



EVENT PLANNING

Chichester @ Christmas
Ice Rink and Food & Beverage Installation
Priory Park

28.10.18 – 06.01.19

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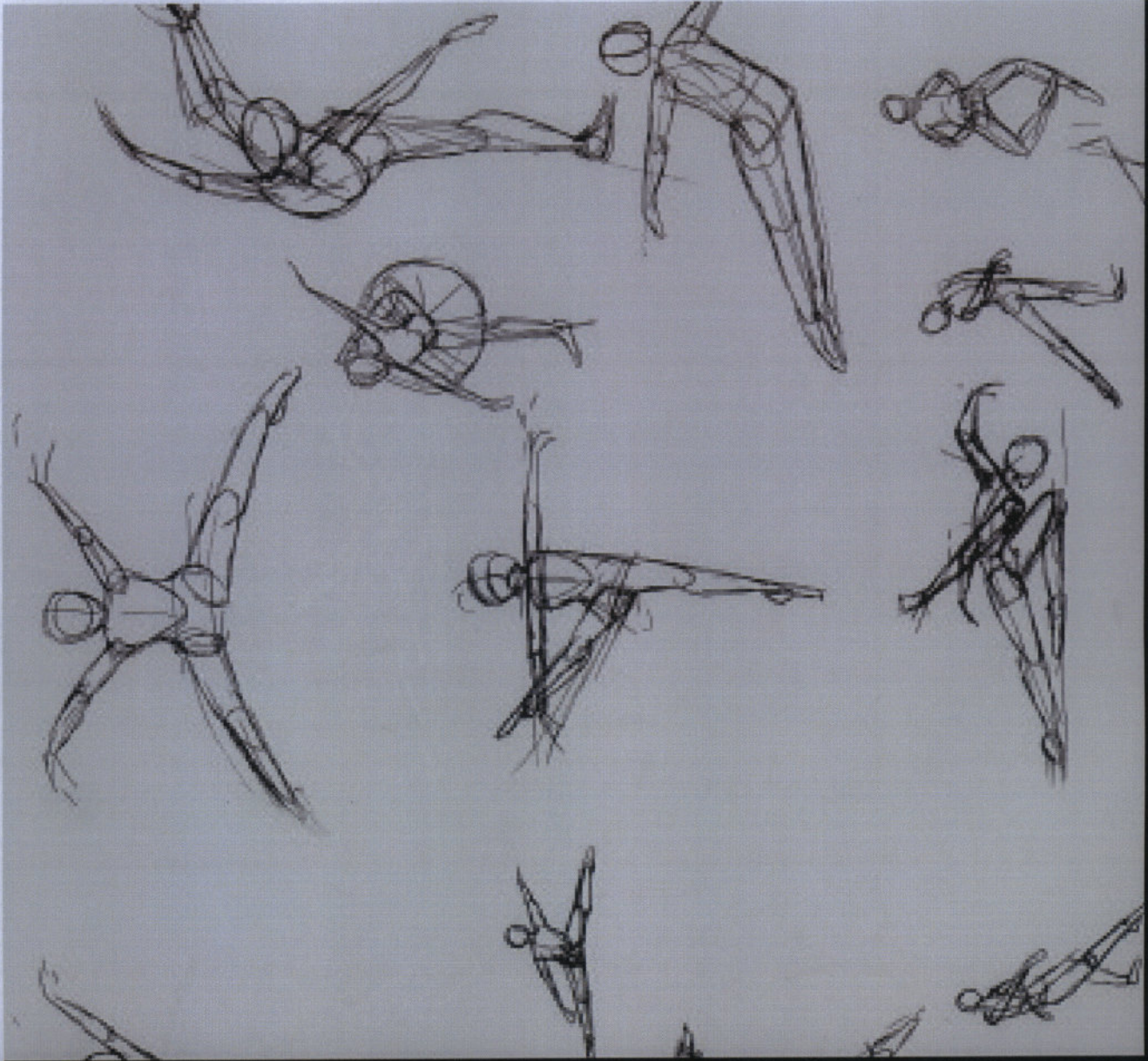
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Distribution List:

- S3K Limited
- Managing Director
- Operations Manager
- Salmon Event Evolution Limited
- Managing Director
- Hopsbox Limited
- Managing Director
- Norlin Distribution Limited
- Operations Director
- i-Skate Limited
- Operations Director
- Chichester District Council
- Environmental Health
- Sussex Police
- Emergency Planning South Downs Division
- West Sussex Fire & Rescue
- Emergency Planning
- South East Coast Ambulance Service
- Emergency Planning

Introduction

This is the inaugural "Chice" event to be hosted in Priory Park Chichester between the 28th November 2018 and 6th January 2019.

Safety is our biggest priority.

The event is forecasting daily attendance not to exceed 2,000 visitors per day. Over the term total anticipated audience numbers are expected to be in the region of 30,000 to 50,000. Daily figures will be recorded and shared with the licensing authority and statutory agencies post event.

Made up of a 20.00m x 30.00m enclosed ice rink and supporting structures for customer service and food and beverage, in real terms this will be a relatively low key event and Chichester's first dalliance into seasonal ice rink installations.

The emergency plan has been kept deliberately simple. The event does not have the complexity of a major event and as such it is deemed that the plans are deemed reasonable practicable in order to facilitate and protect the visitor.

Whilst it is major incident is never declared, it is important that we set out our procedures and contingency plans in order to address any such response.

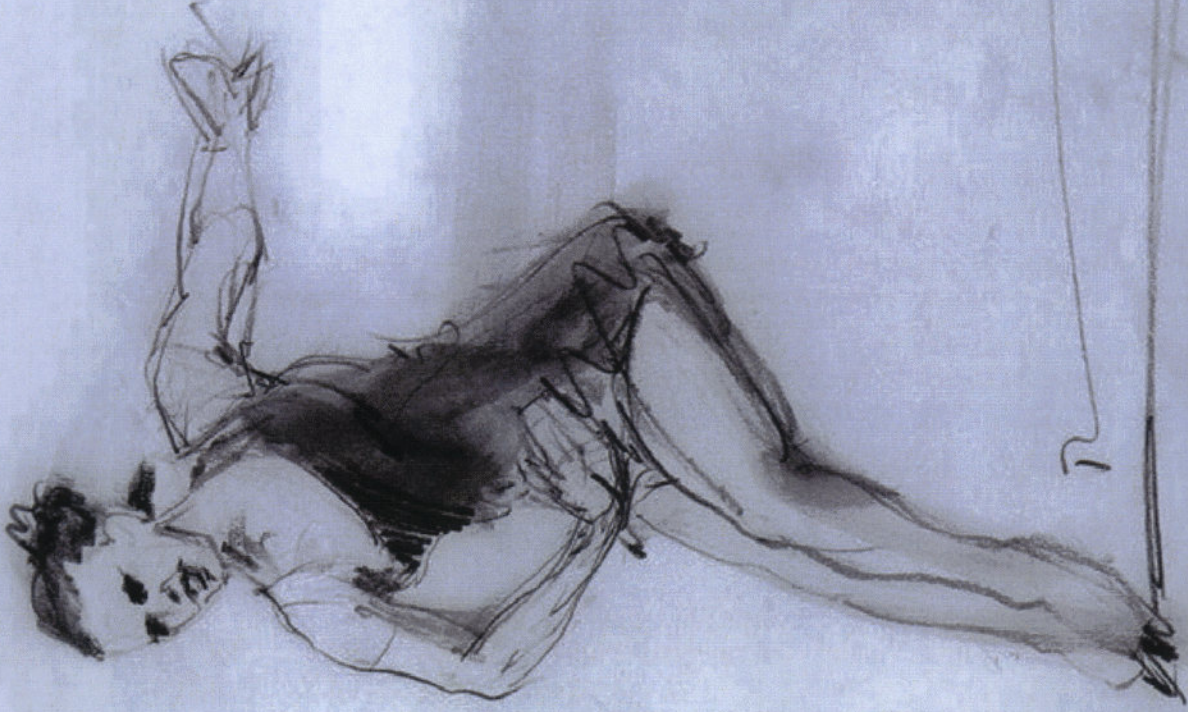
This plan will need to be agreed in conjunction with the licensing authority and statutory agencies.

