



**2GR ASSOCIATION-UK (SIRMOOR SATHIES) – TO MARK 166<sup>TH</sup> DELHI DAY-CUM-208<sup>TH</sup> REGIMENT ANNUAL REUNION PARTY ON SATURDAY 09 SEPTEMBER 2023 AT 1100HRS, VENUE EMPIRE HALL, ALDERSHOT; GU11 1DJ - Event Management Plan Template and Guidance Instruction:**

<b>Event Name</b>	<b>2GR ASSOCIATION-UK (SIRMOOR SATHIES)</b>
<b>Event Location</b>	<b>EMPIRE HALL, HIGH STREET IN ALDERSHOT, GU11 1DJ</b>
<b>Event Date</b>	<b>SATURDAY, 09 SEPTEMBER 2023</b>
<b>Organisation</b>	<b>RETIRED/SERVING GURKHAS AND FAMILY</b>
<b>Document last updated</b>	<b>15082023</b>

**If you have any questions about this template and Guidance Instruction, please contact 2GR ASSOCIATION-UK (SIRMOOR SATHIS) Event Planning Manager, Captain Raju Gurung**

### **Event management - *Event overview***

Regular & Retd HM Forces serviceman and Family part of the 2GR Association-UK (Sirmoor Sathies) to mark 166<sup>th</sup> Delhi Day-Cum-Regiment Annual Reunion Party on **Saturday, 09 September 2023** at Empire Hall, High Street, Aldershot, **Post Code: GU11 1DJ** in UK. **Time: 1100 -1730hrs** **Dress:** Blazer or Suit with Regiment Tie and Big Size Medal. Ladies Saree or Jatiya dress or Similar Attire. Note: BOS Sahebs and Guest Arrival time: **1130hrs**.

## Licence and application checklist

Use the checklist below to record the licences and permissions you have applied for.

Checklist	Yes	No	N/A
Event Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Road closure application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Temporary Event Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any other licensing requirements (provide details) consents and licences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked if your event requires planning permission? (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Key event management contacts

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact Details
Captain Raju Gurung	Event Manager	Overall responsibility	07735413073
Captain Shamsheer Gurung	Event Coordinator/Production	All event infrastructure, ordering, delivery timings etc	07392844623
Capt Pitamber Gurung	HR Manager/Welfare/ Coordinate Transportations	Parade/Manpower/Admin	07872649955
Sgt Krisna Gurung	Finance/Ticketing Coordinator	Volunteer recruitment, training and event day management	07494206919

Asst. Cpl Ram Galami	Asst Treasurer		07727644336
Lt Mukti Gurung Asst. Sgt Omendra Gurung	Event Security officer/Steward Coordinator	Recruitment, training and event day management	07919182941 07865962935
Capt Ramprasad Gurung	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections, first aid provision	07450243698
CSgt Uttar Gurung	Waste Management/Admin Food OIC	Organisation of waste clearance and recycling/ Toilets and wash facilities FOOD OIC	07828212550

## Key event contacts – other

Should include details of everyone who will be involved with your event, such as suppliers, stallholders and emergency contacts.

<b>Suppliers (marquees, catering etc)</b>				
<b>Organisation</b>	<b>Contact Address</b>	<b>Service</b>	<b>Contact details</b>	<b>Notes</b>
Mr Puran Giri Managing Director	Empire Banqueting Hall Restaurant, Aldershot GU11 1DJ	Catering	Mob; 07484913924 Email:empirealdershot@gmail.com	Mr Puran Giri -Event Catering Provider
Unit Messing Officer: CSgt Uttar Gurung	07828212550	Catering/Messing Offr	07828212550 Email: gurunguttar_36@hotmail.com	Messing Offr - CSgt Uttar Grg CSgt Manbdr Pun Sgt Hem Gurung
Cpl Tanka Sherchan PA SYSTEM Provider	07874197872		07874197872 Email: tankasherchan@yahoo.com	PA System set up by 1030hrs.
<b>Authorities (fire, police, first aid etc)</b>				
<b>Organisation</b>	<b>Contact Address</b>	<b>Service</b>	<b>Contact details</b>	<b>Notes</b>
Rushmmor, Police Station, Aldershot	POLICE: 01252 787480	On call	Email and mobile	

Aldershot Fire and Rescue Service. 8 Lynchford Road Farnborough GU14 6BF	FIRE: 02380386390	On Call		
St John Ambulance; 2 x First Aider	01189015014	On Call		
Lt Rambdr Rana MBE	07434543089	On Call	07434543089 Email: rambahadurana@yahoo.com	Nuneaton, Midland
Capt Bhakta Thapa MVO	07780867848	On Call	07780867848 Email: bhaktasobha@hotmail.com	Catterick Garrison, York

