

EVENT MANUAL

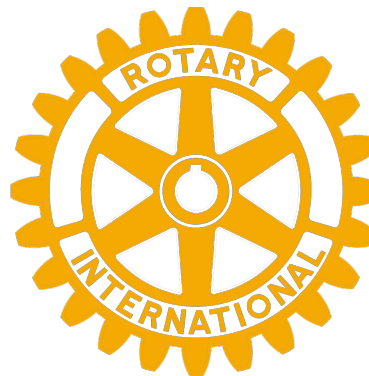
and

SAFETY GUIDE

THE BATH FESTIVAL  
OF  
MOTORING

2018

ROTARY CLUB OF



BATH

Prepared  
Following the Recommendations  
of the  
HSE Event Safety Guide 1999  
and the  
RIBI Protection Policy 2007

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## **1.0 Introduction**

The organisers of the Bath Festival of Motoring (The Rotary Club of Bath) will endeavour to provide an enjoyable, family orientated, charity event for the general public and exhibitors.

Over 500 historic and Classic cars and motorbikes will be on display in the main arena and exhibitors' area.

There will be a family picnic play area.

In the inner grass area of the playing field will be Motor Trade stands exhibiting the latest range of motor cars.

Within the extensive facilities on the playing fields there will be a range of exciting activities taking place, including hospitality venues, presentations, and demonstrations'.

There is provision for those taking part in the event to caravan or camp throughout the two day event, within a separated area.

There will be numerous on site catering facilities to serve the spectators and families during their visit to the show.

The event will be properly marshalled to ensure the enjoyment of visitors and spectators at all public opening times and 24 hour security surveillance will be maintained overnight.

## **2.0 Planning and Management**

The aim of this Event Manual is to ensure that the event is as safe as is reasonably practicable, and to promote a unified, co-ordinated response to any incidents arising from the event.

In achieving this aim, the objectives of the plan are;

- i** To identify duties and responsibilities for each organisation
- ii** To identify lines of communication and control

- iii To advise those ancillary organisations that may be required to implement external procedures or responses.
- iv To identify areas of risk and set in place reasonable procedures to manage and control the risks identified.

The manual is presented in three sections;

**Part 1** An overview of event protocols.

**Part 2** Risk assessments of specific event outcomes.

**Part 3** Guidance to Exhibitors and Event Participants.

**Event Manager- Peter Edwards – m. 07767 201888**

The event manager will have overall responsibility for the event.

**Event Controller- Simon Spalding-m.07867455666**

The event controller will be responsible for the smooth running of the event including communications. Both the Event Manager and Event Controller will be based at the Event HQ and either one or the other will be in the HQ at all opening times as listed. They will be contactable by Radio and Mobile Phone.

**Health & Safety Officer- Graham Cottle –m.07785766443**

The health & safety officer will be responsible for ensuring the health & safety policy of the Rotary Club of Bath and the Health & Safety at work act 1974 are adhered to. They will be contactable by radio through the Event HQ and mobile phone.

**Treasury Manager- Nick Lennard-**

The treasury manager will be responsible for the collection, management and control of monies on site. He will be responsible for the entrance stewards and programme sellers.

**Public Car Parking Steward- Roger Stockley – m. 07968 943217**

Roger will have responsibility for all stewarding on the Public Car Park and Caravan and Overnight Stay site.

**Setting up arrangements**

Designated areas of the Exhibition Grounds will be open to authorised badge holders and available for the setting up:

Friday 15 <sup>th</sup> June 2018	11.00am - 7.00pm
Saturday 16 <sup>th</sup> June 2018	7.30am - 9.30am
Sunday 17 <sup>th</sup> June 2018	8.00am - 9.30am

**The Festival Opening times to the Public**

The Exhibition Ground will be open to the public on:

Saturday 16<sup>th</sup> June 2018 10.00am - 5.00pm  
Sunday 17<sup>th</sup> June 2018 10.00am - 4.00pm

### **Leaving the Exhibition Site**

Removal of exhibits and equipment from the exhibition stand and individual display areas will take place on:

Saturday 16<sup>th</sup> June 2018 between 6.00pm – 9.00pm  
Sunday 17<sup>th</sup> June 2018 between 5.00pm - 9.00pm

Or by permission and under the direction of a Steward at any other time.

Everything must be removed by 9.00pm on Sunday 17<sup>th</sup> June. Nothing may stay overnight on Sunday unless with express permission from the organisers.

### **Consumable Stand Items and Restocking**

The exhibitors will be allowed in the exhibition grounds to re-stock and replace consumable items as follows:

Sunday 17<sup>th</sup> June 2017 8.30am - 9.30am

### **The Organisers Office (EVENT HQ)**

The HQ is located in the Rugby Ground Clubhouse and will be staffed throughout the operational hours of the event. Attendance records of all personnel on site will be kept. Security staff will be on site during non-operational event times.

The Public Address System must be reserved for Organisers' Announcements, Police and Security messages only. This therefore precludes its use, except in an emergency, for the passing of messages from or to exhibitors and visitors.

## **3.0 Venue and Site Design**

The event will be staged at the Walcot Rugby Club Ground, Lansdown, Bath and will incorporate the clubhouse, the tarmac areas and grassed playing fields. In addition the event will utilise adjoining designated farm land for Public car parking and overnight stays. The event layout will utilise the existing vehicle entry points (as per a normal recreational match day), with an additional temporary pedestrian access link between the public car park and the event site. Emergency access routes are identified in the evacuation plan and will be checked and maintained throughout the event. Plus adjacent modal aircraft flying field. Refer to Pilots notes attached.

