

# SANDON FIELDS FESTIVAL

Saturday 9th & Sunday 10th June 2018

Poplars Farm, Sandon, Herts, SG9 0QG

## EVENT MANAGEMENT PLAN

V1

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## Introduction

This document is the backbone of our Event Management Plans and its purpose is to provide a general overview of all the considerations and detailed planning required staging the event.

As a standalone document it will contain all pre-event details, and will reference other documents that may be found as appendices. It is intended that it is a 'working document' that will evolve with ongoing liaison between the event organisers, the local licensing authority (NHDC) and other responsible authorities.

The event organisers are an experienced team. They have successfully staged a "pilot" and very well received event for 1000 people on the same site using TENS licenses. This was to gauge the many factors leading up to a successful event. They have also managed, provided sound & light hire services and security services for several local events under the same licensing authority.

The team are committed to responsible event management practices. Our work is conducted to the highest standard to increase our contribution to arts and culture whilst minimising any adverse effects to local residents, public safety and the environment. We believe good communication with stakeholders, such as local authorities and community groups, is vital to the success of any event and hope collaborative documents like this aid such communication. We will follow the advice from the various SAG meetings and using the **Purple Guide's** recommendations as closely as possible.

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## 1 Event Overview

### 1.1 Event Site Location

The event will take place at Poplars Farm, Roe Green, Sandon, Herts, SG9 0QG

#### **Public Entrance & Exit:**

The public entrance (via foot and vehicle) to the event site will be located off of the main 'Rushden road' In a field next door to Poplars Farm. There will be a vehicle track leading to a carpark and a seperated (via pedestrian barrier) public walkway straight to the main event field "bottom field" See "sitemap appendices: A - A1 - A2"

#### **Production / Trades / Artst / Emergency Services (Blue Line) Entrance & Exit:**

This entrance is on the main driveway to Poplars Farm (the event site) just off the main Rushden road. See sitemap / appendices A- A1 -A2"

#### **Ground Event Location:**

<https://www.google.co.uk/maps/place/Sandon,+Buntingford+SG9+0QG>

Both area's of land listed above are privately owned and permission for the event to take place has been granted.

### 1.2 Event Summary

Sandon Fields is a smallscale, 1 and a half day, family friendly music, food and arts festival. With a focus on supporting emerging local artists, chart touring acts, with a view to engaging the community in the arts, and allowing the community to enjoy the outdoors.

The event programme consists of a wide range of art forms and activites including: live music, DJs and world food. There will be a family & children's fun area that includes funfair rides 'bounce zone' face painting and a mini ball park, The event will offer reduced priced tickets to the immidiate local residents of Roe Green and nearby residents of Sandon, via custom printed tickets and wristbands.

### 1.3 Licensable Activities

The licensable activities intended to be carried out are:

- The provision of regulated entertainment.
- The provision of entertainment facilities.
- The supply of alcohol by retail, for consumption on & off site
- The provision of late night refreshment

### 1.4 Licensable Areas

Licensable activities on the 'Poplars Farm, Sandon Fields' site will only take place within these designated areas which will be contained and manned by SIA accredited security personnel at all times. We are using a multistage checking in system via ticket scanning, coloured tamperproof wristbands and a clicker system for headcounts. Please see appendices A, A1 & A2 for site map of licensable areas.

### 1.5 Dates and Times

#### Production Dates

Build	7th - 9th June 2018
Live Event Days	9th - 10th June 2018
Breakdown	10th - 11th June 2018

#### Public Access

The public are permitted on-site from 12noon on the Saturday 9th June 2018 until 02:30 and then again from, 12noon on Sunday 10th June 2018 until 18:00

#### Licensable Activities

The provision of regulated entertainment (to include live music, recorded music, performances of dance and activities of a similar description) and the provision of entertainment facilities (to include making music, dancing and facilities of a similar description):

Date	Start	Finish
09/06/18	n/a	n/a
	11:00	23:59
10/06/18	00:00	02:30
	12:00	18:00

**The sale by retail of alcohol for consumption on and off the premises:**

Date	Start	Finish
09/06/18	n/a	n/a
	12:00	23:59
10/06/18	00:00	02:00
	12:00	17:30


The timings given here cover all of the different activities happening on site.

*Please see section 3.1.4 Venue Timings and Capacities for operational timings of each stage.*

It is not our intention to have continuous musical performances throughout the licensed period, rather the day will feature a mix of activities with louder and quieter periods.

*Please see section 3.16 Noise for further information on the noise limitations during each period.*



## Non Operating Hours

During non operating hours whilst the public are still on-site the provisions put in place to meet the various licensing objectives will be upheld regardless of the activities taking place on site, for example, security provisions and first aid provisions.

