



# **EVENT MANAGEMENT PLAN**

**16th November to 31st December 2020**

**Location: Bramall Hall, Bramhall Park**

Version 3

Date: 17th February 2020

## Contents

<b>1.</b>	<b>Event Introduction .....</b>	<b>3</b>
<b>2.</b>	<b>Site Maps .....</b>	<b>6</b>
<b>3.</b>	<b>Organisational Roles &amp; Responsibilities .....</b>	<b>10</b>
<b>4.</b>	<b>Management Contacts .....</b>	<b>14</b>
<b>4.1.</b>	<b>Agency Contacts .....</b>	<b>14</b>
<b>4.2.</b>	<b>Infrastructure Suppliers .....</b>	<b>15</b>
<b>5.</b>	<b>Basic Event Schedule – Production .....</b>	<b>16</b>
<b>6.</b>	<b>Statement of Intent .....</b>	<b>18</b>
<b>7.</b>	<b>Method Statements .....</b>	<b>22</b>
<b>7.1</b>	<b>The Purpose of the Event .....</b>	<b>22</b>
<b>7.2</b>	<b>Audience .....</b>	<b>22</b>
<b>7.3</b>	<b>Site Preparation &amp; Pre-Build Infrastructure .....</b>	<b>23</b>
<b>7.4</b>	<b>Contractors Behaviour .....</b>	<b>23</b>
<b>7.5</b>	<b>Temporary Demountable Structures / Other Constructions .....</b>	<b>24</b>
<b>7.6</b>	<b>Power .....</b>	<b>24</b>
<b>7.7</b>	<b>Toilet Provision .....</b>	<b>24</b>
<b>7.8</b>	<b>Lost Child/ Person Policy .....</b>	<b>25</b>
<b>7.9</b>	<b>Inclement Weather Provision .....</b>	<b>25</b>
<b>7.10</b>	<b>Impact on Local Environment and Community .....</b>	<b>25</b>
<b>7.11</b>	<b>Noise Controls .....</b>	<b>26</b>
<b>7.12</b>	<b>Medical Provision .....</b>	<b>27</b>
<b>8.</b>	<b>Event Contingency Plan .....</b>	<b>28</b>
<b>8.1</b>	<b>Emergency Action Plan .....</b>	<b>28</b>
<b>8.2</b>	<b>Assumption of Control .....</b>	<b>31</b>
<b>8.3</b>	<b>Contingency Planning .....</b>	<b>32</b>
<b>9.</b>	<b>Communications .....</b>	<b>33</b>

<b>10.</b>	<b>Fire Safety</b> .....	<b>34</b>
<b>10.1</b>	<b>Fire Risks</b> .....	<b>35</b>
<b>12.0</b>	<b>Crowd and Traffic Management</b> .....	<b>36</b>
<b>12.1</b>	<b>Monitoring &amp; Management of Crowds</b> .....	<b>37</b>
<b>13.0</b>	<b>Event Stewarding and Volunteer Plan</b> .....	<b>39</b>
<b>13.1</b>	<b>Stewarding, Security and Volunteer Roles</b> .....	<b>39</b>
<b>14.0</b>	<b>Cleansing Plan</b> .....	<b>41</b>

## 1. Event Introduction

The plan is to create a new, exciting and magical addition to Cheshire's festive event calendar around Christmas 2020. The aim is to establish a short-term festive event which is targeted towards and accessible for a diverse audience of local people and their families.

Cheshire Fest Winter Wonderland would operate seven days a week from Monday 16<sup>th</sup> November up to Thursday 31<sup>st</sup> December 2020. It would require a handover of the site one week prior to the opening date in order to build and prepare for launch, with a hand-back of the site by Monday 11<sup>th</sup> January 2021. We are therefore requesting the support of Stockport Council to secure permissions and exclusive rights to develop and deliver a winter festival at Bramall Hall over the next three years.

The event site will be welcoming and dynamic with an eye-opening offer that revolves around a large, tented food & drink zone with comfortable seating areas, fire pits, festive music and aromas filling the air. A performance-led entertainment programme will feature throughout with daytime family entertainment and live music during evenings and weekends – plus a mini-market of retailers selling gifts and seasonal produce. This tented venue space will be installed in the Walled Garden area of Bramall Hall with amenities, Christmas decor and heated spaces that create a comfortable and cozy place to meet with friends or family – and take in the bustling and joyful atmosphere.

Our concept aims to create a unique festive attraction at the heart of the local area, which will appeal to residents of East Cheshire and nearby areas of Greater Manchester. We believe that this first event should establish a sustainable basis for the project to be delivered in future years, with potential for ongoing growth and development. In the inaugural edition; through our programme of live music, entertainment and a magical Santa's Grotto and real ice rink; we aim to offer something for visitors of all ages and interests.

Our team intends to engage communities and grassroots organisations through a range of collaborations to ensure inclusion for local people. We will also present opportunities for local businesses and SME's to feature at the event, as well as established and emerging artists from the area to perform. We are committed to exploring ways to add further social value and encourage a spirit of festive giving.

Organisers intend to launch a high-quality experience that is safe, well-run and meets the expected standards of the public and Stockport Council. It should raise profile for the area, showcase the wonderful and historic Bramall Hall and Park, generate revenue for Stockport Council and provide advantages to local people through commercial trading and employment opportunities. We are committed to working with

the hall and established café business to ensure a co-operative delivery with all-round benefits.

The event should not restrict access to Bramhall Park for local people and in addition, it is our aim to support the preservation of the park by making relevant improvements in partnership with management as the relationship grows, in order to give back to this space for the local community.

Cheshire Fest Winter Wonderland will feature:

- Ice Rink – 30m x 10m skating surface allowing a maximum capacity of 100 people per hour
- Bavarian Beer Bar and Food Hall – approximate capacity of 250 people
- Walled Garden Market – approximate capacity of between 150 - 250 people
- Santa's Grotto and Stables – approximate capacity of between 30 - 50 people
- Remainder of Site – 300 people

**Total footfall** = ~900 on site at any one time

**Average dwell visitor dwell time** = ~2 hours

(NB: the event will be free to attend, however advance registration of guest tickets will be requested through our website, with a back-up process for making registrations at the entrance gate. Paid activity such as ice skating and Santa's Grotto will require the purchase of associated tickets and will allow us to have guests select their preferred time slot – in this way we will have control over and be able to monitor both attendance and occupant capacities at all times. Further information is discussed in sections of this plan.)

Cheshire Fest events are organised by Directors, Philip Osborne and Ben Harris who are experienced event professionals that both live and work in the area. Aspects of production and event management are co-ordinated by Liverpool-based creative agency Orb.

Other professional 3<sup>rd</sup> party organisations will be appointed on the project (including stewarding, security, staging, A/V, power, medical etc) whilst event staff and volunteers will also support in the delivery of designated events.

Events will be planned in consultation with local area committee members and the local Safety Advisory Group whilst land uses and licenses are granted by Stockport council.

The aims of the organizing team are to:

- Produce a high-quality, safe, well-run and professional event that meets the vision of the Festival Directors and creative partners
- To produce an event which features, is supported by and gives back to the local community and has the potential to grow into the premier festive celebration for the local area, with the ability to attract its visitors from across the region
- To generate positive PR/ media coverage for the local area and produce a positive economic impact for local businesses
- To deliver a cost-effective strategy that comes within budget and causes minimal impact on local residents and stakeholders during the build, event hours and during de-rig and decommissioning of event sites

## **Overview**

- 16th November to 31st December 2020
- Open 7 days per week
- 10am to 11pm (or until business decline)
- Skating prices - Adult £15 / Child (15 and under) £10
- Special events - Christmas Eve will be an early finish, shortly after dark
- I would propose that the New Year's Eve finish time would be extended until 1am for licensable activities such as entertainment, however if there would be concerns over a special dispensation for sale of alcohol to that time, we could always call last orders before the 12am point.

