



Blue Light Weekend

Event Management Plan

2024 Draft 0.5

10-11 August 2024

Organised by the Blue Light Weekend Committee

Master Document Location

Blue Light Weekend Document Portal:

<https://www.bluelightweekend.com/documentportal>

Dates/version numbers are listed against each document in the portal. Please download the latest version from this version before reviewing. Please do not distribute uncontrolled copied – only share this portal link.

Update History

| Version | Date | Details | Name |
|---------|------------|---|--------------|
| 0.1 | 16/02/2024 | Migrated from 2023 Plan & revised for 2024 event throughout | Andy Medcalf |
| 0.2 | 26/03/2024 | Updated to include Risk Assessments for BlipActive events | Andy Medcalf |
| 0.3 | 16/04/2024 | Updated with event information | Andy Medcalf |
| 0.3 | 16/04/2024 | Peer reviewed | Dave Penson |
| 0.4 | 06/05/2024 | Revised Withernsea event area map. | Andy Medcalf |
| 0.5 | 16/05/2024 | Updated security, event facilities | Andy Medcalf |

Uncontrolled when downloaded/printed

Plan Produced by

The Blue Light Weekend Committee.

Event Outline

A free two day event to promote and raise awareness of the emergency & lifesaving services whilst offering entertainment and events for all ages and encouraging people into the town of Withernsea.

Event Location

Primary event area is along the South Promenade, Withernsea.

The promenade runs the full length of Withernsea. The event area extends from south of the summer fairground, opposite the commercial fishing compound, all the way along to the end of South Promenade opposite Louville Avenue.

Access is via various side streets from Queen Street, Withernsea. Main entry points will be via Lee Avenue, Southcliff Road & Seacroft Road. The Promenade will remain open for public access throughout the weekend.



In addition the Blue Light Weekend organising committee have received approval to use the Italian Gardens and Memorial Gardens, which will both be used for planned children’s activities.

Valley Gardens and Hull Road Playing Field have also been approved for Blue Light Weekend event use if required, but this is unlikely and they have been formally returned to Withernsea Town Council in May 2024.

Event Programme

Note: as this is a working document it is anticipated that the event programme and schedule will be regularly updated up to the event weekend.

However the latest programme schedule will always be published on the Blue Light Weekend website (www.bluelightweekend.com)

Day Zero – Friday 9th August 2024

- 12.00 – 19.00 Safety barriers and sandbags will be delivered and stacked at defined local locations
- 19.00 – 21.00 Signage erected along the promenade / Promenade area closed to deter overnight campervans.
Flags and other promenade bunting will be erected
Last Minute Risk Assessment completed of the Promenade Event Area

Day One - Saturday 10th August 2024

Hosted by Alex Cann (Seaside FM)

- 06.00 - 08.00 Event area preparation
- 09.00 Stalls and events arrive and setup
Last minute risk assessment (BLW Committee)
- 09.00 Start of swims (1 mile and half mile)
- 09.30 Committee / volunteer briefing
- 09.45 First Aid briefing
- 10:00 Security briefing
- 11.00 Start of Withernsea History Walk
- 11.00 Raft Race
- 11.00 – 16.00 RNLI Open Day
- 11.30 – 15.30 Schedule sea activities
- 12.00 – 15.00 Circus workshop
- 12.00 – 15.30 Music performances on promenade stage
- 13.00 Mascot Race
- 16.00 2km family colour fun run
- All Day Kids Army Tower
- TBC Virgin balloon

Day Two - Sunday 11th August 2024

Hosted by Richard Acklam

- 06.00 - 08.00 Event area preparation
- 09.00 Stalls and events arrive and setup

| | |
|---------------|---|
| | Last minute risk assessment (BLW Committee) |
| 09.30 | Committee / volunteer briefing |
| 09.45 | First Aid briefing |
| 10:00 | Security briefing |
| 11.00 – 16.00 | Circus Street Show |
| 11.00 – 16.00 | Stilt Walkers |
| 12.00 – 15.00 | Circus Workshop |
| 11.30 | Royal Navy Raiders Parachute Display Team |
| 12.30 | Nick Lee's Tiger Moth Display |
| 13.30 | Tom Cassells & Mike Pickin ("The Starlings") Aerobatics display |
| 14.15 | Jubilee Pitts aerobatic display |
| 15.00 | Battle of Britain Spitfire & Spitfire Tailchase display |
| 15.30 | Anarchy 1 Typhoon Display |
| 16.00 | Royal Navy Raiders' Parachute Display |
| 17.30 | Helicopter Prize winner flight |
| All day | Kids Army Tower |
| TBC | Apache helicopter |
| | Sea King helicopter |
| | Virgin balloon |

Day Three – Monday 12th August 2024

09:00 – 12:00 Removal of all remaining Blue Light Weekend barriers, banners, flags.

All times and order of events are approximate and subject to change. Some events may be weather / tide dependant and cancelled if not deemed safe on the day (Last Minute Risk Assessments will be carried out before each event)

Throughout the weekend there will be a range of promotional, food and refreshment stalls with static displays/stalls from various professional bodies including HM Coastguard, Hornsea Inshore Rescue, Border Force, Royal Navy, RNLI, Fire Service, Police and a Children's Army wall among many other attractions. The number and type of stalls/activities will vary between the two days. Last minute cancellations / no shows are to be expected.

