



EVENT PLAN - XX

DATE: SATURDAY 12TH SEPTEMBER 2015

**LOCATION:
GRANGE FARM
BRATTON ROAD
WEST ASHTON
TROWBRIDGE
WILTSHIRE BA14 6AX**

**EVENT MANAGERS:
RYAN ALLCOTT &
JACK CLINK**



Thursday, 12 March 2015

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Introduction

It is the intention of The Management Team to produce one 24hour festival, held in the grounds of: Grange Farm, West Ashton, Ratton Road, Trowbridge, Wiltshire BA14 6AX

The event is a pop / middle of the road event date TBC

This document supports the Application for a Premises License submitted to Wiltshire Council by The Management Team and demonstrates how the licensing objectives will be supported and promoted.

This Event Plan has been produced based on visits to the proposed event site and previous experience of working on similar types of events. This document represents the proposal that will be adopted in order to prove the necessary safety and environmental precautions associated with this type of event.

In common with all such events, a practical, pragmatic and realistic approach has been taken. These proposals are not necessarily final, but give an indication to the appropriate proposed adopted procedures.

The Management Team Overview

Ryan Allcott is a family man with his own business. His passion is bringing people together to enjoy life grounded in principles of enjoyment and freedom in friendship without aggression or greed.

Ryan has spent a number of months working for his brother in laws Ghanian **Dream Big Ghana Foundation** whose purpose is to promote and support the charitable work of **Dream Big Ghana** in the following core areas – sanitation, public health, education and youth sports development. This charity is being supported by the event helping to raise funds to build further compost toilets in Ghana.

Jack Clink is a director of a family business, Walker Pipework Services Ltd which specialises in the design and installation of stainless steel hygienic pipework and process systems. He is experienced organising small scale music events in and around the local area. Drawing on his experiences he is now keen to develop ideas further and organise their first professionally run mini festival.

Contact Details:

Land Owner - Alex Baker
Phone: TBC

Mr Ryan Allcott

[Redacted contact details for Mr Ryan Allcott]

Jack Clink

[Redacted contact details for Jack Clink]



Event Evaluation

Saturday 12th September 2015

- This event will be a pop / 'middle of the road' concert, aimed at adults and those over 18 years.
- No children are permitted.
- We anticipate an audience in the region of 2000 - 3000.
- A live concert, featuring amplified performance
- There will be no fireworks or special effects during the concert.
- Camping provision has been allowed for in a separate field adjacent to the music area.
- Only food and drink purchased from inside the concert arena is permitted.

Event timings are as follows:-

Site Setup - Thursday, Friday 10.00hrs - 18.00hrs Saturday 10.00hrs - 12.00hrs

Saturday 12/09 Sound check	12.00hrs
Gates Open:	13.00hrs
Gates Close:	23.00hrs
Concert Starts:	15.00hrs

Sunday 13/09 Concert Ends:	TBC
Site cleared by:	16:00 hrs

Venue Evaluation

The attached site plan provides detail on the proposed site. The site is flat and well drained. All access points will be well marked and perimeter roadside fencing will prevent unofficial public access. The proposed area of entertainment under the control of the Event Managers comprises four fields clearly indicated on the attached plan. In brief these are as follows:

Field A	Main Public Carpark and to southerly end Vehicular Camping
Field B	Public Canvas Camping
Field C	Festival Site (barrier line indicates on foot entrance control
Field D	Staff/Artist Camping and Carpark and Emergency Access
Entrance 1	Main Entrance for Public Vehicular access and drop off zone
Entrance 2	Main access for concession traffic and Public on foot Entrance
Entrance 3	Main Entrance for Crew Staff and Artists and Emergency Vehicles ONLY

The Management Team know that the site is flat and well drained, and easily accessible by road. All roadside access points will be well indicated.

All site provisions will be designed to fully comply with the HSE/Home Office Publication 'Guide' and the 'Fire Safety Guide to Outdoor Events and Venues'.



Working with the local community

In partnership with the Parish Council, notices will be hand delivered to local residents advising them of the event and the format and timings of the events. We ensure that all local residents are aware of the start and finishing times of the events.

Management and their contractors strive to ensure that local residents experience the minimum of inconvenience during the buildup and breakdown of the event and during the event days.

A strict speed limit of 5mph will be in place during the buildup, breakdown and event days. All vehicles will use hazard lights when moving on site.

All working areas are clearly marked and when necessary a barrier is created to keep members of the public at a safe distance. On the event days, the park is open for staff and contractors until public gates open. From this time everything but Field C will be open.

The Management Team welcome the assistance of the Police on the event days.

General Safety

It is the policy of The Management Team to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. The Management Teams health and safety objective is to minimise the number of instances of occupational accidents and illnesses to ultimately achieve an accident-free workplace and minimise damage and waste.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Management Team recognise and accept their duty to protect the health and safety of all visitors to the site, including contractors and temporary workers, as well as any members of the public who might be affected by their operations.

While The Management Team will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

The Management Team will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Safety Coordinator. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Safety Coordinator or a member of The Management Team. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.



