

APPENDIX K

Event Safety Management Plan



ESMP PT04 | S&C19

Construction Phase Plan

Version N°1 Draft

Classification: **Confidential**

1 Document Control

1.1 Document Information

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1.2 Version History

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1 Draft	06.01.2019	H. McCabe	C. White	L. Young	Draft document for SAG submission

1.2.1 Classification

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3 Introduction

The event organiser takes its safety responsibilities seriously and will ensure, so far as is reasonably practicable, that no party is exposed to unnecessary risk due to its activities.

This document is supplementary to the Event Safety Management Plan (ESMP PT01) and is intended to outline information relating to construction and overlay planning and processes in place to minimise the risk of injury or damage as a result of construction on site.

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4 Roles & Responsibilities

<p>4.1 Client</p> <ul style="list-style-type: none"> S&C Productions Limited 	<p>Duties:</p> <p>Ensure suitable arrangements for managing the event are in place. This include making sure:</p> <ul style="list-style-type: none"> Other duty holders are appointed to the CDM client group Sufficient time and resources are allocated <p>Ensures:</p> <ul style="list-style-type: none"> Relevant information is prepared and provided to other duty holders The Principle Designer and Principle Contractor carry out their duties <p>Welfare facilities are provided</p>
<p>4.2 CDM Client Group</p> <ul style="list-style-type: none"> As appointed by the client and detailed with this document 	<p>Membership:</p> <p>The CDM client group will be formed by the client and will consist of the following roles:</p> <ul style="list-style-type: none"> The Principle Contractor The Principle Designer Health & Safety Advisors Contractor Workforce
<p>4.3 Principal Contractor</p> <ul style="list-style-type: none"> S&C Productions Limited 	<p>Duties:</p> <p>To plan, manage, monitor and coordinate health and safety in the construction phase of the event. This includes:</p> <ul style="list-style-type: none"> Liaising with the client and the principle designer; Organising cooperating between contractors and coordinating their work <p>Ensures;</p> <ul style="list-style-type: none"> Suitable site inductions are provided; Reasonable steps are taken to prevent unauthorised access; Workforce are consulted and engaged in securing their health and safety, and <p>Welfare facilities are provided</p>
<p>4.4 Principal Designer</p> <ul style="list-style-type: none"> S&C Productions Limited Krish Desire– Site Manager 	<p>Duties:</p> <p>To plan, monitor and coordinate health and safety in the pre-construction phase of the event.</p> <p>This include the:</p> <ul style="list-style-type: none"> Identifying and eliminating or controlling risks; Ensuring designers carry out their duties Prepare and provide information to other duty holders. Provide relevant information to the Principle Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase

4 Roles & Responsibilities

4.5 Health & Safety Advisor

- Harrier UK Ltd
Clayton White

Duties;

To act in accordance with the instruction of the principle contractor and assist in the planning, managing, monitoring and coordination of health and safety in the construction phase of the event.

This includes

- Liaising with the client and the principle designer;
 - Preparing the construction phase plan on behalf of the principle contractor (if required);
 - Encouraging cooperating between contractors and coordinating their work
- Ensures;

- Suitable site inductions are provided

4.6 Client and Festival Contractors

Duties

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety

To coordinate their activities with other members of the CDM client group and comply with the directions given by the principle contractor or principle designer.

- 4.6.1 Fencing – Entertee
- 4.6.2 Big Tops – Big Top Mania
- 4.6.3 Marquees – All Undercover, Gig Tent & The Cambridge Tent Company
- 4.6.4 Crew Catering – Food 4 Festivals
- 4.6.5 Health & Safety – Harrier UK Ltd
- 4.6.6 Lighting (General) – Pearce Hire
- 4.6.7 Medical – TBC – not the same as event time?
- 4.6.8 Plant – MJ Hire
- 4.6.9 Power – Pearce Hire
- 4.6.10 Security/Crowd Management – CN Security
- 4.6.11 Stage Crew – TBC
- 4.6.12 Staging – BES Systems
- 4.6.13 Toilets – Latta Hire & Superloo
- 4.6.14 Trackway – TBC
- 4.6.15 Traffic Management – Event Traffic Control Limited
- 4.6.16 Water – Greens H2O
- 4.6.17 Cleaning and waste – TBC
- 4.6.18 Bars – One Circle Events
- 4.6.19 Internet – Pinnacom
- 4.6.20 Cabins – Wernick

4 Roles & Responsibilities

4.7 Workforce

- The workforce will be any member of the client's staff, or any contractor of sub-contractor employed on the event.

Duties

They must,

- Be consulted about matters which affect their health safety and welfare;
- Take care of their own health and safety and others who may be affected by their actions;
- Report anything, they see that may endanger their own or others' health and safety;

Cooperate with their own employer, fellow workers, contractors and other duty holders

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5 Planning	
5.1 Construction Phase	<p>The construction phase covers the following activities associated with the staging of the event:</p> <ul style="list-style-type: none"> • The installation and construction of event overlay ▪ Production load-in ▪ Production load-out ▪ The dismantling and removal of site overlay <p><i>This includes the changing of infrastructure between events.</i></p>
5.2 Description of Work/Event	<p>The installation and removal of staging, delay towers, front or house structure, lighting, sound, video, marquees, crowd control barriers and fencing to enable for a festival to take place.</p> <p>The siting of toilets bars and other ancillary infrastructure such as trackway to ensure the site is fit for purpose and suitable for the intended public and workforce capacity of the site.</p> <p>The loading and unloading of vehicles in relation to the festival operation</p>
5.3 Key Dates (start/finish/other)	<p>Key dates for the event are as follows:</p> <ul style="list-style-type: none"> • TBC – Site Overlay • Friday 14th June – Production load-in ▪ Saturday 15th June - Show day & changeover between events ▪ Sunday 16th June – Show Day and Production load out ▪ Monday 17th June – Site breakdown continues ▪ TBC – Site break down complete. Tenancy ends
5.4 Is the work / event Notifiable to the HSE	<p>This work takes place in less than 30 days and is unlikely exceed 500 person days during the construction and de-rig.</p> <p>Therefore, this event is: Not notifiable</p>

