

## **APPENDIX 5**

### **EVENT SAFETY PLAN FOR STEREOPHONICS CONCERT**



Stereophonics Live,

Racecourse Ground,  
Mold Road,  
Wrexham,  
LL11 2AH

2<sup>nd</sup> July 2016

Event Safety Plan - Version 4

Date of issue: 20<sup>th</sup> June 2016

## Document Control & Notes

|                                   |                                                                    |
|-----------------------------------|--------------------------------------------------------------------|
| <b>Document Title</b>             | Event Safety Plan                                                  |
| <b>Event:</b>                     | Stereophonics Live                                                 |
| <b>Date:</b>                      | 2 <sup>nd</sup> July 2016                                          |
| <b>Venue:</b>                     | Glyndwr University Racecourse Ground, Mold Road, Wrexham, LL11 2AH |
| <b>Drafted By:</b>                | Alan Lynagh                                                        |
| <b>Company:</b>                   | ComplianceUK                                                       |
| <b>Promoter:</b>                  | Kilimanjaro Live Ltd                                               |
| <b>Venue Management:</b>          | VMS Live                                                           |
| <b>Venue Event Manager:</b>       | Steve Forster – VMS Live                                           |
| <b>Event Manager:</b>             | Zac Fox – Kilimanjaro Live                                         |
| <b>Site Manager</b>               | Ange John                                                          |
| <b>FOH Security:</b>              | A.P. Security (APS Ltd)                                            |
| <b>Traffic Management:</b>        | Amberon Traffic Management Company                                 |
| <b>Medical Provision;</b>         | St John Cymru Wales, Wrexham Division                              |
| <b>Noise Management:</b>          | Vangaurdia                                                         |
| <b>Tour Safety Advisor</b>        | Chris Burke/John King                                              |
| <b>Venue Event Safety Advisor</b> | Alan Lynagh - ComplianceUK                                         |
| <b>Safety Officer</b>             | Eddy Grant                                                         |
| <b>Deputy Safety Officer</b>      | Martin Bradley                                                     |
| <b>Deputy Safety Officer</b>      | Alan Lynagh                                                        |
| <b>Issue Date</b>                 | 20 <sup>TH</sup> JUNE 2016                                         |
| <b>Version</b>                    | FINAL FOR SAG-                                                     |

**THIS DOCUMENT SUPERCEDES ALL PREVIOUS VERSIONS. PLEASE CHECK THE VERSION NUMBER. IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE WORKING FROM THE CORRECT DOCUMENT FINAL FOR EVENT ON EVENT DAY**

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## **1. Event Plan Introduction**

- 1.0 This document is designed to support and supplement the prescribed Special Safety Certificate application for the Stereophonics gig at the Glyndwr University Racecourse Stadium (hereafter referred to as the premises) on July 2<sup>nd</sup> 2016. It will look to detail the planned use of the premises and how it will be managed to ensure that Glyndwr University (hereafter referred to as the ground management) discharges its statutory functions under the Safety at Sports Grounds Act and other relevant pieces of legislation.
- 1.1 This document will look to set out and detail and framework that the ground management will use to ensure that all event plans and procedures are in line with the appropriate industry standards and good practice. It is envisaged that this will furnish all those concerned (namely the licensing authority and other stakeholders) with a reasonable understanding of how the premises will be operated under the terms of the Special Safety Certificate and how compliance with the conditions of such certificate will be met.
- 1.2 The ground management accepts that any certificate issued will contain conditions that are binding for the use of the premises for the concert and that the premises must be operated in accordance with those terms.
- 1.3 At this stage there is still review feedback completed but this document will merely contain adjustments consistent with HASAW requirements and Guidance and input from the members of the SAG for the Ground. This will follow on from the SAG of 23<sup>rd</sup> June. Ground management will ensure that this additional documentation is in place prior to the event taking place. The production of this documentation at this is a key condition of the Special Safety Certificate when granted.
- 1.4 There will be a number of different parties involved in organising, planning, designing, constructing and managing the event and related work activity and all parties will owe a general duty of care to all persons working on or attending the event. Ground management understands however, that as the special safety certificate holder they have ultimate responsibility for the safety of people attending the event and cannot transfer ultimate responsibility for spectator safety to any hirer or lessee.

## **2. Event Overview**

## **Background to Event**

- 2.0 Stereophonics at Wrexham Stadium will be the first music concert held at the stadium since Motorhead headlined the Wrexham Festival in 1982. The show went on sale on Friday 4<sup>th</sup> March 2016, with pre-sales starting on Wednesday 2<sup>nd</sup> March 2016, and sold out within a day of going on sale.

## **Artist Profile**

- 2.1 Stereophonics are a Welsh rock band that formed in 1992. The band consists of Kelly Jones (lead vocals and guitar), Richard Jones (bass guitar and backing vocals), Adam Zindani (guitar and backing vocals) and Jamie Morrison (drums). Stereophonics have released nine studio albums, including six UK number one albums, their latest album being 2015's Keep the Village Alive.
- 2.2 Stereophonics' debut album, Word Gets Around, was released in August 1997 and charted at number six in the UK, aided by the singles "Local Boy in the Photograph", "More Life in a Tramps Vest" and "A Thousand Trees". The band reached mainstream success with the release of Performance and Cocktails in 1999 and have achieved a total of ten top-ten singles as well as one number one: 2005's "Dakota". Having sold around 9 million copies worldwide, Stereophonics are one of the most successful Welsh rock acts.

## **Event Management Team**

- 2.1 Glyndwr University will be the Safety Certificate Holder and have ultimate responsibility for public safety at the event. VMS Live, Capita PLC and ComplianceUK will be working on behalf of the venue to provide additional expertise and assistance to ensuring the ground management adequately discharge their statutory functions under the Safety at Sports Ground Act and other relevant pieces of legislation.
- 2.2 As required under the Special Safety Certificate there will be a designated Safety Officer (Edward Grant Capita PLC) and two designated Deputy Safety Officers in place for the event who will have ultimate responsibility during the event for ensuring the terms of the Special Safety Certificate are met. See section 3.0 for full details of Safety Officer Team.
- 2.3 Kilimanjaro Live are the event promoter and will have responsibility for all aspects of the production of the event and any additional site overlay brought in to support the production. Table 2.0 details the key members of the event management team.

## **VMS Live Profile**

- 2.4 VMS Live was set up as an event management and event delivery consultancy in autumn 2007. VMS Live have a range of clients across the UK ranging from the Arena Racecourse Company (ARC) to the University of Manchester, University of East Anglia producing and managing events ranging from indoor concerts to larger outdoor events for artistes such as Simply Red, Tom Jones, Spandau Ballet, The Human League for audiences of 20,000+. VMS Live Managing Director Steve Forster has over 25 years' experience of event

management and delivery including Euro 96 Football Championships at Wembley Stadium alongside extensive green field experience.

## ComplianceUK Profile

- 2.5 ComplianceUK was set up as a specialist fire safety and licensing compliance consultancy 5 years ago. ComplianceUK have a range of clients across the UK ranging from the O2, to Tate Modern and have been involved in licensing applications such as the Olympic Park site in Stratford and Osea Event Island in Essex. The Founder Alan Lynagh has over 20 years' experience in licensing and technical safety having worked on events such as The Queens Diamond Jubilee, The London Olympics 2012 and British Summer Time concerts at Hyde Park.

## Capita PLC Profile

- 2.6 Capita PLC are a specialist event safety business that delivers practical and pragmatic safety solutions and creates value for clients. They provide a unique blend of services and expertise, by working closely with clients to transform and modernise their events, combining our global experience in the events and leisure industry with real world solutions to reduce costs, enhance services and enable our clients to deliver the safest event possible. Their clients include both central and local government, investors, private event organisers, promoters, charities and a wide range of national and multinational creative and experiential agencies. They are a division of Capita Property and infrastructure, a wholly owned division of Capita plc.

**Table 2.0 – Event Management Team**

| Title                       | Name                      | Contact No.      | Email                                                                              |
|-----------------------------|---------------------------|------------------|------------------------------------------------------------------------------------|
| Safety Officer              | Edward Grant              | 01928<br>740249  | eddy.grant@capita.co.uk                                                            |
| Deputy Safety Officer       | Martin Bradley            | TBC              | Bradleymartin1@hotmail.co.uk                                                       |
| Deputy Safety Officer       | Alan Lynagh               | 07805<br>362095  | complianceuk@live.com                                                              |
| Venue Event Manager         | Steve Forster             | 07970<br>480889  | steve@vmslive.org                                                                  |
| Event Manager               | Zac Fox                   | 0203<br>6649918  | zac@kilimanjarolive.co.uk                                                          |
| Production Manager          | Neil McDonald             | 07702<br>152653  | neil.mcdonald@mac.com                                                              |
| Site Manager                | Ange John                 | 07729<br>265128  | ange@angejohn.co.uk                                                                |
| Video Vendor – Ogle Hog     | Chris Saunders            | TBC              | Via production                                                                     |
| Audio Vendor - Capital      | Martin Connolly           | TBC              | Via production                                                                     |
| Lighting Vendor – Neg Earth | TBC                       | TBC              | Via production                                                                     |
| Tour Health & Safety        | Chris Burke/<br>John King | 0191 300<br>6200 | <a href="mailto:chris@rocksafely.com">chris@rocksafely.com</a>                     |
| Security (Production)       | TBC                       | TBC              | TBC                                                                                |
| Crowd Management (FOH)      | Andrew Stevens            | 07730<br>538008  | <a href="mailto:AndrewStevens@apsecurity.co.uk">AndrewStevens@apsecurity.co.uk</a> |

## Promoter Profile

- 2.7 Kilimanjaro Live Ltd are national concert promoters and festival organisers. The company started in 2008 as a joint venture between global promoter and venue operator AEG and CEO Stuart Galbraith, formally MD of Live Nation. It has since been subject to a management buy-out and is now an affiliate of the DEAG group of companies.
- 2.8 Kilimanjaro Live promote and organise around 500 shows per year in venues with capacities from 200 up to stadiums and green fields at 80,000 people. These include the Sonisphere Festival at Knebworth Park and arena tours from artists such as Peter Dinklage, Wet Wet Wet, Nitro Circus and Andrea Bocelli. Many of these stars, such as Red Hot Chili Peppers and Simply Red have been promoted by Galbraith and his team since their early beginnings. Kilimanjaro also promote and organise the Kew the Music concert series at Kew Gardens and Live at Chelsea series at the Royal Hospital Chelsea.

## Audience Profile

- 2.9 The profile of the audience predicted to attend the event is of a 60:40 male to female ratio, with the age range in the mid-twenties to early fifties and most attending being in friend cohort groups.
- 2.10 The expectation of adverse crowd dynamic stemming from over exuberance or intoxication is reasonably low and there is minimal risks arising from the results of substance abuse. Ground management's assumptions are that the crowd expected will be relatively well behaved and susceptible to instruction and advice from stewards and event personnel.
- 2.11 Whilst it is likely that opportunistic or professional criminals may target the crowds the likelihood of criminal behaviour on the part of the crowd itself is negligible. It is likely that the main risks arising from the crowd will stem from sheer numbers and co-ordinated dynamics such as dancing. Ground management will ensure that the crowd management and stewarding plans put in place are robust and fit for purpose to manage this.

## Proposed Capacity

- 2.12 The current proposed capacity for the event is 19,958 and the proposal would be to split the capacity between the existing stands (seated) and the pitch (standing). Appendix G fully details the capacity calculations and flow rates to support this capacity.

**Pitch (Green) 12,500**

**Mold Road Stand (Blue) 2435**

**University Stand (Orange) 2041 (Upper only)**

**Yale Stand (Red) 850 (Lower) 2132 (upper)**

**TOTAL 19958**

## Ticketing

- 2.13 Ticketing will be managed by Kilimanjaro Live Ltd and all tickets will be sold in advance of the event via See Tickets and Ticket ABC (on behalf of the venue). Tickets stock will be from See Tickets and ticket cost will be £40.00 Standing and £47.50 Unreserved Seating. As part of the ticket conditions all children under the age of sixteen years must be accompanied by an adult. Tickets are all to be posted by recorded delivery to customers close to the show date. Tickets will be exchanged for an entry wristband colour coded to their specific viewing area.

## Accreditation

- 2.14 An accreditation plan will be in operation to ensure that access to restricted areas is controlled. Staff will be issued with the appropriate pass and will be required to wear it at all times whilst on site.

## Show Timings

- 2.15 The event will take place on Saturday 2<sup>nd</sup> July 2016 and table 2.1 details the proposed event timings.

**Table 2.1: Event timings**

|                             |                                                                  |                    |
|-----------------------------|------------------------------------------------------------------|--------------------|
| Event Timings               | Gates:                                                           | <b>15:00</b>       |
|                             | Opener:                                                          | <b>16:30-17:00</b> |
|                             | Support two:                                                     | <b>17:25-18:05</b> |
|                             | Catfish and The Bottlemen:                                       | <b>18:30-19:30</b> |
|                             | Stereophonics:                                                   | <b>20:00-22:00</b> |
|                             | Close:                                                           | <b>22:00</b>       |
|                             | Curfew:                                                          | <b>22:30</b>       |
| <b>Site Build and Break</b> |                                                                  |                    |
| Build & break period:       | Monday 27 <sup>th</sup> June – Tuesday 5 <sup>th</sup> July 2016 |                    |
| Show Day:                   | Saturday 2 <sup>nd</sup> July 2016                               |                    |

### 3. Site Overview

3.0 The Racecourse stadium is approximately five minutes walk from the local bus and car parks and is a bus ride distance from the local rail station being situated just off the A483. The ground currently benefits from a safety certificate and a premises licence and in line with the current safety certificate requirement the ground management are applying for a special safety certificate to allow this event to take place. A proposed event site plan can be found attached in Appendix B.

3.1 The stadium is located on the outskirts of Wrexham town centre and comprises of four main stands three of which will be used for seated accommodation for the concert:

- The Kop – Currently unused due to physical condition and will remain unused for the event. The Stand occupies the Eastern side of the ground and the stage has purposefully been located backing onto this stand due to maximise space within the ground footprint
- The Mold Road Stand – This stand is located to the south of the ground and was completed in 1999 giving it a more modern design than the other two stands detailed below. The structure principally comprises a structural steel frame with pre-cast concrete sections forming the main seated area within the stand. The roof structure comprises a cantilevered structural steel frame over-clad with a lightweight profiled steel roof. Internally, the facility is split up providing catering, welfare facilities, hospitality suites, a media room and a security suite.
- The University Stand – The University Stand occupies the whole of the western side of the ground. The stand's construction generally comprises a structural steel frame with pre-cast concrete sections forming the seating area. The roof structure comprises a structural steel frame over-clad with a powder-coated profiled metal roof covering. Internally the accommodation features toilets, concessions, storage and some additional ancillary accommodation.
- The Yale Stand is located to the north of the ground and was built in 1972. The stand comprises a structural steel frame with pre-cast concrete sections forming the main stand and seated area. The roof structure is of steel frame construction and is over clad with powder-coated profiled steel roofing sheets. Internally the facilities generally comprise the main changing rooms, physio rooms, match day officials room and other welfare facilities, and also incorporate the club's general administration facilities. The first floor level generally accommodates the main boardroom and director's hospitality area, which leads out into the director's box/seating area. There is also a banqueting/conference area, which includes a commercial kitchen and bar area at first floor level and at ground floor level the main match day bar.

3.2 The stands are in good condition and are inspected by the venue and Local Authority at regular intervals and no changes to the arrangements within the stands are proposed. The ancillary areas of the stands will be used for green room areas, hospitality and various back of house functions. The stadium is completely fenced off by the building structure or perimeter gates to control unauthorised access.

- 3.3 The ground consists of a car park, which can accommodate up to 925 cars and coach parking can be provided at Ellis Way. A full traffic management plan is being drafted and this is covered in Section 11.0 for further reference.

## **Concessions**

- 3.5 Concessions will be sited in the Yale Car Park area and to the very rear of the pitch backing onto the lower tier of the University Stand. The stadiums existing catering outlets are also going to be utilised for the sale of food and beverages. Within the exterior compound on the stadium ground, approved merchandising outlets are going to be set up to sell merchandise to the public. All these stalls will be set up to allow sufficient room for the public to gather around the stall while not causing congestion between public walking past the stalls and public waiting to purchase merchandise/food.

## **Site Ingress**

- 3.6 Site ingress will be consistent with the current site ingress plan and as detailed in Appendices. The entry capacity has been worked out as detailed below:
- For the purposes of calculating entry capacity a maximum value of 660 persons per hour per turnstile should be used.
  - There are 23 turnstiles each with a measured flow rate of 522.
  - Therefore the entry capacity in one hour is  $23 \times 552 = 12,696$
  - This is based on football where the entry capacity is usually assessed for the final hour prior to a game. With the proposed concert the arrival patterns will be much slower, with the overall capacity of 19,958 likely to arrive over a much longer period, and not using turnstiles, but based on turnstile entry rates it will take 1 hour and 36 minutes
- 3.7 It is clear therefore that for the concert arrival patterns, which are likely to be over two to three hours the entry capacity will be more than adequate.

## **4. Risk Assessments**

- 4.1 Numerous pieces of legislation require risk assessments to be carried out, in particular, the Management of Health and Safety Regulations 1999. All work activities must be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people.
- 4.2 Hazards and risks that cannot be eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards
- 4.3 The risk assessment for this concert is based on the activities that will be undertaken whilst building and de-rigging the event and during the event itself. The assessment will incorporate the experience of the Event Management Team at previous events and at the regular football matches that occur at the ground and will also be based on site inspection of the site and overlay once in place.
- 4.4 The event risk assessment is set out in appendices

## 5. Event Health, Safety and Welfare

- 5.0 It is the policy of the ground management to achieve high standards of health and safety in all aspects of the Universities operations and to provide efficient management and resources to ensure the required level of performance in this function.
- 5.1 Ground management will therefore look to ensure the maintenance and monitoring of safe and healthy systems of work, which comply with or exceed current legislative requirements for the protection of our own employees working at the premises, others working at the premises and members of the public on the premises.
- 5.2 Ground management recognises that a number of activities linked to the production of this event could potentially involve risks to the health, safety and welfare of its employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment or property.
- 5.3 Ground management will therefore seek to ensure via appropriate scrutiny of on-site conditions and practices as far as is reasonably practicable, safe and healthy working conditions for employees and all other personnel working on behalf of the event and to ensure that any activity undertaken by the event does not adversely affect the health and safety of other persons.
- 5.4 All contractors will be sent the Event Health and Safety Policy in advance and will be asked to acknowledge that they understand the procedures in place at site when they arrive. The health and safety policy is available at Appendices.
- 5.5 Public safety is critical and the organisation of safety requires competence, control, co-operation and communication.

### Competent Persons

- 5.6 As required by the Special Safety Certificate ground management will ensure that a Safety officer and two Deputy Safety Officers are in place to oversee the event and lead the event safety operation. The Safety Officer and Deputies proposed for this event are detailed below with brief summaries of experience:

- Safety Officer - Edward Grant Dip SHEM; LL.B.(Hons) PGCLTHE; MA; CMIOSH; FHEA
  - *Qualified as a Chartered Safety and Health Practitioner specialising in Operations*
  - *Experience of venue management and operations at strategic and operational level.*
  - *Qualified as a Lecturer in Higher Education and worked with the EIF and HSE on producing the new Event Safety Guide as editor, and as co-author of 10 chapters, as well as on the new industry guide to temporary structures.*
  - *Extensive work experience in operational and safety management for mass participation public events.*
  - *In the 2012 was Capita Safety Consultant to Olympics responsible for moving people from transport interchange into the Park; then the safely*

*back again.*

- *Designed developed and delivered the strategy and the daily operations, with the diverse stakeholders around the Olympic Park- 20 million passenger journeys were safely completed for Olympic and Paralympic Games*
  - *Other works include; Artichoke at Lumiere Durham; NYE fireworks Rotterdam and several Olympic torch relay stages*
  - *Delivers training to College of Policing (formerly NPIA), Showsec for their venue and regional managers, and programme leader for the only HE course in event safety management.*
- Deputy Safety Officer – Martin Bradley
    - *Current Safety Officer for Ground as designated on the current Safety Certificate*
    - *Holder of NEBOSH General Certificate*
    - *IOSH Managing Safely Qualification*
    - *NVQ level 4 in Event and spectator safety management*
  - Deputy Safety Officer – Alan Lynagh MIOL MEPS
    - *BSc First Class Hons Building Control Surveying*
    - *District Surveyor Licensing at Westminster City Council*
    - *Chair Safety Advisory Group: Lords Cricket Ground*
    - *Chair Safety Advisory Group: Olympic Archery Event*
    - *Chair Legal and Technical Forum: Institute of Licensing, (2004-2014)*
    - *Member of AGOTS (Advisory Group on Temporary Structures which writes Temporary Demountable Structures)*
    - *Member of Drafting Committee, Technical Standards for Places of Entertainment*
    - *Member of ABTT Ceiling Working Party*
    - *Member of ECB (English Cricket Board), Crowd Management Working Group*
    - *BIIAB Registered Trainer*
    - *Winner of IOL Jeremy Allen award for excellence in Licensing in 2011.*

5.7 For the purpose of this event, ground management have also contracted ComplianceUK and Capita PLC to act as their advisors in all health and safety and public safety matters linked to the event and the special safety certificate application. ComplianceUK working with Capita PLC have drafted and quality assured this Event Safety Plan. This has been done in liaison with ground management and will work closely with the safety officers, contractors, local authorities and the event promoter to ensure that the highest levels of safety are implemented at all times and that Glyndwr Universities statutory responsibilities are being adequately discharged. Glyndwr University currently have a management contract in place with VMS Live to oversee Live Music & Event Management across their venue estate, the stadium included

5.8 The event promoter also has their own health and safety advisors (Rock Safely) to assist with production safety and the drafting of any production specific safety documentation. Ground management, the Safety Officers, VMS Live Capita PLC and

ComplianceUK will liaise with the production safety advisor and ensure that the requirements of this core plan are upheld and appropriate standards maintained.

- 5.9 Ground management will ensure that all documents and the event risk assessments are suitably updated during the planning stages until all details are finalised. Any queries regarding production safety issues will be directed to the promoters Event Safety Advisor and suitable action plans put in place to resolve issues.
- 5.10 All contractors involved with the event will be checked and scrutinised by ground management and the Event Promoter as appropriate. All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out at this event before being allowed to commence work on site.
- 5.11 Contractors and the employees of contractors and sub-contractors will be given or shall be deemed as having received suitable training for the tasks they are to undertake. Contractor's details will be maintained by the Promoter's Event Safety Advisor along with any relevant technical specifications, which will be lodged in a Technical File.
- 5.12 All contractors will be made aware of the need for themselves and their staff to have the appropriate PPE for the task, which they are contracted to carry out. It is the contractor's responsibility to provide this equipment.

## **Control**

- 5.13 Ground management will establish a hierarchy of control and this is outlined in the Event Management Structure in section 6. Ground management will have an Event Safety Team comprising of a Safety Officer, Deputy Safety Officers and an Event Safety Advisor (who will also act as an additional Deputy Safety Officer) who monitor and review risk assessments and safety documentation produced by the promoter for the event. It will be the responsibility of the event promoter, their Event Safety Advisor and other named individuals as appropriate to ensure any control measures are implemented and documents suitably updated.

## **Co-operation**

- 5.14 The ground management safety team will seek appropriate licences/permissions as appropriate and involve the relevant authorities including the Licensing Authority for the Special Safety Certificate and the Emergency Services as required. Information sharing will be undertaken both prior, during and after the event. An event debrief will be undertaken after the event involving all stakeholders and interested parties.
- 5.15 Co-operation between contractors and other working personnel on site is essential for the safe operation of the event. Site safety rules will establish a general working procedure to be adopted on the site. Deviation from the site rules will result in appropriate action being taken.

## **Communication**

5.16 Effective communication is key to the successful planning and delivery of an event.

Communication will take the form of:

- Operation of joint multi-agency control room in line with Special Safety Certificate and standard operating procedure of the Stadium under the Ground Safety Certificate
- Formal and informal meetings both prior and during the event
- Email and telephone exchanges
- Communication with the public through media streams, brochures and event programmes, stewards, sound systems and signage
- Communications between contractors and event staff will be through radio and meetings.

## **Health and Safety Welfare Overview**

### **Event Staff**

5.17 The Health and Safety at Work Act (Sections 7, 8 and 20) places certain duties on employed persons. Section 7 states: "It shall be the duty of every employee while at work:

i) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

ii) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co- operate with him so far as is necessary to enable that duty or requirement to be performed/complied with".

5.18 With reference to point (ii), ground management will ensure their own safety team and the promoter's Event Manager issues suitable instructions concerning safety in prescribed forms. This information will be readily available to the event staff to whom it is relevant and it is their responsibility to conform to the instructions given.

5.19 In addition, all event staff will be expected to report any hazard that they may observe in the course of their duties. Where a hazard becomes apparent as a result of an accident, incident, or near miss this must be reported using the appropriate reporting procedure.

## **Arrangements for Monitoring and Review of Health and Safety Performance**

5.20 Procedures for monitoring the application and validity of pre-planned safe systems of work will be through regular and random inspections of the site and workplace by the Event Management Team.

5.21 All contractors and freelancers will be expected to check the health and safety precautions being taken in respect of their own work activities and any items arising for immediate action will be conveyed verbally to the relevant persons on the Event Management Team.

## Welfare Arrangements

5.22 Welfare arrangements will be assessed and identified by the Event Management Team prior to any work activity proceeding and suitable toilets and adequate hand wash facilities will be provided at the venue and be available for the duration of the build and breakdown of all event infrastructure. The following existing sanitary provision will be made available for the Event period:

- **Mold Road Stand Ground Floor** - Gents Urinals – 24, Gents WC's – 6, Ladies WC's – 15, Disabled WC's – 2
- **University Stand Ground Floor** - Gents Urinals – 35, Gents WC's – 5, Ladies WC's – 14
- **Yale Stand Ground Floor (not including changing rooms, Physio area, shop or Cent)** - Gents Urinals – 45, Gents WC's – 11, Ladies WC's – 20

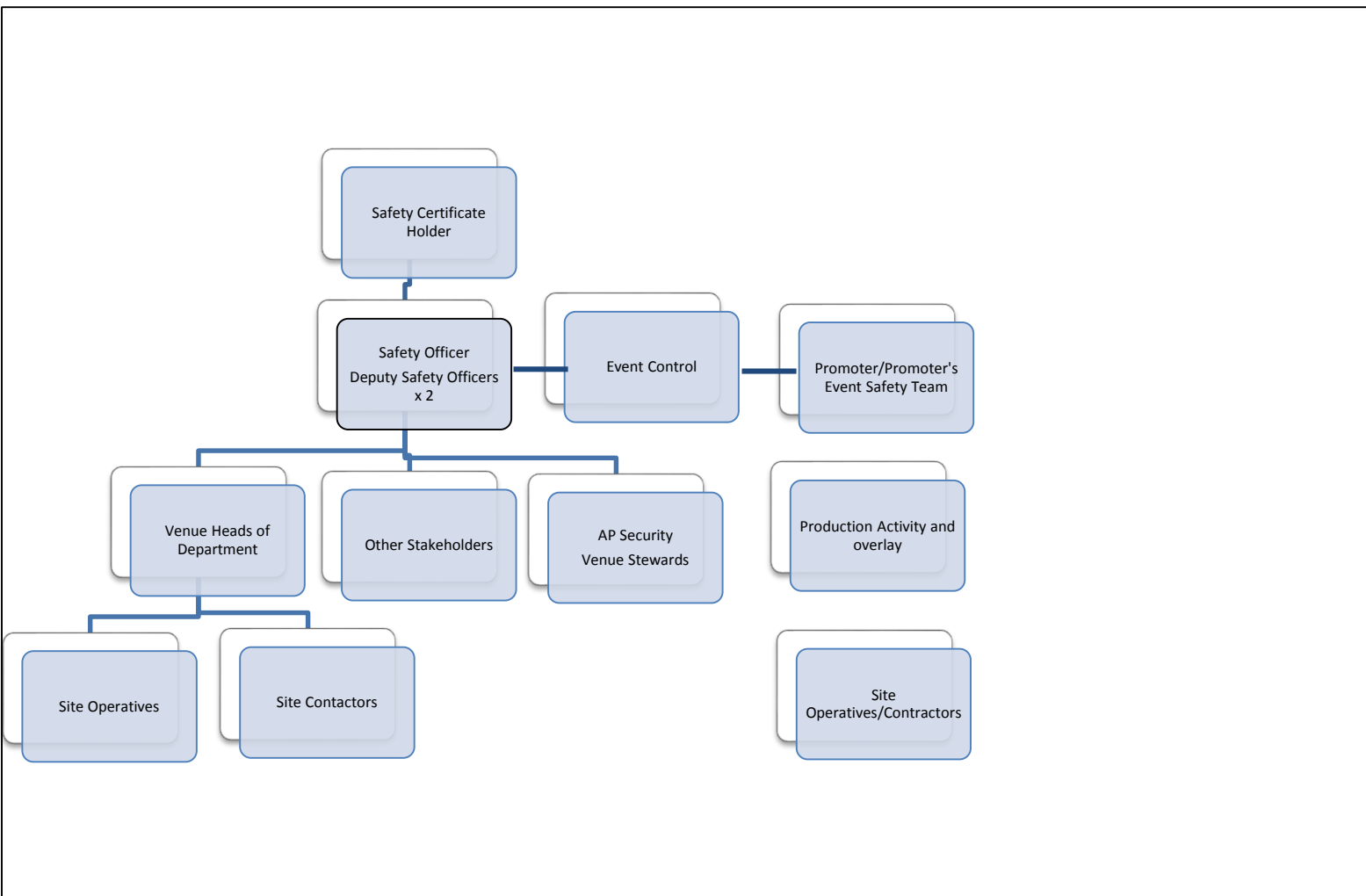
Ground management will ensure that suitable additional toilet provision in line with the appropriate British Standard are brought onto site for the event duration.

## Working Hours

5.23 Event staff may be required to work long hours to complete the event build and breakdown within the allocated time. Ground management will liaise with the Event Promoter to ensure wherever possible the production schedule is designed to allow for sufficient breaks and rest periods and to minimise long hours of work. Ideally staff should not work an longer than a 12 hour shift. Driving to and from the venue must be considered as work time. Event staff are not to undertake duties if they feel their safety is compromised by fatigue or work related stress.

## 6. Event Management Structure

- 6.0 The event will have two specific stages the planning stage (pre event) and the event stage (day of event). Ground management will have overall responsibility as the Safety Certificate Holder but the general split will be between the promoter who will be responsible for all things production based and the ground management who will be responsible for all things venue based.
- 6.1 The current safety structure is detailed below in Fig 6.0 as a guide to how ground management will internally manage the event and liaison with the promoter and their consultants. Event Control will be consistent with the match day approach and the safety officer and Deputy will be present in Event Control throughout the event with a representative of the promoter in the Event Control Room also to ensure clear lines of communication are in place at all times.



**Event Management Structure**

## Roles and Responsibilities

6.2 Below is an outline of the main roles and related responsibilities for the event:

- **Ground Management** - Glyndwr University as the special safety certificate holder will have ultimate responsibility for the safety of people attending the event. They will engage with the promoter and other contractors to ensure the conditions of the special safety certificate are being discharged and apply a level of scrutiny to the operations and plans of all those working within the ground.
- **Safety Officer/Deputy Safety Officers** – The Safety Officers will play a key role in the safety management of the event and will play a key role in developing and implementing the event safety management plans. Glyndwr University have appointed safety officers with relevant experience so that the local authority can be satisfied the individuals are competent and have the necessary knowledge and expertise to ensure there is no reduction in the (S) factor and therefore the proposed spectator capacity. On the event day the safety officer will be recognised as being in overall control of operational safety management and will have delegated authority from the ground management to make safety related decisions. The safety officer or designated deputy will be located in the Event Control Room throughout the event.
- **Event Promoter** – The event promoter will be ultimately responsible for organising the event and planning all aspects of the production. The promoter will understand the hierarchy of safety management and control for both the planning stages and the operational phases of the event. The promoter will cooperate with ground management and the Safety Officers on all matters connected with the safe running of the event. A representative of the promoter will be provided with access to the Event Control Room and will have direct access to the safety officer for the duration of the event.
- **Event Production Contractors and Suppliers** – Ground management and the promoter will ensure, where necessary, that only competent persons are employed to undertake work activity to stage the event. They will make proper investigations about the competence of those involved and obtain written evidence of their competency if required. This will ensure that they can competently undertake the type of work for which they are responsible. Responsibilities associated with the safe procurement, erection, use and dismantling of structures will be clearly defined in writing at the outset of the planning stage so there is no misunderstanding between parties. Where independent design checks are required the contractor will be responsible for ensuring these are carried out.
- **Local Authority** – The ground management and the promoter recognises that through its statutory powers the local authority will play an important role in the organisation and planning of the event. Ground management and the promoter will liaise with the local authority as required regarding all aspects of the ESSP and ensure that the ground is available for inspection to the local authority if required prior to its use for the event. Ground management and the promoter will ensure the ESSP and all linked documentation is available to the local

authority within agreed timeframes and in line with any conditions stated on the special safety certificate.

## **7. Fire Safety**

### **Introduction**

- 7.0 This plan details the required fire safety standards that will need to be in place to ensure their statutory responsibilities under the Regulatory Reform Fire Safety Order (RRO) are being fully discharged.
- 7.1 Once the event infrastructure is fully in place and the event specific risks can be assessed ground management will ensure a suitable event fire risk assessment for the event will be carried out by ComplianceUK and included in Appendix F. In addition, a full Occupancy Assessment can be found in Appendix G, which details the exit flow rates and maximum permissible capacities.

### **Fire Fighting Equipment**

- 7.2 Firefighting equipment will be provided in line with the event fire risk assessment and where appropriate the type and location agreed with the Fire Authority. It is recommended at this stage that all catering units have at least one operational 5kg dry powder and AFFF Foam extinguisher and a light duty fire blanket.

### **Site Access**

- 7.3 Site access for emergency vehicles will be determined by the nature and location of the incident. EVRP will be designated and secured by teams of stewards. Paramedics on foot will be escorted by security as required.

### **Fabrics**

- 7.4 All drapes, curtains, marquees and scrim cloths etc for the stage will be certificated to the relevant fire resisting/retardant standard. Samples of cloth will be available for testing upon request.

### **Waste**

- 7.5 Closed containers will be provided secure areas to the rear of the catering outlets and merchandise stalls to accommodate refuse generated during the event.

### **Concessions**

- 7.6 Each mobile caterer should be only permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision should be sufficient for the duration of the concert. Spare cylinders will be stored in a secure well-ventilated location in a remote compound.
- 7.7 All caterers will need to submit certification to the effect that their LPG installations were installed and have been inspected by a CORGI registered engineer in the 3 months preceding the concert.

## **Generators**

- 7.8 Petrol generators will not be permitted on the site.
- 7.9 Stewards who may be called upon to use fire-fighting equipment should be trained to a suitable standard. The use of fire-fighting equipment by stewards or others employed on the site should be considered to be an emergency first measure only and the Fire Brigade should always be called via the 999 system for every actual or suspected fire even if it is considered to have been extinguished.
- 7.10 All on-site 999 emergencies will go via Event Control. Stewards will be advised of this arrangement during the on-site briefing. Should any 999 calls be made directly by the public, the 999 centre should communicate with Event Control before action is taken.
- 7.11 The Event Management Team will carry out checks prior to opening and during the concert to ensure that all required fire safety standards are adhered to. Such details will be in addition to any checks/inspections undertaken by the relevant licensing and enforcement authorities.

## **Stages**

- 7.12 The stages will be provided with 2 water extinguishers, 2 CO<sup>2</sup> extinguishers and a light duty fire blanket.

## **Generators**

- 7.13 All proposed generators should be equipped with a CO<sup>2</sup> and a dry powder extinguisher.

## **Front of House**

- 7.14 The mixer control position should be equipped with a CO<sup>2</sup> extinguisher.
- 7.15 Fire points will be located throughout the infrastructure and will be equipped with 2 H<sub>2</sub>O and one dry powder extinguisher.
- 7.16 An emergency access route will be established into the event site. This must be kept clear of traffic obstacles.

## **Structures**

- 7.17 Although at this stage there are understood to be no marquees proposed if this changes ground management will ensure that the size of any proposed marquees and

how many final exits are available in each will be used to calculate exit capacity and consequently public capacities. This will be calculated in accordance with the *Technical Standards for Places of Entertainment, Approved Document B to the Building Regulations*, Home Office Guide to Fire Precautions in Existing Places of Entertainment and Large Places of Assembly. Ground management will also ensure that the entrances and exits are not obstructed or compromised by other structures, equipment or ballast blocks.

7.18 All drapes, camouflage, netting and decorations used will be certified in terms of fire retardancy in accordance with the relevant British and European standards. Marquees and tents over 50m<sup>2</sup> should follow the requirements of *BS EN 13782:2005* and in any case have the following: -

- Capacity calculations
- Adequate fire exits signed and illuminated to *BS 5266* and *BS 5499*
- Additional emergency lighting (if required) to *BS 5266*
- All marquee coverings must be inherently or durably flame retarded when tested to *BS 7837: 1996*
- All unattached lining materials are to comply with British Standard 5867: Part 2, fabric type B, the specification for fabrics for curtains and drapes
- Floor coverings should be fire retardant to *BS 4790*
- Fabrics tested to the following standards are also considered acceptable:
  - *BS 5438*, Tests 2A and 2B,
  - *BS 7157*,
  - French Standard NFP 92503, Performance Level M2,
  - German Standard DIN 4102, Part 1, Performance Level B1,
  - Italian Standard UNI 9174, Performance Level M2,
  - USA Standard NPFA 701, Large Scale test

7.19 Following the introduction of the Smoke-free (Premises and Enforcement) Regulations 2006 all areas covered within these Regulations will have appropriate signage and will be monitored by security staff.

### **Production/Build/De-rig**

7.20 Prior and post the event, the site will be run as a construction site with all normal health & safety protective measures in place; safety on site will be coordinated by the contracted security providers.

7.21 There may well be large numbers of personnel working on site during the build up to the event, distributed around the site on various projects. Communication during this period should be by two-way radio as working areas can be remote from each other. Owing to the geographical size of the site and the low risk of any fire hazard affecting the whole working area, it is recommended that no site wide evacuation plan is required for these periods; instead, the event organiser should ensure that local evacuation procedures are in place during these periods.

7.22 Portable Fire Fighting Equipment will be located strategically around the site during build and de-rig periods and crew will be instructed to inform security control of any outbreak of fire.

## **Signage**

7.23 All fire safety signage will comply with BS 5499-5 and BS 5499-5 and be clearly visible whenever the public, staff and contractors are on site. Where necessary escape route signs should incorporate a directional arrow to assist in the flow of people to the exit route. All signs will need to be adequately illuminated and the options to provide this will be dependent on the location of the signs within the specific event site layout. Illumination to signage should be achieved by either:

- External means (primary/secondary lighting)
- Internal illumination (maintained fittings): or
- Self-luminescence

## **Means of Raising the Alarm**

7.24 Ground management will liaise with the Promoter to ensure there is a clearly detailed means by which the alarm can be raised in the get in, performance and get out period with a breakdown as required of technical areas, front of house areas and other portions of the existing infrastructure.

## **Performance Stages**

7.25 The stage will be faced with a suitable barrier to segregate the audience viewing and performance areas. Unless justified within the event specific fire risk assessment the stage will have a minimum of two exit routes.

7.26 The major hazards for the stage areas are likely to be:

- Electrical fires on stage
- Fire within the back of house production area
- Audience instigated fire in the front of stage area

## **Methods for Maintaining Means of Escape**

7.27 Regular patrols by security will be in place throughout the event and safety inspections carried out by the designated safety team. Stage areas will have a permanent security presence and there will be a high concentration of trained production staff in these areas. All public exit routes will be designated by exit signage and where required maintained lighting.

7.28 Any responding emergency services teams will be met at the designated RVP's (TBC) and directed to the incident.

## **Fire Safety Policy**

7.29 A copy of the Event Fire Safety Policy can be found in Appendices

## 8. Electrical Systems

- 8.0 Event power supply requirements are yet to be fully determined subject to the available infrastructure, utilities and distribution available but ground management will ensure that a suitable Power Plan is in place. Petrol generators will not be permitted on site. The following information will be impressed on the promoter and all contractors on site.
- 8.1 All electrical installations and equipment used should comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers "Regulation for Electrical Installations" and other relevant guidance. Regard should be paid to HSE Guidance Note GS50: "Electrical Safety for Place of Entertainment". Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances should be provided.
- 8.2 Ground management will ensure that all work is carried out under the control of a competent electrician and suitable certificates in a form prescribed in the 17<sup>th</sup> Edition of the IEE Regulations are provided prior to the event opening. Copies of these certificates will be stored in the event safety file.
- 8.3 Diesel generators may be used on site as required for the event, the condition of the generators will be inspected by a competent person prior to the event opening and signed off for use. Ground management will ensure that fire-fighting equipment is provided prior to use and that all generators and structures are suitably earth bonded where necessary.
- 8.4 Ground management will look to ensure that hand held tools, where possible, are 110v or battery operated. Where this is not possible and for other hand held equipment residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds should be used. Test buttons should be incorporated into the residual current device (RCD).
- 8.5 All items of electrical equipment brought on site will be subject to a visual inspection before installation. This will include checks for loose connections, split, broken or missing insulation and for any signs of scorching or arcing. Cables will be routed so they will not cause a trip hazard or obstruction and so unauthorised persons cannot gain access to live connections. All cable runs in areas subject to vehicular traffic will use heavy duty cable ramp to prevent cables becoming chafed or broken.
- 8.6 Ground management will look to ensure that all items of electrical equipment brought onto site will be covered by a current PAT test as described in - Maintaining Portable and Transportable Electrical Equipment (ISBN 171617151).
- 8.7 No employee shall undertake the repair or maintenance of any electrical equipment unless competent to do so and all electrical equipment will need to be isolated from supply before any service, repair or maintenance work is carried out.
- 8.8 As the concert progresses into the hours of darkness additional lighting may be required in certain areas. Temporary structures will be fitted with appropriate levels of emergency exit signage and non-maintained emergency lighting. These emergency lighting systems will be thoroughly tested prior to the audience entering

the site.

- 8.9 Other suspended lighting and PA apparatus should be fitted with suitable safety chains.

## **9. Temporary Structures and Infrastructure**

- 9.0 Ground Management will ensure all temporary structures are designed and procured in accordance with the guidance contained in Temporary Demountable Structures 3. Full details of all such structures for the events will be provided to the SAG in time for their full consideration prior to the event and once the site plan for the event has been effectively locked down no additional structures will be erected unless specifically approved via the SAG.
- 9.1 Ground management will ensure full technical drawings, supporting calculations and any relevant test results to be made available before construction commences and all design loads to be in accordance with the appropriate British Standards having regard to their location and use.
- 9.2 Ground management will liaise with the promoter to ensure all main contractors submit safety method statements in respect of their onsite activity; this should also include risk assessment and insurance documentation. All activities at the event site relating to the erection and construction of the structures will be monitored by the Event Management Team who will ensure that contractors and personnel follow safe working practices.
- 9.3 All structures will be checked by a competent person and certified as being safe before they are used. Any stages, trusses and lighting bars must be fully specified by the production company and weight loadings, including a safety factor/margin must be submitted to the staging and tent/marquee company where appropriate.
- 9.4 Ground management will liaise with both the Production Company and the staging company to ensure that all structures erected are able to accommodate the static and dynamic loading for all suspended equipment. Where necessary roof plots and loading calculations will be requested for the grid including all nodes and truss rigging points. If chain hoist motors are proposed ground management will ensure the loading includes a safety factor for the snatch motion of the chain hoists.

### **Barriers**

- 9.5 Ground management will ensure that barriers including front of stage 'Pit' barriers are erected as required within the ground with a 6 kN/m rating and in accordance with any audience/crowd management plans. There will be no public access to backstage areas.
- 9.6 All pedestrian routes will have pedestrian barriers installed in high-risk areas. Security and stewards will ensure the barriers are in place 2 hours before the concerts gates are to be opened. Traffic route areas do not consist of barriers will be kept clear by crowd management staff.
- 9.7 The Event Management Team or the nominated safety representative during the build period should check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor should ensure that they are safe, secure and highlighted

## **10. Security/Stewarding**

- 10.0 The front of house (public areas) stewarding arrangements for the event will be provided by A.P. Security (APS Ltd) who specialise in event security and who specialise in event security and are familiar with this type of venue and the crowd dynamics associated with this type of event.. AP security will be supported by Ground Stewards who operate and manage the stadium on match days
- 10.1 An Event Stewarding Plan is in appendices. The Plan will identify the numbers and location of stewards, each to be located on a site plan and submitted to the police and local authority for approval together. In order to carry out the stewarding effectively, a chain of command will be established under the guidance of the Event Management Team.
- 10.2 The steward's main responsibilities will be to assist crowd management, prevent overcrowding, reduce crushing problems, minimise injury, prevent unauthorised access and provide assistance to the police and other emergency services.
- 10.3 Key stewards will use radios and be trained in radio procedure and discipline. Security control will be located in Stadium Control in the Mold Stand A full briefing session will take place prior to the commencement of the concert. Stewards will be positioned at all pitch side perimeter gates to support the evacuation methodology proposed in the Occupancy Assessment.
- 10.4 The AP Security and groundStewarding Company will be aware of the SIA requirements for registered door supervisors. It is the intention to have SIA registered staff on the gates, bars and on the response team's.
- 10.5 Kilimanjaro will contract a recognised security company to provide stewards and security officers for the back stage and technical areas and ground management will provide internal/external stewards and security officers for all other areas.

## **11. Crowd/Traffic Management**

### **Build/Breakdown Controls.**

- 11.0 The management of the build areas falls under Kilimanjaro control who are responsible for safety management in that area including prevention of unauthorized access. The aim is to minimize the risk on site throughout the event build and breakdown ground management will ensure that all materials and equipment will be securely stored or closely monitored, with appropriate stewarding/security organised temporarily if alternative storage cannot be sourced. All materials and equipment will be highlighted with hazard tape if required.
- 11.1 Ground management will look to ensure that all vehicle movements around the site are strictly marshaled, all contractors observe a strict 5mph speed limit throughout the event site footprint and head lights are used by all moving vehicles.
- 11.2 During the erection and dismantling of any structures, ground management will look to ensure hard-hat areas are established where necessary and highlighted with hazard tape. Security will be responsible for ensuring these areas are suitably controlled at appropriate times.
- 11.3 During the build/breakdown ground management will monitor general work operations alongside the promoters safety advisor and intervene where necessary if unsafe practices are being committed.

### **Event Day**

- 11.4 The public who have purchased tickets for the seated stands will be allowed access through the existing turnstiles and identified control ingress points. Given that these entrances are used on a regular basis and are designed and constructed to handle the expected crowd numbers additional measures are proposed. However, security personal will be positioned in these areas to manage crowd flow and address any problems that may arise. In addition to this the Event Management Team will monitor these areas on a regular basis.
- 11.5 For the public who have purchased tickets for the standing area on the pitch dedicated gates for entrance onto the pitch will be provided. Gates have been identified on the Ingress Map and this will be reflected in this Event Safety Plan. To ensure crowd management and to avoid disorder and potential risk of crushing to the public, queuing systems may be established and security personal positioned in relevant area as required. However due to the relatively slow build of the audience this is not envisaged to be an issue for crowd ingress.
- 11.6 Amberon Traffic Management have been contracted to provide a full Traffic Management Plan. They are being provide will a complete record of all registered purchase addressed to assist in the preparation of an informed review of customer's potential departure points and post event destinations. Amberon are known to the ground and local authority and a copy of the completed Traffic Management Plan will be included at Appendices

## **12. Food, Refreshment and Traders**

- 12.0 The Event Management Team will obtain details of all external caterers. Food and refreshments will be available throughout the site from a variety of catering outlets, some using establish hospitality areas, others from specialist mobile event caterers from National Outdoor Caterers. Such vehicle will as condition of entry be subject to inspection. The Event Management Team will ensure that all drinks are sold and dispensed in plastic receptacles prior to and during the concert.
- 12.1 Stewarding should ensure that catering vehicles will not move whilst the audience is still on site. Vehicles will not be permitted to move for one hour following the end of the entertainment. All contractor vehicles must use their hazard warning lights during movement.
- 12.2 Sections of fencing may be used to provide compounds for catering units, preventing members of the audience accessing preparation areas and gas storage.
- 12.3 Crew catering will be located in the football club's existing catering facility and is to be provided by the Football Club's in-house catering company. If this changes this plan will be suitably updated.

## **13. Waste Disposal**

13.0 Waste bins will be provided for all catering waste secure areas to the rear of catering units. The Event Management Team will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the concert periods.

6.11 The general provisions below will apply for the waste management of the event:

- Site management will ensure general litter is picked up from the event site on a regular basis throughout an event
- There will be designated litter pickers/cleaner who will work during opening hours of the event
- Bins will be emptied on a rotational basis throughout the day by the designated waste contractors
- Refuse shall not be stored anywhere on the site except within designated areas
- All refuse will be removed from site on a regular basis
- No food or other attractive material to rodents will be kept exposed on site outside event periods
- First Aid Waste: Contaminated waste from the designated First Aid area will be stored in a secure first aid room until removed from site by specialist contractors
- Wherever possible waste on site will be recycled

## **14. Organisation and Contractors**

14.0 Ground Management intends to fulfil its responsibilities under Health and Safety Legislation and good practise when hiring contractors by taking all reasonably practicable steps to ascertain the level of health and safety awareness and competence of such third party organisations. All contractors will be expected, prior to commencing work, to provide details of how they intend to undertake the work in a safe manner and risk assessments and method statements will be required.

14.1 To facilitate compliance and ensure awareness of potential health and safety problems contractors will receive information in respect of site practises, access routes, and access times and each company will be asked to submit the name and on-site contact details of a nominated person who will be available on site to liaise with the Event Management Team on health and safety issues.

### **Site Rules and Induction**

14.2 To give an indication of the behavioral and work standards ground management will be insisting on below is a brief list of current proposed site rules for all event staff on site. In lision with the promoter this may change but this is provided as a guide at this stage.

1. Everyone has a statutory duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Everybody working within the event site should be aware of and comply with their employers Health & Safety policies and working practices.
2. All personnel involved in working within the event site shall be required to be familiar with the information contained within this document, which shall constitute the minimum level of Health & Safety Induction.
3. Staff working outside the buildings will be required to wear hi visibility waistcoats or jackets.
4. Ensure banksmen are used when maneuvering vehicles, the speed limit on site will be 5mph, do not leave materials unattended and ensure working areas are barriered from general entry.
5. Suitable clothing and footwear should be worn at all times. Personal protective equipment shall be worn wherever appropriate for the work activity. The Event Management Team and the promoters safety advisor have the discretion to insist on the wearing of PPE as they see fit.
6. All employees and contractors shall immediately report any unsafe practices or conditions to the Event Management Team.
7. All personnel should be aware that the event site is a hazardous area. The types of hazards that are most likely to be encountered are:-

- Floor based equipment & cabling – leading to potential slips, trips and falls
  - Overhead working – leading to potential injury from falling objects
  - Electrical installations – leading to risk of electric shock
  - Moving traffic
8. All working at height must employ a safe system of work. All persons involved in such work must wear / use appropriate safety equipment.
  9. Work should be well planned and supervised to avoid injuries in the handling of heavy materials and appropriate risk assessments in place.
  10. All incidents, accidents, near misses and injuries must be reported to the Event Safety Teams.
  11. No worker should undertake a task unless trained and competent and is authorised to carry out the task.
  12. All waste materials must be disposed off carefully and in such a way that they do not constitute a hazard to other workers.
  13. No one may interfere with anything provided in the interests of health and safety.
  14. No person shall be allowed to work if they are under the influence of alcohol or drugs.
  15. First aid will be available on site from qualified first aiders via the Production Office.
  16. In the event of a fire:-
    - Inform Event Control when in operation or the Production office
    - Get out of danger to a place of safety
    - Only tackle the fire if it is safe to do so and you are competent in the use of fire fighting equipment.
  17. Failure to comply with the above rules or to follow good practice, or compliance with your own company/organisation's Health & Safety Policy may result in suspension of the activity/operation concerned and the possible removal from site.

## **15. Medical/First Aid Provision**

- 15.0 St John Cymru Wrexham Division have been contracted to provide medical/first aid cover for the event. This organisation has prior knowledge of the ground and locality and will ensure that medical provision is in line with appropriate guidance. An Event Medical Plan will be inserted into Appendix K covering fully the event medical provision once completed by St John.
- 15.1 As a guide first aid facilities will be provided on site for all staff and audience members during the concert period. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the ambulance service shall be called via the 999 system if the need arises.
- 15.2 All local hospitals should be given prior notification of the event, following the consultation process. Prior to the concert commencing all on site medical staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points Emergency Vehicle Rendezvous Point (EVRP) and forward ambulance aid points. EVRP's will be reviewed by the Event Management Team and designated depending on the location and type of emergency.
- 15.3 It is understood that the proposed first aid points will be located in the physio room in the Yale Stand and the Medical room in the Mold Stand. Given that identical facilities/arrangements are used on match days these arrangements are deemed to be adequate. However, to ensure that there is adequate medical cover is in place for the pit area, additional personal and locations have been discussed with St Johns and their Medical Plan will assess and address this issue.

