



St. Patricks Day Celebrations

17 March 2018

Event Management Plan

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1.0 INTRODUCTION and GENERAL INFORMATION

1.1. Introduction

This is the St. Patricks Day Celebration Event Management Safety Plan for the event to be held on Saturday 17th March 2018 at the Swan and Helmet Public House Clare Street Northampton.

2.0 Background Information

St. Patricks Day Celebrations has been organised and will be managed by Teresa McCarthy, of The Swan and Helmet Public House. The event will be held in The Swan and Helmet Public House, Clare Street and in Grove Road which is subjected to a Temporary Event Notice and will involve provision of alcohol and musical entertainment.

This is to be a ticketed entry event.

Based on local knowledge we anticipate an attendance of 850, although it is thought that at any one time there will not be in excess of 800 persons on site

The organisers feel that this is an opportunity for the Irish residents of Northampton and surrounding areas to attend a free event and enjoy the diversity of entertainment which is being organised.

There is also a music area with a traditional Irish Band performing between 1pm to 5pm.

The event will commence at 12 noon and finish at 12 night, however after 7pm it is anticipated that the numbers in attendance will fall and can be accommodated in the Public House and in Grove Road.

At that stage and to enable a soft exiting process, determined by numbers present from Clare Street into the Grove Road area and the Public House

There will also be alcohol sales and fast food outlets on the site.

The organisers have applied for two temporary event notice licenses to sell alcohol on the site. Each of these TEN's have been applied for 490 in each area

In order to manage numbers entering the areas, access will only be permitted into the licensed area on production of a pre purchased ticket, and staff engaged using tally counters to ensure no one area becomes over crowded.

Security Staff will be engaged to manage crowd behavior.

2.1. Responsibility

The event is the responsibility of Teresa McCarthy. As the organiser, she will be responsible for the Event Management Safety and Security plan.

The organisers will be assigning staff to manage different areas and activities reporting directly to Teresa McCarthy.

2.2. Public/Employers' Liability Insurance

Teresa McCarthy covers this to a value of £10 million. Contractors and concessions have responsibility to provide their own liability Insurance; evidence of this will be required and verified by the Event Manager.

2.3. Venue

Address Details: Swan and Helmet Public House, Clare Street, Northampton.

This is a publicly owned location and the TEN's will be placed on Grove Road, and Clare Street with road closures in place.

3.0. Event Itinerary. – Full details to be supplied

The programme of events consists of the Following:

Friday 16th March 2018

Fencing delivered

Saturday 17th March 2018

Set up of road closures in Grove Road, and Clare Street and manned by Chapter 8 Staff.

Set up bars and Stage

Set up of food outlets

Sunday 18th March 2018

Breakdown of site and tidy area.

4.0. Site

The Event Manager will site all events infra-structure before any contractor leaves the site. An emergency contact number will be made available for all contractors.

All catering units will be sited by the Event Manager.

4.1. Temporary Structures

The event will have temporary Structures as set out below:

Road barriers and signage designed and supplied by Events People

Diesel Generators.

Food Outlets

Stage

All work taking place on site will be subjected to the directions as given in the Method Statement **(Appendix G)**

5.0. Communications

5.1. Roles and Responsibilities

Event Manager: Teresa McCarthy (Manager 1)

Responsible for the overall co-ordination and overall management of the Event

Responsible for liaison with the emergency services as a member of the on-site incident management team

Responsible for co-ordination and sighting of event infrastructure and for communication with contractor's onsite.

Responsible for liaising with the Head of Security and Emergency Services

Responsible for all site infrastructures.

Safety Officers To be confirmed

- Decisions in relation to Implementation of Event Management Plan.
- Communication and liaison with key agencies.
- Liaison with key personnel and the Safety and Security Staff team
- Manage stewarding and security operation
- Managing the traffic management plan. Tasks also to include vehicle movement on site and off the event site.
- Liaison with the Head of Security and Emergency Services

DPS – Teresa McCarthy

Designated premises license holder.

Responsible for all matters pertinent to the licensed bar Areas.

Will be responsible for maintaining the Licensing Objectives as set out in the license.

Will manage SIA Staff in these areas.

Will be responsible for ensuring bar areas do not become Overcrowded.

Bars being operated by Swan and Helmet Public House

TEN Managers Will have the following in place

Assistant Manager

Personal Licence Holders for the Bar Areas of the Public House, Two Temporary Event Notice areas.

Security Manager David Bailey NSUK

Stewarding Manager David Bailey NSUK

Stage Manager Stage Right

First Aid 4 First Aid will be present on site, provided by NEAT with Staffing provision as per Purple Guide recommendations.

5.2. Statement of Intent (Appendix G)

As, the organiser, Teresa McCarthy understand that the Health and Safety at Work Act 1974 places duties of care on us as an employer, a designer, and controller of premises. We undertake to ensure, as far as reasonably practicable, safety of our employees, sub-contractors and public attending the event. We will ensure compliance with all legal requirements laid out in Regulations made under the Act. We will follow as far as reasonably practicable the guidance laid down in The Event Safety Guide HSG195.

