

AGENDA SUPPLEMENT (1)

Meeting: Eastern Area Licensing Sub Committee
Place: Monkton Park, Chippenham, Wiltshire
Date: Wednesday 23 March 2011
Time: 10.30 am

The Agenda for the above meeting was published on 10 March 2011 and due to an administrative error the supporting documentation for the Application for a Premises Licence (Appendices 1a to 1j) were not included. There are now included within this Agenda Supplement.

Please direct any enquiries on this Agenda to Lisa Pullin, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713015 or email lisa.pullin@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

a) **Appendix 1 - Application for a Premises Licence and Supporting Documentation** (Pages 1 - 144)

- 1a AA Signs Schedule
 - 1b Build Break Schedule
 - 1c Consent to Being a Premises Supervisor
 - 1d Event Access Map
 - 1e Lost Children Forms
 - 1f Onsite Management Structure
 - 1g Operational Plan as at 25 February 2011
 - 1h Operational Plan as at 25 January 2011
 - 1i Risk Assessment
 - 1j Sign Off Forms
-

DATE OF PUBLICATION: 16 March 2011



Event Details

Reference:	WN10DEC041TM
Name:	HoneyFest
Location:	Honey Street, Wiltshire
Start Date:	18/12/2010
End Date:	18/12/2010
AA Contact:	01935 816610
Email Contact:	signs.southwest@theaa.com


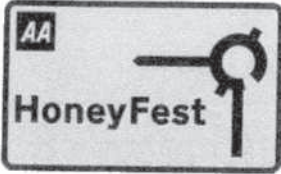
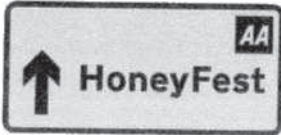
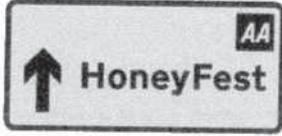
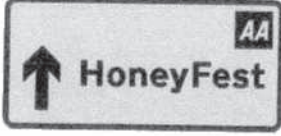
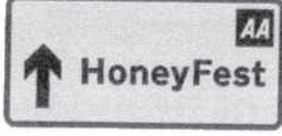
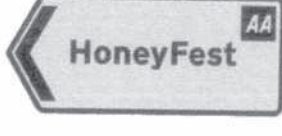
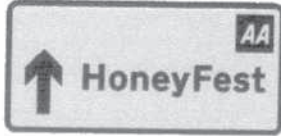
Key to Abbreviations

Fixing

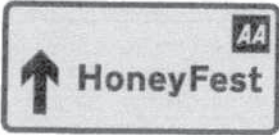
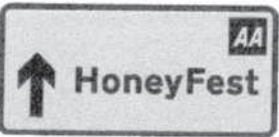
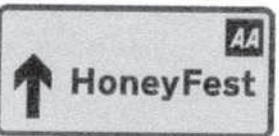
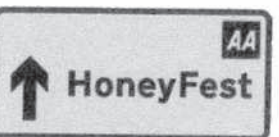
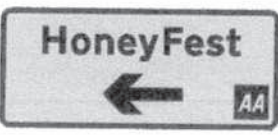

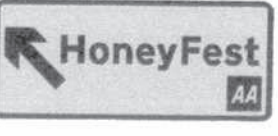

Post Clips 'D'	Clip
Long Leg Stand	L/leg
Metal Post	M/post
Post Extension	P/extn
Quick Fit Frame	Q Fit
RSJ Clamps	RSJ
Screwband	S/band
Stand with support plate	S/supp
Wooden Stake	Stake
Standard leg stand	Stand



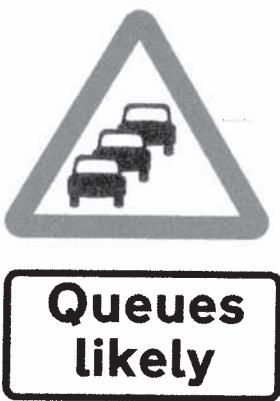


Fixing Point and Location

Advance Direction Sign	ADS
Bridge	Bri
Car park	C/park
Centre reservation	C/res
Carriageway	C/way
Direction Sign	D/Sign
Junction	Junc
Lamp Column	L/col
Lamp Post (column)	L/post
Lane	La
Local Direction Sign	LDS
Motorway	M/way
Nearside	N/side
North	Nth
Offside	O/side
Post	Post
Roundabout	R/about
Road	Rd
South	Sth
T Junction	T/junct
Traffic Lights	T/lights
Cross Roads	X/rd

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
001	915x560	Screwband	62.5		LDS A361 advance roundabout Horton Road	Wiltshire Highways East
002	915x560	Screwband	62.5		ADS A361 London Road advance roundabout Horton Road	Wiltshire Highways East
003	950x450	Screwband	62.5		LDS Horton Road advance Chandlers Lane	Wiltshire Highways East
004	950x450	Screwband	62.5		LDS Horton Road advance Unclass Road to Little Horton	Wiltshire Highways East
005	950x450	Screwband	62.5		LDS Horton Road advance Pig Lane	Wiltshire Highways East
006	950x450	Screwband	62.5		LDS Horton Road advance Unclass Road through Allington	Wiltshire Highways East
007	1050x450	Screwband	62.5		LDS Horton Road advance Cannings Cross	Wiltshire Highways East
008	950x450	Screwband	62.5		LDS Cannings Cross advance Lipsgate to All Cannings	Wiltshire Highways East

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
009	950x450	Screwband	62.5		LDS Cannings Cross advance Unclass Road to Stanton St Bernard	Wiltshire Highways East
010	950x450	Screwband	62.5		LDS Cannings Cross advance 2nd Unclass Road to Stanton St Bernard	Wiltshire Highways East
011	1050x450	Screwband	62.5		LDS Cannings Cross advance Unclass Road to Alton Barnes	Wiltshire Highways East
012	1050x450	Screwband	62.5		LDS Unclass Road from Wilcott advance Unclass Road to Alton Barnes	Wiltshire Highways East
013	950x450	Screwband	62.5		LDS Unclass Road advance Unclass Road in Alton Barns leading to Woodborough	Wiltshire Highways East
014	1050x450	Screwband	62.5		LDS Honey Street advance Unclass Road to Barge Inn	Wiltshire Highways East
015	950x450	Screwband	75		LDS A4 Bath Road advance Rebbecks Meadow	Wiltshire Highways East
016	1050x450	Screwband	75		LDS A4 Bath Road advance Rebbecks Meadow	Wiltshire Highways East

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
017	950x450	Screwband	62.5		LDS From A4 advance Unclass Road to Alton Barnes	Wiltshire Highways East
018	950x450	Screwband	62.5		LDS Wilcott Road advance Hare Street	Wiltshire Highways East
019	950x450	Screwband	62.5		LDS Alton Road advance Unclass Road to West Stowell	Wiltshire Highways East
020	950x450	Screwband	62.5		LDS Wilcott Road advance Woodborough Road	Wiltshire Highways East
021	1050x450	Standard leg stand	75		Verge A435 North Street advance Wilcott Road	Wiltshire Highways East
022	950x450	Standard leg stand	75		Verge A435 North Street advance Wilcott Road	Wiltshire Highways East
023	1050x450	Screwband	75		Lampost A435 North Street at roundabout Broomcroft Road	Wiltshire Highways East
024	1050x450	Standard leg stand	75		Verge A435 Salisbury Road advance Green Drove	Wiltshire Highways East

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
025	1050x750	Standard leg stand	75		Verge A435 advance Woodborough Inn Roundabout	Wiltshire Highways East
026	1050x750	Standard leg stand	62.5		Verge At exit Broad Street from Woodborough Inn roundabout	Wiltshire Highways East
027	750	Long Leg Stand	75		Verge Honey Street South advance humped river bridge	Wiltshire Highways East
028	1050x750	Standard leg stand	75		Free Standing Honey Street advance Car Park Entrance	Wiltshire Highways East
029	1050x750	Standard leg stand	75		Junction Honey Street in junction Unclass Road to Barge Inn	Wiltshire Highways East



Event Details

Reference: WN10DEC041TM
 Name: HoneyFest
 Location: Honey Street, Wiltshire
 Start Date: 18/12/2010
 End Date: 18/12/2010

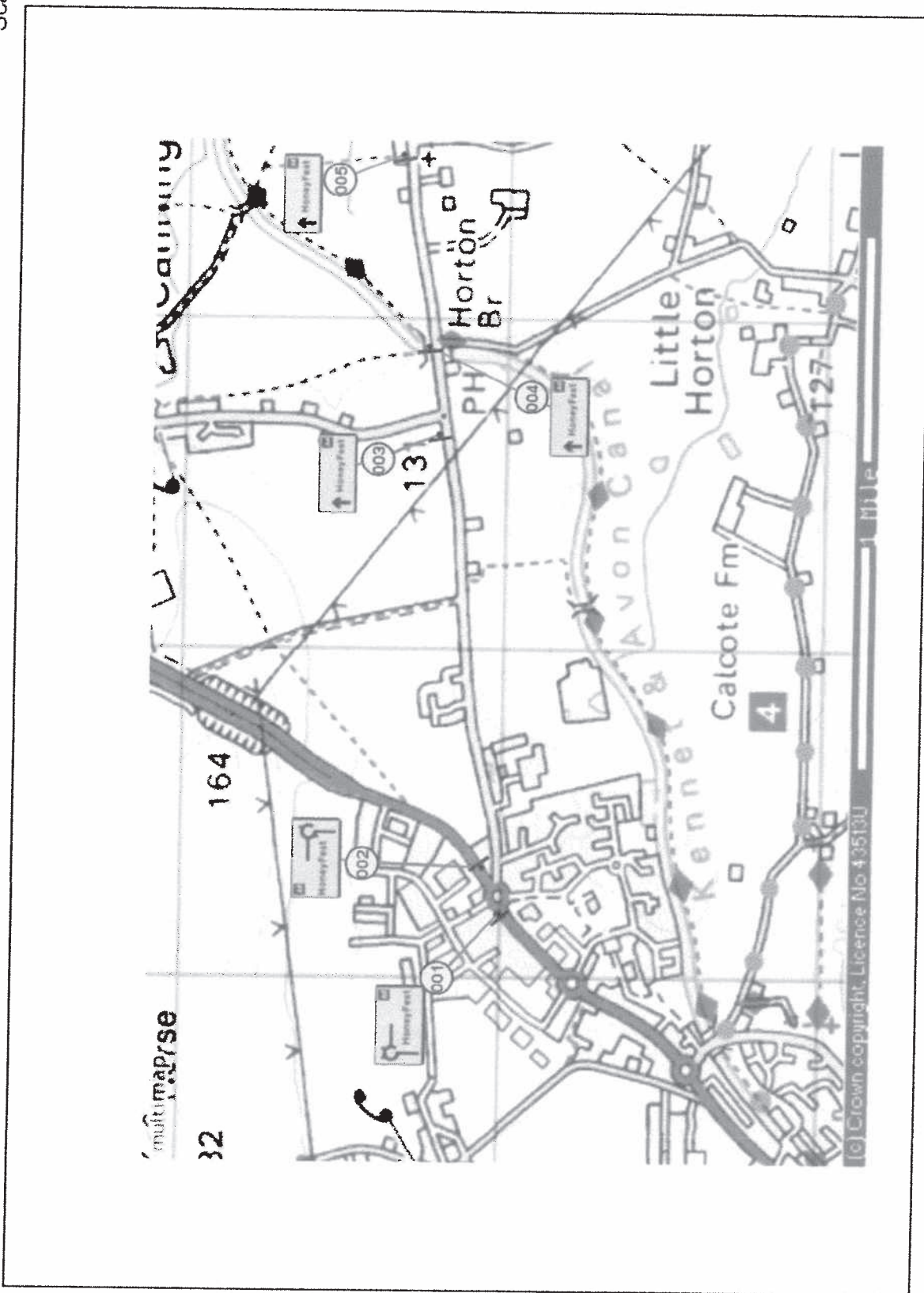
AA Contact: 01935 816610
 Email Contact: signs.southwest@theaa.com

List of Maps

Signs 1-5	2
Signs 6-8	3
Signs 11-14,27-29	4
Signs 15-17	5
Signs 18,20-24	6
Sign 19	7
Signs 25,26	8
Signs 9,10	9

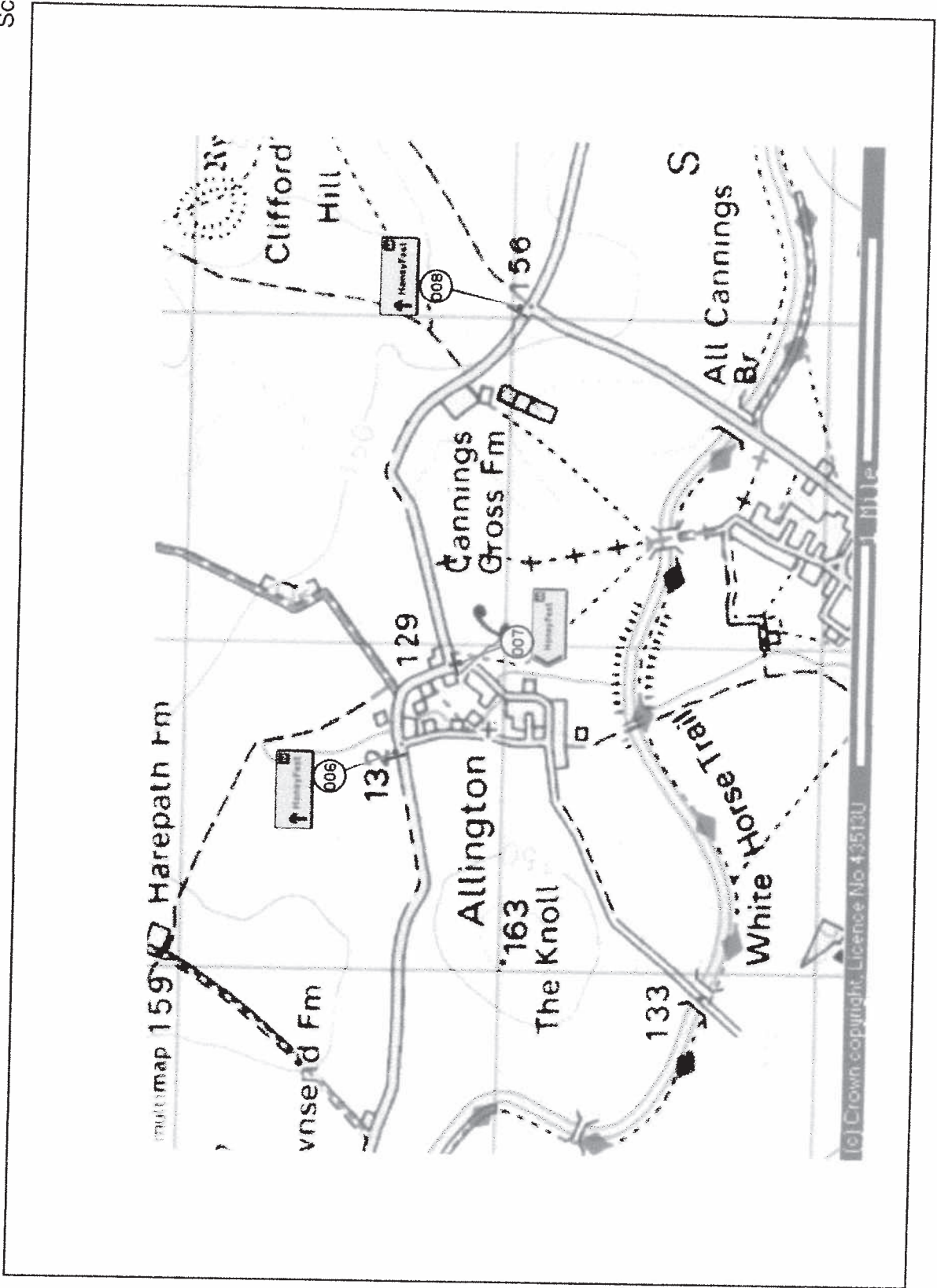
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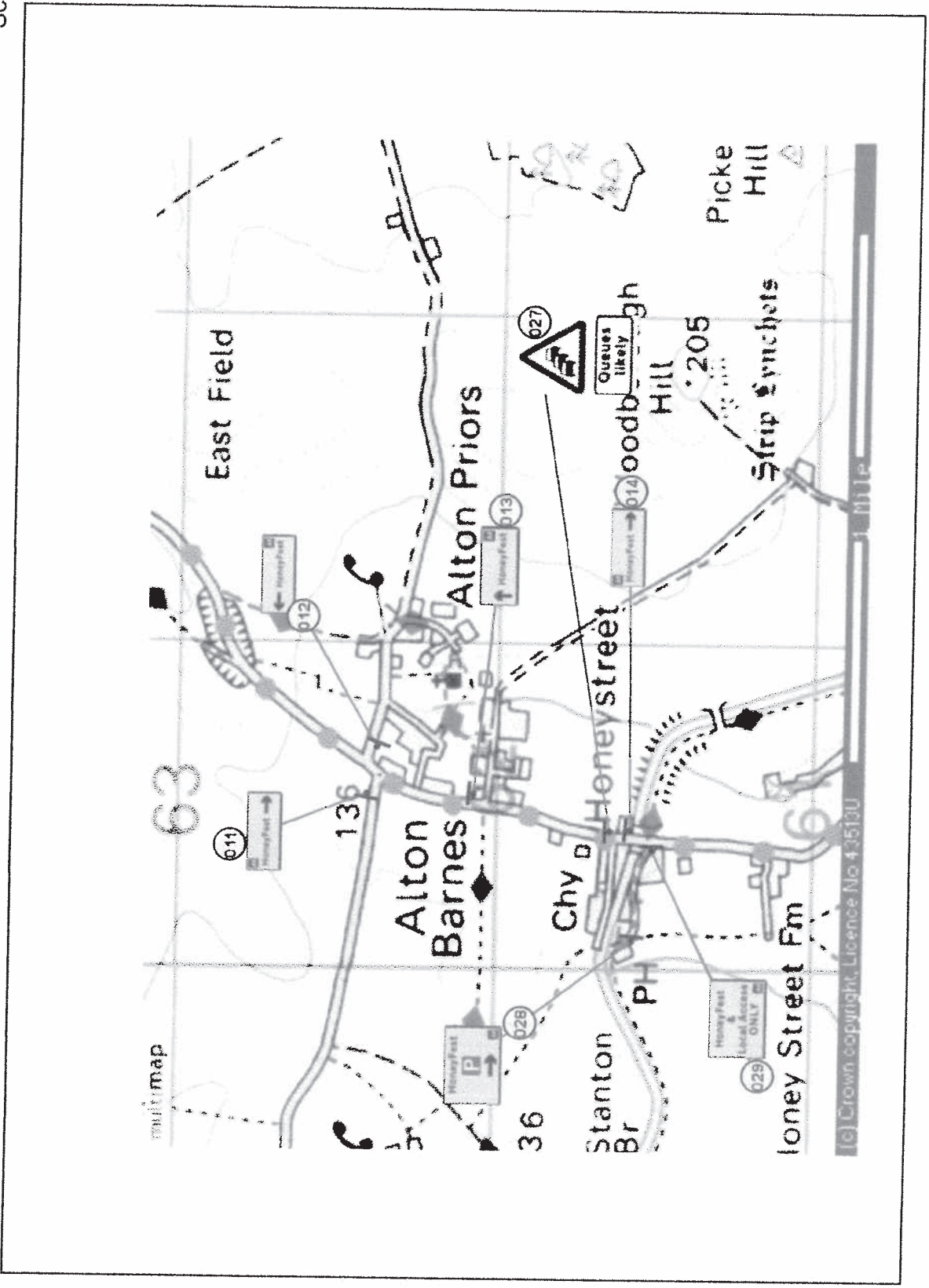
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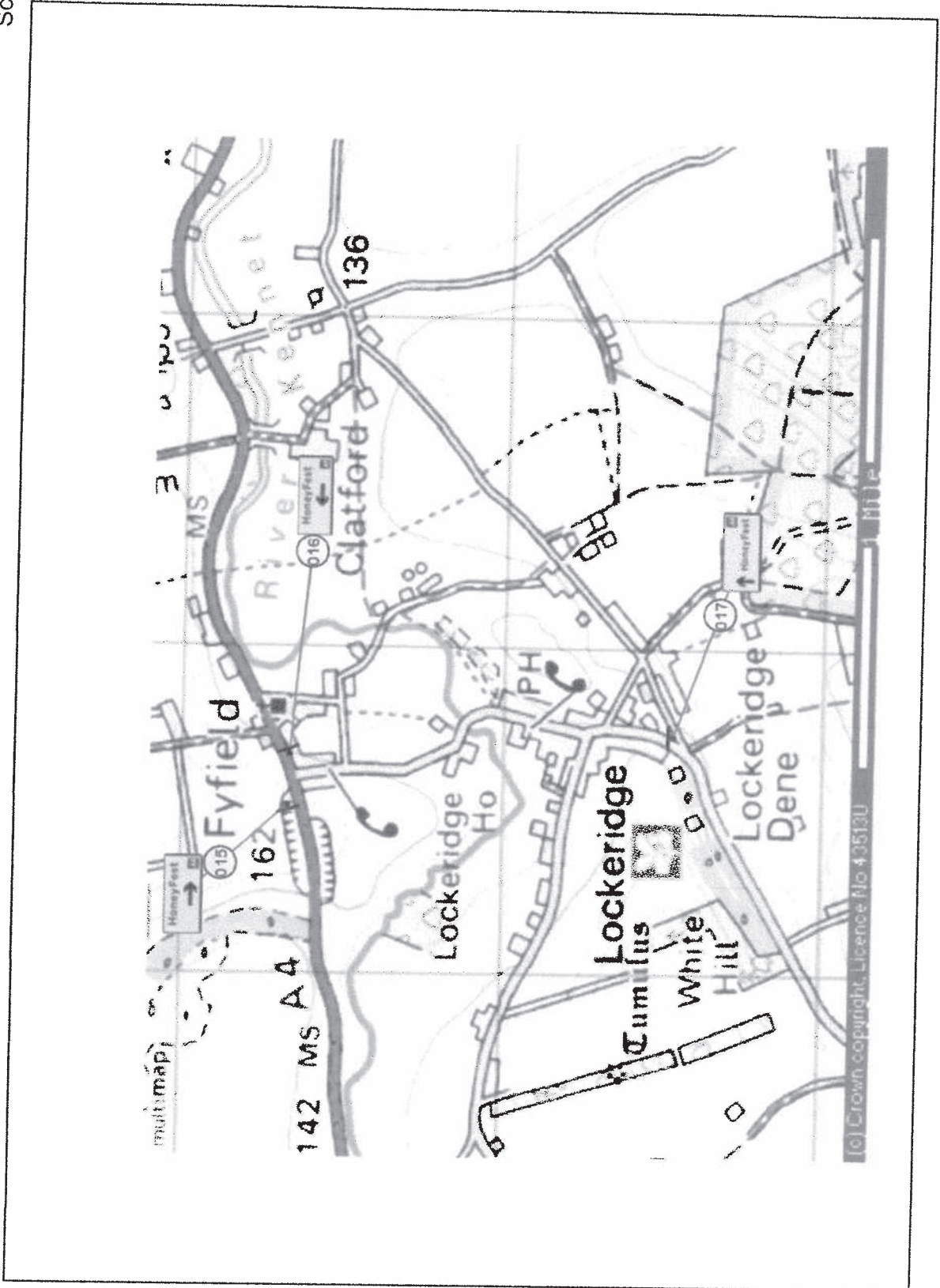
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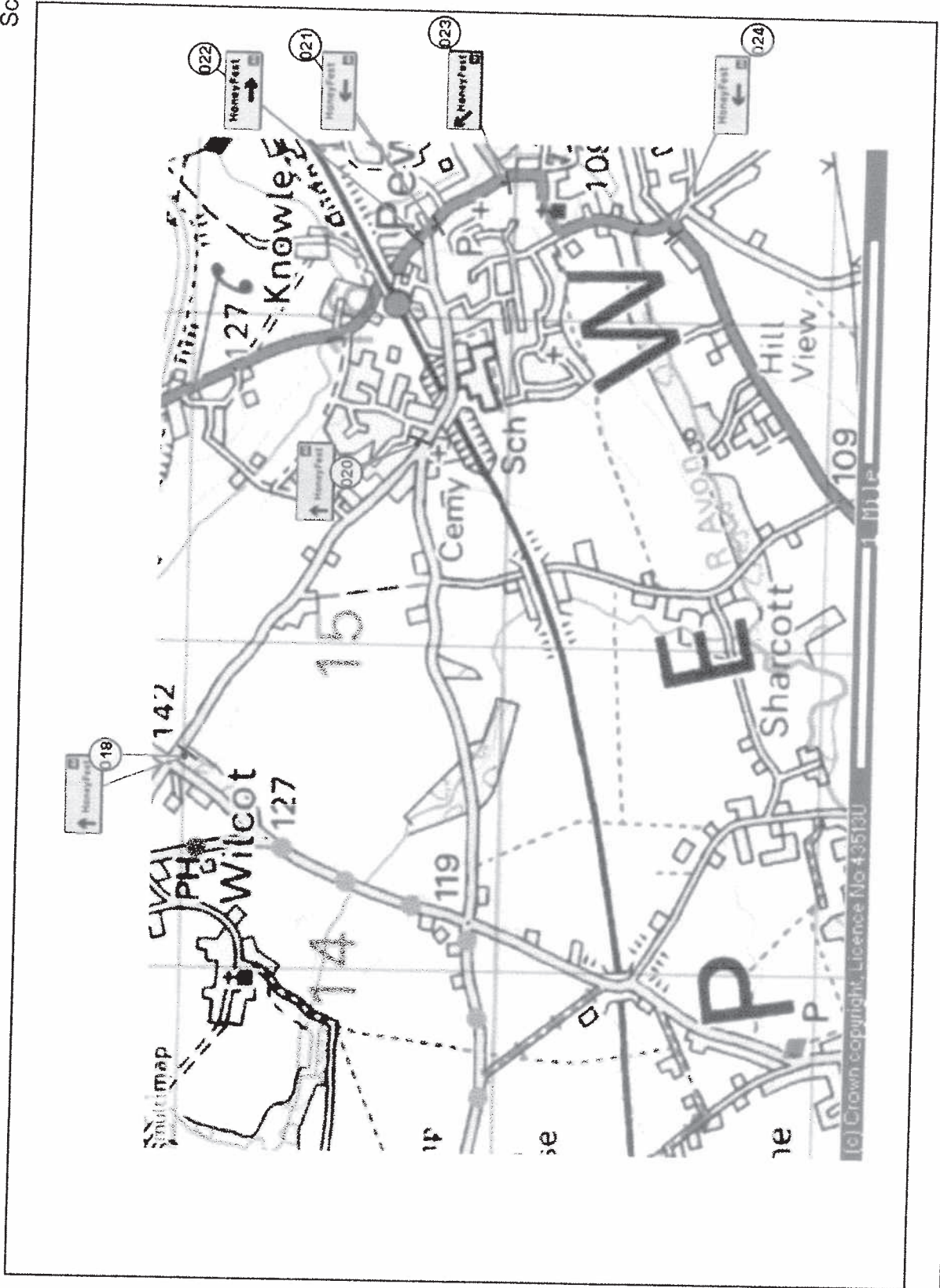
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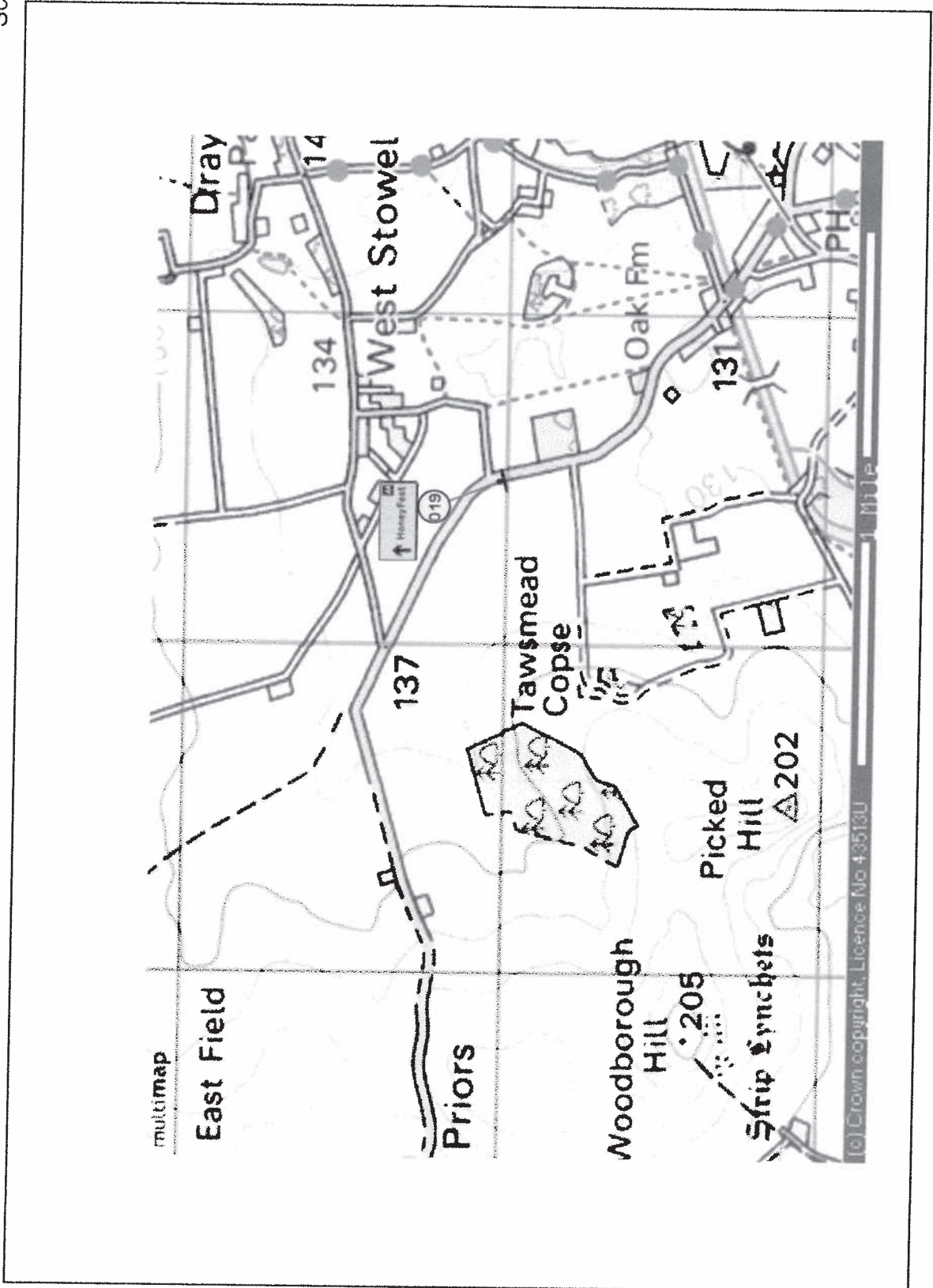
Map Name: Signs 18,20-24

