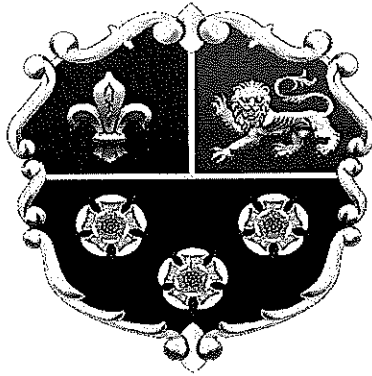


# PRESCOT TOWN COUNCIL



Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside. L34 5QX

Tele: 0151 - 426 - 3933

Email: [enquiries@prescot-tc.gov.uk](mailto:enquiries@prescot-tc.gov.uk)

Dated this 5<sup>th</sup> day of September 2024

**To the Members of the Events Committee**

Councillors J. Burke, M. Burke, P. Cook, J. Edgar, T. Murray, M. Sommerfield, T. Smith and P Goodwin.

---

**YOU ARE HEREBY SUMMONED TO ATTEND**

**a meeting of the Events Committee for the Town of Prescot to be held at  
Prescot Town Hall on Thursday 12<sup>th</sup> September at 6.00pm.**

A handwritten signature in black ink, appearing to read 'Alex Spencer', written in a cursive style.

Alex Spencer  
TOWN CLERK

# AGENDA

1. **ELECTION OF CHAIR OF COMMITTEE** Verbal  
To receive nominations for and **AGREE** the position of Chair of Events Committee.
  
2. **ELECTION OF VICE CHAIR OF COMMITTEE** Verbal  
To receive nominations for and **AGREE** the position of Vice Chair of Events Committee.
  
3. **TO RECEIVE APOLOGIES** Verbal  
To receive apologies of absence from committee members.
  
4. **DECLARATIONS OF INTEREST** Verbal  
*In accordance with Standing Order 4 G ii. members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.*
  
5. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 4-5)  
To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 20<sup>th</sup> May 2024.
  
6. **PRESCOT CARNIVAL 2024 FEEDBACK REPORT** (Pages 6-10)  
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
  
7. **PRESCOT COMMUNITY RECOGNITION AWARDS 2024 FEEDBACK REPORT** (Pages 11-13)  
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

8. **ARMISTICE DAY 2024** (Pages 14-16)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

9. **CHRISTMAS CRACKER 2024** (Pages 17-19)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

10. **BATALA MERSEY HALLOWEEN PARADE AND STATIC PERFORMANCE**  
(Pages 20-60)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.



**PRESCOT TOWN COUNCIL**

**EVENTS COMMITTEE MEETING**

**12<sup>th</sup> SEPTEMBER 2024**

**REPORT TITLE:**

Minutes of Previous Committee Meeting

**BACKGROUND TO THE REPORT:**

As members are aware they are required to agree the minutes of the previous meeting as a true and accurate record of the business transacted at that meeting.

**PURPOSE OF REPORT:**

To **AGREE** the minutes of the previous committee meeting as true and accurate.

**REPORTS PREPARED BY:**

Louise Sephton – Deputy Town Clerk



**PRESCOT TOWN COUNCIL**

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **MONDAY 20<sup>TH</sup> MAY 2024** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

**ELECTED MEMBERS PRESENT**

Councillors J. Burke, M. Burke, P. Cook, T. Murray, J. Edgar and M. Sommerfield.

**ALSO IN ATTENDANCE**

L. Sephton (Deputy Town Clerk)  
Neil Murray (L35 Radio)

**40. TO RECEIVE APOLOGIES**

There were no apologies received.

**41. DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**42. MINUTES OF PREVIOUS COMMITTEE MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 7<sup>th</sup> March 2024 be agreed as a correct record and signed by the Chair.

**43. PRESCOT CARNIVAL 2024**

The Deputy Town Clerk updated members on Prescott Carnival and discussed the layout plan, L35 Radio performers and the community groups available to help support the event.

**44. PRESCOT COMMUNITY RECOGNITION AWARDS**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 5.1 being: -

5.1.1 Agree the event format as stated in 3.1.

5.1.2 Agree the food and drinks to be purchased.

**The meeting closed at 6:30 p.m.**

**Dated: 12<sup>th</sup> September 2024**

**Signed:.....  
(Cllr M, Sommerfield, Chair of Events  
Committee)**





**PRESCOT TOWN COUNCIL**  
**EVENTS COMMITTEE MEETING**  
**12<sup>TH</sup> SEPTEMBER 2024**

**REPORT TITLE:**

Prescot Carnival 2024 Feedback Report

**BACKGROUND TO THE REPORT**

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

**PURPOSE OF THE REPORT**

To provide feedback to the committee in relation to the success of the event and seeks any further input members wish to make in relation to lessons learned.

**REPORT PREPARED BY:**

Louise Sephton – Deputy Town Clerk

# PRESCOT TOWN COUNCIL

## Prescot Carnival 2024 Feedback Report

### 1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

### 2. PRESCOT CARNIVAL

#### 2.1 Attendance

This year's carnival was once again well attended with approximately 3,500 people.

#### 2.2 Activities Undertaken

The carnival provided a wide variety of free activities for residents this year including: -

- 6 large inflatables
- Climbing wall, Bungee Trampolines and Cannonball Airblasters
- Pedal go karts, crazy golf and gladiator duel
- Face painters x 5
- Walk about Mickey & Minnie Mouse & Princesses
- Entertainment programme including performances from Wheel of Death Show, Batala Mersey Drumming Band, Mr Tumble Liverpool and Urban Queenz Dance Squad
- Provided the opportunity for 39 market stalls including local charities, community groups, local police and food/drink providers
- Large Fun fair (payable)

#### 2.3 Finance

The carnival has an allocated budget of £14,000 and the total net cost of the Carnival has been calculated at £9,448.36.

Excluding the donation from the fairground (£2,000 traditionally given to the mayor's charity), the running of the event has generated a net income of £1,485.96 through donations and sale of stall plots along with a refund for van rental.

A full financial breakdown is attached as appendix 1.

## 2.4 Lessons Learned

We have learnt a number of lessons from previous years, so items listed below are in relation to the current year: -

- The hire of the Climbing Wall, Bungee Trampolines, Cannonball Airblaster, Pedal go karts, Crazy Golf and Gladiator dual activities were a great success with a constant stream of users and many people commenting on how many free activities were available on the day.
- The hire of 5 face painters was a great success which reduced the amount of waiting time for visitors.
- The hire of the inflatables always proves very popular with attendees and this year was no exception.
- The support from Knowsley Councils grounds maintenance team was once again fantastic. There were two operatives litter picking before, during and after the event and provided wheely bins throughout the site. Feedback from residents following the event was that the park was left clean and litter free.
- The Mayor's Charity Stall raised £390 from the proceeds of the raffle.
- The Wheel of Death was a new addition to the event this year and brought a death-defying show in which Superheroes showed off their skills of balance and co-ordination. The many comments we received on the day were that the show was fantastic and jaw dropping!
- Batala Mersey Drumming Band was also a new addition this year and wowed the crowds.
- Mr Tumble Liverpool proved very popular this year with the audience and engaged well with the children.
- L35 Community Radio provided music, games and entertainment this year at the opposite end to the arena area which offered additional free entertainment to supplement the main arena acts.
- The weather this year was really warm and sunny with a slight breeze which was great for event.

## 2.5 **Recommendations**

- 2.5.1. Members should offer any other points on lessons learned for consideration at the meeting.
- 2.5.2. The success of the carnival in attracting visitors and the setup, in its current format strongly suggests we should retain this method of organisation and delivery.
- 2.5.3. The success of the carnival in attracting visitors in June strongly suggests the carnival should run around the same time next year during the Prescot Festival of Music and Arts on either Sunday 22<sup>nd</sup> June 2025 or Sunday 29<sup>th</sup> June 2025 and members should agree a date to enable early planning of the event as this is the most fundamental decision taken in relation to the event.
- 2.5.4 Following the success of the numerous free activities it is recommended that these are booked once again next year as follows: -
- 6 large inflatables with 6 members of staff
  - Climbing wall, Bungee Trampolines and Cannonball Airblasters
  - Pedal go karts, crazy golf and gladiator duel
  - Face painters x 5

**PRESCOT TOWN COUNCIL**  
**EVENTS COMMITTEE MEETING**  
**12<sup>TH</sup> SEPTEMBER 2024**

**REPORT TITLE:**

Prescot Community Recognition Awards 2024 Feedback Report

**BACKGROUND TO THE REPORT**

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

**PURPOSE OF THE REPORT**

To provide feedback to the committee in relation to the success of the event and seeks any further input members wish to make in relation to lessons learned.

