

# The Military Vehicle Trust



## Events Guidance Template And Risk Management Policy

[\[Please enter event location details\]](#)

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# 1. Introduction

This template provides guidance notes for event organisers and will help you develop a detailed event management plan.

To use the template, save a new version and complete the sections in blue that apply to your event. Not all sections will apply to all events – you will need to decide which are relevant to your event. Once you have completed the template, you can delete the guidance text.

Our online event guidance includes information that will be useful when preparing your event management plan. Please take time to read this. You may also find the Purple Guide helpful (see: <https://www.thepurpleguide.co.uk>), as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, sanitary facilities and more.

You will need to provide risk assessments for ALL activity and equipment providers. Public liability insurance is provided by the Military Vehicle Trust upon approval of your event management plan.

You should complete your event management plan at least 3 months before your event to allow time for things like licences to be issued, building inspections to take place, road closures to be organised and public liability insurance to be issued. The more notice you can give, the better. As a general rule:

- For events with up to 1,000 people, you need to give 3 months’ notice.
- For events with 1,000 – 5,000 people, you need to give 6 months’ notice.
- For events with over 5,000 people, you need to give 12 months’ notice.

When you submit your event management plan, we will tell you if you need to attend a Military Vehicle trust Events Advisory Group meeting to discuss the event and answer any questions.

# 2. Logistics

**Venue:**

**Event Dates /**

**Times:** [Day / Date & Time]

[Day / Date & Time]

[Day / Date & Time]

**Event Set Up:**

[From and To dates]

Overnight security on site Y/N

[From and To dates]

**Set up completed**

**by:**

[Day / Date & Time]

### **3. Areas of Responsibility**

Please note the following management areas of responsibility, any problems relating to specific areas should be reported to the appropriate person:

General and Safety – [Name(s)]

Event Manager – [Name(s)]

Technical Manager – [Name(s)]

Site Manager – [Name(s)]

Caterers and Traders – [Name(s)]

Accessibility Manager – [Name(s)]

Finance – [Name(s)]

Main Display Area Manager – [Name(s)]

Second Display Area Manager – [Name(s)]

Arena Manager – [Name(s)]

Beer Tent – [Name(s)]

Event Tent – [Name(s)]

Artist Liaison – [Name(s)]

Merchandising – [Name(s)]

Box Office – [Name(s)]

Wristband Exchange – [Name(s)]

Marketing Coordinator – [Name(s)]

Press – [Name(s)]

Guest Co-Ordinator – [Name(s)]

Steward / Volunteer Co-Ordinator – [Name(s)]

VIP / Corporate Liaison – [Name(s)]

Campsite Manager – [Name(s)]

Recycling and waste removal – [Name(s)]

## 4. Team Contacts

Event Manager Mobile - [Enter Mobile Number(s)]

Admin Mobile – [Enter Mobile Number(s)]

Name	Organisation	Role	Phone	Email
		General	1234567891 0	
		Caterers and Traders		
		Site Mgr		
		Event Manager		
		Artist Liaison		
		Box Office		
		Wristbands		
		Marketing		
		Steward Coordinator & Merch		
		Main Display Area		
		Arena		
		Bars		
		Accessibility Manager		
		Security		
		Beer Tent		
		Event Tent		
		Misc Workshops		
	Main Police Force Details	Police		
	Local to event	Police support officer		
	Fire and Rescue Service	Fire Safety Enforcement Officer		
		Emergency PA system		

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Name	Organisation	Role	Phone	Email
	Local Council	Food Safety		
	Local Council	Noise & pollution		
	Local Council	Water supply		
	Local Council	Licensing		
	Local Council	Health & safety		
	MVT Emergency	Contact number for on site residents		
		Campsite Manager		
		Bar deliveries		
		Site Manager		
		Second Display Area Manager		
		VIP and Sponsor Manager		
		Press Coordinator		
		Recycling and removal of waste		

**Please see the separate “Event Information” document for names / contacts for all performers, DJ’s, retail, workshops etc. Separate catering document has contacts for caterers and retail.**

## **5. Introduction**

Taking place in [\[enter site description\]](#) helps to raise the profile of The Military Vehicle Trust and boost the local economy. The event is conducted within the limitations of the Premises License held by [\[enter details\]](#) for activities on the [\[enter details\]](#).

The event is organised by The Military Vehicle Trust (Registered Company Number: 02226906 (England and Wales) - Registered Charity Number: 327768) in partnership with [\[delete or enter the names of all the partners\]](#). To ensure the safety of our more vulnerable visitors, we have employed an accessibility manager who will look after the needs of those with access issues.