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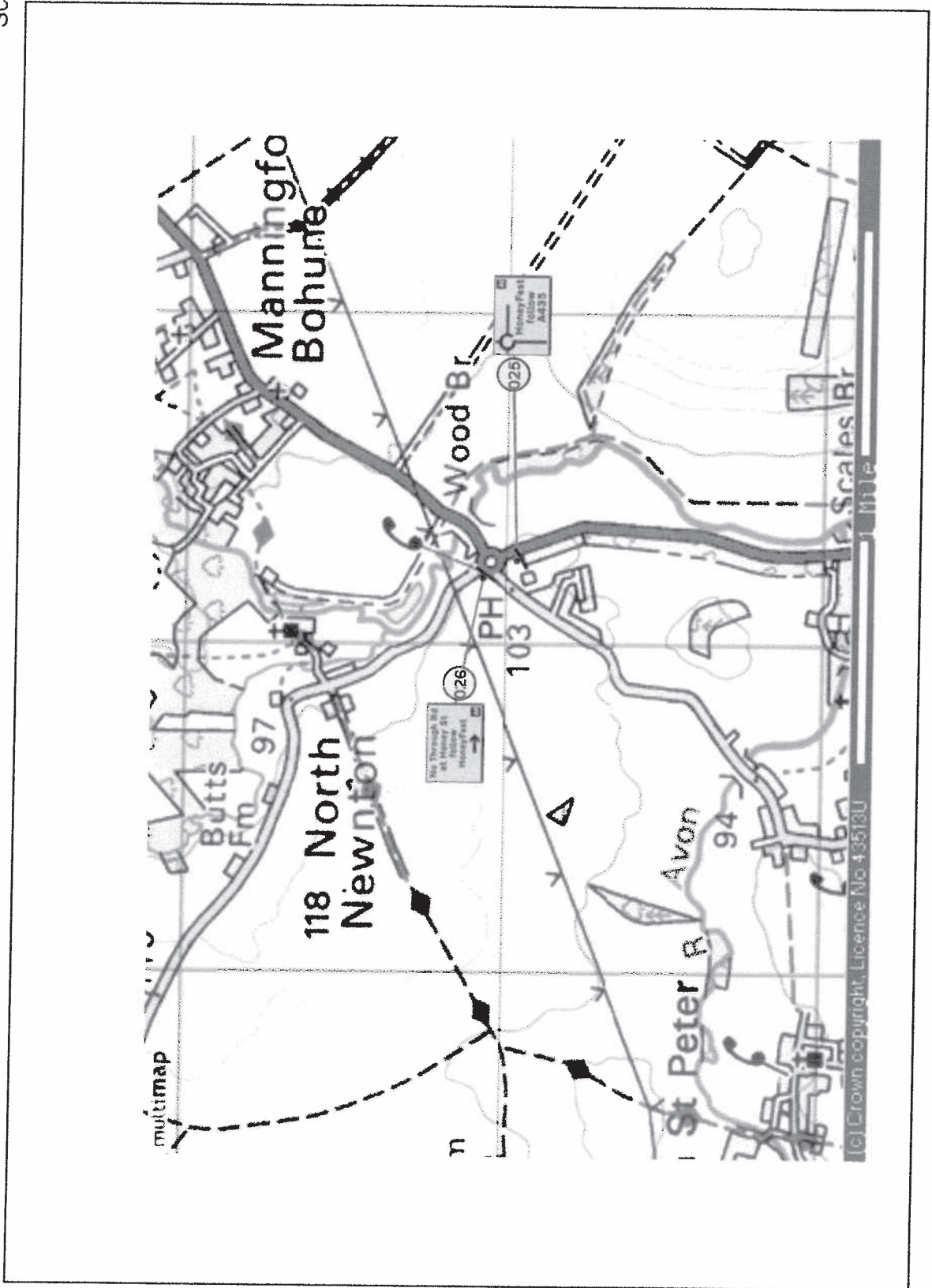
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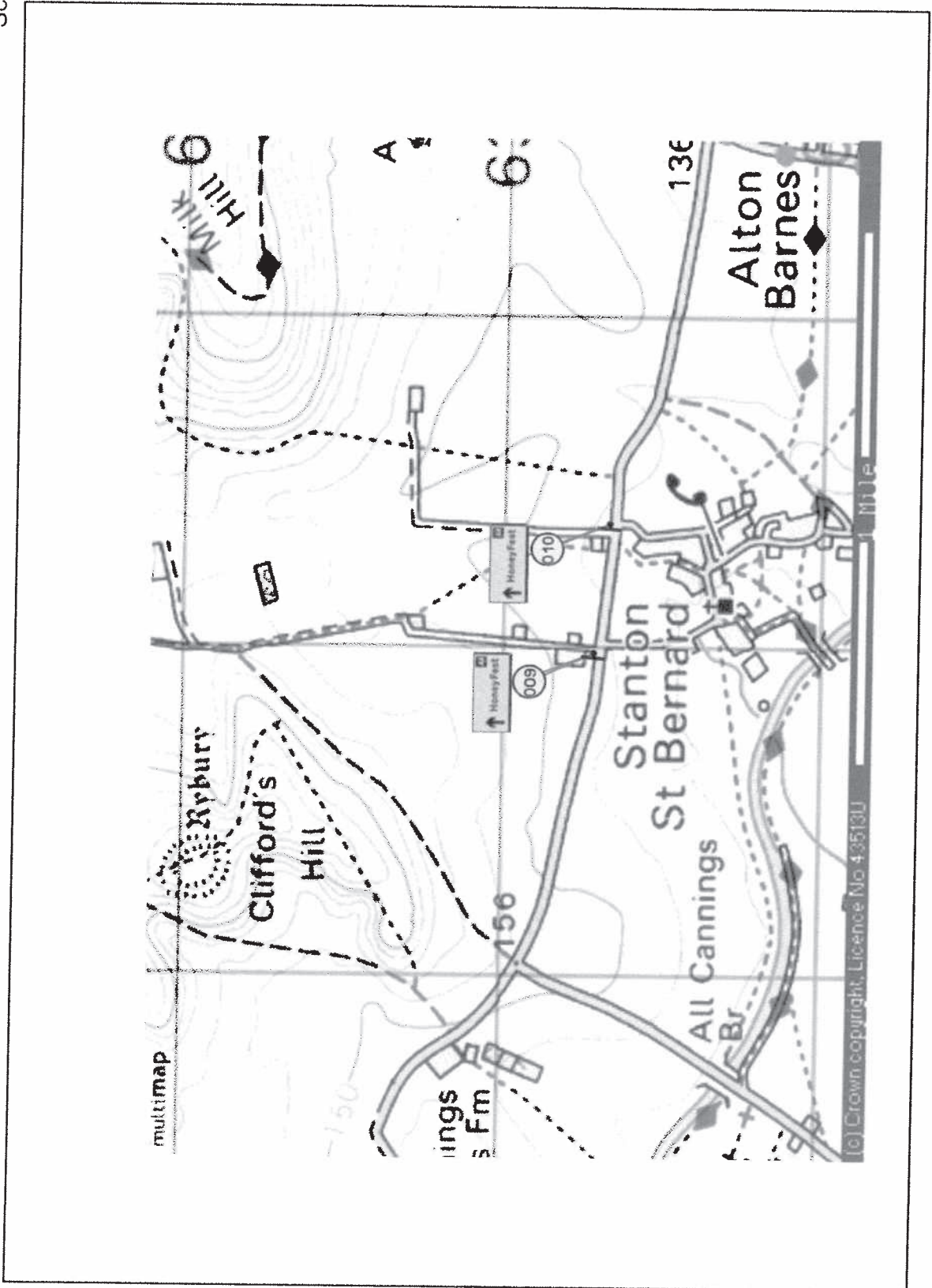
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Map Name: Signs 9,10

Scale: 1:25000





SOS Village Bristol 2010

Build/Break schedule

25/01/2011

Action	Time	Location	Company	Notes
Wednesday 13th April				
van collected	1300			
Radios delivered	PM	GMC Office	Site Link	
Fire extinguishers delivered	PM	GMC Office	Bristol fire	
Thursday 14th				
GMC onsite	800	site		
Site mark out	800	campsite	GMC	
Fencing delivery	900	boneyard	Alide	
Tower light delivery	900	site	Alide	
Main marquee build	900	campsite	Field & Lawn	
Cabins delivery	900	campsite	Wessington	
Telehandler delivery	900	Local farm		
Ground protection delivery	900	boneyard	Site Equipment	
Ground protection installation	900	campsite	GMC	
Generator delivery	1200	campsite		
Power installation - big runs	1200	campsite	Alide	
Lunch	1200			
Internet installation	1300	production compound	CBA	
Fencing installation	1300	campsite	site crew	
Ground protection installation	1600	car park	GMC	
Ground protection installation	1700	pedestrian access route	GMC	
Friday 15th				
Stage installation	800	Main tent		
Security guards onsite	800	Gate 2/main tent		
Press tent build	1000	production compound	Field & Lawn	
site lighting	1100	camp site		
Bar installation	1100	Main tent	Manilla	
BBC onsite	1200			
Heritage arts onsite	1200	Barge Inn		
Spoken ink onsite	1200	Barge Inn		
Site decor	1200	campsite+barge inn	decor team	
stage lighting	1300	Main tent		
toilets on site	1300	campsite	Wessington	
waste team onsite	1300	Boneyard	Netowrk Recycle	
Backline delivery	1400	production compound		
Bar Stock	1500	Main tent	Manilla	
AL onsite	1500	production compound	Mellie	
stage PA	1800	Main tent		
Lighting check	2100	Main tent		
Saturday 16th				
road diversion signage installed	900	surrounding roads	AA	
pit barrier installation	900	Main tent		
Site signage	900	site	GMC	
Fire Extinguisher deployment	900	site	tom solly	
concessions/traders onsite	900	campsite	GMC	
comedy PA installation	1000	Barge Inn		
Move picnic benches	1100		site crew	
Sound check	1100	Main tent		
crowd barrier installation	1200	Entrance gate	site crew	
Security manager onsite	1200	production compound		
Trader sign off	1300	campsite	Tom solly	
St. Johns onsite	1330	production compound	St. Johns	
SHOW LIVE	1400			
Ticket office closes	2300	Gate 1		
Barge Inn closes	00-00			
comedy PA break	00-30	Barge Inn		
crowd barrier lift	00-00	Gate 1	Site crew	
Bar closes	00-30	main tent	Manilla	



remove bar stock	100	main tent	Manilla
SHOW CLOSSES	100		
S. Johns offsite	200		St. Johns
Fire extinguisher collection	200	site	GMC
security finished	230	site	
security guarding starts	200	campsite	
car park stewards finished	300		
<i>Sunday 17th</i>			
PA break	900	Main tent	
Lighting Break	900	Main tent	
Ground protection lift	900	Car Park + walkway	site crew
litter pick	900	car park	Network recycle
traffic signage removed	900	surrounding roads	AA
Power break	1000	campsite	
heritage arts+spoken ink break	1100	Barge Inn	
bars break	1100	bars	Manilla
site lighting break	1300	campsite	
Internet removal	1300	production compound	CBA
Fencing break	1300	campsite	site crew
toilets removal	1500		Wessington
Main stage break	1500	Main tent	
Traders offsite	1700		site crew
<i>Monday 18th</i>			
Main marquee break	900	campsite	Field & Lawn
bar stock collection	AM	production compound	Manilla bars
Fencing + towerlight collection	AM	boneyard	Alide
cabins collection	AM		Wessington
Generator collection	AM	campsite	
Ground protection collection	PM	boneyard	Site Equipment
telehandler collection	PM		
Press marquee break	PM	production compound	Field & Lawn

Consent of individual to being specified as the premises supervisor

I Mark Graham Abraham
[full name of prospective premises supervisor]

Of

.....
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

a 4,999 person Premises License

.....
[type of application]

By

The Barge Inn Community Project, Graham MacVoy

.....
[name of applicant]

relating to a premises licence
[number of existing licence, if any]

For

The Barge Inn Campsite, Honeystreet, Nr. Pewsey, SN9 5PS

.....
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

The Barge Inn Community Project, Graham MacVoy
[name of applicant]

concerning the supply of alcohol at

The Barge Inn Campsite, Honeystreet, Nr. Pewsey, SN9 5PS

[name and address of premises to which application relates]

I also confirm that I am applying for, intend for or currently hold a personal licence, details of which I set out below.

Personal licence number

08/03185/LIPERS

[insert personal licence number, if any]

Personal licence issuing authority

City of Westminster

[insert name and address and telephone number or personal licence issuing authority, if any]

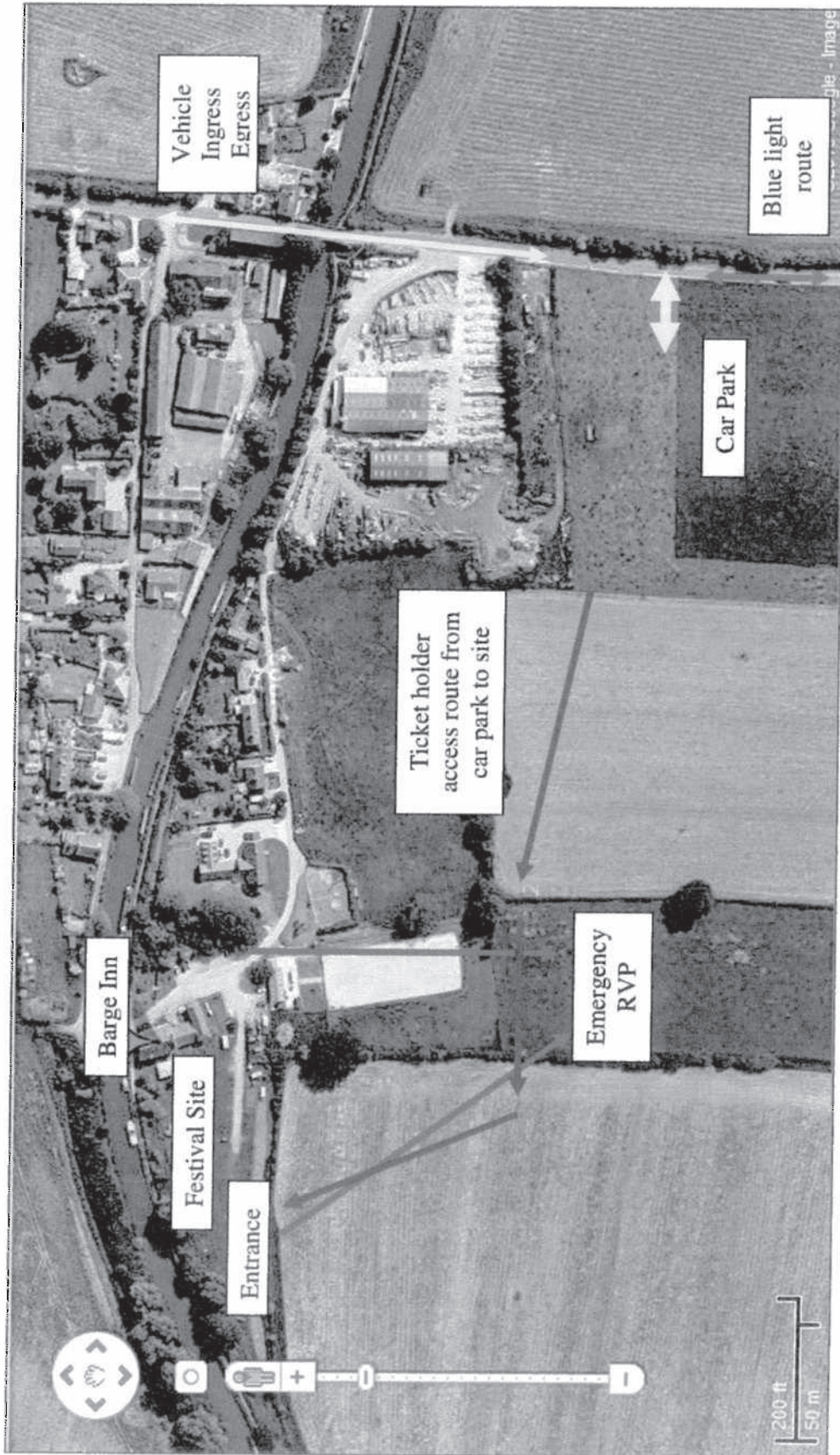
Signed

Name (please print) Mark Abraham

Date 25/01/2011



Title: Event Access
Drawn by: Graham MacVoy
Date: 18/11/10



GMC Concepts & Events, Unit 24, The Coach House, 2 Upper York Street, Bristol, BS2 8QN, UK
info@gmcevents.net Office: +44-117-944-3253 www.gmcevents.net
Company Number: SC289584 VAT Reg. No.: 922 4101 70



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Lost children forms

Details Taken By	Name of Child	Name of Parent	Description of Child / Parent	Time Lost	Time Retrieved.



Lost Child Disclaimer

Name of Child/Children:

I, the Parent or Guardian of the above child/children, having reported their absence, now intend to leave the post and search for them myself. I do so of my own accord.

I confirm that I have been requested to remain and await their reappearance, and understand that it may be difficult to contact me should my child be escorted to the Post in the meantime.

My mobile telephone number is: _____

Signed (parent/guardian):

Name

Signed (Lost Childrens representative):

Name:



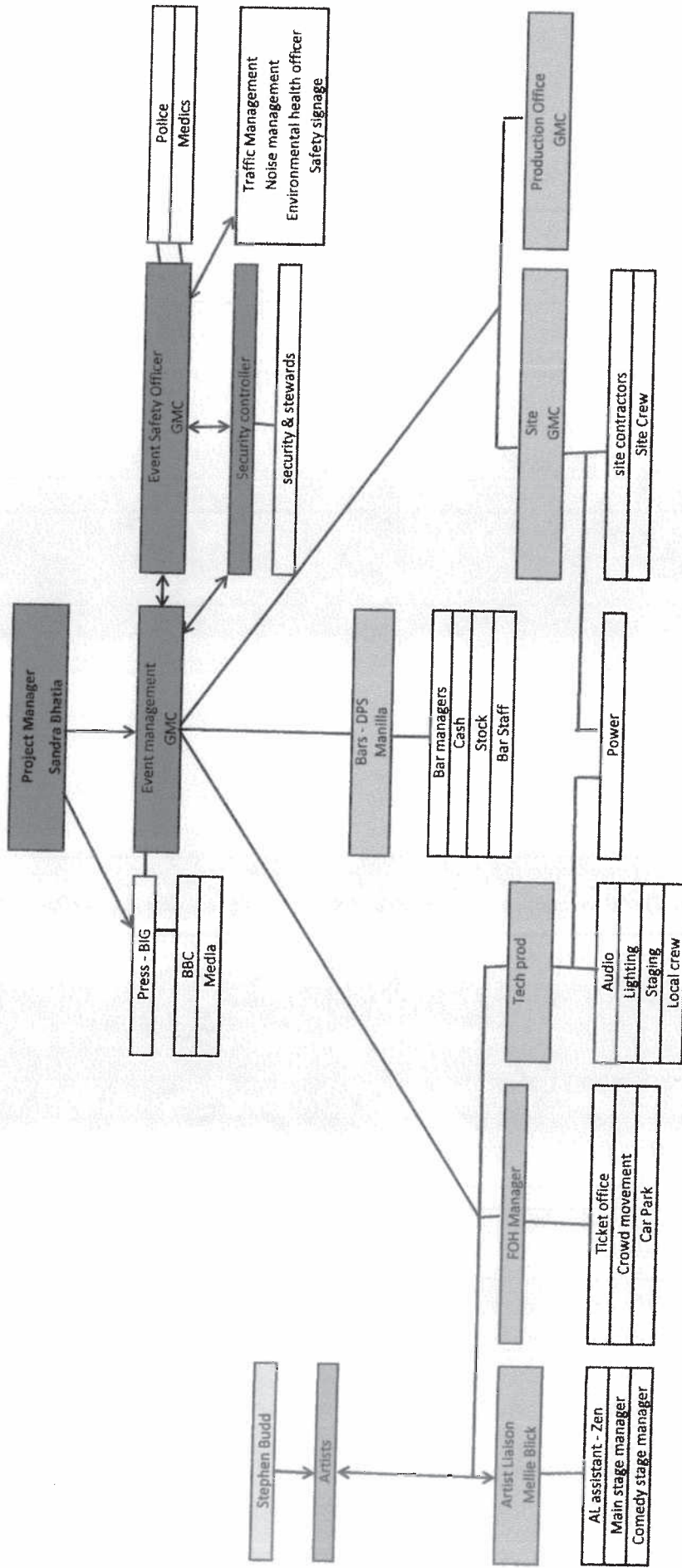
LOST / FOUND CHILD REPORT FORM

EVENT DETAILS	
Name of event:	
Date of event:	
DETAILS OF LOST/FOUND CHILD	
Name:	
Age:	
Sex:	
Description of child:	
Time child was reported lost/found	
DETAILS OF PERSON REPORTING LOST/FOUND CHILD	
Name:	
Address or organisation:	
Contact phone no:	
ACTION	
Details of action taken to find child/parent/guardian	
DETAILS OF PERSON FINDING CHILD (only to be completed for LOST children)	
Name:	
Address or organisation:	
DETAILS OF PERSON CLAIMING CHILD	
Name:	
Address:	
Contact Phone no:	
Form of ID shown:	
Time child reunited with parent/guardian	
Signature of person claiming child:	
Signature of lost kids representative:	

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APPENDIX 3 - Onsite Management Structure 2010

updated - 25/01/11



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ATTACHED VERSION.