**REPORT PREPARED BY:**

Louise Sephton – Deputy Town Clerk

## PRESCOT TOWN COUNCIL

### Prescot Community Recognition Awards 2024 Feedback Report

#### 1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

#### 2. NOMINATIONS & SELECTION PROCESS

- 2.1 This year we received 4 nominations for Citizen of the Year and 3 nominations for Community Group of the Year.
- 2.2 The selection process took place on 1<sup>st</sup> July 2024 with 4 Councillors from the Events Committee scoring each nominee.
- 2.3 Those members who declared an interest in a nominee were excluded from scoring and a weighted score was used to ensure the process was fair and consistent to all nominees.

#### 3. EVENT FORMAT

- 3.1 The event was held on Sunday 21<sup>st</sup> July 2024 from 12pm – 3pm and 29 community groups were invited along to celebrate their work as volunteers in the community and were served with afternoon tea by Prescot Town Councillors and staff. The event format included: -
- 3 members of each community group were invited.
  - Neil Murray (L35 Radio) compared the event & played music.
  - Welcome by the Mayor of Prescot.
  - All community groups were given the opportunity to provide information on what they do as a group to be included in a booklet which was produced and given out on the day.
  - Outgoing Mayor presented charitable donations.
  - Town Councillors & staff served afternoon tea which consisted of sandwiches, cheese board, crisps, scones, tea, coffee, fruit juice and prosecco.
  - Citizens of the Year awarded.
  - Community Group of the Year awarded.
  - Heads and tails game.
  - Farewell by the Mayor of Prescot.

- 3.2 6 community groups declined the invitation due to having no-one available to attend, 5 community groups did not respond to the invitation and 2 community groups who had confirmed their attendance did not arrive on the day. The total number of guests on the day was 57 and this included community groups, Town Councillors, staff, mayoral donation recipients and award winners.

#### 4. FINANCE

- 4.1 The Community Recognition Awards has an allocated budget of £800 and the total net cost has been calculated at £546.42 with an underspend of £253.58. A breakdown of the costs can be seen below: -

Item	Net Cost
Prosecco x 24	£ 126.00
Orange Juice x 8	£ 23.20
Crackers/Cake/Chutney	£ 25.16
Silver Salvers x 2	£ 58.90
Milk x 4	£ 6.33
Sandwich Platters, Scone Platters, Cheese Board Platters, Crisps, Grapes,	£ 306.83
<b>Total</b>	<b>£ 546.42</b>

#### 5. LESSONS LEARNED

- 5.1 The timing of the event being 12pm – 3pm was adequate although it did finish a little earlier than planned at approx. 2.30pm. Members should discuss reducing the event to 2.5 hours for next year.
- 5.2 The community groups information booklet was well received by all guests.

#### 6. RECOMMENDATIONS

- 6.1 Members should offer any other points on lessons learned for consideration at the meeting.
- 6.2 Members should agree for the event format to remain unchanged and if the event time should be reduced to run for 2.5 hours.





## **PRESCOT TOWN COUNCIL**

### **EVENTS COMMITTEE**

**12<sup>TH</sup> SEPTEMBER 2024**

#### **REPORT TITLE:**

Armistice Day 2024

#### **BACKGROUND TO THE REPORT**

As members are aware, for the past ten years the Town Council have worked alongside Prescott Parish Church, Our Lady Immaculate and Friends of Prescott Cemetery and Churchyard to deliver an Armistice Day Service at the BICC Memorial in Prescott Churchyard and Cemetery with the exception of 11th November 2018 when the date coincided with remembrance Sunday. The event has been well attended each year and has become a mainstay of the Town Council's events programme.

#### **PURPOSE OF THE REPORT**

To provide members with a proposed format for this year's event and seek approval of that format.

#### **REPORT PREPARED BY:**

Louise Sephton – Deputy Town Clerk

# PRESCOT TOWN COUNCIL

## Armistice Day 2024

### 1. INTRODUCTION

- 1.1 As members are aware, for the past ten years the Town Council have worked alongside Prescott Parish Church, Our Lady Immaculate and Friends of Prescott Cemetery and Churchyard to deliver an Armistice Day Service at the BICC Memorial in Prescott Churchyard and Cemetery with the exception of 11<sup>th</sup> November 2018 when the date coincided with remembrance Sunday. The event has been well attended each year and has become a mainstay of the Town Council's events programme.

### 2. EVENT FORMAT

#### 2.1 Attendance

This will be the tenth Armistice Day service organised by the Town Council. The event is only advertised by word of mouth as space at the memorial is limited. However, the attendance is expected to be approximately 80 people made up of Council members, local residents and representatives from local schools.

#### 2.2 Activities to be undertaken

The service will be held at the BICC Memorial in Prescott Cemetery on Monday 11<sup>th</sup> November 2024 from 10.50am - 11.15am approx. This is organised by the Deputy Town Clerk with support from Rev Kim Mannings the vicar at Prescott Parish Church. The service will be delivered by Rev Kim Mannings and Fr Dominic Risley the priest of Our Lady Immaculate and St Joseph Catholic Church supported by local school children, the Mayor and a local trumpeter to provide the associated music.

#### 2.3 Refreshments

In previous years following the service, attendees were invited to Prescott Parish Church Hall for light refreshments. Rev Mannings has confirmed that the Church Hall is available to provide refreshments on the day.

### 3. FINANCIAL IMPLICATIONS

3.1 The Armistice Day event has an allocated budget of £200 and the approximate costings to be incurred are detailed in the table below.

<b>Item</b>	<b>Cost £</b>
Town Council Wreaths x 2	33.31
Bugler	100.00
Refreshments	6.00
Erect/dismantle remembrance banner	60.00
<b>Total</b>	<b>200.00</b>

### 4. RECOMMENDATIONS

4.1 Using the powers granted to them under the terms of reference for Prescot Town Council Events Committee members should resolve to:

- Approve the Armistice Day Service in its suggested format.



**PRESCOT TOWN COUNCIL**

**EVENTS COMMITTEE**

**12<sup>th</sup> SEPTEMBER 2024**

**REPORT TITLE**

Christmas Cracker 2024

**BACKGROUND TO THE REPORT**

The report informs members of the proposed arrangements and format for the Prescot Christmas Cracker.

**PURPOSE OF THE REPORT**

Members are asked to consider the report and resolve to agree to the recommendations.

**REPORT PREPARED BY**

Louise Sephton – Deputy Town Clerk

# PRESCOT TOWN COUNCIL

## Christmas Cracker 2024

### 1. INTRODUCTION

- 1.1 The report informs members of the proposed arrangements and format for the Prescott Christmas Cracker.
- 1.2 This will be the Events Committee's fifth Christmas Cracker event and will be held on Saturday 30<sup>th</sup> November 2024 between 1.00pm and 4.00pm at Prescott Town Hall.
- 1.3 This will be the third time that the event will be held at Prescott Town Hall.

### 2. ACTIVITIES

- 2.1 Last year's event comprised of a number of free activities including:
  - Live radio style road show
  - Performances from St Luke's Catholic Primary School Choir, Keiron Kenny, Bluebell Park School Makaton Choir, Evelyn Community Primary School Choir and Centre 63 Ukulele Band.
  - Free refreshments from the Town Council
  - Prescott Rotary Club Santa & Sleigh
  - Large Christmas themed inflatables
  - Children's fairground ride
  - Rodeo Reindeer
  - Large Snow Globe
  - Roll-a-Ball Reindeer
  - Mickey & Minnie Mouse Mascot Characters
  - Mayor of Prescott Charity tombola stall
  - Children's Christmas Craft activity
  - Face Painting (two face painters)
- 2.2 It was agreed in the 2023 feedback report that this year's event would see an increase in the number of face painters from two to four, another activity would be sought to replace the snow globe and that all queues for rides/activities would close 30 minutes before the end of the event.

