



Back To The Old Pool Festival (BTTOP)

Saturday 02nd July 2016

EVENT MANUAL VERSION 2.0 Draft

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1. The Festival

1.1 Introduction

1.1.1 Organisation Description

SoundBox Venues Limited are looking to host a small-scale boutique festival called Back To The Old Pool (BTTOP). This will be a celebration of Blackpool's famous nightlife heritage, pulling not only from the local economy but marketed to the entire north west of England.

(Company Details: Registered Office, 5 Rosefinch Court, Blackpool, FY3 9PD)

1.1.2 Previous Events

Sound box Venues Limited has been established for this venture, however the team of directors and event management have a vast portfolio of successful events from across the UK & Europe.

These include:

- Creamfields
- Parklife
- Mint Festival
- Northern Pride
- Clubland Live
- Goodgrief
- Kidstock
- Party In The Park
- Colours Fest
- Belfast Open Air Arena Show

1.1.3 Event Description

BTTOP propose a one-day festival running from 12 midday – 10pm.

Which includes music, entertainment, Merchandise Stall's, licensed bars, food concessions and fairground.

1.2 Festival Officers

1.2.1 Event Organiser

The Event Organiser is defined as the individual or organisation that promotes and manages the event. In this case the event is organised by (SoundBox Venues limited T/A BTTOP). The Event Director Jason Barr will manage the event with the support of the Directors and Event Manager/ Safety Officer.

Director's
Jason Barr
Simon Halliwell
Barry Almond

1.2.2 Event Director

Jason Barr E: [redacted] [redacted]

Jason has been running large scale music events for over 25 years both UK & Abroad.

More recently Jason event managed The Syndicate in Blackpool (2002 - 2010), Ministry Of Sound in Bangkok as well as successful and safe events in resorts in Spain & Greece.

1.2.3 Event Manager and Safety Officer

Martin Robinson West Coast Hire & Events martin@hireandevents.co.uk [redacted]

Back To The OLD Pool (BTTOP)

To ensure event safety and compliance we have appointed Martin Robinson to over see events safety and management.

The Event Safety Officer will be responsible for the safe delivery of the event for those attending and participating. A power of intervention on safety matters will be executed, if required, and includes the authority to terminate the event at any stage if it is deemed appropriate in the interests of safety.

The Event Safety Officer must be kept apprised of all activities on site, and any developing situations/potential areas of concern. He will be based at Event Control but will also assume a roaming role to ensure that the event is running to schedule and safely. He will be in radio and mobile phone contact with Event Control.

1.2.4 Chief Steward

(NAME) – (Email) – (Phone Number)

The Chief Steward will liaise with the Event Manager/ Safety Officer, and the Volunteer Steward Supervisor to organise and manage all stewards at the event. He will be responsible for ensuring that stewards are distributed in accordance with the stewarding plan, maintaining lines of communication with all stewards and managing any additional stewarding requirements determined by the Event Manager/ Safety Officer.

He will be based at Event Control but will also assume a roaming role to ensure that the event is running to schedule and safely. He will be in radio and mobile phone contact with Event Control at all times.

Stewards will be deployed as either security stewards or safety stewards depending on qualifications.

Explain difference

1.2.5 Designated Premises Supervisor (DPS)

This will be Dominic Herdman of SoundBox Venues Ltd.

1.3 Security

(TBC) will be providing security personnel for the event. These will be a mix of SIA accredited security stewards around the bars and non-SIA accredited 'general' stewards situated at strategic points across the sites. An additional three operatives will be on site overnight on Thursday 2nd June 2016 until the site is cleared.

1.4 Police

(TBA) We will seek advise from the police

1.5 Medical Services

(TBC) will be providing first aiders on site during the event. They will be roaming providing routine medical assistance.

1.6 NW Ambulance Service (TBC)

NWAS will be supplying a fully kitted Paramedic ambulance and two Paramedics to be onsite all day.

In the event of an untoward Incident or Emergency Situation requiring further medical assistance, normal activation procedures will be implemented. The Ambulance Service will then deploy appropriate medical resources. The Main A&E Department is at the Blackpool Victoria Hospital, and is less than half a mile away.

1.7 Lancashire Fire and Rescue Service

Lancashire Fire and Rescue Service are not implementing any special arrangements for the event. In the event of Untoward Incidents or Emergency Situations Lancashire Fire and Rescue Service will be notified if their presence is required. On arrival, the Fire Brigade will assume control of any incident involving fire and will co-ordinate actions with the Police and Ambulance Service and Event Manager via Event Control. If a Fire rescue vehicle needs to come onto the site during the event a steward will meet the vehicle at the entrance and lead the vehicle to the scene of the emergency.

Suitable fire-fighting equipment will be provided on site in association with the Fire Risk Assessment undertaken using guidance published in: Fire Safety Risk Assessment: open air events and venues, HM Government.

1.8 Contact Details

Position	Name	Mobile number
EVENT CONTROL		
Event Director	Jason Barr	[REDACTED]
Event Manager & Safety Officer	Martin Robinson West Coast Hire & Events	[REDACTED]
Director	Simon Halliwell	[REDACTED]
Director	Barry Almond	[REDACTED]
DPS	Dominic Herdman	[REDACTED]
Chief Steward	TBC	
	Big Top/ Marquee	
	First Aiders	
Market stalls Coordinator		
Press Officer	TBC	TBC
Main Stage Manager	TBC	TBC
Park Manager		TBC
Waste Supervisor	TBC	TBC

1.9 Insurance



Public liability insurance of up to £10million, employer's liability of up to £5million and £50,000 cancellation insurance has been taken out with (NAME). All risks Liability will also be taken out. Policy Number (TBC)

1.10 Cancellation

1.11 Prior to the event



Only on the specific advice of the Safety Advisory Group, Lancashire Police or as a result of the Event Directors decision will the event be cancelled. We will place adverts online (website, Facebook, Twitter, email lists), in local press (The Gazette) depending on the time available. Posters and crew will be posted around the site on the day of the event to explain the situation.

1.12 During the event

Only on the specific advice of Lancashire Police or as a result of the Event Director or Event Safety Officer decision will the event be cancelled. It is likely that if such a situation were to arise during the event it would be as a result of an Untoward Incident or Emergency Situation and the procedures described in [Section 6](#) will be followed.

2 Back To The Old Pool (BTTOP)

2.1 Event Description

BTTOP will commence at approximately 12pm. It will be a Classics Based electronic music event with 5 main Marquees stage's, bars, fun fair, food concessions and other activities. For a complete schedule of events please see Appendix Five. Designated Stewards will be present throughout the park area and will be in radio contact with Event Control.

2.2 Event Location & Times

BTTOP will commence at 12pm and will finish at 10pm. Throughout the Event, there will be a number of events taking place and details of these events are attached. Appendix Five. The license will be from 12pm till 10pm.

2.3 Attendance

It is anticipated that between. 2,000 - 5000 people will attend the BTTOP event throughout the day, with no more than 5000 on site at any one time. These figures have been estimated from previous events in the UK and the experience of the Event Organisers.

The event will be advertised through out the north west of England It is anticipated that due to the nature, method and style, of advertising of the event that the vast majority of those attending will have a connection's to the brands that the directors own and have operated in the past.

2.4 Contractors

These events will be supervised by the relevant qualified people, who will be required to provide evidence of the appropriate insurances prior to commencing the activities. Details of insurance will be retained by The Event Manager.

2.5 Site

A 'Site Map' is attached which sets out the 'boundaries' of the event site, which will be under the control of BTTOP directors and events management.. Appendix 2

BTTOP and (NAME Security) will not be liable for any incidents which may occur to participants outside this designated area.

