[ GROUND CONTROL ]

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|---|---|
| **Doc:** | **Health & Safety Event Management Plan** |
| **Event:** | **The Mayfield Depot** |
| **Event Dates** | **TBC** |

**Produced By** Ben Johnstone

**Valid from** **14/11/13**
**Valid till**

**Version 1**

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# Introduction

This Health and Safety Event Management Plan has been prepared on behalf of The Depot Management Ltd. This document will outline the minimum safety management arrangements and risk assessments that will be implemented at the venue and also aid the planning application for the change of the Mayfield Depot from a warehouse to a multipurpose event space.

Arrangements for planning and organising this event and the standards for the provision of services are, where reasonably practicable, in accordance with HSG195 The Event Safety Guide (commonly known as the Purple Guide).

Other regulations which may cover areas of activity include:

- Control of Noise at Work Regulations 2005
- COSHH – Control of Substances Hazardous to Health
- Manual Handling Regulations Act 1992
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences
- Management of Health and Safety at Work Act
- PPE – Personal Protective Equipment Regulations 1998
- Health and Safety (First Aid) Regulations
- Fire Precautions Act
- Work at Height Regulations 2005
- LOLER – The Lifting Operations and Lifting Equipment Regulations 1998
- Civil Contingencies Act 2004

Further guidance may also be taken from guides including:

HSE - The Guide to Safety at Sports Grounds
Institute of Structural Engineers - Temporary Demountable Structures

Any terms and conditions prescribed within the premises licence will be adhered to.

# Organiser's Safety Statement

This Health and Safety Event Management Plan has been prepared on behalf of building operators The Depot Management Ltd. To document the safety management arrangements and risk assessments for any event that takes place at the Mayfield Depot.

Arrangements for planning and organising this event and the standards for the provision of services are, where reasonably practicable, in accordance with HSG195 The Event Safety Guide (commonly known as the Purple Guide) and The Health and Safety at Work etc. Act 1974.

This document is supplemented by appendices, which contain risk assessments and safety information specific to each event. Additional assessments will be added as required, dependent upon any additional hazards which may be specific to individual events.

- This document and subsequent amendments and updates shall be distributed as required
- A copy of the documentation and event specific assessment will be kept on site and available for inspection upon request
- Regular Safety Advisory Group (SAG) meetings will take place to ensure all the responsible authorities abreast of the upcoming events

Distribution / Invitation List will include but exclusive too:

- Manchester City Council (EHO, Transport, Events, Licensing)
- City Resilience Team
- Network Rail
- Transport for Greater Manchester
- British Transport Police
- Greater Manchester Police (GMP)
- Northwest Ambulance Service (NWAS)
- Manchester Fire Service
- Independent Health and Safety advisors
- Touring promoters and their representatives
- Touring production companies
- All Mayfield Depot heads of departments (HOD)
- Venue security / medical provider

The Depot Management Ltd intend to:

- Minimize hazards and prevent accidents;
- Ensure the safety of all workers, artists and the public;
- Minimise nuisance and disruption to nearby residents, businesses and other users of the local area.

## The Venue

| | |
|---|---|
| Event Organiser - | The Depot Management Ltd |
| Capacity - | 7500 |
| Event Dates - | TBC |
| Venue Address - | Mayfield Depot<br>Fairfield St<br>Manchester<br>M1 2QF |
| Age Restrictions - | No person under 18 years of age shall be permitted to enter or be inside the premises after 21.00 hours when the risk assessment deems it necessary. |

| | | |
|---|---|---|
| Access Details - | Entry to the venue by ticket only. Ticket sales are via website only, no tickets will be available on the door. Ticket collects will take place from the onsite box office. | |
| Premise Licence - | (Insert number) | |
| DPS - | Jonathan Paul Drape<br>5 Braddon Avenue<br>Ursmston<br>M41 0QD<br>Personal Licence: 705 (Bury Council) | |
| Opening Times - | Licensable Activities: | |
| | Monday - Thursday | 10:00 - 00:00 |
| | Friday, Saturday | 10:00 - 03:00 |
| | Sunday | 10:00 - 00:00 |
| | Late night refreshment (ONLY) | |
| | Monday - Thursday | 23:00 - 00:30 |
| | Friday/ Saturday | 23:00 - 03:30 |
| | Sunday | 23:00 - 00:30 |

