

EVENT PLAN

Worthing Ice Rink

8th November 2025 – 23rd February 2026

Prepared by Richard Bradley

Town Centre Ice Rinks Limited

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Introduction

a. Background to the Event

Ice Rink

Town Centre Ice Rinks Limited will construct a 28m x 14m real Ice Rink at the North end of Steyne Gardens. It will be open at various times each day from Saturday 8th November 2025 to Sunday 22nd February 2026(See Appendix A for daily opening times). The rink will provide a 120-person capacity (including staff) and will be covered by a 15m x 40m marquee which will also incorporate a changing area, first aid room and café. (See Site Plan Appendix E)

b. Event Synopsis

The Ice Rink will be open 7 days a week with the opening times being set to deal with demand (See Appendix A) with the latest session running from 8.00pm to 9pm. There is capacity for 120 skaters on the ice at each session and numbers are managed by the online booking process.

The spaces are allocated as follows: -

Online Ticket Sales	100
Door Sales	17
Ice Rink Supervision	3

Each session allows for 60 minutes Ice time and a 15-minute turnaround which includes the Ice to be cleared of the snow generated by the skating and for maintenance checks.

The Ice rink and marquee will take 20 working days to set up and 10 working days to dismantle. We will arrive on site on Monday 13th October 2025 and will have the gardens clear of all equipment by Saturday 7th March 2026.

c. Event Timetable

13 th Oct 25	Erect Harris fencing around site. Ice rink Equipment delivered on 2 x 40ft arctics and 3 x 20ft shipping containers Cooler and toilets to arrive on site Forklift delivered to site
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14 th Oct – 15-19 Oct	Rest of equipment delivered on 1 x 40 ft arctic lorry Build marquee and flooring
20 – 25 Oct	Build ice rink
27 th Oct – 7 Nov	Internal fit out Make Ice, staff training, site tidy,
8 th Nov	Ice rink opens
22 nd Feb- 6pm	Turn off chillers and change to heat setting
23rd Feb–8 th March	Removal of rink, Marquee and contents Site tidied, Herras fencing collected

1. Event Management

The organisers for Worthing Ice Rink are Town Centre Ice Rinks Ltd.

Directors: Richard Bradley and Suzanne Bradley

2. Safety Policy Statement

This Event Management Plan has been prepared by Town Centre Ice Rinks Ltd.

The purpose of this plan is to ensure the appropriate arrangements are in place to hold an event that is managed safely with clear roles and responsibilities identified and communicated and that contingencies are in place, should an emergency situation arise.

Organisation Chart with Key Contact Details (For Contact

information see Section 9)

Richard Bradley/Suzi Bradley Town Centre Ice Rinks Ltd				
Steyne Gardens	Chillers	Site Electrician	Ice Rink Manager	Marquee/ Rink
Lauren West	Ryan Morgan	James Collins	Suzi/Richard Bradley	Suzi/Richard Bradley
WBC	ECH London		TCIR	TCIR

Levels of safety responsibility

Richard & Suzi Bradley

- Liaison with other agencies
- Ticket management
- Arrange a Fire Risk Assessment for the site along with portable fire fighting equipment on site.
- Health & Safety management during the build, dismantlement, and operation of the ice rink
- Transport of all equipment to and from the site
- Provide, construct and dismantle ice rink, marquee and associated equipment
- Site security during the build, dismantlement and operation of the ice rink
- Provide lighting, including emergency lighting in the marquee and on site / PA system for announcements inside the marquee.
- Overall management of the event
- Manage the waste
- Provide first aid area and equipment within the marquee and at least one trained first aider on duty at all times during the ice rink operation
- Provide staff training

- Public Liability cover to the value of £10million.

Worthing Borough Council

Lauren West

- Site access
- Arrange access to power supply and water for on-site electrician and plumber

James Collins

- Emergency response in case of failure

ECH

Ryan Morgan

- Installation, commissioning and maintenance of chillers

TCIR

- Day to day running of ice-rink. Carrying out daily safety checks, reporting faults to RB/SB

3. Risk Assessments

All Risk Assessments have been completed using a 5 x 5 matrix and the Total score is calculated taking into account the controls that are in place.

