

# West Suffolk Joint Health and Safety Panel

Forest Heath &amp; St Edmundsbury councils

**West Suffolk**  
working together

<b>Title:</b>	<b>Agenda</b>						
<b>Date:</b>	<b>Monday 15 October 2018</b>						
<b>Time:</b>	<b>4.00 pm</b>						
<b>Venue:</b>	<b>GFR-14 West Suffolk House</b> Western Way Bury St Edmunds						
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> To be Elected <b>Vice Chairman</b> To be Appointed</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Forest Heath District Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Staff Representatives</u> (6) (Employees' Side)</th> </tr> </thead> <tbody> <tr> <td>Patrick Chung David Nettleton Frank Warby</td> <td>Chris Barker Rona Burt Peter Ridgwell</td> <td>Nigel Dulieu David Green Paul Goodspeed Gary Quilter Vacancy Vacancy</td> </tr> </tbody> </table>	<u>St Edmundsbury Borough Council</u> (3) (Employers' Side)	<u>Forest Heath District Council</u> (3) (Employers' Side)	<u>Staff Representatives</u> (6) (Employees' Side)	Patrick Chung David Nettleton Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Nigel Dulieu David Green Paul Goodspeed Gary Quilter Vacancy Vacancy
<u>St Edmundsbury Borough Council</u> (3) (Employers' Side)	<u>Forest Heath District Council</u> (3) (Employers' Side)	<u>Staff Representatives</u> (6) (Employees' Side)					
Patrick Chung David Nettleton Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Nigel Dulieu David Green Paul Goodspeed Gary Quilter Vacancy Vacancy					
<b>Substitutes:</b>	Paula Fox                      Nigel Roman                      Vacancy						
<b>The membership of this Panel needs not to be politically balanced.</b>							
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.						
<b>Quorum:</b>	Four Members; to comprise a minimum of one Member from each Authority and two Staff Representatives						
<b>Committee administrator:</b>	<b>Emma Barrett</b> Administration Support (Democratic Services) <b>Tel:</b> 01284 757022 <b>Email:</b> <a href="mailto:emma.barrett@westsuffolk.gov.uk">emma.barrett@westsuffolk.gov.uk</a>						

**This meeting is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in both Councils.**

**THIS MEETING IS THEREFORE NOT OPEN TO THE PUBLIC**

## **Agenda**

*Page No*

### **Procedural Matters**

**ITEMS ON THIS AGENDA MAY FROM TIME TO TIME CONTAIN EXEMPT/RESTRICTED INFORMATION. MEMBERS OF THE PANEL ARE THEREFORE REQUESTED TO TREAT SUCH ITEMS CONFIDENTIALLY.**

**1. Substitutes**

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.

**2. Election of Chairman: 2018/2019**

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel, requires that Chairmanship of the Panel shall alternate between the Employer's and Employees' sides. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.

In 2018/2019, a Chairman is required to be elected from the Employer's Side.

The Panel is requested to **ELECT** a Chairman in accordance with this arrangement.

**3. Appointment of Vice-Chairman: 2018/2019**

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel requires that Vice-Chairmanship of the Panel shall alternate between the Employer's and Employees' side.

As the Chairman of the Panel shall be from the Employer's side, in 2018/2019, a Vice-Chairman is required to be appointed from the Employees' side.

The Panel is requested to **APPOINT** a Vice-Chairman in accordance with this arrangement.

- 4. Apologies for Absence**
- 5. Minutes** **1 - 4**  
To confirm the minutes of the meeting held on 19 February 2018 (copy attached).
- 6. Minutes of the Joint Health and Safety Group: 4 September 2018** **5 - 8**  
Report No: **HSP/JT/18/005**
- 7. Accidents/ Incidents involving Employees and Members of the Public from 1 April 2018 to 31 August 2018: Summary** **9 - 14**  
Report No: **HSP/JT/18/006**
- 8. Health and Safety Training**  
The Service Manager (Health and Safety) will provide a verbal update on this item.
- 9. Health and Safety Software**  
The Service Manager (Health and Safety) will provide a verbal update on this item.
- 10. Christmas Fayre 2018: 22-25 November 2018 Event Safety Plan** **15 - 34**  
Report No: **HSP/JT/18/007**
- 11. Lockdown** **35 - 40**  
Restricted Report No: **HSP/JT/18/008**
- 12. Health and Safety Updates**  
The Service Manager (Health and Safety) will provide a verbal update on this item.

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# West Suffolk Joint Health and Safety Panel



**Minutes** of a meeting of the **West Suffolk Joint Health and Safety Panel** held  
on  
**Monday 19 February 2018 at 4.00 pm** at the **Council Chamber, District  
Offices**, College Heath Road, Mildenhall, Suffolk IP28 7EY

Present:

**Chairman** Patrick Chung (Vice-Chairman) (in the Chair)

Forest Heath District  
Council  
Chris Barker  
Peter Ridgwell

St Edmundsbury  
Borough Council  
Frank Warby

Staff  
Representatives  
Nigel Dulieu  
Gary Quilter

## 112. **Apologies for Absence**

Apologies for absence were received from Councillor Rona Burt (Forest Heath District Council – Employer’s Side) and Lance Alexander, Tony Edwards and Paul Goodspeed (Staff Representatives – Employees’ Side).

## 113. **Substitutes**

No substitutes were declared.

## 114. **Minutes**

The minutes of the meeting held on 16 October 2017 were confirmed as a correct record and signed by the Chairman.

## 115. **Minutes of the previous Joint Health and Safety Group**

The Panel received and noted Report No: HSP/JT/18/001 (previously circulated) which incorporated the notes of the Joint Health and Safety Group meeting held on 17 January 2018.

