



HSC Security Event Security Policy - Table of Contents

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This Event security policy will be held in the Event control room, within the event control room there will be the following personnel to ensure the event runs smoothly.

- Head of Security – Dale Mabert
- Child Care officer –
- CCTV operator –
- Event Safety Officer –

Our Mission

Our event security service has been designed to ensure your event has a safe and enjoyable environment where the **audience, entertainers** and **organisers** can relax and not worry about their safety or security issues. As a trusted supplier of security personnel to many well-known events, we pride ourselves on our ability to go above and beyond the client's expectations each and every time.



What HSC Security Will Supply

- Providing security during the build of the site and limiting access to ensure only authorised personnel are present as well as managing delivery vehicles
- Monitoring and patrolling the perimeter and tackling any health and safety issues
- Providing security and first aid during the opening hours of each festival
- Providing security during closure times to ensure no unauthorised access to the site
- Monitor movement of the crowd and queues to attractions during busy periods
- Monitor the public to ensure appropriate behaviour and that no alcohol is brought onto or leaves the site as well as providing relevant information to visitors
- Providing a security and health and safety presence during the break down of the site

We pride ourselves in maintaining high standard from our employees to enable us to maintain high standards of service to our clients

E-QUALITY POLICY

HSC Security is committed to providing our customers with a fault free and reliable manned guarding service at a competitive cost.

To achieve this objective, it is essential that an effective Quality Assurance system is developed, implemented and constant improvements made to the system which can satisfy British Standards.

The procedures and practices outlined in the Quality Procedures are there for that purpose and to ensure staff understanding of meeting customer, statutory and regulatory requirements.

This is to provide confidence to our customers and therefore the implementation of the Quality Policy is mandatory on all our employees.

Signed:

Date:



1 - Policy and HSC Security policy

- The audience profile will be those interested in music and wanting to have a, friendly, enjoyable event.
- The information pack will be headed by control room manager who has assumed overall responsibility for the event security.
- This Policy will outline how the event security team will manage the security for the event. In all areas of planning, the execution the health, safety and welfare of all staff, crew and public will take precedence.
- HSC Security staff will carry out a **challenge 25 scheme** whilst at the event.
- HSC Security staff will ensure that licensing times are adhered to as per management request and the license issued.

2 - Dress Policy

All members of staff will have either two dress codes to follow which are laid out below this is to clearly mark the security staff to the public and the event staff.

Dress code 1 –

HSC Security Polo top
Black trousers
Black boots/Shoes
HSC Security jacket.

Dress code 2 –

Plain black shirts
Black trousers
Black boots/shoes
Plain black jacket

Whichever dress code is chosen the staff will also be issued with Hi Viz vest/jackets

With either of the dress codes above the member of staff will also have a valid **SIA Badge on display** either around the neck or on the right arm.

All shirts must be tucked in always. Boots or shoes must be clean, and **NO** black trainers are to be worn.

Under NO circumstances will staff be granted permission to wear any other uniform other than that stated above

3 - Report Policy

All incidents must be reported to the control manager or team leader, to which point the incident folder which is found in the event control room will be completed. No matter how small the incident is the control room will be made aware of the fact an incident has happened.



4 - Duties whilst working

All member of SIA Security staff must carry out the basic duties which are as follows

- Carry out ID checks (**Challenge 25 scheme**)
- Show a presence whilst at the event
- Remove unwanted guests professionally and as trained
- Be prepared to respond and assist the event staff
- To prevent crime and disorder whilst at the venue
- Carry out requirements for sound checks
- Enforce the security policy and Event Management Plan (EMP)

5 - Communications, Codes and Control

HSC Security are very aware that an effective communication system (Radios) is essential to the safe and smooth running of a security team on any scale. HSC Security staff shall remain in touch with each other throughout the entirety of the event.

Security on site will have their own dedicated radio channel for communications so that is not to interfere with the routine event staff and for ease of contact in emergency situations.

HSC Security is to keep in control and command of all guests in an event of emergency.

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. 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.

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 many 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.

Additional Code words

	Missing Parent
	Missing Child
	Medical
	Emergency services
	Loss of power supply
	Fire
	Bomb threat
	Evacuation of the event

Staff Call Signs

<u>Event control Room</u>	
<u>Event Manager</u>	
<u>Event Production manager</u>	
<u>Event Head of Security</u>	
<u>Event Response Team Leader</u>	
<u>Medic</u>	



9 – Event Entry and Removal Policy

Purpose

The aim of this document is to clarify the security at Entry & Removal Policy and procedures for allowing access to the event the security trained SIA staff will conduct searches to the event.

This policy should be used in conjunction with the **Licensing Act, Social Club Rules, H&S policy, Equal Opportunities Policy and the Safe Space Policy**. From time to time there will be a requirement to review these procedures; this will be done at least every two years.

Guests

- In the event of an incident in an organised event. Customers involved in an incident will be banned and reported to the event control room. The guest ticket number will be logged for reference
- Costumers must have a recognised proof of age to be granted permission into the events licensed areas (Bar's).
- All guests must be over the age of 18, unless they are attending an event with an adult over the age of 18.
- Under 18's will be issued an unusual colour wristband which will also have a contract number of the selected parent.

Right of Refusal

The Event management team and Security reserves the right to refuse entry to any person or persons at the discretion of the DPS or their nominee.

Right of Removal

- The management reserves the right to ask any member or guest to leave the event at the discretion of the DPS or their nominee.
- Anyone deemed to be acting inappropriately and breaking the event Policies, or being violent, abusive or destructive to event property or property of other members will be asked to leave the premises by the security.
- Security have the right to refuse entry and right to remove persons. In the case of an incident, the member of public should be informed they are banned until further notice and further action may be taken.



10 - Drugs Policy

Purpose and scope

This policy relates to the use of illegal drugs and misuse of alcohol or other harmful substances on premises. Its purpose is to:

- a) Comply with the Misuse of **Drugs Act 1971** by ensuring that staff do not knowingly permit use or supply of controlled drugs on its premises.
- b) Provide a safe working environment for staff and customers.
- c) Minimise drug use at venues or events.
- d) Prevent drug dealing on venue premises.
- e) Safeguard customers who have used drugs or misused other substances.

Policy Statement:

- a) Staff will not condone the possession, use or supply of illegal drugs, nor the misuse of alcohol or other substances, on its premises.
- b) Staff will promote supportive and caring harm minimization strategies which reduce the risks associated with drug use/misuse.
- c) Staff will provide a safe, healthy and supportive environment for staff and visitors.
- d) Staff will promote knowledge, awareness and understanding to enable staff to make informed choices.

Preventing drug dealing on premises

Covert staff may be used to help reduce Drug dealing but all staff working at the event will be vigilant in monitoring activity.

Security staff will regularly monitor key areas within the premises for suspicious activity.

Where event staff suspect dealing may be taking place, customers will be asked to undergo a search. This will be conducted in the presence of another member of staff in a discreet area following the procedures outlined above.

Anyone refusing to be searched will be asked to leave the premises

Finding Drugs

The responsibility for decisions will rest with the duty manager. All suspected drugs incidents will be documented using an incident form, to include the names and addresses of all those involved if known.

Given that incidents may vary from finding drugs on the premises, finding customers in possession of a small amount of illegal drugs, or finding customers in possession of a large amount of drugs,

The procedure to be followed will vary as follows:

- If a customer is in possession of what is thought to be a class A drug (Heroin, methadone, cocaine, Ecstasy, LSD, amphetamines the police will be called using the 999 systems and the person found in possession of the drugs held under citizen arrest.
- If a customer is found in possession of a small amount of suspected illegal drugs not covered in the list above and those drugs are deemed to be for personal use, these will be confiscated, placed in sealed bag, labelled and left in the drugs safe



11 – Security Deployment, Queue Management and Capacity Management

During times where the DPS or their nominee deems it necessary to utilise door supervisors, there will be a minimum of two qualified Door Supervisors on duty registered with the SIA as frontline staff.

Door Supervisors will be deployed in a manner that covers the whole of the event space. At the start of each shift, Door Supervisors will report for a briefing with the duty event manager/ Event control room Supervisor, where information will be disseminated about event details,

- Deployment locations
- Entrance and exits
- Duty first aiders and capacities.

Once the briefing has been carried out, each Door Supervisor will be given a start of shift check sheet to carry out, these will include:

- Ensuring the fire exits are clear should they be needed during the event of emergency.
- Crowd Barriers are in Place
- Notice boards displayed
- Radios and Call signs checks completed

Deployment should be managed by their team leaders to ensure that resources are moved around as per demand, making sure that all entrances and exits are covered always. Redeployment of staff may be required during events to cover ingress, egress and high footfall locations.

All locations that are licensed will have a min of 2 SIA trained staff which will be used to check the volume of people inside the location.

12 - Search Policy

The Drugs Policy states that to prevent drugs being brought in to the event, it will be a condition of entry to the event premises that customers acknowledge the right to conduct searches prior to entry.

Searches will be undertaken in a polite and respectful manner by trained full-time members of staff of the same sex as the customer. Where this is refused, the customer will be denied entry to the event.

