

Event Management and Safety Plan

Teesside Airshow

Teesside International Airport

Darlington

Saturday 11th June 2022

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1 Event Planning and Management

1.1 Purpose of this document

This document, the Event Management Plan (EMP) , is intended to detail the management plans and actions to be taken by the event organisers, as far as is reasonably practicable, to maintain the highest standards of health, safety and welfare for: the audience who may be attending the event, all workers, and anyone else who may be affected by their actions.

This document is a statement of actions to be taken by those involved in the event in order to ensure that relevant legislation, standards and guidance are followed in relation to the safe operation of the event.

The management plans include plans for dealing with untoward incidents, emergency situations and major incidents which are developed in consultation with the Local Authority and the Statutory Emergency Services represented on the Safety Advisory group (SAG). This document is subject to constant revision on the advice of the SAG and should not be considered exclusively; the document is intended to complement the risk assessment (which can be found at Appendix A) and the existing major incident plans for the locality.

The organisers will make every effort to ensure that all the information contained in this document is true and correct at the time of publication and will ensure that the document is updated and circulated amongst the relevant organisations and authorities on a regular basis. However it must be accepted that due to the nature of the event that this document relates to, certain elements are outside the control of the event organiser and may be subject to change at short notice.

It is the responsibility of the Event Production/Safety manager and event organiser's management team to ensure an ongoing assessment takes place throughout the build-up, the event itself, and the breakdown of the event. Any significant increase in the severity of a hazard or the discovery of a new hazard must be reported to the Event Manager. Where appropriate the relevant SAG agency body should be informed. In all cases significant changes will be recorded in the Event Log which is maintained as a record of activity throughout the operation of the site, including the build-up and breakdown.

The production of this document does not infer any increase to the perceived risk for the event but rather as an additional element of preparedness should such an incident occur.

Please note that throughout this document the inference to the masculine gender shall impute that of the feminine and vice versa.

1.2 Introduction

The **Teesside Airshow 2022** event is a multi-facet event to be held at Teesside International Airport, Darlington on Saturday 11th June organised by Skyline Air Ltd (the event organiser) of First Floor Enterprise House 202-206 Linthorpe Road Middlesbrough Cleveland TS1 3QW

The event will be an all-day event on Saturday 11th June featuring in air displays by individual aircraft, groups of aircraft, and aircraft formation display teams, and parachute displays. On the ground there will be static displays of aircraft, active displays in a designated arena by teams from the armed forces, static displays by various armed forces services, and static displays of vintage vehicles and classic cars and motorcycles.

Full details of the in air and ground displays, timings and aircraft appearing are detailed in section 23 of the document.

There will be various child/vulnerable person's juvenile and adult funfair rides, a series of catering and refreshment units and public bar, trade and craft stands, toilets and first aid facilities.

A VIP reception, food and entertainment will be situated within the "Willis" hanger (Hanger 2).

Risk assessments and relevant method statements, health & hygiene certification, insurance documentation for all structures and suppliers are maintained by the organiser in the event health & safety file.

The site will be configured for an audience capacity of 25,000, people. It is anticipated that by the nature of the event programme the profile of the audience will broadly be as follows:

20 – 65 age group with 50/50 male/ female mix, some will be in parties and many in family groups.

Admission to the site will be by pre purchased ticket and in the event that pre sales do not reach the predetermined capacity additional tickets will be available to purchase at a facility on the site.

NB – as of the date of this EMP - ticket sales are such that a decision will be made week commencing 30th May that entry will only be by pre bought ticket with no tickets available to be purchased on the day. If this is the decision it will be widely publicised through the Airshow web site, social media, broadcast media and print media.

The event site is a grassed field well consolidated, with various concrete and tarmac areas and roadways.

The event area has been designed, so far as is reasonably practicable, to make it accessible to all. All stewards and FOH staff have been given a briefing as to DDA awareness and the event organiser is aware of their responsibilities under the legislation.

The main event site has been configured with ample public car parking facilities for the anticipated numbers of the audience who will be travelling by private car (capacity 7,500 vehicles), with additional parking areas for VIP guests, staff and artists. The event parking will not impact on the general airport operational parking area.

A separate location prior to reaching the main car park is designated for taxi, minibus, and private car drop off/pick up for the event. There is a separate pedestrian access gate (point K on site plan Appendix L) for all attendees arriving by taxi etc. Any coaches attending the event will also drop passengers at the drop off/pick up point before being parked up in a separate area.

To maintain traffic flows around the site a traffic management plan and on road side parking restrictions will be implemented details of which are contained in Appendix E.

1.3 Event management

Given its nature the event will be managed by a team of professional managers with a track record of running safe events. When the site is open to the public, the event operations will be managed by, the Event Production/Safety manager, Site Production manager and the head of Stewarding/Security.

While the site is open to the public an event control will operate, this will be situated in a proprietary unit positioned on the taxi way between the Draken hangers and the new cargo facility hanger; **NB – event control may now be able to relocate to the office with Draken hanger affording full view over the site – this will be confirmed Wk commencing 23rd May** the event control will be permanently staffed by 2 members of the stewarding company – 1 radio operator and a scribe/radio operator maintaining the event log and a representative from the medical team. Event control will have direct links to the Event Production/Safety manager, Site Production manager, and the head of Stewarding/Security, and Medical resources manager, all of whom will attend event control should an incident require them to do so for its resolution. The (FDD) and members of his team will also be situated in this facility. The event control will be operational at least two hours before doors and will close when the Event Production/Safety manager is satisfied that it is prudent to do so.

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

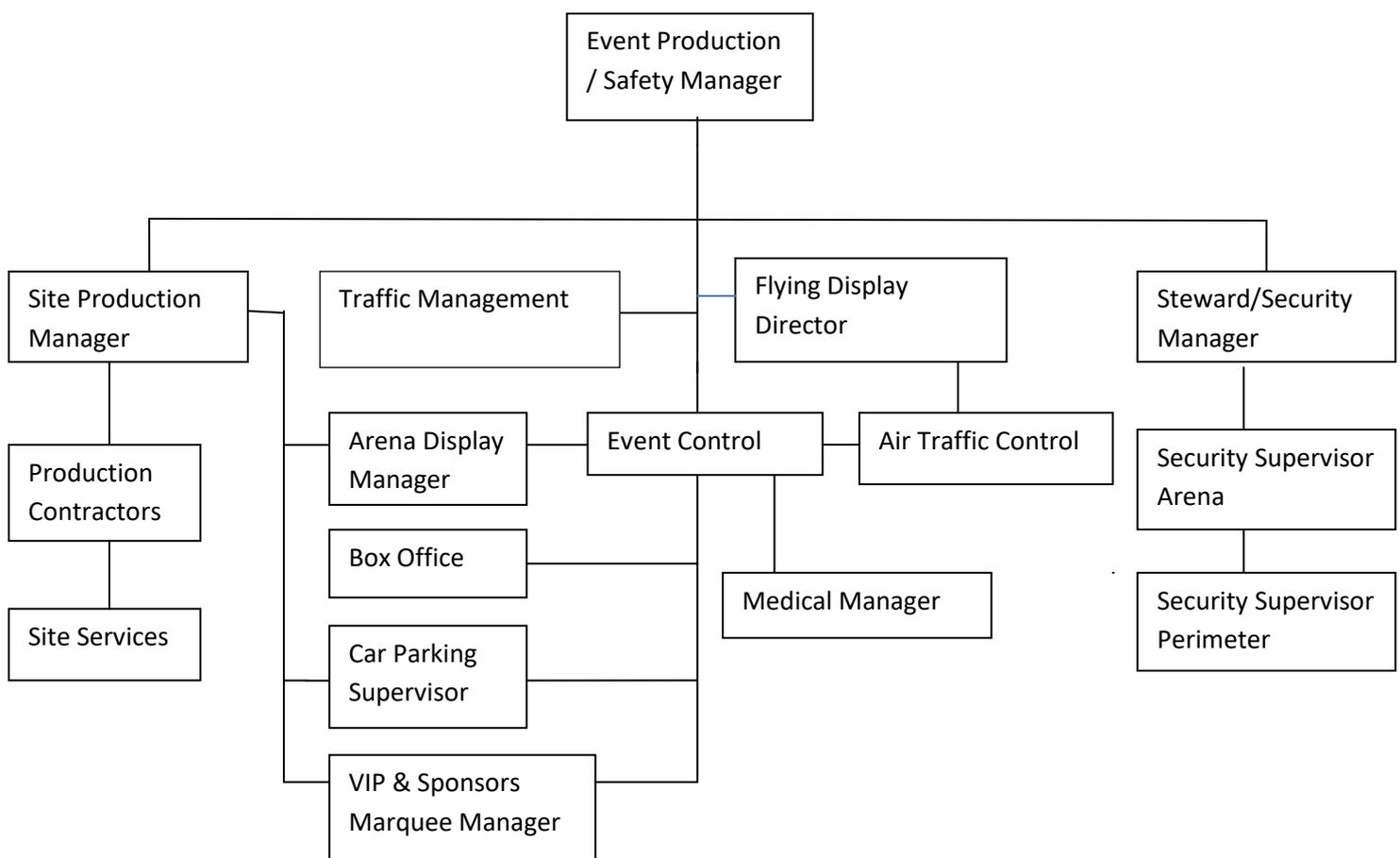
1.4 Health & Safety Policy

The event organisers policy is to achieve high standards of Health & Safety in all areas of the event, build up, event itself, and breakdown, and recognises that a number of activities which are undertaken, or are undertaken on their behalf, could potentially involve risk to the health, safety and welfare of its employees, contractors, guests, members of the public and others.

It is the organisers policy, as far as is reasonably practicable, to seek to ensure safe and healthy working conditions for employees, contractors and all other personnel working on behalf of the event, and to ensure that any activity undertaken at the event does not adversely affect the health and safety of its employees, contractors, guests, members of the public and others.

To achieve this, the organisers have appointed Richard Agar as Event Production/Safety manager who will ensure the maintenance and monitoring of safe & healthy systems of work which comply with or exceed current legislation.

1.5 Event management Structure



1.6 Key Roles & Responsibilities

1.6.1 Event Production/Safety manager

On event build/break down and show day:

- Responsible for overall strategic decisions concerning the management and operation of the event.
- Strategic decisions concerning security and crowd management matters
- Liaising with all relevant licensing authorities
- Working with Production contractors to ensure appropriate health & safety policies are enforced
- Responsible in all circumstances other than a major incident for the final decision on event operating decisions
- Responsible for ensuring that the event health & safety policy is implemented
- Ongoing assessment and monitoring of all identified and new hazards
- Updating the Security managers and event control of any changes to the airshow plan
- Overseeing of the stewarding & security management to ensure all training standards are met and briefings carried out
- To liaise with the Security manager in all aspects related to the safe operation of the event
- In the event of a major incident the Event Production Safety Manager will assume control and management of site resources until the Statutory services are in position to assume control
- In the case of a major incident ensure the relevant “Transfer of Authority” form is completed and signed
- Responsible to ensure that all aspects of the site infrastructure are fit to receive the audience
- Liaise with the Security manager and Event control with reference to opening the site to the public
- Liaise with the Bar manager to ensure smooth operation of the site
- Support the monitoring and reporting of audience densities and crowd situations to the Security manager and event control
- Management and co-ordination of production personnel, sub- contractors, local crew and visiting production personnel

Pre event:

- Working to source and procure all of the production suppliers, equipment and logistics required to deliver the event
- Work with Production contractors to ensure compilation and maintenance of the contractors Health & Safety file
- Arranging for installation of the site and production equipment
- Ensuring the appropriate Health & Safety policies, method statements and insurance policies are collected, reviewed and collated in the event Health & Safety file

- Ensuring artists production requirements are appropriate and in place as per the production schedules

1.6.2 Site Production Manager

- Working with the Event Production/Safety manager in arranging for installation of the site and production equipment
- Working with the Event Production/Safety manager to ensure event Health & Safety policies, and sub- contractors Health & Safety policies method statements are implemented during build and breakdown
- Managing the production schedules to ensure all equipment and facilities are delivered as per the schedule requirements
- Assist Event Production/Safety manager in the management and co-ordination of production personnel, sub-contractors, local crew and touring production personnel
- Ensuring artists production requirements are appropriate and in place as per the production schedules

1.6.3 Steward / Security manager

- Responsible for the overall management of the security and stewarding deployment and operation
- Liaising with the Event Production/Safety manager with regard to decisions affecting crowd management and safety
- Monitoring crowd densities, flows and situations with a view to public safety
- Implementation of pass and accreditation system for personnel and vehicles
- Supporting the Traffic manager
- Supporting the Police
- Maintaining continued presence in event control during all operating hours

1.6.4 Traffic management

- Responsible for the implementation and maintenance of the traffic management plan
- Ensuring all RVP and emergency vehicle access routes are kept clear

1.6.5 Medical manager

- Control and co-ordinate the deployment of medical resources around the event
- Co-ordination of response to requests for medical assistance
- Evacuation of casualties as required

1.6.6 Arena Display manager

- Maintaining the stage production schedule in co-ordination with the Site Production manager,
- Liaison with Display Teams to ensure all provision is in place to ensure all technical equipment etc. has been provided as per specifications

- Maintaining the stage performance and running order schedule

1.6.7 Flying Display Director (FDD)

- Responsible to the CAA for the safe conduct of the flying display
- Named person on the permission issued under Article 86 of the Air Navigation Order.