## 2. Site Maps

Indication of site layout. Please note that full internal CAD plans will be developed going forward to include all associated infrastructure.



### Overall site footprint for numbered points:

- 1) Front entranceway will be stewarded to prevent the public from parking on the main drive through to the hall and in residential zones. The red line indicates pedestrian access and emergency red/blue routes.
- 2) Entrance gate to the Walled Garden will be stewarded by staff and event security to monitor footfall and attendee numbers on site at all times.
- 3) Gates 3 & 4 serve as emergency take-out points for exit of attendees under evacuation conditions, which are defined in further sections of this plan.
- 4) Car parks #5 and #6 will be available for general public wishing to specifically visit the park or hall and not the event. Organisers will closely liaise with the Museums Team and other interested parties to ensure that parking facilities are reserved for any booked events in the winter programme such as weddings, carol concerts etc. Should Stockport Council approve for these car parking locations to be used by event attendees during other periods, then we will be able to build this into our processes, as increased visitor numbers should in theory return significant revenues to the car parking operation during this time.

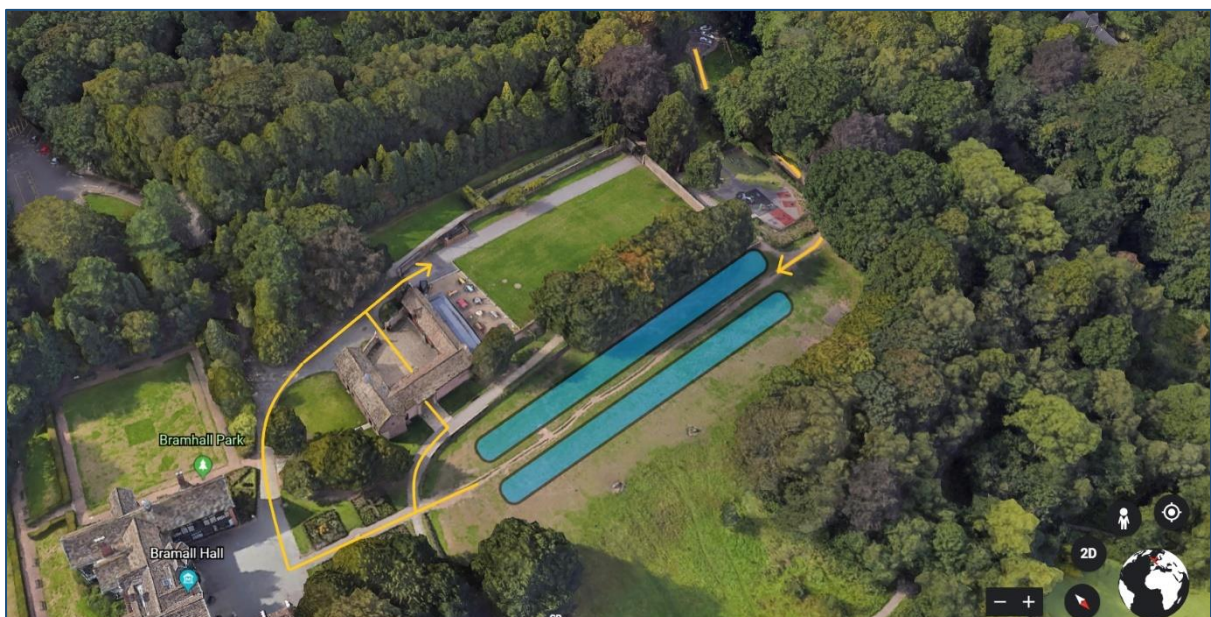


It is likely that the west entrance to Bramhall Park will be used as the main route of entry to the site.

It is hugely important to the organising team that plans ensure this aspect of the operation functions properly and limits impact to surrounding residents – maintaining public access to the park and resulting in minimal disruption at all times.

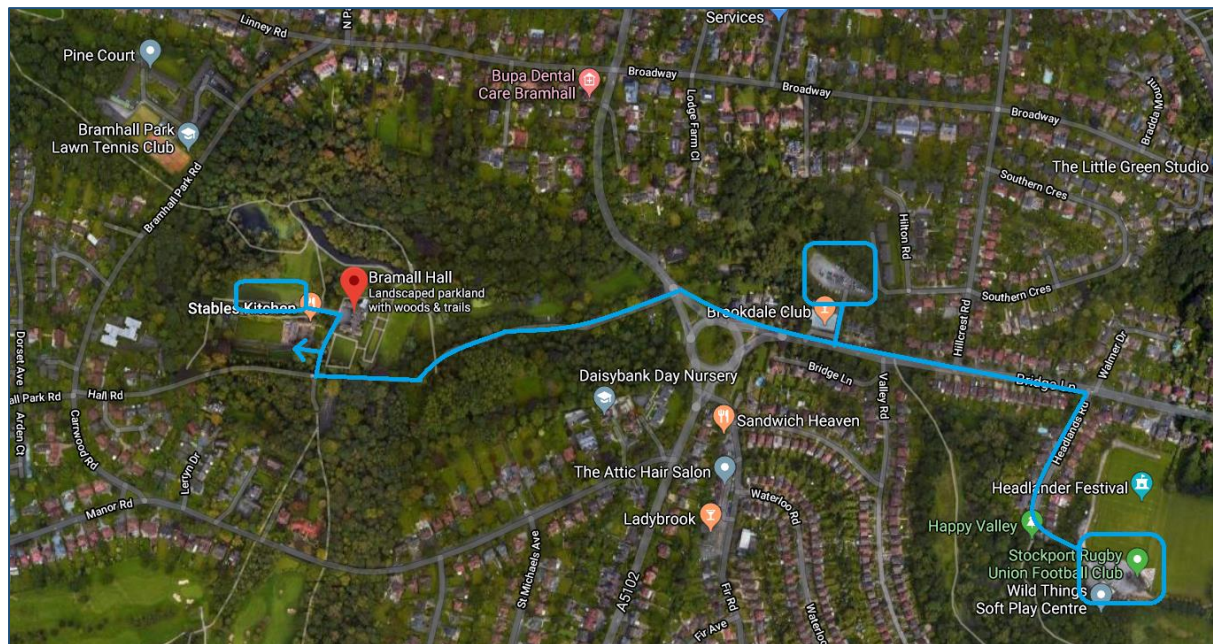
### Visitor car parking on-site:

- We would like to explore some options for creating on-site car parking for visitors to Cheshire Fest Winter Wonderland throughout the installation period, which will provide a means for guests to arrive and park directly within the vicinity of the event. Subject to agreements for adequate protection in the form of track matting being installed on the Archery Lawn, and a bond being paid.
- We believe that this will provide a positive customer experience all round, however it will also vastly reduce, or eliminate the potential for visitors to park in the surrounding residential areas. There would be a small charge for car parking to cover the staff overheads associated with delivering the service, as well as to pay for the significant cost of installing track pads to protect ground surfaces.
- In the blue zones pictured below, organisers anticipate that there will be room for approximately 130 spaces, at 2.4m width per bay.
- The access road is pictured, which leads from the adjacent, existing visitor car park – this is currently in a slightly under-maintained condition and organisers would be happy to clear the road and improve the park scene for future use.
- Visitors may purchase a car parking ticket through our website for either a 2 hour pass (our expected average dwell time), or for a 4 hour pass at a slightly added expense.
- Once parked on site, visitors can walk through to the Walled Garden across the front of the hall or through the side, via the stable's gatehouse.