The Management Team will, where appropriate, comply with those standards laid down in the HMSO publication Event Safety Guide (a guide to health, safety and welfare at music and similar events). Steps will be taken to fulfil these responsibilities and the proposal and general site layout will be evaluated accordingly.

The Management Team.'s health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of operations occur. The policy will be updated at least every 12 months.



Key Event Personnel Responsibilities

A central event control facility will be established to house key personnel who will manage the event on the night. The Event Control is secure, with good site lines of the event area.

Event Manager Responsibilities

Decision maker within Event Control and responsibly for decisions relating to the event

Manage event personnel and resources

Make decisions regarding delay or cancellation of elements of the event

Oversee co-ordination and timing of event elements across the site

Event Safety Controller Responsibilities

Ensure safe systems of work are employed by contractors and event staff working on site

Main point of contact for the Event Manager and Head of Security regarding safety decisions during the event

Responsible for pre event safety checks and maintaining a safe site during the event

Event Radio Controller Responsibilities

Ensure that all radio channels in use are free of interference.

Ensure that radios are distributed to designated event personnel.

Maintain and monitor all radio traffic during the event.

Upkeep of radio log and incident record.

Management and forwarding of radio messages when required.

Stage Manager Responsibilities

Ensure the safe operation of all on stage activity.

Ensure the performances run to schedule.

Liaison with all artists and contractors with regard to stage activity.

Manage all personnel involved in on stage activity

Ensure correct installation of event equipment and services



Backstage Manager / Artiste Manager Responsibilities

Manage all activities in the backstage and artiste areas
Oversee the installation of equipment and services in these areas
Oversee management of security in artist and backstage area
Monitor and manage all vehicle movements by artistes in the backstage areas
Liaison with visiting artistes and crew

Entrance Gate Manager Responsibilities (Gate One for public on foot, Gate Two for public campers or those travelling by car)

Ensure the management of public access / egress
Installation of barrier queuing and search system
Management of security staff and gate stewards
Ensure that the perimeter fence is secure at all times

Camp Site Manager Responsibilities

Ensure management of public access/egress
Ensure safe environment for public enjoyment
Ensure no 4 wheel campers park in Field C
Liaison with on site security in the event of public disorder
Liaison with Event Management in event of disturbance and/or possible eviction from site

Traffic Manager Responsibilities

Management of on site car parking - arrangement and flow of vehicular access and exit
Management of stewards to ensure safe movement of vehicles at all time (A limit of 5 mph is to be adopted at all times,without exception)
Ensure safe environment for public on foot, ensuring public does not walk in the line of traffic
Ensure vehicles are “walked in” when appropriate after public opening
Ensure appropriate parking of vehicles
Ensure removal or vehicular movement if necessary
Ensure vehicle entrances remain free of public on foot
At event close, ensure cars depart in an orderly and controlled manner.
Liaison with road side stewards to ensure safe vehicular access and ingress to main road
Liaison with road side stewards to ensure traffic flow comes off the main road as soon as it is practical and safe to do so.
Ensure 4 wheel camping vehicles park in Field A and direct cars as appropriate



Contractors

In addition to the staff outlined above, there will be a number of contractors working on the technical aspects and services during the event. These include lighting, sound and electrical technicians. All contractors will be required to conform to relevant legislation guidelines and safe work practices, as outlined in the section “Health and Safety Policy for Contractors”.

The Management Team, in hiring the services of contractors, intends to fulfil its responsibilities under Health and Safety Legislation and good practice by taking reasonably practical steps to ascertain the level of health and safety awareness and competence of such third party organisations. All contractors will be expected, prior to commencing work, to provide details of how they intend to undertake the work in a safe manner.

All personnel working on site will be required to work with regard for their own and others health and safety, in accordance with current legislation and good practice, and within their companies own health and safety management framework.

To facilitate compliance and to ensure awareness of potential health and safety problems and conflicts between contractor’s activities, each contractor will receive information in respect of site practices, access routes and access times. Each contractor will be required to complete a safety questionnaire and provide the name and contact details for a nominated safety representative who will be onsite whilst works are being undertaken.

The Event Manager will monitor the contractor activities and intervene as necessary when unsafe practice or unsafe conflicts become apparent.

Each company involved in the event will submit the name of a nominated person who will be available on site to liaise with the Event Manager on health and safety issues.

All contractors will maintain a full record of any injuries on site in a suitable first aid book. Records must be submitted to the Event Manager at the end of the event period and serious incidents must be reported to the Event Manager immediately for investigation and reporting as appropriate.



Admission Policy

No person will be admitted into the arena who is drunk or under the influence of drugs, any person in this condition will be identified to the police.

Ticket Sales

Tickets are available to purchase online from the event website.

Entry into the arena is strictly by ticket only.

Purchase of a ticket will constitute unqualified acceptance of the 'Terms and Conditions' set out below.

If all tickets are sold in advance a "sold out" notice will be posted on all entrances and online; if the event has not sold out tickets will be on sale at the gate.

