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Agenda Item 23a

Event Plan: Saltash Kalan Gwav

Medium Scale Festival

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Pre-Planning

Where

The venue for this proposed event will be held at Warfelton Field, Saltash, Cornwall

There will be some impact on the local community, any impacts or hazards have been listed below:

- An increase in Litter
 - o Litter will be removed by the traders
 - o Any remaining litter will be litter picked by the organisers
- Music
 - o Music volume will not be extreme
- Emergency Routes
 - o Routes will be clear for emergency services
- Parking Requirements
 - o On street parking will be utilised

- o Traders will be asked to park in the public car parks

When

The proposed date for this event is the 4th of November 2017 from 2.00pm – 4th of November at midnight, with setup times starting from 9am and pack down finishing at 2am.

All trader will be operating in marquees/gazebos, the event will not be affected by weather.

Extra lighting is being hired, both floodlights and festoon lighting.

Who

The aim of this event is primarily a fireworks event and apple festival, whilst also serving the dual purpose of celebrating the community, businesses and organisations of Saltash whilst providing live music, entertainers, children's rides and market stalls.

The target audience of this event is local Saltash citizens – drawing in families with the entertainment provided.

Volunteer stewards will be arranged to ensure traders, performers and the community are kept safe and to ensure emergency situations are dealt with in a calm and organised manner.

With the large marquees, stewards will be informed of the maximum amount of people allowed in the marquee, no more people will be allowed access into the marquee when the limit has been reached.

Full details of all contacts are attached.

What

The event is a community apple and fireworks festival, with (non-adult) entertainment, live amplified music, recorded amplified music and a market. All traders, exhibitors and performers have their own public liability insurance.

Any notable hazards are listed in the attached risk assessment

Legal Obligations/Responsibilities

The organisers of this event (Essa Kalan Gwav Committee) accept responsibility for the event. There will be minimum effects on the adjacent public highways. A Traffic Management Plan is attached.

Codes of Practices

We will ensure that this event complies with the national guidance, including the Code of Practice for Outdoor Events.

Welfare Arrangements

The duration of the event, including setting up, packing away time is 17 hours, from 9am on the 4th of November 2017 through to 2am on the 5th of November 2017.

The number of attendees is likely to vary dramatically, depending on the weather.

Toilets are located in Saltash Football Club. There must be 1 female toilet per 100 females and 1 male toilet per 500 males and 1 urinal per 150 males.

Refreshments are provided by the local exhibitors.

First Aid and Medical

We will carry out a medical risk assessment. This will include activities, numbers, types and age groups attending. Accesses and egress, the site and structures, Health, Safety and Welfare issues.

Local police and fire services have all been contacted.

Tamar Medical Services will also be in attendance. Their details are attached.

Permissions and Consents

Permissions and consents including licensing requirements will all be adhered to. Any licences are attached.

Detailed Planning Stage

Committee

The committee members are attached.

Full details of all event contacts are attached.

Liaison

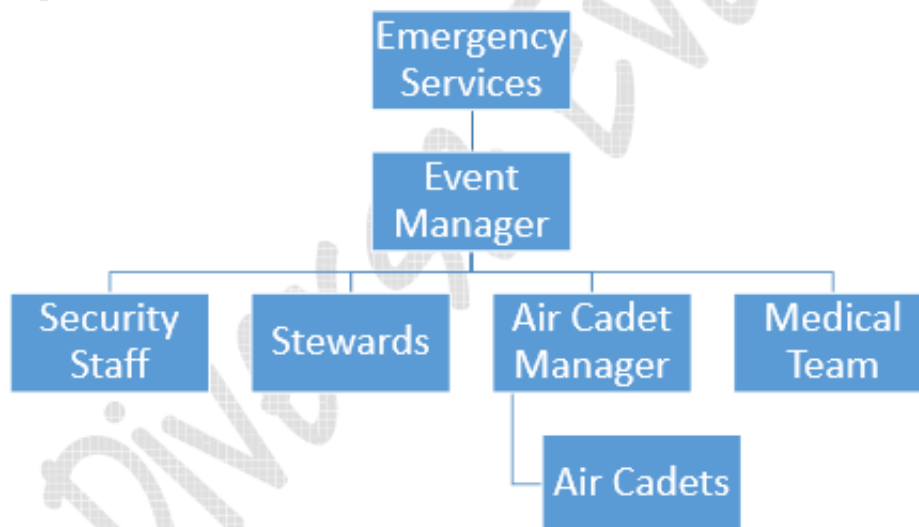
The emergency services and the Council have been contacted and are involved with the proposed event.

The local authorities and any relevant organisations have been contacted.

Residents and businesses in the surrounding area know about the event, before the event. A pre-event letter will be mailed to all affected residents and businesses.

Communication on the day will be through hand-held walki-talkie style radios, mobile telephones and a PA with MC.

Organisational Structure



Site Plan

The formal site plan is attached. Entrance and exit points, circulation routes, vehicle access and emergency evacuation paths are all included.

Emergency Plan

All stewards, businesses, traders, entertainers, performers and exhibitors will be informed of what to do in an emergency situation. All stewards will have their own role if an emergency situation arises. The emergency services have been informed of the event and any required will be in attendance.

Initial Emergency Stages

If an emergency occurs the committee members will contact and liaise with the emergency services.

A radio call will be made to inform all stewards and committee members that there is an emergency (or potential). Stewards and committee members should then move to a location where they can assist with the evacuation of that site.

Stewards and committee members should immediately start evacuating people, either from the immediate area if the danger won't spread, or the site if there is potential for the danger to spread, but this must be done in a way that will not cause panic or a greater risk to other people.

When the scale of the emergency has been accurately recognised, the point of contact to the emergency services should be informed, as to contact the relevant emergency service providers and to prepare for the arrival of them.

Once the scale of the emergency has been recognised and the evacuation has been started a message should be broadcast via the PA system to alert people to evacuate in a calm and orderly fashion. The event committee and stewards should be helping anyone who made be in distress or may require additional assistance. These individuals should be helped to a place of relative safety so they can continue by themselves to a place of total safety.

Fire

In the event that there is a fire at the event, if it is safe to do so and if the event committee or stewards feel they are suitably equipped and understand the risks, are they to attempt to extinguish the fire. If the fire is too large, or they feel inadequately protected to do so, they should not attempt to tackle the fire or attempt to prevent it to spread.

A fire at the event should initiate a site evacuation immediately. In the event that the fire may engulf the whole event, a whole event evacuation should be initiated.

Medical

In the event that there is a medical emergency at the event then the on-site first aiders should be contacted by the event committee or stewards to assist. If further medical assistance is needed then the point of contact for the emergency services should be contacted to in turn contact the emergency services. An area of 50 meters around the emergency should be cleared, as well as a clear path to the main road through the site.

If the medical emergency is hidden from view, the event committee or stewards should be positioned to assist and guide the emergency services to the emergency.

Transfer of Authority

Once the emergency services are present, the point of contact for the emergency services will hand over the situation to the emergency services. A clear boundary will be communicated around the emergency area.

The event committee and stewards will report to the point of contact for the emergency services to ensure they are aware of any developments.

Site Evacuation Plan

Please find a site evacuation plan attached.

Site Lockdown Plan

The site is a 200m² field with the majority of sides open, if we needed to lock down the site we would struggle as it is so open and exposed. If an emergency arose we would prefer to evacuate than to lock down. That being said, if it was a smaller incident we could stop people accessing the main part of the event with our marshals lining the main routes in/out.

Traffic Management Plan

Management and Personnel

Traffic management & co-ordination is the responsibility of Diverse Events.

Name	Role	Responsibility	Certification	Registration No
Steve Miler	4x4 Response		Lantra 12D M1	TBC
Aaron Monk	Event & Traffic Manager	Event Management and Overall highways responsibility		152455/2

Impact On Public Highways

The event will not encroach onto the Public Highway.

Due to the likely volumes of visitor vehicle traffic, and general traffic volumes, traffic disruption is likely. Restrictions to traffic flow ease may be caused by on-street parking which will be discouraged. Pedestrian disruption will be unlikely, and pedestrian flow may be eased by the controlled flow and direction of traffic.

Planning

In previous years, no Traffic Management Scheme has been implemented and it is believed that no incidents occurred on the highway.

With the event's location being so close to the town centre and the public transport options available, it is hoped that a large number of visitors will use public transport for part, or shall walk to the event.

Peak flow of attempted traffic is expected around 12:00 - 14:00, and 17:00 - 18:00. Peak flow of site traffic is expected to be 12:00 - 14:00 & 19:00 - 20:00

Parking

Parking for the Saltash Kalan Gwav event is likely to be in the order of ~50 trader vehicles for, ~150 visitor vehicles within the surrounding area of the event, and ~150 resident's vehicles. The majority of traders vehicles will stay on-site as they host the traders themselves.

