

PASSION FOR BOLTON

VICTORIA SQUARE, BOLTON

SATURDAY 26TH MARCH 2016

EVENT MANAGEMENT PLAN

Version control v.2

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Event Day Management plan with schedule.

1. General information.

Organized by Passion for Bolton under the charity GMIM

Charity registration 1091274

A full training session for all those involved in the Passion play will take place on Monday 21st March at 7.30 to around 9.30 pm, this is compulsory for all at St Andrew and St Georges Church – Knowsley St Bolton

Purpose of Events Management plan

This plan has been developed by Passion for Bolton steering group with Bolton Christian community cohesion/GMIM and is intended to outline the arrangements, emergency procedures and control measures that are intended to be used during the Passion for Bolton event on Saturday 26th March 2016 and during the set up on 24th and 25th.

The events planning team will be working with guidance given by Bolton council, the Central Area Neighbourhood Policing Team and Exclusec stewarding.

2. Distribution of Event Management plan.

This plan is confidential and will be distributed to all key agencies and personnel involved in planning the event.

3. Victoria Square.

This is the square in front of the town hall. The whole event takes place on the steps.

Crowds will gather to observe the drama. Standard crowd barriers will separate the crowd from the stage. Hoarding barriers will be put in place creating a sterile private area that will be controlled access for volunteers only. See square layout. There will be seating for 130 people.

Access to main site – via gates which can only be opened with key control. Two entrances which forms one way system. ON at costa. OFF at Bolton News/ game. Once on square – drive no more than 5 miles per hour. Access points over ramps or under wires – will be 4m wide. ACCESS to the square must be available at all times for shops unloading – though this has been discouraged during the event via town centre management. Access for event traffic setting up and set down- vehicles must be off square by 9.30 and back on 3pm(dependant on number of public)

<u>Areas Spaces.</u>	<u>Access</u>	<u>Use of space.</u>
Portacabin unit – Actors cabin – 2 parts ½ of cabin	Badge only Actors only Waiting area for any volunteers and contractors.	Cloakroom, hair and makeup for actors. Men's dressing. Ladies dressing. Volunteer meeting area and storage of equipment/chairs prior to event.
First Aid.	Ambulance and 1 medical manager and 3 aiders during event. Showmed. During set up – first aid in porta cabin.	Open to those needing medical attention.

Lost Children	Vulnerable children only and Passion volunteer staff with DBS – Alison Dalton/ Jackie Griffith 1 Market canopy.	For those children who have been lost or left.
Information area. This will be near the back of the viewing area. . (Care not to place on a hydrant.	Open access (2 market canopy's joined)	Leaflets for courses, information team to help. Feedback box. Lost property (CLC / Gideon- bibles / tracts. Fairtrade)
Marquee. 12 by 6m This will be positioned to the side of Game not blocking the front sign and in front of our unit. Must be 1.8m away.	Open for reflections from 11-4. Pastoral stewarded area.	Reflections tent will have seating focal point/prayer tree. / Prayer / private prayer area.
Volunteer drinks stand- free hot drinks/ water Situated near disabled parking	Facility for those with badges only– i.e. volunteers.	Salvation Army unit generously offered van facility for hot drinks. (5m by 3m)
Under town hall – weal fare basement.	Steering group, Actors and back stage only. Badge needed.	Area to change initially along with temporary housing of some props.(take across only on Friday)
<u>Control Room for event.</u> ½ Portacabin	Access only to key personnel. Used for first aid during rigging and derigging.	Key staff to be positioned to event manage and control event via radio mikes.
Sterile area on both sides of stage. (Full screening of hoard fencing at sides. Standard crowd barrier at front of stage.	Actors, stewards and key staff only / sound and cameras.	Waiting areas.
AV canopy On stage right side	In sterile area / AV person only.	Chair / table(possibly)
Changing room Men 1 stage right , one stage left	Cast only and official dressers (2 Market Canopy)	Quick change area only
Changing room Ladies 2 One stage right, one stage left	Cast only and official dressers (2 Market Canopy)	Quick change area only
Holding / Waiting area. (left or right) (port cabin left)	Cast and official dressers only. (1 Market canopy.) Right side.	Waiting in dress to act.
2 Toilets / porta cabins	Wheel chair access too. All passion personnel and contractors.	(not for public use)

4. Under town hall- welfare basement.

There should be a duty manager at the desk. Access by production of a badge only. This is a public space. All items must be locked away during the performance. Keys can be provided.

5. Identity/ Access

All Passion for Bolton involved in any capacity will be issued with a badge and t-shirt. The badge must be worn and displayed at all times; access won't be given if it's not worn. It will have a picture of the person on it and will have the DBS number of the person's disclosure. The badge will have safety feature if the cord is pulled tight. Actors must have neck badges rather than pin on. Those for special jobs such as pastoral or lost children will have the role on too.

Areas behind hoarding will be sterile and will not be accessible to the public. Hence it is crucial that all volunteers wear their badges. Patrons may need access and should wear spare. There should be in the region of 120 volunteers.

6. Timetable of Main Events.

Itinerary for Holy Week.

Saturday 19th March 2016.

12 noon – prayer and commissioning service

Monday 21st March 2016. St Andrews and St Georges church – Knowsley St Bolton.

Event plan training session

6.30 – Volunteers not inducted prior to tonight come for induction.

7.00pm Arrival and refreshments.

7.30 Event management plan training for the event for all.

8.15 forms/ t shirts / badges handed out.

8.30 – 9.30 -Group training –i.e. Steward training, Pastoral training, cast rehearsals, technical team, stage management team, Hospitality team, Information team, choir, etc

Finish 9.30.

Tuesday 22nd March 2016.

Actors Rehearsal - all cast – 7.30 St Edmunds – BL1 2JR

Wednesday 23rd March 2016

Actors Rehearsal – all cast – 7.30 St Edmunds – BL1 2JR.

Thursday 24th March.

7 am FSS set up staging / park van on site and screen round.

8.00 first aid arrives on site.

9 am Barriers / Heras arrive / set up site– screen off stage.

9am – fountains to be turned off?

9 am set up Aquila marquee (must be 1.8m from Game) and Bolton market marquees (by Aquila after).

9am-12pm Porta cabins arrive and positioned. Power set up

12 noon – electrician to set up power for porta cabin.

4 pm surveyor checks – main structure to be completed. Sign off and safety checks / paperwork completed.

6pm -9 am Overnight security.

Friday 25th March.

8.30am electrician on square. Cables to be set to various locations, back stage, front of house and AV at side.

8.30 AV to bring cable.

9.00 Cables ramped over square the screens/ sound desk/choir and audio visual

9.15 Sound equipment install and some audio visual

12.00 A single microphone to be in place for Bishop to make address to walk of witness.

12.00 pm walk of witness coming onto square approx. 12.15

1pm actors meet at square and then assemble in welfare basement.

1.15 stage safety briefing – ALL stage users- choir, back stage, actors, key personnel /sign off.

Early afternoon.

Cross scene practice / back stage team training

Fire crew attending to do Assessment – before 4pm.

1.30 -2.30 some actors have microphones attached and sound checks/ tech rehearsal

2.30-3.30 – choir sound checks/ practice – choir / tech rehearsal

2.30 Cast starts to get dressed ready and miked up and refreshments.

2.30 A few Stewards/marshals arrive.

4.00 Prompt start - Full dress rehearsal with Mikes.

6.30 Put away technical equipment that can be put in unit where possible, equipment that remains, put a waterproof cover over and screen off rest.

6.30 Volunteer marshals leave.

6.45 pm Electrician off duty. TBC

6pm -6am Overnight security team.

7pm first aid leave -

Saturday 26th March

7.30 Team arrive, signing in, prayer and “set up” briefing. (Set up)

6.45 Screens delivered and loaded in.

7.30 Electrician arrives

7.30 Audio visual install.

7.30 set up meeting for public areas.

7.45 Set up all areas.

Info point, VIP space, reflections area, schools art area, First aid point, lost children point.

7.45 Tech team set up sound equipment

8.00 – Emmaus van arrives – drops off and sets up chairs.

8.30 Tea and coffee van arrives and put in place (confirmed)

9.00 Sound checks, screen tests / tech rehearsal.

9.00 Rolling clips start on screen.

9.00 Actors arrive. Drinks and “Full day plan briefing in St Edmunds/wellsprings? For all except stewards/Marshalls/ (Keith/ James)”

9.30 Hair / Makeup and dressing begins.

9.30 Dressing in porta cabin/ welfare basement in town hall.

9.30 Stewards/Marshals arrive for meeting at 10am- with excludsec

11.00 Actors / choir - Bishop to prayer/

11.10 Actors/ choir to go across into waiting area for event at either side of stage.

11.15 Donkey arrives

11.30 Mayor and patrons / interfaith representatives, drink in marquee.

11.30 Photo opportunity, press release Bolton News.

11.45 last chime
11.50 – VIP's to be seated.

Event starts

12.00 Production starts.
1.50 Production ends. (approx.)
1.50 Actors and Marshals move into crowds.
1.50 Tidy up, clean up and remove any items left.
2.30 clock back on – chimes.
2.30 Tea and coffee van leaving. (Confirm)
3.00 Clearing up after the event.
3.30 Electrician goes home.
3.30 Sound equipment cleared away.
3.30 Marquee taken down.
4.00 Screens moved out.
6.00 FSS possible finish clearing staging.
6.30 First aid moves off site.

Tuesday 29th March – porta cabins and fencing removed from site.

Post event Debrief and Evaluation.

Tue 26th April 2016 9am -Bolton Parish church.
Lessons learnt next and closing business.

