

# **Buckingham Town Council**



Buckingham Christmas Parade

Saturday 12<sup>th</sup> December 2015

**EVENT MANAGEMENT PLAN**

Author Buckingham Town Council

## **INTRODUCTION:**

The Buckingham Christmas Parade has been running for over 30 years. This year it will take place on Saturday 12<sup>th</sup> December 2015 in the town of Buckingham.

The Christmas Parade is a parade of bands, floats, walking groups and vehicles (referred to as floats in this document unless stated in their constituent forms) from Chandos Road along Bridge Street to Market Square and along Market Hill (South) it then loops around the High Street (South side then North) and returns along the initial route.

Floats are prepared and held in Chandos Road (and Station Road if many floats are taking part) from approximately 9am. At 10:45am the parade leaves Chandos Road, it takes approximately 1.5 hours to parade the floats up and around the town and to arrive back in Chandos Road. The floats then disassemble. Whilst this is taking place a small number of fairground rides will be available for children to use in the "Bull Ring" (the former site of the Bull Market) between Market Hill and Market Square.

The Christmas Parade is a family event aimed at bringing families into the town. As this is an outdoor mobile event there is no protection from the weather, as a result attendance is variable on this factor. Also as the parade covers a route of approximately 1.2km and is in an open environment it is difficult to estimate crowd attendance. It is estimated that if the weather is poor then there are approximately 1500 – 2,000 if the weather is nice however, there can be approximately 6,000 along the route.

### **1.0 ORGANISATIONAL STRUCTURE:**

The Town Council facilitates the event and undertakes the liabilities under their insurance policy, organising and executing the road closure order and other tasks associated with this.

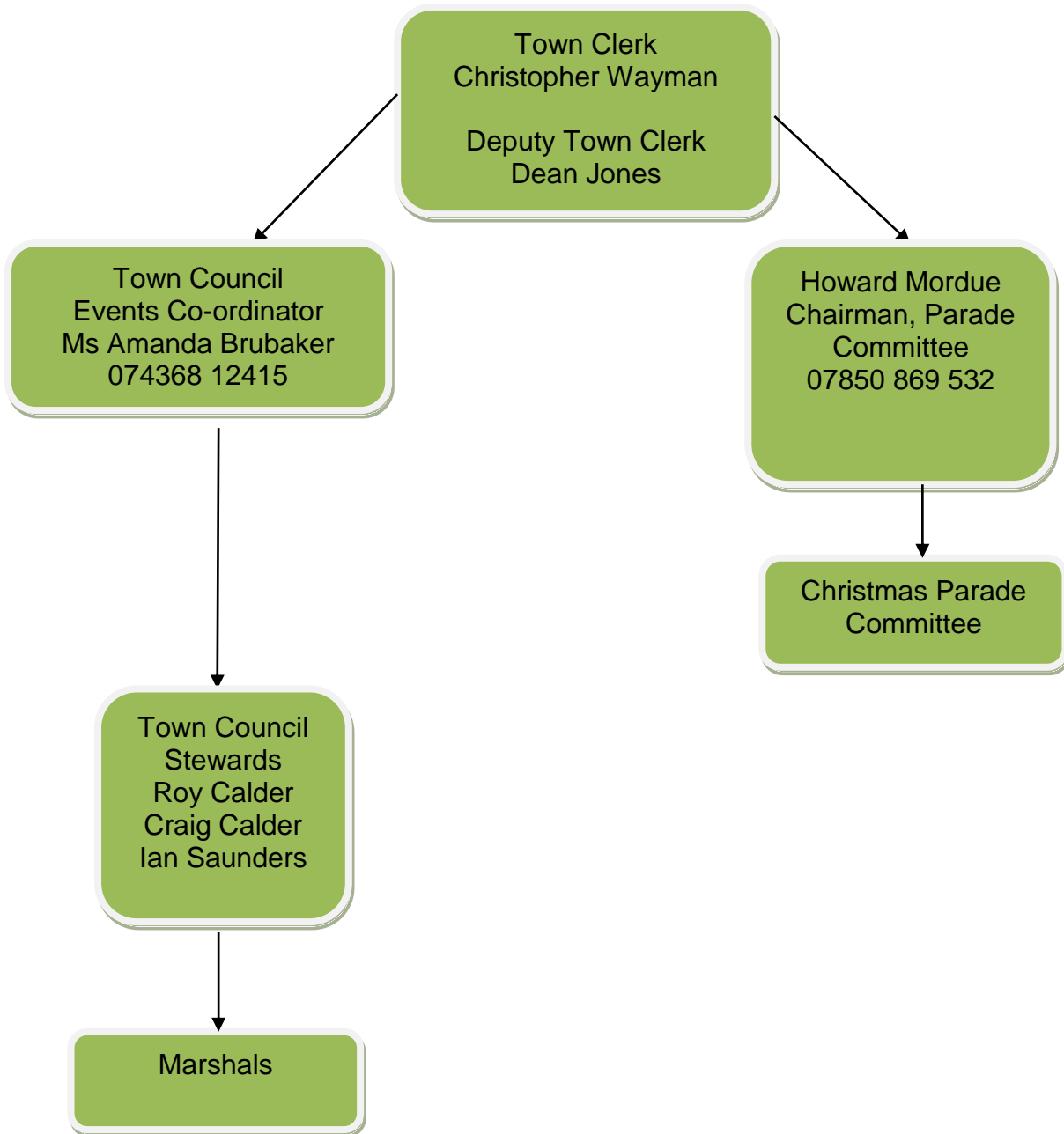
Under this level there are approximately 36 marshals and 3 Town Council employees who place the barriers and traffic cones for the closures and man the barriers during the event.