While the event can easily accommodate disabled persons, disabled parking is limited, to ~5 spaces near the event site.

Public Transport

The Public Transport Strategy is hoped to be quite effective. This is due to the proximity of the nearest public transportation stops, which are <50 Metres from either end of the Town Centre. The closest rail stop is situated ~800 Metres from the nearest site entrance, and provides links further into Cornwall, as well as complimenting the bus service from Plymouth and Devon.

Private Hire vehicles will be able to take advantage of the drop-off and pick-up point.

Access Routes, Traffic Routing Systems and Diversion Routes

At the Saltash Kalan Gwav site the access routes for vehicles onto the site are:

- Saltash Leisure Centre Car Park

Access routes for pedestrians onto the site are:

- All sides of Warfelton Field
- Saltash Leisure Centre Car Park

Emergency vehicle access is through Saltash Leisure Centre Car Park.

As traffic within the site should be minimal, and at best none, traffic routing systems within the event are deemed unnecessary. However, a speed restriction has been requested due to the volume of pedestrian traffic, and the speed of on-site vehicles. Traffic management personnel will try to combat this by various, but legal means.

On Site Traffic

There will be vehicle movements on-site only during setup and pack down.

All vehicular movements will be restricted to a advertised 10mph speed restriction, and instructed that the use of Emergency Hazard Warning Lights is non-negotiable. Only traders or event management vehicles will be authorised to travel on-site and are subject to a stop-and-questioning by event personnel. Once the set up has been completed, trader vehicle movement will be restricted to only necessary movements.

Any traffic accessing the site will be informed not to position their vehicle (or park their vehicle) in any way which will restrict traffic movement. This should allow blue-light vehicles to travel with minimal restriction though the event site.

Any blue-light vehicle(s) will be able to enter without restriction.

Parking and Drop Off

As previously identified, the capacity of the various sites are:

Location	Parking	Disabled	Coaches
Leisure Centre Car Park	~200	~6	2
Near Site (South)	~30	~0	0
Near Site (North)	~30	~0	0
Albert Road Short Stay Car Park	50	3	4
Culver Road Short Stay Car Park	45	5	0
Belle Vue Road East	60	2	0
Belle Vue Road West	36	4	0
Alexandra Square	20	3	1

The expected requirements of the same sites are:

Location	Parking	Disabled	Coaches
Leisure Centre Car Park	~400	~10	0
Near Site (South)	~75	~5	0
Near Site (North)	~75	~5	0
Albert Road Short Stay Car Park	50	3	4
Culver Road Short Stay Car Park	45	5	0
Belle Vue Road East	60	2	0
Belle Vue Road West	36	4	0
Alexandra Square	20	3	1

Where the requirements exceed the capacity, it will be managed on a first-come, first serve basis.

While not advertised as such, with a lack of parking/no waiting restrictions, it is common that around the vehicular site entrances, vehicles shall stop and wait (either in the road or mounting the pathways). While not not-allowed, this is discouraged and drivers are asked to move on.

Traffic Regulation Orders

Saltash Kalan Gwav will not encroach onto parts of the Public Highway.

Traffic Control Measures

Road Closures

There are no road closures in place.

Diversion Routes

There are no diversion routes in place

Sign Layouts

No signs will be used.

Directional Signage and Traffic Management Arrangements

This is not required.

Traffic Sign Index

This is not required.

Risk Assessments

As no works will be carried out on the highways, this is not required.

Vehicular Breakdown or Incident

In the case of a breakdown blocking access the personnel manning the road block will alert the Traffic Manager who can then organise the recovery of the vehicle, or provide a sterile area in which to manually move the vehicle as to restore access.

In the event that a vehicular incident occurs details of all parties and vehicles involved will be taken by the Traffic Manager, or member of the traffic management team. Photographs will be taken of the incident and the immediate area. Statements will be taken by any witnesses.

Should adverse or severe weather occur there will be a minimal effect on the highway within the site and once opened the highway should not have any issues.

Temporary Structures

All staging, marquees, lights and temporary structures will be obtained, erected, operated and checked by fully insured businesses.

When these temporary structures are erected safety checks will be performed upon them to ensure they are safe and secure to use.

The location of any temporary structures have been shown on the site plan.

Animals

Any animals brought on site for exhibition, performance or entertainment will not pose a danger to the public.

Any licences or registration documents for the animals will be provided and the owners will follow the Animal Welfare Act 2006 – including the animals transport, housing, food and how they are displayed to the public.

Risk Assessments

Each attraction, exhibitor and supplier will provide their own risk assessment, with the organisers also completing a risk assessment of the whole event, with careful examination of each attraction, exhibition and supplied goods.

Full Risk Assessment

There is a full risk assessment attached. This risk assessment will included identifying:

- Risks
 - o slipping, tripping or falling hazard
 - o fire risks or fire evacuation procedures

- o chemicals or other substances hazardous to health e.g. dust or fumes
- o moving parts of machinery
- o vehicles on site
- o Electrical safety e.g. use of any portable electrical appliances
- o Manual handling activities
- o High noise levels
- o Poor lighting, heating or ventilation
- o Any possible risk from specific demonstrations or activities
- o Crowd intensity and pinch points
- who might be harmed
- how they might be harmed
- whether any existing precautions are adequate
- whether more could be done to eradicate the risk

This risk assessment will be reviewed and revised as necessary. When risks are identified, it will be considered if the risk can be reduced to an acceptable level or eliminated completely.

The water based activities will carry their own risk assessments.

Fire Risk Assessment

The committee members will carry out a Fire Risk Assessment for the temporary structures and venues used.

The fire risk assessment will focus on the safety in case of fire, paying particular attention to those at special risk such as disabled persons, those with special needs and children.

The aims of the fire risk assessment are:

- To identify the fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements policies are necessary to ensure the safety of people in your premises if a fire does start

Catering

All catering exhibitors are suitable for this event. All caterers are food hygiene registered and rated.

Stewards

Stewards will be fully briefed on all aspects of the events and will be able to communicate with each other, their supervisor, the person responsible for health safety and the events manager. This will be carried out using the Public Channels on handheld radios and through telephones.

A full list of stewards and their details are attached.

Crowd Control/Numbers Attending

Stewards will ensure the amount of people in marquees are regulated.

The audio system will be used as a public address system in an emergency.

First Aid and Medical Provisions

Tamar Medical Services will be on site and will be providing medical cover for this event. Their contact details are attached.

Refer to the Emergency Procedures Plan for full details.

Lost and Found Children

The committee and stewards will ensure that lost and found children are kept care of until their parents are located. We will use the public address system to address the crowd, it will say "Lost children can be found at the first aid station". A radio call will be put out in the case of a lost or found child and all members on radio contact will search for a lost child, or an adult in distress. Found children will be kept in the public eye. Details, including name, address and telephone number of the adults will be taken when handing over children.

Police will be contacted when children are found if no parents are found.

When children are reported missing a radio call goes out to all marshals for them to look for the lost child (including description of clothing, age, sex and name). With the site being so very open a child that is not under close control could indeed wander off, but our marshals are always told to treat children that are alone as found.

Police will be contacted if the parents of the lost child deem it necessary. A site lockdown is not possible at this location to find a lost child.

Provision for those with Special Needs

Warfelton Field is not fully special needs friendly. However any provisions to make these areas more special needs friendly will be made.

Security

The local police have will be contacted and be made aware of this event.

Any security personnel will be Security Industry Authority registered.

Contractors/Performers

All contractors, exhibitors and performers are competent to undertake the tasks required of them and they all have valid insurance of at least £5 million. All of these will comply with the health and safety rules and event plans.

Any insurance documents are held electronically by the event organiser.

Facilities and Utilities

No gas or water is to be provided by the Saltash Kalan Gwav Committee.

Electrical Safety

A hired in, fully maintained, portable generator will be used at this event.

All exhibitors' electrical requirements are being reviewed. Exhibitors have been informed that all electrical appliances will have to have a valid PAT certificate.

All electrical cables will be safe with no wires exposed and no cables will become a trip hazard.

Inflatable Play Equipment

Any inflatable play equipment will have a current PIPA test certificate for the equipment and the operator carries out daily checks as required by EIS7. Any equipment will be marked with its limitations of use (maximum user height, etc) and the operator will be a member of the relevant association (AIMODS/NAIH/BIHA).

Fun Fairs

Any fun fairs or rides will be part of the ADIPS. The operator of the fun fair or ride will have provided a copy of their In Service Annual Inspection papers as well as confirm they operate user the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice.

Emergency Lighting

Floodlights and festoon lighting have been hired.