This document is written to ensure the safe management of [\[enter the event name\]](#) - it outlines the safety policies and procedures to be implemented in the build-up, during and get out of the event. We are working closely with the counter terrorism unit to make sure the event, volunteers and visitors remain safe.

## **6. Aims**

The Military Vehicle Trust runs events primarily to further its charitable purpose of ***restoring and preserving military vehicles of historical interest by encouraging the appearance of historic military vehicles at public events and shows for the provision and stimulation of information, education and interest in such vehicles.***

We aim to use our events to raise the profile of [enter location] and surrounding areas, celebrate its heritage; introduce the residents & visitors to historical displays, period dance and music, informative talks and re-enactments, all involving historic military vehicles, equipment and memorabilia from around the region, nationally and internationally.

The [X]-day event will start on [enter all Days and each days Start and Finish times]. Events are family orientated and our target audience is 30 – 55+ and families, with facilities to accommodate, educate and entertain those visitors. The focus is very much on working with local businesses to ensure that the event profiles local food and drink alongside the displays, talks, music, family activities & workshops. We have a capacity of up to [enter capacity numbers] each day. The anticipated attendances are [enter planned attendance numbers for each day of the event].

## **7. Venue Information / Layout**

[Include and reference a venue plan] Please note the enclosed venue plan, we will be using the following areas and will be providing appropriate security / staff to manage these areas: [enter details of key locations, ensure the site is wheelchair friendly and there are facilities for baby changing and breast feeding]

- **Car Parking** for nominated members of staff [describe facilities and locations]
- **Main access** to the event, which will house the bag check area [if required include details of wristband exchange, collection of entry fee, etc.]. As required a Marquee will be rigged with channelled crowd control barrier / trestle tables. The channels will be expanded at peak times to allow easier flow through to the main site and reduce crowds. [If required enter details of volunteers deal with ticket exchange and ticket checks, which give admission to the site. Advise how those without tickets will be helped, for example, directed to a ticket office. If people and vehicles can not be segregated, detail how to slow oncoming traffic and block vehicle movement at peak times, detail how to block the path of anyone with a vehicle trying to enter without permission]
- **Ticket office** [describe the facilities, e.g. Porta Cabin and its location].
- **Reserved Parking** [describe facilities and locations for event areas including generators, tour buses, essential staff parking, loading area and the event office. Detail controls where entrance is strictly for authorized staff, managers, artists and main crew]
- **Parking for the disabled** [describe facilities and locations]
- **Public Parking** [describe facilities and locations]
- **Toilets** [describe facilities and locations]
- **First Aid** [describe facilities and locations]
- **Recycling and Waste Disposal** [describe facilities and locations]

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- **Main Display Area** [describe how this area will be used and managed. Include the dimensions of any structures and equipment and how they will be used. Explain controls for access and egress, use of fencing, crowd control barriers, wheelchair users, etc.]
- **Second Display Area** [describe how this area will be used and managed. Include the dimensions of any structures and equipment and how they will be used. Explain controls for access and egress, use of fencing, crowd control barriers, wheelchair users, etc.]
- **Arena** [describe how this area will be used and managed. Explain controls for access and egress of vehicles, re-enactors, use of fencing, crowd control barriers, etc.]
- **Marquees for Workshop / Bar / VIP / Other** [describe how they will be used and managed. Include the dimensions of any structures and equipment and how they will be used. Explain controls for access and egress, use of fencing, crowd control barriers, wheelchair users, include facilities for baby changing and breast-feeding.]
- **Catering Concessions** [All caterers should be instructed to remove their own oil from site. All caterers will need access to water and should provide their own receptacles to transport water. Caterers & their staff must be allowed access to the toilets and have access to hot running water & soap. Detail Names / Days and Times when caterers will be arriving].
- **Retail Concessions** [All traders should be instructed to remove their own unrecyclable waste from site. Traders & their staff should only require access to the public toilets. Detail Names / Days and Times, traders will be arriving]

All catering and retail stands to confirm and evidence up to £5million public liability insurance and that they will provide their own fire extinguishers and first aid kit and comply with all environmental health legislation. No glass will be permitted; all drinks must be served in plastic cups.

Confirmed caterers are as follows:

Organisation Name	Description

Alcohol sales on site will be managed by [name(s)] and will operate a challenge 25 policy.



**Concessions & Retail** – There will be a number of small gazebos situated around the site. These will be used for retailers, our sponsors, merchandise, face painting etc. All marquees/gazebos will be secured to the ground.

Confirmed retail concessions are as follows:

Organisation Name	Description

**Seating** – some seating will be placed near to the bar/ catering areas comprising of picnic style benches, deckchairs and accessible seating. There will be a raised platform for viewing of the main stage.

