Event Safety Management Plan 2024/2025

Hills Meadow Car Park, George St. Reading RG4 8DH

Operated by Premier Winter Wonderland Events Limited

Reading Winter Wonderland

A FAMILY EVENT GIVING FAMILIES A FANTASTIC WINTER EXPERIENCE.

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1 - Introduction.

1.1 Event synopsis and Timetable of Reading Winter Wonderland.

Premier Winter Wonderland Events Ltd will be constructing a temporary erection of an ice rink, marquee structure and ancillary side stalls in connection with a Christmas festival ("Reading Winter Wonderland"). A Premise Licence application is being applied for to enable Reading Winter Wonderland to play music and serve alcoholic beverages.

It is the intention of Reading Winter Wonderland to present a fun and family friendly Winter/Christmas Event for local people and tourists alike which mirrors last year's successful event.

The event will be held at Hills Meadow Car Park from the 8th November to 5th January excluding Christmas Day and open 11am - 10pm daily. We are hoping to have a preview night for a couple of hours on Friday 7th for some of Reading's dignitaries, Council members, invited guests and Charity leaders.

The site will be accessed from 12th October 2024 to allow for set-up and until 19th January 2025 to clear the site.

1.2 Aims of Reading Winter Wonderland.

The purpose of this Event Safety Management Plan is to collate information that will be useful to Staff, Stewards, Security and external authorities such as licensing, police and fire services. It will also ensure the appropriate arrangements are in place to hold an event that is managed safely, with clear roles and responsibilities identified and communicated, and that contingencies are in place should an emergency situation arise. It should be noted that Billy Williams operates within the guidelines of HSG 175, DCMS, PHE & The Showmen's Guild Of Great Britain.

With Health, Safety and Welfare of all participants and customers being paramount, we are planning for a successful and safe event.

2 - Key Personnel.

2.1 Key Personnel numbers.

Kelly Williams.	Owner/Operator.	07899760242

Billy Williams. Management. Day to day control. 07768857857

William Williams Management. On site contact.

Hills Meadow will be manned by security from 12th October – 19st January 24 hours a day.

2.2 Levels of Safety Responsibility

Event Organizer

Billy Williams is the decision maker with regard to issues on site, along with William Williams who will be on site 24/7.

Manager

William has overall control as second in command to Billy and will oversee the event site and overall running of the event.

Safety Officers

This role will be to maintain and advise safety on the site. All safety aspects will be under this control. Williams' will decide when if necessary, Emergency Services will be called to the site.

Marshalls

Marshalls (Attendants/Stewards) will be positioned in and around the site, their main role is to supervise and be vigilant to the public and the equipment.

The minimum number of marshals for quiet periods is 2 and 4 security guards, although this will generally be only on quiet periods and for the most part there will be a greater number in attendance.

During busy periods such as weekends and school holidays, there will be a minimum total of 1 staff member at the entrance to each ride plus the operator.

In addition to this, stewards will on duty at all times, plus security guards, at the entrance/exit and the remainder throughout the site. Staff briefings to take place each day before opening.

Ambulance Service

On call as necessary in the event of an emergency etc.

Police

Overseeing crime and disorder problems

Co-ordination of emergency response in the event of a major emergency etc.

Fire & Rescue Service

On call as necessary in the event of an emergency etc.