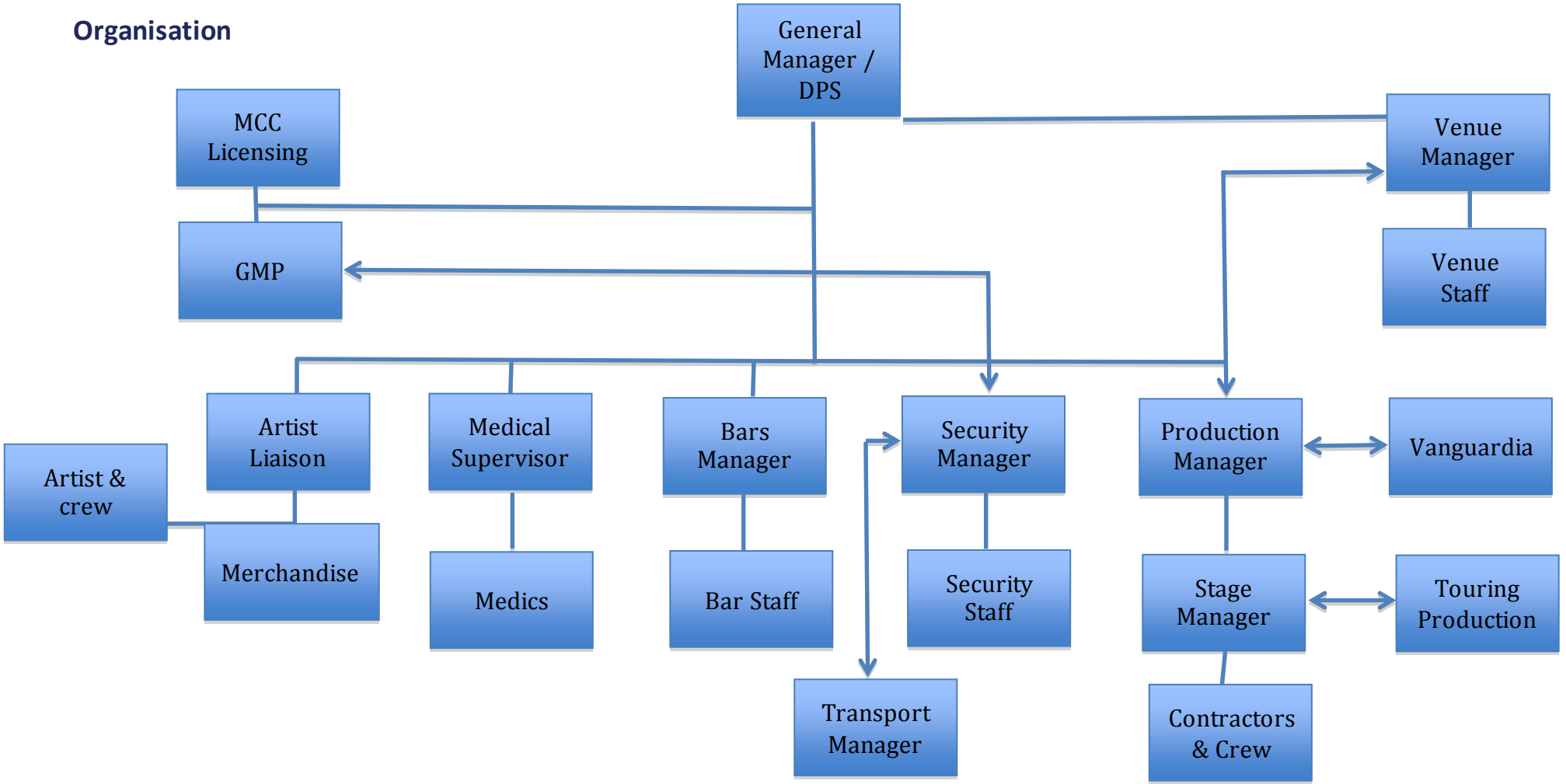
### Venue Plan

(Need most up to date venue plan)

### Key Staff and Contractors

| Name | Role | Email | Telephone |
|---|---|---|---|
| | Director | | |
| | Director | | |
| | General Manager | | |
| | Bar Manager | | |
| | Cash Management | | |
| | Cleansing | | |
| | Head of Security | | |
| | Under Cover Security Manager | | |
| | Medical Manager | | |
| | Production Manager | | |
| | Stage Manager | | |
| | Head of Sound | | |
| | Head of Lighting | | |
| | Site Electrician | | |
| | Head of Artist Liaison | | |
| | Merchandise Manager | | |
| | Network Rail Duty Manager | | |
| | GMP | | |
| | British Transport Police | | |
| | NWAS | | |
| | Manchester Fire Service | | |
| | Event Control Supervisor | | |
| | Noise Complaint Hotline | | |

## Organisation



## Roles and Responsibilities

The responsibilities of the parties involved in the event for matters affecting the overall operation, health, safety and welfare are:

**Venue Operator** - Mayfield Depot

Responsibilities include:

- To provide a clean and tidy work area prior to each event
- Responsible for all venue related Health and Safety management
- Provision and building of the main stage
- Building of any additional stages
- Ensuring that all stages are built in accordance with manufacturers instructions and that once constructed the stage is checked by a competent person and a sign off notice is provided
- Carrying out maintenance and checks of all temporary structures as and when required, over the duration of the series of events
- Provision and installation of barrier systems in accordance with agreed requirements and to an acceptable standard
- Provision and maintenance of suitable fire detection and firefighting equipment
- Provision of a reliable and tested power supply
- Providing a Venue Manager who has access and keys to each part of the building used by the event for its duration
- To ensure that all fire exits are opened and clear
- Conduct a full Health and Safety check of the venue prior to the event taking place
- Ensuring adequate building insurance is in place
- Appointment of the security and stewarding contractor
- Provision of public liability insurance for the event
- Management and control of the licensed bars and cloakroom
- Appointment of a medical provider
- Complete venue Health and Safety documentation
- Producing risk assessments for all event activity
- Event specific site design and management
- Procurement of production contractors
- Liaison with venue owner and venue hirer
- Providing staff with necessary PPE
- Appointing event team with the necessary skills to undertake safety management for the event
- Decision making on emergency situations and evacuations on the advice of Greater Manchester Police, production staff and in house security team
- Reviewing safety procedures to improve standards
- Artist booking and liaison
- Promotion of events

**General Manager**

Appointed manager of all events and with overall responsibility for the daily management of the operational activities through appointed HOD's.

