

# Event Management Plan

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As an Event Organiser you are responsible for:

- Informing your local authority of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

**Disclaimer:** This template is a guide only. It does not necessarily include all the information that may be relevant to your event. The local authority is not responsible for any lack of information not submitted with this application.

## Privacy Statement

Your personal information is required for administration purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

## What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways, Kent Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

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*Please type your answers into the white boxes*

## Event Organiser Details

<b>Event Organiser Name</b>	Timi Anibaba
<b>Organisation</b>	Happydays Parties LTD
<b>Contact Telephone Number</b>	07780050916
<b>Email Address</b>	timianibaba@gmail.com
<b>Name of Event</b>	Beach Mania Festival
<b>Location of Event</b>	Margate Main Sands, Margate, Kent
<b>Date of Event</b>	Saturday 25 <sup>th</sup> and Sunday 26 <sup>th</sup> August 2018
<b>Contact Telephone Number on day of the event (if different to above)</b>	07780050916

## 1. Event Overview

### 1.1 Event Overview

Please provide a description of your event

Happy Days is a Legendary promotion organisation that promoted Dance Music events all over the UK between 1989-2003.

The organisation then went on to opening its own Club in Shoreditch in 1994, called Aquarium, 256 Old street, London, and then Propaganda on Wardour Street, Soho, London.

The Promoter is responsible for the birth of UK Garage and some of UK Garage pioneer DJ'S and records producer.

**This event is a 2-day music festival featuring UK Garage and UK Urban Music and Culture.**

**The first day will feature UK Garage and Old Skool Dance Music.**

**The second day will feature Afro beats, R&b and Grime.**

The event will consist of a Main Stage, with performances from National and International DJ'S .

The event will also feature a Licensed Bar area, food stalls and Merchandise stalls.

The organiser of the event has pulled together a team of people with experience in putting together events of this type.

All the equipment, including staging, fencing, sound systems, and toilets will all be hired locally, with security and stewards hired from Right Guard Security, who have a lot of experience dealing with events locally.

The event is being held on the western end of Main Margate Sands beach, adjacent to the Margate Railway Station round-a-bout. The use of the beach is subject to permissions from the TDC and granting of the appropriate license.

Being our first event in fifteen years, the first day(Saturday) will be promoted mainly in the Kent area, and we'll be expecting guests to either come by train, public transport or taxi. The Sunday Promotional partner has a very dedicated following and will be organising coaches for the event, which will be leaving from the O2 at North Greenwich (on the A2) or they could travel via train to Margate station.

Additionally, we will be advising of car parks within the area of Margate Sands within all our marketing information and encourage our customers to use them.

Coaches will be advised on Local Coach Park provision.

It is expected that customers will be planning on using the beach during the event, and therefore going in and out of the secured event site.

Lockers will be provided so personal items, like towels can be stored during the event in the lockers, which will be located at the entrance of the venue.

As this is our first event in 15 years, we expect our customers to be a 50/50 mix male/female with the age ranging from 18 years to 60 years with the majority giving an average age of 40 years. They're expected to be lively but will not engage in moshing/crowd surfing and will be reasonably responsive to instructions of stewards/DJ's etc.

Alcohol consumption is expected to be heavy with little use of illegal substances.

We have chosen reasonably popular DJ's and performances that do not have any history of excessive crowd at their previous events.

Please provide the following information about your event

**Event start time**

Saturday 25<sup>th</sup> August 12midday / Sunday 26<sup>th</sup> August  
Midday

