

EVENT MANAGEMENT HEALTH & SAFETY PLAN

**Event: SIX TREES - PUMOED/RED LASER & SOCIAL SERVICE
EMP**

Version of Document: v1

**Location Address: Ashburton House, Trafford Park Rd,
Trafford Park, Manchester M17 1BN**

Date of Events: Friday 1st April 2022

Time of Event: 21:00 – 06:00

Saturday 2nd April 2022

Time of Event: 21:00 – 06:00

Prepared by: Samuel Oliver, Managing Director

Version Date: Thursday 24th February 2022



1 EVENT OVERVIEW

PUMPED + RED LASER & SOCIAL SERVICE will be a two evening live music event held at Ashburton House in Trafford Park between the hours of 21:00 – 06:00. (01/04/2022 -02/04/2022) & 21:00 - 06:00. (02/04/2022 - 03/04/2022)

On a separate section of the premises at Ashburton House there is a new venue launched this year under the name of Six Trees. Six Trees currently holds a full premises licence operating between the hours of 07:00 - 23:00.

The Event plan is based on the use of Six Trees licensed premises as well as obtaining a temporary event notice on the 1st floor of Ashburton house within the premises. These 2 areas (Six Trees + 1st Floor Ashburton House) are all interconnected within the enclosed fence line perimeter of the premises. This event plans to use room 1 & room 2 on the inside section of Ashburton House.

PUMPED + RED LASER & SOCIAL SERVICE EMP will be comprised of the following elements:

- The event will only be accessible for the ages of 18 years and above. Tickets will be sold online and we expect tickets to be sold out in advance of event day.
- The event will be promoted as ticket only and tickets will only be available on the door if we don't manage to sell out before the day of the show.
- 2 music areas (1st Floor Ashburton House - Main Stage & Room 2)
- 2 licensed bar in 1st Floor Ashburton House till 06.00 in the main room and room 2.
- 1 licences bar in Six Trees area extended through the duration of the event under the TENs notice.
- 1 Food trader Six Trees till 23:00
- 1 DJ Stage in each area (Six Trees Bar entertainment finishes at 23.00)
- 1 Chill out seated area (outside) in Six Trees bar will double as smoking area for the duration of the event.
- Live entertainment in each area room 1 & room 2
- Adequate toilets in each area (as per purple guide)

2 CAPACITY MANAGEMENT

- **480** Tickets will be available on sale for the event.
- 499 will be the maximum number of attendees within any one licensable area at any one time.
- This will be managed by security clickers at the crossover section between each licensed area.
- As mentioned in the event overview each section will be evenly matched in regards to infrastructure, production, and entertainment (all as per the purple guide)

3 SECURITY & STEWARDING

- **5 Star** security will be appointed for the event.
- The security team have already attended a successful event at the site and we have chosen to stick with this team as the event was professionally run and the team are now familiar with the site.
- At least 5 SIA Security will be present at the event at all times. If low ticket sales are realised the capacity may be reduced to 400 and one of the security team would be dropped. If this is the case the 400 capacity would then be the maximum number of patrons allowed to enter site.
- Security will manage entrance gate including, ID checks, bag searches, strict zero tolerance drugs policy, discretion of entry and covid:19 measures.
- Pedestrian barriers will be set up to assist Primary Security with safe ingress and egress strategy.
- Security will also manage egress to ensure the safety of our attendees, the late night egress plan was trialed on the 29th January event and we have put additional measures and time constraint in place to constantly improve on our egress plan to ensure the safety of our patrons exiting the venue late at night in an industrial area.
- Site specific Ingress & Egress plans will be submitted to Trafford Council with next version of the EMP.
- No alcohol is to be taken off site

4 ORGANISER'S HEALTH & SAFETY STATEMENT

This Health and Safety Plan has been prepared by GVE Limited. It is the intention of GVE Limited through their organisation of this event to:

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

Arrangements for planning and organising this event and the standards for the provision of services are in accordance with HSG195 The Event Safety Guide (commonly known as the Purple Guide), the Health and Safety at Work Act 1974, and the Regulatory Reform (Fire Safety) Order 2005, Managing Crowds Safely.

