

REPORT TO: LICENSING COMMITTEE – 6TH JUNE 2013
REPORT ON: PROPOSED MUSIC FESTIVAL AT CAMPERDOWN PARK
REPORT BY: HEAD OF DEMOCRATIC AND LEGAL SERVICES
REPORT NO: 271-2013

1.0 PURPOSE OF REPORT

- 1.1 To give members sufficient information to enable a decision to be taken on the above event.

2.0 RECOMMENDATIONS

- 2.1 The Committee decides whether or not to grant the application by Jam Promotions Ltd.

3.0 FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications as should the application be granted any costs incurred by the Council will be recovered in full from the applicants.

4.0 MAIN TEXT

- 4.1 Application has been made by the above company for a music festival in Camperdown Park on 5th and 6th October 2013.

- 4.2 Several meetings have been held with this company at which various documents produced by them have been commented on and refined. It is recognised that there will be further changes to all plans etc. as discussions progress and the finer details are agreed. The current event safety plan is attached and this outlines how the event is to be run.

- 4.3 In general terms Officers are content with information provided so far. Police Scotland has lodged a representation and a copy is attached. Environmental Health also had specific comments and these are also attached. A separate application for raised structures will have to be made to Buildings Standards.

- 4.4 Should the application be granted it is recommended that as well as attaching the standard conditions the undernoted conditions are also attached:

1. That a Traffic Management Plan is in place which all statutory agencies are in agreement with;
2. That a Stewarding/Security Plan is in place which all statutory agencies are in agreement with;
3. That a memorandum of understanding is agreed between the stewarding company and Police Scotland which clearly shows the duties of both during the event;
4. That a Contingency Plan is in place which all statutory agencies are in agreement with;
5. That an "event area" is agreed with the event organisers which would include all public areas within Camperdown Park, any identified park and ride areas, and all road between these points.
6. That costs for the deployment of all Police Officers deployed to the event area for duties connected to the event are paid for in full by the Promoters in line with the Police Scotland cost recovery policy.

7. The Licence Holder shall ensure that the requirements of the "Code of Practice on Environmental Noise Control at Concerts" issued by the Noise Council are met in full throughout the event and will ensure that:
 - Provision will be made at the Mixing Platform for Sound Monitoring Officers from Sound Acoustics and Dundee City Council to make continuous sound level readings throughout the performance on the day of the event and any rehearsal or sound check.
 - Electrically amplified musical stage entertainment in the arena shall only take place between the hours of 12.00 pm and 22.30 pm on the 5th and 6th October 2013. Playback music will be allowed from 11.00 am on both dates at an agreed level. Any sound or noise level checks will be carried out at a time agreed in advance with the Environmental Protection Division.
 - Noise levels measured 1 metre from the most affected façade of any noise sensitive premises (as defined by the above-mentioned Code of Practice) shall not exceed $LA_{EQ(15\text{ minutes})} 65\text{dB(A)}$.
 - A nominated sound engineer (who will be contactable at all times via radio or other means) will immediately reduce the sound level during the performance to the level stated in the preceding condition.
 - A plan shall be prepared and submitted to the Environmental Department of the measures taken to minimise the effect of noise on noise sensitive premises nearby.
8. The Licence Holder will identify ear protection zones and their method of designation.
9. The Licence Holder will provide hearing protection for appropriate staff.
10. The Licence Holder will provide a plan for reducing staff exposure to noise i.e. job rotation.
11. The Licence Holder shall ensure that the peak sound pressure level in any public area of the site shall not exceed 140 dB(A).
12. The costs for deployment of Environmental Health Officers in the event area will be paid in full by the organisers.
13. Ambulance cover must be provided by Scottish Ambulance Service.
14. Tickets for the event will be sold only through a reputable ticketing agency whose policy is to withhold revenue streams until after the event has occurred.
15. The Licence Holder shall ensure that all catering operations fully comply with the Food Hygiene (Scotland) Regulations 2006.

- 4.5 Should the application be granted there will be a full inspection by officers prior to opening and Police Scotland and officers of the City Council will be in attendance throughout.

5.0 POLICY IMPLICATIONS

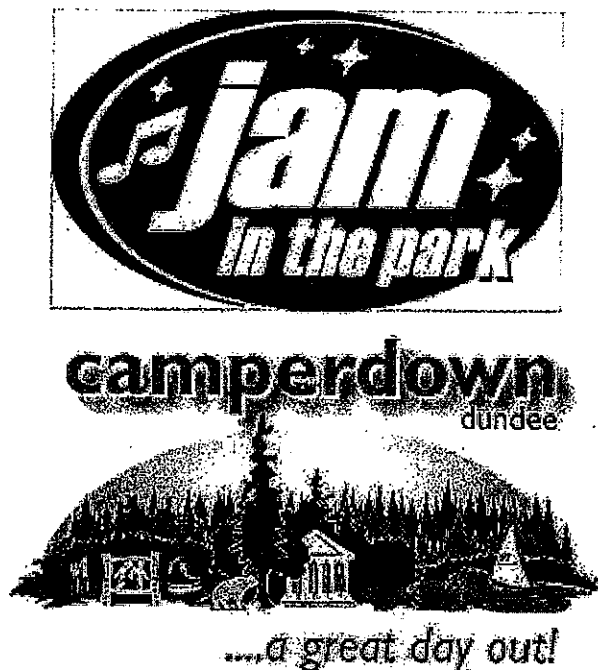
- 5.1 The report has been assessed for any implications of sustainability, strategic environmental assessment, anti-poverty, equality impact assessment and risk management - there are no major issues.

6.0 CONSULTATION

The Chief Executive, Director of Corporate Services and Head of Democratic and Legal Services have been consulted.

7.0 BACKGROUND PAPERS

- 7.1 None.



**JAM IN THE PARK
CAMPERDOWN PARK, DUNDEE
5th/6th OCTOBER 2013
EVENT SAFETY PLAN**

FIRST DRAFT MARCH 2013
PRODUCED FOR JAM BY
SYGMA SAFETY & EVENTS LTD

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JAM IN THE PARK**INTRODUCTION**

The Jam in the Park event will take place on Saturday 5th and Sunday 6th October 2013. The Event will be held within a secure arena located within Camperdown Park.

Details of the event and timings will form part of this document but final Production Schedules and the full schedule of acts will appear in later drafts.

The event is a ticketed, multi stage music event with a capacity of 12,000 ticketed customers per day, 1,000 VIP guests and up to 1,000 staff and artists; the main elements are 2 "Big Top" tented structures where the main performances will take place and a clearspan marquee housing the "up and coming" stage for local and Scottish acts making a break-through in the industry.

The gates will be opened at 1100 each day to allow people to arrive across a longer period of time for the music which will start at 1200 each day gates shall close 2030 with the last act completing their set by 2230 (bars close at 2200).

The event arena consists of 3 stages programmed with music, bars and catering outlets. The modular stages and associated equipment are temporary structures and will be purpose-built for the event.

The perimeter of the event site will be demarcated by steel-shield fencing with a number of controlled access points located around the arena.

The event site will also contain associated catering units, market stalls, bars, cash machines sanitary provisions, information medical and welfare services

The event organisers J.A.M. Promotions are a Dundee based company specifically formed to produce events in the Dundee area. A key aim for the company is to establish at least one (1) music event per year, targeted at the Dundee audience. It is our belief that the city has been underserved in terms of events, for a city of Dundee's size and given the musical heritage of the area.

J.A.M. Promotions are aware that they are responsible for ensuring, as far as is reasonably practicable, that all activities which take place at this event and on the event site are conducted in such a way as to assure, so far as is reasonably practicable, the safety of all those involved with or attending the event.

This document is prepared to set out the methods and procedures we will follow to ensure safety on the site both during build and take-down, but also when the public are on the site. Additional documents will be set as addenda to this plan and will explain in more detail certain elements. Therefore, as well as containing risk management information for the event, this document can be seen as the method statement for JAM in the Park.

Event Overview**Event Title:** JAM in the Park**Organisers:** J.A.M. Promotions**Website:** TBC**Date:** 5th/6th October 2013**Operating hours:**-Set up from 30th September 2013-Open to the public from 1100 Saturday 5th October 2013 and 1100 Sunday 6th October 2013-Main activity 1200 – 2230 5th & 6th October 2013-Bars Open 1100 – 2200 5th & 6th October 2013

-Public cleared from site by 2330 each day

-Breakdown site Complete by Thursday 10th October 2013**Location:** Camperdown Park, Coupar Angus Road, Dundee DD2 4TF**Demographic:** Music fans aged 20-60.

Target demographic is local music fans who do not wish to travel to other cities to see successful bands; the musicians chosen will be a mix of local artists, up and coming artists, well-known retro acts and a few well-chosen headliners targeting a middle-ground demographic – for example Stereophonics, Paloma Faith, etc.

Example Artists Roster For Camperdown Park 5th and 6th October 2013

Programming will focus on national artists.

Headliners will be approached who have a mainstream crossover radio profile (radio1/radio2 regional mainstream) and width of appeal to an uncommitted audience, as well as a strong ticket selling history.

The expected audience would be drawn principally from the East of Scotland, with a very strong accent on the Dundee/Perth/Fife/Aberdeen areas.

Age group would be 20-60 with a 60/40 male/female ratio mainly couples attending. We would expect that most of the audience would be experienced mainstream festival-goers and to have already attended at least one other festival during the year, most likely T in the park or Rockness.

The event will have three performing arenas all under cover

Main stages

Three covered stages will be set up featuring rock/pop artists from 1200 (noon) until 2230. National artists, with album acts starting to appear at 1200 (noon) running through to nationally recognised Headliners at 2000 until 2230

EXAMPLE Saturday 5th Main Stage

Primal Scream 2100 till 2230

Ellie Goulding 1930 till 2030

Frightened Rabbits 1810 till 1900

Glasvagas 1655 till 1740

Pidgeon Detectives 1545 till 1630

Fratelles 1435 till 1520

Scouting for Girls 1325 till 1410

Oceon Colour Scene 1200 till 1300

Sunday 6th Main Stage

The View 2100 till 2230

Jake Bugg 1930 till 2030

KT Tunstall 1810 till 1900

Amy McDonald 1655 till 1740

Maximo Park 1545 till 1630

Kaiser Chiefs 1435 till 1520

Lightning Seeds 1325 till 1410

Red Hot Chilli Pipers 1200 till 1300

Saturday 5th Second Stage**Alison Moyet 2100 till 2230****Little Mix 1930 till 2030****Average White Band 1810 till 1900****Badly Drawing Boy 1645 till 1740****Noah and the Whale 1545 till 1630****Echo and the Bunnymen 1435 till 1520****Hue and Cry 1325 till 1410****The Bluebells 1200 till 1300****Sunday 6th Second Stage****Texas 2100 till 2230****Tom Odell 1930 till 2030****Bombay Bicycle Club 1810 till 1900****The Complete Stone Roses 1645 till 1740****Bullet for my Valentine 1545 till 1630****The Commitments 1435 till 1520****Anderson, McGinty, Webster, Ward, Fisher 1325 till 1410****Carly Conners 1200 till 1300****Saturday 5th Rocktalk Stage(up and coming)****Boston Tea Party****Hanney****The Law****The Mirror Trap****Millysyeck****Cha Cha heels****Courtneys Chain****Seams****The Alley****more up and coming bands will be added once we look at Edinburgh and Glasgow music scene**

1. Risk Management & Risk Assessment

Principles of sensible risk management

Sensible risk management IS about:

- ✓ Ensuring that workers and the public are properly protected
- ✓ Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks -both those which arise more often and those with serious consequences
- ✓ Enabling innovation and learning, not stifling them
- ✓ Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- ✓ Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

Sensible risk management is NOT about:

- ✗ Creating a totally risk free society
- ✗ Generating useless paperwork mountains
- ✗ Scaring people by exaggerating or publicising trivial risks
- ✗ Stopping important recreational and learning activities for individuals where the risks are managed
- ✗ Reducing the protection of people from risks that cause real harm and suffering

A hazard is *“anything which has the potential to cause harm to people/property”*

Relating to the Management of Health & Safety Regulations 1999, J.A.M. have appointed Brian Cleary of Sygma Safety & Events as the competent person for safety nominated at this event.

First Section

The first risk management section aims to numerically quantify the risks in particular areas, during particular activities and identify measures to reduce these risks. These Risk Assessments are written in table format and in most cases should illustrate (numerically) the reduction in risk that we believe is gained by incorporating the control measures into the project as a whole.

The Risk Assessments will continue through the planning and building stages of the event and will be a significant part of daily checks and briefings during the event. Any significant changes to the risks experienced or expected will be noted and included in the post-event draft of this document for any de-brief.

Shown below is the method used for giving numerical quantification to specific risks:

Risk Rating

For the purposes of this document a risk rating has been used to determine the level of control measure required.

The Risk rating is calculated by taking the **Likelihood** of a particular hazard occurring and multiplying it by the **Severity** of the potential outcome of that particular hazard.

X	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	
4	4	8	12		
5	5	10			

Likelihood Measures

- 1 – Unlikely
- 2 – Possible
- 3 – Likely
- 4 – Very likely
- 5 – Constant

Severity Measures

- 1 – Minor injury or damage
- 2 – Injury or damage to property
- 3 – Injury (under 3 days); serious damage to property
- 4 – Serious Injury (over 3 days)
- 5 – Death

Risks with a rating of 15 or more (highlighted red) are considered to need immediate remedial action or an alternative method of provision in that area.

Risks with a rating of 8 to 12 (highlighted amber) require constant monitoring and review.

Risks with a rating below 8 (highlighted green) will be occasionally monitored.

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	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING			RESPONSIBLE
				L	S	R			L	S	R	
1	Putting on an event	All staff, visitors, contractors and public passing by or attending the event	Many risks and problems associated with such an event				Event management control document used as a mission statement by the event management team; All have responsibilities under HASAWA 1974; MHSWA 1999; etc to employees, visitors and others affected by their actions. Use of suitably competent and qualified staff where available. De-briefs during and after the event to ensure rapid solutions to problems.	Put together an experienced team to plan and produce the event.				J.A.M.
2	Hosting an event	All staff, visitors and public passing by	Many risks and problems associated with such an event				The site owner may have a duty under HASAWA 1974 and other legislation including Occupiers Liability Act 1957 and 1984 to provide suitable and sufficient information to anyone using their premises and to alert other users to potential dangers.	Park should be handed over in safe condition and any known hazards should be shared with the hirer.				Dundee Council

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3	Access	All staff, visitors and public passing by	There are many dangers within the area that may not be apparent to somebody who has not visited here before.	3	4	12	Entrances will be managed by stewards reporting to event control. Barriers and equipment will be guarded by stewards at vulnerable times.	Ensure good info on all media Ensure good briefings for stewards	1	4	4	J.A.M.
4	Access	All staff and visitors	Main routes blocked by people trying to gain good vantage points. MOTP using fencing to climb for better view	3	5		Stewards on hand to ensure access routes are kept clear. All "dead" cases, equipment and vehicles removed or stored in a suitable area.	Ensure good briefings for stewards. Use of steel-shield fencing to prevent views from outside the arena.	1	5	5	J.A.M.
5	Emergency Egress	All staff and visitors	Blocked egress routes around the venue leading to people being trapped or crushed in an emergency	3	5		Stewards on hand to ensure egress routes kept as free as possible. Use of PA to help direct people. <u>(See emergency plan section 7)</u>	Ensure good briefings for stewards. Production Manager and H&S should tour site before and during the event to ensure all routes are clear. Liaise with Stewards	1	5	5	J.A.M.
6	Access Routes	All staff and visitors	Slips Trips and Falls due to unsecured equipment and cables	3	4	12	All Cables and set will be securely fixed. Where possible cables will be run away from public areas; where this is not possible appropriate cable	H&S should tour the venue regularly to ensure all cables are well routed and sensitive areas are secure.	1	4	4	J.A.M.

