



## **HEALTH AND SAFETY POLICY**

### **Statement of intent**

1. Ripon Together will take all appropriate steps to maintain safe and healthy working conditions and environment for all our volunteers and members when they are acting for us, plus any other people who are directly affected by our activities, such as members of the public at our events.
2. The Board of Directors will review annually the need and opportunities for relevant training and arrange such training as is deemed to be appropriate. This review will normally be done once the annual plan is agreed as that sets out the expected activities for the year.

### **Responsibility**

3. Overall and final responsibility for health and safety at all events and activities organised by Ripon Together lies with the board of directors. This responsibility will be delegated to a named volunteer or director for each event or activity. This person will be responsible for ensuring that this policy is upheld.
4. For all Ripon Together events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.
5. For Ripon Together meetings the chair of the meeting is responsible for familiarising themselves with the health and safety arrangements for the venue being used in order to ensure the health and safety of all participants.

### **General arrangements**

6. A risk assessment will be carried out before every one-off event in which Ripon Together is involved, whether as the lead organisation or as a partner. This will include assessing risk as it relates to all aspects of the event including equipment, venue, volunteers, attendees, first aid provision and weather. Appropriate precautions will be taken to minimise hazards at all events and activities in which Ripon Together is involved.
7. Both the risks and the steps to be taken to manage them will be formally documented, preferably as part of a wider events plan. An example of an early draft of an event plan and risk assessment is attached. The simpler the event, the more stripped down any such document can be.

8. Ripon Together may also run regular events at the same venue or using the same equipment, such as our monthly board meetings. In this case we will carry out a general risk assessment for the event/activity/equipment/venue.
9. No volunteer or employee will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left. The named individual running the event or activity will brief all volunteers, staff or other directors helping to run the event on the content of the event plan, the location of any fire exits and procedures during fire or other emergencies, and their role in managing the event.
10. Personal data (e.g. phone numbers) may be collected to support the safe stewarding of an event; such data will be deleted immediately after the event.
11. Ripon Together will hold public liability insurance.

## **Review**

<b>Original version agreed:</b>	<b>9/4/19</b>
<b>Revised:</b>	<b>[7/6/22]</b>
<b>Next review due:</b>	<b>June 2024</b>

# **Event Management Plan**

***Ripon Theatre Festival: Street Theatre events  
Incorporating Armed Services Day***

***Saturday 25 June 2022***

**Version : 1.0**

This document contains information which is confidential or privileged and is intended solely for the use of the organisations involved in this event. **It is not for public viewing.**

The *Event Organiser* will make every effort to ensure all the information contained in this document is true and correct at the time of issue. The document will be updated and circulated to the relevant organisations on a regular basis. Due to the nature of the event certain elements of this document may be subject to change at short notice.

HBC may circulate a copy to partners for appraisal and evaluation in relation to health and safety planning, good practice and advice. No other person or organisation is authorised to change, copy, retain, forward or distribute this document without the consent of [Simon Hewitt]

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**Organisation:** Ripon Theatre Festival (operating under Ripon City Festival Trust, charity number 514981)

**Date submitted:** 25 March 2022

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## **A. THE EVENT**

The first Ripon Theatre Festival will be held from 23 to 26 June 2022. This event plan covers activities in Ripon on 25 June. That is also the traditional annual armed services day in Ripon. There will be activities in the market place relating to both the theatre festival and armed services day.

Armed services day has traditionally taken over the entire market place. However, this year, it will only occupy part of the southern half, leaving the car park in the northern half unaffected. On the southern half there will also be some market stalls operating during the day, though they tend to wind up around mid-afternoon.

The theatre festival activities in the market place will be part of a wider range of activities across the city, including at the Spa Gardens. This will include open air performances in many areas of the city, usually on private land, and two walkabout routes. The highways implications of these are set out in an events plan submitted to NYCC (attached). The performances will include singing, dancing and comic acting provided by both bought-in professional acts and local groups.

Whilst there is a formal organizing committee for armed services day, in practice the events plan is usually submitted by Ripon City Council. They (and Cllr Mike Chambers) have asked us to cover the activities relating to armed services day in this single events plan.

The theatre festival has an organizing committee comprising Katie Scott, Ian Holloway, Simon Hewitt, Tina Salden and Julia Whitham. However, it operates under the constitutional umbrella of the Ripon City Festival Trust and with logistical support from them and from Ripon Together.

