



Sevenoaks Round Table Charity Fireworks Festival and Torchlight Procession

Saturday 7th November 2015

FINAL EVENT PLAN

Event Management
Sevenoaks Round Table

[Redacted contact information]

Contents

1	Background and Event Summary	1
1.1	Opening time	1
1.2	Ticket prices	1
1.3	Control Centres	1
1.4	Executive Authority & Chain of Command	1
2	Location Plan and Event Timetable.....	2
2.1	Location Plan.....	2
2.2	Scheduled Timings for High Street and Sevenoaks School	3
3	Road Closures.....	5
3.1	Road Closure Staffing.....	5
4	Entertainment, Stage and Public Address	6
5	Staffing of the Event	7
5.1	High Street Ticket Sales.....	7
5.2	High Street and Sevenoaks School Activities	8
6	Insurance Details.....	13
7	Public Health	14
7.1	First Aid	14
7.2	Public Toilets	14
7.3	Concessions.....	14
7.4	Lost & Missing Children Reporting Area & Control Centre.....	14
7.5	Waste Management	14
7.6	Alcohol	14
7.7	Noise	14
7.8	Fire and Emergency Services	14
7.9	Emergency Evacuation Point	15
8	Communication Strategy	16
9	Concessions and High Street Stalls	17
10	Addition Event Details.....	18
10.1	Adverse Weather Plan	18
10.2	Torchlight Procession and Fireworks	18
10.3	Car Parking and Disabled Parking	18
10.4	Security Marshals.....	18
10.4.1	Procession Marshalling	19

Figure 2-A	Location Plan.....	2
Figure 3-A	Road Closure Map.....	5
Table 2-A	Schedule Timetable.....	4
Table 3-A	Road Closure Staffing.....	5
Table 4-A	Indicative Entertainment Schedule.....	7
Table 8-A	Contact Card Details.....	16
Table 9-A	Stall Locations	17

1 Background and Event Summary

Sevenoaks Round Table is delighted once again to be able to provide a Charity Fireworks Festival and Torchlight Procession for the residents of Sevenoaks on Saturday the 7th November 2015.

Sevenoaks Round Table wishes to thank Sevenoaks Town Council, Sevenoaks Town Partnership, 41Club, the Lions Club, 2158 Sevenoaks SQN Air Training Corps (ATC), Sevenoaks School and Sevenoaks District Council for their continuous support again this year.

Sevenoaks High Street is the venue for the first part of the Sevenoaks Charity Fireworks event which will feature a stage, entertainment, fairground rides, charity and commercial stalls, as well as sales of processional torches and tickets. Retailers have the option of late night trading if they wish. Sevenoaks School is the location of the second half of the event for the fireworks display.

This document should be read in conjunction with the 'Risk Assessments and Safety Procedures' document.

1.1 Opening time

The High Street will be closed at 4.30pm and stalls will be setting up and trading from that time. The entertainment on the stage in the High Street starts at 5.00pm. The torch light procession will be directed by a countdown from the stage to start at 7.00pm and will be led by a marching band, walking to the school. The gates at the school site will open at approximately 6.30pm.

1.2 Ticket prices

Tickets are sold in advance of the event and also on the night in the High Street and at the Dukes Meadow entrance gate to the school. The price on the night is Adult £10.00 and Children (5 to 15) £7.00.

1.3 Control Centres

There are two control centres, one is a large gazebo marked 'Sevenoaks Town Council' opposite to the stage in the High Street (called 'Town Control'), the other is situated at the entrance of the field at Sevenoaks School, set in a large green Gazebo (called 'School Control').

1.4 Executive Authority & Chain of Command

The Sevenoaks Round Table (SRT) Fireworks Event Manager, referred to as Gold, manages the event with support from other members of SRT that have control and responsibility for specific areas. Gold has complete Executive Authority on all decisions pertaining to and for the full duration of the event. If required he will discuss any rising issues with his support team.

Chain of Command:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Coordination of all marshalling groups, including manning the road closures, is ultimately under the control of Gold [REDACTED]. The assigned road marshals (security guards) will each have a radio control. The road marshals will be in communication with Gold and/or Bronze One throughout the event. The AA Traffic Marshals will also be in radio communication with Gold.

2 Location Plan and Event Timetable

2.1 Location Plan

The location plan is shown in Figure 2-A below.