## 1.6 Contact Details / See Appendix 'I' for contact telephone numbers for the management teams below

### 1.6.1 Management Team

**Event Directors:**

Richard Maskell / James Rogers

**Production Manager:**

Donna Mackay (assisted by Megan Collier)

**Event Control:**

Sam Ring / Dale Mabert

**Head Of Security:**

Nathan Jones HSC

**On-Site Traffic Manager:**

Daniel Small (assisted by John Staples)

**DPS***Lawrie Alderman***Stage Managers:**

Main Stage (Area 1) Ross Freeman, Joe Astwick Big

Sounds Stage (Area 2) Shane Wilson, Mick Rees

**Radios:**

All key members of the management team will be issued with a radio on both the main event channel and a specific, dedicated, sub channel relevant to the area of their jurisdiction / *See Appendix D, Security Policy.*

### 1.6.2 Contractors & Suppliers

All contact with suppliers and contractors should be via the event management team.

**Security & Crowd Management:** HSC Security**Medical & First Aid:** St John's Ambulance**Sound, Staging & Lighting:** London Road Audio Services / Mosaic FX Productions**Bars:** Sandon Fields**Food Vendors:** (See Appendix: 'F' for full list)**Toilets:** Elliot Hire**Noise Control:** London Road Audio Services Ltd**Water:** Onsite**Fencing, Matting, Tower Lights, Generators, Crowd Barriers etc:** Charles Wilson Plant Hire

London Road Audio Services Limited and all event contractors will hold with an insurance office of repute, public and employers liability insurance for claims up to and including £5,000,000. All relevant site and event equipment will be PAT Tested.

## 2 Event Specifics

### 2.1 Capacity and Audience Numbers

The capacities below have been established using a combination of information relating to the desired audience density, 2015 figures and the available space. Further consideration concerning the available means of escape and evacuation time will be available in the event Fire Risk Assessment.

For this event, the desired audience density is quite low within the licensable areas. All event safety, sanitary and security provisions will be planned (and exceeded) to be suitable for this intended capacity.

#### 2.1.1 Licensed Area Capacity

For this event the **maximum** number of attendees is to be limited by the License restrictions on capacity.

Category	Number
Public	4499
Performers & Staff	500
<b>Total</b>	<b>4999</b>

The total area of the licensed event site is over 22 acres. This will provide excessive space for the expected attendance and achieve the desired audience density.

#### 2.1.2 Campsite Capacity & Procedure

We predict as Sandon Fields is a local family festival (rather than a national, 4 day, large scale event) and that the event is held over just one night (1 and a half days) that around half of the expected audience will actually camp overnight....

Using an average occupancy of 2 people per tent we expect (as a maximum) to have to cater for 1125 tents for the public and at most 25 tents for staff (all staff are locally sourced and of course will not be consuming alcohol etc whilst working at the event) Using a scaled back maximum density of 500 tents per Hectare (purple guide) this would require 2.15 Hectares of campsite space.

The area of the campsite marked on the sitemap is 5.4 acres, which will provide enough space for the expected attendance, without using the contingency areas, and achieve the desired audience density, the pitching of the tents will be monitored by marshals to ensure safe and efficient use of space. The site will be outfitted with running water and separate toilet facilities for the 1 night stay.

### 2.1.3 Car Park Capacity

An estimated maximum of 80% of attendees will travel to the event by car or taxi. Using an average car occupancy of 2.5 we can expect a maximum of 1425 cars in the public car park. This is assuming a full sell out of the event!! So, using an average of 185 cars per acre, 7 acres are required for attendee parking. The provided public parking area has more than enough capacity.

Staff, performers & caterers will require enough space for an extra 100 vehicles. We have space and provisions for over 200 vehicles.

The parking area marked on the sitemap is approx 7 acres, which will provide enough space for the expected number of cars. There is plenty of overflow space available onsite for use in the event that this area is unsuitable or full.

### 2.1.4 Venue Timings and Capacities

A detailed assessment for the capacity of each Area (venue) onsite can be found in the event Fire Risk Assessment and or the security policy, which considers the means of escape and evacuation time from each area.

## 2.2 Site Design

The event will take place within the boundary of Poplars Farm. Please see the Event Site Maps in the appendices for a detailed plan of the event site.

### 2.2.1 Control Point

The publicly available control point will be the entry gate, the security wristband check area marked on the site map. This will provide assistance to attendees and a point of contact to the organisers for public attendees.

The production office and staff welfare areas will be situated backstage and as marked on the site map, these areas will house management resources and will provide a point of contact between the organisers, event staff and any responsible agencies. When closed or vacated, there will be radio contact with the production manager and a list of phone numbers for emergency use made available to all working on site.

### 2.2.2 Fire Patrol Vehicle and other Emergency Vehicles

A direct vehicle route will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency, these are currently marked on the site map in red.

### 2.2.3 Emergency Fallout Zone

An emergency fallout zone has been designated on the sitemap for use in the event of a full evacuation.