L I K E L I H O O D	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
CONSEQUENCES					

Risk
Low
Medium
High

Likelihood

5 = Almost Certain

4 = Probable

3 = Possible

2 = Possible but unfortunate

1 = Rare

Consequences

5 = Fatality

4 = Major Injury, resulting in disability

3 = Injury Requiring Doctor or Hospital attendance

2 = Minor Injury, 1st Aid required

1 = Minor Injury, 1st Aid not required

Worthing Ice Rink 2025/26 Construction/ dismantling of ice rink and marquee in Steyne Gardens							
Hazard	Persons Affected	Current Controls	Risk Factors			Additional Measures	Review Date
			Likelihood	Consequence	Total		
Moving vehicles onto the Gardens	Public Contractors	* Access to Gardens restricted from the North access point only to minimise movements * Vehicles restricted to 5mph with hazard light flashing * Vehicles marshalled on and off the gardens	2	4	8	Monitor and review	
Equipment being stored and moved around the gardens	Public Ice Rink Staff Contractors	* Equipment will be stored in a fenced area * Equipment being moved around will be coned / barriered to prevent injury * All staff and Contractors will be appropriately trained on manual handling and health and safety * All staff and contractors to wear steel toe cap boots, hard hats and high visibility vests/jackets. * Site to be tidied at end of day with any rubbish removed.	2	5	10	Monitor and review	
Unauthorised Access to site	Public Contractors	* All equipment to be secured within Herras fenced area * Marquee alarmed and CCTV in rink area and reception	2	4	8	Monitor and review	

Worthing Ice Rink 2025/26 Construction/ dismantling of ice rink and marquee in Steyne Gardens							
Hazard	Persons Affected	Current Controls	Risk Factors			Additional Measures	Review Date
			Likelihood	Consequence	Total		
Large vehicles causing traffic / pedestrian disruption on access and egress of the gardens	Public Ice Rink Staff Contractors	* Large vehicles to access the site out of peak traffic times * Vehicles planned for staggered arrival * Vehicles to be marshalled on and off the gardens *Banksman to be used at all times large vehicles are maneuvering in or around Steyne Gardens	2	3	6	Vehicle timetable to be in place to minimise the number of vehicles requiring access at any one time	
Slips, Trips and Falls	Public Ice Rink Staff Contractors	* All equipment to be secured within the Herras fenced area * Site to be checked daily by person in charge *Site to be tidied at end of each day to prevent accumulation of rubbish.	2	3	6	Monitor and review	
Anti-Social Behaviour	Public Ice Rink Staff Contractors	* Site fenced off to prevent unauthorised access.	2	4	8	Monitor and review	
Noise	Public Contractors	* Build will take place 8 am to 6pm only *No radios or music will be allowed whilst construction takes place	2	1	2	Monitor and review	

Worthing Ice Rink 2025/26 Ice rink, cafe and reception							
Hazard	Persons Affected	Current Controls	Risk Factors			Additional Measures	Review Date
			Likelihood	Consequence	Total		
Marquee Collapse	Public Ice Rink Staff Contractors	* Marquee erected by experienced contractors using MUTA guidelines * Marquee tested for strong winds * Structure checked visually daily by staff as part of daily checks. This is recorded * Marquee closed to the public in the event of high winds. * Severe weather policy implemented over Force 8 wind speed.	2	5	10	Monitor and review	
Fire	Public Ice Rink Staff Contractors	* Fire Extinguishers on site * Staff trained in the evacuation procedure * Fire Risk Assessment completed and significant findings form part of staff training * Emergency Lighting in the Marquee	1	5	5	Monitor and review	
Effects of the Cold in reception and ice rink areas	Public Ice Rink Staff Contractors	* Ice rink is covered by a marquee * Sessions restricted in time to prevent long term exposure to the cold * Hot drinks available in cafe * Fleece and technical jacket supplied to all staff.	2	3	6	Monitor and review	

Worthing Ice Rink 2025/26 Ice rink, cafe and reception							
Hazard	Persons Affected	Current Controls	Risk Factors			Additional Measures	Review Date
			Likelihood	Consequence	Total		
Slips, trips and falls	Public Ice Rink Staff	Barriers checked daily to ensure they are not loose or any screws sticking out. This is recorded on daily check sheet. Matting is checked regularly throughout the day to ensure there is no build up of ice, especially on step leading onto rink, front door and toilet area. Matting is checked daily in reception to ensure there are no gaps between the matting Toilets are checked regularly throughout the day for water spills and cleaned up accordingly and signage put out	3	3	9	Monitor and review	
Anti-social behaviour	Public Ice Rink Staff	* Manager has the right to refuse admission or eject anyone acting in an anti-social manner	2	4	8	Monitor and review	
Noise	Public Ice Rink Staff	* Acceptable music level will be marked on the equipment following a visit with EHO level set at 66db LAeq (5min) measured 1 meter from the façade of any noise sensitive premises * Supervisor on site will minimise noise disruption and will be the only person at the rink who can use the PA system	3	1	3	Monitor and review	