**116. Accidents/ Incidents involving Employees and Members of the Public from 1 April 2017 to 31 December 2017: Summary**

The Panel received and noted Report No: HSP/JT/18/002 (previously circulated) which provided statistics relating to accidents/incidents involving Forest Heath District Council and St Edmundsbury Borough Council employees and members of the public from 1 April 2017 to 31 December 2017.

The Service Manager (Health and Safety) drew relevant issues to the attention of the Panel, including providing details of the types and locations of accidents/incidents of employees and members of the public during the reporting period. He then reported the amount of days lost due to workplace accidents/incidents and compared them with statistics from the past three years.

The Panel held a brief discussion and asked questions of the Service Manager to which comprehensive responses were provided.

**117. Amendments to the Joint Health and Safety Policy**

The Panel received and noted Report No: HSP/JT/18/003 which outlined amendments that were to be undertaken by the Service Manager (Health and Safety) to Issue 3, Instruction 24 of the Joint Health and Safety Policy. The amendments made related to a manager/supervisor's role in monitoring each member of staff's level of exposure to Hand Arm Vibration and the steps they should take to provide protection from over-exposure.

**118. Christmas Fayre Update**

The Service Manager (Health and Safety) gave a verbal report on the Bury St Edmunds Christmas Fayre that took place between 23 – 26 November 2017.

The Panel received a report on the preparation required to deliver the Christmas Fayre as well as details on the following subjects:

- Traffic Management Programme
- Park and Ride
- Coach Travel
- Steward recruitment and briefings
- Stewarding of the Christmas Fayre
- St Johns Ambulance
- Policing of the Christmas Fayre
- Methods of communication used at the Fayre
- CCTV and operations room

There being no decision required, the Panel noted the verbal report.

**119. Health and Safety Training**

The Service Manager (Health and Safety) informed Members that an Institute of Occupational Safety and Health (IOSH) Managing course ran on the 6 - 8 February 2018. 10 members of staff attended and all of them had passed.

**120. Suffolk Workplace Wellbeing Charter**

The Panel received and noted Report No: HSP/JT/18/004 which gave an update on the progress towards achieving the Suffolk Workplace Wellbeing Charter.

The Council was assessed by a Panel of representatives from Suffolk County Council Public Health, Norfolk County Council Public Health and Public Health England on 25 October 2017, following which the Council was advised that it had successfully achieved accreditation to the Charter. The Council achieved the standard of excellence in four of the eight categories and achievement with recommendations to reach excellence in the remaining four categories.

**121. Health and Safety Update**

The Service Manager (Health and Safety) gave a verbal report on recent cases relating to other organisations in the country that had received substantial penalties and fines for breaching Health and Safety regulations.

**122. Any Other Business**

No other business was discussed.

The Meeting concluded at 5.23 pm

**Signed by:**

**Chairman**

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**West Suffolk Joint Health and  
Safety Panel  
15 October 2018**

**Minutes of the Meeting of the Joint Health and Safety  
Group held on 4 September 2018**

Attached are the minutes of the above-mentioned meeting for the information of the Panel.

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## Joint Health & Safety Group

**DATE:** 4 September 2018 West Suffolk House

**PRESENT:** Martin Hosker, Andrew Catchpole, Tony Edwards, Nigel Dulieu, Paul Goodspeed, Lance Alexander.

**APOLOGIES:** Gary Quilter, Anne Cusack, Natasha Holdgate, David Green, Stephanie Grayling, Julie Dean.

**ADDITIONAL DISTRIBUTION:** None

	Item	Points Raised	Action
1.	Apologies & Introductions	1.1 Apologies as above.	All
2.	Minutes of Last Meeting	2.1 MH Went through the minutes of last meeting, no issues.	All
3.	Health & Safety Annual report	3.1 MH Presented a new draft annual report. Explained the reasons behind the report, its layout and giving updates on the annual statistics from April 2017- March 2018.  3.2 MH to review the draft report where relevant before presenting it to LT and then West Suffolk Joint Health and Safety Panel.	MH
4.	Health & Safety Statistics	4.1 MH Presented the accident statistics for employees and members of the public April – August 2018.  4.2 MH Will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.	MH
5.	H & S Training	5.1 MH Went through the upcoming Health & Safety training events: <ul style="list-style-type: none"> <li>• Event Safety Management 6<sup>th</sup> November in WSH,</li> <li>• IOSH Managing Safely 12-14<sup>th</sup> February 2019 FHDC.</li> <li>• Additional Event Safety training session April 2019 TBC.</li> </ul>	MH
6.	H&S Software	6.1 MH Gave an update on the progression of the software. <ul style="list-style-type: none"> <li>• had two telephone conferences,</li> <li>• Sent flowcharts for COSHH, incident reporting, Audits, Risk Assessments and Fire Risk Assessment</li> <li>• Next is a site visit to confirm our requirements and build a trail data base</li> </ul>	MH

<b>7.</b>	Christmas Fayre	7.1 MH Gave an overview of the Christmas Fayre: <ul style="list-style-type: none"> <li>• Event plan to go to the Safety Advisory Group (SAG) on 05 October 2018</li> <li>• Table top exercise planned for 18 October 2018 to include all major players and emergency services (police to lead).</li> </ul>	MH
<b>8.</b>	Lockdown	8.1 MH Gave an overview of the planned lockdown exercise.	All
<b>9.</b>	ARP H&S issues	9.1 MH Gave an overview of the H&S issues raised by ARP. <ul style="list-style-type: none"> <li>• 2 x Fire warden training sessions have been completed</li> <li>• New fire assembly location agreed</li> <li>• Evacuation chair training to be confirmed</li> <li>• Stab vests for enforcement debt collectors</li> </ul>	MH
<b>10.</b>	Around the Table	10.1 TE raised the issue of the lack of Emergency Controllers for the depot due to staff changes.  10.2 AC to review for the fire procedures for the depot.	AC
<b>11.</b>	H & S Updates	11.1 AC went through Company & Council Prosecutions outlining each case and potential lessons learnt.	All
<b>12.</b>	Any other Business	None.  Meeting closed at 12.15 p.m.	

