



7th and 9th July 2011

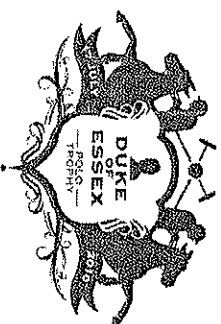
2011

DUKE OF ESSEX POLO CUP

7th and 9th July 2011

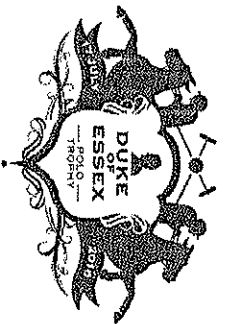
GAYNES PARK ESTATE, EPPING

Event Management Plan



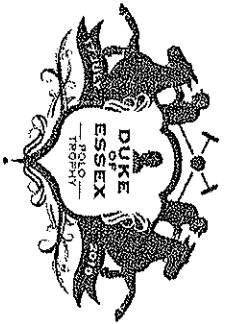
Emergency Evacuation plan

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Contents:

- Introduction
- Key Emergency Contacts
- Emergency Procedure
- Areas of Consideration
- Points of Evacuation
- Possible Emergency Situations
- Specific Details
- Details of Specific Evacuation Procedures



Emergency Evacuation Plan

This Emergency Evacuation plan is being set out for the Duke of Essex Polo Cup Which will take place on ~~17th~~ ^{24th} July 2010 at Gaynes Park Estate, Epping.

24th July 2011

Key Emergency Contacts (In order of contact):

Police / Fire / Ambulance: 999

Lucy Tearle

Event Manager – Media 10 Ltd

Mobile: 07969 252518

Responsibilities: Event Organisation

Kevin Bird

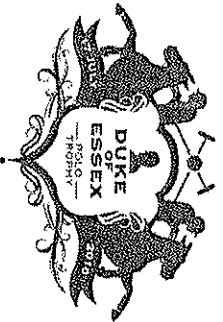
Director of Operations – Gainsborough Event Management Ltd

Mobile:

Responsibilities: Event Site Security

Holly Dodgson

Sales Director – Tapenade Exclusive Cuisine Ltd



Mobile: 07825 911156

Responsibilities: Designated Premises Supervisor (DPS), Garden Beer Tent, VIP Marquees including; area creation, bar management, catering management, staffing, food provision

Richard Morey

Event Director – Media 10 Ltd

Mobile: 07760441749

Responsibilities: Overall Event Responsibility

Carly Devan/ Willow Harley

Features Assistant – Media 10 Ltd

Mobile: 07896548085/07763688489

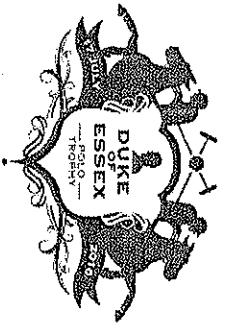
Responsibilities: Health & Safety, Security, Furniture Hire, Marquees

Katie Taaffe

Features Manager – Media 10 Ltd

Mobile: 07775 753523

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Responsibilities: Show Jumping,

Anthony Goodey

Features Assistant – Media 10 Ltd

Mobile: 07929 511836

Responsibilities: Fair and family fun day area

Sgt Kevin Gay

A/Insp 30 – Epping Police

Contact: 0300 333 4444 Ext 28352

Responsibilities: Community Support

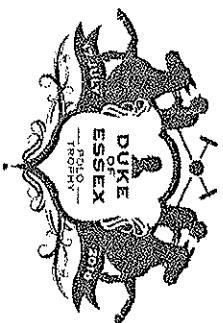
Richie Farrant

Retained Group Commander –Harlow & Epping Community Command

Mobile: 07787571859

Responsibilities: Event Sign off

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Emergency Procedure:

Assess the Situation

If the assistance of authorities is not warranted, assessment is going to be a judgment call best made by the head of the Disaster Team (or by the most senior individual available), based on knowledge and familiarity with the institution's disaster procedures. Remember to be patient. One must respond quickly in a disaster situation, but it is imperative to carefully consider what is about to be done.

Activate the Plan

As soon as possible, refer to the disaster manual. In addition to copies held at the office, it is a good idea for certain staff to keep copies of the disaster manual handy at home, along with the EMERGENCY PHONE ROSTER (Form 11). Once the disaster manual has been acquired, circulate copies to those staff who are likely to be involved in a decision-making capacity.

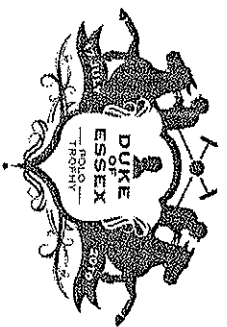
Keep a Detailed Record of the Emergency

Before taking any action, it is recommended that the stricken area be photographed and damage documented for insurance purposes. This should be done before moving and altering anything in the disaster area. Depending on the institution's insurance policy, no action should be taken until a representative of the insurance company has inspected the site and conducted a survey of the damage (if deemed necessary by an insurance agent).

Record events as they happen and carefully note decisions made and actions taken. Document specific times, individuals who assisted in the effort, the amounts of emergency expenditures made (with receipts), and other such details. Photographs and/or a videotape of damage and response efforts can prove very useful. This information will prove invaluable once the emergency has passed and staff is trying to recreate and document the many steps involved in the recovery efforts. Also, they will be especially useful (if not essential) for insurance purposes.

Evacuation

Evacuate the marquee structures completely if a serious disaster occurs during work hours. Attempt to account for all employees, visitors, and other personnel after the evacuation is complete. In the evacuation plan, select a nearby landmark at which to meet for the purposes of



conducting a roll call. In the event of a continuing or spreading emergency, evacuating and accounting for everyone will make dealing with the disaster much easier, as it will permit fire personnel to focus on fighting the fire instead of searching for missing individuals.

To ensure safety, a presiding authority must decide whether it is safe to enter or re-enter the facility. If a disaster occurs after working hours, wait for clearance from the presiding authority before entering the emergency site.

In either of these situations, control access to the facility for both personnel safety and the security of collections. The security of the collections may be compromised either because it is impossible to control access of people into the stricken area, or because it could prove difficult to provide a secure situation for materials once they have been evacuated. In the situation where human safety is in jeopardy, controlling access to the disaster area is even more important. Once emergency personnel have arrived and surveyed the scene, they will be better able to handle access to and from the scene.

Once hazards have been secured, consult with the presiding authorities and decide whether or not the disaster area is safe to enter. After entering and surveying the damage, consult with administration and local safety authorities to decide whether or not the facility can remain open to the public; should it be closed or can work continue with just the disaster area restricted?

Eliminate Hazards

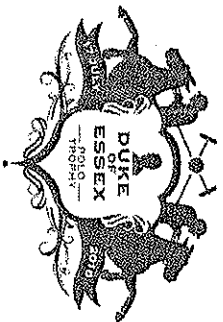
Once the situation has been assessed, eliminate whatever hazards are still present: for instance, in the case of a flood, turn off the power (and work with flashlights); in the case of a pipe leak, turn off the water. Only qualified personnel should perform these tasks. Untrained individuals trying to handle a situation may only make matters worse.

Setting Up a Command Post

Find a safe location adjacent to (but not in) the disaster site as a command post. If possible, already have a location near the institution selected for emergency use. This area should have at least one telephone available. The first order of business should be to call those individuals who have not yet been reached. The Command Post should be used for contacting and coordinating volunteers and communicating with vendors and other external parties. Information and orders for supplies should all come from this one central location.

Insure Communications During the Disaster

In a disaster situation, the clear exchange of information is imperative. Misinformation and conflicting information will result in confusion, which



will in turn slow down reaction time to the disaster at hand. This lost time can be critical. Keep things as centralized and as focused as possible. Another important concept is to maintain continuous communication. If the disaster is large and there is significant coordination to be done, the use of walkie-talkies is a worthwhile consideration. In a smaller disaster situation this probably won't be necessary. In either case, however, it is important to have frequent "progress report" meetings with the various team leaders or supervisors to make certain that all involved understand what is happening with the response and recovery efforts.

Disseminating information is another crucial aspect of disaster response. Information intended for employees and other building occupants should be passed on by their supervisors, by department heads, or other such officials. Communication with emergency personnel should take place only with those in charge of the situation, i.e., the principal members of the Disaster Team or the ranking officers of the institution.

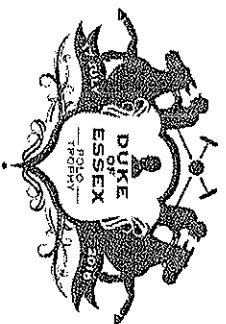
Relaying information to the news and press is a more complex issue. Once official decisions have been reached by the relevant personnel at the institution, and if this information seems worthwhile to the community in general, it is recommended that a designated spokesperson communicate with the press. Identify a liaison or official spokesperson for the institution before a disaster occurs. Prepare a statement about the disaster situation and have the spokesperson present it to representatives of the television, radio, and newspaper press. The benefits of this can be numerous:

1. The spokesperson can present the institution's version of the situation, and work to eliminate or discredit any misinformation about the emergency;
2. Reaching a large audience through the press can facilitate the recruiting of volunteers for the recovery effort; and
3. It can provide a means to request financial donations, through some type of emergency drive or fund-raising activity.

DISASTER RESPONSE

In Case of Fire:

In the event of a major fire, it is *always* safest to first activate a fire alarm, evacuate the building, and then call the fire department rather than trying to put out the fire oneself.



One should attempt to put out a fire only after first sounding an alarm (or otherwise reporting it) and only if the fire is *small and contained*, and a fire extinguisher is in the immediate area. Otherwise, activate a fire alarm and evacuate the building immediately. Once safely outside of the building, contact the proper authorities.

Once on the phone, be ready to provide the following information:

- Name
- Phone number
- Nature of emergency
- Location of emergency (be as specific as possible and be prepared to give directions)
- Size and scope of the problem
- For fires, note any peculiar odors present
- Whether any personal dangers or injuries are present

Some general **Fire Safety** information:

Fire extinguishers come in different sizes but in three basic types:

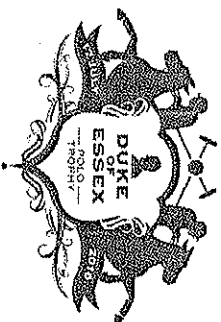
The symbol "A" on extinguishers means it can be used for fires involving wood, paper, cloth, trash, and other ordinary combustibles.

The symbol "B" on extinguishers means it can be used for fires involving gasoline, greases, oil, paints, and other flammable liquids.

The symbol "C" on extinguishers means it can be used for fires involving live flammable gases like Propane, butane, methane.

The symbol "E" on extinguishers means it can be used for fires involving live electrical equipment

If flames are coming from the walls, the ceiling or the floor, evacuate the building and call the fire department from a phone outside the building. If the fire is small and contained (in an appliance or outlet), smother it with a fire extinguisher rated ABC or BC. In the case of an electrical fire, call the Fire Department. **NEVER SPRAY WATER ON AN ELECTRICAL FIRE**; it is likely one could be electrocuted.



After a major fire has been successfully suppressed, shut off the main power supply and have the building inspected by the Fire Department and an electrician before proceeding.

In Case of Water Damage

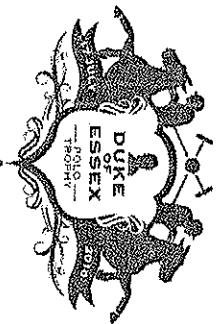
As a general rule of thumb, most water damage is due to leaks, floods, and fire. Fire-related disasters are included here, since after a fire has been suppressed there are usually many water damaged, but salvageable, items.