### 3.1 Audience

The organisers are planning for an attendance of 3400 people each day of the two day event. It is anticipated that the visitor profile will be 50% car enthusiasts and 50% family spectators. The event is therefore planned for a gender distribution of 75% male and 25% female, with each female on average accompanied by one child, with an equal distribution of boys and girls across the child age range.

The audience profile per day will be:	Male.	2200
	Female.	600
	Boys	300
	Girls.	300

### 3.2 Ticketing Arrangements

#### Car Parking.

Free Car Parking, to avoid traffic congestion at the entrance.

On the day, tickets will be sold at two locations.

- i. Temporary collection points at the entrance and exit to the Public car park.
- ii. The Playing Fields entrance gate.

Each ticket seller will be assisted by a money pouch runner, who will transfer money to the Event HQ to ensure that no more the £300 accumulates at any one collection point.

During the main period of visitor arrivals the organisers anticipate cash receipts in the region of £12,000. Overnight the receipts will be transferred to a High Street Bank night safe.

Tickets for the Super Car Rides will be sold from a temporary booth adjacent to the car display area.

Ticket locations to be clearly marked, with provision for waiting in line and unobstructed exit routes marked.

Pass out and re-admissions will be available at the event.

### **3.3 Adjoining Owners and Public Highways**

The event may cause some limited local disruption to the flow of traffic on the Lansdown Road in the vicinity of the Park and Ride during the early part of the day on Saturday and Sunday. Temporary signs will be displayed on the public highway verge to ask motorists to slow down and be alert to slow moving crossing vehicle and pedestrian traffic flows.

Stewards in radio contact will be strategically placed within the event site to ensure a smooth orderly flow of site traffic both entering and leaving the site.

### **3.4 Pedestrian Access**

The principle pedestrian access for general visitors will be from the main Public car park situated on adjoining farm land to the south of the event site.

People with special needs and Event participants will access through the existing Playing Field entrance.

Where a conflict might arise between vehicle and pedestrian movement walkways will be created by using either barriers or distance to separate pedestrians and vehicles.

### **4.0 Fire Safety**

Permanent buildings and structures on the site will be protected by the existing firefighting equipment and fire procedures operated by the Walcot Rugby Club management.

The risk of fire from a static parked vehicle in an open space is minimal. The rarity value of many of the vehicles ensures that many will carry their own on-board fire extinguisher. Additional external foam fire extinguishers are therefore not deemed necessary for static open air vehicles displays. As an additional safety measure in static displays, a minimum clear corridor of 1.0 metre, free from any combustible material, will at all times be maintained between parked vehicles to prevent the spread of flame from one vehicle to another.

A Class A and B fire extinguisher with an attendant fire marshal will be located at either end of the Parade Enclosure at all times that a car parade is in the ring.

A further two backup foam filled extinguishers will be held in reserve at the event HQ building.

All sub-contractors and participants to the event will comply with statutory fire regulations and supply and keep within their control the necessary firefighting equipment to contain an incident related to their presence.

## **5.0 Major Incident Planning**

Members of the public will not be permitted to bring onto the site any combustible inflammable material, alcohol, glassware, or any other item that the organisers or their representatives deem may pose a safety or security risk to the event. Members of the public will be offered the opportunity to return these items to their vehicles, if this is not possible the items will be disposed of by the Event Organisers.

Identified causes of an incident likely to require an evacuation

- i. Fire on the site or on adjoining land.
- ii. Bomb threat, confirmed or otherwise.
- iii. Structural damage.
- iv. Major crowd congestion or disorder.
- v. Major Gas leakage.
- vi. Abandonment of the event.
- vii. Power failure.
- viii. Major traffic accident on site or close to the site.
- ix. Chemical leakage on or near the site of major public concern.
- x. Adverse weather.

## **5.1 Emergency Response**

The event organisers are aware of their duties and responsibilities in relation to emergency planning. They accepted the initial response during the first half hour of an emergency is vital, and that until such time as the emergency services arrive on site to initiate their plans, co-ordination of a response is the Responsibility of the event management and their appointed safety officer, who will be located at the event control or be in contact with this location at all times

## **5.2 Emergency Services.**

These plans are not to be confused with any plans created or operated by the emergency services. Upon the arrival of appropriate emergency personnel the event organisers will work with such persons as is appropriate. In the event of a major incident being declared as categorised by the Home Office, it is accepted that the senior police officer on site will take charge of the operation, and will direct operations until such time as he / she hands back such control to the event organisers.



### **5.3 Method of Evacuation**

The event management do not foresee that the number of persons on the playing field during this event will require the need to change the existing and standard method of evacuation operated at the Rugby Club during its normal 52 week programme of activities.

This method in its first instance is to direct all persons towards the assembly points as highlighted in the evacuation plan and evacuating visitors away from the potential threat should this occur in the event arena.

The areas for evacuation should an incident occur in the site area would be as follows:

- i. The wide highway grass verge to the west of the site.
- ii. On farm land to south of the site.
- iii. On farm land to the east of the site.
- iv. Any suitable point on the made-up track to the north of the site.

The following procedure must be followed to ensure the safe evacuation of the site.

- v. Identifying of the location or source of the hazard.
- vi. Decision by the Safety Officer to evacuate.
- vii. Coded message over the P.A to all staff and radio message to all security radios.

Active staff actions plan, to be implemented immediately.

Evacuate all buildings and direct public to the evacuation points.

The activation the emergency traffic plan which seeks to prevent new entry to the site, whilst clearing all roads to parked car areas and the prevention of cars exiting onto the roads which must be kept clear for emergency vehicles.