On the Town Council's behalf The Christmas Parade Committee organises the floats, promotes the event, raise additional funds and runs the event on the day.

Individual drivers and floats are responsible for insuring themselves and ensuring the floats are safe.

The committee allocates every participant of the parade a number and these are sent out by post in late November, together with instructions on how to get to the meeting point in Station Road/Chandos Road on the morning of the parade. Numbers for participants are placed on canes in buckets along the assemble route.

On the day the management structure is as follows:



## **2.0 EVENT CONTACT NAMES / NUMBERS:**

Contact numbers before the event are as follows:

Buckingham Town Council - 01280 816426

Howard Mordue, Chairman, Christmas Parade Committee – 07850 869 532

On the day mobile phones will be used to communicate between marshals and key people. Telephone numbers will be given out at a marshals briefing in the lead up to the event. The PA system will also issue instructions and alert people to any major problems. The Parade Committee will recruit the marshals and a list of marshals and their contact details will be confirmed closer to the time and issued to everyone at the marshals meeting. A copy of this will also be given to Howard Mordue, Chairman of the Christmas Parade Committee and retained by Buckingham Town Council.

## **3.0 SECURITY AND MARSHALLING POLICY:**

The event is aimed at families and takes place on a Saturday morning and the Town Centre has a Designated Public Places Order (also called alcohol control areas or zones), banning open alcohol in the Town Centre. As a result it is not felt as though security would be needed for the event.

There are approximately 36 marshals and 5 Town Council employees available to staff barriers, keep the crowd in check and act as information points.

As this is a family event and the town centre is a difficult area (due to housing and shops and the number of entrances into the town centre) to monitor the people arriving for the event no entry search is carried out. If a member of the public is causing a nuisance and acting in a way in which eviction may be necessary the following action will be taken:

The marshal will inform Howard Mordue, Chairman, Christmas Parade Committee, Deputy Town Clerk, Dan Jones or Amanda Brubaker, Buckingham Town Council Events Co-ordinator that there is a disturbance. The Chairman of the Parade Committee, Deputy Town Clerk or the Events Co-ordinator will then ask the person in question to desist or they will be asked to leave. If the activity continues the person will be asked to leave for a second time.. At this point the marshal will again get back in contact with either the Deputy Town Clerk, Events Co-ordinator or The Chairman of the Parade Committee to inform that a person (a brief description will be given) has been asked to leave the event or that the person will not leave the event. If the latter is the case the police will be contacted and informed that there is a person causing a public disturbance – instructions will be given on how to attend the site (due to the road closures in place). If the police are called the Deputy Town Clerk, Events Co-ordinator or the Chairman of the Parade Committee will be informed and will attend the scene of the incident and liaise with the police.

## **4.0 MEDICAL AND FIRST AID SERVICES:**

Members of the Red Cross take part in the parade. The Red Cross representatives are spaced out in the parade; this will help cover both ends and will ensure that if there is a problem at one end of the parade someone will be there as soon as possible. Marshals will inform up the line of command and depending on the severity of the incident will depend

on who attends the scene. (Parade Committee Chairman or Deputy Town Clerk). The parade passes Buckingham hospital and if a major problem occurs this will be the point where Ambulances Services will rendezvous. Whilst the hospital (due to its size and nature) would not take any patients the car park would act as the base for operations. Initial injuries would be assessed before moving patients to other hospitals for treatment.