Temporary Events Notices (TEN) has been approved to allow for the consumption of alcohol in controlled areas of the Promenade adjoining The Boating and Social Club where alcohol will be purchased from. Other TENs have been submitted covering the promenade area directly opposite the site of the old Teddy's nightclub and the promenade immediately adjoining Highfield Caravans.

A TEN has also been submitted for live performance of music (buskers and local choirs) on a small stage on the promenade at the end of Lee Avenue.

Street Traders licence, lottery license and street collection permits have all been applied for and received.

In addition to the main arena there will be a children's activity and entertainment zone on the Memorial Gardens. These are being provided by a group linked with Active Withernsea.

Plan Aim and Objectives

This plan is designed to bring together all individual organisations and agencies involved in the event into one document to provide a complete integrated event plan.

The main objectives are:

- to facilitate the running of a safe and enjoyable event
- to consider and plan for problems that may happen
- define trigger points at which other plans may be implemented

Event Management Structure

The operational event management team comprises:

Event Organisers / Blue Light Weekend Committee members – Dave Penson, Andy Medcalf, Sgt Dave Walker, Chris Morfitt, Kerri Dawson, Kristina Richardson, Ann Bell.

With support from James Stothard and Carl Frith from the local emergency services.

With attendance from Hornsea Inshore Rescue, Humberside Police, Humberside Fire & Rescue, HM Coastguard, Royal Navy, Army, Yorkshire Air Ambulance, Yorkshire Ambulance Service, Safer Roads Humber and Border Force Agency.

A team of volunteers from HEY Volunteers (City of Culture) has been invited to participate, just as they were in 2023. These volunteers will support the core organising committee and local volunteers during the weekend.

A team of company volunteers from Premier Modular Buildings Ltd will be in attendance both days, and these are likely to be involved in more “hands on” event organisation and participation. They are attending as part of their company’s corporate community responsibility programme.

A number of Volunteer Leads will be assigned to manage the scheduled volunteering effort over the weekend. Lead volunteers will be briefed in the weeks leading up to the event, with daily volunteers receiving their briefing on the morning of each event day. A Withernsea public meeting is scheduled for Monday 29th July with all volunteers, first aiders, security team and police/fire service representatives invited to attend; this session will provide a final event briefing and answer any questions. All volunteers will be issued with and wear a distinctive bright blue Blue Light Weekend Tshirt.

Crowd Management

Crowd barriers will be erected on the Friday evening to prevent unauthorised vehicular access and parking to areas that will be used over the weekend.

Crowds are expected to be manageable as the promenade is an open space with ample room and various entry/exit points with no significant bottlenecks.

Any areas of congestion will be filtered down by event organisers and volunteers.

Despite there been several means of adequate access and egress, in the event of serious overcrowding on the South Promenade the event organisers will close off the area to prevent further congestion. This will be broadcast over the tannoy system which covers the entire promenade stretch.

If this measure is unsuccessful the event will be cancelled forthwith and the crowd told to disperse.

Emergency Procedures

If the operational event management team consider that an emergency is to be declared then operational command will fall to Humberside Police. An emergency service point will be established outside the RNLI lifeboat station as this is a clear and obvious emergency point in the area. The same station will be the designated lost children and first aid post. From there, the operational commander will task and control the

response.

Evacuation Procedures

If the operational management team decide that a controlled evacuation of the main event area is required then the following procedure will be used if possible:

- Decision is clearly recorded - time taken and reason and rationale.
- Evacuation points to be clearly announced to all via the PA systems.
- Committee members to direct members of the public off site.

Road Traffic Management

Strictly no vehicles are permitted on the Promenade event area during the event weekend. However, access barriers/bollards will temporarily be removed to allow for the set up and exiting of the event area which will be completed before 10am and will not re-open until after 5pm both days.

After set up, all vehicles will be removed offsite by 10am with access barriers / bollards reinstalled.

Should access be required for any reason, this will be supervised by an event organiser / volunteer with vehicle hazards lights on during vehicular movement.

Emergency vehicles will always be allowed with suitable space left for access. All operational emergency vehicles attending the event will be sited as close to exit points as possible.

Takedown and removal will commence when crowds have dispersed to a manageable and safe level.

All temporary barriers/bollards will be replaced after the last vehicle leaves the site.

There is no requirement for any road closure.

Car Parking

The 2023 ESAG committee noted that as a seaside tourist resort Withernsea has ample free car parking, and the Withernsea Town Council clerk confirmed they were underutilised during last year's event.

That said, as the event organisers can expect a slightly higher visitor attendance this year a number of designated car parks will be publicised in advance of the event:

Confirmed:

- Withernsea High School – c. 100 spaces (managed by Withernsea AFC)
- Highfield Caravans, Queen Street – c. 100 spaces (managed by Blue Light Weekend security staff)
- Highfield Caravans, Seacroft Road – c. 50 spaces (managed by Blue Light Weekend security staff)
- Station Road public car park – c. 100 spaces (signposted from Withernsea Leisure Centre)
- Pier Road council car park – c. 75 spaces (managed by Withernsea Town Council)
- Waxholme Road public car park – c. 200 spaces (free)

Applied:

- Seacroft Road field – 100 spaces (managed by Blue Light Weekend security staff)

Emergency Planning

Any terror threat management should be addressed / notified by the local policing team. The Blue Light Committee have not been made aware of any such threat to date. Discussions are in place to understand

whether it would be possible for event show air director to have a line of communication into Humberside Police and other emergency services.

Public Transport Management

EYMS buses will be providing their normal service. No bus stops or service routes will be affected by this event.