The location of evacuation points are selected for the following reasons.

- ix The areas are sufficiently clear of buildings in the first stage to be of no danger.
- x It is an area clearly in the public mind and therefore easy to direct customers to without lengthily instructions.
- xi It is away from the public road which will be need for emergency access.

### **5.4 Event Control and Fall Back Location**

The event control operation would remain in the area of the Event Control Room during any evacuation, as this is the main radio room for the event. As radio equipment used for

the event is all portable, an alternative location could be set up quickly if required. Should an alternative venue be needed for the event control the unit will be transferred to a suitable secure location.

### **5.5 Emergency Response Vehicles**

It is envisaged that the site is large enough to allow emergency vehicles to be located within the boundary of the Playing Field itself. In conjunction with the traffic plan, if car parks are closed to exiting public traffic and roads cleared of existing cars, emergency vehicle access and egress to the site as planned will be maintained.

### **5.6 Emergency Medical Provision**

In the circumstances of a fire alarm bell or the notification of an evacuation of the event site the senior medical person will attend the "Event Control" where other senior officials of the day will assemble.

The Event Safety Officer will co-ordinate the actions of this group in such a situation.

The public first aid manager, will move his vehicle to the Response Vehicle location and inform the safety officer of the arrival of further medical services.

The reporting of confirmed fatalities may well result in the site becoming a scene of crime and as such the leaving of such fatalities in the situation at time of death may be required. Consultation on this delicate matter would be done by the management team with advice from the police and the medical response team.

This emergency evacuation plan is not extensive in its detail as each incident can create many scenarios. The management are however confident that all reasonable action has been planned for and that in the event of the need to evacuate it could be achieved safely allowing the emergency services time to arrive and deal with the situation accordingly.

## **6.0 Communication**

The Event Controller will co-ordinate his team on the ground and report directly to the event manager. The event manager will be responsible for maintaining effective event command and control systems whilst ensuring the completion of incident reports and logging systems.

All stewards and security staff will be readily identifiable through high visibility clothing. Should an incident occur, we have more than ample resource of trained personnel to deal with any situation. In the event of an emergency the police presence on site will be asked to intervene.

Stewards and security officers will be briefed by the appropriate Section Head one hour before opening on each day. They will then be directed to their posts half an hour before event gates open.

Duties that the stewards will be covering include:

- i. Crowd management
- ii. incident response
- iii. Fire patrols
- iv. Customer information
- v. Lost property
- vi. Lost Children
- vii. Any other duties requested by the event management team.

All event stewarding and security staff are competent and trained so that they can carry out the duties asked of them. They will also be made aware of all fire safety and emergency evacuation procedures which will be reiterated to them at the steward briefing.

Emergency communications during any incident will be co-ordinated by the event control as part of its role. Radio usage is extensive across the site for staff and the P.A system is capable of being used remotely from the permanent buildings on site.

### **6.1 Emergency Evacuation Announcement**

If a full evacuation is to be carried out the following announcement will be made over the PA systems:

LADIES AND GENTLEMAN THIS IS A SAFETY ANNOUNCEMENT. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL WILL YOU PLEASE VACATE THE DISPLAY AREAS BY WALKING TO A PLACE OF SAFETY AS QUICKLY AND QUIETLY AS POSSIBLE

### **7.0 Crowd Management**

Crowd Management will be undertaken following the guidance outlined in the HSE publications; 'The Event Safety Guide' (Second Edition).

Crowd management will be undertaken by event security staff, under the direction of the Safety Officer.

The Safety Officer will monitor crowd build-up and flow, with particular reference to;

- i. Ensure that no overcrowding occurs in any part of the site by controlling and directing the audience when entering, leaving and moving around the site

- ii. Achieving an even flow of people and an acceptable density, with particular respect to ingress and egress points.
- iii. Maintain agreed capacities within the site and associated areas, keeping emergency ingress and egress routes clear at all times.

## **8.0 Transport Management**

Site Entry; to minimise traffic congestion on the public highway at the private entrance drive to the site, an extended queuing holding area will be set up to take traffic quickly off the Lansdown Road.

Slow-Caution - sign notices will be displayed at both the vehicle access points to the event site and public car parking.

A minimum of two dedicated stewards will be located at each entrance and exit to assist drivers leaving and re-joining the public highway.

Parking; designated parking zone have been identified for each class of vehicle user, see site plan. Within the site vehicle movement will be restricted to a maximum of 5 m.p.h.

Parking layouts and vehicle circulation routes have been designed to ensure a safe pedestrian walking area between and alongside vehicles.

Emergency Vehicles; a minimum five meter corridor will be maintained between each aisle of parked vehicles to ensure safe access for emergency vehicles to all parts of the site.

## **9.0 Structures**

Permanent structures are the existing buildings on the site which are the responsibility of the Walcot Rugby Club.

Temporary structures will be erected by approved contractors in accordance with the British Standard document 'Temporary demountable structures: Guidance on design, procurement and use.

## **10.0 Barriers**

The audience profile and density of the visitors to the site is such that temporary crush barriers are not required. Barriers will be erected to provide directional guidance to visitors and to separate the general public from static and moving vehicle displays.

## **11.0 Electrical Installations**

The primary source of electrical supply will be the existing distribution system already established on site.

Where necessary limited temporary local secondary electrical distribution systems will be set up on site, by providing temporary wiring systems and alternative generators.

All work will be carried out by authorised contractors in accordance with the Electricity at Work Regulations 1989 (16th edition) of the IEE Regulations for Electrical installations and the HSE guidance note GS50: Electrical safety at places of entertainment.

