

Furious Folly Objection correspondence

Replies on 4th May 2016 to objections received in relation to Furious Folly time-limited premises license.

Blue text – Graham Callister’s reply

Black text – original objection

Dear,

Please forgive the direct approach but I was hoping to allay your specific concerns about the proposed presentation of the *Furious Folly* production on the 8th and 9th July 2016 at Sutton Park (application reference 95441) as part of the national 14-18 NOW WW1 Battle of the Somme commemorative commissions.

I have sought to address each of the points you raise below, however would gladly welcome the opportunity to meet with you further to discuss our plans for the event.

1. Prevention of Crime and Disorder

There have been no measures advised or published to ensure crime and disorder activities are prevented during and after the planned activities.

There are no details of any security measures that have / will be put in place, who will pay for these, what they will comprise and how they be adequate for hundreds of people attending and for the surrounding neighbourhood

It is inevitable that nuisance and / or damage to the park & local neighbourhood will likely ensue for an event of this magnitude, especially should there be opportunities to consume alcoholic beverages late into the night

Will searches be undertaken for all participants to ensure that alcohol is prevented from being bought into the event ? How will this be undertaken.

If alcohol is to be consumed, how will this be managed.

As the event is planned past 11pm on consecutive nights, how will organisers ensure that all local residents are not disturbed by noise and light pollution late into the night

- We are in close consultation and have met with Birmingham North Police Force (Licensing Officer Deano Walker) who have been informed of our plans with regard to staging the event;
- We will be providing security and stewarding at the event at an appropriate scale to ensure both the safety of event attenders but also secure and safe car parking provision;
- The whole event costs, including security and stewarding costs, will be paid for solely by Birmingham Hippodrome;
- Birmingham Hippodrome has extensive experience of planning the delivery of major outdoor events;
- The event will be wholly ticketed, available through our box office, therefore all attenders will be required to show their ticket at Streetly Gate entrance only in order to access the event site (lower and upper arena fields only);

- We have not requested an alcohol license and will be requesting that all attenders do not bring alcohol given the sombre nature of the event;
- Security and stewards will also be briefed to request that attenders refrain from taking alcohol into the park and event due to it being an Alcohol restricted zone.
- The performance is taking place in the Upper Arena field in the middle of Sutton park and as such, noise and light pollution will not affect neighbours;
- The instances of live/recorded music and pyrotechnics do not occur throughout the performance;
- The event is scheduled to run from 10pm to 10.45pm, and we envisage all event attenders to be off site by 11.15pm exiting Streetly Gate.

2. Public Safety

What regulations have been put in place to determine and manage the maximum number of attendees?

How will large amounts of litter be managed and removed prior to the general public's park attendance each following morning? Will this create further hazards, noise and light pollution late into the night if machinery is to be used for this task?

- Sutton Park Rangers have assisted us in selecting the location for this event and have advised us of how they manage events with similar capacities, such as the Race for Life that takes place with around 2,500 people;
- As noted this will be a ticketed event limited to a maximum capacity of 2,000 per evening;
- Only ticket holders will be informed of how to access the event;
- Only ticket holders will be allowed into the car parking and performance areas, with tickets checked at the entrance by security and stewards;
- Event staff and stewards will conduct a litter pick by hand post-event both evenings and in the morning prior to the general public's attendance;
- Additional rubbish bins will be provided for in the car parking area;
- With the exception of some tea & coffee facilities, no traders will be on site, this will help to minimise litter.

3. The prevention of Public Nuisance

There are no details of any public conveniences or how these are going to be managed within the parkland area

How will parking be managed for the attendees, what measures will be put in place to ensure there are no contravention of parking regulations / problems created for local residents?

How will sound levels be managed such to ensure that neighbours (and there are a hundreds) in the immediate area will not be disturbed late in to the night?

How will safe entrance and egress be managed through the existing Sutton Park facilities?

- Portaloos will be provided close to the proposed car parking area within the lower arena field and be taken off-site on Sunday 10th July post-event;
- A full traffic management and car parking plan will be submitted to the Safety Advisory Group and City Parks Service in advance of the event to ensure safe entry and egress to the event;
- Parking will be provided on the lower arena field solely for event attenders;

- The event is located centrally within the park, therefore we do not anticipate any noise disturbance to local residents;
- Further as noted the performance will finish by 10.45pm, will traffic and attenders off-site by 11.15pm via Streetly Gate.

4. General

Will the event be licensed for alcohol / if so how will this be managed to ensure items 1 to 3 are not adversely affected.

