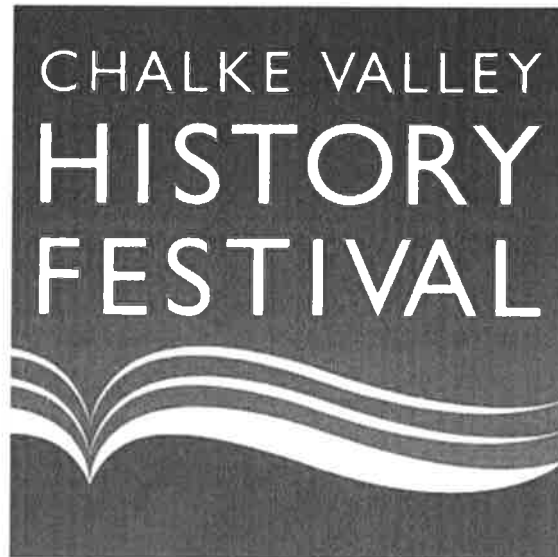


**Daily Mail**



**Event Safety Plan  
&  
Licensing Objective**

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

26<sup>th</sup> June – 2nd July 2017

	Introduction	Page 3
1	Licensing Objectives	Page 5
	Risk Management & Risk Assessment	
	➤ General Risk Assessment	
	➤ Fire Risk Assessment	
2	➤ Child Protection Policy	
	➤ Child Safety and Protection of Vulnerable Adults	
	➤ Children and Young Persons RA	
3	Site Plan	Page 36 -39
	Licensed Area Plan	Page 40
4	Traffic Management	Page 41
5	Organisation/Hierarchy of Control	Page 43
6	Important Contact Names/Numbers	Page 44
7	Emergency Plan	Page 45
8	Fire Safety	Page 48
9	Medical & First Aid Services	Page 50
10	Bomb Hoax/Terrorist Threat	Page 50
11	Terror Threat	Page 51
12	Security & Stewarding Policy	Page 53
13	Use of Radios	Page 55
14	Information for Disabled Patrons	Page 56
15	Welfare Information	Page 56
16	List of Contractors	Page 57
17	Entertainment Schedule	Page 58
18	Waste Management	Page 58
19	Lost Property/Messages	Page 58
20	Campsite	Page 59
20	Complaints/Compliments/Comments	Page 60
	Appendix – Including Noise Management Plan, Child Safety Policy, Marquee Layouts, Living History Risk Assessments and Air Show Risk Assessments	Page 61

## 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 set up in 2011 and was the brainchild of James Heneage and James Holland, two history enthusiasts and writers.

This year's Festival will be held 26<sup>th</sup> June to 2<sup>nd</sup> July 2017 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.

Over the latter part of 2012, the CVHF Management had been successful in raising funds towards the Trust's activities and all three parts of the strategy were in place by the 2013 Festival.

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

## CHALKE VALLEY HISTORY FESTIVAL MANAGEMENT

James Holland, Joint Festival Chair and Programme Director.

Peter Bell, Treasurer.

Jane Pleydell-Bouverie, Festival Director – Literary.

Rachel Holland, Festival Director – Schools and Living History.

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:	<a href="http://www.cvhf.org.uk">www.cvhf.org.uk</a>
Date:	26 <sup>th</sup> June 2017 to 2 <sup>nd</sup> July 2017
Numbers Attending:	No more than 14999 on site at any one time. Capped at 13000.
Operating hours:	
Set up from:	19 <sup>th</sup> June 2017
Open to the public from:	0900 26 <sup>th</sup> June 2017
Main activity:	1000 26 <sup>th</sup> June to 0000 2 <sup>nd</sup> July 2017
Public cleared from site by:	0130 daily (earlier most days)
Breakdown site:	By 7 <sup>th</sup> July 2017
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

[REDACTED]

[REDACTED]

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 Event Security Southern Ltd. 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.

- The festival holds a no-drinking policy for Volunteers.

### **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 26<sup>th</sup> June – 16.00 to 23.00

Tuesday 27<sup>th</sup> June – 16.00 to 23.00

Wednesday 28<sup>th</sup> June – 16.00 to 23.00

Thursday 29<sup>th</sup> June – 11.00 to 23.00

Friday 30<sup>th</sup> June – 11.00 to 24.00

Saturday 1<sup>st</sup> July – 10.00 to 00.30

Sunday 2<sup>nd</sup> July – 10.00 to 23.00

### **Live Music**

Live music in the form of 2 small bands will be playing in picnic tent on Friday and Saturday night between 6pm – 7.30pm, 8pm – 9pm and from 10pm - 11.30pm.

Also a small jazz band may be playing in the bar on Saturday and Sunday lunchtime from 12.30pm – 1.30pm.

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.

## 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 of 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.

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 2016 inclusive and continue with this arrangement for 2017 – 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 has been 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.

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 be 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 Event Security Southern Ltd.

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.

### ***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.

However, the hours applied for in the Temporary Event License include operation during the hours of darkness; there may also be people clearing the site in darkness.

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 Elite Event Medical Services. 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 26<sup>th</sup> June 09.00 to 22.00

Tuesday 27<sup>th</sup> June 09.00 to 22.00

Wednesday 28<sup>th</sup> June 09.00 to 22.00

Thursday 29<sup>th</sup> June 09.00 to 22.00

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

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

Sunday 2<sup>nd</sup> July 09.00 to 22.30 then 22.30 to 09.00

Monday 3<sup>rd</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 (700 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 background music and 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.

DRAFT / WORK IN PROGRESS

## 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	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	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	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 2m 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	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	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	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, forklifts 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 LNO 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 MITIGATIONS	NEW RATING	RESPONSIBLE
			3	5				
F 1 Fire	All staff and visitors	Fire hazard due to faulty equipment or smoking materials	3	5	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	All waste and rubbish will be removed from site before it accumulates.	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	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 stage area	3	5	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	No unmanaged open fires to be permitted on site. Stewards/Fire Marshals (from Delta) to be vigilant in putting out fires.	Re-enactment society to submit full risk assessment for their managed fires.	M	CVHF
F 6 Fire	All staff and visitors	Danger from Barbeques	3	5	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	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.	All areas of the site will be appropriately labelled and all agencies will work from the same map or site plan. Site to possibly have tractor with water bowser and appropriately sized pump to act as a fire tender on site.	L	CVHF
F 9 Fire	All staff and visitors	Fire hazard through caterers	2	10	Only 2 caterers to be on site. LPG bottles kept to a minimum and separate caged store to be created if required.	All firefighting equipment specified or requested to be checked on site.	M	CVHF
F 10 Fire	All staff and visitors	Any Fire on site	5	15	Staff to be trained in Fire Extinguisher use prior to public admittance. Procedure to be documented in Event Log	In the event of any fire the fire service will be summoned by the 999 network.	L	CVHF

## Fire Extinguisher List

Area	H2O	C02	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 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 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 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 POLICY AND PROCEDURES***

Policy

The goal of the lost children policy is to reunite each lost child 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 children 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 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 as part of their daily briefing and staff shall be conversant with procedures for discipline and dealing with uncooperative children or their parents. Practices that threaten, frighten or humiliate children shall not be used under any circumstances.

All enquiries and dealings regarding lost children shall be directed to the steward supervisor. In the interest of the safety of lost children, the location of the lost children area is not publicized and all staff onsite shall be briefed about this. The details of a lost child are recorded in writing and parents or guardians looking for a lost child 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 service establishes that the parents or guardians are bona fide, are fit to be in charge of a child (for example are not under the influence of alcohol) and that they have a child matching the description, they shall be reunited with their child. Before a child is allowed to leave, their parent / guardian has to sign a form and provide some form of identification. If a child 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 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 by welfare staff of the same sex. The lost children policy shall also extend to looking after the parents / guardians and siblings of lost children.

### **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 2017**

PRODUCED  
FOR  
CVHF  
BY  
RED KITE

**INTRODUCTION**

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.

### **School Ratios as of 2017 – TBC**

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

- 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/persona 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 XXXXXXXXXX

information to event control we have a [REDACTED] at the info tent, details as follows...)

- [REDACTED] 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.

#### **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.
- Do not try to force the child to come with you.
- If the child knows where they're supposed to be but can't find it, let lost child or event control know via

radio that you are escorting the child to that place.

- Try to avoid situations where you are alone with the children
- Try to move with the child to a place where there are other people
- Avoid unnecessary physical contact
- If you have to touch the child, 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 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 to come to you to take details.