### Attractions, artists and entertainment

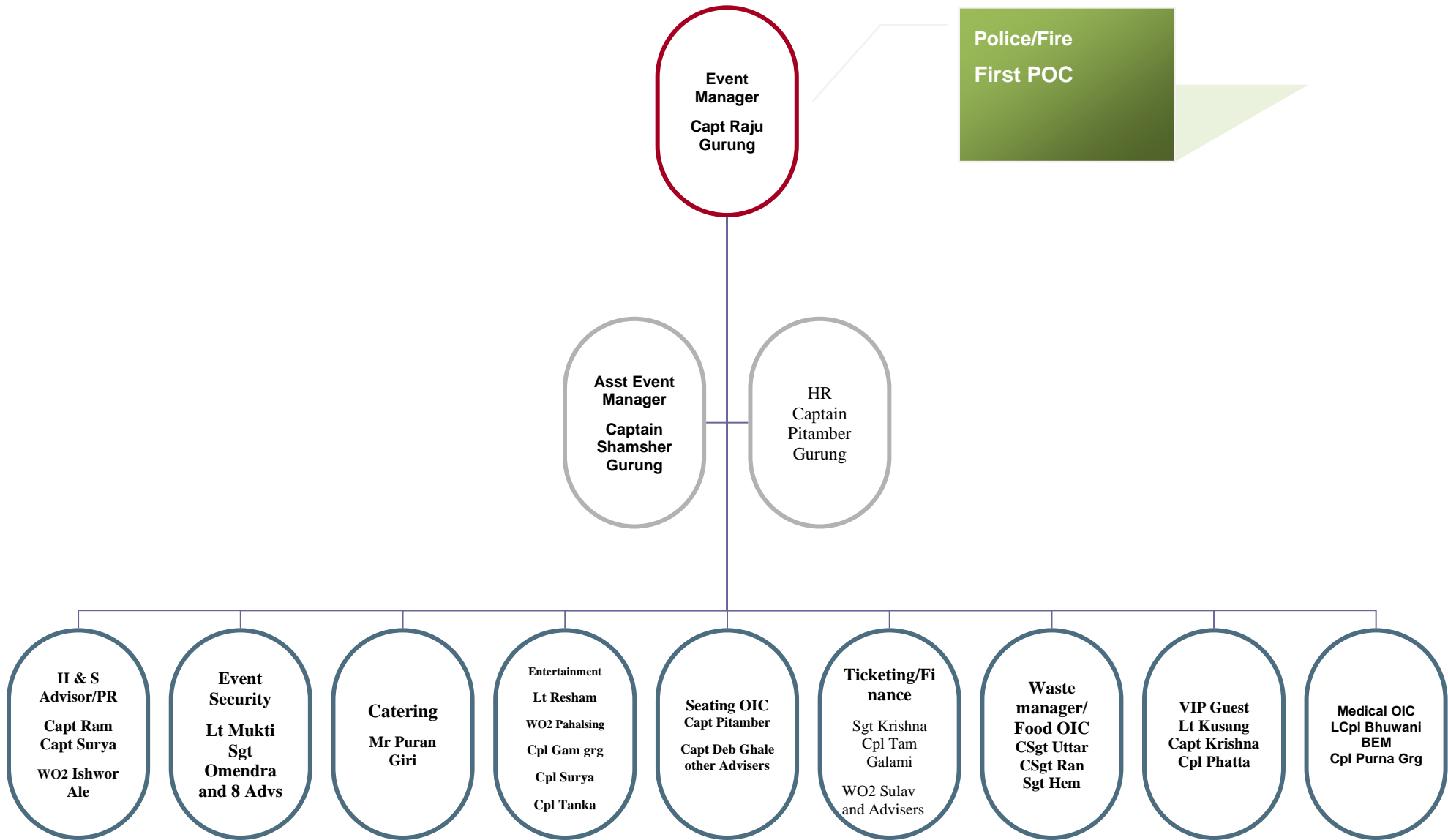
Organisation	Contact Address	Service	Contact details	Notes
Lt Resham Sherchan OIC Asst WO2 Pahalsing Thapa Cpl Surya Gurung Cpl Yogesh Gurung Mrs Chhabi Pun Cpl Tanka Sherchan	Ash vale Reading Plumstead Woolwich Farnborough Aldershot	Stage and entertainment team Prog Announcer Prog Announcer Dance Coord PA System provider	Mob:07507138698 Mob: 07507138698    Mob: 07874197872	

**Staffing:** Consider how many stewards, car park attendants etc you will need to manage things safely.

All SIRMOOR Members, 6 x SIA qualified personnel, 2 x car park attendant, 10 x catering staff. Additionally, volunteer of SIRMOOR SATHIES will there in hand to support the function.

**Organisational structure:** *The organisational structure will help everyone involved with your event to understand who is responsible for what. It is also an essential part of your emergency response planning. If there is an incident, your staff and the emergency services will need to know who is in charge.*

The example below is a very simple structure. Make sure your organisational structure shows the levels of command and how things will be communicated up and down these levels.



