

# CAMELOT RISES

## Event Safety Management Plan

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## **Appendices**

Appendix A – Risk Assessment, Fire Risk Assessment, COVID-19 Risk Assessment

Appendix B – Site Plans

Appendix C – Construction Phase Plan

Appendix D – Insurance

Appendix E – Major Incident Plan / Contingency

Appendix F – COVID-19 Management Plan

Appendix G – Resident's map

Appendix H – Organisational Chart

## 1. Introduction

Camelot Rises is an immersive, interactive drive-in movie event that will include drive-through experiences consisting of performances from trained actors. The movie experience will conclude the experience. The theme of the event is driven by the genre of movie and will be largely an apocalyptic, 'end of the world' feel. The drive through route will ensure audience members will remain in their cars throughout. Once at the movie area, audience members will be able to leave their vehicles for refreshments and use of the welfare facilities. Access to areas outside of the audience own vehicles will be kept under review in line with current government guidance and advice of the Safety Advisory Group as the COVID-19 pandemic continues.

The event will take place on the grounds of the old Camelot theme park site: Park Hall Road, Charnock Richard, Chorley, PR7 5LP.

The proposed launch date for the event is Friday 4th February 2022. The event will take place on the following dates over a 8 week period:

- Friday 4th February
- Saturday 5th February
- Sunday 6th February
- Thursday 10th February
- Friday 11th February
- Saturday 12th February
- Sunday 13th February
- Thursday 17th February
- Friday 18th February
- Saturday 19th February
- Sunday 20th February
- Thursday 24th February
- Friday 25th February
- Saturday 26th February
- Sunday 27th February
- Thursday 3rd March
- Friday 4th March
- Saturday 5th March
- Sunday 6th March
- Thursday 10th March
- Friday 11th March
- Saturday 12th March
- Sunday 13th March
- Thursday 17th March
- Friday 18th March
- Saturday 19th March
- Sunday 20th March
- Thursday 24th March
- Friday 25th March
- Saturday 26th March
- Sunday 27th March

The organisers may add the following further dates should the demand for the event increase.

- Wednesday 9th February
- Monday 14th February
- Wednesday 16th February
- Wednesday 23rd February
- Wednesday 2nd March
- Wednesday 9th March
- Wednesday 16th March
- Wednesday 23rd March
- Wednesday 30th March
- Thursday 31st March
- Friday 1st April
- Saturday 2nd April
- Sunday 3rd April
- Wednesday 6th April
- Thursday 7th April
- Friday 8th April
- Saturday 9th April
- Sunday 10th April
- Wednesday 13th April
- Thursday 14th April
- Friday 15th April
- Saturday 16th April
- Sunday 17th April
- Wednesday 20th April
- Thursday 21st April
- Friday 22nd April
- Saturday 23rd April
- Sunday 24th April

It is proposed that on weekdays, one film will be shown at 21:00, doors for this showing will be open at 19:00 and the film will finish at 23:00. On the weekends, two screenings will take place, one at 17:30 where doors will be 15:30 and one at 21:00 where doors will be 19:00, the last screening will finish at 23:00 and for both the weekdays and weekends the audience will be clear of the site by 23:30.

Tickets for the event can be purchased via the event website <https://parknpartymcr.co.uk/camelot-rises/> once purchased the customer will be emailed an E-ticket which they will need to show on arrival to the event. Tickets are £50.00 including booking fee and your ticket purchase allows entry for one car to the event for a maximum of 5 people. Tickets went on sale on 5th January 2022 and are on sale via Skiddle and Fever websites. Camelot Rises will not allow sales on the door, rather, customers will be directed to the website to purchase tickets for the next event or slot available.

One Digital Outdoor will manage all aspects of the event including planning, procurement, marketing and operational delivery of the events. One Digital Outdoor will appoint an event management team for each event; the event management team will be responsible for the delivery of the event and will be headed up by the Event Director.

GoTo Live have been appointed as Event Management consultants who will advise on license compliance and operational delivery. GoTo Live have also been appointed as Health & Safety advisors for the events.

## **2. Purpose of the Event Safety Management Plan**

This document, the Event Safety Management Plan (ESMP), relates to the planning and management of Camelot Rises. It is designed specifically as a document for responsible authorities and presents the methodical approach to overall event planning. The document includes chapters on security, transport management, first aid, contingency planning and crisis management. Specific chapters on these and other items are covered in this document or in appended documents where greater detail is required on the respective chapter.

The Event Safety Guide HSG 195, The Purple Guide and industry standard guidance has been adopted as the standard for planning and managing this event.

### 3. Licensing Objectives

One Digital Outdoor Ltd have applied for a premises licence via Chorley Council to permit the proposed activity of Camelot Rises. The licence application has been submitted to Chorley Council following initial contact with the Chorley Council Licensing team.

Camelot Rises has undertaken a full evaluation of its proposed activities with due regard to the promotion of all four licensing objectives. A competent team of event professionals and specialists have been appointed to design, plan and safely deliver Camelot Rises with minimal impact to the local community and the least possible inconvenience to surrounding businesses and residents.

The planning process involves full and on-going consultation with the Event Safety Advisory Group (ESAG) and Multi-Agency Meetings (MAM) through formal group meetings and appropriate discussions and meetings with individual ESAG & MAM partners. Including various representatives from Chorley Council, the emergency services and other relevant agencies.

The planning and consultation process is key in the development of a comprehensive Event Safety Management Plan (ESMP) for the event. The ESMP examines all aspects of event activities and the steps to be taken to ensure a safe and successful event that takes full account of all four licensing objectives. The ESMP covers all aspects of the event in detail and sets out the various measures to be taken and policies to be followed by Camelot Rises.

Specific measures that are designed to ensure the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm are detailed throughout the ESMP.

#### **The prevention of crime and disorder**

The event management team will coordinate with stewarding and security staff and Police to ensure procedures are in place for combating crime and disorder. Where appropriate and in accordance with the Security Industry Authority regulations, stewards and security operating will be SIA registered; all supervisors of stewards will be SIA registered; all crowd management personnel will be trained in accordance with legislation.

The event site will take place within the boundary of the existing perimeter fence. The organisers will install further fencing around areas that represent a risk to safety or security breach. The site will be subject to regular security patrols. Entrance to the event is strictly by ticket and purchase of a ticket requires acceptance by customers of the event Terms and Conditions. Entrance points to the event will be controlled by SIA licensed staff who will refuse admission to anyone breaching the terms and conditions. Ticket holders and their belongings may be subject to searching by the security team.

The stewarding and security team, with sufficient numbers of appropriately trained personnel, will be in operation within the event site. The security team will monitor the event at all times to prevent criminal and/or disorderly behaviour. Any persons found to be undertaking criminal activities will be apprehended/removed and anyone displaying disorderly behaviour will be ejected. The event operates a strict no readmissions policy for such offenders.

The Designated Premises Supervisor will strictly control all sales of alcohol to customers and a Check 25 system will be in operation. The event will operate and actively enforce a zero-tolerance policy on drugs. This will be communicated to attendees via social media updates prior to the event, and signage at the event entrance and around the site.

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The use of a two-way radio system by both security and the event management teams will allow effective, responsive communications at all times which will assist with surveillance of the audience and circulation of appropriate intelligence.

## **Public safety**

Public safety is of paramount importance to Camelot Rises. It is in the interests of the organisers to ensure that their customers have a safe and enjoyable experience. The event management team will consult with the ESAG on the proposals within the Event Safety Management Plan to ensure all plans are in accordance with the licensing objectives. The event plans have been developed to meet guidance under the Event Safety Guide (HSG195) and Managing Crowds Safely (HSG154). These plans will be developed through consultation with each agency.

The event site has been carefully designed to safely and comfortably accommodate the proposed occupant capacity and there is sufficient exit width to allow safe emergency evacuation should the need arise. Comprehensive ingress/egress, emergency evacuation plans and occupant capacity calculations have been prepared and are included in the Event Safety Management Plan.

A suitably experienced and competent crowd management and security company will be appointed to provide advice on such matters. A stewarding and security deployment plan will be developed and included as an appendix into this document in due course.

A comprehensive event risk assessment has been prepared and included as an appendix to this document including a fire risk assessment. The risk assessment details the measures to be taken to minimise risk to acceptable levels across all activities. The risk of danger to public safety is addressed in this risk assessment.

A specialist event medical & welfare provider has been appointed to provide medical provision and supporting infrastructure to the event. Medical provisions have been suitably calculated using guidance from the Event Safety Guide (HSG195). The scoring for medical provisions at the event are included as an appendix to this document.

The provision of adequate toilet facilities and the provision to purchase food and soft drinks will be in place. Drinking water will be available free of charge on site to patrons in the movie area.

