

EVENT MANAGEMENT PLAN

LOVE PARKS LOVE LIFE

PARK OF NATIONAL LOVE PARKS WEEK



ABBAY GROUNDS FAMILY FUN DAY

SATURDAY 14 JUNE 2008

SPONSORED WALK 10.00AM – 11.00AM

MAIN EVENT 11.00AM – 4.00PM

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10.06.08

FINAL

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EVENT MANAGEMENT PLAN ABBEY GROUNDS, LOVE PARKS LOVE LIFE

1.0 General Information

1.1 Introduction, Love Parks week

The Love Parks campaign is organised by parks charity GreenSpace and aims to raise awareness of the role that parks can play in improving the health of children. Last year, Love Parks Week was celebrated by 300 park events and attracted over 250,000 people to their local parks; this year looks set to be even bigger, with fun and active events for families taking place in parks across the country.

Leicester is hosting a regional event on Saturday 14th June (11am-4pm) to mark the national celebration of parks and green spaces. There will be something for everyone at the Love Parks Week fun day with sports, gardening, history, environmental and play zones throughout the award-winning Abbey Grounds, see Appendix 1 for site plan.

Highlights at the Abbey Grounds event include a beach, Punch and Judy Show, mini-Wimbledon, climbing wall and soccer shoot-out, Medieval games and archaeological dig, gardening advice, and make a bird box workshop or try out some woodland crafts and much more. A stage will provide entertainment (see Appendix 2) and refreshments will be available.

1.2 Abbreviations

The following abbreviations are used in this Plan:

LCC	Leicester City Council
EC	Event Control
EMP	Event Management Plan
APG	Abbey Park and Grounds
AP	Abbey Park
AG	Abbey Grounds
PH	Park House

1.3 Purpose of the Event Management Plan

- 1.3.1 This plan has been developed by Parks Services, Regeneration & Culture of LCC and is intended to outline the arrangements, emergency procedures and control measures that are intended to be used during the Abbey Grounds, Love Parks Love Life event on Saturday 14 June 2008.

1.4 Distribution of the Event Management Plan

The EMP is confidential and will be distributed to all the key agencies and personnel involved in the planning of the Event taking place, to ensure full understanding of the Event and its management procedure.

1.5 Abbey Park Road and St Margarets Way

Abbey Park Road and St Margarets Way are the only two roads that are immediately adjacent to Abbey Park. St Margarets Way provides a key link between the outskirts of the City to the inner ring road and is a busy main route into the City from North. Abbey Park Road is partially residential and links to the other busy main route from the north of the city. Both roads have busy industrial and commercial links, but provide no external facility to compliment the parks facilities.

1.6 Abbey Park and Grounds

Abbey Park and Grounds are separated by the river soar which runs through the middle of the facility. The site is considered more than adequate to contain the expected number of approx 5,000 people for the event. Any access/egress issues associated with bottle-necks for people using the entrances are avoided with no admission fees and the park being accessible at all times with no restrictions.

1.7 Site Restrictions

No canopies, barbecues, motor vehicle free zone over the course of the event.

1.8 Identity Badges

All event personnel involved in any official capacity with the Event will have an official identity badge, which must be worn at all times. Special passes, issued by LCC, will be available for restricted access. Event personnel will also be issued with a reflective waistcoat for clearer identification.

1.9 Event Control

Event Control will be based next to the main stage.

2.0 BACKGROUND INFORMATION

2.1 Event Infrastructure

2.1.1 Traffic Management

Due to the anticipated number of visitors to the event, there will be no traffic regulation orders in place as part of the event.

2.2 Park Closure

2.2.1 Abbey Park and Grounds will not be affected by the event, with the earlier sponsored walk being easily accommodated within its boundaries.

2.2.2 Event vehicles accessing the site as part of the set up will be closely managed with a 5MPH speed limit within the site.

2.3 Parking Restrictions

The usual parking restrictions will be in place in the vicinity of the Park . Car parking is available on the pay and display car parks at Slater Street and Abbey Park Road. The car park at the Pets Corner entrance will be reserved for disabled parking.