<b>Event end time</b>	Saturday 25 <sup>th</sup> August 9pm / Sunday 26 <sup>th</sup> August 9pm
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## 1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action
Weekly Skype Meeting 7pm Mondays	To progress with event Plan
Meetings as required	To meet the event team, Local Authority, vendors and contractors
Friday 24 <sup>th</sup> August am	<p>Event Manager on site daily from this point to manage build</p> <p>Deliver and erection by contractors of Heras Fencing around the perimeter of event site. Control Barriers also delivered and stored ready for deployment.</p> <p>Marquees delivered and erected by contractors</p> <p>Staging delivered and erected by contractors</p> <p>Electrician onsite to connect all power requirements of vendors and contractors</p> <p>Sound System, lighting and Pa delivered and installed.</p> <p>Fire extinguisher delivered to site and put into position.</p> <p>Temporary Toilets Delivered to site and in Position.</p> <p>A security personal is on site permanently from this point.</p> <p>Security has brought all the 2 way radios for the event with him.</p>
Friday 24 <sup>th</sup> August pm	<p>Some food and merchandiser vendors deliver their equipment to site</p> <p>Overnight security to arrive on site</p>

<p>Saturday 25<sup>th</sup> August am</p>	<p>Vendors and contractors come to site early to commission all their equipment in readiness for 11am.  Security and stewards arrive for briefing.  First aid Provider arrive and set up  Event manager briefing head of security, head of stewards, site manager.  Final traders and contactors set up. All vehicle offsite by 11.00.  Site safety inspection by event Manager prior to opening.</p>
<p>Saturday 25<sup>th</sup> August Pm</p>	<p>Event Opens.  Regular site tour/inspection by event Manager  Regular site tour and inspection by Head of Security.  Event Close  Overnight security to arrive on site</p>
<p>Sunday 26<sup>th</sup> August am</p>	<p>Vendors and contractor come to site early to commission all their equipment in readiness for 11am.  Security and stewards arrive for briefing.  First aid Provider arrive and set up  Event manager briefing head of security, head of stewards, site manager.  Final traders and contactors set up. All vehicle offsite by 11.00.  Site safety inspection by event Manager prior to opening.  Event Opens.  Regular site tour/inspection by event Manager  Regular site tour and inspection by Head of Security.  Event Close.  Event team dismantle and clear site</p>

### 1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
	Main Stage
12midday till 5pm	Dj's
5pm till 6pm	Live Performance
6pm till 9m	Dj's

#### 1.4 Event Management

##### Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities.

There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	<p><b>Name Timi Anibaba</b></p> <p>To organise a successful event in terms of safety and financial.</p> <p>Overall control of the event and work with the Local Authority and local residents, before, during and after the event to minimise the impact of the event, to the local community.</p> <p>Overall responsibility for the Health and Safety of all visitors, vendors, contractors and staff</p>
Event Manager	<p><b>Name Timi Anibaba / Dennis Tawaih</b></p> <p>The safety of Staff, volunteers and Visitors to the event</p> <p>Overall control and coordination of the event.</p> <p>Manage staff and assign their roles and responsibilities</p> <p>Event control on the day of the event</p>

Site Manager	<p><b>Name Nick Belervey</b></p> <p>Deputy to the event manager in their absence  Ensure the site is prepared as agreed for the event.  Carry out regular site inspection in the build up and during the event.  Ensure event infrastructure is delivered on time and set up as per the agreed plan.  Liaise with concessions, traders, stall holders, to ensure they are located and operating correctly.  Manage any issue that arises relating to the site during the event.</p>
Health & Safety Officer	<p><b>Safety &amp; Management Solutions Limited will be acting as consultant to the promoter to advise and guide on the delivery of safety by the organiser</b></p> <p>Responsible for the health and Safety of the event, by ensuring all vendors and contractors adhere to the regulation, in the performance of their service and the delivery of their products.  Responsible for the health and safety of customers and regularly liaise with event manager and local authority</p>
Arena/stage Manager	<p>Programme the entertainment in the arena and on stage for the duration of the event  Work with all entertainers pre event to ensure they are aware of what will be provided on site and agree any additional requirements  Ensure the entertainment programme runs to time.</p>
Steward Coordinator	<p><b>Name Tony Smith (Right guard Security)</b></p> <p>Organise the provision of stewards for the event  Liaise with the contracted security staff for the Bar area.  Manage stewards rotas and breaks, including during setup , delivery and breakdown of the event.  Mange communications between stewards.  Run stewards briefing with the event manager.  Ensure all stewards have their safety equipment.</p>
Press and PR coordinator	<p><b>Name Teni Giokabari</b></p> <p>To coordinate all Marketing and advertising for the event.  To organise all press releases and ensure the event get full media coverage throughout London and Kent  Organise local dignitary or VIP attending on the day and their itinerary.  Organise press attendance on the day and any statement sto be made.</p>

Other	
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## 1.5 Crowd Management

Please provide details on how you will manage the crowd at your event

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

**Is your event ticketed? If yes, what arrangements are in place for this?**

The event will be a Ticketed event and all tickets will be sold from our website.