An accident book is available next to the PA station and a copy of the form is included in Point 14.0

## **5.0 FIRE SAFETY:**

The risk of fire on the parade is low. As the event takes place in the town centre and the streets around the town centre with no cover there are only a few fire risks.

### **1. A fire in a building next to the parade route:**

An emergency protocol would be enacted; the PA would make an announcement to clear the area around the building. Two fire engines [subject to local emergencies] which carry resuscitation equipment take part in the parade. One is placed at the middle and one at the end of the parade and will be available on hand to aid if there is a problem. In the case of an emergency, the parade and floats would be instructed to vacate the middle of the road and move to the left to allow a blue route for the fire engine to pass. If the fire occurs to the left of the street the floats around the place where the fire occurs would be moved to the right. Floats would then be removed from the area – either returning to Chandos Road or brought up into the town at the cattle pens, if further space is needed floats can be diverted into Cornwall's Meadow Car Park. An event stop would then be called and the crowd asked to disperse, directed by the PA and marshals away from the area where the fire would be taking place. A route would be cleared from Bridge Street to the affected area as a priority as the Fire Station is based on Bourton Road, Buckingham which adjoins the end of Bridge Street. As soon as the fire is identified the Chairman of the Parade Committee or Town Clerk will attend and liaise with the emergency services.

### **2. A float catches fire.**

If a float catches fire the same procedure as above will come into force.

If there is a small fire within the crowd fire fighting equipment will be available from the PA vehicle situated in the Bull Ring.

## **6.0 EMERGENCY PROCEDURES / EVACUATION: EXTREME WEATHER PLAN**

As the event takes place during December a heat wave in that period would not be comparable to a heat wave during the summer and poses little risk for the running of the event.

The two major aspects of extreme weather which could affect the Parade are snow and rain/flooding.

All the organisers for the parade live in or near the town and will be able to see the weather for the town develop and take note of the predicted weather in the lead up to the

event. If a prolonged period of heavy snow or rain is expected in the lead up to the event a discussion will take place on the Thursday before the event to decide if the event should be called off. If conditions and/or the prediction have deteriorated by the Friday night a further discussion will be held. If the decision to hold the event is taken then a further site meeting will be set up for the Saturday morning at 7am to make the final decision. If the weather conditions are deemed too hazardous or that the situation will deteriorate to mean that the event will become hazardous then the event will be called off. Floats will be contacted to advise them of the decision. The PA will still be set up to advise any crowds which might form that the event has been called off. Members of the organisation team will also be on hand to advise that the event has had to be called off.

## **6.1 EMERGENCY EVACUATION PLAN**

As the route is quite extensive and depending on the large movement of the parade it is difficult to list all the possible permutations of an evacuation plan.

If an event occurs where evacuation is needed floats will be directed to one (or two) of two holding areas for floats, these will be Chandos Road and the "Cattle Pens" on the High Street. If further holding areas are needed these would be Cornwall's Meadow Car Park and Stratford Fields Car Park.

The evacuation of those attending the event would depend on the seriousness of the incident. If the incident is not too serious the crowd would be asked to disperse and would be directed to keep away from any area affected.

If the seriousness of the incident were to warrant the public being held at key locations to receive instructions regarding the incident then depending on which areas the public were in and which areas were affected would decide where people would be directed to. The following areas would be available to direct members of the public to:

Chandos Park

The area around St. Peter and St Paul Church (known as Castle Hill)

Western Avenue Car Park

Moreton Road (the bottom section of the road will be covered by a road closure)

Cornwall's Meadow Car Park

The Heartlands (The Park over the river from Cornwall's Meadow Car Park)

Stratford Fields Car Park

Marshals will be tasked with directing members of the public away from areas of danger and to the areas highlighted above.

## **7.0 TRAFFIC MANAGEMENT PLAN**

A Temporary Traffic Restriction Order for Road Closures and Parking Restrictions is obtained from Buckinghamshire County Council.

Advanced warning signs are erected around the town 4 weeks before the event to make motorists and other members of the public aware of the event and that there will be diversions. Letters are delivered to residents living in the town centre in late September

early October to advise them of the dates and that the roads will be closed. No Parking Notices are placed in the town areas affected by the closure 2 weeks before as per requirements. Flyers are also placed on cars in the affected areas two days before the event.

