & Barring Service / formally known as CRB) in the Administration Tent.

7.4 Lost property

The Administration Tent will deal with all lost property. Any property found not recovered by the owner during the event will subsequently be posted on the Facebook page.

Section 8 - Traffic Management

8.1 Access to the event site

- Entrances to car park/car parking area to be marshalled (hi viz vests to be worn) and kept clear at all times
- Parking spaces limited and will be reserved for elderly visitors or those with disabilities
- Public has been advised of limited facilities and asked to walk or be dropped off by neighbours
- Route for emergency access will be maintained at all times
- Locations of stalls & displays identified on plan & ground
- Emergency vehicle access designated and kept clear
- Dry Powder Fire extinguisher, water buckets & fire blanket available

8.2 Parking

- Parking spaces limited and will be reserved for elderly visitors or those with disabilities
- Public has been advised of limited facilities and asked to walk or be dropped off by neighbours

Section 9 - Health & Safety

9.1 Risk Assessment

A full risk assessment for the event has been completed and has been circulated to all volunteers and participants. A copy is held in the Administration Tent.

9.2 First Aid

RLW Services Kernow

A professional Paramedic will be present in his own tent throughout the event.

He will be contactable via mobile phone and/or two-way radio or through the Administration tent.

9.3 Adverse Weather

- Marquee and tents available for shelter
- Assess on the day whether activities are safe to go ahead in wet weather i.e. bouncy castle
- Make sure that if the event needs to be continued indoors the safe occupancy of the building is not exceeded
- Ensure tents/marquees and bouncy castles and inflatable slides etc. are securely anchored. Should winds get too high do not allow their use
- Review the situation during the course of the event and make any necessary decisions as to the safety of attractions
- The Administration Tent staff will monitor temperatures and wind speeds.

Hot weather conditions –

- Adequate areas of shade available (under trees, tents, under canopies etc.)
- Regular breaks for marshals and volunteers involved in activities
- Adequate first aid facilities in place
- Reminders to the public about safe exposure to the sun over the PA system
- Adequate supplies of drinking water available
- All those involved in the event (volunteers, organisers, marshals etc.) to be briefed on the need to protect themselves against over exposure to the sun, how to spot the symptoms of heat exhaustion and the facilities in place on the day so that they can react to and manage situations if necessary

Section 10 - Major Incident Planning

10.1 Emergency co-ordination

In cases of any emergency the Event Manager should be informed immediately in the Administration Tent.