The only HBC land to be used by the theatre festival will be the Spa Gardens and the south west quarter of the market place; these are the areas covered by this event plan. The event will run between 10am and 5 pm.

## **B. ORGANISATION & ARRANGEMENTS**

### Safety policy

There will be no pyrotechnics, minimal electrical equipment and all events will be outdoors. Therefore the prime concerns will be to ensure spectators and performers are kept away from traffic, to ensure that other hazards are minimized (e.g. trip hazards or slippery surfaces) and to ensure that all stewards know what the procedures are for dealing with injury, the need to evacuate an area or to contact the emergency services.

### Implementing the plan

Simon Hewitt will be the Event Safety Officer. He has successfully managed an event on the market place in the past (cycling stunt show for 150 schoolchildren in the run-up to the UCI world cycling championships). He has also run activities on the market place during the St Wilfrid's Procession and is a member of that organizing committee. He will be based in the market place and will hold a copy of this plan.

We will also nominate someone experienced to manage the safety of the events in the Spa Gardens and

will also hold a copy of the plan. All stewards will be briefed at a meeting before the event and will be required to share their phone number (probably in a whatsapp group) to ensure rapid communications in the event of injury, lost persons or any other sort of emergency.

## **C. STATEMENT OF INTENT**

The aims of the day's activities are:

- to celebrate the importance of the armed forces to Ripon and to the UK;
- to entertain local people and visitors;
- to energise the local community and encourage greater participation in the performing arts and attending concerts and performances in future;
- to promote Ripon as a great place to live in and visit.

To achieve this we need to deliver a fun weekend (including a memorable 25 June) which is planned closely to ensure public safety and meets all relevant legislation. We also need to ensure that all those affected in some way by the events are consulted and supportive.

## **D. LICENSING OBJECTIVES**

The Event Organiser will consult with the Safety Advisory Group on the plans for the event, including any significant changes in hazard assessment or the steps to mitigate them made in the run-up to the event.

We do not anticipate any particular increase in the risk of crime or disorder as a result of these events. They will be fun, family-oriented, stewarded, and there will be no alcohol served as part of the events. Furthermore, the only significant crowds are likely to be in the market place or in Spa Gardens. Even there they are likely to be transitory, moving around the city to different sites.

The likely public nuisance from the events on HBC land on this day is very small.

- Noise - The market place is a somewhat noisy open public, largely non-residential, area in the centre of the city. Part of the intention of the event is to create an increased buzz and footfall around the city, but in most cases there will be no sound systems involved and if there are they will be set to enhance the volume to those in the immediate vicinity. It is likely that there will be sound systems for music in the Spa Gardens but this is a large open area with very few residences in the area. Any music will be played in the centre of the gardens, well away from any houses and again will be set to a level required to enhance enjoyment for spectators, and not to disturb anyone in the areas outside of the gardens. We have contacted the bowls club in Spa Gardens and they are content with our plans. They will ensure they have no competitive fixture in the Gardens for that date.
- Litter - There are many bins already in place in both the Spa Gardens and Market Place. However, the stewards will do a litter pick on each site at the end of the event; waste will be collected by the event manager.

Child protection

We assess the likelihood of children getting separated from their parents or carers as relatively small as we do not anticipate large crowds, or that parties will stay in one place for an extended period. However, we will ensure there are separate facilities for lost children staffed by people who have undergone appropriate security checks and are trained and experienced in working with minors. In the Spa Gardens, this is likely to be based in a clearly labelled gazebo. In the market place we are likely to use the Town Hall or the Cabmen's shelter. (We are pursuing the use of the Town Hall more generally for dressing rooms etc. We have permission to use the Cabmen's shelter and will do so unless we feel the information point should be closer to the performers in which case we will erect a clearly labelled gazebo on the market place). In each case, the person looking after these facilities will be in close contact with the event organizer for the relevant site to ensure families can be reunited as quickly as possible.

## **E. PRE-EVENT PLANNING**

Cllr Mike Chambers has been the lead on consulting RAFA and the West Yorkshire Brass Band, which (other than the fly-past) are the only activities for armed forces day this year.

The Ripon Theatre Festival Organising Committee meets weekly and has planned the other activities. It has led a public meeting on 2 March to encourage local participation in the festival and a further meeting/auditions on 22 March. All professional performers and some amateur groups will have their own PLI; there will also be PLI in place for the organisers of the festival (quote already received).