Responsibilities include:

- Overall responsibility for the management of the event via designated members of the management team
- Take on the role of DPS in relation to the Premises Licence for the event
- Coordination of all planning and operational matters relating to the delivery of the event
- Liaising with the Venue Manager
- Ensuring that suitable management systems are put in place and adhered to
- Reviewing management and operational procedures
- Major decisions related to event safety in conjunction with the emergency services
- Appointing event team with the necessary skills to undertake specific management roles for the event

**Production Manager**

The Production Manager is responsible for planning all the technical elements of the event.

Responsibilities include:

- Selection and appointment of competent production contractors, food concessions and other service providers
- Onsite briefing of all production staff, production contractors and food concessions
- Monitoring the activities of production contractors and concessions to ensure that the safety procedures and control measures documented in safety policies and risk assessments are followed
- Requesting evidence of competence of personnel carrying out safety critical operations
- Requesting evidence of inspections and tests of equipment
- Providing communication equipment for production staff and contractors, ensuring that all communication equipment is functioning prior to the event
- Conducting site health, safety and welfare inspections during the build up of the event and prior to the event opening to the public

**Stage Managers**

- Implementing a 'show stop' procedure in the event of an emergency
- Keeping all working areas tidy and clear of trip hazards
- Marking all stage edges and stairs with white tape
- Marking on / off stage routes for performers
- Liaising with the security team and artists to ensure only authorised persons have access to stage and working areas
- Ensuring curfews are adhered to
- Ensure compliance with sound level controls in accordance with instruction from The General Manager and / or Production Manager

**Bar Manager**

- Provision of bar and catering stock and staff

- Provision of Bar Managers (each service bar will be managed by a personal licence holder)
- Producing an Alcohol Management Plan which satisfies local police and licensing requirements
- Providing training for bar staff on techniques for recognising drunkenness, drug taking, refusing service to customers who are drunk, waste and recycling, evacuation procedures
- Commitment to 'Challenge 21' or similar scheme to combat sale of alcohol to under 18s
- Complying with conditions of premises licence relating to the supply of alcohol
- Complying with the four key licensing objectives:
    - The prevention of crime and disorder
    - Public safety
    - The prevention of public nuisance
    - The protection of children from harm

**Security Provider**

- Provide the correct ratio of SIA ACS approved security personnel at a ratio of 1:100 to customers (as per the licence condition)
- Complying with all relevant health and safety legislation and in particular follow the guidelines laid out in the Purple Guide
- Providing a competent manager, stewards and supervisory staff with appropriate skills for the event. This may include a combination of male and female staff, pit crew, SIA ACS accredited door staff, response teams and close protection staff.
- Writing a security / stewarding plan to define key risks, staff numbers, and positions
- Ensuring all security and stewarding staff wear high visibility jackets both internally and externally
- Briefing staff on the event timetable, site layout, emergency procedures and other relevant site and event specific information
- Staffing the entrances, exits and other strategic points at the venue
- Implementing an agreed entrance / ejection / departure procedure for customers
- Monitoring venue capacity (with hand held door counters)
- Investigating and reacting to any disturbances or incidents
- Responding to emergencies
- Providing the event management team with real time intelligence on capacity, crowd dynamics and incidents
- Liaison with the emergency services in the event of an emergency
- Liaison with any third party security personnel e.g. those employed directly by artists
- Security staff will ensure, as far as is reasonably practicable that there is no direct access for customers, from the venue from the Warehouse complex situated directly behind the venue

Observe and react to the following;

- Overcrowding or 'bottlenecks' especially at the bars and toilets
- Drunkenness or aggressive behavior
- Crowd surfing
- Assist disabled customers
- Drug taking
- Persons drinking from glass vessels (Condition of Entry: No Glass)
- Glass vessels discarded on the floor

**Medical Provider**

The medical provider is responsible for providing medical and first aid facilities for the event. First aid staff will be issued with a radio and briefed on emergency procedures within the venue. Medical personnel are based in a dedicated medical treatment centre inside the venue and make regular patrols throughout the venue.

- Treating all causalities amongst the public, staff and artists during opening hours of the events
- Recording all first aid incidents in the log book
- Calling for NHS ambulance assistance where necessary

**Event Control Supervisor**

- Coordinating all on site radio communications during show periods
- Taking a written event log of all major decisions, actions and incidents during show periods
- Liaising with emergency services and local authority representatives in the Event Control Office

**Production Contractors**

Compliance with all relevant Health and Safety legislation and in particular follows the guidelines in the Purple Guide.