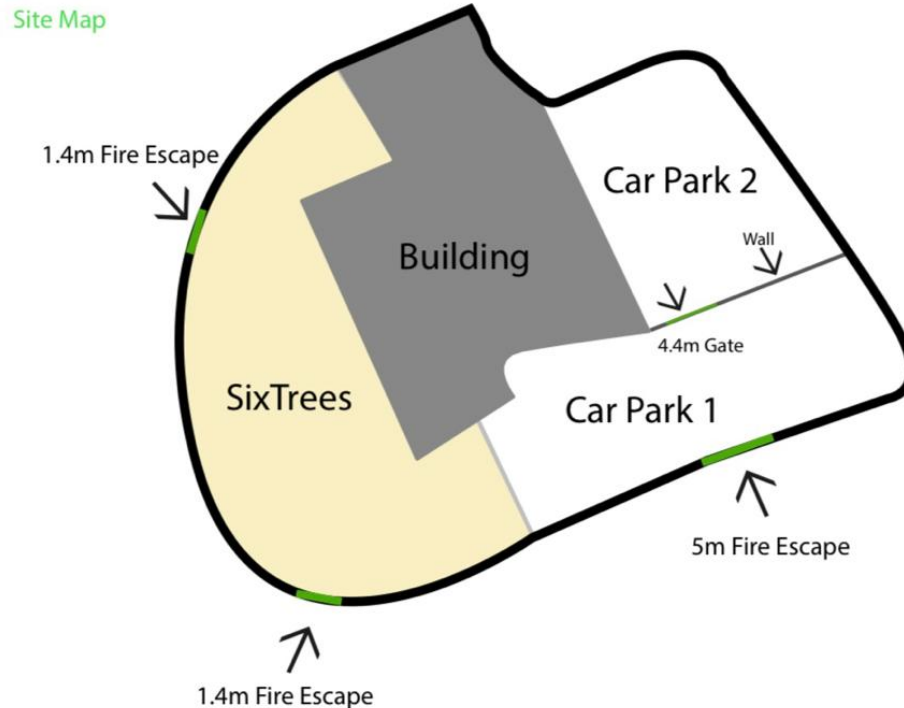
- Provisions in the Event Safety Guide (Purple Guide)
- GVE Limited events management team
- Key learnings from previous events.
- Risk assessments for all suppliers will be collated and scrutinised by the event management team.

5 INSURANCE

All contractors working on the event will be required to provide evidence of public liability insurance. In addition, GVE Limited will provide Trafford Council with a copy of their own public liability insurance.

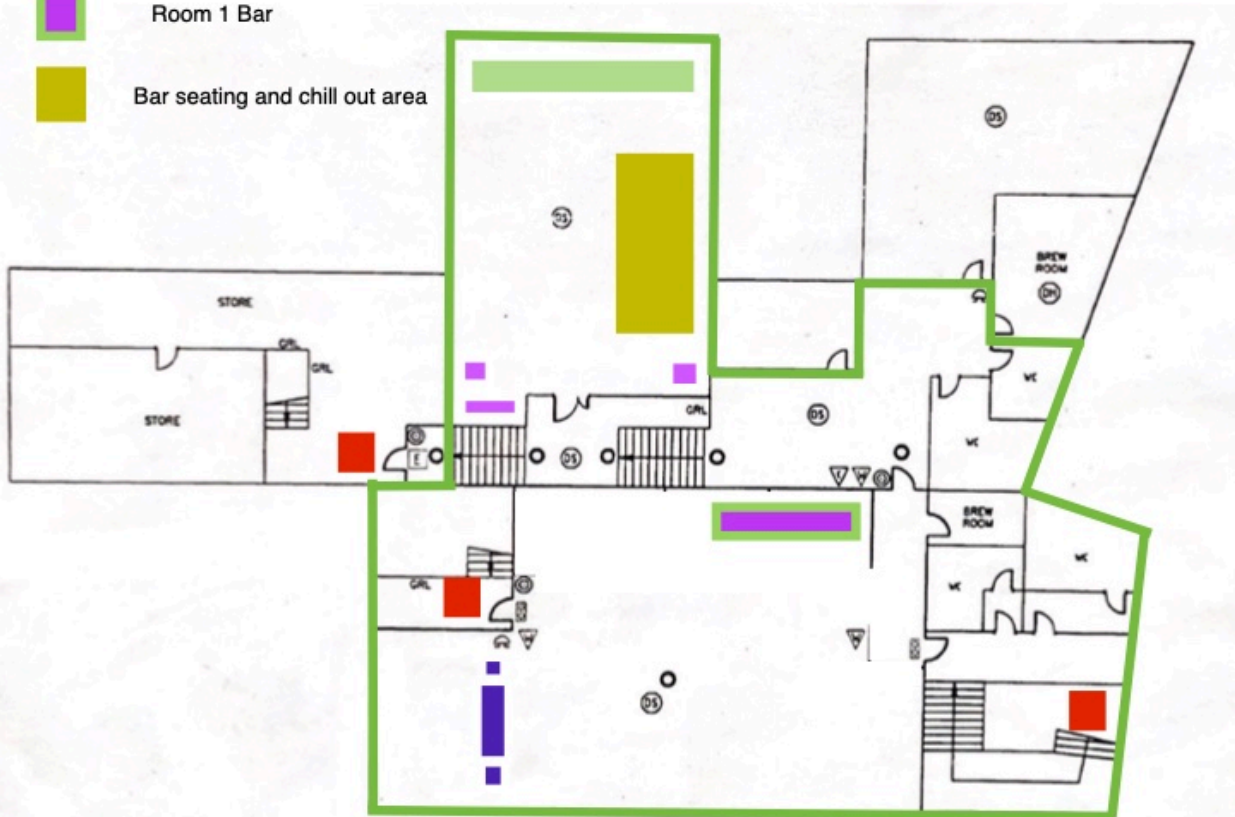
I can also confirm CCTV has been fitted to the key areas of the internal parts of the building being used this has been extended to the room 2 area of the venue.