### **Dates of next meetings:**

#### **West Suffolk Joint Health and Safety Panel**

15 October 2018 at 4pm – West Suffolk House

#### **Joint Health & Safety Group**

11 January 2019 FHDC Training Room

# West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title of Report:</b>	<b>Accidents/Incidents involving Employees and Members of the Public from 1 April 2018 to 31 August 2018: Summary</b>	
<b>Report No:</b>	<b>HSP/JT/18/006</b>	
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	15 October 2018
<b>Portfolio holder:</b>	Stephen Edwards Portfolio Holder for Resources and Performance <b>Tel:</b> 01799 530325 <b>Email:</b> Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> ian.houlder@stedsbc.gov.uk
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) <b>Tel:</b> 01284 757010 <b>Email:</b> martin.hosker@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To receive and note a summary of recent accidents and incidents.	
<b>Recommendation:</b>	<b>The Panel is requested to <u>NOTE</u> the summary of Accidents and Incidents involving Employees and Members of the Public for the period 1 April 2018 to 31 August 2018.</b>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>The accident statistics were discussed at the Joint Health and Safety Group on the 4 September 2018.</li> </ul>	
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Implications:</b>		
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

<p>Are there any <b>legal and/or policy</b> implications? If yes, please give details</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>It is a legal requirement under health and safety legislation to maintain a safe working environment for all staff and users of our facilities. Reporting of injuries under RIDDOR is a requirement of the Health and Safety at Work etc Act 1974. The main purpose of the regulations is to generate reports to the HSE and to Local Authorities (enforcing authorities) alerting those to serious accidents or incidents, so they can be investigated and action taken to prevent reoccurrence.</li> </ul>	
<p>Are there any <b>equality</b> implications? If yes, please give details</p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li></li> </ul>	
<p><b>Risk/opportunity assessment:</b></p>		<p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Legal non compliance	Medium	Monitor, investigate accidents/incidents, reviewing procedures to reduce future incidents	Low
<p><b>Ward(s) affected:</b></p>		All	
<p><b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i></p>		N/A	
<p><b>Documents attached:</b></p>		<p><b>Appendix A</b> - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 01 April 2018 to 31 August 2108.</p>	

## **1. Key issues and reasons for recommendation(s)**

### **1.1 Accidents/incidents**

- 1.1.1 Accident /incident reports are completed every time there is an accident or incident at work involving a member of staff, or a member of the public on our premises.
- 1.1.2 These incident reports are read by the Health and Safety Manager to identify accident trends, if any, and to put in place measures to mitigate further injury.
- 1.1.3 RIDDOR reports have to be submitted to the Health and Safety Executive (HSE) whenever there is:
  - (i) death;
  - (ii) a serious injury;
  - (iii) amputation;
  - (iv) loss of sight, permanent or temporary;
  - (v) someone is taken to hospital and is admitted for more than 24 hours;
  - (vi) a member of staff is not seriously injured, but spends more than 7 days off work as a result of that injury;
  - (vii) illness that resulted from exposure to a biological agent, or its toxins or infected material; and
  - (viii) acute illness or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

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<b>Summary of EMPLOYEE accidents April 2018 - March 2019</b>													
	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>TOTAL</b>
Contact with moving machinery													
Hit by moving object					1								<b>1</b>
Hit by moving vehicle		2	1										<b>3</b>
Hit something fixed or stationary													
Manual Handling				2	3								<b>5</b>
Slipped, Tripped or Fell	1	3	2	2									<b>8</b>
Exposed to a harmful substance		1											<b>1</b>
Injured by an animal/Insect				1									<b>1</b>
Violence at work/ verbal abuse against staff	3	3	2	7	5								<b>20</b>
Another kind of accident			4	1									<b>5</b>
Technique													
Dangerous occurrence	1		1	1	1								<b>4</b>
Disease													
Near Miss/ Dangerous Condition													
Treatment													
Trapped													
Cut													
Road Traffic Accident	1			1	1								<b>3</b>
<b>Total accidents</b>	<b>6</b>	<b>9</b>	<b>10</b>	<b>15</b>	<b>11</b>								<b>51</b>

<b>Total Number of Days Lost for April 2018 - March 2019</b>													
	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>TOTAL</b>
Contact with moving machinery													
Nearmiss/Dangerous Condition													
Hit by moving object													
RTA													
Hit by moving vehicle		13	11										<b>24</b>
Hit something fixed or stationary													
Manual Handling				5	14								<b>19</b>
Slipped, Tripped or Fell					1								<b>1</b>
Another kind of accident													
<b>Total days</b>	<b>0</b>	<b>13</b>	<b>11</b>	<b>5</b>	<b>15</b>								<b>44</b>



# West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
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<b>Title of Report:</b>	<b>Christmas Fayre: 22-25 November 2018 Event Safety Plan</b>	
<b>Report No:</b>	<b>HSP/JT/18/007</b>	
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	15 October 2018
<b>Portfolio holder:</b>	Stephen Edwards Portfolio Holder for Resources and Performance <b>Tel:</b> 01799 530325 <b>Email:</b> Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> ian.houlder@stedsbc.gov.uk
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) <b>Tel:</b> 01284 757010 <b>Email:</b> martin.hosker@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To receive and note the Christmas Fayre Event Safety Plan.	
<b>Recommendation:</b>	<b>The Panel are requested to <u>NOTE</u> the Christmas Fayre Event Safety Plan for 2018.</b>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
<b>Consultation:</b>	<p>The Christmas Fayre Event Safety Plan 2018:</p> <ul style="list-style-type: none"> <li>• Has been written with input from third parties i.e. Police, Counter Terrorism Intelligence Unit (CTIU), Fire, Ambulance, Highway Authority, Emergency Planning and other stakeholders.</li> <li>• Has been discussed at the Joint Health and Safety Group on the 4 September 2018.</li> <li>• Has been discussed at the Safety Advisory Group on the 05 October 2018.</li> </ul>	
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Implications:</b>		
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>•</li> </ul>	

