



**HOMEground
First Street**

28TH May – 14TH August 2021

Event Safety Management Plan

Prepared By: Engine No.4 on behalf of HOME

Updated: 20th May 2021



CONTACTS	4
INTRODUCTION	5
EVENT SAFETY POLICY	5
COVID-19	6
EVENT DETAILS	7
EVENT TIMES	9
ROLES AND RESPONSIBILITIES	10
ORGANISATION	14
SITE PLAN	15
FOOD AND BEVERAGE	16
PROVISION OF ALCOHOL	16
CROWD MANAGEMENT AND CAPACITY	17
ELECTRICAL SYSTEMS	20
TEMPORARY STRUCTURES	20
FIRE SAFETY	21
GAS SAFETY	21
FIRST AID	21
COMMUNICATIONS	22
EMERGENCY PROCEDURES	22
COUNTER TERRORISM	24

TRAFFIC MANAGEMENT	25
CLEANING & WASTE REMOVAL	25
SANITARY FACILITIES	25
INFORMATION & WELFARE SERVICES	26

CONTACTS

NAME	ROLE	CONTACT
Jon Gilchrist	Executive Director HOME	jon.gilchrist@homemcr.org
Sean Pritchard	Technical Director and Head of Production HOME	sean.pritchard@homemcr.org
Bonnie Turnbull	Marketing and Communications Director HOME	bonnie.turnbull@homemcr.org
Ruth Jones	Head of Marketing HOME	ruth.jones@homemcr.org
Ric Watts	Visiting Work Programmer	ricwatts@me.com
Sophie Stephenson	First Street Management CBRE	Sophie.Stephenson@cbre.com
Jim Gee	Advance Planning Project Director Engine No 4	jim@engineno4.com
Alexa Stratton- Powell	Advance Operations Manager Engine No 4	alexa@engineno4.com
Max Caines	On site Operations Manager Engine No 4	<u>max@engineno4.com</u>
Jon Green	On site Operations Manager Engine No 4	Jon.green@engineno4.com
Cordi Ashwell	Site Designer Engine No 4	cordi@decordiaevents.com
Mark Hollinworth	Food and Beverage Operator Wardleys	markhollinworth@gmail.com
Lee Hollinworth	Food and Beverage Operator Wardleys	lee@hollinworthandprice.com
Craig Bennet	Daytime Security ShowSec	Craig.Bennett@showsec.co.uk
Sophie Stephenson	Overnight Security CBRE	Sophie.Stephenson@cbre.com
Steve Butler	Site Cleansing Ideal Waste	steve@idealfm.co.uk
Biffa	Waste Management	colin.hinds@biffa.co.uk

INTRODUCTION

Engine No.4 are the Event Management Consultants engaged by HOME to oversee and advise on the event planning processes and produce documentation for Homeground.

HOME is responsible for the Health & Safety arrangements laid out in this document for the event, for complying with arrangements outlined in this plan and any other requirements to comply with the terms of any relevant legislation.

HOME will ensure that all information contained in this document is true and correct at the time of publication and will ensure that this document is updated when necessary and circulated amongst the relevant organisations and authorities on a regular basis. Due to the nature of the event that this document relates to, certain elements are outside the control of HOME which may be subject to change at short notice.

EVENT SAFETY POLICY

General Policy Statement

HOME acknowledge that it has a responsibility to the health and safety of its employees (i.e. all people contracted to work or provide services to the company), volunteers, visitors and members of the general public attending the event and any person affected by its undertaking.

This responsibility is an essential part of the duties of all members of the company, and in particular, those who act in a managerial or supervisory capacity. Safety considerations are as important as all other operations that the company performs.

The Company will seek to encourage employee participation in the formulation and implementation of safe working practices.

The standards for the provision of services are, where reasonably practicable, in accordance with the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and all other relevant regulations. Systems and procedures are also drawn from guidance documentation such as The Purple Guide and Managing Crowds Safely. Planning will also consider specific risk assessments and health and safety policy documentation from the contractors employed to provide services for the event are referred to and part of the event documentation folder.

The organiser also expects its employees and contractors to recognise their individual duty under the same legislation, to take care of the health and safety of themselves, their colleagues and all other persons who may be affected by their activities.

COVID-19

Staying COVID Secure – Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our employees, their families and those who use our services. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of Employees and others.
- ✓ We will share documentation, systems and procedures with employees and consult on its contents and operation.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

The following key areas have been identified that will be monitored and controlled as part of the COVID-19 safety management plan.

