



## Site Induction Slides for Bute Park



The park is a popular destination for both local residents and visitors to the city

The park contains a nationally-significant tree collection or 'arboretum'

The park can be visited by over 10,000 people a day on a busy weekend and operation of the event site must pay due regard to the other park users in the vicinity

Bute Park is a Grade 1 listed historic landscape as designated by Cadw, Welsh Government

A Site Supervisor will be allocated to your event helping Cardiff Council balance and manage:

- The needs of the event organiser
- The financial and reputational interests of the venue (with Parks Dept. as Landlord)
- Safety and experience of the wider public using the park



## Venue-specific information – Bute Park (1)



The below venue information is brought to the Event Organiser's attention to help CDM planning:

- There is an automatic bollard control system at the Bute Park Vehicle Access Bridge. A guidance note is available on its safe operation
- Vehicles cannot make a right hand turn into or out of the park at the vehicle bridge
- A designated cycle route crosses the park between the Royal Welsh College of Music & Drama and the Millennium Footbridge, this crosses the main vehicle access to Coopers Field
- The park can be busy. It is used by pedestrians, cyclists and other operational vehicles. These may share paths and roads with my event audience and vehicles
- In wet weather the ground can get very soft and water may stand on the surface of roads and grass
- The park is locked at night (approx. 30 minutes before sunset) though people are known to choose to get locked in or come in after locking via unofficial routes



## Venue-specific information – Bute Park (2)



The below venue information is brought to the Event Organiser's attention to help CDM planning:

- There is the potential for crime and anti-social behaviour as may be expected in any city-centre park
- The park is unlit and very dark after sunset
- Crimes, emergencies or incidents witnessed in the wider park by event staff should be called directly to 999, 101 (non-emergency police number) or the Park Management office 02920 873720 depending on their nature
- There are buried services within outdoor event sites, these are identified on the event area base plans, where known. Services may not be buried at depths compliant with current standards. You must notify and seek permission from the Park Management office to break any ground. The venue accepts no responsibility for the accuracy of service plans and the event organiser must scan for services in advance of breaking ground
- There is a 5 mph vehicle speed limit within the park
- Cyclists are known to exceed the speed limit and can be a hazard to event traffic

# The Role of the Site Supervisor / Site Handover Meeting (1)

In advance the Site Supervisor will be given:

- Event Production Schedule
- Event Site plan
- Access and egress routes for event traffic
- List of key points of contact
- Specific requirements of the job (Site Supervisor briefing note)

The Site Supervisor's briefing note will advise if the following are required:

- Access to event signage
- Access to trackmats
- Access to heras banners
- Access to on-site water/power supplies (and therefore pre and post meter readings)
- Access to designated parking areas/unlocking of certain site padlocks
- A list of the pre-approved event caterers
- Additional event-specific tasks
- A list of any pre-arranged late collections which will take place after the site handback meeting (if required)

## The Role of the Site Supervisor / Site Handover Meeting (2)

A Site Handover Meeting will be scheduled for 1hr before the first planned activity in the Event Schedule.

The handover meeting should be conducted with the senior responsible person on site and cover the following topics:

- Safe traffic management sharing knowledge and experience of the site
- Safe operation of the bollard system
- The fact CCTV is in operation at the bollard to provide evidence in insurance claim cases and to aid in the identification of parties responsible for damage
- Organiser's responsibility to adequately protect the ground/grass/site furniture from damage
- Organiser's responsibility to adequately protect all trees from damage
- Organiser's liability for fines and repair costs if they fail in their duty

The Site Supervisor will:

- Share your knowledge and experience of the site
- Advise organisers on how they can optimally manage things based on prior own experience

The event organisers does not have to take Site Supervisor's advice and ultimately remain responsible for success or failure of each event

