



Event Management & Safety Document

Event Title	Blackpool Airgamez
Event Date	8th - 10th June 2018
Event Contact	Julian Deplidge 1236 Promotions Ltd 16A Marsh Mill Village Fleetwood Road North Thornton Cleveleys FY5 4JZ

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SECTION 1

Event Information

Event Introduction	<i>Event Information 1:01</i>
<p>This document provides a summary of information for all aspects of the event, for the benefit of those involved in its organisation and delivery. This includes details of the event itinerary together with event personnel, site plans, planning documents, schedules, risk assessment and cover provided by the medical services, stewards and emergency services where applicable.</p> <p>The event is a Parachute display from a 480ft crane, situated on the Waterloo Rd Headland, opposite the Dutton Arms Public House.</p> <p>The event will take place on Friday the 8th of June 2018, starting at 08.00 and will finish on Sunday the 10th of September at 21:00. We will require access from 06:00 on Thursday 7th June and Monday 11th June to build and dismantle the event.</p>	
Event Pre-Planning	<i>Event Information 1:02</i>
<p>A number of key factors have been considered before promoting the event. The date has been authorised by the council as an approved date for the event to take place. A preliminary assessment of the headland has been undertaken to check suitability of the site. Checks have been made as to the availability of stewards on the day. Seasonal weather conditions have also been considered and the tidal conditions for the duration of the event. After all these aspects have been considered, the event was proven to be acceptable and safe to promote.</p>	
Local Authority Notifications	<i>Event Information 1:03</i>
<p>A notice of intention to hold an event has been sent to Visit Blackpool for consideration and approval.</p> <p>The event is reoccurring and this will be the fourth year it returns to Blackpool. The following parties will be informed of the event:</p> <ul style="list-style-type: none"> • Visit Blackpool (Chris Pope) forwarded to all relevant departments • Blackpool Police (Events) • Lancashire Ambulance Service • Lancashire Fire & Rescue Service • Blackpool, Fylde & Wyre Hospitals • Beach Patrol (Richard Williams) <p>A letter outlining details of the event, including a point of contact on the day will be distributed to all businesses that may be affected as a result of the event approximately two weeks before the event. Donkey owners operating on the beach area will also be informed.</p> <p>Air traffic control have been informed of the event and are in the process of providing the approvals needed.</p> <p>Tramway activity permits are also being obtained for the event.</p> <p>A TEN License will be obtained for the private party held on Saturday 9th June.</p>	
Public Liability Insurance	<i>Event Information 1:04</i>
<p>INSURANCE COVER FOR EVENT ORGANISERS/PROMOTERS</p> <p>Sufficient Public Liability insurance will be purchased as advised. Proof of purchase will be provided 3 days before the event.</p> <p>PUBLIC LIABILITY INSURANCE</p> <p>This policy relates to legal liability of Event Organisers/Promoters, in respect of those activities mentioned above.</p> <p>Public Liability: Legal liability in respect of third party bodily injury and third party property damage occurring during the period of insurance and arising in connection with the activities.</p>	

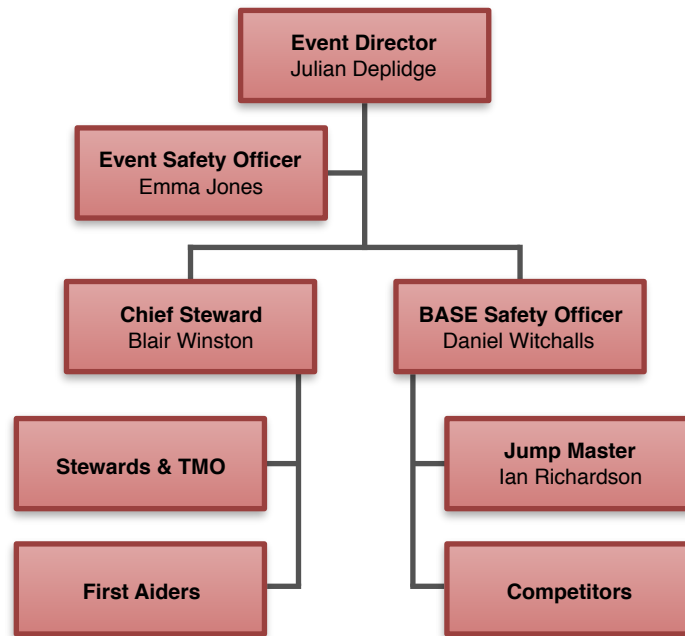
Geographical Limits	TBC
Limit of Liability	£10,000,000
Excess	TBC
<p>Examples - The following are examples of where cover would apply, subject to legal liability being proven:</p> <ul style="list-style-type: none"> • Bodily injury caused by our negligence to a third party (including athletes, spectators etc) • Injury caused as a result of incidental first aid administered. • Accidental damage caused by our negligence to material property belonging to a third party, for instance damage caused to infrastructure on land being used <p>General Points to Note</p> <ul style="list-style-type: none"> • This is a legal liability policy and it is the injured party's responsibility to prove negligence for injury or damage. • This is not a personal accident policy (if an athlete trips over their own shoelaces and breaks an arm, there is no automatic compensation) • There is no age limit applied to the cover • If injury or damage is caused by a deliberate act or omission there is no cover. 	
Policy Statements	<i>Event Information 1:05</i>
<p>Health & Safety Policy Statement</p> <p>It is an important duty of this organisation, in the conduct of its operations, to ensure a safe and healthy working environment for all its staff, stewards and volunteers. The organisation accepts the fact that this implies a corresponding duty of ensuring that necessary organisation, equipment and training is provided to fulfil this obligation. An effective health and safety policy requires the full collaboration and cooperation of all staff, stewards and volunteers, everybody is asked to read this policy and accept their own personal responsibility for health and safety at work.</p> <p><i>It is the responsibility of the Event Director:</i></p> <ol style="list-style-type: none"> a. to maintain the spirit and letter of the principles incorporated in the relevant legislation to ensure the safest systems of work and a safe, healthy working environment. b. by consultation and joint involvement of management and staff, stewards and volunteers, to enlist the active interest, participation and support of staff, stewards and volunteers in promoting good standards. <p><i>It is the responsibility of all officials, stewards and volunteers:</i></p> <ol style="list-style-type: none"> a. to take all reasonable care for the health and safety of him/herself and of fellow staff, stewards and volunteers and to report any hazard which cannot be controlled personally. b. to co-operate with the organisation by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment. <p>The role of 'Event Safety Officer (ESO)' is of vital importance for maintaining a continuous and critical scrutiny of working conditions throughout the workplace, reviewing safety performance and promoting safer working. The designated ESO is the Event Manager. The Event Manager accepts ultimate responsibility for health and safety within the organisation as a whole. All staff, stewards and volunteers generally are expected to support and implement this policy wholeheartedly.</p>	
Competitor Profile	<i>Event Information 1:06</i>
<p>The event organisers will carefully select participants and invitations to compete will be issued. Only experienced BASE jumpers will be invited to compete in the competition. A minimum experience of 50 slider down/off BASE Jumps is the minimum qualifying criteria required compete.</p>	
Weather Information	<i>Event Information 1:07</i>
<p>The weather on the Fylde Coast is typical of English seaside weather, although in recent years, the summer months have been exceptionally sunny and the winters fairly mild. Average temperature for June is 17°C, averages wind speed is 11kts.</p>	