It is the responsibility of everyone working at the events to understand their role during a response to a major incident and to provide vigilance and a safe environment on a daily basis.

This simplified plan provides a summary of the roles and responsibilities and the broad framework for an emergency response. Given the anticipated scale in year one, all major medical, safe guarding and fire emergencies will be dialled in as they are little or no requirement to have dedicated county services in constant attendance.

We ask that everyone involved in the event operates within the framework and must communicate any concerns to the Duty Event Safety Officer.

In the event of a major incident being declared, control and response will be formally handed over to Sussex Police.



Heading	Detail
Premises License Number:	To be issued
Promotor:	S3K Limited
Promotor Address	[REDACTED]
Project Principal	Charles Edward White
Event Name:	Chice
Event Summary	Ice Rink installation with associated infrastructure to support a food and beverage service. Music venue for Friday & Saturday nights with low key DJ's.
Forecasted Daily Footfall:	Not expected to exceed 2,000
Dates:	[REDACTED]
Hours of Operation:	Monday – Thursday = 1000hrs > 2030hrs Friday – Sunday = 0900hrs > 2200hrs Christmas Eve = 0900hrs > 2330hrs New Years Eve = 0900hrs > 0100hrs
Location	Priory Park 27 Franklin Place Chichester West Sussex PO19 1BL
Licensing Authority	Chichester District Council
Police Service	Sussex Constabulary
Ambulance Service	South East Coast Ambulance Service
Fire & Rescue	West Sussex Fire & Rescue Service
Local Accident & Emergency	St Richards Hospital Chichester West Sussex PO19 6SE

Planning Assumptions

The event is likely to attract a mixed audience of predominately family groups and adults for the later night skating sessions.

The venue will provide additional welfare facilities to support the permanent facilities installed in Priory Park. Due to the nature of the activity the venue will provide for footwear changing facilities and storage, this will include an on site café and refreshments deck.

The ice rink itself will be covered from the elements with a transparent roof. Access to the ice rink is strictly controlled via on point of entry and exit from the ice.

The ice will be maintained on a daily basis to address any imperfections in the surface. Ice temperature will be mechanically controlled through a comprehensive cooling system.

The venue will also have a series of separate structures for food and beverage service. This will be controlled and governed by a **Challenge 25 policy**. Typically ice skating venues do not attract the unsavoury, however, we will have dedicated on site SIA security that can be increased on nights when the dynamic changes through music or hours of operation, and as approved by Sussex Police.

Unaccompanied adults are not permitted on site at all unless over the age of 14. All minor will be provided with a wristband on entry.

The trees that directly bound the venue will be provided with uplighters to add to the seasonal effect. A number of firepits will be installed and monitored by dedicated firepit marshals.

All visitors will park in the local municipal car parks located around the city.

The promotor has requested a parking closure to be put into effect on Priory Road to allow for a controlled drop off and taxi pick up point.

Any response to inclement weather will be dealt with on a dynamic basis and extra resource will be drawn in if they is any degradation of the ground and its ability to provide safe passage.





CHICE – “the home of Christmas in Sussex.”