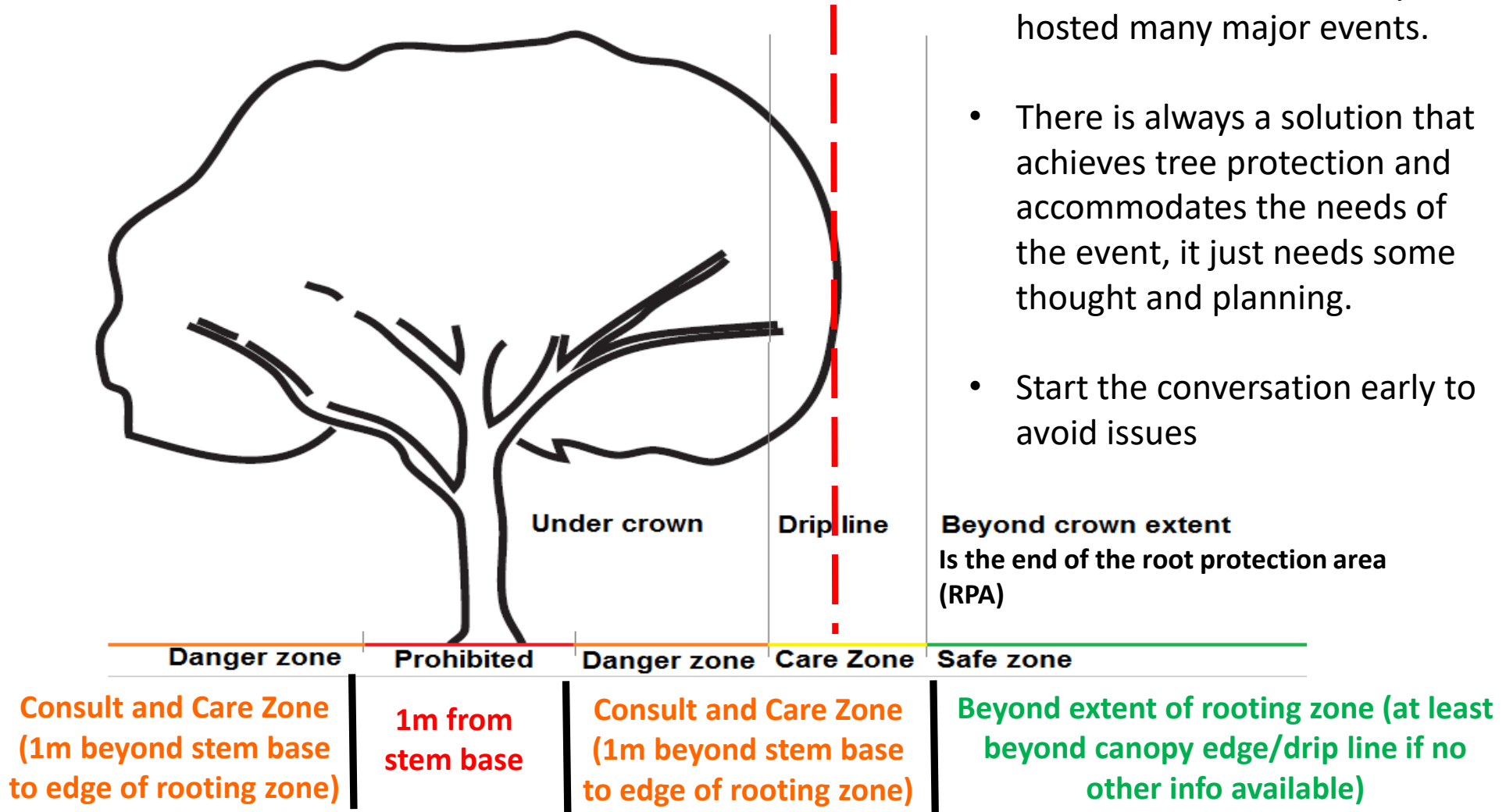
## The Role of the Site Supervisor / Site Handover Meeting (3)

During the handover meeting the Site Supervisor will document:

- The condition of the site infrastructure using the appropriate template form in the Site Supervisor File
- Mark up the Event Site Base Plan to show any existing damage or problem areas
- The starting meter readings for any utility supplies requested for use by the event
- Weather conditions on the day and the current forecast for the hire period (this should be known by the event organisers as is relevant information for their safe management of the site)
- Take photos of existing damage that the Parks Office need to be aware of

