

# St. Anne's and St. Peter's Ball Event Management Plan

13<sup>th</sup> May 2017

Version 7

## Event Management Team Use Only

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## **1 – Plan Production & Control**

This plan has been produced by: Tegan Eldridge – Ball President

“The Event Safety Guide” has been consulted during the production of the event and regulated, as far as is reasonably possible, in accordance with the guide.

## **2 – Event Outline**

The event is a collaboration of St. Anne’s and St. Peter’s Colleges, Oxford University, for a triennial black tie ball event. The event will involve the purchase of an all-inclusive ticket price, which includes transport to and from each Oxford College to the venue at Church Farm, Sherbourne Park, Warwick, CV35 8AP. There will be a total number of 1160 guests at the event, who will be identifiable by a wristband unique to each ticket purchase. Wristbands must be collected by guests with the corresponding ID – only a current driving license or passport will be accepted. The all-inclusive ticket price is to include: provision of food and drink (including alcohol) and provision of regulated entertainment, both inside and outside marquee structures with all the necessary AV production elements, including lighting, visual displays, and decorative features. Guests will reach the venue by staggered coach arrivals from the hours of 6:30pm to 7:30pm, managed by a professional coach company, and there will be staggered departures of coaches returning to Oxford between the hours of midnight and 3am. A professional security firm, Safe Secure Ltd., will be monitoring the event security throughout the evening; the British Red Cross have been employed to provide medical assistance should it be required; London Mixology have been employed to provide both alcoholic and non-alcoholic drinks throughout the evening, with Stefan Kokot as the designated premises supervisor. Food and further refreshments will be provided by a number of different caterers: Taste Tibet, Jamon Jamon, Verrecchia Catering, Wafflesticks, TOST and Barista Baby. The professional production company, Origin Technical Productions, will be providing all of the event production throughout the evening. A professional noise management company, SPL Track, have been contracted to provide noise management and control throughout the evening to ensure that all licensing conditions and legal regulations are adhered to. The entertainment will be provided by a number of different bands – a mixture of student bands and professional bands and DJs. The event will be fully insured, with student bands covered by all insurers, and all contractors have shown proof of a minimum of £5M Public Liability Insurance.

The guests will consist of Oxford University students and alumni and their guests (a maximum of 2 guests per student/alumni), who will all be the age of 18 or over. The majority of guests will be between the ages of 18 and 30 years old.

### 3 – Plan Aim and Objectives

This plan is designed to bring together all of the individual organisations & agencies' plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- To facilitate the running of a safe and enjoyable event
- To consider and plan for problems that may happen
- Define trigger points at which other plans maybe implemented

It will also consider the maintaining of the four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

### 4 – Event Management Structure

The operational event management team will comprise a representative from:

**Ball Committee (specific role in brackets if relevant):**

- Tegan Eldridge (Ball President)
- Frances Ball (Logistics and Security)
- Noah Sprent (Catering and Event Safety Manager)
- Sebastian Braddock (Entertainment)
- Luke Petit
- Joshua Gowdy
- James Lavin
- Nicholas Byrne
- Sholto Dugdale
- Aum Thacker
- Kal Leung

**Student Workers:**

An additional 13 student workers will be hired for the event – these will have rotational roles of managing the cloakroom, litter picking, handing out headphones for the silent disco, marshalling coaches and assisting caterers and the ball committee where necessary.

## Event Management Team Use Only

### Contracted Companies

#### Caterers:

- London Mixology – 18 fully trained members of staff including the **designated premises supervisor** and **personal license holder**, Stefan Kokot
- Taste Tibet – 3 Staff
- Jamon Jamon – 3 Staff
- TOST – 2 Staff
- Verracchia Catering – 4 Staff
- Waffle Sticks Catering – 2 Staff
- Barista Baby – 1 Staff

#### Entertainment (Acts):

- Artwork (DJ) – 1 Performer
- Jigsaw (DJ) – 1 Performer
- Daft Punk'd (Band/DJ) – 2 Performers
- Dan Shake (DJ) – 1 Performer
- Ollie East (DJ) – 1 Performer
- Kujeliai (Band) – 4 Performers, 1 Manager
- Keep it Trill (Band) – 5 Performers
- The Path Ahead (Band) – 4 Performers
- The 52s (Duo) – 2 Performers
- The Violent Sequence (Band) – 4 Performers (1 also in The Path Ahead)
- The Oxford Imps (Comedy) – 5 Performers
- Toby Hudson (Jazz Piano) – 1 Performer
- Stefan Harvey (Comedy) – 1 Performer