### 3. FINANCE

3.1 The existing budget for the Christmas Cracker event is £6,000. A breakdown of the expected expenditure for this year can be seen below as a guide for this year's activities.

<b>Prescot Christmas Cracker 2024 – Expected costs</b>	
<b>Item</b>	<b>Cost</b>
Refreshments stall	£ 600.00
Rodeo Reindeer, Roll a ball reindeer, Christmas Snowman Target Stall and Christmas Hook a Duck stalls	£ 2,360.00
Children's Fairground Ride	£ 400.00
Mickey & Minnie Mouse Mascot Characters	£ 300.00
Face Painting x 4	£ 840.00
DJ/Presenter	£ 100.00
Prescot Rotary Club (donation for Santa Sleigh)	£ 100.00
Craft	£ 150.00
Banners	£ 40.00
Erect/Dismantle Town Hall banner	£ 52.50
Flyers	£ 60.00
<b>Total</b>	<b>£ 5,002.50</b>

### 4. RECOMMENDATIONS

4.1 Using the power granted under section 145 of the Local Government Act 1972 –  
Members resolve to: -

4.1.1 Consider the activities and the costs listed in 3.1 and agree the activities that are required for this year and instruct the Deputy Town Clerk make a booking.





**PRESCOT TOWN COUNCIL****EVENTS COMMITTEE****12<sup>TH</sup> SEPTEMBER 2024****REPORT TITLE**

Batala Mersey Halloween Parade and Static Performance 2024

**BACKGROUND TO THE REPORT**

Members will be aware that Knowsley Council has finite resources to provide community events within Prescott; and there is an increasing requirement to seek the support of the Town Council and Prescott Business Club to help continue these events or help provide alternatives as local authority resources diminish.

Representatives of the Prescott Business Club have planned a programme of activities for Halloween 2024; and are seeking Member support to agree to and fund a Samba Parade and Static Performance by Batala Mersey to support this programme.

**PURPOSE OF THE REPORT**

To seek Member support to agree to and fund a Samba Parade and Static Performance by Balata Merseyside for Halloween 2024; thereby supporting the planned activity programme by the Prescott Business Club.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk

## PRESCOT TOWN COUNCIL

### Batala Mersey Halloween Parade and Static Performance 2024

#### 1. INTRODUCTION

- 1.1 As previously reported to Council by the Town Clerk, Knowsley Council has finite resources and budgets to provide festivals, entertainment and activities within Prescott during 2024/25 and beyond.
- 1.2 Whilst staples such as the Prescott Festival and Prescott Elizabethan Fayre continue, reducing budgets at a Local Authority level have already resulted in the 2023/24 Christmas Lights switch on event being abolished; and this year's Serious Nonsense Festival being reduced to a single day (reduced from three days when it was incepted).
- 1.3 The Town Clerk has previously met with Knowsley Council's Executive Director for Regeneration and Economic Development and the Chair of the Prescott Business Club to discuss what funding will look like during 2024/25 and beyond, the impact of likely funding reductions on the entertainment offer within the Town and what (if any) support could be offered by representatives of the Prescott Business Club and Council.
- 1.4 Given these finite resources, it seems clear that Knowsley Council will look towards the Prescott Business Club and Council to continue Prescott's entertainment offer; and it is equally apparent that the Business Club recognises the importance of these events continuing – not just from business/monetary perspective, but to continue Prescott's reputation of being a nice place to live and visit.
- 1.5 To this end, the Prescott Business Club have held several meetings and drop-in sessions to discuss Halloween 2024; and what events and activities can be held locally to celebrate the occasion.
- 1.6 At the time of writing an activities programme has been planned for Thursday 31<sup>st</sup> October 2024 for children (4pm to 7pm) and adults (7pm onwards), with the following activities and businesses confirmed:

Name of Business	Children	Adults	Type of Activities
Jessie and Co	X		Children's games in shop
Heatheringtons	X		Children's games in shop
Clockwork Studio	X		Children's games in shop Pumpkin Carving
Renaissance	X		Children's games in shop
Enchanted Garden	X		Children's games in shop
The Dance Shop	X		Children's games in shop
Albion Bakehouse	X		Cake Decorating

Name of Business	Children	Adults	Type of Activities
Poco	X		Halloween Crafts
The Spanish Caravan	X		Duck Apple & Facepainting
The Mermaid Tavern	X		Craft Activity
Little Legends	X		Halloween Party
Want that Dress		X	Singer
The Tempest		X	Halloween Karaoke
The Spanish Caravan		X	Psychic Night
The Lord Strange		X	Spooky Open Mike & Pub Crawl
The Mermaid Tavern		X	Margarita Masterclass
The Deane's House		X	Halloween Quiz

- 1.7 In short, businesses within the Prescot Business Club have rallied to think of ways they can support the Halloween 2024 and deliver an activity programme for the community.
- 1.8 In addition to the above, it has been suggested that a Halloween Samba Parade and Static Performance would be a fantastic event to bring children and adults together on the evening; and would build on the success of Batala Mersey's 2023 Day of the Dead Parade.
- 1.9 This parade was a new event in Prescot's events calendar and was delivered in partnership between the Town Council and Batala Mersey – the former producing an event plan for review and approval by Knowsley Event Safety Advisory Group (KEVSAG), and the latter delivering the event itself.
- 1.10 The Town Clerk has contacted Batala Mersey to determine availability and costs; and they have confirmed that the cost to deliver this event will be £300. Although at the time of writing they cannot yet confirm if they are available to perform as they are waiting to secure a musical caller who directs the band.
- 1.11 Members will be aware that no budget has been assigned to support this event and therefore, should Members resolve to fund it, there will be a requirement to vire funds from the 2024/25 Events Budget, or alternatively, to vire from Council's overall 2024/25 budget.

Members are advised that given Council's resolution not to accept Knowsley Council's Heads of terms relating to Eaton Street Park and Brown's Field and subsequently being notified by Knowsley Council that the three-month break off clause has been triggered, a considerable underspend against the Parks Maintenance budget line will arise this year, and therefore funds could be vired from this budget line should Members resolve to fund this event.

- 1.12 Given the requirement to submit an event plan to KEVSAG to support this event, the Town Clerk has amended the event plan for last year's Day of the Dead Samba Parade and Static Performance; so that it reflects what is proposed.

The Town Clerk has also made Knowsley Council officers aware that an event plan has been produced; albeit that he is awaiting confirmation back from Knowsley Council on a date for the next meeting of KEVSAG so that the plan itself may be submitted and (hopefully) approved.

A copy of this plan and its accompanying appendices have been attached for Member consideration.

## **2. FINANCIAL IMPLICATIONS**

- 2.1 Batala Mersey have confirmed that the costs for delivering this event will be £300.

As stated above, given that Committee Members have not committed funds to support this event with the 2024/25 Events Budget, it will be necessary to vire funds from other budget lines within the overall Events Budget, or alternatively identify funding from Council's overall 2024/25 budget.

If the latter is chosen, officers recommend viring funds from the 2024/25 Parks Maintenance budget line giving the considerable underspend that this budget will have in consideration of Council's position concerning Eaton Street Park and Browns Field.

## **3. RECOMMENDATIONS**

- 3.1 Using the powers granted to them under the terms of reference for Prescott Town Council Events Committee members should resolve to:

- Approve the proposed Halloween Samba Parade and Static Performance by Batala Mersey and approve the virement of funds from the 2024/25 Events Budget or 2024/25 Council Budget to support all expenditure relating to the event.

**KEVSAG**

**Knowsley Events and Venues  
Safety Advisory Group**

**Event Management Plan  
Template**

## Introduction

This template has been produced to aid event organisers in planning safe events. By using this document as a guide organisers can ensure that various safety aspects have been considered. In each section, guidance notes are included to indicate the issues to be considered.

