

**BRISTOL CITY COUNCIL**

***Downs Committee***

***30<sup>th</sup> January 2012***

**Report of:** Service Director of Communication and Marketing

**Title:** Varsity Polo Match 2012

**Ward:** Stoke Bishop / Clifton / Westbury on Trym

**Officer Presenting Report:** **Peter Watts (Festival and Events Officer -  
Event Site Licensing)**

**Contact Telephone Number:** 0117 922 3466

**RECOMMENDATION**

*That the Report be noted.*

**Summary**

*The Purpose of this report is to inform the committee of the proposed plans for a Varsity Polo Match between Bristol University and The University of the West of England on the 13<sup>th</sup> May 2012*

**The significant issues in the report are:**

*Overview of the Event Plans and Infrastructure*

**Policy**

1. *Not Applicable*

**Consultation**

2. **Internal**

*Robert Westlake – Downs Ranger*

3. **External**

*None*

## **4. Context**

- 1, The Varsity Polo Match is jointly organised and managed by the University of Bristol Union (UBU) and the University of the West of England (UWESU). The event is linked to the annual Varsity Boat race held at the Harbourside on the same weekend.
- 2, The event involves a pitch 1245m x 275m for the Polo match as well as a Spectator Marquee, VIP area, hot food and Bar. Toilets, Lost Children's Point and First Aid will also be on site.
- 3, The proposal is to hold a one day event with build and break the same day. The event is due to commence from 12:00 until 16:00. Expected numbers are between 200 and 500.
- 4, St Johns Ambulance will provide First Aid Provision with 1 Ambulance and 4 first aiders on site.
- 5 15 Stewards will marshal the event with 2 SIA trained security guards providing additional support.
- 6, Following the 2011 event some local residents reported that the additional 10k route had some impact on the length and duration of road closures for Stoke Road.
- 7, Live Music will form entertainment on the day. Due to the Alcohol sales a separate Temporary Event Notice is also being secured via Licensing.
- 8 No Funfair Rides or Inflatables will be on site.

## **Proposal**

4. That the Downs committee approve the plans for the Varsity Polo Club.

## **Other Options Considered**

**N/A**

## **Risk Assessment**

5. If the Downs Committee cannot agree that The Varsity Polo Event can go ahead in 2012 with the current plans there is the risk that the event may not be able to proceed in 2012. This will raise criticism from participants and the media.

There is a financial risk of £155 if the event is unable to proceed.

## **Public Sector Equality Duties**

- 8a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
    - tackle prejudice; and
    - promote understanding.

## **Resource Implications**

### **Financial Revenue**

Site Fees - £155

Reinstatement Bond - £2500

**Land**

Not Applicable

**Personnel**

Not Applicable

**Appendices:**

'Varsity Polo Match' Report for Downs committee from UBU and UWESU

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers:**

None

The Varsity Series 2012

# The Varsity Polo Match: Bristol v UWE

Durdham Down: Saturday 13<sup>th</sup> May 2012

On 13<sup>th</sup> May 2012 the University of Bristol and the University of the West of England would like to hold the inaugural Polo Varsity Match on the Downs. It is hoped that this event along with the Varsity Boat Race is one of the showcase highlights of the series of sporting challenges in over 20 difference sports between in excess of 1,000 students at Bristol's two Universities. The varsity series is a heady mix of fun and rivalry, attracting competitors, their supporters and members of the public.

It is hoped the event is held on the historical Bristol Downs. The 'sport of kings' will be the final part of the Universities sporting showcase with the Varsity Boat Race held at the Bristol Harbourside the previous day. We hope this partnership can develop and continue for future years.