Suitability and design of all temporary structures is outlined within the ESMP. All appropriate documentation is collated from contractors, paying particular attention to design, structural calculations, wind loading, imposed loads, liability insurance, method statements and risk assessments.

A site wide inspection will be undertaken before the event is open to the public and at the beginning of each day. These inspections will be undertaken by the Camelot Rises Event Management Team (EMT), and representatives from the ESAG if required.

## **The prevention of public nuisance**

Camelot Rises is committed to producing an event that has a minimal impact upon the surrounding area, local community and nearby residents.

Due to the nature of the event, as well as the location of the event site, it is not expected that there will be noise nuisance caused by the event. Ambient noise will be projected at various intervals throughout the drive-through experience. Once customers are within the screening site, a DJ will be playing music until the film begins. The film screening uses the customer's car stereo system to play the music to the audience, and only low level noise will be projected from the PA around the screening site, further minimising any nuisance caused by noise.

Identification of noise sensitive properties will be undertaken in conjunction with the ESAG and appropriate control measures implemented, if required.

The event finish time has been specifically planned to limit noise nuisance to residents in the surrounding area. Additionally, due to the event being a drive-through experience, no customers will be attending or leaving the event on foot. This will greatly reduce the risk of public nuisance by preventing anti-social behaviour, littering and noise as the audience will not be waiting for public transport or leaving as pedestrians.

The event management team will ensure there is a suitable and sufficient waste and cleansing operation both within the event site and the immediate surrounding area.

As part of preparations for the event, the EMT will communicate specific event plans with local residents and businesses to ensure that there is awareness of arrangements and plans for the event. This communication will detail ways in which local residents and businesses can contact the EMT throughout the event with any concerns.

Provision of adequate numbers of temporary toilets will eliminate any potential nuisance that could result from inadequate facilities.

Proactive management of event traffic will ensure that disruption to the local road network and its users is kept to a minimum.

## **The protection of children from harm**

The age restrictions of customers attending the event is determined by the movie age certification. All films proposed are to be certificated 15+. Therefore, the risk to the protection of children from harm is greatly reduced as the events are inherently unlikely to expose children to harm. Albeit, It is recognised that some attendees may be under the age of 18 depending on the film rating and there are a number of measures in place that prevent those children from harm.

The organisers recognise that it is illegal to sell alcohol to or to provide alcohol purchased for any persons under the age of 18 years. The event will operate the national Challenge 25 policy. Staff serving alcohol will challenge any persons who they believe may be under the age of 25 years and will request that they produce valid photographic identification.

The event is open to customers within the age of the film certificate of the film that is being screened on that particular event. It is the policy of the organisers that any persons under the age of 18 may only gain access to event when accompanied with an adult over the age of 21. In order to ensure that any person under the age of 18 are adequately supervised, it is the policy of the organisers that a person over the age of 21 accompanying persons under the age 18 is limited to accompanying no more than 4 persons under the age of 18.



The medical and welfare area at the event is designated as the meeting point for lost children and will be staffed with experienced Disqualification and Barring Service (DBS) checked personnel.

#### **4. Planning and Management**

It is our aim to demonstrate effective management of the event and to ensure a safe and enjoyable event. The management responsibilities below illustrate the event's management staffing structure.

The event organiser for this event is One Digital Outdoor Ltd. The person responsible for the overall event will be the Managing Director for One Digital Outdoor Ltd, Dean McCormick. The Managing Director is responsible for all aspects of licensing and public safety as scheduled in the conditions of the license.

The Managing Director has appointed Event Director, Russell Feingold to manage the day to day planning and management of the event.

The Event Director will appoint a nominated Operations Manager for the series of events. The Operations Manager will take day to day responsibility for ensuring that the event organiser upholds its public safety and licensing duties.

The Event Director has appointed Ryan Esson of GoTo Live Ltd as the Safety Advisor for the event.

##### **A. Event Management Team**

###### **Managing Director**

Dean McCormick of One Digital Outdoor Ltd is responsible for the overall delivery of the project and holds responsibility for discharging the duties of event organiser, Principal Contractor, Principal Designer and Client under the CDM Regulations 2015.

The Managing Director has appointed an Event Director to oversee all elements of the event day to day. The Managing Director or their nominated deputy will always be present and available on the radio during the hours of licensable activity.

It is the responsibility of the Managing Director to ensure compliance with statutory requirements and licensing.

###### **Event Director**

Russell Feingold of One Digital Outdoor Ltd is responsible for the overall responsibility for all aspects of public safety, licensing, appointment of competent event management personnel, marketing & PR, ticket sales, sponsorship and financial management. The Event Director will attend Multi Agency Meetings to ensure any issues raised at these meetings are addressed directly. They are also responsible for the booking of contractors throughout the planning process and for all site logistics and infrastructure during the build, show days and breakdown. The Event Director or their nominated deputy will always be present and available on the radio during the hours of licensable activity.

###### **Operations Manager**

This appointment is responsible for ensuring that the Event Organiser upholds its public safety and licensing duties. This includes the responsibility to manage the planning, preparation and implementation of operational and production plans, policies and procedures ensuring compliance with all aspects of public safety and licensing. They are also responsible for all onstage infrastructure – lights, sound, video etc. and have an active role in monitoring and informing the Event Director or their deputies of running orders and running times in order to ensure curfew compliance.

**Event Safety Advisor**

Ryan of GoTo Live Ltd, is responsible for advising on all health, safety & welfare aspects and licensing compliance for the event. The Event Safety Advisor will report directly to the Event Director and attend Multi Agency Meetings to ensure any issues raised at these meetings are addressed directly within the Event Management team.

**B. Event Contacts****Internal Contacts**

<b>Job Title</b>	<b>Person</b>	<b>Company / Department</b>	<b>Mobile / Email</b>
Managing Director	Dean McCormick	One Digital Outdoor Ltd	<a href="mailto:dean@oneagencyltd.com">dean@oneagencyltd.com</a>
Events Director	Russell Feingold	One Digital Outdoor Ltd	<a href="mailto:russell@oneagencymedia.co.uk">russell@oneagencymedia.co.uk</a> 07931 388073
Operations Manager	Vicki Kirkman	One Digital Outdoor Ltd	07473 800505
Event Safety Advisor	Ryan Esson	GoTo Live Ltd	<a href="mailto:ryan@gotolive.co.uk">ryan@gotolive.co.uk</a> 07743 207192
Head of Security	Stuart Martson	Northside Security Services Ltd	<a href="mailto:stuart@northsideuk.com">stuart@northsideuk.com</a> 07590 727765
Bar Provider	Kris Dawber	Escape Bars	<a href="mailto:kris@boxoso.co.uk">kris@boxoso.co.uk</a> 07980 997104

**Infrastructure & Services Suppliers**

Service	Company	Mobile / Email
Heras Fencing, Pedestrian & Met Barrier	One Digital Outdoor Ltd	07931 388073
Power	Boxoso	<a href="mailto:kris@boxoso.co.uk">kris@boxoso.co.uk</a> 07980 997104
PA & LX	Boxoso	<a href="mailto:kris@boxoso.co.uk">kris@boxoso.co.uk</a> 07980 997104
Waste Management	To be appointed	awaiting details
Cleaners	To be appointed	awaiting details
Toilets & Servicing	To be appointed	awaiting details
Actors	Gravity Live	<a href="mailto:info@gravitylive.co.uk">info@gravitylive.co.uk</a> 07925 685425
Event Management Consultant	GoTo Live Ltd	<a href="mailto:jess@gotolive.co.uk">jess@gotolive.co.uk</a> 07792 060236
Decor	Bazaar	awaiting details
Scaffolding Provider	Crest Scaffolding	awaiting details

**C. Roles & Responsibilities**

<p><b>Managing Director</b> <b>Dean McCormick</b></p>	<ul style="list-style-type: none"> <li>- Nominated person with overall responsibility for the event</li> <li>- Overall project lead</li> <li>- Ensuring licensing objectives are met</li> <li>- Overall responsibility for the management of Health and Safety</li> <li>- Overall responsibility for CDM</li> </ul>
<p><b>Events Director</b> <b>Russell Feingold</b></p>	<ul style="list-style-type: none"> <li>- Liaison with licensing authorities, Event Safety Advisory Group and Event Management Team.</li> <li>- Responsible for ensuring the correct contracting and payment of suppliers</li> <li>- Day to day responsible for all elements of the event.</li> <li>- Overall responsibility for managing the event budget.</li> <li>- Responsible for the suitability of the venue and it's upkeep during the tenancy of the event.</li> <li>- Liaison with the venue on site stipulations, site preparation, reinstatement, recovery and handover.</li> <li>- Procurement of suppliers competent to undertake infrastructure requirements.</li> <li>- Managing the planning, preparation and implementation of operational and production plans, policies and procedures.</li> <li>- Responsible for the delegation of duties to site supervisors and site crew.</li> <li>- Monitoring and control of work allocated to site supervisors and site crew.</li> <li>- The recording of medical incidents onsite in accordance with RIDDOR.</li> </ul>

