



# **THE BIG EVENT SAFETY MANAGEMENT PLAN**

# **CATT IN THE HATT**



# **THE BIG EVENT**

**SATURDAY 15<sup>TH</sup> JUNE 2019**

**12 PM TO 9 PM**

**HATT RECREATION FIELD, PL12 6PL**

## **Section 1 Overview of Event**

- 1.1 Overview
- 1.2 Timetable of Events

## **Section 2 Planning & Management**

- 2.1 Event management structure
- 2.2 Roles and responsibilities
- 2.3 Event control centre

## **Section 3 Venue & Site Design**

- 3.1 Site plan
- 3.2 Access and egress
- 3.3 Licences
- 3.4 Site safety rules
- 3.5 Audience profile and capacity
- 3.6 Duration
- 3.7 Sanitary facilities
- 3.8 Waste management
- 3.9 Electrical installations and lighting
- 3.10 Barriers
- 3.11 Facilities for people with disabilities
- 3.12 Structures

## **Section 4 Food & Drink**

- 4.1 Food
- 4.2 Water
- 4.3 Alcohol

## **Section 5 Amusements, attractions and promotional displays**

## **Section 6 Communications**

- 6.1 Event staff communication
- 6.2 Radio procedure
- 6.3 Incident codes
- 6.4 Communication with the public

## **Section 7 Crowd Management**

- 7.1 Security & Event Organisers
- 7.2 Policing
- 7.3 Lost/found children & vulnerable adults
- 7.4 Lost property

## **Section 8 Traffic Management**

- 8.1 Access to the event site
- 8.2 Parking

## **Section 9 Health and safety**

- 9.1 Risk assessment
- 9.2 First aid
- 9.3 Adverse weather

**Section 10 Major incident planning**  
10.1 Emergency co-ordination team

## **Section 1 - Overview of Event**

### **1.1 Overview**

'The Big Event' on Saturday 15th June 2019 follows on from similar events we ran in 2017 and 2018.

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 last year 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 ran similar successful and well-run events in 2017 and 2018.

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

The event in 2017 attracted approximately 350 people during the entire event.

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

**Welcome to the Annual  
Botus Fleming & Hatt  
'Big Event'  
Held in the Recreation Field  
Saturday 15<sup>th</sup> June 2019**

**TIMETABLE OF EVENTS**

1200	Gates Open: Big Event Commences Bar, stalls and catering facilities open Archery throughout the day
1230	Landulph School Choir and Official Opening
1300	Grace Notes Choir
1330	Rugby Tots Demonstration
1400	Games Commence - Children's races, Egg Throwing / Catching Competition, Tug-o-War
1600	Burraton Boys Choir
1700	Raffle Draw, Prize Giving, Silent Auction (inc Picture colouring competition)  Afternoon Activities Conclude
1800	Live music from Tom Anfield
1900	Live music from Metal Fatigue  Licensed Bar until 2100
2100	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  
Rugby Tots  
Egg Throwing/Catching  
Children's Races  
Steam Engines  
Local Arts & Craft stalls  
Gin & Cocktail Bar  
Ice Cream Stall  
Alpacas  
Tombola  
Picnic area  
Fish & Chips  
Licensed Bar  
Table Football  
Tug of War  
Silent Auction

\* Please note that we have two bouncy castles this year. One of them is exclusively for the under fives 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 on 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 who have planned the event, and successfully held similar events in 2017 and 2018. 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  
Anton Maguire  
Malcolm Fletcher  
Mervyn Ellis  
Richard Taylor  
Marie Hewitt  
Peter Broyd  
Sally White  
Yvette Galant  
Mark Galant  
Carole Kerry  
Christine Burns  
Roger Burns  
Steve Malcolm  
Micky Winchester  
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 attached

### **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 refuge 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**

Two (2) professional first aiders will be present in their own tent throughout the event. They will be contactable via 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

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.