All production contractors must provide The Depot Management Ltd with:

- Copies of their health and safety policies;
- Risk assessments for the operations they shall be undertaking;
- Structural calculations for temporary structures;
- Evidence of competence of personnel undertaking operations deemed to be safety critical (at the request of the Production Manager)
- Test certification for electrical, lifting and other equipment (at the request of the Production Manager)
- Compliance with their own safety policies and risk assessments
- Provision of first aid facilities for their own staff during the build up and breakdown
- Ensure compliance with sound level controls in accordance with instruction from The General Manager and / or Production Manager

# Alcohol & Drugs

### Drugs Policy

- The Mayfield Depot has a ZERO tolerance to drug taking
- Customers are searched on the way into the venue and any drugs found are seized and put into the amnesty boxes located at the search lanes
- Customers are not permitted to enter the venue with any form of liquid. All liquids and aerosols will be confiscated
- CCTV is in operation in all areas of the venue including the external areas

- The security provider will have roaming staff in operation within the venue during the hours of events and take anyone whom they suspect of drug dealing to the search lanes at the front of the venue to be searched. Should the search prove positive then these persons will be handed to the police
- Where appropriate sniffer dogs will be in operation at all sold out events to assist the security team in detecting customers trying to enter the venue in position of drugs

### Alcohol Policy

Mayfield Depot will operate the 'Challenge 21' protocols for the serving of alcohol.

A number of series of checks will be in place throughout the entry process along with those policies instigated at alcohol service points.

Each bar will have a refusals log and all members of staff will receive refusals cards. These refusals cards are to be handed to any customer who cannot provide valid identification (a list of which can be seen below) or appears overly intoxicated.

Should a customer not have valid identification they will be asked to leave, if they refuse to do so then a member of security or management will be notified.

Each time a customer is asked for identification or handed a refusals card staff will note this on the refusals log, this will be checked regularly by the Bar Manager.

The only forms of ID that are accepted are as follows:

- Passport
- Valid UK Driving License
- A PASS approved Citizencard or Validate UK card.

### CCTV

As per the Premise Licence (INSERT NUMBER) Mayfield Depot has agreed to the following licensing conditions:

- Any area where customers have legitimate access must be sufficiently illuminated for the purposes of CCTV

- CCTV must be in operation at any time a person is in the premises

- All CCTV recorded images will have sufficient clarity / quality / definition to enable facial recognition

- CCTV will be kept in an unedited format for a minimum period of 28 days

- CCTV will be maintained on a regular basis and kept in good working order at all times

- CCTV maintenance records to be kept with details of contractor used and work carried out to be recorded

- Where CCTV is recorded on to a hard drive system any DVD's subsequently produced will be in a format so it can be played back on a standard personal computer or standard DVD player

- Any person left in charge of the premises must be trained in the use of any such CCTV equipment and able to produce / download / burn CCTV images upon request by a person from a responsible authority

- Plans indicating the position of CCTV cameras to be submitted to the responsible bodies

- Where the recording is on a removable medium (i.e. compact disc, flash card etc.), a secure storage system to store those recording mediums shall be provided

### Security

The ratio between customers and security will be as per the Premise Licence (INSERT NUMBER) 1:100.

### Planning

The security provider will be involved in all aspects of the planning process that involve crowd management or may affect the operational management of the venue and those attending.

- A Crowd Management Plan will be produced detailing the general procedures and processes for managing security and crowd movement during the event
- Prior to each events, the artists will be profiled to assess where potential crowd movement requires additional controls and measures put in place accordingly
- An event specific management record will be created detailing all staffing locations and additional control measures. Any incidents will be recorded on a separate form and copies attached to the event log
- Security staff will be briefed each evening prior to doors opening and detailing all procedures to be followed, including information on any identified additional controls required
- The Event Manager will meet with the Police prior to the event starting and provide information on any security measures taken
- Undercover staff will work both outside and inside the venue

### Entry Procedure

As per the premise licence (INSERT NUMBER), licence conditions insist:

- All queuing will take place in an internal room used specifically for this purpose and therefore there will be no congregation of people outside of the premises – this is to include any queuing for access to the premises and also customers waiting for taxis
- All entry policy implemented will be agreed in the GMP
- Whenever the premises are used for any event with a capacity over 1500, Officers from Greater Manchester Police shall be employed at the premises in such numbers as deemed

necessary by Greater Manchester Police to include the purpose of managing the arrival and dispersal of customers

Customers will (See Drawing Mayfield Entry Procedure)

- Will enter the venue via Neild St (the rear of the Star and Garter Pub)
- They will then enter venue via D1/D2
- TBC x Sniffer dogs on a rota basis will be used on entry
- A three window ticket office will be situated at this point for ticket collection
- A Disney queue for approximately 3000 people will be used to queue the customers around the building
- 15 queuing lanes will be use to load the site in approximately 2.7hours
- Greater Manchester Police will be onsite

### Conditions of Entry

The conditions of entry for each event are as follows:

- No alcohol
- No glass
- No liquids of any kind
- No dogs (except assistance dogs)
- No bicycles
- No professional camera or video equipment
- No re-entry
- Entry is subject to search

### Possession of Drugs

Should a small quantity of drugs be found (<5 tablets, small quantities of powder or cannabis) these drugs will be confiscated placed in a security envelope, logged and deposited in cash box in a safe located in a secured area and staffed by SIA ACS security personnel for collection by Greater Manchester Police. It will be at the discretion of the senior security staff should the customer either be allowed access or refused entry.