Fire

There are no planned fire displays or firework displays.

The local fire engine will be on site and positioned suitably for a quick exit in the case of a call out.

It has been confirmed that foam suitable for aircraft fuel fires will be on site and held by attending Fire crews. Fire buckets, water, sand and an extinguisher are on site.

Severe Weather & Event Cancellation

As an outdoor event severe weather conditions may lead to cancellation of the event on the day. The event Managers will make the decision if cancellation is required and publicise on local media and on the Blue Light Weekend website / Social Media.

First Aid

A professional Event Medic company – First Aid Skills UK – have been contracted to provide first aid and medical cover over the entire Blue Light Weekend.

In addition certificated first aiders are available at the event and will wear hi viz arm bands. The RNLI station will be the designated first aid post.

Yorkshire Ambulance Service (YAS) have been advised of the event as part of the Use of Land application form. They are also attending the event in numbers providing defibrillator and first aid training displays.

There is a local ambulance station based in the town. An out of hours Urgent Care facility is available by phoning NHS 111. The nearest defibrillator is located on the external wall of the RNLI station which is accessible to all.

Due to the nature of the Blue Light Weekend there are First Aiders manning many of the stalls and event attractions – including from Yorkshire Ambulance Service, the Police, Fire Service, RNLI amongst others – so whilst not named in our Medical Plan we know we can call on the skills of many attending services should it be required.

Other Local and accessible defibrillators

- The Fire Station, Walter Street, Withernsea
- Withernsea AFC sports pavilion, Hull Road, Withernsea
- The Meridian Centre, Queen Street, Withernsea access code C147
- Golden Sands Holiday Park, Holmpton Road, Withernsea
- The Willows, Hollym Road, Withernsea

ALWAYS ring 999 for access to use defibrillators so that once removed from its site or used, the emergency services can log it out as unavailable to other users. Guardians of each defibrillator should be contacted regarding any use of the defib' and advised if it has been used and when it is back on site.

A full current (May 2024) list and location of all Withernsea defibrillators is shown on the map below.



Fire Precautions & Equipment

On site firefighting equipment will be placed at strategic points in the main event area and will be clearly marked with all personnel briefed as to its location.

Fire buckets with water and sand plus the local fire engine are on site.

Communications

All committee members will have mobile phones with each others telephone number entered.

Portable radios are issued to all committee members and key volunteers, including security and medical teams.

A full promenade professional public address system will be in use, owned and managed via PA compere Richard Acklam.

Media

Media advertising will have been arranged prior to the event.

The Blue Light Weekend committee members will liaise with the media during the event should they be present.

Official photography and video/drone footage has been arranged. Craig Marriott has confirmed his attendance as an experienced photographer / drone operative. Signage will be displayed. NOTAM will be raised during any planned drone photography, although this will strictly avoid any planned aerial display times.

Waste Management

There are numerous litter bins on site plus additional wheelie bins will be brought in for the weekend. Litter pickers are deployed throughout the day.

After the event the area will be cleared by Blue Light Committee members and possibly any volunteers. It is the intention that rubbish collection throughout the day will alleviate any accumulation of rubbish towards the end of the event. ERYC refuse department are aware of the event.

Toilets

A large fixed Public toilet block is located on site at the top of Southcliff Road, owned by Withernsea Town Council, and will be checked & maintained over the weekend. Other Withernsea toilet facilities are ERYC owned and available on Piggy Lane and the Central Promenade. All will be open during the event and within easy walking distance of the event area.

Blocks of 6 portaloos have been hired and will be sited alongside the fixed toilet block at the top of Southcliff Road. These will be delivered during Friday, will be emptied on Saturday evening, and removed during Monday. It is believed that 10+ toilets will be enough to cover the various event areas.

Catering

A number of mobile catering vans will be present on site. Three sponsor Bar areas will be in accordance with the terms of TEN licensing, with the main segregated area being adjacent to the Boating Social Club. All certificates received in advance of the event are copied and held on file by the Blue Light Committee. They will be placed as advised by event staff with a fire gap left between stalls.

In order to reduce the noise, pollution and fire risk the Blue Light Weekend organisers have hired a portable silent fuel generator which will provide sole power to all trailer units. This will be operational in the adjoining (locked) Boating Compound with a power circuit board located on the Compound fence. Running of cables from this board will be kept to a minimum, and any cabling across pavement areas will be under trunking and clearly marked. All electrical installations will be completed by a local qualified electrical company. All cabling will be removed overnight.

Children's Attractions

A children's entertainment zone is located on Italian Gardens, which has been pre-booked & DBS checked by Active Withernsea. All operatives will provide evidence of their relevant insurances and safety certificates risk assessments.

Lighting

Street lighting is located on the Promenade. The event will start and finish during daylight hours.

Noise Management Policy

Noise consideration needs to be given. All residential properties along the Promenade will have been advised in writing in advance of the weekend's event. Excessively loud noise is not expected other than by participating aircraft, out and over the sea.

An indoor, sold-out ticketed music event is being held at the Willows Club on the Saturday evening and is expected to be attended by locals only. Two bands playing.

Lost Children Policy

Security personnel will be alerted by radio for the search for any lost children/vulnerable adults.

Announcements will be made over the PA system. Children will be taken to the RNLI station. Care will be taken in reuniting children with the correct guardians. Children under the age of 12 should ideally be accompanied by a responsible adult.

