



The poster features a yellow background with a green border. At the top, the text "JAMAICAN INDEPENDENCE CELEBRATIONS" is written in large, bold, green capital letters. Below this, "ANNUAL EVENT" is written in the same style. The word "BIRMINGHAM" is centered below the event title in red capital letters. On either side of the text are two Jamaican flags. At the bottom left is a logo for "BYEP" (Birmingham Youth Empowerment Project) and at the bottom right is a logo for "BCDS". In the center, below "BIRMINGHAM", is the text "For more info call: 0121 622 6394".

**JAMAICAN
INDEPENDENCE
CELEBRATIONS**

ANNUAL EVENT

BIRMINGHAM

For more info call: 0121 622 6394

JAMAICA INDEPENDENCE CELEBRATION

MARKET: ENTERTAINMENT: ART & FAMAILY FEST

EVENT MANUAL

DATE OF EVENT: Saturday 5th & Sunday 6 August 2017

EVENT TIME: 10:00 hrs – 20:30 hrs

LOCATION: Handsworth Park

CONTACT: Event Director:

Mr Clifton Cameron

Birmingham Youth Empowerment Project

VENUE: Handsworth Park, Birmingham, West Midlands

ADMISSION: Handsworth Park

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INTRODUCTION: ES1 Community Festivals

Situated in North Birmingham and located in the beautiful surroundings of Handsworth Park, JAMFEST is a family fun-day festival that will showcase the cultural heritage of Jamaica, Birmingham and the UK. This event will celebrate Birmingham cultural diversity by paying tribute to Jamaica Independence Celebration, centrality to its culture, reggae and other musical genres that have contributed to Birmingham as an international city of culture. This event will showcase local and Jamaican talents providing entertainment to the people from Birmingham and across

The festival will feature international artists along -side the very best of local talents. The Saturday and Sunday event is all about Jamaica Independence Celebration therefore it's called "JamFest". The programme is consisting of live music, dance, spoken words, educational workshops on Jamaica heritage. There will be a variety of fun filled activities for all the family to enjoy including face painting, rides, and lots of give away. There will be food, drinks available that offer a diverse range from across the city.

Jamaica Expat Association, Birmingham Youth Empowerment Project CIC and Birmingham Community Development Scheme is planning to deliver a high-quality community driven event in support of Jamaica 55th Independence Celebration on the 5th & 6th August 2017, in Birmingham at Handsworth Park. We are seeking permission to put on a (Community festival) that will help to foster cohesion and community engagement. This is an event that is endorsed by the Jamaican High Commissioner.

We are planning, for the Saturday, to depict and promote as many of Jamaica heritage, culture, Art the country history as well as providing a variety of entertainments and opportunities. The Sunday will be a family fun day for all residents of Birmingham and the West Midlands to bring their families and friend to come out and enjoy the day.

On the first day, we want to share with multi-cultural Birmingham all what is GOOD, INSPIRATIONAL & SPECIAL about our country, Jamaica. (Our Motto is: **"Out of Many One People"**). As Jamaicans, we are proud of the complex culture and heritage that is as much entwined in the Island of wood and water, as it is in the hearts of its people.

This event is not only good for Jamaicans and friends, it's also good for the City of Birmingham, especially at this time when there is no Birmingham Carnival, leaving a big gap in the city social calendar. We will also use this opportunity to CELEBRATE Jamaican achievement in the UK and worldwide and to promote the strong friendship and links between Birmingham and Jamaica.

THE PROPOSED EVENT

We are looking to deliver an outdoor event to promote Jamaica goods and services, Jamaica strong culture, its heritage, Art, music, Jamaica strong history and its historical relationship with Birmingham and indeed a strong sense of celebration and positive opportunities in the City for local people and others who wish to participate.

The proposed venue is the Handsworth Park which is an ideal location for such an events in-terms of the location and size of the venue, local knowledge of the venue by the event's organisers, the large number of Jamaicans and friends of the Caribbean who live locally in North West Birmingham... **and just as important, for the city to have outdoor events which reflects the multi-cultural make-up of our City which is more than just about music and dancing.**

In addition to promoting Jamaica products and culture, **the event will help change lives, promote cultural diversity, community cohesion and social inclusion, and not to mention the economic reward this event will bring to the local community.**

Today, Birmingham is the second most culturally mixed city in the UK, a fact that is reflected in many of the region strengths. It is essential that these contributions are acknowledged, supported and reflected in the services that the local City Council provides.

AUDIENCE

Jamaica Independence Celebration and Art Festival in Handsworth Park is a family music, cultural and arts event. The event will attract a mixed audience of all ages and ethnic backgrounds. Our audiences include a healthy mix of families and over 25 years old festival goers. Based on our last year event experience we are **expecting 9,999 people to attend the event on the day at one time.**

The Euro Guard Security at the gates will use clicker to monitor the number of people on site and they will check all vehicle entering the park for contraband.

THE EVENT ORGANISERS

The event is organised by Birmingham Youth Empowerment Project, the Jamaica Expat Association and Birmingham Community Development Scheme. The Partnership is responsible for the organising and running of the event and has overall responsibility for those groups and individuals who have been invited to take part. The Partnership will manage a team of paid and volunteer stewards at the event and ensure that they are fully integrated into the event management structure and will work with the production manager to ensure that public safety, event management and Health and Safety regulations are adhered to. Key stewards and other event staff will have two-way radios to report incidents, manage the public and for general communications.

Birmingham Youth Empowerment Project CIC, Jamaica Expat Association and Birmingham Community Development Scheme are the three organisations that works across Birmingham delivering high quality community projects for family and young people. Both BCDS and BYEP staged Jamaica Independence Day Celebration for the first time in August 2015 at Calthorpe Park of which the current event is the continuation of our commitments to organise a family fun day annually but this time in Handsworth Park.

The Jamaican Expat Association believes that Jamaicans abroad represent an incredibly rich and valuable resource for the United Kingdom and while contributing toward the development of both countries. Jamaicans living and working in the UK are directly and indirectly responsible for millions of British pounds in trade. Jamaicans being exceptionally educated and hardworking, community minded amongst many things. We contributed to the UK economy significantly in our everyday work in nation building. Therefore, Jamaican come together, unite ourselves and start helping to promote our culture to the UK and the world. Unity is strength.

Birmingham Youth Empowerment Project works to inspire, motivate and empower children and young people in Birmingham and the West Midlands. Through mentoring, education, training and intervention programmes we aim to build self-esteem and quality of life, laying the foundations for a healthy transition into adulthood.

Birmingham Community Development Scheme is an organisation seeking to improve the quality of life, of the people in the community and the wider Birmingham area. Our aim is to help alleviate unemployment among people, by giving them a chance to develop skills through community work placements and developmental training. The goal is to realise their true potential and help them to succeed further in life. We believe mentoring is a key aspect of our organisation and it improves the confidence of users, which then helps them feel motivated to achieve their employability goals.

of inclusiveness, embracing the city cultural mixed and promoting the importance of cultural diversity whilst empowering local people.

We want to use this **JAMAICA INDEPENDENCE CELEBRATION & ART FESTIVAL** to assist in rebuilding of the local community culturally and economically which is currently showing unprecedented level of anti-social behaviours in North West Birmingham, to reduce the fear of crime, deprivation and raise the profile of the area which suffers constantly from bad press, high crime rate, high unemployment and lack of community regeneration.