#### Additional Entertainment:

- Ferris Wheel – 2 operators
- Dodgems – 2 operators
- Casino – 4 operators
- Photo Booth – 1 operator
- 2 Photographers
- 1 Magician

#### Production and Amenities:

- Origin Technical Productions – 1 Manager, 4 Technicians
- Safe Secure Limited (SIA Licensed) – 1 Security Manager, 13 Security Guards

## Event Management Team Use Only

- British Red Cross – 1 Event Officer, 2 First Aiders, 1 Enhance Skills First Aider, 1 Emergency Driver and 1 Ambulance Crew Attendant

Coach Manager – Alan Gillman

Total number of ball committee and student workers on site: 24

Total number of contracted staff and performers on site: 102

Total number of staff on site: 126

Total number of guests on site: 1160

### **5 – Event Site**

The event is located at Church Farm, Sherbourne Park, Warwick, CV35 8AP. The event will take place in the grounds and gardens (see 2.0. site map) and guests will not be permitted inside the house at any point.

The front park area is used as paddock and is therefore well drained. Access to the front park is via Fulbrook Lane or the long drive off of the A429. Access to the side of the house and gardens is via the driveway, which leads up to the front of the house.

Entertainment venues, catering facilities, bars and other amenities are well dispersed across the event site.

The Event Control Centre will be located inside the house (see site map) and will have access to a landline and a radio in order to contact the ball committee, security team and other staff. The number from this land line will be made available to the relevant authorities and local residents a week before the event is due to take place. A second number (likely a mobile phone) will be made available to authorities and residents at the same time. The event organizer and the event control manager will be available for the duration of the event on the telephone numbers provided.

At least one week prior to the event a leaflet drop shall be made to households in the immediate area, such households to be agreed with the local authority's environmental health service in advance. The leaflet is to include a description of each performance and contact telephone numbers in the event of any complaints.

## 6 – Emergency Procedure

**Step one;** emergency is identified. Security guards will be wearing fluorescent jackets, as will the nine student workers with access to radios. Members of the Ball committee will also be patrolling the event with radios; if it is a guest that identifies an emergency, they will be able to approach any of these officials who will be stationed at regular intervals throughout the site. This information will be written in the booklet given to all guests with their wristbands.

**Step two;** music will be switched off. All radio channels will be alerted of the situation. Throughout the night, one radio channel will be dedicated solely for use by the professional security team; once informed of the situation, they will then call for radio silence across all other channels in the understanding that the professional team will mastermind the evacuation process.

**Step three;** all guards will be equipped with a megaphone. Once alerted of the emergency and of the evacuation go-ahead, which will be given in the form of a prearranged code or signal, guards will use megaphones to instruct guests of the situation and to direct crowd flow toward fire assembly points or evacuation points. FAPs will be clearly marked on the site map given in the event booklet to all guests. The script for this announcement is given as appendix 4 in the EMP. If deemed necessary, the PA system will also be used to make announcements in the case of an emergency.

**Step four;** crowds will be gathered at fire assembly points or evacuation points.

Evacuation of the site will commence – see procedure below.

## 7 – Evacuation Procedures

In the event that the site needs to be evacuated, the situation will first be communicated through the members of staff working on the night. The security team will be alerted via radio that there is a major emergency that requires total evacuation of all immediate areas in the event. Each security guard will be equipped with a megaphone, which will be used to maintain order and to control the flow of the crowd as they leave each area of the site. Security guards will be stationed throughout the venue at any given point in the night. If deemed necessary, the PA system will also be used to make announcements in the case of an emergency.

In this event, total radio silence will be observed on all channels bar the channel dedicated solely for use by Safe Security Ltd.

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Guests will be moved out of each area in order of precedence according to the site of the most imminent danger. For example, if a major emergency originates in the gardens, guests will be moved away from that area as soon as it is possible to move them; i.e. as soon as the guard has the signal to start evacuating the area. Likewise, guests in the main arena will be prioritized should a situation arise there.

Guests will be evacuated, regardless of the origin of the emergency, to the large field to the left of the entry road (see site map). This will act as a holding site for guests while it is determined what the nature of the given emergency may be. It has been chosen because it is a field with the capacity to hold all persons on site, directly adjacent to the access road should any vehicles (whether fire engines or other emergency services, or coaches to transport guests back to Oxford) should need to enter the site.

Half of the security team will be assigned to the role of crowd marshalling, in the event of evacuation. The other half will be directed to search the site as guests leave, with the aim of ensuring that all guests have reached safety in good time.

Decision is clearly recorded with the time it was taken and the reason.