DRAFT / WORK IN PROGRESS

**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



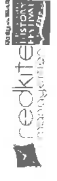
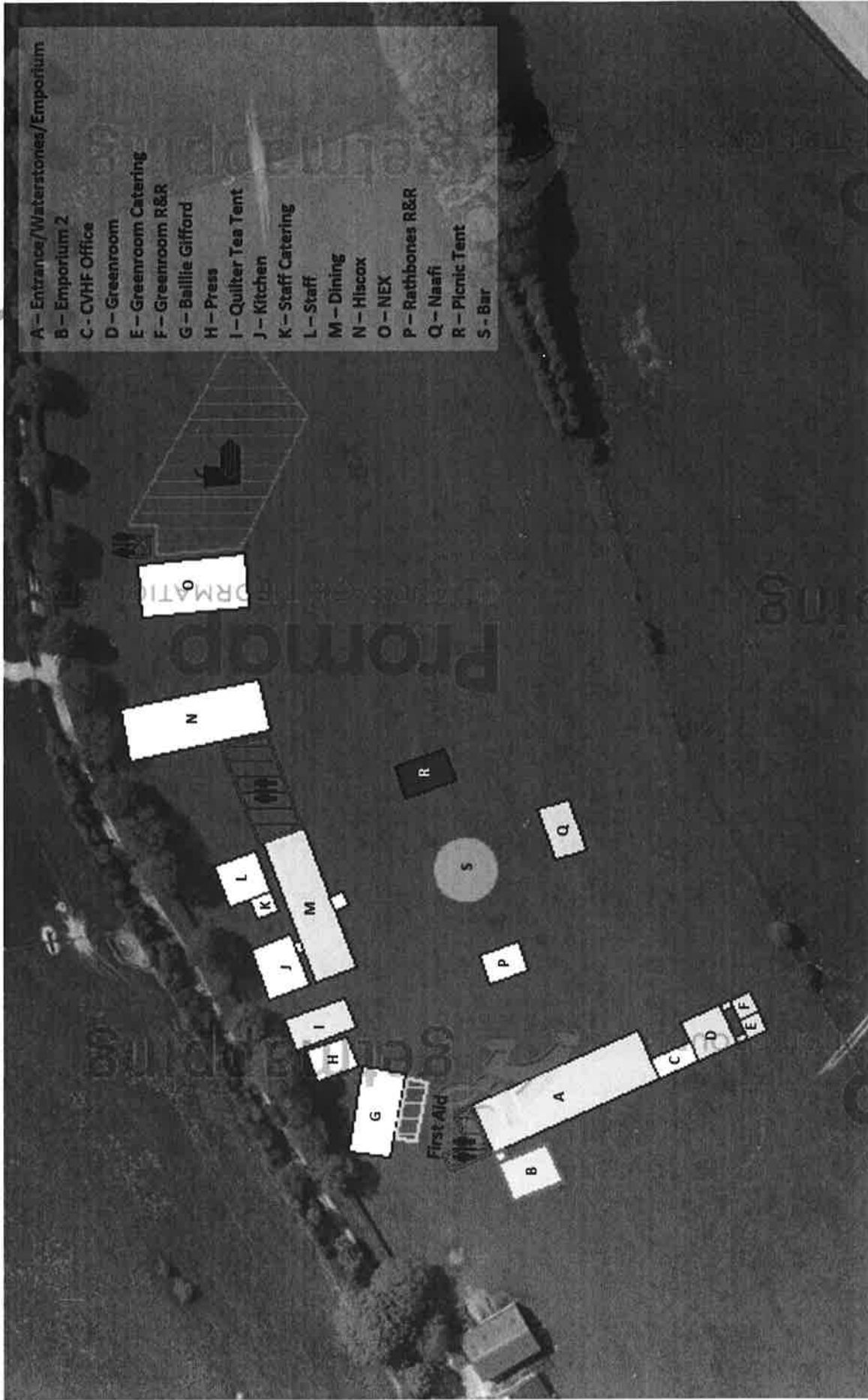
Access and Egress



End of Night Egress



Site Plan



Event Site Flood Light Plan

 Floodlight



Possible Black Powder Store Map

Black Powder Store





Helicopter Landing Pad Location



#### 4. Traffic Management

The organisers are contracting GFI Event Services Ltd to implement the traffic management plan alongside AA signage.

Details of the Traffic Management Plan is below.

The following information is already on the CVHF website:

The Chalke Valley History Festival is being held in Broad Chalke, about 10 miles south-west of Salisbury in Wiltshire.

##### BY TRAIN

The two nearest train stations are Salisbury (12 miles) and Tisbury (6 miles), on main London Waterloo – Exeter line.

##### BY CAR



From the east: take the M3 and A303 from London. From Salisbury take the A354 Blandford Road, and turn right at the first right hand junction at Coombe Bissett, through Bishopstone and into Broad Chalke following sign-posted directions to the Festival.

From the west (Shaftesbury): take the A30 from Shaftesbury, just before Fovant turn right following signs towards Broad Chalke. Over the hill and down to Fifield Bavant. At the junction turn left towards Broad Chalke and into the village. Follow sign-posted directions to the Festival.

From the south-west (Blandford & Dorchester): take the A354 towards Salisbury, and turn left on to the Hogware Road following signs to Broad Chalke. Follow sign-posted directions to the Festival.

We are intending to create a one-way system in Broad Chalke itself to minimise disruption to the village and to keep traffic moving.

##### On arrival in Broad Chalke

Traffic will be directed one way throughout the village.

Traffic coming from Blandford will be directed on to the Hogware Road and brought on to the festival site before the village is reached.



Traffic coming from Shaftesbury will be directed through the village and will turn right at Long Bridge. This road will be one way. Traffic leaving the school will be directed left on to the Howgare Road and then directed onto The Causeway to leave the village.

Knighton Road is not intended to be used. We are proposing to have resident access only signs.

#### **Exiting Traffic: -**

Traffic heading towards Blandford will be directed via The Causeway and directed left down South Street via Bowerchalke and towards Sixpenny Handley.

Traffic heading towards Salisbury will be directed via The Causeway and directed right towards Bishopstone and Coombe Bissett.

Traffic heading towards Shaftesbury will be directed via The Causeway and directed left towards Fifield Bavant.

Passenger Collection will only be allowed within the car park.

Pedestrians; are expected to be higher than in previous years. We are intending to use Bury Orchard as a pedestrian route only which will ensure Broad Chalke residents have access to the site without having to walk along the roads. There is one road crossing into the festival site, this will be manned by stewards.

#### **Road Management**

Forest Traffic Services will provide stewards to man road junctions and car park entrances under the Community Safety Accreditation Scheme (CSAS).

#### **Emergency Routes**

**Emergency Services will have access at all times. This plan provides the following: -**

During the incoming phase, emergency service vehicles will be able to follow the one-way system.

During the Festival emergency services will have access via a track/bridleway that runs parallel to the Festival site.

In the event of an emergency, traffic management stewards would be able to stop all traffic leaving from the car parks in order to ensure that access along the farm track/ is unhindered. Road signs and cones will only be placed by the appointed contractors – AA Signs or site staff who hold a valid 'Chapter 8' or equivalent certificates.

All stewards who man any roadway/driveways, car park entrances and car parks will wear Hi-Viz jackets, to BS/EN standards.

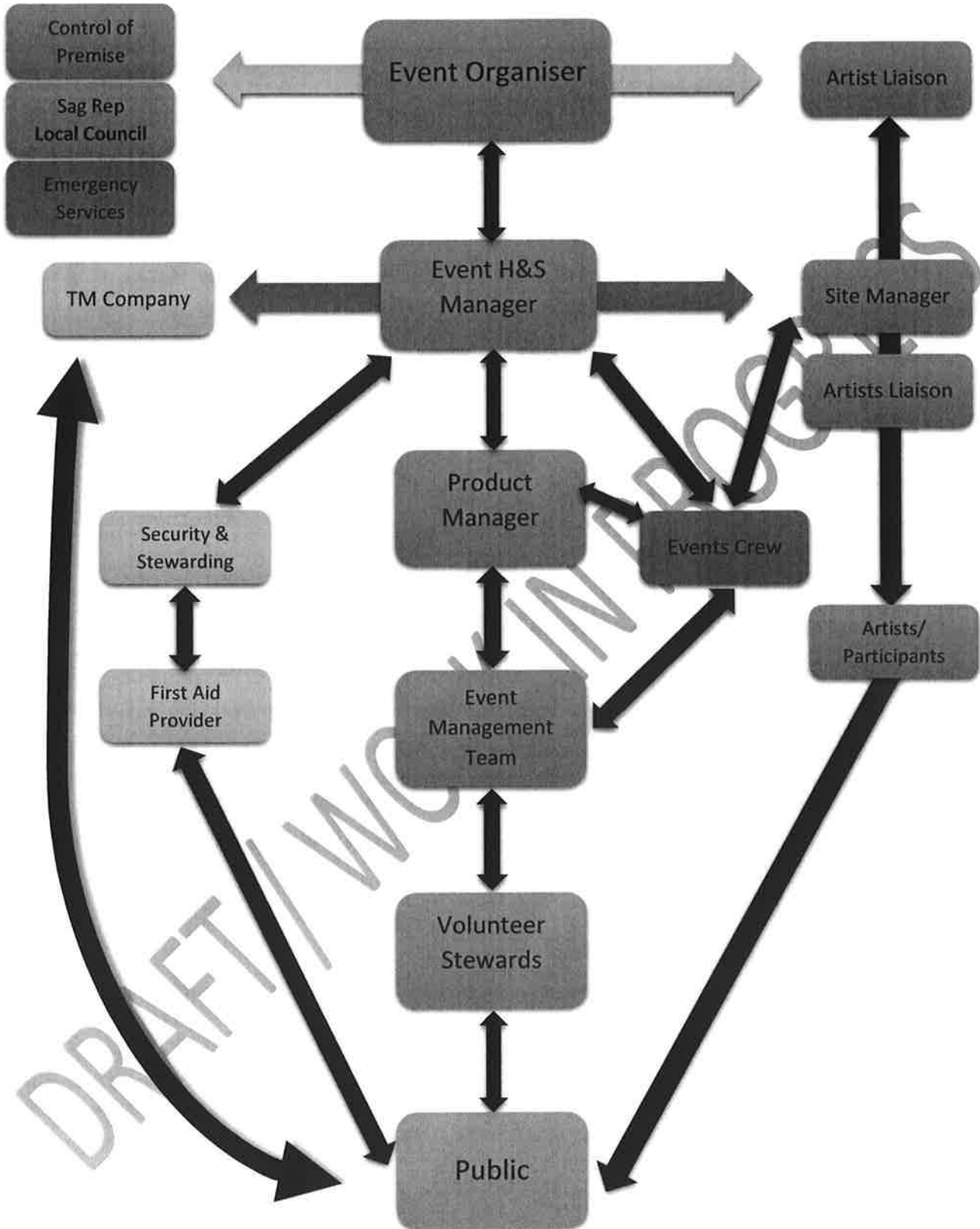
#### **Signing, Vehicle Passes and Advance Notice**

Signing for event traffic will be provided by the AA Signs.

At least ten days prior to the event, signs will be erected on the affected roads to state that queues/delays expected here for the 30<sup>th</sup> June and 1<sup>st</sup> July.

Vehicle Passes will be issued to staff/contractors and exhibitors, allowing them to pass through relevant gates, to designated parking areas on site. In addition, competitors/exhibitors will this year be asked to arrive early and a cut off time will be introduced after which all traffic will have to use the car parks. (In previous years some exhibitors have arrived late and caused traffic and safety issues trying to access the site after the public opening time).

5. Organisation / Hierarchy of Controls (Event)



## 6. Important Contact Names and Numbers

Terry Barratt	DPS	[REDACTED]	[REDACTED]
Rachel Holland		[REDACTED]	[REDACTED]
Peter Bell			[REDACTED]
James Holland			[REDACTED]
Simon Clough			[REDACTED]
Chalke Valley History Festival Office			[REDACTED]

DRAFT / WORK IN PROGRESS



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	TBC
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	
Police Intelligence: Terrorist Threat	Threat to all attending event	1. Stop, delay or postpone event 2. Invoke procedures for evacuation	
Major Incident: local to this area	Loss of Emergency services resources	1. Delay event 2. Stop event	
Civil Emergency	Loss of Emergency services	1. Delay Event 2. Stop Event	
Livestock issues or disease epidemic	E.g. Foot & Mouth or Bird Flu	Unlikely to be an overnight phenomenon – postponement of event	

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. There will be to Fire Fighters on site from 10am – 5pm

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 in the (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) 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 place 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 2017.



