

SQUIRRELS GO NUTS

14th September 2024

EVENT SAFETY MANAGEMENT PLAN

Document History
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3		

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1. INTRODUCTION

The Cheshire County Scout Council is holding a Squirrels Go Nuts event on Saturday 14th September 2024 at Tatton Scout Camp. Squirrel Scouts are aged between 4 years and 6 year in age. They will be supervised by a number of adult leaders.

The location for the event will be Tatton Camp and Activity Centre, which is within Tatton Park on land leased from Cheshire East Council.

This is a non residential event with no participants staying on site.

This Emergency Contingency Plan will be in force from 0800 hrs on Saturday 14th September until 1800 hrs that day.

A plan of the site and emergency assembly points attached as Appendix 3.

If a major evacuation of the site is necessary this will be undertaken in accordance with the Camp Evacuation Plan and the Cheshire East Emergency Response Plan.

2. AIM

The overall aim of this of this plan is to outline the various actions and procedures that will be implemented to safeguard both staff and participants in the event of an emergency arising during the camp.

3. OBJECTIVES

The objectives of this Contingency Plan are:

- To provide a framework to manage incidents and the actions to be taken dependant on the nature and scope of the incident;
- To outline command and control in the event of an emergency;
- To define on - site roles and responsibilities;
- To detail available resources;
- To establish actions to be taken in the event of the partial or total evacuation of the Camp;
- To outline the First-Aid and Medical Arrangements.

4. COMMAND CONTROL ROLES AND RESPONSIBILITIES

4.1 Cheshire Scout Council

The organisation responsible for the day to day running and co-ordination of the event.

4.2 The Emergency Services

Police, Fire and Ambulance personnel who will respond to an incident on the campsite, or activity centres. In the event of a 'major incident' being declared by one of the Emergency Service the Police will activate the Cheshire West Council major incident plan and ensure that the plan is followed. Cheshire Police have been made aware of the event.

4.3 The Cheshire Joint Services Emergency Plan

The Cheshire Joint Services Emergency Planning Team has drawn up the 'major incident' plan to coordinate the response by the Emergency Services, Social Services and other voluntary organization resources in the event of an incident in Cheshire such as a camp evacuation or incident affecting large numbers of people.

4.4 Event Manager

The Scouter responsible for all aspects of the event.

4.5 Site Operations Manager

The Scouter responsible for provision of all of the event facilities and services, they will have a team of service personnel to support them.

4.6 Safety Manager

The scouter responsible for managing all event safety matters, coordination of risk assessments and method statements and the investigation/reporting of all incidents which are required to be reported to the Scout Association.

4.7 First Aid

All leaders have basic First Aid training they will be supplemented by members of the County First Aid Team.

4.8 Emergency Services Attendance on Site

In the event that the emergency services are required to attend site they will attend via either the Knutsford or Rostherne gates and make their way to the camp site. A Scouter, wearing a high visibility jacket will be deployed to the main gate of the Camp Site to assist in identifying the entrance. On arrival they will be escorted to the incident location.

4.9 Police Operational (Bronze) Control

In the event of a 'major incident' the Cheshire East Council Emergency Plan will be initiated. Cheshire Constabulary will co-ordinate the response to the incident.

Police Operational (Bronze) Control will be located in a mobile unit in the vicinity of the car park.

4.10 Police Tactical (Silver) Control Room

In the event of a major incident being declared by the Emergency Services a Tactical Control may be established by the police. It will be located at the Cheshire Constabulary Headquarters at Winsford.

5 EMERGENCY RESPONSE

An on-site emergency of whatever nature will be handled in accordance with the procedures and organisation in this document using primarily the Event Manager and the Safety Manager to co-ordinate response.

Emergency services access via Tatton Park main gates at Knutsford and Rostherne

If an incident escalates to involve a large number of persons or if, for any reason, the Campsite has to be evacuated quickly then a "Major Incident" may be declared by the Emergency Services, or Cheshire Joint Service Emergency Planning Team. This enables a number of plans to be activated which make provision for: -

- Joint control facilities for the Emergency Services and other organizations involved in dealing with a large emergency;
- Links with hospitals and other medical facilities to enable them to implement their own major incident plans;
- Links with Local Authorities to open predefined reception centre should large scale evacuation take place;
- Social Services to provided facilities if young persons are involved;
- Feeding and bed facilities at the reception centres.
- All emergency services are aware of the event and numbers involved etc.;
- The location of the entrance to the Campsite is known to the Emergency Services;
- Control points have been defined for the location of the Emergency Services joint control centres;
 - Operational (Bronze) control will be at the campsite close to the incident scene. This will be the rendezvous point and operational control point for all services responding to the scene;
 - Tactical (Silver) Control will be away from the campsite at Cheshire Police HQ, Winsford. This is the joint control centre addressing tactical requirements and controlling the impact of the emergency away from the actual scene.