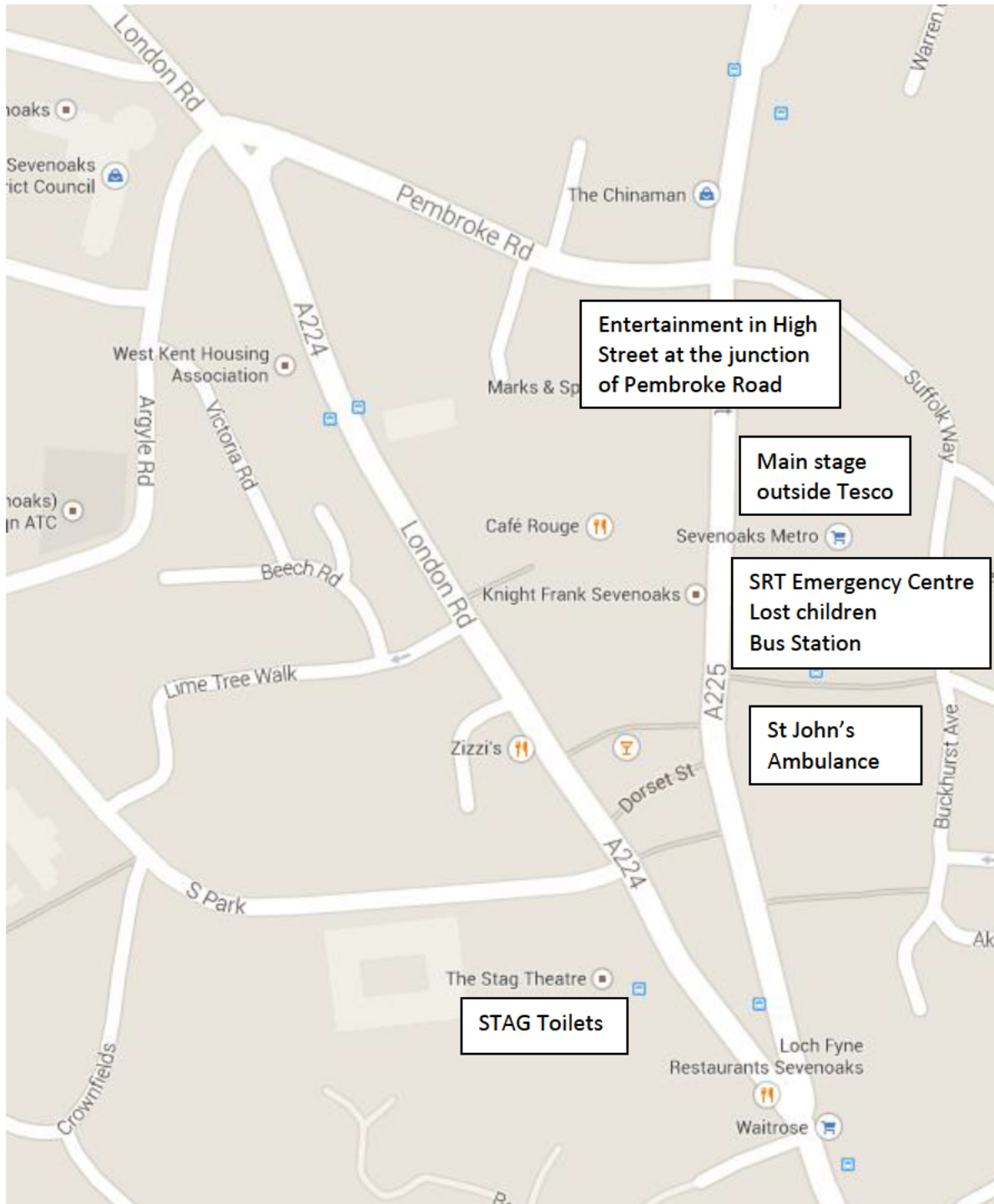


Figure 2-A Location Plan

2.2 Scheduled Timings for High Street and Sevenoaks School

The schedule timetable is shown below.

Time	Activity	Location
10.00hrs	Ticket sales	High Street
10.00hrs	Bonfire build begins	Sevenoaks School
11.00hrs	Phoenix Fireworks arrive	Sevenoaks School
13.00hrs	Tablers' lunch and briefing	Sevenoaks School
15.30hrs	Parking suspended	High Street
15.30hrs	Stage arriving	High Street (outside Tesco)
15.30hrs	Crowd control barriers erected	High Street (outside Tesco)
15.30hrs	All road closed, diversion signs and barriers delivered by The AA, ready for closure at 16.30hrs and 18.30hrs	High Street junctions with: <ul style="list-style-type: none"> – Pembroke Road / Suffolk Way – London Road – Rockdale Road – Oak Lane – Solefileds Road London Road junctions with: <ul style="list-style-type: none"> – South Park – Bank Street – Dorset Street Akehurst Lane and Buckhurst Lane junction Tonbridge Rd south of Sevenoaks School Dukes Meadow Entrance
16.00hrs	Set up gazebo, tables at the gate, signage and lighting, money collecting boxes, tabards at main gate	Sevenoaks School
16.00hrs	Marshals & The AA Briefing 1	Clock Tower Blighs car park
16.20hrs	Marshals deployed to road closure locations	Various
16.30hrs	Road Closed. Barriers and diversion signs erected by The AA. Marshals on site	High Street / Suffolk Way / Pembroke Road junction
16.30hrs	Road Closed. Barriers and diversion signs erected by The AA. Marshals on site	High Street / London Road junction
16.30hrs	Road Closed sign erected by The AA. Marshals on site	Bank Street junction London Road
16.30hrs	Road Closed sign erected by The AA. Marshals on site	Dorset Street junction London Road
16.30hrs	Road Closed sign erected by The AA. Marshals on site	Ackhurst Lane junction Buckhurst Avenue
16.30hrs	Road Ahead Closed and diversion signs erected by The AA	Dartford Road south of junction Seal Hollow Road
16.30hrs	Road Ahead Closed and diversion signs erected by The AA	High Street south of junction Rockdale Road
16.30-17.00hrs	Stalls/stage/fairground rides erected	High Street
17.00-17.30hrs	Sale of last minutes tickets, torches and glow sticks	High Street

