Gosport Waterfront Festival 2005

Walpole Park

Event Safety Management Plan

~~Version 1 – August 2004~~

June 2005

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1.0 Definitions and Terminology

The following terms are used throughout this manual.

GWF Event File		A comprehensive set of documents relating to all aspects of event safety, contractor method statements and so on. To be located in Event Control Room.
Event Licensee / Manager	Glen Wilkinson	Responsible to Gosport Borough Council for the safe management and the smooth running of the event.through the Event Co-ordinator
Event Coordinator	Dave Smith	Responsible for the smooth running of the event through the Event Safety Officer, Site Manager and Stage Managers.
Event Safety Officer	Les Mathewson	Responsible for co-ordinating safety arrangements on site through the Security and Stewards Supervisors. Responsible to the Event Co-ordinator.
Security Supervisor	Terry Ash	Responsible for strategic management of security resources. Responsible to the Event Safety Officer
Steward Supervisor	Paul Henty	Responsible for enacting the agreed stewarding plan, and for operational control of stewards. Responsible to the Event Safety Officer
Emergency Planning Officer – Hampshire County Council	Duty Officer 07623 960259	To be contacted in the event of a serious incident.
Emergency Planning Officers – Gosport Borough Council	Stevyn Ricketts	To be contacted in the event of a serious incident.
Emergency Routes		Such roads previously identified as being essential in the event of an emergency or disaster, to facilitate the access and egress of emergency vehicles between the event area and the boundaries of the Gosport Waterfront Festival site.
Hampshire Police Planning Co-ordinator	Inspector Paul Rowsell	Liaison Officer from Solent East BCU and main Police contact for the GWF.
Bronze Command		Operational responsibility for on-site response and control of incidents.
Event Safety Guide		HSE Publication ‘A Guide to Health and Safety at music and similar events. HSG195
Missing Children	Hants Police Procedure	The Hampshire Constabulary procedure will be used to deal with lost children or lost parents on-site throughout the whole duration of the event.
Statement of Intent		A document as recommended in the report by Lord Justice Taylor into the Hillsborough Disaster, drawn up between Hampshire Police and the organizer detailing the responsibilities and roles of

		each

Introduction

1.1 Glen Wilkinson and Dave Smith will manage and co-ordinate the Gosport Borough Council 2005 Gosport Waterfront Festival (GWF) from Friday, 1 July to Sunday, 3 July inclusive. The event will take place at Walpole Park North

1.2 GWF is a ticket less community event with live concerts, craft stalls and other ground attractions. The site will be closed to non-emergency traffic during opening times. The site will open daily from 10.00 to 23.00 (22.45 on Sunday) with free admission to the public.

1.3 The occupancy capacity for the site has been set at 4,500. This includes staff, contractors, artistes, crew, public and guests.

1.4 The site will be closed from 23.00 (22.45 on Sunday) to members of the public (guests, staff, crew and artistes backstage will be clear by 23.59). Access is restricted to pedestrians. The expected audience profile is of mixed ages predominately in family groups. Visitors will consist of local residents, staying visitors and regional/national visitors for the day. The entertainment programme is outlined in Appendix 2.

1.5 Management and co-ordination of the event will be conducted through Glen Wilkinson and Dave Smith.

1.6 Glen Wilkinson and Dave Smith have assumed responsibility for the planning, management and co-ordination of the event through Gosport Borough Council.

1.7 This plan sets out the structure and responsibility of the GWF Management Team and summarises how Health and Safety targets will be achieved.

1.8 No amendment can be made to this plan unless agreed by the GWF Safety Advisory Panel.

1.9 We are grateful for the assistance given by all officers, the Emergency Services and all other contributors to this plan.

2.0 Event Personnel

2.1 Set out below are the operational roles and responsibilities of each member of the GWF Management Team and the Emergency Services.

2.2 Event Licensee / Manager (Glen Wilkinson-GBC)

ensure that all conditions set out by Gosport Borough Council are enforced and adhered to;

ensure that the site is safe for members of the public, contractors, artistes, crew and other visitors to the site and that Event Control is operational during the hours stipulated in the plan;

provide information to the public as required;

ensure all safety files and other information relating to the event is readily available;

ensure the logging of any telephone communication in relation to an incident or any matter that is deemed necessary;

overall management of the GWF in respect to all organisational matters;

co-ordinate the compilation of the Event Safety Management Plan;

determine the site layout plan;

liaise with the Event Co-ordinator, Event Safety Officer, Emergency Planning Officer and Emergency Services both during normal mode and emergency mode;

co-ordinate inspections carried out by the Event Safety Officer and the Health and Safety Advisors of the statutory authorities;

co-operate with the Emergency Planning Officer or his liaison officer to enable them to undertake the tasks assigned to them in the event of a major incident;

liaise with and assist the Emergency Services with requests when required;

provide security and stewarding manning levels to ensure a safe site;

liaise with the Public Address System supplier re operation of the system;

liaise with the press, radio, TV re GWF promotion;

oversee the co-ordination and management of all GWF event staff through the Event Co-ordinator;

ensure the briefing of all participants (written and verbal);

preparation, production and circulation of the site layout plan;

provide an adequate radio communication plan and system to allow radio contact with all GWF staff (including stewards), Emergency Services etc;

oversee the issue of all passes to relevant organisations;

provide adequate signage on the site and in the surrounding area to assist members of the public attending;

ensure adequate first aid cover is available on site at all times;

ensure competent stewards are used for the event (including traffic marshalling and car parking);

2.3 Event Co-ordinator (Dave Smith)

work with the Event Licensee / Manager to ensure all of his responsibilities are met;

to be directly responsible for the Event Safety Officer, Commercial Manager and Stage Managers;

to co-operate with the Emergency Planning Officer or his liaison officer to enable them to undertake the tasks assigned to them in the event of a major incident;

liaison with Emergency Services and to assist the Emergency Services with requests when required;

liaison with the press, radio, TV re GWF promotion;

where appropriate assist in the briefing of participants (written and verbal);

assist in the preparation of the site layout plan;

provide information to the public as required;

2.4 Event Safety Officer (Les Mathewson)

responsible for site security;

ensure any incident or accident is appropriately reported, logged and investigated;

consult with and advise the Emergency Planning Officer or his nominated officer, and to ensure he is provided with timely information that could assist in the effective and efficient operation of the Emergency Plan;

attend Emergency Briefings with the GWF team, Emergency Services and relevant personnel;

assist the GWF Event Manager and Co-ordinator in carrying out the required dynamic risk assessments;

carry out safety inspections prior to, during and after the Event, checking all safety documentation of traders and contractors prior to the event to ensure currency and compliance with legislation;

record all incidents and problems on the agreed inspection forms and advise the Event Control of results and concerns as considered appropriate;

take such actions as deemed necessary to ensure compliance with the GWF site regulations and relevant legislation;

act as Liaison Officer with the Emergency Planning Officer and Emergency Services both during normal and emergency mode;

co-operate with the Emergency Planning Officer or his liaison officer to enable them to undertake the tasks assigned to them in the event of a major incident;

liaise with and assist the Emergency Services with routine requests when required;

effectively manage the security and steward supervisors and their staff during an emergency situation;

should a major incident occur the Event Safety Officer will assume responsibility until handing over to the Emergency Services.

2.5 Security and Steward Supervisors
(Terry Ash & Paul Henty)

the Security and Steward Supervisors are responsible to the Event Safety Officer, their principal duties are:

to protect public safety;

to protect equipment on site;

to provide information to the public;

to act as readily identifiable point of contact for the public;

to provide intelligence and feedback to the Event Safety Officer and Event Control relating to activities on the site;

to assist in carrying out agreed emergency procedures;

to assist in the reporting of incidents and the taking of witness statements, securing of incident sites and so on;

to assist the Police or other statutory body in the carrying out of their duties;

managing the safe access and egress for all customers to and from the festival site;

stewarding and managing crowd flow at identified pinch points and potential problem areas;

manning and management of the ‘pit area’ in front of the main stage;

reporting any incident or accident to the Event Safety Officer in the event of a major incident, to assist the Emergency Services as appropriate;

ensuring the team operate in accordance with the Security and Stewards brief as prepared by the Event Safety Officer and agreed by the Event Manager and Event Co-ordinator;

ensure all staff requiring SIA training have undergone said training. Copies of certificates to be on-site for inspection;

the management of staff breaks and general welfare of staff
managing staff allocated to each zone and ensuring they operate in accordance with the staffing brief;

reporting any incident/accident to the Event Safety Officer and ensuring that staff complete an incident/accident report form when appropriate.

2.6 Commercial Manager (Emma Smith)

liaise with and support the Event Co-ordinator in his duties;

issue site passes to relevant organisations, stall holders, VIP's and sponsors;

be the first point of contact for all concessionaires, stall holders, sponsors and VIP's in the VIP area;

provide information to concessionaires, stall holders, sponsors and VIP's as required;

responsible for ensuring all of the sponsors banners / publicity material is properly displayed;

assist in the evacuation of all concessionaires, stall holders, sponsors and VIP's during a major incident or evacuation;

provide information to the public as required;

provide/assist the Emergency Services with routine requests;

with the Event Safety Officer ensure the Incident Log Book is properly maintained;

issuing of meal vouchers to permitted artists, staff and contractors;

responsible for obtaining gate figures from security staff throughout the duration of the Gosport Waterfront Festival and recording the information on the supplied logs;

responsible for ensuring site PA announcements are made throughout the event, including mention of sponsors and all announcements during a major incident;

manning of the site office/event control centre as required throughout the duration of the Gosport Waterfront Festival.

assisting artistes with movement of equipment both on and off the stage.

2.8 Emergency Planning Officer (Mike Jeffery or his deputy-GBC)

to co-ordinate the compilation of the overall Emergency Plan for the GWF;
responsible for co-ordinating Gosport Borough Council's response to an incident in accordance with the arrangements as set out in the current edition of the Major Emergency Response Plan;

attend 2.7 Stage Managers (Clive Foster-Reed & Jim Holbrouk)

responsible for all artistes and their personnel whilst on site;

assisting on the evacuation of all artistes and their personnel during a major incident or evacuation;

responsible for ensuring the running order is adhered to and that the evenings entertainment finishes within the set times.;

liaise with the sound engineers, bands and road/crew managers to help ensure a smooth run event;

liaise with the Event Co-ordinator regarding any problems;

responsible for ensuring the artistes dressing rooms are clean and ready upon arrival, and that all riders are available to them as and when required;

emergency briefings with the GWF team, Emergency Services and relevant personnel;

liaison with the Event Manager, Event Co-ordinator and Event Safety Officer regarding any major incident. It is important to note that the Emergency Planning officer is NOT responsible for the day-to-day Health and Safety issues at the event.

2.9 Emergency Services

The Police will be in the vicinity of the site during the GWF. Their responsibilities will be as follows:

Hampshire Constabulary (Gosport and Fareham BCU)

Hampshire Constabulary will take overall control of any major emergency, coordinating and facilitating where appropriate the work of the emergency and support services.

As far as practicable, the Police will intervene:

in the event of breaches of criminal law;

in the event of actual or anticipated breaches of the peace;

to manage vehicular and pedestrian traffic in public places as considered necessary and appropriate;

police powers of arrest will be exercised where deemed appropriate.