## 8. Emergency Plans & Evacuation Procedure

This plan is intended to enable a safe evacuation of all the buildings, temporary structures and the site as a whole if necessary. It covers, the alarm systems and responses to them and conveying the plans to the people who will require them.

Fire and Emergency procedures will be disseminated to all contractors before arrival on site. All stewards and staff will receive training on emergency procedures, covering the site plans, location of fire points and relevant fire safety equipment on site. The Access Manager will ensure visitors with access requirements are briefed on emergency plan and accounted for in evacuation.

Evacuation assembly points are located away from incoming emergency vehicles:

**Raising the alarm in case of:**

- Fire – location of nearest fire equipment
- Collapse of Structure
- Lost Child – see safeguarding and child welfare
- Medical Emergency – see first aid procedure
- Terrorist attack – see response procedure

**Emergency phone/communication procedures**

Should an emergency be identified by or reported to a steward:

Steward to contact security who will then contact site office via radio (if radio fails via mobile phone). Information required, location of emergency, size and scale of emergency.

Site Manager will be informed and will assess whether evacuation procedures are required and whether to evacuate an area or the whole site. Senior Managers [names] to then be informed and make decision

Site Manager to use radios to notify all stewards to implement required evacuation procedure. Then use the emergency PA announcement system to notify visitors. Stewards to be aware of the possibility of deaf or disabled visitors who may require notification or assistance in order to evacuate the site.

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Site Manager to notify emergency services and to send a team steward to the main entrance with a map of the site indicating the Issue Area - to greet emergency services and direct them. Steward to wait at point of issue if appropriate.

**Part Evacuation** – Incident-requiring evacuation in one Zone move visitors to alternative zone.

Zone 1 – [\[name and describe the area\]](#)

Zone 2 - [\[name and describe the area\]](#)

Zone 3 - [\[name and describe the area\]](#)

**Full site evacuation** – see site plans for evacuation routes. Visitors will be directed off the roads so that emergency vehicles have a clear access route to any point of issue. The main access road to and from the site is to be kept clear at all times in case of emergency.

First aid is situated in the ambulance to the [\[name and describe the area\]](#).

### **Emergency Contact Details:**

Fire Dept 999

[\[enter the phone number and address of the local fire station\]](#)

Police 999

Non-emergency number 101

### **Nearest hospital:**

Ambulance 999

Nearest A&E department is at [\[enter address and contact details\]](#)

Telephone:

## **9. First Aid**

First Aid kits will be available in event office and volunteer room from set up. During set up [\[name\(s\)\]](#) will provide a first aid kit and all on site will be made aware of trained appointed first aiders including [\[names\(s\)\]](#).

In addition, contractors will have an appointed first aider.

The medical provider for the event is [\[name\]](#) who will provide all equipment and staff for the event. They will be on site from [\[details days and times\]](#).

The medical provider will be responsible for removing all medical waste from site.

A designated emergency vehicle space will be kept next to the First Aid point.

The first aid point on site will be near to [\[describe the location\]](#) and will be provided with power and fresh water.

### **Nearest hospital:**

Ambulance 999

Nearest A&E department is at [\[enter address and contact details\]](#)

Telephone:

# 10. Terrorism Response Procedure

The Military Vehicle Trust is committed to identifying weaknesses and proactively works towards improved security culture within its events. We monitor and evaluate the national threat levels at the time of an event and consider the broad nature of the threat combined with specific business and geographical vulnerabilities and judgements on acceptable risk. The following is intended as a guide to appropriate actions:

Threat Level	Meaning	Event Action
LOW	An attack is highly unlikely	Continue
MODERATE	An attack is possible, but not likely	Continue
SUBSTANTIAL	An attack is likely	Review with the appropriate authorities and take advice to Continue or Cancel the event
SEVERE	An attack is highly likely	
CRITICAL	An attack is highly likely in the near future	

Given the nature of our events we maintain security procedures that will help keep the main event site sterile. All staff, volunteers and general public will be searched before entering the site and are asked to keep their belongings with them at all times.

**Contact 999 for imminent threat**

**Contact the anti-terrorist hotline to report suspicious activity 0800 789321.**

### Suspicious items

When dealing with suspicious items:

- Do not touch
- Try and identify an owner in the immediate area.
- If you still think it’s suspicious, don’t feel embarrassed or think somebody else will report it.
- Report it to a member of security
- Do not use mobiles in the vicinity
- Move away to a safe distance - even for a small item such as a briefcase move at least 100m away
- When dealing with suspicious items apply the 4 Cs confirm, clear, communicate AND control

The HOT protocol may be used to inform your judgement:

- Is it Hidden?
- Has the item been deliberately concealed or is it obviously hidden from view?
- obviously suspicious?
- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?
- Is the item typical of what you would expect to find in this location?