## 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 Elite Event Services 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: 01722 336262

First Aid posts will be manned from 0900 to 2200 Monday to Friday and 1000 to 22.30 Saturday and Sunday, with two first aid members in attendance from 2200 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. It is unlikely that the event will receive a bomb threat on site. However, staff will be briefed to pay attention to the items below in the event that they do receive a call:

- a) Timed to go off at...
- b) Location of bomb...
- c) Identity or code word or caller...
- d) Text of message...

Please attempt to look for the following via the caller:

Callers details

Male  
Female  
Child  
Adult  
Elderly

Speed

Nervous  
Slurred  
Stammer  
Accent  
Other

Background Noise

Music/TV  
Laughter/Bar  
Talking  
Traffic  
Announcements  
Station/Coach  
Others

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.

**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 were 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 Event Security Southern Ltd. They are selected as being some of the most professional and competent operators in the field of event security, through recommendations of other events and properties and through the personal experience of the event management team and organisers.

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.

DRAFT / WORK IN PROGRESS

### 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 14999:

5 x Luxury Units

55 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.

#### **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	Event Security Southern Ltd	[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	GPI 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]

Company Name	Point of Contact	Registered Local Authority
Naafi Tent	Juliet Stallwood	Wiltshire Council
Quilter Tea Tent	Paul McDougall	TBC
Peppercoast	Yolande	Bournemouth Borough Council
Saveurs des Crepes	Simon	Cheltenham Borough Council
Fat Sam's	Jeni	East Dorset Council
Top Dog Cuisine	Adam Gerkin	TBC
Big Bang Pizza	Marcus Heyes	Wiltshire Council
Grounded Coffee	Rosie Bailey	North Dorset District Council
Pots of Sweets	Matthew Taylor	TBC
Long Johns Fish and Chips	Jo Hehoe	East Dorset Council
Gilcombe Farm	George Portch	South Somerset District Council
Somtam Street	Thanya Sawaengdee	Stockport Metropolitan Borough Council
Dorset Lamb	Sarah Clarke	North Dorset District Council
Twisted Indian Street Eats	Nicholas Peter	TBC
The Cracking Rib Company	Charlie Maidment	Wiltshire Council
Beef Spit Roast	Chris Heal	TBC
Denhays	Ellen Streatfield	TBC

*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 when literary talks are not scheduled and there will be a 3 female band singing on Saturday night.

### **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 / Lost Children / 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 local Police 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.

Lost/Found Children will be dealt with at the information and welfare point. There is a strict protocol for dealing with lost/found children which will be ratified with the security provider (Topher) and which will be part of the briefing for security staff.

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 seperatly 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 asdvised to keep bbqs 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 de-brief 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.




DRAFT / WORK IN PROGRESS

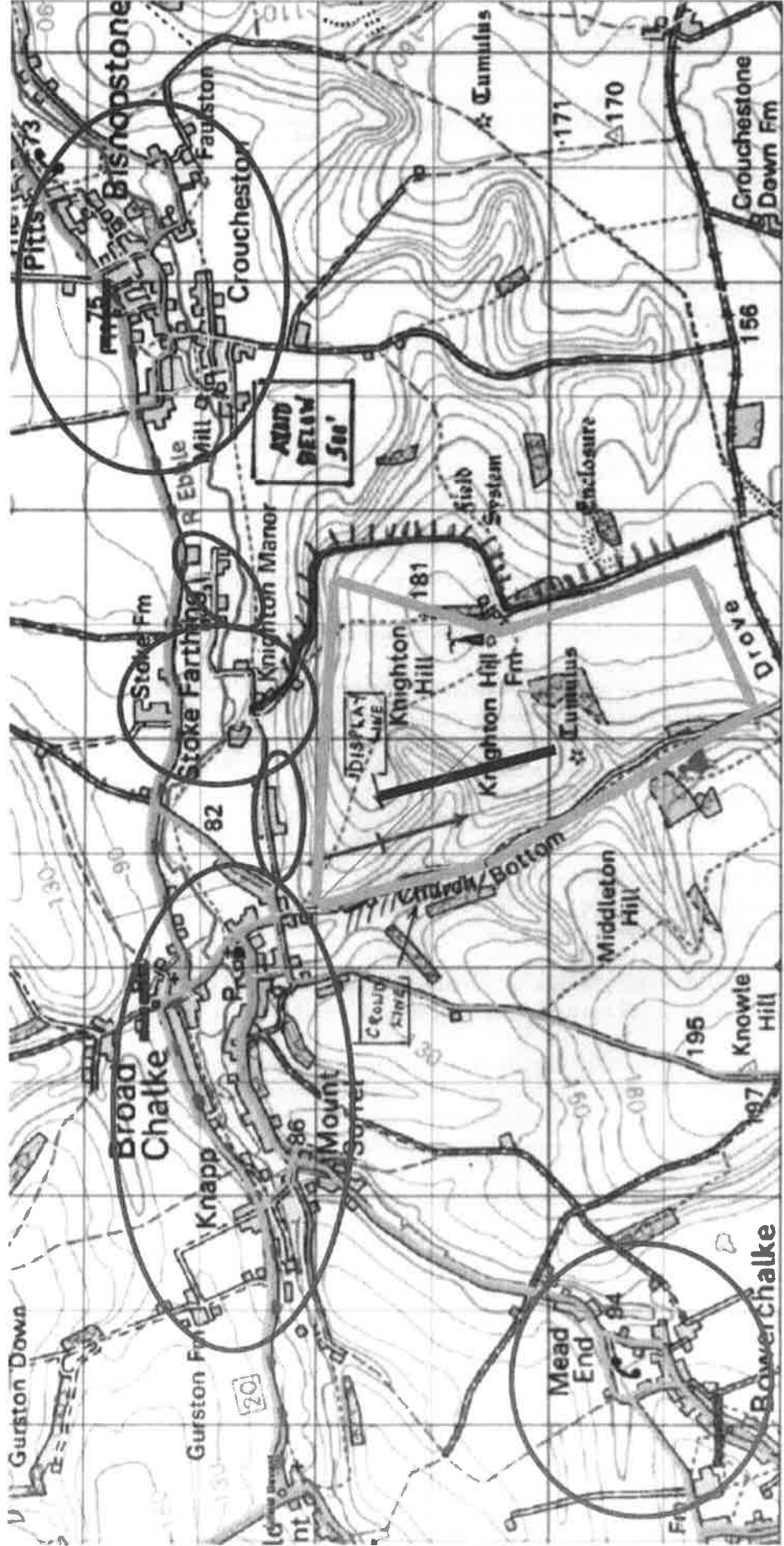
## APPENDIX

Aviation Safety	Page 62
Marquee Plans	Page 64
Paste Risk Assessments	Page 71
Camping Risk Assessment	Page
AA Signage Schedule	Page 85
Noise Management Plan	Page 89

DRAFT / WORK IN PROGRESS

# CVHF 2017 - REVISED AVIATION SAFETY

-  Flying Display Line
-  Flying Display Area  
- no persons during display flying
-  Avoids - not below 500 feet AGL
-  Normal Rules of the Air  
Apply Outside Display Area - 500 ft AGL limit



**Latest aviation aspects of the Chalke Valley History Festival in June/July from Paul Beaver, Airshow Director for CVHF.**

This year, we have a new site which means we are effectively starting afresh in terms of planning the flying. We are also mindful of the fall-out from the Shoreham accident in 2015 which has coloured people's judgement on the matter despite being the first event at which members of the public were killed in 63 years. I have also flown the venue several times and so my comments are those of a member of the Flying Control Committee for CVHF as well as from a pilot's perspective.

The issue of the 'lozenge' has repeatedly come out in public discussions and I regret that there is confusion here. The initial plan of 12 January, which was shared with the Safety Advisory Group at Wiltshire Council, was amended in February to reflect the overflights which I made.

Public safety at CVHF is of paramount importance. Even before the tragic accident at Shoreham, the regulations governing Flying Displays and Airshows were very stringent. Following the recommendations of the Air Accident Investigation Branch and the Civil Aviation Authority, there are now additional precautions that need to be put in place and the Chalke Valley History Festival will ensure these are in place.

Flying at Chalke Valley will be governed by a Permission from the Civil Aviation Authority (CAA) which both appoints the person in charge of the flying, the Flying Display Director (FDD), and sets the flying conditions of heights, speeds and the geographic location over which the displays can take place. The FDD must be assessed by the CAA as suitably qualified, having passed the appropriate training course. He, in turn, is assisted by a Flying Control Committee who will watch all the display flying for compliance with the Regulations as well as all safety aspects.

The Permission referred to above will stipulate the area over which the flying will take place and the minimum heights down to which the aircraft may fly. This area has been taken into consideration dwellings and other places where the public, unconnected with the Festival may gather. There is no question of evacuating people from their houses in the Chalke Valley.

The normal Rules of the Air which require aeroplanes in every day flight to maintain at least 500 ft AGL (above ground level) will be strictly enforced and there will be special dispensation granted by the Civil Aviation Authority for the aircraft participating in the Festival to fly down to 200 feet AGL for a brief period. At the beginning and the end of each fly past, the participating aeroplane will be required to climb to 500 ft AGL, especially over any buildings or structures. In addition, the fly past times will be promulgated to pilots through the Notice To Airmen system. These flying restrictions will be a significant part of the mandatory pilots' briefings, both written and oral.

Additionally, all pilots taking part in the display must hold a Display Authorisation (DA) issued by the CAA with very strict medical conditions. The FDD is required by law to ensure that pilots do hold the relevant authorisations, and that the profiles of their displays are safe and within that pilot's competence.