Contact: Hampshire Constabulary Planning Co-ordinator – Inspector Paul Rowsell

Hampshire Fire and Rescue

Hampshire Fire and Rescue Services will not be present on-site; but will be operating standard procedures with the confines of the GWF site. They will be contacted in the normal manner (999).

Hampshire Ambulance Service

Hampshire Ambulance will not be present on site. The principal medical provider for the event is St Johns Ambulance. A medical risk assessment will be conducted and a level of staffing and equipment provision will be implemented with guidance from Hampshire Ambulance Service.

To oversee the provision of resources in accordance with the event medical Risk Assessment;

to approve the operation of any medical sub-contractors.

2.10 St Johns Ambulance

St Johns Ambulance will:-

provide first aid cover within the festival site.

oversee the provision of resources in accordance with the Event Medical Risk Assessment and Hampshire Ambulance Service;

direct appropriate medical resources to incidents;

provide an officer to act as a primary means of communication with the GWF Event Manager and Coordinator and the other Emergency Services;

arrange and set up a casualty clearing centre in the event of an incident;
provide first aid post(s), ambulances, foot patrols and other resources to treat casualties whom require assistance.

3.0 Planning and Management

3.1 The GWF is split into three distinct phases:

the site build;
the event; and
the site breakdown.

3.2 Each phase has its own levels of Management command, control and logistical requirements. This section sets out the Event Management structure and the safety policy for the GWF, detailing the responsibilities of members of the GWF team during the site build, the show and the site breakdown. The Health and Safety of employees, participants and the public at all stages of the GWF event is of paramount importance.

3.3 It is the policy of Gosport Borough Council and therefore the GWF to comply with the Health and Safety at Work Act 1974 and other relevant legislation, and to provide and maintain a safe working environment and safe systems of work.

3.4 The organisers recognize their responsibility to protect the health, safety and welfare of its employees, its sub-contractors, artistes, guests and members of the public attending the event.

3.5 As far as is reasonably practicable, the event shall be conducted in accordance with HSG195, The Event Safety Guide.

3.6 Any incidents, accidents or dangerous occurrences will be recorded in an appropriate manner and reported to the Event Control. Reporting required under RIDDOR shall be the responsibility of the Event Licensee / Manager in consultation with GBC Environmental Health Department.

3.7 GWF Health and Safety policy will be continually monitored and updated as required.

3.8 The Council has public liability and employee liability insurance and is adequate and appropriate for the GWF. All sub-contactors will supply documentation to establish a minimum cover suitable for their service of between £2,000,000 and £10,000,000 Public Liability Insurance per occurrence, which will be approved by the Council's officer responsible for insurance issues. Evidence of such cover will be copied into the Event Safety Master file held in Event Control.

3.9 The GWF team will be led by the Event Licensee / Manager, or in his absence, the Event Coordinator. The structure of the management team is shown in Appendix 1.

3.10 The preparation for the GWF is managed in the following manner:

<u>The Build Phase</u>

3.11 The site 'build' will commence from 9.00 a.m. on Wednesday, 29 June 2005. From this time the overall management will come under the control of the Event Manager and Event Coordinator. All contractors for the site build will arrive and report to them.

3.12 The Event Manager, Event Coordinator and/or Event Safety Officer will be on-site prior to arrivals of any contractor to ensure safe practices are understood and implemented and correct accreditation is issued.

3.13 During the build and breakdown phases, the Event Licensee/Manager will assume overall responsibility for Health and Safety matters relating to GWF activity on the site.

3.14 A suitable and sufficient Event Risk Assessment for the event has been carried out. Ongoing assessment will continue before and during the event. These assessments will be available for inspection in the Event Safety File and will be kept at the Event Control.

3.15 All contractors have been requested to supply appropriate risk assessments, insurance documents and Health and Safety policies. Such documentation will be reviewed (as applicable) by the Event Safety Officer. All contractors will be required to conform to relevant legislation, guidelines and safe working practices as outlined in this document.

The Event Phase

3.16 The GWF event phase will commence at 1000 on Friday, 1 July 2005. From duration of the event period the general management of GWF will remain under the direction of the GWF Event Management Team.

3.17 During the event the Event Manager, Event Coordinator, Commercial Manager and Event Safety Officer will inspect the site and ensure the caterers; stallholders and other contractors are complying with the GWF Site Regulations.

3.18 Each Emergency Service is responsible for arranging briefings of their own personnel.

3.19 A debrief will take place after the first day and thereafter as and when required or as deemed necessary by the Event Manager, Event Coordinator, Event Safety Officer, Emergency Services, Emergency Planning Officer or Environmental Health Officer.

The Breakdown Phase

3.20 Event breakdown commences at 9.00 a.m. on Monday, 4 July 2005 and safety on the site for event specific activity remains the responsibility of the Event Manager. The roles and responsibilities will revert to those used during the event build phase.

4.0 Amusements, Attractions and Displays

4.1 The Event Manager, Event Coordinator and Commercial Manager are responsible for the engagement, control and co-ordination of all ground activities and entertainments.

5.0 Off-Site Transport Management Plan

5.1 It is the responsibility of the Event Manager to arrange for the drawing up of an effective Traffic Management Plan to allow the safe access and egress of patrols to and from the event site. During the event, vehicular access to the site will be supervised by security staff via Gate C. Pedestrian traffic will enter via Gates A and B.

5.2 Limited access to the public side of the site for authorized vehicles will be permitted; deliveries and servicing vehicles will be under the direction of the Event Safety Officer.

5.3 A 10mph speed limit will apply throughout the site with all vehicles hazard warning lights on when driving on the site.

5.4 All road closures (where applicable) will be fully co-ordinated by Gosport Borough Councils Traffic Management Section.

5.5 Parking will be restricted within any road closure to designated areas.

5.6 Additional signs will be erected directing visitors to the site and IFOS Festival parking in accordance with GBC's Traffic Management Section requirements and approval.

6.0 Communications

6.1 Communication between GWF staff is via a dedicated GWF event radio network and via mobile phones. A radio communications contact list will be distributed to all event staff and contractors and will detail radio channels and call signs. A telephone contact list will also be distributed.

6.2 Communication with the public is by a public address system and in the event of failure of this system via stewards and loud hailers.

6.3 A GWF operational control office will be located to the right of the stage in the site office.

Contact Event Control: Glen Wilkinson/Dave Smith

6.4 Information to the public will be made available in a number of forms including:
Signage;
Stewards; and
PA announcements.

6.5 Event Radio System
All GWF staff will be in radio communication and will use UHF handheld radios. They will operate on the following channels:
Channel 1 – Event Management
Channel 8 – Emergency

A copy of the Radio Channel Plan, which includes an operating procedure, can be found in Event Control.

6.6 All the Emergency Services will operate on their own radio systems. To ensure proper communication links between GWF and those services, the Event Manager will provide one of the GWF event radios to a designated officer.

6.7 The following code phrases will be used to denote states of readiness or of response to incidents:

Code GREEN

No major problems, but staff to remain alert and vigilant at all times to any potential problems.

Code AMBER

Staff to be aware that there is potential for a serious incident and to be standing by to put into effect the operational action as outlined. Radio silence to be maintained and staff should await specific instructions.

Code RED

Staff to maintain radio silence and implement Major Incident and the Emergency Plan as directed by Event Control as outlined in sections 9 and 10 in this document.

The authority to change the alert status shall rest at all times with the Event Manager and the Event Safety Officer, and at all times in consultation with the other Emergency Services.

6.8 All radio users will be advised of appropriate radio protocol prior to the issue of handsets.

6.9 Control of the Public Address System will remain at all times with the supervisor from Panda Hire Limited.

The public address system will be tested daily and in operation prior to the site being opened to members of the public daily.

Public address information and announcements are detailed in Section 10 – Major Incident Planning and the Emergency Planning Officer's Event Emergency Plan.

6.10 Supervisors will each have a loudhailer to communicate with members of the public. This will act as a back-up facility in the event of the emergency PA failing.

6.11 A supply of torches will be available in the Site Office/Event Control. This will act as a back-up facility in the event of the floodlights failing on-site.

7.0 Crowd Management

7.1 The GWF site comprises a public open space of 9,000sq.m. The principle route of pedestrian access is via Gates A & B.

7.2 Security and Stewards, with considerable experience of similar events, have been engaged to deploy personnel and facilities as appropriate to manage the event. Manning levels are included in Appendix 6.

7.3 A constant system of sit-reps and dynamic risk assessing will determine the appropriate course of action and will be managed by the Event Safety Officer using available resources.

7.4 Should an incident occur the Event Safety Officer will assess it and appropriate action will be implemented. All incidents will be logged and recorded via the Event Safety Officer. Inevitably some instances may require physical intervention. SIA trained staff will be on-site to address such instances. In the event of a major public order situation on-site, the Police will be called using the standard number (999). The Police will be met at the established Rendezvous Vehicle Point (RVP) and briefed accordingly. The security and stewards will be placed at the disposal of the Police in the event of such an emergency incident.

7.5 Security and Stewards. The Event Safety Officer will ensure that there are sufficient numbers of appropriately qualified and experienced security and stewards in line with the PEL requirements. They are allocated according to the risks posed by each of the concerts.

7.6 Security staff will be re-deployed from one area to another as deemed necessary by the Event Safety Officer.

7.7 The Security and Steward Supervisors will have available to them a loudhailer for urgent communication and as a back up in case the public address system fails. The Event Safety Officer will co-ordinate the overall management of the security team and stewards.

8.0 Medical, Ambulance and First Aid

8.18.1 Management and Level of Medical Resources

St Johns Ambulance will be responsible for any ambulance and medical requirements (including utilisation of Hampshire Ambulance Service in the event of a major incident). They will provide on-site the following resources:

Contact: Mr. Pete Smith

8.2 First Aid Post

The permanent first aid post is to be located behind the sound engineers tent in the centre of the site.

8.3 Accident, Investigation and Reporting

St Johns Ambulance staff will keep written records of all casualties and will report any serious accident to the Event Manager, Event Co-ordinator and the Event Safety Officer.

8.4 Reports required under RIDDOR shall be the responsibility of the Event Manager.

8.5 Such written records to include the following information:
full name, address and age of casualty;
the nature and severity of the injury sustained and treatment given;
the time, date and location of the accident;
the identity of any eyewitnesses;
the time of the report.

8.6 A copy of the accident report form to be used on-site is included in Appendix 12.

9.0 General Incidents

9.1 The response to any emergency will be provided by the appropriate emergency service(s) in the normal way. However, it is likely that stewards and security personnel may be the first on the scene, so the following advice is intended to enable an appropriate initial response before professional teams arrive.

9.2 Conditions Green, Amber and Red

The following phrases will be used to denote states of readiness and response to incidents. Under normal conditions the event will be deemed to be operating in a Condition Green. This indicates that staff should continue with their normal activities.

If a serious incident has occurred or is imminent, Event Control may determine that staff should be brought to a heightened state of readiness. This is denoted by Condition Amber.

GWF Operation Centre Radio Control shall be instructed to broadcast the following radio announcement:

"Please note – Condition Amber now exists – all GWF staff to observe radio silence and await further instruction." (repeat)

9.3 On hearing such a radio call staff must:

maintain radio silence;
prepare to make announcements to the public;
prepare for public evacuation; and
await instruction.

