

# Kids Summer Splash 2022

## General Information

### Event Dates

Build: 27 to 31 July

Live Event: 1 to 21 August

Derig: 22 to 25 August

### Site Manager

Dan Deepröse and Anne McLellan will site manage the event between them on a daily basis. Please find below a rota for the site managers.

### City Hall Contact

Please note that the electricity and water supply are sourced via City Hall if you have any issues with the supplies or any security issues you want to share with City Hall please use the information below. In the first instance please call City Hall control room on **020 7055 6700**.

<b>25/07/2022</b>	<b>01/08/2022</b>	<b>08/08/2022</b>	<b>15/08/2022</b>	<b>22/08/2022</b>
Ali Raeiskarimi	Claire Baker	TBC	Omar Henry	Chris Harris
Simon Grinter	Ali Raeiskarimi	Claire Baker	TBC	Omar Henry

### Security Provision

We have robust security provision on site which breaks down as follows:

<b>Dates/ Event Status</b>	<b>08:00 to 20:00</b>	<b>20:00 to 08:00</b>
Build – 27 to 31 July	1 x Supervisor 1 x Security	1 x Security
Live Event – 1 to 21 August	1 x Supervisor 3 x Security	1 x Security
Derig – 22 to 25 August	1 x Supervisor 1 x Security	1 x Security

### First Aid

A qualified First Aider from First Aid Cover Ltd will be on duty at all times the event is open to the public.

They will have a basic first aid kit carried in a back-pack bag carrying equipment to treat minor injuries, preserve a life and some medication. A defibrillator will also be provided and available.

### Waste Management

Daily cleaners on site from 12noon until 8pm to litter pick and keep the toilets, pool and picnic areas clean. Newham Council will provide the waste removal from site every Monday afternoon. The event will have 2 x 1100 litre waste bins and 1 x 1100 litre recycling bins. Bins will be locked after every use.

### Safety Advisory Group

Kids Summer Splash presented at Newham Council's Safety Advisory Group (S.A.G) on 12 May 2022. It was agreed that the event did not need to attend a further SAG meeting. Final documents (EMP, Security Plan etc) were submitted to SAG members on Sunday 24 July 2022.

## **Summer Programme**

As part of the Royal Docks Summer Programme several family fun activities are scheduled to take place at Kids Summer Splash. Please see below for more details:

### Mermaid Monday

1st, 8th and 15th August 10am-4pm

Craft Sessions inspired by the magical underwater world of mermaids led by local artist Momtaz Begum-Hossain.

### Beach Yoga

Wednesday and Fridays in August until the 19th. 3pm-3.30pm and 3.45pm – 4.15pm

### Avant Garde Dance Hip Hop Masterclass

13th August – 11.30am-1pm, 2pm-3.30pm and 4pm-5.30pm

### Let's Play – Everybody In

14th and 16th August. 2pm-5pm

Craft workshops, Skipping and Hula Hoops

### RDLAC Summer Fun Day & Picnic

18th August 10am-6pm

Free Summer Fun Day for children aged 4 +, face painting, games, arts & crafts, sports and a picnic (picnics at 12 noon & 3pm)

### Patchlark's Family Show – Drop-in drawing activity and story telling

20th and 21st August

Story Telling and show: 11am-11.55am, 3pm-3.55pm

Drop in Drawing: 10am-10.45am, 1pm-2.45pm and 4.15pm-5pm

## **Roles and Responsibilities**

When on call you must:

- be available from 10am to 6pm and answer mobile phone if called.
- be able to get to the event site within in 1.5 hours – you should not be located anywhere that this would be not possible.
- Not drink alcohol
- Review the situation report that summarises the day. Any issues or learnings should be shared with the next RDT Officer on call (if that isn't you).

### RDT Officer on Call

The role of the on call RDT Officer is to be the first point of contact for the KSS Site Managers in any situation that requires RDT input. Examples of what this could include are:

- Asking you to contact RDT Comms team to push out messaging on social media or the website such as "KSS is very busy today so please do consider coming another day" or "Unfortunately, due to adverse weather KSS has had to shut early"
- Agree to close the event early if there is adverse weather
- To provide advice and responses to any complaints or issues

The RDT Officer should use their judgement to decide whether a situation should be escalated to the Senior Managers on call. For the points listed above SMT would not need to be contacted for a decision but shared with them for information.

In exceptional circumstances emergency situations will also require input and coordination of a response. Steps for dealing with emergency situations should include:

1. Getting a full description of the incident on the phone from the Site Manager including the recommended actions.
2. Phone Senior Manager on call to alert them to the incident and discuss recommendations.
3. Taking the lead from Senior Manager and inform the Site Manager of the decisions made.
4. If required, you may also need to engage the RDT comms team in emergency communications.
5. Ensure the Site Manager has fully completed an incident report with pictures if possible.
6. Share incident report with SMT on call.

In some cases, it may be appropriate to go to the event site.