- ❑ Teresa McCarthy will ensure that sufficient funds and resources are made available to discharge our duties of care
- ❑ Teresa McCarthy will assess known hazards and quantify the risks which these present; if they cannot be removed they will be managed so not to constitute unacceptable risks
- ❑ Provide sufficient training and instruction
- ❑ Teresa McCarthy will appoint competent contractors
- ❑ Teresa McCarthy will monitor our contractors to ensure they discharge their duties of care
- ❑ Teresa McCarthy will ensure adequate welfare provision for employees, contractors, performers and public
- ❑ Teresa McCarthy will provide an adequate crowd management system security and Stewarding arrangements
- ❑ Teresa McCarthy will where appropriate have in place a traffic management system
- ❑ Teresa McCarthy will have adequate communication links with the emergency services and partners and will co-operate with all
- ❑ Teresa McCarthy will seek advice when necessary from partners and independent experts to supplement our knowledge and experience
- ❑ Teresa McCarthy will provide safe access and egress to and from the event site
- ❑ Teresa McCarthy will have an accident reporting and investigation procedure
- ❑ Teresa McCarthy will ensure report any accidents to Teresa McCarthy Health and Safety Team if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- ❑ Teresa McCarthy have both employers and Public liability insurance as appropriate to the size and nature of the event
- ❑ Teresa McCarthy recognises that no safety measures are going to be effective unless they receive the full support of employees, contractors and performers. Teresa McCarthy all parties to co-operate with the control measures put in place, report all hazards and incidents, and play their role in ensuring their own safety, that of fellow event workers and the public to make a safe event

5.3. On Site Communication

Radios communications will be used for the duration of the event. A copy of the communication contact sheet will be issued to all radio holders. Key personnel will have communication whilst the Event Manager/Safety Officer will be in communication at all times with the Head of Security.

5.4. Locations/Communications

Emergency Services – Contact via Mobile
Event Manager – Radio and Mobile
Security - Radio and Mobile phone

5.5. Communication with the crowd

Stewards and Security Staff will verbally relay any information with the crowd. In the case of an emergency, Loud Hailers will be used.

On site PA system can also be used as a contingency/ back up for announcements

5.6. Communication with the Press and Media

Main press communication will be prior to the event and will be co-coordinated by Teresa McCarthy

6.0. Traffic Management

There has been an application made to Northampton County Council Highways Department for road closures and diversionary routes for the following roads, Clare Street from Grove Road to Queens Road and from Clare Street to Somerset Street and Grove Road.

The plan has been drawn up by Event People.

Diversionary Routes will be via Overstone Road, Carey street, Hervey Street, Hunter Street and Somerset Street.

These diversionary routes will be signed accordingly

Car movement into Grove Road and Clare Street will be strictly controlled by use of a road closure and barriers which are staffed.

Public parking will be on surrounding Streets and car parks adjacent to the event site.

To reduce the incidence of vehicles being parked in the closed zone, we intend to carry out a letter drop to all the residents in the immediate area, followed up an inspection of the area to identify car owners with a request to move the vehicles.

It is also intended that on the day signs will be placed out with contact details of the Organiser thereon.

The organizer having been in the area for 12 years is well known to the residents.

It is the intention of the organisers that Clare Street will be re-opened by 7pm.

Pedestrian access and through footfall can be achieved by the footpath to the North of Clare Street, and to the West of Grove Road will be barriered allowing through put.

7.0 Health and Safety

7.1. Medical Plan (Appendix A)

Teresa McCarthy has engaged with NEAT to provide First Aid facilities at the covering the operational hours of the Event.

4 First Aiders will be on site for the duration – The Medical plan have been assessed using The Purple Guide Risk Assessment

7.3. Hospitals

Designated hospital is Northampton General Hospital. Only 1 mile from the venue site

7.4. Fire Risk Assessment (Appendix B)

The power to the Stage, arenas and marquees will be provided by Diesel Generators, with cable runs being placed to the rear.

The Stage will have its own generator and cabling will be self- contained.

Lighting towers will be operated from the main generators.

Catering outlets will be required to provide their own electrical services, unless otherwise agreed before the event.

All caterers will be providing their Risk Assessment and insurance details, along with food hygiene certification

Northamptonshire Fire and Rescue Service Fire will be advised of the event and provided with a copy of the Fire Risk Assessments.

There is a Fire Safety Plan in place

All Stewards and security Staff will be briefed on the actions to take and the procedures to enforce in the event of a fire.

Appliances that are mobilised to incidents will be informed by control where the location of the incident. In the event of a major incident the emergency services rendezvous point will be decided as required.

INCIDENTS REQUIRING FIRE & RESCUE RESPONSE

If a Fire or other incident requiring Fire & Rescue presence occurs, the Safety Officer will inform Fire & Rescue alerted via the 999 system initially giving the type of incident grid location and RVP point for access. This can also be backed up via Police Control via the service control rooms.

7.5. Policing

This is an event which the police have assessed as police free and a community response which may be deployed at the discretion of the local police inspector.

In the event of a need for policing attendance the organisers will utilise the 101 or 999 system and it is acknowledged that this will result in a graded response determined by the type of incident.

7.6. Waste Management

Waste Management will be carried out by Contractors. In the interlude and after the event, any rubbish accumulated will be removed by the onsite event management team.

Euro Bins and Wheelie bins will be provided and collected.
Litter picking will be operate the following morning after the event

7.7. Accident Reporting

Any accident should be reported to the nearest Steward who will radio for a First Aider and inform the Safety Officer.

First Aiders will have access to 'Report of Accident/Dangerous Occurrence' forms, and a Steward will fill one of these out at the time of the incident. The injured person must complete these forms.

7.8. Risk Assessments (Appendix C)

Risk Assessments have been completed for site activities including the build, event and breakdown phases.

7.9. Disabled Area/Access

Disabled access will be via the footpaths around the site.

