

EVENT MANAGEMENT PLAN

The 2023 CBM & NABD FIELD EVENT

Calne Recreation Ground
Anchor Road
Calne
Wiltshire
SN11 8DX

July 28th–29th–30th 2023

Version 5.303 28th March 2023

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The 2023 CBM & NABD FIELD EVENT

The Calne Bike Meet (CBM) and The National Association for Bikers with a Disability (NABD) have formed a partnership to organise and promote a camping site to be run in conjunction with The Calne Bike Meet to encourage visitors from further afield to attend the event by allowing them to stay overnight in the town. It is also anticipated that the provision of wheelchair accessible toilet facilities in the camping area will make the event more accessible for people with disabilities.

The NABD has many 32-years of experience in running large outdoor accessible events involving camping, including its main annual fundraising event in Cheshire, which has often attracted as many as 3,000 people camping over three days, and it will bring this experience to the CBM.

This Document to be submitted to;

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All, location, site and entertainments area maps are at the rear of this document.

Event Contact Details

Chair of CMB Organising Committee

Jennifer Jennings

chair@calnebikemeet.com

NABD Chairman (Project Manager)

Rick Hulse

Chairman@thenabd.org.uk



NABD Representative (Site Manager)

Andy Arnott

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NABD Representative (Manager)

Ross Lockett

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THE VENUE

The event is held on the recreation ground Off Anchor Road, Calne.

The venue is a green field site primarily used for outdoor events and sports use.

There are residences adjacent to the site, on all sides. The marquees housing stages for live music on the event are to be orientated so that the sound is directed toward the Southwest to minimise any noise nuisance to these residences.

All reasonable measures will be taken to ensure that residences in the area experience no inconvenience or nuisance from the event.

THE EVENT

The Calne Bike Meet has been running for several years and has grown into a large and highly respected event attended by thousands of people. Its core purpose is to raise funds for charitable causes.

The camp site will be putting all monies raised into this fund to help further the support given to worthy causes.

The camping aspect of the event is expected to attract approximately 500 people from both the UK and Europe, gathering out of a common support for the aims and objectives of the NABD and CBM.

The camping aspect of the event will also welcome residents and other visitors for the evening entertainment. The event will be ticket entry with Sales available through the CBM website.

As the NABD membership and customer-base all have a common interest in motorcycles there have been very few incidents worthy of note at NABD events over the past 32-years.

ORGANISER

The National Association for Bikers with a Disability (NABD) is a registered charity (No. 1040907 & SC039897) specifically set up to ensure that people with disabilities have the fullest possible access to the freedom and independence of motorcycling.

Generally accepted as the World Leaders in the field of motorcycling for people with disabilities, the NABD are regularly called upon to advise authorities such as The DVLA Medical Group, DVSA, DfT, and Highways England on matters relating to disabled motorcyclists.

The Motorcycle Action Group (MAG), British Motorcycle Federation BMF, and the Federation of European Motorcycle Associations (FEMA), also rely on the expertise of the NABD on issues relating to people with disabilities in the world of motorcycling.

The volunteer team that will be running this event are committed to running a safe, good-value-for-money event for their members and customers, this includes following all health and safety, licensing and environmental legislation that is relevant to the event.

The organisers have built up a very good working relationship in the past with the emergency services, councils, and people who live local to the event venues that enables them to please most of the people most of the time.

National Association for Bikers with a Disability (NABD)

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Tel/fax 0844 415 4849

LICENSING AUTHORITY

The Licensing Authority that controls activities at the venue are Wiltshire Council.

This Document to be submitted to;

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Licensing Manager

Public protection

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Authorising officer

Enforcement

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CAMPING EVENT OUTLINE

Prior to an event, the event organisers are to assess the suitability of the site by carrying out inspections. This is regardless of what work has been, or is in the process of being, carried out by the venue's staff members.

Before the event the organiser's crew set up on site to oversee the build-up. Contractors move on to the site to erect marquees, ancillary equipment, and sanitary equipment. All the contractors employed for the event have many years of experience in their field.

The organisation will employ the services of approximately 25 volunteer stewards/marshals to oversee the safety of the customers. These people act as the eyes and ears for the event controllers for the duration of the event. The marshals shall also be supported by a team of SIA operatives working in conjunction with organisers, there will be no alcohol permitted to be brought onto site by visitors and a no drugs policy to be advertised and posted around the site. The event will be an adult only event, as such no one under the age of 18 will be allowed in to the venue.

Contractors and marshals are employed throughout the event to clean the site and maintain the sanitation.

The dismantling of the structures often takes a couple of days; the organisation's staff members supervise these activities. This is anticipated to be completed on Monday 31st July.

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RISK ASSESSMENT

HEALTH AND SAFETY

The National association for Bikers with a Disability (NABD) enjoys a good safety record and always endeavours to acknowledge advice and guidance offered from the emergency services in addition to the Environmental Health authorities and the Health and Safety Executive (HSE).

Identification of hazards: Risks assessed, and measures taken to minimise identified risks. *Pages 8 through 20 included.*

This risk assessment examines the hazards, risks and controls that relate to this event, the assessment deals with the event and associated risks.

A series of detailed risk assessments have been prepared which deal with other issues, these are referred to throughout this document.

Activities, which involve specific, significant hazards, are covered in *Specific Risk Assessments*. References are made throughout this document to other risk assessments and information.

As with all risk assessments, this provides a starting point and does not preclude an extension of arrangements for local conditions and organisational arrangements.

This assessment is sub-divided into four specific sections.

1. Pre-event
2. Build-Up
3. Running the Event
4. Take Down

1. PRE-EVENT

A pre-event inspection of the site is undertaken to ensure suitability and that the weather has not had an adverse effect on the venue, this takes place before opening to contractors.

Any areas of concern are noted and either acted upon or cordoned off to prevent members of the public entering, which ultimately could put them at risk. This is done using fencing, striped tape or sports field type marking. These issues are dealt with in an appropriate manner according to the priority; any serious matters will be brought to the attention of the organising team.

All areas of the site will be inspected; consideration will be given to the health, safety and welfare of all persons likely to be on site during the event. This includes members of the public, volunteer marshals, contractors, etc.

Though open fires are not permitted at the event a Fire Risk Assessment must be carried out of all aspects of the event that could potentially pose a risk. In the case of this event, this includes the event field itself, as there is a potential risk during long dry spells.