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						management, ramps and matting will be used.	Cables may be buried				
7	Electricity	All staff and visitors	Risk of electric shock due to faulty cables or equipment.	3	5	All equipment is maintained in a safe state and is subject to a PAT testing regime. All cables will be routed away from public areas as above.	Any equipment brought in by other contractors should be visually checked for safety and for signs of a PAT testing regime.	1	5		J.A.M.
8	Electricity	All staff and visitors	Risk of shock due to faulty supply	3	5	Local power to be provided by generators. All generators to be earth staked	All generators and systems to be signed-off by a competent person to BS7909.	2	5		J.A.M.
9	Electricity	All staff and visitors	Risk of shock due to faulty supply	3	5	All mains outlets should be protected with a 30mA, 30ms RCD trip in public and working areas.	RCD tests should be part of sign off.	1	5		J.A.M.
10	Lighting (lack of)	All staff and visitors	Darkness in the event of an emergency leading to disorientation and confusion	4	4	Additional lighting will be installed as part of the build.	All routes to be kept lit as appropriate.	1	4		J.A.M.
11	Accidents (First Aid)	All staff and visitors	Any minor incidents that may need to be dealt with on site.	2	4	First Aid Provision on site in line with general requirements and in consultation with our medical cover provider. <u>See section 9</u>	Contractors may have their own first aid kits. There will be a system of recording all accidents.	1	4		J.A.M. Contractors

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12	Waste/Litter	All staff and visitors	Waste and litter collecting as a fire/trip hazard. Attracts vermin.	4	3	12	All contractors to remove their own waste from site when possible and place any residual amounts in the skips provided on site.	Site cleansing to be arranged through Private Contractor or Dundee Council.	2	3	6	J.A.M.
13	Contractors Traffic	All staff and visitors	Pedestrian and vehicle mix	3	5		Site & Production Managers will ensure that all of their contractors know where to park, where to unload and how to get there. All deliveries will be assisted in reversing by a banksman or similar.	Deliveries will be directed to Event H&S or site manager to ensure all visiting vehicles receive the same information.	2	5	10	J.A.M.
14	Excess Attendance	All staff and visitors	Too many people in the area leading to crushing or trouble.	2	5	10	Stewards will monitor flow of people and assist where necessary. The license stipulates the number permitted on site and this will be verified by checks at entrance. However there is enough room for more than 15,000.	All attendees to have a ticket Ensure stewards are given thorough briefings. Ensure Police are involved in planning for emergency.	1	5		J.A.M.
15	Major Incident	All staff and visitors	Panic in the event of a major incident	3	5		There will be an agreed evacuation procedure. There should be agreed marshalling points away from the main viewing areas. Stewards should be on hand to give assistance as necessary.	All staff to receive an event manual detailing actions in an emergency. <u>See emergency plan section 7</u>	1	5		J.A.M. ALL

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16	Terrorist Threat	All staff and visitors	Equipment/device or coded /hoax warning	3	5		Liaison with Police re level of threat. Training for staff. (See emergency plan)	Checklist to ensure if call is received, relevant info is gathered. See page 43	2	5	100	J.A.M.
17	Inappropriate behaviour	Contractors	Rowdy, lewd, unsafe conduct by contractor or staff	3	4	10	Contractors briefed as to what is expected of them. Contractors chosen for previous performance or references.	H&S to "patrol" site to ensure safe procedures and systems of work.	1	4	4	J.A.M.
18	Manual Handling	Staff	Physical injury from poor manual handling techniques	3	4	10	Staff are aware of dangers. All vehicles delivering have should have tail-lifts or ramps.	Mechanical Handling equipment available on site	2	4	8	J.A.M.
19	Work at Heights	Staff	Danger of falling or falling objects	3	5		Where possible staff will not work at height for long periods.	Ladders provided will be inspected by the Event H&S Advisor	2	5	100	J.A.M.
20	Use of MEWPS	Staff	Danger of falling from elevated equipment or crashing into obstacles	3	5		All staff wishing to use MEWPs must provide proof of competence to H&S on site. All keys for MEWPs will be held in site HQ and only handed out as necessary. All MEWPs will be assisted by a banksman.	There will be PPE and other procedures for site staff when MEWPs are in use. Any harnesses used (eg in cherry pickers) will be inspected by H&S on site.	2	5	100	J.A.M.

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21	Use of Mechanical Handling equipment	Staff	Dangers of traffic, crushing, dropping equipment, crashing, etc	3	5		All staff wishing to use Machines must provide proof of competence to H&S on site. All keys for Machines will be held in site HQ and only handed out as necessary	There will be PPE and other procedures for site staff when MEWPs are in use. All vehicles will be assisted by a banksman.	2	5	100%	J.A.M.
22	Excessive Hours	All staff and contractors	Overworking staff may lead to accidents through fatigue or may lead to poor decision making	4	5		The manager will have a detailed schedule of events. This will include many breaks and times for dinner breaks, etc. All contractors will be responsible for their own staff.	On site staff welfare will be provided.	2	5	100%	J.A.M.
23	Fire or other evacuation	All staff, contractors And public	Panic or lack of movement from public and staff in the event of an emergency	3	5		PA available to communicate emergency message. Stewards briefed and experienced in similar events	Hand held megaphones as back-up	1	5		J.A.M.
24	Noise	All staff, contractors and public	Excessive sound levels damaging ears	3	3	9	Sound engineer in control of sound levels on PA. Possibly local council EHO to assist in setting levels.	HSE Action levels will be adhered to for other equipment. <u>See NMP page 28</u>	1	3		J.A.M.
25	Communication breakdown	All staff, contractors and public	Need to relay messages to visitors and staff could be compromised	3	5		Radio system available for event management and contractors.	Mobile phone numbers for key personnel held in control area. Control to be	1	5		J.A.M.

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26	Drunkenness and anti-social behaviour of public towards staff	All staff, contractors and public	There is a possibility of persons drunk or otherwise causing a nuisance, upsetting and frightening others, becoming violent, etc	4	5		There is a robust policy with regard to those under the influence of drink or drugs. Security and Stewards will be on site and visible to all. There is an eviction policy if diplomacy fails. There is no alcohol for sale on site.	"hub" for communications during the event A log will be made where possible of anyone being a problem. There is a possibility of Police intervention if they are on site	3	5		J.A.M.
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A more thorough FRA will be carried out as the planning progresses.

FIRE RISK ASSESSMENT

	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING			RESPONSIBLE
F1	Fire	All staff and visitors	Fire hazard due to faulty equipment or smoking materials	3	5		All equipment will be tested. No Smoking in sensitive areas. Appropriate signage for any Internal areas.	Ensure appropriate fire fighting equipment is available and that Fire Service are aware of the event	1	5		J.A.M.
F2	Fire	All staff and visitors	Risk of fire spreading due to combustible materials	2	5	10	All waste and rubbish will be removed from site before it accumulates.	Ensure suitable rubbish storage or collection of waste before event.	1	5		J.A.M.

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F3	Fire	All staff and visitors	Risk of fire spreading through long dry grass	3	5		Grass to be cut prior to event	Ensure cuttings are collected	1	5	5	Dundee Council
F4	Fire	All staff and visitors	Risk of fire in the stage areas	3	5		Fire points available – Water and CO2. Dry Powder for Generators.	Regular checks by Production Manager	1	5	5	J.A.M.
F5	Fire	All staff and visitors	Open fires causing spread of fires or localized hazards	4	5		No open fires to be permitted on site. Stewards/Fire Marshals to be vigilant in putting out fires.	Refer to local bye-laws.	2	5	10	J.A.M.
F6	Fire	All staff and visitors	Danger from Barbeques	3	5		Barbeques will be treated as open fire and therefore not permitted.	Stewards to be vigilant	1	5	5	J.A.M.
F7	Fire	All staff and visitors	Fire service unable to gain access to the site in an emergency	4	5		All emergency routes will be pre-planned. Fire Service will be invited to send various watches to site to ensure familiarity with the layout.	An agreed RV point will be identified either in advance or by dynamic risk assessment.. All areas of the site will be appropriately labelled and all agencies will work from the same map or site plan.	1	5	5	J.A.M.
F9	Fire	All staff and visitors	Fire hazard through caterers	2	5	10	All catering wagons to be minimum 3m apart. All caterers to provide risk assessments and certificates for their equipment.	All fire fighting equipment specified or requested to be checked on site.	1	5	10	J.A.M.

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F10	Fire	All staff and visitors	Any Fire on site	3	5		Staff to be trained in Fire Extinguisher use prior to public admittance Procedure to be documented	All fires, however small, to be reported to local Fire Service	2	5	10	J.A.M.

Risk Management – Method Statement

There are many factors of risk affecting the safe and smooth running of this event. This section aims to categorise the varying risks identified, both general and more site specific, and explain the control measures and planning that is being put into reducing the risks to the minimum acceptable in each case.

For this, more general section, we look at risks posed by more general hazards that will affect all areas of the operation. These are not numerically quantified as there are more specific attentions to controlling risks given in the first section.

Areas covered are:

- **Holding The Event**
- **Competence**
- **Control**
- **Co-operation**
- **Communication**
- **Site Induction**
- **The Role of The Event Health & Safety Advisor**
- **Control and Cooperation at the Event**
- **Access and Egress**
- **Ticketing**
- **Crowd Management**
- **Security (see also Section 11)**
- **Non-Ticket Holders**
- **Contractor Access/Behaviour**
- **Manual Handling**
- **Working at Height**
- **Temporary Demountable Structures**
- **Electrical Safety**
- **Lighting**
- **First Aid (see also section 9)**
- **Special Effects**
- **Noise / Sound**

IDENTIFICATION OF "GENERAL" RISKS

Holding The Event

In planning to hold this event the event management team have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.

Certain legal requirements can be found in:

Health & Safety At Work Act 1974
 The Civic Government (Scotland) Act 1982
 Management of Health & Safety At Work Regs 1999
 RIDDOR 1995
 COSHH regs 2002
 Lifting Operations and Lifting Equipment Regs 1998
 Electricity at Work Regs 1989
 Provision and Use of Work Equipment Regs 1998
 Disability Discrimination Act 1995
 Working At Height Regs 2005
 Licensing Act 2003

Other Guidance used:

The Event Safety Guide
 The Good Practice Safety Guide (Home Office)
 HSE Publications: Managing Crowds Safely 1996
 Temporary Demountable Structures, Guidance on Procurement, design and use. 2007
 Home Office Publications: Dealing with Disaster 1997
 ISAN Safety Guidance For Street Arts, Carnivals, Processions and Large Scale Performances
 HSG48 Reducing Error and Influencing Behaviour
 HSG65 Successful H&S management
 Technical Standards for Places of Entertainment
 Model National Standard Conditions for Places of Entertainment and Associated Guidance

All staff and contractors employed for this event have been chosen for their Competence in their particular field, especially in events of this size and nature.

Competence is seen as an essential balance of **Knowledge, Experience, Practical Ability and Training** in the particular area employed or contracted to cover. This document aims to reinforce the importance of competency to all involved and to remind individual workers and their employers of their duties for their own safety and the safety of others who may be affected by their work, their acts and their omissions.

J.A.M.'s event management team will check the credentials of all contractors and have direct contact with them regarding their work for this event.

HSG48 as listed above is useful in drawing out the relationship between the human factors and accidents involved in an event such as this. It demonstrates the key issues in this work and the interconnection between the individual, the job/task involved and the organisation as a whole. The management team will go to great lengths to detail, as closely as possible, work schedules and

entertainment schedules and their relationship to time, place and the person or organisation responsible for particular tasks. This document aims to demonstrate, through adaptation of the operational plans provided for each area, the direct relationships between the operational plans, the risk assessments and the control measures used.

This document then can be seen as the method statement for the whole event.

Drawing on **HSG65** we use the 4C's structure as the starting base for our team:

Competence

All those involved with the planning are recognised as competent within their field. Their credentials and experience will be checked and scrutinised as part of the event control measures. All contractors will be competent in their field and will be chosen for their experience of similar events. Contractors will provide Event Management (Site, Production & Safety) with Risk Assessments and Method Statements as necessary prior to the event. Contractors are deemed to be competent by demonstrating their knowledge of their particular specialisation; by their experience of similar events; by their practical ability in their particular field; and by their record of relevant training. All contractors' employees will be given, or shall be deemed to have received previously, relevant training to give them the necessary competence to perform the tasks they are being asked to complete. (A check list of contractors' details will be included in the appendix of later drafts of this document.)

The management team for this event have several years' experience in large scale events, managing licensed premises, various festival production teams, and as advisors to the wider industry.

Control

The Site, Production and Safety Management team have input to the planning for the event and will use the outcomes of the team meetings and site visits to determine a hierarchy of control and a set of documents relating to the control of the event as a whole.

An Event H&S Advisor has been appointed to carry out, monitor and review risk assessments. The control documents and the risk assessments will set out the responsibilities of those involved and will be accepted by all involved. Regular checks of control measures will be carried out by the Production Manager and/or the site H&S Advisor during the build-up, during the event and, where necessary, during the clearance of the site.

Co-operation

The Event Team will involve Responsible Authorities, other Local Council Departments, Emergency Services and contractors in planning the event. Site meetings will be held and a consensus reached on the various aspects of risk management, access control and emergency procedures and provisions. Risk Assessments will be produced with the co-operation of all parties. Other agencies will be brought into this cooperative exchange of information as deemed necessary.

Communication

Effective communication is seen as the key to controlling the risks and ensuring safe, professional operation of the event.

Communication currently takes four forms:

1. Communication between the event management team (and the disseminating of knowledge throughout the safety chain) by way of minutes from meetings, e-mails, telephone conversations, site meetings, plans and other documents regularly reviewed and agreed.
2. Communication with the public will mainly be by way of web, radio and newspaper news items.
3. Communication during the event between contractors, Project manager and the production will primarily be by way of UHF two-way radios, but also using mobile telephones as necessary.
4. Communication with the public at the event will be via the stewards who are informed by radio and a public address system that reaches many areas of the site.

