

Event Management Plan

WRFC Fireworks Night

4th November 2022 – 5-10:30pm

Owned by: __Wymondham Rugby Club

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1. EVENT OVERVIEW

EVENT DESCRIPTION

Firework display with music, Fire show, children's rides, bars and hot food.

Fireworks provided by Pains Fireworks.

LOCATION

*Wymondham Rugby Club
Barnard Fields
Bray Drive (off Reeve Way)
Wymondham
NR18 0GQ*

DESCRIBE THE SITE AND SOME OF THE SURROUNDING AREA

*On the fringe of Wymondham, behind the new housing estate, the site is out of town and easily accessible to both walking and vehicular traffic
Made up of a large car park, sizeable club house with four full size rugby pitches on approximately 30 acres. Surrounding area is farmland and a new housing estate. The club boasts state of the art facilities with access to power and water throughout.*

DATES AND DURATION

Friday 4th November 2022.

Set up to begin 8am

Gates open at 5:30pm

Fireworks start at 87:00pm

Site clear by 10:30pm

ENTRANCE/EXIT POINTS

One entrance and exit from Bray drive. During peak times, we will be operating a one way system through the estate to reduce any congestion. We will have 4 X licensed traffic marshals and 4 X licensed security marshals to assist.

Emergency exit or entrance can be opened at the far corner of site from Melton Road.

ATTENDANCE

Entrance to the event will require a ticket, to be presold through our website. Attendance will be limited to 5000.

AUDIENCE PROFILE

All ages from young children to OAP. Mostly families.

THE EVENT ORGANISERS

Wyndham Rugby Club Social Committee who are predominately volunteers.

Led by Daniel Cane – WRFC Firework Coordinator

ROLES AND RESPONSIBILITIES

<i>Daniel Cane</i>	<i>Event Organiser</i>
<i>Anita Coleman</i>	<i>Vice Chair</i>

CONTACTS

Daniel Cane – [REDACTED]
Pains Fireworks – [REDACTED]

CATERING AND HOSPITALITY

We have multiple food vendors along with our in-house catering team. Full public liability will be requested and checked for each vendor prior to the event.

LIQUID PETROLEUM GAS

Our policy is as follows;
All gas equipment you bring on the site must be fit for the purpose and be maintained in a safe condition and have a 'Gas Safety Certificate' dated within the last 12 months from a Gas Safe Registered Engineer (formerly Corgi) who is registered for work on LPG appliances.
2. Cylinders must be stored upright so that they cannot fall over and stored away from any ignition source or flame.
3. Cylinders should be stored away from risks of tampering by unauthorised personnel.

LITTER

Bins provided throughout the site along with a dedicated clean up team with an extra skip has been ordered for waste.

We will be placing extra bins at the exit of the site as well as situated throughout the housing estate to ensure minimum litter possible in nearby streets.

ENTERTAINMENT

Music will be played through our PA system, located on the club house.

Fire show will be performed prior to Fireworks. This will be performed at a safe distance with Risk Assessments in place.

Fun Fair – provided by Grays with a mixture of rides and stands.

BARRIERS

Barriers keeping pedestrians and vehicles separate.

Barriers keeping spectators a safe distance from launch site as in accordance with Pains risk assessment.

SECURITY/STEWADING COMPANIES

10 Professional security staff employed for the evening along with volunteer stewards.

There will also be a minimum of 4 licensed traffic marshals to ensure the local road networks remain flowing.

CCTV

Yes on clubhouse and car park.

2. COMMUNICATIONS

PA SYSTEM

A PA system will be used from the club building and will be used to communicate event programme etc. Used for lost children and incident communication. Codes for incidents will be provided to all staff / stewards & volunteers

Code subjects will be:

- *Lost Children*
- *Medical Emergency*
- *Evacuation Preparation*

RADIO

Walkie talkies given to people with significant roles

LOUD HAILERS

N/A

TELEPHONE

All stewards will have mobile telephones and event organiser will have all contact numbers.

Clubhouse number – 01953 711832

SIGNAGE AND PUBLIC INFORMATION

First aid room and toilets will all be signposted. Public information will be via the PA system.

Stewards will be clearly marked with High Vis and available to provide information.

MEDIA HANDLING

Press release has been given to local papers etc along with a large social media campaign.