Time	Activity	Location
17.00hrs	Entertainment and announcements (See separate timetable in Section 4)	Stage outside Tesco
18.00hrs	Marshals & The AA Briefing 2	Outside Waitrose at top of the High Street
18.30hrs	Gates open	Sevenoaks School
18.30hrs	Road Ahead Closed Sign erected Diversion sign	Morley's Roundabout northbound exit on A225 towards Sevenoaks
18.30hrs	Road Closed. Barriers and diversion signs erected by The AA. Marshals on site	London Rd junction of South Park
18.30hrs	Road Closed sign erected by The AA. Marshals on site	High Street junction Rockdale Road
18.30hrs	Road Closed sign erected by The AA. Marshals on site	High Street junction Oak Lane
18.30hrs	Road Closed sign erected by The AA. Marshals on site	High Street junction Solefields Road
18.30hrs	Road Closed. Barriers and diversion signs erected by The AA. Marshals on site	Tonbridge Rd south of Sevenoaks School Dukes Meadow Entrance
18.50hrs	Countdown for Procession	Stage/High Street
19.00hrs	Torchlight Procession to Sevenoaks School	High Street
19.00hrs	Torches lit outside Waitrose	High Street
19.30hrs	Crowd arrives at Sevenoaks School. Torch holders to enter school via Entrance 1 (Towers entrance) and non- torch holders via Entrance 2 (Dukes Meadow)	Sevenoaks School
19.40hrs	Countdown for fireworks	Sevenoaks School
19.45hrs	Fireworks	Sevenoaks School
20.00-21.00hrs	Begin dismantling stage, fair rides and stalls	High Street
20.45hrs	Fireworks complete	Crowd disperse back to High Street
21.30hrs	The AA re-open all roads when safe to do so	High Street junctions with: – Pembroke Road / Suffolk Way – London Road – Rockdale Road – Oak Lane – Solefields Road London Road junctions with: – South Park – Bank Street – Dorset Street Akehurst Lane and Buckhurst Lane junction Tonbridge Rd south of Sevenoaks School Dukes Meadow Entrance

Table 2-A Schedule Timetable

3 Road Closures

The AA will close the roads prior to the High Street Entertainment and the Torchlight Procession from 16.30hrs to 21.30hrs. Marshalls will use road barricades and provide an alternative detour route.

Additionally, The AA will close London Road and Tonbridge Road from 18.30hrs to 21.30hrs for the procession and when the crowd disperse after the fireworks show.

The roads to be close are shown in Figure 3-A below.