Manual Handling (Lifting and Carrying)

Manual handling by exhibitors is done at their own risk.

Potential Onset of Adverse Weather

All trader will be operating in marquees, the event will not be affected by extreme weather conditions.

Ground conditions will not be an issue as the venue is on solid, well drained ground.

Contingency Plans

The event will only be affected by extreme winds. All temporary structures will be weighted down and are suitable for bad weather conditions, or if needed the event will be cancelled.

Clearing Up

All trade waste will be removed by the exhibitors. Anything left will be removed by stewards and the committee.

Event Plan

The event plan will be given to all appropriate people involved with the event. A copy of the event plan and timetable is attached.

Water Based Activities

There are no water based activities

Day of the Event

Final Preparations

On the morning of the event a walk through inspection of the site will be carried out prior to the start of the event to identify any new potential hazards and to ensure communications are working. Throughout the day walkthroughs will be carried out.

All defects will be noted and remedial action taken.

Checklists will be provided for these walk through checks.

All staff will be briefed and all staff will know of their duties and responsibilities.

Routes

All routes will be checked to ensure clear access and exit routes and adequate circulation within the site.

Emergency routes will be checked.

Siting

All facilities and attractions will be correctly sited in accordance with the site plan. This includes but is not limited to:

- Waste bins
- First Aid Facilities

Signage

Any signage will be displayed where necessary. Including emergency exits, first aid points, fire points and child lost/found.

Vehicles

All vehicles will be removed from site prior to the start of the event. Any movement of vehicles on site will be restricted to 5mph and instructed that the use of Emergency Hazard Warning Lights is non-negotiable.

Any emergency services vehicles will be able to enter without restriction.

Any vehicle on site will be asked to ensure their vehicle is not positioned in any way which will restrict traffic movement, or restrict road width to less than one lane.

Refer to the traffic management plan if necessary.

Structures

All staging, marquees and lighting structures will be checked to ensure that they have been erected safely.

Barriers

No barriers are being used at the Saltash Regatta.

Stewards

All staff and stewards will be checked to ensure everyone is in attendance and in the correct location. The stewards will be easy to identify and will be trained in how the communication system works.

Lighting

No lighting is being used at the Saltash Regatta.

Public Information

The public address system will be checked to ensure it is working

Medical Cover

The medical cover will be checked to ensure it is in place

After the Event

Site Condition

A check of the sites condition will be carried out to ensure that nothing has been left on the site that could be hazardous to future users. This check will also identify any damage which has been caused during the event.

Accidents

If any accidents have occurred the names and addresses of witnesses will be obtained, photographs taken and report made by the committee. Insurance companies will be notified and if appropriate the report sent to the HSE.

Claims

If any claims are being made, the insurance companies will be contacted immediately and an accident form completed.

Debrief

A debrief will be organised so that any lessons learnt can be noted.

Attachments

Public Liability Insurance

All exhibitor, entertainer, or performers insurances are held electronically by the Event Organiser.

Contact Details

Committee

Name	Contact Details
------	-----------------

Hilary Frank	0796 427 0145 hilary.frank@btinternet.com
Jean Dent	jeandent18@gmail.com
Steve Morley	aardvark21@btopenworld.com
Wendy Child	wendy_child@hotmail.com

Key Event Contacts

Organisation	Contact	Service	Contact Details
Diverse Events	Aaron Monk	Event Management	0131 46 EVENT (38368) 0791 374 3636 info@diverse-events.com
Tamar Medical Services	Kieran Bignell	Medical Cover	0782 508 5913 kieran@tamarmedicalservices.co.uk tamarmedical@live.co.uk

Stewards/Volunteers

TBC

Exhibitors

TBC

Entertainers

TBC

Safety Inspection Checklist – BEFORE THE EVENT

Site Access/Egress	
Are the entrances/exits clear?	
Are stewards in place?	
Can emergency vehicles gain access?	
Are pedestrians segregated from vehicles?	
Are security precautions in place?	
Have adequate signs been provided?	
Site Conditions	
Is the site free from trip hazards?	
Are permanent fixtures in good condition? (Seats/signs/fences)	
Has vegetation been cut back, debris removed and the area made safe?	
Have current weather conditions created new hazards to be addressed?	
Attractions/Activities/Structures	
Have all structures been completed?	
Have all structures been inspected and approved by a competent person where required?	
Are all activities/attractions sited correctly and checked?	
Have all activities/attractions supplied evidence of insurance and any other requirements?	
Are all potential hazardous activities segregated and/or fenced as required?	
Have temporary flags/decorations been installed correctly and checked?	
Have any unanticipated hazards been introduced?	

Safety Inspection Checklist – DURING THE EVENT

Event Provisions	
Is firefighting equipment in place?	
Is lighting in place where required?	
Have electrical supplies/equipment been checked/certified?	
Have toilets been provided where required?	
Are first aid facilities in place?	
Is control centre in place?	
Are public address systems working?	
Are adequate waste bins in place?	
Are stewards in place?	

Safety Inspection Checklist – AFTER THE EVENT

Exhibitors Attractions	
Have all attractions been dismantled and removed?	
Have all exhibitors vacated the venue?	
Have all vehicles left the venue?	
Temporary Facilities	
Has all equipment been dismantled and removed?	
Have all structures been dismantled and removed?	
Have temporary markers been removed? (Stakes, ropes, flags)	
Have all temporary electric installations been isolated and made safe?	
Waste Collections	
Has all waste been collection satisfactorily?	
Has all waste been removed from the site?	
Have all residue fire hazards been checked? (Bonfires, fireworks)	
Venue Conditions	

Has any damage to permanent facilities, buildings or the ground been reported?	
Has any damage been noticed during inspection?	
Incidents/Accidents	
Were any incidents/accidents reported during the event?	
Have incident/accident report forms been completed for each incident/accident?	
Have remedial actions been taken?	

Site Plans

To be confirmed

Schedule

To be confirmed

Timetable

To be confirmed

Temporary Events Notice

To be confirmed

Event Notification Form

To be confirmed

Agenda Item 23b

Event Plan: Saltash Christmas Festival 2017

Medium Scale Festival

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Pre-Planning

Where

The venue for this proposed event will be held at Fore Street, Saltash, Cornwall

There will be some impact on the local community, any impacts or hazards have been listed below:

- An increase in Litter
 - o Litter will be removed by the traders
 - o Any remaining litter will be litter picked by the organisers
- Music

- o Music will be amplified and will finish no later than 8pm
- Emergency Routes
 - o Routes will be clear for emergency services
- Parking Requirements
 - o On street parking will be affected – see the attached Traffic Management Plan
 - o Traders will be asked to park in the public car parks
 - o Unloading of vehicles will be completed no later than 1.45pm

When

The proposed date for this event is the 2nd of December 2017 from 12.00noon – 6.30pm, including setup times and pack down.

All trader will be operating in marquees/gazebos, the event will not be affected by weather.

The venue has adequate lighting and no alternative lighting will be needed.

Who

The aim of this event is to celebrate the community, businesses and organisations of Saltash whilst celebrating Christmas and turning on the Christmas lights.

The target audience of this event is local Saltash citizens – drawing in families with the entertainment provided.

Stewards will be arranged to ensure traders, performers and the community are kept safe and to ensure emergency situations are dealt with in a calm and organised manner.

What

The event is a:

1. Community street market with
2. (non-adult) entertainment and
3. both live and pre-recorded amplified music.

For the purpose of:

1. Celebrating the local Saltash community, businesses and organisations
2. Celebrating Christmas

Turning on the Christmas lights

Legal Obligations/Responsibilities

The organisers of this event (Saltash Chamber of Commerce) accept responsibility for the event. There will be effects on the adjacent public highways. A Traffic Management Plan is attached.

Codes of Practices

We will ensure that this event complies with the national guidance, including the Code of Practice for Outdoor Events.

Welfare Arrangements

The duration of the event including setting up, packing away time is 6.5 hours, from 12noon on the 2nd of December 2017 through to 6.30pm on the 2nd of December 2017

The number of attendees is likely to vary dramatically, depending on the weather.

There are a number of public toilets as well as toilets located through Saltash using the "Saltash Community Toilet Scheme". There will be 1 female toilet per 100 females and 1 male toilet per 500 males and 1 urinal per 150 males.

Refreshments are provided by the local independent cafés and exhibitors.

First Aid and Medical

We will carry out a medical risk assessment. This will include activities, numbers, types and age groups attending. Accesses and egress, the site and structures, Health, Safety and Welfare issues.

External medical services will be on site.

Tamar Medical Services will also be in attendance. Their details are attached.

Permissions and Consents

Permissions and consents including licensing requirements will all be adhered to. Any licences are attached.

Detailed Planning Stage

Organisers

The organiser's details are attached.