- Social Distancing
- Customer facing operations
- Managing occupancy levels to enable social distancing
- Shift working
- Kitchens, service and staff
- Visitors arriving
- Cleaning regimes, hygiene and sanitation
- PPE

The key management controls in place include:

- Social distancing will be maintained between all members of the public, staff and contractors and will be monitored and amended based on the government guidelines at the time of the event.
- Site layout has been designed in line with government guidelines to maintain social distancing.
- Use of signage where necessary, such as queuing or service points to guide the public whilst on site.
- Use clear and concise signage where necessary.
- Tables/Seating to be positioned to maintain social distancing.
- Table service will be in place to allow for minimum movement through the drinking and dining space.
- A cleaning regime will be implemented throughout.
- All Staff and contractors will be advised to wash their hands/sanitise them frequently.
- Hand sanitising stations located across the site and at all entry points.
- Queuing lanes will be managed to ensure social distancing is maintained

- Customer contact details collected and recorded for Test and Trace
- The organisers will comply with government and local guidance in the case of any positive tests.

A COVID-19 Management Plan and Risk Assessment has been produced for this event and is attached as an appendix.

EVENT DETAILS

HOMEground will be takeover a privately owned site at First Street Manchester during 28 May – 15 Aug. The event will run for 12 weeks and will be open to the public 7 days a week. Due to the current COVID-19 situation, the event plan and layout has been created in order to be able to accommodate the relevant and necessary health and safety precautions required to run the event safely and COVID-19 compliant.

The event will focus on 3 key areas within the site which will be managed separately via different management systems to allow for the relevant safety precautions to be put in the place for each area/activity.

:

- **Showground (Outdoor Theatre space)** – This is an open air theatre programmed with live theatre performances and shows throughout the event period
- **The Food and Drink Terrace** – A designated area for eating and drinking with a smaller second stage programmed with DJ's and live music. A number of food and drink concessions will serve food and drink for consumption on site in an outdoor restaurant style set up.
- **The Gallery** – This area is for private and corporate events only and will not be open to the general public

Site Section 1 Overview – Showground (Outdoor Theatre space)

- The capacity of this area will have a maximum of 650 on site at any one time and will be managed to ensure social distancing will be maintained.
- This section is a ticketed Theatre operation where tickets will be sold in advance via an online ticketing system and on the day box office door sales.
- Each booking will be for a maximum of 6 persons per group.
- Site is designed to allow for social distancing to be maintained
- Security staff will monitor the area.
- There will be queueing systems in place that will be incorporated into the site design and layout with separate entry and exits points.
- Hand sanitiser stations will be provided at the entrance and exit of the site.

- There will be a site central bar and a selection of street food traders serving hot for consumption on site via table service and an app ordering system.
- All payments will be contactless

Site Section 2 Overview – The Food and Drink Terrace

- This area has a capacity of 500 and the layout had been set to maintain social distancing.
- This section will be cordoned off from the theatre area
- Table booking reservations for this area will be available for pre-book via an online platform to allow for this part of the site to be monitored/managed prior to the event.
- Each booking will be for a maximum of 6 persons per group.
- There will be a maximum of 1 hour 30 minutes per booking reservation.
- Details of all contacts will be collected and recorded for Test and Trace.
- Walk ins will also be permitted and will be greeted at the entrance on arrival and taken to an available table.
- All walk-ins in will be required to fill out scan in and register via the NHS test and trace app on arrival.
- Hand sanitiser stations will be provided at the entrance and exit of the site and inside the site.
- Tables will be sanitised between each use.
- Cleansing staff will be on duty.
- There will be sufficient seating for everyone and all attendees will have allocated seating.
- Food and drink will only be available via table service with ordering through an app and QR code available at each table.
- All payments will be contactless

The Gallery

- This is also a cordoned off area of the site which will be used for private/corporate events when shows are not in operation.
- This area has a capacity of 100 and the layout had been designed to maintain social distancing.
- Each seated party will be for a maximum of 6 persons per group.
- There will be sufficient seating for everyone and all attendees will have allocated seating.
- Food and drink will only be available via table service with ordering through an app and QR code available at each table.

The site will have 1 entrance to each area / 3 exits and will be enclosed by fencing (including heras) which will be monitored by SIA certified security when the site is open. An overnight SIA security dog handler guard will patrol the site when the site is closed.

OPENING HOURS

	Open	Close
Monday	5pm	10pm
Tuesday	5pm	10pm
Wednesday	5pm	10pm
Thursday	5pm	10pm
Friday	5pm	11pm
Saturday	12pm	11pm
Sunday	12pm	10pm

*Bank Holiday opening hours will be the same as Sunday opening times.

**There are a select number of shows taking place within the Showground where the door opening times for the showground only will be 11am

See appendix for full performance schedule.