<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • It is a legal requirement under health and safety legislation to maintain a safe environment at all events, this applies to staff, contractors, stall holders, visitors and non-visitors. This not only applies when the event is on but also during build up and break down periods.	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Legal non compliance	Medium	Risk assessments covering all activities, H&S inspections and monitoring, zone leader inspections and monitoring, appropriate stewarding, security, first aid and Policing	Low
<b>Ward(s) affected:</b>		All	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		N/A	
<b>Documents attached:</b>		<b>Appendix A:</b> The Christmas Fayre Event Safety Plan 2018 Summary  Restricted Annexes to the Safety Plan: Found at the following link on the Intranet:  <a href="http://svr-mgov-01:9070/ieListDocuments.aspx?CIId=193&amp;MIId=4016&amp;Ver=4">http://svr-mgov-01:9070/ieListDocuments.aspx?CIId=193&amp;MIId=4016&amp;Ver=4</a>	

## **1. Key issues and reasons for recommendation(s)**

- 1.1 Event Safety Plan - Current legislation requires the organisation to have a suitable and sufficient event safety plan for any event that it runs.
  - 1.1.1 St Edmundsbury Borough Council recognises its responsibility to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and to conduct its undertakings in such a way as to prevent the public and others not employed by the Council from being exposed to risks to their health and safety during this event.
  - 1.1.2 The event safety plan has been compiled (acknowledging the guidance contained in the 'Purple Guide' issued by the Event Safety Forum and endorsed by the Health and Safety Executive), to provide an operational event safety plan for the Christmas Fayre in Bury St Edmunds.
  - 1.1.3 All employees and people working on a voluntary or paid basis will have access to this document and be made aware of its contents.
  - 1.1.4 The event safety plan is to ensure, as far as is reasonably practicable, the safety of the spectators in their enjoyment of the event and to promote a unified, co-ordinated response to any emergency arising from that event. It is based on the principles of health and safety management and risk assessment, recognising that, in all considerations, the safety of the general public is of paramount importance.
  - 1.1.5 The production of this event safety plan includes the procedures for dealing with untoward events and major incidents should such an incident occur. St Edmundsbury Borough Council acknowledges the assistance of the numerous local agencies and emergency services in the compilation of this plan. It has been proved that by working together as a team it may be possible to prevent an incident occurring and thereby ensure that Bury St Edmunds residents and visitors to East Anglia enjoy a safe time at the event.
  - 1.1.6 This event safety plan is intended for sole use by the organisations involved in this event and not for public distribution, as some information contained within the plan is considered restricted.

### **1.2 Safety Plan Objectives:**

- To identify roles, duties and responsibilities for each organisation;
- To identify lines of communication, command and control;
- To ensure the safety of the General Public and people attending or working at the event;
- To minimise impact on people not involved in the event including local residents and local businesses.

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# **St Edmundsbury Borough Council**

## **Christmas Fayre**

**22-25 November 2018**



## **Event Safety Plan** (Ver. 1.5)

Christmas Fayre, Health & Safety Team  
West Suffolk House  
Bury St Edmunds  
IP33 3YU

CONTENTS

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- Introduction
- General Arrangements

Annex

- A. Site Maps
- B. Roles & Responsibilities
- C. Communications Plan
- D. Risk Assessments
- E. Fire Risk Assessment
- F. Stallholders & Traders Terms & Conditions
- G. Emergency evacuation and temporary zone closure plan
- H. First aid assessment
- I. CCTV camera locations – *Event Organisers file only*
- J. Crowd Management
- K. Traffic Management Plan
- L. Electrical certification – *Event Organiser file only*
- M. Marquee certification – *Event Organiser file only*
- N. Stage certification/calculations – *Event Organiser file only*
- O. Fairground – Public Liability, Electrical tests & Operational compliance – *Event Organiser file only*
- P. Stewards briefing presentation – *Event Organiser file only*
- Q. Stewards notes
- R. Stewards booking in sheet
- S. Found, missing child procedure and form
- T. Market Square Group, certification and risk assessments – *Event Organiser file only*
- U. COMAH off site Action Card at Saxham
- V. Firework display, safety plan, documentation and risk assessments – *Event Organiser file*
- W. Bomb Threat Procedures
- X. Zone Leader notes
- Y. Counter Terrorism Strategy – *Event Organiser file*
- Z. Suffolk Resilience, annex I to the "Guide to the evacuation and shelter in Suffolk" evacuation guidance for Bury St Edmunds.

Note: Stallholder's Risk Assessments (stalls that have identified risks and Public Liability held separately by the Economic Development Team (Sharon Fairweather)



## **Bury St Edmunds Christmas Fayre Safety Plan**

### **Foreword**

St Edmundsbury Borough Council recognises its responsibility to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and to conduct its undertakings in such a way as to prevent the public and others not employed by the Council from being exposed to risks to their health and safety.

This Event Safety Plan has been compiled (acknowledging the guidance contained in the 'Purple Guide' issued by the Event Safety Forum and endorsed by the Health and Safety Executive), to provide an operational event safety plan for the Christmas Fayre in Bury St Edmunds.

All employees and people working on a voluntary or paid basis will have access to this document and be made aware of its contents.

This plan is to ensure, as far as is reasonably practicable, the safety of the spectators in their enjoyment of the event and to promote a unified, co-ordinated response to any emergency arising from that event. It is based on the principles of health and safety management and risk assessment, recognising that, in all considerations, the safety of the general public is of paramount importance.

