



Hoo Peninsula Christmas Tractor Run

Sunday 22nd December 2024

Briefing Pack & Risk Assessment for public event

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Information

Event	Hoo Peninsula Christmas Tractor Run
Date	Sunday 22nd December 2024
Event start time	1600
Event end time	2200

Section 1 Overview of event:

This is an event management plan for the Hoo Peninsula Christmas Tractor Run. This is the second year for event after its inaugural year in 2023 which was a big success. The objective of the event is that Tractors, Large vehicles such as HGV tractor units and other assorted agricultural vehicles follow a set route around the Hoo peninsula, Medway, Kent in procession. The vehicles are adorned with Christmas style decorations, lights and other assorted Christmas style paraphernalia. The vehicles are used to promote and encourage engagement from members of the public to come and watch the procession drive past and then donate to the specified charity that the organisers have elected for that year. The 2023 event had several hundred people line the route and the feedback and response after the event was it was a great success with approx. 40 tractors and other vehicles involved. It is anticipated to be a similar number again this year.

Section 2 Planning and management

2.1 Event management structure

Event Lead	Dean Pappin	07834 606180
Event Co-ordinator	Luke Challenger	07903 628193
Event Co-ordinator and H&S Lead	Kcee Mortley	07586 250324

2.2 Roles and responsibilities

Event Lead –

Ensure the smooth running of the event and ensure compliance with licences and no one operating outside of their legalities. Trouble shooting and remedying any issues that arise throughout the event. Liaising with the event co-ordinators for any issues that develop during the event and work collectively to resolve them. The Event Lead maintains overall authority for the event and all participants must follow their instructions and decision making at all times.

Event Co-ordinators and Health and Safety Lead

Work closely with the Event Lead. Will ensure the safety of the public and participants at the event. Conduct ongoing visual assessments of crowd and equipment. Monitors and assesses hazardous and unsafe situations. Take immediate action to prevent or stop unsafe acts when necessary. This may be exercised in emergency situations where there is an imminent danger of harm to people or property. Responsible for ensuring all persons involved in the event are acting in a safe and responsible manner. The H&S lead will have the responsibility to inspect all tractors and vehicles prior to starting the event to ensure compliance is met with tractors being safe to participate and will constantly conduct dynamic risk assessments during the procession as per 5.1, 5.2 and 5.3. The H&S Lead has relevant knowledge of heavy goods and tractor operations from their full time employ and will be able to quickly identify any hazards or issues.

2.3 Liaison with relevant authorities

The Event lead has consulted with Medway council events team and the local councillor Chris Spalding and sought appropriated guidance and direction. The Event lead has also liaised with Kent Police regarding the event and they do need feel the necessity to become involved as no public highways are being obstructed.

Section 3 Venues and route

3.1 Route

The event will start in Grain and all participants will muster on Power Station Road. The event will then set off at approx. 1600 and follow the loop around Grain and then down to the stoke villages, then up to All Hallows and then across to High Halstow and then onto Peninsula way to arrive in Hoo then proceed through Hoo High street and then into All Saints and finally finishing at Stoke Medway Airfield, Burrows lane where there will be a gathering of the tractors and participants for a social gathering. The route is the same as the previous year and all the roads are suitable for vehicles of such size. The route will be assessed on the morning of the event for unforeseen roadworks or closures; however, it may be necessary during the event to change route in the event of an incident or road closure owing to a collision etc. See Appendix 1 and 1a.

3.2 Licences

All those participating in the event must hold the relevant license to drive that category of vehicle on a public highway. All participants agree to follow the Road Traffic act and the Highway code.

3.3 Temporary Traffic Regulation Order

As there is no intention on stopping the procession anywhere along the route then it is deemed not necessary to obtain a Temporary Traffic Regulation Order (TTRO) from Medway Council.