The Road Closure Order covers the following areas between 7am and 2pm on the 12<sup>th</sup> December 2015:

- High Street (North) – between the junction with Moreton Road and Paynes Court (excluding Paynes Court itself)
- High Street (North) – Paynes Court to North End Square (excluding Paynes Court itself)
- **This includes the bus stand**
- High Street (South) – between the junction with Moreton Road and the junction with Stratford Road
- Market Hill (North) – between the junction with Moreton Road and the junction with West Street
- Market Hill (South) – between the junction with Moreton Road and the Bull Ring
- The lay-by at the Old Gaol **taxi rank at night**
- Bull Ring – in its entirety
- Market Square – all – between the Bull Ring and the junction with West Street/Bridge Street, including the lay-by outside the White Hart Hotel
- Bridge Street – all – from the junction with Market Square to the junction with Bourton Road
- London Road – both sides - between the junction with Bridge Street and the junction with Chandos Road
- Chandos Road – all – between the junction with London Road and the junction with Station Road
- Station Road – all – between the junction with Chandos Road and the junction with Hunter Street
- Addington Road – in its entirety
- Western Avenue – between Overn Crescent and the junction with Brackley Road

Addington Road and Western Avenue are only a temporary suspension of parking orders. These have been put in place after consultation with Buckinghamshire County Council (BCC), Aylesbury Vale District Council and Thames Valley Police after previous years events. These two roads act as diversions to divert the traffic from the Town Centre during the event. Traffic from Brackley Road wishing to travel to Moreton Road are diverted up Western Avenue, traffic travelling from Moreton Road to Brackley Road are diverted down Western Avenue. Traffic travelling from Brackley Road wishing to travel to other parts of Buckingham, will be directed up Castle Street to Nelson Street, and out onto the by-pass. Traffic travelling into Buckingham wishing to go to Brackley Road, will be diverted down School Lane and onto West Street. Traffic from Stratford Road wanting to travel to Moreton Road are diverted up Addington Road while traffic from Moreton Road going that way is diverted down Addington Road.

High Street (North) (Moreton Road-Paynes Court & North End Court), the Old Gaol layby, Bull Ring, Chandos Road and Station Road are closed for the full period of the Order. This is due to the fact that these areas may have parked cars in the area which need to be cleared for the parade to pass safely. These areas are coned or have had barriers placed to block access.

Town Council staff Mr. Roy Calder, Craig Calder and Ian Saunders are all SL & GC trained Operatives and the Town Clerk is SL & GC trained monitoring.

High Street (North) (Paynes Court to North End Square; includes the bus stand) is closed at 10am; BCC Passenger Transport are notified and arrange for the last bus to run at 10am. Access to the Hospital is permitted by marshals to ensure access is kept in case of emergency.

Remaining roads are closed at 10.30am until the Parade has passed and returned to Chandos Road. These remaining roads only have through traffic and are normally double yellowed lined or unlikely places to park or only have short term parking available. Therefore it is less likely that cars would be parked in the area which could not be moved. Market Hill (North) (Bull Ring to Moreton Road) is occupied by the Street Market and impassable to vehicles.

Parking provision is in the Cornwalls Meadow Car Park (during the event the car park is barriered off as the parade passes the car park entrance) the Buckingham Athletic Football Club Car Park, Western Avenue Car Park, and Stratford Fields Car Park. For signage please see the maps below.

Organisers of the floats are sent letters before the event to make them aware of the best route to arrive at the parade start and by what time they need to form up. A sample letter is attached below.

The following is a summary of the measure and time scale of the traffic management and the event:

<b>Date</b>	<b>Time</b>	<b>Measure</b>
<b>Dec 2014</b>	N/A	Submit Road Closure Order
<b>Jan 2015</b>	N/A	Receive confirmation of the Road Closure Order
<b>Sept 2015</b>	N/A	Send letters to all residents in the town centre to advise them of the closures
<b>Oct 2015</b>	N/A	Signs on the edge of town are erected to advise people of the parade
<b>Nov 2015</b>	N/A	A3 and A4 notices advising that parking restrictions will be in place
<b>Thurs &amp; Fri 10<sup>th</sup> &amp; 11<sup>th</sup> Dec 2015</b>	N/A	Flyers placed on cars in the areas affected by parking restrictions
<b>Sat 12<sup>th</sup> Dec 2015</b>	9am	Stewards meeting to talk through the event and various aspects of the event.
<b>Sat 12<sup>th</sup> Dec 2015</b>	6 am	Initial diversion signs (for Station Road and Chandos Road) are placed out
	7 am	High Street North (excluding the bus station), the Old Gaol lay-by, Bull Ring, Chandos Road and Station Road are coned off or barriers are placed to close the road
	8 am	Remaining diversion signs are put in place, barriers for remaining areas to be closed off are put in place (at the