7. Public Liability Insurance.

Public Liability Insurance for the event is covered by GMIM, policy number GE 571468 with Zurich.

St Edmunds parish church unit is covered by Public Liability Insurance of Catholic Church Insurance Association. This is with Zurich Policy Number CM 573038

8. Event Attendance

We are expecting around 4000 people. There will be at least 30 volunteer marshals in attendance at the event to ensure that the crowd is kept safe. There will be 8 Exclusec paid stewards and one operations manager – James Bancroft, 6 special constables /police and some Street Angels (All First Aid trained and DBS checked). The square can cater for a number of up to 6000, provided chairs are limited. If the number of visitors should exceed 6000 the Health and Safety Officer will perform a dynamic Risk Assessment and the events Manager in conjunction with the police to decide whether it is safe for the event to continue.

9. Communications.

Effective communication is the key element if any event is to run smoothly and safely. This includes the general operation management of the event, dealing with the health, safety and welfare of the public and communicating effectively in the event of a major incident.

10. Event Control.

Event control is located in the porta cabin. No member of the public will be allowed entry. The unit will be accessed by key events staff only

The management of the event will be undertaken in Events Control whose function is to oversee the smooth running of the event and to deal with any incidents that may arise.

Emergency telephones and radios will be accessible for communications management within Event Control.

A full record of the event will be maintained in Events Control. All incidents will be recorded on an incident log.

Events control will be open from 9.00am and will close once the crowd disperses. Suppliers, organisers and volunteers to report to the information point situated near the fountain to the left of the steps.

11. Communication with crowd can be performed via the public address system attached to the staging or through the stewards. All systems will be tested before the event.

12. Events Management.

Contacts

Contacts	Name	Mobile phone no	Radio holder	channel
Principal Events Officer Bolton Council	Norma Rutherford		Yes	
Senior Events Officer Bolton Council	Chris Chadwick		yes	
Chair of passion project	Matt Thompson		no	
Event and project Manager	Caroline Wyke		yes	
Artistic Director	Geoff Millard		yes	
Chief Steward	Keith Armstrong		yes	
Health and Safety Advisor	Rob Connor		yes	
Stage Manager	Terry Oakes		yes	
Cameras / Filming	Joe C		yes	
AV / camera	Dan Brown		yes	
Police event control	Kevin Lister		Yes	
Show Med first aid service	Matt Bennett		yes	
Lost child Officer	Alison Dalton		yes	
Lost child support	Jackie Griffith		Yes	
Core team/ CP/ refreshments	Anne Hatch		yes	
Pastoral Care / Ministry lead	Mark Bates		yes	
Create arts project	Joy Kilpatrick		no	
Street angels	Adrienne Tonge		no	
Exclusec official stewarding	James Bancroft		Yes (9)	
Sound Pro audio systems	Rick Smith		Yes	
Screens company ADI	Dave Crowther Mick Sanderson		Yes	
Stage support	Rebecca		Yes	

	Fairhurst			
Stage company FSS	Dave Berry		yes	
Wardrobe	Mary Millard		no	
Bolton Market canopy's	David Worrall		no	
Marquee Aquila	Simon Harrison		no	
Electrician for Bolton council	Neil Horrocks		No	
Street angels.	Adrienne / Brian Suzanne – mckinley –		Yes Yes Yes	

Staff - Roles and Responsibilities

Roles and Responsibilities

Role	Name	Responsibilities and whom responsible to
Event Manager	Caroline Wyke	Responsible to charity GMIM. Nominated senior person with overall responsibility for the event. Safety of the site for public, suppliers, staff, volunteers
Artistic Director	Geoff Millard	Responsible to Caroline Wyke Delivery of the "drama" Oversea stage crew To lead the production team. To ensure props Choir and back stage report to Geoff. To liaise with sound and audio visual where necessary.
Stage Manager / props manager	Terry Oakes	Responsible to Geoff Millard. To ensure strict timings kept to in ensuring production keeps to time. To lead the backstage crew. To oversee save assembly of props and ensure in good working order. To move props on and off the stage safely. To follow risk assessment.
Choir Lead	Robert Aston	Responsible to Geoff Millard To direct the choir throughout the performance. To safely help choir on and off the stage. To advise health and safety if choir are not following safety procedures.
Assistant Director	Deb Brooks	Responsible to Geoff Millard. To lead the actors front of stage. To prompt when necessary. To ensure safety is followed at all times
Child protection officer	Anne Hatch	Responsible to Caroline Wyke Child protection officer in event of an issue. Overseeing refreshments. To work with Lost child team in event of an incident.
Pastoral / ministry lead	Rev Mark Bates	Responsible to Caroline Wyke Lead and coordinate ministry team (pastoral)

		To train up pastoral team. To prepare and oversee reflections space in marquee. Chaplain if need for prayer or confidential conversation. Ensure no individual pastoral support unless have DBS.
Audio visual / camera	Joe Cyl Dan Brown	Responsible to Caroline Wyke To coordinate Audio Visual crew. To ensure they work to the method statement and risk assessment set up. To ensure the visuals from the cameras are fed to the 2 large screens.
Contractors		Report to project manager – caroline Wyke
Chief volunteer Marshal	Keith Armstrong	Responsible to Caroline Wyke To help train the marshals prior to the event. To communicate final stewarding plan on the day of the event. To be responsible for placing of marshals. To report to the Official stewarding company – Exclusec if an issue of concern with the public.

13. Health Safety and Welfare

First Aid

Showmed– Ambulance and advanced medics – 1 paramedic and 2 first aiders. Show med will inform ambulance service if assistance is required. They have advised Bolton hospital of this event.

Show med will be on site from

8am – 5pm Thursday 24th March for construction – porta cabin

8am – 7pm Friday 25th March for rehearsals and set up. – portacabin.

8.30am -6.30pm – Saturday 26th March for the main event and set down – in ambulance.

Hospital.

The closest hospital to the event is Royal Bolton Hospital based in Farnworth.

Toilets

- All Volunteers – porta cabin toilet
- Official Stewards/ Marshals- porta cabin toilets
- Public – Whitakers, BHS, Marks
- Partners / contractors –porta cabin toilets i.e. police, ADI, FSS, Showmed, Massive tech, Salvation army, etc
- Public Eating and drinking areas.
Please point the public to local eating places such as Olympus, M arks and Spencer's and Whittaker's. There is no provision on site for food / drinks.

Seating

There will be around a 150 seats. Around another 40 reserved for VIP/other. The rest is for all and not reserved but priority given to those who are elderly, with disabled or pregnant.

Disabled access.

Area for wheelchairs with some chairs for those to sit with them. (This will not be raised)

VIP.

There will be a drink in the marquee for VIPs. (approx. 40) They will be seated by 11.50 including the Mayor and patrons.

Transport.

3000 spaces available at Top way, Deane and the octagon car park are all free on Friday 25th and Saturday 26th. No disruption to transport or the roads is envisaged.

Volunteer refreshments.

Free tea and coffees and sandwiches will be available at the Salvation Army van within the enclosure on the event day. This is only for volunteers, organisers, blue light and contractors

Noise Limit.

Sound engineers to use automatic limiter to ensure noise level does not exceed acceptable limit. On the square there is a legal sound limit which must be adhered to. There is a current entertainment license in operation so that we can play music on the square.

Fire extinguishers.

9 CO2 and Water fire extinguishers can be found at following locations:-

Exclusec stewards trained to use.

Area.	CO2	Water
AV desk	1	1
Sound desk.	1	1
Screen 1	1	1
Screen 2	1	1
Choir	1	1
Electric source	1	1
Salvation army van	1	1
Reflections space	1	1
Porta cabin	1	1

14. Lost and Found Children / Vulnerable Persons.

The lost children point will be a Bolton markets marquee situated near costa coffee. It will have a sign over saying lost children point. The two lost child personnel Alison Dalton and Jackie Griffith who both have appropriate DBS. Two volunteer marshals should escort any lost children to the lost children point and immediately activate the lost child plan drawn up with exclusec advice regarding response, such as who does what, when and when the police are contacted. Any lost property should go to the information point.

15. Policing.

Support from the Central Area Neighbourhood Policing Team has been requested. Details of policing are as follows. There will be 2 police in the town on the day. There should be 4 special constables able to support. In the event of any evacuation plans, the police will assist.

16. Street Cleaning.

Street cleaning will be carried out by Bolton Council Cleansing department. The presence of any sharp objects such as shards of glass should be reported by stewards to Events control in the Unit on the square so that the risk of damage to the public is minimised. Stewards are requested to pick up bigger pieces of litter after taking care.

17. Area check.

Checks to be performed on the square with the help of the local police. (To be confirmed)

18. Stewarding/ Marshals

See the full stewarding/marshal plan- below in the Appendix for more details.

In summary –

Police officers will need to be called if not present in should there be an incident, to carry out the following functions;-

1. Maintaining public order.
2. Preventing and detecting crime

The activation of “emergency planning” in the Appendix is where there is immediate danger to life.

Where as the stewards/marshals are responsible for controlling the crowds, Exclusec and the police should take appropriate steps should they observe any dangers or potential dangers to the public.

All stewards and marshals will be instructed to report and incidents that may endanger public safety directly to events control. If the marshals do not have radio or telephone they will be instructed to contact the nearest steward / marshal with communications equipment.

The chief marshal will have access to this event management plan and the stewards/marshals will have attended a meeting to introduce the event management plan and to train on Monday 21st March 2016 at 7.30 at St Andrew and St Georges Knowsley St, Bolton.BL1 2BS. There will be a briefing on Sat 26th March 10am with Exclusec.