SOS Village

The Barge Inn

Honey Street, Wiltshire

16th April 2011

Operational Plan

Prepared by Graham MacVoy

25/02/11





KEY STAFF

Project Manager

Sandra Bhatia

Mobile 07973-468426

Sandra.bhatia1@btinternet.com

Production Manager

Graham MacVoy

GMC Events

Unit 24

The Coach House

2 Upper York St Bristol

BS2 8QN

Telephone 0117-944-3253

Mobile 07979-900353

graham@gmcevents.net

Event Safety Officer

Tom Solly

GMC Events

Unit 24

The Coach House

2 Upper York St Bristol

BS2 8QN

Telephone 0117-944-3253

Mobile 07515-858327

info@gmcevents.net



Key contacts list

Event Management	Position	Number
Sandra	Project Manager	07973-468426
Graham MacVoy	Production manager	07979-900353
Tom Solly	Event Safety Officer	07515-858327
Mark Abraham	Designated premises supervisor	07590-387444
Gareth Gwynne-Smith	Security Coordinator	07957-689136
St. Johns	First Aid	01380-738915
Production		
Polly Frost	Production office	07813-334583
Suzanna Prouse	Production office	07800-584861
Mellie Blick	Artist Liaison	07798-647301
Matt	AL assistant	
	Main Stage manager	
Other		
Mark Player	Site crew	07816-956784
Peteris Gryzanveich	Site crew	07730-685078
Bev McEnaney	Barge Inn	01672-569294
Ian Trowbridge	Farmer	01672-851125
The Barge Inn		01672-851705
Council & Emergency Services		
Ian Thomas	Police Ops Planning	
Barry Taylor	GWAS	07979-243327
Rob Wallbridge	Fire	01380-731129
Rob Draper	Licensing	01380-734618
	Environmental Health	01380-734885
Jayne Telling	Street Works	01225-718250
Peter Hanson	Highways	
Gavin Pottinger	H & S	01380-734893
Ken Oliver	Canal Officer	01249-706494
Corrine Rotherham	Canal Patrol Officer – British waterways	01380-737922 07717-681000

Key suppliers contact list

Technical equipment	Contact name	Number
Sound	King Sound	07801-606094
Staging	King Sound	
Lighting	King Sound	
Temporary Structures		
Marquees	Field And Lawn	01179-801120
Cabins	Wessington	01249-812153
Site		
Waste + toilets	Wiltshire Event Services	07826-915954
Fire Extinguishers	Bristol Fire	01454-315779
Fencing	Generation Hire	0117-972-4550
Radios	Site Link	0208-508-6688
Ground Protection	Site Equipment	0117-982-8236





CONTENTS

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 - Event times
 - Audience
 - Event Background

- 2 Event Safety Policy**
 - Policy
 - General site safety policy
 - Site safety briefing
 - Roles and responsibilities

- 3 Event Details**
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 - Alcohol
 - Artist Liaison
 - Bars
 - Build/Breakdown
 - Cabins
 - Canal
 - Car parking
 - Communications
 - Concessions
 - Controlled Substances
 - Crowd and Capacity Management
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 - Licensing
 - Lighting
 - Local Community
 - Lost children
 - Lost property
 - Plant
 - Police
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 - Public Information
 - Site Signage
 - Sound
 - Stage timings
 - Temporary structures
 - Toilets
 - Waste Management
 - Water
 - Wristbands

- 4 Major Incident Plan**





- 5 Evacuation Plan**
 - Local evacuation
 - Capacities
 - Evacuation times

- 6 Fire Safety**

- 7 Contingency plan considerations**
 - Adverse weather
 - Ticketless crowd
 - Issues with Canal gypsies
 - Fire on site
 - Mass medical incident
 - Disorder affecting the event
 - Discovery of a suspicious package

- 8 Emergency Procedures**
 - Fire
 - First Aid
 - Violence and disorder
 - Overcrowding
 - Petty crime
 - Lost children

- 9 General incidents**
 - Gas leak
 - Portable toilet leak
 - Other incidents

- 10 Medical Operations**
 - Build and breakdown period
 - During public opening of event
 - Casualty procedure

- 11 Traffic Management Plan**
 - Audience arrival
 - Production traffic
 - Artist traffic
 - Emergency vehicle access

- 12 Noise management Plan**

- 13 Security Plan**
 - Crowd management
 - Traffic access and management
 - Security and stewarding schedule



Appendices

1. Arena Plan
2. Access Map
3. Management structure
4. Build/Breakdown schedule
5. AA signs schedule
6. AA signs maps
7. Residents letter drop map
8. Structural sign-off form
9. Electrical Installation sign-off form
10. Lost Children forms





1 INTRODUCTION

<u>Event date:</u>	16 th April 2011
<u>Show Times:</u>	1200-2100 (stage time – 1300-2000)
<u>Build times:</u>	0800-2000 14/15 April 2011
<u>Break times:</u>	2100-0100 16 April 2011 0800-2000 17/18 April 2011
<u>Location:</u>	The Barge Inn, Honey Street, Wiltshire

Event Background

Honeyfest is the launch event for the Barge Inn Community Project. This project is funded by the Village SOS, a joint initiative between BBC1 and the BIG Lottery (the funding arm of the National Lottery) which challenges villages from up and down the UK to come up with inspirational ideas for brand new business to rejuvenate rural and village life.

Honey Street's Barge Inn Community Project was one of the winners of Village SOS and will receive a Lottery Grant which aims to rejuvenate the surrounding villages by creating a community hub and support the local tourism industry. Complementary enterprises such as a campsite, village shop and a community space form part of the project which will also create employment and training opportunities for local people.

With the help of primetime BBC1 coverage, for one moment next year, The Barge Inn will be the most famous (real) pub in Britain!

Audience profile

Our target audience, driven by our ticketing policy, is the local communities of all ages and band fans (20-50 years old) from further afield

The profile of artists, duration of the event and ticketing policy means we expect that the audience will be calm and generally well mannered.

Ticketing

1000 tickets will be sold through Ticketmaster nationally and 250 tickets sold locally through the Barge Inn and other local retailers.

License

We are applying for a 4,999 person premises license for the campsite. In addition, the Barge Inn, which is within the site boundary, is licensed for up to 65 persons plus staff.

The Site

The site is a campsite with a canal situated to the north. Permission has been granted by the landowner, we consider that it is suitable for an event of up to 2,000 persons.



2 Event Safety Policy

The organiser's key policy is to follow the available national guidance where appropriate and to have on site such people as are required to make and implement decisions on a rolling basis. In producing this event, guidance has been taken from various 'official' documents including:

- Event Safety Guide
- Managing Crowds Safely
- Temporary Demountable Structures

The event organisation team has extensive experience of all aspects of event planning.

We recognise the legal duties of care, as outlined in the Health and Safety at Work Act 1974, to ensure our undertaking and work activities do not adversely affect the health, safety and well-being of our employees, contractors, the public attending events and anyone else that may be affected by our acts or omissions.

We will give safety management equal status with other business functions such as marketing and finance.

To this end, we will ensure that hazards, on our site have been identified and assessed. Where possible, risks have been eliminated and those that remain are controlled and managed so they do not present a significant danger to employees and visitors.

We will ensure that an accident/incident reporting procedure is in place and all accidents, incidents or diseases outlined in RIDDOR 1995 are reported to the enforcing authority.

We further recognise that when working on production our business activities expand to include the working activities of contractors. When working on production we will undertake to:

- Select competent contractors, and include safety performance as a selected criterion.
- Ensure all contractors have suitable and sufficient risk assessments and safe working procedure.
- Proactively monitor contractors; safe working procedures during the event..
- Investigate, or co-operate with others investigating any incidents/accidents involving employees, contractors and those attending the event.
- Ensure when designing the layout of all temporary demountable structures, barriers and cable runs that they are intrinsically safe and the safety of the public, artists, crew and employees is considered at the design stage.
- Ensure that employees and contractors are familiar with the site accident and incident reporting procedure.
- Ensure all temporary demountable structures hired for the event conform to all statutory guidance and relevant British or European standards.
- Ensure employees and contractors are provided with adequate sanitary, welfare and first aid/medical provision.
- Ensure that there are adequate resources, financial or otherwise, allocated for health and safety purposes.
- Ensure that all employees receive adequate training and instruction so they are competent to carry out their duties.





- We understand that no safety management system will succeed without the involvement of employees and contractors. We urge them to give full co-operation in the management of safety.

General Site safety policy

It is the policy of the organisers to comply with the Health and Safety at Work etc Act 1974 and other relevant legislation, and to provide and maintain a safe working environment with safe systems of work. The event recognises its responsibility to protect the health, safety and welfare of its employees, its sub contractors and members of the public attending the event. As far as is reasonably practicable the event shall be conducted in accordance with HSG 195, The Event Safety Guide.

The Health and Safety policy which has been developed will be continually monitored and updated as required.

Risk assessments for the event site have been carried out. Ongoing assessment will continue before and during the event. These assessments will be available for inspection in the event safety file and will be kept at event control.

The organisation have had regular meeting with the landowner, licensing authorities, emergency services and other interested parties.

All contractors working on the event are required to provide documentary evidence of their H & S management plans. These are in the event safety file. Contractors, including suppliers of site infrastructure, exhibitors, caterers, traders and entertainers, have been requested supply appropriate risk assessments, method statements, insurance documents and health and safety policies. Such documentation will have been reviewed by the event safety officer. All contractors will be required to confirm to relevant legislation, guidelines and safe work practices as outlined in the site safety rules.

Any incidents, accidents or dangerous occurrences will be recorded in an appropriate manner and reported to event control. Reporting required under RIDDOR shall be the responsibility of the event safety officer.

A site plan has been produced with a reference grid to assist in identifying location. It includes emergency routes into the site.

The event has public liability and employee liability insurance and has arranged adequate and appropriate cover for the event.

It is the intention of the event to ensure that all staff, contractors, exhibitors, traders and performers will receive written information on site rules and procedures.

All staff should be trained for the work that they will be doing. Hazardous work requires more formal training and documentary evidence of training should be provided. Suitable instruction must be given and supervision must be in place especially for young people, volunteers and other more vulnerable people.



Any person with a safety-critical role either will be qualified in their own right and will provide evidence of qualification; or trained by the event management who will keep documentary evidence of training.

All companies and individuals contracted by the heads of department and providing the services identified above are required to comply with the contractual conditions which cover their attendance and activities.

Contracts and conditions have been prepared which impose conditions on the way these contractors operate to ensure safe installation and operation. A copy of these contracts and conditions will be kept in the event file.

Caterers, exhibitors and entertainers will be allowed access to the site in pre-agreed time slots for deliveries and restocking. Services trucks (e.g. waste and toilet) will have controlled access throughout the event.

It is recognised that the catering poses considerable hazards to both health because of poor hygiene practices and physical safety from the use of LPG, electrical equipment and a variety of catering processes. All caterers, in line with policy for all contractors, are required to confirm that they have documentary evidence of sound health and safety management systems. However experience has shown that paperwork frequently fails to represent actual practice with any accuracy. It is therefore policy that all catering units will be inspected by ESO regardless of the paperwork supplied.

Whilst every effort will be made to inspect all caterers before the event opens to the public it is likely that other circumstances will prevent this. Therefore inspections will be prioritised by the ESO in consultation with the catering manager, based on observation. Paperwork supplied and previous experience of individual caterers. All catering units will be available for inspection by environmental health officers. A list of all operators will be made available.

Water supply points for use by caterers, exhibitors etc are at a standpipe location adjacent to the immediate trading area.

All stages will be required to comply with British Standards, I Struct E Temporary Demountable Structures and the event safety guide (HSG195).

Inflatable activity centres and other fairground rides will conform to HSE guidance Fairgrounds and amusement parks: guidance on safe practice HSG175 and HSE guidance notes PM76 – ‘Safe operation of passenger carrying amusement devices – inflatable bouncing devices, and flight or action simulators.’

All applications for direct electrical power supply must be made in writing on the prescribed form to the festival manager with the required fee. Electrical and power requirements – Any connection to power supplies must be made by and a certificate of completion signed by the contractor.

Any works or equipment required to provide such a supply are the responsibility of the contractor or their designated sub-contractor. All such works are carried out in accordance with the Electricity of Work Regulations 1989 and the code of Practice for design and installation of temporary distribution systems, delivery of electrical supplies for lighting, technical services and other entertainment related purposes (BS7909) or such other relevant guidance.



Any electrical equipment brought onto site by exhibitors or traders must be safe in good condition and protected by appropriate safety devices. The electrical contractor and the ESO reserve the right to prohibit any electrical appliance or system they deem to be unsafe or unsuitable.

The electrical contractor shall confirm in the sign-off certificate that all single core 3 phase connections comply with the policy regarding harmonised colour codes.

Site Safety Briefing

All staff and contractors receive a safety briefing document on arrival at the site and will include the following information:

- A description of the event
- Anticipated number of the public attending
- Type of persons expected to attend (families, youth, children)
- The duration of the event
- Details of the site safety rules (see appendices). – These will be distributed to contractors and displayed in the production office for all staff to see.
- Location of event control and communications
- Emergency plans and evacuation procedures
- The need to cooperate and share safety information with other employees and contractors
- Details of welfare facilities for event staff





Roles and Responsibilities

Project Manager

- Concept
- Local liaison
- Marketing
- Artists

Production manager – GMC Events

- Festival Budget
- Event licensing
- Event management plan
- Site planning

Event Safety Officer/Event Control – GMC Events

- Production contractor and infrastructure booking
- Safe working conditions and methods
- Public safety
- Safety signage
- Structure sign off

Technical Production Manager – Paul King (King SR)

- Tech riders
- Backline management
- Noise control

Site Manager – GMC Events

- Fencing
- Toilets
- Site lighting & signage
- Ground Protection
- Waste

Security co-ordinator – Gareth Gwynne-Smith, NGP Events

The security contractor will be responsible for all stewarding and security for the event. This will include activation of the one in one out policy if deemed necessary.

Medical Co-ordination – St. John's

St. John's will be responsible for all medical cover for the event. They will be present on site during Showtime only.

Emergency services (Fire, NHS, Police, Highways)

Full event plans and risk assessments will be circulated and discussed in SAGE meetings for their sign off.



3 Event Details

Access

Ticket holder access will be on foot from the car park via a lit walkway through the fields to ticket gate 1. Stewards will be located in the car park and on the route to the ticket gate at key points.

Disabled ticket holders will have parking available immediately outside the event site at the Barge in car park, they must contact us in advance when purchasing their ticket to organise their space.

Production access will be via the lane and vehicles will be permitted to drive onto site in build and break periods only. Time slots will be allocated to manage vehicle flow in the lane.

Artist access will be via the lane to the production compound. They will be permitted access during the show and will be supplied with vehicle passes in advance. A steward will be located at the top of the lane to check passes and inform control of vehicle movement.

Resident access:

Access to the lane to the Barge Inn and the private lane on the north side of the hump back bridge will be stewarded to ensure local resident access is not blocked by parked cars. Local residents will be issued passes so that they can gain access.

Alcohol

Whilst the event offers patrons a range of alcoholic drink for tasting and consumption, excessive alcohol consumption will not be tolerated by the organisers and the following points show the initial policy that will be taken by the organisers with regards to the sale and consumption of alcohol at the event:

- There will be a challenge 25 policy active on the event bar.
- No persons believed to be under the influence will be served any more alcohol
- Any persons posing as a potential threat or otherwise to members of the public, staff, exhibitors etc will be removed from the event site by qualified security personnel.
- Stewards will be briefed to monitor crowd behaviour and identify any persons who appear to be intoxicated and whose behaviour may cause offence or harm to other patrons.

There will be a no glass policy onsite and it will be added to the marketing, website and signs at entrances with stewards not allowing it brought onsite, random bag searches will be enforced when necessary. Glass will not be sold onsite.

Artist Liaison

The artist liaison office will be based near to main stage ensuring that all artists have easy access and are fully wrist-banded as they arrive onsite. They will also be able to unload their equipment for distribution to the stages from there.

Bars

The event bar is located in the bar tent, in addition the Barge Inn will be within the event site and serving alcohol to ticket holders using its existing license. The DPS for the event bar is Mark Abraham from Manila Bars whose experience of many similar bar operations will be invaluable.





The Barge Inn will use plastic or paper glasses only – no glass will be served.

Alcohol is a recreational drug enjoyed by many and abused by some. We aim to provide alcohol in moderation for our guests, but to restrict supply when further use will lead to a hazard to the individual or others, or in situations where the staff or customer would be in breach of the law.

Last orders will be signalled visually 30 minutes before closing. Staff considered under the influence of alcohol or who have breached the terms of the license and/or the law will be removed from their post. Stock will be secured in locked vehicles in the secure production compound.

Build/Breakdown

Fencing will be erected around the perimeter of the site and signage will be installed warning people of site works. The canal path will be open at all times.

Cabins

The following cabins will be provided for production use:

- 1 x 3 window ticket office
- 4 x 20'x8' for headliner dressing rooms
- 1 x 20'x8' for AL
- 1 x 20'x8' with partition for Production

Canal

The canal is a dangerous water way and signage will discourage ticketholders from using it as well as indicating to access to site. On the egress the canal path will be closed from the Barge Inn to prevent access. Danger deep water signs will also be displayed. A flotation device will be available at the Barge Inn.

Car parking

Staff, production and artist parking will be located in the Barge Inn car park and the production compound.

Ticket holders will be directed to a car park in one of the farmers other fields off the main road. A clearly marked and safe route will be provided for ticket holders to get to and from the event site.

Relevant car parking will be made clear by signage and pre-event information. Please refer to site map and traffic management plan in the appendices for detailed layout. Cones will be laid along the road for 150m either side of the car park to prevent cars parking on the verges and creating congestion.

Communications

Radio communications will be in place between the senior event staff, stewards, security and on site emergency services. The organisers will control the PA system so that the safety and information messages can be broadcast to members of the public throughout the event if required.



All senior event officers will also have mobile phones to back up the radio communications. Information regarding all phone numbers (available to date) can be found at the back of this document.

Event Control is the main point of communication for all event operations.

All radios must be signed in and out of the production office each day.

Channel	Show days only	No. of Radios
1	Production	7
2	Artist liaison	3
3		
4	Organising committee	2
5		
6		
7		
8		
	Spare radios	3
TOTAL		15

In addition, 10 lapel mics, 10 earpieces, 2 noise cancelling headsets.

Concessions

There will be a 2 food traders onsite who have event experience and all relevant paperwork.

Caterers will arrive on site on the morning of the event. Power and water will be supplied to all stands and this cost will be included in the site fee. All concessions will require hygiene certificates from their local council, risk assessments and insurance for their work on site.

Some local artisan stalls may be located around the site selling non-food items.

Controlled Substances

While the audience profile would suggest that this is an event which would not have any issues with drugs we still ensure that all staff are aware of our policy.

We will not condone or tolerate the use of illegal drugs, and whilst we envisage that some drug taking is inevitable, we will use our communication channels and on-site activity to minimise and isolate this activity.

Our security contractor is briefed to operate a zero-tolerance approach to drugs, whilst being mindful of the public order implications of overly-aggressive responses to any situations. Nevertheless, we will plan to ensure that any guests who use drugs at the event feel comfortable to seek help and assistance either from the medical services, site security or any other staff member. All those involved in the production will be briefed on:

- how to recognise drug taking
- the response to drug taking

In general, it is important that our response is in the best interest of the individual and of other guests, and must be judged at the time.





Drug taking by any member of staff or contractor will not be tolerated and will result in immediate expulsion from the site, together with a full report being made to the police with a view to prosecution. Our professional security contractor will be charged with particular vigilance towards sale of drugs, and will draw on such intelligence as may be provided by the local police authorities prior to and during the event.

Crowd and capacity management

Entry to the site shall be through designated points as shown on the site map (appendix 1) with Heras fencing providing a perimeter between these points.

If capacity is reached in the Barge Inn (clicker system used to calculate) then there are various steps which can be taken such as one in one, provision of additional stewards and use of the PA system to inform the audience.

The evacuation times and capacity calculations can be found in the evacuation plan.

Disabled Accessibility

Under our legal and moral obligations we aim to ensure that the event is accessible to all, and will provide facilities as a matter of course for guests with special needs. This will include, but is not limited to:

- disabled parking area adjacent to the entrance gate
- level access to all public areas
- disabled accessible toilet facilities

The event is spread over a green field site and hence the site can be very difficult to traverse. The weather can have a massive impact on how easy it is for people to move around the site, please take this into consideration when deciding on what equipment to bring with you.

We will request that guests with special needs identify themselves and their needs to our organisation in advance of the event in order that we can respond to their requirements.

Dressing Rooms

The stage will have 4 dressing rooms which will be in cabins. These will be stocked with necessary items by Artist Liaison.

Fencing

Crowd control barriers, hoarding and Heras fencing will be onsite and erected to secure the site. The fencing will be erected as per the final site plan, Refer to Appendix 1 - site plan.

Gate Policy

- Bag searches
- No alcohol brought onto site
- No glass onsite
- No drugs onsite
- No weapons onsite
- Food - tbc





Ground Protection

Driving on the grass will be kept to a minimum. Pedi-mat or equivalent vehicle load bearing matting may be used if required; this will be assessed closer to the event.

Areas requiring ground protection are:

- Car park entrance and exit
- Car park to ticket gate walkway
- Production compound
- Production parking

Insurance

All contractors will be required to provide proof of public, equipment and employers liability. All other aspects of the event are to be covered by the event insurance which will be provided by the organiser.

Licensing

The license application will be submitted to Wiltshire county Council on behalf of the event and the licensee's will ensure that all terms of the license are met during the event.

We will present our plans to the PESG committee and implement the suggestions they put forward to ensure a safely run event.

Lighting

Tower lights will be supplied for overnight security and good working conditions.

Local Community

This is an event for the local community and as such they will be involved in the planning and consultation process as well as the event itself. The local businesses and home owners have been informed of the event and 250 tickets will be sold through local outlets only.

Local residents of Barge Lane and the lane north of the bridge will receive vehicle access passes to allow them access to their houses. A steward will be located at the top of each lane to grant access.

Lost Children

The lost children point can be found in the production compound which will be staffed by CRB checked workers. For full details of the lost children procedure please refer to chapter 8.

Lost Property

Any found property will be held securely at the production office for the duration of the event. An appropriate method for re-uniting people with their property will be established. Any lost property still held at the end of the event for 3 months and then disposed of.

Plant

There will be a telehandler on site on the build and breakdown which will be brought on and off site by the fencing contractor for the duration of the event including build/de-rig.



Police

The police will not have a presence at the event however they stated that cover in Devizes would be increased over the weekend of the event and they may pass by the event to have a look.

They also stated that they may have a presence during the egress of the event. Exact level of cover is still to be determined and correspondence between the Police and organisers will continue through the build up to the event.

Power

Electricity will be provided using diesel generators. No petrol generators will be allowed on site.

Each concession will be self contained and their wiring will be checked by the Event Safety officer and site electrician. All electrical and safety paperwork from exhibitors, contractors and traders need to be seen by the Event Safety officer.

Public Information

Information updates will also come through the PA system if required. Should that fail a loudhailer will be available.

Rigging

Full certification of all equipment will be available on site.
Full documentation of rigging procedures will be supplied.
All work and equipment to comply with LOLER 1998.

Site Signage

Lit 'Running Man' EXIT signs will be deployed at each of the exit points in marquees. No smoking signage will be positioned in all internal bars, marquees, stages and cabins. Lost children and first aid point signage will be clearly visible.

Sound

The PA systems will be provided by a reputable sound company. The stage direction has been positioned with local communities in mind to minimise the sound impact. Stack systems will be used on the stage with sound technicians constantly monitoring levels.

Stage Timings

The main stage will be running from 1400-0100 (subject to license). The Running order is:

- 7-8 Laura Marling
- 5.30-6.30 The Magic Numbers
- 4-5 Dry The River
- 2.45-3.30 Gabby Young & Others Animals
- 1.45-2.15 Mat Kilford (Comp winner)
- 1-.130 Slagerji (Comp winner)

Temporary Structures

This will be 18mx6m traditional bar marquee and 8mx6m outdoor stage structure installed. There will also be other small marquee supplied by traders to cover their stalls.



Toilets

Based on an attendance of 1,250 for a 8 hour event at a 50/50 male/female split we are using 9 toilets, 10 urinals along with 1 disabled unit. Backstage will be two female toilets and a male toilet and two urinals. In addition there are existing toilets located within the Barge Inn.

Waste Management

The event organisers pride themselves on their environmental awareness, and dealing with waste generated at the event is a critical part of this. Throughout our pre-event and on-site communications we aim to ensure that the site is maintained in a clean manner, and restored back to its pristine state.

Wiltshire Event Services will be our waste operator, the following will be supplied:

- 1 litter pickers throughout the day.
- 240L bins which will be distributed around the site (glass/plastic/paper/cans/general waste)
- 1100L bins for bars/concessions/stands
- Builders sacks for cardboard

Traders and bars will receive their own bins and be asked to remove waste wherever possible.

Water

Drinking water and hot drinks will be available for staff and performers at the Barge Inn and backstage.

Wristband categories

Category	Quantity ordered
AAA	10
Artist	50
crew	20
Press + VIP	20



4 Major Incident Plan

In any mass gathering situation plans must be in place for the initiation of a major incident response in the event of any escalating situation.

A major incident is defined as any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or Local Authority. Any Service may declare a Major Incident but it should be remembered that what is a Major Incident to one service may not be to all the Emergency services.

The decision to declare a Major Incident will be taken by Event control on the basis of the information received from the incident and in consultation with the Event Safety Officer (ESO), Security Coordinator, Promoter and Police.

In the case of a major incident being declared all available staff will fall back to the RV point to assist emergency services in the execution of their duties.

If the major incident is OUTSIDE THE LICENSED EVENT SITE and does not directly affect the event, the event control will continue running the event as normal in consultation with the police. The event will assist in whatever way may be required by the police e.g.

- Phased slow down or close down of all or some of the event.
- Information to the public on site.

If the major incident is INSIDE THE LICENSED EVENT SITE, control of the event will be handed over to the police. All event resources will be at the disposal of the police.

Established resources available may provide assistance with:

- Monitoring and reporting of conditions and Site reps
- Assisting in clearing the public to places of safety within the site
- Assisting in a full scale evacuation of the site
- Establishing cordons
- Maintaining access for emergency vehicles
- Assisting in the handling and treatment of casualties
- Assist in handling media enquires.

The following code phrases will be used to denote states of readiness or of response to incidents:

- Condition GREEN – No major problems but staff to remain alert and vigilant at all times to any potential problems.
- Condition AMBER – Staff to be aware that there is potential for a serious incident and to be standing by to put into effect the operational action as outlined. Radio silence to be maintained and staff should await specific instruction.
- Condition RED – Staff to maintain radio silence and implement the emergency action plan as directed by Event Control.

The authority to change the alert status shall rest at all times with the ESO.

It must be borne in mind that general radio messages advising of changes to the condition will not always be received by all personnel who have radios.



Event control must obtain confirmation from essential operational personnel that they are aware of the condition before issuing significant instructions. (e.g. confirm that all stage personnel are aware before making an evacuation announcement)

CONDITION AMBER

Event Control shall broadcast the following radio announcement:

'Please note – condition Amber now exists – all staff to observe radio silence and wait further instruction' (repeat)

Following a condition amber alert staff must:

- Maintain radio silence
- Prepare to make announcements to the public
- Prepare for public evacuation
- Await instruction

The following procedures shall be implemented:

- The Major Incident Planning Team (MIPT) shall assemble
- Security supervisor to proceed to the location of the incident, assess the problem and report back via radio to the MIPT
- If appropriate, designated members of the MIPT will go to the arena to further assess the situation
- Stage managers to ensure that entertainment is ready to stop and stage PA's used to make announcements
- Stewards to be on standby to remove any barriers or other obstacles from exits
- All roadways kept clear for emergency vehicles

Site Manager to move to Event Gate to await arrival of assistance if required.

CONDITION RED

If the incident is sufficiently serious, Event Control may decide to raise the status to Condition Red. In such instances the following radio announcement shall be broadcast:

'Please note – condition Red now exists – all staff to observe radio silence and await further instruction' (repeat)

Following a Condition Red alert:

- Stewards, technical and medical personnel will be directed to the incident from the Event control
- Concessions staff within the incident area will be required to cease trading.
- Depending on the nature of the incident concessions may be allowed to remain with their vehicles/units.
- The public will be cleared from the incident area and immediate action taken to safeguard property and life (if this does not put personnel at risk) until the incident has been suitably contained. All stewards and staff will assist in directing members of the public away from the incident as instructed by Event Control.
- Stewards and traffic marshals will attempt to keep access routes clear for emergency vehicles and try to prevent other vehicle movement



- Should it be deemed necessary a structured handover of control of the incident area to the Police Operational Commander will take place. Depending on the nature of the incident this may be part, or all, of the site.

Standing down from CONDITION RED or AMBER

Once an incident has been resolved, Event Control may determine that normal operations can be resumed. At such times the following radio announcement shall be made:

'All staff please note that we have reverted to Condition Green – revert to normal duties' (repeat)

Key Do's and Don'ts

All

- Having informed Event Control of an incident, DON'T begin to act until he has confirmed next steps unless there is an immediate and unavoidable danger. You may worsen the situation by acting hastily without all the information.
- If you don't know, DON'T do or say anything. Wait for instructions and do not pass any information to the public until it has been confirmed.
- DON'T attempt to use equipment (e.g. fire extinguishers) that you are not trained to use. Think of your own safety as well as that of others
- DO report any changes to your situation to Event Control (e.g. if you have been forced to unilaterally start an evacuation of your area).

