

Medical Operational Plan & Medical Risk Assessment

Balter Festival 2016

3rd - 6th June 2016

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Please note that within this document all employees attending this event are referred to as staff.

1	Information
1.1	Event Information

Balter festival is a music festival at Great Goytree farm, Pandy, Abergavenney NP7 8EB. The event will be held from the 3rd-6th June 2016

1.2	Location of Event
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Great Goytre Farm, Pandy, Abergavenney NP7 8EB

1.3	Dates and Time of Operation
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The main festival will operate from 12:00hrs on Friday until 17:00hrs on Monday 5th June 2016. The medical cover will be 24 hours a day.

1.4	Organisation Involved
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Event Paramedic Services have been contracted to provide the medical, ambulance and first aid services at Balter festival 2016

1.5	Previous Experience and Intelligence
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This is the Third year of this event for EPS, there is specific data to help inform event cover decisions, however an assessment of the needs for medical provision has been carried out in accordance with the "Event Safety Guide" (Purple Book) published by the HSE and using previous historic evidence gained from previous year's statistics.

The festival has been risked assessed, which you can see at the end of this document. The score originally was 22 but due to the complex medical facility and services onsite with experienced Doctors, Emergency Care Practitioners and Nurses on site we are able to minus 2 points. However our vehicles and staffing supercedes the requirement below.

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance Manager	Support Unit
<20	0	4	0	0	0	0	0

1.6	Numbers Involved
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Balter Festival is expected to have 2500 people on site, this includes all staff, artists, and public.

1.7	Audience Profile
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The Festival will attract mainly young Adults, and will be all over 18.

The festival from previous years encourages and promotes a friendly environment and therefore presents a low associated risk of violence.

2	Intention
2.1	Intention

The intention of Event Paramedic Services, in providing this cover, is to reduce the impact on the local NHS health economy – Ambulance, Acute and Primary Care Trusts. By providing the level of cover that we have planned for the event, we believe that we will be able to manage most patient contacts on site, referring only life threats, significant wounds and body injuries to hospital.

2.2	Daily Levels of Event Cover
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Generally there will be two shifts of twelve hours per day (0700-1900 and 1900-0700). But full cover will commence at 12.00 on the 3rd June until 17.00 on the 6th June. The planned level of event cover for each shift is:

Paramedic Crews 0700-1900

Ambulance and Paramedic crew	First Aiders	Nurse/ECP	Doctors
1 + 1	4	0	0

Paramedic Crews 1900-0700

Ambulance and Crew	First Aiders	Nurse/ECP	Doctors
1+1	4	0	0

2.3	Command Structure
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Each shift there will be a strong, cohesive and effective command structure put in place as follows:

Silver Commander – Responsible for tactical decisions, a single Silver Commander will be in place and will be Craig Harris from Event Paramedic Services.

Bronze Commander – Live Site; working together under the direction of the Silver Commander, will responsible for operational decisions on the festival ground 24 hours per day.

2.4	Treatment Centres
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Main treatment centre

One treatment centre will be based on LOCATION, This facility will be open 24 hours a day from Friday at 12.00hrs. There will be a dedicated PERSON IN CHARGE on duty at all times. The treatment centre will be a 2 bedded facility, with Resuscitation and minor injury facility.

There will also be one disabled toilet by the treatment centre, one for patients and one for Event Paramedic Services staff.

2.5	Ambulances
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On Site; There will be one ambulance on Site, crewed by a Paramedic and ECA.

In the event of all contracted resources being utilised the fall back will be to Welsh Ambulance Service NHS Foundation Trust. Liaison with WAST will be maintained by Control. However we do not see this being needed due to the small number of attendees.

2.6	Control
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The first aid and ambulance control facility will be established in Event Control Room. The control area is a sterile area and no member of staff may visit unless they have an appropriate pass.

Control Radio Call Sign – **Medical Control**

The Control telephone numbers are: Mobile no 07758350064

3	Method
3.1	Reporting on Duty

All staff should arrive at the main medical centre on time for their shift, which they will have been allocated in advance.

3.2	Briefing & Debriefing
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A briefing will be held at main medical centre at the commencement of each shift, it is therefore important that staff arrive on time.

Hot debrief will take place at the completion of each shift or after any significant event.

3.3	Fitness for Duty
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All staff undertaking the duty must be fit for role. If in doubt about fitness, please refer to Event Paramedic services policy relating to fitness for role. All staff should take into account the prevailing weather conditions and are reminded that walking on the festival site can add to fatigue.

3.4	Uniform
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All staff will wear their organisations current operational Service Delivery Uniform for role only.

High visibility PPE should be worn. Ambulance crews will wear high visibility PPE if responding to incidents on the public highway.

3.5	Foot Patrols
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All foot patrols must inform Event Control when they leave or return to a treatment centre using the radio call sign allocated to the radio. When tasked to respond to an incident notify Control on arrival at your patient and when clear for further deployment.

3.6	Safeguarding
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Balter Festival policy regarding vulnerable adults must be followed. In the event of a safeguarding issue arising Event Control must be notified immediately. Event Control will then notify Silver immediately who will attend the place of concern and deal.

