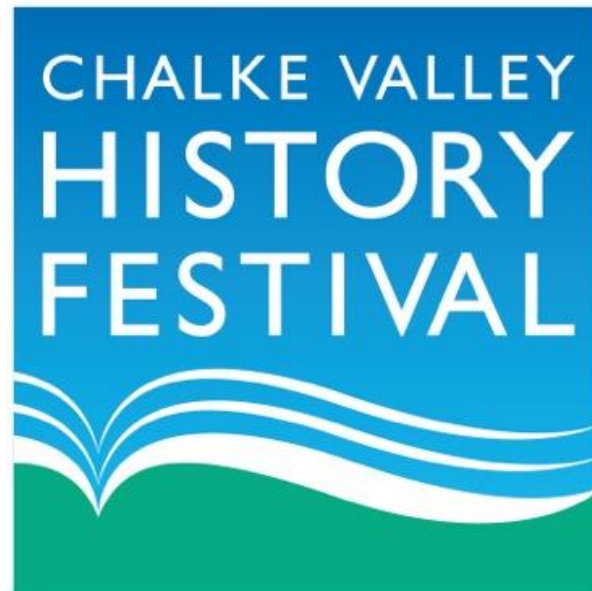


**Daily Mail**



**Event Safety Plan  
&  
Licensing Objective**

Chalke Valley History Festival  
Church Bottom  
Broad Chalke  
Salisbury  
Wiltshire  
SP5 5DS

25<sup>th</sup> June – 1<sup>st</sup> July 2018

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## INTRODUCTION

The Chalke Valley History Festivals Ltd has been created to further the enjoyment and understanding of our rich and varied history. All profits go to the Chalke Valley History Trust, established to promote the understanding and importance of history to all ages and, in particular, to school children.

The Festival was established in 2011. This year's Festival will be held 25<sup>th</sup> June to 1st July 2018 and will follow the same unique formula of literature festival and living history display. There will be an Air Display at the weekend featuring aircraft from the Second World War.

### **THE CHALKE VALLEY HISTORY TRUST (Registered charity no: 1148413)**

The Trust was set up in 2012 so that all profits from the Festival could be channelled into a vehicle that would meet its objective: 'to promote the importance and enjoyment of history to the widest possible audience and, in particular, the young.'

After extensive research among historians and the teaching community, the Trust decided upon three core strategies to meet its objectives:

1. To broaden the appeal of history through the content of the Festival itself, and to improve access to the Festival to the widest possible audience.
2. To set up a 'Schools Festival' to run parallel to the main Festival in June which would offer broadly the same formula to school children, via a programme relevant to the curriculum.
3. To set up a 'History Hub' of short, digital films featuring established historians talking about subjects relevant to the schools' curriculum. These would be freely downloadable by teachers for use in their lessons.

The Trustees are Peter Bell, Tom Holland, Penny Marland, Chris Culpin and Stephen Whitmore.

## CHALKE VALLEY HISTORY FESTIVAL MANAGEMENT

Jane Pleydell-Bouverie, Festival Director

James Holland, Chair and Programme Director.

Peter Bell, Treasurer.

Rachel Holland, Education & Operations Director

The Chalke Valley History Festival has a Steering Committee comprising the above plus Rachel Sykes, Hannah Bell, Caroline Marking, Carol Cross & Rob Foster all of whom perform various management services for the Festival.

Chalke Valley History Festival (CVHF) has retained the services of Red Kite Management Services Ltd to assist with licensing issues and to look after logistics and safety on site. Red Kite is an event management company working exclusively in the events industry

Red Kite will act as the contact for all licensing matters for this event and will provide a conduit from Responsible Authorities to the Organisers and vice versa. This Event Safety Plan will remain live and be regularly updated up to and during the event. It also provides information as to how we will attend to the licensing objectives and, as such can be seen as the Method Statement for the event.

## Event Overview

Event Title:	CHALKE VALLEY HISTORY FESTIVAL
Organisers:	CHALKE VALLEY HISTORY FESTIVALS LTD
Website:	[REDACTED]
Date:	25 <sup>th</sup> June 2018 to 1 <sup>st</sup> July 2018
Numbers Attending:	No more than 14999 on site at any one time. Capped at 13000.
Operating hours:	
Set up from:	14 <sup>th</sup> June 2018
Open to the public from:	0900 25 <sup>th</sup> June 2018
Main activity:	1000 25th June to 0000 1st July 2018
Public cleared from site by:	0100 daily (earlier most days)
Breakdown site:	By 7 <sup>th</sup> July 2018
Location:	Church Bottom Broad Chalke Salisbury Wiltshire SP5 5DS
Demographic:	Families in groups.  All age ranges

Designated Premises Supervisor: Terry Barratt

Personal Licence details:

Name: Terry Barratt

Address: [REDACTED]

Licence Number: IOTB 34UE 403

Local Licensing Authority: Kettering Borough Council

## 1. LICENSING OBJECTIVES

### The Prevention of Crime and Disorder

We have a dedicated security team that we have contracted to work with us before, during and after the Festival. They are MJ Events Support. They hold both: Approved Contractor Status from Security Industry Authority and ISO 9001 Quality Management System for Security Guarding and Door Supervision. All Operatives will display their SIA Badge clearly and where required wear Hi Visibility Waistcoats. Names of security personnel working at the Festival will be forward to WCC one month before the event takes place.

We will be in contact with the local Police in advance of the event and will ask for their latest guidance on the type of crimes to be expected at such an event; we ourselves have identified the following potential crimes:

#### ***Car Crime***

- We will have a dedicated traffic management team to park cars and to ensure that there are no thefts or deliberate damage caused in the car park. This has not been a problem in the past.

#### ***Personal Crime***

- We will have dedicated overt security in uniforms patrolling the site as a deterrent to criminals.
- All our staff will be briefed to be vigilant and to raise the alarm if they see something or someone suspicious

#### ***Theft of stock or equipment***

- We will have daytime and overnight security staff on duty to protect all equipment in our marquees and around site.
- Where possible the gates to the farm will be locked once the public have left site.
- Staff in the bookshop, on market stalls and food stalls will be briefed to be vigilant and to report anything suspicious to the management team.

#### ***Alcohol Related Crime***

- The Designated Premises Supervisor (DPS) or the nominated personal license holder of the bar supplier shall be present on the licensed site whenever the sale of alcohol is taking place.
- These persons shall provide suitable training or instruction to all bar staff as to the prevention of sale to persons under the age of 18 years and to persons who appear drunk. A written record shall be made of such training or instruction.
- The "Challenge 25" policy shall be adopted, so that alcohol shall not be sold to anyone appearing to be under the age of 25 unless that person provides satisfactory documentary proof that they are over the age of 18.
- All staff engaged in the sale of alcohol shall be aged at least 18 years.
- Posters to the effect that a "Challenge 25" policy is in place shall be displayed at the bar.
- SIA licensed security staff will be present during all licensed hours.
- In the event of an individual being refused alcohol SIA registered security staff will be on hand to assist in the management of any subsequent issues.
- Anybody arriving drunk will not be allowed on to site.
- All bar staff will be briefed as to their responsibility with regard to sales of alcohol.
- Anyone found drunk and incapable on the site will be given the opportunity to rest in the medical area rather than being turned out of the site.
- Anyone violent or aggressive will be restrained by security staff and the Police informed as appropriate.
- Any persons entering the site as visitors who are under 18 will not be allowed to bring alcohol on site. This will be part of the Festival's door policy. All those on duty at the entrance will be aware of this

policy.

### ***Disorder***

Aside from alcohol there are a number of other occurrences that could cause disorder:

- Cancellation of an appearance at the site
- Arguments over queues for activities
- Arguments over access to marquees
- Over-exuberance in joining in with activities
- Car park (road) rage
- General disagreements/domestic issues

During the weekend and throughout our air display we have organised to have two dedicated police officers on site, a PS and a PCSO.

We have also arranged for dedicated security personnel to patrol the 4 houses that are adjacent to the Festival site.

### ***Bar Opening Times***

Monday 25<sup>th</sup> June – 10.00 to 23.00

Tuesday 26<sup>th</sup> June – 10.00 to 23.00

Wednesday 27<sup>th</sup> June – 10.00 to 23.00

Thursday 28<sup>th</sup> June – 10.00 to 23.00

Friday 29<sup>th</sup> June – 10.00 to 24.00

Saturday 30<sup>th</sup> June – 10.00 to 24.00

Sunday 1st July – 10.00 to 23.00

### ***Live Music***

Live music in the form of 2 small bands will be playing intermittently in the picnic tent & bar are on Friday, Saturday and Sunday.

Friday between 15.00 – 23.30

Saturday between 12.00 – 24.00

Sunday 12.00 – 18.00

Sound Amplification will be relatively small for the purpose of the bar and immediate surrounding area. Levels will be monitored with accordance with the Noise Management Plan.

### ***Land Conservation***

The owners of the land have been in consultation with Natural England and their environmental advisor to ensure that they comply with all standards in their environmental stewardship agreement. They were fully informed and involved in 2017 and we do not envisage any problems. The day after the close of the 2017 festival an impromptu organic flash inspection took place. No problems were identified.

If affected by adverse wet weather a committee of at least one member of the H&S, CVHF and electricians team will meet with the land owners to discuss the correct course of actions.

## **Public Safety**

A full risk assessment for the layout and inclusions on the site has been carried out; this will continue to be refined throughout the planning process to ensure that Public Safety is paramount in the minds of the organisers.

A team of Security staff and volunteers will enhance our management team and they will all be briefed to look for hazards that could affect public safety and to report them to management.

All the Planning and Management of the CVHF event is based around providing a safe environment for the Public (and staff). From arrival in the surrounding areas, access and egress issues, safety standards and content through to use of experienced professional suppliers and staff we include safety as an aspect in every decision made about the event.

We will establish a queuing system to prevent crowd crushing at the entrance area – this will later be removed to give a wide exit area/route. Queues will be monitored by staff at all times to ensure there are no crowd crushes and to ensure that MOTP are not queue jumping.

SIA licenced security staff will be present at all times at the entrances to the event site. They will be wearing Hi Visibility jackets.

All equipment and service sourced for this event will be from reputable suppliers with good safety credentials and experience in similar events. All suppliers will provide us with their RAMS, Insurance documents and any other relevant information pertaining to their product or service. We in turn will scrutinize all paperwork and ensure that, once on site, suppliers and contractors act in the manner described in their documentation.

All food outlets will need to provide their RAMS and food hygiene certificates; they must also be registered with the local council where they are based and provide this information to us at least 4 weeks prior to the event. We will pass this information on to Council EHOs and welcome any inspections on site. We would like to aim for a minimum 3-star rating for all caterers.

## **THE PREVENTION OF PUBLIC NUISANCE**

The main causes of public nuisance at events such as this are traffic problems, noise pollution and litter.

We worked with AA signs from 2013 to 2017 inclusive and continue with this arrangement for 2018 – see our Traffic Management Plan in Section 4 of this document

All sound systems on site will be controlled by Sound Engineers hired in for the event by the management team who will ensure that we have access to and complete control of sound levels at all times. Our sound engineers will take regular readings in and around the site to ensure that this one-off event does not disturb any local residents. Our readings will be available to EHOs on site once collated and registered.

We will offer a separate cardboard collection for all traders and caterers and will ensure that there is no build-up of combustible materials on site either front of house or round the back of traders and caterers.

## **THE PROTECTION OF CHILDREN FROM HARM**

No children will be allowed into the event site unless accompanied by an adult or within a school or college group; this means anyone under 16 years of age. We want this to be an event that attracts families who will come to learn and be educated together.

Working with our Security partners we will ensure that there is a robust system for dealing with lost and found children, that there is a sensible and safe place to take lost children or worried parents and that this place is known to all staff on site.

The procedures for dealing with Lost/Found children will be detailed in our staff and operational policy in the appendix. All staff working directly with children will be CRB checked, mainly through their SIA licenses. A full register of SIA staff on site will be available from the Security provider.

Our website will ensure that the message that parents/teachers should stay with their children on site is clear and repeated. It also states that no child under the age of 16 will be allowed onsite without an adult. All activities on site will be child friendly and all stage and performance content will be family friendly. All stalls and caterers where there may be added danger for children (hot surfaces, dangerous back of house areas, etc.) will be suitably barriered off to prevent access.

The Event Safety Plan that follows will be developed as we carry out procurement for our event. We will circulate copies to all responsible authorities at regular intervals culminating in a final draft 14 days before the event.

Changes that will be shown in the Event Safety Plan will be:

- Changes to schedules
- Minor changes to site layout
- Changes to Entertainment
- Changes or confirmations of suppliers
- Policies and procedures specifically relating to individual suppliers
- Inclusion of previously unavailable material (e.g. structural calculations, wind plans, etc.)
- Confirmation of staff names and contact details.
- Any other information that is not confirmed at time of license application

We hope that the Event Safety Plan will be included in any licensing conditions as will the ability for us to change content without materially affecting the rest of the Premises License.

For full Child Safety Policy please see Appendix.

## **2. Risk Management / Risk Assessment**

There are many factors of risk affecting the safe and smooth running of this event. This section aims to categorise the varying risks, both general and more site specific and explain the control measures and planning that is being put into reducing the risks to the minimum acceptable in each case.

For the first, more general section, we look at risks posed by more general hazards that will affect all areas of the operation. These are not numerically quantified as there are more specific attentions to controlling risks given in the second section.

First Section:

- Holding the Event
- Competence
- Control
- Co-operation
- Communication



- Site Induction
- The Role of The Event Health & Safety Advisor
- Control and Cooperation at the Event
- Access and Egress
- Ticketing
- Crowd Management
- Security (see also Section 11)
- Non-Ticket Holders
- Contractor Access/Behavior
- Manual Handling
- Working at Height
- Temporary Demountable Structures
- Electrical Safety
- Lighting
- First Aid (see also section 9)
- Special Effects
- Noise / Sound

## **First Section: IDENTIFICATION OF “GENERAL” RISKS**

### ***Holding the Event***

In planning to hold this event the event management team have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.

Certain legal requirements can be found in:

Health & Safety at Work Act 1974

Management of Health & Safety at Work Regs 1999 RIDDOR 1995

COSHH regs 2002

Lifting Operations and Lifting Equipment Regs 1998 Electricity at Work Regs 1989

BS7909:2011 Temporary Electrical Systems for Entertainment Provision and Use of Work Equipment Regs 1998

Disability Discrimination Act 1995 Working at Height Regs 2005 Licensing Act 2003

Other Guidance used: The Event Safety Guide

The Good Practice Safety Guide (Home Office) HSE Publications: Managing Crowds Safely 1996

Temporary Demountable Structures, Guidance on Procurement, design and use. 2007 Home Office Publications: Dealing with Disaster 1997

ISAN Safety Guidance for Street Arts, Carnivals, Processions and Large-Scale Performances HSG65 Successful H&S Management

## Technical Standards for Places of Entertainment

### Model National Standard Conditions for Places of Entertainment and Associated Guidance

All staff and contractors employed for this event have been chosen for their Competence in their particular field, especially in events of this size and nature.

Competence is seen as an essential balance of Knowledge, Experience, Practical Ability and Training in the particular area employed or contracted to cover. This document aims to reinforce the importance of competency to all involved and to remind individual workers and their employers of their duties for their own safety and the safety of others who may be affected by their work, their acts and their omissions.

Red Kite will, where possible, check the credentials of all contractors and have direct contact with them regarding their work for this event.

HSG65 as listed above is useful in setting the scene with regard to responsibilities and systems required in order for there to be effective control of H&S management throughout this project. This document aims to demonstrate, through adaptation of the operational plans provided for each area, the direct relationships between the operational plans, the risk assessments and the control measures used.

This document then can be seen as the method statement for the whole event.

#### **Competence**

All those involved with the planning are recognised as competent within their field. Their credentials and experience will be checked and scrutinised as part of the event control measures.

All contractors will be competent in their field and will be chosen for their experience of similar events. Contractors will provide Event Management with Risk Assessments and Method Statements as necessary prior to the event.

Contractors are deemed to be competent by demonstrating their knowledge of their particular specialisation; by their experience of similar events; by their practical ability in their particular field; and by their record of relevant training. All contractors' employees will be given, or shall be deemed to have received previously, relevant training to give them the necessary competence to perform the tasks they are being asked to complete. (A check list of contractors' details will be included in the appendix.)

The CVHF team have at least five years' experience in large scale events, managing licensed premises, various festival production teams, and work in the wider industry.

#### **Control**

The Production Management team, Project Manager and Event H&S Advisor have input to the planning for the event and will use the outcomes of the Team meetings and site visits to determine a hierarchy of control and a set of documents relating to the control of the event as a whole.

An Event H&S Advisor (Red Kite) has been appointed to carry out, monitor and review risk assessments. The control documents and the risk assessments will set out the responsibilities of those involved and will be accepted by all involved. Regular checks of control measures will be carried out by the Production Manager and/or the Event H&S Advisor during the build-up, during the event and, where necessary, during the clearance of the site.

### **Co-operation**

The Event Team will involve Responsible Authorities, other Local Council Departments, Emergency Services and contractors in planning the event. Site meetings will be held and a consensus reached on the various aspects of risk management, access control and emergency procedures and provisions. Risk Assessments will be produced with the co-operation of all parties.

Other agencies will be brought into this cooperative exchange of information as deemed necessary.

### **Communication**

Effective communication is seen as the key to controlling the risks and ensuring safe, professional operation of the event.

Communication currently takes four forms:

- 1) Communication between the event management team (and the disseminating of knowledge throughout the safety chain) by way of minutes from meetings, e-mails, telephone conversations, site meetings, plans and other documents regularly reviewed and agreed.
- 2) Communication with the public will mainly be by way of direct e-mail to the guest-list and social media platforms' newsprint media advertising and web advertising through our own site and those of our sponsors and partners.
- 3) Communication during the event between contractors, Project manager and the production will primarily be by way of UHF two-way radios, but also using mobile telephones as necessary. We will also be installing a mobile satellite system to provide broadband to event control, media green room and for the main pdq outlets, for example the Waterstones bookshop.
- 4) Communication with the public at the event will be via the stewards who are informed by radio and public-address systems in each area if required.

We hope that meetings between the Event Team and responsible authorities will be carried out during the planning stages for the event. As well as engaging individually with the responsible authorities, we are happy to attend any Safety Advisory Group that may be set up to coordinate responses and actions relating to this event.

During the event, as and when required, on site meetings with the responsible authorities will be held and, as a result of these, dynamic risk assessments carried out so that any issues can be resolved. These meetings will take place in the Event Safety Control area; the location and staffing of this area will be known to all on site through safety briefings. All responsible authorities and other relevant agencies will be issued with a contact telephone number for the event safety team which will be manned 24hours a day, and if a meeting is called this information will be relayed to all relevant staff via radio communication or mobile telephone.

A notice will be placed in the local paper and public signage will be erected around the site in conjunction with the license application and letters written to all local residents. Due to the nature of the site we feel that the 50m rule with regard to the blue notices is not only difficult to comply with, but also may cause a great deal of litter and unsightly additions around the site. We propose that notices are posted at all points where there are gates onto or near the premises; points where any path (Public or Private) crosses the premises border and any other place where a member of the public could reasonably be expected to see any notice. All local residents will be supplied with contact details for the event team prior to the build with a telephone number whereby they can contact the site during the opening hours of the event. If there are objections to the premises license, the organisers will endeavour to resolve all issues and actions prior to the license going to a hearing. We will also post a copy of the notice in the village shop.

## **Site Induction**

The Production Manager and/or Health & Safety Advisor will hold a safety briefing for all contractors as they arrive on site. This will be an appropriately detailed look at risk management for the event as well as a final check on schedules and equipment and all contractors and staff will be expected to attend when requested.

The Production Manager and/or the Event Health & Safety Advisor or a named deputy will be available throughout the build and operational day to give site safety inductions to any staff or contractors expecting to work on the site. A log of all safety inductions will be kept.

The Production Manager and/or Event Health & Safety Advisor or a named deputy will be on hand at all times to provide assistance and advice and to ensure all control measures noted here are carried out where practicable.

The induction should involve (this is not an exhaustive list)

Welcome

Event Overview Who's who Schedule

The Premises Vehicular Access

Welfare

Accidents/Incidents

Personal Behaviour

Health & Safety Communication

Fire

The Event H&S Advisor will be responsible for licensing compliance, carrying out safety checks around the site and keeping on top of contractor and artist activities. The H&S Advisor will keep an event diary which will log all significant actions on site and their resolution. This event diary will be added to the event log book which will be held in the event safety area. The log book will be kept up to date by a member of staff who will monitor radio traffic and enable the production manager to allocate resources as appropriate.

In addition, the H&S Advisor, Site Manager and Facilities Manager will be using iAuido in their phones/iPad to report any H&S concerns that are spotted or reported on site. These will then automatically be uploaded to the control office for actions to be taken and a report will be produced including any photos taken.

The Event H&S Advisor will have absolute authority as to when and how the site is opened to the public. Public safety both on and off the site will be paramount in making decisions and all actions will be logged in the event diary. If necessary, the Event H&S Advisor will liaise with the local Police before opening the site. A full list of safety checks will be kept and carried out daily as appropriate. Please note that this is a site that is private and not open to the public but that, for safety reasons, we may close off sections of the landscape while setting up equipment using appropriate barriers, stewarding and/or signage.

## **Control and Cooperation at the Event**

The Production Manager and Project Manager will be in overall control of the event at all normal times. (See also section 7 – Emergency Plan). For the actual event, effectively while the site is open to the public, the Event H&S Advisor will not have any competing roles which may detract from his ability to address matters of H&S.

To assist the event manager in prioritising actions and queries, an Event Control area will be set up on site. This area will be staffed at all times during the event and will have access to the same radio channels as the

event management team, production team and contractors and will have access to mobile telephones. The control area will keep a log book / daily diary to make note of any significant happenings, actions or queries to act as a reminder and a record of actions by the event management team at the event. This “area” may be a physical place or may the place where a responsible person is stationed so as to be easily accessible to the event management team.

### ***Access and Egress***

All access and egress points on site will be managed by our security team from the start of the build to the end of the breakdown. This is a private site and not open to the general public.

Access for production vehicles and staff will be closely managed to ensure minimal impact on the local area. The site has a number of wide entrances for ease of access to site for large vehicles. Delivery and contractor vehicles will be stopped at holding point 300m from the road therefore not causing any disruption to the surrounding area. There is a good track road running adjacent to the site with numerous gates in addition a temporary metal track way will be installed providing access to all parts of the field.

The event fields are well drained and has been laid to grass for a number of years meaning that the surface is well formed and resistant to minor damage.

To minimise traffic issues on and around the site, a one-way system for vehicles will be instigated – see plan in Traffic Management section. Egress in normal circumstances, in vehicles, will be to follow the exit route. In the event of an emergency evacuation, there are many open fields adjacent to the event fields which can easily hold the entire audience for the event while decisions are made with regard to a larger evacuation from the site. See also the Emergency Plan section.

### ***Ticketing***

Ticket-holders in vehicles will be directed from the main entrance to the event field where their tickets will be checked – this will enable a long queue within the site and will minimise the risk of disruption and delays on the local road network.

Tickets will be sold through the website. Tickets can be purchased per “event” which means each individual presentation within the main marquees. A full list of presentations will be available in later versions of this document. Visitors can buy tickets for just one presentation, or for a whole series. If unsold, individual presentation tickets will be available for sale on site.

### ***Crowd Management***

Our crowd management plan will be developed in conjunction with our security advisors and will be commensurate with the level of risk. They will work with us to profile those coming to the event and to put in place suitable and sufficient measures to control access and to control items being brought on to site.

As of 2016 we will continue to have a police presence in accordance to the new CAA regulations.

Security (see also Section 12)

Our Security providers will be MJ Events Support.

As stated above, site security will be appropriate to the level of risk. The main areas of risk are:

Access to the site without a ticket – tickets will be on sale at the site

Equipment Security

Drunkenness and Anti-social behaviour on site

Visitors wandering into private areas and under flight path.

### ***Traffic management***

Responses to these challenges will be laid out in section 4 of this document. We are using GFi Event Services Ltd in conjunction with Bradsons.

### ***Contractor Access/Behaviour***

Contractors will be advised where to off-load (and load) equipment by the Production Manager or Event Health & Safety Advisor. As soon as they are empty all vehicles must be removed to park where arranged with the event Production Manager

All contractors will be expected to provide suitable and sufficient PPE as required by their own risk assessments or as advised by the Event Health & Safety Advisor. Although standard of dress is not an issue during build-up and get-out, bare chests and offensive logos will not be tolerated. Any requirement for specific dress during the event will be decided by the Production Manager.

Horse-Play and practical jokes are discouraged. This is a time-critical event build and, although adequate, breaks in the working days should be allowed by contractors. There is little margin for error in build and show timings.

Any contractor or staff member suspected of being under the effects of alcohol or drugs will be asked to leave the site. Any worker on prescription drugs that may affect their work performance should advise their manager who should in turn advise the Event Health & Safety Advisor.

### ***Manual Handling***

Manual Handling Operations Regs 1992.