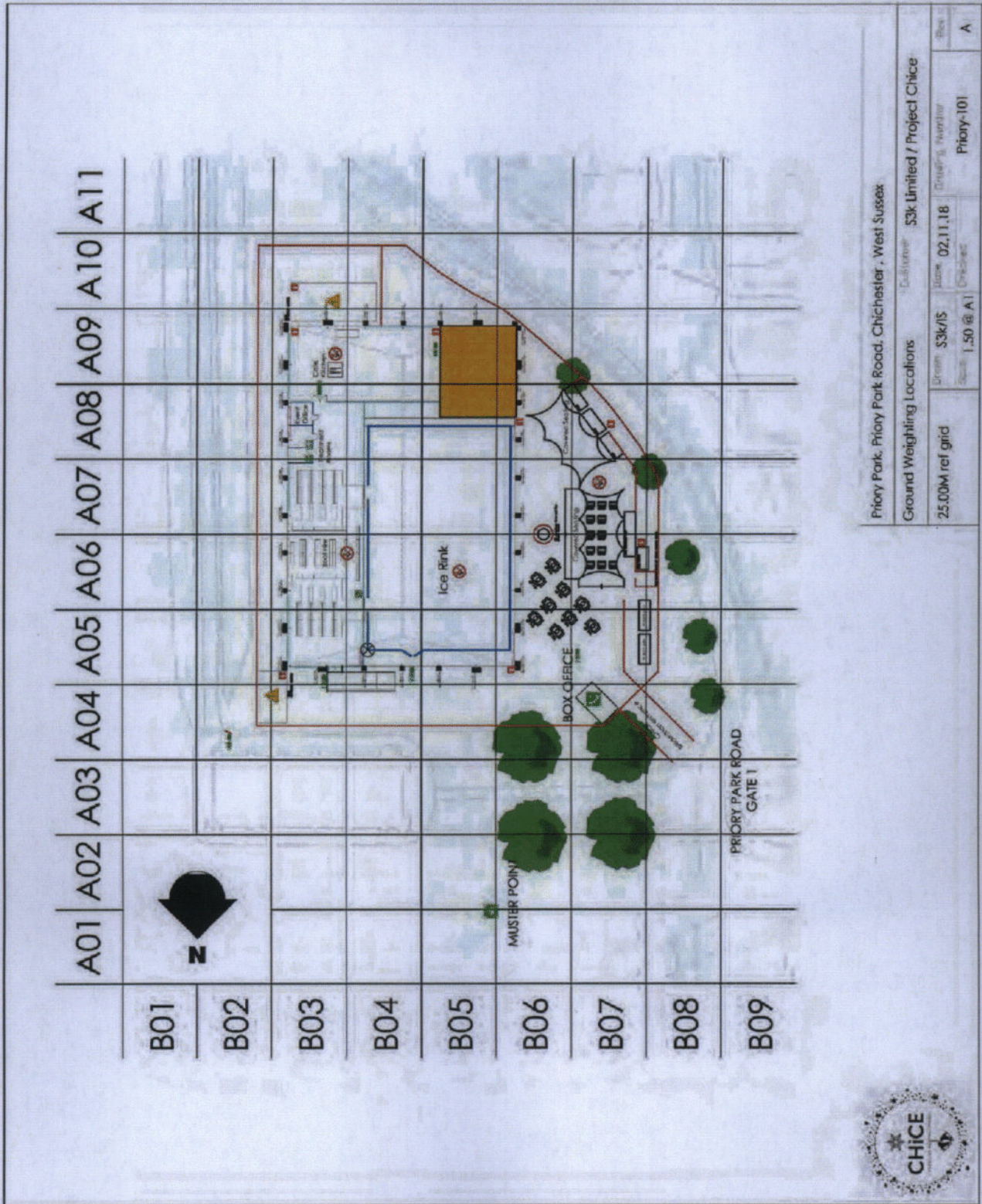


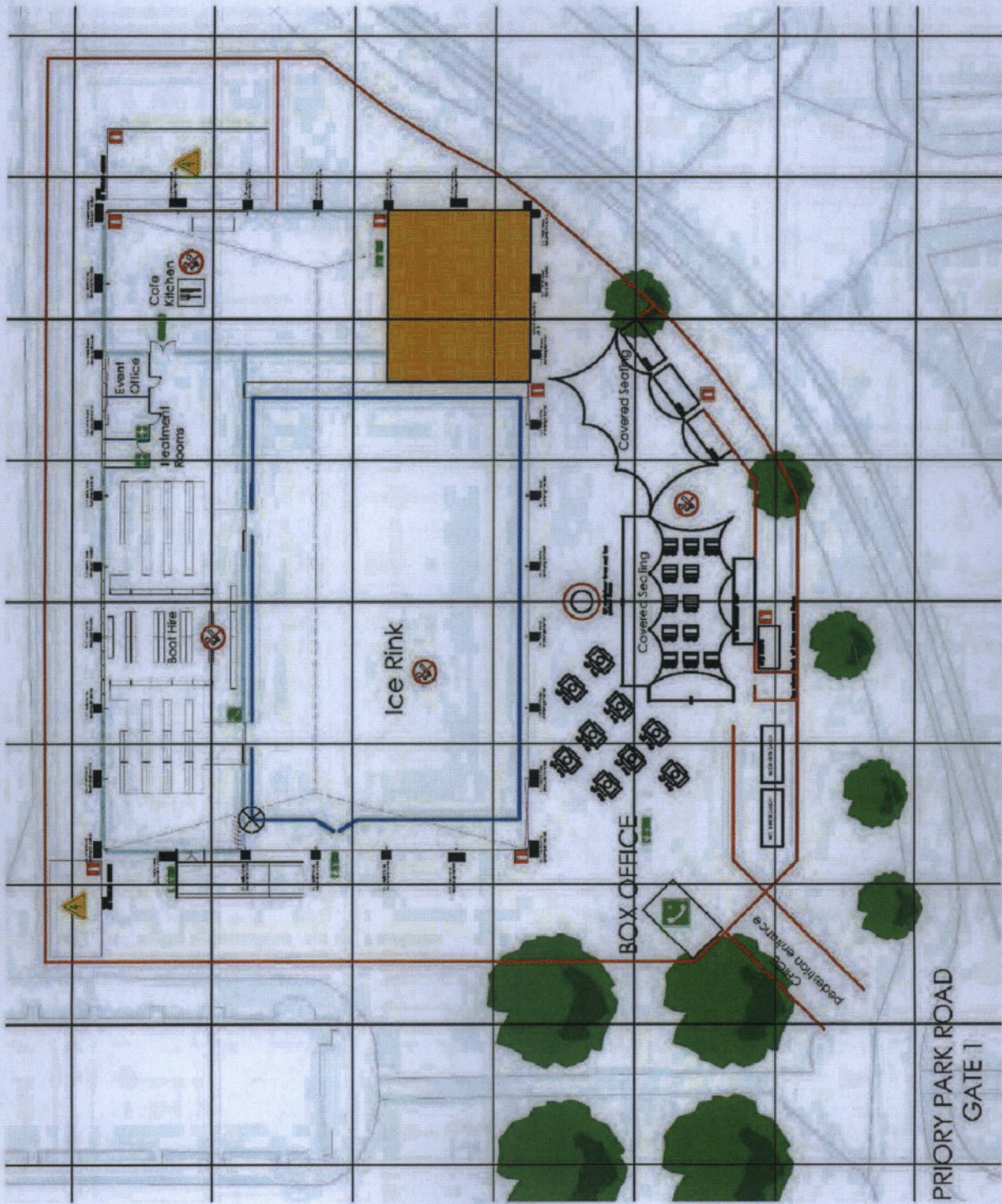
VENUE PLAN

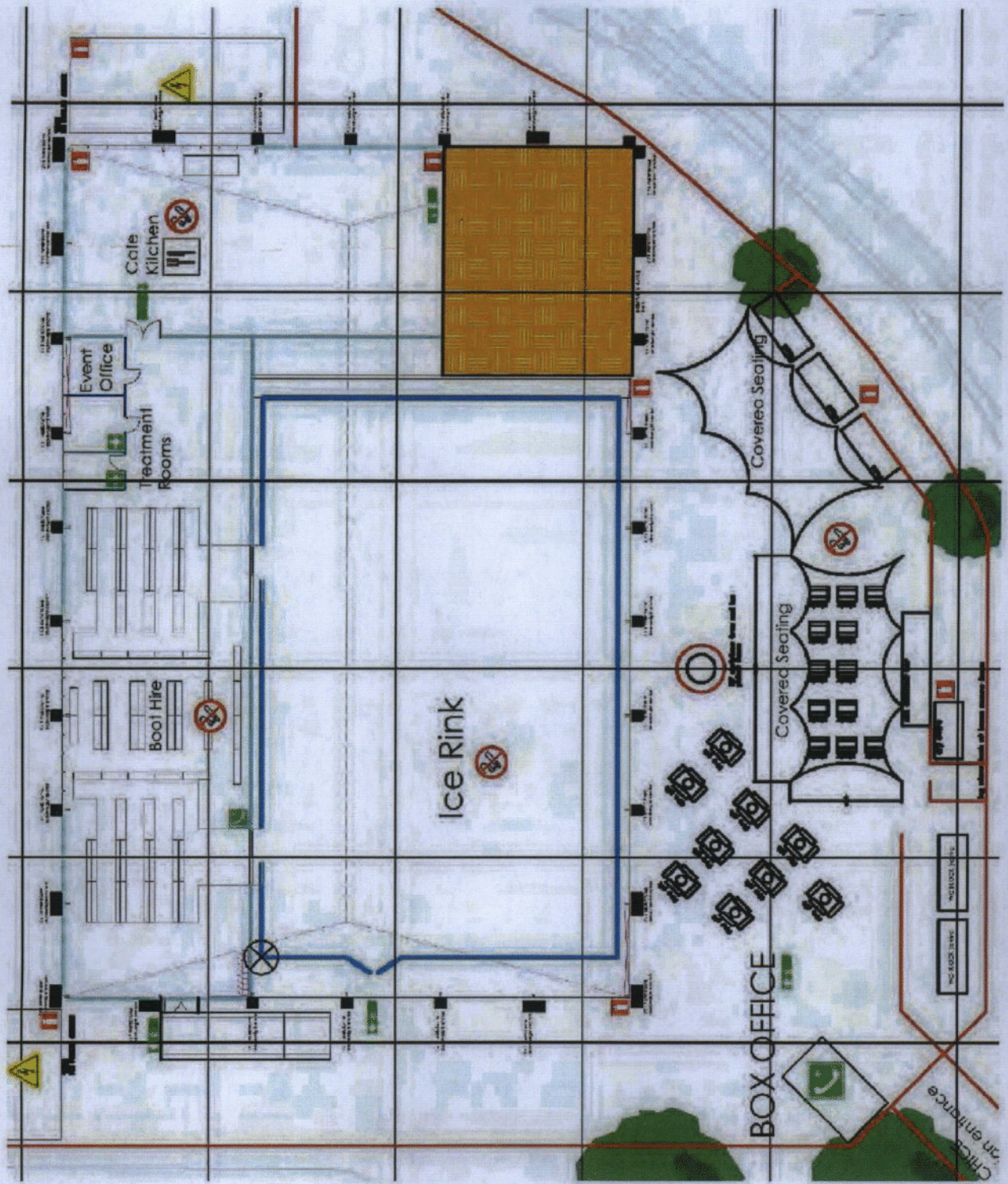
Chichester @ Christmas
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Priory Park

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EMERGENCY PLAN

Chichester @ Christmas

Ice Rink and Food & Beverage Installation

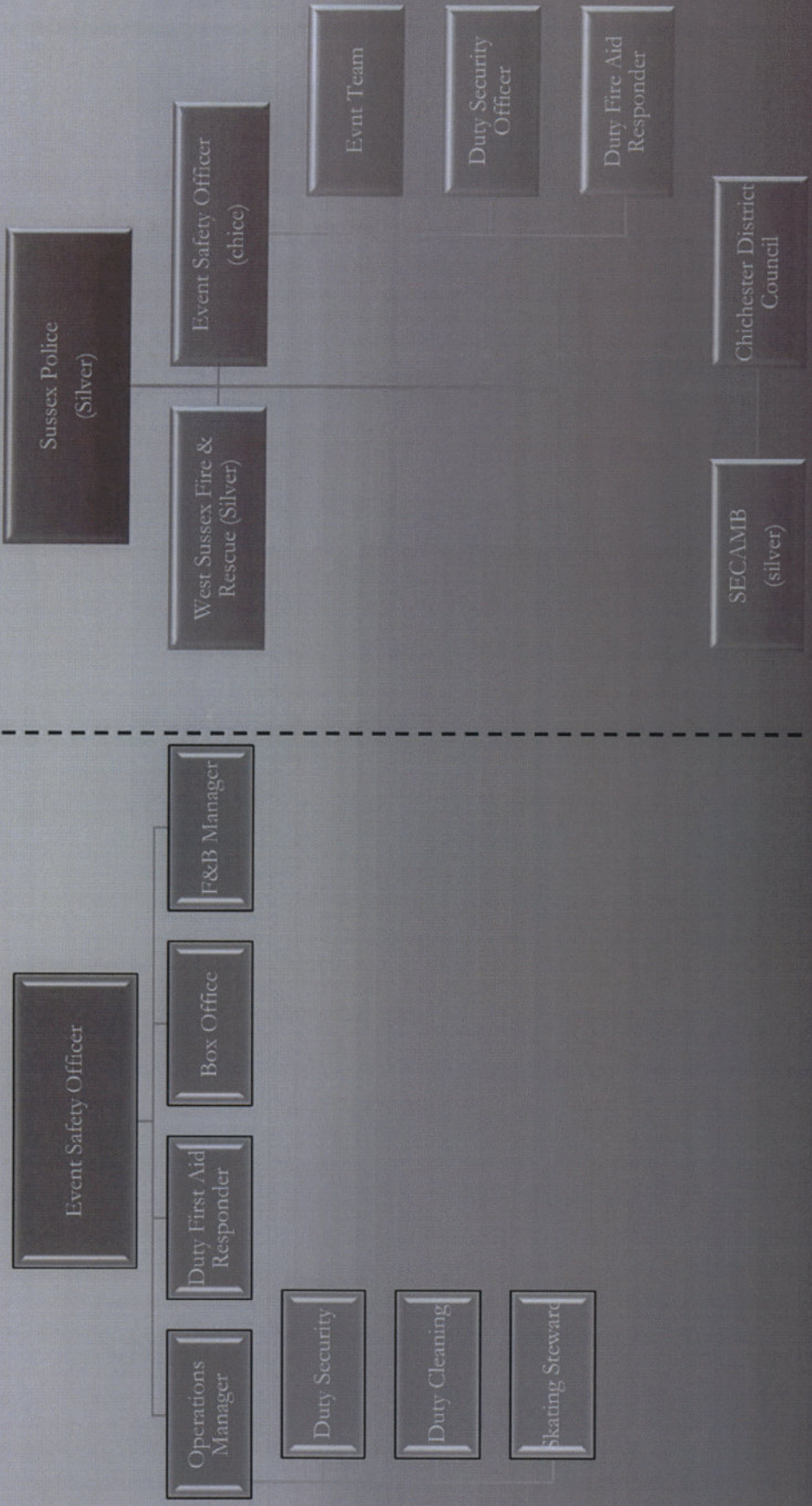
Priory Park

28.10.18 – 06.01.19

Command Structure

Daily Management Structure

Major Incident Structure



Abandonment

- The decision to abandon the event will be taken by the ESO or by Sussex Police Command.
- Once the event has been abandoned all staff must be informed by radio and verbally through their own departmental chain of command.
- Only Sussex Police may issue a press statement.
- All other agencies will be informed of abandonment.
- All staff available will assist with the safe evacuation of the site. The box office will act as information resource for any guest requiring assistance.

Criminal Activity:

If criminal activity is reported at the event the following actions will be implemented:

- Obtain as much detail as possible from the guest, with descriptions of those involved and locations
- Depending on the nature of the offense the ESO will either call Sussex Police through the 999 service or re-direct the victim to 101 or Chichester Police Station. If deemed necessary transportation will be resourced to assist the guest.
- Sussex Police may deem it necessary to issue a press statement.
- Sussex Police may wish to attend site to preserve evidence.

