



**Seahaven Pride and Family Festival**

29<sup>th</sup> August 2021

**Event Management Plan**

**Created by:** James Cabot

**Creation date:** 20/06/21



# Introduction

## Event Introduction & Overview

Seahaven Pride and Family Festival (Seahaven Pride) is a new, inclusive and sustainable family festival, held on the Martello Fields, College Road, Seaford. It prides itself on being a family driven and orientated event. The event will include a main stage with a mix of tribute, drag and community acts and also a wide range of roving acts and performances.

The plans of the event are subject to review depending on government restrictions relating to the COVID-19 pandemic. At the time of writing this plan, it is understood that the event will continue without any restrictions. However, an appendix is attached with the events COVID-Safe plan and risk assessment included.

The event is being planned T21 Productions Limited - a company limited by guarantee ("T21") in partnership with All Things Festival Limited. They have engaged the services of Breakwater Event Support LTD, to provide technical and production management, as well as equipment, security, health and safety and event planning. Breakwater has a clearly defined track record of delivering safe and accessible events. This includes a great number of events ranging from small community fates to 10000+ festivals.

## Event Dates & Timings

The event will be held on the 29<sup>th</sup> of August 2021, with construction phase taking place on the 28<sup>th</sup> and the break taking place on the 30<sup>th</sup> and the 31<sup>st</sup>.

The event will be open to the public between the hours of 09:00 & 21:00.

The event is strongly promoting the use of public transport. Those who drive will be directed to other parking around the town until the use of the other Martello field becomes available for additional parking at 13.00hrs.

## Event Management Plan

This Event Management Plan (EMP) has been developed to outline the management procedures and practices that, with reference to The Purple Guide and the Licensing Act 2003, will be employed to promote the four licensing objectives and to adhere to the event organisers commitment to the health, safety and well-being of everyone effected by the activities outlined in the programme of events. It will include detailed planning of all aspects of the event and with reference to Breakwater Event Support Ltd standard operating policies, detail emergency planning and resilience activities that will be employed across this event.

This plan should read in conjunction with Breakwater Standard policies, along with the additional documentation provided from contractor's operation plans and risk assessments. All of which are attached to this document.

Breakwater Event Support Ltd Health & Safety Policy will be employed across the event to include all employees and volunteers. It is the policy of Breakwater to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation guidance and ACOPs that pertain to the practice and procedures of producing and outdoor event of this size and type.

As the event planning develops this document will be subject to review and will be updated dependant on relevant guidance, legislation and event requirements. A fully revised and final version of the EMP will be presented to members of the Safety Advisory Group (SAG) prior to the start of the event. Prior to this submission, this event management plan should be considered a working document.

## Sale of Alcohol

There will be four bars on site, all operated by one bar concession. These bars are clearly marked on the site plan. The sale of alcohol will be restricted to those over 18 years of age and challenge 25 will be enforced and clearly signed across all Event bars. The only forms of ID that will be accepted at the event bar is a Valid Passport, a valid driving licence, an ID with a PASS hologram or a military ID.

Breakwater & Seahaven Pride will always comply with relevant legislation with reference to the sale of alcohol.

The Designated Premises Supervisor, who is responsible for the sale of alcohol across all bars, will brief staff; with the support of the event safety officer, in advance of the illegalities of selling alcohol to those underage and also to those whom appear drunk. They will also warn staff of people trying to purchase younger persons drinks. Staff will look to monitor the end destination of drinks to avoid this occurring.

Anyone caught trying to sell alcohol without permission and the necessary accreditation or being underage with alcohol in their possession will have the alcohol confiscated and may be evicted from the event and reported the police depending on the circumstances.

All sale of alcohol will be governed by the four licencing objectives.

The consumption of alcohol purchased elsewhere will be prohibited as far as possible. Reasonable steps will be taken to restrict people from bringing alcohol onto site. Details of this can be found within the Breakwater Search and eviction policy.

### Details of Alcohol Traders

There will be four bars on site. All operated by one trusted trader. Orange Beach Bars have a proven track record of delivering safe and legally compliant bars to events of all sizes. All Orange Beach Bar staff hold Personal licenses. The details are as follows:

Bar Name	Operating Business	Personal licence holder	Licence Number	Contact details
Bar 1	Orange Beach Bars	TBC		
Bar 2	Orange Beach Bars	TBC		
Bar 3	Orange Beach Bars	TBC		
Bar 4	Orange Beach Bars	TBC		

## **Location of Premises Licence**

The Premises Licence will be kept in the Site Office which is located within Event Control. This is marked on the site map. This can be inspected at any time by contacting The Event Production Manager or DPS.