Dangerous occurrence caused by cooking in cafe	Public Ice Rink Staff	* Catering staff are trained in fire awareness * Fire blanket and Co2 extinguisher in kitchen area. * All catering equipment is PAT tested	1	5	5	Monitor and review	

Worthing Ice Rink 2025/26 Activity Assessed - Skating							
Hazard	Persons Affected	Current Controls	Risk Factors			Additional Measures	Review Date
			Likelihood	Consequence	Total		
Effects of the cold	Public Ice Rink Staff	* Public advised on website to wear warm clothing & gloves * Ice rink inside marquee * Sessions restricted in time to prevent long term exposure to the cold. * Staff provided with uniform, which is fleece and jacket. Staff rotated in roles to limit exposure on the ice	3	3	9	Monitor and review	
Slips, trips and falls	Public Ice Rink Staff	* Novice skaters encouraged to skate around the outside of the rink so they can hold barriers * Rink Stewards on hand to assist skaters * Helmets available for children to use. This is advertised on website and posters in reception * First Aider on site at all times rink is open * Rink Rules and Regs with top tips displayed as you sign into the rink * Skate blades not sharpened excessively to minimise the risks of cuts * Children under 8 to be accompanied by an adult. Penguin skating aids available on first come basis for novice skaters. * Ice marshals are all able to skate before being employed. Ice marshals are monitored by supervisors to ensure no inappropriate skating/stunts. Stewards policy	2	3	6	Monitor and review	

Worthing Ice Rink 2025/26 Activity Assessed - Skating							
Hazard	Persons Affected	Current Controls	Risk Factors			Additional Measures	Review Date
			Likelihood	Consequence	Total		
Slips, trips and falls CONTINUED	Public Ice Rink Staff	* document in place that explains expected behaviour and standards. Staff given training in this document. * Accident investigation form completed for every accident made known to staff. Info entered onto spreadsheet to identify any trends				Monitor and review	
Cuts from skate blades	Public Ice Rink Staff	* Non skaters encouraged to use viewing area/café seating * Benches provided for people changing into skates and resting during their session * Number of skaters limited per session to 120 * Skaters encouraged to wear gloves. * Staff trained how to hand skates over to the public	1	5	5	Monitor and review	
Skates not giving correct support or coming undone	Public Ice Rink Staff	* Skaters provided with buckle skates that are easier to do up * Help provided to put skates on where possible * Visual checks carried out by staff as the public enter the rink * Visual checks carried out by rink stewards during ice rink operation * Under 8's to be accompanied by a skating adult	2	3	6	Monitor and review	
Falling over barrier	Public Ice Rink Staff Contractors	* Speed of skaters controlled by amount of people on rink and stewards * Anyone skating at excessive speed will be asked to leave the rink	2	4	8		

Worthing Ice Rink 2025/26 Activity Assessed - Skating							
Hazard	Persons Affected	Current Controls	Risk Factors			Additional Measures	Review Date
			Likelihood	Consequence	Total		
Skates break, blades break or clips break on skates	Public Ice Rink Staff	* Only good quality skates used * Skates are checked before being handed to the public and when they are returned * Any broken skates are removed from the shelves to be sent for repair * Stewards are on the rink to assist should a breakage occur whilst skating	2	4	8	Monitor and review	
Uneven Ice	Public Ice Rink Staff	* Temperature of ice is controlled by managers who have received the appropriate training * Supervisor carries out daily check of ice at start of the day and records. * Manager will suspend skating if ice is not fit to use	2	4	8	Monitor and review	
Barriers breaking from collisions from skates	Public Ice Rink Staff Contractors	* Barriers are checked at the start of each day * All Barriers are designed for Ice Rink usage	1	4	4	Monitor and review	
Rink Overcrowding	Public Ice Rink Staff	* Number of skaters at each session limited * Skate rules in place so that all skaters skate in one direction Special discounted rates offered for less busy sessions to try and encourage skaters onto quieter sessions * Rink Stewards monitor numbers * Ticketing Guidelines in place to ensure that only 100 tickets sold online per session	2	4	8	Monitor and review	