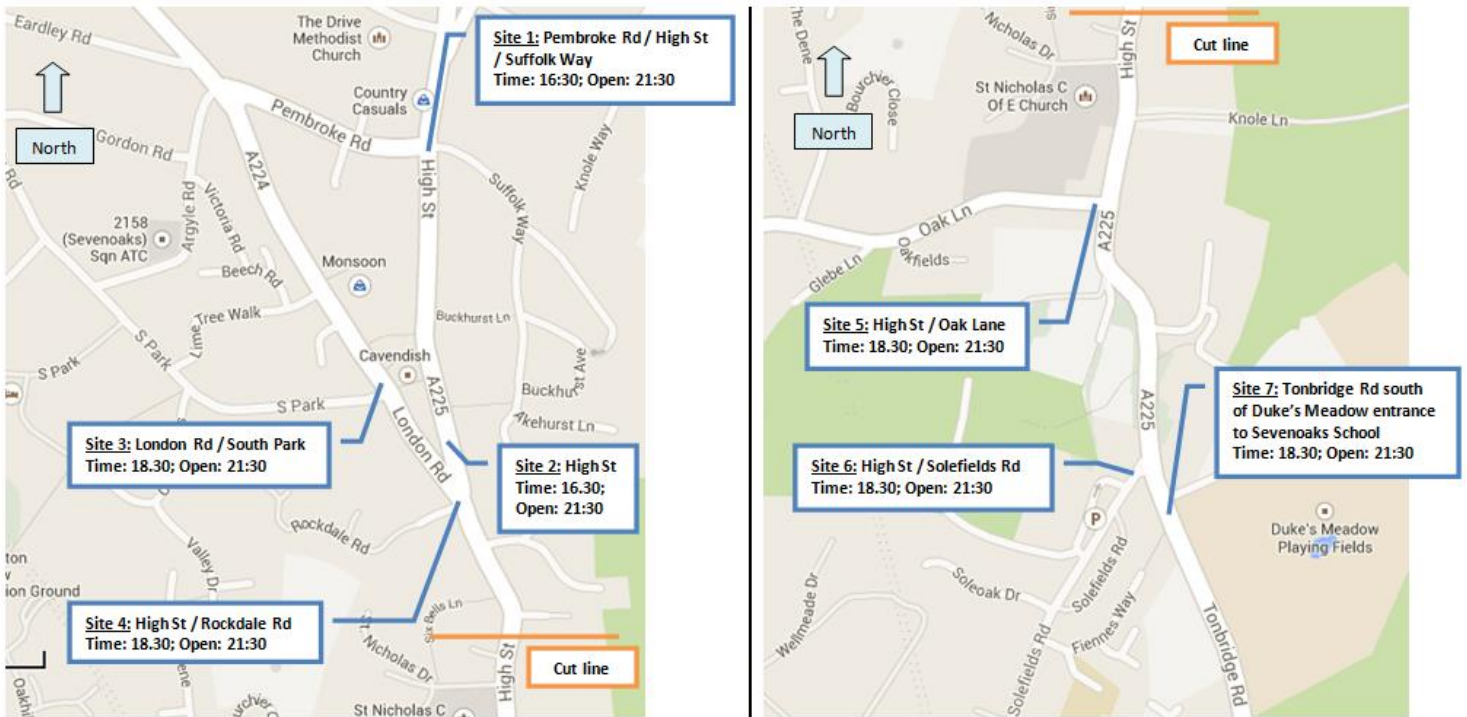


Figure 3-A Road Closure Map

3.1 Road Closure Staffing

	Location	Marshal	Time Period
A	High Street / Pembroke Rd / Suffolk Way junction	One marshal	16.30 – 21.30hrs
B	High Street / London Road junction	One marshal	16.30 – 21.30hrs
C	High Street / Rockdale Road	One marshal	18.30 – 21.30hrs
D	High Street / Oak Lane junction	One marshal	18.30 – 21.30hrs
E	Tonbridge Road / Solefields Road junction	One marshal	18.30 – 21.30hrs
F	Tonbridge Road south of Sevenoaks School Dukes Meadow entrance	One marshal	18.30 – 21.30hrs

Table 3-A Road Closure Staffing

4 Entertainment, Stage and Public Address

There is a Stage and Public Address system that will be supplied by NK Audio. The stage will be placed outside Tesco in the High Street, with crowd control barriers in front of the stage and public safety announcements will be made from there.

There will be a maximum of five attraction rides on the High Street supplied by Shaw's Leisure. Please refer to the 'Risk Assessments and Safety Procedures' document that includes a written risk assessment.

Entertainment will commence at 17.00hrs which will include the cast of the Stage Theatre Pantomime and music. The acts will finish around 18.50hrs.

An indicative Entertainment Schedule is shown in the table below.

Main stage Time	Entertainment	Electrical Requirements	Marshals	General
16.30 – 17.00hrs	Jonah's Wail band back line set up on stage RGB set up are on front of stage	Power supply from Tesco	Five marshals (Sevenoaks Town Council)	Six barriers around stage
17.00 – 17.35hrs	RGB folk duo on stage			
17.35 – 17.45hrs	Out of Bounds Comedy – Compere	Handheld microphone stands and playback		Competition Wagamamas
17.45 – 18.15hrs	Jonah's Wail Live Band	Arranged with NK Audio and band		
18.15 – 18.25hrs	Out of Bounds Comedy – Compere	Handheld microphone stands and playback		Interview with Pantomime cast
18.25 – 18.55hrs	Jonah's Wail Live Band	Arranged with NK Audio and band		
18.55hrs	Speeches from the SRT Chairman and the Mayor		Five marshals (Sevenoaks Town Council)	Six barriers around stage
18.55hrs	Countdown to Procession			

Main stage Time	Entertainment	Electrical Requirements	Marshals	General
19.00hrs	Torchlight Procession led by Campaigners Marching Band			

Table 4-A Indicative Entertainment Schedule

5 Staffing of the Event

Below is a table showing the staffing of the event. This could change on the day but provides a relative accurate representation of the staffing involved in delivering the event.