Emergency Police/Fire etc first POC will be the Event Manager Captain Raju Gurung

## Programme Schedule

You should list everything that needs to be done before, during and after your event. This will help ensure you complete tasks on time and that things aren't forgotten. The schedules below each show an example of a typical task.

<b>Schedule 2GR SIRMOOR Delhi Day – 8 SEP 2023 AT 1700 to 1930 event Set up – Prior to event day</b>							
<b>Date</b>	<b>Task</b>	<b>Start</b>	<b>Finish</b>	<b>Resources/ who</b>	<b>Notes</b>	<b>In Hand</b>	<b>Complete</b>
08 Aug 2023	Set Up	1700	1930	All Sirmooris, Living around, Fleet, Farnborough, Aldershot and Camberley areas	All to assemble	<b>Empire Hall, High St. Aldershot, Post Code: GU11 1DJ</b>	
<b>Schedule 2GR SIRMOOR Delhi Day in UK – 09 Sep 2023 at 1100-1730hrs – Event day</b>							
<b>Task</b>	<b>Start</b>	<b>Finish</b>	<b>Resources/ who</b>	<b>Notes</b>	<b>In Hand</b>	<b>Complete</b>	
All members arrive	1100hrs	1730hrs	All committee members	1030hrs All (steward, security, car park marshaller in position)	All resources booked and confirmed		
<b>Schedule 2GR SIRMOOR DELHI DAY 2023 IN UK – 09 SEP 2023 AT 1100 -1730HRS event Day – post event</b>							
<b>Date</b>	<b>Task</b>	<b>Start</b>	<b>Finish</b>	<b>Resources/ who</b>	<b>Notes</b>	<b>In Hand</b>	<b>Complete</b>
09 Sep 23 at 1100hrs	Close down	1100hrs	1730hrs	Van, Waste management, clean up, final check by Event manager and hand over to Empire Hall MD.	Dismantle to be oversee. All IC to report event managers once complete of task		

## Timetable

If your event will have activities taking place at different times and locations across the event site, you will need to programme your activities.

For example you may have a stage, arena area and walkabout entertainment. You could programme an arena act to start shortly after a stage act has finished to provide entertainment elsewhere while the changeover for the next stage act takes place.

For smaller outdoor events breaking your timetable into periods of between 5 and 15 minutes usually works well. If your event includes on stage entertainment, you may need a separate stage run sheet broken down into periods of one minute.

Stage and arena programme for 2GR SIRMOOR DELHI DAY EVENT 09 SEP 2023							
Time	H & S brief, Event director brief etc		STAGE PROGRAMME To include presentation and talk by General of the council for UK SIRMOOR SATHIES		ENTERTAINMENT		ENDEX
1200							
1400 TO 1730							
1730							

## Health and safety

### Your responsibility for health and safety at your event

Even if you are a organisation with no employees, you still have a responsibility under the H & S Act 1974 to ensure that your event and any contractors are operating legally and safely.

The sections below will help ensure you take all reasonable steps to ensure your event is safe and meets health and safety laws and guidelines.



## Risk assessments and management

Risk assessments cover all health, safety and planning aspects of your event. You should develop your RISK ASSESSMENT early on, monitor it constantly and adjust it as necessary.

The first step is to develop a risk register, which identifies the risks for your event. Each risk listed in the register will need to be included in the risk assessment. You must include the risk of fire.

### Risk assessments – contractors

As the event organiser you are responsible for anything you contract in.

Stage, entertainment, Security, Steward and Catering – Risk Assessment Required:  
Mr Puran Giri MD Empire Hall, Aldershot and PA System Provider Cpl Tanka Sherchan

## Security

Most events require some professional security or stewarding to help with crowd control. Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc. Security at events must be SIA registered.

Include your security plan: 5 x Empire Hall in home Security and 5 X 2GR Sirmoor SIA holder Security Officers.

## Stewarding

Like your security requirements, the number of stewards you need will depend on your risk assessment, event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

- Stewards require training and briefings so they are fully aware of their duties and responsibilities.
- You must develop a communications plan for all staff, including stewards, so they understand how they should share information or report incidents during the event.

SECURITY /STEWARD PROVIDER TO PROVIDE PLAN/RISK ASSESSMENT - Yes

## First aid and medical cover

First aid, medical and ambulance Requirements.

**Medical.** 2 x First Aid instructor available in Event. The medical kit will be located for the duration of the event. LCpl Bhuwani Gurung BEM and Cpl Purna Gurung are Medical ICs and 2 x First Aider Hired from St. John Ambulance provided .