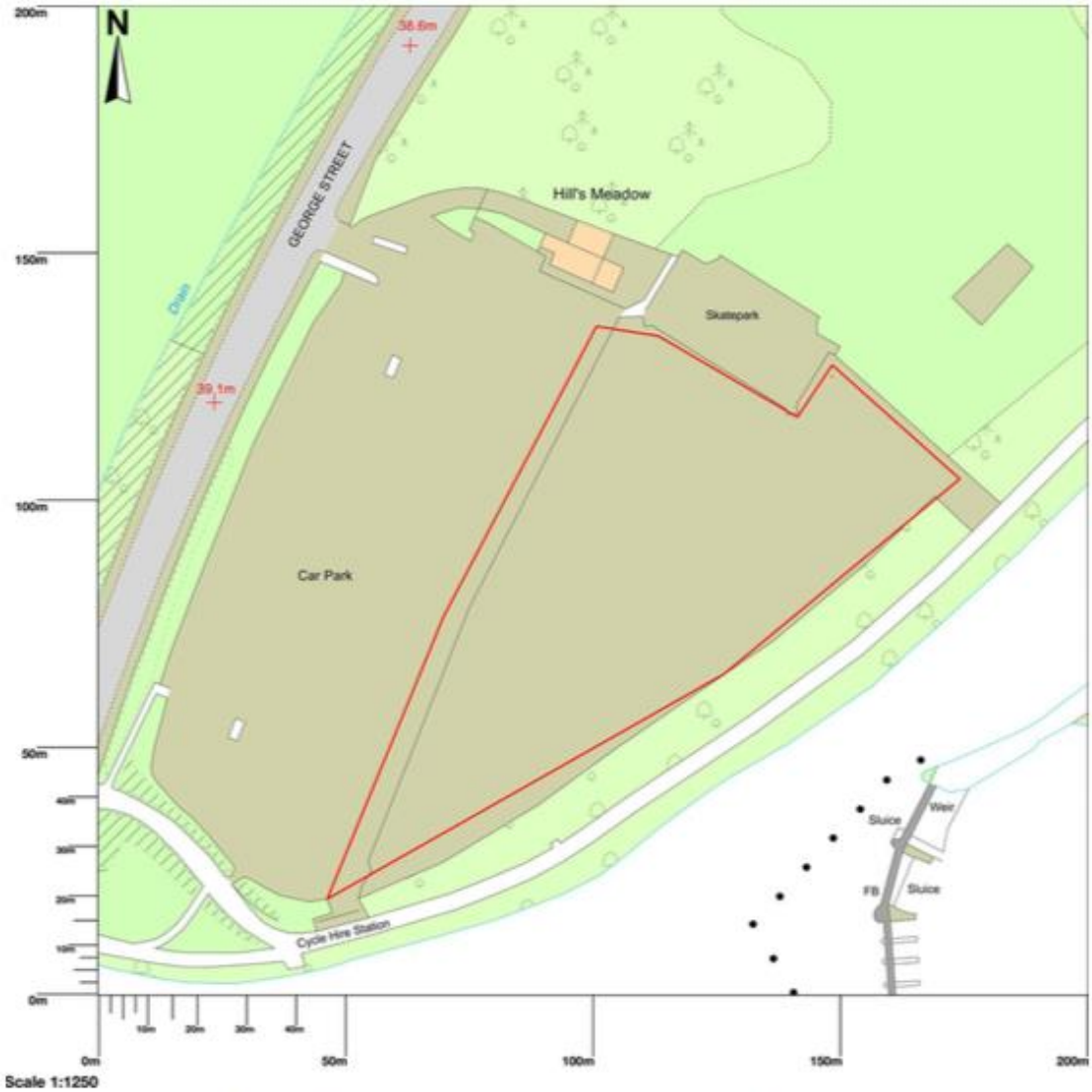
3 - Venue and Site Design.

3.1 Site Description.

Reading Winter Wonderland will be held at Hills Meadow Car Park, Reading. Berkshire.

Hills Meadow Car Park is used throughout the year for Car Parking and Events.

Reading Winter Wonderland, Hills Meadow.



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3.2 Venue Capacity.

The Ice Rink has a capacity of 120 skaters per 45-minute session, plus the skaters for the next session who are asked to arrive 20 minutes before their session. The number of customers for the Ice Rink that could be on site at any one time will be 240 people. In addition, other users of the park, friends and family of skaters and customers of other attractions could also be present at any one time and we predict numbers in the park could reach 500 at peak time. As this is a family-focussed event (with early closing hours), the most likely attendants will be children between the ages of 7-14 and their parents/guardians.

Capacity is calculated by the square meter using an accepted formula and is then reduced to comply with current guidelines. Although we allow for 500 maximum capacity participants at any one time, it is highly unlikely we will reach this many attendees per session consistently. Bar area capacity will be monitored, Under 25 Challenge in place, bar area will be fenced off.

3.3 Exit Requirements.

There are 4 exit/entry points, 2 leading onto The Car Park and 2 leading onto the path that runs behind the event space and leads to Caversham and Reading train station (the latter 2 will be for emergency only). These will be well sign posted and free from obstruction. The main access for Emergency Vehicles is the entrance facing The Car Park near The Car Wash.

3.4 Entrances.

As above.

3.5 Excess Visitors.

Gate/Security staff will monitor visitor numbers, as we near our max number gate/security staff will go to their positions and limit people in and out keeping in full contact with each other.

3.6 No Smoking Regulations.

All covered tents/marquees will be designated no smoking venues in order to comply with smoke free legislation.

3.7 Insurance Details.

Public and Employees will be insured at £10,000,000. Our current insurance supplier is Park Insurance.

3.8 Risk Assessments (to be read in conjunction with Annex 3)

The event will be very popular with tourists and local people alike. The public safety risks associated with this event will be similar to those generated by similar scale outdoor events.

The assessment of significant public safety risks and measures to be taken to eliminate or control them are listed in this plan.

The assessment of risks has been based on an anticipated maximum attendance at all phases of the event throughout the day.

The significant risks to be considered are: -

The key areas where these types of events can easily fail are in the Marshalling and communication. These events require properly trained Marshalls controlled by experiences team leaders and managers. Improper use of the equipment can also be a danger.

The following policies are in place to minimise these risks: -

There will be adequate communication systems and contingencies in the event of communication failures. Marshalls should attend pre event site meetings and be properly instructed on the unique problems of a park open to the public as well as the safe and proper usage of the attractions. It is imperative the event is negotiated by the public in a safe and orderly manner. Marshalls will constantly monitor all users and do their utmost best to prevent any incident before it occurs.