The aim of an Event Safety Plan should be to provide information on all aspects of health and safety management, staffing, command structure and communications structures to meet UK legal requirements. It should be remembered that the headings in the template are by no means exhaustive, and if the organiser considers a part of their event ought to be detailed in the plan, then it should be added. Also note that not all parts of the template may be relevant for every event. There may also be distinctive elements of the event for which it may be appropriate to complete arrangements for each particular element.

The plan should be completed alongside other guidance, in particular the '*Event Safety Guide*'. Guidance can be downloaded from our website at:

<https://www.knowsley.gov.uk/things-to-do/organised-public-events>

This document has been drafted based on knowledge of the events industry and relevant legislation including

- Health & Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005;
- The Licensing act 2003
- The Purple Guide (2018);

- Guide to Safety at Sports Grounds (5th edition) (2008) ;
- Temporary Demountable Structures Guidance on Procurement Design and Use (3rd Edition)(2007)
- Fire Safety Risk Assessment for Outdoor events and venues (2007)
- Other relevant documentation and guidance.

Event Management should not rely on the Merseyside Police, Merseyside Fire and Rescue Service or North West Ambulance Services to provide any major operational input to the normal running of the event.

On completion of the document, it is recommended that the plan is thoroughly read through, and perhaps checked by a person who has not seen the plan before. In the event of an incident at the event, the event team, and the emergency services will be relying on the plan to know your event as well as the organising team do.

If there are any queries on the use of this plan, please see the list of contacts who may be able to assist you further.

## Useful Contacts

### Knowsley Council

Environmental Health

Tel: 0151 443 4712

Email: [environmentalheath@knowsley.gov.uk](mailto:environmentalheath@knowsley.gov.uk)

Licensing

Tel: 0151 443 2300

Email: [licensing@knowsley.gov.uk](mailto:licensing@knowsley.gov.uk)

Emergency Planning

Tel: 0151 443 3756

Email: [emergencyplanning@knowsley.gov.uk](mailto:emergencyplanning@knowsley.gov.uk)

Highways

Tel: 0151 489 6000

Email: [NRSWA.team@knowsley.gov.uk](mailto:NRSWA.team@knowsley.gov.uk)

Building Control

Tel: 0151 443 2352

Email: [bcsubmissions@knowsley.gov.uk](mailto:bcsubmissions@knowsley.gov.uk)

### Merseyside Police

Tel: [MSOC.Events@merseyside.police.uk](mailto:MSOC.Events@merseyside.police.uk)

### Merseyside Fire and Rescue Service

Tel: 0151 296 4920

Email: [eventsinfo@merseyfire.gov.uk](mailto:eventsinfo@merseyfire.gov.uk)

### North West Ambulance Service

Email: [resilience.team@nwas.nhs.uk](mailto:resilience.team@nwas.nhs.uk)



# Event Management Plan

**Event Name:** Batala Mersey Halloween Parade & Static Performance

**Event Date:** Thursday 31<sup>st</sup> October 2024

**Event Times:** 6:00pm to 7:30pm

<b>Owned by:</b>	Balata Mersey and Prescot Town Council
<b>Version:</b>	1.0
<b>Date Submitted:</b>	TBC
<b>Review Date:</b>	TBC

## Contents

1.	8
EVENT DESCRIPTION .....	7
DATES AND DURATION .....	7
EVENT SCHEDULE .....	7
LOCATION .....	7
ATTENDANCE .....	7
AUDIENCE PROFILE .....	8
LICENSING .....	8
2.	14
THE EVENT ORGANISERS .....	9
HIERARCHY / TREE OF RESPONSIBILITY .....	9
ROLES AND RESPONSIBILITIES .....	9
CONTACTS .....	10
EVENT CONTROL .....	10
3.	17
SECURITY/STEWARDSHIP ARRANGEMENTS .....	11
BARRIERS .....	11
ENTRANCE / EXIT POINTS .....	11
MANAGEMENT OF ATTENDEE NUMBERS .....	12
CCTV .....	12
POLICE .....	12
4.	21
PUBLICITY .....	13
STAFF BRIEFINGS .....	13
METHODS OF COMMUNICATIONS .....	13
BACKUP .....	14
SIGNAGE AND PUBLIC INFORMATION .....	14
5.	23
ROAD CLOSURES .....	15
CAR PARKING PROVISION .....	15
6.	24
CONTRACTORS .....	16
TEMPORARY STRUCTURES .....	16
CATERING AND HOSPITALITY .....	16
WELFARE PROVISION .....	17
LITTER/CLEANSING SERVICES/GROUNDS MAINTENANCE .....	17
NOISE MANAGEMENT .....	17
7.	27
RISK ASSESSMENTS .....	18
INCIDENT RECORDING .....	18
Accident Reporting RIDDOR .....	18
HEALTH AND SAFETY ENFORCING AUTHORITY .....	19
INSURANCE .....	19
8.	29
FIRE EXTINGUISHERS .....	20
CAPACITY .....	20
PYROTECHNICS AND SPECIAL EFFECTS .....	21
9.	31
LOST / FOUND CHILDREN / VULNERABLE PERSONS PROCEDURES .....	22
EXTREME WEATHER .....	22
MEDICAL AND FIRST AID COVER .....	23
EVENT EVACUATION PLAN .....	23
EMERGENCY VEHICLE ACCESS .....	24
HAND-OVER PROCEDURES .....	24
10.	34
CANCELLATION/SHOW STOP PROCEDURES – DURING THE EVENT .....	25



## 1. EVENT OVERVIEW

### **EVENT DESCRIPTION**

*Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event. If there are distinct elements to your event, it may be appropriate to describe and consider arrangements for your event for each of these elements.*

Batala Mersey will provide an exciting parade and static samba performance along Eccleston Street, Prescott on Thursday 31<sup>st</sup> October 2024.

The samba parade and static performance celebrates Halloween and supports the ambitions of the Prescott Business Club and Prescott Town Council in providing accessible community events for residents of and visitors to Prescott.

Representatives of the Prescott Business Club and Prescott Town Council have previously met with Knowsley Council officers to discuss events within Prescott during 2024/25 and beyond.

In consideration of Knowsley Council's budgetary position this year and beyond, there is a growing need, desire and perhaps expectation, that local businesses and Prescott Town Council will work collaboratively to provide high-quality, low cost (to the public) events – thereby ensuring the continuance of a local entertainment offer; in addition to increasing town centre footfall to benefit the local economy.

This event builds on the success of the 2023 Day of the Dead Parade – an event co-organised by Prescott Town Council and Batala Mersey; and approved by KEVSAG.

As part of the proposed 2024 Halloween Parade, Balata Mersey will be dressed in full Halloween costume.

The parade will commence at 6:00pm from the former Margaret Rose clothing shop and will travel along Eccleston Street to "The Fez" bar.

Throughout this parade, samba drums will be played and winners, diners & shoppers out and about will be encouraged to join in.

After a short break, Balata Mersey will perform a 30 minute static samba performance opposite Heron on Eccleston Street. This performance will commence at 7:00pm.

Event close will be at 7:30pm.

Batala Mersey and Prescott Town Council have already consulted local businesses who are eager to support the event.

Businesses intend to dress the front of their shops which appropriate decoration to coincide with Halloween.

The Clerk of Prescott Town Council has discussed the event and supporting KEVSAG plan with the Chair of Prescott Business Club; who has indicated that this event (if approved) will be in addition to small scale Halloween activities e.g. Halloween games organised by local businesses to both celebrate Halloween and increase business footfall.

### **DATES AND DURATION**

*What are the dates and times for your event?*

Thursday 31<sup>st</sup> October 2024  
6:00pm to 7:30pm

### **EVENT SCHEDULE**

*Include details of the build up and break down schedule of the event (preparatory / closedown activities), as well as the event itself. You will need to ensure you've appropriate resources in place for these periods to protect public and event personnel (e.g. fencing, first aid, security)*

**4:30pm to 5:45pm**

Batala Mersey performers arrive at Prescott Town Hall to change into costumes for samba parade and static performance.

**5:45pm to 6:00pm**

Batala Mersey congregate around William Hill/Little on Aspinall Street to prepare costumes and instruments for parade

**6:00pm**

Batala Mersey commence samba parade.