Volunteer marshals will be given yellow high-visibility tabards with Volunteer marshal on back. Exclusec stewards will have their own blue identifiable jackets and Street Angels will wear their fluorescent yellow street angel’s jackets. One loud haler will be borrowed from the council. Radio mikes will be given to key events staff. Exclusec will have town centre radio to link. There will be 25 radio mikes for the team provided by Exclusec.

Stewards/ marshals will perform two main functions on the day;-

1. stewarding crowd control on the square
2. Stewarding the staging and technical equipment and activity spaces such as the marquee.

See further details on stewarding plan.

The stewards/marshals will attempt to secure the stage, keeping the emergency exits free. They will also ensure the safe passage of the performers as they re-enact the Palm Sunday scene coming into the square with the donkeys from the Costa coffee side. They will need to pass through the low barriers at the front of the stage and go on to the stage. The donkeys do not come in the sterile area but return back they way they came to their awaiting transportation home.

Agreed that non uniform individuals will approach should a situation arise of heckling. Protest liaison/diplomatic skills essential – individuals to be briefed prior to event. Street angels identified to have skills to approach.

A number of volunteer marshals will be needed on the Friday when tech/dress rehearsals take place from around 9 am to 6.30 pm and the Saturday from 9.00 am to 4 pm for the event itself. Exclusec steward will be on site from 9-6 on the event day.

APPENDIX

A Stewarding Plan

Key Crowd control team.

- Police - There will be normal policing for Saturday in town centre with no additional support – intelligence suggesting an increase needed, i.e. community, Volunteer special constables will be asked.
- Exclusec Stewards - There will be 9 staff. These are fully trained official stewards who are paid to manage crowds, situated at specific points around the site.
- Chief Marshal - Keith Armstrong -07500928573
- Volunteer Marshals- There will be 28 volunteer stewards situated at specific points around the site.
- Street Angels - Work on streets in evening, CRB checked and trained to handle conflict situations. Adrienne Tonge – 07538349686
- Council Events team. Norma Rutherford and Chris Chadwick are the events management team at the town hall. Chris Chadwick 07970940212
- Passion Event / Project Manager – Caroline Wyke- 07837202788
- Health and Safety Advisor –Rob Connor - 07519073108

When required.

- Monday 21st March, 7.30pm to 9.30pm Full training - Essential
- Friday 25th March, 9am-7 pm- Full dress rehearsal (4 or 5 volunteer marshals required) - Optional
- Saturday 26th March, 9.30am-3pm- Main Performance- Essential (Stewards and Marshals Meeting at 10am)



ROLE DESCRIPTION – Volunteer Marshal

1. About the event (information). You will be issued with a copy of the Passion for Bolton safety policy.
2. Purpose of a Marshal. Marshals have an important role to play in contributing to the success of the event. By being courteous and friendly to the public and efficient in carrying out your duties,

you will help to make the event safe and enjoyable for all. You have specific duties in common with other members of your team and these are set out in the team briefing attached. As well as the specific duties, you have the following general duties in relation to providing information to the audience, public safety and equipment safety.

Do not allow yourself to be distracted from your duties by friends, phone calls or strangers trying to distract you. Also, do not be distracted by the performance itself: you are there to watch the crowd and the equipment, not the performance. See the A to Z of information.

Public safety

You are there to assist in protecting the safety of: members of the public (the audience and other persons in the vicinity); the performers; other marshals and contractors.

You should be keeping an eye on the audience and the vicinity of the audience, looking out for potential hazards or trouble from the audience or elsewhere. Look out for:

- Drunkenness or other unruly behaviour;
- Suspicious behaviour (e.g. people hanging around the audience but not interested in the play);
- Equipment failure (structural, fire etc);
- Suspicious packages/devices. Be familiar with equipment belonging to the production and normal street furniture so that you can recognise anything unusual;
- Other marshals needing assistance. You are not responsible for administering first aid and you will not be provided with first aid equipment. Dedicated first aiders will be located at the first aid point situated opposite costa coffee and you should direct anyone seeking first aid to that point or summon the first aid team, as appropriate. If a member of the public needs to be escorted, you should summon a "floating" marshal for that purpose.

2.3 Equipment safety

Keeping an eye on the equipment making sure that only authorised personnel have access to it. Look out for potential thieves and vandals (check identification).

3. Deployment (method)

As well as your own schedule, you have been issued with a summary of the movements of the other marshals. You must not leave your assigned position without permission to do so. You will be issued with a fluorescent tabard, long sleeve black t-shirt and identification badge showing your name and team.

4. Welfare (administration)

You will be allocated breaks during which you can get a drink or go to the toilet. You should bring warm and waterproof clothing in case of bad weather and water for your own personal use. You should consider bringing some snack items. Free drinks and sandwiches will be provided at the Salvation Army unit on the square.

5. Communication

You must always maintain a communication channel with the Chief Marshal and obey instructions from him. Some marshals will be issued with a two-way radio which you should keep on at all times from 11.30:00-2.30 on the day of the performance. Your radio should be tuned to the right channel for stewarding communications (other channels may be used for other purposes, e.g. production communications).

You must report any incident or potential incident to the Chief Marshal, even if you have already successfully handled it yourself. You must report any departure from the agreed schedule. You must carry relevant information (e.g. your map and schedule) with you at all times during the day of the performance. If you have a mobile telephone, you should bring it. You should inform the Chief Marshal of your mobile telephone number at the briefing session (Monday 21st March 2016). Mobile telephones should not be used for personal calls whilst on duty. They form an alternative method for communicating with the Chief Marshal and emergency services.

Marshal Briefing Notes

Welcome

Thank you for volunteering to be a marshal at Passion for Bolton this year. You are vitally important to a successful and safe production, which would be unable to take place without a sufficient number of volunteer trained marshals.

General

You are responsible directly to the Chief Marshal for the safety and security of the audience and cast of the play. Please ensure that you are familiar with the content of this briefing note and carry the document with you when acting as a marshal. If you have any queries or questions, please ensure they are raised with the Chief Marshal.

By being courteous and friendly to the public, and efficient in carrying out your duties, you will help make the event safe and enjoyable for all. Do not allow yourself to be distracted from your duties by friends, telephone calls, etc. Please also do not be distracted by the performance itself – you are there to watch and assist the audience, not watch the play. On the square on the 26th March 2016, the day of the production, there will be an available police officer and official Exclusec stewards should there be a situation that is of a serious nature. The Chief Marshal – Keith Armstrong is always the first port of call except for a 999 situation.

Here is an A- Z for the event:

Accidents

If you are involved in an accident, please seek help as required from the First Aid – Medical Services – on site. Please also ensure that this is reported to the Health and Safety Advisor so that details can be recorded.

After Event celebrations.

If you can help tidy up the site before you leave this would be much appreciated. (I.e. stacking chairs, clearing up,) We have organised an evening celebration after the Passion and you are warmly invited to attend this party. This is a celebration for anyone who has taken part in any way in making this event happen. (Optional to bring partners). Friday April 22nd 2016 7.30pm. Venue - TBC

Audience Information

You should be prepared to:

Advise members of the public on first aid, lost children and property, and programme sales.

Please ensure you know where all these activities take place.

Direct the public to the toilet locations, food and drink area. (See event management plan.)

The event will begin at 12 noon. It will finish around 2.00 pm. Provide information on areas, which have restricted public access – see appendix b spaces. Treat the audience with courtesy and respond to any reasonable request for assistance.

Checking-In and Checking-Out

When you arrive on the morning, please check in with the Chief Marshal, where you will be briefed on any matters of importance, and also your duties for the day. You should go to the information point on the square at 9.30 am on 26th March. You should not leave your post at any time, without first advising the Chief Marshal. At the end of the performance, please advise the Chief Marshal of any problems or difficulties that have arisen.

Collections / Souvenir brochure sales.

There will be a collection on the day towards the costs of putting on the play. There will also be the opportunity to purchase the souvenir programme. The collectors/ sellers will be wearing an official ID badge and a high visibility tabard. They are solely to collect and are not marshals, a marshal

will be asked to follow to backup collector in come into any difficulty. Please watch for any rogue collectors.

Children

Where a child is lost, he/she should be taken to the lost child post on the Costa coffee side of the square. Similarly, any parent/guardian who has lost a child should be asked to report to this location. The Chief Marshal should be advised immediately a child is reported as missing and radio the police on site. Once found that child must be escorted by two marshals who hold a DBS check to the lost child area.

Disabled Assistance

There is a space at the front for those in wheelchairs and limited seats for those with a disabled or a disabled person. There are a few seats for those who would struggle standing. We are sorry that we don't have any facilities for those have hearing difficulties.

Entrance/Exit

Only entrance to the stage area is situated to the marquee side of the stage. Only authorized staffs wearing badges only are allowed to go into the sterile back stage area. Marshals should be placed at the entrance to this area and not allow anyone past. There will be radio communication to help with any queries. The other side of the stage is not accessible unless barriers are removed.

Fire

Smoking is not permitted by anyone associated with the play whilst on the square. Everyone involved in the production must take all reasonable precaution against fire. Fire fighting equipment such as extinguishers will be located in the P.A box at the back of the square and at the AV canopy on the side of the stage. Please ensure that you are aware where fire equipment is placed. In the event of a fire breaking out which requires assistance, the Health and Safety advisor will summon the fire brigade. Any stoppage of the play or evacuation of the audience and cast from the affected area will be directed by the Health and Safety Advisor after consultation with the Principal Council events officer, Project Manager and Health and Safety Advisor of the Passion and the Event management team.