		side of the roads) in preparation
	9 am onwards	Floats start arriving for the parade to form up
	10am onwards	Marshalls are in place at various points around the route to ensure roads can be blocked off and to advise regarding parking situations
	10:30am	Barriers are put in place to ensure the road is cleared in plenty of time and the crowd have a safe area to congregate in
	10:45am	Parade leaves Chandos Road
	Approx 12:15pm	Parade returns to Chandos Road, Barriers and cones removed on all areas apart from Chandos Road and Station Road (after parade is back in Chandos Road)
	Approx 1pm	All diversion signs are collected in (apart from those diverting around Chandos and Station Road
	2pm	Chandos Road is cleared and remaining barriers/diversion signs collected in

## 8.0 NOISE MANAGEMENT & CONTROL

Noise management is well within the variables permitted by law. There is a professional announcement system in use during the day and will make announcements as needs arise.

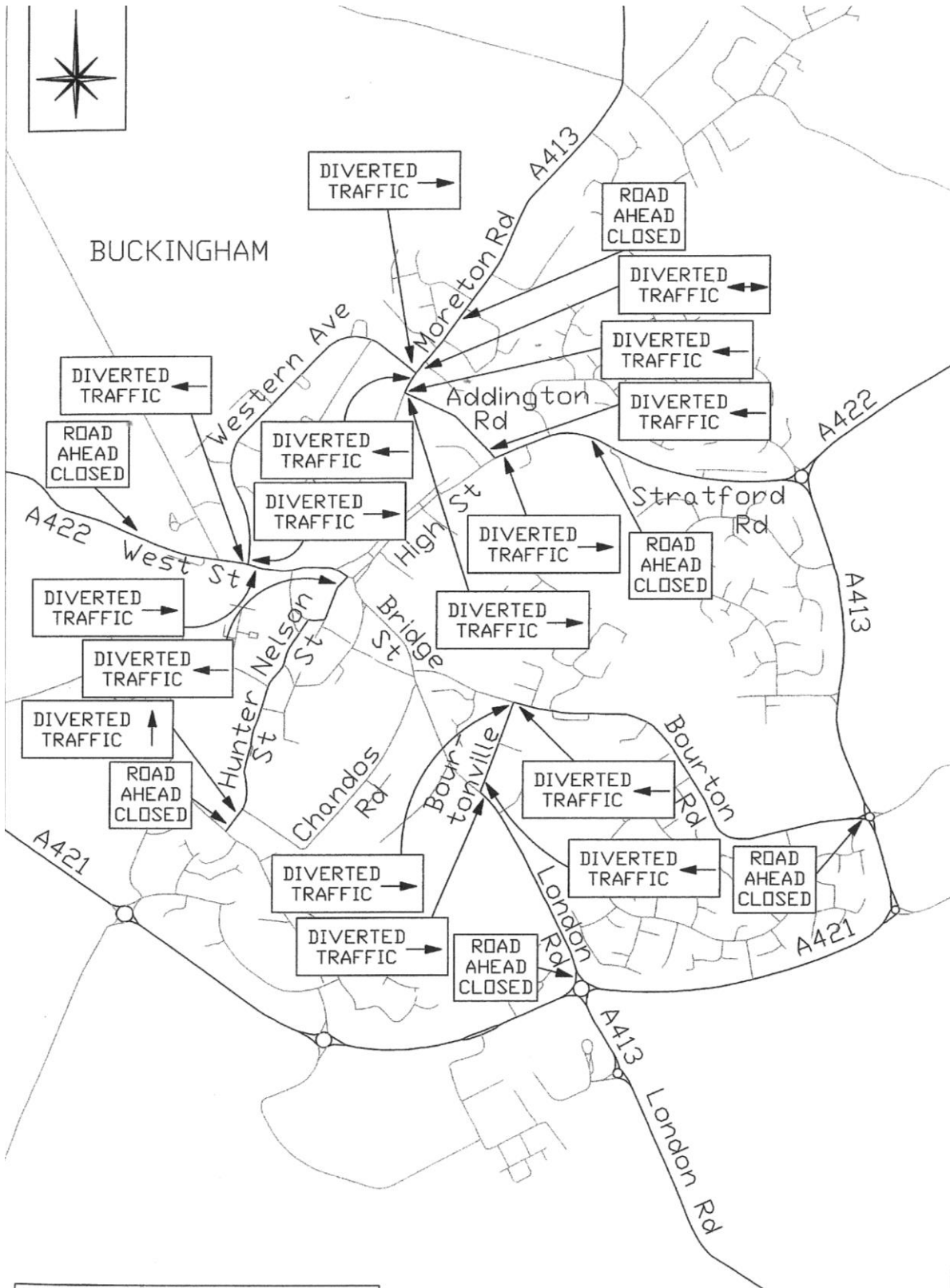
## 9.0 WELFARE & SANITATION

No extra facilities are planned for the event.