### **8 – Road Traffic Management**

Guests will be transported to the venue from Oxford in 24 coaches, to have staggered arrivals between the hours of 6:30pm and 7:30pm on Saturday 13<sup>th</sup> May. These coaches will remain parked in holding pens on site and will depart from midnight when they are full.

Guests will be transported back from the venue in coaches, which will have staggered departures (coaches will park on site and depart when full) from the hours of 12am and 3am – some of these coach will be shuttle coaches and some will just make one return journey.

Entrance to the site will be via the gated entrance off Fulbrook Lane. The site exit will be via the long drive off the A429. Coaches will not enter or exit the site via any other route. See page 9 of “5.5. Coach Risk Assessment” for route map.

There will be no expected impacts on road networks; there will be no expected road closures necessary.

Guests will be required to get these coaches from Oxford in order to gain access to the ball unless alternative access is specifically requested and the request has been considered by the Ball executive committee – we would expect some alumni ticket holders to request car parking. For those who have specifically requested parking space, space will be made available at the side



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of the house and guests will be escorted to the main event site – the side of the house will not otherwise be open to guests and security will be monitoring the event perimeter. All event traffic will enter via the gated entrance off Fulbrook Lane.

In the event that Emergency Services Access should be required, on approach to the site emergency vehicles will be directed the route to follow on the entry of the site. The event organiser (Ball President) will meet with members of the fire service prior to the event to ensure that there are safe access routes to the event in the case of emergency. The British Red Cross will be on standby throughout the evening to provide medical services, including the provision of an ambulance. They will be positioned close to the proposed emergency exit (the long driveway).

Coach marshalls will be assigned to the managing of coaches entering and exiting the site. These will be easily identifiable by fluorescent vests. These will be managed both by the coach manager, Alan Gillman and the vice-president, Frances Ball. Coach marshalls and the security team will receive a full briefing from the Event Organiser prior to the event.

Coaches will enter and exit the site via a clearly marked route, which will be fenced off with security fencing and have ground reinforcement to ensure the safe movement of vehicles. Crowd control barriers will be deployed to provide holding pens for coaches to remain on site. Guests will be unloaded from coaches at the top of the front park area (see site map) and will be loaded onto coaches in a clearly defined queuing area, which will be monitored by coach marshalls aided by the security team and will be clearly floodlit for visibility.

See Appendix for the Coach Risk Assessment and Route Map

### **9 – First Aid**

First aid medical cover will be provided by 'British Red Cross' (BRC), who will arrive ahead of 6:00pm BST and remain on site until all guests have left the site at 03:00am.

#### **Assessment of Provision:**

The BRC use a version of the Purple Guide to initially 'score' the event. After looking through the information we provided them with around the event, they were able to give it a score of 23. This suggests 1 ambulance plus crew and 6 First Aiders. The planner for the event then took other things into account, such the fact that the event goes on late into the night, and that patients will come to the main treatment area in the centre of the field. Based on this knowledge, they have allocated the following resources:

- 1 Event Officer – First Aider
- 2 First Aiders

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- 1 Enhanced Skills First Aider
- 1 Ambulance Crew – Emergency Driver
- 1 Ambulance Crew – Attendant

### **Emergency Vehicle Plan for Sterile Routes:**

The site has two possible access/egress routes, and one of these will be kept clear at all times to allow access of emergency vehicles and egress of the BRC ambulance, should it be required. The ambulance will be able to drive off the main field directly onto the drive, with no obstacles such as pedestrians in the way. In the event of wet weather, the main site field is well-drained, and will not become so waterlogged that emergency vehicles cannot drive. If the weather is poor enough that this occurs, then the event will not take place.

A full risk assessment will be provided by the British Red Cross in conjunction with the Event Safety Manager before the event, which will be made available to event management and security staff on the event site before the event. This will also be available for local authorities.

### **Details of Medical Tent:**

The area provided for first aid will be a well-lit gazebo with sides and a hard floor, with electricity and drinking water provided. The ambulance will be close by, but the post will be self-sufficient should the ambulance have to leave the site. Chairs and a table will be provided for use by the staff and patients.

The tent will be located near to the main stage (for details see site map in appendix), where the largest number of people will be, thus ensuring that anyone who needs help will be able to access it quickly. Toilets for patients will also be located in a trailer very close by.

### **Points of Contact:**

Medical Manager: As the BRC are a volunteer organisation, they cannot provide details of who will be the medical manager until closer to the time, however a the current point of contact is Phil Entwistle ([PEntwistle@redcross.org.uk](mailto:PEntwistle@redcross.org.uk), XXXXXXXX)

Event Safety Manager: Noah Sprent – XXXXXXXX

### **Information for Guests:**

The medical tent will be clearly marked on the map, which will be given to all guests. It will also be clearly visible from the main site, with a marquee and ambulance. All staff working on the site will be informed about the location of the medical tent, and therefore guests will be directed easily should they require attention. Should it be required, ambulances will be guided onto the event site by coach marshalls, who will be fully briefed as to how this will be managed before the event is to take place.