There has been a meeting with Ripon City Council which agreed that we should lead the event planning for this day. We have received funding from Ripon City Council and from three sources in NYCC which has involved discussions with both officers and elected members in planning a suitable event for the city. We have also taken advice from those who have organized previous events in the Spa Gardens such as the Winter Wonderland.

There have been meetings with the Business Improvement District. They represent the retail and tourism sectors in the town; their Board is fully supportive and the BID is one of the major sponsors of the festival.

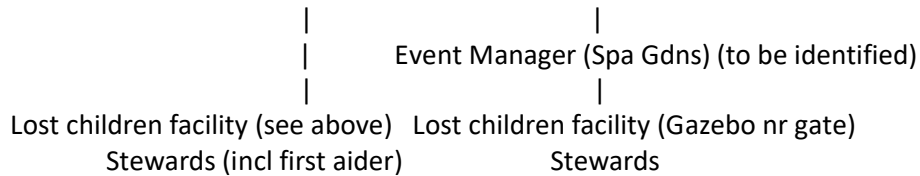
There have been no other meetings with councils, regulatory bodies or emergency services as yet. We are aware that we will need to inform the emergency services and small injuries unit at the hospital about the event in due course.

As set out above, there are few identifiable groups of residents who would need to be consulted, but we have reached agreement with the Spa Gardens bowls club.

## **F. STAFFING**

Ripon Festival Organising Committee  
Event Manager (Simon Hewitt)





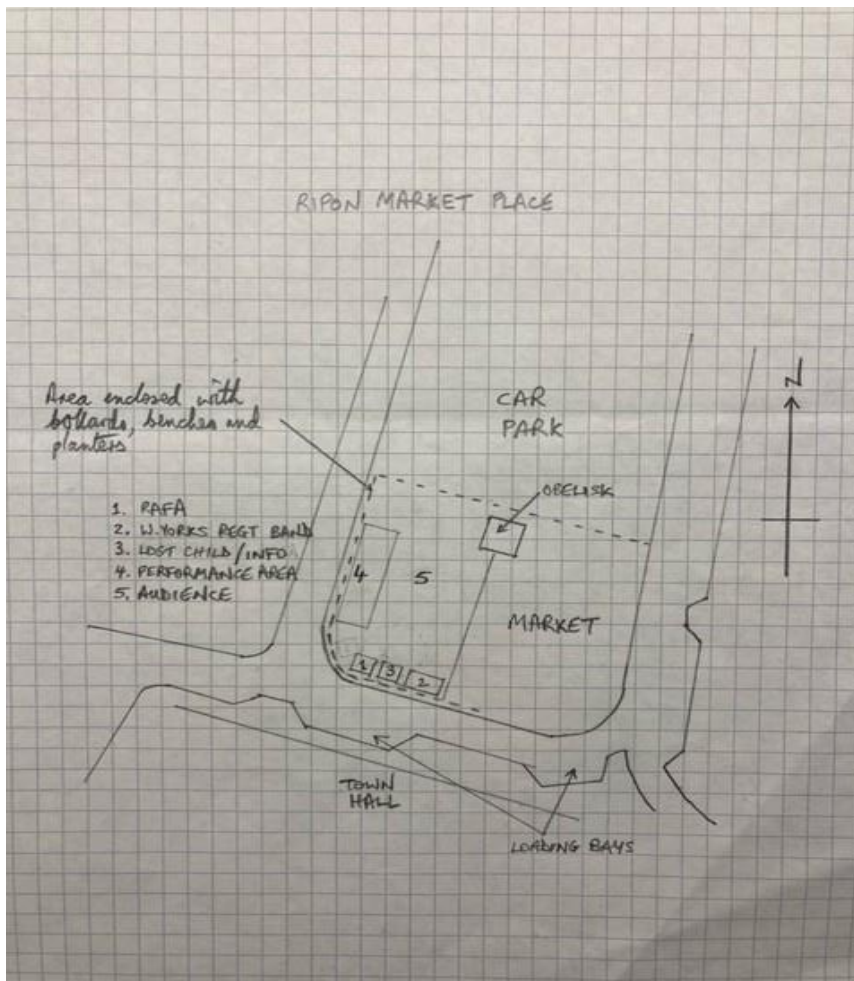
We do not propose to use radios as we are not controlling traffic movements or major groups of people at any point. We believe rapid use of mobile phones if there is an emergency or injury will suffice.