8.0. Security

8.1. General (Appendix D)

NSUK will be providing the overall security and Stewarding for the event.

Security personnel will be allocated specific duties and will be briefed on their duties prior to the event. The manager will issue all Security Company Staff with a summary of their individual duties, and a list of actions to take upon the discovery of an incident likely to endanger public safety.

All security Staff will be instructed to report any incident that may endanger public safety direct to the Head of Security who will pass this on the Event Safety Officer. If the security Staff are not in possession of a radio, they will be instructed to inform their supervisor, or the nearest Security personnel in possession of a radio. The company so engaged will have trained and certificated Staff to undertake the role.

There is nothing to suggest. that this event has been specifically targeted for terrorist. or extremist. groups, however we are aware of the need to continued vigilance in the light of Security Advice that has been recently circulated.

Staff will be briefed on their roles and responsibilities and the indicators of potential that exist

There is in place a Stewarding and security disposition and operations plan

8.2. Clothing and Security Staff

Stewards and security will be wearing a Blue uniform. All SIA Door Supervisors will be high visibility showing a SIA badge

8.3. Crowd Control Management/Venue capacity (Appendix D)

Venue Capacity – Capacity for the event will be up to 850

Ingress and Egress arrangements:

Access to the venue site will be from the car parks or on foot from the different sides of the site and through the barriers.

In terms of people; controlling the audience, reading the situation and putting any necessary systems into practice will alleviate crowd management issues. These include:

- ❑ Allowing good entry and exit for crowd movement.
- ❑ Awareness of audience capacity/control measures.
- ❑ Understanding audience profile/crowd dynamics.

The Event Manager/Safety Officer will monitor the situation with regard to crowd movement and management.

Dynamic Risk assessments will be carried out and communicated. As issues of major significance will be raised with Police command via 999

CRITICAL CROWD DENSITY

If critical crowd density (CCD) is observed, or is being approached, and actions to prevent further spectators reaching the affected area(s) are inadequate, then expansion / Sterile areas are available. Stewards will conduct spectators in a controlled manner into the expansion / Sterile areas under the direction of the Safety Officer. The Safety Officer is responsible to ensure that it is safe for spectators to enter expansion / Sterile areas

Stewards will be located at peak crowd times at Strategic points to observe for signs of CCD and to conduct spectators into the expansion areas in the arenas under the direction of the Safety Officer.

Audience profile is:

- There will be a 50:50 male to female ratio.
- Main age range from 5-60 full family mix
- Family orientated
- Traditional Irish music and dancing

Likely Crowd Dynamics:

- Generally well behaved. Enjoying the ambience.

- Normally persons attending will have an interest in community matters and the spectacle of a show.
- Inclement weather will see significant audience movement throughout the site.
- Crowds will arrive and leave at will during the day.

9.0. Services

9.1. Water

Bottled water will be available to purchase from the event catering units.

9.2. Electricity

There will be mobile generators used to power the main command area, arena, bar areas. Towers Lights will be powered by the generators. These will be located by entrance and exits as well as through the central avenue of Stalls.

Stage will provide its own generator.

Catering units will provide own generators unless previously arranged.

We will provide a full temporary electrical certificate from a qualified on site electrician to NICEIC (17th edition IEE regs. 2012)

Test loading details on all the temporary electrical supply will be available

Details on all marquee wall linings to BS 5438 & BS 5867. Contractor is a member of MUTA will be made available.

We will provide all necessary safety certifications for any other equipment onsite if requested

9.3. Welfare

Bottled water will be available to purchase from the event catering units.

Toilets will be located inside the festival site

Fire Safety

The area is bounded by Clare Street, Somerset Street, Grove Road and Queen Street

All on site Staff are trained will be trained in emergency procedures and radio codes.

There will be fire points throughout the site. This will be agreed with the Safety Officer and Northants Fire and Rescue Service prior to the set-up of the venue. This will be highlighted on the plans. All fire extinguishers will be fully charged and updated, dedicated Staff will be trained on how to use fire extinguisher prior to the event

Disabled Customers

The site has the following for those with disability;

Disabled toilets x 2

Parking for disabled will be adjacent to the arena entry as set out in the traffic plan.

Stewards will pay particular attention to disabled patrons throughout their attendance

Vulnerable members of the audience including wheelchair users and those with disabilities will receive particular attention from Stewards during an emergency.

10.0. Contingency

10.1. Reducing Crowd Density

The site has a capacity of 935^{m2}

This does not include the capacity of the interior of the Swan and Helmet.

Given a generous 1 ^{m2} per person would give a maximum capacity of 935 at any one time, however we intend to reduce that figure to 850, this takes into account the small catering units and the stage area.

Staff on the barriers will be monitoring numbers entering and leaving the site at any one time.

If an area has been overcrowded or critical crowd density is observed, then attempts will be made to prevent pedestrian access to that area. Use of a Steward, and if necessary, the halting of all activities in that area will be considered in an attempt to ease crowd pressure in that area. The crowd density will be monitored and controlled by Security personnel and Stewards, and access to the area will be restricted once the crowd has reached an acceptable level. Communication and consultation with the Safety Officer to ensure crowd density is paramount.

10.2 Evacuation Procedure

Evacuation Procedures

This is a decision which will be made by the Safety Officer or by the Emergency services if they have assumed control of the site

In the event of an emergency there will be a Public Address Announcement using temporary PA system from the Stage. Otherwise Radio communication will be used to inform all Stewards and security:

Attention, Attention, all Stewards to posts

Code Red (Fire),
Blue (Crowd disorder),
Black (Suspect package) or
Green (Medical Emergency)
Code Disney – Missing / Vulnerable adult or child

Stewards and Security Staff will be provided with details of positions they are to attend in the event of an evacuation; these will be included in their briefing details. On hearing this, be alert for further messages.