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### **Staff Break Area:**

During the event, the staff will be allowed to rest on-site, where they choose, and will be allowed access to the refreshments that are available for guests. There will be staff toilets provided, which will be separate from those used by guests.

### **Detailed map of site:**

Copies of the maps will be immediately available for external agencies in the event of a major incident or emergency, and correlation of the chosen grid system with the British National Grid system should be known.

## **10 – Fire Precautions & Equipment**

Fire safety equipment provisions: Rented from **Executive Fire, Oxfordshire (01865980608)**

1 x Powder and 1x Water extinguisher stand – POWER GENERATORS

1 x Powder and 1x Water extinguisher stand – MAIN MARQUEE

1 x Powder and 1x Water extinguisher stand – SECOND STAGE

1 x Powder and 1x Water extinguisher stand – STRETCH TENT

1 x Powder and 1x Water extinguisher stand – MAIN SITE BAR MARQUEE

1 x Powder and 1x Water extinguisher stand – SMALLER BAR NO. 1

1 x Powder and 1x Water extinguisher stand – SMALLER BAR NO. 2

See site plan for location of extinguishers

A fire risk assessment has been carried out and the following issues are identified:

### **Main area:**

- Electric systems for sound, and for lighting will be suspended over the stage on a truss structure. There will be black backing material behind the stage to enhance the effect of the lighting system.
- Throughout the tent, further lighting will be hung on additional trusses to provide dancefloor lighting.
- The main sources of fuel for a potential fire would be the marquee itself, and the backing material behind the stage. It is an enclosed space and would therefore trap smoke within it, raising the temperature and the risk of fire by convection as well as conduction.

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### Catering vans:

- Cooking hazards apply to the vans producing hot food. Hot surfaces left unattended, close to loose flammable material, are a potential hazard

### Bar tent:

- This open plan structure will be lit by LED flood lights
- Alcohol is flammable, and if spilled on the bar surface could pose a risk.

### Fairground Rides:

- The fire risks posed by the fairground rides are largely based on the risk of electrical failures in the machines.
- Any drink spillage on the electrics could also cause a hazard.
- Escape from the rides in the event of a fire could be slow, in the case of the Ferris wheel.
- Fairground rides will be providing their own fire fighting equipment and risk assessments have been provided (see appendix)

### Second Stage:

- Electrical faults could cause a fire in the vicinity. As an open structure, there is more wind flow through the tent than there will be in the larger but enclosed marquee.

### Sunken Garden:

- The stretch tent is the only marquee on site to be furnished with soft furnishings; these are a hazard as they are closely packed and would act as fuel for a fire. The tent is open at the sides, which means that wind flow through the tent may be significant.
- The tent covers a small stage with small-scale electric systems for decorative lighting and a microphone.

### Secret Garden:

- The only structures in this area are portable toilets, which do not pose a fire risk. This area is a potential escape route should a fire take place in the neighbouring gardens, rendering the normal escape route inaccessible. This is unlikely, but should it occur, then the fencing that bars the exit past the tenants' housing will be moved by the security guard on duty in the garden. The fencing will be easily removable.

### Hanging lanterns garden:

- The hanging Chinese lanterns are powered by electric cables that form a trellis over the garden. The lanterns hang from this trellis. This garden is an enclosed space designed to create a den of coloured light.

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### Additional Risks:

#### Generators:

- As the main source of power for the large structures on site, this is the site of a huge amount of electricity.

#### Entry Road:

- This is where coaches will come into the site. It is also a road that would need to be crossed in the unlikely event of a whole site evacuation, and the road down which fire engines would enter the venue if they were called. It is a private road with access to the venue and is only wide enough for one vehicle.

#### Driveway:

- There are no major structures here bar fencing, which protects the owner's croquet lawn at the front of the house. However, it is where the gardens area and the main arena meet, and is likely to have people crossing it at any given point during the course of the night.

#### Cloakroom marquee:

- Tightly packed, enclosed marquee with coats and other belongings acting as potential fuel.

The Event Organiser has arranged a meeting with two members of the fire rescue service on 2<sup>nd</sup> May to assess access points for emergency vehicles and discuss any further fire risks that may be present at the event – this feedback will be considered and carefully integrated into the Event Management Plan and made available to all members of staff and relevant authorities.