**How will you manage capacity at your event?**



Entry is restricted by ticket only entry.

However, if tickets are available then a book office will be utilised (to be confirmed)

The event will be licensed for 2000 People, of which some 1800 will be available for purchase.

The remaining 200 persons will be reserved for VIP's, staff, vendors and contractors.

The event is on the beach and fenced off with security deployed to deter and prevent unauthorised access to the event space.

All fencing will be placed a minimum of 3m away from any fixed structure to deter persons seeking to jump into the event space and allow security to patrol of back areas.

The arena will be of sufficient size to cope with the expected number of attendees.

The perimeter fencing behind the event staging will have Harris fencing attached to them and screened to avoid overlooking / climbing into the event from the area above, near the Public toilet

Entry will be via a single gate staffed by SIA registered security staff with searches completed in line with the identified searching policy (to be developed)

**Emergency gates will be created which will be signed and staffed.**

Security will have clickers to count people in and out and will ensure that License Capacity is never breached.

**How will you manage the access and egress of the crowd?**

The event space is located to the west side of the Main Margate Sands and therefore away from the main area.

Access will be achieved via a ramp and stairway either side of the event space.

Access to the beach for the marquee company and infrastructure will be identified in consultation with the contractor. All such activity will be subject of a pre-event site visit to establish how the site will be prepared and access.

No use will be made of the lifeboat ramp at the pier of stairs away from the event space.

SIA staff will be deployed to act as a visible presence to the audience at the gates and will be deployed against a Security plan which will include a range of policies including searching, ejection, drug management and searching (to be developed)

The organiser is expecting persons to arrive over the course of time reducing queues and waiting time. However if a high number of persons do arrive at the same time then there is sufficient space to hold them outside of the event space prior to gates opening.

A full accreditation system will be in place to allow day passes as well as week-end passes. A re-entry system will be utilised. Details of the passes etc will not be published in advance to prevent copies being made although the process of access/egress will be fully documented.

At the end of the day or during evacuation all visitors will be exiting at the same time.

To avoid pinch points, all exits will be open half an hour before closing and stewards will direct visitors to the nearest exit.

## 1.6 Advertising

Please provide details of how you will advertise your event

**How and where do you plan to advertise your event?**

Leaflets  
Posters  
Social media  
Media coverage  
Radio  
Marketing will focus mainly in Kent and London

**Will the media be in attendance and if so how will you handle them?**

Colourful Radio will be broadcasting at the event and the event will also be filmed for later use on our website

**May we use the details supplied here for publicity purposes or to give to interested parties?**

a) **Yes** No

b) If yes, which name and contact details can we release? **Timi Anibaba**  
**07780050916**

## 2. Site Management

### 2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
I do Marquees (Whitstable)	Supply and erect Harris fencing.  Supply only crowd control barriers  Marquees
Tripps Artwork Sounds	Supply PA system and lighting for stage and speakers around site
Portaloos	Temporary toilets – Numbers TBC
Dave Allan Electrics	Installation of electrical supplies and rigging of stage equipment.
TBC	First Aid Provision

The site manager will request risk assessments, method statements and all other related site specific safety documentation from each contractor. These will be reviewed in part to establish competence and to ensure all relevant safety measures are in place and ensure other activities are not put at risk or vice versa.