All Contractors on the site will be required to produce a copy of their Insurance Certificates, Risk Assessment, Method Statement and Safety Policies. The Safety Officer at the event will hold these within the Event Management File

4 - Emergency Plan

This procedure is to be used only in the event of an emergency that is of such magnitude that the Events Manager/Police requires the evacuation of the site. In the absence of the Event Manager, the Safety Officer will assume coordinating responsibility. The police will be called on 999 immediately.

Parks and events police are welcome on site at any time and will be informed in the unlikely event of any emergency.

The following announcement will be made “Ladies and Gentlemen we have to clear the site. Please make your way to the next available exit in a calm and orderly manner. Staff will be on hand to offer assistance. Once outside the park please disperse as quickly and quietly possible as the event is now cancelled. Thank you”. This to be repeated as necessary, as the crowd will usually take time to react. Therefore, communication between Management, Staff and Crowd is vital. If the main PA system

fails then megaphones are available from the ticket office. All staff should assist in the safe and calm evacuation of the site away from the defined hazard.

The Event Manager will act as a Liaison Officer for the Emergency Services, which will be called in the event of such an emergency and act as the point of contact on this arrival on site. The Event Safety Officer will comply with the Emergency Plan for this event and this procedure is to be read in conjunction with that plan.

4.1 Introduction

This plan should be used to compliment the following:

- H&S Policy
- Safe Systems of Work
- Risk Assessment

4.2 Aim

The aim of the plan is to ensure that certain areas or the entire event site be evacuated in a swift controlled manner.

4.3 Objectives

The objectives of this plan are:

- In the event of an emergency occurring, to assist in ensuring that members of the public and event site operators are dispersed or evacuated as appropriate, in a safe and timely manner so as to avoid unnecessary injury or loss of life.
- Establishing effective command control and communications with the emergency services.
- To provide staff to assist the emergency services at any incident.

4.4 Event Command and Incident Procedure

Minor Incidents

- Incident occurs.
- Relay outline of incident to Senior Steward and/or Event Safety Officer.
- Senior Steward or Event Safety Officer will decide on nature of the incident- Minor or Serious.

- Incidents declared as Minor will be dealt with on site as directed by the Senior Steward and Event Safety Officer.

Serious Incidents

- Senior Steward and/or Event Safety Officer will declare a Serious Incident immediately informing the Emergency Services.
- Senior Steward and Event Safety Officer are responsible for informing the Emergency Services of incidents reported to them by this staff.
- NB should an evacuation of the site become necessary the intention is to disperse the public and advise them to leave the area and make their way home. Routes for dispersal will be directed by the Stewards on advice from the Police, Senior Steward and Event Safety Officer.
- Should evacuation be needed to a place of safety on site then the Event Safety Officer and Senior Steward will nominate the designated areas(s), and inform the stewards directing the evacuation via PA systems and radios.

4.5 Reasons for evacuation

The following issues may arise which may require an area to be evacuated:

- Risk to life or health from the following
- Threat of fire or explosion
- Terrorism
- Density or dynamics of the crowd
- Major accident
- Structural collapse

N.B: This list is not exhaustive

4.6 Decision to evacuate

Should a situation arise whereby the likelihood of evacuation becomes apparent in a developing scenario, the Event Safety Officer/Police should be consulted regarding the ongoing circumstances and will make the decision whether to evacuate after discussing with the Event Organizer.

4.7 Declaration of a major incident

The reasons for evacuation may lead to the declaration of a major incident. The locally agreed definition of a major incident and information regarding declaration is as follows:

“Any emergency (including known or suspected acts of terrorism) that requires the implementation of special arrangements by one or all of the emergency services and will generally include the involvement, either directly or indirectly of large numbers of people”. For example: -

- The rescue and transportation of large numbers of casualties
- The large-scale combined resources of the Police, Fire Brigade and Ambulance Service
- The mobilization and organization of the emergency services and support services, for example local authority, to cater for the threat of death, serious injury to a large number of people
- The handling of a large number of enquiries likely to be generated from both the public and the news media usually made to the Police
- Large scale damage to the environment or disruption to the community

If it appears to a senior officer or one of the emergency services, or one of the other partner agencies, that any of the above criteria has been satisfied, that person should declare a major incident and communicate the declaration to the relevant agencies. (Note: it is for each agency to specify for itself the rank or roles to make such a declaration).

A formal declaration of a major incident is an important step. Firstly, it serves to change the mindset of people involved to emphasize the need for Strategic Coordination and secondly it triggers specific responses by individual agencies. It is better to declare a major incident at the outset and subsequently scale down the response rather than risk a slow or deficient response.

Each agency will respond to the formal declaration of a major incident even if the incident is of a type which does not meet the definition of a major incident for that agency in isolation.

5 - Fire Safety.

5.1 Fire Precautions.

Fire Prevention

Daily checks are carried out prior to opening, the management and staff should consistently monitor the event and remain vigilant of any potential hazards or problems before they occur.

Systems in place should a fire occur

Emergency Evacuation procedures will be in place (please see Site Evacuation Procedure). Fire extinguishers will be situated around the site.

