



From: Jon Hill [redacted]

Subject: RE: Matchroom Sport Mascalls Mascalls Lane Great Warley Brentwood Essex

Date: 2 July 2021 at 18:15

To: David Carter [redacted]

Cc: Licensing [redacted], Dave Leonard [redacted], Paul Adams [redacted], Dominika Jaskolska [redacted], Debra Wright [redacted], Frank Smith [redacted], Julian Bentley [redacted]

Dear David

Many thanks for your email.

Further to our correspondence and for ease I attach here the updated ESP and TMP which contains information pertaining to some of the concerns.

I look forward to meeting with you in person next week to work through all of the points you have identified.

Best regards  
Jon

**Jon Hill**  
Head of Operations - Boxing (UK)

T: [redacted]  
M: [redacted]  
W: [www.matchroom.com](http://www.matchroom.com)



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-----Original Message-----

From: David Carter <david.carter@brentwood.gov.uk>  
Sent: 02 July 2021 16:22  
To: Jon Hill [redacted]  
Cc: Licensing [redacted]; Dave Leonard [redacted], Paul Adams [redacted], Dominika Jaskolska [redacted], Debra Wright [redacted]  
Subject: FW: Matchroom Sport Mascalls Mascalls Lane Great Warley Brentwood Essex

-----Original Message-----

From: david.carter@brentwood.gov.uk [redacted]  
Sent: 02 July 2021 16:11  
To: Licensing [redacted]  
Cc: David Carter [redacted]  
Subject: Matchroom Sport Mascalls Mascalls Lane Great Warley Brentwood Essex

Please find attached Environmental Health Teams response for the above Licensing application

Regards

David  
David Carter | Environmental Health Manager | Brentwood Borough Council T 01277 312500 | F 01277 312743  
| <https://link.edgepilot.com/s/9a998684/M2dcb3rDS0aQKWtiq9qO7w?>

u=http://www.brentwood.gov.uk/ [REDACTED]

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Matchroom\_FC2  
\_ESP\_v....721.pdf



Fight Camp 2  
TMP V...pdf.pdf

**matchroom.**  
**FIGHT**  
**CAMP.**

**At**

**Matchroom Ltd, Mascalls, Brentwood**  
**31<sup>st</sup> July and 7<sup>th</sup> and 14<sup>th</sup> August 2021**

**Event Safety Plan**

Presented by

**matchroom.**

## Documentation Control

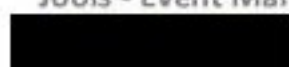
<b>Event</b>	Matchroom Fight Camp 2
<b>Ref</b>	J2021_12
<b>Document Name</b>	Event Safety Plan
<b>Client</b>	Matchroom Boxing
<b>Author</b>	Jools Bentley
<b>Date</b>	22.05.2021
<b>Version</b>	2
<b>Distribution</b>	Matchroom, Brentwood BC,
<b>Revision History</b>	
<b>Amendments</b>	
<b>v.2</b>	Added details of personal license holder, updated drawings, updated risk assessment, added alcohol management plan

<b>Part A</b>	<b>Event Information</b>
<b>Part B</b>	<b>Fulfilment of Licensing Objectives</b>
<b>Part C</b>	<b>Event Management &amp; COVID 19</b>
<b>Part D</b>	<b>Health &amp; Safety and Fire Safety</b>
<b>Part E</b>	<b>Production Risk Assessment</b>
<b>Part F</b>	<b>Appendices</b>

Prepared by:

**J-EMISS**

Jools - Event Management, Safety, Site



# Part A

## Event Information

### Key Personnel and Event Information

<b>Event</b>	Matchroom Fight Club
<b>Date</b>	Construction 18 – 24 July 2021 Fight Club 2 31 <sup>st</sup> July 7 <sup>th</sup> August 14 <sup>th</sup> August
<b>Operating Hours</b>	17.00 – 23.00
<b>Venue</b>	Matchroom HQ, Mascalls
<b>Show Times</b>	19.00 – 23.00
<b>Event Manager</b>	Frank Smith
<b>Head of Operations</b>	Jon Hill
<b>Site Production Manager</b>	Gerhard Ventner
<b>Broadcast Production Manager</b>	TBC, DAZN
<b>Designated Premises Supervisor</b>	TBC
<b>Security Provider</b>	Simon Roberts, Security Alert UK
<b>Production Safety Advisor</b>	Jools Bentley, J-EMSS
<b>Issue Date</b>	22.05.21
<b>Review date</b>	As required
<b>Version #</b>	<b>1</b>
<b>Other Relevant Documentation</b>	
<p><b>This document supersedes all previous versions. Please check the version number, it is your responsibility to ensure that you are working from the correct document.</b></p>	

## Event Overview

Following the success of the Fight Camp series in 2020, Matchroom Boxing intends to hold a second series of boxing events, which are due to be screened live by DAZN broadcasting; the events will again be held in the grounds of Matchroom's operational headquarters at Mascalls in Brentwood and it is proposed that up to 320 spectators are permitted to attend, on purchase of a ticket.

### **COVID-Safety UPDATE (02.07.2021)**

As of the date of this version of the document (2<sup>nd</sup> June 2021) regulations and requirements relating to social distancing and hospitality have been updated. The current relevant regulations are The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 and in particular Schedule 3 – Step 3.

The Step 3 Regulations permit the following:

- Entertainment and food and drink venues are permitted to open as long as a COVID risk assessment has been carried out and suitable measures are in place
- Outdoor Venues may operate at up to 4000 attendees or 50% of the capacity
- Customers may order food and beverages for at table service and consumption.
- Customers may gather in groups of up to 30 outdoors, or 6, or 2 households indoors.
- Social distancing is not required for customers outdoors
- Face coverings are not required for customers outdoors
- Requirements for workers remain unchanged

The UK Government is currently proposing to move into Step 4 for England – the removal of all restrictions – on July 19<sup>th</sup> 2021; however, this is subject to confirmation and it is to be expected that some restrictions will remain in place, or additional requirements made of event operators.

Public attendance will be dependent on both the local and national state of the virus and any particular restrictions that may be in place at the time. Matchroom will abide by any recommendations from Public Health England and the DCMS with regard to the safety of spectators and management of attending audiences; this may include, but is not limited to:

- Biosecure 'bubble' for competitors, officials and others involved in the competitive aspect of the event, as per the procedures developed in 2020 and implemented by Matchroom at all of their boxing events since.
- Health screening or proof of testing for attendees
- Provision for socially distant seating and the use of face coverings
- Enhanced hygiene and sanitation measures.

The event itself consists of three (3) boxing cards of 7 bouts to take place on consecutive Saturdays from 31<sup>st</sup> July 2021; prior to the first bout, the required infrastructure will be installed at Mascalls, where it will remain in situ for the duration of the events.

It is proposed that up to 320 ticket holders are admitted to the event; these individuals will have access to a hospitality area and a seat in one of the seating blocks (which can be socially distanced if required).

The ticket price will include hospitality (food and beverages) as well as bus transfer from the park and ride facility to Mascalls.

Details of how the audience will be managed and how the event will operate under the four licensing objectives can be found below.

### **Sporting Infrastructure**

Matchroom will construct a fully approved BBoBC boxing ring, under the standard Prism canopy (used at all Matchroom outdoor boxing events) in the grounds of their headquarters at Mascalls. Infrastructure will include suitable ground cover, temporary power and lighting and facilities for the small number of essential production and broadcast staff who will be present; in addition, temporary changing room facilities for competitors will be installed, along with a number of camera platforms and risers. In many respects, the set-up will be identical to that which we have installed at Wembley and the Principality Stadiums over the last few years, except with fewer working personnel and spectators.

If Government or British Board of Boxing Control Regulations require it, Matchroom will hire out a secure, segregated section of the Holiday Inn, Brentwood, to provide temporary accommodation, catering facilities and other support for athletes, teams and staff who work in the Red or Amber Zones.

### **Event Infrastructure**

In addition to the sporting and broadcast infrastructure, it is intended to install facilities for spectators, these include:

- 2 (or 3 depending on social distancing) seating blocks with fixed designated seating for up to 320 ticket holders
- A hospitality marquee serving food and beverages, including complimentary alcohol service
- Sanitation facilities in line with current guidance
- Park and Ride facilities for audience members to reduce traffic in the area
- Suitable barriers and fencing to ensure the audience stay within the licensed area.

All infrastructure will be supported by the relevant RAMS, structural calculations and completion sign off certificates (where appropriate); all temporary electrical installations will be installed to BS 7909 and a competent person will be on stand-by where power delivery systems are energised.

### **Event Governance**

Where entertainment of the type proposed above is open to the public, it is classed as 'Regulated Entertainment' and along with the provision of alcohol, comprises Licensable Activity under s.1 of the Licensing Act 2003.

Matchroom will apply for a Temporary Event Notice in order to hold the events as the total capacity within the licensed area will be no more than 500 persons.

This document is submitted in support of the TENS application will detail how Matchroom will fulfil the four licensing objectives which are:

- Protect attendees and neighbours against the potential for crime and disorder.
- Provide for public safety
- Protect children and vulnerable persons from harm
- Prevent nuisance being caused to neighbouring residents.

## Part B

# Fulfilment of Licensing Objectives

In order to satisfy the requirements for grant of a Temporary Event Notice, the applicant should demonstrate how the four licensing objectives will be fulfilled. The sections below will outline the plans in place to ensure that Fight Camp 2 will satisfy these obligations, further details on some matters can be found in the relevant section below.

### Capacity

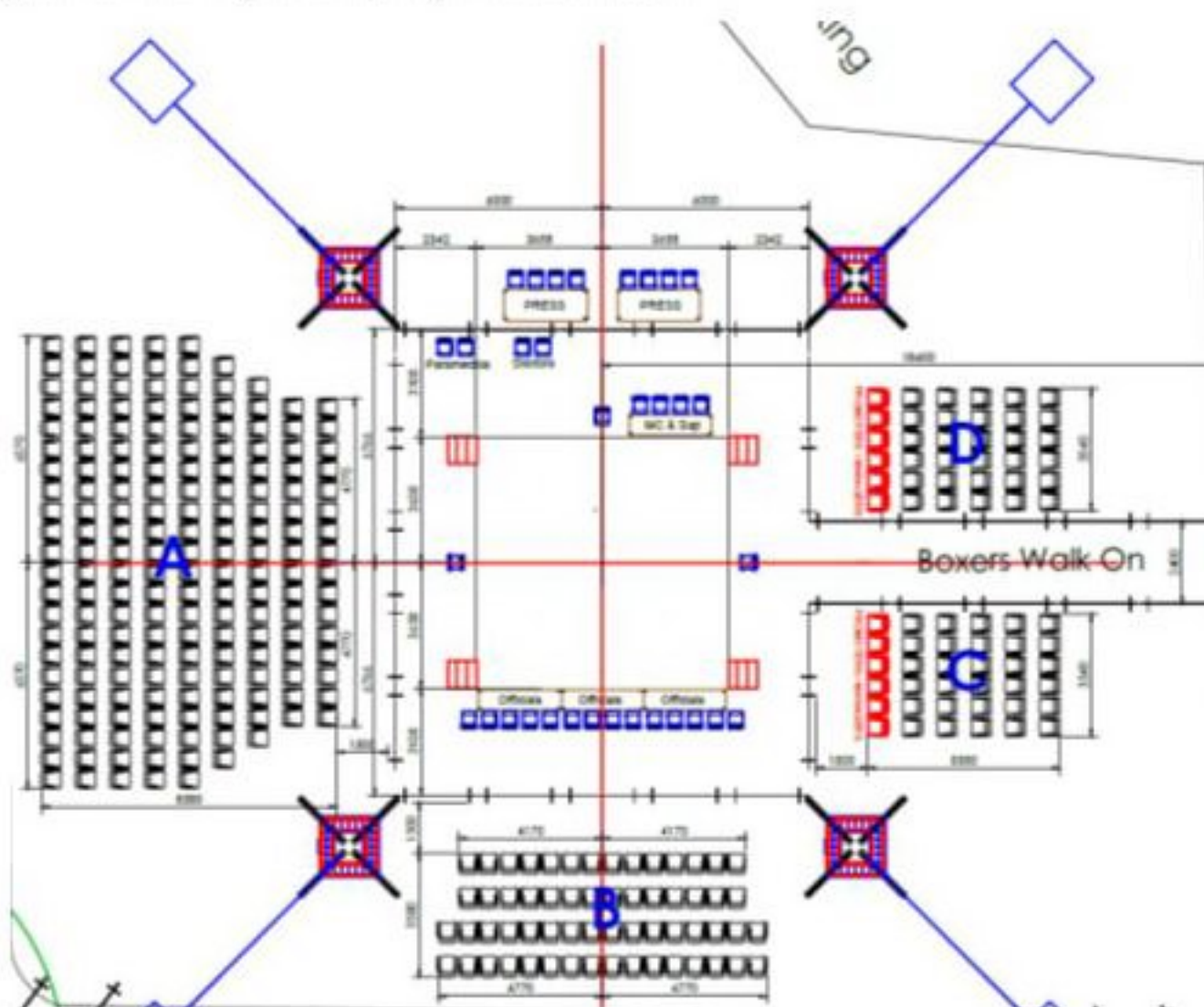
It is intended to offer up to 250 tickets for sale to the public and 70 complimentary tickets; in addition to these 320 spectators, up to 175 working personnel will be within the licensed area. A plan showing the extent of the area applied for under the TENS is shown below and will be submitted with the application.