9.4 If the incident is sufficiently serious, the Event Safety Officer or Event Manager may decide to raise the status to Condition Red. In such instances the following radio announcement shall be broadcast:

"Please note – Condition Red now exists – all GWF staff to observe radio silence and await further instruction." (repeat)

Following a Condition Red alert:

stewards, technical and medical personnel will be directed to the incident from the GWF Event Control or by the Event Safety Officer;

concessions staff within the incident area will be required to cease trading;

depending on the nature of the incident, concessions may be allowed to remain with their stalls/units;

the public will be cleared from the incident area and immediate action taken to safeguard property and life (if this does not put personnel at risk) until the incident has been suitably contained. All stewards, security and GWF staff will assist in directing members of the public away from the incident;

stewards and security staff will attempt to keep access routes clear for emergency vehicles and try to prevent other vehicle movement;

should it be deemed necessary a structured handover of control of the incident area to the Police Operational Commander will take place. Depending on the nature of the incident this may be part, or all, of the GWF site; and

also see Major Incident Chapter.

9.5 Standing Down from Condition Red or Amber

Once an incident has been suitably resolved, Event Control may determine that normal operations can be resumed. At such times the following radio announcement shall be made:

"All GWF staff please note that have reverted to Condition Green – revert to normal duties" (repeat).

9.6 Fire within the GWF Site

Should a steward or contractor discover, or be advised of, a fire within the GWF site, they must:

raise the alarm with the GWF Event Control informing them of the nature and location of the incident;

assist in evacuating the public from the vicinity of the incident;

the event control will dial 999 and inform Hampshire Fire & Rescue of the incident

tackle the fire with appropriate fire fighting equipment only if trained to do so and without placing themselves in danger;

assist in clearing an access route for emergency vehicles;

once the incident has been dealt with and the site declared safe by the Hampshire Fire and Rescue Service and Hampshire Police, the GWF event control will issue a 'stand down' call.

9.7 Discovery of a suspicious package

Should a steward or contractor discover, or be advised of, a suspicious package they must:

alert the GWF Event Safety Officer by the quickest possible means. This should be done without causing undue alarm. If calling by radio or mobile phone the call should be made out of earshot of any member of the public (if possible) and at least 100 metres of the package (200 metres for a car bomb, and 400 metres for a larger vehicle). Do not use radio or mobile phones in the immediate vicinity of a suspected package. On no account should anyone try to open or tamper with the package. The GWF Event Control will immediately advise the Police;

one person at the scene should keep a watch (from a safe distance) on the package until the Emergency Services arrive. The public should be kept at a safe distance. Hazard tape is available from the GWF Event Control. Any other available staff should assist with this part of the operation;

the Police will be met and briefed at RV1 and assume control of the situation as soon as they arrive on the scene. Staff should assist the Police and carry out any instructions given;

once the incident has been dealt with and situation declared safe by the Police the GWF Event Control will issue 'stand down'.

9.8 Gas Leak

Should a steward or contractor discover, or be advised of, a gas leak they must:

issue an emergency call to the GWF Event Control informing them of the approximate location of the leak;

the GWF Event Control will advise Hampshire Fire and Rescue;

Stewards and security staff will be directed to clear the public and impose/enforce a smoking/naked flame ban in the vicinity;

once the leak has been contained or assessed as safe, the GWF Event Control will issue a 'stand down' call.

9.9 Portable Toilet Leak

Any steward or contractor finding the toilets full or otherwise unusable, they must:

lock the unit if possible or use hazard tape to indicate it is out of use;

an attendant and vehicle will be on site to empty, valet and restock consumables throughout the weekend.

9.10 Other Incidents

In respect of any other type of incident, the steward or contractor at the scene must:

advise the GWF Event Control immediately with full details of the incident and a precise location;

the GWF Event Control will then initiate an appropriate response.

10.0 Major Incidents and Emergency Planning

10.1 Minor incidents will be dealt with by the Event Safety Officer, Commercial Manager, event staff or the Emergency Services working within their normal sphere of operations.

10.2 A major incident is defined as:

"Any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or Local Authority."

10.3 Whether a GWF or non-GWF related incident is categorised as such is entirely a matter for the Emergency Services or in certain circumstances the Local Authority.

10.4 In the event of a serious incident requiring urgent assistance from the Emergency Services the following action will be taken:

event personnel will immediately inform the Event Manager, Event Co-ordinator and Event Safety Officer via the GWF Event Control Centre.

the Event Safety Officer will inform all relevant agencies: Police, Fire and Ambulance by the standard 999 call.

10.5 Gosport Borough Council (GBC) Major Emergency Response Plan

The Emergency Response Plan may be invoked in the event of a major incident and the Council's Emergency Planning Officer (or his deputy) will implement procedures in the plan if required. This includes identifying premises and initiating call-out to provide facilities for the following:

rest/survivor centres;

friends and relative reception centre;

media briefing/conference facilities; and

a temporary mortuary will be established (possible use of the bars refrigeration unit/trailer).

10.6 Hampshire County Council's Duty Officer will initiate the call out of funeral service staff and activation and equipping of these facilities.

10.7 The initial point of contact for the Emergency Services will be with the Event Safety Officer, via the Event Control Centre. The emergency Public Address system will be housed there meaning announcements can easily be made covering the whole Festival Site if required. Festival staff on Gates A & B (the main public entrance) and backstage Gate C (the emergency access gate) will have direct radio contact with the Event Safety Officer and GWF Event Manager, meaning the Emergency Services can communicate immediately and directly with them upon their arrival on-site.

10.8 In the event of any emergency incident, whether it involves a site evacuation or not, the Event Safety Officer will take charge of proceedings. Should the Police decide to take control of the incident, the GWF Event Manager and the Event Safety Officer will hand over complete control to the Police who will co-ordinate all Emergency Services.

10.9 The Rendezvous Point (marshalling point) for all Emergency Services will be primarily the Willis Road Entrance Gate (Gate C) or if unavailable Creek Road.

10.10 The Forward Control Point will be at the Event Control Centre in the site office to the right of the stage.

10.11 The Event Safety Officer will be based in the Event Control Centre located to the right of the stage, with direct access to the Emergency PA System. S/he will remain in control of the site until either the emergency is declared over or the Police take control of the incident.

10.12 If the Event Control Centre is unavailable then the Town Hall will be used.

10.13 The Event Control Centre will become the 'Incident Control Centre' in the event of an emergency or major incident. This will be for the use of the Emergency Services and key event staff only.

10.14 Event staff will immediately notify the Event Manager, Event Co-ordinator and the Event Safety Officer of any emergency or major incident. Consultation will then take place with the Senior Police Officer in order that a decision can be taken on the appropriate response.

10.15 Pre-scripted Announcements

The Event Safety Officer will determine the announcement to be made in the event of an incident.

Bomb Threat

"Ladies and Gentlemen your attention please. This is an important safety announcement. Due to a security incident beyond our control, it will not be possible to continue with the show. Could you please leave ……..(area) as quickly as possible using the most direct route available, or as directed by the security and steward staff. Please remain calm and do not run."

In the event of an explosion

"Ladies and Gentlemen your attention please. This is an important safety announcement. There has been a serious incident at ……(location) and we would ask members of the public to keep clear of the area concerned. The Emergency Services are dealing with the situation and the best way you can help is to remain clear of the area. Thank you."

Temporary Evacuation and Fire

"Ladies and Gentlemen your attention please. This is an important safety announcement. Due to circumstances (explain circumstances if possible) beyond our control will you please evacuate (relevant

area). Will you please leave the area as quickly as possible using the most direct route available, or as directed by the security and steward staff. The Gosport Waterfront Festival will resume as soon as possible."

Full evacuation and Fire

"Ladies and Gentlemen your attention please. This is an important safety announcement. Due to circumstances (explain circumstances if possible) beyond our control will you please leave the festival site as quickly as possible using the most direct route available, or as directed by security and steward staff. Unfortunately it will not be possible to resume the Gosport Waterfront Festival."

Cancellation of GWF

"Ladies and Gentlemen your attention please. Because of the incident it has been decided to cancel the rest of today's entertainment. Thank you for your assistance and co-operation."

General announcements

This announcement should be broadcast regularly throughout the event.

"Ladies and Gentlemen your attention please. If you should require medical assistance, qualified first aid staff are on hand at all times. Look out for their post behind the sound engineers tent in the centre of the site. If you are unable to get to the post, you can contact a member of security or stewarding staff who will summon the assistance required."

10.15 Video/Photographic Evidence

In the event of a serious incident, appeals will be made to the public to submit any photographic or video material they may have of the incident or events leading up to it. All such material must be properly logged in accordance with the procedure laid down by Hampshire Constabulary. Such material should only be accepted by the person designated by Hampshire Constabulary.

10.16 Site security and stewards will direct the public off the Festival site via routes specified by the event/incident. Security staff and stewards will direct the public off the site via whichever Gates considered most appropriate by the Event Safety Officer. If is important for both security personnel and stewards to know where specific Gates are located. They will be clearly signposted A, B, C, D, E and F.

10.17 Members of the public will be asked to stay in the Evacuation Area until it is announced that it is safe for them to return to the Festival site or, if the concert is cancelled, to leave and go home.

10.18 The Evacuation Area for artistes and VIP guests will be the backstage entrance Gate D. If the emergency situation renders Gate D unusable they should leave the site via Gate C and then Gate E or F. The artistes must be escorted to prevent any further crowd management issues with zealous fans, and taken into Spring Garden Lane to be transported to the Town Hall Civic Wing.

10.19 If the event is curtailed for any reason an appropriate announcement will be made over the Public Address system. Site security and stewards will be expected to clear the site under the direction of the Event Safety Officer and the Senior Police Officer.

10.20 Security staff and stewards will be expected to keep all the access/egress gates clear from any obstructions at all times.

10.21 Fire extinguishers and fire-fighting equipment will be located at all appropriate positions around the site including the stage and backstage areas, by the front-of-house mixing platform, by all generators and in the Event Control Centre.

10.22 An Event Incident logbook will be maintained in the Event Control Centre. All incidents, emergencies and injuries to persons or damage to property will be recorded in the logbook and reported to the GWF Event Manager. The Event Safety Officer and the Commercial Manager will have responsibility for ensuring that the logbook is properly maintained.

10.23 The Event Incident Logbook will be available for inspection by the Police, Emergency Services and any appropriate Officers of Gosport Borough Council, or any other relevant enforcement body at all times.

11.0 Non-Emergency Incidents

11.1 There is always the possibility that a concert may have to curtailed or cancelled due to a non-emergency situation, for example, artist illness, power failure, inclement weather conditions etc.

11.2 Such a decision will be taken by the Event Manager following consultation with the GWF Event Management Team, artists and Emergency Services on-site.

Procedures

11.3 If a concert is cancelled before the public arrives this will be announced over the PA and radio and every effort will be made to produce leaflets and posters informing the public of the reason for the cancellation.

11.4 If a concert is cancelled after the public are already on-site, clear announcements from the stage or via the main PA system will help to diffuse what otherwise might be a difficult situation.

11.5 Security staff and stewards will be informed of the action being taken and will be expected to assist in escorting the public off-site as quickly and calmly as possible.

11.6 If inclement weather (especially high winds) forces the closure of the main stage, it is vital to escort the artists and crew out of the area as quickly as possible. The Stage Manager will be expected to do this, and not allow any access back on stage until clearance have been given by the Event Safety Officer.

11.7 Whenever a concert is curtailed or cancelled, the bar will be instructed to stop serving and close down with immediate effect.