Action plan upon discovery of a fire

Take relevant action with available equipment if trained and safe to do so. If it is not safe, contact is made with the fire brigade via radio/telephone to 999 and Site Evacuation Procedure will be implemented where deemed necessary, control will be with the Safety Officer if Emergency Services have to be called, this call will be made by Billy Williams.

5.2 Classification of Fire.

Fires are classified in accordance with BS EN2: 1992 and are defined as below.

Class A Fires Fires involving solid materials, i.e. wood/paper.
Class B Fires Fires involving Liquids.
Class C Fires Fires involving Gases.
Class D Fires Fires involving Metals.

5.3 Fire Fighting Equipment.

Reading Winter on Ice will provide a Fire Point at the Ice Rink Box Office, a central point which will house a 9l AFFF Fire Extinguisher and a 2kg CO2 Extinguisher and 1 6l Powder Extinguisher.

5.4 High Risk Areas.

Generator compound. Wooden Stalls. Catering units.
Generator compound, 1x 6KG Powder, 1x 2KG CO2
Wooden Stalls, 1x 6KG Powder.
Catering Units, 1x Fire Blanket (if there is a fryer), 1x 6KG Powder.
Amusement Attractions, Owners of attractions must have a powder and a co2 extinguisher.

5.5 Emergency Procedures.

a) Fire

If a fire is discovered at any time during the event, it is very important that this procedure is followed.

The fire should only be tackled if it is in the early stages and is safe to do so. Time spent fighting a fire in vain is time that could be spent calling the emergency services.

The operator or Security manager should be the nominated person that dials 999 only.

The word "FIRE" is not to be mentioned in any public announcements.

Depending on the fire location the operator/security manager will decide which exits to use and radio his staff immediately on which exits to use so they can help and escort the public to these exits.

If a fire engine is called the operator/security manager will meet the engine at the entrance and direct them to the fire.

b) Suspect device/Bomb threat

In the event of a bomb warning being received, the security manager shall immediately dial 999 and contact the police and follow their advice and act on their instructions.

A sweep of the site will be made if it is considered safe to do so. Should an evacuation be called for, special attention will be afforded to vulnerable persons and checks will need to be done of the toilets and enclosed areas.

Once evacuated and if a suspect package has been found the area must remain clear and the Police should be informed of its position. Mobile phones must not be used within 10 metres of the device.

5.6 Special Risks/Vulnerable Persons.

In the event of an evacuation, consideration and help must be given to everyone who needs it, especially the young, elderly and the disabled.

5.7 Designated Muster Area.

In the event of a major incident occurring which would require the site being evacuated people will be directed to a designated muster area which will be the square next to the Car Wash. Once everyone has left the site announcements will be made every 15 minutes in the muster area to keep the public informed of what is happening.

5.8 Fire Exits.

All fire exits will be signed, and any marquees will have light up signs.

6 - Communications.

6.1 Incident Control Room.

The incident room/office will be located in the Ice Rink Box Office as it is central to the event.

Key staff will have radios that will be linked to the Box Office.

6.2 Off Site Links.

In the event of an emergency the security manager will dial 999 and request the relevant agency to attend.

6.3. Radio Communication.

All key staff security, Ice Rink manager, catering manager, operator and housekeeping will all have two-way radios with the base radio being in the Ice Rink Box Office which is positioned central to the event.

6.4 Radio operation.

All radio's must be collected at the beginning of the shift and returned at the end of the shift to the Box Office for security and to make sure they are fully charged. A full charge will last for the full working day.

6.5 Public Information and Communications.

Communication Channels include.

- Publicity material including site brochure.
- Media. (Press, Radio and TV)
- Route - Marketing.
- Signs.
- Notices, information displays.

- Emergency Public announcements.

6.6 Emergency Public Announcements.

When there is known danger, early warning using accurate and timely information is essential. Attendees will respond better if information comes from a source that is recognised as having authority or from someone the attendees respect.

The operator or security manager has the authority to decide that an emergency announcement is necessary, who should make it and under what circumstances.

In the event of a power cut, which is unlikely as the event is powered by a generator and there is a back-up which powers up instantly when the power drops, there will be a handheld megaphone that can be used to make an announcement.

7 - Crowd Management.

7.1 Stewards.

The main responsibility of a steward is crowd management. They are also there to assist the police and other emergency services if necessary. The roles of the stewards and security are closely interlinked.

Reading Winter Wonderland will have approximately 5-10 stewards and 2-4 SIA qualified security staff depending on, off peak or peak times. Stewards and SIA staff will be wearing high visibility jackets to make them easily seen and make them approachable by the public. Also carrying Body Cams.

7.2 Conduct of Stewards.

Stewards need to be fit to carry out their allocated duties, be aged 18 or over and while on duty they should concentrate only on their duties. Stewards should not leave the site without permission and must be calm and courteous to the public who are attending the event.

7.3 Competency of Stewards.

Duties and Competencies of stewards include:

- Understanding their general responsibilities towards the health and safety for all categories of attendees, other stewards, event workers and themselves.
- Carrying out pre-event safety checks.
- Being familiar with the layout of the site and able to assist the attendees by giving information about the available facilities including First Aid, Toilets and also exit points.
- Staffing entrances and exits.
- Controlling or directing the attendees who want to find an attraction or an exit.
- Recognising crowd conditions to ensure the safe dispersal at attendees and the prevention of overcrowding.
- Assisting in the safe operation of the event by keeping gangways and exits clear.
- Responding to emergencies, raising alarms.

