



Event Plan for Main Sytage @church in support of the
United Reformed Church, Windsor Place, Cardiff.

29th-30th August 2021

Version: 1.0 dated 08/07/21

Event Plan Verification

	Name	Position	Date
Prepared by:	Martin Jones	Main Stage	
Checked by:	Marc Schofield	Main Stage Manager	

Register of Document Holders

Name	Location
Main Stage	On the day of the event, a copy of this document will be available at behind The Main Stage Bar.
Event Manager	On the day of the event, a copy of this document will held by the Event Manager.

Revision Schedule

Revision	Date	Details of Revision	Issued by
Draft for review	27/06/2021	Initial version created draft	M.Jones
1.0	08/07/2021	Drinking times in the stage area & Main Stage confirmed, changes to staff training, last entry times amended, qty of guards	M.Jones

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1. Organiser's Contacts & Service Providers

Name	Job Function	Contact Number
Martin Jones	Event Manager	██████████
Krys Randle	Stage/sound Manager	██████████
Emma Davies	Security Manager	██████████
Marc Schofield	Bar Manager / DPS	██████████

#1 Weather Monitor Martin Jones

1.1 Service Providers

Name	Job Function on Pride Day	Contact Number
Ian Chandler (ICL Lighting)	Temporary Staging	██████████
Wiltshire Property Solutions	Stage Lighting / Fencing	██████████
Krys Randle	Sound Manager	██████████
April Jones, Michael Fry	Medical x 2	██████████

2. Organisation and Site Control

Emergency Management via the Event Manager:

Site Emergency Manager: Martin Jones.



3. On-Site Health & Safety Policy

The Main Stage @the church weekend

Valid from: August 27th 2021

Valid to: August 30th 2021

3.1 Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision, as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation for duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out in this document.

The policy will only be valid for the event as stated above.

4. Responsibilities & Controls

The following Chain of Command has been setup; responsibilities as detailed below: If a manager is not available a temp manager must be nominated & made aware to the event manager.

4.1 Event Manager: Martin Jones

When “On-site, overall and final responsibility (Event Wide) for Safety resides with: Martin Jones

- Safety of all attendees, staff and contractors when on site;
- Responsible for the management of the Site/Stage Managers and Stewards;
- Responsible for artists/performers, location of (event) services, hire of equipment;
- Manager Team of runners.

4.2 Stage Management: Krys Randle

Stage Manager

When “On-site”, the responsibility for running and organising the Stage shall reside with: TBC

- Responsible for safety of staff and contractors working in the back stage;
- Responsible for the general running of the stage; • Responsible to ensure performances run to time;
- Due attention to the noise levels of the event.

4.3 Security Manager: Emma Davies

When “On-site”, the responsibility for Security, including pre-event briefing on expectations and will be:

- Responsible for organising and managing the on-site security team
- Responsible for ensuring any notable incidents are in the security log book
 - Has a duty of care for all security staff

4.4 Bar Manager: Marc Schofield

When “On-site”, the responsibility for running and organising the Bars shall reside with (this includes money management and staff training prior to commencing work): Marc Schofield

- Responsible for managing and organising the Bars; 2 inside Main Stage and 2 external bars in the church carpark & the backup bar in the church
- Allocating staff appropriately during the required hours.

- Ensuring the safety of the area is maintained.
- Managing and ensuring the Bar takings are secured and controlled at regular intervals during the event.

4.5 Support Roles

The following staff will be carrying out various roles on the day

- Sharon Knowles (Runner)
- Julie Gascoigne (Runner)
- Bar Staff x 12
- Security x 2-6 dependant on numbers of guests

During the event, meetings should be co-ordinated to highlight any issues to the other managers (these should be limited to 10mins). These are to be held by the sound engineers point. (Key personnel should attend):

27th August 2021 (Friday)

- The management team will meet at 9:30am

28th August 2015

- The management team will meet at 10:30am

29th August 2015

- The management team will meet at 11:00pm

30th August 2015

- Debrief of management team at 6:00pm

5. Employees (e.g. Stewards) & Sub Contractors

All employees and volunteers have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace, and to take reasonable care of themselves and others. High Visibility Vest/Gloves/Litter Pickers shall be provided everyone from the information room in the Main arena.