1.6.8 Police

- There will be no formal police presence at the event.

2 Venue and Site

The following is a brief overview of the facilities available on the site. Further information regarding the facilities and schedules are expanded on later in the document, the locations and site plans are contained in Appendix L

All display and arena activities will be under the control of Arena/Area Managers. However communications are in place to implement “showstop” procedures and override running orders either temporarily or for the duration of the event on the instruction of the Event Production/Safety manager or Event Control should an incident arise that requires this action.

2.1 Site Build and Construction

The site build will be from 6th – 10th June, and will be under the management of the Event Production/Safety manager, Site Production manager and his team.

The build area detailed on the site plan will be classed as a construction site and usual H&S management procedures will apply.

2.2 Site De rig and Load Out

At the completion of the event the de-rig will take place from 12th – 14th June, the same conditions as apply to the build will apply during this period.

2.3 Production Village

A production village will be established within the event area for site production team, in addition arena storage/change over areas and a separate production village/sterile compound for the “military” display teams will be sited adjacent to the arena. These areas will be secured and access to the area will be by correct accreditation only.

2.4 Arena

The “arena” perimeter will be constructed of Crowd Control Barrier fence panels. The “airside perimeter will be constructed with Herras fence panels with suitable bracing to ensure that it is stable in wind conditions.

Capacity calculations and exit calculations are detailed in Appendix N

2.5 Access and Egress

There will be a minimum of 3 audience entrances/exits to the site for pre- paid ticket holders from the main Car Park, a box office facility will be sited within the main Car Park for the collection of pre-paid tickets / **sale of tickets on the day should the event not be at capacity. See note on page 4**

VIP guests have separate designated car park facilities and will have accreditation checked prior to entering the hanger where VIP facilities are situated. VIP guests will utilise a separate pedestrian entrance to the event space which is on the West side of the Draken hanger. Appropriate accreditation checks will be undertaken upon access and egress to and from the site. These positions and route are identified on the site plan in Appendix L

All access/egress points from the event area, and site are shown on the site plan in Appendix L

3 Fire Safety

Planning and being prepared for fire is an integral part of the event safety. A full fire risk assessment will be carried out and included along with a firefighting equipment deployment schedule at Appendix M.

In addition to the event fire risk assessment contractors and concessions that create a significant risk will be required to provide specific fire risk assessments for their operation to the Safety manager.

The fire plan will be based on the Reform (Fire Safety) Order 2005 the Guide to Fire Safety in Large Places of Assembly, and the Guide to Fire Risk Assessment at Open Air Events and Venues.

The event management team will strive to reduce fire risks by implementing the following measures

- Use of event infrastructure with valid fire safety certificates
- No equipment or materials used at the event present an inherent fire risk
- Power supplies and distribution to be installed by qualified electricians
- Provision of appropriate portable FFE at strategic locations
- Use of trained security and stewards with knowledge of FFE and its locations
- All working personnel to be briefed on the fire evacuation policy
- LPG to be used in accordance with current guidance
- Development of co-ordinated plan with emergency services
- Any fire event to be notified to the Fire & Rescue service, no matter how small

4 Emergency Management Procedures

At any large scale event a logical decision making process is necessary to ensure that any situations are dealt with in a logical and progressive manner. Information and intelligence received in relation to a situation will lead to a threat assessment being made. As a consequence of this threat assessment consideration of the

relevant powers, policy and procedures will determine the appropriate tactical options to manage the threat and resolve the issue.

Contingency Arrangements have been devised to allow a co-ordinated and effective response to unscheduled occurrences which impinge upon the safe running of the Event. Three categories of occurrence, each requiring a specific response reflecting their severity have been identified and are defined as:

- **Untoward Incidents**

An Untoward Incident is defined as '***a routine occurrence that impacts upon the safe running of the event but does not require the police to assume the co-ordination of its resolution***'.

- **Emergency Situations**

An Emergency Situation is defined as '***an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the appropriate emergency service to assume the co-ordination of its resolution***'.

- **Major Incidents**

A major incident is defined as '***any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority for:***

- ***The initial treatment, rescue and transport of a large number of casualties.***
- ***The involvement, either directly or indirectly, of large numbers of people***
- ***The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police.***
- ***The need for the large scale combined resources of two or more of the Emergency Services.***
- ***The mobilisation and organisation of the Emergency Services and supporting organisations, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.'***
- Although this broadly applies to the NHS a more relevant definition is '***any occurrence which presents a serious threat to the health of the community, disruption to the service or causes (or is likely to cause) such numbers or types of casualties as to require special arrangements to be implemented by Hospitals, Ambulance Services or Health Authorities.'***

4.1 Contingency plans

On occurrence of an incident the Safety manager will manage the response through normal radio links

A flexible Plan will be implemented as follows

- Any steward or official who becomes aware of a potential Untoward Incident or Emergency Situation must advise Event Control and the Event Production/Safety manager as soon as possible, preferably by radio. A concise location and situation report should be given.
- On receipt of this information the Event Production/Safety manager will conduct an assessment of the situation to determine if the circumstances amount to a potential Emergency situation and declare the appropriate Event Alert State implementing the operation of the Emergency Plan, or the Safety manager will manage the occurrence as an Untoward Incident.

4.2 Untoward Incident - Management response

Resolution of such routine occurrences is an intrinsic part of the management of the event.

- The Safety manager in consultation with the management team will determine the required response to the prevailing situation
- The Safety manager will determine the appropriate action to be taken including whether to evacuate the audience from the immediate vicinity to a place of safety
- Throughout the response evaluation process radio traffic, unless essential will be restricted to that between the initial caller and the Safety manager – deviation from this protocol will be instigated by the Safety manager.
- The action plan will be relayed by radio to the management team and all parties required to take action for the resolution of the incident
- Event control will advise all parties of the successful resolution of the incident or any further actions to be taken
- Event control will log the incident, the response, and the outcome

4.3 Bomb Threats

Event Control and the Stewards at its disposal must be aware of the potential, however negligible, of bomb threats and the ensuing actions that have to be taken.

Bomb threats may be received by any agency and are likely to come by way of telephone call.

As soon as it is clear that the caller is making a 'bomb threat':

- Let the Caller finish the message without interruption (any response to a question is essential – e.g.: “Are you listening?” – keep the response to 1-2 words)
- Write down the message exactly (exact time of call)
- Listen to any clues which may indicate:
 - Caller’s sex and approximate age
 - Any notable condition affecting speech (e.g.: drunkenness, laughter, anger, excitement)
 - Peculiarities of speech (e.g.: accent, mispronunciation, impediment, tone and pitch of voice)
 - Background noises (e.g.: traffic, music)
- If possible establish:
 - Where bomb located
 - What time it will explode
 - Any description of device
 - Why it was placed

- Who the caller is

In the event of a bomb threat being received the person receiving the call must immediately inform Event Control who will immediately contact the police – the Event Production/Safety Manager / Site Manager/ must then be notified.

The Police will be responsible for the coordination of the response to a bomb threat in accordance with agreed Durham Police procedures.

4.4 Suspicious Packages and Vehicles

Whilst there is no intelligence regarding specific threats and risk all staff but especially security and stewards must remain vigilant with regards to the possibility of the discovery of a suspect package(s) or vehicles and should make a cursory check of their area of responsibility when they commence their duties in any area of the event.

In the event of a suspicious package/vehicle being discovered all staff will be informed to advise Event Control as a matter of urgency using the 5Ws:

What is it?

Where is it?

Who was in the vicinity?

When was it found/has it been moved?

Why is the item suspicious?

NB All staff will be advised that radio communication should be a minimum of 15m away from the suspicious package.

Event Control will notify the Police immediately. As with bomb threats, the Police will be responsible for the co-ordination of the response.

4.4 Hostile Vehicle Mitigation

A Risk assessment of potential vehicle access to the event area has been carried out in conjunction with relevant Durham Police officers.

It is considered that the taxi way between the Disabled parking areas leading to the entrance on the apron could be utilised by a hostile vehicle to gain speed and enter the event area.

To mitigate this a chicane will be created using 1 Ton concrete blocks that will permit pedestrians to pass through to the entrance gate but will stop any vehicle passage.

It was considered that the within the rest of the car park the nature of the ground, and the parking layout of the car park would be adequate to prevent a potential hostile vehicle

5 Major Incident and Emergency Planning

5.1 Purpose of the Emergency Plan

It is recognised that whilst the potential for a major incident to develop at a well-managed event is low, the consequences of such an incident are high. The organisers and the emergency services recognise that pre event planning will need to take into account such an eventuality.

Based along existing major incidence guidance and working practice, and taking into account other relevant experiences, this document is designed to comprehensively detail the roles, responsibilities and actions which are to be taken by the relevant parties involved in the management of the event.

5.2 Operation of Emergency Plan

Should an occurrence develop into an emergency situation or major incident, the initial response will be co-ordinated from Event control under the command of the Event Production Safety Manager, who will have contacted the appropriate emergency service on 999 to inform them of the situation, the Event Production Safety Manager will remain in control co-ordinating response until the attendance at event control of a senior emergency service officer. The underlying principle behind this approach is that the appropriate emergency service will assume responsibility for overall co-ordination, thus enabling the other services and organisations to focus on their specialist tasks.

5.3 Transfer of Control

Once an emergency situation or major incident has been declared by any of the three Statutory Emergency Services, or the site alert state has reached condition red (see details below) the Event Production Safety manager will hand over control of the event to the appropriate agency, this will be documented in the Event log and the Transfer of Authority form be completed by the relevant parties.

5.4 Definition of a Major Incident

In addition to the definition of a Major Incident given above the main risks of a major incident at the event have been defined as:-

- Fire within the tented arena or catering concessions
- Serious medical emergency
- Overcrowding and crushing of audience
- Controlled evacuation due to suspected incidents (fire, bomb warnings, suspect device)
- Severe or adverse weather conditions
- Crowd disturbance, public disorder
- Collapse of temporary structures
- Plane crash

5.5 Outside Risks and Potential Hazards

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

- Offsite chemical incident
- Major transport disruption
- Extremes of weather
- Crowd disturbance, or public order not attributed to the event

5.6 Declaration of a Major Incident

Whilst every organisation has to assess the impact on their own organisation and resources, with this event, a common agreement will be reached as to who has the authority to declare a major incident which effects the show in general.

The common aims of all organisations represented in the SAG and reinforced in the major incident plan are:

- The preservation of life
- Protection of property
- Ensuring the safety of all staff and attendees at the event
- Safeguard the wider environment
- Respond effectively to any given emergency
- Reduce the impact on the local community
- Ensure a high degree of public confidence through professional conduct of all staff
- Restoration of normality

5.7 Event Alert State

To assist the FoH team to monitor the site, it is intended to operate a simple three tier system. On raising the alert state Event control will notify the Police control room by dialing 101/ 999 depending upon the level of Alert State and other relevant parties. Should the alert state need to be raised it is imperative that all members of the event management team are informed.