## 2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
Naija Kitchen	Caribbean Streetfood
Burger world	Burger and hotdog stand
Street thai	Thai food
Better Lolly	Ice cream Van

### Sale of Alcohol

If you are selling alcohol at your event, how are you managing this?  
Please contact the licensing department at your local authority as you will require a temporary events notice.

There will be an 18 m bar tent on site selling alcohol.

The bar is 10 m long, with an 8 m drinking area, with drinks provided in polycarbonate containers only.

The event is over 18 only, so all customers can buy alcohol, which will be subject to Challenge 25 and supervised by SIA staff.

The operator will be a competent provider who is experienced in sales of alcohol at events and will be a Designated Premises License Holder in their own right.

The event will be subject of a Premises license (currently awaiting approval.)  
This bar will be operated by a contractor, who is a licensee, with trained bar staff.

There will be a seating area at the front of the bar, which will be roped and managed by SIA staff contracted by the event organiser.

### Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

Naija Kitchen 7 Lodge Lane, Bexley, Kent Contact telephone number 07780050916  
Registered with Thanet District Council National food hygiene rating = 5

Burgers World 34 St Richards Close, Broadstairs, Kent 01843 899657  
Registered with Thanet District Council National food hygiene rating = 3

Street Thai 2 Sibbots Way, Folkestone, Kent 01303 586269  
Registered with Shepway District Council National food hygiene rating = 5

Better Lolly

**Further concessions may be appointed and will be notified in due course as known.**

### 2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location  
Please ensure that you check any safety documentation of contractors that you hire.

Heras fencing - 6 Foot security fencing will be used as a perimeter fence with one main entrance point and 4 emergency exit points.

The fencing will be erected by a contractor, and will provide a triangulation, placed within the system to strengthen the fence line and reduce risk of it being broken down or damaged in the event of adverse weather.

No advertising banners or other coverings will be placed on this fencing, which will increase the risk of it blowing over. Exact locations are shown on the site plan.

The Fencing will have screens attached, for privacy of the event.

Crowd control barriers will be used to keep the public away from hazards or staff areas. They will also be used to channel visitors as required.

Exact locations are shown on the site plan.

### 2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

There will be no gas supplied on site. Food concessions will provide their own LPG and will be asked to provide the gas safety certificate for their appliances.

Only one spare LPG cylinder will be permitted per concession/stand.

Certification and storage of LPG will be checked before the site opens to the public.

There is a water main on site that will be used to provide all water needs for the event. There will be an electricity supply to provide lighting and power to the marquees and to the stage equipment. (see site plan)

All electrical supplies will be RCD protected and installed by an accredited electrician. All cabling will be run away from walkways, where this is not possible they will either be trenched or covered with a cable ramp. The electrical installations for the site will be signed off by the accredited electrician before the site is opened to the public

## 2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

- There will be 4 marquees with specifications provided by the contractor and supplied with the event plan.
- 24m x 18m – Housing the Dj and Dance floor, open 3 sided
- 9m x 12m- Housing the Licensed Bar, and drinking area open sides
- 6m x 12m – Housing Food stalls, Merchandiser stalls, open sided
- 9m x 12m Housing the Security Control tent, first aid, event team, rest area for stewards, event equipment, and Cloakroom.
- There will be an area for tables and chairs for customers to sit.
- Traders are organised next to each other with 3 sides open.
- All marquees erected by competent contractor s and signed off by their in-house design specialist.
- A completion certificate will be provided to the event manger before occupation and site opening
- Power and lighting will be run after the marquees have been signed off.
- No temporary structures will be used while they are being constructed.

## 2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here

Please ensure that you check any safety documentation of contractors that you hire.

A provisional assessment of fire risk has been completed with a full on site assessment completed pre-opening

A 3m clear route will be established on 3 sides of the perimeter for emergency services access.

- All structures will be separated by 4m
- Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations (also shown on site plan)
  - Inside all marquees (2 in large marquees 1 in small)
  - 1 at either side of stage
  - Two in Trader/exhibitor area (number needed to be finalised)
  - One CO2 by the power supply

- Food concessions expected to have their own fire fighting equipment

- The perimeter fence will have 4 emergency exits (including the main entrance).