The summary document will be displayed at all bars.

## **Bar Management**

Please refer to Breakwater Event Support LTD Bar Management Policy and Age Verification Policy.

## **Under 18's & Challenge 25**

Please refer to Breakwater Event Support LTD Bar Management Policy and Age Verification Policy.

## **Traders Selling Alcohol**

Traders will be provided with a Breakwater Licensing Compliance form. (Attached)

# **Key Management Personnel**

The event will draw on the experience of a range of people to deliver a safe and well varied event. All key management personnel have a specific briefing document that will be read and understood prior to commencement of duties.

## **Festival Directors:**

The Directors are responsible for the overall programming and operation of the event. They are directly for the booking of acts, traders and suppliers. They will draw on the expertise of the Event Production Manager to ensure they deliver a safe event.

Paul Wylie & Amanda (Molly) Hoy

Phone:

Email: [seahavenpride@gmail.com](mailto:seahavenpride@gmail.com)/[info@allthingsfestival.com](mailto:info@allthingsfestival.com)

## **Production Manager**

The Production Manager is responsible for the overall operation of the event. Including overseeing the coordination of all site operations, security, licencing, build & break operations, first aid and all other aspects of the event.

For the purposes of this event, the Production Manager will also act as Event Safety Officer.

The Event Safety Officer, is responsible for the development and delivery of the Event Management Plan and to ensure all activities meet the aims of the four licensing objectives. The event safety manager is also responsible for ensuring compliance of all policies and this event management plan from all contracts and traders on site.

Further, The Production Manager will also act as the DPS for this event. Responsible for the delivery of the event bar and monitoring of any traders selling alcohol. They will ensure all activities on site support the four licencing objectives. They will also ensure all staff comply with Breakwater Bars and age verification policies. They will ensure good practice and responsible alcohol selling, this includes the keeping of appropriate training records and refusal logs.

James Cabot – Breakwater Event Support

Phone:

Email: james@breakwatereventsupport.co.uk

### **Security Manager:**

The security manager will be responsible for the deployment of SIA Security personnel and stewards. They also ensure all staff are appropriately trained in all Breakwater Policies such as the security policy, use of force policy and search & eviction policy.

Mike Blane – Breakwater Event Support

Email: getintouch@breakwatereventsupport.co.uk

### **Medical Manager:**

The onsite medical manager will be responsible for the delivery of the comprehensive medical plan listed later in the plan. Working with the Event Manager, they will provide medical and welfare services for all staff, volunteers and guests. This will also include during construction and break down phases. They are also responsible for the due diligence of the event with regards to assuring the correct accreditation of medical staff.

Michelle Lewis – Breakwater Event Support

Email: getintouch@breakwatereventsupport.co.uk

### **Technical Production Manager**

The Technical Production Manager will design and monitor the build, operation and break of all technical aspects on site. Including providing Temporary Demountable Structure sign off for the main stage. They will work closely with the Production Manager to ensure the safe operation of all electrical systems on site.

Will Green – Breakwater Event Support

Email: getintouch@breakwatereventsupport

## **Venue & Site Design**

### **Address:**

Martello Fields  
21 College Road  
Seaford  
BN25 1JD

**Landlords Details:**

Seaford Town Council

Email: sharan.brydon@seafordtowncouncil.gov.uk

The Site as a number of features that make this an ideal site for the event:

- Three clearly defined fields
- Close distance to railway station and other amenities
- Parking available nearby
- Level elevation

The site has been designed with the following considerations:

- Free flow of people within the site
- Access for emergency vehicles
- Ensuring the topography of the site does not create safety issues
- The proximity of residents to the site.

A comprehensive site plan and associated schedules are attached to this plan.

## Audience Profile

The target audience of this event is families. Whilst this presents its own problems, we are not anticipating a high level of crime and disorder. There are no known gang affiliations retaliating to the area.

As a family event, we anticipate issues arising with lost/found children, and family “domestic” arguments. As such Breakwater Event Support, and the organisers will develop a robust lost child procedure inline with the Breakwater Protecting Children & Vulnerable Adults Policy, and train security in dealing with sensitive family matters.

## Visiting Persons from Relevant Authorities

It is anticipated that not only during the event, but also during build and break, relevant authorities may wish to visit the event to ensure that the practices and policies as listed in this document are being adhered to. Breakwater Ltd will always welcome these visitors and below sets out there procedure for these visits.

**Arriving onto site**

Visitors should enter via the Main Entrance and notify a security officer that they are visiting the site in an official capacity.