When raising the Alert State event control will use the relevant internal code word to notify all radio holders:

GREEN indicates

- There is a free flow of public both inside and outside the site. No problems reported

AMBER indicates

- Unusually heavy pressure on gates with no free flow and areas of crowd density in excess of 0.3m² per person in large areas
- The site is full to capacity
- There is threat of crowd disorder, threat of fire, or a bomb/suspect package alert

RED indicates

- On advice from the Security manager or the Production Safety manager that the situation warrants upgrading .
- A suspected explosive device
- A confirmed fire
- Crowd disorder
- Structural collapse

Any decision for evacuation of the site would be would depend upon the information available.

5.8 Condition Amber – management response

In the event that Condition Amber is declared the Event Production Safety manager will activate the following plan:

- Event Production/Safety manager (via event control if more prudent) will inform the Police by dialing 101/999 so that they are aware of the situation
- Event control will advise the event management team
- The relevant area security supervisor will immediately go to the location as directed by event control and co-ordinate the incident. Resources will be deployed as requested
- The Security manager will go directly to event control and co-ordinate the security operation with relevant authorities
- All supervisors on the Command channel are to maintain radio silence until contacted by event control
- All radio holders on the Site channel are to maintain radio silence and await instruction from event control
- Event Production office will be informed
- All parties will be advised of the exact area of threat by reference to a common grid map
- Evacuation “stand by” for all teams will be as per standing instructions and briefings
- Staff will be sent to pre identified areas in the perimeter fence in preparation to create exit gates as identified may be required by the Safety manager / Event Control. Entry gates are to prepare to prevent/facilitate access/egress of the site as directed. Staff will arrange for any potential obstacles to free flow to be removed. (Dependant on the circumstances, at this stage the public will not be informed of any preparations, any delay in admission will be explained as production problems.
- Any cars parked in any area on site or cars parked on site should be prevented from exiting onto public roads.
- The RV Points for Emergency Vehicle are to be manned and secured.
- Stewards manning Emergency Vehicle access points to the site are to be informed to stand by.

5.9 Change of state

Where the incident is contained “Condition Green” will be declared and all parties will be advised using the “Stand-Down” code.

Where the situation could become serious, a “Stand-By” for condition RED will be issued.

5.10 Condition Red– management response

Where the incident is considered as so serious as to force the cancellation of all or part of the event, event control will assume command of all resources on site and the

Production Safety Manager will inform the Police Force Incident Manager - on the number made available to him / or by Event Control to the police control room by dialing 999. The management team will be informed and will direct all event staff to assist the Emergency Services as requested whilst the situation exists. The Security manager and Safety manager will ensure the following:

- All Exit and Entry gates to be cleared of any obstructions. (Barriers, queues, etc.)
- Designated RV Points to be secured for Emergency Services and Emergency routes cleared.
- Cordon to be established around the effective area, cordon boundaries to be decided by Event control
- Decisions made on available exit routes those not available will have divert set up at critical points. Pedestrians to be directed away from the threat and the Incident secured
- Designated stewards to be positioned in evacuation control areas to inform and manage the audience
- Car parks to be secured to prevent vehicle exit onto public roads
- Helicopter landing areas (if applicable to be secured
- designated person briefed to call “Show Stop”
- all staff to maintain radio silence until further notice

DUE TO THE TYPE OF INCIDENT, THERE MAY BE NEED TO DYNAMICALLY AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE DONE UNDER GUIDANCE OR LEADERSHIP FROM THE POLICE.

5.11 Emergency Announcements

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

“WOULD THE AMBER TEAM LEADER REPORT TO EVENT CONTROL”

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

“WOULD THE RED TEAM LEADER REPORT TO EVENT CONTROL”

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

5.12 Emergency Evacuation Announcement

If a full evacuation is to be carried out the following announcement will be made over the stage PA systems:

“LADIES AND GENTLEMEN THIS IS A SAFETY ANNOUNCEMENT, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL WILL YOU PLEASE VACATE THE

ARENA BY WALKING TO ANY AVAILABLE EXIT AS DIRECTED BY STEWARDS AS QUICKLY AND QUIETLY AS POSSIBLE”

If the evacuation is to be contained to a specific area of the site. A local evacuation of the site will take place, under the control of the Security manager and relevant area supervisor.

5.13 Situation Contained Message

IF THE SITUATION IS CONTAINED THE FOLLOWING MESSAGE WILL BE BROADCAST;

“A MESSAGE FOR EVENT OFFICIALS- THE AMBER/RED LEADER IS NO LONGER REQUIRED AT EVENT CONTROL”

All personnel may then stand down unless instructed otherwise

5.14 Authority to evacuate

The responsibility for crowd management on site is under the direction of the Security manager and area Supervisors in conjunction with the Event Production/Safety manager. If a situation escalates to a full or part evacuation of a venue or site, all production crew will be advised by the appropriate member of the management team as to the action to be taken. The decision to evacuate will be taken by the Event Production/Safety manager, this will be done in consultation with the emergency services that are in attendance and other agencies via event control if time allows. Specific attention should be drawn to the following:

5.15 Show Stop Procedure

Stopping a show in the middle of a performance can sometimes create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident cannot be resolved whilst the show continues. (the show-stop procedure is detailed in appendix G)

The event will operate two types of show stop as follows:

5.16 Change in Operational State

If a situation or incident develops to the point where the operational condition for the airshow is changed to Amber and the FoH team have consulted with all parties and feel the show should stop, the person designated by the organiser as being responsible for stopping the show is **the Event Production/Safety manager**.

Stopping the entertainment on stage/arena may not mean that the whole site is to be evacuated as the incident may only be contained to a specific area, However, if any part of the airshow activity is stopped then the whole site is to be put on to Amber alert as a precaution.

5.17 Immediate Stop required by Security

The Arena will have a supervisor who is in charge of the perimeter area around the Arena the supervisor is responsible for observing the audience in the densest areas and looking for anyone who may be distressed, injured or have fallen down and not resurfaced. If for any reason the Arena supervisor feels that someone’s life is in immediate danger they will activate a pre-arranged show stop call with the Arena manager. Once this has happened the Event Production/Safety manager and

Security manager will attend the incident and will assess the situation and decide what steps are to be taken.

The show may only need to be stopped on a temporary basis and all efforts will be made to re start it as soon as possible following consultation by the Event Production/Safety manager with FoH team.

If the show is to be cancelled then this decision must be a joint one made by the Event Production/Safety manager, Security manager and the senior Police officer on site. If the show has to be cancelled, particular attention should be paid to the following:

5.18 Termination of Power Supplies

Ensure that the event PA systems are not required to assist with the evacuation of the venue before terminating the supply.

5.19 Evacuation of Display Teams, Performers and VIP's

The evacuation of Display Teams, Performers and VIP's and their entourage into a public area can be a hazard in itself. The security team working in that area will handle movement of the above to a safe place in accordance with standing instructions.

5.20 Vehicles

In the event of an incident requiring the response of additional emergency service units other than those on duty on the site, the request must be directed through Event control. All requests for additional units must establish if the response is to be to the designated emergency vehicle RVP's or other identified areas within the site. All designated fire paths and roadways will be maintained by security teams under the direction of the Security manager to ensure access for emergency vehicles.

Should a major incident be declared then the Security manager and the Event Production/Safety manager will have authority over all aspects of the event during consultation with the local authority and emergency services through Event control. Once the emergency services are in a position to assume control of the site, then the security team will come under the direction of the emergency services.

5.21 Evacuation Procedures

The purpose of evacuation is to move people away from the actual or potential danger area to a safer location. In the context of this event there are two levels of evacuation

- **Localised (small scale incident)**

In situations requiring the evacuation of members of the public from a small identified area, the evacuation area will be identified by the Event Production/Safety manager in consultation with the appropriate senior emergency service officer. Stewards and security will assist in the evacuation process.

- **Full evacuation**

Once the decision has been made by Event Production/Safety manager- in consultation with the senior emergency service officer, if one is in attendance at the time of the occurrence, that a full evacuation of the site is necessary, it will be carried

out by the Emergency services and assisted by stewards and security staff. The Security manager and Event Production/Safety manager will in consultation, with the senior emergency service officer, if in attendance, give the following instructions to relevant event staff:

- Decide and inform appropriate evacuation routes and holding areas
- Place all radios and operators under the direction of Event control
- Advise site medical staff
- Set up information point/system to advise the public
- Direct any enquiries for casualty information to Police Control if established
- Direct any press or media to Police Control if established
- Instruct concession holders not in the immediate danger to remain with their units
- Prevent any vehicle movement other than that of emergency vehicles on the site
- Deploy all available staff to sweep the site in the direction of the approved evacuation routes to the identified holding areas
- Secure the site once it has been cleared to prevent members of the public returning and gaining access

5.22 Emergency Plan Significant Locations

Incident Control Point – Event Silver

Initially the incident will be managed from Event control. This is the point from which the management of the incident will be controlled and co-ordinated. It is the central point for multi-agency partners to work together to resolve the incident. If this position becomes unsuitable or untenable the management team will relocate to - Box Office

Forward Control Point – Event Bronze

This will be established dependant on the location and nature of the incident.

Rendezvous Point (RVP)

The RVP is where all resources arriving in response to the incident are initially directed for briefing and deployment.

The following locations have been identified for use by the emergency services. Dependant on the nature of the incident and prevailing circumstances the Incident Manager will nominate the most appropriate location

RVP1 – as per Airport emergency plan – access gate to the East of Hanger 2 for access to “airside”

RVP2 – hard standing opposite Airshow Access Gate 1 – for access to event area side

Inner Cordon

An inner cordon will be established around the immediate scene of the incident encompassing any hazard area and potential scene of crime. This cordon is designed to secure the incident scene, provide a measure of protection for emergency services personnel and others called upon to assist at the incident, prevent unauthorised access to the immediate danger area and ensure the safety of the public. Initially stewards may be required to manage the perimeter until the arrival of Police, and should therefore remain in radio contact with Event control. Upon arrival of the Police the stewards will assist the Police in maintain the cordon as required.

Outer Cordon

Initially the stewards will establish an outer cordon to facilitate the effective flow of emergency vehicles to and from the scene and prevent access by unauthorised persons. Stewards will be directed by Event control. Upon arrival of the Police the stewards will assist the Police in maintain the cordon as required

Casualty Clearing

In the event of a Major Incident the location of Casualty Clearing Stations will rely on prevailing circumstances and will be determined by the Medical Incident Commander in consultation with the Police Incident Officer and on-site medical providers.

Ambulance Loading Points

Similarly, the location of Ambulance Loading Points will be determined by the Medical Incident Commander depending on the circumstances of the incident. This will be confirmed by the Ambulance Incident Officer prior to any deployment of resources.

Designated Receiving Hospitals

Receiving hospitals will be determined as per the medical plan and will be dependent upon the nature of the casualty/ies

Survivor Reception Centre (SRC)

The survivors of any major incident will need to be accommodated in a Survivor Reception Centre (SRC) to allow them to receive appropriate immediate care and complete documentation relevant to police operations (i.e. casualty bureau).

The location chosen will rely on the prevailing circumstances and will be determined by the Police Incident Officer in consultation with the Emergency Planning Officer.

Friends and Relatives Centre (FRC)

Friends and relatives of those involved in any major incident may make their way to the scene and will need to be accommodated in a Friends and Relatives Centre (FRC) to allow them to receive appropriate immediate care and complete documentation relevant to police operations (i.e. casualty bureau).

The Emergency Planning Officer will coordinate arrangements for the provision of suitable accommodation for a friends/relative reception centre as required on the day.

Emergency Mortuary Facility

Should emergency mortuary facilities be required, the location of these will be determined by the Medical Incident Officer.

Until the temporary mortuary is able to receive the fatalities a **Body Holding Area** will be established. In the event of significant fatalities, an area of one of the hangers, or any other facility designated at the time, will be used as a Temporary Body Holding Area. The Police will be responsible for the security of this facility.

Media Briefing Centre

It has been agreed that in the event of an incident the Media Briefing Centre will be located at Main Terminal

5.23 Emergency Plan Roles & Responsibilities

5.23.1 Local Authority

The Local Authority has the responsibility to:

- Support the emergency services
- Provide technical advice and resources
- Manage Environmental Health
- Long-term co-ordination of the restoration of normality

It must be remembered that the Local Authority is not a 24-hour emergency service and as such may require a long period of notification to respond to an incident.

