



Event Management Plan and Emergency Preparedness Plan ICC WALES April 2025

Set-up 9th April 2025
Event Days 10th to 21st April 2025
Pack-up 21st April 2025

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1. Event planning / Emergency Evacuation Plan Objective

To clearly define the process to be followed, in setting up an event and managing an emergency situation. Procedures in this plan should not be regarded as rigid but rather as flexible guidelines to be used to address any unanticipated emergencies.

This plan will be used by the staff as a “live document” to set out the following.

- Potential emergencies that are applicable to the use of inflatable equipment.
- Written procedures developed in response to the potential emergencies.
- Staff members responsibilities for particular actions in an emergency situation.
- The ongoing education and training proposed as part of the overall emergency preparedness strategy.

2. Venue/Event Description/Audience

The Tuff Nutterz Event is an inflatable obstacle course designed for the enjoyment of children between the ages of 4 and 14 years old although all age groups are welcome to and indeed do participate on the course.

The course is set-up either externally on a flat grass closely mown field or internally within an appropriately sized building. The event course will usually be segregated by low level or high level fencing panels depending on circumstances. This serves as a control for ticketing arrangements and to avoid access to the mechanics of the course via unauthorised means. The course is designed with several exit locations for children to exit the course should they wish although the general idea is to progress through the entire course from start to finish.

Tuff Nutterz will have several members of staff (female and male) in and around the course during operating sessions. This is to ensure the continual enjoyment of the facility for all users. Staff are encouraged to ensure that the children move through the various obstacle course challenges in good time and to avoid children delaying too long at a certain point in the course. There will usually be 6 to 8 members of staff throughout the day during operating times.

Adult family members or carers are generally welcome to participate alongside the children to ensure further personal safety and general wellbeing and enjoyment. The Tuff Nutterz Staff are located throughout the course to ensure constant movement through the course and to avoid any possible congestion areas.

The Tuff Slide is an added optional activity for the children to enjoy should they wish.

The course has a maximum design capacity of 300 users at any one time although the average capacity in any given session tends to be far lower than this. Usually one would expect 100 to 150 users plus their associated adult family members or carers using the facilities at any given time.

In the case of ICC Wales, the event will be held indoors therefore there is minimal risk of a session being cancelled due to inclement weather although the management of Tuff Nutterz reserve the right to cancel any day or session should the weather forecast show an unacceptable level of risk to the public.

The general public areas will remain accessible to any people who had purchased a ticket and would like to remain in the event location until weather permitting the course is re-opened and the participants are able to rebook to a later session.

The event site is located within the main event space at ICC Wales.

Ice cream trailer

Check-in desks

49.6

For the events and activities that Tuff Nutterz deliver, there is a temporary infrastructure installed to Operate the Obstacle Course. This involves installation of a series of inflatable structures, site container and some inflatable shade tents.

The set-up will usually comprise 1-2 days of pre-event set-up and coordination. Generally, the inflatables will be laid out in the designed configuration and inflated individually to test for any defects and then secured. The process is repeated until the course is fully operational.

Suppliers that need to enter the site to drop off supplies should enter with their hazards flashing and not exceed 5mph whilst on the premises. No heavy machinery will be used throughout the installation and pack-up of the obstacle course.

For any vendors that will be remaining on the premises for any period of time, the necessary insurance and H&S documentation will be provided.

Opening and closing of the main building (where applicable) will be the responsibility of ICC Wales. Tuff Nutterz will not provide any additional security for the duration of the event.

No other vendors provide any High Risk activities on behalf of Tuff Nutterz at the event.

There will always be a minimum of one first aid trained person on site at all times throughout the event including set-up and pack-up days.

All staff members for the operational days will have a valid DBS certificate

Catering facilities will be provided by a combination of ICC Wales services and Tuff Nutterz operated vendors. All required food health and hygiene standards certification will be available for inspection.

The provision of toilets will be the responsibility of ICC Wales All facilities will be cleaned daily by ICC Wales.