1) **Protect the materials:** If the disaster is still active, immediately cover shelves and ranges of books with plastic sheeting. Stop the water, then remove books from scene as soon as possible.

2) **Evaluate the damage:** Approximately how many items are damaged? (For a quick estimate for books, multiply the number of shelves affected times 30 books per shelf.) What size area is affected? How bad is the damage? Of the damaged materials, which are the most important items to save? *Note these details in writing.*

3) **Control the environment:** If necessary, secure auxiliary power to accomplish the following:

- Reduce the temperature of the area and increase ventilation in order to decrease the humidity.
- Turn off heat, open doors and windows, and turn on air-conditioning.
 - Use dehumidifiers, if available.
 - In winter months, make sure to protect any exposed interior pipes from freezing.
- Use fans to increase air circulation.
- Remove standing water from the area as soon as possible.
(Wet vacuums are available at Regional Supply Depots.)
- Get carpets as dry as possible; if feasible, remove the wet carpet from the disaster scene.
(Carpets retain moisture and this increases the humidity in the area.)
- Leave fans on 24 hours a day until area and materials are completely dry.
- Use sling psychrometer to monitor temperature and relative humidity.
(They are available at Regional Supply Depots.)



4) **Locate a "Recovery Area"** in which to move and handle damaged materials: a location that is well-lit and has abundant table space for sorting, spreading out and drying materials.

Possible Recovery Areas: 1) _____

2) _____

5) **Secure supplies and equipment** necessary to facilitate the recovery process. Either draw upon what in-house supplies are available.

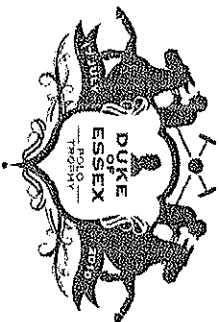
6) **Remove damaged materials from the disaster area.** When moving materials, it is imperative to *minimize the handling of materials.* Convey this important point to all staff and volunteers. Also, remind them that when in doubt about something, *ask before acting.*

Response to Other Threats and Disasters:

Power Outage

In the event of a prolonged power failure, the facility should be evacuated in the best interests of both the staff and patrons [see **EVACUATION PLAN**]. Use flashlights or chemical lightsticks as necessary to assist in the evacuation, and remember to check for individuals trapped in elevators. Once the evacuation is complete, control access to the building and call facilities or maintenance personnel to handle the situation. In consultation with these professionals and with library administrators, decide whether or not normal operations have to be suspended.

Unfortunately, power outages also mean Heating, Ventilating, and Air-Conditioning (or HVAC) system failure. Prolonged HVAC problems during humid or rainy seasons can result in significant variations in interior environmental conditions. This can prove detrimental to library materials due to potential mold outbreaks. If a power outage continues for more than several hours and environmental conditions inside the institution begin to fluctuate, it is worthwhile to consider renting the necessary generator equipment to restore power. Normalizing conditions before the internal environment deteriorates too significantly can eliminate the serious threat of mold infestation in the collections.



Chemical Spills

Does the institution keep any hazardous (flammable or toxic) materials on-site? Examples of such chemicals could include photographic chemicals, cleaning supplies, or chemicals in a conservation lab. Make sure to identify their location and include it on the institutional map and floor plans.

In the case of a minor spill, work to contain the chemical and prevent any further spreading. Apply a spill control agent to absorb or neutralize the spilled chemical. To permit safe removal and disposal, the residue should be placed in a non-combustible container and disposed of by a recognized waste disposal agency.

On the **EMERGENCY NUMBERS FORM**, include the address and phone number of state and local environmental agencies, as well as for the UK Environmental Protection Agency. Call these organizations for more specific advice and assistance in containing or cleaning up chemical spill.

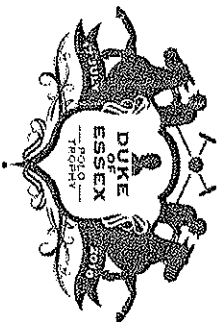
Bomb Threats

If a bomb threat or other threatening call is received at an institution, it should be taken seriously. Do not ignore this potentially hazardous situation. While keeping the caller on the phone as long as possible, silently notify another staff member to contact the director of the institution as well as Security or the Police. The staff member who receives the call should remain calm and try to secure answers to the following questions:

Ask the following questions:

Note the following:

- | | |
|-------------------------------|--|
| When will the bomb explode? | Exact time of the call, and its duration. |
| Where is the bomb? | The exact words used by the caller. |
| When was it planted? | The explicit motive for the threat. |
| What does the bomb look like? | The quality of the caller's voice: |
| What type of bomb is it? | Young or old? Male or female? Any accent? |
| What is caller's name? | Is it a familiar voice? Is caller intoxicated? |
| | Any specific background noises: |



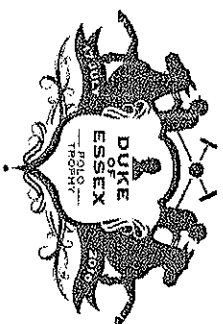
Traffic sounds? Other voices? Music?

Write down these descriptions and any demands made by the caller *immediately after hanging up*. The director of the institution must decide whether or not to evacuate the premises. Considerations should include:

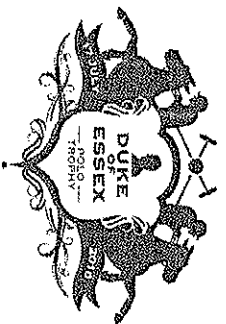
- The accessibility of the building to actual intruders.
- The terminology used in the bomb threat.
- The time of day.
- An awareness of current events.
- The logistical problems of evacuation.
- The means by which the threat was communicated (by mail, hand delivery, or phone?)
- The advice of the police.

If evacuation is necessary, sound the fire alarm and follow the pre-established **EVACUATION PLAN**. Wait for the police to conduct a thorough bomb search and deem the building safe before re-entering. Follow a similar procedure to the above if a suspicious package is discovered.

Areas of Consideration for Emergency Evacuation:

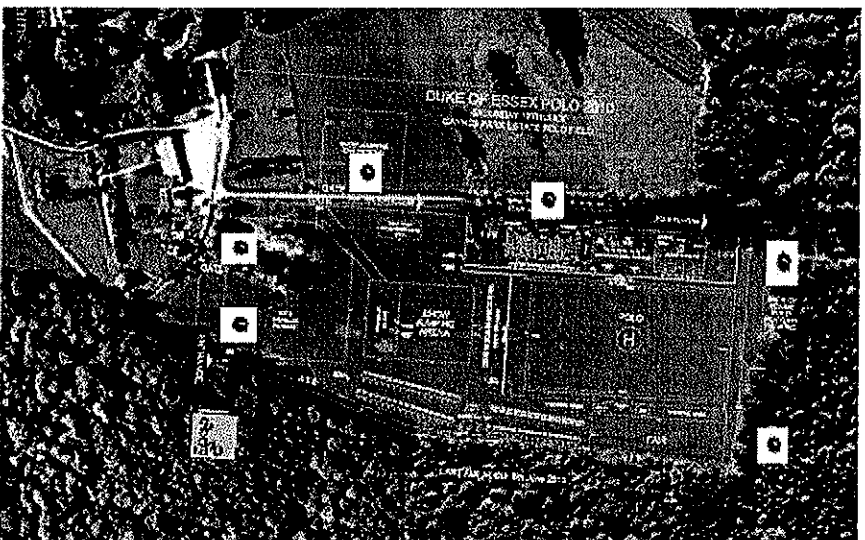


- Player Marquee
- Dukes Marquee
- Family Fun Day Area
- Polo Pitch – Including Viewing Area
- Show Jumping Arena
- Parking
- Garden Beer Tent
- Fair
- Back Field
- Polo Players Parking
- VIP Disabled Parking
- Show Jumpers Car Parking

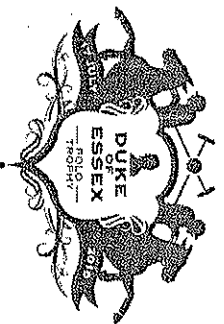


Points of Evacuation (see attached visual for access points listed):

Event Set up



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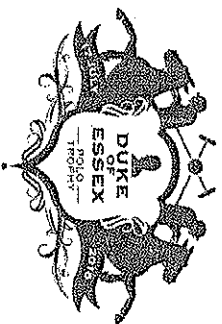


A) Main Entrance into show – Crowd Control Barriers and Security archways in situ

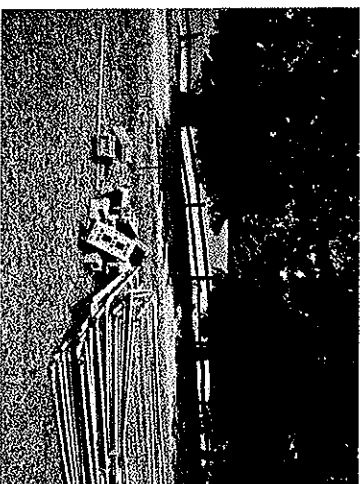


A) Gated Entrance to Show Jumping Parking – Horse traffic (pre SJ)





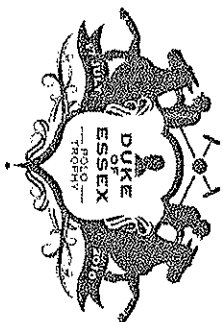
B) Staff Entrance to VIP Area – High Cabling Area



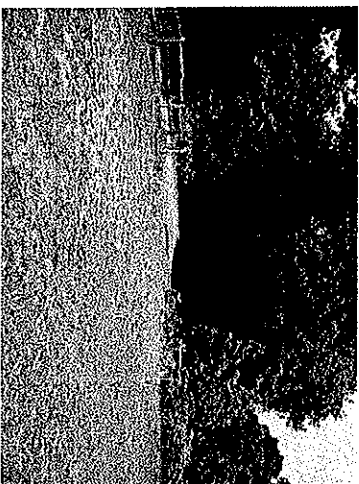
Exit from the Marquee area into the back field requires visitors to exit onto a single track road and walk a short distance to the access into the Back field which is adjacent to Exit B (above image). Should this direction be blocked due to the incident, visitors will then be evacuated into the Polo Player Parking Area in the opposite direction.

C) Secondary exit into Polo Players Parking

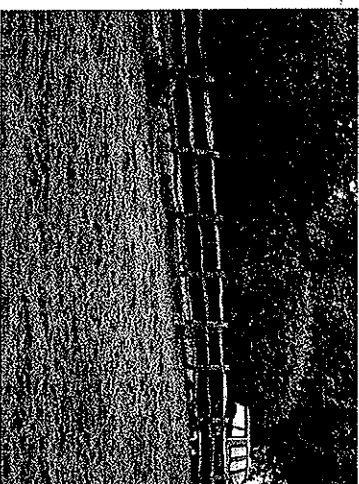




D) Main exit into Polo Player Parking

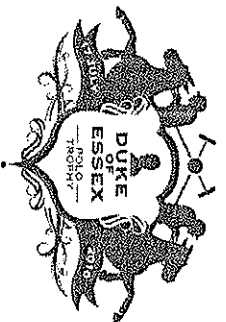


E) Taxi Rank Exit – Fence Panels to be removed to facilitate the Exit



Possible Emergency Situations:

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- Personal Injury – Mobile
- Personal Injury – Immobile
- Fire
- Explosion
- Overcrowding
- Chemical Spills/Leaks
- Power Failure

Details of Specific Evacuation Procedures:

1) Player Marquee (Layout to be confirmed)

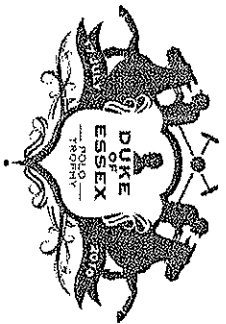
a. Bar Area

- If an incident occurs within the bar areas of the PMPF Marquee then staff will evacuate into the back field through the rear side panels of the marquee via Exit C and all visitors will be evacuated through the front open entrance of the marquee.
- Staff will evacuate towards into the field to the rear of the Marquee areas via Exit C
- Visitors will be evacuated into the Polo area initially.
- Fencing panels will be removed from the VIP segregation fence to allow immediate egress.
- Emergency Vehicle access will be through the main estate entrance and enter the Event site through the contractor access route at the rear of the event space via Exit B.
- Nearest available water source:

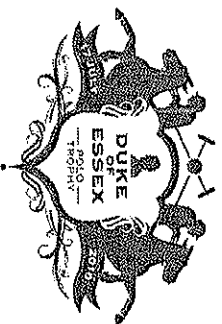
b. Kitchen Area

- If an incident occurs within the kitchen area of the PMPF Marquee then staff will evacuate through the rear side of the Kitchen area via Exit C and all visitors will be evacuated through the front open entrance of the marquee
- Staff will evacuate towards into the field to the rear of the Marquee areas via Exit C.
- Visitors will be evacuated into the Polo area initially.
- Fencing panels will be removed from the VIP segregation fence to allow immediate egress into the Polo Area.