All temporary installations will be segregated and isolated from general public areas.

Where cables unavoidably cross public circulation routes they will be covered with ramps or rubber mats. All electrical crossings will be conspicuously marked to avoid tripping hazards.

A completion certificate will be issued by the electrical contractor prior to the commencement of the event.

## **12.0 Food**

Catering operations for the event, including alcohol, will be provided under current arrangements between the Walcot Rugby Club and existing suppliers, and separate sub-contractor agreements where appropriate. All agreements will be subject to the restrictions and obligations of the existing Club licences.

## **13.0 Sanitary Facilities**

The event will utilise the existing venue internal toilet facilities, supplemented by an appropriate number of temporary cubicles.

Temporary toilet cubicles will be provided in areas of the site where distance and location preclude the use of the permanent facilities. Safe and hygienic waste removal from the units will be maintained throughout the event.

The overall HSE recommended toilet requirements for the event, per day, are:

1 toilet per 100 female	:	6
1 toilet per 500 male	:	5
1 urinal per 150 male	:	15

## **14.0 Waste Management**

Loose event visitor waste will be collected by litter stewards on a daily basis and removed to a dedicated waste skip, brought to the site for that purpose.

Exhibitor and event participants will be responsible for the management of waste generated by their presence.

### **15.0 Sound and Noise**

The ambient noise level generated by crowd conversation and parading vehicles is not deemed to be sufficiently distracting to require any special measures.

Should intermittent noise from motor vehicles exceed 90 db, the vehicles will be placed well away from the public in signed and designated areas.

### **16.0 Caravans and Camping.**

Overnight stay on site will be restricted to the area designed for that purpose. Caravan and tent units will be parked in segregated areas. A six metre corridor will be maintained between all accommodation units to ensure access for emergence vehicles.

The density of overnight stays will be restricted to the maximum HSE recommended level of 200 units per hectare. Toilet facilities and clean water will be available in the nearby Clubhouse Building.

To avoid potential conflict between vehicles and canvas accommodation, like car fumes, fires and unattended cars, vehicles will not be permitted in the camp area.

The following will not be permitted in the overnight area:

- i** No fires.
- ii** No barbeques.
- iii** No music.
- iv** No loud radios.
- v** A noise curfew between 21.00 and 06.00 hours.

Fire extinguishers and security support will be available at the overnight security office

### **17.0 People with Special Needs.**

The event site is flat and level with a mix of tarmac and grass surfaces giving unrestricted access to all external areas for wheelchair users. Special needs viewing areas will be provided at specific spectator events.

## **18.0 First Aid Management**

The HSE medical recommendations are that between 1 – 2% of people attending events of this nature will require some form of medical assistance. Based on the volume of visitors expected, the first aid facility will need to manage approx. 8 mainly small incidents.

St John Ambulance medical unit will provide medical assistance and equipment to treat the anticipated number of referrals with front line medical response treatment on site. There will be a number of first aiders on site during the event.

The St John Ambulance medical unit will manage the onsite health response, maintain an appropriate event health log, and liaise and communicate with the local NHS and emergency services as necessary.

## **19.0 Children**

A facility to accommodate lost children will be located within the Events HQ, managed by registered CRB personnel.

Event stewards and staff will be fully briefed in dealing with lost children. A steward finding a lost child should immediately contact event control.

If the child is uninjured; the steward should stay at the found location for a few minutes. The parent may be close by or may return once they notice that the child is missing.

Dedicated members of the event team responsible for lost children will then make their way to the steward's location and will arrange for the welfare of the child.

Announcements will not be made with regard to the child in our care without consultation with the safety officer.

It is imperative that any member of the event team releasing a child into the care of a third party is absolutely certain that the parent or guardian are who they say they are – see 23.0 for the correct procedure. Proof of identity must be established beyond all reasonable doubt.

Under no circumstances should a reluctant child be released to an unknown adult. If in any doubt – call the emergency services.

Within the event site the following provision relating to children must be observed:

- i Children under the age of 8 are not to be left unattended.

- ii It is inadvisable for children under the age 8 to leave the event unless accompanied by a parent or responsible adult.
- iii A child within the care of the event team must not be left under the supervision of a single person.

### **19.01 A Reported Lost Child.**

The reporting of a lost child is considered to be a major incident, and should place everybody involved with the event in a state of alert.

The first person contacted by a parent should immediately inform event control so the procedure to safeguard against abduction is acted upon. The parent/guardian should be taken directly to the lost children area, where a full description of the child and contact details of the parent can be noted.

Senior stewards, security and clubhouse staff will then undertake an extensive search of all areas. If a search for the child does not resolve the issue, site egress points will be closed and gate stewards notified of the child's description.

Event control along with the Rugby Club management will decide if the police need to be called depending on the duration of the child being lost.

### **20.0 Health and Safety**

This event will be licensed under the provisions of the venue's premises Licence, which contains details of any specific measures required. A copy of the licence's conditions will be available upon request. General provisions and work practices are covered by the Health and Safety at Work Act 1974.

In organising this event guidance has also been drawn from the Event safety Guide and the Health & Safety at work Act 1974.

The site owners and event organisers have put in place measures designed to prevent or minimise the risk of unintended incidents occurring during the event and will respond to any potential threat or deviation from the prescribed safeguards contained in the event safety manual.