Security should then call the Event Production Manager, who will obtain wristbands from control and head to the gate. Visitors will then be issued AAA wristbands once ID has been seen.

The Event Production manager can then either walk the site with the visitors or allow them to walk around freely.

### **Capacity allowance for visitors**

In order to comply with the capacity as laid out in the premises licence, there will be an allowance of 10 persons reserved for visitors from local authorities.

# Site Operations and Construction

## Build/Break Days

The majority of this OP content will also cover build and break days. However certain further procedures as listed below will also be in effect throughout both periods.

### **CDM Regulations**

For the purposes of CDM regulations, the construction & break of this event site does not constitute a “notifiable event”. However, Breakwater Event Support will work to all CDM regulations where necessary or appropriate.

### **Build/Break Accreditation**

In accordance with the Contractors policy (listed below), all contractors names will be submitted before the event, and their wristbands prepared in advance. This will also include separate wristbands for Build/Break. Any persons stopped on site without the appropriate accreditation, security will remove the persons in accordance with the Breakwater Search & Eviction Policy. Only contractors or staff that are operationally required during these times will be admitted to site.

### **PPE**

In accordance with the Breakwater Event Support Ltd Health & Safety Policy, a minimum standard of PPE will be employed across the site during build/break. This minimum is stout footwear (no open toe/flipflops), and a High Visibility Vest.

### **Welfare & First Aid**

During the build / break, The Event Manager will always be available to provide emergency first aid. The Event Managers medical credentials will be kept on file and kept in Event Control. Contractors will be reminded within the Contractor Compliance Form that all accidents and near misses need to be reported to Event Control.

### **Traffic Management**

Please See the Event Traffic Management Plan for full details.

## Contractors

Breakwater will use various professional contractors to assist in the delivery of a safe event. The Event Manager & Site Manager will always ensure contractors read, understand and follow this policy, especially at build & break phases as detailed later in the document.

This policy should be read with the Breakwater Health & Safety Policy, Traffic Management Plan and Security Plan.

When an agreement of the provision of services has been reached between Breakwater and the contractor, contractors will be sent the Contractor Compliance Information Form. This not only gives the

contractor essential information regarding the event, but also forms an agreement between the event and contractor confirming the expectations of behaviour and professional standards. It also details where contractors and staff can obtain first aid and welfare services during build and break days. This form is attached.

This form will be returned to the Event Manager who will then keep a copy along with the compliance paperwork, including:

- Proof of PLI & ELI
- Risk Assessments & Method Statements for the associated activity
- Company health and safety policy
- Copies of relevant licences (E.G forklift etc)

Contractors will be expected to issue a certificate of completion once work has completed in order to “sign-off” their work and hand over the area of work to the event organisers.

Contractors will not be issued accreditation passes prior to all relevant documentation being submitted.

## Traders

There will be a number of traders on site.

Breakwater looks to adopt a dynamic, robust policy to ensure the safe operation of all traders whilst ensuring all activities support the licensing objectives.

All traders will be required to demonstrate, through the provision of relevant paperwork, their compliance with the relevant laws, best practice and this policy. This includes for all traders:

- Public Liability Insurance
- A risk assessment (including fire risk assessment) for their pitch
- Image of stall & Products
- Price list / Menu
- Relevant PAT and gas safety certificates
- Traders using their own generators must also supply additional method statements on refilling their generators. Generators will also have to be listed in the individual stall holders risk assessment.

In the case of food traders, further documentation will be required to show:

- Food registration Certificate
- Hygiene rating proof (The Event organisers will require any food trader to have a 4\* rating or higher)
- Copies of professional qualifications, no lower than food hygiene level 2

Stalls wishing to sell alcohol, must also agree to work within the Breakwater Bar Management Policy by signing the licenced trader compliance form. A copy of this should be on display at the stall, and a copy held by the event manager.

## **Other General Conditions**

A copy of these conditions will be supplied to all traders prior to the event. This document is attached.

## **Fairgrounds and Amusements**

The Event will have various fairground and inflatable entertainment installations across the site. These will be operated external contractors, who are fully trained in the preparation and operation of these attractions. These contractors will not only be expected to adhere to the contractor policy, but also additional procedures listed below.

### **Fairground Rides**

All rides (Including Juvenile rides) should operate in accordance with HSG 175 Fairgrounds and Amusements parks guidance on safe practice.