3.4 Audience profile and capacity

It is difficult to accurately assess the approximate crowd numbers that will line the route but based on interaction on social media and on 2023's event we expect there to be several hundred people lining the route in its various locations, with Hoo centre being the main focal point for people congregating. The crowds lining the route is likely to be families with small children but also young adults and older adults are also expected to make up the demographic.

3.5 Stewards

Given the length of the route, it would not be feasible to have stewards lining the entire event route during the event. However, based on last years event where no stewards were present this did not appear to be a problem and members of public "self managed" themselves and remained on pavements. No issues or problems with this arrangement were fed back to the organisers.

3.6 Duration

The procession is due to leave Power Station road, Grain at approx 1600 and follow the assigned routes as mentioned above (see appendix 1). Given the length of the route and the speed of the procession (slower in the villages and towns) it is anticipated the procession will reach Stoke Medway Airfield around 20:00. There will then be a small social gathering of the participants until approx. 22:00 on private land.

Rough Timeline –

1600 – Set off from Power Station Road to Grain

1645 – Stoke Villages

1730 – All Hallows

1800 – High Halstow

1900 – Hoo St Werburgh

1930 – Beluncle and All Saints

2000 approx. – Conclude at Stoke Medway Airfield

2200 – Social gathering concludes

Section 4 Participants

4.1 Participants

All participants will register with the Event lead or co-ordinators so they can assess vehicle and participant suitability before the commencement of the event. The vehicles will be inspected by the H&S lead prior to the commencement of the event, in Power station road, and may be requested not to participate if they are found in an unsuitable or unsafe condition until the issue is rectified.

4.2 Drivers briefing

All drivers will receive a briefing from the event lead or coordinators before participating. This is to ensure safety of the drivers, other participants and to make sure all drivers are aware of the route and the event has no Road Traffic Act exemptions and they accept personal responsibility for their vehicle and driving standards. They participate in the event at their own risk and the event organisers are not liable for any issue, collision, etc that may occur. They agree to participate with the relevant personal and vehicle insurance and have informed their insurance company of their intention to participate in the event.

4.3 Safety of participants and public

Safety is everyone's responsibility during the event and all participants must be compliant to the drivers briefing. A "common sense" approach to the event is deemed suitable so as not be overly officious as this is supposed to be a fun and cheerful event raising money for charity in the lead up to Christmas. However, the ethos embedded must be "if you doesn't look or feel right, it probably isn't". Participants must feel comfortable in the event and are under no obligation to participate, and furthermore must not do so if something is wrong. Participants are encouraged to approach the event lead or co-ordinators at any time to notify them of any issues during the event so it can be addressed accordingly.

Section 5 Vehicles and procession

5.1 Condition

All vehicles participating must be in a road worthy and safe condition as per the Road Traffic Act.

5.2 Lighting

In this event the participants vehicles will be adorned with festive style, fairy lights, LEDs and other decorations. Technically such lighting and decoration does not conform to the Vehicle lighting regulations as they are flashing, multi coloured etc. However, advice has been sought from Kent Police and as long as the driver/operator is not visually impaired or distracted by the lights. i.e lights dangling in front of their field of view then this would be acceptable. All lights must be entirely secure and at no risk of coming lose or falling into the Highway or creating hazards for the vehicle or other road users.

5.3 Decorations

Again, as above In this event the participants vehicles will be adorned with festive style, fairy lights, LEDs and other decorations. Technically such lighting and decoration possibly could not conform to the construction and use regulations, but again, a common sense approach needs to be considered. All decorations must be entirely secure and at no risk of coming lose or falling into the Highway or creating hazards for the vehicle or other road users.

5.4 Escort

The procession will be escorted by a suitably marked, equipped and lit escort vehicle, with flashing beacons at both the front and rear of the procession. Known as "Lead Escort" and "Rear Escort". The Escort drivers will have relevant experience in escorting large, abnormal loads.

The lead vehicle will lead the procession through the various stages to warn and inform other vehicles of the approaching procession as well as members of the public lining the route.