All staff and contractors working on this event should be aware of the high risk of accidents in work where manual handling is used. (30% of all reported work accidents are as a result of Manual Handling).

Where possible manual handling should be avoided or reduced as much as possible. The Production Manager will assist as much as possible by ensuring that equipment can be delivered as close as possible to the place where it will ultimately be used. Where possible, large loads will be broken into component parts, mechanical aids will be provided, and equipment should be delivered in boxes and cases that are on wheels.

Tractors/Trailers with appropriate fork attachments will be available to help deliver equipment to the main areas of the site.

All staff and contractors should be encouraged to use mechanical aids (sack-barrows/trolleys/etc.) when moving equipment around the site. Contractors shall produce Risk Assessments where they feel that Manual Handling is unavoidable.

All involved in Manual Handling may wish to use the T.I.L.E (or L.I.T.E) method of Risk Assessment which looks at the Task, the Individual, The Load and the Environment; this ensures all aspects of the task are looked at in detail and that the task and individual are well matched.

Where manual handling is the only course of action, the event management team will call on additional staff to assist where needed. There will be a pool of staff available on site.

Any contractors with manual handling problems should discuss them with the Event H&S Advisor.

## ***Working at Height***

All work at height by contractors will be kept to a minimum and monitored by the Production Manager and Event Health & Safety Advisor.

Where possible, working at height will be avoided, however, where absolutely necessary, ladders will be inspected for safety before use by the Production Manager or Event H&S Advisor. Anyone working from a ladder should only do so for as short a period as possible and be aware of the dangers. All ladder work should involve an additional person to foot the ladder and, where practicable, tying-off the head of the ladder.

Moving ladders around the site should be undertaken with great care and be a job for at least 2 persons if the ladder is 10 rungs or more.

Any contractor erecting an access tower shall hold a current, valid PASMA certificate or equivalent and be able to produce evidence of competence. The Event H&S Advisor is aware of PASMA rules and can assist in checking tower erection if required. The Production Manager and/or Event H&S advisor or his deputy will be available at all times to assist with advice and solutions.

Contractors with more complex rigging or working at height issues shall provide the Production Manager with a separate and specific risk assessment and plan.

## ***Temporary Demountable Structures***

All temporary demountable structures will be signed off by the installing company and a certificate given to the Production Manager or Event H&S Advisor where appropriate. The Event H&S Advisor will have the necessary theoretical and practical knowledge to check such structures. Marquees will be treated in the same way.

There will be an anemometer on site to give a first-hand indication as to whether the wind is too strong for the structures on site. We will also use the web-site 'Metcheck' to keep an eye on the weather forecast.

All contractors supplying to this event will have their H&S documents examined as part of the tender process and will be required to provide site specific risk assessments and method statements in advance of any work commencing. All Marquees will have fire-proof sheeting and contain appropriate emergency lighting.

All structures will be erected in accordance to current health and safety at work best practices. Detailed risk assessments on their structures, erection and dismantling processes will have been carried out by the suppliers.

## ***Electrical Safety***

Although not a legal requirement, PAT testing is a recognised method for demonstrating that a company carries out planned preventative maintenance on their equipment. The Production Manager and/or Event H&S Advisor will ensure that anyone supplying electrical equipment to the event understands the requirement for PAT test evidence. This will be backed up on site by random checks of electrical equipment by the Event H&S Advisor. Equipment showing evidence of damage, poor repair or no PAT test will be removed from service.

The Production Team supplying the generators and power distribution scheme will ensure that the site electrics are signed off by a suitably competent person and that a temporary installation certificate is presented to the Event H&S Advisor to go in the event file to BS7909 standards.

All circuits where members of the public, performers, artists and crew could come into contact with them, however remote a chance, will be protected by a 30mA, 30ms RCD breaker for safety. The engineer designing

the system will sign the Temporary Installation Certificate in the appropriate place. For this event, we will be working to BS7909:2011 and the competent electrician will advise all on site.

See Contractors Risk Assessments in appendix.

### ***Lighting***

The event will be held at a time of year when there is daylight until approximately 2100.

The Access routes and pathways will be adequately lit during the hours of darkness. This will be through a combination of self-powered tower lights and festoon lighting.

The main field for entertainment will be lit until the entertainment is over and the audience has left. After this time, the lights will be reduced to a minimum – enough for security to be able to see their way safely around site; this may be by way of powerful torches.

All lighting and lighting structures added for the event should not, in themselves, create additional hazards. Where hazards are perceived, the structures and equipment will be isolated from the public. All lighting circuits in public areas will be protected by RCDs as noted in the electrical safety section. All internal spaces (e.g. marquees) will have adequate emergency lighting and, where necessary, maintained exit boxes.

### ***First Aid (see also section 9)***

We will have first aid kits and first aid at work qualified staff on duty during the site build.

Our calculations gave us an event score of 25 (pages 131-134 Event Safety Guide) and we will therefore ensure the correct level of first-aid personnel and a fully crewed ambulance are available at the peak time of event activity.

First aid cover is to be provided by St Johns. The first aid point will be manned by first aiders at all times the site is open to the public, who have no conflicting roles or duties.

Cover will also be provided throughout the night on Friday, Saturday and Sunday during the event weekend.

Monday 25<sup>th</sup> June 09.00 to 23.30

Tuesday 26<sup>th</sup> June 09.00 to 23.30

Wednesday 27<sup>th</sup> June 09.00 to 23.30

Thursday 28<sup>th</sup> June 09.00 to 23.30

Friday 29<sup>th</sup> June 09.00 to 22.30 then 22.30 to 09.00

Saturday 30<sup>th</sup> June 09.00 to 22.30 then 22.30 to 09.00

Sunday 1<sup>st</sup> July 09.00 to 22.30 then 22.30 to 09.00

Monday 2<sup>nd</sup> July 08.00 to TBC

The Production Manager and/or Event H&S Advisor will keep an accident log book during build, show and breakdown and will have access to a First Aid kit. RIDDOR forms will be sent to the relevant Local Authority for this licensed event. Forms will be available on site.

### ***Special Effects***

There will be black powder or gunshot blanks used within the Living History arena. Details and risk assessments are in the appendix.



## **Noise / Sound**

The event management team are aware that, aside from traffic considerations, noise escaping from the site may constitute the most obvious form of nuisance from the event.

Control of the sound levels will be available to Production Manager and/or Event H&S Advisor at all times. Stage sound systems will be calibrated to adequate levels; noise levels will then be regulated and monitored throughout the event.

All PA systems will be assembled in accordance to current health and safety at work best practises. Detailed risk assessments on their equipment, installation and strike processes will have been carried out by the event H&S advisors who will also be in direct contact with the stage and noise management teams, including the local authority's Environmental Health officer.

PA systems will be installed and operated by Firebird and Hampshire Sound.

- 1) Outdoor Site PA system - for general / H&S announcements
- 2) Hiscox, NEX and Baillie Gifford Marquee PA Systems - for entry music and presenter's sessions
- 3) Each will comprise of four small, full range d&b audio technik reflex loudspeakers on tripod stands, the bottom of the cabinet typically circa 2.1m height off the ground.
- 4) Capacities are Hiscox (750 persons), NEX (450 persons) and Baillie Gifford (250 persons).
- 5) Speakers will be positioned for even coverage throughout the seating areas. Cabling will be concealed along the marquee structure and tripod stand legs in public areas will be marked out with white tape to highlight any potential trip hazard.
- 6) Dining Tent PA System - for announcements
- 7) Living History Area (under canopy area)
- 8) There will be a small, localised PA system for demonstrations/talks.
- 9) Pike & Shot Exhibitor area
- 10) Local authority EHO will be invited to attend the site during the sound-check and assist in setting appropriate levels for the site if required. For all other noise sources on site, the HSE Action levels will be adhered to. All generating plant will be "super-silenced" and switched off when not required.

## Second Section

The second section aims to numerically quantify the risks in particular areas, during particular activities and identify measures to reduce these risks. These Risk Assessments are written in table format and in most cases should illustrate the reduction in risk that we believe is gained by incorporating the control measures into the project as a whole.

The Risk Assessments will continue through the planning and building stages of the event and will be a significant part of daily checks and briefings during the event. Any significant changes to the risks experienced or expected will be noted and included in the post-event draft of this document for any de-brief.

Shown below is the method used for giving numerical quantification to specific risks:

### Risk Rating

For the purposes of this document a risk rating has been used to determine the level of control measure required.

The Risk rating is calculated by taking the Likelihood of a particular hazard occurring and multiplying it by the Severity of the potential outcome of that particular hazard.

X	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

### Likelihood Measures

- 1 – Unlikely
- 2 – Possible
- 3 – Likely
- 4 – Very likely
- 5 – Constant

### Severity Measures

- 1 – Minor injury or damage
- 2 – Injury or damage to property
- 3 – Injury (under 3 days); serious damage to property
- 4 – Serious Injury (over 3 days)
- 5 – Death

Risks with a rating of 15 (red) or more are considered to need immediate remedial action or an alternative method of provision in that area. Risks with a rating of 8 to 12 (amber) require constant monitoring and review.

Risks with a rating below 8 (green) will be occasionally monitored.

	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING	RESPONSIBLE
				L	S	R				
1	Putting on an event	All staff, visitors, contractors and public passing by or attending the event	Many risks (listed below) and problems associated with such an event				Event management control document used as a mission statement by the event management team; All have responsibilities under HASAWA 1974; MHSWA 1999; etc. to employees, visitors and others affected by their actions. Use of suitably competent and qualified staff where available. De-briefs during and after the event to ensure rapid solutions to problems.			CVHF
2	Hosting an event	All staff, visitors and public passing by	Many risks (listed below) and problems associated with such an event				The site management has a duty under HASAWA 1974 and other legislation including Occupiers Liability Act 1957 and 1984 to provide suitable and sufficient information to anyone using their premises and to alert other users to potential dangers.			Landowner
3	Access	All staff, visitors and public passing by	There are many dangers (s/t/f, livestock, barbed wire, deep water, etc.) within the area that may not be apparent to somebody who has not visited here before	3	5	15	Entrances will be managed by stewards reporting to event control. Barriers and equipment will be guarded by stewards at vulnerable times (i.e. around opening hours). Area of standing water surrounded by 2mt fence with warning signs attached.	Ensure good directional info in all media relating to safe routes around site. Ensure good briefings for stewards	L	CVHF
4	Access	All staff and visitors	Main routes blocked by people trying to gain good vantage points. MOTP using fencing to climb for better view	2	5	10	Stewards on hand to ensure access routes are kept clear. All "dead" cases, equipment and vehicles removed or stored in a suitable area, so they do not obscure views.	Ensure good briefings for stewards	L	CVHF
5	Emergency Egress	All staff and visitors	Blocked egress routes	3	5	15	Stewards on hand to ensure egress routes kept clear of obstructions. Possible use of PA to help direct people. (See emergency plan)	Ensure good briefings for stewards. Production Manager and H&S should tour site before and during the event to ensure all routes are clear. Liaise with Stewards	L	CVHF
6	Access Routes	All staff and visitors	Slips Trips and Falls due to unsecured equipment and cables	3	4	12	All Cables and set will be securely fixed. Where possible cables will be run away from public areas; where this is not possible appropriate cable management, ramps and matting will be used.	H&S should tour the venue regularly to ensure all cables are well routed and sensitive areas are secure. Cables may be buried	L	CVHF

7	Electricity	All staff and visitors	Risk of electric shock due to faulty cables or equipment.	3	5	15	All equipment is maintained in a safe state and is subject to a PAT testing regime. All cables will be routed away from public areas as above.	Any equipment brought in by other contractors should be visually checked for safety and for signs of a PAT testing regime.	M	CVHF
8	Electricity	All staff and visitors	Risk of shock due to faulty supply	3	5	15	Local power to be provided by generator. All generators to be earth staked	All generators and systems to be signed-off by competent person	M	CVHF
9	Electricity	All staff and visitors	Risk of shock due to faulty supply	3	5	15	All mains outlets should be protected with a 30mA, 30ms RCD trip in public and working areas.	RCD tests should be part of sign off.	L	CVHF
10	Lighting (lack of)	All staff and visitors	Darkness in the event of an emergency leading to disorientation and confusion	3	4	12	Additional lighting will be installed as part of the build.	Access and Egress routes to be kept lit as appropriate.	L	CVHF
11	Accidents (First Aid)	All staff and visitors	Any minor incidents that may need to be dealt with on site.	2	4	8	First Aid Provision on site in line with agreed requirements and in consultation with our medical cover provider.	Contractors may have their own first aid kits. There will be a system of recording all accidents.	L	CVHF
12	Waste/Litter	All staff and visitors	Waste and litter collecting as a fire/trip hazard. Attracts vermin.	4	4	16	All contractors to remove their own waste from site.	Site cleansing to be arranged	L	CVHF
13	Contractors, Traffic	All staff and visitors	Pedestrian and vehicle mix	3	5	15	Event Manager will ensure that all of their contractors know where to park, where to unload and how to get there. All deliveries will be assisted in reversing by a banks man or similar.	Deliveries will be directed to Event H&S Advisor to ensure all visiting vehicles receive the same information.	M	CVHF
14	Excess Attendance to one performance /talk	All staff and visitors	Too many people in the area leading to crushing or trouble.	2	5	10	Stewards will monitor flow of people and assist where necessary. The license stipulates the number permitted on site and this will be verified by checks at entrance	Ensure stewards are given thorough briefings. Ensure Police are involved in planning for emergency.	L	CVHF
15	Major Incident	All staff and visitors	Panic in the event of a major incident	3	5	15	There will be an agreed evacuation procedure. There should be agreed marshalling points away from the main viewing areas. Stewards shall be on hand to give assistance as necessary.	Event Control set up to deal with any emergencies.	L	CVHF
16	Terrorist Threat	All staff and visitors	Equipment/device or coded /hoax warning	2	5	10	Liaison with Police re level of threat. Training for staff. (See emergency plan)	Checklist to ensure if call is received, relevant info is gathered.	M	CVHF

17	Inappropriate behaviour	Contractors	Rowdy, lewd, unsafe conduct by contractor or staff	3	4	12	Contractors briefed as to what is expected of them. Contractors chosen for previous performance or references.	H&S Advisor to "patrol" site to ensure safe procedures and systems of work.	L	CVHF
18	Manual Handling	Staff	Physical injury from poor manual handling techniques	4	4	16	Staff are aware of dangers through their experience and their employers training. All vehicles delivering have should have tail-lifts or ramps.	Tractors, forks and mechanical devices available on site. All staff using MEWPs and FLT's will provide evidence of competence	M	CVHF
19	Work at Heights	Staff	Danger of falling or falling objects	3	5	15	Where possible staff will not work at height for long periods.	Ladders provided will be inspected by the Event H&S Advisor	M	CVHF
20	Excessive Hours	All staff and Contractors	Overworking staff may lead to accidents through fatigue or may lead to poor decision making	4	5	20	The manager will have a detailed schedule of events. This will include scheduled breaks and times for dinner breaks, etc. All contractors will be responsible for their own staff.	Sanitary facilities to be available from start of build.	L	CVHF
21	Fire or other evacuation	All staff, contractors and public	Panic or lack of movement by public and staff in the event of an emergency	3	5	15	PA available to communicate emergency message to certain areas. Stewards briefed and experienced in similar events	Hand held megaphones as back-up	M	CVHF
22	Noise	All staff, contractors and public	Excessive sound levels damaging ears	3	3	9	Sound engineer in control of sound levels on PA. Possibly local council EHO to assist in setting levels.	HSE Action levels will be adhered to. No large PAs.	L	CVHF
23	Communication breakdown	All staff, contractors and public	Need to relay messages to visitors and staff could be compromised	3	5	15	Radio system available for event management and contractors.	Mobile phone numbers for key personnel held in control area. Control to be "hub" for communications during the event	L	CVHF
24	Drunkenness and anti-social behaviour	All staff, contractors and public	There is a possibility of persons drunk or otherwise causing a nuisance, upsetting and frightening others, becoming violent, etc.	4	5	20	There is a robust policy with regard to those under the influence of drink or drugs. Security and Stewards will be on site and visible to all. There is an eviction policy if diplomacy fails.	A log will be made where possible of anyone being a problem. There is a possibility of Police intervention if they are on site	M	CVHF

### Fire Risk Assessment

	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING	RESPONSIBLE
F 1	Fire	All staff and visitors	Fire hazard due to faulty equipment or smoking materials	3	5	15	All equipment will be tested. No Smoking in sensitive areas. Appropriate signage for any internal areas.	Ensure appropriate firefighting equipment is available and that Fire Service are aware of the event	L	CVHF
F 2	Fire	All staff and visitors	Risk of fire spreading due to com materials	3	5	15	All waste and rubbish will be removed from site before it accumulates, practicing good house keeping	Ensure suitable rubbish storage or collection of waste before event.	L	CVHF
F 3	Fire	All staff and visitors	Risk of fire spreading through long dry grass	3	5	15	Event to take place in areas of grass regularly cut.	Ensure cuttings are collected	M	Landowner
F 4	Fire	All staff and visitors	Risk of fire in the lecture marquees	3	5	15	Fire point available – Water and CO2. Dry Powder for Generator.	Regular checks by Production Manager	L	CVHF
F 5	Fire	All staff and visitors	Open fires causing spread of fires or localized hazards	4	5	20	No unmanaged open fires to be permitted on site. Stewards/re-enactment groups to be vigilant in putting out fires.	Re-enactment society to submit full risk assessment for their managed fires.	M	CVHF
F 6		All staff and visitors	Danger from Barbeques	3	5	15	Barbeques will be treated as open fire and therefore not permitted.	Stewards to be vigilant	L	CVHF
F 7	Fire	All staff and visitors	Fire service unable to gain access to the site in an emergency	4	5	20	All emergency routes will be pre-planned. Fire Service will be invited to send various watches to site to ensure familiarity with the layout. An agreed RV point will be identified either in advance or by dynamic risk assessment. Blue route to be detailed onsite map. If blue route is blocked 3 alternative access points to the site are available.	All areas of the site will be appropriately labelled, and all agencies will work from the same map or site plan. Security to be briefed on alternative access for emergency vehicles.	L	CVHF
F 9	Fire	All staff and visitors	Fire hazard through caterers	2	5	10	LPG bottles kept to a minimum and separate caged store to be created if required. All caterers to be inspected for fire protection with LPG bottles staked to the ground outside of the marquees. Ensure staff are trained to use fire extinguishers and fire blankets and have knowledge of isolation switches for gas and electric.	Sufficient firefighting equipment checked and in place.	M	CVHF
F 10	Fire	All staff and visitors	Cooking using fat fryers	4	5	20	Ensure equipment in good condition and capable of controlling fat temperature to below 200c with only trained staff to use equipment. Make sure pans are no more than 1/3 full with only dry food being placed into the oil.	Maintain a safe distance of at least 410mm between fryers and any open flame burners. Safe storage of flammable liquids away from cooking equipment.	M	CVHF
F 11	Fire	All staff and visitors	Electronically generated sparks causing a fire to office equipment	2	5	10	Keep all electrical equipment off the ground. All equipment checked on installation by electrical contractor.	Electrical contractor to check power distribution to eliminate overloading.	L	CVHF

F 1 2	fire	All staff and visitors	Electrical faults I.E. short circuiting to sound, lighting and visual installations in lecture marquees	3	5	15	All equipment is tested by electrical contractor on installation. Cable runs to be covered or placed high up so not damaged, exposed to water or causing tripping hazard.	Risk assessment provided by sound and visual contractors. Monitor all electrical equipment during heavy rainfall.	L	CVHF
F 1 3	Fire	All staff and visitors	Display lighting falling or being knocked over	2	5	10	Electrical equipment raised off the ground with cable runs covered or placed high up. All lighting to be mounted directly to marquee where possible	Electrical contractor to check power distribution to eliminate overloading.	L	CVHF
F 1 4	Fire	All Staff and visitors	Refuse bin fire due to discarded cigarette	2	5	10	Keep bins away from marquees or any other structures. No smoking signs to be placed around the site. Use only small bins in groups of no more than 4 in one area.	Fire points located near areas of bins but a safe distance away.	L	CVHF
F 1 5	Fire	All staff and visitors	Arson, person deliberately starting a fire	2	5	10	All staff told to be vigilant and report any anti-social behavior or unauthorised persons on site. Make sure straw and hay is stored away safely. Site security 24/7	Reduce accumulation of rubbish on site with litter team monitoring at all times. Locate main skips away from combustible items or buildings	L	CVHF
F 1 6	Fire	All staff and visitors	Generator catching fire	2	5	10	Ensure all generators use diesel fuel and are in good condition. Check for fuel and oil spillage/leakage. Ensure no obstruction of generators ventilation.	Electrical contractor to provide relevant paperwork for all generators and monitor during the event.	L	CVHF
F 1 7	Fire	All staff and visitors	Ignition while re-fueling generators	4	5	20	Only diesel CVHF contracted generators to be used on site. Fuel cubes to be used next to each generator so re-fueling is required.	Electrical contractor to monitor fuel levels.	L	CVHF
F 1 8	Fire	All staff and visitors	Fireworks	4	5	20	All fireworks are installed, operated and stored by the qualified contractor in accordance with manufacturers instructions. Location of firework display and directional fireworks to be away from site structures and local village	Full risk assessment to be supplied by contractor.	M	CVHF
F 1 9	Fire	All staff and visitors	Vehicle fire in the car park	3	5	15	Ensure that access routes are maintained for emergency services and that fire appliances can always get within 45m of the furthest point.	Fire crew in attendance to be briefed on car park plans. Car park contractors to supply risk	M	CVHF
F 2 0	Fire	All staff and visitors	Any Fire on site	3	5	15	All staff to be briefed on procedures in case of a fire including evacuation and raising the alarm.	In the event of any fire the fire service will be summoned by the 999 network.	L	CVHF

## Fire Extinguisher List

Area	H2O	CO2	Dry Powder	Foam	Blanket
Staff	1	1			1
Kitchen	1	1	1		3
Dining	1	1			
NEX	2	2			
Food	2	1	1		
Naafi	1	1			
Picnic Tent	1				
Food 2	1	1			
Baillie Gifford	1	1			
Museum Row	1	1			
Emporium	2	2			
Waterstones	1	1			
Entrance	1	1			
Event Control	1	1			
Pete's Office	1	1			
Greenroom	1	1			
Greenroom Catering	1	1			
Greenroom R & R	1				
Press	1	1			
Quilter	1	1			1
Hiscox	2	2			
Bar	1	1			
Children's Tent	1				
Information	1				
Generators			10		
PA Box	1		1		
Campsite	2		2	2	
Fire Points	4	4	4		
Trench	1	1			
<b>Total</b>	<b>39</b>	<b>29</b>	<b>20</b>	<b>3</b>	<b>5</b>



## **CHALKE VALLEY HISTORY FESTIVAL CHILD PROTECTION AND VULNERABLE ADULTS POLICY**

This section explains how the event aims to carry out its duties in compliance with the temporary event license conditions relating to the protection of children/VA's from harm.

### ***UNDER 16s***

Monitoring.

All reasonable efforts shall be made to ensure that there are no unaccompanied under 16s onsite. Security and stewards shall be briefed to look out for unaccompanied under 16s, in particular after 2200. Under 16s are more vulnerable and may also be a source of nuisance to others on site. Bar facilities should not have children in after 2200hrs. The eviction policy will take into account the vulnerability of under 16s and so will err on the side of parental intervention or a call to the Police.

### ***FACILITIES FOR YOUNG ADULTS AGED 16 AND 17***

Welfare services.

All facilities that are mentioned throughout the event management control document are of course available to young adults aged 16 and 17. It is recognized that they are potentially a more vulnerable group than over 18s as they may be more prone to encountering difficulties such as being separated from their friends, missing their transport home and losing items.

Film/Projection Certification.

All films shown on site will have a U certificate or will be exempt from classification. Security and stewards will monitor attendance at all screenings.

### ***DISCLOSURE AND BARRING SERVICE (DBD) CHECKS***

Previously Criminal Records Bureau (CRB)

Specific security and welfare personnel shall be designated to look after children/VA's and they shall have been SIA licensed which incorporates a DBD check. They shall work in teams of at least two and they shall hand over the child to welfare services on site at the earliest possible opportunity.

### ***LOST CHILDREN/VA POLICY AND PROCEDURES***

Policy

The goal of the lost children/VA policy is to reunite each lost child/VA with its parents or guardians. On site there shall of course be links to the medical provision and possibly the local Police as well as other onsite services and facilities.

DBD checks

Because of the nature of the work, the staff that run the lost child/VA service and other child friendly areas on site are not exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and are not therefore entitled to withhold information about any convictions including those which for other purposes are "spent" under the provisions of the act and they must disclose any convictions when applying for the position.

## Staff practices

Children/VA shall not be left in the presence of only one worker. Staff on duty shall be reminded of the potential problems relating to the inappropriate handling or touching of children/VA as part of their daily briefing and staff shall be conversant with procedures for discipline and dealing with uncooperative children/VA or their parents/Guardian. Practices that threaten, frighten or humiliate children/VA shall not be used under any circumstances.