2.4 Public Transport

2.4.1 Public Transport will operate on a normal Saturday service.

2.5 Event Responsibilities

An organisational chart showing the structure of the Event personnel and supervisory staff is shown in **Appendix 3**.

2.6 Public / Employers' Liability Insurance

Public and Employers' Liability insurance is covered by LCC. Public Liability is to a value of £50 million and Employer's Liability is to £5 million

2.7 Event Attendance

2.7.1 It is estimated that there will be in the region of up to 5,000 people attending the event. This has been based on estimations of previous events. The Event will attract mainly family groups and is free and open to all. It is anticipated that the majority of visitors will come from Leicester and the surrounding region.

2.7.2 The number of event personnel, stewards and emergency provision has been considered in consultation with the LCC Festivals and Events unit. If the amount of visitors exceeds the management plans estimates crowd control measures will be implemented. The park can absorb to approx 50,000 people in any one day without cause for concern.

2.7.3 There will be stewards and other staff on duty with the event.

2.8 Other Known Events on the Day

There are no other known events on in the City for the period of the event.

3.0 COMMUNICATIONS

Effective communication is the key element if an event is to run smoothly and safely. This includes the general operational management of the event, dealing with health & safety and welfare and communicating effectively in the event of a major incident.

3.1 Event Control

3.1.2 EC including information point will be located at the Parks Services stand next to the main stage.

3.1.3 Overseeing the management of the Event will be undertaken in EC, whose function is to oversee the smooth running of the Event and to deal with any incidents that may arise.

3.1.4 A full record of the Event will be maintained in EC. All incidents will be recorded by relevant key personnel on form SO2; Accident, Attack and Reportable Diseases Form. In addition, other incidents will be reported to the relevant agencies as necessary; Police, Fire Service, EMAS, St Johns Ambulance and SES.

3.1 Communication with Police Base

3.2.1 Police will be contactable through the normal systems ie. Telephoning 2222222 or 999 as necessary. All contact will be co-ordinated through EC.

3.3 On Site Communications

On site communications will be initially via radio contact and secondary contact will be via mobile phone with all stewards and security being provided with on of each. A copy of the communication contact sheet and radio cards and mobile phone numbers will be issued to all staff at the daily briefing each morning. **Appendix 4** gives event contact details.

3.4 Communication with the Crowd

3.4.1 The main means of communication with the crowd will be via the static public address systems situated on the stage. All systems will be tested before the Event.

3.4.2 In the event of an emergency in the area of the stage the sound system on the stage could be used for the purpose of relaying emergency messages to the crowd in the vicinity of the stage. This system only has a limited range and would only be of any use in the immediate stage area. Hand-held megaphones will also be available at strategic points situated around the park for ease of access by designated stewards.

3.4.3 The stage system will be available at all times during the event. The system can be activated by contacting the EM, who will liaise with the Stage Manager with regards to the use of this system.

3.5 Emergency Communication

3.5.5 Communication with the emergency services will be via mobile phone / landline

3.5.6 Any emergency messages to advise visitors of incidents will be relayed through the local radio stations to broadcast details as necessary.

3.6 Marketing

The event will attract an element of media coverage via radio and newspaper. There is a website, which will give information about the event

and any necessary arrangements for car parking, public transport and also traffic information. This will be accessible at www.leicester.gov.uk/parks

Street banners on Abbey Park Road and St Margarets Way will promote the event,

4.0 EVENT MANAGEMENT

4.1 Roles and responsibilities of key Event Personnel

On Site Staff

Event Co-ordinator	Denise Jarvis
Security Co-ordinator	Kevin Southerill
Site Co-ordinator	Mark Harding
Event Control	Kelly Hatfield/Stewart Doughty
Finance/PR	Stewart Doughty

For event staffing detail and event staff roles see **Appendix 3**.

Event Co-ordinators

Play Zone	Denise Jarvis
History Zone	Penny Cooper
Garden Zone	Mick Eaton
Environment Zone	Adrian Lane
Sports Zone	Barry Ingram/Anita Robinson
Mini Wimbledon	Gary McMillan
Multi Agency	Stefan Cabaniuk

5.0 TRAFFIC MANAGEMENT

5.1 Road Closures

Abbey Park Road will be open to all vehicles as normal.