## **16. Communication**

- 16.0 The importance of communication on site is critical to a successful event. There needs to be clear and effective lines of communication between contractors and management on site. In addition, the Event Management Team, The Police, The Local Authority and the Stewards will all need to communicate effectively and the Event Management Team will look to create an environment where this can occur.
- 16.1 A Radio communication system will be used by all relevant personnel including Event Management, stewards, security etc. It is imperative that all radio frequencies are submitted to the Event Management Team prior to the event in order to prevent crossover. Correct radio procedure and discipline shall be maintained.
- 16.2 All senior officers will have mobile phones to back-up radio communications and the Event Control will be located in the existing Event Control Location. Event Control is served with phone lines, and a cellular phone line.
- 16.3 Communication with the public should be carried out when necessary by using the Concert PA system and/or the In house PA system allowing clear and audible messages to be delivered.

## **17. Sanitary Accommodation**

- 17.0 There are currently adequate numbers of toilets and washbasins on site for the maximum match day attendances of circa 11,000. These facilities should be maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the concert and maintained to a high standard of hygiene.
- 17.1 Additional temporary toilet facilities will be brought onto site in line with the requirement for the proposed maximum occupancy of 19,958. This will include disabled facilities at an appropriate level for the anticipated capacity. The location of these facilities are currently being discussed by the Event Management Team and will be detailed on the site plan once locked down. All toilet locations will be clearly signed in the banner type format.

## **18. Emergency Procedures**

- 18.0 Any emergency will normally require a multidisciplinary approach, in which the Event Management Team, the Police, the Ambulance Service and the Fire Authority services may all play a part. An emergency evacuation plan will be drawn up laying down formalised emergency procedures. The emergency plan used for this event will be based on the principles of those used for the football ground, which has been previously approved by all emergency services and the Local Authority.
- 18.1 These procedures are currently being adapted to ensure they adequately consider the new pitch capacity and the incoming temporary infrastructure and once completed will be inserted into Appendix L.

### **Event Control Team**

- 18.2 The concert will operate under the guidance of the Safety Officer & Event Control Team located in the existing Match Day Control Room. Dedicated external phone lines will be available and all radio communication will be controlled from a multi-agency centre located in the Event Control Room. Stewarding and the Event Management Team will be mobile and in radio contact with control to monitor and manage the crowd. Event Control should also have copies of the site plans indicating all services and relevant telephone numbers.
- 18.3 Event Control in conjunction with the wider Event Management Team and Stewarding Manager accept that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the concert infrastructure and the site and for taking appropriate decisions. However, the circumstances in which the police would take over this responsibility will have to be established. This will be done by means of a verbal hand over by the Safety Officer.
- 18.4 Clear protocols will be established within the Emergency Procedures in liaison with the emergency services for:
- Identification of key decision making personnel for designated risks
  - Provisions for stopping the Concert if necessary.
  - Identification of emergency routes to be used.
  - Identification of holding areas.
  - Details of coded messages.
  - Details of script to address audience.
  - Identification of rendezvous point for emergency vehicles.
  - Details of hospitals and traffic routes.

## **19. Event Inspections**

- 19.0 The Event Management Team will make itself available for pre site inspections with officers from the Local Authority and emergency Services as required. Inspections will where possible be at times to be agreed so all relevant parties can be in attendance

## **20. Accident Reporting and Investigation**

- 20.0 The accident book will be located in the Production Office, any employee, contractor or freelance worker who suffers an accident must ensure that the accident is reported to the Event/Venue Safety Advisor/Safety officer as appropriate as soon as possible.
- 20.1 In the event of a reportable accident (major injury, dangerous occurrence etc) the Event/Venue Safety Advisor/Safety Officer as appropriate will advise who is the correct company/individual to report the accident.
- 20.2 Reports should be made by the quickest practical means, normally by telephone and a note will be made of the call in the event safety file. A RIDDOR form (online) must be filled out. All accidents will be investigated by the Venue management or as appropriate and a written report will be provided.

## **21. Provisions for Persons with Special Needs.**

- 21.0 Ground Management are aware of the legal requirements under the Equality Act. They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs who may attend this event.
- 21.1 The existing viewing area within the stands has been utilised as it provides clear sightlines to the stage for those with mobility issues. At this time further discussion is taking place about any required additional viewing areas and if these are put in place they will be marked on the site overlay plan. These areas will accommodate patrons and carers.
- 21.2 There will be purpose built Disabled Toilets located close to any disabled viewing areas and these will be signed accordingly. Only persons with disabilities will be allowed to use these facilities and stewards will be in attendance in these areas.
- 21.3 Disabled parking will be made available as close to the event site as possible; and competent stewards will be in attendance to assist as required. All emergency and information signage will be clearly posted in a suitable font size and use appropriate contrasting colours. All emergency and information announcements as required will be made via the event/house PA system.

## 22. Contingencies

22.0 Full Contingency Plans are in place for the premises (inserted in Appendix M) when in use as a football stadium. Most of these will remain relevant for the concert use also but any required additional plans to reflect any introduced risks will be developed alongside the promoter and added to the existing plans in Appendix M.

22.1 The most likely additional risks and contingencies have been identified:

### Severe Weather (Heat)

- i) Constant supply of drinking water on site (including front of stage)
- ii) Sunscreen/block supply with medical personnel
- iii) Constant advice via stage PA and screens.

### Severe Weather (Wet & Cold)

- i) Suitable drainage immediately in front of stage area and on the public standing areas to prevent slipping.
- ii) Pre-warnings via the radio station if anticipated
- iii) Consideration of shortening/stopping show if very severe
- iv) Messages via stage PA advising people to leave if cold and wet

### Overcrowding

- i) Constant monitoring from Event Control to evaluate levels of crowd density
- ii) Briefing of Event Producer regarding crowd advice messages on moving back from stage
- iii) Consideration of stewarding line at FOH to be deployed to assist in movement backwards
- iv) Consideration of show stop

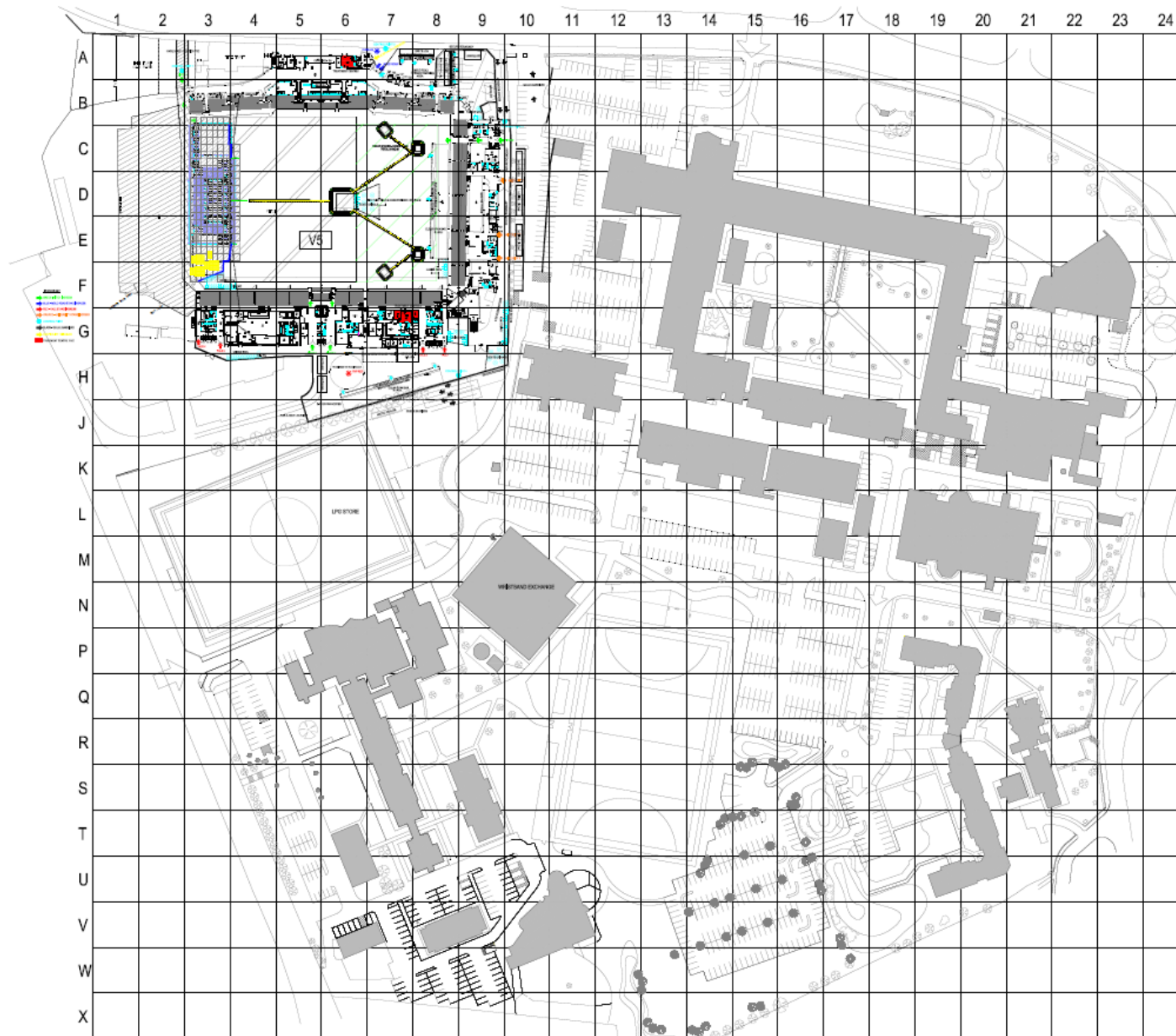
### Structural Collapse

- i) Constant monitoring of all structures throughout event to prevent overcrowding and unauthorised entry
- ii) If collapse occurs, suspension or termination of show to be considered
- iii) Inner cordon of stewards in immediate vicinity to separate crowd from area
- iv) Consideration of outer cordon to enable emergency services to deal with incident site
- v) Controlled evacuation on immediate vicinity

22.2 These key scenarios will be developed and expanded on once full liaison has occurred with the promoter regarding site overlay and this section fully updated.

# APPENDIX A

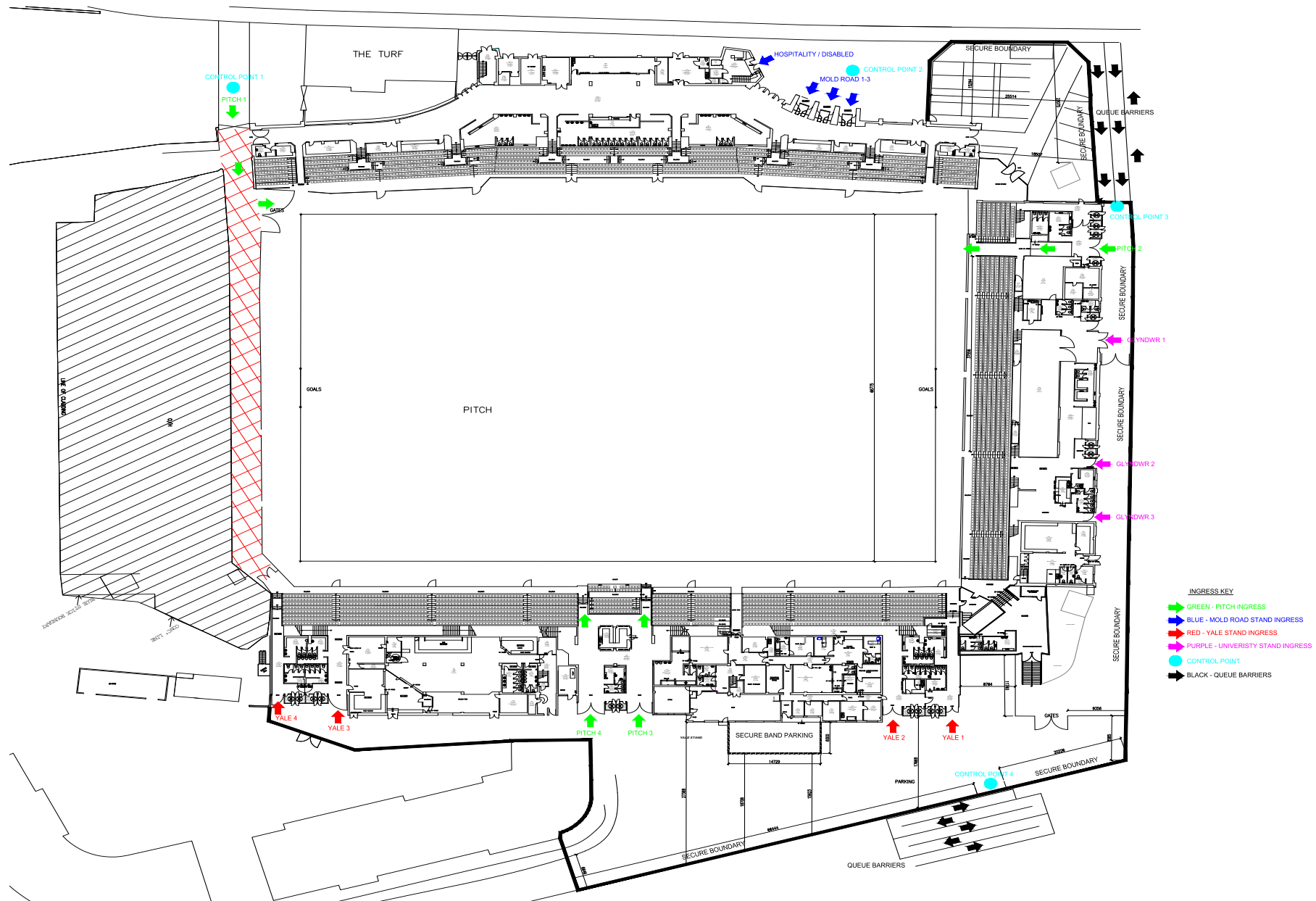
## Event Site Plans





# APPENDIX B

## Site Ingress/Capacity Plans





Stereophonics Live,

Racecourse Ground,  
Mold Road,  
Wrexham,  
LL11 2AH

2<sup>nd</sup> July 2016

Exit Capacity Assessment - Version 2

Date of issue: 20<sup>th</sup> June 2016

## Document Control & Notes

|                       |                                                                       |
|-----------------------|-----------------------------------------------------------------------|
| <b>Document Title</b> | Exit Capacity Assessment                                              |
| <b>Event:</b>         | Stereophonics Live                                                    |
| <b>Date:</b>          | 20 <sup>th</sup> June 2016                                            |
| <b>Venue:</b>         | Glyndwr University Racecourse Ground, Mold Road,<br>Wrexham, LL11 2AH |
| <b>Version</b>        | 2                                                                     |
| <b>Author</b>         | Alan Lynagh - ComplianceUK                                            |

## Contents

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| Floor Space Factors .....          | 5  |
| Means of Escape Calculations ..... | 6  |
| 4. Conclusions .....               | 10 |

## Introduction

- 3.0 This document is designed to support and supplement the prescribed Special Safety Certificate application for the proposed Stereophonics gig at the Glyndwr University Racecourse Stadium (hereafter referred to as the premises) on July 2<sup>nd</sup> 2016. It will look to detail the maximum capacities proposed and the basis for calculation.
- 1.1 The ground management accepts that the maximum capacity proposed will need to be monitored and reassessed as appropriate if there are any physical changes to the site or the proposed overlay (stages, relays, concessions etc). Ground management is also aware that the management of this capacity will form a key part of the crowd management safety plan.
- 1.2 The proposed event is a live music production with the Stereophonics as the main act. The intention is to utilise the existing seated infrastructure for the audience with additional standing audience provision provided on the pitch surface.
- 1.3 The Racecourse stadium currently benefits from a safety certificate and a premises licence and in line with the current safety certificate requirement the ground management are applying for a special safety certificate to allow this event to take place.

## Floor Space Factors

4.0 In line with the guidance in the SGSA's (Sports Ground Safety Authority) "Alternative uses of Sport's Grounds" document a maximum 0.4m<sup>2</sup> per person density is allowed for standing spectator/audience areas.

2.1 This density factor has been applied to the available audience areas only and any footprint taken up by the proposed infrastructure (stages, front of house and relay towers) and the subsequent sightline kill areas behind have been excluded from these calculations. Table 2.0 details the current available standing pitch capacity on this basis.

Table 2.0: Floor Space Pitch Standing Capacity

| Location | Overall available public area M <sup>2</sup><br>(approx.) | Capacity at 0.4M <sup>2</sup> per person (standing/ spectator) | Max Operational Capacity |
|----------|-----------------------------------------------------------|----------------------------------------------------------------|--------------------------|
| Pitch    | 5000                                                      | $5000 \div 0.4 = 12500$                                        | <b>12500</b>             |

• 6

2.2 The figure for the infrastructure (currently 1000M<sup>2</sup>) is an overestimation but has been given to provide a buffer should the infrastructure change. This will need to be fully monitored and assessed on site and where appropriate this assessment and calculations revised.

2.3 Thought is also currently being given to placing relay screens on the back of the front of house towers to assist with viewing the entertainment. If this is carried out it will further increase the available pitch area.

2.4 Ground management will also ensure any sterile areas required for emergency vehicular access or general site circulation are maintained and at present a 2m buffer is being proposed around the periphery of the pitch to the stands. Ground management will ensure these calculations are fully detailed in the ESSP.

2.5 In other portions of the ground the appropriate floor space factors for the type of use will be applied and this will be assessed as part of the event fire risk assessment. There is however no intention to increase capacities over and above their current approved levels.

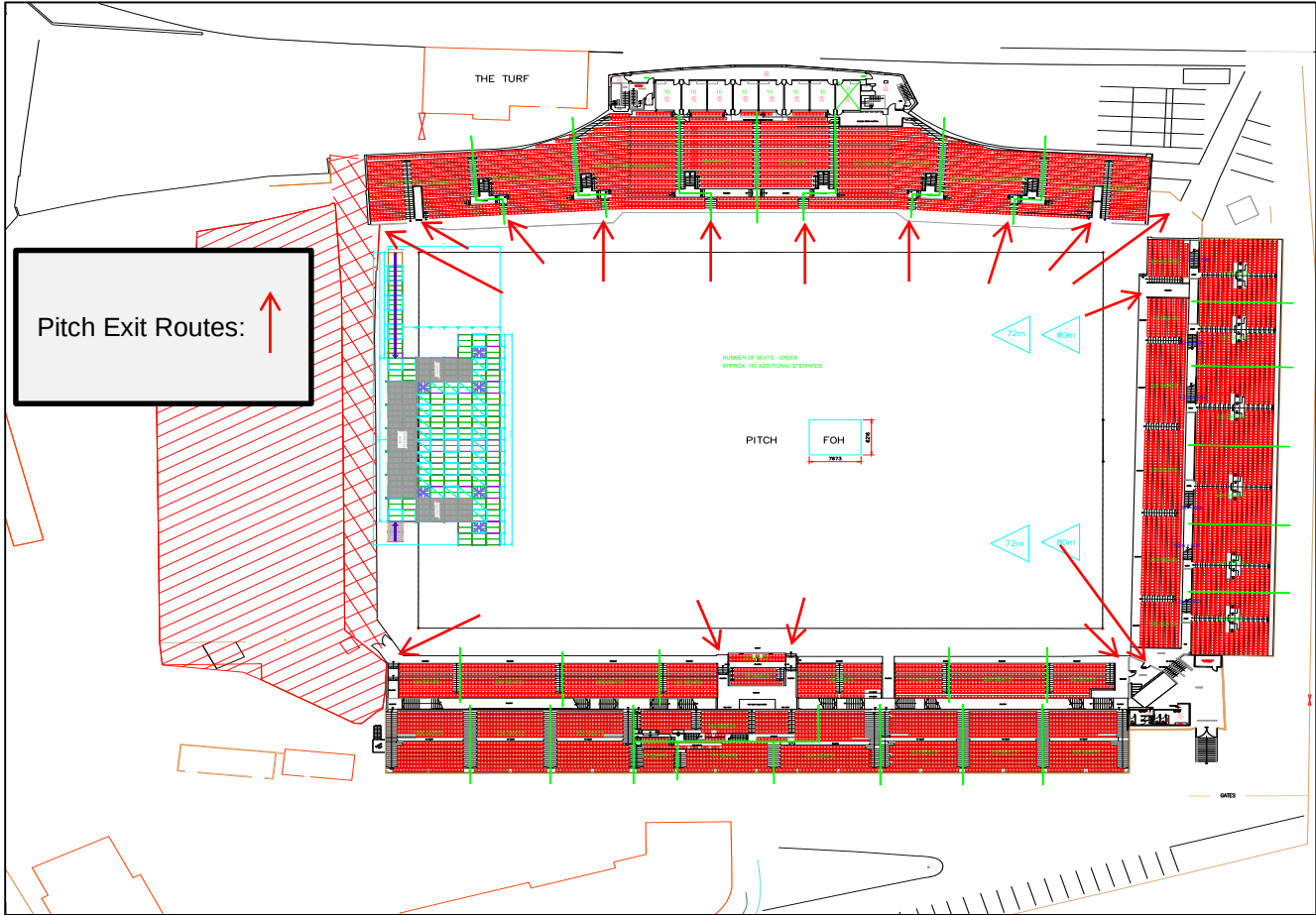
## Means of Escape Calculations

5.0 The ground currently has an approved capacity for the stands as detailed in the safety certificate and there is no intention to increase the capacity within the stands. The actual stand capacities will be reduced to account for site line kills adjacent to the stage and within

the lower tier of the University Stand. The proposal is to add additional capacity by utilising the pitch for standing. The pitch occupants will share

- 3.1 The premises currently have three distinct means of escape stages that flow into each other. The first stage exits are the initial exits from the lower tiers of the stand. Within the Mold Stand these are provided by the vomitory staircase exits that provide exit provision for all seating within the stand. Within the University and Yale stands these provide egress for the lower tiers only. The standing pitch capacity will flow into and share the first stage exit routes as shown on the plan in Fig 2.0.

Fig 2.0: Racecourse Stadium Pitch Exit Plan



- 3.2 The second stage exits are located towards the rear of the University and Yale Stands leading into the external concourses with some dedicated purely for the upper tier occupants and others serving both upper tier occupants and those exiting from the lower tiers/pitch.
- 3.3 The third and final stage exits are the final exits from the external concourse areas leading directly to street/a place of ultimate safety. Table 3.0 details the maximum flow rate calculations for each exit stage based on a standard eight minute evacuation time and a flow rate of 66 people per metre per minute for staircases and 82 people per metre per minute for flat ground.

Table 3.0: Exit Route Flow Rate Calculations

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| Stage 1 Flow Rate Calculations – Pitch/Lower Tiers University and Yale Stand and Mold Stand |
|---------------------------------------------------------------------------------------------|

| Maximum Flow Rate Calculations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                            |                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------|
| Exit routes at flow rate of 82 people per metre per minute                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Exit routes at flow rate of 66 people per metre per minute | Total Exit Capacity of Stage 1 Exits |
| 11.6m = 7610<br>(11.6 x 82 x 8)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 15.7m = 8290<br>(15.7 x 66 x 8)                            | 15900                                |
| Breakdown of Exit Routes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                            |                                      |
| Pitch Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 9.2m at 82 flow rate (6035) + 2m at 66 (1056) = 7091       |                                      |
| Mold and Pitch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7.2m at 66 flow rate (3802) and 2.4 at 82 (1575) = 5376    |                                      |
| Yale Lower and Pitch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6.5m at 66 flow rate = 3432                                |                                      |
| University Lower                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A (pitch only at this stage)                             |                                      |
| NB: The Pitch only exit routes provide exit provision for 7091 so the remaining pitch occupancy of 5409 will exit via a combination of the Mold, Lower University and Lower Yale exit routes. This could be notionally split as 1803 via each stand (5409 ÷ 3).                                                                                                                                                                                                                                                     |                                                            |                                      |
| Proposed Capacities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                            |                                      |
| Total Available Exit Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 15900                                                      |                                      |
| Mold Stand Proposed Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2435                                                       |                                      |
| Yale Lower Proposed Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 850                                                        |                                      |
| University Lower Proposed Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0                                                          |                                      |
| Proposed Pitch Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 12500                                                      |                                      |
| Total Proposed Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 15785 (Acceptable)                                         |                                      |
| NB: The additional 1803 exiting from pitch via each stand (5409 ÷ 3) can comfortably exit through the first stage exits as Mold Stand has a flow rate redundancy of 2990 (5376 – 2386) and the Yale of 2456 (3432 – 976).                                                                                                                                                                                                                                                                                           |                                                            |                                      |
| The University Stand has no shared routes from the pitch at first stage only a 2.4m route purely for pitch, which allows a flow of 1574. Therefore the required flow of 1803 as detailed above will not be possible. However there is additional redundancy in the Mold and Yale Stands so the crowd management/evacuation plans will need to ensure these are utilised as part of a controlled evacuation. This route becomes wider and shared at second stage exits, which will be assessed in following section. |                                                            |                                      |

Table 3.0: Exit Route Flow Rate Calculations (continued)

| Stage 2 Flow Rate Calculations – Upper Tiers University and Yale and Shared Exits with Pitch and Lower Tiers Occupancy (Mold Stand excluded as no upper/lower tier and all stage one exits lead direct to concourse and pitch only exits excluded). |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Flow Rate Calculations                                                                                                                                                                                                                      |

| Exit routes at flow rate of 82 people per metre per minute                                                                                                                                                                                                                                                                               | Exit routes at flow rate of 66 people per metre per minute | Total Exit Capacity of Stage 2 Exits |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------|
| 24.6m = 16138<br>(24.6 x 82 x 8)                                                                                                                                                                                                                                                                                                         | N/A                                                        | <b>16138</b>                         |
| Breakdown of Exit Routes                                                                                                                                                                                                                                                                                                                 |                                                            |                                      |
| Pitch Only                                                                                                                                                                                                                                                                                                                               | N/A (no difference to stage 1)                             |                                      |
| Mold and Pitch                                                                                                                                                                                                                                                                                                                           | N/A (no difference to stage 1)                             |                                      |
| University Upper Tier and Pitch                                                                                                                                                                                                                                                                                                          | 3.2m at flow rate of 82 = 2099                             |                                      |
| University Upper Tier Only                                                                                                                                                                                                                                                                                                               | 4.6m at flow rate of 82 = 3018                             |                                      |
| Yale Lower and Upper Tier and Pitch                                                                                                                                                                                                                                                                                                      | 7.8m at flow rate of 82 = 5117                             |                                      |
| Yale Upper Only                                                                                                                                                                                                                                                                                                                          | 5.7m at flow rate of 82 = 3739                             |                                      |
| Yale Lower and Pitch (where Stage 2 exit route widens)                                                                                                                                                                                                                                                                                   | 3.3m at flow rate of 82 = 2165                             |                                      |
| <b>NB: The staircase flow rates from the upper stands of the Yale and University have not been detailed as these have been previously calculated and approved at a flow rate of 66 to give the maximum upper tier capacities, which will not be exceeded.</b>                                                                            |                                                            |                                      |
| Proposed Capacities                                                                                                                                                                                                                                                                                                                      |                                                            |                                      |
| Total Available Exit Capacity                                                                                                                                                                                                                                                                                                            |                                                            | 16138                                |
| Mold Stand Proposed Capacity                                                                                                                                                                                                                                                                                                             |                                                            | N/A (no difference to stage 1)       |
| Pitch Only                                                                                                                                                                                                                                                                                                                               |                                                            | N/A (no difference to stage 1)       |
| University Upper Proposed Capacity                                                                                                                                                                                                                                                                                                       |                                                            | 2041                                 |
| Yale Upper Proposed Capacity                                                                                                                                                                                                                                                                                                             |                                                            | 2132                                 |
| University Lower Proposed Capacity (from pitch exit)                                                                                                                                                                                                                                                                                     |                                                            | 1574                                 |
| Yale Lower and Pitch Proposed Capacity                                                                                                                                                                                                                                                                                                   |                                                            | 2653 (850 + 1803)                    |
| Total Proposed Capacity Via Stage Two Exits                                                                                                                                                                                                                                                                                              |                                                            | 8400 (Acceptable)                    |
| <b>NB: The exit through the University stand that becomes shared at stage two with the pitch occupancy has a maximum capacity of 2099. This will have 1574 people from pitch, which leaves a remaining flow of 525 for the upper tier. The stair from upper tier allows 634 so this is slightly over the second stage exit capacity.</b> |                                                            |                                      |
| <b>However there is additional exit capacity from the upper tier to accommodate all the upper tier occupants via the other escape routes so the crowd management/evacuation plans will need to ensure this is in place for any evacuation.</b>                                                                                           |                                                            |                                      |

Table 3.0: Exit Route Flow Rate Calculations (continued)

| Stage 3 Flow Rate Calculations – Final Perimeter Exits     |                                                            |                                      |
|------------------------------------------------------------|------------------------------------------------------------|--------------------------------------|
| Maximum Flow Rate Calculations                             |                                                            |                                      |
| Exit routes at flow rate of 82 people per metre per minute | Exit routes at flow rate of 66 people per metre per minute | Total Exit Capacity of Stage 3 Exits |
| 37m = 24272                                                | N/A                                                        | <b>24272</b>                         |

|                               |                     |  |
|-------------------------------|---------------------|--|
| (37 x 82 x 8)                 |                     |  |
| Proposed Exit Capacities      |                     |  |
| Total Available Exit Capacity | 24272               |  |
| Total Proposed Capacity       | 19,958 (Acceptable) |  |

- 3.4 If any of the details above change with regard to seat kills and redistributing the capacity then this occupancy assessment should be updated and calculations suitably revised.

### Use of Pitch Perimeter Barriers

- 3.5 The use of the pitch perimeter barriers for the pitch standing capacity has been considered acceptable due to the following factors:
- All are in excess of 1.1m wide
  - All feed directly into the exit gangway within the stand
  - Every gate will be stewarded as part of the crowd management/evacuation plan
- 3.6 The gates currently open inwards for those exiting from the pitch however the presence of a steward at each barrier will form a key part of the evacuation plan and the steward will open the gate at the first stage of any evacuation to negate the inward opening nature of the gate.
- 3.7 At present the gates will only open 90 degrees, which will maintain the required exit widths but it is recommended that the wooden hoarding are removed if possible to allow the gate to open a full 180 degrees to assist with crowd flow. Alternatively the gate could be fully removed if it is felt this will not cause a security issue with regard to customers trying to move between the stands and pitch.

### Conclusions

- 6.0 Cross referencing the information above the current limiting factors are the floor space for the pitch standing capacity and the first stage of the exit routes although there is still some redundancy in this figure to that proposed. Therefore the proposed capacity of 19,958 with no more than 12,500 on the pitch is deemed acceptable. The full breakdown for information purposes are:
- Mold Road Stand – 2435
  - Yale Stand Upper – 2132
  - Yale Stand Lower - 850
  - University Stand – 2041

- Ground Total – 19,958

- 4.1 The evacuation time of eight minutes has been applied to the calculations for robustness but it is likely that the Evacuation Plan will only look to evacuate a single stand and the pitch capacity at any one time or alternatively the pitch capacity and the nearest effected stand/stands as is standard industry practice so the likelihood of ever having to evacuate in eight minutes is deemed minimal.
- 4.2 The current S and P factors for the ground are set at one due to both the physical infrastructure and management regime being satisfactory. With the experience of the event team in place and the temporary infrastructure proposed being given the required level of scrutiny these P and S factors have also been applied for the event proposals, which is deemed reasonable.
- 4.3 In addition the flow rates of the first stage exits on the Yale Stand (serving Yale and Pitch) have been assessed at a flow rate of 66 people per metre per minute as there are some steps on this route. The steps however are minimal in length with the maximum flight being four steps and most two or three and there are in a straight flight. It could be considered that the reduced flow rate for stairs is due to the length of flights and more critically the 90 degree turn to enter a vomitory system. Therefore with the existing good lighting levels, conspicuous nosings and handrails in place it is likely the flow through these areas will be closer to the 82 people per metre per minute flow rate, which will in turn reduce the evacuation time below eight minutes.
- 4.4 As is industry practice the staff numbers have not been included in these calculations, as staff will be assisting with the evacuation process. This is referenced in section B3.01 of the Technical Standards For Places of Entertainment and the licensed capacity of 19,958 makes no reference to staff numbers being inclusive so there is deemed no necessity to apply for any variation of the premises licence also. In addition most staff members apart from those who are pitch based will have their own designated routes inside the stands to the stage two/final exits routes where there is additional redundancy with regard to occupancy levels.

## APPENDIX C

# Event Risk Assessment



For VMS Live2011 Ltd  
Ground Floor  
31 Kentish Town Road  
London  
NW1 8NL



Version Number 4

## Version for Safety Certificate

## Document Management

|                |                                                                   |                  |        |
|----------------|-------------------------------------------------------------------|------------------|--------|
| Job No         | CSTBC-01                                                          |                  |        |
| Project Title  | VMS Live Stereophonics 2016                                       |                  |        |
| Document Title | Risk Assessment                                                   | Issue / Revision | 4      |
| File reference | 2016 VMS Live Stereophonics RA Document v2 Draft for Consultation |                  |        |
| Prepared by    | Eddy Grant                                                        | Date             | 1/6/16 |
| Client Check   | Richard Maides                                                    | Date             | 2/6/16 |

## Revision Status / History

| Revision | Date    | Details                                        | <b>Capita Events Safety Team</b><br>Capita Property and Infrastructure Ltd<br>1st Floor<br>Eleven Brindleyplace<br>2 Brunswick Piece<br>Birmingham B1 2LP<br>Tel: 0121 423 6060<br>Fax: 0121 423 6068<br><br><b>Project Manager: Eddy Grant</b><br>Mobile: 07912975084<br>email: eddy.grant@capita.co.uk<br>leisure@capita.co.uk |
|----------|---------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| V2       | 3/6/16  | Revision following client feedback             |                                                                                                                                                                                                                                                                                                                                  |
| V3       | 17/6/16 | Revision in line with document updates and EMP |                                                                                                                                                                                                                                                                                                                                  |
| V4       | 20/6/16 | Site Plan updates                              |                                                                                                                                                                                                                                                                                                                                  |
|          |         |                                                |                                                                                                                                                                                                                                                                                                                                  |
|          |         |                                                |                                                                                                                                                                                                                                                                                                                                  |

## CONTENTS

- 1 Introduction**
- 2 Stereophonics and Racecourse ground Details**
- 3 Risk Assessment Procedure**
- 4 Risk Assessments including site specific images**

## Introduction

Capita Property and infrastructure Ltd has been appointed by to provide safety advisory services including the production of a Special Safety Certificate Risk Assessment for the Stereophonics 2016 activities to be undertaken for Glyndwr University and their consultants VMS Live in The Glyndwr University Racecourse Stadium Wrexham on 2<sup>nd</sup> July 2016

This document summarises the risk assessment findings that have been taken forward to the Crowd Management Plan Operations Manual, Special Safety Certificate and Major Incident Plan in order to provide the necessary safety and environmental precautions associated with an event of this nature, both the risk assessment and other documents are subject to development through the planning processes, and final draft versions will be shared 7 days before the start of the event, with final copies being circulated following the table top exercise on 30<sup>th</sup> June. Only copies marked final should be used

This document has been drafted based on extensive knowledge of the events industry and experience of the application of statutory regulation and guidance including the Guide to Safety at Sports Grounds, the Alternative Use of Sports Grounds, the Event Safety Guide, the Regulatory Reform (Fire Safety) Order 2005, and the Fire Safety Order as applicable to different types of premises and other relevant documentation and guidance. A practical, pragmatic and realistic approach has been taken to the risk assessment based on this experience and knowledge.

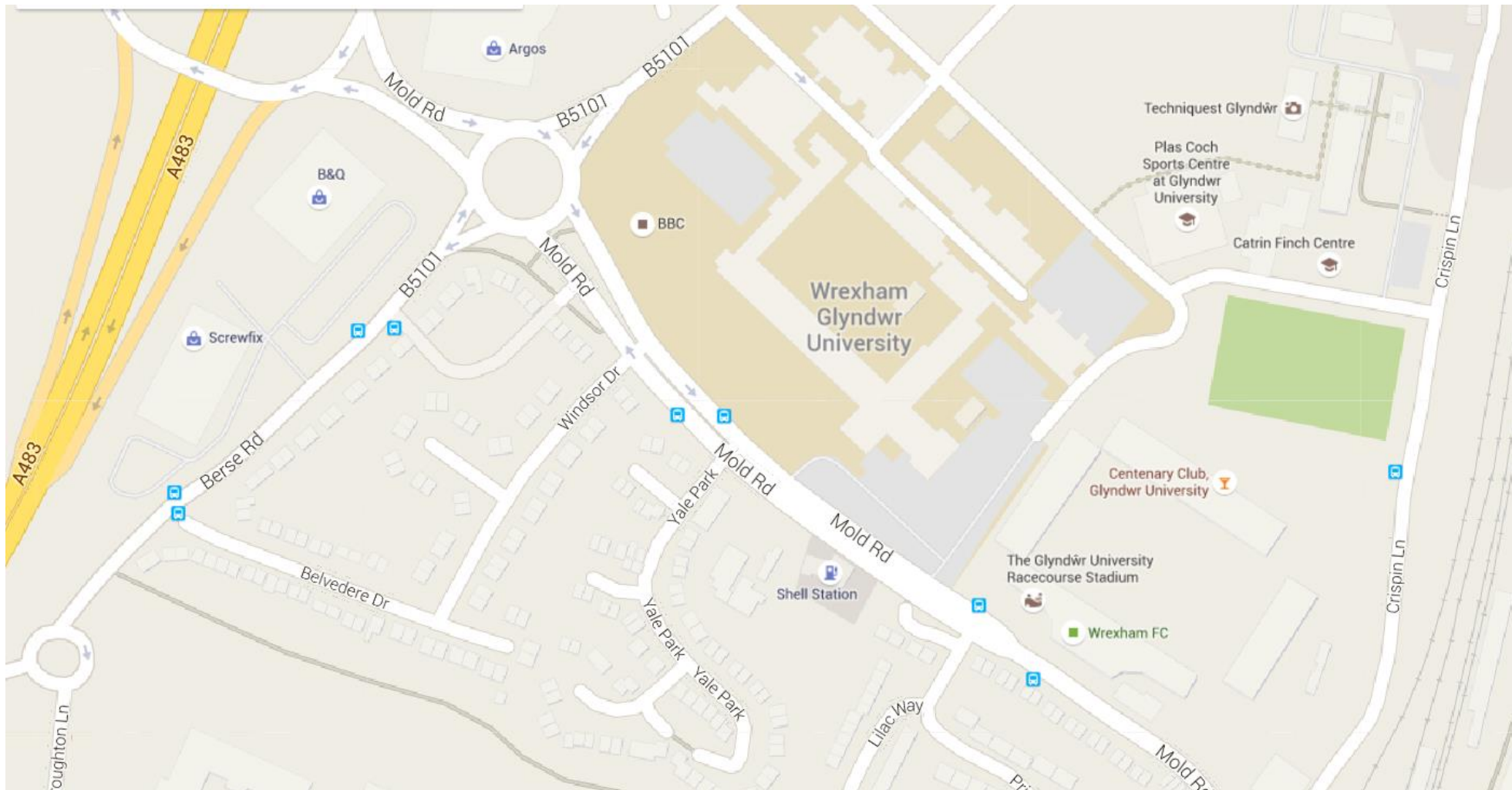
The proposals contained herein are not necessarily final but give an indication to the appropriate procedures for a concert of this nature. These will be shared with the relevant responsible statutory authorities and their feedback will be incorporated into the overall final draft documents issued before the event. The final copies and the only copies to be used will be issued following the Table Top Exercise. Any subsequent changes will be recorded in the event safety log and communicated to relevant stakeholders, the log is available to all statutory bodies and will be held in the Stadium Control Room.

The findings of the risk assessment and the controls and standards identified in the management control document must be communicated to those who will work, or otherwise come into contact with the hazards and risks identified herein. The assessment covers the attendance of the public at the stadium. It makes reference to, but does not cover in detail the Production Risk Assessments, except where these impact on public safety and crowd management when the public are admitted. These will be written by the Kilimanjaro Production and Management Team.

A review of the assessment will be made, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective, where there is a significant change in working practices or an incident occurs.

It is incumbent upon VMS Live and its appointed contractors and Capita, as the company responsible for the advice to VMS Live management of safety for the Stereophonics 2016 to ensure that the control measures are implemented and managed throughout all phases of the event. Edward Grant is the project manager and Ground Safety Officer for this project on behalf of Capita Property and Infrastructure Limited.

## Location



## Event Detail

The Stereophonics are a Welsh rock band that formed in 1992 in the village of Cwmaman in Cynon Valley. The band consists of Kelly Jones (lead vocals and guitar), Richard Jones (bass guitar and backing vocals), Adam Zindani (guitar and backing vocals), Jamie Morrison (drums) and touring member Tony Kirkham (keyboards). Stereophonics have released nine studio albums, including six UK number one albums, their latest album is the Keep the Village Alive (2015). The band have been summarised as possessing a sound akin to the genres of alternative rock and "British traditional rock". Having sold around 10 million copies worldwide, Stereophonics are one of the most successful Welsh rock acts.

The crowd demographics are A 60:40 male to female ratio with an age range approx.14-50, and the majority of the audience being 25-45; It is anticipated that a proportion of the audience may arrive prior to opening, this can be expected in significant numbers from around 12:00 Audience members will be will form orderly queues and be compliant to requests and instructions made by the event staff. They are expected to be generally passive and responsive to instructions, with little or no dynamic crowd movement whilst conditions remain constant.

From information gained via ticketing purchase data, 63% of customers are from LL postcodes. This indicates that a large number of customers may arrive on foot. There are 900 car parking spaces available on site and a park and ride service in operation. Please refer to the Traffic Management Plan for more details.

The Racecourse ground is owned and operated by Glyndwr University, and holds a Safety at Sports Grounds General Safety Certificate issued by Wrexham Council. For this concert a special safety certificate is being issued, and there has been full multi-agency and stakeholder consultation, including use of the Ground Safety Advisory group

The stands other than the lower tier of the University Stand will be used much as usual, and staff and stewards from the stadia will work alongside concert security. The normal Safety Officer will be deputy safety officer working with the Safety Officer ensuring local knowledge of the stadium is in place. Training session, table top exercises and familiarisation walks and briefings for AP staff will also be in place.

The stadium has been colour-coded to correspond to a specific viewing area and signage within that area will also correspond with customer wristbands that are means of admission. In establishing the capacity we have established the number of viewing seats as follows: Pitch Standing – 12,500; Mold Stand – 2735 University Upper – 2149 Yale Lower – 895 Yale Upper – 2132. From this we have deducted further seats to account for the unallocated nature of

the ticketing. The designations and capacities are as follows

|                                                    |
|----------------------------------------------------|
| <b>Pitch (Green) 12,500</b>                        |
| <b>Mold Road Stand (Blue) 2435</b>                 |
| <b>University Stand (Orange) 2041 (Upper only)</b> |
| <b>Yale Stand (Red) 850 (Lower) 2132 (upper)</b>   |
| <b>TOTAL 19958</b>                                 |

Tickets have been sold for each of the above viewing designations and migration between designations will not be allowed. Signage and admittance wristbands (obtained in exchange for valid ticket - process see below) will all correlate to the appropriate viewing area. That stated two blocks of seating in the lower University stand, and the seats behind the Dug out in the Yale Stand are unallocated but will be accessible to Green (pitch) ticket holders.

Wristband exchange will be handled as a discrete process housed wholly within the Glyndwr University Sports Hall some 200m from the venue. Customers exiting the wristband exchange point will be directed via signage and proactive stewarding personnel to the appropriate Control Point for access to the stadium.

All Control Points will admit customers to the stadium following display and, where necessary, authenticity check, of the appropriate wristband. All customers may be subject to a search of both person and belongings. Appendix 1 provides a Method Statement detailing the Search of Persons and Belongings.

Control Points will allow access to the stadium as per the following table:

| With Entry over 4 hours  | Pitch          | Mold Road Stand | University Stand | Yale Stand     |
|--------------------------|----------------|-----------------|------------------|----------------|
| Control Point 1 (4480)   | Access allowed |                 |                  |                |
| Control Point 2 (2426)   |                | Access allowed  |                  |                |
| Control Point 3 (4480)   | Access allowed |                 | Access allowed   | Access allowed |
| Control Point 4 (10,080) | Access allowed |                 | Access allowed   | Access allowed |

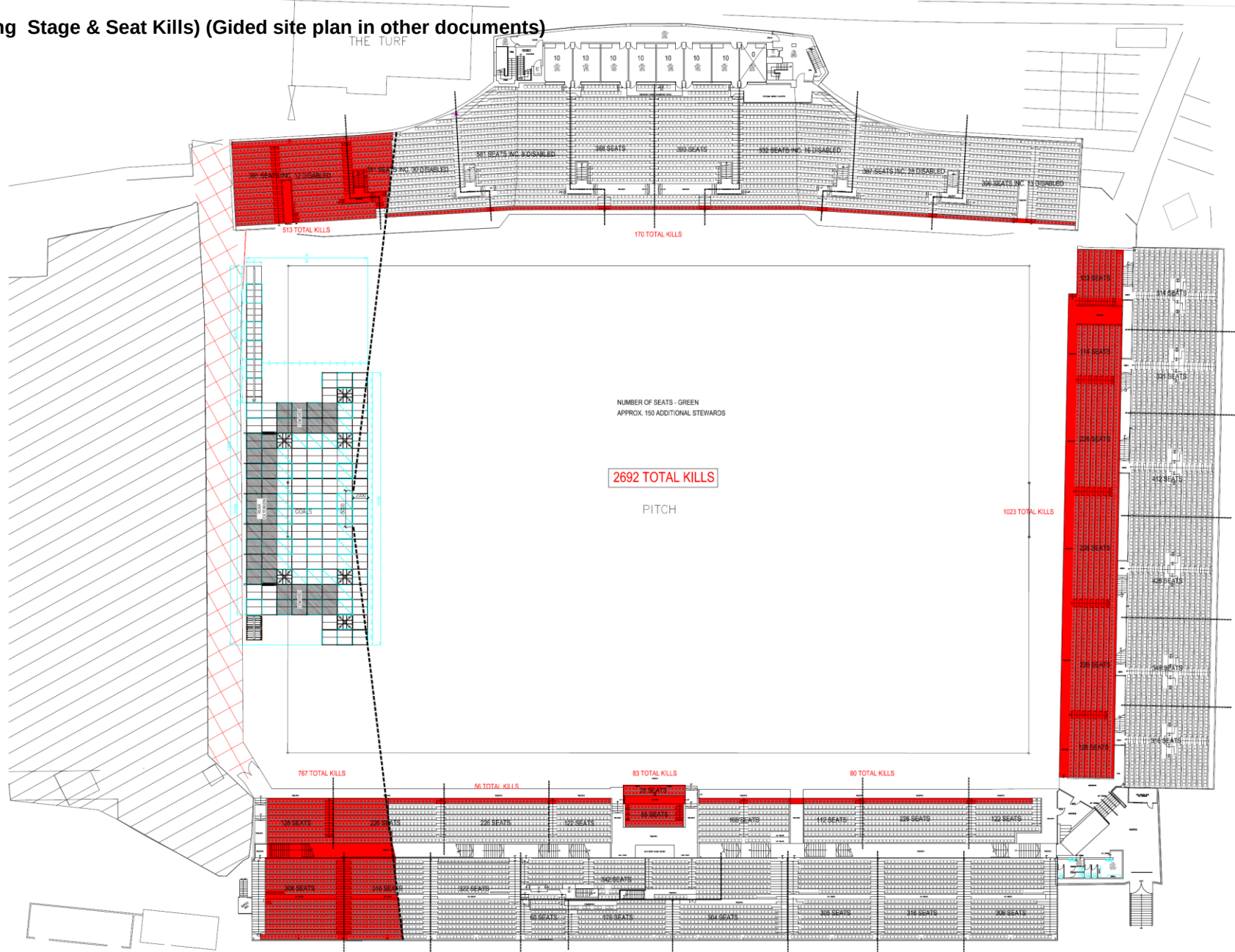
Amberon, the usual traffic management supplier has written a concert specific TM plan

A detailed medical plan has also been agreed between VMS Live St John and the Welsh Ambulance service in line with the Purple Guide

A detailed fire safety plan is being drafted by Compliance UK

A detailed Crowd management Plan has been drafted by AP Security

**Site Plan (Showing Stage & Seat Kills) (Gided site plan in other documents)**



## Risk Assessment Procedure

- 1.1 Risk assessment is essential to the planning safe activities and events. There are also numerous pieces of legislation which require risk assessments to be carried out. The principle one of these is the Management of Health and Safety (Workplace) Regulations 1999. This requires risk assessments to be carried out to satisfy the principle of reducing and controlling risk to a level that is reasonably practicable which is enshrined in the Health and Safety at Work Act 1974.
- 1.2 All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people at work or affected by the work activity. Hazards and associated risks if reasonably practicable should be eliminated. If risks cannot be eliminated then reasonably practicable control measures based on the specific circumstances of an activity or an event must be applied to manage those risks. These controls may be physical or procedural. The nature of the risks and the detail of the associated control measures must then be communicated as appropriate to those who will work or otherwise come into contact with the hazards and risks.
- 1.3 The process of site design and management leading to the drafting of this risk assessment have been reviewed in consultation with the event organiser and feedback from previous similar events that have taken place in and from Stereophonics in Cardiff 2016, as well as liaison with relevant Statutory Bodies who safeguard events in Wrexham; stakeholders, including businesses and residents within the footprint of the event. The event will also however require a dynamic approach to the development of some safety measures where crowds and changing circumstances may be identified by VMS Live. The event has been to the Racecourse Stadium Safety Advisory Group in 2016 and will again present to them before the concert on 23<sup>rd</sup> June for further advice and support
- 1.4 In undertaking the risk assessments, the following approach has been adopted:
  - To gather information about proposed activities to determine what hazards may be present and to whom.  
“Hazard” – something that may cause harm
  - To determine the potential severity of harm caused by encountering a hazard
  - To determine the likelihood that exposure to the hazard will occur and result in harm
  - Based on the determined likelihood and potential severity of harm to allocate a level of primary risk
  - Consider control measures appropriate to reduce the identified risks and review any residual risk to ensure risk is controlled

The risk assessments provide both the evaluated primary and residual risks using control measures which are considered to be reasonably practicable based on experience of similar activity.

For clarification - The Primary Risk is the risk associated with any identified hazard assuming that exposure to that hazard remains completely uncontrolled.

The Residual Risk is the level of risk remaining after the full implementation of the proposed control measures. The figures given may be interpreted using the matrix below. Management must ensure that the proposed risk control measures are fully communicated and implemented to achieve these levels. Where a Residual Risk is still shown at an unacceptable level within the Risk Assessment then the adjacent column will show what additional measures need to be adopted to reach an acceptable level. The columns following the residual risk data indicate where additional controls are required or where special attention should be given.

The risk is illustrated using the matrix below, but it is subjective.

A review of the assessment should be made should further information be received which suggests that the control measures stated are no longer sufficient to control risks, are inappropriate, or if additional hazards are identified.

Risk assessments are also being gathered from all the contractors involved during the event build. Additional documentation, including Public and Employers Liability Insurance certificates, Health and Safety Policies, Method Statements, fire retardancy certificates for all drapes and scrim cloth, testing certificates for all lifting equipment, and fork lift licences for all designated operators is also being collated and are available separately on request to the event organiser.

The risk assessments incorporate where appropriate Fire Risk Assessments as detailed in the Regulatory Reform (Fire Safety) Order 2005 and the guidance in the Fire Safety Risk Assessment Guide to Open Air Events, and Venues and the 2014 Purple Guide published by EIF

During the event a process of continuous assessment and reassessment will be undertaken by the Event Safety Officer (Edward Grant) to ensure appropriate risk controls are implemented should situations develop which are not envisaged within this risk assessment

During the event a process of continuous assessment and reassessment should be undertaken by the Management team and contractors. This is to ensure that appropriate, dynamic risk assessment is carried out and appropriate additional or revised controls are put into place to manage any change in conditions, or additional hazards arising which are not covered in these assessments.