- a. **Action on Sickness.** In case of routine sickness or injury, the first aider will make an assessment and provide treatment if appropriate. If necessary the individual concerned will be moved to nearest hospital.
- b. **Action on Injury.** In case of serious injury or illness sustained whilst out on the area, the following is to take place:
  - (1) **Immediate Action.** All have to inform Captain Raju Gurung immediately by mobile or other means. They are to report the injury or illness and request ambulance. Casualties are to be brought near to the Reception area, where they can be extracting.
  - (2) **Minor Casualty.** Initial first aid will be given by the first aider and then the casualty will be extract to the nearest medical hospital.
  - (3) **Major Casualty.** For major injuries, the will notify the duty doctor via the First Aider to Aldershot Hospital or other means. The casualty will be extracted to a suitable medical facility by air or road.

## Emergency procedures

You must document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc. Include definitions, i.e. when an incident become major and is handed over to the police. You will need to share your emergency procedures with your event staff, contractors, volunteers and the emergency services.

# SIRMOOR EVENT EMERGENCY PROCEDURES

## FIRE

### IF YOU DISCOVER A FIRE YOU MUST

- > RAISE THE ALARM BY SHOUTING 'FIRE, FIRE, FIRE' AND ACTIVATE THE NEAREST FIRE ALARM.
- > CALL THE FIRE BRIGADE 999/222 AND INFO THE EVENT DIRECTOR ON 07817790710.
- > ATTEMPT TO FIGHT THE FIRE IF YOU HAVE BEEN TRAINED AND IT IS SAFE TO DO SO
- > FIRES INVOLVING GAS/LIQUID SHOULD NOT BE FOUGHT.
- > EVACUATE THE BUILDING AND GO TO THE ASSEMBLY POINT.
  - o CAR PARK
- > CAPTURE HEAD COUNT INCLUDING CFM OF PERSONNEL REQUIRED EMERGENCY EVACUATION.
- > STAY AT THE ASSEMBLY POINT UNTIL PERMISSION TO LEAVE HAS BEEN GIVEN BY THE OFFICER IN CHARGE.

ALL FIRES NO MATTER HOW SMALL MUST BE REPORTED TO THE FIRE BRIGADE

## ACCIDENT

### MAJOR INJURIES

- > SHOUT FOR HELP
- > GIVE IMMEDIATE FIRST AID
- > CALL THE RUSHMOOR MEDICAL ON 01689863000 AND GIVE THE FOLLOWING INFORMATION:
  - ❖ YOUR NAME
  - ❖ LOCATION OF THE ACCIDENT
  - ❖ NUMBER OF CASUALTIES & THE NATURE OF INJURIES
- > STAY WITH THE CASUALTIES UNTIL MEDICAL HELP ARRIVES
- > SECURE THE SCENE AND CONTACT THE EVENT DIRECTOR ON

**07735413073**

- > GO TO THE NEAREST FIRST AID POINT.
- > ADMINISTER FIRST AID.

IN BOTH CASES REPORT THE ACCIDENT ASAP

## SPILLAGE

### ACTION TO BE TAKEN BY PERSON(S) DISCOVERING A FUEL/OIL SPILLAGE

- > ATTEMPT TO PREVENT FURTHER SPILLAGE IF CONSIDERED SAFE TO DO SO BY CLOSING VALVES OR CEASING OPERATIONS.
- > RAISE THE ALARM BY RINGING THE EVENT DIRECTOR ON 07817790710 AND GIVE THE FOLLOWING INFORMATION:
  - ❖ NAME, RANK AND TELEPHONE NUMBER.
  - ❖ EXACT LOCATION OF SPILLAGE
  - ❖ TYPE AND SIZE OF SPILLAGE (PRODUCT & QTY – IF KNOWN).
  - ❖ CONTAINER MARKINGS, EG HAZCHEM/UN NUMBERS ETC.
  - ❖ NUMBER OF CASUALTIES (IF KNOWN).
  - ❖ ANY ADDITIONAL INFORMATION.
- ATTEMPT TO CONTAIN SPILLAGE WITHOUT RISKING CASUALTIES
- > ATTEMPT TO CONTAIN THE SPILLAGE, BLOCK ANY NEARBY DRAINS USING NEAREST SPILL KIT/SAND ETC.
- > PREVENT ACCESS TO THE AREA BY INITIALISING A CORDON USING AVAILABLE PERSONNEL.
- > EVACUATE PERSONNEL TO A SAFE LOCATION 'UPWIND' OF THE SPILLAGE AREA.
- > REMAIN AT THE LOCATION UNTIL THE EVENT DIRECTOR ARRIVES.

## Electricity

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

RCD IS TO BE USED - ALL ELECTRICAL ITEM TO BE PAT TESTED AND APPROVED AT BS

## Fire safety at your event

You must include the risk of fire in your event risk assessment. You must show that you have:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluated the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and removed or reduced the risks to people
- Considered detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

Useful resources for fire safety planning include and [Guide to Fire Precautions in Existing Places of Entertainment and Like Premises](#).

