



**NEWCASTLE ASIAN ARTS AND MUSIC**

# EVENT MANUAL

**NEWCASTLE MELA 2006**

**SUNDAY 27 AND MONDAY 28 AUGUST 2006**

**Final Version**

# **Event Safety Plan**

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# MELA 2006 Event Safety Plan

## 1 Description of Event

Newcastle Mela, which is in its thirteenth year is a two day outdoor event, always held on the last Bank Holiday in August (this year 27<sup>th</sup> & 28<sup>th</sup>), and in recent years held at Exhibition Park. The event is a celebration of Asian culture and mixes Arts & Music with sports, fairground attractions and market stalls. It is promoted as a family event and last year attracted over **29,300** spectators, although at any one time it is unlikely there would be more than 4,000 people on site.

### Aim

The aim of the plan is to ensure, so far as is reasonably practicable, the safety of the spectators in their enjoyment of the event, and to promote a unified, co-ordinated response to any emergency arising.

### Objectives

To achieve this aim the objectives of the plan are:

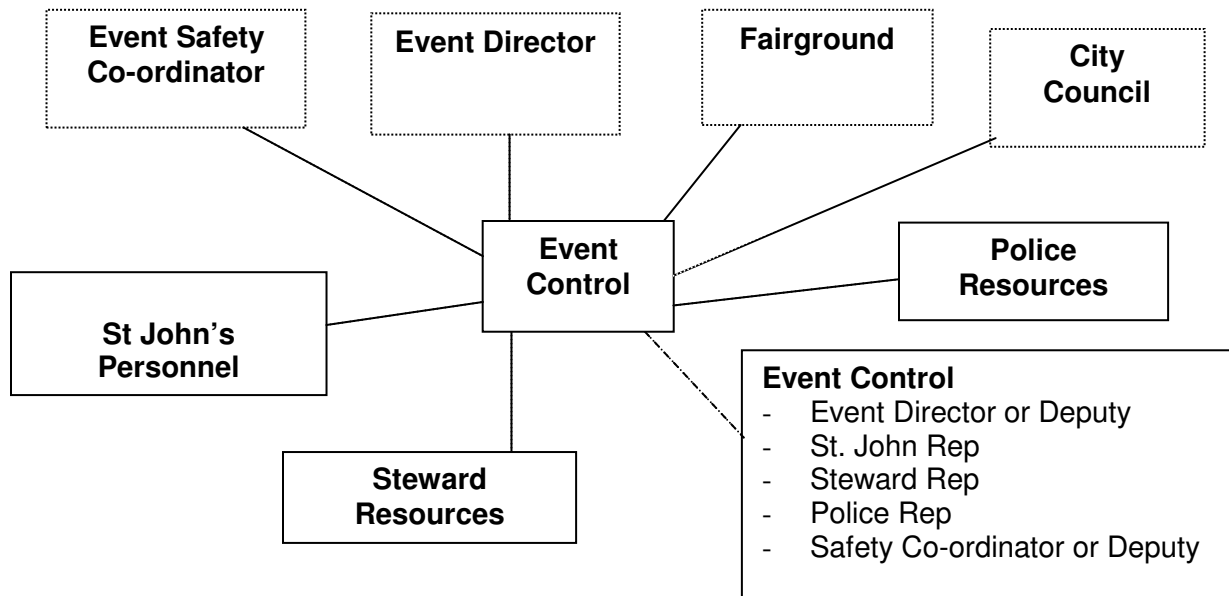
- To identify roles, duties and responsibilities for each organisation
- To identify lines of communication and control
- To identify safety measures and their implementation

## 2 Organisers

The event is organised by a voluntary organisation, Newcastle Asian Arts & Music (N.A.A.M.). NAAM are closely supported by Newcastle City Council.

The event will be delivered in line with the Health & Safety policy of Newcastle City Council (NCC), and this plan has been produced and agreed by NAAM, with assistance from NCC who are involved with the Mela in the dual capacities of venue sponsor and host, supplying logistical support to the event.

## 3 The Event Management Structure is shown below



### **Event Director**

During the event the Event Director, who is the Licensee for the event, and he has extensive experience as a volunteer Police Officer will be based at the Event Control but will work in a mobile role, but remain in constant contact with a competent Deputy at Event Control who will be a NAAM Management Committee Member. The Event Director or his Deputy will maintain overall control of the event unless Event Control agrees that an emergency situation exists.

### **Event Safety Co-ordinator**

The Event Safety Co-ordinator will act as the second in command on site. They will take charge of Event Safety and be mobile but will remain in constant contact with a competent Deputy who will be a Member of NAAM's Management Committee based at Event Control.

### **Stewarding Resources**

Event Cover has provided security and stewarding services at the Mela for many years. The Steward Manager will work in a mobile role as necessary, but will remain in constant contact with a competent Deputy based at Event Control.

### **City Council Resources**

Karen McKenna will act as the council's Event Co-ordinator. They will be responsible for co-ordinating the set up operation and the activities of the various Council personnel involved in the delivery of the event. They and other Council Staff will assist NAAM throughout the event. City Council support staff will be based at the information tent but will be in radio communication with event control throughout the event

### **Fairground**

The location for the event is shared by Clark's amusements, who have held a fair in this park for many years. A representative of the Fairground, although not based at event control, will be in radio communication with event control throughout the event.

### **NAAM**

Members of the Management Committee of NAAM will also act as Event Facilitators and will deputise as necessary for Event Safety Co-ordinator and Event Director at Event Control. NAAM members will also be rostered for various organisational duties relating to the event. See appendix 1.

### **Police Resources**

An inspector from Northumbria Police will be in charge of police support on Sunday and Monday. The Inspector or his Deputy will remain at Event Control throughout the event. In an emergency situation the Police would accept control of the event.

