

# **Retro Rendezvous Festival Event Management Plan**

## **Ulverston Town Centre 2024 Version 1.1**

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### **Introduction to the festival**

Retro Rendezvous is an annual festival that takes place in Ulverston. The festival is organised and managed by a volunteer committee, and is formally constituted as a non-profit Limited Company, which currently has three Directors: Alan Brenton, Alison Brenton, and Neil Fleming.

In 2024, the event takes place on the 1<sup>st</sup> & 2<sup>nd</sup> June in Ulverston town centre.

The festival comprises displays and exhibitions of vintage cars, motorcycles, scooters, live 50s, 60s, 70s, 80s music (mostly cover bands), street entertainers, vintage and cycling market traders, food and drink traders (including the Routes Bus), and Velo Retro cycling events. The majority of activities are free of charge for the general public to watch, with only the cycling events chargeable for participants.

Retro Rendezvous takes place at the same time, and sharing the same facilities as, Velo Retro, a vintage cycling event.

### **Health, safety and welfare**

This document describes the approach taken to manage health, safety and welfare of festival (hereafter referred to as “event”) participants, including organisers, performers, exhibitors, stallholders, stewards, and attendees, and taking account of other stakeholders including local residents, business owners, utility providers, and emergency services.

The event is organised in accordance with the Purple Guide ([thepurpleguide.co.uk](http://thepurpleguide.co.uk)), published by the Events Industry Forum, which itself takes account of the Health and Safety at Work Act, and covers not only legislation and good practice for Health and Safety, but other legislation and good practice across the industry including the Licensing Act 2003, the Civil Contingencies Act 2004, the Regulatory Reform (Fire Safety) Order 2005, and others.

The Purple Guide advises that every event is unique, and so procedures and controls should be risk-based and proportionate. It is therefore appropriate to use and interpret the Purple Guide in a manner that aligns with local circumstances.

The following sections of this Management Plan align directly with the Purple Guide. In all cases, the guidance in the Purple Guide is followed, except where inappropriate, as documented below. For example, the section on Fireworks is not applicable, because this event does not use fireworks.

Where this Management Plan conflicts with event planning and safety information contained in any previously issued documents, this document takes precedence.

## **1. Health & Safety Legislation**

This chapter of the Purple Guide contains general guidance on the applicability of Health and Safety laws to events. It should be noted that events run by volunteers are exempt from many health and safety laws. However, the organisers of Retro Rendezvous aim to act responsibly,

within the logistical constraints inherent to an open-access festival. The organisers accept that they have a duty of care to everyone involved in or affected by the event, and do follow the event planning process outlined in the Purple Guide.

## 2. Planning, management and risk assessments

Key factors applicable to Retro Rendezvous are:

- a. **Location:** Market Street, between the War Memorial and the west side of the junction with Brogden Street. New Market Street, between Market Street and the north side of the junction with Cross Street. The Sun Inn, ground floor lounge/bar area, first floor function room, rear beer garden and private car parking area. Note that there will be no restrictions to traffic travelling through County Square, Cross Street and Brogden Street.
- b. **Activities:** Live music, static motorcycle and scooter displays, cycling, merchandise stalls, charity stalls, Routes Bus, coffee and food vans, cycling lectures.
- c. **Audience profile:** Families, largely 30+ year olds, not targeted at teenagers.
- d. **Crowd numbers:** max anticipated under 1,000 across the entire event site at any one time. Ticketed events in The Sun Inn function room, maximum 60 attendees.
- e. **Length and timing of the event:** Ticketed cycling events in The Sun function room at various times on Saturday & Sunday. Public activities daytime and evening Sat 10am until 7pm, and daytime Sunday 11am until 7pm.
- f. **Access:** Vehicular access for organisers, stallholders, exhibitors and performers setting up and dismantling, under direction of festival stewards. Stallholder access for setting up will be provided between 06:30 and 10:00, and access for dismantling and leaving will be provided when it is safe to do so, depending on circumstances, such as the weather. No public or trader parking will be permitted on-site whilst the event is operating, except for essential vehicles. Otherwise access to pedestrians and pedal cyclists only. Vehicles requiring essential access to properties, or emergency services, during event operation will be approved and supervised by stewards, under the overall control of the Information Desk Officer. Stewards are provided with written instructions and are briefed on managing on-site vehicle movements.
- g. **Saturday Market:** On Saturday only, Officers of Westmorland & Furness Council will manage all activities relating to operation, access and egress of their regular Saturday market traders, all to be located on the southern side (Tesco side) of Market Street, over a length of approximately 25 metres between New Market Street and the Tesco entrance, as shown on the Event Layout diagram at the back of this document. This will enable W&F Officers to manage any issues with their stallholders, and to manage Market Street stallholders leaving the festival site at their normal time of about 4pm, whilst New Market Street traders continue to operate and the festival road closure is still in force. W&F Officers must ensure that festival attendees are not put at risk by their Saturday traders packing up and leaving. W&F traders will be strictly limited to regular Saturday market traders only. It is understood that there are currently about five regular traders. There must be no bars selling alcohol, or ice cream vans.
- h. **Infrastructure:** This is a low-tech event. Traders will operate from their own vans and gazebos, covered by their own individual licensing and insurance. The live music performance stage in The Sun beer garden is constructed from standard 8ftx4ft steeldeck modules, with a nominal platform height of 2ft 6ins above ground level, with safety rails to the rear and sides of the platform. The sound equipment is owned and set up by Bryn Tyson, who is experienced at operating live music events. All electrical equipment, including stage