It is considered part of the work duties that any employee who becomes, or is made aware of a safety issue, should immediately report it to the Event manager.

All sub-contractors are expected to supply (and maintain) their own PPE as required by the normal and expected day-to-day work requirements. These would normally include (but not limited to) Protective footwear, and gloves for equipment handling. Everyone must report to the Event Manager.

5.1 Runners

All runners shall report to the Event Manager on arrival, log-in and be briefed.

For the event up to 2 runners will be required and carry out duties as specified by the Event Manager.

All runners will undergo a briefing and training for their duties prior to the event.

5.1.1 Welfare

- All runners will wear appropriate clothing and footwear suitable for the job. No sandals, slip on shoes. Gloves shall be available if required.

5.2 Bar Staff

All runners shall report to Bar Manager on arrival and be briefed.

For the event up to 14 bar staff will be required and carry out duties as specified by the Bar Manager.

All staff will be fully trained.

5.3 Other stage crew/production crew/Security

All employees will report to Event Manager and log-in.

6. On Site Management

The Main Stage and outside space will operate as a Public House, along with the Church & carpark area. It will be the responsibility of the security to manage the maximum capacity to the Event of 499 people at any one time.

Entrance / Exit will be limited to the gates marked within Appendix A.

6.1 General Control

The very nature of the festival is of many attractions set within a defined space throughout which the visitor's will be permitted to move around freely.

The Management Team will keep radio contact with each other, where queuing or build up of large crowds becomes an issue. Where possible, the security will move people on, or arrange queues ensuring circulation space for attendees on the thoroughfares.

6.2 Accessibility of the Event

Fully accessible for wheel chair users.

6.3 Risk Assessment

Risk and hazards have been identified as far as possible; refer to the Risk Assessment Document reference: Event RA 2021.

A copy of the risk assessment document will be held by the Event Manager and behind the Main bar at Main Stage.

6.4 Bar Management

All Bar Staff shall be provided with training prior to the event, which will be refreshed on start of shift

All licensing objectives will be met and reviewed.

The Bar will operating a Challenge 25 Policy and anyone challenged without I/D will not be served.

The following timings shall be adhered to during the event for internal & external bars as follows

- Friday Bars: Open: 12:00 midday, Last Orders: 24:00, Close: 01:00.
- Saturday Bars: Open: 12:00 midday, Last Orders: 00:30, Close: 01:30
- Sunday Bars: Open 13:00, Last Orders: 00:30, Close: 01:30

Radio Communication will be provided between each bar, Security, Bar Manager and Event Manager.

Polycarbonate Tumblers and Plastic Bottles will be used - No glass allowed.

6.5 Alcohol Policy & Controls

Challenge 25 will be operated throughout the event.

Access into the event will be monitored by Security.

Attendee's bags may be searched and levels of intoxication visually monitored

Intoxicated attendees will not be tolerated and will be ejected from the event: continuous bad behaviour will ultimately lead to the person being ejected.

6.7 Noise Management

The event has an obligation to manage the noise on the day to ensure that neighbours of the event are considered and not significantly affected. Noise levels will be managed by the Sound Manager on the day.

Any noise complaints will be recorded by Event Manager and appropriate action taken, Complaints can be made on [REDACTED]

An exclusion zones will be placed around speakers, and no staff will be placed within this area.

6.8 Security Arrangements.

During the event Security cover will be managed by **Emma Davies (Security Manager)**

The Security Manager & Roaming Team will be provided with a radio which will be in contact with the Event Manager.

After 9:30pm, the Security Manager will log Clicker numbers, from the Main entrance and exit gates every 30 mins.

Roamer will be required to monitor toilets every 30 mins.