Equality Impact

Consideration to be given to the needs of all members of society that may attending the event.eg non-English speakers, those with disabilities etc.

An aircraft display viewing area for mobile disabled visitors has been established between the RNLI station and the sea wall railings; volunteers will be on hand to guide those.

Stewarding and Security

Signage, general wayfinding and capacity management will be managed by the Blue Light Weekend committee and volunteer stewards.

A professional security firm has been contracted in for the event, both general event security and manning the TEN areas. A total of 8 security staff will be operating, on a rotation basis.

A separate security firm has been contracted in to handle the car parking zones.

Ample emergency and HM Forces will be onsite to dissuade issues.

Public address Scripts & Media holding statements

Evacuation script

“Attention. Please accept our apologies. Due to issues beyond our control this event is coming to an immediate end. Please leave the Promenade promptly. “

Alcohol use

“Attention. As this a family event, alcohol may only be consumed within the designated bar area. “

Thank you.

“Thank you all for coming today. Thank you to all you spectators, first aiders, our onsite volunteers, stall holders, dancers, singers, raft racers, and display teams. Huge thanks go to the sponsors who have made this event possible. We wish you a safe journey home.... (On Saturday say – and we hope you will join us again tomorrow for the penultimate event with ...list of events.....)

Roles and Responsibilities

Blue Light Weekend event organisers will wear identifiable committee t shirts, and key team members will carry ID card lanyard identification.

Event organisers and volunteers will be present for the setup of the event, throughout the event through to the close of the event.

All roles duties will be agreed and co-ordinated in advance of the day.

All volunteers will be briefed at 9.30am each day. Volunteer Leads will coordinate the volunteer team and ensure their comfort and safety.

Key Contacts

| Name | Role | Number |
|-------------------------|--|-------------------------------------|
| Dave Penson (Peno) | Event Organiser Blip Active co-ordinator | (radio plus mobile) 07740 061526 |
| Andy Medcalf | Event Organiser Media, Publicity, Digital, IT | (radio plus mobile) 07734 882305 |
| Dave Walker (Para Dave) | Event / Aircraft Organiser | (radio plus mobile) 07583 712206 |
| Chris Morfitt | Event / Music Co-ordinator | (radio plus mobile) 07925771152 |
| James Stothard | Police Liaison | 07944 344492 |
| Kerri Dawson | Event / Council Liaison and Admin | (radio plus mobile) 07732 656605 |
| Kristina Richardson | Event / First Aid / Active Withernsea | (radio plus mobile) 07395 798328 |
| Ann Bell | Event / Marine Activities | 07917 881274 |

Event Management Team Use Only

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| Richard Acklam | PA Host | (radio plus mobile) 07889 438187 |
| HEY Volunteers Lead | Abbi Bell / Sarah Burrows | |
| All key personnel will be connected by radios | | |

Risk Assessments

Risk Assessments will be completed prior to the event starting and throughout the day by Event Organisers.

The Blue Light Weekend organisers insist that all organisers and volunteers perform a Last Minute Risk Assessment (LMRA) before completing any activity, or returning to an area after some time away. Risk Assessments are included within this document for the Blue Light Weekend overall event.

Performers, attractions and stall holders will conduct and supply their own risk assessment, insurance and method statements which will be kept with this document.

A separate Risk Assessment exercise is being completed by the Flight Display Director, and these will be uploaded to the Document Portal once available.

Licensing Conditions

All appropriate licenses are applied for.

| | |
|--------------------|------------------------|
| T.E.N | TEN26504088-2023-06-24 |
| Street collection | TG8 260534 |
| Lotteries license | TGJ 260557 |
| St Traders license | TBC |

Agency Operational Orders

Police, Fire, Ambulance, Coastguard and the area bus company are advised and aware of the event. Local stations also advised.

Other References as deemed necessary

PLEASE NOTE: in case of a town emergency the Town Emergency Plan is held in the Withernsea Town Council Office, The Meridian Centre, 201 Queen Street, WITHERNSEA. This will be activated if necessary by The Police in liaison with Withernsea Town Council – J. Moxon 07760 383868 and ERYC Emergency Planning Services – Alan Bravey.07932 016856

EVACUATION PLAN

Actions to be taken if the event location has to be partially or fully evacuated.

The closest Blue Light Weekend Event Organiser to any incident will raise the alarm by radio to fellow members and alert the emergency services.

Radio compere/host will make the relevant announcement on PA systems. Evacuation script *“Attention. Please accept our apologies. Due to issues beyond our control this event has to come to an immediate end. Please leave the Promenade immediately.”*

First on the scene to start moving people to nearest exit point until help arrives.

All personnel on site to sweep area to ensure all the public have left the area.

Barrier marshalls to remain in situ to open access for emergency vehicles if relevant.

Meeting point – Lee Avenue Car Park.

All access roads to be cleared of members of the public for emergency vehicle access.

All personnel are linked by radio.

Event Organisers will make the decision to re-open event or close it – with appropriate announcements made over the PA systems.

Fires must only be tackled if safe to do so using the appropriate equipment.

Covid Measures/Advice

At present all covid restrictions are lifted.

Covid restrictions/measures for open air performances will be in accordance with the Government guidance relevant at the time. Currently all restrictions are lifted, however this will be monitored on an ongoing basis and can be implemented if and when needed. All events are based outside so any residual covid risk is deemed insignificant.

The bar, caterers and stalls will work in accordance with relevant guidance for Covid.

Organisers will take into consideration any pinch points to avoid any crowding when setting up.