PLEASE NOTE - This Risk Assessment does not include any areas, activities or processes that the author was not made aware of or where information was not provided during the preparation of the Risk Assessment or subsequently in communications prior to the issue of this document. Whilst every precaution has been taken in the preparation of this Risk Assessment, the author assumes no responsibility for errors or omissions resulting from appointing organisation's failure to share or disclose any relevant information

It must however be appreciated and understood that there will always be the potential for event safety problems. The combination of people, the event the location and the potential for public order issues are not, and cannot be considered as risk free. Whilst considerable effort has been spent in identifying significant hazards and control measures the hazards can generally be summarised as

- **Serious medical emergency**
- **Fire within event area**
- **Severe / adverse weather conditions**
- **Overcrowding and crushing of spectators**
- **Structural Failure including perimeter fence**
- **Crowd disturbance / public disorder**
- **Evacuation as a result of fire/bomb call/suspect device**

## Risk Assessment Matrix for Personal Injury

|            |                    | SEVERITY                      |                                   |                                    |                |              |      | DEFINITION OF LIKELIHOOD CAUSES                                                                                |
|------------|--------------------|-------------------------------|-----------------------------------|------------------------------------|----------------|--------------|------|----------------------------------------------------------------------------------------------------------------|
|            |                    | Multiple Death/Major Injuries | Single Death Life Changing Injury | Specified Injury/hospital transfer | '7 day' Injury | Minor Injury | None |                                                                                                                |
|            |                    | 10                            | 8                                 | 6                                  | 4              | 2            | 1    |                                                                                                                |
| LIKELIHOOD | Certain<br>10      | 100                           | 80                                | 60                                 | 40             | 20           | 10   | Has happened before and is expected to happen on this occasion                                                 |
|            | Very Likely<br>8   | 80                            | 64                                | 48                                 | 32             | 16           | 8    | Has happened before and is very likely to happen on this occasion                                              |
|            | Probable<br>6      | 60                            | 48                                | 36                                 | 24             | 12           | 6    | Has been known to occur before and is likely to happen on this occasion >1 in 10 Chance                        |
|            | Possible<br>4      | 40                            | 32                                | 24                                 | 16             | 8            | 4    | Has been known to occur before but no reason to suggest that it will happen on this occasion >1 in 100 chance  |
|            | Unlikely<br>2      | 20                            | 16                                | 12                                 | 8              | 4            | 2    | Has been known to occur before but no reason to suggest that it will happen on this occasion >1 in 1000 chance |
|            | Very Unlikely<br>1 | 10                            | 8                                 | 6                                  | 4              | 2            | 1    | Has never happened before and there are no reasons to suggest it will happen on this occasion                  |

## Notes:

The numerical scale used is to allow comparisons of the risk levels only.

No literal meaning is implied by the scoring level. 'Specified Injury' shall be as defined in RIDDOR

## Key to Shading

|                                                                                     |                                                                                           |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
|  | Level of risk is unacceptable.<br>Additional risk reduction required to proceed           |
|  | Level of risk may be tolerable but use additional risk reduction if considered practical. |
|  | Level of risk is acceptable.<br>Monitor and review                                        |

## Abbreviations Used in Assessments

P = Public, guests, visitors  
 S = Event staff, production team  
 C = Contractors, suppliers  
 A = Artistes, performers

| Item                          | Hazard and effect                                                                                                                                                                                                                                                                                                                | Persons at Risk                                                                                                                                                                                      | S  | L | R  | Controls in Place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | S  | L | R  | Additional Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Comment                                                                                                                                                            |
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| 1. Lack Of Awareness Of Event | <p>Failure of the pre event planning process and / or the event safety management systems and procedures.<br/>Confusion as to roles and responsibilities; lack of awareness to create plan; lack of sales</p> <p><i>Effect - failure of the safety systems and procedures resulting in the potential for physical injury</i></p> | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 2  | 6 | 12 | <p>Glyndwr University VMS Live management shall engage directly with all stakeholders and/or their appointed safety representative to communicate and co-ordinate safety arrangements to ensure that the Stereophonics 2016 is delivered safely.</p> <p>Glyndwr University &amp; VMS Live shall present to Wrexham Council and the Racecourse Stadium Ground Safety Advisory Group its plans for 2016, taking note of comments and concerns</p> <p>As part of the event planning process Glyndwr University VMS Live shall source competent and professional contractors and suppliers to assist in the delivery of their undertakings.</p> <p>Safety information shall be collated and communicated, as required, to all relevant parties and stakeholders.</p> <p>Coverage in national media<br/>Coverage in Local media<br/>Leaflets</p> <p>Event and ESC to produce final briefing for table top 10.00 30<sup>th</sup> June</p> | 2  | 2 | 4  | <p><i>Kilimanjaro is the Principal Designer and Principal Contractor for Build Phase</i></p> <p><i>Capita are Event Safety Coordinators and Edward Grant will be Safety Officer for the Event, and undertakes no other role during the event</i></p> <p><i>Production and safety meetings as necessary during build</i></p> <p><i>Timely sharing of all planning and design information</i></p> <p><i>Site inductions for all staff during build and deconstruction phases</i></p> <p><i>Final event plan to be circulated as final on 1<sup>st</sup> July ONLY FINAL COPIES TO BE USED</i></p> <p><i>Event Log with images to be maintained</i></p> <p><i>ELT Management Meetings to be held throughout event 12.00 15.00; 18.00 and 21.00</i></p> |                                                                                                                                                                    |
| 2. All Areas                  | <p>CROWDING caused by volume of numbers attending event<br/>Causing congestion and/or crushing, trampling, surging, swaying or crushing</p> <p>Queues causing</p>                                                                                                                                                                | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other</p>                                                                                                      | 10 | 6 | 60 | <p>Capacity for Stereophonics 2016 is set in the Special Safety Certificate, using Green Guide and for sight line reductions , plus additional deductions from General capacity to allow for unallocated seats It will not exceed TOTAL – 19958</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 10 | 2 | 20 | <p><i>ELT to manage event</i></p> <p><i>Stewards &amp; Security to be clearly identified using high visibility jackets / tabards.</i></p> <p><i>Use of radio communication to co-ordinate stewards and security staff. Event control to receive all radio comms</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>CM Contractor will produced a crowd management plan for the event using this RA as a basis detailing SIA stewarding and CSAS provision location and timings</p> |

|  |                                                                                                                                                                                       |                                                                                                             |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
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|  | <p>Congestion and/or crushing, trampling, surging, swaying or crushing</p> <p>Front of stage crowding causing Congestion and/or crushing, trampling, surging, swaying or crushing</p> | <p>businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> |  |  | <p>Pitch (Green) 12,500</p> <p>Mold Road Stand (Blue) 2,435</p> <p>University Stand (Orange) 2041</p> <p>Yale Stand (Red) Upper 2,132 Lower 850</p> <p>Crowd management controls are in place to prevent migration from one area to another, other than as desired to access concessions and toilets.</p> <p>Such migration will be within managed spaces again colour coded and servicing stands</p> <p>Staffing is in place to suspend migrations at any time should it prove necessary</p> <p>The stage will be positioned to provide with sight lines such that it gives the widest possible angle of view for the audience for areas available.</p> <p>Identified entry points staffed by SIA security</p> <p>Identified and tested crowd management strategy to move crowd through area.</p> <p>Signage system for all journey phases to be in place</p> <p>Ability to control and limit exit from event area and movement within and hold within event area or direct to other exits</p> <p>Trained Security staff to support crowd flow and identify crowding at early stages to enable proactive response- staff in high Viz clothes and readily identifiable uniforms</p> <p>CCTV monitoring of crowd behaviour- staff with radios to have distinctive high viz vests to enable CCTV identification</p> |  |  | <p>Steward &amp; security Manager involved in assessing plans</p> <p>All Steward Supervisors to receive briefing prior to the event and be given printed instructions</p> <p>All SIA Security &amp; stewards to be briefed by supervisors on site and issued with written standard instruction &amp; duties where applicable.</p> <p>Suitable information signs to be installed throughout the site to direct public to facilities / exits</p> <p>Use of Public address systems &amp; to convey safety messages must be linked to main concert PA system to enable override for emergency messages</p> <p>SIA and Steward response teams to patrol site</p> <p>Regular site inspections by management team</p> <p>Written Ejection Policy in place</p> <p>North Wales Police are welcome to attend but are not requested to do so above the numbers identified in the Special Safety Certificate</p> <p>If they deploy officers it is to be following their own risk assessment of the event.</p> <p>Contingency sites in place to re-site Attendees in University area</p> |  |
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|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                               |   |   |    | <p>Control Points supported by barriers are in place at identified locations</p> <p>SIA trained in place to manage its operation including dealing with persons causing a disturbance</p> <p>Training and briefing of stewards</p> <p>Medical services support available</p> <p>Control measures to isolate parts of the site including FOS barrier and fencing, supported by infrastructure and signage are detailed in EMP</p> <p>Crowds to be monitored by managers placed at each entrance, which using experience and training along with visual aids to assessment will identify when control measures are to be put in place.</p> <p>Stewards and Safety Manager will support Event management in monitoring and reporting local densities</p> <p>Clearly marked exit signs will be displayed Migration sites to be signed</p> |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |
| 3. All Areas | <p>FIRE</p> <p>The nature of the site is a sports stadium set in urban open space surrounded by residential and commercial, activity as well the University</p> <p>Each that whilst designed to industry specification, have the potential for localised fires, especially in temporary structures or catering outlets</p> <p>The design and structure of the event site and structures will limit spread but risks from temporary structure waste and cooking have</p> | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> | 8 | 4 | 32 | <p>Each contractor is responsible for their own fire risk assessment, and where the controls such as fire extinguishers are identified by that RA are responsible for the provision of them.</p> <p>Glyndwr University through VMS Live has made this RAM Safety plan and Management Control Document and Contractors information available to all contractors in addition to an on-site induction</p>                                                                                                                                                                                                                                                                                                                                                                                                                                | 6 | 2 | 12 | <p><i>Activation of those alarm for evacuation should be advised to event control</i></p> <p><i>The decision to evacuate in full or partial areas within site is a significant one posing increase in R1 risk, as a consequence identified and coordinated contingencies will be developed</i></p> <p><i>Contractors to be briefed</i></p> <p><i>ESC will using a risk assessed approach based on</i></p> | This requires continual monitoring by VMS Live Team |

|  |                                                                                                       |                                 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |                                                                                                                                                                                                                                                                                                                                                                 |  |
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|  | <p>potential to cause fire and damage</p> <p>The risk is from fire and smoke inhalation and burns</p> | Other Members of Public In Area |  |  | <p>Staff trained in fire safety and awareness</p> <p>Glyndwr University have in place response teams and ability to escalate action</p> <p>Temporary structures to have specific fire risk assessments in place including certification of material</p> <p>Naked flame such as candles, Barbeques and free standing gas stoves prohibited.</p> <p>No Chinese lanterns</p> <p>Staff trained in use of firefighting equipment and advised of nearest location</p> <p>Appropriate firefighting equipment supplied by Glyndwr University will be located as agreed with stakeholders extinguishers by all generators and electrical equipment</p> <p>Qualified Electrician to inspect and install all temporary supplies</p> <p>Stage and infrastructure to have appropriate valid fire safety certificates</p> <p>Working personnel to be briefed and instructed to familiarise themselves with the fire evacuation procedure within the area / location they are working</p> <p>Liaison with adjacent building owners prior to the event</p> <p>No smoking in any indoor stands / dressing rooms- signage to support this</p> <p>No petrol generators on site / all electrical equipment must show proof of PAT testing</p> |  |  | <p>occupancy structures and the occupancy around it at the time of alarm may need to suspend the activity of adjacent stalls or even main stage</p> <p><i>If an area is to be evacuated 'invacuation' of the crowd within the site will considered,</i></p> <p><i>In the event of a full evacuation prohibition of vehicle movement will be implemented</i></p> |  |
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|              |                                                                                                                                                                                                                                                          |                                                                                                                                                                                                      |   |   |    | VMS Live will provide power to all concessions<br>LPG to be checked for connections with gas safe certification<br>LPG to be stored upright away from heat sources in cage<br>LPG to be secured upright when in use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 4. All Areas | <p>STRUCTURAL COLLAPSE</p> <p>This includes full or partial collapse preventing use of structure or passage along an identified site. Most likely cause is wind that can cause partial structural damage, which can include buildings if wind severe</p> | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 8 | 4 | 32 | <p>Sharing of structural information and imposed loads prior to construction through Glyndwr University VMS Live management</p> <p>Monitoring of weather forecast especially for storms, thunder, lightning and high wind gust required on daily basis with escalation to hourly monitoring if forecast indicates</p> <p>Ability to close down temporary structures or constructions on site and evacuate people</p> <p>Structures must have design specifications on wind loading and wind action plans- this is especially true of temporary sun shelters such as gazebos' often used in connection with branding.</p> <p>Specialist Contractors have been engaged to undertake installation of temporary structures.</p> <p>Plans, specifications and calculations for all structures to be submitted for examination prior to event.</p> <p>Check on structures against intended use and foreseeable overload conditions such as adverse weather</p> <p>They will operate their own method statements and assessments; this will be monitored by the Contractor Site Manager and ESC.</p> | 8 | 2 | 16 | <p><i>Completions certificates for all structures under direct contract/control of Stereophonics 2016</i></p> <p><i>Certificates to be held in Site Managers Office with companies Method Statement, RA and Safety Policy.</i></p> <p><i>Inspection of TDS by ESC</i></p> <p><i>Monitoring of wind forecast with additional ballast for temporary structures</i></p> <p><i>Wind action plan</i></p> <p><i>Removal of branding from fencing</i></p> <p><i>Identification at local level of wind sensitive areas (wind traps)</i></p> <p><i>Temporary structures without documentation or wind action plans will be prohibited, or where outside control of Glyndwr University VMS Live will be referred to site for consideration and action;</i></p> |  |

|    |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                      |    |   |                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                  |
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|    |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                      |    |   | LLCB to isolate structures<br>Stewards to monitor controlled areas<br><br>Site visits have taken place with all contractors prior to event, |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                  |
| 5. | All Areas<br>Inclement Weather<br>Lightning<br>High Wind<br>Sun<br>Rain<br>("The Great British Summer") | <p>WEATHER</p> <p>Extremes of weather such as heat rain and wind, leading to structural damage, flooding failure of temporary structures</p> <p>This covers heat stroke; sunburn; exhaustion dehydration; also flooding hypothermia; mud; exposure.</p> <p>Wind may also cause structural instability and make working at height or even general work unsafe</p> | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 8  | 4 | 32                                                                                                                                          | <p>Systems for control of risks to staff from weather identified in Event management plan</p> <p>A review of the event may need to be made in the case of weather conditions that constitutes a severe risk to H&amp;S of those on site in whatever capacity</p> <p>The temporary structures will be constructed by approved contractors according to CDM, and wind action plans will be identified.</p> <p>Temporary barriers are available to identify and isolate pooling and spillages</p> <p>Glyndwr University VMS Live have specialist response teams to respond to incidents</p> <p>Attendance may be reduced if the weather is poor.</p> <p>Notification using media of need for proper clothing and footwear.</p> <p>Provision to close the site or part of it set out in contingency plans</p> <p>Control of ingress/egress to slow arrival/departure and rushing in the event of sudden down powers cloudbursts</p> | 6 | 2 | 12 | <p><i>Weather action plan included</i></p> <p><i>Weather forecasts to be updated daily from 25<sup>th</sup> June (Met Office)</i></p> <p><i>All working personnel must wear shirts/t shirts when at work</i></p> <p><i>PPE &amp; Sunblock to be made available if necessary to working personnel</i></p> <p><i>Regular updating / passing of information between sector managers</i></p> | <p>Plan to escalate actions in place</p> <p>Monitoring of forecast essential</p> |
| 6. | All Areas                                                                                               | <p>TERRORISM</p> <p>The threat of terrorism and the consequences of attack or response to hoax incidents is a significant risk</p>                                                                                                                                                                                                                               | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p>                                                                                                                                | 10 | 2 | 20                                                                                                                                          | <p>DETAILS AVAILABLE FROM POLICE ON SPECIFIC THREAT LEVELS</p> <p>Check of site prior to use</p> <p>Use of CCTV</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |    | <p><i>No further controls identified here for Security reasons</i></p>                                                                                                                                                                                                                                                                                                                   |                                                                                  |

|              |                                                                                                                                                                                                                                                                       |                                                                                                                                                                                           |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |    |                                                                                                                                                                                                                                                                                                                                                                 |                                                                        |
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|              |                                                                                                                                                                                                                                                                       | Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area                                                                   |   |   |    | Use of HOT in relation to left items<br>Staff briefed on Run Hide Tell Process<br>Trained Security staff                                                                                                                                                                                                                                                                                                                                                                                             |   |   |    |                                                                                                                                                                                                                                                                                                                                                                 |                                                                        |
| 7. All Areas | MEDICAL INCIDENT<br>Collapse of individual from multiple potential causes are possible including some risks in this assessment<br>Causes may include misuse of alcohol or drugs<br>Given numbers attending this is likely incident and must be monitored at all times | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 8 | 4 | 32 | Private medical services –to be on site as specialist event medical services to man First Aid Points<br><br>Water readily and freely available from supply on site<br>Each bar to have Challenge 21 policy (or higher if part of licence)<br><br>All security and stewarding staff trained in emergency medical response<br><br>Overall medical plan agreed and coordinated with PCT and NHS Ambulance Trust<br><br>Regional Ambulance to provide Paramedic Ambulance support through existing cover | 4 | 4 | 16 | Escalation to NHS response is via Event Control<br><br>VMS Live has medical responders Site rescue within Event Site area<br><br>Medical supplier to have produced their own medical management plan detailing deployment and staff<br><br>Can be potential for medical incident not related to event<br><br>Main Accident and Emergency within 2 miles of site | This requires continual monitoring by Glyndwr University VMS Live Team |
| 8. All Areas | SLIPS/TRIPS<br>Slipping or tripping due to one or a combination of the following; poor maintenance , spillages steps & stairs poor lighting on the site<br>Potential for falls to cause risks identified in R1 above                                                  | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area                                        | 4 | 4 | 16 | Lighting in area is designed for illumination of area to standards required, maintenance programme in place<br><br>Continual inspection and supervision by stewards and hazards reported for resolution<br><br>Glyndwr University has routine maintenance and cleansing to ensure such hazards are identified early and fixes are made to reduce or eliminate hazard<br><br>Glyndwr University has response maintenance teams                                                                        | 4 | 2 | 8  |                                                                                                                                                                                                                                                                                                                                                                 |                                                                        |

|               |                                                                                                                                                  |                                                                                                                                                                                           |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                 |  |
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|               |                                                                                                                                                  | Other Members of Public In Area                                                                                                                                                           |   |   |    | to deal with hazards should they arise as part of its operations<br><br>Glyndwr University has deployed staff to identified risk areas to assist in identification of escalation of risk, mitigate implications of crowding through communication                                                                                                                                                                                                                                                                              |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 9. All Areas  | ELECTRICITY<br>Persons being electrocuted/suffering electric Shock<br>Deliberate interference with supply<br>Accidental interference with supply | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 8 | 4 | 32 | All temporary supplies in site are to be RCCD protected in controlled areas<br>Outside supply to use cabling and connections to IP56 level (c form)<br>PAT testing of all electric equipment supplied by contractors.<br>All temporary supplies to be installed by competent person in line with IEE requirements<br>Competent persons in line with IEE requirements on duty for Stereophonics 2016 as part of Duty Plan<br>Generators to be earthed and isolated from rest of workforce                                       | 4 | 4 | 16 | <i>Prohibition on Petrol generators</i><br><br><i>Stage power to be twin pack with automated power switch</i><br><br><i>Each generator unit is as stated independently powered building in a level of resilience.</i><br><br><i>Units are serviced and maintained</i><br><br><i>A qualified electrician is on site</i><br><br><i>A service engineer is on call</i>              |  |
| 10. All Areas | NOISE AT WORK<br>Noise induced hearing loss<br>Tinnitus<br>Disturbance from noise                                                                | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 4 | 4 | 16 | The noise levels may exceed a time weighted average above 80db and as such additional measures are required to protect staff<br><br>Areas of High risk noise (FOS) are identified and access is limited to those staff with suitable protection and staff are regularly rotated.<br><br>The nature of live music bands means exposure is not fixed but regularly drops such as between songs and during change overs<br><br>Staff working with PA system / announcement systems will be moved around to prevent noise exposure | 4 | 2 | 8  | <i>Noise Management Plan and monitoring by specialist contractor will be in place and forms part of the Licence Conditions</i><br><br><i>Free Ear Protection to located at stage for staff</i><br><br><i>Rotation of staff around site away from noise sensitive areas</i><br><br><i>Specialist radio equipment with noise cancelling headphones and earpieces as necessary</i> |  |

|               |                                                                                                                                                                    |                                                                                                                                                                                           |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |    |                                                                                                                                                                                                                                                                                                                                                   |                                                                        |
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|               |                                                                                                                                                                    |                                                                                                                                                                                           |   |   |    | Contractors to have own noise plans and staff monitoring in place<br>Announcements will be on a contingency basis only<br>No amplified sound except in an emergency outside post 11pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |   |    |                                                                                                                                                                                                                                                                                                                                                   |                                                                        |
| 11. All Areas | VEHICLE MOVEMENT<br>Traffic Accident Injury; damage to vehicles; trauma to staff; delay in timings /blockage of migration site<br>Strains broken limbs head injury | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 8 | 4 | 32 | <p>External and internal TM plan drafted and operated by Glyndwr University VMS Live following consultation with Highways authority and Police.</p> <p>Drivers to report to Kilimanjaro Management before any manoeuvres on site</p> <p>Vehicles only to move within agreed designated areas</p> <p>The event area is to be closed to general traffic from 14.00 or when site opens to public whichever is earlier</p> <p>Reversing on Site is only permitted with a banks man to supervise the safe movement</p> <p>Vehicles to observe a safe Site speed limit of walking pace</p> <p>Banks man and drivers and workers to wear high visibility clothing whilst working near any vehicle road</p> <p>Production Management to maintain and issue high visibility clothing (jackets not waste coats) for all personnel working with or near vehicles movements.</p> <p>No one to travel on the outside of a vehicle where there is a risk of falling off.</p> | 8 | 2 | 16 | <p><i>Radio network in place to enable management and coordination</i></p> <p><i>Use of trained CSAS staff to support TM Plan</i></p> <p><i>Holding area for vehicles within Production area</i></p> <p><i>Identified vehicle routes on site protected by fencing/orange pedestrian netting</i></p> <p><i>Signage and information on site</i></p> | This requires continual monitoring by Glyndwr University VMS Live Team |

|               |                                                                                                                                          |                                                                                                                                                                                                      |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |    |                                                                                                                                                                |  |
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|               |                                                                                                                                          |                                                                                                                                                                                                      |   |   |    | No vehicles to move whilst the site is open to the public unless this deemed essential by the Event Management in which case the movement MUST be supervised and monitored by stewards during the entire manoeuvre this includes residents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |   |    |                                                                                                                                                                |  |
| 12. ALL AREAS | WORKING AT HEIGHT<br>Falls from height can cause sprains, strains.<br>More serious falls may lead to limb fracture, head injury or death | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 8 | 6 | 48 | <p>All contractor method statements / Risk Assessments and Safety Policies to be kept in site office</p> <p>Such policies must demonstrate an understanding of Working at height and regulations</p> <p>Contractor must demonstrate by method statement and specific risk assessment that they have</p> <ul style="list-style-type: none"> <li>Selected the correct equipment for the task</li> <li>That the fall prevention/fall arrest system is appropriate to the task</li> <li>That adverse events have been identified</li> <li>Rescue procedures are in place</li> <li>That persons on site are trained and able to implement such systems</li> </ul> <p>Site Management must be made aware of schedule for working at height</p> <p>Where ladders are going to be used then they should be positioned in a secure manner.</p> <p>Where A frame ladders are used they are to be erected in accordance with the manufacturer's information sheet.</p> | 6 | 2 | 12 | <p>Visual monitoring will take place by ESC</p> <p>Clear working areas shall be established on stage areas etc when working at height is being carried out</p> |  |

|                                                 |                                                                                                                                                 |                                                                                                                                                                                                      |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |   |                                                                                                                                                                                                                                                     |  |
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|                                                 |                                                                                                                                                 |                                                                                                                                                                                                      |   |   |    | <p>Person standing on ladders at height must not lean over to such a distance that causes unstableness of the person or the ladder.</p> <p>All ladders in use must be footed by additional member of staff.</p>                                                                                                                                                                                                                                 |   |   |   |                                                                                                                                                                                                                                                     |  |
| 13. Separate Parties Missing Vulnerable Persons | The separation of a person, usually a minor can cause significant and disproportionate allocation of resources from management and local teams. | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 2 | 6 | 12 | <p>Missing persons on the site are primarily a Glyndwr University issue and should be actioned in line with standard operating procedures in place to deal with this</p> <p>To escort any found vulnerable person alone but to do so in pairs with female lead if possible</p>                                                                                                                                                                  | 2 | 2 | 4 | Escalation to Police in line with identified operating policies.                                                                                                                                                                                    |  |
| 14. Contractor Competency                       | <p>Noting general risk 1-11 also apply</p> <p>Any range of injury depending on the nature of the contractor role.</p>                           | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 8 | 4 | 32 | <p>Event specific risk assessments to be provided by all contractors, minimum standard must be compliant with this Stereophonics 2016 RAM and MCD</p> <p>Kilimanjaro to act as principal designer, and s principal Contractor</p> <p>All contractors to be procured by Glyndwr University VMS Live and provide copies of current H&amp;S Policies; insurances</p> <p>Contact details of personnel on site to be provided to site management</p> | 4 | 2 | 8 | <p>All contractors to receive induction on arrival onto site</p> <p>All contractor management to be provided policy copy and risk assessment before arrival on site</p> <p>Access to pool of practitioners /staff to replace staff if necessary</p> |  |

|                                        |                                                                                                                                                                                                                                                        |                                                                                                                                                                                           |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |    |                                                                                                                                                  |  |
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|                                        |                                                                                                                                                                                                                                                        |                                                                                                                                                                                           |   |   |    | All Staff to wear high visibility clothing when on site during construction and deconstruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |   |    |                                                                                                                                                  |  |
|                                        |                                                                                                                                                                                                                                                        |                                                                                                                                                                                           |   |   |    | VMS Live management team supervision with ESC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |   |    |                                                                                                                                                  |  |
| 15. Erection & Breakdown of Structures | Noting general risk 1-11 also apply<br><br>Falling materials – impact injuries<br><br>Vehicle movement – impact with persons or structure<br>Unstable part completed structures – collapse<br><br>Fall from height during construction impact injuries | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 8 | 4 | 32 | All structures to be erected by approved contractors who have been vetted in advance by Glyndwr University VMS Live Event Management team and the Event Safety Co-ordinator.<br><br>The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Co-ordinator Glyndwr University VMS Live Event Management Team should, however intervene if unsafe working practices are observed.<br><br>Areas where erection taking place should be “off limits” to others not taking part. Noting potential for late night public support in deconstruction<br><br>Such working areas should be barriered and/or stewarded.<br><br>PPE should be worn on site during construction and deconstruction phases<br><br>Method Statements and/or Risk Assessments to be provided where appropriate. Erection sequence to minimise risk of collapse.<br><br>Plant used to be suitable for the task in hand and operated by competent persons with current photo ID of competency.<br><br>Working at height issues to be addressed in method | 6 | 2 | 12 | Kilimanjaro to act as principal designer, and s principal Contractor<br><br>Completion certification to be provided to VMS Live from Kilimanjaro |  |

|             |                                                                                                                                                                              |                                                                                                                                                                                                  |    |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |   |    |  |  |
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|             |                                                                                                                                                                              |                                                                                                                                                                                                  |    |   |    | statements and risk assessments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |   |    |  |  |
| 16. Rigging | Noting general risk 1-11 also apply<br>Structure collapses due to overweight.<br><br>Overloading rigging equipment resulting in collapse.<br>Falls from height-impact injury | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area n Area | 10 | 4 | 40 | Rigging should only be undertaken by competent persons/ company.<br><br>Maximum safe working loads must be established and adhered to.<br><br>Rigging point, equipment and roof area must not be overloaded at any point.<br><br>All rigging equipment must be suitable and sufficient for use.<br><br>All rigging equipment must not be overloaded and checked prior to being used.<br><br>Maximum loads of rigging equipment must be established and not exceeded.<br><br>All bridals hung using correct angles and not exceeding safety angle.<br><br>All rigging equipment and hanging points must be suitably maintained and checked before being used.<br><br>All electrical motors must be in compliance with current legislation, guidance and good practice.<br><br>All equipment being hung must be attached to a secondary safety fitting. The secondary safety fitting must be fit for purpose and be able to take the emergency load applied to it.<br><br>All lighting and PA must be suspended in such a way as not to overload truss, rigging point and/or rigging equipment. | 8 | 2 | 16 |  |  |

|  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |  |
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|  |  |  |  |  | <p>All cables leading to equipment must be placed in a secure manner to prevent it falling onto person below.</p> <p>All equipment being suspended must be fixed using suitable attachments.</p> <p>All equipment being suspended must have a secondary safety fitting. The secondary safety fitting must be fit for purpose and be able to take the emergency load applied to it.</p> <p>Working at height should only take place if necessary and it has been assessed.</p> <p>If working at height then where possible a scaffold tower/ Mobile Elevated Work Platform (MEWP) must be used. Scaffold towers must only be constructed by competent persons. MEWP must only be used by competent trained persons. Evidence of competency and training must be provided to the VMS Live Event Manager / ESC prior to being used.</p> <p>Only competent riggers are to undertake climbing activity.</p> <p>All persons climbing as part of the rigging activity must wear harnesses and suitable hard hats and use climb harness and double clip system or fall arrest system NO FREE CLIMBING</p> <p>All persons climbing must be attached to a suitable point before undertaking any work activity and whilst climbing.</p> |  |  |  |  |
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|                          |                                                                                                                                                                                          |                                                                                                                                                                                           |   |   |    | All tools carried by rigger must be fastened to a suitable point on the structure or the rigger. The area under where the rigging activity is taking place must be kept clear. Where necessary the area under the rigger must be monitored by a person.                                                                                                                                                                                                                                                      |   |   |   |                                                                                                                                                                                                                                                                           |  |
| 17. Storage Of Materials | Again the nature of the hazard is covered in risks 1-11; and will depend on the nature of the substances store                                                                           | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 6 | 4 | 24 | Safe storage locations to be identified in advance by site management<br><br>Storage locations to be fenced or secured from public and when in use security is to be in place<br><br>Material with special hazards to be stored in separate containers with appropriate control measures following individual risk assessment<br><br>Care in stacking material is required<br><br>Flammable materials may not be mixed in storage and 3m separation is required<br><br>Labelling of material stored required | 4 | 2 | 8 | Map of items stored to be in event control, with identification of hazardous material<br><br>Likely material is LPG                                                                                                                                                       |  |
| 18. Lighting Levels      | Noting general risk 1-11 also apply<br><br>Poor lighting may contribute to slips trips and falls at night, but also has impact on migration personal security and integrity of the event | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area                                        | 6 | 4 | 24 | There is a good level of general street lighting in the area<br><br>Portable lighting rigs and portable generators will be provided as necessary across the site during construction and deconstruction and for the event.<br><br>Such system to be installed by identified service personnel competent in use of towers                                                                                                                                                                                     | 4 | 2 | 8 | Torches for night security staff may be necessary<br><br>Each lighting unit is as stated independently powered building in a level of resilience.<br><br>Units are serviced and maintained<br><br>A qualified electrician is on site<br><br>A service engineer is on call |  |

|                          |                                                                                                                                                                                    |                                                                                                                                                                                           |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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|                          |                                                                                                                                                                                    | Other Members of Public In Area                                                                                                                                                           |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 19. Unauthoris ed Access | Noting general risk 1-11 also apply<br><br>Trespass to structures leading to fall from                                                                                             | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 6 | 4 | 24 | Wristbands/Passes to be issued to all working personnel following induction<br><br>Control of site handed to Security once Event Management leave site.<br><br>Fencing / barriers to be used to identify site entry areas where different from match days<br><br>Fencing / barriers to be used internally to isolate sterile areas<br><br>Site Lights will be installed and lit prior to dusk<br><br>SIA staff to implement event pass system                                                                                                           | 2 | 4 | 8  | SIA security on site to manage monitor crowd behaviour and deal with crowd disorder.<br><br>This will specifically include the monitoring of group/gang style behaviour<br><br>Youth involved in underage drinking on site will be targeted<br><br>Noting the area outside is public open space and right to demonstrate, and public demonstration will be facilitated where it does no impact on safety |  |
| 20. Lifting Equipment    | Noting general risk 1-11 also apply<br><br>The failure of lifting equipment may cause entrapment; it may cause hand injuries, with further potential for manual handling incidents | Staff & contractors working event<br><br>Personnel from business in area                                                                                                                  | 8 | 4 | 32 | Only qualified personnel to use lifting equipment, evidence of competence in the form of appropriate certification must be provided to site management<br><br>Equipment to be used in line with its operating manual<br>All work using fork lift telehandlers to be identified to site management prior to commencement<br><br>All operators to be competent and carry with them current certification to that effect.<br><br>Plant to operate with banks men as appropriate<br><br>Plant must have audible warning when reversing and flashing lights. | 4 | 2 | 8  | Continual monitoring of operations required<br>Persons using equipment without authorisation and certification will be removed from site                                                                                                                                                                                                                                                                 |  |
| 21. Manual Handling      | Noting general risk 1-11 also apply                                                                                                                                                | Staff & contractors                                                                                                                                                                       | 6 | 6 | 36 | Specialist stage crew to be used to support volunteer staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4 | 4 | 16 |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

|                       |                                                                                                                                                                                                                    |                                                                                                                                                                                                      |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |   |    |                                                                                                       |  |
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|                       | Back injury sprains strains may be caused by over exertion.<br>If dropped items could cause fracture or on multiple injuries                                                                                       |                                                                                                                                                                                                      |   |   |    | <p>Volunteer staff to be trained on site</p> <p>Specialist staff to monitor operations</p> <p>Manual handling procedures to be implemented</p> <ul style="list-style-type: none"> <li>• Task</li> <li>• Individual</li> <li>• Load</li> <li>• Environment</li> </ul> <p>Must be assessed for each lift</p> <p>All manual handling of equipment will be undertaken by recognised site crew trained in manual handling methods</p>                                                                                                                                                                                                                                                                                                                                                                                                  |   |   |    |                                                                                                       |  |
| 22. Removal Of Refuse | <p>Noting general risk 1-11 also apply</p> <p>There is a risk to removal from sharps and waste material that is covered by operators risk assessment.</p> <p>Major risk is fire, with residual risk of disease</p> | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 8 | 4 | 32 | <p>Ensure appropriate staff on duty post event.</p> <p>All contractors on site responsible for maintaining tidy and safe working areas using waste bins provided.</p> <p>Implementation of agreed clean-up plan prior to and immediately after event</p> <p>Additional facilities for waste disposal to be provided.</p> <p>Glyndwr University has waste management team on site specifically to deal with contingencies that may arise.</p> <p>Persons engaged in litter picking will be provided with suitable tools and trained in their operation</p> <p>Full cleansing plan to be in place to ensure</p> <ul style="list-style-type: none"> <li>• Site cleaned during construction</li> <li>• Site clear prior to public arrival</li> <li>• Cleansing operations continue so far as is safe to do so during event</li> </ul> | 4 | 2 | 8  | <p><i>Waste Management is part of Fire Safety</i></p> <p><i>Rubbish containers must have lids</i></p> |  |
| 23. Use Of Plant      | <p>Noting general risk 1-11 also apply</p> <p>Traffic Accident Injury; damage to vehicles; trauma to staff; delay in timings /blockage of migration site</p> <p>Strains broken limbs head injury</p>               | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p>                                                                                                                                | 8 | 6 | 48 | <p>Only qualified staff to use plant /equipment</p> <p>Certificates Holders to be provided prior to use</p> <p>Each user to check vehicle prior to use</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 8 | 2 | 16 |                                                                                                       |  |

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|                                         |                                                                                                                                                                    | Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area                                                                   |   |   |    | General risks and controls around vehicle movement apply<br><br>No movement of such vehicles when site open to public without specific and individual clearance from Control                                                            |   |   |   |                     |  |
| 24. Drinking Water Hazards              | Disease from poorly treated or incorrectly store water                                                                                                             | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 8 | 4 | 32 | Supply on site give public ready access to free potable water from mains supply<br><br>Bottled water is available for purchase through the site                                                                                         | 2 | 1 | 2 | Supply to be tested |  |
| 25. Unauthorised Climbing On Structures | Noting general risk 1-11 also apply<br><br>Falls from height can cause sprains, strains.<br><br>More serious falls may lead to limb fracture, head injury or death | Ticketholders<br><br>Staff & Contractors working the event<br><br>Customers of other businesses in the area<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 8 | 4 | 32 | Such structure should be isolated where possible from public<br><br>Stewards to monitor and request compliance<br><br>SIA Security to remove people who are not compliant and present a hazard to themselves or others through climbing | 4 | 2 | 8 |                     |  |

|                                                          |                                                                                                                             |                                                                                                                 |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |   |   |                                                                                 |  |
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| 26. Lone Working                                         | Staff and volunteers become vulnerable in dealing with persons and situations                                               | Staff & contractors working event<br><br>Other Members of Public In Area                                        | 6 | 4 | 24 | Staff not to be allowed to work as lone workers without specific risk assessment<br><br>Team Leaders to re-assess post priority when this occurs (e.g. when another team member has been taken ill whilst on shift)<br><br>Priority posts have been identified within the staffing schedules                                                                                                                                                                                      | 4 | 2 | 8 | <i>If lone working is essential radio communication must be issued to them.</i> |  |
| 27. Personal Protective Equipment                        | Noting general risk 1-11 also apply<br><br>Head injury foot injury<br>Crushing<br>Vehicle strike<br>Fall from height        | Staff & contractors working event<br><br>Personnel from business in area<br><br>Other Members of Public In Area | 6 | 4 | 24 | Whilst it is noted that PPE is a residual control measure each contractor has responsibility to ensure provision and use by their staff and contractors<br><br>Hard hat high viz and safety footwear must be worn at all times on site during construction and deconstruction, this period will be defined by the onsite ESC<br><br>Supervision from VMS Live over contractors<br><br>Persons without appropriate PPE are excluded from the work area until activity is concluded | 4 | 2 | 8 |                                                                                 |  |
| 28. Slips Trips And Falls In Production/ Backstage Areas | Noting general risk 1-11 also apply<br><br>Staff and visitors may be injured if they trip over objects or slip on spillages | Staff & contractors working event<br><br>Personnel from business in area                                        | 6 | 4 | 24 | General good housekeeping and regular floor checks by stage managers<br><br>Glyndwr University have full maintenance and cleansing programme<br><br>No trailing leads or cables<br><br>Deliveries stored promptly<br><br>Work areas kept clear<br><br>Advice to staff regarding proper waste disposal                                                                                                                                                                             | 4 | 2 | 8 |                                                                                 |  |

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|                              |                                                                                                  |                                                                                                                                                                           |   |   |    | Waste management controls in place to ensure prompt waste removal                                                                                                                                                                                                                                                                                                                       |   |   |   |                                                       |
| 29. Dehydration/ Heat Stroke | Staff and volunteers collapsing outdoor workers are the groups at greatest risk for heat stroke. | Ticketholders<br>Staff & Contractors working the event<br>Customers of other businesses in the area<br>Personnel from business in area<br>Other Members of Public In Area | 8 | 4 | 32 | Water distribution at the start of each shift for all staff<br>Additional Water available for distribution<br>Shelter shade available for rest breaks<br>All staff advised to wear sun screen<br>All supervisors to make regular checks on staff in regard to wellness and report back to Event Control<br>Hats should be worn during daytime when appropriate<br>Medical Cover on site | 2 | 4 | 8 | Monitoring of weather forecast for high temperatures. |

|                           |                                                                                                                                                           |                                                                                                                                                                                                      |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |   |                                                                                                                                                                               |  |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>30. Catering Units</p> | <p>Noting risks 1-11 above concession units present localised risks</p> <p>Food hygiene breaches may lead to food poisoning</p> <p>Fire at concession</p> | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 6 | 4 | 24 | <p>All units to be aligned to not obstruct crowd flows.</p> <p>Stall and unit sites to be allocated in advance on to plan overlay showing detail of unit dimensions and of vendors.</p> <p>Unauthorised vendors not permitted to set up on site and to be removed from site in liaison with relevant authorities.</p> <p>Units to be grouped and where necessary fences to be installed between and at rear to prevent unauthorised public access</p> <p>A minimum number of shared generators to be used to connect units and lighting.</p> <p>No petrol generators to be used.</p> <p>Generators to be located in secure areas away from public with minimum number of cable runs to be used.</p> <p>Where possible, these not to be in public areas. If in public areas, prefer cables are to be dug into the ground or flown at high levels. Acceptable cable covers in high visibility colours can be used.</p> <p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit. Unless this quantity is deemed to be in excess.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed</p> | 2 | 2 | 4 | <p><i>Specialist food safety inspection in place</i></p> <p><i>Gas Safe Engineer on site</i></p> <p><i>Electrician on site</i></p> <p><i>Contractor Guidance in place</i></p> |  |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  |
|--|--|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|  |  |  |  |  | <p>and checked within the last twelve months by a "Gas Safety Register" approved contractor. Details to be vetted in advance of siting by VMS Live and information made available to Local Authority Environmental Health Officers upon request.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location. LPG to be stored in suitable cages where appropriate.</p> <p>Hoses and connections to comply with current legislation and be in good condition. Any defective equipment to be taken out of use. Jubilee clips not to be used for connecting hose onto LPG bottle. Gas crimps to be used. .</p> <p>LPG containers at site to be secured and located away from public access to prevent tampering.</p> <p>Local Environmental Health Officers Wrexham Council to be advised of event and provide attendance as required.</p> <p>Fresh water supply on site is available for caterers.</p> <p>Basic Food Hygiene Certificates to be displayed.</p> <p>Adequate cleaning in progress by caterers.</p> |  |  |  |  |  |
|--|--|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|

|          |                                                                                                                    |                                                                                                                                                                                                      |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |   |   |                                                   |  |
|----------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---------------------------------------------------|--|
|          |                                                                                                                    |                                                                                                                                                                                                      |   |   |    | <p>Suitable storage facilities for chilled and frozen goods to be used.</p> <p>Food preparation areas to ensure adherence to good practice.</p> <p>Adequate washing facilities for all kitchen equipment.</p>                                                                                                                                                                                                                                                           |   |   |   |                                                   |  |
| 31. Bars | Noting risks 1-11 and risk 30 above Bars' present localised risks, and additional risks around alcohol consumption | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 6 | 4 | 24 | <p>Bars to be aligned to not obstruct crowd flows.</p> <p>Queue system in place</p> <p>Bar sites to be allocated in advance on to plan overlay showing detail.</p> <p>Competence/training of staff in the use/changing of gas supplies to be vetted.</p> <p>Bar storage facility to be established next to main bar main bar</p> <p>Fresh water supply on site is available for public.</p> <p>Suitable storage facilities for chilled and frozen goods to be used.</p> | 2 | 2 | 4 | Dray deliveries to be subject to vehicle controls |  |

|                          |                                                                    |                                                                                                                                                                                                      |   |   |    |                                                                                                                                                                                                                                                                                                                                                                           |   |   |   |                                                                      |  |
|--------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|----------------------------------------------------------------------|--|
|                          |                                                                    |                                                                                                                                                                                                      |   |   |    | Adequate washing facilities for all kitchen equipment.                                                                                                                                                                                                                                                                                                                    |   |   |   |                                                                      |  |
| 32. Alcohol Misuse       | Disorder, medical incident                                         | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 6 | 4 | 24 | <p>Glyndwr University is managing the bars</p> <p>Licence conditions are in place<br/>All sales to be supervised by Personal Licence Holder</p> <p>Glyndwr University DPS Phil Bennett to supervise coordinating with Bar Management Team</p> <p>Fresh water supply on site is available for public</p> <p>Challenge 21 process in place</p> <p>SIA security and bars</p> | 2 | 2 | 4 | <p>Medical teams on site</p> <p>Security patrols on site</p>         |  |
| 33. Insect/Bee Swarm     | Insect bites/stings<br>General Alarm                               | <p>Ticketholders</p> <p>Staff &amp; Contractors working the event</p> <p>Customers of other businesses in the area</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p> | 8 | 1 | 16 | The area is managed by the University in association with Wrexham and Ground staff experienced in dealing with such matters Are on call                                                                                                                                                                                                                                   | 6 | 1 | 6 |                                                                      |  |
| 34. Staff illness injury | Loss of key personnel in managing controlling safe systems of work | Attendees<br>Staff & contractors working event                                                                                                                                                       | 2 | 4 | 8  | Contractors have their own management and staffing systems in place                                                                                                                                                                                                                                                                                                       | 1 | 2 | 2 | Access to pool of practitioners /staff to replace staff if necessary |  |



| Image                                                                                                   | Location                                                               | Comment                                              | Controls                      |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------|-------------------------------|
| <br>31.05.2016 11:28   | Old Kop<br>Stage to<br>locate here                                     | Production area no public Access                     | FOS Barrier                   |
| <br>31.05.2016 11:28  | Entrance for<br>emergence<br>vehicles off<br>Mold rd in<br>this corner | Medic for FOS to locate in this corner               | Security                      |
| <br>31.05.2016 11:28 | Mold Stand<br>Blue                                                     | Numbers reduced for sight line<br>Event Control here | Security<br>Wristband control |

| Image                                                                               | Location                               | Comment                                                        | Controls                              |
|-------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------|---------------------------------------|
|    | Corner of Mold Stand/ University Stand | Egress for Pitch users here to bar and food area               | Security an LLCB                      |
|   | University Stand                       | Top tier in use only, lower tier centre will have bar in front | Fencing security<br>Wristband control |
|  | Corner University Yale Stand           | MOE upper tier                                                 |                                       |

| Image                                                                               | Location                     | Comment                                        | Controls                      |
|-------------------------------------------------------------------------------------|------------------------------|------------------------------------------------|-------------------------------|
|    | Yale Stand                   | Egress via exit either side of dugout to pitch | Security<br>Wristband control |
|   | Yale Stand/Kop               | Rear of house                                  | FOS Barrier                   |
|  | Football pitch in University | Outside holding area in event emergency        |                               |

| Image                                                                                                                                                                                                                                                                                                                                | Location                 | Comment                                                                          | Controls                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  A photograph showing the rear of the Yale Stand, a large white stadium structure. A grassy area in the foreground is separated from the stand by a metal fence. A timestamp '31.05.2016 10:38' is visible in the bottom right corner of the image. | Rear of Yale Stand       | Fencing to be removed here to allow access to area                               | Fencing<br>Barrier<br>Signage ground under fencing must be levelled and trips removed |
|  A photograph showing a narrow path between a building and a green metal fence. Trees are visible in the background. A timestamp '31.05.2016 10:42' is visible in the bottom right corner of the image.                                            | Rear of University stand | Access to seating & standing plus mixed use orange red and green for concessions | Security Wristband control                                                            |
|  A photograph showing a metal gate with a mesh screen, partially open, leading to a paved area. A red fence is visible to the right. A timestamp '31.05.2016 10:44' is visible in the bottom right corner of the image.                           | Rear of University stand | Exit from Ramp to pitch Green only                                               | Security Wristband control                                                            |

| Image                                                                               | Location                       | Comment                                           | Controls                                       |
|-------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------|------------------------------------------------|
|    | From Ground toward sports hall | Queue lanes here plus stewards and welfare staff  | Security medical cover H20                     |
|   | Rear of Yale Stand             | Concessions locate here for pitch and general use | Access from pitch exits either side of dug out |
|  | Rear of Yale stand seat access | Only seat ticket holders                          |                                                |

| Image                                                                               | Location                     | Comment                                                 | Controls                                 |
|-------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------|------------------------------------------|
|    | MOE<br>University<br>stand   |                                                         | MOE no obstruction                       |
|    | Rear of<br>Yale Stand        | Egress from stand seats                                 |                                          |
|  | Exit for<br>pitch<br>patrons | To be used to access concession area at rear Yale Stand | Security<br>Wristband control<br>Fencing |

| Image                                                                                                                                                                                                                                                                                                                                                                     | Location               | Comment                                                            | Controls                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------|------------------------------------------|
|  A photograph showing the rear of a large, multi-story building (Yale Stand) with a curved facade. Several white cars are parked in a lot in front of the building. The sky is blue with some clouds. A timestamp '31.05.2016 10:47' is visible in the bottom right corner of the image. | Rear of Yale Stand     | To be used to access concession area at rear Yale Stand            | Security<br>Wristband control<br>Fencing |
|  A photograph of a red metal gate or fence structure, likely an exit for pitch patrons. The gate is set against a light blue building with several windows. A timestamp '31.05.2016 10:47' is visible in the bottom right corner of the image.                                          | Exit for pitch patrons | To be used to access concession area at rear Yale Stand            | Security<br>Wristband control<br>Fencing |
|  A photograph showing a paved area with a black metal fence in the foreground. In the background, there are several multi-story buildings, including the Yale Stand. A timestamp '31.05.2016 10:48' is visible in the bottom right corner of the image.                                | Rear of Yale Stand     | Unisex toilets to locate here ensuring gate to halls is maintained |                                          |

| Image                                                                                                                                                                                                                                                                                                                                            | Location                      | Comment                                                 | Controls                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------|------------------------------------------|
|  <p>A photograph of a red metal gate labeled 'GATE 5' with an arrow pointing left. To the right is a white building with a black door. A timestamp '31.05.2016 10:48' is visible in the bottom right corner.</p>                                                | Exit for pitch patrons        | To be used to access concession area at rear Yale Stand | Security<br>Wristband control<br>Fencing |
|  <p>A photograph of a red metal gate labeled 'GATE 6' with an arrow pointing right. Above the gate is a sign that says 'OAP'S £12'. To the right is a white building with a red door. A timestamp '31.05.2016 10:48' is visible in the bottom right corner.</p> | Exit for Production           | Yale stand public access                                | Security<br>Wristband control<br>Fencing |
|  <p>A photograph of a paved path leading towards a blue building behind a fence. A timestamp '31.05.2016 11:34' is visible in the bottom right corner.</p>                                                                                                    | Path to rear University stand | Control Point 3 access for orange green and red         | Security<br>Wristband control<br>Fencing |

| Image                                                                              | Location                                           | Comment                                | Controls                                       |
|------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------|------------------------------------------------|
|   | Mold Road                                          | To be subject to TM                    | Traffic management cones<br>TM staff<br>SETTRO |
|   | Area<br>between<br>University<br>and Mold<br>Stand | Concessions and toilets for pitch here | Security<br>Wristband control<br>Fencing       |
|  | Mold Stand                                         | Blue ticket holders                    | Security<br>Wristband control<br>Fencing       |

| Image                                                                               | Location       | Comment                                 | Controls                                                                                   |
|-------------------------------------------------------------------------------------|----------------|-----------------------------------------|--------------------------------------------------------------------------------------------|
|    | Mold Stand     |                                         | Traffic management cones<br>TM staff<br>SETTRO                                             |
|   | Turf PH        | Liaise though licensee                  | Security<br>Wristband control<br>Fencing Traffic management<br>cones<br>TM staff<br>SETTRO |
|  | MOE Mold Stand | Security to ensure egress is maintained | Security<br>Wristband control<br>Fencing                                                   |

| Image                                                                               | Location        | Comment                               | Controls                                       |
|-------------------------------------------------------------------------------------|-----------------|---------------------------------------|------------------------------------------------|
|    | Mold Road       | Rear Mold Stand                       | Traffic management cones<br>TM staff<br>SETTRO |
|   | Rear of old Kop | Control Point 1 Green wristbands only | Security<br>Wristband control<br>Fencing       |
|  | Rear of old Kop | No public access production           | Security<br>Wristband control<br>Fencing       |

| Image                                                                               | Location                    | Comment                                                                                               | Controls                                       |
|-------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------|
|    | Access to University Campus | Can access rear of Yale from this road                                                                | Traffic management cones<br>TM staff<br>SETTRO |
|   | Wrexham Station             | <i>Note for RA Details of train services to be placed here and shared with briefing for staff otd</i> | Note                                           |
|  | Mold Rd                     |                                                                                                       | Traffic management cones<br>TM staff<br>SETTRO |

| Image                                                                               | Location                  | Comment                                                                               | Controls                                            |
|-------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------|
|    | Mold Rd                   | From Glyndwr University                                                               | Traffic management cones<br>TM staff<br>SETTRO      |
|   | Kop                       | This stand is not used and is in production area<br>Stage will cross into hashed area | Vehicle access to rear of Yale stand to be reviewed |
|  | University stand from Kop | Lower stand not in general use                                                        | Security<br>Wristband control<br>Fencing            |

| Image                                                                               | Location                               | Comment                                                                                              | Controls                                 |
|-------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------|
|    | Vehicle access to pitch from Mold Road | Control Point 1 green only Pedestrian Access to pitch<br>Ambulance for FOS could locate in this area | Security<br>Wristband control<br>Fencing |
|   | Access to Mold stand from Pitch        | Sterile corridor along front of Mold stand                                                           | Security<br>Wristband control<br>Fencing |
|  | Stage line from Mold Stand             |                                                                                                      | Security<br>Wristband control<br>Fencing |

| Image                                                                                                                                                                                                                                                                                                          | Location                | Comment                                                  | Controls                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------|--------------------------------------------------------------------------|
|  A photograph showing the edge of the stadium seating area, with red seats visible in the foreground and the green pitch in the background. The date and time stamp '31.05.2016 11:17' is visible in the bottom right corner. | Edge of restricted view |                                                          |                                                                          |
|  A photograph showing the control room area, featuring a balcony with glass railings and signage for 'bictner' and 'NOVUS'. The date and time stamp '31.05.2016 11:18' is visible in the bottom right corner.                 | Control room            | Crowd management and safety for show to be run from here | In place but check wireless ISDN capacity for use as multiagency control |
|  A photograph showing the Yale stand and the pitch, with a cone in the foreground. The date and time stamp '31.05.2016 11:19' is visible in the bottom right corner.                                                         | Yale stand              | Cone represents centre stage                             |                                                                          |

| Image                                                                               | Location         | Comment                                   | Controls                         |
|-------------------------------------------------------------------------------------|------------------|-------------------------------------------|----------------------------------|
|    | University stand |                                           |                                  |
|   | Mold stand       | Cone represents centre stage              |                                  |
|  | Yale Stand       | Area in front of stand to be kept sterile | Security<br>Wristband<br>Fencing |

| Image                                                                                                                                                                                                                                                                                                                                                                 | Location                                    | Comment                                                                                                      | Controls                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------|
|  <p>A wide-angle photograph of a football stadium from the stands. The green pitch is in the foreground, and the stadium seating and stands are visible in the background. A tall floodlight tower is on the left. A timestamp '31.05.2016 11:20' is in the bottom right corner.</p> | View from Yale stand of front of stage line | Restricted seats to right of image not in ticket allocation                                                  | Security<br>Wristband<br>Fencing |
|  <p>A photograph of the dugout area and the seating area behind it. The dugout is covered with a red and white striped canopy. The seating area is filled with red seats. A timestamp '31.05.2016 11:21' is in the bottom right corner.</p>                                          | Dug out and seats behind                    | Dug out not in use<br>Seats not allocated but can be used by persons from pitch not included in ticket count | Security<br>Wristband<br>Fencing |
|  <p>A photograph of a sterile area in the front seats. The area is a narrow, paved walkway between the seating area and the pitch. The seating area is filled with red seats. A timestamp '31.05.2016 11:21' is in the bottom right corner.</p>                                     | Sterile area in front seats                 | First row not allocated                                                                                      | Security<br>Wristband<br>Fencing |

| Image                                                                                                                                                                                                                                                                                                                                                                                        | Location              | Comment                        | Controls                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------|----------------------------------|
|  <p>A photograph showing a set of concrete stairs with red metal railings leading up from a grassy area towards a dugout. The dugout has a white door and is surrounded by red stadium seating. A timestamp '31.05.2016 11:21' is visible in the bottom right corner of the image.</p>                      | Exit to SL of dugout- | Exit from pitch to concessions | Security<br>Wristband<br>Fencing |
|  <p>A photograph showing a set of concrete stairs with red metal railings leading up from a grassy area towards a dugout. The dugout has a white door and is surrounded by red stadium seating. A timestamp '31.05.2016 11:21' is visible in the bottom right corner of the image.</p>                      | Exit to SL of dugout- | Exit from pitch to concessions | Security<br>Wristband<br>Fencing |
|  <p>A photograph showing a set of concrete stairs with red metal railings leading up from a grassy area towards a concession stand. The concession stand has a white door and is surrounded by red stadium seating. A timestamp '31.05.2016 11:24' is visible in the bottom right corner of the image.</p> | Exit concession S-    | Exit from pitch to concessions | Security<br>Wristband<br>Fencing |

| Image                                                                                                                                                                                                                                                                                                                                                    | Location            | Comment                        | Controls                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------|----------------------------------|
|  A photograph showing an exit from the pitch to the concessions. The exit is a concrete walkway with a red metal railing on the right side. A green tarp is draped over the railing. The date and time stamp '31.05.2016 11:24' is visible in the bottom right corner.  | Exit to concessions | Exit from pitch to concessions | Security<br>Wristband<br>Fencing |
|  A photograph showing an exit from the pitch to the concessions. The exit is a concrete walkway with a red metal railing on the right side. A green tarp is draped over the railing. The date and time stamp '31.05.2016 11:25' is visible in the bottom right corner. | Exit to concessions | Exit from pitch to concessions | Security<br>Wristband<br>Fencing |
|  A photograph showing a view of the pitch. The pitch is a green field with a red metal railing in the foreground. The date and time stamp '31.05.2016 11:25' is visible in the bottom right corner.                                                                   | View of Pitch-      | Exit from pitch to concessions | Security<br>Wristband<br>Fencing |

| Image                                                                              | Location                                             | Comment | Controls |
|------------------------------------------------------------------------------------|------------------------------------------------------|---------|----------|
|   | <i>Unallocated seats for pitch</i>                   |         |          |
|  | <i>Seats not used in Uni stand but hidden by bar</i> |         |          |

| Image                                                                              | Location                                                          | Comment                                                  | Controls                         |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------|----------------------------------|
|   | University stand but pitch area                                   | Ramp here to be built for exit form pitch to concessions | Security<br>Wristband<br>Fencing |
|   | University stand but pitch area                                   | Ramp here to be built for exit form pitch to concessions | Security<br>Wristband<br>Fencing |
|  | University stand but pitch area<br>General access for pitch users |                                                          | Security<br>Wristband<br>Fencing |

| Image                                                                               | Location                          | Comment                                               | Controls                         |
|-------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------|----------------------------------|
|    | Between Mold and University Stand | Concessions to locate here Licence amendment required | Security<br>Wristband<br>Fencing |
|   | Between Mold and University Stand | Concessions to locate here Licence amendment required | Security<br>Wristband<br>Fencing |
|  | Front of Mold Stand               | Sterile area to be maintained                         | Security<br>Wristband<br>Fencing |

## APPENDIX D

# Event Health and Safety Policy

## Event Health and Safety Policy Statement

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It is the policy of Glyndwr University to promote the highest possible standards of health and safety in all aspects of the event delivery. This will assist in leading to the avoidance of or reduction of risks to the health and safety of all persons on the premises or who may be affected by work activities at the premises, and to ensure compliance with all current legislation, in particular the 'Health and Safety at Work Act (1974)'.