Worthing Ice Rink 2025/26 Activity Assessed - Skating							
Hazard	Persons Affected	Current Controls	Risk Factors			Additional Measures	Review Date
			Likelihood	Consequence	Total		
Unauthorised people accessing the ice	Public Ice Rink Staff	* Stewards will suspend skating and remove the unauthorised person (s) from the area * Ice Rink Team on hand to assist * Ice Rink to be cleared if situation cannot be dealt with immediately	2	3	6	Monitor and review	
Safeguarding risk to children from member of staff	Public	* Marshalling standards document states that no on member should ever be left unaccompanied with a child (under 18). If this happens and there is a complaint by the child or accompanying adult, staff member will be immediately suspended and an investigation started by directors	1	3	3	Monitor and review	
Clearing snow from the ice	Ice Rink Staff	* Staff trained on how the clear the snow from the ice * Experience skaters to perform this tasks * Correct clearing equipment supplied * Correct clothing protection supplied designed for Ice Rink usage	2	4	8	Monitor and review	
Infection from biohazard, such as cleaning up blood from ice or giving first aid treatment	Public Ice Rink Staff	* Only first aid trained staff administer first aid. They have been given infection training by Alpha Training when attending first aid course. * Where there is blood or other body fluid on ice, procedure is to cordon off until ice cleaned.	2	5	10	Non first aid trained staff to be given instruction on dealing with biohazard.	

Worthing Ice Rink 2025/26 Activity Assessed - Skating							
Hazard	Persons Affected	Current Controls	Risk Factors			Additional Measures	Review Date
			Likelihood	Consequence	Total		
Infection from bio hazard or injured due to not correct equipment/items in first aid kit	Public Ice Rink Staff	* First aid kit is checked weekly to ensure it is fully stocked. This is recorded on daily check sheet	2	5	10	Monitor and review	
Injury caused by incorrectly helping skater back to their feet following fall	Public Ice Rink Staff	* Jill Cobley has given assisting up training in previous years	2	3	6	Jill Cobley to give refresher training to all ice marshals on helping skaters up	

4. Details of the Event

Venue

Worthing's Ice Rink will be built to the North end of Steyne Gardens, closest to Brighton Road. A 20m x 40m and 15m x 5m marquee will cover the site, enclosing the ice rink, café and changing area. The public will enter the gardens at any of its access points and walk across to the entrance of the marquee which will be located at the north end facing Brighton Road.

Public Liability Insurance

Town Centre Ice Rinks Limited carries insurance to a limit of £10,000,000 for Public Liability against claims made against them for negligence that may arise out of the operation of the rink and associated activities with Sq Pegs under policy number SQPFB001277.

Access

Town Centre Ice Rinks Limited will require access to the site from 13th October 2025 when they will start to build the Ice Rink; this process will take approximately 20 working days and will usually take place between the hours of 8.00am – 6.00pm. The rink will then be open to the public from 9th November. The Ice Rink will then take approximately 10 working days to dismantle and for all the equipment to be removed; this work will again take place between the hours of 8.00am – 6.00pm.

Throughout the build and dismantlement of the Ice Rink the site will be surrounded by Herras fencing and the marquee alarmed, with ice rink and reception areas covered by CCTV.

Audience Capacity

The rink will be open every day (except Christmas and Boxing Day) with the last session finishing at 9.00pm at the latest. Each session will have the capacity for 120 skaters and this will be managed by the number of tickets available to purchase. The skating can be viewed from the designated viewing areas. Each Session will last for approximately 60 minutes and skaters are advised to arrive **20** minutes before the skating time to give plenty of time to change into their skates. Sessions will be priced to encourage skaters to the less popular times to help to minimise the demand at peak times.

Duration

The Rink will be open 7 days a week from 8th November 2025 to 22nd February 2026 (See Appendix B for daily opening times)

Toilet Facilities

Two WC toilet modules will be provided at the ice rink, one of which will have disabled access. Both units have hot running water, internal lighting and will be connected into the mains sewage system.

Cafe

Food and refreshments –a limited refreshment service will be offered at the rink. A Food Hygiene Certificate will be applied for prior to opening. Refuse collection will be arranged.

First Aid

A First Aid area will be provided in the marquee, this will be stocked with First Aid equipment. At least one First Aid trained member of staff will be on duty at all times and they will be called to any incidents to assess the situation. Minor injuries will be dealt with on site in the First Aid area, an ambulance will be called for any head or serious injuries.

PA / Music levels

Announcements, commentary and music levels will be managed by the Ice Rink Supervisor. Music provided will have low base tracks and only these will be played at the rink. An acceptable level will be agreed prior to the opening of the rink and this will be marked on the PA system, staff will be informed they cannot increase levels. Following advice from a Senior Environmental Health Officer the level will be set at 66db LAeq (5min) measured 1 meter from the façade of any noise sensitive premises.