Ticket Policy

The following terms and conditions are printed on each ticket sold, or accompany each ticket sold:-

- In case of inclement weather the concert will not be cancelled, however the concert programme may be amended in the interest of safety and enjoyment of the audience.
- Tickets cannot be replaced, exchanged nor money refunded.
- The event organisers reserve the right to make alterations to the advertised arrangements or featured artistes and to refuse admission under reasonable circumstances.
- The event organisers reserve the right to cancel or abandon any performance / event.
- No under 18's will be admitted. Proof of age may be requested at entry. Failure to provide adequate proof of age may result in non-admittance whereby no refunds will be offered.
- The concert arena is within a confined fenced area. Re entry will only be allowed with express permission of event organisers.
- Admission is at the ticket holders own risk, except in respect of death or personal injury resulting from negligence on the part of the event organisers.
- Tickets are sold subject to the event organiser / venue's term and conditions which are available on request.
- No duplicate tickets will be issued to replace lost / stolen tickets.
- No refunds will be offered to customers who are refused entry or ejected from a venue on account of declining to be searched, abusive, threatening, drunken or other antisocial behaviour, carrying offensive weapons or illegal substances, or making unauthorised audio, video or photographic recordings.
- Entry will be refused to anyone who declines having their person or belongings searched.
- Disabled facilities: - Disabled car parking is available and there will be disabled toilet facilities.



Public Safety

Security will be provided by:-

Wicked Events
Sue Torres Director
Tel Office: 0044 (0) 1452 741461
Mobile: 0044 (0) 7946612390

A named individual will be nominated as the Chief Steward who will co-ordinate all stewards on the day of the event and a full briefing session will take place prior to the event with all necessary services in attendance. The Chief Steward will also be in liaison with the event manager throughout the events.

All stewards will be briefed fully on the following:

Knowing the layout of the site and being able to assist the public by giving information about available facilities, remembering the needs of people with disabilities.

Being aware of the location of toilet and first aid facilities.

Ensuring that no overcrowding occurs in any part of the event space by managing and directing the audience as necessary.

Communicating with the Event Managers and Emergency Services in the event of an emergency;

Knowing and understanding the arrangements for evacuating the audience and undertaking specific duties in an emergency.

Crowd Management/Access/Egress

Careful stewarding will ensure controlled management of the occupant capacity. Stewards and signage will direct the public to the entertainment area as appropriate.

Pedestrian routes throughout the site will be clearly indicated and will be illuminated so they are visible in darkness.

Entrance 3 will be pedestrian access/egress to/from Bratton Road where there will be an Entrance Gate One for those on foot, where tickets, identity documents and bags will be checked prior to entry

Access/egress to car parking or drop off zone in Field A from Bratton Road will be from Entrance 2. Public will then park their vehicles and proceed either to the Campsite in Field B or will make their way through the barrier via Entrance Gate Two where tickets, identity documents and bags will be checked prior to entry.

Those camping in vehicles will be instructed to camp in the vehicle camping area in Field C before making their way to Entrance Gate Two on foot.

Emergency access routes will be clearly understood by all relevant authorities and kept clear of any obstructions. Emergency Vehicles will use Entrance 3 together with Crew and Artists ONLY. Parking and limited crew camping will be based behind the perimeter adjacent to the Big Tops.



Backstage Access / Artist Areas

Only persons with AAA passes; artists, crew, emergency services personnel (on official business), Wiltshire Council personnel and security staff will have access to the backstage area via Entrance 3. Artist's guests shall not have access to the stage area.

Under no circumstances will pass holders take guests backstage. Any person in the backstage area without a pass will be approached and if necessary removed by security.

Traffic Management

All vehicles accessing the site during the build, event and de rig are instructed to drive at 5 mph and to use hazard lights at all times when moving vehicles in the park. There will be signage stating these requirements from the entrance into the park and the signage will continue to the stage area.

Vehicles are required to access the park by Entrance 2 and Entrance 3 to reduce wear and tear on Entrance 1 prior to event opening.

Artistes

Artistes will be instructed to enter at Entrance 3.

Artistes will arrive from 14.00hrs, prior to gates opening to the public at 13.00hrs. Artistes will park vehicles on the grassed area adjacent to Big Tops, where they will be assisted by car park stewards. Artistes will leave the park via Entrance 3 from 23.00hrs.

Concessions / catering

Concession and catering suppliers will be instructed to enter via Entrance 2. They will then be sited by the Event Manager and any unnecessary vehicles will be parked behind their pitch in a tidy fashion prior to Entrance 2 opening to the on foot public at 13.00hrs.

No concession / catering supplier will be permitted to move any vehicle once sited, until the park is clear of public and it is deemed safe to do so by the Event Manager.

Concession and catering suppliers will leave the park via Entrance 2 on Sunday from 10.00hrs.

Car Parking

We anticipate the volume of cars to be in the region of 1,000 and procedures for parking cars and other vehicles will be arranged so as to reduce any possibility of road congestion and disruption. We also anticipate a large number of people, who will arrive by car, will drop off ticket holders whereupon they will be directed away from arrival traffic via Entrance 2 where stewards will navigate them back into the flow of traffic ideally in an easterly direction.