Glyndwr University makes specific commitments with regards working safely, personal safety, care of the environment and being mindful of safety issues when planning events. Glyndwr University considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues.

Glyndwr University will take responsibility for the implementation of this Health and Safety policy.

Such responsibilities include but are not restricted to:

- i. Ensuring that health and safety, special certificate requirements, licensing obligations, site rules and regulations are a key consideration and deliverable during the planning and delivery of the event.
- ii. Undertaking suitable and sufficient assessments of all the foreseeable risks posed by any of the work activities undertaken on site to deliver the event.
- iii) Ensuring staff under their control, including freelance workers and contractors are competent and fully aware of any potential hazards.
- iv) Informing all persons on site of what action to take in the event of a fire, bomb threat or any other emergency, and bring the emergency fire routes and evacuation areas to their attention.
- v) Ensuring that adequate provisions for First Aid are in place and that all workers are aware of these provisions.
- vi) Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
- vii) Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
- viii) Ensuring that if Personal Protective Equipment is required that it is suitable and worn by all persons deemed to be at risk.

Glyndwr University are also mindful that they carry a considerable responsibility for the safety of the public whilst events under their control are taking place.

Glyndwr University are aware of their responsibilities and the promoter's for ensuring the health, safety and welfare of all persons attending the site both before, during and

after the entertainment. Steps have been taken to fulfil these responsibilities by the employment of competent persons including a Safety Officer, Deputy Safety Officer and Venue/Promoter's Event Safety Advisors (Event Management Team).

The Event Management Team's responsibilities include but are not limited to:

- Monitoring of contractors
- Liaison with contractors, self-employed persons on site, and the health and safety enforcement authority
- Collating and checking compliance of safety method statements and risk assessments;
- Preparation, as necessary, and monitoring of site safety rules
- Monitoring and co-ordinating of safety performance
- Co-ordinating safety in response to a major incident
- Advising the organisers of unsafe work and the use of unsafe equipment
- Assisting the organisers in the stopping such unsafe work or the use of unsafe equipment
- Liaison, as and when necessary and appropriate, with Local Authority Personnel during the event
- Provide safety advice as necessary
- Provide telephone support as required
- Provide written feedback after the event

# APPENDIX E

## Event Fire Risk Assessment

# Fire Risk Assessment



Stereophonics Live – 2<sup>nd</sup> July 2016

Racecourse Ground,  
Mold Road,  
Wrexham,  
LL12 2AH

Date of Assessment: 20<sup>th</sup> June 2016

Version 2

## Document Control & Notes

|                     |                                   |
|---------------------|-----------------------------------|
| <b>Prepared by:</b> | Alan Lynagh BSc (Hons), MIOL MEPS |
| <b>Company:</b>     | ComplianceUK                      |
| <b>Date:</b>        | 20 <sup>th</sup> June 2016        |
| <b>Issue:</b>       | 1                                 |
| <b>Report ref:</b>  | CUK/FRA/AL/SLRGW/V2               |

### Risk Assessment Details

|                                               |                                                                                                                                                                                       |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Responsible Person:</b>                    | Lynda Powell                                                                                                                                                                          |
| <b>Address of Property:</b>                   | Racecourse Ground, Mold Road, Wrexham, LL12 2AH                                                                                                                                       |
| <b>Person(s) Consulted:</b>                   | Steve Forster – Chief Executive VMS Live, Richard Maides – Director VMS Live, Darren Griffiths – Senior Project Manager Estates Glyndwr University, Eddy Grant – Event Safety Officer |
| <b>Date of Fire Risk Assessment:</b>          | 26 <sup>th</sup> May 2016 (subsequent inspections to occur when site overlay in place and throughout June as required).                                                               |
| <b>Date of Previous Fire Risk Assessment:</b> | Risk Assessment in place for ground and existing use dated 1 <sup>st</sup> September 2015                                                                                             |
| <b>Suggested Date for Review:</b>             | Main ground FRA September 2016 and Event Specific FRA to be carried out for every future event.                                                                                       |

### Document History

| Issue | Date     | Amendment Details         | Assessor |
|-------|----------|---------------------------|----------|
| V1    | 26/05/16 | Initial Issue for comment | AL       |
|       |          |                           |          |
|       |          |                           |          |
|       |          |                           |          |

#### Notes:

This report is prepared for the exclusive use of Glyndwr University and VMS Live and a third party shall not rely upon the information that it contains. ComplianceUK (CUK) will not accept any responsibility for matters arising because of use by a third party. The recommendations within this report should not be applied to any other building and may not be relevant if there are significant changes since the visit was carried out.

The submission of this assessment report constitutes neither a warranty of future results by CUK, nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

The contents of this assessment report are confidential and privileged, and all parties are required to keep information received by them confidential and any "Report" (includes written or verbal, formal or informal) and its recommendations are without prejudice to all parties' obligations under the legal agreements existing between them.

## Executive Summary

ComplianceUK (CUK) has been instructed by Glyndwr University and VMS Live to carry out a fire risk assessment for the forthcoming Stereophonics Live Event taking place at its premises located at the Racecourse Ground, Mold Road, Wrexham, LL12 2AH in accordance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005. The following report documents the process, observations and findings of the fire risk assessment to date. This assessment follows an initial site visit and assessment of the plans.

As the event relates to the site overlay being introduced for the concert a number of the recommendations are currently based on the proposals to date. Further site inspections will take place as required throughout June and on the 1<sup>st</sup> July. Therefore this document will be live up until the date of the event but where practicable an action plan will be put in place immediately to rectify any remedial work as required.

In addition it also assesses the means of escape and fire safety provisions proposed and looks to advise on a maximum safe occupancy for the premises as detailed in section 16. This mirrors the Occupancy Calculation submitted as part of the main Event Safety Plan.

Based on this and using the risk rating methodology discussed in PAS 79 the overall risk ratings for the event at this stage have been considered by CUK to be characterised as:

| Risk                                                           | Assessment       |
|----------------------------------------------------------------|------------------|
| Life Safety ( <i>injury or death</i> )                         | <b>Tolerable</b> |
| Building Preservation ( <i>building damaged or destroyed</i> ) | <b>Moderate</b>  |

As part of this assessment process CUK have identified a series recommendations, which are summarised in the Prioritised Action Plan (Table 1, Page 5), which will need to be carried out. All medium and high risk points are included in the prioritised action plan and Section 6 of this report includes further discussion of the building observations and findings including low risk points and also provides context and reasoning to the recommendations given in the Action Plan. In addition Appendices have been attached with supplemental information where required to detail the control measures in place as part of the overall fire risk assessment.

As this is for a specific one off event all items have been deemed as high priority as they will need to be completed prior to the event taking place. This does not mean necessarily that all highlighted risks are high risk in nature but more that the time frame for completion needs to be swift to ensure completion prior to the event.

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## 1. Prioritised Action Plan - Table 1

| No: | Recommended Remedial Action                                                                                                                                                                                                                                                                                                                                                                                                              | Risk Level | Priority Classification | Client Use     |                |                |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|----------------|----------------|----------------|
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                         | Current Status | Action By Whom | Date Completed |
| 1   | <ul style="list-style-type: none"> <li>Suitable "No Smoking" signs should be provided within the stands and to back of house areas as required.</li> </ul>                                                                                                                                                                                                                                                                               | High       | A                       |                |                |                |
| 2   | <ul style="list-style-type: none"> <li>Where portable electrical equipment is introduced to site, a suitable visual inspection should be undertaken and any unsuitable items removed</li> <li>All generators used should be appropriately earthed.</li> <li>30 Milliamp RCD protection to be provided to all hand held electrical supplies.</li> <li>All temporary installations to be signed off by onsite maintenance team.</li> </ul> | High       | A                       |                |                |                |
| 3   | <ul style="list-style-type: none"> <li>A hot works permit system should be put into place under the control of the estates team. All contractors should report to the estates team and must have a risk assessment in place before works start. All hot works should be carried out outside event hours.</li> </ul>                                                                                                                      | High       | A                       |                |                |                |
| 4   | <ul style="list-style-type: none"> <li>All stages and temporary structures to be suitably earth bonded.</li> </ul>                                                                                                                                                                                                                                                                                                                       | High       | A                       |                |                |                |
| 5   | <ul style="list-style-type: none"> <li>Appropriate fire retardant certification for all furnishings, curtains, fabrics and drapes used on site for the event should be provided and copies stored in the fire safety log-book.</li> <li>Records and or certification of any proprietary treatment should be kept also.</li> </ul>                                                                                                        | High       | A                       |                |                |                |
| 6   | <ul style="list-style-type: none"> <li>Housekeeping to form part of the pre opening and ongoing checks. Fire safety team and security personal to monitor and reduce the accumulation of combustible materials and check the escape routes and fire doors aren't being blocked or obstructed.</li> </ul>                                                                                                                                 | High       | A                       |                |                |                |

| No: | Recommended Remedial Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Risk Level | Priority Classification | Client Use     |                |                |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|----------------|----------------|----------------|
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                         | Current Status | Action By Whom | Date Completed |
| 7   | Recommend that all the relevant substances that fall under COSHH (Control of Substances Hazardous to Health) control are contained appropriately in one area, ensuring that the door can close effectively into the frame and that COSHH data sheets are kept for reference purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | High       | A                       |                |                |                |
| 8   | <ul style="list-style-type: none"> <li>A copy of the method statement/disabled evacuation plan covering the disabled access and egress arrangements should be provided for assessment.</li> <li>Confirmation of location of evacuation chairs should be provided or confirmation of lift use for disabled evacuation provided.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | High       | A                       |                |                |                |
| 9   | <p>All contractors should be given basic instruction on;</p> <ul style="list-style-type: none"> <li>The emergency plan and shown the escape routes.</li> <li>Relevant information and appropriate instructions about how to prevent fires and what they should do if there is a fire.</li> <li>The evacuation procedures for premises.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | High       | A                       |                |                |                |
| 10  | <ul style="list-style-type: none"> <li>A suitable bridge should be constructed to provide access off the pitch and into the University Stand exit towards the corner of the University and Mold Road Stand.</li> <li>The exit route through the gap between the University Stand and Mold Road Stand should be maintained sterile and available and the concessions in this area suitably located to achieve this. Any higher risk cooking stalls should be located away from the means of escape route.</li> <li>The trip hazard at low level from the brickwork between the Mold Road Stand and University Stand should be suitably removed or covered to ensure the route is safe.</li> <li>Staff training and evacuation procedures should be consistent across the venue. Each stand should have a standard evacuation in line with the existing</li> </ul> | High       | A                       |                |                |                |

| No: | Recommended Remedial Action                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Risk Level | Priority Classification | Client Use     |                |                |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|----------------|----------------|----------------|
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                         | Current Status | Action By Whom | Date Completed |
|     | procedures and pitch evacuation should be managed by stewards in tandem with the stand evacuation. This should be detailed in the crowd management plan                                                                                                                                                                                                                                                                                                                       |            |                         |                |                |                |
| 11  | <ul style="list-style-type: none"> <li>Due to lack of detection under the University Stand and remoteness of this area, a regular fire watch will be carried out by the fire safety team to this area throughout the event.</li> </ul>                                                                                                                                                                                                                                        | High       | A                       |                |                |                |
| 12  | <ul style="list-style-type: none"> <li>Fire Safety Team should carry out checks to ensure extinguishers are in place as part of the pre opening checks of the premises.</li> <li>A suitable assessment of the incoming site overlay should be carried out by a competent contractor and appropriate numbers of additional fire fighting equipment brought on site as required.</li> <li>Site plan of firefighting equipment to be located within the control room.</li> </ul> | High       | A                       |                |                |                |
| 13  | <ul style="list-style-type: none"> <li>Signage should be in place highlighting COSHH stores.</li> <li>Additional Exit Signage should be provided to highlight the pitch exit routes.</li> </ul>                                                                                                                                                                                                                                                                               | High       | A                       |                |                |                |
| 14  | <ul style="list-style-type: none"> <li>A suitable number of torches should be provided and located in key parts of the ground in grab bags to assist stewards if required.</li> </ul>                                                                                                                                                                                                                                                                                         | High       | A                       |                |                |                |
| 15  | <ul style="list-style-type: none"> <li>A simple fire safety policy should be drafted prior to the event.</li> </ul>                                                                                                                                                                                                                                                                                                                                                           | High       | A                       |                |                |                |
| 16  | <ul style="list-style-type: none"> <li>In line with Section 22 of the RRO clear lines of communication and definition need to be established between the crowd management plan and existing evacuation plan.</li> <li>The crowd management team, Estates team and fire safety team need to communicate and establish a clear overarching evacuation plan that is understood by all and this should underpin the staff training.</li> </ul>                                    | High       | A                       |                |                |                |

| No: | Recommended Remedial Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Risk Level | Priority Classification | Client Use     |                |                |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|----------------|----------------|----------------|
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                         | Current Status | Action By Whom | Date Completed |
| 17  | <ul style="list-style-type: none"> <li>Response plan to be agreed with Fire and Rescue service.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | High       | A                       |                |                |                |
| 18  | <p>The actions of staff in the event of a fire are likely to be crucial to their safety and that of other people at the event so the following should form part of the staff training regime as a minimum and this will be communicated to the Crowd management and security teams as appropriate:</p> <ul style="list-style-type: none"> <li>The location of exit routes.</li> <li>The activation of the fire alarm within the stands.</li> <li>The disabled evacuation procedures for staff located within the Mold Road Stand.</li> <li>Any specific roles that members of staff may be expected to carry out in the event of a fire.</li> <li>It should also include the use of fire extinguishers for appropriate staff.</li> <li>Staff training should be recorded in the premises fire safety logbook.</li> </ul> | High       | A                       |                |                |                |

**Notes:**

The 'action by whom' column should be filled in by the client to name the person who will ensure the works are carried out  
The 'current status' is for the client to record where they are with getting the work done – it is suggested this is updated monthly

Table 2 – Descriptors for Priority Classifications

| Risk Level     | Commence Action                                                                                                                        | Complete By                                                                                |                                                                                              |            |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------|
|                |                                                                                                                                        | A                                                                                          | B                                                                                            | C          |
| <b>Extreme</b> | A due diligence memo will be issued outlining our specific concerns and recommended actions. These will also be outlined in our report |                                                                                            |                                                                                              |            |
| <b>High</b>    | Immediately                                                                                                                            | As soon as reasonably practicable and the risk is reduced to an acceptable level           |                                                                                              | Continuous |
| <b>Medium</b>  | 2 working days                                                                                                                         | 4 weeks for a single item issue – e.g. repair a single door or addition of a detector head | 6 months for a more major refit such as repair all doors or training all staff               | Continuous |
| <b>Low</b>     | 1 week                                                                                                                                 | 6 months for minor issues such as change exit sign to current standard                     | 1 year for wider scope issues such as introduce a system for updating secondary fire signage | Continuous |

‘Reasonably practicable’ – legal phrase used in UK health & safety law, to allow responsible persons to balance cost against risk benefits when considering investment in risk mitigation.

Commence action – includes initiating the admin process to get the work done not necessarily commencing the actual work on site.

## 2. Overview

CUK has been instructed by Glyndwr University and VMS Live (hereafter referred to as the Client) to complete a fire risk assessment in accordance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (FSO), for the Stereophonics Live Event at their premises located at the Racecourse Ground, Mold Road, Wrexham, LL12 2AH, (hereafter referred to as the premises).

The fire risk assessment is an organised and methodical look at the incoming infrastructure, activities within the event, the potential for a fire to occur and the harm it could cause to the people in and around the premises. The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

The proposed fire safety measures are evaluated and reviewed to establish whether they are adequate or if more requires to be done. Its purpose is to inform those responsible for fire safety within the ground for the event, of the relative risks that need to be managed or addressed, according to the assessment.

The assessment has been carried out based on the plans available at this stage and the previous site inspections. As the overlay for the event will not be in place till just before the event this document will remain live and will be fully updated as the build progresses.

A general fire risk assessment was carried out for the ground and underlying facilities on the 1<sup>st</sup> September 2015. There has been no indication of any enforcement action against the stadium by the Local Authority who are the enforcing authority under the RRO given the Safety Certificated status of the ground, by way of Enforcement/Improvement Notices or Notice of Deficiency. It is therefore assumed that the existing use and facilities are deemed acceptable and given the use of the stands and concourse will be relatively similar this should not lead to any major changes to the underlying risks.

However as part of the assessment we will where appropriate draw reference to the underlying facilities and if any major issues are found that require attention will highlight these in the action plan.

## 3. Scope of the Assessment

The scope of this assessment relates to Stereophonics Live Event only and the stadium. There are no other associated areas, which fall under the control of the Client.

The assessment is based on the activities proposed and site visits to date. The assessment was non-invasive, and no building component, machinery or plant element was disassembled or uncovered or will be at subsequent inspections.

## 4. Premises Description – including comments

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Number of floors ground and above:</b> | N/A – Football Stadium with pitch and 3 stands in use. Stands have generally upper and lower levels with related back of house facilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Number of floors below ground:</b>     | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Approximate total floor area:</b>      | Overall site – 30,000sqm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Brief details of construction:</b>     | <p>The stadium is located on the outskirts of Wrexham town centre and comprises of four main existing stands, three of which will be used for seated accommodation for the concert.</p> <p>The Kop Stand is currently unused due to its structural condition and will remain unused for this event. The Stand occupies the Eastern side of the ground and the stage has been located backing onto the stand to maximise usable space within the ground footprint.</p> <p>The Mold Road Stand – This stand is located to the south of the ground and was completed in 1999 giving it a more modern design than the other two stands detailed below. The structure principally comprises a structural steel frame with pre-cast concrete sections forming the main seated area within the stand. The roof structure comprises a cantilevered structural steel frame over-clad with a</p> |

|                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Use of premises:</b>                                                                                                                                       | lightweight profiled steel roof. Internally, the facility is split up providing catering, welfare facilities, hospitality suites, a media room and a security suite.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                               | The University Stand – The University Stand occupies the whole of the western side of the ground. The stand's construction generally comprises a structural steel frame with pre-cast concrete sections forming the seating area. The roof structure comprises a structural steel frame over-clad with a powder-coated profiled metal roof covering. Internally the accommodation features toilets, concessions, storage and some additional ancillary accommodation.                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                               | The Yale Stand is located to the north of the ground and was built in 1972. The stand comprises a structural steel frame with pre-cast concrete sections forming the main stand and seated area. The roof structure is of steel frame construction and is over clad with powder-coated profiled steel roofing sheets. Internally the facilities generally comprise the main changing rooms, physio rooms, match day officials room and other welfare facilities, and also incorporate the club's general administration facilities. The first floor level generally accommodates the main boardroom and director's hospitality area, which leads out into the director's box/seating area. There is also a banqueting/conference area, which includes a commercial kitchen and bar area at first floor level and at ground floor level the main match day bar. |
|                                                                                                                                                               | The ancillary areas of the stands will be used for green room areas, hospitality and various back of house functions. All stands are as existing and will be used in a similar way to their current use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                                                               | The pitch will be used for spectator standing provision with the main stage located in front of the Kop Stand as detailed above and some relay towers and concession units located to the rear of the pitch.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Approximate maximum number of occupants:<br/>Approximate number of employees at any one time:<br/>Maximum number of members of public at any one time:</b> | The proposed event is a live music production with the Stereophonics as the main act. The intention is to utilise the existing seated infrastructure for the audience with additional standing audience provision provided on the pitch surface. There will be some concession units located on the pitch, to the Mold Road Car Park and Yale Stand Car Park.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                                                                                               | TBC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                               | TBC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                               | 19,958<br>Mold Road Stand – 2435<br>Yale Stand Lower – 850<br>Yale Stand Upper – 2132<br>University Stand – 2041<br>Pitch – 12500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Sleeping occupants:</b>                                                                                                                                    | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Disabled occupants:</b>                                                                                                                                    | No staff and some potetnail members of the public whol will occupy the existing disabled viewing area within the Mold Road Stand.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Lone workers:</b>                                                                                                                                          | 1 – Staff members occasionally in certain areas for small periods of time while opening up.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Young persons:</b>                                                                                                                                         | 0 (see note in report)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Others:</b>                                                                                                                                                | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Fire detection and alarm system:</b>                                                                                                                       | Automatic fire detection and alarm systems with smoke detectors and manual call points at exits are installed in the Mold Road and Yale Stands stands as existing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                          |                                                                                                      |
|------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Evacuation regime:</b>                | Simultaneous on any alarm within each stand. Phased for entire ground based on location of incident. |
| <b>Emergency lighting:</b>               | As existing to stands and concourse areas.                                                           |
| <b>Sprinklers</b>                        | N/A                                                                                                  |
| <b>Previous fire losses / incidents:</b> | None reported for premises TBC                                                                       |

## P and S Factors

The existing infrastructure and management levels as per the existing safety certificate have a P (Physical Condition) and S (Safety Management) factor of 1 applied. From a physical perspective the existing spectator accommodation is being used due to numerous factors the accommodation within the stands will be lower than the current use. There are no demountable structures being used for additional spectator accommodation and it is advised that the additional demountable structures on the pitch (stage, relay towers and mixing desk) will all be designed in line with their specific use and relevant AGOTS guidance and installed appropriately in line with the event risk assessment. In addition as part of the Safety Certificate application a full capacity calculation has been carried out and this can be found in Appendix A. This details the safe maximum capacities based on calculations in line with the guidance in the The Green Guide for Safety at Sports Grounds.

The Management of the systems in the ground will remain unchanged with suitable tests and inspections being carried out of all buildings, passive and active fire safety systems and any other installations as per the existing fire risk assessment. This fire risk assessment looks to detail the suitable control measures/remedial works required to any new facilities and systems that will need to be in place also. In addition the following factors have been considered:

- Stadiums existing safety officer has been employed as the Deputy Safety Officer to provide consistency and local knowledge.
- Main Safety Officer proposed is suitably qualified and has extensive experience of similar events.
- Relevant existing stadium staff including maintenance team are in place for event to ensure rapid local knowledge and response to dynamic issues.
- A robust crowd management plan has been drafted and with specific references to managing the pitch capacity and safe evacuation from these areas as detailed in this report.
- A fire safety team to include a fire safety advisor, responsible for drafting documentation and giving competent advice (ComplianceUK) and a minimum of two fire safety stewards, responsible for responding to initial alarm activations and pre/during/post event inspections (existing stadiums fire safety officers) are in place.
- Full event risk assessment has been drafted.
- Event management plan has been drafted and will be updated appropriately up to the event date.
- Medical plan has been drafted.
- Traffic management plan has been drafted.
- Engagement with the SAG to ensure compliance with stakeholder requirements.

Given these arrangements it has been deemed reasonable to apply a P and S factor for this event of 1 also as detailed in the capacity calculation in Appendix A.

## Additional Notes:

The stands are generally concrete construction and all surface finishes appear to be Class 1/0 as required. The open nature of the stands will also assist with rapid smoke dispersion will support extended escape times in line with the calculations in Appendix A.

The proposed fire strategy for the premises can be summarised as follows:

- Means of escape from the venue has been based on a simultaneous 8 minute evacuation time in line with the provisions of the Green Guide. However unless totally necessary means of escape will be based on a phased evacuation with the stand where the incident is located and the pitch (or pitch and adjacent stand if incident is on pitch) being evacuated initially and then the remaining stands being evacuated as required.

- The fire detection and alarm system within the Yale and Mold Road Stand is:
  - An automatic fire detection and alarm system which appears to be in accordance with BS 5839.
- Travel distances and escape widths are broadly in line with either Approved Document Part B of the Building Regulations or the Green Guide as appropriate.
- All ceiling and wall linings are Class 1/0 as required.
- Exit routes are provided with fire escape signage.
- All protected exit routes within stands appear to be provided with 30 minutes fire separation to other parts of the premises.
- Highly managed evacuation plan in place via crowd management plan.
- Fire fighting access is as existing and previously approved under building regulations.

The above points where appropriate have been incorporated as remedial works within the main body of this risk assessment.

## 5. Fire Risk Assessment Commentary and Methodology

The Fire Risk Assessment Methodology adopted for this assessment is based on the reference document; Publicly Available Specification 79 (PAS 79 2012) – Fire Risk Assessment Guidance and Methodology together with the generally available guides to the RRO applicable to the various areas of the building.

The detailed findings of the risk assessment are identified where appropriate in the following matrices and key issues are itemised together with a commentary on possible improvements to the fire safety provision at the premises.

Generally the physical observations were good at this stage and the existing premises appeared in good order with testing and maintenance records in place. The site overlay will be fully assessed when in situ and competent contractors have been used for the provision of the temporary structures. There were a few issues that need to be raised in relation to the proposed plans to ensure all required fire safety design works are incorporated into the event and a plan is in place to implement recommended changes.

### 5.1 Life Safety

Whilst attention is drawn to the items noted in the prioritised action plan the occupancy and use of the premises is deemed appropriate for the event.

Escape routes will be maintained available for immediate use with fire compartmentation maintained where appropriate and separating doors generally functioning correctly.

The provision of automatic fire detection and a robust number of stewards to implement the crowd management plan enhances the overall fire safety strategy thereby reducing the overall risk to occupants. The physical concrete construction presents limited risk with regard to spread of fire and the open nature of the ground mean any smoke will rapidly vent to external air and this will increase evacuation time for occupants.

Fire fighting equipment was present to the existing areas and was considered appropriate for the building use. Additional fire fighting equipment will be provided appropriate to the risks introduced. Staff will receive adequate training and the premises are to be highly managed with pre opening and closing inspections taking place and regular fire watches at regular intervals also. There is also a highly managed crowd management plan in place.

A detailed occupancy assessment can be found in Appendix A, which details the recommended safe maximum occupancy for the premises in line with the Green Guide guidance.

It is for these reasons that a grading of **Tolerable** has been concluded for this building.

## 5.2 **Building Preservation**

There are some ignition hazards within the premises but given the good level of management and housekeeping proposed the risk of a fire occurrence is not high.

The automatic fire detection system fitted within the stands and the high staff numbers in other areas will provide an early indication of fires starting. The fire doors and compartmentation should prevent the spread of fire beyond the compartment of origin within the stands until the start of any necessary fire fighting operations. The open nature of the stands and pitch will also ensure any fire will be adequately vented for a reasonable period of time.

Given the level of fire loading present, particularly in back of house areas, any fire that is allowed to get established will cause damage to some parts of the building and impair sales and service activity.

It is for these reasons that a grading of **Moderate** has been concluded for this building.

## 6. Fire Risk Audit/Significant Findings

Table 3 – Sources of Ignition

| Audit Item               | Observation/Methods in Place for Control                                                                                                                                                                                                                                                                                     | Risk level | Recommended Remedial Action                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deliberate</b>        | <ul style="list-style-type: none"> <li>The premises are secured by perimeter fencing and controlled access points.</li> <li>CCTV is installed as an additional safety measures.</li> <li>Security staff and fire safety team in operation pre and during event.</li> </ul>                                                   |            | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Smokers materials</b> | <ul style="list-style-type: none"> <li>No smoking will be allowed in any structure.</li> <li>Fire fighting equipment in place</li> <li>Smoking areas to be regularly monitored as part of the management procedures to ensure smokers material are disposed of safely.</li> </ul>                                            | High       | <ul style="list-style-type: none"> <li>Suitable “No Smoking” signs should be provided within the stands and to back of house areas as required.</li> </ul>                                                                                                                                                                                                                                                                                |
| <b>Electrical</b>        | <ul style="list-style-type: none"> <li>Existing buildings appear to be wired to current standards and are maintained under a maintenance contract.</li> <li>PAT testing carried out on a regular risk assessed basis. The last recorded PAT test date was 1.1.2016.</li> </ul>                                               | High       | <ul style="list-style-type: none"> <li>Where portable electrical equipment is introduced to site, a suitable visual inspection should be under taken and any unsuitable items removed</li> <li>All generators used should be appropriately earthed.</li> <li>30 Milliamp RCD protection to be provided to all hand held electrical supplies.</li> <li>All temporary installations to be signed off by onsite maintenance team.</li> </ul> |
| <b>Gas</b>               | <ul style="list-style-type: none"> <li>There is no additional gas supplies introduced outside of the premises existing provision, which is maintained under a maintenance contract.</li> </ul>                                                                                                                               |            | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Machinery</b>         | <ul style="list-style-type: none"> <li>There are no known processes or equipment proposed, which would produce a naked flame inside or outside the premises.</li> </ul>                                                                                                                                                      |            | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Heating fixed</b>     | <ul style="list-style-type: none"> <li>No additional heating provision will be introduced and the existing systems are maintained under a maintenance contract.</li> <li>In line with the existing FRA check of the wall mounted heaters in the Altitude suits will be carried out to ensure they are turned off.</li> </ul> |            | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Heating portable</b>  | <ul style="list-style-type: none"> <li>No portable heaters to be used on site.</li> </ul>                                                                                                                                                                                                                                    |            | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Audit Item                          | Observation/Methods in Place for Control                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Risk level  | Recommended Remedial Action                                                                                                                                                                                                                                                                                           |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cooking</b>                      | <ul style="list-style-type: none"> <li>• Cooking provided in existing kitchens with existing control measures in place.</li> <li>• All concessions carry FFE and will be signed off by fire safety team on site.</li> <li>• Trader pack sent to all concession holders detailing onsite requirements (attached at Appendix B).</li> <li>• All LPG installations fully inspected pre event and remote LPG storage.</li> <li>• Pre opening checks by fire safety team of all cooking areas.</li> </ul> |             | None                                                                                                                                                                                                                                                                                                                  |
| <b>Hot works</b>                    | <ul style="list-style-type: none"> <li>• No hot works are proposed to take place at premises. If required however for a maintenance issue a simple hot work permit system should be established.</li> </ul>                                                                                                                                                                                                                                                                                          | <b>High</b> | <ul style="list-style-type: none"> <li>• A hot works permit system should be put into place under the control of the estates team. All contractors should report to the estates team and must have a risk assessment in place before works start. All hot works should be carried out outside event hours.</li> </ul> |
| <b>Lightning</b>                    | No earthing points were observed around the premises.                                                                                                                                                                                                                                                                                                                                                                                                                                                |             | None                                                                                                                                                                                                                                                                                                                  |
| <b>Pyrotechnics/Special Effects</b> | <ul style="list-style-type: none"> <li>• Pyrotechnic effects installed and managed by competent provider.</li> <li>• Demonstration of effects to be carried out post show to fire safety team and any required control measures put in place.</li> <li>• Specific FRA to be carried out for Pyrotechnic use. See Appendix C.</li> </ul>                                                                                                                                                              |             | None                                                                                                                                                                                                                                                                                                                  |
| <b>Smoke machines</b>               | None proposed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             | None                                                                                                                                                                                                                                                                                                                  |
| <b>Static electricity</b>           | <ul style="list-style-type: none"> <li>• Stages and temporary structures will need to be suitably earth bonded.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           | <b>High</b> | <ul style="list-style-type: none"> <li>• All stages and temporary structures to be suitably earth bonded.</li> </ul>                                                                                                                                                                                                  |
| <b>Generators</b>                   | <ul style="list-style-type: none"> <li>• All generators to be suitably earthed.</li> <li>• Generators sufficiently remote from fuel sources.</li> <li>• Fire safety team to assess all generators pre/during show</li> </ul>                                                                                                                                                                                                                                                                         |             | None                                                                                                                                                                                                                                                                                                                  |
| <b>Lighting Equipment</b>           | <ul style="list-style-type: none"> <li>• Existing lighting provision suitably maintained and certificated.</li> <li>• All temporary lighting provision will be installed by a competent contractor, (assessment of need for this currently taking place).</li> <li>• No flammable materials to be used on stage or near lighting provision.</li> </ul>                                                                                                                                               |             |                                                                                                                                                                                                                                                                                                                       |

Table 4 – Fire Loading

| Audit item                                   | Observation                                                                                                                                                                                                                                                                                                                    | Risk Level  | Recommended Remedial Action                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Furniture</b>                             | <ul style="list-style-type: none"> <li>All existing seating suitably certificated and fire retardant.</li> <li>Limited existing furniture within ground and all low risk wooden/composite seating.</li> <li>Pre opening checks will be carried out and any unsuitable/damaged items removed.</li> <li>To BS EN 5852</li> </ul> | <b>High</b> | <ul style="list-style-type: none"> <li>Appropriate fire retardant certification for all furnishings, curtains, fabrics and drapes used on site for the event should be provided and copies stored in the fire safety log-book.</li> <li>Records and or certification of any proprietary treatment should be kept also.</li> </ul> |
| <b>Housekeeping</b>                          | <ul style="list-style-type: none"> <li>Housekeeping in all existing inspected areas was generally found to be of a good standard.</li> <li>Area under University stand to be on a regular fire watch by members of the fire safety team.</li> </ul>                                                                            | <b>High</b> | <ul style="list-style-type: none"> <li>Housekeeping to form part of the pre opening and ongoing checks. Fire safety team and security personal to monitor and reduce the accumulation of combustible materials and check the escape routes and fire doors aren't being blocked or obstructed.</li> </ul>                          |
| <b>Paper/card/other combustible material</b> | <ul style="list-style-type: none"> <li>Cleaning schedule in place so waste is regularly removed.</li> <li>Concessions responsible for notifying waste requirements.</li> <li>Waste storage area in place.</li> <li>Fire safety and security control in place to monitor build up of waste and materials.</li> </ul>            |             | None                                                                                                                                                                                                                                                                                                                              |
| <b>Kitchen extract system</b>                | <ul style="list-style-type: none"> <li>TBC and checked on site if required.</li> </ul>                                                                                                                                                                                                                                         |             | None                                                                                                                                                                                                                                                                                                                              |
| <b>Stores</b>                                | <ul style="list-style-type: none"> <li>All existing stores were being maintained in a suitable condition.</li> <li>Suitable back of house storage areas provided.</li> </ul>                                                                                                                                                   |             | <ul style="list-style-type: none"> <li>See comments in "Housekeeping" section above also.</li> </ul>                                                                                                                                                                                                                              |
| <b>Dangerous substances</b>                  | <ul style="list-style-type: none"> <li>Limited use of hazardous substances.</li> <li>No smoking allowed in COSHH areas.</li> </ul>                                                                                                                                                                                             | <b>High</b> | <ul style="list-style-type: none"> <li>All relevant substances that fall under COSHH (Control of Substances Hazardous to Health) to be provided with suitable storage provision in the production area and in existing COSHH storage areas.</li> <li>COSHH data sheets to be kept for reference purposes.</li> </ul>              |
| <b>Vehicles</b>                              | <ul style="list-style-type: none"> <li>No unauthorised vehicle access to site.</li> <li>All concession units to be monitored when on site</li> </ul>                                                                                                                                                                           |             | None                                                                                                                                                                                                                                                                                                                              |

| Audit item                                                | Observation                                                                                                                                                                                                                                                                                                                                                                                                 | Risk Level | Recommended Remedial Action |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------|
| <b>LPG</b>                                                | <ul style="list-style-type: none"> <li>LPG present in catering units but control measures in place as detailed in the Trader Pack in Appendix B. Maximum of 1 LPG unit and 1 spare allowed.</li> <li>Any traders bringing additional LPG on site will have it removed.</li> <li>As there will be minimal LPG allowed on site there is deemed no requirement for a store, which will reduce risk.</li> </ul> |            | None                        |
| <b>Flammable Chemicals</b>                                | None                                                                                                                                                                                                                                                                                                                                                                                                        |            | None                        |
| <b>Wall coverings</b>                                     | <ul style="list-style-type: none"> <li>All fabric and drapes to be assessed on site but assumed they will be to BS EN 1101/2</li> </ul>                                                                                                                                                                                                                                                                     |            | None                        |
| <b>Plastics</b>                                           | <ul style="list-style-type: none"> <li>No marquees in use.</li> <li>Any event tents will be of plastic laminate construction to relevant BS or EN (see above) and where practicable to be accompanied by certification.</li> </ul>                                                                                                                                                                          |            | None                        |
| <b>Construction materials, (hardboard, chipboard etc)</b> | <ul style="list-style-type: none"> <li>All timber to be 25mm thick or greater where practicable.</li> <li>All Ply/MDF to be 18mm thick or greater.</li> <li>All timber where practicable to be to EN 13501-1 Class C</li> </ul>                                                                                                                                                                             |            | None                        |

Table 5 – Persons at Risk (relevant persons)

| Audit item                      | Observation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Risk level  | Recommended Remedial Action                                                                                                                                                                       |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Staff</b>                    | <ul style="list-style-type: none"> <li>All staff will be trained in fire procedures as detailed in the “Staff Training” section. There is also an automatic alarm system in place in and reasonable means of escape.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             | None                                                                                                                                                                                              |
| <b>Residents</b>                | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             | None                                                                                                                                                                                              |
| <b>Public</b>                   | <ul style="list-style-type: none"> <li>The Event layout is considered to be simple so it is unlikely there will be any confusion with regard to exit provision.</li> <li>Security staff on hand to monitor customer’s behaviour during event and take action appropriately as necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             | None                                                                                                                                                                                              |
| <b>Young persons</b>            | <p>Some members of the public may be young but as per the operators policy those under a certain age will need to be accompanied by an adult to gain entry.</p> <p>Note:<br/>“<b>child</b>” means a person who is not over compulsory school age, construed in accordance with section 8 of the Education Act 1996;</p> <p><b>Interpretation:</b><br/>‘Child’ – a person who is not older than the compulsory school leaving age (up to and including the last Friday in June in the academic year when the child attains the age of 16 years).</p> <p>“<b>young person</b>” means any person who has not attained the age of 18.</p> <p><b>Interpretation</b><br/>‘Young Person’ – although a young person has not yet reached the age of 18, it should be noted that this definition also incorporates persons who are defined as ‘child’. Therefore article 9(4) applies to any person under the age of 18 whereas article 19(2) applies to persons under the age of 16</p> |             | None                                                                                                                                                                                              |
| <b>Lone workers</b>             | <ul style="list-style-type: none"> <li>Generally all staff members will work as a team during the Event.</li> <li>Occasionally staff may be on duty alone for short periods of time out of peak operating hours first thing in morning or last thing at night. Their priorities in an evacuation during this period are clearly defined and they should contact the event control and/or emergency services.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             | None                                                                                                                                                                                              |
| <b>People with Disabilities</b> | <ul style="list-style-type: none"> <li>As customers are drawn from the general public a wide range of physical and cognitive abilities may be expected. Staff will be aware of their responsibility for evacuating all occupants from the event without the assistance of the fire service.</li> <li>The existing disabled viewing platform in the Mold Road Stand will be utilised for disabled spectators.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>High</b> | <ul style="list-style-type: none"> <li>A copy of the method statement/disabled evacuation plan covering the disabled access and egress arrangements should be provided for assessment.</li> </ul> |

| Audit item          | Observation                                                                                                                                                                                                                                                                                    | Risk level  | Recommended Remedial Action                                                                                                                                                                                                                                                                                                                |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                                                                                                                                                                                                                                                                                                |             | <ul style="list-style-type: none"> <li>Confirmation of location of evacuation chairs should be provided or confirmation of lift use for disabled evacuation provided.</li> </ul>                                                                                                                                                           |
| <b>Contractors</b>  | <ul style="list-style-type: none"> <li>The manager will control all contractors accessing site.</li> </ul>                                                                                                                                                                                     | <b>High</b> | All contractors should be given basic instruction on; <ul style="list-style-type: none"> <li>The emergency plan and shown the escape routes.</li> <li>Relevant information and appropriate instructions about how to prevent fires and what they should do if there is a fire.</li> <li>The evacuation procedures for premises.</li> </ul> |
| <b>Visitors</b>     | <ul style="list-style-type: none"> <li>All visitors invited to the building during the build/de rig will be met by event personnel and escorted around the premises and given basic instruction in the alarm and means of escape.</li> <li>See "Contractors" section comments also.</li> </ul> |             | See "Contractors" section comments also.                                                                                                                                                                                                                                                                                                   |
| <b>Fire service</b> | <ul style="list-style-type: none"> <li>The building will receive an initial attendance from a Local based full time operational crew if required who should be familiar with this type of premises.</li> </ul>                                                                                 |             | None                                                                                                                                                                                                                                                                                                                                       |

Table 6 – Fire Protection Measures

| Audit item                                              | Observation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Risk level  | Remedial action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Means of escape</b>                                  | <ul style="list-style-type: none"> <li>Detailed occupancy assessment has been carried out in line with Green Guide guidance based on an 8 minute evacuation time for a total site evacuation.</li> <li>In practice a phased evacuation will be adopted for stand and pitch.</li> <li>Stewards will be located at each pitch to stand exit to control and monitor flow of public in an evacuation and ensure the pitch perimeter gates are opened.</li> <li>Stewards will assess the flow and redirect public if required or regulated the flow to ensure there is no build up of crowd pressure in the vomitories.</li> <li>Automatic fire detection is installed in the Yale and Mold Road Stand to assist with early warning.</li> <li>Robust crowd management /evacuation plan in place.</li> <li>Fire safety team on duty throughout event.</li> <li>Loudhailers in key locations as per the existing FRA requirement to assist with crowd control if required.</li> </ul> | <b>High</b> | <ul style="list-style-type: none"> <li>A suitable bridge should be constructed to provide access off the pitch and into the University Stand exit towards the corner of the University and Mold Road Stand.</li> <li>The exit route through the gap between the University Stand and Mold Road Stand should be maintained sterile and available and the concessions in this area suitably located to achieve this. Any higher risk cooking stalls should be located away from the means of escape route.</li> <li>The trip hazard at low level from the brickwork between the Mold Road Stand and University Stand should be suitably removed or covered to ensure the route is safe.</li> <li>Staff training and evacuation procedures should be consistent across the venue. Each stand should have a standard evacuation in line with the existing procedures and pitch evacuation should be managed by stewards in tandem with the stand evacuation. This should be detailed in the crowd management plan</li> </ul> |
| <b>Fire Alarm/Automatic Fire Detection (AFD) System</b> | <ul style="list-style-type: none"> <li>An AFD system is installed in the Yale and University Stands and appears to be in line with BS: 5839 Part 1 2013.</li> <li>A formal maintenance contract is in place for the system under the control of the Estates office</li> <li>Alarms tested every Thursday morning and records in place.</li> <li>Weekly Visual check of alarm panel.</li> <li>Open nature of stadium and numbers of staff present will mean rapid notification of any incident.</li> <li>Verbal warnings and 2 way radio provision on build and break days.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          | <b>High</b> | <ul style="list-style-type: none"> <li>Due to lack of detection under the University Stand and remoteness of this area, a regular fire watch will be carried out by the fire safety team to this area throughout the event.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Fire Fighting Equipment</b>                          | <ul style="list-style-type: none"> <li>Existing extinguishers on site and provision appears adequate to risk.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>High</b> | <ul style="list-style-type: none"> <li>Fire Safety Team should carry out checks to ensure extinguishers are in place as part</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Audit item                 | Observation                                                                                                                                                                                                                                                                                                                   | Risk level | Remedial action required                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <ul style="list-style-type: none"> <li>All extinguishers under a maintenance contract managed by Estates department.</li> <li>Fire blankets will be located in kitchens and concession units as required.</li> </ul>                                                                                                          |            | <ul style="list-style-type: none"> <li>of the pre opening checks of the premises.</li> <li>A suitable assessment of the incoming site overlay should be carried out by a competent contractor and appropriate numbers of additional fire fighting equipment brought on site as required.</li> <li>Site plan of firefighting equipment to be located within the control room.</li> </ul> |
| <b>Fire/smoke doors</b>    | <ul style="list-style-type: none"> <li>No major issues noted in FRA regarding fire doors.</li> <li>Fire safety team to carry out site walk through pre event and check fire doors are functioning correctly.</li> <li>Maintenance team on site for event to deal with any remedial actions required.</li> </ul>               |            | None                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Suppression</b>         | N/A                                                                                                                                                                                                                                                                                                                           |            | None                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Smoke ventilation</b>   | N/A                                                                                                                                                                                                                                                                                                                           |            | None                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Lifts</b>               | <ul style="list-style-type: none"> <li>Lift within Mold Road Stand maintained under a maintenance contract managed by Estates.</li> </ul>                                                                                                                                                                                     |            | None                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Emergency Signs</b>     | <ul style="list-style-type: none"> <li>Fire action notices are in place within the stands as existing.</li> <li>A full assessment of the site signage will take place as part of the pre event checklist.</li> <li>During events stewards will advise the public which exits to use.</li> <li>FFE signage in place</li> </ul> | High       | <ul style="list-style-type: none"> <li>Signage should be in place highlighting COSHH stores.</li> <li>Additional Exit Signage should be provided to highlight the pitch exit routes.</li> </ul>                                                                                                                                                                                         |
| <b>Emergency Lighting</b>  | <ul style="list-style-type: none"> <li>Emergency lighting system is provided as existing.</li> <li>Units annually certificated by competent person.</li> <li>Units regularly tested by estates department.</li> <li>Emergency lighting units will be checked and assessed as part of the pre event checklist.</li> </ul>      | High       | <ul style="list-style-type: none"> <li>A suitable number of torches should be provided and located in key parts of the ground in grab bags to assist stewards if required.</li> </ul>                                                                                                                                                                                                   |
| <b>Disabled facilities</b> | See comments in "People with Disabilities" section.                                                                                                                                                                                                                                                                           |            | See comments in "People with Disabilities" section.                                                                                                                                                                                                                                                                                                                                     |

| Audit item                                  | Observation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Risk level | Remedial action required |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|
| <b>Compartmentation and fire resistance</b> | <ul style="list-style-type: none"> <li>• Brick walls, and fire doors provide the main compartmentation within the stands as existing</li> <li>• The compartmentation was generally reasonable and is supported by an automatic fire alarm and detection system.</li> <li>• The fire resistance to the wall finishes appears to be Class0/1 as appropriate for the buildings use.</li> <li>• The central concession unit underneath the centre of the Yale Stand will be closed and out of use for the event as this is a key evacuation route and removing the concession risk is deemed appropriate to allow no discounting of exit routes within the occupancy assessment in Appendix A and for setting a P factor of 1</li> <li>• A further assessment will be made at the pre event inspection and any required fire stopping carried out by the onsite maintenance team.</li> </ul> |            | None                     |
| <b>Fire and Rescue Service</b>              | <ul style="list-style-type: none"> <li>• The vehicular access has remained unchanged and it appears hose distances are within the 45m recommended distances in Approved Document B.</li> <li>• Public fire hydrants also appear available within 90m of the premises entrance routes but this will be confirmed with the local Fire and Rescue Service pre event.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            | None                     |
| <b>Other</b>                                | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | None                     |