Should a larger amount of drugs be found the person will be detained and GMP informed.

Where intelligence indicated that there might be a problem with specific types of drugs procedures will be agreed and put in place to allow further investigations to take place.

A secure drugs box will be located at the search point to provide security staff with storage for confiscated items.

A similar 'amnesty' box will be located in the queuing lane allowing patrons to dispose of illegal substances prior to entering the search lames.

### Alcohol / Drug Use

Persons suffering from the adverse affects of alcohol or drugs will be taken to the medical centre for the appropriate care as far as is reasonably practicable.

Should the person be unable to walk or be transferred to First Aid point or the security staff should request attendance by a medic explaining the specific location of the incident. Security should remain with the patient until such time as it is safe to leave, in consultation with the medic.

First Aid staff will take a view to calling in an ambulance should they believe the person requires hospitalisation. Where this is not required arrangements will be made to remove the person to home via taxi when they are in a suitable condition to do so.

### Physical Violence

Should a person be accused or witnessed assaulting another customer then the victim should be taken straight to First Aid for treatment. The accused should be then taken to the front door and detained. Should the victim wish to involve GMP then the event manager or security manager should call/ liaise GMP and ensure the victim stays at the First Aid point until the arrival of GMP.

### External Monitoring

- Security staff will ensure, as far as is reasonably practicable that there is no direct access for customers, from the venue from the Warehouse complex situated directly behind the venue
- Security staff will be located at the drop off and pick up point on Fairfield Street
- Security will also marshal customers across the Travis St / Fairfield St junction

## Arrival and Dispersal

The traffic management plans for each event at Mayfield Depot will depend on a number of factors that include

- Number of attendees
- Start / Finish time
- Type of event

Prior to all events, regular SAG meetings will have taken place with all of the responsible authorities to agree the exact arrival and dispersal requirements for each event.

There is no customer parking at the venue, the venue is well serviced by an existing car parking facilities based in Manchester City Centre (approx 2,250 spaces within 500m).

Mayfield Depot is currently well serviced by public transport including Metrolink, trains and buses.

Standard Provisions (for events exceeding 1500 capacity) will include:

- Suggested walking routes from public transport hubs and car parks to the development will be included in all Events Marketing communications

- Correspondence will also contain advice around the most appropriate modes of travel to and from Events and (where relevant) will include the operating hours of Public Transport services
- Marshalls will be provided to manage pedestrian crossing of Fairfield Street and Travis Street
- In order to limit the congregation of people outside of the venue an internal queuing room will be provided which will accommodate up to 3000 visitors. Where the queuing room is to be utilised a single point of access will be provided to the venue as shown Taxis will be managed and controlled in accordance with an Event Management plan which will be agreed with Greater Manchester Police in advance of any Event. The Event Management plan shall ensure that no nuisance is caused by the presence of taxis near the premises
- Taxis and coaches will be managed to ensure that no vehicles are required to wait on Fairfield Street. Depending on the size of the event e taxis would either rank down Temperance St. before picking up passengers either at a designated point on Temperance Street or in the layby to the front of the development, off the Highway
- Marshalls would ensure that taxis did not stop on Fairfield St. Under either of these scenarios customer queuing would be contained within the venue
- Any coaches will be instructed to pull into the lay by to the front of the venue to collect passengers. Customer queuing would be contained within the venue
- Where deemed necessary Stewards could be provided at other strategic locations across the City including within Piccadilly Station

### Dispersal Protocol

- All customers departing the event should be advised that it is a residential area by clear internal signage
- Security will deployed on the external of the building to stop anti social behaviour and to stop customers congregating
- No customers will be allowed to depart with beverages
- At the end of the event security should ensure there is an orderly queue forming at the cloakroom
- Security personnel should undertake a thorough search of the premises including the toilets

(See drawing Mayfield Exit Routes)

## Alcohol Management

A risk assessment and Alcohol Management Policy will be attached to this document as an appendix.

- All bar operations will be run via the Bar Manager who will act as the site DPS
- All service bars will be managed by a personal licence holder
- All bar staff will be trained in Challenge 21 – notices will be displayed in prominent positions
- Each service bar will have a dedicated SIA ACS security staff present during the hours of service

## Communications

Radios with in-ear pieces and noise cancelling headsets will be provided.

A full list of all mobile contact numbers for key staff will be available and kept in the Event Control Office.