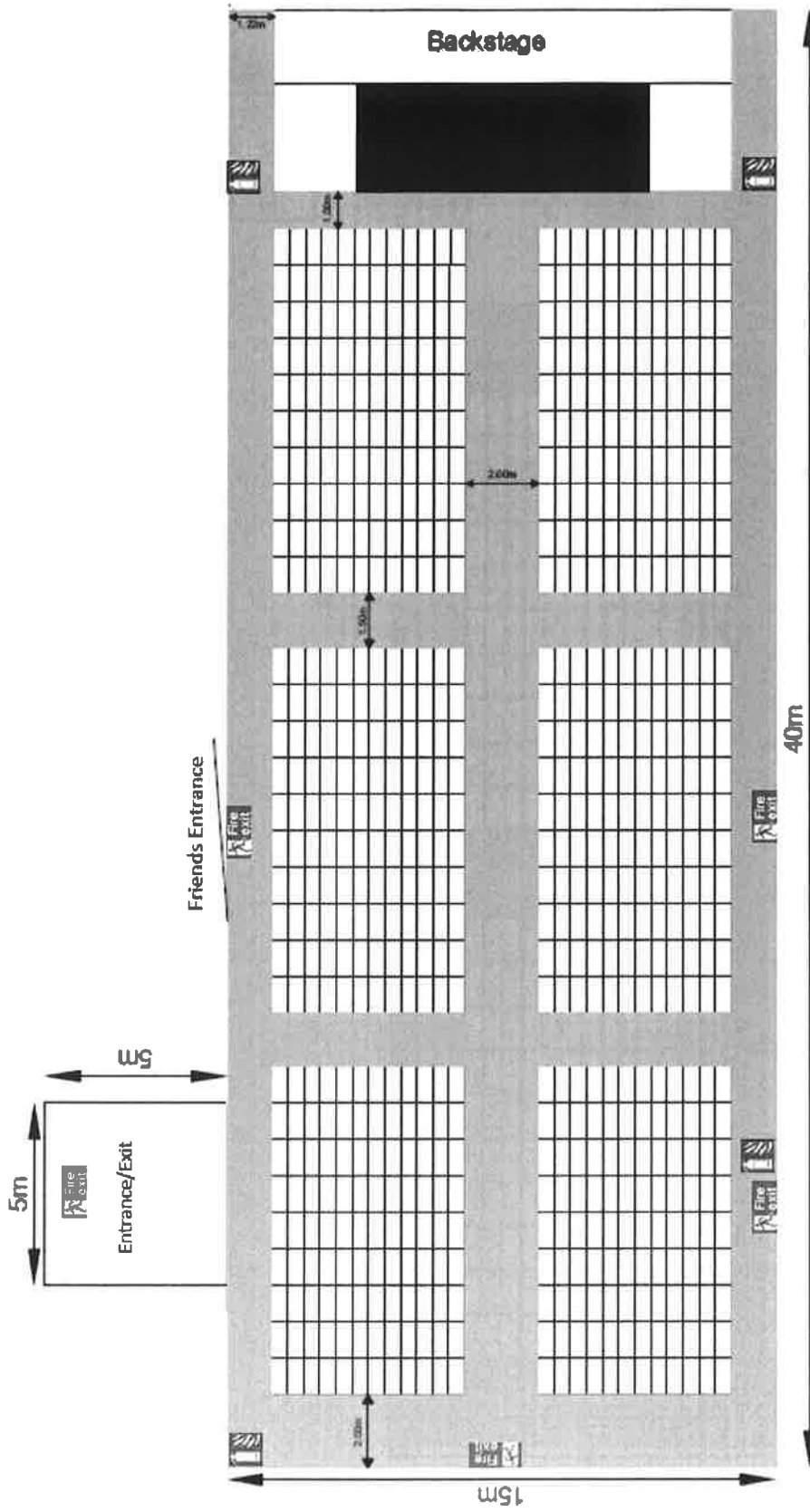
For the Chalke Valley History Festival, we also ensure, although we are not legally required to by law, that we have appropriate Emergency Services on site and the aircraft are controlled through a mobile Air Traffic Control system.

It should be borne in mind that there are many aircraft flying over this area every day from military and civilian airfields, and should an incident or accident occur with one of these, the County Emergency Services would deal with these in the normal course of events. That equally applies to the Festival and liaison with the Emergency Services, including the Air Ambulance, has been factored into the display safety planning and the risk assessment.

If you have any questions, please do not hesitate to call me.

Paul Beaver  
[REDACTED]

# Hiscox Seating Plan

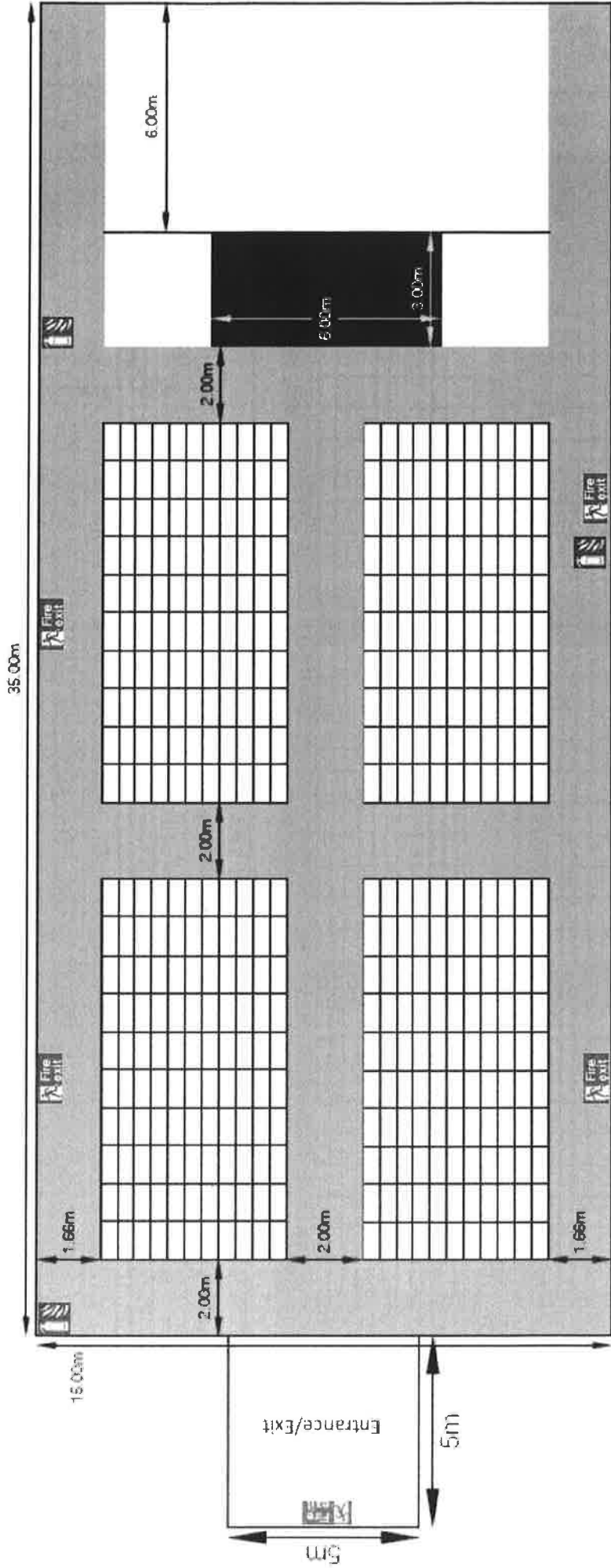


<b>Large Lecture Layout</b>
- Drawing Number <b>0001</b>
Date:
Scale: <b>AS NOTED</b>
<b>Red Kite</b>

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



NEX Seating Plan



Friends Entrance

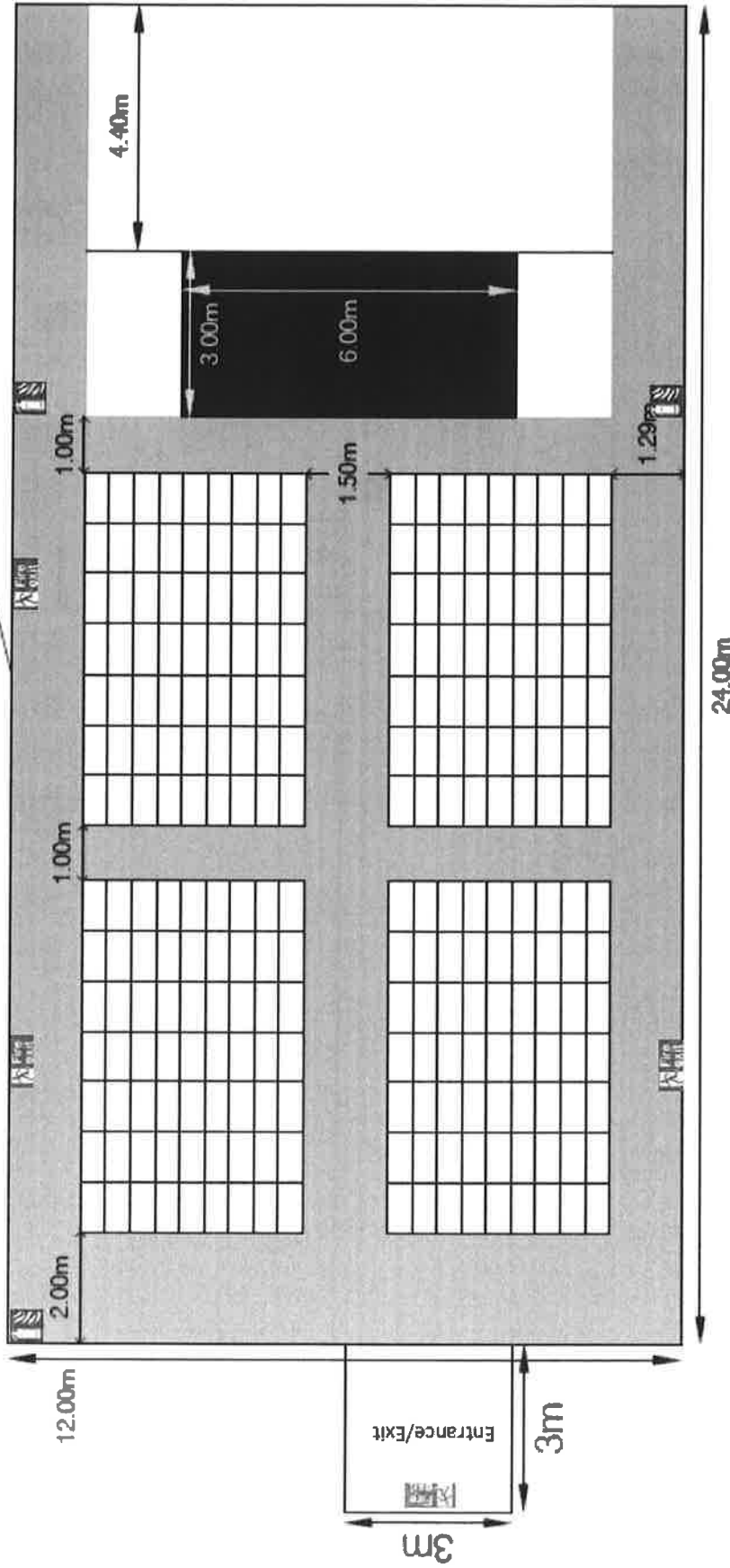
<b>Medium Lecture Layout</b>	
Drawing Number	<b>0001</b>
Date:	
Scale:	AS NOTED
Red Kite	