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- Most lost property is found in locations where people congregate. Ask if anyone has left the item.
- If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures.
- Communicate – call 999. Inform security staff
- Do not use radios within 15 metres.

There are a number of options for emergency response including:

- a full site evacuation
- a phased evacuation (consider if you require dedicated searchers to remain)
- partial or evacuation by zone
- a directional evacuation, in which staff, contractors and visitors are directed to exits and routes
- an evacuation to safer areas, including protected space(s), if available
- a partial evacuation
- no action is required (a decision is made not to evacuate or invacuate)
- lockdown

The site manager and senior management staff will take this decision following intelligence.

### **Firearms and weapons attack**

#### **Run, hide, tell – stay safe.**

##### **Run**

- Escape if you can
- Consider the safest options
- Is there a safe route? Run if not hide
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

##### **Hide**

- If you cannot run, hide
- Find cover from gun fire
- If you can see the attacker, they may be able to see you. Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gun re e.g. substantial brickwork/heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock/barricade yourself in
- Move away from the door

## **Tell**

Call 999 – What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker:

- Location – Where are the suspects?
- Direction – Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

## **11. Power & Lighting**

The event organisers / [Company Name] will be installing generators at the following locations:

- [Detail each location]

Additional floodlighting will be installed as required to satisfy health and safety requirements on service road, by toilets etc.

## **12. Waste Management & Recycling**

The event organisers have contracted [Company Name] to manage waste collection from the site and recycle waste off site.

[Describe locations of skips and litter bins]

Volunteers will be responsible for litter picking throughout the event, they will be provided with litter picking equipment, sacks, gloves, standard handled extension grabber tools, etc. Full sacks will be taken to the skips.

[Describe access requirements and arrangements, days and times for collecting and dropping off skips].

## **13. Sales of Alcohol**

Tap water must be given free if requested.

For licensing reasons all drinks (regardless of whether consumed in or off site) must be served in plastic glasses, no glass can be served so all bottles must be decanted into plastics.

## **14. The Licence**

The venue is licensed to [enter capacity number] capacity on [enter days and times]. Last orders will be at the bars at [enter time]. All bars will operate a challenge 25 policy.

## **15. Security / Stewarding**

The event organisers have contracted with [Company Name] to provide professional stewarding at the event. They will have uniformed stewards and officers including Security Industry Authority (SIA) accredited staff on the site during all hours of operation while the public are present. They will also be providing 24-hour security for the site at all times from [enter date and times].

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We have approximately [xxx] volunteers who will be assisting throughout the weekend; all volunteers have received training, will be wearing high visibility waistcoats.

The event organisers have hired barriers and we will use these around site to restrict access as required and ensure crowd safety.

As large crowds are exiting in the evening, we will utilise stewards, as required to operate a hold and release process to slow down the pedestrian flow.

## **16. Volunteers**

There will be approximately [xxx] volunteers over the course of the event. All volunteers will receive a high visibility waistcoat to wear. All volunteers on arrival must report to the event office to receive their passes then to the volunteer room to sign in. All volunteers must sign out at the end of their shift.

See volunteer rota as separate document. [Name and contact number] is the contact for all volunteers.

## **17. Internet Access**

Installed by [Company Name and the where the signal will originate].

There will be public wifi [name the provider] available to visitors across the site (and the data collated will be for use by The Military Vehicle Trust).

There will be an event wifi, which will be password protected and for event staff use only.

[Detail any requirements for wired and wireless connections to computers, including back up arrangement, etc.].

We request other people on site not to set up their own Wi-Fi hubs as this can interfere with the site Wi-Fi.

## **18. Radio Communication**

We have arranged for [enter the number] 3-channel radios from [Company Name]. These are to be dropped off [enter date and time] and returned on (or before) [enter date and time]. These will be signed in and out of the event management office. Radio training will be given and volunteers will be allotted the channel to use on site according to their role.

The event office will be manned at all times and will contain the emergency contact number for artists and public.

## **19. Sanitary Facilities**

The event organisers have arranged for [enter the number] portaloos plus [enter the number] disabled portaloos to be delivered [enter date and time]. [detail locations and numbers in each location]. The toilets will be cleaned and emptied on a daily basis.