The key site management and operational delivery team will be located, in the control unit and will be in radio contact with all production and operational staff including the following:

Event Control Unit:

Clifton Cameron: Festival Producer

Saleem Khan: Security Manager

Erwin Cameron: Production Manager

Nysha Givans: Stalls Coordinator

Joanna Jackson: Volunteers Coordinator

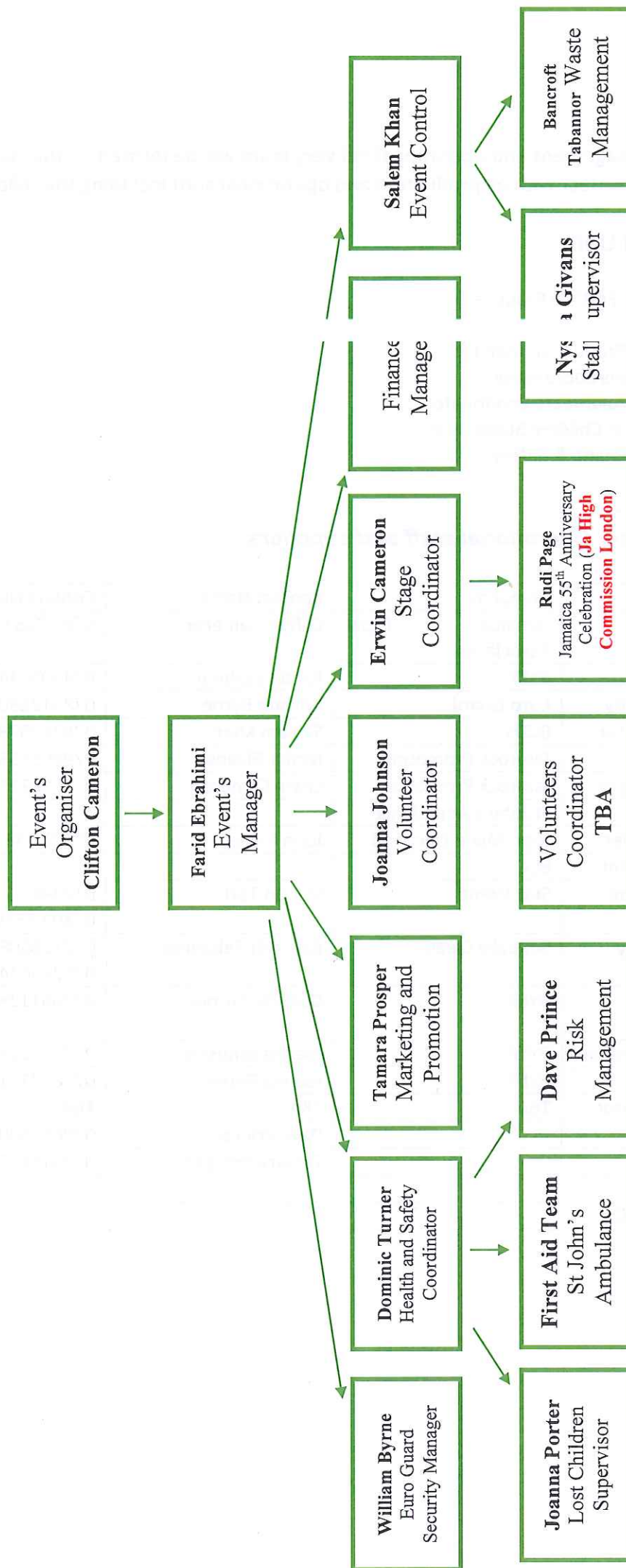
Joanna Porter: Lost Children Supervisor

Dominic Turner: Health & Safety

Key Production/ Operational staff and suppliers

Role	Company	Contact Name	Contact Number
Event organiser	Jamaica Expat Association	Clifton Cameron	
Event Manager	BYEP	Farid Ebrahimi	
Euro Guard Security	Euro Guard	William Byrne	
Security Coordinator	BCDS	Saleem Khan	
Stalls Coordinator	Jamrock Promotion	Nysha Givans	
Production Manager	Jamrock Promotion	Erwin Cameron	
First Aid	St John's Ambulance		
Main Stage Supplier	John Milne Electrical	John Milne	
Waste Management	BCC		
Barrier and Fencing	Star Event	Sharan Tott	
Cleaning Company	Squeaky Clean	Bancroft Tabannor	
Health & Safety Coordinator	BYEP	Dominic Turner	
Volunteer Coordinator	BYEP	Joanna Johnson	
Lost Children	BYEP	Joanna Porter	
Workshop Facilitator	TBA	TBA	TBA
Videographer		Dave Prince	
		Tamara Prosper	
Please see Page 22			

Organisational Structure



SITE BUILD / DE-RIG SCHEDULE

Date	Activity	Contractor
DELIVER, BUILD AND SERVICE		
Friday 4 August	Main Stage installed	
Friday 4 August	Backstage perimeter and fencing installed	
Friday 4 August	Marquees installed	
Friday 4 August	Festival dressing and sponsorship banners	
Friday 4 August	Toilets installed	
Friday 4 August	Rides and Bouncy Castles set up	
Friday 4 August	Entry & Car Park payment booth in positioned	
Friday 4 August	Waste Management	
Friday 4 August	Festival signage and notices displayed	
Friday 4 August	Traffic management in place	
Friday 4 August	Saint John's Ambulance	
Friday 4 August	Catering stalls installed	
	FESTIVAL	
DE---RIG, DISMANTLE AND COLLECT		
Sunday 7 August	De-rig stages	
Sunday 7 August	Site clean up	

Sunday 7 August	Waste removal	
Sunday 7 August	Remove marquee	
Sunday 7 August	Remove fencing	
Sunday 7 August	July Final inspection check of site and sign off.	

EVENT MANAGEMENT

Site Euro Guard Security

Euro Guard Security will be securing the event site and providing both the guards and stewards. All their guards and stewards are SIA registered and professionally trained in dealing with members of the public. They will provide fully trained staff to ensure that artists, staff and members of the public enjoy the event in a safe and secure setting.

All issues of Euro Guard Security will be the responsibility the Euro Guard Security manager and Euro Guard Security supervisor. This person will be identified and in communication with the Command & Control Room.

Euro Guard Security & Stewarding Staff will be easily identifiable by their Hi -Vis clothing. During down time or breaks staff will remove Hi-Vi so as not to cause confusion. The Euro Guard Security team will be a mix of trained Male & Female experienced event Euro Guard Security staff, well versed and capable to carry out the activities required to enable the event to be safe and without serious incident.

Static Positions: Providing visual presence, check points, point of contact, assist in evacuation and dispute, constant monitoring & maintenance of good order, and Health & Safety.

Standard Patrols: As the above but they will be mobile responsible for the patrolling of all internal areas, of the site, when deemed necessary. This provides a visual deterrent and allows the staff to respond quickly to any occasions where offences or incidents of note have or are taking place, vulnerable areas or black spots if identified will be communicated to all staff and patrol frequency increased in those areas.

Quick Response Teams: The aim of this team is to provide a dedicated patrol team that will react quickly to support all areas of operation as required. When not required they will perform constant random patrol.