We hope that meetings between the Event Team and responsible authorities will be carried out during the planning stages for the event. As well as engaging individually with the responsible authorities, we are happy to attend any Safety Advisory Group that may be set up to coordinate responses and actions relating to this event.

During the event, as and when required, on site meetings with the responsible authorities may be held and, as a result of these, dynamic risk assessments carried out so that any issues can be resolved. These meetings will take place in the Event Safety Control area; this will be an office or structure and the location and staffing of this area will be known to all on site. All responsible authorities and other relevant agencies will be issued with a contact telephone number for the event safety team which will be manned 24 hours a day, and if a meeting is called this information will be relayed to all relevant staff via radio communication or mobile telephone.

Any local residents who it may reasonably be argued will be inconvenienced by the event will be supplied with contact details for the event team prior to the build with a telephone number whereby they can contact the site during the opening hours of the event. If there are objections to the license, the organisers will endeavour to resolve all issues and actions prior to the license going to a hearing.

Site Induction

The Project Manager and/or Health & Safety Advisor will hold a safety briefing for all major contractors as they arrive on site. This will be an appropriately detailed look at risk management for the event as well as a final check on schedules and equipment.

The Project Manager and/or the Event Health & Safety Advisor or a named deputy will be available throughout the build and operational day to give site safety inductions to any staff or contractors expecting to work on the site.

A log of all safety inductions will be kept.

The Project Manager and/or Event Health & Safety Advisor or a named deputy will be on hand at all times to provide assistance and advice and to ensure all control measures noted here are carried out where practicable.

The induction should involve:

Welcome

Event Overview

Who's Who

Schedule

The Premises

Vehicular Access

Welfare

Accidents/Incidents

Personal Behaviour

Health & Safety

Communication

Fire

(NB: This is not an exhaustive list)

The Role of the Event Health & Safety Advisor

"It is not recommended that event organisers appoint themselves as the safety advisor. To be effective the safety advisor should not have other competing roles which would inevitably face an event organiser during the course of the event"

(Event Safety Guide: Chapter 1, paragraph 67)

The Event H&S Advisor will be responsible for carrying out safety checks around the site and keeping on top of contractor and artist activities. The H&S Advisor will keep an event diary which will log all significant actions on site and their resolution. This event diary will be added to the event log book which will be held in the event safety area. The log book will be kept up to date by a member of staff who will monitor radio traffic and enable the production manager to allocate resources as appropriate.

The Event H&S Advisor will have absolute authority as to when and how the site is opened to the public. Public safety both on and off the site will be paramount in making decisions and all actions will be logged in the event diary. If necessary the Event H&S Advisor will liaise with the local Police before opening the site. A full list of safety checks will be kept and carried out daily as appropriate. Please note that this is a site generally open to the public but that, for safety reasons, we may close off large sections of the area while setting up equipment using appropriate barriers, stewarding and/or signage.

Control and Cooperation at the Event

The Production Manager and Site Manager will be in overall control of the event at all normal times. (see also section 7). For the actual event, effectively while the site is open to the public, the Event H&S Advisor will not have any competing roles which may detract from his ability to address matters of H&S.

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To assist the event management team in prioritising actions and queries, an Event Control area will be set up on site. This area will be staffed at all times during the event and will have access to the same radio channels as the event management team, production team and contractors and will have access to mobile telephones. The control area will keep a log book / daily diary to make note of any significant happenings, actions or queries to act as a reminder and a record of actions by the event management team at the event.

Access and Egress

Before and during the build, access to the site will be restricted to authorised staff and contractors only. We will have 24/7 security from our first day on site and will ensure that the site is well defined and that all access routes are attended. The main entrance will be manned by our security team and all deliveries will be directed to the production manager and/or the H&S advisor where drivers and crew will be briefed before beginning any work on site. The same system will apply during the de-rig.

Emergency egress routes will be clearly marked during build and de-rig and all staff on site will be briefed as to their responsibility and the procedures during an evacuation of site.

Further information on crowd management and crowd dynamics, exit widths, etc will be included in a later section of this document.

Ticketing

There will be 12,000 tickets available for each day of the event. They are for one day only and are not transferrable across days.

In addition there will be 1,000 VIP tickets and an expected staff and artists roster of 1,000 persons. Ticket prices are not yet determined.

The ticket offers entry to a fenced arena where there are 3 marquees, each containing a music stage. Entry to each marquee is free, but catering and beverages are chargeable.

Crowd Management

Customer service will be high on our list of priorities alongside safety of staff and customers.

Our target demographic is local music fans who do not wish to travel to other cities to see successful bands; however, we are not naïve in this area and, alongside our security contractors are aware that the event will attract young and old to buy tickets, as well as attracting the attention of youngsters in the area looking for “fun” and prepared to cause us some trouble along the way. This will be a task for our pre-event security and a separate team will be brought in to manage ticket-holders on event days.

The balance we need to strike for access to the event is to ensure that ticket-holders gain access in a smooth and efficient manner, whilst preserving the integrity of the site by stopping unwanted food and alcohol coming through the gates as well as random searches for drugs, weapons, fireworks, etc.

We will ensure that experienced staff are on duty at the entrance and that we have a robust queuing system which can produce the volume of throughput required to populate the event, whilst presenting a restricted access for searching and ticket checks.

Crowd spotters will be placed around stages and arenas to watch and report on crowd movement and dynamics throughout the day of each event. Staff will be briefed on crowd densities expected and the space available in each marquee – there will be a robust method of communication (two-ways) from staff to control. This may mean noise-cancelling headphones for staff in areas of high music volume.

Security (see also Section 11)

All personnel involved in any official capacity with the event will be issued with official accreditation which will be worn at all times. Examples of these will be given to Securigroup management in advance of the event. Failure to display the correct accreditation will result in access to restricted areas being denied. However the event will recognize uniformed officers the police, emergency services and officers with other statutory duties to perform and will allow reasonable access without accreditation at all times. Sample passes and access privileges will be set out in a later draft of this document.

Site security will be appropriate to the level of risk.
The main areas of risk are:

Access to the site without a ticket – There will be an obvious system of entry to all sensitive areas of the site by way of wristbands/passes; Staff and Artists will have additional passes for other areas. These passes and wristbands will be checked at all times and there will be no excuses taken for not having them. The organisers wish to give the security and stewarding companies strict rules to be robustly reinforced – black or white – no ticket, pass or wristband, removed from site and delivered to the wristband exchange/ticket sales office where they will be instructed to purchase a ticket. Please see below section 'Non-Ticket Holders.'

Cash Handling on site – Ticket Office and Other Areas will be under the control of event management. Arrangements will be made to make secure transfers of any cash, cheques and credit card receipts to a night-safe, bank or other secure facility each day by designated members of staff.
Payments for Artists will not be conducted on site.
A cash contingency will be held in a secure area for the site.

Equipment Security – From the start of the site build until the last equipment leaves there will be a security presence on site. Where possible, working areas will be cordoned off from wandering public.

Contractor Access/Behaviour

Contractors will be advised where to off-load (and load) equipment by the Production Manager or Site Manager. As soon as they are empty all vehicles must be removed to park where arranged with the event Production Manager.

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All contractors will be expected to provide suitable and sufficient PPE as required by their own risk assessments or as advised by the Event Health & Safety Advisor. Although standard of dress is not an issue during build-up and get-out, bare chests and offensive logos will not be tolerated. Any requirement for specific dress during the event will be decided by the Production Manager.

Horse-Play and practical jokes are discouraged. This is a time-critical event build and although adequate breaks in the working days should be allowed by contractors, there is little margin for error in build and show timings.

Any contractor or staff member suspected of being under the effects of alcohol or drugs will be asked to leave the site. Any worker on prescription drugs that may affect their work performance should advise their manager who should in turn advise the Event Health & Safety Advisor.

Manual Handling

Manual Handling Operations Regs 1992.

All staff and contractors working on this event should be aware of the high risk of accidents in work where manual handling is used. (30% of all reported work accidents are as a result of Manual Handling).

Where possible manual handling should be avoided or reduced as much as possible. The Production Manager will assist as much as possible by ensuring that equipment can be delivered as close as possible to the place where it will ultimately be used. Where possible, large loads will be broken into component parts, mechanical aids will be provided, and equipment should be delivered in boxes and cases that are on wheels.

All staff and contractors should be encouraged to use mechanical aids (sack-barrows/trolleys/etc) when moving equipment around the site. Contractors should produce Risk Assessments where they feel that Manual Handling is unavoidable.

All involved in Manual Handling may wish to use the T.I.L.E (or L.I.T.E) method of Risk Assessment which looks at the Task, the Individual, The Load and the Environment; this ensures all aspects of the task are looked at in detail and that the task and individual are well matched.

Where manual handling is the only course of action, the event management team will call on additional staff to assist where needed. There will be a pool of staff available on site.

Any contractors with manual handling problems should discuss them with the Event H&S Advisor.

Working at Height

All work at height by contractors will be kept to a minimum and monitored by the Event Health & Safety Advisor.

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Where possible, working at height will be avoided, however, where absolutely necessary, ladders will be inspected for safety before use by the Production Manager or Event H&S Advisor. Anyone working

from a ladder should only do so for as short a period as possible and be aware of the dangers. All ladder work should involve an additional person to foot the ladder and, where practicable, tying-off the head of the ladder.

Moving ladders around the site should be undertaken with great care and be a job for at least 2 persons if the ladder is 10 rungs or more.

Any contractor erecting an access tower should hold a current, valid PASMA certificate or equivalent and be able to produce evidence of competence. The Event H&S Advisor is aware of PASMA guidelines and can assist in checking tower erection if required.

The Production Manager and/or Event H&S advisor or his deputy will be available at all times to assist with advice and solutions.

Contractors with more complex rigging or working at height issues should provide the Production Manager with a separate and specific risk assessment and plan.

Any staff or contractors needing the use of Mobile Elevating Work Platforms will be requested to provide a certificate or card demonstrating their competencies – copies of which will be kept in event control or the site manager's office. Keys will be kept in the site office when the equipment is not in use.

Temporary Demountable Structures

J.A.M. will complete all Section 89 applications with Dundee Council regarding this event.

All temporary demountable structures will be signed off by the installing company and a certificate given to the Production Manager or Event H&S Advisor where appropriate. The Event H&S Advisor will have the necessary theoretical and practical knowledge to check such structures. Marquees will be treated in the same way.

There will be an anemometer on site to give a first-hand indication as to whether the wind is too strong for the structures on site. We will convert all wind-loadings given by installers to *metres per second* as there are many ways of measuring the wind and we wish to have an equivalent across the whole site.

All contractors supplying to this event will have their H&S documents examined as part of the tender process and will be required to provide site specific risk assessments and method statements in advance of any work commencing. All Marquees will have fire-proof sheeting and contain appropriate emergency lighting.

All structures will be erected in accordance to current health and safety at work best practises. Detailed risk assessments on their structures, erection and dismantling processes will have been carried out by the suppliers.

JAM IN THE PARK**Electrical Safety**

Although not a legal requirement, PAT testing is a recognised method for demonstrating that a company carries out planned preventative maintenance on their equipment. The Production Manager and/or Event H&S Advisor will ensure that anyone supplying electrical equipment to the event understands the requirement for PAT test evidence. This will be backed up on site by random checks of electrical equipment. Equipment showing evidence of damage, poor repair or no PAT test will be removed from service.

The Production Team supplying the generators and power distribution scheme will ensure that the site electrics are signed off by a suitably competent person and that a temporary installation certificate to BS7909 is presented to the Event H&S Advisor to go in the event file.

All circuits where members of the public, performers, artists and crew could come into contact with them, however remote a chance, will be protected by a 30mA, 30ms RCD breaker for safety. The engineer designing the system will sign the Temporary Installation Certificate in the appropriate place.

Lighting

The event will be held at a time of year when there is daylight until 1830.

However, the hours applied for in the License include operation during the hours of darkness; there may also be people clearing the site in darkness.

The Access routes and pathways will be adequately lit during the hours of darkness. This will be through a combination of self-powered tower lights, pole mounted floods and festoon lighting.

The main field for entertainment will be lit until the entertainment is over and the audience has left. After this time, the lights will be reduced to a minimum – enough for security to be able to see their way safely around site; this may be by way of powerful torches.

All lighting and lighting structures added for the event should not, in themselves, create additional hazards. Where hazards are perceived, the structures and equipment will be isolated from the public. All lighting circuits in public areas will be protected by RCDs as noted in the electrical safety section.

All internal spaces (e.g. marquees) will have adequate emergency lighting and, where necessary, maintained exit boxes.

First Aid (see also section 9)

Our calculations gave us an event score of 42 (pages 131-134 Event Safety Guide) and we will therefore ensure we are looking at first-aid personnel and a fully crewed ambulance to be available at the peak time of event activity. Although HSG195 has guidance on the level of cover required, we will ultimately use risk assessment to gauge the number of staff required. We will liaise with the local NHS Ambulance Trust regarding provision of emergency/999 cover. We will ensure our Medical provider has enough vehicles to lessen any impact on the local area ambulance service.

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First aid cover is to be provided by Red Cross. The first aid point will be manned by staff at all times, who have no conflicting roles or duties from 1030 – 2330 5th/6th October 2013.

There will be specific backstage first aid cover during periods of higher risk work – for example rigging and working at height – to ensure that facilities are available to all staff to dovetail with the work at height rescue plans.

The Production Manager and/or Event H&S Advisor will keep an accident log book during build, show and get out and will have access to a First Aid kit. RIDDOR forms will be sent to the relevant Local Authority for this licensed event. Forms will be available on site or online.

An access route will be in place around the entire site making sure emergency services can access any location required quickly.

Special Effects

We currently have no use of pyrotechnics or other effects on site for this event.

Noise / Sound

The event management team are aware that, aside from traffic considerations, noise escaping from the site may constitute the most obvious form of nuisance from the event.