The rear vehicle, will act as "tail end Charlie" and be the last vehicle in the convoy and will monitor the progress of the convoy and observe for any issues within the convoy, such as unsecure items or issues with participants vehicles. The "Rear Escort" will also monitor the traffic build up behind the procession and constantly review the possible necessity for the convoy to pull over and allow the build up of traffic to pass to prevent members of public becoming impatient and attempting unsafe overtakes and getting caught out by the length of he procession.

The escort drivers have no powers under the road traffic act to stop, control or direct traffic and if they were to do so and a collision occurred as a result, they could be held liable. The escort drivers and other participants will be able to communicate via 2 way radio as per 6.1

Section 6 Communication

6.1 Communication during the event

The escort drivers will be provided with a radio to have direct 2-way communication with the Event Lead who will be the lead tractor in the procession. Other radios may be distributed to other participants in random intervals in the line of tractors. Mobile phones can be used as back up contingency in the event of radio issues, however participants must be reminded not to use phone whilst driving.

6.2 Radio procedure

Given the relatively small nature of the event in comparison to other large scale public events, it is deemed that call signs are not necessary.

6.3 Communication with the public

Pre event:

Social media campaign has been ongoing for several weeks. The response has been positive with large numbers expressing interest. The event organisers will also contact the local press to inform a wider audience that may not be on social media to highlight the event, the route to warn and inform and to expect heavier traffic on the planned routes for the time periods.

On the day:

Social media platforms will be used to keep people informed of the event and its location etc.

Cancellation:

Pre event: Using social media platforms

On the day: Social media posts

Section 7 Crowd management

7.1 Security and stewarding

As previously mentioned, there is no intention to station stewards or security along the route as it is not deemed necessary based on the previous event. However, this is constantly under review.

Section 8 Traffic management

8.1 Road closures and traffic restrictions

No road closures or restrictions have been applied from the local authority or Kent Highways as there is no intention to stop on the route or need to close any roads.

Section 9 Health and safety

9.1 Risk assessment

See Appendix 2

9.2 First aid

There is no dedicated First Aid provider for this event. Given its dynamic nature and that it is constantly moving having a stationary first aid post would not be feasible. However, there will be a first aid kit in the Escort vehicles and in the event of a medical emergency the procession may need to be stopped, suspended or abandoned.

9.3 Adverse weather

A risk assessment will be conducted on the date of the event. In the case of adverse weather, a decision will be made whether to continue with the event if the weather is too extreme and dangerous. i.e High winds, electrical storms etc.

9.4 Fire Hazard

The risk of fire is ever present at an event especially with motor vehicles and electrical equipment being used. The escort vehicles will have fire extinguishers and are trained in the use of fire fighting equipment and if appropriate attempt to tackle the fire but not to endanger life or put themselves in unnecessary risk of harm. If a fire occurs on a vehicle on the highway stop, the vehicle and egress and then call 999 as police and fire service will attend. It is imperative that

even if the fire is extinguished prior to arrival of fire or police an incident report form is completed and consideration given to inform KFRS.

9.5 Public Liability Insurance

The Event Lead will arrange suitable PLI prior to the event date of 22nd December 2024

Section 10 Incident planning

10.1 Emergency procedures

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number),
and
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ Phone: _____

Name: _____ Phone: _____

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling _____.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- | | | | |
|--------------------------|---------------|--------------------------|-----------------|
| <input type="checkbox"/> | Voice | Radio | |
| <input type="checkbox"/> | Communication | <input type="checkbox"/> | Other (specify) |
| <input type="checkbox"/> | Phone Paging | | |

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

- Perform assessment and coordinate weather forecast office emergency closing procedures