Press officer – Andy Thomson

3. TRAFFIC MANAGEMENT

4. Designated stewards to guide traffic at entrance.

We will be using our main entrance to Barnard Fields via Bray Drive for traffic in accordance with our planning permission. Our own club members are aware of the need to be good neighbours when driving to Wymondham Rugby Club which is approached through a residential area and we will send a polite reminder to our guests via social media. We have a secondary emergency access/exit on to Melton Road which we will be able to use should the need occur.

Our traffic marshals will be wearing fluorescent jackets and will be standing within the club grounds, they will not be directing traffic on the highway. We have an extensive car park at the front of our building which is constructed in such a way that cars entering the carpark can be directed either left, right or straight on to maintain traffic flow. In addition to this we have a designated pitch as the main carpark approached by a drive the length of a rugby pitch within our grounds which also helps us control traffic flow between our main and overflow car parks.

Cars leaving the event are likely to be leaving at the same time, however we will monitor the situation and we will control the flow of traffic leaving the site to prevent a build-up on the highway. We will also have licensed traffic marshals to assist.

Cars will be directed to leave through the estate onto the B1172 towards Norwich, where they will be able to flow around the new roundabout southbound towards the Tuttle lane interchange.

4. MEDICAL AND FIRST AID COVER

Name of Medical / First Aid Provider = Steph Sampson
Medical Risk Assessment Score = High
Level of agreed cover =
Contact number for use during the event = [REDACTED]

5. FIRE RISK ASSESSMENT

Useful guidance.

<http://www.norfolkfireservice.gov.uk/nfrs/business-fire-safety>

HM Government publication. Fire safety risk assessment: open-air events and venues

HM Government publication. Fire safety risk assessment: small and medium places of assembly.

HM Government publication. Fire safety risk assessment: Large places of assembly.

FIRE EXTINGUISHERS

Yes provided. Extinguishers will be used to relevant fires.

6. SECURITY

10 Professional security staff employed for the evening. Plus, onsite volunteer marshals.

Full briefing to be given prior to the event.

7. RISK MANAGEMENT

RISK ASSESSMENTS

*Club Risk assessment has been undertaken and available upon request
Fireworks risk assessment has been undertaken and available upon request.
Funfair risk assessment has been undertaken and available upon request.*

INCIDENT RECORDING

All incidents will be recorded as required with appropriate authorities by the Event Organiser.

RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information is included in the incident log.

A summary of injuries and occurrences which must be reported include:

For IMMEDIATE reporting

- Death (also to Police)
- Major Injury –
 - Amputation,
 - Fracture (except fingers and toes)
 - Loss of sight (even temporarily)
 - Penetrating eye injury
 - Injury from electric shock
 - Loss of consciousness
 - Acute illness
 - Non consensual violence (i.e. not a boxing match)
 - Injury to non employee requiring hospitalisation
 - Dangerous occurrences (major power failure, structural collapse etc)

For reporting within 15 days of occurrence

- Death of employee within 1 year of accident
- Hospitalisation of employee for more than 24 hours
- Absence from work for more than 7 days (employee or visitor)
- Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)

Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases). This must be sent within 15 days even if you have already reported by phone etc.

The forms are held in the incident log files.

N.B. A '7 day' should be calculated as follows:

- Not the day of accident
- Includes weekend and bank holiday
- On the 8th day, if still absent, report on.
-

N.B. need mode of notification from First Aid provider to report under RIDDOR.

HEALTH AND SAFETY EXECUTIVE

HSE is the correct enforcing authority for this event.

INSURANCE

Event is covered under club's insurance. Fun fair, Pains Fireworks and Food vendors also covered by individual public liability.

WEATHER

Weather will be monitored, and decisions made accordingly. However, In the event of unseasonal extreme weather, the event will be cancelled/called off and the public notified via social media

8. INCIDENT MANAGEMENT

EXTREME WEATHER

In extreme weather event will be cancelled as in accordance with the Pains risk assessment.

EMERGENCY VEHICLE ACCESS

Emergency vehicle access will be kept clear and is available from both the main entrance and gate at far end of the site off Melton Road. In case of emergency, relevant authorities will be provided with correct entry details.

EVENT EVACUATION PLAN

*In the event of an incident serious enough to require evacuation the Event manager will advise via the PA system, and radio contact with marshals and staff will be used to evacuate the site on to the car park and hard standing area. Event manager will call / notify emergency services as appropriate.
The site has full access for emergency vehicles*