Bomb Threats

In the event of receiving a telephone call referring to the deployment of a suspect package, a bomb or device that poses a threat to the safety of the public the person receiving the call will:

- Remain calm
 - Try and note down the telephone number
 - Keep the caller talking and ask the following:
 - Where exactly is the device?
 - What time will it go off?
 - What does it look like?
 - What kind of explosives are in the bomb?
 - Who are you?
 - Why are you doing this?
 - Take notes;
 - What can you hear in the background?
 - Does the caller have an accent?
- The ESO must be informed immediately, who in turn will inform the emergency services through the 999 service.

Suspect Packages:

On report of an unattended bag, the person reporting the item should be instructed to:

- Not to touch the package
- Try and establish who the owner is
- Report a clear description of the package including size, notable features, if in a car – full car details including registration
- Move at least 15m away from the package and inform the ESO immediately who in turn will inform the emergency services through the 999 service.

Consider the HOT Principles

- Is it Hidden? – Has an attempt been made to hide it?
- Is it Obviously suspicious? – Does it look out of the ordinary?
- Is it Typical – Should it be there? Can someone account for it?
- Take advice from Sussex Police on confirming the package as suspicious

The ESO will make an announcement that the event is being evacuated until further notice. Direct the public to the main RVP and ensure that all visitors are accounted for. The security officer will maintain a safe distance with eyes on the package to ensure an effective cordon can be maintained until the emergency services arrive.

Crowd Fatality:

In the event that any attendee at the event should pass away due to natural causes the ESO will inform the emergency services immediately.

If the next of kin are in attendance every effort must be made to comfort them.

The scene of the incident must be preserved in case evidence is sort from Sussex Police who will measure the next steps of any investigation.

Crowd Disorder:

Crowd disorder will be reported to the ESO immediately. The ESO will deploy any security resource to placate the situation.

If the incident escalates the ESO may deem it necessary to inform Sussex Police through the 999 service.

The ESO will record any information that might be required by Sussex Police to form an investigation.

Dogs:

Dogs are not permitted within the venue. Only guide dogs and assistance dogs are permitted on site.

Evacuation:

A number of the response plans and events contingencies may require the need for an enclosure, a zone or the entire event to be evacuated.

Regardless of the scale of any evacuation the guiding principles are the same.

At this point the emergency response plan would have been implemented and the supporting agencies and contracted stewards will have already been deployed and the cordon established.

The decision for evacuation will be made from by the ESO, with consultation from Sussex Police, and their decision is regarded as final.

- All radio users will be informed of the evacuation.
- A public address announcement will be made and all personal will assist with the stewarding of the guests away from the venue.
- Sussex Police may wish to issue a press statement.

Evacuation:

The following points give a brief account of the main duties to be carried out in the event of a full/partial site evacuation.

- A site evacuation needs to be carried out in a controlled manner with the use of all stewarding/security/marshals and staff deployed to suitable locations along the evacuation route.
- In most circumstances, a full evacuation of the site will be conducted in a staggered approach by evacuating areas one at a time. This will be done in a controlled manner by the ESO.
- Be clear about where the crowd is to be evacuated to with due regard for crowd safety and consideration with regards to the logistics of servicing crowds with refreshments.
- In the event of a bomb threat/terrorist threat it may not be possible to evacuate visitors back to the car parks.
- Time permitting, all key personnel on site are to be contacted to assist in the co-ordinated evacuation of the site.
- The box office are to be instructed to open admission gates to allow exit and stop further entry into the site.
- Permission to authorise the issuing of redemption tickets to exiting guests/visitors is required from the Promotor.
- When evacuating the site, it is important that staff conduct this in a calm, controlled and efficient manner as far as possible. Communication to guests/visitors should be clear and repeated consistently. Ensure that all areas have been evacuated
- When safe to do so, ESO to authorise re-entry into the site if the all clear is given.

The Outbreak of Fire

- The outbreak on any fire must be reported to the Duty Safety Officer immediately.
- The Duty Safety Officer will report the incident through the 999 service.
- Only trained staff are permitted to contain a fire by using the apparatus supplied at the fire points, but must not put themselves into any danger.
- All duty managers and staff must assist with the safe evacuation of the venue and guide all customers to the assembly point on the sports field.
- Care must be taken to ensure that all staff, contractors and customers are clear from the fire and will remain a minimum distance of 100.00m.
- On arrival, the emergency services will be briefed by the Duty Safety Officer and will hand over control of the venue.
- Only trained staff are permitted to contain a fire by using the apparatus supplied at the fire points, but must not put themselves into any danger.
- The remainder of staff who are not involved with the fire or crowd control are to go to their designated fire assembly point and stay there until the "All Clear" is given. This call will be transmitted from by the Duty Safety Officer who would have sought authorisation from the Emergency Services.
- The incident may move to an abandonment.

Gas Explosion:

All gas supplied is through a temporary cylinder system.

- Any gas explosion or smell of gas must be reported to the Duty Event Safety Officer.
- If a gas explosion has occurred all duty managers and staff must assist with the safe evacuation of the venue and guide all customers to the assembly point on the sports field.
- Care must be taken to ensure that all staff, contractors and customers are clear from the fire and will remain a minimum distance of 100.00m.
- On arrival, the emergency services will be briefed by the Duty Safety Officer and will hand over control of the venue.
- The remainder of staff who are not involved with the fire or crowd control are to go to their designated fire assembly point and stay there until the "All Clear" is given. This call will be transmitted from by the Duty Safety Officer who would have sought authorisation from the Emergency Services.
- The incident may move to an abandonment.

Food Poisoning:

An outbreak of food poisoning will be investigated by EHO. Key to the investigations is establishing:

- Where the outbreak occurred
 - When the outbreak occurred
 - Who has been affected
 - How many have been affected
- EHO will partner with our catering partner.

Lost Children & Vulnerable People

Missing children / vulnerable persons can be reported to any Chice staff.

Operations Managers must report the incident immediately to the Duty Event Safety Officer. Event radios must not be used to report any description of the target. The definition of a vulnerable person includes for example:

- those that are subject to a medical condition / episode
- those that are subject to a mental health issue
- lost children and parents – see Lost Children
- those affected by the intake of narcotics
- those affected by excessive alcohol consumption
- those that have become stranded on event

Instructions to the member of staff in contact with the Parent/Guardian:

- Obtain a full description of the child/person;
- Name
- Age
- Height
- Weight
- Ethnicity
- Clothing
- Do they have a photo (taken on the day?)
- What is the nature of their condition (vulnerable person)?
- Request further information
- When and where did they last see the child/person
- Does the child/person have a mobile phone? (have they tried calling)

The Duty Event Safety Officer will:

1. Deploy a competent person +1 the Priory Road Gate 1 entrance
2. Deploy a competent person + 1 to the Priory Road Gate 2 entrance
3. Inform the Box Office staff and inform them to expect to received the parent or guardian.
4. Deploy a the team of operations managers to conduct an immediate such of the venue. This must be conducted in pairs.
5. The parent or guardian must be kept at the RVP point (Box Office) until the incident is resolved.
6. Missing minors must be reported to Sussex Police within 5 minutes of the initial report. This is to allow their CCTV to monitor the local network.
7. All other persons report missing must be reported to Sussex Police within 15 minutes of the initial report.
8. Once found the Duty Event Safety Officer will ensure that the event log accurately reflects the process. All event staff will be informed and asked to stand down.
9. If left unresolved the Event Promotor will support the agencies and emergency services with hindrance.