We intend to set up a perimeter fence around the boundaries to make the event easier to control. [Appendix 2] We will also be restricting any alcohol from being brought onto the premises by carrying out bag searches. Each entrance to the site and the designated evacuation points will be manned by (NAME Security). [Appendix 2]

2.6 Parking

There will be limited on-site parking for event management. There is public parking in the surrounding area. Additional parking will be arranged with Blackpool Council. *How many spaces within 1/2 mile?*

2.7 Event Installation

2.7.1 Thursday 30th June 2016

Lawsons Field (TBC)

08.00	Event & Safety Manager arrives
08.00	Fencing Arrives
08.00	Forklift and Welfare cabins arrive
08.30	Generators to arrive

Back To The OLD Pool (BTTOP)

09.00	Marquees arrive
12.00	Fairground Arrives
19.00	Overnight security arrives

2.7.2 Friday 01st July 2016

Lawsons Field

08.00	Over Night security departs
09.00	Bars & Food to arrive
09.00	Production arrive & Set up
17.00	Sound checks
18.30	All contractors to depart site
19.00	Overnight security arrives

2.7.3 Saturday 02nd July 2016 Event Day

Lawsons Field

08.00	Over Night security departs
09.00	Merchandise to arrive

10.00	Electrical testing and certification
10.00	No sound checks until 11am
	PAT checks
	Safety checks
	Licensing checks
10.30	Security/Stewards briefing
11.00	Acts arrive
	First aid point established
	Health and Safety Sweep
	<i>Vehicle Movement restricted to 'Emergency Vehicles ONLY'</i>
	Fire Safety Check
	Wind and weather checks recorded
	SIA staff start
	Final pre-event safety check

2.7.4 Event timetable

11.30	Wind and weather records (Recorded Every Hour)
13.00 – 23.00	Litter picking
11.30 – 22.00	Noise Level Checks on the hour per location
22:00	Bars close (Last Orders @ 21:40)
22:00	End of entertainment, finale on stage
22:00	Event closes, all sound systems switched off

2.7.5 Event clear up

22:00	Closure of Events
	Participants encouraged to leave site
22.20	Vehicle Movement permitted, subject to authority from Event Control

Back To The OLD Pool (BTTOP)

22.30 – 22.50	Essential pack down of equipment (must be complete by 23.00)
22.30	Security/ steward end (subject to site and surrounding area been clear)
22.50	All contractors off site and over night security take over
23.00	Final site check – Final Clearance Sunday 03 rd July

2.8 Event programme

A full running order and programme for the event is included in [Appendix 5](#), this is subject to change.

2.9 Welfare Facilities

Portaloos will be required. These will be provided by (NAME), who will provide the following:

We are working on a 50/50 split for sanitary provision

Number / QTY

Female – 25 toilets

Male – 5 toilets + 4 Urinals

Disabled – 2 Toilets

Expenditure of 50/50 split

2.10 Alcohol Consumption

Four licensed bars will be situated adjacent to the main stage's, a small bar will be located within the VIP tent. There may be a further bar backstage of the main stage for performers and VIP, which will not be accessible to the public.

Accordingly, these areas will be under the supervision of SIA licensed operatives who will enforce, where appropriate, Council byelaws and take appropriate action. Each bar will enforce 'Challenge 25'. Stewards will be watchful for drunken behaviour and discourage further drinking and take further action as required.

All alcohol provided by the bars will be served in plastic containers.

2.11 Structures

All structures used on site will be of a temporary nature and supplied by MUTA approved contractors. All service providers and contractors will be required to provide relevant documentation and insurances and licences in relation to the erection and stability of all structures.

Marquees will be provided by (NAME) and stage hire will be provided by West Coast Hire & Events. A Certificate of Conformity is attached at [Appendix 7](#) and will be provided prior to the event. A further certificate must be completed on the day, to ensure all relevant documentation and insurances are valid.

Our structures will meet the requirements laid out in [Appendix 9](#) and are all of a temporary demountable or 'roll-on roll-off' vehicle design.

Structures	Dimensions	Max capacity	Exit	Fire safety	Furniture/hazards
Arena 1	32x36 meter	1500	Open Sided	2 x Co2 1 x Water	Electrics, stage fabrics
Arena 2	32x36 meter	1500	Open Sided	2 x Co2 1 x Water	Electrics, stage fabrics
Arena 3	20 x 30 meter	1000	Open Sided	2 x Co2 1 x Water	Electrics, stage fabrics
Arena 4	20 x 25 meter	1000	Open sided	2 x Co2 1 x Water	Electrics, stage fabrics
VIP Arena	20 x 15 meter	500	Open Sided	1 x Co2 1 X Water	Electrics, stage fabrics

3 Safety

3.1 Safety Advisory Group

A Safety Advisory Group has been formed, with representatives from (BTTOP), Blackpool Council, Lancashire Police, (MEDICAL) and Lancashire Fire Brigade. This committee will advise the Event Director on safety issues and support as required.

3.2 Advising on Safety

3.2.1 Event Safety Officer

The Event Safety Officer is Martin Robinson. His role is to advise on relevant matters of health and safety before and during the event. He will form part of the Festival Officers on site. A power of intervention on safety matters will be executed, if required, and includes the authority to terminate the event at any stage if it is deemed appropriate in the interests of safety in consultation with emergency services and the Event Manager.

3.2.2 Health and Safety Advice

The Event Safety Officer, Martin Robinson will provide the lead on health and safety. The Event Director and Event Manager have developed the Event Manual, risk assessments, steward briefings and liaised with the SAG officers on other health and safety related matters.

3.3 Main Risks

3.3.1 Size of event

In order to assess the scale of the risk, it is essential to make an assessment of the potential size of the crowd. However, it should be recognised that it is virtually impossible to predict an accurate number, as the event is particularly dependant on weather conditions and pre sale tickets.

For planning purposes, a maximum crowd of 5000 at any one time during the event has been forecast, with approximately 5000 attending over the whole event. These figures have been derived from previous festivals, crowd sizes at other performances by the headlining acts and the opinion of experienced music professionals. Experience has shown that the crowd dynamics show a transient profile of visitors to the event who stay on average for 8 hours.

Should they not have this?

The available area is approximately (???) square metres. Even with the available space being reduced by a quarter due to the structures there is still approximately 1.2 square metres per person. The exits from the event area are numerous and even if the largest of the exits is compromised there is at least 20m of exit width.

The site is largely flat, over grass with a tarmac road to the east. We estimate that the contained site will be no larger than 2/3rds of the entire land area.

Free water + chill out area?

3.3.2 Crowd Control

The main risk identified at this event is public safety –overcrowding in each marquee. This could be either a gradual overcrowding, or a sudden overcrowding caused potentially by the popularity of a particular act, or by sudden bad weather. However we intend to spread the main acts evenly

The key to managing these problems is risk awareness and spotting potential problems before they become serious, giving vital time to implement the appropriate response. Additional personnel will be available to help manage any site-

specific overcrowding problems, and key personnel will be briefed on the strategies to deal with both gradual and sudden overcrowding problems prior to the event.

Constant visual checks will be undertaken to ensure areas and structures are not overcrowded. Guide maximum occupancy of structures is included in the Event Manual.

Barriers in themselves have inherent risks and our assessment is that the risk of using barriers is over-ridden by the risk of overcrowding.

3.3.3 Additional risks

Additional risks include fire and public disorder. These risks have been covered in the risk assessment.

All participants, exhibitors, crew, etc. must be aware of the need for their own safety and to that of others. Extra care should be exercised to alleviate, slipping, tripping or falls associated with the terrain. Vendors and traders should be aware of manual handling procedures and techniques.

3.4 Risk Assessment

The Event Safety Officer has carried out a full risk assessment for the event, including the set-up and take down. See risk assessment (appendix 2).

3.5 Weather

Regular checks by a competent person using an anemometer will be undertaken to ensure that the wind speed is below the safe operating level for structures. The safe wind speed for structures will be displayed in Event Control.

Stewards will be briefed on management of crowds if inclement weather occurs and over-crowding occurs in covered structures. To alleviate this problem, stewards will be on constant ~~look-out~~ for overcrowding of structures and carryout visual checks. Marquees will have large entrances/exits which will allow easy entrance and egress of participants. The use of portable roadway(matting) will be used should it be deemed necessary.

3.6 Transport & Traffic Management

A JCB/fork lift will be used on site on the 02nd-04th and will only be driven by a competent and authorised person and must be used with a banksman at all times.