6 SITE PLAN



- The layout of the site showing the outside areas and access, also the first floor area proposed for the TEN's on the next page.
- - The area in yellow is the area in which SixTrees licensed premises operates between the hours 07:00 - 23:00. SixTrees will be open as normal on the day of the event and will then serve as a smoking area with an extended bar licence for the duration of the event to assist with cues and better flow of the event.
- There is no wall or divide between the SixTrees area and Car Park 1 meaning a much safer level of fire escape.
- The event will be plastic only with all glass used for the six trees bar being stopped from 21.00.

- First floor event space outlined
- Fire exits from first floor
- WC First Floor Toilets
- Room 1 DJ Stage + Sound System
- Room 2 DJ Stage + Sound Sytem
- Room 2 Main Bar
- Room 1 Bar
- Bar seating and chill out area



7 PRODUCTION SCHEDULE

PRE - PRODUCTION

THURSDAY 30th MARCH

Bins and Stock Delivered
Bar Build & Event Set up.

EVENT

FRIDAY 1st APRIL

12:00	Samuel Oliver, Tashadean Wood on site. Position toilets & bins.	SixTrees
12:00	Neuron Audio on site sound check	Neuron Pro Audio
12:00	Audio, Lighting & Equipment set up	Neuron Pro Audio
12:00	Heras Fencing & Pedestrian Barriers set up	SixTrees
13.00	Bar staff briefing	SixTrees
13.30	Bar set up & Fridge Stocking	SixTrees
20:30	Security arrive on site, Including 2 first aiders	5 Star Security
20:30	Security & Steward Briefing	SixTrees / 5 Star Security
21:00	Event Live	
23:00	Noise Checking	Neuron Pro Audio
01:00	Noise Checking	Neuron Pro Audio
06:00	Music Off	SixTrees/Neuron Pro Audio
06:00	Security to start evacuating site and ensure safe exit strategy is delivered for egress.	5 Star Security
06:30	Event Close	
06:30	Breakdown begins, site closed off once everyone evacuated. Internal and external clean on surrounding areas of premises	
07:00	Off site.	

7 PRODUCTION SCHEDULE

EVENT	SATURDAY 2 nd APRIL	
12:00	Samuel Oliver, Tashadean Wood on site. Position toilets & bins.	SixTrees - Hit&Run
12:00	Neuron Audio on site sound check	Neuron Pro Audio
12:00	Audio, Lighting & Equipment set up	Neuron Pro Audio
12:00	Heras Fencing & Pedestrian Barriers set up	SixTrees
13:00	Bar staff briefing	SixTrees
13:30	Bar set up & Fridge Stocking	SixTrees
20:30	Security arrive on site, Including 2 first aiders	5 Star Security
20:30	Security & Steward Briefing	SixTrees / 5 Star Security
21:00	Event Live	
23:00	Noise Checking	Neuron Pro Audio
01:00	Noise Checking	Neuron Pro Audio
06:00	Music Off	SixTrees/Neuron Pro Audio
06:00	Security to start evacuating site and ensure safe exit strategy is delivered for egress.	5 Star Security
06:30	Event Close	
06:30	Breakdown begins, site closed off once everyone evacuated. Internal and external clean on surrounding areas of premises	
07:00	Off site.	