If any organisation at the event feels the local authority will be able to provide or support part of the response to an incident, this request should be made via Emergency Liaison Team who in turn should consider facilitating the request.

5.23.2 Event Security

Event Stewards and Security in responding to an incident at the event will assume the general responsibilities as follows:

- Save life in association with the emergency service
- Alert the Security manager and Event Production/Safety manager of actual potential incidents
- Manage the evacuation of the venue and site under direction of the Security manager and the emergency services senior officer.
- Collate and provide accurate incident information to the management team and the Event control
- Continue to provide stewarding staff after the evacuation under the command of the emergency services senior officer providing it is safe to do so
- Assist the emergency services, if appropriate in maintain any cordon around the incident

Certain stewards and security will be assigned specific tasks during the event, which are vital to the overall safe management of an incident. Whilst not deviating from the principal of saving life, stewards with specific tasks must not become involved with other tasks to the detriment of the wider event safety role. An example of this would be the treatment of a member of the crowd, to the detriment of maintaining the flow of persons through an emergency exit.

5.23.3 Role of the Police

- The saving of life in conjunction with the other emergency services
- Co-ordination of the emergency services and other organisations on scene during the immediate response phase
- Protection and preservation of the scene through the establishment of cordons
- Investigation of the incident in conjunction with other investigating bodies
- In association with the Medical Service collate and then disseminate casualty information
- Identification of victims and the deceased
- Restoration of normality

In addition to the above the Police will co-ordinate the press and any news releases which need to be issued. However this does not mean that the Police will deal with all press matters the event management team should appoint a media spokesperson as soon as possible to assist the Police in this matter.

5.23.4 Role of Fire and Rescue Service

- Saving of life
- Tackling of fires, containment of chemical spillages, and hazardous occurrences
- In conjunction with the ambulance service rescue trapped casualties
- Health & safety advice to emergency services and others present at the scene and management of the inner cordon
- Assist the ambulance service at Casualty Loading points
- Assist the Police with the recovery of bodies
- Restoration of normality

If the evacuation has resulted from a fire, then the fire brigade are to respond with a pre-determined attendance of fire appliances and resources. These resources will, in most cases result in a number of personnel arriving on scene. The first officer on scene will require significant amounts of information. The ability to provide site plans and drawings would assist in the effective management of the incident. Copies of site plans and drawings and a full briefing will be made available by the Event Production/Safety manager at Event control.

5.23.5 Role of the Ambulance Service

- Saving of life
- To provide a focal point for the medical resources
- The treatment and care of the injured

- In conjunction with the fire service, rescue of trapped persons
- Determine the priority of evacuation of the injured
- Transport of the sick and injured
- Decontamination of patients affected by chemical or toxic release
- Restoration of normality

As part of the event medical arrangements, F.S.N.E Medical, the appointed medical provider will have various grades of medical staff and resources (these resources are detailed in the Event Medical Management Plan details of which are contained in appendix F of this document)

IF A MAJOR INCIDENT IS DECLARED FOR WHATEVER REASON, NEAS, ONCE IN ATTENDANCE, WILL AUTOMATICALLY ASSUME CONTROL OF ALL MEDICAL RESOURCES AT THE EVENT. IN TAKING CONTROL OF THESE RESOURCES, F.S.N.E Medical, WILL STILL HAVE COMMAND, AND RESPONSIBILITY, FOR SAFE WORKING PRACTICES OF ITS STAFF.

In association with the police release relevant casualty information to the media.

5.23.6 Role of the Event Organiser and Production Crew

The event organiser and any contractors engaged by them, whilst not an emergency service, may have skills and expertise they can offer to the responding agencies. This could be especially true at incidents involving structural collapse, or with special resources on site. Whilst not placing any member of staff in danger, the responsibilities of production are:

- To save life in association with the emergency services
- Provide specific information especially relating to temporary structures
- Under the direction of the Police, assist in the evacuation of the site where possible
- Provide media spokesperson to work in conjunction with the Police, Press Officer, and assist with any information broadcasts
- Assist Local Authority and the event management team with restoration of normality

6 Communications

One of the key tools to delivering a successful event is communication, to this end the event will have a robust communications system comprising:

- Radio system
- Mobile phones
- PA systems - to communicate with the public
- Megaphones for localised communication with the public

6.1 Event Control

There will be a number of different radio networks and channels in operation during the event, each area of responsibility will have its own channel a full list of channels will be maintained by Event control. Event staff will be issued with radios where

required, to negate the need for carrying multiple radios there will be a radio control base with a dedicated operator installed in Event control. The radio controller will monitor all event radio traffic and ensure that relevant messages and intelligence are passed on. The radio operator will maintain a time lined log of communications which will provide a formal record of the day's events key decisions.

6.2 Event Management

The primary method of communication on site will be via radio. Key members of the event management team and the Event Production/ Safety manager will have radios. They will all communicate to each other on a designated channel allocated by Event control. Event Control will also be able to contact the Arena manager and other site managers and the Event Organisers on the radio system.

Mobile telephones will also be carried by many of the key personnel and contact numbers and mobile numbers for the key individuals are detailed in appendix J

Please note that because of the high volume of mobile traffic experienced during large events, mobile phones are not expected to be a reliable form of communication, therefore all key personnel will be carrying a radio on event days

6.3 Stewards

Hand portable radios will be provided for the stewards. Stewards and security will operate with their own assigned channels. A list of the channels will be maintained in event control.

6.4 Emergency Services

Each Emergency Service will provide its own effective communication system that will provide cover throughout the event sites and also with their respective Command & Control position.

7 Crowd management

7.1 Profile

Crowd management issues are a key concern for the event organisers and all agencies. It is anticipated that this event will primarily attract a mixed age audience of 20 – 65 with 50/50 male/ female mix, some will be in parties and a large number in family groups. With assistance of the Tees Valley Combined Authority tickets for the Airshow will be £10/person with concessions for families, and child/vulnerable person under 8 years old getting free entry – the Event Organisers pricing is intended to make the event affordable to those wishing to come as families.

The headline audience capacity for the site is 25 - 30,000 the event area has been designed to comfortably accommodate an audience of this size.

The audience will primarily be drawn from a 25 mile radius of the venue taking in Hartlepool, Stockton, Darlington, Middlesbrough, Bishop Auckland, Newton Aycliffe, and outlying villages from the surrounding areas with some visitors coming from the larger North East region and nationally. It is not anticipated that alcohol/ drug abuse will become a major factor for the majority of the crowd, however given the occasion there may be a small minority with the potential to cause some alcohol related

disorder, however the organisers have experience of many similar such events at which there have been no arrests for alcohol/drugs related incidents. The Bar operators will be responsible for controlling alcohol sales under normal licensing restrictions and an entry search policy will prevent alcohol (and other restricted items) being brought onto the event site..

Stewards will be deployed to manage the crowd and create a safe environment. Barrier systems will be deployed to manage access to the event and to isolate particular hazard points such as front of stage areas and to maintain a sterile areas around the backstage and arena backstage perimeters.

7.2 Stewarding

The organisers have appointed PES Security, a regional based company to be responsible for both Stewarding and Security at the event. John Kerr will be the Security manager for the event, whose duties will be to provide a Stewarding/Security management team for the event, with responsibilities including provision of suitable and sufficient number of trained stewards for the anticipated size of crowd in order to ensure a safe and efficient environment.

All Steward supervisors will be SIA registered to undertake their role as in addition to general stewarding duties they will undertake security roles should it become necessary.

All stewards are trained and in experienced in crowd management. All stewards will receive written notes summarising the key points of their responsibilities, these will be reinforced with a verbal briefing before they commence their duty.

A register of all Stewards and Security on duty will be maintained at Event control.

The general duties of the Stewards will be:

- To provide information and direction to the public as to site layout, welfare facilities etc.
- To be aware and offer assistance to anyone with special needs as per their briefing
- To provide information to the public as to the running order and timings of the show
- To monitor and report the general welfare, density and movement of the crowd to their respective supervisor when requested
- To control access to restricted areas only permitting correctly accredited staff to enter
- To be aware of the site evacuation procedures and assist in an evacuation should it become necessary to do so
- To assist the Police as directed

A Stewarding/Security Event Plan including management method statement and deployment will be detailed in Appendix D

7.3 Security Manager

The Event Security Manager will be responsible for the operational management of stewards and other officials involved in crowd management and safety procedures. Whilst subordinate to the Event Production/Safety manager the Security manager retains responsibility for the safety of the Stewards.

7.4 Public Address System

The primary method of managing the anticipated crowd in an emergency will be by means of announcements over the Arena/Site PA system. Event Control will have a communications link to Stage/Site Managers to allow messages to be passed quickly – however it is anticipated that routine and coded communications to site staff are passed via radios in the first instance.

Emergency messages will be broadcast by either the Stage managers or by a nominated “Voice of God” announcer. A list of messages is detailed at Appendix G

7.5 Crime Prevention

The Police and the organisers are committed to reducing crime at events. Measures will be taken to ensure that opportunist criminals and organised groups do not have the opportunity to spoil the event for the majority of the audience.

Any persons apprehended by Security staff in the commission of a criminal offence will be passed to the Police before being ejected from the site. Security staff and Stewards will also assist, where possible, in the identification and apprehension of offenders and the prevention of crimes.

7.6 Glass and Alcohol – entry to site

No glass or alcoholic drinks will be allowed to be brought onto the site. Customers will be offered the chance to decant any non-alcoholic drinks from a glass bottle into plastic or paper containers at the point of entry. Any glass or alcohol either not surrendered or found during searching will be disposed of into proprietary containers at the points of entry.

Stewards and cleaning staff will be especially observant for discarded glass within the event site. No products in glass containers will be sold or beverages dispensed in glass containers at any concession outlet or bar, any trader selling or serving in glass containers will be asked to remove them from sale or use or face closure.

7.7 Acceptable Behaviour

The event organisers will not accept racist, hate, abusive or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended ejected from the event.

8 Traffic Management

8.1 Overview

The purpose of the Traffic Management plan is not only to control all traffic accessing and egressing the site but to ensure that as far as is reasonably practicable to enable other traffic to continue to move safely outside the site.

The on -site traffic management will be undertaken by members of staff from the venue working alongside the Stewards team and will implement the Traffic Management Plan, attached at Appendix E. Any on highway Traffic Management and instructional/informational signage will be undertaken by Hatton Traffic Management.

The priorities of the Plan are:

- To create a safe event for the public attending
- Maintain a safe environment for the public outside the site
- Satisfy statutory requirements

8.2 Car Parking

It has been identified that there is sufficient onsite parking at the venue for the anticipated number of general public, VIP, Staff and Artists attending the event. Tickets for the main public car park will be sold in advance and all attendees will be encouraged to purchase these in advance. Tickets will not be checked until vehicles are parked within the car park this will ensure minimum delays in accessing the car park.

Monitoring advance purchases will ensure that the organisers are aware, as far as reasonably practicable of the number of vehicles arriving to use the car park.

8.3 Taxis pick up/drop off - Coaches

A drop off /pick up area for Taxis, Private Cars, Coaches is identified in separate location prior to reaching the main car park. There is a separate pedestrian access gate (point K on site plan Appendix L) for all attendees arriving by taxi etc. Any coaches attending the event will also drop passengers at the drop off/pick up point before being parked up in a separate area.

8.4 Public Transport

There will be no additional services to the site by Public transport operators.

9 Temporary Structures

The event will potentially feature a number of temporary structures; marquees providing ancillary services.

All temporary structures will be designed, constructed and operated within limitations laid down in technical data such as Temporary Demountable Structures

The Event Production/Safety manager will ensure that the suppliers of any temporary structures lodge suitable drawings and calculations where applicable.

These will be maintained in the event Health and Safety file and be made available for checking by relevant agencies to ensure compliance with recognised methods of good practice

Where relevant, all temporary structures will be supported by fire safety certification and will be suitably secured and ballasted to withstand any anticipated winds. Wind speed monitoring will take place on site and the organisers will implement a weather management plan which will include contingency plans for high winds.