## G. THE VENUE

The two venues which are the subject of this plan are the south west quarter of the market place and the Spa Gardens. See diagrams below.

The southern half of the market place is surrounded by bollards, planters, notice boards and benches. These provide a barrier to vehicles mounting the kerb and hitting pedestrians and also tend to prevent absent-minded pedestrians walking into the road without paying attention.

We intend to set up the event venue to enhance these protections, by placing gazebos for the RAFA stall, the brass band and an information/lost children point on the south west corner of the market place, facing in towards the obelisk. We will also encourage any performers to operate from the west of that quadrant, facing in towards the centre of the market place. This will provide a further barrier to vehicles and pedestrians coming together and will encourage the audience to remain in the area towards the obelisk.



We are pursuing the possibility of using the Town Hall as changing rooms etc for the performers. We await a response from HBC.

The Spa Gardens are very protected from the road to the north by vegetation and walls. There is a path and staircase issuing onto Skellbank, some distance from the gardens to the South. The boundaries will not need to be patrolled by stewards as all performances will be well to the centre of the gardens. The gated entrance on Park Road will not be stewarded either. All pedestrians will be well away from the event itself by the time they have reached that point. However, where an act leaves the gardens to do a walkabout they will be accompanied throughout their tour with further stewards.

A diagram of how we intend to set up the venue is below.



We are in contact with HBC about vehicular movement on the day. In particular we would like the vans for the acts to park in the redundant car park behind the spa baths and, if possible, for those vehicles to access the gardens via the entrance on the East side of the gardens.

If the former is not possible, on-street parking will have to suffice. If access is only possible through the main gate we will ensure that any movement of vehicles for set-up/take-down is accompanied by stewards to ensure pedestrians are safe.

The Punch and Judy performer needs access to his vehicle close to where (s)he is operating. This will be achieved by his/her car being parked on the path into the Spa Hotel grounds on the western side of the gardens, which will still be blocked by barriers put in place by the new owners of the hotel. The car will remain in place throughout the event.

Other vehicles will be off-site before the event starts. If possible, the van for Bad Apple (performing on the eastern side of the gardens) will come back into the gardens at around 2 pm to load up their set, stewarded as necessary (see above).

## **H. FIRE SAFETY**

The event creates a minimal increase in fire risk. There will be no cooking and there will be no pyrotechnics. The only increased risk is from a malfunction in the small amount of electrical equipment to be used.

All events are open air, on hard standing or grass and gazebos will all have at least one open side, probably 4, so that they can be evacuated very quickly. In the market place spectators can move quickly towards the market, to the car park or cross the road to the outside of the market place. The Spa Gardens are very large open gardens with no impediments to escaping a localized fire.

The lead event manager on each site will hold a CO2 extinguisher in case of electrical fires from sound equipment.

## **I. COMMUNICATION**

Any general emergency is a very unlikely occurrence. Neither Ripon nor this event are of a high enough profile to attract a terrorist, for example.

Pedestrians and traffic will be largely segregated, there are very few fire risks, crowds will be relatively small and spread across the city and they will not therefore be constrained by temporary barriers etc. as they will not be necessary.

If there is any generalized emergency, it will be apparent to the event manager for the relevant site and he or she will ensure the emergency services are aware whilst all stewards help ensure a safe evacuation and prevent people returning to the area.

Any communication with the media or local authorities will be through the overall event manager. In an emergency communication with the emergency services will be through the person identifying the need ringing 999. That person will then immediately contact the overall event manager.

## **J. CROWD MANAGEMENT, SECURITY & STEWARDING, POLICING**

The entertainment will be family entertainment during the day, finishing at or before 5pm. Typically, performances will be to small groups of people spread across the city. No alcohol is being served at any time or place. Even in the Spa Gardens and market place we do not anticipate large crowds. While we will publish a programme many acts will be performing several times during the day so the people who want to see a particular act will have several opportunities to do so, spreading their audience over time (and probably different places).

Even the West Yorkshire Brass Band will be performing two slots, so again, the people who want to see them will be split. Generally speaking, we expect much of the audience, particularly in the centre of the city, to be passing through rather than there being very large gatherings of people all at once.

We do not anticipate any need for security or a police presence.