Areas to be inspected

Access roads, footpaths	Signage on and off site
Parking areas	Bars and surrounding areas
All fencing	Site lighting
Toilet facilities	Trade stands
Marquees	Camp site

2. BUILD-UP

This is the period from the end of the Pre-Event & Build-Up until the gates open to the customers. The organisers take over the site at a pre-arranged date, prior to this the owner ensures that the land is left in a suitable condition. Hand over to be arranged by CBM with Council representatives and NABD representative Andy Arnott.

METHOD

The organisers will hold a pre-event marshals meeting on the Friday prior to opening to public in the marquee, the purpose of which is to inform all marshals of their responsibilities and duties and procedures under the current health and safety guidelines. The vast majority of marshals have significant expertise within this field through several years of experience. This will be managed by event control.

AREAS OF CONCERN

During the build-up, contractors and volunteers will be laying electrical cables etc, erecting marquees and unloading equipment, etc. Cables will be installed by power supply contractor yet to be appointed and all RA and MS supplied by them. This may involve some use of lifting equipment, site machinery etc. It is essential that all operators are suitably competent and qualified to operate that particular type of machinery. All operators' credentials and paperwork will be confirmed before work commences. Method statements and risk assessments supplied beforehand.

All contractors will be made aware of their legal requirements to provide meaningful risk assessments for any activities being carried out by them. A list of contractors is available from the event organiser once appointed.

It is also important that no unauthorised person(s) will be allowed into these areas whilst the work is being carried out. This will be supervised by site manager Andy Arnott.

There may be large vehicles arriving on site in readiness for the event. These vehicles are very large and difficult to manoeuvre in restricted areas. It is important to pre-plan the layout of the entertainment, trade and catering areas and to understand where the various assets are to be positioned for the duration of the event.

Because of the nature of the site, it may not be possible to plan each and every activity beforehand. Should this be the case, then a competent person will carry out a dynamic risk assessment of all activities deemed to pose a potential hazard during the build-up.

The main hazards are:

Accidents - involving moving vehicles	Crush hazards from machinery
Tripping - over cables, etc. not yet in place	Electrocution
Falls from height	

People at risk:

Marshals
Contractors
Exhibitors/caterers
(No public access to site areas during build up, this will be controlled by marshals on site)

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Steps taken to minimise the risks:

All the above work is undertaken by professional organisations, employing suitable qualified people, or volunteers qualified in the specific type of work all of whom have extensive experience of this and many other types of events. An electrical engineer will be employed to test the main power supply and cables to ensure that all equipment is safe. These to be notified on appointment.

Person(s) not directly involved with these activities will be advised to stay away from the areas of activity until declared safe by the Site manager.

Inspection recorded. By site management

STROBE LIGHTS AND LASER BEAMS

Laser beams will not be demonstrated without prior permission of the organiser.

Strobe lights will not be permitted at the event due to the possible adverse effect on people with epilepsy.

DANGEROUS OR NOXIOUS SUBSTANCES

No substances, which in the opinion of the organisers are of dangerous, explosive or of an objectionable nature, may be brought into the event, without the formal approval of the event organiser. SIA operatives will be monitoring all attendees for compliance.

DISCARDED NEEDLES AND SYRINGES

Although The NABD has some members whose disability or medical condition may require the use of hypodermic syringes/needles (sharps) we have never yet had an event where carelessly discarded sharps have been found. Despite this there is always the possibility that there may be thoughtless/careless drug users at the event, this may lead to carelessly discarded sharps. Arrangements are in place for safe disposal as described below.

This guidance details the procedures to be followed when dealing with discarded hypodermic syringes/needles (sharps).

Suitable equipment will be provided to enable the recovery and disposal of any discarded sharps.

An example of a suitable safe kit is:

- Sharp safe container
- Quantity of plastic tweezers

The sharp safe container will be a suitably constructed to prevent penetration by the sharps.

The tweezers are to be provided for use in removing the syringe/needles and are to be disposed of with the sharps.

This prevents any possibility of cross-contamination.

Procedure

When a discarded syringe/needle is found the following procedure will be adhered to: -

1. Person(s) will don surgical gloves.
2. Remove the Sharp by use of the tweezers.
3. Place both the Sharp and tweezers into the sharp safe container.
4. Contamination gloves should be placed in a suitable waste bag and suitable disposal arranged.
5. When the sharps container is approximately three-quarters full arrangements should be made for disposal.

In recent years there has been an increase in the misuse of controlled substances within the general population. This has led to an increase in the discovery of discarded hypodermic syringes (sharps) amongst debris at some events. It must therefore be anticipated that these sharps may be contaminated with infectious viruses such as Hepatitis B or HIV (AIDS virus).

The main hazards are:

Cuts, etc. from discarded sharps, etc.

Steps taken to minimise the risks:

Use of correct safety equipment

Following correct procedure

CATERERS

All caterers to be organised by CBM, There are two or three catering companies on site for this event. They shall conform to all current legislation with regard to the health, safety and welfare of themselves and others.

Caterers shall carry their own public liability insurance and will provide evidence of current public liability insurance, relevant food hygiene certification and a suitable fire extinguisher. These will be specified prior to contractual agreement and checked by the on-site Health and Safety Co-ordinator upon their arrival or setting up.

All electrical equipment used by traders at the event is to carry a current PAT certificate. All other equipment should be suitable and fit for use.

Details of the caterers will be available from Event Control during the event.

The main hazards are:

Risk of crush injuries due to moving catering units

Minimal risk of electrocution

Minimal risk of fire or explosion

Risk of burns and/or scalds

People at risk:

Caterers

Marshals

Exhibitors

Steps taken to minimise the risks:

Only Approved caterers on site

Caterer to provide first aid kit for employees

Appointed marshal to oversee the positioning of caterers and to ensure that the equipment is erected in a safe and tidy manner with the appropriate minimum fire break between each unit (6m/20 feet)

It is important that a reputation for quality and value exists, this is underpinned by employing professional caterers with many years' experience

Inspections of these outlets will be afforded to the relevant licensing authorities at any reasonable time throughout the event

Health and Safety Co-ordinator to inspect each stand and identify any possible areas of risk. Special attention will be paid to the storage of any flammable materials

All inspections recorded

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SANITARY ARRANGEMENTS

Sanitary provisions on site will conform to the minimum provision requirements as described in HSE publication, *The Event Safety Guide*. During the build-up there will be contractors on site using various types of equipment to install the sanitary units.

