

AGENDA

Meeting: Western Area Licensing Sub Committee
Place: Council Chamber - County Hall, Trowbridge BA14 8JN
Date: Tuesday 24 May 2016
Time: 10.30 am
Matter: Application for a Premises Licence – Field Trip Festival – Powwow Productions Ltd – Grange Farm, Bratton Road, West Ashton, Trowbridge

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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

Membership:

Cllr Desna Allen
Cllr Andrew Davis

Cllr James Sheppard

Reserve Member

Cllr Dennis Drewett

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AGENDA

1 **Election of Chairman**

To elect a Chairman for the meeting of the Sub Committee.

2 **Apologies for Absence/Substitutions**

To receive any apologies for absence and to note any substitutions.

3 **Procedure for the Meeting** (*Pages 5 - 12*)

The Chairman will explain the attached procedure for the members of the public present.

4 **Chairman's Announcements**

The Chairman will give details of the exits to be used in the event of an emergency.

5 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

6 **Licensing Application** (*Pages 13 - 18*)

To consider and determine an Application for a Premises Licence by Powwow Productions Limited in respect of Field Trip Festival, Grange Farm, Bratton Road, West Ashton, Trowbridge, Wiltshire.

6a **Appendix 1 - Application for a Premises Licence** (*Pages 19 - 36*)

6b **Appendix 2 - Location Plan of the Premises** (*Pages 37 - 38*)

6c **Appendix 3 - Event Management Plan** (*Pages 39 - 120*)

6d **Appendix 4 - Site Plan** (*Pages 121 - 122*)

6e **Appendix 5 - Relevant Representations** (*Pages 123 - 134*)

6f **Appendix 6 - Edington location plan** (*Pages 135 - 136*)

6g **Appendix 7 - Decision Notice** (*Pages 137 - 140*)

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LICENSING COMMITTEE

PROCEDURAL RULES FOR THE HEARING OF LICENSING ACT 2003 APPLICATIONS

1 Purpose

- 1.1 These rules have been prepared to facilitate proper consideration of licence applications, made under the Licensing Act 2003, by the Licensing Committee and its Sub Committees.
- 1.2 The rules set out a framework for how applications are to be heard and explain the role of the participants at the Hearing.

2 Definitions

- 2.1 The following definitions describe the participants at and the subject matter of a Hearing:

“Applicant” means the person who has submitted an Application for consideration by the Committee.

“Applicant’s Premises” means premises subject to the Application.

“Applicant’s Representative” means a person attending a Hearing to assist or represent an Applicant including a lawyer.

“Application” means an application for the Grant/Variation/Transfer/Review and any other decision to be made by the Committee/Sub-Committee in respect of a Licence.

“Chairperson” means the Member who is the Chairperson of the Committee for the particular Hearing.

“Committee” means the Council’s Licensing Committee and includes any Sub Committee of the Licensing Committee.

“Committee Lawyer” means the Council’s Lawyer (including an external Lawyer instructed by the Council’s Legal & Democratic Services Manager) who is present at a Hearing to advise the Chairperson and the Members.

“Committee Manager” means the Council’s Officer who is present at a Hearing to take minutes.

“Committee Report” means the Licensing Officer’s written report to the Committee concerning an Application, a copy of which has been previously made available to the Applicant or their Representative, a Responsible

Authority or their Representative or any person who has made a Relevant Representation or their Representative.

“Hearing” means a meeting of the Committee at which an Application is considered.

“Licence” means a Licence which the Committee has the power or duty inter alia to grant, transfer, suspend or revoke.

“Licensing Officer” means the Council’s Licensing Officer(s) who is/are present at a Hearing to present reports in respect of an Application and to give technical advice in respect of an Application to the Committee when requested.

“Licensing Authority” the Council in whose geographical area the subject matter of the Application relates to, and includes the Council’s Licensing Committee, any Sub Committee of the Licensing Committee and a Licensing Officer.

“Member” means a Member who is a Member of the Committee that is considering an Application.

“Person making a Relevant Representation” means a person who is present at a Hearing to make representations in respect of an Application and includes any person who is present to assist or make representations on behalf of that person including a Lawyer.

“Responsible Authority” means a person who is present at a Hearing to make representations in respect of an Application in their capacity as Responsible Authority and includes any person who is present to assist or make representations on behalf of the Responsible Authority including a Lawyer.

3 Key Principles

- 3.1 The principles of ‘natural justice’, and Article 6 ‘Right to a Fair Trial’, which is one of the Convention Rights in the Human Rights Act 1998, require that there is a fair Hearing of Applications.
- 3.2 Natural justice is an umbrella term for the legal standards of basic fairness. This will include that:
 - 3.2.1 the Applicant has an opportunity to make representations before a decision is made;
 - 3.2.2 those making representations have an opportunity to voice their representations before a decision is made;
 - 3.2.3 the Applicant has an adequate opportunity to consider and respond to any submissions made by a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation;

- 3.2.4 the Committee does not exclude an Applicant from a Hearing in order to consider submissions from a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
- 3.3 It is also fundamental that there is an orderly presentation of submissions at a Hearing so that the relevant issues are properly understood, evidence is tested and that oral statements made at the Hearing are accurately recorded.
- 3.4 Ultimately the Chairperson determines the application of these rules, having regard to any submissions being made by those present and in particular the Committee Lawyer.

4 The Hearing

- 4.1 The Hearing shall take place in public.
- 4.1.1 The Committee may exclude the public from all or part of the Hearing where it considers it to be in the public interest to do so and, in accordance with the Local Government (Access to Information) Act 1985, as amended. Public includes a party and any person assisting or representing a party.
- 4.1.2 The Committee may require any person attending the Hearing who, in its opinion, is behaving in a disruptive manner, to leave the Hearing and may:
- A refuse to permit them to return;
 - B permit them to return only on such conditions as the Committee may specify;
 - C in the event that a person is required to leave a Hearing that person may, before the end of the Hearing, submit to the Committee in writing any information which they would have given orally.
- 4.2 Prior to the Hearing commencing, the Chairperson shall advise the parties of the procedure it proposes to follow at the Hearing.
- 4.3 Where a party has previously requested permission for a person(s), other than their representative, to appear at the Hearing then the Committee shall consider whether to permit that request.
- 4.4 The Committee will allow the parties an equal maximum period of time in which to exercise their rights.
- 4.5 This equal maximum time may have been notified in advance of the Hearing;
- 4.6 Where there are a number of people who have attended the Hearing to make the same representation then the Committee would normally require that a spokesperson be appointed by them to make the representations on behalf of all of those who have made Relevant Representations .

5 Presentation of Submissions

- 5.1 The Chairperson will introduce the Application.
- 5.2 In the event that the Licensing Authority has given notice to a party requiring clarification on a point(s) then that party shall respond to the points raised by the Licensing Authority.
- 5.3 Submissions shall be made in the following order unless the Chairperson directs otherwise:
 - 5.3.1 The Licensing Officer will orally present the Committee Report and will in particular advise the Committee as to:
 - A the options available to it;
 - B the considerations that are relevant in reaching its decision.
 - 5.3.2 The Applicant (or the Applicant's Representative) will orally present its submission which may include:
 - A presenting their case in accordance with the papers, which will have been circulated with Agenda papers;
 - B confirming key information and answer pertinent questions; and
 - C calling witnesses in support of the Application (see paragraph 4.3).
 - 5.3.3 A Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation will orally present their representations in turn which shall include:
 - A the grounds of the representation to the Application; and
 - B any condition(s) that the Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation would be happy to have the Application granted subject to which would cause the representation to be withdrawn.

6 Questioning of Submissions

- 6.1 The Chairperson will regulate the order in which questions are asked by Members.
- 6.2 The Chairperson and Members, voiced through the Chairperson, may question any party following the completion of their submission.
- 6.3 The Chairperson will normally permit the Applicant, a Responsible Authority/Authorities or any person/s who have made a Relevant Representation to ask questions through them of the other parties.
- 6.4 The Chairperson may direct that questions which are not relevant to the Application or one of the four Licensing Objectives are not formally put or answered.

7 Documentation

- 7.1 No party shall present new documentation to the Committee at the Hearing other than with the consent of all of the other parties. This does not preclude the Licensing Officer from correcting errors, providing updated information or an extract from a local map showing the Applicant's Premises in the context of the surrounding premises and any person/s who have made a Relevant Representation . If any party is granted permission to present supplementary papers at the Hearing they shall provide at least 10 copies at the start of their submission.

8 Intervention

The Chairperson shall permit the following interventions at any point in the Hearing:

- 8.1 The Committee Lawyer to advise the Committee on issues of law, procedure and relevant considerations on decision making. If necessary, the Chairperson may require the Committee, the Committee Lawyer and the Committee Manager to leave the Hearing so that advice can be given.
- 8.2 The Committee Manager to advise the Committee on procedure generally, or to request that statements made are repeated for reasons of clarity and so that they can be properly recorded.
- 8.3 The Licensing Officer to seek to clarify statements that have been made in light of information held on their file.

9 Failure of Parties to Attend Hearing

- 9.1 If a party has informed the Licensing Authority that it does not intend to attend or be represented at a Hearing, the Hearing may proceed in its absence.
- 9.2 If a party has not indicated that it does not intend to attend or be represented at a Hearing and fails to attend or be represented at the Hearing then the Licensing Authority may:
- 9.2.1 where it considers it be necessary in the public interest, adjourn the Hearing to a specified date; or
- 9.2.2 hold the Hearing in the party's absence.
- 9.3 Where the Licensing Authority holds a Hearing in the absence of a party, it shall consider at the Hearing the application, representations or notice made by that party.

10 Closing Submissions

- 10.1 The Chairperson shall allow first, the Responsible Authority/Authorities and any person/s who have made a Relevant Representation to make a closing oral submission(s) and secondly invite the Applicant or the Applicant's Representative an opportunity to make an oral closing submission in support of the Application.

11 Decision

- 11.1 The Committee, the Committee Lawyer and the Committee Manager, shall retire so that the decision may be considered in private, and to consider any legal issues raised by the Members.
- 11.2 The decision, and reasons for the decision, of the Committee shall be communicated orally by the Chairperson to the parties after the Committee has deliberated in private on the Application.
- 11.3 Written reasons shall be provided soon after the deliberations of the Application and in any event within the statutory time limits.

Hearing Procedure Summary

1. The Democratic Services Officer will request nominations for a Chairman for the Hearing.
2. The Chairperson welcomes all those present and introduces the Application.
3. The Chairperson introduces the members of the Sub Committee and invites all parties present (Applicant, Responsible Authority/Authorities, any person/s who have made a Relevant Representation and Council Officers) to introduce themselves.
4. The Chairperson outlines the Hearing Procedure as set out in the Agenda, makes any relevant announcements and asks for any declarations of interest.
5. The Licensing Officer is asked to present their Committee Report.
6. The Applicant/their representative is invited to address the Sub Committee in support of their application.
7. Questions to the Applicant by Members of the Sub Committee.
8. Questions to the Applicant by Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation which are to be directed through the Chairperson.
9. Any Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation are invited to address the Sub Committee in support of their representations.
10. Questions to the Responsible Authorities/those who have made a Relevant Representation by Members of the Sub Committee.
11. Questions to the Responsible Authorities/those who have made a Relevant Representation by the Applicant, which are to be directed through the Chairperson.
12. Closing submissions by those Parties who have made a Relevant Representation in reverse order.
13. Closing submissions by the Applicant.
14. Sub Committee retires with the Committee Lawyer and Committee Manager to consider its decision.
15. Sub Committee returns and the Lawyer gives a summary of any legal advice that may have been given to the Sub Committee.
16. The Chairperson either gives the decision with reasons, or advises that it will be released in writing with reasons within the statutory time limits (5 working days).

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WILTSHIRE COUNCIL

WESTERN AREA LICENSING SUB COMMITTEE

24 May 2016

Application for a Premises Licence; Fieldtrip Festival, Grange Farm, Bratton Road, West Ashton, Trowbridge, Wiltshire, BA14 6AX

1. Purpose of Report

- 1.1 To determine an application for a Premises Licence in respect of Field Trip Festival, Grange Farm, Bratton Road, West Ashton, Trowbridge, Wiltshire, BA14 6AX

2. Background Information

- 2.1 An application for a Premises Licence in respect of Grange Farm, Bratton Road, West Ashton, Trowbridge has been made by Powwow Productions Limited for which five relevant representations have been received.
- 2.2 Wiltshire Council (as the Licensing Authority) must hold a hearing to consider the application having regard to the representations. In accordance with Section 18 (3) of The Licensing Act 2003 the Licensing Sub Committee is required to take such of the steps listed in 2.4 below as it considers appropriate for the promotion of the licensing objectives. In considering the application and the relevant representations, the Sub Committee must also have regard to relevant Government guidance and the Council's Licensing Policy
- 2.3 The licensing objectives are:
- i) The Prevention of Crime and Disorder;
 - ii) Public Safety;
 - iii) The Prevention of Public Nuisance; and
 - iv) The Protection of Children from Harm.
- 2.4 Such steps are:
- i) To grant the licence subject to such conditions as are consistent with those included in the operating schedule submitted with the application, modified to such extent as the Sub Committee considers appropriate for the promotion of the licensing objectives, together with any mandatory conditions required by the Licensing Act.
 - ii) To exclude from the scope of the application any licensable activity.
 - iii) To refuse to specify a person as the designated premises supervisor.
 - iv) To reject the application.

2.5 On 30 March 2016 an application for time limited Premises Licence was received and accepted as a valid application. The licence is to operate licensable activities from Friday 26 August 2016 to Monday 29 August 2016.

2.6 The application as applied for is as follows:

Licensable Activity	Timings	Days
<u>Provision of regulated entertainment</u>		
Live music (In and Outdoors)	16:00 – 03:00 (the following morning)	Friday
Recorded music (In and Outdoors)	12:00 – 04:00 (the following morning)	Saturday
Performance of dance (In and Outdoors)	12:00 – 04:00 (the following morning)	Sunday
Anything of a similar description (In and Outdoors)		
Provision of late night refreshment (In and Outdoors)	23:00 – 05:00 (the following morning)	Friday
	23:00 – 05:00 (the following morning)	Saturday
	23:00 – 05:00 (the following morning)	Sunday
Sale by retail of alcohol (On the Premises)	14:00 – 03:00 (the following morning)	Friday
	11:00 – 04:00 (the following morning)	Saturday
	11:00 – 04:00 (the following morning)	Sunday

A copy of the application from Powwow Productions is attached as **Appendix 1**.

2.7 A location plan of the premises is attached as **Appendix 2** to this report.

2.8 A copy of the Event Management Plan submitted with this application is attached as **Appendix 3**.

2.9 A copy of the Site Plan submitted with this application is attached as **Appendix 4**.

3. Consultation and Representations

3.1 The application process requires the application to be advertised, by the Applicant, in a local news publication within 10 working days, starting on the day after the authority receives it and for a public notice (on pale blue paper)

to be posted on the premises. In addition the Licensing Authority advertises the application on its website, for a period of 28 consecutive days, starting the day after the authority receives the application.

3.2 During the consultation period no relevant representations were received from Responsible Authorities. Four relevant representations have been received from local residents and one from the Divisional Ward Councillor.

3.3 Representations Received

- Mr Michael Jones
- Mr Hugh Hancock
- Mrs Elizabeth Webbe
- Major Robin Wilson
- Councillor Jerry Wickham

3.5 A summary of the representations made is detailed in the table below:

Representation	Licensing Objective	Accepted	Comments
Mr Michael Jones	Public Safety Prevention of Public Nuisance	Yes	Concerns regarding noise nuisance, Consumption of alcohol & Traffic Management.
Mr Hugh Hancock	Prevention of Public Nuisance Crime & Disorder Public Safety	Yes	Concerns regarding noise nuisance, Consumption of alcohol & Traffic Management.
Mrs Elizabeth Webbe	Prevention of Public Nuisance Public Safety	Yes	Concerns regarding noise nuisance, Consumption of alcohol & Traffic Management.
Major Robin Wilson	Public Safety	Yes	Traffic Management.
Councillor Jerry Wickham	Prevention of Public Nuisance Public Safety Protection of children from harm	Yes	Concerns regarding noise nuisance, Consumption of alcohol & children being allowed to camp in the area.

3.6 The relevant representations are attached as **Appendix 5**.

3.8 A location plan detailing the distance between the premises and Edington is attached as **Appendix 6**.

3.9 The applicants were granted a time limited licence on 12 September to 13 September 2015.

The application was granted following a hearing which took place on 17 June 2015 after a valid representation was made by West Ashton Parish Council.

A copy of the decision notice from the hearing is **attached as Appendix 7**.

4. Legal Implications

- 4.1 This hearing is governed by the Licensing Act 2003 (Hearings) Regulations. These provide that hearings should be held in public unless the Licensing Authority considers that the public interest in excluding the public outweighs the public interest in the hearing taking place in public.
- 4.2 The Applicant, and all persons who have made representations have been informed of the date, time and location of the hearing and their right to attend and be represented.
- 4.3 At the hearing all those who have made representations are entitled to address the Sub Committee and to ask questions of another party, with the consent of the Sub Committee.

5. Officer Recommendations

- 5.1 Officers are not permitted to make a recommendation – the decision is to be reached by the members of the Licensing Sub Committee.

6. Right of Appeal

- 6.1 It should be noted that the Applicant and those persons who have made representations may appeal the decision made by the Licensing Sub Committee to the Magistrates Court. The appeal must be lodged with the Magistrates Court within 21 days of the notification of the decision.
- 6.2 In the event of an appeal being lodged, the decision made by the Licensing Sub Committee remains valid until any appeal is heard and any decision made by the Magistrates Court.
- 6.3 A Responsible Authority or any person may apply to the Licensing Authority for a Review of a Premises Licence. Whether or not a Review Hearing takes place is in the discretion of the Licensing Authority, but, if requested by a person other than a Responsible Authority it will not normally be granted within the first 12 months except for the most compelling circumstances.

Report Author: Teresa Bray

Public Protection Officer, Licensing
01249 706413

Date of report: 10 May 2016

Background Papers Used in the Preparation of this Report

- **The Licensing Act 2003**
- **The Licensing Act (Hearings) Regulations 2005**
- **Guidance issued under Section 182 of the Licensing Act 2003**
- **Wiltshire Council Licensing Policy**

Appendices

- 1 New Premises Application Form**
- 2 Location plan of the premises**
- 3 Event Management Plan**
- 4 Site Plan**
- 5 Relevant Representations**
- 6 Edington location plan**
- 7 Decision notice**

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**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Powwow Productions Limited

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Grange Farm Bratton Road West Ashton			
Post town	Trowbridge	Postcode	BA14 6AX

Telephone number at premises (if any)	None
Non-domestic rateable value of premises	None (Band A fee)

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)

- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Powwow Productions Limited
Address 6 Rawlings Mill South Parade Frome Somerset BA11 1ES
Registered number (where applicable) 09561998
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	6	08 2016

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
2	9	08 2016

Please give a general description of the premises (please read guidance note 1)

Premises location is fields which form part of Grange Farm. 4 fields will be used and will be used for parking, camping, stage areas, bar areas and a chill out area. All areas as marked on the accompanied site plan.

Licensable activity is only planned for the August Bank Holiday weekend (from Friday 26th August 2016 to Monday 29th August 2016 inclusive).

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2) The DJ performances will be taking place inside marquee structures, and the audience will be both inside and outside the marquees	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) The live music element of this festival may comprise of DJ's mixing music and making sounds by combining pre-recorded music.		
Tue					
Wed					
Thur			State any seasonal variations for the performance of live music (please read guidance note 4)		
Fri	1600	0300			
Sat	1200	0400	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun	1200	0400			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2) The DJ performances will be taking place inside marquee structures, and the audience will be both inside and outside the marquees	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon				<u>Please give further details here</u> (please read guidance note 3) Acts at the festival will comprise of DJ's playing a mix of recorded music	
Tue					
Wed					
Thur			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Fri	1600	0300	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	1200	0400			
Sun	1200	0400			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2) The performances (if provided) will be taking place inside marquee structures, and the audience will be both inside and outside the marquees	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	1600	0300			
Sat	1200	0400			
Sun	1200	0400			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing The main entertainment will be DJs playing various compilations of recorded music. Some playing of recorded music may be interpreted as live music in cases where recorded music is mixed by the DJ to make different sounds.		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2) The DJ performances will be taking place inside marquee structures, and the audience will be both inside and outside the marquees	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri	1600	0300			
Sat	1200	0400	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	1200	0400			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3) Late night refreshment will be provided by food vans or similar. Whilst these will be located outdoors, customers will undoubtedly take food inside marquees for consumption.		
Tue					
Wed					
Thur			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Fri	2300	0500			
Sat	2300	0500	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	2300	0500			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri	1400	0300			
Sat	1100	0400			
Sun	1100	0400	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name Ryan Allcott	
Address [REDACTED] [REDACTED] [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) 1003192324 PEL 01283	
Issuing licensing authority (if known) Mendip District Council	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	0000	1800	
Tue			
Wed			
Thur			
Fri	1200	2400	
Sat	0000	2400	
Sun	0000	2400	
Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)			

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

The event will be operated in accordance with an event management plan which has been produced to address all issues in respect of the promotion of the licensing objectives.

The event management plan is enclosed with this application.

b) The prevention of crime and disorder

The event will be operated in accordance with an event management plan which has been produced to address all issues in respect of the promotion of the licensing objectives.

The event management plan is enclosed with this application.

c) Public safety

The event will be operated in accordance with an event management plan which has been produced to address all issues in respect of the promotion of the licensing objectives.

The event management plan is enclosed with this application.

d) The prevention of public nuisance

The event will be operated in accordance with an event management plan which has been produced to address all issues in respect of the promotion of the licensing objectives.

The event management plan is enclosed with this application.

e) The protection of children from harm

The event will be operated in accordance with an event management plan which has been produced to address all issues in respect of the promotion of the licensing objectives.

The event management plan is enclosed with this application.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	Frank Fender (Electronic Signature)
Date	27 th March 2016
Capacity	Licensing Consultant

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Frank Fender
 FJF Licensing Solutions
 10 Highfield Close

Post town	Newport Pagnell	Postcode	MK16 9AZ
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) frank@fjflicensingsolutions.co.uk			

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Event Safety Management Plan

26th to 29th August 2016

Grange Farm,
West Ashton,
Trowbridge,
BA14 6AX

V1.1

This document has been produced by The Oxford Safety Consultancy Ltd, in order to provide clear guidance on policies and procedures for the event known as Field Trip Festival.

This is a working document and as such may be subject to change throughout the lifetime of the event depending on feedback from venue, suppliers, artists, promoters, local authorities and other stakeholders.

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1. This Plan

- 1.1 This plan is the current draft of the Event Safety Management Plan (ESMP) for Field Trip 2016.
- 1.2 The purpose of the ESMP is to set out the scheme for the safe and effective delivery of the Field Trip Festival. It aims to provide information on all aspects of Health and Safety management, including an overview of event operational management, staffing, crowd management, emergency and contingency plans.
- 1.3 This document is a working document and is subject to change throughout the lifespan of the event.

2. Event Overview

- 2.1 Field Trip is due to take place in the grounds of Grange Farm, West Ashton, Trowbridge, BA14 6AX.
- 2.2 The event is planned and produced by Powwow Productions Ltd, who successfully produced the inaugural Field Trip Festival at this location in 2015.
- 2.3 The event is planned to take place over the weekend of the August Bank Holiday, 26th to 29th of August 2016.
- 2.4 The event is a three-day music festival to include live bands and DJ sets.
- 2.5 Camping facilities will be offered to patrons of the event, opening at 1400hrs on Friday 26th August and closing at 1200hrs on Monday 29th August.
- 2.6 Access to the event is strictly by ticket only and is limited to 2800 ticket holders plus 200 staff, guests, artists and contractors. The site will not exceed more than 3000 persons at any point.
- 2.7 The event will offer music entertainment from 4 stages, a number of catering units and 2 bars serving alcoholic beverages.
- 2.8 A plan of the event site is shown in Appendix 2.