There are public toilets situated on Moreton Road which are open to the public during the hours of the parade. The Community Centre in Cornwall's Meadow also has toilets which are open to the public during the time of the event. In addition Chandos Park toilets just off Chandos Road are available for parade participants while they line up.

There are a number of street litter bins in the town which are used during the event. However, due to the nature of the event there is not a lot of litter generated and it is quite easily accommodated in the normal litter bins.

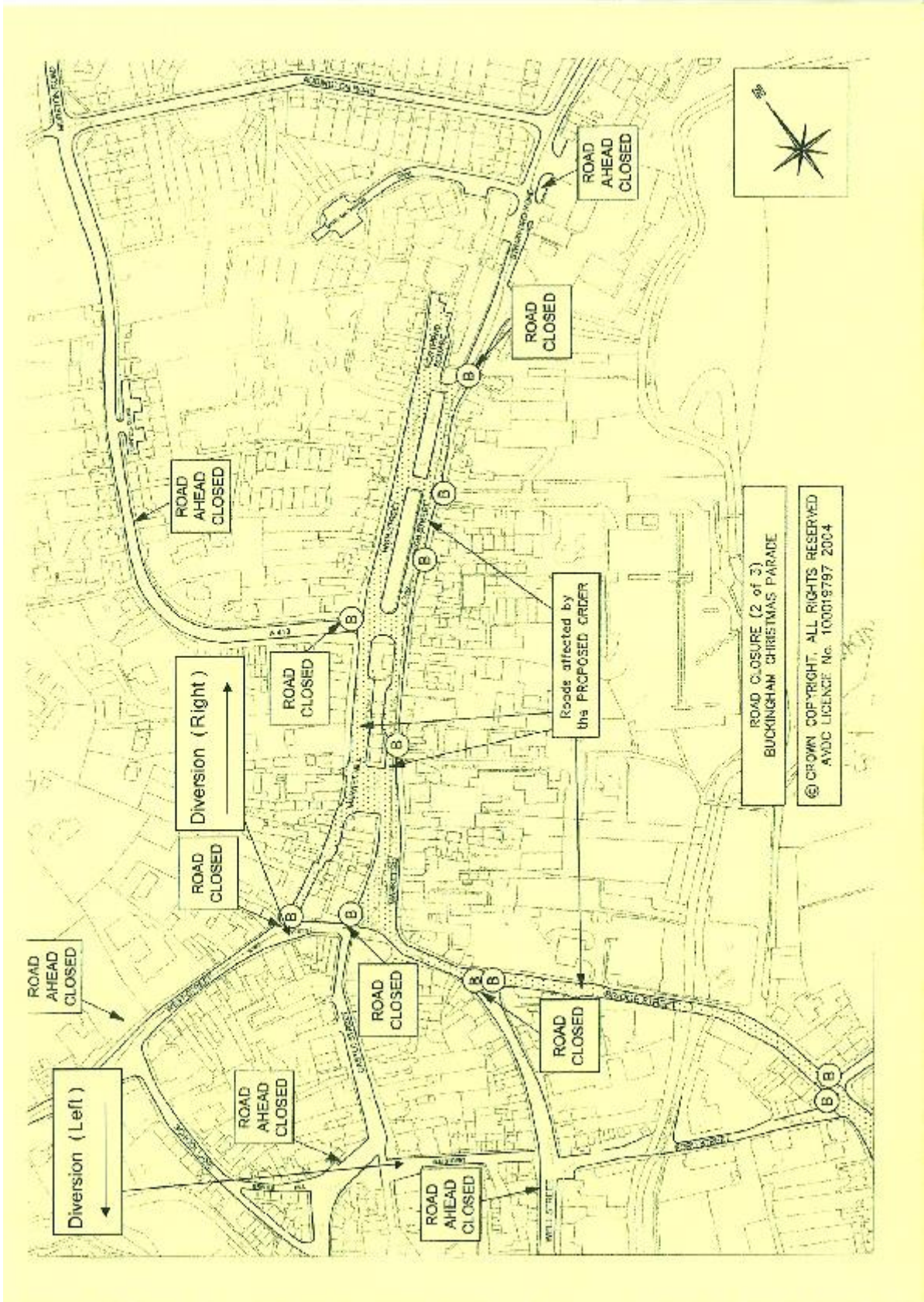
## 11.0 SITE PLAN











## **12.0 BUCKINGHAM CHRISTMAS PARADE RISK ASSESSMENT 2015**

HAZARD	RISK	ACTION REQUIRED
<u>VEHICLES</u>		
Participants' private vehicles All authorised vehicles	Collision with pedestrians	Participants to use the designated car parking in Chandos Road as depicted by the organisers away from pedestrian movement.
Officials' vehicles	Collision with pedestrians	Movements/speeds restricted to 5mph. To be parked away from Parade route when not in use.
Injury to walkers from Vehicles	Injury due to participants either falling or deliberately getting off the moving floats	A warning to all drivers and to each individual float. Each float have a designated responsible person to ensure the safety of those on board and be the contact point should an injury occur ( each float can decide for themselves who this will be and only need to identify themselves should the need arise.)
<u>ELECTRICITY</u>		
Overhead Power Lines	Electrocution	All high vehicles and equipment to be directed away from OHPLs
Portable Electrical Appliances	Electric shock. Fire	All appliances to have a current valid portable appliance test (PAT) sticker
<u>FIRE</u>	Float catches fire	Fire Brigade advised of route of Parade and of access route. Marshalls aware of emergency procedures. Two Fire engines in Parade situated for easy exit.
<u>GENERAL SAFETY AND WELL BEING OF THE PUBLIC</u>	Tripping, falling, cuts and bruises	Qualified personnel (St John's Ambulance) to be available for first aid. Two Shires Ambulance Trust to be advised of the date and location for serious injury or illness. They can arrive in less than five minutes in normal circumstances.

General accident by floats	Member of Public hit by float	All floats and organisations have appropriate insurance. Marshals on hand to keep members of the public away from floats
Unauthorized entry/exit of Parade	Member of public joins parade and/or attempts to leave parade via inappropriate means.	All access roads will be blocked. Marshals present to divert traffic. Signs present around Buckingham alerting members of the Public of the diversion
Flying objects	Members of public hit by object falling or thrown from float	Float organisers advised of importance to prevent such occurrences.
Animals	Animals involved in Parade – injury to member of the public	Owners to strictly control their animals. All animals to be suitably restrained.
<u>HEALTH AND SAFETY</u>		