The production of this document includes the procedures for dealing with untoward events and major incidents should such an incident occur. St Edmundsbury Borough Council acknowledges the assistance of the numerous local agencies and emergency services in the compilation of this plan. It has been proved that by working together as a team it may be possible to prevent an incident occurring and thereby ensure that Bury St Edmunds residents and visitors to East Anglia enjoy a safe time at the event.

This document is intended solely for the use of the organisations involved in this event and not for public distribution, as some information contained within is considered restricted.

### **Objectives:**

- To identify roles, duties and responsibilities for each organisation
- To identify lines of communication, command and control
- To ensure the safety of the General Public and people attending or working at the event
- To minimise impact on people not involved in the event including local residents and local businesses.

## **Bury St Edmunds Christmas Fayre Safety Plan**

### **Introduction**

This will be the fifteenth year that St Edmundsbury Borough Council has organised a Christmas Fayre. If it continues to be successful, it is the intention that it will continue to take place on an annual basis.

It involves the erection of over 300 temporary stalls set up on Angel Hill, Charter Square, Moyses Hall, Abbey Gardens, Hatter Street and within the Athenaeum/Apex (see annex A).

At this stage, there is no indication of the likely number of visitors, however it was estimated that there were over 130,000 visitors last year. Given the Market's size and the numbers attending, there is a high dependence on event planning and safety arrangements.

St Edmundsbury Borough Council receives advice and support from a multi-agency Safety Advisory Group (SAG).

### **Timings**

The timings for the event are as follows:

#### **12 – 22 November 2018**

- Throughout the 2 weeks - Individual Zone Leaders briefings
- Steward briefings
- Build up in Abbey Gardens

#### **Tuesday 20 November 2018**

1800 hrs – Public parking on Angel Hill suspended

#### **Wednesday 21 November 2018**

- 0800 hrs – Pre build up (Angel Hill car park)
- 0930 hrs – Road Closures (Angel Hill Traffic lights to Churchgate Street)
- 1000 hrs – Hatter Street closes, Higher Baxter Street closed to through traffic
- 2130 hrs – Pre build up finish

#### **Thursday 22 November 2018**

- 0800 hrs – Stall holders build up
- 1000 hrs – Health and Safety walk round
- 1100 hrs – Operations room opens
- 1100 hrs – One way system reversed on Angel Lane and Lower Baxter Street  
Closed to through traffic
- 1130 hrs – All vehicles clear of market areas
- 1200 hrs – Fayre opens to the public

## **Thursday 22 November 2018 continued...**

- 1800 hrs – Parking for residents and permit holders is limited at Crown Street and both sides of Honey Hill
- 1945 hrs – Firework display Abbey Gardens
- 2000 hrs – Fayre closes
- 2030 hrs – Operations room closes

## **Friday 23 November 2018**

- 0800 hrs – Parking for residents and permit holders is limited at Chequer Square
- 0800 hrs – Operations room opens
- 0815 hrs – Excursion Coach Drop off/pick up brief
- 0830 hrs – Park and Ride (P&R) starts
- 0830 hrs – All vehicles clear of market area
- 0900 hrs – Fayre opens to the public
- 2000 hrs – Fayre closes
- 2030 hrs – P&R finishes
- 2030 hrs – Operations room closes

## **Saturday 24 November 2018**

- 0800 hrs – Operations room opens
- 0830 hrs – P&R starts
- 0830 hrs – Park and Walk (P&W) opens at Greene King, West Suffolk College & Olding Road
- 0830 hrs – All vehicles clear of market area
- 0900 hrs – Fayre opens to the public
- 2000 hrs – Fayre, and PW close
- 2030 hrs – P&R finishes
- 2030 hrs – Operations room closes

## **Sunday 25 November 2018**

- 0800 hrs – Operations room opens
- 0900 hrs – P&R starts
- 0930 hrs – P&W opens at Greene King, West Suffolk College & Olding Road
- 0930 hrs – All vehicles clear of market area
- 1000 hrs – Fayre opens to the public
- 1700 hrs – Fayre closes
- 1700 hrs – P&W closes at Greene King, West Suffolk College & Olding Road
- 1715 hrs – Fayre breakdown
- 1730 hrs – P & R Finishes
- 2000 hrs – Operations room closes
- 2300 hrs – Roads Open (Angel Hill, Mustow Street, Angel Lane, Hatter Street, Higher & Lower Baxter Street), reversed one way system  
Angel Lane stops.

## **General Arrangements**

Whenever a member of event staff notices a health and safety hazard or potential hazard, s/he must act immediately by:

- Making the area safe – i.e. cordon
- Report to Event Manager

### **Roles & Responsibilities**

The responsible body for the organisation of the Christmas Fayre is St Edmundsbury Borough Council; detailed responsibilities are shown in Annex B.

### **Operations room**

The Cathedral Modern Theology Library, Abbey House, Angel Hill, Bury St Edmunds, IP33 1LS, has been designated as the Operations Room for the duration of the event and set up with the support of ICT.

The Operations Room will be operational from the times stated previously; it will also be used as a focal point for all staff and the emergency services as required.

In the event of the Operations room failing the alternate operations room will be the car parks room in the Multi storey car park.

### **Risk assessments**

The Borough Council will undertake a generic risk assessment for the event, supported by individual risk assessments for the areas of high risk; these risk assessments will be included at Annexes D & E.

In addition, the Council obtains third party risk assessments/public liability insurances/qualifications from all major contractors and suppliers which are checked and validated by a member of the Safety Team prior to the Fayre opening and held in the operational Event Safety Plan.