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



### Baillie Gifford Seating Plan

Friends Entrance



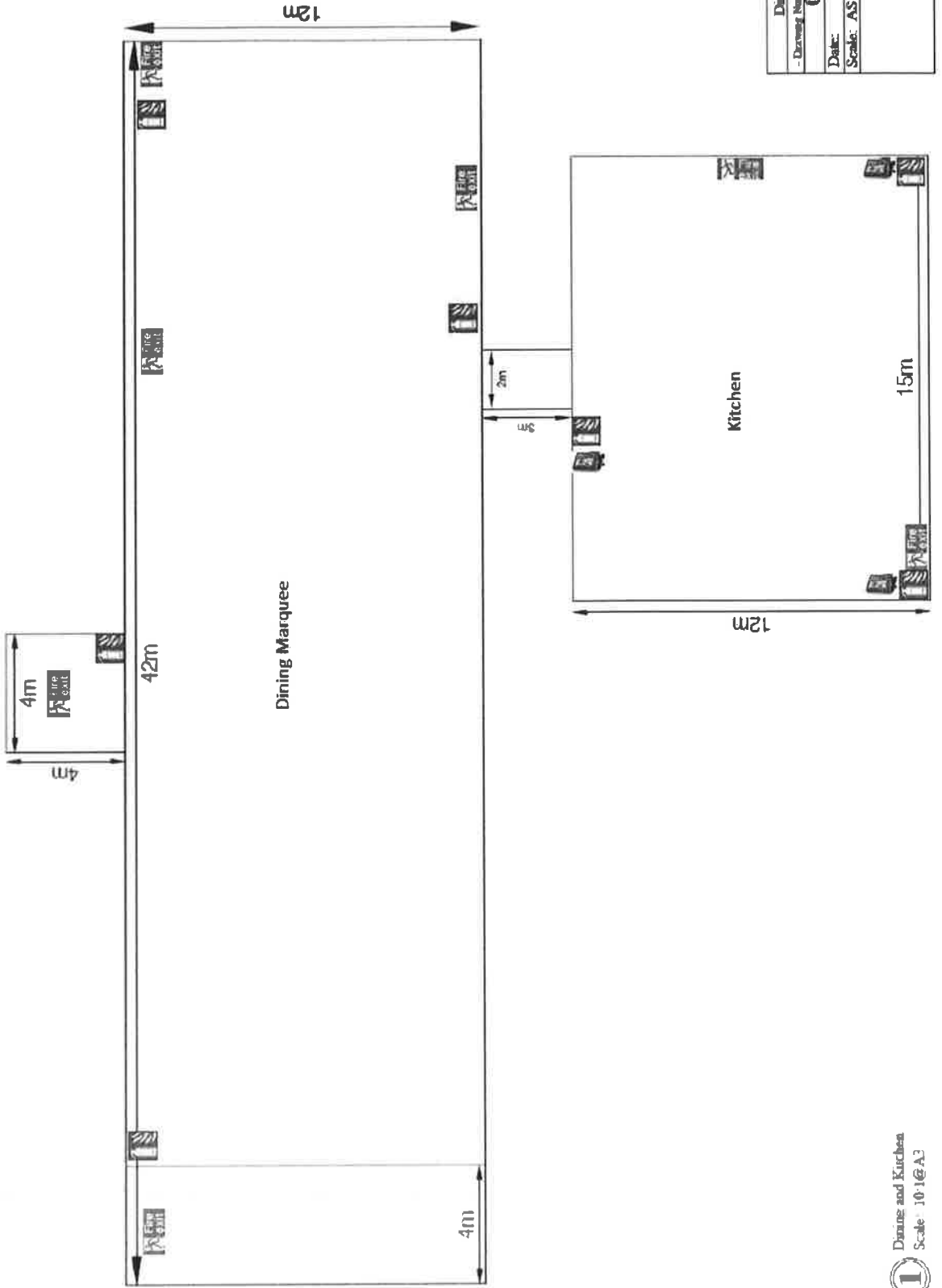
Small Lecture Layout
- Drawing Number: <b>0001</b>
Date:
Scale: <b>A3 NOTED</b>
Red Kirs

**1**

250 Seating Plan  
Scale: 1:1@A3



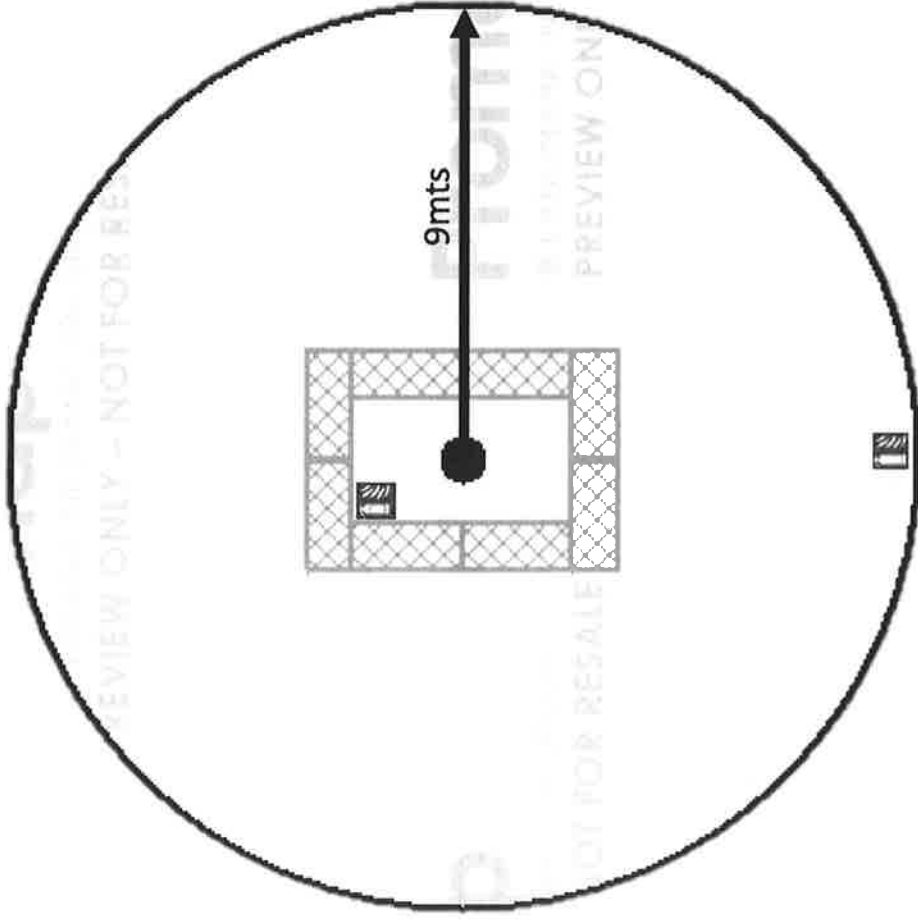
# Kitchen and Dining Plan



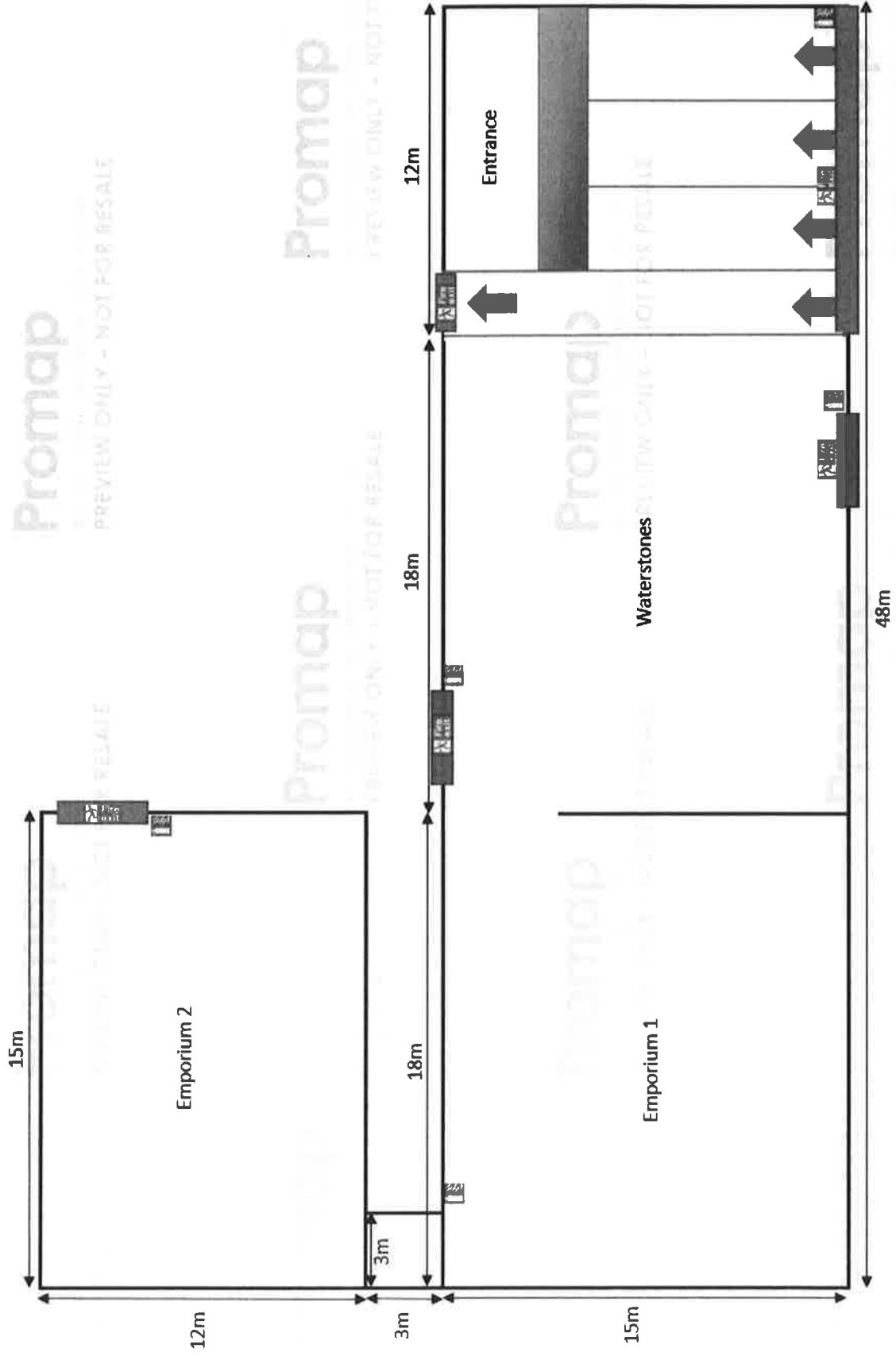
Dining und Küchen
- Drawing Number: 0001
Date: AS NOTED
Scale: AS NOTED
Red Kite