Waste collection and bins located throughout the event site will be provided by ICC Wales. Bin emptying and replacement will be controlled by a combination of ICC Wales staff and Tuff Nutterz Staff throughout the event period.

The event is held on one level and as such the entire area is accessible for physically disabled persons. It is unlikely that physically disabled people would use the course but all SEN related disabilities are welcome. Tickets for carers of any disabled people and are available on the website.

2.2 The intended use of the building/structures or venue.

The container is used as a ticket office and welcome location as well as a storage area during non-operational hours. The inflatable shade / tent areas are for parents and families whilst children play on the obstacle course.

2.3 Operating Hours.

The event operating hours are:

- 9am to 5pm
- There are 4 sessions per day each being 1:45 minutes with a 15 minute break between sessions.

2.4 Description of Activities taking place at the venue/event

The Obstacle course is activated to give children challenges and aid in development of decision making and motor skill functions. They are designed to have 2 outcomes:

1. General play activities where freeform activity is possible
2. Controlled Competitive activities

2.5 Site Induction

No Tuff Nutterz staff members or appointed Contractors will be allowed on to site without having first undergone a contract specific, safety and site induction. Upon arrival all new staff to the site will present themselves to the event manager, for a safety induction.

2.6 Marketing

General marketing will be done through social media channels as well as community groups and local resident social and school groups etc. Any assistance from the council in advertising on local platforms and websites will be coordinated with the relevant council representative.

2.7 Lost Children

The event premises will be enclosed via means of an installed pedestrian fence which should assist to mitigate any lost children. All Tuff Nutterz Staff will be conscious of looking out for lost children and assist any children who appear lost. In the case where a child cannot find their parents, the Tuff Nutterz staff will bring the lost child to the Ticket Office where an announcement will be made over the PA system to make contact with the parents. In the highly unlikely event that the parents remain uncontactable the Site Manager will contact the local police service to assist.

2.8 Device Certification

All Equipment will be tested by a suitably qualified person from the necessary inspection or regulation authority prior to any event commencing and necessary inspection information will be made available for inspection at any time.

2.9 General Security

Night time security will not be required on this site. The event hall will be securely locked at the end of each operational day by ICC Wales staff.

Day time security will be generally managed by the Tuff Nutterz staff members. This is a family event and as such no heavy security requirement is anticipated. In the event of a more significant security event, the Site Manager will make the decision to call the local police service.

3. Scope

This plan applies to the setting up of an event inflatable obstacle course following Emergency Event Scenarios (normal operations and abnormal conditions) and, potential emergencies in the areas specified, have been identified as follows:

- a) General Medical Emergency
- b) Critical Medical Emergency
- c) Fire or Explosion
- d) Hazardous Material Spill (Generator fuel)
- e) Infectious disease (COVID-19 / Tracing Response)

Other more specific potential emergencies may include.

- a) External Emergency
- b) Adverse weather conditions
- c) Failure of critical equipment

3.1 Response Actions

The above-mentioned threats may require one or more of the following responses:

- Evacuation of the area (Fire, Hazardous Material Spill, Power Failure)
- Evasive Action (Explosion)
- Containment of Threat (Chemical / fuel spill)
- First Aid Treatment (Medical Emergency, COVID-19 Response or Containment).

4. Emergency Preparation and Testing

4.1 Training Requirements

Tuff Nutterz shall determine the training needed for staff who are assigned emergency response duties and ensure that this training is received. Emergency response staff shall remain competent and capable to carry out their assigned activities.

All staff normally working in any of the areas identified through this plan shall be trained in the following emergency management information:

- The general information contained within this document
- Key personnel roles and responsibilities
- Emergency exit locations and routes
- Assembly point locations
- Fire Fighting equipment locations

The written procedures applicable to the site venue for the emergency evacuation. All staff will be asked, at the completion of the training, to sign a statement, acknowledging that they have read, understood, and agree to follow the emergency evacuation procedures and had any questions they had, answered adequately by the event manager / event organiser.

All staff shall understand their role and responsibilities in the event of an emergency.

4.2 Emergency response

Emergency response will consist of a walk through by the Event Manager, who will ensure that all staff attending the event are aware of the evacuation procedure requirements.