## **4 Site Set Up**

The site is Exhibition Park, which is to the North West of the City Centre. The park has general day to day access via footpaths and pedestrian underpasses, and contains a children's playground, a boating lake, tennis courts and a café area. The open grassed area covers acres and provides sufficient space to accommodate the numbers and spectators predicted by NAAM.

It should be noted that the Main Public Access Point (MPAP) is situated off the roundabout of Claremont Road and Queen Victoria Road.

Gate A is a restricted vehicle access point which lies off the North Terrace Interchange.  
Gate B is a restricted vehicle access point giving access from the Town Moor to the site.  
Gate C is a restricted vehicle access point giving access to another part of the site.

A site plan is shown at appendix 2

## 5 Event Itinerary

### Friday 25th August

0800 – 1600	Staff presence
0800 – 1800	Staging and marquees to be set up
1400	Storage containers and generators to be delivered by NCC
1600	Event Cover commences 24 hour security cover

### Saturday 26th August

	Marquee set up complete
24 hr	Site security maintained

### Sunday 27<sup>th</sup> August

0700	NAAM takes control of site
1145	Event Control established
1200	Event opens to public
1900	Public Event ends
1930	Event Control hands over to overnight Security

### Monday 28<sup>h</sup> August

0800	NAAM takes control of site
1145	Event Control established
1200	Event opens to public
1900	Public Event ends
1930	Event Control hands over to overnight Security

### Tuesday 29th August

0800	Companies take down staging and marquees
0830	Site refuse clearance begins
1200	Containers and skips removed
24hr	Site security ends

## 6 Site Safety

Safety at the event is the responsibility of the organisers, NAAM, other agencies however will be providing an advisory role via the event planning meetings and the Council's Leisure Services Division will be providing operational assistance to NAAM in the planning and delivery of the event. Individuals responsible for specific rides forming part of Clark's Amusements fairground are responsible for the safety of their rides and are subject to inspection by the Health & Safety executive.

## 7 Event Control

From 0900 hrs on Sunday 27<sup>th</sup> August event control will be established (see site map) in Exhibition Park. On Sunday from 1145 until 1930 and on Monday from 1145 until 1930 there will be a minimum of 1 Police Officer, 1 Steward, 1 Ambulance Person, and a Representative of the Event Director and the Event Safety Co-ordinator present at Event Control. These timings cover the public event on both days. The site will, however, have 24hr security from Friday 25 at 1600 until Tuesday 29 at 1800, and Security Staff will have the appropriate emergency contact numbers.

Definitions of 'untoward incident' and 'emergency situation' have been agreed (see Section 14). The NAAM Representative will be responsible for the control of the event unless the Emergency Liaison Team agree that there is a potential emergency situation, in which case the police will assume control.

## 8 **Contractors Responsibilities**

To ensure safe working practice, all suppliers contracted to provide equipment on hire or professional services must be competent in the management of their own Health & Safety responsibilities whilst on site. All such persons will be sent a copy of the site guidelines and requested to return a pro-forma confirming their agreement to these guidelines (see appendix 3)

In addition the Event Safety Co-ordinator will ensure that details of all caterers are forwarded to NCC Environmental Health at least 14 days prior to the event. During the event unauthorised trading causing safety problems will be dealt with by Stewards supported if necessary by the Police. The Fairground and all stalls, (food and goods) must cease trading at 7.00 pm on both days, but will be encouraged from 6.30 to stop trading so that the park can, as far as possible, be cleared of the public.

All temporary structures and equipment installations relating to the Mela are designed and built/installed by proprietary contractors who are well known and competent in this area. Similar structures and installations in relation to the Clarkes Funfair are the responsibility of Clarkes. Clarkes funfair have been established many years and are fully experienced with the operational requirements and responsibilities of a funfair. All electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989. All work will be carried out under the control of a competent electrician who will remain on site whilst the public are present. These structures to be checked by a competent independent person such as Newcastle City Council (PHEPS)

## 9 **Crowd Management**

Crowd management issues are a key concern for all agencies and the event organisers. It is anticipated that this event will primarily attract a family audience from across the Newcastle/Tyneside area. It is not anticipated that alcohol will be a major factor for the majority of the crowd.

Stewards will be deployed to manage the crowd and create a safe environment (see appendix 6). Barrier systems will be deployed to manage access to the site and to isolate particular hazard areas such as front of stage areas and to maintain a sterile area around back stage areas. Should the need arise the Pit Stewards will radio contact Event Control for First Aid Support.

Estimates of numbers likely to attend the event are based on last years event which attracted **29,300** over two days. The event organisers have contracted Event Cover to provide a suitable and sufficient number of trained Stewards for the anticipated size of crowd in order to ensure a safe and efficient environment. All Stewards should be trained to a level of competence required to perform their duties. The Event Organiser will ensure that a comprehensive survey is carried out to assess the parts of the venue where Stewards will be needed and identify the number of Stewards required to manage the crowd,

In the event of a specific crowd problem arising it may be necessary to stop, or restrict, further access by members of the public to part or the entire venue. This can best be achieved by Stewarding on the ground and public information announcements broadcast over the public address system.

The total number of Stewards will be 38, which approximates to one Steward to 100 people. This is 3 more than last year and is based on advice received from Event Cover. All Stewards are to be issued with briefing notes detailing their responsibilities and giving guidance on their approach to given situations. Whilst the majority of Stewards will be mobile, there will be a number of static points at which a constant presence will be maintained. (see appendix 6)

## 10 Transport Management

### i) **Public Car Parking**

There is no public car parking on site at the event. Visitors are to use public car parking in Newcastle City Centre, or the public transport links. Information on parking and public transport will be given in promotional literature relating to the event.