Finally, the following image shows the potential for us to operate satellite car parking locations close-by to Bramhall Park, should our proposal for an on-site facility not be suitable for Stockport Council or relevant stakeholders.

Sites identified include Brookdale Club and Stockport Rugby Club which are both a short 10-minute walk from the event site.



A full and final car parking strategy will be defined in ongoing editions of this Event Management Plan subject to feedback and approval by Stockport Council.

### 3. Organisational Roles & Responsibilities

Role	Name	Responsibilities
<b>Event Organiser</b>	Philip Osborne	<ul style="list-style-type: none"> <li>Nominated persons to liaise with statutory authorities</li> <li>Production management during build and de-rig – liaising with Security, Event &amp; Site Managers by radio and in person</li> <li>Management of bar operations</li> <li>Overall organisational management</li> </ul>
<b>Event Organiser</b>	Ben Harris	<ul style="list-style-type: none"> <li>Nominated head of personnel on site, liaising with deputies Ben, Kieran and Mark to co-ordinate staff across service areas including ticket gate and bars, ice rink, cleansing and overnight security.</li> </ul>
<b>Event Manager</b>  <b>Operations Manager</b>	<p>Joshua Boyd (for planning and co-ordination)</p> <p>Other on-site event manager personnel yet to be confirmed and appointed.</p>	<p><b>Responsible to the Organiser:</b></p> <ul style="list-style-type: none"> <li>Responsible for the overall management and deployment of staff on site</li> <li>Maintaining the Event Log</li> <li>Registration of stewards and security</li> <li>Issuing and recording return of radio communications equipment</li> <li>Document stewarding and staffing management ensuring training standards are met and briefings carried out, relevant DBS checks have been conducted</li> <li>Managing cleansing providers and waste management in and around the site and local areas</li> <li>Working as operations manager to co-ordinate appropriate crowd management</li> <li>Nominated Event Manager to notify the Statutory Authorities in the event of the contingency plan being activated</li> <li>Point of contact for local authorities, as well as for the café and Bramall Hall</li> </ul>

<b>Volunteer Manager</b>	TBC	<b>Responsible to the Organiser</b> <ul style="list-style-type: none"> <li>• Volunteer management</li> </ul>
<b>Traffic Management Co-Ordinator</b>	TBC	<b>Responsible to the Organiser</b> <ul style="list-style-type: none"> <li>• Deployment of stewards and physical measures across site</li> <li>• Managing shuttle bus services</li> <li>• Prevention of parking in residential areas</li> <li>• Management of crowds</li> <li>• Prohibiting access to specified areas</li> <li>• Ensure proper communication with visitors about parking arrangements and effective co-ordination of the delivery.</li> </ul>
<b>Safety Manager</b>	TBC	<b>Responsible to the Event Manager:</b> <ul style="list-style-type: none"> <li>• Monitoring the safe build-up and pack down of all site infrastructure.</li> <li>• To report to the event manager on any matter affecting public safety, liaising through the management team</li> <li>• To take action necessary to ensure the safety of visitors during the period the land use agreement is in force</li> </ul>
<b>Event Production Manager</b>	TBC	<b>Responsible to the Event Manager:</b> <ul style="list-style-type: none"> <li>• Responsible for the health and safety if contractors under supervision</li> <li>• Working as site manager in arranging for installation of the production on site to schedule</li> <li>• Power supply to all staging areas is set up and appropriate</li> <li>• Devise appropriate production for speakers and audience</li> <li>• Providing specifications to site management over infrastructure and logistic requirements</li> <li>• Management and co-ordination of all production personnel, engineers, technical staff and crew</li> <li>• Maintaining production schedule</li> <li>• Maintain running orders/ speech schedule</li> </ul>

		<ul style="list-style-type: none"> <li>• To deputise the event manager as directed with special attention to site production issues</li> <li>• Maintaining safe working environments on site at all times</li> </ul>
<b>Stage Production Manager (A/V)</b>	TBC	<p><b>Responsible to the Event Manager:</b></p> <ul style="list-style-type: none"> <li>• Responsible for the health and safety of contractors under supervision and working as site manager in arranging for installation of the production on site to schedule</li> <li>• Power supply to all staging areas is set up and appropriate</li> <li>• Devise appropriate production for speakers and audience</li> <li>• Providing specifications to site management over infrastructure and logistic requirements</li> <li>• Management and co-ordination of all production personnel, engineers, technical staff and crew</li> <li>• Maintaining production schedule and running orders</li> </ul> <p>To deputise the event manager as directed with special attention to site production issues</p> <ul style="list-style-type: none"> <li>• Maintaining safe working environments on site at all times</li> </ul>
<b>Site Manager</b>	Matt McMillan	<p><b>Responsible to the Operations Manager:</b></p> <ul style="list-style-type: none"> <li>• Site management during all phases of the event (get-in, build-up, performances, breakdown, get-out)</li> <li>• Work in conjunction with Production Managers to ensure delivery of plans to schedule</li> <li>• Provide timely updates to the OM on any issues</li> </ul>

<b>Security Stewarding Manager</b>	/ TBC	<b>Responsible to the Operations Manager:</b> <ul style="list-style-type: none"> <li>• Site security during all phases of the event (get-in, build-up, performances, breakdown, get-out)</li> <li>• Ensure appropriate number of SIA staff are at agreed designated areas at agreed times</li> <li>• Provide timely updates to the OM on any security issues</li> </ul>
<b>First Aid</b>	TBC	<b>Responsible to Event Manager:</b> <ul style="list-style-type: none"> <li>• Provision and delivery of appropriate medical cover for the site.</li> </ul>
<b>DPS</b>	Philip Osborne	Responsible to the Licensing Authority for ensuring that the conditions of the license are maintained throughout the event.

## 4. Management Contacts

Note that Event Control and welfare points will be positioned at the back of house behind the Bavarian Beer Tent, this will serve as the event office on site.

Role	Name	Organisation	Mobile Number	Radio Channel
<b>Organiser</b>	Philip Osborne	Stretch Tent Hire UK	07807302723	1
<b>Organiser</b>	Ben Harris	HAP Recruitment	07975606668	1
<b>Event Manager</b>	Josh Boyd	Orb	07501069355	1
<b>Safety Manager</b>	Steve Leese	Design Events	07885516627	1
<b>Steward/Security Manager</b>	TBC			1
<b>Traffic Management Co-ordinator</b>	TBC			1
<b>Medical Manager</b>	TBC			1
<b>Stage Manager</b>				1
<b>DPS</b>	Philip Osborne	Cheshire Fest	“”	1

### 4.1. Agency Contacts

Organisation	Phone	Radio Channel
<b>Police</b>	999 101	n/a
<b>Fire &amp; Rescue</b>	999	n/a
<b>North West Ambulance Service</b>	999	n/a

## 4.2. Infrastructure Suppliers

Area of Supply	Contact Name	Company	Contact Number
<b>Tents &amp; Trackway</b>	Philip Osborne	Stretch Tent Hire UK Event Trackway Hire	07917062123
<b>Stage &amp; MOJO</b>	Jonathon	Niche	07917062123
<b>HERAS Fencing</b>	Jonathon	Niche	07917062123
<b>Portaloos</b>	Paul Gardam	Search	01515463361
<b>AV Production</b>	TBC		
<b>Radios</b>	Jonathon	Niche	07917062123
<b>Power</b>	Jonathon	Niche	07917062123
<b>Furniture</b>	Jonathon	Niche	07917062123
<b>Cleansing</b>	TBC		

All supplied equipment and infrastructure will need be approved and signed off by the Safety Manager on inspection during the build phase; with documentation such as risk assessments, method statements, public & employer liability insurances collated and approved during the planning phase.