Showers will be provided for the exclusive contractors and we have arranged for [enter the number] showers plus [enter the number] disabled showers to be delivered [enter date and time]. [detail locations and numbers in each location]. The showers will be cleaned and emptied on a daily basis.

## **20. Police**

The police will have presence throughout the event (subject to resource prioritisation). Please see contact sheet for Police contacts.

## **21. Health & Safety & Environmental Health**

The event organisers will work to Health & Safety guidance produced for the event and Military Vehicle Trust's own procedures. Other organisations at the event are responsible for the health and safety of their staff and / or volunteers and should create risk assessments and evacuation plans specifically for their staff and / or volunteers. Protocol will be coordinated across all parties by the Site Manager and the Accident and Near Miss record books will be held in the Event Office [\[describe the location of the Event Office\]](#).

The event organisers are in liaison with Environmental Health, who will be in attendance on [\[name the day\]](#) for final food checks and over the duration of the event to check for potential noise pollution.

In the event of any concerns over health & safety, radio contact or phone contact should be made with the Site Manager.

## **22. Noise Pollution**

Local residents will be informed by letter at least one week before the event with the emergency contact number enclosed in the unlikely event of any complaints.

The programme is intended to attract a responsible audience including family activities. Recommended legal guidelines will be adhered to. All amplified music to be curtailed by [\[detail days and times\]](#).

## **23. Crew Catering**

[\[Describe the location for crew catering and tea & coffee making facilities\]](#). Volunteers will manage crew and volunteer lunchtime catering and evening meals will be provided by [\[delete if not required or describe arrangements including any voucher system\]](#).

## **24. Public Information, Safeguarding & Child Welfare**

The Information Point will be [\[describe facilities and location\]](#). This will also be the found child point. **This stand will be crewed at all times during the event.**

There is no provision for children to be left unattended at the event and parents/carers are made aware in advance that they remain responsible for their child at all times. Programming is designed for the whole family, staff and volunteers at the event cannot take responsibility for any children during the event.

Found Children will be directed to the Information Point [\[describe facilities and location\]](#) - see map. All children will be wearing a wristband with a contact number in case of emergencies. Any found children will be referred to the accessibility manager who is responsible for safeguarding.

### **Notes:**

- Always ensure there are at least two adults that have the appropriate Disclosure and Barring Service (DBS) checks in place looking after any lost children.

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- Children should not be left with just one adult.
- All incidents need be logged and all details are recorded.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.
- Contact the police if the child is reluctant to go with the parent or guardian.

## **25. Press & PR**

All press and PR is being managed on site by [Name and / or company] and supported by a nominated representative from The Military Vehicle Trust.

## **26. Transport & Parking**

- Detail public car parking and arrangements for blue badge holders.
- Advise visitors of how to travel to the event by public transport.
- Detail recommended pick-up points for private taxis, etc.
- Detail security arrangements for pedestrian management measures planned for key points of public entry and exit.
- Detail any road closures planned for the duration of the event.
- Detail any additional precautions that will be taken as visitors leave the site at the end of the day.

## **27. Provision for Additional Needs / Access**

**Toilets:** There is provision of at least one accessible toilet at each main toilet block within the site.

**Accessible Parking:** There is provision of a blue-badge parking area in [describe the location]. To reserve an accessible parking space [as required, describe arrangements. For example, “an access requirements form must be completed and blue badges displayed in cars upon arrival and throughout”].

**Access around the site:** [Describe access around the site. For example, “Although the event is on a green field site, there are hard standing paths around the perimeter. There are marquees but the event is mainly an open-air event, so weather and ground conditions off the paths may be variable”].

## **28. Wristbands & Lanyards**

### **Public**

[Describe the wristband colour and its purpose for each day, For example, Friday – Orange for under 18s, Red for Adults. Saturday – Green for under 18s, Purple for Adults, Sunday/Weekend – Silver for under 18s, Pink for Adults].

**IMPORTANT!** The under 18s wristband MUST have a provision for parent’s to write their contact information on the wristband.

### **Contractors - Staff & Volunteers**

[Describe the wristband colour and its purpose for each day, For example, event staff – Black,



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plus lanyard. Volunteers / Catering / Retail – Sky Blue, Press – general admission wristbands with lanyard. VIPs gold wristband in addition to general admission wristband, etc.].

Detail below a colour image for each wristband type and it's purpose – include details of any security seal used to secure the band

Friday Adult - red



VIP - gold



[Please consider if Military Vehicle Trust members should also be able to gain access to the VIP area with their member card].

## 29. Event Schedule

[Please enter details of times and activities for each day – from the first person on site to initiate set up to the last person off site when the site has been cleared].