3. Audience Profile

- 3.1 The expected audience profile for the event is adults aged between 25-40 on an approximate 50:50 male to female ratio. Following the success of the event in 2015, which had a smaller duration, there are no known crowd management or security risks with the audience profile.
- 3.2 Sale of tickets will be monitored and terms and conditions as set out by the event organisers are published on the event website.
- 3.3 The organisers reserve the right to refuse entry to the event to any member of the public if they reasonably believe the terms and conditions of the event are going to be or have been breached.

4. Event Personnel

- 4.1 Set out below are the operational roles and responsibilities for the key members of the Field Trip management team.

In the event of an incident a Gold/Silver/Bronze system will be implemented with the following outline:

Gold – Event Production Company Director, working on site overseeing the event at a strategic level.

Silver – Event Operations and Safety Manager and Production Manager liaising with appropriate local authorities and emergency services where appropriate.

Bronze – Head of Security, Senior Medical adviser, Stage Manager and site manager.

4.2 Information about how incidents will be handled and operational decisions made is given in the section on Incident Procedure.

4.3 Event Directors – Jack Clink & Ryan Allcott (Powwow Productions Ltd)

- ◆ Overall responsibility for planning and management of the event in respect of all production, licensing and event content.
- ◆ Oversee the appointment of suitably competent contractors.
- ◆ Ensure sufficient resources are made available for the safe presentation of the event.
- ◆ Oversee arrangements with contractors/exhibitors and restaurants.
- ◆ Ensure information regarding planning of the event is made available to relevant parties and enforcing authorities.
- ◆ Oversee the creation of contingency and emergency plans as required.
- ◆ Develop the site plan.
- ◆ Assume overall responsibility for site operations, including the marking out of site, arrangement of exhibitors, stands, stage etc.
- ◆ Assist the Operations Manager to manage the activities of site crew and contractors.
- ◆ Liaise with the council representatives on issues relating to site activity.
- ◆ Produce a production and staffing schedule.
- ◆ Assist the Event Safety Officer in maintaining safe working practices around the site.
- ◆ Ensure arrangements are in place for any cleansing or remedial work required to return the event site to its original condition.
- ◆ Enact contingency and emergency plans as required.

4.4 Operations & Safety Manager – Matthew Perrin (The Oxford Safety Consultancy Ltd)

- ◆ Act as the Head of Operations, including assuming overall control alongside the Production Manager if the Event Director is absent from site at any time.
- ◆ Ensure all appointed contractors are appropriately audited for suitability and legal compliance.
- ◆ Act as the principal point of contact for external agencies during the planning stages of the event.
- ◆ Assist in the planning and running of the operational elements of the event.
- ◆ To advise the Event Director and management team on issues relating to the Health and Safety of contractors, employees and the public.
- ◆ Oversee development of suitable contingency and emergency plans.
- ◆ Produce suitable event risk assessments.
- ◆ Attend any meetings and briefings relating to event safety management.
- ◆ Conducting safety monitoring inspections prior to, during and after the event, including obtaining Sign-off and Completion Certificates where appropriate.
- ◆ Take such actions as deemed necessary to ensure compliance with statutory Health and Safety duties.
- ◆ Maintain a record of incidents, accidents and so on.
- ◆ Ensure any incident or accident is appropriately reported, logged and investigated (including any reporting that may be required under RIDDOR).

4.5 Production Manager – Ben Boston (UK and Alpine Events Ltd T/A Okoru Events)

- ◆ Work with the Event Director and Operations Manager to fulfil the operations role.
- ◆ Assume overall responsibility for site operations, including the marking out of site, arrangement of exhibitors, stands, stage etc.

- ◆ Assist in the planning and running of the operational elements of the event.
- ◆ Manage all elements of exhibitor activity pre show and onsite during show.
- ◆ Oversee VIP and corporate elements of the event.
- ◆ Maintain strategic overview of visitor experience (e.g. signage, directional, furniture, etc.)

4.6 Site Manager – Nick Roberts (UK and Alpine Events Ltd T/A Okoru Events)

During the build and show periods a Site Manager will assume direction of contractors and other site operations. During the breakdown period, this role will be assumed by the Breakdown Site Manager

- ◆ Act under the instruction of the Operations Manager and Production Manager.
- ◆ Ensure all contractors work in a safe manner in conjunction with submitted risk assessments, method statements and legislative requirements.
- ◆ Liaise with all contractors.
- ◆ Assist in monitoring site security.
- ◆ Report any incidents, defects etc to the Operations Manager / Production Manager.
- ◆ Meet emergency services on arrival to site in the event of an incident and carry appropriate information at all times e.g. LPG plan

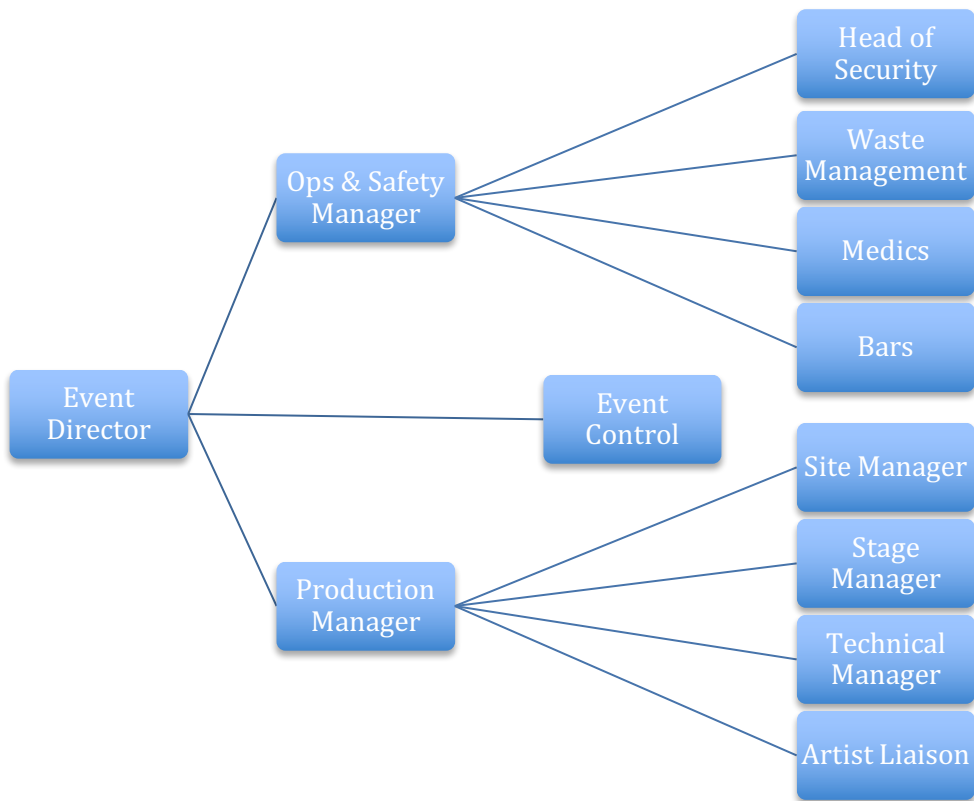
4.7 Head of Security – Marcel Cullers (Security Nation)

Steward and security personnel will be provided by Security Nation Ltd. The event control room will be provided by Security Nation who will also provide a 24hr radio controller throughout the duration of the event. The duties of the Head of Security are as follows:

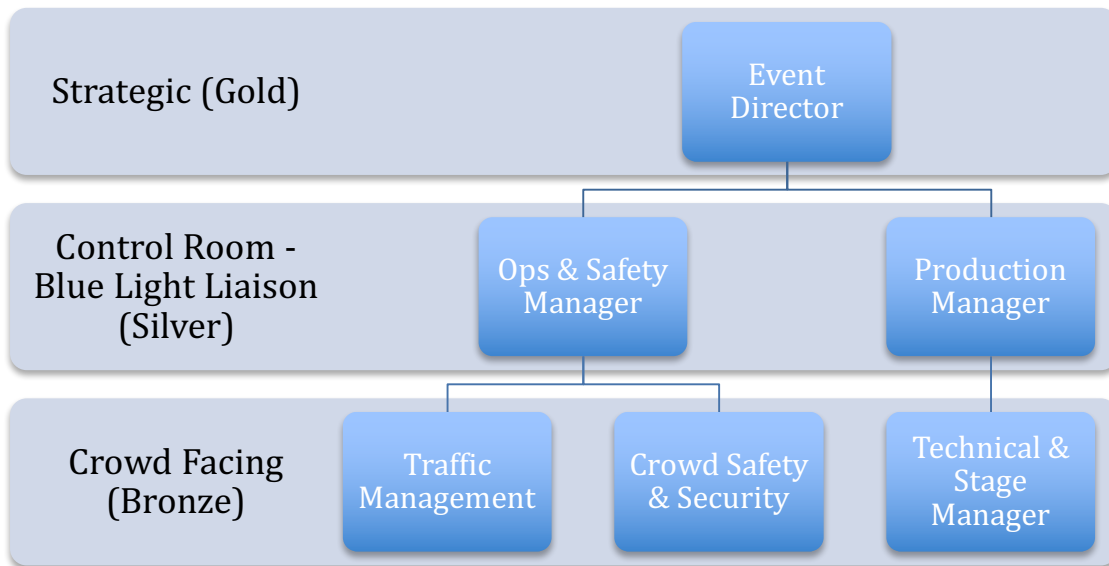
- ◆ Assist in the development of an overall crowd safety plan (including the deployment of personnel, location of fencing, barriers and other infrastructure) to the satisfaction of event stakeholders, the Police and Local Authority.
- ◆ Ensure that suitably competent (and where applicable SIA registered) staff are deployed to carry out the Crowd Management plan.
- ◆ Act as the principal point of contact for the Operations Manager/Enforcing Authorities.
- ◆ Ensure any issues or incidents arising from or reported to stewards and security personnel are communicated to the Event Control room or the Operations Manager for action.
- ◆ Devise and carry out such briefings as may be required to ensure staff carry out public safety duties (as set out below).
- ◆ Ensure stewards provide a competent and professional service to visitors and participants.
- ◆ Monitor public safety and provide feedback to the Head of Operations /Operations Team relating to activities on the site.
- ◆ To assist in carrying out agreed emergency procedures.

The general duties of event stewards are set out in the Crowd Management section below.

4.8 Event Management Structure



4.9 Major Incident Management Structure



5. Event Control

- 5.1 Event Control will act as a 24hr communications hub for the event.
- 5.2 All appropriate personnel will be issued radios that have been previously used on the site and have sufficient capacity to cover the entire event area.
- 5.3 Event Control will also contain two mobile phones. The first will act as the emergency contact number which will be disseminated to emergency services, core personnel and the licensing authority in case of emergencies. The second number will be issued to local residents as a community liaison contact number in order to respond to any complaints directly and efficiently.
- 5.4 Event Control will monitor the Event Control and Organisers channels.
- 5.5 The Event Control Room will be made available as a forward command post in the event of a major incident for use by emergency services.
- 5.6 Event Control will be permanently staffed by the Duty Controller. The event health and safety officer will also have a desk. Space will be available for the local authority and police should they wish to attend.

6. Emergency Services and the Local Authority

- 6.1 The Organiser will not rely on the Police, Fire or Ambulance Services to provide any operational input to the normal running of the event. Requirements for the management of medical, fire and public safety will be met by the private contractors already noted in this plan.
- 6.2 The emergency services will of course retain their normal statutory duties; and may take overall control of the operations of such contractors in the event of a Major Incident or similar. In such circumstances the Organisers will place any available site resources at the disposal of the senior Emergency Service commander.
- 6.3 There will be space allocated in the control room for representatives of emergency services and the local authority throughout the event.

7 Safety Planning and Management

- 7.1.1 Safety plans for Field Trip 2016 are split into three phases: Pre-production, Build/Break and Public Open Phase. Each phase requires its own distinct arrangements, and these are outlined below.
- 7.1.2 Powwow Productions Ltd and its suppliers recognise the requirements as defined in the CDM Regulations 2015.
- 7.1.3 All aspects of operational management and safety policies have been written in conjunction with CDM 2015.
- 7.1.4 As a building site the Production Manager will be responsible for site safety in the absence of the Operations and Safety Manager.

7.2 Pre-Production Phase

- 7.2.1 Powwow Productions Ltd recognises its responsibility to protect the health, safety and welfare of its employees, sub-contractors and members of the public attending the event, through providing a safe working environment and safe systems of work.
- 7.2.2 The health and safety of employees, participants and the public is of paramount importance and it is the policy of the Organisers to engineer a positive approach towards Health and Safety during planning and operational phases.
- 7.2.3 Safety planning carried out during the pre-production phase includes:
- ◆ Preparing this Event Safety Management Plan.
 - ◆ Development of overall event Risk Assessments
 - ◆ Development of contingency and emergency plans.
 - ◆ Site design, including plans for access, egress and emergency routes.
 - ◆ Appointment of suitable contractors.
 - ◆ Collation of health and safety documentation.
 - ◆ Liaison with SAG.

7.3 Build & Break Phase

- 7.3.1 The build phase for Field Trip 2016 will commence on Monday 22nd August and will continue until the site is ready for opening on Friday 26th August. The breakdown phase will commence immediately after closure of the event and will be completed by 1800hrs on Wednesday 31st August.
- 7.3.2 During the build and breakdown phases, the Site Manager and Operations & Safety Manager will assume direct responsibility for enforcing safe working practices on-site.
- 7.3.3 Upon completion of technical elements such as site power, temporary structures and so on, a competent person will be required to produce a Completion Certificate stating that the installation has been properly carried out, and is compliant with relevant regulation.
- 7.3.4 The final elements of the Build Phase will include:
- ◆ Establishment of Event Control Room.
 - ◆ Briefings for stewards.
 - ◆ Tests of communications systems.
 - ◆ Stocking of supplies for vendors and bar areas.
 - ◆ A full survey of the event site prior to admitting patrons.
- 7.3.5 A build, show and breakdown schedule can be found in APPENDIX D at the end of this document.

7.4 The Event Phase

- 7.4.1 The Operations Manager and Production Manager will be available on-site daily from 0900hrs.
- 7.4.2 In the absence of the senior management team site management will be turned over to a suitably competent manager supplied by the crowd management company. Senior management will be available for mobile communications throughout the event and will operate a shift system should the shift manager supplied by Security Nation require additional support.

- 7.4.2 A site and staff audit will be conducted prior to opening the event in order to establish that medical, administration, welfare, sanitary and crowd management facilities are functional. Such checks will include free access and egress routes, absence of trip hazards, structural integrity and so on.
- 7.4.3 All vehicles will be removed from publically accessible areas of the site no later than one hour prior to public opening (with the exception of essential litter and toilet cleansing vehicles etc). On completion of the show opening procedure the Operations and Safety Manager will determine that the event should be made open to the public.
- 7.4.4 Throughout the public opening period of the arena either the Operations & Safety Manager or the Production Manager will remain on-site.
- 7.4.5 Communications between all event personnel will be by mobile radio handsets provided by Okoru, the medical provider will also be on this network.
- 7.4.6 As the arena closes each evening security and stewarding personnel will complete a sweep of the arena to ensure all public have left the area.
- 7.4.7 Security Nation Ltd will maintain 24hr security presence at all access and egress points to the site, arena and camp site.
- 7.4.8 Overnight security will be positioned to monitor the campsite area in order to ensure the general public follow the licence restrictions placed on the site.
- 7.4.9 At the end of the event on Monday 29th August staff supplied by Security Nation Ltd will complete a thorough site sweep ensuring no members of the general public remain on site prior to the commencement of work for the breakdown. The Operations and Safety Manager will be responsible for declaring the site safe for work to commence.

7.5 Temporary Demountable Structures

- 7.5.1 The selection, installation and use of all temporary structures will be in accordance with the Institution of Structural Engineers' document Temporary Demountable Structures 2007 Third Edition. Where appropriate, structural calculations, wind performance characteristics, ground loadings and other technical detail will be provided in advance.
- 7.5.2 Each structure will be subject to inspection and sign-off by a competent representative of the structural supplier / contractor. This sign-off will confirm that the structure has been erected in accordance with the Manufacturer's instructions and that it is safe for its intended use.
- 7.5.3 A severe weather / wind management plan has been developed to ensure that wind-susceptible structures do not present a risk to the public or others. The plan includes proportionate responses to rising wind speed – ultimately resulting in closure of a structure or, in extreme circumstances, cancellation of the event. This is available as a separate document.
- 7.5.4 Where large temporary structures are used, there will remain the capacity to take wind speed measurements on site during the event. Anemometers ideally will be placed at the top of the main big top tent on site and if appropriate above the JCR.

8. Crowd Management Plan

- 8.1 Overall responsibility for provision of crowd safety and management plan is that of the Operations Manager, assisted by Security Nation Ltd.

- 8.2 Crowd management plans will be in accordance with the guidance given in HSG 195 The Event Safety Guide and HSG 154 Managing Crowds Safely.
- 8.3 All stewarding and security staff will be supplied by Security Nation Ltd – no sub-contracting will be allowed. Security Nation Ltd will deploy competent stewards who have undertaken training appropriate for crowd safety management at outdoor events and, where necessary have obtained relevant qualification/licence from the SIA.
- 8.4 All stewards will be readily identifiable by uniform and those undertaking SIA designated duties will have the relevant SIA badge available for inspection.
- 8.5 The term SECURITY is used to describe SIA registered personnel (from Door Supervisor level and above) assisting with safety and security on-site, including intervention and enforcement as necessary. The Security team fall into two categories: RESPONSE being out on the show ground available to deal with incidents and STATIC on gates etc.
- 8.6 The terms STEWARD is used to describe non-SIA registered “customer service staff” providing the public with information on-site and assisting security personnel in non-intervention or enforcement tasks as required.
- 8.7 These roles are defined as outlined below:

Security (SIA Licensed)

Main Aim of Role:

- ◆ To guard the event against: un-authorized access, outbreaks of disorder and protect property and goods from damage or theft.
- ◆ Promote and protect public safety.
- ◆ Assist with delivery of license conditions.
- ◆ Where appropriate assist with the direction of traffic within the site.
- ◆ Deal with allegations of criminal acts.
- ◆ Provide accurate and timely information on any suspicious activity or breach of security to the event security manager.
- ◆ Respond to incidents of public disorder.
- ◆ Report H&S incidents, defects or hazardous conditions to the event security manager/supervisor.
- ◆ Wear PPE if appropriate and ensure it is kept in good condition.
- ◆ Have a good knowledge of the public facilities available at the venue.
- ◆ Handle enquiries from customers and members of the public and direct them as appropriate. Making sure they have the correct ticket/badge/pass for the event.
- ◆ Maintain a high standard of presentation commensurate with a uniformed customer-facing role.
- ◆ To have a full understanding of the venue emergency procedures and how to respond, should an emergency occur.
- ◆ Have an understanding of fire awareness and what to do in an emergency (not all staff will be fire trained).
- ◆ Inform Event Control (JCR) of any incident.
- ◆ Co-operate fully with the emergency services should an incident occur at the venue.
- ◆ Monitor bottle necks within the show ground and deal with as instructed by the organizer.
- ◆ Monitor alcohol consumption and respond accordingly, advising the organiser prior to any evictions.

Stewards (non-SIA)

Main Aim of Role:

- ◆ To meet and greet the visitors and monitor any inappropriate activity with tickets – reporting anything suspicious to the security manager, the AES supervisor and organizers of the event.

- ◆ To manage the queues.
 - ◆ Ticket tearing, invitation, pass check.
 - ◆ Have a good knowledge of the public facilities available at the venue.
 - ◆ Handle enquiries from customers and members of the public and direct them as appropriate. Making sure they have the correct ticket/badge/pass for the event.
 - ◆ Maintain a high standard of presentation, commensurate with a uniformed customer-facing role.
 - ◆ Co-operate fully with the emergency services should an incident occur at the venue.
 - ◆ Provide accurate and timely information on any suspicious activity or breach of security to his/her supervisor.
 - ◆ Report H&S incidents, defects or hazardous conditions to his/her supervisor.
 - ◆ If as situation arises of a security, safety or conflict nature then the Supervisor (Door SIA Licensed) in charge of the Front of House team will respond and takeover.
- 8.8 A full schedule of steward deployment will be available no later than 4 weeks prior to the event and may vary due to ticket sales and anticipated attendance.
- 8.9 Event-specific briefings will be given to all security and stewarding personnel prior to the show admitting any audience members.
- 8.10 Should any persons be ejected from the event for unacceptable behaviour or carrying of contraband items, the final decision for eviction will remain with the senior management team of the event.
- 8.11 Should it be necessary to eject a person/persons from the event then it has been agreed they will be transported to a safe location with easy access to public transport if no other arrangements can be made.

9. Alcohol Policy

- 9.1 Whilst the event offers patrons a range of alcoholic drink for consumption, excessive alcohol consumption will not be tolerated by the Organisers. 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:
- ◆ No off sales of any sort is permitted on site.
 - ◆ All drinks will be sold in marked glasses showing the amount e.g. 125ml.
 - ◆ No alcohol will be sold to persons under the age of 18.
 - ◆ Pre-entry checks by Stewards and Security will be carried out at the entrances to ensure that no person is intoxicated prior to entering the event arena.
 - ◆ 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 and security 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.
 - ◆ A "Challenge 25" policy will be adopted.
- 9.2 Drinks will not be sold or served in glass vessels in any part of the site
- 9.3 Patrons of the event choosing to camp on site will be permitted to bring a nominal amount of alcohol per person into the camping area. Searches will be carried out to ensure excessive amounts of alcohol are not brought into the camping area.
- 9.4 Patrons will not be permitted to bring additional alcohol into the camping area once they have entered and received event accreditation.
- 9.5 No alcohol other than that purchased on site will be permitted in the event arena.

10. Drugs Policy

10.1 Introduction

This Document outlines the procedures and policies in place for Field Trip Festival 2016.

10.1.1 Powwow Production Ltd, its suppliers and contractors are aware of the provisions of the "Misuse of Drugs Act 1971".

10.1.2 For the purpose of this policy a "Controlled Drug" will be defined as "any substance or product for the time being specified respectively in Part I, Part II or Part III of Schedule 2 of the Misuse of Drugs Act 1971 (as amended).

10.1.3 Reference to SIA members of Staff indicates a Security Industry Authority Front Line Door Supervisor Licensed Operative.

10.1.4 For purpose of legislation Powwow Productions and its suppliers will be mostly concerned with Sections 4,5 and 8 of the Misuse of Drugs Act 1971 as detailed below.

10.2 Observation

All staff are aware of the potential for the use and/or distribution of controlled substances at the events we work. All staff are to report any suspicious activity or signs of drug use directly to event control. Staff are briefed to look for the following:

- ◆ Out of place agitation
- ◆ Erratic behaviour
- ◆ Persons under the influence
- ◆ Defensive or secretive body language
- ◆ Persons moving through crowds talking to many different groups
- ◆ Avoidance of security/authoritative staff
- ◆ Unnecessary over attire (i.e: Big Coats on a Hot Day etc.)

10.3 Deterrents

- ◆ Signage/information.
- ◆ All site and ticket terms and conditions will state a policy of zero tolerance to the possession, use, distribution or sale of controlled substances.
- ◆ Advertising and ticketing conditions will also state the above.
- ◆ Overt Searching.
- ◆ Staff at entrances will be clearly visible and will be overtly searching attendees upon entry.
- ◆ Staff presence.
- ◆ Response teams and security staff will be clearly visible in all areas of the event during at all times.

10.4 Searching

Along with systemised searching upon entry, any person exhibiting the above traits will be asked to agree to a search of their person. Whilst staff do not have the right to forcibly search anybody, their refusal to be searched will lead to Security Nation staff exercising their right exclude them from the premises. In this case the individual(s) in question will be asked to leave the premises (See Eviction/Ejection Policy). Should there be grounds for reasonable belief that an individual may have the resource and intention of supply drugs to others they will be referred to the Police as per section 5.2.

10.5 Discovery / Seizure

10.5.1 Small Seizure (Deemed as Personal Use)

Upon the discovery of any controlled substance the substance will be seized and placed in a secure amnesty bin and the person will either be asked to leave or allowed to remain on the premises at the discretion of the Operations Manager. All instances of confiscation will be logged in the event control room log.