Full details of all event contacts are attached.

Liaison

The emergency services and the Council will be contacted and will be involved with the proposed event.

The local authorities and any relevant organisations will be contacted.

Residents and businesses in the surrounding area know about the event, before the event. A pre-event letter will be mailed to all residents and businesses.

Communication on the day will be through hand-held walki-talkie style radios, mobile telephones, a megaphone and a PA system.

Organisational Structure



Site Plan

The formal site plan is attached. Entrance and exit points, circulation routes, vehicle access and emergency evacuation paths are all included.

Emergency Plan

All stewards, businesses, traders, entertainers, performers and exhibitors will be informed of what to do in an emergency situation. All stewards will have their own role if an emergency situation arises. The emergency services have been informed of the event and any required will be in attendance.

Initial Emergency Stages

If an emergency occurs the committee members will contact and liaise with the emergency services.

A radio call will be made to inform all stewards and committee members that there is an emergency (or potential). Stewards and committee members should then move to a location where they can assist with the evacuation of that site.

Stewards and committee members should immediately start evacuating people, either from the immediate area if the danger won't spread, or the site if there is potential for the danger to spread, but this must be done in a way that will not cause panic or a greater risk to other people.

When the scale of the emergency has been accurately recognised, the point of contact to the emergency services should be informed, as to contact the relevant emergency service providers and to prepare for the arrival of them.

Once the scale of the emergency has been recognised and the evacuation has been started a message should be broadcast via the PA system to alert people to evacuate in a calm and orderly fashion. The event committee and stewards should be helping anyone who made be in distress or may require additional assistance. These individuals should be helped to a place of relative safety so they can continue by themselves to a place of total safety.

Fire

In the event that there is a fire at the event, if it is safe to do so and if the event committee or stewards feel they are suitably equipped and understand the risks, are they to attempt to extinguish the fire. If the fire is too large, or they feel inadequately protected to do so, they should not attempt to tackle the fire or attempt to prevent it to spread.

A fire at the event should initiate a site evacuation immediately. In the event that the fire may engulf the whole event, a whole event evacuation should be initiated.

Medical

In the event that there is a medical emergency at the event then the on-site first aiders should be contacted by the event committee or stewards to assist. If further medical assistance is needed then the point of contact for the emergency services should be contacted to in turn contact the emergency services. An area of 50 meters around the emergency should be cleared, as well as a clear path to the main road through the site.

If the medical emergency is hidden from view, the event committee or stewards should be positioned to assist and guide the emergency services to the emergency.

Suspect Packages and Bomb Threats

In the event of a telephone bomb threat, Devon & Cornwall Police will advise on the validity of the threat and advice on evacuation or relocation of the public as appropriate. In the event of a suspect package being discovered, the package will be reposted to the Event Manager, who will immediately contact Devon & Cornwall Police who will take charge of the incident. No organiser, steward or member of the public will attempt to investigate or deal with any packages.

Transfer of Authority

Once the emergency services are present, the point of contact for the emergency services will hand over the situation to the emergency services. A clear boundary will be communicated around the emergency area.

The event committee and stewards will report to the point of contact for the emergency services to ensure they are aware of any developments.

Site Lockdown Plan

The site is a ~330m x ~10m street with 7 attached roads (in addition to the main entrance and the main exit) along with one additional footpath away from the road. If the site needs to be locked down we would have difficulties as it is so open. If an emergency arose we would prefer to evacuate than to lock down. That being said, if it was a smaller incident we could stop the majority of people entering with our marshals lining the main routes in/out.

Site Evacuation Plan

Please find a site evacuation plan attached.

Traffic Management Plan

Traffic management & co-ordination is the responsibility of FTaS Group. FTaS Group is supported by a number of individuals who are also qualified and competent to work on live highways. They shall be responsible for the setup, maintaining and removal of all traffic management items, other than those on the slipway. The slipway will be the sole responsibility of CORMAC.

Name	Role	Responsibility	Certification	Registration No
Chris Tandy	Traffic Manager	Overall highways responsibility	Lantra 12D M1	152459/2
Eva Tandy	Traffic Control Assistant	Highways Assistance		152460/2
Will Catrall				152458/2
Steve Miler	4x4 Response			TBC
Aaron Monk	Event Manager	Event Management		152455/2
CORMAC	Closure of the slipway		TBC	

The control of traffic on the public highway shall not be required. Personnel manning the road blocks will be reminded that they are not permitted to direct traffic, including instructing them to stop. In the early set up stage it is highly likely that queues will form at the vehicular entrance points to the site, therefore to mitigate the chance of this causing significant disruption more personnel will be on hand at the road blocks to assist with the questioning of the vehicles occupants to ensure they are permitted to enter the site.

The required number of personnel to man the road blocks and to provide queue assistance is expected to be ~8 people.

Impact On Public Highways

The event will encroach onto the Public Highway. The area directly affected with items within the Public Highway is:

Road	From	To
Fore Street	In its entirety	
Callington Road	The roundabout with Fore Street, King Edward Road and St Stephens Road	150 meters past the junction with Glebe Avenue
St Stephens Road	The roundabout with Fore Street	The junction with Essa Road
King Edward Road	The junction with Victoria Road	The junction with Essa Road

Wesley Road	It in entirety	
Victoria Road	The junction with Wesley Road	The junction with King Edward Road

Due to the likely volumes of visitor vehicle traffic and general traffic volumes, traffic disruption is likely. With access to the Saltash Town Centre restricted a large number of vehicles are likely to use the North Road Link and congestion might be caused at the traffic lights. Other than this, restrictions to traffic flow ease may be caused by on-street parking (which will be discouraged). Pedestrian disruption will be unlikely and pedestrian flow may be eased by the controlled flow of traffic.

On at least one occasion ALL vehicular traffic will be stopped for a period of no more than 15 minutes to allow for a parade to make its way from Saltash Guildhall (Lower Fore Street) then up Fore Street.

On at least one occasion ALL vehicular traffic will be stopped for a period of no more than 15 minutes to allow for a firework display being set off in Victoria Gardens.

Planning

There have been a number of events that have implemented a similar Traffic Management Scheme (Saltash Christmas Festivals and the 2016/2017 Saltash May Fair). Reviewing previous years the predicted volumes of vehicular traffic is unlikely to cause a disruption that will last any noticeable length of time. With pathways at entrances/exits and in the surrounding streets, pedestrian traffic should have no difficulties in manoeuvring.

From previous years we are making a couple of small alterations.

1. Callington Road will have no waiting restrictions on both sides, as busses had issues driving through
2. There will be a 15 minute closure for the parade, to ensure safety
3. There will be a 15 minute closure for the fireworks, to ensure safety

With the event's location being in the town centre and with the public transport options available, it is hoped that a large number of visitors will use public transport, or will walk to the event.

Peak flow of attempted traffic is expected around 10:30 – 12:00 and 17:00 – 19:00. Peak flow of site traffic is expected to be 09:45 – 10:45 and 17:15 – 19:45.

Parking

Parking for the Saltash Christmas Festival is likely to be ~75 trader vehicles, ~100 visitor vehicles within the surrounding area of the event and ~150 resident's vehicles. While the majority of the traders vehicles will move off site, some will stay on site as they host the traders themselves.

While the event can easily accommodate disabled persons, disabled parking is limited to ~5 spaces near the event site.

Public Transport

The Public Transport Strategy is hoped to be quite effective due to the proximity of the nearest public transport stops which are less than 50 meters from either end of the town centre. The closest rail stop is situated ~400 meters from the nearest site entrance and provides links further into Cornwall as well as complimenting the bus services from Plymouth and Devon.

Private Hire vehicles will be able to take advantage of the drop off and pick up point at the Fore Street site entrance (East).

Where the event site is located, public transport links are directly affected and have been suggested to reroute via North Road Link, North Road and Glebe Avenue.

Access Routes, Traffic Routing Systems and Diversion Routes

At the Saltash Christmas Festival site the access routes for vehicles onto the site are:

- Fore Street (west)

Access routes for pedestrians onto the site are:

- Fore Street (west)
- Fore Street (east)
- Wesley Road
- Belle Vue Road
- Culver Road

To minimise the risk of restricted access onto the diversion routes the personnel manning the access points will be provided with a comprehensive list of those who are allowed access onto the site. In case of any difficulty, further personnel can be requested or assistance by radio calls or mobile phone conversations can occur.

As traffic within the site should be minimal (and at best there will be none), traffic routing systems within the event are deemed unnecessary.

The diversion routing has attempted to avoid any two way traffic in narrow roadways and eliminated the need for vehicles to perform turn-in-the-roads or any type of reversing.