All suppliers must provide completion certificates for temporary structures which will be signed off as properly constructed by the relevant crew chief or project manager. The certificates will also be held in the event safety file.

10 Barriers and Fencing

10.1 Barriers

Two types of barrier will be deployed on the event site:

Pedestrian / Bike Rack Barrier / Crowd Control Barrier (CCB)

This is galvanised steel barrier, usually 2 metres long x 1 metre high with the ability to be linked together. It will be used to create sterile areas, restrict access points, identify and isolate hazards, create queuing lanes. It will be deployed in locations where there are low density crowds or crowd movements

Pit / FoH Barrier

Traditional A-frame load bearing barrier to a rating of at least 5Kn/m. This must/will be used to create sterile areas in areas of high crowd densities or areas with the potential for crowd surges.

10.2 Fencing

Two types of fencing will be deployed on the event site:

Herras

2m high block and mesh fencing will be used to segregate areas and create sterile compounds for the storage and isolation of equipment, generators etc. This fencing can be braced or by creating “triangles” provide a more loading bearing barrier for long straight runs or areas prone to wind especially if it has been clad with proprietary material to create privacy screens. It will only resist light crowd pressure.

Readyhoard

Is a pressed steel sheet galvanised/painted fence with proprietary infill's set into blocks similar to Herras it can be braced as necessary. It will be used to segregate areas and restrict sightlines, especially for backstage compounds and restricting sightlines as “run off” from Pit barriers. When suitably braced it will withstand moderate crowd pressure.

11 Electricity Supply and Lighting

All temporary power supplies will be installed, operated and tested by experienced electricians in accordance with H&S legislation and guidance

Generators will be sited in suitable areas and isolated from the public, no petrol generators will be permitted on the site unless agreed with the Event Production/Safety manager in writing

All electrical installations and connections will be with industry standard waterproof connectors and housings and have RCD protection for the end user

Cables crossing public areas and high traffic areas backstage will be protected by cable ramps or mats. Any flown cables will use a suitable catenaries wire for support if the unsupported span requires

Sufficient temporary lighting independently powered will be located around the site to provide emergency lighting and ensure infrastructure does not present a hazard to site users after the hours of darkness

12 Bars & Concessions

12.1 Bars

The event will feature licensed bars on the site.

There will be 2 Public Bars on main event site (one with each food court. The bars are operating under separate TEN's and have areas delineated by Crowd Control Barrier. The numbers using each bar will be monitored and controlled by SIA stewards to ensure compliance with the TEN licence – the operating hours will be:

1100hrs - 1830hrs

The VIP Bar (situated in the VIP hospitality facility in the Willis Hanger) is operating under a TEN – entry to the VIP area is by pre purchased ticket and is restricted to 499 tickets. SIA stewards will be present in the VIP area at all times. The operating hours will be:

1100hrs – 2230hrs

Ramside Estates Ltd will be responsible for the supervision of the bars to ensure that the conditions of the licence are adhered to. They will supply qualified Personal License holders to act as operational managers for the bars. Under the Licensee's guidance the operational managers will ensure rigorous and robust policies are implemented to prevent the sale or distribution of alcohol to persons under 18.

In pursuance of the licensing objectives the following policies will be implemented:

- No sales of alcohol in glass bottles or containers
- SIA qualified stewards to be present at all public bars
- Staff to have radio link to Event control

12.2 Food Concessions

There will be a number of food concession units on the site, the position of these is shown on the site plan at Appendix L

All food concessions will comply with all local regulations with regard to hygiene and food safety and be subject to regular inspection by the relevant authorities.

Copies of relevant food hygiene documentation, insurances and fire certificates will be collated by the Event Production/Safety manager and maintained in the event Health & Safety file for checking by relevant agencies.

LPG if used by concessions will be in accordance with HSE guidance on the safe use of gas cylinders, “ The keeping and use of LPG in vehicles: mobile catering units. This is available on the web www.hse.gov.uk.

Only one gas cylinder and one spare will be allowed on site per unit. All cylinders must be chained.

13 Merchandise

Official event merchandise and display participants merchandise will be available from an outlet stocked and staffed by the organiser.

A range of other “airshow” style merchandise (hats, clothing, jewellery etc.) will be available from a range of trade stalls around the site. Relevant documentation – insurance, certificates of conformity etc. will be maintained in the Event Health & Safety file.

The organisers will liaise with Trading Standards officers with regard to mitigating the sale of unofficial and counterfeit goods.

14 Amusements

There will be a number of fairground rides on the site, adult rides (Waltzer, Kick Down, Twist , Miami, Dodgems etc.) and an area with small juvenile rides, slides, bouncy castle, games etc. The provision / procurement of the equipment will be managed by J Clark Amusements and copies of relevant Health & Safety information, ADIPS certificates and insurance will be held in the Event Health & Safety file.

15 Sanitary Facilities

Toilets will be located on the site. The units will be a mixture of uni-sex and gents urinals, numbers provided will be in excess of those recommended in the Event Safety (Purple) Guide. Sanitation areas will be manned or patrolled by stewards to prevent damage or vandalism. The facilities will be subject to regular inspection by dedicated staff from the toilet provider that will empty any units that become full, maintain the cleanliness of the units and replenish consumables as necessary. Toilets will be provided as per the following minimum ratios

Female	1	toilet per	100
Male	1	toilet per	500
Male	1	urinal per	150

In addition there will be 6 accessible units provided on the site.

16 Waste Management

Details of waste management strategies and proposals can be found at Appendix K, the Site manager will supervise a regular cleaning schedule for the event area and conduct an inspection before doors' this inspection will be logged in the event log maintained in Event control

17 Sound and Noise Management.

There is no Live or Playback music on the main site, only and announcement / commentary PA system. There should be minimal noise to surrounding residences other than that from displaying aircraft over which there is no applicable control.

The Noise Management Plan is detailed at Appendix H.

Radios and other communications equipment used by staff in noise sensitive areas will have appropriate ancillary equipment to protect staff from exposure to high levels of sound and ensure clear communications can be achieved.

18 Special Effects

At present there have been no requests for special effects, with the exception of those used by the armed forces as part of their displays in the Arena.

Should a request be received, any pyrotechnic effect will only be considered on presentation of a full risk assessment and safety management system to the Production/Safety manager. Permission to use any effect will be at the discretion of the Production/Safety manager in liaison with the relevant representatives of TIA and will only be given if they are satisfied by the information and systems presented to them.

19 Facilities for People with Special Needs

As the site is open and has different focal points and activities there will be no specific designated viewing area for people with the Special Needs. There will be designated disabled toilet facilities provided at each toilet block on the site.

20 First Aid and Medical Provision

The site will feature suitable and appropriate medical provision, the level of this cover has been arrived at using HSG 195 to score the event and in consultation and agreement with F.S.N.E Medical the medical providers and representative of NEAS through the SAG

Full details of the medical deployment can be found in the Medical Plan at Appendix F

21 Lost Child/vulnerable person – Vulnerable Persons

F.S.N.E Medical will provide and staff a formal Lost Child/vulnerable person's / Vulnerable Persons facility for the event. The post will at the Medical Point. Details of this are in Appendix O, and included in the Medical plan.

22 Air display schedule

For operational reasons this will not be available until 7 days before the event and will not necessarily be made available to the Public before the event day

23 Transfer of Control

An emergency situation and major incident are fully defined in the Civil Contingencies Act 2004. These are summarised in this plan in section 4 – Emergency Management Procedures.

The instigation of transfer of control requires the immediate activation of the Emergency Plan.

The transfer of control will transfer full responsibility for the whole event site and all activity on the site to the authority assuming control. Skylive Air in its capacity as event organiser and its event management team will continue to support the Authority assuming control.

The Authority assuming control may request Skylive Air staff or its agents to resume control; this will be made in writing. There is no obligation on Skylive Air or its staff to resume control. Any use of the transfer of authority will be required to be part the event debrief and evaluation at the SAG.

24 Covid Management

A Covid management plan and Risk Assessment will be added to the plan a minimum of 4 weeks before the event date which will draw upon and reflect any Government rules and recommendations in place at this time.

25 Drone Procedures

The Airshow takes place at Teesside International Airport and therefore is a Flight Restricted Zone and as such the flying of drones is not permitted within 2.5 Nautical mile radius of the Airport.

For full procedures see Appendix P

26 Legislation and Guidance

The following legislation and guidance has been taken into account during compilation of the event management plan. The EMP has been based around mainland UK legislation, which is considered as best practice, other than where Isle of Man Legislation is more rigorous.

- Health & Safety at Work etc. Act 1974 (IoM)
 - The health & Safety (First-Aid) Regulations 1981
 - The Control of Substances Hazardous to Health Regulations 2002
 - The Noise at Work Regulations 2005
 - The Manual Handling Operations Regulations 1992
 - The Construction (Head Protection) Regulations 1989
 - The Personal Protective Equipment at Work Regulations 1992
 - The Construction (Design and management) Regulations 2007
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1993 (IoM)
 - The Health & Safety (Safety Signs & Signals) Regulations 1996
 - The Provision and use of Work Equipment Regulations 1998
 - The Lifting Operations and Lifting Equipment Regulations 1998
 - The Management of Health and Safety at Work Regulations 1998
 - The Working at Height Regulations 2005
 - The Regulatory Reform (Fire Safety) Order 2005
 - BS:9999 Code of Practice for Fire Safety in the Design, Management and use of Buildings (2008)
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- ✓ Guidance for Organisers of Public Events (IoM Government)
 - ✓ Guidance Document For Marquees and Temporary Structures (IoM Fire & Rescue)
 - ✓ The Event Safety Guide (HSG195 HSE)
 - ✓ Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (ISBN 0 11 340907 0 Home Office)
 - ✓ Managing Crowds Safely (HSG154 HSE)
 - ✓ Guide to Fire Risk Assessment at Open Air Events and Venues 2007 (ISBN:13 978 1851 12 823 5 HMG)
 - ✓ Guide to Safety at Sports Grounds 2008 (ISBN 9780 11 7020740 DCMS)

Circulated under separate cover

Production Health & Safety Policy

Teesside Airshow

Health & Safety Policy & Procedures

1. General Policy

The organisers of this event have a duty under the Health & Safety at Work etc. Act 1974 to provide as far as is reasonably practicable a safe environment for all workers and visitors to the site.

To that end this policy has been devised to meet the management of Health & Safety requirements as set out in HSG 65 and to establish and maintain the highest standards of health & safety at the event.

All visitors (including workers) have statutory duties under the Act which means health & safety is the responsibility of everyone, the organisers would ask for your co-operation to ensure that this event is as safe and enjoyable as possible for all concerned.

This document is not exclusive but should be read in conjunction with any other health & safety contingency documentation which has been produced for the event.

Copies of all health & safety documentation are available for inspection at the health & safety site office.

2. Permission to Work

In the pursuance of their duties under HASAWA 1974 the event organisers must show due diligence in the implementation of the Health & Safety policy.

To that end it has been agreed that All contractors engaged on the site will demonstrate their competence in health & safety BEFORE being given permission to work. Competence can be demonstrated by the provision of suitable H & S policies, method statements and safe systems of work to the Event Production/Safety Manager.

The issue of a site pass is dependent on the individual concerned having knowledge of their responsibilities in respect of health & safety and both their own employers and the site H & S policy.

Organisational arrangements

1. Overall and final responsibility for health & safety at the Teesside Airshow is that of Richard Agar, **Event Production/Safety Manager**
2. The designated Health & Safety Manager who will oversee daily operations within the event is **Richard Agar**. Site operations will be overseen by the Event Production/Safety manager, Site Production manager or a designated competent person.
3. All employees have the responsibility to co-operate on matters of health & safety and to read and follow the specific arrangements for safety as set out in this document
4. All employees and sub-contractors have the responsibility to conduct their activities in such a way as to pose no risk to their own health, safety and welfare or that of others
5. Employees and sub-contractors are responsible for reporting any incidents, injuries or dangerous occurrences to the management team of Skylive Air as soon as is reasonably practicable
6. The provision of safety information in relation to the event will be the responsibility of **Richard Agar**. The responsibility to provide trained, competent operatives remains that of the respective contracting companies.
7. Investigation of accidents and incidents will be the responsibility of **Richard Agar**.
8. Reporting of incidents under R.I.D.D.O.R will be the responsibility of **Richard Agar**.
9. Monitoring and maintenance of plant and machinery owned leased or rented for the duration of the event will be the responsibility of **Richard Agar** or competent deputy.
10. Responsibility for Health & Safety auditing and the conducting and reporting of reviews will be that of **Richard Agar**

3 Event Health & Safety Policy

It is the policy and intention of the event organiser to comply with the terms of any applicable legislation and local authority conditions to provide and maintain a healthy and safe environment for all members of the public, contractors and crew. The objective of the event health & safety policy is to minimise the number of accidents and incidents that may endanger the health, safety and welfare of all persons attending the event.