Trees	Injuries sustained by trees on route	All high vehicles and Trailers to be directed away from trees on route.
Sanitary Facilities	Use of public areas as toilets. Spread of disease.	Encourage use of public toilets with hand cleansing facilities by crowd
Lifting	Bodily strain and injury	Enough personnel to be available so that heavy or awkward objects (such as crowd barriers) are lifted by sufficient people.
Food Safety	Food Poisoning	All food provision to be supervised by personnel with a food safety certificate.
Litter and general rubbish	Increased levels may encourage vermin	Council advised and street cleaners on hand to clear up rubbish following the end of the Parade.
First Aid	Injury resulting from concentration of people. General First Aid requirements	St John's Ambulance on hand to deal.
Theft	Theft encouraged by the fact there are large crowds	Radio to advise members of the public to be vigilant.



# 13.0 ACCIDENT FORM

<p><b>SIDE B</b></p> <p><b>B1</b> Provide full recommendations / remedial action to avoid similar accidents happening in the future?</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p><b>B2</b> Complete this section <b>ONLY</b> if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (see RIDDOR instruction on inside back cover of this book)</p> <p><b>How was the injury reported to the Incident Contact Centre?</b></p> <p>By telephone <input type="checkbox"/></p> <p>By fax <input type="checkbox"/></p> <p>Via e-mail <input type="checkbox"/></p> <p>On-line internet form <input type="checkbox"/></p> <p><b>B3</b></p> <p>Date Reported: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Signature <input style="width: 200px;" type="text"/></p>	<p style="text-align: right;"><b>SIDE A</b></p> <p>Report No <input style="width: 100px;" type="text"/></p> <p><b>A1 About the person who had the accident.</b></p> <p>Name <input style="width: 100%;" type="text"/></p> <p>Address <input style="width: 100%;" type="text"/></p> <p style="text-align: right;">Postcode <input style="width: 100px;" type="text"/></p> <p>Occupation <input style="width: 100%;" type="text"/></p> <p><b>A2 About the person filling in this record.</b></p> <p><small>*If you are not the person who had accident, write your address and occupation here:</small></p> <p>Name <input style="width: 100%;" type="text"/></p> <p>Address <input style="width: 100%;" type="text"/></p> <p style="text-align: right;">Postcode <input style="width: 100px;" type="text"/></p> <p>Occupation <input style="width: 100%;" type="text"/></p> <p><b>A3 About the accident.</b></p> <p>When did the accident happen?</p> <p>Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Time <input style="width: 100px;" type="text"/></p> <p>Where did the accident happen? State the location <input style="width: 100%;" type="text"/></p> <p>How did the accident happen? Give the cause of the accident if possible. <input style="width: 100%;" type="text"/></p> <p>If the person who had the accident suffered an injury, describe the injury <input style="width: 100%;" type="text"/></p>
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## 14.0 DRAFT MARSHAL INFORMATION SHEET