Additional working personnel will be involved with the event but they will not be entering the licensed area; these personnel will be located as follows:

- OB Compound in adjoining field
- Mascalls (house) and Matchroom administrative offices
- Front gate and perimeter security and traffic management on Mascalls Lane/Dark Lane

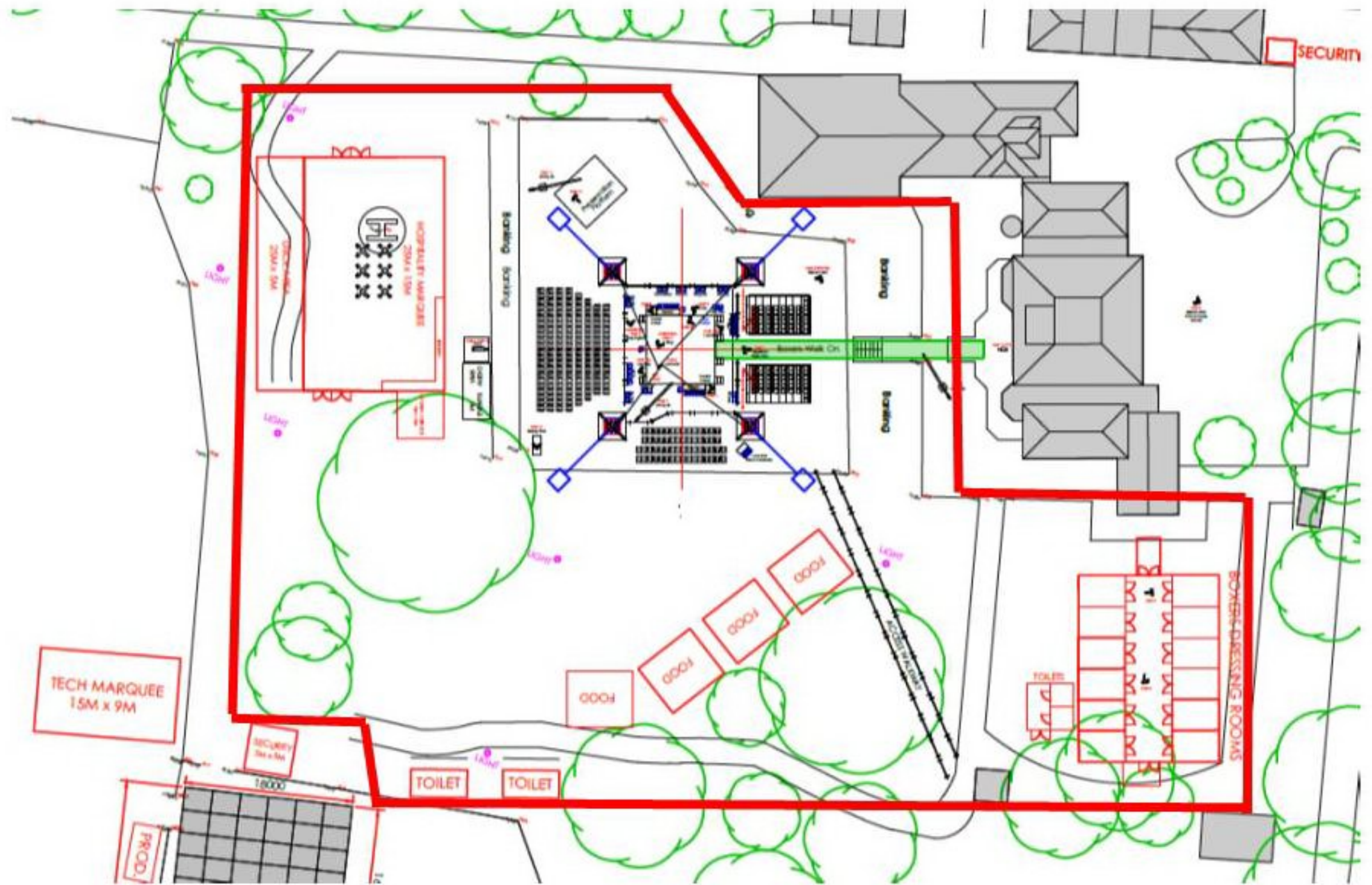
Once admitted to the event area, audience members will have access to a hospitality marquee serving complimentary food and beverages, outdoor seating at the hospitality area, sanitary facilities and their allocated seats.

The seating area is split into 4 blocks, on 3 sides of the ring; all audience members will have an allocated seat number and stewards will direct customers to their seats. Seating units are pre-set so that they provide the required seatway and aisle width.



Seating Layout





Red Line showing extent of area covered by TENS

## **Licensing Objectives**

### **Protect attendees and neighbours against the potential for crime and disorder.**

Matchroom will liaise with Essex Police regarding an appropriate attendance at the event, arrangements will be made for police officers to access the event as required.

Security Alert UK will prepare a security plan, detailing numbers and locations of SIA personnel and stewards; SIA personnel will control access and egress to the premises and supervise the licensed areas and the service of alcohol.

Matchroom will not accept aggressive, racist or inappropriate behaviour at the event and any incidents of this kind will be managed by Security Alert UK in conjunction with Essex Police, if required.

All attendees must have a ticket, which will be checked before they board the shuttle busses at the park and ride facility; persons who do not have a ticket or working accreditation will not be permitted access to the venue.

Perimeter security will be in place to prevent unauthorised access.

### **Provide for public safety**

Matchroom will produce an Event Safety Plan detailing procedures in place for public and worker safety during the event.

All publicly accessible structures will be designed and constructed in accordance with the Institute of Structural Engineers Temporary Demountable Structures Guidelines and signed off a suitable for public use before opening (all structural details will be available for Brentwood BC Building Control).

A security and stewarding plan will be in place to ensure the safety of attendees.

Matchroom will put in place a contingency plan to deal with serious or untoward incidents until such time they are resolved, or handed over to the Statutory Authorities.

An Event Safety Manager will be on duty at the event to ensure that safety critical infrastructure and procedures are in place as detailed in this plan.

Suitable first aid provision will be in place, both for competitors and attendees.

Matchroom will develop and operate a traffic management plan to ensure that workers and attendees are able to attend the event safely, without unduly increasing the pressure on the local road network.

An extreme weather plan will be in place with active weather monitoring

A fire Risk Assessment will be carried out and a Fire Safety Management Plan will be put in place; provision will be made for any attending fire service vehicles to access any part of the event.

### **Protect children and vulnerable persons from harm**

The event is open to all ages, but under 18's must be accompanied by an adult.

Challenge 25 on all bars and service of alcohol

No unsuitable material

Procedure for dealing with lost/found children and vulnerable adults

**Prevent nuisance being caused to neighbouring residents.**

All infrastructure and activity for the event will take place to the rear of the property, which backs onto open fields and woodland. The nearest other residential property at which event noise levels should be monitored is approximately 300 metres away.

Amplified sound will be used to add atmosphere; this will be a combination of PA announcements and pre-recorded music; it should be emphasised that amplified sound is only to provide additional atmosphere for short periods preceding and immediately after each bout. It is not expected that any use of amplified sound will exceed a 15-minute period.

Matchroom will agree to suitable noise control measures and limits with Brentwood Borough Council; for the events in 2020, it was agreed that noise levels from the event will not exceed the background level by 15 db(A) over a 15-minute period at the nearest affected property. The nearest affected property has been identified as The Lodge, on Dark Lane, some 300m away from the event site; a sample background reading taken on 18.06.20 at 15.36 gave a background noise level of 52.2 dB.

Sound levels will be monitored on site and at The Lodge to stay within the parameters above and Matchroom will distribute a contact number to local residents and the local authority for any local noise concerns.

Attendees either accessing or leaving the venue will do so by provided busses from the field adjoining the event field and accessed from Dark Lane; we believe this will mitigate any noise caused by patrons leaving the event. Security staff will be on hand to ensure that customers leaving the event do not create excessive noise or nuisance to neighbouring properties. A traffic management plan will be in place to manage this process.

# Part C

## Event Management and COVID-19

### Event Management

#### Overview

The event will be managed by an experienced team, all of whom have worked on Matchroom stadium events previously as well as last year's Fight Camp; the event will be coordinated from the Event Office by the core management team; this team has the ability to assume initial management in the case of a serious or major incident, until support arrives.

The roles and functions of key individuals in the event management structure, are explained in more detail below.

#### Power of Command

Under normal operational conditions, the Event Manager, Security Manager and Safety Manager will work as a team consulting each other on various aspects of the show and liaising with all Heads of Department and the event office to ensure that all parties are kept informed of any potential problems, situations or incidents.

#### Event Manager – Frank Smith

Make tactical decisions concerning the day-to-day management and operation of the event including decisions concerning security, show production and crowd management matters. In all circumstances, other than a major incident, the final decision is that of the Event Manager.

#### Site Production Manager – Gerhard Ventner

To ensure that all aspects of the site infrastructure are built to the correct specifications and that during the event all site infrastructure remains in place following any local authority or licence inspections and to deal with any site related problems that may occur during the event.

#### Safety Advisor - Julian Bentley

To ensure that the event health & safety policy is implemented and that an on-going assessment of all identified and new hazards take place on a regular basis and to update the management team of any changes to the event plan. To liaise between the Event Manager, Production Manager and Head of Security in all aspects related to the safe operation of the event. In the case of a specific incident or emergency the Safety Manager will have delegated authority to make strategic decisions if the Event Manager is not in that vicinity.

#### Broadcast Production Manager – TBC

To ensure broadcast infrastructure is in place and manage all staff and infrastructure associated with the broadcast and outside broadcast compound.

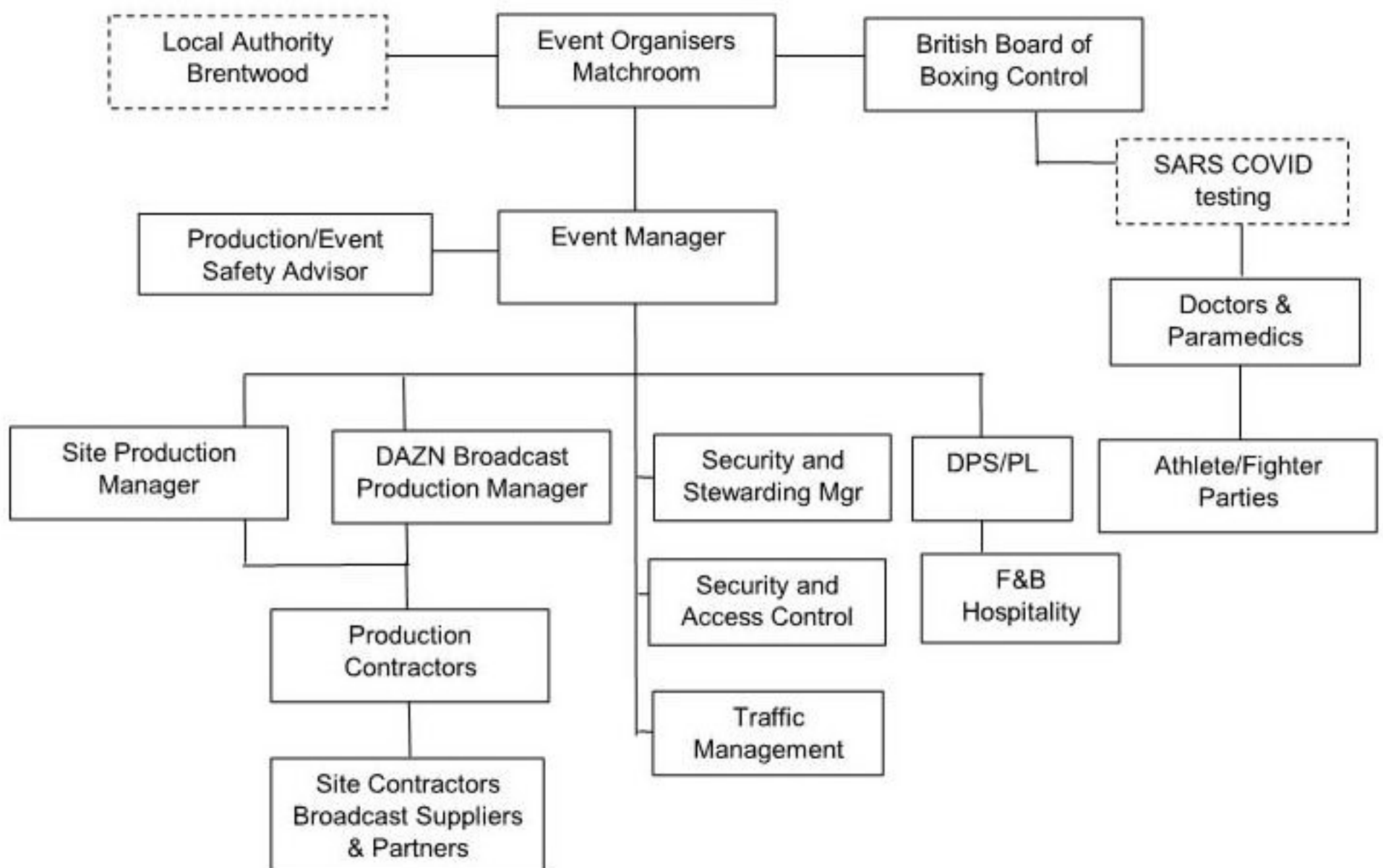
#### Designated Premises Supervisor/Personal License Holder – Richard Groves

The DPS/PL is responsible for managing alcohol service in the hospitality area and within the wider area covered by the TENS.

Any decision or refusal of service made by the DPS/PL will be final.

## Head of Security – Simon Roberts

The Head of Security is responsible for the overall management of the security operation and for tactical decision making with regard to security deployment. The Head of Security will liaise with the Event Manager, the Safety Manager and other parties with regard to decisions affecting site security. In the case of a specific incident or emergency the Head of Security will have delegated authority to make strategic decisions if the Event Manager is not in that vicinity.



## Access for Ticket Holders

It is intended to establish a 'park and ride' facility for persons attending the event. This will involve operating a remote parking area for up to 250 cars within approximately 10 minutes driving distance from Mascalls.

Ticket holders will be permitted to park their vehicles (or arrive by taxi or private hire) at the parking location, where their vehicles will be parked and they will collect their accreditation and transfer to 30-seat busses, for onward transport to site. The parking areas will be staffed by Matchroom traffic management staff and will have additional lighting installed if required.

On arrival at Mascalls, all busses will be directed to the lower site entrance on Dark Lane and then up to a managed pick-up and drop-off area, from where they will walk the short distance to the spectator areas.

At the end of the evening, the process will be reversed to take all attendees back to their vehicles or onwards transport.

It is proposed to apply for a TTRO on Dark Lane to enable us to put active traffic management on the road; this will reduce potential congestion and nuisance to local residents and other road users. Residents affected by the closure will be notified and issued passes to enable them to access their premises.