## **PART II Specific Risks**

- 21.0 Wheelchairs.
- 22.0 Moving Vehicles in Crowd Locations
- 23.0 Visiting Public





**RISK ASSESSMENT**

**Wheelchair area at Bath Festival of Motoring, at WALCOT RUGBY GROUND, LANSDOWN, BATH BA1 9BJ**

**AT RISK: Members of the Public, Volunteers**

Risk Description	Risk Factors	Existing control measures	Risk Level	Additional control
<b>A display area at a public event</b>	-Moving and handling of display equipment from vehicle to stand and the setting up and dismantling of the display area -Tripping over/knocking over an untidy display	-Use of van to transport exhibits to and from display area -Heavy items will be lifted according to our appropriate 'Moving and Handling' procedures -Display items will be securely fastened -Stand will be supervised and not left unattended at any time -The stand including all display and storage items will be kept tidy and secure at all times during the event -The setting up of the stand area will allow for clear pathway access for the public including disabled adults and children	Negligible	-

**Ongoing Operations during the Period of Parade and Display.**

Identified Hazard	Areas	No. of people affected	Consequences	Level of risk	Control Measures
<b>Moving Vehicles on the Public Pavement</b>	General	Few	Minor	Low	While moving vehicles on a public pavement the entire route from Public Highway to Display Location will be closed to the public by a suitable barrier to prevent cross-circulation.
<b>Pavement Obstruction</b>	General	Many	Minor	Low	Vehicles will be displayed in areas that leave a minimum 3 meter protected pavement width between the pedestrian and any likely hazard.
<b>Hours of Operation</b>	10.00 am. to 4.00 pm	None	Minor	Low	Displays will only be held in daylight hours.
<b>Fire Protection</b>	Public area	Few	Minor	Low	Each display vehicle will be supported by external foam filled Fire Extinguishers, 2 No.

<p><b>Extreme Weather</b></p>	<p>Public area</p>	<p>Many</p>	<p>Minor</p>	<p>Low</p>	<p>During extreme weather the display will be abandoned.</p>
<p><b>Members of the Public under the influence of alcohol/disorderly behaviour</b></p>	<p>Public area</p>	<p>Few</p>	<p>Minor - Major</p>	<p>Medium</p>	<p>Display Marshalls will not engage with disorderly members of the public, but seek assistance from the relevant authority.</p>
<p><b>Health Episodes, cardiac arrests etc</b></p>	<p>Public area</p>	<p>Few</p>	<p>Minor - Major</p>	<p>Low</p>	<p>Display Marshalls will seek assistance from the relevant authority by calling the emergency services.</p>
<p><b>Bomb Alerts</b></p>	<p>Public Area</p>	<p>Many</p>	<p>Minor</p>	<p>Low</p>	<p>Marshalls will respond to directions from the controlling authority.</p>

**RISK ASSESSMENT- Returning Lost Children to a Parent of Guardian**

Identified Hazard	Areas	No. of people affected	Consequences	Level of risk	Control Measures
<p><b>Inadvertently returning a lost child to a third person not being the parent or legal guardian of the child</b></p>	<p>Lost children Area</p>	<p>The child The claiming group Event personnel</p>	<p>Tragic</p>	<p>Medium</p>	<p>Involve at least three members of event personnel in the identification procedure.</p> <p>Keep the child and collecting group separate until after the following identity checks.</p> <p>Ask for proof of identity for each person in the collecting group.</p> <p>Ask for proof of address for each person.</p> <p>Ask for a car registration number. Identify the car.</p> <p>Ask what clothes the child is wearing.</p> <p>Ask age and distinguishing features.</p> <p>Ask about siblings.</p> <p>Ask what time the child arrived at the event.</p> <p>Check facial similarity.</p> <p>Under no circumstances should a distressed reluctant child be released to a third person. If there is the slightest doubt about the authenticity of the collecting group, seek further advice from the Police Authorities.</p> <p>Write a comprehensive report of the hand over.</p>

## **PART III**

## **Third Party Obligations**

24.0	Contractors
25.0	Exhibitors and Car Owners
26.0	Visiting Public
27.0	Security

### **24.00 Contractors working on site.**

Contractors working on site are subject to all the preliminary and conditional clauses of Part 1 and Part 2 of this document. In the event of ambiguity between the sectional parts of the document Part 3 will take precedence.

#### **24.01 Setting up Arrangements**

Designated areas of the Exhibition Grounds will be open to authorised badge holders and available for the setting up:

Friday	11.00am - 7.00pm
Saturday	7.30am - 9.30am
Sunday	8.00am - 9.30am

#### **24.02 Opening times to the Public**

The Exhibition Ground is open to the public on:

Saturday	10.00am - 5.00pm
Sunday	10.00am - 4.00pm

#### **24.03 Leaving the Event Site**

Removal of exhibits and equipment from the exhibition stand and individual display areas will take place on:

Saturday	between	5.30pm – 9.00pm
Sunday	between	4.30pm - 9.00pm

Or by permission and under the direction of a Steward at any other time.

Everything must be removed by 9.00pm on Sunday. Nothing may stay overnight on Sunday unless with express permission from the organisers.

#### **24.04 Consumable Stand items and Restocking**

The exhibitors will be allowed in the exhibition grounds to re-stock and replace consumable items as follows:

Sunday	8.30am - 9.30am
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#### **24.05 The Organiser's Office – Event HQ.**

The Event Office will be staffed throughout the weekend during the event operational hours.

The Public Address System must be reserved for Organisers' Announcements, Police and Security messages only. This therefore precludes its use, except in an emergency, for the passing of messages from or to exhibitors and visitors.

In the event of an emergency please contact a steward, Peter Edwards or Simon Spalding in the Organisers Office (Event HQ).