10.5.2 Large Seizure (assumed intent to supply)

Should a seizure be made of an amount deemed to be that in excess of "personal use" this matter will be referred to the Police. The individual(s) in question will be moved to the designated location with along with the seized items. During this process at least one member of SIA staff and a Manager/Supervisor will always be present. The Police will be called to site and all occurrences and timings logged in accordance with PACE with the control room.

10.5.3 Amnesty

At the main entrance will be placed secure drugs amnesty boxes to give people the option to dispose of any substances before being searched upon entry to the event. The contents of these boxes will be (handed to the Police/securely disposed of) at the end of the event.

These boxes will be locked and be fitted with one-way hatches to ensure that items cannot be removed prior to disposal; keys will only be held by the Security manager/Event Director.

10.5.4 Storage

The mobile control room houses a safe which is securely fastened to the chassis of the vehicle. Any controlled substances that have are in the possession of the event organisers, contractors or staff will be logged by the head of the security and stored in the safe prior to collection by the police.

10.5.5 Welfare

Any member of the public who is deemed to be under the influence of drugs will have their welfare cared for appropriately. Should a person's welfare be under question they will be escorted to the welfare/medical area as appropriate. At no point will any person be ejected from site that is incapable of looking after their own welfare. (See Eviction/Ejection Policy).

Any person requiring medical intervention through the misuse of drugs will at first instance be referred to the on-site medical provider (TBA). At least one member of SIA staff will remain with any person under the influence whilst be treated to ensure the safety of the medical staff. (This will be at the discretion of the senior medical staff member).

10.6 Staff/Contractors

Any staff or contractors found to be in possession of, or using Drugs whilst on the premises will be dealt with in the same regard as a member of public.

10.7 Additional Information

The Misuse of Drugs Act 1971 – Sections 4,5 and 8

Section 4 - Restriction of production and supply of controlled drugs.

(1)Subject to any regulations under section 7 of this Act for the time being in force, it shall not be lawful for a person—

(a)to produce a controlled drug; or

(b)to supply or offer to supply a controlled drug to another.

(2)Subject to section 28 of this Act, it is an offence for a person—

(a)to produce a controlled drug in contravention of subsection (1) above; or

(b)to be concerned in the production of such a drug in contravention of that subsection by another.

(3)Subject to section 28 of this Act, it is an offence for a person—

- (a) to supply or offer to supply a controlled drug to another in contravention of subsection (1) above; or
- (b) to be concerned in the supplying of such a drug to another in contravention of that subsection; or
- (c) to be concerned in the making to another in contravention of that subsection of an offer to supply such a drug.

Section 5 - Restriction of possession of controlled drugs.

(1) Subject to any regulations under section 7 of this Act for the time being in force, it shall not be lawful for a person to have a controlled drug in his possession.

(2) Subject to section 28 of this Act and to subsection (4) below, it is an offence for a person to have a controlled drug in his possession in contravention of subsection (1) above.

(3) Subject to section 28 of this Act, it is an offence for a person to have a controlled drug in his possession, whether lawfully or not, with intent to supply it to another in contravention of section 4(1) of this Act.

(4) In any proceedings for an offence under subsection (2) above in which it is proved that the accused had a controlled drug in his possession, it shall be a defence for him to prove—

(a) that, knowing or suspecting it to be a controlled drug, he took possession of it for the purpose of preventing another from committing or continuing to commit an offence in connection with that drug and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to destroy the drug or to deliver it into the custody of a person lawfully entitled to take custody of it; or

(b) that, knowing or suspecting it to be a controlled drug, he took possession of it for the purpose of delivering it into the custody of a person lawfully entitled to take custody of it and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to deliver it into the custody of such a person.

[F1] (5) Subsection (4) above shall apply in the case of proceedings for an offence under section 19(1) of this Act consisting of an attempt to commit an offence under subsection (2) above as it applies in the case of proceedings for an offence under subsection (2), subject to the following modifications, that is to say—

(a) for the references to the accused having in his possession, and to his taking possession of, a controlled drug there shall be substituted respectively references to his attempting to get, and to his attempting to take, possession of such a drug; and

(b) in paragraphs (a) and (b) the words from “and that as soon as possible” onwards shall be omitted.]

(6) Nothing in subsection (4) [F2 or (5)] above shall prejudice any defence which it is open to a person charged with an offence under this section to raise apart from that subsection.

11. Noise Management

- 11.1 Powwow Productions Ltd are committed to working with all relevant agencies and the local community by minimising the impact of the event on the local community through a clear noise management plan.
- 11.2 The organisers will ensure the noise management plan is written in accordance with the guidelines set out in The Noise Councils **Code of Practice on Environmental Noise Control at Concerts** (1995) and **The Purple Guide** 2015.
- 11.3 A complete Noise Management Plan can be found at the end of this document in APPENDIX G.

12. Medical, Ambulance and First Aid

- 12.1 The objectives of medical provision are: to provide immediate care for casualties requiring urgent assistance, to treat and discharge minor medical complaints, to help minimise the impact of the event on the local health economy.

- 12.2 Medical provision at the event will be supplied by a2e Medical Services.
- 12.3 The nature of the event and anticipated audience profile does not give rise to particular concerns regarding medical need i.e. there are no special risks for which additional medical facilities may be required.
- 12.4 The level of medical provision will offer a combination of staffed ambulance, first aiders at a central first aid point and roving patrols. The first aid point is to be located in a temporary structure within the arena area with easy access to all areas of the site.
- 12.5 Medical provision will be discussed with the local ambulance service to ensure a suitable level of on-site facilities is provided. Suitable patient transfer and pick-up points will be identified, and the principal First Aid Point will offer ready access to ambulances.
- 12.6 During the build, early build and late breakdown phase medical cover will be provided by contractors. In addition the Operations and Safety Manager and the Production manager have qualifications in first aid.
- 12.7 The closest Accident and Emergency Department can be found at;
- Royal United Hospital, Combe Park, Bath, Avon, BA1 3NG
- Travel Time: About 38 minutes by car
- Local Ambulance Service (South Western Ambulance Service) shall be notified of the event with directions and access details prior to the event.
- 12.8 The level of medical cover for the event shall be determined by the number of ticket sales, industry best practice and guidance found in the Purple Guide 2015 and the Event Safety Guide (HSG195).
- 12.9 Based on current anticipated capacity, duration, crowd demographic and historical information the anticipated maximum level of medical provision for the event shall be no greater than;
- ◆ 1 x Ambulance
 - ◆ 1 x Paramedic / Nurse Practitioner
 - ◆ 1 x Ambulance Technician
 - ◆ 2 x FPoS
 - ◆ 6 x First Aid At Work qualified personnel
- 12.10 It shall be the policy of the organisers to maintain a 24hr medical provision throughout the event. The level of medical provision available will be managed based on an analysis of arena opening times, peak periods of activity on site and advice from the medical director.

13. Litter and Waste

- 13.1 A suitable contractor will be engaged to provide a comprehensive on-site waste collection and disposal service.
- 13.2 The contractor will provide:
- ◆ Wheelie bins c/w internal liner.
 - ◆ Roll-on-off skip units.
 - ◆ 1100 litre Eurocarts behind the main restaurant locations.
 - ◆ Sufficient staff members to conduct an on-going operation to clear food and litter waste from the event site.

- 13.3 Bagged waste will be taken for temporary storage to one of several waste areas on site prior to being removed.
- 13.4 Wherever possible, the Organisers will arrange for the separation and recycling of waste materials, notably glass bottles, which will be collected directly from the restaurants/wineries and stored in purpose made recycling units until the close of the event. Where such facilities exist, the Organisers will utilise food waste collection schemes operated by the local authority in order to minimise landfill.
- 13.5 A thorough clean of the arena will be conducted each day before the site is open to the public.
- 13.6 Following closure of the event, a team of litter pickers will conduct a thorough sweep of the event site to remove all remaining litter and waste.

14. Incident Procedure

- 14.1 Response to any emergency will be provided by the appropriate emergency service(s) in the normal way, and it is not the intention of the Organisers to either duplicate or replace this facility. However it is likely that security, stewards or other event personnel may be the first on the scene, therefore the following procedure is intended to enable an appropriate initial response before professional teams arrive.
- 14.2 The two principal decision-makers on-site are the Operations and Safety Manager and the Production Manager. They will be responsible for determining the appropriate course of action during normal operations and in response to an incident. Their decisions will be based on intelligence and advice offered by the Head of Security, Medical Director and other staff.
- 14.3 It should be emphasised that these other personnel will provide support and advice, but the responsibility for deciding on a course of action and initiating a response will fall to the Operations Manager.
- 14.4 Communications between all principal staff will be via radio handset, backed up by mobile phone. A landline telephone will be provided at Event Control for communication off-site i.e. to the emergency services.
- 14.5 It would be of little value to list innumerable scenarios that may be presented on site; instead, reliance must be placed on having a clear chain of command, competent decision-makers and a robust means of communication on and off-site.
- 14.6 In respect of any incident, the priority of any personnel at the scene must advise the Operations Manager during the Build and Break or Event Control when it is in operation, by the quickest available means (which will normally be radio) Operations Management will determine the appropriate course of action and issue instructions accordingly.
- 14.7 In all instances Event Control will keep an event log book of incidents and actions taken. These records will assist in a review of the event and may be required as evidence in any investigation.
- 14.8 The decision as to whether an incident warrants evacuation of the event site shall be made by the Operations and Safety Manager in consultation with the Event Director and Production Manager with the advice of the Head of Security and Medical Director (or their deputy if absent from site). The communications hub in the event of an evacuation will be Event Control who will instruct the relevant event personnel.
- 14.9 Event Control will initiate the evacuation of all, or a part of the event site.
- 14.10 Operation conditions: GREEN, AMBER & RED

The words GREEN, AMBER and RED will be used as code words to describe the state of operation of the event for use in radio communications as follows

- ◆ GREEN - normal operation.
- ◆ AMBER - prepare for an evacuation.
- ◆ RED - evacuate the site.

Under normal operation the event will be operating in condition GREEN.

In the event that an incident may require the site to be evacuated, the condition will be raised to condition AMBER and all staff will prepare for evacuation. Preparation will include standing by to open gates as directed by Event Control, make announcements to the public and direct the public away from the threat.

In the event of condition AMBER existing, Event Control will make the following broadcast to all call signs:

“This is a message for all call signs. Condition AMBER now exists. Maintain radio silence and await instructions [Repeat]”

Condition AMBER may be declared as the result of a suspicious package being found, a call claiming that a bomb has been planted on the site, a fire on the site or an incident outside the site notified to Event Control by the police.

On hearing the condition AMBER radio call, staff must:

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

If the incident is resolved the condition can revert to GREEN.

Event Control will make the following broadcast to all call signs:

“Condition is GREEN now exists”

Should the incident be confirmed the condition will be raised to RED.

“This is a message for all call signs. Condition RED now exists”

If this message is broadcast the stage manager will immediately stop all music and make the following announcement using the main stage PA.

“Ladies & Gentlemen – this is an important safety announcement. Due to unforeseen circumstances we ask that you make your way to the nearest emergency exit, following directions given to you by event security staff [Repeat]”

Staff provided by Security Nation Ltd will direct the public and staff leaving the site to pre-arranged assembly point detailed on the site plan in appendix A.

15. Evacuation Procedure – during build or breakdown

- 15.1 During build and breakdown the site will not be as well staffed and set up as during the open period.
- 15.2 The control of an evacuation will be carried out by the most senior member of the operations team on site, for clarity the seniority is as follows:

1. Production Manager – Ben Boston
2. Operations and Safety Manager – Matthew Perrin
3. Site Manager – tBC

This person becomes Event Control and for the purpose of this procedure and also Silver Control.

- 15.3 The on the ground co-ordination of the evacuation (Bronze Control) will be carried out by the most senior member of staff on site suitably qualified to respond to the situation as deemed appropriate by Event Control. It is the protocol that any incident is attended by the safety officer.
- 15.4 Due to the fact there will be a limited team of security on site the evacuation will be carried out by the security team, but augmented by the traffic team and if necessary key crew and site staff.
- 15.5 Event Control will dictate the direction of evacuation, the team evacuating the site will then gather and “star burst” out to clear people out of the site.
- 15.6 The evacuating team will make every effort to ensure the site is clear of people without putting their own lives at risk.
- 15.7 The PA system may be operational at this stage, if so it will be used, but the system will rely on bull horns.
- 15.8 Any initial threat will be radioed to Event Control; they will instruct security to move people away from the threat and phone appropriate blue light services as needed.
- 15.9 The location of the threat must be established to ensure that the evacuation moves the people away from the threat.
- 15.10 Event control will co-ordinate response.
- 15.11 Event Control will inform the following of the evacuation and direction of evacuation:
- ◆ Security (who will brief their staff on which gates to open and evacuation direction).
 - ◆ Medical Team (who will evacuate the site if not responding to casualties).
 - ◆ Site Manager (who will evacuate his teams if needed).
 - ◆ Stage Technical etc Manager (who will evacuate his teams if needed).
 - ◆ Police (directly if in Event Control or via 999).
 - ◆ Fire (directly if in Event Control or via 999).
 - ◆ Ambulance (directly if in Event Control or via 999).
 - ◆ Venue (directly if in Event Control or via 999).
- 15.12 Site Manager will inform the following to evacuate the site:
- ◆ Crew.
 - ◆ Misc. Contractors (anyone not essential to evacuation will be treated like the public)
- 15.13 Stage Technical Manager will inform the following to evacuate the site:
- ◆ Stage management team
 - ◆ Artist liaison
 - ◆ (anyone not essential to evacuation will be treated like the public)
- 15.14 Key Actions:
- ◆ Event Control
 - Coordinate communication (including calling 999 as needed)
 - Coordinate the response
 - ◆ Security Teams:

- Clear guests from the immediate vicinity of the incident and
- immediate action to be taken to safeguard property and life (if this does not put personnel at risk)
- Assist in directing people towards the designated exits
- Leave the site when people are clear
- ◆ Traffic Team:
 - Ensure route remains clear for emergency vehicles
 - Assist in evacuating the site
- ◆ Organisers Team
 - Assist people to leave the site
- ◆ Safety Officer:
 - Co ordinate evacuation if requested
 - Attends scene of incident.

15.15 The decision to permit re-admission to the incident area and the re-starting of the work will be made by Event Control in consultation with the Police and/or Fire Officer on-site.

15.16 This procedure will be used in the event of a PARTIAL EVACUATION of the site and team on site will be directed by Event Control regarding locations to be cleared and direction of evacuation.

16. Fire within the event Site

16.1 A fire within the show site will be dealt with in the following manner:

16.2 Discovering agent will inform Event Control using the code word Mr Ash.

16.3 Event Control will inform the following as necessary:

- ◆ Fire Service via the Fire representative in the JCR or 999 call if no representative is present
- ◆ The steward supervisor (or comms op) in the JCR
- ◆ Traffic Manager

16.4 Event Control will also inform (as appropriate):

- ◆ Event Director
- ◆ Operations & Safety Manager
- ◆ Production Manager
- ◆ Head of Security
- ◆ Site Manager
- ◆ Ambulance
- ◆ Venue
- ◆ Medical Team

16.5 Key Actions:

- ◆ Event Control:
 - Coordinate communication (include calling 999 as needed)
 - Coordinate the response
 - Determine if evacuation necessary
- ◆ Response Security Team:
 - Clear guests from the immediate vicinity of the incident and immediate action taken to safeguard property and life (if this does not put personnel at risk)
 - Tackle the fire with appropriate fire fighting equipment – but only if competent to do so and with placing self in danger
- ◆ Static Security Team
 - Tackle the fire with appropriate fire fighting equipment – but only if competent to do so and with placing self in danger

- ◆ Traffic Team:
 - Ensure route remains clear for emergency vehicles
 - Be ready to admit fire service etc
- ◆ Operations & Safety Manager:
 - Attends scene of incident

17. Major Incidents

- 17.1 Minor incidents will be dealt with by the Event Control or the emergency services working within their normal sphere of operations.
- 17.2 A major incident is defined as:
- ◆ “any emergency that requires the implementation of special arrangements by one or more of the emergency services; or the Local Authority”
 - ◆ Whether an incident is categorised as such is a matter for the emergency services or in certain circumstances the Local Authority
- 17.3 In the event of a Major Incident, the Head of Operations will ensure that all the resources and personnel on-site are made available to the relevant Police Commander to assist in a co-ordinated response to the incident.
- 17.4 A written transfer of command will be obtained (a note in the log signed by the senior Police officer acknowledging the declaration of a MI and transfer of responsibility for its management).

18. Adverse Weather Policy

- 18.1 This policy does not extend beyond cancellation, delayed opening or early closure as a direct result of adverse weather conditions only.
- 18.2 Adverse weather conditions are those which may have implication for;
- ◆ The health and safety of participants, staff and contractors involved in the event
 - ◆ The potential lasting impact to the venue
 - ◆ Significant impact on accessibility to and from the venue, preventing access and/or egress
 - ◆ Potential lasting damage to the reputation and commercial viability of either the event organisers or the venue
- 18.3 In the event of information being made available by the Met Office in regards to severe weather forecasting the “Silver” team will meet with a senior venue representative to discuss the likely impact of any forecast weather. This meeting will take into consideration the points highlighted in 17.2 as their primary concern.
- 18.4 Should a decision be made to cancel the event prior to the venue being made accessible to the public then the following process shall be implemented;
- ◆ All methods of available communication shall be used to communicate the cancellation, including emails, social media and telephone if available.
 - ◆ Crowd safety stewards will be posted at all entrances to the venue and will direct traffic into the car parking area where ticket holders will be informed of the cancellation and redirected out of the car park immediately. No parking areas will be opened to the public.
 - ◆ Public transport and private coach companies will be informed of the cancellation and asked to cancel any services to the venue. Any services already on route to the venue will be redirected by suppliers.
 - ◆ Police and local authority representatives will be informed immediately of the cancellation.

- 18.5 If the event has to be closed early due to the likely impact of severe weather conditions the following process shall be implemented;
- ◆ All stages will be wound down over a period to last no longer than 10 minutes to prevent animosity growing within the crowd.
 - ◆ All traders outlets and bars will be closed immediately by crowd safety stewards once the instruction has been given to event control.
 - ◆ Once entertainment has concluded on each stage announcements will be made to the public over the PA system.
 - ◆ The Event Operations and Safety Manager will liaise with police (if they were not already present on site) to notify them of the change to the scheduling and likely impact of increased traffic on the roads.
 - ◆ Public transport and coach companies contracted by the event organisers will be informed by a member of the production team as soon as the decision to close early has been made to alert them to the change in schedule.
 - ◆ Crowd Safety teams will be deployed to support traffic management and egress throughout the car parking areas, vehicle egress routes and any entrances to the venue property.

19. Public Liaison & Complaints

- 19.1 In the interest of protecting the Field Trip Festival event brand and the reputation of both the organisers and the venue Powwow Productions Ltd and its suppliers are committed to maintaining excellent relations with the local community.
- 19.2 Powwow Productions Ltd and its nominated contractors will maintain a mobile phone on site, the number of which will be circulated to local residents as part of a notification letter drop to be completed no later than 4 weeks prior to the event.
- 19.3 This mobile phone will be located in the event control room throughout the event and will be manned by the controller supplied by Security Nation Ltd.
- 19.4 All calls received by the event controller will be logged on the master control log with date, time, contact number, name and nature of issue.
- 19.5 With the use of the radio network it shall be the responsibility of the event controller to notify the relevant team member of any complaints received. These next steps will be logged in the control log. Likely complaints will be passed on to the following representatives of the event;
- ◆ Noise Complaint – Okoru representative on site and production manager.
 - ◆ Traffic Management Complaint – Operations Manager
 - ◆ Police Query – Operations Manager
 - ◆ Other Enforcing Body – Operations Manager
- 19.6 It is the policy of Powwow Productions Ltd to have this process work independently of the event organisers in order to eliminate conflict of interest and as such nominated suppliers will respond to complaints independently of the event promoters.
- 19.7 Powwow Productions Ltd and nominated representatives of key suppliers will liaise directly with the local community through attendance of Parish Council Meetings in order to respond proactively to any concerns raised regarding the event.

20. Traffic Management Policy & Plan

- 20.1 Powwow Productions Ltd is committed to ensuring Field Trip 2016 has minimal impact on the local community and traffic patterns.
- 20.2 The production company will appoint a suitably experienced and competent traffic management company to post road signage in order to appropriately direct attendees of the event to the correct entrance. N.B. This activity was carried out by the Automobile Association (AA) in 2015.
- 20.3 In order to reduce the impact of attendees arriving at the venue a number of strategies will be employed to minimise impact on the local community, including;
- ◆ Promoting a car share scheme for all attendees of the event.
 - ◆ Appropriate signage to event entrances supplied by a national service provider.
 - ◆ Early opening of the car park in order to reduce possibility of queues forming on the public highway.
 - ◆ Creation of loading lanes in the car park area in order to queue people inside the venue car park prior to the venue opening to the public.
- 20.4 The event site at Grange Farm, West Ashton, benefits from good vehicular access from national A roads and is within 5 miles of two train stations.
- 20.5 Powwow Productions are contracting The AA to provide road signage for the event and have contracted Security Nation to provide traffic management on the event site.
- 20.6 In order to minimise impact to the local community the production company will create a clear timetable for all production vehicles requiring access to the site during the build and breakdown phases. Only essential vehicles will be allowed access and arrivals will be timed to minimise the impact on the local highway.
- 20.7 During the event Gate 2 will be the dedicated emergency vehicle access point to the arena. It shall be staffed 24hrs a day and any emergency vehicles called to site will be facilitated by the JCR.
- 20.8 Further to signage directing traffic to the event site a number of warning signs will be erected in the immediate vicinity of the event to notify other road users of potential hazards. Proposed layout of these signs can be found in the appendices to this document.
N.B. A small selection of appropriate signs shall be used in order to create a clear message for drivers following consultation with the AA and local highways agency.

Travelling By Car

- 20.9 Travelling from the M4 (East or West) – Exit the M4 at Junction 17 and head south on the A350. Continue approximately 17 miles until reaching the village of West Ashton. Event Sign posted from Semington Roundabout on A350.
- 20.10 Travelling from the South East (Southampton) – Exit the M27 at Junction 2 and head North on the A36 towards Salisbury. Stay on the A36 for approximately 40 miles until reaching Warminster. Exit the A36 and join the A350 until reaching the village of West Ashton. Event sign posted from A36/A350 junction at West Ashton.
- 20.11 Travelling from South West – Exit the M5 at Junction 23 and proceed East on the A39 for approximately 13 miles until the road joins the A361. Continue on the A361 until the road joins the A37 and then head North for 1.5 miles until able to rejoin the A361 heading East. Continue on the A361 a further 16 miles and then turn south on the A36. Proceed on the A36 until reaching Warminster and then join the A350 towards West Ashton. Event sign posted from the A361/A36 Junction

- 20.12 There is no parking available in the village of West Ashton and the organisers will be providing space on site for all vehicles. There is sufficient parking for in excess of 1000 vehicles on the event site and organisers will be monitoring the number of anticipated vehicles through ticket sales.

Travelling by Train

- 20.13 The organisers recommend that all patrons of the event travel via Westbury Train Station as it has access to lines for South Wales, South East England, the South West and the North. Patrons of the event will be made aware that there are no public transport options available from Westbury to the venue.
- 20.14 Patrons will be advised to travel to the Westbury Train Station and the organisers will notify local taxi firms to expect an influx of people travelling to West Ashton on the evening of Friday 26th and the morning of Saturday 27th August.
- 20.15 Train station operating hours will be published via the event website.

Travelling by Bus

- 20.16 The West Ashton Taxi Service; (http://www.bookaride.net/images/assets/C2WL103_West_Ashton_2pp_web.pdf) provides a bookable public transport service from Trowbridge Town Hall to the primary school in West Ashton. From there patrons of the event are able to walk to the event along Bratton Road.
- 20.17 There is no direct bus route available from Westbury Train Station to the Venue. Taxi numbers will be provided to the public via the event website.

APPENDIX A – Event Risk Assessment

Introduction

These Risk Assessments have been drawn up in accordance with the *Management of Health and Safety at Work Regulations 1999* to identify the principal hazards presented at Field Trip 2016; and to describe how the risks arising from such hazards will be controlled.