Stand down Message

Attention, Attention all Stewards can now return to normal duties.

Evacuation Message

PA announcement/Loud Hailers

Ladies and gentlemen due to circumstances beyond our control it is not possible to continue with this event, please leave the site.

Back Up

The Safety Officer will have loud hailers to use in the event of electrical failure
Stewards will direct the public away from the risks.

10.3. Lost / Found Children/ Vulnerable Persons (Appendix E)

Stewards/security personnel will escort lost children to the First Aid Area

Code Disney will be used for lost child

Details will be passed to the Safety Officer and head of security. Stewards Announcements will be made that the lost child can be located in the First Aid Area.

The Creche also acts as the place where a lost child will be taken.

Action to be taken is set out as per appendix.

10.4. Lost Personnel/Meeting Points

Adults who become separated from their group will be advised to go to the Control Area.

10.5. Failure of Public Address system

If one of the public system fails, loud hailers will be used as necessary. The loud hailers will be available from the control.

10.6. Stewarding and Security Plan -Discovery of Suspicious Package (Appendix D)

Any suspicious packages will be reported to the Event Safety Officer, who will make any decision in this regard. Procedures are set out as in Appendix. These details are contained within the Stewarding and Security Plan

11.0. Emergency Arrangements

11.1. Major Incident

In the event of a major incident the safety officer and other emergency agencies will co-ordinate the response to the incident.

Major Incident Definition

A major incident is an emergency that requires the implementation of special arrangements to respond to a situation affecting or threatening the well-being of large numbers of people.

Procedure for suspected/potential major incident

Assessment

The Safety Officer/Event Manager and any senior emergency services officer (if present) will make an assessment as appropriate as to whether special arrangements are required.

Decision

The Safety Officer (or if the Emergency Services Senior Officer present has declared control) will declare a major incident. This will be documented on the Transfer of Responsibility Form and the relative responsibilities are set out in the Statement of Intent (**Appendix H**)

Inform

All key personnel and Stewards will be informed via the Public Address or radio networks using coded message.

Action

Staff will have designated positions to attend in the event of the decision being made

Site Orientation

The site has an alpha/numeric site plan and Staff will be advised to refer to grid positions when identifying issues

Abandonment

Decision to be made by Safety Officer/Event Manager or Emergency Service commander (if responsibility transferred).

Evacuation

In the event of the need for evacuation, the decision will be that of the Safety Officer/Event Manager or Senior Emergency Service personnel and Stewards will direct people off the site, ensuring that they are moved away from the danger and away from RVPs.

RG and MK Buckley Consultants

Appendix A



St. Patricks Day Celebrations

Medical Plan

Information

1. The St. Patricks Day Celebrations takes place on 17th March 2018
2. The event consists of, beer and food outlets, and a Staged area for entertainers.
3. The event is organised by Teresa McCarthy
4. This event is being held at The Swan and Helmet Public House Clare Street Northampton and within the barriered area of Grove Road.
5. This commences at 12noon and will be finished by 12night.
6. This medical plan relates to the event and the expected crowd size.

Intention

1. To provide trained first aid Staff commensurate with risk of this event.
2. To provide a Static and mobile response to first aid requirements.

Method

1. The St. Patricks Day Celebrations will provide facilities at the event designated for the provision of First Aid to visitors. This will consist of 4 Staff, Any requirement for communication between First Aid and Event Control will be via radio or in person. This will have four members of Staff in situ at all time.
2. There will be sufficient First Aid trained Staff present to deal with the first response to any medical issues as listed above.
3. If required Access for East Midlands Ambulance Service (EMAS) determined by the incident will be via Clare Street/Grove Road or Kettering Road determined by location of the incident, where they will be met by a Steward and directed in.
4. The event shall have First Aid Staff provided by NEAT
5. First Aiders will have no other duties or responsibilities, will remain at post until Stood down by the Safety Officer.
6. NEAT will in the event of a major incident come under the command of the Senior Ambulance Officer when in attendance.

First Aid Responsibilities

This will be provided by NEAT

1. To respond to all requests for First Aid assistance
2. Be responsible for Staffing First Aid facilities and initial treatment of casualties.
3. To have paramedic trained personnel equipped to deal with more serious incidents.
4. To provide transportation to the local hospital
5. To contact Ambulance Control via the 999 system if required.
6. To ensure First Aid teams are located around the site.
7. Be at site from 11am until close.
8. Trained to a recognised First Aid Standard.
9. To ensure that the Event Organisers and Safety Officer are informed of any incidents which require removal of persons from site by ambulance or require notification to authorities under Health and Safety Legislation.

Evacuation Procedures

1. In the event of an emergency there will be a Public Address Announcement from the Control Point and usage of Megaphones or radios.
 - Attention, Attention, all Stewards to posts Code Red (Fire), Blue(Crowd disorder), Black (Suspect package) or Green(Medical Emergency)

On hearing this be alert for further messages.

Stand down Message

- Attention, Attention all Stewards can now return to normal duties.