### 2GR SIRMOOR REGIMENT DELHI DAY 2023 Day Smoking Policy – 09 SEP 2023

#### Introduction

In accordance with Health and Safety Act 1974, this section of SHE details the 2GR SIRMOOR DAY policy that staff are required to follow.

**Policy:** The following, in accordance with the Health Act of 2006, is the 2GR SIRMOOR DAY smoking policy:

- There is to be no smoking in any Area with the Arena or Building or within five metres of an entrance, steps, ramp or building window (that can be opened).

The impact of failing to follow the above is a potential build-up of litter from discarded cigarette butts etc. which becomes a fire hazard, reflects badly on our public image as a Department of State and also creates a lot of extra work for our facilities support teams.

Staff should also be reminded that anyone caught littering may be subject to disciplinary action.

The Event Manger Captain Raju Gurung would like to remind all personnel of their obligation not to drop litter and of their duty to comply with the Site smoking policy, which is also a legal requirement. This will help to ensure that the general appearance and cleanliness of Farnborough FC Site remains of a high standard for occupants and visitors alike.

The latest e-cigarettes are not to be used within any arena area/buildings.  
The latest 'vapour' type cigarettes are not to be used within any area/buildings

If staff have any queries or concerns about the above, they should contact the contact details below:

- Captain Ramprasad Gurung or Any Staff members of the Delhi Day Event on 10 Sep 2022.

## **Inflatable play equipment**

You will need approval for any bouncy castles, rides or fun fairs at your event.

Before approval is granted for inflatable play equipment, you will need to make sure:

- The operator can provide a copy of the current PIPA test certificate for the equipment.
- The operator carries out the daily checks on the equipment as required by EIS7
- You know when the equipment was last fully inspected
- You get full instructions on its SAFE operation
- The equipment is clearly marked with limitations of use (maximum user height etc.)
- Are you a member of a relevant association (AIMODS, NAIH or BIHA)?
- [More guidance is available on the PIPA Inflatable Play Inspection Scheme website.](#)

NIL

## Temporary structures

For a small event, temporary structures may be market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc.

The approval process will depend on the scale and structure types. If the structures will be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

As a minimum:

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.
- All suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use.
- You need to consider all other health and safety aspects relating to any temporary structure.

Grand stand/stage contractors Mr Puran Giri and Tanka Sherchan and 2GR Sirmoor Sathis Public Liability Insurance will need to provide a copy of insurance liability and inspection report.

## Animals at events

You must obtain consent from us in writing before bringing animals on site for exhibition, performance or entertainment. We may prohibit the use of animals that pose a danger to the public.

You must provide copies of all relevant licences and registration documents for each animal with your event application plan.

You are responsible for the welfare of the animals under the [Animal Welfare Act 2006](#). This includes the animals' transport, housing, food and how they are displayed to the public.

NIL – NO DOGS ALLOWED INSIDE THE HALL

## Communications

There are three main areas of communication for your event:

- Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better.

- Internal communications on the day of the event.
- Communicating with your audience on the day.

## **Event communications – surrounding residents**

BFBS GURKHA RADIO UK AT SHORNCLIFF BARRACKS ON AIR by RUPA RANA.

## **Event day communications – internal**

You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

- Ensure you list phone contact details and radio channel details if radios are being used in the Key management contract section.
- Ensure that everyone working on your event is aware of your Org structure and knows who to contact if they need to report an incident or pass on information.
- Ensure your communications plan ties up with your emergency response plan.