The main car park for the event is Field A, with a capacity to hold 650 cars. Additional car parking will be made available in adjacent fields if required.

The car parks will be adequately signposted so that vehicles can be easily located. Sufficient stewards will be used to direct the parking of vehicles within the designated areas. Sufficient stewards and police personnel will be used to help direct traffic onto the main roads when leaving the car park.

Prevention of Crime and Disorder

Entrance Staff at Entrance 1 and Entrance 2

All staff accessing the suitability of customer entry will be correctly registered with the SIA and will;

- Display correct badge name
- Will carry proof of registration
- Female staff and supervisors will be on site to monitor and if required carry searches on female customers.
- Will wear clothing that will be easily identifiable
- Will be on site at all entry points throughout the evening from entry to exit

Sale of Alcohol

Alcohol will be available for purchase and consumption on the premises. There will be a public bar within two hospitality enclosures, (location as shown on the plan submitted).

The designated premises supervisor for these events will be:-

Address: Ryan Owen Allcott
Personal licence number - PEL01283
Issued by: Mendip District Council

All staff serving alcohol will exercise all due diligence and will operate the 'Challenge 25' scheme, asking for proof of age from any person who looks under the age of 25.

Evidence of age will be accepted in the form of a photo driving license, a passport or a proof of age scheme card which carries the PASS logo.

Drugs

An anti-drug policy will be in force, SIA registered entry staff will conduct searches on anyone suspected of being under the influence of drugs or suspected of potentially entering the arena to sell drugs. If on search, anything is found the SIA staff will automatically contact security staff to attend. Drugs will be confiscated and taken to a safe place for collection by the Police.

Car Crime

Car Park staff will remain within the car parking areas for the duration of the event to patrol the area and reduce the risk of car crime. They will be in radio contact with the security personnel and Police in the main arena.



Litter

Daily checks will ensure that site and surrounding areas are kept free of any litter. Skip Hire has been contracted from Alex Baker who will be responsible for the collection of rubbish and waste on site.

A supply of litter bins will be used on site.

Light Pollution

The lighting from within the arena will not cause any nuisance to nearby properties. Site exit tower lights will be located in such a manner that pollution spill will be kept to a minimum to nearby properties and these units will be turned off by 12.30am.

Control of noise

The Management Team will appoint a nominated representative who will be responsible for all matters of noise control, including:

Liaison with the Wiltshire Council Licensing Authority, the sound system supplier, the sound engineer and site controller etc. prior to, during and after the event on all matters relating to noise control.

Advising the sound engineer of any breaches in the prescribed noise limits and ensuring appropriate action to be taken as a result.

Investigating complaints received during the event, including visiting the location of the complaint if appropriate.

Management Team will ensure that the sound system supplier and all individual sound engineers are informed of the control sound limits and that any instructions from the noise advisor or Wiltshire Council Licensing Authority will be implemented.

Professional sound engineers are employed for all matters of sound production and control on site.

Sound Engineer Contractor Details:

Production Audio Ltd
9 Weedon
Bristol B@2 9XE

T: 0117 325 1007

M: 07733996918

E: productionaudio@hotmail.co.uk



Medical and First Aid Provision

First aid cover will be provided by A2E Ambulances under Steve Pye 07968271577, email s.pye500@yahoo.com who will provide their own fully equipped ambulance and mobile first aid unit. A First aid point will be clearly identified by a conspicuous sign and all stewards will be aware of its position, illuminated in darkness.

First aiders will wear distinctive clothing and will periodically circulate around the event during opening hours to offer immediate assistance if required whilst remaining in radio contact with the main first aid point.

A record of all people requiring first aid treatment will be kept and will be readily available for inspection by the relevant authorities. Relevant permissions will be sought prior to any disclosure.

First aid arrangements will be in place and ready one hour prior to the gates to the site being opened to members of the public.

Free drinking water is available from the first aid post and from public bars upon request.

For the build and breakdown periods, each contractor will provide their own first aid kits and nominated first aider. In the event of an accident, the ambulance service will be called via the 999 system.

Local hospitals will be given prior notification of the event.

Prior to the event commencing, all on site first aid staff and the Chief Security Steward will be briefed and made aware of any contingency plans, including evacuation points and designated ambulance loading points.

The level of medical / first aid provision for the event is in accordance with "The Event Safety Guide" and on completion of the risk assessment

Trowbridge Hospital offers 24 hour Accident and Emergency facilities and is located approx. 4 miles from the site:-

Trowbridge Community Hospital Tel: 01225 711300
Address: Adcroft Street, Trowbridge, Wiltshire, BA14 8PH
Website: <http://www.gwh.nhs.uk>

Duty of Care

The Management Team extends a duty of care to people working at or visiting the event, and safety will always be the paramount consideration to those within the event grounds. Stewards will ensure where possible that people leaving the site on foot are accompanied and moved to a safe area whereby they can make their own way home.