**Safety Documentation:**

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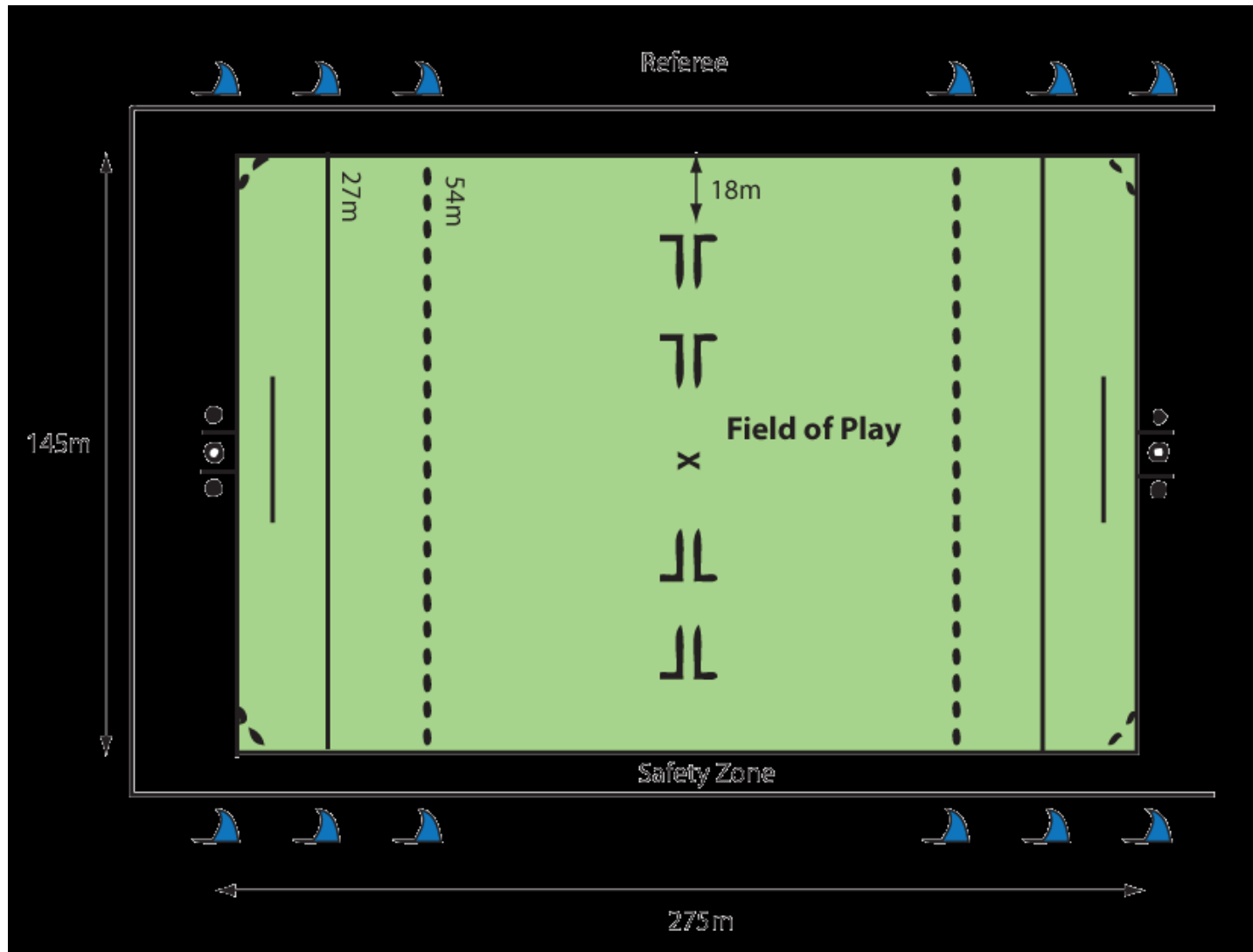
7. Public Liability insurance