**Bar**

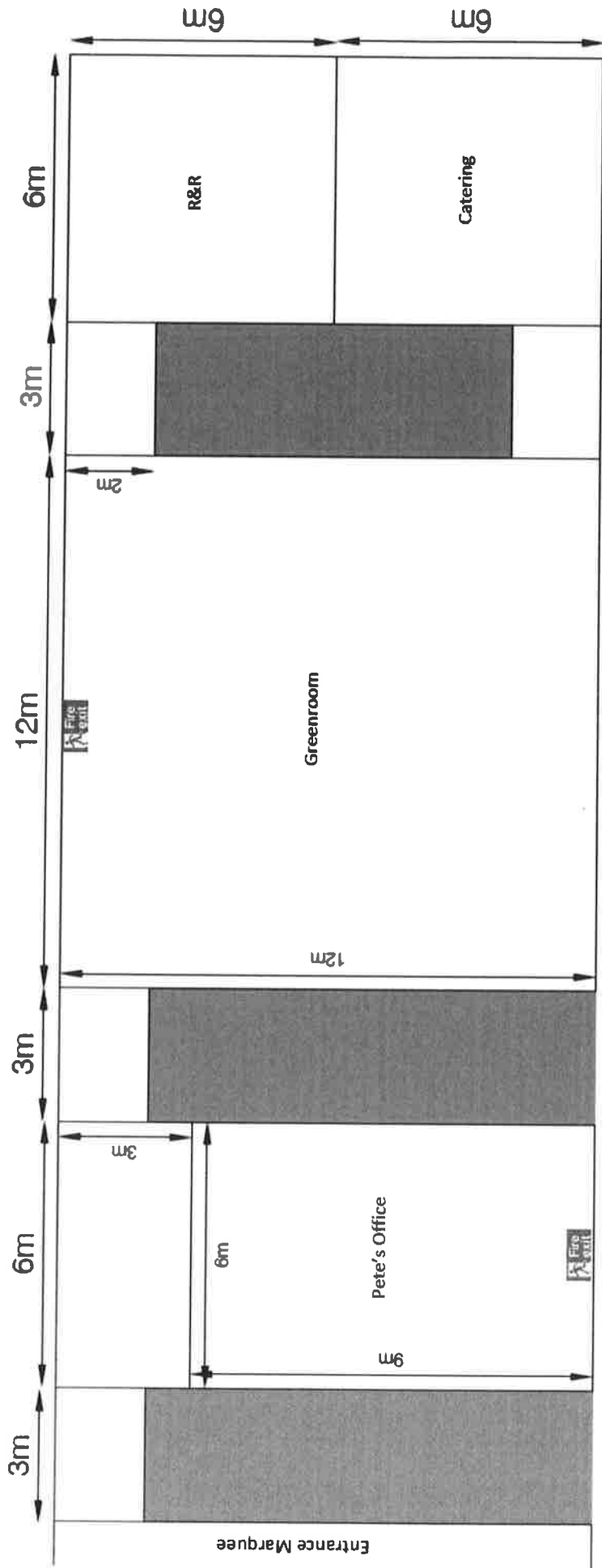
Open sided structure



Entrance/Waterstones/Emporium



Greenroom



Greenroom
- Drawing Number
<b>0001</b>
Date:
Scale: AS NOTED
Red Kite

**I** Greenroom  
Scale: 10:1@A3



3



## RISK ASSESSMENTS

### General Risk Assessments

Review Date: 1 March 2018

### List of Assessments

1. Arena Display(s)
  - Movement of participant(s) to and from display arena
  - Arena display(s)
2. Living History
  - Area and equipment
  - Displays
3. Explosives & Pyrotechnics Handling
  - Delivery Explosives/Pyrotechnics
  - Storage of Explosives/Pyrotechnics
  - Distribution of Explosives/Pyrotechnics
  - Disposal of Explosives/Pyrotechnics
4. Event Site
  - Campsite
  - Leaving/Entering Site
5. General Notes

Produced for PASTE by SJW Production & Technical Services  
Last revised 1<sup>st</sup> March 2017

## 1. ARENA DISPLAY (S)

ITEM/TASK TO BE ASSESSED:	MOVEMENT OF PARTICIPANT(S) TO AND FROM DISPLAY ARENA(S)
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> <li>• Participants being hit by traffic whilst crossing/walking on road.</li> <li>• Collision between participant's equipment (Living History equipment) and vehicles when on road.</li> <li>• Speeding Traffic</li> <li>• Public/Promoters coming into contact with and in close proximity with horses, weapons, arms and ammunition</li> <li>• Children and irresponsible persons.</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Serious injury</li> <li>• Damage to vehicles</li> <li>• Damage to equipment</li> <li>• Road congestion</li> <li>• Initiating insurance claims/Intervention of authorities</li> </ul>
PROBABILITY:	High
RISK:	High
CONTROL MEASURES:	<p>Keep Group contingent(s) together as unified bodies under direct control of the Group senior and qualified person with trained assistants/stewards (If required). Ensure PASTE staff control access and egress from performance area.</p> <p>Ammunition will be stored in fit for purpose containers.</p> <p>Weapons not to be loaded until within the arena area.</p> <p>Designated route(s) to be agreed with promoters in advance.</p> <p>Police (if applicable) should be informed and any advice and requirements adhered to.</p> <p>If possible police should be on duty at specified times to maintain traffic control on any public highway.</p> <p>If police are not in attendance then warning signs from approximately 300 yards are to be erected in each direction and stewards appointed to control traffic.</p> <p>Internal site roads will be managed by Promoter and PASTE Staff, and group leaders will be briefed prior to each day's activities.</p> <p>ALL VEHICLE DRIVERS will be briefed and sign in to the PROMOTERS Safe Working Agreement on arrival to site. This will be controlled by the appointed Health and Safety advisor.</p>
Residual risk:	Medium
Persons responsible:	PASTE/PROMOTER/EVENT PARTICIPANTS
Action to be taken by:	Immediately
Comments:	Private roads may still present problems, and will be discussed on site with Promoters in liaison with the local Constabulary, if required. A briefing will occur every morning prior to the start of public access to the event.

ITEM/TASK TO BE ASSESSED:	ARENA DISPLAYS
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> <li>• Public and Promoters coming into contact with and in close proximity to the display, weapons, weapons discharging and ammunition.</li> <li>• Display spreading beyond arena area</li> <li>• Display effects spreading beyond arena area</li> <li>• Non-PASTE intervention in display</li> <li>• Uncontrolled ignition of explosives</li> <li>• Poor ground conditions</li> <li>• Fire</li> <li>• Noise</li> <li>• Public/Promoters finding dangerous materials in the arena after event.</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Serious injury burns, stabbing, impaling, broken bones, facial/head injuries.</li> <li>• Crushing</li> <li>• Deafness</li> <li>• Smoke inhalation</li> <li>• Damage to property</li> <li>• Slipping or falling</li> <li>• Initiating insurance claims/Intervention of authorities</li> </ul>
PROBABILITY:	Medium
RISK:	Medium
CONTROL MEASURES:	<p>Members of the public and other non-participant members must be kept a safe distance from presentations.</p> <p>The arena/battlefield must have a safety area between the display and the public that is clearly marked.</p> <p>Arena must be cordoned off so access is only available at certain points that are monitored by stewards.</p> <p>The public should be informed of the dangers by: (a) Displayed information</p> <p>(b) Information via commentary which will include making them aware of the dangers of a Historical display and that they must not touch any hazardous materials or equipment found, and should inform a PASTE or PROMOTER'S staff member as soon as possible if such an event occurs.</p> <p>Arena to be checked by each Group at the end of each display for equipment or hazardous materials (Explosives) that may have accidentally been dropped.</p> <p>Competent personnel should be available to instruct the public on safety issues relating to the activities.</p> <p>Suitably qualified Group personnel should supervise public and Group interaction.</p> <p>Appropriate Medical facilities to be available.</p> <p>Emergency services to have been informed of event. Inspections of arenas to ascertain ground conditions, safe distances and risk from noise, smoke explosions and flames. Provision of firefighting equipment in or near arena. Have senior and qualified Group personnel supervise displays.</p>
Residual risk:	Low
Persons responsible	PASTE/PROMOTER/ EVENT PARTICIPANTS (GROUP RISK ASSESSMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Discussion with PROMOTER required on location and control



## 2. LIVING HISTORY

ITEM/TASK TO BE ASSESSED:	LIVING HISTORY AREAS AND EQUIPMENT
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Sharp implements</li> <li>• Cooking and Food</li> <li>• Living History equipment</li> <li>• Public, children and irresponsible persons.</li> <li>• Theft</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Serious injury</li> <li>• Stabbing</li> <li>• Burns</li> <li>• Food poisoning</li> <li>• Damage to personal property</li> <li>• Initiating insurance claims/Intervention of authorities</li> </ul>
PROBABILITY:	High
RISK:	High
CONTROL MEASURES:	<p>Fires must be safely positioned and always attended.          Firefighting equipment to be positioned within campfire area.          Secure all sharp implements when not in use by Group members.          Cooking to be supervised and no food given to public. Measures to be taken to maintain hygiene standards in the preparation and storage of food.          Ensure each Group appoints a member to interact and keep a watching brief on members of the public.          Equipment to be secured, where possible, with particular care being taken over the security and storage of firearms and weapons when not being used for demonstration purposes by participants.          Have designated and competent person in charge of this area.</p>
Residual risk:	Medium
Persons responsible	EVENT PARTICIPANTS (GROUP RISK ASSESSMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Make proper use of barriers when necessary.