Further to this, searches will be conducted with a minimum of two guards present and ideally in a well-lit area, in view of either

- A fixed CCTV camera
- Body camera.

The customer should be informed (if the search is on entry) that they are being searched as part of our random search policy.

Searches should also be conducted where there is a reasonable belief that the customer has been using drugs or may be in the possession of drugs or other illegal or offensive items.

The customer has the right to refuse a search, whereupon they should be advised that they will not be allowed onto the premises.

When searching, the customer should be asked if they have anything in their possession that they wish to hand over prior to the search, including sharp objects that may cause harm to themselves or security.

The customer will then be asked to empty their pockets, after which they will be searched as per SIA guidelines.



Reasons for Searches

Security staff may search guests on the entry policy, the security staff will search guests on the following reasons

- Entry to the event
- Reason to believe the guest may have items banned
- Reason to believe the guest may have drugs

13 - Ejection Procedure

In all cases of ejection, we have a duty of care over our customers.

Procedure:

- Customer should be politely asked to leave the event and advised as to the reason why e.g. being too drunk.
- If customer refuses to leave, they should be warned a minimum of twice that refusal to leave will result in an ejection by the Romeo call sign.
- If customer still refuses to leave (or in the case of violence or serious offences), using a minimum of two door staff for their safety and that of the door staff, they should be escorted from the event.
- If the customer continues to struggle, then the Romeo Call sign will be called, and they will be safely taken to the ground and fully restrained until they calm down or until the police arrive.

Note – In the case of an ejection for violence or other serious offences, the guest will be taken to the ejection point which is location by the main entrance.

14 - Dispersal

Where the event involves the sale of alcohol, either as the primary purpose, or in the case of entertainment venues as a secondary service; the sale of alcohol should normally cease **30 minutes prior to the closure of the Event** (but not necessarily the termination of the event).

Dispersal Aid

The following aids will be used to help with dispersal of the guests

- Back Ground music – (Being played at a lower sound)
- Lighting levels will be used to aid a gradual dispersal.
- Security personnel will be used to start reminding people to drink up and move towards exits

In the case of the event, having no music or very low-level music and higher lighting levels for the “drinking up time” aids dispersal.



15 – Banned Items

HSC Security has Items that we as a security provider have banned from the events we provide security to these items are as follows,

1. Fluids over 100ML Excluding Baby Food
2. Fireworks, Smoke, Flares or Flammable liquids, BBQ's
3. Air horns or loud hailer
4. Drugs
5. UAV or Remote-Control Toys
6. Any form of weapons
7. Hand held Radios
8. Laser pens
9. Glass or Bottles

UNDERSTANDABLE SIGNS WILL BE PLACED ON THE ENTRY POINTS AND BY THE SEARCH LANES

16 – Lost child Action

Lost child

If a lost child is reported to the control room the following actions will be put in force to try to locate the child.

1. Control room to inform all member of staff that a child is missing, the report will give as much information of the child.
2. Close the event gates and not allow anyone to leave
3. Control room will watch the CCTV of the last known location of the child and track the location

After 30 mins, the search will be expanded to outside the event and the local police force informed

Found child – Missing parent

If a child is found but has missing parents the control room will be informed, and the missing child will be taken to the lost and found point at the event where the child will be supervised by a registered and check DBS member of staff.

The following actions will be enforced to find the parent of the child,

- 1- The child will be fitted with a wrist band with a contact number of the parent
- 2- Control room will ensure the child is kept safe
- 3- The child's ticket will have a ticket number, the control room will check the ticket system to get a parent's name and then an announcement over the PA system will be set off for the named parent to report to the control room.

After 45 mins, the Local police will be informed that we have a missing parent and that the child is safe. The control room will give the local police all the child's parent details.



Time	Details	Signed
Event Log Report		

Event Log Sheet

Date: _____

Location: _____

Sheet Number: _____ of _____



Group:	Service: Security Personnel	Reference: HSC Security RA/001
Activity: Safeguarding of Customers, Property, Events and staff.	Site:	
People at Risk: Staff - Customers - Children	Additional Information: This is a Generic Risk assessment and will work alongside the Events security policy and EMP	
Contact Person: Dale Mabert	Job Title: Director of HSC	Date: 01 Dec 2017
		Review Date: 01 Dec 2018

ASSESSOR NAME: DALE MABERT		SIGNATURE:		DATE OF ASSESSMENT: 01/12/17	DATE FOR REVIEW: 01/12/18		
Hazard Ref.	Activity	Hazard Details (Record details of what could cause injury or harm)	Who May Be Harmed?	Risk risk matrix refers	Control Measures in place (List all necessary Control Measures in place needed to reduce the risk to acceptable levels)	Residual Risk matrix refers	Further action required to reduce the risk
1.	Risk Assessment	Over-crowding in the Event	<ul style="list-style-type: none"> Staff Security Customers 	4x4=16	<ul style="list-style-type: none"> The Front Security teams will use a manual clicker to count customers in and out Event security inside the will monitor the crowd control and keep in contact with the Control The Event will have a maximum capacity and the Security will ensure does not get exceeded. 	4x1=4	<ul style="list-style-type: none"> Remaining Door and exits will be manned or monitored to reduce the chances of customers gaining access to the premises Guest will have issued Wristbands on.
2.	Risk Assessment	Ejection / Removal of a customer	<ul style="list-style-type: none"> Staff Security Customers 	4x4=16	<ul style="list-style-type: none"> Event Security staff will operate in a team of two to remove any unwanted customers. The security will ensure that the areas around the customer are maintain safely. Security teams will assess the situation and may call for a response team to attend. The security will remove customers as per their training SLA guidance to an ejection area 	4x1=4	<ul style="list-style-type: none"> Body Cameras and CCTV will be used to reduce the chances. Company policy to cover Ejection
3.	Risk Assessment	Fire Exits	<ul style="list-style-type: none"> Staff Security 	3x3=9	<ul style="list-style-type: none"> Fire exits will be checked to ensure they are useable. Fire Exits will be manned by Stewards 	3x1=3	<ul style="list-style-type: none"> Event control room will be reported on any found exits un-



			<ul style="list-style-type: none"> Customers 				serviceable.
4.	Risk Assessment	Weapons - Drugs - Un-Authorised Items	<ul style="list-style-type: none"> Staff Security Customers 	4x3=12	<ul style="list-style-type: none"> Security teams will carry out random searches of customers. Event security policy is in place 	3x2=6	<ul style="list-style-type: none"> Random checks carried out inside the event. All cleared bags will have a band located on them.
5.	Risk Assessment	Under Age drinking	<ul style="list-style-type: none"> Under 18's Children 	3x3=9	<ul style="list-style-type: none"> Challenge 25 is enforced 100% ID checks to be carried out. Under 18s issued with RED bands 	3x1=3	<ul style="list-style-type: none"> Bar staff to carry out random checks Security patrols in place
6.	Risk Assessment	Members of the public being Intoxicated.	<ul style="list-style-type: none"> Customers 	3x3=9	<ul style="list-style-type: none"> Bar Staff and Event security teams will make judgement before allowing entry to the event. 	3x2=6	<ul style="list-style-type: none"> Bar Staff and Security to operate a challenge if they believe the customer is to Intoxicate
7.	Risk Assessment	CROWD MANAGEMENT- LACK OF ADEQUATE EVACUATION PROCEDURES LEADING TO CROWD CRUSHING AND ASSOCIATED INJURIE	<ul style="list-style-type: none"> MEMBERS OF PUBLIC 	5x4=20	<ul style="list-style-type: none"> CONSIDER ANTICIPATED CROWD CAPACITY AND ENSURE FACILITIES ARE ADEQUATE, INCLUDING PROVISION OF ADEQUATE FACILITIES FOR REFRESHMENTS, SANITARY REQUIREMENTS, ETC. ENSURE THERE ARE SUFFICIENT BARRIERS, LIGHTING, FENCING AND SECURITY STAFF TO DETER ENTRY. THE NUMBER OF PEOPLE LEAVING OR ENTERING THE VENUE WILL BE MONITORED ENSURE ADEQUATE ACCESS FOR WHEELCHAIR USERS AND PUSHCHAIRS IS PROVIDED. ENSURE THERE ARE ADEQUATE ENTRANCES AND EXIT ROUTES WITH NO OBSTRUCTIONS, WHICH ARE CLEARLY SIGNPOSTED. CONSIDER THE DESIGN OF THE VENUE AND NEED FOR BARRIERS TO ALLOW GOOD ENTRY AND EXIT ROUTES WITH NO OBSTRUCTIONS AND ALLOW FOR CROWD MOVEMENT WITHIN THE VENUE. ENSURE THERE IS SUFFICIENT SUPERVISION FOR THE EVENT (E.G. STEWARDS ON SITE) AND THAT THERE IS AN EFFECTIVE MEANS OF COMMUNICATION BETWEEN STEWARDS AND TO THE AUDIENCE (E.G. RADIOS PA SYSTEM) 	3x1=3	<ul style="list-style-type: none"> EVENT ORGANISER TO CARRY OUT WALK THROUGH VISUAL INSPECTION (PRIOR TO START OF EVENT) TO ENSURE ACCESS EGRESS ROUTES ARE UNOBSTRUCTED AND FREE FROM SLIP AND TRIP HAZARDS. ENSURE THAT CHECKS ARE MADE OF ALL FIRE AND EMERGENCY FACILITIES AND THAT: ALL ENITS ARE UNLOCKED; ESCAPE ROUTES ARE CLEAR; EMERGENCY LIGHTING WORKS; FIRE-FIGHTING EQUIPMENT AND ALARMS ARE IN FULL WORKING ORDER; A PA SYSTEM FOR USE IN EMERGENCIES CAN BE HEARD CLEARLY IN ALL PARTS OF THE VENUE.
8.	Risk Assessment	ATTENDING OR WORKING AT	<ul style="list-style-type: none"> STAFF MEMBERS OF 	4x1=4	<ul style="list-style-type: none"> SPECTATORS WILL BE MUST BE KEPT OUT OF THE SAFETY AREA BY USING BARRIERS AND SIA SECURITY STAFF AND STEWARDS. 	3x1=3	<ul style="list-style-type: none"> Lanes used to filter guests through