Appendices One

8. Letters to residents

Appendices Two

# 1. Pitch & Event Site Layout



## **Polo Varsity 2012 – Land Site Plan**

**The following will be in this location:**

1. VIP | Bar | Spectator Marquee [supplied by Andrews]
2. Generator
3. Toilets
4. First Aid
5. Lost Children Point



## 2. Event Risk Assessment for the 1<sup>st</sup> Varsity Polo Match 13<sup>th</sup> May 2012, Bristol Downs

1. What is the task/activity you are assessing?	2. What hazards are present or may be generated?	3. Who may be harmed by the hazards?	4. What precautions are already in place to either eliminate or reduce the risk of an accident happening (existing controls)?	5. What additional precautions do you need to either eliminate the risk or reduce the risk?
Set up/Load in	Manual handling	Members of club, volunteers	Volunteers and club members handle loads within their personal levels of capability, where practicable loads are moved in vehicles/trailers (on land) so as to minimise manual lifting. Members are trained in correct procedures.	
	Vehicle and trailer movement	Members of club, volunteers, contractors, members of the public	Limited movement on event site [Pony's etc offload in specified zone]	Write to local residents/landowners prior to event Have a schedule of drop off times for equipment to limit the amount of vehicles in the area at any given time. Marshal all vehicle movement access site at both ends: - restrict speed limit to 5MPH - sign entrances

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<b>Erection of marquee &amp; bar set-up</b>	Manual handling, severe adverse weather, collapse of structure [particularly in adverse weather after poor erection], faulty electrical equipment, slips trips & falls, vehicle movement	Contractors	Competent third party contractor appointed:  <b>Andrews Marquees Ltd:</b> <b>01275 545 199</b>  Erection of marquee schedules whilst minimum site traffic\pedestrians	Obtain contractors risk assessment, liability insurances, completion certificates prior to event  Monitor performance of contractor during set up
<b>The Matches</b>	Athletes, equipment & pony's	Members of the public, event staff, volunteers	All fixtures are held in accordance with NGB regulations: supa.org.uk & hpa-polo.co.uk	Liaise with BCC   Downs Committee   Druids Lodge Polo Club   SUPA prior to the event
	Injury to competitor   official on pitch	competitors & officials	appropriate medical cover, equipment & marshals in place	First aiders/vehicle available if required; provide all marshals with high visibility clothing & communications
	overcrowding in key viewing areas – points of critical mass	Spectators, member of public	Marshals located at points of critical mass. CCB to be used for safety. Entry to marquee & pitch side will be controlled by marshals to prevent overcrowding	Use of tape, CCB, marshals, etc at points where significant
<b>Marquee whilst in use</b>	Fire	Volunteers, club members & members of the public	Safe electrical appliances, strict enforcement of no smoking policy, absence of any high risk activities [cooking, BBQ etc] Appropriate portable fire fighting appliances available in marquee and all external exits signed	Brief event marshals on local emergency  evacuation procedures Monitor potential fire hazards in marquee throughout event

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	Exceeding capacity	Volunteers members & members of the public	Volunteers to have good communication & have one positioned on the door if the marquee is deemed to be reaching capacity	Maximum capacity to be obtained from safety advisor
	Slips trips falls	Volunteers, club members & members of the public	Marquee located away from likely 'natural' slip, trip hazards where practical. All cables, guys, ropes presenting slip trip hazards to be in conduit, appropriately marked or access controlled with CCB	Monitor throughout event, St John's ambulance present throughout event
	Smoking	Volunteers, club members & members of the public	In line with smoke free legislation no smoking is permitted inside the marquee	Monitor throughout the event
	Electricity generator	Volunteers, club members & members of the public	Generator will have no access for members of the public. Will be placed behind marquee in a locked van. A diesel generator	
<b>Consumption of alcohol</b>	Broken glass bottles	Volunteers, club members & members of the public	All drinks served in the marquee to be in plastic cups bottles – no glass permitted outside	Monitor event site throughout event
	Violent, threatening of abusive behaviour as a result alcohol consumption	Volunteers club members & members of the public	Zero tolerance policy regarding ANY threat to any person, police called	<b>NB: Excessive alcohol consumption has not previously been associated with the Varsity Boat Race family event</b>

