



Devizes Scooter Club

Event Management Plan

Devizes Scooter Club Rally 2022

**Fri 29th, Sat 30th,
and Sun 31st July 2022**

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1. Event Overview

EVENT DESCRIPTION

The Devizes Scooter Rally is a celebration of the culture surrounding the owning and riding of motor scooters from classic scooters dating to the 1960s right up to the present day, together with music, both live and pre recorded, geared to the interests of the culture, amusements and provision of various traders offering reasonably priced collectables, clothing, music recordings, food, drink, scooter parts and accessories as well as membership to scooter enthusiast owners clubs, e.g. Lambretta (GB) and Vespa (GB). On the Saturday there is a Scooter ride where owners who wish to take part ride a carefully planned and marshalled route from the event ground, around the Devizes area and back to the ground. Trophies are awarded in various categories to those who have the best classic scooter, best new scooter, best custom scooter etc etc. There is overnight camping and an area for those wishing to bring caravans and motorhomes for the weekend event. This event is very much for all the family and all ages, with the aim of raising money for designated charities and promoting the scooter culture. In addition to the above we will also be raising money for Julia's House Childrens Hospice.

LOCATION

The Devizes Scooter Rally is planned to take place at a signposted field, off of the A361, Whistley Road, Devizes, Wiltshire SN10 5TB

Grid reference ST98418 61007 Easting 398418 Northing 161007

THE SITE AND SOME OF THE SURROUNDING AREA

The site is a large field approximately 1 mile outside of Devizes Town off of the A361 Caen Hill accessed by Whistley Road



DATES AND DURATION

Monday July 25th 2022 Devizes Scooter Club take possession of the site, erect local signage into the site and maintain a presence at the site from 0800hrs – 1800hrs daily. As the site becomes more established throughout the week the site will be manned 24hrs.

25/7/22 – 28/7/22 Equipment, and facilities such as site office, first aid station, toilets, showers, waste bins, stalls, establishment of camping and parking areas, stage, food and drink areas will be set up.

29/7/22 10:00hrs – 20:00hrs The rally gates open to the public. Patrons will be marshalled into the site and directed to parking / camping areas. Recorded music will be played from 1400 until 1800hrs. Live music from 1800hrs until 2300hrs. Food and drink, traders, amusements will be in operation throughout the day.

30/7/22 0800hrs-2000hrs Gates open to the public. Patrons will be marshalled to parking and camping areas. Music will be played from 1300hrs until 2300hrs. Live music will be played from 1400 – 2300hrs. A scooter ride out will take place from 1300hrs along a carefully planned and marshalled route with a duration of approximately 1hour, following the ride out trophies will be awarded to scooter owners for various categories. Traders and amusements will be operational throughout the day.

31/7/22 0800hrs Traders, patrons etc will begin to pack up and vacate the site. This will take place throughout the day.

31/7/22- 1/8/22 The ground will be cleared and all evidence of the rally removed. Following the clearance of the site, it will be inspected by the landowner and Devizes Scooter Club's Mr Adam Ford and handed back to the landowner.

ENTRANCE/EXIT POINTS

Tickets are available by mail order and through the Devizes Scooter Club facebook page. Tickets are available for a single day, Saturday daytime only, Saturday daytime and evening only or the whole weekend.

During the two week period prior to the event, signage will be erected at all of the main approaches into Devizes, to direct patrons and traders to the site via the A361. Access through Potterne Village will be intentionally and vigorously discouraged with signage directing people away from the village. Upon arrival, during the setting up of the site, those arriving will be met inside the site gates, ensuring the highway is not blocked, and directed to the correct location in the field. During the event an area will be manned where tickets will be checked and those attending directed to the right area. Upon exiting the site there will be a NO LEFT TURN policy into Potterne Village, which will be enforced by vehicle marshalls.

ATTENDANCE

The majority of people will attend on Saturday afternoon and into the evening. It is expected that there will be approximately 750 people attending on the Friday increasing to 1500 on the Saturday afternoon/evening. By Sunday midday most of the patrons will have vacated the site. Most people will gather at the food and drink providers and during the late afternoon, evening on Friday and Saturday at the live music stage. Numbers will be capped at 2000.

AUDIENCE PROFILE

The Devizes Scooter Rally is a family event. However, from previous experience we anticipate the demographic to be as follows:

Under 16 yrs of age 5%

17yrs-35yrs of age 25%

36yrs – 55yrs of age 35%

Over 55 yrs of age 35%

We have many rest areas planned as well as provision for lost children and a first aid station. We are catering for those with mobility problems and also have disabled facilities on hand.