## **5. Basic Event Schedule – Production**

### **On Monday 9<sup>th</sup> Nov:**

- Articulated lorry delivery to bring first infrastructure elements to the site – including trackway stillages, tents, bar cabins, furniture, fencing etc
- Laying of matting on ground surfaces on the lawn in the walled garden space to allow for forklift vehicles to move structures.
- Delivery of Event Control cabin – in place on day one of the build for storage, to create an office on site and as a base for overnight security
- Installation of Generator 1 to power this area

### **On Tuesday 10<sup>th</sup> Nov:**

- First tents being pitched for the Bavarian Beer Hall bar areas
- Start of the build for bar units and back bar areas
- First deliveries from Niche Event Hire + extra generator and power distro + fencing to be arranged around the site
- Preparation of ground surfaces and start of installation for the ice rink
- Start of installation of trading huts (wooden cabins) in relevant spaces

### **On Wednesday 11<sup>th</sup> Nov:**

- Completed build of bar areas ready for installation of pump and cooling systems ready for delivery of cask and keg stock
- Delivery of stages and any remaining infrastructure from Niche Event hire
- Rigging of Santa's Grotto tent and stables

### **On Thursday 12<sup>th</sup> Nov and Friday 13<sup>th</sup> Nov:**

- Delivery of all sound equipment ready for audio/ production build
- Installation of all lighting equipment within the site and around the perimeter tree line.

- Delivery and installation of event dressing, furniture and other aspects of visual event production
- Delivery of toilets
- Final build elements to prepare site for opening, routing power to all production and trading areas
- Distribution of event signage and completion of festival entrance, as well
- Delivery of waste bins
- Arrival of food traders
- Delivery of fairground rides and installation of power from wagons

**Saturday 14<sup>th</sup> Nov to Thursday 31<sup>st</sup> December:**

Show days running 10am to 11pm

**On Saturday 2<sup>nd</sup> January onwards:**

- De-rig of all major elements including trader zones, sound and lighting and more to close down the site to a sufficient standard for Christmas period.

**Following de-rig period:**

- De-rig and collection of fencing, tents, bar units, trackways etc
- Collection of event bins and toilets, generators and power distribution
- Load out of all infrastructure
- Inspections and making-good of event site to return conditions back to original state, ready for site de-commissioning

## 6. Statement of Intent

To deliver to the public a safely planned and organised event; that meets all the statutory obligations under relevant legislation; that meets the standards of safety applied to all public events in the UK, and to incorporate agreed recommendations made at planning meetings, with the Safety Advisory Group or of individual responsible authorities where they are issuing advice pursuant to other statutory powers. To consult with businesses and residents using media, electronic mail, public meetings and so far, as is practicable, take in to account their wishes and views in delivery of the programme of activity.

The events will include the following Licensable Activities:

- *The provision of regulated entertainment; plays; live music; recorded music; performance of dance; and things of similar description*
- *Provision of entertainment facilities for: making music; dancing; entertainment of similar description*
- *The sale by retail of alcohol*

Specifically, the organisers will:

- Prevent Crime and Disorder, co-ordinate with crowd management personnel, security staff, adjoining premises, and local Police if necessary, to ensure a positive action programme for combating crime and disorder is in place.
- The security contractor operating will be SIA registered in line with the SIA requirements; all supervisors of stewards will be SIA registered; all crowd management personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation. The organiser will provide the stewarding to monitor and report on crowd behaviour and where appropriate act using SIA staff. This is further detailed in the Crowd Management and Security sections.
- Specific measures that will be taken to manage alcohol sale and consumption are:
  - Signs positioned ingress/ egress points advising that on-street, off-site drinking controls remain in force.
  - Plastic receptacles provided to deposit drinks

- All general stewards will speak to transgressors and advise them of policy
  - SIA security staff will challenge drinkers attempting to leave designated areas with alcohol, or bring alcohol into the event site
  - Security and stewarding staff will work to ensure that no public parking occurs in prohibited areas such as the access road, adjacent residential areas and nearby zones as far as is reasonably practicable and in line with agreements made around granted permissions for the event.
- To ensure public safety, the organisers have developed plans for each activity in accordance with the potential format of an operating schedule for a temporary premises licence which will be sought by the organisers. These plans will be developed through coordination with management team, suppliers and local agencies as necessary; as well as advertised for public consultation through notices in the local area, subject to a licensing committee hearing should any objections arise during that process. They have been developed to meet guidance under the Event Safety Guide (HSG 195), Managing Crowds Safely (HSG154) and will be finalised in line with Purple Guide.
  - To prevent public nuisance, ensure appropriate noise control levels are in place in accordance with the local Code of Practice on Environmental Noise Control. Noise monitoring will be carried out with a decibel meter by trained staff and logged to devise a suitable process for management of performances, amplified music and background crowd noise so that remedial action can be taken if required. They will ensure appropriate welfare facilities as detailed in this operating schedule are in place, as well as a suitable and sufficient waste and cleansing programme to cover the park and surrounding areas. This will be delivered in line with Purple Guide and agreed parameters.
  - To protect children from harm separate facilities specifically for separated minors will be provided and staffed by persons who have undergone appropriate security checks and are trained and experienced in working with minors such as registered child minders/carers. Records of children reported as separated will be collated to ensure appropriate levels of support are maintained. The facilities will be located where possible adjacent to secure production area and have free access to the telephone. All working personnel will be advised to the location of the facilities.
  - Subject always to the need to apply under the Licensing Act 2003 for a timed Premises License, any alterations/significant amendments to this event plan

will be subject to appraisal & evaluation within the Safety Advisory Group process as far as is reasonably practicable. In any event, they are to be discussed and agreed by the widest available multi agency team as desired by Stockport Council. Such alterations will be made in order to support the licensing objectives, in particular public safety and must be confirmed with an official variation.

- A constant line of communication will be open and available to local residents on site at all times with organisers via a dedicated reporting telephone number to deal with potential issues as they arise and to ensure that local stakeholders have a voice in the management of the event.
- It is the responsibility of the Event Manager and Management Team to ensure an ongoing assessment takes place throughout the build-up, duration and deconstruction of the event. Any escalation in the severity of a hazard or the discovery of a new hazard must be reported to the Event Manager. Where appropriate the relevant multi agency body should be informed.
- In all cases, such changes are to be recorded in the Event Log which is maintained as a record of activity during the operation of the site, including construction and deconstruction.