Radio channels will be as follows:

- Channel 1 - Security / First Aid
- Channel 2 - Artist Liaison / Stage Management
- Channel 3 – Bars / Management
- Channel 4 - Production
- Channel 5 – Emergency

# Production

### Temporary structures

- The main stage will be installed and inspected in accordance with their instructions and should be suitable for the purpose for which it is intended
- The venue's approved contractor will build all stages and a sign off certificate provided, confirming that it is suitable for use
- Sign off of stage structures should be undertaken by a competent person
- The schedule for periodic checks on all structures will be the responsibility of the Venue Management.
- No-go areas will be created during the erection of temporary structures whilst people are working overhead. These will be established and monitored by the Production Manager

### Power

Power supply may be from existing mains power and provide by the venue.

- All electrical installations connected to the main supply will be carried out by a competent person
- Production contractors bringing in additional cable distribution for the show are responsible for keeping all cables tidy and routed out of public areas

### Lifting Equipment

- All lifting equipment must be inspected and used in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER)
- At the request of the Production Manager evidence of testing and inspection of any item of lifting equipment must be provided by the contractor
- Copies of certificates of competence required to use the equipment will be requested from contractors

### Special Effects

- A specialist company will be employed to supply, set up and operate any special effects and lasers
- Any lasers operation will be undertaken by competent operators in conjunction with HSG95 - The Radiation safety of lasers used for display purposes
- No audience scanning with lasers will be permitted
- Warning signage stating that strobes and lasers are in use will be placed around the venue

- Details of Health and Safety planning relating to special effects will be attached where appropriate

## First Aid and Accident Reporting

- To access the provision for each event the appointed medical provider will undertake a risk assessment in accordance with the Purple Guide
- There will be a fully equipped medical room located on the premises with a private Ambulance on standby on Temperance St. if the event demands it
- A medical operational plan will be included as an appendix to any EMP
- The provision of first aid facilities will be clearly signposted around the venue
- All staff will be briefed on the location of the First Aid point`
- The Event Medical Manager will be issued with a radio. The medical provider will then use their own separate radio system
- For build up and break down periods, contractors will usually be responsible for their own first aid cover
- Should an ambulance be required, the medical provider will call in NHS Assistance
- The primary receiving hospital will be Manchester Royal Infirmary, Oxford Road, Manchester, M13 9Wl (approx. 2 miles away)

## Fire Safety

Mayfield Depot is undertaking a fire strategy and management control procedure that will be approved by the Fire Authority prior to opening.

A further assessment specific to each event will be produced with reference to the main venue assessment. But as a minimum:

- All exits will be clearly indicated using maintained exit lights with green 'running man'
- Fire Risk Assessments will be prepared for specific events and will be available for inspection by the Responsible Authorities
- Prior to opening, the premises will be available for inspection by the Fire Authority
- The venue will be equipped with emergency lighting throughout which will activate in case of power failure
- In the case of an emergency evacuation the venue manager will turn on all 'house lighting'
- The venue has a number of break glass points - Heat detection heads are located throughout the venue. Should any of these activate the fire alarm will sound
- All in house staff will be briefed on the fire evacuation procedure and their specific duties
- The staff emergency RV point is the Car Park on Travis St next to the MacDonald Hotel
- Fire fighting equipment will deployed as required throughout the venue
- Fire and safety and management is the responsibility of the DPS

## Evacuation and Emergency Procedures

Mayfield Depot is in the process of developing it evacuation procedure. As part of it redevelopment it will be installing 63 metres of emergency exits. Building control regulations require 37.5 metres.

In the event of an emergency:

- If the need to evacuate takes place the decision will be taken by the Event Manager and /or Production Manager in conjunction with the General Manager
- Security staff will take the lead in the evacuation of the premises
- The Venue will make available a copy of their evacuation procedure, details of which will be forwarded to the security contractor

All staff will be notified to go on standby using the traffic light system:

- Code Green - All Clear
- Code Amber - Incident in the venue, standby for possible show stop / evacuation
- Code Red - Critical Incident, prepare for instructions on show stop or evacuation

### Show stop / Evacuation procedure:

A microphone will be available at on stage for emergency announcements. A megaphone can be used for the same purpose where there is no PA available or in the case of power loss.
Stage Manager to instruct artist to stop performance and leave stage.
Front of house engineer to turn off any music and bring up house lights.
If possible the front of house engineer or stage manager will make the following announcement:
'Ladies and gentlemen we are sorry to stop the performance but we need to clear the venue. Please do so calmly and follow instructions from your nearest safety steward'
Production and security staff will be briefed on the exit routes and staff will be positioned near the exit points in order to conduct a 'follow me' style evacuation through all available exits.
Audience members will be instructed to congregate at the designated muster point.
Re-admission will only be made once deemed safe by the venue manager or emergency services should they be in attendance. Should an evacuation occur during a performance the rest of the performance may be cancelled at the venue manager's discretion.

**Other scripted announcements are as follows;**

**Announcement A**
Due to circumstances beyond our control, the event is being temporarily suspended. Will all persons in the area of …….please leave the area immediately. You are requested to leave as quietly as possible without running. Your assembly point is in the area of ……
Please follow the directions of the security team, Thank You for your assistance"

**Announcement B**
"This is a safety announcement, it is necessary to stop the show temporarily. Please remain calm. There are people at the front who are uncomfortable. On the count of three,
Please take a step back. One, Two, Three"

**Announcement C**
"This is a safety announcement, it is necessary to stop the show temporarily. We will give you further information shortly"

## Welfare

### Toilets

- 45 x Female, 11 x Male and 18 metres of urinals are located in the venue
- 3 x DDA accessible toilets are located next to the cloakroom
- Further temporary facilities will be located in the courtyard next to the smoking area
- The toilets will be clearly signposted around the venue

### Cloakroom Facilities

Cloakroom facilities are available for all customers the cloakroom will be permanently staffed by the security provider.