All of the units on the site are temporary and are serviced and maintained by competent contractors.

The main hazards are:

Risk of crush injuries due to moving toilet units	Spillage of associated cleaning and deodorising materials
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People at risk:

Toilet contractors
Marshals

Steps taken to minimise the risks:

Approved contractor employed to supply facilities on site	Contractor to provide risk assessment of providing requirements
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All cleaning and deodorising materials to be assessed in accordance with COSHH regulations and copies of assessments are available at the event	Health and Safety Co-ordinator be aware of requirements and ensure that they are installed and maintained properly
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WATER SUPPLIES

There is a system of fresh water available for the event.

FENCING

A thorough inspection is to have been carried out of all fencing and barriers on the site. This includes any temporary fencing or barriers in use. It is essential that it is all maintained in good working condition and is fit for use. Contractor to be appointed and inspected by site manager when installed,

The main hazards are:

Damaged fencing causing cuts, etc.	Damaged fencing not fit for use and therefore not fulfilling task
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People at risk:

All on site

Steps taken to minimise the risks:

Approved contractors to supply fencing	Contractors to provide risk assessments
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Fencing inspected before gates open to public (each day)	Health and Safety Co-ordinator to be aware of requirements of all fencing and barriers
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Inspection recorded

EVENT ENTRANCE

First impressions are very important to the organisation and to visitors that come to the event. To achieve this, the area will be maintained well and free from obstructions, refuse, etc, so therefore the two issues, first impressions and health and safety, run hand in hand.

The site entrance operates day and night for this event and caters for people arriving from throughout the UK.

The entrance to the site is on Anchor Road through a purpose-built gate. The Event Gate Control will be sited approximately 70m from the gate on the purpose-built private access road that leads into the ground from the main gate on Anchor Lane. This access road between the ground gate and the event admission control will enable motorcycles and other vehicles to be 'stacked' whilst waiting to be processed. This will combat any queuing problems reaching the main road in peak times and causing potential road hazards.

Pre-event inspections will focus on the condition of the roadways (*see paragraph Clearways, Access Roads*) and the condition of the barriers, lighting, and signage.

Attention will also be paid to areas that are required to be secure for the holding of monies and welfare facilities for marshals. Action by site manager and NABD stall,

A well-practiced security system is in place for the event with a series of recognised radio codes that will be used in the event of problems occurring. SIA operatives to control, all records held by site manager.

The main hazards are:

Harsh braking due to riders not seeing the entrance soon enough	Moving vehicles
Poor visibility at night	Traffic backing up to main road
Fire caused by vehicle damage	
Slips, trips and falls due to surfaces being unfit for use	Motorcycles falling due to surfaces being unfit for use

People at risk~:

Marshals
Visitors to the site using this entrance

Steps taken to minimise the risks:

Recorded inspection and tests before event	Entrance area must be well lit
Exit gates and any perimeter gates are functioning	All structures are free from any damage, corrosion or deformation which might create a potential danger to the public
Warning signs must be large, clearly visible and placed far enough before the entrance to allow safe controlled reduction of speed prior to turning.	All entry and exit routes are clear of obstruction, free from trip hazards and their surfaces are not slippery, and all such routes can be safely and effectively used
Staff members must wear reflective tabards or jackets	Directional signs are in place and, where appropriate, illuminated
Temporary signs and fittings are secure and in their appropriate positions	Fire-fighting equipment is in position and in good order
All electrical equipment conforms with current legislation and is subjected to a Portable Appliance Test (PAT)	Suitable welfare facilities are working and in place for staff members

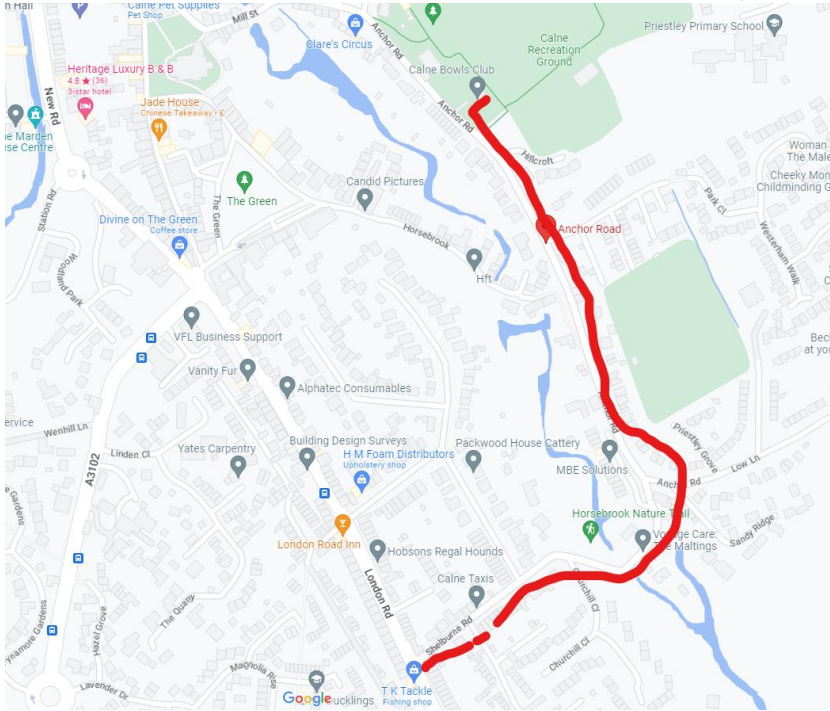
In each case, if problems are identified, remedial action will be taken before the customers are allowed access to the affected area.

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CLEARWAYS, ACCESS ROADS

It is important that all the above are maintained in good condition and are fit for use. They will all be subject to deterioration due to the rigors of weather and traffic loading. In view of this they will require constant maintenance and inspections by site management at regular intervals.

Access to the site for all attending will be from London Road, Via Shelburne Road. This information will be sent out via the websites to the event, also with ticket notification:



It is very important that, in addition to routine inspection and maintenance, clearways and access roads will be checked before and during events. A blue route system will be in operation.

All areas of concern that develop during an event will be prioritised and acted upon appropriately by site management.

All access roads will be always maintained in good condition and free of obstructions. Anyone using these facilities will be made aware of any hazards that they are likely to encounter such as moving vehicles, etc. This will be achieved using appropriate signage or marshalling the area in question.