### **Crime, Disorder & Public Safety**

- Notice of the event will be given to the Police and Local Authority.
- Organisers will provide a risk assessment and site plan prior to the event.
- To provide a management plan including stewarding/security prior to event.
- To hold joint agency meetings and one de-brief after the event, if required.
- No alcohol to be sold in glass in general site areas unless prior agreement made. Bottles of prosecco may be served in a private, fenced off area that is monitored by Security. No glass to enter main site.
- Temporary bar locations set out in full and communicated through this plan
- Signage to be place informing patrons they are entering 'No Alcohol' area bins and stewarding plan to support this.
- Challenge 25 Policy in operation with all bars to have signage to support this.
- One personal license holder to serve as DPS
- To consult and follow guidance from Safety Advisory Group.

## **Protecting Children From Harm**

- Challenge 25 Policy will be in operation all bars to have signage to support this.
- No adult entertainment on outdoor stages.
- Lost Child Policy in effect and all staff members trained on our guidelines.
- Relevant DBS checks conducted for all staff members to conform with safeguarding guidelines.
- To consult and follow guidance from the Safety Advisory Group.

## **Grounds for Event Cancellation**

Subject to sign-off from the appointed Safety Manager on completion of the build, the event will proceed as planned. This will be sought through an independent 3<sup>rd</sup> party health and safety supplier. During the event period, weekly safety checks will be conducted by the Safety Manager and staff will be on-call to respond to any issues.

We will be closely monitoring weather patterns for extreme cold weather, rain, ice and snow and storm conditions; and should wind exceed speeds of 35 to 40mph gusts then a decision may be taken to cancel parts of, or the entire event. This will also be the case for extreme periods of cold or dangerous weather patterns. Weather will be monitored through forecasting services with wind assessments, raincloud radar forecasts etc.

The event may be cancelled in the event of a serious crime incident, through acts of terrorism, severe natural disaster and through Force Majeure – or under conditions where the organisers feel that closure is the best possible course of action to maintain the safety of the public and/or our staff.

We do not believe that physical measures such as bollards are necessary to protect from the very low risk of vehicle-based terrorist attack – there is no concern for this type of activity within this area. We would be happy to seek guidance from Greater Manchester Police on this matter.

## **7. Method Statements**

### **7.1 The Purpose of the Event**

- To create an event which the region can be proud of, providing a spectacular winter attraction for families and the local community, meeting the vision of the organisers
- To create a safe event for all who attend
- To create an event which exceeds the expectations of the public
- To work alongside Stockport Council and local stakeholders in the Safety Advisory Group – enabling a collaborative approach which brings benefits to local business, Bramall Hall and to the park itself as a lasting legacy for the public.
- To support our partners and the media in capturing the event on film and video for promotion of campaign messages and the generation of positive PR

### **7.2 Audience**

Based on the event profile, using previous attendance at similar events, the expected profile is:

- A good-natured audience, with families and older members of the public being a significant proportion of the visitor profile. There is generally a low attendance of students or young people at such an event and all attendees under the age of 18 must be accompanied by an adult. Organisers are aware of no other events taking place locally during the course of this weekend that may affect attendance. All attending members of the public will be required to present a pre-purchased ticket, or may be allowed to pay for entry on the production of photo ID.
- Previous experience has shown this type of event to be peaceful and the audience good-natured. The attendance at the event is not expected to exceed 900 at any one time, across all zones. The overall site capacity is 1500 at any one time.
- A crowd management and security management system is in place to manage this aspect of the event. All stewards and security will be in communication with event control in order to maintain a pro-active approach to any potential crowd problems, although this is unexpected.
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### **7.3 Site Preparation & Pre-Build Infrastructure**

- All agencies to be provided with draft plans for discussion and final site plans prior to event.
- High level covered block and mesh Heras fencing, heavy and light duty low-level crowd barriers used to isolate construction areas from public, however this site will not be accessible during the build or de-rig periods.
- Low-level pedestrian barriers to be used to identify and isolate other hazards from the public.
- Use of security and appropriate fencing to separate public from construction areas.
- During the site preparation stage, the event itself and the site breakdown, the area will be deemed off limits to the public both in the interest of their safety as well as to maximise the efficiency of the build and breakdown of the site.

### **7.4 Contractors Behaviour**

- Use of professional, specialist event contractors used to work on events of this nature.
- A Method Statement and Risk Assessment specific to their undertaking/activity to be provided by contractors, along with active public liability insurance
- Provision of safety policies from all contractors on site, which must be adhered to. All operational and construction guidelines set out in safety manuals to be adhered to. Copies to be provided by contractors to event organisers.
- Nomination of the appointed Safety Manager to be responsible for the liaison and co-ordination of health & safety along with the Event Manager or the nominated deputy.
- Where necessary, all staff will need to attend site safety briefings prior to undertaking any work on the site (these can be given by the nominated safety liaison officer following briefing by event management personnel).

## 7.5 Temporary Demountable Structures and Other Constructions

- Provision of details and calculations of structures to be held by Event Management Team for a Planning Application and for reference to Building Control or other interested agencies, to enable checking to ensure compliance with recognised methods of best practice in line with local authority requirements. Where this documentation is unavailable a risk assessment document specific to each construction in relation to these requirements will be provided.
- Structures to be operated within limitations laid down in technical data. All suppliers must provide completion certificates for any temporary structures.

## 7.6 Power

- Generators and power distribution will be installed and operated by an experienced electrician in accordance with H & S legislation and guidance.
- Generators will be earth bonded and serviced by authorised personnel.
- An approved electrician will service the site during handover between events.
- Generators to be sited in a suitable area and to be isolated from the public.
- All electrical equipment will be waterproof and have RCD or similar protection for the end user.
- Cable ramps will be used where cables cross public areas. Flown cables will use suitable catenary wires for support if necessary.
- A completion and safety certification is required from the electrician for each supply connected.

## 7.7 Toilet Provision

The provision will be **15 standard toilets & 5 disabled access toilets**. The removal of temporary toilet facilities will be coordinated with the cleansing plan to ensure necessary remedial measures are taken as soon as is practicable

- All sanitary accommodation shall be sited conveniently with provision for disabled persons. Clear notices using approved pictograms and text showing the position of sanitary accommodation shall be provided around the site.

## **7.8 Lost Child/ Person Policy**

- Provision will be made for DBS checked staff to be based at the welfare point.
- A register of all lost children, detailing when lost, where, who they were with and who collected them with times will be maintained.
- Social Services will be immediately contacted should issues arise that are outside the control of the Event Management Team.
- The facilities will be referred to as a meeting points to the public, but this is where all lost children will be taken to. There will only be one designated meeting point on site which is at Event Control, indicated on the site map.
- A Welfare/ Lost Children Policy is included as **Appendix 3** and also includes processes for Vulnerable Adults.

## **7.9 Inclement Weather Provision**

- The nature of the event activity will necessitate the Event Management Team (EMT) deciding prior to the event as whether to proceed with the event. Monitoring of the local weather forecast is essential and will be followed closely by the Safety Manager and Event Manager pre-event, during the build, event days and de-rig.
- Safety Managers will measure wind speed and the critical wind speed for each structure against relevant RAMS documentation, with a portable wind speed reader so will take speeds as the weather dictates
- Careful monitoring of local weather forecasts will be required for outdoor activity to enable a proactive approach to weather contingencies.
- In the event of a high wind forecast where gusts exceed 35mph over a significant period, a decision will be taken to pull the event and notify all ticket buyers and the general public via social media, email, radio and word of mouth.