11.8 It is important in any such incident to keep the public informed, explaining clearly the reasons for any decisions taken, and to persuade them to leave the site as quickly and quietly as possible.

12.0 Site Security

12.1 Site security will remain the responsibility of the Event Safety Officer

12.2 In order to prevent unauthorized access with the Festival site, ‘Heras’ fencing will be erected around the perimeter of the site during the pre-event phase.

12.3 Briefings for all security, stewards and key personnel involved in the Festival will take place before the event, and daily at 1100hrs. The briefings will be led by the Events Safety Officer with contributions from the GWF Event Management Team, Emergency Services, Local Authority Staff are invited to attend and contribute to the briefings.

12.4 All security staff and stewards will be briefed in fire safety matters, emergency evacuation procedures and the Festival’s policy in relation to stewarding incidents. They will be informed of the names

of the Event Management Team and also details of how to contact them. They will also be informed of the locations of the Site Office/Event Control and the other Emergency Procedures.

12.5 Security staff working in the pit area will be trained so that they are able to lift distressed people out of the audience safely and without risk to themselves. Stewards may be required to supervise any disabled patrons using the pit area. Security and stewards will monitor the audience for signs of distress, crushing, sway or surges, as they all present a risk to members of the audience. Security and stewards will inform the Event Safety Officer immediately in the event of any concerns.

12.6 The Security Staff and Stewards are responsible to the Security and Stewards Supervisors who in turn are responsible to the Event Safety Officer.

12.7 All Security Staff and Stewards will be in possession of a site plan at all times. They will be fully briefed by the Event Safety Officer regarding crowd management policies, first aid plan, emergency evacuation plan and general duties prior to the start of each event.

12.8 In the event of a major incident or emergency all Stewards and Security Staff will be made available for use as seen fit by the Senior Police Officer in change of the incident/event.

12.9 Dispersal Arrangements

Stewards and Security Staff will remain on-site until all members of the public have been escorted out of the fenced area and relieved of duty by the Event Organisers or the Event Safety Officer. The site will remain open until all lost persons have been traced or reunited with friends/families. The site will then be secured.

12.10 Chain of Command (see Appendix 1)

The Event Manager is in overall charge of all staff but the Event Safety Officer may issue instructions to staff in relation to Health and Safety matters. S/he is answerable only to the Event Manager and Event Co-ordinator. All staff must obey any reasonable instructions issued by the Event Safety Officer, the Event Manager or Event Co-ordinator at all times.

12.11 Positioning of Staff

It is essential that staff remain in position at all times unless instructed otherwise by a Supervisor, or Event Safety Officer.

12.12 Site Communications

All key staff will be issued with multi-channelled UHF radios.

12.13 Staff Identification

All Security Staff and Stewards will be issued with Hi-Viz tabards:

Tabards will have the wording ‘Security’, ‘Steward’ or ‘Festival Staff’ in bold print to ensure staff are easily identifiable to members of the public and each other.

12.14 General Duties

General duties of Stewards and Security Staff will include:

General Crowd safety

Stewards will advise the public, and Security Staff will respond to any incidents. All Staff are to ensure the event proceeds in a safe, relaxed and controlled environment.

Gate Duties

Security will enforce the ‘Conditions of Entry’. Bins will be provided at Gates A & B for non-permitted items.

Security Duties

Security will prevent unauthorized access to anyone who is perceived as a threat to the enjoyment and safety of members of the public attending the event and they will be refused entry. All rights of admission are reserved by the Event Organisers.

Security, to the best of their ability and in accordance with the law regarding their powers of search and bearing in mind the Human Rights Act – article 3, will also deter non-permittable items such as glass, cans, alcohol, fireworks, weapons or anything deemed to represent a weapon, drugs, food or drink etc. being allowed on the site.

12.15 Awareness of Incidents

Investigate any disturbance or incident and report to their Supervisor (or in their absence the Event Safety Officer) as necessary.

12.16 Respond to incidents and assist the Emergency Services as required.

12.17 Evacuating the public, VIP guests and artists in an emergency to the appropriate Evacuation Areas.

13.0 Media Management

13.1 The Festival Organisers recognize the need to manage media access and public information in the event of a serious incident at the event.

13.2 In the event of a serious incident all communication with media organisations must be conducted via the Event Manager or Event Co-ordinator. Under no circumstances should staff or contractors talk directly to the media without the approval of the Event Manager or Event Co-ordinator.

13.3 Sections of the media will be at the GWF, and would therefore be aware of any developing emergency situation. In addition, proximity to Southampton where all the major media organisations have passes, means that within a short space of time there could be an influx of media representatives wanting access to information. It is important that as far as possible, media liaison is controlled and effective.

13.4 In an emergency situation, the Police, Emergency Services and Gosport Borough Council will implement their contingency arrangements for media liaison.

13.5 The Council’s Emergency Planning Control facilities in the Town Hall will be made available to the Emergency Services if required. The facilities include:

facilities for media briefings/press conferences (Council Chamber);
appropriate access to any emergency situation;
access to agreed media contact people.

14.0 Missing Persons and Lost Property

14.1 Any member of staff encountering, or being presented with a lost child should immediately contact Event Control and alert them to the situation – giving as many relevant details of name, age, description. Any such incidents must be logged at Event Control.

14.2 Lost children will be taken to the First Aid Point by the site office. This point will be made aware during PA announcements during the event.

In accordance with Hampshire Constabulary's directive on missing children:

take them towards the Lost Child Information Point;

obtain full details of the child (name, date of birth, address, physical description including clothing and any other information that may be relevant i.e. last known location and time) and these details should be documented;

alert all festival staff to the description of the child by making an announcement over the festival radio system circulating the description of the child and asking anyone who sees the child to notify a member of the festival staff;

Security staff will close Gates A & B and not allow anyone to enter or leave the site until the child has been found and re-united with their parent;

every effort should be made to keep the parent at the Lost Children Liaison Point. If they insist on continuing to look for their child, then obtain a mobile phone number for the parent so they can be contacted should the child be located;

request that the parent notifies Festival staff if they locate the child themselves.

14.3 Any steward or contractor who finds lost property or having lost property handed to him/her will hand the property into Event Control where a lost property register will be kept. Such property must be logged in the register immediately with a detailed description of the property, together with details of the location of when and where it was found.

14.4 After the GWF all unclaimed property and a schedule thereof will be forwarded to Hampshire Police at the Gosport Police Station Lost Property Office.

15.0 Facilities for People with Special Needs

15.1 A reserved area for disabled persons parking is located backstage on the festival site. There is also a reserved area for parking on Walpole Park South (additional car parking area during the IFOS weekend).

15.2 Disabled parking for this area is on a strict 'first come, first served' basis with limited spaces available.

15.3 An appropriate number of toilet facilities suitable for people with disabilities will be provided on site.

15.4 Wheelchair users/patrons and one carer will be allowed within the designated area of the pit in front of the stage for viewing the artists. This area must be controlled for numbers and pit Security Staff and Stewards will be responsible for the evacuation of these people during an emergency incident/situation.

16.0 Toilets, Refuse and Waste

16.1 Mobile toilet facilities will be located on site including toilets for persons with special needs.

16.2 All toilet facilities will be serviced on a regular basis by staff from Convenient Hire. Inspections will be carried out before and during the GWF to ensure they are safe, clean and hygienic.

16.3 Site-cleansing operations during and after the GWF will be carried out by Enterprise/Verdant/GS Services. The contractors will have the ability to respond to any specific request to tackle waste on-site that is a Health and Safety issue or is unsightly.

16.4 The water supply point for use by caterers, exhibitors etc. is located midway up the site adjacent to the railings on the Walpole Road side of the site. Prior to the GWF the water supply will be tested.

17.0 Noise Management

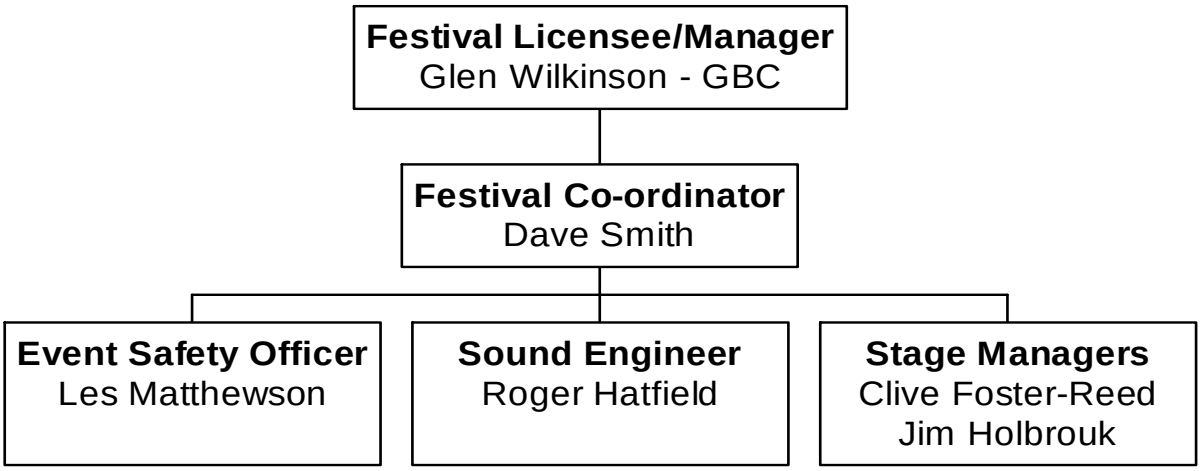
17.1 At no time shall levels at the mixing desk exceed 100dB(A) Leq continuous. At no time shall the mixing desk be located other than as indicated on the site plan. Records of noise monitoring at the mixing desk shall be kept and the Licensing Authority shall have access to those records at all times during and after the Event.

17.2 Assessment - Prior to the event, a competent person will assess the existing background noise levels. The attached plan Appendix 7 shows the Festival site and the identified background noise monitoring sites (3 Willis Road and 3 Endeavour Close) where background levels will be assessed prior to the event and where a competent person will monitor Leq (15 minute) noise levels during the event. Monitoring will take place at each location every hour throughout the Event.

17.3 Site layout and sound system - The overall Festival site plan shows the location of the stage. Speakers will be placed at each side of the stage, and the sound system will be designed so as to broadly direct sound down into the audience and the immediate surrounding area. Details of the sound equipment being installed for the Festival are attached as Appendix 15.

17.4 Pre-event sound testing and monitoring - Pre-event sound tests for background noise levels will be completed during the evening of Thursday, 30 June 2005. The Sound Engineers and Festival organisers will carry out pre-event tests of the Festival sound equipment during Friday 1st July 2005 only between the hours of 10.30 and 18.00 prior to the first band sound checks (which again will be completed by 18.00) and the concert. The monitoring locations are described above. Monitoring will be carried out by both human ear and by the use of noise monitoring equipment, which during the event itself will be located by the sound desk within the Festival site.

17.5 Management Structure - For the purposes of noise monitoring noise levels, agreeing corrective actions, and ensuring the terms of the Public Entertainment License (PEL) are adhered to, the Festival Noise Management Structure will be as follows:



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17.6 Corrective actions to be taken in the event that noise monitoring levels are being exceeded. If in the opinion of the Event Manager or Gosport Borough Council Environmental Health Officer's (EHO's) music levels are exceeding agreed and acceptable noise limits, either at the prescribed monitoring points or within the Festival site, the sound engineer will be instructed to reduce levels immediately. The Sound Engineers will obey any instruction from the Event Manager to reduce noise levels. Visiting Sound Engineers will be told on arrival that if they are instructed through the Panda Hire Sound Engineers or the Event Manager to reduce noise levels they must do so immediately.