There are good public transport links to Lawson's Field where we will be able to operate park and ride. In addition there may be additional parking on Stanley park opposite West Park Drive which the council have used for previous events. (Cricket, Hockey, Fireworks)

During BTTOP (from 12.00 – 10pm) vehicle movement on site will be RESTRICTED to Emergency Vehicles Only

Limited Parking may be available in Lawson's Field, situated on site (Location TBC) and this will be reserved for Event Management and Emergency Vehicles. Service providers and contractors vehicles will not be permitted to remain on site, with the exception of the 'licensed bar' providers who may require access to parked vehicles in order to obtain further supplies.

3.7 First Aid & Medical Provision

First aid facilities will be located next to event control.

The nearest A&E department is at the Blackpool Victoria Hospital Blackpool half a mile away from the Lawson's Field. Proposed medical cover includes:

- 8 x First Aid Members
- 2 x Ambulance Personnel
- 1 x Ambulance Units

Clubs
+
Beats at
crew

3.8 Electricity

All electrical equipment should be PAT tested and an electrician will be onsite during the event. The Staging Company has the relevant expertise with regard to connecting equipment to mains and generator electrical supplies. Generators and areas where electricity is being used will be fenced off from the public.

(All equipment should be PAT tested prior to the equipment being brought on site. All certificates should be sent to the event manager no less than 1 week prior to the equipment being brought on site. An electrician will inspect all equipment brought onsite to ensure all details are correct with the certificates. Should any equipment not be PAT tested then we will ask for the equipment to be removed from site or the onsite electrician can pat test the equipment for a fee of £5 per item. **We will test generators and any leads off the generators any item been plugged in is the responsibility of the user.**)

The electrician will sign off the electrical safety of the event prior to the event commencing and hand the certificates to the Event Manager.

3.9 Smoking Controls

Smoking should be restricted within any open areas or structures where it may aggravate other persons or non-smokers. Smoking will only be allowed outside in open areas. Controls should also be in place where there is a risk of fire or explosion e.g. near flammable liquids or transportable gas containers. Event Control and Communications

3.10 Event Control

3.10.1 Description

Given the complexity of the event it is proposed that an Event Control be set up within Lawsons Field. In the event of an emergency, the Event Director, Event Safety Officer, Chief Steward and where appropriate, representatives from the Emergency Services, should meet at the Event Control. Event Control will be situated in a welfare unit at the main entrance to the event.

3.10.2 Personnel

The Event Control will be manned AT ALL TIMES commencing 10am through to 11pm by an appropriate official.

The Event Director will have full and total control for the running of the Event. A detailed operational Log will be maintained and updated accordingly. Other key personal will be the Event Manager, Chief Steward.

Key Staff will be in constant radio and or mobile phone communication with each other.

The primary method of communication at the event will be by radio, however mobile phones will be used as a backup method if radios are out of range or experience technical difficulties. Event Control will have a dedicated mobile phone on charged and on standby.

A hierarchy of personnel on site is included in [Appendix 4](#).

3.11 Communication onsite

3.11.1 Radio

Radio Communications will be provided by (TBC). Stewards will be briefed on the use of radios.

3.11.2 Mobile phones

These are solely used as a backup to the radio system in the event of a failure of the radios or in an out of range area. Event Control has a dedicated mobile phone. The mobile phone numbers of the Event Organisers will be given to key personnel.

3.11.3 Megaphones

There will be a minimum of 2 megaphones in Lawson's Field. Stewards will be briefed on where these are stored and when how they should be used for crowd control if necessary.

3.11.4 Public announcements

The PA systems at each stage can be used if required to give coordinated or local announcements to the public or coded messages to event stewards and crew. This is most likely to occur during an Emergency Situation and as such procedures are included in Section 6 – Emergency Management Procedures.

The Event Director and Event Manager will have the overall decision on pausing or stopping performances, part or the entire event. They will radio instructions to the Entertainments Manager and/or Stage Manager(s) who will be responsible for making any announcements. They will liaise with the sound desk to either halt output immediately, make an announcement themselves over the PA or to liaise with the artists for less-urgent messages to be relayed to the crowd.

3.12 Stewards

3.12.1 SIA and paid stewards

The Safety Stewards and SIA Security Stewards will be provided by (NAME).

3.12.2 Steward deployment

A list of the deployment of stewards is included in Appendix 4.

During the site set-up on the morning of the event there will be 4 stewards to assist with traffic management and on-site security. There will also be volunteers on site to help with the set-up and answer queries from contractors. (NAME) will be providing security personnel for the event. These will be a mix of SIA accredited security stewards around the bars and Arenas and non-SIA accredited 'general' stewards situated at strategic points across the sites. An additional three operatives will be on site overnight on Thursday 30th June from 7pm to 7am. All of the team will be SIA accredited however they will differ from Steward/Security and a higher lever which are licensed as Door Supervisors.

The (NUMBER) SIA Licensed Door Supervisors from (NAME) deployed to control the 'Bar Areas' specifically. Anyone consuming alcohol that refuses will be escorted off the premises when requested by Security Operatives, may be removed with the assistance of the Police. Stewards and Security Operatives will monitor the event accordingly to prevent under-age drinking occurring and to ensure that alcohol consumption is monitored appropriately in order to prevent any antisocial behaviour.

Anyone removed from the event will be authorised by the Head of Security (NAME) to ensure we only eject as necessary and as a last resort

3.12.3 Police

Lancashire Police may request a presence.

3.12.4 Steward training

All stewards and crew will receive written and in-person briefings before the event. A detailed list of steward's duties will be included in their briefing packs. This will give details of each post's responsibilities and duties. Stewards will receive the briefing before their shift begins.

3.12.5 Logs

An event log shall be kept and recorded in Event Control of all incidents and relevant action taken. This will provide a brief overview of the day and how responses to any situations were taken. An hourly log of generators, crowd levels, structures, fire-points, waste and weather shall be recorded at a minimum. This will be in conjunction with the Event Safety Officer.

EMERGENCY MANAGEMENT PROCEDURES

3.13 CONTINGENCY ARRANGEMENTS

Contingency Arrangements have been devised to allow a detailed and co-ordinated effective response to any and all unscheduled occurrences, which infringe on the safe operation of both these Events. Three categories of occurrence, each requiring a specific response, reflecting their severity, have been identified and are detailed below.

3.13.1 UNTOWARDS INCIDENTS

An Untoward Incident is defined as 'a routine occurrence that impacts upon the safe running and management of the Event but **DOES NOT** require the presence of the police to resolve the Incident'.

3.13.2 EMERGENCY SITUATIONS

An emergency Situation is defined as 'an occurrence that poses an immediate threat of serious injury, loss of life and or a breakdown in public order **AND DOES** require the immediate presence of the police to resolve the situation'.

3.13.3 MAJOR & SERIOUS INCIDENTS

A Major or Serious Incident is defined as 'any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the local Authority for any of the following:

The initial treatment, rescue and transportation of a large number of casualties;

The involvement, either directly or otherwise, of large numbers of people;

The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the Police;

The need for the large scale combined resources of two or more of the Emergency Services;

The mobilisation and organisation of the emergency Services and supporting organisations, e.g. Local Authority, to cater for the threat of death or serious injury or homelessness, to a large number of people;

Although this broadly applies to the NHS, a more relevant definition is

'Any occurrence which presents a serious threat to the health of the community, disruption to the service, or causes (or is likely to cause) such numbers or types of casualties as to require special arrangements to be implemented by Hospitals, Ambulance Services or Health authorities'

3.14 Emergency Management Protocol

3.14.1 Major or Serious Incident

Should a Major or Serious Incident be called, this is beyond the scope of this Event Manual and the Event Manager will support and co-operate with the Emergency Services, with all the resources at their disposal.

3.14.2 Emergency Situation

On occurrence of a potential Emergency Situation, the Police will be informed, via telephone or by direct radio link by the Chief Steward (Name). Stewards, Security Operatives and Event Officials will work in co-ordination with Police Officers to resolve the incident effectively.