#### 2.2.4 Fencing and Barriers

Anti climb heras fencing and crowd control barriers will be used to enclose the site erected in line with the site map, parts of this will be covered with hessian scrim to aid the natural theme of the event and to act as screening between the event site and non event space. This will be patrolled by SIA accredited security. Walkways will be marked by stakes and rope and be lit using tower lights or rope lights powered by generators situated backstage.

Suitable safety barriers will be used in front of stages and to cordon off nonpublic areas, such as around generators, trip hazards and to form queue lanes. Front of Stage barriers will be used in the main 2 zones / areas to ensure crowd safety.

### 2.3 Temporary Demountable Structures

Temporary demountable structures will be used to house the venues, bar and food traders as well as some production facilities.

#### 2.3.1 Erection & Maintenance Of Structures

The responsibility for the safe erection and maintenance of structures rests with the contractor supplying the structure. They are expected to produce and work to their own risk assessments and method statements and maintain their own liability insurance cover and MUTA documentation.

#### 2.3.2 Structural Safety & Wind

Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken. The main event site is naturally shielded from wind due to it being enclosed from all sides with thick hedgerow and a woodland area. The production staff will have access to portable Anemometers in the control centre.

The production & stage managers will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require.

#### 2.3.3 Fire Safety of Materials

Marquee and lining fabrics will comply with fire safety standards BS5438 (For new tents) and/or BS3120 (For old tents). Flame retardancy certificates will be obtained (if applicable) from contractors in advance of the event and be filed in this document.

### 2.4 Power Supply & Electrical Equipment

#### 2.4.1 Generators

Generators will be installed and managed by an experienced electrical contractor. Generators will run on diesel or from renewable sources such as solar. No petrol generators will be used and no other generators will be allowed onsite. Generators will be inaccessible to attendees.

If diesel generators are used tanks will be double banded and a Diesel Spills Kit available at all times from the production office.

#### 2.4.2 Electrical Installations & Appliances

Electrical installations will be managed and signed off by experienced electrical contractors with the relevant qualifications and will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity At Work Regulations (1989).

Most appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification. Any other appliances brought onto site will be PAT tested before by onsite electricians before their use is permitted. We will have a qualified PAT testing accredited person on site, to re-test any equipment with outdated certification.

All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where necessary and cable ramps used.

#### 2.4.3 Site Lighting

Site lighting will be positioned in suitable areas around the event site. Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or have to be switched off.

Most site lighting will only be used in an emergency, however, the areas listed below will be lit at all times after sundown:

Toilets and showers, Production area, Emergency Exits and Security positions.

### 2.5 Fire Safety

A fire safety risk assessment, undertaken to determine the likelihood and potential effects of a fire at the event and provide measures to reduce both, will be completed and sent to the Local Authority and Local Fire Authority before the event begins.

#### 2.5.1 Fire Fighting Equipment

All concessions attending must carry one 2Kg dry powder extinguisher and one fire blanket as part of their setup. Any deep fat frying units will require one additional wet chemical extinguisher.

We will provide and maintain a schedule of fire fighting equipment, distributed around the event site, for use by staff in the early stages of tackling a fire.

All of the main stages and the 2x bars will have relevant extinguishers to hand.

### 2.5.2 Fire Safety Checks

2 checks will be conducted at 11am and 9pm (peak time) on the event days including:

- All exits and gateways are unlocked and clear
- All exits are clearly signposted and illuminated
- All exits lead to a place of safety, and that the place of safety is clear

### 2.5.3 Raising The Alarm

Upon spotting a fire, or being alerted by an attendee, any member of staff or security can communicate this to the production office via radio. The production office can then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation if required.

### 2.5.4 Preventative Measures

Cigarette Butts / Bins will be provided.

All Grass will be cut short prior to public access.

### 2.5.5 Fireworks & Sparklers

Attendees will not be allowed to bring fireworks or sparklers onsite. Any found during security searches will be disposed of.

### 2.5.6 Emergency Services Rendezvous Point

The emergency services rendezvous point is at the vehicle entrance to the event site, as marked on the site map (Blue Gate).

## 2.6 Provisions For Disabled People

Disabled access toilets will be provided. Routes through the event site will be made suitable for wheelchair users and those that have difficulty walking. Adequate signage will be used to assist those with impaired hearing and vision. Priority parking spaces will be made available to improve access to the event for disabled attendees. We offer free tickets to disabled people for their carers if required.

## 2.7 Crowd Management

Crowd management planning and implementation will be undertaken by our event staff, marshalls and security.

### 2.7.1 Audience Number Control

Tickets will be majority sold by pre sale (online) A small amount of tickets will be made available on the door for walk up attendees.