17.7 Contact numbers during the event and complaints - The contact numbers for the Event Manager and the Sound Engineer will be available to Environmental Health staff and Hampshire Constabulary. It is recognised that members of the public wishing to register a noise complaint may do so by contacting the Event Control Centre Hotline.

17.8 A Log Book of any complaints or comments from members of the public will be maintained in the Event Control and will be open for inspection by EHO staff from Local Authorities at all times during and after the event.

17.9 Finishing times - Local residents will be informed of the finishing times of the Festival by means of a letter (see Appendix 16). The finishing times (10.45pm on Sunday, and 11.00pm all other nights) must be strictly adhered to. All artistes, sound engineers and tour managers will be advised of this in writing prior to the Festival, and verbally on arrival at the site. Appropriate action will be taken to ensure finishing times are strictly adhered to and, while it is not proposed to 'cut' the sound during the last song by any artiste, no artiste will be allowed to begin another song after the agreed finishing time. The Event Manager will advise all artistes and sound engineers that the power to the sound system will be cut immediately any artiste tries to begin a song after the agreed finishing time.

17.10 Code of Practice - The Event Licensee / Manager, Panda Hire sound engineers and all visiting sound engineers will be expected to familiarise themselves with the 'Code of Practice on Environmental Noise Control at Concerts' issued by the Noise Council and take note of all advice given in that documentation at all times.

18.0 Staff Behaviour and Standards

18.1 General Duties

General Crowd Safety: Stewards will advise the public and give information of the facilities on-site. Security will respond to any incidents or trouble. All staff will help to ensure that the event proceeds in a safe, relaxed and controlled environment.

Gate Duties: Stewards will not carry out gate duties on any of the public ingress or egress gates (Gates A & B). Security will enforce the 'Conditions of entry' and will have the right to search people for alcohol, drugs, bottles or cans if necessary. A 'zero tolerance' policy on drugs will be enforced. Anybody found in possession of drugs will not be allowed on-site, and anybody found in possession when already on-site will be asked to leave or detained for Police action/advise.

Security will also identify potential trouble makers gaining access to the site, and also prevent glass, alcohol, drugs etc being smuggled under or over the perimeter fencing.

18.2 All staff will:

help respond to emergencies and assist the Emergency Service if required;

take lost children to the First Aid Point (to the rear of the sound engineers tent in the centre of the site), and advise Event Control whilst assisting with the lost children procedures;

help in evacuating the public, VIP guests and artistes in an emergency to the appropriate Evacuation Areas;

familarise themselves with the site layout prior to commencing duties;

wear their staff uniform at all times whilst on duty;

wear ear-plugs or other suitable ear protection if working in the pit or stage areas;

be aware of the names of the Event Manager, Event Co-ordinator and Event Safety Officer and all other key staff and know how to contact them;

not drink alcohol whilst the site is open to the public;

report any incident to the , Event Safety Officer, Event Manager or Event Co-ordinator and complete any relevant paperwork. Also ensure that the incident is recorded in the Event Incident Log Book (held in Event Control).

18.3 Standards of Behaviour Statement

Health and Safety: It is Gosport Borough Council's responsibility to ensure a safe working environment. Within that, you have a responsibility for ensuring your own safety and that of your colleagues. You should:

follow any Health and Safety rules or instructions;

familarise yourself with the evacuation procedures and the procedure for reporting incidents;

report any potential danger or hazard to the Event Safety Officer or the Event Manager.

Alcohol and drugs: You must not be under the influence of alcohol or illegal drugs while carrying out your duties. You should not drink alcohol whilst the Festival site is open to the public; and you must not take illegal drugs on-site at anytime. Medication prescribed by a GP or hospital is excluded from this rule.

18.4 Discrimination and Equality

Gosport Borough Council has a policy on discrimination and a policy on equality in service provision. This is a Gosport Borough Council organised event and all staff and contractors will be expected to adhere to these policies.

In short: staff must not discriminate against or harass anyone with whom they come into contact. You must observe GBC's policies on diversity and equality and give your full commitment. All complaints of discrimination or harassment will be treated seriously and will be fully investigated.

18.5 Likewise, GBC will support and investigate allegations from Festival staff of unacceptable behaviour from the public attending the Festival. Unacceptable behaviour is:

any act of written or verbal abuse, including those of a discriminatory nature;
threatening behaviour;
intimidation;
serious or persistent harassment;
an actual or attempted physical assault;
any act or incident that causes staff to feel upset, threatened, frightened or physically at risk and is directed at them because of their duties during this Festival.

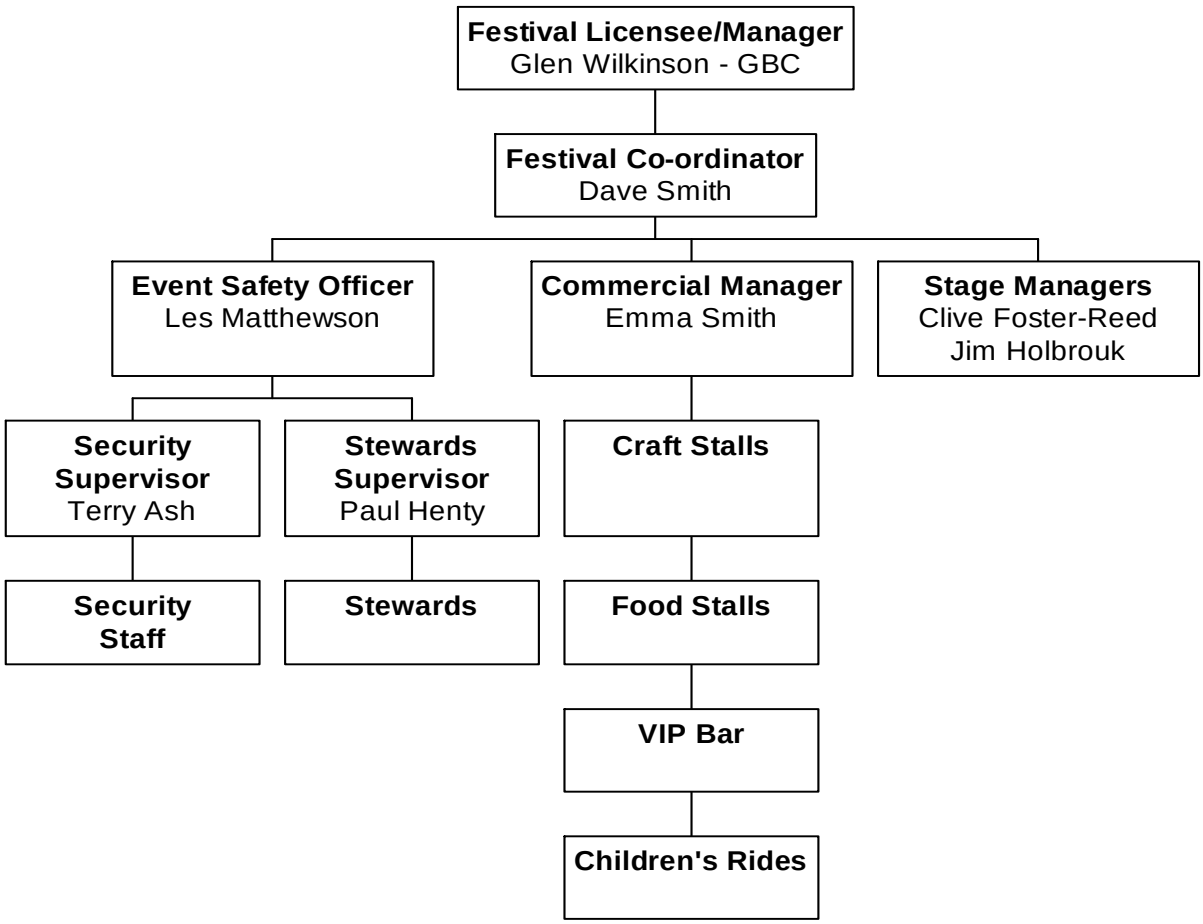
18.6 The reporting of incidents is part of the control measure and as such all staff involved in an incident should report it, even where the identity of the assailant is not known.

18.7 The reason for reporting an incident

The Management of Health and Safety at Work Regulations (1999) states that a risk assessment must be undertaken for all work processes and that control measures must be put in place that will eliminate or reduce any risk identified in the risk assessment.

Appendix 1 – Event Management Structure

For the duration of the GWF the management structure below will be used.



Appendix 2 - Entertainment Programme

START	FRIDAY	MIN	START	SATURDAY	MIN	START	SUNDAY	MIN
			13:00	Katy Summer (Solo Guitar)	30	13:00	Performances from	75
			13:25	Quay Radio	15		local schools	
			13:35	Behind Bars (Chart Hits)	30		various ages	
			14:10	Quay Radio	15	14:15	Quay Radio	15
			14:25	Quay Radio Karaoke	30	14:30	Czardas (Jazz Quartet)	30
			14:55	Quay Radio Karaoke	15	15:00	Quay Radio	15
			15:10	Quay Radio Karaoke	30	15:15	Karen Barnet (Family Pop)	30
			15:40	Quay Radio Karaoke	15	15:45	Quay Radio	15
			15:55	Panama Grin (Original Rock)	30	16:00	Essense (Girl Group)	30
			16:25	Quay Radio	15	16:30	Quay Radio	15
			16:40	Amy Smith	30	16:45	Stringfellas (Father&Son)	30
			17:10	Quay Radio	15	17:15	Quay Radio	15
			17:25	Rolling Dog (Local Band)	30	17:30	Life O'Riley (Irish)	30
18.00	Battle of the Band Runners up	20	17:55	Quay Radio	15	18:00	Quay Radio	15
18.20	Quay Radio	10	18:10	Purple Monkey(Rock Covers)	40	18:15	Suburban Myth (Pop)	30
18.30	Battle of the Band Winners	25	18:50	Quay Radio	15	18:45	Quay Radio	15
18.55	Quay Radio	15	19:05	In Like Flynn (USA Covers)	40	19:00	Demerera (Pop Rock Duo)	30
19.10	Orange Street (Ska)	35	19:45	Quay Radio	15	19:30	Quay Radio	15
19.45	Quay Radio	15	20:00	The Bazookas (Soul)	40	19:45	Southdown Ramblers (Bluegrass)	40
20.00	Stille, Novak & Goode (Rock & Pop)	40	20:40	Quay Radio	15	20:25	Quay Radio	15
20.40	Quay Radio	20	20:55	Phoney Beatles (Sgt. Peppers Tribute)	45	20:40	Something 4 The Weekend (Soul)	40
21.00	Sporting Life (R&B)	40	21:40	Quay Radio	15	21:20	Quay Radio	15

21.40	Quay Radio	15	21:55	**THE SEARCHERS**	60	21:35	**THE DRIFTERS**	60
21.55	**CHAS ‘n’ DAVE**	60						

Appendix 3 – Event Risk Assessment

This Risk Assessment relates to persons attending the Gosport Waterfront Festival 2005 as visitors, guests and members of the public and others involved as contractors, self-employed, artists and entertainers with the Gosport Waterfront Festival. This Risk Assessment is based upon information and experience gained from other previous similar events. This will form the statement of intent for the event.