- Customers will go to the counter and put their coats or bags in
- During busy periods the queue will be stewarded and barriers used
- Coats and bags can be signed in for £1. A Q Robe ticketing till system will be used to identify type of garment being left and a register
- The cloakroom will close with either at full capacity or 1am

## Noise Management

Additional soundproofing measures have been undertaken by the venue with a view to reducing noise pollution from the events.

A dedicated 'noise hotline' phone number will be made available to local residents and will be placed in the Event Control Office whenever the venue is in operation.

A noise management consultant will undertake a noise assessment and set levels within the venue prior to the first event.

Noise levels will be monitored externally to ensure levels comply with licence requirements. Any action that needs to be taken to reduce levels will be taken in consultation with the Production Manager who will be the main point of contact for the noise management consultant.

The Production Manager will liaise with the General Manager regarding noise control measures.

VENUE CAPACITY = 7,500
15 QUEUING LANES @ 20 SEC PER SEARCH
3 X 15 X 60 = 2,700 PEOPLE PER HOUR
2.7HOURS TO LOAD VENUE

NEILD ST

18 20

PH

CUSTOMER ENTRY POINT

DISNEY QUEUE FOR 3,000 PEOPLE

Raised Area

VENUE ENTRY POINT

Storage buildings

RAMP

STAFF ENTRANCE

El Sub Sta

RAMP

RAMP

NEW ENTRANCE AREA

TAXI QUEUE

STAGE AREA

AREA A

BAR AREA

Ramp top +3620

Ramp

WASTE STORAGE

4 x Bulk Carrier (Open)

Baring Street Bridge

58

STREET

# GROUND CONTROL

3rd Floor North Square, 11- 13 Spear St, Manchester , M1 1JU
www.groundcontroluk.com

**REVISION:** 00-1

**Comments / Updates:**
Notes

**SCALE:** 1:500

**ISSUE DATE:** 11/11/13

**PROJECT ID:** 13001

| DRAWING PROJECT: | SHEET TITLE: |
|---|---|
| Mayfeild Depot | Internal Queuing |
| **SITE MANAGER:** | **PRODUCTION MANAGER:** |
| TBC | TBC |
| **DRAWN BY:** | **REVIEWED BY:** |
| Ben Johnstone | Jon Drape |

NEILD ST

18 20

PH

BUS PICK UP POINT

TAXI PICK UP POINT

TAXI QUEUE

EXIT ROUTE

STAFF ENTRANCE

RAMP

El Sub Sta

Raised Area

STAGE AREA

Storage buildings

BAR AREA

Ramp top +3620

Ramp

WASTE STORAGE

4 x Bulk Carrier (Open)

Baring Street Bridge

58

STREET

# GROUND CONTROL

3rd Floor North Square, 11- 13 Spear St, Manchester , M1 1JU
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**REVISION:** 00-1