## 30. Site Map & Further Information

We thank you for your involvement and if we can be of any further assistance or if you have any queries then please do not hesitate to contact [\[enter Name\(s\)\]](#).

[Include a site map detailing access and egress, display areas, the location (plot) of traders and caterers, etc. Please complete the table below.].

Plot No.	Description	Size Req	Power Req	Position

## **31. Pets**

Pets **are [are not]** welcome, dogs must be kept on a lead at all times and owners must clear up after their pet. Animals must never be left in warm vehicles, campers or enclosed spaces on a hot day.

## **32. Vehicles and Movement of Vehicles**

### **Vehicle Condition and Display**

Vehicles that are driven on the event site must be maintained in a legal, safe & roadworthy condition.

Stationary display vehicles **MUST** be in a safe condition and consideration given for any substances that may be harmful to health. All vehicles (except motorbikes) **MUST** be disabled, to prevent them from being started. They **MUST** be chocked, to prevent any unexpected movement and chocks **MUST** be placed to stop movement of the vehicle in both the forward and reverse directions.

### **Vehicle Insurance**

Vehicles **MUST** be fully insured if they are to be driven on the event site.

Drivers, who are not the owner of the vehicle they are driving, **MUST** have the permission of the vehicle owner and be fully insured to drive.

Drivers and vehicles **MUST** carry and be able to supply on request a suitable valid motor insurance policy.

### **Driver Qualification**

Drivers must have a valid current full European driving licence for the correct class of vehicle they are driving.

Drivers must be familiar with the vehicle, especially when driving around public areas of the event site.

Children and / or non-license holders **MUST NEVER** be in charge, or control, of a vehicle.

### **Vehicle Movement**

In accordance with the Road Traffic Act, vehicles **MUST NOT** be driven if the driver is under the influence of alcohol or drugs.

Drivers **MUST** abide by the event site speed limit. Headlamps should be switch on and horn warnings given where required.

Drivers must ensure that any projections outside the normal overall width, length and height of their vehicle, such as whip aerials or ring-mounted machine-guns, are properly secured before moving off, especially when moving through crowds or in areas with overhead cables

Vehicles **MUST NOT** move through crowds, unless absolutely necessary. Where movement of a vehicle is necessary, trained marshals and the people that know the vehicle, should walk ahead and to the sides & rear of the vehicle. Marshals **MUST** wear high visibility vests and give verbal warnings to make everyone in the immediate area aware that the vehicle is moving. The use of a horn or siren to give warnings should be considered and particular attention should be given to the steering of tracked vehicles

If any vehicle has restricted vision a responsible adult, with appropriate knowledge of the vehicle and the confidence to give direction, **MUST** act as vehicle commander. The commander **MUST** be in voice contact with the driver and is in charge of the vehicle. The driver should follow the commander's instructions unless they see a potential risk. It is the commander's responsibility to ensure passenger and public safety, which includes passengers getting on and off the vehicle.

The driver of any vehicle that is able and authorised to deep wade or swim **MUST** provide passengers and crew with life jackets if they take to the water. Prior to going in the water drivers are responsible for, and **MUST** ensure, their vehicle has no oil leaks and there is nothing in or on the vehicle likely to contaminate the water.

### **Passengers**

Passengers **MUST** be correctly seated in the seats fitted to the vehicle and children **MUST** be properly supervised. No passengers or crew are to be carried on the exterior of the vehicle under any circumstances.

There **MUST NOT** be more passengers carried in the vehicle than the number stipulated in the vehicle insurance policy or that driver's license permits.

## **33. Firearms, Explosives & Offensive Weapons Policy**

There must be no discharge of any firearm, barrelled weapon, thunder flash or other explosive device without prior permission of the organisers.

Prior to using any firearms or explosives to make any loud noise, a warning to alert the public **MUST** be given.

Replica and deactivated (not blank firing) guns may be carried during an event provided that they are not loaded, they **MUST NOT** be fitted with a bayonet.

You **MUST NOT** encourage people to handle any firearms or explosives.

You **MUST NOT** leave any firearms or explosives unattended

All weapons **MUST NOT** be used in such a way as to cause anyone to feel threatened.

Deactivated weapons **MUST** be accompanied with their deactivation certificate at all times.

All swords and other bladed weapons are to be used for static display purposes only and they **MUST NOT** be left unattended.

The blades of all swords and other bladed weapons **MUST** be covered whilst on display, for example in a display cabinet and they **MUST** be sheathed whilst in transit, for example, when you are moving around an event.

We recommend that all swords and other bladed weapons are made blunt and that you do not encourage people to handle them.