DRAFT RISK ASSESSMENT – LAND EVENTS

Blue Light Weekend, Withernsea – DAY 1. Saturday 10th August 2023.

Venue: The South Promenade, Withernsea

All siting will be co-ordinated by Blue Light Weekend Event Organisers on Saturday and Sunday morning at 8am.

| Identify the hazards | Decide who may be harmed | Evaluate the risks & decide on precautions | Record Findings and implement | Review |
|---|---|--|---|--|
| <p>Erection of sound equipment, barriers and signage</p> <p>Manual lifting, vehicle movements, personal injury. Working at height – impact injury. Falling objects.</p> | <p>Host, event organisers, volunteer marshalls, stall holders, participants and the public = Everyone</p> | <p>Signage to be in place the day before the event.</p> <p>PPE to be used where possible.</p> <p>Cordon off access the night before to prevent vehicular access where space is required for the event.</p> <p>Close liaison with emergency services and briefing of Event organisers, attendees and volunteers.</p> <p>Last Minute Risk Assessments to be carried out immediate before start of each event day</p> | <p>One member of the Blue Light Weekend organising committee will record any findings</p> | <p>Annually – the summer before each event</p> |
| <p>Risk of shock/fire</p> | <p>Everyone</p> | <p>All electrical equipment to have appropriate test certificates. PPE to be</p> | | <p>Annually</p> |

Event Management Team Use Only

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| | | worn. Risk of fire. Adequate fire fighting equipment to be located in the main event area. Ample fire gaps between stalls. Liaise with emergency services | | |
| Entrance & egress to venue – personal injury crowding/re-direction of traffic Movement of large numbers of vehicles/trade stands | Everyone | Ensure adequate signage and stewards. Stewards to wear PPE/reflective jackets/committee t shirts. Barriers to be put in place. Close liaison in advance with emergency services. Stalls to be strictly sited by Event Organisers with adequate fire gaps. No vehicular movement permitted once stalls set up. | | Annually |
| Administrative. Correct licences & insurance Required. Financial risk | Event Organisers | Risk to committee if appropriate insurance/licences are not in place. Financial loss to consider. Ensure all licences and insurance applied for | | Annually |

Event Management Team Use Only

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| | | well in advance. Ensure committee are aware of conditions of licences. Liaison with all appropriate parties at ERYC. | | |
| Movement of large number of people. Crowding/crushing/ | Everyone | Ensure adequate signage, lighting and stewards. Stewards/Security to wear PPE/reflective yellow tabards or clothing to identify themselves. Barriers to be put in place. Close liaison in advance with emergency services. Adequate PA system to be in place for public announcements. Organisers/stewards to be in touch via mobile phone or two way radios. Briefing with first aiders. | | Annually |
| Stalls– trip or fall hazard | Everyone | Risk of tripping. Ensure sensible positioning of stalls. Any cables to be covered/taped down Stewards to check positioning of stalls and cables. Blue Light Weekend | Any issues with the Promenade will be reported to East Riding Yorkshire Council | Annually |

Event Management Team Use Only

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| | | event organisers will check the promenade area in the weeks leading to the event to identify any poorly maintained pavements or areas where the public could be harmed. | | |
| Extreme weather high winds/wet /exposure to sun | Everyone | All loose equipment to be securely weighted/tethered. Any electrical equipment to be covered in wet weather. Shade to be made available and water available at the event. The lead organiser will make the decision to close the event if necessary in the event of extreme weather. | | Annually |

Completed by Blue Light Committee Date:

DRAFT RISK ASSESSMENT – LAND EVENTS

Blue Light Withernsea – DAY 2. 11th August 2023.

Venue: The South Promenade, Withernsea

All siting will be co-ordinated by Blue Light Event Organisers on Saturday and Sunday morning at 8am.

| Identify the hazards | Decide who may be harmed | Evaluate the risks & decide on precautions | Record Findings and implement | Review |
|---|---|--|-------------------------------|-----------------|
| <p>Erection of sound equipment, barriers and signage</p> <p>Manual lifting, vehicle movements, personal injury. Working at height – impact injury. Falling objects.</p> | <p>Host, event organisers, volunteer marshalls, stall holders, participants and the public = Everyone</p> | <p>Signage to be in place the day before the event.</p> <p>PPE to be used.</p> <p>Cordon off access the night before to prevent vehicular access where space is required for the event.</p> <p>Close liaison with emergency services and briefing of Event organisers, attendees and volunteers.</p> | | <p>Annually</p> |
| <p>Risk of shock/fire</p> | <p>Everyone</p> | <p>All electrical equipment to have appropriate test certificates. PPE to be worn.</p> <p>Risk of fire. Adequate firefighting equipment to be located in the main event area.</p> <p>Ample fire gaps</p> | | <p>Annually</p> |

Event Management Team Use Only

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| | | between stalls. Liaise with emergency services | | |
| Entrance & egress to venue – personal injury crowding/re-direction of traffic Movement of large numbers of vehicles/trade stands | Everyone | Ensure adequate signage and stewards. Stewards to wear PPE/reflective jackets/committee t shirts. Barriers to be put in place. Close liaison in advance with emergency services. Stalls to be strictly sited by Event Organisers with adequate fire gaps. No vehicular movement permitted once stalls set up. | | Annually |
| Administrative. Correct licences & insurance Required. Financial risk | Event Organisers | Risk to committee if appropriate insurance/licences are not in place. Financial loss to consider. Ensure all licences and insurance applied for well in advance. Ensure committee are aware of conditions of licences. Liaison with all appropriate parties at ERYC. | | Annually |