Medical Requests.

Upon receiving a request for medical support the Duty Event Safety Officer will:

1. Inform the Duty First Aid Responder to attend immediately.
2. Ensure that the Duty First Aid Responder obtains details regarding age, gender and the nature of the incident for the log book.
3. Depending on the nature of the incident the Duty Event Safety Officer may be required to request the support of SECAMB through the 999 service.
4. If the incident has not threat to life the Duty Event Safety Officer may be required to assist the casualty with transportation to the local A&E Department.

As far as possible ambulances will not disrupt the event to respond to, or leave from, a casualty. In the event that activities must be disrupted, this will be communicated to Duty Event Safety Officer.

In the event of a major incident all control will be handed over to the emergency services.

Power Cuts.

All power is provided by temporary power generation and distribution.

In the event of a power cut the nature and level of disruption must be reported to the Duty Event Safety Officer, who will:

1. Contact the power provider immediately
2. Assess if there is an immediate threat or risk to crowd safety.
3. Make a dynamic assessment of continuation whilst the event awaits the arrival of the power contractor.
4. If the situation prolongs, and subject to safety and natural light, the Duty Event Safety Officer may request a temporary evacuation of the facility / venue. If this is the case move to Evacuation Protocol.

Protests.

If a group arrives without making any contact pre-event:

The Duty Event Safety Officer and Event Security should try to establish who is the lead person from the group and try to reach a mutual agreement on a suitable location to protest outside of the event. If agreement cannot be reached, take advice from the Police, who will be called using the 999 service.

If a group begin to protest within the event:

Security to ask them to leave the event and offer them a designated area to protest outside of the event. If this is refused, having withdrawn the right to remain with the venue by asking them to leave, they become trespassers and security are to encourage the protestors to leave. The Duty Event Safety Officer will take advice from Police before any further escalation. As a last resort reasonable force can be used once all powers of persuasion and dialogue have failed. Any use of force to eject must be reasonable and proportionate.

Note that if the police are present they can intervene if, during the process of ejection, the protestors commit any offences such as assault or public order offences.

Structural Failure:

The event has very few structures, namely the ice rick platform, the covering marquee and the temporary structures for the bar & music venue. If any of these show sign of failure due to poor installation / maintenance or the impact of inclement weather then the Duty Event Safety Officer will:

1. Report the matter to the contracted provider immediately.
2. Assess the immediately risk to public safety
3. Implement a dynamic contingency plan for remedial works
4. Implement a local or complete evacuation of the venue until the incident can be made safe.
5. Report the incident to EHO.
6. Draft for issue an press release deemed necessary by the promotor.

Incllement Weather – Wind

The Event Management Plan includes close monitoring of the Met Office Forecast and any severe weather warning will be issued to the Event Operations Team.

Prior to the event going live a series of emergency planning meetings may take place in order to commit the to a pre-event temporary cancellation or on event abandonment. The decision on the day must not take place beyond 0900hrs (60 minutes prior to gates opening):

The basic message associated with each warning level is:

- High – you may need to take action
- Medium – be prepared
- Low – you should be prepared for

The Duty Event Safety Officer will perform the following during excessive winds.

Instruct all structure contractors to perform checks for integrity and work to their high wind policies

1. Deploy staff to any structures identified as being hazardous
2. Temporary closure of venues / zones worst affected
3. Inform the Operations Manager of the situation and request that the team is assembled and ready to assist if required

Excessive and high wind may result in the following protocols being deployed:

- Structural Failure
- Abandonment

If the event is live, assessment will need to be dynamic and on a piece meal basis. The Duty Event Safety Officer may instruct the closures of venues and zones depending on the scale of impact.

Incllement Weather – Excessive Rainfall

The Event Management Plan includes close monitoring of the Met Office Forecast and any severe weather warning will be issued to the Event Operations Team and Joint Event Control when live.

Should the event experience forecasted heavy rainfall, with the risk of flooding; the Duty Event Safety Officer should monitor the conditions closely.

Prior to the event going live a series of emergency planning meetings may take place in order to commit the to a pre-event temporary cancellation or on event abandonment. The decision on the day must not take place beyond 0900hrs (60 minutes prior to gates opening):

The Event Management Plan includes for the provision of a large volume of standby woodchip and the provision of temporary lighting.

The Duty Event Safety Officer will perform the following during excessive rainfall.

1. Ask all contractors to site to inspect installations.
2. Deploy stewards to any areas prone to flooding, slips or uneven ground
3. Temporary closure of venues / zones worst affected
4. Inform the Ground Operations Manager of the situation and request that the team is assembled and ready to lay woodchip to assist with the public transition of the venue

If the event is live, assessment will need to be dynamic and on a piece meal basis. The Duty Event Safety Officer may instruct the closures of venues and zones depending on the scale of impact.

CHICE
 Chichester @ Christmas
 Ice Bar & Public Food and Beverage Installation
 s3k limited



Daily Check List			Date	Comments for Preceding Day
Inspection Reference	Present	Radio Check	Comments	
Staffing				
Duty Safety Officer				
Duty Operations Manager				
Duty First Aid Responder				
Duty Box Office				
Duty Bar Manager				
Skating Stewards				
Duty Security Officer				
Duty Cleaning Attendance				
Infrastructure Visual Inspection				
Power				
Emergency Lighting				
Water				
Welfare / WC's				
Waste				
Safety Barrier Check				
Ice Condition Check				
Temporary Structures				
Decking				
Firepits				
Fire Fighting Media				
Furniture				
Set Dressing				