TEMPORARY STRUCTURES

Our temporary structures will include various trading stalls, although these are all pretty much made up of vans, trailers and tables.

The Marquee is 14m x 7m and is supplied and erected by: Melksham Marquees, [REDACTED]

The stage will be sited on a flat bedded lorry with guardrails erected around the perimeter. A stepped access with handrails will be provided.

There will be a gazebo structure used as a first aid point and a similar structure as a site office. Both will be well signed.

A fully licensed bar will be located in a tent structure with two marquees located to the front of the bar with seating and tables.

THE EVENT ORGANISERS

Devizes Scooter Club, [REDACTED]
[REDACTED]

Email: devizesscootersclub@outlook.co.uk

The club have organised and produced approximately 30 events including a successful scooter rally at Rowde in 2019

Please see attached references

TREE OF RESPONSIBILITY

ROLES AND RESPONSIBILITIES

Event Manager	Mr Adam Ford
Event Secretary	[REDACTED]
Health and Safety Advisor	[REDACTED]
Event Treasurer	[REDACTED]
Event Trader and Stall Manager	[REDACTED]
Event First Aiders	[REDACTED]
Security and fire marshalling will be controlled by Mr Adam Ford	

<i>Give details of the main roles</i>	<i>Brief explanation of the responsibilities</i>
Event Manager	Managing and planning the event. Overseeing and supervising the event. Ensuring others are delegated to perform their task and ensuring these tasks are carried out correctly
Event Secretary	Undertaking and controlling all correspondence relating to the event.
Health and Safety Advisor	Checking and ensuring a safe system of work is in place for all activities relating to the event. Checking and ensuring safety is at the forefront of events planning and implementation throughout the whole event set up, the event and clearing afterwards.
Event Treasurer	Control of payments in and out of the event bank account. Maintaining accurate records of monies received, charity monies donated, and payments.
Event Trader and Stall Manager	Control of trading space at the event. Ensuring all traders have relevant safety, hygiene and trading certification as appropriate. Dealing with trader queries and admin.

CONTACTS

Event Organiser Devizes Scooter Club, [REDACTED]
[REDACTED]
devizesscootersclub@outlook.co.uk

Event Secretary [REDACTED]
[REDACTED]

Health and Safety [REDACTED]
[REDACTED]

Fire Consultant Devizes Fire Protection Ltd, [REDACTED]
[REDACTED]
(fire risk assessments, provision of all fire equipment)

CATERING AND HOSPITALITY

The following catering provisions will be present at the Scooter Rally all as indicated on the site plan.

Main Caterer- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Caterer 2- [REDACTED]
[REDACTED]
[REDACTED]

Copies of all food hygiene certificates and public liability insurance will be available from the site office during the event and displayed in the caterers stalls.

WELFARE PROVISION

Welfare arrangements are as follows:

6no Showers provided, serviced and maintained by Wessington Cabins Ltd,
[REDACTED]

Grist Environmental Event Services

20 Single toilets

2 Disabled toilets

3 Urinal with heras fenced enclosure

2 Baby changing facilities

40 x 240L wheelie bins for mixed recyclables - 200 clear bags for bins

40 x 240L wheelie bins for non-recyclables – 200 black bags for bins

Toilets and bins will be provided, serviced and maintained by: Grist
Environmental Services, [REDACTED]

First Aid will be provided by Devizes Scooter Club management team who are all first aid trained. The first aid tent will be manned throughout the event. First aid tent will be the point of collection for lost children.

Drinking water will be available FOC from the bar and various food and drink stalls.

Litter picking we will be done a minimum of twice daily during the event.

A site office will be depicted on the site plan. The site office will contain a kettle for boiling water, a microwave for heating food as well as seating and tables. There are numerous showers and toilet facilities on the site. Hand sanitising stations will be located around the site.

LITTER/CLEANSING SERVICES/GROUNDS MAINTENANCE

Waste management will be provided and serviced by:

Grist Environmental, [REDACTED]
[REDACTED]

Waste will consist of:

- 40 240ltr wheelie bins for mixed recyclables
 - 40 240ltr Wheelie bins for non recyclables
 - 200 Clear 240ltr bin bags for mixed recyclables
 - 200 Clear 240ltr bin bags for non recyclables
- RVC will be parked on site

All waste locations are advertised in the event programme

ENTERTAINMENT

The rally will have a stage where all of the live music and pre recorded music will be situated. This is indicated on the site plan.