## **7.10 Impact on Local Environment and Community**

- A comprehensive and detailed waste and cleansing plan will be in place.
- Noise controls will be assessed and monitored if required to not exceed pre-agreed levels to preserve and maintain public peace

- Information of the event carried by local media and social media campaign as well as direct communication with attendees
- The event will be managed with the help of stewards and security. Where necessary stewards and security will be used to disperse crowds at the end of the event across egress points. Stewards will be placed at major crossings, by the front gate and security personnel will rove around the event site and entrance pathways during egress and dispersal to ensure safe transit from the event site and proper behaviour of patrons
- Organisers acknowledge that the most serious implications of the running of this event may be for the potential impact on traffic management in the area – as it is clear that Bramhall Park is not suited for significantly large influx and efflux of vehicles over extended periods of time and as a result of the various audiences of public, hall guests, residents etc who regularly use the limited on-site facilities. Organisers have consulted with Stockport Council closely on the matter and have devised a number of options around car parking, to either separate this from the park and locate at nearby satellite parking facilities; to create a new temporary car parking facility on the ‘Archery Lawn’ and utilise some of the existing on-site parking; or to use a combination of both. This will be decided and developed within ongoing investigations if permissions are granted for the event to go ahead.

## **7.11 Noise Controls**

- The Guidance is in accordance with the Code of Practice on Environmental Noise Control at Concerts.
- Noise impact will be minimised by use of appropriate sound systems.
- Noise levels with be monitored by the Production Manager in partnership with the sound engineers and will not exceed 35dB(A) over a 15-minute period at 1m from the façade of any noise sensitive premises.
- Activity outside these hours will be expected not to be audible within noise sensitive buildings.
- For exceptional activity requiring alteration of these noise levels full appraisal & evaluation must take place for the activity with occupiers of affected noise sensitive buildings and Environmental Health to set acceptable limits
- The Event Manager shall ensure that at all times during sound checks and performance that a responsible sound engineer is in attendance at all mixing desks to ensure compliance with the agreed sound levels.

- No amplified noise other than for emergencies after each event ends.
- Radio Communications equipment used in noise sensitive areas to be specifically adapted to protect staff from exposure to high levels of sound.
- For amplified music, this would fall in line with environmental health policies as set out by the EMP. However, this would again be wound down during late evening hours as a strategy for signifying a close to the event. It may be that we would look to only make an exception to this for the key dates you mention above. It is unlikely that weekdays would have any voluminous amplification of music or performance, as it will be reserved for Fridays and Saturdays

### **7.12 Alcohol Management Plan**

Sale of alcohol will be from 12pm onwards subject to licensing, it is unlikely that alcohol would be sold in any real volume during the afternoons through the week, until the start of Xmas break.

Organisers would look to call last orders for 10pm to wind the event down, with reduction in music and ushering of visitors. Challenge 25 will be in place and enforced throughout the operation, no glass receptacles will be used, and no alcohol permitted to be taken in or out of the licensed area.

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### **7.13 Medical Provision**

Medical provision will be assessed by a suitable provider and first-aid trained staff will be present at all times on site in line with our H&S procedures.

## 8. Event Contingency Plan

The event will be subject to a contingency plan. The general responsibilities of Event Management in responding to a significant incident may be summarised as follows:

- To alert emergency services
- To assist at the scene of any incident until emergency services arrive
- To provide accurate information to and liaise with Emergency Services
- To continue to provide stewarding staff during any incident under the command of the Emergency Services

### 8.1 Emergency Action Plan

The event may be halted by the Event Organiser in discussion with the Safety Manager, Chief Steward and Emergency Services. In the event of needing to halt the event and disperse the audience a message will be conveyed to the stage manager, who will stop the show as soon as possible and make an announcement to the audience. Any necessary dispersal will follow the guidance of the Emergency Services and/or the Safety Manager. The Event Manager will use the following announcement:

*“Ladies and Gentlemen. This is a safety announcement. Due to circumstances beyond our control we have had to stop the event. Please vacate the area as quickly and calmly as possible by walking out of any of the exits. Please follow the directions of stewards and the police.”*

In the event of any wider issues e.g. Public Order issues, serious RTA or other emergency, the event management team will follow any directions from the Police or the Fire Authority. In the event of cancellation prior to event hours, organisers will follow a suitable communications plan to reach out to attendees through digital and PR platforms.

## **Definitions:**

### ***EMERGENCY***

- The Civil Contingencies Act 2004 defines an emergency as an event or situation which threatens serious damage to human welfare, including loss of human life, human illness or injury, homelessness, damage to property, disruption of the supply of money, food, water, energy or fuel, disruption of a system of communication, disruption of facilities for transport and disruption of services relating to health
- an event or situation which threatens serious damage to the environment, including contamination of land, water or air with biological, chemical or radioactive matter and disruption or destruction of plant life or animal life
- war, or terrorism, which threatens serious damage to the security of the United Kingdom

### ***INCIDENT***

An incident is a circumstance in which the Event Organisers and/ or emergency services must intervene to preserve public safety and protect them from a harmful situation. This could be a medical situation, a fire, public disorder or similar.

### ***MAJOR INCIDENT***

Any emergency that requires the implementation of special arrangements by one, or all of the organisations represented in *Emergency Liaison Team (ELT)*. It will in general include the involvement, either directly or indirectly, of large numbers of people.

## **Roles and Responsibilities:**

The Emergency Liaison Team (ELT) shall consist of:

- Event Organiser
- Safety Manager
- Security Manager
- Medical Team
- Police on site contact

The roles of those on the ELT and the organisations they represent shall be to maintain a safe environment for the event to take place. They shall seek to preserve the safety of all public and event organisational staff and professionally respond to any given emergency, acting to preserve safety and restore normality.

## **Incident Response and Operation:**

Should a situation develop into an emergency or major incident, the response will be coordinated by the police working with the ELT and other services including fire and ambulance as necessary. The emergency service taking lead will depend on the nature of the incident. For example, in the event of a fire, this would likely be the Fire & Rescue Service.

## **Event Conditions: RED – AMBER – GREEN**

The event will operate under a "traffic light" system of alert, as follows:

**Condition Green** — This is considered the normal state of alert. The public are free flowing through the event site. Head, shoulders and chest are visible.

**Condition Amber** — The move to Condition Amber is called when crowd movement halts and crowd density builds. Only head and shoulders visible. Or when there is the threat of fire, crowd disorder, structural collapse or bomb threat.

**Condition Red** — The move to Condition Red is called when the threats mentioned above manifest: fire, disorder, bomb, structure collapse. If Condition Red is called by the ELT, a full or partial cancellation may be required depending on the location and nature of the incident.