6.9 Overcrowding

In the event of overcrowding the one in/one out system will operate, the Security Manager should radio the Event Manager and request attendance.

The public will be informed via signs fitted to the entrance & displayed around the arena.

All security will have a responsibility to monitor crowd dynamics and will report any issues to the Security Manager.

6.10 Site Dispersal

At the end of the event, the emergency exits within the fenced off area will be open, to allow access to Windsor Place. Security will request the noise levels are kept to the minimum to ensure neighbours are not disturbed.

6.11 Pedestrian movements.

Pedestrian will be able access the event from all entrances.

6.12 First Aid Arrangements

As a small event, the First Aid Cover will be provided by 2 people.

First Aid kit is located at the Main Bar with the First Aid Reporting Book.

Should a serious medical incident occur the Emergency Services will be called.

6.13 Fire Precautions

Appropriate Fire extinguishers located within The Event Area, rear of back stage and outside bar areas.

In the event of discovering a fire contact a member of the Management Team will call 999 if required immediately. Ensure the area is cleared of members of public and access is not given.

If serious, Event Manager will instigate the Emergency Plan and Evacuate the event (refer to section 7).

All staff will be briefed on actions & responsibilities if a fire occurs.

6.14 Adverse Weather Precautions

The weather shall be monitored on the days leading up to the event and appropriate action taken if issues are identified:

- High Temperatures – Free water to be readily available,
- High Winds – Staging and Gazebos secured appropriately and weighed down.
- Heavy Rain - if flooding, then event may need to be cancelled or relocated into the Church Hall / Gazebos will be located in the fenced off area.

If cancellation is required prior to the event, this will be communicated to the public using Local and Social Media.

6.15 Waste Disposal

Tumbler collectors will ensure there areas are tidy and free from a build up of litter and all litter will be placed in the Wheelie Bin.

Additional bins have been sourced for the event.

6.16 Sanitary Arrangements

The following will be available within the Main Arena:

- Male: 2 cubicles / 2 toilets
- Female: 3
- Disabled: 1

Toilets will be monitored by The Main Stage Staff to ensure they are operating correctly and clean.

Roaming Security will also monitor the toilets every 30 minutes and report back any issues to Event Manager.

6.17 Manual Handling

Any instances of manual handling should be detailed in the risk assessments. In any event, adequate numbers of staff will be made available to achieve the safe and practical movement of equipment.

6.18 Electrical Equipment (EAW)

All electrical equipment should be fit and appropriate for the job. The Event Manager reserves the right to refuse the use of any equipment they deem unfit for use. Any remedial work required to be carried out will be done by a qualified person.

Responsibly for Electrical Power; [REDACTED]

Electrical sign off certificate for the event to be provided by the designated service provider, when all equipment is setup and has been tested ready for use.

All cables will be routed overhead, no trailing cables and out of reach of the public.

6.19 Other Important Hazards

All Staff must remain vigilant and report any hazards to the Management Team as necessary.

When "On-Site" it is the duty of the person with overall responsibility to inform the staff of all the identified risks they may encounter.

7. Emergency Plan

7.1 Evacuation

The Evacuation process shall be co-ordinated by Event Manager and assisted by all key managers.

On evacuating the Stage and Dressing Rooms the Assistant Stage Manager will be in charge of ensuring those areas are empty before departure from that area.

Bar Manager will be responsible to ensure Main Stage & Arena is evacuated.

Staff will be alerted to the situation by Event Manager via Radio and the Evacuation plan as detailed in this document will then be carried out.

In the event of an evacuation: all staff and performers are to make their ways to the Assembly point (opposite Central Bar) where a count of staff will be done and cross referenced to the Event log-in sheet.

7.2 Evacuation Procedure

1. Any decision made to evacuate the event will be made by Management Team, as this covers the four key areas of the event. If time permitting this decision will be made with the key Public Services.
2. This will be communicated via Radio to all staff, using the radio code word and appropriate message. Once alerted all members of staff (with radios) should maintain radio silence unless asked to speak by the announcer.
3. Avoiding any locations which have been reported as being dangerous.
4. The security team will be allocated one zone each (Staged Area, Garden, The Main Arena) and will ensure these areas are cleared.
5. Bar staff are responsible for opening fire exits and directing members of public away from the event ensuring they make their way to the assembly point.
6. Staff should remain in radio contact at all times. The radios should be used for critical information only.