# Tree Protection

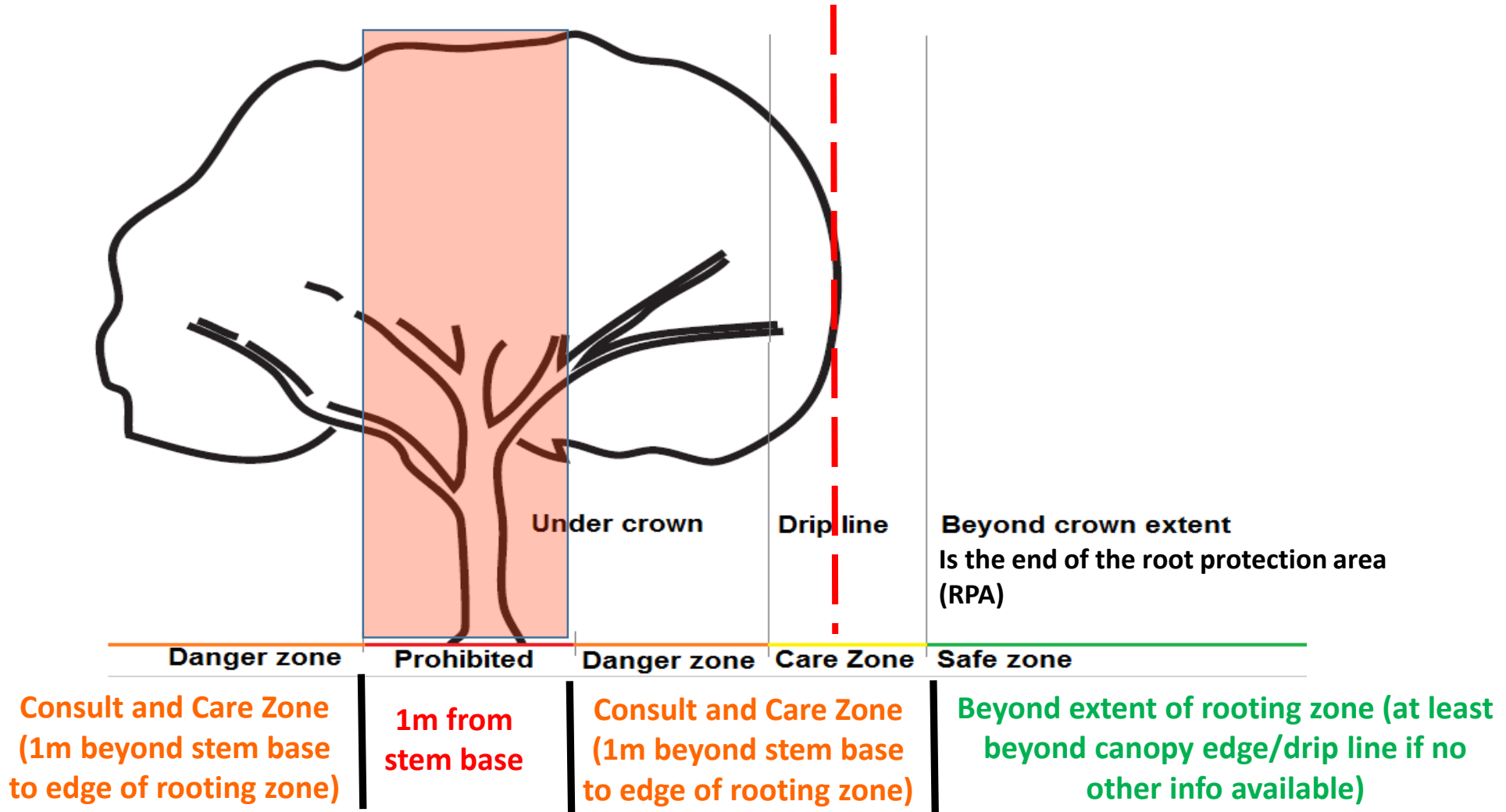
The following diagram summarises the policy on tree protection



- Bute Park has successfully hosted many major events.
- There is always a solution that achieves tree protection and accommodates the needs of the event, it just needs some thought and planning.
- Start the conversation early to avoid issues