These will be a loose heras fence panel, which will be opened by a named steward when evacuation from the site is required.

All evacuation points will have a large fire exit sign secured above them, which is visible from the centre of the site.

It is expected that the attendance for this event will not exceed the venue capacity.

- Stand alone floodlighting will be provided to illuminate the site including the escape routes and exit points.

- All food concession with cooking facilities will be asked to submit or complete the fire risk assessment form from the Fire and Rescue Service.

- Only one spare LPG cylinder will be permitted per installation.

The location of all LPG appliances will be identified on the site plan.

No generator will be allowed on site.

Anything not conforming will be taken off site.

- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is not a build up. Stewards will also monitor this.

- Marquees open to the public will be open sided so do not require designated exits, escape signs or emergency and have not specified limit on capacity.

- An emergency evacuation plan is in place with all stewards and other key staff briefed in its operation.

## 2.7 Temporary Events Notice

### IMPORTANT NOTE:

Premises License has been applied for

## 2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

### Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society ([www.prsformusic.com](http://www.prsformusic.com)) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

The event will have amplified music played in the arena throughout the day. As the expected attendance will be over 499. A premises licence have been applied for by the event manager.

## 2.9 Attractions



Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
No Funfair	
No Carousel	

## 2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

A FULL MEDICAL PLAN WILL BE DEVELOPPED WHEN CONTRACTOR APPOINTED

First aid provision is being provided by a St Johns Ambulance.

The contractor will complete a medical needs assessment on behalf of the event manager and both parties are in agreement as to the following provision:

1 ambulance

2 ambulance personnel

6 first aiders

The first aid point will be located at the event control tent, which will be segregated internally with a separate entrance to give a private treatment area.

'First aid' signs large enough to be visible from a distance will be erected above the entrance to this marquee.

## 2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

### **Toilet Facilities**

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.

There may be a charge if toilets are required outside normal opening times (check with your local authority). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

Temporary toilets will be provided outside the event area at a location specified on the site plan, opposite the Public Toilets.

These will be self contained units with hand washing facility and staffed

In addition to the public toilet located next to the event site, a total of (tbc) units will be provided one of which will be located by event control for staff use only.

There will be two disabled access toilets.

### **Waste Disposal**

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

The local authority is NOT responsible for arranging waste disposal at your event.

Additional bins will be provided for the public to use, which will be monitored and collected on a regular basis by stewards not on station.

Traders and stallholders are expected to remove their waste to the waste area provided that has large wheeled bins .

There should be enough to cater for the duration of the event, however should these bins become full they will be collected by a contractor

### **Noise Management**

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

A noise checklist for event organisers and information on noise consultants can be found on your local authority website.

The stage is positioned so that speakers are facing away from residential properties and will end at 21:00 hours.

Sound levels will be monitored throughout the event. This level has been agreed with the Local Authority.

**A SOUND CONSULTANT WILL BE CONTRACTOED TO DEVELPO A SOUND MANASGEMENT PLAN (Details TBC)**

## 2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

The event site has a ramp leading to it from the street level. The event itself is on sand, so to allow for disable access, tracks will be laid from the ramp to the event entrance and from the entrance of the event to the bar area next to the stage.

There are disable parking on the street behind the event. There will be stewards around to ensure that only blue badge holders can park there.

There will be secured viewing areas for wheelchair users and those with limited mobility either side of the stage. (Created with crowd control barriers). This will be controlled by Stewards

Temporary disabled toilets will be provided on the event site. In particular near the secured viewing areas.