7.4 Training of Stewards.

Stewards and SIA staff will be shown the duties by the operator Billy Williams who is in charge of the whole event.

The following duties will be explained:

- Access control
- Crowd control
- Queue management and keeping people moving along the paths to ease congestion
- Information delivery
- Assistance in maintaining a safe environment
- Responding to incidents
- Liaising with emergency services and acting as a point of contact during an emergency
- Assisting with the managers of attractions

8 - Transport Management.

Reading Winter Wonderland is promoting the use of public transport for the general public to access the event. The Reading Mainline Train Station and bus routes run very close by. As the event is taking place in a location which many people already use, no highway issues should arise.

8.1 Parking Arrangements – Staff, Traders, Stewards/Security.

Reading Winter Wonderland has arranged the use of Hills Meadow for all parking needs and the storage of vehicles needed for the set up and take down of the event. Vehicles will be allowed on site at Hills Meadow from 8:30am - 10:15am for maintenance and restocking.

8.2 Parking Arrangements - Private Cars.

In the interest of safety and environmental consideration, Reading Winter Wonderland will be promoting and advertising visitors to use public car parks, one being the Station car park and the other Hills Meadow.

8.3 Parking Arrangements - Special Needs.

Attendees with special needs can be dropped off at the entrance of the event, then proceed to park in the Disabled parking Bays.

8.4 Parking Arrangements - Coaches.

As there is a height problem for coaches, we are leaving the parking arrangements for coaches to the coach companies but will recommend Napier Road by Kings Meadow.

8.5 Public Transport Arrangements.

Reading Winter Wonderland will be promoting the use of public transport.

8.6 Traffic Management Signs.

Road signs will not be needed for this event.

9 - Structures.

9.1 Site Fencing.

The Event will be completely fenced in by a Heras style fence. If the need arises that the Ice Rink or other attractions need a crowd barrier they will be stored on site for that purpose. They will be 1 metre high and can easily be moved in the event of an emergency.

9.2 Main Stage.

The Main Stage for this event is the Ice Rink, as this is the main part and the event feeds from this.

9.3 VIP / Membership Areas.

This area will be on the Ice Rink or Bar area.

9.4 Operation Control Centre.

This is housed in the Box Office which is located by the Ice Rink which is central to the event.

9.5 Temporary Structures.

There will be 1 marquee which will act as the Ice Skate Exchange and cover for the Ice Rink and First Aid Room. There will be a number of wooden Chalets that will be house traders selling festive gifts, gloves, hats etc and also food outlets.

10 - Refreshments.

10.1 Caterers.

Reading Winter on Ice Limited will provide the Local Authority Environmental Health Officers with a list of caterers who will be attending and operating from the event. All caterers will be required to provide all relevant food licensing, safety and environmental health certification. Copies of all relevant documentation shall be available for inspection on the day prior to set up.

10.2 Bar Area.

The Premise Licence will be issued under the name Premier Winter Wonderland Events Ltd and there will be a minimum of 2 Personal licence holders on site with the main one being Billy Williams. If glassware is used in the bar, when exiting the bar drinks will be transferred into plastic glasses but alcoholic drinks will not be allowed off site, we envisage only using Plastic Glasses. Proposed bar opening times will be 11am until 10pm. A challenge 25 Policy will be used.

11 - Merchandising.

Premier Winter Wonderland will be providing a number of Wooden Chalets for traders to sell festive offerings. All electrical equipment bought on site must have an up to date PAT Test. Traders can enter the site from 8.30am and must leave by 10.15am to ensure the site is ready for opening to the public at 11am. No vehicle must enter the site without permission from Billy Williams and must be supervised by Billy Williams or a nominated person by Billy Williams.

12 - Amusements, Attractions and Promotions.

Reading Winter Wonderland will have amusements, attractions and displays. Kelly / Billy Williams will specifically choose the amusements, attractions and displays. Kelly is in overall control of the event and having vast experience in the leisure sector all over the world the attraction operators will be answerable to them only.

13 - Sanitary Facilities.

Reading Winter Wonderland will ensure that adequate provision is made for the number of people attending the event and cleaned regularly through the day. They will be split 50/50 male/female. Reading Winter Wonderland will monitor the queues throughout the event and as the weather gets colder if more units are needed they will be in place the next morning.

14 - Waste Management.

Premier Winter Wonderland Events Ltd are very proactive regarding recycling of waste and where possible waste will be recycled. Waste will be picked up throughout the day and will be taken to the designated waste site for collection and litter will be cleared nightly. Additional waste bins will be provided on site during the event. Billy Williams will be responsible for emptying these bins.

15 - Sound, Noise and Vibration Management.

As any music that is played will be for background purposes, we do not consider this will be a problem, but will be monitored to make sure it within legal guidelines. Normal levels are 80 decibels, although this will be reduced where possible.