4.3 Maintenance and Testing of Equipment

Maintenance and testing of all fire precautions, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and associated British Standards.

- Logbooks will be kept of all testing and maintenance carried out.
- The Hiring of equipment such as fire extinguishers will be undertaken from a reputable company (BAFE registered) and the equipment will be appropriate to the class of fire and labelled, indicating its last service date (serviced in accordance with BS 5306-3).

4.4 Emergency Plan Review

Tuff Nutterz shall review its emergency preparedness and response procedure(s) periodically. Examples of when this can be done are:

- on a schedule defined by the organization,
- following organizational changes,
- following an event that activated the emergency response procedures,
- following drills or tests that identified deficiencies in the emergency response,
- following changes to legal and other requirements,
- following external changes impacting the emergency response.

When changes are made in emergency preparedness and response procedure(s), these changes shall be communicated to the personnel and functions that are impacted by the change; their associated training needs should also be evaluated.

5. General Roles and Responsibilities

Senior management are overall responsible for ensuring the emergency procedure as prescribed in the Emergency Plan and Procedures is established, implemented and maintained. The event manager will be responsible for initiating an appropriate response to emergency situations so as to supervise the safe movement of occupants from an area of danger to an area of safety during that emergency.

5.1 Event Manager (Tuff Nutterz Representative)

Overall, liaise with the site team.

- Liaise with Site Manager and Tuff Nutterz Staff.
- Keep direct contact with Fire Marshal to inform patrons of arising situations
- As required, document and notify responses for action including evacuation and emergency.

5.2 Fire Marshal / Fire Warden (Tuff Nutterz Representative)

- As required, evaluate / initiate the need for evacuation.
- Activate warning alarm if evacuation is required (if practicable);
- As required, contact Authorities, for example Fire, Ambulance and Police.
- Account for all staff, customers and others in liaison with the emergency services
- Evaluate, in conjunction with emergency services if site venue is safe prior to any staff, customers or others re-entering the area
- Document emergency situation, what happened, what was the outcome.

5.3 Tuff Nutterz Site Manager

- Receive directions from the Fire Marshal / Fire Warden / Emergency Services
- Check all structures in the area
- Ensure that all staff have been alerted that an evacuation is in progress.
- Inform staff of the emergency situation.
- Prepare for deflation of Obstacle Course Items

5.4 Medical (First Aider)

- Coordinate First Aid Response
- Provide first response medical and First Aid
- Administer first aid on evacuated personnel/customers as is required.

5.5 All Staff

- Report their presence to site event management/fire marshals / fire wardens at the assembly area.
- Fire Marshals / Wardens to notify the event manager of count at assembly areas
- Not to leave the assembly area unless directed by the event manager / emergency services.
- Carry out tasks as directed by the Fire Marshal / Warden.
- Contribute to debriefing.

6. Emergency Response

The objective of the emergency response procedure, is to:

- Decrease the level of risk to life and property
- Control an incident, and minimise its effect
- Provide the basis for training people who may be involved in a workplace emergency.

The response expected of staff and management to potential incidents covered by this plan, include the following.

6.1 Evacuation

The Fire Marshal / Fire Warden will take the following issues into consideration when determining if and when to evacuate.

- The severity of the incident
- The likelihood of escalation
- The incident becoming uncontrollable beyond the resources available.

Generic process of evacuation is shown below.

1. Reason for evacuation realised
2. Appropriate staff assess the situation
3. Notification given to staff, customers and others to evacuate to designated assembly points
4. Staff to offer assistance as required, under direction of Fire Marshal / Warden
5. Relevant emergency services notified of the emergency
6. Staff to ensure the site venue is vacated (public areas, toilets, etc)
7. Await Emergency Services Assessment

6.2 Evacuation Incidents

The following emergency procedures shall be carried out in response to the specific emergencies Of.