First Aid

During the performance, ShowMed will be available on the square. If assistance is required, the injured party should be directed/taken to the first aid in the first instance. If the injured party is unable to move, the first aider should be asked to attend. Where an accident or injury is serious, the first aider only will summon an ambulance, and then immediately advise the Chief Marshal. The Chief Marshal will then advise the Project Manager and events management team of the situation. The ambulance entry point on to square is at side of Costa coffee, though an ambulance will be onsite provided by ShowMed that may be suitable for hospital transportation.

Health and Safety

You are responsible for your own health and safety. If you are uncomfortable about any aspect of your duties, you should raise such issues immediately with the Chief Marshal. You are also responsible to address any areas of concern that may affect others safety.

Lost Property

This will be taken to the information point situated at the back of the square.

Mobile Telephones

Members of the audience should be actively discouraged from using mobile 'phones, as it disturbs other members of the audience, and could interfere with radio based equipment. However, you should bring your own mobile with you and keep it switched on during the performance, as it may be a useful means of communication with the Chief Marshal, particularly in an emergency. Please make sure you have the numbers of the Chief Marshal in your phone and the Project Manager just in case of any concerns.

Personal Property

You are responsible for your own property. The leadership of the play can accept no liability for any loss, theft or damage to personal property. You are strongly advised not to bring personal valuable items with you. You will need to keep all your belongings with you at all times.

Programmes

Programmes for the event will be on sale on the square. Marshals will not be responsible for the sale of programmes.

Radios

Radios will be in use by members of both the production and stewarding teams. If you are issued with a radio, please ensure that the volume is adjusted so as to minimise disruption to the audience, without making it inaudible to you.

Sound /PA/AV boxes

There is a sound and Audiovisuals control points. This equipment, together with speakers and cables are very expensive, so it is important that they are protected at all times. During the production Exclusec stewards and marshals should be positioned at the sound and visuals point for extra security. Also alongside the camera men to protect them at work. There are also speakers dotted around the square. If bad weather, they will need to be covered.

Weather

We will have a tech rehearsal on Friday 25th March beginning about 2.30pm and a dress rehearsal at 4pm. The full production is on Saturday 26th March. However there are considerations regarding the weather that may affect if the performances go ahead. These are: The health and safety of the audience, cast, and production & operations personnel. The performance of the technology – particularly sound equipment. A decision on cancellation of any performance will be affected by conditions underfoot, temperature and wind speed. We should be prepared to deal with a last minute cancellation and having to disperse the audience.

Welfare

You should bring waterproof clothing in case of inclement weather, and also water for your own personal use. You will be issued with a fluorescent tabard and a long sleeve black t-shirt and an id badge. (Your Cagoule would need to fit under your tabard and be a dark colour, preferably black). You will have refreshments at the Salvation Army van available at in the sterile area to the game side of the square.

Stewarding Points Identified

Point 1: Access to stage area from front, and barriers in front of stage.

Team 1: 2 Exclusec Stewards

Notes

Open barrier to let procession in. Donkey turns around and goes back.

Watching for safety – power cables dry and not being touched.

Protecting sound stacks and watching AV canopy.

Stopping people getting within barriers or on the stage.

Opening up barrier if anyone needs to get out of sterile area – stage left.

Ensuring that there are no wires that can be tampered with trip over or get a shock from.

Not allowing anyone in to stage left except cast, crew, contractors and DBS cleared workers..

Point 2: Welfare Basement

Team 2: 2 Volunteer Marshals

Notes

One steward to be stood at door to Welfare Basement and one to be inside the room.

Encourage people to use lockers where available and distribute and collect £1 coins where needed. (not available)

Allow access using key card. – 3 keys available – one allocated to volunteer marshal on door to basement.

Ensure area is kept clean.

Allow access only to those with ID badge.

Point 3: P.A. Sound Box

Team 3: 2 Volunteer Marshals

Notes

Make sure no one tries to get in PA box.

Watch that no one tampers with any equipment.

Check that authorized staffs only go in the box.

Ensure there is access to War Memorial and spectators stand away.

Ensure no power wires within reach of the public especially if wet.

Point 4: Information Point + Protecting Money Collectors and Programme Sellers

Team 4: Chief Marshal (Keith Armstrong) to be based at Info Point throughout the day. 3 x Street Angels to sell programmes and 3 x volunteer marshals to walk with programme sellers and money collectors in 3 separate teams (To be based at the Information Point)

Notes

Keith- Ensure that CLC , Gideon and Fairtrade staff are in info tent are ok.

Street Angel- sell programmes and collect money.

Volunteer Marshals - watch for anyone trying to snatch money from sellers.

Chat with customers.

Provide info for public.

Ensure that money tins get to info point (Return to Samantha Cass or Keith Armstrong).

Point 5: Missing and Found Children Point

Team 5: 1 Street Angel and 1 Volunteer Marshal

Notes

Please read Lost Child Policy.

Make sure any children lost are cared for.

Make sure anyone hurt gets help with the medical team.

Supporting the lost children worker and the child.

Point 6: Access to sterile area stage left behind First Aid Base

Team 6: 1 Exclusec Steward

Notes

Ensure access is to those with an ID Badge only.

Limit the number of people entering to one person only with one injured person.

Point 7: Seating Area and Disabled Area

Team 7: 4 Volunteer Marshals

Notes

Advise able bodied people to leave seating for those in need. We only have 200 seats – approximately 40-50 reserved for VIP etc. The additional seats go to the first come, most in need.

Please try not to let people put things on seats to reserve; they need to stay if they have a seat. Keep reserved seats for VIPs. 1 volunteer marshal to seat VIP's.

Ensure seats available for those with disabled and wheelchairs.

Assist with procession of donkey if required by keeping people back.

Point 8: Access to sterile area stage right, behind screen.

Team 8: 1 Exclusec Steward

Notes

Ensure access is to those with an ID Badge only.

Ensure clear pathway for actors entering and exiting the area

Point 9: Monitoring of Sterile Area, Stage Left

Team 9: 2 Volunteer Marshals

Notes:

Escort those requiring First Aid attention to the Ambulance.

Limit the number of people entering to one person only with one injured person.

All stewards access to sterile area s drinks and food van. – Free to all volunteers and all contractors and personnel involved in delivery of event. No public access. This is not open to the public.

Ensure PortaKabins are secure,

Point 11: The crowd on the square

Team 11: 4 Exclusec Stewards (plus Police if present)

Stewards forcing crowd back and making a way across square for procession / donkeys.

Stewards stood on square watching crowd.

Notes.

Crowd management - Watch for crushing, pick pockets, hecklers, people needing medical attention or pastoral attention – if so refer to pastoral or first aid point.

Watching crowd for “proselytizers” harassing people.

Watch out for anyone trying to sabotage equipment or steal it. Watch out for pick pockets or chancers grabbing bags

Two stewards to take lost children to lost children tent.

If there are hecklers, such as youngsters shouting out at siblings or friends either loud, distracting or using offensive behaviour then please speak with them, if no response get the police involved.

Point 12: Procession with donkey

Team 12: Donkey’s owners (+ assistance by Exclusec stewards from team 11 in seating area if required)

Notes

Make sure the crowd is moved back the donkey to both enter and return.

Point 13: Reflections / Pastoral / VIP area.

Team 13: 2 Volunteer Marshals (potential Exclusec – at start and finish of event- to monitor access)

Notes

Important -Candles in the marquee. No one being silly or dangerous. If overcrowded, blow out.

Keep an eye out for people disrupting it for others or just standing inside to keep dry!

Be aware of anyone needing pastoral help to signal pastoral care to attend. Do not allow anyone into the pastoral care area unless needing help as this is needs based only and not public access. Door persons to have list of VIP guests for start.

Only allow VIP guests in at start – follow list to be provided

Point 14: Guarding the long cable ramps

Team 14: 2 Volunteer Marshals

Notes

Advise people to watch out for cable ramps.

This must be managed at all times. Only when cable ramp covered with barriers or cables pulled out can this be stopped.

*Additional Marshals will be allocated the role of 'Floating Marshal' once numbers are confirmed.

Marshal checklist.