		MUSIC FESTIVAL. SPECTATORS TOO CLOSE TO MUSIC STAGE CAUSING CRUSHING INJURY OR DEATH	<ul style="list-style-type: none"> FUBLIC CONTRACTORS GUESTS ARTISTS 		<ul style="list-style-type: none"> SIGNAGE WILL BE PLACED. 		
9.	Risk Assessment	OVERCROWDING IN MARQUEE/STAGE/WALKWAYS	<ul style="list-style-type: none"> STAFF MEMBERS OF PUBLIC CONTRACTORS GUESTS ARTISTS 	1x1=1	<ul style="list-style-type: none"> MARQUEE/BUILDING CAPACITIES AGREED WITH LICENSING OFFICER MARQUEE/BUILDING OCCUPANCY MONITORED BY SECURITY ALL EXITS CLEARLY MARKED; ACCESS WAYS KEPT CLEAR CROWD CONTROL SECURITY STAFF AT FRONT OF STAGE BARRIER. MAIN ARENA ENLARGED TO INCREASE CAPACITY. REGULAR MEETINGS TO TAKE PLACE WITH EVENT MANAGEMENT TEAM TO DISCUSS CROWD SAFETY AND BEHAVIOUR. SECURITY TO USE LOUD HAILERS IN THE EVENT OF AN EVACUATION 	4x2=8	<ul style="list-style-type: none"> EVENT MANAGERS WILL REVIEW THE PROGRAMME AGAINST EXPECTED NUMBERS TO EACH AREA THUS INDICATING CROWD MOVEMENTS
10.	Risk Assessment	RISK OF FIRE / BURNING	<ul style="list-style-type: none"> STAFF MEMBERS OF PUBLIC CONTRACTORS GUESTS ARTISTS 	5x2=10	<ul style="list-style-type: none"> FIRE ACTION INFORMATION TO BE GIVEN TO EVENT ORGANISERS, INFORMATION ON FIRE ASSEMBLY POINTS AND EMERGENCY EXITS TO BE ANNOUNCED AT THE START OF EVENT. FIRE EXITS AND GANGWAYS TO BE KEPT CLEAR AT ALL TIMES. REGULAR CHECKS WILL BE MADE ON THE DAY AND RECORDED IN A LOG BOOK. PERSONS WITH DISABILITIES TO BE DIRECTED TO REFUGE POINTS IN THE EVENT OF A FIRE AT ARM ACTIVATION. BUCKETS OF WATER AND/OR SAND AND/OR PORTABLE WATER FIRE EXTINGUISHERS AND/OR WATER HOSES TO BE SITUATED AT INTERVALS AROUND THE PERIMETER. STEWARDS TO CALL 999 EMERGENCY SERVICES IN THE EVENT OF ANY FIRE OR ACCIDENT. FIRE RISK ASSESSMENT IN PLACE. FIRE BRIGADE CONTACTED PUBLIC ADDRESS AND MEGAPHONE SYSTEM IN PLACE. 	5x2=10	<ul style="list-style-type: none"> All members of staff to keep and patrol around the property.
11.	Risk Assessment	ALCOHOL CONSUMPTION – PUBLIC ORDER PROBLEMS	<ul style="list-style-type: none"> STAFF MEMBERS OF 	5x2=10	<ul style="list-style-type: none"> MONITOR ALL GUESTS AND BE PRO-ACTIVE CALL FOR RESPONSE TEAM AND POLICE ASSISTANCE IF 	5x2=10	<ul style="list-style-type: none"> ALSO, THE BAR WILL BE PROVIDED



		DUE TO ALCOHOL ON-SITE.	<ul style="list-style-type: none"> • PUBLIC • CONTRACTORS • GUESTS • ARTISTS 		<p>NECESSARY.</p> <ul style="list-style-type: none"> • BAR STAFF WILL BE BRIEFED ON THEIR ROLES ACCORDING TO THE LICENSING ACT. 		WITH A RADIO.
12.	Risk Assessment	HEARING DAMAGE- STAFF MIGHT SUFFER PERMANENT OR TEMPORARY HEARING DAMAGE FROM LONG TERM EXPOSURE TO LOUD MUSIC. ALL STAFF ASSUMED TO BE AT RISK, PARTICULARLY PERFORMERS, STEWARDS AND BAR STAFF AND PUBLIC	<ul style="list-style-type: none"> • STAFF • MEMBERS OF PUBLIC • CONTRACTORS • GUESTS • ARTISTS 	3x4=12	<ul style="list-style-type: none"> • LOCAL COUNCIL TO CARRY OUT NOISE ASSESSMENT. • STAFF ROTATION BETWEEN QUIET AND NOISY AREAS. STAFF TRAINED IN NOISE RISKS AND THE PROTECTIVE MEASURES NEEDED. • STAFF KNOWN TO BE PARTICULARLY AT RISK IDENTIFIED AND PROVIDED WITH EAR PLUGS. • PERFORMERS AND CONTRACTORS ENTERING NOISY AREAS TO BE WARNED OF RISKS OF HEARING DAMAGE AND OFFERED EAR PLUGS. • ENSURE THE AUDIENCE AREA DOES NOT EXCEED 107 DB (A) AND THE PEAK SOUND PRESSURE LEVEL DOES NOT EXCEED 140 DB. MEMBERS OF THE PUBLIC ARE PREVENTED FROM GETTING CLOSER THAN 1M (OR 3M FOR MORE POWERFUL SYSTEMS) FROM SPEAKERS. 	4x2=8	<ul style="list-style-type: none"> • SOUND CHECKS TO BE CARRIED OUT • STAFF TO MOVE AROUND LOCATIONS • STAFF TO BE ISSUED WITH EAR PLUGS
13.	Risk Assessment	EMERGENCY ACCESS BEING INHIBITED / PREVENTED	<ul style="list-style-type: none"> • STAFF • MEMBERS OF PUBLIC • CONTRACTORS • GUESTS • ARTISTS 	5x4=20	<ul style="list-style-type: none"> • ACCESS ROUTE MUST BE CLEARLY IDENTIFIED FOR EMERGENCY VEHICLE ACCESS. • STEWARDS AND FESTIVAL STAFF ARE TO ENSURE ROUTE IS FREE FROM OBSTRUCTION • ENSURE THAT FIRST AID PROVISION IS CLEARLY SIGNPOSTED AT THE EVENT. • WHERE NECESSARY, LIAISE WITH THE EMERGENCY SERVICES TO ENSURE THAT ADEQUATE EMERGENCY ARRANGEMENTS ARE IN PLACE AND THAT ALL INVOLVED ARE INFORMED. 	5x2=10	<ul style="list-style-type: none"> • SIA STAFF TO ENFORCE THAT EXITS AND ENTRANCES ARE KEPT CLEAR AT ALL TIMES
14.	Risk Assessment	CARE OF CHILDREN-LOST CHILDREN	<ul style="list-style-type: none"> • MEMBERS OF PUBLIC • GUESTS 	5x2=10	<ul style="list-style-type: none"> • CLEARLY IDENTIFIED LOST CHILDREN POINT AT FIRST AID MARQUEE • IDENTIFIABLE STEWARDS PA SYSTEM IN PLACE. • ANY CHILD FOUND WITHOUT A RESPONSIBLE ADULT WILL BE TAKEN TO THE LOST CHILD AREA. 	3x1=3	<ul style="list-style-type: none"> • ALL STAFF DEALING WITH CHILDREN TO BE CRB CHECKED PRIOR TO THE EVENT. • EVENT SECURITY WILL CHECK ALL CHILDREN LEAVING THE EVENT
15.	Risk Assessment	injury to members of the public and staff	<ul style="list-style-type: none"> • STAFF • MEMBERS OF PUBLIC • CONTRACTORS • GUESTS 	3x3=9	<ul style="list-style-type: none"> • Two qualified First Aider will be present and at least 6 qualified First Aiders will be in place 	3x1=3	<ul style="list-style-type: none"> • EVENT POLICY IN PLACE • EVENT MANAGEMENT PLAN IN PLACE