The main hazards are:

- Slips, trips, and falls due to surfaces being unfit.
- Moving vehicles

People at risk:

- Marshals
- Visitors to the site using the facilities

Steps taken to minimise the risk:

- Recorded inspections and tests before an event
- All entry and exit routes are clear of obstruction, free from trip hazards and their surfaces are not slippery, and all such routes can be safely and effectively used
- Hazardous materials have been removed, or safely stored, well away from public areas
- Directional signs are in place and, where appropriate, illuminated
- There are no accumulations of waste or litter
- Health and Safety Co-ordinator to be aware of all requirements

WASTE MANAGEMENT

Quantities of waste materials are generated at an event of this nature, it will be managed carefully to minimise the risks associated with accumulation, collection, and final disposal. This is to include suitable receptacles for any discarded sharps on the site.

All waste materials and site cleaning, both during and following the event, will be done by competent marshals and contractors. The Event Co-ordinators will monitor their operations during the event.

During the event waste is generated in different areas and different times depending upon the activities. All areas designated for waste disposal are to be inspected before the gates open to the customers.

Pay special attention to the following areas:

Approaches to event	First aid area and health care waste
Entrances and exits	Catering area
Arena marquee and stage	Camping area
Sanitary areas	

The main hazards are:

Accidents involving moving vehicles	Injury during collection and removal of waste (including manual handling injuries)
Slips, trips and falls	Fire
Waste attracting insects and vermin	General hygiene

People at risk:

Any person(s) visiting the event

Steps taken to minimise the risks:

Inspect all areas that are designated to contain waste materials to ensure that they are clear of unnecessary refuse.	Regular servicing of waste skips by contractors
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MEDICAL FACILITIES

There are medical facilities at the event, provided by a specialist medical services contractor, which will be maintained in a hygienic state of readiness.

These are to be inspected before the gates are opened to the customers. Suitable equipment and lighting will be positioned in the facility where necessary before the commencement of the event by site management.

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3. RUNNING THE EVENT

TRAFFIC MANAGEMENT

The organisers will work in close contact with the marshals to ensure that traffic management is fully effective. Problems may occur when a backlog starts to develop; not only in terms of traffic delays, but also that accidents are more likely to take place. Motorcyclists in a stationary traffic queue are very vulnerable.

Action has been taken to reduce any motorcycle queuing on the road. The flow of traffic coming into the event and the management plan has been refined year on year at NABD events.

Extra marshals are designated for the entrance at peak times to ensure the smooth and continuous flow of traffic. To be formulated by site management prior to event,

CROWD BEHAVIOUR AND CONTROL

Over the years the organisers and marshals have gained a thorough understanding of the way an event of this nature operates from a logical perspective and with this comes a complete understanding of the customer's requirements.

A high level of security is always maintained by SIA team under site management.

The main hazards are:

Intoxication often coupled with fatigue on each night of an event	Potential risk from crowd movements
Violent behaviour	Medical conditions brought on by extreme weather conditions

People at risk:

Marshals
Any person(s) visiting the event

Steps taken to minimise the risks:

The various area marshals are in contact via radio communications	Event Emergency Plan
Event Medical Manager 24-hour Event Control Centre	Event Co-ordinators

UNDERSTANDING THE CUSTOMER BASE

To run the event successfully, we have found it important that the organising committee and marshals understands the customers, their needs and the rationale that makes up these needs. All the volunteer organising committee and marshals are dedicated motorcyclists and rally goes themselves. The event enjoys many repeat customers who visit the event regularly. There will be several 'first timers' at each event who will need more guidance and are potentially more at risk.

As a result of the repeat patronage, most of the customers are enthusiasts who spend many weekends each summer attending such events and gatherings. As such these customers are very familiar with what constitutes safe and acceptable behaviour and what does not. Misbehaviour will be discussed with customers and, if necessary, warnings issued by security, full procedures for this to be submitted by SIA contractor.

In extreme cases customers will be ejected from the site by security or, if deemed necessary, the police will be called.

Some issues that could potentially lead to problems with customers are:

Intoxication	Erratic motorcycle riding on the site
Vandalising site equipment	Violent behaviour
Theft	Setting off fire extinguishers for fun
Unnecessary noise and unacceptably loud music on camping areas	

The main hazards are:

Potential risk for all attendees from acts of violence, vandalism, and theft Accidents involving moving vehicles

People at risk:

All visitors to the site

Steps taken to minimise the risks:

An experienced specialist security contractor will be employed to patrol the site throughout the event and to monitor and deal with any suspicious activity.

The NABD actively discourage attendance of known troublemakers Dialogue with the local police authority

Security patrols on at all material times during an event Marshal patrol and operate a centrally controlled radio scheme

All areas of the site will be busy during the event, and it is important that all marshals remain vigilant throughout.

GATE MANAGEMENT

Customers arrive and leave continually throughout the event, but there are times when the main influxes of people arrive. It is at these times that the main gate can become very busy without prior notice. This, in turn, can create a backlog of traffic, which could potentially pose problems on the neighbouring roads thus giving rise to inconvenience for the residents. Marshals will coordinate vehicle traffic and coloured wristbands will be worn by visitors to facilitate pedestrian access.

A facilities, and a traffic management plan, is in place to alleviate potential traffic problems on the main road (see *Traffic Management*).

At peak times there are a larger number of gate marshals working the gates to keep delays to a minimum. A schedule and rota will be worked up once the no in attendance and manpower is established,

The welfare of the marshals is also important as they can be working for a long duration in often extremely hot or cold and wet conditions, without suitable breaks.

Security at the main gate is an issue that is dealt with by an SIA team. There are times when amounts of money are in this area; this can make marshals vulnerable under certain circumstances. Cash will only be handled by NABD or CBM officials with oversight from the security team.

Security will oversee any operations involving money collection at the gate.

The main hazards are:

Accidents involving moving vehicles	Dust in dry and windy conditions
Possibility of sunburn in sunny conditions	Possibility of hypothermia in cold and wet conditions
Fatigue for those working long hours	

People at risk: Marshals and All persons visiting the event (if away from their vehicles)

Steps taken to minimise the risks:

Regular rotation of gate marshals to minimise fatigue and risks from extreme weather conditions	Monitoring of vehicular movements both at the gates and on local roads
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Discussions with the local police both before and during events	Constant monitoring of area during the running of the event
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If queue builds up number of gate marshals is increased	Suitable instructional signage at the event and on the surrounding roads
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Information with pre-booked tickets and in advertising	Suitable refreshments and sun creams available to staff members
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SANITARY ARRANGEMENTS

During the event the above will be monitored to ensure that an acceptable level of hygiene is being maintained and that the units are being serviced regularly in accordance with the customer needs and conditions. CBM arranging contractor in conjunction with town event requirements,

The main hazards are:

Levels of hygiene not being maintained

Cleanliness not being maintained leading to slips, etc.