We do not believe that the key partners to the Heritage Partnership Agreement such as "English Heritage" and "Natural England" have been advised or that they have agreed to the plans for this activity

We do not understand how the applicant plans to / or how they can protect Sutton Parks native wildlife inhabitants - Sutton Park is a National Nature Reserve

What measures have been planned to protect the Parkland - areas of Sutton Park are scheduled ancient monument.

To our knowledge, there have been no direct communication / consultation with local residents via the applicant.

The application notice refers to a postcode at Boldmere Gate entrance, yet the application copy that I have been provided refers to an ordinance survey map reference near to the Jamboree Stone - Streetly gate Entrance. The notice displayed is therefore confusing and incorrect.

- As noted the event will not be licensed for alcohol and we will ensure event attenders are aware of this in advance of their visit;
- Historic England and Natural England have both been informed of the event and have not raised any objection to the staging and presentation of the event in the proposed location;
- Natural England and the City Parks Service do not foresee any adverse impact on the Parks native wildlife, and the proposed location for the event is outside of the designated Ancient Scheduled Monument;
- Due to time factors local residents have not been directly consulted, however we have been in touch with local partner organisations Sutton Coldfield Community Trust, Sutton Coldfield BID, BMET College and Sutton Coldfield Cricket Club;
- The incorrect postcode displayed on the application notice was an error on behalf of Birmingham City Council Licensing.

Finally

We understand that the organiser wishes to stage this event as part of a 100th anniversary commemoration of the Battle of the Somme.

Whilst we commend the organisers intention and wish to express our understanding, is it really sensible or even necessary to undertake this in a National Nature Reserve late into the night?

We suggest any activity such as this be located at a public space (or other location) designed and adequately equipped, during reasonable hours (10am to 6pm latest). i.e. Not Sutton Park and not late into the night.

- Sutton Park offers an unrivalled public location for *Furious Folly*, a production conceived as an outdoor night-time production;

- By locating the production in Sutton Park, *Furious Folly* offers a more immersive and authentic theatre experience, connecting the audience with both the heritage of the site (as the training location for the City Battalions or 'Birmingham Pals' before their departure for the Somme in 1916) and that of no-man's land and the lives of combatants on the Western Front;
- Further, the siting of the event in Sutton Park for these factors was crucial to securing the support from 14-18 NOW and the presentation of the work in Birmingham as part of this seasons national programme.

I sincerely hope that I have addressed your concerns about the event, however would of course welcome the opportunity to meet with you in person to discuss our plans for the event further if there are any other issues we can assist with.

I look forward to hearing from you.

With kind regards,

Graham

Graham Callister

Director of Creative Programmes

Birmingham Hippodrome, Hurst Street, Southside, Birmingham B5 4TB



Dear,

Please forgive the direct approach but I was hoping to allay your specific concerns about the proposed presentation of the *Furious Folly* production on the 8th and 9th July 2016 at Sutton Park (application reference 95441) as part of the national 14-18 NOW WW1 Battle of the Somme commemorative commissions.

I have sought to address each of the points you raise below, however would gladly welcome the opportunity to meet with you further to discuss our plans for the event.

1. Application & Notice

There are inconsistencies between the application and notice. The notice explicitly gives the postcode as B73 6LH which is Boldmere Gate, whereas the electronic application on your website initially gave B74 & Sutton Trinity Ward on 4th April, it was subsequently changed to B73 & Sutton Four Oaks on 6th April, both which are incorrect as applied.

The venue based on Streetly Gate is actually B74 & Sutton Four Oaks. The official notices both displayed in accordance with the regulations at the various gates & Sutton Observer are therefore invalid.

- The incorrect postcode displayed on the application notice was an error on behalf of Birmingham City Council Licensing.
- The event is to be located on the Arena Fields as the Grid reference on the application states.

2. General

- i. There has been no liaison with the local residents at the time of submitting this objection.
 - Due to time factors local residents have not been directly consulted prior to submitting the application, however we have been in touch with local partner organisations Sutton Coldfield Community Trust, Sutton Coldfield BID, BMET College and Sutton Coldfield Cricket Club;
- ii. The event could have been planned to terminate no later than 20:00hrs to which we would not object subject to Safety points below.
 - Sutton Park offers an unrivalled public location for *Furious Folly*, a production conceived as an outdoor night-time production;
 - By locating the event in Sutton Park at the time stated, *Furious Folly* offers a more immersive and authentic theatre experience, connecting the audience with both the heritage of the site (as the training location for the City Battalions or 'Birmingham Pals' before their departure for the Somme in 1916) and that of no-man's land and the lives of combatants on the Western Front;
 - Further, the siting of the event in Sutton Park for these factors was crucial to securing the support from 14-18 NOW and the presentation of the work in Birmingham as part of this seasons national programme.
- iii. As of 12th April, the local Police Station under whose remit that this event falls were unaware of said application.
 - We are in close consultation and have met with Birmingham North Police Force (Licensing Officer Deano Walker) who have been informed of our plans with regard to staging the event;