Owners/operators will be required to provide the following before the event:

- Full Risk Assessment, including set up, operation and breakdown
- Relevant ADIPS Document of Operational Compliance (DOC)
- PLI Insurance
- Proof of compliance of HSG 175 Guidance

### **Inflatable Devices**

All inflatable amusements at the event will conform to BS EN 14960 Standards for Inflatable Manufacture and Use. All devices will have a label attached confirming this and detailing the maximum number and sizes of users. This will be checked by the Event Manager along with a full risk assessment.

Owners/operators will be required to provide the following before the event:

- Full Risk Assessment, including set up, operation and breakdown
- PIPA test certificate
- PLI Insurance

### **Planning Attraction Locations**

Careful planning has contributed to the siting of the fairground equipment. This has included looking for level ground, ensuring the locations do not create pinch points, and ensuring amplified music is managed.

Consideration as also been given to ensuring attractions are in an ideal location as to not be adversely affected by local weather. Particularly ensuring locations do not suffer with higher than usual winds.

The event manager will also consult the Landowner to ensure location of amusements will not disrupt underground services such as water and electrics.

### **Persons Responsible**

The event organisers have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone working at or attending the event. This includes any amusements or attractions that are part of the event.

The Event Manager will assume overall responsibility for amusement attractors. As such, duties will include:

- Plan locations for all fairground style attractions.
- Identify any control measures needed to avoid risks to the public and employees.
- Have a policy in place for organising, planning, monitoring, controlling and reviewing activities that affect the safety of the people in the attraction areas.
- Check all controllers have current insurance for all devices on site, as well as operational risk assessments.
- Where relevant, ensure amusements have the relevant documentation that it is fit for use, such as ADIPS or PIPA certification.

### **Ride Controller**

The nominated ride controller will usually own or otherwise have control of amusements. They will work with the event manager to ensure all compliance paperwork is submitted accordingly. Although not necessarily on site, the Ride controller will have overall operational control of the attraction; including the responsibility to liaise with the Event Manager with regards to arising safety concerns.

### **Operators & Attendants**

Each attraction will have a designated ride operator who will be in direct control of the ride. They will be responsible for daily checks of the attraction and also to operate is safety. Documented evidence of their training and suitability will be held by the Event Manager.

Attendants will help to operate the attraction and have a duty of care to all riders, general public and staff.

The attractions risk assessment should contain how many staff it requires to remain operational; and this level of staffing should be present whenever the ride is operational.

## **Stage, Performance Areas & Production**

There will be one stage on the event. Known as Main Stage.

The Stage area has been marked on the site plan.

### **Performance Space– Structures & Equipment**

Seaford Pride and Family Festival– Event Management Plan

Breakwater Event Support will be providing a 10 metre by 8 metre stage canopy, and metro deck stage floor. They are also providing a sound system and lighting rig.

Control will be the side of stage and operated by experienced and competent staff.

The lighting package will contain primarily LED thus reducing power loads and heat risks.

The sound package will be made up of professionally rigged line array, ground stacked infills and a monitor package including wedges and in-ear monitoring.

A time coded audio shutdown will be programmed into the desk to ensure enforcement of the stage curfew. This will be password protected.

A full RAMS document for the stage build is attached.

### **Main Stage – Content & Staffing**

Content will include local and nationally known drag queens & kings, alongside professional tribute acts.

Stage will be operated by a stage manager provided by Breakwater Event Support.

### **Policy on pyro and lasers**

No Lasers will be used on the event.

A small amount of pyrotechnics will be used during the final act (Killer Queen). The system used is a dry spark system, operated by competent and trained professionals. The arming key will be held by the stage manager to prevent unauthorised use.

## **Temporary Demountable Structures**

Breakwater shall ensure that all TDS's including stages, marquees, barriers, towers and any other structure listed in the industry guide conform to the The Institution of Structural Engineers "Temporary Demountable Structures – Guidance On Design, Procurement and Use."

Professional contractors will be employed to install all temporary structures. All safety paperwork and appropriate insurances will be sought in advance of any build work commencing, in accordance with the contractor compliance policy.

Daily safety checks will be undertaken by The Site Manager prior to opening to the public with records kept and identified issues resolved prior to opening.

Marquees that the public have entry into shall have an appropriate layout, capacity shall be set and fire exits shall be provided, and this shall be agreed with the Fire Authority, should they require it. Details shall be inspected by the Event Safety Officer

Small popup style gazebos will be in use across the site. The manufactures instructions will be followed in the erection and use of these, and additional weighting will be placed on the legs.

A schedule of all TDS's and the contractor responsible for them is attached.

# Communications

## **Two Way Radios**

The primary method of communication between staff and contractors on site will be achieved using two-way radios supplied by Breakwater Event Support LTD. These will be digital handheld systems, thus making them less susceptible to interception.