Proposed Structures: (sizes may change slightly)

- Main Stage
- Reception Tent
- F&B Marquee
- Theatre Scan Tent
- Foyer Tent Cover
- Dressing Rooms
- Green Room
- Site Office
- Site Store
- Heras Fencing
- Directional lighting
- Festoon lighting fixed to perimeter scaffolding
- Food Concession Vehicles and Gazebos

Estimated Attendance

- There will be no more than 1300 people on site at any one time across all sections.
- The current capacity is based on current COVID-19 restrictions. This figure may change depending on any amendments to legislation or guidance.
- There is sufficient space across the site for the expected attendance.
- Security will be monitoring the capacity, entrances and exits of the site throughout.

ROLES AND RESPONSIBILITIES

Premises License Holder

First Street Management Company are the site operators and hold the Premises License for the event site.

Responsibilities include:

- Liaison with the event organiser and event management team
- Provision and management of services within the area, but excluding the event site.
- Ensuring that the event organisers comply with Manchester City Council and premise license conditions and any other national or local applicable regulations or operating requirements.

Event Organiser

HOME is the overall organisation in charge of the event.

Responsibilities include:

- Overall budget controller
- Provision and management of services within the area including the event site during the build, live event and de-rig
- Decision making on emergency situations and evacuations on advice of, Event Managers, Security Company or the emergency services if on site
- Liaison with all internal venue staff and management
- Ensuring compliance with Manchester City Council and premise license conditions and any other national or local applicable regulations or operating requirements.
- Delivery of event content and show programming
- Management of all live show performance productions
- Ensuring that all event suppliers comply with Manchester City Council and premise license conditions and any other national or local applicable regulations or operating requirements.
- Liaison with local authority & emergency services
- Liaison with the premises license holder
- Liaison with all caterers, suppliers and artists.

- Liaison with venue management team.
- Dealing with resident complaints

Advance Event Management and Production

Engine No.4 is the event management company overseeing all advance planning, management and event production.

- Design a safe and deliverable site plan
- Design a deliverable operational plan
- Finance management – advance costing and budgeting
- To create and design a deliverable design for the site
- Create a covid management plan for the event for the event organiser to implement
- To liaise with all event stakeholders and SAG group members in regards to site and operational plans
- Liaison with local authority on matters of event licensing, noise, environmental health and emergency services in the planning phases.
- To manage procurement of site and operational suppliers
- To appoint and manage specialists in Noise Management and Health and Safety to input in to planning
- To provide a site manager for the duration of the planning and build phase
- To provide a site designer for the duration of the planning and build phase
- To provide consultancy support for the event during the live period to ensure delivery of the event meets standards and requirements set out during the planning phase
- Collation of relevant paperwork and documentation from suppliers

Event Manager

HOME

The Event Manager is responsible for the overall delivery of the build, live event, derig & management on site.

Responsibilities include:

- Planning & co-ordination with all parties pre, during and post event.
- Overall management of event site
- Ensuring implementation of event safety management plan across all aspects of the site
- To monitor each task pre, during and post event.
- Liaison with event organiser
- Liaison with F&B operators
- Liaison with show production manager on all performances
- Ensuring event compliance of the COVID management plan across all elements of the site
- Working with event security to clear and close the site at the end of each day
- Management of security provisions and security deployment on site
- Liaison with local authority and emergency services.

- Delivery of the event production and ancillary site services.
- Decision making on emergency situations and evacuations on advice of, Security Company or the emergency services if on site
- Ensuring provision of site signage.
- General site co-ordination & scheduling.
- Provision, organisation & management of 'site crew'.
- Coordinating communications during the event.
- Ensuring all incidents are recorded.

Food and Drink Operator

Wardleys are the food and beverage operators in charge of running and managing the food operations on site.

Responsibilities include:

- Designated premises supervisor
- Managing all food and beverage operations on site
- Provision of food and drink servicing in each area of the site
- Implementing Covid-19 safe food and drink practices
- Ensuring full compliance with Manchester City Council Environmental Health

Security Management

CBRE & ShowSec – There will be two event security contractors responsible for the event site.

ShowSec – Daytime pre-opening hours and live show times.