6 FOLLOW UP INVESTIGATION

If an injury or incident has resulted from any event organised activity, the use of a piece of equipment or facility then it will be investigated by the Event Safety Manager. If required, the injury/incident will be reported to the Scout Association by the Safety Manager.

Where the incident has occurred during an activity that activity will be stopped. It will not restart until the Event Manager and/or the Safety Manager has given authority to do so. Before that can happen an investigation into the incident will be undertaken and this will consider the risk assessment which will be checked to ensure that the activity complied with that assessment and that the assessment itself is appropriate. If there is any doubt over this the activity will not be allowed to restart.

Where a more detailed investigation into an incident and a full report is required this will be carried out by the Event Safety Manager.

7 FIRST AID/ MEDICAL FACILITIES

- All Leaders are trained in First Aid to First Response Level.
- The Central facilities will have a member from the County First Aid Team
- The nearest hospital with Accident and Emergency facilities is (Wythenshawe Hospital) University Hospital of South Manchester, Southmoor Road, Manchester M23 9LT

7.1 First aid or medical aid response at the Campsite

If an injured person requires treatment by other than a First Response first- aider then contact will be made with the Communications Centre via telephone or radio and the Communications Controller on duty will dispatch an appropriate first- aider and the Duty Manager to the location

If the 'First Responder' believes that an injured person requires further treatment then that first aider will contact 999 and ask for the appropriate service.

7.2 TICKS

In line with experience in the North West Tatton Camp site has experienced an increase with Ticks one site. Bracken on site and recent damp conditions affect the prevalence of these insects.

The following link contains specific advice as provided by NHS on the subject: [Lyme disease - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/lyme-disease/)

All county First Aid kits contain tick removal tweezers and where possible a county first aider should deal with any tick removal. All groups attending the event have been warned of the prevalence of ticks on site and have been advised to carry a tick removal tool in their first aid kits.

APPENDICES

APPENDIX 1

ROLES OF THE ON-SITE DUTY PERSONNEL

The Event Chief

- Decide, in consultation with other managers, if an on site 'major incident' is to be called, at which point the Police must be notified.
- Take overall charge of any emergency and make appropriate strategic decisions;
- Ensure that other Managers, with roles within the emergency plan have been appointed and trained;
- Allow those at the scene to make decisions affecting the control of the incident itself;
- If a major incident is declared and the Cheshire Joint Services Emergency Plan is initiated to attend the Silver Control and offer help as appropriate to the Emergency Services;
- Inform the appropriate leaders of any adult or young person that is taken to hospital;
- Together with the appropriate leader inform as appropriate the parents of any young person who is taken to hospital;
- To agree with the Media Manager information to be given to the media. (NB information about any casualties following an incident will normally be handled by the Police);

The Site Operations Manager

- Organise resources to assist in Controlling the incident;
- Arrange for a leader (wearing a Hi Viz jacket) to attend the Main Gate to Tatton Camp Site to direct emergency services to the scene.

- Ensure that the main access gate does not become congested and impede the arrival of the Emergency Services;
- Respond to any request for assistance from the Incident Controller;
- Control/restrict access to the site during an incident as appropriate.
- If the incident occurred during an on-site activity that activity will be closed down until all aspects of the incident have been investigated. This will include a check of the risk assessment in place for that activity. The activity will not be reopened until the Event Safety Manager gives his approval to do so.

First – Aiders

- Carry a radio
- Report to the scene of any injury as requested and apply first aid in accordance with their training;
- Enter details on the County Accident Report Form (completed in triplicate)
- Pass on details of any injury to the Safety Manager to enable an investigation to be started as soon as possible;
- Inform the Safety Manager if any person is taken to a minor injury unit or hospital.
- Collate basic information regarding the incident in order that a full investigation and report can be completed by the Safety Manager.

Safety Manager

- Ensure that basic information regarding every incident involving an injury or 'near miss' is recorded;
- Investigate incidents and compile a full report as required by the Scout Association.

Activity Zone Managers

- If an incident occurs on their zone then that activity must be stopped
- The event chief and/or the safety manager will attend the site and consider the facts about the incident, review the risk assessment to ensure that the assessment is appropriate before allowing the activity to continue.

