



SCOTS GUARDS
THE COLONEL'S FUND

Registered Charity no 249900 | Scottish Charity no 38227

EVENT PLAN

“Colonels Fund Concert in the Park”

Presented by
The Scots Guards Organising Team

The Old Rectory, Finmere

ARMED FORCES DAY

25th June 2011

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1. Introduction

On the 25th June 2011 in the grounds of the Old Rectory Finmere there will be a military band Concert performing on layered stage from 19.30hrs until 21.30hrs. To complement the musical activity animation will be provided by Highland Dancers for certain pieces throughout the performance. This is an acoustic event planned to coincide with National Armed Forces Day. All proceeds will go to Charity.

2. General Information

Name of Event "The Colonel's Fund Concert"

Date of Event Saturday 25th June 2011

Venue The Old Rectory, Finmere Oxfordshire

Grid ref

Event times Gate opens 17.00hrs. Performance 19.30hrs till 21.30hrs

Cost

Estimated attendance 1000 by pre paid ticket

Audience profile

The audience profile is expected to be mid 30's onwards with family groups.

3. Licence Type

4. Personal Licence Holder

5. Event Manager

6. Safety Officer

Safe working practice will be adhered to during the fit up, Event de-rig in accordance with the Health & safety at Work Act 1974. The Management of Health & Safety at Work regulations of 1993 (amended 1999) and the event Safety Guide (purple guide HSG195) and safety guidance for Street Arts, Carnival, procession and large scale performances.

7. Other Key staff

NAME	LOCATION	RESPONSIBILITY

8. Crowd Management, stewarding and guarding

DAY	TIME	STEWARD	RESPONSIBILITY	COMMENT

9. Passes & Permits

There will be artiste, production crew and staff passes. Stewards will check passes on entry to dressing rooms and performance areas.

10. Facilities for people with disabilities

The needs of others in the planning and implementation of this event are a high priority. There will be persons on site with child protection training and CRB checked. Suitable access and egress points will be provided for people with disabilities.

Disabled parking will be available at Gate 1. Outer car park.

12. Communication

Communication will be by two way radio with a command/event management centre with multi channel facility.

The emergency channel shall be kept clear of normal traffic. Should an incident require the Event Manager to talk to a particular location or individual without interruption a channel switch instruction will be issued to the correspondent. On resolution all parties instructed to switch back to normal operation channel.

There will be a PA system for emergency announcements.

13. Barriers

14. Temporary structures

15. Stages

**** will provide hand over certificates. The provision of stages will be overseen by

16. Electrical System

A qualified electrician will set up as all electrical systems as necessary and he will be on site throughout the event.

17. Installation Certificates. Temporary installation certificates provided where necessary by contractors.

18. Emergency lighting circuits

There is daylight for the whole period of the event. The lavatories will be lit by the mains/generator.

19. Emergency procedures and major incident

Fire in any area

- Move people away from the fire in a calm and polite manner using announcement from PA or loud hailer using script for evacuation.
- Communicate by radio or in person the exact location of the fire to the event manager and safety officer use the code word "JACK FROST" and state location clearly. The event Manager & Safety Officer will call the Fire Service stating the location of the fire.
- Stewards on emergency (red routes) will be informed and if necessary a response team will be dispatched to walk emergency vehicles onto site and assist with crowd control.
- Tackle fire using appropriate methods ONLY if it is safe to do so and you have received fire safety training. **DO NOT TAKE RISKS**
- The event safety team will assess the implication on the continuation of the event and log of the incident will be made.
- **NO SMOKING ON SITE**
- In the event of a major incident primacy will be passed to the emergency services.

BOMB THREAT

Upon receipt of a bomb threat communicate directly to the event manager and safety officer using the code word "WARREN" and give exact location or nature of threat. Try to remember wording, background noise, accent, coded messages. Event Manager and safety officer will liaise directly with the police, assess the risk and determine what immediate action should be taken.

Suspicious packages

If a suspicious package is reported, pass this information to the Event Manager and safety officer stating exact location. Stewards will be deployed to clear the immediate area while risk assessed.

Evacuation may be necessary, police will be called and stewards will assist.

Crowd disorder

Stewards will inform Event manager. If necessary police will be called giving nature and location of disorder.

Inclement weather

The Event Manager will assess weather conditions with regard to crowd safety, site structures and electricity. In the event of inclement weather appropriate action to ensure crowd/artist safety will be implemented. This may include cancellation of the event if there are severe weather conditions. Inclement weather will also be monitored during the build phase. Special arrangements for working at height are in place.