People at risk:

Marshals

All persons visiting the event

Steps taken to minimise the risks:

Approved contractors employed to service facilities on site

All cleaning and deodorising materials to be assessed in accordance with COSHH regulations and copies of assessments are available at the site

Constant monitoring throughout the event

Health and Safety Co-ordinator be aware of requirements and ensure that they are maintained properly

Inspection recorded

FENCING

All fencing on the site is to be checked on a regular basis throughout the event. This is especially important about fencing that relates to safety. It is essential that it is all maintained in good condition. It will be part of the security teams duties to confirm integrity of fencing on a regular basis,

The main hazards are:

Damaged fencing causing cuts, etc.

Damaged/misplaced fencing leading to person(s) accessing restricted areas

Damaged fencing not fit for use and therefore not fulfilling task

People at risk:

All on site

Steps taken to minimise the risks:

Fencing inspected before gates open to customers

Health and Safety Co-ordinator to be aware of requirements of all fencing and barriers

Regular inspection of fencing and barriers during event

Injury during collection and removal of waste (including manual handling injuries)

Fire

Accidents involving moving vehicles

Waste attracting insects and vermin

General hygiene

People at risk:

Marshals

Visitors to the event

4. TAKE DOWN

This is the period between the closure of the event and the venue being returned to the pre-event status. It is, in effect, a reversal of the build-up stages. All relevant hazards and risks identified during the build-up stage of the event will be considered during the take down stage. The site will be checked by marshals during take down for any foreign objects in field. CBM to liaise with council once contractors have agreed collection dates.

The main hazards are:

As described in 2 Build up

Injuries due to the fatigue of contractors

People at risk:-

Contractors and marshals on site

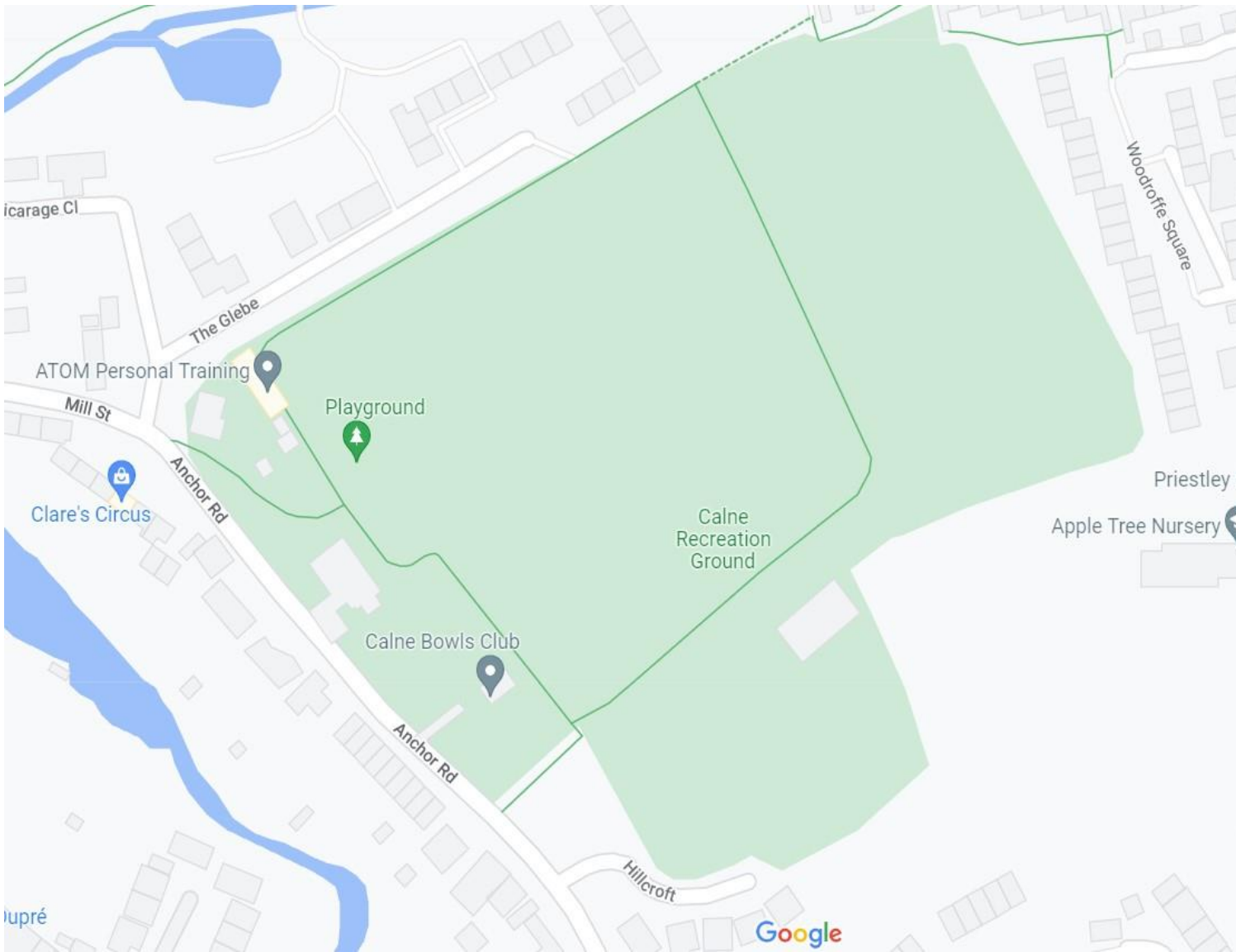
Steps taken to minimise the risks:

Guidance as offered in 1, 2 & 3 Sections

Technical References

- Health and Safety at Work Act 1974* (reprinted 2000). ISBN 0 10 543774 3
- Management of Health and Safety at Work Regs 1999*. ISBN 0 7176 2488 9
2. *The Event Safety Guide 1999*: A guide to health, safety and welfare at must and similar events. ISBN 0 7176 2453 6
 3. *Guidance on the Noise at Work Regulations 1989* (reprinted 2002). ISBN 0 7176 1511 1
 4. *Workplace, Health Safety and Welfare Approved Code of Practice* (reprinted 2001). ISBN 0 7176 0413 6
 5. *Personal Protective Equipment Regulations 1992* (reprinted 2000). ISBN 0 7176 0415 2
 6. *Guidance on the Manual Handling Operations Regulations 1992*. ISBN 0 7176 0411
 7. *Electrical Safety at Places of Entertainment*. HSE Guidance Note GS50.
 9. *A guide to Fire Precautions in Existing Places of Entertainment and Like Premises*. ISBN 0 11 340907
 10. *Health and Safety at Motor Sports Events*. HSE Guidance Note HSG112. ISBN 0 7176 0705 4
 11. *A Guide to the Working Time Regulations*. HSE Guidance Note
 11. *Temporary Demountable Structures: Guidance on Procurement, Design and Use* (2nd edition). ISBN 1 874266 45 X
 12. *The Control of Substances Hazardous to Health Regulations 1999*
 13. *The Lifting Operations and Lifting Equipment Regulations 1998*
 14. *The Manual Handling Operations Regulations 1992*
 15. *Electricity at Work Regulations 1989*
 16. *A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (reprinted 2002). ISBN 0 7176 2431 5
 17. *A Guide to Safety at Sports Grounds* (reprinted 2001). ISBN 0 11 431001 8
 18. *Safe Use of Work* (reprinted 2001). ISBN 0 7176 1626 6
 19. *First Aide at Work* (reprinted 2001). ISBN 0 7176 1050 0
 20. *Successful Health and Safety Management* (reprinted 2003). ISBN 0 7176 1276 0
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 23. *A Practical Guide to Health and Safety in the Entertainment Industry*. Marco van Beek. Entertainment Technology Press, Safety Series. ISBN 1 904031 04 8
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Annex (A)

EVENT EMERGENCY PLAN

Calne Bike Meet / NABD Weekend camping.

Calne Recreation Ground
Off Anchor Road
Calne
Wiltshire
July 28th and 29th 2023

CBM / NABD event emergency plan information index.

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All, location, site, and entertainments area maps are at the end of the Calne EMP. Prior to Annex A

SCOPE

This plan is designed to provide guidance to all officials in the case of an emergency occurring. It is operational from 09:00 hrs Friday 28th July 2023 until approx. 19:00 hrs Sunday 30th July 2023. Notwithstanding the guidance, all show officials always have a responsibility for health and safety matters and will ensure that anything perceived by them as unsafe is reported to a member of the management team immediately.

In view of the size of the event, all area managers will carry portable radios and will therefore be in communication at all material times during the show.

The management of the event are determined to ensure that all activities which take place at this venue are conducted in such a way, insofar as is reasonably practicable, that our customers have a safe and pleasant visit. To ensure this, all marshals will be aware of the steps and their responsibilities in maintaining a safe environment together with assisting customers during an emergency.

The purpose of these instructions is to provide clear and concise advice to the organising committee and volunteer marshals to ensure a prompt response to any incident within the venue.

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CHAIN OF COMMAND

The overall control of all aspects of the event lies with the event managers for the NABD, Mr Andy Arnot, Mr Rick Hulse, and Mr Ross Lockett.

Detailed control is devolved to the Event Manager, Rick Hulse, assisted by the Event Marshal's Controller, and Event Site Manager, Andy Arnott.

In the case of any disturbance or life-threatening incident, the local Police Authority will assume control. The control hierarchy will remain as above until the arrival of sufficient numbers of Police to assume control of the incident.

SHOULD AN EMERGENCY OCCUR:

If at any time an emergency should occur, all radio traffic is to be directed through *Event Control*, on site actions are to be as follows:-

- Assess the situation and, if necessary, put out an emergency call as a priority on the appropriate channel. All radio holders are to monitor radio traffic and give priority to such calls.
- Medical marshals should be called straight away.
- Remember to compose your message before transmitting and speak clearly and slowly giving the following information:-
 1. Your call sign.
 2. Location on site, if necessary any clear landmarks (e.g. In the arena near to the marquee or gate). *But keep it brief.*
 3. Type/nature of emergency.
 4. Number of casualties, if more than three or difficult to assess quickly, use the term *Multiple Casualties*.

Emergency Actions

1. Request that Event Control contact the relevant people (i.e. Medical team, event manager, etc.).
 2. Attempt to make the area safe and move all persons away from the incident.
 3. Request assistance from the Event Managers and marshals as required to stabilise the area.
 4. If you are first aid trained, then safely deal with any life-threatening injuries, without putting yourself and/or others in danger.
 5. Should the incident involve fire then attempt to deal with this only if you are confident that it can be dealt with safely and that you have a means of escape.
 6. Evacuate the area.
 7. Do not attempt to move any vehicles that are involved in the incident.
 8. Likewise, unless trapping anyone, do not move any structure or similar that has collapsed.
 9. Ensure access for emergency vehicles.
- Emergency teams will inform Event Control should the incident be of a serious nature.
 - Call for officials within the area of the medical centre to clear the access roads.
 - Call for the assistance of the Onsite Manager to clear necessary roads and gates, if necessary holding any queues in places until the emergency is over.
 - Wherever possible take the names and addresses of the injured parties and witnesses to the incident. These details are then to be transferred to the Event Control.
 - If possible, photograph the scene of any serious incident and collect any video footage that has been taken when the incident occurred.

- Do not attempt to remove anyone that has encountered any electrical cable or workings. If possible, make a safe attempt to isolate the supply.
- When the incident is complete, make a full report in the incident logbook.

KEY CONTROL MEASURES

- Officials will be expected to follow all the safety guidelines. *The Event organisers work within the guidelines of all current Health and Safety legislation.*
- Access areas are to be kept clean and tidy, all traffic routes are to be free of obstruction.
- Organisers will carry out safety checks of all areas before the customers are allowed to enter the event.
- There is a copy of the site plan in this document and at Event Control.
- A full centrally controlled radio scheme operates on site throughout the event.
- Marshalling teams are on site 24 hours a day throughout the event.
- Equipped medical centre is open 24 hours during the event.
- Event organiser meetings are to take place each morning of the event.
- All marshals are to clearly understand the aims and objectives of their duties.