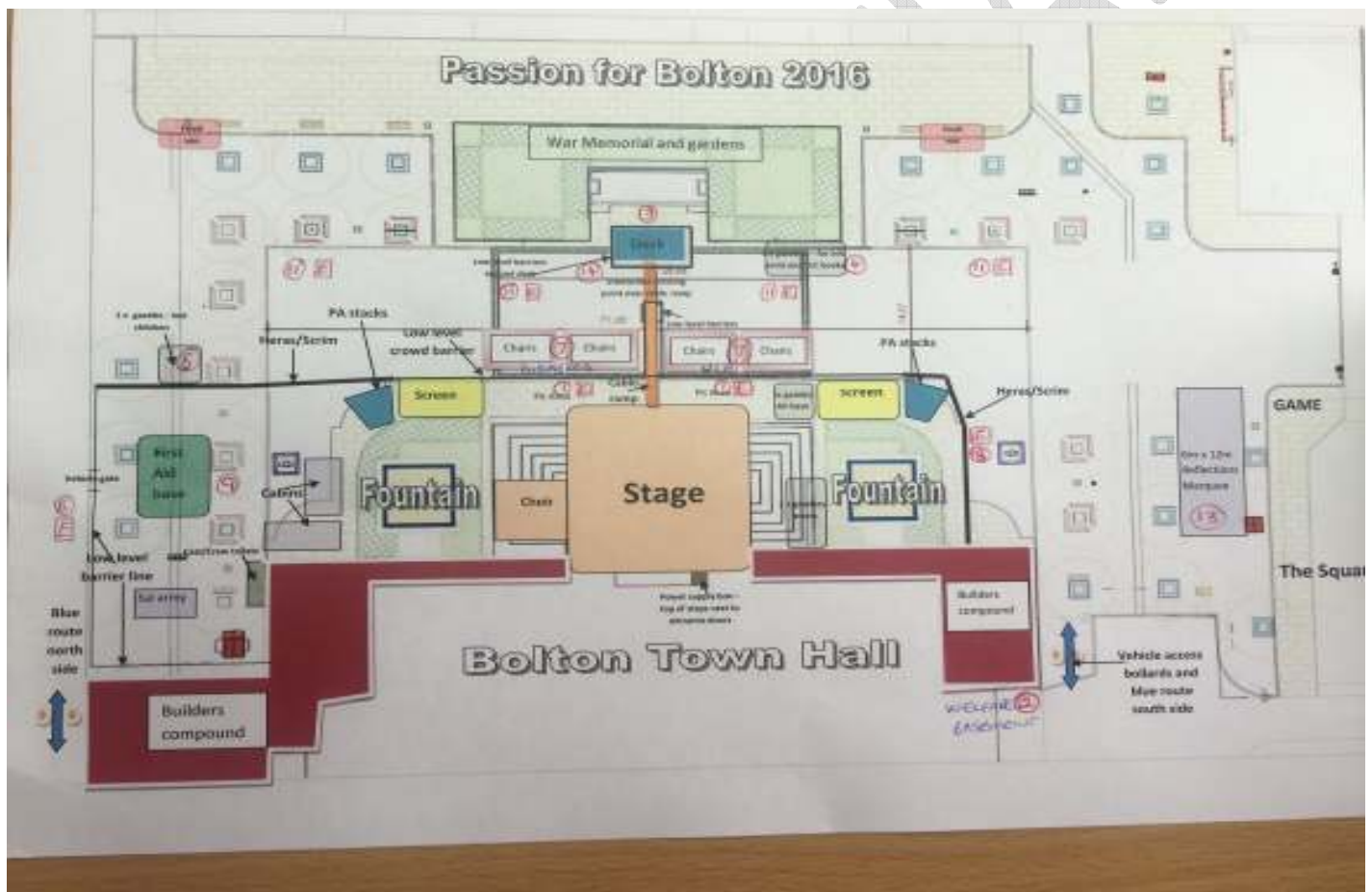
- security arrangements are communicated to the stewards/marshals
- briefs the stewards and marshals at 9.30;
- checks the site for any potential hazards with police;
- ensures that fire extinguishers are available and know where they are
- that they have checked in with the Chief Steward at start;
- that they know and understand to whom they report;
- they have familiarised themselves with the event arena and infrastructure;
- they have familiarised themselves with search procedures;
- they know where the exits are;
- fire equipment is checked;
- all barriers and signage are in place;
- they are ready to help audience members on arrival; and
- They are aware of emergency procedures.

- that they know where they are to be posted
- that they understand their role for the place they are posted

CHIEF Marshal - Keith Armstrong

- Advise and assist on the recruitment of volunteer stewards.
- Agree with core team and Health and Safety, a final stewarding plan.
- Organise and take the training session for stewarding before the event with police/ excludsec
- Communicate the final stewarding plan to stewards once finalized and distribute.
- On the day of the event take responsibility for the placement and direction of stewards.
- On the day of the event take shared responsibility with the artistic director and project manager for the safety of the audience.
- Liaise with police on site on day and excludsec stewards, council events team at Bolton Council. (Chris and Norma) and work under their guidance.

Appendix to stewarding plan – event safety plan – see below.



Suggested steward / volunteer marshal points.

APPENDIX

B- Passion for Bolton 2016

Event Health and Safety Policy

The Health and Safety of everyone connected with the event is of paramount importance.

The Passion for Bolton organisers recognises their duties under the Health and Safety at Work, etc Act 1974 and seek to comply with all relevant legislation in respect of the event, through all its phases from 'build-up' (which includes the organisation and planning stages), through the 'load-in', during the event and on through the 'load-out' and 'breakdown'.

It is the policy of Passion for Bolton organisers, so far as is reasonably practicable:

- To maintain all areas under the control of Passion for Bolton organisers in a condition that is safe and without risk to health ;
- To establish and maintain a safe and healthy environment throughout the event;
- To establish and maintain safe working procedures;
- To ensure that risk assessments are carried out by competent persons;
- To provide and maintain safe plant and equipment;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

Signed _____ Date _____

Responsibilities

Passion for Bolton project team responsibilities;

In line with the Health and Safety at Work, etc Act 1974, the individuals either working on or taking part in the event have the following duties:

- To take reasonable care of the health and safety of themselves and other people who may be affected by their acts;
- To co-operate with the enforcing authority in any actions and procedures to comply with legislation;
- To use all equipment in accordance with training and instruction received;
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare;
- To notify the Passion for Bolton project manager in the first instance of any areas of concern with respect to health, safety or welfare and are invited to make meaningful suggestions for improvement.

Contractors

Contractors are expected to comply with the requirements as outlined above.

In addition, the Passion for Bolton project manager or other nominated person will provide information with respect to:

- The risks to them or their employees' health and safety arising from or in connection with the Event;
- The health and safety measures in place to address those risks.

The Passion for Bolton project manager must request an assessment of risks that the contractor may introduce to staff and public alike and the measures that the contractor will take to avoid or minimise those risks. They may also request further relevant information from contractors applicable to the event as and when required.

Arrangements

More detailed arrangements and procedures for the event are detailed in the 'Event Management Plan' (of which this statement forms part). The Event Management Plan will evolve through the phases of the event and should be referred to for details of specific issues.

Relevant information from organisations taking part in the event will be included in the Event Management Plan and will be assessed for any implications for health and safety.

The Event Management Plan will be made available to all personnel involved in the event and the relevant sections will be communicated to those involved as appropriate.

The project manager for Passion for Bolton has liaised very closely with the Principal Events Officer and Senior Events Officer for Bolton Council. They in turn have given the benefit of their experience of organising events. The Passion for Bolton organisers will adhere to any recommendations made by them or relevant colleagues to make sure that the event happens smoothly, safely and successfully.

A Health and Safety inspection of all infrastructure for the event will take place as the event is being built up. At a minimum this inspection will focus on the stage, barriers, PA system and will highlight any issues which will be rectified as quickly as is reasonably practicable.

All risk assessments and method statements provided by all external agencies involved in the event will be made available to relevant personnel for inspection.

Information, instruction and training

The Passion for Bolton project manager will ensure that all event related personnel are given relevant information, instruction and training to enable the event to progress in a safe and efficient manner. A specific full event briefing will be arranged and all parties are invited to attend.

Communication

The Event Management Plan, in its entirety or in part, will be brought to the attention of relevant personnel involved in the event in one or more of the following ways:

- During planning meetings
- During training/briefing sessions
- Instructions issued prior to attendance on site
- Instruction issued upon attendance on site

The Event Management Plan will be held at the control room during the event. It can be referred to and will be updated as and when required.

Monitoring

Monitoring is essential to maintain and improve health and safety performance.

Active monitoring will be carried out during build-up and breakdown by way of inspections on site. Risk assessments, Method Statements and other health and safety documentation provided by contractors will be checked against the actual work being carried out on site.

Reactive monitoring will be carried out as a result of an accident, incident or complaint and the outcomes will be acted on as appropriate.

Information obtained during the monitoring process (once acted on, as necessary) will be appended to the Event Management Plan for consideration during the review process and preparations for future events.

Review

The Passion for Bolton project manager will arrange a debriefing following the event to review the event and the event management plan. As a minimum, representatives of the following organisations will be invited to attend:

- Passion for Bolton project manager;
- Passion for Bolton chief marshal;
- Passion for Bolton artistic director
- Passion for Bolton safety advisor/officer;
- Bolton Council - Principal and Senior Events Officers;
- Greater Manchester Police;
- Exclusec Crowd Management;

APPENDIX C – LOST AND FOUND CHILDRENS PROCEDURE.

Missing and Found Children/Vulnerable Persons Procedure

The Missing and Found Children Point will be a Bolton Markets marquee situated on Victoria Square near to Costa Coffee.

With regards to unaccompanied children only two terms will be used by all event staff:

- **Missing Child - An unaccompanied child at an unknown location in the Victoria Square area.**
- **Found Child - An unaccompanied child now in the care of an event official.**

Missing Children

Anyone receiving reports of a missing child must report it to Event Control giving the following information “Missing child – [age, sex, last known location]”.

They will then gather a brief description of the child (name, clothing, hair colour etc) and give this to control via the radio.

There is no need to use a coded message regarding missing children. Following advice from the police all messages regarding this are to be sent in plain English.

In the absence of a police presence, Event Control will notify the police immediately via 101 and then follow this up with a request for police assistance via the 999 system using the guidance below;

Missing child's age	When to contact the police
Under 5	If not found after 4 minutes of searching
5-8	If not found after 8 minutes
9-11	If not found after 12 minutes
12-16	If not found after 20 minutes*

* If they did not make their own way to the event. All these times may be reduced if there are specific concerns or increased risk at the discretion of the Chief Steward.

It is better to summon the police and find the child while they are on route than delay the request.

Once the child has been reunited with their parents or carer the following message will be passed to Event Control; "Missing child [first name] found, all units stand down search".

Event Control will record the stand down time. If police attendance has been requested they will be informed via 101 quoting the log number.

Found Children

An unaccompanied child at a known location in the Victoria Square area.

A brief search of the immediate vicinity will be conducted before the 'found child(ren)' is taken to the Missing and Found Children Point, which will be a Bolton Markets marquee situated near Costa Coffee.

If the child is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police should be advised of any problems.