Production / Talent

- DO brief talent on their responsibilities. Make sure they understand their responsibilities in the event of an evacuation (particularly main stage talent)
- DO – be vigilant and help artists and guests. Artists often have little time to orient themselves before a show.
- DON'T turn off stages unexpectedly. This can generate unexpected crowd flows and add to a problem rather than helping to solve it.



5 Evacuation Plan

Full Evacuation

Owing to the size of the licensed site and the number of people accommodated within it, instituting a full evacuation would be complicated and hazardous. It would certainly only be considered as part of a Major Incident response.

It is noted that site-wide evacuation would inevitably cause significant problems within the locality which may affect the ability of emergency services to respond to the initiating incident.

In such circumstances however, event control shall be instructed to broadcast via the PA system the following announcement:

"Ladies and Gentlemen - It has become necessary to evacuate the site please follow a steward to the designated safe area as quickly and quietly as possible. Do not run or push, we shall advise you of further details as soon as possible."

Should the PA system be unavailable then a loud hailer will be used.

There are three main exit points from the site. The exit which will be used is dependent on the location of the major incident. It should be noted that blue light access is through Gate 2 so the preferred method of exit would be through Gate 1 to the RVP as shown on appendix 2. From this point there is a return route (across fields) back to the car park, an essential factor so that people are not left in the cold for a long period.

The evacuation will be activated using the following process.

1. Stewards to ensure that access lane to site is clear
2. All security and stewards to take every possible action to prevent vehicle movements, except emergency vehicles
3. Stewards to assist in directing the public to the designated safe area
4. Site crew to ensure safe area and route are adequately lit
5. Once the area to be evacuated has been cleared, stewards will secure the entrances to prevent re-entry
6. Security and stewards to hold the public at the RVP until given instruction from event control on further action.
7. Security to keep the public informed and well managed.

If circumstances dictate that the event must be cancelled then the event management team will advise the public accordingly and make arrangements for an orderly closure of the event site.

Messages to the public may be broadcast from stages and repeated as necessary:

'This is an important message from the event management. Due to circumstances beyond our control it has become necessary to evacuate the (area/site/etc). Please leave the (area/site/etc) immediately following the guidance of stewards and security staff. We shall advise you when it is safe to return as soon as possible. Thank you.'

Should it be necessary to evacuate through gate 2 then stewards would ensure that the public are directed to the car park via the fields if deemed safe to leave the lane clear for blue light



access. The crossing point would be marshalled and the steward at the top of the lane would give advance notice of an approaching vehicle.

It should be noted that due to the time of year additional hazards may be present such as extreme weather or bad ground. Lighting will be provided in the on emergency exit routes to the RVP. Public with special needs should be, if possible, evacuated through gate 2.

Local Evacuation

In the event of an emergency such as crushing/fire/suspicious package/structural failure in a specific location, a local evacuation of the affected area will be initiated.

Event control will assess the situation and if required call the emergency services however if possible it will be dealt with using the resources onsite. Stewards and security will make all reasonable efforts to:

- Contain incident and preserve scene as appropriate
- Direct public to place of safety
- Maintain access for emergency services if required

Once the incident has been dealt with and the site declared safe by the Fire and Rescue Service and the Police, Event control will issue a 'stand down' call.

Capacities

The event is applying for a premises license for up to 4,999 people, we are only selling a maximum of 1250 tickets along with 100 artists and staff making a maximum of 1350 people onsite.

Overall Site capacity -- 1350
 Bar capacity -- 65 people

Crowd management will be coordinated between event control and the security contractor.

Evacuation times

As per the Regulatory Reform (fire safety) order 2005 the event site is required to meet evacuation times for the stipulated event capacity.

Site evacuation

The below evacuation figures are calculated on the basis of a slow evacuation i.e. high density, full of kids, disabled, under the influence = 65 people per metre pre exit route per minute. It should also be noted that additional fence panels can be removed to speed up the evacuation.

Gate 1 (3m wide): 260 people per minute
 Gate 2 (4m wide): 260 people per minute
 Gate 3 (4m wide): 195 people per minute

3 exits available = 3575 people in 5 minutes
Gate 1 & 3 only = 2275 people in 5 minutes
Gate 1 only = 1300 people in 5 minutes





In the event of one or even two gates being blocked it is still possible to evacuate the event site within the specified period 5 minute time period. Depending on the situation there may also be areas of relative safety within the site which don't require a full site evacuation.

Stewards and security will be required to direct people to the area of relative safety, located in the field beyond gate 1. Access to the car park will be available from this field to ensure shelter for the public. Stewards and security to assist elderly and infirm with getting to their vehicles.



6 Fire Safety

GMC Events are committed to enforcing stringent fire safety awareness, fire prevention and/or effective procedures in the event of fire. In addition to our Risk Assessments, which ensure all equipment (electrical through to fabric) is fire retardant and safe we will provide suitable portable fire fighting equipment in accordance with BS5306 at strategic points with signage indicating their positions.

A risk assessment will be carried out as part of the event license and will be submitted to the Fire Dept., the event risk assessment found in the appendices.

Fire safety and what to do in the event of fire will be part of our staff briefing prior to the event. This will include information on:

- A fire prevention strategy for the event build and break, electrical installations, temporary structures, concessions and other areas or activities with an associated fire hazard.
- Maintaining unobstructed access to emergency exits leading to a place of safety.
- A method for safely evacuating the site or areas of the site.

All fire exits will be clearly marked with the appropriate signs. These will be in tents, on stages, fencing etc and will be illuminated by both normal lighting and emergency lighting.

A number of fire points will be established around the site:

- Fire extinguishers will be placed adjacent to all major electricity distribution boxes
- Fire extinguishers will be present in a major structures and tents.

Caterers will be expected to provide their own extinguishing media including fire blankets where hot fats are used.

All LPG will be stored safely with only sufficient quantities for a single days trading. All additional supplies will be removed to a secure compound until needed. All LPG installations should have a current certificate of conformity showing it has been checked by a qualified and registered CORGI engineer.

Emergency access routes will be kept clear at all times for emergency vehicles at a minimum of 4m wide to allow access to within 50m of every point of site. LPG will be managed as per the risk assessment with all caterers supplying valid certification and fire risk assessment.

Adequate and suitable fire equipment will be provided throughout the onsite period. It is anticipated this will include:

Zone	Foam	CO2	Water	Blanket
Cabins		2	4	
Stages, FOH,	1	2		
Press		1	1	
Bar		1	1	
Generators	2			
TOTAL	3	6	6	

Emergency fire procedures and fire safety document can be found in chapter 7 and 8.





7 Contingency Planning

The remote rural location and time of year increases the chances of there being an incident either outside or inside the site. This would most likely be due to weather, extreme wind, rain, snow or temperature. The weather forecasts will be monitored by the event management team before and during the event.

Adverse Weather

Given that this event will take place in April adverse weather is an important factor in the planning of the event.

The safety and integrity of the site can be affected by severe weather – notably high winds and heavy rain. In order to remain prepared for such eventualities the event management shall adopt pre-emptive steps; obtaining the structural information regarding all temporary demountable structures present on site, notably max operation wind speed; regular monitoring of weather forecasts from Met Office and ongoing monitoring of site conditions.

Throughout the period of operation the Event Safety Officer will be at on site and competent to assess the safety and stability of temporary structure. Should predicted wind or weather approach operational max speeds, the event management team shall decide whether to suspend or curtail the event.

Prompt action will be taken to secure temporary structures such as marquees by means of installing all side-walling, securing of lacing, zips and so on. Ad hoc structures such as awnings, display boards and signs will be removed or dismantled. The site manager will ensure a thorough inspection is made of the perimeter fence – with particular regard to bracing poles, stays and stakes.

Emphasis will be placed on early preparation for securing the site if high winds are forecast. It is noted that trying to undertake remedial action once the weather has deteriorated could be hazardous for crew.

Extreme Rain

- Communication that clothing appropriate for UK winter conditions should be worn.
- Sufficient warm covered area for all ticket holders and staff throughout the event.
- Ground protection laid in high footfall areas to improve the underfoot conditions.
- If site flooded pre-event then communication to ticket holders on the status of the event.
- Tractor on call to help stuck cars in car park.

Extreme wind

- All temporary structures risk assessments and wind loadings submitted to ESO.
- Anemometer on site to track wind strength.
- Secure marquee side walls
- Remove awnings and signage
- Remove fencing scrim
- Evacuation of marquee should wind strength exceed acceptable load.
- Cancellation of event if prolonged.



Car Park

- Matting and trakway laid to prevent vehicles being stuck and unnecessary ground damage.
- Telehandler and tractor available to help tow cars from field.
- One way system put in place in car park to avoid congestion.

Ticketless crowd

Due to the artists and curiosity of locals the event it may attract people without tickets.

- Access to site will not be granted without a ticket
- Areas in close proximity to event site will be stewarded to prevent pedestrian access.
- The event is surrounded by Heras fence to prevent non-ticketed entry. In addition security will be watching fence lines for activity and breaches.
- Public will be told that (if event is sold out) no tickets will be available on the gate; this will be promoted in advance should it be the case.

Issues with Canal gypsies

- Discussions with British waterways and the canal officer in advance to minimise any problems.

Fire on site

The location of all site services and facilities shall be designated with fire risks in mind and all reasonable precautions taken to minimize the potential spread of fire. A specific fire risk assessment for the site will be conducted prior to the event opening to identify any residual areas of risk. Fire points around the site will have a means of raising the alarm as well as extinguishing resources.

Mass medical incident (eg food poisoning, swine flu)

The event safety officer will monitor first aid presentations to identify potential sources of disease or infection. Water use is from a tested on site supply or from a water contractor such that the likelihood of legionnaires developing is very low. Food safety will be monitored to ensure that caterers and traders comply with appropriate standards for the storage, preparation and serving of food.

Disorder affecting the event

As above, this is not expected to be a problem but the possibility of minor localised outbreaks of violence due to excessive consumption of alcohol is possible and security staff in bars and around the site will be briefed to monitor and diffuse situations where they may develop.

Discovery of a Suspicious Package

The nature of the event and the generally peaceful attitude of those attending are not thought to present a risk of this type.

Should a steward or other staff member discover or be advised of a suspicious package they must:

Alert event control by the quickest possible means. This should be done without causing undue alarm. If calling by radio or mobile phone, the call should be made out of earshot of any member of the public (if possible) and at least 25 metres from the package. Do not use radio or mobile phones in the immediate vicinity of a suspected package. On no account should anyone try to open or tamper with the package. Event control will immediately advise the Police.





NOTE: There may be lots of bags and items left and lost by visitors, it is not feasible to treat each one as an Improvised Explosive Devices (IED). In order to raise suspicion there must be more than just, for example, an unattended bag. It should be checked (without touching) for the presence of wires, an aerial, batteries or other signs that would not be usual in a regular visitor bag. Contact Event Control for more guidance on assessing an IED.

One person at the scene should keep a watch (from a safe distance) on the package until the emergency services arrive. The public should be kept at a safe distance. Hazard tape is available from Event control. Any other available staff should assist with this part of the operation.

The Police will take control of the situation as soon as they arrive on the scene. Staff should assist the Police and carry out any instructions given.

Once the incident has been dealt with and the site declared safe by the Fire and Rescue Service and the Police, Event control will issue a 'stand down' call.



8 Emergency Procedures

Fire

If you discover a fire:

FIRST you must raise the alarm – tell a steward or anyone with a radio who will inform the Event Control who will call the Fire Service using 999. (Do this without alarming the public unduly).

SECOND – move people away

THIRD if it is a small fire try to extinguish it using the correct extinguisher if you are appropriately trained, do not take any risk with your own or anyone else's safety.

EXTINGUISHER USE

CO2: for electrical, NOT people (freeze burns)

Water: for people, fabric, wood, paper but NOT electrical

Blankets: people and cooking oil fires

AFF (Foam): flammable liquids, combustions engines

First Aid

If possible direct or take people to the Medical centre. If the injured cannot be moved call medical on channel 1, give your location and stand by until assistance arrives. Notify Event Control when assistance arrives. Where it is likely that the injured person may have suffered a head or spinal injury, NO attempt to move the patient should be made.

Violence and Disorder

If you witness actual or potential disorder do not put yourself at risk. Notify production of your location and the severity. Clear the area of vulnerable bystanders and potential weapons and await assistance from security.

Overcrowding

To prevent overcrowding when capacity of the Barge Inn has been reached the stewards, after consultation with Event Control, will put a one in, one out policy into action.

In the event of localised overcrowding the stewards will assist to disperse numbers. If it persists then the show will be stopped briefly until the problem has been corrected.

Petty crime

If petty crime is reported or spotted the individuals will be reprimanded by the stewards and escorted off site. As it is an open site it is difficult to ensure that they do not return. If they are reported causing trouble again the police will be informed of their description.

Lost Children

Adult reporting a lost child

If report is made to event staff or security, lost children should be immediately contacted to check if child is already there. If the child is there then the person should be directed to lost children point where they complete the necessary forms and show adequate ID. If staff are unsure about the validity of the parent collecting a lost child, the Police will be called to attend and oversee the handover.

If the child is not there, escort the person to the lost children area, where they should complete a missing child form. The information should be reported back to event control. This information



will then be distributed out to event stewards and staff via Security controller. All event staff should remain vigilant for the lost child.

If the child is found, staff or stewards should immediately contact event control or lost children's point and bring the child into that point. The child should be escorted until handover to prevent the child getting lost again.

The parent of the lost child should be asked to remain at the lost children point rather than going out and searching. This cannot and should not be enforced.

Child reporting lost parents

If child approaches event staff or stewards, lost children should be contacted to see if parents already there. If they are, the child should be escorted to the lost children point. The "finder" should wait until the "Found child" form is completed. The name of the finder should also be taken.

These details should be passed onto all event and security control where he/she will ensure details are broadcast to all event staff and stewards. In the case of very young children (8yrs or younger) or particularly vulnerable children, the stage PA systems can be used to message the parents. **(No details of the child will be broadcast)**

On arrival, the parents will be required to show adequate identity before the child is released. In the case of uncertainty, the Police will be called to oversee the handover.

Kids who are not collected will be handed over to the police at the end of the day. All lost children incidents will be logged.

9 General Incidents

Gas Leak

Should a steward or other staff member discover, or be advised of, a gas leak they must:

- Issue an emergency call to Event Control informing them of the approximate location of the leak.
- Event control will advise Fire and Rescue
- Stewards will be directed to the site to clear the public and impose and enforce a smoking and naked flame ban in the vicinity.
- Once the leak has been contained or assessed as safe the event control will issue a 'stand down' call.

Portable Toilet Leak

Any steward or other staff member finding the toilets full or otherwise unusable they should:

- Lock the unit if possible or use hazard tape to indicate it is out of use.
- Immediately advise Event Control who will contact the cleansing section and/or toilet unit contractor.

Other Incidents

In respect of any other type of incident the steward or other staff member at the scene must:

- Advise Event Control immediately with full details of the incident and a precise location.
- The Event Control will then initiate an appropriate response.



10 Medical Operations

Build and Breakdown Period

All contractors will be expected to provide their own first aid during the build and break period. The Production team will have a qualified first aid at work staff member on their team for additional support, contact should be made through the production office.

During public opening of the event

It is necessary for the event site to be self-sufficient in terms of immediate first aid cover during all phases of the event (build, show, and breakdown).

The Event Safety Guide score for the event during show time is 25. This suggests the following provision:

- 1 4x4 ambulance + 2 crew
- 1 road ambulance + 2 crew
- 1 Advanced first aider
- 2 ambulance personnel

The first aid point will be situated on the production compound with easy road access.

A central medical centre will be established and clearly marked by means of a sign visible from a distance. This post will be in operation throughout the event and communication with first aid will be provided via radio from Event control.

A ready supply of fresh water for both washing and drinking will be made available either from a stock of bottles or mains supply.

Casualty Procedure

Any calls for assistance will be assessed on information available by senior staff at the medical centre and appropriate resources despatched to the location of the incident.

If the injury is serious or may involve a spinal injury then 999 should be dialled first and the production office informed as soon as possible after. No attempt to move the patient should be made. In all such cases the ESO will be advised to attend the scene and carry out initial investigations into the causes and potential preservation of evidence.

In the unlikely instance of a fatality the Event Director will call the Police to assist and advise on behalf of HM Coroner's office and the area isolated from the public by means of hazard tape and site security assistance.

In a case where 999 has been dialled directly without the knowledge of event control or other staff, gate staff will contact the first aid centre and ESO to request assistance. Where possible site staff will guide the EMS directly to the scene of the incident. Visitors will be asked to let the medical centre or event control know if they have dialled 999.

All presentations or treatments will be recorded by means of an accident log. All information will be subject to data protection legislation.



All cases reported to the Medical team to be assessed, including recent medical history/admissions to hospital/on-going treatment and prescriptions currently in use. Patients will be referred back to hospital/GP services as appropriate.

Event Safety Officer will collate treatment statistics as a tool to identifying potentially hazardous areas of the site with a view to reducing accidents. No personal data will be collected.

Any serious incident shall be reported to HSE/Local Authority as a matter of course via RIDDOR. This shall be carried out by the ESO who will investigate such cases, keep appropriate records and cooperate with enforcing authorities. These shall be the only instances where personal information on injured persons will be kept by ESO.

Closest A & E

The Great Western Hospital
Marlborough Road, Swindon, Wiltshire, SN3 6BB
01793 604020



11 Traffic Management Plan

We recognise that an event can significantly impact on traffic flows, and also that additional vehicles can create a risk to other road users and pedestrians.

We propose to mitigate the effects of the event on the local community by using the following measures:

1) *Plan production and artist vehicle movements*

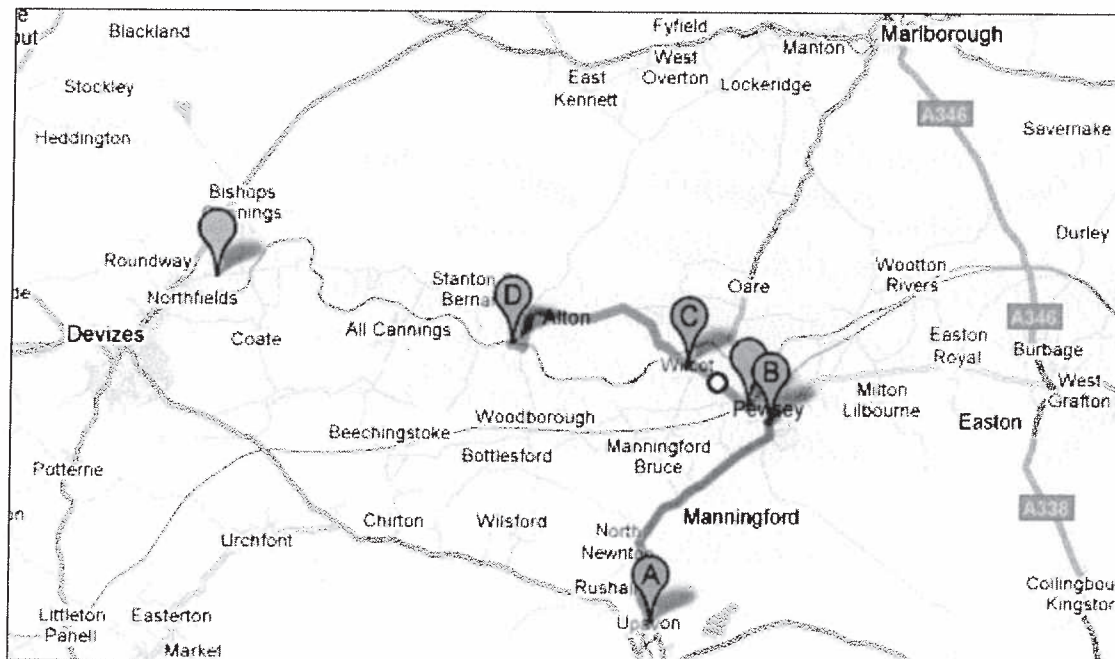
The production plan will be developed to ensure that contractor and artist vehicles are given delivery slot times. Alternative laying up location will be identified nearby to avoid congestion in the vicinity of the site. The production office will be responsible for co-ordinating deliveries.

2) *Communicate with local stakeholders*

We will communicate our agreed plans with the local community by means of flyering to ensure that they are aware of potential disruption and able to avoid.

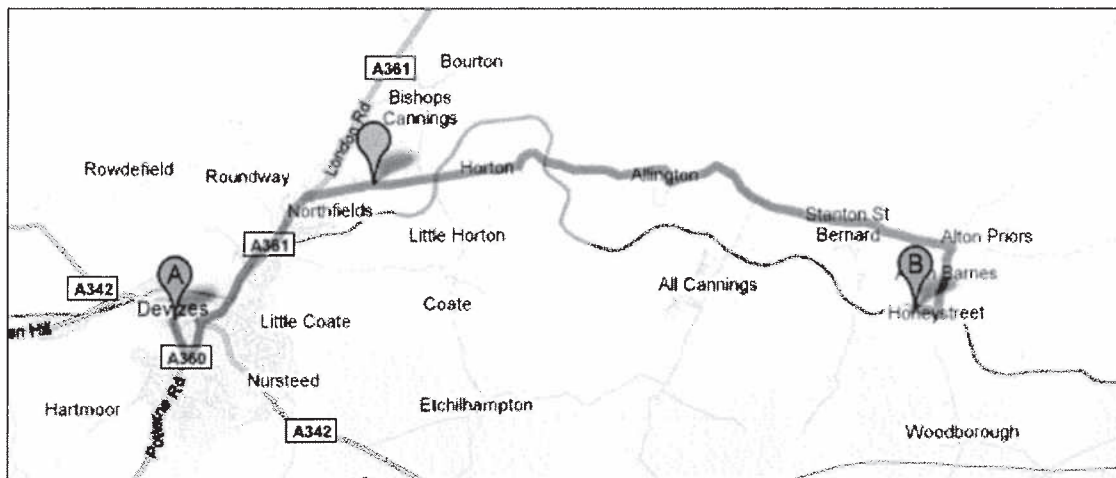
After discussion at the PESG meeting it was decided that all event traffic would arrive and depart the event site from the north (Alton Barnes) allowing the south access road from North Newton to be used for emergency access.

- Traffic from South which would be kept on A345 at the Woodbridge Inn North Newton an directed into Pewsey, then C8 Wilcot Road to Alton Barnes.

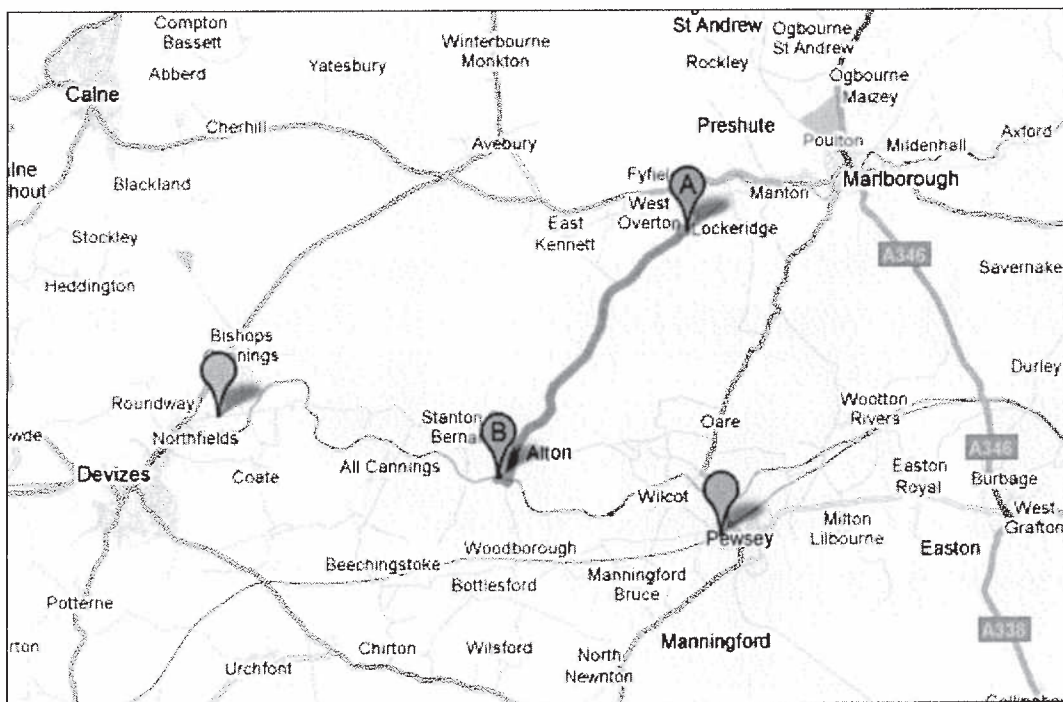




- Traffic from Devizes from C8 Horton Road to Alton Barnes, and



- From A4 via C38 Lockeridge.



Audience arrival

It is expected that guest arrival from 1200-1700 will be steady. The maximum number of cars expected is 800 meaning 160 cars per hour – roughly 3 per minute with peak flow up to 5 per minute.

Minibus / Taxi drop off is located in the general car park or at the top of the lane.



Disabled parking will be available next to the event site in the Barge Inn car park to disabled badge holders only. They will be asked to make the event organisers aware they require disabled parking on purchase of their ticket so numbers can be monitored.

Artist & Production traffic

Production traffic will access the site by the lane. The majority of vehicles will be on the 14th and 15th with concessions and staff on the 16th predominantly before the doors open and artists throughout the day.

There will be a steward at the access point to the lane checking vehicle access passes, they will be either production, artist or resident. Residents will be issued with the number of car passes they require however they must keep all cars on their property and keep the lane clear for emergency access.

Load in: 0800-2000 14/15/16 April

Load out: 0800-2000 17/18 April

All production access will be through Gate 2.

Emergency vehicle access

Access to the site is via the lane which will be kept clear at all times. The lane access and the ticket holder crossing point will be stewarded to ensure clear and safe passage.



12 Noise Management plan

An agreed noise management plan with Environmental Health officers at Wiltshire Council will be put in place for the duration of the event.

- Pre-event letter drop to make local residents aware of event and to give them a complaints contact number at production office. This will include the residents of Honey Street, Alton Barnes and Stanton St. Bernhard.
- PA orientation chosen to minimise sound spill to neighbouring properties
- Dynamically managed noise level
- Monitoring location at Stanton St Bernhard which will be logged every 3 hours by a sound engineer during the show period.

Any noise complaints will be directed to the production office who will take immediate steps to ensure that the PA system is operating within agreed limits. Input from Environmental Services will be welcome if they have the resources available.

Under the updated 2006 Noise at Work regulations, proactive management of exposure to high noise levels is required. Using a hierarchy of controls exposure will be managed:

- All contractors to provide Noise RA if working near the stage and provide hearing protection.
- All stages will have statutory signage erected
- All hearing defenders must reduce exposure limit value to below Lepd of 87db
- Rotating staff out of high noise areas.