## **34. Uniforms, Flags & Insignia Display Policy**

In the weeks leading up to an event, each re-enactor organisation will have received information about the conditions for wearing and displaying uniform, flags and insignia. They are required to return a declaration to the event organiser confirming what costumes they will be wearing and that they will comply with the requirements regarding proscribed uniforms, flags and insignia.

### **Restricted Costume**

The use of WW2 German SS uniforms, insignia and flags is not allowed. There must be no display of runes or Skull & Crossbones, or any other items associated with the SS.

For clarity access **WILL NOT** be permitted to the event to any one who are attired as:

- World War II German or Axis forces military officers
- Schutzstaffel staff
- Allgemeine SS forces
- Waffen-SS

Or, who wear any uniform or clothing displaying:

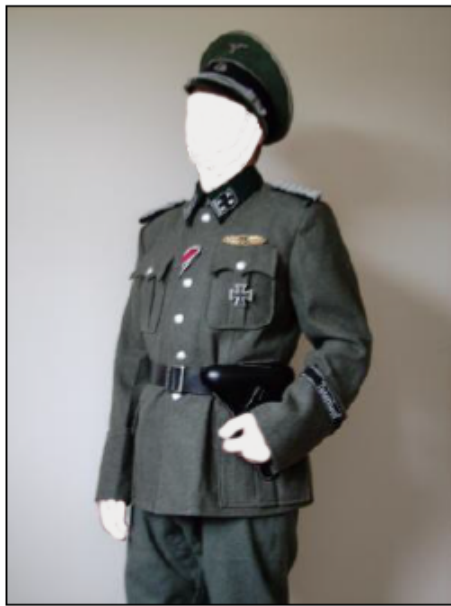
- The Totenkopf (Deaths' Head) symbol
- Red armbands emblazoned with the swastika
- Any overt Nazi insignia

The displaying of flags, banners or other devices depicting the Swastika is **NOT** permitted. Wearing British medal ribbons and ranks, to which the wearer is not entitled, is an offence and should not be worn. Members of The Military Vehicle Trust **MUST NOT** be seen as representing any form of political party.

In addition to the above restrictions the Military Vehicle Trusts "Code of Conduct" applies. Event staff, security and volunteers are instructed on how to deal with any incidents that arise with regard to non-compliance. They are asked to remain vigilant over the course of an event and to politely request those who are suspected of being in breach of requirements to either remove the offending item from view or leave the event. If any disputes arise the matter will be referred to the Event Manager or any event official based in the event office. The decisions of event organisers to remove displays, take down flags or ask for uniforms to be removed from display must be abided by, and is final.

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The following are representations are typical of some of the uniforms and insignia that are prohibited:



SS Officer Uniform



German SS (Schutzstaffel)  
Allgemeine Officer Uniform



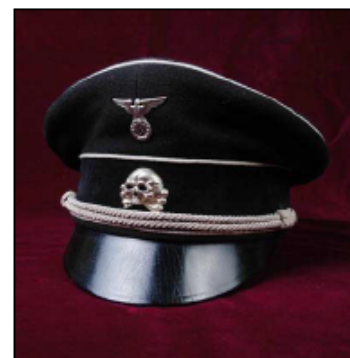
Totenkopf (Deaths'  
Head) symbol



Nazi Flag/Armband



SS (Schutzstaffel Symbol)



Allgemeine Officer Cap  
and Insignia

Permitted uniforms should be worn correctly and in context, they may be worn outside of events to enhance the appearance of vehicles or to promote The Military Vehicle Trust in a positive light.

A complaint from anyone at the event who reports they are offended by any uniforms, displays, flags and insignia (permitted or otherwise) **MUST** be treated with respect and asked to report their complaint to the Event Manager or any event official based in the event office. The decisions of event organisers to remedy any complaint must be abided by, and is final. All complaints **MUST** be reported to the Military Vehicle Trust's General Secretary, who will make an evaluation using the "Risk Register" guidelines.

## 35. Risk Assessment Guidance Document

Event Name	
Date	
Full Venue Address and Postcode	
Expected total Attendance	
Description of event	

<b>SECTION 1 - ORGANISATION</b>		<b>Comments</b>
Are specific responsibilities defined	YES / NO	
Safety Policy	YES / NO	
Safety policy contingency plan	YES / NO	
Training of Marshals	YES / NO	
Define responsibilities of section Marshals	YES / NO	
Issue of hand held radios	YES / NO	
Detailed Emergency Procedures	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

<b>SECTION 2 - MOVING MACHINERY</b>		<b>Comments</b>
Suitable signed enclosures	YES / NO	
Vehicle movement under control of Marshals	YES / NO	
Crowd control barriers	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