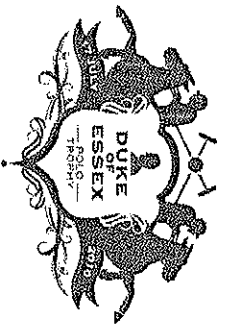
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- Emergency Vehicle access will be through the main estate entrance and enter the Event sight through the contractor access route at the rear of the event space via Exit B.
 - Nearest available water source:
- c. General VIP Visitor Area
- If an incident occurs within the visitor area of the PMPF Marquee then visitors will be evacuated either through the front entrance of the marquee or alternatively if this is not accessible then evacuation would be via the bar area.
 - Evacuation will either be into the field behind the Marquee via Exit C or into the Polo Area.
 - Fencing panels will be removed from the VIP segregation fence to allow immediate egress into the Polo Area.
 - Emergency Vehicle access will be through the main estate entrance and enter the Event sight through the contractor access route at the rear of the event space via Exit B.
 - Nearest available water source:
- d. Alfresco Visitor Area
- If an incident occurs within the visitor area of the PMPF Marquee then visitors will be evacuated either through the front entrance of the marquee or alternatively if this is not accessible then evacuation would be via the bar area via Exit C.
 - Evacuation will either be into the field behind the Marquee via Exit C or into the Polo Area
 - Fencing panels will be removed from the VIP segregation fence to allow immediate egress into the Polo Area.
 - Emergency Vehicle access will be through the main estate entrance and enter the Event sight through the contractor access route at the rear of the event space via Exit B
 - Nearest available water source:
- 2) Dukes Marquee (layout to be confirmed)
- a. Bar Area



- If an incident occurs within the bar areas of the Dukes Marquee then staff will evacuate through the rear side panels of the marquee and all visitors will be evacuated through the front open entrance of the marquee
 - Staff will evacuate towards into the field to the rear of the Marquee areas via Exit B.
 - Visitors will be evacuated into the Polo area initially.
 - Fencing panels will be removed from the VIP segregation fence to allow immediate egress.
 - Emergency Vehicle access will be through the main estate entrance and enter the Event sight through the contractor access route at the rear of the event space via Exit B.
 - Nearest available water source:
- b. Kitchen Area
- If an incident occurs within the kitchen area of the Dukes Marquee then staff will evacuate through the rear side of the Kitchen area into the rear field via Exit C and all visitors will be evacuated through the front open entrance of the marquee
 - Staff will evacuate towards into the field to the rear of the Marquee areas
 - Visitors will be evacuated into the Polo area initially.
 - Fencing panels will be removed from the VIP segregation fence to allow immediate egress into the Polo Area.
 - Emergency Vehicle access will be through the main estate entrance and enter the Event sight through the contractor access route at the rear of the event space via Exit B.
 - Nearest available water source:
- c. General VIP Visitor Area
- If an incident occurs within the visitor area of the Dukes Marquee then visitors will be evacuated either through the front entrance of the marquee or alternatively if this is not accessible then evacuation would be via the bar area via Exit C.



- Evacuation will either be into the field behind the Marquee via Exit C or into the Polo Area initially.
- Fencing panels will be removed from the VIP segregation fence to allow immediate egress into the Polo Area.
- Emergency Vehicle access will be through the main estate entrance and enter the Event sight through the contractor access route at the rear of the event space via Exit B.
- Nearest available water source:

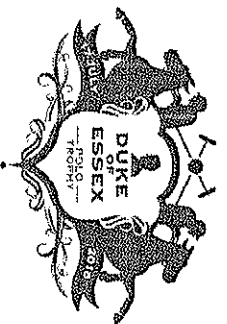
d. Alfresco Visitor Area

- If an incident occurs within the visitor area of the Duke Marquee then visitors will be evacuated either through the front entrance of the marquee or alternatively if this is not accessible then evacuation would be via the bar area via Exit C.
- Evacuation will either be into the field behind the Marquee via Exit C or into the Polo Area initially.
- Fencing panels will be removed from the VIP segregation fence to allow immediate egress into the Polo Area.
- Emergency Services Access will be through the main estate entrance and enter the Event site through the contractor access route at the rear of the event space via Exit B
- Nearest available water source:

3) Family Fun Day Area (Layout to be confirmed)

a. Pre Open – Build up

- The Pre Open period is higher risk period due to the level of vehicle movement and temporary power supplies/locations and due to the nature of a build-up scenario. There are a number of areas which have been identified as high risk areas during this period, namely, Garden Beer Tent area, Fair area and around the Stall locations.
- If an incident occurs within the Family Fun Day section of the event, then evacuation will depend on the location of the incident but several means of escape will be possible; namely out of the event space via Exit A into main car park, into



the show jumping area, into the Polo area or through Exit B and Exit D. The location of the incident will also determine the means of access for the emergency services.

- Emergency Services access onto the event space is likely through Exit A or B, only in the event of an incident in the Fair area would it be likely to access the event space through either Exit E or D.

b. Open

- There are a number of areas which have been identified as high risk areas during this period, namely, Garden Beer Tent area, Fair area and around the Stall locations.
- If an incident occurs within the Family Fun Day section of the event, then evacuation will depend on the location of the incident but several means of escape will be possible; namely out of the event space via Exit A into main car park, into the show jumping area, into the Polo area or through Exit B and Exit D
- Emergency Services access onto the event space is likely through Exit A or B, only in the event of an incident in the Fair area would it be likely to access the event space through either Exit E or D.

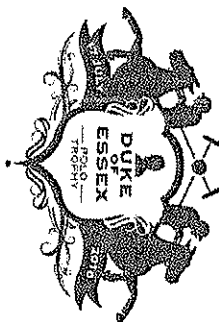
c. Show Close – Visitor departure 18:30hrs

- During this period there will be a large number of visitors (4,000) who will be leaving the event site via Exit A. The majority of people will travel through Exit A towards the main car park, a smaller number of visitors will enter the car park adjacent to Exit A and will leave through Exit F in front of the toilets within the VIP Parking Area.
- Emergency Services Access onto the event space will be via the main entrance route to the event space and will access via Exit A

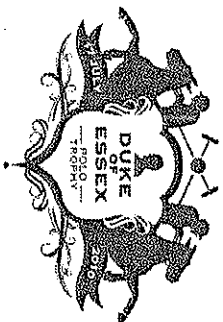
d. Show Close – Breakdown – Sunday 5th July – Monday 6th July 2009

- The show close period is higher risk period due to the level of vehicle movement and temporary power supplies/locations and due to the nature of a build-up scenario. There are a number of areas which have been identified as high risk areas during this period, namely, Garden Beer Tent area, Fair area and around the Stall locations.

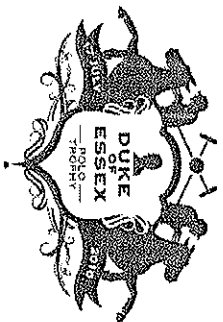
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- If an incident occurs within the Family Fun Day section of the event, then evacuation will depend on the location of the incident but several means of escape will be possible; namely out of the event space via Exit A into main car park, into the show jumping area, into the Polo area or through Exit B and Exit D. The location of the incident will also determine the means of access for the emergency services.
 - Emergency Services access onto the event space is likely through Exit A or B, only in the event of an incident in the Fair area would it be likely to access the event space through either Exit E or D.
- 4) Polo Pitch – Including Viewing Area
- a. Pre Polo Match
 - If an incident occurs within the Polo area of the event then visitors will be evacuated through a number of exits dependant on the location of the incident and visitors.
 - Visitors within the VIP area will be evacuated through Exit C.
 - Visitors within the Viewing area will either be evacuated through Exit D/E or through the event space and evacuate via Exit A or B
 - Emergency Services Access will be via the main event Exit A or alternatively through Exit E.
 - b. During Polo Match
 - If an incident occurs within the Polo area of the event then visitors will be evacuated through a number of exits dependant on the location of the incident and visitors.
 - Visitors within the VIP area will be evacuated through Exit C.
 - Visitors within the Viewing area will either be evacuated through Exit D/E or through the event space and evacuate via Exit A or B
 - Emergency Services Access will be via the main event Exit A or alternatively through Exit E.

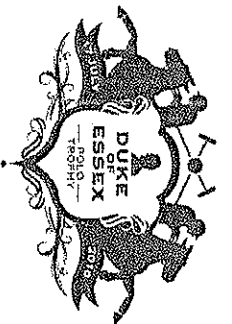


- c. Helicopter Arrivals
- If an incident occurs within the Polo area of the event then visitors will be evacuated through a number of exits dependant on the location of the incident and visitors.
 - Visitors within the VIP area will be evacuated through Exit C.
 - Visitors within the Viewing area will either be evacuated through Exit D/E or through the event space and evacuate via Exit A or B
 - Emergency Services Access will be via the main event Exit A or alternatively through Exit E.
- 5) Show Jumping Arena
- a. Pre Show Jumping
- If an incident occurs within the Show Jumping area of the event then visitors will be evacuated through a number of exits dependant on the location of the incident and visitors.
 - Visitors within the VIP area will be evacuated through Exit C.
 - Visitors within around the Show Jumping Arena will be evacuated through Exit Exits A or B
 - Emergency Services Access will be via the main event Exit A or alternatively through Exit B.
- b. During Show Jumping
- If an incident occurs within the Show Jumping area of the event then visitors will be evacuated through a number of exits dependant on the location of the incident and visitors.
 - Visitors within the VIP area will be evacuated through Exit C.
 - Visitors within around the Show Jumping Arena will be evacuated through Exit Exits A or B
- c. Post Show Jumping



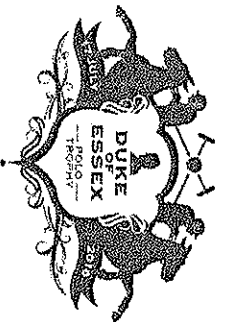
- If an incident occurs within the Show Jumping area of the event then visitors will be evacuated through a number of exits dependant on the location of the incident and visitors.
 - Visitors within the VIP area will be evacuated through Exit C.
 - Visitors within around the Show Jumping Arena will be evacuated through Exit Exits A or B
 - Emergency Services Access will be via the main event Exit A or alternatively through Exit B.
- 6) Parking Areas (Layouts to be confirmed)
- Planned segregation of Vehicle and Pedestrian Traffic
- a. Pre Open – Contractor Arrival
 - If an incident occurs within Contractors Car Park (situated at the end of the Contractors Access / Service Road) then evacuation will be via a gated exit at the end of the service road. If this direction is blocked due to an incident then traffic will be evacuated backwards down the service road towards the Main Event Exit Point
 - Emergency Access will be via the service road
 - b. Pre Open – Visitor arrival
 - If an incident occurs within the front section of the main visitor Car Park then evacuation will be via the Car Park exit situated nearest to the Exit A.
 - If an incident occurs within the rear section of the main visitor Car Park then evacuation will be via the Car Park entrance situated nearest to the main entrance to Gaynes Park.
 - Emergency Services Access will be through the main entrance to Gaynes Park
 - c. Open
 - If an incident occurs within the front section of the main visitor Car Park then evacuation will be via the Car Park exit situated nearest to the Exit A.