## **CONDITION AMBER**

Should Condition Amber be declared by the ELT, the following will be put into action:

- ELT will confirm with Police that they are aware of the situation if necessary
- ELT will advise the appropriate authorities. The appropriate response teams, as directed by the ELT, will immediately go to the location to co-ordinate the incident. Resources will be deployed as requested
- All radio users on site are to maintain radio silence, until contacted unless an urgent announcement is required
- Event Management Team will be informed
- All parties will be advised of the exact area of the threat by reference to street names
- All teams will be advised to 'Stand by' and await further instructions.
- Dependent on the circumstances, at this stage the public will not be informed of any preparations. If possible, event staff, security and police should attempt restrict admission to the site
- The emergency routes, as defined on the site plan are to be staffed and secured. If the incident that alerted Condition Amber be contained the ELT will alert all that they are to stand down back to Condition Green. However, if the incident looks to worsen then all will be alerted to stand by for Condition Red

## CONDITION RED

In the case of a worsening incident that requires the cancellation and/or evacuation of all or part of the event site, Merseyside Police will assume control. The Event Organiser will direct all event staff to assist the emergency services requested in response to the situation. The ELT will ensure that:

- R.V. (Rendezvous) Points to be secured and suitable staff to be dispatched to receive Emergency Services and Emergency routes to be cleared
- Cordon to be established around the affected area, cordon boundaries will be decided by Silver Command
- Decisions made on available exit routes - those not available will have divert set up at critical points. Pedestrians to be directed away from the threat and the incident area to be secured
- Designated stewards and event staff to be positioned in evacuation control areas to inform and manage the general public
- Designated person/s to halt the march, including music. A clear announcement will be made on site through loudhailers
- All staff to maintain radio silence until further notice, unless an urgent announcement is required

### 8.2 Assumption of Control

<b>Event:</b>	Cheshire Fest Winter Wonderland
<b>Location:</b>	Bramall Hall Walled Garden and Bramhall Park

#### Transfer of Authority – Event Organiser to Senior Service/ Local Authority Officer:

At (time) ... on ... a major incident has arisen, namely (specify incident) ..... and, as the Senior Officer City Council/ Cheshire Police/ Fire & Rescue Service/ North West Regional Ambulance Service/ other... I assume control.

An emergency/major incident is fully defined in the Civil Contingencies Act 2004. This is summarised in the Event Safety Guide as any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- The initial treatment, rescue, and transport of a large number of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;

- The need for the large-scale combined resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services and supporting organisations, local authority, to cater for the threat of death, serious injury or homelessness to a large number of people
- The transfer of authority requires the immediate activation of the Joint Agency Emergency/Contingency plan
- The transfer of authority will transfer full responsibility for whole event area and all activity set out in the event plan to the authority assuming control. The Event Management Team in its capacity as event organiser, and its contractors will continue to support the authority assuming control
- The Authority assuming control may request the Event Organisers or its agents to resume control, this will be made in writing. There is no obligation on the Event Organisers or its staff to resume control
- Any use of the transfer of authority will be required to be part of the event debrief & evaluation at the Safety Advisory Group. This does not preclude any separate referral for review under the Licensing Act

### **8.3 Contingency Planning**

A Civil Emergencies Management Plan will be invoked in the event of a major incident; the relevant local Duty Emergency Planning Officer will implement procedures in the plan as required.

These procedures include identifying emergency reception centers and initiating call-out to crisis support staff to provide facilities for humanitarian assistance.

## 9. Communications

Communications strategy for the festival includes both Event Management Team (EMT), volunteers, stewarding, security and medical.

The EMT will be in direct communication by radio for the duration of the event.

Major announcements will be made from the Stage PA in the event of an emergency from scripted communications. The nature of the site is that our Main Stage PA will suffice for all formal announcements.

### 9.1 Radio Communications

An event tailored system will be in place developed with a specialist event radio communications provider. It will be a dedicated system licensed to the event.

- Base stations will locate at Event Control, positioned at the rear of Bavarian Beer Bar.
- Radio relays will be made to security and stewarding teams, event entrance, carparking zones at Bramhall Park and official satellite parking locations; alongside communication with drivers of the park and ride shuttle bus services.
- Unless otherwise agreed; all radios are to be signed in and out at Event Control.
- **All radio users to prefix call with name and who they wish to contact, and await further instruction.**

Standard radio code words that should be used whilst working are:

- Mr Sands: FIRE (DO NOT USE THE WORD FIRE)
- Mr Case: SUSPECT PACKAGE (DO NOT USE THE WORD BOMB)

*All other communications to be given in direct English.*

Severity Indicators

- **Green light**: No hurry, as & when
- **Amber light**: Potential problems
- **Red light**: Action required immediately

Further details on the proposed event communications (such as etiquette and briefings) are available on request.

## 10. Fire Safety

Emergency vehicles will be able to approach the site along designated red routes as usual – there will be no infrastructure obstructing access. In the event of an emergency, stewards will work to provide a clear path by moving attendees out of the way of vehicles.

Single egress point provides sufficient capacity for the flow of attendees out of the site in the event of an incident, based on maximum attendance on site at 1500 people. Access to standpipes and water sources will be maintained throughout.

In addition, specific risk assessments will be required for all contractors that create a significant risk so that all of these organisations work together with the event organisers to produce a Fire Safe Environment. Per the regulatory reform (Fire Safety) Order 2005 (the Order) the organisers will comply with the following fire safety duties:

- A 'competent person' has been appointed, to carry out any of the preventative and protective measures required by the Order. This competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- Provide event staff/volunteers with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Inform non-employees, i.e. temporary/contract workers, of the relevant risks to them, and provide them with information about who are the nominated 'competent persons' and about the fire safety procedures for the premises.
- The organisers will consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- The Safety Manager has suitable means of contacting the emergency services to provide them with any relevant information about dangerous substances.
- All staff/volunteers/contractors will be provided with appropriate information, instruction and training, during their normal working hours, about the fire precautions on-site.
- The Safety Manager will ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective manner, in efficient working order and in good repair.

Fire Extinguishers will be placed at all key areas of the site, including Food Huts, Bavarian Beer Hall, Performance Stage, Ice Rink, Fairground Rides (if applicable), at generators, Event Control, at each bar and at Santa's Grotto and stables.

## **10.1 Fire Risks**

The only operations using gas on site are the main Bavarian Beer Bar for the pumping systems – which are 60/40 gas and 70/30 CO<sub>2</sub>.

As well as potential for food traders, who may use LPG gas-fuelled deep fat frying units or other cooking equipment, however this must be checked over by the Safety Manager and their pitch will be positioned in a suitable location on site as to avoid potential risks. A final list of traders using LPG will be confirmed once confirmations have been received, these will need to conform to current gas connection standards with proper crimping of relevant fixtures.

Standard procedure is 1 bottle in use and 1 spare (other spares to kept off site) and all connections need to correctly crimped (no jubilee clips on hoses etc). Gas safety certifications will be collated and kept on file.

These will be reduced by:

- Use of event infrastructure with valid fire safety certificates.
- Provision of appropriate fire-fighting equipment placement supervision will be undertaken by the Safety Manager and will available at all performance areas; generators; stages; cabins; temporary electrical equipment.
- Co-ordinate approach to planning with emergency services.
- Use of trained security and stewards, advised of location of fire-fighting equipment.
- Power supply and distribution to be installed by qualified electrician only.
- All working personnel used on site to be briefed on fire evacuation policy to enable them to take a proactive approach

A full Fire Risk Assessment will be carried out during the planning of the event and will be documented in **Appendix 4**.

## 12.0 Crowd and Traffic Management

### Managing Capacities

The Occupant Capacity is based on guidance from our Safety Manager and calculations of the size of the space available and likely area that will be encroached by temporary structures and therefore reducing crowd-accessible areas.

**\* note this will be assessed with a full CAD plan of the footprint of the site.**

Zone	Description	Area m <sup>2</sup>	Capacity	Density ppm <sup>2</sup>
1	Bavarian Beer Hall			
2	Christmas Market			
3	Ice Skating Rink			
4	Santa's Grotto			
5	Adjacent Crowd Accessible areas			

The nature of the event has meant that an occupancy capacity can be set, crowd density and comfort will be monitored constantly, and actions taken in regard to this will be logged at Event Control.