5.1 High Street Ticket Sales

	Activity	Time	SRT members
High Street Sales 7th November	Ticket sales on High Street	10.30 – 11.30hrs	██████████ ██████████ ██████████
		11.30 – 12.30hrs	██████████ ██████████ ██████████
		12.30 – 13.30hrs	██████████ ██████████
		13.30 – 14.30hrs	██████████ ██████████ ██████████
		14.30 – 16.00hrs	██████████ ██████████

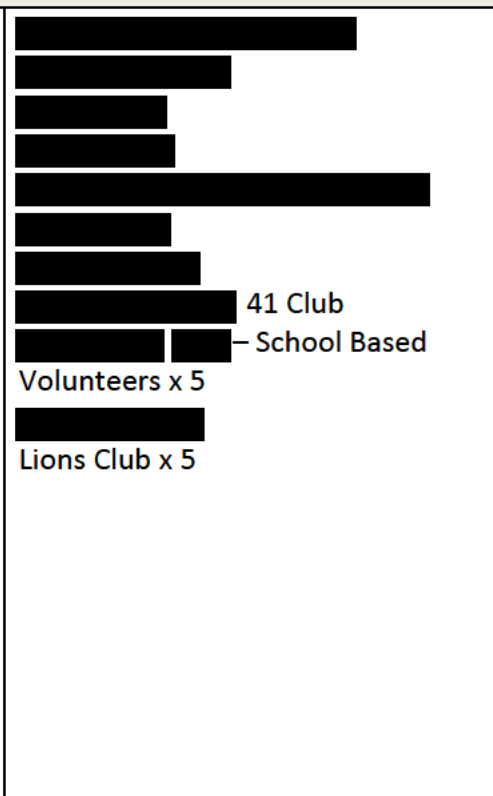
5.2 High Street and Sevenoaks School Activities

	Activity	Time	Name
High Street day activities 7th November	High Street Control	16.00 – 19.00hrs	[REDACTED]
	Suspend Parking Bays Lions barriers to stage Electricity from Tesco Assist stall holders arriving Town Council set up Gazebo (Town Control)	14.00 – 16.30hrs	[REDACTED]
	Stage arrives outside Tesco	15.00 – 15.30hrs	NK Audio [REDACTED] [REDACTED] or [REDACTED] [REDACTED]
	High Street briefing – All marshals that will be in the High Street, road closure marshals, security staff and Tablers in the High Street must attend	16.00hrs Blighs Clock Tower	[REDACTED] [REDACTED] All marshals in the High Street, security guards, road closure marshals and Tablers
	Set up Torch and Ticket sales stalls	16.15 – 17.00hrs	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
	Fairground rides arrive ** No glowsticks, just balloons **	16.15 – 16.45hrs	Shaw Amusements
	Road closed by The AA: High Street / Suffolk Way / Pembroke Road junction and High Street / London Road junction	16.30hrs	The AA in charge and 1 x security guard at each site / junction – RT and The AA
	Stage set up, Stalls set up and Fair set up	16.30 – 17.00hrs	[REDACTED] [REDACTED] [REDACTED] 5 x Volunteers from STP

	Activity	Time	Name
Sevenoaks School day activities 7th November	Build bonfire, rope off bonfire and fireworks area, collect tables from school, mark area for Loins Club food stall	10.00 – 13.00hrs	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
	Fireworks and sound set up	11.00hrs	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
	ALL TABLERS NOT SELLING TICKETS, REPORT TO SCHOOL FOR LUNCH AND BRIEFING	13.00hrs	ALL TABLERS
	Security guards, The AA, Marshals (ATC and Scouts) and Lions Club Food Concession arrives	15.00-15.30hrs	[REDACTED] [REDACTED] [REDACTED] ATC Scouts – School Based (Simon Lake) The AA [REDACTED] (Loins Club – Food sellers) Roman Guard Security [REDACTED]
	Security Briefing	15.15hrs	[REDACTED] Roman Guard Security (Lee)
	Set up Kevin Lilley gazebo, tables at all gates, signage, lighting, money collection boxes, ensure tabards at gate	16.00hrs	[REDACTED] [REDACTED] [REDACTED] [REDACTED] School based 41 Club x 10 – [REDACTED]
	First Aid/Lost Child arrives (St John’s Ambulance)	17.30hrs	[REDACTED] [REDACTED] Lions – Food sellers
	Final event school briefing In front of control point (SRT Gazebo)	18.00hrs	[REDACTED] [REDACTED] [REDACTED] ALL School based Tablers 41 Club School Based Roman Guard Security ATC – School based Scouts St John’s Ambulance The AA