Role	Name	Telephone number
County Commissioner	Dave Hopley	07879 813121
Senior Leader Team member (on-site)	Andrew Little	07970 869052
Event Emergency Helpline		01565 337878
Event Chief	Melanie Black (Charly O'Brien - off site)	07872 312555 07939 662780
Deputy Event Chief	Ruth Clemson	07749 284196
Deputy Event Chief	Diane Blurton	07751 593367
Site Operations	Tatton Warden Team	
Activity Zone Manager 1	Heather Harper	07713 734409
Activity Zone Manager 2	Aiden Cross	07508 904190
Safety Manager	John Bennett	07825 091114
First Aid Team Leader	Helen O'Brien	07817 3270133

APPENDIX 2

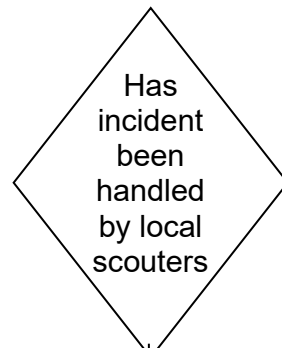
INCIDENT RESPONSE

Incident on site e. g fire, significant injury or collapse of a structure

The Emergency Services should always be contacted IMMEDIATELY if:

- There is a request for urgent medical attention or
- There is a fire in a structure such as marquees, tent or vehicle or
- There is a collapse of a major structure with people on or under it

Forward Control point is normally the Duty Managers vehicle



Yes

- Local scouts report to Communication Centre and fill out basic details on form
- Communications reports to Duty Manager
- Duty Manager investigates if appropriate

No

Local team reports to Communication Centre by radio or telephone

Duty Manager and other personnel as appropriate respond to incident

Incident Controller sets up Forward Control point at or near incident

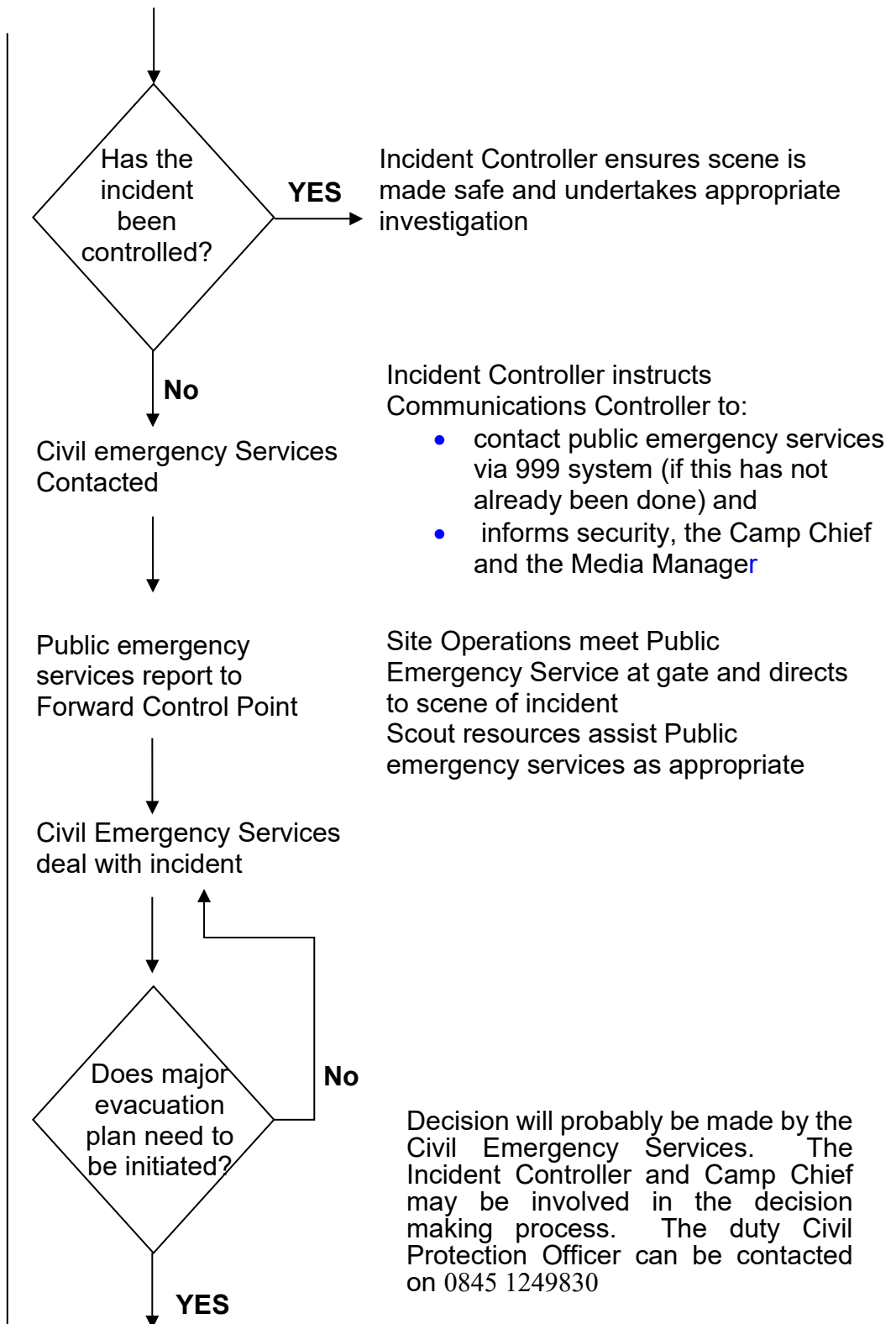
Incident Controller keeps Communications Controller updated