5.2 Car Parking and Public Transport

- 5.2.1 There will be only visitor Disabled Car Parking in Abbey Grounds car park for the duration of the event. Car parking restrictions around the park will be implemented as part of the traffic management plan.
- 5.2.2 Only pedestrian 'foot' access will be available to people entering the park during the event.
- 5.2.3 Pay and display car parking for 200 cars is available at Slater Street car park and Abbey Park Road car parks.

5.3 Emergency Access

- 5.3.1 The emergency access requirements to the park are designated through the main entrances by the play area entrance and the main entrance on Abbey Park Road. The most suitable point of access relating to a particular incident will be advised to emergency service upon contact.

6.0 HEALTH, SAFETY AND WELFARE

6.1 First Aid

Parks staff at the event will be qualified First Aiders.

6.2 (EMAS)

- 6.2.1 East Midlands Ambulance Service is providing one crewed ambulances and two ambulance officers.
- 6.2.2 The ambulance will be fully equipped with two-way radio communication, which will connect the vehicle with central Ambulance Control. This equipment also enables direct communication between the ambulance and the local Accident and Emergency Department.
- 6.2.3 If the vehicles has to leave the site to evacuate a casualty to hospital, further ambulance support can be provided (dependent of the level of emergency demand being made on the Service at that time) from within the NHS operational resources to ensure that full and satisfactory ambulance cover is maintained whenever practically possible. The ambulance crew will have been trained in accordance with the requirements of the institute of Healthcare and Development for Ambulance Technicians and Paramedics and will be proficient in the operation of ambulance equipment.
- 6.2.4 The designated hospital is the Leicester Royal Infirmary, which is situated approximately one mile from the Event.

6.3 Risk Assessment.

See Appendix 5 for the event risk assessment.

6.4 Information and Welfare

6.4.1 LCC will provide signs to clearly indicate the primary exits and the availability of services and facilities such as toilets, first aid, lost children and the meeting point. Information points will be available to give necessary detail as is deemed relevant at the event. A site map will be available free of charge to visitors.

6.4.2 The Parks Services information point will be based next to the main stage.

6.5 Lost Persons (adults)

People who become separated from their group will be advised to wait at the Parks Services stand. Periodic messages will be relayed from the stage and Radio broadcasting advising people who have lost members of their party to wait at the meeting point.

6.6 Lost / Found Children

6.6.1 Two Stewards should escort lost children to the Lost Child Unit, situated next to the information point. This will be available the duration of the event. At no time should a single steward escort a child. If at any time a child is reluctant to go with a parent, a second opinion will be sought from EC. The Lost Child Unit will be staffed by qualified crèche/play workers from LCC.

6.6.2 Upon arrival at the Lost Child Unit, a Lost/Found Form should be completed. The Lost Child Unit should retain a copy of the form and inform EC, which will take the details and inform relevant personnel of the lost child. The LCC Lost Child procedure will be adhered to at all times.

6.6.3 No announcements should be made over the PA system with the details of a lost child at any time.

6.7 Lost/Found Vulnerable Persons

In the event of a lost/found vulnerable person, the person will be escorted to first aid by two stewards. They will then be collected and the matter will be dealt with by the police.

6.8 Lost / Found / Stolen Property Point

Any lost property should be handed in to EC. Details will be taken and the property stored prior to transfer to Mansfield House Police Station if it remains unclaimed.

6.9 Fire

LCC is to position appropriate fire extinguishers within the event site.

6.10 Policing

Support from Leicestershire Constabulary has been sought throughout the event planning process.

6.11 Noise

6.11.1 The Stage Managers will have the responsibility to liaise with Sound Control to monitor the sound level, to ensure this will not present a risk to hearing of those who are working at the event and also to the audience. Ear protectors will be available for all event personnel working in the vicinity of the stage.