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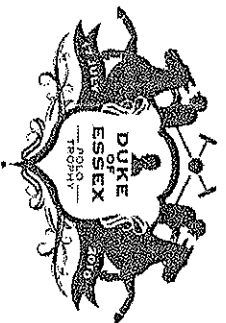


- If an incident occurs within the rear section of the main visitor Car Park then evacuation will be via the Car Park entrance situated nearest to the main entrance to Gaynes Park.
 - Emergency Services Access will be through the main entrance to Gaynes Park
- d. Show Close – Visitor departure
- If an incident occurs within the front section of the main visitor Car Park then evacuation will be via the Car Park exit situated nearest to the Exit A.
 - If an incident occurs within the rear section of the main visitor Car Park then evacuation will be via the Car Park entrance situated nearest to the main entrance to Gaynes Park.
 - Emergency Services Access will be through the main entrance to Gaynes Park
- 7) Garden Beer Tent
- a. Pre Open
 - If an incident occurs within the Garden Beer Tent area during set up then evacuation will be via Exit A
 - b. Open
 - If an incident occurs within the Garden Beer Tent area during the open period then evacuation will be via Exit A
 - c. Show Close
 - If an incident occurs within the Garden Beer Tent area during set up then evacuation will be through Exit A
- 8) Fair (Layout to be confirmed)
- a. Pre Open

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- If an incident occurs within the Fair area of the show then evacuation will either be via Exit D into the service road towards the Polo Players Parking area or alternatively, into the event space and evacuate via Exit A
 - b. Open
 - If an incident occurs within the Fair area of the show then evacuation will either be via Exit D into the service road towards the Polo Players Parking area or alternatively, into the event space and evacuate via Exit A
 - c. Show Close
 - If an incident occurs within the Fair area of the show then evacuation will either be via Exit D into the service road towards the Polo Players Parking area or alternatively, into the event space and evacuate via Exit A
- 9) Back Field
- a. Pre Open
 - If an incident occurs within the rear field blocking the main entrance to the field then evacuation will be via the exits situated at the opposite side of the field
 - b. Open
 - If an incident occurs within the rear field blocking the main entrance to the field then evacuation will be via the exits situated at the opposite side of the field
 - c. Show Close
 - If an incident occurs within the rear field blocking the main entrance to the field then evacuation will be via the exits situated at the opposite side of the field
- 10) Polo Players Parking
- a. Pre Open
 - If an incident occurs within the pre open period within the Polo Players Parking area then the evacuation will be through the service road
 - b. Open



- If an incident occurs within the pre open period within the Polo Players Parking area then the evacuation will be through the service road
- c. Show Close
 - If an incident occurs within the pre open period within the Polo Players Parking area then the evacuation will be through the service road

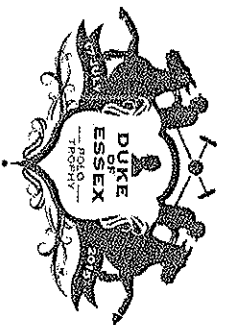
11) VIP / Disabled Parking & Taxi Rank

- a. Pre Open
 - If an incident occurs within the VIP parking area then evacuation will be via Exit F. If this direction is blocked then evacuation would be via Exit A.
- b. Open
 - If an incident occurs within the VIP parking area then evacuation will be via Exit F. If this direction is blocked then evacuation would be via Exit A.
- c. Show Close
 - If an incident occurs within the VIP parking area then evacuation will be via Exit F. If this direction is blocked then evacuation would be via Exit A.

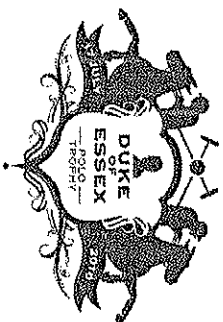
12) Show Jumpers Car Parking

- a. Pre Open
 - If an incident occurs within the rear field blocking the main entrance to the field then evacuation will be via the exits situated at the opposite side of the field
- b. Open

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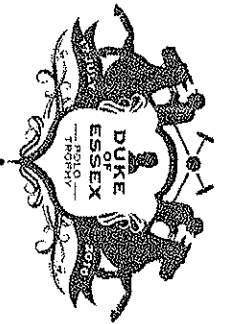


- If an incident occurs within the rear field blocking the main entrance to the field then evacuation will be via the exits situated at the opposite side of the field
- c. Show Close
 - If an incident occurs within the rear field blocking the main entrance to the field then evacuation will be via the exits situated at the opposite side of the field



Risk Assessment

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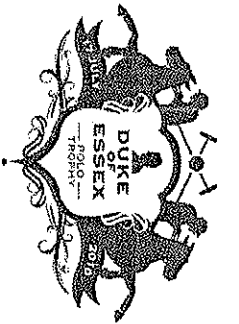
DUKE OF ESSEX POLO TROPHY RISK ASSESSMENT

Date of Assessment:	10 th May 2011	Event Date:	7 th & 9 th July 2011	Location:	Gaynes Park Estate, Epping
Assessment by:	Giles Perry S = Severity L = Likelihood R = Risk Rating (with control measure in place)				

KEY REFERENCE:

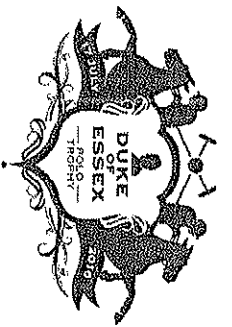
PUS – Public Safety	C&D – The prevention of crime & disorder	PNU – The prevention of public nuisance	PCH – The protection of children from harm
<ol style="list-style-type: none"> 1. Loading/Unloading 2. Crowd Control & Management 3. Accident reporting 4. Maintenance & inspection 5. Electrical safety 	<ol style="list-style-type: none"> 1. Identifying offenders 2. Emergency contact 3. Door supervision failure 4. Incident report failure 5. Drugs & offensive weapons 	<ol style="list-style-type: none"> 1. Noise and vibration 2. Light pollution 3. Smells/odors 4. Litter 5. Transport/pedestrian movement 	<ol style="list-style-type: none"> 1. Child protection measures 2. Classified viewing material 3. Children's entertainment 4. Child performers 5. Under age sales of alcohol

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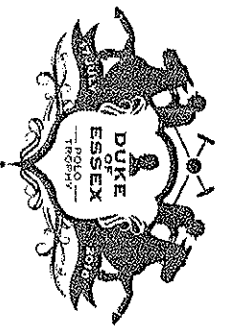


<ul style="list-style-type: none"> 6. Fire alarm systems 7. Emergency lighting 8. Fire 9. Structural safety 10. Housekeeping 11. First aid 12. Disabled people 13. Special effects 	<ul style="list-style-type: none"> 6. Control notices 7. Communication 8. Provision of alcohol <p>Hours</p> <p>Doors open: <i>7K 5K</i></p> <p>10:00am 17th July 2010</p> <p>Licensable Event Terminates: <i>10K 5K</i> 01:30am 18th July 2010</p>		<ul style="list-style-type: none"> 6. Under age gambling 7. Lost/missing children
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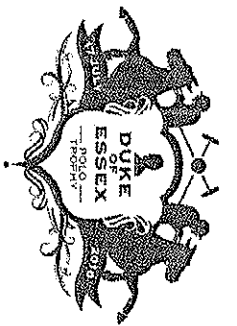
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Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS1	Vehicles loading into the event space	Public, staff and other contractors	Serious injury through lack of awareness/contact with moving vehicles	4	2	8	Designated vehicle access routes will be identified and adequate warning signage will be deployed. Segregation barriers will be erected to differentiate between vehicles and pedestrians/general public. Banksmen will be utilised where possible. A build/breakdown schedule will be put into place to ensure that vehicle movement is monitored and all are aware of what is expected at any time.
PUS2	Overcrowding	Staff, guests, visitors	Crushing injuries Inability to egress safely in an emergency claustrophobia	4	2	8	A capacity level for different types of events has been set by the local council and these levels shall not be exceeded, this information shall be displayed. A written policy shall be prepared on entry and egress of the event space (including monitoring by clicker counters of the capacity levels) and emergency evacuation of the event space. The designated Premises Supervisor shall ensure that all

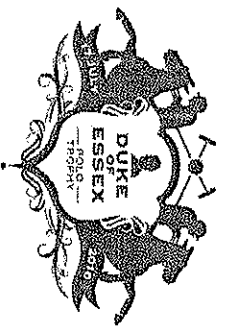


									<p>staff/others are suitably trained on these measures and other matters relating to Health & safety.</p> <p>Suitably trained supervisory staff shall oversee the general safety within the event space. During the event the Security will number 44 guards during the day and 59 during the evening, which provides a ratio of between 1 and 42 or 1 to 100 guests dependant on the time of day/night, and will act as a visible deterrent in high visibility vests.</p>
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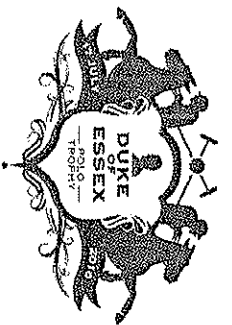
Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS3	Non reporting of accidents	Public, staff, guests, contractors	Legislation breach Inability to deal with worsening injuries	2	2	4	Written records of all accidents/safety incidents involving guests shall be kept on the premises and be made available to an authorized officer if requested. An accident book shall be kept on the premises and accidents/safety incidents shall be entered for staff, contractors and visitors. RIDDOR shall be observed.
PUS4	Failure of inspection/Maintenance	Public, staff, guests, contractors	Unsafe egress for staff/guests Failure for access of emergency vehicles Emergency exit route blockage	4	2	8	All exit doors will be accessible, open easily and a system for ensuring all exit doors and routes shall be implemented and communicated. Checks will also be undertaken to ensure that access for emergency service vehicles remain clear. Any equipment the public may come into contact with will be maintained, stored and operated in a safe manner by competent persons. Appropriate maintenance and test records will be kept

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										and made available to any authorised officer.
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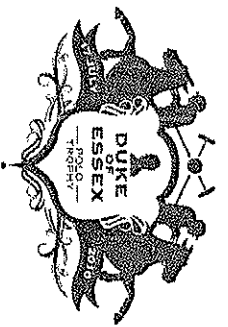
Ref	What has the potential to cause harm: (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS3	Non reporting of accidents	Public, staff, guests, contractors	Legislation breach Inability to deal with worsening injuries	2	2	4	Written records of all accidents/safety incidents involving guests shall be kept on the premises and be made available to an authorized officer if requested. An accident book shall be kept on the premises and accidents/safety incidents shall be entered for staff, contractors and visitors. RIDDOR shall be observed.
PUS4	Failure of inspection/Maintenance	Public, staff, guests, contractors	Unsafe egress for staff/guests Failure for access of emergency vehicles Emergency exit route blockage	4	2	8	All exit doors will be accessible, open easily and a system for ensuring all exit doors and routes shall be implemented. These checks will also be undertaken to ensure that access for emergency service vehicles remain clear. Any equipment the public may come into contact with will be maintained, stored and operated in a safe manner. Appropriate maintenance and test records will be kept