- Fire and Explosion
- Medical Emergency (including COVID-19 response /containment)
- Hazardous Material Spill/Leak
- Adverse weather
- Equipment failure

6.3 Fire and Explosion

Should you discover smoke or fire at the site venue

- Assess the situation and the potential for evacuation.
- Remove anyone in the immediate vicinity if it is safe to do so
- If trained in the use of fire extinguishers, and if fire or smoke is localised endeavour to extinguish the fire only if it is deemed safe to do so
- Notify the Event Manager / Fire Marshal / Warden
- Event Manager / Fire Marshal / Warden to assess the situation and commence evacuation if deemed necessary
 - Notify all persons to leave the site venue calmly and assemble at evacuation points
 - Notify emergency services via 999
- Staff to ensure that all persons are moved towards the assembly points
- Wait for emergency services to arrive and assess the situation.
- Wait for the “ok” from emergency services before re-entering the site venue.
- If safe to do so, allow the entry of persons into the venue. If not, ensure no one re-enters the site venue.
- Should any personal belongings of the persons be within the venue, (after the Emergency Services “ok” has been given) re-enter the venue and obtain personal belongings.

Location of Fire Extinguishers, Fire Warning and Fire Assembly Point.

Fire Extinguishers: As per provided layout_____

Fire warning / alarm: Alarm system within the event hall and visual.

Fire assembly Point: As per Site Plan_____

(These locations should be shown on the venue site plan or Event Site plan and be attached to this document).

6.4 Medical Emergency

Should a medical emergency occur,

- The first staff member on the scene should assess the situation and if they do not have first aid training, immediately raise the alarm and notify the event manager
- The event manager will contact First Aid to attend
- Attending First Aid will apply first aid as trained.
- If further action is required, the event manager will notify emergency services on 999, and request an assistance
- A nominated person shall meet the emergency services outside the site venue and take them to the medical emergency.
- A first aider is to remain with the injured person until the emergency services personnel arrive and take control of the incident.
- Complete an incident/accident report form.

6.5 COVID -19 Response/ Containment

Tuff Nutterz shall continue to follow COVID 19 guidelines as published.

UK Government Website - www.gov.uk/dhsc <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Public Health England - <https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/>

6.6 Hazardous Material Spill/Leak

Hazardous Substances stored on site, or that may come onto site for periods of time, consist of the following.

- Oils
- Disinfectant/Sanitiser/Cleaning products
- Fuel (generators, cars and service vehicles)

The procedure to be carried out must be as follows.

- Staff member who finds such a spill, or is notified by the public/others of such a spill is to notify the event manager.
- At the direction of the event manager, if deemed necessary, evacuate the site venue, if the nature of the spill warrants such an evacuation.
- Identify the source and amount of any released materials and section off the area such that the public can't gain entry.
- If necessary.
 - Notify Fire Service – Dial 999
 - Evacuate part or all of the venue
 - Implement suitable containment measures - Stop any further spill
 - Isolate ignition sources within the area of the spill.
 - Soak up material using and contain spilled material for arrange for disposal to an appropriate landfill facility.
- Manager to complete an incident report.

6.7 Adverse weather

General

For each site event, there is a point at which the safety of those involved in the production or event can be jeopardised by the weather (high winds, heavy rain, ice, for example).

The decision to continue/postpone or cancel the event needs to be made by the event manager in consultation with Tuff Nutterz senior management, venue owner and relevant authorities.

The majority of weather related risk has been mitigated as the event is being held inside.

High temperatures

Where activities are undertaken outdoors on a hot day, the risk of heat stroke / sun burn (UV exposure) must be considered.

Risk assessment shall determine and address control measures that may include rescheduling the site event to a different time of day, access to water, shade, fans and rest facilities.

Event attendees' safety in high temperatures may require attention to provision of shelter from heat. Designation of areas where controlled temperature is possible. Shaded areas and marquees are possibilities for additional shelter.

Exposure to Sun

Consideration of sun exposure hazards shall have regard to the type of work undertaken, available shade, reflection, time of day/year, geographic location, access to fluids, altitude, and PPE.

Where sun/heat protection is required, appropriate clothing that covers the body and limbs, hats and sunscreen (Factor 30+) and sunglasses shall be worn, and fluids must be easily accessible.