Our Music Licence is provided by PPLPRS.co.uk

There will also be entertainment stalls consisting of :

All Occasions Crazy Golf Hire

[REDACTED]

[REDACTED]

[REDACTED]

Aylesbury Rodeo

[REDACTED]

[REDACTED]

Copies of the entertainment stalls public liability insurance will be available from the site office.

A scooter show area will be fenced on the Saturday afternoon and will be in the area directly in front of the stage. This will be in position from 1300-1500hrs

LICENSING

Live and recorded music will be in operation from Midday Friday 29th July through until 2300hrs and also from midday Saturday 30st July through until 2300hrs.

The bar will be in operation as above but closing at Midnight

NOISE MANAGEMENT

The venue for our rally is a very rural location and there are no residents nearby with the exception of three farms. The nearest receptor, a farm, is approx. 50m away, the next two farms are approx. 100m away from the site. Apart from these there are no other receptors close to the venue. Even so, there will be no music before midday and the music will finish at 2300hrs. Noise is only likely between these times on the Friday and the Saturday. For this reason we have not prepared a noise management plan and in our opinion one is not required. However, we shall record noise levels at the perimeter of the venue and at source at Midday and again at 1900hrs and at 2230hrs. Our records will be available for inspection. If you consider a noise management plan is required in any case, please let us know and we shall prepare one for you. No traffic will be directed through the village and all access/egress to and from the site will via the main A361 highway. This will be enforced with both signage and vehicle marshalls.

CCTV

No CCTV is planned for the event.

2. CROWD MANAGEMENT

BARRIERS

All barriers located on the site and are owned and erected by the Devizes Scooter Club, these consist of 3ft high plastic & 6ft high Heras fencing panels, road cones and barrier tape.

3ft high plastic pedestrian barriers will be erected around the stage. Barrier tape and road cones will delineate roadways.

6ft High heras panels will enclose generators

MANAGEMENT OF ATTENDEE NUMBERS

- *Ticketed event*
- *Monitored entrances and exits with access counter used at entry and exit*
- *The event will be capped to 2000 attendees*

D&S Security [REDACTED] will be providing 1 security controller, 1 security person on the gate and four personnel patrolling the site throughout. In addition to this Devizes Scooter Club will have approximately 30 event stewards on shift patterns across the duration of the event, these will be identifiable by printed hi-vis vests. D&S security will be identifiable by wearing their SIA badges. Prior to the event, and each morning during all security and stewarding personnel will be briefed on emergency arrangements, crowd monitoring and any other matters deemed important.

3. COMMUNICATIONS

PA SYSTEM

A PA system will be located on the stage and will address the whole site

RADIO

The management team will all have radios.
Event Manager Channel 1
Stalls and trader Manager Channel 2
H&S, First Aiders, Security and gates channel 3
Bar and stage Channel 4

TELEPHONE

Radios and mobile phones will be used. Reception for both is good at the site

SIGNAGE AND PUBLIC INFORMATION

At the entrance gate, site layout plans will be issued to those attending the event to show patrons where welfare provisions, first aid, waste disposal points, parking, camping and detailing important information to patrons. Signage will be erected at key areas such as toilet facilities, first aid, site office, lost children (first aid point), blue route (emergency route) entrance and exits.

MEDIA HANDLING

All media attention will be directed to:

Mr Adam Ford [REDACTED]

4. TRAFFIC MANAGEMENT

During the two week period prior to the event, signage will be erected at all of the main approaches into Devizes, to direct patrons and traders to the site via the A361. Access through Potterne Village will be intentionally and vigorously discouraged with signage directing people away from the village. Upon arrival, during the setting up of the site, those arriving will be met inside the site gates, ensuring the highway is not blocked, and directed to the correct location in the field. During the event an area will be manned where tickets will be checked and those attending directed to the right area. Upon exiting the site there will be a NO LEFT TURN policy into Potterne Village, which will be enforced by vehicle marshalls.

Pedestrian fenced areas will be in operation over the event period.

5. MEDICAL AND FIRST AID COVER

The first aid post will be located in a 3mx3m gazebo as indicated on the site plan. The event management staff all have first aid qualifications. A first aider will be at the first aid station at all times. Between Fri Friday 29th Middy until midnight and from 0900 – midnight Saturday 30th . Outside of these time a sign will provide contact details of first aiders who can be contacted by mobile phone. Alternative first aid provision will be available at the site office at all times.