Control Room: Staff will communicate to SMT, Euro Guard Security and stewards via mobile phones & multi-channel radio, assist co-ordination of staff and be based in the CCR, Maintain Occurrence Log, Staff information and staff reference point. Ensure all situations and incidents are dealt with in accordance with UK Law & Legislation.

JAMAICA INDEPENDENCE CELEBRATION & ART FESTIVAL

Security Rota

JICV	06:00 – 14:00	15:00 – 17:00	17:00 – 20:30
Event Control	2	2	2
Entrance 1	2	6	6
Entrance 2	2	6	6
Entrance 3	2	2	2
Main Stage	2	6	6
Artists Marquee	3	2	4
Toilets	0	1	1
Patrol and Response	3	6	10
Food Stalls Area	2	2	2
Parking	2	2	2
Break Cover	2	2	3
Contingency Cover	2	4	8
Total SIA Euro Guard Security	24	41	52
Night Euro Guard Security	5th August	1	21:00 – 09:00
Night Euro Guard Security	6th August	1	21:00 – 09:00

Capacity

Audience capacity has been estimated at 9,999 people across the area of the event.

Audience counts will take place at the entry points by Euro Guard Security staff.

If the number of visitors at the event is deemed to undermine health and safety, the Security Manager will inform the Event Organiser and Health and Safety Officer who will instruct the host/ compere to make an announcement from the stages that the event is being shut down due to safety reasons. If the host/ compere is unable to make this announcement for any reason, then the Event Organiser will inform the public.

Crowd Management

Designated stewards will be tasked with counting the audiences build up around the main stage of the festival. They will count the audience numbers on hourly basis. When this count reaches 8,000 the Festival Producer located in the event control room will be notified.

The steward on the door of the marquee will monitor the numbers going in and out the marquee ensuring that the flow remains within the designated capacity. However, access will be restricted once the numbers reach 50 in the marquee. It is expected that there will be audience movement throughout the festival site. As such the capacity within any given location will be closely monitored to ensure that it does not exceed the legal capacity.

Event Management

The event management team are not planning to close any roads on the event day.

Sound Levels

The range of the amplification used at this event will be monitored by sound monitoring equipment making sure the sound does not exceed the 67dbs at the nearest neighbouring resident.

Sound checks will take place at times agreed by the organisers and Handsworth Park management.

The telephone number of the Handsworth resident's event 'hotline' will be displayed on the **(07867 1 1111)** Posters.

Stewards will encourage patrons to leave the site in a quiet and orderly manner. Throughout the day stewards will be posted through the event, to help reduce noise and nuisance.

Natural Highs

It is our policy to prohibit the sale of natural highs at our event and we will give all stallholders advance notice of our policy. Stalls Supervisor supported by the festival Stewards will be tasked with enforcing this policy.

Alcohol

Alcohol will be on sale on site by event organiser. The roaming guards will keep a watching brief on any alcohol being consumed and be on the alert for anyone becoming drunk and/or at risk of undertaking anti-social behaviour. If for any reason alcohol needs to be confiscated from a member of the public the **Euro Guard Security guards** will pour the alcohol away and dispose of the empties in a locked bin.

Drugs and Smoking

We will not be able to restrict smoking at the event but we will ask people not to take drugs in the area as this is a family event. Anybody suspected of taking drugs on the site will be removed and the police will be called.

The SIA (Euro Guard Security) has the responsibility to protect the event from coming into dis- repute under the Public Entertainments Licenses (Drug Misuse) Act 1998, which states that any licensed premises/area deemed to be a serious problem relating to the supply or use of drugs, can have the license revoked, or have terms, conditions or restrictions placed upon it.

All staff to be aware of a zero-tolerance policy regarding the use of drugs during the event and on site at all times. They must report any suspicions to a member of Euro Guard Security.

Wet Weather Plan

If due to severe weather or it becomes unsafe for the event to go ahead as planned, by 10am on the Saturday 6th of August at the latest, the decision will be made for the event to be cancelled. This decision will be made in the days before the event if there is a severe weather warning in place. In the event of the event being cancelled the following people will be contacted to be made aware and to change plans accordingly: The Safety Advisory Group (SAG) and local area offices.

First Aid

There will be a team of **22 St John's Ambulance First Aiders** and a treatment tent near event control.

First aid staff will be in radio contact with the festival management team. In the event an ambulance is required our First Aid staff will call 999 and then alert Head of Euro Guard Security to facilitate unhindered access to the injured party.

WASTE AND SANITATION MANAGEMENT

Toilets arrangement

A proposed minimum of 20 toilets, 4 urinals plus 2 disable toilets will be provided by a reputable company.

Litter arrangement

A reputable company (**Squeaky Clean**) will provide litter, trade and site waste collection all day. All rubbish will be segregated into at least two separate streams of waste,

general and mixed recyclables. All our organisations are environmental friendly and at our offices we practice the and used re-cycle waste bins.

FESTIVAL FOOD STALLS HOLDERS

Each food stall holder must provide copies of a risk assessment, with emphasis to their structures. Public Liability Insurance and Hygiene Certificates for all Caterers. All electrical equipment must be compliant with current Gas and Electrical regulations. Each contractor is given a fire risk safety checklist to complete after set up and before final inspection before opening the site to the public.

Stall Traders

Traders must ensure that:

- ❖ Health and safety laws & guidelines are followed.
- ❖ **No alcohol can be sold by vendors, if caught they will be ask to leave the event.**
- ❖ Refuse is cleared from relevant areas.
- ❖ They co-operate with all other areas and personnel involved in the event.
- ❖ They comply with all license conditions and co---operate fully with our Safety Officer.

Lost Children/Vulnerable Persons Procedures

The Jamaica Festival (Jamfest) is very much a family friendly festival, and attracts people from all over the country. On arrival at the festival all **parents will be given a white wristband** to write their mobile number on, then placed on child wrist in case of emergency event staff will know who to contact. The Lost Children station will be located at the Communications bus between 11am and 9pm.

Lost Children Policy

This policy identifies arrangements for the safe care of lost children until they are reunited with their parent or guardian.

General Arrangements

Special **"lost child"** staff will be on duty throughout the event. These staff will be DBS enhanced check and work with existing BYEP enhanced DBS holders. Security, stewards and event staff will be briefed to be alert to children in distress at which point they should liaise with the "lost child" staff to identify potential problems. A clearly advertised collection point will be designated and supervised at all times. Lost children will not be left in the sole care of a single worker at any time. Support from Emergency Services and/or other relevant agencies will be requested if necessary.

Specific Procedures

In circumstances where a lost child is not quickly re-united with parent / guardian it may be necessary to make an announcement over the PA system. In such circumstances, announcements will not refer to children specifically or give personal details or names etc. if it's during a performance, the announcement will be made as soon as possible to try to reunite child/ren with their parent/carer. The signature of parent / guardian plus proof of identity will be sought prior to the child being released from BYEP care. If a lost child seems reluctant to go with a parent / guardian, then advice and assistance will be requested from the Police/Social Services. All incidents will be recorded and reported.