lighting, sound systems, and point of sale equipment, is plug-and-play. There is no custom electrical installation or wiring work required. Portable equipment and cables are PAT tested by a competent person using a hand-held PAT tester before and during installation. There is no overhead rigging, apart from light-weight electric cables and lighting attached to the stage and adjacent structures with industry-standard clamps and ties, and protected where applicable with safety chains and cable covers. Site entrances/exits and boundaries are stewarded. Portable licensed VHF/UHF radios are used for communications between stewards.

### **3. Venue and site design**

1.5m wide pedestrian walkways and evacuation routes will be maintained throughout the site.

Attendees will be encouraged to park in public car parks, and not in surrounding streets.

### **4. Resilience activities**

If a situation arises where there is an immediate threat to life or an accident has occurred, any volunteer or attendee will be expected to phone 999 as their first priority, and alert the event organisers at the earliest opportunity.

This Event Management Plan, all contact details, etc will be held in hard copy at the Event Information desk at the rear of The Sun Inn. The desk will be permanently manned, and will be the first point of contact in the event of an unplanned or serious incident. The desk Officer will be able to contact organisers and stewards by mobile phone or radio. The organiser will be empowered to direct the initiation of emergency actions, such as an evacuation. In such cases, the Desk Officer will direct safety announcements to be made over the stage PA system.

The Desk Officer will remain in charge of the incident response, unless directed to hand over responsibility to the emergency services.

Safety equipment is provided, including CO2 fire extinguishers, torches, megaphones, and first aid kits. All stewards will wear blue hi-viz vests printed with "Retro Rendezvous" whilst on duty.

### **5. Medical**

As in all aspects of delivery, Retro Rendezvous Festival seeks to interpret the Purple Guide accurately and appropriately, in a manner which is reasonable and proportionate to the scale and risk associated with the event. As such, given the location of the event and the benign nature of the site and activity, the focus internally is upon first aid provision and escalated access to services if required.

**Location:** The festival is based on a site within 5 minutes drive from the Furness Blue Light Hub. In this respect, it is well protected.

**Local services:** Informed through the standard Cumbria SAG process. The local receiving hospital is based in Barrow-in-Furness (9 miles.)

**Access:** Access to the site is controlled by stewards, who will guide emergency vehicles through the site. Vehicle movements will be kept to an absolute minimum. The site will be structured to allow access to emergency vehicles. Westmorland & Furness traders on Saturday will be controlled by Westmorland & Furness Council Officers, and may be allowed to leave the festival

site early, if the Westmorland & Furness officers in consultation with the Festival organisers determine that it is safe to do so.

**First Aid provision:** Based upon best-estimates of visitor numbers, we will be providing 3 qualified first aid staff on site on the Friday and Saturday and 2 on the Sunday.