Parade to start on Eccleston Steet (starting point opposite former Margaret Rose clothing shop – thereby negating the need for road closures on Atherton Street and Chapel Street)

This will be a rolling parade and performance with no stopping.

**6:00pm to 6:30pm**

Batala Mersey perform samba parade along Eccleston Street from former Margaret Rose clothing shop to Fez Bar.

**6:30pm to 7:00pm**

Samba parade concludes outside Fez Bar and performers have a 30 minute break. During this break period, performers walk along Eccleston Street to former Natwest Bank (opposite Heron Foods)

**7:00pm to 7:30pm**

Batala Mersey give static performance.

**7:30pm**

Static performance concludes and event close.

Throughout the period where Batala Mersey are on site (congregation, performances and event close) stewards wearing high viz jackets will be in place.

Batala Mersey will have their own first aid kits on site and will be directed to nearest defibrillators (on wall of Prescott Town Hall for top of Eccleston Street and on wall of Prescott Parish Church/Shakespeare North Playhouse for bottom of Eccleston Street)

**LOCATION**

*Describe the detailed location, including the local authority area in which the event will be located, closest major road(s).*

Eccleston Street, Prescot Knowsley

Closest major road is A57 High Street, forking to Warrington Road and St Helens Road.

**ATTENDANCE**

*Include your expected attendance figures. For an all day/multiple day event this should include maximum expected/allowed attendance and the maximum at any one time.*

*For any buildings to be occupied for the event you should consider any existing occupancy levels and maximum occupancy based on existing exit space, evacuation rates and appropriate evacuation routes.*



Estimated figure for the event is maximum of 500 persons.

In light of the event being held on a Thursday evening in October, the event is likely to attract those who are visiting Ecclestone Street for the nighttime economy and/or those who are participating in activities as laid on and promoted by businesses within the Prescott Business Club.

Officers have based this estimated figure on perceived attendance figures for the parade marking the opening of Shakespeare North Playhouse in July 2022. However, it must be remembered that a number of factors are different in comparison to the proposed "Halloween" parade:-

1. SNP parade brought together performers, volunteers, schools and the community. This does not apply
2. SNP parade was held early evening in July where there is likely to be more people visiting Ecclestone Street in comparison November.
3. SNP parade had greater media influence.

Estimated figures for the 2023 Day of the Dead parade were at 300 persons.

No buildings will be used as part of this event.

### **Samba Parade**

Based on the estimate above, officers anticipate that anyone wishing to view the parade will simply follow the parade down from its starting point to its concluding point.

This will be a rolling performance and therefore the likelihood is that people will walk alongside or behind the bands.

Effective stewarding will make sure that there is no interference with the performers themselves.

### **Static Performance**

Officers acknowledge that the area of the static performance area (bottom of Leyland Street) will need to be effectively stewarded.

If the maximum number of estimated attendees do indeed attend, stewarding will have to ensure that people disperse and observe across three points

1. Ecclestone Street (Flat Iron Building side)
2. Ecclestone Street (Shakespeare North Playhouse side)
3. Leyland Street (observing up to fixed furniture of Lord Strange Pub)

Officers have held conversations with the Lord Strange Pub to see if outdoor furniture could be removed for this event. In principle, they are agreeable to

remove white plastic seating, however wooden seating cannot be removed owing to a lack of storage within the pub itself.

Without white furniture being removed, a viewing space of 13m x 15m would be possible (to the junction of Eccleston Street).

### **AUDIENCE PROFILE**

*Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. For example – if organising a tea dance, it is not likely that you would need to provide baby changing facilities but should ensure that there are plenty of rest areas available.*

*Previous history, entertainment type and ticket sales will all help to indicate the audience profile.*

The samba parade and static performance will be completely free to the public. No ticket sales are required.

Although the event will be taking place on a Thursday evening and Eccleston Street attracts a nighttime economy, given that event close is at 7:30pm, the event itself is unlikely to attract anti-social behaviour/drunkenness – no more so than any other Thursday night.

As outlined above, the event will be stewarded – stewards wearing high-viz vests throughout.

### **LICENSING**

*Some events will require either a premises licence or temporary event notice due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them e.g. play, sporting event, live/recorded music etc). Contact licensing well in advance of the event for further advice.*

*Detail any license details here.*

A temporary event notice will need to be applied for given that live music will be played to audience.

## 2. EVENT MANAGEMENT

### THE EVENT ORGANISERS

*Please detail who the event organisers are. You should also detail any relevant qualifications or experience.*

Sandra Waters - Gig Coordinator for Batala Mersey.

### HIERARCHY / TREE OF RESPONSIBILITY

*Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the 'Roles and Responsibilities' section below. (If necessary put diagram in appendix)*

Sandra Waters - Event coordinator for Dead of the Dead parade.  
 Dave Thelwall - Band member and local resident. Will report to Sandra.  
 Jen Horton - Musical Caller for the event. Works alongside Sandra.  
 Stewards' Coordinator - yet to be named for this event.

### ROLES AND RESPONSIBILITIES

*Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the 'Roles and Responsibilities' section below.*

<i>Give details of the main roles</i>	<i>Brief explanation of the responsibilities</i>
Sandra Waters	Main contact for Prescott Town Clerk and other authority figures, is also main contact for disseminating information to band officials and players.
David Thelwall	Dave has direct contact with local traders to encourage engagement.
Jen Horton	Jen will select the players and organise the band (set up, positioning, music) and make any necessary changes during the event.
Stewards' Coordinator	They will ensure we have sufficient stewards, brief them and be their main point of contact plus contact for services and authorities during the actual performance.


Add additional as required.

**CONTACTS**

<i>Provide a full list of contacts with contact numbers so the user this plan needs to get in touch with anyone involved in your event, they will look here.</i>		
<b>Name</b>	<b>Event Role</b>	<b>Contact Number</b>
Sandra Waters	Gig Coordinator	07981 437916
Dave Thelwall	Traders' contact	07956 370730

Add additional as required.

### **EVENT CONTROL**

*Please note the location of event control and the times it will be running. (Event control is where event management will run an event from and communications are logged. Should you have event management roaming on site rather than a fixed event control point, please note how they will be identifiable and contactable in the event of an incident on site.)*

Event is small and can be controlled in situ by the contacts above.

### 3. CROWD MANAGEMENT

#### SECURITY/STEWARDSING ARRANGEMENTS

*Provide details of any security/stewards including:*

- *Details of provider/company/volunteers*
- *Numbers to be provided (including different levels of provision at different times during the event, if appropriate)*
- *Method they can be identified*
- *Duties e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.*
- *Communication methods*
- *Reference to the nature and format of pre-event briefings e.g. how all stewards are made aware of emergency arrangements and the arrangements for their own health and safety*
- *Ensure the competency of any contractor providing the arrangements*

A Stewards' Coordinator will be nominated nearer the event. We anticipate six stewards will be sufficient for this. All will be wearing hi vis jackets (some of which carry our logo).

Their duties will be predominantly to ensure that the route of the parade is clear at the start and is kept clear ahead as the band advances. They will also reccy the route to check any obstacles that may be obstructing the route and clear as necessary/possible.

They will all have mobile phones in case of emergency contact requirements. They will be aware of our own First Aiders in case of need and will be made familiar with the site, defib availability and services on the day.

#### BARRIERS

*Provide details of where fencelines/barriers are to be used including:*

- *Type of barriers to be used*
- *Company supplying and installing them*
- *Number to be used.*

*It may be useful to details where barriers are to be used on a site plan.*

Barriers are not required.

#### ENTRANCE / EXIT POINTS

*Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements e.g. separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area please add more detail to this section. HINT: maps or diagrams may help make things clear.*

This event will not have entrance or exit points per se given that it will take place on Eccleston Street. However, the street itself does have a number of streets from which residents/visitors can access and egress:-

1. Warrington Road (no entry to vehicles but pedestrian access possible)
2. Chapel Street (vehicle and pedestrian access)
3. Atherton Street (vehicle and pedestrian access)
4. Aspinall Street (pedestrian access)
5. Leyland Street (pedestrian access)
6. Mill Street / Stone Street (pedestrian access)
7. Church Street (pedestrian access)
8. Market Place (pedestrian access)

### **MANAGEMENT OF ATTENDEE NUMBERS**

*Provide details here of how the number of attendees at the event are to be monitored and controlled e.g.*

- *Ticketed event*
- *Monitored entrances and exits*

We will not be monitoring number of attendees (members of the public) as this is not anticipated to be a problem. It is not ticketed.