3.7	Lost Children
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NOT RELEVANT

3.8	Security
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No specific threat has been made to this event. Staff should remain vigilant at all times and report any suspicious behaviour to Police / Control as appropriate as well as to the Bronze Commanders immediately.

All staff must ensure they wear their wristbands at all times.

3.9	Smoking on Duty
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There will be NO smoking in any treatment centre, ambulance or in view of the general public at any time whilst on duty.

3.10	Transport
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There is parking available at the main car park for any staff.

All staff are encouraged to use the public car park if staying on site.

4.0	Clinical
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4.1	Governance
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ALL healthcare practitioners should work under the governance of their own Registered Body, and to the level of their competence. All first aid staff will work to the current edition of the First Aid Manual.

Event Paramedic Services are registered with the Care Quality Commission (CQC) for the provision of Ambulance Services. Therefore all ambulance operations must be maintained with the standards set by this registration, particular attention being paid to Infection Control and Prevention.

The CQC Registered Managers Event Paramedic Services – Craig Harris S.R. Para BSc Emergency Care.

4.2	Equipment
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All treatment centres will be provided with appropriate levels of equipment for the festival. Any request for further equipment should be made to Control, who will liaise with Silver.

All Live Site ambulances and healthcare practitioners will be provided with equipment appropriate to their competence.

4.3	Waste
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Clinical waste will be placed in Yellow clinical waste bags. All used sharps should be disposed of in a sharps bin. Staff should ensure that when a clinical waste bag is full that they tie and label the bag in accordance with Stand Operating Procedures.

Do **not** put general waste in these bags. General waste should be disposed of in black waste bags. Please where possible recycle suitable products ie. drinks bottles, cans etc

4.4	Documentation & Confidentiality
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Details of all patient assessment, care and treatment, however minor, must be entered on the PRF.

Staff are reminded that ALL Patient Clinical records are legal documents and therefore all completed PCRs must be stored securely within the medical centre and returned to EPS Head Office for audit at the completion of the festival. It is extremely important that all staff acknowledges the need for strict confidentiality of all casualty information and no information of a patient identifiable nature will be passed over the EPS radio network.

No information or any casualty details will be disclosed to anyone. Any request for specific information about any casualty must be referred to the SILVER Commander and no information will be released without their authority. The Bronze Commanders may release information for RIDDOR or public health purposes.

4.5	Requests for Patient Transportation by Ambulance
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If you are requesting an ambulance for a patient through Control it is imperative that the following information is passed to enable the Control staff to allocate the most appropriate ambulance response for your patient

A – Age of patient

S – Sex of patient (Male or Female)

H – History of Injury or Illness (What has happened? Have they collapsed, did they trip etc.) I – Injuries / Illness of the patient

C – Condition of the patient (Is the patient conscious and breathing, observations, injuries, illnesses, AVPU/GCS, BP, Pulse etc)

E – Exact location of patient / incident (e.g. Live Site or Grid Reference Q4)

4.6	Fatalities
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In the event of a fatality (or incident where death occurs within 6 hours of contact), a fatal incident form must be completed. Silver Commander should be notified immediately in the event of any fatality.

There will be a need to notify Monmouthshire Police of fatality.

4.7	Major Incidents
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In the event of a Major Incident being declared by any organisation, all resources will be automatically come under the direct control of WAST. **All staff should return immediately to the treatment centres awaiting further instructions and deployment.**

No staff member should respond to an incident without being deployed by Event Control.

5	Mobile Assets
5.1	Mobile Resources

The following mobile resources are being deployed to the Festival:

Live Site:

One ambulance at the Live Site,

5.2	Vehicle Crews & Driving
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All crews must drive with extreme caution at all times. When responding to emergency calls crews should display blue lights and where appropriate using audible warnings with caution.

Drivers must **NOT EXCEED 10 MPH** when on the festival site

When not on an emergency any vehicle moving along the site must travel with its head lights switched on.

All crews and buggy responders must be aware of the increased hazards they will face from significant numbers of members of the public on all roads during the event.

5.3	Incident Management
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On receipt of a call in Event Control they will determine the type of response required ie. routine, urgent or emergency and deploy the appropriate resource.

If the call is designated an emergency, Event Control will dispatch an appropriate response. This could be a foot patrol or an ambulance or mix of these to the incident. All responding resources will book on scene once they have made contact with the patient. A quick assessment must be made and reported back to Event Control who will deploy the necessary resources.

Foot patrols must consider all methods of moving a patient to a treatment centre i.e. walking, carry or wheel chair.

5.4 Vehicle Responsibilities

All ambulances should be fully kitted, clean and fuelled ready for event. A Vehicle Daily Inspection (VDI) by the crew must be undertaken and any shortcomings reported to Control who will notify Silver.

At the completion of each shift all ambulances should be cleaned in accordance with the Standard Operating Procedure.

5.5 Nominated Hospitals

The nominated hospitals for the events are:

Hospital	Address	ED telephone
Abergavenny Hospital	Brecon Rd, Abergavenny, Monmouthshire NP7 7EG	

Ambulances booking Green at hospital should radio Control giving their call sign and hospital. This will avoid delays on **booking Green** and allow Control the opportunity to acknowledge their status with further calls during busy periods. Control will require PRF numbers when booking green.