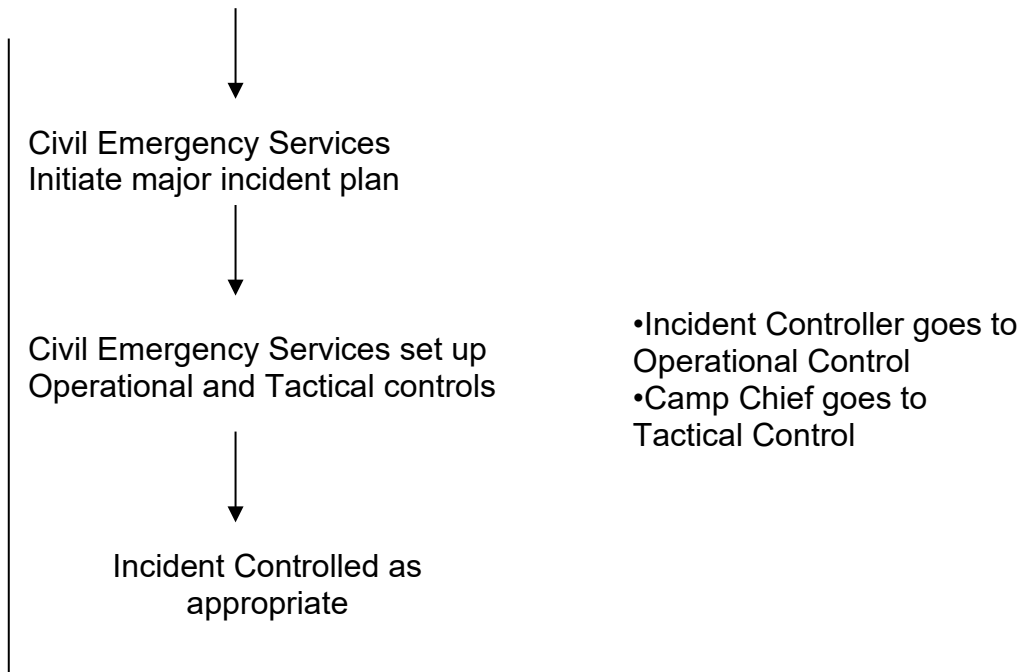
Communications Controller:

- Contacts public emergency services via 999 system if appropriate
- Informs Duty Manager and security patrol
- Informs other personnel as required

Duty Manager takes up role as Incident Controller or nominates other person to act in that role

All scout resources report to the Incident Controller at the forward Control point





APPENDIX 3

SITE PLAN

**NB The initial Assembly Point is the Land Opposite the Main Entrance
to Tatton Camp Site**

Map of Tatton to go in here.



APPENDIX 4

EVACUATION PLAN

NB Tatton Park Camp Site is located within Tatton Park which is owned and operated by Cheshire East Council. In the event of a major incident within the park necessitating the evacuation of the park Cheshire Scouts will follow the instructions of Cheshire East Staff with regards to any evacuations.

EMERGENCY EVENT	GENERAL SITE AREAS	ACTIVITY ZONES
Uncontained Fire	Evacuate all participants to Primary Assembly Point. Carry Out Head Count	Evacuate activity area to sub camp HQ. Carry Out Head Count
Flooding	Evacuate all participants to Primary Assembly Point. Carry Out Head Count	Evacuate activity area to to Primary Assembly Point. Carry Out Head Count
Storm (Heavy Rain, Thunder, Lightning)	Retain in sub camps Carry Out Head Count	Close Activity and evacuate to Sub Camps Carry Out Head Count
Structural Damage	Evacuate all participants to Primary Assembly Point. Carry Out Head Count	Evacuate activity area to home sub camp HQ. Carry Out Head Count
Major Accident	Clear Local Area	Clear Local Area
Lost Person	Lock Down in Area Conduct Head Count	Lock Down in Zone and conduct Head count
Terrorist Attack	RUN HIDE TELL Evacuate all participants to Primary Assembly Point. Full Head Count	

IN THE EVENT OF A SITE EVACUATION THE PRIMARY ASSEMBLY POINT IS THE LAND OPPOSITE THE MAIN ENTRANCE TO TATTON PARK CAMP SITE