We will have between 30 and 35 players plus six stewards.

### **CCTV**

*You should enter details of any CCTV availability for the event. This should include details of the provider, who is responsible for operating the CCTV and the level and quality of coverage. There may be Data Protection requirements if CCTV is in use, e.g. the provision of warning notices.*

Knowsley Council have CCTV coverage across Eccleston Street. Appropriate CCTV signs are installed throughout.

### **POLICE**

*Police resources are no longer routinely deployed to events. You should notify the police with your plans so that they can risk-assess your event. Ultimately, your event should be organised in such a way that it can operate without the need for police presence. You should include here details of:*

- *General notification to the local police force of the event and potential impact*
- *Any agreed police presence on site during the event*

If this plan is approved, Prescot Town Council will liaise directly with Merseyside Police to make them aware of this event.

The Town Clerk has an excellent working relationship with A/Sgt Kenny Patterson meeting regularly to help address anti-social behaviour within the town. The Town Clerk will notify A/Sgt Patterson with a view to escalation to superiors if required.



## 4. COMMUNICATIONS

### PUBLICITY

*How will your event be advertised/marketed to the public? What information will you provide in advance?*

The event will be shared widely through our social media sites (we have a very large following) plus those of Love Prescott and Prescott Town Council.

We will also notify organisations including Undercover Liverpool, The Guide and other sites publicising local events in the LCR. Engagement with local traders will encourage their own sharing/tagging of the event.

### STAFF BRIEFINGS

*Provide dates of when event personnel will be given briefings for the event (this briefing should include general event information as well as information in what to do during an emergency/incident). This should be done prior to the event.*

Our Committee and Directors meet regularly and are in constant communication regarding forthcoming/proposed events. This event will therefore be discussed and planned with information shared as appropriate. There will be a briefing with Stewards' Coordinator who will also visit the site prior to the event. He/She will then brief stewards on the day of the event.

### METHODS OF COMMUNICATIONS

*What systems of communication will be used during the event and how will they be utilised?*

<i>Type</i>	<i>Used (please check)</i>	<i>How and who will they be used to communicate with (i.e. staff/public etc)</i>
PA System	<input type="checkbox"/>	
Radios	<input type="checkbox"/>	
Mobile telephone (please test your site for any blackspots)	Y	For contact between key personnel and contacts.
Telephone (landline)	<input type="checkbox"/>	
Loud Hailers (include locations)	<input type="checkbox"/>	

Social Media (which types)	Y	Filming via Facebook Live plus social media updates for public on Facebook and Instagram
OTHER (please name)	<input type="checkbox"/>	
	<input type="checkbox"/>	

### BACKUP

*You should include details of any backup communications you have in place in the event of your primary communications methods becoming unavailable*

Considered unlikely to be necessary as we will all be at the venue and in close personal contact

### SIGNAGE AND PUBLIC INFORMATION

*Provide details of any signage or public information facilities being used to direct persons round the site, provide important information e.g. welfare facilities, first aid points, lost children etc and restrict the public from certain areas if required.*

The area is very compact with no need to restrict the public from any areas. Signage will not be necessary. People wanting to attend will be able to find the event easily and will be able to hear us when we start playing.

***Please note in relation to posters advertising your event, Knowsley has a strict fly-posting policy. Generally, fly posting is not permitted on the public highway, street furniture or Council-owned land and property. Posters may be placed on private land with the landowners permission unless they are deemed to be offensive in nature or content; and/or it is located in such a way that it causes a road safety concern. Contact Environmental Health for further information***

## 5. TRAFFIC MANAGEMENT

*The traffic management of an event is the responsibility of the event organiser. You should plan to safely hold your event without traffic management support on the day from the police or other agencies; however, you should liaise with the Highways department, the local police and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.*

*You should enter details of any Special Event Temporary Traffic Regulation Orders and Signage plans requiring approval by the Highways department.*

*You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.*

*You should also consider any implications for persons attempting to arrive at the venue on foot.*

### ROAD CLOSURES

*If applicable, please list any roads to be closed during the event (note this does not supercede the requirement to do a Special Event Temporary Traffic Regulation Order which would need to be approved by the Highways Department)*

<b>Road closed (include junctions to and from)</b>	<b>Date of closure</b>	<b>Times of closure</b>
No road closures for this event will be required.		

### CAR PARKING PROVISION

How will members of the public arrive to your event (i.e. by car/ on foot/ public transport)? Is there any car parking provision?

Given that this event will be held on a Thursday evening, the event is most likely to attract/include those that are visiting Eccleston Street for the night-time economy, and/or participating in small scale activities as organised by businesses of the Prescot Business Club. The vast majority of these will travel on foot or via taxi as any other normal Thursday evening.

Footfall within Eccleston Street may increase following promotion of this event and therefore the town's usual car parking areas will be utilised. These include:-

Mill Street car park

Car Park off High Street (adjacent to former Ray's Café)

Car Park at Prescot Shopping Centre

Car Park at top of Cypress Street

Prescot Retail Park (note however that a parking restriction is in place)

Include any other traffic management provision details or liaison with local transport providers below.

Traffic management for this event will not be required.

## 6. SERVICE PROVISIONS

### CONTRACTORS

*You should detail the contractors to be used for activities at the event. (i.e. staging, marquees, security etc.)*

*You must check and ensure the suitability of contractors for the event including:*

- *Relevant qualifications, knowledge and experience*
- *Clear details of the activities/service to be provided*
- *Evidence of relevant safety documentation including safety policies and risk assessments*
- *Details of adequate insurance*

No contractors

### TEMPORARY STRUCTURES

*Please detail any temporary structures that will be used at the event e.g. grandstands, stages and marquees. You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling.*

*Details of competent persons/contractors to be used and their associated risk assessments should be included in the appendix.*

No temporary structures

### CATERING AND HOSPITALITY

*Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map.*

*You should advise Environmental Health department of contractors to be used as soon as they are confirmed.*

We are not providing any catering or hospitality.

### WELFARE PROVISION

*Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:*

- *Toilet facilities*
- *Changing facilities*
- *Shower rooms*
- *Drinking water provision*

*Note: cross-reference with Weather / Severe Weather to ensure that welfare is adequate and appropriate for time of year and range of possible conditions.*

Our players are always instructed to hydrate prior to performances. Players/stewards' cars will be parked nearby at Prescott Town Hall so further water supplies will be easy to access.

### **LITTER/CLEANSING SERVICES/GROUNDS MAINTENANCE**

*Consideration needs to be given to the cleansing requirements before, during and after the event.*

*Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.*

We would anticipate that litter clearing before and after the event will be within the auspices of the local authority. However, our stewards will check the site prior to the parade and will undertake to clear any major littering after. We will supply them with bin bags and gloves.

### **NOISE MANAGEMENT**

*You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. You should contact Environmental Health to inform them of anticipated noise levels and for any further advice/guidance.*

*Enter your arrangements for noise management here*

The nature of a samba band is that it is loud. However, local traders have been approached and have no objection. In the event of major problems with noise complaints, we will be prepared to curtail the event following consultation with local officials.

## 7. RISK MANAGEMENT

### RISK ASSESSMENTS

*Indicate where risk assessments from both yourself and any contractors can be found and any significant issues arising.*

*Further guidance on completing risk assessments can be found at:*

*<http://www.hse.gov.uk/risk/index.htm>*

*Risk Assessments can be attached, or alternatively see template below.*

To be provided within one week of this plan being submitted to KEVSAG.

Risk Assessments are carried out for all of our events but until we have agreement that this event can go ahead, the full details of the RA cannot be completed.

### INCIDENT RECORDING

*The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.*

This will be kept by the Stewards' Coordinator who will have eyes on the event rather than be performing.

### Accident Reporting RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information should be included in your incident log.