<p><b>Operations Manager</b>  <b>Vicki Kirkman</b></p>	<p>Responsible to the Directors for:</p> <ul style="list-style-type: none"> <li>- Nominated person for implementing emergency evacuation procedures, contingency plans and crisis management plans.</li> <li>- Ensuring licensing objectives are met.</li> <li>- Ensuring that the Event Organiser upholds its public safety and licencing duties.</li> <li>- Ensuring compliance with all aspects of public safety and licencing.</li> <li>- Power supply requirements to all areas of site.</li> <li>- All plant and vehicle hire including daily inspections in accordance with plant hire procedures.</li> <li>- Working with the PA &amp; Lighting contractors ensuring appropriate levels of production and installation of production.</li> <li>- Working with the event manager ensuring appropriate power supply to all areas of production.</li> <li>- The coordination of cleansing operations.</li> <li>- Liaison with Bar Manager and Catering concessions, merchandise and other concessions for load-in and location.</li> <li>- Ensuring contractors comply with appropriate health &amp; safety policies and procedures whilst onsite.</li> <li>- Nominated Safety Officer/Advisor in the event of the contingency plans being activated.</li> </ul>
<p><b>Event Safety Advisor</b>  <b>Ryan Esson</b></p>	<p>Responsible to the Event Director for:</p> <ul style="list-style-type: none"> <li>- Providing advice on matters relating to health and safety in accordance with the HSW Act 1974 including the review and upkeep of risk assessments.</li> <li>- Site safety adviser</li> <li>- Provide advice on licensing compliance</li> <li>- Production of event safety plans and advising on emergency evacuation procedures, contingency plans and crisis management plans.</li> <li>- Liaison with licensing authorities, Event Safety Advisory Group and Event Management Team.</li> <li>- Ensuring appropriate health &amp; safety policies including risk assessments, working procedures and insurances are provided by contractors.</li> <li>- The collation of site contractor health &amp; safety files including structural calculations for temporary demountable structures.</li> <li>- Ensuring contractors comply with appropriate health &amp; safety policies and procedures whilst onsite..</li> <li>- Advising the Event Director on appropriate crowd management and medical cover.</li> <li>- Liaison with Stewarding and Security Services, and medical organisations prior to the event</li> </ul>
<p><b>Security and Stewarding Manager</b>  <b>Stu Martson</b>  <b>Northside Security Services</b></p>	<p>Responsible to the Event Director for:</p> <ul style="list-style-type: none"> <li>- Guidance to members of the public regarding site and event information.</li> <li>- Supporting Traffic Management as directed.</li> <li>- Liaison with Lancashire Police where required.</li> <li>- Recruitment of suitable personnel appropriate to role requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>- Deployment of stewarding and security personnel.</li> <li>- Supporting the monitoring of crowd density and crowd situations with a view to public safety.</li> <li>- Maintaining security and access to the arena, backstage areas, artist and staff car parks.</li> <li>- Liaison with the Head of Operations, Event Safety Advisor, Event Manager and GMP on event and contingency planning.</li> </ul>
<b>First Aid</b>	<p>Responsible to the Operations Manager &amp; Event Director for:</p> <ul style="list-style-type: none"> <li>- Adequate first aid cover has been planned for and provided.</li> <li>- Ensuring appropriate levels of cover, facilities, communications and contingency plans.</li> <li>- Advise on matters pertaining to first aid and medical cover.</li> <li>- Record all treatments and hand over the data to event management post event.</li> </ul>

#### D. Construction Phase Plan

The build and break phases of Camelot Rises come under Construction (Design and Management) Regulations 2015 (CDM 2015).

The client (C) for this project under CDM 2015 will be One Digital Outdoor Ltd. One Digital Outdoor Ltd is responsible for fulfilling the duties as Client under the CDM2015 regulations.

As principal contractor (PC) and principal designer (PD) for Camelot Rises, One Digital Outdoor Ltd is responsible for the coordination of the activities of both its own operatives and those of subcontractors, to ensure as far as reasonably practicable, that all works are carried out in a manner that protects the health, safety and welfare of all employees and the general public.

Duties include compliance with all current safety legislation and close liaison with the Event Safety Advisor (ESA). This will ensure that any matters that affect the Construction Phase Plan (CPP) is relayed to the ESA thereby ensuring that the CPP remains current and effective for the entire duration of the project.

The Operations Manager has specific responsibilities for the day-to-day running of the site and reports directly to the Event Director, Russell Feingold.

All structures will be signed off by the installing contractor and the event safety advisor and a completion certificate will be produced and kept on file for inspection by any responsible authorities.

For structures and staging that include rigging of AV equipment, décor or any other items, the guidance and associated sign-offs included in 'Guidance for the Management & Use of Stages and related temporary structures 2015' will be used.

Please see Appendix Construction Phase Plan for more information.

#### E. Insurance

Camelot Rises will have in place a Public Liability insurance policy of £10 million and £10 million Employers Liability Insurance for this event.

Please see attached appendices for Insurance documents - updated insurance will be attached at a later point.

## 5. Event Schedule

The proposed timings of the build and derig are below:

- Build commences: 10th January 2022
- Build complete: 3rd February 2022
- Derig commences: 25th April 2022
- Derig complete: 30th April 2022

A multi-agency site inspection will be agreed in the ESAG pre-event meetings.

The timings of the live events are below:

DATE	START TIME	FINISH TIME
Friday 4th February (Press Event)	19:00	23:00
Saturday 5th February	15:00	23:00
Sunday 6th February	15:00	23:00
Thursday 10th February	19:00	23:00
Friday 11th February	19:00	23:00
Saturday 12th February	15:00	23:00
Sunday 13th February	15:00	23:00
Thursday 17th February	19:00	23:00
Friday 18th February	19:00	23:00
Saturday 19th February	15:00	23:00
Sunday 20th February	15:00	23:00
Thursday 10th February	19:00	23:00
Friday 11th February	19:00	23:00
Saturday 12th February	15:00	23:00
Sunday 13th February	15:00	23:00
Thursday 24th February	19:00	23:00
Friday 25th February	19:00	23:00
Saturday 26th February	15:00	23:00
Sunday 27th February	15:00	23:00
Thursday 3rd March	19:00	23:00
Friday 4th March	19:00	23:00

Saturday 5th March	15:00	23:00
Sunday 6th March	15:00	23:00
Thursday 10th March	19:00	23:00
Friday 11th March	19:00	23:00
Saturday 12th March	15:00	23:00
Sunday 13th March	15:00	23:00
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Sunday 20th March	15:00	23:00
Thursday 24th March	19:00	23:00
Friday 25th March	19:00	23:00
Saturday 26th March	15:00	23:00
Sunday 27th March	15:00	23:00

Should demand for the event increase, the following dates and times will be added:

DATE	START TIME	FINISH TIME
Wednesday 9th February	19:00	23:00
Monday 14th February	19:00	23:00
Wednesday 16th February	19:00	23:00
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Wednesday 2nd March	19:00	23:00
Wednesday 9th March	19:00	23:00
Wednesday 16th March	19:00	23:00
Wednesday 23rd March	19:00	23:00
Wednesday 30th March	19:00	23:00
Thursday 31st March	19:00	23:00

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Sunday 3rd April	15:00	23:00
Wednesday 6th April	19:00	23:00
Thursday 7th April	19:00	23:00
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Friday 15th April	19:00	23:00
Saturday 16th April	15:00	23:00
Sunday 17th April	15:00	23:00
Wednesday 20th April	19:00	23:00
Thursday 21st April	19:00	23:00
Friday 22nd April	19:00	23:00
Saturday 23rd April	15:00	23:00
Sunday 24th April	15:00	23:00

## 6. Venue and Site Design

The main vehicle access is via Park Hall Road, Charnock Richard, Chorley, PR7 5LP  
There is no pedestrian access to the site.

During the event, all entrances/exits will be stewarded, well-lit and signposted with individual references. The references are identified on site plans in the event management office for accuracy when communicating and are also included as an appendix to this document.

The event site has been designed taking into consideration site topography, emergency vehicle access, audience access/egress, audience circulation, queuing times, viewing space and emergency evacuation times and means of escape.

The nearest A&E department is Chorley and South Ribble Hospital, Preston Road, Chorley, PR7 1PP, this A&E department is open from 08:00-20:00 and is located 5.5miles away from the event site. The nearest 24hour hospital is located 7miles away from the event site: Royal Albert Edward Infirmary, Wigan Lane, Wn1 2NN.