**Incidents:** In the event of an incident, the Information Desk Officer will initiate the response, unless instructed otherwise by the Event Directors or the Emergency Services. Incident response will be overseen and supported by one of the Event Directors, specifically Alan Brenton or Alison Brenton on Saturday, and Neil Fleming or Alison Brenton on Sunday.

## 6. Communication

**Pre-event:** A variety of communication methods is used for contacting performers, providers, volunteers, etc, including email, phone, and social media.

**During event, including emergencies:** Contact between organisers, stewards and performers is largely verbal, supported by mobile phones and licensed VHF/UHF business point-to-point radios. A site plan showing locations of infrastructure and access routes will be held at the information desk for reference by stewards, and emergency services if necessary. On Saturday, verbal communications will be maintained between festival organisers and Westmorland & Furness Officers who will be managing W&F Council Market Street traders.

**Post event:** A feedback questionnaire will be sent to a random selection of participants and stakeholders. There will be a wash-up meeting to review what went well, and what could be improved next time.

## 7. Transport management

The event organisers will submit a formal request to Westmorland & Furness Council for road closures between 6am and 8pm on Saturday 1<sup>st</sup> June and Sunday 2<sup>nd</sup> June 2024. Roads to be closed are New Market Street between the junction with Cross Street through to Market Street; Market Street from Market Place through to the junction with Brogden Street; and the short section of lane between The Sun Inn rear entrance and New Market Street. Road closures may be wholly or partially lifted before 8pm each day, at the discretion of the organisers, if safe to do so.

The organisers will submit a request for part of Theatre Street car park, at the Sun Inn end, to be reserved for festival logistics, particularly to allow safe unloading and loading for festival performers, and also to provide spaces for temporary cycle racks for cycling event participants, as there are no permanent cycle racks available within the festival area. It is anticipated that there will be 500 pedal cyclists participating in the Velo Retro event on Sunday, so provision of cycle racks is essential.

Normal traffic routes through County Square, Cross Street, Brogden Street, and Market Street between Brogden Street and Tank Square will remain open at all times. Access to the Market Hall traders' storage area will be maintained at all times via the Brogden Street end of the access lane.

The event organisers endeavour to complete all construction activities before the event starts, and conduct dismantling activities after the event has closed. If there is any risk to the public, construction or dismantling work will be cordoned off by metal pedestrian barriers and/or traffic cones and red/white tape. Any vehicles associated with this work will be excluded from site

whilst the event is in progress. Vehicle owners are responsible for finding their own parking place off-site.

Where vehicle movement is unavoidable within the site during the event, this will be authorised and logged by the Information Desk Officer, and the movements will be supervised by a steward. Normal road traffic legislation applies. Moving vehicles are NOT to operate hazard warning lights when moving, but flashing beacons should be used where fitted.

Stewards may give advice to drivers outside the event site if the driver stops their vehicle and asks for assistance, such as an alternative route to a destination or a car park. Stewards must not direct live traffic on the public highway.

## **8. Working at height**

There is very little need for working at height on-site, and it will be avoided wherever possible. The event organisers or approved trades will conduct any work required, and must always be accompanied whilst doing so. Volunteer stewards will not be asked to work at height.

Lighting equipment to be mounted at height will be pre-assembled at ground level where possible. Stepladders of the correct height will be used for mounting equipment and signage at height. Nothing will be mounted at a height greater than can be reached from the rated working height of a stepladder.

## **9. Temporary demountable structures**

Temporary structures, such as gazebos and market stalls, are of the type widely used throughout the UK. All gazebos will be pegged and/or weighted.

Weather forecasts and conditions will be monitored before and during the event. In particular, if wind gusts above 25mph, then portable gazebos and PA systems may be at risk of blowing over and will need additional protection, and at 50mph and upwards the event may need to be evacuated and cancelled or moved indoors. Similarly, unusually hot, cold, or wet weather will be monitored, and compensating action may be required to safeguard structures and participants.

## **10. Fire safety**

The event gazebos are constructed using fire retardant material.

Main fire risks are from electrical items and cigarette smoking.

Highly flammable materials, such as straw bales, will not be used. Rubbish will be removed from operating areas regularly. There will be no candles, naked flames, or performances involving fire.