EMERGENCY MANAGEMENT

All emergency communications will be handled by event control, which is based next to the upper area near the left side of the stage, benefiting from a good overview of the entire site. Evacuation will be handled by **Clifton Cameron**, based on the following documentation to be issued to all stewards in advance of the event:

Emergency Procedure

In the event of any emergency situation arising, Event / Euro Guard Security staff will first contact Euro Guard Security Supervisor. Then they will alert message by radio "ALL STEWARDS / EVENT STAFF TO POST". All staff should then be ready to receive further instructions.

In the event of FIRE the message will be "RED" Stewards / Event staff should isolate the area to enable the emergency services to deal with the incident. (Dominic Turner will contact the emergency service with all information and which gate they should be arriving. A BYEP staff will be on hand to receiving the emergency services at the gate and escort them to the incident)

OR

In the event of a BOMB SCARE the message will be "**BLACK**"

OR

In the event of a DISTURBANCE the message will be "**BLUE**"

OR

In the event of a MEDICAL PROBLEM the message will be "**WHITE**"

OR

In the event of a STRUCTURAL PROBLEM the message will be "**YELLOW**"

Once the problem has been localised and dealt with, the following message will be given **“ALL STEWARDS / EVENT STAFF STAND DOWN”** This is the signal to return to normal duties

If a full evacuation is necessary, the following message will be given on the Radio by the Event Organiser (after consultation with West Midland Police / Euro Guard Security) to Stewards / Event staff **“CODE CLEAR”** then all staff will evacuate the crowd safely out of the Event Site

Should a fire, disturbance, suspect package, or any form of emergency be discovered by a steward / event staff, it must be reported immediately to Euro Guard Security Supervisor (Euro Guard Security).

Emergency Access Routes

The access route for emergency service vehicles is via the Holly Road park entrance. In the event of an emergency this road will be kept clear of all other vehicles for the duration of the incident.

Evacuation Codes

Fire

Stewards / SIA will notify the nearest exit control by steward in the event of a fire. **DO NOT** use the word fire on the radio; it may cause alarm if overheard by the public.

Small fires:

The code word for a small fire that does not require the fire brigade intervention is **Sparkles**. A small fire would be defined as a non-structural fire. E.g. a small fire in a bin that can be moved outside and extinguished. A fire that cannot be controlled using basic firefighting equipment would be classed as **Snow Flakes**

Large fires e.g. structural:

The code word for a large fire i.e. Marquee or structure is **Snow Flakes**

In the event of **SNOW FLAKE** being alerted to security control, the head of security will respond with the Safety Officer. They will make the immediate decision whether to call the Fire Brigade/Police and affect a full Evacuation. If a full evacuation is called the Safety Officer will instruct the sound engineer and stage manager to stop the music, ready for announcements to be made. The Safety Officer/Head Security/Production Manager will make the full evacuation announcement over the PA system on the main stages.

Roaming patrols will assist in directing guests towards the nearest available Exit The Head of Security and Safety Officer will delegate stewards to each of the exit points, or to be part of the roaming patrols, to control festival goers.

Full Evacuation

In the event of the site being evacuated, stewards and volunteers will ask the public to simply leave the area. If a full evacuation is necessary, the following announcement will be made over the PA. "Ladies and gentlemen, boys and girls due to circumstances beyond our control we must ask you to vacate the area in an orderly manner taking your possession with you". Details of the nature of the evacuation will then be transmitted to staff over the radio.

Staff assemble point is at the Event control tent, once the area has been cleared. In the case of adverse events requiring the evacuation of Event Control both rendezvous and Event Control will move to the Leisure Centre Car Park.

Should a fire, disturbance, suspect package or any form of emergency be discovered by a member of staff, it must be reported immediately to Event Control.

MANAGEMENT OF WELFARE AND PROVISION OF INFORMATION

The Information Point is located, in the event control Marquee. The Information Point will provide the following:

- ❖ Free site maps.
- ❖ Emergency assistance.
- ❖ Information about local services.
- ❖ Taxi booking and co-ordination. Schedule of musical performances.
- ❖ Schedule of workshop and other activities.
- ❖ Lost property.

Any lost property handed in will be logged with details of where and when and by whom it was discovered. If the owner can be identified an announcement will be made on the main stage. If claimed the claimant will be asked questions to check if the item/s belongs to them. If unclaimed after the event it will be stored at our offices for 12months.

Information:

Through briefing, Stewards and Volunteers will be aware of all necessary information and can be fielded by event control, either by radio or in person.

Disabled Guests

A viewing area for registered disabled and carers is located with a good view of the main stage within the crash barriers. Our stewards are available to assist with mobility.

ARTISTS FACILITIES

We have arranged to use a tent for backstage arrangements. The tent will be closed to the public and secured via solid Herris fencing to the side of the stage with SIA guards. We will close off the back of the stage area with solid herris fencing to ensure a secure envelop backstage monitored by SIA Door Supervisors.

Artist parking

The Artists Car Park is on Holly Road (see map)

All artists bringing equipment will be asked to park at the top of the park in the Artist Car Park and will not be allowed to drive down to the stage. One vehicle employed by the event organisers will be charged with taking equipment down to the stage and will be controlled by the organisers.

Entry to the Artists car park by car only be with a valid parking pass.

Accreditation

Artists will be provided with wristbands to gain backstage access, this mean that only band members and staff will be admitted backstage. There is no space backstage for artists friends and family so artists will have to meet them in the public space! This information will be communicated to all artists in their contract in red writing so as for it to be clearly seen.

Artist WCs

There will be 3 toilets back stage behind the tent for artists and staff to use.

PROGRAMME OF THE DAY

SATURDAY 5th AUGUST 2017

AM

- 07.00** Access gate to venue open (Hinstock Rd Entrance)
❖ Stall holders given access to set-up stalls
- 10.00** Sound Check, for environmental and noise control
- 11.00** Community engagement and other entertainments / some activities start around the venue

PM

- 13.00** Reception & Arrival of special guest to VIP area
- 13.15** Arrival of officials
- 13.20** Introduction & Welcome
- 14:00** Start of Stage Performances
- 15:00** Live acts on stage
- 16:00** Warm-up Artists (Singers/Groups)
- 18:00** Headline performers on stage
- 20:15** End of LIVE PERFORMANCE
- 20:30** End of Event

MAIN STAGE RUNNING ORDER

No.	Time	Artist	
1.			
2.		Rose Capri	
3.		Judy Emeline	
4.		Leo Golden Child	Howard Richards
5.		Sama Blake	
6.		Zara Skypes	
7.		Stomzy	

8.		Geko	
9.		Lady Leshuur	
10.			

CONTACT LIST

JAMAICA INDEPENDENCE CELEBRATION VILLAGE

Name	Organisation	Tel No.	Mobile
FESTIVAL			
	Association		
Clifton Cameron	Event Organiser		
Erwin Cameron	Production Manager		
Tamara Oldacre	DPS		
BCC STAFF			
Joe Hayden	BCC – Parks		
	BCC - Events		
	Event Depot		
Lee Southall	Parks Manager		
Ron Stretton	BCC – Safety		
David Kennedy	BCC – Licensing		
Mark Horner	BCC – Licensing Safety		
Nick Tinsdeall	Environmental Noise		
EMERGENCY SERVICES			
Ins Noleen Murrin	West Midlands Police		
Mick Robinson	WMFS – Safety		
Eugene Collins	St Johns		
SUPPLIERS			
BBC Bin Hire	Commercial Waste		
Excloosive	Toilets		
Doaba Marquees	Kudret		
HSS	Generators and Stalls		
Euro Guard Security	Euro Guard Security		
Robert Wilkinson	Robert Wilkinson Rides		
Cartel Communications	Two Way Radio		
J. Milne	Electrical Services		
Barrier & Fencing	Sharan Tott		