Event Management Team Use Only

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|---|-----------------|---|--|-----------------|
| <p>Movement of large number of people. Crowding/crushing/</p> | <p>Everyone</p> | <p>Ensure adequate signage, lighting and stewards. Stewards to wear PPE/reflective yellow tabards or clothing to identify themselves. Barriers to be put in place. Close liaison in advance with emergency services. Adequate PA system to be in place for public announcements. Organisers/stewards to be in touch via mobile phone or two way radio's. Briefing with first aiders.</p> | | <p>Annually</p> |
| <p>Stalls– trip or fall hazard</p> | <p>Everyone</p> | <p>Risk of tripping. Ensure sensible positioning of stalls. Any cables to be covered/taped down Stewards to check positioning of stalls and cables.</p> | | <p>Annually</p> |
| <p>Extreme weather high winds/wet /exposure to sun</p> | <p>Everyone</p> | <p>All loose equipment to be securely weighted/tethered. Any electrical equipment to be covered in wet weather. Shade to be made available and</p> | | <p>Annually</p> |

Event Management Team Use Only

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| | | water available at the event. The lead organiser will make the decision to close the event if necessary in the event of extreme weather. | | |
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Completed by Blue Light Committee Date:

DRAFT RISK ASSESSMENT – BLIPACTIVE EVENTS

Blue Light Withernsea – DAY 1. Saturday 10th August 2023.

Venue: The South Promenade, Withernsea

Risk Assessment – Withernsea 1 Mile & 500 metre Coastal Swim and Raft Race Events

Event Date 10th August 2024 @ 10:00hrs

Risk Assessment prepared by D. Penson, Director, Blip Active.

Risk Assessment Date: 21/03/2024 v4

This document highlights all the foreseeable risks and associated controls for the Withernsea 1 mile and 500m coastal swim events and is the result of research, consultation and advice with relevant official parties and competent persons. This remains a “live” document and may be amended to reflect any new guidance or information received which could affect the risk level to competitors or the public or could require additional controls to be implemented.

The format used is based on the current advice of the Health & Safety Executive as published in their guidance notes “Five Steps to Risk Assessment INDG 163 rev 4.

. A digital copy can be found on their website at: <http://www.hse.gov.uk/pubns/indg163.pdf>

- Step 1 Identify the hazards.
- Step 2 Decide who might be harmed and how/where.
- Step 3 Evaluate the risks and decide on precautions.
- Step 4 Record your findings and implement them.
- Step 5 Review your assessment and update if necessary.

Risk level Matrix used:
(L) Low; (M) Medium; (H) High; (VH) Very High

| | | Severity | | |
|------------|----------------------|-----------------------|------------------|------------------------------|
| | | Slightly Harmful L | Medium harm M | Major Extremely Harmful H |
| Likelihood | Highly unlikely L | L | L | M |
| | Unlikely M | L | M | H |
| | Likely H | M | H | VH |

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| What are the Hazards? | Who might be harmed and how? | What are you already doing? | Risk Rating | What else can you do to control this risk? | Resultant Risk Rating | Action by whom | Target date | Complete |
|--|---|--|-------------|--|-----------------------|----------------|-------------|----------|
| Potential for rough weather/high winds / changing Sea conditions /rip tide | Swimmers Raft race Participants, Risk of drowning, | <ul style="list-style-type: none"> Event timing selected following a review of tide timings in conjunction with Ex RNLI members with years of local knowledge. The date and time that is predicated to be suitable for swimming and low risk. | L | <ul style="list-style-type: none"> Race Director will liaise with Ex RNLI at both 8am and 12am on the day of the event. They will advise whether it is safe for the race to take place. Swimmers will swim with the current at all times as it is in one direction and follows the incoming tide. All swimmers wearing yellow swim caps to aid visibility in the water Briefing before the start of the race to all swimmers to remind them that if they encounter difficulty at any time, they should come ashore. Also, if in danger, turn and lay star-fished on the water on their back to float. Marshalls will monitor if a competitor has become stationary in the water and rescue will be made. Mandatory buoyance aids to be worn by all Raft race participants. Safety boats specific to the event – <ul style="list-style-type: none"> Hornsea inshore Rescue “Harry B “ Kelsey Paddler’s kayaks Horns to be used by safety boats to alert swimmers to either swim to shore or get in the boat . | L | DP | 10/8/2024 | |
| Poor visibility of swimmers | Swimmers / raft race participants – if Boats enter the areas of swim race, Swimmers or Non-competitive bathers – if | <ul style="list-style-type: none"> Race held mid-day, commercial and pleasure craft boat compounds will be notified. Mandatory all swimmers to wear bright green swim caps. | M | <ul style="list-style-type: none"> 500m swim will not start until the 1-mile participants have passed halfway. Use of Air horns as previously | L | DP | 10/8/2024 | |