All enquiries and dealings regarding lost children/VA shall be directed to the steward supervisor. In the interest of the safety of lost children/VA, the location of the lost children/VA area is not publicized and all staff onsite shall be briefed about this. The details of a lost child/VA are recorded in writing and parents or guardians looking for a lost child/VA shall be interviewed. If a report comes through of a lost child all security, stewards and other staff shall be informed.

## Procedure

Once the lost children/VA service establishes that the parents or guardians are bona fide, are fit to be in charge of a child/VA (for example are not under the influence of alcohol) and that they have a child/VA matching the description, they shall be reunited with their child/VA. Before a child/VA is allowed to leave, their parent / guardian has to sign a form and provide some form of identification. Consider taking a photo of child/VA with parent/guardian once reunited on smart mobile phone and any image will be deleted after 24 hours. The parent/guardian should be offered the chance to attend and see this deleted if they wish. If a child/VA is reluctant to go with a parent or guardian, then a second opinion shall be sought from the steward supervisor or the local Police.

Once a child/VA has been reunited with their parent or guardian, all agencies that have been involved shall be informed. There shall be both male and female welfare staff who will have been subject to the appropriate checks as outlined above to ensure that there is the ability to look after lost children/VA by welfare staff of the same sex. The lost children/VA policy shall also extend to looking after the parents / guardians and siblings of lost children.

If a child/VA is lost for more than 20 – 30 minutes depending on area a site lock-down can be implemented before calling the police. During this lock-down, staff at all access and egress points will be contacted via radio and put on alert checking all persons leaving the site.

## **MAJOR INCIDENT PLAN AND ASSOCIATED ARRANGEMENT - PROCEDURES FOR CHILDREN**

For all children the emergency procedures are the same as for an adult and are as detailed in the major incident plan and associated arrangements. It is assumed that the child shall be accompanied by their parent or guardian. If this is not the case, then they shall be treated according to the lost children policy outlined above and the emergency procedures shall therefore be run in conjunction with the welfare provision.

**CHILD SAFETY  
&  
PROTECTION OF VULNERABLE ADULTS  
  
STAFF & OPERATIONAL POLICY  
  
CHALK VALLEY HISTORY FESTIVAL 2018**

PRODUCED  
FOR  
CVHF  
BY  
RED KITE

Chalke Valley History Festival is aware of its duty of care regarding the safety of all its customers and in particular its duty to ensure, so far as is reasonably practicable the safety and interests of Children and Vulnerable Adults. This policy will be communicated to all staff throughout the training sessions prior to opening of events and will be regularly reinforced by duty managers and by visits from the Directors of the company.

The intention of this policy is to set out our ideals for working with Children and Vulnerable Adults and is part of our customer service. Nothing in this policy should detract from the already robust systems we have in place. Instead this policy is to remind staff of some of their duties and to provide a framework for dealing with Child Safety and Vulnerable Adults and to assist staff in seeking assistance in case of an incident at one of our events.

## **POLICY STATEMENT**

Chalke Valley History Festival is committed to providing the best experience to all visitors attending its events and we have a duty to provide a safe environment for all, especially children and vulnerable adults.

With respect to Children and Vulnerable Adults we will:

- 1) Protect children and adults whilst at our events regardless of their age, culture, disability, gender, sexual identity, language, racial origin and/or religious beliefs.
- 2) Respect the wishes and feelings of children and vulnerable adults and promote this respect amongst all staff and, where appropriate, amongst other customers.
- 3) Promote good practice and practical uses of equipment and policies that will enable staff to provide a safe environment for children and vulnerable adults and protect staff from mistaken allegations.
- 4) Use employment standards which will enable us to provide the right staff at events and ensure good customer service throughout.
- 5) Provide mentoring and training for all staff and contractors in how to identify particular problems, how to obtain assistance and advice and how to protect themselves from false accusations.
- 6) Engage with the local Police and Council officers who may be able to give additional advice and who can expedite matters in the case of suspected abuse of children or vulnerable adults.
- 7) Have robust employment and discipline policies that enable incidents of poor service and alleged abuse to be immediately dealt with, reported and actioned as required.

This policy will be regularly reviewed, at least annually, but also in light of any information passed from responsible authorities, or in response to any incident or alleged incident at our events.

This policy will form part of the terms and conditions of employment for all staff.

Signed by .....

Director, for and on behalf of Chalke Valley History Festival.

## KEY PRACTICAL CONSIDERATIONS

Chalke Valley History Festival has many procedures in place that touch upon and co- exist with this policy:

- At all times there will be an SIA licensed security presence at site. Their role is one of security of the site, including but not limited to, protection of staff from harm, protection of all visitors to the site, ejection of persons not welcome at the site (in conjunction with the duty manager), security of equipment and property. All SIA staff are enhanced CRB checked or the equivalent from the Disclosure and Barring Service (DBS) and will provide a source of advice for all staff.
- All managers attending to children at events will be subject to a DBS check as a minimum which will include the PoVA First scheme or its current equivalent where available. Any staff returning a DBS check with convictions or warnings for any crime that may affect child safety or vulnerable adults will have their contract terminated – this is made clear at interview and, successful employment is subject to satisfactory DBS search.
- When dealing with children or vulnerable adults, staff will always be in pairs where possible, one of the staff should hold a senior position - supervisor or manager.
- When carrying out first aid treatment on any visitors, but especially children and vulnerable adults, staff should be in pairs.
- Harassment, bullying or any other psychological abuse, physical abuse or emotional abuse between staff will not be tolerated and is a disciplinary offence; any of the above directed towards visitors are dismissible offences.
- CVHF ticket policy and terms and conditions state that “All children 16yrs and under must be accompanied on the by an adult, with a maximum of 6 children per adult”. This gives staff and management clear guidelines for who is on site and an opportunity to question children or adults regarding their attendance at the event. Exceptions to this policy will be granted to school parties booking for the event.
- CVHF encourages schools, and children’s clubs to attend the event. Schools should follow the LEA guidelines for adult to children ratios whilst visiting the event. To encourage adult helpers from the schools we give free places to all adults accompanying children during these trips. This format will be extended as we devise and present more events
- CVHF is happy to hear from special needs groups in and around the area of the festival and will assist them in bringing visitors with special needs from disability to vulnerability to the event.
- Extracts of this policy will be put into staff handbooks for reference; however, the policy as a whole will be an appendix to staff contracts.
- The CVHF management team attend Safety Advisory Group meetings in Salisbury; through this network, it is hoped that there will be an open dialogue between the managers and all responsible authorities, especially with respect to child safety and the protection of vulnerable adults.
- All parts of CVHF will be well lit for safety reasons. All potentially dangerous areas of the site will be barricaded off from the public to prevent accidents.

Non – Emergency calls regarding child safety or protection of vulnerable adults should be directed by staff to:

Manager’s Name and Number .....

Emergency Calls should either be passed to the Security on site or: 999 Local Police.

### **Children or Vulnerable Adult's found without their parents/guardians**

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/guardians/personal assistant/brother etc. names, where they saw them last and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to a Security Control via 2-way radio, who will organise a search.
- If the parent/guardian/personal assistant's name is known an announcement will be made via the PA system "this is a public announcement, could... (Name of person) please come to the collection point located in the information tent.
- If the name of the parent/guardian/personal assistant is not known the following announcement will be made via the PA system "this is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located in the information tent".
- The PA announcement should not mention the name of the lost child.
- Radio code for a child or person found without parent or guardian is "[REDACTED]" (Example, information to event control we have a [REDACTED] at the info tent, details as follows...)
- Radio code for a parent/guardian reporting a child or person missing is "[REDACTED]"
- If a parent/carer/personal assistant is not located within 30 minutes, security control will inform the police.

### **Parent / Guardian / Personal Assistants reporting lost children**

- Reassure parent/guardian/personal assistant informing you of a lost child, that a search will be organized.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Using the code word "[REDACTED]" radio a message to security control and all staff on radio giving the information gathered.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child or vulnerable person is found, they will be led to the collection point to be re-united with their parent.
- If a child or vulnerable person is not found within 30 minutes security control will inform the police.

### **Re-Uniting Parent/Personal Assistants with Children/Vulnerable Adults**

- If a child or vulnerable adult is reluctant to go with a collecting adult, then the adult should be asked for proof of ID and their signature. If necessary, the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, security,

staff and police will be informed immediately.

- Consider taking a photo of child/VA with parent/guardian once reunited on smart mobile phone and any image will be deleted after 24 hours. The parent/guardian should be offered the chance to attend and see this deleted if they wish.

### **Lost Persons Log**

- All lost persons/children's incidents must be logged and filed

### **Children or Vulnerable Adults Found without their parents/guardians**

#### Key Points to All Staff

All should familiarise themselves with the site especially location of the lost child point

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian
- If you have a radio, let lost child point know the situation
- Be in pairs where possible, call for assistance, preferable another member of staff who holds a radio and can call it in to lost child/VA.
- Do not try to force the child/VA to come with you.
- If the child/VA knows where they're supposed to be but can't find it, let lost child/VA or event control know via radio that you are escorting the child/VA to that place.
- Try to avoid situations where you are alone with the children /VA
- Try to move with the child/VA to a place where there are other people
- Avoid unnecessary physical contact
- If you have to touch the child/VA, make sure to get their agreement beforehand and try not to be too over familiar.

#### **Parent/Guardian reporting lost children**

- Reassure parent/guardian informing you of a lost child/VA that a search will be organized.
- Encourage parent/guardian to come to the collection point to give details. If they are reluctant radio for someone from lost child/VA to come to you to take details.

## Missing/Found Persons Form

Date and Time Form Completed			
Details of Missing Person			
Name		Age	
Ethnicity		Sex	
Height		Build	
Hair Colour		Hair Style	
Eye Colour		Facial Hair	
Distinguishing Features			
Jewellery		Head Wear	
Clothing Top Half		Clothing Lower Half	
Footwear		Time Last Seen	
Location Last Seen			
Medical Conditions			
Circumstances of Disappearance			
Name of Person Reporting			
Relationship			
Contact Details			
Name of person taking details (CVHF)			
Signature (CVHF)			



## ATTENDANCE AND/OR EMPLOYMENT OF YOUNG PERSONS AS STAFF AND/OR VOLUNTEERS

Management of Health and Safety at Work Regulations 1999 requires that a separate risk assessment be carried out where children and young persons may be involved or affected by work activities.

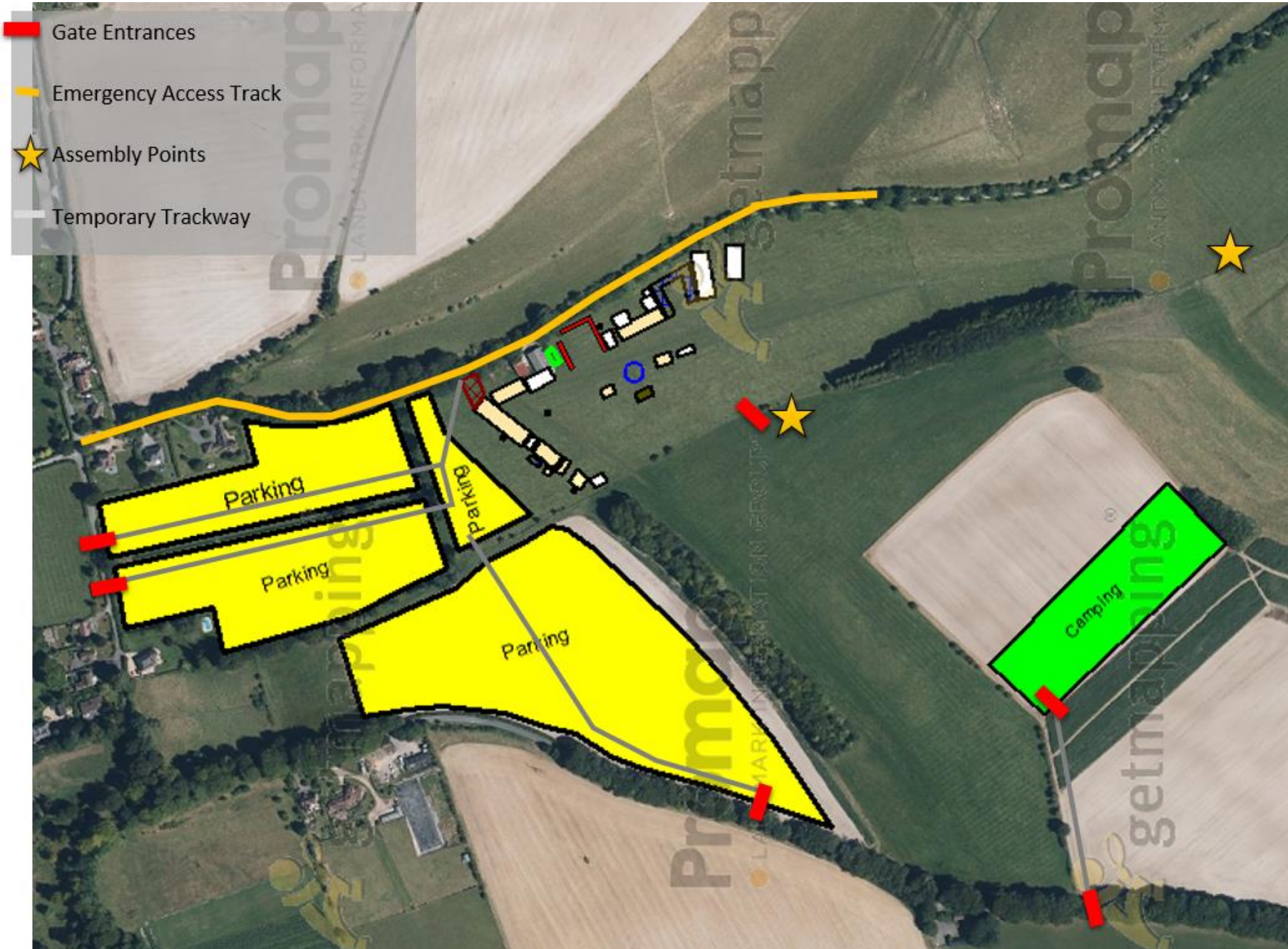
*“Immaturity can lead to carelessness and no previous industrial experience means that they are often unaware of dangers. Young people are also susceptible to peer pressure”.*

*A child is a person who is not over the minimum school leaving age*

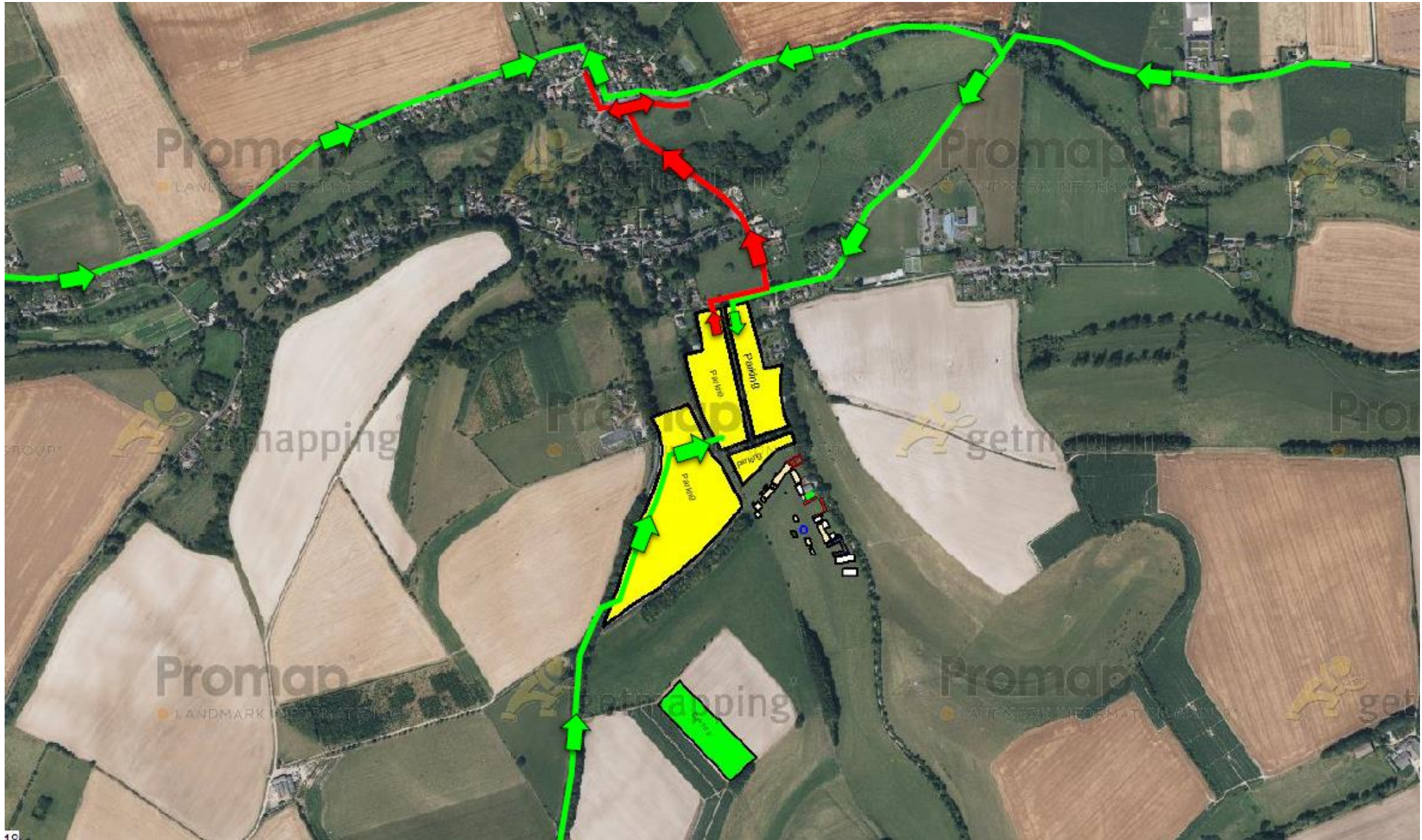
*A young person is a person who has not reached the age of 18*

	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING	RESPONSIBLE
Y 1	Attendance	Children and Young persons	May be subject to abuse, scared by size of event, become a liability, etc.	3	4	12	This is a family event. Anyone wishing to bring persons under 16 will be told of their responsibility for them at all times.		L	CVHF
Y 2	Attendance	Children and Young persons	Certain acts may not be suitable for	3	4	12	All acts are suitable for a family audience		L	CVHF
Y 3	Attendance	Lost Children	Children lost being found by stewards	3	4	12	There will be a designated area and a written procedure for dealing with lost children. No member of staff will be left alone with children. Police will be informed after an agreed period.	There will be robust Communication channels regarding lost children. An amount of time will be agreed before performances are stopped and announcements put out.	M	CVHF
Y 4	Attendance	Lost Children	Parents informing HQ/Stewards that they have lost a child.	3	4	12	There will be a written procedure for dealing with lost children notices.	See above.	M	CVHF
Y 5	Employment	Young Persons	Sensitive jobs	3	4	12	No young person will be allowed to work in sensitive areas such as Cash security, security, stewarding, backstage, etc.	Any contractor using Young Persons will be asked to comply with the site guidelines.	L	CVHF

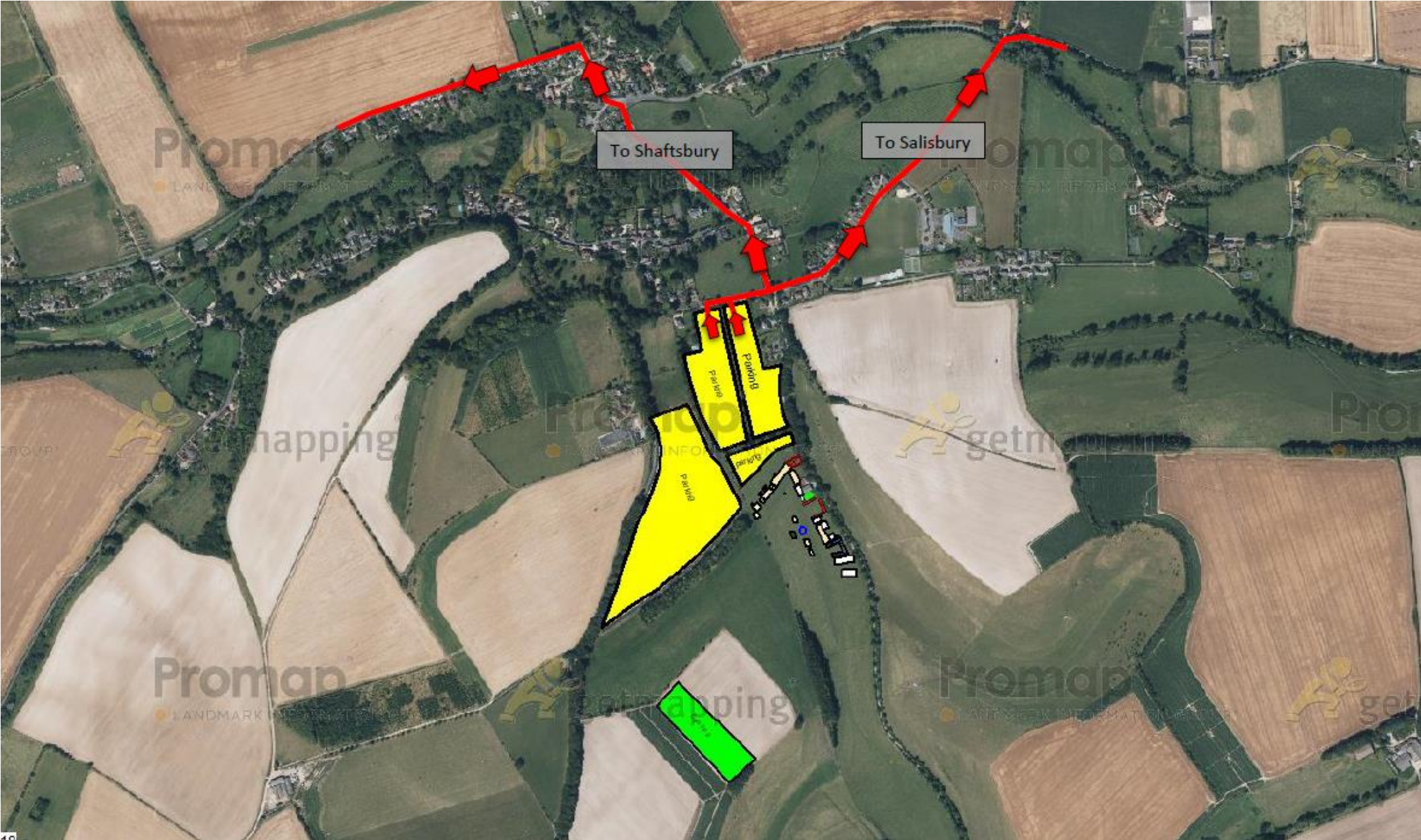
### Emergency Access and Assemble Points



### Access and Egress



End of Night Egress



Site Plan





Licensed Boundary Area



### Event Site Flood Light Plan

★ Floodlight

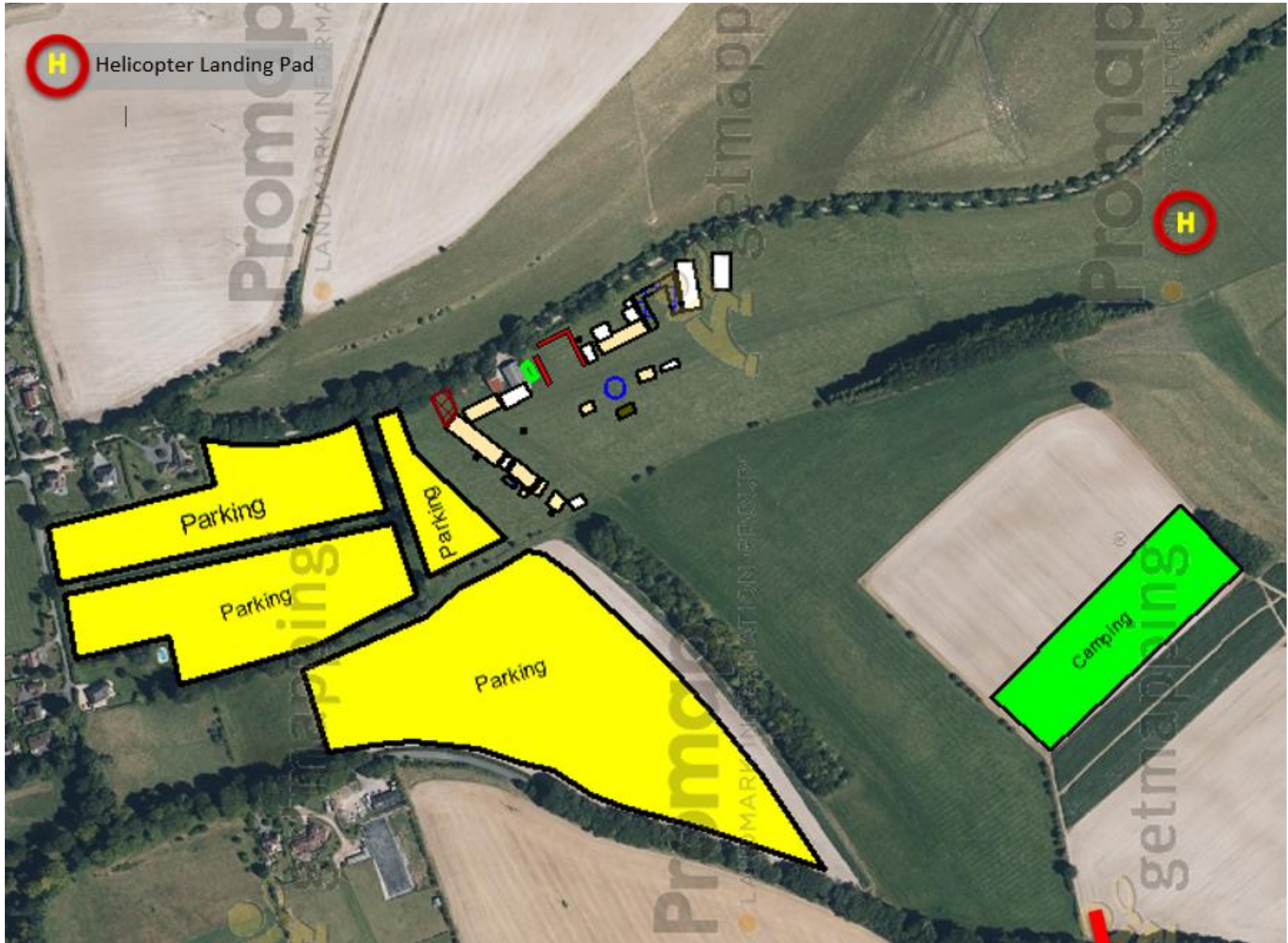




Possible Black Powder Store



Helicopter Landing Pad Location



## 4. Traffic Management

GFI-17-06-014 CVHF 2017 Draft v 1



# Chalke Valley History Festival 2018



# Traffic Management Plan

GFI Event Services Ltd



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## Document History

Document	Original	Version 1	Version 2
Author	M Jones		
Date			
Validated			
Date			
Authorised			

## Distribution List

The following persons have been identified by GFI Event Services as representatives of the agencies with whom the Traffic Management Plan (TMP) must be formally consulted upon:

Authority	Role	Name	E - mail Address
TBC			

## Traffic Management Plan (TMP) Objectives

The purpose of this document is to set out a framework to ensure that key areas of the Transport Management Plan (TMP) for the event are clearly detailed and consulted upon to ensure that the operations are safe, effective and cause minimal disruption.