3.14.3 Emergency Situation Response Plan

A flexible Emergency Situation Response Plan will be implemented as follows:

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- Any Steward/Security Operative or Official becoming aware of a potential Untoward Incident or Emergency Situation MUST advise the Event Manager, who will be located in the Event Control (EC), via radio. A concise location and situation report should be given. Where necessary, a Supervisor will be deployed to the incident.
- On receipt of incident information, the Event Manager will conduct an assessment to determine if the circumstances do, in fact, amount to a potential Emergency Situation. If assessed as such, the Emergency Situation Response Plan will be implemented; otherwise the Event Manager will manage the incident as an Untoward Incident. Details will be recorded in the Incident Log held at the Event Control. The Police will also be notified.
- A decision will be taken, by the Event Director, in consultation with Event Officials, whether to stop or pause the Event, whether as a whole or individual parts. **It will be the responsibility of the Event Director**, to make this decision.
- Although there may be natural breaks in the Events, any unplanned stoppage, could indicate a possible Emergency Situation.
- Radio Traffic, unless essential, will be restricted to that traffic between the initial caller and the Event Director or designated Deputy (e.g. the Event Safety Officer). The following call sign will be sent out from Event Control requiring all non-essential radio traffic to cease:
 - *"URGENT, ESSENTIAL RADIO TRAFFIC ONLY"* repeated twice
 - These calls sign will not only identify radio silence needed but will also warn all radio users that an emergency is being declared.
- The Event Director, in consultation with the appropriate Personnel, will determine the appropriate Action Plan required, responding to the prevailing circumstances.
- The Action Plan will then be relayed by radio to Stewards, Security Operatives and Event Officials, without delay.
- Stewards, Security Operatives and Officials will act, as per their issued instructions.
- In order to halt performances the Event Director/Event Manager will issue a radio instruction to the Stage Manager(s) to either stop performances at the end of the next item or to stop performances with immediate effect. Standard announcements will be used on the following lines.
 - *"WE APOLOGISE, THERE WILL BE A SHORT BREAK IN THE PERFORMANCE. PLEASE LISTEN FOR FURTHER ANNOUNCEMENTS."*
 - *"PLEASE MOVE AWAY FROM [NAME PLACE] AND MOVE TOWARDS THE EXITS AT [NAME ROUTE(S) TO BE USED]."*
- It will be the Stage Manager(s) responsibility to ensure that announcements are given in liaison with the sound desk – this may include cutting the PA immediately, making an announcement immediately or if less urgent to liaise with the artist to make an announcement.
- If an evacuation of part or the entire Event is required, Stewards, Security Operatives and Police Officers will prevent any re-entry without specific permission from the Police Commander.

3.15 Evacuation

3.15.1 Signal to evacuate

In the event that there is a need to evacuate the event, the code word '**CODE RED**' will be used and relayed to stewards by radio. This phrase should be reserved solely for this use and stewards will be briefed on its use.

3.15.2 Evacuation routes

As there are numerous exits from Lawson's Field [Appendix 2c], where BTTOP is to be held, this is not envisaged to be a major problem and evacuation will be away from the hazard co-ordinated by Stewards and Security Operatives. Event Stewards will be given detailed instructions with regards to their duties should the need arise to evacuate the Event.

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General instructions will be outlined within the 'Stewards Briefing'. The aim will be to move people to a safe, open area if possible away from traffic and roads.

All emergency exits are a minimum of 7m and can be widened if required.

Dependant on the incident, the principle evacuation routes from Lawson's Field will be as follows:

- Evac A Through main entrance to event through open gates
- Evac B Through the gate's at the south of the event on to Lawson's Field.
- Evac C Through the east gates on to the tarmac.
- Evac D North East Gate to rear fields of Lawson's Field.
- Evac E Through Gate to north of event on to Village hotel Drive.

There are large open areas of land at the end of each of these evacuation routes and stewards would prevent people from re-entering the park until an all clear was given.

The preferred points of evacuation shall be Lawson's Fields south of event; these are all large open areas at the end or next to the above evacuation routes. [\[Appendix 2c\]](#)

Stewards will also be briefed to check all structures are clear before evacuating the site themselves and to report issues immediately to Event Control, however will not be expected to put themselves in any personal danger. It will be the Security Supervisors role to ensure that all structures have been checked (including Portaloos) before evacuation is complete; results should be passed to the Event Manager.

3.16 FIRE HAZARDS, BOMB THREATS, SUSPICIOUS PACKAGES/VEHICLES

The following information will be given to the Stewards regarding these hazards.

Police Officers should be aware of these guidelines; however, they should act in accordance with normal procedures which will normally be initiated with a Situation/Incident Report to the Event Control. Simultaneously, the Police Liaison Officer will be alerted.

3.16.1 Fire Hazards



The risk of fire in the vicinity of the Event is always present, particularly where mobile catering facilities are located. Other high-risk areas include locations where generators are deployed.

Fire fighting equipment will be provided in all areas where there is a potential ignition point e.g. generator, electrical equipment and in marquees. These points will be marked on the site map provided to stewards.

Stewards trained in fire fighting procedures will be deployed in high-risk areas and have access to appropriate equipment. All such equipment will be sanctioned by the Fire Service. However Stewards should only tackle fires where it is not a danger to life and only once the area has been evacuated.

It is essential that, even if extinguished, any fire is reported to the Fire Brigade via Event Control.

All Electrical Equipment provided by Contractors will be PAT tested. Accordingly equipment Contractors providing such equipment must sign a statement confirming that they accept responsibility that their equipment complies with safety legislation.

 If a fire occurs to raise the alarm the phrase 'Fire Fire Fire' should be shouted. At designated structures highlighted on the site map [\[Appendix 2b\]](#) megaphones are also available with sirens to aid this warning. 

Generators used on site will be situated away from structures, be fenced off and will not be refilled during the event. Diesel generators will be used.

All enclosed spaces and structures will be non-smoking and stewards will be briefed to be aware of this. Signage will also be used to inform the public of no-smoking within marquees.

3.16.2 Bomb Threats

Event Control and Security Operatives, including Stewards must be aware of the potential, however negligible, of bomb threats and the ensuing actions that must be taken.

Bomb threats may be received by any agency and are likely to come by way of telephone. In the event of a bomb threat being received at Event Control, the Police **Must be informed immediately.**

The Police will be responsible for the co-ordination of the response to a bomb threat in accordance with agreed Lancashire Police procedures.

3.16.3 Suspicious Packages and Vehicles

Even without the receipt of a specific bomb threat, Stewards must remain vigilant as regards the possibility of the discovery of suspect packages or vehicles and should make a cursory check of their area of responsibility as they patrol.

If a suspicious package or vehicle is discovered it should not be touched or moved. Event Control should be informed as soon as possible. However, radios and mobile phones should not be used within 50 metre distance of suspect packages or vehicles.

Event Control will notify the Police immediately. The Police will be responsible for the co-ordination of the response.

4 Compliance with Statutory and other Requirements

Whilst on site all staff and contractors must comply with all relevant statutory and other requirements that may relate to their activity on site, including structural regulations, Health & Safety law and fire prevention precautions.

The Event Manager will be responsible for checking 'noise levels' during BTTOP and his details will be provided to Blackpool Council, in the likelihood of complaints being received. The event will comply with the conditions issues by Environmental Health relating to noise (see Appendix Eight).

The Environmental Health team will be informed of any food and drink vendors that will be on site to ensure that they have appropriate food hygiene certificates.

The following food vendors will be present:

1 (TBC)

4.1 Insurance

BTTOP has obtained the appropriate level of insurance cover as below:

Name of Insurer:	(NAME) Insurance
Type of Cover:	Public Liability and Employers Liability
Policy/Certificate Number:	TBC
Level of Cover:	£5 million Public and £10 million Employers

All contractors and traders shall ensure that they have £5million Public Liability and £10million Employers Liability and any other necessary insurance in force and valid throughout their participation in and attendance at the event.

Written evidence of same shall be exhibited to the Event Management prior to the event. All contractors and exhibitors shall indemnify and keep BTTOP and the venue owners and their employees, servants, agents and others wholly indemnified against all losses, claims, damages, expenses and liabilities arising out of or inconnection with the death or

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injury of any person (other than where occasioned by the negligence of BTTOP or the venue owner) or damage to or loss of any property arising out of the contractor's or exhibitor's participation in or attendance at the event.

4.2 Licensing

The event will have applied for a premises license for Lawson's Field issued by the Licensing Authority. The Designated Premises Supervisor will be Dominic Herdman (SoundBox venues ltd) noted on the license issued by Blackpool Council.