	Activity	Time	Name
High Street evening activities 7th November	High Street Control	16.00 – 19.00hrs	[REDACTED] [REDACTED] [REDACTED]
	High St Marshals	16.30hrs	[REDACTED] [REDACTED] [REDACTED]
	Help Stall Holders Assist crowd Spot problems early Liaise with control		Roman Guard x 3 ATC Scouts – Town based 15 x Volunteers
	Ticket and Torch Selling Only sell torches to ticket holders over 18s	17.00 – 19.00hrs	[REDACTED] [REDACTED] [REDACTED] Lions x 6 [REDACTED]
	Entertainment – Stage	17.30 – 19.00hrs	[REDACTED] [REDACTED] Roman Guard x 1
	Stalls in High Street	17.30 – 19.00hrs	[REDACTED] In charge) [REDACTED] 2 x Volunteers
	Mayor, Pantomime cast and marching band arrives	18.00hrs	[REDACTED] (In charge) [REDACTED] to look after Mayor and Pantomime cast
	Speeches and countdown. Mayor, Chairman, Pantomime cast countdown	18.50hrs	[REDACTED] (In charge) [REDACTED]
	Lighting of Torches plus band	18.40 – 19.00hrs	[REDACTED] (In charge) [REDACTED] 41 Club x 2
Marching band		[REDACTED]	

	Activity	Time	Name
Sevenoaks School evening activities 7th November	School Control hand over from High Street Control	19.00 – 19.30hrs	██████████ (In charge) ██████████
	Food Concessions	17.30hrs	██████████ – Lions Club
	First Aid/Lost Child		██████████ – St John's Ambulance 07581 630401
	Entrance 1 – Froy Gate	19.15 – 19.30hrs	██████████ 41 Club x 5 Roman Guard Security x 1
	Entrance 2 – Dukes Meadow	19.15 – 19.30hrs	██████████ (In charge) 41 Club x 10 Roman Guard Security x 1
	Torch Route through school	19.15 – 19.30hrs	██████████ (In charge) ATC 7 x ATC Adults 20 x Cadets
	Bonfire Crowd Control	19.45 – 20.00hrs	██████████ ██████████ 5 x Volunteers
	Crowd safety and security	19.15 – 20.00hrs	Roman Guards x 2 (bonfire) 41 Club All Procession marshals
	Exit	20.15 – 20.30hrs	██████████ - EXIT ATC, 41 Club and Tablers
Clear Up	20.30 – 21.00hrs	██████████ ██████████ All Tablers 41 Club ATC Scouts	

	Activity	
<p>Procession – High Street to School</p>	<p>Marshal crowd Monitor for issues with torches Use fire blankets where necessary Fergal Parkinson to look after Mayor and guests Ensure procession is split. Torches through Entrance 1</p>	 <p>41 Club – School Based Volunteers x 5 Lions Club x 5</p>

6 Insurance Details



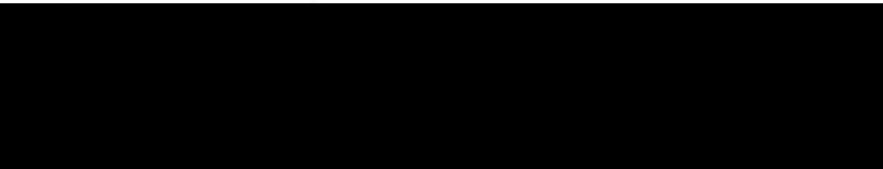
National Association of Round Tables
Marchesi House
4 Embassy Drive
Edgbaston
Birmingham
B15 1TP

16 February 2015

Dear Sirs

National Association of Round Tables of Great Britain and Ireland.

We write as Insurance Brokers to the National Association of Round Tables of Great Britain and Ireland to confirm that they hold an annual Public Liability Insurance Policy which provides indemnity to all individual Tables in respect of their legal liability for death or injury to third parties or damage to third party property, subject to the terms, conditions and exceptions of the policy.



We trust the above information is sufficient for your requirements but should you require any further details please do not hesitate to contact the office.

Yours faithfully



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7 Public Health

7.1 First Aid

St John Ambulance has been booked to provide First Aid cover. 10 officers will be present and work as follows:

- 4 officers will be with the Ambulance
- 6 officers will patrol the Town Centre throughout the event.

7.2 Public Toilets

Public toilets are located at the bus station in Buckhurst Lane and at the Stag Community Arts Centre. Temporary toilets will be erected in the parking area at Dukes Meadow at Sevenoaks School.

7.3 Concessions

Food and drink concessions will be provided within the town area to provide refreshments for members of the public in addition to the restaurants, pubs and cafes in the town.

7.4 Lost & Missing Children Reporting Area & Control Centre

There will be two Lost & Missing Children Reporting Areas - one at the SRT Gazebo opposite the stage in the High Street and one at the Sevenoaks Town Council Gazebo located in Dukes Meadow at Sevenoaks School. The area will have a Lost & Missing Children Reporting Area sign. SRT has a written procedure for dealing with lost or missing children (see Risk Assessments and Safety Procedures attached).

The control centres will be in regular contact with each other and will be constantly staffed during the event to: -

- Monitor the event, giving an early indication of any problems
- Control any incidents
- Direct resources to deal with any problems
- Act as a base for any communications

7.5 Waste Management

Litter picking will take place directly after the event.