We have a ticket scanning system, which will be in operation along with entrance and exit click counters, to give an accurate measure of numbers inside the event at any given time. In addition we will be issuing colour coded wrist bands. Under 18's, Over 18's, Artists & VIP's. See Appendix G: Crowd Management.

### 2.7.2 Police

We will ensure we liaise with all relevant police parties closely in the further planning of the event to ensure they are aware and in agreement with the Event Management Plans.

Police presence at the event is always welcomed, though we feel that it is not necessarily required considering the private security arrangements we will have in place.

### 2.7.3 SIA Licensed Security Team

SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities. A detailed crowd management overview will be produced following a risk assessment by HSC Security in their security policy, planning exact security team numbers and positions.

### 2.7.4 Stewards

Stewards and volunteers will be used to assist with general information and monitoring of activity around the event site. This team will not replace or replicate the provisions of the SIA Licensed security team; their purpose is to provide information to event goers and a large network of eyes and ears around the event site. Stewards and volunteers will be trained and briefed before the event commencement.

### 2.7.5 VIPs

A short list of low profile VIP's will be invited. We do not anticipate having to make and special security arrangements for them but private refuge will be available backstage if required in the Hospitality area (the barn) which is tucked away from the main event site.

### 2.7.6 Accreditation

All attendees, staff and performers will be issued with a wristband upon entry for identification purposes. Production passes will be via lanyards, which will be signed out at the beginning of the event. Adult wristbands will only be given to those aged 18 and over to help prevent underage drinking. Brightly coloured 'Under 18' wristbands will be issued to any attendees under the age of 18, which will have the phone number of their elected guardian written on it.

### 2.7.7 Security Searches

It is a condition of entry that each attendee is subject to a security search upon entry to the event site. Any contraband material found during searches will be confiscated and appropriate action will be taken by the security team. Contraband material includes drugs, weapons, glass bottles, fireworks, sparklers, all alcohol, large sound systems, large gas canisters. There will be a locked amnesty bin on entry for voluntary disposal. There is a zero tolerance policy to all these items.

### 2.7.8 Missing Persons or Property

Any lost property may be handed in to any of the production team, bars, security or event staff; this will be dealt with by the welfare team, as can any reports of lost property. Property can be reclaimed at the event by direct description or afterwards via collection or post. Contact details for property reclaim will be clearly shown on the event website.

Lost persons can also report to the welfare team, as can reports of missing persons. The Production Manager will then be informed. If the lost person is deemed to be in any way vulnerable then only persons with a valid DBS check will be allowed to handle the issue. In most cases this would be any of the Welfare team, SIA team, First Aid team, or the event organisers.

## 2.8 Alcohol & Bars

The bars on site will be managed in accordance with The Licensing Act 2003 and all Mandatory Licensing Conditions will be met. All bars will serve drinks via plastic containers only, no glass.

### 2.8.1 Designated Premises Supervisor

Our Designated Premises Supervisor will be Lawrie Alderman.  
Licence number LICPL/04520/15 Personal licence issued by  
NHDC



### 2.8.2 Bar Operating Times

Date	Start	Finish
09th June	12noon	02:00
10th June	12noon	17:45

### 2.8.3 Challenge 25

We will operate a 'Challenge 25' policy at the entrance to the event. Any persons without valid identification will be refused an adult wristband. A further challenge will be made at the point of sale if there is any doubt about the attendees age.

## 2.9 Communications

### 2.9.1 Event Website & Social Media

The event website and social media channels will provide attendees with information relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

### 2.9.2 Radio

All key staff will be issued with a radio.

All event staff will be provided with a contact sheet prior to the event that will state which teams are using which frequencies and a list of key mobile phone numbers for use in case of radio failure.

### 2.9.3 PA Systems

Information and emergency directions can be broadcast to the public using the PA systems available in each venue.

### 2.9.4 Loud Hailers

The security team will provide loud hailers for use during any partial or full evacuation,

### 2.9.5 Signage

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height.

Other points of interest will be clearly signposted such as the main entrance, first aid, water taps and control point, as well as delivering safety advice.

## 2.10 Medical First Aid & Welfare

The provision of first aid during the event will be planned and managed by a suitable specialist contractor, who is now confirmed as 'St Johns Ambulance'

The onsite medical team will be the first responders in any medical emergencies and will be responsible for telephoning for assistance from the local ambulance service if required. They will have direct radio contact to the production office and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