**Comments / Updates:**

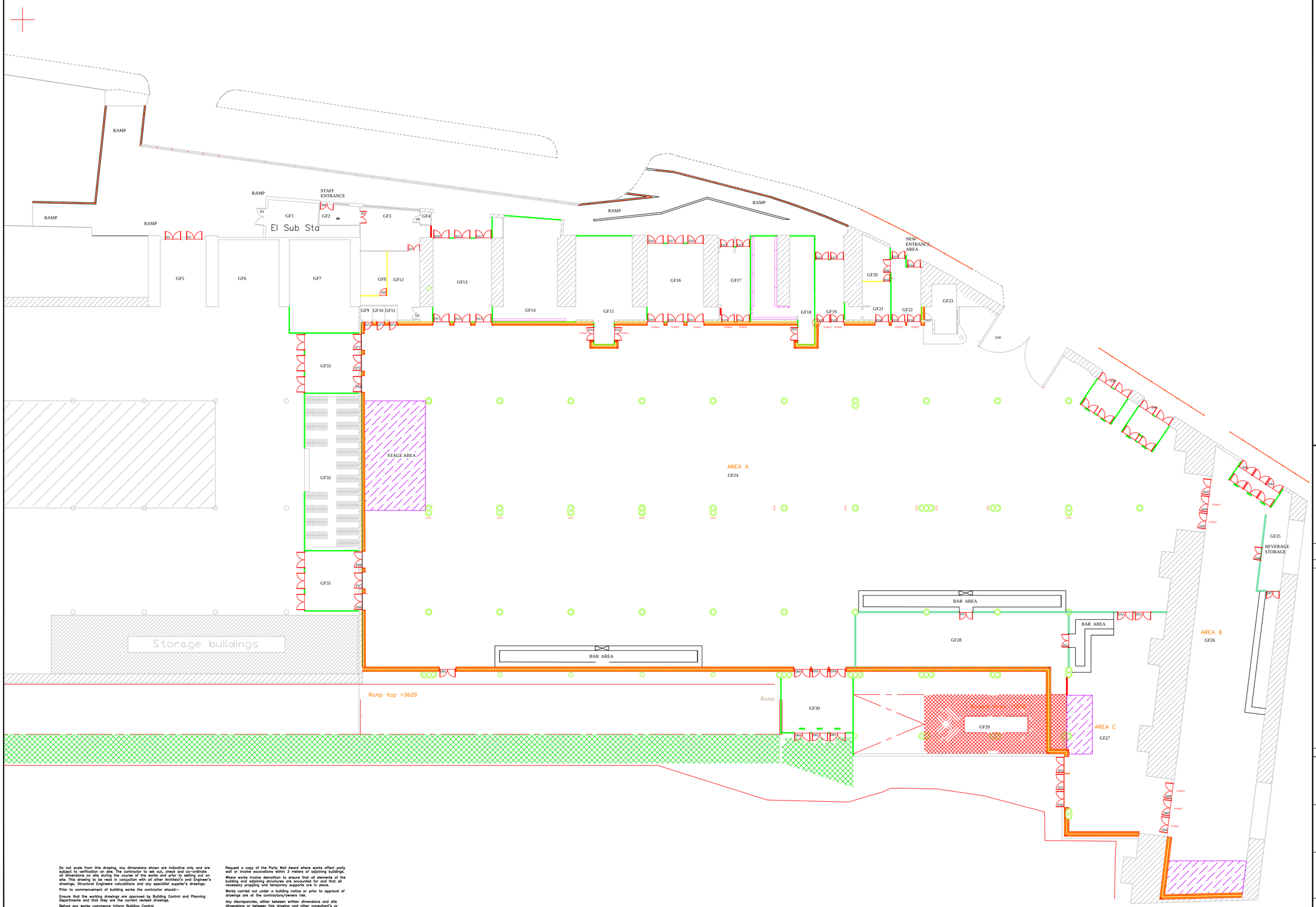
Notes

**SCALE:** 1:500

**ISSUE DATE:** 11/11/13

**PROJECT ID:** 13001

| DRAWING PROJECT: | SHEET TITLE: |
|---|---|
| Mayfeild Depot | Exit Routes |
| **SITE MANAGER:** | **PRODUCTION MANAGER:** |
| TBC | TBC |
| **DRAWN BY:** | **REVIEWED BY:** |
| Ben Johnstone | Jon Drape |




Do not scale from this drawing, any dimensions shown are indicative only and are subject to verification on site. The contractor to set out, check and co-ordinate all dimensions on site during the course of the works and prior to setting out on site. This drawing to be read in conjuction with all other Architect's and Engineer's drawings, Structural Engineers calculations and any specialist supplier's drawings.

Prior to commencement of building works the contractor should:-

Ensure that the working drawings are approved by Building Control and Planning Departments and that they are the current revised drawings.

Before any works commence inform Building Control

Verify boundary lines and ground conditions including checking positions of all gas; electrical, water and other services drainage ect. within the site prior to the commencement of excavations.

Request a copy of the Party Wall Award where works affect party wall or involve excavations within 3 meters of adjoining buildings.

Where works involve demolition to ensure that all elements of the building and adjoining structures are accounted for and that all necessary propping and temporary supports are in place.

Works carried out under a building notice or prior to approval of drawings are at the contractors/owners risk.

Any discrepancies, either between written dimensions and site dimensions or between this drawing and other consultant's or suppliers drawings, should be brought to the immediate attention of discount plans ltd before executing the structural, mechanical and electrical works.

All works to be carried out in accordance with the latest appropriate codes of practice and to comply with current building regulations.

NOTES:

DO NOT SCALE THIS DRAWING. USE FIGURED DIMENSIONS ONLY. ALL SETTING OUT MUST BE VERIFIED ON SITE AND ANY DISCREPANCIES NOTIFIED TO THE SURVEYOR. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ANY/ALL OTHER DOCUMENTS AND SPECIFICATIONS ISSUED BY PLANET.
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ALL DIMENSIONS MUST BE CHECKED ON SITE AND NOT SCALED FROM DRAWING.

PROPOSALS ARE SUBJECT TO APPROVALS BY STATUTORY BODIES.

DRAWINGS SUBJECT TO FULL MEASURED SITE SURVEY.

DIMESIONS TAKEN FROM PROVIDED INFORMATION

| REV | DATE | ITEMS | APPROVED |
|---|---|---|---|

OPUS BUILDING DESIGN & SURVEYING

BUILDING NAME:
MAYFIELD DEPOT

ADDRESS:
Mayfield Depot, Fairfield Street, Manchester M1 2QF

TITLE:
GENERAL ARRANGEMENT

| DRAWN | CHECKED | APPROVED |
|---|---|---|
| DW | | |

| SCALE | DWG No. | REV. |
|---|---|---|
| 1:1200 A1 | | |

DATE
27.06.2013