A summary of injuries and occurrences which must be reported include:

#### For IMMEDIATE reporting

- Death (also to Police)
- Major Injury –
  - Amputation,
  - Fracture (except fingers and toes)
  - Loss of sight (even temporarily)
  - Penetrating eye injury
  - Injury from electric shock
  - Loss of consciousness
  - Acute illness
  - Non consensual violence (i.e. not a boxing match)
  - Injury to non employee requiring hospitalisation
  - Dangerous occurrences (major power failure, structural collapse etc)

#### For reporting within 15 days of occurrence

- Death of employee within 1 year of accident
- Hospitalisation of employee for more than 24 hours
- Absence from work for more than 7 days (employee or visitor)
- Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)

Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases). This must be sent within 15 days even if you have already reported by phone etc.

Reports can be made at the HSE website: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

N.B. A '7 day' should be calculated as follows:

- Not the day of accident
- Includes weekend and bank holiday
- On the 8<sup>th</sup> day, if still absent, report on.
- 

N.B. need mode of notification from First Aid provider to report under RIDDOR.

### **HEALTH AND SAFETY ENFORCING AUTHORITY**

*You should enter details of the enforcing authority (EA) for your event here should you wish to contact them to advise further of an incident.*

*Council managed events are enforced by the HSE.*

*Commercial events will be enforced by the local authority Environmental Health Service.*

Knowsley Borough Council

### **INSURANCE**

*Provide details of your insurers and the level of cover provided for the event. HINT: you may wish to append copy of the relevant certificates of insurance to your plan.*

Public Liability Insurance up to £5m is provided by Making Music Insurance Services.



## 8. FIRE RISK ASSESSMENT

*A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written.*

*You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix. Further guidance can be found at:*

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

*Templates for Fire Risk Assessment can be found here:*

<https://www.nationalfirechiefs.org.uk/Event-safety>

This event has very little potential for fire risk as there are no points for ignition.

### **FIRE EXTINGUISHERS**

*Provide details here of the type, number and location of fire extinguishers to be provided at the event.*

Not required.

### **CAPACITY**

*How many people can your event site hold? Capacity for a site should be calculated to ensure it can accommodate expected numbers (if not you will need to consider how to manage these numbers)*

*The capacity will depend on the amount of space available as well as the number of emergency exits available (calculations for outdoor events can be found in the open air events and venues guidance above).*

Based on the opening of Shakespeare North Playhouse, we have estimated the maximum number of persons attending this event to be 500.

The 2023 Day of the Dead Parade attracted circa 300 persons and a similar number for this event could be estimated. However, the 2023 event took place during poor weather and therefore 2024 persons numbers may exceed this estimated.

## **PYROTECHNICS AND SPECIAL EFFECTS**

*Provide details of any pyrotechnics and special effects that you will have at your event. These should be carried out a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.*

None

### **Note: Chinese/Sky Lanterns**

*These lanterns are made of thin paper held by a wire or bamboo frame and lifted by heat from a naked flame. Release of them has become increasingly popular. KEVSAG strongly advise you **do not** have them at your event as they give rise to a number of safety and environmental concerns including:*

- *Fire risk and damage to crops and property*
- *Risk to public safety*
- *Risk to livestock and animal health*
- *Littering of the environment*
- *Risks to aviation and coastal rescue services*

## 9. CONTINGENCY & EMERGENCY MANAGEMENT

### LOST / FOUND CHILDREN / VULNERABLE PERSONS PROCEDURES

Please note down your procedure if a child/vulnerable person is reported lost.  
(Please consider and include any safe guarding provisions)

Not applicable

Please note down your procedure if a child/vulnerable person reports to a member your event team as being lost.

(Please consider and include any safe guarding provisions)

Not applicable

What is the location of your lost child point? (please include this on any site plans and ensure it is signposted on site)

Not applicable

### EXTREME WEATHER

*Identify who is responsible for monitoring weather forecasts in advance and during the event.*

*Extreme weather may cause other specific actions to be taken to prevent injury or damage.*

*Advice on general management and health issues can be found on-line at [NHS Choices - Heatwave Information](#) and [NHS Choices - Cold Weather Information](#).*

*Who is responsible for monitoring weather in advance of the event. When will you start monitoring?*

Sandra/Jen will monitor via weather forecasts. Final decision on viability for the event will be made on the morning. We are used to playing in adverse conditions but will not perform if the audience is likely to be absent or in extreme wind/rain. It may be necessary to curtail the performance if the weather deteriorates after we have commenced.

**Consider your actions in the event of extreme conditions relating to the following weather conditions** (note some may not be applicable dependent on time of year):

• Winds	Will not play if extreme
• Sun & Heat	n/a
• Rain	Will not play if extreme
• Snow / Ice	Will not play if extreme
• Lightening	Will not play
• Other:	

### MEDICAL AND FIRST AID COVER

Details of the First Aid and medical cover for your event should be detailed in this section. There are minimum requirements which must be met and these are outlined in the Purple Guide (subscription required). *Alternatively seek advice from your medical provider.*

You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.

You should ensure adequate qualifications and competency of any provider

Batala Mersey will provide their own trained First Aiders.

### EVENT EVACUATION PLAN

What is your evacuation plan for you event. Please consider the following:	
• How will staff/public report an incident?	Will be reported to police
• How will people be advised to evacuate?	Town Centre - will follow advice of police according to emergency
• Are there clearly marked escape routes that are kept clear and as short and direct as possible	No – town centre
• Are there enough exits and routes for all people to escape	Yes
• Are there emergency doors that open easily	N/A
• Is there emergency lighting where needed	N/A
• Are staff briefed to know and understand evacuation procedures	Yes
• Is there a safe muster point (please note this on any site plans)	Yes – planned initial meeting point at Prescot Town Hall.

<ul style="list-style-type: none"> <li>• Have you considered people with mobility needs</li> </ul>	Yes – Eccleston Street is flat albeit that there is a slight incline traveling from Parish Church to Flat Iron Building.
<ul style="list-style-type: none"> <li>• Who will call 999? Who will meet emergency services?</li> </ul>	Stewards' Coordinator/Gig Coordinator
<ul style="list-style-type: none"> <li>• Any other considerations:</li> </ul>	None.

For counter terrorism advice, ensure staff are briefed in Run Hide Tell advice <https://act.campaign.gov.uk/>

### **EMERGENCY VEHICLE ACCESS**

*Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles. (access routes should be kept clear)*

*You should add these to your site map.*

Emergency vehicle access points will include:

1. Atherton Street
2. Chapel Street
3. Market Place (and onto Eccleston Street)

### **HAND-OVER PROCEDURES**

*Details here your arrangements/procedures for the hand-over of control of aspects of your event to relevant agencies in the event of an emergency*

Mersey Batala to communicate with relevant agencies where necessary.

## 10. CANCELLATION PROCEDURES

A decision to cancel an must be made in appraisal and evaluation with all parties, and interested agencies, the decision is however that of the Event Manager.

### CANCELLATION PROCEDURES – BEFORE THE EVENT

Should you have to cancel the event PRIOR to it starting, how will you communicate this to:	
• Public	Via social media and also to traders as well as Town officials
• Staff	Via band's usual communication methods (phone/text)
Please note any other elements to your cancellation procedures	

### CANCELLATION/SHOW STOP PROCEDURES – DURING THE EVENT

Should you have to cancel/stop the event DURING the event, how will you communicate this to: (note pre scripted announcements may be useful)	
• Public	In person to the audience
• Staff	In person to the band members
Please note any other elements to your cancellation procedures. Are there any procedures in place for stewards during evacuation?	

## 11. DEBRIEF AND REVIEW EVENT ARRANGEMENTS

*Detail here the arrangements you will have in place to debrief all parties involved in the event and review issues that took place including:*

- *Particular arrangements that worked well to ensure public safety*
- *Any identified weaknesses in the arrangements that require improvement*
- *A review of any incidents and remedial action required*

The committee will review post-event and feedback to Town Council any issues for discussion or consideration for future events.