### 2.10.1 Medical Equipment & Staff Provisions

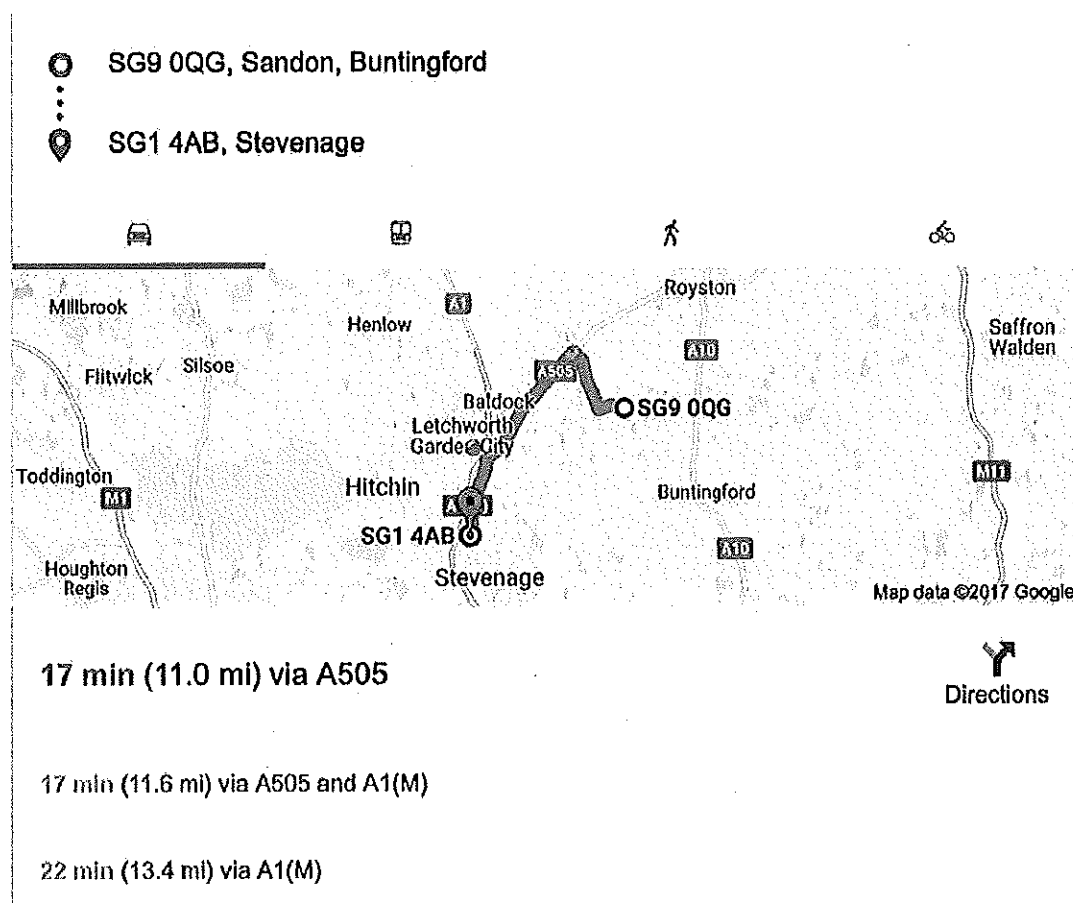
Sat 09th & 10th June 2018

Opening to closing hours: 2 x first aiders and 1 x Emergency medical technician

### 2.10.2 Nearest Hospitals

**Nearest A&E Department (17 mins by road. 24 Hrs.)**

Lister Hospital  
Coreys Mill Ln,  
Stevenage  
SG1 4AB



## **2.11 Refuse & Recycling**

No glass will be allowed into the event. Additional measures will be taken to reduce the amount and types of materials coming onto the event site. Concessions will be required to use compostable serving plates and cutlery which can be provided by the Sandon Fields team.

### **2.11.1 Attendee Waste**

Bins will be provided across the event site for use by attendees. Locked Amnesty Bins will also be located next to the entry search points for the disposal of confiscated contrabands.

The refuse team will ensure bins across the event site are regularly emptied and the event site is kept clean of any discarded materials. The team will be required to wear appropriate PPE at all times.

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside the event site.

At the end of the event a full litter sweep will be conducted across the sections of the estate that have been used and immediate surrounding areas.

### **2.11.2 Concession and Production Waste**

Larger industrial bins and liquid containers will be provided for the safe disposal of food waste and production waste such as grey water.

### **2.11.3 Waste Transfer Licence**

A copy of the waste disposal contractor's Waste Transfer Licence will be made available to local authorities upon request.

Anticlimb Heras fencing will be erected 3 days pre event, mainly as a security measure, but also to keep out larger animals such as deer.

#### 3.13.3 Notice to customers of Environmental risk

Laminated posters will be erected pre-show to warn of the risks of any known environmental risks, such as ticks, and how to deal with any contact or reactions.

#### 3.13.4 Medical Preparation

Our site Medical, Security, Campsite teams and Welfare teams will be equipped, briefed and be prepared to recognise and deal with any adverse effects that may be transmitted from the natural environment such as tick bites, general insect bites and allergies.