Not with standing individual contractors own specific arrangements, all persons will be provided with such equipment , information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The event organiser recognises and accepts their duty to protect the health & safety of all visitors to the event, including contractors and temporary workers, as well as members of the public who might be affected by their operations.

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

To ensure that the highest standards of health & safety practice are maintained the organisers have agreed that the following site rules will apply. All workers should be aware that infringement of the site health & safety rules may lead to them being asked to leave site.

4 Site Health & safety Rules

- No access to site without appropriate pass, no passes to be issued before recipient has demonstrated competence in site health & safety
- Hard hats, hi-vis vests, ear protection and safety boots to be worn when required. All contractors to supply their workers with any necessary PPE
- No persons to use lifting equipment of any description unless they have undergone the relevant training. In the case of mobile lifting equipment all persons wishing to use such equipment must first have demonstrated their competence to a recognised person or body, i.e. by production of a valid training certificate
- All lifting equipment to be accompanied by current certificate of inspection or be subject to a provable audit trail
- No persons to carry out duties or use equipment for which they have not received the relevant training
- All tools and equipment to be kept in good working order and only to be used for the purpose for which they were intended, any defects in tools or equipment should be reported to the site office immediately
- All equipment and tools not in use must be safely and securely stored so that they may only be accessed by authorised persons and not to pose any danger to other workers or members of the public

- All walkways , access points and emergency exits to be free from obstruction at all times
- All workers to be familiar with procedures to be followed in the event of an emergency or major incident
- All incidents resulting in injury and any near misses to be reported to the site health & safety office
- Site speed limit of 10mph to be observed at all times
- No reversing without banksman
- Safety harness or fall arrestor to be worn by all workers who may be working at height where the risk assessment makes this appropriate
- Exclusion zones to be established around areas where work at height is being carried out , or where overhead loads are being slung
- Work at height may only be carried out when weather conditions do not jeopardise the health & safety of workers
- Any worker found, or suspected to be, under the influence of alcohol or drugs will be asked to leave the site
- No smoking around fuel stores or flammable material

Build health & safety compliance will be monitored by the event manager who will liaise with contractors and site management to ensure that the above rules are being followed. Should a minor breach of health & safety be noted, the first course of action will be to speak to the individuals concerned. Persistent or more serious breaches of health & safety rules will result in a written communication being sent to the contractor outlining the problem and suggesting any remedial action. Should these notices be ignored, or breaches repeated, the contractor will be asked to leave site.

Event Specific Information & Timetable

Teesside Airshow – Build schedule

Day	Time	Operation
Mon 6 th	0900 - 2100	Site perimeter mark out. Plant delivered Fencing & Barrier delivered unloaded and stored on apron inside Gate 13
Tue 7 th	0900 - 2100	Perimeter fence installed (includes temporary link to cargo hanger to create new landside working area
Wed 8 th	0900 - 2100	Internal Heras fence lines erected, Crowd Barrier erected around arena, Protection to taxi way / apron marker lights installed. Commence Fairground install. Mark out exhibitors pitches
Thu 9 th	0900 - 2100	Cabins delivered, PA systems installed, Fairground install continue, armed forces static displays & exhibitors install commence. Medical marquee install. VIP area set up commences (Willis Hanger). Temporary toilets deliver and site. Food court install commence
Fri 10 th	0700 - 2300	Food court vendors, Public bar, Fairground, Exhibitors, Armed forces static display's complete, Static aircraft displays arrive and position. Site traffic signage and cones positioned VIP area completed in Willis hanger 1400 – 1500hrs Final perimeter fence installed after Draken operations cease, temporary fence line removed VIP sterile route fence installed from Willis Hanger to Draken
Sat 11 th	0700 – 0730 - 0915	Stewards on site, briefed and deployment commenced 0730. Exhibitors, classic vehicles, food vendors etc. permitted access to site
	0930 - 1000	All vehicles etc. leave event area
	1000	Event commence – public admitted to event area
	1800	Event conclude
	1830 – 2200 1830 - 2230	Exhibitors, Fairground, Food vendors , armed forces commence breakdown and exit site VIP evening event in Willis hanger
Sun 12 th	0900 - 2300	Site clearance continue, all internal fence and barriers removed. VIP hanger infrastructure removed. Temporary toilets removed. PA systems removed. Commence perimeter fence removal
Mon 13 th	0900 -2100	Site litter pick and final cleansing. Medical marquee removed. Any remaining temporary perimeter fence remove. Final clearance VIP hanger
Tue 14 th	0900 - 2100	Fence & Barrier, Plant uplifted.

Security and Stewarding Plan

PES Security have been appointed to provide Stewards, and Static guards for the event. They are a long established company with a good record for providing a good service to many of the regions prestigious events and have long standing arrangements with many of the local authorities.

All staff will have the following minimum levels of training:

Stewards

All stewards are trained to NVQ level 2 minimum in spectator safety

All have basic first aid training

All have basic fire awareness training

All have training in basic extinguisher use

All have counter terrorism training

All staff complete an induction and health and safety training session

SIA Security

Will be SIA licensed to a minimum of Security Guard, however most hold the Door Supervisor qualification which covers both security and supervision.

This is inclusive of the above training.

SIA Door Supervision

Will be SIA licensed to a minimum of Door Supervisor.

This is inclusive of the above training.

Management and Supervisors

Have a mixture of the above training, depending on SIA or Stewards Supervisors.

All have experience in multiple events both large and small, in public, private and sporting venues.

Traffic Management Plan

Teesside Airshow 11th June 2022 – Traffic management

The event organisers – Skylive Air Ltd – recognise that management of traffic is integral to the success and safety of public attending the event and have appointed Hatton Traffic Management to undertake the traffic management for the event.

A traffic management plan for the event has been drawn up and agreed with Paul Ibbertson – Darlington Council Traffic Manager, Paul Emerson – Durham Police Traffic Manager, with Richard Agar – Event Production & Safety Manager and Andy Ross from Hatton Traffic Management

The plan is attached separately.

The plan has been designed to ensure, as far as is reasonably practicable that event traffic does not back up and cause queueing on the network.

Stewards and management staff will be deployed at key points who will be in radio contact with Event Control to report on traffic flows. The plan has been designed with flexibility of controls that can respond and mitigate any build-up of traffic on the key approaches to prevent tail backs and queueing on the network.

To aid traffic ingress all vehicles will be directed to the Car Park where a check will be made of appropriate car park ticket once the vehicle has been parked. This will ensure that there are no restrictions to vehicle ingress.

Medical Plan

The full plan is attached under separate cover

The plan recognises that the organiser has carried out a comprehensive risk assessment in relation to the overall event, and whilst ensuring that incidents and accidents are kept to a minimum part of the duty of care towards attendees is to provide sufficient medical management and resources on site.

The organiser and management team recognise that contingency planning is a dynamic process, and as such alterations and amendments to the plan may take place as part of the ongoing review as part of the risk assessment process.

The medical cover levels have been established in accordance with the Event Safety Guide (HSG 195) and current best practice and have been agreed with Greg Douglas of F.S.N.E Medical who will prepare the medical risk assessment and plan.

For guidance the event scores 31 using HSG 195.

The following will provide the cover and management:

Tactical Commander –	1
Operational Commander -	2
Dispatcher -	1
Communications Officer -	2
Paramedics -	3
Emergency Care Technicians –	2
Emergency Care Assistants -	4
First Responders -	16
Welfare (Lost Child/vulnerable person staff)	2

- There will be a treatment/triage centre located in a dedicated marquee on the main site. Cover for all audience areas will be by mobile foot patrol.
- The medical management team will have a dedicated channel for radio communications between the team and a direct radio link to event control.
- A log will be made of the numbers treated and numbers (and seriousness) of casualties removed from the site to hospital.
- All medical provision on site will be dedicated to the event and not form part of any core emergency cover for the surrounding area

In the event of a major incident, the North East Ambulance Service has the executive responsibility to manage the health aspects of the response as detailed in current guidance.

Once the incident has been reviewed by the Event Management and the situation assessed, **unless** an evacuation is required the show control will revert to the Arena/Site manager and displays recommence.

At this point the stand down message will be passed

“A MESSAGE FOR EVENT OFFICIALS- THE AMBER/RED LEADER IS NO LONGER REQUIRED AT EVENT CONTROL”

Upon hearing this all radios will return to their designated channel.

If during amber state following consultation between Event Management and other relevant bodies including the Police or an incident arises that requires immediate evacuation of the arena the following announcement will be made:

“WOULD THE RED TEAM LEADER REPORT TO EVENT CONTROL”

Action upon hearing the alert code:

Arena manager

- Escort the entertainers from the arena
- Ensure the FOH sound engineer has the emergency announcement channel open
- Be ready to make any announcements as necessary

Stewards - Switch to emergency channel
 Maintain radio silence

When receiving the instruction from event control the Arena/Site Manager/MC will make the following announcement:

“LADIES AND GENTLEMEN THIS IS A SAFETY ANNOUNCEMENT, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL IT HAS BECOME NECESSARY TO EVACUATE THE EVENT SITE. PLEASE FOLLOW THE STEWARDS INSTRUCTIONS AND WALK, AS DIRECTED BY THE STEWARDS TO THE AVAILABLE EXITS AS QUICKLY AND QUIETLY AS POSSIBLE.”

The Arena/Site Manager /MC will continue to make the announcement until the majority of the audience have left the event area.

Stewards will continue to direct and manage the public to the designated place of safety where they will remain to supervise the public and pass other information / direction as required by Event Control.

Noise Management Plan

There will be no live music or recorded music as part of the entertainment programme at the Teesside Airshow 2022.

As a result of this no controls will be in place for noise monitoring.

There will be a PA system providing commentary during the Air displays and Arena displays and for any Public announcements.

TRANSFER OF CONTROL FORM

The management of the event accept that in regards to an Emergency Situation /Major Incident, as defined by the Home Office, they are compelled to hand authority of the event site to the senior Emergency Service Officer present.

This is to certify that I

(Name).....

(Signature).....

In the position of.....on behalf of Skylive Air

Transfers authority for the control of the Event

.....

At:

(time).....

On:

(Date).....

To:

(Name).....(Rank).....

(Signature).....

Of:

(Emergency Service) assuming control.....

On the occurrence of a major incident, namely (specify incident)

.....

.....

RETURN OF CONTROL

This is to certify that I

(Name).....(Signature).....

In the position of.....on behalf of Skylive Air

Accepts the return of authority for the control of the Event

.....

At:

(time).....

On:

(Date).....

From:

(Name).....(Rank).....

(Signature).....

(Emergency Service) returning control.....

On the successful resolution of the situation that caused a major incident to be declared.

Contact List

Role	Name	Organisation	Mobile Number	Radio Channel
Event Organiser	Chris Petty Steve Davies	Skylive Air Ltd	07850994335 07983 422822	
Event Production / Safety Manager	Richard Agar	Bravura	07710 652402	
Flying Display Director	Roger Steele	R5 Air Displays Ltd	07950 967282	
Site Manager	Matt Whittaker		07742 668828	
Arena Manager				
Steward/Security Manager	John Kerr	PES	07939 524916	
Event Control				
Medical Manager	Greg Douglas	F.S.N.E	07795 198470	
Traffic Manager				
Bars & VIP Manager	John Adamson	Ramside Estates	07831 584786	
TIA Ops Director /Airport Lead	Andy Laundon			
TIA Head of Operations	Steve Land	Teesside International Airport	07471 215946	
TIA Head of Health, Safety and Security	David Wilson	Teesside International Airport	07923 144458	
TIA Head of Air Traffic Services	Karen Maidment	Teesside International Airport		
Police Liaison				
DBC Emergency Planning				

Waste Management Plan

Waste management for the event will be provided by J & B Recycling of Hartlepool who will provide the following:

20 x 1100ltr Wheelie Bins

40 x 240ltr Wheelie Bins

Bin wagon and 2 crew on site from 1300hrs – 1800hrs on Saturday 11th June

4 x additional crew 1300 – 1800 to transit full bins to wagon and replace with empties to ensure no bins overflow.