## APPENDIX

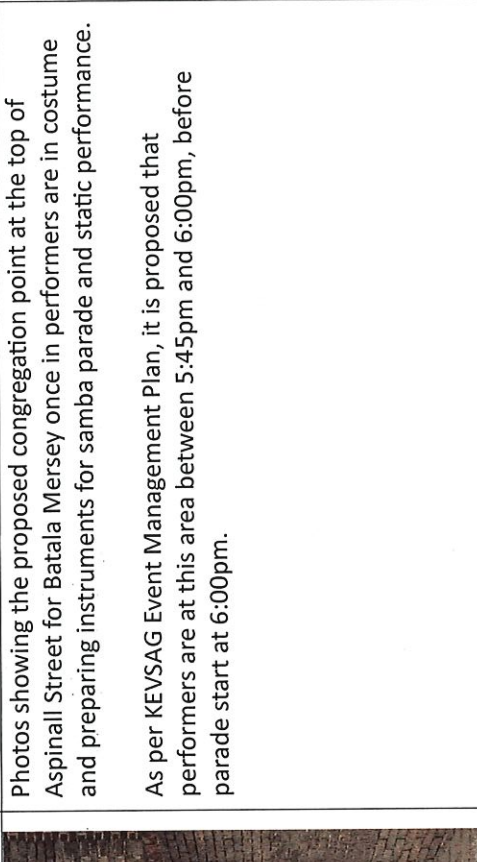
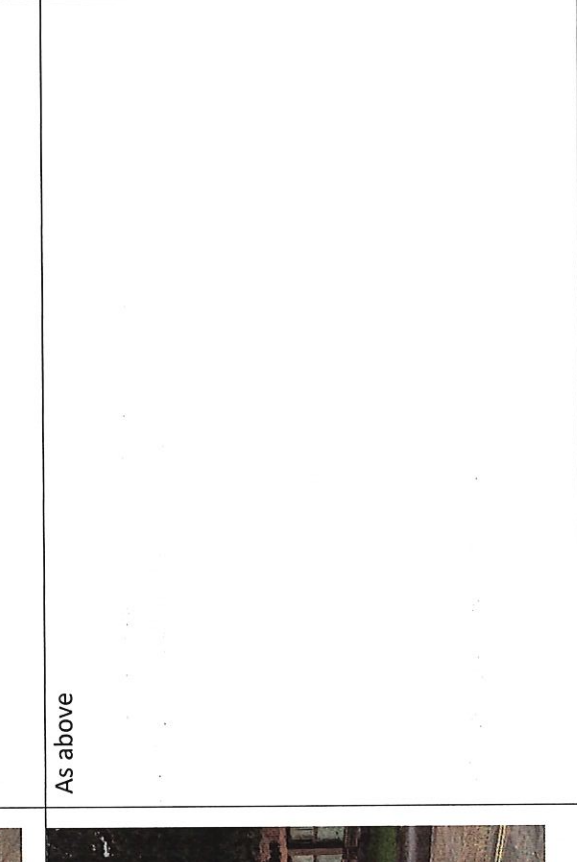
Enter here details of additional site plans, risk assessments and associated event documents to compliment to event plan.

**Insert Site plan:**

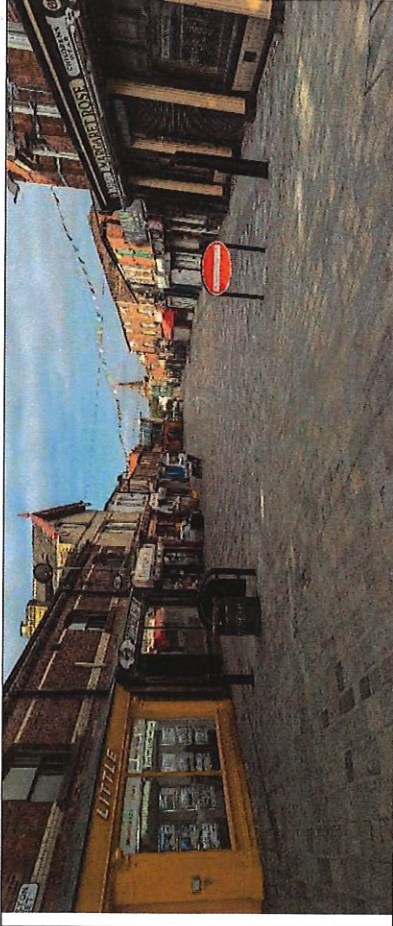
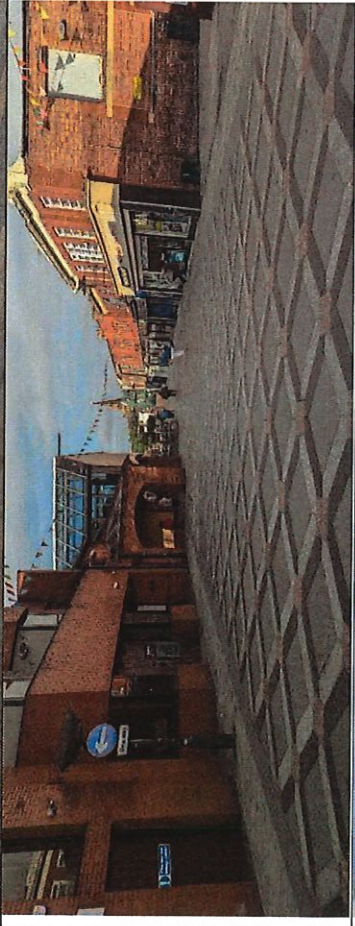
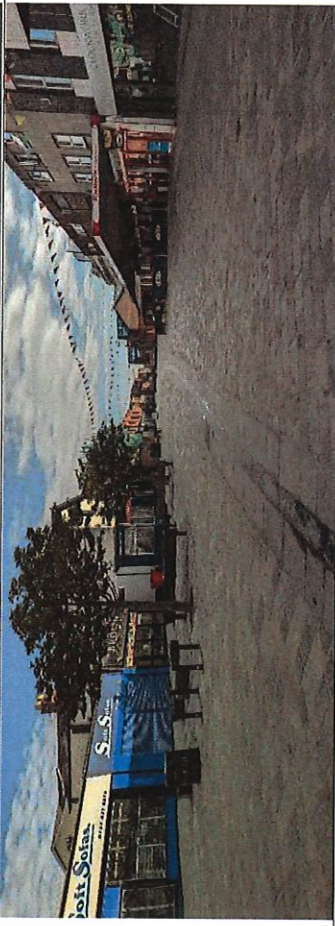
**Please refer to photograph appendix to this document.**



Photograph Appendix To KEVSAG Event Management Plan – Batala Mersey Halloween Samba Parade and Static Performance

Photograph	Comments
	<p>Photos showing the proposed congregation point at the top of Aspinall Street for Batala Mersey once in performers are in costume and preparing instruments for samba parade and static performance.</p> <p>As per KEVSAG Event Management Plan, it is proposed that performers are at this area between 5:45pm and 6:00pm, before parade start at 6:00pm.</p>
	<p>As above</p>

Photograph Appendix To KEVSAG Event Management Plan – Batala Mersey Halloween Samba Parade and Static Performance

 A street-level photograph looking down Eccleston Street towards Parish Church. The street is paved and lined with buildings. On the left, there is a shop with a sign that says 'LITTLE'. Further down, a red circular sign with a white bar is visible. The sky is clear and blue.	<p>Proposed start of samba parade adjacent to former Margaret Rose clothing shop, Eccleston Street, Prescott</p> <p>Photo is looking down Eccleston Street towards Parish Church.</p>
 A photograph showing the junction of Eccleston Street and Leyland Street. The street is paved with a diamond pattern. Buildings line both sides of the street. The sky is clear and blue.	<p>Proposed starting static performance area on Eccleston Street at the junction with Leyland Street. This point is approximately halfway down the parade route.</p> <p>This point will also be the place where the static performance takes place with residents/visitors dispersed across Eccleston Street and Leyland Street.</p> <p>Photo is looking down Eccleston Street Parish Church</p>
 A photograph looking up Eccleston Street towards the Flat Iron Building. The street is paved and lined with buildings. On the left, there is a shop with a sign that says 'Post Sofa'. Further down, a blue sign is visible. The sky is clear and blue.	<p>Proposed parade conclusion point adjacent to the Fez Bar</p> <p>Photo is looking up Eccleston Street towards Flat Iron Building.</p>