The Missing and Found Children Point will be staffed by two volunteers (1 Street Angel and 1 volunteer marshal) with DBS clearance.

Alison Dalton – DBS – C3018285006 ,

Jacqui Griffith – DBS - 001465809461

APPENDIX D -CONTINGENCY/CONTINUITY PLAN

PASSION FOR BOLTON -VICTORIA SQUARE, BOLTON SITE BUILD 24th & 25th MARCH 2016 - EVENT DAY SATURDAY 26TH MARCH 2016

1.0 GENERAL

This plan takes into account various reasons for the evacuation of Victoria Square during the Passion for Bolton event taking place on 24th - 26th March 2016 (build, event and de-rig). The plan takes into consideration spectators, performers, staff, volunteers, suppliers/contractors' staff involved with the event together with general public. It outlines procedures that may be implemented if the town centre, including the event site at Victoria Square, was compromised or emergency shelter facilities were required.

The plan includes shelter and evacuation arrangements to be implemented should all or part of Bolton town centre, (including the event site itself), be affected by the following hazards:

- Fire
- Explosion
- Gas leak
- Severe weather
- Bomb threat
- Chemical or radiological incident, whether accidental or by means of terrorism
- Structural collapse of temporary demountable structure on event site
- Any other emergency (for example, a major nearby road traffic accident affecting town centre traffic and/or access routes).

The plan would be invoked should one (or more) of the above hazards occur to the extent that a 'major incident' be declared by Greater Manchester Police, i.e. an emergency which incapacitates the resource capabilities of the primary agencies responsible for managing the safety of the event. Should any of the above emergency scenarios occur, a dynamic risk assessment would need to be carried out by the Event Safety Officer and the attending emergency services, which would then be escalated up the chain of command accordingly? The Event Safety Officer would remain involved in the coordination of the response to the incident together with the Police. Should the

Bolton Council Civil Contingencies Team Forward Incident Officer be required, they can be contacted on 01204 336900

This plan also includes the procedure for temporary stopping of the event.

2.0 COMMAND AND CONTROL

The Police will have primary responsibility for the coordination of the response to the incident, which will include the coordination of the sheltering or evacuation procedures. Event safety personnel and Bolton Council staff will assist the response effort should additional operational, strategic or tactical resources be required. Again, should a council wide response need to be coordinated by the Bolton Council Civil Contingencies Team, the Duty/Forward Incident Officer can be contacted on 01204 336900.

Multi-agency Bronze Command - The Bronze Commander will operate close to incident scene and will deal with the actual incident and the sheltering or evacuation plan and method, until such time as the Multi Agency Silver has become operational. It will be necessary to identify Bronze Commanders from other agencies to have responsibility for specific actions in relation to the evacuation procedures. The Bronze Commanders at the scene and the Event Safety Officer will need to establish the necessity for, and the extent of any evacuation required. This should be communicated to the Multi Agency Silver by the Police Bronze Commander.

Multi Agency Silver Command - The Police Silver Commander will establish the Multi Agency Silver in relation to the incident. Depending on the prevailing circumstances, it may be located at the most safe and suitable location. All agencies involved in the incident, and any subsequent actions must provide a representative, at an appropriate level, to attend this Multi Agency Silver.

Multi Agency Gold Command - Strategic Co-ordinating Group (SCG). If it becomes apparent that the scale of the incident is such that strategic direction is required, i.e. that large numbers of additional resources from many agencies may be required, and/or there is national media and government interest, it may be necessary to establish an SCG for the incident.

2.1 INITIAL ASSESSMENTS REQUIRED BY EVENT SAFETY OFFICER AND POLICE

Situation Report required?

The Event Safety Officer may wish to consider asking the Police to pre-warn the Bolton Council duty/forward incident officer should an emergency occur which has the potential to pose a large risk to the public. However, this pre-warning must not be used instead of on scene liaison with the police, or instead of making a 999 call should the police not be immediately available on scene. The police will take the lead in any emergency situation and all event staff involved will be instructed by the Event Safety Officer until the emergency is handed over to a wider emergency service response effort.

Shelter or Evacuate? - The decision to evacuate and/or shelter will need to be agreed between the senior officers present at the scene of an incident. Where appropriate, representatives from the

utility companies should be consulted during the decision making process if a chemical/electrical hazard is present. Bolton Council Highways staff may also need to be involved.

The following points need immediate consideration, as they will inform the initial response actions:

- Are the public safer staying out in the open, or do they need to be sheltered?
- If they can stay out in the open, can they be encouraged to disperse back to their vehicles / the town centre bus station / train station?
- What immediate resources are available to carry out an evacuation?
- What immediate resources are available to provide temporarily shelter for the public?
- Can the evacuation / shelter operation be carried out safely?
- Can crowds be asked to disperse away from the high risk area instead of sheltering?

Halt of event or immediate cancellation required? It must be recognised that different emergencies will require a different response effort, and so it is difficult to prescribe how the event management team will need to work with the emergency services should a major emergency occur.

However, in summary the types of decision that will need to be made should an emergency of significant magnitude occur will generally fall into two categories:

- (a) the requirement for a temporary halt to the event to be put into place
- (b) an immediate closure of the event.

An emergency occurring outside of the immediate event area may affect the running of the event, for example a large RTC or fire in the town centre, or a bomb threat at a nearby premises.

3.0 NOMINATED TEMPORARY SHELTER LOCATIONS, ASSEMBLY AREA AND NOMINATED REST CENTRE

Shelter locations and nominated rest centre to be decided upon by the means of a dynamic risk assessment by the the Council Forward Incident Officer. Nominated Evacuation Assembly Areas - should the crowds be required to be temporarily relocated, the pedestrianised areas surrounding Victoria Square can be used if the emergency cordon allows this (eg **Newport Street, Oxford Street, Market Street, Hotel Street, Mealhouse Lane**). For larger evacuations involving larger cordons and holding areas, location to be decided upon by the means of a dynamic risk assessment. Staff, stewards, cast and crew to assemble at **Cheadle Square**.

4.0 TEMPORARY EVENT STOP AND EVACUATION PROCEDURES

- The decision to evacuate will be in the first instance taken by the Event Safety Officer taking into consideration information he has received from his team and other event management. Should GM Police have been called in to assist with an incident then the officer in charge may take that decision rather than the Event Safety Officer if it is felt to be more within his area of

expertise. Stewards and security staff along with the Event Safety Officer will continue to assist the emergency services with the evacuation of Victoria Square.

- Should an incident be reported to the Event Safety Officer either in person, via radio or mobile phone, he will attempt to obtain as much information about the incident as possible. It will be imperative that airways and communication channels are kept clear during this period.
- If the incident is deemed to be of a minor nature such as a small fire, the Event Safety Officer will deploy competent stewards to deal with the incident. Regular feedback will be communicated to the Event Safety Officer until the incident is fully under control.
- Should the incident be of a more major nature then the Event Safety Officer will again obtain as much information as he can. The Event Safety Officer will make the decision in conjunction with the event organiser whether the event needs to be either halted or cancelled. Communication with stewards, staff and public will follow dependent upon the nature of the incident:

4.1 TEMPORARY EVENT STOP

- If disorder is witnessed such as a faith demonstration etc and the event has to be stopped then the following will be communicated via the P.A system to the stewards and staff

“EXERCISE TOWN HALL, EXERCISE TOWN HALL, CODE BLUE”.

- Should Evacuation NOT be necessary then the spectators will be informed via P.A system

“LADIES AND GENTLEMAN, IT HAS BEEN NECESSARY TO TEMPORARILY HALT THE PLAY IN ORDER TO DEAL WITH AN ISSUE. PLEASE REMAIN IN YOUR PLACES AND WE WILL RESUME AS SOON AS WE CAN”

4.2 EVACUATION

- Should evacuation be necessary, messages advising either EVACUATION TO SHELTER or EVACUATION TO ASSEMBLY AREA will be given following consultation with emergency services as follows:

- Over the P.A system the following will be communicated for the benefit of stewards and staff:

“EXERCISE TOWN HALL, EXERCISE TOWN HALL, CODE RED”.

- If Evacuation IS necessary the message will be:

“STEWARDS TO ASSIST WITH EVACUATION OF THE AREA”

- The following will be communicated to the spectators over the P.A system

- ***Message for EVACUATION TO SHELTER –***

“THIS IS AN URGENT POLICE MESSAGE - AS A RESULT OF (INSERT INCIDENT TYPE AND LOCATION), GREATER MANCHESTER POLICE REQUIRE ALL PERSONS IN OR NEAR VICTORIA SQUARE TO GO INDOORS AND SEEK SHELTER. PLEASE PROCEED TO (INSERT NOMINATED SHELTER LOCATION) IMMEDIATELY. EVENT SAFETY STAFF AND GM POLICE WILL GUIDE YOU TO THIS LOCATION. DO NOT ENTER (INSERT RISK AREAS) AND MAKE YOUR WAY TO (INSERT NOMINATED SHELTER LOCATION AS A REMINDER)”.

• Message for EVACUATION TO ASSEMBLY AREA –

“THIS IS AN URGENT POLICE MESSAGE - AS A RESULT OF (INSERT INCIDENT TYPE AND LOCATION), GREATER MANCHESTER POLICE REQUIRE ALL PERSONS IN OR NEAR VICTORIA SQUARE TO LEAVE THE AREA IMMEDIATELY. DO NOT ENTER THE FOLLOWING AREAS (INSERT RISK AREAS) AND MAKE YOUR WAY TO (ADD ASSEMBLY AREA). EVENT SAFETY STEWARDS AND POLICE OFFICERS WILL GUIDE YOU TO THIS LOCATION”.