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| | collision in the water Swimmers - if weather is Poor. | <ul style="list-style-type: none"> • Entries limited to 75 for the mile and 50 for the 500m swim. • Event will not be held in poor weather. | | mentioned. | | | | |
|---|---|--|-------------|---|-----------------------|----------------|-------------|----------|
| Pre-existing medical conditions or medical incidents during the event | Swimmers, Volunteers, Spectators, Members of the public | <ul style="list-style-type: none"> • Appointing a medical provider to provide support. • Swimmers to complete medical questionnaire in advance. • Medical provider to undertake their own specific medical risk assessment. • Pre-existing document on reverse of bib. | M | <ul style="list-style-type: none"> • First Aiders will be present at Race HQ and marshals will report any incident directly to the race controller . | L | DP | 10/8/2024 | |
| What are the Hazards? | Who might be harmed and how? | What are you already doing? | Risk Rating | What else can you do to control this risk? | Resultant Risk Rating | Action by whom | Target date | Complete |
| Swimming in Deeper Coastal Water | Competitive Swimmers – Drowning, getting out of their depth or being taken off course. Swimmers - over-estimating their own capability, overconfidence, failure to follow rules, Swimmers – being negatively affected unexpectedly by the water conditions. | <ul style="list-style-type: none"> • Mandatory that all Swimmers wear either a wet suit or tow buoy/float. • No under 18s or expectant Mothers permitted to participate. • All entrants to be issued swimmers to self-declare their medical (physical and mental) fitness and suitability for entering the race. • All entrants to complete self-declaration that they are strong swimmers and can complete the distance and conditions required by the event without putting themselves in danger. • Kayak / Canoe boats shadowing the swimmers. • Race runs parallel to the shore. • First aiders provided. | M | <ul style="list-style-type: none"> • Complete a pre-race briefing for the competitors to remind them of the safety rules. • Ensure all marshals are clear on safety procedures. • Check all entrants against registration declarations on the day – ensure everyone has submitted a medical declaration. • Visual check on the day of the event at the starting line to ensure all entrants are wearing correct attire and yellow swim cap. • Check ALL competitors in and out of the water. Ensure everyone is accounted for. • Notify the RNLI and Coastguard immediately if any person is indicated they are struggling/observed to be struggling/ unaccounted for at the end of the race. | L | DP | 10/8/2024 | |
| Water temperature | Swimmers – Hypothermia/shock and | <ul style="list-style-type: none"> • Race not to take place if the water temperature is below | M | <ul style="list-style-type: none"> • Before the race, water temperature to be checked | L | | 10/8/2024 | |

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| | subsequent Drowning | <p>10°C.</p> <ul style="list-style-type: none"> Wetsuits to be worn. Competitors to be advised to get out of wetsuits shortly after finishing and to put on warm clothing including hat until normal body temperature attained. <p>• First aiders.</p> | | <ul style="list-style-type: none"> Ensure first aiders are aware of treatment advice for hypothermia (handout) Emergency flask of hot drink to be available. | | DP | | |
| Water Quality | Swimmers - contracting illness or disease due to the presence of bacteria, toxins, blue/green algae or unknown substances within the water | <ul style="list-style-type: none"> Review the water samples history for Withernsea on the government dept for rural affairs website. Check the bacterial concentrations for intestinal enterococci and Escherichia coli counts per 100ml | L | <p>Visual check of the water for any obvious concerns to be completed prior to the race.</p> <ul style="list-style-type: none"> Water quality results to be checked for updates up until the day of the race. Latest readings must indicate either Excellent or Good conditions for the race to take place. Withernsea has a Blue Flag award. | L | DP | 10/8/2024 | |
| Entry and Exit points to the water - | <p>Slips / falls on.</p> <ul style="list-style-type: none"> algae on rocks wet rocks <p>Cuts to feet from contact with sharp surfaces such as shells/rocks/glass/ beach debris</p> | <ul style="list-style-type: none"> Mark the route to the water with tape / marker points. Check the route down to the water for sharp rocks/trip hazards, fishing hooks, litter or any other potential trip hazard or source of cuts or slips. Competitors could wear neoprene foot covers o | M | <ul style="list-style-type: none"> Double check routes in and out of the water for slip / trip/cut hazards prior to the race. | L | DP | 10/8/2024 | |
| Catastrophic event causing event cancellation | All | <ul style="list-style-type: none"> Mobile phone communication between all marshals and RO and Medical team All marshals local and knowledgeable of the area | L | <ul style="list-style-type: none"> Liaison with local emergency services If swimmers are in water Air Horns will sound which will indicate to swimmers to swim to shore or get on the safety boat. | L | DP | 10/8/2024 | |
| Participant awareness | All | <ul style="list-style-type: none"> Participants not understanding the rules and therefore putting themselves and others at risk | L | <ul style="list-style-type: none"> Full race brief before the start of each race. Swimmers will be counted in and checked for wet suits or buoyance aids and will be refused entry if | L | DP | 10/8/2024 | |

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| | | | | noncompliant. • All swimmers counted in and out. | | | | |
| Spotters | Swimmers | • Spotters along the course in place to alert control centre if anyone is in difficulty | L | • Swimmers will be instructed to put their arm up if they can as a sign of distress. | L | DP | 10/8/2024 | |
| Debris from Rafts | Other water users | • The raft race has run for many years pre covid and the materials used varied and included polystyrene and garden furniture. Raft design has been strictly controlled | H | • Single raft design for all • 4 barrels 205lt highly visible blue barrels. • 6 lengths of 2x4" wood • Rope • Marine ply. | L | DP | 10/08/2024 | |