Risk Rating

Each assessment identifies two Risk Ratings – one is the initial risk which assesses the hazard in its raw state i.e. with no design, engineer or management controls in place. The residual rating gives an indication of the resulting level of danger once all the control mechanisms identified have been implemented. For ease of reading these assessments have not utilised a numeric format in presentation, but have relied on simple grading of risk from high to negligible.

The risk rating has been drawn from the following table:

	Probable	Likely	Possible	Unlikely	Remote
Multiple Fatality	Red	Red	Red	Orange	Orange
Single Fatality	Red	Red	Red	Orange	Orange
Major Injury (significant equipment damage)	Red	Red	Orange	Yellow	Yellow
Minor Injury (or equipment damage)	Red	Orange	Orange	Yellow	Green
Trivial	Orange	Yellow	Yellow	Green	Green

Definitions and Key

The following definitions have been used for the levels of probability:

Probable: incident has happened repeatedly before and is expected again

Likely: incident has occurred more than once before and is liable to occur again

Possible: incident has been recorded before and could happen again

Unlikely: incident not previously recorded but is conceivable

Remote: whilst technically feasible, no known instance and no expectation of occurrence

Multiple Fatalities accident directly resulting in the death of more than one person

Single Fatalities accident directly resulting in the death of a single person

Major Injury: accident resulting in an injury reportable under RIDDOR

Minor Injury: accident resulting in injury requiring first aid treatment

Trivial: accident resulting in minimal personal injury

The combination of probability and severity of outcome has been divided into four categories; which have been colour coded in the table above – the resulting Risk Rating is used in the Event Risk Assessments that follow:

Red	High	Orange	Medium	Yellow	Low	Green	Negligible
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Event Risk Assessment			
Job or operation	Vehicle Access & Movement on Site		
Hazard	Collision Causing Injury or Fatality		
People at Risk	Event Staff Venue Staff Public Contractors	Severity	Single Fatality
		Probability	Unlikely

Initial Risk Rating	High
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Controls
<ul style="list-style-type: none"> • All exhibitors, traders and site contractors will be advised in advance of the event location and the appropriate means of access. Vehicle access passes will be issued in advance • The volume of vehicles accessing the site will be controlled. Wherever possible, exhibitors will be requested to make use of Nouvex handling and logistics facility on-site • Arrangements will be made with Council and the Police to identify appropriate vehicle access and waiting routes • A schedule of vehicle arrival will be produced by the Operations Manager to regulate the arrival time on-site • No loading or unloading of vehicles with forklift trucks will be undertaken in public areas on or the highway, other than very early on in the build, when they will be assisted by a 'banksman'. • All forklift drivers will be briefed with forklift rules

Further action required	
Field Trip Staff	<ul style="list-style-type: none"> ○ Ensure advance information is circulated as noted above ○ Ensure briefing of Traffic Manager and crew is undertaken ○ Deployment schedule of TM team should match the vehicle arrival plan developed by the Operations Manager ○ Ensure TM crew are equipped with appropriate Hi-Viz clothing, radios etc. ○ Deployment of barriers to create a safe operating area (as agreed with Council) ○ Operations Manager to monitor vehicle activity on-site and ensure TM crew are meeting each vehicle and carrying out escorts as planned ○ Safety Officer to monitor
Venue	<ul style="list-style-type: none"> ○ Identify suitable parking/waiting areas ○ Identify any areas where secure vehicle-only areas may be instigated
Other	<ul style="list-style-type: none"> ○ Police to advise on arrangements

Residual Risk Rating	Medium
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Assessment conducted by	Matthew Perrin
Control Measures to be monitored by	Operations Manager Production Manager Site Manager Venue

Event Risk Assessment			
Job or operation	Use of electrical systems		
Hazard	Electric shock		
People at Risk	Event Staff Venue Staff Public Contractors	Severity	Single Fatality
		Probability	Unlikely

Initial Risk Rating	Medium
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<p>Controls</p> <ul style="list-style-type: none"> All electrical systems supplied for use at Field Trip 2016 will be designed for purpose and installed by a competent contractor using equipment appropriate for outdoor event sites All installations will be carried out in accordance with BS7671:2008 (IEE Wiring Regulations), BS7909:2011 (<i>Code of practice for temporary electrical systems for entertainment and related purposes</i>), BS7430 (<i>Code of Practice on Earthing</i>), BS62305 (<i>Protection against lightning</i>) and the general requirements of the Electricity at Work Regulations 1989 All circuits provided for use shall be subject to appropriate RCD and MCB protection Generators, distribution equipment and cabling shall be suitable for outdoor use and shall be IP44 rated All mains generation and distribution equipment shall be held in secure or fenced areas to which the public do not have access Cabling shall be routed in such a way as to avoid trip hazards or mechanical damage from vehicles or other sources A competent electrician shall remain on site throughout the event period Exhibitors, restaurants and other traders have been required to specify what power they require and whereabouts on-site Restricted vehicle access into area where overhead cables present through traffic management and barrier. Proximity of marquees and other tall stands to the overhead power lines considered in planning site layout.
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Further action required	
Field Trip Staff	<ul style="list-style-type: none"> Ensure a competent and experienced contractor is available Safety Officer to obtain sign-off and completion certificate from electrical contractor
Electrical Contractor	<ul style="list-style-type: none"> Provide suitable electrical supply equipment to meet the identified requirements of event organisers. Tests to be conducted of RCD operation Ensure design of set and scenic electrical systems is inherently safe and that all electrical systems (incl cabling) are mounted in such a manner as to pose minimal risk to users or be susceptible to mechanical damage Ensure safety tests of practical conducted prior to despatch Provide suitably competent staff to undertake the installation Ensure circuits are protected by relevant circuit breakers Provide competent Chief Electrician to oversee commissioning, connection and operation of all electrical systems Undertake testing of the installation prior to use (including earth loop impedance tests) Equipment is maintained in a secure environment Where appropriate install appropriate earth stakes and equipotential earth bonding Liaise with exhibitors, restaurants and other end-users to identify suitable supply type and to trouble-shoot any system faults or additional requirements
Other	<ul style="list-style-type: none"> Exhibitors etc. to accurately identify all electrical requirements and communicate these to the Organisers Exhibitors are required to bring suitable connectors and well maintained equipment

Residual Risk Rating	Low
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Assessment conducted by	Matthew Perrin
Control Measures to be monitored by	Operations Manager Site Manager Stage Manager

Event Risk Assessment			
Job or operation		Use of temporary structures	
Hazard		Collapse	
People at Risk	Event Staff Contractors Public	Severity	Multiple Fatality
		Probability	Unlikely
Initial Risk Rating		High	
Controls			
<ul style="list-style-type: none"> • The Organisers will adopt the guidance given in the Institution of Structural Engineers' <i>Temporary Demountable Structures; guidance on procurement design and use (third edition)</i> • Temporary structures (including marquees, tents, fencing, etc.) will be sourced and installed by reputable professional contractors • The selection of structure types will be agreed in advance by the Operations Manager • Information regarding maximum operating wind speed and other H&S criteria will be obtained from the suppliers in advance of formal contract • The activities of contractors on-site will be managed and overseen by the Operations Manager and the Site Manager • Finished structures will be subject to inspection by Safety Officer and Operations Manager, and will require a formal statement of completion • A managed wind speed action plan will be drawn up for various wind speeds in conjunction with the structure providers • Regular weather forecasts will be obtained by Event Control throughout the event period • Some small gazebo and umbrella type structures may be brought by exhibitors, these will be monitored by the site team and removed if a potential hazard. 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> ○ Accurately identify size, type and location of structures required ○ Identify any internal loading (lighting, speakers, set etc) that may be suspended from the structure and communicate this to the contractor in advance of the event ○ Manage the activities of the contractor on-site ○ Ensure sufficient and competent crew are provided for any temporary structures (fencing etc) that are installed ○ Provide a competent person to oversee installation ○ Conduct formal inspection and sign-off of all self-build structures ○ Obtain completion certificates from other contractors ○ Manage the operation of exhibitors and other structure users to ensure that no amendments are made to any structure ○ Operations Manager/Site Manager to monitor wind speed on-site and take action as required in accordance with agreed wind management plan 		
Contractor	<ul style="list-style-type: none"> ○ Provide suitable and well maintained equipment ○ Provide sufficient competent staff to undertake the installation within the allotted time period ○ Ensure all structures are provided with suitable ballast, stakes, etc. ○ Conduct thorough inspection and provide completion certificates for all relevant temporary structures ○ Provide competent crew to remain on-site during the event ○ Advise event staff or any other parties of any restrictions, maximum loadings, prohibited load points etc relating to any temporary structure ○ Exercise due care and attention with regard to the ground, trees and other elements of the Venue 		
Other	<ul style="list-style-type: none"> ○ Exhibitors and other users of temporary structures will not make any alterations or amendments to any structures without the express permission of the supplier ○ Daily observations are to be made of the structures ○ Venue to provide information on underground services and obstructions that may affect the safe pinning of structures 		
Residual Risk Rating		Low	
Assessment conducted by		Matthew Perrin	
Control Measures to be monitored by		Head of Operations Production Manager Site Manager	

Event Risk Assessment			
Job or operation	Use of LPG gases by Food Traders		
Hazard	Fire or explosion		
People at Risk	Event Staff Contractors Public	Severity	Multiple Fatality
		Probability	Unlikely
Initial Risk Rating	High		
Controls <ul style="list-style-type: none"> Any company wishing to utilise LPG gas on-site must declare this intention to the event organisers when booking space LPG will be stored in exterior cages or in properly vented cabinets. Storage of gas bottles within structures will not be permitted All gas appliances used on-site must be well maintained and will be subject to inspection 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> Make provision for the inspection of smaller LPG installations Ensure suitable arrangements are in place for the supply, storage and handling of LPG cylinders Ensure all gas cylinders and associated pipework is positioned in such a way, as to avoid risk of mechanical damage 		
Traders	<ul style="list-style-type: none"> Accurately specify requirements to the Organisers Ensure suitably competent personnel are available to operate the equipment Ensure a designated competent person conducts any change-over of gas cylinders Carry out cylinder changes only during closed periods of the event 		
Residual Risk Rating	Medium		
Assessment conducted by	Matthew Perrin		
Control Measures to be monitored by	Head of Operations Production Manager Site Manager		

Event Risk Assessment			
Job or operation	Use of mechanised handling equipment		
Hazard	Injury from collision/overturning of vehicle or load		
People at Risk	Event Staff Contractors & Crew Venue Staff Public	Severity	Fatality
		Probability	Possible
Initial Risk Rating	High		
Controls <ul style="list-style-type: none"> The site is relatively level and firm. It does not present any specific risk of vehicle overturning or similar. The Operations Manager will determine what plant or mechanical handling equipment is appropriate for the event All forklift operations on site will be carried out by a competent member of the site crew. All operators will require a current certificate of competence (ticket) which should be presented to the Operations Manager prior to the plant being issued The site will be set out to provide a secure operating area for mechanical plant that is free of public. Should any unloading or loading operations be required in public areas this will be overseen by stewards and a Banksman Mechanical handling equipment will be sourced from a reputable supplier, and will be subject to visual inspection by the operator prior to use The keys to all mechanical plant will be held at the Organisers Office or the site office. They must not be left in a machine when it is unattended No riding on forks or footplates will be permitted Public to be kept to a minimum on the track-pad and warning signage displayed 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> Identify and arrange for the supply of such handling equipment as is required Ensure all site crew are briefed on forklift safety Ensure presence of at least one accredited forklift driver Keep plant keys secure and only issue to accredited staff Oversee the management of vehicles arriving on site that may require use of forklifts Maintain an exclusion area around any forklift operations – notably in any public areas Operator to ensure all loads are secured and stable Site crew or others to be equipped with high visibility vests at all times during build up and break down periods Rules and Regs for Forklift use and operation to be stuck up in all forklifts and he drivers made aware of them. 		
Residual Risk Rating	Low		
Assessment conducted by	Matthew Perrin		
Control Measures to be monitored by	Head of Operations Production Manager Site Manager		

Event Risk Assessment			
Job or operation	Management of waste		
Hazard	Fire, site damage, contamination		
People at Risk	Public Contractors Exhibitors Staff	Severity	Serious (3-day) injury
		Probability	Possible
Initial Risk Rating		Medium	
Controls <ul style="list-style-type: none"> The Organisers will appoint a professional waste contractor to conduct litter picking and waste removal from site Continuous cleansing and removal of waste will be carried out throughout all public opening periods Suitable litter bins and food waste receptacles will be supplied and distributed around the event site A waste collection, sorting and compacting facility will be established in a secure part of the site Regular collections will be made from the waste facility to minimise the presence of combustible materials on-site Waste bins will also be provided to the rear of restaurants and concessions for the direct collection of trade and food waste Glass will not be permitted on site, either from the public or sold by traders 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> Appoint suitable contractor to undertake site cleansing Monitor the operation of the cleansing team to ensure a suitable level of service – including identification of any hot-spots or areas requiring urgent attention Ensure suitable bins, skips and other containers are provided by the contractor Monitor site conditions (including all backstage and non-public areas) to ensure waste collection is adequate Maintain vehicle access around the perimeter of site for collection vehicles 		
Waste Contractor	<ul style="list-style-type: none"> Identify a suitable level of staffing and equipment to maintain a safe and pleasant event environment Provide sufficient competent crew and associated PPE to ensure that litter collection, compaction and removal is conducted safely and effectively Conduct Risk Assessment of own operation Provide such vehicles as required to collect and remove waste from site Verify the competence of vehicle/plant operators and the serviceability of such equipment Provide suitable waste collection containers, including those for the collection of waste foodstuffs Wherever practicable avoid the movement of vehicles or plant through public areas during shows Ensure no waste or contamination is left at the event site 		
Residual Risk Rating		Low	
Assessment conducted by	Matthew Perrin		
Control Measures to be monitored by	Head of Operations Production Manager Site Manager		

Event Risk Assessment			
Job or operation		Preparation of food for public consumption	
Hazard		Food poisoning	
People at Risk			
Event Staff Contractors Public		Severity	Fatality
		Probability	Unlikely
Initial Risk Rating		High	
Controls			
<ul style="list-style-type: none"> • All food suppliers on-site will be professional operations who are able to demonstrate a suitable degree of competence • Suitable facilities will be provided on-site for the storage and preparation of food by a range of different restaurants and food traders • All food business operators required to produce a HACCP • Arrangements will be made for the provision of running drinking water • All traders will be made responsible for the collection and disposal of food waste and waste water and will submit plans when applying for space • Temperature controlled storage facilities will be provided on-site as will a secure stock control location for the safe handling of food and other stock items • Inspection by Council Environmental Health Officers will be facilitated by the Organisers 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> ○ Operations Manager to ensure that infrastructure and servicing of food preparation areas is as described above ○ Liaise with food traders to ensure suitable facilities are identified ○ Undertake a process of sign-off and completion with kitchen installers ○ Ensure arrangements are in place for provision of potable water, washing and collection of solid and liquid waste from all kitchens ○ Ensure waste materials are removed from site in a timely manner and that when stored on-site any food waste is kept in such a way as to avoid attracting vermin ○ Monitor the activity of traders and contractors to ensure that reasonable standards of hygiene are maintained ○ Monitor the operation of infrastructure (water, waste etc) to ensure that appropriate hygiene standards are maintained 		
Restaurants / Concessionaires	<ul style="list-style-type: none"> ○ Comply with all relevant food safety law, standards and requirements ○ Conduct such Risk Assessment as is required to safely prepare foodstuffs at the event ○ Ensure provision of suitably trained staff with appropriate qualification in food hygiene and related issues. Make available evidence of such training if requested ○ Identify and arrange for suitable food storage, preparation and handling facilities, including temperature controlled environments and storage of dried goods etc to prevent vermin ○ Identify and arrange with the Organisers suitable washing and staff welfare facilities ○ Provide, where appropriate, suitable PPE (gloves, hats, aprons etc.) to promote hygiene ○ Make appropriate use of waste collection facilities, including prompt alerting of the Organisers if problems arise ○ Co-operate with Environmental Health Officers 		
Residual Risk Rating		Low	
Assessment conducted by		Matthew Perrin	
Control Measures to be monitored by		Trading Managers Head of Operations Site Manager	

Event Risk Assessment			
Job or operation	Site operations		
Hazard	Injury or incident requiring first aid treatment		
People at Risk	Event Staff Contractors Public	Severity	Serious (3-day) injury
		Probability	Unlikely
Initial Risk Rating		Medium	
Controls <ul style="list-style-type: none"> • During the construction and dismantling phases at least one registered First Aider will be available on the event site from the production company • A first aid kit and accident book will be kept at the Organisers Office • During the event phase a robust first aid service will be provided by a private contractor • Advance discussions will be held with local Ambulance Service to identify suitable provision and ensure that ambulance service is aware of how best to access the event site 			
Further action required			
Organisers	<ul style="list-style-type: none"> ○ Ensure fully stocked first aid kit is maintained at Organisers Office ○ Circulate information to all crew and contractors of the procedure to follow in the event of an incident requiring first aid treatment ○ Provide and keep up to date an accident book to record all treatments and near miss incidents ○ Ensure the reporting of incidents required by RIDDOR 2013 is carried out by the relevant employer ○ Oversee the booking and deployment of medical services during the public phase of the event 		
Medical Contractor	<ul style="list-style-type: none"> ○ Conduct a Medical Risk Assessment and provide appropriate numbers of qualified and competent staff to meet the identified medical needs of the event ○ Liaise with ambulance service regarding levels of provision, location of First Aid Points and transfer points for patients ○ Oversee and manage the action of medical staff attending the event ○ Provide such equipment, materials and consumables as identified by the Medical Risk Assessment ○ Keep patient records as appropriate ○ Alert the Organisers to any medical incidents that may indicate hazards on-site ○ Pass relevant patient & incident details to permit statutory reporting required under RIDDOR 2013 		
Residual Risk Rating		Low	
Assessment conducted by	Matthew Perrin		
Control Measures to be monitored by	Medical Contractor Head of Operations Site Manager		

Event Risk Assessment			
Job or operation	General use of event site		
Hazard	Slip, trip and fall		
People at Risk	Event Staff Public Contractors Exhibitors	Severity	Serious (3-day injury)
		Probability	Possible
Initial Risk Rating		Medium	
Controls <ul style="list-style-type: none"> The site is generally flat and level – offering generally good pedestrian access. Paved routes are to be available within a few metres of the entry point to the event site Any guy ropes that are used will be positioned so as to avoid trip hazards Pegs and ropes will be marked with high visibility tape/material Cables, pipes and other services will be routed away from public circulation areas so far as is practicable Where this is unavoidable, services will be ducted in purpose made ramps or flown above head height The passage of services across exit routes will be avoided 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> The Site Manager and Safety Officer will conduct a thorough survey of the show site to identify any potential trip hazards and institute remedial measures Particular attention will be paid to the entry and exit points of any structure where temporary flooring is installed and where leading edges may present a trip hazard Any interiors with changes in level such as decked areas will be subject to scrutiny Any steps will require clear marking with distinctive edge colour – such as white or yellow/black tape Continual monitoring of site will be undertaken to identify any litter, waste or other materials that may present a trip or fall hazard for people negotiating the site 		
Residual Risk Rating		Low	
Assessment conducted by	Matthew Perrin		
Control Measures to be monitored by	Head of Operations Production Manager Site Manager		

Event Risk Assessment			
Job or operation	Response to emergency		
Hazard	Failure to provide adequate vehicle access		
People at Risk	Crew Contractors Exhibitors Public	Severity	Multiple fatality
		Probability	Remote
Initial Risk Rating		HIGH	
Controls <ul style="list-style-type: none"> The site is positioned to permit ready access to emergency vehicles from the existing road network The site will be set out to allow uninterrupted access around a perimeter route. This will allow access to medical facilities set up on site, back stage areas and trader areas at the rear of the arena. The First Aid point will be established to allow ready access to ambulance vehicles 			
Further action required			
Organisers	<ul style="list-style-type: none"> Verify site layout arrangements with the SAG Ensure infrastructure is set out in accordance with agreed plan Site Manager and Operations Manager to monitor construction process and ensure suitable access routes are identified and maintained throughout Ensure the provision of such temporary roadway is required by site conditions to maintain vehicle access (including passing points and off-road parking bays) Manage the access of vehicles onto site – including the implementation of a vehicle curfew during public opening periods Monitor the condition of the site and vehicles to ensure that a clear route is maintained – particularly during public opening periods Provide traffic marshals and stewards to assist the passage of emergency vehicles in the event of an incident 		
Residual Risk Rating		Low	
Assessment conducted by	Matthew Perrin		
Control Measures to be monitored by	Head of Operations Production Manager Site Manager		

Event Risk Assessment			
Job or operation		Use of site by persons with disability	
Hazard		Difficulty in negotiating site	
People at Risk			
Crew Contractors Exhibitors Public		Severity	Fatality
		Probability	Unlikely
Initial Risk Rating		Medium	
Controls			
<ul style="list-style-type: none"> • The site is generally flat and has level access to the arena. • Contractors installing temporary structures will be required to ensure that doorways are of adequate width for wheelchairs (at least 1.05m wide) and that any decking or marquee flooring can be readily negotiated by means of ramps • A disabled accessible toilet will be provided within the event site 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> ○ Remind exhibitors and traders that the Equality Act 2010 requires a similar level of access to services for any patrons with disability. This is not simply confined to physical access to wheelchair users, but covers a range of sensory and motor impairment ○ Seating and exhibition areas should be set out to permit easy access and allow for the circulation of people using chairs or other mobility aids ○ The Head of Operations and Production Manager will review the site with consideration of the needs of people with disability, and identify any amendments or additions that are required, to enable a safe and satisfactory visitor experience to disabled guests ○ Instruct the stewarding provider to pay special attention to the needs of disabled patrons 		
Restaurants	<ul style="list-style-type: none"> ○ Ensure that serving, seating and access arrangements are appropriate for persons with disability ○ Provide an appropriate working environment for any staff with disability ○ Inform the Organisers of any issues arising from the use of the event site by disabled persons 		
Residual Risk Rating		Low	
Assessment conducted by		Matthew Perrin	
Control Measures to be monitored by		Head of Operations Production Manager Site Manager	

Event Risk Assessment			
Job or operation	Use of Glass on Site		
Hazard	Cuts and persistent waste from broken glass Injury to animals on racecourse post event		
People at Risk	Crew Performers Public Exhibitors Contractors	Severity	Serious (3-day) injury
		Probability	Remote
Initial Risk Rating	Medium		
Controls <ul style="list-style-type: none"> Glass will not be permitted within the main event arena – including any bottles brought to the event by patrons, traders or other contractors. All concessions will be advised of the glass policy in advance of the show Following the event a thorough cleanse of site will be undertaken, including a sweep of the whole area to locate any glass or other sharp debris 			
Further action required			
Organisers	<ul style="list-style-type: none"> Communicate the glass policy to all site users Ensure checks are made at the entry point to site to prevent patrons entering with glass vessels Ensure bar staff are properly briefed regarding decanting of bottles into plastic containers Provide a suitable volume of glass collection facilities for exhibitors and traders Ensure the waste contractor has sufficient staff and facilities to handle glass collection and recycling on site 		
Concessions/Restaurants	<ul style="list-style-type: none"> Read and implement the stated glass policy Co-operate with the Organisers in minimising the potential for glass debris to be dropped at the venue Utilise the glass collection facilities provided Monitor staff to ensure that decanting of drinks into suitable vessels is undertaken Alert the Organisers to any breakages or spills that may lead to glass or other sharp waste in the grass Alert all security and stewards to be vigilant for glass on site Ensure thorough search policy is maintained for all patrons of the event to prevent glass accessing site 		
Residual Risk Rating	Low		
Assessment conducted by	Matthew Perrin		
Control Measures to be monitored by	Head of Operations Security Manager Bar Manager		