- *Daily Maximum Capacity on site is 1500 people*
- *Daily target audience capacity is 900 people at peak times*

The capacities of all zones which are intended for use fit the number that is expected to attend the event, as well as allowing for extra standing space and the potential to increase attendance as necessary based on pre-event sales and walk-up trade. This

maximum capacity takes into account the entrances and exits to the site and the movement of crowd calculations in the event of an emergency.

Should there be a requirement for additional capacity, stewards will allow for use of other egress zones on site, which will remain openly accessible throughout. Should attendance reach, which is unlikely at this stage, then there will be a formal review of policies and procedures resulting in amendments being made to the site layout. It is not the organisers intention to increase the attendance to unsustainable levels.

- Egress for the main entrance at 10m x 82 people per minute x 8 minutes would allow safe exit of attendees in EM conditions
- Additional take outs (gates) will be preserved on the side wall and at the rear of the garden space via existing gates as per the area site map. Fire occupancy calculations for structures always discount the largest exit.

In order to assess walk up trade, we will implement a headcount system at the top entrance, verified by stewards monitoring queuing levels at the Ticket Gate. Members of the Stewarding and Security Team will communicate by radio and report to the Event Manager at regular intervals each day and every 20 minutes during peak traffic hours, numbers for attendance will be logged.

This will also be implemented for official car parking locations, where a shuttle bus service will be run to take guests to and from the entrance to the event – running every 15 to 20 minutes to and from the site.

## **12.1 Monitoring & Management of Crowds**

The Event Manager, Stewarding Manager will constantly monitor numbers and assess levels of comfort of attendees. Although unlikely, if density levels approach challenging levels, stewards will be directed by the Event Manager via radio to prevent any further ingress to the event by preventing access using crowd barriers and staffing the entrance way.

Further relays of information will be made to car parking attendants at the top entrance at the junction of Bramhall Park Road and Hall Road to halt parking for a period of time until such point that sufficient numbers leave the facility. Cars that arrive during periods where on-site parking is at capacity will be checked by stewards to ensure that occupants hold tickets for entry and if so, will be directed to other nearby parking locations which are suitable.

## **Car Parking**

There is limited car parking available on site at Bramhall Park. Therefore, we have identified a number of local car parking facilities have been engaged to secure in-principle agreements to offer these as affiliated car-parking locations. Both are within close walking distance to the park. This will work to prevent parking in adjacent residential zones, and that will be further monitored and policed by stewards.

Car parking will be available at the nearby Stockport Rugby Club and Brookdale Club – with significant spaces available to accommodate the numbers of expected vehicles for the target attendances at any given period.

Organisers may also consider overflow car parks or other local options, include Bramall Golf Club, local Tennis Clubs, Brookdale Theatre and Metropolitan House, or the nearby Manchester Rugby Club – who were all contacted in 2018 and registered interest in supporting the event. We will take steps to reach out to these organisations only at the point at which a positive response has been given from Area Committee in respect to the event, as we do not intend to keep re-engaging potential supporters until a time at which the event may have the potential to be granted permissions.

As detailed in the Event Introduction – organisers are proposing the use of Bramall Hall Archery Lawn for an on-site car parking facility. This is subject to discussion and approval is sought by Stockport Council.

It is acknowledged that a paid-for onsite parking facility may result in some guests looking to park in nearby residential locations to avoid the charge, however ultimately this cannot be avoided. Organisers can agree preventative and reactive measures in sending stewards out to rove around nearby streets, however this is not properly enforceable. In addition, onsite parking can only be provided with the installation of track matting to protect ground surfaces, a very significant cost to the organiser that cannot be covered (along with staff overheads) without a charge to the end user.

Other existing car parking facilities are asked to be reserved for the Hall and it's users, so there is no other feasible parking arrangement than those which are proposed in this plan.

## 13.0 Event Stewarding and Volunteer Plan

*A full stewarding and security dot plan will be developed going forward – to provide suitable coverage of all event areas, entrance and exit points, as well as stewarding of nearby residential roads to prevent prohibited parking of vehicles from visitors.*

### 13.1 Stewarding, Security and Volunteer Roles

HAP Recruitment will supply and manage stewards for this event. A register of all stewards on duty will be kept on site.

All steward supervisors are SIA registered to undertake their role as in addition to general stewarding duties, they will undertake security roles if necessary.

- **8 SIA security on site** during peak times – 2 deployed on entrance gate with ambulant guards responsible for roving around the site at all times.
- **10 stewards deployed on site** – stewards will be placed outside the front entrance to monitor traffic, provide information and to stop cars parking in prohibited areas and to manage the shuttle bus services. Stewards will also be positioned on the ticket gate and within multiple areas of the event site as directed by the Event Management Team.
- **4x HAP Managers** – responsible for monitoring event conditions and troubleshooting, as well as management of deployed staff on site
- **4x HAP Staff** – responsible for ice skating and Santa's Grotto ticket accreditation and processing walk-up trade
- Plus, a wider number of event staff for overall management and co-ordination

#### **General duties of stewards:**

- To preclude access to working zones from members of the public
- To prevent pedestrian access to event and monitor adjacent main roads
- To prevent vehicle access to site, apart from approved vehicles
- To support in warning attendees of approaching live roads during disbursement
- To provide information to the public as to site layout and facilities
- To provide information to the public as to the running order/timings of activities
- To monitor and report on crowd densities
- To monitor and report on the general welfare of the crowd

- To assist the Police if necessary and as directed
- To manage the park and ride shuttle bus services
- To control access to restricted areas to pass-holder only if directed
- To assist in extraction of persons experiencing difficulties
- To assist in evacuation should it become necessary to do so
- To assist the emergency services as directed

Suitable volunteers will be approached to support the stewarding activities, as well as other general responsibilities. Once volunteers are found, their personal details and skills will be collected to help ensure that the volunteers are allocated into suitable roles. Details requested will include next of kin, disability, and criminal record declarations.

A volunteer briefing guide will be produced which will be sent to volunteers in advance of the day and briefed in person before event opening.

## 14.0 Cleansing Plan

### **Preventative Measures:**

- 10x large bins for commercial waste and disposal of picked litter
- 15x smaller bins placed strategically around site, around entrances, exits, staging areas
- 5x Litter Pickers to maintain site cleanliness throughout event, with hourly sweeps done of the site throughout the day. Regular litter picking of nearby park areas and the entrance and exit road and pathways.
- Commercial and general public waste will be recycled where possible.

### **Reactive Measures:**

- Litter Pickers deployed to areas of reported waste build up to clear site as much as possible during event hours, with regular disposal at the on-site bin store
- Full event bins to be closed and locked outside of event hours
- Litter Pickers to clear away all litter after event closes
- A daily sweep will be made of the immediate vicinity of Bramall Hall, park pathways and nearby residential areas

### **Traders:**

All traders must dispose of grey water approved location and must take all used cooking oils and chemical substances with them from site.

Traders are prohibited from disposing of any harmful materials in general event bins and must not leave commercial waste behind uncleared. Anybody found disposing of grey water, cooking oils or chemicals on green-site locations, in drainage or other unauthorized areas will be fined and appropriate penalty actions taken as per our terms and conditions.

### **Welfare:**

Toilets will be located outside the rear wall of the event site on the pathway that leads adjacent to the moat/ archery lawn, or in the area next to the play park. This will be lit during nighttime hours and regularly monitored by stewards. These will be serviced on a daily basis and replaced once full, approx. weekly or bi-weekly.