## Prohibited zone

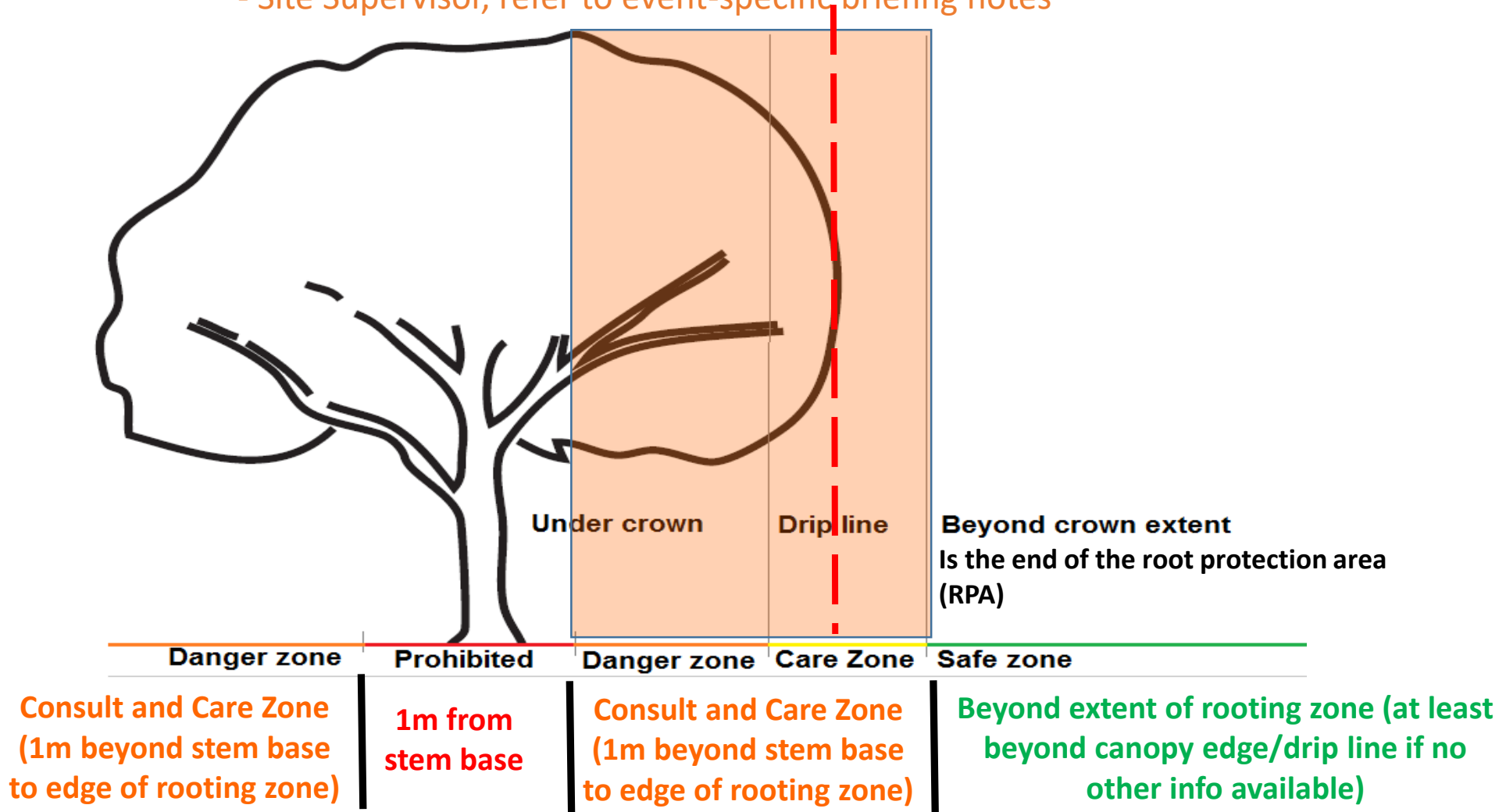
- Strictly no event activity except pedestrian use
- Physical barrier required if at risk of encroachment by event activities
- Site Supervisor to enforce