### **The objectives of this document are as follows:**

- The maintenance of public safety on the local and strategic highways infrastructure. This is the key objective and primary reason for detailed traffic management planning
- Public safety must be protected at all times, and the event must take all responsible, practical measures to ensure that the risk to life is minimised
- To promote a range of public transport services associated with the venue; to enable visitors to make informed and responsible choices regarding their travel arrangements
- Ensure that the public highway is, in as much as is practical kept clear of unnecessary congestion
- Minimise the disruption and impact of such an event on local communities. It is important that any event seeks to minimise its impact upon the local community. This event will introduce a series of measures as detailed in the TMP that will seek to mitigate any adverse effects on the community.

## Event Overview

The Chalke Valley History Festivals Ltd has been created to further the enjoyment and understanding of our rich and varied history. All profits go to the Chalke Valley History Trust, established to promote the understanding and importance of history to all ages and, in particular, to school children. This year's Festival will be held 25 June to 1 July 2018 and will follow the same unique formula of literature festival and living history display. There will be an Air Display Flyover at the weekend featuring aircraft from the Second World War.

## Event Dates

The Chalke Valley History Festival event be live on the dates, as detailed below.

**Table 1 – Schedule**

Date	Expected Attendance	Times
25 <sup>th</sup> June	Am – 100 units PM – 300-350 units	10:00hrs 17:00- 22:00hrs
26 <sup>th</sup> June	AM – 10 coaches PM- 300-350 units	10:00hrs 17:00-22:00hrs
27 <sup>th</sup> June	AM – 10 coaches PM- 300-350 units	10:00hrs 17:00-22:00hrs
28 <sup>th</sup> June	AM – 10 coaches PM- 300-350 units	10:00hrs 17:00- 22:00hrs
29 <sup>th</sup> June	Am – 100 units PM – 300-350 units	10:00hrs 17:00-22:00hrs
30 <sup>th</sup> June	3200 units	08:00-22:00hrs
1st July	3200 units	08:00-22:00hrs

## Traffic Management



### Arterial vehicle routes

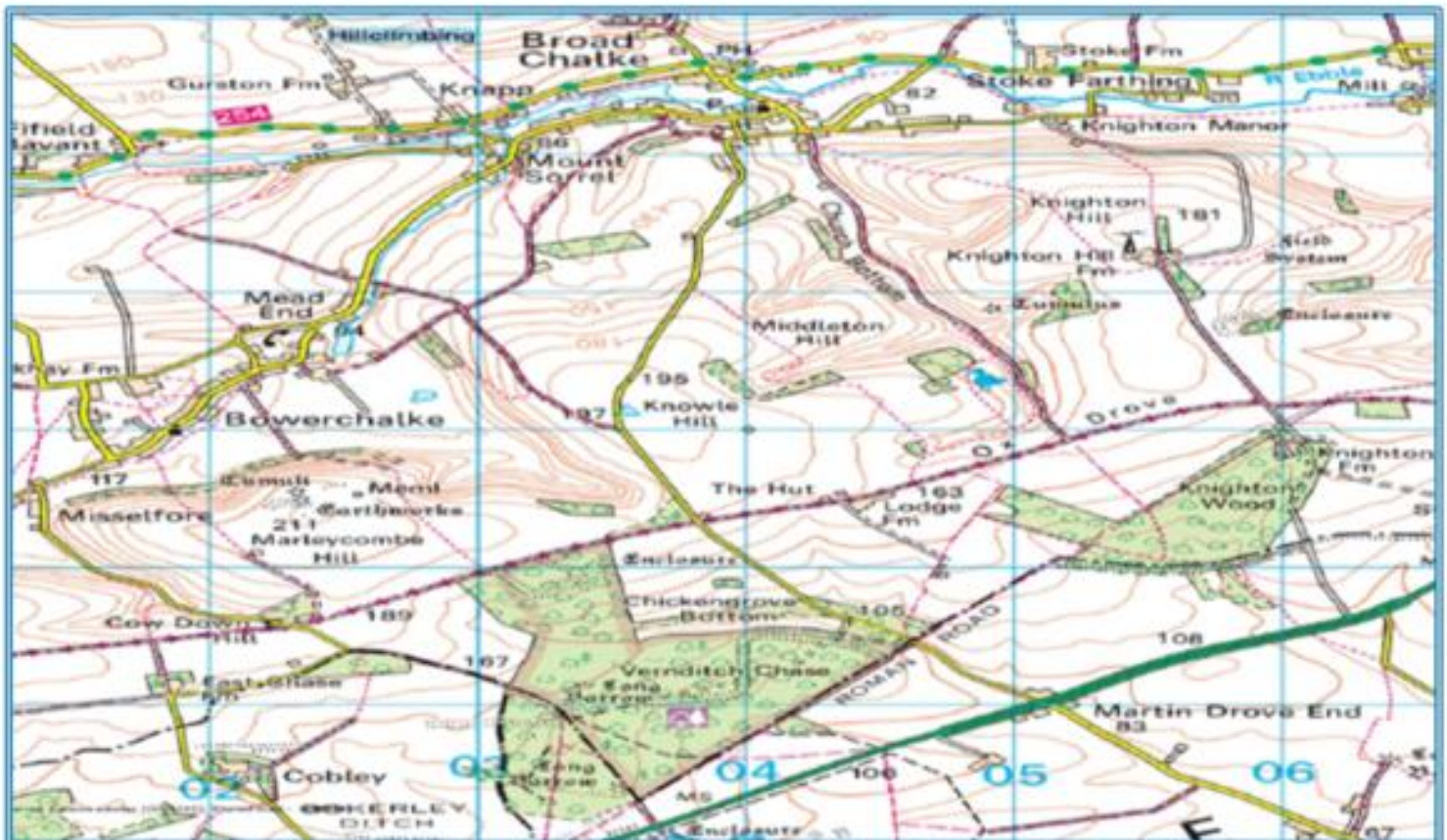
From the NORTH WEST/NORTH. From the A350 at the Royal Chase roundabout all traffic will be directed East on the A30

All vehicles will proceed along the A30 through Ludwell, Donhead St Andrew and Ansty onto the junction preceding Fovant. They will be directed south to Fifield Bavant where they will be directed left to Broad Chalke on to High Lane. Traffic will drive via North Street where they will be directed towards Salisbury. At Longbridge traffic will

be directed to turn right on to the Howgare Road (also known as Newtown). It is intended for this to be a one-way system. Traffic will flow past the school and then turn left into the Festival entrance. CSAS marshals will man this entrance. It is intended to close Knighton Road to non-residents with AA signage stating no access to Salisbury. From the SOUTH WEST/SOUTH, traffic will either arrive at the Handley Cross roundabout from the A354-Blandford or the B3081-Ringwood directions. Festival traffic will be directed on to the A354 towards Salisbury. Traffic will be directed to turn left on to the Howgare Road. Festival traffic will be directed to turn right into the Festival site before entering the village. This entrance will be manned by marshals. During busy periods at the weekend it is intended to have this area of the Howgare Road as one-way.]

From the NORTH EAST/EAST, there are two main arterial routes from these directions Firstly, from the A30-Wilton, traffic will be signed to follow the A30 through Barford St Martin, Compton Chamberlayne onto Fovant. After Fovant, traffic will be directed to turn left towards Broad Chalke, where they will follow signs to the Festival via High Lane and North Street.

Traffic from Salisbury using the A354 will be directed right at Coombe Bissett, through Bishopstone and towards Broad Chalke

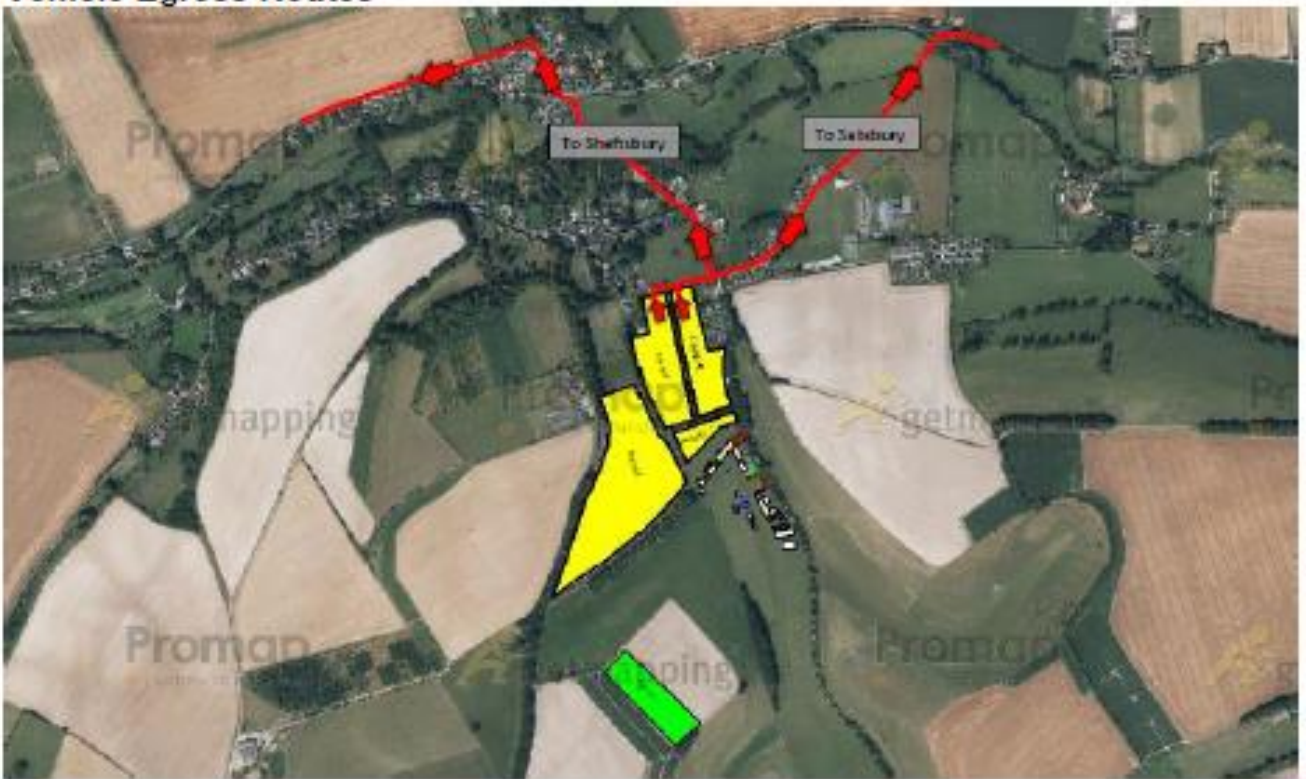




### Vehicle Ingress & Egress Routes



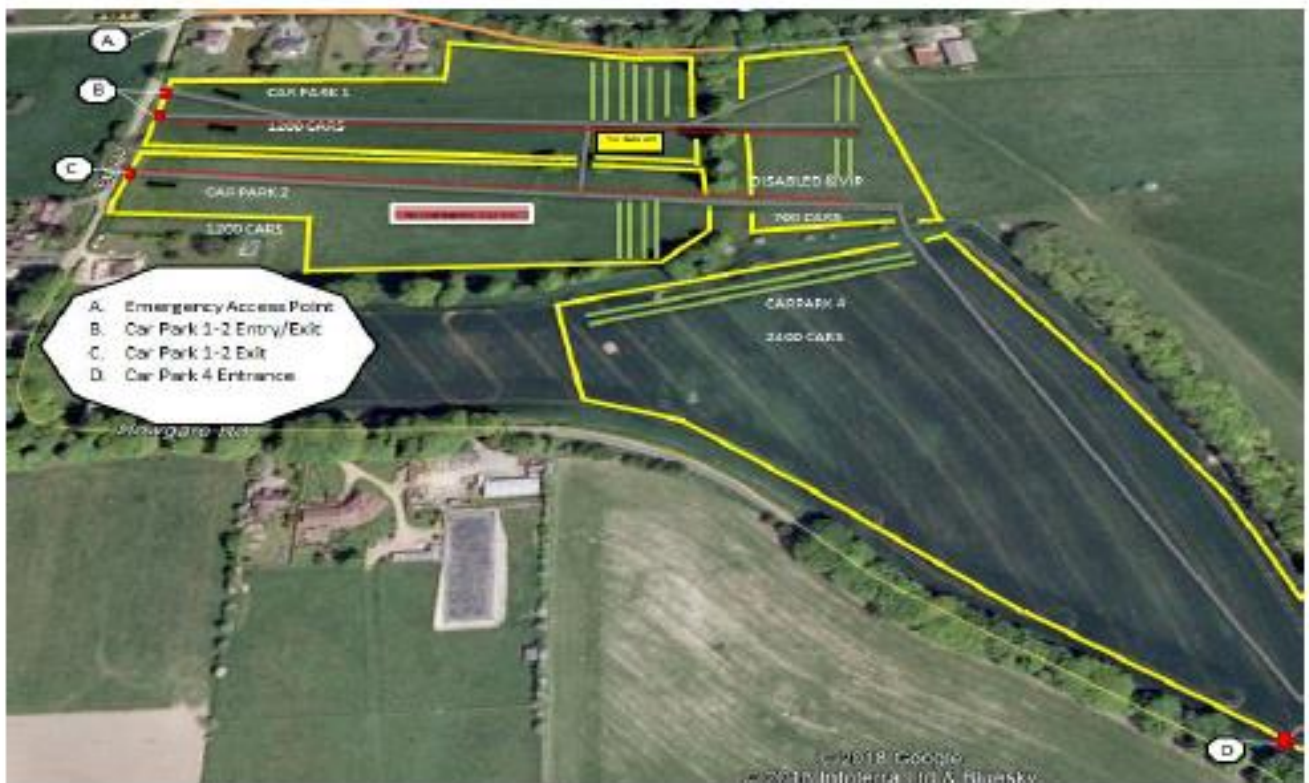
### Vehicle Egress Routes



## Public Car Park



## Car Park Layout Scheme



The public Car Park will be two way vehicle movements of ingress and egress traffic with CSAS on the egress to facilitate this movement on the 7 show days only.

Parking on Permanent Pasture will occur car parks A, B, C & D.

The tracking to be used across the site is being provided by Live Trackway, a market leader in its field. They have extensive experience and the product being used is their top of the range, lightweight, aluminium tracking. This is designed to minimise compaction and damage to sites vulnerable to damage from traffic.

Entrance to Car Park B is in processes of being widened to accommodate the width of two vehicles. The appropriate permission has been granted by Wiltshire CC.

Traffic in Car Pak D will exit through Car Park C. GFi staff will be located at Entrance/Exits A, B, C & D. GFi staff will be clearly identifiable to members of the public, wearing Hi-viz uniforms.

Terms and conditions of the parking areas are the responsibility of the Chalke Valley Festival

The public car Park is the only car park for this event which is in close proximity to the venue for walking and immobile pedestrians. Disabled, Friends and VIP Guests have been allocated space in front of the visitor car park. All exhibitor vehicles will be displaying a valid pass for the duration of their stay with contact details.

Public toilets will be available directly inside the exhibition space

No dogs are allowed in the car parks with the exception of assistance dogs trained to lead blind and visually impaired people around obstacles

Barbecues are not permitted anywhere within the vicinity of the festival and its grounds.

The route through to the overflow parking area will be formed of a temporary Trackway route. Live Trackway is also being used in this area.

Events have been timed to avoid clashing with peak traffic times. The local village school has been consulted about the one-way traffic plan during the week of the Festival. Parents will be written do before the event begins and notices will be placed on the school gates. The days of concern are Tuesday 26<sup>th</sup>, Wednesday 27<sup>th</sup> and Thursday 28<sup>th</sup> June. These are the days when the Festival is open to schools. The busiest period for Broad Chalke School are 8:45 to 9:00 and 3:15 to 3:30. Schools attending the Festival are due to arrive after 9:45 and leave after 3:30. The school have confirmed that they will lock the school gates over the weekend of the Festival to ensure that the grounds are not used for parking.

It is recognised that it is necessary to ensure that access to local residents, business buildings is not compromised. All residents of Knighton Road and Newtown will be

written to one month before the event. All residents of Knighton Road and Newtown will be issued with residential passes. All village residents have been offered complimentary tickets to the Festival at the weekend.

Any signs placed on the highway will be deployed by a competent person. We will be using AA Signs. Advance signage will be put in place to advise motorists of the Festival so that they can plan alternative routes.

Pedestrians walking into the Festival site will be directed onto a fenced off walkway to avoid walking through areas of the car park with moving traffic. Pedestrians walking from the village will be directed via Bury Orchard to ensure that they are not walking on the public highway.

Plans will be in place if the need arises to cancel or postpone an event at short notice. Literary events are all ticketed and we have contact details of all those who book. We have access to local radio to publicise cancellation, Facebook and Twitter.

## Alpha Gate

Emergency vehicles and blue light services have been advised to use this entrance should the need arise to gain access to the ERV behind the barn near to the first aid point.

## Taxi & Private Hire arrangements

Provisions will be made and there will be a taxi drop of area as you enter at the top of the public Car Park on the left to facilitate this service

## Trains

The nearest train station to the festival site is:

Dean – 42 miles

Therefore this mode of transport does not feature in the arrival plan.

## Coaches

There will be an anticipated number TBC and a dedicated coach drop off point will be facilitated within the Festival site. Schools that attend will inform us as to whether they are using coaches or mini busses.

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Blindley Heath Country Show	2000
Alice Holt Forestry Commission	600

## GFI Event Services Personnel & Training

TBC

Date	Staff	From	To
25th June	2x Parking Marshalls	08:00	22:30
	1x Supervisor	08:00	22:30
	2x Parking Marshalls	16:00	22:30
26th June	2x Parking Marshalls	08:00	22:30
	1x Supervisor	08:00	22:30
	2x Parking Marshalls	16:00	22:30
27th June	2x Parking Marshalls	08:00	22:30
	1x Supervisor	08:00	22:30
	2x Parking Marshalls	16:00	22:30
28th June	2x Parking Marshalls	08:00	22:30
	1x Supervisor	08:00	22:30
	2x Parking Marshalls	16:00	22:30
29th June	2x Parking Marshalls	08:00	22:30
	1x Supervisor	08:00	22:30
	2x Parking Marshalls	16:00	22:30
30 <sup>th</sup> June	1x Manager	08:00	22:30
	1x Supervisor	08:00	22:30
	10 x Parking Marshalls	08:00	22:30
1 <sup>st</sup> July	1x Manager	08:00	22:30
	1x Supervisor	08:00	22:30
	10 x Parking Marshalls	08:00	22:30

- Traffic Marshal – suitably trained and experienced traffic marshal deployed to park vehicles
- CSAS Operative – Community Safety Accreditation Scheme Operative. An Accredited person is a person employed by an organisation (other than a police force) in a CSAS Accredited Persons role, who has been accredited by a Chief Officer of Police under section 41 of the Police Reform Act 2002. GFI have contracted Bradsons Event Services to take this responsibility.
- Chapter 8 – NRSWA or Road Craft accredited Operatives

- Barri Jones GFI Event Services operations manager will be managing the event

### **Training and Suitability**

All CSAS and Chapter 8 marshals supplied will be trained to the relevant standard and accreditation

### **Command, Control & Communications**

The event control room is situated within the site office and will act as the communications centre for the traffic management operation.

Radio communications will be relayed back to the control room where the traffic management radio operator and logistics will be able to provide real time information to stakeholders. In the event of an incident the radio operator will direct the necessary response in communication with the Emergency Services and stakeholders

### **Methods of Communications**

The traffic management operations will utilise the following means of communication;

- Radios – digital multi-channel UHF two way units
- Mobile phones (primarily as backup) – all mobile numbers will be provided on briefing and in general instructions briefing document

All GFI event Services staff on point will have a radio and will be briefed on how to operate it. The protocol for contacting other members of staff or their supervisors will also be briefed. Radio traffic should be kept to a minimum (no unnecessary chatter). This will ensure that all communications are received adequately and as necessary in a timely manner. All radios will be allocated a spare battery.

### **Operational Stand Down or Removal**

At the end of the event staff will only stand down on instruction from the GFI Events Services manager who will get the stand down at the end of each day from control room.