### ii) **Event Passholder Parking**

Officials and traders parking will be located beyond the fairground. Seventy-five spaces, including 12 for disabled pass holders, have been reserved for event use by Newcastle City Council. These will be secured by 2 x Event Cover Stewards from 0700 – 2000 at the MPAP to the park. (see appendix 3)

### iii) **Vehicle Access**

Strictly by pre issued permits only. (see appendix 3)

### iv) **Road Closures**

The event is contained within Exhibition Park and there are no road closures associated with the programme.

### v) **Pedestrian Access**

The main pedestrian entrance (MPAP) is at the junction of Claremont Road and Queen Victoria Road. Other access points are off the Town Moor (to the North & West) and via the underpass linking the park from Brandling Village/Jesmond.

### vi) **Emergency Service Vehicle Access**

The park has been designed to allow for full access by emergency service vehicles – the Police vehicular access point for the park is the same as the pedestrian access point. Stewards will be static in this area and able to clear the route in the event of emergency access being required.

The RVP for Police will be a coned area on Claremont Road adjacent to the Stephenson Building. The RVP for the Fire Service will be on the main site adjacent to the officials car park (see site map).

## 11 First Aid and Welfare

NAAM have contracted St John Ambulance to supply cover for the event.

Advice received using an estimate of 4000 people on site at any one time indicates one ambulance with crew and five First Aiders as an appropriate level of cover.

During the build and breakdown phases individual contractors will be responsible for providing their own first aid cover. Cover will be in place from 1130 – 1930 on Sunday and 1130 – 1930 on Monday.

An event medical centre will be established next to Event Control. This will be staffed by First Aiders. This will be used as treatment area and log all treatment given.

All incidents of injuries on site must be reported and logged in the accident book by Duty member in the Information Tent under, where necessary, the reporting regulations of RIDDOR 95.

Accidents occurring on the fairground rides or within the fairground area will be recorded by the appropriate ride owner. Following the event, the medical agencies are requested to submit reports detailing all casualties treated on site so that these can be suitably logged.

NAAM recognise that people and children may become lost during the event and have established procedures for their care and repatriation. (see paragraph 13)

Sanitary accommodation of 35 WC female 12 WC male 2 disabled and 20 urinals are available. Their locations shown on the site plans are such as to minimise effects on crowd flows. These

facilities will be maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the event and maintained as far as possible to a high standard of hygiene.

## 12 Communications

### i) **Event Management**

Radio communications between designated staff will be deployed and monitored by Event Control. Each person involved with the management and security of the event will have direct contact with their Representative within Event Control. The primary method of communication on site will be via radio. Mobile telephones will also be carried by many staff and telephone numbers for these are given at Appendix 5.

### ii) **Stewards**

Hand portable radios will be provided to Event Cover for selected Stewards who will be briefed to assist with instructions to the crowds on site as required.

### iii) **Emergency Services**

Each Emergency Service will provide effective communication system that will provide cover throughout the event sites and also with their respective Command and Control rooms.

### iv) **Event Management and Stage Management**

All Stage Managers and the Event Manager will have radios. A nominated Steward at the main stage and at the community stage will be provided with appropriate equipment to ensure that, if necessary they can be promptly contacted by Event Control and are able to silence the sound system. All stewards will communicate with each other on a designated channel. Event Cover will also be able to contact stage managers and event management on this channel. If there are any instances at stage sites that require further support, the Stage Managers will contact Event Control. Details of persons holding radios and mobile phones are given at appendix 5.

### v) **Radio Check**

All personnel nominated in the Communication Detail list (appendix 5) will conduct a radio check and rehearse the procedure of emergency situation with the allocated radio channel. Safety Co-ordinator will ensure this procedure takes place in the briefing at each event day.

### vi) **P A System**

A P.A. system will be in operation to impart information messages relating to the event. Requests for information to be relayed can be directed via the radio system. As coverage will be localised further announcements can be made at each stage via the radio system. Event Cover Stewards will be rostered so that there is at all times a designated person at each stage, who would be able to switch off sound and/or make a public announcement as required. In addition, in relation to the main stage, radio communication will be maintained with the sound/light engineer and instruction given to switch power off if necessary. The PA system at Event Control is battery operated and independent of stage systems.

### vii) **Clearing The Park**

The event is scheduled to finish at 7p.m. and event control closes at 7.30 on both nights, to be replaced by overnight security. It is accepted that it is impossible to completely clear a public park in 30 minutes but it is also recognised that it is desirable that people should be encouraged to leave the park in an orderly fashion once the event has ended. At 6.20 a public announcement will be made at the main stage and from the P.A. at event control

informing the crowd that all stalls (food and clothing etc.) will be closing in 10 minutes. From 6.30p.m. Event Cover and City Council staff will encourage stallholders to close their stalls and ensure that all stalls are closed by 7.00pm.

### 13 **Lost Children and Property**

There will be a lost children's point within the Information Tent which will be staffed by suitable qualified persons. All procedures detailing this are in appendix 7.

A venue for lost property (handed in by Stewards) will be established at the Information Tent. Lost items will be passed to Newcastle City Council at the end of the event if they remain unclaimed. When Event Control closes any remaining valuable lost property will be handed to the Police otherwise it will be kept by Newcastle City Council until it is claimed.

All exits, WCs, First Aid, Welfare etc. will be clearly and conspicuously signed. All temporary signs will be of a suitable type and will conform (where appropriate) to the Health and Safety (Safety Signs and Signals) Regulations 1996.

### 14 **Inclement weather plan**

Long range and short range weather forecast checked prior to event. This will determine the need for a meeting of the relevant members of the SAG. In the event of prolonged wet weather prior to the event, the following measures will be put in place:

- a a tractor will be on standby
- b bark chip will be on site and further supplies identified off site
- c contractors will be informed of the need to keep off grassed areas
- d larger vehicles will not be allowed on grassed areas and will be led in to place by Event Safety Co-ordinator

Should wind speed be above the guidelines received from the Marquee and Staging Company, the relevant members of the SAG will meet to decide whether the event can proceed.