			<ul style="list-style-type: none"> • ARTISTS 				
16.	Risk Assessment	Manual Handling injuries injury from people attempting to move heavy or awkward Personnel	<ul style="list-style-type: none"> • STAFF • MEMBERS OF PUBLIC • CONTRACTORS • GUESTS • ARTISTS 	3x3=10	<ul style="list-style-type: none"> • Avoid manual handling where possible. Where significant manual handling will be involved, • Employees should be informed of the dangers of manual handling and instructed to assess loads before handling. • Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks. 	4x2=8	<ul style="list-style-type: none"> • Use individuals who have been trained in techniques or provide basic training in manual handling techniques.
17.	Risk Assessment	Security/ -in adequate access control, cash handling, Persons gaining entry to unauthorised areas, theft.	<ul style="list-style-type: none"> • Staff • Members of public • guests • Artists 	5x3=10	<ul style="list-style-type: none"> • Liaise with HSC Security • Avoid Cash handling whenever possible. • Do not leave valuables, laptops etc. unattended. • Ensure that there is adequate signage and security staff to direct people attending to the venue. 	5x2=10	<ul style="list-style-type: none"> • Company Policy for the security
18.	Risk Assessment	Use of equipment- not suitable for purpose, not adequately maintained, no instructions for use etc.	<ul style="list-style-type: none"> • HSC Security staff 	4x3=12	<ul style="list-style-type: none"> • The use of Bouncer Spray should only be used as last resort. • No equipment is to be used unless trained to use it 	4x2=8	<ul style="list-style-type: none"> • Maintain a record of the use of spray. • Make statement if used. • Inform control Room
19.	Risk Assessment	Working and Falls at height and injury from falling objects	<ul style="list-style-type: none"> • Staff • Members of public • guests 	5x3=10	<ul style="list-style-type: none"> • Access to hazardous areas will be restricted to essential crew only. • Only those trained and authorised will be allowed to work at height with the correct control measures. 	5x2=10	<ul style="list-style-type: none"> • Visual inspections to be carried out prior to any work being carried out.
20.	All Parts of Risk Assessment	Dehydration	<ul style="list-style-type: none"> • Staff • Members of public • guests 	5x3=10	<ul style="list-style-type: none"> • Warn of the dangers of drinking alcohol and dehydration from hot weather. • Ensure all staff has adequate breaks and that sufficient water is made available. • First aid available on site 	5x2=10	<ul style="list-style-type: none"> • Provide free water to all
21.	All Parts of Risk Assessment	Lone Worker	<ul style="list-style-type: none"> • Staff • HSC Security 	10x12	<ul style="list-style-type: none"> • Lone worker's policy is in place • Security must have means of contacting emergency services • Management checks on staff 	4x6	<ul style="list-style-type: none"> • Radios • Contact numbers to management • Trained first Aider



Risk matrix – use this to determine risk for each hazard i.e. 'how bad and how likely'	LIKELIHOOD OF HARM				
	1. Remote e.g. <1 in 1000 chance	2. Very unlikely e.g. 1 in 200 chances	3. Unlikely e.g. 1 in 50 chances	4. Possible e.g. 1 in 10 chances	5. Likely e.g. >1 in 3 chances
SEVERITY OF HARM					
1. Negligible e.g. small bruise, negligible	1	2	3	4	5
2. Slight e.g. first aid injury	2	4	6	8	10
3. Moderate e.g. lost time injury (over 7 days)	3	6	9	12	15
4. Severe e.g. major injury or illness	4	8	12	15	20
5. Catastrophic e.g. death, permanent disability	5	10	15	20	25



Teams and Supervisor

<u>Response Team 1</u>		<u>Radio C/S</u>
<u>Supervisor Name</u>		
<u>Response 2</u>		
<u>Response 3</u>		
<u>Response 4</u>		
<u>Response Team 2</u>		<u>Radio C/S</u>
<u>Supervisor Name</u>		
<u>Response 2</u>		
<u>Response 3</u>		
<u>Response 4</u>		
<u>Search Team 1</u>		<u>Radio C/S</u>
<u>Supervisor Name</u>		
<u>Female Name</u>		
<u>Female Name</u>		
<u>Male Name</u>		
<u>Male Name</u>		
<u>Search Team 2</u>		<u>Radio C/S</u>
<u>Supervisor Name</u>		
<u>Female Name</u>		
<u>Female Name</u>		
<u>Male Name</u>		
<u>Male Name</u>		
<u>Event Team Area -</u>		<u>Radio C/S</u>
<u>Supervisor Name</u>		
<u>Event 1</u>		
<u>Event 2</u>		
<u>Event 3</u>		
<u>Event 4</u>		
<u>Event 5</u>		
<u>Event 6</u>		
<u>Event Team Area-</u>		<u>Radio C/S</u>
<u>Supervisor Name</u>		
<u>Event 1</u>		
<u>Event 2</u>		
<u>Event 3</u>		
<u>Event 4</u>		
<u>Event 5</u>		
<u>Event 6</u>		



21 – Emergency Plans

Should emergency happen then the Event Organiser and Head of security intends to operate in certain conditions. It should be made to attention that this could include emergency services. There are various levels including incident control and handover.

- On site disruption (dealt with by Event Security Teams)
- Off Site Disruption (Dealt a monitored by Event control and Security teams)
- On site emergency AMBER (dealt with by the Event Management team)
- On site emergency RED (assistance by Emergency Services will be required)
- Major incident (control of event is handed over to Emergency Services)

Emergency arrangements could include specific contingencies:

- Fire
- Structural collapse
- Suspect package (bomb/terrorist threat)
- Adverse Weather (heat wave/high winds / gales/ storms / heavy Rain)
- Public Order
- Accident/illness

If the Event is required to be Evacuated this can be dealt with by either one of two types of evacuations

- Part evacuation
- Total evacuation

Part Evacuation

Part Evacuation can be used by the Control room to close part of the event down, this can be called because of the following.

- High Winds
- Crowd Control issues
- Lack of Staff
- Other issues that may arise on the day

Full Evacuation

A full Evacuation can be used by the Control room or the Emergency service to close the full event down, this can be called because of the following.

- Fire
- Structural collapse
- Suspect package (bomb/terrorist threat)
- Adverse Weather (heat wave/high winds / gales/ storms / heavy Rain)
- Public Order



23. CCTV

CCTV will be used during the event with cameras being monitored within the control room and also remote monitored if required.

We as the security provider will have cameras in the locations of

- Main Gate
- Bars
- Stages
- Main Event area
- On tower lights

CCTV Footage will be kept for 28 days, Body camera footage will be kept for 14 days.

Fire Risk Assessment- Sandon Fields Fair

ASSESSOR NAMES: J Heath		SIGNATURES:		DATE OF ASSESSMENT:04/03/18		Date of Event: 9 th & 10 th June 2018				
Activity	Hazards List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.	RESIDUAL RISK MATRIX REFERS		
				S	L	RP		S	L	RP
1, Music Festival	Lack of Fire Safety	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> > Fatality > Major injury > Burns 	5	4	20	<ul style="list-style-type: none"> > Fire Fighting Equipment provided at designated Fire Points around site > Marquees, main stage, and traders. > Roof sheeting and materials to be Fire retardant certified and tested > No smoking signage to be erected around the inside of marquees and temporary structures as per legislation > No smoking inside any enclosed or partially enclosed structures > No unsupervised BBQs, fires, naked flames or candles permitted on site > Lighting fittings and equipment with hot surfaces liable to radiate heat, must be kept away from potential fuel sources > Ventilation outlets from equipment and appliances must be kept clear from obstructions so they do not overheat > No petrol generators permitted on site. > No Pyrotechnics, fireworks, confetti canons or real flame effects may be used > As per manufacturer's instructions by competent contractors. Method statements, risk assessments and safety data sheets to be produced for the Safety Officer before the event. activities supervised > Event personnel and contractors to be vigilant on site for indications of near-misses e.g. scorch marks, discoloured or charred electrical plugs and sockets or cigarette burns, to be used on site to identify hazards which may not otherwise have been noticed. 	5	1	5
2, Music Festival	Electrics	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> > Fatality > Shocks > Burns 	5	4	20	<ul style="list-style-type: none"> > Electrical installations completed by competent trained electricians and certified on completion > All Portable appliances and electrical equipment to hold valid PAT > Electrical circuits to be fitted with circuit breaking devices such as RCD's to prevent electrical fires. 	5	2	10
3, Music Festival	Combustible materials build up causing fire	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> > Fatality > Major injury > Burns 	5	4	20	<ul style="list-style-type: none"> > All combustible waste to be stored in designated skips or storage areas to avoid building up elsewhere, no storage of combustibles underneath stage decks or structures. > Contractors must store combustible waste safely and dispose periodically Combustible materials to be kept away from all electrics and hot surfaces Ignition sources kept away from any combustible material. > Combustible waste must not be stored within 3m of public areas or near fire exit routes 	5	2	10