7.6 Alcohol

Although the sale of alcohol on the High Street is allowed under the Sevenoaks Town Council entertainment license, this will not be advertised or encouraged. There will be no alcohol on sale at the school.

7.7 Noise

Whilst there will be some noise from the entertainment on the stage this will be finished by 19.00hrs and is unlikely to be considered a nuisance.

7.8 Fire and Emergency Services

Portable firefighting equipment will be located close to the stage. Sevenoaks Town Council vehicles parked in the Town will also have equipment on board. SRT has a written procedure for dealing with fire (see Risk Assessments and Safety Procedures attached). There is suitable access for emergency vehicles to High Street through Buckhurst Lane [bus station].

7.9 Emergency Evacuation Point

The Public Address System will be used to evacuate persons in an emergency from the site. SRT has a written evacuation procedure (see Risk Assessments and Safety Procedures attached).

8 Communication Strategy

All communications are done by radio on Channel 1, except for Phoenix Fireworks Limited fireworks manager [REDACTED]. He will be able to be contacted by radio by Gold. Mobile numbers will be shared to everyone involved as backup.

Communication will mainly take place via mobile telephones to link First Aid, Lost Children's reporting area, PA announcer, Central communication, and key event staff.

All volunteers and staff will also be provided with contact mobile numbers.

Name Key Staff/volunteers	Personnel Code	Position/Organisation	Mobile Telephone Number
[REDACTED]	Gold	Sevenoaks Round Table	[REDACTED]
[REDACTED]	Silver	Sevenoaks Round Table	[REDACTED]
[REDACTED]	Bronze – High Street	Sevenoaks Round Table	[REDACTED]
[REDACTED]	Bronze – School	Sevenoaks Round Table	[REDACTED]

Table 8-A Contact Card Details

9 Concessions and High Street Stalls

The completed list concessions and High Street stalls has not been confirmed yet. It is likely that it will be completed nearer the event.

The table below however provides an indication of the number of stalls that could be present on the High Street and its approximate location. It is anticipated that approx. 15-20 stalls will be present on the High Street, in addition to the fairground rides.

Pitch No	Location	Stall selling	Company Name
1	HSBC Bank on path		
2	Bollard Road Outside Chequers pub	Bread	Bread van
3	Road Outside Chequers pub	Fairground rides	Shaw Entertainment
11	80-96 High Street – leaving entrance door clear to M&Co	Various	Various ([REDACTED] have details)
12	98 High Street – leaving Locks Yard Free and pavement outside Russell & Bromley		
13	138 – 148 High Street		
17	127 – 139 High Street		
22	Tesco Path (window next to 134 High Street) ON PATH		
24	Tesco Path middle window ON PATH		
25	On Path beside Boots in Buckhurst Lane		
26	120 High Street Outside Boots keeping clear of their doors		
27	122 High Street outside 99p shop keeping clear of their doors		
28	Outside closed shops 138b High Street ON PATH		
29	137 High Street – Wagammmas		
30	Blighs delivery area/near car park		
33	Bank Street		
36	Oak Tree		

Table 9-A Stall Locations

10 Addition Event Details

10.1 Adverse Weather Plan

The Firework event is an outdoor event apart from the stage which will be under cover. We will be advised from MET Event Weather Services and from the Chief Safety Officer of the firework company if the event needs to be cancelled. Unfortunately there will be no refunds. Announcement of cancellations will be made on the day on the High Street from the stage, on Radio Announcements through KMFM and there will marshals on the main gate at the school in the evening to advise the public.

SRT has a written risk assessment for adverse/wet weather (see Risk Assessments & Safety Procedures attached).

10.2 Torchlight Procession and Fireworks

Members of the Round Table will be selling paraffin torches to over 18 year old tickets holders to be used in the torch light procession. The torches will be sold on the High Street and only lit by members of the Round Table ONCE the road has been closed AND the procession has started. This ensures that people with lit torches isn't stationary, but are in movement towards the school.

The display is fired from the upper pitch at Sevenoaks School; there is NO public access to this area from 2pm on the day. Security will deter unauthorised persons. Phoenix Fireworks will cordon off their firing zone before unloading their vehicles. Their own risk assessment is attached in the 'Risk Assessment & Safety Procedure.'

No fireworks are permitted on the public side of the park; this includes sparklers. Marshals will advise people using them and if persistent they may be threatened with removal from the site. Control will provide assistance where required.

10.3 Car Parking and Disabled Parking

Public car parks are available and will be free of charge from **16.30hrs**. This is located on the left hand side just through the Duke Meadow gate. Disabled people will be directed to the disabled parking.

Disabled Parking will be arranged nearby on request, but is located on the left hand side just through the Duke Meadow gate. Disabled people will be directed to the disabled parking upon request. SRT members can also, on request escort disabled people to the location, preferably near School Control, and refreshments can be obtained from there so they will not need to go through the crowds. Toilet facilities will also be nearby and positioned near to the entrance.