An assessment of risks has been carried out in accordance with an employer's statutory requirement to do so under the Health and Safety at Work Act (1974) and complies with the Management of Health Safety at Work Regulations (1999).

All Festival staff, contractors and visitors shall observe the Health and Safety Regulation currently in place at the site as made known to them by the Event Organisers and/or Event Safety Officer.

Terms of reference are the HSE Guidance 'The Event Safety Guide' (HSG 195) and Fire precautions in existing places of entertainment and like premises.

Hazard: the potential for something to cause harm.
Risk: is the likelihood that harm will actually be done.

Likelihood
Very Unlikely
Unlikely
Likely
Very Likely

Groups of people that may be affected:
A Festival Staff
B Members of the public
C Contractors
D Guests
E Artists

Hazards
Although the event itself does not present any specific problem and the expected audience profile has no history of crowd disorder, the following potential hazards have been identified. For ease, they have been broken down into 4 areas:
Physical hazards;
Chemical hazards;
Biological hazards;
Natural phenomena hazards.

Pre-Event Build
Areas of High Risk will be clearly signed and specific hazards will be made known to staff operating in those areas. Moving trucks (such as fork-lift trucks and cherry pickers) should have adequate visual and audible warnings operating when moving near staff.

Vehicles static on the site used for the purpose of the undertaking should be immobilized whilst staff are close by. Vehicles parked overnight should have keys (or other method of starting engines) removed to ensure that they remain immobile. Measures should be in place to ensure that vehicles are parked on a firm surface and not subject to any subsidence. All tanks containing fuel or other toxic fluids should be sealed and tamper proof to ensure that there is no leak of any substance that could cause discomfort or harm to staff working close to the vehicle. Appropriate precautions should be in place to reduce the risk of fire.

All electrical installations and power supplies will be correctly installed by competent persons and sufficiently protected or fenced. Staff should be made aware by appropriate signage of High-Risk area. Appropriate clothing/UV protection creams, should be provided in the event of inclement weather conditions or extremes of temperature.

Date of assessment: 22 November 2004

Review Date: Whenever there is evidence to suggest that the assessment is no longer valid or where there is a significant change to the event.

HAZARDS

Although the event itself does not present any specific problem and the expected audience profile has no history of crowd disorder, the following potential hazards have been identified:

Physical Hazards

HAZARD	Groups Affected	Likelihood	Control Measures
Vehicles operating on-site (including site build and load out)	A, B, C	Likely	Staff and site management should be proactive in policing/enforcing this policy to reduce risk of injury to patrons attending the event and to members of staff working in the locality. Minimise traffic to essential traffic only. All traffic shall observe the site speed restrictions and on-site traffic management plan. Sufficient and appropriate signage should be provided to inform all vehicles of traffic restrictions especially speed limit.
Overcrowding of site	A, B, C, D	Unlikely	Ensure there are sufficient barriers, lighting, fencing and security staff to deter such entry. Number checks will be carried out every 30mins to check numbers on-site are within the limit set by the PEL.
Tripping and falling; cables/ portable seating/temporary structures/uneven ground surface or low lighting levels	A, B, C, D, E	Likely	To reduce trip hazards, all cables should be covered by purpose built cable runs, be 'flown' securely at sufficient height if over the heads of patrons, or positioned away from public areas. A daily site inspection should be made and any other hazards be reported to the Event Safety Officer and Event Manager. Signage should also be used to make staff aware of any specific hazards.
Installation of lighting and other	A, C	Unlikely	All work requiring rigging to be notified to the Event Safety

HAZARD	Groups Affected	Likelihood	Control Measures
technical systems			Officer in advance. All work at height will be undertaken by experienced crew only. Any PPE required by the above regulations will be provided and maintained by the sub-contractor undertaking the task.
Movement around the site during times of darkness	A, C	Unlikely	Additional temporary lighting will installed if necessary. Cable and other event equipment will be installed in such a way as to avoid public walkways and other areas where they may cause a hazard.
Misuse of Plant	A, C	Very Unlikely	All plant will have suitable audible and visual warning system, and is expected to be fully serviced and maintained prior to hire. No plant to be used unless a competent and qualified operator to be provided. Clearly defined work areas will be established by the Festival Organisers. Plant checks to be carried out by operators. Additional signs, barriers and warning materials to be available on-site.
Public Order problems due to alcohol on-site	A, B, C, D	Unlikely	Monitor all guests and be pro-active. Call for response team and Police assistance if necessary. Monitor all guests and members of the public. Bar staff will be briefed on their roles according to the Licensing Act (1966). Also the bar will be provided with a 2-way radio.
Injuries from glass on-site	A, B, C, D, E	Unlikely	Do not allow glass on-site, to be sold or brought in as a condition set out in the terms and conditions of entry to be supported by signage showing non-permittable items.
Verbal or physical assault	A, B, C, D, E	Likely	Use competent security and steward staff. Monitor all guests, work in pairs and call for assistance from the

HAZARD	Groups Affected	Likelihood	Control Measures
			response team and Police if required. Provide adequate and suitable lighting. Ensure First Aid are on-site to deal with any physical assaults. Create a friendly environment and do not serve anyone who appears to have consumed too much alcohol.
Injury from collapse of temporary structures: marquees/fencing/staging/sound or lighting towers/barriers	A, B, C, D, E	Very Unlikely	To reduce the risk of structural collapse, reputable contractors will have been engaged to provide and erect temporary structures, which will conform to current regulations regarding loading and structural integrity. All structures are to be erected by competent persons. Stewards should be positioned on-site to ensure that structures are not tampered with.
Sudden Crowd Migration due to shelter from heavy rain	A, B	Likely	Manage information from Meteorological department. Be aware of all tent capacities. Brief stewards and event security.
Crowd migration due to defective PA system	A, B, C	Very Unlikely	Festival Organisers to ensure that a reputable PA company is contracted and that any delay towers and PA are monitored when open to the public. All cables to be protected.
Injuries resulting from unexpected behaviour of performer(s) and or performance induced crowd behaviour	A, B, C, D	Very Unlikely	Festival Organisers to brief all performers of the implications and have a system in place to effectively deal with any such situation.
Acts of Terrorism	A, B, C, D, E	Very Unlikely	Organisers should liaise with Hampshire Constabulary to establish an effective ‘actions on’ and emergency procedures. Report any suspicious packages or activity to the Event Safety Officer.
Noise	A, B, C, D	Unlikely	Ensure all staff have adequate breaks and are not positioned for long periods of time in noisy areas. Festival Organisers to provide ear protection. Conform to local Noise restrictions.
Illegal driving of vehicles on-site	A, C	Very Unlikely	All keys for site vehicles should be secured. All vehicles will

HAZARD	Groups Affected	Likelihood	Control Measures
over night			have ‘kill switches’ activated.
Crowd surge or collapse	A, B	Unlikely	Design the site to ensure optimum lines for patrons. Have effective means of communication and an effective crowd management plan. Ensure bar and food areas are strategically placed around the site. Ensure all stage barricades are freestanding and competently constructed. Use a competent ‘pit-crew’. Have a temporary ‘showstop’ procedure in place and do not exceed the occupant capacity for the site.
Working at height and injury from falling objects	A, C	Likely	Access to hazardous areas will be restricted to essential crew only. All work at height has been scheduled with other activities on-site so as to prevent any conflict which may cause a Health and Safety risk to those on-site. Visual inspection to be carried out prior to any work being carried out. Appropriate harness should be worn and PPE (hard hats to prevent injuries on the ground).
Emergency route blocked by parked vehicles	A, B, C, D	Unlikely	Identify car bays that need to be blocked off to ensure clear access for Blue Light Services to Gates A & B.
Ground attractions	A, B, C, D	Unlikely	Ensure attractions are securely anchored and erected, are in a good order, certification is in date, competent direct supervision at all times by someone over the age of 18 years. Attraction blowers should be in a secure area away from the public. Operations guidelines regarding safe numbers are strictly adhered to.
Public Order problems due to insufficient signage	A. B, C, D	Likely	Festival Organisers to ensure that there is suitable and sufficient signage on-site and in the surrounding areas, giving sufficient information for all patrons attending the event and those wishing to avoid it. Signage should be visible from a distance.
Members of the public climbing temporary structures	A, B, C, D	Unlikely	Barrier, fence and steward (where necessary) all temporary structures.

HAZARD	Groups Affected	Likelihood	Control Measures
Gas	A, B, C, D, E	Unlikely	Ensure persons involved with the handling, storage and transportation of gas have been trained in the correct procedures that conform with relevant legislation. Position gas bottles away from members of the public in a secure area agreed with by Hampshire Fire and Rescue and monitor for leaks.
Manual handling lifting distressed members of the audience in the pit	C	Likely	Only fit staff that are trained in extracting members of the audience are to be used in these areas. Any injuries are to be reported to the Event Safety Officer. First aid on-site will deal with immediate supervision of injury.
Slips, trips, falls on ramps and steps	A, B, C, D	Likely	Festival Organisers to ensure non-slip surfaces on all ramps, guard rails and hand rails fitted accordingly.
Public order issues at Gates A & B	A, B, C, D	Likely	Festival Organisers to ensure suitable and sufficient numbers of competent security and stewards are on duty to deal with early arrivals. Suitable and sufficient amount of crowd barrier on-site to form a queuing system to prevent queue jumping and ensure patrons that there is queue control.

Chemical Hazards

HAZARD	Groups Affected	Likelihood	Control Measures
Hazardous substances	A, B, C, D	Unlikely	Ensure staff handling these substances are trained in the handling of hazardous substances. Ensure security, stewards, festival staff and Event Control are aware of all hazardous substances storage points and the correct protective equipment is available.
Waste disposal	A, B, C, D, E	Unlikely	Provide adequate numbers of litter bins around the site. Have a dedicated team during the event to manage the waste on-site and the appropriate contractors to deal with effluent and hazardous waste.
Hazardous chemicals and products	A, B, C, D, E	Unlikely	Obtain material safety data sheets on all hazardous substances. Ensure all staff handling such substances are competent in doing so. Provide protective equipment to staff handling such substances and ensure that such substances are transported, stowed and secured to conform to GBC's regulations. Brief Emergency Medical Response teams of substances being used on-site.
Fire	A, B, C,D, E	Unlikely	Ensure that all contractors adhere to Local Authority regulations regarding combusting materials, litter and other flammable equipment. Have suitable and sufficient fire fighting equipment strategically situated on-site and make staff aware of its location. Implement a system for raising the alarm and keep fire exits clear from obstructions. Take guidance from Hampshire Fire and Rescue regarding fire safety, evacuation procedures and a place of safety.