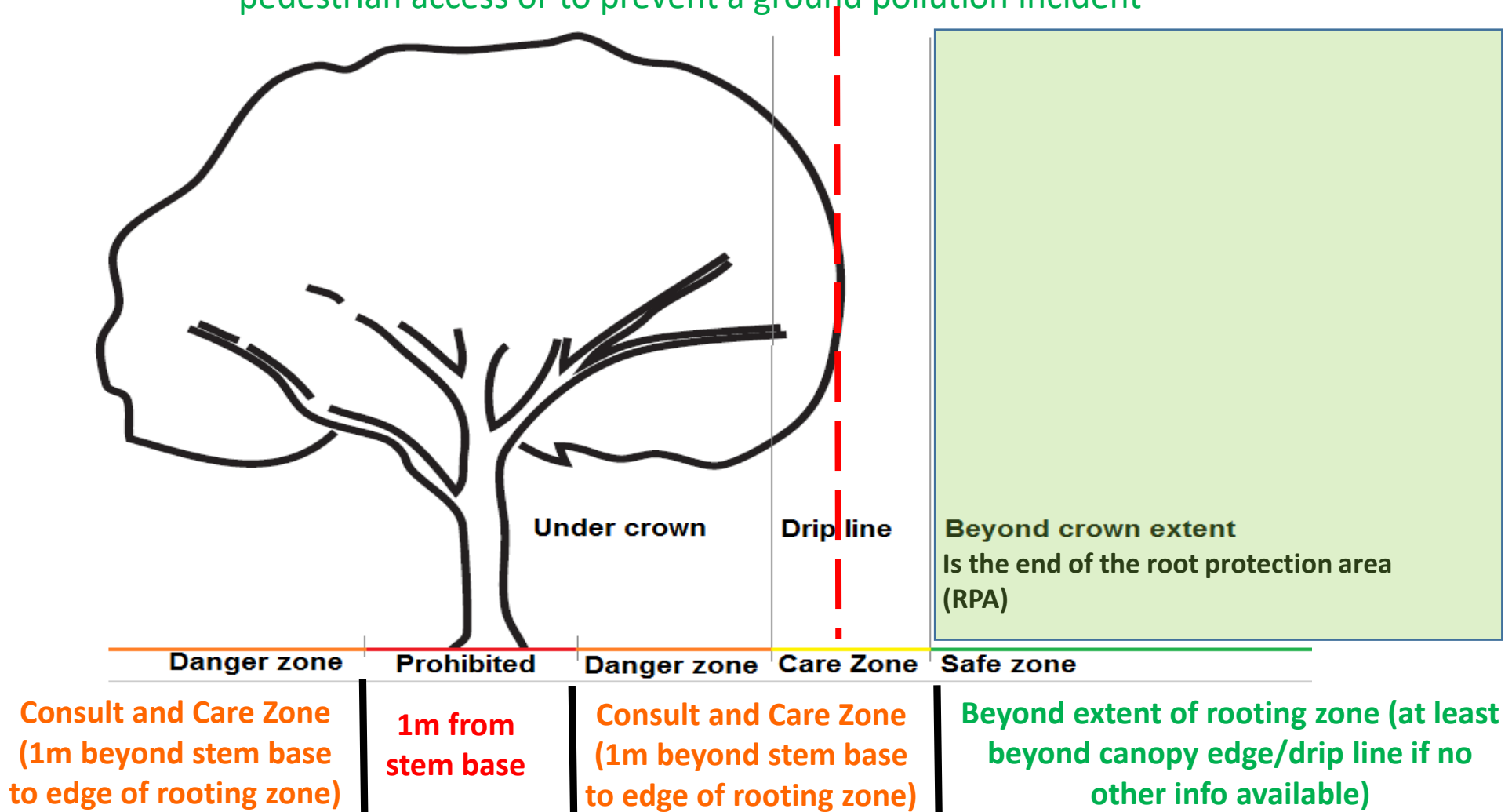
## Consult and Care Zone

- If used by event some form of ground/tree protection may be required. Requirements should be discussed with Parks Department
- Seek further advice from Parks Department if necessary
- Site Supervisor, refer to event-specific briefing notes



## Safe Zone

- Event activity permitted without additional tree protection measures
- Ground protection may still be required for safe vehicle and pedestrian access or to prevent a ground pollution incident



# Common causes of Tree Death

The use of properly positioned protective fencing can prevent tree deaths occurring.