CBRE – Overnight security and site CCTV operatives and management company

The Security contractors are responsible for:

- Providing SIA staff/stewards for the event
- Entrance and exit control
- Clearing and securing of the site
- Management of queuing systems
- Site patrol
- Providing a communication system for their staff
- Liaison with event manager and reporting all incidents
- Controlling the event/audiences & where necessary working in-conjunction with the emergency services as required by the situation.
- Liaison with emergency services in the event of an emergency

Local Council Authority **Manchester City Council**

Responsibilities include:

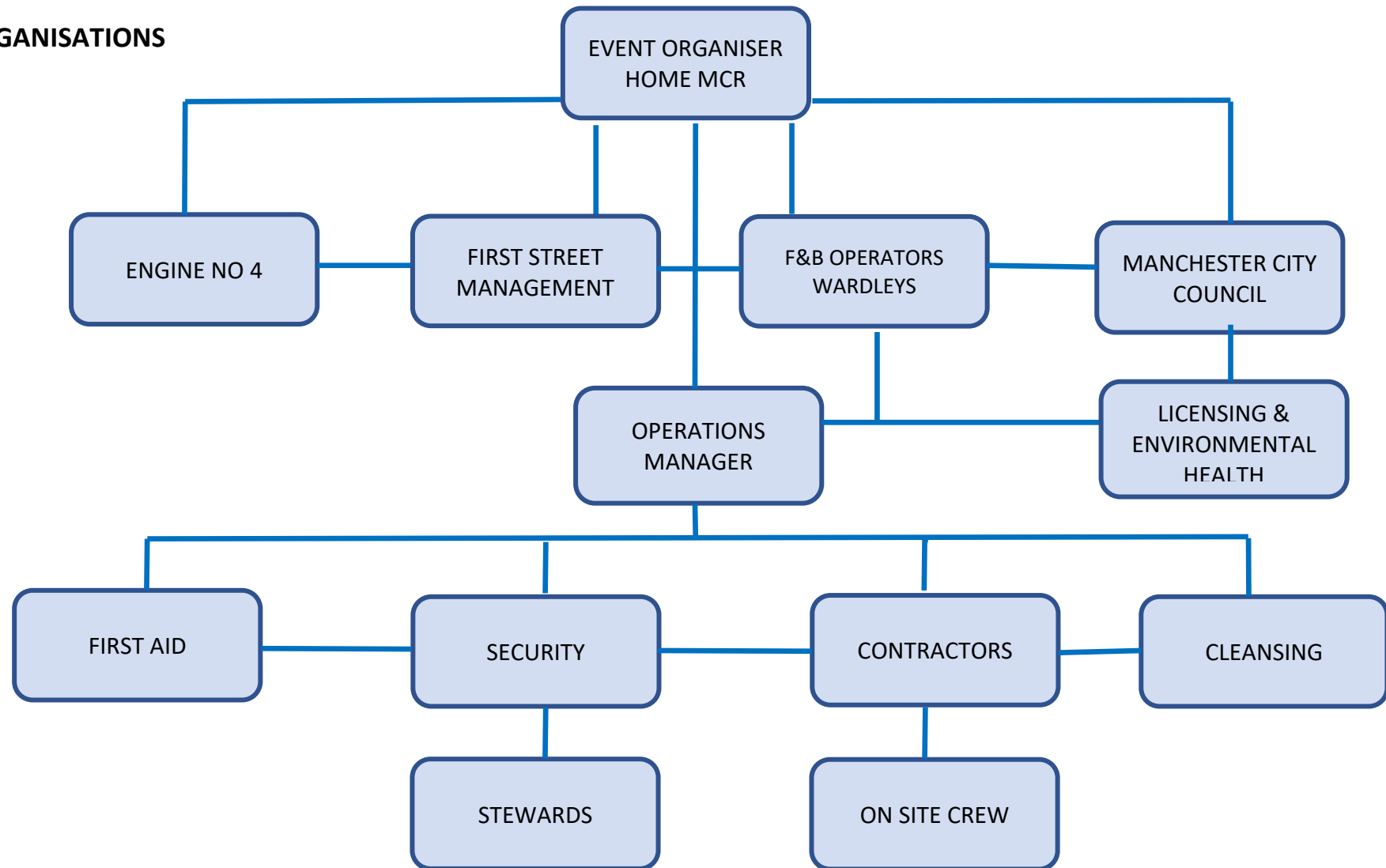
- Liaison with event organiser and event management team on matters of event licensing, noise, environmental health and emergency services.
- Ensuring that the event organisers comply with Manchester City Council and premise license conditions and any other national or local applicable regulations or operating requirements.

Blue Light Services

All blue light services will be informed of the event and a summary of the information will be forwarded to them prior to the start of the event, giving any details that may impact on their provision.

Event Management will be responsible for contacting the emergency services in case of an incident.