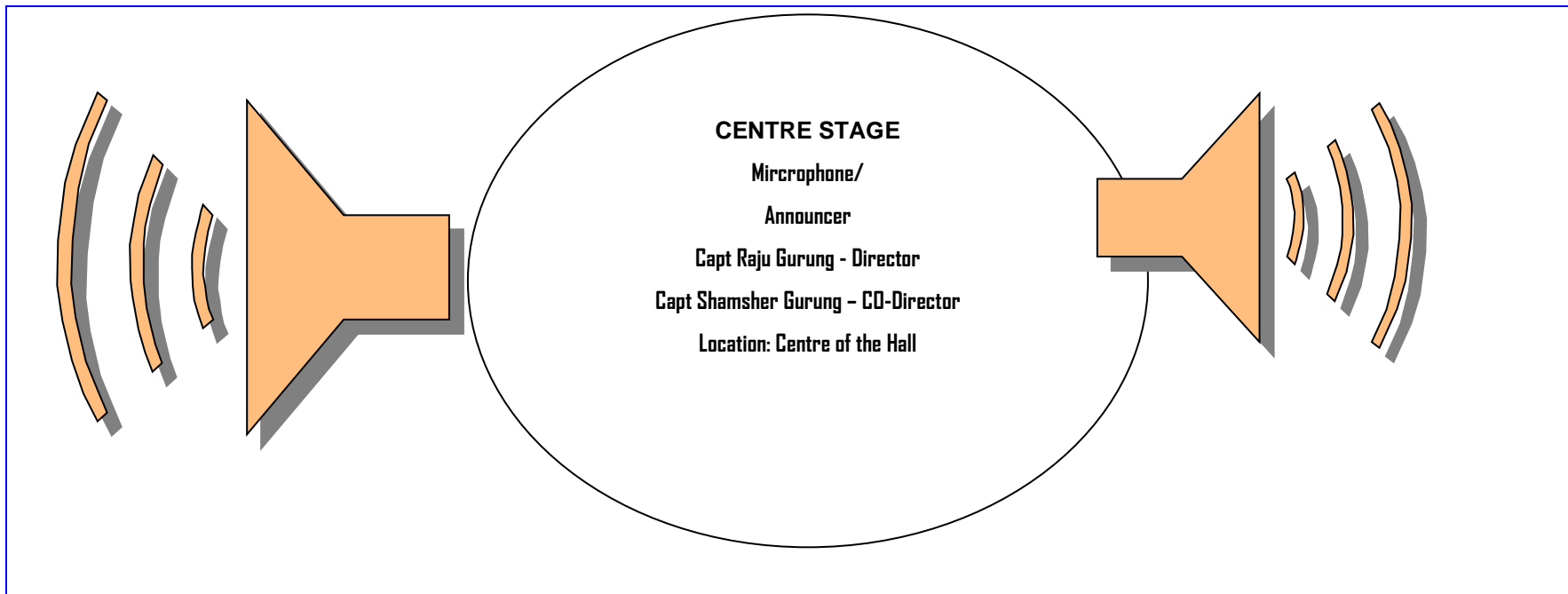
## SIRMOOR SATHIES COMMS NET



### Event day communications – audience

This could include flyers, site plans, signage, public address system, stage schedules, MCs and information points.





## Lost children

You must have a lost children policy and all event staff and volunteers must be familiar with it.

- Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian
- Provide a clearly advertised point for information on lost children
- Always ensure there are at least two adults that have the appropriate [Criminal Records Bureau \(CRB\) checks](#) in place looking after any lost children. Children should not be left with just one adult.
- All incidents need be logged and all details are recorded.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.
- Contact the police if the child is reluctant to go with the parent or guardian.

NO CHILDREN WILL BE INVOLVED

## Licensing

### Temporary Events Notice (TEN)

If you are planning an event where there will be entertainment, alcohol for sale, or hot food or drink for sale after 11pm, you probably need to submit a Temporary Event Notice (TEN).

If your event will include any [licensable activity](#), please provide details here: 2GR Sirmoor Sathies – Public Liabilities License No:RAN337123

## Insurance

All event organisers must hold public liability insurance to the value of £5 million. You must also ensure that your contractors hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance. You should keep copies of your contractors' insurance policies.

Please confirm that you hold public liability insurance to the minimum value of £5 million and include a copy of the policy with your event plan. Yes. Multi Event Insurance Police No: No:RAN337123. Date Covered on 09 Sep 2023 to 10 September 2023.

## Provision of food

### **FOOD SAFETY POLICY STATEMENT BY Captain Raju Gurung 2GR SIRMOOR SATHIES Director - 09 Sep 2023**

1. The Sirmoor Sathies members, contractors, dependents, civilian shall comply with the requirements of the Food Law and with all its statutory provisions. All Service and Civilian Food Handlers, including Contract Staff, are required to participate in achieving this aim.
2. Every Food Handler on the strength of the event (SIRMOOR), shall adequately be trained in Food Safety commensurate to their work activities and receive effective induction training prior to carrying out any food handlers duties. A record of all training must be maintained for inspection. Food handlers are also required to ensure that their personal hygiene and work practices do not contravene the requirements of the Food Law. The food handler responsible for the development and maintenance of HACCP procedures should receive adequate training in their application.
3. It is a fundamental principle of this 2GR Sirmoor Sathies DELHI DAY 09 Sep 2023 event Food Safety Policy that personnel in charge of the catering operations, including Non-Public facilities are responsible for ensuring that, where reasonably practicable,

hygienic conditions exist in their area of responsibility and that adequate precautions are taken to safeguard the health of their customers.

4. The overall responsibility for Food Safety for the event is vested in Mr Puran Giri Manager Empire Banqueting Hall Restaurant. He is responsible for premises providing catering facilities are to ensure that the storage, preparation and service of food and drinks are carried out in accordance with the current food safety requirements. All personnel are expected to inform the **Capt Raju Gurung** responsible of any occurrence that may present a risk to health.

5. This statement is to be brought to the attention of all contractors, food handlers working on 09 Sep 2023 (SIRMOOR SATHIES) and is to be exhibited on a prominent notice board.

## Site considerations *Site plan*

[Please include a copy of you site plan with this document.](#)

You must submit a site plan for your event; the more accurate and detailed the plan, the better.