8 ROLES AND RESPONSIBILITIES

Samuel Oliver, Event Manager

- Project manage the delivery of the event
- Ensure safe and proper management of the event
- Produce the Event Management Health and Safety Plan
- Conduct risk assessments for the event
- Decision making on emergency situations and evacuations
- Apply for necessary licences for the event to take place
- Procurement of competent and appropriate suppliers
- Requesting evidence of supplier and staff competence of personnel carrying out safety critical operations
- Oversee build and de-rig of the event
- Oversee health and safety
- On-site briefing of all production staff and production contractors
- Site co-ordination of production contractors during the build and breakdown
- Monitoring the activities of production contractors to ensure that the safety procedures and control measures documented in safety policies and risk assessments are followed
- Oversee all other roles during the event
- Assist emergency services with access onto site
- Obtain documentation from traders with a copy of the following for each food/drink trader:
Public liability insurance
- Evaluate the success of the event

8 ROLES AND RESPONSIBILITIES - CONTINUED

Samuel Oliver, GVE Limited, DPS

- Designated Premises License Holder
- Ensure safe and proper management of the event
- Ensure sale of alcohol guidelines are met and adhered to.
- Manage and supervise bar operations
- Conduct risk assessments for the activities.

Tashadean Wood, SixTrees, Marketing / Venue dressing

- Ensure that the event is well and appropriately marketed
- Deliver customer communications ahead of the event, informing them of the current localised restrictions and event rules, to ensure a safe well ran event.
- Provide Trafford Council with attendee analytics data ahead of the event
- Venue dressing

Jonny , Neuron Audio, Sound & Lighting technician

- Provide staging, audio, lighting & equipment
- Ensure all Technical Riders are met.
- Manage all sound checks
- Liaise with SixTrees on noise management

8 ROLES AND RESPONSIBILITIES – CONTINUED

Adam, 5 Star Security

- Staffing the entrances, exits, licensed area and other strategic points at the venues
- Brief staff to remain on staffing the exits in the event of a major incident to aid the safe and swift egress of members of the public.
- Providing identifiable dress for staff
- Briefing staff on the event timetable, site layout, emergency procedures and other relevant site specific information
- Ensure appropriate bag checks are carried out
- Investigating and reacting to any disturbances or incidents
- Respond to emergencies
- Liaison with the emergency services in the event of an emergency
- Complying with all relevant health and safety legislation and in particular follow the guidelines laid out in the Purple Guide.

5 SIA badged door supervisors will be provided between 21:00 and 06:30

9 LOGISTICS

Power

Existing power will be provided on site, no need for generator.

Parking and Access

There is no on-site parking for customers attending the event. As part of the marketing and promotion of the event, customers will be encouraged to use public transport. There is a tram station less than 1 minute walk from the venue. Local taxi firms are also informed ahead of time that there is an event on with a large egress at specified times.

10 LOGISTICS - CONTINUED

Entrance Management - Access / Egress

- SIA trained stewards will be on each entrance to the licensed area
- To access the event you must hold a ticket or you will be charged a door entry price.
- Security will conduct ID checks to ensure no under 18's enter the event.
- Any person judged to be heavily under the influence of alcohol or drugs will be removed from the event.
- We will be erecting exit barriers for the end of the event so that all patrons are directed out of the main site gate behind a barrier and onto next doors open car park space. We will be notifying local taxi companies that we will have a large egress in the area at the end point of the gate and the security team will be kept on to manage this pick up point and ensure that revellers are safe from large moving traffic in the industrial area.

Signage

Conditions of entry will be displayed at the entrance to the licensed area. Conditions will include:

NO DRINKS BEYOND THIS POINT

EVENT ORGANISERS RESERVE RIGHT TO REFUSE ENTRY

ZERO TOLERANCE DRUGS POLICY

TOILET DIRECTIONAL SIGNAGE

Food Safety

All food traders are to carry relevant certificates of food standards and public liability insurance.

First Aid

First Aid and medical provision will be as per the below schedule:

2 x Six Trees will provide two members of welfare staff who are fully first aid trained and provided by "well safe" a professional company specialising in event welfare. We have had interviews and site visits with their organisers and are happy that they will be able to provide a full and comprehensive welfare service to take care of our patrons as we are not on in a built up area and emergency services response may be longer than usual in case of any emergencies.

Disabled Access

The site is hard standing and flat within SixTrees licensed premises. There is no disabled access to the first floor of Ashburton house and this will be made clear at point of sale for tickets to the event.

11 NOISE MANAGEMENT PLAN

SHOW TIMES

The events will take place on both Friday 1st April & Saturday 2nd.