Event Schedule	Event Information 1:08
<p><u>Thursday 7th June 2018</u></p> <p>07:00 Crane arrive to Waterloo Rd Beachhead. All transport logistics to be carried out by NMT Cranes Ltd. 07:00 Crane to be positioned and stabilised according to industry standards by NMT Cranes Ltd Staff. 08:00 Crowd barriers to be placed around crane while rigging work takes place. 08:30 Crane to be rigged as per industry standards, see separate document from NMT Cranes Ltd. 12:00 Marquee to be delivered and erected. 14:00 Crowd barriers to be positioned around marquee and packing area and along Tram Tracks. 15:00 Portable toilets to be delivered. 20:00 Crane building equipment to leave the site.</p>	
<p><u>Friday 8th June 2018</u></p> <p>06:36 High tide expected. 07:00 BASE Jumpers to arrive. 07:30 Event safety briefing for all participants. 08:00 Final Steward briefing. 08:15 Target placed on beach and landing area to be roped off. 08:30 Practice jumps. Each competitor will have a minimum of 1 practice jump. 12:00 Competition round to start. 17:00 Jumping to end. All equipment removed from the beach. 19:00 Site to be vacated and security onsite to monitor crane, marquee and packing area. 19:20 High Tide expected</p>	
<p><u>Saturday 9th June 2018</u></p> <p>07:40 High tide expected. 08:30 BASE Jumpers to arrive. 09:00 Weather and safety briefing 09:15 Target to be placed on beach and landing area to be roped off. 09:30 Jumping to commence. 14:00 Competition finalists announced. 15:00 Final followed by display jumping. 18:30 Jumping to end. All equipment removed from the beach. 19:00 Award ceremony. 20:00 Private party for BASE Jumpers in Marquee. 19:30 Arrival of onsite security to monitor crane, marquee and packing area. Additional security to be added around the tent to ensure the party is not open to the public. 20:22 High Tide Expected. 00:00 Site to be vacated by BASE Jumpers attending private party.</p>	
<p><u>Sunday 10th June 2018</u></p> <p>08:40 High tide expected. 09:30 BASE Jumpers to arrive. 10:00 Weather and safety briefing. 10:15 Target to be placed on beach and landing area to be roped off. 10:30 Jumping to commence. 19:30 Jumping to end. All equipment removed from the beach. 20:00 Site to be vacated and security onsite to monitor crane, marquee and packing area. 21:16 High Tide Expected.</p>	
<p><u>Monday 4th September 2017</u></p> <p>08:00 Crane to be dismantled and any other equipment to be removed from site. 20:00 Site to be vacated.</p>	

SECTION 2

Organisational Structure

Event Management Structure	<i>Organisational Structure 2:01</i>
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Steward Responsibilities	<i>Organisational Structure 2:02</i>
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Event STEWARDS

We plan to use a mixture of professional stewards and volunteers to support the event. We envisage 4 SIA registered staff and 3 volunteer staff to direct and advise members of the public, along with the three event organisers who will also act as stewards throughout the event. The main responsibilities of the stewards are to provide safety and guidance for member of the public in the immediate area. They will also assist the police and other emergency services should the need arise. Stewards are also required to report any injuries that require medical assistance.

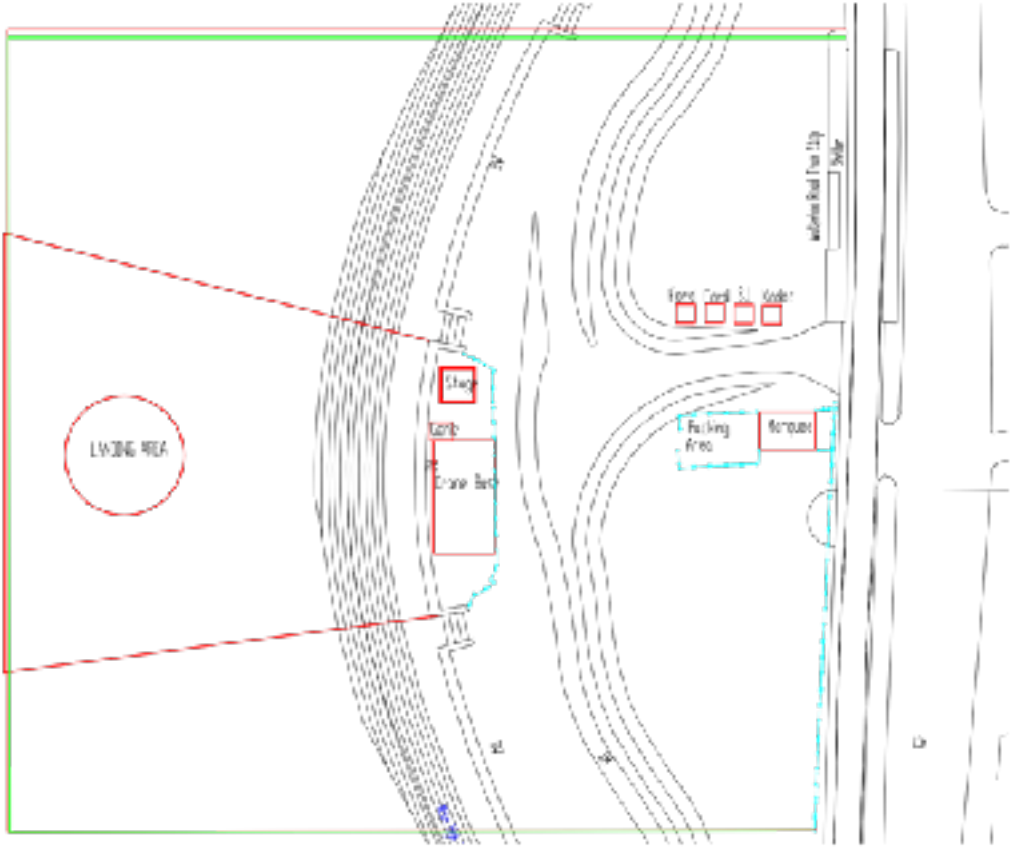
Whilst on duty, stewards will:

1. Concentrate only on their duties. Not use mobile phones, iPods or other electronic devices unless required to report an emergency or medical assistance request to the First Aid Point.
2. Not leave their place without permission unless told to do so by the Chief Steward or Police.
3. Not consume or be under the influence of alcohol or drugs.
4. Remain calm and be courteous towards members of the public.
5. Wear distinctive hi-visibility clothing at all times.
6. Be familiar with the event and to answer any relevant questions.
7. Be prepared to assist in other areas of the event if the need arises.
8. Be responsible and over the age of 18.

Stewards will be required to stand at their designated point for quite some time. We advise that they wear clothing appropriate for the time of year and have drinks in bottles. If a steward wants to leave post at any time during the event, they must call in to the first aid point to have a replacement steward sent to their point. **STEWARDS ARE NOT TO LEAVE THEIR POINT UNATTENDED UNDER ANY CIRCUMSTANCES.** On the day of the events, all stewards and supervisors will be briefed on their specific role.

SECTION 3

Venue & Infrastructure

Venue Location	<i>Venue & Course Infrastructure 3:01</i>
<p>The venue is the Waterloo Rd Headland, 449-451 Promenade, Blackpool, FY4 1AR</p>	
Venue Map & Facilities	<i>Venue & Course Infrastructure 3:02</i>
 <p>The map illustrates the venue layout on the Waterloo Rd Headland. A large green-outlined area represents the total event space. Within this space, a red-outlined area on the left is designated as the 'LANDING AREA'. Other facilities are marked with red boxes: 'Stage', 'Canteen', 'Drone Bunk', 'Toilets', 'First Aid', 'SOS', and 'Water'. A 'Packing Area' and 'Storage' are also indicated. The map shows the proximity to the sea, tram tracks, and Waterloo Rd Tram Stop.</p>	
Site Descriptions	<i>Venue & Course Infrastructure 3:03</i>
<p>The total Event Space will be approximately 16,500m² and will run from the westerly edge of the tram tracks the westerly edge of the landing area and from the north edge of Waterloo Rd Tram Stop 130m south. As outlined in green on the map above. The site will comprise of 2 main areas types.</p> <p>Type 1 Access to be restricted to competitors and event staff only. This area will be clearly defined by crowd control barriers on hard ground and stakes & rope/hazard tape barriers on the beach area. Stewards will be sited at key points to advise members of the public not to enter the area. Should a member of the public enter the main landing area, jumping will cease until the member of the public has left the restricted area. Only people with accreditation/wristbands will be permitted to enter the restricted areas. These areas total approximately 4,000m².</p> <p>Type 2 The general public have access to all other areas. These areas total approximately 12,500m². A crown control barrier will be placed parallel to the tram tracks to avoid members of the public accidentally straying on to the tram track. A route will be left clear along the hard ground between the sea wall and grass areas for emergency services, no displays, stalls or other items of furniture will be placed in this area. Should emergency services require access, stewards will be on hand to warn member of the public that emergency services are approaching.</p>	

Surface & Inspections	<i>Venue & Course Infrastructure 3:04</i>
<p>The landing area is the natural sand surface on Blackpool Beach, this is fairly forgiving and considered a suitable landing surface and is preferable to hard concrete.</p> <p>Spectator areas are a mixture of grassed areas, sand and concrete.</p>	
Event Signage	<i>Venue & Course Infrastructure 3:05</i>
<p>No entry/restricted signs will be posted around the restricted areas.</p>	
Car Parking	<i>Venue & Course Infrastructure 3:08</i>
<p>No vehicles, with the exception of the crane and 1 site van, will be permitted to remain on site unless part of a physical display/providing a service. IE. St Johns Ambulance.</p>	
Toilets	<i>Venue & Course Infrastructure 3:07</i>
<p>Portable toilets will be installed for the use of competitor and staff, No toilets will be provided for general public use.</p>	
Waste Management	<i>Venue & Course Infrastructure 3:08</i>
<p>Any waste in the restricted areas will be cleared every evening and after the event.</p>	

SECTION 4

Traffic Management

Traffic Management	<i>Traffic Management 4:01</i>
Traffic Management Officers will be on site during the initial arrival of the crane and displays. Traffic Management Officers will be on site during the removal of the crane and displays.	
Barrier and Coning Plans	<i>Traffic Management 4:02</i>
See the event map. Barriers highlighted in blue.	
Business and Residents Letter	<i>Traffic Management 4:03</i>
A letter will be sent to inform all local and affected business in the area two weeks prior to the event taking place.	
Emergency Service Access	<i>Traffic Management 4:04</i>
Full access will remain for all blue light services throughout the duration of the event. See image below for vehicle access route.	