Scheduling of stages

The promoters will schedule the stage performances in accordance with the licensing conditions and will leave sufficient time for the ultimate performances to end (including encores) prior to the curfew for that stage. The actual performance timings will be included in future updates to this document.

Identification of the parties

- The sound manager shall be a member of the team from the PA contractor.
- The sound management consultant shall liaise directly with the Environmental Health Officer
- Consultation shall take place between the parties identified above in order to establish an efficient working relationship.

Determination of MNL (Music Noise Level) limits

The MNL shall be set by the EHO/SO with reference to relevant codes of practice and any special factors relating to the local area and the event. These levels will be set out in the Event License and circulated.

Audio System Design

- Systems will be designed with consideration to directivity of loudspeaker arrays
- System design will be conducted with reference to any special characteristics and/or topography or geography of the site
- System design will be undertaken with knowledge of the location of the nearest affected residential areas



- Audio systems will be equipped with a suitable limiting device

Installation of loudspeaker systems

- Experienced personnel only will supervise the installation of loudspeaker systems.

Identification of monitoring locations

- Reference locations shall be identified for each sound system being the point at which sample sound level measurements will be taken. This will normally be the front of house sound mix position. Levels will be monitored continuously and logged every hour at this location.
- Stanton St. Bernhard's has been identified as the offsite monitoring location by the EHO and a levels will be logged every three hours by Wiltshire environmental health – 55dB LAeq over 15min is the level required here.
- End Cottage and Honeystreet House will also be monitored as they are the closet residences – a 65dB LAeq over 15 min is the level required here.

Briefing of sound personnel

- All sound operators shall be briefed prior to the event.
- All sound operators or artist's engineers shall be briefed to follow the instructions of the sound manager and the EHO immediately and without reference to the promoter or to any other party.

Other Monitoring

- Ad hoc monitoring by the Sound manager and/or the EHO may take place on or off site.

Maintenance of Records

- Records shall be kept of all noise measurements taken by the Sound manager and/or the EHO. Such records shall be available for inspection by either party or by the License holder or representative thereof.
- Copies of records will be available at the end of each day and in summary at the end of the event. Interim reports will be made available on request.

Receipt of complaints

- Complaints from the public may be received either via the event hotline (which will be manned for the duration of the festival and throughout the day following the festival) or via the Local Authority's existing complaints system.
- The EHO shall be ultimately responsible for evaluation of the validity of the complaint and the Sound manager shall respect the decision of the EHO/SO if remedial action is necessary.

Communication with Sound Operators

The methods of contact to the Sound Operators are as follows:

- By infrastructure comms direct to the sound operator
- Stage managers will have walkie-talkies with earphones for use in high noise environments. The appropriate channels will be identified at the sound briefing.
- By mobile telephone. All mobile numbers will be collated on an information sheet prior to the event and distributed at the briefing.



13 Security & Stewarding Plan

A reputable security and stewarding company will be contracted to provide 24hr security and stewarding throughout event period.

The steward's main responsibilities will be crowd safety, assisting with crowd management, preventing overcrowding, reduce crushing problems, minimise injury, gate security management, and provide assistance to police and other emergency services. In addition:

- Each steward will have a radio
- All stewards will wear distinguishing uniform
- A full briefing session will take place prior to the commencement of the event.
- Each incident will be logged in an event security book.

We will security contractor will supply a supervisor who will sit in security control and whose sole role is to ensure that the security and stewarding arrangements are adequate, that there is effective communication and cooperation is given to the emergency services and officers of the council.

Crowd management

The main tent will be capable of holding all ticket holders however there will only be 3 entry/exit points (with a further 3 backstage fire exits). Attention will need to be paid to avoid pinch points being created, if necessary specified entry and exit doors can be created and crowd barrier used, this is not seen as a likely scenario.

With a capacity of 65 the pub is likely to reach capacity, particularly with the comedians performing in there and the warm it will provide. An SIA guard will be positioned on the entrance head counting in and out with a second guard providing cover later in the day if necessary.

Traffic access and management

Stewards will be responsible for the onsite traffic management of the event.

This will include:

- The marshalling of the access point at the top of the lane to ensure only production, artist, disabled badge holders and local residents get access.
- Marshalling of the car park ensuring the clockwise one way system is in operation as there is only one gate and that cars are parked in an orderly manner. There is no car park payment to be collected.
- Marshalling the pedestrian route from the car park to the event site through the field to ensure nobody strays from the path or gets in trouble.

Stewards will also be briefed to provide information to the ticket holders about the event if required.



Security and stewarding schedule

Location	Staff	Friday			Saturday			Sunday			Tot Hrs
		Start	Finish	Hrs	Start	Finish	Hrs	Start	Finish	Hrs	
Radio Controller	SIA			0	12:00	21:00	9			0	9
Security Manager	SIA			0	10:00	21:00	11			0	11
Guarding	SIA	12:00	00:00	12	00:00	12:00	12	00:00	10:00	10	34
Gate 1/Guarding	SIA			0	12:00	00:00	12			0	12
Gate 1	SIA			0	12:00	21:00	9			0	9
Gate 1	SIA			0	12:00	21:00	9			0	9
Gate 2	SIA	12:00	00:00	12	00:00	12:00	12	00:00	10:00	10	34
Gate 2	SIA			0	12:00	00:00	12			0	12
Gate 3	SIA			0	13:00	20:00	7			0	7
Main Stage Pit	SIA			0	12:00	20:30	8.5			0	8.5
Main Stage Pit	SIA			0	12:00	20:30	8.5			0	8.5
Event bar	SIA			0	12:00	20:30	8.5			0	8.5
Traffic - Car Park	Stw			0	11:30	21:00	9.5			0	9.5
Traffic - Car Park	Stw			0	11:30	21:00	9.5			0	9.5
Traffic - Barge Lane access	Stw			0	09:00	21:00	12			0	12
Traffic - House Lane access	Stw			0	10:00	21:00	11			0	11
Response	SIA			0	12:00	21:00	9			0	9
Response	SIA			0	12:00	21:00	9			0	9
Rest / Relief	SIA			0	12:00	21:00	9			0	9
Totals				24			187.5			20	231.5



ORIGINAL.



SOS Village

The Barge Inn

Honey Street, Wiltshire

16th April 2011

Operational Plan

Prepared by Graham MacVoy

25/01/11





KEY STAFF

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Graham MacVoy

GMC Events

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Event Safety Officer

Tom Solly

GMC Events

Unit 24

The Coach House

2 Upper York St Bristol

BS2 8QN

Telephone 0117-944-3253

Mobile 07515-858327

info@gmcevents.net





Key contacts list

Event Management	Position	Number
Sandra	Project Manager	07973-468426
Graham MacVoy	Production manager	07979-900353
Tom Solly	Event Safety Officer	07515-858327
Mark Abraham	Designated premises supervisor	07590-387444
Gareth Gwynne-Smith	Security Coordinator	07957-689136
St. Johns	First Aid	01380-738915
Production		
Polly Frost	Production office	07813-334583
Suzanna Prouse	Production office	07800-584861
Mellie Blick	Artist Liaison	07798-647301
Matt	AL assistant	
	Main Stage manager	
Other		
Mark Player	Site crew	07816-956784
Peteris Gryzanveich	Site crew	07730-685078
Bev McEnaney	Barge Inn	01672-569294
Ian Trowbridge	Farmer	01672-851125
The Barge Inn		01672-851705
Council & Emergency Services		
Ian Thomas	Police Ops Planning	
Barry Taylor	GWAS	07979-243327
Rob Wallbridge	Fire	01380-731129
Rob Draper	Licensing	01380-734618
	Environmental Health	01380-734885
Jayne Telling	Street Works	01225-718250
Peter Hanson	Highways	
Gavin Pottinger	H & S	01380-734893
Ken Oliver	Canal Officer	01249-706494
Corrine Rotherham	Canal Patrol Officer – British waterways	01380-737922 07717-681000

Key suppliers contact list

Technical equipment	Contact name	Number
Sound	King Sound	07801-606094
Staging	King Sound	
Lighting	King Sound	
Temporary Structures		
Marquees	Field And Lawn	01179-801120
Cabins	Wessington	01249-812153
Site		
Waste	Wiltshire Event Services	07826-915954
Fire Extinguishers	Bristol Fire	01454-315779
Fencing	Generation Hire	0117-972-4550
Radios	Site Link	0208-508-6688
Ground Protection	Site Equipment	0117-982-8236





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 - Artist traffic
 - Emergency vehicle access

- 12 Noise management Plan**

- 13 Security Plan**
 - Crowd management
 - Traffic access and management
 - Security and stewarding schedule





Appendices

1. Arena Plan
2. Access Map
3. Management structure
4. Build/Breakdown schedule
5. AA signs schedule
6. AA signs maps
7. Residents letter drop map
8. Structural sign-off form
9. Electrical Installation sign-off form
10. Lost Children forms



1 INTRODUCTION

Event date: 16th April 2011
Show Times: 1400-0100
Build times: 0800-2000 14/15 April 2011
Break times: 0100-0300 16 April 2011
0800-2000 17/18 April 2011
Location: The Barge Inn, Honey Street, Wiltshire

Event Background

Honeyfest is the launch event for the Barge Inn Community Project. This project is funded by the Village SOS, a joint initiative between BBC1 and the BIG Lottery (the funding arm of the National Lottery) which challenges villages from up and down the UK to come up with inspirational ideas for brand new business to rejuvenate rural and village life.

Honey Street's Barge Inn Community Project was one of the winners of Village SOS and will receive a £400,000 Lottery Grant which aims to rejuvenate the surrounding villages by creating a community hub and support the local tourism industry. Complementary enterprises such as a campsite, village shop and a community space form part of the project which will also create employment and training opportunities for local people.

With the help of primetime BBC1 coverage, for one moment next year, The Barge Inn will be the most famous (real) pub in Britain!

Audience profile

Our target audience, driven by our ticketing policy, is the local communities of all ages and band fans (20-30 years old) from further afield

The profile of artists, duration of the event and ticketing policy means we expect that the audience will be calm and generally well mannered.

Ticketing

1000 tickets will be sold through Ticketmaster nationally and 500 tickets sold locally through the Barge Inn and other local retailers.

License

We are applying for a 1500 person premises license for the campsite. In addition, the Barge Inn, which is within the site boundary, is licensed for up to 65 persons plus staff.

The Site

The site is a campsite with a canal situated to the north. Permission has been granted by the landowner, we consider that it is suitable for an event of up to 2,000 persons.



2 **Event Safety Policy**

The organiser's key policy is to follow the available national guidance where appropriate and to have on site such people as are required to make and implement decisions on a rolling basis. In producing this event, guidance has been taken from various 'official' documents including:

- Event Safety Guide
- Managing Crowds Safely
- Temporary Demountable Structures

The event organisation team has extensive experience of all aspects of event planning.

We recognise the legal duties of care, as outlined in the Health and Safety at Work Act 1974, to ensure our undertaking and work activities do not adversely affect the health, safety and well-being of our employees, contractors, the public attending events and anyone else that may be affected by our acts or omissions.

We will give safety management equal status with other business functions such as marketing and finance.

To this end, we will ensure that hazards, on our site have been identified and assessed. Where possible, risks have been eliminated and those that remain are controlled and managed so they do not present a significant danger to employees and visitors.

We will ensure that an accident/incident reporting procedure is in place and all accidents, incidents or diseases outlined in RIDDOR 1995 are reported to the enforcing authority.

We further recognise that when working on production our business activities expand to include the working activities of contractors. When working on production we will undertake to:

- Select competent contractors, and include safety performance as a selected criterion.
- Ensure all contractors have suitable and sufficient risk assessments and safe working procedure.
- Proactively monitor contractors; safe working procedures during the event..
- Investigate, or co-operate with others investigating any incidents/accidents involving employees, contractors and those attending the event.
- Ensure when designing the layout of all temporary demountable structures, barriers and cable runs that they are intrinsically safe and the safety of the public, artists, crew and employees is considered at the design stage.
- Ensure that employees and contractors are familiar with the site accident and incident reporting procedure.
- Ensure all temporary demountable structures hired for the event conform to all statutory guidance and relevant British or European standards.
- Ensure employees and contractors are provided with adequate sanitary, welfare and first air/medical provision.
- Ensure that there are adequate resources, financial or otherwise, allocated for health and safety purposes.
- Ensure that all employees receive adequate training and instruction so they are competent to carry out their duties.





- We understand that no safely management system will succeed without the involvement of employees and contractors. We urge them to give full co-operation in the management of safety.

General Site safety policy

It is the policy of the organisers to comply with the Health and Safety at Work etc Act 1974 and other relevant legislation, and to provide and maintain a safe working environment with safe systems of work. The event recognises its responsibility to protect the health, safety and welfare of its employees, its sub contractors and members of the public attending the event. As far as is reasonably practicable the event shall be conducted in accordance with HSG 195, The Event Safety Guide.

The Health and Safety policy which has been developed will be continually monitored and updated as required.

Risk assessments for the event site have been carried out. Ongoing assessment will continue before and during the event. These assessments will be available for inspection in the event safety file and will be kept at event control.

The organisation have had regular meeting with the landowner, licensing authorities, emergency services and other interested parties.

All contractors working on the event are required to provide documentary evidence of their H & S management plans. These are in the event safety file. Contractors, including suppliers of site infrastructure, exhibitors, caterers, traders and entertainers, have been requested supply appropriate risk assessments, method statements, insurance documents and health and safety policies. Such documentation will have been reviewed by the event safety officer. All contractors will be required to confirm to relevant legislation, guidelines and safe work practices as outlined in the site safety rules.

Any incidents, accidents or dangerous occurrences will be recorded in an appropriate manner and reported to event control. Reporting required under RIDDOR shall be the responsibility of the event safety officer.

A site plan has been produced with a reference grid to assist in identifying location. It includes emergency routes into the site.

The event has public liability and employee liability insurance and has arranged adequate and appropriate cover for the event.

It is the intention of the event to ensure that all staff, contractors, exhibitors, traders and performers will receive written information on site rules and procedures.

All staff should be trained for the work that they will be doing. Hazardous work requires more formal training and documentary evidence of training should be provided. Suitable instruction must be given and supervision must be in place especially for young people, volunteers and other more vulnerable people.



Any person with a safety-critical role either will be qualified in their own right and will provide evidence of qualification; or trained by the event management who will keep documentary evidence of training.

All companies and individuals contracted by the heads of department and providing the services identified above are required to comply with the contractual conditions which cover their attendance and activities.

Contracts and conditions have been prepared which impose conditions on the way these contractors operate to ensure safe installation and operation. A copy of these contracts and conditions will be kept in the event file.

Caterers, exhibitors and entertainers will be allowed access to the site in pre-agreed time slots for deliveries and restocking. Services trucks (e.g. waste and toilet) will have controlled access throughout the event.

It is recognised that the catering poses considerable hazards to both health because of poor hygiene practices and physical safety from the use of LPG, electrical equipment and a variety of catering processes. All caterers, in line with policy for all contractors, are required to confirm that they have documentary evidence of sound health and safety management systems. However experience has shown that paperwork frequently fails to represent actual practice with any accuracy. It is therefore policy that all catering units will be inspected by ESO regardless of the paperwork supplied.

Whilst every effort will be made to inspect all caterers before the event opens to the public it is likely that other circumstances will prevent this. Therefore inspections will be prioritised by the ESO in consultation with the catering manager, based on observation. Paperwork supplied and previous experience of individual caterers. All catering units will be available for inspection by environmental health officers. A list of all operators will be made available.

Water supply points for use by caterers, exhibitors etc are at a standpipe location adjacent to the immediate trading area.

All stages will be required to comply with British Standards, I Struct E Temporary Demountable Structures and the event safety guide (HSG195).

Inflatable activity centres and other fairground rides will conform to HSE guidance Fairgrounds and amusement parks: guidance on safe practice HSG175 and HSE guidance notes PM76 – ‘Safe operation of passenger carrying amusement devices – inflatable bouncing devices, and flight or action simulators.’

All applications for direct electrical power supply must be made in writing on the prescribed form to the festival manager with the required fee. Electrical and power requirements – Any connection to power supplies must be made by and a certificate of completion signed by the contractor.

Any works or equipment required to provide such a supply are the responsibility of the contractor or their designated sub-contractor. All such works are carried out in accordance with the Electricity of Work Regulations 1989 and the code of Practice for design and installation of temporary distribution systems, delivery of electrical supplies for lighting, technical services and other entertainment related purposes (BS7909) or such other relevant guidance.





Any electrical equipment brought onto site by exhibitors or traders must be safe in good condition and protected by appropriate safety devices. The electrical contractor and the ESO reserve the right to prohibit any electrical appliance or system they deem to be unsafe or unsuitable.

The electrical contractor shall confirm in the sign-off certificate that all single core 3 phase connections comply with the policy regarding harmonised colour codes.

Site Safety Briefing

All staff and contractors receive a safety briefing document on arrival at the site and will include the following information:

- A description of the event
- Anticipated number of the public attending
- Type of persons expected to attend (families, youth, children)
- The duration of the event
- Details of the site safety rules (see appendices). – These will be distributed to contractors and displayed in the production office for all staff to see.
- Location of event control and communications
- Emergency plans and evacuation procedures
- The need to cooperate and share safety information with other employees and contractors
- Details of welfare facilities for event staff



Roles and Responsibilities

Project Manager

- Concept
- Local liaison
- Marketing
- Artists

Production manager – GMC Events

- Festival Budget
- Event licensing
- Event management plan
- Site planning

Event Safety Officer/Event Control – GMC Events

- Production contractor and infrastructure booking
- Safe working conditions and methods
- Public safety
- Safety signage
- Structure sign off

Technical Production Manager – Paul King (King SR)

- Tech riders
- Backline management
- Noise control

Site Manager – GMC Events

- Fencing
- Toilets
- Site lighting & signage
- Ground Protection
- Waste

Security co-ordinator – Gareth Gwynne-Smith, NGP Events

The security contractor will be responsible for all stewarding and security for the event. This will include activation of the one in one out policy if deemed necessary.

Medical Co-ordination – St. John's

St. John's will be responsible for all medical cover for the event. They will be present on site during Showtime only.

Emergency services (Fire, NHS, Police, Highways)

Full event plans and risk assessments will be circulated and discussed in SAGE meetings for their sign off.



3 Event Details

Access

Ticket holder access will be on foot from the car park via a lit walkway through the fields to ticket gate 1. Stewards will be located in the car park and on the route to the ticket gate at key points.

Disabled ticket holders will have parking available immediately outside the event site at the Barge in car park, they must contact us in advance when purchasing their ticket to organise their space.

Production access will be via the lane and vehicles will be permitted to drive onto site in build and break periods only. Time slots will be allocated to manage vehicle flow in the lane.

Artist access will be via the lane to the production compound. They will be permitted access during the show and will be supplied with vehicle passes in advance. A steward will be located at the top of the lane to check passes and inform control of vehicle movement.

Resident access:

Access to the lane to the Barge Inn and the private lane on the north side of the hump back bridge will be stewarded to ensure local resident access is not blocked by parked cars. Local residents will be issued passes so that they can gain access.

Alcohol

Whilst the event offers patrons a range of alcoholic drink for tasting and consumption, excessive alcohol consumption will not be tolerated by the organisers and the following points show the initial policy that will be taken by the organisers with regards to the sale and consumption of alcohol at the event:

- There will be a challenge 25 policy active on the event bar.
- No persons believed to be under the influence will be served any more alcohol
- Any persons posing as a potential threat or otherwise to members of the public, staff, exhibitors etc will be removed from the event site by qualified security personnel.
- Stewards will be briefed to monitor crowd behaviour and identify any persons who appear to be intoxicated and whose behaviour may cause offence or harm to other patrons.

There will be a no glass policy onsite and it will be added to the marketing, website and signs at entrances with stewards not allowing it brought onsite, random bag searches will be enforced when necessary. Glass will not be sold onsite.

Artist Liaison

The artist liaison office will be based near to main stage ensuring that all artists have easy access and are fully wrist-banded as they arrive onsite. They will also be able to unload their equipment for distribution to the stages from there.

Bars

The event bar is located in the main tent, in addition the Barge Inn will be within the event site and serving alcohol to ticket holders using its existing license. The DPS for the event bar is Mark Abraham from Manila Bars whose experience of many similar bar operations will be invaluable.



The Barge Inn will use plastic or paper glasses only – no glass will be served.

Alcohol is a recreational drug enjoyed by many and abused by some. We aim to provide alcohol in moderation for our guests, but to restrict supply when further use will lead to a hazard to the individual or others, or in situations where the staff or customer would be in breach of the law.

Last orders will be signalled visually 30 minutes before closing. Staff considered under the influence of alcohol or who have breached the terms of the license and/or the law will be removed from their post. Stock will be secured in locked vehicles in the secure production compound.

Build/Breakdown

Fencing will be erected around the perimeter of the site and signage will be installed warning people of site works. The canal path will be open at all times.

Cabins

The following cabins will be provided for production use:

- 1 x 3 window ticket office
- 4 x 20'x8' for headliner dressing rooms
- 1 x 20'x8' for AL
- 1 x 20'x8' with partition for Production

Canal

The canal is a dangerous water way and signage will discourage ticketholders from using it. On the egress the canal path will be closed from the Barge Inn to prevent access. Danger deep water signs will also be displayed. A flotation device will be available at the Barge Inn.

Car parking

Staff, production and artist parking will be located in the Barge Inn car park and the production compound.

Ticket holders will be directed to a car park in one of the farmers other fields off the main road. A clearly marked and safe route will be provided for ticket holders to get to and from the event site.

Relevant car parking will be made clear by signage and pre-event information. Please refer to site map and traffic management plan in the appendices for detailed layout. Cones will be laid along the road for 150m either side of the car park to prevent cars parking on the verges and creating congestion.

Communications

Radio communications will be in place between the senior event staff, stewards, security and on site emergency services. The organisers will control the PA system so that the safety and information messages can be broadcast to members of the public throughout the event if required.

All senior event officers will also have mobile phones to back up the radio communications. Information regarding all phone numbers (available to date) can be found at the back of this document.



Event Control is the main point of communication for all event operations.

All radios must be signed in and out of the production office each day.

Channel	Show days only	No. of Radios
1	Production	7
2	Artist liaison	3
3	Press	3
4	Organising committee	2
5		
6		
7		
8		
	Spare radios	5
TOTAL		20

In addition, 10 lapel mics, 10 earpieces, 2 noise cancelling headsets.

Concessions

There will be a 3-5 traders with a variety of locally sourced food available which will serve throughout Showtime.

Caterers will arrive on site on the morning of the event. Power and water will be supplied to all stands and this cost will be included in the site fee. All concessions will require hygiene certificates from their local council, risk assessments and insurance for their work on site.

Some local artisan stalls may be located around the site selling non-food items.

Controlled Substances

While the audience profile would suggest that this is an event which would not have any issues with drugs we still ensure that all staff are aware of our policy.

We will not condone or tolerate the use of illegal drugs, and whilst we envisage that some drug taking is inevitable, we will use our communication channels and on-site activity to minimise and isolate this activity.

Our security contractor is briefed to operate a zero-tolerance approach to drugs, whilst being mindful of the public order implications of overly-aggressive responses to any situations. Nevertheless, we will plan to ensure that any guests who use drugs at the event feel comfortable to seek help and assistance either from the medical services, site security or any other staff member. All those involved in the production will be briefed on:

- how to recognise drug taking
- the response to drug taking

In general, it is important that our response is in the best interest of the individual and of other guests, and must be judged at the time.





Drug taking by any member of staff or contractor will not be tolerated and will result in immediate expulsion from the site, together with a full report being made to the police with a view to prosecution. Our professional security contractor will be charged with particular vigilance towards sale of drugs, and will draw on such intelligence as may be provided by the local police authorities prior to and during the event.

Crowd and capacity management

Entry to the site shall be through designated points as shown on the site map (appendix 1) with Heras fencing providing a perimeter between these points.

If capacity is reached in the Barge Inn (clicker system used to calculate) then there are various steps which can be taken such as one in one, provision of additional stewards and use of the PA system to inform the audience.

The evacuation times and capacity calculations can be found in the evacuation plan.

Disabled Accessibility

Under our legal and moral obligations we aim to ensure that the event is accessible to all, and will provide facilities as a matter of course for guests with special needs. This will include, but is not limited to:

- disabled parking area adjacent to the entrance gate
- level access to all public areas
- disabled accessible toilet facilities
- disabled viewing platform

The event is spread over a green field site and hence the site can be very difficult to traverse. The weather can have a massive impact on how easy it is for people to move around the site, please take this into consideration when deciding on what equipment to bring with you.

We will request that guests with special needs identify themselves and their needs to our organisation in advance of the event in order that we can respond to their requirements.

Dressing Rooms

The stage will have 4 dressing rooms which will be in cabins. These will be stocked with necessary items by Artist Liaison.

Fencing

Crowd control barriers, hoarding and Heras fencing will be onsite and erected to secure the site. The fencing will be erected as per the final site plan, Refer to Appendix 1 - site plan.

Gate Policy

- Bag searches
- No alcohol brought onto site
- No glass onsite
- No drugs onsite
- No weapons onsite
- Food - tbc





Ground Protection

Driving on the grass will be kept to a minimum. Padi-mat or equivalent vehicle load bearing matting may be used if required; this will be assessed closer to the event.

Areas requiring ground protection are:

- Car park entrance and exit
- Car park to ticket gate walkway
- Production compound
- Production parking

Insurance

All contractors will be required to provide proof of public, equipment and employers liability. All other aspects of the event are to be covered by the event insurance which will be provided by the organiser.

Licensing

The license application will be submitted to Wiltshire county Council on behalf of the event and the licensee's will ensure that all terms of the license are met during the event.

We will present our plans to the PESG committee and implement the suggestions they put forward to ensure a safely run event.

Lighting

Tower lights will be supplied for overnight security. Festoon lighting will be put in place along the walkway from the car park to the gate.

Local Community

This is an event for the local community and as such they will be involved in the planning and consultation process as well as the event itself. The local businesses and home owners have been informed of the event and 500 tickets will be sold through local outlets only.

Local residents of Barge Lane and the lane north of the bridge will receive vehicle access passes to allow them access to their houses. A steward will be located at the top of each lane to grant access.

Lost Children

The lost children point can be found in the production compound which will be staffed by CRB checked workers. For full details of the lost children procedure please refer to chapter 8.

Polly Flippance
 17 Rectory Close
 Alton Barnes
 Marlborough Wiltshire
 SN8 4LE
 Mobile No: 07824340989
 dob 13/11/87

Nell Carson
 Kates Cottage
 Alton Priors
 Marlborough Wiltshire
 SN8 4JX
 Mobile No: 07962984450
 dob 04/09/88

Daisy Mcenaney
 Pear Tree Cottage
 53 The Green
 Wilcot, Nr Pewsey
 Wiltshire SN9 5NS
 Mobile No: 07845282575
 dob 05/05/88





Lost Property

Any found property will be held securely at the production office for the duration of the event. An appropriate method for re-uniting people with their property will be established. Any lost property still held at the end of the event for 3 months and then disposed of.

Plant

There will be a telehandler on site on the build and breakdown which will be brought on and off site by the fencing contractor for the duration of the event including build/de-rig.

Police

The police will not have a presence at the event however they stated that cover in Devizes would be increased over the weekend of the event and they may pass by the event to have a look.

They also stated that they may have a presence during the egress of the event. Exact level of cover is still to be determined and correspondence between the Police and organisers will continue through the build up to the event.