JAMAICA INDEPENDENCE CELEBRATION VILLAGE
FRIDAY 5&6th AUGUST 2017
HANDSWORTH PARK

Equipment	No.	Delivery Date/Time	Removal Date/Time	Location
EVENT DEPOT				
Co2 Fire Extinguishers	10	05/08/2017 0900hrs	05/08/2017 2030hrs	Stage Marquees Food Stalls Event Control
Foam Fire Extinguishers	10	05/08/2017 0900hrs	06/08/2017 2030hrs	Stage Marquees Food Stalls Event Control
Hazard Tapes	3	04/08/2017 0900hrs	06/08/2017 1700hrs	Event Control
ENVIRONMENTAL WASTE				
Commercial Waste Bins	15	04/08/2017 0900hrs	06/08/2017 1700hrs	Stalls Area
DOABRA TENTS HIRE				
Marquee 20' x 10'	1	04/08/2017	08/08/2017	Sponsor
Marquee 40' x 20'	3	04/08/2017	05/08/2017	BYEP
Stage 20 x 10	1	04/08/2017	06/08/2017	
Water Standpipe - 1	1	05/08/2017	05/08/2017	Pavilion
Water Standpipe - 2	1	05/08/2017	05/08/2017	Hinstock Gate
HSS				
30-40kva Generator	1	04/08/2017 0800hrs	07/08/2017 2200hrs	Main Sound
20kva Generator	1	04/08/2017 0800hrs	07/08/2017 2200hrs	BYEP Marquee
TOILET				
Mix Gender Toilet Units	20	04/08/2017 0800hrs	06/08/2017 2200hrs	
Disabled Units	2	04/08/2017 0800hrs	05/08/2017 2200hrs	
Urinal Units	4	04/08/2017 0800hrs	06/08/2017 2200hrs	
FIRST AID				
St John's (Foot Patrol)	14	05/08/2017 0900hrs	06/08/2017 2030hrs	

Treatment Tent	2	04/08/2017 0900hrs	06/08/2017 2030hrs	
LOST CHILDREN				
Lost Children Staff (appropriate staff to be identified by JIC)	1	05/08/2017 12.00hrs	06/08/2017 2000hrs	

CONFIRMATION LETTER

JAMAICA INDEPENDENCE CELEBRATION & ART FESTIVAL

I refer to the above event set to take place on Saturday 5 & 6th August 2017 at Handsworth Park.

The event in the Park will commence at 10 AM and close at 8.30.

I have pleasure in providing you with your final joining instructions and passes for this event with your trading stand detailed below.

Trade Stand Number	
Description of Unit	

With this letter is the following:

☐ **Map of the site.**

- This indicates the entrance you must use to gain entry to the park site. You should enter via Hinstock Road Gate, Hinstock Road and clearly identify your vehicle permit to the stewards on the gate.
- Stewards will direct you to the holding area and then escort you to your position on the Park. Under no circumstance should you move after you have been shown your appropriate position

☐ **1 No Vehicle pass, no entry to site**

- This pass permits entry into Handsworth Park.

Entry to site

Traders will be permitted to set up between 7:00am and 09:45am on the morning of the event.

No vehicles will be permitted entry to site after 10:00am and strictly no vehicular movement will be permitted on site by traders between 10:00am and 9.00pm on the grounds of public safety.

Please note:

All vehicles entering the park will be searched at the gate, and strictly no alcohol will be allowed to be taken unto the event site or sold in the park.

Stallholders are prohibited from playing music on their stall pitches; stallholders not adhering to this will be prevented from trading.

Please do not bring any music to the event.

On behalf of the event organisers, we thank you for your support and hope you have an extremely successful and enjoyable day at this event.

Yours sincerely,

Clifton Cameron

JEA Chairman, BYEP Managing Director, BCDS CEO and Jamrock Promotion President

EVENT TERMS AND CONDITIONS FOR TRADERS/ STALL HOLDERS

- Only **ONE** vehicle with trader's pass will be allowed through the entrance barrier on to site and will not be allowed to leave the site until 8.30pm hours, unless emergency
- All stallholder vehicles will be inspected prior to entry on site by event security, regular inspections will be carried out by Birmingham City Council's Safety Team through the day.
- Stallholders should note that helpers will not be permitted to bring vehicles on site, park in the trader's car park.
- **Stallholders will not be allowed to sub-let any part of their stall to third parties**
- All stallholders are responsible for their litter and to ensure it is placed in the bins provided, the area around the stall should be kept clean and tidy at all times. **There will be no dumping of rubbish, chalk coal, LPG gas bottle or food stuff on the grass. This is none negotiable.**
- No re-entry of vehicles will be allowed once access has been gained and vehicles are required to remain stationary on site during the whole event.
- All stallholders are reminded that they are responsible for the observance by themselves, their employees and their contractors, of The Health and Safety at Work Act 1974 and the relevant statutory provisions covering all safety regulations.
- Stallholders are responsible for their own Security arrangements together with any necessary insurance of their own belongings or equipment. The organisers cannot be held responsible for any loss or damage to equipment brought onto or left in the park. Stallholders shall indemnify the organisers against all claims for damages, compensation or costs in respect of personal injury and / or loss or theft and/or damage to property of any person or persons which arise out of an incident in any way connected with the stall holder's presence at the show.
- All LPG gas bottles must be stored and secured in cages (please read separate enclosed guidelines for the safe use of LPG on site).
- **ALL STALL HOLDERS MUST ENSURE THE USE OF DIESEL GENERATORS AND NOT PETROL.**
- All Caterers please read separate Catering and LPG guidelines.

- You **must** bring with you your current registration documents, issued by your local Council, for inspection by BCDS Officers.
- **No selling of Alcohol in the Park BY VENDORS.**
- **No playing of Music / Sound allowed in the Park except the Main Sound System, and Live Music on stage.**

The decision of event organisers will be final; stallholders contradicting any of the above conditions will be asked to close their stall. No refunds will be given. There will be a site safety inspection prior to the start of the event at 10:00 am sharp.

LOST CHILDREN POLICY

Policy for lost and found children.

Method for locating parents/guardians

If you discover a lost child inform production asap and they will send a child carer to your location.

When looking after a lost child, and the child is uninjured and not unduly distressed, stay at the found location for 10 minutes, whilst giving production as much information as possible. The parent may be close by or may return once they notice that the child is missing.

After 10 minutes (or so) take the child to the lost children facility. Do not take them to the stage or any other location as it may take some time to locate the parent and it is important that the child is in a managed environment with a trained person.

If the child is extremely distressed or in need of medical attention, go directly to the First Aid / Lost Children facilities.

The production office will contact the Stage Manager at the Main Stage to request an announcement. It may be necessary to send someone over with a written message, as the Stage Manager may not be able to hear his or her radio.

The message should include the sex, age, and a brief description of the child and the name of the parent if the child knows it. Include the method of re-uniting the child with the parent.