ITEM/TASK TO BE ASSESSED:	DISPLAYS IN LIVING HISTORY AREA
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> <li>• Public and non-participant members coming into contact with and in close proximity with weapons.</li> <li>• Children and irresponsible persons</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Serious injury</li> <li>• Stabbing</li> <li>• Concussion</li> <li>• Damage to personal property</li> <li>• Initiating insurance claims/Intervention of authorities</li> </ul>
PROBABILITY:	Medium
RISK:	Medium
CONTROL MEASURES:	<p>Keep public/non-participant personnel away from any displays and maintain safe distances.</p> <p>Inform the public of dangers of Historical displays.</p> <p>Have competent person(s) instruct the public.</p> <p>Have competent person(s) supervise the Event participants / public interaction at all times.</p> <p>Have competent and trained person(s) in charge of all displays</p>
Residual risk:	Low
Persons responsible	EVENT PARTICIPANTS (GROUP RISK ASSESMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Make proper use of barriers when necessary.

## 3. EXPLOSIVES &amp; PYROTECHNICS

ITEM/TASK TO BE ASSESSED:	DELIVERY OF EXPLOSIVES/PYROTECHNICS
PERSON/S INVOLVED:	PARTICIPANTS ONLY
HAZARD:	<ul style="list-style-type: none"> <li>• Explosion</li> <li>• Collision</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Damage to property both personal and structural</li> <li>• Premature/uncontrolled ignition of explosives causing explosion damage</li> <li>• Initiating insurance claims/Intervention of authorities</li> </ul>
PROBABILITY:	Low
RISK:	High
CONTROL MEASURES:	<p>Have a designated route for the powder delivery to follow when it arrives.          Have responsible and qualified person to transport to temporary issuing/magazine location.          Know the quantities that are expected          Do not have more than is necessary.          Transport smaller quantities more frequently if possible.          No smoking policy when in the proximity of explosives &amp; pyrotechnics.          Magazine area to have been checked for safety and conformity to regulations.</p>
Residual risk:	Medium
Persons responsible	PROMOTER/Appointed Explosives Liaison Officer/Pyro technicians EVENT PARTICIPANTS (GROUP RISK ASSESMENT REQUIRED),
Action to be taken by:	Immediately
Comments:	Be aware of potential hazards and have procedures to limit and control those hazards.

ITEM/TASK TO BE ASSESSED:	STORAGE OF EXPLOSIVES/PYROTECHNICS
PERSON/S INVOLVED:	EVENT PARTICIPANTS ONLY
HAZARD:	<ul style="list-style-type: none"> <li>• Explosion</li> <li>• Premature ignition</li> <li>• Fire</li> <li>• Spillage</li> <li>• Theft</li> <li>• Sabotage</li> <li>• Explosives &amp; Pyrotechnics in the possession of non-qualified person(s)</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Serious injury</li> <li>• Burns</li> <li>• Damage to property both personal and structural</li> <li>• Damage to local environment</li> <li>• Illegal use of Explosives &amp; Pyrotechnics</li> <li>• Initiating insurance claims, legal action or disciplinary action</li> </ul>
PROBABILITY:	Medium
RISK:	High
CONTROL MEASURES:	<p>Magazine/Store to be located in separate blast proof/safe area.  Explosives &amp; Pyrotechnics to be secured.  Area to be secured at all times when Explosives &amp; Pyrotechnics present.  Explosives &amp; Pyrotechnics to be secured.  Hazard signs indicating a high-risk area.  Enforced non-smoking policy within area.  Keep the public and other non-qualified persons out of area.  The appropriate authorities to be informed of the storage of Explosives &amp; Pyrotechnics in advance of the event.  An appointed qualified Liaison Officer to be responsible for the area(s) and Explosives &amp; Pyrotechnics.  Firefighting equipment to be readily available in this area(s).</p>
Residual risk:	Medium
Persons responsible:	PROMOTER Group Appointed Explosives Liaison Officer/Pyro technicians, EVENT PARTICIPANTS (GROUP RISK ASSESSMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Ensure Authorities are informed of Storage requirements

ITEM/TASK TO BE ASSESSED:	DISTRIBUTION OF EXPLOSIVES/PYROTECHNICS
PERSON/S INVOLVED:	EVENT PARTICIPANTS ONLY
HAZARD:	<ul style="list-style-type: none"> <li>• Premature ignition</li> <li>• Reckless behavior</li> <li>• Non-qualified person's interaction</li> <li>• Spillage</li> <li>• Sabotage</li> <li>• Indirect fire/heat source</li> <li>• Direct fire/heat source</li> <li>• Theft</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Serious injury</li> <li>• Burns</li> <li>• Secondary ignition leading to further explosions</li> <li>• Damage to property both personal and structural</li> <li>• Illegal use of Explosives &amp; Pyrotechnics</li> <li>• Initiating insurance claims, legal action or disciplinary action</li> </ul>
PROBABILITY:	Medium
RISK:	High
CONTROL MEASURES:	<p>Have set procedure for distributing supply.  Issue to qualified participant members only.  Have qualified competent persons supervising the distribution process.  Have appropriate qualified person only issuing.  Keep the public and other non-qualified persons outside of issue area.  Post information and hazard signs around the point of issue.  Enforced non-smoking policy in area.  Firefighting equipment to be readily available during distribution.  Area to be secured.</p>
Residual risk:	Medium
Persons responsible	Group Appointed Explosives Liaison Officer/Pyro technicians, EVENT PARTICIPANTS (GROUP RISK ASSESMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Ensure adequate time for participant's preparation of use

ITEM/TASK TO BE ASSESSED:	DISPOSAL OF EXPLOSIVES/PYROTECHNICS
PERSON/S INVOLVED:	EVENT PARTICIPANTS ONLY
HAZARD:	<ul style="list-style-type: none"> <li>• Unused quantities</li> <li>• Premature ignition</li> <li>• Reckless acts</li> <li>• Storage in unsuitable containers</li> <li>• Non-qualified person's interaction</li> <li>• Spillage</li> <li>• Sabotage</li> <li>• Indirect fire/heat source</li> <li>• Direct fire/heat source</li> <li>• Theft</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Serious injury</li> <li>• Burns</li> <li>• Secondary ignition leading to further explosions</li> <li>• Damage to property</li> <li>• Illegal use</li> <li>• Initiating insurance claims, legal action or disciplinary action.</li> </ul>
PROBABILITY:	Medium
RISK:	High
CONTROL MEASURES:	<p>Have set procedure for the requisition of unused Explosives &amp; Pyrotechnics.</p> <p>Have qualified competent person(s) made responsible for the collection of unused Explosives &amp; Pyrotechnics.</p> <p>Supply information to Event Group members regarding collection of unused powder procedures</p> <p>Event participants to be made aware of safety, legal and moral obligation to return unused to storage area after display at the end of each day.</p>
Residual risk:	Medium
Persons responsible	Group Appointed Explosives Liaison Officer/Pyrotechnics, EVENT PARTICIPANTS (GROUP RISK ASSESSMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Ensure overnight storage in place (PROMOTER/PASTE)

## 4. EVENT SITE

ITEM/TASK TO BE ASSESSED:	MODERN CAMPSITE
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> <li>• Adverse weather conditions</li> <li>• Vehicles</li> <li>• Poor ground conditions</li> <li>• Ditch/River</li> <li>• Fire</li> <li>• Explosion from camping gas bottles</li> <li>• Theft</li> <li>• Injury from weapons</li> <li>• Non-Event personnel gaining access</li> <li>• Irresponsible people</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Serious injury</li> <li>• Burns and smoke inhalation</li> <li>• Slipping or falling</li> <li>• Damage to property both personal and structural</li> <li>• Loss of property</li> <li>• Initiating insurance claims/Intervention of authorities</li> </ul>
PROBABILITY:	Medium
RISK:	Medium
CONTROL MEASURES:	<p>Secure area and only admit Event participants and accredited visitors at designated entrance(s)</p> <p>Have a designated person in control of camp and guard roster. Ensure all guards wear reflective vests when on duty.</p> <p>Have a well-defined road system and speed limit.</p> <p>Have a map, if required, indicating layout and location of specific areas and fire points.</p> <p>Notices indicating any dangerous areas.</p> <p>Ensure roadways and gateways are kept clear.</p> <p>Ensure roadways and gateways are wide enough for emergency vehicles.</p> <p>Encourage restricted movement of vehicles on campsite and use of overflow car park.</p> <p>Appropriate storage of all weapons and equipment.</p> <p>Advise participant Groups to ensure medical facilities are on hand.</p> <p>Inform emergency services of event.</p> <p>Ample provision of firefighting equipment.</p> <p>Evacuate immediate area of all fires to minimize risk of injury.</p> <p>Use and enforcement of camping regulations.</p> <p>Have an emergency evacuation policy.</p> <p>Have a designated disaster team.</p>
Residual risk:	Low
Persons responsible	PASTE/PROMOTER/EVENT PARTICIPANTS
Action to be taken by:	Immediately
Comments:	Check Entrance/Exit suitability (PROMOTER) with Police traffic control

ITEM/TASK TO BE ASSESSED:	LEAVING/ENTERING SITE PARKING AREAS
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> <li>• Collision of vehicles</li> <li>• Collision of vehicles and pedestrians</li> <li>• Poor visibility</li> <li>• Speeding</li> <li>• Traffic</li> <li>• Breakdown</li> </ul>
HAZARD EFFECT:	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Serious injury</li> <li>• Damage to vehicles</li> <li>• Damage to property both personal and structural</li> <li>• Road and campsite congestion</li> <li>• Initiating insurance claims/Intervention of authorities</li> </ul>
PROBABILITY:	Medium
RISK:	High
CONTROL MEASURES:	<p>Ensure all staff wear reflective vests when on duty.  Entrances/Exits should be clearly marked.  Flood Lighted if required.  Warning signs placed on road approximately 300 yards either side.  Road traffic controllers on road entrances should wear reflective safety jackets/coats.  Event traffic, if possible, should not be allowed to queue on main road when entering the event.  An access area for checking identification &amp; registration needs to be allowed.  Emergency services, particularly the police should be informed of event in advance.</p>
Residual risk:	Medium
Persons responsible:	PASTE/PROMOTER
Comments:	Specific problems of site need Police Agreement

## 5. GENERAL NOTES:



Explosives/Pyrotechnics is dealt with in accordance with statutory legislation relating to its classification of hazardous substance. It is issued to the relevant participant users not only in accordance to legal requirements but individual Group regulations. The issue procedure requires participants to produce the statutory documentation, which proves their qualified ability to use and handle the Explosive substances in a manner that will not endanger themselves or those around them. Each document holder is issued with an amount of Explosive substance relevant to the day's activities only. The participant members of the Groups who receive an issue for that day's event are aware that there is a procedure for the collection of unused Explosives & Pyrotechnics at the end of the event and that they are not allowed to retain unused Explosives & Pyrotechnics.