### **COVID-19 Testing**

At the time of writing it is unclear what the Government requirements will be for either testing attendees, or asking them to demonstrate proof of vaccination. We are currently working on the assumption that one of the following three models will apply:

- 1) Government Roadmap continues as originally set out and post June 21<sup>st</sup> there will be no restrictions on outdoor events.
- 2) The Uk Government develops the proposed 'vaccination passport' scheme into a usable system for confirming an individual's vaccination or test status.
- 3) Attendees will have to demonstrate proof of a negative COVID-19 test in the 72 hours prior to the event; this has been the system used so far in the DCMS Events Research Programme series of test events.

Whatever system is in place for attendees, all checks will take place in the remote car parking facility so that any person who does satisfy the set criteria will be unable to access the event.

All workers will be required to undertake Lateral Flow testing twice a week during the course of their engagement on the event, each worker accessing the site will be required to declare that they have tested negative and do not have any symptoms, or other reason why they should not attend the event.

### **Traffic Management**

In order to ensure minimal disturbance to neighbours, a traffic management plan will be implemented to get ticket holders to Mascalls.

#### **Active Traffic Management**

Matchroom will apply for a TTRO in order to put a temporary closure on Dark Lane; this will enable the shuttle busses to access the rear field at Mascalls and to leave the site without causing a hazard to other road users.

The road closure will be on Dark Lane from the junction with Mascalls Lane to the junction with Green Lane – arrangements will be made so that affected residents may access their properties at any time.

The road will be closed to all but permitted vehicles from 16.00 – 23.30 on each event day.

Temporary traffic signals and signage will be installed at the junction of Mascalls Lane and Dark Lane so that vehicles can safely negotiate the junction; these signals will be manually operated by a traffic management operative to ensure minimum disruption to bona fide traffic using Mascalls Lane.

Once the last bus has departed from the lower parking field the traffic management infrastructure will be removed.

Other than a few service and support vehicles, no parking or vehicle use will be permitted on site. All ticket holders, competitor and workers will access the site by shuttle bus from one of two designated pick-up points.

**Pick-up 1** will be at the Brentwood Centre

This will be the pick-up, drop-off and transfer point for ticket holders and other accredited persons arriving after 16.00.

Matchroom will arrange for 10 30-seater busses to run on a circuit between the Brentwood Centre to Mascalls on a continuous loop from 16.00 – 20.00 and in reverse from 22.00 – 23.30.

The pick-up will be staffed by security personnel who will direct customers to parking areas and then onto the busses; it is expected that we will use up to 250 parking spaces.

#### **Planning Note**

- If requirements are in place for demonstrating COVID vaccination status, or carrying out rapid testing, this will take place at the Brentwood Centre. Further details will be added as the COVID restrictions are clarified.

**Pick-up 2** will be at the Holiday Inn Brentwood

This will be the pick-up, drop-off and transfer point for key productions staff, media and athletes and their teams.

Matchroom will arrange for three 15-seat busses to be on constant rotation to Mascalls from 08.00 – 00.00 on each event day.

These busses will drop off inside the front entrance at Mascalls.

#### **Mascalls Pick-up and Drop-off**

All customer shuttle busses will enter Mascalls through the gate to the adjoining field. Busses will then be directed up a metal roadway to a disembarkation pad adjacent to the event field.

Audience members will disembark, go through a secondary ticket check and then be permitted to enter the event arena/Licensed area.

Once the majority of the audience are in the arena busses will run on demand to take early leavers back to the parking area, at a suitable point, all available busses will be stacked in order to remove the majority of customers between 22.45 – 23.30, they will then shuttle until all audience members and other users have returned to the Brentwood Centre.

In order to clear the events site as quickly as possible and reduce any potential impact on local residents, it is proposed that between 9-10 busses (with a capacity of >250pax) will be in position for egress.

All attendees may only access and leave the event by way of the shuttle busses; there will be no private pick-up and drop-offs on Dark Lane or Mascalls Lane, any requests for taxis should be made to meet at the Brentwood Centre.

Lighting and barriers will be installed at the bus pad and security staff will manage attendees boarding and alighting the shuttles.

**Route from Parking Locations to Mascalls**







## **Security**

Access to the event will be to ticket holders, accredited workers, competitors and event staff ONLY. Access for event and production staff will be via the regular entrance to Mascalls, on Mascalls Lane; all attendees will access the site via the park and ride entrance on Dark Lane.

Audience members will go through a ticket check at the park and ride facility and then be issued their accreditation, this will be checked once again again before disembarking at Mascalls.

Site, customer and staff security will be provided by Security Alert, who have worked with Matchroom on numerous occasions; all emergency procedures will be managed from the Security Alert control office.

Security staff will be positioned at access points, and around the licensed area, including the guest seating areas; a response team will be available to deal with any untoward incidents.

In the event of an incident which requires the site to be evacuated, security staff will direct audience members to a place of safety and assist in managing the audience until the emergency services are in a position to take over.

An outline security staff deployment is appended to this document.

## **Perimeter Security**

Although Matchroom will make clear in all their publicity that the event is for ticket holders only, there remains the possibility that members of the public may attend the area and gain access to the event.

As was demonstrated in the 2020 events, the lack of available parking and easily secured access point on Mascalls Lane means that the event site will be straightforward to protect.

There is the possibility that members of the public could attempt to gain access to the site, or a view of the event from the fields adjoining the rear lawns where the event will be held. Measures put in place in 2020 including additional Heras fencing in those areas and security patrols with dogs were effective and will be repeated for this event.

Matchroom recognise that despite these measures, there may still be some residual concerns and are committed to working with Essex Police to resolve these; a discussion will be held with the police regarding the possibility of a small police presence on, or around the site. We will also keep our security procedures under review; if during the first Fight Camp events, we do experience incursions it will be possible to install additional secure fencing and additional security patrols.

## **Medical and First Aid**

During the set-up period, a suitably qualified first aider, with first aid equipment will be on site, any medical incidents will be referred to the first aider and, if they cannot be treated on site, taken to the nearest A&E or referred through the 999 system.

During the boxing events, clinical staff, accredited by the BBoBC, and supporting paramedics will be on duty and available as required by BBoBC regulations, additional provision will be in place for audience members in line with the risk assessment for the event.

## **Alcohol**

It is intended to offer a range of alcoholic drinks as part of the hospitality packages; drinks will be served in the hospitality marquee and can be taken anywhere within the licensed area.

Any drinks which are going to be taken out of the hospitality area served in non-glass containers and security staff will be positioned to ensure that glass does not leave the hospitality marquee.

All alcohol sales will be under the control of the Designated Premises Supervisor/Personal License holder named on the license/TENS and subject to the provisions of the Alcohol Management Plan.

All bars will operate a 'Challenge 25' policy to ensure persons under the age of 18 are not able to purchase or procure alcohol.

### **Broadcast**

It is anticipated that these events will be broadcast live to air; we are not yet clear whether any of the evenings will be 'pay per view'. Broadcast infrastructure will be installed in a similar fashion to that in 2020, using the adjacent field for a broadcast production area.

A full outside broadcast plan will be produced by the broadcasters detailing infrastructure, power requirements and camera plans, this will be appended to the Event Management Plan.

### **Special Effects**

There is a possibility that a small number of theatrical special effects may be used for the final Pay per View event; this will be confirmed in due course.

If effects are to be used, they will be supplied, installed and operated by a specialist company, who have provided these effects at our stadium events previously. All effects submissions will be supported by a full risk assessment package, along with safety information sheets, a product plot with safety distances shown and any other relevant information. A safety demonstration will be held with the safety advisor before the effects package is signed off for use.

No effects which exceed a height of 50m or which produce excessive noise will be used and all effects will be fired before 23.00.

### **Major Incident and Emergency Planning**

#### **Purpose of Emergency Plan**

This emergency plan is intended to form a framework, for the organisers to plan and manage their response to any untoward or major incident which may occur in the venue during the period that the site is open to the public. The activation of any emergency plan will potentially involve dispersing customers into the surrounding area.

#### **Operation of Emergency Plan**

The venue will be managed from the Event Office and this will be the location for the management of any serious incident. The Safety Manager and Security Supervisor will attend the incident site and direct resources on the ground and will coordinate the immediate response, including calling for assistance from the Event Office.

#### **Communication of Emergency Plan**

Any serious or major incident or evacuation may well involve the evacuation of audience members to a place of safety before being moved on to their mode of transport.

In the event of a serious or major incident the event office will contact the police and other emergency services to request appropriate assistance.

The event office will contact the bus supplier to ensure that busses are standing by to transfer customers from the site to the park and ride facility

### **Transfer of Command**

In the event of a serious incident being declared a major incident by the emergency services, the Event Manager will hand over control of the site to the relevant person. This will be recorded in the daily log.

### **Definition of a Major Incident**

For the purposes of The Civil Contingencies Act an emergency is defined as “an event or situation threatens damage to human welfare only if it involves, causes or may cause:

- (a) loss of human life,
- (b) human illness or injury,
- (c) homelessness,
- (d) damage to property,
- (e) disruption of a supply of money, food, water, energy or fuel,
- (f) disruption of a system of communication,
- (g) disruption of facilities for transport, or
- (h) disruption of services relating to health.”

At Fight Camp, it is suggested that an emergency will be any incident that requires the assistance of external agencies. A major incident would be declared by the emergency services, dependant on the circumstances; any major incident may include the involvement either directly or indirectly of large numbers of people, but in general the risk of a major incident at the venue has been identified as:

- Fire
- Serious medical emergency
- Controlled evacuation due suspected incidents (i.e., fire, bomb warnings, etc.)
- Collapse of temporary structures.
- Catastrophic failure of permanent structures
- Political or terrorist activity

In addition to the above, the major incident plan also recognises that external major incidents, beyond the control of the Event Team, may result in special arrangements being implemented **within** the event site by the event team. Examples of these types of incidents are:

- Off-site incident
- Major transport disruption
- Extremes of weather
- Political or terrorist activity
- Public Health Restrictions

### **Declaration of a Major Incident.**

A major incident can be declared by any of the three blue light agencies, or by the local authority, depending on the circumstances; the event organisers do not have the power to declare a major incident, but will defer to Essex Police where circumstances arise which make continued operation of the event site impossible.

### **Site Alert State**

To assist the management team to monitor the site, it is intended to operate a simple three-tier system. On raising the alert state, the event office will notify all radio holders so that the appropriate action can be taken. Should the alert state need to be raised it is imperative that all members of the management team are informed.

When raising the alert state ,the management team will use the relevant internal code word to notify all radio holders.

**GREEN indicates**

There is a free flow of public both inside and outside the site. No problems reported, normal operating conditions.

**AMBER indicates**

Unusually heavy pressure on perimeter or access points, or  
The site is at capacity with persons attempting to gain access, or  
There is a bomb threat, suspicious person, threat of fire or threat of disorder, or  
Extremes of weather are forecast/imminent and weather plans may have to be activated

**RED indicates**

Serious fire or explosion  
Collapse of temporary structure  
Confirmed terrorist activity within the site

**Emergency Announcements**

In order for all event staff to effectively carry out their duties in the event of a serious or major incident it is essential that all parties are aware when the alert state is raised. In the event of a situation or incident that could lead to a major incident or evacuation, the following message will be broadcast over all radio channels and if required, the main PA:

***“WILL THE AMBER TEAM LEADER GO TO EVENT CONTROL”***

This is a warning that the alert state has been raised to **AMBER**. If the situation or incident is likely to result in a part or full evacuation of the site, the following message will be broadcast:

***“WILL THE RED TEAM LEADER GO TO EVENT CONTROL”***

This is a warning that the alert state has been upgraded to **RED**. All personnel should stand by for further instructions on an evacuation of the site.

**Emergency Evacuation Announcement**

If a full evacuation is to be carried out the following announcement will be made over all live PA systems and repeated as necessary:

***“LADIES AND GENTLEMEN THIS IS A SAFETY ANNOUNCEMENT. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL THE EVENT WILL HAVE TO BE CANCELLED. WILL YOU PLEASE VACATE THE VENUE BY FOLLOWING THE DIRECTIONS OF SECURITY STAFF AS QUICKLY AND QUIETLY AS POSSIBLE”.***

**Situation Contained Message**

If the situation is contained, or the alert state reverts to Green, the following message will be broadcast.

***“THE AMBER/RED TEAM LEADER IS NO LONGER REQUIRED AT EVENT CONTROL”***

All personnel may then stand down (and return to their role) unless instructed otherwise.

## **Emergency Evacuation Procedures**

The Event Manager, or in his absence, The Safety Manager has the authority to call an evacuation of the site.

The responsibility for customer safety on site is under the direction of the Event Manager. If a situation escalates to a full or part evacuation of the venue, staff will be notified to begin taking the actions set down in the response plan.

## **Invacuations**

It may be that an incident directly outside the venue requires customers to be held within the event perimeter for their own safety; this will only be undertaken on direction of, and with assistance from Essex Police.

## **Operational Method Condition Amber**

In the event that Condition Amber is declared, the Event Manager will activate the following plan:

- Safety manager or security manager will inform remainder of the management team and staff of change in alert status
- The security manager and safety manager will make their way to the incident site to assess the situation and direct operations.
- The security office will broadcast the alert state over all channels
- A security team will ensure that exit routes are clear
- A further security team will ensure that the RVP is clear
- Broadcast production team stand-by for contingency broadcast plans
- Transport manager on stand-by to move busses to Mascalls
- The production team will stand-by to stop any contest if boxing is in progress.
- Traffic management team on stand-by to implement any closures if required.

## **Operational Method Condition Red**

Where the incident is considered as so serious as to force the cancellation of the event and closure of the site, the event manager will instruct the following

- Any active boxing to be stopped and athletes return to their marquee if safe to do so
- Busses to be ready on pad to accept audience members
- PA to be used for any evacuation announcements
- Security office to contact emergency services through 999
- Broadcast to go to contingency – fixed cameras will continue to operate
- RVP at Mascalls main gate to be kept clear for arrival of emergency services, traffic management team to direct responders appropriately
- Security staff to move through seating blocks and hospitality areas, directing audience members to a place of safety in the adjoining field and on to the bus pad.
- Workforce at Mascalls to assemble either at the front of the building or in the field behind the helipad, depending on the location of the incident.