## **Way Finding Signage**

Directional signage in to parking areas has been produced and will be used to facilitate the movements of vehicles in to the correct parking location

The temporary external way finding signage will be supplied/ installed and dismantled by Forest TM

## **Appendix A – Contractor passes**



**The Chalke Valley History Festival  
SHOW passes request form**

**Company: GFI  
Event Services**

**Onsite  
Manager: Barri  
Jones**



Date		Date		Date	
First Name	Last Name	First Name	First Name	Last Name	Last Name
TBC					

**Build Up & Breakdown Passes Request Form**

**Company: GFI Event Services**

**Onsite Manager: Barri Jones**



**First Day Onsite- 25<sup>th</sup> June**

**Numbers Required: One**


## Appendix B - Signage Schedule

External

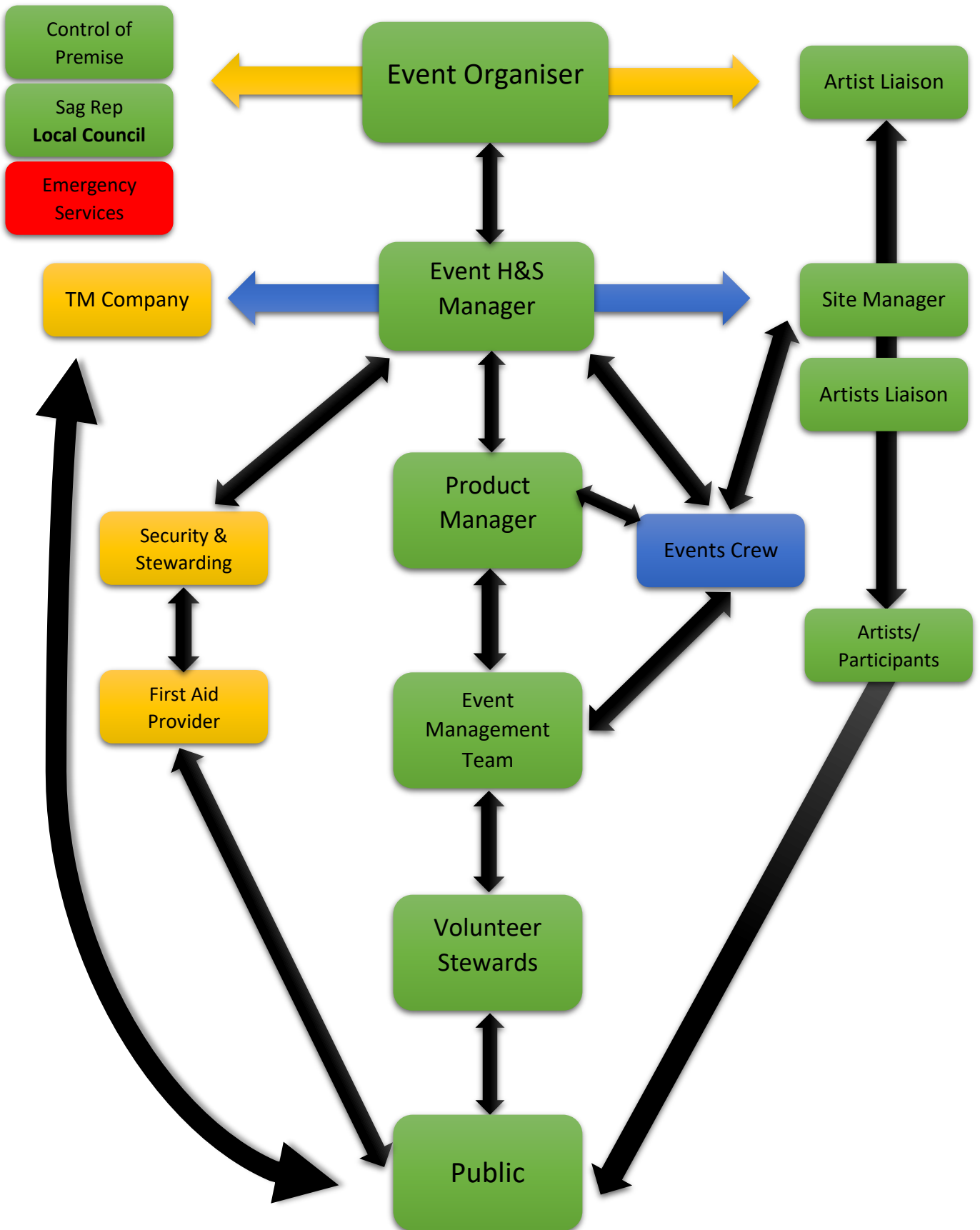
**AA Signage and maps – please see attached.**

## Appendix C - Risk Assessments

Risk Assessment			
Location	GFI event Services Ltd	Date of Assessment	15 <sup>th</sup> January 2018
Department	Operations.	Reference Number	Chalke Valley History Festival
Activity/Hazard to be Assessed		Persons at Risk/Affected by Hazard (Hi-lite make BOLD)	
Marshalling of Vehicles		<u>Primary:</u>	<u>Others:</u> (Please specify e.g. delivery personnel, pregnant women, young persons)
Specific Hazards			
Injury arising from road traffic movement Inclement weather			
Existing Control Measures already in place		Identify Risk Factor prior to Control Measures being in Place	
		<b>MEDIUM</b>	
		Risk Factor :	3 X 4 = 12
		<b>RISK FACTOR CALCULATOR</b> (Risk Factor = Probability x Severity)	
		SCORE: 1 to 7 = LOW 8 to 14 = MEDIUM 15 to 25 = HIGH	
		<b>Probability</b>	<b>Severity</b>
		1-Highly unlikely	1-Trivial injury (no first aid)
		2-Possible	2-Minor injury (1 <sup>st</sup> aid required)
		3-Probable	3-Major injury (A+E/hospital action)
		4-Likely	4-Major to many (persons)
		5-Inevitable	5-Death (1 or more persons)
<ul style="list-style-type: none"> <li>All marshals to be briefed and trained in road traffic movement. This is to include road traffic routes, parking arrangements and 'get out' of vehicles after an Event.</li> <li>All marshals to act under supervision of a trained supervisor.</li> <li>Confrontation with drivers / passengers / pedestrians to be avoided.</li> <li>Appropriate High-viz PPE to be worn by marshals at all times.</li> <li>Sufficient rest periods to be provided to prevent over tiredness / exhaustion</li> <li>When necessary sun-block, refreshments to be provided to negate heat related illnesses.</li> <li>Supervisors to periodically check marshals to ensure all is well.</li> <li>Consumption of alcohol / drugs likely to affect performance is prohibited</li> <li>Marshals must not standing in front of the vehicle during parking operations – stand at side of vehicle and be clearly visible to the driver.</li> <li>Full wet weather PPE issued to all staff.</li> </ul>			

<b>Protective or Further Control Measures required (include PPE)</b>	<b>Final Risk Factor – Control Measures in Place LOW</b>	
<ul style="list-style-type: none"> <li>• Hi Viz clothing to be worn.</li> <li>• Wands to be used as appropriate</li> <li>• Radios to be used throughout operation to keep marshals informed of traffic flow, volume etc.</li> </ul>	<b>Final Risk Factor:</b>	<b>1 X 3 = 3</b>
	Notes:	
<b>Are additional Control Measures required?</b>	<i>Note: if the risk remains 'high' (scoring 15+) and all possible controls are in place, a 2<sup>nd</sup> Manager's signature is required if the work is to be carried out</i>	
Yes one way TMO in place		
<b>Assessor to Print Name &amp; Sign below</b>	<b>Print Name &amp; Sign below (2<sup>nd</sup> Signature only if required)</b>	
Marty Jones 		
This Assessment is valid for up to 12 months or until the activity or hazard changes at which point it will be subject to review	<i>Date for re-view</i>	Mar 2018

### 5. Organisation / Hierarchy of Controls (Event)



## 6. Important Contact Names and Numbers

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]
[REDACTED]		[REDACTED]
[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]

Site Landline Numbers - TBC

### 7. Emergency Plan

In the event of an emergency that requires evacuation of all or part of the site, the Project Manager, Production Manager and Event H&S Advisor will liaise with all managers on site. This meeting will use Dynamic Risk Assessment to quickly establish the level of threat to the safety of all in the area and seek to identify suitable evacuation points for the public and staff on site.

This would then be communicated to security and stewards and a controlled evacuation would take place if required, where possible utilising the PAs and hand-held megaphones if appropriate.

Closer to the event it may be prudent for the event to have a series of code-words which will alert staff to particular situations without unnecessarily alarming the public. (see below)

[Redacted text block]

An emergency on site will become a major incident if resources on site and availability to the event management team are out-stripped by the nature or scale of the emergency. Please see below description of major incident.

In the event of any emergency being deemed a major incident, control of the event will be surrendered to the Police and cascaded upwards to the emergency service that takes control of the situation. Currently the mechanism for this action will be a 999 call; however, it may be that a Police officer is stationed on site for this type of liaison duty.

In the event of a major incident, preservation of life will be the first priority of all involved and all contractors and staff will be expected to cooperate with the wishes of the emergency services. In this situation, the Event Management team will liaise with the Police and Emergency Planning Depts.' media and communications departments and ensure that they are connected with any media outlet from the agency controlling the incident. Any large incident will almost certainly be picked up and broadcast by the media invited to site for the event.

The intention throughout is to ensure that, wherever practicable, the event is self-sufficient but, should on site resources be outstripped, any actions taken should dove-tail with the current emergency planning in the local area.

We may be using the following code words on radio comms:

[Redacted code words]

[Redacted text block]

[REDACTED]

The reason for using these code words is to ensure that all staff understand exactly what the nature of any particular threat may be and also to prevent members of the public overhearing radio messages leading to conjecture and possible panic.

### **Major Incident Description**

The term 'major incident' is an emergency services and emergency planning term used to describe an emergency that requires the implementation of special arrangements by one or more of the emergency services, and generally includes the involvement, either directly or indirectly of large numbers of people. It may also involve other agencies such as Local Authorities, National Health Service, Environment Agency, Military and Voluntary agencies.

The declaration of a major incident by one of the named agencies above allows the release of additional resources in order to respond to and manage the emergency whatever it may be.

A major emergency may require:

- The initial treatment, rescue and transportation of a large number of casualties
- The involvement either directly or indirectly of large numbers of people
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually made to police
- The need for large scale combined resources of the Police, Fire and Rescue Service and Ambulance Service.
- The mobilisation and organisation of the emergency services and partner organisations, for example, a local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

For specific health purposes, a major incident may be defined as:

"Any occurrence which presents a serious threat to the health of the community, disruption to the service, or causes (or is likely to cause) such members or types of casualties as to require special arrangements to be implemented by hospitals, ambulance services or health authorities."

The Civil Contingencies Act of 2004 has defined a new definition of Emergency as;

- An event or situation which threatens serious damage to human welfare in a place in the UK
- An event or situation which threatens serious damage to the environment of a place in the UK
- War or terrorism which threatens serious damage to the security of the UK.

### **SCALE DOWN CRITERIA:**

Risk assessments and planning for the event have in the main dealt with the mechanisms for setting up the event and operation of the event. Set out below are some criteria/incidents that may be used to initiate a scaling down of the event and/or a complete postponement or cancellation of the event.

We will use the website [www.metcheck.com](http://www.metcheck.com) for meteorological information and will have an anemometer on site.

CRITERIA OR INCIDENT	NATURE OF THREAT	EFFECT ON EVENT	DECISION MAKING
Weather: wind exceeding permitted speeds (info from contractors)	Danger to structures on site	1. Stage dismantled 2. Postpone or stop the event	Terry Barratt
Weather: Heavy rainfall	1. Danger to pedestrians 2. Wet Fields 3. Wet equipment	1. Stop or delay event while waiting for change 2. Muddy Ground 3. Protect electrics	TB
Police Intelligence: Terrorist Threat	Threat to all attending event	1. Stop, delay or postpone event 2. Invoke procedures for evacuation	Police
Major Incident: local to this area	Loss of Emergency services resources	1. Delay event 2. Stop event	Police
Civil Emergency	Loss of Emergency services	1. Delay Event 2. Stop Event	Police
Livestock issues or disease epidemic	E.g. Foot & Mouth or Bird Flu	Unlikely to be an overnight phenomenon – postponement of event	Terry Barratt

Decisions to delay, stop, postpone or cancel the event will be taken in consultation at all levels. Control should have contacts for all live news media to assist in preventing people coming to the event



## 8. Fire Safety

All contractors will provide firefighting equipment (extinguishers) as appropriate to the level of risk their equipment may create on site. All contractors will be requested to produce current fire safety certification and risk assessments for their equipment. Caterers and other traders will be given a minimum expected provision as part of their contract. This will be checked on site by the Event H&S Advisor.

The local Fire Service will be involved as early as possible in the planning of this event and invited to inspect the site if appropriate. In attendance will be Event Fire Solutions providing a CAT 2 4 x 4 fire appliance fully kitted and spec out to meet CAA requirements with a crew of 3. Our contact is Tony Whiting [REDACTED] – [REDACTED]

The highest level of fire risk for this event will be:

Diesel fuel from the generators catching fire. (Reputable company, bunded tanks and regularly maintained generators)

Electrical fires (all equipment on site will be visually inspected and be part of an ongoing maintenance and inspection regime).

Grass fires (all grass cuttings will be collected, well managed fields, no open fires)

BBQ (no open fires other than in the re-enactment performance, will be permitted).

Arson (security and stewarding presence at all times).

Battle Re-enactment society (managed fires at Farmer's discretion - see below).

Marquees and Caterers to have a safe distance between them to reduce risk of fire spread.

A number of fire extinguishers commensurate with the risk will be provided.

### **Marquee, Carpet and Linings – Fire Retardant**

Check accreditation from marquee hire company.

### **Limit obstructions**

Chairs all clipped together to limit movement, falling over causing an obstruction.

All cabling to be placed above doorways or below floor level.

Stewards to keep all exits clear from obstructions and members of the public

### **Aisle Widths**

All aisles and gangways to exceed the recommended 1.05m width.

Distance between the back of 1 seat to the front of the seat behind will be more than the recommended 305mm.

No seat to be seven seats away from a gangway.

### **Fire Exits**

Fire exit locations to be calculated therefore not exceeding the suggested travel distances.

Fire exits signs to be prominent and either lit up or self-illuminated.

Fire exit widths in accordance to regulations

Marquee fire exits that do not contain solid doors will be a velcro canvas panel that opens when pushed or a manned canvas opening with a curtain action.

All fire exits to be manned.

### **Staff Training**

All staff made aware of evacuation procedures and assemble point locations. Further details will be posted in the staff room and on the lanyards worn by all staff.

### **Disability Awareness**

Marquee supervisor to be made aware of any members of public attending with a disability and their location within the marquee.

### **Evacuation Announcements**

Before each talk begins the public are made aware of the evacuation procedures noting fire exit locations and method of raising the alarm used.

### **Suggested Travel Distances**

Any person to the nearest fire exit not to exceed 18 metres.

### **Fire Fighting Equipment**

Appropriate firefighting equipment will be place within the marquee sufficient for the size, capacity and equipment inside.

Each marquee will have a minimum of 2 water and 2 Co2 fire extinguishers.

### **Alerting the Emergency Services**

Marquee supervisors and technical operators, who will be carrying radios, to be in attendance at all times while public are present.

In the case of an emergency they will radio through to event control to alert the emergency services.

### **Emergency Lighting**

Installed emergency lighting to be operated by technical team to illuminate the whole marquee from above.

The re-enactment societies also have additional fire and explosion hazards through the use of black powder for authentic shot, explosions and musket/cannon fire.

Awaiting Mr. Allan/Pike and Shot Ltd application for 2018.

## 9. Medical and First Aid Services

We believe that this event has a rating of 25 on the Event Safety Guides scale of provision. Our medical provider will be St Johns who will provide trained first aiders for the day. (In addition, any SIA security staff provided will also be trained first aiders.) Our scoring of the event allows for the following first aiders:

### First Aid coverage:

Monday - Friday

2 x First Aid Members

1 x Advanced First Aiders

1 x Medium Mobile First Aid & Medical Units

Saturday and Sunday 5 x First Aid Members

1x Advanced First Aider

1x Emergency Transport Attendant Members

1x Medium Mobile First Aid & Medical Units

1x Ambulance Unit

**The nearest Hospital with a large A&E department is: Salisbury District Hospital**  
Odstock Road, Salisbury

Wiltshire, SP2 8BJ Tel: [REDACTED]

First Aid posts will be manned from 0900 to 2330 Monday to Friday and 0900 to 22.30 Saturday and Sunday, with two first aid members in attendance from 2230 to 09.00. First Aid posts will be manned by two first aid members.

We will contact the local NHS trust and ambulance station in the lead up to the event and encourage the responsible authorities to invite the ambulance service to any SAG.

## 10. Bomb Hoax / Terrorist Threat

The Police will be asked to provide their most up to date intelligence reports in the lead up to the event.

Staff should be briefed to be vigilant and to report any suspicious packages to event management. Below is the brief

### Suspicious Items

- Do not touch
- Try to identify owner in the immediate are
- If you think suspicious don't feel embarrassed or think that someone else will do it – REPORT
- Move away to a safe distance, even a small bag move 100m away
- Do not use radio or mobile phone in vicinity of the package

**H – Hidden** deliberately concealed from view

**O – Obviously** suspicious

**T – Typical** is the item typical of what you would expect to find in this location

**The 4 C's**

Clear immediate area

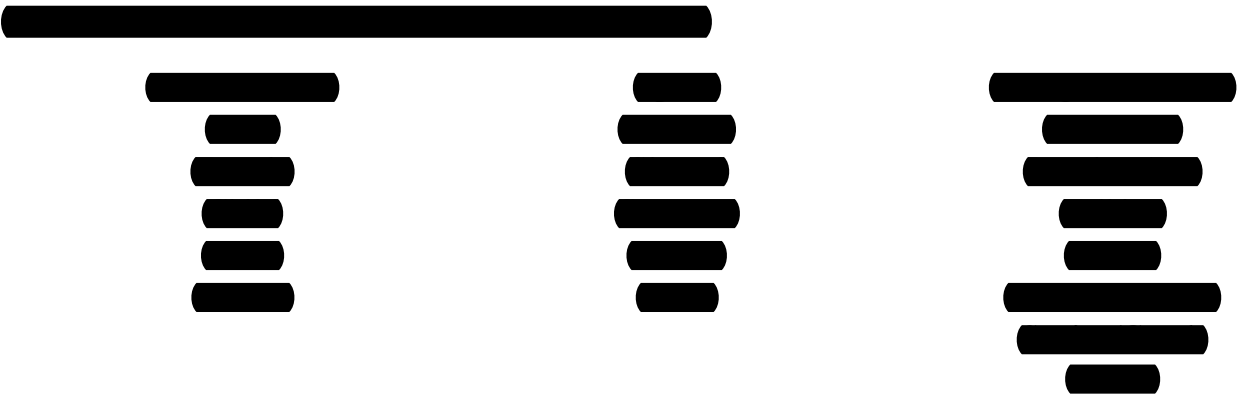
Cordon off the area

Communicate – 999

Control access to area

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]



If a bomb threat is received staff should contact the event manager / event control immediately.

Event Manager / Event H&S will liaise immediately with the Police and be prepared to invoke the event emergency plans.

The Event Manager and stewards will then evacuate the area using the most appropriate procedures and then carry out a search of the area if appropriate.

A Training briefing is given to all staff and volunteers. A copy of this is in the appendix.

We recommend to all staff and volunteers that they download they CitizenAID app onto their mobile phones.

Those that are unable to attend are noted and a video is made available on the staff marquee.

**11. Terror Threat**

*Threat Levels*

Current threat levels can be checked on gov.uk or the MI5 website.

The most significant terror threat comes from al-Qa'ida and associated networks. As the coordinated attacks on London in July 2005 showed, attacks may be mounted without warning.

Northern Ireland-related terrorism continues to pose a treat. Dissident republican terrorist groups (such as the Real IA and the Continuity IRA) have rejected the 1998 Good Friday Agreement. They still aspire to mount attacks within the UK mainland and have conducted attacks within Northern Ireland.

### *STAY SAFE: Terrorist, Firearms and Weapons Attacks*

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack: -

#### **Run**

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

#### **Hide**

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from the gunfire e.g. substantial brickwork/heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock/barricade yourself in
- Move away from the door

#### **Tell**

Call 999 – What do the police need to know?

- Location – where are the suspects
- Direction – where did you last see the suspects
- Descriptions – describe the attacker, numbers, features, clothing, weapons etc.
- Further information – casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

#### **Armed Police Response**

- Follow the officer's instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

## **Officers**

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

## **You must STAY SAFE**

- What are your plans if there where an incident
- What are the local plans? E.g. personal emergency evaluation plan

## 12. Security Policy

### CHALKE VALLEY HISTORY FESTIVAL SECURITY AND STEWARDING POLICY

The security contractors for this event are MJ Events Support.

The management and staff shall therefore have many years previous experience at ensuring safe and secure environments at events. The security advisor, event manager, event safety manager and any representatives from responsible authorities will meet onsite at least once daily throughout the event; hourly or two hourly meetings for the key event management team members will be instigated during the peak periods of the event.

No person under the age of 18 years shall be employed as security or stewarding personnel. The Security contractor will provide both SIA licensed staff and experienced event stewards.

The supervisor will also be tasked with monitoring and deploying any volunteer stewards on site and ensuring that all duties and actions are covered.

This is a low risk event, however the presence of alcohol for sale and the fact that we may wish to deter or eject persons from site mean that some of our staff will need to be experienced SIA staff.

A list of prohibited items will be displayed on our website and on our tickets. There will also be a list of prohibited items at the entrance and on the ticket desks.

### **CHECKING OF SECURITY, UNIFORMS AND LOGS**

#### *Information*

The organiser along with the event safety advisor shall ensure that an appraisal of all security and stewarding requirements is agreed with the Licensing Authority and that the positions, numbers and equipment of security and stewards shall be to the satisfaction of the Licensing Authority, most likely through Safety Advisory Group meetings.

Names, addresses and dates of birth for all non-SIA licensed security and stewarding personnel shall be available to the local Police and the Licensing Authority for checking if requested.

The number of security and stewarding personnel that are employed less than 14 days before the start of the festival, (for example due to other staff falling out), shall be kept to an absolute minimum and shall be notified at the earliest possible opportunity.

#### *Records*

A register of the security and stewards employed on the site shall be kept. Details recorded in the register shall include: the full name of each individual employed, their date of birth, home address, employer, ID number and their signature.

The register shall also contain records of the date, times and location during which the individuals commenced and finished duty. The register shall be retained on the licensed site during the event and shall be available for inspection in the control area and shall also be available after the event for a period of 12 months each year from the organiser or the security contractor.

Records shall be kept of each shift placement throughout the event so that should the need to find out any information from a particular location occur post festival individuals can then be contacted.

#### *Incident log*

All incidents shall be recorded in an approved incident log. The incident log shall be open to inspection by agencies at all times in the control area.

### *Identification*

All security and stewarding personnel shall be readily identifiable to others by means of a tabard or jacket stating the company name and/or job function.

### *SECURITY TRAINING*

The company profile and the training documentation shall be available on request to the Licensing Authority.

Security staff shall be briefed on the policies concerning the admission, exclusion and safeguarding of members of the public whilst in the premises.

### *SIA*

The organisers shall comply with the Private Security Industries Act and the details of SIA licensed personnel shall be included on the security and stewarding deployment schedule as shown in the Event Safety Plan and relating to the enclosed site plan. The final version of the Event Safety Plan shall be provided to the Licensing Authority 14 days prior to the event. All SIA licensed staff shall have their badge details clearly on display at all times. The PSIA are given access to the licensed site under their existing powers.



### **13. Use of Radios / Communication**

Radios will be multi-channel UHF two-way units which will be in place for site management. Security will provide their own radio system using a different frequency but are also contactable via the main system. Chargers will be available at the Event Safety Control and Production area. Mobile phones, using sim cards on a network which is known to have consistent reception in the area will be used as back up. We will also have a BT landline onsite.

There will be a mobile telephone located with the Event Safety Advisor. All responsible authorities and other relevant agencies will be provided with these numbers prior to the event. We are currently looking into a satellite broadband system for the site to increase comms capability.

All stewards will be given a radio. Any staff required to use a radio will be briefed in how to operate it, and the protocol for contacting other members of staff, by their supervisor.

All radio traffic should, where possible, be routed through the control team. This will ensure that the event manager is aware of all incidents major or minor, can allocate resources as appropriate and keep a record of incidents in case of future actions by Police, public or staff.

Event Safety Control is to be managed by Red Kite or other nominated person who is in contact with security, stewards, medical teams, essential services, licensing teams and local authorities, and is also responsible for making public announcements and authorising evacuations.

Radios are an essential communication tool for the event and therefore chatter is to be discouraged.

To send a message:

Depress the talk button; speak your name and position and who your message is for; await a response to your call; when asked to send your message please re-state your name and position and keep the message clear and concise; when your message is complete, listen carefully for instructions or be prepared to give further information. If someone is dealing with your call, there may be a short delay whilst facts are checked, resources are allocated, etc.

Radios are tested daily and spare batteries are available.

Where possible all radios will be provided with an ear-piece; this is important to ensure that sensitive messages are not overheard by members of the public causing misplaced conjecture and panic and so as not to disturb the event.

PA announcements may be used to alert the public to safety, schedule and timing information.

## **14. Information for Disabled Patrons**

Once on site all areas are accessible across grass which should be suitable for all motorised wheelchairs and for wheelchair users with assistance.

Parking for disabled patrons will be as close to the main part of the event arena as possible. There will be accessible toilets at all main toilet points on site.

All venues will have aisles wide enough for wheelchairs and space allocated within the body of the seats for disabled or less abled patrons.

## **15. Welfare Information Sanitation**

Using the Event Safety Guide to devise the number of toilets needed on site we have come up with the following figures based on a capacity of 13000:

4 x Luxury Units

64 x Portable Toilets

3 x Disabled Units

Drinking Water

Water will be supplied by MDT pure water. Wessex Water will check our water supply on a daily basis. Water in troughs will be drained prior to the event.

### **Catering**

There will be a large catering outlet under one canopy on site including late-night refreshments for staff

There will be seven or eight additional catering outlets on site. All catering suppliers to provide documentation including insurances and local authority certification.

### **Information**

There will be an information point on site close to the main entrance

## 16. List of Contractors

Description	Company	Contact Details
Security	MJ Events Support	[REDACTED]
Marquees	Signature Marquees	[REDACTED]
Marquees	DP Marquees	[REDACTED]
Sound, PA, Lighting, Distribution of Power	Fire Bird	[REDACTED]
Radios	DCRS	[REDACTED]
Toilets	Any Occasion	[REDACTED]
Skips	CB Skips	[REDACTED]
Traffic Management	GFi Event Services Ltd	[REDACTED]
Generators, Tower Lights	Rob Blezard	[REDACTED]
Trackway and Fencing	Eve Trackway	[REDACTED]
Wi-Fi	Broadband Junction	[REDACTED]
All electrical installations	Rob Blezard	[REDACTED]
Showers	Any Occasion	[REDACTED]
Water	Pure Water	[REDACTED]

*Contractors' documents are logged with the Event H&S Advisor and are available for inspection on site and as required.*

## **17. Entertainment Schedule**

There is a small jazz band that will play on Friday night & during the weekend when literary talks are not scheduled and there will be a 3-female band singing on Saturday night. The hours scheduled are: -

Friday 09.00 -23.00

Saturday 09.00 – 00.00

Sunday 10.00 – 23.00

## **18. Waste Management**

Bins will be liberally distributed throughout the arenas, especially close to bars and food outlets.