Displays:

The Event participants are carrying out Historical Interpretations, including but not limited to, military action cameos, drill, everyday life and clothing, for the public. There is suitable and sufficient supervision by qualified competent persons to safeguard against the public becoming injured by the actions of the participants involved in these activities. (PARTICIPATING GROUP'S RISK ASSESMENT AND PUBLIC LIABILITY INSURANCE REQUIRED)

ALL participants have guidelines that cover the use of firearms, swords and other weapons. Persons using firearms, swords and those in command of artillery pieces are required to be of a standard of competence, reached only by qualification through the relevant Group' requirements.

Pike and Shot Events Limited - Risk Assessments  
Produced for PASTE by SJW Production & Technical Services  
Last revised 1<sup>st</sup> March 2017



## ENVIRONMENTAL POLICY

### **Pike And Shot Events Limited** (PASTE)

It is the policy of PASTE at all our Events to meet the legal requirements as presented to them by the land owner. This includes the correct storage of hazardous substances, control, disposal and where possible the recycling of waste products, energy management and the control of sub contractors who operate within the requirements of each contract at the Events. In addition the Company through the environmental risk assessment and audit system shall identify and control where reasonably practicable; such risks and hazards which may have an adverse effect on the environment. In complying with the requirements placed upon us by the land owner, the Company will strive to improve control measures and systems to reduce the likelihood of serious environmental impacts becoming a reality.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed in the Health, Safety and Environmental manual Part 2 Sect 1

Signed .....D.E.Allan

Title .....Managing Director

Company .....Pike And Shot Events Limited

Date .....01 March 2017

## GENERAL STATEMENT OF POLICY



### **Pike And Shot Events Limited** **(PASTE)**

It is the policy of the PASTE to comply with the terms of the Health and Safety at Work etc Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. PASTE's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace through the formal assessment of risks, good organisation, planning and communication.

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

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

While the management of PASTE will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. Therefore it is the duty of each employee to act in a safe manner, take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of PASTE will provide every employee with the health & safety briefing necessary to carry out his or her tasks safely.

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

Specific details relating to individual responsibilities and all arrangements are to be found in the HSE Manual Pt 2 Sect 1

Signed ..... D.E. Allan

Title .....Managing Director

Company .....Pike And Shot Events Limited

Date .....01 March 2017

# AA Signs Schedule

Version 0.84

## Event Details

Reference: WN17JUN052SE

Name: Chalke Valley History Festival advance warnings

Location: Church Bottom Broad Chalke Salisbury

Start Date: 10/06/2017

End Date: 02/07/2017

AA Contact: 01256 495364

Email Contact: [signs.southwest@theaa.com](mailto:signs.southwest@theaa.com)

## Key to Abbreviations

### Fixing

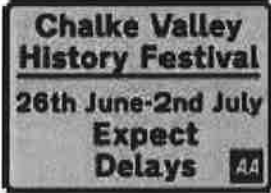




Post Clips 'D'	Clip
Long Leg Stand	L/leg
Metal Post	M/post
Post Extension	P/extend
Quick Fit Frame	Q/fit
RSJ Clamps	RSJ
Screwband	S/band
Stand with support plate	S/supp
Wooden Stake	Stake
Standard leg stand	Stand

### Fixing Point and Location

Advance Direction Sign	ADS
Bridge	Br
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
Meadside	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 0.84

Sign No.	Sign Size	Fixing	xtf (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

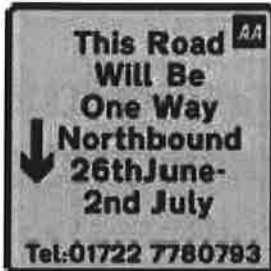
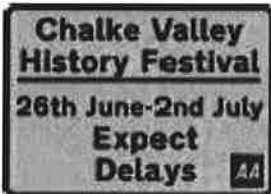



# AA Signs Schedule

Version 0.84

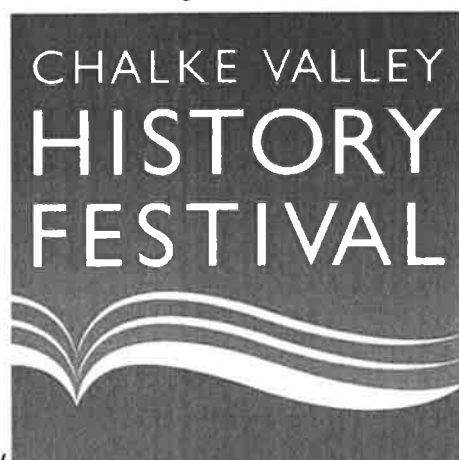
Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
006	1050x105 0	Long Leg Stand	62.5		Verge N/S Knighton Rd. westbound in adv. Newtown.	Wiltshire Highways Southern
007	1050x105 0	Long Leg Stand	62.5		Verge N/S Newtown northbound at Bury Ln. junction.	Wiltshire Highways Southern
008	1050x105 0	Long Leg Stand	62.5		Verge N/S The Causeway northbound at Bury Ln. junction.	Wiltshire Highways Southern
009	1050x105 0	Long Leg Stand	62.5		Verge N/S The Causeway northbound at South St. junction.	Wiltshire Highways Southern

# AA Signs Schedule

Version 0.84

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
010	1050x1050	Long Leg Stand	62.5		Verge N/S Howgare Rd. southbound after Horses and Camping gate.	Wiltshire Highways Southern
011	1050x750	Standard leg stand	62.5		Verge N/S Howgare Rd. northbound after A354.	Wiltshire Highways Southern
012	1050x1050	Long Leg Stand	62.5		Verge N/S Howgare Rd. northbound after A354.	Hampshire County Council WEST
013	1050x1050	Long Leg Stand	75		Verge N/S A354 Crossing eastbound at Howgare Rd. junction.	Hampshire County Council WEST
014	1050x1050	Long Leg Stand	75		Verge N/S A354 Crossing westbound at Howgare Rd. junction.	Hampshire County Council WEST

**Daily Mail**



## Noise Management Plan

Chalke Valley History Festival

Church Bottom

Broad Chalke

Salisbury

Wiltshire

SP5 5DS

26<sup>th</sup> June – 2nd July 2017



**Index**

Introduction	Page 91
Bordering Residential Properties	Page 92
Legislation and Good Practice	Page 94
List of Potential Noise Sources	Page 95
Build and Breakdown	Page 96
Bar	Page 97
Arena	Page 98
Traffic	Page 99
Fly Pass	Page 100
Generators and Towerlights	Page 101
Campsite	Page 102
Amplified Sound	Page 103
Site Layout	Page 104



DRAFT / WORK IN PROGRESS

## 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. The Festival previously wrote to the residents of Ebbesbourne Wake. 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 11.30pm on Friday and Saturday, and 1.30pm on Sunday. Amplified music will also be played in the Picnic Tent on Saturday night only and will end at 11.30pm.

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

### **Bordering Residential Properties**

There are four houses that will be directly affected by vehicle traffic passing their properties. All these residents have been spoken to and we have listened to their concerns and enthusiasm. One resident is particularly concerned about the proximity of the car park to a caged hawk on his property. This resident has asked that we ensure there is a vacuum between his boundary fence and our car park. We will comply with this request.

Two residents have asked for the Festival to provide an insurance indemnity on their property while the Festival is being held. We will comply with this request.

One resident has asked for us to provide him and his wife with a holiday and lodging for his dog and cat during the Festival. We are not intending to comply with this request.

### **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. These numbers are 01722 780793 and 07776380784.

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).

### **Consultation with the residents of Broad Chalke**

We have proactively contacted residents, carrying out face to face consultations explaining our proposals.

We have attended two parish council meetings where we gave councillors details of the intentions of the Festival. We were asked to arrange two further meetings. A 'drop in' meeting was advertised in the local magazine and held in the Village Hall on 22<sup>nd</sup> January. This was an informal meeting giving locals an opportunity to study the future plans of the Festival. Handouts were available to those who wanted them. This was attended by approximately 30 people.

Further to this we hosted a CVHF meeting on January 26<sup>th</sup> in Broad Chalke. The Co-Chair, Finance Director, Legal Representative & Trustee, H&S Manager and Flying Display Director attended.

In the main the meeting went very well. One major concern was from a nearby resident who was concerned about thefts from cars and vehicles being broken into. This has not been a problem for us in the past and today we have not had any car crime.

One resident suggested that the four houses which would be viewed from the car park but feel more comfortable if some form of fencing was put in place to shield them from the car park. We will look into this.

We have also appointed an independent village representative who can be approached by residents who have any concerns about the Festival. This is Janet Roe. If it is helpful I can provide a list of all those who attended both meetings.

### **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

DRAFT / WORK IN PROGRESS

### **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.

DRAFT / WORK IN PROGRESS

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

Saturday 1<sup>st</sup> July 12.30 – 1.30pm, 7.30 – 8.30pm and 9.45 – 10.30pm

Sunday 2<sup>nd</sup> July 12.30 – 1.30pm

- Small band in the Picnic Tent will be played  
Saturday 1<sup>st</sup> July 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.



DRAFT / WORK IN PROGRESS

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

Sunday 2<sup>nd</sup> July 11.15 – 11.30pm, 12.45 – 1.00pm and 2.45 – 3.00pm

# CVHF 2017 - DRAFT PLAN



### 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 Location



⊗ Towerlight Placement

## 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.



DRAFT

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

Sunday 2<sup>nd</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

DRAFT

### **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.

DRAFT / WORK IN PROGRESS