CO2 fire extinguishers will be installed at the Information Desk and at the Sound Desk.

## **11. Electrical and lighting**

The main source of power is 230V AC mains. Suitable IP44+ cables and distribution boxes will be used for any inter-connections that are exposed to the weather.

Mains electricity will be used for the main stage PA system and lighting, supplied by The Sun Inn. Mains electricity will also be used for the Routes Bus bar and PA system, supplied from the Ulverston Town Council electrical cabinet at Market Place (already agreed with the Ulverston Town Council Clerk).

There is no requirement for custom electrical cabling or modifications to existing installations.

Cabling will be routed to minimise tripping hazards. Yellow/black hard cable covers will be used where cables need to cross footways. Overhead cables for lighting or sound systems will be attached to the marquee or other structures with plastic cable ties.

## **12. Barriers and fencing**

The event site is largely open to the public, and access on foot is not ticketed, except for a small number of specific activities. Stewards will monitor crowd flows, and will inform the Information Desk Officer of any unexpected congestion or safety concerns.

Where appropriate, metal or plastic pedestrian barriers and/or orange tape and/or traffic cones will be positioned to segregate pedestrians from moving vehicles and bicycles. The barriers will be stewarded, and can be moved aside quickly to enable emergency vehicle access, etc.

Cones and barriers will be used in the Theatre Street car park to segregate the parking spaces that have been reserved for festival logistics, see illustrations at the rear of this document.

## **13. Crowd management**

Crowd barriers may also be used at certain points during the event, such as to separate cycling event participants from spectators at the start and finish.

Staff of The Sun Inn and SIA registered security professionals will manage the Sun site, and will also oversee the logistics area at the Sun Inn end of the Theatre Street car park.

Temporary cycle racks will be provided in the Theatre Street car park for Velo Retro participants.

Bicycles will not be permitted on the Sun Inn premises (except for hotel residents) or on the short lane between the rear of The Sun Inn and New Market Street.

OFCOM licensed two-way radios will be used for communication between stewards and the Information desk Officer, for example, to seek help or support with crowd control. The stage sound system may be used for public address purposes if necessary to broadcast instructions or share information with attendees.

## **14. Special effects**

There are no special effects.

## **15. Amusements**

There are no amusements.

## **16. Waste management**

Large commercial waste receptacles will be provided for Market Street and New Market Street by Westmorland & Furness Council. There is no hazardous waste anticipated. The waste will be removed by W&F Council during and after the event for re-cycling and/or disposal.

Commercial waste receptacles on The Sun site will be provided by The Sun management.

Litter picking tools will be provided, and stewards will collect any excess litter from the event site during and at the end of each day.

## **17. Noise**

The main sources of noise are the stage (live music), Routes Bus (pre-recorded music), and any generators used by traders. These will only operate within the hours permitted for the event.

## **18. Sanitation**

Toilet facilities will be provided by The Sun Inn. The number of toilets and washing facilities available aligns with the guidance in the Purple Guide for the anticipated number of attendees. The nearest public toilets are at The Gill, and also at Ulverston Indoor Market (when the market hall is open).

Drinking water is available for stewards and stall-holders at The Sun Inn.

## **19. Campsites**

Some event attendees may be accommodated at local temporary and permanent campsites. These have no direct association with the event, and so this section is not applicable.

## **20. Information and welfare**

Information is provided in advance of the event via the event website at [retrorendezvous.co.uk](http://retrorendezvous.co.uk), via the event facebook group, and via tickets for ticketed events.

During the event, information boards will be positioned around the event site, and safety announcements will be made via the main stage sound system and handheld megaphones.

An information desk will be permanently manned, located at the rear of The Sun Inn. There will be space where lost children can sit safely, whilst remaining in public view.

## **21. Food, drink and water provision**

Attendees will be able to purchase hot and cold drinks and snacks from various stalls/vans on-site.

Alcohol licensing will be managed by The Sun Inn, with the possible addition of a Temporary Event Notice (TEN). The boundary of the TEN area will be marked by signage, instructing that alcohol should not be taken beyond the boundary. Event stewards and SIA security officers will supervise the boundary.

Stallholders, including The Routes Bus, will be responsible for arranging their own TENs for alcohol and music, where applicable.