ORGANISATIONS



SITE PLAN



Engine No 4 Ltd, 3rd Floor, 14 Little Lever Street, Manchester, M1 1HR

FOOD AND BEVERAGE

- 6 street food and bar concessions will be located in the centre of the site.
- Food and drink service will only be available via tables service and app ordering via a QR code.
- Payment will be card/contactless.
- All food and drink concessions must implement their own COVID-19 safety systems as per the current government guidance within their street food or bar units. This will be reviewed in advance of the event and monitored on site.
- Disposable and biodegradable cutlery, food containers will be provided with each order.
- All food service staff will have access to hand sanitisers and specific instruction will be provided on safety requirements relevant at the time.
- Food service staff will be provided with face coverings

All food traders must show evidence of having all the relevant certificates and H&S paperwork including gas safety and electrical certificates, public and employee Liability Insurance, food hygiene rating, certificates, food allergen information and covid management systems.

PROVISION OF ALCOHOL

As part of the event, there will be the following bars on site:

- Main Central Bar: Wardleys (Designated Premises Supervisor)

Timings:

Weekdays: 5pm – 9.00pm (last orders). Site clearance by 10pm.

Weekends: 12noon – 10.00pm (last orders). Site clearance by 11pm.

The drinks will be provided to the public by the bars situated on site who all comply with the 2003 licensing laws.

The event organiser will ensure that bar operators taking part in the event will at all times observe the law with regard to provision and sale of alcohol and all other products:

- Not serving alcohol to anyone whom they believe to be intoxicated;
- Not permitting promotions limited to very short periods of time such as happy hour schemes;
- Not serving customers who are believed to be under 18 years of age – nor to anyone who is suspected of passing alcohol to under 18s. If a customer looks under 25 years of age they will be asked for a recognised form of ID.
- Not offering any incentives to our customers to drink irresponsibly.

- Ensuring the bars provide their staff with access to information about units of alcohol and alcohol by volume in order to provide that information to customers.
- Observing all other conditions of licensing law.
- Provide water free of charge to the public upon request.

LIVE PERFORMANCES AND MUSIC

There will be 2 stages located within the site:

Showground Theatre: Main Stage 1

The Food and Drink Terrace: Stage 2

A noise management plan has been prepared by Three Spires following a thorough on site assessment. See event documentation folder.

- All live performances will be sound checked and
- Monitoring will take place in the early stages of the event until such time the levels are found to be acceptable and in accordance with license and noise guidance regulations.
- A sound level will be set for all performances on site.

CROWD MANAGEMENT AND CAPACITY

Estimated numbers over the course of the day are between 400 - 1000 with no more than 1300 people on site at any one time. Numbers are subject to change based on COVID guidance based on the time of the event.

The event security contractors will work closely with the event management team to agree on a crowd management plan for the event.

QUEUING

The Food and Drink Terrace Queuing system:

On entrance customers will be split into two queuing lanes.

Queuing lane 1: Pre-booked table reservations

Queuing Lane 2: On the day walk-ups

- Should the area reach capacity – a one in one out approach will be taken.
- Crowd control barrier queuing lanes will be in place at the entrance.
- Signage will be provided at the lane to provide guidance on social distancing.

1 x SIA Security steward will be located at the entrance

Showground Theatre Queuing system:

On entrance customers will be split into two queuing lanes.

Queuing lane 1: Pre-booked ticketed customers

Queuing Lane 2: On the day walk-ups

- Crowd control barrier queuing lanes will be in place at the entrance.
- Signage will be provided at the lane to provide guidance on social distancing.

1 x SIA Security steward will be located at the entrance

SECURITY PROVISION

Security services will be provided by ShowSec and CBRE.

ShowSec – Daytime pre-opening hours and live show times.

CBRE – Overnight security and site CCTV operatives and management company

Staffing numbers will be based upon the risk assessment for the event with staff assigned to roles across the site.

Increased numbers of staff will be provided on busier days i.e Friday and Saturday.

Overnight security will be provided by CBRE with 1 x SIA Dog handler patrolling the site.

See operational staffing plan below.

CROWD FLOW/ONE WAY SYSTEMS**The Food and Drink Terrace:**

- There is a one way entry point and a one way exit point into this area manned by an SIA stewards.
- Random contactless bag searches will be in place at random
- Guests will be greeted by a front of house manager and will be seated straight away.
- Guests are to remain seated throughout except to use of the toilets to ensure that the flow of the public around the site is kept to a minimum.

Showground Theatre:

- There is a one way entry system implemented in the theatre area
- The ticket scanning point will be located inside the event site to speak up ingress and reduce queues outside of the site.
- There will be signage to provide guidance on social distancing in this area when walking through the site to their designated tables.
- The layout has been designed to allow there to be space for social distanced queuing where necessary which will also be monitored by stewards.
- Random contactless bag searches will be in place
- There are 2 exits for provided for customers to disperse after each show

2 x SIA Security steward will roam each area and 4 x SIA Security on weekends.