#### 3.13.4 Operational Preparation / Water Hazards On Site

There is a small shallow (at this time of writing) lagoon on site (See site map) This will be completely fenced off and will also be monitored via CCTV, the main security tent and staff welfare tent will be close to this hazard also. Security will be briefed to be vigilant and made aware of these provisions at these areas. All fencing will be inspected as part of the fire walk around and any weak spots will be reclipped. Trees will be visually inspected and managed prior the the show, any dangerous branches will be removed.

#### 3.13.6 Waste Management

*Please see section 3.11*

#### 3.13.7 Liquids On Site

All Traders and Bars will have a grey water facility for disposal of all liquid waste created by their operations. All traders and bar staff will be fully briefed on proper disposal of liquid waste and the consequences of disregarding the briefing. Any trader or bar staff seen to be discarding of liquid waste anywhere other than in its proper place will be subject to a severe verbal warning and the trader will receive a red card and will not be allowed to resume trade until proper systems have been introduced to deal with liquid waste appropriately. Consistent breach of rules will lead to bar staff being relieved of duty and traders escorted off site.

Human liquid waste will be dealt with in a similar manner so as not to pollute water courses and ecosystems. Adequate toilets will be provided in high risk areas such as at the bars and between venues. Urinals will also be provided so as to encourage proper disposal of human liquid waste and to alleviate toilet queues at peak times and avoid customers taking alternative options. Much of the covered space will be out of bounds, which again will discourage customers from avoiding the proper provisions put in place. All temporary toilets, diesel containers and tanks will be inspected on arrival to ensure that there are no possibility of leakage.

Chemicals will be stored responsibly in a locked steel container and spill kits will be available from the production office at all times.

### 3.13.8 Emissions

Electric appliances will be kept to a minimum and backstage signage will be erected to remind staff and crew to use as little energy as possible. Lights will be turned off in all daylight hours, unless required for artistic purposes. LED lights will be used where practical. No power is available for public use. All generators are eco/supersilent, emissions will be logged post show and a strategy will be put in place to reduce the event's carbon footprint for the future.

## 2.14 Inclement Weather

The production manager will monitor weather predictions and prevailing conditions in the build week and during the live event.

### 2.14.1 Wind

Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the production manager. If at any point the safe wind speed is likely to be exceeded the production manager will ensure appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

### 2.14.2 Flooding & Wet Weather

Shelter for all attendees is available in various places across the site. The event is taking place on high ground so the risk of large scale flooding is minimal. In the event of localised flooding areas will be closed off. Signage will be available to warn of flooding and muddy areas.

Main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessary made safe through the use of straw, woodchip or temporary pathway and trackway.

### 2.14.3 Extreme Heat & Cold

In the case of extreme heat (above 27°C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen.

Sunscreen will be available in the first aid tent and welfare tent for anyone without their own.

In extreme cold (below 10<sup>0</sup>C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

## **2.15 Concessions**

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff. No concessions will be permitted to sell alcohol.

Copies of food safety & hygiene certificates, gas safety certificates, public liability insurance and risk assessments will be retained by the event organisers and made available to local authorities.

We will be operating our own 'Green Card' scheme, whereby concessions will be required to adhere to our set of rules and be subject to inspection by the production team before they are given a 'Green Card' to trade on site.

## **2.16 Traffic & Transport**

### **2.16.1 Vehicle Access**

There is one main access point to the event site for vehicles, located on the site map.

We will be directing all traffic to arrive at the access point above via the Key Traffic Control Point.

The turning at Blue Gate into the event site will be wide and suitable for larger Emergency Vehicles. An internal track from the entrance leads into the car parking field and is over 200m long which can be used as potential stacking room, to keep traffic off the road. It is not anticipated that there will be any issues regarding traffic queueing.

### **2.16.2 Car Parking**

The required space for car parking, to accommodate for both attendees and staff is 7 acres. There is ample space at the event site to accommodate this. Parking will be managed by stewards to ensure available space is used effectively and that attendees only park in permitted locations.

### **2.16.3 Speed of Vehicles**

A 5mph speed limit will be in action on site at all times during the event and our presence on site to prevent any accidents and/or collisions including cars and pedestrians attending the event. This will be signposted around the site and access routes.

#### 2.16.4 Traffic Signage

The event will be signposted in the local area (exact positioning to TBC) via short leg temporary road signage.

#### 2.16.5 Public Transport

We will encourage attendees to travel to the event by public transport if possible.

A shuttle bus service will be running from Ashwell & Mordan & Baldock train stations to the site. The timetable will be published nearer the time and will correspond with train times and planned engineering works. It is planned at present that the bus will run every hour or every half hour depending on our expected arrival times. On the egress the busses will wait until full or until the schedule allows.

More detailed information is available in the Traffic Management Plan regarding all transport provisions. Appendix C.