Fire Risk Assessment- Sandon Fields Fair

ASSESSOR NAMES: J Heath		SIGNATURES:		DATE OF ASSESSMENT: 04/03/18		Date of Event: 9 th & 10 th June 2018		
Activity	Hazards List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	RISK MATRIX REFERS	Control measures			RESIDUAL RISK MATRIX REFERS	
				S	L	RP	S	L
4, Music Festival	Risk of injury from fire due to potential fuel	Public Employees Contractors Visitors Artists	5 4 20	5 4 20	5 4 20	5 4 20	5 2 10	
				<p>For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</p> <ul style="list-style-type: none"> ➤ Display materials and branding (PA Scrimms and back drops) will be certified fire retardant or have been treated with fire retardancy materials ➤ All upholstered furniture, drapes, marquee canvas, big top materials and roof sheeting for stages and structures to be certified as fire retardant. ➤ Hazardous equipment, materials or cleaning products will be kept to a minimum, installed, used, stored, maintained and protected in accordance with manufacturer's instructions and legislation. Safety data sheets and COSHH risk assessments to be produced for all chemicals on site and all chemicals to be stored, used and protected in accordance with these and manufacturers guidance. ➤ Safe system of work in place for the control of combustibles waste by ensuring the waste materials and rubbish are not allowed to build up and are carefully stored, until properly disposed of; particularly at the end of the day. ➤ All large temporary structures (big tops and stages) will be sited a minimum of 10m apart. ➤ All scenery, props, equipment and other materials not in use, to be stored away securely in appropriate storage areas rather than left lying around the stage or event site ➤ LPG, propane or other gas cylinders should be used, maintained, protected and stored in accordance with manufacturer's instructions and legislation – users to be competent and understand risk and undertaken risk assessments. (No temporary jubilee clips permitted on site) ➤ Clothing, site drapes, curtains and materials not to be situated near any ignition sources ➤ Potential for arson to be reduced by limiting the amount of fuel stored on site and cordoning it off so only authorised people can obtain access (minimum of 3m away from public areas) ➤ High standards of housekeeping and avoiding litter and rubbish building up on site, to be maintained ➤ Security and safety staff patrolling high risk areas eg. Cardboard boxes or wooden transportation pallets must not be left outside infrastructure. They must be cleared periodically throughout the day and secured in a cordoned off area for disposal. 				

Fire Risk Assessment- Sandon Fields Fair

ASSESSOR NAMES: J Heath		SIGNATURES:		DATE OF ASSESSMENT: 04/03/18		Date of Event: 9 th & 10 th June 2018				
Activity	Hazards	Who may be harmed?	Consequences	RISK MATRIX REFERS			RESIDUAL RISK MATRIX REFERS			
				S	L	RP				
5, Music Festival	Injury to persons due to lack of fire detection and warning of fire	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ 	5	4	20	<p>Control measures</p> <p>For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</p> <ul style="list-style-type: none"> ➤ Clear instructions for raising the alarm and evacuation of the public will be issued to all event crew, contractors and staff ➤ Clear Fire/incident evacuation procedure in place. (see ESMP) ➤ Radio and public address system will be used for communications around the site throughout the event ➤ Security Control to initiate the public address and alarm systems for notifying the public of an incident and starting a phased evacuation where necessary ➤ No lone working on site by staff ➤ All radios and PA system to be checked before use, spare radio batteries on charge in the control rooms ➤ Security patrols will roam around higher risk areas that are not frequented by people regularly, such as around the back of the site infrastructure. 	5	1	5
6, Music Festival	Injury to persons due to lack of Fire Fighting Equipment and Facilities	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ 	5	4	20	<ul style="list-style-type: none"> ➤ Fire extinguishers and water points located in dedicated Fire Points throughout the site (separate plan drawn up by Event Organisers showing locations of provisions (see ESMP) ➤ Numbers of fire extinguishers based on hazards present in specific areas of site, distance, security and visibility. ➤ Fire extinguishers present on site from initial set-up to close of breakdown. ➤ A defined protocol will be in place between the event organisers, security and the fire brigade, defining responsibilities, actions and reporting procedures 	5	1	5
7, Music Festival	Risk of injury from fire due to increased oxygen supplies	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ 	4	4	16	<ul style="list-style-type: none"> ➤ Oxygen cylinders on site with medics, to be stored, used, transported as per legislation by competent and trained operatives ➤ No other oxidising materials on site 	4	1	4
8, Music Festival	Fire from use of Special Effects	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ 	4	4	16	<ul style="list-style-type: none"> ➤ There will be No Pyrotechnics, lasers and confetti canons on site 	4	1	4

Fire Risk Assessment- Sandon Fields Fair

ASSESSOR NAMES: J Heath		SIGNATURES:		DATE OF ASSESSMENT: 04/03/18		Date of Event: 9 th & 10 th June 2018				
Activity	Hazards	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures For each hazard, list the measures you will be taking to minimise the risk identified	RESIDUAL RISK MATRIX REFERS		
				S	L	RP		S	L	RP
9,	<p>Injury to persons due to lack of Escape Routes or</p> <p>Emergency Exits</p>	<p>Public</p> <p>Employees</p> <p>Contractors</p> <p>Visitors</p> <p>Artists</p>	<p>Fatality</p> <p>Major injury</p> <p>Burns</p> <p>crushing</p>	5	3	15	<p>Emergency exits and signage clearly provided around site above gates in perimeter fencing.</p> <p>All enclosed structures accessible to ticket holders have been assessed for occupancy, exit width and evacuation time in order to ensure safe routes of egress from these, into the relative safety of the open air arena, where they will then follow the exit signage over the gates in the fencing to the final place of safety outside the site.</p> <p>All structure only accessible to staff and accredited event personal to have a minimum of one exit route measuring no less than 750mm in width, where more than 60 persons are anticipated at any one time into these areas, a second exit will be provided to provide and exit route in an alternative direction.</p> <p>All staff, crew and management to be briefed on locations of assembly points and fire exit routes out of the site</p> <p>Fire Plan will be discussed with all members of event personnel management, security and stewards.</p> <p>Security and stewards to offer assistance to disabled or vulnerable people where necessary, however all egress routes are wide enough to fit wheelchair bound personnel through.</p> <p>This is a ticketed event so we are aware of maximum numbers that will be present on site, therefore emergency exits will be wide enough and in significant numbers to allow the safe evacuation of all people on site, within legislation times – see ESMP.</p> <p>Emergency exits will always lead to a reasonable, or total place of safety</p> <p>Emergency exits will be designed to ensure that any person confronted by fire is able to turn away from it and escape to a reasonable place of safety located nearby, where they should be able to make their way to a place of total safety.</p> <p>Numbers of public around site will be monitored, so as not to become overcrowded or cause bottlenecks.</p> <p>All emergency exit routes will open up in the direction of travel and will be unlocked during the event.</p> <p>All emergency exits will be fully maintained and checked to ensure they are in safe working order as part of opening procedure.</p> <p>Event management will ensure that during the event, fire exits are free from obstructions and hazards.</p> <p>All contractors on site to have briefing before they start work not to block any fire exits.</p>	5	1	5
10	<p>Injury due to delay in opening exit gates</p>	<p>Public</p> <p>Employees</p> <p>Contractors</p> <p>Visitors</p>	<p>Fatality</p> <p>Major injury</p> <p>Burns</p> <p>crushing</p>	3	3	9	<p>All exit gate staff and external 'anti-climb' team members to possess and carry upon them at all times cable snips in order to clip the gates open upon demand. Cable ties used as opposed to loosely fastened bolts on gates due to bolts previously sticking / requiring the use of a spanner to loosen when tested</p>	3	1	3
11	<p>Fire risk caused by dryness of undergrowth</p>	<p>Public</p> <p>Employees</p> <p>Contractors</p> <p>Visitors</p>	<p>Fatality</p> <p>Major injury</p> <p>Burns</p> <p>crushing</p>	4	2	8	<p>The event organiser to request the farmer to remove all dead undergrowth, cut back grass in advance of the event</p> <p>Security staff to be briefed specifically about the fire risks of discarded cigarette ends</p> <p>Spare fire extinguishers to be situated near any large areas of dry undergrowth identified on the site walk around before the event becomes live.</p>	4	1	4

