



FELIXSTOWE

TOWN COUNCIL

Event Plan

Name of Event: **Remembrance Sunday**

Event Location: **War Memorial, Undercliff Road West, Felixstowe**

Event Date: **Sunday 13 November 2022**

Event Times: **10.45am – 11.30am (approx.)**

Summary

The Town Council is coordinating the Act of Remembrance in conjunction with the Felixstowe Branch of the Royal British Legion and St. John's Church. Following the Church's Remembrance Service, Civic officials and wreath layers will convene at Felixstowe Town Hall before processing to the War Memorial for the Act of Remembrance.

Managing the Event

Representatives from Felixstowe Town Council, the Felixstowe Branch of the Royal British Legion and St. John's Church jointly coordinate the event and have met regularly in the run up to the event to consider

To support participants, staff and members of the public on the day, an official road closure will be in place, in conjunction with Suffolk Highways, and crowd control barriers will be installed to exclude public from the parade area.

A Risk Assessment has been prepared to consider how to minimise risk wherever practicable and will be reviewed again in advance of the event.

Appendix A: Felixstowe Remembrance Event Site Plan

Appendix B: Felixstowe Remembrance Risk Assessment (2 November 2022)

Event Personnel & Responsibilities

Overall Event Responsibility: Felixstowe Town Council is responsible for ensuring the safety of all those involved with or attending the event.

Event Coordinator: Ash Tadjrishi, Town Clerk to Felixstowe Town Council

Tel: 01394 288190

Email: townclerk@felixstowe.gov.uk

Appendix C: Felixstowe Town Council Public Liability Insurance

Felixstowe Royal British Legion: The Chairman of the Felixstowe Branch, Darren Aitchison, is coordinating the parade and wreaths.

Contact: Darren Aitchison

Tel: 07838 215964

Email: Felixstowe.Chairman@rbl.community

St. John's Church: Rev. Andrew Dotchin is coordinating the Civic Service of Remembrance at St. John's Church and the order of service for the Act of Remembrance at the War Memorial.

Contact: Rev. Andrew Dotchin

Tel: 07814 949828

Email: revdotchin@gmail.com

Others:

Who	Responsibilities
Breeze Event Productions	PA equipment and coordinating Salvation Army Band
Town Hall Staff / RBL volunteers	Roles will include crowd control/marshalling, handing out programmes and general support.
First Aid	First aid is available from the Town Hall from trained Town Hall staff.
Suffolk Highways	Provision of road closure.
Palmer Group Ltd.	Provision of crowd control barriers.
Emergency Services	The following emergency services have been advised of the event: Suffolk Constabulary East of England Ambulance Service Suffolk Fire Services

Event Health and Safety

Event Set up and Break down

Site set up will begin on the morning of 12th November 2022 by Breeze Event Productions (PA system) and the Palmer Group (crowd barriers) in accordance with the approved layout plan. The Event Organiser reserves the right to vary the site layout in the event of unforeseen obstructions.

Care will be taken at all times to prevent damage to the ground and preserve the condition of the site.

Once the event has ended, attendees will disperse naturally. Breeze Event Productions will clear the site and reopen the road.

Accessibility

The public areas are wheelchair accessible but to ensure the event is visible to wheelchair users an area is being set aside as marked on the Event Site Plan.

Emergency and Evacuation Procedures

Since the event takes place in an open-air location with multiple points of access and egress, evacuation of the public away from the event in the event of an emergency is straightforward and low risk.

Further first-aid kits and fire extinguishers are located at the Town Hall across the road and will be easily accessible if required.

In an emergency scenario the police and/or ambulance service should be contacted.

Crowd Management

Crowd management issues have been carefully considered and control measures have been taken. A road closure is in place and a safety zone will be established via crowd control barriers and appropriately located Marshals to keep public away from the War Memorial area. The rest of the area will remain open to the public and all usual access and egress routes will be kept clear. Though the event will take place at night visibility on the site is good with street lighting and ambient light throughout the event.

Accident or Injury

If an accident or injury occurs the Event Organiser should be notified immediately and the further safety of the public assessed.

First Aid cover will be provided via the Town Hall. Accidents or injury requiring more than basic First Aid attention will be referred immediately to the emergency services via 999.

Medical Provision

The nearest local hospital with 24hr Accident and Emergency facilities is:

Ipswich Hospital
Heath Road
Ipswich
Tel: 01473 712 233

Traffic and Parking Arrangements

The site itself is set back from the roadside and a road closure will be in place during the event. The event is in an accessible location with ample public parking in nearby car parks.

Environmental Implications

None.

Waste Disposal

Bins are readily available onsite. The event is expected to produce minimal litter.

Welfare Arrangements

Public toilets are located in the Town Hall Gardens.

Noise Levels

Noise will be limited to music from the Salvation Army Band and the amplified readings from the service. The event is anticipated to last around an hour and should not be disruptive to local residents due to its location and timing.

Security

Marshals will supervise the road closure.

Supply of Water, Electricity and Gas

Electricity for the PA system is being provided via the Town Hall.