Biological Hazards

HAZARD	Groups Affected	Likelihood	Control Measures
Insect bites and stings	A, B, C, D, E	Likely	Liaise with Local Authority to establish if there are any specific poisonous insects in the event vicinity. Make staff aware and have sufficient insect repellent and medical representation on-site.
UV rays	A, B, C, D, E	Likely	Brief everyone to the dangers of exposure to the sun, provide sun block and make everyone aware of its location. Ensure suitable breaks.
Cross contamination in bathrooms	A, B, C, D, E	Unlikely	Events Officer to ensure that a competent sanitation and waste management company is contracted to provide appropriate washing facilities and to manage the waste based on the site capacity.
Cross contamination in food and drinking water	A, B, C, D, E	Unlikely	Will only use competent and accredited caterers that conform to legislation in regards to food hygiene, preparation, storage, handling, waste management, cleaning of cutlery and equipment and hygiene.
Dehydration	A	Unlikely	Ensure that staff have adequate breaks and that sufficient water is made available. Rehydrating drinks should also be made available.
Lasers and strobes	A, B, C, D	Very Unlikely	The Event Safety Officer and light technicians shall ensure that only responsible persons are in control of any such lasers/strobe effects. They shall be positioned so that they do not point directly at members of staff or public and are not permitted for long periods at a time. All strobe and lasers shall comply to relevant UK laws in the use, preparation and maintenance of such items.

Natural Phenomenon and 'other' hazards

HAZARD	Groups Affected	Likelihood	Control Measures
Inclement weather (lightening, severe heat, rain, wind etc)	A, B, C, D, E	Unlikely	Consult with local meteorologists and have a storm plan ready. Shut down electrical appliances, keep people off the telephone and away from water. Move people away from structures and consider site evacuation. Provide staff with sun block, ensure all contractors have foul weather clothing.
Hazard off-site that affects event	A, B, C, D, E	Very Unlikely	Festival Organisers to have partial and full site evacuation plans prepared and made available to staff.
Tents and other structures becoming unstable after inclement weather	A, B, C, D, E	Likely	Inspect structures after inclement weather for any movement, secure as required. All structures will be inspected every day.

Appendix 4 – Radio Channel Allocation

Radio channel allocation for all event days (Friday, 1 July to Sunday, 3 July 2005)

Channel	Designation	Number of users
Ch 1	Event Management	29
Ch 8	Emergency	

Appendix 5 – Contact telephone numbers

Event Licensee/ Manager:
Name: Glen Wilkinson
Contact: (07762) 304993
Responsibility: Licensing and legal matters and overall site management.

Event Co-ordinator
Name Dave Smith
Contact:(07976) 405961
Responsibility: Overall festival co-ordination and site management

Event Safety Officer
Name: Les Mathewson
Contact: (07958)389221
Responsibility: Site safety and Health and Safety issues.

Commercial Manager
Name: Emma Smith
Contact: (07814) 577406
Responsibility: Site management, stalls and sponsor liaison.

On-Stage Manager
Name: Clive Foster-Reed
Conatct:(07736) 081370
Responsibility: On-stage management and on-site artists liaison.

Off-Stage Manager
Name: Jim Holbrouke
Conatct:(07766) 876980
Responsibility:Off-stage management and on-site artists liaison.

P.A./Sound and Lighting
Name: Roger Hatfield
Conatct:(07860) 877815
Responsibility: Main stage P.A. equipment, sound system and stage lighting.

Power/Electrics
Name: Julian Kemp
Conatct:(07831) 831801
Responsibility: Site electrics, provision of power supplies.

Security Supervisor
Name: Terry Ash
Conatct:(07708) 276971
Responsibility: Site security.

Stewards Supervisor
Name Paul Henty
Contact: (07711) 614995
Responsibility : Stewards

Bar Manager
Name: Dave Shepherd
Contact: (07749) 720383
Responsibility: Bar concession on-site.

Appendix 6 – Staff numbers and deployment

Load in (Build Phase)

Day	Wednesday, 29 June 2005	Thursday, 30 June 2005	Friday, 1 July 2005
Shift times	9.00 – 19.00	9.00 – 19.00	9.00 – 19.00
Number of staff	Variable	Variable	Variable

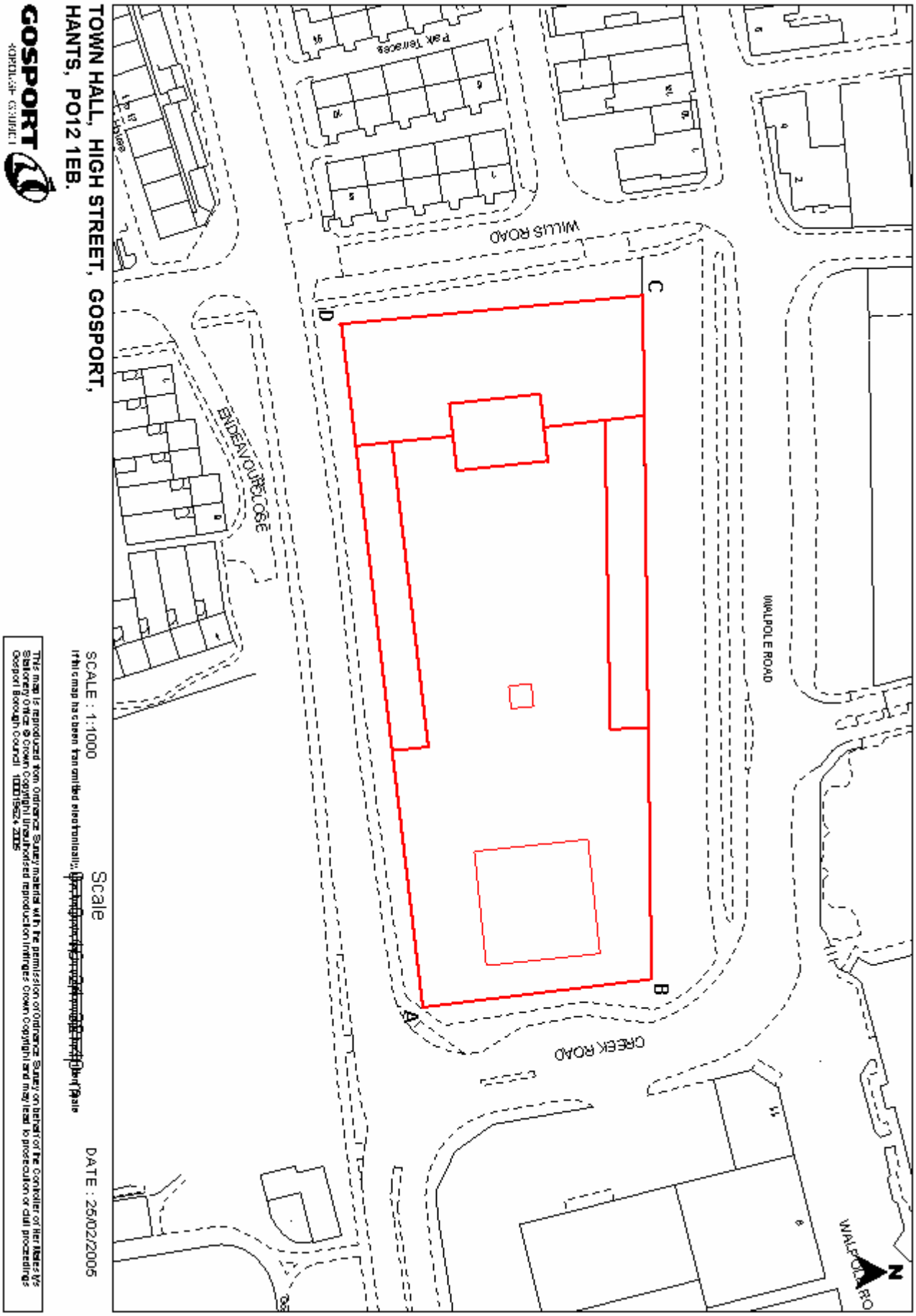
Event

Day	Friday, 1 July 2005	Saturday, 2 July 2005	Sunday, 3 July 2005
Festival Management	09.00 – 23.30 6	09.00 – 23.30 6	09.00 – 23.30 6
On-site Stewards	18.00 – 23.30 12	1.00 – 19.00 6 19.00 – 23.30 12	1.00 – 19.00 6 19.00 – 23.30 12
Security	18.00 – 23.30 12	1.00 – 19.00 8 19.00 - 23.30 12	1.00 – 19.00 8 19.00 - 23.30 12
Overnight Security	23.30 – 09.00 2	23.30 – 9.00 2	23.00 – 09.00 2
Bar Staff	10.30 – 23.45 10 Bar Staff 2 Supervisors 1 Cellarman	10.30 – 23.45 10 Bar Staff 2 Supervisors 1 Cellarman	10.30 – 23.30 10 Bar Staff 2 Supervisors 1 Cellarman
Bar Operating Times	11.00 – 22.45	11.00 – 22.45	11.00 – 22.30
Off-site Management	Hampshire Police	Hampshire Police	Hampshire Police
First Aid Cover St. Johns Ambulance	17.30 – 23.15 1 Ambulance 4 Staff	10.00 – 23.15 1 Ambulance 4 Staff	10.00 – 23.00 1 Ambulance 4 Staff

Load out (Breakdown Phase)

Day	Monday, 4 July 2005
Shift times	9.00 – 19.00
Number of staff	Variable

Appendix 7 – Plan of festival site



Appendix 8 – Traders information

We want everyone to enjoy our festival with a minimum of rules and regulations. However, there are three rules which we must ask all traders to obey:

1. Do not, under any circumstances, loan or give out your Traders Pass to anyone who should not have it, even if they are friends of yours of someone who offers to help on your stall. This is most important to ensure only legitimate persons gain access to areas of the site. It helps to ensure the safety and security of the site for us all.

2. Do not play any amplified music after 2300 hours on Friday or Saturday night or 22.45 0n Sunday night. The Festival is being held on a site in a built up area with many people living nearby. We wish to be good neighbours and not disturb anyone late at night. It is a condition of our licence that there is no amplified music after 2300 hours on Friday or Saturday and 22.45 on Sunday. This includes CD, tape and record players on stalls, in tents and in vehicles.

3. Do not drink from glass bottles or use lanterns with naked flames on your stall. Again, it is a condition of our licence that there be no glass or cans in public areas and no lanterns, etc. with naked flames. Your co-operation on this will be appreciated.

The Environmental Health Officers from Gosport Borough Council will wish to ensure all food stalls operate within the appropriate Food Safety Regulations, and all stalls operate within the general Health and Safety Regulations. Their judgment on such matters is final so please co-operate with them at all times.

The Festival Management team reserve the right to remove any trader from the site who breaks any of the above rules.

Thank you for your co-operation with the above.

Health and Safety at Work Act 1974
As a trader, contractor, supplier of member of staff, you have Health and Safety responsibilities to other people working on the Festival site and to the general public. The setting-up and taking-down of stalls and Festival infrastructure, as well as their maintenance and operation during the Festival itself, must be done safely and in accordance with all relevant Health and Safety legislation, licensing regulations and site rules.

The safety of everyone working at the Festival and of the public attending the Festival is of paramount importance at all times.

Everyone working at the Festival will be expected to know and understand all relevant Health and Safety rules and, where appropriate, all Food Hygiene Regulations. Gosport Borough Council's Environmental Health Officer will have access to the Festival site at all times and will have the right to inspect relevant Insurance Certificates, Risk Assessment documents, etc. They will also have the right to ensure safe working practices at all times, in conjunction with our own Festival Event Safety Officer.

All generator units and fuel containers must be out of reach of members of the public at all times. All power supplies and connections must be sited so as not to cause a trip hazard or fire hazard.

A suitable, fully operational fire extinguisher (powder type) must be located near any generator.

All electrical cables, plugs, sockets, cable connectors, couplers and junction boxes must be suitable for outdoor use. Residual Current Devices must be fitted to electrical systems to minimize the risk of electric shock in the event of short-circuiting or other electrical fault. Electrical systems must not be overloaded.