5 Planning	
<p>5.5 Ingress & Egress to/from Site</p>	<p>Vehicle Ingress and egress All vehicles will ingress and egress the site production gate located on Cambridge Road. The Site Management team will manage the ingress and egress of vehicles through this entrance</p> <p>Pedestrian Ingress and egress All contractors, staff and visitors will ingress and egress the site via the main car park.</p>
<p>5.6 Site Induction</p>	<p>Contractors working on the event will be sent copies of the site rules and event risk assessment prior to the event. On arrival to the site, staff and contractors will be required to complete the site safety induction with security and sign to confirm they will comply with all relevant H&S requirements. Once the induction is completed team leaders / foremen are to report to the site office before commencing work on site.</p>
<p>5.7 Welfare & Catering arrangements</p>	<p>Toilets, drinking water, hand washing facilities, areas to take shelter during breaks and adverse weather will be provided on site. Catering facilities will be provided on site for all workforce.</p>

6 Arrangements for Safe Working on Site

<p>6.1 Client Contractor Management</p>	<p>All companies with receive a copy of the Safe Working Agreement prior to the event. They will return a signed copy together with the following information:</p> <ul style="list-style-type: none"> ▪ Proof of Public Liability Insurance (minimum) £5,000,000 unless otherwise agreed. ▪ Proof of Employee Liability Insurance (minimum) £10,000,000 unless otherwise agreed. ▪ Company Health & Safety Policy ▪ Event Specific Risk Assessment or Assessments ▪ Event Specific Method Statement or Statements ▪ Any licenses for Plant Operators ▪ Any licenses for Access Equipment Operators
<p>6.2 Electricity</p>	<p>All 3 phase generators to be installed in-line with site plan arrangements.</p> <p>Generators to have in date test certifications.</p> <p>All generators to be earthed in accordance in accordance with BS7430.</p>
<p>6.3 Fire</p>	<p>Portable fire-fighting equipment will be located around the site and suitably signed.</p> <p>Staff will be aware of the fire evacuation procedure and assembly point.</p> <p>The Event Safety Advisor or Site Manager will be responsible for calling the fire service.</p> <p>The site will be kept clear and tidy to reduce combustible materials</p> <p>Smoking will not be permitted on within any structure or enclosed space on site.</p>
<p>6.4 Accidents & First Aid</p>	<p>First aiders will be available on site with first aid kits. Contractors are responsible for ensuring that they have adequate provision for first aid within their team.</p> <p>All accidents, incidents and near misses must be reported to the Site Office.</p>

6 Arrangements for Safe Working on Site

<p>6.5 Lifting Operations (if applicable)</p>	<p>All lifting operations will be coordinated by an appointed person.</p> <p>Lifting plans will be submitted to the Principle Contractor</p> <p>Lifting areas will be restricted to the persons involved in the operation only.</p> <p>Lifting contractors will be via a competent company.</p>
<p>6.6 Noise</p>	<p>Areas of high noise will be designated as mandatory hearing protection zones and areas suitably signed.</p> <p>Hearing protection zones will be designated once all contractor risk assessments have been reviewed.</p> <p>Staff will have hearing protection available for use.</p>
<p>6.7 Overhead Working</p>	<p>Any work being undertaken overhead will have suitable signage in place to warn other contractors. This includes working on the stage when installation, rigging and de-rig is taking place.</p> <p>Staff will ensure that appropriate PPE is in use (i.e. hard hats)</p>
<p>6.8 Plant</p>	<p>Plant will be hired via reputable supply companies.</p> <p>All operators of plant will be required to hold the necessary proof of competence and training, copies of which will be held by the site office.</p> <p>All operators of plant must ensure they carry out pre-use checks of the equipment ahead of its use. Faults are to be reported to the Site Office immediately.</p>
<p>6.9 Temporary Structures</p>	<p>All temporary structures will be provided by competent contractors who have been preselected.</p> <p>Access to structures is forbidden until deemed complete and signed off by the contractor's competent person. Copies of certification will be kept by the Event Safety Advisor for inspection.</p> <p>During construction, the build area will be restricted to those persons building the structure. Clearly signposted and restricted areas will be put into place.</p>

6 Arrangements for Safe Working on Site

6.10 Vehicle Management	<p>Vehicles operations to be monitored by Event Safety Manager and Site Management throughout the tenancy</p> <p>The site speed limit is 10 mph</p> <p>Vehicles to use dipped headlights when moving on site and beacons (where fitted). Hazard lights are not to be used on moving vehicles. Indicators are to be used as normal.</p> <p>Large vehicle, such as coaches and articulated lorries, must not be reversed without the aid of a banks man.</p>
6.11 Vehicle Parking	<p>Vehicles related to the festival operations will be parked at the TBC</p> <p>Workforce parking will be available at TBC</p>
6.12 Working at Height	<p>Any contractor operating at height will be required to ensure a suitable and sufficient risk assessment is in place and staff have been trained appropriately prior to carrying out the work.</p> <p>Suitable and sufficient exclusions zones are to be maintained and signage will be in place to warn others on site.</p> <p>Appropriate fall arrest or work positioning equipment will be in use by trained operatives.</p> <p>Though working in proximity of working at height activities will use suitable and sufficient PPE (i.e. hard hats)</p>