• Should a suspect device be discovered, the Event Safety Officer will be informed by the use of runners as **radios and mobile telephones should not be used**. The event will be stopped immediately and the Police called from the landline situated in Event Control.

• The following will be communicated to stewards and staff via the P.A system

“EXERCISE TOWN HALL, EXERCISE TOWN HALL, CODE BLACK.”

• The evacuation message to spectators will be exactly the same as the other codes.

• Stewards and security staff will be responsible for evacuating Victoria Square using routes that are deemed safe by the Event Safety Officer. No vehicles will be permitted to leave the immediate area during the evacuation as this may hinder the arrival of emergency service vehicles. Stewards and security staff will ensure this is adhered to.

• For Code Blue and Code Red, evacuation will be via the nearest safe route and spectators along with performers, crew, and staff will be directed to the nominated assembly points. All stewards and security staff must also assemble here following the successful evacuation. Invariably some spectators will head off home if they live nearby or into other areas of the town centre. This is unavoidable.

• For Code Black, evacuation will be via the nearest safe route and spectators along with performers, crew and staff will be directed to the nominated shelter points. Advice on the area of necessary cordon would be taken from the Emergency Services. Again people may wander off to their homes, these will need to be outside of the designated area for the cordon.

Immediate Evacuation

- Should it become apparent that evacuation must be made with immediate effect the Event Safety Manager / Police Commander will authorise the removal of any barriers/fencing by stewards, staff and security creating a speedy method of exiting Victoria Square. Stewards and security staff will continue to guide spectators to the assembly points as described above. Code words should be used at all times as words such as “bomb” or “fire” will spread panic and may cause a stampede.
- All safety and SIA stewards will be aware of how to disassemble the fencing for emergency purposes.

Return to the Event

- There will be no readmission to Victoria Square following evacuation unless it has been authorised and communicated by a senior member of the emergency services such as a Police Commander or Senior Fire Officer. The decision to restart the event or cancel the event will be made by the senior Police Commander in conjunction with the Event Safety Officer and the Event Manager.

Note – Emergency services rendezvous point (RVP) will be at:

Howell Croft North, BOLTON, BL1 1U

**APPENDIX E- Passion for Bolton - Site build 24th and 25th March 2016, Event and site de-rig 26th March, 2016
Event Risk Assessment**

The function of the RAG is to enable prioritisation and management of the risks identified. It must be noted that this is not an objective, but subjective process limited by the viewpoint and information available to the event organisers and their safety advisor.

Risk rating = severity x likelihood

Likelihood	Potential Severity				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

LIKELIHOOD - CATEGORIES	
Almost certain	Probably will occur
Likely	Evidence suggests it is likely to occur
Possible	Evidence suggests it could occur
Unlikely	May occur in extreme circumstances
Rare	Highly improbable

POTENTIAL SEVERITY - CATEGORIES	
Severe	Single or multiple fatalities
Major	Major injury – to be reported.
Moderate	Significant injury
Minor	Minor injury
Insignificant	Inconvenience, frustration or discomfort

Overall risk categories and actions to be taken:

- L - Low Risk - Further action to be taken if possible
- M - Medium Risk - Further controls to be introduced where practicable and measures monitored to ensure effectiveness.
- H - High Risk - Level of risk should not be tolerated
- E - Extreme risk - Unacceptable risk, hazard or it's cause to be immediately eliminate

Activity / Area of Concern i.e.: what is taking place as part of the event?	Hazards Identified i.e.: what can cause harm?	Persons at Risk i.e.: who could be harmed by the hazard?	Current Risk Rating (extreme, high, medium or low) i.e.: determine the level of risk	Controls to Minimize each Risk i.e.: what action can be taken to lower the level of risk	Residual Risk Rating (high, medium or low) i.e.: risk factor after action taken to minimize the risk
Spectators in seating and standing areas	Overcrowding within the main spectator area	Members of the public, stewards, event staff.	Low	The main spectator area on Victoria Square will be designed to accommodate approximately 4,000 spectators, partly seated and partly standing. The area will be well managed by stewards who are trained to monitor crowd density and dynamics. There will be sufficient space to relocate spectators in the unlikely event of an issue.	Low
	Noise from sound system	Security staff, members of the public, stewards, event staff, volunteers, performers	Low	Sound levels will be only moderate. There will be rotation of security staff and stewards limiting the time exposed within the immediate vicinity of speakers. Ear plugs can be provided to staff within this area if required. Members of the public have the facility to move away from the speakers and stand in other areas	Low

	Collapse due to standing for long periods during performance	Members of the public, event staff, stewards	Medium	Stewards to monitor crowds. Event staff and stewards in radio contact with first aid staff. First aid staff will patrol throughout spectator area. Regular rest breaks for staff to allow for sitting down. (put in stewarding)	Low
	Theft/malicious damage	Members of the public, event staff, stewards	Medium	Stewards to inform Event Manager of any incident, Event Manager to notify CPO (Community Police) staff. Incident to be noted in event log.	Low
Demountable structures on site	Stage collapse during performance.	Performers, crew, stewards, members of the public.	Medium	Stage erected and checked by competent specialist contractor. Full risk assessment and safe working method statement provided by contractor. Additional monitoring by Safety Officer. Structural engineer calculated load bearing capacity for the structure and construction of Town Hall steps on which the stage structure is constructed. Full inspection and safety sign off with completion certificate by structural engineer and contractor. Wind/Adverse Weather Plan in place and regular wind speed checks by Safety Officer using both hand held and stage roof mounted anemometers.	Low

	Electrical failure of stage and P.A system	Members of the public, stewards, event staff, performers and crew	Medium	All equipment will have been safety checked by competent trained electricians and will have current PAT test certificates. Loud hailers available for spectator communications, radios for stewards.	Low
	Electrical fire on stage area caused by lights or equipment.	Members of the public, stewards, event staff, performers and crew	Medium	See above item on electrical safety. All equipment to have safety checks and documentation from competent persons. All electrical equipment to be weatherproof, RCD protected and extensions not overloaded. Trained fire stewards to be in place monitoring areas of potential danger and portable extinguishers to be located at stage side.	Low
	Electrical fire in marquees caused by lights or equipment.	Members of the public, stewards, event staff, performers and crew	Medium	See separate entry in this RA on electrical safety. All electrical equipment to be weatherproof, RCD protected, have current safety certification and installed/maintained by competent, qualified persons. Any generators on site to be isolated from public. Spare diesel to be stored in secure area at least 6metres away from generators.	Low

	Combustible fire in bins	Members of the public, stewards, event staff, performers and crew	Medium	See separate Fire Risk Assessment. Bins to be monitored by Safety Officer throughout event. No smoking within temporary structures or confined spaces, with prominent signage displayed to this effect. Event management staff and Safety Officer to ensure no build-up of combustible materials	Low
Emergency situation arising within Victoria Square	Crowd panic, crushing, slips trips and falls	Members of the public, stewards, event staff, performers and crew	Medium	Full event specific contingency plan in place. Emergency codes developed known only to stewards and security. Public will be asked to leave in orderly manner according to protocol within the event contingency plan. Stewards trained in evacuation. Stewards and security staff will assist in evacuation.	Low
	Incendiary device causing injuries	Members of the public, stewards, event staff, performers and crew	Medium	Full event specific contingency plan in place. Stewarding team in place with full briefing to include monitoring of all event areas pre and during event. Full sweep of the area by stewards prior to the opening of the event. First aid staff on site. Local hospitals notified of event.	Low

	Suspect package, parcel, device, item	Members of the public, stewards, event staff, performers and crew	Medium	As per event contingency plan, area to be immediately cleared by stewards. Safety Officer to be alerted by runners as radios and telephones must not be used and must be switched off . Police to be notified by landline from Event Control and consider show stop procedure being implemented depending on specific circumstances, decision to be made by Safety Officer in conjunction with Event Manager.	Low
	Fire within the event area resulting in need to evacuate	Members of the public, stewards, event staff, performers and crew	Medium	Extinguishers provided. Stewards trained in evacuation. Stewards and will assist in evacuation.	Low
	Disorder (faith protest) violence resulting in need to evacuate.	Members of the public, stewards, event staff, performers and crew	Medium	Contingency plan in place including emergency evacuation plan. Stewards trained to deal with crowd disorder. Stewards to monitor crowd dynamics and any potential protests.	Low
Vehicle movement around site before, during and after performance.	Collision between vehicles and pedestrians.	Members of the public, stewards, event staff, performers and crew	Medium	Suppliers/contractors vehicles requiring access to the Square to be strictly managed by stewards and with banksman. No vehicles will be permitted to enter or leave the event without authority given by the Safety Officer. Emergency vehicles will have access onto the blue route and will be managed by stewards.	Low

<p>Extreme weather conditions</p>	<p>Hypothermia from cold weather, rain.</p>	<p>Members of public, event staff, stewards, volunteers, crew and performers</p>	<p>Medium</p>	<p>Organisers to obtain advance weather forecast. First aid and welfare staff to tend to elderly or disabled spectators who may be exposed to cold or wet conditions for prolonged periods.</p>	<p>Low</p>
	<p>Collapse of temporary structures due to high winds</p>	<p>Members of public, event staff, stewards, volunteers, crew, performers.</p>	<p>Medium</p>	<p>Wind/Adverse Weather Plan in place and regular wind speed checks using anemometer by Safety Officer As per Wind Plan, if winds are above specified level decision may be taken by Safety Officer to remove stage roof. All other temporary structures including marquees, gazebos, fencing, barriers, catering and other units to be monitored for stability and structural integrity as per Wind/Adverse Weather Plan – regular checks on wind speed using anemometer by Safety Officer, with resulting actions as per the Wind Plan should wind speeds increase. As per Wind/Adverse Weather Plan, decision to suspend or postpone event to be taken by Safety Officer in conjunction with Event Officer if winds are above specified level and damage may occur or peoples' safety is at risk.</p>	<p>Low</p>