## 11 – Communications

There will be 34 radios in operation throughout the night. The team from Safe Security Ltd will have 14 radios and one channel of the radio system will be dedicated solely to their use. The 11 Ball committee members on duty at the event will have a radio set each. 9 of the student workers who are on marshalling duty or otherwise helping the committee will each have radios.

One channel will be for the Ball committee only.

All on the radio system will use a third channel.

Standard radio practice will be in operation: any statement will be ended with "over". Any statement that does not require a response from others on the radio will end with "over and out".

The committee members on duty will also have their mobile phones on them, all of which will be

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set to loud. The numbers for these phones are given as appendix 6, as are the numbers for our security manager/ fire safety manager, our production/AV coordinator, and our coach manager. These numbers will also be provided to the authorities in the form of this event management plan.

In the event of an emergency, radio silence will be observed across all channels bar the channel used by the security team. This is not to be broken, but all other radio users may tune into this channel.

### **12 – Waste Management**

45 bins will be placed around the site.

2 dedicated litter pickers will ensure that any waste not in bins is tidied up. 8 committee members will be employed the day after the event to ensure the event site is entirely clear of waste.

Due to the nature of the event, dedicated recycling procedures would be almost impossible to police, however the vast majority of the waste, the cups used for drinks, will be biodegradable.

After the event finishes at 03:00am on Sunday 14<sup>th</sup> May, the entire site used for the event will be clear of waste by 21:00pm.

Guests will not be permitted off of the event site at any time so there will be no waste outside of the event perimeter at any point.

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### 13 – Toilets

There are no public toilets available on the event site so we have hired Portable Toilets Limited to provide toilet facilities for the event. These toilets will be a mixture of high-quality trailer toilets and a few 'portaloo's'.

- 9 portaloo's and 14 urinals for men will be provided on the event site
- 13 portaloo's for women will be provided on the event site
- 1 disabled portaloo will be provided on the event site

Portable Toilets Limited will be responsible for delivering and collecting the portable toilets. The toilets will be maintained on the night by the ball committee and hired student workers.

### 14 – Catering

Hot food and drink, including alcohol, will be provided from the hours of 6:30pm on Saturday 13<sup>th</sup> May until 02:30am on Sunday 14<sup>th</sup> May, according to conditions set by Environmental Health.

Alcohol will be provided from bars within marquees and also outdoors within the event site. Hot food will be provided from 5 different stalls inside small marquees across the event site. Coffee and other hot drinks (including some alcoholic options) will be served from 9:30pm to 02:30am from a coffee van within the event site.

Drinks will be provided based on a token system. Guests have a wristband with tear off tokens that are handed to member of bar staff in return for a drink. Each guest will have five tokens and once these have been used they have to report to a member of staff (likely a member of the security staff) who will be able to distribute another wristband if the guest is deemed capable of more drinks. A member of the security team will be supporting each bar manager throughout the evening.

Stefan Kokot from London Mixology has agreed to be the Designated Premises Supervisor for the event. He also holds a Personal License.

The following caterers have been contracted for the event:

Vendor	Providing	Contact Details
Taste Tibet	Curries and Momos	<a href="mailto:tastetibet@gmail.com">tastetibet@gmail.com</a>
TOST	Toasties	<a href="mailto:bazandwill@gmail.com">bazandwill@gmail.com</a>
Jamon Jamon	Paella	<a href="mailto:nick@jamonjamon.co.uk">nick@jamonjamon.co.uk</a>
Verracchia Caterers	Various Food Items	<a href="mailto:neillcherville@gmail.com">neillcherville@gmail.com</a>

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London Mixology	Drinks (including alcohol)	<a href="mailto:events@londonmixology.co.uk">events@londonmixology.co.uk</a>
Barista Baby	Hot Drinks (including alcohol)	<a href="mailto:baristababy@hotmail.com">baristababy@hotmail.com</a>

All caterers have provided health and safety documents as required, which have been submitted to Warwick District Council.

### 15 – Lighting

The lighting for the event will be provided by Origin Technical Productions and the event will not be in darkness at any point due to lighting of the grounds and inside marquees.

The event will start in daylight at 6:30pm BST and the sunset time is predicted to be at 8:49pm on Saturday 13<sup>th</sup> May 2017.

### 16 – Noise Management Policy

The AV equipment for the event will be managed by Origin Technical Productions – our first point of contact is Ben Cox, who will also be a key contact on the night of the event.

There will be three different stages across the event site, which will have both live and recorded music played between the hours of 7:00pm and 3:00am.