Lost Children

Any children that are unaccompanied will be taken to the skate hire desk to await their accompanying adult. Adults will report a lost child to a member of staff and patrols will then be put in place to find the youngster. The rule that children under 8 must be supervised by an accompanying adult on the ice reduces the time that adults and children are not in close proximity.

5. Crowd Management Plan

The number of skaters will be managed by the number of tickets sold for each session; and pre booking will be encouraged in the publicity to minimise the number of people turning up on the day to skate.

Disabled skaters and spectators will be able to access the marquee. Ice rink staff will ensure that wheelchair and other mobility aid users have full access to all public areas.

6. Site Safety Plan

Site safety will be managed by Town Centre Ice Rinks Limited who will staff the rink depending on the number of skaters expected, and pre booked for that session. At all times there will be at least

1 x On Site Supervisor who will manage the area and other
members of the Ice Rink team, this person will be First Aid trained
1 x Rink Steward who will be on the rink to ensure safe skating
and to help novice skaters

Rules & Regulations will be displayed clearly at the rink to encourage safe skating and reduce injuries; these will also be displayed on the Ice Rink website where booking takes place (Please see Appendix D for Rules & Regulations).

a. Emergency Situation – incident requiring a full evacuation

There are a number of possible emergency situations that may occur during the event that may require an evacuation from the marquee. The most likely are: -

Fire

Bomb Threat

Weather

In the event of an emergency evacuation, an announcement will be made over the PA system by the duty supervisor/responsible person.

An announcement card will be placed with the PA system and clearly read out twice, communicating the emergency instructions and safest evacuation route. Skaters will be taken to the south of Steyne Gardens.

Once the evacuation has been announced the on-site supervisor will call the emergency services from his / her mobile phone and they will also meet the emergency services on their arrival.

Ice rink staff will assist skaters who are still wearing skates and direct non-skating visitors to leave the area as promptly as possible.

See appendix E for severe weather procedure.

The following actions will be taken by designated persons and key agencies in the event of the following:-

b. Minor Incident not requiring a site evacuation

These incidents are not life threatening e.g. antisocial behaviour, lost child or an individual requiring first aid. The Ice Rink Supervisor will assess the situation and arrange for the appropriate action. The Ice Rink will have emergency numbers displayed in the Ticket counter area.

c. Incidents requiring a partial evacuation

These incidents are where an area of the event may need to be cleared e.g. a casualty needing room for treatment. The attending steward will assess the situation and will decide if the Ice Rink needs to be cleared or if Ice Stewards can be used to clear a smaller area. If the Rink needs to be cleared then an announcement will be put out over the PA system by the person in charge of the skate counter. If only a small area of the ice needs to be cleared then Rink Stewards will be used to direct skaters and keep them away from the area.

d. Communication

Please see the Contact List (Section 8) for a list of contact numbers to be used at the event.

a. Transport Plan

No road closures will be required during the ice rink because numbers attending at any one time are restricted through ticket sales. Steyne Gardens has the capacity for over 5,000 people and during previous events the maximum number at any one time was less than 170.

The gardens are surrounded with 2 hour parking bays which will allow skaters to park on street and have time for their skate session. Should a longer stay be needed Worthing has ample car parking spaces in 10 car parks around the town centre.

Montague Centre	108 Spaces
Union Place	178 Spaces
High Street Multi Storey	632 Spaces
High Street Surface	47 Spaces
Civic Centre	181 Spaces
Buckingham Road Multi Storey	259 spaces
Beach House East/West	27 Spaces
Lyndhurst Road	59 Spaces

Steyne Gardens is in a Town Centre location and so there is also good access to buses and the train station is only a 15 minute walk away. Bike racks can be found in Warwick Street and South Street where cyclists can secure their bicycles.