There will be a litter-pick team on site to keep on top of litter.

All waste will be taken away from the arena and placed into covered skips to be taken away after the event for recycling grading.

## **19. Lost Property / Messages**

Any lost items will be logged with Event Control; at the end of the event, event control will arrange for handover of all left items to the Police or other agency as necessary.

Luggage, bags and suspicious packages will not be collected by stewards. If suspicions are raised, then event control should be informed and they will liaise with Security and/or Police to assess the risk to the public in the immediate area, and to the event as a whole.

Anyone who reports lost items should initially be directed to the steward supervisor. Personal details may be taken for lost items that may turn up at a later date; members of the public will be advised to contact the CVHF office after the event. Anyone claiming lost/found items will be made to give proof that the item is theirs to the steward and these details will be logged and given to event control.

Neither Event Control nor stewards will be in a position to take messages from the public. If messages are of a very urgent nature, event control may take a decision to use the PA to pass the message on.

## 20. Campsite

- Suitable and sufficient welfare facilities will be provided at the campsite including fire, stewarding, water supply, toilets, access to medical provisions and shower units.
- The camping area is reasonable well drained and level with the grass cut short to minimise the risk of fire spread. All cut or loose grass will be removed prior to the event to minimize the risk of fire spread.
- All vehicles will be parked separately to the camping area.
- A separate area for caravans and camper vans will be designated away from the tents.
- Speed limit of 5 miles per hour will be in force with supporting signage.
- The campsite is located on an arable field not used for grazing therefore minimizing the risk of animal droppings
- No open fires will be permitted with patrons being advised to keep BBQ's away from tents to avoid carbon monoxide poisoning.
- The campsite will be designed to allow suitable fire separation distances and emergency access lanes will be marked out of 6m width.
- 24hr manager will have access to radio and mobile phone communication to contact security and medical team on site. Also, a loud hailer will be made available for use in an evacuation.
- A disabled toilet with baby changing facilities will be provided.
- Sufficient low-level lighting will illuminate toilets, showers, fire points, control point and pedestrian walkways to the event site.
- The campsite will be secured with solid herras fencing around the perimeter.

## **21. Complaints / Compliments / Comments**

All event staff and stewards should be capable and willing to take complaints, compliments and comments from members of the public and pass them on to event control.

These messages may assist us in improving the event as we go along or may serve as pointers for any debrief that takes place.

A dedicated phone line will be held at the event control. The number for this phone will be distributed to local residents and responsible authorities to report any incidents or actions that may cause a nuisance.

Event Control will have a method for recording these comments.

## APPENDIX

Aviation Safety	Page 80
Marquee Plans	Page 83
Paste Risk Assessments	Page 91
Camping Risk Assessment	Page
AA Signage Schedule	Page 92
Noise Management Plan	Page 124

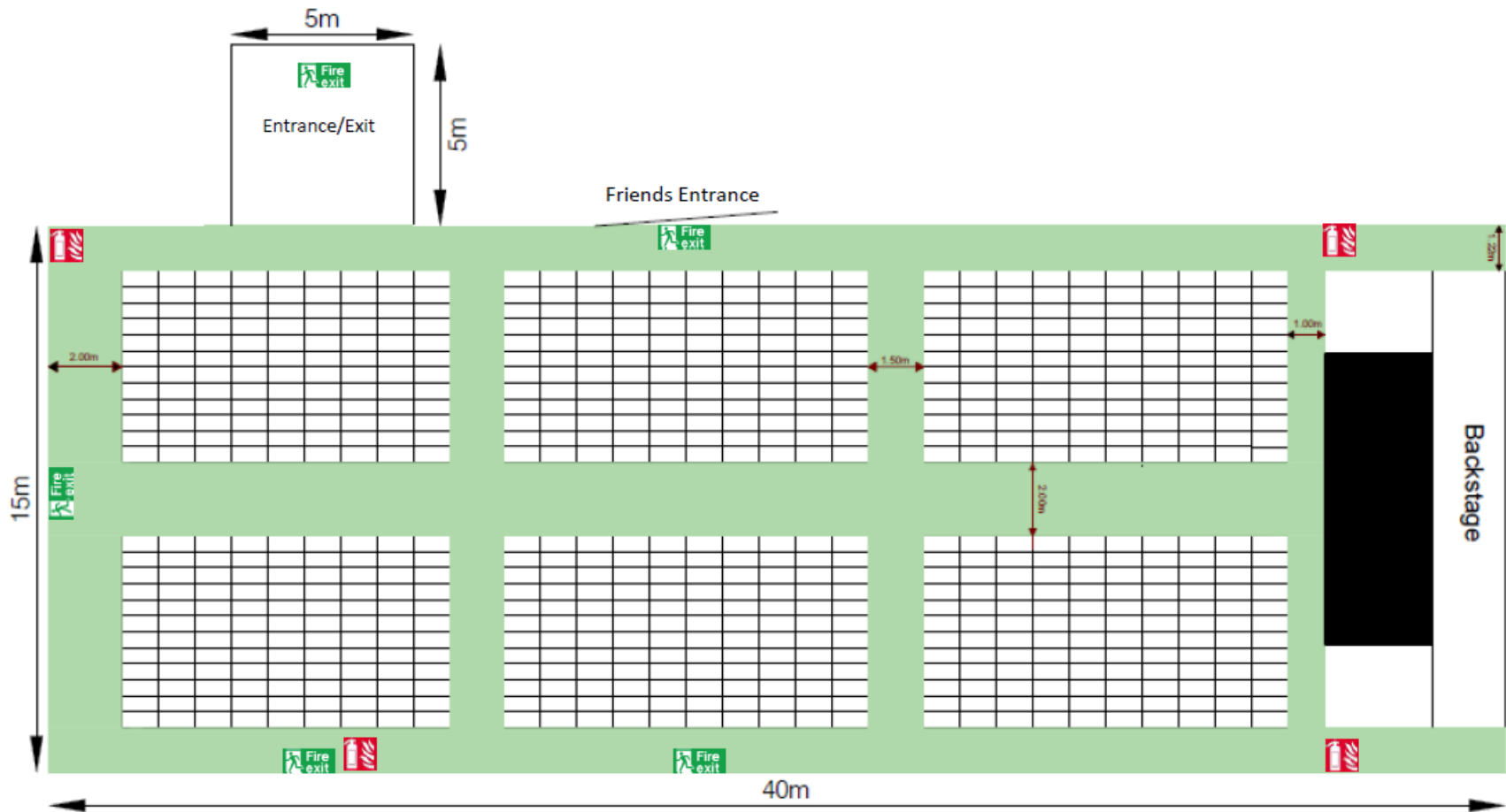






Air Show Flypast plans are being worked on alongside the Civil Aviation Authority

### Hiscox Seating Plan

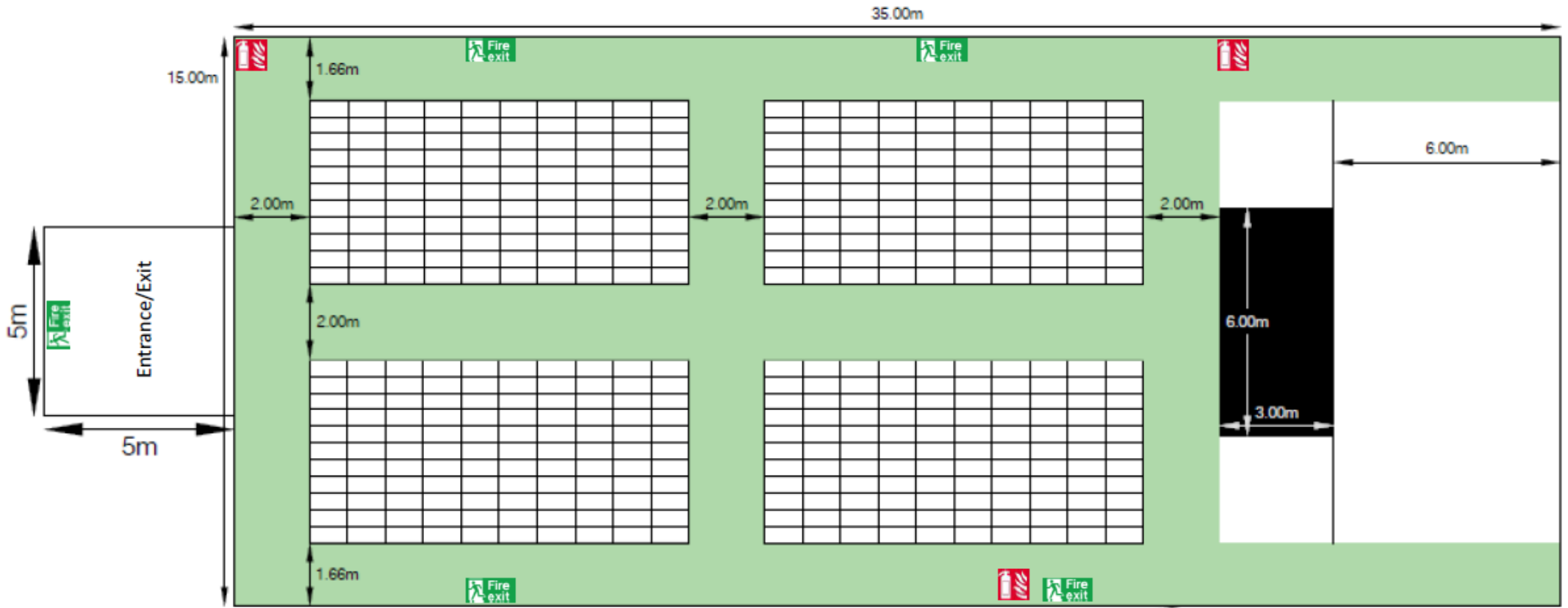


Fire Exits are 5m wide

**1** 650 Seating Plan  
Scale: 7:1@A3

Large Lecture Layout
- Drawing Number
<b>0001</b>
Date:
Scale: AS NOTED
 Red Kite

### NEX Seating Plan



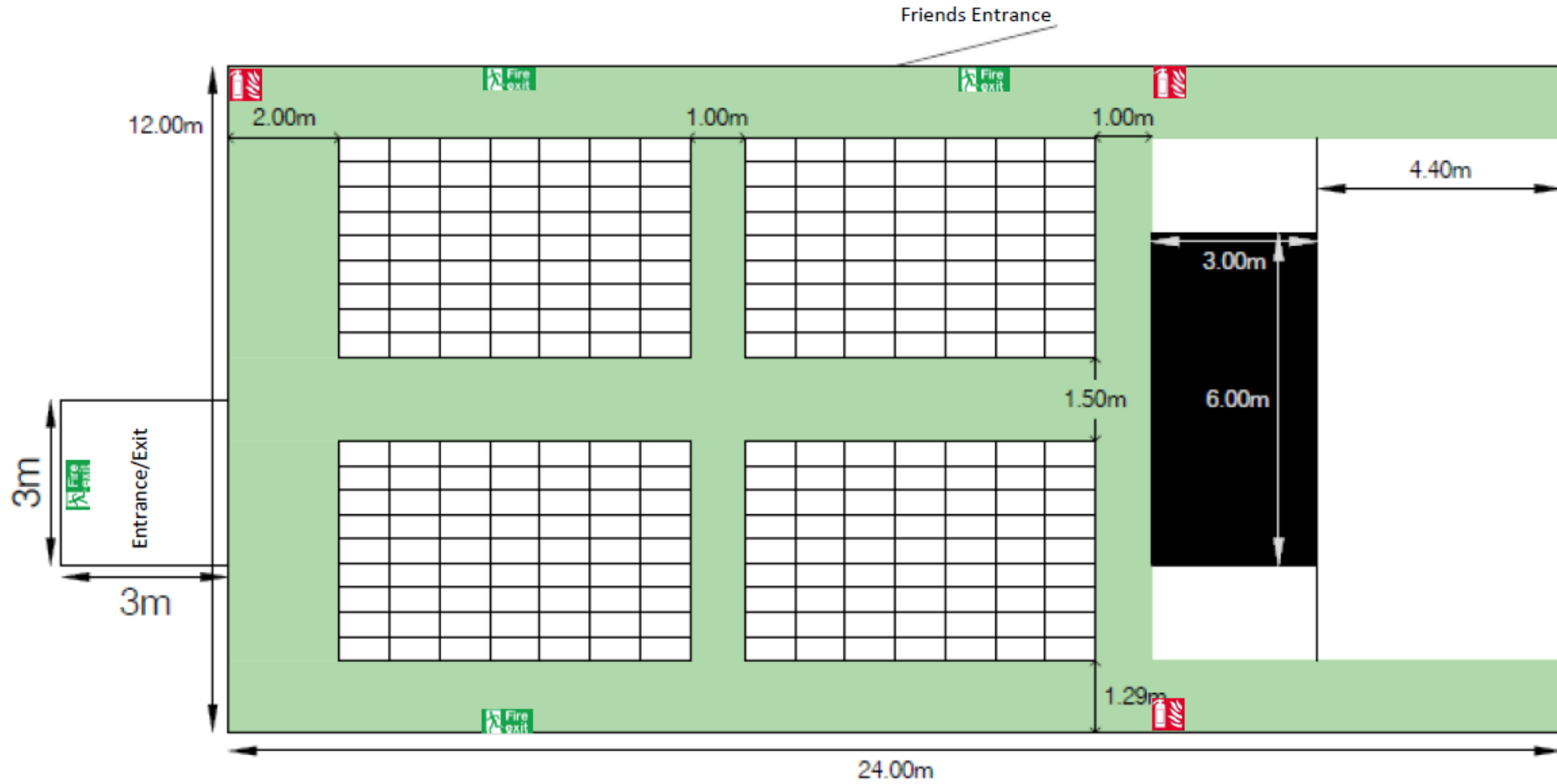
Friends Entrance

Fire Exits are 5m wide

**1** 450 Seating Plan  
Scale: 8:1@A3

Medium Lecture Layout
- Drawing Number <b>0001</b>
Date:
Scale: AS NOTED
Red Kite

### Baillie Gifford Seating Plan

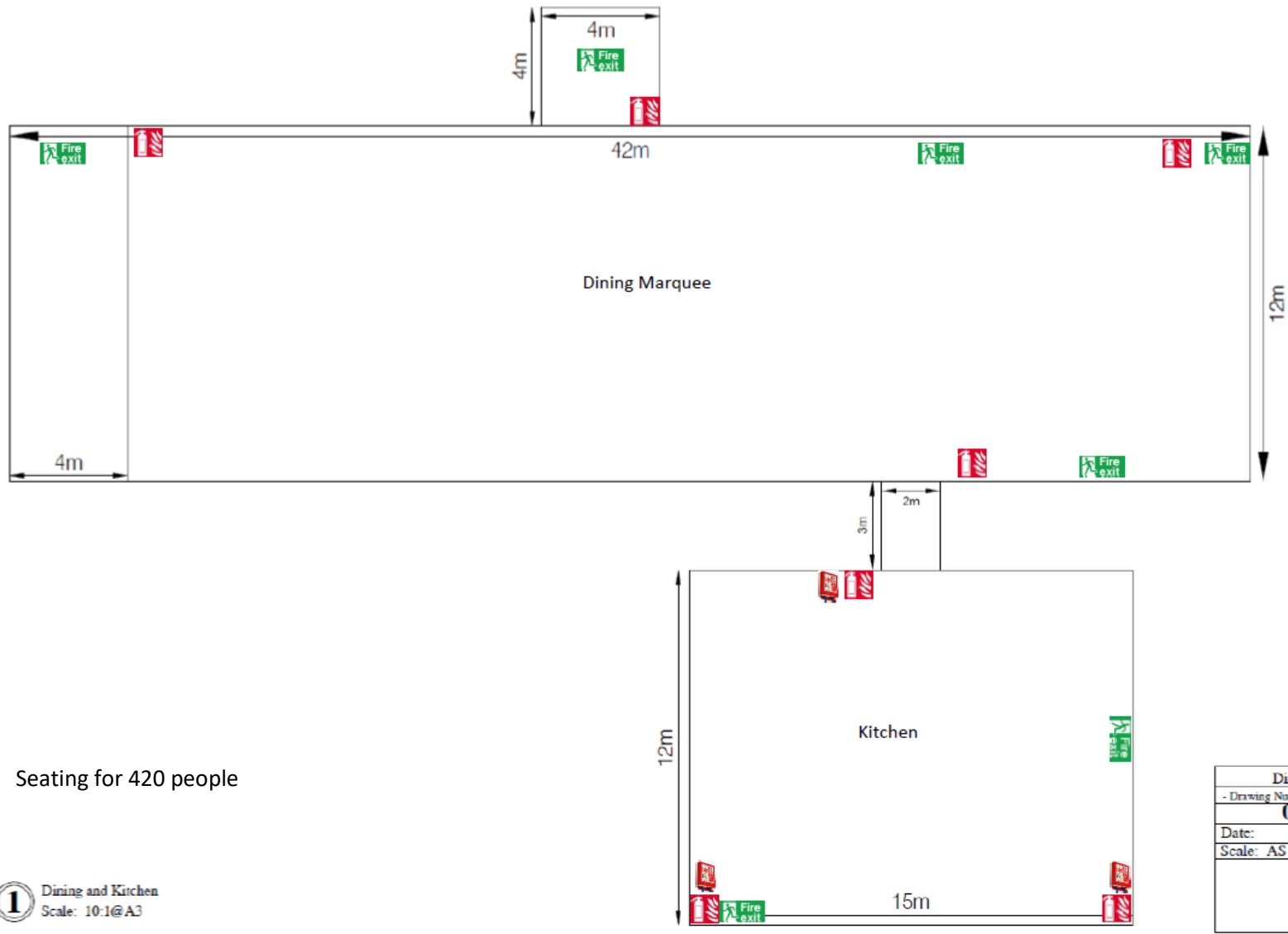


Fire Exits are 3m wide

**1** 250 Seating Plan  
Scale: 11:1@A3

Small Lecture Layout	
Drawing Number	
<b>0001</b>	
Date:	
Scale: AS NOTED	
Red Kite	

### Kitchen and Dining Plan



Seating for 420 people

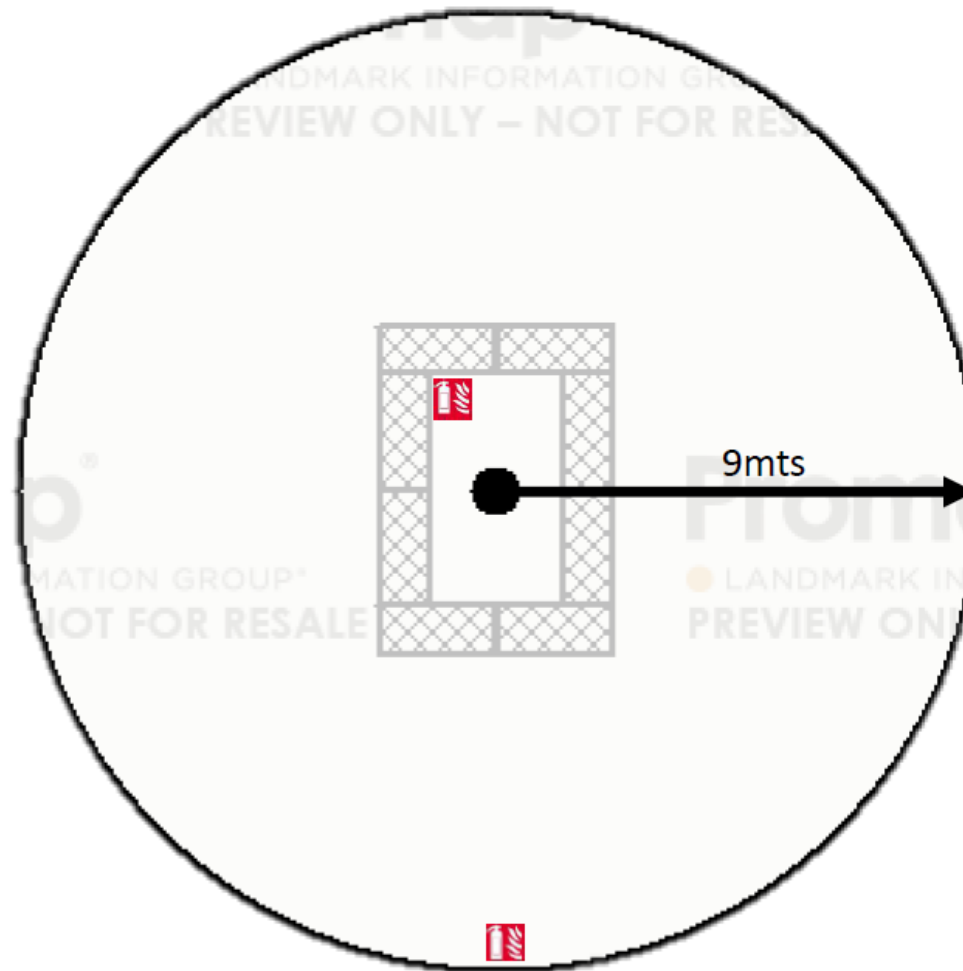
**1** Dining and Kitchen  
Scale: 10:1@A3