6.12 Public telephones

A public telephone is available on Abbey Park Road. In addition, the majority of attendees of the Event will possess a mobile telephone for communication purposes.

6.13 Accident, Attack and Reportable Diseases

Any incidents should be reported to the nearest steward, who will radio for a first aider. First aiders will complete their own organisation's incident forms. EC will also fill in LCC's 'Accident, Attack and Reportable Diseases' form at the time of the incident. These forms must not be completed by the injured person. The first aiders will provide a summary of incidents logged at the end of the event.

6.14 Toilet Provision

Public toilets are available on the park by the visitor centre and on the grounds under the café. Temporary toilets are also situated adjacent to the play area on St Margarets way.

6.15 Litter Clearance

6.15.1 Litter clearance will be carried out by LCC's gardening staff throughout the course of the event.

6.16 Site Check

6.16.1 Approximately 2 weeks prior to the Event, event personnel will make a check of the site, to ensure that all furniture, paths and roads are in good condition.

6.16.2 AP&G will have a full inspection 2 weeks prior to the Event.

6.16.3 A full health and safety inspection will take place prior to the event opening on the Saturday.

7.0 STEWARDS AND SUPERVISORS

7.1 General

7.1.1 A staff briefing will take place prior to the event opening.

- 7.1.2 LCC as the event organiser is responsible for crowd management and safety.
- 7.1.3 All stewards will be issued and wear identity badges and yellow reflective waistcoats.
- 7.1.4 All stewards will be instructed to report any incidents that may endanger public safety direct to EC.

7.2 Clothing

LCC personnel:

Yellow reflective waistcoats with 'Event Staff' clearly marked, blue polo/sweat shirts with Parks logo.

8 Entertainment

- 8.1 A list of all attractions featured on the park, including contact points are found in ***Appendix 2***.

9.0 CONTINGENCY ARRANGEMENTS

The following is a list of contingency arrangements, which could be activated in the event of an emergency.

9.1 Cancellation of Event

A pre-arranged meeting, if required, will take place. The meeting should be attended by the Parks Services events forum representatives. Contingency arrangements for publicising the cancellation have been agreed in the events forum meetings and local media sources identified.

9.2 Adverse Weather

A long-range weather forecast will be obtained for the day to monitor the weather conditions for the Event. If adverse weather conditions are forecast, a meeting could be set up by the Event Manager to discuss the implications of this on the Event.

10.0 EMERGENCY ARRANGEMENT

10.1 Full or Partial Evacuation

Evacuation of the event site via the 2 exits onto St Margarets Way, 1 exit on Abbey Park Road, 2 onto the riverside walk and 1 over the bridge into the Abbey Park.

10.2 Emergency Press Procedure

To be undertaken as necessary by the Parks Manager.

11.0 Full Debrief

This meeting will be taking place at the next arranged Parks Services events forum at Park House Abbey Park. Recommendations are made for future events of this nature. Strengths and weaknesses are also considered. This also gives all representatives an opportunity to give their personal feedback.

In co-ordination with the Event Planning Team this document was compiled by:

Stewart Doughty Parks Manager

Denise Jarvis Event Co-ordinator and Senior Parks Officer

Site Plan



Entertainment and Programming list

<u>Time Slot</u>	<u>School / Group</u>	<u>Contact</u>
11.00am	Netherhall Baton Twirlers	Monica
11.30am	Abbey Primary School	Claire Geering
12.00 noon	Fosse Primary School	Steve Boyce
12.30pm	Gospel Choir	Mark Anderson / Ella
13.00pm	English Martyrs	Jon O'Neil
13.30pm		
14.00pm	St Barnabas Primary Sch	Sue Pool/Mrs Palmer
14.30pm	Gospel Choir	Mark Anderson / Ella
15.00pm	Kids to entertain you	Ruth Wragg
15.30pm	Brighterside of suffering	Jon O'Neil
16.00pm	Finish	
8am - 4pm	Fox Radio-Take over Radio	Scott McLaren/ Tom