Sound Checks will be performed between: 21:00 – 06:00

Regulated entertainment will take place between: 21:00 – 06:00

LOCAL RESIDENTS

There is no residential housing within close proximity of the venue. The closest residential area identified is at Media City 1.1km from site.

AUDIO LEVELS

- Audio will not exceed 75dB(A) at any nearby residences over a 15 minute LEQ reading
- During the morning of the event a sound propagation test will be carried out to ensure that this event is operating in line with the Acoustic Assessment.

SETUP / DERIG TIMES

- Erection, dismantling and cleaning operations using machinery will be kept to reasonable operating hours so as not to cause unreasonable disturbance to local residents.

NOTIFICATION

Before the event a written notification will be sent to any residences and businesses bordering the venue.

SOUND SYSTEM DESIGN

- The sound system and other noise sources shall be positioned so as to minimise noise disturbance.
- Sound tests shall be carried out in conjunction with the local authority's environmental health team, if the local authority deems necessary.

DISPERSAL

- We will be erecting exit barriers for the end of the event so that all patrons are directed out of the main site gate behind a barrier and onto next doors open car park space. We will be notifying local taxi companies that we will have a large egress in the area at the end point of the gate and the security team will be kept on to manage this pick up point and ensure that revellers are safe from large moving traffic in the industrial area.

RECORD OF COMPLAINTS

- A written record of any complaints to the event organiser's will be recorded and shared with the local authority.

12 MONITORING

Health, safety and welfare arrangements will be monitored as follows:

The Event Manager & Site Manager shall scrutinise safety policies and risk assessments of contractors and raise any areas of concern prior to the build-up of the event.

The Event Manager and Site Manager shall conduct inspections during the build-up of the event to ensure compliance with this safety plan and the control measures documented in risk assessments.

The Event Manager and Site Manager shall conduct an inspection of the site when the production works are complete to ensure compliance with this plan and to identify any uncontrolled hazards.

The Event Manager and Site Manager shall monitor the activities of all contractors throughout the build-up and break down and enforce compliance with this plan and the control measures documented in risk assessments.

The event log and accident book shall record all incidents and accidents during the event. The organisers shall review these after the event to assess the level of incidents and accidents.

13 TRAFFIC MANAGEMENT

- The speed limit for the venues is 5mph.
- All vehicles entering the site will be stewarded by the Event Manager.
- Vehicles accessing site will be given strict instructions for loading during setup and de-rig.

14 EMERGENCY SERVICES

The emergency services will be notified of the event as part of the TEN application process at which point consultation may take place.

15 FIRE SAFETY

- Local Fire Brigade to be notified regarding the event
- There are three fire exits from the first floor event space leading down and out of the building to SixTrees decked area and the carpark areas shown in the site plan.
- There are 3 routes off the site shown on the site plan:
 - 1 x 1.4m wide exit (top end of SixTrees)
 - 1 x 1.4m wide exit (bottom end of SixTrees)
 - 1 x 5m wide exit (in Car Park Area 1)

There is no obstruction between the SixTrees area and the Car park, therefore there is free movement between each section, meaning attendees can easily evacuate through either SixTrees or the Car Park regardless of the area they are in.

- Access for a fire engine will be via Trafford Park Road.
- Stewards will be briefed to assist with manning exits and facilitating the swift egress of the venue in the event of a major incident.
- Fire extinguishers will be on site
- No petrol generators will be allowed on site
- Exit and directional signage to be in place for all exits
- Full risk assessment to be provided.
- Muster point to be confirmed.

16 EVACUATION PROCEDURE

If the incident becomes sufficiently serious the Event Manager shall order an evacuation of the appropriate area. The following steps will be taken:

- Security and production staff will be instructed that the area in question is to be evacuated.
- Staff will direct audience to the nearest safe area to await further instruction.
- The Event Manager shall contact the emergency services.
- Production staff should turn off sound equipment and screen.
- Catering operations will cease.
- The event team and security staff will advise the public to vacate the venue
- Security and Staff will direct attendees to designated safe spot outside of the venue
- The emergency services will take control of the emergency situation and will instruct the Event Manager of any further course of action.

Security Alert

All stewards and security staff should be vigilant for unattended packages, equipment and vehicles. Any suspect items should be reported to the Event Manager.

Event Incident Log

The Event Manager shall make a log of incidents which occur during the events and report as appropriate (to local authorities, RIDDOR etc).

SUPPORTING DOCUMENTS :

Covid Compliance Risk Assessment

Event Risk Assessment

Fire Risk Assessment