The nearest Fire Department is the Chorley Fire Station, West Way, Euxton, PR7 6DH and is 4.2miles away from the event site. The nearest Police Station is located on St Thomas's Rd, Chorley PR7 1DR and is 5miles away from the event site.

Attendance to the event is via the customer's car. Therefore car parking will be made available at the film screening site. Customers will be asked to vacate the site at the end of the screening via a one way out system.

### **Site Access**

During the build phases of the event (pre and post live show), all vehicles needing to enter the site will use the main entrance via Park Hall Road for access. This entrance will be managed by our security contractor and signage will lead to the event site entrance. Any vehicles that are not essential to a contractor's build will be asked to park outside of the event site perimeter, where there is ample parking available.

During the live event days, customers will access via Park Hall Road and be directed to the event site by signage and stewards. Before entering the event site, each car will be stopped to check tickets before allowing access to the event site. Once the customer passess through the event site gate, the event experience will begin.

Emergency vehicles responding to an incident will be met at the Park Hall Road entrance by a member of the EMT and directed to the quickest route to the incident.

## 7. Capacity

As a drive-in movie experience, the considerations around space occupancy are different to that for audiences attending on foot. There is also no way to pre-determine the occupancy of each vehicle that attends the event meaning that the person occupancy has to assume each vehicle is filled to maximum in order to be able to calculate a working total.

In calculating the various capacities guidance has been taken from:

- The Event Safety Guide (The Purple Guide), the event industry standard on entertainment, primarily music led which focuses on the application of the HASAW Act and supporting regulations in relation to events.
- The Guide to Safety at Sports Grounds (The Green Guide) enables the identification and implementation of measures necessary to ensure the reasonable safety of spectators at sports grounds.
- The Fire Safety Risk Assessment guide has its basis under the Fire Regulatory Reform Orders and gives guidance and advice on how to avoid fires and to ensure people's safety if a fire does start.
- The British Parking Association Parking Know How guide - providing detailed information on car parking bays and sizing.

### Size of the Viewing Area (Holding Capacity)

The size of the movie viewing area is determined by the space available for watching the entertainment. Some of the site will be taken up by structures, access and exit lanes which will be unoccupied and as such these areas are deducted from the available area. Natural sight lines have also been considered.

In various guidance, space allocated for parking bays are suggested to be 4.8m x 2.4m.

Driving routes through the car park are 4.8m in width to allow ample maneuvering space in and out of spaces.

The size of the viewing area after deducting such areas is 10,500m/sq. Applying the calculations, this would provide 300 parking spaces. Based on the maximum occupancy per vehicle of 5 persons, this would give an audience capacity of 1,500 people excluding working personnel.

### Emergency Egress Exit Capacity

In the event of an emergency that necessitated an emergency egress from the movie viewing area, a number of pedestrian emergency escapes have been included in the site design. The details of our emergency procedures will be included as an appendix to this document.

For the purpose of determining the emergency egress exit capacity, the largest exit (X1, 7 meters) has been discounted, leaving an emergency egress exit capacity of 17.5 meters.

Exit	Location	Exit Width (meter)
X1 (Discounted)	Left of Screen	7
X2	Right of Screen	7

X3	Arena Left Front	3.5
X4	Arena Right Front	3.5
X5	Rear Arena	3.5

An emergency exit capacity of **8,663** can be achieved via a maximum flow rate of 1,155 persons per minute. This equates to 66 persons per minute per metre exit width over a period of 7.5 minutes.

(persons per minute per metre exit width) x (available exit width in meters) = (target evacuation time) = **emergency egress exit capacity**.

The calculation also assumes average weather with relatively good ground conditions. Only severe wet weather will impact the flow rate to any degree where under such circumstances the overall attendance is likely to be proportionately reduced.

**Licensed Capacity**

The licensed capacity, based on the above calculations is **1,500 persons** excluding working personnel based on the lower of the two calculations above.

It must be emphasised that these calculations whilst adhering to the various guidance available should not be used in isolation and should be used as a point of reference in discussion with the Safety Advisory Group.

**Impact on Exit**

Due to the event being a drive-through experience, at the end of the screening it is anticipated that the allcustomers will leave in their cars. There will be nobody leaving the event on foot. In order to help the impact on exit, we propose allowing concessions to continue to sell food and drink for thirty minutes after the film has ended. This should allow enough staggering of the vehicles to have minimal impact on the main road traffic.

**On Site Management and Timings**

Please see attached as an appendix calculation of onsite customer journey.

## 8. Fire Safety

A fire safety risk assessment has been undertaken to look at the event and premises and the likelihood that a fire could start and cause harm to those in and around the premises or at the event.

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 are necessary to ensure the safety of people at the event if a fire does start.

Fire safety at Camelot Rises is supported by additional precautions e.g. operational functions such as the cleansing of the site thus preventing the build-up of rubbish, fire safety certificates of marquees, provision of fire extinguishers. Given the nature of the event the compound risks associated with a fire emergency relate to structures and catering concessions.

Provision will be made for tackling the early stages of a fire before the arrival of the fire service through the use of the appropriate portable or handheld firefighting appliances that will be allocated to the areas of risk.

### Classifications of Fires

The classification of fires most likely to occur at an outdoor venue are Class A and Class B fires. Class A fires are fires involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers. Class B fires are fires involving liquids or liquefiable solids.

### Fire Extinguishers

- All exits are kept clear at all times;
- To combat Class A fires, fire extinguishers containing foam and/or water will be provided.
- Class B fires and fires involving electrical equipment – carbon dioxide (CO<sub>2</sub>) fire extinguishers will be provided.
- Dry powder fire extinguishers will also be provided which are suitable for both class A and B types of fire.
- Light duty fire blankets will be provided at various points, which will be suitable in the event of a clothing fire.

### Mobile Catering Outlets

Terms and Conditions for all mobile catering concessions are required to be equipped with one x 2 kg dry powder extinguisher (rating 21 B) and one light duty fire blanket. Deep Fat Frying units in addition will include one x 6 litre wet chemical type fire extinguisher (Class F).

### Means of Giving Warning in Case of Fire

In the event of a fire, the Major Incident Plan (please see attached appendices) will be followed with the appropriate action undertaken subject to the incident being small or large scale.

### Exits

Provision will be made to ensure that:

- All exits and gateways are unblocked and staffed by stewards throughout the event
- All exits are kept clear at all times;
- All exits and gateways are clearly signed and illuminated; and
- All exits lead to a place of safety.

## **Fire Risks**

A copy of the fire risk assessment can be found in the attached appendices.

Fire risks will be reduced by:

- A coordinated planning approach with the emergency services
- Power supplies and electrical distribution will be undertaken by qualified electricians
- The provision of appropriate fire extinguishers
- Safe storage of LPG in accordance with current guidance
- Valid fire safety certificates for event infrastructure
- Prohibition of petrol fuelled generators
- Deployments of trained security and event stewards familiar with the use of fire extinguishers and their locations.

## **Emergency Vehicular Access Route**

An emergency vehicle access route will be established upon consultation with the ESAG and emergency services. The emergency vehicle access route (Blue Route) will be via the main entrance on Park Hall Road. The closures will be stewarded at all times and in radio communication with the EMT.

## **Emergency Lighting**

All parts of the venue subject to public access and egress and all pedestrian escape routes will be illuminated by portable tower-lights or by mounted flood lights. Emergency light boxes will be installed within each structure.

## **9. Event Contingency & Major Incident Planning**

A major incident plan will be developed in consultation with the ESAG and emergency services and is included as an annex to this document.

Please see attached appendices for the Major Incident / Event Contingency Plan.

## 10. Communication

Within each organisation e.g. Security & Stewarding, Event Management, Medical, a framework of communication will exist. Consideration will be given to ensure effective communication via:

- Appropriate power supplies for communications equipment
- Backup supplies in the event of power failure
- Accessibility and space for workers to operate effectively
- Communication links to key personnel in critical locations
- Provision of key items of documentation and stationary, gridded site plans, key contacts, message pads, log sheets etc.

### Radio Communication

Radio communication is an essential medium for general operational requirements and a prime medium for responding to emergencies.

Each organisation (event staff, stewards & security) requiring radio communication will be allocated operational channels as necessary for identified function.

A list of relevant contacts, numbers and radio channels, will be available in the event organisers office.

All staff will be issued with information on radio protocol.

The Radio channel list is as follows:

- Channel 1 - Event Management
- Channel 2 - Production & Site
- Channel 3 - Security
- Channel 4 - Emergency/ Conversation

### Telephones

A mobile phone located in the event organiser's office will be dedicated for contacting the emergency services. The phone number will be published in a later version of this document.