There are few new hazards caused by these events and evacuations will be simple to achieve, given the nature of the sites being used and the lack of any temporary obstacles. Any hazard or incident which leads to the need to evacuate is likely to be highly localized, meaning that the event manager for the site, with the help of the stewards can readily usher people away to a safe area. In the Spa Gardens this is likely to be towards the Sun Pavilion. In the market place, we will seek to move people either to the carpark area or the pavement outside the Town Hall, depending on where the issue is.

## **K. VOLUNTEERS**

All stewards and event managers for the event will be volunteers. Ripon Theatre Festival has a dedicated Volunteer Manager, Tina Salden. She will be responsible for developing a rota of stewards and other volunteers for the day and across the Festival in general. Volunteers' skills will be matched to appropriate roles. The Festival has already recruited around 25 volunteers prepared to work over the weekend. They will be supplied with Festival-branded high-vis waistcoats.

Volunteers will be briefed at a meeting in the run-up to the event so that everyone is clear on their role. They will also be required to provide their mobile phone numbers so that any emergency messages can be relayed immediately. We will update this section with the names of the volunteers closer to the time of the event when we have confirmed availability and the membership of the various teams.

## **L. TRAFFIC MANAGEMENT, CAR PARKING, TRAVEL**

Our application for an event on the highway, which has been sent to NYCC, is attached for reference.

## **M. BARRIERS, FENCING & TRACKWAY**

We do not propose to use any temporary barriers.

## **N. TEMPORARY DEMOUNTABLE STRUCTURES (STAGES, MARQUEES, GAZEBOS, GRANDSTANDS, AVP's ETC.)**

We intend to use what used to be the discover Ripon gazebo for the brass band in the market place. This is extremely robust. We believe this comes with its own weights etc to ensure safety in windy conditions, but are already seeking information on this and Ripon City Council have undertaken to obtain appropriate weights should there not be any currently.

We will contact the RAFA to obtain assurances on this front about their gazebo.

Any gazebo or tent being used at Spa Gardens as a facility for lost children and information point will be pitched on the lawn and securely pegged down.

The event manager for each site will supervise erection and inspect all such structures before they are put into use. Erection is a simple and speedy process, but whilst they are being erected stewards will ensure the public are kept at a safe distance.

We are not planning to use any accessible viewing platform. Some performers, particularly in Spa Gardens, will use a temporary canopy or other structure which they will install and take down. We will confirm details of those as part of gathering their risk assessments. We will ensure the public is kept away during erection/striking these elements; the risks during erection etc are covered by the performers' own PLI.

## **O. SITE POWER**

We require no power in the market place. One act – Strange Twig – will need power in the Spa Gardens. They will run a cable from the supply at the bandstand. We believe they have the necessary equipment to prevent this being a trip hazard. We are checking this with them and if they don't we will explore the hire or purchase of the necessary protection.

All professional and amateur groups performing with electrical equipment will have PLI. Their equipment will have the necessary PAT checks.

## **P. ENTERTAINMENT**

See above for what we would like to see on parking for vehicles at the Spa Gardens.

For performers in the market place, there is ample public parking behind Sainsbury's. If there is anything bulky that needs to be delivered they can use the temporary loading bay in front of the Town Hall before parking their vehicle. Vehicular access to the performance area in the market place will not be necessary.

The detailed programming for the sites will be submitted at a later date as it will include many local performers as well as professional acts all of whom will be doing rather short slots on a rotation; it will not be possible to pin down the precise plan and timings for a week or two yet.

The entertainments will include: unicyclists, jugglers, comedy waiters doing magic, stiltwalkers plus some static shows.

## **Q. WASTE MANAGEMENT**

We are not providing food or other refreshments at any of the venues. Both the market place and Spa Gardens have several bins, though they do not segregate recyclables. However, any gathering of British people is likely to increase litter. The stewards for both venues will do a litter pick at the end of the day putting the waste in sacks. These will be collected by the event manager.

## **R. NOISE AND VIBRATION**

The likely public nuisance from the events on HBC land on this day is very small. The market place is a noisy open public, largely non-residential, area in the centre of the city. Part of the intention of the event is to create an increased buzz around the city, but in most cases there will be no sound systems involved and if there are they will be set to enhance the volume to those in the immediate vicinity.

