

**Event Management Plan**

Written by Tom Manville MBII.tp

Event Name Student Summer Ball

Date and Time May 30<sup>th</sup> 2015 18:30 – 02:00

Location of Event Saffron Walden Rugby Club,  
Springate,  
Chickney Road,  
Bishop's Stortford,  
Hertfordshire CM22 6BQ

Event Manager Tom Manville MBII.tp

Job title Venue, Events and Entertainment Manager

Company Anglian Ruskin Students' Union

Contact Address Helmore Building  
East Road  
Cambridge CB1 1PT

Email 

Phone 

Personal License 

Issued By 

Expiry Date 11/09/2016

**Event Summary**

A Summer Ball with up to 1,500 attendees. Tickets will be sold to Students of Anglia Ruskin University and their guests.

The event will be hosted in an enclosed area of Saffron Walden Rugby Club. There will be marquees erected to house stages where music will be performed for the purposes of entertainment with space for dancing. There will be bars for the sale of alcohol by retail. Food will also be available from mobile food vans located within the main event area.

The ticket will include bus travel to the site from their home campus of either Cambridge, Chelmsford or Peterborough. On Site parking will only be available to staff and performers.

## Promoting the Four Licensing Objectives

### **The Prevention of Crime and Disorder**

The Student Union Summer Ball 2015 is a complicated event and in order to ensure its smooth running an external Door Supervisor contractor will be employed to manage licensable security related issues. The Door Supervisor team will have one central "Head Door" who will keep in regular communications with the Event Manager. There will also be a 'control room' set up where the different teams may communicate through to each other via radios for the event.

The event will have a randomised search policy with regards to Drugs, Weapons or any other item of a suspicious nature. Only licensed door supervisors, clearly displaying their badges, may conduct a quick body search as a condition of entry. Door Supervisors may only complete a body search of someone of their own gender, but may choose to conduct a bag search for anyone entering the site. This search policy will extend to any members of staff working.

Prior to the event opening the Event Manager and the Head Door will conduct a perimeter and site search. Any production crew who require tools for their jobs will need to lock anything away in a van or securely store the items away from members of the public.

Should any found item that is considered illegal or dangerous will be locked away and reported via a 101 call to either be collected or taken to a Police Station within 48 hours after the event. Sealable evidence bags will be requested to avoid tampering.

Where it is illegal to serve drunk people every effort shall be made to ensure that all bar staff on duty are trained in recognising the signs and consequences of drunkenness. Bottled water will be available at the bars and each customer will be offered a bottle of water

### **Protection of Children from harm**

All guests will be asked to bring proof of Age ID as a condition of entry...

The Student Union accepts valid Passport, UK driver license Photo cards and PASS accredited cards.

A team of SIA licenced door supervisors will be operating at the main event entrance. Once they are satisfied that the guest has appropriately paid their entry fee and has produced proof of age identification they will issued with some form of easily identifiable means, likely a wristband.

However, the door team will not be authorising or making the sale of alcohol at the event and therefore a strict Challenge 25 policy will be enacted upon. Any bar staff who have any doubt towards the age of a guest may and should request a valid proof of age identification.

If any forms of identification are suspected a falsified document or that it does not belong to the person who has presented it then the document will retained and handed in to the Police Station with 48 hours of the event.

The Student Union operates an inclusivity policy whereby any member of the union has the same rights and access to any event hosted by the organisation and the student union will take all reasonable measures to uphold this. University life is not 100% restricted to over 18s,

therefore, with regards to access to the summer ball, a different colour wrist band will be issued at the entrance. They will allow easy identification for any bar staff serving alcohol but also any member of staff working who suspect a drinks vessel may contain alcohol and the individual may be challenged.

No Promotional material for the event, or any on the night drinks offers, will contain images of anyone under the age of 18.

### **Prevention of Public Nuisance**

Prior to application we have consulted with Uttlesford District Council's Environmental Health office in order to utilise best practice for minimal disturbance to the local community. Several recommendations have been made and we will follow these guidelines to create a successful event.

As we have students based in Cambridge, Chelmsford and Peterborough we'll be hiring a fleet of busses to transport guests to and from site and there will be no parking except for staff. The Rugby Club carpark will be used as the coach/ taxi drop off point and will become an emergency response rendezvous point. There be a traffic management plan designed to maintain traffic flow on the highway as well as prioritise safety.

The site will consist of marquees erected for the event which will have three separate stages. We intend to keep in touch with any local residents with regards to the event. It is a, somewhat, secluded spot and the rugby club have informed me they have a good relationship with the few immediate neighbours, however, we also intend to do a mail drop informing people of the event to a wider area to keep people informed. To restrict sound spill the main stage will be equipped with the latest technology in line array speakers offer a specific directional sound across the full frequency range in order to localise the sound and minimise external spill.

Live Music will finish by midnight.

We will be monitor noise levels throughout the event and record data from several locations at regular intervals

We will be operating a main control room which can be used as a main point of contact throughout the event and this will be live until the last guest has left site, within the mail drop a contact phone will be issued for the control room.

We'll be employing a litter pick team for the event and prior to handing the site back to the rugby club we will complete a sweep of the entire site along with the roads surrounding the area, although with our transport arrangements I don't imagine we'll find much litter directly linked to our event but we'll leave things as tidy as we can.