Appropriate PPE must be provided by the producing company.

Particular attention shall be paid to sun protection between 11 am and 3 pm.

High or Gusting Winds

High or gusting winds can create stress on portable or overhead structures and other temporary structures. Risk assessment shall take into account potential hazards prior to commencement of construction and set out on-going risk assessment monitoring procedures that shall continue until such structures are dismantled.

If forecast information indicates the likelihood of high or gusting wind, the event manager, in consultation with the site venue owner/manager and Tuff Nutterz senior management, shall assess whether the event needs to be postponed or cancelled and whether temporary structures need to be dismantled.

Control measures must also be implemented in respect of securing any objects, including seating, fencing and stacked materials that may potentially be blown over or otherwise moved by wind. Trigger points for structure should be known and acted upon appropriately.

(Structure wind Trigger points as per Tuff Nutterz Wind policy).

Lightning

In conditions of lightning or if lightning is forecast, special precautions must be made in relation to communication and lighting systems. Such precautions shall be set out in the Risk Assessment including the need for ongoing monitoring of weather conditions, the point at which lighting and communications systems should be disconnected and/or dismantled and/or the production/event postponed/cancelled.

Wet weather / Thunderstorm

Slipping hazards are greatly increased in wet weather due to damp surfaces and reduced visibility. Electrical equipment shall be protected to ensure electrical current does not come in contact with water. Residual current devices must be used at all times.

Wet weather gear should be provided for staff who work in rain. In heavy rain, consideration shall be given to abandonment and/or the provision of sheltered space.

Excess water to be removed (swept) from pedestrian routes.

Tides and Floods

If a site event is sited near water, the risk assessment shall take account of the possible impact of tidal activity and/or flooding.

Collapse of Inflatable Temporary Installations

For inflatables there is a requirement to develop a strategy (plan) to safely inflate or deflate all or parts of a temporary install (obstacle course) to suit the rescue or escape of persons on the inflatables.

Tuff Nutterz event manager shall develop a site-specific emergency response with scenarios as per the setup and conditions (e.g. Inflatable Obstacle courses or other inflatable amusement rides).

The above eventualities are regarded as being highly unlikely due to the inland location of ICC Wales.

APPENDICES

Appendix 1 – List of Emergency Contact Details

NAME	COMPANY	JOB DESCRIPTION	CONTACT NUMBER	EMAIL
Rob Conroy	Tuff Nutterz	Director	07765373164	rob@tuffnutterz.co.uk
Russell Bruns	Tuff Nutterz	Event Manager	07481144739	hello@tuffnutterz.co.uk

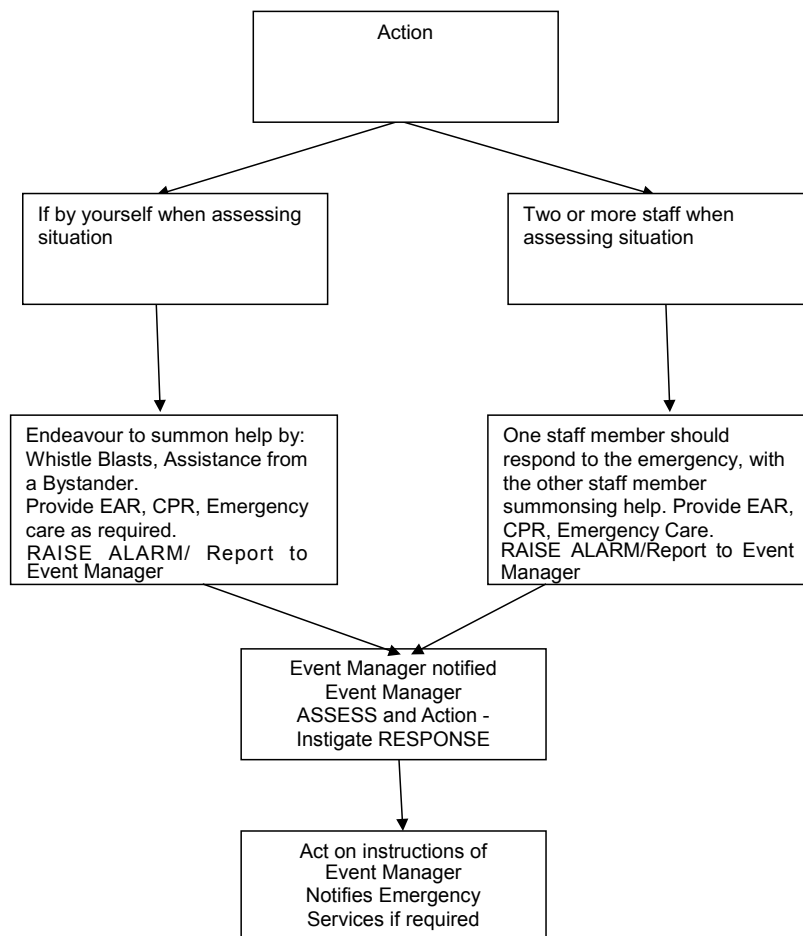
Appendix 2 - Event Site Plan showing location of Assembly Points