Evacuation Message

PA announcement

Ladies and gentlemen due to circumstances beyond our control it is not possible to continue with this event, please leave the site

Back Up

The Safety Officer will have loud hailers to use in the event of electrical failure

RVP

RVP 1 – Clare Street junction with Grove Road

RVP 2 – Grove Road junction with Kettering Road

Communications

1. Staff to be issued with radios

RG and MK Buckley Consultants



Appendix B

St. Patricks Day Celebrations

Fire Safety Plan

Information

1. The St. Patricks Day Celebrations takes place on 17th March 2018 between 12 noon and 12 night
2. The event consists of beer and food outlets, and a Staged area for local entertainers.
3. This event is being held at The Swan and Helmet Public House and in Grove Road and is organised and managed by Teresa McCarthy
4. This fire safety plan relates to the Access and facilities on site for the Event

Intention

3. To provide guidance and instructions as well as equipment commensurate with risk of this event.
4. To provide a first response to fire related issues.
5. To have in place a plan to enable Northamptonshire Fire and Rescue to access the site and deal with any fire or Structural issues causing the least disruption.

Method

7. The St. Patricks Day Celebrations will ensure that all persons participating at the event as Stall holders, or entertainment will have in place adequate equipment and plans to deal with any minor fires. We will request as part of their contractual agreement for them to provide Fire Risk assessments which will comply with the requirements of the event.
8. Teresa McCarthy will ensure that all Stall holders will as part of their arrangements with the Stallholders, policy for the usage of the site and this will include risk assessments for high danger usage equipment (LPG) and electrical wiring.
9. Teresa McCarthy will ensure that any electrical supplies fed by generators are certificated and any re-fuelling takes place in a restricted area.
10. Teresa McCarthy will ensure that any companies who attend the site will have in place an adequate supply of Staff and equipment to deal in the first instance with any fire related issues. They will be required to provide as part of the contractual agreement to record the details of the Staff and equipment on site.

11. Access for Northamptonshire Fire and Rescue Service will be as follows;

RVP 1 – Clare Street junction with Grove Road
RVP 2 – Grove Road junction with Kettering Road.

12. In the event of a major incident, dependent on the type, Staff employed as Stewards will come under the command of the Senior Fire, Police or Ambulance Officer once in attendance. A Major Incident Plan is in place and will be complimentary to the Emergency Services Plans.

Teresa McCarthy Responsibilities

5. To ensure that all Stallholders or entertainment providers have in place Fire- fighting equipment of the right type to deal with any potential incidents. These groups have been asked to provide details of Risk Assessments, which have to be completed to the satisfaction of Teresa McCarthy.
6. To ensure that all participants as Stallholders, and entertainment suppliers will be sent a copy of the Teresa McCarthy Spectator Safety Policy and Risk assessments and guidance regarding fire risks and provide their own Fire Risk assessments.
7. Following these Risk Assessments the Teresa McCarthy fire risk plans and assessments will be amended to reflect any significant findings or risks.

Evacuation Procedures

2. In the event of an emergency there will be a Public Address Announcement from the Stewards via loud hailers.
 - Attention, Attention, all Stewards to posts Code Red (Fire), Blue(Crowd disorder), Black (Suspect package) or Green(Medical Emergency)
 - Stewards and Security Staff will be provided with details of positions they are to attend in the event of an evacuation, these will be included in their personal duty cards.

On hearing this be alert for further messages.

Stand down Message

- Attention, Attention all Teresa Stewards can now return to normal duties.

Evacuation Message

Announcement

Ladies and gentlemen due to circumstances beyond our control it is not possible to continue with this event, please leave the site

Back Up

The Safety Officer will have loud hailers to use for the event

Stewards will direct the public away from the risks

RVP

RVP 1 – Clare Street junction with Grove Road

RVP 2 – Kettering Road junction with Grove Road

Communications

2. Staff to be issued with radios
3. Critical Staff will be in possession of Mobile Phones.



Appendix C

St. Patricks Day Celebrations

Risk Assessments

1. The St. Patricks Day Celebrations takes place on 17th March 2018 between 12 noon and 12 night
2. The event consists of, beer and food outlets, and a Staged area for local entertainers.
3. This event is being held at The Swan and Helmet Public House and Grove Road and is organised and managed by Teresa McCarthy
4. These Risk Assessments relates to the Event. This event takes place at The Swan and Helmet Public House
5. The area will be free from vehicles with a road closure order in place for Grove Road , and Clare Street.



Appendix D

St. Patricks Day Celebrations

Stewarding and Security Plan

This document sets out the Terrorism Threat to the above event and is based on guidance from HM Government and NACTSO.

Threats – There is nothing historically or currently to suggest, that this event is a high threat event or location. There is no intelligence from the police (CTSA) that the threat in Northampton is any higher than elsewhere in the country.

The location and type of event is not high profile and it is thought that it is unlikely that such an event would be targeted.

Protect - However in order to protect our assets we will ensure that the site of the event will be secured by the usage of pedestrian barriers, Staff manning barriers and on site security Staff during the build and out of hours periods.

During the event itself the entry to the site will be controlled by Staff who will undertake random searching or searching based on suspicions.

The site will also be patrolled to identify suspicious packages or items left for any period of time. Staff will be advised to be alert to such items and to consider type of item, location and what makes it suspicious.

There is in place a Bomb Threat form, however there is no dedicated phone line for the premises, so this information is more likely to be received at other locations.

Action – Staff have been instructed on the following steps to be taken in the event of a suspect package being found.