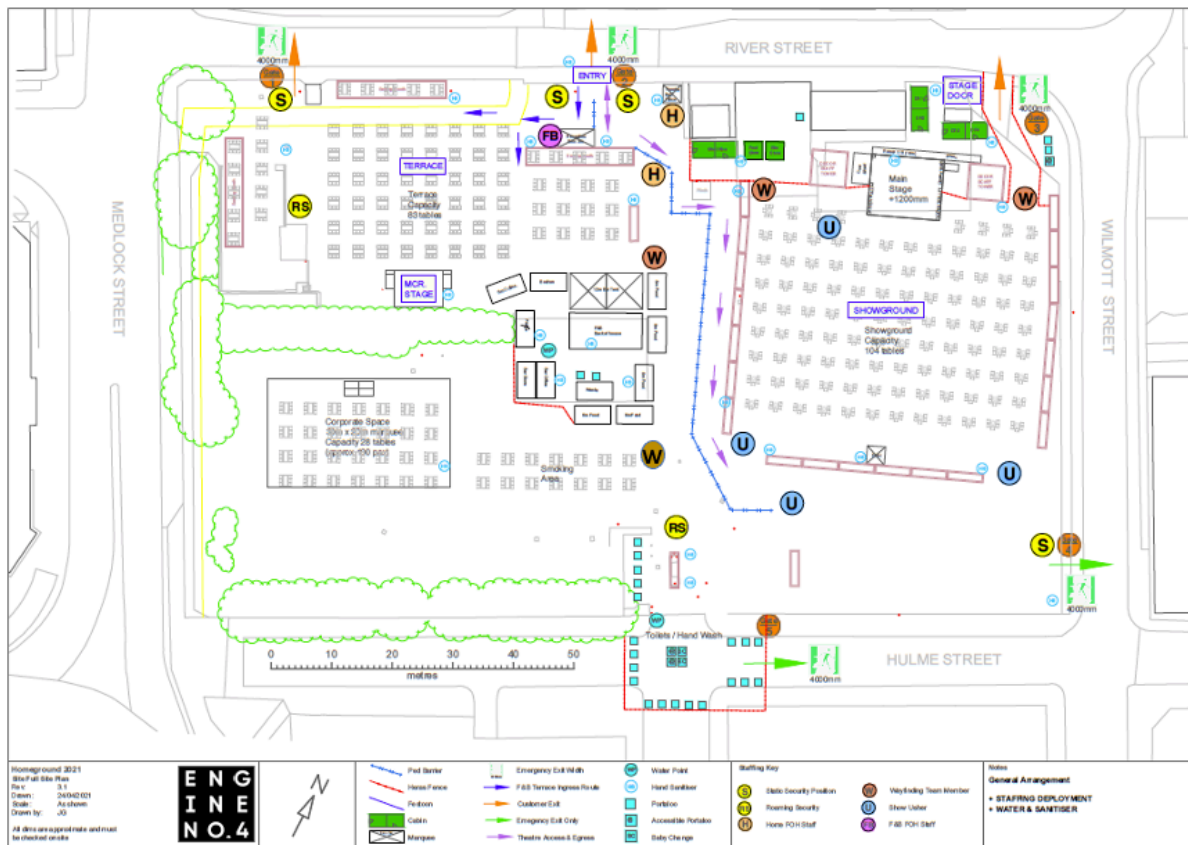
OPERATIONAL STAFFING POSITIONS

There will be an operational staffing plan implemented for live show days.

This includes:

- SIA security and stewards (Static and roaming positions)
- Front of House management staff
- Show Ushers
- Wayfinding Team Members
- Operations Duty Manager
- F&B Front of House Staff

Staffing will be increased on busier days i.e Friday and Saturday.



SOCIAL DISTANCING

Details of the arrangements for social distancing are contained within the COVID Management plan.

FOOD/DRINK SERVICE

The Food and Drink Terrace:

- This section will be cordoned off from the theatre area and capacity controlled
- Table booking reservations for this area are available for pre-book to allow for part of the site to be monitored/managed prior to the event.
- Booking times have been staggered to allow for staggered arrival times
- The terrace space will have a maximum capacity of 400 based on the social distancing guidance at the time of the event.
- There will be sufficient seating for everyone and all attendees will have allocated seating.
- Food and drink will only be available via table service and via ordering through an app and QR code available at each table to reduce unnecessary movement around the site and may change depending on the government guidance at the time of the event.

TEMPORARY STRUCTURES

Temporary structures will be constructed in accordance with the current guidance by competent contractors experienced in builds of events of this nature.