It is likely that there will be sound systems for music in the Spa Gardens but this is a large open area with very few residences in the area. Some acts may be fairly noisy, but any music will be played in the centre of the gardens, well away from any houses and again will be set to a level required to enhance enjoyment for spectators, and not to disturb anyone in the areas outside of the gardens.

## **S. FIRST AID**

There is very little additional risk to the public arising from these events. We will inform all emergency services and the minor injuries unit in the hospital before the event that it is taking place. The event falls entirely within the opening hours for the minor injuries unit.

Spa Gardens is immediately adjacent to the hospital, so we will hold a first aid kit at the information point but rely on the minor injuries unit for any treatment.

We will also hold a first aid kit in the market place information point. However, we will also ensure that there is a trained first aider there as the market place is a little further away from the minor injuries unit. If we cannot deliver that through a volunteer, then we will contract with a commercial provider. Any volunteer would need to show that they had appropriate insurance to act in that capacity.

The event manager will have his car parked near the cabmen's shelter in the market place to ensure that anyone needing to get to the minor injuries unit can get there quickly.

At neither site will there be any sharps or hazardous clinical waste.

## **T. WELFARE & TOILET PROVISION**

Public toilets, including for disabled people, are present at both sites (near the Sun Pavilion and near the Wakeman's café). There will be clearly labelled gazebos or other facilities on both sites for lost children, lost property and to provide information to those who wish to know more about the programme (see above).

## **U. ACCESSIBILITY**

We consider that audiences will not be large enough to make it necessary to provide a separate viewing area for those with disabilities. We will rely on public toilets provided by HBC. Both sites are open and easily accessible to those with restricted mobility.

## **V. MARKETING & MEDIA**

We will leaflet and do other media publicity across the Ripon area in the months leading up to the event. We do not expect any significant media presence at the event itself other than the occasional local reporter.

## **W. INCIDENT & ACCIDENT RECORDING AND REPORTING**

The likelihood of an accident or medical incident being severe enough to be reported to public authorities is very low. However, a notebook will be held in each information point in which any such events, or near misses, are recorded. They will be retained in case there is any future need for records noted at the time.

## **X. EMERGENCY PROCEDURES AND EVACUATION PLAN**

Both sites are very open and any issue is likely to be highly localized and obvious. Elaborate protocols will not be necessary. Stewards will contact each other immediately orally or by phones to ensure that any necessary evacuation is delivered quickly and safely. See sections H and J above.

## **Y. SEVERE WEATHER & EVENT CANCELLATION PLAN**

Neither site has a particular reputation for flooding, for example. We will also ensure that everything erected will be secure in strong winds. However, heavy rain or severe winds will mean that people will not want to be outside in any event, even if we could still put on the intended entertainment.

If severe weather warnings before the event lead to cancellation of outdoor activities



ahead of the event, this will be communicated through local postings on Facebook groups (many of which have many thousands of members), public notices (on the gates to the Spa Gardens and the community notice board in the market place), and through our Facebook page and our website. Where it has been possible to move events indoors, that will be communicated at the same time.

If severe weather happens on the day, the same steps will be taken. In addition, any stewards at either site will be able to explain the situation and usher away any people who had attended.

We are currently researching alternative indoor venues and will update this document and any guidance developed for stewards in the light of that work.

## **Z. ENVIRONMENTAL ISSUES**

See section D above.

### **AA. TRADERS AND CONCESSIONS**

Not applicable.

### **BB. FOOD HYGIENE**

Not applicable.

### **CC. LICENSING AND BARS**

Not applicable.

### **DD. OTHER EVENTS IN THE LOCALITY THAT MAY IMPACT ON YOUR EVENT**

The Rugby club will be holding its beer festival on the same day. However, this will be some distance from any of the sites being used for the theatre festival events and will tend to draw a different crowd. Furthermore, our events will close before the beer festival does.

## EE. RISK ASSESSMENT

Each professional act's specific risk assessment is being sought and can be provided if needed.