Sanitary Accommodation

Sufficient units will be provided for the number of people expected to attend the event, in accordance with the specifications set down in the Event Safety Guide 1999. An attendant will be on site throughout the event to ensure that the toilets are regularly cleaned and maintained.

The public toilets are shown on the plan, with disabled toilets located in each area. Adequate lighting will be provided.

Toilet Contractor Details:

Loos For Do's Ltd
0845 123 2901
07557 231 480
www.loos.co.uk

Marquees & Staging

A & J Big Tops Ltd intend to erect three big tops for hospitality purposes each will comply with the relevant regulations, including compliance with British Standard 5438, British Standard 7157 and British Standard 476.

Proposed sizes are 30m², 28m² and 28m x 18m structures.

Small stage decks with DJ risers will be installed by a respected staging company.

All tented structures will be equipped with:

An adequate number of emergency exits of a suitable size, distributed around the structure so that genuine alternative routes are available from all parts

- Appropriate means for giving warning in case of fire.
- Normal and emergency escape lighting and emergency exit signs.
- Firefighting equipment
- All exits will be kept free from obstruction at all times.

Marquees will be spaced approx. 20 metres apart to prevent the spread of fire and allow access by the emergency services. Any tented complexes will be laid out in such a way that fire appliances can reach to within 50 metres of any part of the complex.

Marquee Contractor:

John Roberts JCR
A&J BIG TOPS LTD.
America Farm Cottage,
Oxney Road,
Peterborough,
Cambridgeshire PE1 5YR
[REDACTED]

Staging, Lighting & Electrical Contractor:

Okoru Limited
Unit 6,
Satellite Business Park,
Bristol BS5 8GU
[REDACTED]
[REDACTED]



Barriers/ Temporary Fencing

We propose to erect approximately **1106 metres** of temporary perimeter fencing on the northerly side of the park adjacent to Bratton Road in Field C with controlled access for on foot public at Entrance 1 to enable access and ticket collection. This will prevent trespassers entering the site and will assist with safe management of the audience.

Barriers and fencing will be erected around the rear of the stage to enable access control and to prevent the public from entering a potentially hazardous area.

Electrical Systems

The Management Team will contract an established company to provide the power generation and distribution throughout the three sites. Where possible, existing power supplies will be utilised, with the distribution being handled by OKORU LTD.

The electrical installation will be as per IEE Regulations and will comply with Electricity at Work regulations supervised by a certificated City & Guilds approved electrician/engineer who is fully conversant with 16th Edition IEE Regulations.

Where required 'super silent' diesel generators will be used. Cables will be HO7RN flexible suitably sized for their loads as per B6007 to rigid stage distribution boxes - connectors at power source and terminations to BS4343.

Metal structures/staging or extraneous metal to which electrical cables or equipment are attached, or may come in to contact with, would be bonded to ground.

The electrical circuits and equipment will be designed to accommodate wet weather. All cables in the public area will have cable covers so as to avoid a tripping hazard or being crushed by vehicles

Special Effects

Electronic lighting will be used throughout the event post sundown which will include strobe LED and wash lighting

Concessions

There will be a small selection of high quality catering units TBC

All concessions will provide and complete their own Risk Assessments prior or public opening. Each will carry their own insurance in date which will be checked prior to arrival on site.

The Safety Officer will check paperwork ahead of public access and will take reasonable steps to ensure safety guidelines are adequately undertaken throughout the event.

The Management Team will forward all necessary details to the Service Manager, Wiltshire Council once finalised.

Fire Precautions and Equipment

There are adequate provision for emergency vehicles to access the site at all times, and access to water supplies will be kept clear of obstruction.

The following requirements for a fire tender will be taken into account when finalising the site plan:-

Min width of road - 3.7m

Min width of gateway - 3.1m

Min turning circle - 16.8m

Min clearance height - 3.7m

Min carrying capacity - 12.5 tonnes

There is a very low fire risk at this type of event, however water and Powder fire extinguishers will be provided at each of the entertainment stages.

Any mobile catering units will be required to provide at least one operational 5kg dry powder extinguisher and a light duty fire blanket.

Each caterer will only be permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision should be sufficient for the duration of the event.

Spare cylinders will be stored in a well-ventilated location at the rear of the catering units. The Event Manager should also ensure that regular removal of used cylinders is undertaken, and that full cylinders are secure and upright.

Stewards who may be called upon to use fire-fighting equipment will be trained to a suitable standard. The use of fire-fighting equipment by stewards or others employed on the site will be considered to be an emergency first measure only and the Fire Brigade will always be called via the 999 system for every actual or suspected fire even if it is considered to have been extinguished.

Rendezvous points for emergency vehicles will be identified and agreed with the relevant Authorities in advance of the events.

Naked flames on site

No fires are permitted within the festival site apart from one central dug out fire pit which will be manned AT ALL TIMES by a Fire Steward.

Only this team member is permitted to add wood fuel in an orderly manner ensuring the fire remains under control at all times.

The steward will be equipped with sufficient fire material, a sandbox, water bucket and fire extinguisher at all times.

Perimeter seating will ensure public remain at a safe distance at all times.