Dining and Kitchen
- Drawing Number
<b>0001</b>
Date:
Scale: AS NOTED
Red Kite

### Bar

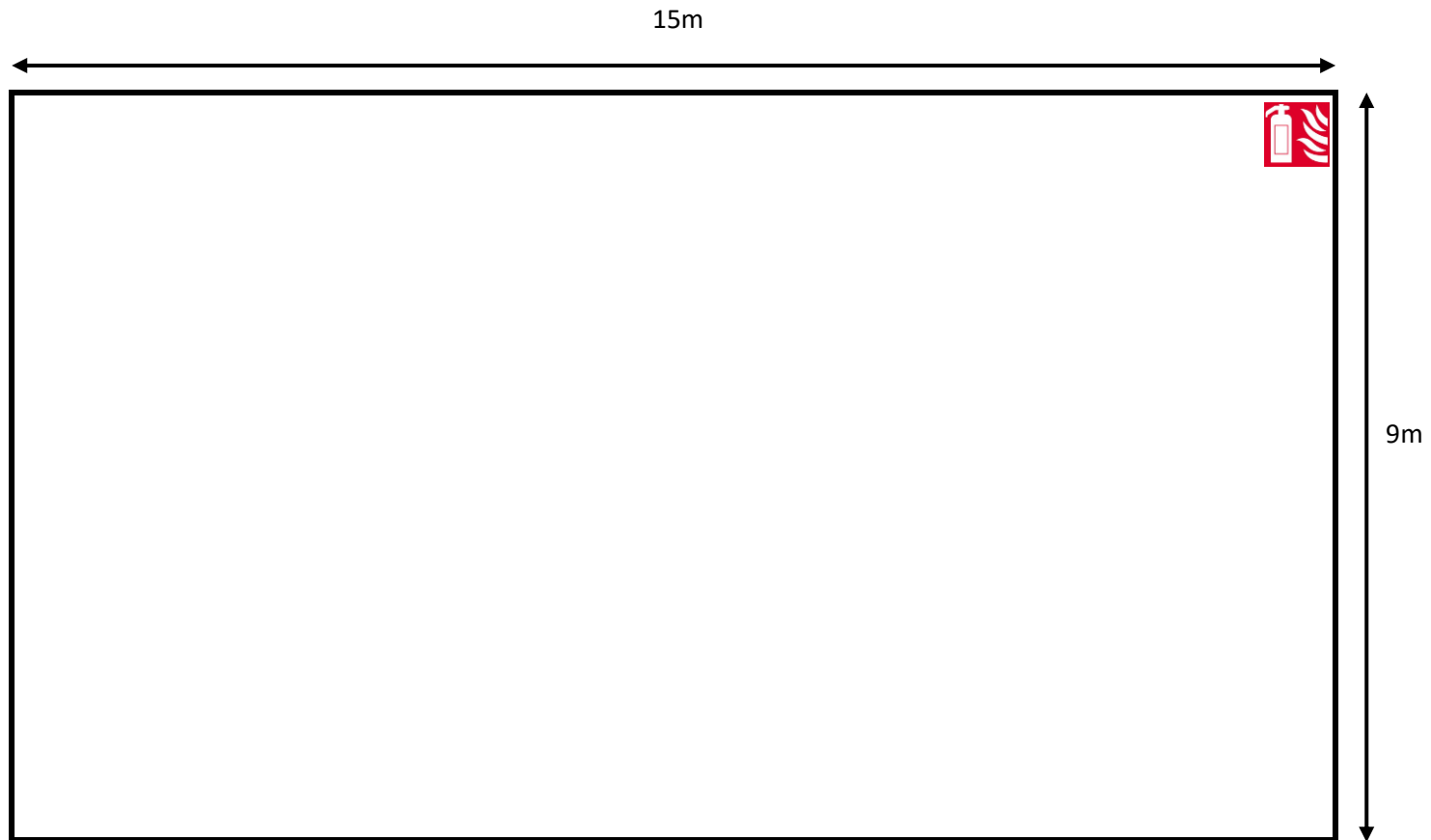
#### Bar

Open sided structure

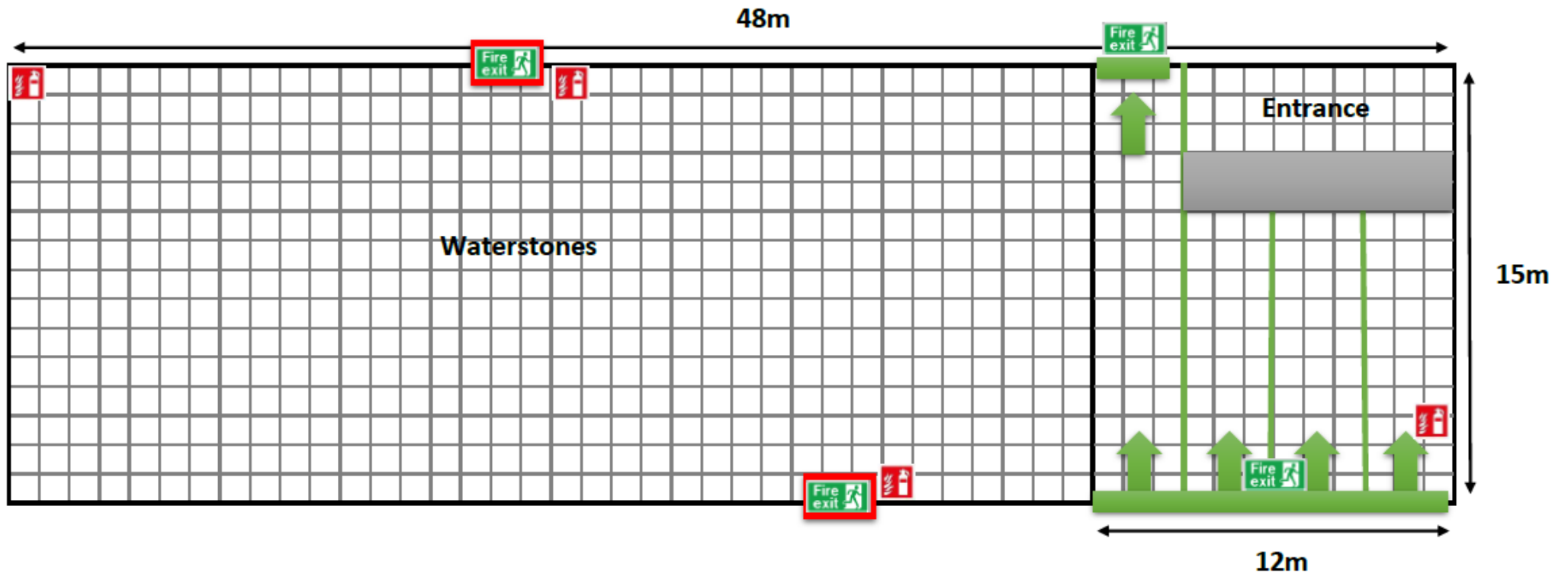




Picnic Tent  
Open sided structure

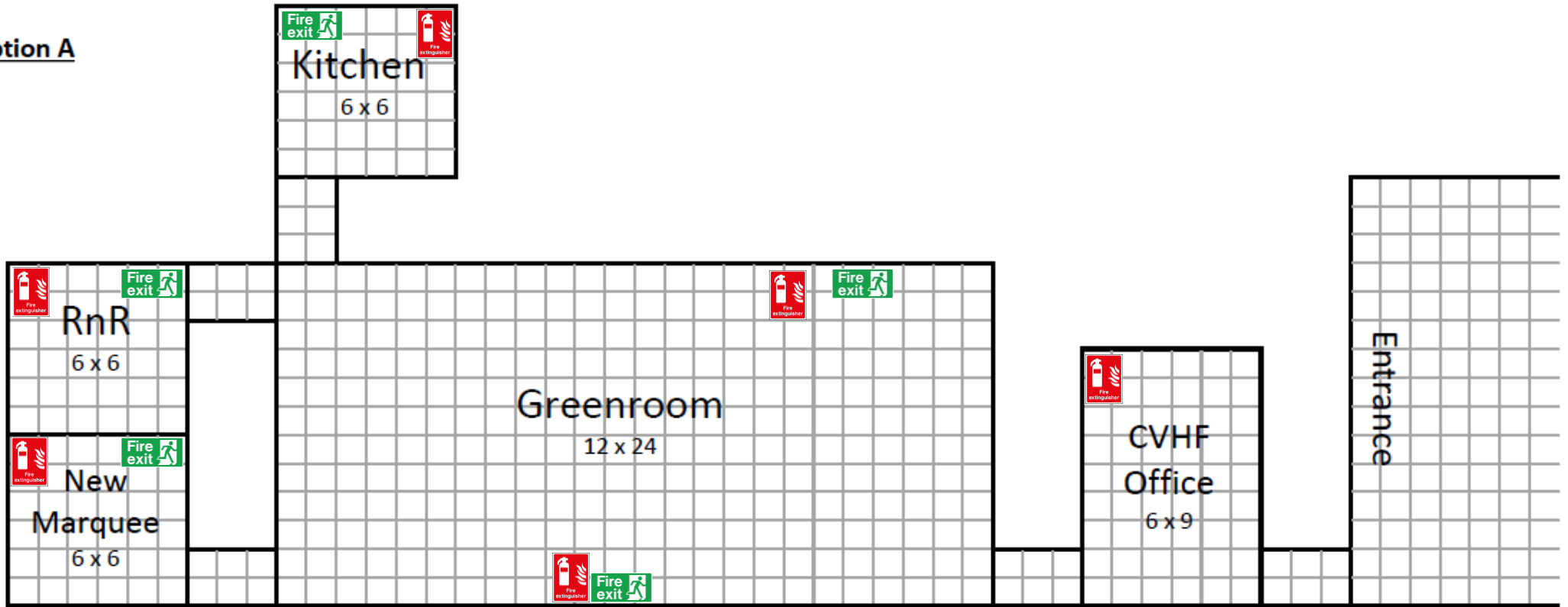


Entrance/Waterstones



# Greenroom

## Option A



Awaiting Pike and Shot Risk Assessments

## AA Sign Schedule

# AA Signs Schedule

Version 1.43

## Event Details

Reference: [REDACTED]

Name: Chalke Valley History Festival advance warnings

Location: Church Bottom Broad Chalke Salisbury

Start Date: 25/06/2018

End Date: 01/07/2018

AA Contact: [REDACTED]

Email Contact: [REDACTED]

## Key to Abbreviations

### Fixing






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

### Fixing Point and Location

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






# AA Signs Schedule

Version 1.43

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
001	1050x750	Long Leg Stand	62.5		Verge N/S High Ln. eastbound after Unnamed Rd. junction.	Wiltshire Highways Southern
002	1050x750	Long Leg Stand	62.5		Verge N/S Unnamed Rd. westbound in adv. Portfield Rd.	Wiltshire Highways Southern
003	1050x1050	Long Leg Stand	62.5		Verge N/S Unnamed Rd. southbound at High Rd. junction.	Wiltshire Highways Southern
004	1050x1050	Long Leg Stand	62.5		Verge N/S School exit westbound in adv. Newtown.	Wiltshire Highways Southern
005	1050x1050	Long Leg Stand	62.5		Verge N/S Manor Farm Cl. eastbound in adv. Newtown.	Wiltshire Highways Southern






# AA Signs Schedule

Version 1.43

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
006	1050x750	Standard leg stand	57.5		Verge N/S Unnamed Rd. southbound at Knighton Rd. junction.	Wiltshire Highways Southern
007	1050x1050	Long Leg Stand	62.5		Verge N/S Knighton Rd. westbound in adv. Newtown.	Wiltshire Highways Southern
008	1050x1050	Long Leg Stand	62.5		Verge N/S Newtown northbound at Bury Ln. junction.	Wiltshire Highways Southern
009	1050x1050	Long Leg Stand	62.5		Verge N/S The Causeway northbound at Bury Ln. junction.	Wiltshire Highways Southern
010	1050x1050	Long Leg Stand	62.5		Verge N/S The Causeway northbound at South St. junction.	Wiltshire Highways Southern

# AA Signs Schedule

Version 1.43

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
011	1050x750	Standard leg stand	57.5		Verge N/S Unnamed Rd. southbound at Newtown junction.	Wiltshire Highways Southern
012	1050x750	Standard leg stand	57.5		Verge N/S Unnamed Rd. southbound at Byway.	Wiltshire Highways Southern
013	1050x750	Standard leg stand	62.5		Verge N/S Ox Drove eastbound at Howgare Rd. junction.	Wiltshire Highways Southern
014	1050x750	Standard leg stand	62.5		Verge N/S Ox Drove northbound at Byway junction.	Wiltshire Highways Southern
015	1050x750	Long Leg Stand	62.5		Verge N/S Howgare Rd. northbound after A354.	Wiltshire Highways Southern



# AA Signs Schedule

Version 1.57

## Event Details

Reference: [REDACTED]

Name: Chalke Valley History Festival

Location: Church Bottom Broad Chalke Salisbury

Start Date: 25/06/2018

End Date: 01/07/2018

AA Contact: [REDACTED]

Email Contact: [REDACTED]

## Key to Abbreviations

### Fixing







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

### Fixing Point and Location

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







# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
001	1050x750	Screwband	62.5		Post N/S Salisbury Rd. eastbound in adv. B3081.	Wiltshire Highways Southern
002	1050x750	Screwband	62.5		LDS N/S A30 eastbound in adv. Dennis Ln.	Wiltshire Highways Southern
003	1050x750	Screwband	62.5		Post N/S A30 eastbound in adv. Unnamed Rd.	Wiltshire Highways Southern
004	1050x750	Screwband	62.5		LDS N/S A30 eastbound in adv. Unnamed Rd.	Wiltshire Highways Southern
005	1050x750	Long Leg Stand	75		Verge N/S Unnamed Rd. southbound in adv. A30.	Wiltshire Highways Southern
006	1050x750	Screwband	75		Post O/S A30 eastbound in adv. Unnamed Rd.	Wiltshire Highways Southern







# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
007	1050x750	Long Leg Stand	75		Verge N/S A30 westbound in adv. Unnamed Rd.	Wiltshire Highways Southern
008	1050x750	Screwband	75		Post N/S A36 eastbound in adv. A30 R/bout.	Highways England SW
009	1050x750	Screwband	75		LDS N/S A36 eastbound in adv. A3094.	Highways England SW
010	1050x750	Long Leg Stand	75		Verge N/S A3094 southbound in adv. Unnamed Rd.	Wiltshire Highways Southern
011	1050x750	Screwband	75		LDS N/S A3094 westbound in adv. Unnamed Rd.	Wiltshire Highways Southern
012	1050x750	Screwband	75		LDS N/S A36 westbound in adv. A3094.	Highways England SW







# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
013	1050x750	Screwband	75		LDS N/S A30 southbound in adv. A36 R/bout.	Wiltshire Highways Southern
014	1050x750	Screwband	75		LDS N/S A36 southbound in adv. Churchill Way R/bout.	Highways England SW
015	1050x750	Screwband	62.5		LDS N/S A36 westbound in adv. Churchill Way R/bout.	Highways England SW
016	1050x750	Screwband	62.5		LDS N/S Churchill Way southbound in adv. New Bridge Rd. R/ bout.	Wiltshire Highways Southern
017	1050x750	Screwband	62.5		LDS N/S New Bridge Rd. southbound in adv. A3094 R/ bout.	Wiltshire Highways Southern
018	1050x750	Screwband	62.5		LDS O/S New Bridge Rd. R/bout. southbound at A354 exit.	Wiltshire Highways Southern

# AA Signs Schedule

Version 1.57





Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
019	1050x750	Screwband	62.5		LDS N/S Downton Rd. westbound in adv. A354.	Wiltshire Highways Southern
020	1050x750	Screwband	62.5		Post N/S Coombe Rd. southbound in adv. Odstock Rd. R/bout.	Wiltshire Highways Southern
021	1050x750	Screwband	75		LDS N/S Salisbury Rd. southbound in adv. Drove Ln.	Wiltshire Highways Southern
022	1050x750	Screwband	75		LDS O/S Salisbury Rd. southbound at Drove Ln. junction.	Wiltshire Highways Southern
023	1050x750	Long Leg Stand	75		Verge N/S Blandford Rd. northbound in adv. Drove Ln.	Wiltshire Highways Southern
024	1050x750	Screwband	75		LDS N/S Blandford Rd. northbound at Drove Ln. junction.	Wiltshire Highways Southern

# AA Signs Schedule Version 1.57






Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
025	1050x750	Long Leg Stand	75		Verge N/S Unnamed Rd. westbound in adv. Unnamed Rd.	Wiltshire Highways Southern
026	1050x750	Long Leg Stand	75		Verge O/S Unnamed Rd. southbound in adv. Unnamed Rd.	Wiltshire Highways Southern
027	1050x750	Long Leg Stand	75		Verge O/S Unnamed Rd. westbound in adv. Harvest Ln.	Wiltshire Highways Southern
028	1050x750	Standard leg stand	62.5		Verge N/S Unnamed Rd. southbound at Unnamed Rd. junction.	Wiltshire Highways Southern
029	1050x750	Screwband	75		LDS N/S High Rd. westbound in adv. Unnamed Rd.	Wiltshire Highways Southern
030	600	Long Leg Stand	100		Verge N/S Unnamed Rd. southbound at High Rd. junction.	Wiltshire Highways Southern

# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
031	600	Long Leg Stand	100		Verge O/S Unnamed Rd. southbound at High Rd. junction.	Wiltshire Highways Southern
032	600	Long Leg Stand	100		Verge N/S Newtown northbound at School junction.	Wiltshire Highways Southern
033	600	Long Leg Stand	100		Verge O/S Newtown northbound at School junction.	Wiltshire Highways Southern
034	600	Standard leg stand	100		Verge O/S Newtown southbound at School junction.	Wiltshire Highways Southern






**AA****Signs Schedule***Version 1.57*

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
035	600	Long Leg Stand	100		Verge N/S Newtown southbound at School junction.	Wiltshire Highways Southern
036	600	Long Leg Stand	100		Verge O/S Newtown southbound at School junction.	Wiltshire Highways Southern
037	600	Standard leg stand	100		Verge O/S Newtown southbound facing Manor Farm Close junction.	Wiltshire Highways Southern
038	1050x750	Standard leg stand	75		Verge N/S Newtown southbound in adv. Knighton Rd.	Wiltshire Highways Southern
039	600	Long Leg Stand	100		Verge N/S Newtown northbound in after Knighton Rd.	Wiltshire Highways Southern








# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
040	600	Long Leg Stand	100		Verge O/S Newtown northbound in after Knighton Rd.	Wiltshire Highways Southern
041	1050x750	Standard leg stand	62.5		Verge N/S Knighton Rd. eastbound at Newtown junction.	Wiltshire Highways Southern
042	600	Standard leg stand	100		Verge N/S Knighton Rd. westbound at Newtown junction.	Wiltshire Highways Southern
043	600	Long Leg Stand	100		Verge N/S Newtown southbound after Knighton Rd.	Wiltshire Highways Southern
044	600	Long Leg Stand	100		Verge O/S Newtown southbound after Knighton Rd.	Wiltshire Highways Southern






# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
045	600	Long Leg Stand	100		Verge N/S Newtown eastbound after The Causeway.	Wiltshire Highways Southern
046	600	Long Leg Stand	100		Verge O/S Newtown eastbound after The Causeway.	Wiltshire Highways Southern
047	1050x750	Standard leg stand	62.5		Verge N/S Unnamed Bridleway southbound at Bury Ln. junction.	Wiltshire Highways Southern
048	1050x1050	Long Leg Stand	62.5		Verge N/S Bury Ln. westbound in adv. Main Gate.	Wiltshire Highways Southern
049	1050x750	Standard leg stand	100		Verge N/S Main Gate Exit Traffic in adv. Bury Ln.	Wiltshire Highways Southern







# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
050	1050x750	Long Leg Stand	62.5		Verge N/S Bury Ln. westbound in adv. Bulls Ln.	Wiltshire Highways Southern
052	1050x1050	Long Leg Stand	62.5		Verge N/S Howgare Rd. southbound in adv. car park.	Wiltshire Highways Southern
053	1050x750	Standard leg stand	100		Verge N/S At exit to Car Park.	Wiltshire Highways Southern
055	1050x750	Long Leg Stand	62.5		Verge. N/S Howgare Rd. southbound in adv. Camping.	Wiltshire Highways Southern
056	1050x750	Standard leg stand	100		Verge N/S Exit of Horses and Camping.	Wiltshire Highways Southern







# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
061	600	Long Leg Stand	100		Verge N/S A354 southbound in adv. Howgare Rd.	Hampshire Council All Areas
062	1050x750	Long Leg Stand	75		Verge N/S A354 southbound in adv. Howgare Rd.	Hampshire Council All Areas
063	1050x750	Screwband	62.5		Verge N/S B3081 westbound in adv. A354.	Dorset County Council Blandford
064	1050x750	Screwband	75		LDS N/S A354 northbound in adv. B3081 R/bout.	Dorset County Council Blandford
065	1050x750	Standard leg stand	62.5		Verge N/S B3081 westbound at A345 R/bout exit.	Dorset County Council Blandford
066	1050x750	Standard leg stand	75		Verge N/S B3081 eastbound in adv. Dean Ln.	Dorset County Council Blandford






# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
067	1050x750	Standard leg stand	62.5		Verge N/S Dean Ln. northbound at B3081 junction.	Dorset County Council Blandford
068	1050x750	Screwband	62.5		LDS N/S B3081 eastbound in adv. A354 R/bout.	Dorset County Council Blandford
069	1050x750	Screwband	75		LDS N/S A354 northbound in adv. Unnamed Rd.	Dorset County Council Blandford
070	600	Long Leg Stand	100		Verge N/S A354 northbound in adv. Howgare Rd.	Hampshire Council All Areas
071	1050x750	Long Leg Stand	75		Verge N/S A354 northbound in adv. Howgare Rd.	Hampshire Council All Areas
073	1050x750	Screwband	75		Verge N/S A354 northbound in adv. Howgare Rd.	Hampshire Council All Areas





# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
078	1050x1050	Long Leg Stand	62.5		Verge N/S Howgare Rd. northbound in adv. Camping.	Wiltshire Highways Southern
079	1050x750	Long Leg Stand	62.5		Verge N/S Howgare Rd. northbound in adv. Car Park.	Wiltshire Highways Southern
080	1050x750	Standard leg stand	62.5		Verge N/S Bulls Ln. northbound at Bury Ln. Junction.	Wiltshire Highways Southern
081	1050x750	Standard leg stand	100		Verge N/S Bury Ln. eastbound in adv. The Couseway.	Wiltshire Highways Southern
082	600	Long Leg Stand	100		Verge N/S The Couseway northbound at Bury Ln. junction.	Wiltshire Highways Southern







# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
083	600	Long Leg Stand	100		Verge O/S The Couseway northbound at Bury Ln. junction.	Wiltshire Highways Southern
084	600	Standard leg stand	100		Verge N/S The Couseway westbound facing farm gates.	Wiltshire Highways Southern
085	600	Standard leg stand	100		Verge N/S The Couseway westbound facing farm gates.	Wiltshire Highways Southern
086	600	Long Leg Stand	100		Verge N/S The Couseway southbound at South St. junction.	Wiltshire Highways Southern

# AA Signs Schedule



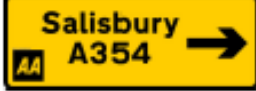




Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
087	600	Long Leg Stand	100		Verge O/S The Causeway southbound at South St. junction.	Wiltshire Highways Southern
088	1050x750	Standard leg stand	62.5		Verge N/S Bulls Ln. southbound at South St. Junction.	Wiltshire Highways Southern
089	600	Long Leg Stand	62.5		Verge N/S South St. eastbound in adv. The Causeway.	Wiltshire Highways Southern
090	1050x450	Standard leg stand	75		Verge N/S South St. eastbound in adv. The Causeway.	Wiltshire Highways Southern
091	1050x750	Standard leg stand	62.5		Verge N/S South St. northbound facing The Causeway.	Wiltshire Highways Southern
092	1050x450	Standard leg stand	62.5		Verge N/S The Causeway northbound in adv. High Rd.	Wiltshire Highways Southern








# AA Signs Schedule

Version 1.57




Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
093	1050x750	Standard leg stand	75		Verge N/S The Causeway northbound in adv. High Rd.	Wiltshire Highways Southern
094	1050x750	Standard leg stand	62.5	 	Verge N/S The Causeway northbound in adv. High Rd.	Wiltshire Highways Southern
095	1050x750	Standard leg stand	75		Verge N/S Unnamed Rd. eastbound in adv. High Ln.	Wiltshire Highways Southern
096	1050x750	Screwband	75		Post N/S Unnamed Rd. southbound in adv. High Ln.	Wiltshire Highways Southern
097	1050x750	Long Leg Stand	75		Verge N/S High Ln. eastbound in adv. Chalk Pyt Rd.	Wiltshire Highways Southern
098	1050x750	Long Leg Stand	75		Verge N/S North St. eastbound I adv. The Causeway.	Wiltshire Highways Southern

# AA Signs Schedule

Version 1.57

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
099	1050x750	Long Leg Stand	75		Verge N/S High Rd. eastbound in adv. Unnamed Rd.	Wiltshire Highways Southern
100	1050x450	Standard leg stand	75		Verge N/S High Rd. eastbound in adv. Unnamed Rd.	Wiltshire Highways Southern
101	600	Standard leg stand	100		Verge Centre. Byway southbound at Knighton Rd. junction.	Wiltshire Highways Southern
102	600	Standard leg stand	100		Verge Centre. Byway southbound at Newtown junction.	Wiltshire Highways Southern
103	600	Standard leg stand	100		Verge Centre. Ox Drove eastbound at Howgare Rd. junction.	Wiltshire Highways Southern

**AA****Signs Schedule***Version 1.57*

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
104	600	Standard leg stand	100		Verge Centre. Ox Drove northbound at junction.	Wiltshire Highways Southern
105	1050x750	Screwband	75		LDS N/S A3094 southbound at Unnamed Rd. junction.	Wiltshire Highways Southern
106	1050x750	Standard leg stand	62.5		Verge N/S Howgare Rd. southbound in adv. A345.	Hampshire Council All Areas



# Signs Maps

Version 1.43

## Event Details

Reference: [REDACTED]

Name: Chalke Valley History Festival advance warnings

Location: Church Bottom Broad Chalke Salisbury

Start Date: 25/06/2018

End Date: 01/07/2018

AA Contact: [REDACTED]

Email Contact: [REDACTED]

## List of Maps

Sign 1 .....	2
Sign 2 .....	3
Signs 3-5 .....	4
Sign 6 .....	5
Signs 7-12 .....	6
Signs 13,15 .....	7
Sign 14 .....	8
Overview Map .....	9



**AA** Signs Maps Version 1.43

Map Name: Sign 1

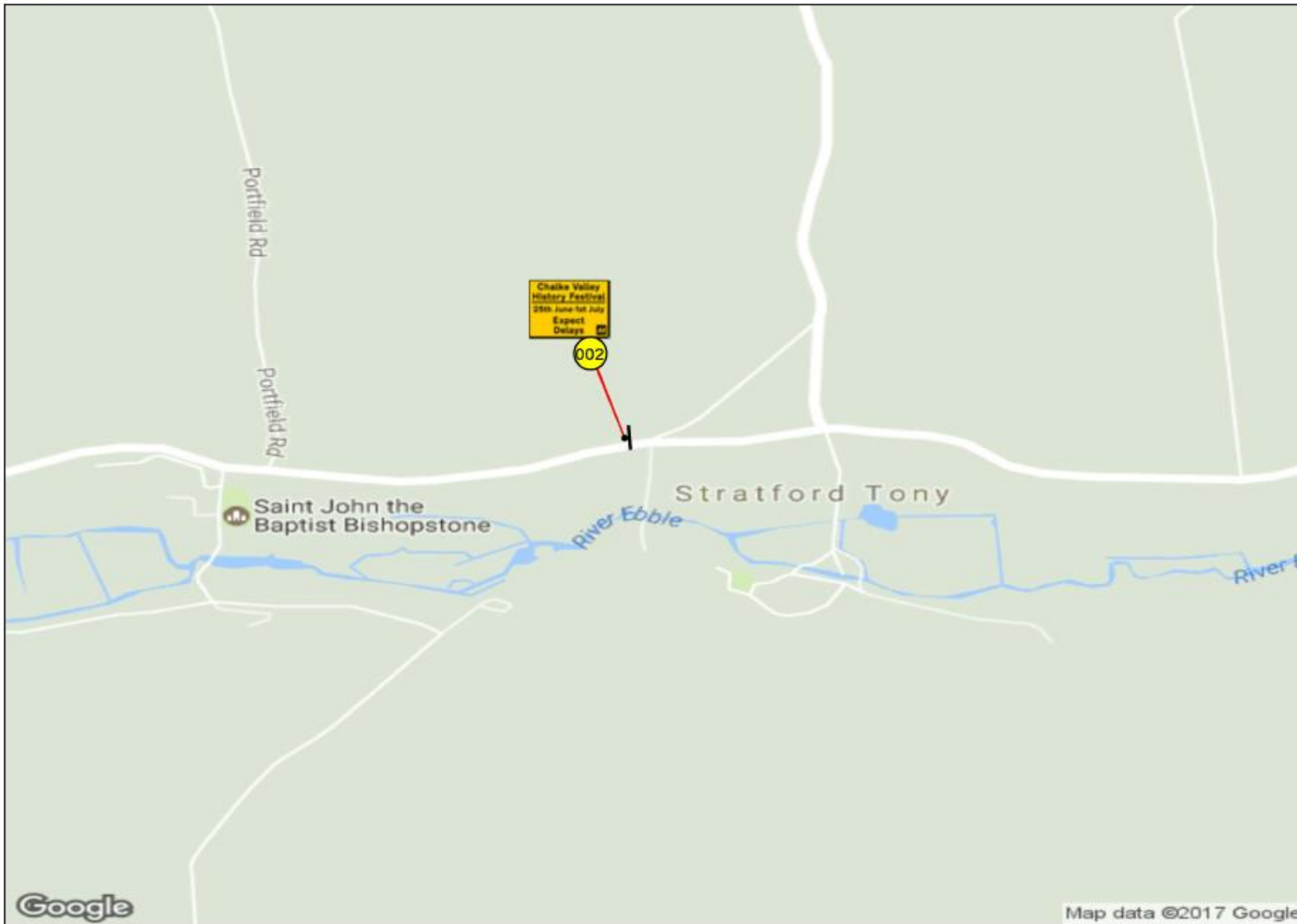
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**AA** Signs Maps Version 1.43