### **Accidents / Near Misses / Violence at Work reporting**

All Accidents/near misses and violence at work incidents must be reported under current legislation, they are to be reported as follows:

- **Event Staff** - All Accidents / near misses / violence at work incidents are to be reported and recorded on St Edmundsbury Borough Council General Reporting Form; these will be located at the Operations Room, Athenaeum, Moyses Hall and Apex. A copy of the report is to be sent to the St Edmundsbury Borough Council's Health & Safety Manager.
- **Members of the Public** - Any incident involving a member of the public must be brought to the attention of the Zone Leader and first aid assistance called if appropriate. Zone Leaders to report incidents to Event Manager, where appropriate. A record of the incident is to be recorded on St Edmundsbury Borough Council General Reporting Form. These are located as previously mentioned. A copy of the report is to be sent to the St Edmundsbury Borough Council's Health & Safety Manager.

## **Security/Stewards**

Routine crowd control is to be managed by a team of stewards and professional security staff. Their roles and responsibilities are shown in Annex B.

Security of the Fayre at night will be managed by a team of security guards provided by a professional security company and the organiser of the world market.

The Event Manager will arrange briefing for all stewards/security prior to the event, outlining responsibilities, hazards, reporting of incidents, Fayre layout etc, briefings will take place between the;

- Early October up to the 22 November 2018

Additional briefings will be undertaken by the Event Director/Manager or Health and Safety adviser as and when required.

All stewards are to book in at the Operations room prior to starting work and book out at the end of the day passing on any debriefing points to the operations room supervisor.

## **Pre Event Checks**

Zone Leaders/Duty Managers will undertake pre-event checks of their zones of responsibility this creates an opportunity for good housekeeping. By removing unnecessary items, rubbish, materials will reduce the likelihood of hoax calls, the placing of devices/items that may cause a disruption to the event.

## **Serious Incident/Bomb threat/Act of terrorism**

In the event a serious incident, bomb threat or act of terrorism an Incident Controller will be appointed, they will be responsible for dealing with the incident/threat. Depending on the severity of the incident one of the 3 emergency services may take control, detailed procedures can be found at Annex W to this event safety plan.

At the time of writing this event safety plan the current threat level for the UK is "SEVERE" (which it has been for a number of years with the occasional rise to critical). This means that an attack is highly likely, however there is no specific intelligence to suggest that an attack is likely at this year's Christmas Fayre.

In light of recent events and taking into account the nature of the event and the expected numbers of attendance a counter terrorism strategy has been written specifically to cover the Christmas Fayre, part of the strategy is to deploy Hostile Vehicle Mitigation (HVM) on approaches that lead to highly crowded areas to prevent a vehicle attack (see counter terrorism strategy at Annex Y).

## **Evacuation and zone closure procedures**

Should there be a situation that requires the Fayre, or parts of, to be evacuated or closed down, stewards will then be directed by the Event Manager/Zone Leaders.

The Fayre has been divided into 22 zones for management and control purposes (see Annex A).

- Zone 1 – The ARC
- Zone 2 – The Apex
- Zone 3 – Bus station/St Johns Street
- Zone 4 – Moyses Hall
- Zone 5 – The Buttermarket
- Zone 6 – The Traverse
- Zone 7 – Abbeygate Street
- Zone 8 – Hatter Street
- Zone 9 – Angel Hill World Market
- Zone 10 – Angel Hill Fun Fair
- Zone 11 – Abbey Gardens West
- Zone 12 – Abbey Gardens East
- Zone 13 – Abbey Gate
- Zone 14 – British Market (Angel Hill)
- Zone 15 – Athenaeum
- Zone 16 – Crown Street (Park & Ride drop off/pick up)
- Zone 17 – Honey Hill (Excursion Coach drop off/pick up)
- Zone 18 – Olding Road P&W (Sat-Sun)
- Zone 19 – West Suffolk College P&W (Sat-Sun)
- Zone 20 – Park & Ride (Fri-Sun)
- Zone 21 – Greene King P&W (Sat-Sun)
- Zone 22 – Firework no go zone (Thurs)

Detailed emergency evacuation and zone closure plan is at Annex G.

Angel Hill and Hatter Street will be closed for the duration of the event, in the unlikely event of an emergency all parts of Angel Hill (including transit) will be maintained for the emergency services.

If the park and ride has to be suspended for any reason, temporary shelter will be the Cathedral and St Mary's Church.

### **Emergency Service Rendezvous Point (ESRP)**

In case of a major incident the following 2 locations have been identified as possible ESRP's (see Annex A):

**ESRP 1** - Rear of Apex, St Andrews St South, IP33 1SD.

**ESRP 2** - Chequer Square, IP33 1QZ.

### **Emergency vehicle access**

Emergency vehicle access will be maintained to all areas of the Fayre at all times.

Stewards are instructed to ensure that access routes are not compromised by any obstructions.

In the event of emergency access being required stewards will be notified and deployed to the area to assist in safe entrance and egress of these services.

## **Town Centre Evacuation**

If there is a requirement for the town centre to be evacuated, there is separate guidance on evacuation, found within Suffolk Resilience, Annex I to the "Guide to the evacuation and shelter in Suffolk" (Town centre Bury St Edmunds). A copy of which can be found at Annex Z to this safety plan.

## **First Aid**

Appropriate first aid cover will be in attendance at the event; this cover will be provided by St John Ambulance, the first aid assessment is found at Annex H.

The first aid post will be established in the lay-by, east side of the Athenaeum, Angel Hill (see Annex A). An additional first aid point is located in St Andrews Street South at the rear of the Apex; co-located at these points will be an ambulance. In addition to the above there will be a First Aid Pod in the Abbey Gardens, any casualties evacuated from the Fayre will be taken to the A&E department West Suffolk Hospital.

There will be a minimum of 14 St John trained First Aiders on duty each day; they will be deployed as follows:

- 2 will be roving on Angel Hill
- 2 in the Abbey Gardens
- 2 around Town Centre
- 2 at the ARC
- Ambulances will be of a crew of 2.

Both the Ambulance Service and West Suffolk Hospital have been informed of the event by the Health and Safety Manager.