#### **24.06 Health & Safety at Work**

We draw your attention to your responsibilities in respect of The Health & Safety at Work Act 1974. All exhibitors and contractors must work within the guidelines of the Act, and the form, which is downloadable separately, MUST be read and signed.

By their acceptance of a location on the event site, contractors and exhibitors will be deemed to have read and agreed to comply with the contents of the Event Manual and Risk Assessment Document, a copy of this document is available for download on the event website.

#### **24.07 Deliveries.**

There are no facilities at site to accept delivery of mail or parcels from commercial carriers. For safety reasons, any mail so arriving on site will be refused.

#### **24.08 First Aid**

Designated areas of First Aid will be available on site throughout the weekend, staffed by qualified and trained operatives. Please refer to the site layout map for precise locations, or contact Event HQ.

#### **24.09 Exhibition and Club Stands**

Your stand will be space only. Any exhibition furniture must be provided by the stand occupier.

#### **24.10 Stand Display Vehicles**

Any vehicle that will be displayed on your stand or in your exhibition area will require a pass to gain entry into the exhibition site. Clubs please fill-in and return the relevant registration form to order the correct number of passes. Passes will be sent out at least 7 days before the event.

#### **24.11 Fire Precautions**

The following safety precautions must be strictly complied with:

- i) All petrol caps must be locked or sealed with tape.
- ii) Whether or not you have carpet please ensure you use drip trays where applicable.

- iii) All materials used for the interiors of stands must be thoroughly fire-proofed to the satisfaction of the local authority and failure to do so may result in the removal of offending fittings.
- iv) Plastic should not be used in the construction of stands without special permission from the Organisers.
- v) Any person, whether exhibitor, staff, contractor, or worker, discovering an outbreak of fire, however slight, should endeavour to quench the fire by use of extinguishers. The exhibition Organisers Office should be notified immediately.

#### **24.12 Exhibitor Passes**

Every member of your staff who will be entering or working within the Venue at any time will require an exhibitor's pass to obtain access past security.

Passes will be issued 7 days prior to the event but special temporary passes will be available on the setting up day Friday from the event organiser's office, provided adequate proof of authenticity is provided.

#### **24.13 Trade**

Each non Motor Trade stand will be issued with an exhibitor pass and 1 car park pass, if required. Exhibitor passes will be strictly monitored and we reserve the right to issue the number of passes we feel is reasonable.

#### **24.14 Clubs**

Please fill in the relevant registration form and return before. Exhibitor passes will be needed to enter the venue. Each preregistered member of a club will be sent a vehicle pass which will enable the vehicle and passengers free entrance.

Please contact Peter Edwards if you require extra passes.

#### **24.15 Car Parking**

Exhibitors can park their own vehicle in the public car park free of charge.

#### **24.16 Electrics**

A mandatory electrical contractor has been appointed for the Festival by the Rotary Club of Bath and must be used for all electrical work to ensure that systems used are compatible.

If you wish to use your own electrical fittings on site they must be approved and tested by the contractor and carry a certificate to that effect.

Please also note the following electrical regulations apply to all exhibitors:

- i) All electrical connections must be enclosed (no strip connectors.)
- ii) Only one extension block lead of not more than 2m long is to be used in each socket.
- iii) Adaptors and reel type extensions shall not be used.
- iv) Extension leads on exhibitors' equipment must be not more than 2m long.
- v) All exhibitors own fittings must have a covered earth wire.



- vi) All metal fittings and equipment must be earthed.
- vii) If you use your own equipment it must comply with all regulations and is subject to testing and spot checks.
- viii) Not more than one flex to one plug top.
- ix) Sockets must not be overloaded, i.e. 500w sockets only 500w max.
- x) There are stringent mains tests carried out by the site owners, it is therefore advisable for all Exhibitors to thoroughly check their own fittings before bringing fittings onto site. A further charge may be incurred by the nominated electricians for the rectification of any remedial electrical work.

#### **24.17 Security**

There will be overnight security operating from the time the site closes on setting up day until exhibitors are officially allowed in the following day. During the opening hours of the Festival exhibitors are responsible for their own stands but there will be a 24 hour security presence on site throughout the event.

#### **24.18 Promotional Activities**

For Health and Safety reasons the following promotional activities may only be undertaken within the exhibition grounds after the written permission of Rotary Club of Bath has been obtained:

- i) Conducting surveys (other than from your stand),
- ii) Handing out stickers and badges (other than from your stand),
- iii) Handing out promotional literature or material (other than from your stand)"

#### **24.19 Press Material & Pre-show Publicity**

Information for the Press can be left with the Rotary Club of Bath. If you have any pre-show publicity regarding new products, etc. please send us details as these are often useful in publicising the Festival via press releases, etc.

#### **24.20 Stand Catering**

There are a number of bars and food outlets facilities on site serving hot and cold food. Individual exhibitors wishing to provide stand hospitality must obtain prior approval to ensure health and safety standards are met.

#### **24.21 Stand Cleaning**

All stands, aisle and common areas will be cleaned at regular intervals throughout the event as a free service. Any large rubbish, black plastic bags or empty boxes are to be placed in the designated refuse area at the end of each day for removal.

#### **24.22 Caravan & Camping Facilities**

You may stay on site in your caravan/camper van in the designated camping area where there will be some facilities available. There is no charge for this facility provided you have pre-registered. You will have been given a pass for your vehicle to avoid being disturbed. For health and safety reasons the Rotary Club of Bath need to know who is exactly staying on site.

## 24.23 The Health & Safety at Work Act 1974

All contractors have been issued with the safety checklist below and will not be allowed on site until a signed copy has been returned. The venue management along with health and safety officer will be monitoring contractors during setting up of the event and breakdown to ensure compliance.