St John Ambulance personnel will be instructed to carry suntan cream and will be available from the Information Marquee should anyone suffer from heat stroke or sunburn.

### 15 **Incident Management**

The following definitions have been agreed

- An **untoward incident** is defined as a routine occurrence that impacts upon the safe running of the event but **does not** require the police to assume the co-ordination of its resolution
- An **emergency situation** is defined as an occurrence that poses the threat of a serious injury, loss of life or a breakdown in public order and does require the police to assume the co-ordination of its resolution.

On occurrence of an **untoward incident** Event Control will manage the response of Stewards through normal radio links. An untoward incident will require a localised response, which should not require general broadcast.

On occurrence of a potential **emergency situation**, the police will require the assistance of Event Control in the communication of essential information to Stewards and members of the public. A flexible emergency situation response plan will be implemented as below.

## 16 Emergency Plan

- Any Steward/Official becoming aware of a potential emergency situation must advise Event Control by radio
- Concise location situation report to be given
- Event Safety Co-ordinator in liaison with Police will consider it if is an untoward incident or an emergency situation (For definitions see 14)
- If it is decided to stop music instruction will be given to designated stewards at main stage. Instruction will also be given by radio to nominated fairground representative to stop all music and rides.
- The following announcement will be made from Event Control and by the Stage Manager/NAAM member at the main stage and community stage, i.e., *'Could we ask everyone to be patient there will be a short delay'*
- All radio traffic to be restricted to the initial caller and Event Control.
- Organiser and nominated Police Officer to determine an action plan, depending upon the circumstances
- The action plan is passed over the radios to Police/Stewards
- Organiser causes a message to be passed over the PA system to the public giving a clear and concise message
- Police and Stewards act as per their instructions
- In the event of an evacuation, Police and Stewards prevent re-entry without specific permission from the nominated Police Officer (most senior Officer)
- Steward should be given a post situation report

### Evacuation Points

The principle evacuation routes from Exhibition Park during this event are as follows: -

- a) West, marked by black paths onto the town moor
- b) North, along the black path towards the Military Museum
- c) North-East past the café leading to the Great North Road
- d) South-East under the Great North Road pedestrian underpass leading to Brandling Village
- e) South under the Central Motorway pedestrian underpass leading to Claremont Road.

## 17 FIRE HAZARDS, BOMB THREATS, SUSPICIOUS PACKAGES/VEHICLES

The following information has been given to the Stewards regarding these hazards. Police Officers should be aware of the guidelines, however, they should act in accordance with normal procedures which will normally be initiated with a situation report to Control. Simultaneously, the Police Liaison Officer at Event Control will be alerted.

### Fire Hazards

The risk of fire in the vicinity of the Event is always present, particularly where mobile catering facilities are located. Other high-risk areas include locations where generators are deployed. Stewards trained in fire fighting procedures will be deployed in high-risk areas and have access to relevant equipment. All such equipment has been sanctioned for use by the Fire Brigade. However, Stewards should only tackle any fire provided it will not endanger life and only once the immediate area has been evacuated. It is essential that, even if extinguished, any fire is reported to the Fire Brigade.

**Bomb Threats**

Event Control and the Stewards must be aware of the potential, however negligible, of bomb threats and the ensuing actions that must be taken.

Bomb threats may be received by any agency and are likely to come by way of telephone. In the event of a bomb threat being received at Event Control, the Police Liaison Officer must be informed immediately.

The Police Liaison Officer will be responsible for the co-ordination of the response to a bomb threat in accordance with agreed Northumbria Police procedures.

**Suspicious Packages and Vehicles**

Even without the receipt of a specific bomb threat, Stewards must remain vigilant as regards the possibility of the discovery of suspect packages or vehicles and should make a cursory check of their area of responsibility as they patrol. If a suspicious package or vehicle is discovered it should not be touched or moved. Event Control should be informed as soon as possible. However, radios and mobile phones should not be used within 25 metre distance of suspect packages or vehicles.

Event Control will notify the Police Liaison Officer immediately. The Police Liaison Officer will be responsible for the co-ordination of the response.

## **Appendices**

- 1 NAAM Roster of Duties**
- 2 Site Plan**
- 3 Site Guidelines**
- 4 Stewards Briefing Notes**
- 5 Communication Details**
- 6 Deployment of Stewards**
- 7 Lost Children**
- 8 Risk Assessments**

## Appendix 1

### ROSTER OF DUTIES

There are currently 10 members on the Management Committee of NAAM (Event Facilitators).

MAIN STAGE	One member	Rota system
INFORMATION MARQUEE	One member	Rota system
LOST CHILDREN	City Council *	
STALL HOLDERS (PRIOR TO SETUP)	Two members	
FLOATING (dealing with enquiries)	Five members	
COMMUNITY STAGE	Two members	Rota System
EVENT CONTROL	One member	EC/ECS/Deputy

They consist of:

**List members/volunteer names.**

## MELA 2006

### Site Requirements for all staff, contractors and on site exhibitors\*

Date: Sunday 27<sup>th</sup> and Monday 28<sup>th</sup> August 2006

Venue: Exhibition Park, Newcastle upon Tyne

1. **Event Management:** whilst on site all staff and contractors shall comply with any reasonable instructions given by NAAM, the Police, Stewards and Emergency Services.
2. **Vehicular Access & Parking:** access and parking arrangements for the event are as per the instructions given by the Event Management. Where vehicle passes are provided, these must be clearly displayed.