Appendix B details transport plan for erecting rink and dismantling.

b. Contact List

Name	Role	Mobile
Richard Bradley	Construction and dismantling, Overall, Health and Safety. Operations manager (shared role)	07956 775376
Suzi Bradley	Operations Manager when open to the public (shared role)	07590 308712
Ryan Morgan	Chiller	07375 040780
James Collins	Site Electrician	07786 023117
Lauren West	Worthing Borough Council	07768 567748

Appendix A – See separate document for 2025-2026 season

Appendix B

Worthing Ice Rink 2023/24 Vehicle**Movement Timetable**

Date	Time	Description
13/10/25	0800	Herris fencing and forklift delivered to site on 7.5 ton lorry. Traffic may be affected for a maximum of five minutes whilst vehicle turns into gardens where unloading will take place
	0930	20ft shipping container arrives on site traffic may be delayed for up to 5 minutes whilst lorry turns into gardens for unloading
	1030	Marquee equipment delivered on 40ft artic lorry, traffic delayed up to 5 minutes whilst lorry reverses into gardens for unloading
	1200	2 x 1300 kg Coolers and toilet unit delivered to site by delivery company and lifted into position using vehicle lifting arm. HGV lorry to deliver. Traffic may be affected for a maximum of five minutes whilst vehicle turns into site
	1245	Second 20ft shipping container arrives on site traffic may be delayed for up to 5 minutes whilst lorry turns into gardens for unloading
	1600	Marquee equipment arrives on 40ft a lorry. Traffic may be affected for a maximum of five minutes whilst vehicle turns into site
	1645	Third 20ft shipping container arrives on site. Traffic may be delayed up to five minutes whilst lorry turns into gardens
14/10/25	1030	40ft arctic lorry arrives on site with remaining ice rink equipment. Traffic may be affected for a maximum of five minutes whilst vehicle turns into site
24/02/26	0800	Lorry delivering 2 x 20ft containers, Traffic may be delayed up to 5 minutes whilst vehicle turns into site
03/03/26	0800	20ft shipping container collected from site. traffic may be delayed for up to 5 minutes whilst lorry turns into gardens
	0930	40ft artic lorry arriving on site to collect equipment. Traffic may be delayed up to 5 minutes whilst lorry reverses into gardens
	1130	Second 20ft shipping container collected from site traffic may be delayed for up to 5 minutes whilst lorry turns into gardens for unloading
	1200	40ft artic lorry arrives on site to collect equipment. Traffic may be delayed up to 5 minutes whilst lorry turns into gardens for loading
	1245	flatbed lorry arrives on site to collect toilets and coolers. Traffic may be delayed for up to 5 minutes

04/03/26	1500	Third shipping container removed from site.
	0800	40ft arctic lorry arrives on site to pick up remaining equipment.
06/03/26	0800	Flatbed lorry arrives on site to pick up Herras fencing. Traffic could be delayed for up to five minutes

Appendix C

Ice Skating Rules and Regulations for Worthing Ice Rink

The following instructions are clearly displayed at the skate counter and on our website.