## 2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

**What are the roles and responsibilities of your stewards?**

The event stewards will take on the following roles:

- Providing information to visitors on the program of events, location of stalls and facilities.
- Monitor the accumulation of rubbish and report where this is happening. Emptying of bins may be required.
- Monitor stands, stalls, entertainment etc, for any activity that might put them or the public at risk and report this to the steward co-ordinator when this might be happening. Take action to stop the activity if there is imminent risk to safety otherwise take action as instructed
- Monitor visitor activity and report to the steward controller any antisocial or other behaviour that might disrupt the event.
- If there is a medical incident contact the first aiders and the steward co-ordinator. If the casualty is immobile offer support until the first aider arrives. Ensure space is given to the injured person.
- If an incident occurs report this to the steward co-ordinator and keep the public away. Assist where possible, but do not put yourself at risk.
- Ensure all protective equipment provided is worn while on duty.
- If unable to attend report this to the steward co-ordinator
- If a post has to be left for any reason, this should be notified to the steward co-ordinator.
- Stewards do not have the powers to restrain or remove visitors from the event and should avoid getting into arguments. If a member of the public doesn't comply with a request this should be reported to stewards Coordinator

**Where will they be positioned and why?**

There will be a minimum of 5 stewards. They will be on duty at all times during the event. 2 will be used to monitor the area behind the stage at the street level, 1 to monitor the bottom of the ramp, next to the event and the other 2 will monitor the outer faces of the exits.

**Who are your stewards? How will they be identified?**

**We do not require names, just where you have recruited them from.**

All stewards will be from an Right guard Security

**Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?**

Right Guard will be providing the SIA  
20 SIA qualified staff will be brought in primarily to monitor the fenced area, with a minimum of 2 female staff. They will control the entrances, and exits, they will carry out entry searches and monitor bar area, stage area, food and merchandise area and the dancing area.  
The SIA staff will enforce licensing laws and Health and safety regulation within the site and immediate vicinity.

**How will your stewards be trained?**

Right Guard Security company will be providing all training of their staff.  
A briefing will be held the morning of the event before the gates open to run through any changes, key responsibilities/concern and answer any last minute questions.

**When will your stewards be briefed?**

**Please provide a copy of the information that will be given to Stewards (briefing document)**

All stewards are accountable to the head steward. They will stay at their allocated position until they are sent for a rest/lunch break.  
All stewards will be issued with a hi viz vest and radio.  
Stewards will be briefed at the pre-event meeting on how to use radios.  
Stewards are not to get involved with crowd issues but to report this or any other incident to event control. They will familiarise themselves with the location of the first aid points and fire extinguishers and 14 emergency procedures.

**How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?**

2 way radios will be issued to all stewards and the event team.  
Radios will have been tested to make sure they work in all parts of the event site.  
They will be charged the night before and signed out to each steward on duty.  
There will be spare batteries and radio units should one be lost, broken or stop working.  
Headset and microphones will be provided so visitors can't hear the open messages.  
There is also a mobile phone list as a backup.  
Radios will also be issued to the SIA staff who become part of the steward team for the purposes of the event

### **3. Incident Management**

#### **IMPORTANT NOTE:**

**Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.**

#### **3.1 Welfare of Children**

The event will be for over 18's only and no under 18 will be allowed entry

#### **3.2 Incident Reporting and Investigation**

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

All accidents, Medical Incident, or near misses will be investigated by the site manager during the event, to establish whether any immediate changes are required to prevent similar accidents happening again.

All Accident, Medical Incidents, and Near misses will be recorded by the Steward Controller, as they are reported using an HSE Accident book.

Should an accident be reportable under RIDDOR this will be completed by the event manager and submitted to the Local Authority enforcement Team.

All accident reports will be considered in the planning for future event to identify any elements that should be done differently.

### 3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.  
It is advisable to have emergency messages scripted before the event for use on the day

There will be a PA system operated through the stage sound system. PA speakers placed around the site will enable all visitors to hear any announcements made either by the event compare or by the event team.

Loud hailers are available at event control should the PA system stop working and communication is needed in the event of an incident.

### 3.4 Emergency Plans

**IMPORTANT NOTE:**

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?  
This is not an exhaustive list and the specific nature of your event will suggest others.



Evacuation process is discussed below.

If there is fire at the event. The event team will deal with it, and also go through the process below to decide if there is a need for evacuation.

Power failure will be reported to the event management. The event is a daytime event, so the impact of power failure will be less of an health and safety issue, as it will only affect equipment been run by electricity such as music and other equipments.