Any music is to be kept low to avoid disturbance to the local residents and should there be any complaints all music will have to cease. Also, on exit from the event the attendees will be asked by security to respect any nearby residents and make their way home quietly. Premier Winter Wonderland has a licence to ply background music with the Premise licience LP1001192.

This year the night generator which is used to keep the ice from the ice rink froze though the night will be housed in a super silenced container to eliminate any noise complaints from near by residents. (This is the same type that is used in built up residential areas when power is needed). Detailed information available if needed.

16 - Medical and First Aid.

As the main purpose of this event is Ice Skating, we will contract out the First Aid cover, so there will be qualified First Aiders on site for the full operation hours. A Treatment room and First Aid station will be located in the Skate Exchange Marquee at the Ice Rink. There will be a minimum of 1 first aider available on site at any one time. All staff will be briefed to call emergency services on 999 if appropriate. In the event of injury first aid is to be provided. All serious injuries are to be logged in the incident book and reported to the HSE and RIDDOR.

Should an individual become injured, it is our duty to provide first aid. If their injury is significant an ambulance will be called. The local ambulance service will transport people to the hospital.

17 – General Information and Welfare.

17.1 Information.

Premier Winter Wonderland Events Ltd. will provide advance information about the layout and the facilities on the web site and other forms of media. The main point of information will be the Ice Rink Box Office which has a central location at the event.

17.2 Meeting Point.

There is no designated meeting point for attendees, but it is the Box Office for staff.

17.3 Lost Property.

Lost property will be held at the skate exchange marquee at the Ice Rink and the Box Office. In the event someone loses a possession, the individual's details shall be noted so that they may be contacted if the possession is found.

17.4 Facilities for people with disabilities

The event is unlikely to attract a number of people with disabilities, including wheelchair users. However, wheelchair access is available throughout the site, disabled toilets will be supplied, and many of the attractions are suitable for people with disabilities and their carers to accompany them if required. However, it should be pointed out that due to safety concerns it is possible that some of the high-speed thrill rides may be unsuitable.

17.5 Drunkenness / Drug Misuses / Prohibited Items.

As this is a family event, drunkenness will not be tolerated. If a person is under the influence of alcohol, the person will be escorted off site and provided with a bottle of water to help them sober up. Also if someone is wanting to come on site and is visibly under the influence of alcohol, they will not be permitted access to the site.

18 - Children.

The Box Office will be the focal point for lost children and P.A announcements will be directed that way.

18.1 Found Children.

If a child is found to be lost by a steward, the steward will radio through to all other stewards informing them of the situation and then take the child to the Box Office. PA announcements will be made to let the child's parents know where their child is.

When a child is being collected and the child is reluctant to go with the parent or guardian the Security Manager will ask for proof of identification, and if in any doubt a second opinion will be sought from the Police. Child welfare is paramount.

Once the child is reunited all staff and stewards must be notified.

18.2 Lost Children.

Any stewards being advised of a lost child by a parent or guardian must report directly to the Security Manager with a relevant description, name and last known location of the child, to see if the child has been found.

A radio communication will be broadcast to all staff with relevant details of the lost child.

While the child is lost all entrance/exit points will be supervised by a steward to make sure the child does not leave the site.

If the child has not been located after five minutes, with the parents or guardians consent, a request will be communicated back to the Security Manager to contact the Police and on arrival all help will be given to them.

As above, when a child is reunited with a parent or guardian, if there are any reasons for suspecting the collecting person is not the correct person, identification should be asked for. Once the child is collected all stewards/security will be notified.

19 – Performers and Special Guests.

From time to time Reading Winter on Ice may have special performers or celebrity appearances to help with promotion and advertising.

On arrival the performers will be dropped off at the entrance close to The Car Wash where they will be met by 2 security/stewards and escorted quickly to their designated position. Once they have performed they will be escorted back to the entrance for collection with as least fuss from the public as possible.

20 - TV and Media.

20.1 Pre event.

For the build up to the event there will be numerous press releases to help gain awareness to make it a success. As new attractions are booked, they will also be released the same way so when the attendees arrive on site, they should already be familiar with the site.

Reading Winter on Ice will also be selling Ice Skate tickets online in advance of the event. This helps with the waiting times on the day.