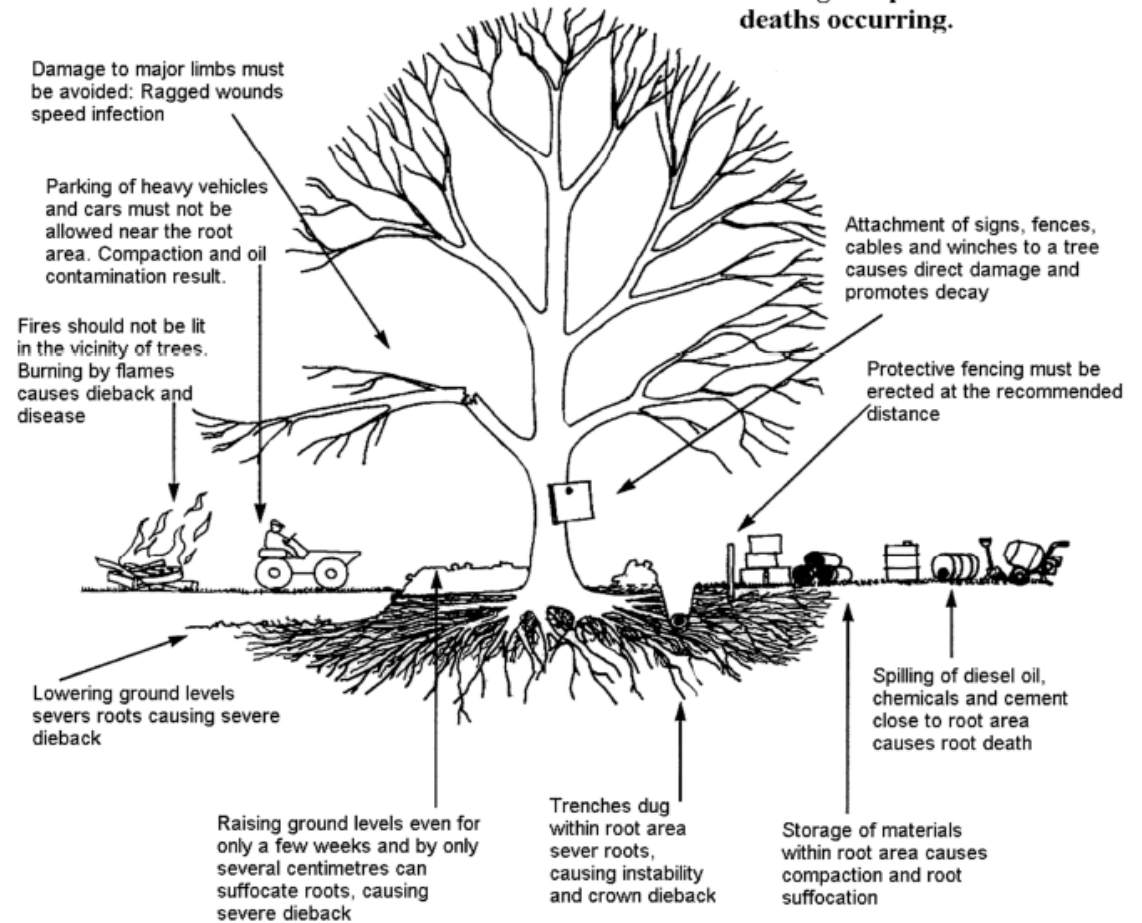
## Tree Protection

Event organisers should identify risks to tree health as part of their staff site induction

Some possible risks to tree health are summarised in the diagram to help

The Site Supervisor will identify risks to tree health on site and ask the event organiser to take corrective action

Seek further advice from the Parks Department if you are not sure



*Please use copies of this as an on-site poster for personnel*

## The Role of the Site Supervisor / During the event (1)

Site Supervisor duties during the event include:

- The identification, recording and reporting of incidents

Incidents may include:

- Damage to site infrastructure
  - Ground pollution incidents (regularly check toilets, plant and generators for leaks)
  - Damage to trees
  - Road traffic accidents
  - Personal injury
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- Taking photographs to act as evidence in insurance and repair cost claims
  - Taking notes of observations that can be fed back to event organisers to support future improvements
  - Taking photographs that will be useful for the event management archive or record issues that need to be followed up with event organisers

## The Role of the Site Supervisor / During the event (2)

Site Supervisor duties during the event include:

- Ensuring that only pre-approved caterers with the required 3 or above food hygiene rating are permitted onto site
- Reporting issues in line with the list of key contacts you are provided with
- Facilitation of the event organiser's logistics, e.g. providing access where and when required
- Anticipate and prevent damage to grass and trees as far as practically possible
- Consulting with the Parks Office should the Event Organiser request any changes you are unsure about approving

## The Role of the Site Supervisor / The handback meeting

The last activity on site should be to conduct a formal handback meeting (Site supervisor and event organiser). This should be itemised in the event production schedule.

The handback meeting should take place with the senior responsible person on site and include the following:

- The condition of the site infrastructure post-event, including photographs to act as evidence in insurance and repair cost claims and updates made on the Event Site Base Plan
- The closing meter readings
- Note any event equipment still on site and what the organiser's intention is to remove it

If this is different to the pre-arranged collections you must notify the Parks Office as this is only permitted by prior arrangement

It may be necessary to book additional Site Supervisor or Park Ranger time to manage this