Injury  fall into water as a result of alcohol consumption	Volunteers, club members & members of the public	Medical provision on site throughout event, event takes place in reasonable close proximity to large ED
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<b>On site communications</b>	Failure of communication	Volunteers, club members & members of the public	Mobile telephones, UHF VHF radios, tannoy PA for passing messages to the crowd	Create event contact form containing mobile numbers, radio call signs, names, roles for all
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<b>Major incidents</b>	Explosion, fire, slips, trips, falls, collapse of structure, severe adverse weather	Volunteers, club members & members of the public	Pre-event communication with statutory services [Avon & Somerset Police, Avon Fire and Rescue GWAS] in addition to BCC, Downs Committee	Brief marshals on emergency procedures
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<b>Provision of appropriate sanitary and waste facilities</b>	Meeting basis welfare needs of those on site		Toilets are available. Water is also available from the bar if required	
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Litter Refuse	Volunteers, members, members of public & wildlife	Recycling bins provided on site, marshals will litter pick as required throughout the event
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# 3. Marshals Briefing & Emergency Procedures

## Marshals' briefing

All marshals will have a safety briefing before the start of the event. Areas to be covered will include:

- a. Layout of area
- b. Individual responsibilities
- c. Emergency procedures [as outlined below]
- d. Identified risks - copies of the risk assessment will be provided for all to read and to ensure that these identified risks are removed and/or limited
- e. Additional specific safety instructions as given by the SUPA | Druids Lodge | Downs Committee | other parties.
- f. Who to contact in case of questions | emergencies
- g. Lost Children Policy
- h. Spectators' behaviour, in particular with in regard to alcohol.

Marshals will then be responsible for ensuring their area is prepared and safe ready for inspection by the Senior Event Marshall responsible for land-based safety prior to the start of the event.

## Emergency Procedures

1. Marshals will have UHF (not VHF) radios. Different frequencies will be assigned to the different activities so as not to impede communication should an emergency arise. For example commentary will use a different channel to the marshals.
2. In the event of a spectator on the requiring medical attention the nearest marshal will attend. If appropriate they shall accompany the injured person to the First Aid Point. If this is not possible, then the steward shall call the First Aid Point or ask a member of the public to alert St Johns Ambulance to attend.
3. If it is deemed a medical emergency then the marshal will call the Emergency Services without delay.
4. Should an emergency situation arise, a marshal must inform the Event Organiser immediately.
5. The marshal should phone the Emergency Services and must ensure they have informed the Event organiser that this has been done.
6. Depending on the nature of the incident, the Event Organiser will contact the appropriate authorities and agree to suspend the event and to evacuate the site [Durdham Downs].
7. Depending on the nature of the incident, the Event Organiser may also decide to evacuate the site [Durdham Downs]. This will be communicated via mobile phone | radio to all marshals.
8. All marshals will assist in clearing spectators from the site via the closest, accessible route available. It is of the utmost importance that this is carried out in a calm and organised manner.

9. The Emergency Services in liaison with the Event Organiser shall be responsible for deciding whether the event can continue.

**All emergencies**

In the event of an emergency no marshal should talk to the media. This shall be the responsibility of the Event Organiser and must be carried out in accordance with UWE | UoB protocol.

- Be aware of your own safety.
- Be aware of the risks of this event as defined in the risk assessment; make sure you act to remove | limit risks where you are assigned this role.
- If you believe there is a hazard present contact the Event Organiser.
- If you are concerned about anyone's behaviour [particular in regard to alcohol] contact the Event Organiser [Kirsty Tomlinson]