Air Ambulance - In the event of the Air Ambulance being needed for an emergency medical evacuation the centre of the Abbey gardens will be cleared and used as a Helicopter Landing Site (HLS).

## **Fire Safety**

The Fire and Rescue Service have visited the Fayre in its current configuration to ensure their vehicles will be able to access the site and the surrounding buildings to deal with an emergency.

Every stall holder at the Christmas Fayre that has a risk of fire is required to carry a fire extinguisher appropriate to their business. These will be inspected prior to the Fayre opening by a member of the Safety Team.

## **Weather**

In event of bad weather i.e. ice/snow, the Event Manager will have access to remedial works equipment such as gritting barrows that will be located in the Abbey Gardens, Angel Hill.

Main routes such as Angel Hill will be closed however due to it being on the County gritting route therefore there may be a requirement to open this route to allow winter maintenance vehicles through, during Fayre closure times; this will be briefed separately if required.

**Note:**

Priority 1 routes

- Angel Hill
- Abbeygate Street

Priority 2 routes

- Hatter Street
- Angel Lane

Over the past few years when there has been a real threat of severe weather i.e. gale force winds a good relationship has been set up with the local metrological office who will provide hourly local updates, the telephone number can be found out in Annex C.

**Crowd Management and Dynamics**

The Event will be monitored by the CCTV control room in addition the operations room will have additional CCTV coverage (not covered CCTV control room) of the event. Staff from both the CCTV Control Room and the Operations Room will monitor crowd behaviours and potential issues and update the Event Manager or Zone Leaders as necessary. Locations of the CCTV control room cameras are at Annex I, Operation room cameras are shown at Annex A.

There are two areas that require additional control crowd control measures, they are:

- Abbeygate street
- The Abbey Gate (access from Angel Hill to the Abbey Gardens).

Details of these additional measures can be found at Annex J.

There is a requirement to have additional stewards (if available) at the operations room to respond to an emergency.

**Barriers**

Crowd control barriers will be set up as shown in Annex A.

Additional barriers will be located at the junctions of Abbeygate Street and Lower and Higher Baxter Streets, to prevent members of the public overcrowding Angel Hill again see Annex G.

**Contractors, Equipment, Stages, etc**

All equipment supplied by contractors (“public announcement equipment, stages etc”) will be the subject of individual risk assessments submitted by the supplier to the Event Manager.

**Performers and Entertainers**

Full details of performers and entertainers are with the Event Manager, all entertainers and performers are to provide individual technical requirements and risk assessments if appropriate.



## **Fairground**

The Event Manager must receive satisfactory evidence from the Fairground Operator of liability insurance, risk assessment and ride test certification.

## **Stallholders and traders**

The responsibilities and obligation of stallholders and traders are regulated by written conditions, a signed copy by stallholders and traders will be held by the Event Manager, details of conditions can be found in Annex F.

## **Food Hygiene**

All stallholders selling food and drink have received specific guidance notes from the Council's Environmental Health Section, and Environmental Health Officers will visit stallholders during the event to ensure compliance.

## **Liquid Petroleum Gas (LPG)**

All stallholders cooking with LPG have received specific guidance notes on the safe use of LPG. Inspection to ensure compliance will be undertaken by a member of the Safety Team prior to the Fayre opening.

## **Electrical Safety**

The power supply for this year's market will be supplied by two independent contractors each contractor will supply power as follows:

### **Pearce Hire – will supply power to;**

- Both sides of Angel Hill including the ready assembled marquees and the Athenaeum.
- All stall holders in the Abbey Gardens (top end) and tower lights.
- Decorative lights on Abbey Gate.
- Lighting and PA at coach drop off point.
- The bottom of the gardens which will include a small fairground, children's activities, toilets and Santa's Grotto.
- Stalls in Hatter Street and small marquee in Langton Place.

### **St Edmundsbury Theatre Services – will supply power to;**

- Marquees on Charter Square.
- St John's Street

There will be a Duty Electrician in attendance from both contractors throughout the event including the build up and break down periods.

All electrical equipment and supplies provided by the event contractors are to be compliant with current legislation and the certification is to be handed to the Health and Safety Manager.

The Duty Electricians or a Safety Team member is authorised to confiscate appliances or withdraw supply from any stallholders or operators using appliances that are deemed to be unsafe.

All stallholders using electrical equipment (heaters, boilers, fridges, extensions etc) are required to supply Portable Appliance Test (PAT) certificates, as stated in the terms and conditions (Annex F).

## **Noise**

Noise levels for the stage area are to be controlled by the system provider.

Fairground rides with associated music/noise are controlled by the fairground operator.

In all cases, noise must be of a reasonable level and compliant with current regulations and not cause a nuisance.

## **Litter / street cleaning**

Litter collection and street cleansing will be provided by St Edmundsbury Borough Council's Waste and Street Scene Services.

If there is a requirement for additional litter/street cleansing, then this will be organised through the Event Manager.

## **Lost Property**

Lost property must be handed to the event operations room, where a written record will be made of time, date, location, who found it (contact number) description of item.

## **Lost Children**

If required a Lost Child Liaison Officer can be appointed in which case they should have been DBS checked and had training in child protection awareness. The lost child point will be the operations room, for further details see Annexes B and S.

## **Inspections**

The Safety Team will undertake a full inspection of the market area on Thursday from midday with any follow up visits prior to the opening to ensure remedial actions have been taken.

Various specialist inspectors (trading standards, environmental health etc) will make independent inspections throughout the 4 day event.

## **Communications**

All key personnel including key stewards will be issued with a radio. A simple radio plan including key mobile telephone numbers can be found in Annex C.

Radios will be issued daily from the Operations Room and returned at the end of each day, spare batteries and chargers will also be located in the Operations Room.

Radio communications will be monitored by the Operations Room. Radio's are to be used to exchange key information and messages should be short and precise.