5.8 Acute Coronary Syndromes

Any patient presenting with an Acute Coronary Syndrome (ACS) will be managed by paramedic ambulance crew and transported to the followings hospitals for Primary Angioplasty.

5.9 Stroke Thrombolysis

Any patient presenting with symptoms of a Stroke who is FAST positive will be managed by paramedic ambulance crew and transported to the Emergency Department.

5.10 Major Trauma

Any patient sustaining major trauma will be managed by paramedic ambulance crews and transported to the Emergency Department at Abergavenny Hospital.

5.9 Air Ambulance Support

This facility will be available at this event by request of the Paramedic via WAST Control

5.10 Welsh Ambulance Service NHS Foundation Trust

Welsh Ambulance Service NHS Foundation Trust (SWAST) for discussion

5.11	Collisions and Accidents
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In the event of a collision or accident occurring involving any vehicle or buggy responder, Silver must be informed immediately.

An accident report form and a full written statement must be completed. A full report should be made to the Principal within 24 hours of the incident occurring.

6	Administration
6.1	Statistical Reporting

Receptionist to continually audit patient numbers for Silver meetings

6.2	Maps
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All ambulances and treatment centres will be supplied with a set of maps for the event.

All ambulance and response cars should carry the Philip's Street Atlas Herefordshire & Monmouthshire (Philip's Street Atlases)

6.3	Distribution
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Local WAST Balter Festival	Contacts
External	Contacts

Safeguarding Additional Information

Contact for any safeguarding concerns during the Festival will largely be as normal for each organisation:

- **Craig Harris**

Local Social Services emergency duty team to be added nearer the time

However, if members are unable to contact safeguarding representatives from their own organisation they can contact the other organisations.

It is recognised that there will be an increased risk to young people and vulnerable adults during the period of the Festival. The key area of risk identified is the increased access/availability of alcohol & drugs.

Balter Festival Event Medical Risk Assessment 2015

Table 1 Event Nature

Item	Details	Score	Select Score
(A) Nature of event	Classical performance	2	3
	Public exhibition	3	
	Pop/rock concert	5	
	Dance event	8	
	Agricultural / country show	2	
	Marine	3	
	Motorcycle display	3	
	Aviation	3	
	Motor sport	4	
	State occasions	2	
	VIP visits / summit	3	
	Music festival	3	
	Bonfire / pyrotechnic display	4	
	New year celebrations	7	
	Demonstrations/ marches / political events		
	Low risk of disorder	2	
Medium risk of disorder	5		
High risk of disorder	7		
Opposing factions involved	9		
(B) Venue	Indoor	1	5
	Stadium	2	
	Outdoor in confined location, eg park	2	
	Other outdoor, eg festival	3	
	Widespread public location in streets	4	
	Temporary outdoor structures	4	
	Includes overnight camping	5	
(C) Standing / seated	Seated	1	3
	Mixed	2	
	Standing	3	
(D) Audience profile	Full mix, in family groups	2	3
	Full mix, not in family groups	3	
	Predominately young adults	3	
	Predominately children and teenagers	4	
	Predominately elderly	4	
	Full mix, rival factions	5	
Sub Total			14

Table 2 Event Intelligence

Item	Details	Score	Select Score
(E) Past history	Good data, low casualty rate previously (less than 1%)	-1	1
	Good data, medium casualty rate previously (1% - 2%)	1	
	Good data, high casualty rate previously (more than 2%)	2	
	First event, no data	3	
(F) Expected numbers	<1000	1	2
	<3000	2	
	<5000	8	
	<10 000	12	
	<20 000	16	
	<30 000	20	
	<40 000	24	
	<60 000	28	
	<80 000	34	
	<100 000	42	
	<200 000	50	
<300 000	58		
Sub Total			3

Table 3 Sample of Additional Considerations

Item	Details	Score	Select Score
(G) Expected queuing	Less than 4 hrs	1	1
	More than 4 hrs	2	
	More than 12hrs	3	
(H) Time of year (outdoor events)	Summer	2	2
	Autumn	1	
	Winter	2	
	Spring	1	
(I) Proximity to definitive care (nearest suitable A&E facility)	Less than 30 min by road	0	0
	More than 30 min by road	2	
(J) Profile of definitive care	Choice of A&E departments	1	2
	Large A&E departments	2	

	Small A&E department	3	
(K) Additional hazards	Carnival Helicopters Motor sport Parachute display Street theatre	1 1 1 1 1	0
(L) Additional onsite facilities	Suturing X-ray Minor surgery Plastering Psychiatric /GP facilities	-2 -2 -2 -2 -2	-2
Sub Total			22 -2
OVERALL TOTAL			20

OVERALL EVENT SCORE 20

Table 4 suggested resource requirements

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance Manager	Support Unit
<20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	visit	0
26-30	1	8	2	0	0	visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	3
>75	15+	200+	35+	12+	24+	8+	3