### PA Systems

The PA system is a vital medium for communication with the audience and arrangements will be made with the PA operators to ensure that override facilities allow announcements to be made in an emergency incident without interference from other sound sources. In each event zone there will be a zone manager as well as technical production crew member who will operate the PA with a switch mic in place. The zone manager and the technical production crew member will have access to the emergency communications script in advance.

The PA system will have a backup power supply that will allow continued operation at full load in the event of an emergency. The PA system will also be used, should it be necessary, for communications with the audience arriving at, or leaving the venue.

## **Loud Hailers**

In addition to the PA, loud hailers will be located in the event management office to deliver messages to the audience.

## **Emergency Public Announcements**

Early warning will be essential and consideration will be given to the following:

- Early warning and persuasion time
- Clarity and quality of announcements
- Whether public may respond better to an empathy figure making announcements
- Reasons given for messages where possible
- Key messages will be pre-planned
- Announcements to be reinforced by message displays on the stage screens where possible.
- Key messages to be repeated



## 11. Security & Crowd Management

The nature of the event and the genre of films being shown largely determine the behaviour of the audience attending. The event organisers predict the demographic to be largely friendship groups or couples, and a 50:50 male to female split. The organisers anticipate that the event will attract thrill-seekers and due to the drive-through nature of the event it is anticipated that the attendees will likely be sober while attending the event.

### Prohibited Items

The following items are not allowed to be brought into the event:

- Umbrellas, parasols, Tents and gazebos, tables, BBQs, stoves and gas canisters
- Banners & Flags with sticks/poles, selfie sticks
- Only non-alcoholic drinks in plastic containers with unbroken seals 500ml and baby food where not in glass containers is permitted.
- Alcohol
- Glass or Cans
- Illegal Substances and New Psychoactive Substances (Legal Highs)
- Animals with the exception of assistance dogs, are not permitted at any time within any areas of the site.
- Dangerous or hazardous items e.g. knives, scissors, flares, fireworks, lighter fuel, aerosols, spray cans, Air Horns, Klaxons or similar, Laser Pens
- Chinese Lanterns
- Bicycles, Skateboards and scooters
- Any other items not included in the above list that we consider to be unsafe or pose a risk to public safety and/or security.
- Unauthorised professional photography or filming equipment

Any item not included in this list but considered inappropriate for admission by security will remain at the discretion of venue Security and Stewards. All prohibited items found on persons will be confiscated prior to entry into the event.

Any item on the prohibited items list and any other items considered inappropriate for admission will either be confiscated and disposed of by gate staff. There will not be a managed deposit and reclaim facility or luggage storage area at the event.

All items are left at the owner's risk. There is no guarantee that items can be reclaimed after the event. All items unclaimed after the event will be disposed of. The Event organiser or the Security Company employed at the event will not accept any responsibility for the loss or damage to items left by owners. Notices stating the prohibited items and terms of disposal will be displayed at the entrance points to the Event.

### Stewarding & Security

**The Stewarding & Security company is Northside Security Services.**

The main responsibility of stewards is crowd management, static guarding of entrances and activity areas. They are also there to assist the police and other emergency services where necessary.

### Stewarding & Security Roles

The general duties of stewards:

- To help attendees by providing information as to the site layout
- To control vehicle parking and traffic marshalling as necessary
- To control access to restricted areas authorising to pass holders only

- To monitor and report on crowd densities
- To monitor crowd behaviour and welfare
- To assist the Police and other emergency services as directed
- To monitor the general site and be aware of suspicious packages
- To minimise the risk of fire e.g. by monitoring the build-up of refuse by traders etc.
- To assist in part or full evacuation as may be necessary

### **Steward & Security Deployment and Numbers**

A comprehensive survey of the site by the Event Management Team and security contractor has been undertaken to establish the number of stewards necessary to manage the safety of the audience and other areas in support of the event.

Stewarding numbers is based upon a risk assessment rather than a precise mathematical formula and will take account of mandatory positions and all relevant circumstances, including experience of similar events. Stewards will be located at key points including: screening area, activity areas, backstage, bars, entrances and exits. The appropriate provision of SIA security stewards will be allocated taking into consideration the roles and duties involved.

Stewards will be in position on all external gates to the event site and also all emergency exits including in the arena and within structures.

Due to the style and geography of the event, it has been assessed that 5 SIA positions will be in place during each event. SIA positions will be as follows:

- x1 on the entrance to the event (Park Hall road)
- x1 at car park 6 entrance
- x1 located on the blue route
- x2 within the car park

In addition, stewarding personnel will be located as follows:

- x1 at car park 6 entrance
- x1 at Zone 1
- x1 at Zone 2
- x1 at Zone 3
- x2 at Zone 4

As the final cars complete the drive through experience and all cars are within the screening area, security positions will be redeployed to the screening area to help maintain this area and assist with egress. Event staff including actors and the event management team will act as stewards and wayfinders throughout the event.

Once within the screening area, x2 traffic managers will park the cars in the correct positions.

Two overnight SIA security with guard dogs will be in position 24/7.

### **Steward & Security Organisation**

- All supervising stewards will be SIA registered to undertake their role.
- An established chain of command will be arranged prior to the event taking place
- The Head of Security will liaise with the Event Management Team, Safety Advisor, Operational Police Liaison Officer and/or the Police Bronze Commander.
- A number of stewards in a supervisory role, responsible for different areas will report directly to the stewarding manager.

- A number of safety stewards will report directly to the supervising stewards.

### **Steward & Security Conduct**

All stewards will be fit to undertake the duties allocated to them.

While on duty they will:

- Concentrate only on their duties and not on the performance or mobile phone;
- Not leave their place without permission;
- Not consume or be under the influence of alcohol or drugs; and
- Remain calm and be courteous towards members of the public and audience.

A register of all stewards on duty will be kept on site.

All stewards will receive briefings prior to the event on their individual functions by the Head of Security. In addition, the Event Management Team will monitor and check stewards to ensure they are in the appropriate locations and further brief them on their role if clarity is required.

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### **Steward & Security Training and Competences**

Duties and competencies of stewards include:

- Understanding their general responsibilities towards the health and safety of all categories of audience (including disabled people) other stewards, event workers and themselves;
- Carrying out pre-event safety checks;
- Understanding the operations for using fire extinguishers;
- Being familiar with the layout of the site and able to assist the audience by giving information about the event facilities including first aid posts, toilets, and facilities for disabled people.
- Staffing entrances, exits and other strategic points;
- Controlling or directing the audience who are entering or leaving the venue to help achieve an even flow of people into and from the various parts of the site;
- Recognising crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding;
- Assisting in the safe operation of the event by keeping gangways and exits clear at all times;
- Investigating any disturbances or incidents;
- Ensuring that combustible refuse does not accumulate;
- Responding to emergencies, raising the alarm and taking the necessary immediate action;
- Being familiar with the arrangements for evacuating the audience, including kilo codes and undertaking specific duties in an emergency.

Stewards will receive the appropriate mandatory training in order to carry out their duties effectively. Training must include dealing in fire safety matters, emergency evacuation and suspect package threats. Those working in the pit area must be trained so that they are able to extract distressed people out of the audience safely and without risk to themselves.

Entry screening, customer search, drugs policy, alcohol policy and ejection policy will be included in this document in due course.

## 12. Transport & Traffic Management

The organisers have examined the challenges posed by holding the event on this site, including possible impact of the road users and local community. It is the aim of the organisers to minimise any potential distribution to the local community during the Camelot Rises series of events.

### Build and Break Traffic Management Plan

The build phase of the event will take place from 10th January - 3rd February 2022, during this time vehicle access will be via Park Hall Road. Vehicles will be parked on the car park on the outside of the site unless their vehicle is essential to the build of the event. There will be a steady flow of suppliers accessing the site from the build day, building in numbers as the day progresses. The organisers don't anticipate having more than 20 cars at any one time enter the event site. The break phase of the event takes place between 25th April - 30th April 2022.

### Live Event Traffic Management Plan

The live event is due to commence to the press on Friday 4th February and open to the general public on Saturday 5th February. Access to the event will be via Park Hall Road, customers will enter the site where signage and stewards will direct them around the grounds to the event entrance. A ticket check will take place before the customer enters the event site. Once in the event site, the immersive experience will last between 10-15 minutes during which, the customer is driving through the event site, no immersive acting will take place whilst customers are driving their cars. Customers will be navigated around the site by an experienced actor who will lead 15 cars at a time in convoy through the event. At designated areas, the cars will stop and the immersive acting will take place. The event culminates in customers driving into the screening area where their car will be parked by a member of the event team. At this point customers can exit the vehicles to buy refreshments and use the facilities before the film screening begins. At the end of the screening, customers will be encouraged to exit in a staggered manner via a one-way system and exit off Park Hall Road and onto the main road. The event management team will utilise the security and stewarding team to assist the phased egress of the site.