Smoking Policy

No Smoking signs will be displayed in all Big Tops. Anyone smoking in these will be asked politely to desist by stewards.



General Radio Communication Etiquette

Key stewards will be equipped with radios. Each member of Key Event Personnel are to have radios AT ALL TIMES. When using the radios, proper radio technique should be adhered to in order to avoid confusion. When calling someone over the net, say their name first, followed by your own name, such as:

“Clive Clive this is Si, over”

When you have finished speaking, indicate this by saying “over”, but when the transmission is over, indicate this by saying “out” as in:

“Clive Clive out”

Mobile phone numbers will be shared so that we can resort to it if the net fails or if there are not enough radios to go around. DO NOT use radios for personal snippets of conversation, or general gossip.

Identifying and Communicating Incidents

In the event that an incident (e.g. medical emergency, significant overcrowding or crushing, temporary structure collapse, fires or bomb alert etc.) occurs a fuller radio procedure for AMBER OR RED ALERTS is in place. See Page 22.

In this event all other radio communication MUST cease so that key personnel may liaise.

Channels of Communication

General Channel – Channel 1

This will carry a large amount of communication traffic, relating to the practicalities of the event, on site stewards, general security and health and safety information etc.

Road traffic Steward Channel – Channel 2

Nominated suppliers will use this channel for managing traffic flow from main arterial routes into the site and for carpark stewarding

Emergency Channel – Channel 3

The emergency channel will be kept clear of all general event traffic and will be used in the case of an Amber or Red emergency only. A representative from the Police, St Johns Ambulance, Security Manager and The Event Management and Key Staff Personnel will move to Channel 3 in the event of an emergency.

Technical Channel - Channel 4

All key suppliers, including lighting, sound, and power will use channel 4 to communicate messages relating to the practicalities of staging the event, artist timings, etc.



Emergency Procedures

Any emergency may normally require a multidisciplinary approach, in which the organiser, the Police, the ambulance service and the fire authority services may all play a part.

An emergency evacuation plan has been included in this document, giving an overview of emergency procedures. These provide a reference point for The Management Team (which will consist of representatives from the Emergency Services, Event Manager and Chief Security Steward), as decisions will be made regarding a specific response depending on the location and type of incident.

The Management Team accepts that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the event areas and for taking appropriate decisions. However, the circumstances in which the Police would take over this responsibility will have to be established.

All fires of any size will be notified immediately to the fire service via the 999 system. An emergency evacuation plan will include:

- Identification of key decision making personnel
- Provisions for stopping the event if necessary
- Identification of emergency routes
- Identification of holding areas
- Details of coded messages
- Details of script to address audience
- Identification of rendezvous point for emergency vehicles
- Identification of ambulance loading points and triage areas
- Details of hospitals and traffic routes
- An outline of specific roles of those involved

Emergency Plan

In the event of a fire, bomb threat, structural collapse, medical emergency or other major incident developing it may be necessary to evacuate discrete areas of the site. It is also possible, though highly unlikely, that the whole of one associated site (by Field) may need to be evacuated.

The process of emergency site evacuation carries its own risks, and must therefore only be undertaken when absolutely necessary. In case of emergencies The Management Team accept that they are responsible for dealing with emergencies which might occur, and for taking the appropriate decisions and utilising their own resources. The decision to partially, or fully evacuate the site will however, be made on the basis of a multi-disciplinary evaluation.

It is impossible to predict every eventuality that could necessitate the evacuation of the event and it is not possible to specify for every eventuality how an evacuation would take place. This plan therefore remains a framework for action in the light of the event layout.

In the event that a major incident develops, then control of the situation of the event will be handed to the Police with all of the resources of the event team and stewards placed under their control.

Evacuation Status

The public will be advised to evacuate the site or area using the message indicated below over the PA systems on the stage and where necessary by loud hailers held by stewards.

Stewards will then help disperse the crowd away from the affected area and will secure the site and prevent re-entry until the all clear is given.

Declaring Amber Alert

The first message issued in this event will be:

WILL THE MANAGEMENT TEAM CONTACT IMMEDIATELY (“CLIVE, CLIVE ON ENTRANCE GATE 2 THIS IS AN AMBER ALERT”) OVER

This is a warning that the alert evacuation procedure is on AMBER.

- Key Event Personnel to move radio communication to Channel 3
- All staff to stand by radios and wait further instructions.
- All non alert radio communication is to cease.
- Sound system staff and stage management may be notified by steward supervisors to prepare to close down sound systems.
- Stewards stop with immediate effect more persons entering the main site and individual venues.
- Stewards to ensure that all exit routes are clear and that all exit gates are prepared for opening.

Declaring Red Alert

This message in this event will be:

WILL THE MANAGEMENT TEAM CONTACT IMMEDIATELY (“CLIVE, CLIVE ON ENTRANCE GATE 2 THIS IS AN RED ALERT”) I REPEAT, IMMEDIATELY OVER

This is a warning that the alert state has gone to RED. An evacuation of the whole or partial site will follow.