Event Risk Assessment			
Job or operation	Working at height		
Hazard	Fall; dropped tools and equipment		
People at Risk	Staff Contractors Exhibitors	Severity	Fatality
		Probability	Possible
Initial Risk Rating	High		
Controls			
<ul style="list-style-type: none"> • The site will be secured during construction and dismantling phases to ensure that no members of the public gain access to potentially hazardous areas • Contractors carrying out work at height will be required to submit a full Risk Assessment of such work • All work operations will be subject to monitoring and management by the Site Manager, Contractor Manager and Head of Operations. Unsafe methods of access will be prohibited 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> ○ Ensure advance information to contractors and exhibitors clearly states rules for carrying out any work at height ○ Obtain advance information regarding high working operations ○ Assess the requirements of contractors and others to work at height and identify any operations that require special attention ○ Ensure all equipment used is properly maintained and suitable for task ○ Head of Operations to ensure that all activity carried out conforms with the Work at Height Regulations 2005 ○ Any staff involved in work at height must be equipped with suitable PPE – including hard hats for ground crew and fall arrest provision as appropriate ○ An exclusion area must be established below any areas where high working is being conducted ○ The Head of Operations will monitor all high working and enforce safe working practices 		
Contractor	<ul style="list-style-type: none"> ○ Conduct Risk Assessment of own operations and present a clear Method Statement to Field Trip of how work at height will be conducted, by whom and at what point in the construction or dismantling process ○ Ensure submission of lifting plans prior to any lifting by crane is carried out on site to be signed off by Head of Operations ○ Ensure provision of suitable access equipment, and that there are adequate numbers of competent staff to carry out declared work at height operations ○ Ensure compliance of all own staff with the Work at Height Regulations ○ Provide all necessary PPE and ensure staff are properly trained in its use ○ Liaise with the Site Manager or Operations Manager to ensure that work at height operations are conducted without undue risk to other work activities on-site ○ Ensure clear working areas are delineated and that all persons required to work below are properly trained and suitably equipped 		
Residual Risk Rating	Medium		
Assessment conducted by	Matthew Perrin		
Control Measures to be monitored by	Head of Operations Production Manager Site Manager Contractor Manager		

Event Risk Assessment			
Job or operation		General Housekeeping	
Hazard		Slip, trip and fall injuries;	
People at Risk	Staff Contractors & Crew Public Traders	Severity	Serious (3-day) injury
		Probability	Possible
Initial Risk Rating		High	
Controls <ul style="list-style-type: none"> The site is generally level throughout and without undulations, holes or sudden changes in level. The site will be set out to maintain separation of public zones and production/secure areas where production equipment, site infrastructure, cables and so on may be positioned Arrangements will be made for the removal of litter, food waste, glass for recycling and so on. Such material will be collected by hand from the public arena or direct from catering concessions/restaurants and either sorted or stored in designated waste areas prior to being compacted and transported from site Any cables, pipes or other trailing obstruction will be routed to avoid public areas, pedestrian and other circulation routes. Where this cannot be avoided, protective ramps or covers will be installed to minimise trips All traders and exhibitors will be briefed on the need to maintain a clean and clear site – both for public access and staff operations 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> Install fencing, stewards and appropriate signs to maintain sterile technical areas Identify suitable routes for cables and other site services to avoid trip hazards Ensure adequate provision of ramps and covers for cables etc Monitor the condition of the site prior to and during public usage to ensure that no trip hazards are presented within public spaces Appoint and monitor the activities of a suitable waste collection and disposal contractor Review the site for edges, projections, voids or changes in level that could cause a trip hazard, and either eliminate or mitigate any such risks Monitor the condition of exit and access routes around the site to ensure public and staff movement is not restricted – paying particular attention to emergency and exit routes 		
Traders	<ul style="list-style-type: none"> Ensure the internal layout of bars and catering areas allows for safe movement of public and staff Avoid the use of any set, decking, flooring or other material that may present an unacceptable leading-edge trip hazard Ensure no stock, bags or waste is allowed to impinge on exit or circulation routes around the stand Brief staff on arrangements for the disposal of litter, waste, glass etc from the stand Monitor the condition of the stand to ensure that regular cleansing is carried out to eliminate build-up of flammable waste or the continued presence of trip hazards 		
Residual Risk Rating		Low	
Assessment conducted by		Matthew Perrin	
Control Measures to be monitored by		Head of Operations Production Manager Site Manager	

Event Risk Assessment			
Job or operation	Access to hazardous areas		
Hazard	Fall; electrocution; crush; asphyxiation		
People at Risk	Public Contractors	Severity	Fatality
		Probability	Remote
Initial Risk Rating		Medium	
Controls <ul style="list-style-type: none"> The site will be planned and set out as to avoid the need for members of the public to access areas of potential danger So far as is practicable, high risk operations will be avoided during periods of public occupation of the site 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> Identify areas where hazards are presented or in which high risk operations must be conducted Install appropriate fencing or barrier systems to prevent access from the public arena to such areas Identify and supply stewards and security personnel to ensure no public ingress to such areas occurs during the event Supply and install appropriate hazard warning and No Entry signs to be posted at relevant locations Ensure security staff are suitably briefed on normal operating procedure i.e. which members of staff/contractors/exhibitors are allowed into secure areas Brief all personnel on the action to be taken in the event of an emergency or site evacuation being initiated Where appropriate permits for work will be issued by the safety officer 		
Other	<ul style="list-style-type: none"> Head of Operations to conduct inspection prior to public opening and throughout show sessions 		
Residual Risk Rating		Low	
Assessment conducted by		Matthew Perrin	
Control Measures to be monitored by		Head of Operations Production Manager Site Manager	

Event Risk Assessment			
Job or operation		Bars on site serving alcohol	
Hazard		Injury to person due to drunkenness	
People at Risk		Severity	Fatality
Public Exhibitors Contractors Staff		Probability	Remote
Initial Risk Rating		Medium	
Controls			
<ul style="list-style-type: none"> o The event is not an alcohol focused one, the bars are an incidental addition to the core focus of the event 			
Further action required			
Field Trip Staff	<ul style="list-style-type: none"> o All bars will have SIA licensed security guards within their operating area o All bar operators will have to sign up to the alcohol policy see Appendix 9 o At least one member of the organisers management team will be a personal license holder. o All large bar operators will be required to have a personal licence holder present throughout service o Reputable and experienced bar operators will be used o Closing times for bars will be strictly adhered to implemented by bar managers assisted by security staff and monitored by management 		
Security	<ul style="list-style-type: none"> o Assist the organiser in monitoring bar usage 		
Residual Risk Rating		Low	
Assessment conducted by		Matthew Perrin	
Control Measures to be monitored by		Head of Operations Production Manager Bar Manager Event Licensee	

Event Risk Assessment			
Job or operation	Music on main stage		
Hazard	Excessive noise		
People at Risk	Staff Contractors & Crew Performers Public	Severity	Serious (3-day) injury
		Probability	Possible
Initial Risk Rating		Medium	
Controls			
<ul style="list-style-type: none"> o Staff working within stage area will be given appropriate PPE and staff briefing o Once noise levels set by local authority detailed noise plan created 			
Further action required			
Organisers	<ul style="list-style-type: none"> o Employment of independent noise monitoring company o Appropriate Noise Management Plan 		
Noise Management Company	<ul style="list-style-type: none"> o Create appropriate Noise Management Plan (See Appendix B) o Monitor noise levels throughout the event, including sound check o Advise production manager, stage manager and operations manager of any breaches of noise management policy and guidance set by Local Authority. 		
Local Authority	<ul style="list-style-type: none"> o Set noise limits. o Monitor noise levels. 		
Residual Risk Rating		Low	
Assessment conducted by	Matthew Perrin		
Control Measures to be monitored by	Head of Operations Stage Manager Production Manager Noise Management Company		

Event Risk Assessment			
Job or operation	Helicopter landing and taking-off on event site (e.g. Air Ambulance)		
Hazard	Injury from debris, Injury to bystanders, damage to vehicles, bad weather conditions, fire		
People at Risk	Public Contractors Exhibitors Staff	Severity	Serious (3-day) injury
		Probability	Possible
Initial Risk Rating		Medium	
Controls <ul style="list-style-type: none"> • Helicopters are prohibited from operating over any temporary structures • Landing area to be litter picked prior to helicopter arrival • A radius of safety between persons and the helicopter during landing and take-off – minimum 40 metres • Landing pad/area to be sufficient distance from parked cars/livestock. • Staff to be made aware of helicopter approach if necessary • Helicopters only allowed to operate in safe weather conditions • Consider use of a helicopter marshal, to ensure landing area clear and safe for approach, marshal shall wait away from direction of approach of helicopter • Ensure grass is cut short of whole area of pad/landing area. 			
Further action required			
Field Trip	<ul style="list-style-type: none"> ○ Notify venue of any requirement for an air ambulance once confirmed by emergency services ○ Communicate approach of helicopter to all stewards and appropriate front of house staff using radio network ○ Head of Operations or Head of Security will be present for helicopter arrival 		
Medical Supplier	<ul style="list-style-type: none"> ○ Notify control room of any medical emergency that may require air ambulance as soon as made aware ○ Co-ordinate with emergency services as primary point of contact in relation to all medical emergencies 		
Venue	<ul style="list-style-type: none"> ○ Suitable location for helicopter landing site to be arranged prior to event 		
Residual Risk Rating		Low	
Assessment conducted by		Matthew Perrin	
Control Measures to be monitored by		Head of Operations Production Manager Medical Manager Security Manager	

Event Risk Assessment			
Job or operation		Pedestrian and Vehicle Traffic entrance	
Hazards		Pedestrians coming into contact with moving vehicles,	
People at Risk		Severity	Public in vehicles Public on foot Contractors Staff
		Probability	Serious (3-day) injury Possible
Initial Risk Rating		Medium	
Controls:			
<ul style="list-style-type: none"> ○ Signage warning vehicles of pedestrian movement, (5 mph signs, ped movement signs) ○ Separate entrance with appropriate barriers or hazard tape separating vehicles from pedestrians ○ Traffic marshals controlling vehicle movement onto the site ○ Traffic marshals briefed on all aspects of the pedestrian movement ○ Traffic marshals shall be on site radio communications network, in case of any problems ○ Pedestrian route created across car park to limit pedestrian interaction with moving vehicles ○ Public to be kept to a minimum on the track-pad and warning signage displayed ○ The First Aid point will be established to allow ready access to ambulance vehicles 			
Further action required			
Field Trip Staff		<ul style="list-style-type: none"> ○ Ensure daily checks are made on barriers and staffing to ensure system is working. ○ Implement changes where necessary to improve system should this be necessary. 	
Other		<ul style="list-style-type: none"> ○ Verify site layout arrangements with the SAG ○ Ensure infrastructure is set out in accordance with agreed plan ○ Site Manager and Operations Manager to monitor construction process and ensure suitable access routes are identified and maintained throughout ○ Ensure the provision of such temporary roadway as required by site conditions to maintain vehicle access (including passing points and off-road parking bays) ○ Manage the access of vehicles onto site – including the implementation of a vehicle curfew during public opening periods ○ Monitor the condition of the site and vehicles to ensure that a clear route is maintained – particularly during public opening periods ○ Provide traffic marshals and stewards to assist the passage of emergency vehicles in the event of an incident 	
Residual Risk Rating		Low	
Assessment conducted by		Matthew Perrin	
Control Measures to be monitored by		Head of Operations Production Manager Site Manager	

Event Risk Assessment			
Job or operation	Camping on site		
Hazard	Death or injury		
People at Risk	Staff Public (Camping) Contractors	Severity	Single Fatality
		Probability	Unlikely
Initial Risk Rating		Medium	
Controls <ul style="list-style-type: none"> • Campsite set up with welfare facilities, toilets, showers and water points. • Campsite rules in place, these are sent out and communicated to all campers. • Campsite manager in place to monitor and manage campsite daily • 24hr medical cover • 24hr fire cover • Campsite layout planned with fire lanes • Observation towers in campsites • Density of campsite in line with guidance • Festoon lighting 			
Further action required			
Organisers	<ul style="list-style-type: none"> ○ Ensure competent staff working on campsite ○ Safety Officer monitors campsite 		

Residual Risk Rating Low

Assessment conducted by	Matthew Perrin
Control Measures to be monitored by	Operations Manager Site Manager H&S Advisor

Event Risk Assessment			
Job or operation	Vehicles Exiting Site in Poor Weather Conditions		
Hazard	Death or injury		
People at Risk	General Public Drivers Staff Public (Camping) Contractors	Severity	Single Fatality
		Probability	Unlikely
Initial Risk Rating		Medium	
Controls			
<ul style="list-style-type: none"> • Signage on road to alert drivers to increased traffic use • Stewards Posted at all entrances and exits to the site to monitor traffic flow • Clearly defined instructions for all drivers to site directing them to appropriate entrances and exits • Minimise traffic on open days to essential traffic only • Availability of tractor / tele-handler to assist moving vehicles off site • Clear pedestrian walkways to segregate pedestrians from public • All staff working on site to wear hi-visibility jackets / bibs 			
Further action required			
Organisers	<ul style="list-style-type: none"> ○ Powwow productions Ltd have contracted the use of a road sweeper to attend and clear road if build up of mud or other waste material occurs on public highway ○ Ensure competent staff working on campsite ○ Safety Officer monitors traffic activity on ingress and egress 		

Residual Risk Rating Low

Assessment conducted by	Matthew Perrin
Control Measures to be monitored by	Operations Manager Site Manager H&S Advisor

APPENDIX B – Fire Risk Assessment

This Fire Risk assessment has been written to Field Trip 2016 to be held on 28th May at Grange Farm, West Ashton.

The additional recommended control measures identified in this risk assessment will enable the risks in the event of a fire to be minimised. It will also aid compliance with the Regulatory Reform (Fire Safety) Order 2005 and further details included may assist you in your Risk Assessment requirements under the Management of Health and Safety at Work Regulations 1999 under the Health & Safety at Work etc Act 1974.

This document includes the fire risk assessment and will include a fire extinguisher plan once the final site plan has been submitted for review including all technical details of the site, structures and infrastructure installations to be made.

Risks have been categorized using the following risk matrix.

Fatal			
80 Serious injury			
84 Minor injury			
	Unlikely	Likely	Probable

The priority for the risk assessment is to;

1. Eliminate the risk wherever possible
2. Reduce the likelihood of the risk occurring
3. Isolate the risk
4. Control the risk, access to it and the potential for it to cause harm
5. Promote the use of PPE
6. Delineate the risk and warn of its existence

Definitions

To ensure clarification of some of the definitions used within this risk assessment, the following will apply:

Fire Hazard

Something that has the potential to: initiate a fire, exacerbate a fire, or prevent adequate response in the event of a fire

Fire Risk

The likelihood that a fire hazard will occur, coupled with the severity of outcome, including those persons who may be affected (including numbers affected).

N.B. As the worst case outcome of fire is generally considered to be death or multiple deaths, the risk category generally reflects the likelihood of a fire occurring and the number of persons who will be affected.

People at Risk (Groups)

- ◆ Staff - Staff, crew and contractors on-site including those representing the venue
- ◆ Visitors - Visitors to the event including ticket holders, artists and members of the general public
- ◆ Fire-fighters - Fire fighters called to the site in the event of an emergency

The first group will be at risk throughout, whilst Visitors to the event will only be at risk during the open period

Risk Category (qualitative mechanism employed)

The risk category is based upon two key areas and the number of persons exposed to the risk - Likelihood of harm occurring X Severity of the outcome

- ◆ High = Very Likely/almost certain to occur / Major injury death out come
- ◆ Medium = Could occur in time / Injury & ill health outcome – RIDDOR reportable incidents
- ◆ Low = Unlikely to occur / Minor or no injury & ill health outcome

Where, in the opinion of the assessor/s, there is a combination of likelihood and outcome that falls between risk categories then the higher category will be shown

1	Management Systems & Procedures		Action	Risk Level	Further action/monitoring
1.1	Lack of planning for fire safety	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> • Detailed fire risk assessment carried out and contingency plans written 	Med	Yes
1.2	No clearly defined roles	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> • Roles outlined in safety plan • Clear management structure outlined in ESMP and submitted to SAG for approval 	Med	Yes

1.3	Lack of awareness of risk assessment procedures and plans	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Safety Plans and risk assessment distributed to all contractors and suppliers prior to the show Key staff to be briefed on risk assessment and safety plans in advance of the show event management team Contractors meeting held prior to event to brief all key personnel 	Med	Yes
2	Sources of Ignition allowing fire to start				
2.1	Electrical equipment	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Electrical equipment sourced by the organisers will be done from reputable suppliers Where appropriate evidence will be requested of PAT 	Low	No
2.2	Offices on-site	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Offices created on-site within cabins will be kept clean and tidy and there will be no smoking areas Waste management company will ensure proper removal of all waste from working areas on a daily basis to prevent build up of flammable materials 	Low	Monitor
2.3	Smoking	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Smoking will be prohibited within all structures, cabins and enclosed parts of the event site in accordance with The Health Act 2006 Crowd safety stewards and security personnel briefed to monitor for smoking in enclosed spaces prior to event 	Low	Monitor
2.4	Electrical Systems	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> All electrical systems will be installed by professional providers, and will be designed for use. Circuits will be protected by suitable MCB and RCCB. Where necessary CEE-form connectors to IP44 will be used rather than domestic type Electrical system signed off prior to show opening 	Med	Yes
2.6	Lighting etc	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Lighting and other radiant fixtures must be positioned so as not to pose a risk to adjacent material, décor and dressings Stage lighting will be positioned away from structural material and temporary material placed on stage as part of act Lighting will be fully tested prior to show opening 	Low	Monitor

2.7	Arson attack	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> 24 hour presence on-site – full night security deployment Security and other staff briefed to be vigilant for arson attack Where possible flammable materials not placed near arena fence-line Arena located away from main points of access within secure venue 	High	Yes
3	Sources of fuel that may assist fire growth:				
3.1	Vehicles	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Vehicle access controlled by traffic marshals Vehicle movement on site controlled by security and traffic management All vehicles on arena footprint will remain static during show opening Pre show opening procedure includes removing unwanted vehicles 	Med	Yes
3.2	Petrol powered equipment	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> No petrol powered equipment allowed on-site All generators to be diesel powered Operations Manage to conduct full review of all traders areas to ensure diesel powered generators only used on site 	Low	Monitor
3.2	Diesel fuel in generators	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Generator refuelling carried out by competent persons Generator refuelling not carried out during event Diesel for generators to be stored in secure areas and appropriate containers 	Low	No
Page 87	Wooden and plastic furniture	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Wooden and plastic furniture will be sufficiently robust not to be easily ignitable Security presence in all arena areas to prevent arson and monitor for suspicious behaviour of patrons 	Low	No
	LPG in canisters (up to 47kg)	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Flexible hoses will be kept to a minimum – whilst allowing all gas supplies to be a suitable distance from the kitchens LPG users will keep amounts on-site to a minimum LPG will be stored outdoors in cages or suitably ventilated compartments LPG compound clearly identified and signed A full inspection will be carried out by a competent person prior to gas installations being commissioned LPG canisters to be changed by a competent person Catering operations will be required to comply with guidance produced by the Nationwide Caterers Association and the LPG Association on the safe use of gas appliances 	Med	Yes
3.5	Litter and waste	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> A cleaning team will be employed to ensure litter and waste are collected from around the site Waste to be stored in a secure area away from public access 	Low	Monitor
	Tent walls, stage skin,	Staff		Low	No

3.6	drapes and dressings, wooden stage decks	Visitors Fire Fighters	<ul style="list-style-type: none"> Marquee and stage walling/roofs will be constructed of inherently flame retardant material to BS5438 Tests 2A and 2B Dressings and drapes will be either inherently flame retardant or durably treated Wooden decking will be of a Class 1 type material 		
4	Rapid Fire & smoke spread in workplace:				
4.1	Fire spread across the site	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Site comprises a number of distinct structures Deployment of appropriate fire extinguishers in all areas to include <ul style="list-style-type: none"> Water CO2 Foam All traders to deploy appropriate fire extinguishers and fire blankets to be checked and signed off by Operations Manager prior to show opening 	Low	Yes
5	Fire spread to adjacent properties				
Page 88	Fire spread to adjacent properties	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> No properties contiguous with event site 	Low	No
6	Persons in premises unaware of fire				
6.1	Persons unaware of fire during build/breakdown.	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Security staff use bullhorns to notify persons on-site Security and Management sweep site to check for contractors where safe to do so Operations manager to act as emergency co-ordinator during this period, liaising with emergency services Night security deployed during build and breakdown period to contact emergency services and operations manager in the event of fire occurring out of normal operating hours 	Low	Monitor
6.2	Persons unaware of fire event.	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> PA system installed and used to notify persons to evacuate site Security staff use bullhorns to notify persons on-site if PA not working Stewards sweep site to notify people Pre show opening procedure includes checking PA system works Clear management structure in ESMP defining roles and responsibilities 	Low	Yes

7	Persons cannot safely evacuate in the event of fire				
7.1	Escape routes can not cope with numbers of persons.	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> The site will be set out to provide emergency exit routes for staff and patrons at several points on the perimeter (including the main entry gate) The site has three exits (this includes the main entrance): <ul style="list-style-type: none"> Gate A- 15m- 1500cm= (13) Gate B- 5m- 500cm= (4) Gate C- 5m- 500cm= (4) <p>(number in brackets represents whole number 109cm widths available per exit)</p> <ul style="list-style-type: none"> Where patrons have access to marquees or other enclosed structures, the side walling should either be removed, or exit doors clearly marked and of the push-bar type (rather than a simple flap of side walling) Event security staff briefed to monitor all enclosed areas to ensure no overcrowding of structures during the event 	Med	Yes
Page 89	Escape routes blocked.	Staff Visitors	<ul style="list-style-type: none"> Safety Officer monitors escape routes to ensure they are free of obstruction All emergency exits will be manned by event stewards during the event Crowd safety supplier will confirm that all escape routes are clear of obstruction prior to event 	Low	Yes/Monitor
7.3	Escape routes not signed	Staff Visitors	<ul style="list-style-type: none"> Large running man signage placed at each exit Additional smaller running man signs within the site All enclosed structures will have running man signs placed above exits 	Low	Monitor
7.4	Exit routes in the dark	Staff Visitors	<ul style="list-style-type: none"> Exit routes will be light at night were applicable, all emergency exit signage will also be lit in the campsites. All structures will have emergency lighting system installed Stewards and Event Security will be issued with torches by contracted company to ensure sweep carried out effectively 	Low	No
7.5	Escape routes not open	Staff Visitors	<ul style="list-style-type: none"> Each escape route manned by a member of the security team, briefed to open them in the event of a fire Pre show opening procedure includes checking security in place 	Med	Yes
7.6	Slips, trips and falls on escape routes	Staff Visitors	<ul style="list-style-type: none"> Safety Officer will check for hazards on the escape route 	Low	Monitor

8	Persons cannot be accounted for				
8.1	Persons cannot be accounted for.	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> All areas will be swept by event security and stewards to ensure evacuation 100% successful If safe to do so areas not immediately affected by fire swept by stewards 	Low	No
9	Small fire grows rapidly / untrained persons at risk				
9.1	No first aid fire extinguishing equipment provided.	Staff Visitors	<ul style="list-style-type: none"> Portable fire extinguishers placed around the site, fire extinguishers to conform to British Standards; be full and of appropriate type Fire extinguisher plan to be attached once final technical plan signed off by production team at Okoru (Uk and Alpine Events Ltd) 	Low	Yes/Monitor
10	Fire Service unaware of fire				
10	No means/procedure for summoning fire service	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Landline and mobile phones located in event control room Event staff briefed to contact event control in the event on a fire – control room will contact emergency services to prevent duplication of phone calls Pre show opening procedure includes comms check with all radio holders Key management staff on site to have mobile phones 	Low	Yes
10	Fire Service unaware of site risks & emergency plan				
11.1	No emergency plan produced	Staff Visitors	<ul style="list-style-type: none"> Emergency plan created in advance of the event 	Low	Yes
11.2	Fire service unaware of event and emergency plans	Staff Visitors Fire Fighters	<ul style="list-style-type: none"> Emergency plans and event details distributed, via the council to the fire service Event organisers meet with fire service at SAG to discuss emergency plans and event details 	Low	Yes
11.3	Fire service unaware of event layout and hazards.	Fire Fighters	<ul style="list-style-type: none"> Event layout and hazards detailed in plans sent to fire service and discussed at the SAG Fire Service invited to a site walk around during build 	Low	Yes
12	Fire Service cannot gain access				
12.1	Fire service do not know	Staff Visitors	<ul style="list-style-type: none"> Emergency procedure includes placing traffic staff to meet fire service and management to give details of location of fire 	Low	No

	where within the site to go.		<ul style="list-style-type: none"> Event Operations Manager to act as emergency services liaison in the event of a fire Event Security briefed to meet attending fire service personnel and direct them to scene of fire 		
12.2	Fire service cannot get onto the site.	Staff Visitors	<ul style="list-style-type: none"> "Red Route" kept clear for fire service Secondary vehicle access route for site agreed with venue prior to final site plans confirmed 	Low	Monitor
13	Fire detection and alarm				
13.1	Alarm not raised	Staff Visitors	<ul style="list-style-type: none"> All elements of the event site are staffed and surveyed throughout the public opening period. Overnight, a professional security operation will monitor the site. No overnight sleeping on the site Stewards, traders and technical staff will be briefed to remain vigilant to fire hazards and report any incidents immediately via radio to Event Control. Telephone contact will be maintained with Emergency Services via 999 Where event control is non-operational contact details for security supervisor and head of operations will be made available for all staff on site 	Med	Moitor

APPENDIX C – Medical Plan

To be submitted by the medical services provider for the event.

a2e Medical Service will be providing medical support for the event. At this stage a complete medical management plan has yet to be submitted to the organisers for review. Upon receipt of this document it shall be reviewed by event operations management prior to being submitted for ESAG committee approval.