The land permit for the use of Lawson Field will be issued by Leisure Services of Blackpool Council.

4.3 Cleansing

The Event Organiser shall provide refuse bins before and during the event and a collection of refuse from the site after the conclusion of the event. All contractors and exhibitors shall ensure that all waste is kept out of site and away from areas that enjoy visitor access, and that all such waste is properly bagged or otherwise secured to allow for its safe removal from site. Exhibitors shall keep nothing of a foul or noxious nature on site. No dumping of wet waste on the site shall be allowed: all methods of disposal must be in accordance with Environment Agency guidelines and regulations.

All rubbish management has been contracted out to (NAME).

2 x Operatives to deliver and locate bins 08.30

8 x Operatives for litter picking 15.00 – 23.00

1 x Supervisor 14.30 – 23.00

Post Event Clean Up (Sunday)

4 x Operatives 08.00 – 12.00

1 x Supervisor 08.00 – 12.30

Tonnage is expected to be about 2 tonnes based upon experience.

4.4 Sound Levels

Appendix 8 contains the requirements to measure sound levels and comply with guidelines provided by Blackpool Council.

4.5 Building Control

All structures will comply with the guidance stipulated by Blackpool Council Building Control. [Appendix 9]

APPENDIX 1 – Risk Assessment

Risk Assessment

This Event Manual will be updated as required following discussions with the appropriate 'authorities' such as the Emergency Services, Local Authority and the Safety Advisory Group members.

In compiling these assessments, due regard has been taken of the recommendations of the Health & Safety Executive guidelines contained within the document known as *The Event Safety Guide: A guide to health, safety & welfare at music and similar events* and *Managing Crowds Safely*.

One of the major determining factors in the Risk Assessment has been anticipated crowd numbers. Based on information provided by various agencies and previous experience, crowd numbers are expected to be a maximum of 4995 at any one time. This can be managed within the capacity of the areas,

One of the key factors in minimising risks associated with events of this nature is the experience and number of stewards at the event. The stewarding / security contract has been awarded to (NAME) Security. Representatives from the Company will be part of the planning process.

The primary purpose of this assessment is to ensure that, as far as is reasonably practicable, the public is able to attend a safe and enjoyable event. All identifiable risks will be thoroughly monitored throughout the event, and where necessary, further action will be taken. Details of such action will be recorded at the Event Control.

Crowd control problems or inclement weather are the biggest threat to the event's safety.

Preparing contingencies for these types of problems require thorough planning, which has been addressed through planning meetings and demonstrated in the Event Manual.

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	HAZARD	PERSONS AFFECTED	RISK LEVEL	CONTROLS
1	Major Incident During Event (e.g. Bomb Scare)	All Persons	Low	Event Control at the event and Police presence to determine communications and actions
2	Extreme Weather	All Persons	Low	Increased shelter on site Event Director and Event Manager has authority to stop all activities and should consider the advice of the Event Safety Officer and other appropriate agencies
3	Site set Up Procedures Vehicle & Plant Movement	Public, Contractors, Participants & Staff	Low	All Vehicle movement to be supervised & authorised by Event Control – All persons to be trained & competent No Vehicle Movement between 11:30 – 10:30 other than Emergency Vehicles
4	Electrical Shocks or Burns	Contractors	Low	Use of Battery operated tools where possible Electrical equipment will be PAT checked, meet current electrical safety guidelines and be signed off by a competent electrician. Metal structures to be 'earth' bonded as appropriate.
5	Damage by Fire or Smoke to Persons or Property	Public, Contractors and Staff	Low	Accumulations of combustibles are to be kept to a minimum. Fire Extinguishers MUST be easily accessible
6	Erection & Breakdown of Structures Falls, Falling materials, Unstable structures	Public, Contractors and Staff	Low	All structures to be erected by approved contractors & 'signed off' in accordance with manufacturer's instructions Contractors to restrict access to site set up areas Contractor Risk Assessment to be provided
7	Overcrowding / Pinch Points	Public	Medium	Stalls aligned to not obstruct crowd flows Stalls allocated in advance and no unauthorised stall holders allowed on site Stage Pit to be constructed in front of stage area Stewards to monitor and report any overcrowding
8	Fire & electric Shock	Public, Contractors and Staff	Low	Generators filled before event. No diesel to be kept on site To be in secure areas away from public

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				Fire Fighting Equipment to be readily available
9	Vehicle Movement and traffic Congestion	Spectators & Staff	Medium	No road closures in place No designated public car parking on site Site set up complete before major numbers of public accessing site Pre-event publicity advising of car parking Stewards to control car parking during event
10	Failure of P A Systems	Spectators, Event Staff	Low	Provided by experienced Contractor Battery Operated P A System
11	Risks associated with Catering: Fire or Food Hygiene issues	Spectators, Event staff	Medium	All stallholders to be issued with site guidelines Catering Stalls to be checked EH prior to event
12	Theft / Malicious Damage Public Disorder	Spectators, Event Staff	Medium	Security on site from <u>02nd June</u> Stewards & Security on site during event Police passing presence. Staff access to radio Communication Competent SIA Licensed Staff presence
13	Crowd Crush at main stage's	Spectators, Stewards, Performers	Low	Use of experienced Stewards Create Pit area in front of stage Designate adjacent rest area
14	Fighting	Spectators, Stewards, Staff	Low	Use of experienced Stewards Detailed Brief to Stewards Pre-Event Identify known troublemakers to Police Request assistance from Police, as necessary

Appendix 2 A – Zone Layout

(ZONE Site Layout)



Appendix 2 c – EVAC Points

SITE PLAN – EVACUATION POINTS

Shown in White the evacuation points – Lawsons Field.



APPENDIX 3 – Steward Briefing

Steward's briefing notes for the

All stewards should carry this briefing note with them. The operational Stewarding Details are listed below:

BTTOP is a classic music event over one day. The event runs from 12:00 through to 10pm

All Stewards, Security Operatives & Event Officials will wear jackets with appropriate identification and ID Cards.

BTTOP will provide those stewards nominated within the schedule with a two-way radio to maintain contact through the Chief Steward.

A briefing (carried out by the Chief Steward and Event Officer) will take place for all stewards on Saturday 04th June 2016 prior to the stewards taking their positions.

This briefing will include:

A copy of the detailed site plan, indicating location of Event Operations Centre, First Aid, Toilet Facilities, Fire Fighting Equipment, Event Control, and Evacuation Routes.

Guidance on emergency management procedures and explanation of Untoward Incident and Emergency Situation.

All stewards should keep briefing notes with them, and set aside a few minutes to familiarise themselves with their position / area once on site.

Remember – safety is your responsibility. Read and understand the instructions contained within this briefing pack.

Vehicular Access & Parking: access is strictly by pass only with the exception of emergency vehicles.

No other vehicle movement will be permitted between 11:30 – 22:30 without the authority of Event Control. Should the need arise for vehicle movement, this will be conducted under escort as soon as reasonably possible

Artists

Artists/performers will be brought into the back stage area through the rear gate off Lawsons Road.

Emergency Services

These will enter with caution Lawsons Road Gate (1). Event Control will be notified as soon as attendance of the 'Emergency Services' is required and the appropriate assistance to clear a route through the park will be made available

Be on the lookout for pickpockets or other criminal activity – report to your supervisor, do not attempt to "wade in" first. There may be a Police presence on site. Be aware of your limited powers. ***If in doubt contact Event Control*** for assistance and advice.

Be friendly and polite – conduct your duties in a calm and orderly manner.