While there is traffic management controls in place during the house of low-light, all parts of the diversion route are lit by existing street furniture (street lamps)

On Site Traffic

Whilst a road closure will be in place, due to the position of the road closures and the residential and commercial properties it encompasses, undoubtedly there will be vehicle movement on site.

Within the site, vehicular movements will be restricted to existing highways and during setup on Longstone Park along the mapped pathways.

Any movement of vehicles on site will be restricted to 5mph and instructed that the use of Emergency Hazard Warning Lights is non-negotiable. Only resident, trader event management or traffic management vehicles will be authorised to travel on-site during the road closure and are subject to a stop-and-question by personnel on the road blocks at the vehicular entrances to the site, as well as on site by any member of the event team or traffic management team.

Once the setup has been completed, trader vehicle movement will be restricted to only necessary movements.

Any vehicle on site will be asked to ensure their vehicle is not positioned in any way which will restrict traffic movement, or restrict road width to less than one lane.

Any emergency services vehicles will be able to enter without restriction on Fore Street (east) or Fore Street (west). Use of Belle Vue Road or Wesley Road routes will result in a slower response time as the road block will not be manned. Fore Street (east) or Fore Street (west) road blocks are manned by staff who are instructed to remove any obstruction when a blue-lit vehicle approaches.

Parking and Drop Off

As previously identified, the capacity of the various sites are:

Location	Parking	Disabled	Coaches
Near Site (West)	~40	~3	0
Near Site (East)	~20	~2	0
Albert Road Short Stay Car Park	50	3	4
Culver Road Short Stay Car Park	45	5	0

Belle Vue Road East Short Stay Car Park	60	2	0
Belle Vue Road West Short Stay Car Park	36	4	0
Leisure Centre Car Park	~200	~6	2

The expected requirements of the same sites are:

Location	Parking	Disabled	Coaches
Near Site (West)	~75	~10	0
Near Site (East)	~30	~8	0
Albert Road Short Stay Car Park	20	3	1
Culver Road Short Stay Car Park	25	5	0
Belle Vue Road East Short Stay Car Park	~70	~5	0
Belle Vue Road West Short Stay Car Park	~45	~7	0
Leisure Centre Car Park	~20	0	0

Where the requirements exceed the capacity, it will be managed on a first-come, first serve basis, or unmanaged street parking (Near Site West and Near Site East).

Any coaches providing a designated stop for the Saltash May Fair will be instructed to stop at the Saltash leisure Centre car park.

With parking/no waiting restrictions in place, it is common that around the vehicular site entrances and site roads, vehicles shall stop and wait (either in the road or mounting the pathways). While not allowed this is still an occurrence and drivers will be asked to move on if this is seen by the traffic management team.

Traffic Regulation Orders

The Saltash Christmas Festival will encroach onto parts of the Public Highway which have had a Road Closure Application submitted. The area directly affected with items within the Public Highway is Fore Street in its entirety. However, due to the site of the event, the attractions at the event and the management of keeping vehicles and visitors separate, the surrounding area of Saltash Town Centre has some variant of Traffic Scheme in place.

Traffic Control Measures

Road Closures

- A38 Sliproad (south lane) (Full Length)
- Fore Street (Full Length)
- Wesley Road (Full Length)
- Victoria Road (King Edward Road TO Wesley Road) – Eastbound Only
- Belle Vue Road (Junction Car Parks TO Fore Street)
- King Edward Road (Essa Road TO Victoria Road) – Northbound Only
- Callington Road (Fore Street TO Glebe Avenue) – 18:15 – 18:30 (For Fireworks)
- St Stephens Road (Fore Street Roundabout TO Essa Road) – 18:15 – 18:30 (For Fireworks)
- Station Road (Alexandra Square Access TO Lower Fore Street) – 17:45 – 18:00 (For Parade)
- Lower Fore Street (Station Road TO Fore Street) – 17:45 – 18:00 (For Parade)



Black – Section closed 02-12-2017 12:00noon – 23:00

Purple – Section closed eastbound 02-12-2017 12:00noon – 23:00

Green – Section closed westbound 02-12-2017 12:00noon – 23:00

Blue – Section closed 02-12-2017 17:45 – 18:00

Orange – Section closed 02-12-2017 18:15 – 18:30

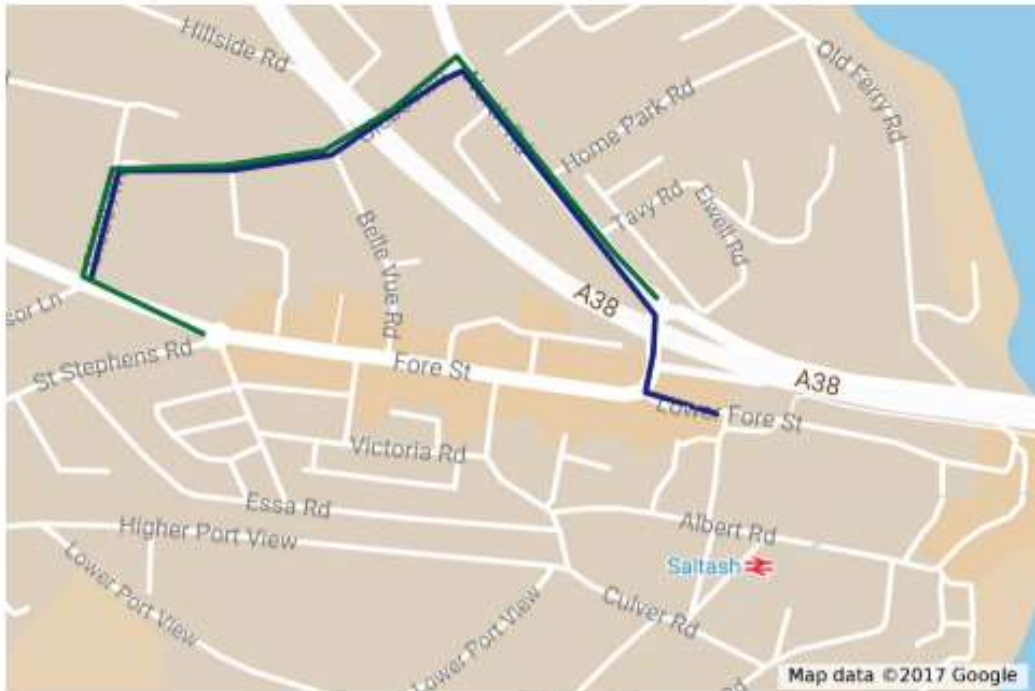
Diversion Routes

The planned diversion route from the west side of the event site to the east side of the event is:

- Callington Road (NW)
- Glebe Avenue (N, E)
- North Road (SE)

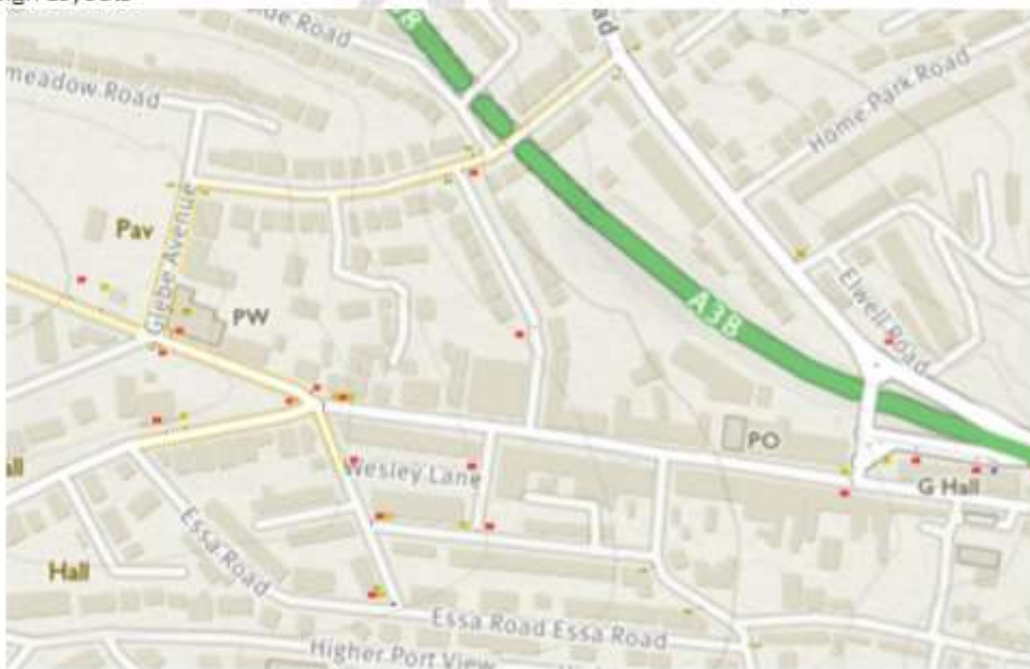
The planned diversion route from the east side of the event site to the west side of the event is:

- North Road Link (N)
- North Road (NW)
- Glebe Avenue (W, S)



Blue – East to West
Green – West to East

Sign Layouts



Sign layout for slip way/North Road/Fore Street



Slipway - East to West: Keep Right / Keep Right / Road Ahead Closed / Works Access / GREEN cones & gap / Road Closed / Diversion Right / Works Exit / GREEN cones & gap

Fore Street/North Road – South to North: Road Closed / Diversion Right / Roadworks End (for slipway) / Diverted Traffic Left

North Road/Tamar Bridge – West to East: Road Ahead Closed

Detailed layout for slip way



Sign layout for Callington Road/Glebe Avenue/Windsor Lane/St Stephens Road/King Edward Road



Addition of temporary obstruction signs at 18:15 – 18:30 for fireworks

Glebe Avenue – North to South: *Temporary Obstruction / Diversion Ends*

Callington Road – West to East: *Road Ahead Closed / Diversion Left / Temporary Obstruction*

Callington Road – East to West: *Diverted Traffic Right*

St Stephens Road – East to West: *Road Ahead Closed / Temporary Obstruction / Diversion Left / Diverted Traffic Left (on Fore Street junction) / Diverted Traffic Right (on Fore Street junction)*

Fore Street (West): *Diversion Left / Road Closed / Diversion Right*

King Edward Road – South to North: *Road Ahead Closed / Temporary Obstruction / Diversion Left (On Fore Street junction)*

Sign layout for Essa Road/Victoria Road/Wesley Road/Wesley Lane/Culver Road



King Edwards Road – South to North: Road Closed / Diversion Right

Essa Road – West to East: Diverted Traffic Left

Culver Road – South to North: Diverted Traffic Straight Ahead / Diverted Traffic Left

Wesley Road – South to North: Road Closed / Diversion Left

Wesley Lane - West to East: Road Ahead Closed / Road Closed

Sign layout for Glebe Avenue/North Road/Belle Vue Road



Glebe Avenue – South to North/West to East: Diverted Traffic Left / Diverted Traffic Straight On / Diverted Traffic Right

Glebe Avenue – East to West/North to South: Diverted Traffic Straight On / Diverted Traffic Left

Belle Vue Road - North to South: Road Ahead Closed / Road Closed

Parking Restrictions




- St Stephens Road (Essa Road TO Fore Street)
- King Edward Road (Wesley Lane TO Fore Street)
- Callington Road (Fore Street TO Glebe Avenue)
- Glebe Avenue (Callington Road TO North Road)

Directional Signage and Traffic Management Arrangements

The design of the diversion route has been methodical and logical in its approach. While trying to maintain a simple diversion route the effort was on keeping traffic away from oncoming traffic, especially in the narrower roads around the Saltash Town Centre.

All signage used as part of the diversion route is standard Chapter 8 signage. The use of road cones is purely to emphasise and support the integrity of the directional signage.

Traffic Sign Index

			
7010.1 (a)	7010.1 (b)	2703 (a)	2703 (b)
			
7010.1 (d)	2702 (b)	2703 (c)	2702 (d)
			
2702 (a)	2702 (c)	610 (a)	610 (b)
			Green cone, represented by a green dot.

On the morning of the event, the directional signage will be placed near to where they will be installed and operated. The diversion routes will then be driven and all directional signage for the diversion route will be placed by a person who holds current accreditation to work on the highways.

When it comes time to close the road and place the Road Closed signage the Event Traffic Manager shall direct personnel via radio to place the relevant signage. Once the Traffic Control Assistants have confirmed the roads to be closed, the Event Traffic Manager shall visit each road block and ensure that it confirms to Chapter 8 standards.

At intervals throughout the day the Traffic Manager shall site survey each road block to ensure it still confirms to Chapter 8 standards.

At the event of the event the Traffic Manager, once comfortable that it is safe to open the highway back to public use, will coordinate a synchronised opening of the road blocks. The signs will then be placed nearby awaiting collection. Once the site has been opened to the public a collection of the signage used for the diversion routes shall take place.

Risk Assessments

The traffic management risk assessments can be seen in the attachments.

Vehicular Breakdown or Incident

In the case of a breakdown blocking access the personnel manning the road block will alert the Traffic Manager who can then organise the recovery of the vehicle, or provide a sterile area in which to manually move the vehicle as to restore access.

In the event that a vehicular incident occurs details of all parties and vehicles involved will be taken by the Traffic Manager, or member of the traffic management team. Photographs will be taken of the incident and the immediate area. Statements will be taken by any witnesses.

Should adverse or severe weather occur there will be a minimal effect on the highway within the site and once opened the highway should not have any issues.

Temporary Structures

All staging, marquees, lights and temporary structures will be obtained, erected, operated and checked by fully insured businesses.

When these temporary structures are erected safety checks will be performed upon them to ensure they are safe and secure to use.

The location of any temporary structures have been shown on the site plan.

Animals

Any animals brought on site for exhibition, performance or entertainment will not pose a danger to the public.

Any licences or registration documents for the animals will be provided and the owners will follow the Animal Welfare Act 2006 – including the animals transport, housing, food and how they are displayed to the public.

Risk Assessments

Each attraction, exhibitor and supplier will provide their own risk assessment, with the organisers also completing a risk assessment of the whole event, with careful examination of each attraction, exhibition and supplied goods.

Full Risk Assessment

There is a full risk assessment attached. This risk assessment will include identifying:

- Risks
 - o slipping, tripping or falling hazard
 - o fire risks or fire evacuation procedures
 - o chemicals or other substances hazardous to health e.g. dust or fumes
 - o moving parts of machinery
 - o vehicles on site
 - o Electrical safety e.g. use of any portable electrical appliances
 - o Manual handling activities
 - o High noise levels
 - o Poor lighting, heating or ventilation
 - o Any possible risk from specific demonstrations or activities
 - o Crowd intensity and pinch points
- who might be harmed
- how they might be harmed
- whether any existing precautions are adequate
- whether more could be done to eradicate the risk

This risk assessment will be reviewed and revised as necessary. When risks are identified, it will be considered if the risk can be reduced to an acceptable level or eliminated completely.

The water based activities will carry their own risk assessments.

Fire Risk Assessment

The committee members will carry out a Fire Risk Assessment for the temporary structures and venues used.

The fire risk assessment will focus on the safety in case of fire, paying particular attention to those at special risk such as disabled persons, those with special needs and children.

The aims of the fire risk assessment are:

- To identify the fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements policies are necessary to ensure the safety of people in your premises if a fire does start

Catering

All catering exhibitors are suitable for this event. All caterers are food hygiene registered and rated.

Stewards

Stewards will be fully briefed on all aspects of the events and will be able to communicate with each other, their supervisor, the person responsible for health safety and the events manager. This will be carried out using the Public Channels on handheld radios and through telephones.

A full list of stewards and their details are attached.

Crowd Control/Numbers Attending

The audio system will be used as a public address system in an emergency.

First Aid and Medical Provisions

Tamar Medical Services will be on site and will be providing medical cover for this event. Their contact details are attached.

The Event Safety Guide Score Card suggests we have 1 ambulance, 2 Paramedics and 6 First Aiders. Tamar Medical Services are providing 1 ambulance, 2 paramedics and 2 first aiders. There will be additional first aiders on site in the form of marshals who hold 'Emergency First Aid at Work' qualifications.

Refer to the Emergency Procedures Plan for full details.

Lost and Found Children

The committee and stewards will ensure that lost and found children are kept care of until their parents are located. We will use the public address system to address the crowd, it will say "Lost children can be found at the first aid station". A radio call will be put out in the case of a lost or found child and all members on radio contact will search for a lost child, or an adult in distress. Found children will be kept in the public eye. Details, including name, address and telephone number of the adults will be taken when handing over children.

Police will be contacted when children are found if no parents are found.

When children are reported missing a radio call goes out to all marshals for them to look for the lost child (including description of clothing, age, sex and name). With the site being so very open a child that is not under close control could indeed wander off, but our marshals are always told to treat children that are alone as found.

Police will be contacted if the parents of the lost child deem it necessary. A site lockdown is not possible at this location to find a lost child.

Provision for those with Special Needs

Fore Street is not fully special needs friendly. However any provisions to make these areas more special needs friendly will be made.

Security

The local police have will be contacted and be made aware of this event.

Any security personnel will be Security Industry Authority registered.

Contractors/Performers

All contractors, exhibitors and performers are competent to undertake the tasks required of them and they all have valid insurance of at least £5 million. All of these will comply with the health and safety rules and event plans.

Any insurance documents are held electronically by the event organiser.