For all contact details please see the reverse of this sheet. Please read the Event Management Plan and be familiar with the information contained with it.

All marshals are to be positioned at or close to barriers and to remain at their post until the parade is over.

Once the road closure is in force, marshals are to make sure that no vehicles are allowed through the barrier.

Marshals do not have the power to stop or direct traffic. If someone insists on going through the barrier the vehicle registration number should be taken and either the Chairman of the Parade Committee, Events Co-ordinator or Deputy Town Clerk informed immediately.

Provide information to motorists of alternative route to avoid parade route.

Ensure emergency access routes are kept clear at all times

Mobile phone lines to be kept clear in case of an emergency

All marshals to act in a responsible manner at all times

Marshals are to be alert at all times and report anything they may think suspicious to either the Chairman of the Parade Committee, Events Co-ordinator or the Deputy Town Clerk.

If a problem arises then Howard Mordue, Chairman of the Parade Committee, Amanda Brubaker, Buckingham Town Council Events Co-ordinator or Dean Jones Deputy Town Clerk needs to be contacted if it is felt it is beyond the control of the marshal dealing with the situation. If there is an emergency situation then Howard Mordue, Chairman of the Parade Committee, Amanda Brubaker, Events Co-ordinator, or The Deputy Town Clerk needs to be contacted. If an evacuation of the area is planned (signalled over the PA system) please direct/escort members of public away from the danger areas. The following areas are where Members of the public should be directed to (unless it is through the path or near the problem area):

Chandos Park

The area around St. Peter and St Paul Church (known as Castle Hill)

Western Avenue Car Park

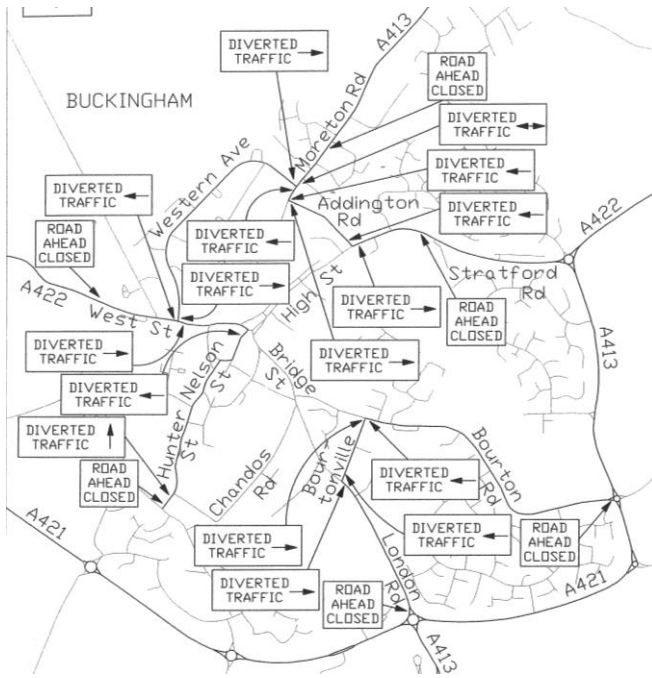
Moreton Road (the bottom section of the road will be covered by a road closure)

Cornwall's Meadow Car Park

The Heartlands (The Park over the river from Cornwall's Meadow Car Park)

Stratford Fields Car Park

Map of diversions:



In the case of an accident please contact either Howard Mordue, Chairman, Parade Committee, Amanda Brubaker, Events Co-ordinator, or The Deputy Town Clerk immediately so they can escort the member of the public to the PA point so an accident form can be filled in.

Numbers:

Howard Mordue, Chairman, Parade Committee 07850 869532

Amanda Brubaker, BTC, Events Co-ordinator 07436 812415

Dean Jones, Deputy Town Clerk, BTC 07436 812412