Fire Prevention:

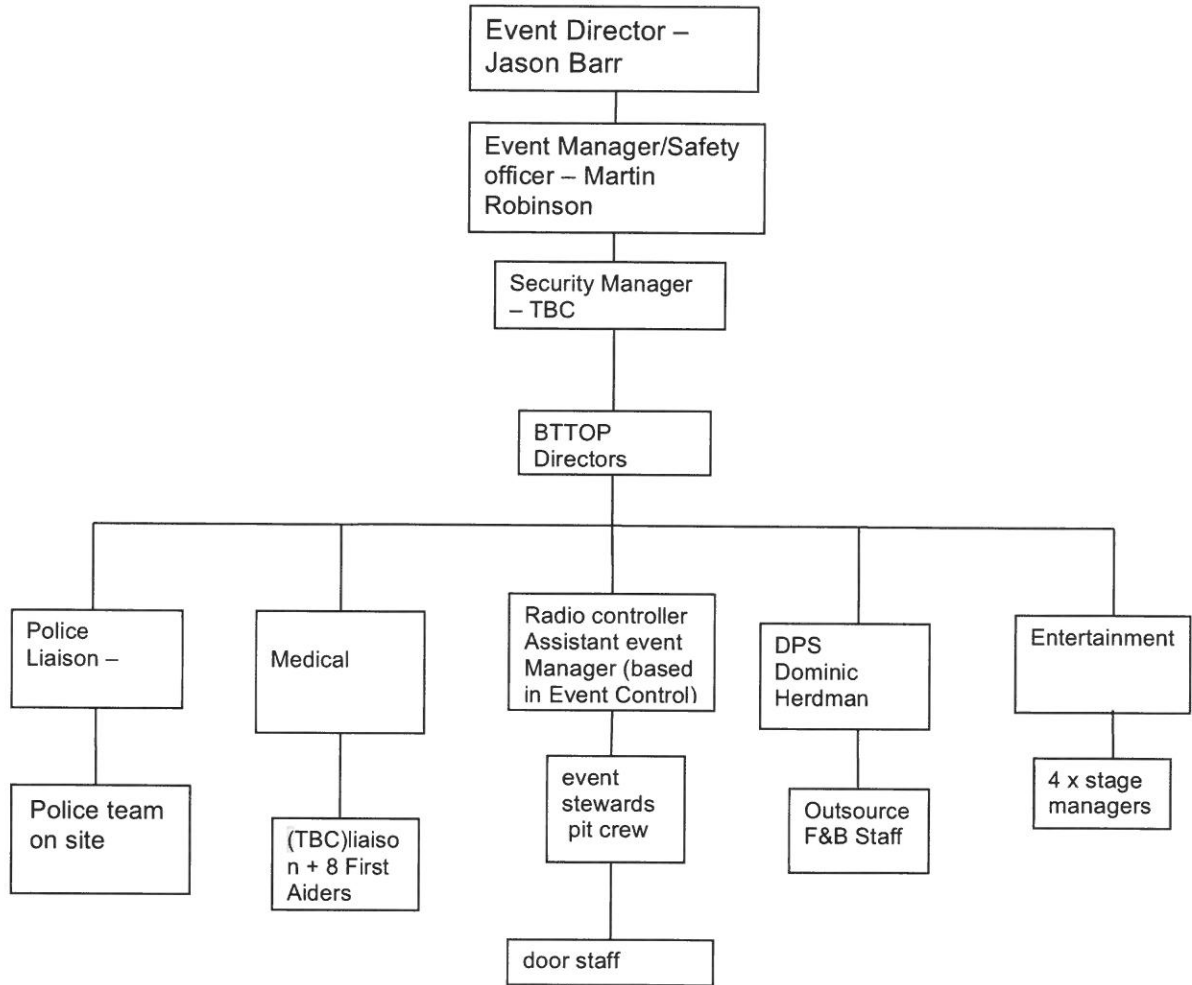
Stewards should keep a look out for any signs of fire and alert the Chief Steward should a fire or sign of a potential fire or fire risk be found. Stewards positioned at marquee or other structures must be aware of the number of location of fire exits and fire fighting equipment. They must ensure that, in the event of the order to evacuate the structure, the public leave as quickly and smoothly as possible.

Wheelchair users may require assistance. Where assembly areas need to be evacuated or any part of the course cleared in the event of an incident – Event Control will direct the stewards on the ground to assist as required. In the event that it is not possible or feasible to contact the Event Director, Safety Officer or Chief Steward then the 999 service should be used.

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In the event of Emergency Evacuation, Stewards should actively encourage the crowd to move in accordance with the public address announcement. Please refer to site map for evacuation points.

Remain in position until you have been told to stand down by the Chief Steward which will be approx. 23:30.



Radio Deployment

Name	Role	No Of Radios	Type	Mobile Contact
Jason Barr	Event Director	1		<input type="text"/>
Martin Robinson	Event/Safety Manager	1		<input type="text"/>
	ASS Event Manager	1		
	Chief Steward	1		
	Directors	4		
	Security/Stewards	40		
	Medical	2		
	Event Control	1		
	Stage Managers	4		
	Stage Runners	4		

APPENDIX 5 - Schedule

Schedule of events

Arena 1 - Syndicate Superclub (Trance Classics)

JUDGE JULES (Exclusive Classic Set)
 MARCO V (Producers Set)
 DAVE PEARCE
 SIGNUM
 SONIQUE (Live & DJ Set)
 LANGE vs THRILLSEEKERS
 AGNELLI & NELSON
 DJ FUBAR
 PETE BROMAGE
 + more tbc

Arena 2 - GOODGREEF XTRA HARD (Classic Hard House)

ALEX KIDD
 ROB TISSERA
 LISA PIN UP
 ANDY WHITBY
 TECHNOBOY
 ENERGY SYNDICATE
 SHAUN T B2B HUSTLER
 MARK EG vs M-ZONE
 + more to be added

Arena 3 - RETRO (Classic House)

PAUL TAYLOR
K-KLASS (Full Live Band Show)
TALL PAUL
JULIE McKNIGHT (Live PA)
ALISTER WHITEHEAD
BRANDON BLOCK
ALEX P
JOHN KELLY
DAVOS Live
MARK FREEJACK
JANE ANGEL
MARK OSSICA
GARY KEELOR
BIG KENNY
CHRIS RYAN
MARK PLUMB
+ more to be added

Arena 4 - CLUBLAND (Classic Bounce)

CASCADA (Live PA)
ULTRABEAT (Live PA & DJ Set)
FLIP and FILL (Live PA & DJ Set)
MICKY MODELLE
STYLES & BREEZE presents INFEXIOUS
REBBECA RUDD (Live PA)
EYEOPENER (Live PA)
DJ KUTA (N-Trance)
MC DOMINO
+ more to be added

Arena 5 (VIP) - BACK BY DOPE DEMAND / SEQUINS & FEVER

ALTERN8
808 STATE
LIQUID
SLIPMATT
STU ALLEN
DREAM FREQUENCY (Live)
FUNKI B
SEQUINS DJs & MC's
FEVER DJs & MC's
Back By Dope Demand DJs and MC's
+ more to be added

APPENDIX 6

APPENDIX 7 – Contractor Requirements

CONTRACTOR REQUIREMENTS

Site Requirements for all staff and contractors *

Date: Saturday 02nd July 2016

Venue: Lawson Field Showground, Blackpool

1. Event Management: whilst on site all staff and contractors shall comply with any reasonable instructions given by the Event Director, Event Manager, Chief Steward, security personnel, the Police, Stewards and Emergency Services.

2. Vehicular Access & Parking: access and parking arrangements for the event are as per the instructions given by the Event Management.

There will be vehicular access the site via Lawsons Road service gate, however there is a strict cut off point at 10:30 where no Vehicles will be allowed on site.

Emergency Services

Will enter with caution via (GATE E)

3. Fire Safety: in the event of any fire please notify a steward or member of the on-site management team immediately.

In the event of a fire within any temporary structure on site the structure must be evacuated. All fire exits must be kept clear of furniture or other items at all times. No person may park any vehicle outside a designated fire exit at any time.

No person shall be permitted to return until it has been deemed safe by the Fire Service.

All fires – of whatever size or type – must be reported, even if they are extinguished.

The event management will provide fire-fighting equipment on site: precise details of this will be contained with the event safety management plan. All staff, contractors and exhibitors shall familiarise themselves with the locations of the nearest fire fighting equipment on site.

The event management shall undertake a fire risk assessment for the event based on the available information.

Any food and drink concessions brought onto site must be equipped with suitable fire fighting equipment, evidence of which must be shown.

4. Medical Cover: the event management will ensure the provision of suitable medical cover on site. The medical station(s) on site will be clearly signed.

All accidents and injuries must be reported to the event management so that (MEDICAL COMPANY) can respond and to allow for proper records to be made.