Control of the sound levels will be available to the Production Manager and/or Event H&S Advisor at all times. Stage sound systems will be calibrated to adequate levels and then be regulated and monitored throughout the event. **See our Noise management plan on page 28**

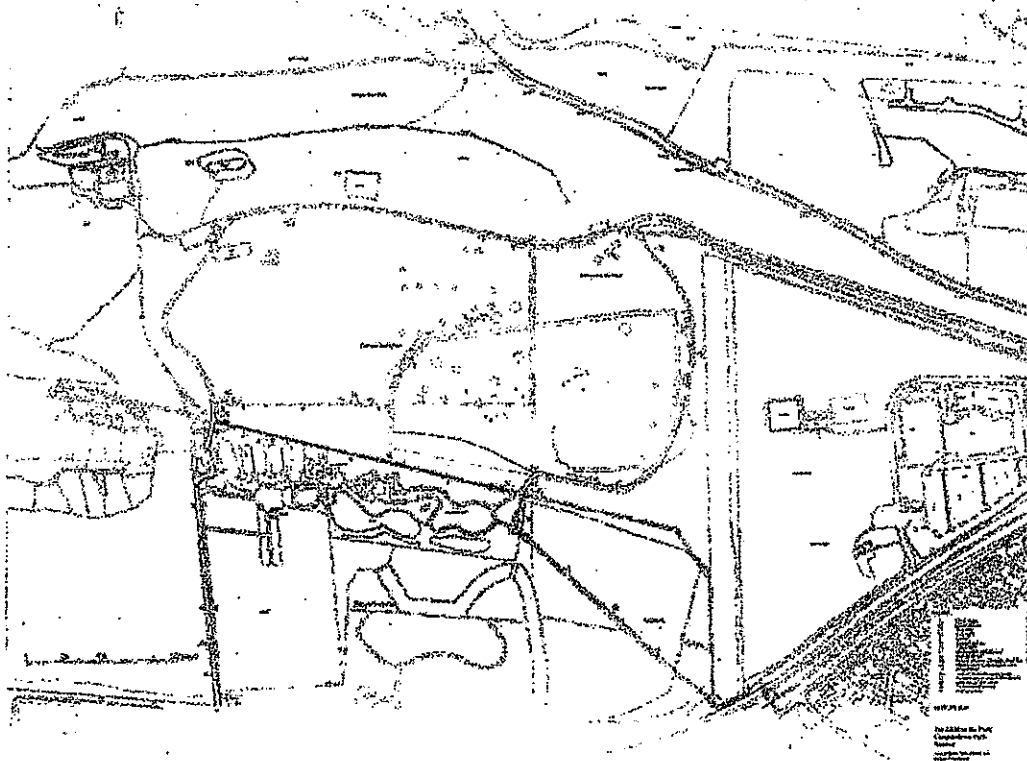
All PA systems will be assembled in accordance to current health and safety at work best practises. Detailed risk assessments on their equipment, installation and strike processes will have been carried out by the event H&S advisors who will also be in direct contact with the stage and noise management teams, including the local authority's Environmental Health officer.

Local authority EHO will be invited to attend the site during the sound-check and assist in setting appropriate levels for the site if required.

For all other noise sources on site, the HSE Action levels will be adhered to. All generating plant will be "super-silenced" and switched off when not required.

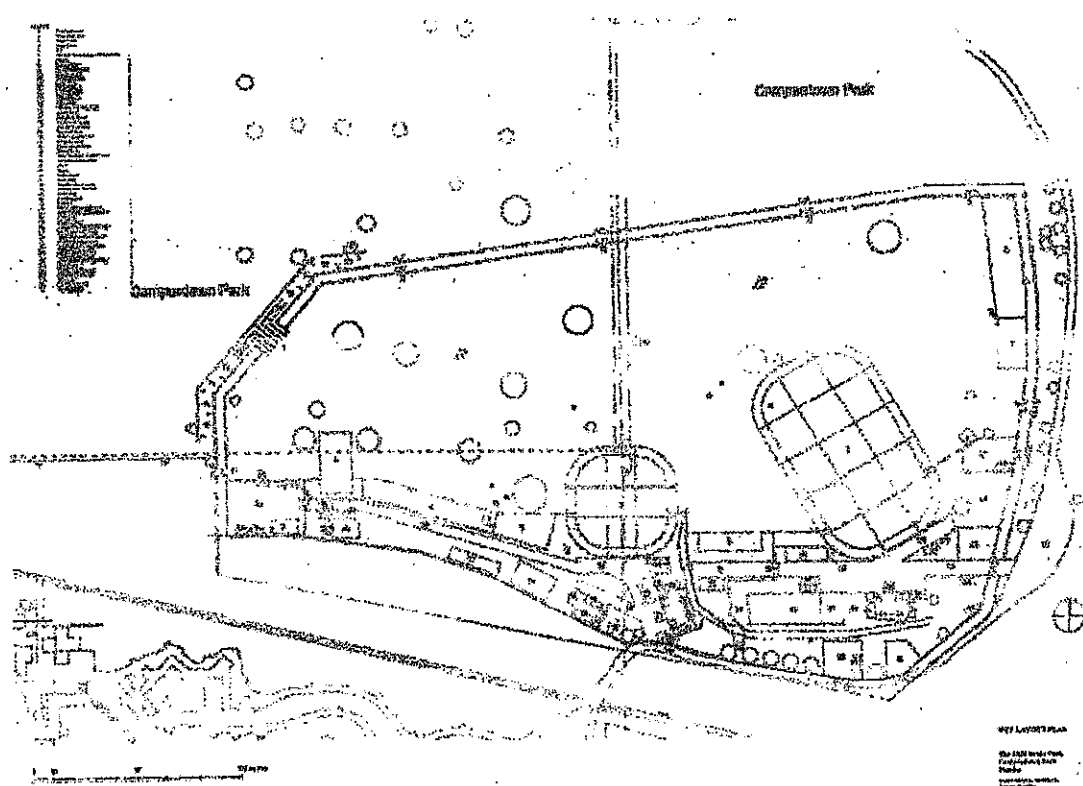
JAM IN THE PARK

2. Site Plan (all available separately as pdfs)



DRAFT V2

JAM IN THE PARK



*JAM IN THE PARK***3. Noise Management Plan**

The purpose of this plan is to describe the sound control and monitoring scheme that will be put in place to minimise the music noise levels escaping from site and causing a nuisance to our neighbours. It is intended that this plan is considered to be a 'live' document which will evolve further with ongoing liaison between the Promoter and Dundee City Council

The sound systems of the principal stages will be available for testing by the Licensing Authority at least 24 hours before the event. All testing of amplified equipment before the event will be by prior agreement with the Licensing Authority.

Unrestricted access to the sound mixing positions and backstage areas of all stages will be allowed at all times to the Licensing Authority for the purpose of sound level measurements and communication with the mixing engineer(s).

The Promoter will provide sound level monitoring equipment to IEC Type 2 Standard at the three stage sound mixing positions and sound levels set with Dundee City Council at these positions will be adhered to. The sound level equipment shall be set up so as to display LAeq,1min. and the positioning of the equipment will be in agreement with, and approved by, the Council. Levels will be set prior to the event during the sound test, but we will be able to alter the set levels if this is found necessary in order to prevent a noise nuisance.

The Promoter will effect full control over the public, organisations and traders on the site where amplified music is being played or other noise is generated. On receipt of a written request from the Council, the Promoter will arrange for the noise level to be reduced or noise source eliminated if, in the opinion of the Council, a noise nuisance is likely to be caused.

A plan showing the layout and direction of all stage loudspeakers and mixing desks will be submitted to the Council at least 28 days prior to the event. The plan will include a schedule of amplification equipment to be provided on site including any equipment associated with sponsor activities or trade stands. No amplification equipment will be brought into the site unless it is for use as part of regulated entertainment or it is for the use of authorised traders for the sole purpose of providing background music to their stall or fairground attraction.

Our management team will liaise with the Council to find the most appropriate site layout that would minimise the noise impact at off-site locations.

All sound system suppliers will be informed of the requirements of noise control and the type and location/orientation of their systems. Their contract of hire will also specify that the overall control of sound levels will be set by the Promoter.

There will be a land-line connected to the onsite Event Control/JACC; all complaints received by Council or police will be passed on to this number and then dealt with by Event Control and the Noise Management team. A complaints log will be maintained throughout the event, detailing addresses of complaints, times and actions. The Promoter will advise the

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Council of the likely times of rehearsals and sound-checks, although this is unlikely to be known until very near the production set up.

The promoter will also agree timings for production set up.

Permanent noise monitors will be provided at the mixer desk positions of the main sound sources and routine spot measurements will be carried out at other locations (see plan below for our early suggestions)

The music sound levels at the mixing desk position will be continually monitored in terms of 15 minute and 1 minute LAeq values. The noise limit will be set in 15-minute intervals but the 1-minute values provide more immediate information to ensure the limit is not exceeded. The sound engineer will be informed of the position of the music sound levels and immediate instructions will be issued to them if it appears that the limit may be exceeded at any point. If off site levels begin to approach the noise limits, noise reductions will be immediately requested at the mixing desk.

Noise measurements outside of the site will be taken as necessary and in response to any complaints that may be received. Action necessary to ensure the noise limit is not exceeded will be transmitted by radio through to the event control or the mixer positions and immediate instructions issued to the sound engineers to resolve any potential problems.

A routine inspection of any peripheral activities associated with the event will be carried out to ensure that any PA systems are turned off and remain off after the advertised finish time each day.

More detail is shown in draft 2 of the Noise Assessment report produced for the event by Sound Acoustics and sent through to Responsible Authorities under separate cover.

*JAM IN THE PARK***4. EGRESS CALCULATIONS FOR SITE & STRUCTURES****Stage One Arena**

Capacity at 0.3 crowd density = 11470

Normal risk escape time 2.5 minutes

Total Exit width required (spread across a number of exits) = 42.1m

Stage Two Arena

Capacity at 0.3 crowd density = 3734

Normal risk escape time 2.5 minutes

Total Exit width required (spread across a number of exits) = 13.7m

Stage Three Arena

Capacity at 0.3 crowd density = 1083

Normal risk escape time 2.5 minutes

Total Exit width required (spread across a number of exits) = 3.97m

Whole Arena for JAM in the Park

Licensed Capacity = 15000

Normal risk escape time 5-10 minutes (5 minutes)

Total Exit width required (spread across a number of exits) = 27.52m

Calculations based on guidance in HM Government Fire Safety Risk Assessment; Open Air Events and Venues

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5. Organisation / Hierarchy of controls (Event)

This document is still in development and will be available in the next draft.

*JAM IN THE PARK***6. IMPORTANT CONTACT NAMES / NUMBERS**

Name	Organisation	E-Mail Address
A Thoms	Tay Taxis	tay-taxis@hotmail.com
Doug Martin	Tay Taxis	tay-taxis@hotmail.com
Chris King	DCC Corps H & S	n/a
Kevin Findlay	DCC Corps H & S	kevin.findlay@dundeecity.gov.uk
John Pratt	DCC environment Dept	john.pratt@dundeecity.gov.uk
Malcom Hodgson	DCC environment Dept	malcolm.hodgson@dundeecity.gov.uk
S Galloway	DCC corp servs	n/a
Brian Woodcock	DCC corp servs	n/a
Lindsay Matthew	DCC environment Department	Lindsay.matthew@dundeecity.gov.uk
Arthur Hewitt		
Alex Cram	dundee Ice Areana	Alex.cram@dundeecity.gov.uk
Jamie Storer	Securi group	jamie.storer@securigroup.co.uk
Stuart Payne	Scottish Ambulance Service	spayne5@nhs.net
Nikki Mulholland	DCC environment Department	nikki.mulholland@dundeecity.gov.uk
John Miller	JAM promoters	skin.johnmiller@gogglemail.com
Rab randall	JAM promoters	rab@backbone-hq.co.uk
Mike Craig	JAM promoters	mcraig138@gmail.com
Jjim Louden	JAM promoters	jjimlouden13@gmail.com
Gordon Caird	DCC Building Standards	gordon.caird@dundeecity.gov.uk
Jim Robison	DCC Building Standards	jim.robison@dundeecity.gov.uk
Conrad Trickett	Police Scotland	conrad.trickett@scotland.pnn.police.uk
Graeme Anderson	Police Scotland	graeme.anderson@scotland.pnn.police.uk
Alan Bowman	DCC City Development	alan.bowman@dundeecity.gov.uk
Bryan Nelson	Scottish Fire and Rescue Service	bryan.nelson@firescotland.gov.uk
Graeme Mackenzie	DCC risk Management	graeme.mackenzie@dundeecity.gov.uk
Brian Cleary	JAM Safety Officer	brian.cleary@sygmasafety.co.uk

7. Major Incident Plan

In the event of an emergency that requires evacuation of all or part of the site, the Site Manager, Production Manager, Security manager and Event H&S Advisor will liaise to discuss the problem. This meeting will use Dynamic Risk Assessment to quickly establish the level of threat to the safety of all in the area and seek to identify suitable evacuation points for the public and staff on site.

This would then be communicated to security and stewards and a controlled evacuation would take place if required, where possible utilising the PAs and hand held megaphones if appropriate. The local JACC if engaged for this event will mobilise any other support in the area to come to site for assistance.

Closer to the event it may be prudent for the event to have a series of code-words which will alert staff to particular situations. The reason for using these code words is to ensure that all staff understand exactly what the nature of any particular threat may be and also to prevent members of the public overhearing radio messages leading to conjecture and possible panic.

These plans outline the procedures to be adopted in the event of a major incident upon the site for JAM in the Park 2013.

These procedures distinguish between -

Emergencies – any incident requiring prompt action by the Event Organiser and/or emergency services.

Major incidents – this is any emergency which involves a large number of people and which requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority or other agencies 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 a 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.

It should be noted that a major incident for one of the emergency services would not necessarily be a major incident for the others. A health major incident may therefore involve the Ambulance Service, the NHS but not the Police or the Fire Service. The Organiser (GOLD) will therefore take advice from SILVER STAFF (Brian Cleary, Rab Randall Chris Callaghan, John Skinner) and any one or a combination of the triumvirate of emergency services may instigate a major incident.

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The Organisers will circulate the major incident plan to the key decision making personnel in the event team responsible for putting appropriate staff at the disposal of the emergency services, should they be required, in the event of a major incident and will keep a log of who has received the plan.

Despite all the above, this is a low-risk event; there are minimal risks on site that could lead to a major incident and it is most likely that, were a major incident to occur, it would be due to external influences – for example, air crash, major tanker fire, chemical spill, etc.

GENERAL PROCEDURES

In any major incident the nominated SILVER staff on site will take tactical charge of the incident under the command of the Gold Personnel. The Safety Manager shall contact the emergency services on 999 if the alert cannot be made through the JACC.

On receiving an emergency radio alert, the ECT (Emergency Control Team) shall immediately convene in the EVENT CONTROL and await an update on the situation and agree on the actions to be adopted.

Following brief consultation, the SILVER staff will make a decision as to what action is to be taken and may not wait to have this ratified by GOLD personnel. In the event of non-availability or incapacity of the Gold Personnel, then the Silver Staff will assume responsibility.

Status of Event

In the event of an incident the Security Manager based on site in liaison with the Event H&S Advisor will allocate one of the following codes as required.

- **Condition Green**
No major problem, but staff should remain alert and vigilant at all times to any potential problems.
- **Condition Amber**
All staff to be aware that there is a potential major problem which may require emergency action – thus – stand-by with radio silence for further information and possible raising of the alert status to condition red.
- **Condition Red**
All staff to implement the major incident plan and to carry out all instructions issued to them by the ECT via radio control.

Operation Action - Condition Amber

The following radio announcement shall be broadcast on all channels.