Your site plan should include:

Placement of all temporary structures	All other site infrastructure
Position of attractions	Car parks and position of site in context to the road
Any fencing or barriers	Generator or power sources
Power supply runs (cables)	Entry and exit points
Emergency exits and assembly points	First aid points
Information point	Lost children point
Vehicle entry points	Any event décor, i.e. flags, banner etc

You may want two versions of the site plan, one for event participants on the day and another for your management team. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up. A site plan will also help you plan how people will enter the site and move around it.

## Spectators and viewing areas

EMPIRE HALL, ALDERSHOT IN UK, APPROX 800 PAX CAPACITY

## Media

BFBS GURKHA RADIO Live on Air By Mrs Rupa Rana

## Toilets

You must provide adequate toilets facilities for your event attendees, staff and contractors. You will also need disabled facilities plus separate sanitary facilities for caterers. The HSE guidelines for toilets numbers are provided below.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males and 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males and 1 urinal per 175 males

Sufficient toilets are available in the Empire Hall Ground Floor and Second Floor for 800 pax.

## Vehicles on site (Standard Council Public Car Parks)

- You will need clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If these entrances and exits will be shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.
- Which vehicles will need to access the site for your event?
- Which vehicles will need to remain on-site throughout your event and which will need to be off-site before the event opens?

- Are there any vehicles that will need to move on the site during your event?

Parking are marked on site clearly. All vehicles are to be parked as told by the steward/Marshalled on the Mini-Durbar. Only Director and committee members car will be treated as priority for emergency cases.

## **Traffic, transport and parking**

Smaller community events will have limited impact on traffic and parking, however you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

- How will your target audience travel to your event? See attached Sketch Map at Annex B with this instr.
- Consider the various transport links around the event site and how these can be promoted to your audience as a way to get to your event. 2GR Sirmoor Rifles DELHI DAY 09 Sep 2023 - Provisional Seating plan at main hall see below;



Two Story Car park near Empire Hall  
.60P per hour or £3:60P All day

165<sup>th</sup> DELHI DAY ON 10 SEP 2022 AT  
VENUE AT EMPIRE HALL, GU11 1DJ

Car park near Empire Hall  
.60P per hour or £10 All day

166<sup>th</sup> DELHI DAY-CUM-REGIMENTAL REUNION PARTY ON SAT 09 SEP 2023 VENUE AT EMPIRE HALL IN ALDERSHOT GU11 1DJ



**166<sup>th</sup> DELHI DAY-CUM-REGIMENTAL REUNION PARTY ON SAT 09 SEP 2023, VENUE LAYOUT AT EMPIRE HALL IN ALDERSHOT**

## **Environmental considerations**

### **Waste management**

It is essential that your event has a waste management plan in place and that it is carried out.

➤ How will you keep the site clear of waste? Will this be done by stewards or volunteers?

➤ How you will manage waste during and after your event, including details of bins, skips, recycling and litter picking?

**WASTE MANAGEMENT POLICY  
SIRMOOR SATHIES DELHI DAY 2023 ON 09 SEP 2023**

**APPOINTMENTS AND RESPONSIBILITIES**

1. **Waste Manager.** The Waste Manager for 2GR SIRMOOR SATHIS DELHI DAY EVENT is the Lt Mukti Jung Gurung. He is responsible for ensuring the policy and procedures are being adhered to by conducting regular routine checks and inspections of the system, facility and register. He is also responsible for maintaining a transfer and consignment note register, duty of care checks for hazardous and non-hazardous. Copies of any consignment notes are to be kept.
2. **Food Process Waste Coordinator.** MR Puran Giri and Cpl Tanka Sherchan are the coordinator for the removal of waste oils if there are who is responsible for collating, storing and arranging collection by the authorized carrier for all waste oil. A copy of risk assessment and insurance liability is to be handed to **Event director Captain Raju Gurung.**
3. **Focal Point.** Lt Mukti Jung Gurung

**Hazardous Waste**

4. Details on the actions to be taken in the case of Emergencies are in the Unit Spillage Response Plan are to be directed to the Event Director.
5. CSgt Uttar is responsible for Waste Management. All questions or queries should be directed to him in the first instance. In the absence of the Waste Manager the Director is to be contacted.
6. **Contact Details:**

Lt Mukti Gurung - ESO	07919182941
Capt Raju Gurung - Event Director	07735413073

**Audit**

7. We will carry checking on the Waste Management processes as part of our Duty of Care checks on the areas at regular interval.



## SUMMARY

8. We have legal responsibility to ensure that all waste is handled, stored and disposed of correctly in accordance with current regulations. The main legislation for the control of waste is the Water Resources Act 1991, the Ground Water Regulations 1998, the Contaminated Land Regulation 2006, Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991.

## Recycling

It is essential that your event has a recycling plan in place and that it is carried out. For small community events, this could be as simple as labelling some bins to encourage people to separate their waste into plastic bottles, paper, etc and then taking these to the appropriate recycling centres.