Table 7 - Fire Safety Management within the Premises

| Audit item                                          | Observation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Risk Level | Recommended Remedial Action                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fire policy and responsibilities</b>             | <ul style="list-style-type: none"> <li>Roles and responsibilities clearly defined for event with fire safety team taking responsibility for active inspections and Estates and maintenance team dealing with any remedial works required.</li> </ul>                                                                                                                                                                                                                                                                                                                          | High       | <ul style="list-style-type: none"> <li>A simple fire safety policy should be drafted prior to the event.</li> </ul>                                                                                                                                                                                                                                                                                                                        |
| <b>Competent advice</b>                             | <ul style="list-style-type: none"> <li>Is sought when necessary as in the production of this fire risk assessment and through the employment of the fire safety team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |            | None                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Action in event of fire/ evacuation strategy</b> | <ul style="list-style-type: none"> <li>Existing detailed evacuation plan in place and event will utilise the relevant sections of this.</li> <li>Crowd management plan in place detailing evacuation process.</li> <li>The event has a good means of escape in case of fire and a simultaneous evacuation regime can be adopted, which will give an 8 minute evacuation if required.</li> <li>RVP points agreed with Fire and Rescue Service (Blue RVP to Mold Road and Red RVP to Yale Stand car park). Both are detailed on final version of stadium event plan.</li> </ul> | High       | <ul style="list-style-type: none"> <li>In line with Section 22 of the RRO clear lines of communication and definition need to be established between the crowd management plan and existing evacuation plan.</li> <li>The crowd management team, Estates team and fire safety team need to communicate and establish a clear overarching evacuation plan that is understood by all and this should underpin the staff training.</li> </ul> |
| <b>Means for calling brigade</b>                    | <ul style="list-style-type: none"> <li>Control room procedure for calling the Fire and Rescue Service as required based on dynamic assessment of risk. Silver Commander will be on site also.</li> <li>Guidance on reporting fire procedure circulated to relevant personnel (attached at Appendix D)</li> </ul>                                                                                                                                                                                                                                                              |            | <ul style="list-style-type: none"> <li>Response plan to be agreed with Fire and Rescue Service</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| <b>Contractor policy</b>                            | See comments in "Contractors" section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            | See comments in "Contractors" section.                                                                                                                                                                                                                                                                                                                                                                                                     |

| Audit item                                            | Observation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Risk Level  | Recommended Remedial Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Staff training and log</b>                         | <ul style="list-style-type: none"> <li>Existing staff have received fire safety training inline with their roles.</li> <li>Stewards/security teams receive site specific training pre event.</li> <li>Regular briefing will take place to onsite staff and printed information will be provided.</li> <li>Fire safety team to check training provision as part of pre event checklist.</li> <li>Fire safety team to conduct safety briefings to staff detailing key fire safety issues.</li> </ul> | <b>High</b> | <p>The actions of staff in the event of a fire are likely to be crucial to their safety and that of other people at the event so the following should form part of the staff training regime as a minimum and this will be communicated to the Crowd management and security teams as appropriate:</p> <ul style="list-style-type: none"> <li>The location of exit routes.</li> <li>The activation of the fire alarm within the stands.</li> <li>The disabled evacuation procedures for staff located within the Mold Road Stand.</li> <li>Any specific roles that members of staff may be expected to carry out in the event of a fire.</li> <li>It should also include the use of fire extinguishers for appropriate staff.</li> <li>Staff training should be recorded in the premises fire safety logbook.</li> </ul> |
| <b>Fire drills and log</b>                            | <ul style="list-style-type: none"> <li>Fire drills are regularly carried out for the existing buildings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |             | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Passive Fire protection maintenance</b>            | <ul style="list-style-type: none"> <li>Full maintenance contracts are in place for existing systems and these are managed by the estates department.</li> </ul>                                                                                                                                                                                                                                                                                                                                    |             | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Fire system activations and fire investigation</b> | <ul style="list-style-type: none"> <li>The fire safety stewards will be responsible for responding/investigating to initial fire alarm activations.</li> <li>All significant fire related events and investigations will be recorded.</li> <li>Copies of the logs and any remedial actions taken will be available on request.</li> </ul>                                                                                                                                                          |             | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Risk assessment</b>                                | <ul style="list-style-type: none"> <li>Competent advice and this Risk Assessment document address the requirement of the RRO.</li> </ul>                                                                                                                                                                                                                                                                                                                                                           |             | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Emergency lighting maintenance and log</b>         | <ul style="list-style-type: none"> <li>Emergency lighting maintenance is controlled by the Estates department and full maintenance contracts are in place.</li> <li>Regular testing of systems take place.</li> </ul>                                                                                                                                                                                                                                                                              |             | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Fire alarm tests and log</b>                       | <ul style="list-style-type: none"> <li>Fire alarm maintenance is controlled by the Estates department and full maintenance contracts are in place.</li> <li>Regular testing of systems take place.</li> </ul>                                                                                                                                                                                                                                                                                      |             | See comments in "Fire Alarm" section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Audit item                 | Observation                                                                                                                                                           | Risk Level | Recommended Remedial Action                  |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------|
| Extinguisher tests and log | Fire extinguisher maintenance is controlled by the Estates department and carried out under a maintenance contract. See comments in "Fire Extinguisher" section also. |            | See comments in "Fire Extinguisher" section. |

Table 8 – Key Fire Safety Actions Points for 1<sup>st</sup>/2<sup>nd</sup> July

| Action                                              | Timescale                |
|-----------------------------------------------------|--------------------------|
| Complete venue inspection and evaluate FRA          | Immediately on arrival   |
| Ensure patency of exits                             | During construction/show |
| Brief contractors                                   | On arrival               |
| Regular patrols                                     | During tenancy           |
| Ensure signage obvious and visible                  | During tenancy           |
| Litter clearance                                    | During tenancy           |
| Management of non smoking areas                     | During tenancy           |
| Installation of supplementary FFE                   | During tenancy           |
| Brief concessions/brand sponsors re their own FRA's | During tenancy           |

## 7. Assessed Consequences of Fire

Using the consequence/harm terms detailed in PAS 79 2012, the consequence assessment for fires within the building would be:

Life Safety – **Slight harm**

|                      |                                                                                                                                                                |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Slight harm</i>   | <i>Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which the fire occurs).</i> |
| <i>Moderate harm</i> | <i>Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.</i>                                    |
| <i>Extreme harm</i>  | <i>Significant potential for serious injury or death of one or more occupants.</i>                                                                             |

Building Preservation – **Moderate harm**

|                      |                                                                                                                                        |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <i>Slight harm</i>   | <i>Fire damage will be limited to a small area within the compartment/room of origin.</i>                                              |
| <i>Moderate harm</i> | <i>Fire damage will extend across all areas of the compartment/room of origin.</i>                                                     |
| <i>Extreme harm</i>  | <i>Fire damage will extend throughout a significant part of the building involved, and viable repair of building will be unlikely.</i> |

## 8. Likelihood of Fire

Following the process detailed in PAS 79 2012, a judgement on likelihood of fire needs to be established. Three descriptors for likelihood are recommended:

|               |                                                                                                                                   |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <i>Low</i>    | <i>Minimal likelihood of fire (no ignition sources present, low fire load).</i>                                                   |
| <i>Medium</i> | <i>Normal likelihood of fire (controlled ignition sources present, no highly flammable fire load).</i>                            |
| <i>High</i>   | <i>High likelihood of fire (numerous ignition sources, some uncontrolled, high fire loading and/or high hazard fire loading).</i> |

Likelihood for this fire risk assessment – **Medium**

## 9. Fire Risk Assessment

Using the fire estimator table below, and assessment factors from sections 8 & 7 (likelihood and consequence), the fire risk assessment for life safety is:

### Tolerable

Table 8 – Risk level estimator table (from PAS 79 2012) Life Safety

| Consequence →<br>Fire Hazard ↓ | Slight Harm           | Moderate Harm    | Extreme Harm     |
|--------------------------------|-----------------------|------------------|------------------|
| Low                            | Trivial risk          | Tolerable risk   | Moderate risk    |
| Medium                         | <b>Tolerable risk</b> | Moderate risk    | Substantial risk |
| High                           | Moderate risk         | Substantial risk | Intolerable risk |

Using the fire estimator table below, and assessment factors from sections 8 & 7 (likelihood and consequence), the fire risk assessment for building preservation is:

### Moderate risk

Table 9 – Risk level estimator table (from PAS 79 2012) Building Preservation

| Consequence →<br>Fire Hazard ↓ | Slight Harm    | Moderate Harm        | Extreme Harm     |
|--------------------------------|----------------|----------------------|------------------|
| Low                            | Trivial risk   | Tolerable risk       | Moderate risk    |
| Medium                         | Tolerable risk | <b>Moderate risk</b> | Substantial risk |
| High                           | Moderate risk  | Substantial risk     | Intolerable risk |

Table 10 – Risk based control plan (from PAS 79 2012)

The following table is intended to provide an enhanced definition of the assessment designation used. CUK have no power of enforcement and findings of 'substantial' and 'intolerable' whilst clearing inferring that urgent action is required are an expression of the opinion of CUK and should be regarded as such by the client.

| Risk Level         | Action and Timescale                                                                                                                                                                                                                                                                                                                                                             |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trivial</b>     | No action is required and no detailed records need to be kept.                                                                                                                                                                                                                                                                                                                   |
| <b>Tolerable</b>   | No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.                                                                                                                                                                                                                                        |
| <b>Moderate</b>    | It is essential that efforts are made to reduce risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| <b>Substantial</b> | Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced, If the building is occupied, urgent action should be taken.                                                                                                                                                        |
| <b>Intolerable</b> | Building (or relevant area) should not be occupied until the risk is reduced. If the building is occupied evacuate the building immediately.                                                                                                                                                                                                                                     |

## 10. Regulatory Reform (Fire Safety) Order 2005 Articles 9-22

Table 11 - Cross Reference of Tables within this document and Articles 9-22 of the Fire Safety Order

| Article                                                                                                                    | Location   |
|----------------------------------------------------------------------------------------------------------------------------|------------|
| 9 - Risk Assessment.                                                                                                       | All Tables |
| 10 – Principles of Prevention.                                                                                             | All Tables |
| 11 - Fire safety arrangements.                                                                                             | All Tables |
| 12 - Elimination or reduction of risks from dangerous substances.                                                          | Table 4    |
| 13 – Fire Fighting and Detection.                                                                                          | Table 6    |
| 14 – Emergency routes and exits.                                                                                           | Table 6    |
| 15 - Procedures for serious and imminent danger and for danger areas.                                                      | Table 4,6  |
| 16 - Additional emergency measures in respect of dangerous substances and any incident that may arise from their presence. | Table 4,6  |
| 17 – Maintenance                                                                                                           | Table 7    |
| 18 – Safety assistance                                                                                                     | Table 7    |
| 19 – Provision of information to employees.                                                                                | Table 7    |
| 20 – Provision of information to employers and the self employed from outside undertakings.                                | Table 7    |
| 21 – Training                                                                                                              | Table 7    |
| 22 – Co-operation and co-ordination.                                                                                       | Table 7    |

## 11. PAS 79 2012 – Cross reference of ‘nine steps’

The guidance in PAS 79 2012 has generally been followed in the production of this risk assessment. That guidance indicates a 9 steps approach. The following table indicates how this report addresses each of the steps.

Table 12 - Cross reference of ‘nine steps’

| Step                                                                                                                                   | Location                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1. Obtain relevant information about the premises, the processes carried out on the premises, and the occupants of the premises.       | Interviews of management, site survey recorded in all Tables and initial commentary |
| 2. Fire hazard identification and the determination of existing measures for the elimination or control of the identified fire hazards | Tables 3, 4 and Section 8                                                           |
| 3. Make a (subjective) assessment of the likelihood of fire.                                                                           | Section 8                                                                           |
| 4. Determine the physical fire protection measures relevant to protection of people in the event of fire.                              | Table 6                                                                             |
| 5. Determine relevant information about fire safety management                                                                         | Interviews of management and Table 7                                                |
| 6. Make a (subjective) assessment of the likely consequences to occupants in the event of fire                                         | Section 7, 8, 9                                                                     |
| 7. Make an assessment of the fire risk and to decide if the fire risk is tolerable                                                     | Section 7, 8, 9                                                                     |
| 8. Formulate an action plan                                                                                                            | Section 1, Table 1                                                                  |
| 9. Periodic review of the fire risk assessment                                                                                         | Initial comments and Section 13                                                     |

## 12. Photographs

No photographs included.

### 13. Review Date for Assessment and Records to be kept

- Annually
- Following any significant change to the structure or internal layout of the building
- Following any significant changes to the operation or working practices
- Any changes to management identified as having a significant role in the risk process
- For due diligence purposes, any review of the fire risk assessment must include notes on any review findings and actions taken, and these notes should be added to the original assessment as an amendment

#### **Record Keeping**

- Details of any significant findings from the fire risk assessment and any action taken
- Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
- Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person
- Recording of false alarms
- Testing and maintenance of emergency lighting systems
- Testing and maintenance of fire extinguishers, hose reels and fire blankets etc.
- If appropriate, testing and maintenance of other fire safety equipment such as fire-suppression systems and smoke control systems
- Recording and training of relevant people and fire evacuation drills; planning, organising, policy and implementation, monitoring, audit and review
- Maintenance and audit of any systems that are provided to help the fire and rescue service; the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire
- All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors

#### **Other issues that you may wish to record include:**

- The competence, qualifications and status of the persons responsible for carrying out inspections and tests
- The results of periodic safety audits, reviews, inspections and tests, and any remedial action taken
- All incidents and circumstances which have the potential to cause accidents and monitor subsequent remedial actions
- A record of the building use, the fire prevention and protection measures in place and high-risk areas
- Investigations into any small fire occurrences

## 14. Competency of Assessor

**Alan Lynagh BSc (Hons), MIOL, MEPS**

### Memberships & Qualifications:

- BSc (Hons) First Class in Building Control Surveying – University of Westminster
- NEBOSH Certificate – Imperial College
- Introductory Diploma in Management

### Career Profile:

- Current: Owner, ComplianceUK
- 1998 - Present: Senior District Surveyor for Licensing – Westminster City Council

## 15. Relevant Legislation and Enforcing Authority

The enforcing authority for fire safety is the local Fire and Rescue Service. The following guidance and legislation is relevant to this Fire Risk Assessment:

- The Regulatory Reform (Fire Safety) Order 2005 together with associated guides
- Approved Document B, Volume 2, 2007
- BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Disability and Equality Act 2012
- The Electricity at Work Regulations 1989
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- The Furniture and Furnishings (Fire Safety) Regulations 1988

## APPENDIX F

### Event Fire Safety Policy Statement

## Event Fire Safety Policy Statement

---

Glyndwr University is a responsible employer that takes its fire safety responsibilities and duties seriously for this event. For that reason this policy has been formulated to help Glyndwr University comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order). Glyndwr University is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, patrons and other persons who may be affected by its activities during the event.

This policy addresses our obligation under The Order that requires Glyndwr University to:

- Develop a policy to minimize the risks associated with fire at the event
- Reduce the risks of an outbreak of fire at the event
- Reduce the risk of the spread of fire at the event
- Provide adequate means of escape from the event
- Demonstrate preventive action at the event
- Maintain documentation and records in respect of fire safety management at the event

This fire safety policy also forms a part of the premises general health and safety policy.

### The Responsible Person

- 1.2 Glyndwr University will appoint a responsible person who is charged with the responsibility of ensuring the safety of its staff, any person who may legally come onto the premises and of those not on the premises but who may be affected by the premises activities.
- 1.3 At the time of drafting this policy the responsible “person” is TBC. The responsible person must ensure that competent persons carry out the Fire Safety Risk Assessments and drafting of Fire Management Plans for any proposed events on the site.
- 1.4 It is understood that for certain events where the effective control of the premises rests with an outside Event Manager/Promoter hiring the space the Responsible Person for those events may be somebody different, however Glyndwr University will retain a general Duty of Care for those on the site as the premises owner and licence holder. Glyndwr University will ensure that when third parties are involved clear lines of responsibility for fire safety are established as part of the contract of hire.

## Competent Persons

Glyndwr University will appoint a “competent person” to assist with implementing certain requirements of The Order where it does not feel capable of carrying this out in house. This may include:

- Carrying out risk assessments
- Carrying out staff training
- Carrying out any preventative and protective measures required by the Order
- Advising on specific fire safety related issues linked to the use of the premises

## Documentation and Records

Glyndwr University will document and keep records to prove we have acted responsibly. As a number of installations will be of a temporary nature, documentation and records will need to form part of the ESSP. However where appropriate the following records will be kept in good order, up to date and available for inspection and scrutiny at any time:

- This fire safety policy
- Fire evacuation procedures
- Copies of all fire risk assessments for event
- Records of all fire safety training
- Records of all pre event inspections
- Records of fire safety maintenance inspections
- A record of all fire safety drills carried out
- Records of tests of fire alarms
- Record of inspection and testing of permanent fire fighting equipment
- Records of tests of emergency lighting where installed
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety

- Records of any unwanted alarm activations and action taken

### **Duties of Staff**

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that Glyndwr University may introduce as a measure to protect the safety and well being of staff and visitors.

### **Monitoring and Auditing of Fire Safety**

Auditing of fire safety measures is required to ensure that effective measures are in place for managing fire safety and that Glyndwr University is fulfilling its statutory obligations under the RRO and other relevant pieces of legislation. Auditing shall be proactive and reactive and will include:

- Reviewing and prioritization of issues arising from fire risk assessment
- Review and prioritization of issues arising from pre event checklists and general audits
- Review of the fire safety policy

### **Dissemination of Information**

The responsible person will ensure all relevant information regarding to fire safety is available to all staff and procedures are in place to ensure that all staff have an appropriate forum to raise fire safety concerns. This will be via staff briefings and formal staff meetings where fire safety along with general health and safety issues will form part of the agenda.

### **Policy Implementation**

The responsible person will ensure the provision of any necessary training or other resources as required by this policy. The responsible person must ensure that all staff have access to this policy, understand its content and are aware of its aims and purpose immediately upon its release.

### **Review of Policy**

Glyndwr University is committed to ensuring all policies are kept under review to ensure they remain compliant with relevant legislation. This policy will be reviewed annually by the responsible person or earlier if significant changes take place, which would affect the content of this policy or if relevant guidance dictates. That review will be noted on a subsequent version of this policy even if there are no substantive changes made or required.

---

### **Policy Implementation Date**

This policy has been formally agreed and signed off with the responsible person and is active from the date below: - *Note this is electronic copy of a signed document. If required a separate scanned copy of the signed document can be provided*

# APPENDIX G

## CROWD MANAGEMENT PLAN

# The Stereophonics at the Glyndwr University Racecourse Stadium 2<sup>nd</sup> July 2016



## CROWD MANAGEMENT PLAN

In respect of Front of House Activities Only

|              |                           |                          |             |
|--------------|---------------------------|--------------------------|-------------|
| Prepared by: | Andrew Stevens            | A.P. Security (APS) Ltd. | APS         |
| Reviewed by: | Eddy Grant                | Capita PLC               | VMS         |
| Approved by: |                           |                          |             |
| Date:        | 2 <sup>nd</sup> June 2016 |                          | Version: v4 |



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*[LEFT BLANK INTENTIONALLY]*

## Introduction

The purpose of this document is to provide an overview, and where required detailed perspective, of the crowd management procedures, practices and resource levels to be employed at The Stereophonics concert at The Glyndwr University racecourse Stadium on 2<sup>nd</sup> July 2016. The document will be subject to revision as the event draws closer and as more information regarding the overall event management is obtained. The plan supports operating practices to be employed on the event day in relation to crowd movement but excludes all production-related activities; planning for which will be covered by a separate publication.

An additional, and key, purpose of this document is to highlight issues and assumptions relating to the crowd management planning of the event. As such, the document should not be seen as a definitive plan until such time as all issues are resolved. It should be used as a working document to aid resolution of issues.

All document holders should ensure that they currently hold the latest version of the document as denoted by the version number and date at the foot of each page. This document should not be copied or reproduced without the authority of AP Security Ltd. Note; to be read in conjunction with Event Safety Plan. It should be noted that this document is correct as at 11:00 on 20<sup>th</sup> June 2016 but, given the likelihood of any number of aspects of overall event planning impacting crowd management planning, it shall be subject to revision up to and including the event day. Changes to this plan during the event will go through the event day multi-agency processes, be agreed by the Safety Officer, and will be captured within the Control logs.

AP Security (APS) Ltd is contracted by VMS Live on behalf of Glyndwr University to provide Crowd Management, Security and Stewarding at this event.

The event is a single day, single stage, concert featuring The Stereophonics supported by three other artists within the Glyndwr University Racecourse Stadium and its immediate vicinity.

## Event / Audience Profiles

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Title</b>            | <b>The Stereophonics “Keep The Summer Alive”</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Dates / Timings</b>        | Saturday 2 <sup>nd</sup> July<br>Gates: 15:00 Curfew 22:30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Audience Viewing</b>       | Reserved, Unallocated Seating and Unreserved Standing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Anticipated Attendance</b> | Restricted to 19,958                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Admittance Criteria</b>    | By wristband obtained via ticket verification in advance on the event day. There will be an advance period of wristband exchange the day prior to the event (tbc).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Search Criteria</b>        | Bag searches will be in place at all Control Points (entrances) to ensure no alcohol; knives; fireworks; explosives; smoke canisters; aerosols; air-horns; noisemakers; flares; weapons; dangerous or hazardous items; illegal substances (including legal highs); laser devices; bottles; glass vessels; cans; poles or any article that may be used as a weapon and / or compromise public safety or which may pose a hazard or nuisance to any other person; or any article to be used for a commercial or a charitable purpose. A full list of prohibited items will be appended the ticket purchase process and will be displayed at all Control Points. |

### Alcohol

Alcohol will be on sale within the arena, served only at the licensed bars and will be served in non-glass / metallic containers and only available to over 18s. Alcohol will not be permitted upon admission and again will not be allowed off site.

### Audience Profile

- A 60:40 male to female ratio
- Age range approx.14-45;
- It is anticipated that a proportion of the audience may arrive prior to opening, this can be expected from around 08:00. Estimate as to volume will be included in a later version of this document.
- Audience members will be excitable but will form orderly queues and be compliant to requests and instructions made by the event staff;
- From information gained via ticketing purchase data, 63% of customers are from LL postcodes. This indicates that a large number of customers may arrive on foot. There are 900 car parking spaces available on site and a park and ride service in operation. Please refer to the Traffic Management Plan for more details.

### Likely Crowd Dynamics

Generally passive and responsive to instructions, with little or no dynamic crowd movement whilst conditions remain constant.

## General Duties

The duties of all security staff, irrespective of designated area of work will be to:

- identify, investigate (where safe to do so) and report any incidents via Security Control (located in control) to the Safety Officer and Head of Security, and to deal quickly and efficiently with problems as directed by Control;
- identify and report, and where possible and when directed prevent, areas of overcrowding and / or crushing;
- take all reasonable measures to assure the health and safety of all persons (including themselves) both attending and working at the event and, in doing so, identify, monitor and report all risks to health and safety via Security Control and Head of Security.
- to assist customers by any means possible in the likes of directional information, site facilities and other customer-service orientated requests;
- to work, at all times, either directly or via Security Control Event Safety officer or Head of Security.

AP Security (APS) Ltd. is not responsible for duties including the administration of first aid, other than first response, the provision of firefighting equipment, environmental/waste management and the management of the car parks or any other elements of traffic management.

In order to conduct our duties, all AP Security (APS) Ltd. stewards will be qualified to, or working towards the NVQ2 qualification in Spectator Safety.

All SIA Licenced operatives will hold the relevant and valid SIA Licence for the role(s) that they conduct on site and will have their licence on their person at all times during their shift.

In order to fulfil our general duties, operatives may be redeployed throughout the site over the course of the day to assist in the management of particular areas at peak times or in the event of an emergency.

## Management Structure and Event Day Staffing

Appendix 5 shows a draft diagrammatic representation of the event day management structure for the event. This will be available, on event day, with full personnel details, including mobile communication options for all key personnel.

Appendix 6 shows the draft, event-day deployment schedule and details all stewarding, SIA licensed, supervisory and managerial staff.

## Security Control

Radio communications will be monitored and controlled by a designated Radio Control Point, in Match day Control. The Radio Control Point will monitor and control radio traffic for the security and crowd management team only.

The Radio Control Point will liaise only with Control who will, in turn, have responsibility for dissemination of that information, as required, across other agencies and working personnel. Control will then manage that issue and will liaise with Security Control upon resolution.

*It should be noted that the only exception to the above procedure would be in instances where SO/ELT requires radio communication. In such instances, Emergency Liaison Team (ELT) will talk direct to any appropriate party and will hold priority over other transmissions.*

## Communications and Chain Of Command

During normal running all security related matters will be under the control of the Safety officer his two deputy via Head of Security. All movement of emergency vehicles will be coordinated by ELT who will also be informed of all criminal and or medical incidents reported on site irrespective of resolution route.

In the event of a serious incident, due to the seriousness of which it is deemed outside the scope of the Safety Officer (such as multiple casualties, major fire or other full site evacuation), the site will come under the authority of the ELT headed by the appropriate emergency services representative.

Full, detailed, emergency and contingency plans will be drawn up in advance of the event, the contents of which will inform the final version of the Crowd Management Plan and which should be read in conjunction with the Crowd Management Plan.

## Radio Communications

Dedicated multi-channel radio frequency will handle all security communications and radio usage will adhere to recognised protocols. Call signs will be the area descriptor (e.g. Stage, Entrance Gate 2 etc.)

*A full list of radio call-signs (including area descriptors) will be available on the day of the event.*

## Incident Reporting

Any member of security staff that witnesses any incidents will report them immediately to their on-duty supervisor; the supervisor will determine the severity of the situation, and whether additional assistance from either security, police, medical etc. needs to be called to the scene. ELT will determine the action to be taken. All incidents will be recorded in an incident log book as well as the radio communications being recorded within the real-time radio control log.

## Crime Scene Preservation

Appendix 3 contains an extract of briefing notes provided to key personnel, including managers, supervisors and response team members that details actions required in the preservation of crime scenes.

## Counter Terrorism

Appendix 4 contains an extract of briefing notes provided to all personnel that details key points and actions required in ongoing counter-terrorism initiatives at major events.

## Ingress Narrative

On purchasing a ticket, customers were advised that they were purchasing a ticket for a specific viewing area within the stadium; viz. Pitch, Mold Road Stand, University Stand and Yale Stand. In order to aid orientation and event-day circulation (see later within this document) each wristband will be colour-coded to correspond to a specific viewing area and signage within that area will correspond also. The designations are as follows:

- **Pitch (Green)**
- **Mold Road Stand (Blue)**
- **University Stand (Orange)**
- **Yale Stand (Red)**

Tickets have been sold for each of the above viewing designations and migration between designations will not be allowed. Signage and admittance wristbands (obtained in exchange for valid ticket - process see below) will all correlate to the appropriate viewing area.

Wristband exchange will be handled as a discrete process housed wholly within the Glyndwr University Sports Hall some 200m from the venue. Customers exiting the wristband exchange point will be directed via signage and proactive stewarding personnel to the appropriate Control Point for access to the stadium.

All Control Points will admit customers to the stadium following display and, where necessary, authenticity check, of the appropriate wristband. All customers may be subject to a search of both person and belongings. Appendix 1 provides a Method Statement detailing the Search of Persons and Belongings.

Control Points will allow access to the stadium as per the following table:

|                        | Pitch | Mold Rd Stand | University Stand | Yale Stand |
|------------------------|-------|---------------|------------------|------------|
| <b>Control Point 1</b> | ✓     |               |                  |            |
| <b>Control Point 2</b> |       | ✓             |                  |            |
| <b>Control Point 3</b> | ✓     |               | ✓                | ✓          |
| <b>Control Point 4</b> | ✓     |               | ✓                | ✓          |

Specific, volumetric, ingress capacity calculations, including capacity management for the wristband exchange exercise can be found later within this document.

## Circulation Narrative

As stated previously, tickets have been sold for a specific viewing area within the event. It should also be noted that data from the ticketing agency indicate that all areas sold at a relatively equal rate and so, by and large, those who were able to secure a ticket were able to do so in their preferred area.

Holding capacities for the areas have been set as follows:

- Pitch Viewing (Green): max 12,500
- University Stand: max 2,041
- Mold Road Stand: max 2,435
- Yale Stand: max 2,982

Overall attendance restricted to 19,958.

Capacity management of all areas will be via stringent wristband checks at Control Points as well as all internal viewing area entry points.

All areas will be bound by their own, specific, circulation protocols: Pitch Viewing will have access to the pitch area which will house a bar and some toilets and all bars, toilets and concessions behind (but not in) the University and Yale Stands. The University and Yale Stands will have access to all facilities within their own stand as well as the common, outer-concourse area behind the two stands. The Mold Road Stand is self-contained.

No migration will be allowed between any of the viewing areas. The only exception to this will be three areas of seating; each of between 50 and 70 seats that may be used by Pitch viewing spectators should they wish, or need, to sit down. These are located at the ends of the lower tier of the University Stand and behind the football team dugouts at pitch level within the Mold Stand.

Where areas of concessions and toilet facilities are shared, access back into appropriate viewing accommodation will be via wristband check thus ensuring appropriate segregation in support of individual capacities. Once within the designated viewing area, with no pre-allocation of seats, circulation will be free-flow, with the exception of a) production and other working areas, b) pre-determined interventions to create safe flow around the designated areas (for example, where a stairwell or corridor is made sterile or made one-way), and c) areas of temporary intervention to facilitate crowd movement in the event of an unexpected occurrence.

All pitch access gates will be staffed and no access to or from the pitch area will be allowed via these points. A sterile area around the pitch viewing area will be created by creation of yellow-hatching to denote a sterile area, that will also allow fast access for stewarding and security personnel around the perimeter of the pitch. In addition, staff will be positioned along the pitch sides to monitor the viewing areas and to deter, report and, where safe to do so, prevent, any pitch incursion from the seated viewing areas (or vice versa).

All other circulation protocols are highlighted on the site map at Appendix 7

## Site Access - Search Procedures - Suspected Illegal Substances

After consultation between A.P. Security (APS) Ltd. and VMS Ltd, the following procedures will be put in place to counter the threat of the use of suspected illegal substances and dealing of such substances on the event site.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Audience Profile</b> | The anticipated audience profile attached to the event would normally constitute a low risk of adverse incidents due to drug use / abuse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Site Entry</b>       | <p>APS will up hold a zero tolerance approach to legal and illegal highs, whether for personal consumption or with the intent to supply. As described elsewhere in this document, provision has been made to allow for full searches of the public members on entering the sites and has stipulated in the Conditions of Entry. The search procedures will act as a deterrent in themselves to those customers approaching a Control Point in possession of illegal substances and surrender bins (amnesty bins) will be placed at each Control Point for both voluntary and confiscated disposal of such items.</p> <p>Full searches will be made to customers entering the event sites in accordance with A.P. Security (APS) Ltd.'s training programme and SIA guidance. A detailed method statement covering such actions can be found at Appendix 1. Any customer in possession of items believed to be a classified drug will be denied entry to the site. In the event of a customer possessing a large quantity of a substance(s), the customer will be detained by SIA licensed staff. Where sufficient doubt surrounds the legitimacy of an alleged prescribed drug, the drug will not be confiscated but entry to the site will be refused.</p> <p>Any suspect substance will be held in a secure location, and the Police will be requested to collect and remove them from the site. Illegal substance reporting should take the same chain of command as any onsite Incident Reporting.</p> |
| <b>On-site</b>          | <p>Any customer found to be in possession of what is believed to be a classified, non-prescribed drug will be ejected from the site. Further detail as to ejection methods may be found within the appropriate Method Statement at Appendix 8. Non judgement medical assistance will be made available prior to the ejection.</p> <p>In cases where it is clear that significant dealing activities are in progress (as opposed to personal use and / or possession) A.P. Security will liaise with Event Control and a decision will be made to request for Police attendance (see protocol for calls to emergency services, below; Emergency Procedures - Communications).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>At All Times</b>     | <p>It should be noted that any ejection will be carried out using only such force that is deemed reasonable in the circumstances and will only be used in order to prevent injury to the evictee, A.P. Security (APS) Ltd. staff or any third party. All ejections and their circumstances will, where practicable, be notified in advance, logged with Security Control and will be monitored via CCTV where this is available.</p> <p>Data will be sought from on-site medical staff as to any high volume or sudden increase in possible drug-related medical incidents.</p> <p>Further detail relating to management of persons thought to be in possession of illegal substances may be found at Appendix 9.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Entry Capacity (Accreditation Process)

It should be noted that these calculations whilst adhering to the methodology as reproduced in the Purple Guide and Safety at Sport ground Guidance, and has been agreed as part of the Special safety Certificate. They should not be used in isolation and should only be used as a point of reference in discussion with the appropriate licensing and emergency services.

As noted previously, the accreditation process will take place at a location (The Glyndwr University Sports Hall) wholly separate to the event site itself. All customers will be required to wear a wristband denoting the validity of their ticket and the location of their viewing area.

Customers will enter the Sports Hall via the main doors and will have their tickets scanned on entry. They will then be directed via signage and stewarding to one of fifteen (tbc) processing desks. The initial, linear, queue will be subdivided into 15 (tbc) smaller linear queues inside the hall in the same manner as traditional passport control at airports may operate.

An average wrist banding processing time of 10 seconds (tbc) per customer has been calculated by the ticketing agency. In this manner, a total of 24,300 customers can be processed within the forecasted peak demand timings (18:30-20:00 Friday and 12:00-15:00 Saturday) which is in excess of the required maximum of 19,958. It should also be noted that actual operating times, Friday 17:00-21:00 and Saturday 13:00 - close (tbc) will exceed these peak demand hours, thus increasing the capacity further.

Both entry and exit to / from the sports hall will be via 2m doors. At an expected flow rate of 60 persons per minute per meter width, providing both an ingress and egress capacity from the accreditation system of 120; comfortably in excess of the maximum throughput of 90 (tbc) per minute.

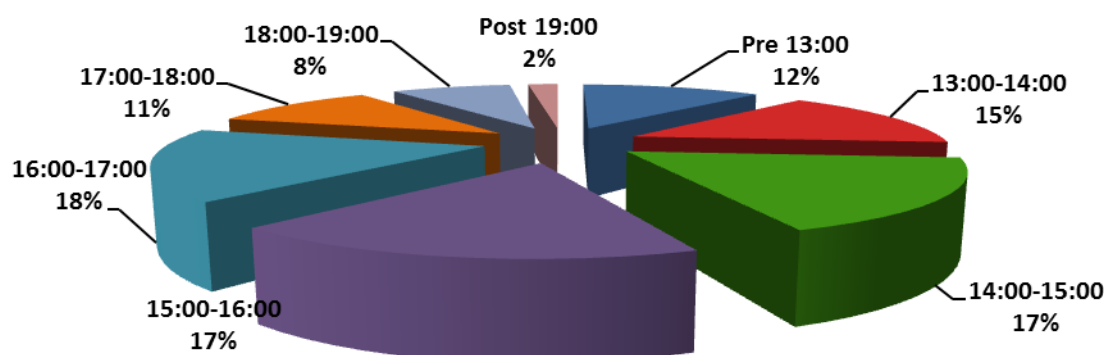
A diagrammatic representation of the layout and RAMP analysis of the crowd movement and risk analysis will be included in a later version of this document.

## Arrival Profile

As detailed within the Entry Capacity (below) the primary factors influencing the arrival profile are seen as follows:

- a well-informed audience arriving often in family groups or groups of friends;
- the inner-city location lending itself to an unhurried ingress and to a relatively evenly distributed profile with, however, a potential for the final hour rush associated prior to the headline artist performing. This potential has been significantly minimised however by the strength of the main support act who, themselves, will command significant audience attention;
- the likelihood of fair summer weather seeing a proportion of audience members arriving prior to the advertised stage times with a view to spending time within the entertainment venue enjoying the support acts;
- tickets having been sold for a specific viewing area; and those tickets having sold at a comparatively evenly distributed rate between the areas will lessen the first-come-first-served crowd psychology of, for example, a wholly standing event.

A predicted arrival profile, based on artist(s)-specific and audience profile influencing data, and on an event with an advertised opening of 15:00 (tbc) can therefore be represented as follows:



*Fig (i) Diagrammatic Representation of Anticipated Arrival Profile.*

It should be noted that the publication of stage times of the headline artist and, in this particular case, the main support act, will heavily influence the above model. An updated version will be included in future document versions as this and other variable assumptions (below) get firmed up.

Significant deviation from the above model will be highlighted to event organisers as a possible symptom of a possibly unknown, underlying cause such as traffic delays or other transport disruptions or, conversely, highlighting the need to increase entry capacity at an early stage of the ingress process where early arrivals are significantly above what could reasonably be expected. Deviations will be monitored and reported dynamically to the event management team via Head of Security.

It should be noted that it is never the intention to adhere to the percentages religiously; weather, stage timings and competing events (perhaps televised sporting events etc) will all play a significant part in altering the percentages in one off instances and these variations can be monitored with remedial action taken if necessary.

## Entry Capacity (Control Points)

Unless, due to particular conditions relating to severe weather, artist timing alterations, or other wholly unforeseen circumstances, and where otherwise specified, a flow rate of 280 persons per hour (against a maximum of 660 per hour) per point of entry will be used over a four hour period. The point of entry will be deemed to be an entry lane of 1.1m (min) with a lane of greater width to safely accommodate customers with disabilities. This flow rate is consistent with anticipated audience age and group profile. Instances of variation to the anticipated flow rate identified on the day due to circumstances caused by, for example, increased threat level, adverse weather (list not exhaustive) will be highlighted by Head of Security with dynamic assessment being provided of the amended, projected, flow rate and the resultant impact on required entry width and entry procedures. Therefore, unless otherwise specified:

- event access will be relatively unhindered in terms of terrain being on foot over tarmac and hard-standing routes as well as well-managed and well maintained grassed areas and well maintained grass and hard covered internal footpaths and tracks;
- signage will be in place, well lit, and appropriate to allow for unhindered access;

- with no camping or overnight facilities on site, coupled with audience type, personal possessions are likely to be minimal thus further enabling a higher flow-rate;
- search procedures (see above) will not be as intrusive as to negatively hinder flow rate but will be wholly commensurate with current thinking on threat levels and safety requirements;
- staff will have previous experience of similar entry procedures;
- the flow rate used in the calculation above assumes average weather. Only severely wet weather will impact the flow rate to any significant degree (and it is also likely to impact proportionally to an equal degree upon the overall attendance also);
- an ingress time of four hours has been used. Gates will be advertised as opening at 15:00 (tbc) although the well-informed audience type will be aware of the main acts not performing until the latter part of the day. Equally, there exists the option of opening the outer concourse only so that processing can commence well in advance of the advertised time for those early arrivals; this option subject to confirmation. As such a four hour ingress time is appropriate with an anticipated c. up to 34% attendance prior to gates opening and the majority of patrons arriving prior to 17:00, although ingress will continue, albeit in significantly reduced numbers after this time.
- fast-track access to customers with disabilities and working personnel with need for immediate access will be possible via each of the Control Points.

Entry capacity for each of the Control Points can be calculated as follows:

#### **Control Point 1 (Pitch Access Only)**

Control Point 1 will be subdivided into four entry points by means of low level pedestrian barrier. Four linear queues will be formed leading to the entry points and will, if required turn at a ninety degree angle along the closed portion of Mold Road. A break point in the lanes will be implemented to allow unimpeded pedestrian access along Mold Road and past Control Point 1 where required.

An entry capacity of 4480 at Control Point 1 can therefore be calculated (280 persons x 4 lanes x 4 hours = 4480).

#### **Control Point 2 (Mold Road Stand Only)**

Control Point 2 will mirror the access doors leading directly into the Mold Road Stand. Three access points will be fed via a small Disney queue. Hospitality guests and customers with disabilities holding pre-booked tickets for the appropriate areas will enter via a dedicated door. To err on the side of caution in calculating the entry capacities, this latter door has not been counted.

An entry capacity of 3360 at Control Point 1 can therefore be calculated (280 persons x 3 lanes x 4 hours = 3360). This is well in excess of the 2426 (tbc) holding capacity of the Mold Road Stand which also includes hospitality and disabled customers, thus further increasing the excess of the entry capacity over the holding capacity given that these customer groups have a fourth, dedicated, entry point as described above.

It should be noted that, for the purpose of overall entry capacity, the entry capacity of Control Point 2 will be capped at 2426 (tbc) as, once this figure is reached, the Control Point effectively becomes redundant irrespective of its ability to cater for a greater number as Control Point 2 will only service the Mold Road Stand with its holding capacity of 2426 (tbc) as described above. However, the excess capacity may be utilised strictly as a contingency measure in the event of an abnormally weighted arrival profile towards, for example, a much later than anticipated walk-up by pitch ticket holders. Any such contingency implementation would only be implemented with the approval of Head of Security in

full consultation and with the approval of the Safety Officer and other key personnel as appropriate after all appropriate internal diversion requirements have been put in place.

### **Control Point 3 (Yale Stand, University Stand and Pitch Access)**

Control Point 3 will be subdivided into four entry points by means of low level pedestrian barrier. These entry points will be fed via two adjacent linear queues which will originate in the car park behind the University Stand and will turn 180 degrees once within the stadium footprint.

An entry capacity of 4480 at Control Point 3 can therefore be calculated (280 persons x 4 lanes x 4 hours = 4,480).

### **Control Point 4 (Yale Stand, University Stand and Pitch Access)**

Control Point 4 will be subdivided into nine entry points by means of low level pedestrian barrier. These entry points will be fed via a large Disney queuing system on the grass between the accreditation system within the sports hall and the artificial surface football pitches.

An entry capacity of 10080 at Control Point 4 can therefore be calculated (280 persons x 9 lanes x 4 hours = 10,080).

### **Overall Entry Capacity**

The overall entry capacity can therefore be calculated as 21,466, being the sum of:

- Control Point 1 Entry Capacity: 4,480
- Control Point 2 Entry Capacity: 2,426 (capped as described above)
- Control Point 3 Entry Capacity: 4,480
- Control Point 4 Entry Capacity: 10,080

The overall entry capacity of 21,466 is therefore adequately in excess of the 19,958 holding capacity.

## **Egress and Emergency Egress Capacity**

Egress and Emergency Egress capacity calculations may be found in the Occupancy Capacity Document which will form part of the Event Management Plan.

## **Emergency Exit Gate Management**

A.P. Security (APS) Ltd. operates to a method statement that is reproduced in full at Appendix 2.

## Emergency Egress

Please refer to Occupancy Capacity document which will form part of the Event Management Plan.

## Emergency Procedures - Coded Messages

All radio communications relating a serious incident on site will include the following coded messages. Emotive words such as fire, bomb, and fight will not be used.

| Code Word                                                                                                                                                                                                                    | Description (Suggested Code words)                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Mr Ash                                                                                                                                                                                                                       | Small Fire (Does not require Fire & Rescue Service)                                                                                   |
| Mr. England                                                                                                                                                                                                                  | Large Fire (Requires Fire & Rescue Service)                                                                                           |
| Mr. Case                                                                                                                                                                                                                     | Bomb / Suspect package                                                                                                                |
| Mr. Wellhard                                                                                                                                                                                                                 | Crowd Disturbance                                                                                                                     |
| Mr Light                                                                                                                                                                                                                     | Loss of Power / Tower Light                                                                                                           |
| Disney                                                                                                                                                                                                                       | Lost Child                                                                                                                            |
| Mr Walt                                                                                                                                                                                                                      | Parent / Guardian who has lost a Child                                                                                                |
| Zulu code                                                                                                                                                                                                                    | Medical Incident                                                                                                                      |
| STANDBY OPERATION WREXHAM                                                                                                                                                                                                    | ALERT CODE for Full or Part Evacuation of the Stadium / Pitch<br>(part evacuation to be qualified with specific location(s) affected) |
| GO OPERATION WREXHAM                                                                                                                                                                                                         | GO CODE for Full or Part Evacuation of the Stadium / Pitch (part<br>evacuation to be qualified with specific location(s) affected)    |
| <p>Messaging for GO Code is</p> <p><b>“LADIES AND GENTLEMEN OWING TO AN INCIDENT IT IS NECESSARY TO EVACUATE THIS AREA. PLEASE FOLLOW THE DIRECTIONS OF THE STEWARDS AND SECURITY”</b></p> <p><b>REPEAT AS NECESSARY</b></p> |                                                                                                                                       |

In the event of an unclassified incident that requires immediate and urgent attention and the formation of the Emergency Liaison Team, the following message shall be broadcast **“Would Inspector Sands please contact the Control Room”**. In the event of full or partial radio failure, this message will be broadcast via the PA system.

## Emergency Procedures - Communications

All communications relating to potential emergency incidents and actual and / or potential evacuations are listed in the Event Manual. This will be reproduced and included in all supervisor and security briefing documents.

All emergency incidents will, initially, be monitored by ELT Security Liaison. Escalation of the incident will see the formation of the ELT at which time primacy over the site will be established and all further actions and communications will come under the authority of the ELT.

- In the event of a full or partial site, or area evacuation, ELT Security Liaison will liaise with Head of Security (or Deputy) who will be at the site of the cause of the evacuation. In the instance of an audience-led evacuation, this communication will be established at the earliest opportunity. During any evacuation type Security Control will order radio silence; priority being given to Alpha call-signs, ELT and other radio holders in response only. During any incident during which time ELT assumes primacy over the event, the Security Control point will be handed over to ELT with admittance only to, or authorised by, ELT members.

## Meta Modelling

The use of meta models (and the DIM-ICE model in particular) promotes an at-a-glance, overarching risk analysis of crowd management planning at any given event. The DIM-ICE model examines the Design, Information and Management process through the three primary phases of crowd movement during an event; Ingress, Circulation and Egress. The models below, represent a summary of all the measures outlined above with a traditional, traffic-light, approach to risk categorization. It should be stressed that neither the DIM-ICE models or the area / time lapse risk analysis, both below, replace standard risk assessments required under the Health and Safety at Work Act 1974 or, particularly, the Management of Health and Safety at Work Regulations 1999, but are included as a demonstrative tool to highlight areas where, for example, redeployment of staff or times of specific observation may be required.

| Normal Operations  | Design                                                                                                                                                                                                                                                                                                                                            | Information                                                                                                                                                                      | Management                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ingress</b>     | Wholly separate, pre-entry wrist banding operation. Optimum width lane set-up. Dedicated entrance for disabled customers (Mold Rd Stand). Pre-calculated, forecast flow rates and queue area holding capacities. Confiscation bins provided. Colour codes running through signage and tickets to correspond with viewing areas.                   | Conditions of entry prominently displayed. Directional signage colour coded in line with tickets. Dedicated directional staff with real-time Control Point capacity information. | In-built facility to close lanes for cleaning. Cleaning staff on stand-by. Flow rate monitoring and reporting. Comparison against arrival profile and flow rate expectations. Centrally coordinated diversion interventions to alternate Control Points. Confiscation bins to be emptied regularly. CCTV to cover entry systems (where available). Weather monitoring and reporting.                                                                              |
| <b>Circulation</b> | Clear routes for initial dispersal following ingress. Perimeter and secondary, false, perimeter location for concessions, bars, toilets etc. Mold Rd stand wholly self-contained. Overhead signage. Ramped pitch access from Pitch 2 access point. Colour coded internal signage. Tickets allocated to specific viewing area. Perimeter lighting. | Overhead directional signage. Clearly visible stewarding and security staff on hand to answer questions. Baby changing and disabled toilets.                                     | Continual cleaning and emptying of bins. Dedicated concession rubbish disposal behind concessions not impeding crowd flow. Centralised monitoring of pinch points and central, all-agency decision making for intervention strategies. Weather monitoring and reporting.                                                                                                                                                                                          |
| <b>Egress</b>      | Clearly lit exit signage. Clear routes of passage. Identification of elevated positions to monitor potential egress bottlenecks. CCTV coverage where possible. Seated accommodation purpose built for egress capacities. Pitch egress subject to pre-planned capacity egress calculations.                                                        | Stewards and security on route. Megaphones on standby if required for directional assistance. Transport timings available and held by all stewards and security.                 | Redeployment of security and stewarding staff along the egress route. Soft sweep of arena and checks of toilets. Closure of bars and concessions 15 minutes prior to show end to aid egress. Egress flow rate monitoring and comparison against expected. Centralised monitoring of pinch points and central, all-agency decision making for intervention strategies. Event timing dovetailing to public transport limitations. Weather monitoring and reporting. |

| Emergency Conditions | Design                                                                                                                                                                                                                                                      | Information                                                                                                                                                                                                                                                                                     | Management                                                                                                                                                                                                                                                                                      |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ingress</b>       | Ability to close all ingress systems without impeding egress through same point. Creation of sterile egress routes to allow for unimpeded egress. Existing in-venue medical provision. Established ELT and Control Point.                                   | Ability to communicate via stage PA or stadium's own PA. Stewarding and security subject to escalation procedures in advance of evacuation. Signage. Loud hailer announcements. Consideration of social media announcements. Ability to communicate with transport hubs and transport agencies. | Procedures for immediate cessation of ingress. Immediate staff alerts and rebriefings where required. Liaison with emergency services, LA and other agencies as appropriate. Formation of ELT in primary or secondary position.                                                                 |
| <b>Circulation</b>   | Communications to all sound and lighting personnel confirmed. Pre-scripted show-stop messages prepared and rehearsed. Pre-evacuation positions of all key personnel agreed. All exit gates clearly marked, lit, clear of impediments, staffed and unlocked. | Immediate house lights activation. PA announcements. Security and stewards with loudhailers. Signage clear and unambiguous. Consideration of social media announcements. Ability to communicate with transport hubs and transport agencies.                                                     | Immediate closure of all bars and concessions. Sweep of site and checks of toilets and other enclosed areas. Immediate staff alerts and rebriefings where required. Liaison with emergency services, LA and other agencies as appropriate. Formation of ELT in primary or secondary position.   |
| <b>Egress</b>        | Clearly lit exit signage. Clear routes of passage. Managed ground conditions. Identification of elevated positions to monitor potential egress bottlenecks. CCTV coverage where possible.                                                                   | Stewards and security with megaphones on route. Consideration of social media announcements. Ability to communicate with transport hubs and transport agencies.                                                                                                                                 | Redeployment of security and stewarding staff along the route. Immediate sweep of arena and checks of toilets. Immediate staff alerts and rebriefings where required. Liaison with emergency services, LA and other agencies as appropriate. Formation of ELT in primary or secondary position. |

|                      | 09:00 | 10:00 | 11:00 | 12:00                                                        | 13:00 | 14:00 | 15:00                | 16:00 | 17:00 | 18:00 | 19:00                              | 20:00 | 21:00       | 22:00       | 23:00 | 00:00 | 01:00 |
|----------------------|-------|-------|-------|--------------------------------------------------------------|-------|-------|----------------------|-------|-------|-------|------------------------------------|-------|-------------|-------------|-------|-------|-------|
| Exterior             |       |       |       | Peak arrival and Queue Formations (Wristbanding and Stadium) |       |       |                      |       |       |       |                                    |       |             | Post Egress |       |       |       |
| Wristband Exchange   |       |       |       | Set Up and Peak Operation                                    |       |       |                      |       |       |       |                                    |       |             |             |       |       |       |
| Control Points       |       |       |       |                                                              |       |       | Peak Operating       |       |       |       |                                    |       |             |             |       |       |       |
| Arena                |       |       |       |                                                              |       |       | Opening              |       |       |       | Period of Highest Occupancy        |       |             |             |       |       |       |
| Circulation          |       |       |       |                                                              |       |       | Initial Soft opening |       |       |       | Movement Between Two Primary Bands |       |             |             |       |       |       |
| Egress               |       |       |       |                                                              |       |       |                      |       |       |       |                                    |       | Peak Egress |             |       |       |       |
| Inter-Agency Liaison |       |       |       |                                                              |       |       |                      |       |       |       |                                    |       |             |             |       |       |       |

## Staffing

### Roles & Responsibilities

#### Security Manager

To ensure that all aspects of the Crowd Management Plan are properly implemented throughout the site and that the Safety Officer and emergency liaison team are advised of any potential incidents that could raise the operating conditions of the site, and to liaise with all relevant onsite agencies in order to provide this. To co-ordinate the area supervisors to ensure that each area has sufficient staffing, and to ensure the welfare of all the security staff.

#### Area Supervisor

To ensure all staff in their designated areas have been deployed to the correct positions; are wearing the correct uniform, and have any relevant information that they require to fulfil their job roles, to ensure the welfare of the staff. Area supervisors will be required to deal with any incidents, and to report them up the chain of command where necessary. As well as fulfilling any other general stewarding duties that are required to ensure the overall success of their designated area.

#### SIA & Steward

Some general duties depending on position will be:

- To assist with the safe entry of customers;
- Fulfil search procedures;
- Direct and help customers where possible;
- Monitor congestion of crowd, and report any high crowd densities;
- Monitor and manage queues;
- Report any incidents to supervisor/manager;
- Report any suspicious packages or activity to supervisor/manager;
- Patrol event boundaries;
- Ensure that emergency exits gates are clear and accessible;
- Control access to restricted areas by enforcing accreditation system.

### Briefing

A.P. Security (APS) Ltd. will produce an event specific briefing document for all members of staff; this will include information such as the event details; relevant event timing; duties; emergency procedures; use of radios & relevant call

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signs; staff instructions; site map; customer care; lost child procedure, as well as any other information deemed to be relevant.

## APPENDIX ONE - Method Statement: Search of Persons and Personal Belongings

A.P. Security (APS) Ltd. in accordance with the instructions issued by the promoter and / or venue manager recommends the management of search procedures relating to persons and personal belongings in the following manner:

### 1. GENERAL

- 1.1** A search of persons and / or their belongings will be instigated in liaison with Promoter / Emergency Services / Local Authority Licensing. It is essential that the likelihood of search is contained within the Conditions of Entry or Conditions of Purchase of Ticket or Conditions of Attendance. Where search is listed as a condition of entry only then, A.P. Security (APS) Ltd. will only retain that right to search *at entry*. Searching once inside the venue can only take place where the right to search is listed as a condition of attendance or continued attendance.
- 1.2** The purpose of the search is to, where possible, ensure a safe environment and the safety of individuals attending the event, through the identification and, where appropriate, voluntary surrender, of items that may endanger safety or are contrary to other conditions of entry.
- 1.3** The search procedure itself will identify prohibited items as well as acting as a deterrent to those approaching the area of search that may voluntarily surrender or voluntarily dispose of prohibited items in their possession.