Once the document has been received it will also be submitted to SWAST for approval.

APPENDIX D – Crowd Safety Management Plan

Written by: Matthew Perrin (The Oxford Safety Consultancy Ltd) on behalf of Powwow Productions Ltd.

Introduction

This document will outline the proposed plan for the Security Operations and Crowd Management Procedures for Field Trip Festival 2016. The event operated last year at the same venue over a period of two days and one night. This year the event has been expanded to operate over 3 nights and 4 days.

The event will take place at Grange Farm, West Ashton. Attractions have been outlined for the purposes of a crowd demographic aged between 25 to 40. The event structure is made up of live music and DJ sets across 4 stages, 2 bars and a number of traders. There is currently potential for the site to contain a fairground attraction, but this will be decided closer to the event date based on commercial viability of the event.

The event will host up to 3,000 people and will have overnight camping of patrons.

Crowd management and safety planning is made in accordance with both HSG 195 The Event Safety Guide and HSG 154 Managing Crowds Safety

Risk Assessment/Documentation

Event risk assessments will be carried out by Okoru (UK and Alpine Events Ltd) and The Oxford Safety Consultancy Ltd. The chosen supplier will provide a risk assessment for the deployment and welfare of staff, including carrying out roles that are specified in this document.

1. Security Outline

The appointed security supplier will base the security provisions on grounds of reasonable and proportional cover based upon the crowd demographic and site plan. It is the duty of the supplier to ensure the safety of those attending the event and also to secure the site and its assets. When assessing the required cover for Field Trip Festival, the event owner recognises that the security provisions must also be of a sufficient level to respond and manage a major incident should it occur within the event footprint. The supplier will therefore have the correct resources in place to control, contain and manage hazardous areas, should such a situation arise.

As the site plan is constantly evolving the organisers will be in contact with crowd safety suppliers to discuss changes and alterations to the site requirements.

Suppliers will be kept up-to-date with any revisions to the site plan.

During the agreed working hours, the supplier will work alongside the event organisers, operations team and third party agencies to ensure procedures are followed to maintain the following:

- Protection of life
- Public safety
- Protection of Property
- Protect the revenue of the event organisers and the venue
- Key licensing objectives
- Assistance in the event management as and where requested

Throughout the event the approach of crowd safety and security staff will be welcoming and customer oriented to mirror the ethos of the event.

2. Security Duties

The nominated supplier will remain proactive at all times, working to a common goal of ensuring the safety and well being of all those attending the event. Under the direction of the event organisers and operations team it will be the responsibility of the crowd management company to assist with the dynamics of the event and manage their role within the structure of the event itself. The team will undertake the following duties to ensure the safety of others and prevent crime on the event:

2.1 Crowd Management

It will be the responsibility of security and stewarding personnel to continually assess the attendees of this event and their movements. Collectively the team are to identify aspects or signs of potential overcrowding early to eliminate and prevent crowd congestion. Staff will ensure that there is orderly movement and assembly of attendees at the following, but not limited to, points:

- Ingress points and queues
- Egress points
- Viewing areas and stages
- Narrow passages and "pinch-points" or "bottle-necks"
- Bars and concessions
- Measured capacity structures/areas

2.2 Management of Anti-Social Behaviour

All crowd safety staff are to monitor for early signs of anti-social behaviour and wherever possible eliminate any issues before the point of escalation. Should such incidents occur, security staff will assess each individually and act with appropriate, reasonable and proportionate actions.

2.3 Searching

Upon entry all customers will be searched by appropriately licensed and trained security staff in line with event policy.

Patrons will be given the opportunity to return legal prohibited items to their vehicles prior to confiscation. Illegal items (such as controlled substances) will be disposed of by members of the security supervisory team and team leaders will escalate confiscations of illegal items to the joint control room for police involvement if appropriate. All staff will be briefed prior to the event so all are aware what levels and restrictions apply to each individual entrance.

Note:

Customers and/or staff members may be searched at any time should there be reasonable grounds to do so, searches will only be performed with the permission of the person in question. Refusal of a search may lead to refusal of admission or removal from site. All searches will be carried out by SIA licenced security staff and be observed by a second member of staff.

2.4 Access Control

Staff will be deployed on all gates and points of access to the site, both internally and on the perimeter. Alongside the use of a robust wristband and accreditation system staff will ensure that the correct persons access the correct areas at all times. Staff only, Backstage and VIP areas will be clearly defined as to ensure the correct level of access is permitted.

2.5 Managing Intoxication

2.5.1 Alcohol

Staff are to be vigilant at all times for occurrences of over-intoxication. Persons who are overly intoxicated will be assessed and offered the support needed, keeping their welfare and the enjoyment of others as priority. People causing a nuisance or spoiling the enjoyment of others will be asked to alter their behaviour where appropriate and will be asked to either move areas or leave should this be necessary. Those exhibiting violent or threatening behaviour due to intoxication will be removed from site using the appropriate methods. Any occurrence of drink related crime will be referred to the Police.

While this event is not open to patrons under the age of 18 security staff will operate a Challenge 25 policy at the main entrances to the site and will support the bars in maintaining a Challenge 25 policy and refusals register.

Note:

Incapable persons will not be ejected from site as to care for their welfare.

2.5.2 Drugs / Controlled Substances

Event organisers will not accept the selling or use of illegal substances and will actively enforce the provisions of The Misuse of Drugs Act 1971.

Please see master ESMP for detailed event drugs policy. Specific details for crowd safety may be found in Appendix A of this document.

2.6 General Security and Crime Prevention

Security staff will patrol the whole event footprint to keep vigilance on all areas as much as possible. Staff will be aware of various possible criminal activities, including but not limited to:

- Vehicle Crime
- Bribery
- Theft
- Criminal Damage / Vandalism
- Arson
- Assault
- Indecent exposure/Behaviour
- Sexual Offences (Including offences against minors)
- Fraud (counterfeiting, fake tickets/accreditation, gaining entry by false pretences etc.)
- Breaches of Health and Safety Law

3. Customer Service Duties

3.1 Customer service

All representatives of the event, including security staff and crowd safety stewards, are to assist with any customer queries, always seeking to resolve any queries and give appropriate guidance where requested.

3.2 To enforce all licensing objectives

Acting under the supervision of the event operations team the crowd safety supplier will assist in enforcing and managing any restrictions or limitations set by the local authority and any other relevant authority upon the event.

3.3 To monitor site infrastructure

Frontline staff are to report any signs of potential risks, hazards or structural failures to Event Control. Should the area be of immediate danger to the public the area is to be evacuated and cordoned off and staff should seek further advice from event management through the joint control room.

4. Administration, Reporting and Records

4.1 Records and Control Logs

During all event operation times the supplier will operate a 24hrs control log which records all radio calls, occurrences and incidents. Each entry is logged with a time stamp and information of outcomes and other involved parties are also logged. Operation times and instance are also to be logged for points of reference, i.e. acts taking and leaving stages, show timings, area/arenas opening closing etc. Control logs are to be recorded electronically and may be forwarded to relevant parties upon request.

4.2 Incident Reports

Alongside the recording of an accurate control log, staff will make incident reports as and when necessary. These will be recorded as written statements outlining occurrences, actions, locations and persons involved.

4.3 Ejections/Evictions

Persons will only be ejected from site when ABSOLUTELY NECESSARY. No person will be ejected from site and left alone if they are not fit to be left under their own supervision. Ejections will only be made upon authorisation from the head of security or the head of operations for the event. The correct technique(s) of physical intervention will always be implemented and the use of force only employed if necessary and proportionate to the situation.

Please see Appendix B for full Ejection Policy.

4.4 Staff Administration

All staff on site working for the supplier will be issued with the uniform. Each staff member will be issued a Hi-Vis bib which will be worn at all times whilst on duty.

SIA Licenced security staff will display their SIA licence at all times and licence checks are performed frequently to ensure that licences held are valid.

Event and security management will check that all personnel are correctly attired, are fit to work and have the necessary equipment to fulfil their duties at the point of deployment.

APPENDIX A – Ejection Policy

1. Introduction

This Document outlines the procedures and policies in place for refusing entry or removing persons from Site.

2. Authorisation for Ejection/Refusal of admission

A person or persons may be refused entry or asked to leave a premises at the discretion of the Licensee (or Designated premises supervisor (DPS) at any time without the need to give reason. SIA licensed operatives acting as representatives therefore also have this discretion. For the purposes of this event the right to make this decision shall be that of the Event Director(s), Security Manager(s) or Security Supervisor(s).

3. Reasons for Refusal/Ejection

Although reason for these actions does not need to be given to the person(s) in question, here listed is a non-exhaustive list of why ejections or refusals may be granted:

- Over Intoxication
- Non fitting Behaviour
- Anti-Social Behaviour
- Crime
- Indecent Behaviour
- Breach of Terms/Conditions/Site Rules
- Failure to Pay/Present a valid ticket
- Refusal of Search

4. Necessity of Ejection

Ejecting any person from site is used as a last resort in all instances. Person(s) will only be removed if absolutely necessary, this will be the decision of the relevant party as mentioned in section 2.

5. Non-Compliance

In all instances a person will only be physically ejected if they have refused to leave of their own accord. Should this be necessary only SIA licensed staff will be involved and for safety of staff and patron alike ejections will only be performed using 2 staff members for one evictee. Staff are trained and briefed to only use Proportionate and Necessary force. If a person has been restrained they will only be released once calm enough and it is deemed they are not a danger to themselves or others; If this is not achieved, Police intervention will be requested.

6. Recording and Logging

All ejections and refusals will be logged with control. Personal Descriptions and reasons as to why will be recorded. Where ejections have occurred the persons' details will be recorded where possible (assuming details are given upon staff's request). These will be noted in the ejection/refusal log (Personal details will not be Transmitted over the Radio Network).

These details will be retained should the party wish to make a complaint later on or the information may be relevant for Police intelligence.

7. Arrest/Detention

If there is reasonable suspicion that a crime has been committed or a party is wishing to make a complaint of a crime staff may detain an individual. In this circumstance the Security Manager will be called to the scene in order to manage the incident. If any accusation of crime is formally made the Police will be called to site.

Should there be reason to believe a person has committed an indictable offence staff may arrest a suspect only if:

- It is not reasonably practical for a police constable to make the arrest; and
- It is necessary because the person in question is either:
 - i. Causing physical injury to themselves or others;
 - ii. Suffering physical injury;
 - iii. Causing damage or loss of property; or

iv. Escaping before a police constable can take responsibility of them.

The use of mechanical restraints will only be employed if the situation is that where it is safer to use them than continue with Physical Intervention restraint. and only Staff certified to use mechanical restraints will be authorised to deploy them in these circumstances.

APPENDIX C – Weapons Policy

1. Introduction

This Document outlines the procedures and policies in place that staff will follow when dealing with the use of weapons.

Reference to SIA members of Staff indicates a Security Industry Authority front line licensed Door Supervisor or Close Protection Operative.

2. Observation

All staff are aware of the potential for the use of weapons during an event and are briefed to look out for the following:

- Erratic behaviour
- Attempts to conceal items
- Defensive or secretive body language
- Threatening body language
- Avoidance of security/authoritative staff
- Unnecessary over attire (i.e: Big Coats on a Hot Day etc.)

3. Deterrents

3.1 Signage/information

All entrances to the event will display a warning showing a list of prohibited items. Alongside the main site Terms and Conditions.

Advertising and ticketing conditions will also state that persons will be searched upon entry and those refusing to be searched may be refused entry.

3.2 Overt Searching

Staff at entrances will be clearly visible and will be overtly searching attendees upon entry.

3.3 Staff presence

Response teams and security staff will be clearly visible in all areas of the event during at all times.

4. Searching

Along with systemised searched upon entry, any person exhibiting the above traits will be asked to agree to a search of their person. Whilst staff do not have the right to forcibly search anybody, their refusal to be searched will lead to AES staff exercising their right exclude them from the premises. In this case the individual(s) in question will be asked to leave the premises (See Eviction/Ejection Policy).

Should there be grounds for reasonable belief that an individual may have the resource and intention of supply drugs to others they will be referred to the Police as per section 5.2.

5. Weapon Seizure

Upon the discovery of weapon staff will seize and retain any weapon if they are in a position where it is safe to do so. Should a person be deemed to be carrying an offensive weapon they will be detained and handed to the police.

An offensive weapon is classed as:

- An Item built for the sole purpose of causing harm/injury
- An item adapted for the purpose of causing harm/injury
- An object not designed to hurt anyone being possessed with the intent to cause harm/injury

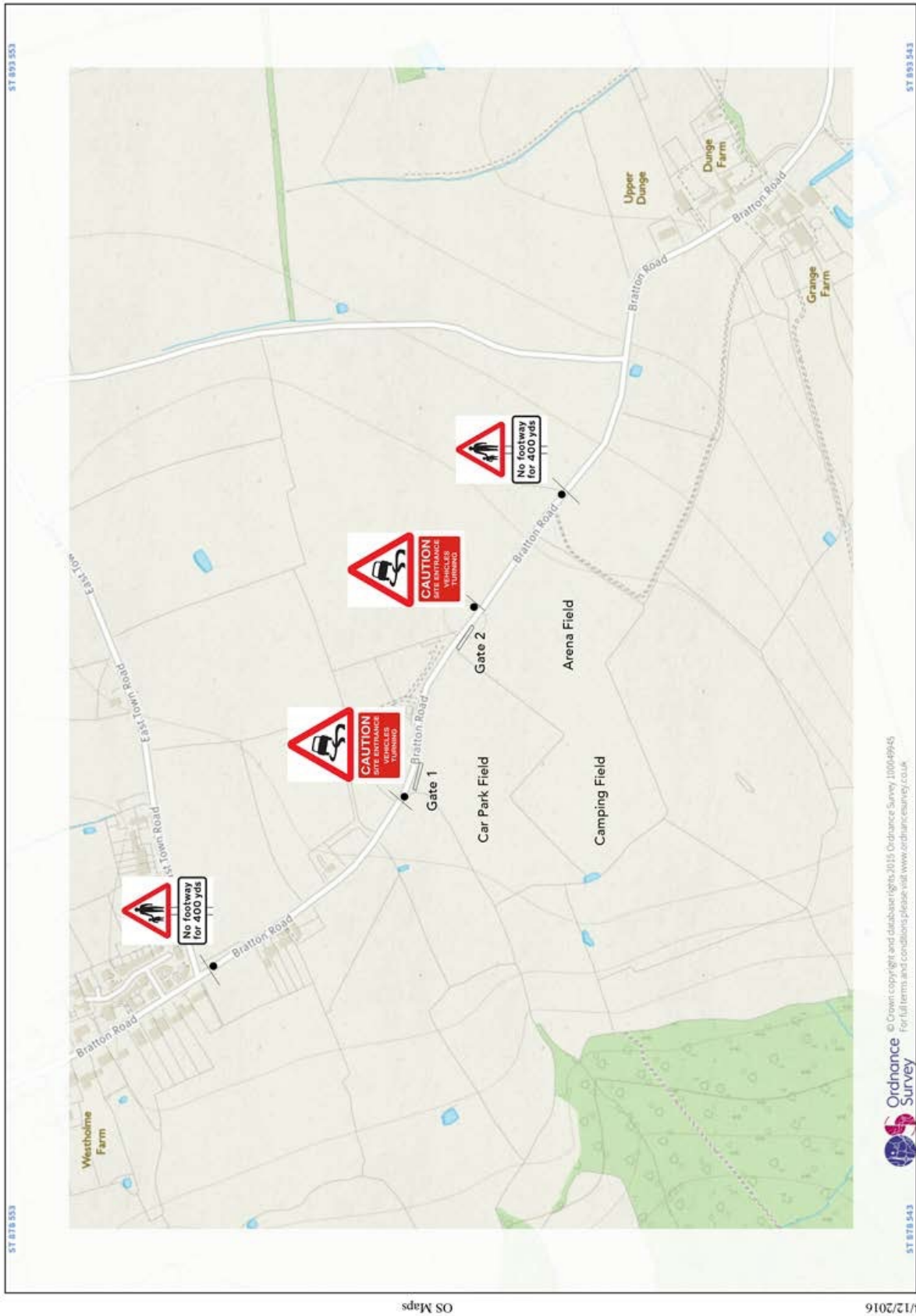
APPENDIX E – Proposed Event Schedule

Day	Date	Time	Activity
Monday	22/08/2016	0800hrs	Site opens for build
		1800hrs	Site Closes
Tuesday	23/08/2016	0800hrs	Site opens for build
		1800hrs	Site Closes
Wednesday	24/08/2016	0800hrs	Site opens for build
		1800hrs	Site Closes
Thursday	25/08/2016	0800hrs	Site opens for build
		1800hrs	Site Closes
Friday	26/08/2016	0800hrs	Site opens for traders
		1000hrs	Final Sound Check
		1100hrs	Final Car Park & Campsite Safety Check
		1200hrs	Public Car Park Opens
		1400hrs	Public Camping Opens
		1500hrs	Final Arena Safety Check
		1600hrs	Arena Opens - Bars & Catering.
		2200hrs	Public car park access closes
		2300hrs	Bars Close
		0000hrs	Arena Closes - Sweep Completed
Saturday	27/08/2016	0600hrs	Arena opens for cleaning
		0800hrs	Arena opens for traders
		0800hrs	Public Car Park Opens
		1000hrs	ARENA OPENS TO PUBLIC
		1100hrs	Bars opens
		1200hrs	Main Stage Entertainment Begins
		2200hrs	Public car park access closes
Sunday	28/08/2016	0200hrs	Main stage entertainment ends
		0400hrs	Bars Close
		0430hrs	Arena Closes - Sweep Completed
		0600hrs	Arena opens for cleaning
		0800hrs	Arena opens for traders
		0800hrs	Public Car Park Opens
		1000hrs	ARENA OPENS TO PUBLIC
		1100hrs	Bars opens
		1200hrs	Main Stage Entertainment Begins
		2200hrs	Public car park access closes
Monday	29/08/2016	0200hrs	Main stage entertainment ends
		0400hrs	Bars Close
		0430hrs	Arena Closes - Sweep Completed
		0800hrs	Arena opens for Breakdown
		1200hrs	Campsite Closes - All public off site
		1800hrs	Site Closes
Tuesday	30/08/2016	0800hrs	Site Opens for breakdown
		1800hrs	Site closes
Wednesday	31/08/2016	0800hrs	Site opens for breakdown
		1800hrs	SITE CLOSES - END OF EVENT

APPENDIX F - Traffic Management Plan

Hazard Warning Sign Map – Proposed for 2016 Event

1/1 <https://www.ordnancesurvey.co.uk/osmaps/#51.29249340969456,-2.16827239555704>



The AA – Previous Event Plan.

N.B. Please note that the following documentation is in this ESMP for reference only. The current Traffic Signage is currently being worked on by The AA and will be made available to the ESAG committee as soon as it has been received by the organisers. The following documentation is entered here as examples of the type of signage and locations requested by the organisers from the AA.



Event Details

Reference: WN15SEP093SEPP

Name: Field Trip The End of Summer Party

Location: Grange Farm , Bratton Road , West Ashton

Start Date: 12/09/2015

End Date: 12/09/2015

AA Contact: 01256 495364

Email Contact: signs.southwest@theaa.com

Key to Abbreviations

Fixing

Post Clips 'D'

Long Leg Stand

Metal Post

Post Extension

Quick Fit Frame

RSJ Clamps

Screwband

Stand with support plate

Wooden Stake

Standard leg stand

Clip

L/leg

M/post

P/extn

Q Fit

RSJ

S/band

S/supp

Stake

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

Signs Schedule

Version 0.27

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
001	1050x750	Screwband	62.5		Lds A350 Westbury Road N/ Bound Towards West Ashton	Wiltshire Highway s Southern
002	1050x750	Screwband	62.5		Lds A350 N/E Bound Adv Bratton Road	Wiltshire Highway s Southern
003	1050x750	Long Leg Stand	62.5		Verge Bratton Road Eastbound Adv Grange Farm	Wiltshire Highway s Southern
004	1050x750	Screwband	62.5		Lds A350 at jct with A361 Southbound	Wiltshire Highway s Southern
005	1050x750	Screwband	62.5		Lds A361 Eastbound at jct with A350	Wiltshire Highway s Southern
006	1050x750	Screwband	62.5		Lds A350 Southbound Adv Traffic lights to Bratton Road	Wiltshire Highway s Southern



Event Details

Reference: WN15SEP093SEPP

Name: Field Trip The End of Summer Party

Location: Grange Farm , Bratton Road , West Ashton

Start Date: 12/09/2015

End Date: 12/09/2015

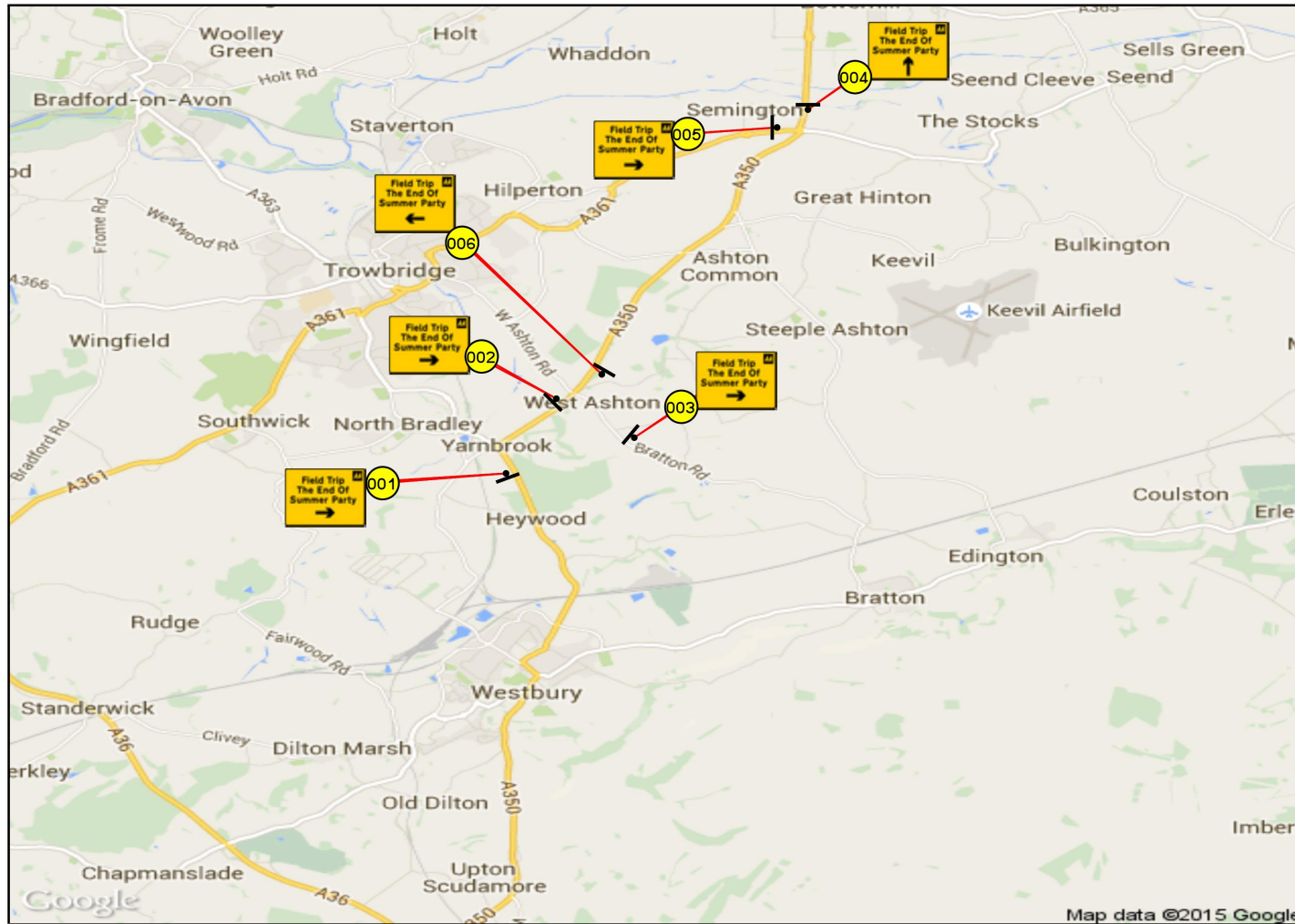
AA Contact: 01256 495364

Email Contact: signs.southwest@theaa.com

List of Maps

BA14 6AX_A4L.....	2
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Map Name: BA14 6AX_A4L1:0



APPENDIX G – Noise Management Plan

Field Trip 2016 Noise Management Plan

1. Introduction
2. About The Noise Management Plan
3. Event Outline
4. Site Context & History
5. Premises Licences
6. Noise Guidelines
 Low Frequency Noise)
7. Establishment and Feasibility of Noise Limits and Parameters
 Predicted Receiver Levels
 Sound System Recommendations
8. Conclusions to Noise Feasibility Assessment
9. Sound Checks and Rehearsals
10. Noise Control Monitoring
11. Procedure for responding to and dealing with complaints
12. Compliance Report – Review of Noise Management Plan
13. Setting Up and Dismantling of Venue
14. Conclusion

Appendix A – Proposed Event Site Layout

Appendix B – Indicative Noise Response Flowchart & Contacts

Appendix C – Contact numbers & responsibilities

Appendix D – Noise Unit

1. Introduction

UK & Alpine Events have been appointed by Powwow Productions to manage and control noise from Field Trip, West Ashton, Wiltshire.