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Appendix 3 Emergency Procedure Flowchart

Emergency Procedure Flowchart

1. Assess the situation/risk.
2. Check for hazards/dangers.



Appendix 4 ‘Operations Management Plan for Wind – Obstacle Course

The event manager for the day must check the local weather report and check the wind expected for the day.

The manufacturer’s direction with regards to wind is a maximum of 38km/h. If the forecast is for wind below 30km/h then the operations will proceed with moderate reviews during the day.

If the forecast has wind between 30-40km/h then operations can only proceed with regular checks of local wind speed (done by anemometer) and being prepared (and documented) to enact an event stop including closing the area or site and evacuating customers.

If the forecast is for wind above 40km/h then the obstacle course will not be opened and no visitors will be allowed on site.

Appendix 5 'Wind Management Plan - Temporary Structures Inflatable Marquees

The event manager for the day must check local weather reports and check the wind expected for the day.

The manufacturer's direction with regards to wind is a maximum of 25km/h. If the forecast is for wind below 20km/h then the operations including the erection of the inflatable marquees will proceed with moderate reviews during the day.

If the forecast has wind between 30-40km/h then operations can only proceed with regular checks of local wind speed (done by anemometer) and being prepared to enact an event deflation and pack up of the inflatable marquees including closing the area (where inflatable marquees are) or site and evacuating visitors.

If the forecast is for wind above 40km/h then the inflatable marquees will not be installed and no visitors will be allowed on site.

Appendix 6 – Vendor Details

NAME	COMPANY	DESCRIPTION	CONTACT NUMBER	EMAIL
Michael Roach	KPT	Plant & Equipment	02082933135	michael.roach@kptsolutions.co.uk www.kptsolutions.co.uk
John Bratu	IDB Contractors Ltd	Electrical Installation	07947692288	idboffice@yahoo.co.uk

Appendix 7 – RIDDOR Reporting

If a member of the public (or other person who is not an employee) is injured as a result of a work activity by one of our employees and that member of the public is taken to hospital for treatment, the accident/injury must be reported to management without delay.

Where an incident has occurred that is classified as a dangerous occurrence it must be reported to management without delay - even if no one was injured.

ACCIDENT REPORTING TELEPHONE LINE

Fatal and Specified Injuries may be notified by telephone to the National Incident Contact Centre between the hours of 8.30 a.m. and 5.00 p.m. on weekdays, a report must be received by the enforcing authority within 10 days.

Telephone the Incident Contact Centre on: 0345 300 9923

ONLINE REPORTING

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE Website - www.hse.gov.uk/riddor.

F2508IE Report of an Injury.

F2508DOE Report of a Dangerous Occurrence.

F2508AE Report of a Case of Disease.

OIR9BIE Report of an Injury Offshore.

OIR9BDOE Report of a Dangerous Occurrence Offshore.

F2508G1E Report of a Flammable Gas Incident.

F2508G2E Report of a Dangerous Gas Fitting.