END

Blue Light Weekend Colour Run

Saturday August 10th 2024 – 4pm

Completed by D.Penson

20/03/2024

| Withernsea Blue light Colour run | | | | RISK ASSESSMENT | | | EVENT DATE: 10/08/24 | |
|---|-------------------|---|--|---|---------------------------|---|----------------------|----------------|
| | | | | SAFETY PLAN | | | | |
| | | | | | | 4. How will you put the assessment into action Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first | | |
| 1. What are the hazards | Risk Rating H/M/L | 2. Who might be harmed & how | 3a. What are you already doing [i.e. pre-event controls] | 3b. What further action is required [event day controls] | Resultant Risk Rating M/L | Action by Who | Action by When | Date completed |
| Competitors and marshals on the promenade | H | Competitors and marshals at risk from collision with vehicles, cyclist, | Marshals to be responsible adults wearing Hi-Vis. waistcoats/bibs. | Marshals to be fully briefed on procedure to close the lower section of the promenade and | L | Race Director | Race day | |

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| | | and mobility scooters. | Marshals with previous race experience sited at areas when the promenade narrows such as the steps leading to the beach. | direct people to the upper level. Prior to the race marshals will be given printed instructions, so they are fully aware of their responsibilities. Lead runners will clear the way. | | | | | |
| Withernsea Blue light Colour run | | | | RISK ASSESSMENT | | | EVENT DATE: 10/08/24 | | |
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| Weather. | M | Staff at risk of exposure to sun, wind or rain. | A gazebo is provided for shade. Keep vigilant over weather forecasts leading up to the race. | If the weather is forecast to be particularly inclement then the event will be cancelled. | L | Race Organiser | Race day | |
| Start. Mass start on road open to traffic. | M | Competitors, marshals and spectators at risk of collision with vehicles. | This is not a race and there is no incentive to be first it is more of a fun walk, and this was the case in 2024 | Marshals to stop cyclist and warn people walking towards the runners. | L | Race Director. Starter. Marshals. | Race day | |
| Withernsea Blue light Colour run | | | | | RISK ASSESSMENT | | EVENT DATE: 10/08/24 | |
| | | | | | | | SAFETY PLAN | |
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| Start [continued]. | | | Most marshals are experienced from previous years. | Marshals to wear Hi-Vis bibs. They are to be briefed prior to or on the morning of the race and issued with printed instructions to ensure that they are familiar with their duties. | L | Race Director. Starter | Race Day | |
| Route. On promenade. Open to pedestrians. | H | Runners and pedestrians, dog walkers etc. at risk of collision and tripping. Risk is minimalised on the return length of the promenade as the field will have thinned out. | Entry limited to 300 Marshalls have not reported any course congestion in previous years .Signage at all the entry points to the promenade to alert pedestrians that the runners will be passing at the specified times. | Marshals wearing Hi-Vis bibs/waistcoats to be positioned at entry points to the promenade. They will warn pedestrians to be aware. A lead cyclist who will be able to give audible & visual warnings will lead the race. Starter to warn runners that the promenade is open to the public. Marshals to be briefed on day of the race to ensure that they are familiar with their duties. | M | Race director. Starter. Marshals. | Race day | |
| Withernsea Blue light Colour run | | | | RISK ASSESSMENT | | | EVENT DATE: 10/08/24 | |
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|---|-------------------|--|--|---|---------------------------|---|-----------------------------|----------------|
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| Bollards on promenade [at entry to lower section of Central Promenade and at the lifeboat station]. | H | Competitors. The first bollard is about 10m after the start. The runners will still be tightly grouped at this point and runners in the pack will not be able to see the bollards, increasing the risk of crashing into them. The 2 nd bollard should be treated as a similar risk as it is on a bend. | Bollards may be able to be removed but the hole cover is often missing which would leave a hole in the ground [tripping hazard]. An alternative solution that was used was to cover the bollard with a bollard cover which was successful. | Marshals wearing hi-vis waistcoats to stand at the bollards and shout an audible warning. Marshal to be briefed prior to or on the morning of the race to ensure awareness of duties. Starter and announcer to warn of risk caused by the bollards. | L | Race Director. Starter. | Race day | |
| Withernsea Blue light Colour run | | | | RISK ASSESSMENT | | | EVENT DATE: 10/08/24 | |

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| Traffic | H | Competitors, Marshals. | There are no vehicles on the promenade and any emergency access will be controlled.. | Ensure marshals control any stall holders so they do not enter the main promenade | M | Race Director. Marshals | Race day | |
| The Finish. | M | Competitors, pedestrians & spectators. Danger of collisions as runners are tired but sprinting to the finish line. | This is not a race and experience from last year tells us this is not a concern as people walked across the line. | Course setters to be briefed on requirements on morning of race. | L | Race Director. | Race day. | |
| Physical nature of event. | M | Competitors. Risk of sporting injuries, dehydration if weather is hot or heart related | The distance is relatively short and it is NOT and not timed. Thus reducing the pressure to push the body to its | Adequate first responders will line the route. | L | Race Organiser. Medical Officer [Lead First aider]. | | |

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| | | problems. | limits. | | | | |
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| Withernsea Blue light Colour run | | | | RISK ASSESSMENT | | | EVENT DATE: 10/08/24 | |
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| Colour powder | L | Competitors , marshals , public. | The powder is non-toxic , non-staining, and is not and irritant . The product is natural coloured powdered rice. | There is adequate water available should anyone have any concern. | | | | |

END

Air Show Risk Assessment

The Air Show Risk Assessment is being separately documented by the nominated Flying Display Director (FDD) – Mr Barry Neale. All formal documentation related to the Air Show activities is being coordinated by him and being registered with the CAA.

Documentation created by the FDD will also be uploaded into the Blue Light Weekend Document Portal.