### 2. METHOD OF OPERATION

- 2.1** A.P. Security (APS) Ltd. will, in consultation with those agencies as listed above, conduct the search of persons and their belongings in the following manner:

Any area designated for the purposes of searching will, where possible, be under cover and, where available, monitored by CCTV. A table for use during searches of personal belongings should be provided;

Personal searches will be conducted by those of the same gender as that of the attendee;

Permission will be gained from the event attendee for either a personal or belongings search. Consent will be verbal wherever possible. If, however, due to language limitations, excessive noise or the establishment of a pattern (for example, 100% personal search where attendees can observe those in front being searched), then non-verbal consent will be accepted where intention is clear, for example, the opening of arms to a horizontal position at ninety degrees from the body in a manner indicating compliance with a personal search will be deemed to constitute consent;

the search will be of outer clothing and belongings only;

Event attendees will, at all times, be asked to move, remove or handle their own possessions, such as contents of pockets or of bags. At no time will a staff member put their hands inside pockets or bags, rather, they will request that the event attendee moves / removes items so that a further search may ascertain that no other items remain or so that the remainder of the bag is visible for inspection;

Items constituting either a danger or risk to health or safety of either the event attendee or others, or items specifically excluded from admittance to the event (event organiser / promoter to provide guidance), will not be admitted to the venue;

In the event of the discovery of a prohibited item, the event attendee will be advised that they, in possession of the prohibited item, may not enter the venue. Venue policy will dictate the subsequent course of action to be one of the following, where available:

The voluntary deposit of the prohibited item in a designated surrender bin; such deposits will not be receipted and items will not be returned (traditionally used for the likes of alcohol, glass containers etc.);

The receipted deposit of the item at a designated deposit / reclaim centre within the campsites; such deposits may be collected at the conclusion of the event upon production of the relevant receipt (traditionally used for the likes of cameras etc.);

The deposit of the prohibited item in the event attendees' vehicle or other mode of transport.

**2.1.1** *It should be stressed that, irrespective of the facilities / services available on any given site, it will be the responsibility of the attendee to take items of value to a place of safety (be that deposit / reclaim centre if available or vehicle or other).*

In the event of the discovery of items that may constitute a breach of the law, the event attendee shall be detained by appropriately licensed staff and the Police will be informed via Radio Control / ELT in a manner described elsewhere within this document.

It should be clearly stated via the use of signage etc. that, in the event of exit and subsequent readmission to the venue (for example, for smoking break (indoor venue) or to return to the campsites (outdoor venue) event attendees are liable to be searched on each and every readmission.

### 3. SEARCH OF MINORS

**3.1 A minor is defined under UK Law as a person under the age of 18**

**3.2** As described within the above narrative, searching will be conducted with the permission of the individual to be searched.

**3.3** In searching of minors, no physical contact (viz. laying on of hands) will take place. The minor will be requested to empty their pockets/bag(s) and demonstrate they are empty but at no time will there be any contact.

**3.4** There are two possible scenarios that can be encountered when searching a minor and contraband/restricted items are found or where admittance to the venue is denied on other grounds (such as a minimum age restriction, intoxication etc.). 1; the minor is with a parent / guardian / adult; or, 2; the minor is on their own.

**3.4.1 1 - Minor is with an adult** - The supervising adult will be requested to escort the minor from the premises, to deposit the prohibited item in a place other than that contained within the licensable

footprint, or to ensure that the minor is returned home or to a place of safety out of the event premises.

- 3.4.2 2 - Minor is unaccompanied** - The minor will be denied entry to the venue, but will be instructed to contact a supervising adult immediately to escort them from the premises. This call can be made by Venue Management or their agent with the permission of the minor. During this process, and whilst waiting for the arrival of the nominated adult, the minor should be accommodated in a place of safety. This place of safety can be inside the venue in an office or supervised waiting area with CCTV surveillance where possible. The minor should not be left on their own either inside or outside the venue. Should no adult be available to collect them or it is believed the minor to be under no adult supervision then the venue or authorised agent will contact the police to seek advice and help with the welfare of the child.

It should be acknowledged that searching of minors is more of a deterrent measure than of an action likely to find well concealed prohibited items. Venues and clients will be made aware of this and will be encouraged to ensure that Conditions of Entry and expanded to include Conditions of Attendance at an event so that action may be taken in the event of prohibited items being seen on the event premises.

## APPENDIX TWO - Method Statement: Emergency Exit Gate Management

A.P. Security (APS) Ltd. in accordance with the instructions issued by the Safety Officer r recommends the management of Emergency Exit Gates in the Stadium in the following manner:

### 1. GENERAL

- 1.1** Emergency Exit Gates will be staffed at all times when public are inside the venue.
- 1.2** Prior to public access, working personnel should be made aware of the appropriate emergency egress routes and appropriate Emergency Exit Gates should an evacuation be required prior to the public arriving on site. Consideration will be acknowledged to the number of working personnel and their location in determining the appropriate gates that will be in operation (allowing secondary, contingency routing), during this time.
- 1.3 Personnel on Emergency Exit Gates will have responsibility to ensure:**
  - a)** That the Emergency Exit Gate is unlocked, and staffed, whenever the public are in the Stadium
  - b)** That the Emergency Exit Gate remains, at all times, in a fully operational condition and is able to be opened at all times irrespective of environmental conditions such as underfoot conditions or high winds;
  - c)** That the area immediately surrounding the Emergency Exit Gate is kept sterile and fully clear of any and all obstructions on both sides; that no vehicle is allowed to park or stop temporarily outside the gate (although see Emergency Vehicle access below) and that no equipment or other materials in any way obstruct the gate or passage through the gate;
  - d)** That, at all times, a working radio, fire extinguisher and loud hailer are positioned at the Emergency Exit Gate;
  - e)** That stewarding personnel have constant access to prominently displayed, weather-proofed, pass and accreditation systems;
  - f)** That no vehicles are allowed into the Stadium whilst it is open to the public with the only exception being emergency services vehicles when pre-authorised via ELT or Radio Control;
  - g)** That only vehicles carrying appropriate accreditation enter the Catering Areas and that they do so by the designated access gates (that may, or may not, coincide with use as an Emergency Exit Gate) and that no vehicle enters the Camping Area, other than emergency services vehicles when pre-authorised via ELT or Radio Control, by any gate not authorised as an access gate;
  - h)** That no public use the Emergency Exit Gate unless authorised to do so by Radio Control;

## 2. BUILD / BREAK PHASES

- 2.1** During the build or break phases of an event (whether indoors or outdoors) it is acceptable for Emergency Exit Gates to be used as access points for the likes of staging and production vehicles, traders and concessions, delivery vehicles etc.
- 2.2** Where such use of an Emergency Exit Gate is made, the gate (or door, or similar structure) ceases to hold a function of an Emergency Exit Gate. It must be made absolutely clear via pass and accreditation systems which vehicles / personnel may gain admittance to what is essentially a production area (see Backstage and Production Areas Security Management Method Statement) and at what time will the gate revert back to use as an Emergency Exit Gate.
- 2.3** Where, during the build / break phases, a full, or partial evacuation is required, all vehicle movement will cease and any Emergency Exit Gate designated for vehicle access may only revert to use for emergency egress once it is confirmed that a full, and complete, exit route exists through and either side of the gate and that the full route, to a designated place of safety, remains unobstructed.

## 3. EMERGENCY EGRESS

- 3.1** Emergency egress procedures are covered elsewhere within the Event Manual.

## APPENDIX THREE - Crime Scene Preservation

Should a serious offence occur and once the incident itself has ended, A.P. Security (APS) Ltd will take charge of any possible crime scene until the arrival of the police. Door supervisors need to immediately take charge of any scene following an incident, establishing physical command of the area until police arrive, so ensuring the preservation of any vital forensic evidence.

There are four important principles to good scene preservation:-

- Preventing evidence from being contaminated i.e. adding footprints to a scene, or leaving any other items at the scene which were not there at the time;
- Preventing evidence from being destroyed i.e. smudging fingerprints, or walking on footprints in blood;
- Preventing evidence from being removed i.e. glasses or weapons being moved, or furniture being re-arranged;
- Preventing evidence from being moved i.e. unnecessary tidying up when the positions of items may be of importance.

These principles are best upheld by:

- Noting or even recording details of a scene prior to moving anything;
- Covering or retrieving any items which may be of importance for later examination;
- Only allowing people who absolutely need to be at the scene anywhere near it;
- Immediately informing the first police officers at the scene of the nature and the location of anything you think may be of value to the investigation, anything you have done that may have affected the crime scene, or anything you saw which potentially could be relevant to the investigation. Clear communication with the Police is paramount.

### Remember

#### CRIME SCENE - EVALUATE - PRESERVE – INFORM

A.P. Security (APS) Ltd should focus primarily on cordoning off the area around the crime scene, to ensure that no unauthorised person(s) have any opportunity to interfere or contaminate the crime scene. Staff should help to direct the public away from the crime scene and to a safe location, whilst ensuring that there are no overcrowding issues.

## Forensic Evidence

### Fingerprints

- Deposited best on smooth surfaces, leave marks made from the sweat between the ridges, or heavily blood-stained fingers touch some types of surface
- When moving any article of any possible fingerprint value, such as a blood stained knife or a broken beer glass used in an assault, door supervisors must be careful not to leave their own finger marks on top of the suspect's, or smudge them so that they are no longer of any evidential value.
- If you have to preserve an article it is often better, if possible, to cover the article so that it cannot be touched by anyone until the police arrived and removed the item.
- Shiny, smooth surfaces like glass or metal are good for retaining finger marks, so certainly any bottles, glasses, knives or firearms should wherever possible be preserved for examination by a police Scenes of Crime Officer.

### Blood

- Traces of blood can be found on people's clothing, on weapons, or on floors, walls, ceilings and furniture
- Blood stained weapons and other items should be preserved for fingerprint examination. Walls, ceilings and furniture with blood splattering should be left untouched, and particular care needs to be taken to preserve footprints in blood so that they are not destroyed by people walking on top of them.

### Footwear marks

- Footwear marks, are not always visible to the human eye, making it of high importance that the crime scene is properly cordoned off
- Boot or shoe prints can be recovered from almost any surface if it is not disturbed, and can even identify each shoe print absolutely, linking suspects to victims and scenes, or even identifying suspects from scratch.
- Footprints in blood on a carpet or prints in mud outside should be covered to preserve them until the arrival of police.

### Fire Arms

- Following such an incident it is important that a wide area is sealed off for the police so that evidence is not lost or damaged
- If firearms are found at the premises, even if not actually fired, the safety of the staff and customers must be the first priority. Nobody should be allowed to walk in front of the muzzle of the weapon until it has been deemed as safe by a qualified firearms specialist from the police.
- It should not be moved if at all possible, and certainly should not be handled unnecessarily in case it is unsafe and accidentally discharges.
- A door supervisor just to guard it until it can be checked and recovered by the police. HEALTH AND SAFETY
- In any situation where supervisors are dealing with blood or other bodily fluids they should wear rubber gloves to protect themselves from possible infection.

**Stand back; Assess the risk; Find help; Evaluate your options; Respond.**

## APPENDIX FOUR - Counter Terrorism Staff Briefing

If you have suspicions about any person(s), object, vehicle report it immediately to the event control room via your supervisor/manager.

### Look For

#### External Appearance:

- Clothing that is unsuitable for the time of year (e.g. heavy coat in summer)
- Anything unusual protruding from under the clothing

#### Suspicious Behaviour

- Tension, profuse perspiration, nervousness;
- Scanning the area frequently;
- Repeatedly adjusting or moving something under clothing;
- Repeated attempts to avoid interaction, or closeness to security staff

#### Unattended/suspect packages, equipment or tools

- Electrical wires, switches, devices sticking out of pockets/bags, or strangely affixed.
- Backpacks; handbags; shoulder bags; suitcases etc.

#### Identifying a suspicious vehicle

- License plate may look like it has been modified or improvised in some way
- Front and back plates don't match
- Tax disc is invalid; registered to another vehicle
- Parked for an extended period in a central location or in a no parking area
- Vehicle is noticeably loaded down.

#### If you suspect something

- Immediately contact control via your supervisor, radio; or phone. Give as many details as possible, about suspect person; package or vehicle.
- Don't lose sight of the suspicious object/person

- Wait for orders from Event Control

#### **During a terror attack**

- Immediately move away from the area, to an open space or protected area
- Try to avoid moving towards other vehicles; catering areas,
- Listen to direction from event control and your superiors

#### **After incident**

- If the police haven't arrived already call 999
- Ensure the area is being cleared, and help people to get away from the area in case there is another device.
- Make a clear route to the rescue vehicles
- Observe your surroundings and stay alert

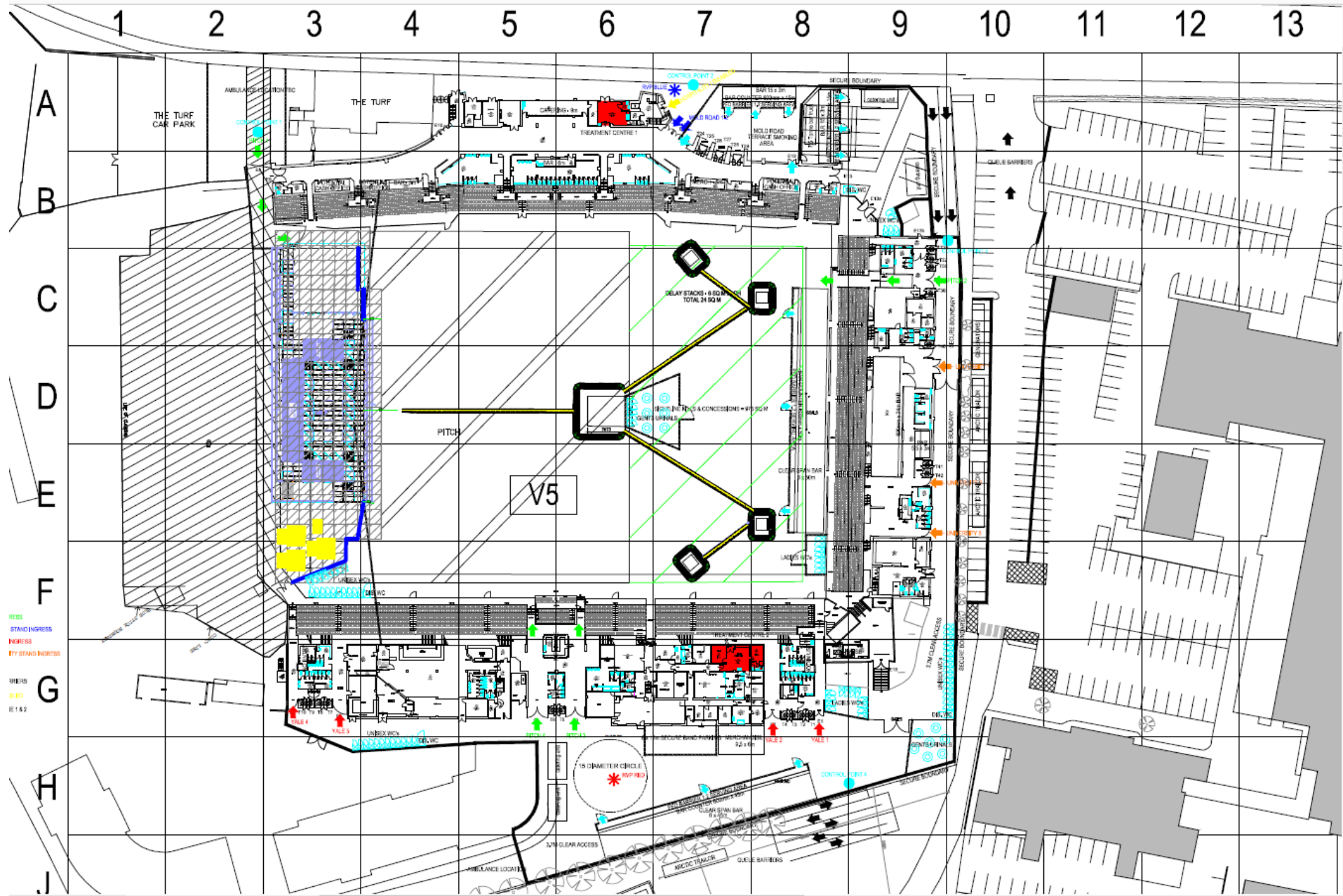
## APPENDIX SIX – Event Day Deployment Schedule

| POSITION / DESIGNATION       | STAFF NO's |
|------------------------------|------------|
| <b>Management</b>            |            |
| Head of Security             | 1          |
| Deputy HOS / Control ELT Mgr | 1          |
| Control                      | 2          |
| Accreditation Supervisor     | 1          |
| Mold Road Stand Supervisor   | 1          |
| University Stand Supervisor  | 1          |
| Yale Stand Supervisor        | 1          |
| Pitch Supervisor             | 1          |
| Control Point 1 Supervisor   | 1          |
| Control Point 2 Supervisor   | 1          |
| Control Point 3 Supervisor   | 1          |
| Control Point 4 Supervisor   | 1          |
| External Supervisor          | 1          |
|                              |            |
| <b>Accreditation Area</b>    |            |
| Queue Management Pre / Post  | 10         |
| Internal Flow Management     | 8          |
| Asset Protection             | 4          |
|                              |            |
| <b>Control Point 1</b>       |            |
| Admission and Search         | 6          |
| Queue Management             | 5          |
|                              |            |
| <b>Control Point 2</b>       |            |
| Admission and Search         | 5          |
| Queue Management             | 4          |
|                              |            |

|                             |    |
|-----------------------------|----|
|                             |    |
| <b>Control Point 3</b>      |    |
| Admission and Search        | 5  |
| Queue Management            | 4  |
|                             |    |
| <b>Control Point 4</b>      |    |
| Admission and Search        | 10 |
| Queue Management            | 6  |
|                             |    |
| <b>Mold Road Stand</b>      |    |
| Response Team               | 4  |
| Emergency Exits / Smoking   | 9  |
| Internal Production / Guest | 7  |
| Seating Stewards            | 12 |
| Circulation Restriction     | 4  |
|                             |    |
| <b>University Stand</b>     |    |
| Response Team               | 4  |
| Emergency Exits / Entrances | 6  |
| Seating Stewards            | 6  |
| Circulation Restriction     | 5  |
|                             |    |
| <b>Yale Stand</b>           |    |
| Response Team               | 4  |
| Emergency Exits / Entrances | 7  |
| Seating Stewards            | 10 |
| Circulation Restriction     | 6  |
|                             |    |
| <b>Pitch</b>                |    |
| Response Team               | 12 |
| Pitch Perimeter             | 18 |
| Pitch Access Gates          | 13 |

|                                   |    |
|-----------------------------------|----|
|                                   |    |
| <b>Exterior / False Concourse</b> |    |
| Response Team                     | 8  |
| Circulation Stewards              | 12 |
| Perimeter Protection              | 6  |

## APPENDIX SEVEN - Site Map



## APPENDIX EIGHT – Method Statement: Ejection Policy

### 1. INTRODUCTION

- 1.1** In the event of a person or persons being, or reasonably assumed to have been, in breach of criminal and / or licensing laws or conditions of entry / or continued attendance consideration will be given to the removal of that person(s) from the premises. As an overriding concept, any ejection will be conducted in a polite, positive and professional manner, using non-confrontational techniques and only using reasonable force when necessary, always being able to justify actions at a later date. To eject a customer is the last resort. The decision to eject a customer will only be reached when all other avenues and possible resolutions have been exhausted and will be conducted, where possible in real time, in full liaison with the premises license holder and / or emergency services when on site.

### 2. EVALUATION AND COMMUNICATION

- 2.1** Prior to any ejection an evaluation of the situation and the expected and desired outcome achieved by an ejection will be undertaken; for example, in the event of a crowd disturbance, escalating to violence involving multiple patrons, will the violence continue outside the premises and could serious injury be sustained as a result, or if an individual is a threat to themselves or others inside the venue or licensed outdoor area, would an ejection then make them vulnerable to attack or injury?
- 2.2** Notification will be made to the premises license holder (either direct or via joint / multi-agency control), radio control and a request for CCTV coverage (if available) will be made. It will be made clear at this point whether the ejection is as a result of breach of criminal legislation and as to whether Police assistance / hand-over is required.
- 2.3** The ejection route will be clearly understood and, where possible, identified in advance and in liaison with Police, and medical providers to ensure efficient hand-over to appropriate authorities if required and the provision of non-judgemental medical assistance.
- 2.4** The ejection route will make optimum use of the likes of CCTV cameras, most efficient lighting, minimal distance, maximum security for the individual both inside and outside the premises and will avoid, where possible the likes of steps, isolated areas or dense crowds.

### 3. WITNESSES

- 3.1** All ejections will be witnessed, preferably by a senior supervisor / manager and a colleague. Witnesses to the breach of rules / legislation should be identified and statements taken (see Incident Reporting guidance).

### 4. REASONABLE ACTION

**4.1** It is important to highlight that reasonable action is not, necessarily, reasonable force, as 'force' immediately raises the issue of physical intervention and the 'laying on of hands'. A professional demeanour and attitude can be enough to make a person leave. Reasonable force when it has to be used is applied to ensure a person complies with a reasonable request or in self-defence, never to gain submission. When compelled to use force, the following criteria will be considered (list not exhaustive):

- The person's size
- The person's sex
- Are they under the influence of drink/drugs?
- The number of persons
- Are any weapons involved?

## **5. CONTACT / RESTRAINT**

**5.1** In the event of the person agreeing to leave willingly, they will be escorted one step behind with an arm to their rear (no contact) in case they change their mind about leaving or complying. If the customer is disorientated, drunk or confused, a simple cradle on the elbow will be used to guide them and if slightly more uncooperative; one licensed staff member on each elbow will suffice. A customer who is slightly more aggressive; two licensed staff members using an arm and wrist restraint on each arm should be applied. It should be noted that any restraint will be relaxed in the event of aggression diminishing and reapplied should the aggression return. At all times any restraint will be proportional to the level of aggression shown.

## **6. CONCLUSION**

**6.1** Any ejection, irrespective of reason, difficulty or compliance will be recorded in the incident log and incident reports completed by all staff members involved or those who witnessed the ejection.

## APPENDIX NINE – Method Statement: Management of Persons in Possession of Illegal Substances

A.P. Security will work to the following Method Statement when encountering an individual in possession of what is, at the time, thought to be an illegal substance. Early engagement with the Police force whose jurisdiction the event lies within is essential; this will be sought at the earliest opportunity and agreement on the following method of operation, or a suitably amended version to suit the needs of the event, will be achieved.

It should be noted that this method statement is designed to include management of persons in possession of “legal highs” which will be treated in the same manner as illegal substances.

### 1. PRE-EVENT

- 1.1 As part of any bespoke Crowd Management Plan for an event, audience profiling will contribute to an assessment and categorisation of risk (likelihood of occurrence and likely extent of severity) pertaining to the use of illegal substances. The assessment, along with this method statement will be made available to the Police force whose jurisdiction the event lies within. Modification of, or deviation from the statement, as agreed with the Police, event organisers and A.P. Security, will lead to a Standard operating procedure (SOP) for the event.

### 2. ON-SITE (Including Event Related Ingress Route)

- 2.1 Secured and locked disposal bins will be positioned as part of the entry process. These bins will be notified to the Police in advance and will be monitored at all times by A.P. Security personnel. The bins will only be emptied by Police officers or, where not available and where agreed in advance, by venue / site management.
- 2.2 An agreed search procedure (see Method Statement: Search of Persons and Personal Belongings) and frequency, will be conducted during ingress to the event. All personnel conducting searches will be SIA Licensed operatives. Any customer in possession of items believed to be a classified drug will be denied entry to the site and similarly, any customer in possession of items believed to be purchased / obtained under the banner of “legal highs” will be denied entry to the site.
- 2.3 Amounts clearly intended for personal use will be offered for voluntary deposit into the secure disposal bins. Entry to the site will then be subject to all other conditions of entry.
- 2.4 In the event of a customer possessing a large quantity of a substance(s), the customer will be detained by SIA licensed staff. Any suspect substance found in large quantities or where the

type of substance was identified and specifically requested in advance, will be held in a secure location provided by site / venue management, not deposited in the secure bins, and the Police will be invited to collect and remove the substance from the site.

- 2.5** A.P. Security personnel will not, unless no other options are available, take possession of any suspected illegal substances. Where possession is unavoidable, immediate notification to Radio Control will be made, and the substances taken to the nearest point of secure disposal unless specifically informed otherwise.
- 2.6** Where sufficient doubt surrounds the legitimacy of an alleged prescribed drug, the drug will not be confiscated but entry to the site will be refused and the customer and alleged prescribed drug shall not be separated.

### **3. AT ALL TIMES**

- 3.1** Any customer found to be in possession of what is believed to be a classified, non-prescribed drug will be ejected from the site. Non-judgemental medical assistance will be made available prior to the ejection where such facilities exist on site.
- 3.2** In cases where it is clear that significant dealing activities are in progress (as opposed to personal use and / or possession) A.P. Security will liaise with Event Control and a decision will be made to request Police attendance. The Police will then coordinate, in liaison with A.P. Security, where appropriate, extraction and detaining of the individual(s) in question.
- 3.3** It should be noted that any ejection will be carried out using only such force that is deemed reasonable and proportionate in the circumstances and will only be used in order to prevent injury to the evictee, A.P. Security (APS) Ltd. staff or any third party.
- 3.4** All ejections and their circumstances will, where practicable, be notified in advance, logged with Security Control and will be monitored via CCTV where this is available.
- 3.5** Illegal substance reporting will follow the same chain of command as any onsite Incident Reporting.

# APPENDIX H

## Traffic Management Plan

# Glyndwr Racecourse Stadium

Traffic Management Plan

Introduction

Aim and Objectives

Directional Signage

Parking

Park & Ride

Road Closures

Traffic Management

Emergency Services

Obstruction of the Highway

Introduction

This traffic management plan is specifically for the Stereophonics gig at the Glyndwr University Racecourse Stadium on 2 July 2016

### Aim and Objectives

The aim of this plan is to set out traffic management arrangements in order to minimise traffic disruption to the travelling public

- Enable safe access/exit to/from the event for both motorists and pedestrians
- Direct attendees to the Park and Ride and designated Car Parks
- Keep the trunk road clear

### Directional Signage

It is expected that the majority of motorists attending the event, will come from the following directions: -

- A483 North and South
- A541 Mold Road
- A534 Nantwich

All designated parking will be directed to the venue from the A483 on to Mold Road and along Plas Coch Road, Crispin Lane

Drop Offs and Taxis to be directed to Crispin Lane and out left via Mold Road

Coaches will be directed off the A483 at Jc 4 Ruthin Road, then they can choose between the designated coach route to King Street or to the Park & Ride drop off at Mold Road

### Parking

Designated parking for the event will be provided in the following locations: -

- Plas Coch – Pre Paid Parking
- Crispin Lane – Pre Paid Parking, Disabled, Hospitality

Marshals will direct motorists without permits to other car parks via marked exit routes

### Park & Ride

Times - 13.00 – Midnight (last bus from Plas Coch 23.45) (£5 per car) Ruthin Road – Housing Office and Ysgol Clywedog

Route - The Park and Ride bus will pick up at the car parks, proceed along the A525 Ruthin Road, Mold Road and drop off on Mold Road in the closed section.

Security – Security personnel will be on duty to collect money

Traffic Management – Traffic Management Operatives will be available to manage parking

Town Centre Car Parks are available but won't be signed for the event

### Road Closure

Mold Road to be One Way – out of town – between 13.00 and 21.45, with all inbound traffic (including residents, Park and Ride and coaches to the event) using alternative routes, either directed or diverted. This will reduce any confusion at B&Q Roundabout and therefore improve traffic flows.

Park & Ride and any coaches to the event will be directed through town, either via Ruthin Road or Chester Road and be allowed to drop off on the inbound side of Mold Road, then re-join the outbound carriageway. This will be managed by TM Operatives

Residents will also have to access the roads apposite the stadium via the town centre.

There will be a full closure (as per the plan) from 21.45 whilst the stadium is emptying, during which time access for residents will be controlled from both ends by Amberon TMO's.

Crispin Lane will be closed at the access to the back of the stadium.

#### Traffic Management

- The approaches to B&Q Roundabout will be reduced to 2 lanes from Plas Coch to prevent a left turn.
- A 20mph speed restriction will be in place through the contra-flow
- Central Road will be coned down to one lane, to direct traffic into Regent Street, towards town for the full closure
- A section of the 'closed' carriageway on Mold Road will be coned off for Bus/Coach drop off. This will be managed by Traffic Management Operatives
- 50mph speed restriction on the A483, between J3 Croesfoel Rbt and Jc 5 Mold Road, due to the sub-standard Slip Roads at J4 Ruthin Road.
- Monitor traffic at J4 and A525 near the Park & Ride and take action as required.

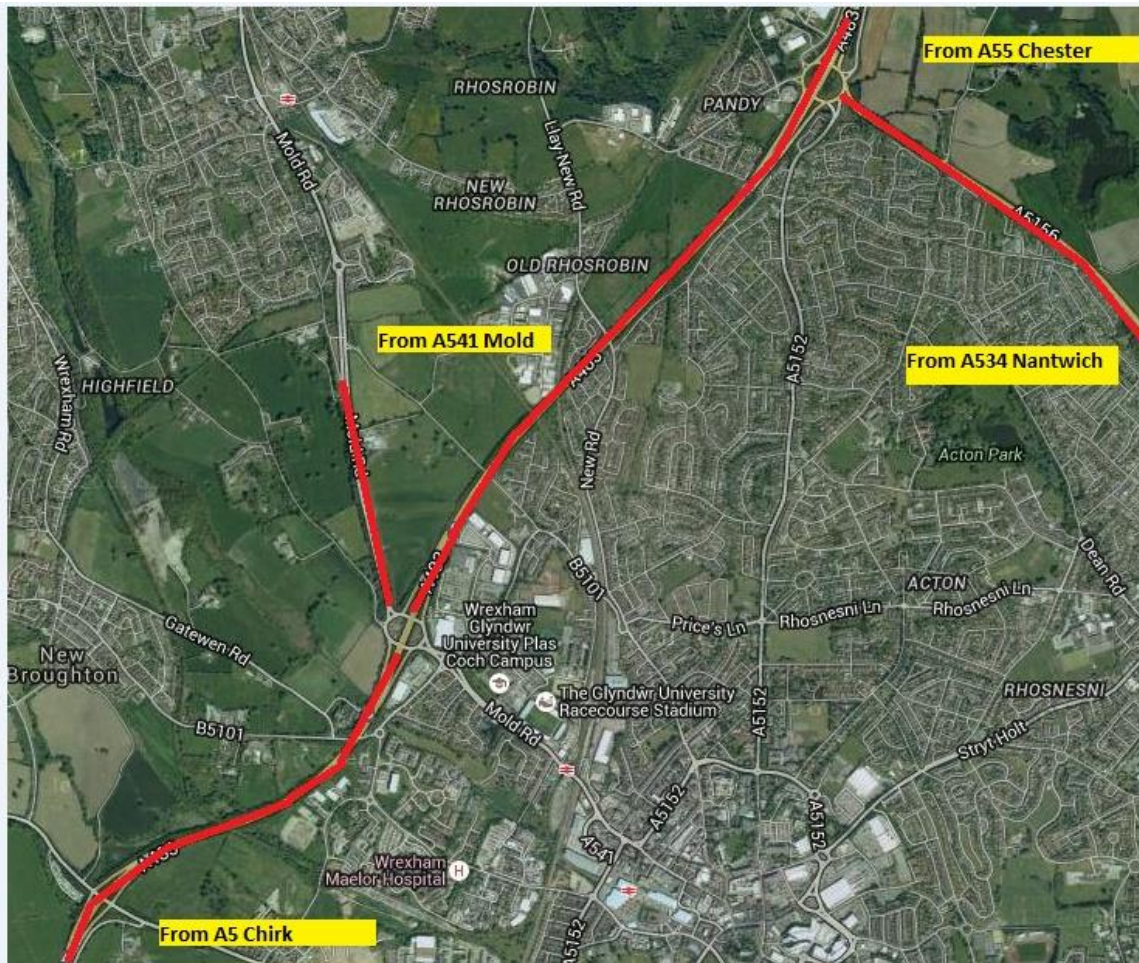
#### Emergency Services

Access for Emergency Services will be available at all times. Marshals will at closure points to allow access at any time.

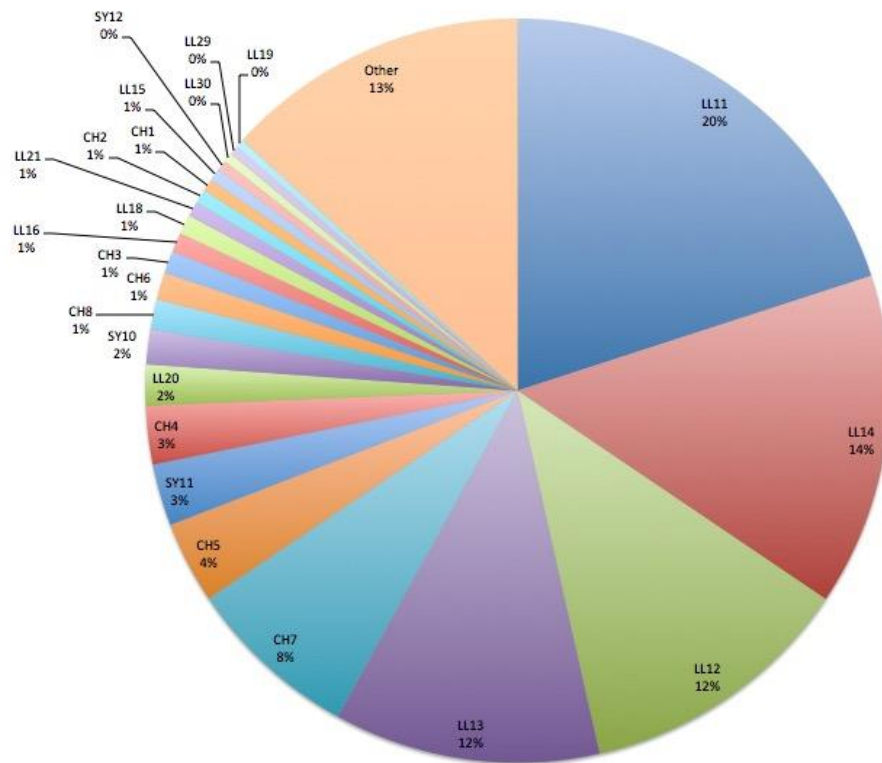
#### Obstruction of the Highway

If any vehicles are deemed to be causing a serious obstruction to the highway, then there is a process in place to call out HK Motors and remove the vehicle in question.

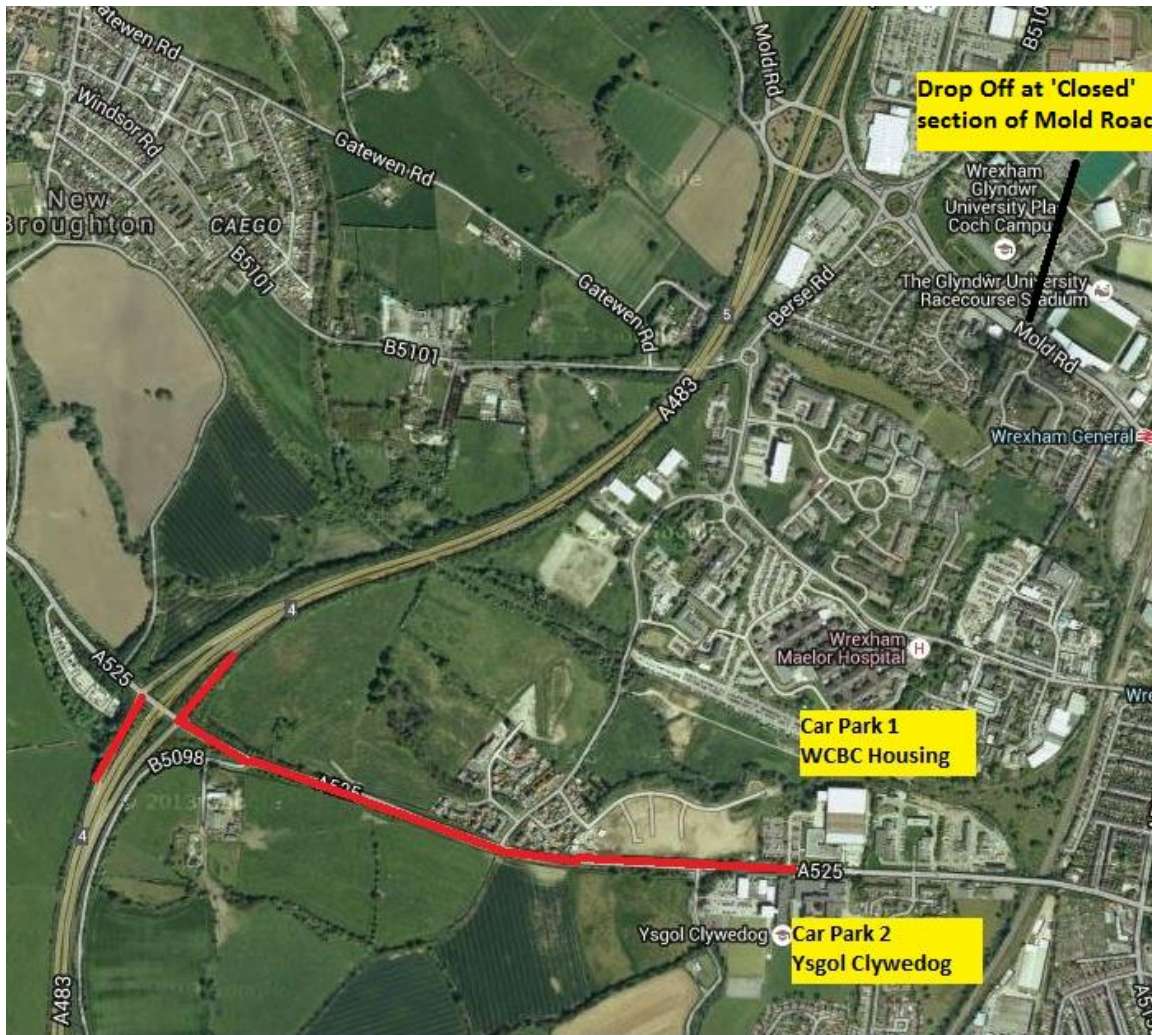
#### Map of Directional Signage



**Stereophonics Crowd Demographics by Postcode**



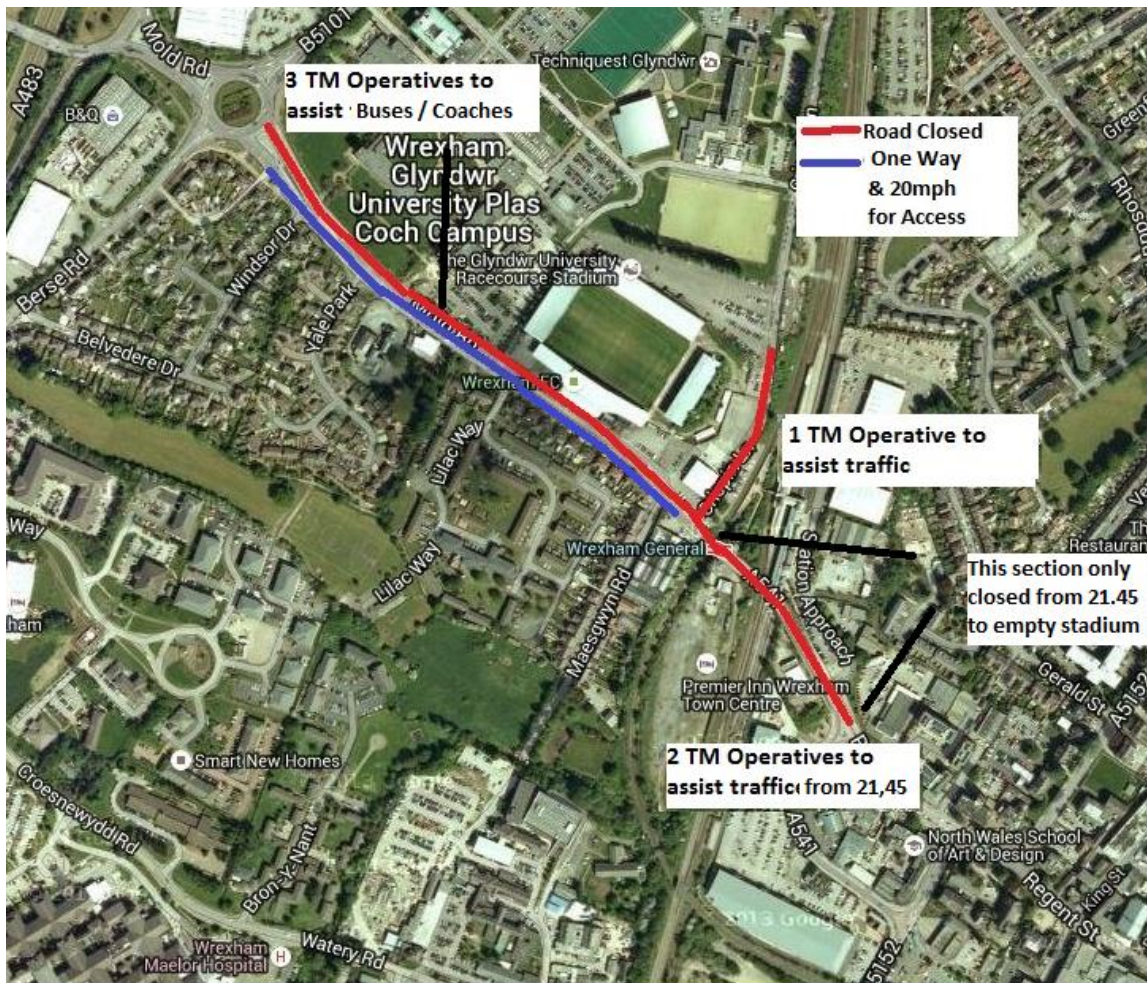
Map of Park & Ride



Map of Designated Parking



Map of Road Closure



# APPENDIX I

## Event Medical Plan

# **Stereophonics**

## **Medical Plan**

Wrexham Football Stadium | Saturday 2<sup>nd</sup> July 2016

Version - Final | Author: Richard Maides

## AUTHORISATION

Final plan signed off by –

| Role                                             | Name              | Signature | Date |
|--------------------------------------------------|-------------------|-----------|------|
| VMS Live Operations Director                     | Richard Maides    |           |      |
| Event Manager                                    | Steve Forster     |           |      |
| SJA Event Control                                | Margaret Sullivan |           |      |
| Charge Nurse (Special Practitioner) Cheshire CCG | Daniel Lucy       |           |      |
| SJA Event Jead                                   |                   |           |      |
| Kilimanjaro Live                                 | Zac Fox           |           |      |

## CONSULTATION

This document was reviewed by Keith Williams (WAST) who assisted as a consultant in its development.

## DISCLAIMER

This plan is correct at the time of printing. Due to the nature of the work undertaken, some elements may require dynamic management during delivery. The Event Manager will inform personnel of any required changes, and log all decisions accordingly.

This plan and any associated documents MUST NOT be circulated beyond the plan's distribution list but may be shared by WAST who will publish this plan and all other relevant event management documents on the secure Trust intranet site.

## DISTRIBUTION

### Internal

Event Safety Officer  
Deputy Safety Officers  
VMS Operations Director  
VMS Live Operations Team  
Glyndwr University  
Betsi Cadwaladar University Local Health Board

### External

Kilimanjaro Live  
AP Security  
MRL Limited  
North Wales Ambulance Service  
North Wales Police Service  
Countess of Chester Hospital

## INFORMATION AND UPDATES

Any updates to this document will be circulated to the key stakeholders any questions relating to the information contained should be directed in the first instance to Richard Maides, VMS Live Operations Director [richard@vmslive.org](mailto:richard@vmslive.org) wo will respond.

# EVENT INFORMATION

## INTRODUCTION

The Stereophonics concert is promoted by Kilimanjaro Live Ltd who are on the UK's leading live music and event producers.

There will be a mix of standing and seating in three adjacent grandstand locations,

The show will feature a primary front of stage barrier Personnel will be briefed on the specific layout of the stadium prior to working

Public attending the event have been advised that they should bring any medication with them that they would normally take (and self-administer) and ensure that they advise friends and family of any allergies that they have. The event organisers are looking to provide a refrigerator at the Treatment Centre 1 for public to store medication if required (further details if appropriate will be provided during your event briefing).

## HISTORY

The organiser has a long standing working relationship with the headline artiste and an extensive history of producing some of the UK's largest live events.

## LOCATION

The event will take place within the demise of the Wrexham Football Stadium, situated just adjacent to Mold Road Wrexham.

## ANTICIPATED ATTENDANCE

The overall site capacity is 19,958 at peak

## EVENT DOCUMENTATION

All staff deployment plans, maps and other appendices are detailed at the end of this document and will be distributed to all working SJA personnel in advance of the event including those managing the designated Treatment Centres

The Event organisers will request that all Treatment Centre Managers and Specialist Leads complete their post event reports on the day before stand down.

## MEDIA

Any media enquiries must be referred to Event Control who will pass them directly to the Event Manager whom will liaise with PR for comment. By referring all media enquires we can ensure that all agencies are given the same information and press releases as and when necessary by our media representative.

## OTHER AGENCIES

- Kilimanjaro Live – Event Producer with specific responsibility for the build and break down of all performance related infrastructure
- Global Security – deployment of staff to safely manage the front of stage pit area and control all access to the back stage area,
- AP Security - deployment of staff, security and stewarding within the ticketed footprint, managing and controlling access within this area.

## OTHER SIGNIFICANT EVENTS

To our knowledge there are no other significant other event taking place in the area on the day of this event, consultation have taken place to confirm this the key event stake holders.

# OPERATIONAL INFORMATION

## ST JOHN AMBULANCE PROVISION

The resourcing for this event is based on experience of delivering similar concerts within the market and industry. Other resources used to assess the event includes the Purple Guide risk assessment base and also analysis of the site and accessibility of each treatment centre and their ability to respond to calls.

Detailed provision of resources being deployed is contained in **Appendix One (1)**. The below summarises the type of resource provision giving minimum / maximum levels depending on the event.

- 12 x First aiders
- 1 x Doctor
- 2 x Nurses
- 2 x EMS Ambulances (Paramedic Staffed)
- Event Management Team (Silver but operational unless required) Margaret / assistant controller
- SJ Event Control / Silver Command
- Plus associated communications infrastructure.

## DEPLOYMENT

Full details of St John Ambulance locations as agreed with VMS Live will be contained are as follows: the exact deployments will be arranged by the SJA Event Manager prior to the event day.

The Medical Response Team (MRT) will be deployed to the front of stage pit area as well as assisting with patient extraction from the main crowd areas. A PRF must be completed for all patients discharged on scene. MRT will be dispatched by Event Control to calls and will report to Silver Command Control in relation to welfare and general management.

Treatment Centre 1 – Nurse 1 / Doctor + 2 x First Aiders (to respond to Event Control / Stand patrol)

Treatment Centre 2 – Nurse 2 + 2 x First Aiders (to respond to Event Control Control / Stand patrol)

The Pitch – 2 x First Aiders – please note additional resource has been placed to this area of the operation and is detailed in **Appendix One (1)**

The University Stand (**Orange**) - 2 x First Aiders

Pit / Stage Left Triage – 2 x First Aiders

Medical Response Team (MRT) – x 2 – to be deployed as required by ELT / Control during the day but to move to stage left ahead of the main support on stage time.

## TREATMENT CENTRE FACILITIES AND LOCATIONS – INCLUDING VEHICLE LOCATIONS

There will be two treatment centres inside the stadium concourses, in addition there will be two vehicle locations on site these will be in position for patient transfer either on or off site.

### Treatment Centre locations:

Vehicle Location 1 – External to the Yale (**RED**) Stand with immediate egress access to Crispin Lane

Vehicle Location 2 – External to Stage Left Exit of the Mold Road (BLUE) Stand entrance and exit by the Turf Pub

Treatment Centre 1 – Internal Stadium – Mold Road (BLUE) Stand – Grid Ref A6

Treatment Centre 2 – Internal Stadium – Yale (RED) Stand – Grid Ref G7

## **TREATMENT CENTRE MANAGEMENT**

Treatment Centre Managers should ensure that they have foot response teams available at all times during the event and should use the call sign assigned on the day followed by location number reference the Grid Reference relating to the event site. The Treatment Centres are to be staffed at all times. All patients will be assessed and managed in accordance with current policies and procedures and the episode of care documented on a PRF and continuation sheets if necessary.

## **EQUIPMENT**

All operatives will carry equipment sufficient to perform basic life support to include but not limited to AEDs (Automated External Defibrillator)

Front of stage pit / Stage Left Triage Staff to additionally be equipped with spinal immobilization, extraction and resuscitation equipment

## **COMMAND STRUCTURE / CALL SIGNS**

Please refer to **Appendix One (1)**

## **WAST COMMAND STRUCTURE**

WAST will provide largely a passive command role in the ELT which will include Silver and Bronze Commander.

## **OTHER MEDICAL PROVIDERS**

St John Ambulance is the sole medical provider at this event and will be providing the full range of first aid and medical support and equipment.

## **SCOPE**

St John Ambulance will be providing first aid and medical support to all attendees of this event, its staff and contractors during the show day, July 2<sup>nd</sup> 2016. A separate protocol regarding how and when incidents outside of the show day time line will be managed will be agreed by the venue and the event producer. Any 999 calls from within the event site will be passed by the ambulance service team to Event Control.

## **KEY TIMINGS**

13:30 – Personnel on site  
13:45 – Event Briefing  
14:00 – Control Operational  
14:30 – Treatment centres operational  
15:00 – General admission doors  
20:30 – Vehicle curfew N/A  
22:00 – Performance ends  
22:30 – Event closes / curfew  
23:00 – Anticipated stand down

## **YOUTH**

Any Cadets over 16, will be accepted to this event in line with the SJA Youth Volunteering Policy. Please ensure that travel arrangements are made and health records kept in line with the Policy and the Event Manager made aware of this. Any Cadets attending MUST only attend as an additional event resource above and beyond the SJA Provision detailed elsewhere in this document. The number of volunteers must be agreed and signed off by the Event Management Team. Their support role must also be defined to ensure that a clear

parameters of operation are documented and communicated, they will be supervised by an appointed Youth Liaison Officer

## **UNIFORM / PPE REQUIREMENT**

All personnel in an operational role at this event should be in Service Delivery Uniform and wear appropriate PPE for their role, including safety footwear complying to EN ISO 20347 (non-toecaps) where they have been provided. Logistics and ambulance personnel complying to EN ISO 203345 (toecaps).

Please bring hats/caps as protection from the weather and use sun cream in warm weather.

Uniform should be worn green side out. Hi visibility clothing should be brought by personnel but not worn, unless advised. (as it may be required for going into dense crowds and once it gets dark). Hi visibility tabards detailing staff / volunteer role would be worn at all times whilst outside of the treatment centres.

Personnel that are working on an Ambulance on the highway (non-closed) should ensure high visibility clothing is available and worn in line with policy.

Ear protection will be provided if going into pit areas or if located at a first aid post adjacent to a stage. Managers should ensure that there are regular rotations of personnel to limit the duration of exposure to high noise levels.

## **GETTING THERE**

Please familiarise yourself with the location of the event and plan your arrival accordingly

SJA to be aware that there are NO car parking facilities for any personnel at this event.

## **MEETING POINT**

Personnel on foot should meet outside the CATRIN FINCH CENTRE for event briefings and deployment which is located next to the Sport Centre within Glyndwr University grounds and behind the Yale Stand of the Football Stadium, detailed on Appendix C. Site Map. All personnel will be required to be listed on the deployment sheets for the specified day and to show their ID card on arrival at the event prior to gaining admission. Personnel should refer to the relevant deployment appendix for more detailed information on timings. On entrance to the site ALL personnel must comply with relevant search protocols in place.

All ambulances, cars and other vehicles must be pre-booked, as passes need to be arranged. Crews will be advised separately of their access arrangements.

Once on site all personnel should sign on the Event Attendance Log prior to their deployment.

## **SECURITY PASSES / REQUIREMENTS**

This event will require all personnel to wear a wristband, which will be issued on the day. Where wristbands are allocated they must be worn on the person but not around the wrist to abide by infection control procedures. All personnel must carry a valid photo ID or a pass will not be issued and you will be asked to leave the event.

Vehicle and individual personal searches may be carried out by appointed security personnel on arrival at the site and we ask that all personnel comply with all requests for reasonable searches.