Facilities and Utilities

No gas or water is to be provided by the event organisers.

Electrical Safety

All exhibitors' electrical requirements are being reviewed. Exhibitors have been informed that all electrical appliances will have to have a valid PAT certificate.

All electrical cables will be safe with no wires exposed and no cables will become a trip hazard.

Inflatable Play Equipment

Any inflatable play equipment will have a current PIPA test certificate for the equipment and the operator carries out daily checks as required by EIS7. Any equipment will be marked with its limitations of use (maximum user height, etc) and the operator will be a member of the relevant association (AIMODS/NAIH/BIHA).

Fun Fairs

Any fun fairs or rides will be part of the ADIPS. The operator of the fun fair or ride will have provided a copy of their In Service Annual Inspection papers as well as confirm they operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice.

Emergency Lighting

Fore Street has adequate lighting. No emergency lighting is required.

Manual Handling (Lifting and Carrying)

Manual handling by exhibitors is done at their own risk.

Potential Onset of Adverse Weather

All trader will be operating in marquees, the event will not be affected by extreme weather conditions.

Ground conditions will not be an issue as the venue is on solid, well drained ground.

Contingency Plans

The event will only be affected by extreme winds. All temporary structures will be weighted down and are suitable for bad weather conditions, or if needed the event will be cancelled.

Clearing Up

All trade waste will be removed by the exhibitors. Anything left will be removed by stewards and the committee.

Event Plan

The event plan will be given to all appropriate people involved with the event. A copy of the event plan and timetable is attached.

Water Based Activities

There are no water based activities

Day of the Event

Final Preparations

On the morning of the event a walk through inspection of the site will be carried out prior to the start of the event to identify any new potential hazards and to ensure communications are working. Throughout the day walkthroughs will be carried out.

All defects will be noted and remedial action taken.

Checklists will be provided for these walk through checks.

All staff will be briefed and all staff will know of their duties and responsibilities.

Routes

All routes will be checked to ensure clear access and exit routes and adequate circulation within the site. Emergency routes will be checked.

Siting

All facilities and attractions will be correctly sited in accordance with the site plan. This includes but is not limited to:

- Waste bins
- First Aid Facilities

Signage

Any signage will be displayed where necessary. Including emergency exits, first aid points, fire points and child lost/found.

Vehicles

All vehicles will be removed from site prior to the start of the event. Any movement of vehicles on site will be restricted to 5mph and instructed that the use of Emergency Hazard Warning Lights is non-negotiable.

Any emergency services vehicles will be able to enter without restriction.

Any vehicle on site will be asked to ensure their vehicle is not positioned in any way which will restrict traffic movement, or restrict road width to less than one lane.

Refer to the traffic management plan if necessary.

Structures

All staging, marquees and lighting structures will be checked to ensure that they have been erected safely.

Barriers

No barriers are being used at the Saltash Regatta.

Stewards

All staff and stewards will be checked to ensure everyone is in attendance and in the correct location. The stewards will be easy to identify and will be trained in how the communication system works.

Lighting

No lighting is being used at the Saltash Regatta.

Public Information

The public address system will be checked to ensure it is working

Medical Cover

The medical cover will be checked to ensure it is in place

After the Event

Site Condition

A check of the sites condition will be carried out to ensure that nothing has been left on the site that could be hazardous to future users. This check will also identify any damage which has been caused during the event.

Accidents

If any accidents have occurred the names and addresses of witnesses will be obtained, photographs taken and a report made by the committee. Insurance companies will be notified and if appropriate the report sent to the HSE.

Claims

If any claims are being made, the insurance companies will be contacted immediately and an accident form completed.

Debrief

A debrief will be organised so that any lessons learnt can be noted.

Attachments

Public Liability Insurance

All exhibitor, entertainer, or performers insurances are held electronically by the Event Organiser.

Contact Details

Organisers

Name	Contact Details
Danielle Frith	0758 00 83083 daniellefrith@googlemail.com
Mike Parker	mikep_2042@yahoo.co.uk

Key Event Contacts

Organisation	Contact	Service	Contact Details
Diverse Events	Aaron Monk	Event Management	0131 46 EVENT (38368) 0791 374 3636 info@diverse-events.com

Tamar Medical Services	Kieran Bignell	Medical Cover	0782 508 5913 kieran@tamarmedicalservices.co.uk tamarmedical@live.co.uk
FTaS Traffic Management	Chris Tandy	Traffic Management	0775 816 1592 christandy1966@yahoo.co.uk

Stewards/Volunteers

TBC

Exhibitors

TBC

Entertainers

TBC

Traffic Management Set up

Agencies	0	5	10	15	20	25
	4	4	5	10	15	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Rating 1 = Very unlikely
 Rating 2 = Unlikely
 Rating 3 = Likely
 Rating 4 = Very likely
 Rating 5 = Almost Certain

Severity				
Rating 1 = No injury	Rating 2 = Minor injury or illness	Rating 3 = 7-day injury or illness	Rating 4 = Major injury or illness	Rating 5 = Fatality, disabling injury, etc...

Risk = Likelihood x Severity



Acceptable



Further review



Unacceptable

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Control measures implemented by
	Likelihood	Severity			Likelihood	Severity		
Surface - Slip, trip, and fall	3	2	6	Suitable footwear to be worn, and care taken when handling items which restrict vision of the floor	3	2	6	Employees, Other Workers, Volunteers
Weather - Extremes (hot)	3	3	9	Adequate water supply and shaded locations for protection against heat	3	2	6	Employees, Other Workers, Volunteers
Weather - Extremes (cold)	2	3	6	Provision of hot water and vehicles with heating for protection against cold	1	3	3	Employees, Other Workers, Volunteers
Communication - Poor information	4	1	4	Key times and activities to be contacted to the event manager, and when setting up or preparing to set up traffic management equipment, event manager to be informed	3	1	3	Employees, Other Workers, Volunteers

Communication - Out dated information	4	2	8	Key information to be relayed throughout the duration of the event, and any changes to be communicated to event control, and verification confirmed	2	2	4	Employees, Other Workers, Volunteers
Traffic Management - Equipment	4	2	8	All equipment to be checked and verified Part 1 meets Chapter 8 standards	2	2	4	Employees
Traffic Management - Equipment Placement	4	3	12	A sign schedule should be produced to enable easy understanding of where traffic management equipment should be installed	3	3	8	Employees
Traffic Management - Equipment Placement	3	3	8	A installation guide to each part of the site where traffic management equipment will be installed should be reviewed and delivered during the pre-event briefing	3	3	8	Employees, Other Workers, Volunteers
Traffic Management - Equipment Placement	4	4	16	All equipment to be installed by, or under the supervision of, suitably qualified individuals wearing high visibility bibs or jackets (and trousers where road conditions require)	3	3	8	Employees, Volunteers
Traffic Management - Equipment Placement	4	3	12	Any issues with placing traffic management equipment (e.g. parked cars) should be communicated to the event manager, and an alternative sought	3	3	8	Employees
Traffic Management - Equipment Placement	3	5	15	Use of a suitably highlighted vehicle should be used where possible to highlight presence of workforce	2	5	10	Employees
Traffic Management - Equipment Placement Checking	3	5	15	Use of a suitably highlighted vehicle should be used where possible to highlight presence of workforce	2	5	10	Employees
Traffic Management - Equipment Placement Checking	3	6	18	When checking the installed traffic management equipment, suitably qualified individuals should wear high visibility jackets (and trousers where road conditions require)	2	6	10	Employees

Traffic Management Maintenance

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Control measures implemented by
	Likelihood	Severity			Likelihood	Severity		
Surfaces - Slips, Trips, and falls	3	3	6	Suitable footwear to be worn, and care taken when handling items which require vision of the floor	3	3	6	Employees, Other Workers, Volunteers
Weather - Extremes (hot)	3	3	6	Adequate water supply and shaded locations for protection against heat	3	2	6	Employees, Other Workers, Volunteers
Weather - Extremes (cold)	2	3	6	Provisions of hot water and vehicles with heating for protection against cold	1	2	2	Employees, Other Workers, Volunteers
Communication - Poor information	4	1	4	Key times and activities to be contacted to the event manager, and when preparing and preparing to inspect traffic management equipment, event manager to be informed	3	1	3	Employees, Other Workers, Volunteers
Communication - Out dated information	4	2	8	Key information to be relayed throughout the duration of the event, and any changes to be communicated to event control, and verification confirmed	2	2	4	Employees, Other Workers, Volunteers
Traffic Management - Equipment	4	2	8	All equipment to be checked and verified that it meets Chapter 6 standards	2	2	4	Employees
Traffic Management - Equipment inspection	3	3	9	A installation guide to each part of the site where traffic management equipment is installed should be reviewed and used during the inspection	3	3	9	Employees
Traffic Management - Equipment inspection	4	4	16	All equipment inspections to be carried out by suitably qualified individuals wearing high visibility (jackets and trousers where road conditions require)	3	3	9	Employees
Traffic Management - Equipment inspection	4	3	12	Any issues with inspecting traffic management equipment (e.g. parked cars) should be communicated to the event manager, and an alternative sought	3	3	9	Employees
Traffic Management - Equipment inspection	3	3	9	Use of a suitably high-visibility vehicle should be used where possible to highlight presence of workforce	2	3	6	Employees

