

Jacqui Wallace - response to Torcher stakeholder recommendations

From: Daniel PARROTT
To: [REDACTED]
Date: 06/03/2013 17:43
Subject: response to Torcher stakeholder recommendations
CC: David Paterson; Dawn Schultz; Jacqui Wallace
Attachments: AUSA Torcher Parade 2013 acc comments.doc

Hi,

Please find attached the city events comments regarding the stakeholder recommendations.

The comments are there to aid the safe delivery of the event.

I look forward to hearing the outcome of the discussions of the meeting tomorrow.

Daniel

Yours sincerely

Daniel Parrott
City Events Officer

"Support Aberdeen's bid to be UK City of Culture 2017 at www.aberdeeen2017.com"

Enterprise, Planning and Infrastructure
Aberdeen City Council
Business Hub 10
Second Floor South,
Marischal College
Broad Street
Aberdeen, AB10 1AB
08456 080910 (switchboard)
01224 523842 (t)
0780 179 1686 (m)

[REDACTED]
www.aberdeencity.gov.uk

ABERDEEN INVESTLIVEVISIT

Aberdeen's City Events www.aberdeencity.gov.uk/cityevents

AUSA Torcher Parade 2013.

Response from City Events to the Torcher Parade 2013 Stakeholder Recommendations.

- **Earlier start time**
 - Explain how this will be achieved, has a full consultation been carried out?
- **Reduced hours for participants**
 - Duty of care means that suitable rest breaks and length of day should be considered for all taking part in event and accommodated accordingly.
 - Can a guarantee be made that all floats will be ready in time due to the shorter build time?
 - What is the contingency plan if floats are not completed on time?
- **Safety Officer appointed**
 - A full job specification detailing role/responsibilities needs to be created and agreed so that all partners and parade staff know what the safety officer's function is..
 - Role to include reporting pre/during/post event.
 - Production of standard practice documentations ie IOSH risk assessment template etc.
- **Float adornment adequately secured**
 - A guidance list required so people know what is and isn't allowed to be used as a securing fixture.
 - What happens in the event of failure of fixings during transit?
 - Visibility/weight of materials/ weather to be taken into consideration.
- **Safety tape around each float**
 - This refers to the edge of the trailers creating a defined line of sight line to lower the risk of falling/stepping off edge.
 - Additional vehicle railings required to define vehicle sides at waist height.
- **Float participants guidelines**
 - Guidelines should be agreed by all partner agencies, timeline provided in advance for comment and with review period.
 - Supplied to whom/ by who/ when?
- **Increased numbers of stewards**
 - A completed steward listing to be available 2 - 3 weeks before event date. This needs to show that agreed numbers of stewards have been secured with a name/ role corresponding with steward point.
 - Formula for determining number stewards required, risk assessment should aid with this process.
 - Roles and responsibilities are clear. Who can do what prior to/ on evening (Police, ACC TM, AUSA Steward).

- **Stewarding**
 - No details regarding steward points in appendix 1.
 - Define each steward point – maps/ layout/timings in post/ expected actions etc.

- **Aiming to recruit approx. 150 stewards**
 - There needs to be an agreed minimum and maximum number required to allow event to run safely on the day.
 - A date needs to be agreed for this minimum to be met by.
 - What is the fall back position stewards not secured?
 - Is this realistic number, achievable? In time available.

- **Minimum of 2 stewards per float**
 - How will they be selected?
 - How will this be co-ordinated?
 - The number of stewards available will limit the number of floats able to participate in parade.

- **Static stewards by key road closure locations**
 - How will this be managed?
 - Will this be one steward per point or one steward per junction?
 - What happens at a cross roads junction?

- **10 floating Head Stewards**
 - Explain reporting structure (comms)
 - Define clear reporting roles and responsibilities in organisational structure.