Due to the event being a drive-through experience, it is expected that all customers will arrive in vehicles and not by any other mode of transport. Access to the event will not be granted to any pedestrians. Customers buy a car pass to the event, meaning all passengers in the car will gain entry, this will minimise individual groups attending the event in their own vehicles, therefore reducing overall vehicle numbers.

On the weekday events, the film screening will take place at 21:00, during the weekend screenings there will be two screenings per day, 17:30 and 21:00. It is expected that most customers will arrive an hour before the film screening for the immersive experience and leave at the end of the screening. Therefore, anticipated peak times for ingress and egress are as follows:

#### 17:00 screenings

Ingress peak: 16:30-17:30

Egress peak: 23:00-23:30

#### 21:00 screenings:

Ingress peak: 20:00-21:00

Egress peak: 23:30-23:30

### **13. Temporary Demountable Structures**

Temporary demountable structures (TDS) will be used at Camelot Rises. TDS are widely used for a variety of functions at events. Types of structures include (but are not limited to): tents and marquees, viewing facilities (including temporary seating and viewing platforms), stages, video-screen supports, and sound, lighting and camera structures.

A TDS is designed to be erected rapidly and dismantled many times. Generally, these structures are only in place for a short time.

The requirements of the Health and Safety at Work etc Act 1974 (HSWA) and the Management of Health and Safety at Work Regulations 1999 will apply to the erection, use and dismantling of a TDS.

The erection of some temporary structures at entertainment events falls within the definition of construction work in the Construction (Design and Management) Regulations 2015 (CDM).

For further guidance on non-HSWA legislation, including design standards, see the Institution of Structural Engineers publication Temporary demountable structures: Guidance on design, procurement and use (3rd Edition) (2007).

#### **14. Barriers and Fencing**

Barriers and fencing installed at the event will serve different purposes including physical security and control of the driving routes. It is therefore essential that the selection of barriers is appropriate for the purpose intended.

##### **Crowd Control & Met Barrier**

The provision of steel crowd control barriers will be assembled at various parts of the site to maintain a uniform free flow system and assist and guide the audience. E.g. The bar queuing systems and toilet queuing systems.

##### **Heras Fencing**

Metal mesh fencing (2m high) known as Heras fencing will be erected in areas within the event site to prevent unauthorised access to members of the audience. E.g. back of house areas, around generators, site perimeter etc.

## 15. Power, Electrical Installations and Lighting

The power supply and distribution contractor for this event will be Boxoso.

- Generators and electrical installations throughout the site will be managed by an experienced and reputable electrical company.
- All electrical installations and equipment will comply with all statutory provisions, current and applicable at the time and will be of adequate capacity, reliability and durability in accordance with the general requirements of the Electricity at Work Regulations 1989.
- Generators will be diesel powered (petrol prohibited) and of suitable ratings for their purpose.
- All generators will be isolated from the public.
- Two generators will be provided for powering the stage and will be synchronised in the event of failure of the main generator.
- All diesel tanks will come complete with an integral bund to prevent spillage in the event of a tank being pierced.
- Electrical installations for the stage i.e. PA and lights will be the responsibility of the associated production companies and power supply company.
- All electrical equipment will be installed, so far as is reasonably practicable, so that interference by the public or unauthorised employees cannot gain access.
- All electrical equipment exposed to weather will be suitably waterproofed and fitted with Earth Leakage Circuit Breakers.
- Wherever possible cables will be routed or buried so they will not cause trip hazards or be crushed by vehicles.
- Armoured cabling will be installed with cable ramps where cables cross public areas.
- An assessment of power supplies will be undertaken several weeks in advance of the event with event management and the electrical contractor to determine requirements.
- Temporary lighting will be located around the site to provide lighting in the hours of darkness and emergency lighting.
- A safety lighting inspection of the venue will be undertaken with the electrical contractor and event management on the night of Monday 7th February enabling any alterations to be undertaken before the event.
- A completion certificate will be provided by the electrical contractor for each supply.
- Electrical engineers will be on standby throughout the duration of the event for maintenance and breakdown cover.



## 16. Concessions

A selection of catering and trader outlets will be available to the audience and managed by the Event Director and Operations Manager.

The Event Director will have specific responsibility for the management of all concession stalls.

The following considerations will be taken into account by the Event Management Team and the concessions traders:

- To prevent, as far as is possible, access to the rear of catering units by the audience
- The appropriate parking of support vehicles
- To maintain access for emergency vehicles and event vehicles
- To allow suitable spacing between units
- To provide appropriate disposal of refuse generated
- To provide proper disposal of oil and fat waste details of which must be agreed in writing with event management
- Provision of appropriate and secure LPG cylinder storage in accordance with HSE guidance on the safe use of gas cylinders, "The keeping and use of LPG in vehicles: mobile catering units"
- To carry and display relevant certificates of food standards and product liability certificates
- To display price lists
- The issue of appropriate vehicle passes and wristband ID
- The possession of a current appropriate fire extinguisher and fire blanket and any other equipment identified via fire risk assessment
- Arrival and set up times to be agreed with management
- Inspection times to be agreed with management
- Operation times to be agreed with management
- To ensure the catering organisation provide all details to event management for inspection by Environmental Protection prior to the event
- To ensure the catering organisation provides all details of electrical power requirements to event management
- To agree in writing that all catering units will be hooked up to the diesel generators provided by event management.

### Declaration of Compliance

An agreement outlining the terms and conditions will be arranged by the Event Director. The traders outlets will all be required to sign a declaration agreeing compliance with the terms and conditions and relevant food safety legislation (to those applicable).

### Food Concessions

Below is a list of food traders who will be trading at this event:

- License2Grill
- StreetEatz
- Betty's Kitchen

The following documents have been requested by the Event Management team:

- Insurance
- Food hygiene rating
- Local authority registration
- Risk Assessments

A copy of all Health & Safety documentation will be kept by the Event Management team to share with environmental health upon request.

## 17. Bars & Alcohol

The organisers will appoint an experienced event bars management company to manage the operation of the bars at Camelot Rises. The bar provider for this event will be Escape Bars.

There will be one bar outlet serving alcoholic and non-alcoholic beverages at the Event.

The bar layout and location can be seen on the site plan.

The following will be taken into account to ensure an efficient bar service:

- A lane system, where appropriate, for the free flow of people to and from the bars
- Toilets for staff
- Appropriate hand wash facilities
- The sale of bottled water and soft drinks
- Prohibition on the sale of alcohol in glass bottles or cans
- A sign campaign on site promoting no glass policy
- Proof of age system (Challenge 25)
- Compliance with appropriate Electricity at Work Regulations
- Suitable and sufficient lighting
- Emergency lighting
- Structural compliance of marquee
- Risk Assessments ensuring the health and safety of customers and staff
- Risk assessments ensuring the appropriate and safe collections of revenue
- The appropriate handling and storage of carbon dioxide cylinders and chemicals
- SIA security management system

Persons under the age of 18 years will not be served alcohol at the bar and a challenge 25 will be operated by the bar staff serving customers. This will be reinforced by appropriate signage and staff briefings.

There is a prohibition of alcohol being brought into the event to all attendees. SIA staff will be instructed to seize alcohol from attendees seen to be attempting to smuggle alcohol into the event at entrance gates.

Furthermore, SIA staff will be briefed to seize alcohol from attendees should they present a crime or disorder risk or be in breach of the licensing conditions.

Alcohol sold at the event will be for the purpose of consumption on the premises. Customers will be prevented from taking alcohol off of the premises.

## 18. Sanitary Facilities

Portable sanitary provision for male, female and wheelchair users will be provided in the form of chemical flushing units and urinals.

- All toilets will have opaque roofs thus enabling sufficient light transfer from the floodlights when used during the hours of darkness.
- All sanitary conveniences will be regularly maintained and serviced by attendants throughout the duration of the event.
- All units will contain either cold-water hand-wash basins and soap dispensers or sanitising gel.
- Coordination with the sanitation contractor in accordance with the event cleansing plan will be undertaken to ensure toilet provision is made available in an attempt to control public urination on areas surrounding the event site.
- The contractor providing and maintaining the sanitary facilities will undertake the appropriate on-site storage of waste with effluent tanks.
- All waste to be removed from site and appropriately disposed of.

### Sanitary Provision for Wheelchair users and people with Accessibility Requirements

Appropriate sanitary accommodation for wheelchair users will be provided in accordance with the Disability Discrimination Act 1995. Toilets will both be integrated into the main arena toilets and specifically for disabled users at the welfare area.