SECTION 5

Risk Assessments

Parachuting Risk Assessment	<i>Risk Assessments 5:01</i>
<p>The following risk assessment is for the Air Games 2015. BASE Jumping, like all parachute sports, has a certain level of inherent risk. A degree of risk is inevitable in this type of event.</p> <p>Date of Assessment: 15th April 2015, Updated 10th /05/2017 Risk Assessment carried out by: Julian Deplidge, Event Director</p>	

Risk Management Protocol									
Colour Scoring		Probability		Severity					
		Probability							
			4	3	2	1			
Severity	4	16	12	8	4	1	Improbable	1	Minor Injury
	3	12	9	6	3	2	Possible	2	Significant Injury
	2	8	6	4	2	3	Highly Possible	3	Major Injury
	1	4	3	2	1	4	Probable	4	Fatality
						Overall Risk Level			
						1-5	Low Risk	Further action to be taken if possible	
						6-8	Medium Risk	Further controls to be introduced where practicable and measures monitored to ensure effectiveness	
						10-16	High Risk	Unacceptable level of risk	

Hazard	Risk / Persons Affected	Probable Score	Severity Score	Total Risk Score	Control Measures
BASE jumper unintentionally falling from crane basket	Competitors	1	4	4	All competitors will use a safety lanyard connected to the basket. This will remain in place until it is the competitors turn to jump. A "Jump Master" will be present in the basket at all times to ensure lanyards are used correctly.
Total failure of a parachute system leading to jumper impact directly below the basket.	Competitors Member of the public Event staff	1	4	4	All parachute containers will be inspected and passed fit for purpose by event staff prior to initial use. Passed equipment will be issued with a security tag that must remain visible at all times. Tags will be attached to the bottom left lateral strap as to avoid interference with the deployment of the parachute. Untagged equipment will not be permitted in the crane basket. The area directly under the basket will be kept clear of staff and members of the public.
Off heading opening greater than 90° Headwind	Competitors Member of the public Event staff	3	2	6	Only experienced BASE Jumpers with significant experience will be permitted to compete. An experienced jumper would be expected to be able to turn the parachute back on heading and land safely in the landing area from this altitude. Competitors will be warned about potential hazards and the importance of quick heading control. Winds will be monitored through the day.
Off Heading opening greater than 90° with line twists. Headwind.	Competitors Member of the public Event staff	2	4	8	Only experienced BASE Jumpers with significant experience will be permitted to compete. An experienced jumper would be expected to be able to turn the parachute back on heading and land in the landing area from this altitude. Competitors will be warned about potential hazards and the importance of quick heading control. Competitors will be advised heading control takes priority to the clearance of line twists. Winds will be monitored through the day.
Member of the public in landing area	Competitors Member of the public Event staff	2	2	4	Stewards will advise member of the public not to enter the restricted area. Jump Master in the crane basket will not allow jumpers to exit unless the landing area is clear.
Landing injury	Competitors	1	3	3	All competitors will be required to wear helmets and suitable footwear as a minimum. Competitors will be encouraged to wear knee, elbow pads and spine protectors.
Low deployments leading to uncontrolled landing.	Competitors	1	3	3	Competitors will be advised that a maximum free-fall delay of 3 seconds is permitted. A 2 nd over-delay will have jumper disqualified and removed for the event. A minimum of a 42" pilot chute will be required and recommendation to go "hand held" to all jumpers.
Jumper landing amongst the general public	Competitors Member of the public Event staff	1	3	3	Only experienced BASE Jumpers with significant experience will be permitted to compete. An experienced jumper would be expected to be able to repeatedly land a parachute in the landing area from this altitude without issue.

Wind strength and direction	Competitors Member of the public Event staff	3	3	9	Sited on the West Coast of England, Blackpool is susceptible to wind, the prevailing winds are westerly. Parachutes are susceptible to strong winds, deployment, control and performance can all be affected. A westerly wind would be considered a head wind and could push competitors towards the tram tracks and road. To avoid this occurring no jumps will take place in headwinds (westerly) greater than 14mph Left to right cross winds and tailwinds would not cause any additional risks but no jumps will take place in winds greater than 18mph regardless of direction. Right to left cross winds increase the risk of bridle entanglement with the jumper or equipment if jumping "stowed" No stowed jumps will be permitted in strong cross winds.
Foreign Objects falling from the crane basket	Competitors Member of the public Event staff	1	4	4	No unsecured items will be permitted in the crane basket. Event staff radios etc. will be secured to the staff member with a lanyard. Competitors will be required to ensure their pockets etc. are empty of coins, mobile phones etc. Video cameras etc. must be securely fasten to helmets or use a lanyard to secure the item.

PLEASE NOTE:

Dynamic Risk Assessment

In addition to the pre-event risk assessment above, the Event Safety Officer will continue to monitor the safety and risk of the event throughout its duration. Dynamic Risk Assessment notes will be written and submitted post-event and including the control measures used to reduce the risk at the time of assessment.

Crane Set-Up, operation and dismantle Risk Assessment	<i>Risk Assessments 5:05</i>
<p>The set up, operation and removal of the crane shall be under the direct control of NMT Cranes Ltd following industry standard techniques and procedures.</p> <p>No other person will be permitted to be involved.</p> <p>NMT Cranes will submit their own method statement and risk assessment in due course and no later than 4 days prior to the event.</p>	
Marquees, Staging, Sponsors and Charity displays	<i>Risk Assessments 5:06</i>
<p>All displays and stands should be of a recognised standard. Each individual company will be directly responsible for their equipment and it's instillation and removal. Vendors must submit their own method statement and risk assessment no later than 3 days prior to the event.</p>	