Guidance for the use of radio's can also be found in Annex C.

### **Mobile Phones**

In addition to the two-way radios, all key members of event staff will be contactable via mobile phones.

**Note:** With all communications, be it face to face, by radio or mobile phone you must minimise the potential of sensitive information being over heard by members of the public.

### **Training**

All staff will receive the training necessary to ensure that they are able to do their job safely; this will be identified by the Event Manager.

### **Vehicle Movements**

There will be a certain amount of vehicle movement during the build up, start/end of each day and the breakdown of the event. A strict one-way system will be in place during these times and managed by the stewards.

All vehicles moving during this period must have hazard warning lights on and be limited to 5 mph; stewards will be available to act as banks men if required.

All vehicles must have left all parts of the site 30 minutes prior to the Fayre opening to the public.

Individual stallholders will be given time slots during the build up to relieve congestion and improve safety during this busy period.

### **Traffic Management Plan (TMP)**

Due to the changes to the Park and Ride site the traffic management plan has been changed, the new TMP and this can be found at Annex K.

There will be a media plan in place to alert the public on traffic issues around the Town.

### **Road Closures**

Angel Hill, Abbeygate Street and Hatter Street will be closed for the duration of the event. There will be no access to Abbeygate Street from Higher and Lower Baxter Street. Angel Lane will be closed but access is available to residents and businesses.

### **Access**

Visitors to the Christmas Fayre access the site by a variety of routes and transport modes.

## **By Car**

Cars are directed to the park at either:

### **a. Park & Ride (Saxham Business Park) Friday - Sunday**

Park and Ride (P&R) site at Saxham Business Park (Fri – Sun) is located 3 miles West of Bury St Edmunds. Where a fleet of buses will then transfer the passengers to the drop off/pick up point by the side of St Mary's Church on Crown Street.

The service will operate from 0830 hrs to 2030 hrs on the Friday and Saturday and 0900 hrs am to 1730 hrs on the Sunday and will have a frequency of approximately 15 to 20 minutes.

**Note:** CALOR Gas Limited, at Saxham, is subject to the Control of Major Accident Hazards Regulations (COMAH) 2005 because it stores and bottles hazardous substances, such as propane and butane which are extremely flammable.

The P&R site at Saxham falls within the boundaries of the Public Information Zone (PIZ). As per the Regulations an action card has been produced to advise you what to do in the unlikely event of a major accident on the CALOR site.

For further information refer to the action card is at Annex U (which must be read by all P&R staff and instructions followed if the continuous COMAH alarm is sounded), and the emergency plan at Annex G.

The slip road is the preferred RV point for the emergency services so all P&R services will be suspended.

### **b. Park & Walk (West Suffolk College and Olding Road) Saturday - Sunday**

The car parks at West Suffolk College and Olding Road will be open as normal for those wishing to park and walk to Christmas Fayre.

### **c. Park & Walk (Greene King Cullum Road depot) Saturday - Sunday**

The car park is operated by Greene King in conjunction with St Edmundsbury Council.

## **By Excursion Coach**

Excursion coaches are pre-booked and allocated set departure times so that organisers can understand and manage volumes of vehicles and passengers during the Christmas Fayre opening times, especially through the busy egress phases.

On arrival coaches are directed to the drop off/pickup point by the side of St Marys Church on Honey Hill (Zone 17). The empty coaches are then directed to the lorry park at Rougham Hill, Nowton Park has been designated as an overflow if required.

## **By Rail**

Christmas Fayre visitors also arrive by rail into Bury St Edmunds; appropriate signage is in place directing them to the Fayre.

## **On Foot**

Many local people and some visitors (who seek to park in the town centre car parks) will access the Fayre on foot.

## **Car parking**

Normal car parking will be in operation during the event on a first come first served basis.

## **Disabled car parking**

There will be limited disabled parking on a first come, first served basis throughout the Town.

## **Stallholder parking**

Stallholders will be able to park free of charge in the exhibitor's car parks as directed, when displaying the appropriate issued permit.

## **Media**

In the event of any 'Untoward Incident' or 'Emergency Situation' occurring during the event, which generates media interest, the initial response would be handled by St Edmundsbury Borough Council's nominated communications officer, a media centre will be established in the Apex back of house (see Annex B & C).

If the media ask any event employee to comment they should simply reply that they are not in a position to comment and refer them to the communications officer.

## **Information**

All information, enquiries, including general tourist enquiries will be dealt with by the Tourist Information Office, The Apex, Charter Square, Bury St Edmunds (01284 764667).



M J Hosker BEM  
Event Director

30 October 2018

## Distribution:

### Action:

#### Internal:

Event Director	- Martin Hosker BEM (Hard copy)
Event Manager	- Sharon Fairweather (Hard Copy)
Deputy Event Manger	- Christopher Reid (Hard Copy)
Health and Safety Team	- (Hard Copy)
Emergency planning	- Steve Henthorn (Hard Copy)
Environmental Health/Licensing	- Richard Smith (Hard Copy)
	- Amanda Garnham (Hard Copy)
Communications Officer	- Mark Miller (Hard Copy)
Steward Manager	- Natasha Brockett (Hard Copy)
Operations Room	- Operations room supervisor (Hard Copy)
Highways	- Cheryl Froud (Hard Copy)
Athenaeum	- Duty Manager (Hard Copy)
Apex	- Duty Manager (Hard Copy)
Moyses Hall	- Duty Manager (Hard Copy)
CCTV Control Room	- Teresa Claydon (Hard Copy)
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### Information

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Director	x 1	- Jill Korwin (Hard Copy)
Assistant Directors	x 3	- Jen Eves (Hard Copy) Mark Walsh & Julie Baird (K Drive)
Duty Assistant Director	x 2	- TBC, TBC (Hard Copy)
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