Larger events will need to show that they have a recycling strategy or are employing a professional recycling organisational to manage recycling on the day.

- Make sure your concessions and food suppliers have appropriate policies and procedures in place for providing biodegradable containers and systems for the disposing of dirty water, cooking oil etc
- Think through how you will encourage people to separate their waste. Contaminated recyclables may have to be sent to landfill.
- How will you keep the site clear of waste? Will this be done by stewards or volunteers?

As waste management above

## Noise

If your event has the potential to cause noise nuisance to nearby residents, your plans will have to be approved by the [noise pollution team](#). The things most likely to cause noise nuisance include live music stages, fun fairs and public address systems.

- Think about noise nuisance when you choose your event location.
- Larger events that have a music stage will always have to employ a professional sound engineer and must agree sound levels with our noise pollution team.
- Provide nearby residents with an event day contact in case they need to make a noise complaint.

**Risk Assessment NOISE**

Establishment /Unit/Ship:	SIRMOOR SATHIES	Assessment No:	Empire Hall,	Assessment Date:	09 Sep 2023
Section/Department:	DELHI DAY 2023	Assessment Type			
		Specific	Generic X	Record of Dynamic Assessment	

**Activity/Process: Activities involving Noise**

Assessor		Line Manager Acceptance (See Note 2)	
Name:	GURUNG	Name:	Capt Raju Gurung
Rank/Grade:	CAPT	Rank/Grade:	
Signature:	Original Signed	Signature:	

Hazards (Include Hazard Survey Number where applicable)	Who is at Risk?	Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Consequence) (See Note 3)	Additional Controls (Each Control Measure is to be specific and managed)	Residual Risk Rating (See Note 4)	Management Plan		
						Owner	Target Date	Comp Date
The risk of hearing damage occurring to unit personnel and any visitors/contractors on site during SIRMOOR SATHIES EVENT. Main noise hazard areas highlighted at Unit? are:-  1. Musical instrument 2. Working on vehicles, engine running. 3. Vehicle while vehicles being run up or manoeuvred.	Staff and Visitors	1. Ear defence issued to all personnel.  2. Ear defence to be worn when working on vehicles with engine running or when using air tools.  3. Ear defence to be worn when driving and commanding vehicles.	2 x 2 = 4	Controls Adequate apart from: 1. Noise awareness training to be actioned for all personnel on an annual basis. (Toolbox talk).  2. Noise measurement to be actioned if medical surveillance highlights hearing loss in personnel due	2 x 1 = 2	MR SAPANA AND OIC ENTERTAINMENT	09 Sep 23	

Screen 2 of 3

<p>4. Compressor rooms in the sports arena. 5. Use of musical instruments.</p> <p><b>All tasks noted above are near to or above the 2<sup>nd</sup> action level of 85Db and therefore hearing protection must be worn.</b></p>	<p>4. Spare ear defence to be held for visitors.</p> <p>5. ALL to ensure ear defence is worn and that all PPE is inspected for serviceability and cleanliness on a regular basis and recorded in Management Monthly checks.</p> <p>6. All personnel attend regular medical assessments (Occupational health monitoring in some cases?).</p> <p>7. All areas are hazard and risk assessed on an annual basis.</p> <p>8. Regular checks to be conducted on the day by director.</p> <p>9. Use of advisory posters in High Risk areas.</p>	<p>to noise within the unit.</p>					
<b>Line Manager Assessment Review</b> (See Notes 2 and 5)							
Review Date:		Review Date:		Review Date:		Review Date:	
Name:		Name:		Name:		Name:	
Rank/Grade:		Rank/Grade:		Rank/Grade:		Rank/Grade:	

**Weather:** *Severe weather and event cancellation*

➤ Consider any weather conditions which may lead your event being cancelled and how you will manage this.

- How will you let people know if the event has to be cancelled?
- Do you need insurance coverage for cancellation reasons such as thunderstorms, water logged ground etc?
- Is there any flood risk, e.g. field liable to flood and create difficulty for traffic leaving? How will you handle this, e.g. provision of 4x4 vehicle assistance, agreement with land owner concerning damage to the ground, possible mud on roads etc?
- How will your event management team decide if weather conditions are too risky for your event to go ahead?

Weather - Light Cloudy **20c** - ON DELHI DAY 09 SEP 2023

(Signed)

*Captain (Rtd) Shamsheer Gurung*

Event Asst-Coordinator/Vice Chairman

2GR Association-UK (Sirmoor Sathies)

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Authenticated By;

(Signed)

*Captain (Rtd) Raju Gurung*

Event Director/Chairman

2GR Association-UK (Sirmoor Sathies)

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Website: [www.2ndgoorkhas.com](http://www.2ndgoorkhas.com)

**Dated: 23 August 2023**