Map Name: Sign 2

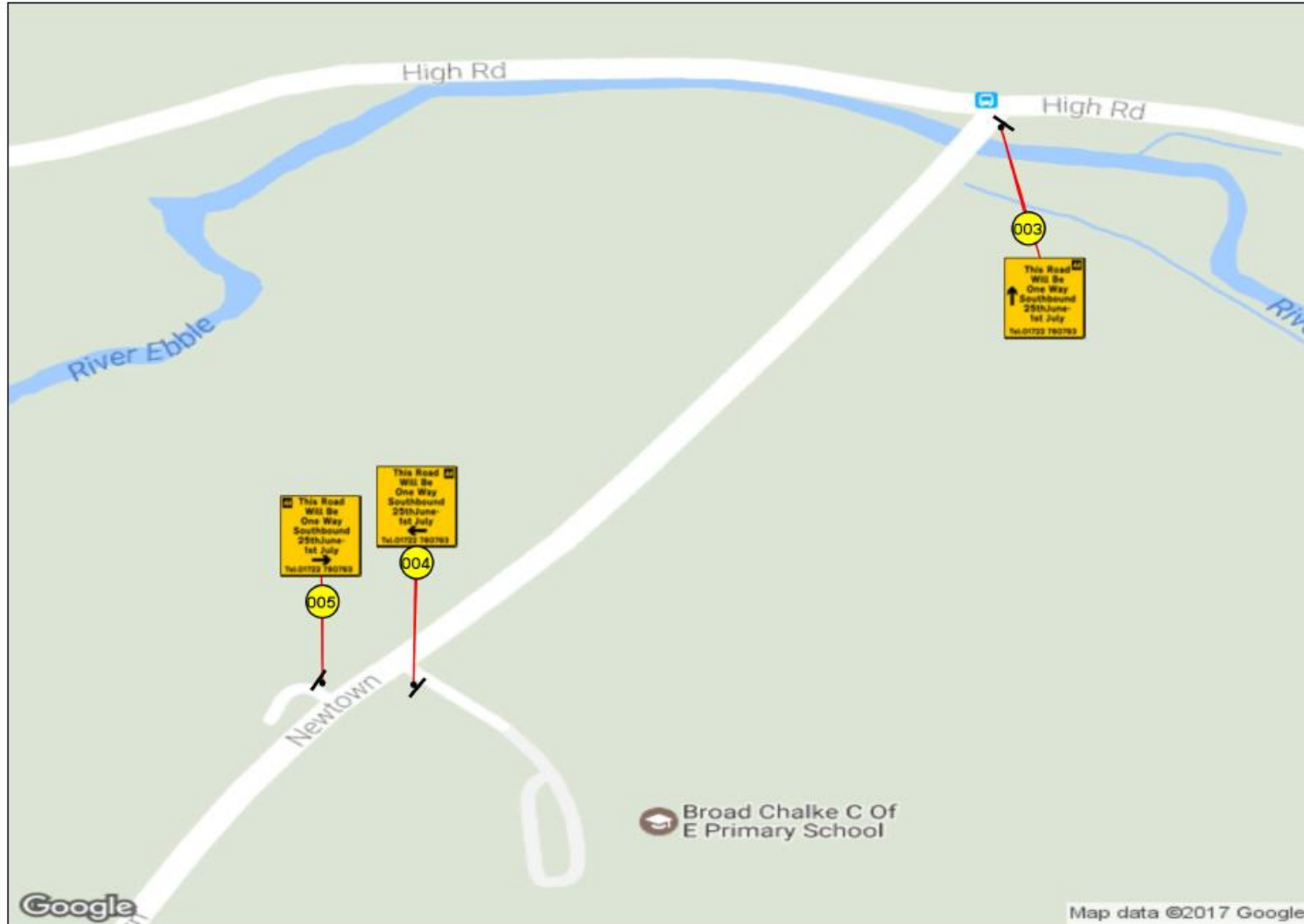
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# AA Signs Maps Version 1.43

Map Name: Signs 3-5

Scale:1:0



# AA Signs Maps Version 1.43

Map Name: Sign 6

Scale:1:0





# AA Signs Maps Version 1.43

Map Name: Signs 7-12

Scale: 1:0



# AA Signs Maps Version 1.43

Map Name: Signs 13,15

Scale:1:0





# Signs Maps

Version 1.43

Map Name: Sign 14

Scale:1:0



Google

Map data ©2017 Google

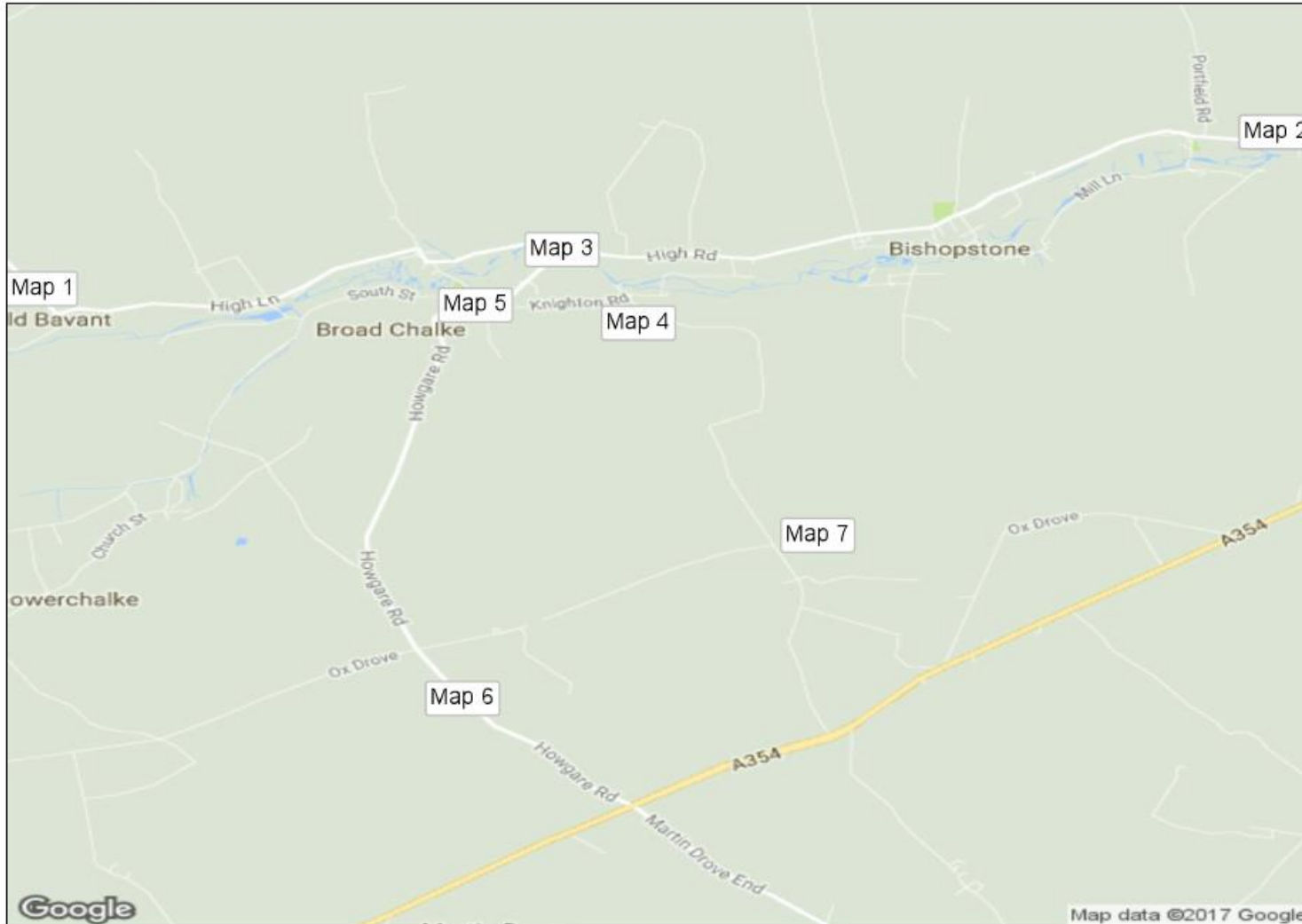
# AA

## Signs Maps

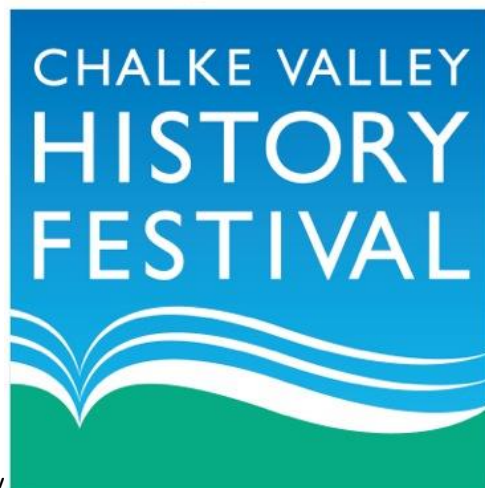
Version 1.43

Map Name: Overview Map

Scale:1:0



**Daily Mail**



## Noise Management Plan

Chalke Valley History Festival  
Church Bottom  
Broad Chalke  
Salisbury  
Wiltshire  
SP5 5DS

25<sup>th</sup> June – 1st July 2018

## Index

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## Introduction

The CVHF Noise Management Plan aims to minimise, as far as is reasonably practicable, any nuisance caused by noise from the event. With 5 years' experience of running this event, noise has not been an issue due to the nature of the lectures requiring relative silence.

A detailed assessment will be given from the living history and re-enactment side of the event as soon as the programme has been completed.

We look to work with the local authority and welcome any comments or recommendations.

For clarity we name the Festival site as Church Bottom.

To put the new site into context throughout the rest of the year, Church Bottom hosts a regular shoot, this is outsourced. In September and October shooting is held twice a week and over the two drives is approx. 500 per drive, approx. 1000 shots per week. In November & December shooting is once a week, there are approx. 200 shots fired over the two drives. Shooting continues in January but at a lower level. Each time there are 8 or 9 vehicles driving in the vicinity. The two adjoining farms also have regular shots, this does not have much of a noise impact but does account for a lot of vehicle activity.

All Broad Chalke residents will be written to 14 days before the event. We will obtain a list of residents from the Parish Council. We will inform them that there will be some intermittent noise during the festival. This will include cannon fire, air craft engines and ice cream jingles. Amplified music will be played in the Bar on Friday, Saturday and Sunday and will end at 23.30pm on Friday and 00.00 on Saturday, and at 18.00 on Sunday. Amplified music will also be played in the Picnic Tent on Saturday night only.

We will include in this letter details of the start of our festival build and further details of the take down.

Following the 2017 festival the CVHF team hosted a village meeting. This was publicised in the village magazine and on the village notice board. CVHF had previously undertaken a village feedback questionnaire on the impact of the festival on the village and surrounding area with a particular focus on noise and traffic. The feedback was overwhelmingly positive. There was no issue with noise and the village was not disrupted by traffic.

The village meeting attracted a small number of residents. The issue of noise of the festival's tracking was raised by the residents of the village, who's properties were adjacent to the festival. The management team acknowledged that this had been noisy, and they would address the issue in 2018. Security staff were also said to have been loud and their use of radios was unnecessary. The CVHF team again said they would address this issue.

## **Measures in place if locals wish to complain about the noise/ disturbance.**

There are two telephone numbers that will be allocated to local residents if they feel the need to complain about the noise. This will be provided to residents in the letter that we will write to them before the event. [REDACTED]

Telephone numbers will be advertised on our website and in the parish magazine.

The telephone will be monitored at all times during the Festival's opening hours. A festival manager will be responsible for monitoring the calls, recording the feedback and ensuring that our site manager knows about the feedback. Action will be taken if it is deemed necessary and a call back will be made giving detail of action taken. If there are complaints about noise and activity in the campsite overnight, we will contact overnight security and ensure that this is stopped. The camping manager will have radio contact with security and management.

Any complaints about noise/ disturbance will be recorded in an incident book. The record will include:

- time/ date of complaint;
- name address and contact number of complainant,
- details of the complaint,
- person who took the call,
- what action was taken (if any)
- any feedback made to complainant (where appropriate).



## **Legislation and Good Practice taken into account**

The Control of Noise at Work Regulations 2005 apply to exposure and contractors to loud music at events.

Although volunteers are not covered by the Noise at Work Regulations, s3 Health and Safety at Work does apply to them.

The Health and Safety at Work etc. Act 1974 also applies to the exposure of the audience to loud music.

The risks to employees and others at work from exposure to noise should be assessed. Exposure of employees and others to harmful noise levels should be reduced so far as is reasonably practical.

All those with duties to control exposure to noise should communicate and co-operate with each other to manage the risk. Everyone working at the event needs to take personal responsibility for their own noise exposure and to take reasonable care not to damage their own hearing or that of other people.

There is a legal responsibility for personal hearing protection to be used in some areas if noise levels cannot be controlled at a safe level.

Many noise control measures are simple and cost effective.

The audience can still enjoy the performances with these controls in place.

## List of Potential Noise Sources

Build and Breakdown

Bar

Arenas

Traffic

Fly Past

Generators and Tower lights

Campsite

Amplified Sound

## Build and Breakdown

Where possible all deliveries to be conducted during normal working hours.

If the load in/load out of production equipment onto vehicles is to occur outside normal working hours, consideration will be made to minimise noise impact and includes the movements made by associated vehicles such as fork lift trucks.

Where possible vehicle access routes to site will be located as far away from residential properties as practical.

Practical steps to reduce the noise disturbance include a full briefing to all rigging and supervisory staff prior to the event. Where practically possible these steps will include the following:

- Refrain from shouting when communicating
- Refrain from dropping metallic objects
- Locate vehicle as near as possible to operation reducing transit time and noise from fork lift trucks

When vehicles are parked engines will be switched off at all times.

## Bar

Relatively small open plan bar situated in the centre of the event field. A small Jazz band will be performing over the weekend, times set out below. Very low volume background music may also be played.

Security staff to monitor amplified music levels at the nearest residential property. If this is felt to be too loud security staff will liaise with the bar manager and get the sound reduced.

On Saturday evening when amplified music will be played after 11pm, security staff will monitor amplified music noise levels at the boundary to the nearest residential property from 11pm and if the music is more than “barely audible”, security staff will liaise with manager to reduce the sound accordingly.

A written record of all monitoring of music noise levels will be completed and will include the time, date, location, who carried out the monitoring check, results and detail any action taken (if any).

- A small amplifier will be in use in the bar area only
- Music in the bar will be played on: -

Friday 29<sup>th</sup> June 6.00 – 6.30pm, 7.30 – 8.30pm and 9.45 – 10.30pm

Saturday 30<sup>th</sup> June 12.30 – 1.30pm, 7.30 – 8.30pm and 9.45 – 10.30pm

Sunday 1st July 12.30 – 1.30pm

- Small band in the Picnic Tent will be played  
Saturday 30<sup>th</sup> June 5.00 – 11.30pm

## Arenas

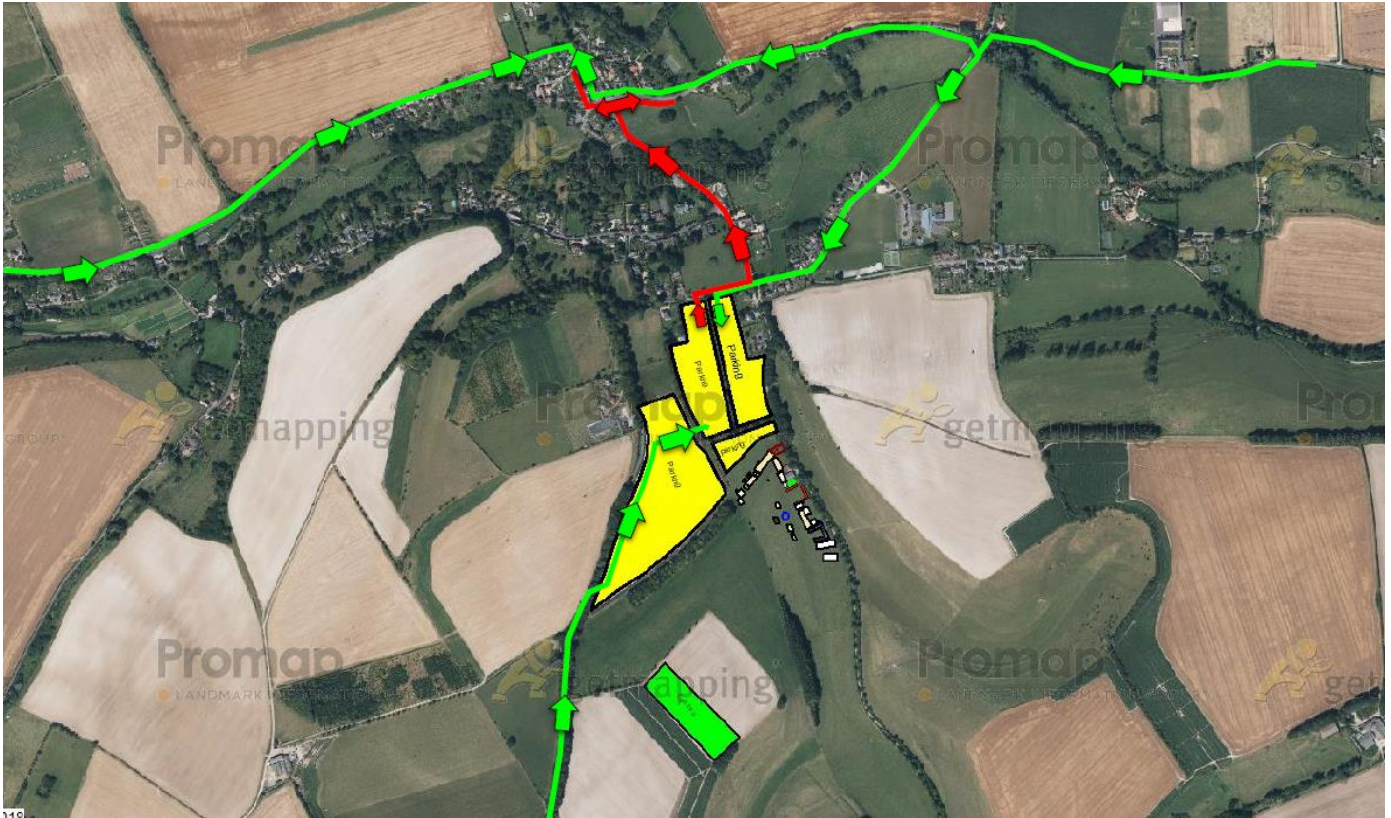
The main arena will be situated at the far end of the site, furthest from any residential areas. Size and activity's to be confirmed.

MAP TBC

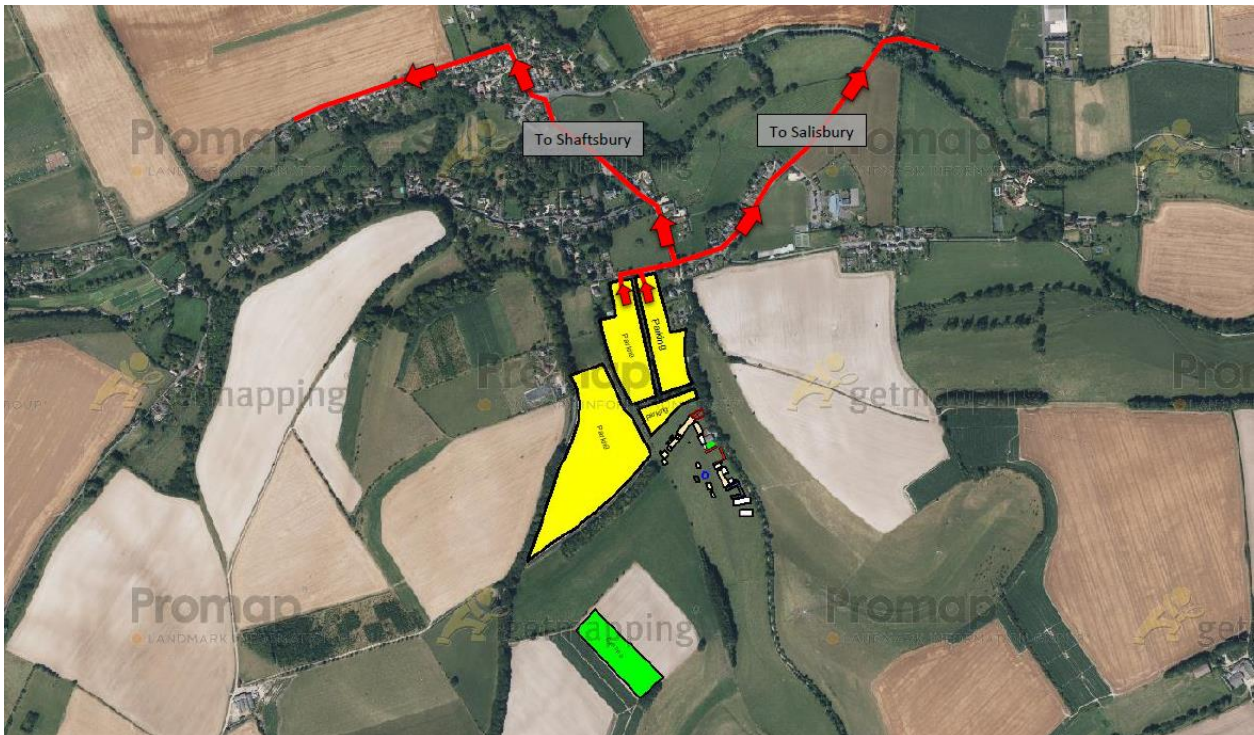
## Traffic

Event attendees entering and leaving the site – traffic management plan to be confirmed see adjoining access and egress map. Erect signage requesting patrons to be quiet when leaving the site. Marshalls to be stationed at site exit gates and road junctions to manage traffic flow and deal with any situations which occur.

### Access / Egress



### End of night event egress



## **Fly Pass**

Air display timings and flight plan shown below.

Saturday 30<sup>th</sup> June 11.15 – 11.30am, 12.45 – 1.00pm and 2.45 – 3.00pm

Sunday 1<sup>st</sup> July 11.15 – 11.30pm, 12.45 – 1.00pm and 2.45 – 3.00pm

## Generators and Towerlights

Onsite generators and towerlights will be specified to be less than 70dB(A) at 10m. No other generators to be allowed on site. Generators and towerlights will be monitored by Rob Blezard and his team. He will be responsible for turning them off each evening.

Generator Placement Map TBC

Towerlight Placement Map TBC



## Campsite

Our campsite is beyond the festival site itself. It has no proximity to residential properties. Please see map below. The campsite will be managed by an experienced campsite management team. The management team will have access by radio to our security team on site. We do not envisage this to be a problem. There has been no problem in the past.



## Amplified Sound

Public Address System will be used for general site announcements, emergency situations and display commentary.

Pa announcements to be made just before and during the air display. Timings for these will be: -

Saturday 30<sup>th</sup> June 11.15 – 11.30am, 12.45 – 1.00pm and 2.45 – 3.00pm

Sunday 1<sup>st</sup> July 11.15 – 11.30pm, 12.45 – 1.00pm and 2.45 – 3.00pm

Please see map below showing speaker locations.

CVHF insist on multiple speakers to minimise volume levels from each one.

Speaker Placement Map TBC

## Site Layout

The initial planning of the site plays a major part in minimalizing noise levels at an event.

The main arena hosting the major re-enactment displays is situated at the furthest part of the field away from the residential area.

First aid, information desk, lost child point and offices are all sited in quiet areas away from the bar and main arena.