- **Formal registration process for ALL stewards including contact details**
 - Who will manage this process? Ideally someone not directly involved in the Parade organisation, so they do not get distracted from their principal role on day.
 - They will require clear, defined role and ability to maintain position and get task completed.

- **Pre-Parade training for ALL stewards (role specific) with registration**
 - What will training cover?
 - Is this feasible/ practical?
 - When and where would this be done. Has to accommodate 150 people.

- **ALL stewards to receive written briefing after training**
 - Briefing note before distribution to be reviewed by partner agencies.

- **ALL stewards to receive final briefing 4pm on the 27th April 2013**
 - This briefing to be held indoors away from the distractions of the parade setup.
 - Possible location; St. Margarets of Scotland Episcopalian church hall.

- **Stewards NOT involved in bucket collection**
 - How will this be monitored and what happens if float has no or limited collectors?
 - Can floats collecting money be identified prior to start of transit. Every second float collects money/ instead of every float?

- **AUSA vehicle in middle of parade**
 - Has this been confirmed by radio supplier or is it an assumption.
 - Is there support on the night should failure in signal occurs.
 - Who is supplier of radios?

- **See appendix 2 regarding parade command structure**
 - Names and telephone numbers against each command structure position

- **Lorry driver packs**
 - Map needs to be more detailed. Key and location names missing.
 - How will you know they've been received and reviewed prior to event?

- **AUSA in possession of mobile numbers for ALL lorry drivers**
 - How will these numbers be recorded?
 - Who will hold/access these numbers on day of event/ during parade?

- **Working in conjunction with lorry companies to ensure safety taping of floats.**
 - What ways are being considered?
 - Preferred method that will guarantee maximum safety/ security
 - How will this be enforced to ensure compliance?

- **Police briefing**
 - How will this be promoted/ enforced so drivers attend?
 - What is process for informing non-attendees?
 - Where preferably will this be held? Indoors away from the distraction of the lorry trailers.

- **West North St.**
 - How will this be done?
 - Who is responsible for ensuring this – name?

- **Reducing number of floats from 40 to maximum 35 (inclusive of sponsored floats)**
 - Can 35 floats be dressed in the shorter time, due to the earlier start time?
 - Number of floats need to equate to the number of float stewards.

- **Encouraging pre-building**
 - What is in place for allowing pre-building?
 - Is there a place groups can go to do this.
 - How will pre-made parts be stored/ moved to construction sites/ secured to avoid damage.
 - Bad weather contingency during build phase to be considered.

- **Queen's Cross roundabout – Parade arrives 6.45pm**
 - How is this going to be co-ordinated/lead?
 - What communication processes are in place so that clear and concise instructions and management is achieved so no delay created?

- **Reduced stop time**
 - What needs to be in place to make sure that turn around of closing next set of roads can happen in 15 minutes.
 - What communication processes are in place with ACC Roads?
 - Agreed timeline of actions and requirements are needed to achieve this.
 - Clear info on who does what and when.

- **Money boxes**
 - How will this be advised to the floats, signs on the boxes.
 - Info in advance to all floats advising of change from previous process.

- **Torch bearers**
 - Is there a pre registration in place?
 - Emergency contact detail for each torch bearer.
 - Registration/ sign in on the night. Report to who/where/when?
 - How many pre date/ on day prediction against actual.
 - Contingency for reduced numbers due to poor turn out.

- **Lighting torches**
 - Who will be responsible responsibility for lighting the torches / where?
 - Chain of command in place to get permission to light torches.
 - Timings/ minimum time with lit flame.

- **Float swap over**
 - Reinforce stationary message regarding mounting and dismounting vehicles safely.
 - Appropriate equipment should be used for this process- approved step ladders.

- **Head stewards**
 - Reporting process for advising all ready to go or need to delay to address any issues that have arisen.

- **Publicity**
 - Provide information to ACC Press team to support circulation of event information.

- **Publicity Officer appointed**
 - Who businesses should contact for further information or queries on the night?