There will be three stages across the event site, which will each have a PA system – these will at no point be louder than the specific limit. Between the hours of 19:00 and 23:00, the music noise levels measured or predicted at one metre from the facade of the nearest noise sensitive premises, which we have identified to be 9 Church Road, shall not exceed 60dB LAeq over a 15-minute period. The nearest noise sensitive premises to the largest PA system, located in the main marquee for Stage 1, is 250m away from the system.

Between the hours of 23:00 and 00:00, the music noise levels measured or predicted at one metre from the facade of the nearest noise sensitive premises shall not exceed 60dB LAeq over a 15-minute period. We will be applying some low frequency restrictions after 23:00 managed with hay bale baffles.

None of the PA systems of stages are directly facing any nearby residents.

Noise levels will be monitored and adjusted by 5 technicians from Origin Technical Productions throughout the night.

We have hired **SPL Track** for the purposes of noise assessment and management, who have completed a full noise management plan of the site prior to the event and will be monitoring the noise level during the event to ensure that all of the regulations for noise production are adhered to and that noise levels are at a safe level without disrupting nearby residents.

Fairground attractions are not permitted to use sound systems for either voice or music at any



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time.

See Appendix for noise Management Plan

Stage 1:

- This will be located within the main park area (see map)
- This will be located within a marquee with defined entrances and exits, which will reduce the sound from the PA system that can be heard outside – the maximum capacity for this tent will be 1200, but we would not expect more than 900 to be in this area as the number of guests is 1160.
- This will be a point source PA system with a cardioid sub array, which will be pointed away from neighbouring houses to ensure that sound is directed inside the marquee and away from any neighbouring areas – this system is designed to cancel out sound from behind the PA system as much as possible
- In addition, the entirety of the front park area will be powered by a pair of super silent diesel generators, which meet the toughest European requirements on noise levels
- We will be deploying hay bale baffles behind the sound system to minimise the impact of noise
- This stage will be rotated to face away from Church Road to ensure that the impact of noise is minimised
- The music performed on this stage will be as follows:
  - 7:30pm-8:30pm – ‘Daft Punk’d’ (Daft Punk Tribute Act)
  - 8:30pm-10:00pm – Dan Shake (DJ)
  - 10:00pm-11:00pm – Artwork (DJ)
  - 11:00pm-12:00pm – Artwork b2b Jigsaw (DJs)
- At 12:00pm this stage will become a silent disco, which will run until the end of the event at 03:00am to ensure that noise is minimised in this area

Stage 2:

- This will be located in the gardens of Sherbourne Park, at the side of the house (see map)
- This will be located underneath a saddlespan S2000, a covered marquee with one open end, which is designed for an audience of a maximum of 500 people
- This will also be a directional PA system rotated to the West, away from Church Road, and amplified at a low level due to the type of music (acoustic) performed on this stage
- The performers on this stage will be entirely student bands or bands with at least one

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student at Oxford University

- There will be no music on this stage after 12:00pm
- The music performed on this stage will be as follows:
  - 7:00pm-8:00pm – The Violent Sequence
  - 8:00pm-9:00pm – The 52s
  - 9:00pm-10:00pm – The Path Ahead
  - 10:00pm-11:00pm – Keep It Trill
  - 11:00pm-12:00pm – Kùjeliai

### Stage 3:

- This will be located in the sunken lawn of Sherbourne Park, near to the house (see map)
- This will be located inside a covered stretch tent with a capacity of 100
- The third PA system will be for comedy and very low-level acoustic music. This will not be audible outside of the sunken lawn area as we are very much intending this to be a quiet zone
- There will be no music on this stage after 12:00pm
- The music performed on this stage will be as follows:
  - 7:15pm-8:00pm – Toby Hudson (jazz piano)
  - 8:00pm-9:00pm – Stefan Harvey (comedy)
  - 9:00pm-9:45pm – Toby Hudson (jazz piano)
  - 10:00pm-11:00pm – The Oxford Imps (comedy)
  - 11:00pm-12:00pm – Karaoke

## 17 – Lost Children Policy

There will be no guests under the age of 18 permitted on the site at any time.

## 18 – Event Insurance and Cancellation

All contracted companies have provided proof of Public Liability Insurance, with a minimum £5M limit of indemnity, but with a number of contracted companies providing a £10M limit of indemnity

Our insurers for the event will be in the form of an insurance premium from the insurers of St. Anne's College, Oxford – Lucas Fettes.

## **19 – Equality Impact Statement**

Those who may require any assistance for the duration of the event, including those with disabilities or those who may have difficulty with aspects of communication throughout, are encouraged to make contact with the Ball President and the Event Management Team prior to the event.

Every effort will be made to accommodate those attending the event that may require extra assistance at any point.