Appendix 3

Staffing Detail

<u>Name</u>	<u>Area</u>	<u>Time</u>	<u>Mobile Number</u>
Kelly Hatfield	Event Control	10.30am - end	
Stewart Doughty	Press & Media	7.30am - end	07785 728369
Denise Jarvis	Sponsored Walk/ Event coordination New Rose Gdn/Laura Centre	7am -End	07970 908 130
Mark Harding	planting	7am - End	07970 233309
Kevin Southerill	Security / vehicle parking Grounds	7am - End	07967 810 310
Mark Jordan	Event Yellow Pass Parking Grounds	7.30am - End	07800 689341
Andy Dhillon	Play Area	7.30am - End	07970 233317
Stefan Cabeniuk	LPW Marquee Pk & Friends Groups	7.30am - End	
Jane Essex	Park House Enquiries	9.30am - 5pm	07800 689 344
Phil Fletcher	Event Yellow Pass Parking Grounds	7.30am - End	
Steve Cherry	Team Leader Grounds Maintenance	7.30am - 5pm	
Bob Tomlinson	Grounds maintenance New Rose Gdn/Laura Centre	7.30am - 5pm	
Tony Page	planting	7.30am - 5pm	
Dave Cutler	Sweeper/ Grounds Maintenance	7.30am - 5pm	
Paul Wilmott	Toilets	7.30am - 4pm	
Andy Tipper	Staff Parking / Grounds maintenance	7.30am - 5pm	
Penny Cooper	History Zone	7.30am - End	07800 689 347
Ken Purnell	Floating Maintenance, H&S	7.30am - 5pm	07970 233315
Gina Ward	Mini Wimbledon Zone	TBC	
Gary Macmillan	Mini Wimbledon / Event Coordination	8am - 5pm	07967 809 677
Johnny Chauhan	Mini Wimbledon	9am - 5pm	07976 348059
Dave Essex	Sponsored Walk Main stage support	9.30am - 5pm	07800 689 345
Mick Eaton	Garden Zone	7.30am - 5pm	07752 507 859
Barry Ingram	Sports Zone coordination	8am – 5pm	07973 825 027
Alan Brown	Sports Zone	7.30am - 5pm	07800 689 348
Phillip Brown	Sports Zone	9am - 5pm	07976 348 023
Wayne Walker	Sports Zone	9am - 5pm	07973 824 638
Ahmed Faraji	Sports Zone	9am - 5pm	07971 606297
Andy Hubbard	Play Zone	9am - 5pm	07800 689 346
Adrian Lane	Riverside Zone coordinator	8.30am -5pm	07831 141 879
Stuart Marbrook	Floating & Radio Leicester Garden time		?

Appendix 4

Radio Contact details

Name

Kelly Hatfield

Stewart Doughty

Kevin Southerill

Mark Jordan

Stefan Cabaniuk

Steve Cherry

Gary Macmillan

Mick Eaton

Barry Ingram

Adrian Lane

Tom (Take Over Radio)

Spare Unit

DEPT./SECTION: Parks Services

WORK ACTIVITY: Love Parks, Love Life Event

ACTIVITY LOCATION: Abbey Grounds

EMPLOYEES/GROUPS: Parks Services & various stakeholders

MANAGER RESPONSIBLE: Stewart Doughty, Parks Manager

ASSESSOR (Print & Sign): _____

DATE: 07 June 2008

RISK RATING/CATEGORY:

Likelihood of Adverse Effect		+	Severity Of Injury/Damage		X	Frequency of Activity/Occurrence		=	(RISK RATING)	Risk Category (H,M or L)
Remotely Possible	1	+	None	1	X	Very Rare	1	=		
Possible	2		Minor	2		Infrequent	2			
Probable	3		Major	3		Occasional	3			
Likely	4		Fatality	4		Frequent	4			
Certainty	5		Multiple Fatality	5		Daily	5			

RISK CATEGORIES:

Risk Rating:	1-8	L : LOW RISK	To be reviewed at regular intervals for any changes
Risk Rating:	9-30	M : MEDIUM RISK	Further action must be considered to lower the risk
Risk Rating:	31-50	H : HIGH RISK	It may be necessary to stop the work activity immediately until the risk is eliminated or reduced to an acceptable level