“ALL PERSONNEL PLEASE NOTE - CONDITION AMBER NOW EXISTS” (repeat)

The following procedures are to be considered: -

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- 1) Moving to channel 15 (Emergency Channel)
- 2) ECT to assemble at EVENT CONTROL CENTRE
- 3) If appropriate, designated members of the ECT to go to the indicated problem area, further assess the situation and secure the area immediately surrounding the incident. This action may be reserved for deputy staff at all levels.
- 4) Stage and Production Manager to stand by to make any emergency PA announcements required.
- 5) Security personnel to stand by to remove any barriers and other obstacles for emergency personnel/vehicles entering the site.

Operation Action - Condition Red

The following radio announcement shall be broadcast on all channels.

"ALL PERSONNEL PLEASE NOTE - CONDITION RED NOW EXISTS" (repeat)

The following procedures to be considered: -

- 1) Moving to channel 15 (Emergency Channel).
- 2) The area immediately surrounding the incident to be secured by stewards and guests to be directed away from the site of the problem.
- 3) Stopping all entertainment
- 4) All available lighting to be switched on.
- 5) No vehicle movements to take place at the entrance to the site other than emergency vehicles or authorised Event Management, Site Services and Security vehicles.
- 6) Stewards will clear all exit and entry gates of obstructions, queues of guests, etc.
- 7) All stewards and ECT to stand by for decision and instructions regarding 'Temporary' or 'Full' staged evacuation.

EVACUATION

The area immediately to the north of the enclosed site and to the south of the main drive has an area of around 24,000m sq (EVAC1) which could be used for emergency dispersal to place of safety, but is not being considered for any other use.

The area immediately to the west of the enclosed site has an area of around 75,000m sq

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(EVAC2) which could be used for emergency dispersal to place of safety, but is not being considered for any other use.

Exits on the western perimeter open onto a large area of open ground to place of safety. Exits on the Northern Perimeter open onto open land and exit the park through internal pathways to the North, East, West or South-west

Temporary evacuation

The following announcement shall be broadcast on any PA systems, Public Address speakers or loud hailers specific to the area to be evacuated.

“LADIES AND GENTLEMEN WE ARE NO LONGER ABLE TO CONTINUE WITH ACTIVITIES IN THIS AREA. PLEASE LEAVE BY THE NEAREST EXIT. THE STEWARDS WILL ASSIST YOU”

The following procedures to be implemented: -

- 1) All stewards to take every possible step to prevent vehicle movement immediately outside the site other than the authorised and emergency vehicles.
- 2) All stewards to assist in directing guests to a safe area away from the incident as appropriate and as instructed from the ECT via Comms.
- 3) Once the temporary evacuation has been completed, the area evacuated is to be staffed and secured by stewards to prevent re-entry into that area.

The Event Safety Manager in consultation with the senior police and/or fire officer will make the decision to permit readmission to the incident area and the restarting of the event on site.

Full Evacuation

The following announcement shall be broadcast on all PA systems, Public Address speakers and loud hailers.

“LADIES AND GENTLEMEN WE HAVE A DEVELOPING INCIDENT THAT MEANS WE NEED TO EVACUATE THE EVENT SITE. PLEASE LEAVE THE AREA BY THE NEAREST EXIT AND GO TO THE NEAREST MUSTER POINT AS INDICATED BY THE STEWARDS WHO ARE HERE TO HELP YOU.”

The following procedures to be implemented: -

- 1) All stewards to assist in directing guests as above.
- 2) All stewards to take every possible step to prevent vehicle movement immediately outside the site other than the authorised and emergency vehicles.

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- 3) Once the evacuation has been completed the gates to be staffed and secured by stewards to prevent re-entry.

EVRP

An E.V.R.P. (Emergency Vehicle Rendezvous Point), will be established on Faraday Street, adjacent to Camperdown Country Park.

This area will be set aside for the use of Police Scotland.

Scottish Ambulance Service and Scottish Fire and Rescue Service will both use their depots on Macalpine Road, which is close by.

The Safety Manager and the Security Manager should, as long as it is safe, stay close to the EVRP to meet approaching emergency services and pass on any relevant information about the incident.

In the event of a major incident, preservation of life will be the first priority of all involved and all contractors and staff will be expected to cooperate with the wishes of the emergency services. In this situation, the Event Management team will liaise with the Police and Emergency Planning Depts' media and communications departments and ensure that they are connected with any media outlet from the agency controlling the incident. Any large incident will almost certainly be picked up and broadcast by the media invited to site for the event.

The intention throughout is to ensure that, wherever practicable, the event is self-sufficient but, should on site resources be outstripped, any actions taken should dovetail with the current emergency planning in the local area.

JAM IN THE PARK**SCALE DOWN CRITERIA :**

Risk assessments and planning for the event have in the main dealt with the mechanisms for setting up the event and operation of the event. Set out below are some criteria/incidents that may be used to initiate a scaling down of the event and/or a complete postponement or cancellation of the event.

We will use the website www.metcheck.com for meteorological information and will have an anemometer on site.

CRITERIA OR INCIDENT	NATURE OF THREAT	EFFECT ON EVENT	DECISION MAKING
Weather : wind exceeding permitted speeds (info from contractors)	Danger to structures on site	1. Stage dismantled 2. Postpone or stop the event	TBC
Weather : Heavy rainfall	1. Danger to pedestrians 2. Wet Fields 3. Wet equipment	1. Stop or delay event while waiting for change 2. Muddy Ground 3. Protect electrics	TBC
Police Intelligence: Terrorist Threat	Threat to all attending event	1. Stop, delay or postpone event 2. Invoke procedures for evacuation	TBC
Major Incident : local to this area	Loss of Emergency services resources	1. Delay event 2. Stop event	TBC
Civil Emergency	Loss of Emergency services	1. Delay Event 2. Stop Event	TBC
Livestock issues or disease epidemic	Eg Foot & Mouth or Bird Flu	Unlikely to be an overnight phenomenon – postponement of event	TBC

Decisions to delay, stop, postpone or cancel the event will be taken in consultation at all levels. Control should have contacts for all live news media to assist in preventing people coming to the event, however, this will probably be coordinated by Council CPU (Civil Protection Unit).

SHOW STOP PROCEDURE

If the show needs to be stopped – serious and imminent danger to the bands, event personnel, audience – there will be an agreed protocol involving the minimum of personnel possible.

It is imperative that the person on stage understands that there is a show stop procedure and that they recognise the person asking them to stop. Therefore we shall ensure that there is an interpreter to liaise between the orchestra leader's assistant and the maestro himself.

Show Stop can only be authorised by:

J.A.M. Promoter

Rab Randall – Production Manager

Brian Cleary – H&S Advisor

Once a show stop is decided upon one of the above will meet with the Stage Managers and the Artist's Rep at the side of stage.

One of the stage managers and the Artist's Rep will then approach the band and ask them to stop the performance.

As soon as the performance is stopped the Production Manager or one of the Stage Managers will speak to the audience informing them of the show stop – this first message will ask for calm and be a holding message – this will be backed up with pre-determined messages on the screens if they are available.

As soon as possible there will be a further message to the audience explaining the reason for the delay – details will depend on the reason and may include the evacuation procedure as noted above.

If the show is able to re-start, this will again only be ratified by the personnel identified above and passed to the band via the Artist's Rep.

*JAM IN THE PARK***8. Fire Safety**

All contractors will provide fire fighting equipment (extinguishers) as appropriate to the level of risk their equipment may create on site. All contractors will be requested to produce current fire safety certification and risk assessments for their equipment. Caterers and other traders will be given a minimum expected provision as part of their contract. This will be checked on site by the Event H&S Advisor. (see pro-forma risk assessments to be used in Appendix).

The local Fire Service will be involved as early as possible in the planning of this event and invited to inspect the site if appropriate.

The highest level of fire risk for this event will be:

Diesel fuel from the generators catching fire. (reputable company, bunded tanks and regularly maintained generators)

Electrical fires (all equipment on site will be visually inspected and be part of an ongoing maintenance and inspection regime).

Grass fires in the (all grass cuttings will be collected, well managed lawns)

BBQ (no open fires other than in the performance, will be permitted).

Arson (security and stewarding presence at all times).

A number of fire extinguishers commensurate with the risk will be provided.

Gridded site plans of the area will be shared at future SAG meetings; these plans will show all major structures on site as well as all access and egress points, RV points and areas of ground to be avoided by vehicles.

These gridded plans will be shared with all emergency services to ensure all are working to a mutually understood plan – the plans can be duplicated and kept on-board all emergency vehicles if required.

9. Medical, and First Aid Services

We believe that this event has a rating of **42** on the Event Safety Guides scale of provision.

Our Medical provider will be **Red Cross with Ambulances supplied by Scottish Ambulance Services**

(In addition any SIA security staff provided will also be trained first aiders.)

We believe that the nearest Hospital with definitive A&E facilities is:

NINEWELLS HOSPITAL

Dundee

DD1 9SY (postal address only)

DD2 1UB (for sat nav use only)

01382 660111

Ninewells Hospital is situated on the western outskirts of Dundee. The main gate is on Ninewells Avenue which runs between Perth Road and Glamis Road. This hospital is approximately 3 miles from Camperdown Park.

Ambulance cover will be provided by the **Scottish Ambulance Services** who will also provide a manager to be present in the event control.

If an ambulance is despatched to the local hospital it will be the decision of the Medical Manager on site whether to call for a vehicle to meet and transfer patient(s) or whether to fill the absent vehicle space with one from the local fleet – this decision will depend heavily on how stretched the service is at that time, the level of threat on site and the urgency of the medical emergency.

Method Statements and Deployments from Red Cross and Scottish Ambulance Services will be included in the next draft of this document.

In addition to these medical facilities the promoters will be providing a Welfare service which is described on page 57.

JAM IN THE PARK**10. Bomb Hoax / Terrorist Threat**

The Police will be asked to provide their most up to date intelligence reports in the lead up to the event.

Staff should be briefed to be vigilant and to report any suspicious packages to event management. It is unlikely that the event will receive a bomb threat on site. However, staff will be briefed to pay attention to the items below in the event that they do receive a call :

- a) Timed to go off at ...
- b) Location of bomb ...
- c) Identity or code word or caller ...
- d) Text of message ...

Please attempt to look for the following via the caller:

<u>Callers details</u>	<u>Speed</u>	<u>Background Noise</u>
Male	Nervous	Music/TV
Female	Slurred	Laughter/Bar
Child	Stammer	Talking
Adult	Accent	Traffic
Elderly	Other	Announcements
		Station/Coach
		Others

If a bomb threat is received staff should contact the Safety & Security Managers via event control immediately.

Event Control will liaise immediately with the Police and be prepared to invoke the event emergency plans.

The Security Manager and stewards will then be instructed to evacuate the area using the most appropriate procedures and then carry out a search of the area if appropriate.

11. Security & Stewarding

THIS DETAIL IS AVAILABLE AS A SEPARATE STAND ALONE DOCUMENT
Event Stewarding Plan :

Event : JAM in the Park 2013

Venue : Camperdown Park, Dundee

Date (Show Days) : Saturday 5th October & Sunday 6th October 2013

1. Overview :

1.1 From Saturday 5th October – Sunday 6th October a daytime / evening live music festival will take place within Camperdown Park, Dundee. The expected audience profile will be 21 - 60s, The gates to the arena will open at 1100 hours, artist will perform between 1200 and 2230 hours. The promoter is JAM in the Park Ltd and the event stewarding company will be SecuriGroup

1.2 The event site proper will be surrounded by a combination of fortress fencing & heras fencing. Patrons will access the event arena via the main entry gate and egress at the end of the event will be via the same route.

1.3 The event is licensed for an audience capacity of 12,000 patrons, in addition to this 1000 capacity for VIP area and approximately 1000 working personnel. Patrons will not be allowed to bring alcohol into the event arena or the event entry queuing system and will be the subject of a pat down search to ensure compliance, there will possibly be a deployment of drug dogs provided by Tayside Police (tbc)

1.4 There is a TTRO (Temporary traffic regulation order) proposed for the drop off area, this is to be confirmed by Traffic Manager & Event Organisers

2. Steward / Security Function :

2.1 The functionality of the stewarding operation is :

- a) to ensure site safety and security.
- b) to ensure that patrons have an enjoyable and safe experience at the event.
- c) to ensure that minimum disruption is caused to residents / businesses in the area.
- d) to support and assist Tayside Police in their management of the event.
- e) strong focus on the external areas / event approach etc

*JAM IN THE PARK***3. Operational Procedures :**

3.1 The Show Day stewarding operational structure will consist of 1 x Operations Manager, 2 x Senior Supervisors, 13 x Supervisors 1 x Radio Controller & 136 Security / Event Safety Staff. The majority of the operational stewarding structure will commence duty at 0930 / 1000 hours and will work until 2300 / 2330 hours.

There will be an overnight Security deployment.

The Operations Manager, Controller & Loggist will be based at the JACC within the Event Security / Operational Compound. Each team deployed will be utilised in providing crowd control and searching patrons entering the event proper, patrolling within the event site, and managing the safe and speedy egress of patrons at the conclusion of the event.

3.2 All stewards looking after bar areas within the arena or response teams deployed to solely deal with incidents or ejections will be SIA Licensed. This will include all licensed staff wearing SIA Badges ensuring easy identification of licensed & unlicensed personnel.

3.3 The Operations Manager will be in overall control of stewarding tactics and deployment. No steward or team of stewards will leave any appointed position until they are directed to do so, or are relieved by another steward / team.

Any references to shift finishing times should be regarded as provisional and are dependant on the crowd dynamic and unforeseen circumstances.

3.4 If an incident occurs and evacuation is being considered, all supervisors will be alerted via the radio system and give direction by the Event Safety & Tayside Police. If circumstances allow, the following message will be broadcast via the event public address and radio systems :

“Would Constable Eris contact the control room immediately.”

This is only a warning message, and does not indicate that evacuation should begin. If an evacuation is not necessary, the following stand down will be broadcast:

“All police and stewards to return to their normal duties.”

Where a short term small evacuation is required, the following message will be broadcast twice:

“Your attention please, your attention please. There is an emergency at (specific area). All patrons are asked to follow the stewards instructions and leave the (specific area) as quickly as possible. Please proceed to (specific location(s)) as quickly as possible. Please proceed in a calm and orderly manner.”

For larger incidents see Event Major Incident Plan

4. Operational Logistics :**4.1 Transport.**

The Securigroup Operations Manager will ensure that all stewarding staff report for their duties timeously. He will also ensure that mobile vehicles (if required) are on site during the event day for the transport of stewards to and from fixed positions, and back to the steward welfare area for refreshment, where applicable.

4.2 Dress.

All Securigroup staff will wear high visibility jackets or vests, baseball caps, waterproofs (if required) and will be in possession of torches.

4.3 Refreshment.

There will be a steward welfare area provided by the promoter.