General Risk Assessment				Risk Assessments 5:08	
Location/Hazard	People At Risk	Risk Rating	Control Measures	Additional Measures	Risk Rating After Measures Taken
Major Incident on Event Day	Participants, Spectators, Event Staff & Contractors	Med	Contingency plans as contained within this document		Low
Major Incident in build up period (eg. Environmental Hazard)	Participants, Spectators, Event Staff & Contractors	Low	Emergency session to be convened to define response in line with existing major incident plans	Regular liaison between Event Director	Low
Fire Risk at key assembly areas (and event structures)	Participants, Spectators, Event Staff & Contractors	Low	Fire Service are aware of event. Fire certification documents are obtained for all structures. Site guidelines show precautions for risk areas	Site Manager / Safety officer to check to ensure site guidelines are adhered to	Low
Duty of Medical Care: Staff in build and strip out phases	Participants, Spectators, Event Staff & Contractors	Medium	First aid kits and qualified first aid personnel with event team during site build up and strip out periods		Low
Incident of Fatality	Participants, Spectators, Event Staff & Contractors	Low	SIA registered stewards to assist emergency services as required		Low
Critical Medical Incident	Participants, Spectators, Event Staff & Contractors	Low	Critical incidents are dealt with as part of the standard procedures within the medical set-up	Medics and key event staff briefed on procedure	Low
Vehicle Movement on Sites & Route	Participants, Spectators, Event Staff, Contractors & General Public	Low	<p>Event plan designed with limited need to move vehicles on site during the event with all set-up done pre event.</p> <p>During the event, TMO in position to manage movement of vehicles.</p> <p>ESMP and site guidelines set on site speed limits. All staff and contractors informed on speed limit and site regulations in advance. All crew given copies of safe working system covering driving on site at events.</p> <p>Only experienced drivers who have worked at similar events before will be employed. Support vehicle drivers informed of specific regulations and speed limit.</p>	<p>Event Control to manage any emergency access requirements on the day</p> <p>Event Control to manage and direct any support vehicle movements on course during the event</p> <p>Set-up and event management schedule designed to prevent need for any vehicle driving during event period.</p> <p>Crew to wear hi-vis. All crew briefed on fact that lots of vehicles will be moving at build / strip out points</p>	Low

Build programmes and set-up of sites in general Public Access Safe Working Practices	Participants, Spectators, Event Staff & Contractors	Low	Set up schedules agreed in advance with all contractors Use of competent suppliers Site regs in place. All crew briefed in advance and managed by site manager. Site Safety Officers present on site to allow for constant cover	Checks by Health & Safety Director and event staff pre-event on suppliers to review their risk assessments and agree method statements in advance of the event	Low
Extremes of hot and/or humid weather affecting welfare	Participants, Spectators, Event Staff & Contractors	Low risk for event preceding Medium risk for welfare in hot/humid extremes	Morning start is before the sun will have reached maximum levels If extremes of weather are forecast in advance, suitable advice will be sent to participants via SMS and email and posted on event website	Implementation of Hot Weather Plan call to be made by Event Control on medical grounds should the weather be sufficiently extreme and seen as potentially hazardous to the welfare of participants and/or staff	Low
Extremes of wet and/or cold/windy weather	Participants, Spectators, Event Staff & Contractors	Low risk for event preceding Medium risk for welfare in cold/wet extremes	All participants advised to bring warm clothing and waterproofs Wind conditions measured on site On site checks on structures as required by Site Safety Officer, plus decision on working practices in windy conditions If extremes of weather are forecast in advance, suitable advice will be sent to participants via SMS and email and posted on event website	Standby from relevant suppliers to address structural issues Implementation of Cold / Wet Weather Plan call to be made by Event Control on medical grounds should the weather be sufficiently extreme and seen as potentially hazardous to the welfare of participants and/or staff.	Low
Traffic congestion and subsequent issues	Participants, Spectators, Event Staff & Contractors	Low	Potential congestion during crane arrival and departure.	Event Management, TMO and NMT Crane Hire will work together on the event day to address traffic and access issues. Crane will arrive in the early morning and depart late evening to minimise disruption.	Low
Loss of stewarding personnel affecting implementation of closures	Participants, Spectators, Event Staff & Contractors	Low	Additional steward on standby.	Management team in place at Event Control to re-assess priorities in the event of staff shortage	Low
Loss of medical personnel affecting the delivery of the medical plan	Participants, Spectators, Event Staff & Contractors	Low	Use of a professional and varied team from Event Medical Advance notice from organisers to allow for preparation of staffing rotas etc	Management teams in place at Event Control to re-assess priorities in the event of staff shortage	Low

Storage of equipment on site: Theft Access to contents	Event Staff, Set Up Team, Participants, Contractors	Low	Security in place from beginning of set-up All competitors and staff advised to keep belongings in packing area Event vehicles / cabins to be used for storage & to remain locked when not attended	Additional cover to be brought in if any areas are thought to be at risk (judged by Event Director)	Low
Theft / malicious damage	Event Staff, Set Up Team, Participants, Contractors	Low	Security stewards on site Stewards to inform Event Manager / Control / Police of any incident Event vehicles / cabins to be used for storage & to remain locked when not attended Set-up commences in early hours of event day	Additional cover to be brought in if any areas are thought to be at risk (judged by Event Director)	Low
Issues with Power: Loss of supply Risk of electrocution	Event Staff, Set Up Team, Participants, Contractors	Low	Site Safety officer to check before sign-off. Site Manager to carry out regular checks Electrician on standby		Low
Power Supply for: PA	Set Up Team, Participants, Contractors	Low	Generators to be placed within barrier compounds Use of competent suppliers with risk assessment and health & safety policy to cover installation and operation Cable covers or matting placed over surface cabling, that cannot be run underneath barriers Site regulations	Site Safety officer to check before sign-off. Site Manager to carry out regular checks	Low
Crowd Disorder or Unrest	Event Staff, Set Up Team, Participants, Contractors	Low	Use of PA, signage and stewards to keep participants and crowds informed. Previous history of BASE jumping events participants is that they are general of good nature	Additional cover to be brought in if any areas are thought to be at risk (judged by Event Director)	Low
Incident from use of machinery / power tools in set-up / breakdown	Event Staff, Contractors	Low	Only suitably qualified staff provided by event contractors will be permitted use of power tools or machinery No use of power tools to be required or permitted during public times on site	Site safety officer to check on contractors where relevant	Low