2. About the Noise Management Plan

Those responsible for the event have committed to manage noise. UK & Alpine Events is therefore tasked with preparing the Noise Feasibility Study and Management Plan to ensure that noise from the event is managed, accords with relevant Licenses, does not cause a Public Nuisance and ensures that complaints are managed appropriately.

The NMP is considered to be a 'live document' which evolves as final preparations are made for the event, the operational requirements become clearer and the relevant technical considerations become known. Indeed, in its very infancy it will outline the considerations and provide an overview of monitoring and mitigation options which may be available to minimise impact. Any revisions to the plan will be subsequently issued to the relevant parties for approval.

3. Event Outline

It is proposed to hold FIELD TRIP on 26th-28th August at Grange Farm between midday and 0400hrs. The event will cater for up to 3000 people, with one outdoor stage and three further stages housed in big top tents. The event will also include amusement park rides, a number of bars and food vendors etc.

An indicative layout of the site is provided in Appendix 1.

4. Site Context & History

The event site is located just outside of the village of West Ashton on Grange Farm just off Bratton Road. The site is due South of West Ashton and is relatively flat. In terms of noise control it is important to note the site is elevated against its surrounding.

FIELD TRIP took place for the first time at this venue in 2015 over a single day following detailed on site consultation with the council's Environmental Health Officer and licensing. Particular attention was paid as concern had been raised by the local parish council over an increasing number of events on the site and the close proximity of residential properties.

FIELD TRIP 2015 received zero complaints and it was noted in Parish Council minutes that it had no impact on the community. Subsequent uncontrolled and unrelated events have received formal complaints from the community, demonstrating that the previous strategies employed by the promoters of FIELD TRIP 2015 were successful in managing relations with the local community and minimising any impact the event had on the local area. The event production was overseen in 2015 by UK & Alpine Events who worked with the promoters to ensure that noise was not only proactively managed during the event but also that the expectations of both the promoter and local residents were managed throughout the lifecycle of the event.

The music noise levels comfortably remained below those predicted by UK & Alpine Events and the national guidance for such events. The publication of an event hotline was also a benefit and allowed the organisers to engage with the community and understand any particular issues. Bass cancellation measures and accurate audio design were central to controlling the audio offsite.

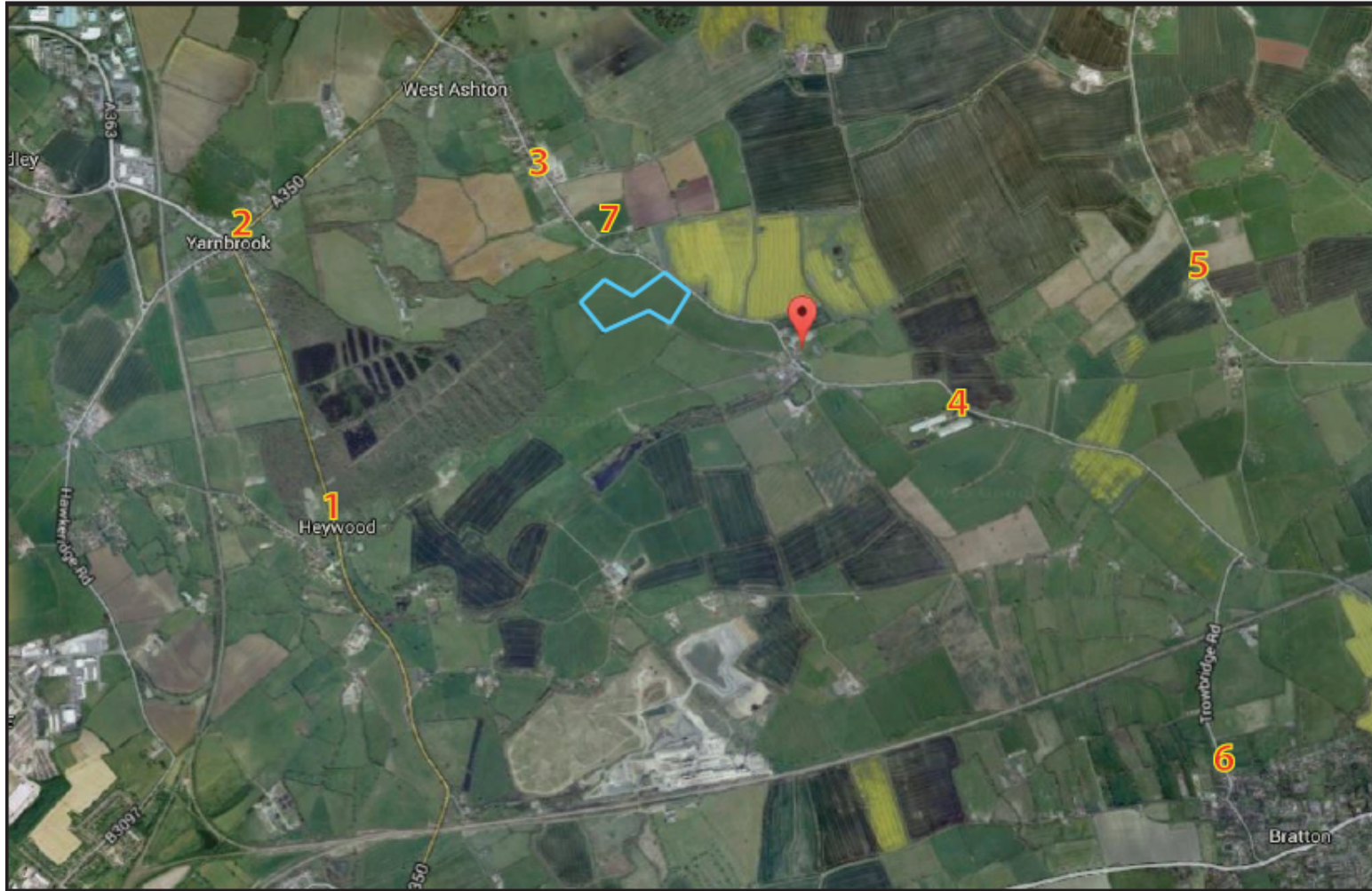
In respect of potential impacts, the site is a predominantly rural area in nature with isolated residential properties and businesses in close proximity. There are more substantial residential areas in the wider area and based on experience the following receptors are deemed to be representative.

Locations	Direction	Distance
1. Heywood Village	SW	1.5km
2. Yarnbrook Village 1.5km	WNW	
3. West Ashton Village 300m	NNW	
4. Grange Farm	ESE	700m
5. Farm North Of Highcroft Farm	E	1.6km
6. Edge of Bratton Village	SE	2.75km
7. Nearest Residential Property (End of Drive) NW		250m

Note distances are approximate from the centre of the event site.
Map 1 – of event site in relation to identified receptors.

5. Premises License

Field Trip Festival 2016 | Noise Monitoring Positions



The site doesn't have a permanent event license therefore all details will be contained in the event license application.

6. Noise Guidelines

It is mutually agreed that the most sensitive house and important monitoring point will be at the end of the drive of the nearest property to the event site marked on the above map as point 7. For the purposes of monitoring and control the below dB levels relate to this point with the understanding further points will be considerably quieter and although regularly checked it will be assumed to be they wouldn't cause a breach.

The main guidance for any festival or event is contained within the Code of Practise for Concerts 1995. With reference to FIELD TRIP it advises a target Music Noise Level of 65dB(A) 15 min between the hours of 0900 and 2300. The guidance for Front of House during the same hours is no more than 98dB

Between 2300-0200 we reference the following guidance given in the Noise Councils Code on Noise Control at Concerts (1995):

3.2 For events continuing or held between the hours 2300 and 0900 the music noise should not be audible within noise-sensitive premises with windows open in a typical manner for ventilation.

Notes to Guideline 3.2

1. The use of inaudibility as a guideline is not universally accepted as an appropriate method of control. References 6 & 7 (Appendix 1) set out the various issues. This guideline is proposed as there is insufficient evidence available 10 give more precise guidance.

2. Control can be exercised in this situation by limiting the music noise so that it is just audible outside the noise sensitive premises. When that is achieved it can be assumed that the music noise is not audible inside the noise sensitive premises.

For the purposes of assessing, "just audible outside the noise sensitive premises," we are judging this as a level below normal conversation between two people at 1m distance. It is widely accepted in various pieces of research the volume of conversation at 1m distance is between 55-60dB(A). Based on this we will operate at 50dB(A) at the roadside nearest the closest premises with an assumption this will be 45dB(A) at the façade, below the range of normal conversation. With standard building insulation we can expect this level to drop further inside the property to below 40dB(A) comfortably under conversational level and well under accepted levels for radios and televisions, 60-79dB(A). Prior to the event tests will be carried out on site to determine background noise levels in the area in order to ensure a successful measurement can be taken during the event. Should the background noise be found to exceed these levels the event will operate at levels no greater than background noise. Please see below for guidance on dB(A) levels.

Between the hours of 0200-0400 we will operate inaudible offsite, reference blue area on map above. Operating audio until 0400 at a lower level will aid crowd dispersal and security arrangements. This was undertaken successfully at the event in 2015 and has been a successful method of aiding crowd dispersal at a large number of mass participation events.

Following advice from the Wiltshire Council Noise Management Team, Field trip is looking into the commercial viability of fixed monitoring points at locations around the local area. Owing to the significant potential cost of implementing such a system this plan has been designed to utilise mobile monitoring as its primary source of information relating to noise levels generated by the event. Should it be deemed commercially viable to install a fixed monitoring system, then a supplier will be contracted to install the equipment and monitor noise levels.

Low Frequency Noise

Low frequency Noise is known to be intrusive and even where the dB(A) guideline is being met, unreasonable disturbance may occur. This has been considered and whilst it is not felt necessary to suggest a strict criterion (rather deal with this during the event based on professional observations as per previous year) the Code does offer some guidance in event of any dispute.

The code concludes that it is the frequency imbalance which causes disturbance and that the following levels may be helpful. A level of up to 70dB in either of the 63Hz or 125Hz octave frequency band is satisfactory; a level of 80dB or more in either of those octave frequency bands cause significant disturbance. The research referenced in the code of practice for low frequency guidance levels, looked at frequency imbalance in levels in excess of 2km from the event site, relying on overall limits for closer receptors.

7. Establishment and Feasibility of Noise Limits and Parameters

In order to evaluate the feasibility of the site, noise propagation tests have been carried out for the most sensitive receptor positions identified above. The following assumptions have been made in predicting such:

- Noise at a maximum music noise level of 98dB(A) in the audience areas.

At this stage the measurements have been made on assumptions about the layout and orientation of the sound sites, they will subsequently be re-evaluated as planning for the event progresses and verified during the sound check immediately prior to the event.

Receiver Level

The receiver levels are shown in the following table and have been determined using $(L_2=L_1-20\log(r_2/r_1))$

Main Stage Source Level 98dB @ 20m

Location	Distance (m)	Resultant L_{aeg} (Inc. Background)	Resultant L_{aeg} (Without Car interference)
1	1500	64	51
2	1500	65	50
3	300	62	45
4	700		
5	1600		

The above data is from the 2015 event. Points 4 & 5 weren't deemed necessary to record as the levels found there were negligible. After 2300 the event was never above 50dB at any control point.

Sound System Recommendations

The sound systems will be typically set up in such a way as to minimise noise impact at noise sensitive properties. Sound Systems will ideally be array systems and will be ground stacked in order to focus the noise into the audience area, hung where possible. Its configuration will aim to minimise horizontal dispersion and to reduce overspill from the intended coverage areas.

There will also be a preference for Cardioid sub arrays to be integrated into all systems to limit rear projection of low frequency sound to the rear of the stages. Careful and detailed alignment of the sound systems will be ensured to optimise the coverage throughout the audience areas and balance this against offsite environmental noise impact.

As part of the noise management plan and feasibility study carried out by UK & Alpine Events a digital model has been completed to demonstrate the direction of sound travelling away from the local area and the anticipated noise drop-off expected away from the site.

8. Conclusions and Noise Feasibility Assessment

The predicted levels at all receptors are likely to be an order of magnitude below the councils stated levels. The test results are considered to be realistic but they do not take into account any attenuation such as provided for by crowds, ground attenuation, the presence of portable structures on site which may act as barriers or contours to the land.

Therefore, based on revised predictions and observations from previous years the event can proceed without risk of breaching the relevant guideline values. It is in fact the low frequency content of the music noise limit which will be the key control metric to prevent any disturbance.

9. Sound Checks and Rehearsals

It is expected that sound checks will be conducted immediately in advance of the event. These will be used to calibrate levels both internally within the event site and externally at receiver positions. Such levels will then be used as a guide throughout the remainder of the event.

10. Noise Control Monitoring

Throughout the event UK & Alpine Events will remain responsible for proactively monitoring noise both internally and externally of the arena (dependant on final layout and weather etc.). The monitoring will be conducted by suitably qualified consultants, who will take measurements, make professional observations and react accordingly to issues of public nuisance.

Typically, measurements will be conducted over a 15-minute period, albeit shorted measurement periods may be utilised to determine compliance. This is line with the Code of practise (i.e. it is typical that 5 minute measurements give a good indication of compliance over 15 minutes). All measurements will be recorded and be available for inspection at any time.

No fixed monitoring positions are considered necessary at this stage.

11. Procedure for responding to and Dealing with Complaints

The Licensee will ensure that an appropriate form of communication will be made with local residents. The promoters will engage the Parish Council directly, letters will be distributed to all local residents, face to face contact will be made with the nearest residences and hotel offers will be made to all. Local residents will be made aware of running times and given the event hotline number. It should be noted the nearest resident last year wasn't keen to leave her property for the event however stated it wouldn't bother her and we received no formal complaint from her.

The hotline will be available for the duration of the event. Should any noise complaints be received, a consultant will investigate the complaint and if noise levels are deemed unacceptable, immediate action shall be taken to reduce the levels of the noise source.

A flow chart detailing responsibilities and communication mechanisms is included in Appendix B.

A complaints log shall also be maintained throughout the event.

12. Compliance Report – Review of Noise Management Plan

Following completion of the event, a compliance report shall be made available to the local authority within 4 weeks. Any recommendations arising from this will be incorporated into a revised noise management plan, which shall also be submitted for approval in advance of any future events should they take place.

13. Setting Up and Dismantling of Venue

During the event set-up and dismantling, all works which are audible at residential properties will be conducted between the hours of 0800-2000hrs. Within these times and as far as reasonably practicable, all measures to minimise noise shall be undertaken to ensure that no undue noise disturbance is caused to the occupiers of residential premises.

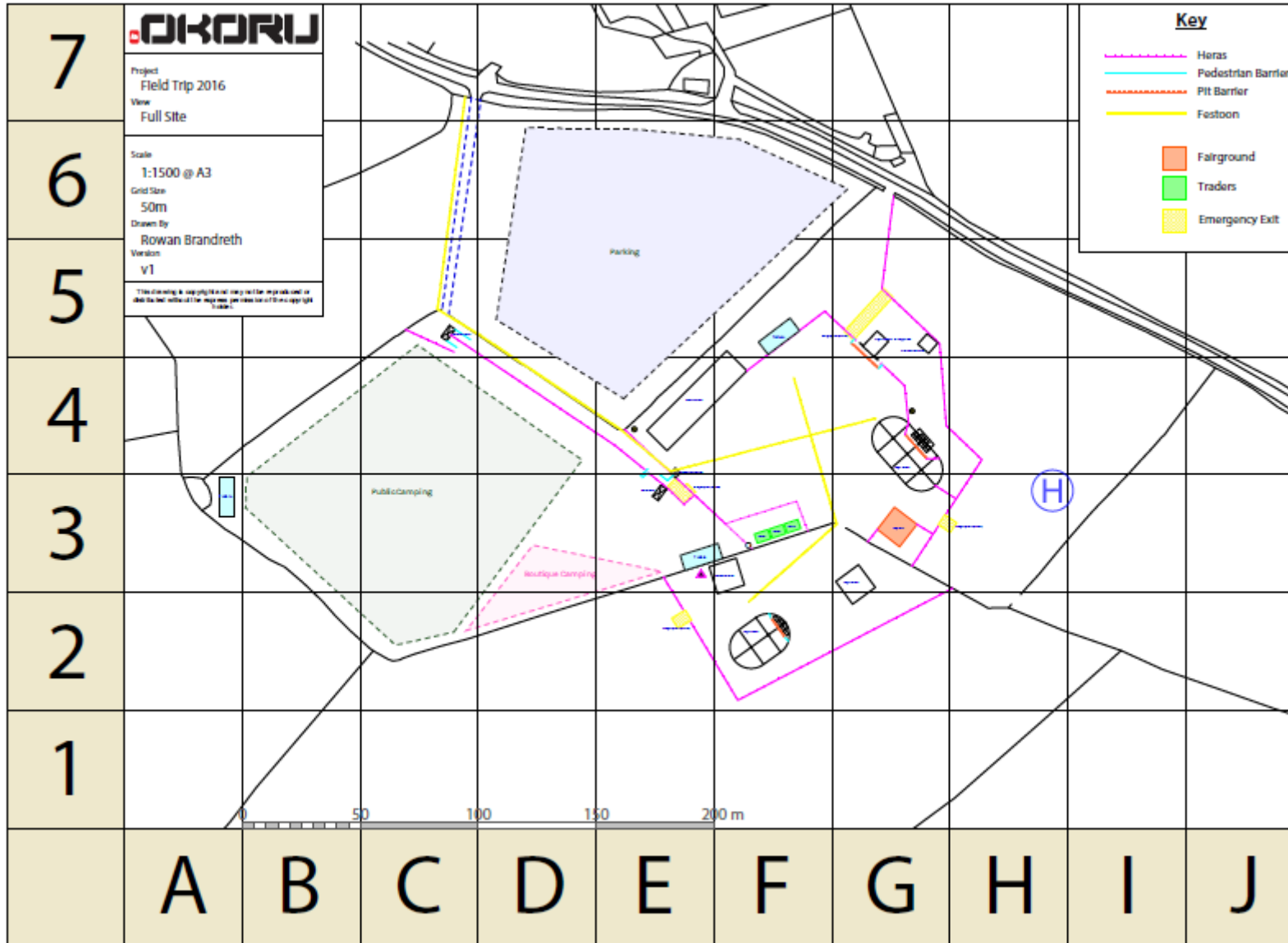
14. Conclusion

The noise management strategy presented above concludes that it is indeed possible to hold the event at Grange Farm, West Ashton in accordance with relevant guidelines, providing that the venue is designed appropriately and managed accordingly as proposed.

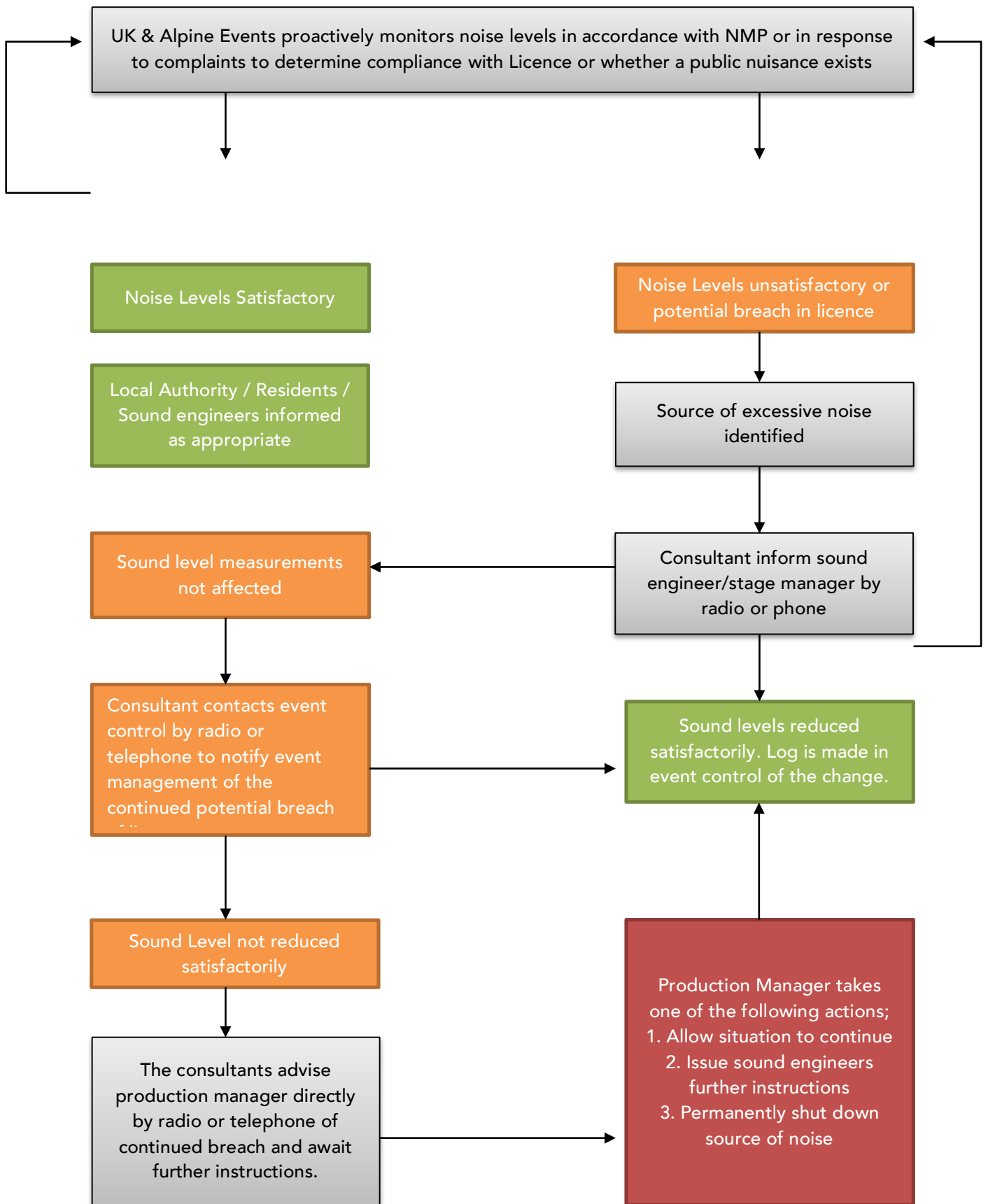
The relevant controls are identified in the NMP and UK & Alpine Events will continue to review and update this plan as the event continues to develop and evolve. A final version will be provided to the local authority prior to the event.