Skylive Air will provide a team of 3 litter pickers from 1100hrs – 1900hrs.

The waste management plan has been designed to deliver an effective litter and waste management service for the Teesside Airshow, providing a detailed plan for waste management during the event ensuring all members of the operational team are briefed and understand their responsibilities.

The operational plan will ensure that waste generated from the event can be regularly and safely removed from the site in a safe and professional manner.

This will be achieved by ensuring that:

- The location of team members and their activities are managed by a competent team leader
- All members are easily identified by wearing high visibility clothing
- Risk Assessments and method statements have been drawn up and communicated to all team members

Operations plan

The plan has been designed to ensure that the arena and surrounding events area are effectively cleaned prior to the public being admitted, during the event, and after the event. Litter and waste is managed at peak times and a targeted plan is in place to fully clean the site once the removal of all infrastructure is completed.

This will be achieved by:

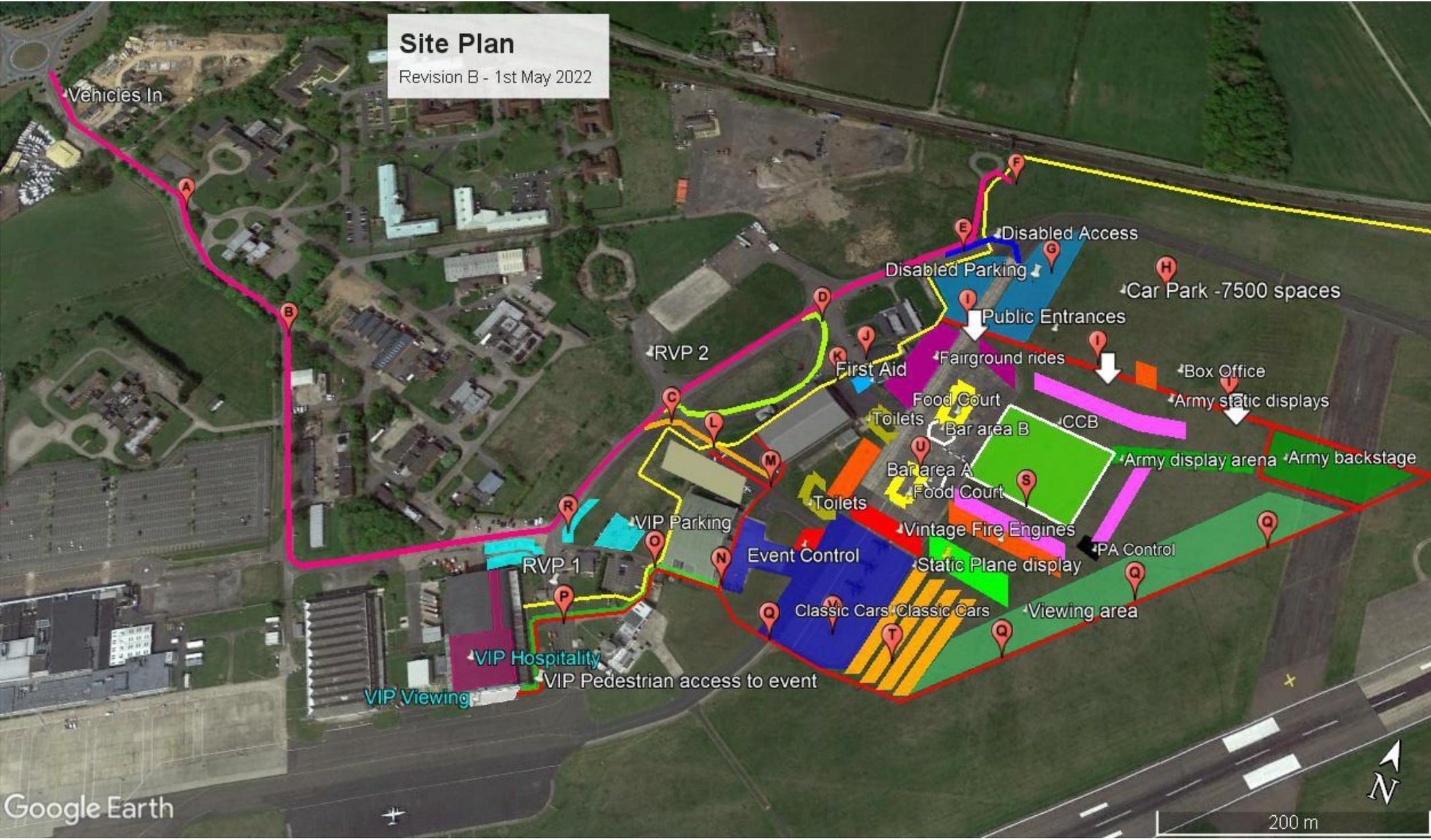
- Temporary litter bins being deployed in high pedestrian traffic areas
- Temporary bins being placed adjacent to all food concessions
- Large “wheelie” bins being provided to all food concessions for disposal of trade waste
- A proprietary waste disposal vehicle and operative will be on site during operating hours for the disposal of waste from temporary and large wheelie bins
- Regular manual litter picking of the site during operating hours
- Supervisor to monitor all temporary bins and ensure emptying and replacement of bins as they become full

Appendix L

Site Plan

Site Plan

Revision B - 1st May 2022



Key to Site Plans

	Route in for all vehicles attending airshow
	Drop Off / Pick Up route for taxis, coaches, etc. –passengers access site via Gate K
	Access route for Classic Cars & Exhibitors up to 0930
	Route to Disabled Area
	Existing perimeter permanent fence
	Heras temporary fencing
	Crowd Control Barrier
	VIP parking areas – utilising Draken staff car park & parking at hanger
	Designated Drop off / Pick up area – steward controlled
	Blue Badge parking
	Fairground rides, children’s rides, amusements
	Armed forces static displays
	Main display arena
	Food courts & Public bars
	Commercial exhibitors and charity stalls
	Static aircraft displays
	Classic car displays
	Vintage Fire engines
	Vintage Army vehicles
	Public Entrances
	VIP Pedestrian Access to event area

Fire Risk Assessment & FFE Plan

Fire Safety is an integral part of event safety. Many other sections of this Event Management Plan cover specific or additional precautions, or support the overall aim of Fire Safety – for example the cleansing programme or restrictions on catering. In addition specific fire risk assessments are included in Appendix A.

Specific fire risk assessments will be required from all contractors/concessions that create a significant risk so that all organisations work together with the organisers to produce a Fire Safe Environment.

Fire risks will be reduced by:

- Use of event infrastructure with valid fire certificates
- Provision of sufficient appropriate firefighting equipment located at all high risk areas – generator compounds, stages, food concessions
- A co-ordinated approach to planning with the emergency services
- Use of trained stewards who are briefed on the location of firefighting equipment
- Prohibition of the use of petrol generators unless specifically agreed with the Event Production/Safety manager
- Any LPG to be used in accordance with current guidance
- Power supplies and distribution to be installed by qualified electrician

Exit Calculations

Exit calculations for the public audience area of Teesside Airshow event

The maximum capacity for Teesside Airshow for 2022 would be capped at 25,000. The identified viewing area for the air show has a capacity 30,000. The total event site area (not including car park) is some 100,000sq M which would give a total audience capacity in excess of 50,000 (utilising occupancy figures from Table 3 FRA Guide to Open Air Events)

As per discussions with Brad Malpass for the 2016/2017 events and confirmed with Joanne Brenkley as being appropriate for the 2022 event (Fire Safety Officers - Durham & Darlington Fire and Rescue Service) and guidance in FRA Guide to Open Air Events it is considered that exit calculations will not be applicable for this event for the following:

The site layout is such that should an incident occur there is sufficient clear ground areas within the event perimeter to safely guide the audience to a place of safety in the unlikely event of an incident. The place of safety will be determined by Event Control in discussion between the Event Production & Safety Manager, and Emergency Services present at the time.

In addition should further clear ground be required The Event management has the facility to create breaks in the perimeter fence at pre-identified locations to enable the creation of places of safety outside the event area e.g.: on or adjacent to the runway.

The location will be broadcast by radio to stewards who will marshal the public to the designated area/areas.

There will be 2 separate PA systems (Airshow commentary, Army display arena) that will also be used to pass information to the public regarding any incident and location of a designated safety area.

The location and access/egress of the site is such that it is considered that any mass evacuation of audience from the site into the area would be detrimental to the control and safety of the public for the following reasons:

- The public have no means of exiting and clearing the site without access to their vehicles
- Large numbers of public on the approach roads will hinder and impede emergency service vehicles
- By holding the public in a designated place of safety allows a full assessment of any incident to be undertaken by Event Control and enables stewards / police to manage the public back to their vehicles and subsequently a controlled managed exit of vehicles from the site with impeding any emergency services response

- It has been identified that there are sufficient and varied areas to create designated safety areas within or adjoining the site to contain the anticipated public attending the event

Other site details

- 1 In the event that an evacuation to a designated place of safety becomes necessary a series of pre scripted messages will be made over the main PA system. Megaphones will also be issued to staff to reinforce these announcements outside the venue.
- 2 Appropriate FFE will be located at strategic points in the area, behind bars, generator compounds etc. Depending on the location and the equipment sited at these locations the extinguishers will be CO2, Powder, or Foam or an appropriate combination. The locations will be clearly signed and stewards will have these detailed on their site plan.
- 3 As the majority of the site perimeter and car park access is constructed with Herras fencing panels, exit points of some 7M width can be created by Event Production staff or stewards allocated to the perimeter fence (Steward ref T) in locations best suited to a controlled evacuation from a designated place of safety.
- 4 All generators will have a minimum separation of 2 metres between sets
- 5 All vehicles parked in the backstage area will have adequate separation between them to enable access between them in the event of a fire
- 6 A clear designated vehicle access to the back stage area will be maintained at all times
- 7 Stewards will be deployed to ensure the designated emergency vehicle access routes to the site are free of obstruction at all times
- 8 All stewards, security and supervisors will be given a full briefing and site familiarisation tour (including full details of evacuation and emergency procedures) by the production manager prior to public being admitted onto the site.
- 9 All stewards will also receive written briefing notes detailing evacuation procedures, code words etc.
- 10 All food concessions will have appropriate certification and carry FFE
- 11 Steel bins will be provided for all food concessions waste
- 12 Regular litter picking of the area will take place during the event

Lost Child/vulnerable person – Vulnerable Persons Procedures

The organisers do not expect that the profile of this event would result in many cases of lost child/vulnerable person arising.

A formal Lost Child/vulnerable person's/Vulnerable Persons facility will be provided and staffed by appropriately qualified F.S.N.E Medical staff. In the unlikely event that a child/vulnerable person should become lost the following procedures will be adopted:

- Any found child/vulnerable person will be escorted by two suitably accredited staff to the Lost Child/vulnerable person's facility.
- Stewards and event management team will be alerted by radio but at no time will a description or name of the child/vulnerable person be circulated
- A found child/vulnerable person form will be completed in respect of all child/vulnerable person taken to the Lost Child/vulnerable person's facility
- If the parent or guardian is made known to the stewards or event management team they will be escorted to the Lost Child/vulnerable person's facility
- If the team at the Lost Child/vulnerable person's facility receive sufficient reassurance that the child/vulnerable person is indeed in the care of the individuals reporting to claim the child/vulnerable person a return of child/vulnerable person form will be completed and the child/vulnerable person returned
- If at any point the staff have cause for concern the police will be notified and the matter handed over to them to be dealt with
- **At no time will any description or name of any child/vulnerable person lost/found be broadcast over the PA system**

Note: It is generally accepted that the lost child/vulnerable person/person facility is provided for persons age 14 and under. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable.