#### Traders

They will access the site via the MPAP from 7am, however there is a strict cut off point at 11am where no traders will be allowed on site. No egress from site via this access point until 8pm. **Egress for traders after 7pm is via Gate C and then Gate A when main areas are cleared of the general public.**

#### Artists

Artists/performers will enter the site via Gate A and proceed to Gate B or C where they will be walked to their performance location, They will be walked back to Gate B or C where they will egress via Gate A.

#### Disabled

Enter through Gate A and proceed to Gate C where they will be shown to one of the 12 allocated spaces.

#### Emergency Services

Will enter with caution via the MPAP or Gate A then Gate B or C.

3. **Fire Safety:** in the event of any fire please notify a steward or member of the on site management team immediately. In the event of a fire within any temporary structure on site the structure must be evacuated. All fire exits must be kept clear of furniture or other items at all times. No person may park any vehicle outside a designated fire exit at any time. No person shall be permitted to return until it has been deemed safe by the Fire Service. All fires – of whatever size or type – must be reported, even if they are extinguished. The event management will provide fire-fighting equipment on site: precise details of this will be contained with the event safety management plan. All staff, contractors and exhibitors shall familiarise themselves with the locations of the nearest fire fighting equipment on site. The event management shall undertake a fire risk assessment for the event based on the available information. All exhibitors bringing any form of promotional unit or display onto the site must provide full details to the event management 2 weeks prior to the event. Any exhibitor unit brought onto site must be equipped with suitable fire fighting equipment, evidence of which must be shown.
4. **Medical Cover:** the event management will ensure the provision of suitable medical cover on site. The medical station(s) on site will be clearly signed. All staff, contractors and exhibitors must familiarise themselves with the locations of the nearest fire fighting equipment on site. All accidents and injuries must be reported to the event management to allow for proper records to be made.

5. **Opening Times:** The event is classed as being open to the public on Sunday from 1200 – 1900 and on Monday from 1200 - 1900.
6. **Evacuation Process:** in the event of any evacuation please follow the instructions provided by the stewards, event management or Emergency Services personnel on site. All vehicles must be left on site (but not so that any access routes are compromised) and evacuation made on foot. There will be no re-entry to the site without Police approval.
7. **Loading / Unloading:** all vehicles used to deliver equipment to the site must be suitable for the purpose, and must be properly loaded so that the weight is spread and the vehicle is capable of delivering loads and part-loads without risk of overturning. Where at all possible, all unloading / loading operations must be carried out in an area away from passing traffic, pedestrians and other workers not involved in the loading / unloading operation. Where not possible, the person(s) responsible for the operation must provide staff to keep other site users clear of the area.
8. **Radio Communications:** anyone bringing radio equipment on site must inform the event management in advance to avoid channel interference. All such equipment must be licensed. Any staff using radios supplied by the event management must ensure that messages are concise and work related; radios are never left unattended or in vehicles; and that radios are not carried by their aerials.
9. **Compliance with Statutory and other Requirements:** whilst on site all staff and contractors must comply with all relevant statutory and other requirements that may relate to their activity on site, including structural regulations, Health & Safety law and fire prevention precautions.
10. **Set Up and Strip Out:** all contractors must ensure that they arrive on site at the correct time to meet the requirements laid out by the Event Management, and that they are fully operational at the correct time to meet the needs of the event as outlined in any specification provided by the event management.
11. **Speed Limits:** during opening times any vehicle accessing the site must adhere to a speed limit of 5mph and exercise extreme caution.
12. **Insurance:** all exhibitors and contractors shall ensure that they have £5million public liability and £10million employers liability and any other necessary insurance in force and valid throughout their participation in and attendance at the Event. Written evidence of same shall be exhibited to the Event Management prior to the Event. All contractors and exhibitors shall indemnify and keep NAAM and the venue owners and their employees, servants, agents and others wholly indemnified against all losses, claims, damages, expenses and liabilities arising out of or in connection with the death or injury of any person (other than where occasioned by the negligence of NAAM or the venue owner) or damage to or loss of any property arising out of the contractor's or exhibitor's participation in or attendance at the event.
13. **Security:** the event management may provide general on site security in the form of static and or roving patrols to ensure the security of items hired in by the event management for use at the event but shall not be responsible for the security of promotional units, goods or displays brought onto the site by exhibitors unless previously agreed.
14. **Cleansing:** the event management shall provide refuse bins before and during the event and a collection of refuse from the site after the conclusion of the event. All contractors and exhibitors shall ensure that all waste is kept out of site and away from areas that enjoy visitor access, and that all such waste is properly bagged or otherwise secured to allow for its safe removal from site. Exhibitors shall keep nothing of a foul or noxious nature on site. No dumping of wet waste on the site shall be allowed: all methods of disposal must be in accordance with Environment agency guidelines and regulations.

### Appendix 3

## MELA 2006

Please complete and return this form to show that you have received the site requirements for the above Event:

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Arrival Date on Site: \_\_\_\_\_

Est. Arrival Time: \_\_\_\_\_

Supervisor / On-site Manager: \_\_\_\_\_

Contact Mobile No.: \_\_\_\_\_

### Declaration:

I acknowledge that I have received the site requirements for the above named event, and confirm that the content of this will be distributed to all staff that we employ on the event site prior to arrival on site.

Furthermore I agree that all staff and contractors associated with the provision of services and equipment will adhere to the guidelines whilst on site.