Event Guidance Template & Risk Management Policy

<b>SECTION 3 - UNLOADING/LOADING</b>		<b>Comments</b>
Separate enclosure well away from public	YES / NO	
Supervised by responsible person	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

<b>SECTION 4 - ELECTRICITY</b>		<b>Comments</b>
Qualified electrician to supervise site installation	YES / NO	
All electrical equipment tested and certified	YES / NO	
Overhead power lines cables crossing site	YES / NO	
Access roads. Overhead power lines - If in doubt as to height consult local electricity company	YES / NO	
Underground cables on field and access roads consult local electricity company	YES / NO	
Supply of temporary lighting should be 110volts or less	YES / NO	
Transformers and Generators should be fitted with an earth top	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

<b>SECTION 5 - RE-ENACTORS</b>		<b>Comments</b>
Is there a nominated person in charge	YES / NO	
Have an assessment been conducted on the event	YES / NO	
Insurance Certificate Verified	YES / NO	
Is there a detailed plan for any pyro-technics to be used	YES / NO	
Is there a risk assessment	YES / NO	
Is there a plan for misfires	YES / NO	
Is there a clear up plan	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

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<b>SECTION 6 - FAIRGROUND</b>		<b>Comments</b>
Inspect the daily logbook	YES / NO	
Inspect Test Certificate of ride/equipment	YES / NO	
Inspect Insurance Certificate	YES / NO	
Inspect layout for safety	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

<b>SECTION 7 - FIRE</b>		<b>Comments</b>
Telephone available	YES / NO	
Adequate portable fire fighting equipment	YES / NO	
Fire Engine	YES / NO	
Siting of portable power generators and similar Equipment	YES / NO	
Site Fire Plan for Fire Brigade	YES / NO	
Additional Water Supplies	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

<b>SECTION 8 - FIRST AID</b>		<b>Comments</b>
First Aid kit available on event build up and breakdown	YES / NO	
Trained First Aid Team on site for duration of event	YES / NO	
Ambulance on site	YES / NO	
Tent or Caravan available for first aid use	YES / NO	
Doctor on call (excess of 10.000 people on site)	YES / NO	
Marquee considered safe for staff and all actions correct	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	



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<b>SECTION 9 - CATERING &amp; TOILETS</b>		<b>Comments</b>
Caterers meet with local Health & Safety Regulations	YES / NO	
Spot check on competent person(s)	YES / NO	
Provision of hot & cold water	YES / NO	
Adequate toilets including wheelchair accessible toilets	YES / NO	
Toilet cleaning/replacement items	YES / NO	
Sewage disposal	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

<b>SECTION 10 - TRAFFIC</b>		<b>Comments</b>
Speed limit signs	YES / NO	
Control of car parking	YES / NO	
Restriction of movement non entrants	YES / NO	
Arena control	YES / NO	
Controlled entry & exit to site	YES / NO	
Provision of emergency services	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

<b>SECTION 11 - WASTE DISPOSAL</b>		<b>Comments</b>
Adequate refuse containers throughout site	YES / NO	
Bins to be emptied regularly by competent staff	YES / NO	
Adequate protective clothing available	YES / NO	
Off site removal of rubbish by Registered Contractor	YES / NO	
<i>Additional actions/recommendations</i>	YES / NO	

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<b>SECTION 12 - MARQUEES FIRE SAFETY</b>		<b>Comments</b>
Safety policy explained to marquee controller	YES / NO	
Adequate Exits and Emergency Exits	YES / NO	
Escape routes all clear of obstructions	YES / NO	
Signs for Exit, Emergency, Exit, Fire Points	YES / NO	
Sufficient fire fighting equipment	YES / NO	
Marquee controller issued with knife	YES / NO	
Lighting if used at night	YES / NO	
Emergency lighting	YES / NO	
If catering/ bar, rubbish in container away from marquee	YES / NO	
Marquee considered safe for staff and all actions correct		
<i>Additional actions/recommendations</i>		

<b>SECTION 13 - NOTIFICATION</b>		<b>Comments</b>
Police	YES / NO	
Fire Service	YES / NO	
NHS Ambulance Trust	YES / NO	
Local Hospital / Medical Centre	YES / NO	
Any Other	YES / NO	Not applicable - TBA – Show organisers

Additional Information:

## The Military Vehicle Trust - RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>						
<i>Manual handling</i>						
<i>Moving Vehicles and Machinery</i>						
<i>Parked Vehicles</i>						
<i>Fire</i>						

You should review your risk assessment if you think it might no longer be valid, eg following an incident,

For further information and to view example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>