3. Crime

- i. Whilst no alcohol is being sold at the event, there is no mention of what measures are in place to prevent admission of such to the event.
 - We will be requesting that all attenders do not bring alcohol given the sombre nature of the event.

- Security and stewards will also be briefed to request that attenders refrain from taking alcohol into the park and event due to it being an Alcohol restricted zone.

ii. How is entrance / exit going to be restricted & isolated to Streetly Gate? (if that is indeed the nominated Gate)

- The event will be wholly ticketed, available through our box office, therefore all attenders will be required to show their ticket at Streetly Gate entrance only in order to access the event site (lower and upper arena fields only);
- Sutton Park Rangers have assisted us in selecting the location for this event and have advised us of how they manage events with similar capacities, such as the Race for Life that takes place with around 2,500 people;
- As noted this will be a ticketed event limited to a maximum capacity of 2,000 per evening;
- A full traffic management and car parking plan will be submitted to the Safety Advisory Group and City Parks Service in advance of the event to ensure safe entry and egress to the event;
- Parking will be provided on the lower arena field solely for event attenders;
- Only ticket holders will be informed of how to access the event;
- Only ticket holders will be allowed into the car parking and performance areas, with tickets checked at the entrance by security and stewards;

4. Safety

The use of Pyrotechnics & lighting effects when said location is on the exact main approach to Runway 15 at Birmingham International Airport is of particular concern especially due to low altitude and proximity of residential housing thereafter. There is no mention of consultation with the Civil Aviation Authority on this matter as is required per CAP736. Restricted airspace comes into effect within a radius of 10 nautical miles.

- The Civil Aviation Authority will be notified of the event and all relevant details of lighting and pyrotechnics passed on to them.
- The type of lighting and pyrotechnics to be used will not be anywhere near the same scale as a music concert or a fireworks display, therefore it is not expected to be of any concern to the CAA.
- Pyrotechnics are to be managed by a competent and experienced contractor who have extensive experience of delivering Pyrotechnic displays on all scales.

I sincerely hope that I have addressed your concerns about the event, however would of course welcome the opportunity to meet with you in person to discuss our plans for the event further if there are any other issues we can assist with.

I look forward to hearing from you.

With kind regards,

Graham

Graham Callister

Director of Creative Programmes

Birmingham Hippodrome, Hurst Street, Southside, Birmingham B5 4TB



Furious Folly planning timeline

<u>Date</u>	<u>Persons</u>	<u>Description</u>
Aug-15	Artistic Team, Graham Callister, Thomas Reilly	Initial visit with Artistic team to Sutton Park to look at sites.
22 nd Oct 15	Graham Callister, Deputy Leader of Council, Head of Parks BCC, Assistant Director Culture and visitor economy BCC.	GC meets BCC to discuss holding the event in Sutton Park.
3 rd Dec 15		Confirmation that event is included in 14-18 Now funding programme
Feb 16	Graham Callister, Assistant Director, Culture and visitor economy BCC & Acting Strategic Director Place BCC	On-going email correspondence relating to use of Sutton Park for the Event.
24 th Feb 16	Thomas Reilly, Senior Ranger BCC	Contact regarding use of Sutton Park for event.
1 st March 16	Thomas Reilly, Graham Callister, Senior Ranger BCC	Meeting with Parks on Site to look at locations
14 th March 16	Thomas Reilly, Graham Callister, Senior Ranger, District Park Manager & Artistic Team	Further meeting with Artistic team to look again at sites
29 th March 16	Graham Callister	Application Submitted for time-limited premises license
1 st April 16	Artistic Team, Thomas Reilly, Senior Ranger,	Lead Artist visits site, confirm preferred layout and this is confirmed with BCC parks
1 st April 16	Thomas Reilly, Natural England,	Email Correspondence detailed intentions for the event.
28 th April 16	Artistic Team, Thomas Reilly, Hippodrome Visitor Services Manager	Site visit to develop plans including audience management.