ALL personnel are to be in full uniform and carry ID cards at all times whilst at this event. Personnel are to be vigilant at all times and report anything suspicious to Event Control. Passes and IDs will be checked to ensure they are correct and in order. Any person found with an incorrect pass or ID card will be turned away from the event.

All SJA personal should note that film cameras and CCTV will be present at the event and are being used to photograph and record video and film footage. By entering the event and by your presence at the event site, you acknowledge that you may be photographed and recorded as part of such footage and its use in distribution (commercial or otherwise) without any payment. Filming or recording by any means of a patient requires the consent of the patient.

## BRIEFING ARRANGMENTS

There will be a briefing session for invited key personnel on site Thursday 30<sup>th</sup> June at time TBC.

The SJA Event Manager will conduct a brief site briefing on the show day for all personnel at 13:45 prior to all any staff moving to work on the event.

## STAGE DIRECTIONS

If medical assistance is requested by the event organisers and the location is described as 'Stage Left' or 'Stage Right', imagine yourself stood on the stage facing the crowd; the areas to your left and right are known as 'Stage Left' and 'Stage Right'.

## USE OF CAMERAS AND RECORDING EQUIPMENT

The use of camera's and recording equipment is **strictly forbidden** in all secure and backstage areas. Equally the use of social media to tweet / Facebook etc is also forbidden.

## CROWD DYNAMICS

Throughout the event Treatment Centre Managers should monitor crowd densities and general crowd dynamics and report observations any concerns to Event Control.

## CLINICAL

SJA to liaise with the Stadium on the removal of clinical waste which will be collected in orange bags, and disposed of at the end of the event

Hand washing facilities and infection control resources will be available on the treatment centres.

## RECEIVING HOSPITALS

| Hospital                                  | Tel No:       | Map Ref | Speciality |
|-------------------------------------------|---------------|---------|------------|
| Wrexham Maelor Hospital, Croesnewydd Road | 01978 291 100 | TBC     | N/A        |

Other hospitals can and will be allocated as required.

Where patients require further treatment for a minor injury or illness, patients should be encouraged to follow up with their local Walk in Centre, Urgent Care Centre or Emergency Department where clinically safe and appropriate to do so. This supports one of the overall aims and objectives to reduce the impact on the local NHS.

## TRANSFER OF CARE

In the event that a patient is transferred to an SJA, Welsh Ambulance Services NHS Trust (WAST) or other external ambulance provider, the time of transfer of care is to be documented on the PRF and the name/signature of the clinician accepting care must be obtained and recorded. This includes a St John Ambulance crew (all grades) accepting patients from SJA First-Aid personnel. The subsequent transfer of care to the receiving centre clinician must also be timed and recorded. For the sake of clarity any patients whose duty of care is transferred to WAST will need to be accompanied by a completed PRF.

## STEWARDS REQUESTING ASSISTANCE

ASHICE information will be provided to the organiser and stewarding company, in advance of the event therefore as much information is gained from the initial radio call. This will come via ELT which will then be passed to Lima Whiskey Control where they will dispatch the necessary resources.

Age

Sex

History

Incident  
Condition  
Exact Location

## **CASUALTY REPORTING AND DOCUMENTATION**

It is imperative that only Version 4 PRF's are utilised to record every patient contact at this event.

Event Control will be requesting casualty figures every hour from gates opening via radio. Please insert the usual letters for prefixing (D – public, G – site staff, J – SJA personnel) with the numbers to show each category. Casualty figures are collated alongside PRFs for this event. If a patient leaves your station to continue treatment on another centre, please give the PRF to the transporting party to avoid duplication of casualty figures.

TCMs (Treatment Centre Managers) will also be asked to count the number of casualties which have occurred due to drug or alcohol intoxication.

Any patient that has an illness or injury that may have been caused by an issue at the site or could be RIDDOR reportable must be reported to Event Control immediately to enable the event organisers health and safety representative to be advised and attend the treatment centre as appropriate. A SJA RIDDOR form should be completed and passed to the control room as soon as is practicable. In addition, a RIDDOR form should be completed for all patients transported to hospital from the event.

Please record in box 3 ('the problem') details of whether the patient is a member of staff i.e. Security, Show Staff, a member of the public. Also include details of if the injury was related to something on site

## **DOCUMENTATION AND PRF MANAGEMENT**

PRF's and any other relevant documentation from the event should be collected by the Treatment Centre Manager on stand-down of the event. These should then be passed directly to the SJA Event Manager.

The SJA Event Manager will be responsible for batching and sending off the PRFs for scanning (batch headers and envelopes will be provided) at the event of the event and ensuring that post event reports are completed and relevant paperwork handed in to the Regional Event Team.

## **SAFETY**

A number of risks are associated with this type of event. It is expected that SJA will produce and present their own supplier Risk Assessment. We remind SJA to take particular note in relation to the weather, if it is sunny and hot remember to keep hydrated, if it is wet and cold, ensure you keep warm.

All St John Ambulance personnel should be made aware of all risks identified in the dynamic risk assessment including any specific risks associated with audience profile or activities taking place on site.

General Security - personnel are to be vigilant at all times and report anything suspicious to Event Control via their Treatment Centre Manager. Treatment Centre Managers are to ensure that all bags and personal belongings are tidied away and that due care is given to where waste disposal is located, so as not to cause undue alarm.

Equipment must not be left unattended at any time.

Personnel should remain vigilant and wear appropriate safety clothing to protect themselves from the crowd, weather and any risks on site. Ear protection as specified earlier will be provided.

## **LOST CHILDREN**

The event organisers have a lost children / vulnerable person's policy which all SJA staff and volunteers should familiarise themselves with. The policy will identify the process for the reporting, processing and care of any lost children at the event it will also confirm the exact location holding and collection point of lost children, which will be within a hospitality suite in the Mold Road (Blue Stand)

## LEAVING THE EVENT

Personnel will be dismissed by Event Control in liaison with the SJA Event Manager at the end of the event. The final message to Event Control must give the total number of casualties treated and the number taken to hospital. Paperwork must be passed to the SJA Event Manager at the end of the event.

## RAISING CONCERNS

Should you have any concern around the organisation and delivery of the event, or should you have any concerns around patient care, safety or transfer, you have a duty to raise your concerns with the SJA Event Duty Manager **immediately** and subsequently record this on an Incident Form. This is an individual responsibility that all have to maintain patient safety.

# SUPPORT FUNCTIONS

## CONTROL AND EVENT LIAISON LOCATION

Event Control will be located in a multi-agency on site event control. Only named representatives will have access to this location.

### Control staffing

Control will be staffed by one control operators and one logger. Margaret Sullivan will be SJA Event Control for this event.

## LINK TO STATUTORY AMBULANCE SERVICE

Liaison with the WAST will be through the event control (ELT). The WAST representative will integrate into Silver Command and advice on any local pressures in relation to critical resources.

### Clinical support

Clinical support will be available on site via the lead Doctor, and will be covered in the event briefing.

### Information to Control

Any external or additional resource request must all go through Event Control, after the patient has been assessed by the event SJA lead. The Lead Doctor on site may wish to assess the casualty prior to transfer to ensure appropriate prioritisation of transport unless limb or life threatening. All requests should be put into control using an ASHICE report.

**Blue Calls** – Where urgent medical assistance is required for of medical emergency and the call is for additional medical personnel and / or equipment to attempt to resuscitate a patient especially when in cardiac arrest or respiratory distress or failure these must only be placed by the ambulance crew involved and NOT any other person from the scene to avoid confusion.

Vehicles must not move without permission from ELT through control.

Any risks or site problems should also be reported to control so that ELT can discuss with the relevant agencies if necessary.

## CONTINGENCY ARRANGEMENTS

In the event of radio failure, control can be contacted by telephone. The number will be provided on event day.

In the event of failure of logging software, excel will be utilised or pen and paper if no power.

# VEHICLES

## ACCESS

Only marked vehicles which have been pre-agreed by the SJA Event Manager will be allowed to park in the allocated area on site as shown in the deployment. There will be no additional parking for other vehicles i.e. minibuses.

No St John vehicles will be allowed to access the site without pre-agreed access via the control.

Emergency vehicle access to Treatment Centres is as follows (note all references as per the event site map):

| Treatment Centre | Location | Gate | Grid Ref: |
|------------------|----------|------|-----------|
| One              | RED      | N/A  | A6        |
| Two              | BLUE     | N/A  | G7        |

Maps will also be supplied highlighting routes to be utilised.

## VEHICLE RESTRICTIONS

All moving vehicles must strictly obey 5mph speed limit, and should use their headlights to allow indicators to be utilised. Under NO circumstance may sirens be used within the park ground. Blue light may be used if responding to a life threatening incident.

## WELFARE REST FACILITIES

Toilets and rest areas will be located in the Catrin Finch Centre

# MAJOR EMERGENCY

## ALERTING AND REPORTING

Upon discovering a major emergency, personnel should inform Event Control as soon as possible, St John Ambulance will be working alongside the WAST within the Event Liaison Team and, in the event of a major incident being declared our Event Manager will work under their direction and in support of the WAST.

Major Incident Procedure will follow that process established by the multi-agency Major Incident Plan which is currently being drafted the Local Authority partners and stakeholders.

## CODED MESSAGES

As this is a multi-agency site, it has been agreed that we will use standard codes if necessary for simplicity and clarity. The following codes are to be used for all radio transmissions and verbal conversations for the relevant incidents:

| Problem           | Message    | Notes                                                                                               |
|-------------------|------------|-----------------------------------------------------------------------------------------------------|
| Medical Emergency | ZULU       | Reserved for medical major incidents (i.e. More casualties than can be handled by the team present) |
| Small Fire        | MR ASH     |                                                                                                     |
| Large Fire        | MR ENGLAND |                                                                                                     |

| Problem                                | Message                   | Notes                                                                                                                                                                                              |
|----------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Crowd Disturbance                      | MR WELLHARD               |                                                                                                                                                                                                    |
| Suspect package found                  | MR CASE                   | Do not use a SJA radio or mobile telephone within 30 metres of the package. Do not touch or approach the package.                                                                                  |
| Bomb Threat                            | MR BLACK                  |                                                                                                                                                                                                    |
| Loss of Power                          | MR LIGHT                  |                                                                                                                                                                                                    |
| Partial / Full Evacuation Standby Code | STANDBY WREXHAM           | Alert Code                                                                                                                                                                                         |
| Partial / Full Evacuation Standby Code | EXECUTE OPERATION WREXHAM | Go Code – Messaging<br><br>“Ladies and Gentlemen owing to an incident it is necessary to evacuate this area. Please follow the directions of the stewards and security”<br><br>Repeat as necessary |
| Lost Child                             | DISNEY                    |                                                                                                                                                                                                    |
| Parent / Guardian with lost Child      | WALT                      |                                                                                                                                                                                                    |

Further information regarding evacuation and alert messages will be provided to the Event Manager in the event briefings.

## PROCEDURES

### STEP-1-2-3+ (Safety Triggers for Emergency Personnel)

In order to remain in a safe environment and to identify a potential hazardous environment, when the cause of the incident is unknown, the STEP 1-2-3+ should be adopted when attending any incident or approaching casualties where there is no logical explanation or known cause.

**Your safety comes first, above that of all casualties.**

|               |                                                                                                               |                                                                                                                                                                                                                                                                                                                 |
|---------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STEP 1</b> | 1 casualty                                                                                                    | <ul style="list-style-type: none"> <li>One person incapacitated with no obvious reason</li> <li>Approach using normal procedures.</li> </ul>                                                                                                                                                                    |
| <b>STEP 2</b> | 2 casualties                                                                                                  | <ul style="list-style-type: none"> <li>Two persons incapacitated with no obvious reason</li> <li>Approach with caution</li> <li>Consider all options (if CBRN possible or suspected follow the advice for Step 3)</li> <li>Report on arrival, update control or call 999</li> </ul>                             |
| <b>STEP 3</b> | 3 casualties                                                                                                  | <ul style="list-style-type: none"> <li>Three or more people in close proximity, incapacitated with no obvious reason</li> <li>*Possible CBRN incident - Do NOT approach</li> <li>Withdraw</li> <li>Report (METHANE) (via Control or call 999)</li> <li>Isolate yourself and send for specialist help</li> </ul> |
| <b>Plus +</b> | The Plus indicates that action can be taken in the absence of specialist equipment and resources such as PPE. |                                                                                                                                                                                                                                                                                                                 |

Advice will be given by Control or, direct from the NWA Service and may direct some of the following actions:

- Communicate and advise – give any immediate advice needed and provide reassurance that help is on the way
- Evacuate – Get people away from the scene of contamination
- Disrobe – advise casualties to remove their clothing (by removing their outer clothing casualties will remove 80% of contaminating substances)
- Decontamination – dry decontamination (for non burning (non caustic) chemicals) will usually be the default process (ie self-decontamination by the casualties using absorbent materials such as paper towels). Wet decontamination for burning (caustic) chemicals.

**Remember that the emergency services have staff trained and equipped to deal with hazardous (including CBRN) incidents. Such potentially hazardous areas are NOT safe for SJA personnel.**

## **METHANE**

METHANE is a mnemonic to assist personnel with reporting a major emergency to control. The following information must be given:

**M** – My call sign, Major emergency declared or standby.

**E** – Exact location

**T** – Type of incident

**H** – Hazards present

**A** – Access and egress (how should people who are coming to help get in and out?)

**N** – Number of casualties

**E** – Emergency services on scene, and required.

## **RENDEZVOUZ POINT**

In the event of a major emergency occurring, all personnel must immediately make their way to their Treatment Centre and report to the Treatment Centre Manager. Specialist Units should report to Treatment Centre 3 or the nearest location if not practicable. The SJA Event Manager, will assume the role of SJA Silver until relieved as appropriate.

If that location becomes inaccessible, all personnel must report as directed by Event Control on the basis of the location of the emergency, to ensure safety of personnel.

The site pre-designated rendezvous points for WAST would be on Mold Road, assuming it is safe to do so, if not available the Silver Commander (WAST) will determine an alternative appropriate location.

## **EMERGENCY FACILITIES**

The areas which can be used for mass casualties will be set up based on a dynamic assessment at the time. There are a several areas on site where this may be facilitated, and may require liaison with the organiser prior to confirming. The event manager will confirm as required.

## **ROLES**

In the event of a major emergency the WAST Silver Commander will allocate roles based on their Major Incident Plan and include the following who would be identified through our escalation arrangements: -

- Medical Advisor – likely to be the SJA Doctor
- Forward Ambulance Incident Commander (Bronze)

- Forward Medical Incident Commander
- Sector Commander (multiples of)
- RVP Officer
- Parking Officer
- Primary Triage officer (multiple of)
- Casualty Clearing Station Officer – in addition we would identify a casualty clearing station
- Ambulance loading Officer
- MERIT

## **Appendix 1 – Stereophonics – Wrexham July 2<sup>nd</sup> 2016**

| ROLE                      | NAME                                                              | CALL SIGN    |                                                                        |
|---------------------------|-------------------------------------------------------------------|--------------|------------------------------------------------------------------------|
| <b>COMMAND TEAM</b>       |                                                                   |              |                                                                        |
| Gold                      | James Shaughnessy                                                 | Gold on Call | Contactable via Silver                                                 |
| Silver                    | Daniel Lucy                                                       | Silver       |                                                                        |
| Bronze 1 (Pitch)          | Steve Andrews                                                     | Bronze 1     |                                                                        |
| Bronze 2 (Mobile)         | Clare Beavis                                                      | Bronze 2     |                                                                        |
| Bronze 3 (Blue Stand)     | Laura Evans                                                       | Bronze 3     |                                                                        |
| Control                   | Margaret Sullivan                                                 | HN Control   |                                                                        |
| <b>HCP TEAM</b>           |                                                                   |              |                                                                        |
| Doctor                    | Mike Bloom                                                        | Medic 1      |                                                                        |
| Nurse 1                   | David Styles                                                      | Nurse 1      |                                                                        |
| Nurse 2                   | Gill Phillips                                                     | Nurse 2      |                                                                        |
| Paramedic 1               | Nathan Davies                                                     | Ambulance 1  | Form part of Ambulance 1 crew                                          |
| Paramedic 2               | Dewi Lloyd                                                        | Ambulance 2  | Form part of Ambulance 2 crew                                          |
| Ambulance 1 (Red Stand)   | Paramedic 1<br>David Mathews (PTA)                                | Ambulance 1  | Crew to remain near vehicle/support treatment centre 2 as per control. |
| Ambulance 2 (Blue Stand)  | Paramedic 2<br>Clive Fox (PTA)                                    | Ambulance 2  | Crew to remain near vehicle/stage left as per control.                 |
| <b>Treatment Centre 1</b> |                                                                   |              |                                                                        |
| Treatment Centre Manager  | Sandra Craig (PTA)                                                | TCM 1        | TCM, AED                                                               |
| First Aider (EFA)         | Annie Mathews (EFA)                                               | -            |                                                                        |
| First Aider (BFA)         | Jessica Rogers (BFA)                                              | -            |                                                                        |
| <b>Treatment Centre 2</b> |                                                                   |              |                                                                        |
| Treatment Centre Manager  | Michelle Fox                                                      | TCM 2        | TCM KIT, AED                                                           |
| First Aider (EFA)         | Beverley Tudor (EFA)                                              | -            |                                                                        |
| First Aider (IFA)         | Stacey Forestill (IFA)                                            | -            |                                                                        |
| <b>PITCH TEAM</b>         |                                                                   |              |                                                                        |
| BRONZE 1 (Tech)           | Steve Andrews (Tech)                                              | Bronze 1     |                                                                        |
| Romeo 1 (MRT) Stage Left) | Michelle Jones (Tech)<br>Lewis Steen (PTA)<br>Marion Powell (IFA) | Romeo 1      | AED                                                                    |
| Romeo 3 (MRT)             | Don Nixon (PTA)<br>Steven Moore (PTA)<br>Izzy Brandon (PTA)       | Romeo 2      | AED                                                                    |
| Foxtrot 1 (First Aid)     | Soraya Cherry (IFA)                                               | Foxtrot 1    | FA Kit                                                                 |

|                       |                                                                 |           |        |
|-----------------------|-----------------------------------------------------------------|-----------|--------|
|                       | Marion Powell (IFA)<br>Hannah Lewis)                            |           |        |
| Foxtrot 2 (First Aid) | Phill Mack (IFA)<br>Shana Conroy (IFA)<br>Ken Wong (BFA)        | Foxtrot 2 | FA Kit |
| <b>RED STAND</b>      |                                                                 |           |        |
| Romeo Red (MRT)       | Gavin Nield (PTA)<br>Ruthin 2                                   | Romeo 3   | AED    |
| Foxtrot 3 (First Aid) | Keiron McClelland (IFA)<br>Becka Eeast (IFA)                    | Foxtrot 3 | FA Kit |
| <b>BLUE STAND</b>     |                                                                 |           |        |
| Foxtrot 4 (First Aid) | Liam Booth (IFA)<br>Elle Cartwright (EFA)                       | Foxtrot 4 | FA Kit |
| <b>ORANGE STAND</b>   |                                                                 |           |        |
| Foxtrot 5 (First Aid) | Mike Williams (IFA)<br>Olivia Hughes (BFA)<br>Helen Jones (IFA) | Foxtrot 5 | FA Kit |

# APPENDIX J

## Event Drugs and Contraband Policy

Stereophonics Live,

Racecourse Ground,  
Mold Road,  
Wrexham,  
LL11 2AH

2<sup>nd</sup> July 2016

Event Drugs Policy/Prohibited Articles -  
Final

Date of issue: 20<sup>th</sup> June 2016

Glyndwr University and its venues has a zero tolerance policy towards the use of illegal substances. However, we acknowledge that we have a duty of care to all our customers, including those who have taken illegal drugs.

Those found in possession with the suspicion or intention to supply should be detained by security staff and the police contacted.

### **Prevention**

Our first duty is to prevent illegal substances from entering the premises as is reasonably practicable. Prior to the event we will communicate with all customers detailed event information including a list of prohibited items, including but not limited to knives, fireworks, explosives, smoke canisters, aerosols, air-horns, noisemakers, flares, weapons, dangerous or hazardous items, illegal substances (including previous legal highs), laser devices, bottles, glass vessels, cans, poles, or any article that may be used as a weapon and/or compromise public safety or which may pose a hazard or nuisance to any other person, or any article to be used for a commercial or a charitable purpose. Any person in possession of such items will be refused entry to or ejected from the Ground. This will include notice of our search protocols and information that refusal of search will result in no entry to the event without refund. This will come in the form of email via their ticketing agent, as well as by signage and notices at entry and control points on the day of the event.

All customers with bags will undergo a full search of their property, aiming to identify any prohibited items. In addition to full bag searches, random pat downs of customers will be conducted across all control points in accordance with AP Security training. more thorough search of the person may be required, in accordance with AP Security training and intelligence from other agencies. Warning posters will be displayed where searches are to be conducted.

We will promote drugs amnesty at all control points. We will communicate to customers in the queue the opportunity of a drugs amnesty. Secured amnesty bins adjacent to the queuing lanes will be in place.

Within the security deployment and the roles and responsibilities by our crowd management supplier, particular attention will be paid to areas commonly used to consume illegal substances. All event staff will be briefed to inform security if they see any suspicious activity.

### **Drugs Discovery**

This policy is in place to assist with procedure if drugs are found during a search or someone is suspected of carrying drugs.

This policy will be briefed to AP Security.

### **If any drugs are found during the search on entry to the venue:**

- Inform the Area Supervisor and Event Control
- Confiscate drugs and place drugs in a police drugs bags
- Supervisor will, in accordance with guidelines agreed between the venue and local authority, decide whether the quantity is for personal use or intent to supply. The following actions will be taken:
  - Personal Use – follow the Police guideline on refusal of entry or admittance based on compliance, should the customer be refused admission for non-compliance they will be not entitled to a refund, and wristband removed, along with part ticket retained.
  - Intent to Supply – follow Police guidelines, detained and request police assistance via Event Control. Wristband removed, along with part ticket retained.
- Inform Event Control of actions taken, and Illegal substances to be logged on the control log
- Illegal substances to be dealt with in the following ways:
  - Personal Use – Placed in amnesty bin once logged
  - Intent to Supply – Ceased and retained by police.

### **Where it is decided that the police will be called:**

- Log the number on the drugs bag that is passed to the police via event control
- Log the shoulder number of the police officer that deals with the incident via event control

### **A full description of any persons that is refused entry must be passed onto control:**

- Height
- Weight
- Hair and eye colour
- Complexion (IC Codes are given in Appendix A)
- Clothing and uniquely identifying features (such as any tattoos or defining marks the suspect may have had).

### **If any drugs are found on someone whilst inside the venue:**

- Inform the Area Supervisor and Control
- Confiscate drugs and place drugs in a police drugs bags
- Supervisor will, in accordance with guidelines agreed between the venue and local authority as detailed at end of this policy will take the following actions will be taken:
  - Personal Use – follow the Police guideline based on compliance to determine ejection procedure if the customer is non-compliant they will be not entitled to a refund, and wristband removed, along with part ticket retained.
  - Intent to Supply – Detained and request police assistance via Event Control. Wristband removed, along with part ticket retained.
- Inform Event Control of actions taken, and Illegal substances to be logged on the control log
- Illegal substances to be dealt with in the following ways:
  - Personal Use – Placed in amnesty bin once logged
  - Intent to Supply – Ceased and retained by police.

### **Where it is decided that the police will be called:**

- Log the number on the drugs bag that is passed to the police via event control
- Log the shoulder number of the police officer that deals with the incident via event control

**A full description of any persons that is ejected entry must be passed onto control:**

- Height
- Weight
- Hair and eye colour
- Complexion (IC Codes are given in Appendix A)
- Clothing and uniquely identifying features (such as any tattoos or defining marks the suspect may have had).

**Customer Safety**

To minimise danger to customers who have taken illegal drugs, we have the following in place:

- Free drinking water from selected locations
- First Aid Provisions will be in place in accordance with the event medical plan

**Drugs Discovery**

Any illegal substances discovered discarded in the venue or surrounding area should be recorded via event control in the event log, detailing item(s), quantity and location. They should be placed in sealed police drugs bags and into the amnesty bins. At the end of the event one of the event managers will organize the collection of seized items by the police. The receipt of collection will be filed in the event folder.

**Crime Discovery**

When a crime has been committed/ suspected of being committed the event control will call the Police. Event Control will advise security staff that the Police have been called and the nature of the crime/suspected crime. Security will prevent any perpetrator from leaving the premises until the Police arrive. If practicable, they will not allow persons to access the area if physical evidence may be present. CCTV can be downloaded to disc by a suitably trained person and can be handed over to the Police. Police will be guided by the security supervisor to collect names and addresses of any witnesses (including staff). The incident must be recorded in the event log as soon as practicable.

**Police Guidance notes – Personal use and intent to supply**

All SIA and event staff to be made aware of via staff briefings of the following agreed guidelines

**Drugs and/or legal highs found in quantities deemed to be for personal use**

- As a guide, max. 5 tablets, a small bag of cannabis, 2 small sachets white powder or similar.

Action – The person will be asked to surrender the drugs to security and placed in the secure amnesty bin.

- If compliant, the person may be allowed into the event at the discretion of the security guard unless conditions of entry into the event supersede this discretion.

- If not compliant, or displaying an aggressive attitude, the person should not be permitted entry to the event and an ejection procedure followed.

*Drugs and/or legal highs found in quantities deemed to be for supply*

- The drugs will be seized by security and the person will be asked to step aside out of the queuing lanes whilst a call is made for police assistance.
- The person will be detained until the police can attend, each case involving the police will be dealt with on an individual basis but should result in ejection from the event.

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**Note - Legal Highs**

Please note that as per the recent changes in criminal law relating to legal highs the staff working on this event will be briefed by AP Security.

# APPENDIX K

## Contingency Plans

# VMS Crisis Management Plan

Version 2016.1

VMS Live2011 Ltd  
Ground Floor  
31 Kentish Town Road  
London  
NW1 8NL

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## Introduction

VMS Live was set up as an event management and event delivery consultancy in autumn 2007. VMS Live have a range of clients across the UK ranging from the Arena Racecourse Company (ARC) to the University of Manchester, University of East Anglia producing and managing events ranging from indoor concerts to larger outdoor events for artistes such as Simply Red, Tom Jones, Spandau Ballet, The Human League for audiences of 20,000+. VMS Live Managing Director Steve Forster has over 25 years' experience of event management and delivery including Euro 96 Football Championships at Wembley Stadium alongside extensive green field experience

VMS Live are committed to making all of its events a safe and enjoyable event for all concerned – the viewing public, staff and contractors alike.

VMS live as part of its planning and delivery phase produce bespoke event management plans for each of events following multi-agency consultation, usually through Safety Advisory Groups. The plans are produced in line with the Purple Guide and other relevant VMS guidance and best practice. Each plan contains specific operational details, site plans and emergency processes specific to the location, and should be referred to as well if an incident causes this plan to activate.

This crisis management plan contains process and information from VMS Live's experiences in successfully running the events across the VMS since 2007 and good practice.

## Aim and objectives

**The aim of the plan is to enable VMS Live to respond as a management team to issues as they arise, to mitigate their effect, and enable a return to normal operations, reducing reputational risk and operational risk during the crisis and or emergency.**

A crisis may also include a response to an emergency, but this is not necessarily so, any response to an emergency will because of the potential threat to VMS Live operations require activation of the Crisis Management plan.

An emergency is defined in the Civil Contingencies Act 2004 Section 1 (a)

"In this Part "emergency" means—

- (a) An event or situation which threatens serious damage to human welfare in a place in the United Kingdom,
- (b) An event or situation which threatens serious damage to the environment of a place in the United Kingdom, or
- (c) War, or terrorism, which threatens serious damage to the security of the United Kingdom"

The activity of VMS Live means that it is most likely to be involved in damage to Human Welfare, though terrorism is an ever present risk to manage.

Crisis for the purposes of this plan can be distinguished from an emergency as being more focused on the operations of VMS Live that does not directly involve risk to life, but threatens the Operations of VMS Live

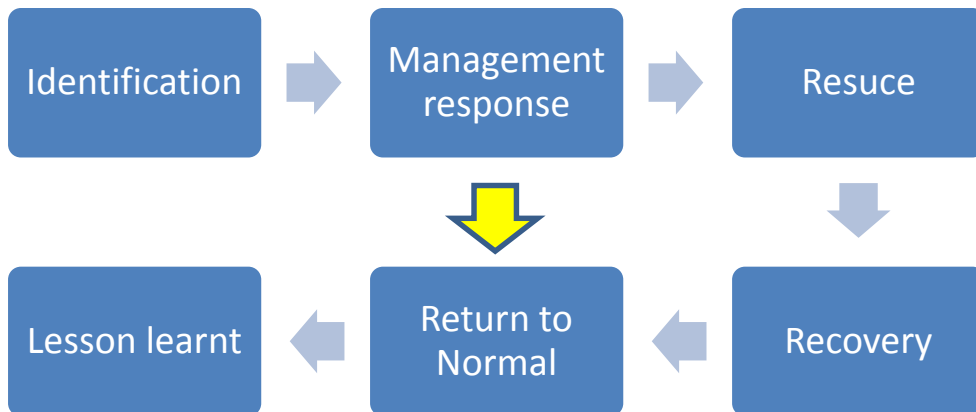
A previously unidentified trend threatening normal activity in the course of something or event

### A developing unstable situation of difficulty

It must be recognised that crisis and emergencies can occur independently, though an unmanaged crisis could develop into an emergency.

In both an emergency and a crisis the function of management intervention is the return to normal, in a crisis management identification of the incident and its response is designed to return things to normal.

The phases can be summarised as



The earlier identification of the incident or crisis will enable a swifter management response, which may change the outcome though reduction of the prodromal phase

This plan will therefore identify management response to crisis that affects the ability of VMS Live to operate

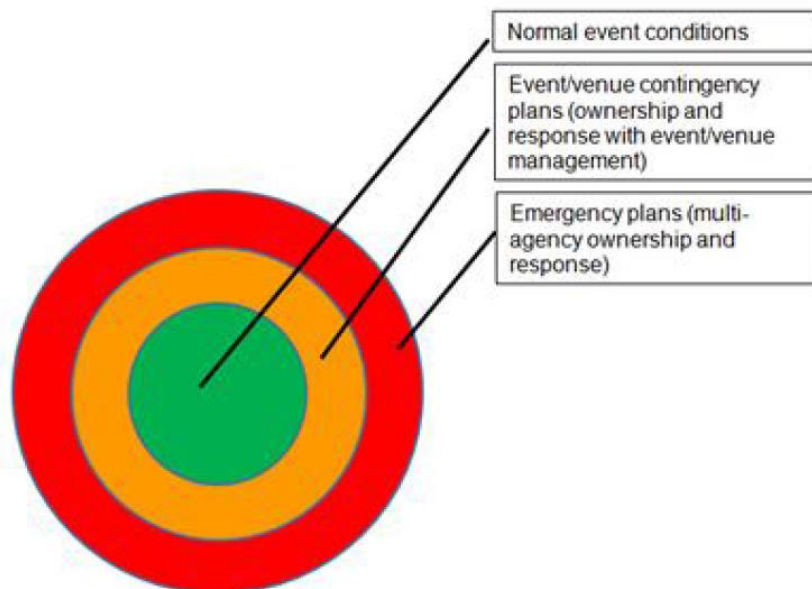


Figure 1: Contingency and Emergency Planning

Here whilst modelling emergency the relationship to crisis and the impact on the VMS Live has also to be identified. This is because the causal factor the emergency, may not be under the direct control of VMS Live but the parallel response to an emergency has to be integrated into VMS Live Plan VMS Live have identified that the key is an integrated management response is identified in the following model of integrated emergency management which whilst based around the scope plan

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implement review management model ([www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)) , had been specifically developed to manage emergency and crisis response in an integrated way. A risk assessed basis is used to identify risks and their impact on VMS Live, this plan is a part of the preparation of the response of VMS Live.

## Health & Safety Management

Health & Safety Management is a key management task, and is linked to the prevention of crisis and reputational damage. The Management of Health & Safety regulations specifically require the preparation of emergency plans. Given the nature of our business of Health & Safety of the viewing public, staff and contractors alike is the number one priority at VMS Live. VMS Live will ensure Health & Safety compliance of the Health and Safety at Work Act 1974, and subsequent legislation, at the event.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our temporary work activities
- To ensure health and safety of all visitors to our site
- To consult with our staff, volunteers and contractors on matters affecting their health and safety
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for staff and volunteers
- To ensure all staff and volunteers are competent to do their tasks
- To prevent accidents
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Risk Assessments are an integral part of our Health & Safety policy and are available as separate documents. All of the main event logistics (Fencing, Stage, Marquee's, Lighting, Toilets, Sound and Power etc.) are supplied by competent and professional sub-contractors (companies) who provide their own method statements and risk assessments. These are checked at least four weeks before the event to ensure that they are up to date, and then passed on to our Safety Consultant for review and added to our Event Management Folder. These should be referred to if relevant to the causal factors.

While the management of VMS Live will do all that is within its powers to ensure the health and safety of its staff, volunteers and sub-contractors, it is recognised that health and safety at work is the responsibility of each and every individual associated with VMS Live Events. It is the duty of each contractor, person or sub-contractor to take reasonable care of their own and other people's welfare, and to report any situation which may pose a threat to the well-being of any other person.

VMS Live's activity, where appropriate, comply with those standards laid down in the Purple Guide (Replacing the HSE publication Event Safety Guide (a guide to health and safety and welfare at music and similar events)).

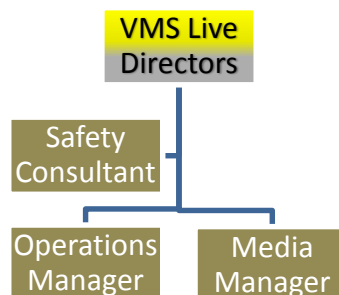
## Management Structure

VMS Live Directors manage two distinct operations, when there is a special event, and day to day operations. For each of these operations the Directors have the strategic role for directing policy. In a day to day operation they also have the role of strategic implementation, supported by a media and operations manager.

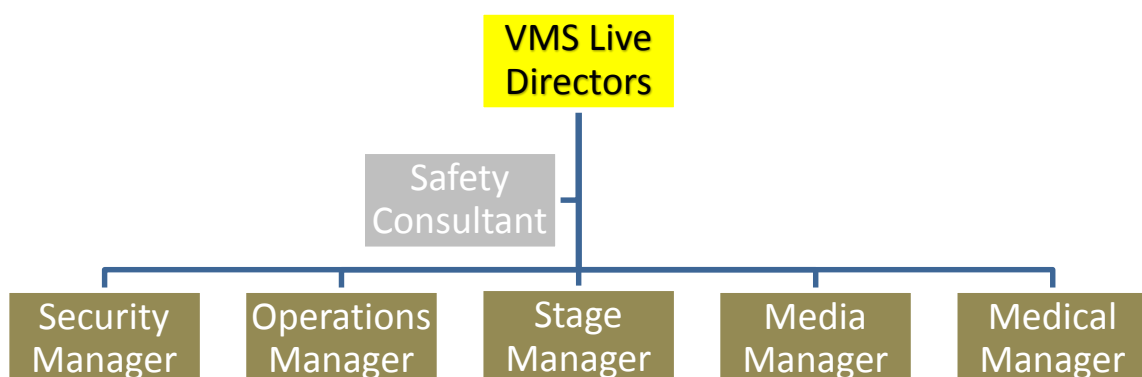
During an event the Directors have a strategic policy role, but in a crisis and or emergency situation will utilise the event management structure to focus activity on resolution, with a tactical lead being taken by safety consultant if on site, enabling the directors to focus on strategy. Operationally response will be led by the relevant manager of the department, coordinating through the safety manager. If there is no safety manager the tactical management will be undertaken by one of the directors.

This structure is represented in both situations in the following model where strategic management is gold, tactical management silver, and operational management is bronze

### Day to Day Management Structure



### Typical 2016 Event Management Structure



## **Activation**

The activation of the crisis plan can be requested by any member of the management team, but is must be confirmed at a tactical level. Any activation requires the directors to be informed as soon as is possible.

One of the most likely activations of the plan is a medical emergency on site that requires transportation of a casualty from site. The initial management will be through the medical team, but transport of a casualty off site must be reported through the management team.

It must be noted that the public at event can circumvent on site systems and activate their own "999" process. Where staff or management become aware of such alerts tactical management must be alerted and assessment and response must be put in place as if activated by one of the management team. Calls to outside agencies are significant, could indicate an emergency, but in any event directly impact on VMS Live.

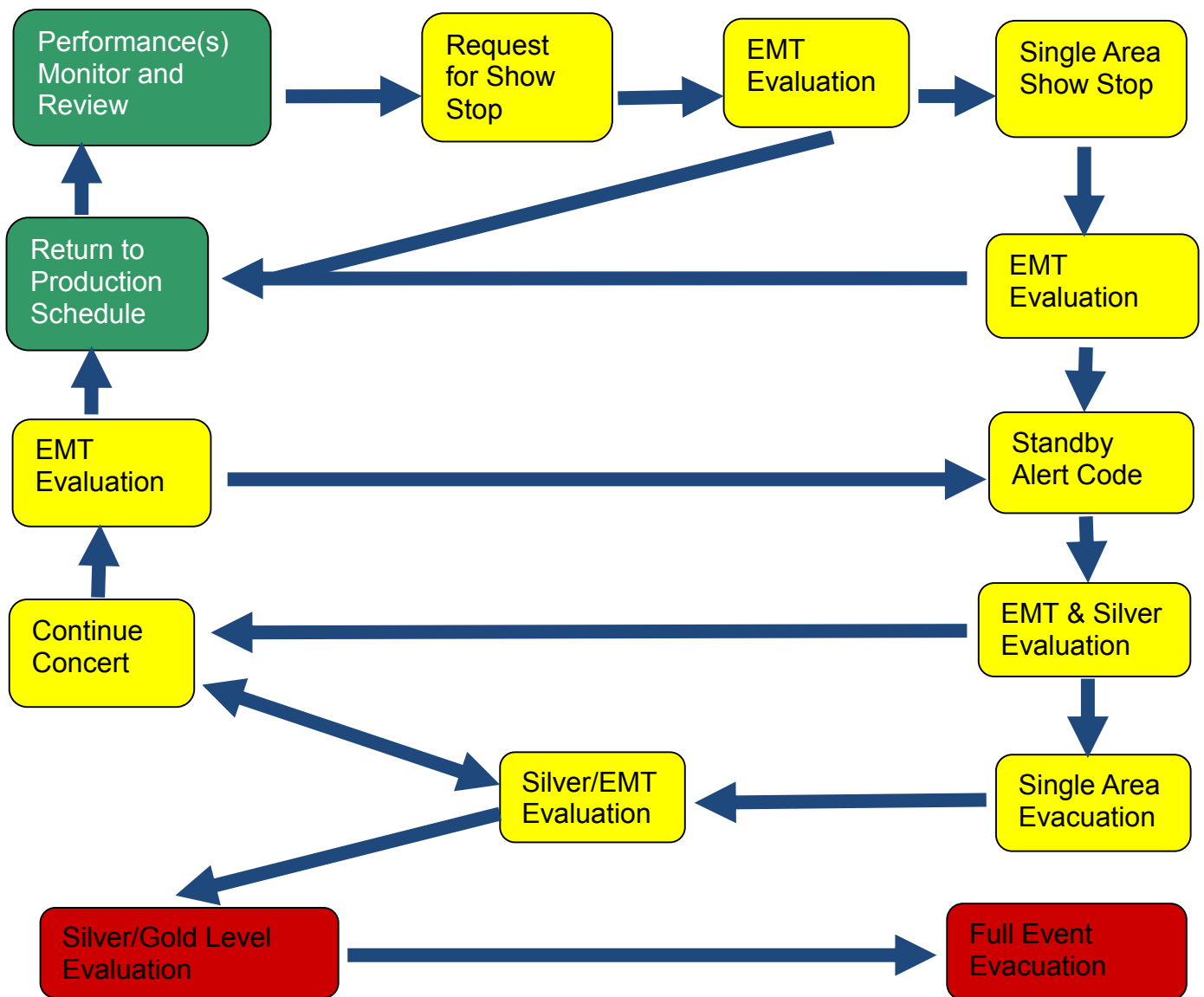
## **Response**

In line with the any operational manager (bronze) can deploy directly resources under their control to respond initially to any situation. Where coordination of VMS Live resources is required this will be coordinated at a tactical level (Silver). If additional resources or expenditure is required this must be authorised at strategic or director level (Gold)

Coordination and communication with wider stakeholder at an operational level in response to an emergency will be through tactical level, though the directors must be kept informed.

The following model represents the process. As will all emergencies/crises their nature until detected means exact actions cannot be detailed but having the process of response will aid resolution. Again given the nature of emergencies/contingencies not all members of the event management team (EMT) may be able to consult, but when meeting the widest possible membership should be consulted, and if on location other stakeholders from the local authority, or emergency services should be consulted, though unless they formally assume primacy control, they are there in an advisory capacity only. A formal transfer of authority is included in this document.

Any assumption of control requires that VMS Live or its contractors to support the emergency services, but that direct management of the incident is now outside the control of VMS Live. The primary aim of VMS Live management team at this point will be assisting in the process of the return to normal.



## Media Management

VMS Live's work is closely linked to media channel, with at events some media partnerships being used as part of a promotional mix.

VMS Live's current media policy, which extend to all contractors engaged, is that references to VMS Live events including use of images and other related material should be coordinated through the media manager level. This includes all social media and web/IT based communications. When responding to a crisis or emergency direct approval is required in writing from VMS Live. Interviews with any media, including media partners must be coordinated via the media manager. The media team will coordinate response from the media area on each event site if available, or from VMS Live offices.

Statements about VMS Live must be agreed at director level, and will only be released through the media manager.

Where joint statements with other agencies are required, these must be approved at Director Level

It is important however that a "No comment" approach is not adopted by tactical and operational management AND staff.

Anyone approached by media should clearly state that they are currently involved in responding to the incident at an operational level, and all media enquiries should be addressed via the media team, at the side stage press area.

That stated a range of pre agreed holding statements are included in the appendices

### **Event Management Plans**

When operational these must always be referred to in partnership with this plan as they clearly identify local arrangements and contact and initial response times and locations. Each set of plans cover the following

**Alcohol Policy**

**Drugs Policy**

**Eviction Policy**

**Lost and Found Policy**

**Lost Property Procedure**

**Emergency Planning & Procedures**

**Risk Assessments**

**Communication (on site)**

**Licensing Objectives**

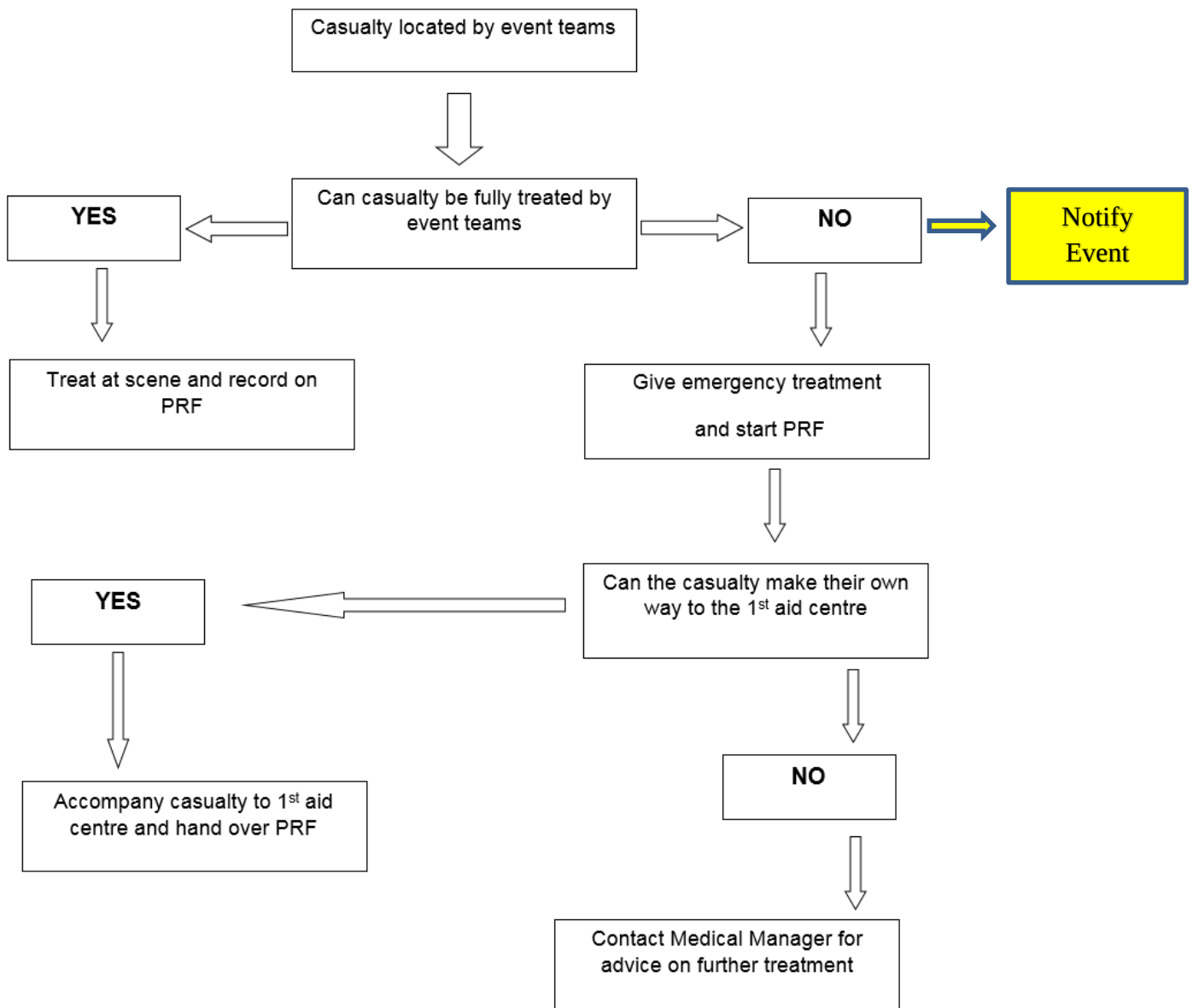
- **Prevention of Crime and Disorder**
- **Public Safety**
- **Protection of Minors**
- **Prevention of Public Nuisance**

**Traffic Management Plan**

**Medical Provision**

## Medical Triage Procedure –

One of the likely activations of an emergency plan that will require activation



## Weather Management

A second likely area of an activation of weather based incidents. As such a weather plan is set out here.

The purpose of this section is to outline the procedures in place to minimise disruption, damage or injury to persons and/or property from adverse weather conditions which may occur leading up to, during events organised by VMS Live

For the purpose of this section, adverse weather is defined as any weather related event with the potential for disrupting the event, disrupting arrival or egress or causing damage or injury to persons attending the event, and includes severe rain, high or gale force winds, thunder/lightning and excessive heat.



## Monitoring of Weather

Typical weather conditions at the time of year our events are held (the great British Summer) are normally good. In order to prepare for adverse weather conditions, the VMS Live will be monitoring national and local weather forecasts in the weeks leading up to the event. This plan therefore lays out management procedures for all likely weather conditions at this time of year and in this particular area.

## Management of the Event in Adverse Weather

As already noted, the event will be constantly monitored by Event Management Team, stewards/security staff and the Safety Officer (if on site) or the Directors in his absence. The table below outlines possible weather conditions and the actions to be taken by these persons to manage the risk. Depending on the actual situation, a dynamic risk assessment will be made and appropriate action taken. This may include the possibility of cancellation, but the situation will be risk assessed to take account of the outcome of such a decision.

All such actions will be agreed by the Event Safety Officer, Event Managers and Security Supervisors.

| Weather Conditions | Possible Outcome                                                    | Controls                                                                                                                                                                                                                                                                       |
|--------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Heavy Rain         | Bogging down of Vehicles and Public                                 | Trackway pre-booked. Use of scaffolding planks and/or walkways for public                                                                                                                                                                                                      |
| Heavy Rain         | Collapse of Tents/Marquees caused by collection of water            | Monitoring of Structures. Cordon off area and evacuate as necessary                                                                                                                                                                                                            |
| Heavy Rain         | Electrical hazards caused by water ingress into electrical fittings | All electrical equipment used outside will be IP44 or suitable for exterior design. Qualified Electricians on site to monitor all electrics. Cordon off area, isolate supply and evacuate as necessary                                                                         |
| High Winds         | Collapse of temporary structures                                    | All temporary structures will be inspected prior to the event. Suppliers to be notified of any forecasted high winds. If wind speed appears excessive or there is apparent danger of collapse, the area will be evacuated or cordoned off                                      |
| High Winds         | Collapse of Main Stage                                              | The Stage is fitted with a wind speed anemometer (wind speed indicator) and there is a representative from the stage company on site during opening hours. The Safety Officer will liaise with the stage company in excessive wind speeds and evacuate/cordon off as necessary |
| High Winds         | Flying debris                                                       | Constant monitoring of loose articles. On the spot action as required                                                                                                                                                                                                          |
| Thunder/Lightning  | Lighting strike of structure/persons                                | Constant monitoring. Steel structures are earthed<br>Show stop procedure may be implemented                                                                                                                                                                                    |
| Excessive Heat     | Heat stroke, especially for people undertaking physical activity    | Constant Monitoring, free Water and sun cream will be available, Use of PA to encourage public to drink water, apply sun cream and to use trees/bushes for some shade                                                                                                          |

## Electrical Storms

The height of some structures presents a risk as a potential lightning conductor, especially when sited in open land and, as such, the following plan will be applied to reduce any likelihood of structures becoming live and causing injury to personnel working on the structure.

- **STORM LEVEL 1.** Electrical storms within 20 miles. Operations Management, Safety / Site Manager and other relevant parties put on alert to the possibility of lighting strike. Work continues as normal. Consider other weather protection measures if not already in place.

- **STORM LEVEL 2.** Electrical storms within 10 miles and closing. Personnel put on alert to increasing likelihood of severe weather. Climbing personnel to return to ground level. Normal stage-level or ground based work continues. Stage Manager made aware.
  
- **STORM LEVEL 3.** Electrical storms within 5 miles and closing. Personnel to cease normal work and prepare protection of equipment from severe weather. It should be considered whether necessary to 'power down' the stage and equipment.
  
- **STORM LEVEL 4.** Electrical storms within 2 miles and closing. Order temporary suspension of work and clear stage area. Personnel to take refuge from likely localised heavy rain, hail and wind

Work should not resume until 20 minutes after passing of weather system or time period between lighting and thunder increases to suggest system has moved on to a distance equivalent to storm level 1.

## Wind Action Plan

| Gust Wind<br>Speed<br>Metres/sec<br>MPH | Monitoring<br>Interval | Action<br>Level | Action                                                                                     |
|-----------------------------------------|------------------------|-----------------|--------------------------------------------------------------------------------------------|
| Below 10<br><17mph                      | 8 hourly               | 0               | Regular Weather Forecast Review.                                                           |
| 10 – 12<br>18-23mph                     | Hourly                 | 0               | Regular on Site Assessment                                                                 |
| 12 – 14<br>23-30 mph                    | 30 mins                | 1               | Prepare to halt operations until safe working conditions have resumed.                     |
| 14 – 18<br>30- 35mph                    | 15 mins                | 2               | Site safety meeting and risk assessment.<br>Preparations for full or temporary event stop. |
| Over 18<br>>40mph                       | Constant               | 3               | Show Stop procedure to be implemented.                                                     |

## Appendix 1 Assumption of Control

EVENT

LOCATION

DATE

Transfer of Authority – Event Manager to Senior Emergency Service/ Local Authority Officer:

At (time)

On (date).

A major incident has arisen, namely (specify incident)

And, as the Senior Officer City Council/ Police/ Fire & Rescue Service/ Regional Ambulance Service/ other .....

I assume control of activity at the location. (Please delete as applicable and specify if other)

Signed

Name

Position/Rank

Service:

Signed

Name

VMSLive Director

Event Manager

An emergency/major incident is fully defined in the Civil Contingencies Act 2004. This is summarised in the Purple Guide as any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- the initial treatment, rescue, and transport of a large number of casualties;
- the involvement either directly or indirectly of large numbers of people;
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- the need for the large scale combined resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

The transfer of authority should requires the activation of the Joint Agency  
Emergency/Contingency plan

The transfer of authority will transfer full responsibility for whole event area and all activity set out in each specific event plan to the authority assuming control VMSLive in its capacity as event organiser, and its contractors will continue to support the authority assuming control

The Authority assuming control may request VMSLive or its agents to resume control, this will be made in writing. There is no obligation on VMSLive or its staff to resume control, but the plan is always to take back control

Any use of the transfer of authority will be required to be part of the event debrief & evaluation at the Safety Advisory Group. This does not preclude any separate referral for Review under the Licensing Act

## Appendix 2 Incident form

Event \_\_\_\_\_ Location \_\_\_\_\_

Date of Incident \_\_/\_\_/20\_\_ Supervisor/Manager \_\_\_\_\_

Staff Member(s) involved

| First Name | Last Name | Staff ID |
|------------|-----------|----------|
|            |           |          |
|            |           |          |
|            |           |          |
|            |           |          |
|            |           |          |
|            |           |          |

Members of Public Involved (if any)

| First Name | Last Name | Mobile |
|------------|-----------|--------|
|            |           |        |
|            |           |        |
|            |           |        |
|            |           |        |
|            |           |        |
|            |           |        |

As identified in induction completion of the following checklist supports the SOP of VMSLive for purposes of the Health and Safety and incident investigation. This form should only be completed following any incident involving a member of Event Team or member of the Public

Part one: Date & Time of Incident

Date

Time

Location

Type of Incident

Nature of Injury

Medical Treatment Given    Y/N    Reference

**If able to continue to work**

**Details of Incident**

**Name Manager/Supervisor**

**Signature:**                      **Date:**

Whilst it is recognised the nature of incidents and activity undertaken is complex and priority following an incident may not be focused around form filling supervisors and managers should be made aware of its importance.