- Designated stewards to be positioned in evacuation control areas to inform and manage audience.
- Ensure site power remains active and lighting and PA are available if required
- Site team to deploy emergency lighting if required
- Safety manager or security manager to meet responders and brief them on the situation
- Site resources will be placed under the direction of the emergency services until the incident is closed.

### **Evacuation Methodology**

The generally acceptable standard is that customers in a Greenfield event site should be able to be evacuated either completely, or to a place of safety within 10 minutes of a decision to evacuate being made. To that end a minimum 3m of final exit width will be designed into the site; this is sufficient to allow the whole of the audience to evacuate the site well within the designated time period.

Exit width calculations are based on the formula detailed in Safety at Sports Grounds 5<sup>th</sup> Ed and Fire Safety at Open Air Events and Venues (both as amended by BS EN 13200) which allows for 82 persons per minute to pass through a 1 metre gap in an emergency (we have calculated using 80 ppm). With an evacuation time of between 5 – 10 minutes for a normal risk venue.

**80pax x 3m = 240 persons per minute**

### **Evacuation Operational Method**

Evacuation will only be instigated on the request of the event manager or safety manager utilising the alert codes detailed above.

Audience members will be alerted by the available PA systems and by stewards moving through the seating blocks and hospitality area. Audience members will be directed to the adjoining field through the 3m gate and will be managed until they are able to board busses and return to their means of transport.

Athletes and officials will be escorted to the boxers marquee if safe to do so and then onto transport back to the Holiday Inn.

Production workers in the event area will assemble either in front of Mascalls or in the Helipad field.

If the incident is contained to the OB compound then a decision will be taken as to whether this affects the event area itself.

Traffic management staff will ensure that any responding emergency vehicles are directed appropriately and that vehicles leaving the site are not causing any obstruction.

# Proposed Site Layout





# Part D

## Health & Safety and Fire Safety

### 1. Construction (Design and Management) Regulations 2015

<b>Event</b>	Matchroom Fight Camp	<b>Site Address</b>	Mascalls Mascalls Lane Brentwood CM14 5LJ
<b>Client</b>	Frank Smith Matchroom Ltd Mascalls, Mascalls Lane, Brentwood, CM14 5LJ.	<b>Safety Advisors</b>	J-EMSS Limited Marton Road Toll Bar DN5 0RF
<b>Principal Designer</b>	Matchroom Ltd Mascalls, Mascalls Lane Brentwood CM14 5LJ.	<b>Principal Contractor</b>	Matchroom Ltd Mascalls, Mascalls Lane Brentwood CM14 5LJ.
<b>Notifiable Y/N?</b>	N	<b>Notification No.</b>	N/A
<b>Venue Owner</b>	Matchroom Ltd		
<b>Project Dates (construction)</b>	20.07 – 18.08.2021	<b>Technical Production Manager</b>	Gerhard Ventner
<b>Local Authority</b>	Brentwood BC		
<b>CDM Contact</b>	Julian Bentley, J-EMSS Limited – [REDACTED]		
<b>Nature of Project</b>	Installation of temporary sporting facilities and broadcast infrastructure		
<b>Significant Hazards</b>	Use of power, manual handling, work at height		
<b>Other Notes</b>			
<b>Other Designers</b>	Canopy: Prism Lighting: HSL Seating Blocks: Arena		

## 2. Construction Phase – Significant Hazards

Hazard	Dates	Primary Controls
Vehicle/pedestrian conflict – Vehicle collision conflict  Mascalls Lane Entrance	All	TM staff to be based on gate All deliveries to be scheduled H-vis to be worn Adequate lighting Use of warnings and signage Exiting and turning vehicles to be banked
Working at height	All	Hierarchy of controls Use of MEWPS Fall prevention Use of full range of PPE Signage
Installation of temporary power supplies	All	Generators from competent supplier All installations to BS7909 Contractors only to use approved distro Earth bonding of cabinets and metal structures where required RCD protection
Notes	See contractor and supplier RAMS See Production ESP	

## 3. Health & Safety Objectives and Policy and Site Rules and Safety Procedures

It is the policy of Matchroom Boxing (the Client/Principal Designer/Principal Contractor) to achieve high standards of Health and Safety in all aspects of our operations and to provide efficient management and resources to improve our performance in this function.

To that end Matchroom will ensure the maintenance and monitoring of safe and healthy systems of work which comply with current legislation for the protection of workers, contractors working on our sites and visitors.

The organisers of this event recognise that a number of activities which are undertaken, or are undertaken on their behalf, could potentially involve risk to the health, safety and welfare of its employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment, or property.

It is the policy of Matchroom to ensure, as far as is reasonably practicable, safe and healthy working conditions for employees and all other personnel working on behalf of the event, and to ensure that any activity undertaken by the event does not adversely affect the health and safety of other persons.

The aims and objectives of the Health & Safety policy are:

- ❑ To protect and maintain standards and to comply fully with the Health & Safety at Work Act 1974 and all other relevant legislation, regulations and codes of practice.
- ❑ To protect employees and others, including the public, from foreseeable hazards.

- ❑ To provide all persons with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- ❑ To ensure that everyone involved with the organisation and running of this event are aware of their responsibilities to take care of themselves and others.
- ❑ To encourage consultation and co-operation, and where necessary, consult with outside bodies in order to maintain a safe working environment.
- ❑ To ensure the provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health.
- ❑ To provide arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- ❑ To prevent the spread or dissemination of SARS COVID-19 and make all efforts to minimise any potential exposure to the virus.

The event health and safety objective is to minimise the number of accidents and incidents that may endanger the health, safety and welfare of all persons working at or attending the event; this includes additional methods that may be imposed to counter the health threats posed by the current viral pandemic in the United Kingdom.

While the production team will do all that is within its powers to ensure the health and safety of all persons, health and safety is the responsibility of each person associated with the event. It is the duty of each and every person working on this event to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the wellbeing of any other person.

### **Health & Safety Arrangements within the Event Organisation**

Overall and final responsibility for health & safety of production installation workers engaged at the Matchroom Boxing Camp is that of Matchroom **(the Clients and Principal Contractor/Principal Designer)**.

The designated health and safety manager who will oversee health & safety management and strategy within the operation is **Julian Bentley** or a nominated deputy.

On-site operations and operations remote from the site will be overseen by **Gerhard Ventner** (Technical Production Manager) or a nominated deputy.

All workers have the responsibility to co-operate on matters of health & safety and to read and follow the specific arrangements for safety as set out in this document.

All workers and sub-contractors have the responsibility to conduct their activities in such a way as to pose no risk to their own health, safety and welfare or that of others.

Workers and sub-contractors are responsible for reporting any incidents, injuries or dangerous occurrences to the management team at the event as soon as is reasonably practicable.

The provision of safety information in relation to the operation will be the responsibility of **J-EMSS Limited**. The responsibility to provide operatives with the correct skills, knowledge, training and experience remains that of the respective contracting companies.

Investigation of accidents and incidents will be the responsibility of **J-EMSS Limited** in conjunction with the relevant suppliers

Reporting of incidents under RIDDOR will be the responsibility of **J-EMSS Limited** in conjunction with Matchroom and the appropriate enforcing authorities.

Monitoring and maintenance of plant and machinery owned, leased or rented for the duration of the event will be the responsibility of **Gerhard Ventner** or a nominated deputy.

Research of legal and commercial developments affecting Health & Safety, and the communication of such developments will be the responsibility of **Julian Bentley, J-EMSS Limited** in conjunction with the Client

Responsibility for Health & Safety auditing and the conducting and reporting of reviews will be that of **J-EMSS Limited**.

This document should be read in conjunction with any other safety briefing information issued by the site team, which may give information about site services and facilities.

Where work is being carried out which presents a serious risk to the health & safety of workers or others the safety team, or the safety team from Wembley may immediately stop the work in order to develop a suitable process.

### **Site Health & Safety Rules**

In addition to the normal health & safety procedures found on construction and event sites, additional precautions will be in place to ensure the health, safety and welfare of workers, so far as is reasonably practicable. In order to protect our workforce, we will be implementing social distancing guidelines in line with current Government advice and the requirements of The Health Protection (Coronavirus Restrictions) (England) Regulations 2020.

Additional hygiene and cleaning procedures will be put in place and all workers are asked to respect these, for their own and their colleague's health, safety and welfare.

All contractors working on the event are to submit relevant Health and Safety documentation (Company health and safety policy, method statement, risk assessments, COVID-safe Policy insurances etc.) which should be suitable and sufficient for the work they intend to carry out. Once these documents have been received contractors' will be authorised to commence work according to the schedule.

All workers on site will have to undergo a brief online site induction and complete a medical questionnaire prior to being issued their accreditation; this process will be undertaken online and a record of those completing the site induction will be kept.

- As a minimum, hi-vis and suitable footwear must be worn during the construction phase
- Other PPE, i.e. hard hats, vests, ear protection and safety boots to be worn when required. All contractors and suppliers to ensure their workers have any necessary Personal Protective Equipment.
- Any substance (such as paint, adhesives or cleaning chemicals) must be subject to a COSHH assessment and be accompanied by the appropriate Material Data Safety Sheet.
- All contractors must observe any health & safety, or other warning signage installed by the production team.

- No persons to use lifting equipment of any description unless they have undergone the relevant training. In the case of mobile lifting equipment all persons wishing to use such equipment must first have demonstrated their competence to a recognised person or body, i.e. by production of a valid training certificate.
- All lifting equipment to be accompanied by current certificate of inspection or be subject to a provable audit trail.
- All site rubbish must be removed at the end of each day and work areas should be kept in a clean and tidy manner.
- All tools and equipment should be identifiable and should be stored securely when not in use,
- Any hot works are subject to a permit system; permits are obtained from the venue. All hot works must be supported by an appropriate risk assessment and additional fire safety equipment should be in place for the duration of the Hot Work Permit.
- Where work at height is required, the contractor should utilise a suitable MEWP, access tower or manlift; anyone using access equipment must have the appropriate skills, knowledge, experience and training and utilise the correct PPE.
- Where work at height is being carried out, the contractor should ensure that they have a sterile working area and that all personnel in the area are utilising hard hats and any other PPE required.
- Ladders may be used in certain circumstance, for access to working platforms or for brief periods of light work, where there is no other practical way and control measures are in place; use should be in accordance with HSE publication INDG 402 10/05 Safe use of Ladders. All ladders must overreach the landing platform by a minimum of 1m and will be securely fixed, workers should not use a ladder if the work involved requires using both hands (unless employing WRS to a secured ladder) and should not carry bulky or heavy objects.
- No smoking anywhere within any enclosed structure.

Health & safety compliance will be monitored by the safety advisor who will liaise with contractors, site management and venue operations to ensure that the above rules are being followed. Where breaches of the site rules occur, the three-stage procedure will be applied.

#### **PPE**

All managers, crew, contractors and sub-contractors will wear safety helmets that conform to current regulations when:-

- Carrying out any work where there is a risk from falling objects or any overhead working.
- In an area where work is being carried out overhead.
- Where local venue regulations require the use of safety helmets.

All safety equipment purchased or issued for use on this project will be in accordance with the appropriate British and European Standard and will carry CE marking.

Minimum Standards for PPE used by event personnel are as follows:

<b>EN 365:2002</b>	Full Body Harness
<b>EN 353-1&amp;2:2002</b>	Guided type fall arresters
<b>EN 358</b>	Static vertical lifeline to be used with above

EN 354:2002	Lanyards
EN 355:2002	Energy absorbers
EN 360:2002	Retractable fall arresters
EN 363:2004	Connectors
EN 12841:2006	Rope adjustment devices
EN 397:1995	Safety helmets
EN 166:2001	Eye protection
EN 388:2003	Gloves
EN 345-1:1992	Footwear
EN 352-1&2:2002	Hearing protection
EN 471:2003	Hi Visibility clothing

### **Co-operation between Suppliers**

The construction and operation of the event requires a number of contractors and suppliers to provide their specialist services, as specified within the schedule. All suppliers have a legal duty to co-operate on matters of health & safety and fire safety, in addition to their duty to co-operate with the primary contractor. In addition, all suppliers, contractors and workers have a duty to co-operate with the safety team and any enforcing authority that may arrive on-site.

Where there is any hazard presented to one supplier by the actions of another, this must be notified to the safety office and the appropriate remedial action be taken. Regular pre-production and on-site meetings with suppliers will take place to ensure everyone is aware of any construction hazards and measures they may have to take to mitigate these.

### **Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013**

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) makes it a legal requirement to report certain types of accident, or incident to the Health & Safety Executive; in summary, these are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness 2
  - requires resuscitation or admittance to hospital for more than 24 hours

In addition, during the current pandemic state in the United Kingdom, the HSE have requested that the following are reported through RIDDOR.

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent


Furthermore, certain occupational diseases and 'near misses' are also reportable (a full list of reportable occurrences can be found in Regulation 4).


Where any contractor or worker suffers a 'reportable' incident the safety advisor and the Stadium safety team should be notified immediately. An investigation will be carried out and a report will be completed on the HSE online portal at <http://www.hse.gov.uk/riddor/report.htm>.

#### 4. Fire Safety and First Aid

All workers should be alert for the possibility of fire and should be aware of the locations of fire escape routes and firefighting equipment; fire exit routes for each gallery will be explained in the induction.

##### Procedures in an Emergency (build period)

	<ul style="list-style-type: none"> <li>• A first aider and first aid kit will be located at the site production office</li> <li>• Do not call 999 directly</li> <li>• Inform the safety advisor or production manager so that a report can be completed</li> </ul>
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	<ul style="list-style-type: none"> <li>• Warn those around you</li> <li>• Notify security or site production staff immediately</li> <li>• If you cannot notify security/production, then call 999 – direct the fire appliance to the main entrance junction Mascalls Lane/Dark Lane</li> <li>• Tackle the fire with fire-fighting equipment if you have been trained to do so</li> <li>• Go to the Assembly Point at the Helipad or in the field next to the OB compound</li> </ul>
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##### Action on discovering a fire

- Raise the alarm and warn others around you
- Leave the area as quickly as possible, using the nearest available exit
- Assist anyone who may need help away from the area
- Only tackle the fire if you feel confident it is safe to do so, **do not put the fire between you and an escape route.**

#### 5. Induction and Welfare

All workers coming on to site to complete any construction or installation related task, other than deliveries and collections will be expected to undergo the event health & safety induction.