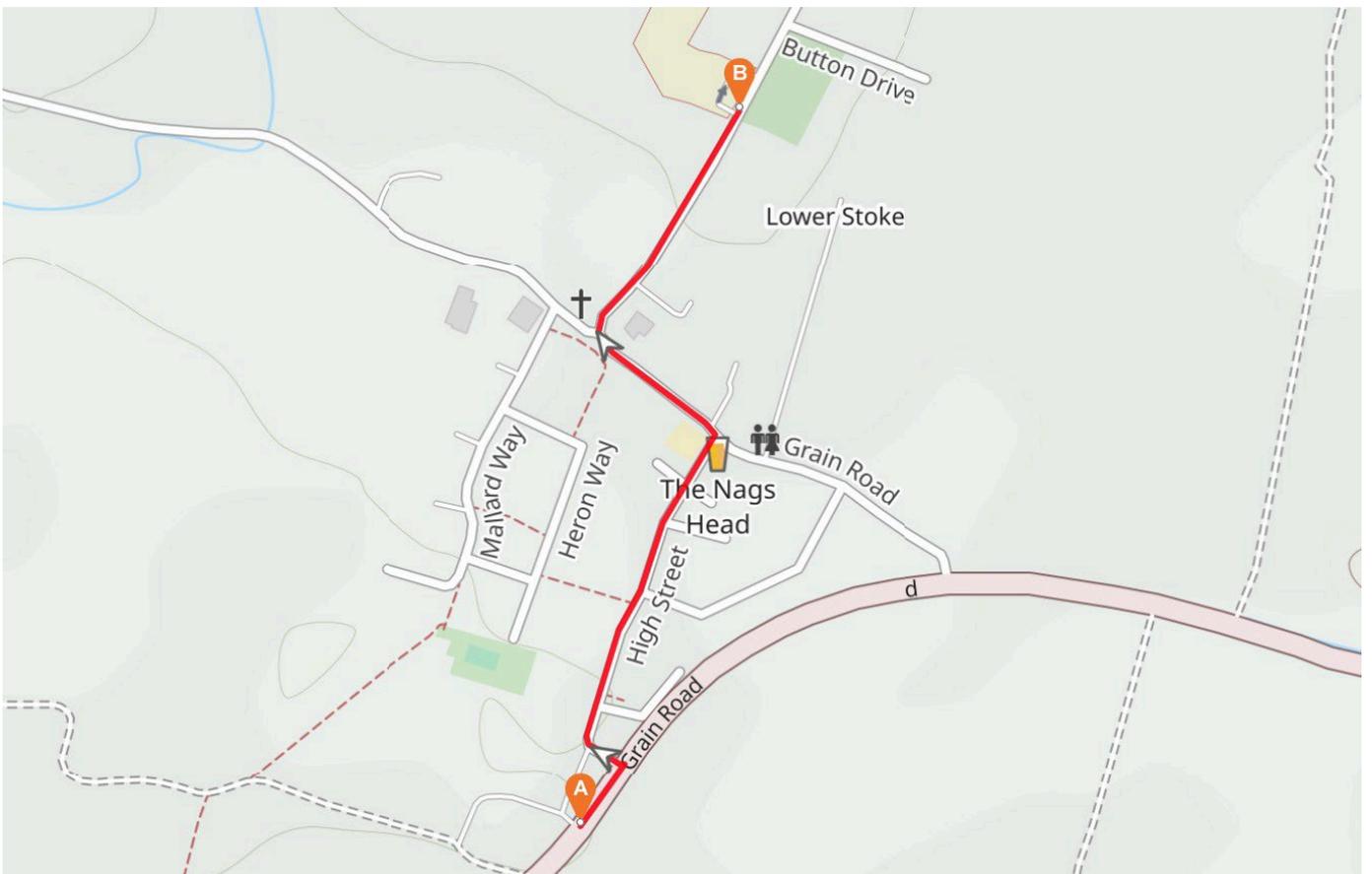
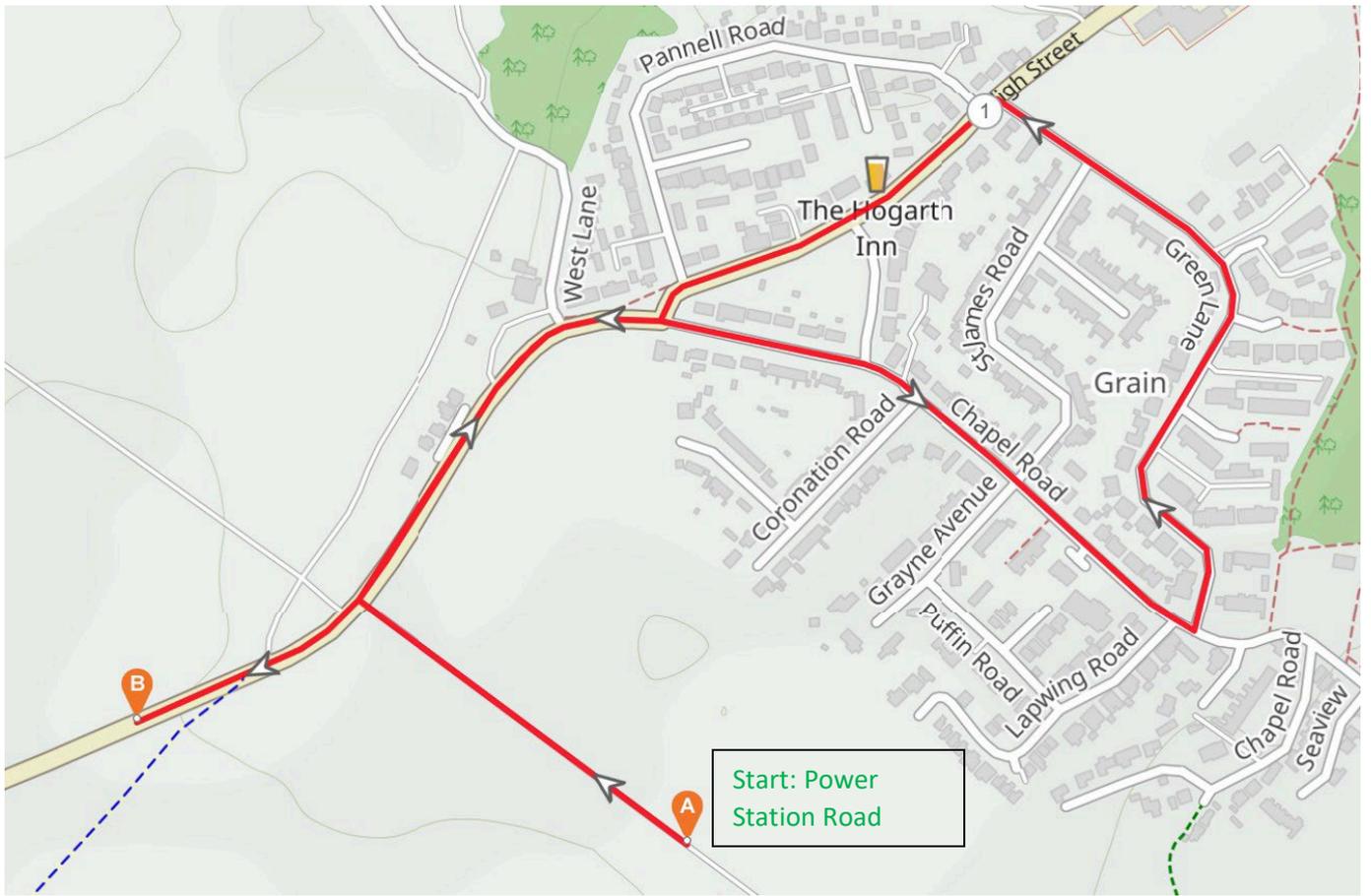
Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

