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Plan Production and Control

This plan has been produced by Barbara Trencher of Prince's Charities, the event co-ordinator, on behalf of Burnley Canal Trust.

Section 1 : Mission Statement

It is our intention to provide a canal festival that is free to all visitors whether from Burnley or wider afield.

We aim to provide a full range of traditional activities to be enjoyed by all age groups.

We strive to provide information about the canal and The Weaver's Triangle, the part it played through the years in the development of Burnley and develop pride and respect for canal users, past, present and future.

Section 2 : Event Outline

The Canal Festival intends to introduce Burnley residents to the pleasure that can be found along the length of the canal and to raise awareness of the part the Weaver's Triangle played in the history of the town. We aim to create a positive experience to help boost the economy, raise the profile and develop pride for this famous old Lancashire town.

This year's event will be held on Saturday 29th and Sunday 30th August. It will be based within the car park and premises of The Inn on The Wharf Public House and along the towpath between bridges 130 and 130b.

The official opening will take place at midday on 29th August. Each day the following activities will be available to the public between 11am and 4pm

- Stalls
- Catering concession outlets
- Live music
- Street theatre
- Boat Trips
- Kayaking experience (Outdoor Elements)
- Angling experience (Canal & River Trust)

At 3pm on both days canoe racing will take place between bridges 130a and 130b, this will be organised and run by Outdoor Elements. Prizes awarded for the canoe race and best dressed boat competition at 4pm.

The event will be pre- advertised by, local ILR station 2BR, BBC Radio Lancashire, Marketing Lancashire and by banners, posters and leaflets around the town.

In 2014 it was estimated that 5000 visitors attended the 3 day event. The 2015 Festival takes place over 2 days, therefore it is estimated that 3500 people will attend.

Section 3 : Plan, Aims and Objectives

This plan aims to provide a complete event document in order that all of the individual agencies and organisations who will be participating in the event clearly understand both their own roles and how these roles interact with other contributors.

The Plans main objectives are:

- to provide a successful, safe, enjoyable event
- to consider and plan for possible problems
- to identify trigger points for implementation of emergency procedures

Section 4 : Event Management Structure

- Event Manager
- Site Manager and Deputy Event Manager
- Stewarding Coordinator
- Safety Officer
- Medical and First Aid Provision

Major Incident Emergency Management Team

- Event manager
- Site Manager and Deputy Event Manager
- Stewarding Team

Section 5 : Emergency Procedures

If the event management team consider that an emergency is to be declared instructions will be given to the Festival visitors by the Event Manager using the PA system or a megaphone.

Section 6 : Evacuation Procedures

If the Major Incident Emergency Management Team decide that a controlled evacuation of the main event area is required then the following procedure will apply;

- Stewards take positions
- On stage announcement made by the event manager
- Power shut down by landlord of Inn on the Wharf

Section 7 : Severe Weather and Event Cancellation

The Met office forecast will be consulted 7 days before the event to check on potential weather problems. The Event manager will consult with the organising committee to discuss the options should inclement weather become a possibility. The Event Manager will take ultimate responsibility for deciding if the event should not go ahead because of adverse weather conditions.

Section 8 : First Aid

The Purple Guide suggests a minimum of 4 First Aid staff present for this event.

Cover will be provided between 1000 and 1600 each of the three days by a minimum of 2 first aid trained employees of Canal and River Trust and 2 employees of Outdoor Elements.

First Aid Reception

An easily identified "First Aid Point" will be set up in the car park and be manned by a steward at all times. All first aiders and the Event Management Team will be contactable by mobile phone. A private treatment area will be set up inside the First Aid Point.

Section 9 : Fire Precautions and Equipment

Performance Area

two water type extinguishers, one dry powder extinguisher on each side of the stage,
one light duty fire blanket

The Event management team will ensure that the stewards are fully conversant with the relevant fire and safety procedures for any events that may occur across the site.

Section 10 : Communications

The event management team stewards, first aid and event staff will have access to either hand held radios or mobile phones.

The stage PA will be used for safety announcements and may be used for emergency announcements if needed. A back-up system utilising a battery powered megaphone will be used if the main pa system fails.

Section 11 : Waste Management

Additional rubbish bins will be provided outside The Inn on The Wharf and along the towpath

The event area will be inspected before and after the event and large litter items will be removed.

Concession holders will be responsible for the removal of their own waste.

Section 12 : Toilets

No additional toilets will be brought in for the event. Toilets are available inside the Inn on the Wharf Public House

Section 13 : Catering

Catering concessions will be available within the event site

Section 14 : Lighting

All activity will be taking place during daylight hours

Section 15 : Noise Management Policy

Due to the low number of private residencies in the town centre, and the timing of the event (when most businesses will be closed), it is anticipated there will be a minimal noise pollution effect.

Section 16 : Lost Children Policy

There will be a Lost Children Point Located with the First Aid Point which will be well sign posted.

Any lost children will be cared for at this location by the Event Manager, who is CRB cleared.

As recommended in the Purple Guide we will not give out personal details of any lost child over the PS system.

In the event of a child been notified as lost, a pre determined code word announced over the PA system and contact by mobile will notify stewards to take up pre ordained position which will secure the site. Stewards will be briefed on this procedure in advance of the festival

Appendix A : Event Programme

29th August

- 09:00 - Arrival of catering concessions and stall holders
- Preparation of First Aid area
- 11:00 - Opening of concessions, stalls, live music, kayak and angling activities
- 12:00 - Official Opening
- 15:00 - Canoe Race
- 16:00 - Prize giving

Event closes

30th August

- 09:00 - Arrival of catering concessions and stall holders
- 11:00 - Opening of concessions, stalls, live music, kayak and angling activities
- 15:00 - Canoe Race
- 16:00 - Prize giving

Event closes

Appendix B : Roles and Responsibilities

The event committee will be as described in Section 3

Roles and responsibilities for the organisations taking part are as follows:

Activity	Organisation	Key Contact
Event Co-ordination and Liaison	Burnley Canal Trust	Barbara Trencher
Event Management (General)	Burnley Canal Trust	Lisa Walmsley
First Aid Provision	Canal & River Trust	Chantelle Seaborn
Event Safety Officer	Burnley Canal Trust	Mick Walmsley
Lost Children Provision	Event Manager	Peter Lee
Supply and supervision of concessions	Burnley Canal Trust	Peter Lee
Event Host	Burnley Canal Trust	Barbara Trencher
Entertainment	Burnley Canal Trust	Peter Lee
Policing of Public Areas	Burnley Canal Trust	Barbara Trencher

Appendix C : Risk Assessment

See separate document