Structures to be constructed are;

- Fencing
- Marquees/Tents
- Food concession vehicles/Gazebos
- Stages
- Scaffolding for décor
- Scaffolding for booth seating

Adverse weather conditions:

Maximum wind loading of reach for the structures will be requested from each of the suppliers. Weather conditions will be monitored on a daily basis.

ELECTRICAL SYSTEMS

The power supply will be provided by site mains. All work will be carried out taking into account current legislation.

Power distribution will be undertaken by a competent and experienced contractor - DBN

HOME will contract a competent person to check installations at point of delivery to all end users. The event manager will be responsible for deciding whether traders should be allowed to continue trade in the event of any issues arising from their equipment.

FIRE SAFETY

- Fire Extinguishers will be located throughout the site as follows:
 - Main Stage 1 FOH
 - Main Stage 2 BOH
 - Stage 2
 - F&B Catering units and bars
 - Reception/Entrance
 - Gas Compound
- Those stalls selling food or drink have been asked to provide appropriate fire fighting equipment. This will be checked by the event manager before the event is open to the public.
- All curtains, banners and drapes supplied and used at the event must comply with current regulations and be suitable for the intended purpose.
- In case of emergency, stewards will be instructed, through the event management team on suitable action and the public will be managed in accordance with event security and GMP instructions.

An emergency exit plan can be found in the Fire Risk Assessment.

GAS SAFETY

- All gas equipment must be covered by an up-to-date gas certificate by a registered company (Gas Safety Register). These certificates must be supplied to the event managers prior to the event.
- Any extra gas canisters will be stored onsite in a secure locked gas cage.
- The event manager will have the key to the compound.
- All caterers must store extra canisters (full or empty) in this compound and the canisters must be marked clearly with their initials.
- All traders are required to provide their own gas leak spay

FIRST AID

2 x members of the show management team are fully qualified first aiders

The nearest Accident and Emergency facilities are:

- Manchester Royal Infirmary, Oxford Road, Manchester, M13 9WL
(2.8 miles from site), 0161 276 1234
- North Manchester General Hospital, Delaunays Road, Crumpsall, M8 5RB
(2.7 miles from site), 0161 795 4567

- Salford Royal, Stott Lane, Salford, M6 8HD
(4.8 miles from site), 0161 206 4100

All first aid carried out will be compliant with the current first aid guidance for COVID-19.

COMMUNICATIONS

- Key staff will be issued with 2 way radios.
- Communication across the site will be via radio.
- Mobile phone numbers for all key staff will be issued to responsible persons
- All communications will be coordinated through the event manager
- The event will operate under the Green, Amber, Red alert system. This system is explained below.

PUBLIC COMMUNICATIONS

There have been clear public communication messages sent out from the original dates announcement, additional press programme and ticketing announcements. Information has been made available via online channels including social media and Home MCR website.

Home has maintained regular contact with the local residents surrounding the perimeter of the site and will continue throughout the live event period.

Emergency Procedures –

Potential Emergency Situation

Emergency situations shall be managed via the Event Manager

In the event of the Event Manager being notified of a potential emergency situation, they shall inform the Events Team.

It is anticipated that the potential to cause a major incident in connection with this event will fall within the following situations:

- Fire
- Serious medical emergency
- Controlled evacuation (eg Fire, Bomb warning etc)
- Extremes of weather

The event will operate under the Green, Amber, Red alert system.

Green – No major problems have been reported but staff should remain alert and vigilant at all times to any potential problems.

Amber – All staff will be made aware that there is a potential major problem, which may require emergency action. Staff should stand by with radio silence for further information from the operations manager and possible raising of the alert status to condition red.

Red – All staff to implement the Emergency Evacuation Plan and to carry out all instructions issued to them through Event Control via radio or verbally from an appropriate member of the Emergency Liaison Team.

Evacuation Emergency Management

Responsibility for the partial evacuation of the site lies with event management and will be managed by Event Security stewards, with the assistance of Greater Manchester Police if required. Information relating to incidents will be passed to representative of other emergency services through Event Management team.

In the event of a major incident being declared Greater Manchester Police will assume responsibility for the evacuation of the site following the Major Incident Plan. Security and management staff will assist the Police as directed.

Sufficient exit capacity will be available to allow for the maximum capacity to evacuate the area within 5 minutes. Staff will guide customers to leave in an orderly manner whilst maintaining social distancing as far as practicable under the circumstance to evacuate the area. Up on leaving the site guests will be asked to disperse in the wider area.

Staff Locations

Various locations throughout the site

Event Security– will provide staff to an agreed level to cover public areas.

Event/FOH Staff – will be located across the site and in the site office within the site

First Aid – will be have a designated area within the site.