3 rd May	Thomas Reilly, Historic England	Email Correspondence detailed intentions for the event.
4 th May 16	Birmingham North Police - Licensing officer & planning officer, Graham Callister, Thomas Reilly	Meeting with Birmingham North Police to discuss event.
5 th May 16	Safety Advisory Group, Graham Callister, Thomas Reilly	Initial SAG meeting to Discuss event details
6 th May 16	Thomas Reilly, CAA	Notification Submitted to CAA
10 th May	Thomas Reilly, Traffic Management Contractors	Meeting on site to develop Traffic Management Plans.
2 nd June 16	Safety Advisory Group, Graham Callister, Thomas Reilly	Final SAG meeting to detail event plans.



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Event Manual

Furious Folly

8th & 9th July 2016

V2 (09/05/2016)

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Management and Communication

Briefing Note:

Furious Folly is a large-scale outdoor production for up to 2000 people per night. An international team that takes inspiration from the Dadaist artists of the time and draws on the themes of desertion, of shell shock and of opposition to the war.

The event takes place as night falls, in a no-man's land on the battle front between the two lines. Disorientated, the audience find themselves immersed within an open-air collage of sound, music, light, pyrotechnics and performance.

Using live musicians and performers alongside mechanical instrumentation and kinetic sculptural instruments, Furious Folly takes the gongs, bells and rattles, traditionally used to sound the gas alarm, and repurposes them to create a haunting and affecting tone poem and dramatic performance.

Sutton Park has been chosen as the location for this performance due to its Historic Links with the First World War. Members of the Birmingham Pals trained in the park in preparation for being sent to the front line.

Audience:

The event has a maximum capacity of 2000 per performance. Audiences must book tickets in advance through Birmingham Hippodrome's Box Office. Furious Folly is marketed as being unsuitable for young children. As such we expected the audience to be predominantly adults who already engage with the arts.

- SIA staff will be present at all times during the event build, performance and de-rig.

Insurance:

Birmingham Hippodrome has public liability up to and including the value of £10,000,000.00

Statement of intent and licensing objectives

Intent

It is the intention of Birmingham Hippodrome to;

- Deliver a Safe, well planned Event.
- Liaise with the Safety Advisory Group, Birmingham City Council City Council and Joint Agency Groups with regard further recommendations.
- Consult with Local Residents and Businesses regarding any possible issues surrounding the Event.

License

Birmingham Hippodrome has applied for a time-limited premises license to cover the Upper and Lower Arena fields on the 8th and 9th of July 2016.

The license will cover:

- Performance of plays
- Performance of Live & recorded music
- Performance of activities similar to dance.

Alcohol will NOT be provided or consumed on site. Pre-event communication with audiences will remind them that Sutton Park is an Alcohol restricted Zone. Stewards will be briefed to be vigilant for people trying to carry Alcohol into the site.

The Hippodrome is committed to communicating with the local authority and all key organisations as well as participating in Safety Advisory Group as part of the planning for staging for this event.

Consultation with local community

Local businesses and organisations have been consulted during the planning phase of this event to develop plans suitable for sensitive site and Sutton Coldfield.

Birmingham Hippodrome have been in contact with.

- Sutton Coldfield Business Improvement District.
- Sutton community trust. Who are supporting the event through funding.
- Local residents and park users have been notified of the application for a license through Notices displayed in the park and in the Sutton Observer.

Access for all

Birmingham Hippodrome is committed to providing accessible events. The hippodrome will consult with its Access Forum on event plans to better anticipate specific needs for this event.

- Provision will be made for patrons unable to walk from the meeting point to the performance area.
- A disabled viewing area will be identified to allow wheelchair users unrestricted viewing.
- Stewards will be briefed to look for and assist patrons with visual or mobility issues during the walk from the meeting point.

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Key Contacts:

Position	Name	Telephone	Mobile	Email
License Holder/ Event Director	Graham Callister			
Production Manager	Thomas Reilly			
Site Manager				
Site Electrician				
Visitor Services Manager				
Production Assistant				
Producer (Artist)				
Production Manager (Artist)				
Artist				
First Aid	St John's Ambulance			
Security	Show & Event			
Traffic Management				
Technical Services				
Sanitation				
Pyrotechnics				

Roles and responsibilities:

Graham Callister

License Holder / Event Director

- Responsible and Accountable for adhering to license conditions and objectives.

Thomas Reilly

Production Manager

The Production Manager will;

- Appoint and manage the Production contractors.
- Supervise Site Manager, Site Electrician and Visitor Services Manager.
- Produce the Site plan.
- Responsible for communication between Contractors, Staff, Artists etc.
- Compile and update the Event Manual.