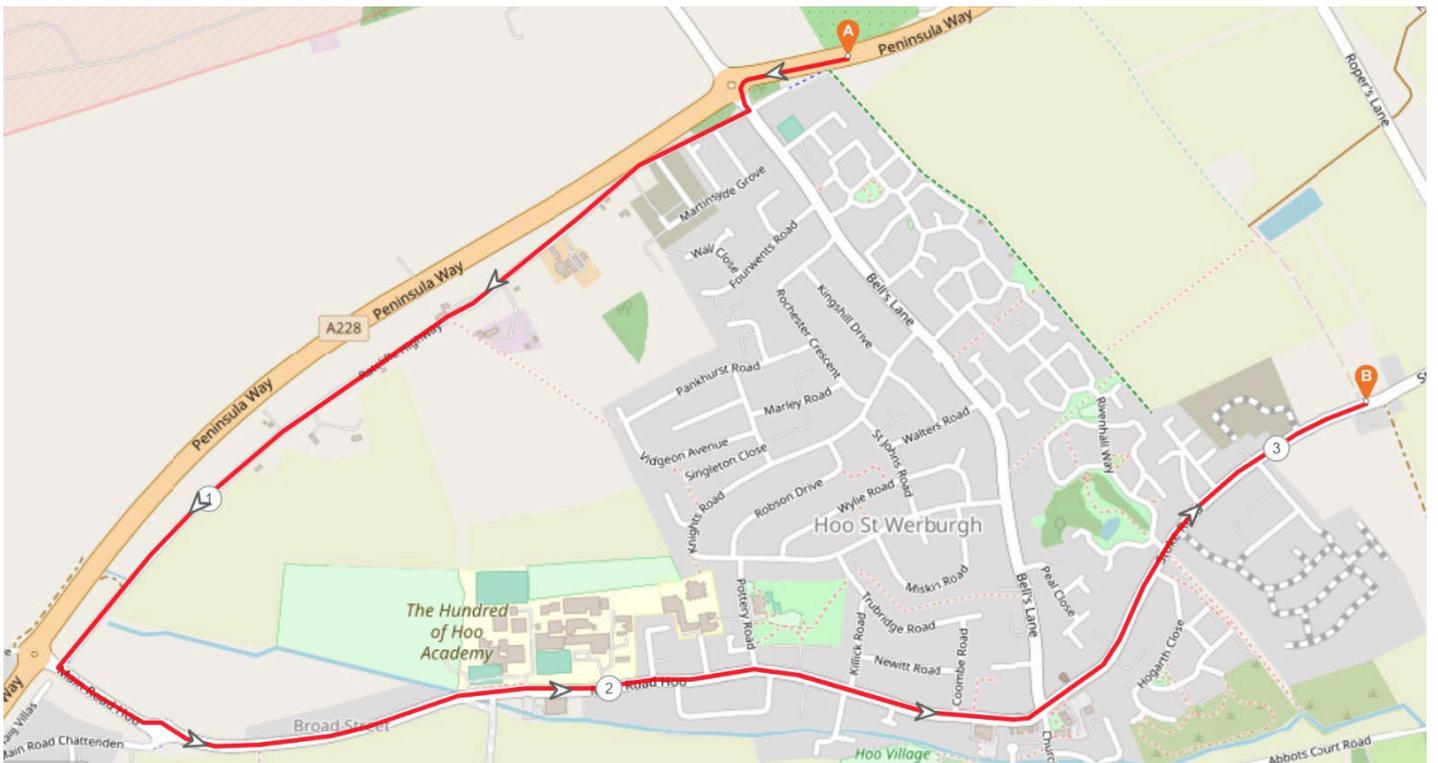
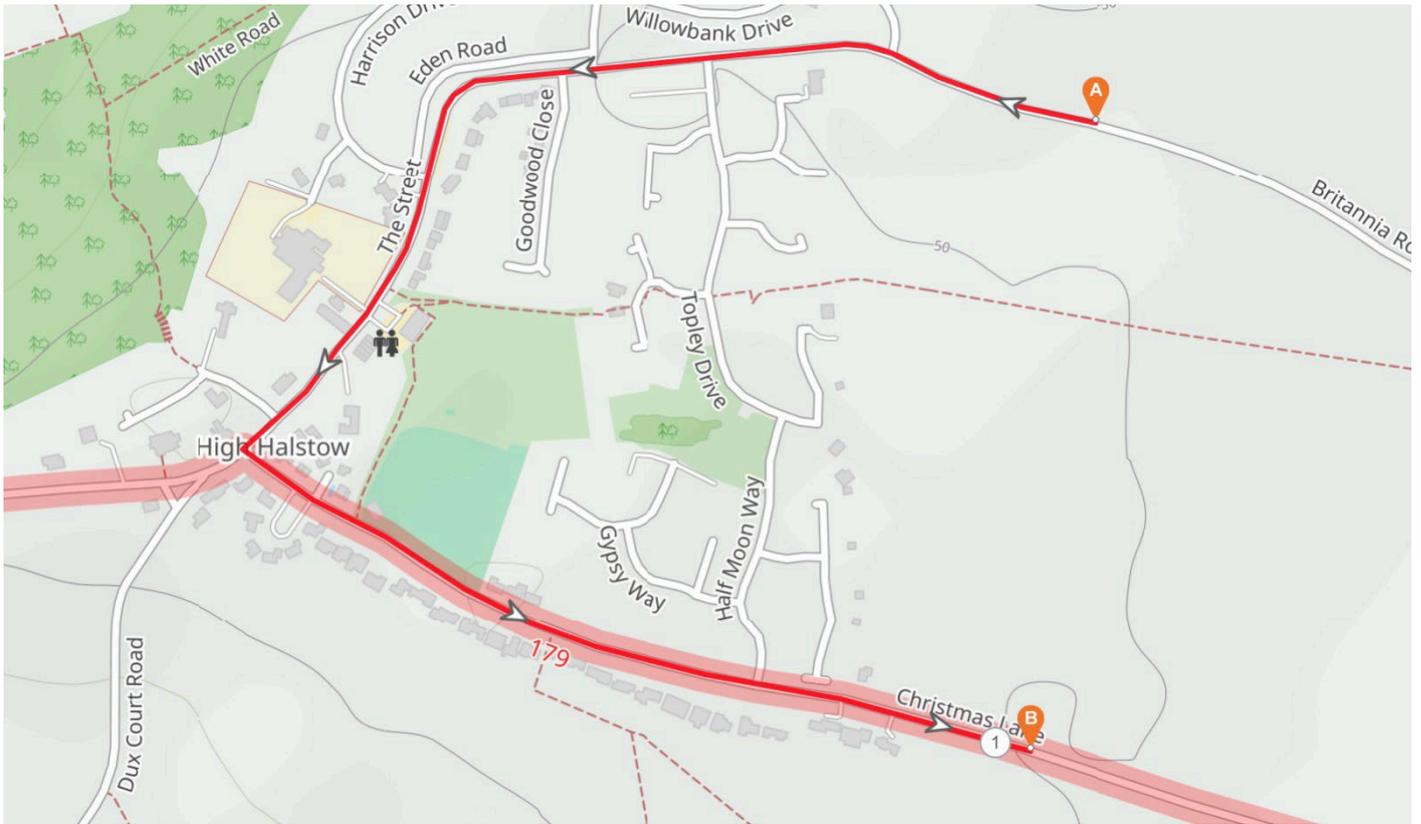
Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Appendix 1