The induction is an online procedure and login and access details will be forwarded to all suppliers prior to their arrival on-site. Suppliers are responsible for ensuring all their staff, sub-contractors and freelance staff complete the induction process.

Any persons arriving for work who have not completed the induction will be invited to complete it on their own device, before being given their accreditation and permitted to commence work.

In addition to health & safety arrangements, the site induction will cover the following welfare issues:

- Fire alarm and evacuation procedures
- Location of toilets and handwashing facilities
- Location of drinking water points or arrangements for collecting bottled drinking water
- Significant locations – event office, assembly points and so on
- Site working hours
- Vehicle, parking and driving rules
- General advice relating to SARS COVID-19 safety

## **Fire Safety**

### **Regulatory Reform (Fire Safety) Order 2005**

The organiser's responsible person (Frank Smith) has nominated a competent person for production aspects who will work alongside the venue and their 'designated competent person' to ensure that all provisions of the Order are complied with. The organiser's nominated person is Julian Bentley, (Production Safety Advisor). During the build, the organisers will ensure that all safety documentation is distributed to any workers who may be involved with the event.

In accordance with the Order, the organisers will ensure that any materials or procedures introduced to the event are suitably fire retardant; this will be supported by suitable fire risk assessments and preventative or protective measures as deemed necessary or required.

The organisers will ensure that there is no build-up of flammable waste in public areas and beneath the terracing.

### **Fire Retardant Materials**

In order not to increase the fire hazard, any materials used on the event should meet with the following criteria:

#### **Curtains, linings drapes etc. should meet:**

BS 5867-2:2008

French Standard NFP.92503, M2

German Standard DIN 4102, B1

Italian Standard UNI 9174, M2

USA Standard NFPA 701, Large scale test.

#### **Floor coverings should meet:**

BS4790

French Standard NFP.92503, M2

German Standard DIN 4102, B1

BS EN 13501\_1 Class B

#### **Upholstered Furniture should meet:**

BS 5852:2006

BS 7176

French Standard NFP.92503, M2

German Standard DIN 4102, B1



**Timber and Plywood should meet:**

BS EN 13501\_1 Class B or above (replaces old class O)...or

For plywood and MDF be a minimum of 18mm thick

For natural timber, be a minimum of 25mm thick

Any materials not appropriately certified **MAY** be used, providing they have been treated with a suitable proprietary flame retardant substance and evidence of that can be supplied and the materials pass a 10 second naked flame test on-site.

**Standard Fire Safety Signage**



Fire Exit



Assembly Point



Fire Extinguisher



Fire Alarm



Extinguisher Types

FFE Schedule					
Location	AFF	CO2	Powder	Bikt	Alarm
Zone 1 generators	2		2		1
Ringside	4	4			
DAZN presenter platforms		1			
Athletes complex	2	2			
Event office/control	2	2			1
Zone 2 generators	2		2		1
OB truck complex	1	1			1
OB Security Office	1	1	1	1	1
Hospitality Marquee	2	2		1	1
Spare	1	1	1	1	
<b>Total</b>	<b>17</b>	<b>14</b>	<b>6</b>	<b>3</b>	<b>6</b>

## Assembly Points



## Part E Event Risk Assessment



### Production Risk Assessment

Prepared by:

**J-EMSS**

*Please note – event risk assessment not yet completed*

<b>Assessment Completed By:</b> JB, J-EMMS Ltd	<b>Date:</b> 02.07.2021	<b>Client:</b> Matchroom
<b>Version no:</b> 2	<b>Amendments:</b>	
<b>Distribution:</b> Matchroom, BBoBC, Brentwood Borough Council, event suppliers		

## Risk Assessment

A comprehensive risk assessment has been compiled in accordance with an employer's statutory duty to do so under the Health and Safety at Work act (1974) and complies with the Management of Health and Safety at Work Regulations (1999).

1. Workers employed in the construction and de-rig of the event.
2. Workers and participants employed during the performance stage of the event
3. Other people who may be affected

It is the responsibility of the duty manager to ensure that an on-going assessment take place throughout the duration of the event by individual supervisors and team leaders of each department. Any changes resulting in the escalation of either the severity or the probability rating of an identified hazard or the discovery of a new hazard are to be reported immediately.

Severity		Probability	
1	Minor Injury	1	Unlikely
2	Significant Injury	2	Possible
3	Serious Injury	3	Likely
4	Major Injury	4	Probable
5	Major incident/Fatality	5	Certainty

The probability and severity rating associated with each individual hazard, is calculated before the controls are put into place. Once the controls are in place, the hazard and its severity may not change, but the probability will be reduced to a maximum of 'Possible'.

## Risk Assessment Explanatory Notes

### Severity Indices

- 1 Minor Injury = Abrasions, bruising, minor burns (reddening of the skin).
- 2 Significant Injury = Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries. acute representations of underlying conditions e.g. asthma, epilepsy, bronchitic illness, diabetes, hyper/hypothermia.
- 3 Serious Injury = fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness. Acute representations of underlying conditions such as Angina.
- 4 Major Injury = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness, myocardial infarction, status epilepticus/asthmaticus.
- 5 Major Incident/Fatality = Single or multiple fatality or large numbers of injuries in cat 3-4.

### Severity x Probability Values

Severity x Probability	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

1-7 Acceptable Risk
  8-14 Risk Acceptable with Adequate Control Measures
  15-25 Unacceptable Risk

Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls			Control Measures	Severity Rating x Probability = Residual Risk			Action Required Where Risks are Not Adequately Controlled and other Comments
				S	P	R		S	P	R	
<b>GW1</b>  <b>General Installation</b>	<b>Movement of Equipment</b>	Collision  Crushing  Manual handling injuries	Contractors  Local crew  Visitors	3 4 3	4 3 4	12 12 12	<ul style="list-style-type: none"> <li>All workers will receive venue specific induction and briefings regarding conduct and working practice within the event venue</li> <li>All suppliers to ensure they have adequate crew and suitable lifting aids to move their equipment</li> <li>Vehicle access to unloading area in undercroft managed TM team and security</li> <li>All Contractors and local crew to ensure they have the appropriate PPE for their role</li> </ul>	3 4 3	1 1 2	3 4 6	
<b>GW2</b>  <b>General Installation</b>	<b>Vehicle Access – Mascalls Lane</b>	RTC  Collision	Contractors  Other road users	5 5	3 3	15 15	<ul style="list-style-type: none"> <li>Additional lighting on junction considered</li> <li>Signage and cones at Mascalls</li> <li>TM staff in hi-vis to control vehicle movements to Mascalls</li> <li>All deliveries scheduled to avoid congestion at gate</li> <li>Request for TTRO – temporary speed limit</li> </ul>	5 5	1 1	5 5	
<b>GW3</b>  <b>General Installation</b>	<b>Hand washing and sanitation</b>	Lack of infection control	Local Crew  Contractors	5	4	20	<ul style="list-style-type: none"> <li>All workers and visitors will use the hand wash station before entering the site – 20 seconds minimum wash time</li> <li>Hands to be thoroughly dried</li> <li>All crew and visitor to regularly wash their hand throughout their shift</li> <li>Hand sanitiser stations are located throughout the site.</li> <li>Crew and visitors are advised not to place their hands near their face, specifically; mouth, nose and eyes.</li> <li>Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands</li> <li>Cleaners regularly sanitise work surfaces, door handles and any surfaces crew or visitors may come into contact with</li> <li>Infection control procedures under constant review</li> <li>Extensive signage through out site</li> </ul>	5	1	5	

Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls			Control Measures	Severity Rating x Probability = Residual Risk			Action Required Where Risks are Not Adequately Controlled and other Comments
				S	P	R		S	P	R	
GW4 General Installation	Screening tests and social Distancing	Possible exposure to Covid-19	Local Crew Contractors	5	4	20	<ul style="list-style-type: none"> <li>All workers and visitors will have their body temperature checked before accessing the site</li> <li>Health questionnaire is completed by all staff and visitors before any accreditation is issued to access site</li> <li>Two-meter social distancing rule is observed when queuing, mealtimes, walking between workspaces and office space</li> <li>Appropriate PPE to be worn where necessary</li> <li>Confined spaces will be subject to maximum occupancy</li> </ul>	5	2	10	
GW5 General Installation	Lack of First Aid Facilities	Exacerbation of injuries  Lack of emergency medical treatment	Contractors Local crew	5	3	15	<ul style="list-style-type: none"> <li>First aider available from site office</li> <li>Procedure for first aid explained during induction process</li> <li>All construction contractors are required to have first aid kit and identified first aider</li> <li>Procedures for summoning an ambulance briefed to all crew and contractors</li> </ul>	5	1	5	
GW6 General Installation	Lack of Welfare Facilities	Dehydration, tiredness	Contractors Local crew	3	3	9	<ul style="list-style-type: none"> <li>All crew will have access to fresh drinking water</li> <li>Local facilities for obtaining hot and cold drinks</li> <li>Catering being arranged for crew</li> <li>Working day is 08.00 – 20.00</li> <li>Meal and other breaks scheduled in by individual contractors</li> <li>Hot and cold drinks stations supplied</li> </ul>	3	1	3	
GW7 General Installation	Obstruction of emergency exits	Trapping  Prevention of escape	Contractors Local crew	5	2	10	<ul style="list-style-type: none"> <li>Exits which are to be maintained throughout identified on commencement of works</li> <li>Regular workplace inspections to ensure these exits are not blocked by equipment</li> <li>Where any work is likely to temporarily obstruct an exit alternate arrangements should be made</li> <li>All exits to be left clear at the end of the working day</li> </ul>	5	1	5	
				5	2	10		5	1	5	

Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls			Control Measures	Severity Rating x Probability = Residual Risk			Action Required Where Risks are Not Adequately Controlled and other Comments
				S	P	R		S	P	R	
GW8 General Installation	Overhead Working	Falling objects	Contractors Local crew Visitors	5	4	20	<ul style="list-style-type: none"> <li>Access to authorised persons only</li> <li>Hard hat area signage to be put up whilst overhead working carried out</li> <li>All workers informed of PPE requirements during induction</li> <li>Schedule and PPE requirements circulated to all suppliers in CPP</li> <li>Use of haz tape to cordon off areas beneath overhead working</li> </ul>	5	1	5	
GW9 General Installation	Fire & Evacuation	Smoke inhalation Burns	Contractors Local crew Visitors	5	3	15	<ul style="list-style-type: none"> <li>All crew briefed on fire procedures during induction process and advanced in CPP</li> <li>Sufficient exits to be maintained from enclosed working areas</li> <li>All construction and decorative materials to meet EN 13501 class A – C</li> <li>Additional FFE located throughout site and at generator farm</li> <li>Additional temporary local alarms located throughout site</li> <li>No smoking except in designated smoking areas</li> <li>HWP process briefed to staff</li> </ul>	5	1	5	
GW10 General Installation	General Housekeeping	Trips and falls Cuts and scratches	Contractors Local crew Visitors	3	4	12	<ul style="list-style-type: none"> <li>All contractors briefed on importance of good housekeeping</li> <li>Access restricted to authorised personnel only</li> <li>Installation scheduled to reduce incidences of unfinished tasks as far as possible at the end of each working day</li> <li>Site crew will make regular sweeps of working areas</li> <li>Installation manager will monitor housekeeping</li> <li>All workers and visitors to wear appropriate footwear</li> <li>PPE requirements advised to any new contractors or visitors</li> </ul>	3	2	6	
GW11 General Installation	Working Light	Insufficient light for working	Contractors Local crew	4	3	12	<ul style="list-style-type: none"> <li>Main installation to take place during daylight hours</li> <li>Additional working lights to be installed</li> <li>Temporary working lights available if required</li> <li>Power team on call to install additional lighting if required</li> </ul>	4	1	4	



Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls			Control Measures	Severity Rating x Probability = Residual Risk			Action Required Where Risks are Not Adequately Controlled and other Comments
				S	P	R		S	P	R	
<b>GW12</b>  <b>General Installation</b>	<b>Use of adhesives and cleaning materials (COSHH)</b>	Dermal irritation  Harmful fumes	Contractors  Local crew	3  4	4  4	12  16	<ul style="list-style-type: none"> <li>Adhesives, sealants and cleaning materials should be selected for non-toxicity and environmental sustainability</li> <li>All adhesives, sealants and cleaning materials should be accompanied by COSHH assessment and MSDS</li> <li>PPE as advised by MSDS to be used as directed</li> <li>MSDS to be kept to hand</li> <li>COSHH substances to be stored as directed by Principality Stadium</li> </ul>	3  4	2  1	6  4	
<b>GW13</b>  <b>General Installation</b>	<b>Generator Farms</b>	Electrocution  Fire  Refueling	Contractors  Local crew  Other users of the venue  Principality Stadium staff	5  5  5	4  3  4	20  15  20	<ul style="list-style-type: none"> <li>All generators will be protected against unauthorised access</li> <li>All generator multiples suitable earthed</li> <li>All generators to operate 30m/sec RCD protections</li> <li>Warning signage to be installed</li> <li>FFE and alarm stands to be deployed</li> <li>Only competent crew to work on electrical installations</li> <li>All installations to be signed off after earth and impedance testing</li> <li>All cables to be suitably ramped and protected</li> </ul>	5  5  5	1  1  1	5  5  5	
<b>GW14</b>  <b>General Installation</b>	<b>Site Vehicle Movements</b>	RTC  Collision	Contractors  Local crew  Other users of the venue  Principality Stadium staff	5  5	4  4	20  20	<ul style="list-style-type: none"> <li>All site vehicle use controlled by site office</li> <li>Plant and buggy keys issued for specific use and returned afterwards</li> <li>Only persons with skill, knowledge, training and experience to operate plant</li> <li>All vehicles to observe site speed limit – 5mph</li> <li>All plant to use amber warning beacons</li> <li>Buggies to use headlights when moving</li> </ul>	5  5	1  1	5  5	

Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls  S x P = R			Control Measures	Severity Rating x Probability = Residual Risk  S x P = R			Action Required Where Risks are Not Adequately Controlled and other Comments
GW15 General Installation	PPE	Lack of suitable PPE	Local Crew Contractors	5	4	20	<ul style="list-style-type: none"> <li>All Crew, contractors and visitors to undergo induction process</li> <li>All contractors reminded of requirement to supply suitable PPE as identified in RAMS to their workers</li> <li>Contractors undertaking tasks which require all staff in area to wear enhanced PPE to notify other contractors and site manager in advance.</li> <li>Where particular PPE is required for any period, signage to be installed</li> <li>Installation manager to ensure all workers and visitors are aware of PPE requirements</li> </ul>	5	1	5	
GW16 General Installation	Use of powered access:  MEWP	Falls, tipping  Falling objects	Local Crew Contractors	4 4	4 4	16 16	<ul style="list-style-type: none"> <li>Only persons who can demonstrate competency by recognised certification permitted to operate powered access equipment or MEWPS</li> <li>Client SM site to ensure all MEWP or powered access equipment is suitable, serviceable and has records of testing</li> <li>Ensure ground conditions are suitable for type of MEWP</li> <li>Operators and passengers to wear suitable harness and positioning or restraint lanyard</li> <li>DO NOT 'tie-in' using fall arrest lanyard – restraint lanyards set to shortest length MUST be used</li> <li>Do not overreach or reach out of the MEWP basket</li> <li>Ensure rescue plan is in place</li> <li>Ensure sterile zone around and underneath MEWP work area</li> </ul>	4 4	2 2	8 8	

Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls			Control Measures	Severity Rating x Probability = Residual Risk			Action Required Where Risks are Not Adequately Controlled and other Comments
				S	P	R		S	P	R	
GW17 General Installation	Use of generated mains power	Electric Shock or Burns Fire	Local Crew	5	4	20	<ul style="list-style-type: none"> <li>All venue electrical supplies have been installed by competent contractor.</li> <li>Electrical Engineer to be on-site during build/ break and show.</li> <li>All distribution to be provided with RCD protection.</li> <li>Portable tools, etc to be examined and certificated.</li> <li>Suitable fire-fighting equipment to be provided</li> <li>All cables to be installed by a competent person, in such a way as not to obstruct gangways, exits or cause trip hazards.</li> <li>All cables in public area to be matted or run through cable ramps or other suitable covering.</li> <li>All electrical appliances to be earth bonded.</li> <li>Good housekeeping with regard to trailing cables.</li> <li>PPE to be worn where appropriate.</li> <li>All portable appliances to visually check where applicable prior to use.</li> </ul>	5	1	5	All workers to be aware not to interfere with any electrical installation, all electrical problems MUST be referred to the venue electricians.
			Contractors	5	5	25		5	1	5	
	Distribution of power and control cables.	Electric Shock Burns	5	4	20	5		1	5		
			5	4	20	5		1	5		
		Fire Tripping	5	4	20	5		1	5		
			3	4	12	3		2	6		
Electric Shock Personal Injury Tripping	5	4	20	5	1	5					
	3	3	9	3	1	3					
GW18 General Installation	Installation of TV Production  Cabling	Trips caused by cables	Broadcast crew	4	4	16	<ul style="list-style-type: none"> <li>All cable runs to be pre-identified.</li> <li>All cable to be ramped or flown in all areas.</li> <li>All uncovered cables to be out of footfall areas</li> <li>Wireless technology where available</li> <li>Trip hazards to be highlighted</li> <li>Crew to take care working underneath scaffold structures</li> <li>All scaffold to be signed off prior to cable rig</li> </ul>	4	2	8	
			Local Crew								
			Contractors								

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				S	P	R		S	P	R	
GW19 General Installation	Installation of TV Production  Cabling	Falls from Height Falling objects	Broadcast crew  Local Crew  Contractors	5  5	4  4	20  20	<ul style="list-style-type: none"> <li>All equipment to be positioned in a way that will not obstruct gangways, emergency routes or fire exits and will not endanger the health and safety of others.</li> <li>All cable riggers to follow working at height good practice</li> <li>All cables to be properly secured</li> <li>All flown equipment to be supported by suitable safety cables/chains.</li> <li>All flown equipment, including cables to be rigged in a way that will not endanger the health and safety of others.</li> <li>All riggers to wear appropriate PPE</li> <li>All tools to attached by a strops</li> </ul>	5  5	2  2	10  10	
GW20 General Installation	Installation of TV Production  Platforms and Jibs	Unstable Structures Falls from Height Head injury	Broadcast crew  Local Crew  Contractors	5  5  4	3  3  3	15  15  12	<ul style="list-style-type: none"> <li>All structures to be installed by competent contractor</li> <li>All structures pre-submitted to venue.</li> <li>All platforms to be fitted with handrails</li> <li>Identified platforms will have 900mm rails for camera movement</li> <li>All edges to be highlighted</li> <li>Jib boom set so as to move above head height.</li> <li>Competent Jib operator</li> </ul>	5  5  4	1  1  1	5  5  4	
GW21 General Installation	Installation of TV Production  Outside Broadcast Compounds	Fire	Broadcast crew  Local Crew  Contractors	5	3	15	<ul style="list-style-type: none"> <li>OB compounds should be designed with sufficient fire breaks between vehicles and exit routes</li> <li>OB Tenders and gallery trucks should be equipped with fire extinguishers</li> <li>Additional fire points should be installed if required</li> <li>Where possible, public access should be prevented</li> <li>Fire procedures should be displayed</li> </ul>	5	1	5	

Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls			Control Measures	Severity Rating x Probability = Residual Risk			Action Required Where Risks are Not Adequately Controlled and other Comments
				S	P	R		S	P	R	
<b>EV1</b> Event Access	Unauthorised Access	Disorder Cross-contamination	Participants Workers Broadcast crew	4 5	3 3	12 15	<ul style="list-style-type: none"> <li>No waiting for vehicles on Mascalls Lane</li> <li>All persons attending event require accreditation</li> <li>Security presence on Mascalls Lane and Dark Lane entrances</li> <li>Heras fence line installed across Alpaca Field</li> <li>Security presence with dogs on heras line</li> <li>Additional lighting on heras line</li> <li>Police aware of event</li> </ul>	4 5	1 1	4 5	
<b>EV2</b> Event Access	Vehicle Access – Mascalls Lane Dark Lane	RTC	Participants Workers Other road users	5	4	20	<ul style="list-style-type: none"> <li>TM team to be located at Mascalls Lane entrance</li> <li>Only authorised event vehicles to access Dark Lane</li> <li>All vehicles to display passes to access Mascalls</li> <li>Broadcast vehicles to go directly to Dark Lane</li> <li>Additional lighting on Mascalls and Dark Lane entrance</li> <li>All crew working on, or near roadway to wear hi-vis</li> <li>Essex police aware of event</li> </ul>	5	1	5	
<b>EV3</b> Event Zones	Overcrowding	Disorder Cross-contamination	Participants Workers Broadcast crew	4 5	3 3	12 15	<ul style="list-style-type: none"> <li>Access strictly limited to authorised attendees only</li> <li>All persons will be required to display accreditation whilst on site</li> <li>Both zones have sufficient space for anticipated number of attendees, including for social distancing</li> <li>Security measures to prevent unauthorised access listed above</li> <li>Security procedures to be kept under review</li> </ul>				
<b>EV4</b> Event Zones	COVID-19	Cross-contamination	Participants Workers Broadcast crew	5	4	20	<ul style="list-style-type: none"> <li>BBoBC have imposed strict measures including 'red zones' and access control will be maintained</li> <li>Social distancing to be employed despite test status</li> <li>All 'red zone' workers to be SARS COVID testing 24hours prior to accessing site</li> <li>Tested and untested persons to ensure they maintain social distancing</li> <li>Extensive handwash and sanitising facilities available</li> <li>All workers must complete health questionnaire and undergo temperature check on arrival at site</li> </ul>	5	2	10	TBC awaiting BBoBC confirmation

Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls			Control Measures	Severity Rating x Probability = Residual Risk			Action Required Where Risks are Not Adequately Controlled and other Comments
				S	P	R		S	P	R	
<b>EV5</b> <b>Medical Incident</b>	<b>Lack of Medical Facilities</b>	Exacerbation of medical condition	Participants Workers	5	3	15	<ul style="list-style-type: none"> <li>Medical provision in line with BBoBC requirements for elite level competition</li> <li>BBoBC doctors and 2 x paramedic ambulances on site for duration of events</li> <li>BBoBC medical team will establish contact with local acute trusts</li> <li>Ambulance crews have designated parking points and evacuation routes</li> </ul>	5	2	10	
<b>EV6</b> <b>Fire</b>	<b>Lack of Fire Safety Plan</b>	Burns, smoke inhalation	Participants Workers Broadcast crew	5	3	15	<ul style="list-style-type: none"> <li>Event is being held out of doors and utilises a minimum of temporary structures for workspace accommodation</li> <li>All temporary marquee structures fitted with emergency lighting, exit signage and suitable emergency exits</li> <li>All potential sources of ignition are allocated FFE</li> <li>Fire safety plan briefed to all staff during induction</li> <li>Fire risk assessment carried out and FSMP developed accordingly</li> </ul>	5	1	5	
<b>EV7</b> <b>Broadcast Infrastructure</b>	<b>Collision Hazard</b> <b>Trip Hazards</b>	Bumps and scrapes Trips and falls	Broadcast crew Workers	3 4	3 4	9 16	<ul style="list-style-type: none"> <li>Persons in working areas will be kept to a minimum</li> <li>All workers are well-used to working in the expected conditions</li> <li>All workers will be briefed on potential ground conditions during induction</li> <li>Area will be checked for trip hazards before work commences</li> <li>All bump points will be taped, highlighted or padded</li> <li>All cables to be placed in cable ramps or flown</li> </ul>	3 4	1 2	3 8	

Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls			Control Measures	Severity Rating x Probability = Residual Risk			Action Required Where Risks are Not Adequately Controlled and other Comments
				S	P	R		S	P	R	
EV8 Special Effects (not confirmed)	Fire Burns	Burns, smoke inhalation	Participants Workers Broadcast crew	5	3	15	<ul style="list-style-type: none"> <li>Any special effects will be installed and operated by a competent supplier</li> <li>All effects must be supported by safety documentation</li> <li>All safety distances to be observed</li> <li>Shooter to have direct line of site to all effects</li> <li>All effects to be suitably demonstrated prior to use</li> <li>All effects can be stopped or cancelled by the safety advisor at any time</li> <li>Where participants interact with effects a full safety briefing will be given</li> </ul>				
EV9 Extremes of Weather	High Winds Electrical Storm	Falling objects Structural failure Lightning strike	Participants Workers Broadcast crew	5 5 5	3 3 3	15 15 15	<ul style="list-style-type: none"> <li>An extreme weather plan for the event has been developed</li> <li>Wind speeds to be monitored from anemometer mounted on canopy</li> <li>All temp structures to have suitable ballast or other fixing to protect against high winds</li> <li>Lightning detector and lightning tracking software to be used on site</li> <li>Safety advisor on site to monitor weather conditions</li> <li>Safety advisor able to halt proceedings in the case of bad weather, participants will either shelter under hard cover or disperse home.</li> </ul>				
EV10 General Medical	SARS COVID-19	Cross contamination	Participants Workers Broadcast crew	5	4	20	<ul style="list-style-type: none"> <li>BBoBC have developed stringent procedures for COVID safety at the event</li> <li>All persons in the 'red zone' to undergo testing</li> <li>All other workers and participants to undertake health questionnaire and temperature checks</li> <li>Additional hand sanitising units installed around site</li> <li>Social distancing measures to be in place and enforced</li> <li>Enhanced and deep cleaning regimes in place</li> <li>Every person at the event to submit contact details in case of test and trace alert</li> </ul>				

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				S	P	R		S	P	R	
EV11 Audience Access	Congestion on Mascalls	RTC	Attendees Workers	5	4	20	<ul style="list-style-type: none"> <li>Audience members MUST arrive on event shuttle</li> <li>No private vehicles</li> <li>Pedestrian access and egress not permitted</li> <li>Traffic management team to control junction</li> <li>All private hires to drop off and collect at car park, off site</li> </ul>	5	1	5	
EV12 Seating Areas	Overcrowding	Congestion, disorder, obstruction of exit routes	Attendees Workers	5	4	20	<ul style="list-style-type: none"> <li>Only 320 tickets to be made available</li> <li>Each ticket holder has allocated seat</li> <li>All seating blocks clearly numbered</li> <li>All seatways and aisles are designed to current safety standards</li> <li>Security team to manage seating blocks</li> <li>Walk in lighting levels for end of evening</li> </ul>	5	1	5	
EV12 Licensed Area	F&B Service	Disorder	Attendees Workers	4	3	12	<ul style="list-style-type: none"> <li>All alcohol service under supervision of DPS</li> <li>SIA security team to maintain presence in hospitality areas</li> <li>Response team if required</li> <li>Challenge 25 in place</li> <li>Hospitality staff to use discretion when serving intoxicated customers</li> </ul>	4	2	8	
EV13 Arrivals/Departures	Bus PUDO Mascalls	Trips and falls RTC	Attendees Workers	3 5	4 3	12 15	<ul style="list-style-type: none"> <li>All attendees arrive by Matchroom transport</li> <li>Additional lighting in PUDO area</li> <li>Additional temporary roadway installed in PUDO area</li> <li>PUDO away from other activities</li> <li>Security team presence at PUDO</li> <li>Area checked for hazards</li> <li>Busses to follow direction of traffic marshals</li> <li>All staff working in PUDO to wear hi-vis</li> <li>Speed limit 10 mph</li> </ul>	3 5	2 1	6 5	
EV14 Arrivals/Departures	Bus PUDO Brentwood Centre	Trips and falls RTC	Attendees Workers	3 5	4 3	12 15	<ul style="list-style-type: none"> <li>Area already has infrastructure required for car parking, including adequate lighting</li> <li>Attendees to park as directed by security staff</li> <li>Busses located away from area used for parking</li> <li>Additional security team will be redeployed for egress to manage persons leaving the venue</li> <li>All staff in this area to wear hi-vis</li> </ul>	3 5	1 1	3 5	