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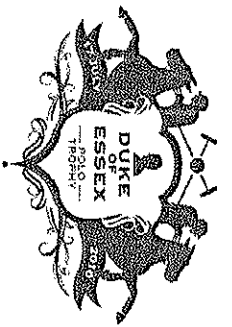
								and made available to any authorised officer.
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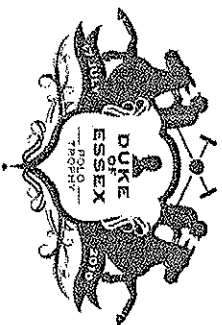


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUSS	Failure of electrical installations	Public, staff, guests, contractors	Fire Injury to contractees – electrocution Lighting failure resulting in panic	4	2	8	<p>Electrical installations will be inspected on a periodic basis to the required standard by a suitably qualified and competent person.</p> <p>Inspection and testing certificates/records shall be kept on the premises and these will be made available to an authorized officer.</p> <p>Portable electrical appliances/equipment brought in on a temporary basis shall all have certifiable records of Portable Appliance Testing (PAT) carried out by a suitably trained and competent person.</p> <p>Temporary electrical cabling installed within the event space shall be inspected and tested by a suitably trained and competent person and records of these checks will be kept for the duration of the installation.</p> <p>Stand-by generators will be present for such eventuality.</p>

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Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS6	Failure of fire alarm system	Public, staff, guests, contractors	Inability to raise the alarm putting all occupants within the event space in danger. Unsafe egress for staff/guests Emergency exit route blockage	4	2	8	Record the preventative and protective measures to reduce risk sufficiently A manually operate fire alarm system that can be clearly heard in all parts of the event space shall be installed to the satisfaction of the local authority Fire Service A regular test of the fire alarm system shall be undertaken and be recorded in a log book for inspection by an authorized officer. All staff will be trained in the operation of the fire alarm system and escape plan including exits and routes to be taken in the event of a fire.



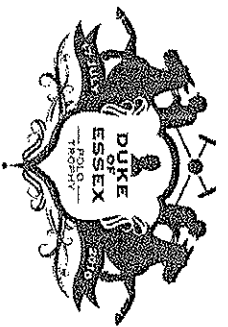
Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS7	Failure of general lighting	Public, staff, guests, contractors	Mass panic, hysteria Inability to egress building Injury to all occupants	4	1	4	Emergency lighting will be installed and maintained in all parts of the event space, The source of this lighting will be separate from that of the general lighting. Positioning of the emergency lighting will be shown on the lighting site plan – all areas shall be covered including passageways, corridors, staircases and loading areas. Emergency lighting will conform to British Standards. Emergency lighting will activate in the event of failure of the general lighting. Maintained and non maintained lighting shall be utilised, but all will have battery back up, maintained in accordance with the appropriate British Standard. At each emergency exit there will be maintained green “running man” boxes. All exit routes will have non maintained bulkhead (or twin head) emergency lighting to allow guests to egress safely in the event of general light failure (not just an emergency). All exit doors will be provided with external emergency lighting points and a muster (assembly point) sign along with the emergency fire safety plan shall be displayed at each emergency exit. All plant equipment necessary for this back up will be

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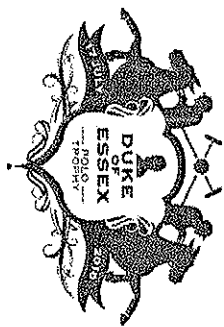
												secured and stored in a cordoned off area. Security staff will be posted at emergency exit points to reduce panic.
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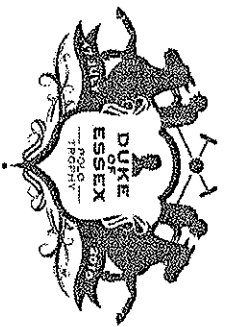


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS8	Fire	Public, staff, guests, contractors	Injury or death Serious damage to property	5	2	10	<p>The, siting, number and fire rating of fire extinguishers will be agreed with the local authority fire service.</p> <p>Fire blankets will be provided at kitchen locations, these will meet British Standards.</p> <p>All staff will be made aware of fire fighting methods and a specific fire plan shall be initiated and all staff will be made aware of its findings.</p> <p>Should anything change, all staff will be made aware.</p> <p>All curtains, drapes, furnishing shall be fire retardant and certificates shall be held on the premises.</p> <p>All temporary furnishings, drapes etc shall also be required to be fire retardant and certificates provided.</p> <p>All wall/floor coverings shall be compliant with British Standards and evidence of conformity shall be</p>

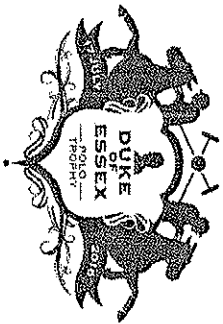
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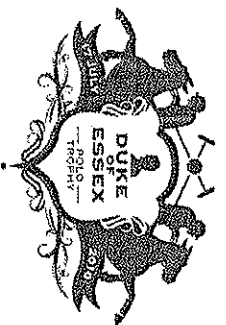
							provided and shown to an authorized officer if requested.
							Emergency Evacuation Plan has been completed and communicated.



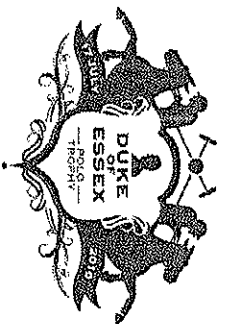
Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS9	Structural Failure	Staff, guests, visitors, contractors, general public, property.	Injury or death Serious damage to property	5	1	5	<p>Regular inspections by a suitable qualified professional shall be made of the event space structure.</p> <p>A written record of this inspection shall be kept on the premises and be made available to an authorized officer upon request.</p> <p>Any additional building work carried out on the premises shall be with the consent of the local authority and certificates covering adherence to building regulations shall be obtained and kept on the premises and be made available to an authorized officer or inspector upon request</p>



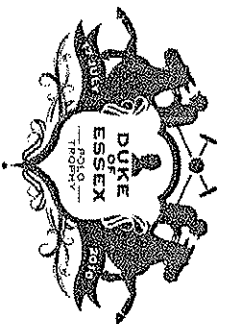
Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS 10	Failure of Housekeeping issues	Staff, guests, visitors, contractors	Slips, trips, falls	3	2	6	<p>A programme of regular checks of functional and decorative fixtures will be implemented and undertaken, with all checks recorded, this will also include guarding to stairs, landings, ramps, loading areas etc</p> <p>All floor surfaces will be suitably slip resistant where practicable, kept in good condition with defects reported immediately and free of obstructions</p> <p>A written spillage policy shall be implemented.</p> <p>Designated cleaning contractors will be appointed and supervised and a programme of specific cleaning in pre-determined areas shall be implemented.</p> <p>During events the catering contractor shall supervise this operation and be responsible for conformity and its execution</p>



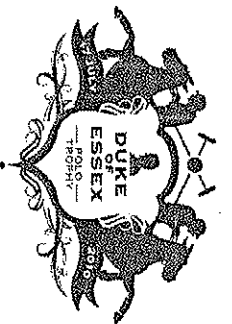
Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS 11	Injuries sustained within the event space	Staff, guests, visitors, contractors	Broken glass, liquid spillage, excess of alcohol / drugs Slips trips falls	3	3	9	An appointed paramedic / Qualified First Aider shall be present during each function at the event space. St John's Ambulance will be on site with a paramedic and first aid tent. Designated staff shall be trained in First Aid and certificates made available for inspection if required by an authorized officer of the licensing authority. A written procedure for dealing with guests who are unwell or who are taken ill shall be implemented including those guests who appear to be affected by alcohol or drugs. Designated staff shall be trained in procedures to deal with this



Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS 12	Evacuating disabled people in the event of an emergency	Guests	Inability to evacuate, panic, distress	4	2	8	A written procedure for evacuating disabled guests shall be implemented, it will include measures for identification of disabled guests, responsibilities of designated persons to evacuate said guests and suitable training for staff to ensure disabled guests do not feel discriminated against or is not unduly concerned should an emergency evacuation be required.

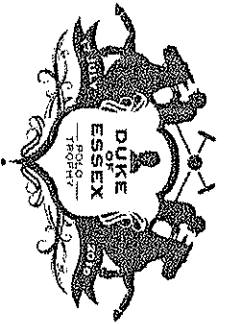


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PUS 13	Special Effects (use of strobe lighting / pyrotechnics etc)	Staff, guests, visitors	Irritation to skin / eyes Fits Fire, burns Disorientation	4	2	8	A written safety policy on all aspects of strobe lighting and other special effects shall be initiated and distributed to potential contractors Included will be: Signage required warning guests prior to entering the effects area. Only suitably trained & competent staff shall be utilised for the installation. Smoke machines must not hamper the use or integrity of the Fire detection system. Guests and authorized staff shall not be able to interfere or come into contact with any form of special effect. A written risk assessment and method statement shall be produced and a suitably trained competent person shall provide details of a safe system of work. Prior notification of the use of certain special effects (i.e.: lasers, pyrotechnics etc) shall be given to the local authority fire service.



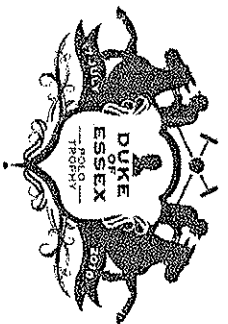
Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
C&D 1	Failure to identify offenders	Staff, guests, visitors	Injury to persons Loss of personal belongings Damage to property	2	2	4	<p>All Visitors will pass through security archways and some handheld wands will be available. VIP guests will be in an enclosed area not open to the general public. All tickets for this area must be pre-bought. The main public site is completely enclosed, and patrolled by SIA security staff. A CCTV vehicle will also be utilised. Only paying guests will be allowed on to site.</p> <p>Static cameras will be positioned in 'hotspot' areas.</p> <p>During the event the Security will number 44 guards during the day and 59 during the evening, which provides a ratio of between 1 and 42 or 1 to 100 guests dependant on the time of day/night, and will act as a visible deterrent in high visibility vests. In the event of a serious incident, the event premises could be sealed off</p> <p>A staffed cloakroom (paid) will also be available for visitors to utilise.</p>

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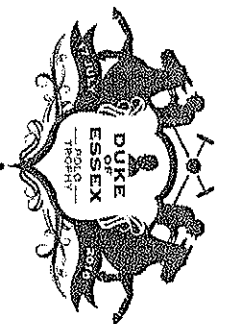


C&D 2	Failure to contact Supervisor in emergency	Staff, guest, visitors, emergency services	Injury to persons Loss of personal belongings Damage to property	2	2	4	<p>A Designated Premises Supervisor will be appointed and shall be on site.</p> <p>A designated security radio channel will be allocated for their sole use. All radio users will be aware of the priority radio call which will be used at such times; this will effectively cease all other radio activity until an answer is received from the DPS.</p> <p>A Supervisors Register will be maintained at the event space, showing names, addresses and contact details for the DPS and all personal license holders. The information in the Supervisors Register will be retained and produced for inspection by an authorised officer (if required) for a period of twelve months.</p>
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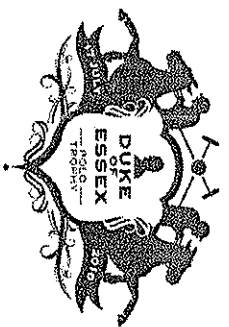
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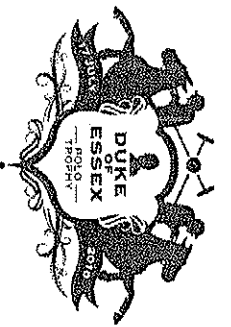
Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
C&D 3	Door Supervisor Failure	Staff, guests, visitors	Lack of control within the premises	3	2	6	All door staff shall be registered door supervisors (Security Industry Association – SIA) There shall always be a sufficient number of door and event space supervision (depending on event space capacity for the particular event) There shall be a Daily Record Register retained on the premises for a period of twelve months, this will contain: Full name and registration number (if appropriate) of each person on duty. The employer of each person. The date and time he/she commenced and ceased duty. All door supervisory staff will be familiar with the admission, exclusion and safeguarding of all staff / guests whilst on the event space premises



Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
C&D 4	Incident Report Failure	Staff, guests, visitors	Lack of control within the premises. Legal / Criminal action	2	2	4	An Incident Report Register shall be maintained on the premises for a period of twelve months. This register will include: The name and registration number of each door supervisor involved or to whom an incident was reported to. The name and registration number of any other staff involved. The exact detail and extent of the incident including, date, time, location etc and details such as anti social behaviour, and ejections from the event space. The name and number of the Police Officer in attendance or if more than one, the senior police officer in attendance. The names and contact details of any witnesses, if possible or practicable. The Incident Report Register will be made available for inspection on the request of an authorised officer of the licensing authority or a police officer responsible for investigating such incidents.