- Key Event Personnel to move radio communication to Channel 3
- All staff to stand by radios and wait further instructions.
- All non alert radio communication is to cease.
- Sound system staff and stage management notified by steward supervisors to finish track and to close down sound systems.
- Stewards stop with immediate effect persons moving around they site and to direct them to the nominated place of safety.
- Stewards to commence evacuation and to follow instructions issued by the key personnel. In the event of a localised evacuation all other areas will remain on Amber Alert status.

Evacuation Message

LADIES AND GENTLEMEN, THIS IS A SECURITY MESSAGE. DUE TO AN INCIDENT BEYOND OUR CONTROL THE EVENT HAS TO BE STOPPED. PLEASE LEAVE THIS AREA IMMEDIATELY AND MOVE TO (LOCATION identified for Emergency Rendezvous Point). PLEASE FOLLOW STEWARDS INSTRUCTIONS. THERE IS NO REASON TO BE ALARMED THIS IS SIMPLY A PRECAUTIONARY STEP TO ENSURE EVERYONES SAFETY.

Stand Down

If it is decided not to evacuate once the alert state has gone to amber or red, the following announcement will be broadcast on radios:

THE PREVIOUS MESSAGE FOR THE MANAGEMENT TEAM IS CANCELLED. THIS IS (CLIVE, CLIVE) CONFIRMING THE AMBER/RED ALERT IS CANCELLED OVER

Evacuation Options

The general policy for localised evacuation will be to disperse the crowd into an available, safe space on site. The affected area will then be secured temporarily depending on the severity of the incident.

In the event of a whole area evacuation being required e.g. bomb scare, then it is likely that this would mean that the event will not restart. It would be the intention to where possible get the public back to their means of transport and for them to depart the site by that means.

Stewards will direct public leaving the area, using loud hailers to their destinations and by sweeping the affected area by proceeding in a line of stewards public away from the affected location.

Should there be a fire or other incident backstage; the performers/artistes will be escorted by security to another area deemed safe depending on the location and severity of the incident.

Arrangements should be made by the emergency services for all notifications received externally to be routed to The Management Team for action.

In order to facilitate communication of the incident a site plan covering the arena and the surrounding associated parts of the site including Emergency Rendezvous Point (ERVP) and emergency access and egress routes will be issued to:

1. Emergency Personnel
2. Key Event Personnel and first aiders

The Management Team will evaluate the information and decide on the most appropriate course of action in the circumstances, which will allow for the best use of all resources.

Medical Emergency

In the event of notification of a medical emergency within the event footprint the first aid provider will be advised of the location and nature of the incident and will deploy staff with steward support as necessary to secure rapid access to the site. Stewards co-ordinated through Head of Security will secure as necessary clear routes for ambulance access and egress to the requirements of the first aid representative in contact with The Management Team.

The Management Team will evaluate the information being received, advise any relevant agency, deploy stewards, identify the extent of the any area needed to be evacuated and the routes by which this should take place and the routes via which emergency vehicles will approach.



Fire

If a fire is reported and AMBER alert will be given, a 999 call will then be made to initiate a fire service response – the message will include the location of the fire on the site.

Stewards deployed in the area having notified the situation to The Management Team will immediately commence evacuation of the immediate area affected by the fire. Their actions will be co-ordinated with other stewards in the vicinity.

The Management Team will evaluate the information being received, advise any relevant agency, deploy as necessary stewards with firefighting equipment, and identify the extent of the area needed to be evacuated, the routes by which this should take place and the routes via which emergency vehicles will approach.

Instructions will be passed to the relevant stewards for action in securing the evacuation by the required routes, clearing routes for emergency vehicles or other action required.

Crowd Control

In the event of excess crowds in public areas, or in the event of disruptive behaviour, crushing or medical emergencies. All stewards in the vicinity of the incident should proceed in an orderly fashion to the location where either The Management Team or The Key Event Team will co-ordinate a response. Procedures should be determined relating to the incident however steps include:

- Immediate removal **WITHOUT EXCEPTION** of persons associated away from the public areas to a place of calm.
- Immediate prevention of further persons entering the area by stewards on entrance positions.
- Stewards to form an orderly people barrier around the incident.
- Stewards then to people sweep general public **AWAY** from the incident to a place of safety.
- Key Event Team to co-ordinate a response to either AMBER or RED dependant on the situation.
- Relevant emergency authorities to be notified.

Bomb Threat

Event staff will immediately advise The Management Team and Head of Security via the direct line, radios or security control if they take any call which appears to be a bomb threat.

Event or stewarding staff identifying suspect packages should ensure that, where possible, the package remains under surveillance and is not disturbed, whilst a message is relayed to Head of Security.

Once a notification has been received the Police will be notified and asked to consider the validity of the warning message received and advice on action before an evacuation is considered. Stewards will be deployed as necessary to support the Police in locating suspect packages and alerted to restrict radio use around the package.



Risk Assessments

In undertaking the risk assessments (RA), the following approach has been adopted:

- Gather information/identify risks
- Evaluation of risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk

The RA are not necessarily final, but do give an indication of the appropriate measures that should be incorporated.