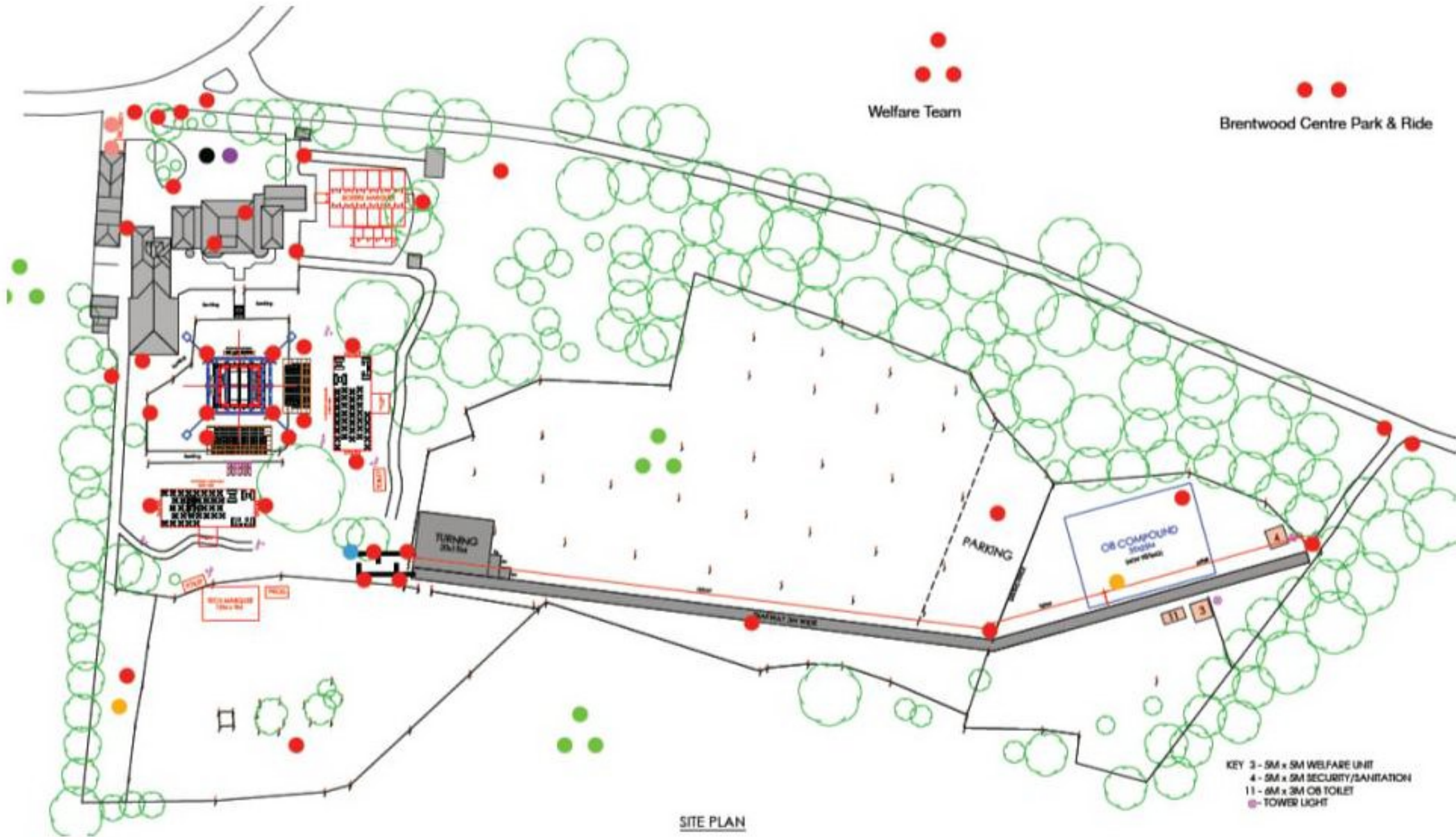
Index	Subject Area	Hazards	Persons at Risk	Severity Rating x Probability = Primary risk based on no controls			Control Measures	Severity Rating x Probability = Residual Risk			Action Required Where Risks are Not Adequately Controlled and other Comments
				S	P	R		S	P	R	
EV15 Audience Viewing Area	Seating Blocks	Trips and falls Restriction of exit width	Attendees Workers				<ul style="list-style-type: none"> <li>All seating is pre-fabricated standard units, used as temporary seating at numerous sporting events</li> <li>All seating has fixed aisles and seatways in accordance with current Regulations and guidance</li> <li>Additional lighting in place</li> <li>Security staff to direct customers</li> <li>Area checked for hazards prior to admission</li> </ul>				
EV Audience Activity	COVID	Cross-contamination	Attendees Workers	5	4	20	<ul style="list-style-type: none"> <li>Currently awaiting latest UK Government requirements for outdoor events.</li> <li>Planning for audience members to provide either:               <ul style="list-style-type: none"> <li>a) proof of vaccination</li> <li>b) proof of negative test within prescribed period</li> <li>c) negative test on entry</li> </ul> </li> </ul>				TBC – awaiting Govt guidance
							<ul style="list-style-type: none"> <li></li> </ul>				

## **Part F**

### **Appendices**

**Security Deployment**  
**Extreme Weather Plan**  
**Legislation and Guidance**  
**Fire Safety Procedures Build & Strike**  
**Alcohol Management Plan**  
**Camera Plot** *not attached to this version*

Part F1  
Security Deployment



## 1. Introduction

The Matchroom Fight Camp event is being held at Matchroom's headquarters near Brentwood, in Essex., the site is approximately 80m above sea level and is exposed on all sides.

Matchroom recognise that extremes of weather are one of the major threats to the event, both on show days and throughout the construction and de-rig phase. Initial forecasts for June will be monitored as the event approaches.

This document is intended to detail the actions of the organisers to mitigate, so far as is reasonably practicable, the effects of extreme weather on event staff, audience members and other members of the public who may be affected by the event.

The organisers have identified a number of possible hazards that may be present from extreme weather and these, and the actions to be taken to mitigate their effects, are detailed in the relevant sections below.

## 2. Weather Monitoring

Due to the possible risk that weather may present to the audience and event team, we propose to implement constant weather monitoring on site from arrival to the end of the event.

Initial weather monitoring will use commercial weather information sites such as The Met Office and XC Weather, both of which give accurate short-term predictions as well as reasonably accurate longer range and extreme weather predictions and trends. It is also intended to monitor wind speeds from the top of the main stage and the site office; this system will trigger an alarm should the primary or secondary action limits be reached.

Monitoring will be carried out during the build and de-rig by the site production manager and the event safety advisor who will inform the necessary heads of department of weather updates or initiate any appropriate action. During the event, weather monitoring will be undertaken by the event safety advisor who will co-ordinate any necessary action.

Companies with wind managed structures on site will be expected to maintain a stand-by crew on site throughout the event; this crew will be able to monitor and then take remedial or emergency action, if necessary.

## 3. Specific Weather Risks

### 3.1 Rain and Flooding

Rain is usually a problem when it appears with such intensity that it affects the integrity of the site – either due to the conditions underfoot or the possible effects on the structures, the lessons learnt from experience at previous events have prompted the organisers to implement the following measures to manage the effects of rain:

- All marquees will be checked, daily for structural integrity (by the stand-by crew on site) to ensure that any rainfall has not loosened the ground fastenings.

- All electrical installations and connections will be installed to BS: 7909, Standards for Temporary Electrical Installations meaning that connections and distribution cannot be affected by damp or water.

The effects of cold or wet weather may be cumulative in some workers and attendees, especially those who may have been outside for some time and if inappropriately dressed. First aiders and welfare staff will be briefed to be aware of this.

### 3.2 Wind and Wind Managed Structures

There are a number of structures on site which may be affected by high winds and, if the correct measures are not taken, may present a hazard to audience members and event staff. Structures which may require wind speed monitoring and possible remedial action are:

- Main Canopy
- Screens
- Set dressing and backdrops
- Clearspan marquees

The site will also use heras fencing, covered in opaque scrim to delineate areas; where heras cannot be braced with pins driven into the ground, support has to be by way of bracing and weights in specialist weight brackets. As a further emergency measure the opaque scrims can be slashed to allow wind to pass through the fencing rather than pushing it over.

Wind speeds will be monitored from an anemometer sited on top of the canopy and linked to an LCD readout and an additional anemometer linked to the site office, these devices are set to trigger an alarm at primary and secondary action levels, the site action levels are based on the lowest values of all structures:

Primary Acton Level	<i>12 metres per second</i>
Secondary Action Level	<i>14 metres per second</i>

These are general site levels so that the safety team know to be aware of any necessary impending action. The different structures on site have varying levels of required action at various wind speeds; a table of actions will be held in the site production office to inform the safety advisor of who to inform and what remedial action is to be taken.

When wind speeds reach the primary action level, the Safety Manager and Site Manager will be informed and will meet with the on-call crews from the various suppliers to decide on priorities of actions.

Should wind speeds continue to exceed the secondary action level and the possibility of structural failure become a risk to safety the Event Manager, following consultation with the Safety Manager, and Site Manager will consider cancelling the event.

Should the event be preceded by extreme winds, the event manager will meet regularly with the parties referred to above to consider the various courses of action open to them.

### 3.4 Electrical Storms

Electrical storms are unpredictable and without location specific detection equipment, have to be tracked using commercial websites and local Met Office Radar. At Fight Camp, in addition to online tracking, we will also be using a SkyScan P5 system; the SkyScan system gives warning of localized air to ground lightning strikes between 30-60Km, 15-30Km, 5-15Km and 0-5Km.

The risk of any kind of lightning strike must always be weighed against the risk of evacuation; in these particular circumstances, unlike a fire, if an electrical storm is centred on the event site, there is no obvious refuge which would not potentially cause dangerous overcrowding.

Consequently, any mitigating or responsive actions must be carefully considered before implementation. Certain measures can be taken, which will reduce the risk to individuals and these are listed below.

The following plan will be applied to reduce the likelihood of injury if structures are struck by lightning.

- **STORM LEVEL 1.** Electrical storms approaching or developing, or recorded lightning strikes within 15 – 30 Km. Event Management, Site Manager and other relevant parties put on alert to the possibility of lightning strike. Work or event continues as normal.
- **STORM LEVEL 2.** Electrical storms approaching or developing, or recorded lightning strikes within 5 – 15 Km. Personnel put on alert to increasing likelihood of severe weather. Climbing personnel, or those working in MEWPS to return to ground level. Normal ground-based activity continues.
- **STORM LEVEL 3.** Electrical storms approaching or developing, or recorded lightning strikes within 5 Km. Measures to be considered to protect workers and attendees; it should be considered whether necessary to 'power down' the ring and production equipment.

**Note** – the accepted rule is that there is a delay of 3 seconds between a lightning flash and the thunder clap per kilometre of distance, can be used to give a good estimate whether a thunderstorm is within 10km. If there is a period of 30 seconds between the flash and bang, then the lightning is more than 10km distant. If the period drops below this, then lightning can be expected within a 10km radius of the site.

The much quoted 30/30 rule recommends that if lightning is detected within a 10km distance - 30 seconds between flash and bang - then all outdoor activity should be suspended for a period of 30 minutes to allow a storm to pass. This guidance whilst giving maximum protection to persons outdoors, assumes that all activity can be safely stopped and that in general the majority of persons can take cover. Closing everything down for 30 minutes can create situations which present as much a hazard as the lightning itself, so risks must be balanced taking actual circumstances at the time into account. At this event, working personnel can 'invacuate' into the adjoining building, where there is sufficient room for all participants to shelter.

Once lightning is detected within 10km – 30 seconds between flash and bang the site and safety managers will constantly monitor the storm in order to determine the trend and the response. If lightning strikes continue to approach the actions would include:

- Stop the activity on site
- Clear all personnel from FoH structures and outside into Mascalls
- Consider cancellation of event

High-level work should not resume until 30 minutes after the weather system has passed i.e. the time period between lightning and thunder is consistently more than 30 seconds.

### **Cancellation**

Should it be necessary to move people out of the event arena they will be evacuated into the main buildings, away from any potential conduction points.

### **Weather Monitoring**

The following websites may be useful:

<http://www.metoffice.gov.uk/>

<http://www.xcweather.co.uk/>

[http://www.windfinder.com/windreports/windkarte\\_gb.htm](http://www.windfinder.com/windreports/windkarte_gb.htm)

### **Sunrise/Sunset Times for Brentwood – 31<sup>st</sup> July 2021**

<b>Sunrise</b>	<b>05.20</b>
<b>Sunset</b>	<b>20.48</b>
<b>Twilight</b>	<b>21.29</b>

### **Sunrise/Sunset Times for Brentwood – 14<sup>th</sup> August 2021**

<b>Sunrise</b>	<b>05.42</b>
<b>Sunset</b>	<b>20.23</b>
<b>Twilight</b>	<b>21.00</b>

## Wind Speed Table – *all TBC*

All structures have a calculated wind speed at which the structure may fail; there are 2 Action Levels, set at 75% & 90% of operational max gust speed. The actions noted should be read in conjunction with risk assessments and method statements provided by specialist contractors working at the event.

Structure	Primary Action Level	Secondary Action Level	Action
Prism Canopy	15.2 m/s	19 m/s	On call numbers for individual suppliers will be held in the site office and be available to event control.
Marquees	16 m/s	18 m/s	
Scenic backdrop	n/a	n/a	
Heras fencing (braced)	12 m/s	14 m/s	Actions to be taken will be determined by the individual structure suppliers and authorised by event control and the site office.
Camera platforms	15 m/s	19 m/s	
Tower lights	16 m/s	18 m/s	

### Action Level 1 (75% operational max gust speed)

When monitoring shows a gust wind speed in excess of 75% of the operational max gust speed (measured at 10m above ground level) in conjunction with an increasing general trend of recorded wind speeds, staff should be put on alert that action may be required and if erection is still in progress, consideration should be given to delaying further construction.