10.4 Security Marshals

SRT will be on site at the school from 10.00hrs until the end of the display. Security personnel will be employed from 16.00hrs; some at the stage, some mobile, and at road closure points.

Crowd control officers and marshals will be at the event from Roman Guard Security, in addition to SRT, 41Club, Air Training Corps (ATC) and other volunteers (from Sevenoaks District Council). They will assist with manning road closures and crowd security.

The ATC will be in charge of the crowd control during the procession through the school, provide extra event security on the event grounds and provide crowd control during the exit. Each group of 5 Air Cadet's junior members will report to an adult supervisor (Procession Marshal). The Procession Marshals will be in direct communication with Gold at all times.

The Lion's Club will be providing food concession at the school. One member of the Lion's Club will be in radio communication with Gold throughout the event.

Both gate entrances to the Sevenoaks School will be manned by the 41Club and will report to Silver who will be in communication with Gold.

The bonfire team will consist of trained marshals and the ATC. The lead ATC officer will be in control of the team and procession volunteers at sites and will be in radio communication with Gold.

10.4.1 Procession Marshalling

TORCH CONCESSION –

Members of SRT and 41 Club will be on the High Street selling torches from 18.00hrs. They will only sell torches to **Valid Ticket Holders** over the age of **18 years old** and instruct them "Not to Light the Torch until instructed to do so by a Marshal". Hold the Torch 3 feet away from anyone in front of them.

Only ticket holders will be allowed to accompany the Torch Bearer into the School, so additional guests in their group will need to buy Tickets in advance. Tickets will be available for purchase at the Torch Concession.

HIGH STREET MARSHALING-

The primary Marshals along the route will be from members of the Round Table and volunteers. Their primary goal is to ensure a gap of not less than 3 feet between a torch bearer and the person in front of them. Air Cadets Supervisors will also be equipped with Fire Blankets that they are trained to use and will also be trained in basic first aid should a torch need to be extinguished or someone is injured. The Air Cadet Supervisors will also have a radio set to Channel 1. If someone is injured they should immediately call Control announcing their position and the nature of the medical emergency. Control will inform a member of St John's Ambulance to attend to the scene.

FROY GATE ENTRANCE –

This entrance will only be used by Torch Bearers and their immediate group. Tickets will be checked on the entrance by the Air Cadets and a member of SRT will also be on hand. If a person in the group is not in position of a ticket, they will be directed to the Dukes Meadow entrance. The SRT will also do a visual check of anyone suspected of carrying alcohol or sparklers and instruct them to leave them at the gate before entering the school. A roped off area will be established before the procession arrive to keep the public on the main route. Members of the Air Cadets will line the route through the school to ensure a gap of not less than 3 feet between a torch bearer and the person in front of them. Air Cadets Supervisors will also be equipped with a Fire Extinguisher that they are trained to use and will also be trained in basic first aid should a torch need to be extinguished or someone is injured. The Air Cadet Supervisors will also have a radio set to Channel 1. If someone is injured they should immediately call Control announcing their position and the nature of the medical emergency. Control will inform a member of St John's Ambulance to attend to the scene.

BONFIRE AREA FOR TORCHES-

A Member of SRT and the Air Cadets will advise the public to stay in line approaching the bonfire until the group before them clears out of the Throwing Area.

THROWING AREA-

A member of SRT and marshals will instruct the public to make sure no one is standing behind them when they throw the torch onto the bonfire. After the group is clear from the throwing area, they will signal to the Air Cadets at the staging area to let the next group proceed.

CROWD CONTROL AREA-

A Member of SRT and the Air Cadets will instruct the public to keep moving onto the main pitch towards the viewing area after they have thrown their torches.

EXIT MARSHALLING-

After all torches are safely thrown onto the bonfire, the SRT marshal at the bonfire will radio to Control "Torches are clear of bonfire". Control will then check with Gates that all members are in the grounds. Once Gate signals back, Control will take the decision to start the fireworks and Radio Phoenix Fireworks manager [REDACTED] to start the fireworks display.

Control will then radio to Air Cadets "Close Access to Froy Gates". Air Cadets will close the Froy Gate and remove the barricades along the routes. Air Cadets will then set up a new barricade on the road just past the car park/toilets before the Sports Centre and take position to advise the public that the rest of the school area is now off limits. They will keep this position until all public have left the grounds.

At the end of the show, Control will signal to all marshals on the grounds to assist in crowd control for the exit. Members of the Air Cadets and SRT will take up positions on each side of road next to field to provide crowd control and assist in making a path should Emergency Services need to access the field or leave the area. The main exit is through Dukes Meadow and all marshals are to stay in their positions until Control radios "Grounds Clear" and start clear up.