Power

Electricity will be provided using diesel generators. No petrol generators will be allowed on site.

Each concession will be self contained and their wiring will be checked by the Event Safety officer and site electrician. All electrical and safety paperwork from exhibitors, contractors and traders need to be seen by the Event Safety officer.

Public Information

Information updates will also come through the PA system if required. Should that fail a loudhailer will be available.

Rigging

Full certification of all equipment will be available on site.
Full documentation of rigging procedures will be supplied.
All work and equipment to comply with LOLER 1998.

Site Signage

Lit 'Running Man' EXIT signs will be deployed at each of the exit points in marquees. No smoking signage will be positioned in all internal bars, marquees, stages and cabins. Lost children and first aid point signage will be clearly visible.

Sound

The PA systems will be provided by a reputable sound company. The stage direction has been positioned with local communities in mind to minimise the sound impact. Stack systems will be used on the stage with sound technicians constantly monitoring levels.



Stage Timings

The main stage will be running from 1400-0100 (subject to license). The Running order is:

- DJ - TBC
- headliner – finishing midnight
- Laura Marling
- The Magic Numbers
- Dry The River
- Gabby Young & Others Animals
- Comp winner 1
- Comp winner 2

Temporary Structures

This will be an 45m x 20m clear span marquee with staging at one end and the bar at the other. Full risk assessments, wind loading and structural calcs will be provided from the contractor. In addition there will be a press marquees located on site.

Toilets

Based on an attendance of 1,000 for a 12 hour event at a 50/50 male/female split we are using 14 toilets, 12 urinals along with 1 disabled units. Backstage will be two female toilets and a male toilet and two urinals. In addition there are existing toilets located within the Barge Inn.

Waste Management

The event organisers pride themselves on their environmental awareness, and dealing with waste generated at the event is a critical part of this. Throughout our pre-event and on-site communications we aim to ensure that the site is maintained in a clean manner, and restored back to its pristine state.

Wiltshire Event Services will be our waste operator, the following will be supplied:

- 1 litter pickers throughout the day.
- 240L bins which will be distributed around the site (glass/plastic/paper/cans/general waste)
- 1100L bins for bars/concessions/stands
- Builders sacks for cardboard

Traders and bars will receive their own bins and be asked to remove waste wherever possible.

Water

Drinking water and hot drinks will be available for staff and performers at the Barge Inn and backstage.

Wristband categories

Category	Quantity ordered
AAA	25
Artist	100
Stage Access	40
Press	50





4 Major Incident Plan

In any mass gathering situation plans must be in place for the initiation of a major incident response in the event of any escalating situation.

A major incident is defined as any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or Local Authority. Any Service may declare a Major Incident but it should be remembered that what is a Major Incident to one service may not be to all the Emergency services.

The decision to declare a Major Incident will be taken by Event control on the basis of the information received from the incident and in consultation with the Event Safety Officer (ESO), Security Coordinator, Promoter and Police.

In the case of a major incident being declared all available staff will fall back to the RV point to assist emergency services in the execution of their duties.

If the major incident is OUTSIDE THE LICENSED EVENT SITE and does not directly affect the event, the event control will continue running the event as normal in consultation with the police. The event will assist in whatever way may be required by the police e.g.

- Phased slow down or close down of all or some of the event.
- Information to the public on site.

If the major incident is INSIDE THE LICENSED EVENT SITE, control of the event will be handed over to the police. All event resources will be at the disposal of the police.

Established resources available may provide assistance with:

- Monitoring and reporting of conditions and Site reps
- Assisting in clearing the public to places of safety within the site
- Assisting in a full scale evacuation of the site
- Establishing cordons
- Maintaining access for emergency vehicles
- Assisting in the handling and treatment of casualties
- Assist in handling media enquires.

The following code phrases will be used to denote states of readiness or of response to incidents:

- Condition GREEN – No major problems but staff to remain alert and vigilant at all times to any potential problems.
- Condition AMBER – Staff to be aware that there is potential for a serious incident and to be standing by to put into effect the operational action as outlined. Radio silence to be maintained and staff should await specific instruction.
- Condition RED – Staff to maintain radio silence and implement the emergency action plan as directed by Event Control.

The authority to change the alert status shall rest at all times with the ESO.

It must be borne in mind that general radio messages advising of changes to the condition will not always be received by all personnel who have radios.



Event control must obtain confirmation from essential operational personnel that they are aware of the condition before issuing significant instructions. (e.g. confirm that all stage personnel are aware before making an evacuation announcement)

CONDITION AMBER

Event Control shall broadcast the following radio announcement:

'Please note – condition Amber now exists – all staff to observe radio silence and wait further instruction' (repeat)

Following a condition amber alert staff must:

- Maintain radio silence
- Prepare to make announcements to the public
- Prepare for public evacuation
- Await instruction

The following procedures shall be implemented:

- The Major Incident Planning Team (MIPT) shall assemble
- Security supervisor to proceed to the location of the incident, assess the problem and report back via radio to the MIPT
- If appropriate, designated members of the MIPT will go to the arena to further assess the situation
- Stage managers to ensure that entertainment is ready to stop and stage PA's used to make announcements
- Stewards to be on standby to remove any barriers or other obstacles from exits
- All roadways kept clear for emergency vehicles

Site Manager to move to Event Gate to await arrival of assistance if required.

CONDITION RED

If the incident is sufficiently serious, Event Control may decide to raise the status to Condition Red. In such instances the following radio announcement shall be broadcast:

'Please note – condition Red now exists – all staff to observe radio silence and await further instruction' (repeat)

Following a Condition Red alert:

- Stewards, technical and medical personnel will be directed to the incident from the Event control
- Concessions staff within the incident area will be required to cease trading.
- Depending on the nature of the incident concessions may be allowed to remain with their vehicles/units.
- The public will be cleared from the incident area and immediate action taken to safeguard property and life (if this does not put personnel at risk) until the incident has been suitably contained. All stewards and staff will assist in directing members of the public away from the incident as instructed by Event Control.



- Stewards and traffic marshals will attempt to keep access routes clear for emergency vehicles and try to prevent other vehicle movement
- Should it be deemed necessary a structured handover of control of the incident area to the Police Operational Commander will take place. Depending on the nature of the incident this may be part, or all, of the site.

Standing down from CONDITION RED or AMBER

Once an incident has been resolved, Event Control may determine that normal operations can be resumed. At such times the following radio announcement shall be made:

'All staff please note that we have reverted to Condition Green – revert to normal duties' (repeat)

Key Do's and Don'ts

All

- Having informed Event Control of an incident, DON'T begin to act until he has confirmed next steps unless there is an immediate and unavoidable danger. You may worsen the situation by acting hastily without all the information.
- If you don't know, DON'T do or say anything. Wait for instructions and do not pass any information to the public until it has been confirmed.
- DON'T attempt to use equipment (e.g. fire extinguishers) that you are not trained to use. Think of your own safety as well as that of others
- DO report any changes to your situation to Event Control (e.g. if you have been forced to unilaterally start an evacuation of your area).

Production / Talent

- DO brief talent on their responsibilities. Make sure they understand their responsibilities in the event of an evacuation (particularly main stage talent)
- DO – be vigilant and help artists and guests. Artists often have little time to orient themselves before a show.
- DON'T turn off stages unexpectedly. This can generate unexpected crowd flows and add to a problem rather than helping to solve it.



5 Evacuation Plan

Full Evacuation

Owing to the size of the licensed site and the number of people accommodated within it, instituting a full evacuation would be complicated and hazardous. It would certainly only be considered as part of a Major Incident response.

It is noted that site-wide evacuation would inevitably cause significant problems within the locality which may affect the ability of emergency services to respond to the initiating incident.

In such circumstances however, event control shall be instructed to broadcast via the PA system the following announcement:

“Ladies and Gentlemen - It has become necessary to evacuate the site please follow a steward to the designated safe area as quickly and quietly as possible. Do not run or push, we shall advise you of further details as soon as possible.”

Should the PA system be unavailable then a loud hailer will be used.

There are three main exit points from the site. The exit which will be used is dependent on the location of the major incident. It should be noted that blue light access is through Gate 2 so the preferred method of exit would be through Gate 1 to the RVP as shown on appendix 2. From this point there is a return route (across fields) back to the car park, an essential factor so that people are not left in the cold for a long period.

The evacuation will be activated using the following process.

1. Stewards to ensure that access lane to site is clear
2. All security and stewards to take every possible action to prevent vehicle movements, except emergency vehicles
3. Stewards to assist in directing the public to the designated safe area
4. Site crew to ensure safe area and route are adequately lit
5. Once the area to be evacuated has been cleared, stewards will secure the entrances to prevent re-entry
6. Security and stewards to hold the public at the RVP until given instruction from event control on further action.
7. Security to keep the public informed and well managed.

If circumstances dictate that the event must be cancelled then the event management team will advise the public accordingly and make arrangements for an orderly closure of the event site.

Messages to the public may be broadcast from stages and repeated as necessary:

‘This is an important message from the event management. Due to circumstances beyond our control it has become necessary to evacuate the (area/site/etc). Please leave the (area/site/etc) immediately following the guidance of stewards and security staff. We shall advise you when it is safe to return as soon as possible. Thank you.’

Should it be necessary to evacuate through gate 2 then stewards would ensure that the public are directed to the car park via the fields if deemed safe to leave the lane clear for blue light



access. The crossing point would be marshalled and the steward at the top of the lane would give advance notice of an approaching vehicle.

It should be noted that due to the time of year additional hazards may be present such as extreme weather or bad ground. Lighting will be provided in the on emergency exit routes to the RVP. Public with special needs should be, if possible, evacuated through gate 2.

Local Evacuation

In the event of an emergency such as crushing/fire/suspicious package/structural failure in a specific location, a local evacuation of the affected area will be initiated.

Event control will assess the situation and if required call the emergency services however if possible it will be dealt with using the resources onsite. Stewards and security will make all reasonable efforts to:

- Contain incident and preserve scene as appropriate
- Direct public to place of safety
- Maintain access for emergency services if required

Once the incident has been dealt with and the site declared safe by the Fire and Rescue Service and the Police, Event control will issue a 'stand down' call.

Capacities

The event is applying for a premises license for up to 4,999 people, we are only selling a maximum of 1500 tickets along with 200-300 artists and staff making a maximum of 1800 people onsite.

Overall Site capacity -- 1600

Venue capacities

Main stage marquee capacity -- 1500

Bar capacity -- 65 people

Crowd management will be coordinated between event control and the security contractor.

Evacuation times

As per the Regulatory Reform (fire safety) order 2005 the event site is required to meet evacuation times for the stipulated event capacity.

Site evacuation

The below evacuation figures are calculated on the basis of a slow evacuation i.e. high density, full of kids, disabled, under the influence = 65 people per metre pre exit route per minute. It should also be noted that additional fence panels can be removed to speed up the evacuation.

Gate 1 (3m wide): 260 people per minute
Gate 2 (4m wide): 260 people per minute
Gate 3 (4m wide): 195 people per minute



3 exits available = 3575 people in 5 minutes
Gate 1 & 3 only = 2275 people in 5 minutes
Gate 1 only = 1300 people in 5 minutes

In the event of one or even two gates being blocked it is still possible to evacuate the event site within the specified period 5 minute time period. Depending on the situation there may also be areas of relative safety within the site which don't require a full site evacuation.

Main Stage marquee evacuation

Evacuation time calculated using 40 people per unit per minute (1 unit = 52.5cm). All doors for public use will be 2m wide allowing a flow of between 60 and 80 people per minute per door. Marquee rated as class C building which requires an evacuation time of 2 mins. No individual should be more than 24 metres away from an exit.

Calculation –

Audience capacity = 1500

Evacuation time required 2 mins

Units required = no's of persons / (people per unit per min x evac time)

Units required = 1500 / 40x2

Units required = 18.75

Number of exits required

Exits required =(units / 4)+1

Exits required= (18.75/4) +1

Exits required= 6

19 Units = 7m

6 exits at 2m per exit = 12 metres which exceeds requirements.

Because of narrow field, stewards and security will be required to direct people around the marquee to the area of relative safety, located in the field beyond gate 1. Access to the car park will be available from this field to ensure shelter for the public. Stewards and security to assist elderly and infirm with getting to their vehicles.



6 Fire Safety

GMC Events are committed to enforcing stringent fire safety awareness, fire prevention and/or effective procedures in the event of fire. In addition to our Risk Assessments, which ensure all equipment (electrical through to fabric) is fire retardant and safe we will provide suitable portable fire fighting equipment in accordance with BS5306 at strategic points with signage indicating their positions.

A risk assessment will be carried out as part of the event license and will be submitted to the Fire Dept., the event risk assessment found in the appendices.

Fire safety and what to do in the event of fire will be part of our staff briefing prior to the event. This will include information on:

- A fire prevention strategy for the event build and break, electrical installations, temporary structures, concessions and other areas or activities with an associated fire hazard.
- Maintaining unobstructed access to emergency exits leading to a place of safety.
- A method for safely evacuating the site or areas of the site.

All fire exits will be clearly marked with the appropriate signs. These will be in tents, on stages, fencing etc and will be illuminated by both normal lighting and emergency lighting.

A number of fire points will be established around the site:

- Fire extinguishers will be placed adjacent to all major electricity distribution boxes
- Fire extinguishers will be present in a major structures and tents.

Caterers will be expected to provide their own extinguishing media including fire blankets where hot fats are used.

All LPG will be stored safely with only sufficient quantities for a single days trading. All additional supplies will be removed to a secure compound until needed. All LPG installations should have a current certificate of conformity showing it has been checked by a qualified and registered CORGI engineer.

Emergency access routes will be kept clear at all times for emergency vehicles at a minimum of 4m wide to allow access to within 50m of every point of site. LPG will be managed as per the risk assessment with all caterers supplying valid certification and fire risk assessment.

Adequate and suitable fire equipment will be provided throughout the onsite period. It is anticipated this will include:

Zone	Foam	CO2	Water	Blanket
Cabins	1	5	5	
Stages, FOH,	2	2		
Press		1	1	
Bar		1	1	
TOTAL	3	9	7	

Emergency fire procedures and fire safety document can be found in chapter 7 and 8.





7 Contingency Planning

The remote rural location and time of year increases the chances of there being an incident either outside or inside the site. This would most likely be due to weather, extreme wind, rain, snow or temperature. The weather forecasts will be monitored by the event management team before and during the event.

Adverse Weather

Given that this event will take place in April adverse weather is an important factor in the planning of the event.

The safety and integrity of the site can be affected by severe weather – notably high winds and heavy rain. In order to remain prepared for such eventualities the event management shall adopt pre-emptive steps; obtaining the structural information regarding all temporary demountable structures present on site, notably max operation wind speed; regular monitoring of weather forecasts from Met Office and ongoing monitoring of site conditions.

Throughout the period of operation the Event Safety Officer will be at on site and competent to assess the safety and stability of temporary structure. Should predicted wind or weather approach operational max speeds, the event management team shall decide whether to suspend or curtail the event.

Prompt action will be taken to secure temporary structures such as marquees by means of installing all side-walling, securing of lacing, zips and so on. Ad hoc structures such as awnings, display boards and signs will be removed or dismantled. The site manager will ensure a thorough inspection is made of the perimeter fence – with particular regard to bracing poles, stays and stakes.

Emphasis will be placed on early preparation for securing the site if high winds are forecast. It is noted that trying to undertake remedial action once the weather has deteriorated could be hazardous for crew.

Extreme Rain

- Communication that clothing appropriate for UK winter conditions should be worn.
- Sufficient warm covered area for all ticket holders and staff throughout the event.
- Ground protection layed in high footfall areas to improve the underfoot conditions.
- If site flooded pre-event then communication to ticket holders on the status of the event.
- Tractor on call to help stuck cars in car park.

Extreme wind

- All temporary structures risk assessments and wind loadings submitted to ESO.
- Anemometer on site to track wind strength.
- Secure marquee side walls
- Remove awnings and signage
- Remove fencing scrim
- Evacuation of marquee should wind strength exceed acceptable load.
- Cancellation of event if prolonged.



Car Park

- Matting and trakway laid to prevent vehicles being stuck and unnecessary ground damage.
- Telehandler and tractor available to help tow cars from field.
- One way system put in place in car park to avoid congestion.

Ticketless crowd

Due to the artists and curiosity of locals the event it may attract people without tickets.

- Access to site will not be granted without a ticket
- Areas in close proximity to event site will be stewarded to prevent pedestrian access.
- The event is surrounded by Heras fence to prevent non-ticketed entry. In addition security will be watching fence lines for activity and breaches.
- Public will be told that (if event is sold out) no tickets will be available on the gate; this will be promoted in advance should it be the case.

Issues with Canal gypsies

- Discussions with British waterways and the canal officer in advance to minimise any problems.

Fire on site

The location of all site services and facilities shall be designated with fire risks in mind and all reasonable precautions taken to minimize the potential spread of fire. A specific fire risk assessment for the site will be conducted prior to the event opening to identify any residual areas of risk. Fire points around the site will have a means of raising the alarm as well as extinguishing resources.

Mass medical incident (eg food poisoning, swine flu)

The event safety officer will monitor first aid presentations to identify potential sources of disease or infection. Water use is from a tested on site supply or from a water contractor such that the likelihood of legionnaires developing is very low. Food safety will be monitored to ensure that caterers and traders comply with appropriate standards for the storage, preparation and serving of food.

Disorder affecting the event

As above, this is not expected to be a problem but the possibility of minor localised outbreaks of violence due to excessive consumption of alcohol is possible and security staff in bars and around the site will be briefed to monitor and diffuse situations where they may develop.

Discovery of a Suspicious Package

The nature of the event and the generally peaceful attitude of those attending are not thought to present a risk of this type.

Should a steward or other staff member discover or be advised of a suspicious package they must:

Alert event control by the quickest possible means. This should be done without causing undue alarm. If calling by radio or mobile phone, the call should be made out of earshot of any member of the public (if possible) and at least 25 metres from the package. Do not use radio or mobile phones in the immediate vicinity of a suspected package. On no account should anyone try to open or tamper with the package. Event control will immediately advise the Police.



NOTE: There may be lots of bags and items left and lost by visitors, it is not feasible to treat each one as an Improvised Explosive Devices (IED). In order to raise suspicion there must be more than just, for example, an unattended bag. It should be checked (without touching) for the presence of wires, an aerial, batteries or other signs that would not be usual in a regular visitor bag. Contact Event Control for more guidance on assessing an IED.

One person at the scene should keep a watch (from a safe distance) on the package until the emergency services arrive. The public should be kept at a safe distance. Hazard tape is available from Event control. Any other available staff should assist with this part of the operation.

The Police will take control of the situation as soon as they arrive on the scene. Staff should assist the Police and carry out any instructions given.

Once the incident has been dealt with and the site declared safe by the Fire and Rescue Service and the Police, Event control will issue a 'stand down' call.





8 Emergency Procedures

Fire

If you discover a fire:

FIRST you must raise the alarm – tell a steward or anyone with a radio who will inform the Event Control who will call the Fire Service using 999. (Do this without alarming the public unduly).

SECOND – move people away

THIRD if it is a small fire try to extinguish it using the correct extinguisher if you are appropriately trained, do not take any risk with your own or anyone else's safety.

EXTINGUISHER USE

CO2: for electrical, NOT people (freeze burns)

Water: for people, fabric, wood, paper but NOT electrical

Blankets: people and cooking oil fires

AFF (Foam): flammable liquids, combustions engines

First Aid

If possible direct or take people to the Medical centre. If the injured cannot be moved call medical on channel 1, give your location and stand by until assistance arrives. Notify Event Control when assistance arrives. Where it is likely that the injured person may have suffered a head or spinal injury, NO attempt to move the patient should be made.

Violence and Disorder

If you witness actual or potential disorder do not put yourself at risk. Notify production of your location and the severity. Clear the area of vulnerable bystanders and potential weapons and await assistance from security.

Overcrowding

To prevent overcrowding when capacity of site or zone has been reached the stewards, after consultation with Event Control, will put a one in, one out policy into action.

In the event of localised overcrowding the stewards will assist to disperse numbers. If it persists then the show will be stopped briefly until the problem has been corrected.

Petty crime

If petty crime is reported or spotted the individuals will be reprimanded by the stewards and escorted off site. As it is an open site it is difficult to ensure that they do not return. If they are reported causing trouble again the police will be informed of their description.

Lost Children

Adult reporting a lost child

If report is made to event staff or security, lost children should be immediately contacted to check if child is already there. If the child is there then the person should be directed to lost children point where they complete the necessary forms and show adequate ID. If staff are unsure about the validity of the parent collecting a lost child, the Police will be called to attend and oversee the handover.

If the child is not there, escort the person to the lost children area, where they should complete a missing child form. The information should be reported back to event control. This information



will then be distributed out to event stewards and staff via Security controller. All event staff should remain vigilant for the lost child.

If the child is found, staff or stewards should immediately contact event control or lost children's point and bring the child into that point. The child should be escorted until handover to prevent the child getting lost again.

The parent of the lost child should be asked to remain at the lost children point rather than going out and searching. This cannot and should not be enforced.

Child reporting lost parents

If child approaches event staff or stewards, lost children should be contacted to see if parents already there. If they are, the child should be escorted to the lost children point. The "finder" should wait until the "Found child" form is completed. The name of the finder should also be taken.

These details should be passed onto all event and security control where he/she will ensure details are broadcast to all event staff and stewards. In the case of very young children (8yrs or younger) or particularly vulnerable children, the stage PA systems can be used to message the parents. **(No details of the child will be broadcast)**

On arrival, the parents will be required to show adequate identity before the child is released. In the case of uncertainty, the Police will be called to oversee the handover.

Kids who are not collected will be handed over to the police at the end of the day. All lost children incidents will be logged.

9 General Incidents

Gas Leak

Should a steward or other staff member discover, or be advised of, a gas leak they must:

- Issue an emergency call to Event Control informing them of the approximate location of the leak.
- Event control will advise Fire and Rescue
- Stewards will be directed to the site to clear the public and impose and enforce a smoking and naked flame ban in the vicinity.
- Once the leak has been contained or assessed as safe the event control will issue a 'stand down' call.

Portable Toilet Leak

Any steward or other staff member finding the toilets full or otherwise unusable they should:

- Lock the unit if possible or use hazard tape to indicate it is out of use.
- Immediately advise Event Control who will contact the cleansing section and/or toilet unit contractor.

Other Incidents

In respect of any other type of incident the steward or other staff member at the scene must:

- Advise Event Control immediately with full details of the incident and a precise location.
- The Event Control will then initiate an appropriate response.



10 Medical Operations

Build and Breakdown Period

All contractors will be expected to provide their own first aid during the build and break period. The Production team will have a qualified first aider on their team for additional support, contact should be made through the production office.

During public opening of the event

It is necessary for the event site to be self-sufficient in terms of immediate first aid cover during all phases of the event (build, show, and breakdown).

The Event Safety Guide score for the event during show time is 25. This suggests the following provision:

- 1 4x4 ambulance + 2 crew
- 1 road ambulance + 2 crew
- 1 Advanced first aider
- 2 ambulance personnel

The first aid point will be situated on the production compound with easy road access.

A central medical centre will be established and clearly marked by means of a sign visible from a distance. This post will be in operation throughout the event and communication with first aid will be provided via radio from Event control.

A ready supply of fresh water for both washing and drinking will be made available either from a stock of bottles or mains supply.

Casualty Procedure

Any calls for assistance will be assessed on information available by senior staff at the medical centre and appropriate resources despatched to the location of the incident.

If the injury is serious or may involve a spinal injury then 999 should be dialled first and the production office informed as soon as possible after. No attempt to move the patient should be made. In all such cases the ESO will be advised to attend the scene and carry out initial investigations into the causes and potential preservation of evidence.

In the unlikely instance of a fatality the Event Director will call the Police to assist and advise on behalf of HM Coroner's office and the area isolated from the public by means of hazard tape and site security assistance.

In a case where 999 has been dialled directly without the knowledge of event control or other staff, gate staff will contact the first aid centre and ESO to request assistance. Where possible site staff will guide the EMS directly to the scene of the incident. Visitors will be asked to let the medical centre or event control know if they have dialled 999.

All presentations or treatments will be recorded by means of an accident log. All information will be subject to data protection legislation.



All cases reported to the Medical team to be assessed, including recent medical history/admissions to hospital/on-going treatment and prescriptions currently in use. Patients will be referred back to hospital/GP services as appropriate.

Event Safety Officer will collate treatment statistics as a tool to identifying potentially hazardous areas of the site with a view to reducing accidents. No personal data will be collected.

Any serious incident shall be reported to HSE/Local Authority as a matter of course via RIDDOR. This shall be carried out by the ESO who will investigate such cases, keep appropriate records and cooperate with enforcing authorities. These shall be the only instances where personal information on injured persons will be kept by ESO.

Closest A & E

The Great Western Hospital
Marlborough Road, Swindon, Wiltshire, SN3 6BB
01793 604020





11 Traffic Management Plan

We recognise that an event can significantly impact on traffic flows, and also that additional vehicles can create a risk to other road users and pedestrians.

We propose to mitigate the effects of the event on the local community by using the following measures:

1) *Plan production and artist vehicle movements*

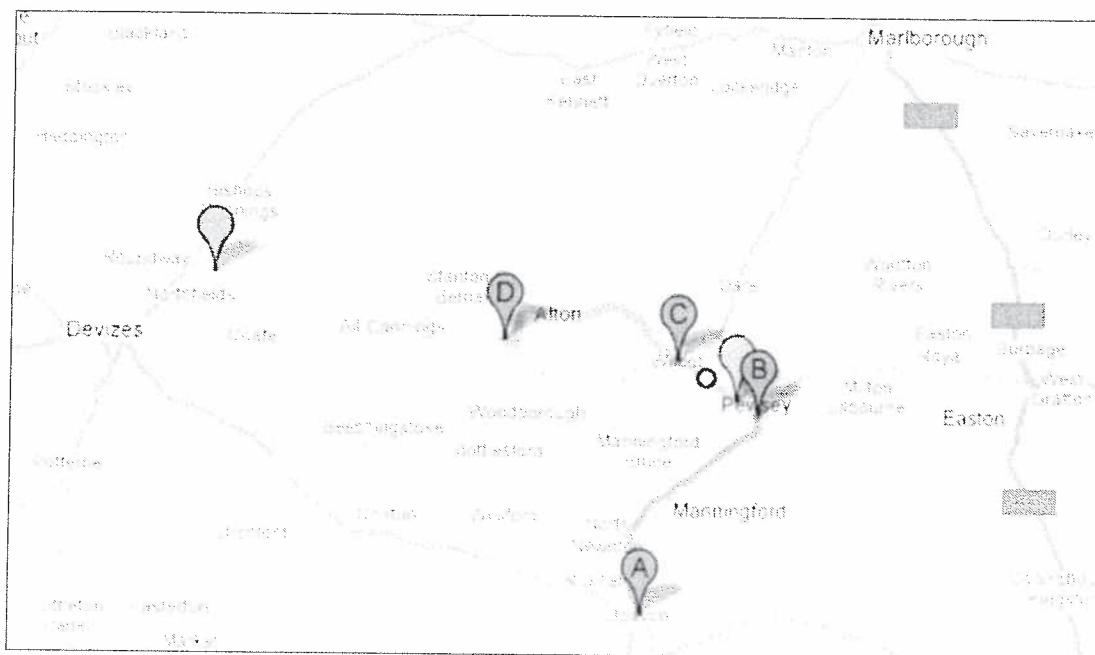
The production plan will be developed to ensure that contractor and artist vehicles are given delivery slot times. Alternative laying up location will be identified nearby to avoid congestion in the vicinity of the site. The production office will be responsible for co-ordinating deliveries.