#### Toilet numbers

Appropriate toilet provision to meet the demands for an audience of 1500 customers at any one time. This is based on 300 cars carrying 5 people per vehicle.

The figures in accordance with recommendations in the Event Safety Guide for toilet provision for events under 6 hours with refreshments being served, applied to an attendance of 1500 are as follows:

Calculation methodology:

- 1 toilet per 75 females
- 1 toilet per 400 males plus 1 urinal or 1 urinal space per 100 males
- 1 toilet per 75 special needs people.

Based on 1200 people attending and assuming the audience is split 50:50 male:female, the toilet provision is as follows:

- 750 females equate to 10 toilets
- 750 males equate to 1.8 toilets and 2 x 4-bay urinals.
- 1 toilet per 75 special needs people equates to 1 toilet

We have also increased the minimum amount required by 20% to negate any length queues. Total recommended provision based on the guidance:

- 12 portaloos
- 2 x 4-bay urinals
- 1 accessible toilet

#### Toilet numbers for attendees of Camelot Rises:

- 14 portaloos
- 1 accessible toilet

In addition toilets will also be located in the back of house areas.

Toilets are also available in areas not accessible to public admittance i.e. traders, bar, actors, first aid, staff and crew.

**Toilet contractors**

The contractor for the provision and maintenance of toilets will be appointed in due course.

## **19. Medical, Ambulance and First Aid Management**

The medical, ambulance and first aid provision for the event has been planned in accordance with the recommendations of the Events Safety Guide where the level of provision has been determined by a scoring system which considers specific factors such as:

- The size of audience
- Nature and type of entertainment
- Nature and type of audience
- Location and type of venue

Please see attached appendices for the Medical Scoring.

The proposed levels of medical cover for this event will be:

- 4 First Aiders

### **Medical Provider**

Four first aiders will be provided on each of the events through the Event Management team. Names and contact details of these individuals will be published in future editions of this document.

## 20. Cleansing

The purpose of the waste management plan is to deliver an effective waste management service for the event as well as the areas impacted in the vicinity of the site. The waste management plan will be attached to a later version of this document.

Events can generate waste material from the audience attending the event as well as from concessionaires. Due to the nature of the event, it is not expected that as much waste will be generated on the site than a standing event or where the audience walk around, it is anticipated that the majority of customers will take their waste with them as food and drink will be consumed in their vehicles. However a full waste management plan will be generated once the supplier is appointed to ensure that waste generated from the event is regularly and safely removed from the site and all other areas impacted by the event through the deployment of refuse collection teams.

### Types of Waste

The bulk of waste likely to be generated over the event includes:

In the event site:

- Food packaging
- Waste food debris
- Waste food from food stalls
- Lost items e.g. clothing

Outside the site:

- Food packaging
- Waste food debris
- Drinking cans
- Bottles (plastic and glass)
- Plastic cups served at local pubs

### Safety

The collection of waste will be carried out in a safe and professional manner ensuring risk to employees and attendees is minimised as far as reasonably practicable.

- All employees and their activities associated to collecting waste will be managed by their appropriate supervisors.
- All employees will wear hi visibility tabards or jackets whilst undertaking cleansing operations.
- All employees will wear the appropriate PPE for undertaking their duty.
- All employees will comply with the risk assessments and method statements pertaining to the particular area of work.

Hazards associated with waste include:

- Injury to workers during collection and removal of waste e.g. Cuts and grazes, needle stick injuries, possible infection etc.
- Injury to attendees of the event e.g. slipping on inappropriately discarded refuse/waste discarded food.
- Fire hazards when waste is accidentally or purposely ignited
- Misuse of waste e.g. throwing of items etc.
- Vehicle movements associated with collecting waste; and
- Waste attracting vermin and insects.

## **Operational Plan**

The operational plan will ensure areas are effectively cleaned prior to, during and after the event.

- Temporary bins will be positioned at the entrance gates for the disposal of banned items on entry.
- Temporary bins will be positioned at other areas where there is likely to be the greatest concentration of refuse e.g. refreshment areas.
- Temporary recycling bins will be placed at various locations to encourage attendees to recycle
- All catering outlets in accordance with the attendance agreement will be equipped with litter bins for the disposal of food packaging.
- Large industrial skips required for the disposal of waste from food concessionaires and the bar will be located at the rear of outlets not accessible to public.
- Additional litter bins will be available for the disposal of waste on egress of the screening area.
- The surrounding streets and residential areas around the venue will be litter picked during and following each event day.



## **21. Sound, Noise and Vibration**

Due to the nature of the event, as well as the location of the event site, it is not expected that there will be noise nuisance caused by the event. Although the event will project noise at locations throughout the event, the actual film screening uses the customer's car stereo system to play the audio to the audience, and only low level noise will be projected from the PA around the screening site for atmosphere purposes/ if a customer leaves their car they do not miss the film.

Noise at Work regulations (The Control of Noise at Work Regulations 2005) specify the minimum requirements for the protection of workers from the risks to their health and safety arising, or likely to arise from exposure to noise at work. Noise risk assessments identify those workers who are likely to be exposed including performers, technical staff and staff involved in work activities connected to the entertainment including security, front of house, bar and catering staff, depending on their location and length of time spent in the noisy environment.

The risk to hearing from noise and vibration is increased in the immediate area of speakers. Stewards operating in the area where speakers are located are advised to restrict the length of time spent exposed to noise and vibration by operating a staff rotation system.

Key problem areas include:

- Security staff
- Stagehands
- Sound engineers
- Bar staff
- Stewards
- Performers

### **Responsibility**

It is the Event Director's responsibility:

- To assess the risks to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection where noise exposure cannot be reduced using other methods.
- Ensure sound levels will be monitored to ensure compliance with Noise at Work regulations.
- Make sure the legal limits on noise exposure are not exceeded.
- Ensure there is a competent and responsible sound engineer in attendance to take noise readings at mixing desks and nearest noise sensitive premises to ensure compliance with agreed sound levels.

## 21. Local Environment and Community

The Event Management Team recognise the importance of informing local residents and businesses of event arrangements. Residents and businesses around the venue will be contacted by letter and informed of event proposals ahead of the event. The letter will offer an opportunity for residents to raise any concerns in the hope that the Event Management Team can allay fears and/or remedy any concerns.

The following areas have been identified as residential and businesses addresses where the letter drops will take place:

- Businesses within the Camelot grounds
- Addresses along Park Hall road
- Addresses along Mill Lane (starting from the round-about joining Mill Lane with Preston Road & A49)
- Chisnall Lane
- Withington Lane
- Stocks Lane
- Wood Lane (from the join of Park Hall road to Heskin Village Hall)
- The Meadows
- The Warings
- Highgrove Avenue
- Whalley Road

Please see attached appendices to show the map of the locations of the letter drops. We aim to work with the Safety Advisory Group to identify any addresses they feel have not been represented.

The following arrangements will be in place to help minimise the impact on the environment and community:

- Orientation of the PA away from residential properties
- Considerate programming
- Traffic management plan
- Scheduled early finish times
- Crowd management undertaken by professional stewards and security
- Planning liaison with Police and other Emergency Services
- Event information available to public via letter, press, forum, online and hard-copy, social media and websites

A residents letter will be sent out to local residents two weeks prior to the event taking place. The letter will include details of arrangements made by the organisers planned to minimise disruption and impact on local residents.

The letter will provide information in which residents and businesses in the local area can get in contact with the organisers during the build and break down of the event and during the event operating hours. This will include a resident's email address and a contact phone number.

## **22. Special Effects, Fireworks and Pyrotechnics**

The organisers plan to use special effects such as smoke, fog and laser lighting during the immersive drive through experience and during the screening of the film.

Customers will be made aware of the planned special effects at the point of purchase in case of any adverse reactions to special effects or pyrotechnics. Signage will also be displayed upon entry to the event to warn customers of the upcoming special effects.

The organisers will appoint a specialist company to supervise the management of the special effects who will work closely with the event management team to ensure the safety of the production of the special effects.

### **23. Accessibility Requirements**

Arrangements, wherever possible, have been made to ensure that people with additional accessibility requirements are able to attend and enjoy the event. Consideration will be given to:

- Wheelchair users
- People with mobility impairments
- Visually impaired people
- Hard of hearing people
- Deaf people
- People with hidden impairments
- People with learning disabilities
- People with mental health issues

Practices that will be in place include:

- All paths will be illuminated in the hours of darkness in the areas where customers can exit their vehicles
- Wheelchair accessible toilets for those with disabilities
- Steward and staff assistance is available in the event of evacuation
- Assistance dogs accompanying visually impaired people are allowed into the event although due to noise levels this is not recommended

### **23. Lost Property**

Lost property will be logged in the welfare area and aimed to reunite on the same day of the event in which it was lost. Any unclaimed lost property will be logged and handed in at the local police station for customers to reunite at a later date.