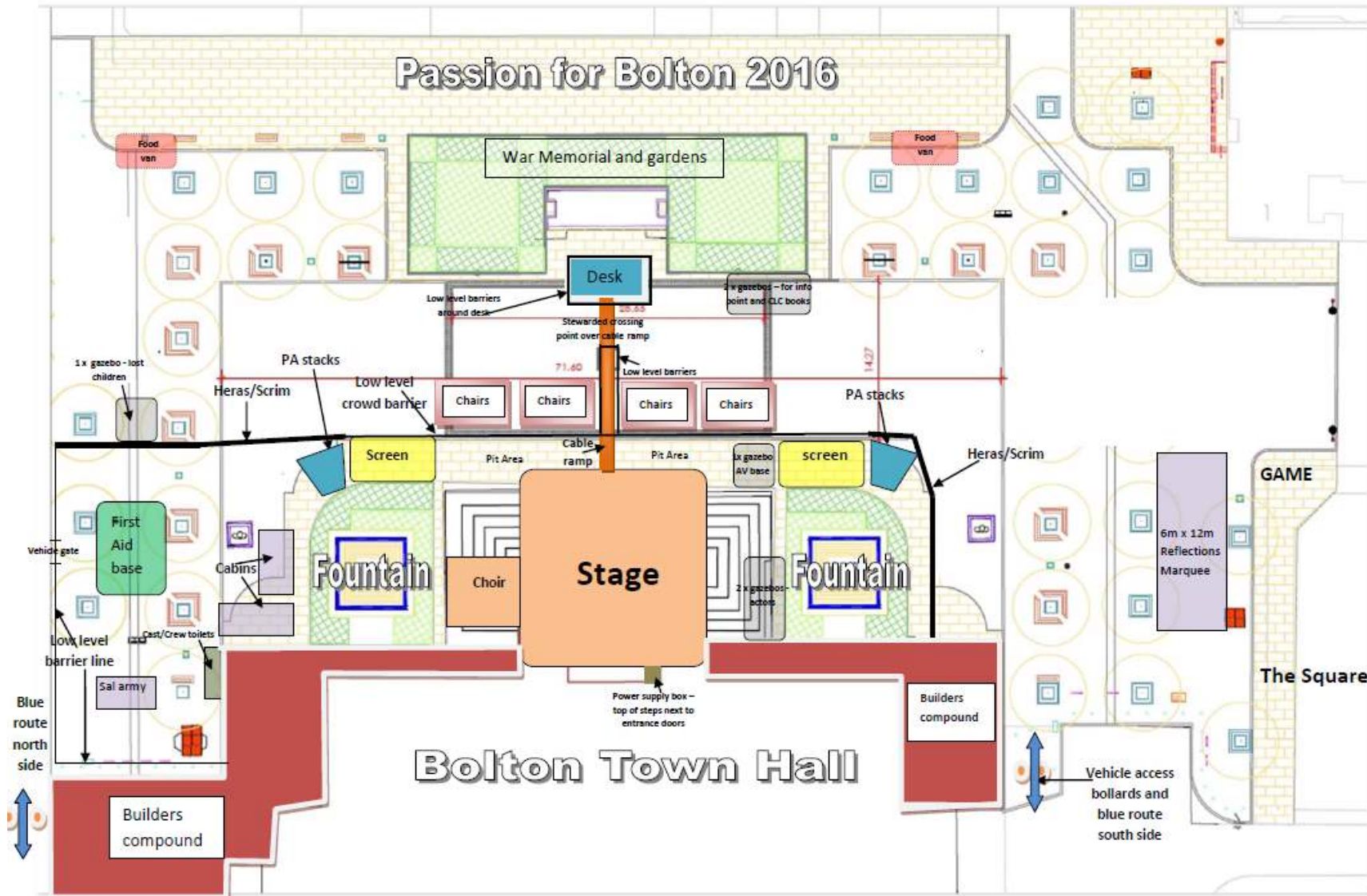
<p>Mains electrical supply to site</p>	<p>Electrical shock causing injury or fatality.</p>	<p>Members of public, event staff, stewards volunteers, crew, performers</p>	<p>Medium</p>	<p>Experienced, competent and qualified event electrician on site during installation, event and de-rig. All electrical connections to mains supply to be made only by event electrician.</p> <p>All portable electrical equipment to be visually inspected and to have undergone portable appliance testing with current certification provided (refer to HSE guidance HSG 10716 and Directive 2006/95/EC 'Low Voltage Directive').</p> <p>All electrical appliances to be weatherproof and protected with a residual current device (RCD). (Sockets for audio equipment to be protected with type A or B RCDs, with tripping current of 30mA). Each single RCD to protect a maximum of six sockets.</p> <p>Regular monitoring for stated control measures by Safety Officer throughout the event, inspections to be documented.</p>	<p>Low</p>
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Generators	Electrical shock causing injury or fatality.	Members of public, event staff, stewards volunteers, crew, performers	Medium	<p>Use of competent and experienced generator supplier. Experienced, competent and qualified event electrician on site during installation, event and de-rig. All electrical connections to mains supply to be made only by event electrician.</p> <p>All generators to be earthed by earth rods. Appliances connected to generators to have undergone portable appliance testing with current certification provided (refer to HSE guidance HSG 10716 and Directive 2006/95/EC 'Low Voltage Directive').</p> <p>All electrical appliances to be weatherproof (where used outdoors) and protected with a residual current device (RCD), (however manufacturer's advice to be sought prior to using RCD to protect generator itself).</p> <p>Generators to be kept in sterile area by use of heras fencing to prevent access to public.</p> <p>Regular monitoring for stated control measures by Safety Officer throughout the event, inspections to be documented.</p>	Low
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Food/drink/ water hygiene	Contamination causing health issues.	Members of public, event staff, stewards and volunteers, crew, performers	Medium	Risk assessment & method statement produced by, plus details received of food handling, food preparation, storage etc. Regular monitoring for stated control measures by Safety Officer throughout the event, inspections to be documented.	Low
Noise from event site build and de-rig	Public nuisance caused by excessive noise from build and de-rig operations	Members of public	Medium	Build (on Thursday/Friday 24 th & 25 th March) and de-rig (on Saturday 26 th March) operations will be restricted to agreed times and monitored by event management staff.	Low
Performance	Lifting/movement of crosses and cast members during performance	Performers, crew, members of public.	Medium	Full rehearsal with safe lifting methods and techniques practiced. These sequences during rehearsals and the actual performance to be monitored by Safety Officer. Once cross structures are in place on stage they will be safely secured using specially constructed locking mechanisms.	Low
	Use of stage by performers and risk of falling from stage front	Performers, crew, members of public.	Medium	As decision has been taken not to use a barrier at stage front, a white line will be marked on stage floor at front of stage to mark limit of performance area. Cast must not cross this white line. Full briefing to cast by Artistic Director and Safety Officer prior to performance, cast members will be asked to sign a form to state they understand and accept these conditions.	

Name of person authorising Risk Assessment (printed): R.Connor.....

Signature: Date: (signed copy to be available for inspection at event control point during event).



PASSION FOR BOLTON - BUILD, EVENT AND DE-RIG 24TH – 26TH MARCH 2016**WIND/ADVERSE WEATHER PLAN****Appendix H**

Wind Speed	Action	By Whom
11mph or 5m/s	<ul style="list-style-type: none"> ○ Monitor wind speeds every two hours 	<ul style="list-style-type: none"> ○ Safety Officer
18mph or 8m/s	<ul style="list-style-type: none"> ○ Monitor branding/scrim/sheets on fencing, barriers, stage and remove if fencing/barriers/stage are starting to move. ○ Wind speed monitored every half hour. 	<ul style="list-style-type: none"> ○ Safety Officer in consultation with Event Manager
22mph or 10m/s	<ul style="list-style-type: none"> ○ Monitor all temporary structures ○ Wind speed monitored every half hour. 	<ul style="list-style-type: none"> ○ Safety Officer ○ “ “
27mph or 12m/s	<ul style="list-style-type: none"> ○ Remove all branding/scrim/sheets from fencing, barriers, stage ○ Ensure all partially erected structures are made secure. ○ Monitor all temporary structures. 	<ul style="list-style-type: none"> ○ Event Manager to co-ordinate branding/scrim removal. ○ Safety Officer to ensure all structures are made secure.
34mph or 15.5m/s	<ul style="list-style-type: none"> ○ Cease all construction work on site. ○ If winds are due to increase, consider further actions now e.g. consider removal of stage roof ○ Assess all areas for safety and restrict access as required 	<ul style="list-style-type: none"> ○ Event Manager to make decision in consultation with Safety Officer
36mph or 16m/s	<ul style="list-style-type: none"> ○ Prevent access to structures and close surrounds, all but essential rigging/scaffolding staff to be moved to areas more than three times distant than the height of the structure 	<ul style="list-style-type: none"> ○ Event Manager in consultation with Safety Officer
45mph or 20 m/s	<ul style="list-style-type: none"> ○ All marquees to be made safe and fit additional bracing with ratchet straps where possible. ○ Gazebos to be collapsed. ○ Consider stopping or cancelling event and evacuation of site. 	<ul style="list-style-type: none"> ○ Event Manager in conjunction with Safety Officer and all marquee and gazebo suppliers. ○ Event Manager in consultation with Safety Officer.

**Specific areas in detail.
TBC**