4.4 Timesheets.

Each Supervisor will be responsible for their team's timesheets & inventory signing in & out.

5. Radio Communications :

5.1 All Supervisors and all staff manning fixed points will be in possession of event radios. In addition, the Securigroup operations manager will be in communication with the promoters event team, and the emergency services, via the JACC.

5.2 The Securigroup operations manager will be responsible for the distribution and return of all event radios. Securigroup Supervisors will be in charge of their own teams radio distribution and of battery management.

5.3 The Supervisors of any teams working on shifts should ensure that they provide full details of all incidents which occurred during their shift onto the team supervisors who relieve them. These supervisors should ensure that this information is passed to the operations manager or JACC operative.

Security and Crowd Safety Management – JAM in the Park 2013**AIMS**

- Provide an effective Crowd Safety and Security Operation.
- Provide a co-ordinated response in support of Tayside Police and other agencies during emergencies and major incidents.
- Reassure customers and minimise disruption and congestion to pedestrian and vehicle traffic on site.
- Provide advice and assistance to Event Customers, Police, other agencies and staff.

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- Take all reasonable steps to give customers due care and attention and assist them to abide by the event rules and regulations.

OBJECTIVES**All Areas Objectives**

- Provide effective Security, Crowd Safety Management & customer services via deployment of highly visible static, foot and mobile patrols;
- Support Tayside Police reducing crime, disorder & anti-social behavior, where it occurs assist Police in bringing offenders to justice.
- Support Tayside Police and the emergency services during responses to incidents or in the event of a major incident.
- Ensure adherence to the licensing conditions relative to the event.

Arena Objectives

- Work with Tayside Police and other agencies to ensure a safe, crime free environment in the main arena.
- Provide a friendly and helpful service to Event patrons.
- At opening / closing times, manage entry / exit to / from the arena through recognised entry / exit points to ensure orderly entry / exit and a visible security presence.
- Take reasonable steps to maintain order and where necessary, remove anyone who is found to be in breach of the Event rules and regulations.

External Objectives :**(Surrounding Area & Community)**

- Work with Tayside Police and other agencies to ensure personal safety and public order along the Event site boundaries.
- Deploy security personnel to selected private property (if applicable) in the surrounding area to assist police safeguard the community.
- Help maintain safety and community relations by advising Event customers to remain safe and to respect the community when going off site to use local amenities.
- Assist in the effective operation of night bus pick-up / drop-off points.

On site Traffic Objectives

- Assist traffic management staff where necessary to provide effective vehicle movement at the entry /exit to/from the venue.
- Ensure adherence to car park rules and regulations.
- Conduct search operations on vans and other vehicles to deter non ticket holders and the importing of unauthorised merchandise.
- Prioritise vehicle movements on site to ensure that police and emergency service vehicles can attend to emergencies without delay.
- Ensure traffic flow is maintained to / from RVP / Venue for emergency access.

TAXI & BUS QUEUING

We will brief taxi and bus company representatives in managing the exit queues and "corrals" to ensure a safe and efficient movement of patrons off the site.

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Build Work / Breakdown :

Date	Position	Start	Finish	Hrs	Staff	Total Hrs	Licensed / Non Licensed
Mon 30th Sep	Site Security	8am	8pm	12	2	24	SIA Licensed
Mon 30th Sep	Site Security	8pm	8am	12	2	24	SIA Licensed
Tues 1st Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Tues 1st Oct	Site Security	8pm	8am	12	2	24	SIA Licensed
Wed 2nd Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Wed 2nd Oct	Site Security	8pm	8am	12	2	24	SIA Licensed
Thurs 3rd Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Thurs 3rd Oct	Site Security	8pm	8am	12	2	24	SIA Licensed
Fri 4th Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Fri 4th Oct	Site Security	8pm	10am	12	2	24	SIA Licensed
Sat 5th Oct	Site Security	11pm	10am	12	4	48	SIA Licensed
Sun 6th Oct	Site Security	11pm	8am	12	4	48	SIA Licensed
Mon 7th Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Mon 7th Oct	Site Security	8pm	8am	12	2	24	SIA Licensed
Tues 8th Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Tues 8th Oct	Site Security	8pm	8am	12	2	24	SIA Licensed
Wed 9th Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Wed 9th Oct	Site Security	8pm	8am	12	2	24	SIA Licensed

Show Day (Saturday) :

Date	Position	Start	Finish	Hrs	Staff	Total Hrs	Licensed / Non Licensed
Sat 5th Oct	Event Entry Supervisor	9.30am	11.30pm	14	2	28	SIA Licensed
Sat 5th Oct	Entry Ticket Checking	10.30am	11.30pm	13	8	104	Non Licensed
Sat 5th Oct	Entry Searching	10.30am	11.30pm	13	8	104	SIA Licensed
Sat 5th Oct	Emergency Exit Gates (1 - 10)	10.30am	11.30pm	13	10	130	Non Licensed

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Sat 5th Oct	Main Tent Supervisor	9.30am	11.30pm	14	2	28	SIA Licensed
Sat 5th Oct	Main Tent Pit Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sat 5th Oct	Main Tent Pit Staff	10.30am	11.30pm	13	8	104	Non Licensed
Sat 5th Oct	Main Tent SIA Security	10.30am	11.30pm	13	10	130	SIA Licensed
Sat 5th Oct	Main Tent Safety Stewards	10.30am	11.30pm	13	14	182	Non Licensed
Sat 5th Oct	Backstage Staff	10.30am	11.30pm	13	2	26	Non Licensed
Sat 5th Oct	2nd Tent Supervisor	10.30am	11.30pm	13	1	13	SIA Licensed
Sat 5th Oct	2nd Tent Stage Pit Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sat 5th Oct	2nd Tent Stage Pit Staff	10.30am	11.30pm	13	8	104	Non Licensed
Sat 5th Oct	2nd Tent Stage SIA Security	10.30am	11.30pm	13	6	78	SIA Licensed
Sat 5th Oct	2nd Tent Safety Stewards	10.30am	11.30pm	13	8	104	Non Licensed
Sat 5th Oct	Backstage Staff	10.30am	11.30pm	13	2	26	Non Licensed
Sat 5th Oct	3rd Tent Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sat 5th Oct	3rd Tent Stage Pit Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sat 5th Oct	3rd Tent Stage Pit Staff	10.30am	11.30pm	13	3	39	Non Licensed
Sat 5th Oct	3rd Tent Stage SIA Security	10.30am	11.30pm	13	2	26	SIA Licensed
Sat 5th Oct	3rd Tent Safety Stewards	10.30am	11.30pm	13	4	52	Non Licensed
Sat 5th Oct	Backstage Staff	10.30am	11.30pm	13	1	13	Non Licensed
Sat 5th Oct	VIP Tent Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sat 5th Oct	VIP Tent SIA Security	10.30am	11.30pm	13	2	26	SIA Licensed
Sat 5th Oct	VIP Tent Safety Stewards	10.30am	11.30pm	13	2	26	Non Licensed
Sat 5th Oct	Front of House (Mixing Desks)	10.30am	11.30pm	13	3	39	Non Licensed
Sat 5th Oct	Disabled Viewing Area	10.30am	11.30pm	13	3	39	Non Licensed
Sat 5th Oct	Licensed Bar Area Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sat 5th Oct	Licensed Bar Area - Security	10.30am	11.30pm	13	6	78	SIA Licensed
Sat 5th Oct	Bar Area - Queuing Staff	10.30am	11.30pm	13	8	104	Non Licensed
Sat 5th Oct	Cash Office	10.30am	11.30pm	13	1	13	SIA Licensed
Sat 5th Oct	First Aid Area	10.30am	11.30pm	13	2	26	Non Licensed
Sat 5th Oct	Welfare Area	10.30am	11.30pm	13	2	26	Non Licensed
Sat 5th Oct	Arena Response Supervisor	9.30am	11.30pm	14	2	28	SIA Licensed
Sat 5th Oct	Arena Response Team	10.30am	11.30pm	13	12	156	SIA Licensed
Sat 5th Oct	Park Entrance	9am	12am	15	2	30	Non Licensed
Sat 5th Oct	Event Control	9.30am	11.30pm	14	1	14	SIA Licensed
Sat 5th Oct	Event Loggist	9.30am	11.30pm	14	1	14	SIA Licensed

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Sat 5th Oct	Senior Supervisor	9.30am	11.30pm	14	2	28	SIA Licensed
Sat 5th Oct	Operations Manager	9.30am	11.30pm	14	1	14	SIA Licensed
					155		

External Patrol

:

Date	Position	Start	Finish	Hrs	Staff	Total Hrs	Licensed / Non Licensed
Sat 5th Oct	Mobile Patrol Vehicle	n/a	n/a	n/a	2	2	n/a
Sat 5th Oct	Mobile Patrol Vehicle Staff	10.30am	11.30pm	13	2	26	SIA Licensed
Sat 5th Oct	Mobile Patrol Staff	10.30am	11.30pm	13	12	156	SIA Licensed
Sat 5th Oct	Observation Towers	10.30am	11.30pm	13	4	52	SIA Licensed
					18		

Drop Off / Pick Up :

Sat 5th Oct	Supervisor	11am	1am	14	1	14	SIA Licensed
Sat 5th Oct	Security	11am	1am	14	6	84	SIA Licensed
Sat 5th Oct	Safety Steward	11am	1am	14	4	56	Non Licensed
					11		

Show Day (SUNDAY) :

Date	Position	Start	Finish	Hrs	Staff	Total Hrs	Licensed / Non Licensed
Sun 6th Oct	Event Entry Supervisor	9.30am	11.30pm	14	2	28	SIA Licensed
Sun 6th Oct	Entry Ticket Checking	10.30am	11.30pm	13	8	104	Non Licensed
Sun 6th Oct	Entry Searching	10.30am	11.30pm	13	8	104	SIA Licensed
Sun 6th Oct	Emergency Exit Gates (1 - 10)	10.30am	11.30pm	13	10	130	Non Licensed

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Sun 6th Oct	Main Tent Supervisor	9.30am	11.30pm	14	2	28	SIA Licensed
Sun 6th Oct	Main Tent Pit Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sun 6th Oct	Main Tent Pit Staff	10.30am	11.30pm	13	8	104	Non Licensed
Sun 6th Oct	Main Tent SIA Security	10.30am	11.30pm	13	10	130	SIA Licensed
Sun 6th Oct	Main Tent Safety Stewards	10.30am	11.30pm	13	14	182	Non Licensed
Sun 6th Oct	Backstage Staff	10.30am	11.30pm	13	2	26	Non Licensed
Sun 6th Oct	2nd Tent Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sun 6th Oct	2nd Tent Stage Pit Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sun 6th Oct	2nd Tent Stage Pit Staff	10.30am	11.30pm	13	8	104	Non Licensed
Sun 6th Oct	2nd Tent Stage SIA Security	10.30am	11.30pm	13	6	78	SIA Licensed
Sun 6th Oct	2nd Tent Safety Stewards	10.30am	11.30pm	13	8	104	Non Licensed
Sun 6th Oct	Backstage Staff	10.30am	11.30pm	13	2	26	Non Licensed
Sun 6th Oct	3rd Tent Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sun 6th Oct	3rd Tent Stage Pit Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sun 6th Oct	3rd Tent Stage Pit Staff	10.30am	11.30pm	13	3	39	Non Licensed
Sun 6th Oct	3rd Tent Stage SIA Security	10.30am	11.30pm	13	2	26	SIA Licensed
Sun 6th Oct	3rd Tent Safety Stewards	10.30am	11.30pm	13	4	52	Non Licensed
Sun 6th Oct	Backstage Staff	10.30am	11.30pm	13	1	13	Non Licensed
Sun 6th Oct	VIP Tent Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sun 6th Oct	VIP Tent SIA Security	10.30am	11.30pm	13	2	26	SIA Licensed
Sun 6th Oct	VIP Tent Safety Stewards	10.30am	11.30pm	13	2	26	Non Licensed
Sun 6th Oct	Front of House (Mixing Desks)	10.30am	11.30pm	13	3	39	Non Licensed
Sun 6th Oct	Disabled Viewing Area	10.30am	11.30pm	13	3	39	Non Licensed
Sun 6th Oct	Licensed Bar Area Supervisor	9.30am	11.30pm	14	1	14	SIA Licensed
Sun 6th Oct	Licensed Bar Area - Security	10.30am	11.30pm	13	6	78	SIA Licensed
Sun 6th Oct	Bar Area - Queuing Staff	10.30am	11.30pm	13	8	104	Non Licensed
Sun 6th Oct	Cash Office	10.30am	11.30pm	13	1	13	SIA Licensed
Sun 6th Oct	First Aid Area	10.30am	11.30pm	13	2	26	Non Licensed
Sun 6th Oct	Welfare Area	10.30am	11.30pm	13	2	26	Non Licensed
Sun 6th Oct	Arena Response Supervisor	9.30am	11.30pm	14	2	28	SIA Licensed
Sun 6th Oct	Arena Response Team	10.30am	11.30pm	13	12	156	SIA Licensed
Sun 6th Oct	Park Entrance	9am	12am	15	2	30	Non Licensed
Sun 6th Oct	Event Control	9.30am	11.30pm	14	1	14	SIA Licensed
Sun 6th Oct	Event Loggist	9.30am	11.30pm	14	1	14	SIA Licensed

JAM IN THE PARK

Sun 6th Oct	Senior Supervisor	9.30am	11.30pm	14	2	28	SIA Licensed
Sun 6th Oct	Operations Manager	9.30am	11.30pm	14	1	14	SIA Licensed
				155			

External Patrol

:

Date	Position	Start	Finish	Hrs	Staff	Total Hrs	Licensed / Non Licensed
Sun 6th Oct	Mobile Patrol Vehicle	n/a	n/a	n/a	2	2	n/a
Sun 6th Oct	Mobile Patrol Vehicle Staff	10.30am	11.30pm	13	2	26	SIA Licensed
Sun 6th Oct	Mobile Patrol Staff	10.30am	11.30pm	13	12	156	SIA Licensed
Sun 6th Oct	Observation Towers	10.30am	11.30pm	13	4	52	SIA Licensed

Drop Off / Pick Up :

Sat 5th Oct	Supervisor	11am	1am	14	1	14	SIA Licensed
Sat 5th Oct	Security	11am	1am	14	6	84	SIA Licensed
Sat 5th Oct	Safety Steward	11am	1am	14	4	56	Non Licensed

Breakdown :

Date	Position	Start	Finish	Hrs	Staff	Total Hrs	Licensed / Non Licensed
Sat 5th Oct	Site Security	11.30pm	8am	12	4	48	SIA Licensed
Sun 6th Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Sun 6th Oct	Site Security	8pm	8am	12	2	24	SIA Licensed
Mon 7th Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Mon 7th Oct	Site Security	8pm	8am	12	2	24	SIA Licensed
Tues 8th Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Tues 8th Oct	Site Security	8pm	8am	12	2	24	SIA Licensed
Wed 9th Oct	Site Security	8am	8pm	12	2	24	SIA Licensed
Wed 9th Oct	Site Security	8pm	8am	12	2	24	SIA Licensed

JAM IN THE PARK

12. Use of Radios / Communication

Radios will be multi-channel UHF two way units which will be in place for site management. Security will provide their own radio system using a different frequency, but are also contactable via the main system. Chargers will be available at the Event Safety Control and Production area. Mobile phones, using sim cards on a network which is known to have consistent reception in the area will be used as back up.