What are the hazards?	Who might be harmed and how?	Level of Risk (L/M/H)	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done (Date & initial)
Movement of performers' vehicles	public	L	See event plan. Will require stewards to accompany vehicles	1. Seeking permission from HBC to park behind spa baths and use side entrance into Spa Gardens 2. Will recruit and instruct stewards accordingly.	SH  SH and TS	25/3  18/6	
Pedestrians stepping into road at market place	public	L due to planned mitigations	See event plan. 1. Configure performance area to encourage public into centre of market place. 2. Instructions to stewards to police the outer perimeter to stop people stepping out.	1. see event plan.  2. recruit and instruct stewards accordingly.	SH  SH and TS	25/3  18/6	
Fire from electrical equipment	Public Acts stewards	L	All professional acts have equipment PAT tested where relevant and hold PLI.	1. Get confirmation from professional acts. 2. Get confirmation from amateur acts (less likely to use such equipment anyway). 3. buy CO2 fire extinguishers.	KS  SH  SH SH	Mid April  Mid May  End May 18/6	

What are the hazards?	Who might be harmed and how?	Level of Risk (L/M/H)	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done (Date & initial)
				4. instruct stewards on fire procedures.			
Trip hazards	Public stewards	L	Only applies to power cables in Spa Gardens, and possibly guy ropes there and in market place. 1. Seeking confirmation on former that acts will have their own equipment to manage this risk. Latter will be placed to discourage movement between gazebos to reduce risk. Stewards will be instructed accordingly	If acts don't have mats etc to cover cables, we will hire or purchase some.	KS contact acts. SH source eqpt if necessary. SH instruct stewards	Mid April End May 18/6	
Injury or medical emergency	Public Stewards performers	L	First aider in market place but both there and Spa Gardens essentially relying on proximity of minor injuries unit.	1. inform all emergency services and the hospital about the event. 2. arrange for all injures and near misses to be recorded in a book held at each venue. 3. Recruit and instruct stewards accordingly.	SH  SH  SH and TS	Mid May  25/6  18/6	
Injury during erection/take-down of canopies etc	public	L	All professional acts proficient at putting up their own equipment and hold PLI. Amateur acts will not be	Event plan provides that all such activity should be stewarded to prevent injuries to the public. Stewards to be	SH and TS	18/6	

What are the hazards?	Who might be harmed and how?	Level of Risk (L/M/H)	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done (Date & initial)
			erecting any gazebos. Stewards will help with RAFA and Discover Ripon gazebos, both simple structures.	recruited and instructed accordingly.			
Poor weather	Public performers	L	Outdoor performers are used to doing their thing in poor weather. The West Yorkshire Band will be under cover in a gazebo.	All erections will stand up to strong winds (see event plan). If they are predicted to be very strong or heavy rain is expected we will cancel events on HBC land (see event plan). However, we may seek to run some of the acts indoors – we are pursuing options for that.	KS and JW	25/6	
It is possible that someone may try to steal buckets for donations	Stewards RAFA	L	All events will be very public so any misdeeds will have lots of witnesses.	We will inform police about the event. Any collected money left unattended will be locked up, probably in SH's car or in the Cabmen's shelter	SH		

## **APPENDICES**

*You should include any relevant documentation here that is not included in the main body of the plan. Examples are:*

- *Risk Assessments*
- *Production Schedule*
- *Residents/Business Letter*
- *Stewarding and security schedule*
- *Entertainment programme*
- *Additional site or zone plans not included above*
- *Wind/adverse weather management plan*
- *Counter terrorism measures*



## HELPFUL GUIDANCE

### **Guidance on running events safely**

<https://www.hse.gov.uk/event-safety/>

Health and Safety Executive website giving extensive advice on organising events including venue and site design, noise, licensing etc.

### **The Purple Guide**

<https://www.thepurpleguide.co.uk/> (Pay Site)

Leading guidance aimed at helping event organisers manage health and safety at their events. Compiled by the Events Industry Forum (EIF) in consultation with the Health and Safety Executive and the events industry.

### **The Guide to Safety at Sports Grounds (The Green Guide 6<sup>th</sup> Edition)**

<https://sgsa.org.uk/greenguide/>

Helps sports grounds owners and operators calculate a safe capacity for their venue and ensure a safe environment for spectators.

### **National Counter Terrorism Security Office (NaCTSO)**

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

Government website giving advice on counter terrorism measures includes Action Counters Terrorism giving advice on recognising and reporting suspicious activity, new free ACT App now available.

### **Temporary Demountable Structures**

<http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Health and Safety Executive guidance on safe procurement, design and use of temporary demountable structures such as grandstands, stages, marquees and gazebos.

### **Managing crowds safely (HSG 154)**

Health and Safety Executive book giving advice on crowd management