24.11.18



EVENT MANAGEMENT PLAN

Chichester @ Christmas
Ice Rink and Food & Beverage Installation
Priory Park

24.10.18 – 01.01.19



CHICE	
ICE RINK INSTALLATION	
PRIORY PARK, CHICHESTER	
EVENT MANAGEMENT PLANNING	
entry	detail
1.08	closure times The event will open on the 28 th November 2018. The event will close on the 6th January 2019. Hours of Operation Monday to Thursday 1000hrs – 2030hrs. Hours of Operation Friday to Sunday 0900hrs – 2200hrs. Exceptional Hours – Christmas Eve 0900hrs – 2200hrs. Exceptional Hours – New Year's Eve – 0900hrs – 0100hrs
1.09	command structure Due to the nature of the event, the command structure is deliberately simple. See Emergency Plan. At all times there will be a Duty Safety Officer in command of the event. The DESO will be supported by a duty DPS, Rink Supervisor, Box Office Supervisor and Security Supervisor.
1.1	communications / radios Management and Supervisor will be issued with event radios. Once permits are in place a contacts list will be issued to support the emergency plan. The Duty ESO will also have a ChiBAC radio.
1.11	community impact At the request of Chichester District Council the event is being hosted in Priory Park, with the support of the Chichester BID to promote Chichester at Christmas, High Street footfall, local business and entertainment for the community. The event has taken many measures to curtail impact on the community, included the revision of opening hours, additional security and provision of signage.
1.12	cooling and heating The rink is made from "real ice". To support its consistency a comprehensive cooling system will be installed. The location for all plant has been amended and agreed with CDC in principle. Details of noise generations are included in the Noise Statement. the event will require 3 x fuel deliveries to be made weekly. the times of deliveries will be outside of park public access hours and not excessively early or late enough to disrupt the event or the community.
1.13	COSHH COSHH risk assessments are available on request. These are specific to the chemicals agents used to maintain the skating surface.
1.14	covered seating To address inclement weather additional covered seating may be installed in front of the bar areas. These will be installed using "stretch" tent technology to minimise ground impact. Seasonal lighting will be provided within the covered seating
1.15	crowd management Crowd control and densities will be managed at all times. The rink has a capacity of 188 skaters and cannot be exceeded. Sessions to the rink are timed and sequential to ease with the flow of skaters. It is deemed that there is sufficient capacity around the viewing deck, bar, covered seating and fire pit to accommodate all other crowd numbers. However, if the DESO, deems crowd dynamic to be too intensive he may reserve the right to prevent further access to the event for all but booked skaters until pressure recedes.
1.16	dangerous tree survey The property is located within a public park. It is therefore assumed that a dangerous tree survey has been undertaken, since the public have access to the venue on a 365 basis.
1.17	DDA Persons with a disability will be accommodated. Ramps will provide the access to the ice rink. Welfare facilities will be provided using the radar key system.
1.18	deliveries & consumables All alcohol will be other shatter-proof type glasses such as polycarbonate, or sold in plastic bottles with the lid removed. No glass receptacles will be in use at the premises. Abandoned vessels will be cleared away on a regular basis.



RISK ASSESSMENT

Chichester @ Christmas

Ice Rink and Food & Beverage Installation
Priory Park

28.10.18 – 06.01.19

chice
 Chichester @Christmas
 Ice Rink & Public Food and Beverage Installation
 s3k limited



CHICE RISK ASSESSMENT INDEX

Reference Number	Description	Assessor	Date	Review Date
chice.ra.001	Weather	S3K Limited	04/10/2019	31/03/2019
chice.ra.002	Slip Trip Fall	S3K Limited	04/10/2019	31/03/2019
chice.ra.003	Alcohol	S3K Limited	04/10/2019	31/03/2019
chice.ra.004	Drugs	S3K Limited	04/10/2019	31/03/2019
chice.ra.005	Food Production	S3K Limited	04/10/2019	31/03/2019
chice.ra.006	Children and Vulnerable People	S3K Limited	04/10/2019	31/03/2019
chice.ra.007	Mobility	S3K Limited	04/10/2019	31/03/2019
chice.ra.008	Major Incident	S3K Limited	04/10/2019	31/03/2019
chice.ra.009	Crowd Management	S3K Limited	04/10/2019	31/03/2019
chice.ra.011	Medical	S3K Limited	04/10/2019	31/03/2019
chice.ra.012	Staff	S3K Limited	04/10/2019	31/03/2019
chice.ra.013	Contractors	S3K Limited	04/10/2019	31/03/2019
chice.ra.014	Manual Handling	S3K Limited	04/10/2019	31/03/2019
chice.ra.015	Electrical Supply	S3K Limited	04/10/2019	31/03/2019
chice.ra.016	Overhead Power	S3K Limited	04/10/2019	31/03/2019
chice.ra.017	Lighting	S3K Limited	04/10/2019	31/03/2019
chice.ra.018	Noise	S3K Limited	04/10/2019	31/03/2019
chice.ra.019	Waste Disposal	S3K Limited	04/10/2019	31/03/2019
chice.ra.020	Vehicles	S3K Limited	04/10/2019	31/03/2019
chice.ra.021	Forklifts	S3K Limited	04/10/2019	31/03/2019
chice.ra.022	Trees	S3K Limited	04/10/2019	31/03/2019
chice.ra.023	Temporary Structures	S3K Limited	04/10/2019	31/03/2019
chice.ra.024	Fire	S3K Limited	04/10/2019	31/03/2019



Chice
 Chichester @ Christmas
 Ice Kink & Public Food and Beverage Installation
 SKK Limited

Weather

general information		validation	
event organiser:	skk limited	name:	edward webb / skk limited
event venue:	croft park, chichester, west sussex	location:	chichester
lead owner:	chichester chichester council	date:	24/12/2018
event name:	chice	signature:	
event date:	28.11.18 - 09.01.19		
estimated daily attendance:	2,000		
risk assessment information		CROSS CHECK	
risk assessment identification:	chice 19.001	name:	christopher simon / skk limited
risk assessment reference:	Adverse Weather	location:	chichester
date of origin:	04/10/2018	date:	24/12/2018
date of revision:	31/03/2019	signature:	
preparation / prepared by:	SKK Limited		
assessment reviewed by:	SKK Limited		

risk	hazard	those at risk	risk level	prevention / control	residual risk	action	owner
Adverse Weather	Extreme Heat (28 degrees + for more than 2 consecutive hours)	Staff / Guests	M	Weather forecast to be monitored.	M	monitor	EW
		Staff / Guests	M	Constant medical team working on site	M	monitor	EW
		Staff / Guests	M	Sufficient water supply for number of guests attending - fresh water available	M	monitor	EW
		Staff / Guests	M	Sufficient shelter for outside	M	monitor	EW
		Staff / Guests	M	Ability to broadcast PA messages to guests regarding hydration and shelter	M	monitor	EW
		Staff / Guests	M	Briefing of staff regarding personal safety (hydration / shelter) and monitoring the crowd	M	Brief	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW
		Staff / Guests	M	All structures will be checked conforming to latest rig regarding weather safety including wind loading. Any temporary structures will be required to submit the relevant calculations before being erected.	M	monitor	EW
		Staff / Guests	M	Site wind loading of whole site to be defined	M	Assess	EW
		Staff / Guests	M	Verification wind loading relevance of any specific structures	M	Assess	EW
Heavy Rain / Flooding	Spring Winds	Staff / Guests	M	Reduce structures on site where tolerated risk loading is reduced	M	monitor	EW
		Staff / Guests	M	Plan to evacuate risk structures and vicinity	M	plan	EW
		Staff / Guests	M	Briefing of staff - how to evacuate risk structures and vicinity	M	Brief	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW
		Staff / Guests	M	Locations on site prone to flooding or close to water course / drainage to be identified	M	Assess	EW
		Staff / Guests	M	Locations on site prone to flooding or close to water course to be monitored	M	monitor	EW
		Staff / Guests	M	Evacuation of flooded areas to be conducted	M	monitor	EW
		Staff / Guests	M	Resources such as trolleys / wheelchairs to be positioned in flood heavy rain be forecasted	M	Assess	EW
		Staff / Guests	M	Alternative routes to bypass flooded areas to be identified and guests directed to use it	M	monitor	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW
Lightning Strikes	Extreme Cold Below 10 degrees for 2 consecutive hours	Staff / Guests	M	Assessment of site to identify high risk structures to be completed	M	Assess	EW
		Staff / Guests	M	Plan to evacuate risk structures and vicinity	M	plan	EW
		Staff / Guests	M	Briefing of staff - how to evacuate risk structures and vicinity	M	Brief	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW
		Staff / Guests	M	Weather forecast to be monitored	M	monitor	EW