Preparation For Event

Event management will be made aware of procedures for dealing with incidents.

Managers/supervisors will be responsible for briefing staff under their control on procedures relating to their area of responsibility.

A number of event management meetings will take place prior to the event to discuss and update management on any procedural changes relating to incident management.

Communication

Management and communication of any incident will be coordinated by the Operations Manager.

Public Announcements

To be made using pa systems located on Main Stage 1 and Stage 2

Emergency Vehicle Access

Access for emergency vehicles will be coordinated through the operations manager and the security team. There 2 blue routes that have been identified for the event which provides access to both sides of the building should one side be unsafe for access.

Blue route 1: River Street

Blue route 2: via Hulme St

Staff Assembly Points

Staff assembly point will be located on First Street Square unless the area is deemed unsafe. This is in a pedestrian area and has sufficient capacity to hold staff from site whilst maintaining social distancing.

Pedestrian Routes

Egress routes for members of the public and local residents will be determined, dependent upon the areas to be cleared and the location of any incident. Pedestrians will be directed along main routes through the site. Staff will be located at each gate throughout the event and will remove any barriers to allow open egress as required.

Evacuation Procedures.

In the event of an emergency evacuation public will be directed to the closest exit point. It is the responsibility of the staff and operations manager to notify the Police of any incidents and hazards at the time of occurrence, raising the alarm and giving instructions to staff via radio. As soon as the Police and emergency services are on site, staff are to assist, following their orders on how to proceed.

Contingency Plans

The programme will be suspended or changed if it is felt that the safety of public, performers or staff is at risk until such time as it is reasonably safe to continue due to either structural collapse or extreme weather conditions.

Lost Children

A lost child point will be located at the Box office. Staff will be briefed on procedures for dealing with lost children.

COUNTER TERRORISM

At all stages of the planning process, the threat level of terror attacks has been considered. In line with the current threat level, and consideration to previous terrorist attacks on crowded spaces and events in the UK, Home will take guidance from the Greater Manchester Police.

Home will work the security contractor to develop appropriate security plans for the event.

SIA Security guards will be positioned at all entrances and an additional SIA presence will be visible within the event site via roaming SIA security.

Due to the duration of the event, the event is at ongoing risk of hostile reconnaissance. All staff and stewards will be briefed to be vigilant and if they see any behaviour which does not seem ordinary or is suspicious, to report this to a member of management who will escalate as appropriate.

Random contactless bag searches will be implemented on entrances.

All staff will be briefed on HOT principles regarding suspect packages and in Run, Hide, Tell in the event of an emergency situation.

H is the item deliberately hidden,

O is the item obviously suspicious,

T is the item typical for the workplace but has been left unattended for some time

TRAFFIC MANAGEMENT

All load in / load out and deliveries will be scheduled to avoid congestion on site. All schedules will be agreed in advance.

During the load in and build, only essential production vehicles will be allowed access to the event site (as per production schedule). Any vehicle movement to reach staging areas will be by prior arrangement with the site management and stewarded by trained staff.

The speed limit on site is 5mph. Vehicles must use flashing beacons (If equipped) at all times when travelling within the confines of the site.

- Parking for staff, stall holders and public attending the event will be available in city centre car parks.

WASTE MANAGEMENT AND SITE CLEANSING

Biffa have the waste management contract for the event. Waste will be collected 3 times throughout the course of one week.

A competent contractor will be responsible for cleaning external areas and will clean the site throughout the event and will implement a robust cleaning schedule.

The site will be closed between until 5pm on weekdays and 12pm on weekends to allow for a sufficient cleanse of the site before the site goes live each day.

All traders will be told that they must not leave or dispose of any cooking oil on site and that they must take all oil away with them and dispose of it off site in the correct way.

SANITARY FACILITIES

Toilet provision will be made available via portable toilets on site located in all areas of the site. A one way in and out system will be implemented.

A crowd control barrier queuing lane will be created at the entrance to the toilet area of the site.

The site has the following sanitation facilities

- 25 unisex cubicles with in-built sanitisers
- 2 Fresh water hand wash stations
- 4 staff toilets with in-built sanitisers
- Public hand sanitiser stations at entry points and across the site

A competent contractor will look after all sanitary facilities and a cleaning rota will be implemented.

INFORMATION & WELFARE SERVICES

There will be a reception/information tent located at the entrance of the site in addition to the provision of security staff\stewards and FOH event staff to render assistance to guests as required.

The use of signage where necessary, such as queuing or service points will be provided to guide the public whilst on site.

The use of clear and concise signage across the site in regards to social distancing guidance will be provided across the site.

There will be hand sanitising stations located across the site and at entry points