A number of local taxi providers will be approached prior to the event to ensure they are aware of the event timings and location. Their telephone numbers will be published in the festival programme and on posters at the box office. Box office staff will have a telephone and be briefed on how to support customers in booking taxis in order to leave the event site.

### 2.17 Noise / See Appendix B for detailed NMP

#### 2.17.1 Nearest Noise Sensitive Premises

Residential Property	Distance To Nearest Stage
Roe Green - First Neighbours	300m to mainstage
Roe Green - 3rd & 4th Neighbours	335m to mainstage
Rushden Road Housing Row	400m to mainstage

#### 2.17.2 Noise Management Conditions

In accordance with the 1995 Noise Council Code Of Practice on Environmental Noise Control at Concerts, a noise assessment and management plan will be produced in order to consider and reduce the nuisance effects of noise arising from the event, taking into account the size, type and direction of each soundsystem. The following conditions will be adhered to in managing noise created by the event:

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Between the hours of 10:00 and 22:59 the music noise level arising from the event will not exceed 65 dB(A) (15Min) at the boundary of the façade at the nearest residential noise sensitive premises, unless by prior written agreement with the occupant. The main "outdoor, non enclosed" stages will all close at 11pm sharp.

Between the hours of 23:00 and 02:30 the music noise arising from the event will be inaudible within the nearest residential noise sensitive premises, unless by prior written agreement with the occupant. The test for inaudibility inside the property will be that the music noise level shall not exceed 45 dB(A) (15Min) at 1m from the façade of the property.

The music noise level arising from the event shall not exceed a Cweighted limit of up to 70dB in either of the 63Hz or 125Hz Octave frequency band at 2km and beyond.

A noise propagation test will be undertaken before the start of the event to ascertain the maximum noise levels at the mixing position of each stage that can be achieved to keep inline with the above mentioned music noise levels (SPL) We will commission a compliant noise management person to take regular readings across 6 or more points at various positions on and off site. This data will be logged and time stamped / videoed. We will be using class 1 readers.  
NTI - STI-PA AL1

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## 2.18 Build and Break Procedures

The physical build and break of the site will be carried out by Sandon Fields own dedicated crew plus some specialist contractors for services such as technical production, provision of power, marquees and provision of toilets.

Before the show, all contractors will be thoroughly vetted and their documentation assessed and kept on file in this document. Sandon Fields will be checking the following (if applicable) Risk Assessments, Method statements, all relevant qualifications, documentation connected with specialist equipment (MUTA Marque, general equipment maintenance documentation MSDS sheets, PAT tests, Gas Safety Certificates, Ladder Tags) and insurance.

All site crew working directly for us will be again fully vetted by the Production Manager and all relevant qualifications will be examined and collated. At the start of each day, the crew will be fully briefed, there will be no lone working activities and all will be in radio communication for the duration of the working day. PPE will be examined and reissued if incorrect.



All personnel will be subjected to a thorough Site Induction on arrival until the first public access day. Personnel will then be required to sign an acknowledgement sheet which will be kept on file, the contents of which will make up an appendix in this document.

### **3 Emergency Procedures**

The production manager has overall responsibility for managing emergency situations. If the production manager is unavailable and cannot be called then the head of security will assume their decisionmaking responsibilities.

#### **3.1 Event Site Status**

At all times the event will be given one of the three following status levels. The production manager, will be responsible for monitoring radio communications and escalating or deescalating the event site status.

##### *Green: Normal Operation*

The event site is operating under normal circumstances.

Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees.

The chain of command remains normal, with the Production manager acting to co-ordinate the resolution of routine incidents.

##### *Amber: Emergency Response*

The event site is operating to resolve an actual or potential emergency situation. This might involve a bomb threat, fire, medical emergency, and adverse weather conditions.

Amber status incidents might require the emergency services to attend in addition to the assistance of onsite teams. The production manager will make the decision to seek their advice and/or assistance.

The chain of command remains normal; the production manager will be responsible for co-ordinating onsite resources and requesting the assistance of the emergency services.

The production manager, or head of security will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

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If the situation can be resolved the site status can be changed back to green, however the situation may require the curtailment of the event. The decision to curtail the event is to be taken by the Event Organisers.

#### *Red: Major Incident*

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. The production manager will be responsible for supporting the controlling officer's decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

If the situation can be resolved and the event can continue, control of the event will be transferred back to the production manager. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the production manager.

### **3.2 Emergency Radio Codes**

Will be documented in Appendix D: Security Policy

### **3.3 Emergency Vehicle Rendezvous Point**

The designated rendezvous point for emergency vehicles is Blue Zone (Gate) A map of it's location will be made available to local authorities before the event commencement.

### **3.4 Temporary Showstop**

An incident may require the show (music or entertainment) to temporarily be stopped in order to assist with the response. *A temporary showstop is not an order to evacuate.*

A showstop can be ordered by the Production manager, Head of Security or Event Organiser at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement:

*“Ladies and Gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are.”*

Further details about whether or not the show will restart should be given as soon as possible.