Fire Risk Assessment- Sandon Fields Fair

ASSESSOR NAMES: J Heath		SIGNATURES:		DATE OF ASSESSMENT: 04/03/18		DATE OF EVENT: 9 th & 10 th June 2018				
Activity	Hazards	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures For each hazard, list the measures you will be taking to minimise the risk identified	RESIDUAL RISK MATRIX REFERS		
				S	L	RP		S	L	RP
12	Music Festival	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ crushing 	4	3	12	<ul style="list-style-type: none"> ➤ Site designed to ensure min 10m separation between major stage structures to eliminate risk of fire spread. ➤ All areas of dense undergrowth identified and removed by council, or fenced off from public access. ➤ Catering units sited in blocks together, however fire appliances will be able to gain access within 3m of unit frontages at all locations, with the depth of the 'back to back' catering unit blocks not exceeding 50m, in order that a fire hose could easily reach the central back of house storage areas. 	4	2	8
13	Music Festival	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ crushing 	4	4	16	<p>All fire extinguishers on site to be installed and maintained by competent personnel, and signed off as such before set-up on site.</p> <p>Fire precaution checks will be undertaken before, during and after the event</p> <p>Daily checks to comprise of;</p> <ul style="list-style-type: none"> ➤ Removing of bolts, padlocks and security devices from fire exits (exits to be loosely cable tied, with all gate staff carrying snips to clip off when necessary) ➤ Check gate staff are carrying cable snips. ➤ Check escape routes are clear and free from obstruction ➤ Check all safety signage is clearly visible and legible ➤ Check emergency lighting is in place and in working order ➤ Check provisions and numbers of fire extinguishers are correct, and in the right locations. ➤ Check operations of the PA communication system and that radios are all working ➤ Check all staff, security and stewards all know their fire responsibilities 	4	2	8
14	Music Festival	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ crushing 	4	4	16	<ul style="list-style-type: none"> ➤ Event staff, crew and contractor briefings to be carried out before the event, so all understand the emergency procedures, locations of emergency assembly points, their responsibilities, how they prevent fires, or deal with them, any significant findings from the fire risk assessment, measures in place to reduce risks, who is nominated with fire safety responsibilities, or any arrangements for serious and imminent danger ➤ All staff, contractors, security and crew to have received information and training before undertaking any fire safety duties ➤ The use of firefighting equipment is an emergency response only and first response should be to contact Event Control who will initiate the full or partial evacuation plan. Fire brigade to be called for any suspected or actual fires, even if they have been extinguished 	4	1	4
15	Music Festival	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ crushing 	4	3	12	<ul style="list-style-type: none"> ➤ Clear illuminated Fire Exit signage erected around whole site above exit gates. ➤ Additional lighting units illuminating whole site, with backup power in case of failure ➤ All Fire exit routes to be kept clear from obstruction, throughout the whole event, set-up and breakdown ➤ All signage used for emergency exits/ routes and firefighting equipment will be compliant with the H&S (Safety Signs and Signals) Regs 1996 ➤ Picturegram signage used around whole site ➤ All security and stewards are briefed of fire evacuation plans in advance of the event. 	4	2	8

Fire Risk Assessment- Sandon Fields Fair

ASSESSOR NAMES: J Heath		SIGNATURES:		DATE OF ASSESSMENT: 04/03/18		Date of Event: 9 th & 10 th June 2018				
Activity	Hazards	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures For each hazard, list the measures you will be taking to minimise the risk identified			
				S	L	RP				
Camping on site near the event	<p>Fuel – Tents, clothing and cooking equipment</p> <p>Emergency Egress – Likely time when a fire may ensue is during the night where the public may be sleeping. Guide ropes and tents hindering exit routes through bad visibility due to the time of night</p> <p>Likely Ignition – careless use of cooking equipment, presence of naked flames or cigarettes.</p>	<p>Persons camping on site</p> <p>Employees</p>	<p>➤ Fatality</p> <p>➤ Major injury</p> <p>➤ Burns</p> <p>➤ crushing</p>	5	4	20	<p>➤ There will be no fires and cooking allowed on site.</p> <p>➤ There will be a fire and safety watch persons positioned in the campsite. It will be manned 24 hours a day by the Security and Stewarding Team.</p> <p>➤ It will be equipped with lights, a PA system and cameras, enabling the team to view in all directions which will feed back to monitors in the main control.</p> <p>➤ The cameras will allow the team to spot an open flame at an early stage and be able to direct other members of the team to the source if deemed appropriate and that person/persons will be removed from site.</p> <p>➤ Significant nature, then the team will be able to activate the lighting systems and begin to implement the emergency operations plans.</p> <p>➤ Sandal Festival will distribute leaflets to all campers advising them on the risks of fire whilst camping, the risks of smoking with tents and reinstate the rules on: No fires and cooking on site.</p>	5	2	10
16										

SEVERITY OF HARM		LIKELIHOOD OF HARM				
		1. Remote e.g. <1 in 1000 chance	2. Very unlikely e.g. 1 in 200 chance	3. Unlikely e.g. 1 in 50 chance	4. Possible e.g. 1 in 10 chance	5. Likely e.g. >1 in 3 chance
1. Negligible e.g. small bruise, negligible	1	2	3	4	5	
2. Slight e.g. first aid injury	2	4	6	8	10	
3. Moderate e.g. lost time injury (over 7 days)	3	5	9	12	15	
4. Severe e.g. major injury or illness	4	8	12	16	20	
5. Catastrophic e.g. death, permanent disability	5	10	15	20	25	

Desirable
 NO ACTION
 Acceptable
 MONITOR
 Undesirable
 ACTION
 URGENT
 ACTION
 STOP

Sandon Fields Fair-Site Risk Assessment

ASSESSOR NAME: J Heath		DATE OF ASSESSMENT: 05/03/18		Event Date: 9 th & 10 th June 2018			
Activity:	Hazards List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	Consequences	RISK MATRIX REFERS			What further action is necessary and by whom?
				S	L	RP	
Festival Planning.	Inadequate planning / control of event.	<ul style="list-style-type: none"> Staff Members of public Contractors Guests Artists 	N/A				
Festival Planning.	Inadequate public liability insurance in case of accident.	<ul style="list-style-type: none"> Staff Members of public Contractors Guests Artists 	N/A				
Festival Planning.	Emergency services unaware of display.	<ul style="list-style-type: none"> Staff Members of public Contractors Guests Artists 	N/A				
Festival Planning.	Local residents unaware of event.	<ul style="list-style-type: none"> Members of public 	N/A				
Festival Planning.	Crowd Management-	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 	5	2	10	<p>Event organiser to carry out walk through visual inspection (prior to start of event) to ensure access / egress routes are unobstructed and free from slip and trip hazards.</p> <p>In particular ensure that checks are made of all fire and emergency facilities and that:</p> <p>All exits are unlocked; Escape routes are clear; Emergency fighting works; Fire-fighting equipment and alarms are in full working order; A PA system for use in emergencies can be heard clearly in all parts of the venue.</p>

Sandon Fields Fair-Site Risk Assessment

ASSESSOR NAME:		DATE OF ASSESSMENT: 05/03/18			Event Date: 9 th & 10 th June 2018				
Activity:	Hazards List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	Consequences	RISK MATRIX REFERS			RESIDUAL RISK MATRIX REFERS	What further action is necessary and by whom?	
				S	L	RP			
Car Parking Stewarding	Car Parking Steward being struck by Movement of vehicles.	<ul style="list-style-type: none"> Guests or members of the public. Contractors Volunteers 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 	5	3	15	5	2	10
Car Parking Stewarding Dealing with members of the public.	Aggressive while intoxicated through drink or drugs. Distressed or confrontational members of public.	<ul style="list-style-type: none"> Guests or members of the public. Contractors Volunteers 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 	4	4	16	4	1	4
Car Parking Stewarding	Poor lighting/inclement weather leading to being struck by vehicles.	<ul style="list-style-type: none"> Guests or members of the public. Contractors Volunteers 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 	4	3	12	4	1	4
Car Parking Stewarding - Directing traffic after event.	Struck by vehicles due to increased driving speed while leaving area. Motorists not following directions given by steward.	<ul style="list-style-type: none"> Guests or members of the public. Contractors Volunteers 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 						
Car Parking Stewarding -	Persons suffering accidental ill health in car park area or on entrance pathways resulting in other persons coming into contact with resulting bodily fluids.	<ul style="list-style-type: none"> Guests or members of the public. Contractors Volunteers 	<ul style="list-style-type: none"> Possibility of contracting blood borne viruses such as HIV, Hepatitis etc. 						
Attending or working at Music Festival.	Spectators too close to music stage.	<ul style="list-style-type: none"> Guests or members of the public. Contractors Volunteers 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 	4	3	12	4	2	8

Sandon Fields Fair-Site Risk Assessment

ASSESSOR NAME:		DATE OF ASSESSMENT: 05/03/18		Event Date: 9 th & 10 th June 2018				
Activity:	Hazards: List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	Consequences:	RISK MATRIX REFERS			What further action is necessary and by whom?	
				S	L	RP		
Attending or working at Music Festival.	Overcrowding in marquee/ stage/ walkways	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Fatalities Crushing injury Inability to evacuate in the event of an emergency etc. fire 	4	4	16	<ul style="list-style-type: none"> Marquee/building capacities agreed with licensing officer Marquee/building occupancy monitored by security All exits clearly marked; access ways kept clear Crowd Control Security staff at front of stage barrier. Main arena enlarged to increase capacity. Regular meetings to take place with event management team to discuss crowd safety and behaviour. Security to use loud hailers in the event of an evacuation. 	4 2 8
Attending or working at Music Festival.	Build-up of site waste causing slips, trips and falls	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Broken bones, or fractures 	3	3	9	<ul style="list-style-type: none"> Ensure that details are given to the waste contractor concerning estimated audience size, event size, site boundaries etc. (The waste contractor cannot accurately plan working methods or employ the correct number of workers without this information). The collection company must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate. Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event. Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required) A dedicated team during the event to manage waste on-site and the appropriate contractor to remove from site. The site is to be cleared of all hazardous/inflammable material on the day of the event i.e. no litter, paint, gas cylinders, fuel, bottles, aerosols, etc. (this list is not exhaustive) Litter pickers must wear appropriate gloves or use arm length litter pickers. 	3 2 6
Attending or working at Music Festival.	Slips, trips and falls- from uneven ground or obstructions and debris in access /egress routes and pedestrian areas	<ul style="list-style-type: none"> Members of public Staff contractors guests Artists 	<ul style="list-style-type: none"> Cuts and bruises. 	3	3	9	<ul style="list-style-type: none"> Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use. Temporary lighting provided to walkways. Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998) 	3 2 6