chice
 Chichester@ Christmas
 Ice Rink & Public Food and Beverage Installation
 s3k limited

Slip / Trip / Fall

general information		validation	
event organiser:	s3k limited	name:	edward white / see limited
event venue:	priony park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chice	signature:	
event date:	28.11.18 -06.01.19		
estimated daily audience:	2,000		
risk assessment information		cross check	
risk assessment identification:	chice.ra.002	name:	christopher salmon / see limited
risk assessment reference:	Slip, trips and falls	position:	director
date of origin:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	
assessment carried out by:	SEE Limited		
assessment reviewed by:	S3K Limited		

risk	hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Slip / Trip / Fall	Ground Conditions / Pedestrian Access / Crowd areas	Staff / Guests	Medium	The event is hosted in maintained grounds and reasonably practicable steps are taken to prevent and minimise the risk of slips trips and falls at the event	Low	Monitor	EW
		Staff / Guests	Medium	Where applicable trackway and madding will be utilised to provide safe route on to site	Low	Monitor	EW
		Staff / Guests	Medium	Risk areas to be identified and relevant adaptation, signage, lighting and stewarding to be implemented as required	Low	Assets	EW
		Staff / Guests	Medium	Litter pickers and maintenance staff on site to ensure safe management of site and good housekeeping	Low	Monitor	EW
		Staff / Guests	Medium	Stewards / security staff / managers to continuously monitor areas of work and inform event control of any issues	Low	Monitor	EW
		Staff / Guests	Medium	Report of slips / trips / falls and near misses	Low	Monitor	EW
		Staff / Guests	Medium	Medical staff on hand to respond and minimise impact of any injury or distress sustained	Low	Monitor	EW
		Staff / Guests	Medium	Access to be restricted to staff and guests to prevent entry to back of house areas	Low	Assess	EW
		Staff / Guests	Medium	Site safety officer to monitor site from beginning of build to end of extraction and ensure identified risks mitigated to acceptable level - actions recorded	Low	Assess	EW
		Staff / Guests	Medium	Pre event checks to be conducted and recorded by nominated competent person. Entry to site to be authorised only after checks have been completed and required actions completed	Low	Assess	EW
risk assessment serial number							chice.ra.002



chice
 Chichester @ Christmas
 Ice Rink & Public Food and Beverage Installation
 s3k limited

Alcohol

general information
 event organiser: s3k limited
 event venue: priory park, chichester, west sussex
 land owner: chichester district council
 event name: chice
 event date: 28.11.18 - 06.01.19
 estimated daily audience: 2,000

validation
 name: edward white / s3k limited
 position: director
 date: 04/10/2018
 signature: [redacted]

risk assessment information
 risk assessment identification: chice.ra.003
 risk assessment reference: Alcohol
 date of origin: 04/10/2018
 date of review: 31/03/2019
 assessment carried out by: SEE Limited
 assessment reviewed by: S3K Limited

cross check
 name: christopher salmon / see limited
 position: director
 date: 04/10/2018
 signature: [redacted]

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Excessive alcohol consumption	Loss of capability, excessive behaviour, violence, illness including vomiting and collapse	Staff / Guests	Medium	Supply of alcohol to be administered by a competent contractor utilising Challenge 25 policy	Low	monitor	EW
		Staff / Guests	Medium	No irresponsible drink supply or consumption to be encouraged or endorsed by event organisers	Low	monitor	EW
		Staff / Guests	Medium	Alternative soft and hot drinks to be made available to guests	Low	monitor	EW
		Staff / Guests	Medium	SIA 'door supervisor' staff to monitor and manage excessive behaviour. Priority given to reducing conflict	Low	monitor	EW
		Staff / Guests	Medium	Medical staff deployed at event to treat effects of excessive alcohol consumption	Low	monitor	EW
		Staff / Guests	Medium	Medical staff deployed to respond to incidents and minimise effects of injuries caused by excessive behaviour to protagonists, guests or staff	Low	monitor	EW

risk assessment serial number
 chice.ra.003



chice
 Chichester @ Christmas
 Ice Risk & Public Food and Beverage Installation
 s3k limited

Drugs

general information	
event organiser:	s3k limited
event venue:	prory park, chichester, west sussex
land owner:	chichester district council
event name:	chice
event date:	28.11.18 - 06.01.19
estimated daily audience:	2,000

validation	
name:	edward white / s3k limited
position:	director
date:	04/10/2018
signature:	[Redacted]

risk assessment information	
risk assessment identification:	chice.ra.004
risk assessment reference:	Alcohol
date of origin:	04/10/2018
date of review:	31/03/2019
assessment carried out by:	SEE Limited
assessment reviewed by:	S3K Limited

cross check	
name:	christopher salmon / see limited
position:	director
date:	04/10/2018
signature:	[Redacted]

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Consumption of controlled drugs	Loss of capability, excessive behaviour, violence, mania, hallucination, illness including vomiting and collapse	Staff / Guests	Medium	Zero tolerance of drugs usage promoted by event	Low	monitor	EW
Consumption of 'legal highs'		Staff / Guests	Medium	Alcohol service to be withheld from anyone who appears to be incapable	Low	monitor	EW
Consumption of prescribed drugs other than in accordance with prescription		Staff / Guests	Medium	Alternative soft and hot drinks to be made available to guests	Low	monitor	EW
		Staff / Guests	Medium	SIA 'door supervisor' staff to monitor an manage excessive behaviour. Priority given to reducing conflict	Low	monitor	EW
		Staff / Guests	Medium	Medical staff deployed at event to treat effects of excessive drug usage	Low	monitor	EW
		Staff / Guests	Medium	Medical staff deployed to respond to incidents and minimise effects of injuries caused by excessive behaviour to protagonists, guests or staff	Low	monitor	EW

risk assessment serial number
 chice.ra.004