Person(s) Reporting a Lost Child/vulnerable person/Vulnerable Person

“Missing Child/vulnerable person/Person”

1.	If the report is made to a member of staff they should immediately contact Event Safety Officer stating location, stay with the reporting person. The Event Safety Officer will contact the LP Staff to ascertain if the child/vulnerable person is already there.
2.	If the child/vulnerable person is at the Lost Child/vulnerable person Point, Event Safety Officer will instruct the LP staff to attend and escort the reporting person to the LP Point. The LP Staff will ensure they complete the necessary documentation and show adequate proof of identity (e.g. driving licence, family allowance book etc.) before the child/vulnerable person is ‘released’ to them. In the event of any uncertainty, it will be the responsibility of the Lost Persons Supervisor to determine if the child/vulnerable person should be allowed to go with the person who is ‘claiming’ them.
3.	If the child/vulnerable person is not at the Lost Child/vulnerable person Point, Event Safety Officer will instruct the LP Staff to attend and escort the person(s) to the LP point. On arrival they will be asked to complete the ‘Missing Child/vulnerable person’ form with details of the child/vulnerable person’s name, age, description etc.
4.	Once the form has been completed an outline of the details of the child/vulnerable person should be passed to Event Production and Safety Officer via radio.
5.	Event Safety Officer will then issue a message to stewards at the earliest opportunity so that all personnel are made aware and can remain vigilant. In the event of a very young child/vulnerable person (6 years and under) or particularly vulnerable child/vulnerable person being missing this message should be broadcast as a matter of urgency.
6.	It should be noted that, in the interests of safety of the child/vulnerable person, no details of any missing child/vulnerable person should be broadcast over the public address system without the authorisation of the event officer in charge of the event.
7.	The ‘Missing Child/vulnerable person’ form will be handed to the LP Supervisor, who will maintain the master list of those child/vulnerable person reported, lost, together with details of when they have been reunited.
8.	Any steward finding the child/vulnerable person should remain with the child/vulnerable person and immediately contact Event Safety Officer who will arrange for an escort from the LP Staff to take the child/vulnerable person to the LP Point. All child/vulnerable person found in this way must be escorted to the Lost Child/vulnerable person Point to avoid them becoming ‘lost’ again.
9.	Once details of the child/vulnerable person have been taken, any person(s) reporting a missing child/vulnerable person should be requested to remain at the Lost Child/vulnerable person Point rather than going out to search for the child/vulnerable person. It is unlikely that there is any way to contact these persons once they leave the Lost Person Point. However, the Lost Person Staff do not have any powers to make any adult stay at the Lost Child/vulnerable person Point if they do not wish to. In this case, the person(s) reporting the missing child/vulnerable person should be asked to sign a disclaimer form stating that they left the area of their own accord/wish.
10.	If the child/vulnerable person is not found in the initial search the Event Safety Officer will liaise with Durham Police regarding the next course of action.

**Child/vulnerable person reporting that they have lost their
Parent(s)/Guardian(s)
“Found Child/Vulnerable person”**

1.	If a child/vulnerable person approaches, or is brought to a member of staff and advises them that they have lost their parent(s)/guardian(s) the member of staff should immediately contact Event Safety Officer stating their location. The Event Safety Officer will ascertain if the parent(s)/guardian(s) is/are already at The Lost Persons Point.
2.	Event Safety Officer will then arrange an escort team from LP Staff to collect the child/vulnerable person and escort them to the LP Point.
3.	On arrival at the Lost Person Point the escort team will give details to the Lost Persons Team so a 'Found Child/vulnerable person' form can be completed. Details of where the child/vulnerable person was 'found', together with will be required. If the child/vulnerable person is wearing a young person's wristband the number on the wristband will then be called by LP Staff.
4.	If contact cannot be made then an outline of details of the child/vulnerable person should be passed to Event Safety Officer via radio.
5.	Event Safety Officer will then request that a message is issued over the public address system at the earliest opportunity. In the event of a very young child/vulnerable person (6 years and under) or particularly vulnerable child/vulnerable person being found this message should be broadcast as a matter of urgency.
6.	It should be noted that, in the interests of the safety of the child/vulnerable person, no details of any missing child/vulnerable person should be broadcast over the public address system without the authorisation of the Event Safety Officer.
7.	Event Safety Officer will then ensure that these details are also broadcast to stewards so that all personnel are made aware in the event of them being approached by a distraught parent/guardian.
8.	The 'Found Child/vulnerable person' form will then be handed to the Lost Child/vulnerable person Supervisor, who will maintain the master list of 'found' child/vulnerable person, together with details of when they have been reunited with their parent(s)/guardian(s).
9.	On arrival of the parent(s)/guardian(s) they will be requested to show adequate proof of identity (e.g. driving licence, family allowance book etc.) before the child/vulnerable person will be 'released' to them. In the event of any uncertainty, it will be the responsibility of the Event Producers to determine if the child/vulnerable person should be allowed to go with the person who is 'claiming' them.

MISSING CHILD/VULNERABLE PERSON REPORT

To be completed by Lost Person Staff (copy to Event Safety Officer)

NAME			
ADDRESS			
POST CODE		TELEPHONE NO	
AGE OF CHILD/VULNERABLE PERSON		SEX	
DESCRIPTION			
AREA LOST			
TIME REPORTED MISSING		REPORTED BY	
		RELATIONSHIP	
		IDENTIFICATION	
TIME REUNITED		FOUND BY	
		NAME	

Advise parents/carers that once a child/vulnerable person has been reported missing they should stay at Lost Person Point until the child/vulnerable person is found. If they refuse they should sign the disclaimer below

Signed		Date	
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FOUND CHILD/VULNERABLE PERSON REPORT

To be completed by Lost Person Personnel (copy to Event Safety Officer)

NAME			
ADDRESS			
POST CODE		TELEPHONE NO	
AGE OF CHILD/VULNERABLE PERSON		SEX	
DESCRIPTION			
AREA FOUND			
TIME REPORTED		FOUND BY	
		POSITION	
COLLECTED BY		TIME	
RELATIONSHIP TO CHILD/VULNERABLE PERSON		IDENTIFICATION SHOWN	

Drone Policy

The airshow takes place within the Flight Restricted Zone of Teesside International Airport and as such no “Drones” are permitted to operate within a 2.5 NM radius of the airport.

The airports “Drone” policy is included below.

All stewards will be briefed to look out for any drones flying within the event area, and if observed or one is brought to the attention of a steward by a member of the public they will undertake the following actions

- Immediately contact Event Control by radio and report the sighting giving the location of the Drone
- Continue to observe the Drone and if possible try to observe the operator
- Up-date Event Control as to continued observations / flight path of the Drone

On receiving a report of a Drone sighting Event Control will

- Immediately contact Air Traffic Control and the FDD and report the sighting
- Continue to monitor / gain further information from the steward/s with regard to the position of the Drone and update ATC & FDD as appropriate

ATC & the FDD will instigate the relevant procedures as documented in their respective operational orders.

ATC / FDD will inform Event Control & the Event Production/ Safety manager of any actions or delays to the flying programme caused by the sighting so that they may keep the Public informed as appropriate.



AERODROME MANUAL

PART E
APPENDIX A

**AIRPORT OPERATIONAL
INSTRUCTION AOI 50**

SUV (Drone) Policy

AIRPORT OPERATIONAL INSTRUCTION 50

SUV (Drone) Policy

1.0 INTRODUCTION

In light of recent SUA events at UK Airports, the government has introduced new laws and subsequent guidance with regards to operation of SUA's (Drones) in the vicinity of Aerodromes.

Therefore, our SUA Risk assessments and procedures have been reviewed to ensure they reflect these changes and that they provide substantial and clear guidance as to what is required in relation to SUA operations.

In addition to these changes, details have been included on the process of approval of requests made to ATC in regard to SUA's operating in the Flight Restricted Zone. (FRZ)

2.0 POLICY

2.1 Unauthorised SUA's

2.1.1 Unauthorised SUA's outside controlled airspace

For 30 minutes following a report of an unauthorised SUA operating outside controlled airspace **and above 400ft** the ATCO shall:

- Inform all aircraft operating within 5nm of the reported SUA including the report time and approximate height.
- If an unknown SUA is involved in a AIRPROX or a is being operated in a manner or location that is believed to be a danger to aircraft the civil police should be contacted as soon as practicable to initiate tracing action.
- After such an event an SSE and MOR should be completed and forwarded as soon as possible.

2.1.2 Unauthorised SUA's inside controlled airspace

For 30 minutes following any report of an unauthorised SUA operating **above 400ft** and inside controlled airspace, but outside of the FRZ, the ATCO shall;

- Advise all pilots who are flying within 5nm of the reported area and for IFR flights ascertain the pilots intentions.

“At (time) an unmanned aircraft was reported at (location) operating at approximately (number) feet. Report your intentions?”

- The ATCO should be prepared to offer reroutes to avoid reported area of SUA operation if possible including an approach to different runway if appropriate
- Call Police (999) with details of the drone report ASAP so that tracing action may be initiated.
- SSE (with MOR) to be filed when possible. Advise ADM if it is believed that the safety of flight was endangered. Note the location, time and estimated level of the SUA in the log
- The ADM must carry out an airfield inspection to try and trace the drone and report any findings to ATC.

2.1.3 Unauthorised SUA's inside FRZ

For 30 minutes following any report of an unauthorised SUA operating at any level inside of the FRZ the ATCO shall;

- Within 30 minutes of the report being made, advise pilots of the time, location and reported level of the SUA and ascertain intentions using CAP413 phraseology

“At (time) an unmanned aircraft was reported at (location) operating at approximately (number) feet. Report your intentions?”

- Offer reroutes to avoid reported area of SUA operation if possible, including an approach to different runway if appropriate
- Inform Police (999) and ADM ASAP. SSE (with MOR) to be filed when possible. Note the location, time and estimated level of the SUA in the log

If the Unauthorised SUA is within the airfield boundary.

- Cease all movements for 30 minutes from the report or until reasonable assurances can be made the operation has ceased.
- Immediately inform pilots of aircraft who are already in-flight within the ATZ or are committed to land of the time, location, and approximate height of the SUA and ask intentions using CAP413 phraseology

“At (time) an unmanned aircraft was reported at (location) operating at approximately (number) feet. Report your intentions?”

- Inform Police (999) and Airport Duty Manager ASAP. SSE (with MOR) to be filed when possible. Note the location, time and estimated level of the SUA in the log.

2.2 **Authorised SUA's within the Flight Restriction Zone (FRZ)**

2.2.1 Approval process

In order to fly inside the Teesside International FRZ, SUA operators are required to undergo an approval process. Operators are to email kmaidment@teessideinternational.com with the following information:

Name (including company name if applicable)
Contact details (Address and Telephone number)
Drone type, colour and size
Proof of CAA authorisation (for commercial operator) or BMFA membership (for a leisure operator)

The operator should expect to require at least 24 Hours for the approval process to be complete. Once approved the operator will be added to a list of approved operators for the FRZ and will be kept in the Drone file in the VCR. The operator may from this point request permission for each flight as detailed below.

The following procedures outline the action to be taken by ATC with regards to SUA operators pre-approved flights inside the FRZ.

- The operating company should telephone ATC in advance to advise of a planned SUA flight. A suitable time should be agreed for the operation that de-conflicts with planned aircraft movements.
- SUA/drone operation may be approved where there is no likelihood of conflict; if any doubt exists then the SUA/drone request should be declined.
- Immediately prior to launch the operator will speak to ATC to request permission to launch the SUA. If approved by the ATCO a contact mobile phone number for the operator must be confirmed along with the area of operation, maximum height, and timescale of the operation.
- The maximum height at which a operator may be allowed to operate in the Durham Tees FRZ is 1000ft AGL for a commercial operator and 400ft for a leisure operator. The SUA must remain within 500m of the launch position.
- The operator shall inform ATC when the SUA is back on the ground and that the operation is complete.
- In the event of an emergency situation in the vicinity of the SUA operation, Tower shall contact the operator's mobile phone number to instruct the crew to land the SUA immediately.
- If a flight is within the Aerodrome boundary, the operator shall be escorted by a member of airport staff with access to a radio in order to allow quick and constant communications with the operator.

Map of Teesside International FRZ (Flight restricted zone) (www.dronesafe.uk)