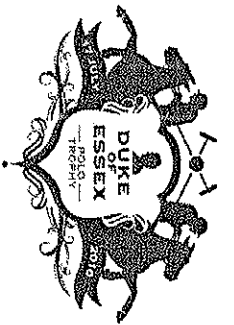


Ref	What has the potential to cause harm (hazards)	Numbers/w/ho is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
C&D 5	Drugs and Offensive Weapons	Staff, guests, visitors, general public	Violent actions resulting in potential serious injury or death. Illness to perpetrators Legislation breaches	5	2	10	A Search Policy to prevent the use of illegal drugs or weapons shall be implemented and displayed prominently to inform guests, it will include: A record of any search carried out. A record of any weapons or drugs found. A System for safe storage and security of items seized and a receptacle for the safe retention of illegal substances. Any arrangements made for a safe disposal of its contents as agreed with the local police force (items handed in to Loughton Police Station post event). Information relating to seizures being made available to the police. Door supervisor's shall carry out searches in accordance with the search policy, information received by him/her or by another person or if he/she has reasonable cause to suspect illegal drugs or offensive weapons may be on or be imported onto the premises

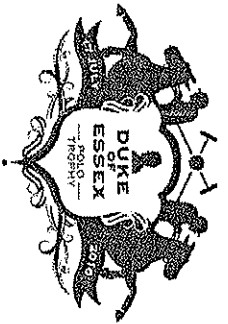


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
C&D 6	Failure to acknowledge Control Notices	Guests, Visitors	Confusion Aggression Personal infringements Threatening / abusive behavior	2	2	4	<p>Notices will be displayed at the entrances to the event space, clearly visible to all guests which states: A search may be conducted as a condition of entry to the premises.</p> <p>Incidents of crime and disorder will be reported to the police. Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent or abusive. Entry to the premises will be refused to any person who appears to be under the influence of illegal substances or whose intention may be apparently to use, supply or distribute drugs.</p> <p>Organisers reserve the right to withdraw entry at any time for the safety of other visitors.</p>

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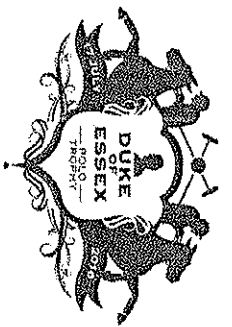


C&D 7	Failure of Communication systems	Staff, guests visitors	Confusion Aggression, personal infringements. Lack of control	3	2	6	<p>All door and event space supervisors will be on communication via two way radios secured on a pre-determined frequency. A programme of re-charging batteries shall be implemented and all supervisors will address each other by location and code signage to prevent alarm / confusion from guests overhearing instructions. Earpieces shall be utilised and all communication shall be executed discreetly. The Designated Premises Supervised will be linked to this communication method.</p> <p>Security Supervisors, premises supervisors, and Key Event Management staff will also be contactable via mobile phones</p>
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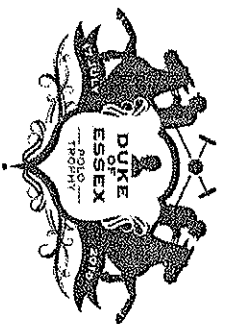
Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
C&D	Irresponsible provision of Alcohol	Staff, guests, visitors, general public	Aggression, personal infringements. Lack of Control. Injury to other guests/staff	3	1	3	Alcoholic drinks shall not be permitted to be removed from the event space premises and notices informing guests of this shall be displayed prominently within the event space to such persons. Security supervisors shall escort from grounds all persons who they believe to be under the influence of excess alcohol and liaise with local police should dispersal not happen. All invited guests consuming alcohol shall be 18 years of age or over, if security supervisors suspect a guest may be under that age, they will approach the party / event organizer and request permission to ask for proof of age. Rubbish will be collected regularly and promptly.

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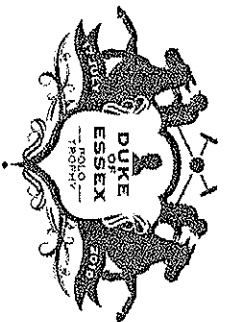
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Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PNU 1	Noise Pollution	General Public	Inconvenience, Nuisance, Disturbance	2	1	2	<p>We appreciate that the event space is in a rural setting and are addressing issues / complaints that have arisen in the past. Remedial measures will be put in place following consultation with the Epping Forest District Council Noise Team.</p> <p>Licensable activities will take place within a controlled environment, so audible noise from guests or music shall not cause nuisance.</p> <p>Perceptible vibration will cause no ill effects in the nearest habitable premises.</p> <p>A vehicle loading/unloading operating manual will be produced and all contractors using vehicles shall be required to adhere to the guidelines set out in the operating manual. Operations will commence in daylight hours where possible.</p> <p>Guests leaving the premises shall be encouraged by door security personnel to leave quietly and signage requesting this shall be placed in strategic, easily identifiable points at</p>

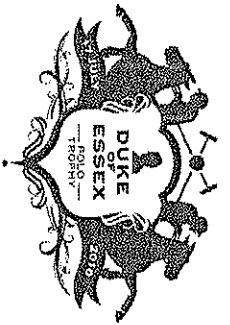
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							all exits. Modes of transport from the vicinity such as taxis/shuttle buses shall be utilized. Contracts in place with taxi services who will locate a controller at the event site to pre-book visitors return journey and facilitate the 'taxi-rank'. Waste removal shall not commence until after 07.00am following a function, unless with written prior agreement.
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Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PNU 2	Light Pollution	General Public	Inconvenience, Nuisance, Disturbance	2	1	2	Lighting that is provided for the purpose of staff and customer safety, for the security of the premises and lighting associated with the activities of advertising shall be suitably positioned and of an intensity so as not to cause nuisance to neighbouring premises, public highway or air traffic.
PNU 3	Smell/Odours	General Public	Unpleasantness, Nausea Illness, Nuisance	2	2	4	A system of regular cleaning shall be implemented to prevent unwanted odours occurring, under supervision from the catering manager and/or the designated premises supervisor. Local authority environmental health officers shall be consulted at periodic times to

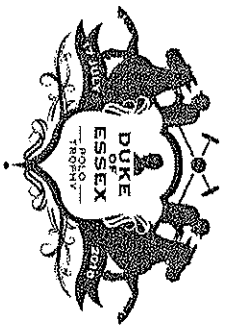
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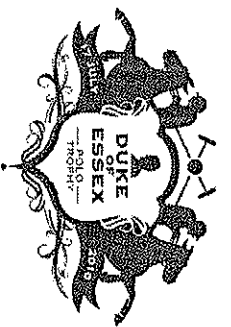
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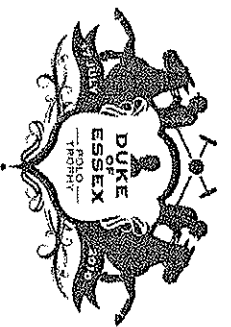


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PNU 4	Litter	Staff, guests, visitors, general public	Vermin, Trips, Slips, and Falls	2	2	4	Waste reciprocals will be positioned at strategic locations around the event space. Cleaning contractors will be given a priority area list for cleaning functions. Function waste will be stored inside closed containers awaiting collection, this storage facility will be in a designated area, the removal of this waste will not be actioned until after 07.00am on the morning after a function. Staff will ensure the area immediately outside the premises is free from litter and unwanted promotional materials. No food wrappings or event space produced stationary will be removed from the premises by guests and notices will be positioned strategically to warn guests. No glassware will be allowed in the public area. This will be confined to the VIP tent only.
PNU5	Transport/Pedestrian movement	Staff, guests, visitors, general public	Disturbance, Inconvenience, Nuisance	1	3	3	Clear and legible notices will be displayed at all exits and in the close vicinity requesting guests to leave the premises quietly and having regard to the needs of local

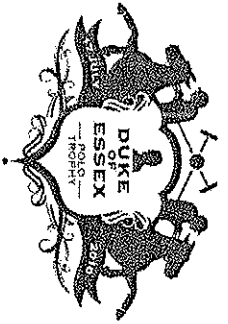
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Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PCH 1	Non protection of children	Invited child guests	Harm to children	5	1	5	<p>The designated premises supervisor shall ensure all necessary background checks, including relevant police checks are performed on all potential staff prior to offering them employment.</p> <p>A system to ensure all sub-contractors and their staff have carried out similar checks shall also be implemented.</p> <p>The designated premises supervisor shall report to the police any child related concerns s/he has about potential, existing or sub-contracted staff and/or guests.</p> <p>All children received into the event space shall have an accompanied adult or guardian.</p> <p>All children received into the event space shall be given a wrist band which will detail the parent/guardian phone number in the event of a lost child situation.</p> <p>A specific lost child procedure will be implemented and communicated to all event staff and contractors during</p>

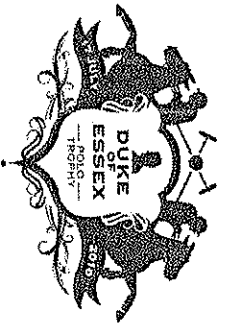


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PCH 2	Children viewing unsuitable material	Invited child guests	Shock, obscenity, profanity, visual nudity	2	1	2	<p>It is not anticipated that material unsuitable for children to view shall be shown within the event space. In accordance with recommendations of the British Board of Film Classification or the local Licensing Authority, children will be restricted from viewing films/material that is deemed unsuitable.</p> <p>Should the local Licensing Authority make recommendations on the admission of children to films/projected material (i.e. instead of a film classification authority) then the Designated Premises Supervisor shall submit the film/projected material to the authority 28 days prior to exhibition, in order for the Licensing Authority to classify the film.</p> <p>Notices will be displayed within the event space stating the classification of the film (in Statutory Guidance wording). A statement (for at least 5 seconds) shall be broadcast prior to the screening of a film or projected material indicating its classification.</p>



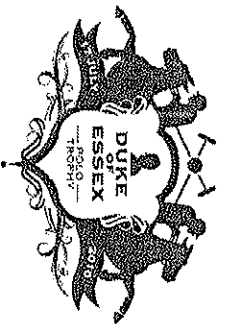
									Minimum age restrictions are in place for purchasing tickets.
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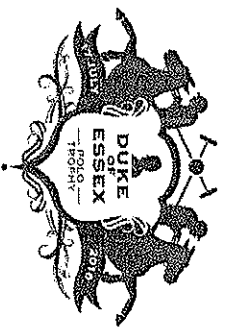