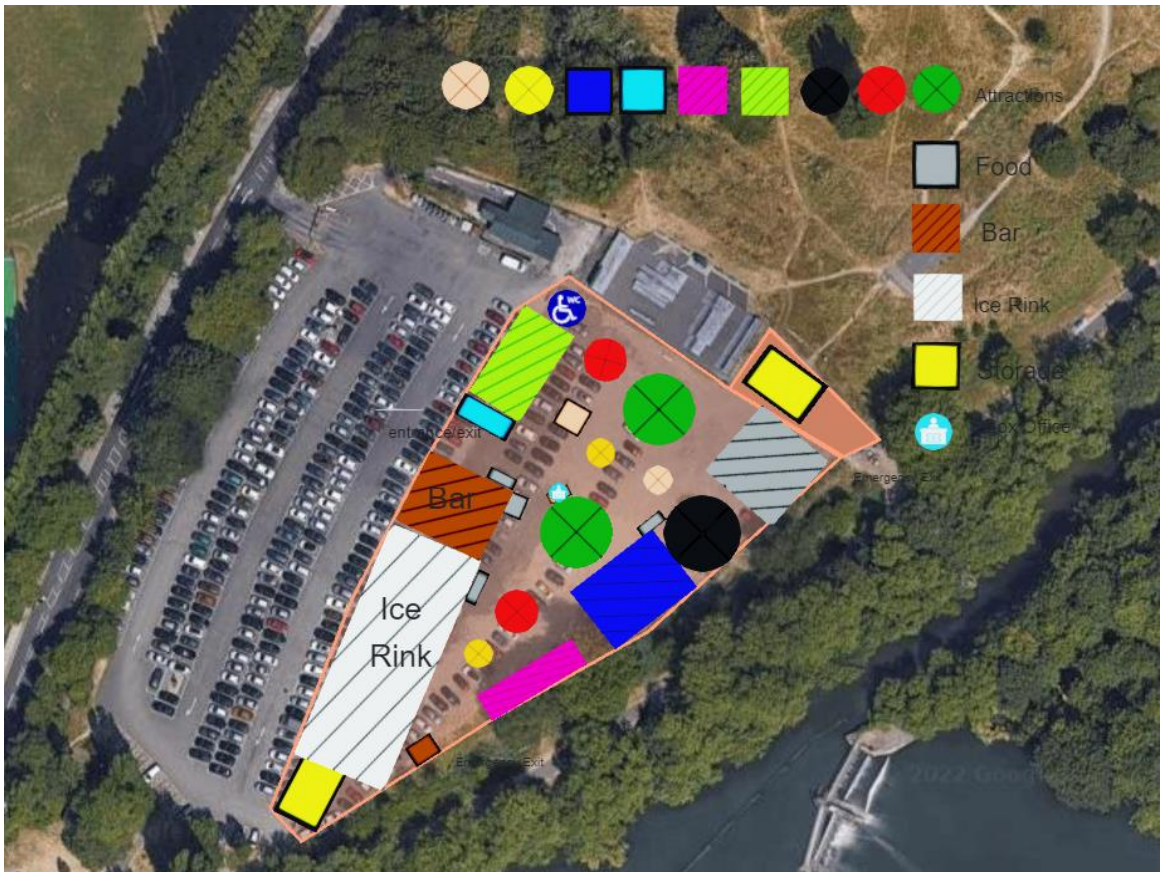
20.2 During the Event.

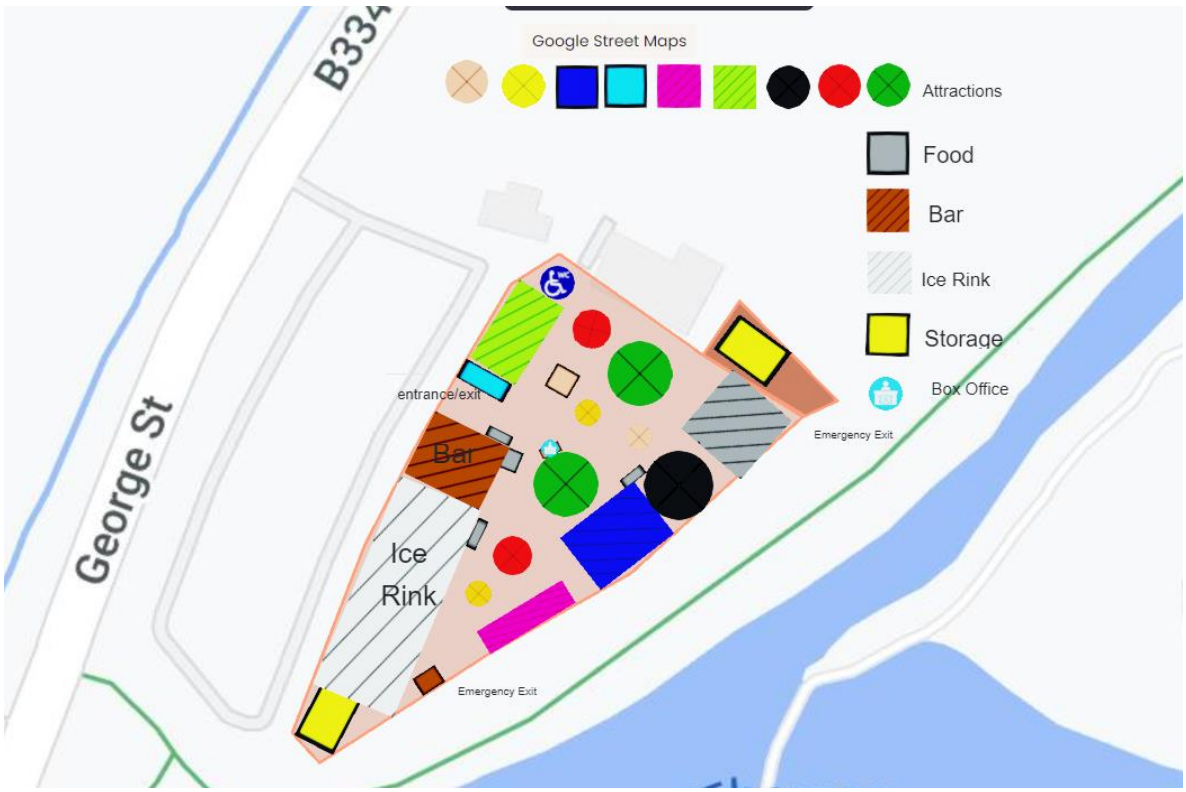
There will be ongoing press/promotions for the event and also online sales will continue until the end of the event.