Category 1 responders (e.g. Ambulance, police, fire, local authority) can access the staged area, via a double gate, which will be opened in the event of an emergency.

7.3 Stage Evacuation Announcement:

1. Stage Manager should stop any performances that are taking place. An announcement should be made to clear the public out of the garden & areana:

“Ladies and gentleman your attention please. I am sorry to announce 'that we have to clear the area (state the area)' or 'leave the event via exits as directed' due to an emergency incident. Please leave calmly as directed by staff”.

Repeat as necessary.

It is important that the message is delivered in a clear and calm way. We do not want to cause a stampede.

The P.A. systems at the staged area and Bar should be used to address the public.

On evacuation, the Mailcoach staff will man the exits for the event and shall open them so as to let the public have easy egress.

2. Performers and staff should assemble at the front of Main Stage Bar). The Event Manager will be responsible for advising that the Premises have been cleared.
3. The Event Manager in consultation with the emergency services and/or other official bodies dealing with the situation will decide how to proceed depending on the situation.

This procedure only considers the most important part of the evacuation, which is the safe removal of people from the site. There will be no re-entry into the site for the general public after a full evacuation, the event will not resume.

7.4 Media Response (Critical/Major Incident)

In the event of a critical or major incident at the event, all communication with external media will be via the Event Manager only.

The following statement will be released *“An Incident has occurred, and as such we are working in partnership with other Agencies, further details will be released in due course”*.

No other responses from within the team or elsewhere should be deemed as official. Any Media representatives will be directed to the Event Manager who will release the above statement.

Under no circumstances should any of the Event team speak to the Media or release information on social media sites.

8. Emergency Services:

8.1 Blue Route

Category 1 responders have vehicular access to the event using established access route via Windsor Lane

Communications with the emergency services will in the first instance be by the Event Manager.

8.2 Transfer of Authority

If the emergency services declare an emergency / major incident onsite at the event, all of the event personnel and resources will work under the command of the police.

Any transfer of Authority will be logged by the Event Manager.

9. Debrief

The Event Manager will debrief the staff at the event as previously stated

Appendix A: Radio Call Signs

<u>Position</u>	<u>Call sign</u>
Event Manager	Event
Bar Manager	Bar M
Security Manager	SM
Stage Manager	Stage
First Aid	Medic
Roamer 1	Rome
Runner 1	Runner 1
Runner 2	Runner 2
Inside Bar	Bar 1
Stage Area Main Bar	Bar 2
Stage 2 nd Bar	Bar 3
Church Bar Inside	Bar 4
Total Radios to be issued:	12 plus 2 spare

Radio training will be provided to all users either prior to event or at the event (dependent on experience).

Radios will be signed out and back to the Event Manager. It is your responsibility to report any damage on your allocated Radio – Misuse (verbally / physically) of Radio will mean that the you will requested to return the Radio

Appendix B: Radio Code Words

The following code words will be used on the comms systems so as not to alarm the public (who may overhear) and to convey the message as quickly and as simply as possible.

Radio Codes (Abrv)	Definition/use
Code 1	A crowd-control or security issue . Require assistance from extra security.
Code 2	A suspect package has been reported.
Code 3	An incident on-site has Emergency Services in attendance. They have priority control over the situation.
Code 4	Emergency evacuation - Area or complete.
All-clear	Situation all-clear
<i>Foxtrot Message</i>	Important call coming through – everyone to pay attention to radio calls. No non-essential calls to be made.
<i>Over</i>	Ends transmission, prompts reply (if any).
<i>Message Received</i>	Acknowledges transmission, and confirms that it was understood.

Code words may be used with additional information to outline the situation.