2) *Communicate with local stakeholders*

We will communicate our agreed plans with the local community by means of flyering to ensure that they are aware of potential disruption and able to avoid.

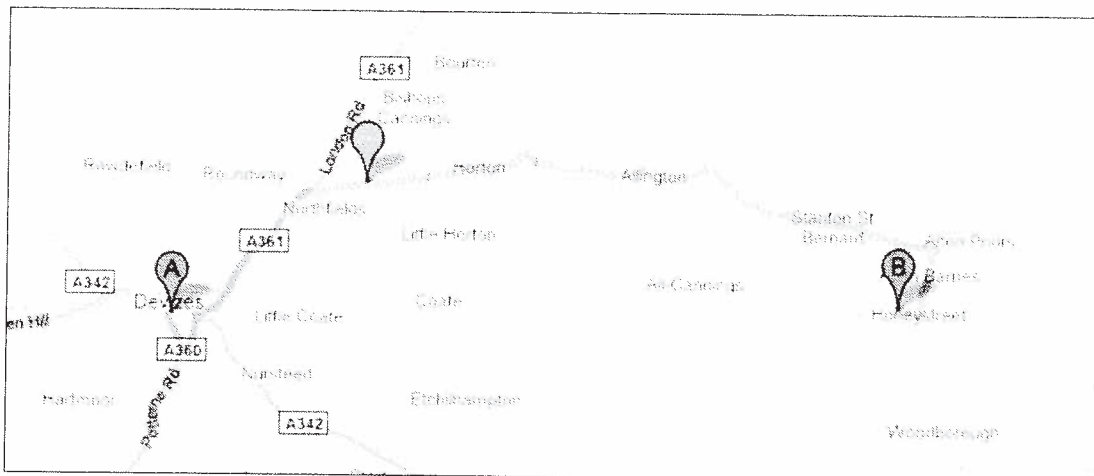
After discussion at the PESG meeting it was decided that all event traffic would arrive and depart the event site from the north (Alton Barnes) allowing the south access road from North Newton to be used for emergency access.

- Traffic from South which would be kept on A345 at the Woodbridge Inn North Newton and directed into Pewsey, then C8 Wilcot Road to Alton Barnes.

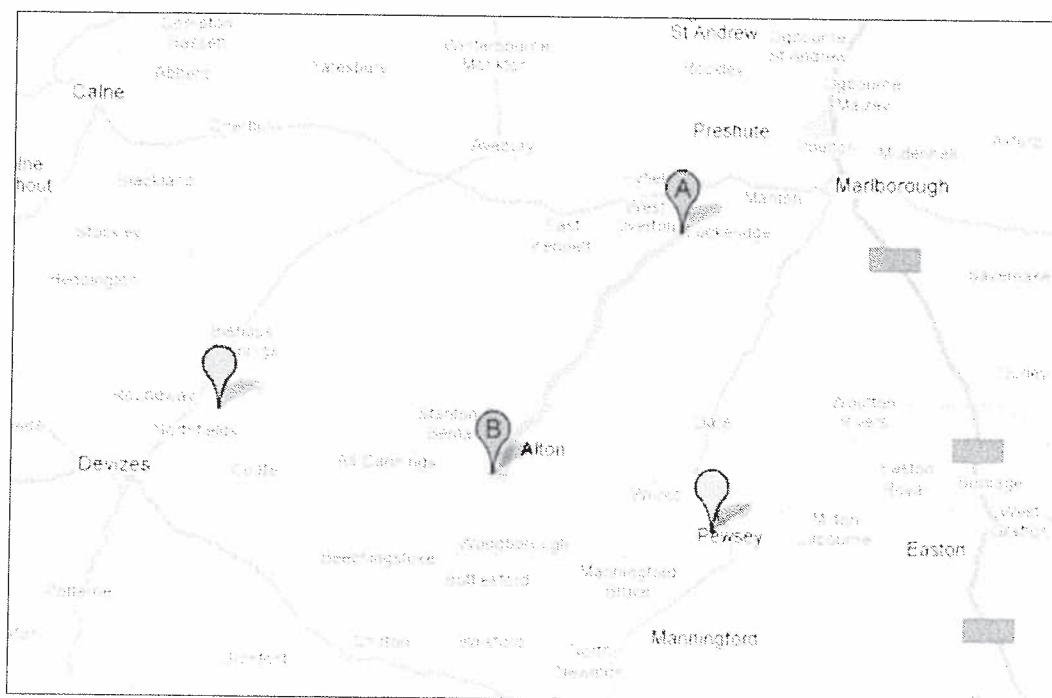




- Traffic from Devizes from C8 Horton Road to Alton Barnes, and



- From A4 via C38 Lockeridge.



Audience arrival

It is expected that guest arrival from 1400-1900 will be steady. The maximum number of cars expected is 800 meaning 160 cars per hour – roughly 3 per minute with peak flow up to 5 per minute.

Minibus / Taxi drop off is located in the general car park or at the top of the lane..





Disabled parking will be available next to the event site in the Barge Inn car park to disabled badge holders only. They will be asked to make the event organisers aware they require disabled parking on purchase of their ticket so numbers can be monitored.

Artist & Production traffic

Production traffic will access the site by the lane. The majority of vehicles will be on the 16th and 17th with concessions and staff on the 18th predominantly before the doors open and artists throughout the day.

There will be a steward at the access point to the lane checking vehicle access passes, they will be either production, artist or resident. Residents will be issued with the number of car passes they require however they must keep all cars on their property and keep the lane clear for emergency access.

Load in: 0800-2000 15/16/17/18 December 2010

Load out: 0800-2000 19/20 December 2010

All production access will be through Gate 2.

Emergency vehicle access

Access to the site is via the lane which will be kept clear at all times. The lane access and the ticket holder crossing point will be stewarded to ensure clear and safe passage.





12 Noise Management plan

An agreed noise management plan with Environmental Health officers at Wiltshire Council will be put in place for the duration of the event.

- Pre-event letter drop to make local residents aware of event and to give them a complaints contact number at production office. This will include the residents of Honey Street, Alton Barnes and Stanton St. Bernhard.
- PA orientation chosen to minimise sound spill to neighbouring properties
- Dynamically managed noise level
- Monitoring location at Stanton St Bernhard which will be logged every 3 hours by a sound engineer during the show period.

Any noise complaints will be directed to the production office who will take immediate steps to ensure that the PA system is operating within agreed limits. Input from Environmental Services will be welcome if they have the resources available.

Under the updated 2006 Noise at Work regulations, proactive management of exposure to high noise levels is required. Using a hierarchy of controls exposure will be managed:

- All contractors to provide Noise RA if working near the stage and provide hearing protection.
- All stages will have statutory signage erected
- All hearing defenders must reduce exposure limit value to below Lepd of 87db
- Rotating staff out of high noise areas.

Scheduling of stages

The promoters will schedule the stage performances in accordance with the licensing conditions and will leave sufficient time for the ultimate performances to end (including encores) prior to the curfew for that stage. The actual performance timings will be included in future updates to this document.

Identification of the parties

- The sound manger shall be a member of the team from the PA contractor.
- The sound management consultant shall liaise directly with the Environmental Health Officer
- Consultation shall take place between the parties identified above in order to establish an efficient working relationship.

Determination of MNL (Music Noise Level) limits

The MNL shall be set by the EHO/SO with reference to relevant codes of practice and any special factors relating to the local area and the event. These levels will be set out in the Event License and circulated.

Audio System Design

- Systems will be designed with consideration to directivity of loudspeaker arrays
- System design will be conducted with reference to any special characteristics and/or topography or geography of the site
- System design will be undertaken with knowledge of the location of the nearest affected residential areas



- Audio systems will be equipped with a suitable limiting device

Installation of loudspeaker systems

- Experienced personnel only will supervise the installation of loudspeaker systems.

Identification of monitoring locations

- Reference locations shall be identified for each sound system being the point at which sample sound level measurements will be taken. This will normally be the front of house sound mix position. Levels will be monitored continuously and logged every hour at this location.
- Stanton St. Bernhards has been identified as the offsite monitoring location by the EHO and a levels will be logged every three hours by Wiltsire environmental health – 55dB LAeq over 15min is the level required here.
- End Cottage and Honeystreet House will also be monitored as they are the closest residences – a 65dB LAeq over 15 min is the level required here.

Briefing of sound personnel

- All sound operators shall be briefed prior to the event.
- All sound operators or artist's engineers shall be briefed to follow the instructions of the sound manager and the EHO immediately and without reference to the promoter or to any other party.

Other Monitoring

- Ad hoc monitoring by the Sound manager and/or the EHO may take place on or off site.

Maintenance of Records

- Records shall be kept of all noise measurements taken by the Sound manager and/or the EHO. Such records shall be available for inspection by either party or by the License holder or representative thereof.
- Copies of records will be available at the end of each day and in summary at the end of the event. Interim reports will be made available on request.

Receipt of complaints

- Complaints from the public may be received either via the event hotline (which will be manned for the duration of the festival and throughout the day following the festival) or via the Local Authority's existing complaints system.
- The EHO shall be ultimately responsible for evaluation of the validity of the complaint and the Sound manager shall respect the decision of the EHO/SO if remedial action is necessary.

Communication with Sound Operators

The methods of contact to the Sound Operators are as follows:

- By infrastructure comms direct to the sound operator
- Stage managers will have walkie-talkies with earphones for use in high noise environments. The appropriate channels will be identified at the sound briefing.
- By mobile telephone. All mobile numbers will be collated on an information sheet prior to the event and distributed at the briefing.



13 Security & Stewarding Plan

A reputable security and stewarding company will be contracted to provide 24hr security and stewarding throughout event period.

The steward's main responsibilities will be crowd safety, assisting with crowd management, preventing overcrowding, reduce crushing problems, minimise injury, gate security management, and provide assistance to police and other emergency services. In addition:

- Each steward will have a radio
- All stewards will wear distinguishing uniform
- A full briefing session will take place prior to the commencement of the event.
- Each incident will be logged in an event security book.

We will security contractor will supply a supervisor who will sit in security control and whose sole role is to ensure that the security and stewarding arrangements are adequate, that there is effective communication and cooperation is given to the emergency services and officers of the council.

Crowd management

The main tent will be capable of holding all ticket holders however there will only be 3 entry/exit points (with a further 3 backstage fire exits). Attention will need to be paid to avoid pinch points being created, if necessary specified entry and exit doors can be created and crowd barrier used, this is not seen as a likely scenario.

With a capacity of 80 the pub is likely to reach capacity, particularly with the comedians performing in there and the warm it will provide. An SIA guard will be positioned on the entrance head counting in and out with a second guard providing cover later in the day if necessary.

Traffic access and management

Stewards will be responsible for the on site traffic management of the event.

This will include:

- The marshalling of the access point at the top of the lane to ensure only production, artist, disabled badge holders and local residents get access.
- Marshalling of the car park ensuring the clockwise one way system is in operation as there is only one gate and that cars are parked in an orderly manner. There is no car park payment to be collected.
- Marshalling the pedestrian route from the car park to the event site through the field to ensure nobody strays from the path or gets in trouble.

Stewards will also be briefed to provide information to the ticket holders about the event if required.



Security and stewarding schedule

Location	Staff	Friday			Saturday			Sunday			Tot Hrs
		Start	Finish	Hrs	Start	Finish	Hrs	Start	Finish	Hrs	
Radio Controller	SIA			0	14:00	01:00	11			0	11
Security Manager	SIA			0	12:00	01:30	13.5			0	13.5
Gate 1	SIA			0	14:00	01:30	11.5			0	11.5
Gate 1	SIA			0	14:00	01:30	11.5			0	11.5
Gate 1/press tent	SIA			0	14:00	01:30	11.5			0	11.5
Gate 2	SIA	08:00	20:00	12	08:00	20:00	12	08:00	20:00	12	36
Gate 2	SIA	20:00	08:00	12	20:00	08:00	12			0	24
Gate 3	SIA				14:00	01:00	11			0	11
Guarding	SIA	08:00	20:00	12	08:00	14:00	6	08:00	20:00	12	30
Guarding	SIA	20:00	08:00	12			0	01:00	08:00	7	18
Main Stage Pit	SIA			0	14:00	01:00	11			0	11
Main Stage Pit	SIA			0	14:00	01:00	11			0	11
Main Stage FOH	SIA			0	14:00	01:00	11			0	11
Arena tent	SIA			0	14:00	01:00	11			0	11
Arena tent	SIA			0	14:00	01:00	11			0	11
Arena tent	SIA			0	18:00	01:00	7			0	7
Arena tent	SIA			0	18:00	01:00	7			0	7
Bar	SIA			0	14:00	01:30	11.5			0	11.5
Pub	SIA			0	14:00	01:00	11			0	11
Pub	SIA			0	18:00	01:00	7			0	7
Traffic - Car Park	Stw			0	13:00	01:30	12.5			0	12.5
Traffic - Car Park	Stw			0	13:00	01:30	12.5			0	12.5
Traffic - Lane access	Stw			0	12:00	01:30	13.5			0	13.5
Traffic - Lane access	Stw			0	12:00	01:30	13.5			0	13.5
Pedestrian - Site access	Stw			0	14:00	01:30	11.5			0	11.5
Response	SIA			0	14:00	01:30	11.5			0	11.5
Response	SIA			0	14:00	01:30	11.5			0	11.5
Rest / Relief	Stw			0	16:00	00:00	8			0	8
Rest / Relief	SIA			0	16:00	00:00	8			0	8
Totals				48			301			31	380



Risk Assessment – Village SOS

Event date- 18 December 2010

Introduction

The Village SOS is a new event in association with the BBC and the heritage lottery fund. A number of villages sent in proposals in order to revitalise village life. GMC are responsible for the production of the Barge Inn Community Project (Honey St Music Festival). The music festival is aimed to raise the profile of the Barge Inn which is at risk of closure, resulting in a loss of a major community asset.

It is located in an established camp site adjacent to the Barge Inn which is located near to the Avon and Somerset Canal, please see site plan and Operational Plan.

The event consists of a music stage located in an appropriate temporary structure capable of holding 1500 people at a safe and comfortable capacity. The event will also consist of a bar and some food concessions

Opening Times

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Saturday 1400-0100 (main stage until 0000, chill out 0000-0100)
Load in from Thursday 14th Apr Am (tbc)
Load out Sunday 17th Apr, Monday 18th Apr (tbc)
Event numbers approx 1500

This is a one day event with no camping or overnight entertainment. It is expected that the majority of visitors will be local, however due to the high profile nature of the acts it must be expected that people from further afield will attend.

This is a paid ticketed event, that will be filmed by the BBC as part of the Village SOS

This event is being managed by GMC Events who have previously undertaken a very wide array of events including Standon Calling Festival, Bristol Pride, St. Paul's Carnival as well as numerous smaller events both in the UK and abroad. Roles and Responsibilities at these events range from licensee to production to promotion to brand management. For GMC Events, the Health, Safety and Welfare of visitors, staff and anyone affected by the company's activities, is of paramount importance. The company has an extremely good record of safe and successful events.

This risk assessment has been carried out by GMC Events. Tom Solly is an experienced Event Manager and Event Safety Advisor, having worked on many large events around the country. Amongst many other things, Tom is part of the Glastonbury Festival Safety Team and runs such events as St Pauls Carnival, Bristol, the third largest carnival in the country. Tom Solly is one of the founding members of the Professional Event Safety Advisors Group.

Hazard & Effect	Risk to whom P-Public C-Contractor E-Employee	Risk Rating Low/Medium/ High	Control risks by	Additional Controls (if required)	Responsibility	Residual Risk L/M/H

Accessibility

Under the Disability Discrimination Act 1995, Event Organisers are required to provide suitable and sufficient facilities for people with disabilities. The event will provide the following:

- * Bespoke disabled parking Viewing Platforms
- * A suitable amount of enabled toilets Stewards
- * Recharge points for people with electric wheel chairs and mobility scooters
- * The promoter will also endeavour to ensure the site is as accessible as possible to all guests.

Relevant Regulations, guidance and Codes of Practice

Certain legal requirements can be found in:

- Health & Safety At Work Act 1974
- Management of Health & Safety At Work Regs 1999
- RIDDOR 1995
- COSHH regs 2002
- Lifting Operations and Lifting Equipment Regs 1998
- Electricity at Work Regs 1989
- Provision and Use of Work Equipment Regs 1998
- Disability Discrimination Act 1995
- Working At Height Regs 2005
- Control of Noise at Work Regs 2005 (Noise Regulation)
- Personal Protective Equipment at Work Regs 1992 (02)

Civil Contingencies Act 2004

Other Guidance used:

- The Event Safety Guide
- HSE Publications: Managing Crowds Safely 1996
- Temporary Demountable Structures, Guidance on Procurement, design and use. 2007
- Home Office Publications: Dealing with Disaster 1997
- ISAN Safety Guidance For Street Arts, Carnivals, Processions and Large Scale Performances
- HSG48 Reducing Error and Influencing Behaviour
- Technical Standards for Places of Entertainment
- Model National Standard Conditions for Places of Entertainment and Associated Guidance



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Licensing						
1, A small event (<5000) on a Greenfield site adjacent to a pub and canal. Many hazards associated with this type of event.	P, C, E	H	Event risk assessed and consultation carried out with all enforcing authorities. GMC available for regular meetings. Event organised in the spirit of cooperation. Event Operations manual developed as key management document All documents distributed to relevant people. All local residents informed of event	Appropriate security cover, Bespoke TM Plan Appropriate command and control structure. Competent staff	Event management team.	L
2, Prevention of crime and disorder	P, C, E	H	Inform local police of the event. Participate in Safety Advisory Group meetings. Liaise closely with the police during the planning stage and event itself. Comply with the operating schedule and licensing conditions	Event Safety Advisor (ESA) to assist with planning and monitor site	Event Management	L
3, Ensuring the safety of the public	P, C, E	H	Inform the fire authorities of the event and liaise with them in ensuring fire safety provision is adequate. Cooperate with local authority health and safety, environmental health and trading standards officers. Consider public safety when conducting risk assessments and in overall planning. Appoint an Event Safety Officer (ESO). Observe good practice. Comply with the operating schedule	Event Safety Advisor to assist with planning and monitor site	Event Management	L



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4, Prevention of public nuisance	P	M	Inform local residents and neighbours of the event as required by the Licensing Act 2003. Attempt to resolve objections in cooperation with local residents and neighbours. Consider nuisance to the public from noise; litter; additional traffic; the audience access to, and egress from the site, when planning the event. For example orientate stages away from residential premises, monitor sound levels as agreed with the licensing authority; effect a litter management plan; effect adequate facilities to ensure efficient audience and traffic access to and egress from the site. Comply with the operating schedule.	Event Safety Advisor to assist with planning and monitor site	Event Management	L
5, Protection of children from harm	P	H	Ensure that publicity indicates appropriate ages for attendance where age is an issue, including premises where alcohol is supplied or age related products may be supplied or age related entertainment is provided. Consider children and their lower perception of risk when planning the event site. Provide welfare facilities for children. Prepare methods for managing lost and found children. Comply with the operating schedule.	Event Safety Advisor to assist with planning and monitor site	Event Management	L
Alcohol and Drugs						
6, Injury arising from drunkenness, unruly behaviour or disorder as a result of supplying alcohol at the event	P, C, E	H	The event management company will provide a management plan for the supply of alcohol in line with the requirements of the Licensing Act. The event will have a personal license holder with overall responsibility for the supply of alcohol and a qualified Designated Premises Supervisor who will be on site at all times the facility is open. A suitable number of SIA registered security personnel will be on duty.	ESA to monitor	Event Management	L



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7, Injury arising from unruly behaviour or disorder as a result of drug abuse at the event	P, C, E	H	The festival has an absolute no-drugs policy. Anyone found in possession of drugs will be ejected from the site and the police informed. Anyone behaving in a threatening way and suspected of being under the influence of drugs will be dealt with by security and the police informed	ESA to monitor	Event Management	L
Theft						
8, Theft from the person, (smuggling and pick pocketing)	P, C, E	M	This is a low key, 'soft' event and not likely to attract a violent criminal element. Audience are advised not to bring valuables to the festival. The site is designed to avoid unnecessary dark and remote areas. Police (if agreed with local police Commander) and SIA security personnel will be in attendance to deter and dissuade transgressors.	monitor	Event Management	L
9, Theft from event management offices, artists and facilities	C, E	M	Passes will be issued to authorised personnel. All access to production, backstage and other prohibited areas will be stewarded to prevent unauthorised access. Offices/ Dressing rooms will be secured shut when not in use. Stages and other areas with valuable equipment will be stewarded at all times. Bars and concessions will be closed up and stewarded when not trading. Security will be briefed to be alert to equipment being taken off site in unusual circumstances	Good communication channels with the Police	Event management, security and stewards	L
10, Theft from event and crew vehicles parked in production areas (not public car parks)	C, E	M	Passes will be issued to authorised personnel. All vehicle owners will be advised to lock and immobilise their vehicles and keep valuables out of site. Artist tour vehicles will be guarded.	NFA	Event mgt, Security	L
11, Theft from event and	P	M	Car parks will be patrolled and lit at night. All vehicle owners will	NFA	Event	L



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audience vehicles in public car parks			be advised to lock their vehicles and keep valuables out of site.		Mgt, Security	
Cash 12, Safety of those handing cash from bars, merchandise etc. on site	E	M	A cash management plan will be produced to ensure that all cash is safely handled, transported stored and banked by the bar managers and promoter.	Security to provide personnel during any cash transfers.	Event Management	L
Communication 13, Injury arising through lack of communications facilities at the event	PCE	H	The event management will: prepare a communications plan detailing the communication required and the equipment and facilities which will be necessary to achieve it: Including a central communications centre; a communications schedule of radio holders; a radio protocol for best practice use of radios. A communications log will be kept at the communication centre.		Event Management	L
14, Provision of health, safety and welfare information	PCE	H	The event organiser will provide suitable (under the safety signs and signal regs) signage to warn all persons on site of hazards, direct the public to facilities and to exits in the event of an evacuation. Consideration will be given to additional signage required by the hard of hearing.	ESA to monitor	Event Mgt	L



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15, Injury resulting from a lack of information available to event staff	PCE	H	Site safety rules will be prepared. A printed copy of the site safety rules will be given to all event staff.. All event staff arriving on site for the first time will attend a Health and safety briefing. A general event briefing will be given to all staff before the public are admitted to the site. Specific briefings will be given as appropriate to e.g. security, stewards, etc.	ESA to assist event management if requested. ESA to monitor site during load, build and out	Event Mgt	L
Contractors 16, Competence of contractors working on the event in any capacity	PCE	H	Contractors' competence will be checked in advance of awarding contract. Documentary evidence will be requested and may include (as appropriate): a company health and safety policy; generic risk assessments; site specific risk assessments; method statements, safe systems of work; evidence of certification under a recognised quality assurance scheme; records of training; certificates of insurance covering employer's liability, public liability and product liability to be valid for the duration of the contract; test certificates for equipment and materials (e.g. load testing of lifting equipment, fire test certificates for tentage etc.); structural engineer's calculations; documentary evidence of plant	ESA to check paperwork if requested. ESA to monitor all contractor work while on site. Power to immediately stop any hazardous	Event Mgt, ESA	L



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<p>Crowd</p> <p>17, Preventing disorder and managing the public queuing to enter site and controlling capacity</p>	P	H	<p>operators' qualification; membership of professional bodies; references from other clients or any other documentary evidence that will help establish competence.</p>	<p>operations or poor work practices</p> <p>ESA to monitor crowd dynamics on site</p>	<p>Event Mgt, ESA, Security</p>	L
<p>18, Egress from any area leading to crushing or pushing.</p>	P	H	<p>The site will be designed to remove pinch points. A competent security contractor will provide adequate personnel to monitor crowds and intervene in the event of overcrowding of a location. Suitable barriers will be provided to direct the crowd to exits. Communications will be in place to make announcements to the public.</p>	<p>ESA to monitor</p>	<p>ESA, Event Mgt, Security</p>	L
<p>19, Front of stage crush, sway, moshing, stage diving</p>	P	M	<p>Expected family type audience attracted to this event. A competent security contractor will provide adequate personnel including a pit team and support staff to monitor the crowd, assist those in difficulties and advise the event management. Suitable</p>	<p>ESA to monitor</p>	<p>Event Management, Security.</p>	L



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20, Power failure affecting site lighting and public address systems in the event of inadequate ambient lighting or failure of principal power supplies	PCE	H	backstage medical and welfare facilities will be in place. Communications will be in place to allow the security, medics stage and event management to coordinate responses to conditions.	ESA to monitor	Event Management	L
21, Members of the public entering the site with dangerous objects.	PCE	H	A discretionary bag, clothing and vehicle search will be conducted by security personnel at the entry points. Security and stewards will monitor the public for prohibited items and deal with any which are found.	NFA	Event Management and Security	L
22, Behaviour likely to result in assault or disorder	PCE	M	Persons who are violent, abusive or appear intoxicated will be refused admission to the event. Security staff patrolling the event site and deployed at bars and other potential 'hot spots' will monitor behaviour. All security and production personnel will have access to phones and hand-held radios with which to raise the	Comms links to Police if required	Event Mgt, Security	L



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23 Public accessing hazardous work areas during build and break and during event	P	H	alarm. The site is private property in a remote location. Site will be appropriately fenced around the perimeters. Stewards will be deployed to prevent access to the site by unauthorised persons from main access points. All crews will be briefed to be alert to unauthorised persons on site. Hazard tape or physical barriers will be erected to protect people from activities in especially hazardous areas as identified by the ESA. Display warning signs.	ESA to monitor	Event Mgt, Crew, Security	L
24, Overcrowding of the festival site and its facilities. Overcrowding around the site by non ticket holders	PCE	H	This is a ticketed event with numbers stipulated by the licensing conditions. Appropriate fencing and security deployed to manage access A suitable method will be prepared and enacted for monitoring and controlling the number of people around the site such as security patrols, making sure there are no sight lines to within the festival that encourage people to hang around.	ESA to monitor	Event Mgt	L
Disability 25, Safe disabled access onto and around site for those with impaired	P	H	The site will be designed to allow access and egress for wheel chairs and provision for disabled drivers and tail-lift buses. Stewarded viewing platforms or areas will be provided, disabled	ESA to monitor	Event Manage	L



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mobility, impaired sight, hearing or communication.			toilet facilities. Consideration will be given to those with restricted sight and hearing when planning emergency information systems (i.e. PA announcements, display screen messages). Free entrance is available to companions. Guide dogs will be permitted on site.		ment	
Electricity 26, Electric shock from temporary installations including mains, generator supplies and distribution	PCE	H	All installations will conform to BS7671(2008) and BS7909 (2008) as appropriate. Installation shall be by a competent electrical contractor who has provided adequate health and safety documentation in advance. Requirements will be confirmed with the event management to ensure that the supply is adequate for the expected demand. A sign-off certificate to be completed by the contractor prior to connection by any end user. A qualified electrician will remain on site throughout the event to ensure the installation is kept in good working order, refuel generators etc. All generators and significant distribution boxes where a risk has been identified (i.e. not splitters and small junction boxes located within marquees and temporary structures) will be fencing off and "Caution - High Voltage" signs displayed.	ESA to monitor load in and collate sign offs	Event Mgt, Contractor or, ESA	L
27, Electric shock while installing sound, lighting and	C	H	Competent contractors to provide sound, lighting and other technical equipment. Risk assessments and health and safety	Event Mgt to collate	Event Mgt,	L