There will be a mobile telephone located with the Event H&S advisor. All responsible authorities and other relevant agencies will be provided with these numbers prior to the event.

All stewards will be given a radio or will be paired with someone who has a radio. Any staff required to use a radio will be briefed in how to operate it, and the protocol for contacting other members of staff, by their supervisor.

All radio traffic should, where possible, be routed through the control team. This will ensure that the event manager is aware of all incidents major or minor, can allocate resources as appropriate and keep a record of incidents in case of future actions by Police, public or staff.

Event Safety Control is to be managed by Securigroup or other nominated person who is in contact with security, stewards, medical teams, essential services, licensing teams and local authorities, and is also responsible for making public announcements and authorising evacuations..

Radios are an essential communication tool for the event and therefore chatter is to be discouraged.

To send a message:

Depress the talk button; speak your name and position and who your message is for; await a response to your call; when asked to send your message please re-state your name and position and keep the message clear and concise; when your message is complete, listen carefully for instructions or be prepared to give further information. If someone is dealing with your call, there may be a short delay whilst facts are checked, resources are allocated, etc.

Radios are tested daily and spare batteries are available.

Where possible all radios will be provided with an ear-piece; this is important to ensure that sensitive messages are not overheard by members of the public causing misplaced conjecture and panic and so as not to disturb the event.

PA announcements may be used to alert the public to safety, schedule and timing information.

Jam in the Park will give a telephone number to local residents so that, if they are disturbed by the event, they can contact us.

13. Information for Disabled Patrons

A disabled persons parking area will be established within the confines of Camperdown Country Park, utilising the zoo area parking, with access via the North entrance to the park, off Couper Angus Road.

Disabled Persons drop off/pick up will also be located in this area.
Access to this area will be strictly monitored, and will be on a first come first served basis.

Each arena will have a raised platform area for wheelchair users so that they can comfortably see above the rest of the audience – these platforms are likely to be towards the rear of the venues.

Wherever there is a sanitary provision on site there will be an accessible toilet for disabled patrons.

In the event of an emergency evacuation on site, additional stewards will be deployed in these areas to assist if required. All persons purchasing a disabled person ticket will receive a free carers place.

*JAM IN THE PARK***14. Welfare Information****Welfare Marquee**

The promoters will provide a clearspan marquee close to the medical area to house patrons who may not need medical attention, but need time to recover from excess alcohol or drug intake – a sleep off area.

This area will contain trained welfare staff who will look after the needs of those admitted and refer back to medical if required or allow patrons back into the site once they appear fit and well.

The area will contain 12 – 16 beds which will be raised off the floor to prevent cold and damp, but not so high as to cause a falling hazard to those in need of the service. Anyone admitted to this area will have been scrutinised at the triage point at the entrance to medical before being allowed into the “sleep off area”. Violent or unwell patrons will not be placed in this area.

The promoters will be contacting local drug and alcohol charities to help staff this area and will provide an opportunity for these groups to promote their activities through posters and flyers in the area.

The “sleep off area” will be cleared as and when possible with staff having an eye on the closing time of the event – any patrons incapable of leaving the sleep off area at the end of the event will be referred back to medical.

Sanitation

Using the Event Safety Guide for desirable numbers of toilets on site we come up with 75 female toilets, 15 male toilets and 23 urinals. This is the minimum we will provide and there will be disabled access units and backstage toilets in addition to this provision.

All units will be recirculating units and they will all be emptied before being removed from site. All waste will be taken away by a registered waste haulier and disposed of in a legal and appropriate manner.

Drinking Water

Drinking water will be available on site.

Catering

There will be a small number of catering outlets on site – we will be insisting on a 3 star rating or higher for all caterers and will pass their registration details to the Council a minimum 28 days before the event.

Information

The website for the event will include useful information for ticket holders; this will be developed and updated as additional services and details are put into place.

15. List of Contractors**TBC**

Contractors' documents are logged with the Event H&S Advisor and are available for inspection on site and as required.

*JAM IN THE PARK***16. Waste Management**

1. The Promoter will require a **pre-event litter pick/cleanse** to be undertaken by a Dundee City Council before (and as close to) our arrival on site. This would entail a general litter pick including the removal and disposal of any litter and any organic substances (piles of fallen leaves, etc) throughout the site and to remove any dog foul in the proposed arena area etc to make the site safe.
2. We will arrange for the delivery of large skips for general waste which will be kept in our secure compound to minimise the risk of arson.
3. We will arrange the provision of recycling bins throughout the arena for audience waste.
Provision of 2 x 1100 litre waste bins at the concession area (recycling options if available – e.g separate plastic, cardboard etc).
Provision of 2 x 1100 litre waste bins for the crew welfare area backstage (recycling options if available – e.g separate plastic, aluminium, cardboard etc).
The production office will have a paper recycling system.
4. A team of concert cleaners/litter pickers working from 1200 – 2300 during the show days, emptying the arena bins and collecting waste off the ground.
5. JAM will be responsible for the arena and routes leading off site, eg. bus/taxi/car pick-ups; similarly public walkway routes off site and further areas TBC with Council.
6. Our toilet provider will maintain and service the toilets at all times we are open to the public.
7. A litter pick after the event of concert generated waste to be bagged by a cleansing team and taken off site.
8. One final litter and removal of waste when we vacate the site when the skips are uplifted.

17. Lost Property / Lost Children / Messages

Any lost items will be logged by security and left at the Box Office; at the end of the event, event management will arrange for handover of all left items to the Police or other agency as necessary.

Luggage, bags and suspicious packages will not be collected by stewards. If suspicions are raised, then event control should be informed and they will liaise with Security and/or Police to assess the risk to the public in the immediate area, and to the event as a whole.

Anyone who reports lost items should initially be directed to the steward supervisor. Personal details may be taken for lost items that may turn up at a later date; members of the public will be advised to contact the local Police after the event. Anyone claiming lost/found items will be made to give proof that the item is theirs to the steward and these details will be logged and given to event control.

Although we are not expecting any children at this event, the public nature of the park means that there is the possibility of a child being lost and gravitating towards a well populated area like the event site. Our security team will register any concerns with event control who will make a decision whether to take on the responsibility for looking after the child, or whether to inform the Police..

There will be a full written procedure for dealing with Lost Children and pre-printed forms will be available on site.

Neither Event Control nor stewards will be in a position to take messages from the public. If messages are of a very urgent nature, event control may take a decision to use the PA to pass the message on.

*JAM IN THE PARK***18. Complaints / Compliments / Comments**

All event staff and stewards should be capable and willing to take complaints, compliments and comments from members of the public and pass them on to event control.

These messages may assist us in improving the event as we go along or may serve as pointers for any de-brief that takes place.

A dedicated phone line will be held at the event control. The number for this phone will be distributed to local residents and responsible authorities to report any incidents or actions that may cause a nuisance.

Event Control will have a method for recording these comments.

JAM IN THE PARK

APPENDIX

CATERING FIRE RISK ASSESSMENT PRO-FORMA

This signed and completed form must be maintained available for inspection
by the
Fire & Rescue Service/ Event Organiser/ Council Officers at all times.
Please retain for your records. A copy does not need to be sent to CFOA.

Name of Unit / Stall

Contact No. on site

Location on site

In order to comply with the Regulatory Reform (Fire Safety) Order 2005,
you **MUST** complete a Fire Risk Assessment of your stall or unit.
The Risk Assessment needs to identify the fire hazards and persons at risk,
you must endeavour to remove or reduce these risks.
Failure to comply with this requirement will result in you being removed from the site.
You must be able to answer YES to the following questions.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the
circumstances.

You do not need to use this form, and may use another method if you wish, however, this form is
considered to be suitable for most standard food units where customers do not enter the unit

- | | | | | |
|-----|---|--|-----|----|
| 1. | Do you have an inspection / gas safety certificate for the appliances and pipe work? <i>(copy to be available for inspection)</i> | <table border="1"><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | | |
| 2. | Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides? | <table border="1"><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | | |
| 3. | Are the shields providing an adequate and effective barrier of at least 600 mm between the heat source and any combustible material? | <table border="1"><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | | |
| 4. | Have you taken care to ensure that no combustible materials can be blown against, or fall onto the apparatus? | <table border="1"><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | | |
| 5. | Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public? | <table border="1"><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | | |
| 6. | Do you ensure that only those cylinders in use and a single spare cylinder are kept at your unit / stall? | <table border="1"><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | | |
| 7. | Are the gas cylinders readily accessible to enable easy isolation in case of an emergency? | <table border="1"><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | | |
| 8. | Are the cylinders located away from entrances, emergency exits and circulation areas? | <table border="1"><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | | |

- | | | | |
|-----|--|-----|----|
| 9. | Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible? | Yes | No |
| 10. | Do you ensure replacement cylinders are fitted in the open air away from the sources of ignition? | Yes | No |
| 11. | Is a member of staff appropriately trained in the safe use of LPG present in the unit at all times? | Yes | No |
| 12. | Are the structure, roofing, walls and fittings of your stall or unit flame retardant?
(Certificates may be required) | Yes | No |
| 13. | Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? | Yes | No |
| 14. | Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use. | Yes | No |
| 15. | If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit? | Yes | No |
| 16. | If the normal lighting failed would the occupants be able to make a safe exit?
(Consider back up lighting) | Yes | No |
| 17. | Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? | Yes | No |
| 18. | Has the fire-fighting equipment been tested within the last 12 months? | Yes | No |
| 19. | Have your staff been instructed on how to operate fire-fighting equipment? | Yes | No |
| 20. | Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate and the exit locations? | Yes | No |
| 21. | Are you aware that petrol generators are not permitted on site? | Yes | No |
| 22. | Have you identified all ignition sources and ensured that they are kept away from combustible materials? | Yes | No |
| 23. | Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident? | Yes | No |
| 24. | Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public? | Yes | No |
| 25. | If any staff sleep in the stall is there a working smoke detector and a clear | Yes | No |

exit route at night?

Note : Persons should not be allowed to sleep within a high risk area.

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**If the answer to any of the above questions is "NO",
Please detail the actions you have taken to remedy the situation.**

--

**Stallholder /
Responsible Person :**

Signature

Print Name

Date

Designation :

Company :

PLEASE NOTE

*THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION
OR REMOVAL FROM THE SITE BY THE ORGANISERS
SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.*

TRADERS FIRE RISK ASSESSMENT PRO-FORMA

**This signed and completed form must be maintained and available for inspection by the
Fire & Rescue Service/ Event Organiser/Council Officers at all times.
Please retain for your records. A copy does not need to be sent to CFOA**

Name of Unit / Stall

Contact No. on site

Location on site

In order to comply with the Regulatory Reform (Fire Safety) Order 2005,
you **MUST** complete a Fire Risk Assessment of your stall or unit.
The Risk Assessment needs to identify the fire hazards and persons at risk,
you must endeavour to remove or reduce these risks and protect people from fire.
Failure to comply with this requirement will result in you being removed from the site.
You must be able to answer YES to the following questions.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the
circumstances. You do not need to use this form, and may use another method if you wish,
however, this form is considered to be suitable for most standard market stalls and units

- | | | | |
|---|---|-----|----|
| <p>1. Are adequate exits provided for the numbers of persons within the unit or stall?
<i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i></p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No | | |
| <p>2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No | | |
| <p>3. Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No | | |
| <p>4. If the normal lighting failed would the occupants be able to make a safe exit?
<i>(Consider back up lighting such as torches)</i></p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No | | |
| <p>5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No | | |
| <p>6. Has the fire-fighting equipment been tested within the last 12 months?</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No | | |
| <p>7. Have your staff been instructed on how to operate the fire-fighting equipment provided?</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No | | |

- | | | | |
|-----|---|-----|----|
| 8. | Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations? | Yes | No |
| 9. | Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. etc and reduced the risk of them being involved in an incident? | Yes | No |
| 10. | Have you identified all ignition sources and ensured that they are kept away from all flammable materials? | Yes | No |
| 11. | Are the structure, roofing, walls and fittings of your stall or unit flame retardant? | Yes | No |
| 12. | If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area.</i> | Yes | No |
| 13. | Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc? | Yes | No |
| 14. | Do you have sufficient bins for refuse? Is all refuse kept away from your unit? | Yes | No |
| 15. | Are you aware that petrol generators are not permitted on site? | Yes | No |

If you use LPG

- | | | | |
|-----|--|-----|----|
| 16. | Do you have an inspection / gas safety certificate for the appliances and pipework? <i>(copy to be available for inspection)</i> | Yes | No |
| 17. | Are the cylinders kept outside, secured in the upright position and out of the reach of the general public? | Yes | No |
| 18. | Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides? | Yes | No |
| 19. | Are the cylinders located away from entrances, emergency exits and circulation areas? | Yes | No |
| 20. | Are the gas cylinders readily accessible to enable easy isolation in case of an emergency? | Yes | No |
| 21. | Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use? | Yes | No |

22. Do you ensure that only those cylinders in use and a single spare cylinder are kept at your unit / stall?

Yes

No

23. Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times?

Yes

No

**If the answer to any of the above questions is "NO",
Please detail the actions you have taken to remedy the situation.**

**Stallholder /
Responsible Person :**

Signature

Print Name

Date

Designation :

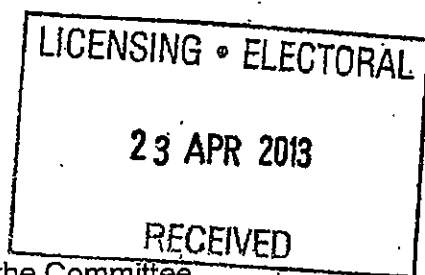
Company :

PLEASE NOTE

**THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION
OR REMOVAL FROM THE SITE BY THE ORGANISERS,
SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.**

POLICE SCOTLAND

The Clerk to the Licensing Committee
Dundee City Council
21 City Square
DUNDEE
DD1 3BY



Our Ref: GA/CT220413
Your Ref:
Direct Dial: 01382 591503
Direct Fax:
E-mail: conrad.trickett@scotland.pnn.police.uk
Date: 22 April 2012

Dear Clerk to the Committee

CIVIC GOVERNMENT (SCOTLAND) ACT, 1982.

PUBLIC ENTERTAINMENT LICENCE – JAM IN THE PARK, 5 & 6 OCTOBER 2013

I refer to the application by JAM Promoters for the grant of a public entertainment licence for the above event which is due to be heard at a forthcoming meeting of Dundee City Council's Licensing Committee.