E.g. "6 year old boy, green hair, red top, blue trousers, face painted, mum's name is Doris / lives in Station Road. Please make yourself known to a steward, police officer or other festival official, / go to the Information tent" (this is signposted from all over the site, whereas the Lost Children post is not)

Parents claiming the child should provide the lost children facility with name address and contact number for the log book.

PA announcements must not identify the child by name.

Method for locating lost Children

If a child is reported lost the parent/guardian should be taken directly to the lost children/information point where a full description of the child can be noted. If the parent is unwilling to go with you then stay with the parent and inform production who will arrange for someone to come and get the details.

The potential for child abuse is more of a reality where a child is reported lost, and the public are asked via the PA system if they have seen them. If an inappropriate adult recognises a child as fitting the description and knows the name of a child, the child is more likely to be compliant and go with them. This is a rare occurrence but must be considered in the lost children plan.

Only Festival staff and Police should be given the child's description and be searching the festival area for the child. If the child is found they should be taken to the lost children facility adjacent to the First Aid Post

If the child is not found within the site, the Police will make arrangements for a wider scale search.

Found Child Form

Lost/Found Child Form

Date	Time	Name	Age	Sex - Male or Female
Home Telephone			Parents Mobile	
Where found? Who by? Time?				
How did they arrive?				
Where were they when they became separated?				
Was there a meeting place arranged?				
Description of child:				
Time reunited				
To whom reunited (Print) Signed				
Signed by staff dealing with child				

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Appendix 8 Important Information to Food Business Operators Wishing to Trade at 'OUTDOOR EVENTS' Staged In Birmingham



Revised August 2015

Outdoor Events

IMPORTANT INFORMATION TO FOOD BUSINESS OPERATORS WISHING TO TRADE AT 'OUTDOOR EVENTS' STAGED IN BIRMINGHAM

Dear Food Business Operator

If you wish to trade at outdoor events in Birmingham we will require you to meet the criteria outlined below:

- 1.) Provide evidence that your business(s) are registered with a Local Food Authority.-**
- 2.) Provide evidence of food hygiene training for those staff handling high risk food (Usually Level 2, or basic Food Hygiene).**
- 3.) Have a food hygiene rating of no less than 3.**

Failure to provide evidence to Environmental Health that you meet the above criteria at least 1 month before the event to Environmental Health (contact details provided at the end of this document) may see your application to trade at the event refused.

Once your application has been accepted you should familiarise yourself fully with this document outlining the minimum food hygiene legal requirements. **Failure to comply may result in you being unable to trade on the day, and possible further action from Environmental Health.**

Foreword

Catering at an outdoor event from mobile facilities is a high risk activity and will always carry with it the possibility of causing food poisoning to a large number of people if extreme care

requirement in the hygiene legislation for all food businesses to be operated in a hygienic manner. The following guidance/information is therefore provided in order to help you meet various legal requirements and to achieve good management practice.

In addition to any information provided by the event organizer(s), this Department wishes to advise you of the following matters in relation to trading as a food business operating at Outdoor Events:

MANDATORY BASIC REQUIREMENTS

The Following Food hygiene and Safety issues are **ESSENTIAL** basic requirements. **YOU WILL NOT** be granted permission to trade on the day of the event and will be asked to leave the event site if any of the following mandatory basic requirements cannot be met.

- 5) All traders must be able to demonstrate that their units/stalls are adequately equipped with basic hand washing facilities. This includes either a portable wash hand unit or a bowl specifically for hand wash. Hot water should be readily available and there should be adequate supplies of hand wash and hand towel.
- 6) All traders must be suitably equipped to be able to check the temperature of both hot and cold food that they prepare and store on site by the use of thermometers including probe thermometers that are to be used for monitoring the internal temperatures of hot food prior to service. Where probe thermometers are used these should be used in conjunction with probe wipes to prevent any potential for cross contamination.
- 7) All mobile traders must provide and use appropriate HACCP based Food Safety Management documentation. This will usually mean the provision of record logs that clearly document the recording of fridge/freezer/cool box temperatures; hot food temperature checks, cleaning methods etc. Furthermore, in those instances where Food is not made at the event site, then traders will need to provide documented details of the time and place where food intended to be sold later at the event site was prepared.
- 4.) All mobile traders must be suitably equipped with sufficient cleaning Materials, including spray sanitisers and/or disinfectants, to ensure all areas are clean and free from physical, chemical and/or microbiological contamination. Particular attention must be afforded to all food contact surfaces as well as other articles that come into direct contact with food.

1.0 LEGISLATION

Proprietors of food businesses (Mobiles and Stalls) must comply with the provisions of the:

- Food Safety Act 1990
- EU Regulation 853/2004
- The Food Safety and Hygiene(England) Regulations 2013
- Food Information Regulations 2014
- Health and Safety at Work Etc. Act 1974 (and associated regulations)

2.0 FOOD SAFETY

*Hazard analysis critical control point (HACCP):

Regulations that have been in place since 1st January 2006 say that you must be able to show what you do to make food is safe to eat and have this written down. You must be able to show that all food that is delivered, stored, prepared, cooked, displayed and served is done so in such a manner that provides safe and uncontaminated food for public consumption. You must therefore be able to satisfy the following requirements:

Food Safety - General Requirements.

Provide a wash hand basin for hand washing only. Water should be at a suitable temperature, with soap and means of drying hands.

Provide suitable and sufficient food preparation surfaces.

Food should be labelled as appropriate, to comply with the requirements of the Food information Regulations 2014. This also included being able to advise the public as to what allergens are in your food. An allergen matrix may prove helpful in doing this. Ensure foods are within the durability date. This will either be a 'Best Before' or a 'Use By' date. Ensure foods are correctly stored to prevent deterioration or contamination.

Delivery

Food transported to the site must be done in a safe and hygienic manner. Consideration should be given to:

- a) Vehicles used for transporting food must be suitable for the purpose and maintained in a clean condition. Certain foods may require particular conditions for delivery; e.g. refrigeration.
- b) To prevent food from risk of contamination, vehicles should not be used for transporting or storing other items.

- c) Containers used for food must be clean and capable of protecting food from risk of contamination. Cardboard and wooden boxes are **not** suitable containers for foods ready for consumption.

Newspaper is not a food grade paper and should **not** be used.

Storage

Temperature control is vital in preventing the growth of food poisoning bacteria and keeping food safe. High-risk foods such as meats need to be kept either very hot (above 63°C) or very cold (below 8°C). The provision of suitable refrigeration, freezers and hot cabinets will be necessary for food which is required to be kept under temperature control:

- a) For small amounts of food insulated boxes containing ice packs may be adequate for chilled foods kept for short periods of time, e.g. less than 2 hours. Refrigerated equipment will be necessary for longer-term storage.
- b) If frozen foods are to be kept, sufficient freezer storage must be available. Defrosted food should **not** be refrozen.
- c) For the storage and display of hot high risk foods, suitable facilities should be provided to maintain the temperature of the food above 63°C.
- d) Raw meat and raw fish should be stored below 8°C in a refrigerator or cool box.

Cooking

All foods must be cooked in accordance with good practice to prevent food poisoning.