IN THE EVENT OF A MAJOR EMERGENCY

Should an incident occur, that might endanger the safety of event customers, and therefore may necessitate the total or partial evacuation of any part of the venue, the following announcement will be made over the radio scheme:



This message will alert all radio holders that an incident, which may lead to evacuation, is in progress. Key members of the 'CBM/NABD' organising team, together with key representatives from any relevant emergency service, will meet in Event Control.

The procedure will be co-ordinated by the Event Managers Rick Hulse, Andy Arnott or Ross Lockett. They will also liaise with our professional security and medical-cover contractors.

The following personnel are to report:-

- | | |
|-------------------------------------|----------------------------|
| • Senior Representative of The NABD | Rick Hulse (Chairman) |
| • Duty Event Managers | Andy Arnott & Ross Lockett |
| • Senior Event Marshals | Eddie Hancock |

Marshal area managers are to liaise with the Duty Event Manager and monitor radio messages until ordered to respond.

All other marshals monitor radio messages but remain at their present posts continuing to carry out their assigned duties. They must be prepared to act immediately upon receipt of further instructions.

Gate marshals should prepare themselves for the evacuation of the venue.

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EVACUATION PROCEDURES

In the event of an evacuation having to take place details are as follows:-

It is essential that marshals are assertive but do not cause panic.

Keep people moving until the evacuation has been fulfilled.

The key to the operation is not to move people to a dead end of the event field unless necessary.


Evacuation of -

EVENT CONTROL AND SURROUNDING AREA

In the event of Event Control being evacuated, then consideration should be given to setting up a secondary control. If the area of the Gate Control is not affected by the incident, then the temporary event control is to be set up therein.

Should this area be affected then consider setting control up in a suitable vehicle. This will allow emergency services to access the event control system.

Should it be safe to do so, take essential equipment and documentation with the evacuees and inform radio holders that Event Control is being evacuated.

All efforts to keep the main gate area operating should be made, as this is the customer perceived means of access and egress from the event field.

Should this area need to be evacuated people are to be removed from the site via an alternative site exit gate.

If this area is or may be affected by the incident, then evacuees should be moved from the area into the open land and grouped together to await instructions from the event managers or the emergency services.

ENTERTAINMENT MARQUEES AND SURROUNDING AREA

It is essential to get people out of the facility as quickly as possible, but to do so without causing undue panic. It is also possible that if a major incident is to occur in this location, there may be a possibility that if it develops, the main arterial route for the event may be affected.

Get everyone out of the marquee - and then ...

If the incident is relatively small, but still requires an evacuation, move people to the trader's/arena area outside of the marquee; or

Should the incident be more serious and, depending upon the number of people in the area at the time, evacuation should be carried out onto the main camping areas, grouped together at a safe distance, not blocking access and egress for the emergency services and await further instruction from the Event managers or the Emergency services.

If this area is or may be affected by the incident, then evacuees should be moved from the area via the main or alternative site exit gates.

MAIN CAMPSITE

The main campsite should be evacuated in a manner that will allow everyone to get out of the area as quickly as possible. It will be necessary to make a judgement as to the way that the incident is likely to spread further if at all.

Evacuating the campsite during the early hours of the morning will be a problem, in this situation it will be necessary to call on all available assistance.

Onlookers can create major problems, so it is essential that all persons are removed from the area to a place of safety as soon as possible.

If the incident involves fire then do not let evacuees enter any areas if there is a likelihood that the fire may spread in that direction.

If, after due consideration by Event management and the organising committee, the decision is made to evacuate all or part of the venue, the following radio message will be transmitted:



Marshals rendezvous near affected areas or as notified. This will immediately be followed by an announcement to the event customers: -

“Due to circumstances beyond our control, the event is being suspended. Will all persons in (certain area)... please leave the area immediately. You are requested to leave as quietly as possible. Your assembly point is in (suggested area)... Please follow the directions of the Event marshals.

All marshals will indicate the way to the nearest exit route using a commanding voice and clear hand signals. At all times stay calm and help to avoid panic.

Once your area is clear, report this to the Event Manager, and await further instructions.

An ‘All Clear’ message will be transmitted when the services can stand down and the incident is cleared.

The local authority emergency services will be co-ordinated through Event Control.

SPECIFIC SAFETY GUIDANCE

In the Event of a Fire

- Inform event control immediately and request advice/assistance.
- There are several sets of firefighting equipment situated throughout the site (Marshalls aware).
- Before attempting to fight a fire be sure of the following:-
 1. Immediately report it to the Event Control.
 2. If for any reason you cannot contact the Event Control, dial 999 and report the incident to the emergency services.
 3. Evacuate the area.
 4. If possible, try to state what type of fire and if persons are trapped, etc.
 5. Make sure there is a clear means of escape from the situation should the need arise. (Do not assume that the need will not arise)!
 6. Keep the way out clear behind you; do not let the fire get between you and the exit.
 7. Ensure that the correct fire extinguishing equipment is being used. Read the instructions on the fire extinguishers.
 8. No heroics, the emergency services would rather be called and not used, as opposed to being called to a ‘have a go hero’ trapped in a fire.
 9. See also Fire Risk assessment.

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In the Case of a Medical Emergency

- If you see any form of accident, or a member of the public approaches you to report an accident, inform the Event Control at any time during the show.
- If for any reason you cannot contact the Event Control, contact the medical centre directly.
- Professional Paramedics are on site throughout the event, they have an equipped medical centre. Also, several of the marshals are qualified to render first aid.
- If you are a trained first aider, then render assistance, call for help and remember to give the incident details to a member of the event control team and enter it in the incident logbook. It is essential that you record details of any incident and any first aid treatment given at any time during the show.
- If you are not able to assist medically, try to reassure the casualty and keep the area clear for oncoming emergency teams.

Crowd Disturbance, Crowd Trouble

- If at any time there appears to be a breakdown with public order or theft, etc. occurring, there will be Event managers on site 24 hours a day throughout the event, inform Event control as a priority on the radio.
- The event managers and security will deal with search and ejection from the site if necessary.
- Try to keep customers safe, focusing especially on disabled persons, etc.
- Prevent others getting too close to the incident and try to keep people as safe as possible.
- Get a description of the offenders and accounts from witnesses.
- No heroics, they may be armed.