1. Not to touch the item.
2. Move away to a safe area making enquiries to try to trace the owners of the package.
3. Preventing persons approaching the item.
4. Communicating as much information regarding the package to the Safety officer, including location, type of package, suspicions, what action has been taken.
5. Not to use radios or mobile phones within 25 metres.
6. Informing police via emergency system or non emergency determined by level of threat.
7. Retention of any potential witnesses to provide information to police.

Information

1. The Event takes place on 17th March 2018
2. This event is being held at The Swan and Helmet Public House.
3. From 16th March 2018 there will be build programme including fencing, a Stage and there will be overnight security on the site.
4. The event opens at 12 noon and will close at 12 night.
5. Included on the site will be food outlets consisting of food and outside catering units, there will be a Stage with acts performing supplementary to the main event.
6. This Stewarding and Security safety plan relates to the event at The Swan and Helmet Public House. Staffing to be supplied by NSUK.

Intention to meet Licensing Objectives

1. To provide a security operation that complies with the requirements of Licensing Legislation, the four licensing objectives, conditions for the site and Security Industry Act requirements on the park area.
 - The Four Licensing Objectives considered in this plan are as follows
 - Prevention of crime and disorder.
 - Public Safety.
 - Prevention of public nuisance.
 - Protection of children from harm.
 - In order to do that we have given consideration to the following and will comply to the requirements of the Licensing authorities.
 - We have worked with Statutory bodies in respect of a number of events over a considerable number of years.
 - The area designated for the event and Temporary Event Notice is substantial and will provide a comfortable capacity.
 - The Staffing will be trained in respect of the Bar Management and public disorder potential to Door Supervisor level.
 - Staff engaged with Staffing road closures will be Chapter 8 Trained and qualified.
 - First. Aid Staff will be qualified.
 - Staff engaged on Bar Duties will ensure that they do not supply alcohol to persons who appear to be intoxicated or for persons under the age of 18.
 - There will be a Check 21 policy in place for all bar Staff to implement
 - There will temporary lighting in the area.
 - The power to be supplied by qualified electricians as advised.

- No Adult Entertainment
- Light Pollution will be controlled in such a way to prevent an impact on local residents.
- Noise Pollution will be controlled to ensure that it does not exceed 86_{db}
- Control for the Staged area to be controlled from a mixing deck with pre-set maximum levels.
- We will have open discussions with local residents and responsible authorities

2. Prevention of Public Nuisance

- We will work within any noise abatement notice as set by the Northampton Borough Councils Licensing and Environmental Health Officers.
- We acknowledge the fact Northampton Borough Council EHO's may be in attendance at any time during the duration of the event.
- We will advise local residents of the event and will try to allay any fears that they may have. This contact to be made via a Letter Drop.
- We will also within the letter provide a contact number for the residents.
- Any litter which accumulates will be cleared by the organisers.
- Any Light pollution we will try to avoid by placement of lighting towers and any spillage to be kept to a minimum.

3. Prevention of Children from Harm and Lost Children Procedures

- To provide a Stewarding operation that provides a visible presence to ensure the safety of those attending the event.
- There will be male and female DBS checked Staff on site
- Under-age drinking of abuse/potential abuse of a child or vulnerable adult has not previously been an issue
- The Control Point/First Aid position will be the designated holding zone for any lost or potential harmed persons to be located.
- Code Disney will be used as a Code Word for missing children or vulnerable adults.
- We have a comprehensive Policy on action to be taken for lost or found children or vulnerable adults.

4. Public Safety

- To provide a Stewarding and security operation that will be able to deal with any incidents, that threaten the safety of the participants or spectators
- To provide a first response to any security and safety issues.

- We have incorporated into the Event Management plan a safety Stewarding and security procedure

Method

13. St. Patricks Day Celebrations will ensure that prior to the event commencing that a site inspection will be made and any issues identified rectified.
14. The St. Patricks Day Celebrations will ensure that security Staff engaged in the area and in the vicinity of the licensed bars will be SIA trained and qualified to Door Supervisor Level.
15. Teresa McCarthy will ensure that all security Staff will be present in sufficient numbers to be able to respond to any minor incidents in the first instance undertaking any searching or checking at point of entry. Staffing will be provided based on the maximum numbers anticipated and in line with Purple Guide recommendations.
16. There will therefore be a requirement to consider the following;
 - Outdoor event
 - Staffing for bars – 2 per bar = 6 SIA
 - Staffing for road closure barriers – 4 Stewards
17. All Stewards will be adequately briefed, and be in possession of duty cards outlining their individual and organisational roles.
18. All Staff will be in possession of and wearing High Visibility Surcoats or jackets whilst working.
19. Stewards and security Staff will at all times be alert to issues and potential problems they will use the following process in the carrying out of their duties
 - Looking and listening at what is going on, in and around where they are working
 - Assess what they have seen and heard
 - Take action appropriate to the threat or incident having first informed the Command Centre(who will supply additional Staff as required)
 - Ensure that they keep a report of what they saw and did.

At all times the Stewards and security Staff will ensure that the action they take will not put themselves or colleagues in danger of injury.

Staff will also try to undertake the following

- Establish what has happened
 - Determine what action can be taken to resolve any problems
 - Only make decisions on what can be achieved
- 20. In the event of a major incident, dependent on the type, Staff employed as Stewards will come under the command of the Senior Fire, Police or Ambulance Officer once in attendance. This will be determined in line with the attached Statement of Intent

Evacuation Procedures

3. In the event of an emergency there will be a Public Address Announcement from the Stage Area or via the Stewards radio system as follows.