## 4. Contacts & Communications

<b>Event Organiser</b>	<b>Kirsty Tomlinson</b>	
<b>Safety Officer</b>	<b>tbc – SUPA   Druid’s Lodge PC</b>	[Responsible for pitch   pony based safety]
<b>Senior Event Marshal</b>	Clare Prosser	[Responsible for lost children]
	Dom Oliver	[Responsible for non-pitch based safety]
	Ariana Alexander-Sefre	UWE Exec
<b>Event Marshal Leaders</b>	Charlotte Johnson	UBU
	Wil Harris	UWE Exec
	Chris White	UWE Exec
<b>Land Marshals</b>	Dayne Robinson	UWE Exec
	Becci Vause	UWE Exec
	Tom Moore	UWE Exec
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<b>St.John’s Ambulance</b>	<b>Attending vehicle</b>	<b>tbc</b>
<b>Bar &amp; Catering</b>	<b>Louis Pierce</b>	<b>UBU</b>

# 5. Production Schedule

All individuals who are able to marshal at the event must arrive by:

- 09.00hrs

**Any issues that occur whilst working the event *must* be communicated with the relevant people via radio or mobile phone [see previous page]**

- **Event:** Clare Prosser | Dom Oliver | Ariana Alexander-Sefre
- **Pitch:** tbc





# 6. Procedure for Dealing with Lost Children

## Introduction

Given that the Varsity Polo Match is primarily aimed at students it is not anticipated that large numbers of children will attend the event, and indeed this has been the case in previous years with the Varsity Boat Race. However, as a free event open to all plans have to be put in place to deal with lost children. The organising committee from University of Bristol Students' Union [UBU] and University of the West of England Students' Union [UWESU] takes its responsibilities in dealing with such incidents seriously and has agreed the following procedure.

A member of staff from the UBU or UWESU with CRB clearance shall be appointed as Lost Children's Officer. This person shall take responsibility for dealing with any incidents where a child becomes lost.

A Lost Children's Point will be set up at the First Aid point situated adjacent to the marquee.

## Procedure for dealing with a lost child [a child that becomes separated from their parent|guardian]:

1. A child who becomes separated from their parent/guardian should be taken to the Lost Children's Point [at the First Aid point] by a steward **and** another person – at no point must a lost child be left in the care of one person.
  2. Once at the Lost Children's Point the child must be handed over to the Lost Children's Officer who shall take responsibility.
  3. The Lost Children's Officer will complete the Lost Child Form.
  4. If the child gives a mobile phone number for their parent|guardian then the Lost Children's Officer should try contacting them.
  5. Stewards should be informed that a child has been lost. If this is to be done over a tannoy or radio system then the announcer should use the code "Can the person with the key to the store please contact the First Aid point". Do not announce "we have a lost child....."
  6. The child should not be given anything to eat or drink, except water.
  7. The child must remain at the Lost Children's Point until his|her guardian is found.
  8. When the parent|guardian arrives they shall be asked for ID. If there is any doubt as to the validity of the parent|guardian claiming the child or if there is any concern, such as the child being reluctant to go with the parent|guardian, then a second opinion from the Police must be sought.
  9. The parent|guardian shall be asked to sign the Lost Child Form to confirm they have collected the child.
- **Under no circumstance must a child be allowed to go off with anyone under the age 16.**
  - **Stewards shall be reminded that in dealing with lost children they must not put themselves in danger or in any compromising situations.**

### **The Procedure for dealing with a parent reporting a lost child:**

1. The parent|guardian should be taken immediately to the Lost Children's Point and the Lost Children's Officer should be informed.
2. The Lost Children's Officer will collect the necessary information on the Lost Child Form.
3. Stewards should be informed that a child has been lost. If this is to be done over a tannoy or radio system then specific information regarding the child, for example their personal details, name and description must not be given.
4. Stewards should look for the lost child, paying particular attention to the area in which the child was lost.
5. If the child is not immediately located then the Police should be contacted.
6. When the child is found they must be taken to the Lost Children's Point. If this involves a steward then another person **must** accompany them – at no point must a lost child be left in the care of one person.
7. If there is any doubt as to the validity of the parent/guardian claiming the child or if there is any concern, such as the child being reluctant to go with the parent|guardian, then a second opinion from the Police must be sought.
8. The parent|guardian shall be asked to sign the Lost Child Form to confirm they have collected the child.

Procedure Dated: 25 March 2011