Bomb Alert/Suspicious Packages

- DO NOT ATTEMPT TO TOUCH OR MOVE THE PACKAGE/DEVICE.
- DO NOT USE YOUR RADIO WITHIN 25M OF THE SUSPECTED DEVICE!
- Contact Event Control who will, in turn, call the emergency services.
- If for any reason you cannot contact the Event Control, dial 999 and report the incident to the emergency services.
- Do not panic, try to remove the members of the public from the immediate area.
- Await the advice from the emergency teams arriving on scene.
- Keep calm and reassure the public.
- Clear the area as fast and safely as possible.
- If it is unclear where the device is located await advice before acting
- REMEMBER, ANY SUSPECT DEVICE MAY BE A BOMB UNTIL A PROFESSIONAL DECLARES IT OTHERWISE.

Traffic

There are dedicated Gate and Campsite marshals for the event and there is a comprehensive traffic management plan in operation; this is available at Event Control.

Complaints and Customer Problems

In the event of a complaint being received, the current policy is for the complaint to be put in writing to:-

NABD
Unit 20, The Bridgewater Centre,
Robson Avenue,
Manchester,
M41 7TE.

On-Site Welfare Facilities

There is water bowser on the event site and others This will be signposted accessible to customers for drinking water.

The appropriate numbers of portable toilets (including disabled facilities) are distributed throughout the site. These are constantly serviced throughout the event, service staff can be contacted via the event control.

The marquees are available as a meeting area for use by the public at any time, but especially in severe weather conditions.

Disabled camping facilities are available on site.

Radios and Radio Procedures

Guidance on the use of radios is included elsewhere in this document. It is the duty of every radio holder to ensure that the batteries are replaced at appropriate times and that all equipment is returned to Event Control when not in use, or at the end of activities.

- Radio messages are to be kept brief and to the point, it is practical to compose your message before transmitting.
- Wait for a second or so after pressing the transmit button before speaking. This gives the radio a chance to power up and prevents call signs and messages being cut.
- Always use recognised call signs.
- Never use bad language over the radio
- Do not give out personal details over the radio.

Recognised Radio Call-Signs

A list of formally approved event radio call signs is issued to all event officials at the start of the event; these are available from Event Control.

A list of formally approved radio call signs will be issued to all users before the event.

POLICY ON DRUGS FOR NABD EVENTS

The National Association for Bikers with a Disability do not condone the dealing in or use of illegal drugs on site.

The following message, to actively discourage dealers and abusers, will be displayed within the entertainment areas.

"The dealing in or use of illegal drugs is not condoned by the National Association for Bikers with a Disability. Drug enforcement laws are as applicable on this site as anywhere else in the country.

Where necessary, police officers will be called to the site to deal with drug offences in accordance with national guidelines.

Experimenting with drugs can lead to adverse reactions. If you do take drugs and you become ill, depressed, or frightened please ask a marshal (identified by a fluorescent jacket or armband) to direct you to the medical tent area and support you until you are in contact with our medical team."

Policy Review:

The organisers will constantly review their policy, improving and enhancing it as necessary.

This policy will be advised and details trained to all volunteers, marshals and traders on site. Any events of this nature should be reported to event control so as the security and medical teams can be dispatched to assess and advise on any situation.

Appendix (C)

NABD EVENT ALCOHOL POLICY

NABD has a commitment to ensure the health and safety and wellbeing of all NABD event attendees; recognising the risks that may be caused by the misuse of alcohol. NABD does not condone the misuse of alcohol and this policy has been developed to :

- Prevent drunkenness leading to crime, disorder and abuse of staff, volunteers, NABD members and members of the public.
- Prevent self-harm because of excessive consumption (e.g. slips, trips, exposure to sun and cold, irrational behaviour etc).
- Prevent underage drinking.
- Provide staff with information of the law when working with young people who are using alcohol.

Alcohol And Under-18-Year-Old. No under 18s will be allowed into the event.

Responsible Approach to Selling Alcohol:

We understand we have a responsibility to consider issues under our control such as a pricing, promotions, and advertising at our events. As such we comply with the revised section 182 of the Licensing Act 2003 which includes that:

- We will abide by the conditions of the licence and operating schedule regarding opening times methods.
- There will be an appropriate number of SIA registered security personnel hired for the event who will monitor behaviour and assist in the peaceful operation of the event.
- Drinking glasses and glass bottles will not be allowed on site.
- A robust and secure cash management system will be in place involving cash registers placed at the rear of the bar and frequent banking with security escorts.
- Staff/volunteers will not be allowed to arrange or participate in any irresponsible promotions in relation to the premises.

The NABD will not run 'irresponsible promotions' which is an activity which encourages the sale and consumption of alcohol in a manner which carries a 'significant risk of contributing to crime and disorder, prejudice to public safety, public nuisance or harm to children' (the licensing objectives). Irresponsible promotions would include:

- Games or other activities which encourage individuals to drink alcohol within a time limit or drink as much as possible.
- The provision of unlimited or unspecified quantities of alcohol for free.
- The provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less.
- The provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event where that provision is dependent on the outcome of an event or the likelihood of anything occurring or not occurring.
- Selling alcohol in association with promotional posters or flyers which could reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to drunkenness in any favourable manner.
- If anyone is discovered buying alcohol for someone who is underage, they may be ejected from the site, and, or reported to the police.
- Bar staff are required by law to refuse to serve anyone they suspect of being intoxicated.
- The NABD will operate a Challenge 25 Policy at all events where alcohol is on sale. Where the bar staff suspect a customer may be under 25-years-of-age they will ask for proof of age, if the customer cannot provide suitable proof that they are 18 years old or above, then they will not be served. Proof includes passport, photo driving licence and accredited ID card schemes.

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Drinks Service Policy:

- We will not sell spirits in quantities greater than a double normal serve measure (max. 50ml) in one glass.
- We will not mix spirits in the same glass other than as part of recognised cocktails.
- We will not serve spirits into draught alcohol products e.g., pour a measure of whiskey into a pint of lager.
- We will not stock any product over 50% ABV.
- Staff/volunteers working behind the bar will be specifically reminded of their legal obligation not to serve those who appear to be excessively under the influence of alcohol.
- We will refuse service of alcoholic products to those who have already drunk too much.
- We will always have water available at the bar.
- We will always practice the Think 25 policy or similar at our events in-line with the licensing requirements.

Rick Hulse

NABD Chairman, for and on behalf of The NABD Trustees