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PCH 3	Entertainment specifically involving children	Invited child guests/adult guests	Harm or injury to children and adults	2	2	4	<p>Designated supervisors (minimum ratio of 1 per 25 children) will be stationed within the vicinity of the areas occupied by the children.</p> <p>There will be one supervisor per 50 children positioned at each exit.</p> <p>Supervision will be provided at close proximity to the event space to ensure the safe dispersal of children egressing the event space, and the event space will not close until a check has been performed to ensure all children have left the area.</p> <p>Attendants or adult organizers may provide additional supervision provision, but only within the vicinity of the occupied children's area.</p> <p>If a balcony or raised tier has been constructed within the event space, children shall not be permitted to sit on the front row unless accompanied by an adult attendant or guardian.</p>

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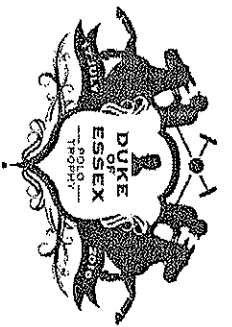


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PCH 4	Children performers under 18 years	Child performers	Evacuation procedures differ from adults. Panic, distress, disorientation	3	2	6	<p>The event space shall be suitable to safely accommodate intended child guests/ performers.</p> <p>Dedicated fire and emergency procedures shall be communicated to all members of staff, particularly supervisory and these procedures will be instructed to staff prior to the arrival of any children.</p> <p>A procedure to ensure safe access and egress from the stage/performance area to the dressing room or preparation area shall be implemented.</p> <p>The fire and emergency plan shall take into account particular provision for the safe evacuation of children.</p> <p>The designated premises supervisor shall ensure that all special effects e.g. flashing lighting, dry ice, smoke machines are suitable for children both involved in the performance and child guests.</p>

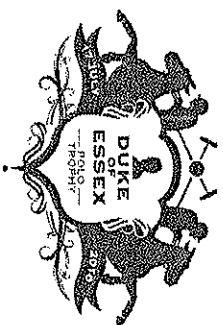


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PCH 5	Under age sale of alcohol	All guests, staff, and others	Legislation breach. Illness. Damage to persons/property. Erratic behaviour.	3	1	3	The designated premises supervisor shall instruct all supervisory staff to adhere to a proof of age policy for all guests who appear to be under 18, unless specifically invited and confirmed by either the designated premises supervisor or the events organizer. Bar staff shall not serve alcoholic drinks to anybody who appears to be under 18 years, and shall ask for evidence to support the claim from anybody attempting to gain/purchase alcohol within the event space. Signage shall be positioned around the event space informing guests that sales of alcohol to under 18's is not permitted and that proof of age identification may be required.
PCH 6	Under age gambling	All guests, staff and others	Legislation breach.	1	1	1	Persons under 18 (including staff) will not be admitted within the event space at any time that cash gambling (i.e. tokens) but under 18's shall not be permitted to participate and screening of the area shall take place.

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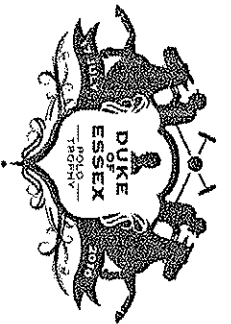


Ref	What has the potential to cause harm (hazards)	Numbers/who is affected	Significant risks	S	L	R	Record the preventative and protective measures to reduce risk sufficiently
PCH 7	Lost/Missing Child	Invited Child Guests	Harm to children. Confusion and/or panic.	3	4	12	<p>Persons under the age of 16 will not be permitted on site unless accompanied by a parent or guardian.</p> <p>Event security and stewarding staff will be briefed to look for children who appear lost, or are without a guardian. Lost children will be escorted to a 'Central Information Point' by security staff.</p> <p>Two police-checked guardians will look after lost children, whilst a PA announcement is made over the central tannoy system calling for the lost child's parent or guardian. The announcement will not mention any information about the child, or that the child is lost.</p> <p>A sign at the information point will clearly indicate that lost children will be reunited with guardians at this area.</p> <p>If there is any doubt relating to the adult collecting the child, Epping police will be called.</p> <p>Parents and guardians will be encouraged through the use of signage to make their children aware of the</p>



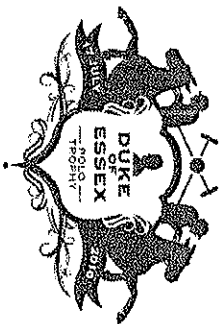
Schedule of the Day

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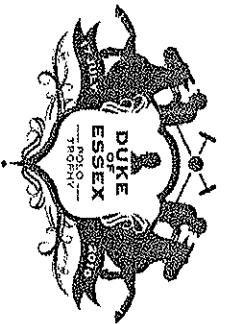
Thursday 7 th July	Activity	Inside Location	Outside Location
11:30	VIPs begin to arrive		
11:30	Players Marquee opens for champagne and canapés reception	Players Marquee	
11:45	Live Aces play (END 12:45)	Players Marquee	
12:00	VIP arrivals by helicopter landing on main field (END 13:00)		Polo Pitch
13:30	Lunch is served	Players Marquee	
14:00	Comedian show	Players Marquee	
14:30	Fashion show	Players Marquee	
15:00	Auction	Players Marquee	
15:30	Meet the Polo players (END 16:00)		Polo Pitch
16:30	Polo first half (END 17:00)		Polo Pitch
17:00	Divot stomping with the band (END 17:15)		Polo Pitch
17:30	Polo second half (END 18:00)		Polo Pitch
18:00	Winners lap of honour (END 18:10)		Polo Pitch
18:10	Prize Giving (END 18:20)		Polo Pitch
18:30	Traditional Afternoon Tea	Players Marquee	
19:00	Evening entertainment begins	Players Marquee	
20:00	Headlining Acts begin	Players Marquee	
22:00	Carriages		Main Entrance

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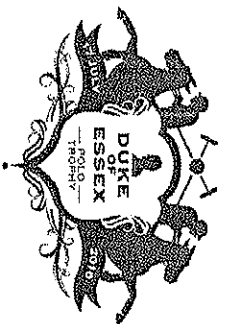
Saturday 9 th July	Activity	Inside Location	Outside Location
Time			
10:00	Warm up class- Show Jumping (ends at 12.00)		Show jumping Arena
11:30	Gates open to the family area. Funfair, food stalls and trade stands		
11:30	VIPs begin to arrive		
11:30	Players Marquee opens for champagne and canapés reception	Players Marquee	
11:45	Jive Aces play (END 12:45)	Players Marquee	
12:00	VIP arrivals by helicopter landing on main field (END 13:00)		Polo Pitch
13:00	Shetland Pony Dinky Derby Heats (END 13:25)		Polo Pitch
13:30	Lunch is served	Players Marquee	
13:30	Show Jumping main event (end 16:30)		Show jumping Arena
13:40	Shetland Pony Dinky Derby Final (END 14:00)		Polo Pitch

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14:00			
14:00	Mike Delaney		Polo Pitch
14:15			
14:00	Jive Aces play (END 14:45)		Outdoor stage
14:30	Celebrity Polo Match (END 15:00)		Polo Pitch
14:30	Fashion show	Players Marquee	
15:00	Auction	Players Marquee	
15:00	Meet the Polo players (END 15:30)		Polo Pitch
15:30	Pitch Repair		Polo Pitch
15:30	AeroStars x6 plane aerobatic display (END 15:50)		Polo Pitch
15:50	Welcome parade (END 16:00)		Polo Pitch
16:00	Black Knights presentation of the match ball (END 16:15)		Polo Pitch
16:00	Players Marquee closes for evening set up	Players Marquee	
16:00	Dukes Marquee opens	Dukes Marquee	
16:30	Polo first half (END 17:00)		Polo Pitch
17:00	Divot stomping with the band (END 17:15)		Polo Pitch
17:30	Polo second half (END 18:00)		Polo Pitch
18:00	Winners lap of honour (END 18:10)		Polo Pitch
18:05	Prize Giving Show Jumping (END 18:10)		TBC
18:10	Prize Giving (END 18:20)		Polo Pitch

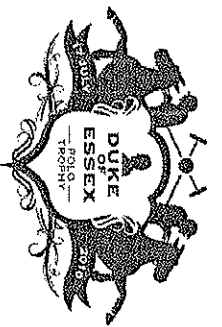
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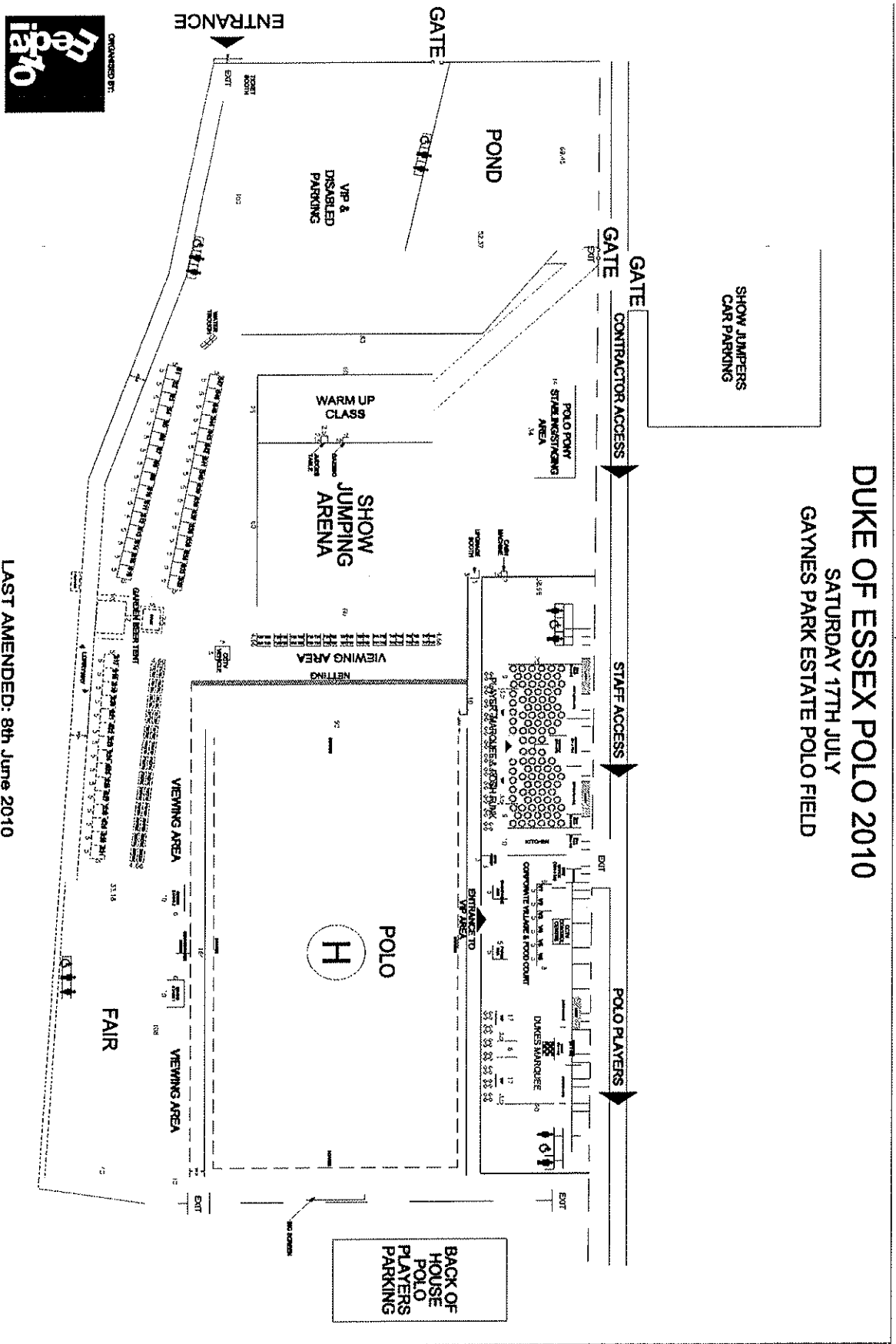
19.00	Players and Dukes Marquee open for evening entertainment	Players & Dukes Marquee	
21.00	Headlining Acts begin	Players & Dukes Marquee	
22:30	Sky Lanterns Display		
02.00	Carriages		Main entrance