Collapse of temporary structure. All structure a being place 4meters apart to avoid on collapsing onto another. In the event of such collapse the site manager will work with the supplier of the structure to make sure no injury has been caused, and if there is, they will notify the first aiders of the situation, cordon off the area affected and make a decision with the event manager as to weather to evacuate the event site.

Road Traffic collusion. Road traffic collision will not affect the event site, as there will be no vehicle allowed on the event site, during the event.

**The weather forecast.** Weather will be monitored by the site manager during the week before the event. If the weather deteriorates and is likely to significantly affect the event, the event manager will take the decision on whether the event should be cancelled.

If there is heavy rain during the event the performances will need to be postponed or cancelled.

High wind will be measured on site. If the measurements reach the maximum recommended by the marquee supplier or the stage supplier, additional securing straps will be added and the marquees evacuated/stage not used. If the strong winds continue and the safety of visitors is at risk the event will be cancelled and the event ground evacuated during site build or while the event is running.

High temperatures: Should high temperatures occur regular message will be broadcasted from the PA advising visitors to use sunscreen and drink plenty of water. Water will be available to those treated by first aiders and for staff. Drinks are available to buy from food concessions and visitors are able to come and go from the event as necessary.

**At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?**

The event manager in consultation with the event team will decide if an event is to be considered as an emergency. The event manager will take control of the situation until the emergency services arrive.

**Who will report this to the emergency services?**

The steward coordinator is the person under the instruction from the event manager to telephone the emergency service.

**What systems do you have in place to contact the local emergency services?**

The 999 system will be used to report an emergency

**Who will liaise with the emergency services when they get to the site?**

The site manager will make themselves known to the emergency services when they arrive and advise them on the nature and scale of the incident, and advice as to what have been done by the event team up to that point.

**What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?**

The main entrance/exit point for the event has a section to one side that is constructed of crowd control barriers and easily removed. This allows immediate access to the emergency route around the perimeter of the event.

**Who will be responsible for crowd control during an incident?**

The Steward Controller will receive information from stewards and the event team on incidents and crowd behaviour. Stewards will be instructed to react accordingly depending on the situation.

**If required, how would you evacuate your event? What steps would you take?**

All incidents will be reported to the site manager who will attend the scene and either make a decision on the spot or consult with the event team.

Small scale incidents, which are not likely to affect many people will be dealt with by stewards and a member of the event team if necessary. A cordon will be established around the incident to keep the public away for their protection and allow space for treatment.

Medium scale incidents - Small scale incident that have escalated or an incident that involves a larger number of people. Initial response will be by steward and the site manager and a cordon established. A decision may be made to evacuate an area of the site by stewards moving out from the incident asking visitors to move back. This will be towards an exit in preparation for a full evacuation. The event manager will decide whether the incident is sufficiently serious to call the emergency services in anticipation of an escalation in seriousness (e.g. fire, large scale antisocial behaviour). The PA will be used to inform visitors.

Large scale incident - a medium scale incident that has escalated to a major incident or large scale disturbance where there is imminent danger to visitors. At this stage the emergency services would have been contacted and a full evacuation called. In this case stewards would be directed to continue moving out from the incident directing visitors to the exit point. Alternatively starting from as close to the incident as possible and start moving visitors to the exits.

**How will you communicate the evacuation instruction to your audience?**

To avoid unnecessary panic should radio conversations be overheard by visitors, code words will be used to identify specific incidents, once an evacuation starts these aren't important:

Fire - Mr Sands (e.g. Mr Sands is at the stage)

Suspect packages - Mr Franks (e.g. Mr Franks is at the stage)

Creating a cordon - localised evacuation done by stewards giving verbal instruction as directed by the steward co-ordinator or event manager.

Partial evacuation - movement of visitor from the area of the event affected by the incident to a safe area still within the event ground.

Started by stewards giving verbal instructions, creating a cordon, using of loud hailers as necessary.

The PA system will be used to inform visitors.