Sandon Fields Fair-Site Risk Assessment

ASSESSOR NAME: J Heath		DATE OF ASSESSMENT: 05/03/18		Event Date: 9 th & 10 th June 2018							
Activity:	Hazards: List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	Consequences:	RISK MATRIX REFERS		What further action is necessary and by whom?					
				S	LP						
Attending or working at Music Festival - Crowd control	Verbal or physical assault	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Physical injuries Possible fatality 	4	3	12	<p>Control measures</p> <p>For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</p> <ul style="list-style-type: none"> Public Address system will be in use on the day of the event. Trained and identifiable SIA security and Stewards with high visibility jackets, torches and radios will be situated at locations around the event intervals. SIA and Stewards will be briefed prior to event. Call police if required. There will be adequate numbers of security / response staff patrolling all areas before, during and up to completion of event timetables. First Aid is on-site to deal with any physical assaults. Bar not to serve anyone who appears to have consumed too much alcohol. 	4	2	8	
Attending or working at Music Festival.	Alcohol consumption – public order problems due to alcohol on-site.	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Physical injuries Possible fatality 	4	3	12	<ul style="list-style-type: none"> Continual monitoring of all guests with pro-active approach. Call for response team and police assistance if necessary. Bar staff will be briefed on their roles according to the licensing Act. Also the Bar will be provided with a radio. 	4	2	8	
Attending or working at Music Festival.	Risk of Fire / burning	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Fatality /s Smoke inhalation Burns 	5	4	20	<ul style="list-style-type: none"> Fire Action information to be given to event organisers, information on fire assembly points and emergency exits to be announced at the start of event. Fire exits and gangways to be kept clear at all times. Regular checks will be made on the day and recorded in a log book. Persons with disabilities to be directed to refuge points in the event of a fire alarm activation. Buckets of water and/or sand and/or portable water fire extinguishers and/or water hoses to be situated at intervals around the perimeter. Stewards to call 999 emergency services in the event of any fire or accident. Fire risk assessment in place. Fire brigade contacted public address and megaphone system in place. 	5	1	5	
Attending or working at Music Festival.	Allergic reactions to: Poisons, stings or bites.	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Possible fatality. Anaphylaxis leading to rapid swelling of the lips, tongue, throat or around the eyes. 	5	4	16	<ul style="list-style-type: none"> Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests. Employees/volunteers should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered. 	5	2	8	Ensure adequate first aid arrangements have been provided (proportionate to the level of risk).

Sandon Fields Fair-Site Risk Assessment

ASSESSOR NAME: J Heath		DATE OF ASSESSMENT: 05/03/18		Event Date: 9 th & 10 th June 2018			
Activity:	Hazards List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	Consequences	RISK MATRIX REFERS			What further action is necessary and by whom?
				S	L	RP	
Attending or working at Music Festival.	Contractors- Inadequate health and safety procedures leading to hazardous situations and potential injuries from collapse of temporary structures i.e. marquees/fencing/light towers / Barriers	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 	5	4	20	<p>Control measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</p> <ul style="list-style-type: none"> Ensure that any contractors or subcontractors hired to build the stages erect marquees or stalls etc, are competent in managing their own health and safety on site. Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment. To reduce the risk of structural collapse, reputable contractors will have been engaged to provide and erect temporary structures, which will conform to current regulations regarding loading and structural integrity. Stages and marquees and stalls to be erected by a competent person/Contractor. Contractors to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.
				5	1	5	
Attending or working at Music Festival.	Being struck by or striking into objects- unstable marquees, stalls collapsing, inappropriate storage of items on display	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 	5	4	20	<ul style="list-style-type: none"> Checks to ensure that stalls are correctly erected. Displays must be probably secured to prevent toppling.
				5	1	5	
Attending or working at Music Festival	Hearing Damage- Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff and public	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Permanent or temporary loss of hearing in one or both ears. 	3	4	12	<p>Sandon fields shall appoint a Noise Management Officer from ROSCO – to act as the Noise Consultant, for the duration of the event, whose sole task will be the management of noise issues arising from the licensed site.</p> <ul style="list-style-type: none"> Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs. <p>The noise metre operator will be situated at the correct position during the whole event to ensure that the levels set are not exceeded, and therefore that the MNL does not exceed 65dB(A) over a 15-minute period at the Noise Sensitive level.</p>
				3	2	6	

Sandon Fields Fair-Site Risk Assessment

ASSESSOR NAME: J Heath		DATE OF ASSESSMENT: 05/03/18			Event Date: 9 th & 10 th June 2018					
Activity	Hazards List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	Consequences	RISK MATRIX REFERS			What further action is necessary and by whom?			
				S	L	RP				
Attending or working at Music Festival	Risk of injury at public entrances / exits	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 	4	3	12	Control measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. <i>appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</i> <ul style="list-style-type: none"> Separate entrances / exits (minimum of 2 exits) for pedestrians only – must be clearly signposted, well-lit and free from obstruction. Entrances / exits constructed to allow easy access for disabled people. Entry supervised by identifiable Stewards in Yellow and Orange Jackets Catering outlets are located away from entry or exit points 	4	1	4
Attending or working at Music Festival	Emergency access being inhibited / prevented	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Illness or injury possibly of severe nature. 	5	4	20	<ul style="list-style-type: none"> Access route must be clearly identified for emergency vehicle access. Stewards and festival staff are to ensure route is free from obstruction Ensure that first aid provision is clearly signposted at the event. Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed. 	5	1	5
Attending or working at Music Festival	First Aid / injury to members of the public and staff.	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Illness or injury possibly of severe nature. 	4	4	16	<ul style="list-style-type: none"> Two qualified Paramedics will be present and at least 4 qualified First Aiders will be in place. 	4	1	4
Attending or working at Music Festival	Toilet Provision- welfare facilities not enough toilets for people present at event.	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Possibility of contracting blood borne viruses such as HIV, Hepatitis etc. 	4	4	16	<ul style="list-style-type: none"> 4x Mens urinals toilets. 35 multi sex public toilet cubicles. 4 x disabled toilets. 	4	2	8
Attending or working at Music Festival	Terrorist attack, Fire, Storm Weather Strong winds Falling trees or debris; other flying or rolling objects	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Fatality /s Smoke inhalation Burns Entrapment impact, crushing injuries severe or possibly fatal. 	4	4	16	<ul style="list-style-type: none"> See Contingency Plans in place. Procedure in place for emergency evacuation, to include methods of egress, designated assembly points, Stewards, PA system, information for public. Organiser together with the safety officer will monitor weather forecasts and actual weather for the event- if strong winds or gusts are likely or postponed by the event organiser due the risks involved. When planning the event, situate elements of the event as far away as practicable from trees wherever possible. 	4	1	4

Sandon Fields Fair-Site Risk Assessment

ASSESSOR NAME: J HEATH		DATE OF ASSESSMENT: 05/03/18			Event Date: 9 th & 10 th June 2018		
Activity	Hazards List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	Consequences	RISK MATRIX REFERS			What further action is necessary and by whom?
				S	L	RP	
Attending or working at Music Festival	Security/ -in adequate access control, cash handling, Persons gaining entry to unauthorised areas, theft.	<ul style="list-style-type: none"> Staff contractors guests Artists 	<ul style="list-style-type: none"> Physical injuries Possible fatality 	4	4	16	4 1 4
Using electrical equipment	Electrical Safety- Unsuitable installations or use of leads and sockets/plugs.	<ul style="list-style-type: none"> Staff contractors Artists 	<ul style="list-style-type: none"> Electrocution Fire / explosion Burns Smoke inhalation 	5	4	20	5 1 5
Use of cleaning chemicals	Hazardous chemicals and products .	<ul style="list-style-type: none"> Guests Staff contractors Visitors 	<ul style="list-style-type: none"> Skin irritation Eye damage 	3	3	9	3 2 6
lighting	Installing lighting and other technical systems at height leading to falls.	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Physical injuries Possible fatality 	5	4	20	5 1 5
Drinking In marquee areas	Injuries- cuts from glasses on-site	<ul style="list-style-type: none"> Staff contractors Artists 	<ul style="list-style-type: none"> Cuts possibly severe. 	4	3	12	4 1 4