Signed: \_\_\_\_\_

Name (please print): \_\_\_\_\_

On Behalf of (Company name): \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 4

### Steward's briefing notes for the MELA 2006

All stewards should carry this briefing note with them. The operational Stewarding Details for Event Cover personnel are listed below:

1. MELA 2006 is a family entertainment event over two days. The event runs from 12:00 – 19:00 on Sunday and 12:00 – 19:00 on Monday.
2. All stewards will wear jackets with appropriate identification and ID.
3. Event Cover will provide those stewards nominated within the schedule with a two-way radio to maintain contact through the Chief Steward.
4. A briefing (carried out by the Chief Steward and Event Safety Co-ordinator) will take place for all stewards on Sunday 27<sup>th</sup> August and Monday 28<sup>th</sup> August at 11:00am prior to the stewards taking their positions. This briefing will include:
  - A copy of the detailed site plan indicating location of Information Tent, First Aid Facilities and Toilet Facilities, Fire Fighting Equipment, Event Control, and Evacuation Routes.
  - Guidance on emergency management procedures and explanation of untoward incident and emergency situation.All stewards should keep briefing notes with them, and set aside a few minutes to familiarise themselves with their position / area once on site.
5. Remember – safety is your responsibility. Read and understand the instructions contained within this briefing pack.
6. **Vehicular Access & Parking:** access is strictly by pass only with the exception of disabled users and emergency vehicles.

#### Traders

They will access the site via the MPAP from 7am, however there is a strict cut off point at 11am where no traders will be allowed on site. No egress from site via this access point until 8pm. **Egress for traders after 7pm is via Gate C and then Gate A when main areas are cleared of the general public.**

#### Artists

Artists/performers will enter the site via Gate A and proceed to Gate B or C where they will be walked to their performance location, They will be walked back to Gate B or C where they will egress via Gate A.

#### Disabled

Enter through Gate A and proceed to Gate C where they will be shown to one of the 12 allocated spaces.

#### Emergency Services

Will enter with caution via the MPAP or Gate A then Gate B or C.

6. Be on the look out for pickpockets or other criminal activity – report to your supervisor, do not attempt to “wade in” first. There will be a Police presence on site. Be aware of your limited powers. If in doubt contact Event Control.
7. Be friendly and polite – conduct your duties in a calm and orderly manner.
8. Particular care should be taken when dealing with children – when at all possible any lost children (particularly the very young) should be put in the care of 2 x stewards,

including one female staff member. Any lost children should be taken to the Information/Lost Children tent.

- 9. Fire prevention:** stewards should keep a look out for any signs of fire and alert the Chief Steward should a fire, or sign of a potential fire or fire risk be found. Stewards positioned at marquee or other structures must be aware of the number and location of fire exits and fire fighting equipment. They must ensure that, in the event of the order to evacuate the structure, the public leave as quickly and smoothly as possible. Wheelchair users may require assistance. Where assembly areas need to be evacuated – or any part of the course cleared in the event of an incident – Event Control will direct the stewards on the ground to assist as required. In the event that it is not possible or feasible to contact the Event Manager or Chief Steward then the 999 service should be used.
- 10.** Annoyance has been caused in the past by people waving the national flags of either India or Pakistan. Signs are posted at the main entrance requesting people not to wave flags. Stewards at the main entrance should reinforce this to those who they see carrying flags. All Stewards should politely ask anyone waving a flag to stop. Stewards should inform Event Control if they consider flag waving to be prolonged or aggressive. Do not attempt to confiscate flags.
- 11.** In the event of Emergency Evacuation, Stewards should actively encourage the crowd to move in accordance with the public address announcement. Please refer to site map for evacuation points.
- 12.** Remain in position until you have been told to stand down by the Chief Steward which will be after 8.30pm.

**COMMUNICATION DETAILS**

	<b>NAME</b>	<b>LOCATION</b>	<b>MOBILE NO.</b>
1	Event Safety Co-ordinator	Floating/Event Control	
2	Inspector from Northumbria Police	Floating/Event Control	
3	Main Public Access Point	Park Gates	
4	Karen McKenna	Floating	
5	NAAM Member	Main Stage	
6	NAAM Member	Community Stage	
7	Main steward	Floating	
8	Simon Fan	City Council rep	
9	Event Director	Floating/Event Control	
10	Information Marquee	Information Marquee	
11	Clarkes Funfair	Clarkes Funfair	
12	Staging Company	Main stage/sound	

**In addition to the above, all NAAM members will have radio control with each other throughout the two days.**

**STEWARDS DEPLOYMENT**

	<b>AREA</b>	<b>AMOUNT</b>
STATIC STEWARD	BACKSTAGE - MAIN STAGE	TWO
STATIC STEWARD	BACKSTAGE – COMMUNITY STAGE	TWO
STATIC STEWARD	EVENT CONTROL	ONE
STATIC STEWARD	CAR PARK	TWO
STATIC STEWARD	Main Public Access Point	TWO
STATIC STEWARD	TOWN MOOR ENTRANCE <ul style="list-style-type: none"> <li>• Gate A</li> <li>• Gate B</li> <li>• Gate C</li> </ul>	THREE
STATIC STEWARD	MAIN STAGE CAR PARK AREA	ONE
OTHER STEWARDING	ROAMING THE SITE <ul style="list-style-type: none"> <li>• Near stalls</li> <li>• Food stalls</li> <li>• Toilet areas</li> <li>• MPAP to site</li> </ul>	TEN
SECURITY SIA	ROAMING THE SITE	FOURTEEN
OVERNIGHT SECURITY	24 HOUR SECURITY	FOUR
STATIC STEWARD	MAINSTAGE PIT	NINE
STATIC STEWARD	COMMUNITY STAGE	TWO

## Appendix 7

### Lost Children - Procedures

Newcastle Asian Arts and Music in conjunction with Newcastle City Council have two fully vetted volunteers and two officers from NCC to cover the Lost Children's Marquee (situated within the Information Marquee).