This form should be made available to all staff members as part of their induction to allow them to report incidents

This form should be reviewed on receipt and if required form RIDDOR is to be completed and submitted.

Any incident should be discussed with staff member and supervisor to identify wherever remedial management action can be taken to reduce or remove the likelihood of another incident

**Part two: Management Action**

Report Received

RIDDOR Report submitted  
(Please add reference number)                      Y/N

Other Management Action

1.      Note
2.      Review/Adjust operating policy
3.      Other

# APPENDIX L

# EMERGENCY PROCEDURES

# STEREOPHONICS – WREXHAM

Saturday July 2<sup>nd</sup> 2016

## EMERGENCY EVACUATION PROCEDURES

### Communications and Chain Of Command

During normal running all security related matters will be under the control of the Safety Officer assisted by two deputy safety officers. Communication will be to Head of Security via Security Officer located in Control Room. All movement of emergency vehicles will be coordinated by Multi Agency Control, who will also be informed of all criminal and or medical incidents reported on site irrespective of resolution route.

In the event of a serious incident, due to the seriousness of which it is deemed outside the scope of the Safety Officer (such as multiple casualties, major fire or other full site evacuation), the site will come under the authority of the ELT headed by the appropriate emergency services representative.

Full, detailed, emergency and contingency plans will be drawn up in advance of the event, the contents of which will inform the final version of the Crowd Management Plan and which should be read in conjunction with the Crowd Management Plan.

### Emergency Procedures - Coded Messages

All radio communications relating a serious incident on site will include the following coded messages. Emotive words such as fire, bomb, and fight will not be used.

| Code Word       | Description                                                  |
|-----------------|--------------------------------------------------------------|
| Mr Ash          | Small Fire (Does not require Fire & Rescue Service)          |
| Mr. England     | Large Fire (Requires Fire & Rescue Service)                  |
| Mr. Case        | Bomb / Suspect package                                       |
| Mr. Wellhard    | Crowd Disturbance                                            |
| Mr Light        | Loss of Power / Tower Light                                  |
| Disney          | Lost Child                                                   |
| Mr Walt         | Parent / Guardian who has lost a Child                       |
| Zulu code       | Medical Incident                                             |
| Inspector Sands | Unspecified incident requiring Supervisor Management support |

**STANDBY OPERATION WREXHAM**    **ALERT CODE** for Full or Part Evacuation of the Stadium / Pitch (part evacuation to be qualified with specific location(s) affected)

**GO OPERATION WREXHAM**    **GO CODE** for Full or Part Evacuation of the Stadium / Pitch (part evacuation to be qualified with specific location(s) affected)

Messaging for GO Code is

**“LADIES AND GENTLEMEN OWING TO AN INCIDENT IT IS NECESSARY TO EVACUATE THIS AREA. PLEASE FOLLOW THE DIRECTIONS OF THE STEWARDS AND SECURITY”**

**REPEAT AS NECESSARY**

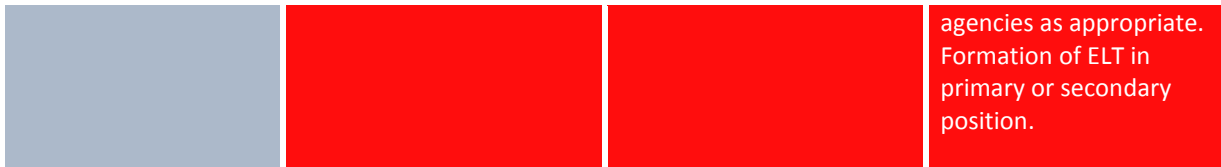
## Emergency Procedures - Communications

All communications relating to potential emergency incidents and actual and / or potential evacuations are listed in the Event Manual. This will be reproduced and included in all supervisor and security briefing documents.

All emergency incidents will, initially, be monitored by ELT Security Liaison. Escalation of the incident will see the formation of the ELT at which time primacy over the site will be established and all further actions and communications will come under the authority of the ELT.

- In the event of a full or partial site, or area evacuation, ELT Security Liaison will liaise with Head of Security (or Deputy) who will be at the site of the cause of the evacuation. In the instance of an audience-led evacuation, this communication will be established at the earliest opportunity. During any evacuation type Security Control will order radio silence; priority being given to Alpha call-signs, ELT and other radio holders in response only. During any incident during which time ELT assumes primacy over the event, the Security Control point will be handed over to ELT with admittance only to, or authorised by, ELT members.

| Emergency Conditions | Design                                                                                                                                                                                                                                                      | Information                                                                                                                                                                                                                                                                                     | Management                                                                                                                                                                                                                                                                                    |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ingress</b>       | Ability to close all ingress systems without impeding egress through same point. Creation of sterile egress routes to allow for unimpeded egress. Existing in-venue medical provision. Established ELT and Control Point.                                   | Ability to communicate via stage PA or stadium's own PA. Stewarding and security subject to escalation procedures in advance of evacuation. Signage. Loud hailer announcements. Consideration of social media announcements. Ability to communicate with transport hubs and transport agencies. | Procedures for immediate cessation of ingress. Immediate staff alerts and rebriefings where required. Liaison with emergency services, LA and other agencies as appropriate. Formation of ELT in primary or secondary position.                                                               |
| <b>Circulation</b>   | Communications to all sound and lighting personnel confirmed. Pre-scripted show-stop messages prepared and rehearsed. Pre-evacuation positions of all key personnel agreed. All exit gates clearly marked, lit, clear of impediments, staffed and unlocked. | Immediate house lights activation. PA announcements. Security and stewards with loudhailers. Signage clear and unambiguous. Consideration of social media announcements. Ability to communicate with transport hubs and transport agencies.                                                     | Immediate closure of all bars and concessions. Sweep of site and checks of toilets and other enclosed areas. Immediate staff alerts and rebriefings where required. Liaison with emergency services, LA and other agencies as appropriate. Formation of ELT in primary or secondary position. |
| <b>Egress</b>        | Clearly lit exit signage. Clear routes of passage. Managed ground conditions. Identification of elevated positions to monitor potential egress bottlenecks. CCTV coverage where possible.                                                                   | Stewards and security with megaphones on route. Consideration of social media announcements. Ability to communicate with transport hubs and transport agencies.                                                                                                                                 | Redeployment of security and stewarding staff along the route. Immediate sweep of arena and checks of toilets. Immediate staff alerts and rebriefings where required. Liaison with emergency services, LA and other                                                                           |



|                      | 09:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 | 23:00 | 00:00 | 01:00 |
|----------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Exterior             |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Wristband Exchange   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Control Points       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Arena                |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Circulation          |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Egress               |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Inter-Agency Liaison |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |

## Method Statement: Emergency Exit Gate Management

The events crowd management specialists A.P. Security (APS) Ltd. in accordance with the instructions issued by the promoter and / or venue manager recommends the management of Emergency Exit Gates in the Stadium in the following manner:

### 4. GENERAL

**4.1** Emergency Exit Gates will be staffed at all times when public are inside the venue.

**4.2** Prior to public access, working personnel should be made aware of the appropriate emergency egress routes and appropriate Emergency Exit Gates should an evacuation be required prior to the public arriving on site. Consideration will be acknowledged to the number of working personnel and their location in determining the appropriate gates that will be in operation (allowing secondary, contingency routing), during this time.

**4.3** Personnel on Emergency Exit Gates will have responsibility to ensure:

- i) That the Emergency Exit Gate is unlocked, and staffed, whenever the public are in the Entertainment or Camping areas as appropriate;
- j) That the Emergency Exit Gate remains, at all times, in a fully operational condition and is able to be opened at all times irrespective of environmental conditions such as underfoot conditions or high winds;
- k) That the area immediately surrounding the Emergency Exit Gate is kept sterile and fully clear of any and all obstructions on both sides; that no vehicle is allowed to park or stop temporarily outside the gate (although see Emergency Vehicle access below) and that no equipment or other materials in any way obstruct the gate or passage through the gate;
- l) That, at all times, a working radio, fire extinguisher and loud hailer are positioned at the Emergency Exit Gate;
- m) That stewarding personnel have constant access to prominently displayed, weather-proofed, pass and accreditation systems;

- n) That no vehicles are allowed into the Stadium whilst it is open to the public with the only exception being emergency services vehicles when pre-authorised via ELT or Radio Control;
- o) That only vehicles carrying appropriate accreditation enter the Catering Areas and that they do so by the designated access gates (that may, or may not, coincide with use as an Emergency Exit Gate) and that no vehicle enters the Catering Area, other than emergency services vehicles when pre-authorised via ELT or Radio Control, by any gate not authorised as an access gate;
- p) That no public use the Emergency Exit Gate unless authorised to do so by Radio Control;

## **5. BUILD / BREAK PHASES**

- 5.1 During the build or break phases of an event (whether indoors or outdoors) it is acceptable for Emergency Exit Gates to be used as access points for the likes of staging and production vehicles, traders and concessions, delivery vehicles etc.
- 5.2 Where such use of an Emergency Exit Gate is made, the gate (or door, or similar structure) ceases to hold a function of an Emergency Exit Gate. It must be made absolutely clear via pass and accreditation systems which vehicles / personnel may gain admittance to what is essentially a production area (see Backstage and Production Areas Security Management Method Statement) and at what time will the gate revert back to use as an Emergency Exit Gate.
- 5.3 Where, during the build / break phases, a full, or partial evacuation is required, all vehicle movement will cease and any Emergency Exit Gate designated for vehicle access may only revert to use for emergency egress once it is confirmed that a full, and complete, exit route exists through and either side of the gate and that the full route, to a designated place of safety, remains unobstructed.

## **6. EMERGENCY EGRESS**

- 6.1 Emergency egress procedures are covered in FRA.

# APPENDIX M

## MAJOR INCIDENT PLAN

# STEREOPHONICS CONCERT

*(Saturday July 2<sup>nd</sup>, 2016)*

*Glyndwr University Racecourse Stadium,  
Mold Road,  
Wrexham, LL11 2AH*

**SJ328509**

TO ACTIVATE THE PLAN, GO TO PAGES 6 - 8

INITIAL ON-SITE COMMAND MEETING AGENDA: PAGE 8

ORGANISATION ROLE CARDS: PAGES 9 - 13

EVENT FOOTPRINT MAPS: PAGE 20

## MAJOR INCIDENT RESPONSE ARRANGEMENTS PLAN

| Document Control |               |
|------------------|---------------|
| Status           | FINAL FOR SAG |
| Version          | Version 2.0   |
| Date             | 20/6/16       |
| Review Date      | 23/6/16       |

**This plan has been prepared by the North Wales Councils Regional Emergency Planning Service (NWCREPS), in conjunction with the following organisations:**

- Glyndwr University
- The Stereophonics Event Management Team (Incorporating VMS, Kilimanjaro, AP Security, AN Other & An Other)
- Wrexham County Borough Council (Public Protection, Highways and Adult Social Care services personnel)
- North Wales Police
- North Wales Fire and Rescue Service
- Joint Resilience Unit Welsh Ambulance Services NHS Trust
- Betsi Cadwaladr University Health Board

**Any queries prior to the event concerning any part of this plan should be directed initially to:**

North Wales Councils Regional Emergency Planning Service (01352 702124). Please note that this is not an operational contact number.

### **Data Protection Considerations**

As this plan contains operationally sensitive contact details and information, it is subject to the Data Protection Act 1998, and the distribution of the plan is not permitted beyond those organisations listed above without prior written consent from NWCREPS.

### **Plan Security Classification**

The plan is marked as [OFFICIAL](#) under the Government Security Classification Policy framework (2014), and its accompanying guidance.

### **Distribution List**

- Glyndwr University (Strategic Directors and SHE Officer)
- The Stereophonics Event Management Team (Incorporating VMS, Kilimanjaro, AP Security, Global Security and AN Other)
- Wrexham County Borough Council (Public Protection and Highways service personnel)
- NWCREPS Duty Emergency Planning Officer (North East Hub)
- North Wales Police
- North Wales Fire and Rescue Service
- Joint Resilience Unit Welsh Ambulance Services NHS Trust
- Betsi Cadwaladr University Health Board

Organisations listed above must ensure that staff likely to be involved in responding to a Major Incident occurring at the site have read this plan prior to attending the event.

| <b>SECTION</b>                                     | <b>Page Number</b> |
|----------------------------------------------------|--------------------|
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| North Wales Police                                 | 9                  |
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| North & Mid Wales Trunk Road Agency                | 13                 |
| Event Management Team                              | 13                 |

## **1. INTRODUCTION**

All organisations listed on page 2 of this plan have considered the worst case credible high impact incident scenarios that could occur at the event, and have collaborated to put this plan in place to co-ordinate the response to any major incident which may occur at the footprint of the event.

This plan will complement the internal procedures of those statutory bodies and other organisations in attendance at the event, when responding to any major incident at the site.

### **1.1. Plan Aim**

To define the immediate and coordinated response to a real or suspected incident within the main event area, or affecting the footprint of the event to ensure any adverse effect on the public and the surrounding environment is mitigated.

### **1.2. Plan Objectives**

- To identify the main event area, and approach routes to it.
- To provide an overview of relevant areas surrounding the main event area, with operational significance.
- To identify the major responding organisations.
- To define the multi-agency command and control structure.
- To identify the alerting procedures in the event of a major incident and establish alerting procedures.
- To identify the co-coordinating links and communication routes between the core responding organisations.

## **2. Definition of a Major Incident**

A major incident can be defined as any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or Local Authority for:

- The initial treatment, rescue and transport of a large number of casualties.
- The involvement, either directly or indirectly, of large numbers of people.
- The handling of a large number of enquires likely to be generated, both from the public and the news media, usually to North Wales Police.
- The need for large scale combined resources of the emergency services.
- The mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

### **2.1. Declaration of a Major Incident**

A Major Incident can be declared by any organisation in isolation, as and when internal procedures dictate.

At an early stage in the incident all responding organisations should share their situational awareness and consideration be given to agreeing that a 'Multi Agency Major Incident' (or Emergency – as defined by the Civil Contingencies Act) is declared by all organisations involved.

### **2.2. Most Credible Risk Scenarios**

For the purposes of the major incident response arrangements, the most credible risk scenarios that could result in a major incident being declared include (but are not limited to):

- Suspect package found
- Receipt of Bomb threat / Terrorism threat
- Crowd Disorder
- Fire (including gas cylinder explosions at concessions stalls)
- Multiple Vehicle Collision
- Structural Collapse
- Severe Weather

In the event of any incident having an impact on the event, notification will be cascaded to responding organisations.

A risk assessment relating to the above is contained within the Event management plan, which is available at the event control room. This also contains further details on risk and control measures for other hazards. Refer to the Management Document & Event Safety File for further information, including specific risk assessments for the main structures on site.

### 3. Plan Activation

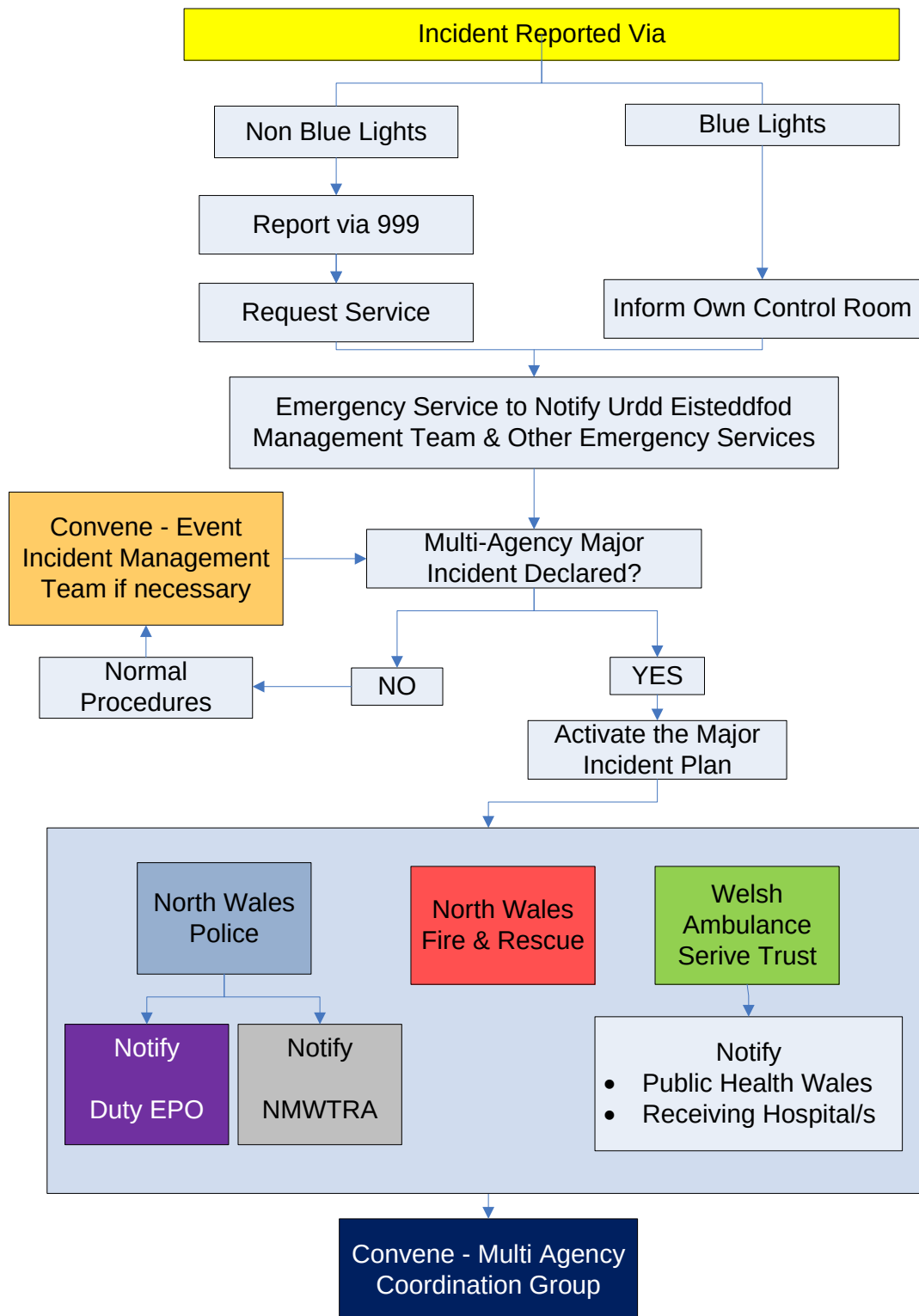
#### 3.1. Command & Control

Should a Major Incident occur at the event, the appropriate Multi-Agency Command & Control structure will be invoked on-site via a Multi-Agency Command Group. However, this does not take away the individual agencies right to request the establishment of the relevant Multi-Agency Command and Control level at any time. Each responding organisation must ensure the correct level of representation, in order to provide personnel with the ability to exercise control over their own specific area of responsibility.

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Strategic (Gold)</b>                | If required the Strategic level is delivered through the Strategic Co-ordinating Group located at the Strategic Coordinating Centre (SCC), Police Headquarters, Colwyn Bay.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Tactical (Silver)</b>               | The Multi-Agency Tactical meeting will be located at North Wales Police HQ, or the Joint Control Centre (JCC), St Asaph. <b>(This reference to JCC may need removing)</b> . To ensure the effectiveness of the Multi-Agency Tactical Group.                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Operational (Bronze)</b>            | <p>Operational Liaison will be located at the scene of the emergency. Multi-agency meetings for Operational Leads for the incident will be at the event control room.</p> <p>Should a 999 call be made the appropriate service mobilised can contact the appropriate personnel to attend and assess the incident.</p> <p>The supervising steward at the site of the incident will brief the officer in charge of the first vehicle to arrive with a METHANE report. Each organisation will provide its own METHANE report to respective control rooms and Operational or Tactical leads.</p>                                         |
| <b>Transfer of Command</b>             | In the event of a major incident occurring at the event, it is recognised that the management of the incident will pass from the Event Management Team to the suitable authority, i.e. the lead Emergency Service. Under such circumstances, the handover of responsibility will be documented in the event log of both the authority taking control of the incident and the Event Management Team. The Event Management Team will then place all the resources available on site at the disposal of the leading Emergency Service. <b>This section needs to refer to the event safety plan transfer of responsibility document.</b> |
| <b>Event Management Team</b>           | This group shall be made up of the appropriate staff from the event management related organisations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Multi Agency Coordination Group</b> | This group shall be made up of the relevant operational leads for each of the services required during a response to a Major Incident on site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

### 3.2. Major Incident Notification Cascade

The diagram below demonstrates the proposed communication cascade of a Multi-Agency Major Incident. The list of organisations is not exhaustive and organisations may need to notify others as and when required. Upon receipt of a 999 call, the receiving blue light services must notify all partner agencies of this, as well as the events management team.



### 3.3. Briefing the Emergency Services

When briefing the Emergency Services of an incident on site use the following mnemonic to provide the information they are likely to require. Complete as many sections as possible then dial 999 and provide to the initial responders.

|          |                                               |
|----------|-----------------------------------------------|
| <b>M</b> | Major Incident declared?                      |
| <b>E</b> | Exact Location                                |
| <b>T</b> | Type of incident                              |
| <b>H</b> | Hazards present or suspected                  |
| <b>A</b> | Access - routes that are safe to use          |
| <b>N</b> | Number, type, severity of casualties          |
| <b>E</b> | Emergency services present and those required |

### 3.4. Proposed Initial Meeting Agenda

| Proposed Initial Meeting Agenda |                                                                                                                                   |                                               |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>1</b>                        | Appoint appropriate Chair<br>Commence Actions/Decision Log<br>Identify Lead Agency<br>Organisations Present?                      |                                               |
| <b>2</b>                        | <b>Gather Information &amp; Intelligence</b><br><b>(2<sup>nd</sup> and subsequent meetings include a review of actions taken)</b> |                                               |
|                                 | <b>M</b>                                                                                                                          | Major Incident declared?                      |
|                                 | <b>E</b>                                                                                                                          | Exact Location                                |
|                                 | <b>T</b>                                                                                                                          | Type of incident                              |
|                                 | <b>H</b>                                                                                                                          | Hazards present or suspected                  |
|                                 | <b>A</b>                                                                                                                          | Access - routes that are safe to use          |
|                                 | <b>N</b>                                                                                                                          | Number, type, severity of casualties          |
|                                 | <b>E</b>                                                                                                                          | Emergency services present and those required |
|                                 | Weather conditions/CHEMET Report                                                                                                  |                                               |
| <b>3</b>                        | <b>Assess Risk, and develop a strategy</b>                                                                                        |                                               |
| <b>4</b>                        | <b>Consider powers, policies and procedures</b>                                                                                   |                                               |
| <b>5</b>                        | <b>Identify Options and Contingencies, and topics requiring action below</b>                                                      |                                               |
|                                 | Warning & Informing                                                                                                               |                                               |
|                                 | Sheltering                                                                                                                        |                                               |
|                                 | Evacuation                                                                                                                        |                                               |
|                                 | Mustering Points                                                                                                                  |                                               |
| <b>4</b>                        | Agreed Actions                                                                                                                    |                                               |
| <b>5</b>                        | Next meeting                                                                                                                      |                                               |

### 4. ROLE CARDS – *All organisations to review and contribute to these sections*

|                                                |                            |                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Multi Agency<br/>Coordination<br/>Group</b> | <b>Initial<br/>Actions</b> | <ul style="list-style-type: none"> <li>• Appoint appropriate Chair</li> <li>• Commence Actions/Decision Log</li> <li>• Identify Lead Agency</li> <li>• Record Organisations Present</li> </ul>                                                                                                                                             |
|                                                | <b>Initial<br/>Meeting</b> | <ul style="list-style-type: none"> <li>• Confirm Major Incident has been declared and this plan has been activated</li> <li>• Follow proposed agenda on previous page (point 3.4)</li> <li>• Confirm actions required</li> <li>• Confirm actions completed</li> <li>• Review agreed actions</li> <li>• Set time of next meeting</li> </ul> |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>North Wales<br/>Police</b> | <p>North Wales Police will normally co-ordinate all the activities of those responding at and around the scene of a land-based sudden-impact emergency.</p> <p>The saving and protection of life is the priority, but as far as possible the scene must be preserved to provide evidence for subsequent enquiries and possible criminal proceedings.</p> <p>Once lifesaving is complete, the area will be preserved as a scene of crime until it is established as otherwise (unless the emergency results from severe weather or other natural phenomena and no element of human culpability is involved).</p> <p>Where practicable North Wales Police, in consultation with other emergency services and specialists, establish and maintain cordons at appropriate distances.</p> <p>Cordons are established to facilitate the work of the other emergency services and support organisations in the saving of life, the protection of the public and the care of survivors.</p> <p>Inner cordons around unstable, dangerous or 'hot' incident scenes will be managed by the Fire and Rescue Service.</p> |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>North Wales<br/>Fire and<br/>Rescue<br/>Service</b></p> | <p>The primary role of Fire &amp; Rescue Services in an emergency is the rescue of people trapped by fire, wreckage or debris. They will prevent further escalation of an incident by controlling or extinguishing fires, rescuing people and undertaking other protective measures.</p> <p>They will deal with released chemicals or other contaminants in order to render the incident site safe or recommend exclusion zones. Also, they may assist other agencies in the removal of large quantities of flood water. They will also assist Ambulance Services with casualty-handling and the Police with the recovery of bodies.</p> <p>Fire &amp; Rescue Services are trained and equipped to manage gateways into the inner cordon – if requested to do so by North Wales Police – liaising with North Wales Police to establish who should be granted access (particularly where terrorist action is the suspected cause) and recording entry and exit.</p> <p>However, responsibility for the health and safety of personnel working within the inner cordon remains with individual agencies, which should ensure that personnel arriving at the scene have appropriate personal protective equipment and are adequately trained and briefed. Health and safety issues will be addressed collectively at multi-agency meetings on the basis of a risk assessment.</p> <p>Although the National Health Service (NHS) is responsible for the decontamination of casualties, Fire &amp; Rescue Services will – where required – undertake mass decontamination of the general public in circumstances where large numbers of people have been exposed to chemical, biological, radiological or nuclear substances. This is done on behalf of the NHS, in consultation with Ambulance Services.</p> |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Welsh Ambulance Services NHS Trust</b></p> | <p>Ambulance services have responsibility for co-coordinating the on-site National Health Service response and determining the hospital(s) to which injured persons should be taken, which may depend on the types of injuries received.</p> <p>The officer of the ambulance service with overall responsibility for the work of the service at the scene of a major incident is the Ambulance Incident Commander (AIC). If necessary, the ambulance service will seek the attendance of a Medical Advisor (MA)</p> <p>The ambulance service, in conjunction with the MA and Medical Emergency Incident Response teams (MERIT), endeavour to provide sufficient ambulance personnel and equipment promptly, to meet the requirements of the incident, to call on, and transport if required, adequate medical personnel and equipment to the scene, sustain life through effective emergency treatment at the scene, to determine the priority for release of trapped casualties and decontamination in conjunction with the fire service, to transport the injured in order of priority to receiving hospitals, and to assist in the restoration of normality at the earliest opportunity.</p> <p>The Ambulance Service will co-ordinate the support of the voluntary agencies (St John Ambulance) during the event.</p> |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Wrexham  
County  
Borough  
Council**

The main responsibilities of the local authority in a major incident are to:

- provide support to the emergency services throughout the duration of the major incident
- help provide support and care for the affected community
- provide an appropriate level of resource to mitigate the impact of the emergency

Will any LA staff be on-site during the week of the event, or on-site during the event? (Highways / Public Protection Staff).

**Emergency Planning**

The NWCREPS Duty Emergency Planning Officer will act as an initial point of contact for the Local Authority should a Major Incident be declared at the event, and will be available 24/7 during the weekend of the event (see Contacts directory on Page X). If a Major Incident is declared, the Duty EPO will collaborate with senior managers within Wrexham Council and invoke an appropriate level of the internal Emergency Management Team to support the multi-agency response to the incident.

**Highways Network**

It is anticipated that up to X thousand vehicles can be expected at the event. A Traffic Management Plan has been produced by Amberon Ltd in association with the Highways Service of the local authority. Both organisations will monitor the situation on a daily basis, and implement contingency plans accordingly in consultation with North Wales Police.

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>North &amp; Mid Wales Trunk Road Agent</b> | <p>NMWTRA as managing agent for Welsh Government have overall operational management responsibility for Trunk Roads in North Wales and specifically the A55 which is the main route to the access road for the event via the A5119. In the event of a critical or major incident NMWTRA would be responsible for responding on both a local and regional basis in respect to managing the Trunk Road network. In the event of an incident involving trunk roads contact the North Wales Traffic Management Centre (0300 1231213) or via North Wales Police. NMWTRA will arrange for appropriate representatives to meet the incident command and control requirements.</p> |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>Event Management Team</b> | Title                       | Name                   | Contact No.   | Email                                                                              |
|------------------------------|-----------------------------|------------------------|---------------|------------------------------------------------------------------------------------|
|                              | Safety Officer              | Edward Grant           | 01928 740249  | eddy.grant@capita.co.uk                                                            |
|                              | Deputy Safety Officer       | Martin Bradley         | TBC           | Bradleymartin1@hotmail.co.uk                                                       |
|                              | Deputy Safety Officer       | Alan Lynagh            | 07805 362095  | complianceuk@live.com                                                              |
|                              | Venue Event Manager         | Steve Forster          | 07970 480889  | <a href="mailto:steve@vmslive.org">steve@vmslive.org</a>                           |
|                              | Event Manager               | Zac Fox                | 0203 6649918  | <a href="mailto:zac@kilimanjarolive.co.uk">zac@kilimanjarolive.co.uk</a>           |
|                              | Production Manager          | Neil McDonald          | 07702 152653  | <a href="mailto:neil.mcdonald@mac.com">neil.mcdonald@mac.com</a>                   |
|                              | Site Manager                | Ange John              | 07729 265128  | ange@angejohn.co.uk                                                                |
|                              | Video Vendor – Ogle Hog     | Chris Saunders         | TBC           | Via production                                                                     |
|                              | Audio Vendor - Capital      | Martin Connolly        | TBC           | Via production                                                                     |
|                              | Lighting Vendor – Neg Earth | TBC                    | TBC           | Via production                                                                     |
|                              | Tour Health & Safety        | Chris Burke/ John King | 0191 300 6200 | <a href="mailto:chris@rocksafely.com">chris@rocksafely.com</a>                     |
|                              | Security (Production)       | TBC                    | TBC           | TBC                                                                                |
|                              | Crowd Management (FOH)      | Andrew Stevens         | 07730 538008  | <a href="mailto:AndrewStevens@apsecurity.co.uk">AndrewStevens@apsecurity.co.uk</a> |

## 5. EMERGENCY CONTACTS DIRECTORY

|                                                                                |                                                                                                              |                |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------|
| <i>Lead Event Management<br/>Team Contact (VMS / Other)</i>                    | Event Safety Officer                                                                                         | Eddy Grant     |
|                                                                                | Deputy Safety Officer                                                                                        | Martin Bradley |
|                                                                                | Emergency Radio Channel                                                                                      | TBC            |
| <b>Glyndwr University</b>                                                      |                                                                                                              |                |
| <i>Insert contact details of Director / SHE Officer / Campus Security etc.</i> |                                                                                                              |                |
| <b>Emergency Services</b>                                                      |                                                                                                              |                |
| <b>North Wales Police</b>                                                      | Emergency                                                                                                    | 999            |
|                                                                                | Force Incident Manager                                                                                       | 01745 538408   |
|                                                                                | Control Room Supervisor                                                                                      | 01745 538437   |
| <b>North Wales Fire &amp; Rescue</b>                                           | Emergency                                                                                                    | 999            |
|                                                                                | Control Room 24/7                                                                                            | 01931 522006   |
| <b>Welsh Ambulance Services<br/>NHS Trust</b>                                  | Emergency                                                                                                    | 999            |
|                                                                                | Control Room 24/7                                                                                            | 0300 1239224   |
| <b>Local Authority</b>                                                         |                                                                                                              |                |
| <b>Public Protection</b>                                                       |                                                                                                              |                |
| <b>Highways</b>                                                                |                                                                                                              |                |
| <b>Press / Communications</b>                                                  |                                                                                                              |                |
| <b>Emergency Planning<br/>(NWCREPS)</b>                                        | Emergency Planning Office<br>(Office Hours, Mon-Fri).                                                        | 01352 702124   |
|                                                                                | NWCREPS Duty Officer East<br>(use only if consideration is<br>being given to declaring a Major<br>Incident). | 07000 770152   |
| <b>Other Agencies</b>                                                          |                                                                                                              |                |
| <b>St. John's Ambulance</b>                                                    | Daniel Lucy                                                                                                  | 07805 914 289  |
| <b>Red Cross</b>                                                               |                                                                                                              |                |
| <b>Concessions</b>                                                             | TBC                                                                                                          |                |
| <b>Other</b>                                                                   |                                                                                                              |                |
| <b>Other</b>                                                                   |                                                                                                              |                |
| <b>Other</b>                                                                   |                                                                                                              |                |

## 6. SITE INFORMATION

[illegible]

## 7. ON-SITE RESPONSE PROCEDURES

### Warning and Notification Methods

|              |                                                     |
|--------------|-----------------------------------------------------|
| Mr Ash       | Small Fire (Does not require Fire & Rescue Service) |
| Mr. England  | Large Fire (Requires Fire & Rescue Service)         |
| Mr. Case     | Bomb / Suspect package                              |
| Mr. Wellhard | Crowd Disturbance                                   |
| Mr Light     | Loss of Power / Tower Light                         |
| Disney       | Lost Child                                          |
| Mr Walt      | Parent / Guardian who has lost a Child              |
| Zulu code    | Medical Incident                                    |

STANDBY OPERATION WREXHAM ALERT CODE for Full or Part Evacuation of the Stadium / Pitch (part evacuation to be qualified with specific location(s) affected)

GO OPERATION WREXHAM GO CODE for Full or Part Evacuation of the Stadium / Pitch (part evacuation to be qualified with specific location(s) affected)

Messaging for GO Code is

“LADIES AND GENTLEMEN OWING TO AN INCIDENT IT IS NECESSARY TO EVACUATE THIS AREA. PLEASE FOLLOW THE DIRECTIONS OF THE STEWARDS AND SECURITY”

REPEAT AS NECESSARY

Emergency announcements will be made over the site’s Public Address system (PA). On hearing this, all staff not dealing with the incident will report to their supervisor for further instruction. Stewarding staff must then be briefed as to the Mustering Points that will be used in advance of any evacuation warning to the public being made.

### Bomb Threat / Terrorist Threat Procedure

Event Management Team staff have information on dealing with malicious callers and other threats against the event.

Any bomb threat received must be immediately communicated to North Wales Police via a 999 call, though stadium control is a multi-agency control room

### Fire Incident

In the event of a fire, the Fire & Rescue Service will have responsibility for fire fighting and recording entry and exit of all persons within the inner cordon. However, responsibility for the health and safety of personnel working within the inner cordon remains with the individual agencies present. The location and extent of cordons will be decided and amended as the incident progresses. North Wales Police will be responsible for the outer cordon.

### Evacuation Procedures

#### Decision to Evacuate

The decision to evacuate any area of the stadium footprint will be taken by the Safety Officer in consultation with a Multi-Agency Operational Coordination Group. During such evacuations, North Wales Police will usually take the lead role in all activities, however in the event of a fire based incident, the Fire Incident Commander on site would make the decision. It is the responsibility of the lead Emergency Services Officer in charge of

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | the incident to inform the Event Management Team, who in turn can notify stewards and voluntary agencies also in attendance. Event stewarding staff will assist in the evacuation by directing all ticket holders to move to a safe area whilst ensuring access for emergency services personnel and vehicles.                                                                                                                                                                                                                                                                                                                                                       |
| <b>Decision to Invoke Temporary Halt to the Event</b> | A PA announcement will be delivered advising<br>“LADIES AND GENTLEMEN, DUE TO CIRCUMSTANCES (ADD DETAILS IFF POSSIBLE) BEYOND OUR CONTROL WE HAVE HAD TO TEMPORARILY STOP THE EVENT. PLEASE LISTEN FOR FURTHER ANNOUNCEMENTS OR RESPOND TO ANY FURTHER INSTRUCTIONS FROM STAFF”<br>Repeat as necessary                                                                                                                                                                                                                                                                                                                                                               |
| <b>Actions</b>                                        | Consideration by the Safety Officer and ELT the following, <ul style="list-style-type: none"> <li>• Main entrance closed to incoming pedestrians. People advised to return to cars/buses.</li> <li>• Public to be directed to open clear spaces accordingly.</li> <li>• Consider curtailing movement of parked cars from car parks.</li> <li>• Phased closure of buildings, starting with those furthest away from exits.</li> <li>• Exit through main entrance, unless safety is compromised.</li> <li>• Emergency exits available (shown on operational grid plan).</li> <li>• Use of pitch outside stadium next to sports hall as area to hold patrons</li> </ul> |

| <b>Muster Points</b>                                                                                                                                                                                                                                                                                                                                                                                                 | <p>If the whole site or a section of the site has to be evacuated, the mustering points outlined in the University Pitch Car Park will be used, if safe to do so. The decision will be based on a number of factors such as:</p> <ul style="list-style-type: none"> <li>the location of the incident</li> <li>the nature of the incident</li> <li>the scale or potential scale of the incident</li> <li>wind strength and direction (if a fire is involved)</li> </ul> <p>Each section of the site and each mustering point must have adequate routes of escape.</p> <p>Once people have been directed to the appropriate mustering point(s), they must remain informed of the situation as it progresses, and be given clear instructions to stay in that location, until the all clear has been given.</p> <p>An information point may need to be established at each mustering point staffed with personnel who have access to an appropriate communication device (this includes loud hailer), to pass on safety related information.</p> |                             |                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------|
| <b>On-Site Welfare facilities</b>                                                                                                                                                                                                                                                                                                                                                                                    | <p>Within the University Sports Centre and sports field open as an initial welfare areas first response will be in place. Additional space including the Students Union can be activated with relative ease.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |                         |
| <b>On Site Response Facilities</b>                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                         |
| <p>The following emergency &amp; voluntary services will be on site during the duration of the event:</p>                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                         |
| <b>Organisation</b>                                                                                                                                                                                                                                                                                                                                                                                                  | <table> <tr> <th data-bbox="470 1379 738 1417">Location</th><th data-bbox="738 1379 1302 1417">Capacity</th></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Location                    | Capacity                |
| Location                                                                                                                                                                                                                                                                                                                                                                                                             | Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                             |                         |
| <p>North Wales Police</p>                                                                                                                                                                                                                                                                                                                                                                                            | <table> <tr> <td data-bbox="470 1417 738 1491">Control Room and site based</td><td data-bbox="738 1417 1302 1491">TBC by Police</td></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Control Room and site based | TBC by Police           |
| Control Room and site based                                                                                                                                                                                                                                                                                                                                                                                          | TBC by Police                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |                         |
| <p>North Wales Fire and Rescues Service</p>                                                                                                                                                                                                                                                                                                                                                                          | <table> <tr> <td data-bbox="470 1491 738 1565">Control Room</td><td data-bbox="738 1491 1302 1565">TBC by Brigade</td></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Control Room                | TBC by Brigade          |
| Control Room                                                                                                                                                                                                                                                                                                                                                                                                         | TBC by Brigade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |                         |
| <p>St John's Ambulance</p>                                                                                                                                                                                                                                                                                                                                                                                           | <table> <tr> <td data-bbox="470 1565 738 1639">Within ground</td><td data-bbox="738 1565 1302 1639">As per the Medical Plan</td></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Within ground               | As per the Medical Plan |
| Within ground                                                                                                                                                                                                                                                                                                                                                                                                        | As per the Medical Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                         |
| <b>Return to Affected Areas</b>                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                         |
| <p>The decision to return to the affected areas, if safe to do so, will be made by the Multi Agency Operational Coordination Group Public will be advised to re enter the site through the entrance they first attended. If it is considered unsafe for the public to return to the site, they will be advised to return home, and web and social media information will be processed to advise on refund policy</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                         |

## OFF-SITE RESPONSE PROCEDURES

| Off-Site Response Procedures |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>RED Route Access</b>      | 2 x RVP's as detailed on event plan for North Wales Fire and Rescue Service. Further access provided via Mold Road to rear of Mold Road Stand or via adjoining University car park to rear of University Stand or via Crispin Lane to rear of Yale Stand.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                      |
| <b>Marshalling Areas</b>     | North / South                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | GRID REFERENCE A6 OUTSIDE MOLD STAND |
|                              | East / West                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | GRID REFERENCE H6 OUTSIDE YALE STAND |
| <b>Welfare</b>               | <p>It must be noted that assuming it was possible to open all the designated Rest Centres in the surrounding area, there would not be sufficient capacity to cater for the total potential number of people attending the event.</p> <p>If the site were to be evacuated for an extended length of time, people would either be advised to return home or to their own arranged temporary accommodation (Friends &amp; Relatives, B&amp;B's / Hotels etc.).</p> <p>The Duty Emergency Planning Officer must be contacted if there may be a welfare requirement / need to consider an off-site rest centre. The Duty Officer shall have a list of all available Rest Centres and will be able to provide this information if and when required. If required, they will work with the Red Cross and Wrexham's Adult Social Care department to facilitate a response.</p> <p>The Sports Hall can function as a temporary mortuary</p> |                                      |
| <b>WAST</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |
| Priority                     | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Casualty Clearing Stations           |
| P1                           | WAST to INSERT INFO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                      |
| P2                           | WAST to INSERT INFO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                      |
| P3                           | WAST to INSERT INFO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                      |
| BH                           | Body Holding Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |

## **8. MAJOR INCIDENT STAND DOWN**

The decision to stand down the response effort will be made by the Multi Agency Operational Group, based on the advice given by all the responding agencies and following consultation and agreement by any Tactical or Strategic group in place.

### **8.1. Multi Agency Debrief**

All agencies involved in the management of the Multi-Agency Major Incident must take part in a hot debrief immediately following the incident, taking forward information from their individual organisation's own hot debrief.

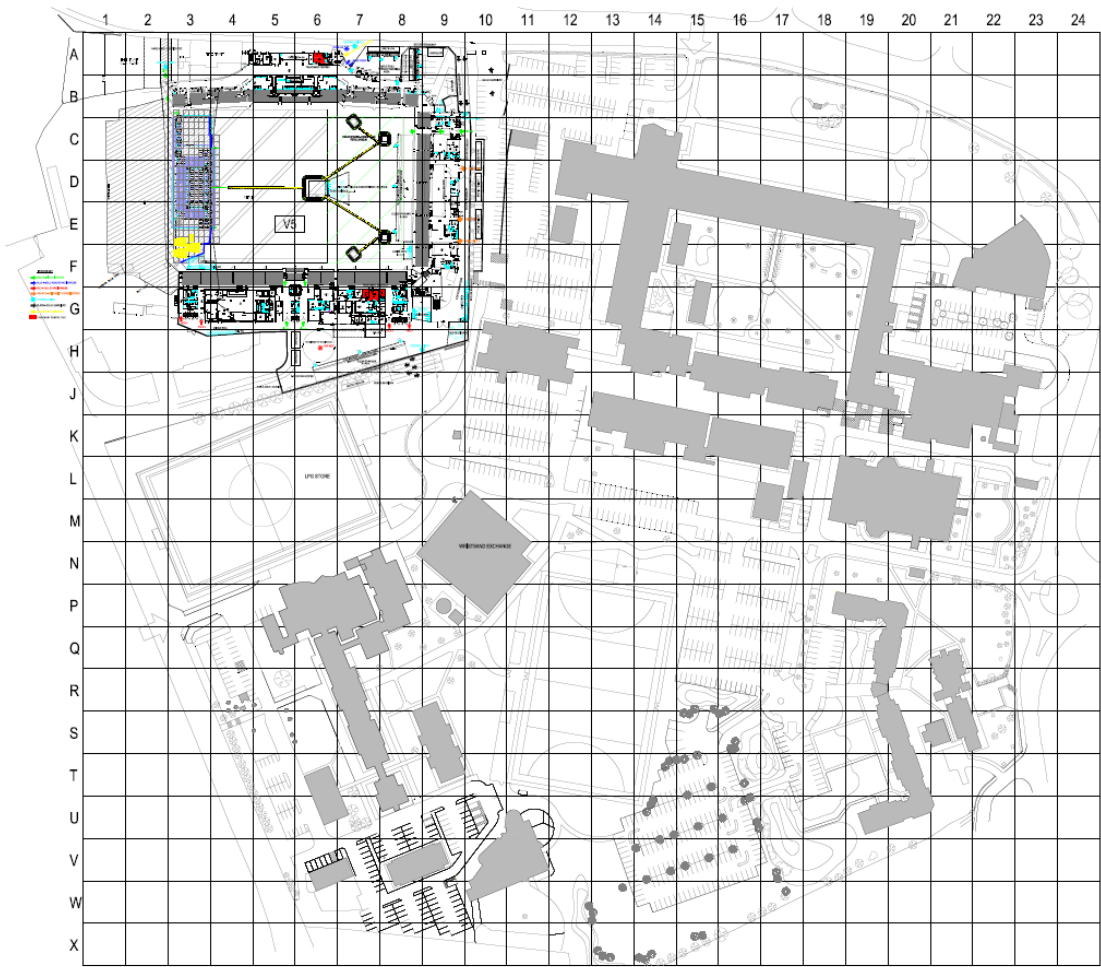
In the case of a Multi-Agency Major Incident, the lead organisation should contact the North Wales Resilience Forum Secretariat to arrange for a multi-agency structured debrief to take place.

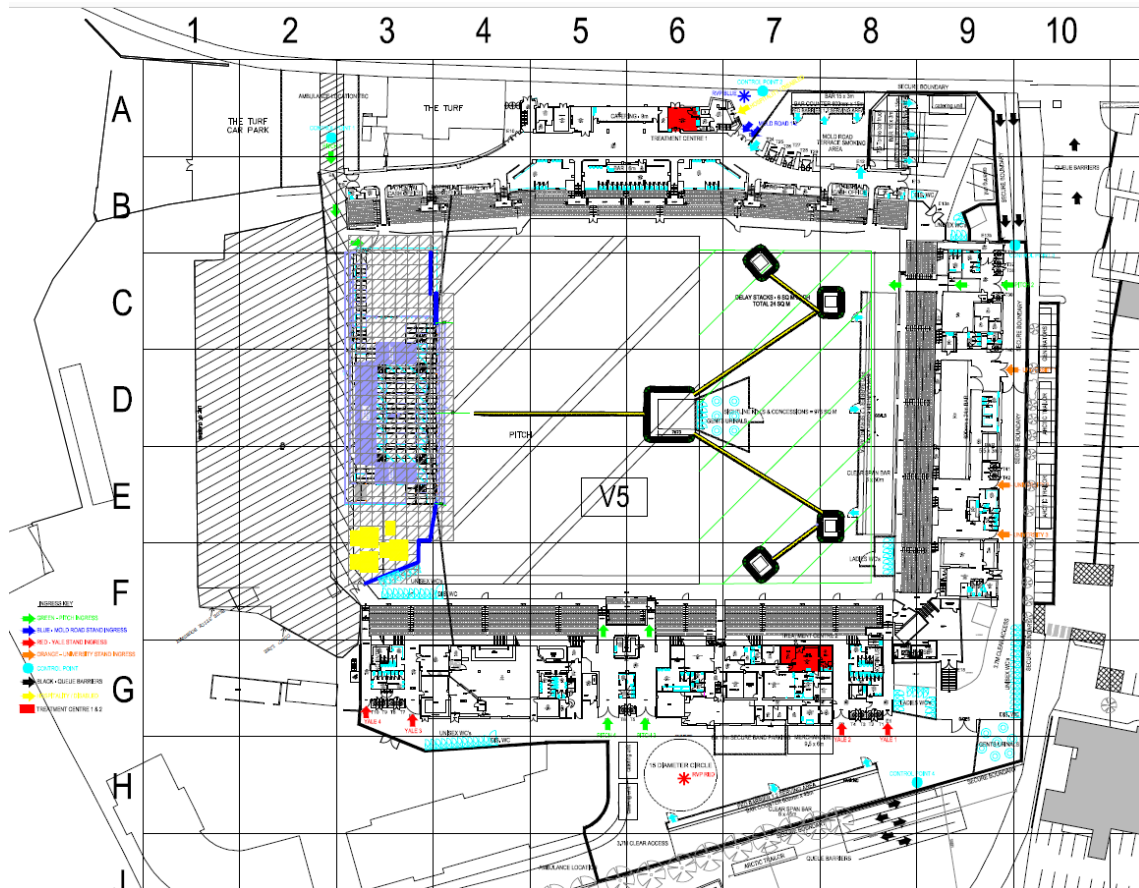
## **9. RECOVERY**

When the declared emergency has stabilised, and the requirement moves to the coordination and implementation of recovery measures, the lead emergency service organisation will request an official hand over to the Local Authority, which involves the completion of a signed agreement.

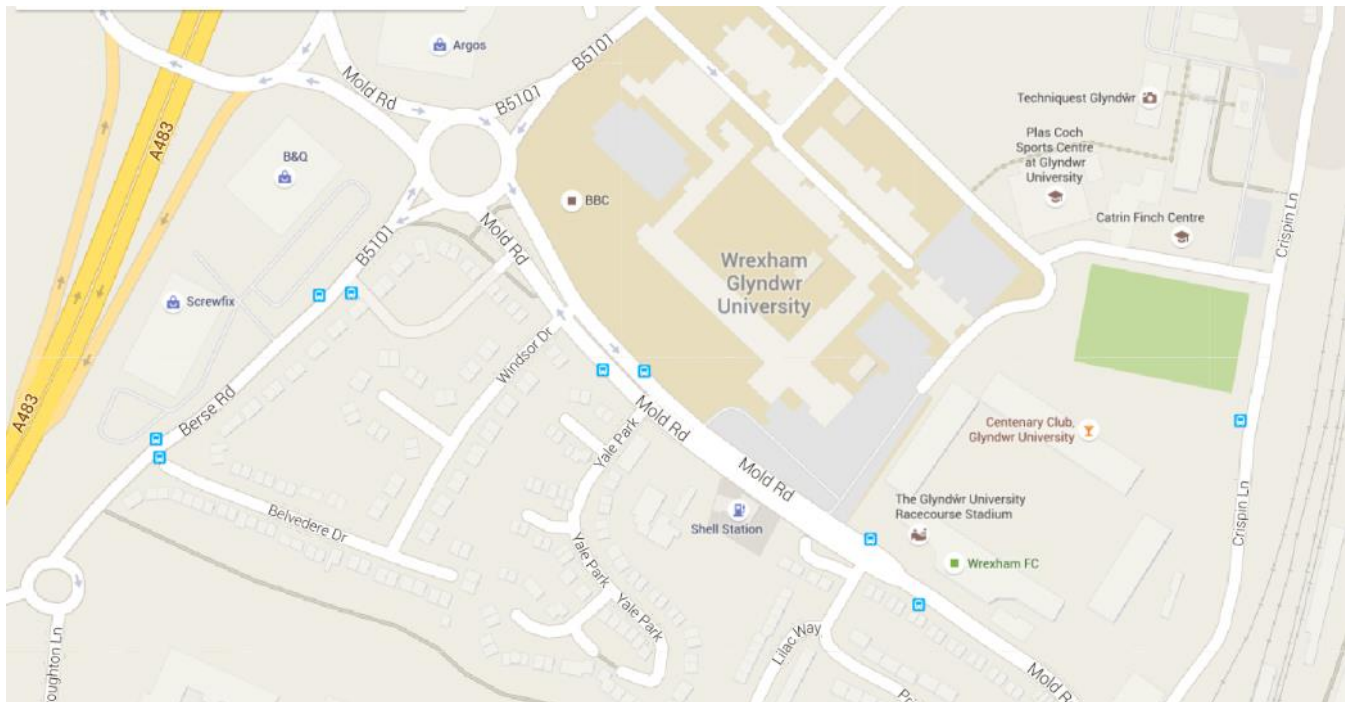
Scheduled emergency recovery team meetings will be held at suitable locations, as determined by the Local Authority, in collaboration with relevant participating agencies, community interest groups, and where appropriate local members.

10.EVENT FOOTPRINT MAP (MAP A)





11. WIDE AREA MAP (MAP B)



## **APPENDIX 6**

### **FLOW DIAGRAMS**