There will be a certain amount of light spill from the event. The rugby club have agreed to leave their pitch flood lights on for safety reasons. Any additional lighting we use will not be mounted any higher than any marquee which will be significantly lower than the equipment already installed on site

## **Public Safety**

The public areas of the site will be glass free. Where possible the bar will stock PET bottles, however, any beverage supplied in glass will be decanted into disposable cups. Each bar will be supplied with a dedicated glass recycling point where the empty glass bottles can be instantly and safely disposed of. The Glass collection points will not be easily accessible to guests of the event and staff will have access to safety goggles and gloves.

It is intended that with the external nature of the event the whole site will generously host 1,500 people allowing people to freely move between areas. There will be three separate event spaces each housed in their own marquee. It is intended to have many open panels on at least two of the four sides of the marquees to allow flow of people in and out. SIA licenced door supervisor will be employed to monitor busy areas to avoid the risk of crush injuries.

Even though the site is an external venue consisting of temporary structures and enclosed by anti-climb fencing, each marquee will have marked fire exits and emergency lighting. There will also be breaks designed into the fence line in case of full site evacuation. These break points will be kept in direct line of site with the Security and Steward teams in order to maintain controlled capacity measures.

A dedicated first aid response team will be available at the event with a separate treatment area which will be located next to the Rendezvous Point.

## **Community Relations**

We intend to keep in touch with any local residents with regards to the event. It is a, somewhat, secluded spot and the rugby club have informed me they have a good relationship with the few immediate neighbours, however, we also intend to do a mail drop informing people of the event to a wider area to keep people informed.

Included in this notice will contact details prior to the event direct to the Students' Union as well as a mobile phone which will be held on site in the main control room which can be used as the first point of contact for any observations throughout the event. The control room will be the main point of contact for all enquiries during licensable hours and will be staffed for the hours displayed on the operating schedule.

## **Proof of Age**

The Student Union accepts valid Passport, UK driver license Photo cards and PASS cards. There will be opportunities for individuals to apply for a PASS card with forms available from any Students' Union reception desk or via a link on the website.

If any forms of identification are suspected a falsified document or that it does not belong to the person who has presented it then the document will be retained and handed in to the Police Station with 48 hours of the event.

## **Insurance**

This event is being hosted by Anglia Ruskin Students' Union, however, a large amount of collaboration is required from external contractors.

Each contractor will be required to provide insurance for their own staff whilst on site as well as any work they complete.

The Students' Union has Public Liability Insurance to £5,000,000 With Endsleigh Insurance

The Students' Union has Product Liability Insurance to £5,000,000 With Endsleigh Insurance

Policy number           XAO – 12E001 - 1823

Risk Assessments will be completed for a range of activities as part of the site build as well as the event itself. Jo Harbrow will be responsible for Health and Safety matters.

## **Risk Assessment Schedule**

Full risk assessments will be conducted for the following activities:

- Traffic management
  - Deliveries
  - Compound traffic
  - Coach drop off
  - Taxi drop off
  - End of night pick up – complete method statement required
  - Emergency Services Rendezvous Point (RVP)
- Fencing/Infrastructure
  - Building
  - Striking
  - Carrying/lifting
  - Lighting
- Evacuation
  - Fire
  - Blackout
  - Threat
- Bars
  - Lifting/carrying
  - Repetitive action
  - Slips/Trips/Falls
  - Cellar gases
  - Dealing with drunkenness
  - Glass
  - Chemicals
  - Noise at Work

- Crowd Management
  - Crowd barriers
  - Slips, trips and falls
  - Crush Risk
  - Dealing with drunkenness
- Event Spaces
  - Falling Objects
  - Electrical Equipment
  - Noise at Work
  - Lighting
  - Slips Trips and Falls
- Open Spaces
  - Noise at Work
  - Lighting
  - Slips, trips and Falls

### **Security of the Event**

The students' union has had a long standing relationship with Bridgegate Security who supply SIA licensed Door Staff at venue we work with as well as any other events we require security staff for.

Although a national company our main contact is Ray Jones who is the area manager and will be working in the role of 'Head Door' on the night. The security team will be using radios to communicate between each other as well as the event management team on the night.

SIA registered door staff will be easily recognisable by displaying their badge clearly and wearing Hi-Viz vests.

A register of license number will be kept in the control room and they will all be checked against the SIA register prior to the event to ensure that all personnel have current and up to date licenses.

### **Traffic management**

The only parking on site will be for staff and performers. Guests will be told at many stages prior to the event that there is no parking on site. In order to transport people to the site we will be arranging a fleet of coaches. The coaches will also be taking guests back to their home campuses in either Cambridge, Chelmsford or Peterborough. The return journey coaches will start from midnight for any patron who wants to return before the end of the event. During the event the coaches will not be able to park on the site and we have recommended that the coach company use Birchanger Service Station for the 2-3 hours of down time. Within 15-20 minutes journey away the option will be available to respond to any last minute changes that need to be made.

We will ensure that we have specialist travel arrangements put in place any guest who can't use a standard coach, for example wheel chair accessible vehicles.

A traffic management team will be working on the night to guide coaches and taxis to the drop-off point. Each member of staff working in this team will be wearing hi-viz vests and will be in contact with each via radio on their own channel.

During the event the drop-off and pick-up point can be changed immediately into an emergency services rendezvous point. If this happens a contingency plan will be prepared as part of the traffic management plan.

### **Further Information**

For further information about this one off event please contact Anglia Ruskin Student Union

#### **Cambridge**

Helmore Building  
East Road  
Cambridge  
CB1 1PT  
01223 460 008

#### **Chelmsford**

Tindal building  
Bishop Hall lane  
Chelmsford  
CM1 1SQ  
01245 258 178

#### **Peterborough**

Guild House  
Oundle Road  
Peterborough  
PE2 9PW