Manual movement of equipment on site	Event Staff, Contractors, Set Up Team	Low	Manual lifting to be limited where possible and practical, and forklifts / trolleys / buggies to be used to convey items on site	Activities to be monitored by Event Management Team and suitable numbers of staff to be allocated to each task to ensure no person is overloaded	Low
Use of fork lifts	Event Staff, Contractors, Set Up Team	Low	Manual lifting to be limited where possible and practical, and forklifts / trolleys / buggies to be used to convey items on site	Activities to be monitored by Event Management Team and suitable numbers of staff to be allocated to each task to ensure no person is overloaded	Low
Use of tail lifts in hired vehicles	Event Staff, Contractors, Set Up Team	Low	Only crew who have been briefed on the use of any tail lift either at the point of hiring or by those staff/crew present at that briefing should attempt to operate a tail lift No hired in vehicles with a tail lift at time of writing	Staff responsible for such vehicles are to assess the use of the tail lift to ensure that the safe load limit is not exceeded or tail lift operated in a busy area where it could come into contact / conflict with workers or the public	Low
Lost & Found children / persons	Event staff Participants	Low	Lost & Found children/persons procedure, details contained in briefings to staff and stewards Meeting points in place. These are assigned. Stewards around the site	PA systems in use across sites if required Liaison with Event Control to ensure co-ordinated steward/ police/organisers response	Low
Media access across the sites	Event staff Participants Media	Low	Press Manager on site to supervise access by visiting media. Media to be accredited in advance	Manager briefed on systems for managing photographers etc in their areas	Low
Failure of PA systems	Event staff Participants	Low	Engineers from PA company on standby Loudhailer backup for key areas	Tests on all equipment prior to the event	Low
PA horn / speaker clusters: Erection / dismantling Collapse leading to injury or damage	Event Staff, Set Up Team, Participants, Contractors	Low	Use of experienced contractor working to safe practices under LOLER Checks by contractor on all supports prior to the opening of the event	Site Safety officer to check before sign-off. Site Manager to carry out regular checks	Low
Communications – issues relating to: Failure of comms Radio net congestion	Event Staff, Set Up Team, Participants, Contractors	Low	Back up mobile phone numbers held for key staff and supervisory stewards Stewards and event crew positioned across the circuit to allow for relay of signal should it be required – digital net could be replaced by back-to-back comms	Comms managed from Event Control with all parties present to allow for integrated response to any incident Emergency Services operate on the separate Airwaves system	Low

Celebrity Visits: Possible crowd issues Personal safety issues	Celebrities Event Staff Participants Media	Low	Any visits by celebrities to attend the event are assessed for impact At present there are no names likely to cause any high level of interest	Event Director and Communications Director to liaise on any media promotion	Low
Issues relating to waste: Collection of waste on time Response to incidents	Event staff Set-up team Participants Contractors Motorists	Low	Cleansing operation provided by event.	Event Control, Sector Managers and Site Managers to monitor progress on the day	Low
Need for adequate public liability insurance for all parties	Event staff Participants Spectators Contractors General Public	Low	All contractors hold public and employers liability insurance.	Checks made pre-event to ensure insurance details are submitted by suppliers	Low
Branding issues in the wind: Boards / barriers blowing over	Event staff Participants Spectators Contractors General Public	Low	Barrier lines to be braced by contractor Plan exists for branding team to remove branding at certain wind speeds	Forecast monitored Extra ballast in place at key areas (sandbags and heras blocks)	Low
Theft of participants possessions	Participants	Medium	Participants advised to only use the designated packing area	Site Managers and Security Team to monitor on the day	Low
Equipment site in wrong locations	Event Staff, Set Up Team, Participants, Contractors	Low	Site to be marked out by Site Managers the day before using temporary ground marking paint. Site staff to supervise the positioning and erection of the infrastructure Site plans issued to all contractors in advance		Low

SECTION 6

Event Specific Arrangements

Crowd Management	<i>Event Specific Arrangements 6:01</i>
<p>An event of this nature will not attract a large crowd, it is expected the general public will pass by, stopping briefly to watch a few jumps and to view display stands. We do not expect large amount of people to congregate for long periods of time.</p>	
Parking Restrictions	<i>Event Specific Arrangements 6:02</i>
<p>No vehicles to be left on site with the exception of the crane and 3 display vehicles supplied by a car garage sponsor.</p>	
Security	<i>Event Specific Arrangements 6:03</i>
<p>Due to the nature of the event, security personnel are required overnight to guard the crane and displays. Northern Security will be used to supply an overnight security guard.</p>	
PA System & Announcements	<i>Event Specific Arrangements 6:04</i>
<p>A PA System will be installed by KRS Rigging Services Ltd and located at the stage area. This will be used play ambient music and to announce competitors and general info.</p>	
<p>Evacuation of Venue "Please leave the area and assemble on the main car park adjacent to the Sandcastle for further instructions"</p>	
<p>Lost Items Lost property will be difficult to locate due to the location of the event. However, any item found it will be taken to the packing area. Items will be booked in and not released until the claimant can provide an adequate description of the item. Where ownership cannot be proven or is contested, the matter will be passed to the police. Any valuable item left unclaimed at the end of the Event will be handed to the police, all other property will be disposed of.</p>	
<p>Lost Children The Lost Children Point will be located within the packing area.</p> <p>If a lost child is found, the Steward who finds them or is handed them should remain at the point in which the child was found for several minutes and contact the Event Director, who will advise if the child has been reported missing or whether he/she should be taken to the Lost Children Point. Details of the child's location when found, clothing, age and description are ascertained and if the child can communicate, details of parents are asked from him/her and reported to Event Director via the radio provided. Event Director will notify the police of the details and ask the PA Announcer to announce that a child has been found and asking parents/guardian to report to the Lost children Point. Details and colour of the child's coat/clothing is the only information that will be given out in the announcement.</p> <p>DO NOT REFER TO CHILDREN SPECIFICALLY OR GIVE DETAILS OF NAME, SEX OR AGE.</p> <p>Stewards will direct all members of the public who have either lost someone or are looking for someone to the 'Lost Children Point'. If a parent arrives looking for a child who is not there, use the mobile radios to circulate a description of the child to Stewards. Upon the parent / carer arriving to collect the child, they must be asked for the child's name, age, sex and a description of the child's clothing, and this should be checked against the available information. Details of the person claiming the child will be taken and given to the Event Director. Once the child has been reunited with the parent / carer, inform all involved. If there is any doubt as to the validity of the parent/carer's claim on the child, the police should be called and the matter dealt with by them. Children not collected by the time the Event closes, will be handed over to the police. <i>The aim of these guidelines is to protect the lost children and Event staff from possible legal repercussions.</i></p>	