#### Person(s) Reporting a Lost Child – “Missing Child”

1.	If the report is made to a police officer or steward they should immediately contact the Lost Children Point to ascertain if the child is already there.
2.	If the child is at the Lost Children Point, direct the person(s) to that location where they will be required to complete the necessary documentation and show adequate proof of identity (e.g. driving license, family allowance book etc) before the child is released to them. In the event of any uncertainty, it will be the responsibility of the police to determine if the child should be allowed to go with the person who is 'claiming' them and contact should then be made with the police representative in Event Control to determine what action should be taken.
3.	If the child is not at the Lost Children Point, direct the person(s) to that area. There may be a requirement to escort them to the Lost Children Point if they are highly stressed or upset. On arrival they will be asked to complete the 'Missing Child' form with details of the child's name, age, description etc.
4.	Once the form has been completed outline details of the child should be passed to Event Control usually via mobile phone or landline. In some cases a 'runner' could be employed to undertake this task. However, at no time should one person be left in sole charge of any lost child.
5.	Event Control will then issue a message to both police and stewards at the earliest opportunity so that all personnel are made aware and can remain vigilant. In the event of a very young child (6 years and under) or particularly vulnerable child being missing this message should be broadcast as a matter of urgency.
6.	It should be noted that in the interests of the safety of the child, no details of any missing children should be broadcast over the public address system without the authorization of the police officer in charge of the event.
7.	Any police officer or steward finding the child should immediately contact the Lost Children Point (directly or via Event Control) to advise them that they are bringing the child in. All children found in this way must be escorted to the Lost Children Point to avoid them becoming 'lost' again. This escort is a priority and should be undertaken immediately – police/stewards must not retain the child any longer than is necessary.
8.	Once details of the child have been taken, any person(s) reporting a missing child should be requested to remain at the Lost Children Point rather than going out to search for the child. It is unlikely that there is any way to contact these persons once they leave the Lost Children Point, and it is possible that the child could either be brought in by a police officer/steward or report there themselves. However, neither the Lost Children staff nor the police have any powers to make any adult stay at the Lost Children Point if they do not wish to. In this case, the person(s) reporting the missing child should be asked to sign a disclaimer form stating that they left the area of their own accord/wish.

**Note:** It is generally accepted that the Lost Children Point is provided for persons age 14 and under. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable.

## Lost Children Procedures

### Child Reporting that they have lost their Parent(s)/Guardian(s) – “Found Children”

1.	If a child approaches, or is brought to a police officer or steward and advises them that they have lost their parent(s)/Guardian(s) the police/stewards should immediately contact the Lost Children Point to ascertain if the parent(s)/Guardian(s) is/are already there and to advise them that they are bringing a lost child in.
2.	The police officer/steward must then immediately escort the child to the Lost Children Point – this escort is a priority and must be undertaken immediately. On no account should the police/stewards retain the child any longer than is necessary.
3.	On arrival at the Lost Children Point the police officer/steward should wait whilst the ‘Found Child’ form is completed. Details of where the child was ‘found’, together with name, rank and number etc of the police officer/steward will be required.
4.	Once the ‘Found Child’ form has been completed, outline details of the child should be passed by to Event Control, usually via mobile phone or landline. In some cases a ‘runner’ could be employed to undertake this task. However, at no time should one person be left in sole charge of any lost child.
5.	Event Control will then ensure that these details are broadcast to both police and stewards so that all personnel are made aware of them being approached by a distraught parent/guardian. In the event of a very young child (8 years and under) or particularly vulnerable child being found this message should be broadcast as a matter of urgency. Where necessary Event Control will request that a message is issued over the public address system at the earliest opportunity.
6.	It should be noted that, in the interests of the safety of the child, no details of any missing children should be broadcast over the public address system without the authorization of the police officer in charge of the event.
7.	On arrival of the parent(s)/guardian(s) they will be requested to show adequate proof of identity (e.g. driving license, family allowance book etc) before the child will be ‘released’ to them. In the event of any uncertainty, it will be the responsibility of the police to determine if the child should be allowed to go with the person who is ‘claiming’ them and contact should then be made with the police representative in Event Control to determine what action should be taken.

**Note:** It is generally accepted that the Lost Children is provided for persons age 14 and under. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable.

List of CRB checked personnel	

# FOUND CHILD REPORT

Please complete the following (in block capitals) as far as is possible/applicable

**Event/Venue:** ..... **Date:** .....

**Name of Child:** .....

**Address:** .....

.....

.....

**Tel No:** .....

**Approx Age:** ..... **Gender:** .....  
**Male/Female** .....

**Description:** .....

.....

.....

**Additional Information:** .....

.....

.....

**Found by:** ..... **Signature:** .....

**Area Found:** ..... **Time Found:** .....

**Completed By:** .....

---

## COLLECTION DETAILS

**Collected by:**  
(print) .....

(sign) .....

**Relationship to child:** ..... **Identification shown:** .....

**Action taken if not collected:** .....

.....

.....

**Child released by:** ..... **Time:** .....

# LOST CHILD REPORT

Please complete the following (in block capitals) as far as is possible/applicable

**Event/Venue:** ..... **Date:** .....

**Name of Child:** .....

**Address:** .....

.....

.....

**Tel No:** .....

**Approx Age:** ..... **Gender:** .....

**Male/Female** .....

**Description:** .....

.....

.....

**Additional Information:** .....

.....

.....

**Found by:** ..... **Signature:** .....

**Area Found:** ..... **Time Found:** .....

**Completed By:** .....

---

## REUNION DETAILS

**Reunited with:**  
(print) .....

(sign) .....

**Relationship to child:** ..... **Identification shown:** .....

**Action taken if not found:** .....

.....

.....