### SMT on Call

The Senior Managers should only be contacted when an emergency situation (which could include threat to life, serious accident, serious complaint) has taken place. Please see the steps above for information on the process.

In addition, the Senior Manager may need to:

- contact City Hall/ Newham Council to alert them to this situation
- Write and get approval of press and comm lines from stakeholders (City Hall/ Newham Council)

### **Royal Docks Team On Call Rota**

Kate Anderson (KA)	<a href="mailto:Kate.anderson@royaldocks.london">Kate.anderson@royaldocks.london</a>	07925 353504
Sarah Barrow (SB)	<a href="mailto:Sarah.barrow@royaldocks.london">Sarah.barrow@royaldocks.london</a>	07768 538609
Alex Jamieson (AJ)	<a href="mailto:Alex.jamieson@royaldocks.london">Alex.jamieson@royaldocks.london</a>	07565 200660
Lucy Loveday (LL)	<a href="mailto:Lucy.loveday@royaldocks.london">Lucy.loveday@royaldocks.london</a>	07751 400059
David Holley (DH)	<a href="mailto:David.holley@royaldocks.london">David.holley@royaldocks.london</a>	07771 378341
Sara Maxted (SM)	<a href="mailto:Sara.maxted@royaldocks.london">Sara.maxted@royaldocks.london</a>	07974 733059
Leila Taleb	<a href="mailto:Lelia.taleb@royaldocks.london">Lelia.taleb@royaldocks.london</a>	07515 931580
Daniel Bridge	<a href="mailto:Daniel.bridge@royaldocks.london">Daniel.bridge@royaldocks.london</a>	07825 682523
Donna Lightbown	<a href="mailto:Donna.lightbown@royaldocks.london">Donna.lightbown@royaldocks.london</a>	07927 551446
Paul Creed	<a href="mailto:Paul.creed@royaldocks.london">Paul.creed@royaldocks.london</a>	07740 516610
Anne McLellan	<a href="mailto:anne@blissevents.co.uk">anne@blissevents.co.uk</a>	07801 018844
Dan Deeprise	<a href="mailto:deep59944@hotmail.co.uk">deep59944@hotmail.co.uk</a>	07946 083242
RDT Comms	<a href="mailto:Thomas.peacock@royaldocks.london">Thomas.peacock@royaldocks.london</a> <a href="mailto:Donna.lightbown@royaldocks.london">Donna.lightbown@royaldocks.london</a>	07565200664 07872506845
Newham Comms	<a href="mailto:media@newham.gov.uk">media@newham.gov.uk</a>	07932 102826
GLA Comms	<a href="mailto:mayorspressooffice@london.gov.uk">mayorspressooffice@london.gov.uk</a>	020 7983 4000

<b>Date</b>	<b>Summer Programme Liaison</b>	<b>Officer On Call</b>	<b>SMT On Call</b>	<b>KSS Site Manager</b>	<b>RDT Comms On Call</b>
Build					
27/07/2022	N/A	David	Kate	Anne	
28/07/2022	N/A	David	Kate	Anne	
29/07/2022	N/A	David	Kate	Anne	
30/07/2022	N/A	David	Kate	Anne	
31/07/2022	N/A	David	Kate	Anne	
Live Event					
01/08/2022	Leila	Lucy	Kate	Anne	
02/08/2022	Leila	David	Kate	Dan	
03/08/2022	Leila	David	Kate	Dan	
04/08/2022	Leila	David	Kate	Anne	
05/08/2022	Leila	David	Kate	Dan	Thom
06/08/2022		David	Kate	Dan	Donna
07/08/2022		Lucy	Kate	Dan	Donna
08/08/2022	Leila	Lucy	Kate	Dan	Donna
09/08/2022	Leila	Sara	Donna	Dan	Donna
10/08/2022	Leila	Sara	Donna	Dan	Donna
11/08/2022	Leila	Lucy	Dan Bridge	Dan	Donna
12/08/2022	Leila	Lucy	Paul Creed	Dan	Donna
13/08/2022		Sara	Dan Bridge	Anne	Thom
14/08/2022		Sara	Dan Bridge	Anne	Thom
15/08/2022	Leila	Sarah	Paul Creed	Dan	Thom
16/08/2022	Leila	Sara	Dan Bridge	Dan	Thom
17/08/2022		Alex	Kate	Dan	Thom
18/08/2022	Anne	Alex	Kate	Dan	Thom
19/08/2022		Alex	Kate	Dan	Thom
20/08/2022		Sarah	Kate	Dan	Thom
21/08/2022		Sarah	Kate	Dan	Thom
Derig					
22/08/2022	N/A	Alex	Kate	Anne	
23/08/2022	N/A	Alex	Kate	Anne	
24/08/2022	N/A	David	Kate	Anne	
25/08/2022	N/A	David	Kate	Anne	
26/08/2022	N/A	David	Kate	Anne	