A full information booklet for the event will be produced with a site map (with evacuation routes), information regarding catering and entertainment and emergency contact details for members of staff and the Event Management.

## **20 – Security and Disorder**

Security will be provided by Safe Security Limited. This will be managed by the security manager on site, James Knox.

There will be one security manager and 13 SIA registered security guards on site for the event. These will be positioned across the event site, including areas that are deemed high risk, such as at event perimeters, coach queuing areas and by hazards on site such as the pool area. Two security guards will be on patrol in the pool area in particular, which will also be fenced off with security fencing to ensure guests are not at risk in this area. There will also be security patrols around the perimeter, particularly near the river as this is deemed a high-risk area.

Security fencing will be deployed around the entire perimeter of the event site so that guests will be unable to exit the site at any point other than via coaches.

The security team will be monitoring the front of the stage to ensure that no crushing situation is able to occur. Marquee sizes have been carefully considered to avoid risks such as crushing.

All members of the security team will communicate via radios, which will have one channel solely dedicated to security at all times.

The security team reserve the right to perform random drug searches and confiscate drugs at any point. These will be disposed of in a drugs bin.

We have no reason to believe that there will be violent or disorderly behavior at the event. Our security team has worked at over 200 college balls that follow the same format and have never experience a problem. In the unlikely event that this should be the case, the security team will detain the offending person or persons until such a time as the first coaches are due to leave the event. They will be escorted, on the coach, by a member of the Ball committee back to Oxford. At no point will guests be able to leave the perimeter of the event site.

## 21 – Severe Weather

In the event of high winds, necessary precautions shall be taken in order to ensure the safe running of the event. Origin Technical Productions have a wind management policy to guide the management of high winds and the risks it poses to temporary structures (see appendix).

The front park area of the event site is well drained as the area is used for paddock – as such, rain in the time before the event is due to take place is unlikely to cause a problem. There are solid access routes for emergency vehicles to gain access to the site, which will be unaffected by severe rain. Ground reinforcement for coaches is to be hired to ensure that vehicles are able to move across the proposed route map for loading and unloading of guests on and off of the site.

In the event of a thunderstorm with lightning near the event site while the event is taking place, guests should be loaded onto coaches in order to seek shelter from potential lightning strikes. This will be managed efficiently and effectively by members of the security team, coach marshalls and ball committee through the queuing and loading areas. If the risk is deemed too great for the event to continue, guests will be evacuated off site and returned to Oxford.

If there is significant severe weather in the days running up to the event, the ball committee will consult with the rest of the staff team and college officials regarding the cancellation of the event. Guest safety will be prioritised at all times and if the event is deemed unsafe to go ahead due to the condition of the site or the risk posed to guests and staff then it will be cancelled. This will also be in consultation with relevant authorities at Warwick District Council.

## Appendix 1 – Event Schedule

### Tuesday 9<sup>th</sup> May – Friday 12<sup>th</sup> May 2017

8:00am OTP crew and vehicles arrive on site and commence structure construction and technical rigging.

8:00pm OTP crew and vehicles leave site.

### Saturday 13<sup>th</sup> May – Sunday 14<sup>th</sup> May 2017

8:00am OTP crew and vehicles arrive on site and commence final checks, sound checks and event preparation.

18:00pm Show commence. 03:00am Show end. 04:00am OTP crew and vehicles leave site.

### Entertainment Schedule:

Stage 1 (see map):

- 7:30pm-8:30pm – ‘Daft Punk’d’ (Daft Punk Tribute Act)

## Event Management Team Use Only

- 8:30pm-10:00pm – Dan Shake (DJ)
- 10:00pm-11:00pm – Artwork (DJ)
- 11:00pm-12:00pm – Artwork b2b Jigsaw (DJs)
- 12:00pm-3:00am – Silent Disco

### Stage 2 (see map):

- 7:00pm-8:00pm – The Violent Sequence
- 8:00pm-9:00pm – The 52s
- 9:00pm-10:00pm – The Path Ahead
- 10:00pm-11:00pm – Keep It Trill
- 11:00pm-12:00pm – Kùjeliai

### Stage 3 (see map):

- 7:15pm-8:00pm – Toby Hudson (jazz piano)
- 8:00pm-9:00pm – Stefan Harvey (comedy)
- 9:00pm-9:45pm – Toby Hudson (jazz piano)
- 10:00pm-11:00pm – The Oxford Imps (comedy)
- 11:00pm-12:00pm – Karaoke

Sunday 14<sup>th</sup> May – Wednesday 17<sup>th</sup> May 2017

Approx. 10:00am OTP crew and vehicles arrive on site for deconstruction. Approx. 18:00pm OTP crew and vehicles leave site.