The risk assessments should be read in conjunction with the various safety related documentation produced by the various suppliers and contractors to the event.

Each Contractor and Concession Supplier is to submit their own RA prior to arrival on site. These are to be made available to the Health and Safety Officer nominated on site prior to event setup.

A Health and Safety Officer (HSO) will draw up a RA in accordance with Appendix A and will complete a full site inspection prior to opening to the public. Under no circumstances will the site open until this has been fully completed.

Periodic timely inspections will take place throughout festival opening hours where the HSO will inspect areas of concern, ask for appropriate measures to be put in place, which include removal or closure if necessary. The HSO will liaise with The Management Team in the event of disagreements, or concerns over public safety issues and appropriate measures will be put in place. Where disagreements occur, The Management Team will exercise full control, supporting the HSO's decision and their decision will remain final.

Adverse Weather Plan

The festival is an all weather event. Previous experience indicates that visiting public and staff will dress appropriate to prevailing weather conditions.

In the event of wet weather the main areas for concern are parking areas and entry/exit points of high traffic areas onto Bratton Road.

In the event that areas becoming boggy and slippery additional stewards will be employed to navigate traffic and farm organic matter in the form of wood chip or straw will be employed.

In the unlikely event that cars need removal/towing a tractor is on hand to assist. However this will only be done on the express understanding that it is the vehicle owners responsibility for any damage caused.

In the event of high wind speeds that may cause a danger to tents which are certain to cause danger to personnel or public on site then the event will be cancelled. This decision will be made a minimum of 24hours ahead of event opening.



Camping Guidelines for those staying overnight

The following guidelines have been produced and will be given to all those camping on site and will be readily available online at time of booking.

The provision of camping at the Festival is ONLY for the night of Saturday 12th September.

There are two camping fields available Field A provides provision for motor homes, caravans, camper vans, trailer tents or those camping in vehicles.

Canvas camping is provided in Field B, there is no vehicle access to this field. Please park your car and carry your kit to Field B directly on arrival. Toilets and limited running water is provided.

Cooking with gas or barbecues.

If using either of the above you must do so in a manner that leaves no visible mark on the grounds and presents no risk of catching fire to other structures or that might get out of hand in any way. Please ensure you have adequate water, a fire blanket or extinguisher to hand should any fire occur.

Drug and alcohol

You are welcome to bring your own refreshments into the campsite however only alcohol purchased on site can be consumed within the main festival. Bag checks will be carried out on entry and anyone found selling alcohol on site/or consuming alcohol within the main site will have their booty confiscated.

An anti-drug policy will be in force. Entry staff will conduct searches on anyone suspected of being under the influence of drugs or suspected of potentially entering the arena to sell drugs. If on search, anything is found staff will automatically contact security, drugs will be confiscated and taken to a safe place for collection by the Police.

Under Age Attendance

This is an adult only festival. We reserve the right to check ID on entrance and those unable to present appropriate ID will be asked to leave. Stewards will ensure where possible that people leaving the site on foot are accompanied and moved to a safe area whereby they can make their own way home. No refunds will be given and our decision remains final.

Loss of Personal Items

Personal effects remain the responsibility of festival goers and management take no responsibility for loss or damage to personal effects. However lost property should be handed to the Event Managers Office for safe handling, record and retrieval as required.

Fires onsite

Regrettably we do not allow fires on site. We have provided a fire pit in the festival for your enjoyment, however do not under any circumstances make your own. These will be destroyed.

Security

Stewards and Health and Safety Officers will patrol the site from time to time. However, we do not accept any responsibility for loss or theft of personal possessions. The site is not secure although it is remote and crime is low in the area.

Event timings

Gates Open:	13.00hrs
Gates Close:	23.00hrs
Music Starts:	20.00hrs
Sunday XX Concert Ends:	TBC
Camping clear down by:	13:00 hrs Sunday

Respect for others

The Festival is all about bringing people together to enjoy life grounded in principles of enjoyment and freedom in friendship without aggression or greed. Therefore please be mindful of those around you and remember that the person next door may not share your enthusiasm for late night drumming and loud laughter, as this is a late night event we respectfully ask you to keep your loudness to the festival itself, where your enthusiasm will be welcomed.

Meeting up with friends

The best rendezvous point is at Entrance Gate 2

Emergencies

If you have a health and safety issue please contact one of the Stewards who will notify first aiders or direct you to their stall. If you become aware of any disturbance please do not get involved but notify a steward who will liaise with site security.

Grounded in kindness

The Festival is supporting those less fortunate than ourselves by raising much needed funds for the **Dream Big Ghana** whose work is invaluable in work in core areas of sanitation, public health, education and youth sports development. This charity is being supported by the event helping to raise funds to build further compost toilets in Ghana. if you would like to find out more about ways to get involved visit their stall in the festival grounds.

We hope you enjoy your visit please join our [Facebook.com/](#) page or @ twitter to share your stories and photos.

Be lovely, dance your socks off and have fun!





The XX Festival Team

Mr Ryan Allcott



Jack Clink