Site Manager

- Keeping Production Staff informed of performance requirements
- Supervising Production staff allocated to site / set.
- Implementing the Event Risk Assessment for the site.
- Brief Site staff as to their roles on site.

Site Electrician

- Planning and installing electrical systems on site.
- Maintaining and testing the electrical systems to the BS7909 standards.
- Brief lighting / electricians working on site as to their roles.

Visitor Services Manager

- Responsible for the audience experience whilst on site.
- Brief stewards and Security on their roles during the event.
- Supervising and deploying Stewards.
- Ensuring all audience and steward staff have left site at the end of the performance.

Security Contractor

The Security contractor will;

- Provide a competent supervisor to be the main point of contact on the day and to respond to security needs.
- Provide sufficiently trained personnel to cover the needs of the security deployment plan.
- Brief its staff on the security and evacuation procedures of the event.

Pyrotechnics

Pyrotechnics Display Operator

- Responsible for the conduct and safety of the pyrotechnics display as part of the event.
- Final decision on firing any pyrotechnics.

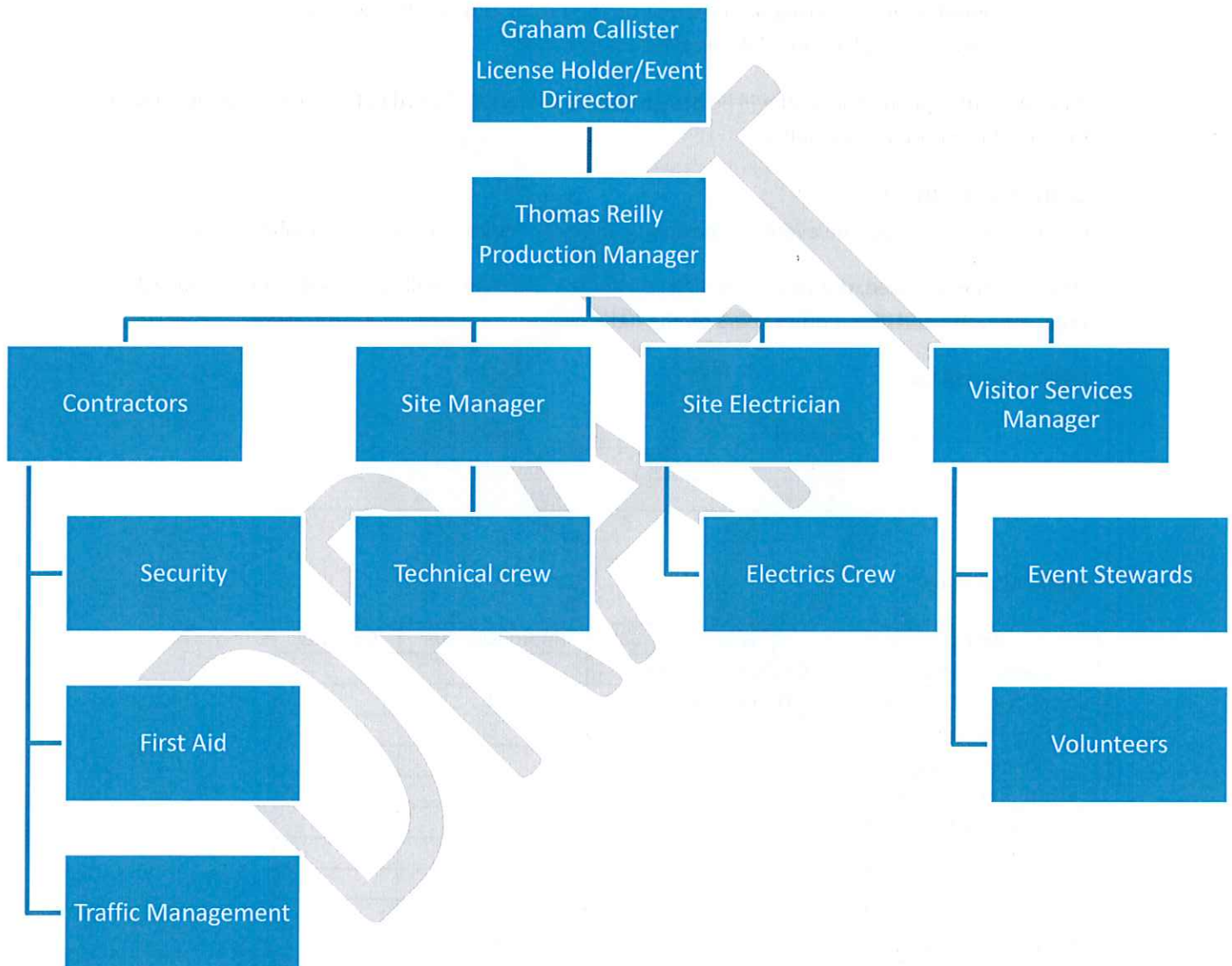
Construction Design Management regulations 2015:

Birmingham Hippodrome recognises its responsibilities under the CDM regulations 2015.

They will ensure that;

- **Adequate time and resources** will be provided to the planning and construction phases of the event.
- **Appropriate Supervision, instructions and information** will be provided to all contractors and staff involved in the construction phase of the event.
 - Appointing persons or contractors with the right skills, knowledge, training and experience.
 - Inductions will be completed by all persons before working on the construction site.
- **Co-operating communicating and co-ordinating** Takes place between Contractors, Staff and clients.
 - Duty holders will communicate with each other through-out the process, including the pre-construction phase and the construction phase of the event.
- **Consulting and engaging with workers** at appropriate level and intervals.
 - Duty holders and supervisors will engage workers on Health and safety matters and pass on relevant information either through inductions, tool box talks or written documents.

Hierarchy of Event Management:



Volunteers

Volunteers will be recruited for this event. They will work alongside Hippodrome members of staff and have specific duties relating to interacting with and assisting managing audiences at the event.

Volunteers will be:

- Aged 16 or over.
- Trained by the Hippodrome in working on outdoor events.
- Briefed prior to working on the event on their roles and Health and Safety.
- Supervised at all times whilst working on an event.

A member of Hippodrome Staff will be designated as Volunteer Co-ordinator and will be responsible for ensuring all volunteers welfare.

Communication:

Communication during the event will be done either via a radio network or by mobile telephone.

Where radios are used, during the briefing session, all radio users will be reminded of the correct radio etiquette and about other users on the network.

Radio Channel List

Channel	Service
1	Production
2	Visitor Services

Radio Allocation

Role	Name	Radio Number	Channel
Event Director	Graham Callister	1	
Production Manager	Thomas Reilly	2	
Site Manager		3	
Site Electrician		4	
Visitor Services Mgr		5	
Crew 1		6	
Crew 2		7	
Crew 3		8	
Crew 4		19	
Security Supervisor		10	
Security 1		11	
Security 2		12	
Security 3		13	
Security 4		14	
Steward 1		15	
Steward 2		16	
Steward 3		17	
Steward 4		18	
Steward 5		19	

First Aid	St John's Ambulance	20	
First Aid 2		21	
Prod Mgr(Artistic)		22	
Artistic Production 1		23	
Artistic Production 2		24	

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Site preparation:

- Ongoing negotiations and Site Visits with Birmingham City Council, Sutton Park Rangers and Birmingham Hippodrome Staff have been taken place to develop site plans
- Natural England and Historic England have been consulted on Plans. Approval from Natural England will be requested for the Final Plans.
- A Safe Working Area will be created prior to works taking place on site. This will be created using appropriate barriers.
- During this period, Event Staff and Management will be present to ensure Safe Working Practices are maintained.

Contractors:

In accordance with the 'Health and Safety at Work Act 1974, Section 3.

(2) It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.

(3) In such cases as may be prescribed, it shall be the duty of every employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.

- A designated member of each sub-contractors organisation will be nominated prior to the event. This will be the single point of contact for the Site, Production and Event Management Team.
- Event Specific Risk Assessments, Insurance and Method Statements will be obtained prior to the event.
- ALL Contractors will undertake a Site Safety Briefing prior to permissions to start work.
- Failure to comply with any Site Safety Rules will be reported to Production Manager and relevant actions will be taken.

Power and heating:

- All Electrical and Heating Systems will be carried out by recognised qualified Electricians.
- Cable Ramps or Matting will be placed when necessary.
- All other electrical equipment will be PAT tested, this message has been passed through to contractors. PAT testing will not be available on site.

Infrastructure

Equipment list:

<i>Equipment</i>	<i>quantity</i>	<i>Provider</i>	<i>location</i>
Herras Fencing		Speedy	Production Compound
CBB barrier		Speedy	Car park
Rope and pole			Audience routes.
Site Cabins			Production
Generators		West Ent	Production
Tower Lights		Speedy	Car park
Ease-up Marquees		Hippodrome	Audience meeting.