Traffic Management Take Down

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Control measures implemented by
	Likelihood	Severity			Likelihood	Severity		
Surface - Slips, Trips, and Falls	3	3	9	Suitable footwear to be worn, and care taken when handling items which restrict vision of the floor	3	2	6	Employees, Other Workers, Volunteers
Weather - Extremes (hot)	3	3	9	Adequate water supply and shaded locations for protection against heat	3	2	6	Employees, Other Workers, Volunteers
Weather - Extremes (cold)	2	3	6	Provisions of hot water and vehicles with heating for protection against cold	1	2	2	Employees, Other Workers, Volunteers
Communication - Poor information	4	1	4	Key times and activities to be contacted to the event manager, and when taking down or preparing to take down traffic management equipment, event manager to be informed	3	1	3	Employees, Other Workers, Volunteers
Communication - Out dated information	4	2	8	Key information to be relayed throughout the duration of the event, and any changes to be communicated to event control, and verification confirmed	2	2	4	Employees, Other Workers, Volunteers
Traffic Management - Equipment	4	2	8	All equipment to be checked and verified that it meets Chapter 8 standards	2	2	4	Employees
Traffic Management - Equipment Removal	4	3	12	A sign schedule must be produced to enable easy understanding of where traffic management equipment should be uninstalled	3	2	6	Employees
Traffic Management - Equipment Removal	3	3	9	A removal guide to each part of the site where traffic management equipment will be installed should be reviewed and delivered during the pre-event briefing	3	3	9	Employees, Other Workers, Volunteers
Traffic Management - Equipment Removal	4	4	16	All equipment to be uninstalled by, or under the supervision of, suitably qualified individuals wearing high visibility kits or jackets (and trousers where road conditions require)	3	3	9	Employees, Volunteers
Traffic Management - Equipment Removal	3	5	15	Use of a suitably highlighted vehicle should be used where possible to highlight presence of workforce	2	5	10	Employees
Traffic Management - Equipment Removal Checking	3	5	15	Use of a suitably highlighted vehicle should be used where possible to highlight presence of workforce	2	5	10	Employees

[illegible]

[illegible]

Safety Inspection Checklist – BEFORE THE EVENT

Site Access/Egress	
Are the entrances/exits clear?	
Are stewards in place?	
Can emergency vehicles gain access?	
Are pedestrians segregated from vehicles?	
Are security precautions in place?	
Have adequate signs been provided?	
Site Conditions	
Is the site free from trip hazards?	
Are permanent fixtures in good condition? (Seats/signs/fences)	
Has vegetation been cut back, debris removed and the area made safe?	
Have current weather conditions created new hazards to be addressed?	
Attractions/Activities/Structures	
Have all structures been completed?	
Have all structures been inspected and approved by a competent person where required?	
Are all activities/attractions sited correctly and checked?	
Have all activities/attractions supplied evidence of insurance and any other requirements?	
Are all potential hazardous activities segregated and/or fenced as required?	
Have temporary flags/decorations been installed correctly and checked?	
Have any unanticipated hazards been introduced?	

Safety Inspection Checklist – DURING THE EVENT

Event Provisions	
Is firefighting equipment in place?	
Is lighting in place where required?	
Have electrical supplies/equipment been checked/certified?	
Have toilets been provided where required?	
Are first aid facilities in place?	
Is control centre in place?	
Are public address systems working?	
Are adequate waste bins in place?	
Are stewards in place?	

Safety Inspection Checklist – AFTER THE EVENT

Exhibitors Attractions	
Have all attractions been dismantled and removed?	
Have all exhibitors vacated the venue?	
Have all vehicles left the venue?	
Temporary Facilities	
Has all equipment been dismantled and removed?	
Have all structures been dismantled and removed?	
Have temporary markers been removed? (Stakes, ropes, flags)	
Have all temporary electric installations been isolated and made safe?	
Waste Collections	
Has all waste been collection satisfactorily?	
Has all waste been removed from the site?	
Have all residue fire hazards been checked? (Bonfires, fireworks)	
Venue Conditions	
Has any damage to permanent facilities, buildings or the ground been reported?	
Has any damage been noticed during inspection?	
Incidents/Accidents	
Were any incidents/accidents reported during the event?	

Evacuation Plan



Schedule/Timetable

	Down Street			
12:00				
12:15				
12:30				
12:45				
12:50	Road Closed			
12:55				Exhibitors Arrive
13:00				Exhibitors set up for market
13:05				
13:10	Santitas on Bikes			
13:15				
13:30			Street Starts	Cats arrive
13:45				
14:00				a stage @ Super King
14:15	Gunslinger??			
14:30				
14:45				
15:00	Stage Starts			

15:15	Road Open		
15:30	Plymouth Party Movement??		
16:00	Tara's School of Dance??		
16:30	Youngsters??		
17:00	Dancing (and school of dance??)		
17:15	Fire Show		
17:30	Light Switch On??		
17:45	On Parade & Lantern Parade		
18:00	Fireworks Display		
18:15	Exhibitors pack down		
18:30			
18:45			

20:00			
20:15			
20:30			
20:45			
21:00			
21:15			
21:30			
21:45			
22:00			
22:15			
22:30			
22:45			
23:00	Road Opened		

Event Notification Form
To be confirmed

Event Safety Guide Score Card

Total Score Table 1	9
Total Score Table 2	7
Total Score Table 3	5
Overall Event Score	21

Score	Amb	FAP	Amb Per	Doc	Nurse	NHS M'gr	Supp Unit
<20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	Visit	0
26-30	1	8	2	0	0	Visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	3
>75	15+	200+	35+	12+	24+	8+	3

Event Safety Guide Score Card	Total	Event
Nature of Event		
Classical Performance	2	
Public Exhibition	3	
Pop/Rock Concert	5	
Dance Event	8	
Agricultural/ Country Show	2	
Marine	3	
Motorcycle Display	3	
Aviation	3	
Motor Sport	4	
State Occasions	2	
VIP visits / Summit	3	
Music Festival	3	3
Bonfire Pyrotechnic Display	4	
New Year Celebrations	7	
Low Risk of disorder (Demos / Marches/ Political Events)	2	
Medium risk of disorder (Demos / Marches/ Political Events)	5	
high risk of disorder (Demos / Marches/ Political Events)	7	
Opposing factions involved (Demos / Marches/ Political Events)	9	
Venue		

Indoor	1	
Stadium	2	
Outdoor in a confined location, eg park	2	2
Other outdoor eg Festival	3	
Widespread public location in streets	4	
Temporary outdoor structures	4	
Includes overnight camping	5	
Standing / seated		
Seated	1	
Mixed	2	2
Standing	3	
Audience Profile		
Full mix, in family groups	2	2
Full mix not in family groups	3	
Predominately young adults	3	
Predominately children and teenagers	4	
Predominately elderly	4	
Full mix, rival factions	5	
Total Score Table 1		9
Event Intelligence Past History		
Good data low casualty less than 1%	-1	-1
Good data medium casualty 1-2%	1	
Good data high casualty more than 2%	2	
First event no data	3	
Expected Numbers		
<1000	1	
<3000	2	
<5000	8	8
<10,000	12	
<20,000	16	
<30,000	20	
<40,000	24	
<60,000	28	
<80,000	34	
<100,000	42	
<200,000	50	
<300,000	58	
Total Score Table 2		7
Expected Queuing		
Less than 4 hours	1	1
More than 4 hours	2	
More than 12 hours	3	
Time of year (Outdoor events)		
Summer	2	

Autumn	1	
Winter	2	2
Spring	1	
Proximity to suitable A&E Facility		
Less than 30 mins by road	0	0
more thn 30 mins by road	2	
Profile of definitive care		
Choice of A&E Departments	1	
Large A&E Department	2	2
Small A&E Department	3	
Additional Hazards		
Carnival	1	
Helicopters	1	
Motor Sports	1	
Parachute Display	1	
Street Theatre	1	
Additional on-site facilities		
Suturing	-2	
X-Ray	-2	
Minor Surgery	-2	
Plastering	-2	
Psychiatric / GP facilities	-2	
Total Score Table 3		5