## **Channel Guide**

1: Production & Organisers

2: Security

3: Stages & Technical

4: Bars

# Barriers & Fencing

A variety of barriers will be deployed across the site. They will be built in accordance with the TDS; Guidance On Design, Procurement and Use. All barriers and fencing will be included on the site plan.

Heras fencing will be installed to separate the event arena and carparks & roads. Pedestrian barrier will be used to cordon off an area backstage and create search and ticket lanes at the entrances.

# Waste Management & Sanitation

## **Temporary Toilets**

An external company will be employed to deliver temporary toilets to the event. This contractor will be subject to the contractor compliance policy. The organisers have looked at the structure of the event, and with reference to the purple guide determined that 39 toilets spread across the site will be adequate coverage. All toilets are shown on the site map.

The Equality Act 2010 will apply with regard to toilet accommodation for people with special access needs. The event will deploy accessible toilets, including baby changing across the site.

Cleaning will be carried out by a professional cleaning company. At each block of toilets on site there will be a service record displayed, detailing when the toilets were last serviced, and with an immediate contact number for event control to report issues.

The Event and security contractor will actively discourage visitors from not using the provided facilities. In addition, any vulnerable areas identified will be monitored and secured throughout the event. Any repeat offenders who ignore the facilities provided will face eviction.

## **Hand Washing Facilities**

Seaford Pride and Family Festival– Event Management Plan

In the absence of available hot running water, the event will work with the toilet contractor to provide alternative solutions including alcohol hand gel.

Food traders will be required to show that they have their own hot water hand washing facilities.

## **Waste**

A dedicated waste management team will be deployed for the event. The events aim is to send nothing to landfill in line with All Things Festival Sustainability Charter.

Traders will be given guidance regarding flattening cardboard, and bagging waste. Food traders will be responsible for the disposal of their own oil waste.

This contractor is required to comply with the contractor compliance policy.

## **Electrical & Lighting**

A qualified electrical contractor will be provided by Breakwater Event Support Ltd to install all temporary electrical installations and will manage the event operated generator sets on behalf of the Event. All electrical installations will be undertaken with reference to current legislation and British Standards Guidance, Particularly:

- British Standards (BS) 7671: Requirements for electrical installations
- BS 7909: Code of practice for temporary electrical systems for entertainment and related purposes
- BS 7430: Code of practice for earthing
- BS (EN) 62305: Protection against lightning
- BS 5266 part 1: Emergency lighting. Code of practice for the emergency lighting of premises

## **Generators**

All generators whether they be traders, or event operated will be fenced fully. Only diesel or green fuel generators will be permitted, no petrol generators will be permitted onto site for any reason.

Every generator must have relevant firefighting equipment situated next to the appliance.

All generators on site will be marked on the site plan.

## **Generator refuel plan**

All fuel will be held in appropriate containers in locked open-air storage, with firefighting provisions nearby.

The Event Electrician will fill all event generators daily at 08:00, if required. The following steps will be followed:

1. Power down the generator, and allow to cool.
2. The nominated person will check the generator, for signs of damage or fuel / oil leaks. This check should be noted in the Generator Check log.

3. If no damage or leaks are noticed then the nominated person will use the relevant PPE (eye protection and gloves) and transport the fuel from the store to the generator
4. The nominated person will then fill the generator
5. Once the set is filled, the nominated person will return any unused fuel to the store
6. The nominated person will then return to the set and check for any fuel spills.
  - a. If a spill is detected any time, then the area is to be treated with sand and cleared.

### **Access to Electrical Equipment**

Access will be restricted where possible, to all electrical equipment, to members of staff or contractors that require it to continue with their assigned responsibilities.

### **Site Lighting**

Festoon lighting will be used across site to aid with egress at the end of the event. During overnight periods night security will use handheld torches and infrared scopes to prevent disturbance to local residents.

## **Provision of Food, Drink & Water**

Please see the trader policy for the operation of food outlets on site. .

Free drinking water will be available at all bars, as well as tap water points across the site. These points are metered and connected to the public water supply via a private network.

The connecting of this supply will be carried out by technicians that are competent and hold the relevant qualifications in accordance with BS8551:2011.

All equipment and pipework will be chlorinated using procedures outlined in BS 8558:2011 and BS 8551:2011. Breakwater will ensure the water supply contractors hold the certification and chlorination logs.

## **Event Traffic Management Plan**

Please see the Event Traffic Management Plan attached.

## **Event Noise Management Plan**

Please see the Event Noise Management Plan attached.