If necessary, advice should be sought from the qualified Festival electrician. All cables and electrical connections must be placed out of reach of members of the public or be covered with cable protectors to prevent trip hazards. Warning notices must be displayed if necessary.

All vehicles and trade stalls including all tents and stall structures must be of safe and secure construction and must meet all relevant Health and Safety and Fire Safety requirements.

All food stalls must comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995. In addition, no drinks are to be sold in glass bottles or containers.

All craft stalls please note: No imitation guns or toys (i.e. catapults) that could cause injury to members of the public are to be sold on site. No lanterns powered by candles or fuel are to be sold on site. If in doubt, please seek advice from the Festival Organisers before trading.

Please note that no amplified music is to be played on site between 2300 and 0900. This is an essential requirement of our licence. Please co-operate on this and keep the noise down to a minimum after the site closes to the public. There are people living near the site and we do not wish to disturb them after the concert is over and the public have left the site.

If you need further advice on any of the above prior to arriving on sire, please contact:

Glen Wilkinson – Event Manager, Gosport Borough Council (023) 9254 5720
Mike Smith – Environmental Health Officer, Gosport Borough Council (023) 9254 5504

Appendix 9 – Rigging assembly sign-off sheet

Rigging Assembly Sign-Off Sheet

To be completed by a competent person on completion of rigging and related lifting assemblies.

Date	Time

The Person signing off the installation

Name
Company
Position within company

Outline of rigging assembly (insert details of rigging, trussing, load type, number of motors etc. (Where possible attach drawing)

Intended use of rigging assembly The rigging assembly has been designed and installed for the following use(s)

Lighting equipment	Yes	No	Roof support of other structural application	Yes	No
Sound equipment	Yes	No	Suspension of people eg. trapezes, follow spot chairs	Yes	No
Suspension of set, drapes or dressings	Yes	No			
Other application (please specify)					

Statement of Rigging Safety

I herby certify:	
The above rigging assembly has been installed by competent riggers, and in accordance with any design calculations/drawings carried out.	
All lifting components used in the rigging assembly are in good repair and are being used within their marked Safe Working Load.	
Any lifting equipment (e.g. chain hoists) and lifting accessories (cable, shackles etc) used in the rigging assembly has been inspected in accordance with LOLER and test certificates are available.	
Secondary safety suspensions have been attached at all required locations.	
All reasonable steps have been made to identify the maximum imposed load the lifting assembly will bear. That load is …….. kg.	
The rigging assembly and declared imposed load is within the Working Load Limit of the roof or support points. This has been checked with the venue or structure owners.	
Any specific requirements for the operation of lift devices or other equipment have been made known to the end user.	
The rigging assembly has been inspected throughout and is safe for the intended use.	
The electrical distribution system for any chain hoists has been isolated to avoid any accidental movement.	

Signature of competent person
Signature of Event Safety Officer or Events Officer

Appendix 10 – Structure sign-off sheet

EVENT:	

Structure Sign-Off Sheet

To be completed by a competent person on completion of the erection of the structure and prior to use.

Venue Name:	Date: Time:
The Person signing off the installation on behalf of the sub-contractor Name Company Position within company	

Statement of Safety

"I hereby certify that the above structure has been installed in accordance with the designer/manufacturer's set instructions. The structure has been visually inspected throughout and conforms with the guidance given in the Institution of Structural Engineers" *Temporary Demountable Structures (second edition 1999).*

Suitable and sufficient ballast has been installed for reasonably foreseeable weather conditions. The Client has been briefed on action to be taken in the event of severe weather, and an emergency contact number has been given.

The structure is suitable for the suspension of the agreed weight loadings at the points identified to the GWF Events Officer/Event Safety Officer.

The structure is safe for use".

Signature

Signature of competent person

Signature of Events Officer / Event Safety Officer

Appendix 11 – Electrical sign-off sheet

Description of installation:	
Installation completed by:	Date:

Generator ID no. or mains supply point		
Main supply cable type:	Single Pole connectors used? Yes No	Correct connection check OK
Main supply cable CAS and length:		
Number of distribution boxes: Distribution box ID		

	OK	Fail	2.1 Comments
Visual check of cable and distribution box			
RCD operation			
Generator earth connection			
Earth bonding to metalwork satisfactory			
Distribution located securely?			
Cable routed to avoid trips/vehicular hazard?			
Earth Loop Impedance test?			

Does the system require any additional work or remedial measures? Yes No If yes, specify below

"I hereby certify that the above installation has been satisfactorily completed to comply with the requirements of the Electricity at Work Regulations 1989 and BS7909:1998 Code of Practice for AC electrical supplies for entertainment lighting, technical services and related purposes.

The system has been visually inspected throughout and the above checks conducted. The system is safe for normal use".

Signed Date

On behalf of (contractors name)

Appendix 12 – Accident Form

Report Number

Report Number

GOSPORT BOROUGH COUNCIL

ACCIDENT RECORD

1 About the person who had the accident

Name

Address

Postcode

Occupation

2 About you, the person filling in this record

▼ If you did not have the accident write your address and occupation

Name

Address

Postcode

Occupation

3 About the accident *Continue on the back of this form if you need to*

▼ Say when it happened Date / / Time

▼ Say where it happened. State which room or place

▼ Say how the accident happened. Give the cause if you can.

▼ If the person who had the accident suffered an injury, say what it was.

▼ Please sign the record and date it.

Signature Date / /

4 For the employer only

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

How was it reported?

Date reported / / Signature

Appendix 13 – Incident form

GOSPORT BOROUGH COUNCIL
INCIDENT REPORT FORM

Date: ..... Day: ..... Time: .....

Employee Name: .....
Address: .....
Job Title: .....

What activity were you engaged in at the time of the incident :
.....

Details of persons involved

Alleged Attackers	Witnesses
Name(s)	Name(s) .....
.....	.....
Address(es)	Address(s) .....
.....	.....
.....	.....
Age:	Age: .....
Male/Female:	Male/Female: .....
Other details:	Other details: .....
.....	.....

What happened

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

Outcome (i.e. injury, verbal abuse, damage to self or to property, anti-social behaviour)

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

Time lost: ..... Legal outcome: ……..

Other relevant information

	Date	Comment
Passed to Event Control		
Passed to Events Officer		
Passed to Festival Licencee		

Appendix 14 – PA system specification

PA System - Main System General Outline

Front Of House
3 x Aplha M3, 3 Alpha B1 and 2 x Alpha S2 cabinets per side.
In filled with 2 x Aplha^{e} – M and 2 x Alpha^{e} B1-18 per side.
All driven with Crown and Camco amplifiers with NX241 processors running proprietary Nexo software.

Front of House Control
Soundcraft K2 32 + 32 + 4/8/3 matrix
1 x XTA GQ-600 twin 31-band EQ (inserted)
BSS Omnidrive compact plus – 6 way loudspeaker management
Tascam CD player & Tascam minidisk player/recorder

Front of House Auxiliary
TC Electronic M2000
Lexicon MPX500
TC Electronic D2
Eventide H-3000
8 x Drawmer DS201 dual noise gates
8 x Drawmer DL241 dual compressor/limiter
Drawmer MX50 de-esser
TL Audio 5021MKII dual valve compressor

Monitors
Wedges > 12 x 15” + 2” active wedges and 1 x 15” + 2” active listen wedge, RCF/JBL loaded
Drum Fill > Twin 15” front loaded + 2”, active cabinet
Provided on 8 mixes + pfl/afl listen mix
Side Fill > 2 x Alpha^{e} – M and 2 x B1-18 Alpha^{e} B1-18 per side
Driven from matrix; either of the 10 mixes including L&R
All driven with Crown Amplifiers

Monitor Control
Mackie SR 40 40/8/3 with matrix
5 x XTA GQ-600 twin 31-band EQ’s (inserted)
2 x Yamaha SPX90 Multi FX

Mics and DI’s
Shure – AKG – Sennheiser – Audio Technica
EMO passive & BSS active DI’s

Line System
85m, 32 by 12 multicore with 16A mains
2 channel comm. System, cable belt packs plus 2 digital wireless belt packs

Power Distribution
Custom design specifically RCD protected 63A or 125A, single or three phase distribution including stage (backline) power

Lighting Spec

Front of House Control
Avolities Pearl 2000
Avolites Sapphire
Light processor Q commander
Light processor Q12

Dimming and Distro
Avolites Art 2000 48 way
Zero 88 24 way dimmer
Zero 88 18 way dimmer
Zero 88 12 way dimmer
Zero 88 6 way dimmer
Avolites DMX buffer
Avolites DMX splitter

Intelligent Lighting
Goldscan HPE
Mac 500
Mac 250+
Mac 300
I-Spot 150
City Colours
Chroma Q Scroller
Imagescan

Generic Lighting
Par 64 4 way IWB
Par 64 6 way IWB
Par 64 ACL
Molefay 8 lamp
Molefay 4 lamp
Source 4 JR
Sill 30
Starlite 1K F
Minuette F
Floor Par 64

Smoke FX
Magnum 2000
Techno Haze
Glaciator Heavy Fog
24/7 Haze

FX
Quasar 6000 Strobe
Terra strobe
Acrobat
Destroyer x250
Arc-line
Bubble Machine

Silk Flames

Trussing and Rigging
Thomas Pre Rigg
Thomas 12 x 12
Slick Systems Litebeam
Opti Trilite 200
Lodestar 1 ton motor
Manual chain hoists
Steels 10/20/30/50 foot
Span sets
Shackles

Power Distribution
Power lock
125 Amp Distro
63 Amp Distro
32 Amp Distro
Single and three phase

Appendix 15 – Letter to local residents regarding festival

Town Hall, High Street,
GOSPORT, PO12 1EB
Telephone: Gosport (023) 9258 4242
Fax: (023) 9254 5724

My Ref: GW/VLD/F1

Your Ref:

Please ask for: GLEN WILKINSON

Extension: 5720

Direct Line: 023 9254 5720

e-mail: glen.wilkinson@gosport.gov.uk

Dear Resident

GOSPORT WATERFRONT FESTIVAL 1ST, 2ND AND 3RD JULY 2005

Late June and early July 2005 sees the return of the popular International Festival of the Sea and national maritime celebrations under the banner of Seabritain 2005 in the Solent and Portsmouth Harbour.

Thousands of visitors are expected in and around Gosport to join in the festivities with many seeking views from Gosport Waterfront and/or making the trip across the Harbour via the Ferry.

Gosport Waterfront Festival 2005 forms a part of this major event and, once again, offers free musical and children's entertainment for Gosport residents and visitors to the area.

Due to the expected crowds in and around Falklands Gardens, the Waterfront Festival will this year be staged over three days on Walpole Park, providing music for people of all ages, and particularly aimed at families.

The Programme for the three days is enclosed for your information and the music will finish no later than 11.00pm on the Friday and Saturday evenings and 10.45pm on the Sunday evening.

If you wish to ask any questions regarding the Music Festival please ring Glen Wilkinson, Head of Leisure on 023 9254 5720 who will be happy to deal with any enquiries.

From the 1st to the 3rd July, whilst the event is on, residents who may wish to complain about any aspect of the event should telephone 07762 304993 to speak to an event organiser.

Yours faithfully

GLEN WILKINSON
HEAD OF LEISURE (RECREATION AND DEVELOPMENT)