In terms of Schedule 1, Paragraph 3(1) of the Civic Government (Scotland) Act, 1982, on behalf of the Chief Constable, I elect to lodge this letter of representation.

In broad terms, Police Scotland are content with the information provided so far from JAM Promoters and at this stage I have no objections to a public entertainment licence being granted.

Discussions have been held with various event managers involved and although these have been generally positive, these must be cemented into specific plans that will need to be completed to our satisfaction. To this end I would suggest that conditions are attached to the licence to ensure that the necessary plans are in place and agreed prior to the event going ahead so as to ensure the safety of all those involved in or affected by the event. In addition, it is necessary to agree payment terms for the deployment of police officers to the event so as to protect the public purse.

The conditions I would ask for are:

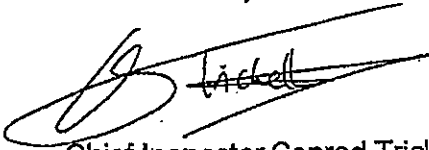
- 1) That a Traffic Management Plan is in place which all statutory agencies are in agreement with;
- 2) That a Stewarding/ Security Plan is in place which all statutory agencies are in agreement with;
- 3) That a memorandum of understanding is agreed between the stewarding company and Police Scotland which clearly shows the duties of both during the event;
- 4) That a Contingency Plan is in place which all statutory agencies are in agreement with;
- 5) That an "event area" is agreed with the event organisers which would include all public areas within Camperdown Park, any identified park and ride areas and all roads between these points;

- 2 -

- 6) That costs for the deployment of all Police Officers deployed to the event area for duties connected to the event are paid for in full by the Promoters in line with the Police Scotland cost recovery policy.

I submit this information for your consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Trickett', with a large, stylized initial 'C' to the left.

Chief Inspector Conrad Trickett
Area Commander

From: Licensing Board/SS/dundeecity
Sent by: Lisa Archibald/SS/dundeecity
To: Stuart Galloway/SS/dundeecity@dundeecity

Date: Tuesday, April 30, 2013 10:46AM
Subject: Fw: Re: Public Entertainment Application - J.A.M. Promotors Ltd

-----Forwarded by Lisa Archibald/SS/dundeecity on 30/04/2013 10:46AM -----

To: Licensing Board/SS/dundeecity@dundeecity
From: Lindsay Matthew/ENV/dundeecity
Date: 22/04/2013 11:51AM
Cc: Nikki Mulholland/ENV/dundeecity@dundeecity, Brian Gallacher/ENV/dundeecity@dundeecity, Andy Petrie/ENV/dundeecity@dundeecity, Iris Coghill/ENV/dundeecity@dundeecity, Kenny Kerr/ENV/dundeecity@dundeecity
Subject: Re: Public Entertainment Application - J.A.M. Promotors Ltd

(See attached file: Jam in the Park Noise Level Doc V2.pdf)

Comments in relation to proposed Jam in the Park event, Camperdown Park, Dundee (5th/6th October 2013)

1. There are no objections on noise grounds assuming the mitigation measures contained in the Noise Assessment Report Draft 2 are implemented in full. I would also request that the Public Entertainment Licence includes the proposed licensing conditions contained in section 3 of the Noise Assessment Report (attached).

2. Information has been received about food provision at the proposed event. Vans will be providing pizzas, burgers, chips, etc for the public and a catering tent will be used to provide plated meals for VIPs and bands. The layout of the kitchen in the catering tent is yet to be finalised and it is important that Environmental Health is consulted on this to ensure that the facilities are adequate and that there are sufficient controls in place to reduce the risk of cross contamination.

It is important that the catering companies concerned and the promoters continue to liaise with Environmental Health prior to and during the event and that everyone understands that if serious food hygiene contraventions are discovered by our officers during the event, the food operation concerned will be required to stop and will not be allowed to resume until all hygiene breaches have been satisfactorily resolved.

All catering facilities, including bars will be inspected prior to and during the event and it is anticipated that suitable arrangements will be in place for food storage, separate preparation surfaces for raw foods and ready-to-eat foods, adequate numbers of sinks for washing and food preparation, wash hand basins with warm water, liquid soap and paper towels for hand drying. Probe thermometers will be used to check temperatures of hot food and refrigerators and temperatures will be fully logged and recorded. Food surfaces and equipment must be cleaned and disinfected using British Standard EN compliant chemicals. If these chemicals are not provided and critical cleaning and disinfection procedures are not demonstrated, this will result in the catering operation being closed. Dedicated toilet facilities are to be provided for catering staff.

3. Noise officers will require to be present on a shift basis for the duration of the event (11am-11pm) both days as well as during sound checks prior to the event. Food officers will also be present on both days and prior to the event. It is anticipated that the Environment Department will be recompensed to cover overtime and transport costs.



sound acoustics

Unit 3c Milnpark Trading Estate
10 Lambhill Quadrant
Glasgow G41 1SB
0141 556 2737

Noise Assessment Report draft#2

Jam In The Park

Camperdown Country Park

5th & 6th October 2013

Client

J.A.M. Promoters, Suite F8, Faraday Business Centre, 34 Faraday Street, Dundee, DD2 3QQ

Mobile Contact on Night of Show

Sound Acoustics

(event production)

(event promoter)

CONTENTS

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3. COMMENTARY ON LICENSING CONDITIONS

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1. INTRODUCTION

1.1 J.A.M. Promoters, Suite F8, Faraday Business Centre, 34 Faraday Street, Dundee, DD2 3QQ
Is promoting Jam in The Park Campedown Park Dundee 5th & 6th October 2013. Sound Acoustics have been appointed by them to carry out an assessment of the potential noise impacts associated with the event at the location of the nearest sensitive receptors and to predict compliance with the conditions of the entertainment licence for this event.

1.2 This report outlines the results of this assessment, specifically:

A commentary on the Licensing Conditions stipulated for the event

The predicted noise impacts of the event

Management of sound checks preceding the event

The control of noise break-out from the event itself

The potential noise impacts of load-out noise

2. SOUND ACOUSTICS EXPERIENCE

2.1 Sound Acoustics, established since 1989, provides expert sound system installation and sound production coupled with highly experienced Sound Engineers. These resources are enhanced by qualified Acoustic Consultants, with extensive experience in the control of entertainment noise. This synergy gives Sound Acoustics a unique advantage in providing an integrated and effective approach to practical noise control, optimising the aural experience of concert patrons while actively protecting the amenity of residents of nearby sensitive receptors.

3. COMMENTRY ON LICENSING CONDITIONS

3.1 Dundee City council have advised that the following Licensing Conditions shall apply to Jam in the Park 5th & 6th October 2013

The License holder shall ensure that the requirements of the Code of Practice on Environmental Noise Control at Concerts issued by the noise council are met in full throughout the event and will:

- Ensure that provision will be made at the Mixing Platform for Sound Monitoring Officers from Sound Acoustics and Dundee City Council to make continuous sound level readings throughout the performance on the day of the event and any rehearsal or sound check.
- Ensure that electrically amplified musical stage entertainment in the arena shall only take place between the hours of 12.00 and 22.30 on the 5th and 6th October 2013. Playback music will be allowed from 11.00 am on both dates at an agreed level. Any sound or noise level checks will be carried out at a time agreed in advance with the environmental protection division.
- Ensure that noise levels measured 1 metre from the most affected façade of any dwelling shall not exceed 65dB(A)
- Ensure that a nominated sound engineer (who will be contactable at all times via radio or other means) will immediately reduce the sound level during the performance to the level stated in the preceding condition.
Contact details of the nominated sound engineer: *(whoever is in attendance from sound acoustics)*

- Ensure that a plan shall be prepared and submitted to the Environmental Health Section of Corporate Services in the Event Safety Management Plan to be submitted to the Council of the measures taken to minimise the effect of noise on residential accommodation nearby.

1 The identification of ear protection zones and their method of designation,

2. The provision of hearing protection,

3. Methods of reducing staff exposure to noise (i.e. job rotation)

4. Sound control engineering (e.g. loudspeaker locations, distributed sound system)

5. The Licence Holder shall ensure that the peak sound pressure level in any public area of the site shall not exceed 140 dB(A).

3.2 It is the considered opinion of Sound Acoustics that these Conditions are reasonable and shall be adhered to as far as is reasonably practicable.

4. PREDICTED NOISE IMPACT

4.1 The event comprises Three Marquee stages: situated stages facing in a northerly direction within the bowl of Camperdown Park The orientation of each stage in relation to the nearest residential, intervening barriers and other influencing factors have been considered in predicting the likely cumulative noise levels at each identified sensitive dwelling.

4.2 The following assumptions have been made in predicting the impacts of the event at the nearest noise sensitive receptors:

Propagation assessment of the site assumes a level of approximately 98 LAeq,15min at the mix positions.

The meteorological conditions have been assumed to be neutral.

4.3 Condition of 65dB LAeq,15min will typically be met throughout the event at all potential noise sensitive receptors.

5. CONTROL OF MUSIC NOISE

5.1 Careful attention will be paid to ensuring that the noise control programme is exercised throughout both the event and the preceding sound checks. The success of this programme relies on Sound Engineers, Acoustic Consultants and Dundee City Council to work closely together to ensure a satisfactory outcome for all interested parties. It is fully anticipated that this will be the case.

5.2 The sound control procedures that will be adopted are broadly as follows:

- Sound System Design

The sound systems used throughout the event will be set up in such a way as to minimise noise break-out from each stage area. Specific measures include the use of highly directional loudspeaker components (where practicable). During the sound propagation tests the sound systems will be fine-tuned to maximise the containment of noise.

- Sound Propagation Tests

Sound propagation tests will be carried out during the sound checks (with specific time set aside to allow for this) to correlate the sound levels at the mixer with the closest identified noise sensitive receptors. An audio noise source will be played through the systems and simultaneous measurements taken at the mix position and the nearest receptors – an Acoustic Consultant will be required to undertake this to allow direct feedback to the Sound Engineer at the mixer. The sound limits will then be set at the mix position in order to achieve the relevant Licensing condition.

- Sound Monitoring and Control during the Event

An essential part of the control procedures is monitoring and controlling the sound levels at the sound desk during the event itself. Noise levels will be monitored on a minute-by-minute basis at the desk by a qualified Consultant. Where fifteen minute cumulative levels are deemed to be approaching the Limits specified during the Propagation Tests then the Sound Engineer will be advised and will reduce or readjust the spectral levels as required to ensure that the Licensing Conditions are met at the nearest identified receptors. The levels at the nearest receptors will also be regularly checked to ensure compliance and the results fed back to the Sound Engineers at the desk.

All results will be made available to Environmental Health upon request.

- Telephone Complaints Line

Prior to the event any complaints received will be directed from the police to the event office land line numbers. Sound Acoustics will be informed immediately by radio and appropriate action taken.

On event days the JACC would be informed of any complaints received during both the Sound Checks and the event itself. Any calls received will be logged and details passed on to Sound Acoustic monitor team and they will take the appropriate steps to monitor and where necessary reduce levels in agreement with on site council environmental staff.

- Communications

In addition to the mobile phone details of Sound Acoustics' principal Acoustic Consultant, the Promoter will supply Sound Acoustics Consultancy staff with two-way radios so they may be reached whenever and wherever required. This ensures direct and immediate lines of communication.

6. POTENTIAL NOISE SOURCES DURING LOAD-OUT

6.1 Minimising noise from the load-out procedures (deconstructing the stages and associated structures, removing components from the site etc.) should be undertaken with broad reference to 'Best Practice', as described in the Control of Pollution Act 1974.

6.2 This should comprise ensuring that staffs involved in the load-out are made aware of the type of 'common sense' precautions they should be taking to minimise noise break-out from the site and reducing any potential impacts at the closest sensitive receptors. These precautions would include, for example, the following:

- Refrain from shouting when communicating
- Use screws rather than nails for fixing
- Refrain from dropping scaffolding bars
- Use damping materials to line truck floors
- Where possible, park trucks between operations and sensitive receptors to provide a 'barrier effect' and hence reducing in noise reaching the receptors
- Locate trucks as near as possible to operations to reduce transit time, and therefore noise levels, from fork-lift trucks. This also increases any potential acoustic benefits in terms of barrier effect afforded by the truck positioning

- Wherever possible, trucks should be parked up with engines switched off
- 6.3 It may be beneficial to put large laminated signs to remind employees the importance of Keeping noise levels to a minimum during the load out.

6.4 Where required, Sound Acoustics will provide a qualified Consultant to be on hand during the load-out to monitor levels at the nearest receptors and address any potential complaints and take action to minimise noise, where appropriate

7. CONTROL OF NOISE AT WORK

7.1 It is noted that the Noise at Work Regulations (1989)

7.2 Health and Safety is of optimum importance in an event such as this and as much will be done to ensure, in so far as is reasonably practicable, that the hearing of all event staff is protected, as defined in the Control of Noise at Work Regulations (2005).

7.3 Stage pits will be designated hearing protection zones and should be clearly marked as such – hearing protection should be compulsory in these areas.

7.4 For those whom it is not necessary to be in the vicinity of high noise levels, arrangements should be made to ensure that they have no need to be there – this may include positioning first aid tents / food and merchandise sellers etc away from sources of noise.

7.5 For those staff otherwise likely to be exposed to high levels of noise throughout the event, noise refuges should be provided – catering, dressing rooms and rest areas should also be located away from sources of noise to ensure that staff has a quiet place to go when not working. Where possible to rotate staff between jobs in quiet and noisy zones, this should be considered as a method of reducing staff noise exposure.

7.6 Hearing protection should be ubiquitously available and actively encouraged -all staff should be made aware of where they can get it at the Safety briefings before the event. Zones of high noise levels should be clearly marked.

7.7 As previously discussed, the combination of highly directional PA, skilled Sound Engineers and continuous monitoring of sound levels by qualified Acoustic Consultants at each of the stages will help contain noise within audience target areas and reduce its' break-out into other areas.

8. CONCLUSIONS

8.1

J.A.M. Promoters, Suite F8, Faraday Business Centre, 34 Faraday Street, Dundee, DD2 3QQ has appointed Sound Acoustics to undertake a noise assessment pertaining to The Jam In The Park 5th & 6th October 2013. This assessment forms part of the Licensing Conditions set by Dundee City Council.

8.2

The predicted noise levels during the event attributable to music noise are predicted to meet the Condition level of 65dB LAeq,15min 1m from the most affected façade of the closest identified noise sensitive dwellings.

8.3

Noise from or associated with the event shall be inaudible within any noise sensitive premises after 11pm.

8.4

A programmed control measured managed by Sound Acoustics has been proposed to ensure that noise generated during the sound checks, main event and load out procedures meets the Conditions set by the Council.

8.5

Careful attention will be paid to ensure that the programme of measures is adhered to, wherever practicable. It is anticipated that Sound Engineers and Acoustic Consultants will work closely together to ensure a satisfactory outcome for all interested parties.

Tommy Gorman