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other technical equipment			documentation will be provided by all companies bringing equipment onto site. All outdoor distro to be rated at IP65.	paperwork prior to event, ESA to review paperwork and monitor on site	Contractor, ESA	
28, Electric shock in wet weather	PCE	H	A competent electrician will design the site power system. Distribution equipment supplying power from a generator to the end user will be suitable for wet weather conditions (i.e. NOT domestic plugs, sockets, adaptors, extensions etc.). Electrical distribution equipment not sited in areas likely to flood. Only competent personnel to make connections. From where the end user (e.g. traders, caterers, entertainers, ride operators etc.) makes the connection all equipment will be subject to inspection to ensure that it is not exposed to inclement weather. Substandard equipment and installations will be condemned.	ESA to monitor and collect sign offs	Contractor, ESA	L
29, Electric shock from use of portable electrical equipment	PCE	H	All portable equipment used by main festival contractors (including hire companies) should have a current PAT test label attached. Portable equipment used by audience, traders, caterers will be checked for PAT testing in so far as it is reasonably practicable to	ESA to monitor	Event mgt, contractors,	L



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			do so		traders, ESA	
Major Incident/ Emergencies 30, Major incident is declared which may affect the event directly or indirectly.	PCE	H	A Major Incident plan will be produced describing how the event organisation will assist the emergency services in the event of a MI being declared	ESA to assist in this if required	Event Management	L
31, Bomb threats and suspicious packages	PCE	H	A contingency plan will be prepared detailing the procedures for responding to a bomb threat received; searching the premises for suspect devices; reporting a suspicious package found on the site; communication with the emergency services.	ESA to assist in this if required	Event Management. ESA	L
32, Any event requiring evacuation of the site.	PCE	H	A contingency plan will be prepared detailing the procedures for evacuating the site. This will include methods for: briefing all staff and agencies; communications with event staff; preparing for an evacuation; communications with the public including the disabled; evacuation to a place of safety including the disabled; method for confirming public roads are safe before evacuation; re-uniting people (especially children); re-admission to the premises.	ESA to assist in this if required	ESA, Event Management	L



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33, Blue Light Access routes - Main routes blocked by infrastructure, dense crowds, tents, inappropriately parked vehicles etc	PCE	H	Stewards and security to monitor and prevent key access routes from being obstructed. No infrastructure to be located in blue light routes All cars removed from key areas.	Stewards briefing	Event Mgt ESA	L
34, Emergency Egress routes blocked causing panic injury or death in case of an emergency evacuation.	PCE	M	All stewards and security to ensure egress routes are kept clear of all but official pre planned infrastructure All event cables will be appropriately managed to prevent tripping during access egress. All event equipment to be stored in out of the way places All road closures(tbc) around periphery to be staffed at all times while event is on. Access pass system to be developed for when road closures installed.	TM Plan	Event staff	L
35, Fire on site	PCE	H	A Fire risk assessment check list will be used to assess the site as a whole, and any temporary structures, accommodation or other hazardous areas. The risk assessment will cover sources of fuel and ignition, detection and alarm systems, evacuation, signage and fire fighting and will identify methods for controlling these hazards, contingency plans, and the type, quantity and location of fire safety equipment to be provided. All members of staff on site will	NFA	ESA, Event Mgt	L



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36, Fire in temporary structures	PCE	H	<p>be briefed on the established procedure for raising the alarm in the case of fire.</p> <p>All professional structures will be constructed of inherently fire retardant material and certificates provided by the supplier. "Home made" structures, barns or other non event type structures will require an independent risk assessment and everything reasonable done to ensure their flame retardancy. Highly Flammable materials and potential sources of ignition will be prohibited from high risk areas. An agreed emergency procedure will be established for stewarding large enclosed structures. Smaller marquees will have a suitable level of FSE for the size. Event management will inspect structures to ensure that escape routes are established and maintained. Appropriate fire fighting equipment will be deployed in temporary structures. Suitable emergency lighting and maintained exit signs will be installed. Temporary fire points will be established on stages and in backstage areas. Stages and all enclosed structures will be designated as No Smoking Zones by mandatory signage.</p>	ESA to monitor	Event Mgt, Contractors, ESA	L
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37, Injury or death resulting from a lack of provision of fire safety equipment	PCE	H	FSE identified in the fire risk assessment will be provided. Spare FSE will be provided to replace those which may be used and to provide additional cover for new risks arising during the event (e.g. traders arriving with inadequate FSE). Traders, caterers and any other contractor presenting a fire risk will be inspected to ensure they have sufficient FSE before being allowed to operate.	Event mgmt and ESA to monitor	Event Mgt, ESA	L
38, Fire or explosion from refuelling tanks on generators, power tools etc.	CE	H	Not a long event so refuelling highly unlikely to be necessary. No petrol generators will be permitted on site. Contractors must conduct risk assessments for refuelling operations. Preferably tanks will be refuelled when the site is closed to the public. Only competent and trained persons will refuel tanks, in a well ventilated place, out of public areas and away from naked flames and sources of ignition. No smoking is allowed. Gloves will be worn. A foam or powder fire extinguisher will be available. Fuel will be stored in appropriate containers and kept in a secure place when not in use. Engines will be stopped and allowed to cool down (especially silencers and exhaust pipes) before pouring fuel from cans. A pouring spout or funnel will be used. Tanks will not be overfilled. Spill kits will be available and spillages will be cleared up immediately.	ESA to monitor	Event Mgt, Traders etc, ESA	L



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39, Fire or explosion from poorly installed Liquefied Petroleum Gas (LPG) systems. Caterers, shower units etc.	PCE	H	<p>All contractors using LPG will ensure that their equipment is in good working condition, with the appropriate Gas Safe Certification which will be collected prior to the event. They will provide their own FSE including a fire blanket as appropriate. LPG will be secured from falling: stored in the open and barriered-off with No Smoking signs; or kept in a specially constructed space with adequate ventilation. Only enough LPG for one day's trading session will be stored by traders. Only trained personnel will change LPG cylinders. The LPG installation and associated provision will be checked by the event management before they are permitted to operate. All traders sent a Fire Risk assessment to complete prior to attending. These will be collated prior to the event.</p> <p>Leaking gas canisters will need to be removed in a safe manner to a well ventilated area. If leaking canister found, the area needs to be isolated, all sources of ignition immediately removed. Allocate an area of the gas store for any leaking containers</p>	ESA to monitor	Event Mgt, Contractors, ESA	L
40, Fire - Sets and drapes	PCE	H	<p>All elements of set, drapes, dressings and decorations etc. shall be constructed either of inherently flame retardant material conforming to Class 1 when tested to BS 476 Part 7, or shall be</p>	ESA to monitor	ESA, Event Manage	L



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Accumulated waste becoming a fire hazard	PCE	H	<p>treated with a durable flame retardant agent to BS 5867. Materials sourced from third party suppliers shall be provided with certification from an independent laboratory indicating compliance with the above standards.</p> <p>If safe to do so, a flame test will be carried out by the Environmental Health Team or ESA on a small piece of removed material.</p>	ESA to monitor	Event Mgt, Waste contractor	L
42, Fire-Electricity Fire caused by poorly maintained equipment or	PCE	H	<p>Event management will prepare a waste management plan and method for preventing build-up of combustible materials. Contractors will be required to remove waste from site. Waste teams will be deployed to empty waste bins and remove rubbish from around the site. Litter teams will be deployed to keep site free of litter. Hidden areas e.g. under stages, seating units will be identified and monitored for litter build up. Sources of ignition (e.g. control smoking, hot works, catering activities etc.) will be identified and controlled</p> <p>All distro to be installed and signed off by the competent electrician. Cables kept away from potential damage as much as possible. MCBs and RCDs installed to cut power in case of shorting or earth leakage</p>	ESA to monitor all electrical installations	Electrical contractor, ESA	L



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incorrectly installed electrical distribution equipment			All equipment to have PAT test certificates. Site electrician to check trader equipment prior to connection. Fire wardens and strategically placed fire points.			
43, Stages – Fire caused by dimmers, amps, lighting rig or power distro	PCE	M	All equipment supplied by competent and trusted contractors All equipment PAT tested Fire points in all backstage areas	ESA to monitor	Contractors, ESA	L
44, Fire- Injury or death caused by lack of or restricted emergency egress routes, lack of area of relative safety,	PCE	H	Appropriate number of doors installed around clear span marquee, located in positions to ensure maximum still available for use in case of localised fire (Most likely place for fire is stage or bar area) Evac time calculated using 40 people per unit per minute (1 unit = 52.5cm). All doors for public use will be 2m wide allowing a flow of between 60 and 80 people per minute per door. Marquee rated as class C building which requires an evac time of 2 mins. No individual should be more than 24 metres away from an exit. Calculation – Number of people in tent 1500 max Evac time required 2 mins Units required = no's of persons / (people per unit per min x evac time) Units required = 1500 / 40x2 Units required = 19			



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<p>Food</p> <p>45, Prevention of food poisoning to audience and crew from traders and caterers (including any crew catering facility)</p>	PCE	H	<p>Number of exits required Exits required = (units / 4) + 1 Exits required = (19/4) + 1 Exits required = 6 19 Units = 10m 6 exits at 2m per exit = 12 metres which exceeds requirements.</p> <p>Because of narrow field, stewards and security will be required to direct people around the marquee to the area of relative safety, located in the field beyond gate 3. Access to the car park will be available from this field to ensure shelter for the public. Stewards and security to assist elderly and infirm in getting to the vehicles. See evac plan in ops manual.</p>	Experienced Trader manager to manage and control this risk	Trader Manager, ESA	L
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46, Water for trader hygiene- Food poisoning due to lack of ability to maintain hygiene standards	PCE	H	purpose of inspection and enforcement. Water can be obtained from the Barge Inn (more details)	ESO to Monitor	Event Staff	L
47, Inadequate insurance cover,	PCE	H	All contractors are to provide evidence of public, employer's and product liability insurance as appropriate.		Event Management	L
Manual Handling 48, Manual handling	CE	H	Manual handling will be avoided where there is a reasonable alternative method such as a mechanical method. No member of staff will undertake any lifting or manual handling operation unless they are competent and / or qualified to do so. Manual handling will be covered in the safety briefing. Any person undertaking such operations will wear appropriate PPE (e.g. footwear, or gloves). Assistance will be made available from another competent person if an operation requires more than one person. The production or site manager should enforce this.	ESA to monitor	Staff, Event Mgt, Crew	L
Medical						



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49, Accident requiring first aid or medical attention or accident exacerbated due to the lack of medical provision	PCE	H	Event management will prepare a medical policy covering the levels of first aid and medical provision at all stages of the event. There will be a minimum of one FAW qualified person on site at all times when the site is not open to the public. Appropriate level of medical cover will be assessed and provided for event. All staff and contractors to be briefed on event emergency procedures in the event of incident or accident. Communications in place to call ambulance and other emergency service.		Event Mgt, Medical Provider	L
50, Poor disposal of clinical waste from First Aid and Medical facilities resulting in contamination	PCE	M	The medical contractor will dispose of clinical waste appropriately.		Medical Provider	L
51, Excessive noise in the workplace resulting in hearing damage	CE	H	Avoid noisy machinery and processes where possible. Reduce noise by insulation, isolation etc. Reduce time an individual is exposed to noise. Provide hearing protection.	ESA to monitor staff and guests in high noise areas and ensure protection	ESA	L



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52, Use of public address systems. Large PAs working above 85dBA LEQ causing permanent hearing damage.	PCE	H	Provide hearing protection for workers and visitors on and around the stage and in pit areas. Use of PPE will be monitored by event management. Pit staff to be rotated to reduce exposure times. Statutory notices will be displayed at entrances to stages. Public to be kept at a minimum distance of 3m from any speaker. "High noise level" advisory notices erected adjacent to speakers. Limit numbers of artist guest and non-essential staff in pit and stage area.	available. ESA to monitor compliance to noise at work regs	ESA, Crew	L
53, Use of public address systems	P	Nuisance	Monitor levels to comply with local authority limits. Enact curfews as agreed with licensing authority	ESA to liaise with enforcing authorities	ESA, Sound crew	L
Rigging/ Working at Height 54, Injury or death from poorly installed flown and suspended equipment	PCE	H	Competent contractors will be used. Risk assessments will be conducted for all flown or suspended equipment. All flown or suspended equipment will be installed in compliance with LOLER and PUWER legislation.	ESA to monitor	Riggers, ESA	L
Sanitation						



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55, Inadequate toilet provision resulting in overflows, contamination large queues	PCE	M	In addition to any fixed sanitary facilities, additional temporary units will be sourced from a reputable contractor with provision based on the guidance in the ESG.		Event Management	L
56, Biological hazards from inadequate management of toilets- Dysentery, sickness	PCE	H	Toilets will be serviced throughout the event. Ongoing monitoring of condition of toilets to be carried out by the toilet contractor who will be on site at all time to maintain toilets in good working order.	Event Mgt to monitor	Toilet contractor, event management	L
57, Injury to public from work on site	P	H	Event management will take all reasonable steps to prevent the public accessing the site. And will provide suitable protection (barriers, stewarding, signage etc.) to protect the public from particularly hazardous areas or operations. Contractors will provide risk assessments for the work they will be doing on site including provision for protecting the public who may be affected by their activities. Public not permitted to enter farm from the Wednesday prior to the event.	ESA to monitor	Event Management, ESA	L
58, Open water, site	P, C, E	H	The canal will be isolated from the event site by a line of heras			



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<p>adjacent to Canal. Risk of drowning etc.</p> <p>Ditches around site may be full of water and present a hazard particularly to small children</p>			<p>fencing. The canal is not part of the site and is required to remain open for access.</p> <p>Any work carried out by the canal ie festoon, fencing etc will require a dynamic RA and an agreed safe method of work prior to any work starting.</p> <p>Any ditches will be fenced off using ped barrier.</p>			
<p>Slips, Trips and Falls</p> <p>59, Slips, trips and falls due to event work on site</p>	PCE	H	<p>Site will be designed to minimise trip, slip and fall hazards and be adequately lit. Equipment and materials will be stored and used to avoid hazards. Waste materials will be disposed of in skips, bins etc. or taken off site. All cables to be routed so that they do not present any trip or obstruction hazard. Ramping to be used where cables cross roads and paths. Flown cables to be strung from catenary wire at suitable height and signed. Tent guys will be marked and pegs adjacent to door ways, corners and other pedestrian routes will be padded. Event management will monitor the site for new hazards and provide remedies. Signs will be erected at places where slips and trip hazards are impossible to</p>	<p>ESA to monitor and patrol</p>	<p>ESA, Event Mgt</p>	L



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60, Slips, trips and falls due to event work on stages.	CE	H	<p>isolate.</p> <p>All persons will be competent and briefed about the stage environment. Stage managers will monitor on-stage housekeeping. Edge protection and hand rails will be installed. Front of stage, treads and routes around the stage etc. will be white lined. Cables will be laid to minimise trip hazards. All empty flight cases will be stored in a safe manner to avoid obstructions.</p> <p>All non stage staff or artist must not be allowed on the stage during show time (press, artist friends etc)</p>	ESA to monitor	Stage Crew	L
Temporary Demountable Structures						
61, Erection and subsequent use of temporary demountable structures including tents, marquees, stages, grandstands, seating units, towers, platforms, displays etc. Prevention of the collapse of structures.	PCE	H	Structures will be supplied and erected by a competent contractor. Sites have been inspected to ensure that they are suitable for the structures to be built on them. The loads to be hung on them have been assessed by a competent person and communicated to the contractor who has confirmed that they are within the capacity of the structure. Full technical details of the structure, including loadings and maximum operational wind speeds have been supplied by the contractor. The structure will not be available for use, including installation of technical equipment until the	Event Management to ensure appropriate contractors are selected. ESA to monitor site work	Event Management, ESA	L



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Vehicles Pedestrian struck by vehicle - includes event production vehicles.	PCE	H	contractor has provided a certificate of completion of the structure. A competent member of the contractors staff will remain on site to oversee the structure and to carry out daily inspections, any maintenance required, monitor wind and undertake any specific action required by bad weather.	ESA to monitor site	Event Mgt, Security, ESA	L
63, Injury sustained while loading / unloading vehicles	PCE	H	Qualified and insured drivers using road-legal vehicles and well maintained plant from a reputable supplier. Vehicles only allowed to operate with permission. Vehicle numbers on site kept to a minimum. Only essential vehicles allowed to move on site while public are admitted. Site speed limit in place and enforced. Banksman used for reversing operations or where driver visibility is impaired.(Any essential vehicle movements during showtime need to approved by event control to ensure banksmen available) Beacons used where fitted. Staff to wear high visibility clothing when working near vehicles or when vehicles are moving on site. Hazard lights are NOT to be used as a rule.	ESA to monitor	Crew, Drivers, ESA	L



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64, Injury from misuse of vehicles and plant on site	PCE	H	<p>open truck, unstrapping loads, supervise loading and unloading. Trained crew should be used for loading and unloading or suitable supervision of casual crews. Appropriate PPE (high visibility clothing and steel toe caps) will be provided and used and its use monitored if untrained staff are working.</p> <p>All plant hired from a reputable and professional organisation and fully serviced and maintained prior to hire. All plant will be delivered with a copy of the operators instructions. Only competent and qualified operators to use plant. Plant operators certificates to be available for inspection. Site safety rules regarding use of plant and vehicles to be distributed and obeyed. Clearly defined and well signed exclusion zones to be established as necessary. No passengers to be carried on any plant unless there is a seat designed for the purpose. However staff are allowed on trailers as long as they are sat down, holding on and legs are not dangling.</p>	ESA to monitor	Crew, Event Mgt, ESA	L
65, Stall holders, exhibitors and caterers ('traders') use of vehicles on site. Injury or death	PCE	H	<p>Trader's vehicle policy to be developed. Access to be limited to pass-holders only. Adequate stewarding to separate vehicles and pedestrians. Speed limits to be in place and enforced. Curfew for vehicle movement while public are on site (remove to off site</p>	Trader Manager to monitor	Trader Manager and ESA	L



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66, Artist's vehicular access to stage areas while event is open to the public	PCE	H	parking, to parking area or cease moving). Similar process in reverse for end of trading. Plan to provide access to stages involving travel through public areas to include provision for: Access supervisor to advise stage manager of arrival and confirm right of entry. Stewards to accompany vehicle at walking pace to stage. Priority to public and pedestrians at all times. Steward to oversee car parking in safe area. Reverse for artists leaving while public are on site.	Artist manager to monitor	ESA and Artist manager	L
67, Traffic backing up and causing problems on surrounding roads, congestion, nuisance to neighbours, extra workload for Police, obstruction of emerge Access to parking field on main road with humped back bridge obscuring sight of potential queue of parking vehicles	P	H	Warning signs to be erected either side of the entrance warning vehicles of potential queue (at appropriate distance to allow slowing down in good time. Stewards in high visibility waist coats to monitor and manage queuing and parking to ensure quick entrance. 4WD drive vehicles and/or farm machinery on standby to tow stuck vehicles during entrance and exit to parking field. Exit managed to reduce risk of tail backs.	EvMan	ESO	L



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68. Visitor vehicle and pedestrian conflict resulting in injury or death on a dark night	P, C, E	H	<p>No visitor vehicles except disabled drivers and residents will be allowed access down lane to the Barge Inn. This will be kept clear for production and emergency access.</p> <p>All drivers attending the event will walk from car park to stage area via paths across the fields avoiding the lane. These paths will be lit by festoon lighting and pedi mat will be used in areas of boggy ground etc.</p> <p>Walk in visitors will be allowed access via the lane which will be lit to ensure good visibility if required</p> <p>A managed drop off point will be arranged at the top of the lane adjacent to the timber yard</p>			
Working at Height	PCE	H	Work at height to be avoided where possible. Competent contractors to provide WAH risk assessments and methods statements. Suitable means of access to be used. Ladders only to be used for light, short duration work following a risk assessment.	ESA to Monitor site	Crew, ESA, Event	L



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70, Falls from temporary structures (stages, towers, viewing platforms etc.)	PCE	H	Work positioning harness to be worn for all work from mobile platforms (scissor lifts, cherry pickers, forklift man-cages etc.) or near poorly protected edges (except stages).	ESA to monitor	Mgt Crew, ESA	L
71, Falls from vehicles	CE	H	Temporary structures to be constructed by competent persons to a design specified by the manufacturer and signed off by a competent person as being fit for purpose. Scaffolding to include toe boards, safety rails and secured means of access e.g. ladders and stairways. Structures to be secured from unauthorised access. Driver to supervise all operations especially load release, operations involving climbing on loads, working from a flatbed or tail lift, operation of truck mounted crane and tail lifts.	ESA to monitor	Crew, ESA	L
72, Falls from ladders	CE	H	Event staff to be trained in the safe use of ladders. Ladders to be in good condition and securely positioned when in use. Ladders to be used for access or light work of short duration only. Significant loads will not be carried on ladders. Damaged ladders will be removed and destroyed by the ESA	ESA to monitor and binned if broken.	Crew, ESA	L
73, Falls while rigging and other work at height e.g. in stage roofs, on towers, from	CE	H	All rigging at work at height will be undertaken by experienced contractors. All contractors will be required to provide risk assessments and method statements for working at height.	ESA to monitor	ESA, Crew	L



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cherry pickers, on roof tops etc.			<p>Anyone working where there is a risk of falling will be required to wear a suitable harness (checked for good condition) and lanyard which will be clipped off to an appropriate point. This includes working from a mobile elevated work platform or cherry picker. All work at height will be undertaken to ensure there are no conflicts with other work below or which may in any other way jeopardise the health and safety of those on site. The majority of the stage rigging to be carried out while no other activity is programmed on that part of the stage. All riggers are trained and competent and will have any tools tied off on safety lanyards. All pockets will be emptied before climbing into the roof. All crew working under riggers will wear hard hats and will be made aware of the risks that are present. Where risk assessment indicates it necessary, an exclusion zone will set-up and maintained under working riggers.</p>			
Weather 74, Collapse of temp structures	PCE	M	<p>All temporary structures will be provided by competent contractors who will provide certification of safe wind speeds and methods for dealing with winds exceeding those limits. An assessment of the effects of the weather will be made on a daily basis by the Event Manager and ESA. If the weather is likely to adversely affect safety on site, the areas affected will be cleared of</p>	<p>ESA to monitor weather using internet and local temp weather</p>	Event Mgt, Contractor, ESA	L



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Persons exposed to extreme cold or wet weather	PCE	M	<p>all persons while remedial action is taken by competent contractors. Such areas will not be re-opened to the public until the contractor has given approval in writing to the Production Manager</p> <p>A temporary weather station will be erected in an appropriate position to monitor wind speeds (not sheltered and close to at risk structures</p>	station	Event Management, Medical, ESA	L
76, Snow- Affecting roads, parking and access to event. Resulting in RTA,s and slips trips and falls	PCE	L	<p>Unlikely to get snowfall but certainly possible. Close monitoring of weather forecast in run up to event.</p> <p>If snow likely then a stash of grit or salt should be ordered in that can then be distributed in key areas.</p> <p>Local farm vehicles available for tows.</p>			



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Welfare						
77, Lost and found children	P	H	Prepare a method for dealing with lost and found children. Qualified child care personnel on site. Child care facility on. Method for searching for lost children both on and off site in place. All staff briefed in advance. Method for confirming identity of person claiming lost children.	Event Management	ESO	L
78, Water supplies for drinking,	PCE	M	Adequate supplies of drinking water available free of charge to employees. Water supplies available for the public. Free water and means of distribution to the audience (paper cups, plastic bottles etc.)	Event Management	ESO	L
79, Excessive Hours for Staff- Fatigue causing accidents and poor decision making	E	H	Appropriate number of staff to allow for breaks Food supplied to all staff employed by GMC Events All contractors responsible for own staff	Event Management Team to use radios to ensure people are taking breaks	Event Mgt, ESA	L
Young People						
80, Working with young persons	C	H	All young children to be chaperoned by an appropriate number of adults subject to police / local authority check. Suitable dressing rooms and facilities for young people will be provided by the event	Event Management	ESO	L



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81, Young People (Under 16) -Employment. Injury caused to children working on event team	Young people	M	management. Dressing Room arrangements will be inspected to ensure appropriate separation of age and sex. Gate staff will be briefed to ensure that no young persons leave the site unaccompanied.	NFA	Event staff and contractors	L
82, Young people being exposed to material of an adult nature	Young People	M	All acts to be reminded that it is a family audience at least to the watershed time of 2100 Stage managers to run stage with this in mind		Artists, stage managers	L
83, Lost children Found by event staff	Young people	H	Designated lost kids area staffed by CRB checked staff. Full lost kids procedure to be developed. No staff to be left on own with lost children All lost children to be logged by event control. Robust communication between all parties required	NFA	Event staff	L
84, Lost children Parents in forming event staff	Young people	M	A written and agreed procedure to be developed for this event	NFA	Event staff	L
85, Children – Exposure to	Young	M	No alcohol to be supplied to children by official traders and bar	NFA	Bar and	L



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alcohol	people		A challenge 25 policy will be enforced		event staff	
Additional Hazards						
86, BBC – Unknown quantity present – Large vehicles, outdoor filming units, specialist requirements for filming, conflicts between event production and BBC production	C,E	M	Close liaison between GMC Events and the BBC required at an early stage. Operation plan and safety paperwork required from the BBC to ensure event production factors in all the BBC requirements. Site meeting with the BBC needed	Maintain good contacts with the BBC at all times		



Structure Sign-Off Form

To be completed by a competent person on completion of the erection of the structure and prior to use.

Event	
Venue Name	Date
	Time
The Person signing off the installation on behalf of the sub-contractor	
Name	
Company	
Position within company	
Type of Structure and Intended use.	
Statement of Safety	
<p>"I hereby certify that the stage structure for has been erected according to the manufacturers' method statement, and in accordance with relevant drawings and calculations. The structure has been visually inspected throughout and conforms to relevant legislation and the Institution of Structural Engineers' <i>Temporary Demountable Structures: Guidance on design, procurement and use, third edition (2007)</i></p> <p>The structure is safe for intended use."</p>	
Signature	
Signature of Safety Officer	

Electrical Installation Sign-off Form

Venue Name

Date

Time

Description of electrical installation and intended use

3 phase single pole connectors comply: Yes / None connected (delete as appropriate)

The Person signing off the installation on behalf of sub-contractor

Name

Company

Position within company

Statement of Safety

"I hereby certify that the above electrical installation has been carried out according to agreed procedures and complies with the *Electricity at Work Regulations 1989*, and *BS7909: 1998 Code of Practice for AC electrical supplies for entertainment lighting, technical services and related purposes*, *BS7430 1991* and *BS7671:2001 (Amendment No.2:2004) Code of practice for earthing*.

The system has been visually inspected throughout, and all circuit protection devices tested.

The system is safe for normal use."

Signature

Signature of Safety Officer