During the event UK & Alpine Events will be onsite for its duration to conduct monitoring, respond to complaints of both the Local Authority and residents and advise accordingly.

Appendix A. SITE PLAN



Appendix B. – Indicative Noise Control Flow Chart



Appendix C - Contact Numbers and Responsibilities

Event Hotline Number

To be confirmed

License Holders

Ryan Alcott – [REDACTED]

Jack Clink – [REDACTED]

Production Manager

Ben Boston – [REDACTED]

Noise Consultant

Mark Henninger – [REDACTED]

Appendix D – Noise Units

1. Noise is defined as unwanted sound. The range of audible sound is from 0 dB to 140 dB. The frequency response of the ear is usually taken to be about 18 Hz (number of oscillations per second) to 18000 Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than the lower and higher frequencies and because of this, the low and high frequency components of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most widely used and which correlates best with subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.
2. For variable noise sources such as traffic, a difference of 3 dB(A) is just distinguishable. In addition, a doubling of a noise source would increase the overall noise by 3 dB(A). For example, if one item of machinery results in noise levels of 30 dB(A) at 10m, then two identical items of machinery adjacent to one another would result in noise levels of 33 dB(A) at 10m. The 'loudness' of a noise is a purely subjective parameter but it is generally accepted that an increase/decrease of 10dB(A) corresponds to a doubling/halving in perceived loudness.
3. External noise levels are rarely steady but rise and fall according to activities within an area. In an attempt to produce a figure that relates this variable noise level to subjective response, a number of noise metrics have been developed. These include:

LAeq noise level- This is the 'equivalent continuous A-weighted sound pressure level, in decibels' and is defined in BS 7445 (1) as the 'value of the A-weighted sound pressure level of a continuous, steady sound that, within a specified time interval, T, has the same mean square sound pressure as a sound under consideration whose level varies with time'. It is a unit commonly used to describe community response plus, construction noise and noise from industrial premises and is the most suitable unit for the description of other forms of environmental noise. In more straightforward terms, it is a measure of energy within the varying noise.

LA90 noise level – This is the noise level that is exceeded for 90% of the measurement period and gives an indication of the noise level during quieter periods. It is often referred to as the background noise level and issued in the assessment of disturbance from industrial noise.

LA10 noise level – This is the noise level that is exceeded from 10% of the measurement period and gives an indication of the noisier levels. It is a unit that has been used over many years for the measurements and assessment of road traffic noise.

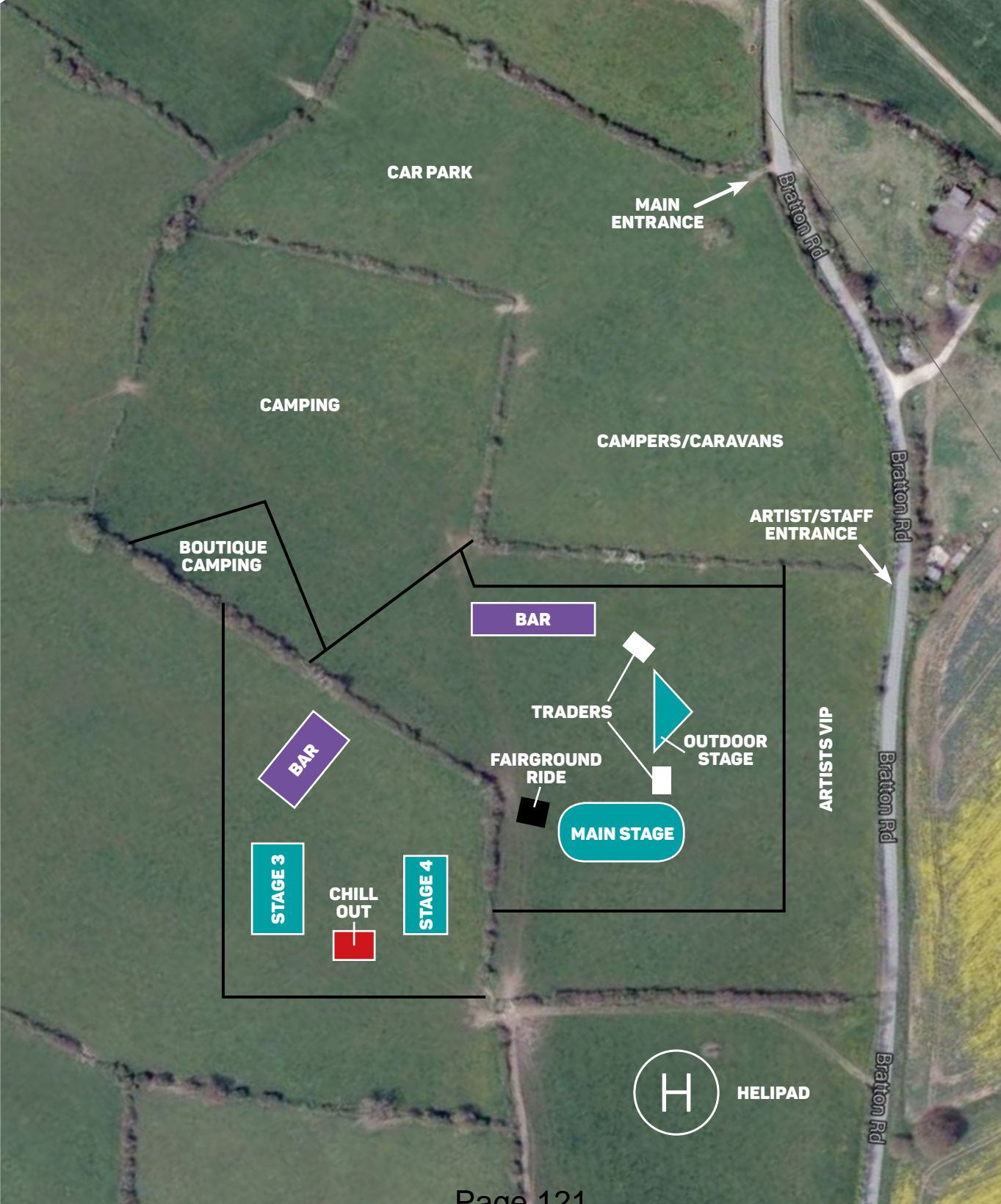
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SITE PLAN

LOCATION

Grange Farm, Bratton Road, West Ashton, Trowbridge, Wiltshire BA14 6AX



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From: Wickham, Jerry
To: Bray, Teresa
Cc: [REDACTED]
Subject: Re: Field Trip festival - West Ashton
Date: 27 April 2016 22:19:56
Attachments: New Premises Licence Application Form - Field Trip 2016 Redacted.pdf
ATT00001.htm

Dear Teresa

Thank you letting me have sight of this application. As you might be aware that the location is within the Parish of Bratton albeit its location is close to Lower Dunge and West Ashton.

I wish to make a number of representations concerning this application and have concerns about the relevant particulars presented by the applicants.

I am also aware of a number of concerns being expressed from residents in Edington and at Lower Dunge.

Thank you letting me see the Event Safety Management Plan. (Plan)

My understanding of the licensing objectives is that the applicant has to satisfy the licensing authority of the necessary steps they are taking in order to ensure these are met. I note that the applicant on page 16 of the application, has indicated against each of the four objectives, the following statement -

**The event will be operated in accordance with an event management plan which has been produced to address all issues in respect of the promotion of the licensing objectives.
The event management plan is enclosed with this application.**

I have a view that the applicant is putting the onus upon the Licensing Authority to glean the relevant information from the Plan. This is inherently wrong and I would suggest that completion of the application in this way, without direct reference to the relevant parts of the Plan, should be rejected by the Licensing Authority. (The Plan also mentions a horse race!)

However, I would also point out that there are a number of significant omissions in the Plan which prevents the Licensing Authority being able to reach a proper judgement. Equally, such omissions do not give the wider public the ability to make suitable assessments of the validity or otherwise of the application.

I wish to explicitly bring the following to your attention:

1. Prevention of Public Nuisance

The main area here will be noise related issues. An out of date Plan with an incomplete appendix (G) related to noise is not acceptable and therefore prevents this objective being properly assessed. With the presence of nearby homes, and the obvious times of either live or recorded music being played, means that there is likely to be a public nuisance to nearby residents. Revellers will be coming and going sometimes potentially after 0500hrs. The nearby village of West Ashton may well be affected by persons either on foot or in vehicles disturbing their harmony. Accordingly this objective cannot be met.

2. Public Safety

There are many detailed sections in the Plan relative to Event Management Hierarchy and roles and responsibilities. There are however inadequacies in areas relative to the ejection of people either intoxicated or affected by drug consumption. In particular, the plan appears to allow some of these persons to be ejected into what are unlit country lanes, with traffic able to travel at the national speed limit. This appears a lack of duty to these persons and others in the area.

Equally, the Plan mentions the issue of dealing with the consumption of alcohol but has a number of deficiencies relative to the means of ensuring external sources are prevented being brought on the site. Equally, the means of regulating alcohol quantities within the camping area are less than rigorous. The Traffic Management plan is outdated and whilst I appreciate this per se, is not a licensable activity on the highway, there is inadequate information available to satisfy how traffic can be safely brought off the unclassified road without there being potential safety issues to attendees and other road users.

3. Protection of Children from Harm


The Plan appears to explicitly fail to deal with this issue. What are the plans for dealing with campers bringing children? A refusal of entry? If so this should be documented - it is not! This has not be addressed and therefore fails to satisfy compliance.

Whilst the Plan does go into detail in some areas, I fundamentally question the extent of the playing of music etc and a reasonable gap between the supply and consumption of alcohol, the latter of which is excessive. Other than the provision of Late Night refreshment, all other activities appear to cease at 0400hrs. In the interests of preventing noise and for persons exiting the site, these hours are too long.

On a final note, I would wish to see the organisers not only clearing litter from the site but also in the immediate area either side of the sites' entrances and exits.

I remain unsatisfied that the applicant has adequately discharged their responsibilities under the Act.

Kind regards

Jerry Wickham
Wiltshire Councillor for Ethandune
Portfolio Holder for Highways


On 15 Apr 2016, at 10:49, Bray, Teresa <Teresa.Bray@wiltshire.gov.uk>
wrote:

Wiltshire Council

Where everybody matters

REPRESENTATION FORM

This form must be returned within the statutory period, which is 28 days from the date the notice was displayed on the premises or the date specified in the Public Notice in the newspaper. Please contact the Licensing Section to confirm this date.

Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	Powwow Productions Limited Grange Farm, Bratton Road, West Ashton, Trowbridge, BA14 6AX 26 th to 29 August 2016
Your Name	Hugh Hancock
Postal Address	Dunge Farm, Bratton Road, West Ashton, Trowbridge BA14 6AX
Contact Telephone Number	[REDACTED]
<p>Are you:</p> <ul style="list-style-type: none"> • An individual? My wife and I and, during the period applied for, three or more guests. • A person who operates a business? • A person representing residents or businesses? • A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? 	
If you are representing residents or businesses who have asked you to represent them?	No

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	Not applicable to us.
2. To prevent public nuisance	There have been several music festivals at Grange Farm in recent years that have created a significant noise nuisance. They are very audible inside our house. Last year one was so loud that it caused the house physically to vibrate. While melodic notes seem to reduce in a relatively short distance, rhythmic bass notes travel and give the impression of a never-

OBJECTIVES	EVIDENCE
	<p>ending rapid pile-driver in close but variable proximity. The noise makes it impossible peacefully to use and enjoy both our garden and home. These events have been the cause of numerous sleepless or broken nights.</p> <p>We have not raised objections before as Grange Farm appears to need the supplementary income these events provide. We make a point of not inviting guests when they take place.</p> <p>The event proposed in this Application is new in the calendar, over the August Bank Holiday weekend. It clashes with the annual Edington Music Festival, at Edington Priory Church, which takes place this year from 21st to 28th August. The Festival is well established in the week leading up to and including the Bank Holiday - the 60th took place last year. As a Festival of Music within the Liturgy, singers and musicians are drawn from Britain's great cathedral and collegiate choirs. It is internationally unique and brings visitors from Europe, N America and Australasia as well as from across Britain. The Festival is largely choral music within church services, so it is very vulnerable to external noise. Weather and other conditions will affect the Grange Farm event's impact.</p> <p>While it may be claimed that Edington is far enough away from Grange Farm not to be affected, singers and visitors taking part in the Festival are accommodated around the area; many much closer to Grange Farm than to the Church. Three singers stayed with us last year and are booked in again this year. The "Provision of regulated entertainment (live and recorded music, performance of dance and anything similar)" until three or four in the morning will seriously impact their - and our - much needed rest. Additionally it will detract from any hospitality we can offer in the house and garden during the afternoons.</p> <p>While our personal experience drives our objection to this application, we are well aware that also there will be a serious impact on all the people of West Ashton.</p>
<p>3. To prevent crime and disorder</p>	<p>No doubt the Police will have a view on the probability of crime and disorder but the availability of alcohol for 13 hours and two sessions of 17 hours over three days seems unlikely to encourage moderation. Should any attendees at this event venture to the local pubs they will encounter participants from the Edington Festival, who have a very different cultural outlook.</p>
<p>4. Public Safety</p>	<p>Edington Festival attendees, from or beyond Trowbridge, will have to pass the entrance(s) to the site of the Grange Farm event before and after services. The road through West Ashton is reduced to a single lane in many places by residents' on street parking, more prevalent over a holiday weekend. Most Edington attendees are used to the problem but it will be more hazardous with the addition of Grange Farm event traffic - some may not be fully alert after full overnight entertainment and consumption.</p>

Please list below any suggested actions that you feel the applicant could take to address your concerns.

The best option from our point of view is for this event not to happen. It is new to the calendar and has no track record nor established following.

Given a determination to run the event, the applicant would be well advised to pick another weekend. One that does not clash with the needs of other local, well established, events – nor ruin, for the inhabitants of West Ashton, the last long weekend of the summer holidays.

If it is to happen, the event should be inaudible off the premises after 2300 each evening.

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

[Redacted Signature]

Date...26 April 2016.....

Please return this form, along with any additional sheets, to the relevant Wiltshire Council Office listed below:

Salisbury Area – (Salisbury, Amesbury, Downton, Mere, Hindon and Tilshead as well as the rest of the old Salisbury District Council Area), please send to:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Bourne Hill
Salisbury
Wiltshire, SP1 3UZ

All other areas please send to the address below:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Monkton Park
Chippenham
Wiltshire, SN15 1ER

From M.E. Jones

Bonshommes Cottage
2 Monastery Road
Edington
Westbury BA13 4QH

26 April 2016

[REDACTED]
[REDACTED]
Teresa Bray
Public Protection Officer
Wiltshire Council

Dear Ms Bray

**New Premises Application: Grange Farm, Bratton Road, West Ashton
Representation against the application**

I am aware that previous such events on this land at West Ashton have been granted a licence. I oppose this particular application because of my concern that the activities proposed are likely to have an adverse impact on the neighbouring event at Edington Priory Church. The annual Edington Music Festival, this year the 61st festival, will be held as usual over the eight days preceding the August bank holiday, concluding on Sunday 28 August. The quietude of Edington village is mildly disrupted by the presence of 70 festival participants and daily attendance of up to 400 at the morning and evening services, but this is accepted by residents because of experience of reliable management.

Two of the licensing objectives to be considered by the Licensing Committee are relevant to my concern:

Public safety

The opportunity for enjoyment of loud music entertainment and alcohol refreshment at the application event over three days and nights will attract comings and goings throughout of many visitors accessing the site by car. An obvious route for those travelling from south east Wiltshire and beyond will be via Edington. My home is close to the junction of Monastery Road and Lower Road Edington which is adjacent to the church. Recent improvement of this road junction has brought better visibility for drivers and pedestrians. The Edington Festival benefits from this, particularly the frequent pedestrian movement of young singers to the church from their administrative base at the Parish Hall. The additional traffic generated by the application event, drivers unfamiliar with the roads and possibly influenced by alcohol, would increase the risk of accident.

Prevention of public nuisance

It may be that loud music at the application site extending well into each night, a nuisance for those living in and near West Ashton, would extend to conflict with the music in Edington Church but that is unpredictable. However I anticipate that car drivers approaching or leaving the event will have their car radios at high volume, to

my mind a public nuisance. When on roads within Edington that nuisance sound would likely be heard in the church, an unacceptable interference.

My objection

My reason for this representation against the application is prompted by the coincident timing of this new event with the long established Edington Music Festival. I have confined my comments to two of the licensing objectives for which your Committee will have regard.

Yours sincerely,



Dear Tereas Bray

I am sending this a copy of the Council's from to register my objection to the Grange Farm Event scheduled for the 25th to 28th of August 2016. I apologise for my 'last minute' Approach but I have only been informed of the instructions today. I would be grateful if you could submit my concerns to the Council's Licensing authority.

REPRESENTATION FORM

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Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	Grant Farm Event 25-28 August '16
Your Name	Major R M C Wilson
Postal Address	\$ Lower Road, Edington Westbury, BA13 4QN
Contact Telephone Number	[REDACTED]
I am An individual	
	I am a member of the Parochial Parish Council of Edington And I am involved with the administration of the Music Festival providing accommodation for up to 4 young Choristers (between the ages of 10 to 14) for the period 20 - 28 Aug.
	Because of the young ages their hosts are vetted and consequently responsible for all round safety to their parents. WE are naturally apprehensive of any increase of Traffic and strangers in the village

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
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1. The prevention of harm to children	There is an appreciable risk to the choristers walking between the Church and Church Hall and residential accommodation in the village, especially between the hours 2000 to 2200hrs.
2. To prevent public nuisance	

OBJECTIVES	EVIDENCE
<p>3. To prevent crime and disorder</p>	
<p>4. Public Safety</p>	<p>The roads in Edington Village and area are both narrow and winding. An increase in traffic including the extra traffic for the Music Festival will be excessive with the additional traffic from Grange Farm.</p>

Please list below any suggested actions that you feel the applicant could take to address your concerns.

It would seem sensible to separate these two major festival events either by time or a greater distance apart.

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature ... [REDACTED] Date 27th August 2016.....

Please return this form, along with any additional sheets, to the relevant Wiltshire Council Office listed below:

Dear Teresa

Thank you so much for your email

I have been in Manchester so you could not reach me by phone. Thank you for trying.

I do wish to make a formal representation. I am happy to be part of a public document.

I am grateful to you for accepting an email as trying to fill in your form using this device is beyond me.

The principal ground for my objection is the noise pollution

At any time this would not be ideal but that weekend is particularly sensitive given the fine and once a year music happening in Edington at the same time.

For choice the Grange farm application will be turned down but the rest of the year tolerating the noise pollution will be much less of an intrusion, however unfortunate.

We can hear it all the way over here.

It has happened before as I imagine your records show you. Generally I just shut the window's and there we are.

I am 50. I grew up with popular music so may claim not to be reactionary. I appreciate most musical offerings.

I also understand you need good reasons for the council to reject it within the council set parameters of the 4 categories

So moving to my supplementary objections

Transport. The roads locally will already be extra busy with traffic as the Edington festival will have been underway since 21 August and there are the multitudinous day visitors to the region for this purpose plus the ones who arrive and stay all week.

All of them drive to the venue as it is the only way they can enjoy the experience though there is happily a great deal of car sharing which has been fostered over the years.

The Grange farm goers' may not feel the need for such fuel economy given that they may not be regulars and so just at a time when the roads are busier than usual the congestion will be added to.

We can accommodate only so many locally so they spread out and stay all over the area and regularly use the Grange farm road.

Finally - alcohol. I understand it is entirely appropriate to offer a late licence for an event especially if the organiser is keen as they have a tight control on what their event goers' can bring with them which of course makes complete commercial sense for them, but it may be considered by the council that on this specific occasion given the extra heavy late night road use after the final singing event in Edington it could be unwise to allow the Grange farm event goers the opportunity to tank up into the early hours unless somehow the council can ensure they stay onsite and do not decide to take to the roads under the influence. I am sure most of them will be responsible but.

I would much appreciate if you could find these comments in an acceptable format to pass on

Best wishes

note only one d in Edington just in case it makes any difference when you write your report

Sent from my Windows Phone

Elizabeth Webbe

[Redacted]
[Redacted]
[Redacted]

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DECISION NOTICE

Western Area Licensing Sub Committee

Decision made on 17 June 2015

**Application for a Premises Licence in respect of Field Trip Festival,
 Grange Farm, Bratton Road, West Ashton, Trowbridge, Wiltshire,
 BA14 6AX**

Decision:

The Western Area Licensing Sub Committee resolved to GRANT the Premises Licence for Field Trip Festival, Grange Farm, Bratton Road, West Ashton, Trowbridge, as detailed below:

Licensable Activity	Timings	Days
<u>Provision of regulated entertainment</u>		
Live music (In and outdoors)	13:00 – 00:00	Saturday 12 September
Recorded music (In and outdoors)	00:00 – 02:00	Sunday 13 September
Performance of dance (In and outdoors)		
Anything of a similar description (In and outdoors)		
Provision of late night refreshment (In and outdoors)	23:00 – 00:00 00:00 – 05:00	Saturday 12 September Sunday 13 September
Sale by retail of alcohol (On the Premises)	13:00 – 00:00 00:00 – 04:00	Saturday 12 September Sunday 13 September

Subject to the following additional conditions:

1. The event is to operate at all times in accordance with the event management plan, noise management plan, and stewarding plan as submitted, or as amended

with the agreement of the proposed Event Safety Advisory Group (ESAG); any changes to be approved by the Licensing Officer.

2. No more than 3,000 tickets shall be issued for the event and no person other than official event staff shall be admitted to the event without a ticket.
3. There is to be a contact telephone number provided to local residents for the event, This shall be monitored at all times from 12:00 on Saturday 12 September 2015 to 16:00 on Sunday 13 September 2015 and appropriate action taken in response to any calls received.

Reasons

After taking into account the written representations from all parties and the oral arguments received at the hearing, the Sub Committee carefully considered the concerns raised by those who had made representations regarding the application. These concerns related principally to noise and traffic management issues, given the number of attendees expected, the location of the proposed site and the entrance to it. In particular, the Sub Committee considered whether the event management plan put forward by the Applicants, in consultation with relevant authorities would appropriately address those concerns and satisfy the licensing objectives.

Regarding concerns over the size of the event, it was noted that the Applicants had stated that they anticipated an audience in the region of 2000 – 3000. In order to address concerns about public safety, it was considered appropriate to include a condition limiting the capacity to 3,000 people.

It was noted that a noise management plan and sound control measures formed part of the application and that the Applicants had also agreed to provide a complaint hot-line, which the Sub Committee expected to be staffed and answered. It was considered appropriate to include this as a condition to address the concerns that had been raised regarding public nuisance. It was also noted that arrival and departure times at the site were conditioned in the event management plan.

Regarding concerns over public safety, it was noted that the Applicants had engineered a system for efficient entry onto the site and that an Event Safety Advisory Group meeting was proposed.

As such, the Sub Committee considered appropriate conditions were in place to promote the licensing objectives.

The Sub Committee also considered the relevant provisions of the Licensing Act 2003 (in particular Sections 4 and 18); the guidance issued under Section 182 of the Act and the Licensing Policy of Wiltshire Council.

Right to Appeal

All parties have the right to appeal to the Magistrates Court within 21 days of receipt of this decision. Any person has the right to request a Review of the Licence, in accordance with the provisions of section 51 of the Licensing Act 2003.

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