- a) Thoroughly cook the food, preferably as near the time of eating as possible.
- b) Ensure enough time is set aside to thaw food properly before cooking, particularly poultry.
- c) To cook meat safely so that food poisoning bacteria, such as E. Coli 0157; Salmonella and Listeria are killed, the Centre of the meat must reach a core temperature of at least 75°C for 2 mins or until the juices run clear. It is recommended that meat is not cooked from frozen.
- d) Care should also be taken with vegetable based foods items such as curry's, vegetable burgers, samosas etc. as some bacteria which cause food poisoning may be present in the spices and unwashed pulses and vegetables.
- e) Vegetables should also be treated with care. Some bacteria, which cause food poisoning, may survive in soil and can contaminate root vegetables and salads. These should be thoroughly washed.

Cross contamination

Foods can become contaminated with for example bacteria, moulds or foreign objects. To prevent cross contamination, the following points should be considered:

- a) Before starting, ensure all work surfaces, knives, equipment etc., are thoroughly cleaned.
- b) Keep all cooked and raw foods separate.
- c) Use separate equipment for raw and cooked foods e.g. chopping boards, knives etc.
- d) Wash hands between handling raw and cooked foods and handling waste.
- e) Protect your food. Cover it well to protect from insects, grass and dust. Wrap or place food in sealed washable containers. Keep all foods above ground level.
- f) Precooked rice must be protected from contamination and stored below 8°C.
- g) Cooking should NOT take place in the open.

Personal hygiene

- a) Wash hands regularly, particularly before handling food, between handling raw and cooked food and after handling waste. Gloves should not be used as an alternative to hand washing.
- b) Wear clean over clothing to protect food from any risk of contamination.
- c) Cover wounds/cuts with waterproof dressings. For food handlers these
- d) should be blue in colour
- e) All waste must be bagged and properly stored to prevent contamination of other food and to prevent a fire risk.

A Food safety checklist for caterers

The checklist below is designed to help you identify any hazards and for you to put the necessary controls in place to make sure that the food you prepare is safe to eat. This is specifically designed for caterers and food business operators attending outdoor events. Please take your completed checklist with you to the event.

If you answer 'No' to any of these questions, then there is a potential problem which will increase risks of something going wrong.

YOU MUST THEREFORE SATISFACTORILY ADDRESS THIS ISSUE(s) SO THAT YOU ARE ABLE TO PROVIDE A 'YES' ANSWER BEFORE CONTINUING.

Most of these are common sense practices, which you have probably been following for years.

Setting up your stall

Food safety management	√	X
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	Yes	No
Do you keep monitoring record sheets, training records, etc.?	Yes	No
Are these available for inspection on your trailer/stall?	Yes	No
Storage		
Are all food storage areas under cover and protected from contamination?	Yes	No
Do you have enough refrigeration? Does it work properly?	Yes	No
Food preparation and service areas		
Are all worktops and tables sealed or covered with an impervious, washable material?	Yes	No
Have you got enough wash hand basins? Are they supplied with hot and cold water, soap and paper towels?	Yes	No
Have you got sinks which are large enough to wash food and equipment in (including bulky items)? Are they supplied with hot and cold water?	Yes	No
If there is no mains drainage have you made hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier?	Yes	No
Have you got enough fresh water containers? Are they clean and have they got caps?	Yes	No
Have you got a supply of hot water reserved for washing up and hand washing?	Yes	No
Is all your food equipment in good repair? Are any repairs outstanding since your last event?	Yes	No
Cleaning		
Is your stall/vehicle clean? Can it be kept clean? Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?	Yes	No

Have you an ample supply of clean cloths and a 'food-safe'	Yes	No
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disinfectant/sanitiser to clean food and hand contact surfaces?		
Are the cleaning chemicals stored away from food?	Yes	No
Food waste		
Have you got proper bins with lids for food and other waste? Where will this be disposed of?	Yes	No
Do you have arrangements for the collection and disposal of waste oil?	Yes	No
Staff		
Does your staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls/aprons?	Yes	No
Have you a first aid box with blue waterproof plasters?	Yes	No
Is good stock rotation carried out, and are stocks within their expiry dates?	Yes	No
If you use raw and cooked foods are they adequately separated during storage?	Yes	No
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	Yes	No
Preparation		
Does staff always wash their hands before preparing food, and after handling raw food?	Yes	No
Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc.?	Yes	No
Do you use separate chopping boards for raw and cooked food?	Yes	No
Cooking		
Are all frozen meat and poultry thoroughly thawed before cooking?	Yes	No
Is all meat and poultry cooked until it is piping hot (above 75°C and the juices run clear)?	Yes	No
Are cooked and part-cooked food separated during cooking?	Yes	No
Reheating food		
Is all food reheated to above 75°C?	Yes	No
After cooking		
Is food cooked and served straight away?	Yes	No
If 'no' is it held at 63°C or above until served?	Yes	No
Once cooked, is food protected from contact with raw food and foreign bodies?	Yes	No
Cleaning		
Do you and your staff operate a 'clean-as-you-go' procedure?	Yes	No
Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to	Yes	No

clean food contact surfaces?		
Hand washing		
Is your staff washing their hands regularly, e.g. on entering the unit, especially after visiting the toilets, handling raw food, etc.?	Yes	No

Remember that food poisoning is preventable - you can help avoid it by carrying out the above checks.

3.0 HEALTH AND SAFETY

You should have regard to the requirements of the Health and Safety legislation. Event Organisers, Mobile Caterers and Stallholders have health and safety responsibilities towards employees, the general public and to themselves. Your attention is drawn to the following health and safety risks:

Food stalls: Any covering used above or around food stalls should be such as not to ignite easily if it were to come into contact with a naked flame. Materials used for the construction of food stalls should be of fire retardant material. Polythene or plastic sheeting must **not** be used.

- a) A Fire Certificate should be made available for marquees and stalls.
- b) All pipe work and connections to LPG cylinders must be in good order and have undergone maintenance checks by the caterer or if hired, by the Hire Company.
- c) Siting and storage of LPG cylinders and generators must be in accordance with the requirements of the Fire Prevention Officer. LPG cylinders must be stored outside marquees / stalls and barriered off.
- d) Fire extinguishers must be in good working order and have been serviced in the last 12 months. Water extinguishers must **not** be used.
Note: Further advice regarding fire extinguishers can also be obtained from your local fire prevention department.
- e) Hot liquids and large heating appliances should **not** be sited on the serving areas. Any other hot holding equipment or heating plates should be **shielded** from the general public by using barriers extending 1 meter from the serving area.

We hope that this information has been helpful to you. If you have any further questions or queries about operating outdoor events then please do not hesitate to contact the Food Safety Team.