- Attention, Attention, all Stewards to post Code Red (Fire), Blue (Crowd disorder), Black (Suspect package) or Green (Medical Emergency)

On hearing this be alert for further messages.

Stand down Message

- Attention, Attention all Stewards can now return to normal duties.

Evacuation Message

PA announcement

Ladies and gentlemen due to circumstances beyond our control it is not possible to continue with this event, please leave the site as directed by the Stewards.

Back Up

The Safety Officer will have loud hailers to use in the event of electrical failure

Stewards will also be directed to pre-determined locations as set out in their duty cards and direct persons away from the risk.

RVP

These areas will be signed and will have a Steward in attendance to meet the attending emergency services and direct them to the site of the incident.

RVP 1 – Clare Street junction with Grove Road

RVP 2 – Kettering Road junction with Grove Road.

Communications

- Identified Staff will be issued with radios as per the Staffing schedule.
- The Event Organiser, Safety Officer, Supervisors and First Aid provider will all be contactable via Mobile Phones and Radio network



Appendix E

LOST./FOUND CHILD/VULNERABLE PERSON PROCEDURE

Found Child/ Vulnerable Person

1. In the event of a child/vulnerable person being reported as being found, it is best practice that this child/vulnerable person be handled with care.
2. Any such child/vulnerable person will be accepted by the Staff member concerned and the following course of action will be taken;

Immediately inform control.
Provide a description of the child/vulnerable person.
Including Obtain as much information about the child/vulnerable person as possible, name, age, clothing, distinguishing features, any suspicious or special circumstances which caused the child/vulnerable person to go missing etc.
3. Control should also inform other Staff near the location of the situation including First Aid and control personnel via personal radio. The Staff will be provided with as many details of the found child/vulnerable person to alert them to the situation.
4. Control will make a decision based on the facts as to the action to be taken by the Staff member.
5. Control will ensure that a second member of Staff be deployed to the location of the found person to ensure safeguarding procedures are followed.
6. It is deemed to be good practice that the Staff member and child/vulnerable person remain in a safe area close to the location where the child/vulnerable person was found for 8 minutes, this will give an opportunity for the parents/guardians to re-unite with the child/vulnerable person. **Making the position easily visible to aid parents/guardians to find their child/vulnerable person.**
7. Ensure that you are satisfied with the identity of the parents/guardians before reuniting the child/vulnerable person with the parents/guardians.
8. If the child/vulnerable person is not picked up within 8 minutes, accompanied by at least two stewards or Staff, they will be taken to the control area.
9. The Staffing of the First Aid area will have the ability and equipment to record details.

LOST. CHILDREN/VULNERABLE PERSONS

Action to be taken

1. If a parent/guardian approaches a member of Staff and advises that they have lost a child/vulnerable person or vulnerable person, act calmly.
2. Inform control, whether with your own radio, or ask an Staff with a radio to do this for you.
3. Ask for a detailed description of the child/vulnerable person and where and when last seen. Is there anything which heightens the vulnerability and therefore requires police attendance and to be utilised. ie. length of time missing, history of going missing, parental behaviour.
4. Obtain details of clothing, distinguishing features etc. Is the child in possession of a mobile phone
5. Staff on gates will be alerted regarding the possibility of the child/vulnerable person or vulnerable person being removed from site.
6. Obtain contact mobile number from parent/guardian.
7. Remain in the same area where the child/vulnerable person was lost for a period of up to 8 minutes.
8. If the child/vulnerable person has not been found after that period of time re-locate with the parent to the First Aid /Creche area to record fuller details.
9. If after 8 minutes the child is still missing then contact will be made with the police through the emergency number 101, advising them of the situation.
10. Personnel in your vicinity will be notified immediately to support a rapid search of the immediate area.
11. Event Control Room will co-ordinate any search until the child/vulnerable person is found, or responsibility is passed to the police.
12. Staff will be deployed to exit gates with descriptions of the missing person.
13. Staff in the event of police involvement will come under the direction of the police.

Appendix F



St. Patricks Day Celebrations

Method Statement

Purpose

The purpose of this method statement is to provide a safe system of work, based on identified risks detailed in the attached risk assessments, for the provision of Build programme between 16th and 17th March 2018

This includes traffic management, crowd control methods, Staffing and welfare arrangements.

This document has been completed following legislative guidance and is based on best. practice and advice from Emergency Services and the Safety Advisory Group for St. Patricks Day Celebrations.

Application

This safe system of work is a method of working that takes into consideration the potential hazards which St. Patricks Day Celebrations employees, contractors, other site workers and members of the public could be exposed to during the installation, operation and de-commissioning of the equipment supplied.

This system of working is based on identification of hazards, associated risks assessed and all risks reduced to levels as low as reasonably practicable.

Introduction

This method Statement is a comprehensive, Step by Step description of Swan and Helmet PH and contractors work and takes into account:

- Potential hazards and risks which Staff and Contractors, other site workers and members of the public may be exposed to whilst works are being carried out.
- Risk of damage to St. Patricks Day Celebrations Staff and contractors and the named site, Structures and infra-Structures.
- Difficulties that may be encountered whilst carrying out the work.
- Specialist equipment and procedures needed.
- How the work is going to be carried out in order to remove or minimise hazards, risks or difficulties.

Responsibilities

General

Activities ascribed to individual jobholders in this method Statement may without reducing ultimate responsibility, be delegated to a nominated representative.