- Event Management shall take whatever action is necessary to effect a phased closure of any entertainment and remove people from the vicinity of any structures at risk.
- Evacuation of the structure and area around it should be considered, except for crew working to secure the structure
- The immediate area should be designated a hard-hat zone.
- Ground anchors/stakes should be checked for movement and refixing/additional staking to be undertaken
- Depending on the nature of the structure additional sheeting or side walling may be installed – or removed – to render the structure more secure
- Suspended video screens and P.A equipment may need to be lowered and secured.
- All relevant parties to be briefed on possible further action (this will be done in liaison with crew boss/tent master for structure).
- Staff working at height to be stood at ground level

If there is a clear falling trend in wind speed, after 30 minutes following the last recorded gust at 75% of maximum operational gust speed, a full check of the structure should be made by a representative of the contractor. If all is secure production staff may enter to prepare for re-commencing the event.



**Action Level 2 (90% operational max gust speed)**

When monitoring shows a gust wind speed in excess of 90% of the operational max gust speed (measured at 10m above ground level) in conjunction with an increasing general trend of recorded wind speeds, the operational procedures defined in the contractors' wind management plan should be implemented and the site secured against access by unauthorised persons.

- Clear the structure and surrounding area of all personnel
- Continue to monitor the wind forecast.
- Consider arrangements to evacuate area

If an isolated gust speed is recorded in excess of 90% of operational max gust speed against a background of a generally failing level of wind speed, a further period of monitoring may be appropriate before implementation of the management plan.

The procedure for re-opening following Action Level 2 shall be the same as noted for Action Level 1 i.e. clear trend of falling wind speed, 30 minute wait following last gust measured at 75% of max operational gust, and full examination of the structure by a competent representative of the supplier.

**On-Site Structure Contacts *all TBC***

Supplier	Site Contact	
	Name	Mobile Number
Prism Canopy	Ian	
Undercover Marquees	Gee	
Heras	Gee	
Tower Lights	Gee	
Scaff	Gary	



## Fire Safety Procedures (build and strike)

### Introduction and Background

Matchroom Fight Camp is being held in the grounds of Matchroom's HQ at Mascalls in Brentwood; the entirety of the event is being held in the external grounds of the premises and the existing buildings will not be in use for this event<sup>1</sup>, consequently, the fire procedures for the administrative building will remain unchanged.

The remainder of the event consists of various temporary infrastructure installed in one of two zones; because of SARS COVID 19 preventative measures, there will be minimum contact between the zones and personnel will not cross from one to the other.

### Zone 1 – Event

Ring and open sided canopy  
Lighting and PA equipment  
Generators  
Clearspan marquees for changing room and office facilities.  
Temporary trailer washrooms and toilets  
Camera and broadcast platforms.

### Zone 2 – Outside Broadcast Area

DAZN OB vehicles – up to 5 articulated trucks  
Infrastructure/camera support vehicles  
Generators  
Open sided 'Gazebo' structures for temporary local shelter  
Temporary trailer washrooms and toilets

A fire risk assessment has been completed and the risk to life from fire in both zones is deemed as low. It is accepted that access to Zones 1 & 2 at the rear of the property for Fire Service appliances is limited, however, our fire strategy is to remove people from danger and focus on preventing spread or damage to the existing buildings.

### Fire Action

Two assembly points have been designated in the grounds of Mascalls, one to the rear of the property, by the Helipad for Zone 1 and a further point near the entrance to the broadcast compound (zone 2) on Dark Lane, these can be seen on the attached site plan.

Because of the open nature of the infrastructure in Zone 1, there are no designated exits or escape routes (other than in the occupied marquees which have the usual designatory maintained signage and exits). In the event of an evacuation, all personnel will be expected to make their way to one of the designated places of safety, where they will be accounted for.

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<sup>1</sup> The only exception is in the event of an electrical storm where event workers may need to take shelter.

Owing to the zonal nature of the infrastructure, an evacuation of the OB area wouldn't necessarily require the event area to be evacuated and vice versa

#### **Raising the Alarm**

- Activate one of the temporary fire alarms at the fire points, or
- Inform security control by radio
- Shout to warn those around you

#### **Evacuation Action**

If you hear the alarm, or are informed to evacuate by radio or PA

- Leave the area quickly and assist anyone who needs help
- Make your way by the most appropriate route to one of the assembly points
- If you are in a vehicle or structure, emergency exits will be illuminated
- Do not stop to collect belongings
- Do not attempt to fight the fire unless you are confident in the use of fire-fighting equipment and you can do so safely

#### **At the Assembly Point**

- The designated person will account for all individuals
- The designated person will confirm whether other zones or areas have been, or need to be, evacuated.
- Do not leave the assembly point or go back to your work area until you are informed that it is safe to do so

In the event of an evacuation, a message will be broadcast across all radio channels and the event PA (if active).

## **Alcohol Management Plan**

### **Control of Service**

The control of alcohol service rests with the Personal License Holder, Mr Richard Groves, acting as Designated Premises Supervisor for hospitality services. The final decision as to whether an individual is served alcohol is that of the Personal License Holder/DPS. The DPS may delegate this function to one of the hospitality management team as long as the individual is a personal license holder.

### **Hours of Service**

Complimentary alcohol will be served from the commencement of the event, 16.00 for reception guests, until the 'walk on' for the final bout, this is normally between 22.00 – 22.20. All alcohol service areas will close and alcohol service will cease at that point.

Additional security staff will be deployed to the hospitality area during the closure to ensure that service ceases and any remaining stock is removed.

### **Principles of Service**

Alcohol is included with the ticket price as part of the hospitality package; there will be no sales of alcohol, other than that included in the package.

All alcohol will be served on a 'Challenge 25' basis; i.e. if the customer does not appear to be over 25 years old, they will be asked for proof of age at the order point.

All alcohol served will be in standard measures and in line with the requirements of the BBOBC, will be served in plastic, shatterproof serve-ware.

Service will be refused to any person who cannot prove that they are over 18, or any person attempting to obtain alcohol for an individual under the age of 18.

Service may be refused to any person who appears to be intoxicated to a degree that may affect their behaviour or present a risk to themselves or others.

Licensed SIA staff will be on duty in the hospitality area to assist the hospitality team in upholding these principles.

The bar manager will keep a record of any refusals, to be made available to the licensing authorities, or the police, as required.

Awaiting plot from DAZN



## **Fight Camp 2**

# **TRANSPORT MANAGEMENT PLAN**

**31/07/21 – 07/08/21 – 14/08/21**

Version 1.0  
01/07/21

Prepared by ETC limited

ETC Limited



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## Event Data:

Location	Matchroom Sport, Brentwood
Dates of Event	31/07/21 – 07/08/21 – 14/08/21
Opening Time of Event	16:00
Closing Time of Event	23:00
Operational Dates	31/07/21 – 07/08/21 – 14/08/21
Build Dates	31/07/21 – 07/08/21 – 14/08/21
Advanced Signage Date	N/A
Signage Install Date	31/07/21 – 07/08/21 – 14/08/21
Signage Removal Date	31/07/21 – 07/08/21 – 14/08/21
Type of Event	Sport
License Capacity	300

## Scope of Works:

Service	Supplier
Build Traffic	N/A
Event Directional Signage	ETC
Traffic Management	ETC
Car Parking	N/A
Admissions	N/A
Internal TM	N/A
Pick up and Drop off	N/A

External Services	Supplier
Coaches	N/A
Buses / Shuttles	N/A
Trains	N/A



# Overview

Due to the worldwide Coronavirus pandemic and with the majority of the country in the midst of lockdown restrictions, the UK events industry has been at the mercy of resulting prohibitive measures and witnessed a severe drop in the number of UK events being held in 2020/21. This has placed huge pressures upon the industry and as a result of the implementation of social restrictions such as distancing, public gatherings and only limited or essential travel being permitted throughout the country has left the industry, in all but a few cases, 'shut for business'.

However, with the new government guidelines finally being relaxed and with the extensive nationwide vaccination program being rolled out, there is the real possibility that outdoor events can now go ahead, albeit still operating under some form of social regulation.

Each individual event contemplating a move ahead with their program will, in most cases, be required to tailor their event (to some degree) to satisfy the government guidelines on social gathering. That said and as we move forward into the season, these restrictions will (hopefully) eventually be loosened until we find ourselves, once again, back at pre-covid freedoms.

ETC will therefore be managing each event on an individual basis and will be compliant with any restrictions that have been imposed on an event. ETC will work closely with the production teams and event organisers to ensure that any regulatory sanctions imposed on the event are upheld and followed to the required standard of management.

This is the first year ETC will provide, design and implement the traffic management plan with the co-operation of the event organisers, Police and Highways Departments. ETC's management team have a wealth of experience of managing events and traffic planning within which includes the delivery of bespoke TMP's and parking services to hundreds of major events in the UK over the past 20 years. These events have included the F1 Grand Prix at Silverstone, the V Music Festival at Weston Park and the Aintree Grand National. Recent events include the Lumiere Festival in Durham, the Scampton Airshow and the Lincolnshire Agricultural Show.

This is version 1.0 of the Transport Management Plan. Any queries in relation to this plan should be directed, in the first instance, to ETC Limited.

# Traffic Management Plan Objectives

The traffic management plan herein includes a series of planning objectives.

The purpose of these objectives is to clearly set out a framework defined within the plan and to ensure that key points of interest essential to the event are noted, covered and actioned.

The objectives are as follows:

***The maintenance of public safety on the local highway infrastructure.*** This is the key objective and the primary reason for such a detailed traffic management plan.

Public welfare must be safeguarded at all times and the event must take all reasonable and practicable measures to ensure that the risk to life is minimised.

***To minimise disruption to all road users*** with a specific emphasis on maintaining the integrity of those routes which act as a local alternative to the strategic trunk road network system.

Detailed planning of this supporting infrastructure is included within the TMP and this planning is the crucial element in meeting these key objectives.

ETC, in conjunction with all other concerned agencies will agree on the structure and nature of the supporting Traffic Management Proposals to ensure that the public highway is, in as much as is practicable, kept clear of unnecessary congestion. This plan should be suitably robust enough to cope with all anticipated issues raised as a direct result of this event taking place.

***Minimise the disruption and impact of such an event on local communities.***

It is important that any production strives to minimise the impact, consequence and result of staging an event on the local community. This event will introduce a series of measures as detailed in the TMP that will seek resolutions to mitigate any adverse effects on the community. Among others, these will include 'No Waiting Orders', road closures and one-way traffic systems (where necessary) in an effort to prevent disruption wherever possible.

Any such measure is detailed in the 'Temporary Traffic Regulation Order' section of this plan.

# Signing

In accordance with The Event Safety Guide, (The Purple Guide) the signing schedule is a critical component to the success of the event. The signing of the primary routes will be essential and necessary to provide clear and concise directions to visitors.

In order to direct event traffic onto the routes we have identified as fundamental, it will be necessary to provide and install appropriate bespoke signs for the event on the road network and in proximity to the event.

All signing requirements for this event will be supplied and installed with agreement by ETC.

With prior agreement, ETC will install 'build' or 'production' signs in advance of the opening show day to identify the preferred entry route to site for such vehicles.

All signs will be manufactured in accordance with the Chapter Eight guidelines. They will be manufactured on Dibond Plate, Class RA1 reflective grade vinyl. The vinyl will be black type on yellow background, with a minimum x-height of 75mm.

Signs will be erected in accordance with the DfT Guidance "Provision of Temporary Signing to Special Events" leaflet (04/11 October 2011). Our qualified operatives will install the signs on the dates stipulated as earlier in this report. Wherever possible, the signs will be pole mounted, otherwise, they will be freestanding in angle-iron frames or quick fit frames. Sandbags will be used where appropriate to prevent any unwanted sign movement.

Regular checks will be conducted across the signing route, both leading up to and during the event.

All road signs will be removed or collected within 48 hours of the end of the event.

The signing schedule can be viewed in appendix A of this report.

# Pre-Show Traffic

Any pre-show build and post-show breakdown traffic will be handled onsite by the event organiser.

ETC will not have any involvement in the management of this event traffic unless it has been agreed and pre-arranged to them to do so by the organisers.





# Temporary Traffic Regulation Orders

## Road Closure – Dark Lane

The road closure is put in place due to Dark Lane being a narrow road. A one-way system will be in place within the closure. Event traffic will enter via the north of Dark Lane travelling southbound to the allocated car park. After dropping customers off vehicles will exit right out of the car park and continue travelling southbound on Dark Lane, back to the pick-up points.



## Emergency Services

In the event of a major incident being called, (and dependent upon the nature of the incident) all roads leading to the site may be closed under the authority of the Police. No traffic will then be permitted to access the site until authorised by the EMS services. All traffic will then be immediately be diverted away from the site. This will ensure that EMS vehicles have clear access to the area and will also ensure that a sterile traffic route be in place should an emergency evacuation of the event be necessary.

Clearly the provisions detailed above will allow as reasonable access as is normally required for any event of this type and size. This in itself is a necessity and a primary objective of the traffic management plan. In the event of a major incident, ETC would request support from the Police as it is likely they will be assisting on-site under these circumstances.

The success of the EMS vehicle access route is dependent upon clear co-ordination from all involved agencies. All on-site services should pre-plan their access routes based upon their starting points and final destination, bearing in mind any areas that are likely to have a significant number of pedestrians in the vicinity.

ETC will fully brief all traffic management staff and familiarise them with the EMS routing strategy plan.

## Emergency Communication Strategy

The hub of all event communications will be directed via Event Control (EC). ETC will have a senior staff member onsite during the operational hours of the event and will attend any regular onsite meetings at EC when necessary.

EC ideally should have a dedicated landline contact telephone number for all agencies to communicate with other relevant authorities who are onsite during the operational hours of the event.

On each day of the event, all agencies on site should ideally take part in a daily debrief, (when necessary) to cover all aspects of the event, including traffic.

All issues raised within these meetings should then be addressed and actioned by the relevant agency.

ETC will have a dedicated event radio system in operation for 'in house' communicate during the event.

# Appendix A

# Notes