Whilst the venue will do all in its powers to ensure that contractors comply, staff working for sub-contractors, remain the contractor's responsibility. It will be the responsibility of the sub-contractor to issue their staff with the necessary personal protective equipment and suitable clothing.

In addition to these rules all site contractors will need to return a signed copy of the, CONTRACTORS SAFETY CHECKLIST sheet, as well as copies of the documents that it requests.

### CONTRACTORS SAFETY CHECKLIST

Please provide and retain on site a statement of Health and Safety Risk Assessment.

Personal Protective Clothing and Equipment. In order to work on this site you must have the following;

- 1) Steel Toe Cap Boots
- 2) Hard Hats
- 3) Ear Protection
- 4) Equipment for other hazards, e.g. masks, harnesses, protective gloves.
- 5) Clothing suitable for the likely weather conditions

### Lifting Operations

- 6) You will need to provide copies of the test certificates for any lifting equipment you are using on site - this will include motors, hoists, shackles and slings.
- 7) Additionally you must provide details of the load being lifted/flown and the method of lifting (e.g. a lighting/rigging and weight load plan).

### Forklifts, Cherry pickers, Other plant & Machinery

- 8) In order to operate plant on site this site you must bring with you a valid operator's licence for that piece of equipment (photocopies are not acceptable).

### Staff Competency

- 9) You will need to provide documentary evidence of the competency of staff carrying out safety critical tasks'. These tasks include rigging flown equipment, connecting to high voltage electricity, and carrying out medical procedures.

Use Of Chemicals - including paints, solvents, and acid based products.

- 10) Before using any chemicals on this site you must notify the Safety Co-ordinator, and give details of the Cosh assessment that you have carried out, with details of the precautions required.

Flammability

- 11) You must provide a schedule of any materials you are using and details of their flammability. This will include drapes, furnishings, set components and timber.

Health & Safety Arrangements

In order to satisfy us of your company's Health & Arrangements, you must provide us with the following information;

- 12) Company Health & Safety policy
- 13) Company Employer & public Liability policy
- 14) Risk Assessment and Method Statement for this job
- 15) Details of your First Aid arrangements for this job.
- 16) Signed Copy of these Site Safety Rules.

I have read and understood the above site safety rules and will ensure that my company and employees/and or sub-contractors abide by them for the entire period of any build, operation and taking down on the site.

All personnel participating in the event, in whatever capacity, should be aware that they have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and members of the public, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health.

This includes that anybody acting in a supervisory role is provided with information, instruction, training and the resources to ensure not only their own health and safety but others working or attending the vicinity.

The event organisers, the Rotary Club of Bath, are required under legislation to prepare a HEALTH AND SAFETY RISK ASSESSMENT for the Festival.

As a participator in the event you must read the Rotary Risk Assessment:

Then make any comments specific to your activities that may impact on the HEALTH & SAFETY of the event not covered in the document.

This is a mandatory form that participants and event organisers are legally obliged to complete.

## **25.00 Exhibitors, Club Car Owners and Individual Responsibilities**

As active participators in the event we agree that establishing and enforcing appropriate measures to control and monitor Health & Safety procedures is a vital part of running the event as an efficient and successful Festival of Motoring. We therefore agreed:

- i) Ensure that all plant and working practices are safe and offer no risk to health.
- ii) Ensure that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
- iii) Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- iv) Maintain all places of work, equipment and transport under our control in a safe condition, free from risk to health.
- v) Provide adequate facilities for the welfare of employees.
- vi) Safeguard the health and safety of visitors and of any members of the general public who could be affected by our activities.
- vii) Provide all necessary information relating to health and safety in respect of processes, products and services.

### **25.01 The Rotary Club of Bath Code of Safe Practice for External Events**

In addition to preceding clauses, participants in the Festival are required to comply with the following Rotary Club of Bath Safe Practice Procedures

- i) Emergency gangways must always be maintained throughout the event particularly at setting up and dismantling times.
- ii) Hard hats must be used when working beneath or near overhead working or if this is impracticable access must be restricted to such areas.
- iii) Operatives must wear suitable protective clothing relevant to their job, including eye, hearing, feet and hand protection.
- iv) Flammable liquids and substances must be used and stored safely and segregated from waste and other risk areas.
- v) Portable power equipment must be used only for the purpose for which it was designed, and safety guards must be correctly fitted and used.
- vi) Portable electric tools must be used with the minimum length of trailing leads. Such equipment must not be left unattended with a live power supply to it.
- vii) Electrical and telephone cables must not be allowed to lie uncovered on the floor and must be taped down.
- viii) Stacker trucks must only be used by fully trained personnel.
- ix) Disused fluorescent type lighting tubes must be disposed of safely and properly.
- x) Chemicals and flammable liquids must be removed from venue by the user or, in exceptional circumstances, brought to the attention of the relevant clearing department for safe and proper disposal.  
These products must not be placed in general rubbish bins or skips.
- xi) All work areas must be maintained free from general waste materials which could hazard operatives

- xii) Proper scaffolding must be used during the construction of stands. The scaffolding must be used in accordance with industry guidelines and any tower scaffold in use must be properly stabilised and propped.
- xiii) All electrical work within venues must be carried out by the Rotary Club of Bath nominated contractor.

## **25.02 Insurance**

Although every reasonable precaution has been taken - including adequate patrolling of the venue – the Organisers expressly decline responsibility for any loss or damage which befalls the person or property of any exhibitor.