Free drinking water will be available from the Sun Inn bar for all attendees.

The organisers will not conduct any food preparation activities, or store or distribute food, other than pre-wrapped snacks.

Stewards will be provided with free hot and cold drinks and snacks.

## **22. Safeguarding children and young people**

There are no planned activities where children or vulnerable people would be alone or in the care of event organisers or stewards. In the event of a lost child or a vulnerable person needing assistance, details will be logged by the Information Desk Officer, and all reasonable means used to re-unite that person with their carer.

DBS checks are not required for volunteer stewards, but they are advised in advance that they should not volunteer if they have ever had a DBS check declined.

Photographs of children may be taken for event publications and marketing, but only with permission from parents or carers.

### **23. Animal welfare**

There are no planned activities involving animals. Attendees will be free to bring their own assistance dogs or pets with them.

Water bowls will be provided at The Sun Inn for dogs, and will be kept topped-up with fresh drinking water.

There are no other special facilities provided for animals.

### **24. Fireworks**

There are no fireworks.

### **25. Working in a SAG**

The event organisers consider that the SAG process is beneficial for all stakeholders, and endeavour to follow the SAG process.

### **26. Dealing with crime and disorder**

In the history of this event, there has never been a single recorded incident of crime or disorder.

Clearly, the organisers do not wish to be complacent. However, the risk of crime and disorder occurring is currently considered to be low. On-site stewarding will be managed by the event organisers, supported on the Sun Inn site by SIA registered security professionals.

If any serious incidents occur where police presence is urgently required, the organisers will call 999.

### **27. Unmanned aircraft (drones)**

The organisers will try to ensure any unofficial drone flights over the event are conducted safely. An official drone flight may be commissioned by the organisers, to be planned and operated by a professional filmmaker who is separately certified and insured.

If any members of the public are observed flying drones over the heads of event attendees, the organisers may politely ask them to cease, dependent on the particular type of drone being used and the applicable licensing conditions. If it is considered that there is a risk to safety, and the drone operator will not cease on request, then the event organisers may request police support.

### **28. Working with the Police and W&F Traffic Enforcement Officers**

The event organisers are responsible for public safety at the event.

If an incident occurs where police support is required, the organisers will endeavour to channel such requests and communications via the Information Desk Officer. The Information Desk Officer will maintain records of any incidents that cause or may lead to police involvement, and will share details with the police as appropriate.



If support is required with enforcing the event road closure and associated parking restrictions, the organisers will request support from Officers of W&F Council.

### **29. Staff welfare**

There are no paid staff. Volunteer stewards must be aged 16 and over.

The Information Desk Officer will maintain a register of which volunteers are on site, and where they are deployed.

The Information Desk Officer is responsible for briefing volunteers, and for ensuring that they are appropriately deployed and safeguarded. Volunteers will be entitled to at least one 30-minute rest break per shift, with free beverages and snacks provided.

All volunteers will be provided with blue hi-viz vests, and access to toilet facilities, drinks, etc.

All volunteers are covered by event insurance.

### **30. Coping with the weather**

The event occurs at a time of year when extreme weather is relatively unlikely. Nevertheless, the organisers will monitor the weather forecasts, and in particular monitor any warnings of severe weather. The most likely weather-related risks are high winds and/or heavy rain. Any temporary structures will be weighted and secured at the time of erection, so that additional securing measures should not be necessary in the event of bad weather. Nevertheless, if winds gust above 25mph, then it may be necessary to install further protection, and at 50mph, evacuation would be considered.

Stewards will be advised to wear appropriate clothing and footwear.

### **31. Insurance**

The event is insured for public liability (£5 million) and employers' liability (£5 million to £10 million, depending on the specific type of incident).

### **32. Accessibility**

The entire event, with the sole exception of the Sun Inn function room, takes place at ground level. Viewing positions for attendees in wheelchairs will be provided. A minimum width of 1.5 metres will be maintained on external walkways throughout the site.

It is recognised that many people have hidden disabilities, such as sight or hearing impairment, and stewards will be briefed to expect this. Assistance dogs are welcome. Stewards will provide reasonable assistance to attendees on request.

### **33. Adventure sport activities**

There are no adventure sport activities.