Manager in Charge – Teresa McCarthy

The Manager in charge is responsible for:

- Liaising with the contractors to determine job requirements
- Undertaking a site survey to help to identify potential hazards
- Preparation of a site specific method Statement and risk assessments for any work to be undertaken.
- Ensuring that the contractors accept the method Statement
- Ensuring that all Staff are familiar with the safe system of work as set out in the method Statement.
- All Staff to be briefed at 0900 on Saturday 17th March 2018 by the Safety Officer.

Licensee – Teresa McCarthy

Site Operatives

- Working in accordance with the accepted method Statement and instructions from the Manager in Charge
- Reporting any unforeseen hazards or dangerous occurrences to the Site Manager in Charge.

Scope of Works

- Provision of Staff commensurate to need to manage spectator safety and security issues.
- Provision of security Staff to manage licensed areas.
- Provision of Staff for ticket sales

Site Survey

The project scope, labour force and equipment requirements will be determined during liaison between the organisers.

In order to ascertain requirements and potential hazards, the survey will take into account the following:

- Access/Egress
- The equipment requirements.
- Safety of employees, other site workers and the public.
- Loading, off-loading, equipment preparation and rigging of the equipment for lifting.
- Risk of falling items.
- Securing the equipment once it is in place.

Labour Force

The following form the core of the site team:

Swan and Helmet and contractors labour force will be as per the Staffing schedule. The labour force will be under direct supervision of the site manager whose contact details can be found on the schedule sheet attached.

Equipment Specification

The following plant and equipment will be used on site:

As per schedule

Training Requirements

All contractors will supply a labour force competent to undertake the specified work.

Security Staff will be trained and registered with SIA.

Access/Egress

Access and egress to the site will be through the entrance gates located at the East and West ends of the site.

Personal Protective Equipment

Staff at this work site will use the following PPE as required:

High visibility vest
Ear plugs

Gloves

Hard Hats

Safety Footwear during build and de-rig

Emergency Procedures and Equipment

In the event of an emergency all contractors will adhere to the site evacuation procedures. The Site Supervisor will be responsible for accounting for all contractors at the assembly point.

Any personnel unable to get to the assembly point should contact the site supervisor to inform him/her of their location.

The site supervisor is responsible for organising first aid for any employee or contractor injured on site.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

All accidents and incidents will be reported to site supervisor and recorded in the accident book.

The Manager will ensure that any incidents, which are legally reportable, are notified to the relevant enforcing authority.

Housekeeping

The team will practice good housekeeping at all times when working on site. All scrap and waste will be removed from site and access routes will not be unnecessarily impeded. All tools and equipment will be removed from site following completion of the job.



Appendix G

Statement of Intent

St. Patricks Day Celebrations 2017

This document sets out the roles and responsibilities between the St. Patricks Day Celebrations, Northamptonshire Police, East Midlands Ambulance Service and Northamptonshire Fire and Rescue Service.

This is not a legally binding document but sets out the respective roles of all parties in respect of the above event.

Teresa McCarthy is responsible for all matters relative to safety of participants and spectators

Teresa McCarthy are responsible for ensuring that all Stallholders and entertainers are advised as to their responsibilities in respect of Health and Safety.

Teresa McCarthy will remain in control of the event unless it is determined by the Senior Police, Fire or Ambulance Officer that they are taking over control

Police.

1. The Police will attend to deal with criminal behaviour and bringing offenders to justice if crime is committed.
2. The police will provide reassurance, advice and assistance to members of the public
3. The police will attend in the event of a major incident and determined by the nature of the incident will, take command of the incident.
4. Any security or Stewarding Staff in the event of a major incident will operate under the command of the senior police commander.

EMAS

1. EMAS will provide a presence when requested via NEAT or the organisers.
2. EMAS will attend in the event of a major incident and determined by the nature of the incident will take command of the incident.
3. EMAS will then organise the deployment and function of Staff.
4. Any First Aid Staff/ personnel will then operate under control of the Senior Ambulance Officer present.

Fire Service

1. To enforce any legislation in relation to the Regulatory Reform (Fire Safety) Order 2005.
2. To carry out Fire Safety audits and inspections as deemed necessary
3. Provide Fire and Rescue intervention response.
4. The Fire Service will attend in the event of a major incident and determined by the nature of the incident will, take command of the incident.



The St. Patricks Day Celebrations 2018

Transfer of Responsibility from TERESA MCCARTHY to

Northamptonshire Police/Northamptonshire Fire and Rescue/EMAS

I hereby transfer responsibility for control of the incident to the Chief Constable/Chief Fire Officer/Chief Ambulance Officer (add qualifying conditions and type of incident e.g. if only partial control is being transferred)

Signed Teresa McCarthy

Print Name..... Time

Date.....

Qualifying Conditions

.....
.....
.....
.....

On behalf of the Chief Constable/Chief Fire Officer/Chief Ambulance Officer I hereby accept responsibility for the control of the incident as described above.

Signed..... Senior Police/Fire/Ambulance officer

Print Name.....

Time.....Date.....

Transfer of Responsibility

From Police/Ambulance/Fire Service to TERESA MCCARTHY

On behalf of the Chief Constable/Chief Fire Officer/Chief Ambulance Officer I hereby transfer responsibility for matters in relation to the incident back to Teresa McCarthy.

Signed..... Northamptonshire Police/Northants Fire/EMAS

Print Name.....

Time.....Date.....

I hereby accept responsibility

Signed..... Teresa McCarthy

Print Name.....

Time.....Date.....



Appendix H
St. Patricks Day Celebrations

Incident report

Please complete the details in the boxes below.

Date	Time	Incident	Action	Resolution