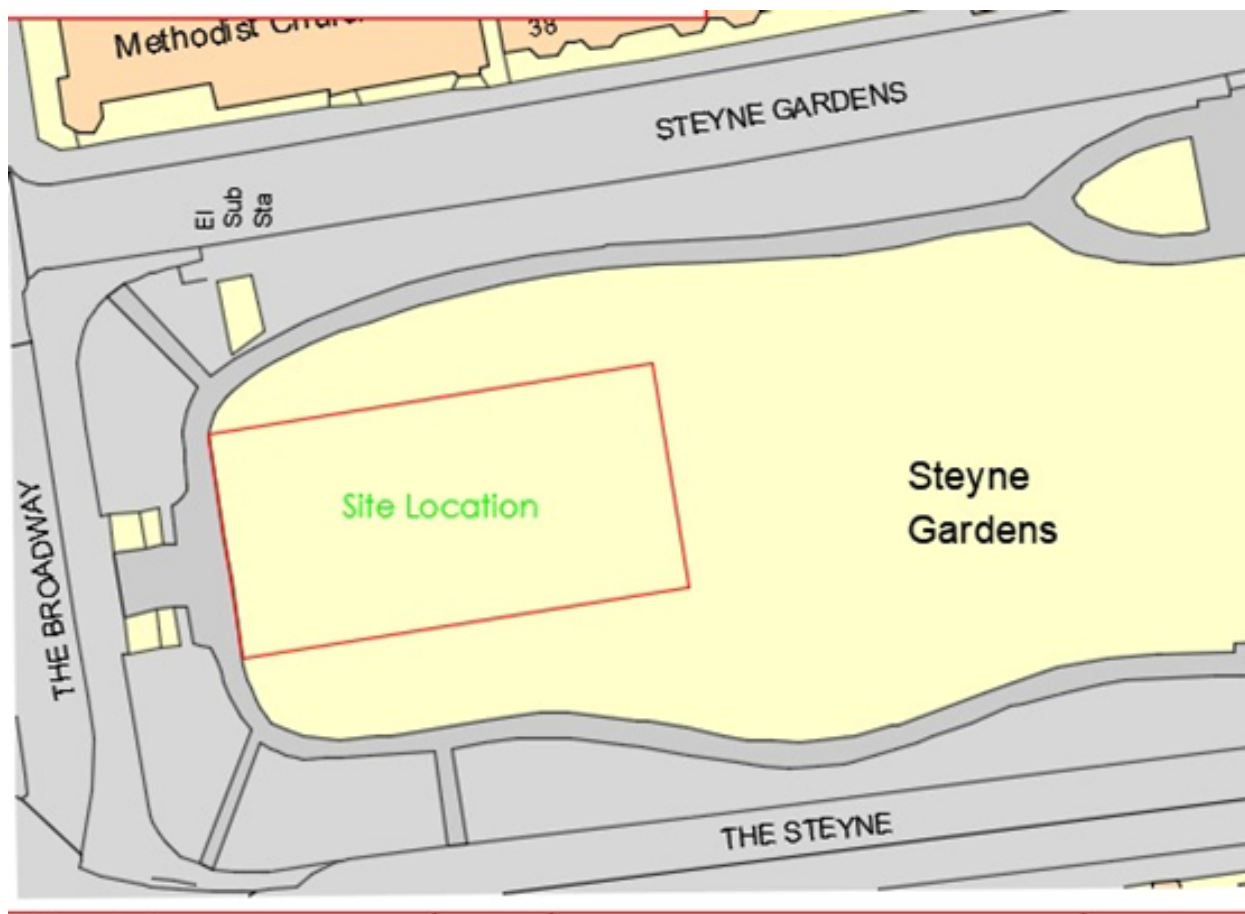
- Ice skating carries a risk of injury and skaters use the rink at their own risk.
- If you are hurt or see anyone injured, notify a steward immediately.
- A First Aid station is located within the marquee.
- Ensure that your skate laces or clips are tight and the boot is offering good support to your ankle. Ask for assistance if unsure.
- Socks MUST be worn, gloves are recommended. Do not wear long coats, long scarves or dangly jewelry.
- Depending on your schedule of activities for the day and on the weather at the time, it may be advisable for children to bring a complete change of clothing.
- Skate in an anti-clockwise direction around the ice. Do not skate across the ice. Do not go back against the flow of skaters.
- Be aware of your limits and do not exceed them. If you need help – ask a steward.
- No smoking, alcohol, food or drink allowed on the ice rink. Do not use mobile phones / cameras on the ice.
- Skaters must advise any medical condition that may be affected by skating to the supervisor, please let ice rink staff know when collecting skates from counter.
- Ice skates to be worn only on rubber matted area or on the ice.
- Do not sit or climb over the ice rink barriers.
- If you notice any dangerous behaviour or someone not complying with rink rules, notify a rink steward immediately.
- Abusive or anti-social behaviour will not be tolerated.