Full evacuation - Total movement of all visitors out of and away from the event ground.

The PA will be used to announce the evacuation.

Steward will give verbal instruction (with loud hailers) of where the nearest exits are, and ensure everyone has evacuated the site.

**Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)**

The standard green exit signs will be placed above each of the emergency exits. This will be large enough to be seen from the centre of the event site. The first aid tent/ event control, will have sign large enough to be seen from a distance

## 4. Traffic Management

### 4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

**Is your event taking place on or off the Highway?**

On the Highway

[Off the Highway](#)

**What is the best route for traffic to take in order to get to your event? How will this be communicated?**

The event will be on the beach in Margate and traffic will be on the main road route into Margate. Most people will be advised to come on the train. Coaches will also be laid on from the o2 in Greenwich, London straight to Margate station. All this will be communicated on our website and flyers. For the first event all marketing effort will be directed toward getting a local Customer.

**What is the best and safest route for traffic to exit your event? How will this be communicated?**

There will be no traffic on the event site and customers will be walking to the event and parking in the public car park which will be illustrated on the flyers and website.

**In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.**

There will be stewards located on the road behind the event to encourage pedestrian to use the traffic light for crossing the road to the event.

**What have you done to liaise with and inform local residents and businesses about the impact to local roads?**

We anticipate minimum impact to local roads as the event is on the August Bank holiday which was traditionally a busy time of year in Margate.

**Can people enter your event without causing an obstruction on the road?**

The event can be accessed using normal Beach access, which includes a traffic light and steps, which are located to the left side of the events.

**How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?**

The event is on a busy bank holiday, when all public transport is expected to be busy. Most of our customer will be coming from London and surrounding areas of Kent.

Once the event have been approved, we will contact Local busses, rail and taxi company to inform them of the event and seek advice from them as to our we help to reduce any impact our event may have on the smooth operation of their service.

**Are you requesting any parking suspensions as part of your event?**

**If yes, please complete the information below.**

**If you do not include ALL of this information your request cannot be considered.**

Location (street name/car park)	1 hour parking spaces at Marine terrace, entrance of Dreamland
Number of spaces	5
Intended use for the parking spaces	For Ambulance and contractor parking
Start time of suspension	Friday 6am 24 <sup>th</sup> August 2018
End time of suspension	Monday 9pm 27 <sup>th</sup> August 2018

**If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.**

The event is been held opposite the Margate Station, and we anticipate most people will use the train and the once driving will be encourage to park next to the station and walk across and others by coach. The coach will drop customer by the beach entrance and then go off to park elsewhere.

The car park next to the station has ample space even during Bank holiday.

**If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.**

Location	<u>No</u>
Number of spaces	<u>No</u>
How will the area be managed?	<u>no</u>

**If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.**

## 4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, your local authority will produce the road closure order once it has been approved by KCC Highways. This may involve a charge. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC Highways. This will involve a charge.

### **IMPORTANT NOTE:**

**Before a road closure can be considered the following documents MUST be submitted to your local authority along with this plan and approved by KCC Highways Authority:**

- **A copy of valid Public Liability Insurance (£5 million minimum)**
- **Health and Safety Risk Assessments**
- **Signage Schedule (Map and indication of where signs will go)**
- **Plan of diversion route (if applicable)**

**Please note KCC Highways require 12 weeks' notice of any road closures for coordination purposes.**

Please answer the following questions in detail regarding any road closures at your event

**Are you applying for a road closure as part of your event?**

Yes

No

**Please list ALL roads that you wish to close for your event below:**

None

**What is the duration of the closure? Please be realistic with timings.**

[None](#)

**Is it necessary to have a diversion route? If yes, please provide details of the route here.**

A diversion plan will need to be submitted to your local authority.

[None](#)

**Who is providing your signage for the road closure?**

**If you are using a signage contractor, please provide their details here.**  
Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to the local authority.

**If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.**

[None](#)

## Appendices

### i. Site Map

Please provide a site map of your event site

### ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

### iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

### iiii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)



- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)