### **34. Keeping workers and audiences safe from infection**

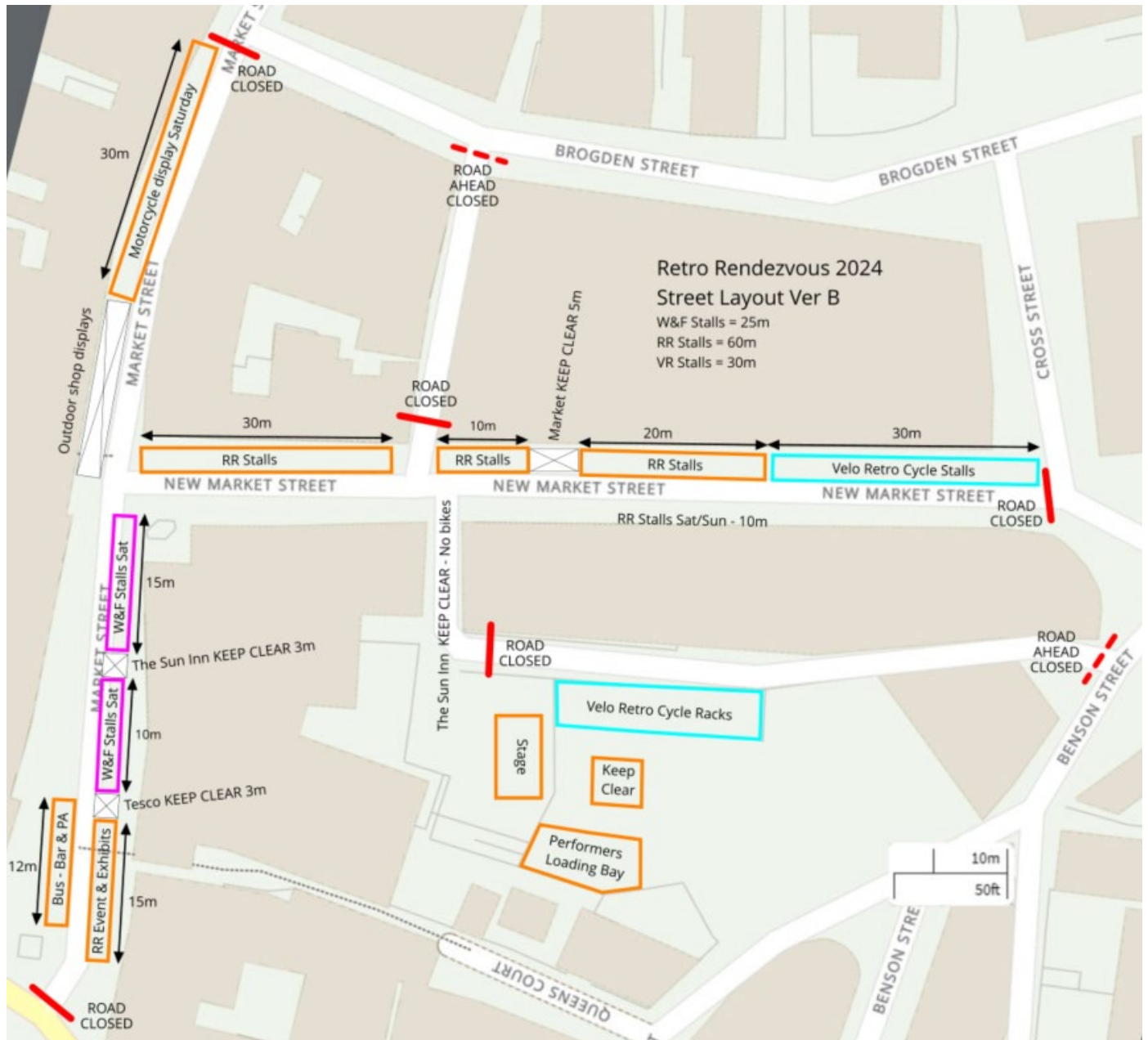
The organisers will follow the latest public health guidance, and the detailed guidance in the Purple Guide, including cleaning of surfaces, good ventilation, and avoiding crowding and pinch points.