## **Appendix 2 – Site Plans**

See “2.0. Sherbourne Site Plan” for plan of site

See “2.1. OTP Production Site Plan” for production plan of site and event layout

See “2.2. Technical Site Plan” for plan of security guard placement, emergency exits, fire provisions and assembly points

## **Appendix 3 – Public address Scripts & Media holding statements**

Start of all speeches;

“Attention. Attention. Due to circumstances beyond our control, this event must stop. All guests are required to listen to the security team and to follow their directions for their own safety. “

## Event Management Team Use Only

*In the event of an **emergency on the main site** (main marquee, fairground rides, outdoor bar in saddle tent, catering vans):*

[Script for announcement given in **smaller garden, sunken garden, or by hanging lanterns**, following initial “attention, attention”]:

“Please exit via the nearest gate. The fire assembly point is directly in front of the stage tent, next to the house. Marshalls will guide you. Please do not run, but walk towards the fire assembly point.”

[Script for announcement given on **main site** – this will be given by multiple guards across the area, following initial “attention, attention”]

“Please make your way towards the walkway at the front of the arena. Do not run. Guards will direct you through the walkway and across the drive, and towards the fire assembly point.”

*In the event of an **emergency in the gardens** (secret garden, sunken garden, hanging lanterns) –*

PLEASE NOTE: This is dependent on where in the gardens the emergency has occurred. If a fire has broken out in the hanging lanterns garden, then guests will need to be evacuated through the rear of the property next to the tennis court. This is out of bounds for the purposes of the evening, but in the event of an emergency the way will be cleared for guests to depart around the back of the house and arrive in the driveway. From this point they will be directed to the fire assembly point in the main arena.

If it has broken out in the garden closer to the tennis courts, then guests will be evacuated through the hanging lanterns section.

[Script for announcement in the **main arena**, following initial “attention, attention”]

“Please make your way [out of the marquee by the marked exits] [and/or] toward the fire assembly point, which is located on the far left field of the front park area. Marshalls will guide you across the main site. Please do not cross the walkway, but remain in the field.”

[Script for announcement made in the **hanging lanterns** section: guard must stand by the gate to the smaller garden and direct guests away from it, towards exit towards the second stage]

“Please leave via the exit towards the main garden. Do not approach the exit behind me. Marshalls will guide you towards the walkway to the main arena. The fire assembly point is located across the walkway in the main arena.”

[Script for announcement made in the **smaller garden** – **Please note, the fences will be moved to**

## Event Management Team Use Only

### one side to allow crowd movement past the tennis courts]

“Please exit to your left. Walk past the tennis courts, and please follow the marshalls who will be escorting you around the house and to the front drive. You will then be directed across the walkway to the fire assembly point in the main arena.”

[Script for announcement given in the **sunken garden**]

“Please leave via the exit to the right of the garden. Do not attempt to push past the fences around the pool. Please walk through the exit and to your left; you will be guided by marshalls to the front of the house. You will then cross the walkway and arrive at the fire assembly point in the main arena.”

Script to be given at a fire assembly point:

“Thank you for your cooperation.” [Either] “The emergency is under control and we will inform you as to when it is safe to continue the event.” [or] “Please remain quiet and listen to the guards and the marshalls who are directing you. We are [going to keep guests at the fire assembly point] [going to escort guests onto coaches to evacuate the premises] [going to escort guests onto the far field for emergency evacuation.”

## Appendix 4 – Key Contacts

Name	Role	Number
Tegan Eldridge	Ball President	XXXX
Frances Ball	VP – Logistics and Security	XXXX
Robin Smith-Ryland	Property Owner	XXXX
Ben Cox	Production/AV Coordinator	XXXX
Noah Sprent	Event Safety Manager	XXXX

## Appendix 5 – Risk Assessments

**Production:** See “5.0. Method Statement” for Risk Assessment Method Statement. See “5.1. Origin Technical Productions – Risk Assessment” for Production Risk Assessment

**Wind:** See “5.2. Wind Management Policy” for Wind Risk Assessment and Management

## Event Management Team Use Only

**Fire:** See “5.3. Fire Safety Risk Assessment” for Fire Risk Assessment

**Security:** See “5.4. Security Risk Assessment” for Risk Assessment

**Transport:** See “5.5. Coach Risk Assessment” for Risk Assessment

**Fairground:** See “5.6. Ferris Wheel Risk Assessment”, “5.7. Dodgems Risk Assessment” and “5.8. Photobooth Risk Assessment”

## Appendix 6 – Noise Management Plan

NMP: See “6.0. Noise Management Plan”