Appendix 1 (cont)



Appendix 1a



Appendix 2

Risk Assessment: Hoo Peninsula Christmas Tractor Run on Public Roads.

Event: Event Christmas Tractor run

Location: Public Roads

Date: 22/12/24

Risk Assessment Table

HAZARD	RISK	WHO MIGHT BE HARMED	RISK LEVEL (LOW, MEDIUM, HIGH)	Control Measure	Residual risk (Risk level vs Control measure)
Collision with other vehicles on parade route	Injury to drivers, spectators or participants	Tractor drivers, passengers or other road users	High	<ul style="list-style-type: none"> -Coordinate with local authorities for road closures, traffic management, -Inform the public of the parade route and timings before hand -Pre parade safety brief for all drivers participating -Clear parade route of non-event traffic (escort vehicles) 	Medium
Tractor or trailer tipping	Injury to driver, passengers or property	Tractor drivers, passengers or spectators	High	<ul style="list-style-type: none"> -Limit parade route to suitable even roads with no sharp bends -Conduct route inspection prior to event -Inform drivers in drivers briefing to maintain slow speed throughout 	Low

Injury from flashing lights causing distraction	Injury to driver, passengers or property, caused by road collision	Tractor drivers, passengers or spectators	Medium	<ul style="list-style-type: none"> -use low voltage LED lights so as not to be too strident and cause distraction. -Tractor drivers not position in line of sight. Maintain a clear unobstructed view -All lights are securely attached and no risk of coming loose or falling off 	Low
Contact with moving tractors or trailers	Injury to spectators – risk of vehicle related injury	Spectators	High	<ul style="list-style-type: none"> -Ensure tractors move at slow speed on the route and extra slow speed (5mph) in built up,) residential areas with large crowd gatherings. -Drivers remain extra vigilant in such areas and do not become distracted 	Medium
Fire or electrical hazard from lights and decorations	Injury to parade participants and/or damage to property	Tractor drivers or participants	Medium	<ul style="list-style-type: none"> -Conduct safety inspections of all lights and fittings and power sources. -use battery operated, low wattage LED lights -Ensure fire extinguishers are accessible (escort vehicles) -advise against use of flammable decorations 	Low

Emergency situations (medical emergencies, accidents)	Delayed response to emergencies	Spectators and participants	Medium	-Cordinate with local authority and safety advisory group to inform emergency services of the planned route and timings -Brief all participants of this event plan	Low
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1. Event Control Measures:

Pre-Parade:

- Conduct risk assessment
- Ensure all tractor drivers are properly licenced and briefed, expectations of drivers and appropriate conduct and driving standards.

On the day of event:

- Encourage all participants to follow directions of Event Lead, H&S lead and co-ordinators and follow all instructions given.
- Post Event:
- Inspect the route for any damage or damage that may need remediation
- Event lead to evaluate the events success and asses any incidents or near-misses for future improvement.

2. Emergency contacts:

- Ensure all participants have the contact number for the Event Lead or co-Ordinator's as the single point of contacts.

3. Briefing Document:

- Briefing topics:
- Parade route and timing
- Assigned positions and responsibilities
- Distribution of this event plan to all participants to read through and understand

4. Check in requirement:

- All participants to check in at the conclusion of the event with Event Lead or co-Ordinator's to ensure all is well and discuss any issues that need addressing.

Review of Risk Assessment:

Prepared by: Luke Challinger and Dean Pappin

Date: 27/11/24



Appendix 3

ACCIDENT / INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations, criminal activities, traffic incidents, or student behavior incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report:

1. PERSON INVOLVED

Full Name:

Address:

Identification: Driver's License No. [#] Passport No. [#] Other:

Phone:

E-Mail:

2. THE INCIDENT

Date of Incident:

Time:

AM PM

Location:

Describe the Incident:

3. INJURIES

Was anyone injured? Yes No

If yes, describe the injuries:

4. WITNESSES

Were there witnesses to the incident? Yes No

If yes, enter the witnesses' names and contact info:

5. POLICE / MEDICAL SERVICES

Police Notified? Yes No If yes, was a report filed? Yes No

Was medical treatment provided? Yes No Refused

If yes, where was medical treatment provided? On site Hospital Other:

6. PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Report received by:

Date:

Follow-up action taken:

Action Taken:

END