The Food Lead Team, Birmingham City Council, Manor House, 40 Moat Lane,
Birmingham, B5 5BD. Telephone: 0121 303 5546
Fax: 0121 3031391 / E-Mail: helen.harper@birmingham.gov.uk

RISK ASSESSMENT

Date of Risk Assessment: 1/1/2017
 Type of Risk Assessment: General
 Name of person(s) carrying out risk Assessments:
 Signature of Risk Assessor:
 Signature of Manager: Date: _____

Organisation: JICV		Event: Jamaica's Independence Celebration Village		Date of Assessment:	
Task/Activity/Event		FIRE			
Name of Assessor:					
Hazard	Severity	Persons/ equipment at risk	Controls	Likelihood	Risk Rating
Stage	H	Staff, performers, Volunteers, Contractors, members of public, young persons, children	The stage and sound system will be hired from an experienced provider. Fire extinguishers, one water either side of the stage. One dry powder extinguisher near the electrical intake and one dry powder near the control panel.	L	L
				Possible Action/Action Required	Action by whom
				Ensure that there are no sources of ignition and fuel in proximity. Power to be cut in the event of an incident causing ignition.	DT, All Staff

Marquees	H	Staff, performers, Volunteers, Contractors, members of public, young persons, children	<p>Marquee will be hired from Doaba Tent Hire Services.</p> <p>Fire extinguisher, one per 35 square metres, plus additional 2 dry powder extinguishers near control panel.</p> <p>The fire extinguishers will be brought from Birmingham City Council.</p>	L	L	Ensure that there are no sources of ignition and fuel in proximity.	DT, All Staff
Rides	H	Staff, performers, Contractors, Volunteers, members of public, young persons, children	<p>The funfair rides will be hired from Irvin Amusements LTD. They will bring their own fire extinguishers.</p> <p>Fire extinguishers, (dry powder/CO2) minimum one per unit and to suit Operators individual risk assessment.</p>	L	L	Operators own responsibility and arrangements.	DT
Generators and Refuelling	H	Staff, performers, Volunteers, members of public, young persons, children	<p>Minimum one dry powder/CO2 and to suit individual operators risk assessments.</p>	L	L	Operators own responsibility and arrangements. Refuelling to be carried out by a competent person.	DT

Food Vendors	H	Staff, performers, Volunteers, members of public, young persons, children	Claudia's Kitchen Neville Holness Ice Cream Van x2 Fire extinguishers, (wet chemical/C02) minimum one per unit and to suit Operators individual risk assessment	L	L	Operators own responsibility and arrangements.	DT
Toilets	H	Staff, performers, contractors, volunteers, members of public, young person, children	Toilets will be hired from Birmingham City Council, Shawloo. Area inspected before and after initial set up and checked on a regular basis	L	L	Toilets will be positioned as a key location along the route and are independently risk assessed.	DT

Organisation		Event		Date of Assessment				
Task/Activity/Event		LITTER PICKING						
Name of Assessor:								
Hazard	Severity	Persons/ equipment at risk	Controls	Likelihood	Risk Rating	Possible Action Requirements	Action	Action by whom
Risk from infection	M	Staff, performers, Volunteers	Gloves to be worn at all times. Use litter picker if supplied. Do not eat, drink, smoke, or put anything into your mouth during the litter pick. Keep gloves on when tying the bag up. Wash hands thoroughly at the end of the pick.	L	L	Site Manager to ensure all staff or volunteers wear PPE and safety guidelines	ensure all staff wear PPE and safety guidelines	DT
Risk from infection transmitted through toxocara canis – A worm found in dog faeces.	M	Staff, performers, Volunteers	Dog waste should not be handled	L	L	Care should be taken when picking up (knotted) carrier bags as these may contain dog faeces	ensure all staff wear PPE and safety guidelines	DT, All Staff
Risk of needle stick injury From hypodermic needles leading to hepatitis.	M	Staff, performers, Volunteers, members of public, young persons, children	In the event of an accidental needle stick injury the affected person should be sent to Hospital	L	L	Ensure the needle is taken to the Hospital with the Casualty	ensure all staff wear PPE and safety guidelines	DT

Organisation		Event		Date of Assessment			
Task/Activity/Event		MEDICAL PLAN					
Name of Assessor:							
Hazard	Severity	Persons/ equipment at risk	Controls	Like- lihood	Risk Rating	Possible Action/Action Required	Action by whom
Injury to the member of public or event staff	H	Staff, performers, Volunteers, Contractors, members of public, young persons, children	First Aid on site at all times by roving staff during the event 10.00 am - 7.00 pm depending on programme Additional cover will be provided by St Johns Ambulance Service	L	M	Qualified First Aid provided by St John's Ambulance x 4 All CRB checked SE to ensure that they are aware of the event and record all incidents/accidents associated with the event	DT

Organisation		Event		Date of Assessment			
Task/Activity/Event		GENERAL GENERAL ARENA ACTIVITIES					
Name of Assessor:							
Hazard	Severity	Persons/ equipment at risk	Controls	Likelihood	Risk Rating	Possible Action Require	Action by whom
Risk of injury due to collapse of temporary structures such as staging, seating or fencing	H	Staff, performers, Contractors, Volunteers, members of public, young persons, children	Inspection at the time of erection/construction by competent person. Regular checks throughout the event period, or after alterations to the structure	L	M	Performers and monitor capacity loading and re: necessary. Checks to be recorded.	DT
Risk of injury due to sharps, broken glass in arena area	M	Staff, performers, Volunteers, members of public, young persons, children	Area inspected before and after initial set up and checked on a regular basis	M	M	Checks to be recorded in event log	DT All staff
Risk of injury due to activities of the performers	H	Staff, performers, Volunteers, members of public, young persons, children	Adequate separation of performance from the audience. Request risk assessment and Equity card from performers	L	L	Monitor performance by staff	DT All staff
Risk of injuries, due to electric shock	H	Staff, performers, contractors, Volunteers,	All power connections to be carried out by a	L	L	Position of cables monitored by staff	DT All staff

		members of public, young persons, children	competent person. Cable management system in place from live power sources			
Risk of injury due to collision with moving vehicle	H	Staff, performers, Volunteers, members of public, young persons, children	Traffic management plan in place. Separation of vehicles from audience	M	M	Staff to restrict the movement of all vehicles DT, All staff

Organisation		Event		Date of Assessment			
Task/Activity/Event		GENERAL GENERAL ACTIVITIES					
Name of Assessor:							
Hazard	Severity	Persons/ equipment at risk	Controls	Like- lihood	Risk Rating	Possible Action/Action Required	Action by whom
Risk of injury due to accidental contact with live cables	H	Staff, performers, Volunteers, members of public, young persons, children	Contractors to set up power supply. Staff to ensure all cables are covered	L	M	Only qualified persons to be involves with the delivery of electrical power. Care to be taken during periods of extreme weather. Isolate power if necessary	DT, All staff

Risk of injury, slips, trips and falls on uneven or wet surface	M	Staff, performers, Volunteers, members of public, young persons, children	Area inspected before the event and any findings reported or repaired or roped off	M	L	Area inspected and after initial and checked on regular basis	before at up a	DT, All staff
Crowd control / Overcrowding	M	Staff, performers, Volunteers, members of public, young persons, children	Staff and Marshalls to monitor any issues and incidents and report them to the health & Safety Officer	L	L	Monitor the Cr Marquee to co numbers	ol	DT, All staff
Weather	M	Staff, performers, Volunteers, members of public, young persons, children	Monitor forecast and liaise with Senior Staff for alternative arrangements or cancellation	M	M	Agree arrange advance for pc cancellation	ents in ible	DT, Senior staff

*JAMAICA INDEPENDENCE
CELEBRATION & ART FESTIVAL*

EVENT MANUAL

Date:

SATURDAY 5TH AND 6TH AUGUST 2017

Venue:

HANDSWORTH PARK
BIRMINGHAM B20 2HF

Sponsored by:

VICTORIA MUTUAL BUILDING SOCIETY