First Aid Schedule:

First Aid cover is provided by St John's Ambulance. The First Aid Station will be located at the audience meeting point. First aiders will accompany each group on the walk to the performance site.

The provision level will be:

July 8th & 9th 20:30 – 23:30

2 x First Aiders

2 x Emergency Transport Attendees

1 x Ambulance

Toilet Provision:

Portable toilets and accessible toilets will be located on site at the audience meeting point. Signage and stewards will direct audiences to these toilets.

Additional Toilets will be located in the production compound for staff.

Lost Children and vulnerable adults:

The lost Children and vulnerable adults Point will be the first aid station at the audience meeting point.

Transport and Movement of vehicles:

Vehicle movement will be prohibited whilst the site is open to audiences, with the exception of access for emergency vehicles.

Once the vehicles have been offloaded / loaded then they will be moved to a nominated parking area. The parking area will be a designated parking area.

While the vehicles are moving around on the site they will be marshalled by a member of event staff who will be briefed about the correct way to assist the driver.

A full risk assessment of the task has been carried out and will be passed on to all staff prior to the event.

Noise:

Noise levels will be monitored during the dress rehearsals in production week. It is not expected that levels will pose an issue to any local residents and will certainly be below the accepted level for events of this nature.

Waste:

Additional rubbish bins will be used on site. Stewards will perform a litter pick at the end of each performance and a second litter pick in daylight hours.

As there are no traders or food & drinks suppliers as part of the event and its short duration, minimal additional litter is expected as a result of this event.

Security & Emergency Evacuation

Security:

Security personal will be provided by a specialist company *Show and Event*, who are experienced in crowd management and dealing with an event or performance related audience.

Show and Event have managed security on many large scale events and have worked specifically with Birmingham Hippodrome on outdoor events over recent years.

Show and Event will work with the Hippodrome Stewards to manage the audience experience on site.

Fencing and Barriers

Fencing will also be used in various areas to provide a secure site for overnight storage and also to mark out event areas and safe zones. These barriers will be delivered pre site opening time and collected post event. The type of fence to be used will be carefully selected to reflect the task it is required for and will either be Heras Fencing or Crowd Barriers along with rope and pole in some audience areas. Careful placing will be made of the weighted feet and bracing to avoid potential hazards.

Security & Stewarding Deployment Plan:

Event Days (8th & 9th July)

Location	Description/Duties	Times	Security Persons
Supervisor	Oversee SIA security staff	19:00 – 00:00	1 x SIA Supervisor 1 x Hip Manager
1 Streetly Gate	Manage vehicle Access,	19:00 – 00:00	1 x SIA 1 x Hip Steward 1 x TM Steward 2 x Volunteer
2 Track to Arena Field	Ensure vehicles keep moving and keep track clear.	19:00 – 00:00	3 x TM steward
3 Car park	Manage and Secure car park	19:00 – 00:00	1 x SIA 3 x TM steward
4 Audience meeting point	Manage audiences, security during event hours	19:00 – 00:00	1 x SIA
4a Audience group A	Walk with audience from meeting point to performance area.	20:00 – 00:00	3 x Hip Steward 3 x Volunteer
4b Audience group B	Walk with audience from meeting point to performance area.	20:00 – 00:00	3 x Hip Steward 3 x Volunteer
5 Performance area	Secure performance area and restrict access	20:00 – 00:00	1 x SIA (plus 4a&4b)
6 Production Area	Secure production area from public.	19:00 – 00:00	1 x SIA

Total Staff levels during event hours.

Position	Numbers
SIA Supervisor	1
Hippodrome Visitor Service Manager	1
SIA security	5
Traffic Management Steward	7
Hip Steward	6
Volunteer	10

Adverse Weather plan

Weather forecasts will be monitored in the lead up to event days. Whilst the event can continue with a certain amount of rain, more severe adverse weather may result in cancelled performances.

In the event of adverse weather being forecast or occurring. Event management including the License Holder, Production Manager, Visitor Services Manager, Artistic Producer, Artistic Production Manager and the Pyrotechnic company will meet regularly to assess the situation and decide if cancelling a performance is required. The final decision to fire Pyrotechnics lies solely with the Pyrotechnic Company.

Risk Assessments

Fire Risk Assessment:

In the event of a fire breaking out in the performance area, then the evacuation procedure should be followed.

Specific Risk Assessments for Contractors on site have been requested. These will be available from Event Control.