6. FIRE RISK ASSESSMENT

Fire Consultant Devizes Fire Protection Ltd, [REDACTED]

[REDACTED]
(fire risk assessments, provision of all fire equipment)

Fire risk assessments will be attached to this document for info

FIRE EXTINGUISHERS

*Location of fire extinguishers will be shown on the site plan.
Type and number of fire extinguishers will be indicated on a pre event fire risk assement.*

Fire extinguishers on site will only be used by trained team members that have current fire marshall training .

7. POLICE

- *Zero tolerance on drugs- Devizes Scooter Club have a zero tolerance on drugs and this will be strictly in force at the event. All security, stewards and event staff will be briefed daily on this and anyone found to be carrying or using illegal substances will immediately be removed from the event, there will be a notice in the event programme stating this.*
- *The prevention of public nuisance- Rules of the event will clearly be stated in the event programme and strictly adhered to. These will consist of, the promotion and enforcement of responsible drinking, courteous behaviour towards others, noise curfews and awareness of responsibilities of all attending the event.*
- *The prevention of crime and disorder- In addition to the above rules, appropriate SIA licenced security and stewarding will be present at the event and briefed daily on all event responsibilities. Anyone found to be committing a criminal act will immediately be ejected and the police informed. No alcohol will be served to anyone who is deemed to have had enough.*
- *Under age drinking- all bar staff will be briefed daily on the responsibility of themselves and the event organisers to avoid under age drinking. This will be done by asking anyone who appears to be under 25 years of age to provide valid ID to prove they are over 18. Numerous clear signage stating this will be in various locations around the bar area.*
- *Safeguarding and lost children- All under 18,s must be accompanied by a responsible adult. On entry parents/guardians with small children will be required to put their phone number on the childs wristband. The first aid tent will also be in use as a base for lost children or vunerable adults. This will be manned at all times by a member of event staff holding a current and valid CRB/DBS of which at least three will be present at any one time during the event. Family friendly areas will be situated around the event.*
- *Public safety- This will be of utmost importance during the event and will be managed by the use of risk assements, daily briefings to all event staff, clear and plentiful signage and careful and meticulous planning.*
- *Police presence is more than welcome at the event and the event organisers will be available to liase with the police on any issues that may arise before or during the event.*

8. RISK MANAGEMENT

RISK ASSESSMENTS

Risk assessments will be located in the site office

INCIDENT RECORDING

The Event Secretary will keep a record of all accidents and incidents as well any reportable under RIDDOR

RIDDOR

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

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

For IMMEDIATE reporting

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

For reporting within 10 days of occurrence

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

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

You must use Form F2508 to report the incident (2508a for diseases).

This must be sent within 10 days even if you have already reported by phone etc.

Reports can be made at the HSE website: www.hse.gov.uk/riddor/report.htm

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

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

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

HEALTH AND SAFETY ENFORCING AUTHORITY

*Commercial events will be enforced by the local authority Environmental Health Service
Wiltshire Council County Hall Bythesea Road Trowbridge Wilts SN14 8JD*

INSURANCE

*The event will have public liability insurance to the minimum of 5 million pound and will be supplied by,
Devizes Insurance Brokers*

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██████████
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WEATHER

The organisers will monitor weather forecasts before and during the event.

9. Incident Management

EXTREME WEATHER

In the event of extreme weather during the event the organisers will make a decision, taking into consideration all health and safety aspects and the well being of everyone, wether to cancel the event.

EMERGENCY VEHICLE ACCESS

*Refer to these on the site map/plan.
A blue route will be clearly indicated on the site plan and all security and stewarding personel made aware of it. This imformation will also be printed in the event programme handed out to all attendees.*

EVENT EVACUATION PLAN

A clear safe route will be signposted and put in the event programme should it be required for site evacuation. All security and stewards will be briefed on this on a daily basis. A PA system will also be used in the event of an emergency.

HAND-OVER PROCEDURES

Adam Ford will be the person to make this decision and he will be the contact for these purposes. In his absence [REDACTED] will fulfil this role.

10. LOST CHILDREN / VULNERABLE PERSONS

The first aid tent will also be in use should it be needed for lost children and vulnerable adults. Carers and parents will be asked on entry to put their phone number on the wristbands of any children or vulnerable adults they are responsible for. In addition to this the PA system will be used in a professional manner to reunite any missing persons. There will also be a minimum of 3 team members on duty who hold current CRB/DBS certificates to deal with any lost children or vulnerable adults.

11. DEBRIEF AND EVENT REVIEW ARRANGEMENTS

A debrief and review of the event will take place one week after the event with all management, security and stewards present. This will consist of discussing arrangements that worked well to ensure public safety, and any improvements that can be made and also any incidents that took place and any remedial action required.

Location of field on Google Maps