5. Opening Times: The event is classed as being open to the public on Saturday from 12:00 – 22.00.

6. Evacuation Process: in the event of any evacuation please follow the instructions provided by the stewards, event management or Emergency Services personnel on site.

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All vehicles must be left on site (but not so that any access routes are compromised) and evacuation made on foot. There will be no re-entry to the site without Police approval.

7. Loading / Unloading: all vehicles used to deliver equipment to the site must be suitable for the purpose, and must be properly loaded so that the weight is spread and the vehicle is capable of delivering loads and part-loads without risk of overturning. Where at all possible, all unloading / loading operations must be carried out in an area away from passing traffic, pedestrians and other workers not involved in the loading / unloading operation. Where not possible, the person(s) responsible for the operation must provide staff to keep other site users clear of the area.

8. Radio Communications: anyone bringing radio equipment on site must inform the event management in advance to avoid channel interference. All such equipment must be licensed.

Any staff using radios supplied by the event management must ensure that messages are concise and work related; radios are never left unattended or in vehicles; and that radios are not carried by their aerials.

9. Compliance with Statutory and other Requirements: whilst on site all staff and contractors must comply with all relevant statutory and other requirements that may relate to their activity on site, including structural regulations, Health & Safety law and fire prevention precautions.

10. Set Up and Strip Out: all contractors must ensure that they arrive on site at the correct time to meet the requirements laid out by the Event Management, and that they are fully operational at the correct time to meet the needs of the event as outlined in any specification provided by the event management.

11. Speed Limits: any vehicle accessing the site must adhere to a speed limit of 5mph and exercise extreme caution. Hazard warning lights to be used by all moving vehicles.

18. Insurance: all contractors shall ensure that they have £5million public liability and £10million employers liability and any other necessary insurance in force and valid throughout their participation in and attendance at the Event. Written evidence of same shall be exhibited to the Event Management prior to the Event.

All contractors shall indemnify and keep BTTOP and the venue owners and their employees, servants, agents and others wholly indemnified against all losses, claims, damages, expenses and liabilities arising out of or in connection with the death or injury of any person (other than where occasioned by the negligence of BTTOP or the venue owner) or damage to or loss of any property arising out of the contractor's participation in or attendance at the event.

13. Security: the event management may provide general on site security in the form of static and or roving patrols to ensure the security of items hired in by the event management for use at the event but shall not be responsible for the security of promotional units, goods or displays brought onto the site by contractors or exhibitors unless previously agreed.

14. Cleansing: the event management shall provide refuse bins before and during the event and a collection of refuse from the site after the conclusion of the event.

All contractors and exhibitors shall ensure that all waste is kept out of site and away from areas that enjoy visitor access, and that all such waste is properly bagged or otherwise secured to allow for its safe removal from site.

Exhibitors shall keep nothing of a foul or noxious nature on site. No dumping of wet waste on the site shall be allowed: all methods of disposal must be in accordance with Environment agency guidelines and regulations.

APPENDIX 8 – Noise Control

Sound Control

For an event requiring a Safety Advisory Group (SAG) or deemed possible of generating noise complaints, the following conditions shall be applied.

1. The Event Organiser set up a complaint telephone number and advertises it at the entrance to the site. The Blackpool Victoria Hospital & Blackpool Zoo should be contacted and made aware of the event and who to contact in the case of a complaint.
2. The Event Organiser shall submit a noise report two weeks prior to the event showing the position of speakers and stages and predictive noise assessments to demonstrate compliance with Licence/SAG conditions.
3. A direct telephone number shall be provided to the local authority of a competent person who has the authority to reduce noise levels during the event should a noise problem arise. The Event Organiser shall satisfy the noise requirements of local authority officers and if necessary noise reduction shall be carried out.
4. **1 to 3 events per year.** The music noise level shall not exceed 65dB(A)* over a 15 minute period when measured 1 metre from façade of the nearest noise sensitive premises. (* A greater music noise level may be agreed with the local authority if circumstances permit)
4 to 12 events per year. The music noise level shall not exceed the background noise level by more than 15dB(A) over a 15 minute period when measured 1 metre from façade of the nearest noise sensitive premises.
12 + events per year. A music noise level, to be achieved when measured 1 metre from façade of the nearest noise sensitive premises, shall be agreed with the local authority.
5. For events continuing or held between the hours 23:00 and 09:00 the music noise should not be audible in the nearest noise sensitive premises with windows open in a typical manner for ventilation.
6. Where an event is likely to generate intrusive low frequency noise, it may be necessary to set an additional criterion in terms of low frequency noise, or apply additional control conditions.
7. In order to ensure that noise is not audible beyond the site boundary, the DPS shall ensure that records are kept of outside sound checks when regulated entertainment (other than films) is taking place. The records shall:-
 - (i) be kept on site at all times,
 - (ii) be made available for inspection by the Council at all times, specify the time, location and any observations made. At least three checks shall be made during the time entertainment is taking place.
7. Sound testing of the system shall not take place before 10am or after 9pm on any day prior to or on the day of the event.
8. A noise test shall be carried out with local authority officers on the day of the event prior to the event starting.

APPENDIX 9 – Building Control

BLACKPOOL BUILDING CONTROL SERVICES

Structural/Fire Safety Guidance Note

Marquees/Tents/Stages etc

Accredited Contractors from MUTA (The Made Up Textile Association) or PTA (The Performance Textiles Association) should be utilised to supply, deliver, erect, certify, dismantle and remove the marquee/tented structure from the event all by way of reference to a method statement provided by the structure suppliers. Competency of the person certifying the suitability of the structure for public use should be demonstrated by producing a MUTA marq skills card or equivalent. MUTA accredited best practice document "Safe Use and Operation of Marquees and Temporary Structures" should be observed at all times (refer to www.performancetextiles.org.uk)

Structural Suitability

Tents & Marquees

The design and suitability of a tented structure/marquee shall be proven either by

- (i) Long established use

or, particularly for larger tents* and structures by

- (ii) Calculations verified by a qualified structural engineer to demonstrate compliance with the guidance stipulated in the Institute of Structural Engineers 'Temporary Demountable Structures' in particular relating to the structure and its anchorage.

As a minimum, such calculations shall include the maximum wind loading for which the structure is approved and the maximum imposed load permissible.

*Larger tents and marquees are pole marquees greater than 12m in span and framed tents greater than 9 m in span. Marquees and tents that are less than the spans stipulated can be utilised without the necessity to produce stability calculations.

The contractor supplying the structure should advise the client of the maximum in-service wind loadings expressed in mph to enable a suitable safety management plan to be established. An anemometer (wind gauge) should be utilised during the course of the event monitored by a competent person.

Anchors are critical to the stability of the marquee or tented structures. The pull out force that an anchorage stake can withstand depends on the type of soil, the inclination of the anchor and the depth of the anchor. Sample pull out tests should be undertaken to prove the holding capacity of the anchor when in place. Given the variability of the effectiveness of ground anchors in different soils, confidence in their capacity can be provided by testing by use of fork lift truck and a calibrated load cell.

Where ground penetration is not possible then kentledge/ballast should be utilised to withstand uplift forces all designed by a suitable structural engineer.

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Stages and Similar Structures

These should be assembled in accordance with engineering documentation that comprises drawings, calculations and specifications all prepared by a competent structural engineer.

The following requirements are particular to stage structures to demonstrate the:-

- Ability of stage surface to support the design loads and other given criteria;
- Ability of superstructure to support the weight of any suspended equipment, including details of permissible support methods to suspend the equipment;
- Ability of the whole structure to resist all imposed forces on it including those created by adverse weather conditions;
- Ability of the structure to resist the additional wind loading on the suspended equipment;
- Interaction between coupled elements (i.e. junctions between floors and roof systems etc.).

In general all structural design issues should coincide with the guidance contained in "Temporary demountable structures – Guidance on design, procurement and use", published by the Institute of Structural Engineers.