# Ulverston Town Centre

## 2024 Event Layout Overview Plan View



# 2024 Event Layout Exhibits Detail Plan View

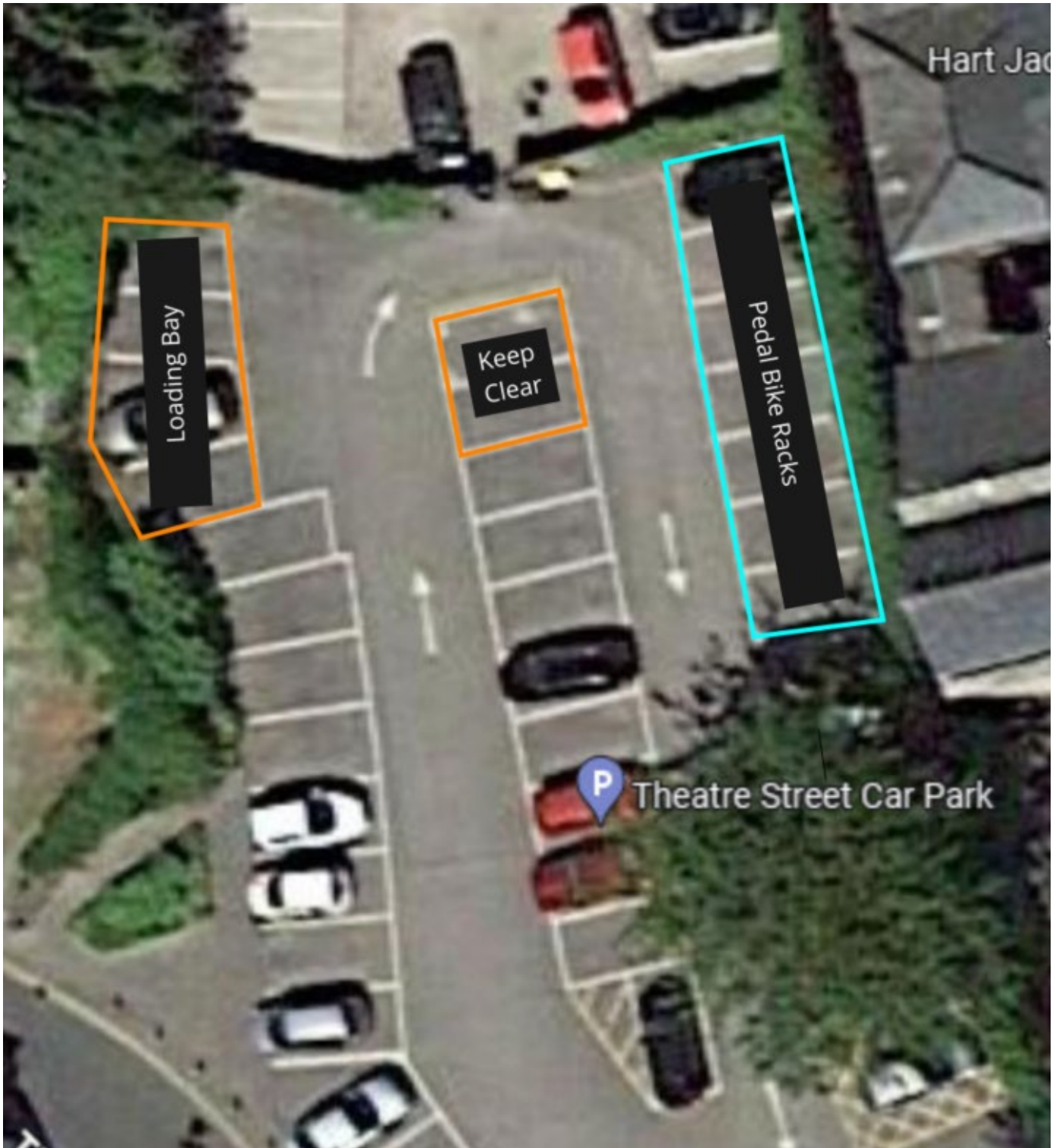


## 2024 Event Layout Theatre Street Elevation





## 2024 Event Layout Theatre Street Plan



## 2024 Event Layout Routes Bus Elevation