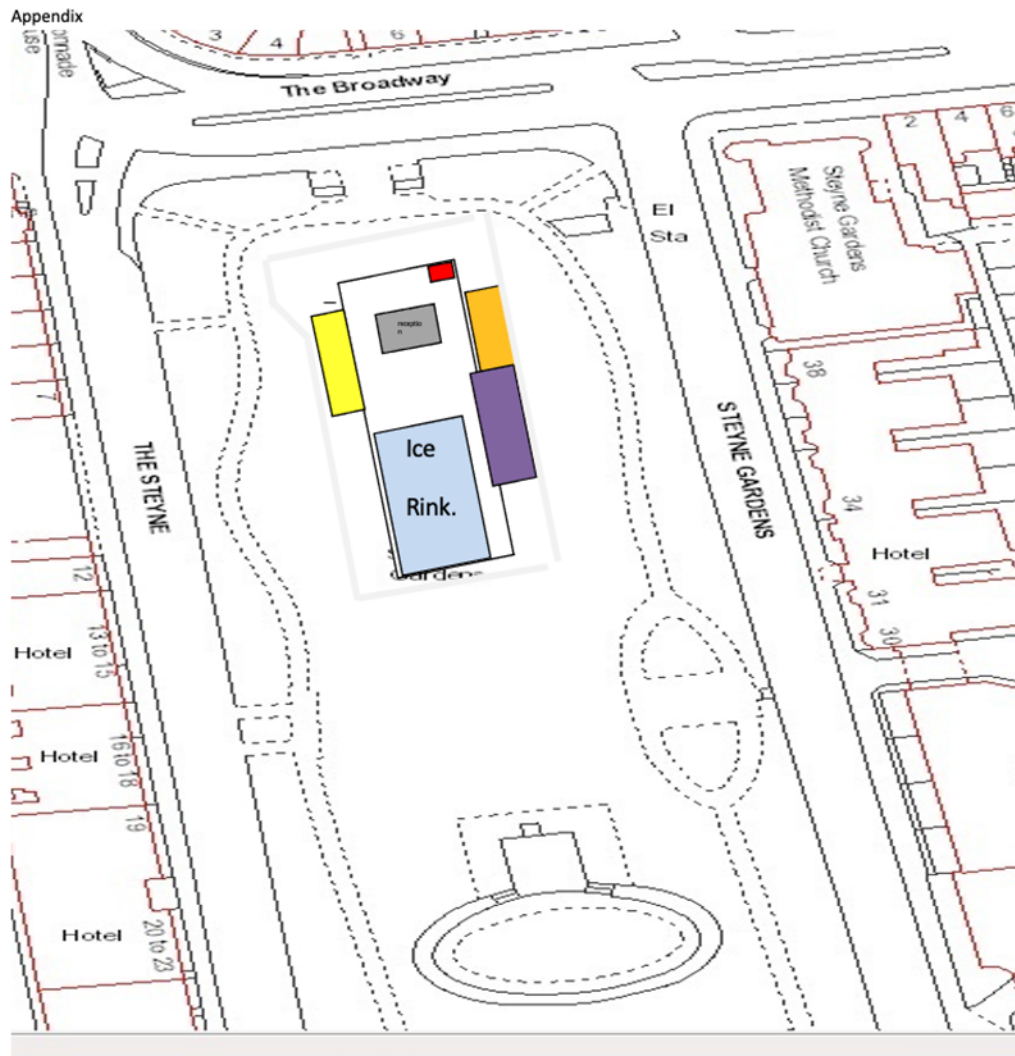
Advisory Supervisory Staff to Pupil Ratios for School / Community Sessions

- 2 members of staff/parent to every 8 children aged 7 or under
- 2 members of staff/parent to every 15 children aged 8 or over
- 2 members of staff/parent to every 4 children with moderate learning difficulties or moderate behavioural problems
- 1 to 1 supervision is expected for children with severe learning difficulties or severe behavioural problems.

Appendix D

Site Location





Appendix E

- | | | | |
|---|-----------------------------|---|-------------------------------------|
|  | Coolers |  | Skate collection and return Counter |
|  | Toilets and outside seating | | |
|  | Cafe | | |
|  | First aid area | | |

Appendix E

Severe Weather Procedure

During the period that the ice rink is operating in Steyne Gardens Worthing, there is the potential for severe weather. This could be in the form of flooding, high winds or snow.

Flooding

The floor of the marquee and ice rink is raised approximately 100mm above ground level on wooden boards. The Steyne Gardens site is relatively flat, with a slight dip in the middle area of the marquee. **For minor egress of water** through the boards and carpet, the onsite wet and dry hoover will be used to remove the water. The carpet is to be replaced.

For major flooding- The electrics are to be checked to ensure they are away from the water, if there is any doubt the electrics must be isolated in the green input box adjacent to the substation.

An assessment will take place to assess whether the water can be pumped away and to where. Any pumping equipment is to be hired from a local hire shop.

In all instances of major flooding the ice rink, restaurant and reception will be closed to members of the public. People who have booked will be contacted either via email or telephone and advised of the situation and offered a refund or alternative date.

High Winds

The site is approximately 200 metres from the sea front. There is a high probability of high winds. The marquee is rated for winds up to 63 MPH, Gale Force 10 Beaufort Wind Force scale (102KM/h, 28.33m/s).

The marquee is staked all round with hurricane stakes used on the Southern and Western sides. **Gale force winds of Force 9 (50 MPH) and above**, the marquee will be closed to the public. When the marquee is closed due to high winds, people who have booked will be contacted either via email or telephone and advised of the situation and offered a refund or alternative date.

Snow

The marquee is manufactured by Roder HTS Ltd and does not have a snow loading factor.

Where there has been a snow fall that has settled or is settling on the marquee roof the following procedures must be followed;

- Use snow rakes to remove snow from roof
- Use the additional space heaters to heat rink area to assist melting snow off roof
- Ensure that heating in restaurant and reception area is turned up to assist melting snow off roof

Where snow cannot be cleared from roof due to volume or quantity of snow falling, the rink must be closed due to unknown snow loading on roof structure.

People who have booked will be contacted either via email or telephone and advised of the situation and offered a refund or alternative date.