Floor plans/ Maps

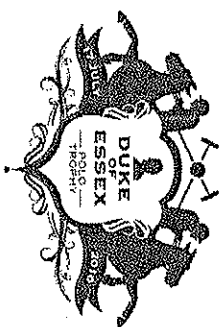
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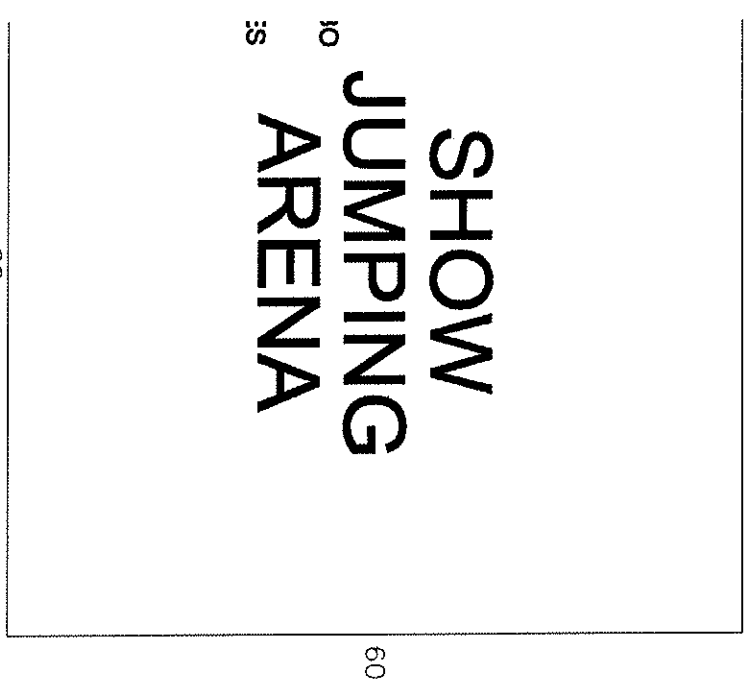
DUKE OF ESSEX POLO 2010
SATURDAY 17TH JULY
GAYNES PARK ESTATE POLO FIELD



LAST AMENDED: 8th June 2010



UPGRADE BOOTH 3 3



T27/T28	T29/T30	T31/T32	T33/T34	T35/T36	T37/T38	T39/T40	T41/T42	T43/T44	T45/T46	T47/T48
T27/T28	T29/T30	T31/T32	T33/T34	T35/T36	T37/T38	T39/T40	T41/T42	T43/T44	T45/T46	T47/T48

4.66

VIEWING AREA

NETTING

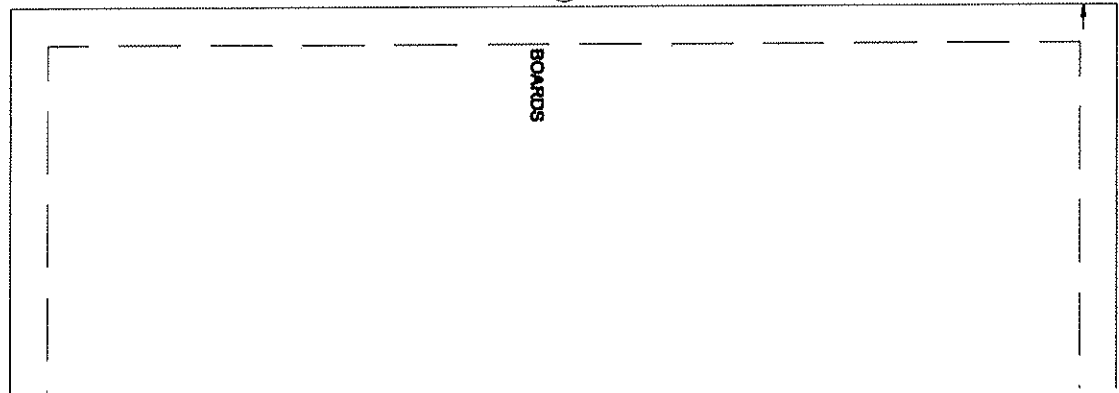


12

5000

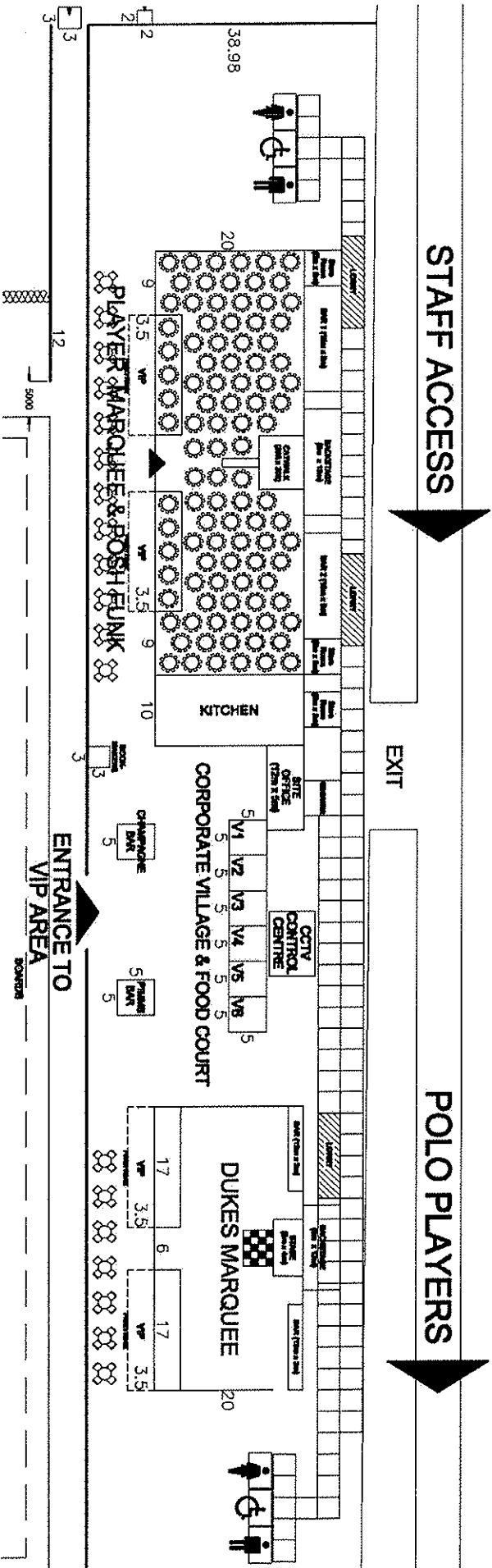
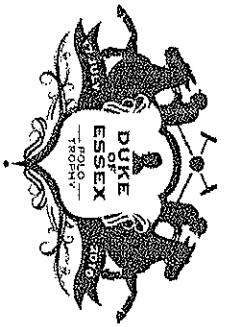
90

BOARDS

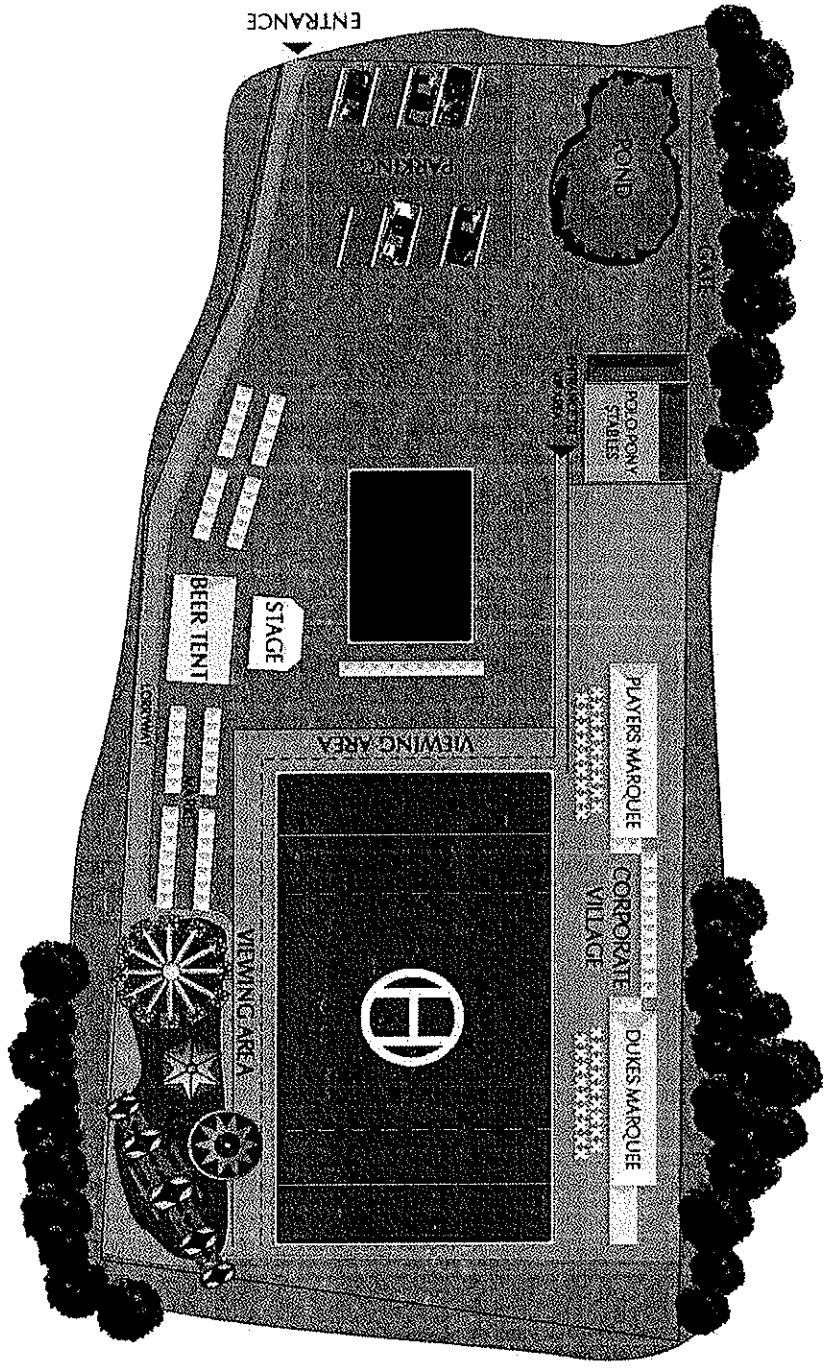
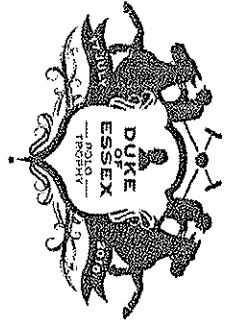


5 CCTV VEHICLE 5

340 1000



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