In line with 'Fire Safety Risk Assessments – Open Air Events and Venues' (HMGovernment) 4.3, the Event Organisers will be adopting a policy of **Inform, Instruct, Co-Operate and Co-Ordinate**. Namely that – 'All staff, volunteers and contractors will be given information and instruction as soon as they arrive on site and prior to starting work and regularly after that. Making sure people who work outside normal working hours, such as cleaners or maintenance staff are included within.'

Within this briefing the following information will be covered.

- The measures that have been put in place to reduce the risks identified in Fire Risk Assessment.
- What staff/volunteers should do if there is a fire;
- The identity of people you have nominated with responsibilities for fire safety; and
- Any special arrangements for serious and imminent danger to persons from fire.

Employees also have a responsibility to co-operate with their employer so far as it is necessary to help the employer comply with any legal duty

Hazard	Those at Risk	Controls in place	Likelihood	Severity	Further controls
Electrical equipment & generators	Staff Public Contractors	Electrical equipment to be installed and tested in accordance with BS7671 and BS7909	1	3	
Refuelling generators		All generators will be diesel rather than petrol. No refuelling will take place during the event hours.	1	3	
Hot Surfaces and obstruction of ventilations	Staff Public Contractors	Signage to alert people of hot surfaces. Barriers to prevent access	1	2	
Deliberate ignition	Staff Public Contractors	Security to be briefed to be aware of the hazards of vandalism Refuse to be cleared	1	3	

		regularly to avoid being used as fuel			
		Fire retardant materials to be used in all areas.			
Litter and Refuse	Staff Public Contractors	Staff will check refuse amounts in their areas regularly. A refuse plan will be in place to collect litter. Contractors will be briefed on not leaving litter on site.	1	3	
Smokers	Staff Public Contractors	There will be no smoking in production, back stage or indoor areas. This includes The use of e-cigarettes. Staff will be advised of the designated smoking areas.	1	2	
Tent & Marquees	Staff Public Contractors	All Gazebo structures will have fabric fire certificate BS7837 Appropriate fire-fighting equipment will be provided.	1	2	
LPG use on site	Staff Public Contractors	LPG use will conform to the relevant NCASS guidance for installation of LPG for their stall or trailer.	2	4	
Pyrotechnics & fireworks	Staff Public Contractors	Only pyrotechnics used as part of a performance will be permitted. Separate Risk Assessments will be required for these performances.	1	3	

Hazard Index Matrix

		Likelihood					
		Always	Sometimes	Occasionally	Remote	Never	
Severity		5	4	3	2	1	
Multiple Death	5	25	20	15	10	5	(** CIMAH)
Single Death	4	20	16	12	8	4	(* RIDDOR)
Major Injury	3	15	12	9	6	3	(* RIDDOR)
Minor Injury	2	10	8	6	4	2	
Negligible Injury	1	5	4	3	2	1	

As Low As Reasonably Possible (ALARP)

1 – 3	Negligible Risk
4 – 9	Tolerable Risk
10 – 25	Intolerable Risk

Preliminary Hazard Index

Number	Severity	
1	Negligible Injury, Little Damage	
2	Minor Injury, Measurable Damage	
3	Major Injury, Considerable Damage	(* RIDDOR)
4	Single Death, Major Damage	(* RIDDOR)
5	Multiple Death, Widespread Damage	(** CIMAH)

Number	Frequency
1	Highly Unlikely – Not Known to Occur
2	Remote Possibility – Some Records
3	Occasional Occurrence – Has Occurred Before
4	Fairly Frequent – Fairly Frequent
5	Frequent Occurrence – Often Noted in Records

(* RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985)

(** CIMAH – The Control of Industrial Major Accident Hazard 1984)

Appendices

Site Plans

DRAFT

Furious Folly		
DATE	DESCRIPTION	BY
01/05/16	INITIAL ISSUE	TR
03/05/16	Basic Site Layout added	TR

KEY	
1 - 6	Security / Steward main points
→	Vehicle route / Car parking
→	Audience Route / Areas
■	Production Areas
■	Fire points
■	Gazabo
—	White picket fence
—	Herras fencing
—	Crowd Control Barrier

PROVISIONAL	
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Job Number:	DATE:
17X01	JULY 16
Project Name:	
FURIOUS FOLLY	

Production Manager:	
THOMAS REILLY	
DESIGN: TR	DRAWN: TR
SCALE:	03/05/16

SUTTON PARK - ARENA FIELDS	
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B5 4TB	

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