## **24. Media & Publicity**

Information regarding Camelot Rises will be published via the following media:

- News releases in local and national press and selected journals
- Street posters
- Roadside banners
- Local magazines
- Internet Event sites
- Website & social media i.e. Facebook, Twitter, Instagram

## 25. Contractor Obligations and Performance

- The Contractor shall perform the services with all reasonable skill, care and diligence.
- All Contractors will cooperate with the Site Manager to ensure a safe and healthy workplace for all employees working on the site.
- The Contractors must bring to the attention of the Site Manager immediately any health and safety problems/hazards on site that could affect the safety of employees and the public visiting the site or affect the performance under the Contract.
- The Contractor shall provide all the necessary facilities, materials and other equipment and employees of appropriate qualifications and experience to undertake the services. All employees shall have appropriate competence and be properly managed and supervised.
- Accidents and near-miss incidents involving the public and/or the contractor's employees must be reported immediately to Event Management.
- The contractor is reminded that under the Management of Health and Safety at Work regulations they must cooperate with other contractors sharing the workplace, and co-ordinate preventive and protective measures to undertake the operations in a safe manner. Such cooperation should include reference to the contractor's method statement.
- The Site Manager reserves the right to immediately stop the contractor's operation from proceeding, or continuing, for health and safety reasons where the operation departs from that of the method statement or where contractors and the general public may be at risk from this operation.
- The contractor will be advised of, and be expected to comply with the following site rules.

### Site Rules

- All site contractors must report to the Site Manager on arrival.
- All site contractors will need to complete a site safety induction before they commence work
- All vehicles must enter and depart the site by identified routes.
- Site vehicles must not exceed 5 mph, and must not reverse unless supervised.
- No vehicles will be allowed access to the event site or to move on the event site once gates have opened for public admission to the actual event, and may only be moved under the guidance of the event manager.
- Only trained and certified personnel are to drive forklift trucks and operate plant equipment. Any drivers and operators must obtain a permit to use these items from the Site Manager, and must show a valid plant operator's licence.
- Contractors must supply appropriate lighting when work is to take place in poor lighting conditions.
- Contractors are responsible for their own safe working environment, and must work to codes of practice and method statements.
- Contractors and freelancers must ensure that they supply/use the correct Personal Protective Equipment (PPE) for their employees to carry out the required tasks in a safe manner.
- Contractors and employees must know how to use the PPE, and ensure that it fits correctly and has been inspected prior to use.
- Contractors must supply staff protection against the elements, e.g. wet weather, sun.
- Completion of infrastructure must be signed for and a copy of the paperwork handed to the Site Manager/Safety Advisor.
- Contractors are responsible for ensuring that they take regular breaks in accordance with company procedures.
- Contractors/Freelancers will be liable for any damage done to the site caused by their actions, and cost for reinstatement will be charged to the contractor.
- Contractors will be responsible for clearing any waste material created by their actions and/or any works carried out by their employees.

## **Statutory Regulations**

The Contractor shall perform the services in accordance with all relevant legislation and statutory requirements but in particular with regard to:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
- The Events Safety Guide
- The Safe Use of Lifting Equipment Guide
- Managing Crowds Safely

## **Insurance**

- The Contractor shall be responsible for effecting and maintaining adequate insurance to cover its engagement against any claims or risks that might arise and shall indemnify the Event Organiser against all demands, liabilities, claims, loss or damage for any act, omission or otherwise caused by it or any agent or servant's neglect or default.
- A copy of the Contractors Public Liability and Employers Liability Insurance (Public liability a minimum of £10 million) has been attached in the appendices.

## **Other Documents**

Contractors will be expected to provide the following documentation on request:

- Copies of technical structural drawings (if applicable)
- Electrical certificates (if applicable)
- Copies of Plant Handling certificates
- Name and telephone number of the person nominated by the Contractor as the site manager/person with the authority and responsibility for the operation on site
- A copy of the Company's Health and Safety Policy
- RAMS (Risk Assessments and Method Statements) include arrangements for the protection of the public who may be affected by the operation. The method statement should include any arrangements to deal with an emergency situation caused by the Contractor operations
- Relevant COSHH assessments and details of how hazardous operations will be managed.



**26. Transfer of Authority**

The transfer of authority is triggered at an agreed point during the escalation of an emergency incident which requires the immediate activation of one or more of the emergency services and/or the Local Authority Emergency Planning Team.

As defined in the Civil Contingencies Act 2004 a major incident is any emergency which requires the implementation of special arrangements by one or more of the emergency services, NHS or Local Authority in order to:

- Rescue, treat and transport a large number of casualties;
- The involvement either directly or indirectly of large numbers of people; and
- The handling of a large number of enquiries from the public and/or news media, usually to the Police. It is also:
- Any incident that requires the large scale combined resources of the emergency services; and
- The mobilisation of the emergency services and supporting organisations such as the LA to cater for the threat of death, serious injury or homelessness to a large number of people.

The transfer of authority will transfer full responsibility and control for the event area to the authority assuming control.

All staff working for Camelot Rises including working personnel and contractors will continue to assist the authority assuming control under their direction.

The transfer of authority will be made in writing.

Should the authority assuming control require Camelot Rises to resume control, this will also be made in writing. There will be no obligation for Camelot Rises or Go To Live and/or its working personnel to resume control.

**Assumption of Control**

Event:	Camelot Rises
Location:	Camelot Theme Park, Park Hall Road, PR7 5LP
Date:	Thursday 10th February - Sunday 27th March 2022

Transfer of authority from Event Manager to Senior Emergency Service/ Local Authority Officer:

At (time)\_\_\_\_\_ on (date) \_\_\_\_\_ a major incident has arisen, namely (specify)\_\_\_\_\_

As the senior officer of \_\_\_\_\_ Police/ Fire & Rescue Service/ Ambulance Service, I assume control.

Signed:	Signed:
Name:	Name:
Event Manager:	Senior Officer:
	Position/Rank:

## **27. Counter Terrorism**

Following recent terrorist attacks in the UK which saw the threat level of international terrorism rise to 'Severe' there is a need for an increased level of awareness. Vigilance is vital regardless of the current national threat level and is now again 'Severe'. Given the fatal attack at Manchester Arena in 2017, it would be irresponsible if the organisers of Camelot Rises marginalised the threat of terrorism. Whilst the event is not on the radar as a major national event it is still an event attracting a mass gathering of people during a high threat level.

The management team have assessed the potential risks related to terrorist threat and will be implementing mitigating measures against both internal and external to the event site. Advice and direction has been fully taken into account in the drafting of this ESMP, namely NaCTSO guidance "Counter Terrorism Protective Security Advice for Major Events".

Should the threat level increase to critical, then any additional measures required should be discussed with the local police force in the light of current intelligence. It may be that if there is no specific further intelligence affecting the event that these tactics outlined here remain appropriate and proportionate for a critical threat level but that must be assessed at the time in conjunction with the responsible authorities.

## 28. COVID-19

The event organisers recognise the health and welfare risks caused by COVID-19 and aim to minimise as far as reasonably practicable the risk to staff, patrons and the general public involved or impacted by the event.

The organisers of the event have implemented a number of procedures, protocols and strategies to reduce the risks of COVID-19 at the event. The prevailing approach to managing COVID-19 is ever changing and evolving and as such the organisers are taking a keen interest in guidance issued by Government and the local authorities to ensure best practice and are ensuring a dynamic approach and flexible mindset when it comes to responding to the changing circumstances.

Below is a list of measures currently being planned for and implemented at the event. Further details can be found in the event risk assessment which is appended to this document:

- Increased provision of hand sanitisation units around the site for staff, contractors and patrons
- Use of face masks recommended while customers are not in their vehicles
- Customer facing serving staff will be wearing face masks and gloves
- Queuing systems in place at food concessions and toilets to encourage social distancing
- Signage located around the site to encourage social distancing and mask wearing
- Increased circulation space for walkways to outlets and to WCs
- High touch points to be sanitised regularly by event cleansing team
- Customers asked to remain in their cars unless using the facilities
- All working staff to be asked to understand Lateral Flow tests daily and show the negative results to their line manager. Spot checks to be undertaken by the EMT
- Customers will be recommended to undertake a Lateral Flow test in advance on arrival
- NHS Track and Trace will be available upon arrival for those that wish to use it

The Camelot Rises event is due to place during a time where there is currently no Government restrictions for events or hospitality industry, however, in the event that the Government do impose restrictions this plan will be reviewed in line with the latest guidance.

The organisers will monitor this and all COVID-19 guidance closely, and will remain in dialogue with the local authority throughout the planning process.

**END OF DOCUMENT**