Fire Safety

Event organizers should appoint a competent person to carry out a fire safety risk assessment which should form an integral part of the event manual. Reference to the following guidance documents should be made:-

- (i) Fire Safety Risk Assessment – Open air events and venues
- (ii) Fire Safety Risk Assessment – Small and Medium Places of Assembly

Both documents are available from the Department for Communities and Local Government. (refer to www.communities.gov.uk/fire/firesafety/firesafetylaw/ to view guidance documents)

- (iii) Guide to health, safety and Welfare at Pop Concerts & Similar Events (i.e. the 'Purple Guide')

Escape times in indoor situations, e.g. marquees and other enclosed structures, are more critical and are controlled by restricting the travel distances to exits. For simplicity, time factors are taken into account in the travel distances suggested in Table 1.

Table 1: Suggested travel distances

<u>Type of structure</u>	<u>Escape route</u>	<u>Suggested travel distance</u>
Marquee or tent	Where more than one escape route is provided	18m
	Where only a single escape route is provided	6.5m
Pneumatic structure	Where more than one escape route is provided	12m
	Where only a single escape route is provided	N.A
Other temporary Structures	Where more than one escape route is provided	25m in higher fire risk areas 45m in normal fire risk areas 60m in low fire risk areas
	Where only a single escape Route is provided	12m in higher fire risk areas 18m in normal fire risk areas 25m in lower fire risk areas

Number and suitability of escape routes

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Every venue should be provided with exits that are sufficient for the number of people present with respect to their width, number and siting.

Marquee/Tents should usually be provided with at least two escape routes available but a single escape route may be acceptable in some circumstances (e.g. premises accommodating less than 60 people or where travel distances are limited). Where two escape routes are necessary and to further minimise the risk of people becoming trapped, it will be necessary to ensure that the exit routes are completely independent of each other. This will prevent a fire affecting more than one exit route at the same time.

When evaluating escape and exit routes, it will be necessary to build in a safety factor by discounting the largest exit then determine whether the remaining exits or escape routes will be sufficient to evacuate all the occupants within a reasonable time. Exits and escape routes that provide escape in a single direction only may need additional fire precautions to be regarded as adequate.

Marquee or temporary structure, the minimum width of any exit should be not less than 1.05m, with the following measures also being implemented:-

- A single exit is suitable for a maximum of 60 people.
- Where more than 60 people are accommodated, there should be not less than two exits, separated by a distance which limits the possibility that both will be affected by a fire at the same time.
- The aggregate width of all the available escape routes [assuming the largest one is unavailable due to fire (except in the case of a single exit)] must be capable of accommodating the maximum number of people likely to use them.
- Exit routes from marquees, tents and temporary structures may be over uneven ground or temporary flooring, duckboards, ramps, etc. so it should be ensured that safe access and egress routes can be achieved/maintained at all times.
- Escape routes should be sited away from marquees/tents to avoid trip hazards from guy ropes and stakes. Where necessary, barriers should be provided.
- Exits should be clearly indicated and if they consist of wall flaps they should be of a quick release design, clearly defined at the edges and so arranged as to be easily and immediately opened from the inside.

An exit width of at least 1.05m can accommodate up to:

- 160 people in higher risk premises;
- 200 people in normal risk premises; or
- 240 people in lower risk premises.

An additional 75mm should be allowed for each additional 15 persons (or part of 15).

Fire-fighting equipment and facilities

Fire-fighting equipment can reduce the risk of a small fire, e.g. a fire in a wastepaper bin, developing into a large one. The safe use of an appropriate fire extinguisher to control a fire in its early stages can also significantly reduce the risk to other people in the event or venue by allowing people to assist others who are at risk.

The following information is a brief guide to the likely number and type of extinguishers that would be required in temporary marquee/tent enclosures.

Typically for the Class A fire risk (i.e. solid materials such as wood, paper or textiles, refer to Table 2 in Section 3 of Fire Safety Risk Assessment – Open air events and venues), the provision of one water-based extinguisher for approximately every 200m² of floor space, (with a minimum of two extinguishers), will normally be adequate. Depending on the outcome of the fire risk assessment, it may be possible to reduce this to one extinguisher in areas with a floor space of less than 90m². Extinguishers provided for general cover should be positioned near exits.

Where it is determined that there are additionally other classes of fire risk, the appropriate type, number and size of extinguisher should be provided. Further information is available in BS 5306-8 & Section 3 of Fire Safety Risk Assessment – Open air events and venues. They should be placed on a dedicated stand or hung at a convenient height so that people can easily lift them off (at about 1m for larger extinguishers, 1.5m for smaller ones, to the level of the handle). Ideally no one should have to travel more than 30m to reach a fire extinguisher.

Fire detection and warning systems

The means of giving a warning of fire should be suitable for the particular event or venue, taking account of its size, layout, number of people likely to be present and the nature of the event.

In some small events/venues the only practicable solution for people to raise an alarm upon the discovery of a fire could be a simple shout of 'fire' or a simple manually operated device, such as a gong or air horn that can be heard by everybody.

At larger or more complex sites a public address system is likely to be the most effective means of providing a warning and directing the evacuation.

Organizers/staff will need a managed fire evacuation plan to facilitate this.

For permanent buildings or temporary tents/marquees where a simple warning is not sufficient, an electrical warning system may be required incorporating sounders and manually operated call points (break – glass boxes).

Where there are areas where a fire could develop to the extent that escape routes could be affected before the fire is discovered, an automatic fire detection system may be necessary.

Emergency lighting and signage

In all cases, where the event or venue is used in hours of darkness, it will be necessary to provide sufficient primary illumination for general safe movement and in particular to illuminate all escape routes and exits.

Single 'stand-alone' emergency escape lighting units (luminaires) may be sufficient in a marquee or other temporary structure and these can sometimes be combined with exit or directional signs.

A fire risk assessment that determines that no escape signs are required (because, for example, trained staff will always be available to help direct members of the public to escape routes) is unlikely to be acceptable to an enforcing authority other than in the smallest and simplest of premises e.g. a small marquee with a single entrance [i.e. 60 persons or less, dead end travel distances 6.5 m]

Flame Retardant & Fire Propagation

Marquees and large tents are prominent in open-air events. The following information is provided to assist and advise the best way to manage the fire risk. Modern fabric materials are generally fire retardant. However, special criteria may apply to tents or marquees, particularly where high occupancy levels are expected. All fabric should meet an appropriate fire performance. Further guidance can be found in BS 5438, BS7157 or BS 7837.

Materials which are durably or non-durably flame-retarded may be adversely affected by weathering, so fabric which has achieved the required level of flame retardancy by chemical treatment will need to be periodically retreated. If the tent or marquee is in constant use throughout the summer season (e.g. from April to October), such retreating should be carried out when the fabric is showing signs of obvious wear or ageing or not later than 5 years after the date the panel was made up.

Thereafter, testing should be at two-yearly intervals. Such test results should be suitably certificated. Some marquees and large framed tents comprise a complete single unit and are used only occasionally (three or four times a year). Such marquees should have supporting documentation including test certificates which confirm their composition and standard flame retardancy, together with diagrams and/or photographs of the structure. When they are used, a record should be kept of each event and retesting will only need to be carried out when the fabric shows signs of wear or ageing. All new structures should have an accompanying log book from the date of manufacture.

Linings for marquees and large tents may be suspended using ropes constructed from manmade or natural fibres and may be laced together using the same materials. Linings should only be used if constructed from an appropriately and preferably inherently flame retardant material. If materials requiring flame retardancy pre-treatment are used, e.g. cotton or wool, this process should be carried out according to manufactures instructions and a record kept accordingly.

Refer to clause 8.6 of the purple guide for further guidance for flame retardant and surface spread of flame details. Certification confirming compliance should be obtained by the event organizer and copied to the licensing authority.

Marquees and tented complexes should be spaced approx 6 metres apart to prevent the spread of fire and allow access for emergency services. (refer to clause 8.8 purple guide)

Summary

Marquees/Tented structures should be equipped with :-

- An adequate number of emergency exits of a suitable width;
- Suitable means of giving warning in case of fire;
- Normal and emergency escape lighting and emergency exit signs;
- Fire fighting equipment.

In practice, a marquee will general have emergency exits appropriate to its size with exit signs. The event organizer will need to provide a means for giving warning in the event of fire, lighting, fire fighting equipment and any additional signs which may be needed because of the internal arrangements of the marquee. Additional exits may need to be considered in the event of marquees becoming overcrowded due to inclement weather.