It is therefore essential that Exhibitors insure (on an "All Risks" basis) exhibits and equipment brought to the stand, including property hired or borrowed equipment for which they are responsible. Cover should include transit to and from the venue.

Public liability insurance is also necessary in respect of damage to third party property or bodily injury.

## **25.03 Health & Safety Form Compulsory Completion by all Participants**

Pre-registered Exhibitors will have already received and acknowledged acceptance of the Notes to Exhibitor Information Pack, reprinted overleaf.

# **NOTES TO EXHIBITORS**

**BY ACCEPTING THIS ENTRY NUMBER WE HAVE ASSUMED YOU WILL HAVE READ THE HEALTH & SAFETY PROVISIONS OF THE ROTARY CLUB OF BATH WHICH WILL BE AVAILABLE ON OUR WEB site AND ARE HAPPY TO COMPLY WITH THEM.**

## **Times of Event**

Saturday :	Open to the Public	10.00am
	Closed to the Public	5.00pm
Sunday :	Open to the Public	10.00am
	Closed to the Public	4.00pm

**WOULD ALL EXHIBITORS PLEASE ARRIVE AT LEAST ONE HOUR BEFORE THE EVENT IS OPEN TO THE PUBLIC. THIS WILL ENSURE THE STEWARDS WILL HAVE TIME TO PLACE YOU IN THE CORRECT POSITION AND CLUB STANDS WILL HAVE TIME TO SET UP BEFORE THE PUBLIC IS ADMITTED.**

**All exhibitors will be directed to their allotted space either to Club Stands or Individual display.**

**The Playing Fields are accessed by a public highway and there will be Marshalls to assist you to cross safely into the exhibition ground. There may be a few minutes delay in crossing, so please be patient.**

**ON ENTRY TO THE EXHIBITION GROUND PLEASE SHOW YOUR EXHIBITORS NUMBER PROMINENTLY SO THAT THE STEWARDS CAN QUICKLY DIRECT YOU TO YOUR CORRECT DISPLAY AREA.**

On arrival at the exhibitors checkpoint, which will be after the main entrance you will be given a Complimentary Programme and Commemorative plaque.

### **Parade of Cars & Motorcycles Saturday & Sunday**

We intend to parade many of the cars and motorcycles on both days with a commentary about the particular vehicle and information about the manufacturer. Stewards will notify your section when this will be commenced.

There is no obligation to enter the parade. It is entirely your choice.

### **Prizes for different categories**

There will be prizes for various categories of vehicle which will be awarded on Saturday and Sunday. Please see programme for times.

### **Prizes for Vintage Fashion Competition Sunday**

We wish to encourage exhibitors to come on Sunday in appropriate dress for the age of their vehicle. Prizes will be presented on Sunday for the best revival outfit. Please do enter into the spirit of the event.

### **Leaving the event before the end**

We would ask all exhibitors to stay to the end of the event so that the public have a chance to see all exhibits. However, if you need to leave before the end of the event, please contact a steward who will supervise your exit.

**This is very important as it comprises part of our Health & Safety  
Commitment to the Event.**

### **Caravans & Camping**

There are limited facilities for Caravans and Camping, only available to exhibitors. If you require a caravan/camping pass and it has not been included in this information pack, please contact us urgently, letting us know the night(s) and the numbers of people staying and we will send you the relevant passes, provided space is available.

Please note that all caravans and the camping area must be vacated by 9.00pm Sunday. There is no facility for overnight Sunday.

Exhibits registering on the day of the event, please report to the Event Control to sign the consent form printed below.

The Rotary Club of Bath decisions on matters relating to Health and Safety are final. Exhibitor passes will not be issued unless organisers are in receipt of a signed Health & Safety form.

Company / Club / Participator's name:

Contact Name:

Exhibition Location

Telephone Number

Address

Email

I have read the following and accept the conditions listed.

I/ We acknowledge the Rotary Club of Bath's Health & Safety Policy and Disability Discrimination Protection Policy 2007 and confirm that we will be comply with these documents, in addition to our responsibilities under the Health & Safety at Work Act 1974 and the Disability Discrimination Act 1995 and all its subordinate regulations which apply.

I/ We/our members enclose a fire risk assessment for the operation of our stand.

I/ We are satisfied that our members have been given sufficient fire related information, instruction and training to carry out their tasks in a competent and safe manner in the event of an emergency evacuation plan.

I/ We confirm that the following insurance/ policies are current and valid:

1. Public Liability Insurance.
2. Employers Liability Insurance.

I/ We agree to liaise with the Rotary Club of Bath on all matters regarding Health & Safety prior to and during the event where necessary to ensure the health & safety of all parties who may be affected by our actions/ instructions. Our risk assessment including a fire assessment will be available for inspection throughout the event.

I/ We accept the Rotary Club of Bath reserve the right to prohibit an exhibit or activity where there is a contravention of the Health & Safety rules of the Rotary Club of Bath and/or statutory provisions where they consider that the health & safety or welfare of personnel is at risk.



## **26.00 Public Visitor Responsibilities.**

No effort has been spared by the organisers to make the Festival of Motoring a safe, enjoyable and compliant event.

Members of the visiting public are reminded of their responsibility to act with due regard to the Health and Safety of others and people and children in their care.

The organisers reserve the right to ask any visitor behaving unreasonably to leave the site.

## **27.00 SECURITY**

**SECURITY SHOULD BE PARAMOUNT AT THE EVENT, EVERYONE HAS A DUTY OF CARE TO BE VIGILANT AT ALL TIMES, SECURITY BRIEFING NOTES ARE ATTACHED, PLEASE READ AND UNDERSTAND.**