**Child released by:** ..... **Time:** .....

# LOST CHILD - DISCLAIMER

**Event/Venue:** ..... **Date:** .....

**Name of Child:** .....

**Form Ref:** .....

I, the parent/guardian of the above child, having reported their absence now intend to leave the Lost Child Point and search for them myself. I confirm that I do this of my own accord, having been requested to remain at the Lost Children Point to await their arrival. I fully understand that it may be difficult to contact me should this child be escorted to the Lost Children Point in the meantime and accept that this could cause delay in reuniting me with this child.

**Signed:** .....

**Relationship:** .....

**Signed:** .....

**Lost Children Officer:** .....

## Appendix 8

### RISK ASSESSMENT MELA 2005

	HAZARD	PEOPLE AFFECTED	RISK LEVEL	CONTROLS
1	Major incident on event days (e.g. Bomb Scare)	Spectators, stall traders. Artistes	Low	<ul style="list-style-type: none"> <li>Event control team on site, Police presence on site to determine communications/actions</li> </ul>
2	Extremes of Weather	All	Low	<ul style="list-style-type: none"> <li>Limited shelter available on site at marquees and within the café.</li> <li>All structures to receive checks for movement in windy conditions. Event Safety Co-ordinator has authority to stop all activities.</li> <li>Wet weather plan in place</li> </ul>
3	Site set up procedures Vehicle and Plant movement	Public, contractors and staff	Low	<ul style="list-style-type: none"> <li>All contractor vehicle movement to be supervised.</li> <li>All persons to be trained and competent.</li> </ul>
4	Electrical Shocks or Burns	Contractors	Low	<ul style="list-style-type: none"> <li>Use of battery operated tools where practicable.</li> <li>Metal structures to be earth bonded as appropriate.</li> </ul>
5	Damage by fire or smoke to persons/property	Public, contractors and staff	Low	<ul style="list-style-type: none"> <li>Accumulations of combustibles is to be kept to a minimum. Fire extinguishers easily accessible.</li> </ul>
6	Erection and Breakdown of structures  Falls, falling materials, unstable structures	Public, contractors and staff	Low	<ul style="list-style-type: none"> <li>All structures to be erected by approved contractors</li> <li>Contractor to restrict access to site set up area</li> <li>Contractor risk assessment to be provided</li> <li>Final structure to be independently checked</li> </ul>
7	Overcrowding/pinch points	Public	Medium	<ul style="list-style-type: none"> <li>Stalls aligned to not obstruct crowd flows</li> <li>Stalls allocated in advance and no unauthorised stall holders allowed on site</li> <li>Stage pit is to be constructed in front of main stage area</li> <li>Stewards to monitor and report any overcrowding</li> </ul>

	<b>HAZARD</b>	<b>PEOPLE AFFECTED</b>	<b>RISK LEVEL</b>	<b>CONTROLS</b>
8	Fire and Electric Shock	Public, contractors and staff	Low	<ul style="list-style-type: none"> <li>Generators filled before event. Diesel not kept on site</li> <li>To be in secure areas away from public</li> <li>Fire fighting equipment to be readily available</li> </ul>
9	Vehicle Movement and Traffic congestion	Spectators. Staff	Medium	<ul style="list-style-type: none"> <li>No road closures in place</li> <li>No designated public car park on site</li> <li>Site set up complete before major numbers of public accessing site</li> <li>Access limited to passholders</li> <li>Pre-event publicity advising of car parking</li> <li>Stewards to control car movement during the event</li> </ul>
10	Failure of P A Systems	Spectators, event staff	Low	<ul style="list-style-type: none"> <li>Provided by experienced contractor</li> <li>Battery operated PA system</li> </ul>
11	Risks associated with catering: fire or food hygiene issues	Spectators, event staff	Medium	<ul style="list-style-type: none"> <li>All stall holders to be issued with site guidelines</li> <li>Catering stalls to be checked by Environmental Health prior to event</li> </ul>
12	Theft/Malicious damage/public disorder	Spectators, event staff	Medium	<ul style="list-style-type: none"> <li>Security on site from 27<sup>th</sup> August</li> <li>Security stewards and police on site during event</li> <li>Staff access to radio communications</li> <li>Competent security staff</li> </ul>
13	Crowd crush at main stage	Spectators, Stewards, Artistes	Low	<ul style="list-style-type: none"> <li>Use experienced Stewards</li> <li>Create pit area in front of stage using mojo barriers</li> <li>Designate adjacent rest area</li> </ul>
14	Fighting	Spectators, Stewards, Staff	Low	<ul style="list-style-type: none"> <li>Use experienced Stewards</li> <li>Detailed brief to Stewards pre-event</li> <li>Prohibit flag waving in advance publicity and by using signage</li> <li>Identify known trouble makers to Police</li> <li>Request assistance from Police as required</li> </ul>
15	Lake	Spectators, event staff	Low	<ul style="list-style-type: none"> <li>Use of temporary fencing</li> <li>Deployment of stewards near community stage area</li> </ul>
16	Skate Park	Participants	Low	<ul style="list-style-type: none"> <li>Deployment of stewards at Main Public Access Point</li> </ul>
17	Waste Disposal Units	Spectators, event staff	Low	<ul style="list-style-type: none"> <li>Use of experienced staff</li> <li>Staffed at all times</li> </ul>

	HAZARD	PEOPLE AFFECTED	RISK LEVEL	CONTROLS
18	<p>Henna Tattooist</p> <p>Allergic reaction to the ingredients.</p> <p>There are two types of henna used in tattoos. The first is pure brown henna. This is pretty harmless to skin and hair.</p> <p>However, there is also black henna, which people can have a bad allergic reaction to. Black henna is made by mixing henna with a chemical dye called ppd.</p>	Public	Low	<p>Ensure that only brown henna is used</p> <ul style="list-style-type: none"> <li>• Check with participants for details of allergies, or medical problems, through use of questionnaire</li> <li>• Henna artists have a minimum of 2million public liability cover</li> </ul>