Work Item, Activity, Process, Operation	Description of Hazard.	Uncontrolled				Safety Control Measures in place to eliminate Hazard or control Risk. (State, and/or refer to procedure(s))	Residual				Action needed/Notes/Comments: (State who and when)
		Likelihood	Severity	Frequency	Risk Category H, M, L		Likelihood	Severity	Frequency	Risk Category H, M, L	
Crowd Pressure	Tripping, falling, crushing	2	4	5	M	Event subject to through planning by the Parks Services Events Forum and the formation of the events management plan. Site carefully managed to ensure facilities are evenly spread to prevent congestion. Parks Officers and stewards available on site to monitor crowd movements. Use of on site radio and PA system to disperse crowds pressure if required. Close gate access and evacuate as per management plan.	1	4	5	M	On going awareness and surveillance from Parks Services staff during event.

Catering outlet	Fire	1	3	5	M	<p>City Catering to have own risk assessments.</p> <p>Staff to be fully trained .</p> <p>Fire extinguishers/fire blankets provided.</p> <p>Evacuation procedure in place to evacuate marquee.</p> <p>Mobile tel on site to call emergency services if required.</p>	1	2	5	M	
Self-guided tours of the Leicester Abbey Ruins	Slips, trips and falls	2	2	2	L	Alert all who take part of uneven floors and steps throughout the tour.	1	2	1	L	Park Officer to check tour area for loose features, hazards and broken glass before start of the event.
Stage & performance arena	Tripping, falling, crushing	2	4	5	M	<p>Stage program managed to ensure performances are evenly spread to prevent congestion in front of stage area.</p> <p>Parks Officers and stewards available on site to monitor crowd movements.</p> <p>Use of PA system to disperse crowds pressure if required.</p>	1	4	5	M	On going awareness and surveillance from Parks Services staff during event.

Event arena	Biological hazards glass, tins etc.	2	4	2	M	Area inspected prior to the opening of the event and periodically during the event for any dangerous materials. Grounds staff to be present during event to empty litter bins, clear refuse/litter and clean toilets.	1	4	1	L	
Promotional gifts and toys/ education equipment used as part of event.	Toxic materials	2	4	2	M	Ensure that all material used are non toxic	1	4	1	L	Parents / Guardians to supervise their children at all times.
Performance arena											
Event activity games	Choking on small objects	2	4	2	M	Games pieces are manufactured to a chunky size to help to prevent this danger. Any broken pieces will be removed from use.	1	4	1	L	Parents / Guardians to supervise their children at all times.
Excavations	Danger of falling into the trench.	2	3	2	M	ULAS to ensure area is hazard taped and or fenced of and staffed at all times.	1	3	1	L	Advise all visitors to the exhibition of dangers and request they keep a safe distance

Traffic management	Collision	2	4	5	M	Area traffic free zone during event. Access gates to have a staff presence. Considered as part of management plan. In case of emergency vehicle access, vehicle will be escorted by Parks Officer.	1	2	5	M
Security threat	Crowd panic, bomb alert.	1	5	5	M	Evacuation procedure in place, using Radio and PA systems. Parks Officers to guide visitors to nearest exits. Call emergency services.	1	5	5	M
Adverse weather conditions	Falling objects, tree brash, signs, marquee etc.	2	4	5	M	Consider long term weather forecast. Assessment prior to opening of event. Ensure all temp structures are secured with guy ropes. Monitor during event and take remedial action if required. Lowering inflatable's and marquees. Cancel event if required.	1	2	5	M

ALL ACTION HAS NOW BEEN COMPLETED TO REDUCE THE RISKS LISTED ABOVE:

Managers Name: Stewart Doughty

Signature:

Date: 09 June 2008

REVIEW:

NEXT REVIEW DATE	REVIEWED BY	SIGNATURE	DATE	NEXT REVIEW DATE	REVIEWED BY	SIGNATURE	DATE	NEXT REVIEW DATE	REVIEWED BY	SIGNATURE	DATE