Environmental Issues	<i>Event Specific Arrangements 6:05</i>
<p>Residential Issues The event is located within the seafront area. There are no residential impacts from this event.</p> <p>Spectator Area The spectator site along with the event area in general will be cleared post the event with the final removal of all equipment removed by Tuesady pm.</p> <p>Noise Levels The event will not generate significant noise levels.</p>	
Fire Safety	<i>Event Specific Arrangements 6:07</i>
<p>There is a minimal risk of fire and all electrical equipment will be operated by trained employees. All outside equipment brought to the location will be required to provide a risk assessment and evidence of PAT testing.</p> <p>Fire Announcement In the event of a fire or other emergency within the event arena, the following announcement will be given out via the PA system: <i>“Your attention please – your attention please – Spectators please listen carefully, this is a public announcement – for your own safety please leave the area as directed by the Stewards wearing fluorescent jackets.”</i></p>	
Emergency Planning	<i>Event Specific Arrangements 6:06</i>
<p>Definition A major incident is any emergency that requires the implementation of special arrangement by one or more of the emergency services, the NHS or the local authority for:</p> <ul style="list-style-type: none"> • The initial treatment, rescue and transport of a large number of casualties; • The involvement either directly or indirectly of a large number 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, serious injury or homelessness to a large number of people. <p>The event is estimated to attract approximately 1500 spectators at any given time on the day and so the risk of emergency incidents is present. In order to enable any emergency to be dealt with efficiently and safely, the following procedure are in place:</p> <p>Bomb Warning Received If a bomb warning is received by the police, media or organisers, the following procedure will take place:</p> <p>If a location is specified in the warning, the Event Director and police are consulted. Any unusual packages or behaviour reported to the police and the area may be closed to the public. If a package is located, the police will investigate and take the necessary action in evacuation with the help of the Event Director and Stewards.</p> <p>If no specific location is specified, a site meeting will be called with the Event Director, Event Manager & Safety Officer and Police Liaison. The site meeting will take place at the Packing area.</p> <p>The next procedures to follow will be directed by the police and could include a detailed search of all Event areas, evacuation of all areas, or partial evacuation of a particular area, and further investigation of the validity of the warning.</p> <p>Complete Evacuation of the Event Areas If a complete evacuation of the town centre is required, the police will assist. An emergency meeting of all Stewards will be called and the situation explained to them. Each section Steward will be responsible for moving all visitors, staff and event traders to the nearest exits and clearing their area of the Event. The Event PA system will be used to give information to the public regarding the evacuation, the police will advise on the wording to be used. Once Stewards have cleared their section, they will report to the event Director who will ask them to stand by, evacuate or assist in another section of the Event. The Event Director will remain in constant communication with the police to ensure they are aware of the progress of the evacuation.</p>	

Competition will be stopped after any unsecured competitor has exited the basket and the crane basket will be lowered with any remaining competitors still inside.

Suspicious Packages

If a suspicious package is notified to a Steward, they must contact the Event Director who will contact the police. The head Steward should be consulted as to any details they may have about the package and movements in the vicinity. The police will ascertain the seriousness of the package and may require partial evacuation, which will be conducted by the section Steward with the assistance of the police. The police will then proceed with the investigation.

Fire

If a Steward discovers a fire, they will raise the alarm by shouting. Evacuate all people that might be at risk. The Steward will contact the emergency services by dialling 999 and then notify the Event Director or send someone to inform the Event Director or Event Manager & Safety Officer. Locate the nearest fire extinguisher if applicable and try to contain the fire if safe to do so. The Event Director will also notify the emergency services and then ensure that the police on the Event site are aware and are expecting a fire engine. The police will ensure safe passage of the fire engine to the fire. The fire engine team will deal with the fire as necessary.

Competition will be stopped after any unsecured competitor has exited the basket and the crane basket will be lowered with any remaining competitors still inside.

Hostile and Non Hostile Demonstrations

If a demonstration takes place at the Event location, either by an individual or a group, the Stewards should notify the Event Director immediately. The Event Director will notify the police and a site meeting held to decide on the best course of action. It may be necessary for a Steward to ask the individual to cease their actions and leave the Event area, if they do not leave, the police will assist.

Criminal Incident

If a criminal incident occurs, the Steward should notify the Event Director who will notify the police. The area should be closed off and any potential witnesses should be asked to remain in the area until the police arrive. The police will deal with the situation in the appropriate manner and request a site meeting or evacuation.

Road Incident

The Event is held off the road and a significant distance (60m minimum) from the kerbside of the promenade road.

Emergency Situation

A Pre Evacuation message will be notified to you from Event Director or Event Manager/Safety Officer. You should prepare your area for possible imminent evacuation.

The Pre Evacuation message is: "All Stewards operate a Code Black"

Clear for your area for possible evacuation and await further instruction. If a full evacuation of your area is necessary, a public announcement will be made over the PA or you will be notified via radio or mobile phone from the Event Director or Event Manager/Safety officer or Chief Steward.

The announcement will be: "Your attention please – for your own safety, please leave the Event in "X" direction"

You must physically point in the direction during the announcement. Your responsibility is to follow the instruction of your Chief Steward or assist emergency services in co-ordinating an evacuation. Once an evacuation is complete, and you are in a safe area, seal off the area and prevent re-admittance. Await further instruction.