Evacuation

It may be necessary to evacuate the whole or part of the site. The Event manager and Safety officer in consultation with the management team and emergency services will make this decision. Emergency services will take primacy. Stewards will be briefed and an announcement will be made and repeated over the PA and loud hailer systems using the following script:

ATTENTION PLEASE> ATTENTION PLEASE. FOR YOUR OWN SAFETY IT IS NECESSARY TO EVACUTE (NAME AREA TO BE CLEARED).

IT MAY BE NECESSARY TO INSTRUCT PEOPLE NOT TO RETURN TO THEIR VEHICLES AND TO LEAVE ON FOOT TO AN AREA DESIGNATED AND DIRECTED BY STEWARDS.

It may be necessary not to use one or more of the egress routes, this will be announced during evacuation address.

Stewards will calmly and politely assist in the evacuation. The area will be checked and handed over to emergency services. And a log will be made of the incident. The site is not large and the crowd numbers are not great. It should be possible to calmly evacuate a crowd of 1000 in approximately 4.5 minutes.

Staff rendezvous points

The RV for staff will be the backstage area, if this is not possible the.....

Emergency services OUTER RV POINT

Emergency services INNER RV POINT

RV for emergency services will be OUTER.....

INNER.....

20. Traffic Management

Please refer to traffic management plan attached

21. Medical First Aid provision

TBA

22. Lost Children - Information & Welfare

All children lost on site will NOT be removed from site by any person. Identified stewards will wait with the child and make local enquires to ascertain the

whereabouts' of the responsible adult. In the event of the adult not being identified or suspicion over the identity of the adult the Event Manager and Safety Officer will be informed and a decision to inform the police made. The child will be taken to the Event Command/control post.

Policy for stewards: (in accordance with the Children's Act 1989)

If you are approached by a parent/guardian

- Reassure parent/guardian and inform them of procedure
- Ask for a detailed description; name, age, height, build, clothing, distinguishing features, area last seen, circumstances, time
- Ascertain if child with any person relative, friend, group
- Ascertain where family/group has been during event

If you are approached by lost child

- Reassure the child, tell them your name and who you are
- Ask the child their name and family name if possible
- Report child to the Event Manager and safety Officer but do not give out details over any insecure radio network. If in doubt request switch to emergency channel. Use code word "MOTHER GOOSE"
- Find out where child last saw parent/guardian
- Remain with the child in the area you find them. If not collected after a reasonable time take to the Event Control/command post. **DO NOT REMOVE THE CHILD FROM THE SITE.**
- **Do not give out any description or child name in any public announcement.**
- **Remember child protection, use common sense and do not put yourself at risk of accusation. Do not take child to an area where you will be alone with the child, request additional steward to assist making sure there are two people dealing with one child. Do not use any inappropriate language or behaviour in the presence of the child.**

Refreshments & food – An evening meal in the form of ***** will be provided for Artistes, Production Crew, Staff at ****hrs at Bottled water will be available throughout the event.

DO NOT FORGET TO REPORT A CHILD HAS BEEN RE-UNITED WITH A PARENT GUARDIAN SUDDENLY TURN UP.

23. Sanitary accommodation

Event will provide ** multi sex port-a- loos located at. Backstage facilities will be at ****

24. Waste disposal

Removal of Waste produced by the Event

Will be undertaken by contractors and production crew

Normal Refuse from the site foot print

The event will not disrupt the normal refuse collection service in the area of the foot print.

25. Fire Safety

The Fire Service has been alerted to the event. *Their reference 628/00/010/BB/JH*

A Full Fire risk assessment has to be made see- Regulatory reform (Fire Safety) Order 2005

Natural fire breaks are to be identified.

Appropriate fire extinguishers will be distributed around the site and all stewards briefed with their location.

26. Sound & Noise

Noise abatement and pollution (Noise Pollution Act)

- **Neighbours have been informed**
- **Local residents have been informed**
- **Local Parish Council Consultation meeting held –presentation given to all interested parties**
- **Reasonable steps taken to prevent excessive noise on entry and departure. No rowdy or boisterous conversation expected on departure.**
- **Non amplified stage**
- **Noise NOT expected to exceed what might be considered reasonable and would NOT demonstrably effect quality of Life and will NOT be regular and prolonged. No exposure to any un-pleasant, damaging, or irritating noise above a certain level –harmful to human, wildlife or the environment in some way.**
- **None of the planned music has repetitive thumping or pulsating beats associated with amplified “rave” or festival music.**
- **The time parameters are restricted to a short 6hr window, does not start early or go on excessively into the night.**
- **Audience will receive information pack that includes resident sympathy instructions: Not to sound car horns un-necessarily at anytime, enter and leave quietly.**

All reasonable steps have been taken to inform neighbours what the event entails.

27. Itinerary

28. Build Schedule

Please refer to attached schedule

29. Appendices

1. Event Risk Assessment
2. Event Method Statement
3. First Aid Score Sheet

30. Co-ordinating Instructions

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