A FAMILY EVENT GIVING FAMILIES A FANTASTIC WINTER EXPERIENCE.

Annexes
Reading Winter Wonderland.
2022/2023.

Annexe 1


Attractions
Food
Bar
Ice Rink
Storage
Box Office
entrance/exit
Bar
Ice
Rink


B334
Google Street Maps
Attractions
Food
Bar
Ice Rink
Storage
Box Office
entrance/exit
Bar
Emergency Exit
George St
Ice
Rink
Emergency Exit

Annexe 2

Measurements of Structures.

Ice Rink 30m x 17m

Skate Exchange Marquee combined with Ice Rink Marquee 18m x 50m x 9.15m

Christmas Wooden Chalets 3m x 2.5m x 2.7m

Annexe 3

Event Risk Assessments.

Hazard Severity Potential.

1 = Minor non-disabling injury or illness.

2 = Serious injury or illness/Temporary disability.

3 = Loss of life/Permanent disability/Major injury/RIDDOR reportable

Risk Ranking (R) = Hazard Severity Potential (S) x Likelihood of Occurrence (L)

Likelihood of Occurrence.

1 = Low - once or a few times per year/or over a lifetime of project

2 = Medium - once or several times per month/or per activity.

3 = High - once or several times per day/or per activity.

The definitions can be as follows.

1. Low Likelihood: Improbable or just feasible likelihood of occurrence e.g. loss or harm occurring. This might be as little as once or twice per year or several times over the lifetime of the activity/project.

2. Medium Likelihood: Occasional occurrence which for continuous, or semi-continuous, activity means loss or harm may occur, once or several times a month while for intermittent, or infrequent , activity means loss or harm may occur once or a few/several times when activity takes place.

3. High Likelihood: A common, regular or frequent occurrence i.e. daily, several times per day, or once/several times each time activity takes place.

Risk Ranking.

Risk Ranking = Hazard Severity Potential x Likelihood of Occurrence.

	3	3. Medium.	6. High.	9. High	1 and 2 = Low Risk
Hazard					3 and 4 = Medium Risk
Severity	2	2. Low	4. Medium.	6. High.	6 and 9 = High Risk
Score					
	1	1. Low	2. Low	3. Medium	
		1	2	3	
		Likelihood of Occurrence Score.			

Hazard.	Who might be Harmed.	How.	S.	L.	R.	Control Measure.
Fire.	Public, Contractors, Traders.	Burns,	3.	2.	6.	Clear escape routes.

	Staff.	Smoke.		Well disrupted extinguishers Fire retardant materials.
Trips/slips **Falls**.	Public, Contractors, Traders. Staff.	Cuts/Breaks Bruises.	2. 2. 4.	Signage, all cables covered. Steps marked.
Electricity.	Public, Contractors, Traders. Staff.	Elec shock. Burns.	3. 1. 3.	All equipment tested, Cables secured and away from standing water.
Crowd.	Public, Staff, Traders.	Crushing, Fainting.	3. 1. 3.	Do not exceed max numbers. Keep passage ways moving or keep people moving by Stewards/Security.
Vehicle **Movement**.	Public, Staff, Traders, Contractors.	Crushing/Breaks Bruises	3. 1. 3.	No vehicle movement without Supervision by Steward.
Set up/ **Site Break Down.**	Staff/Contractors.	Crushing/Breaks Cuts	3. 1. 3.	Only qualified staff to be on stall holders to be supervised whilst moving vehicles. First Aid to be on site.
Suspect **Device**	Staff/Contractors. Members of the Public.	Crushing/Fainting.	3. 1. 3.	Regular sweeps in all areas.
Food **Contamination**.	Staff/Contractors. Public.	Food Poisoning.	2. 1. 2.	Caterers to comply with Food Safety Regulations.
Sanitation.	Staff/Contractors. Public	Disease.	2. 1. 2.	Toilets to be regularly cleaned.
Noise.	Staff/Contractors Public/Residents	Hearing Disturbance.	1. 1. 1.	Sounds to be monitored at all times.
Site Access.	Staff/Contractors	Bruising. Ground Damage.	1. 2. 1.	Access only while supervised by steward.

Images from recent Winter Wonderland Events

SANTA'S GROTTO
Merry Christmas
Merry Christmas

POLO

Zunfthaus