### **3.5 Evacuation**

Under an Amber site status, the production manager, or head of security in their absence, will be responsible for making the decision to conduct a partial or full evacuation of the site.

The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety. A full or partial evacuation will be co-ordinated by the Head of Security following the procedures set out in the Crowd Management Plan. The Production manager will assist by co-ordinating other event staff and resources as needed.

If required the following statement will be read out by the production manager over the relevant PA systems.

*“Ladies and Gentlemen. Owing to an incident it has become necessary to evacuate this area (specify which area if needed). Please leave via the exits (specify which exits if needed) and proceed to the (campsite/car park) where further information will be given.”*

### **3.6 Cancellation & Curtailment**

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

#### *Cancellation (Event not yet commenced)*

Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

#### *Curtailment (Event commenced)*

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the Head Of Security will

instigate the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press.

### **3.7 Bomb Threats**

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations.

After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat, and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security. The head of security and production manager should jointly co-ordinate the search, briefing staff to question the items found around them;

- Should the item be there?
- Can it be accounted for?
- Is it out of place?

If any suspicious items are identified then the head of security should initiate a cordon until the police arrive. Cordon distances should be as follows. Letter sized item; 100 meters. Suitcase sized item; 200 meters. Vehicle sized item; 400 meters.

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## The Licensing Objectives

### Statement Of Intentions

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend:

- To provide a safe, enjoyable, and successful event of leading standards.
- To provide a high standard of planning, organisation, and management.
- To listen and respond to the needs of local residents and communities.
- To work in partnership with NHDC District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

### 3.8 Prevention of Public Nuisance

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event, as the site is situated away from houses and towns.

#### 3.8.1 Event Sound

The event will meet the guidelines of the Noise Council Code Of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced (TBC) to ensure compliance with the guidance of the code.

#### 3.8.2 Crowd Noise

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 300m away, the car park, minibus and taxi rank areas (to enter and leave the site are all at least 200 meters from residents

Posters will be displayed at the main exit asking attendees to leave quietly, stewards will amplify this message verbally.

#### 3.8.3 Publicity

In the past we have found that publicity is the best combat we have against public nuisance. A letter drop will be carried out to all immediate local residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers for the management team and production office that can be used to discuss concerns or report any disturbance. We are also offering reduced priced tickets to local residents of Roe Green. We have run a pilot event already on the site (Sep 16th 2017) which was very well received and attended by a significant portion of the local village residents.

#### 3.8.4 Lights

All effects lighting will be contained by the marquees and surrounding trees. Security and site lighting will be positioned to prevent any light spillage into residential windows.

### 3.9 Prevention of Crime and Disorder

#### 3.9.1 Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained and the police informed. Locked amnesty bins will be provided at the entrance to the main arena to encourage any attendees carrying drugs to hand them in. Welfare councillors will be onsite to offer information on the dangers of drugs and support to any drugs users.

The festivals strict zero tolerance policy on drugs is advertised on the festivals website in the FAQ and Terms and Conditions sections.

#### 3.9.2 Violence

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site.

#### 3.9.3 Egress Dispersion

The security team will carry out post event crowd dispersion. A dispersion plan will be available as part of the Crowd Management Plan.

### 3.10 Protection of Children from Harm

#### 3.10.1 Alcohol

All attendees will be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18.

It is a mandatory condition of entry that Under 18s wear a brightly coloured 'Under 18's' wristband with the telephone number of their elected guardian written on it to enable easy identification of children onsite.

Attendees will be asked for identification if attempting to buy alcohol from the bars on-site using the challenge 25 procedure.

Any under 18's who appear to be or are found to be intoxicated will be taken to the first aid point where they will be supervised, and their parents or guardians contacted. If no contacts can be found then they will be passed on to the police for further care.

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### 3.10.2 Explicit Material

Any venue featuring entertainment or material that may be considered explicit or adult will have age restricted entry and will be inside opaque tented venues to prevent access or viewing by children.

### 3.10.3 Age Restrictions For Entry

Sandon Fields is a family / community event and therefore open to anyone of any age. Children aged 16 and under must be accompanied by an adult aged 21+ years at all times during the festival. Parents will not be allowed to drop children off and leave them for the day, they must be paying guests at the event and remain with their children at all times. Those aged 17 and over may attend of their own accord but must wear an Under 18's wristband with the contact details of their parents or guardians. Children aged 16 and under can attend for free.

### 3.10.4 Protection from Aural Harm

Hearing defenders will be available for parents to borrow for a small refundable deposit from the Welfare tent onsite. Parents and guardians will be informed of this facility in advance of the event.

## 3.11 Public Safety

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide, and are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.