SECTION 7

Communication

Communications Profile	<i>Communication 7:01</i>						
<p>Communication between all those involved in the delivery of the event on the day will be a key factor in ensuring that a safe and successful event takes place. The means of communication will vary from the use of a bespoke network of radio communication used by key staff only to word of mouth between individuals. All efficient and effective means of communication have a role to play in delivering this event.</p> <p>The key staff based in Event Control will provide the hub for command and control during the event period. They will primarily make use of the radio communication network brought in for the event period but may also use other methods such as mobile phone or personal contact to manage the event.</p> <p>A Communication Plan has been developed based on roles and responsibilities as set out in the overall event staffing structure. Key staff will be linked by way of the event radio communication system with others using either their own radio systems or mobile phones.</p>							
Event Radio Network	<i>Communication 7:02</i>						
<p>There will be 1 radio network supplied for the event:</p> <p>A list of people of who will have radios and operating channels will be provided 3 days prior to the event.</p> <p>NB: Radio Protocol. Detailed conversations – e.g. to do with an lost child – should be conducted by both parties agreeing to move to a vacant channel such as channel 5 and turning the channel switches on their handsets. Please remember to switch back to the correct channel when the conversation is complete. Non-event crew personnel will be on the radio – keep it concise & don't swear.</p> <p>The system will be live from Thursday 31st August 2017 at 09:00.</p> <p>These radios will in the main be used by event staff, crew & suppliers to facilitate the routine management of the event:</p> <table data-bbox="159 1209 766 1310"> <tr> <td>Channel 4</td> <td>Event Channel</td> </tr> <tr> <td>Channel 2</td> <td>Emergency channel</td> </tr> <tr> <td>Channel 5</td> <td>Lost Children, Admin / Entry enquiries</td> </tr> </table>		Channel 4	Event Channel	Channel 2	Emergency channel	Channel 5	Lost Children, Admin / Entry enquiries
Channel 4	Event Channel						
Channel 2	Emergency channel						
Channel 5	Lost Children, Admin / Entry enquiries						
PA System	<i>Communication 7:03</i>						
<p>A PA system will be installed at the event to give competition commentary and emergency information as required. This system is an integrated part of the Event.</p>							
Information Point	<i>Communication 7:04</i>						
<p>The information point for competitors and members of the public is located within the Packing Area on the headland. The point is staffed by experienced personnel and can answer most questions. They can also forward any queries directly to the Event Manager.</p>							
Media & Public Relations	<i>Communication 7:05</i>						
<p>A major incident will attract the attention of the press, radio and television media. The response is likely to be immediate from local reporters and, dependent upon the scale and nature of the incident, may result in national and international media attention. Failure to consider the media response at an early stage may have serious implications for the management of the whole incident.</p> <p>The initial focus of attention for the media will be the area of operations and the search for information. It is vital, therefore, that a fast and regular flow of coordinated information is made available, ensuring that incidents are projected in the most positive light. The Event Manager will, generally, provide all information to the media.</p>							

SECTION 8

Incident Procedures

Incident Procedures		<i>Incident procedures 8:01</i>
If one or more of the following incidents occur, the following procedures should be followed.		
Incident	Response	Additional information
Overcrowding	Should it become apparent the area defined as the event area (as marked in section 3.02 of this document) is becoming over-crowded all BASE jumping activities should cease and stewards will be informed. Spectators will be informed via the PA system that “due to circumstances beyond our control BASE jumping has ceased for today” and will be asked to leave the area. Stewards to assist in crowd dispersal.	SIA approved stewards are to assist and advise during the event as to crowd control issues should they arise.
Medical incident involving a member of the public	<p>Medical staff will be positioned at the event control marquee. If the casualty is able to walk un-assisted, they should be directed to the event control marquee where treatment will be administered by qualified staff. Steward should remain in position.</p> <p>If the casualty is unable to move un-assisted, stewards should inform on duty medics as soon as possible and assist keeping the immediate area clear should the medic require “working space”. Once the patient is treated, recovered or left the area, the steward is to return to their position.</p> <p>On site medics will be responsible for all treatment and decisions relating to the welfare of the casualty and if additional help (ie. NHS ambulance) is required.</p>	At no point should a steward assist a casualty to move or walk to treatment areas.
Injury to a BASE jumper	<p>If a BASE jumper is unable to remove him/herself from the landing area unaided, all jumping activities will stop and onsite Medics will attend the casualty. On site medics will be responsible for all treatment and decisions relating to the welfare of the casualty and if additional help (ie. NHS ambulance) is required.</p> <p>Stewards should keep the landing area clear from member of the public and other BASE jumpers.</p> <p>Depending on the seriousness of the injury, event staff will erect a screen/barrier to avoid causing distress to members of the public.</p> <p>Once the casualty is removed from the landing area jumping may continue only with the consent of the Event Director.</p>	Any jumpers left in the basket are to remain attached and MUST not jump. Depending likely duration of treatment and if safe to do so, the basket maybe lowered to the ground.

Fire	<p>Should a fire breakout in or around the crane, all jumpers should remain in the basket and the basket lowered if crane is operational. The immediate area should be cleared and Event Management will call emergency services.</p> <p>If the crane is not operational and if safe to do so, jumpers may exit the basket ONLY after the jump master authorises them to exit.</p>	<p>Jump Master will communicate with Event Director and their decision shall be final.</p>
Tram/power line strike by BASE jumper	<p>In the highly unlikely event of a BASE jumper coming in to contact with a power line or overhead tram power supply, all jumping activities will cease. SIA approved stewards will leave their post and form a cordon to keep members of the public away from potential risks.</p> <p>TMO will stop all traffic and relevant emergency services will be informed. The Event Director will contact the relevant parties and inform them of the situation and will request power to the affected supply to be turned off. Once emergency services are on site stewards should return to their position.</p>	<p>ONLY the Event Director is to contact the power supplier to avoid any incorrect information being passed to the emergency services.</p> <p>No further activities will take place without the Event Directors permission.</p>
Catastrophic failure of Crane, Stage or marquee	<p>In the event of any structural failure of the crane, stage area or marquee all activities are to cease, the immediate area to be cleared and all stewards should direct members of the public away from the affected area.</p>	
Jumpers stuck in basket	<p>Should the basket become stuck and if safe to do so, jumpers may exit the basket via PCA down to a height of 120ft to impact. Below 120ft jumpers MUST remain in the basket and await rescue.</p>	<p>Jump Master to have laser in the basket at all times. Jump master should have static line equipment for self rescue and should only exit once ALL other jumpers have left the basket.</p>