Sandon Fields Fair-Site Risk Assessment

ASSESSOR NAME: J Heath		DATE OF ASSESSMENT: 05/03/18			Event Date: 9 th & 10 th June 2018			
Activity	Hazards List what could cause harm e.g. falls from height, trip hazard, fire, etc.	Who may be harmed?	Consequences	RISK MATRIX REFERS			What further action is necessary and by whom?	
				S	L	RP		
Gaining access to structures	Members of the public climbing temporary structures could fall causing serious injury.	<ul style="list-style-type: none"> Staff contractors guests Artists 	<ul style="list-style-type: none"> Physical injuries Possible fatality 	5	3	15	Control measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc. <ul style="list-style-type: none"> SIA and stewards will be located around the area to prevent this from happening. Barrier and fencing will be in place prior to public entry. 	RESIDUAL RISK MATRIX REFERS S: 5, L: 1, RP: 5
Working at height	Falls at height and injury from falling objects	<ul style="list-style-type: none"> Staff contractors Artists 	<ul style="list-style-type: none"> Physical injuries Possible fatality 	5	4	20	<ul style="list-style-type: none"> Access to hazardous areas will be restricted to essential crew only. Only those trained and authorised will be allowed to work at height with the correct control measures. Visual inspections to be carried out prior to any work being carried out. 	S: 5, L: 1, RP: 5
Driving	Movement around the site during times of darkness causing serious injury or death	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Entrapment impact, crushing injuries severe or possibly fatal. 	5	4	20	<ul style="list-style-type: none"> Additional temporary lighting will be installed on site Cable and other event equipment will be installed in such a way as to avoid public walkways and other areas where they may cause a hazard. On site security available Only staff to park on site only 	S: 5, L: 1, RP: 5
Attending or working at Music Festival	Exposure to weather conditions such as: Sun UV Heat, exposure to cold and / or wet conditions.	<ul style="list-style-type: none"> Staff Members of public contractors guests Artists 	<ul style="list-style-type: none"> Skin cancer Coma, Fatality Loss of consciousness (fainting) leading to fall associated impact injuries. Seizures. Heat edema, Heat rashes, Heat cramps Loss of concentration Hypothermia related conditions. 	5	4	20	<ul style="list-style-type: none"> Brief everyone to the dangers of exposure to the sun, provide staff with sun block and make every aware of its location. Ensure suitable breaks. Have adequate shade in place such as marquees and gazebos for people and children to get under shelter. Have suitable are in place for people who might have heat stroke. Warn of the dangers of drinking alcohol and dehydration from hot weather. Ensure all staff has adequate breaks and that sufficient water is made available. First aid available on site 	S: 5, L: 2, RP: 10

Risk Matrix		1. Negligible e.g. small bruise, negligible		2. Minor injury (first aid injury)		3. Moderate e.g. (Lost time injury over 7 days)		4. Major injury (Major injury or illness)		5. Catastrophic e.g. (Death, permanent disability)	
5. Almost Certain e.g. >1 in 3 chance		5	10	15	20	25	30	35	40	45	50
4. Probable e.g. 1 in 10 chance		4	8	12	16	20	24	28	32	36	40
3. Likely e.g. 1 in 50 chance		3	6	9	12	15	18	21	24	27	30
2. Possible e.g. 1 in 200 chance		2	4	6	8	10	12	14	16	18	20
1. Remote/Unlikely e.g. <1 in 1000 chance		1	2	3	4	5	6	7	8	9	10

Adequate (1-5) No further action but ensure controls are maintained

Adequate (6-15) Look to improve at next review

Unacceptable (16-25) Stop activity and make immediate improvements



V1

MEDICAL PLAN – Sandon Fields Festival 2018

References:

- A. The purple guide to health, safety and welfare at music and other events.
- B. The event safety guide.

1. Introduction

Sandon Fields Festival 2018 is a small-scale, 1 and a half day, family friendly music, food and arts festival. The event program consists of a wide range of art forms and activities including live music, djs and world food. The music on offer will be a broad range of styles across a multitude of genres, from 50's & 60's through to (now) modern day, pop, chart, lightrock, electronic (inc sub genres) indie, blues, soul, jazz, acoustic & reggae. There will also be a family & children's fun area.

2. Aim

The aim of this document is to provide a robust medical plan in the event of injury/illness on site, and outline procedures for Emergency, Primary and Secondary medical care for the duration of the event.

3. Location

Sandon Fields Festival 2018 is situated at the following address –

POPLARS FARM

ROE GREEN

SANDON HERTS

SG9 0QG

Please see site maps attached.

4. Medical cover/Assets Available

a. This will include:

- i. Two Professional Paramedics from Sabre Medical Group (SMG) will provide medical cover for the duration of the event and will be located at the designated medical

treatment facility. A further four designated first person on the scene (FPOS I) qualified responders will support the paramedics.

ii. Local NHS Medical and rescue services will be utilised for any major injury or hospital transfer.

iii. **HLS TO BE DESIGNATED FOR AIR AMBULANCE (grid reference and lat+long)**

b. **Persons at Risk (PAR)**

i. Maximum PAR is 4000 this is made up of festival goers, Staff and Artists.

c. **Required level of cover – in accordance with the purple book -**

4. Echelons of care

a. On scene first aid.

b. On scene pre-hospital emergency care. Paramedic led.

c. Treatment at the on-site medical treatment facility.

d. Transportation via road to definitive care and or major trauma centre.

e. Transportation via air ambulance to definitive care and or major trauma centre.

Please see trauma network

5. Tasks

a. SMG are to provide medical cover for the duration of the festival/

b. First aiders are to respond and treat within their skill set.

c. SMG Paramedics are to respond and treat within their skill set.

d. SMG Paramedics are to liaise with local NHS ambulance trusts and hospitals to ensure correct patient pathway and safeguarding takes place.

6. Timings

a. SMG medical staff will be available from the following hours throughout the festival.

SATURDAY 09 TH JUNE 18	1200 – 01:30
SUNDAY 10 TH JUNE 18 (NIGHT COVER)	01:30 - 1200
SUNDAY 10 TH JUNE 18	1200 – 18:30

No medical cover requested for the build/breakdown element of the festival.

b. SMG medical staff require two-hour pre-event and two hours' post event for set up and take down of all medical equipment.

7. Medical Equipment

- a. **SMG Paramedics** – The Paramedics are to attend with their individual response bags, including emergency medications. Paramedics will ensure that their response bags are fully scaled and all equipment and medication is in date.
- b. **SMG Paramedics** are to issue emergency medications only as per JRCALC.
- c. **FPOS (I) responders** are to attend with their individual response bags and only treat in accordance with their individual training and skill set.
- d.
- e. **Specialist medical equipment**
 - i. A defibrillator/propack and portable suction will be located at the medical treatment facility. SMG Paramedics are to respond to any casualty with this equipment.
 - ii. Medical gases oxygen and Entonox will be located at the medical treatment facility. SMG Paramedics are to respond to any casualty with these gases.
 - iii. A primary care kit will be available at the medical treatment facility for all the event goers and event staff. Population at risk (PAR) approx. 4000 people. Primary care medications available are General Sales List only.
 - iiii. Paediatric and maternity equipment will also be available at the medical treatment facility.
- f. **Safety vehicle/ Ambulance** – A designated safety vehicle can be made available, although the intent would be to use the local NHS ambulances for conveying patients to hospital.

TO DISCUSS VEHICLE WITH EVENT ORGANISER

8. Action on Casualties

This is an instruction to what the Event Director/Coordinator should exactly do in the event of a casualty.

In the event of a casualty during the event. The casualty will be assessed and treated by the SMG Paramedic on scene. The paramedic will then advise the Event Director whether a Conveyance to hospital is required. The severity of injury and the mode of conveyance will determine whether or not the SMG Paramedic or another member of staff escorts the casualty. The Event Director is to coordinate any NHS Ambulance call.

Minor Injuries- will be assessed by the SMG Paramedics. If the Paramedic is able to treat the casualty at scene he will make an assessment whether the patient is able to continue to take part in the event, informing the Event Director of their decision. If the Paramedic is unable

to treat the patient at the scene or requires to send them for a second opinion he is to inform the Event Director to arrange transport.

Major injuries- will be assessed by the SMG Paramedic who will then provide pre-hospital emergency care. The Paramedic is to advise the Event Director on the following in order to coordinate any hospital conveyance.

- a. Severity of injury
- b. Priorities
- c. Nearest appropriate medical facility
- d. Assets available (NHS Ambulance, Air Ambulance (HEMS), Search and rescue (SAR), Enhanced care team (BASICS)
- e. Environmental conditions

9. COMMUNICATIONS.....TO DO RADIO

CHANNEL FOR SECURITY AND MEDICAL IS CHANNEL ??

EVENT CONTROL CHANNEL ???

10. Local NHS Hospitals

<p>1 - Lister Hospital Coreys Mill Lane Stevenge SG1 4AB Tel – 01438 314333</p>	<p>Distance – 11 miles</p>	<p>17 mins by road</p>
<p>2 – MAJOR TRAUMA CENTRE Cambridge University Hospitals Addenbrookes Hills Road Cambridge CB2 0QQ TEL – 01223 217118</p>	<p>Distance – 20 miles</p>	<p>31 mins by road</p>

Please see route maps at ANNEX???

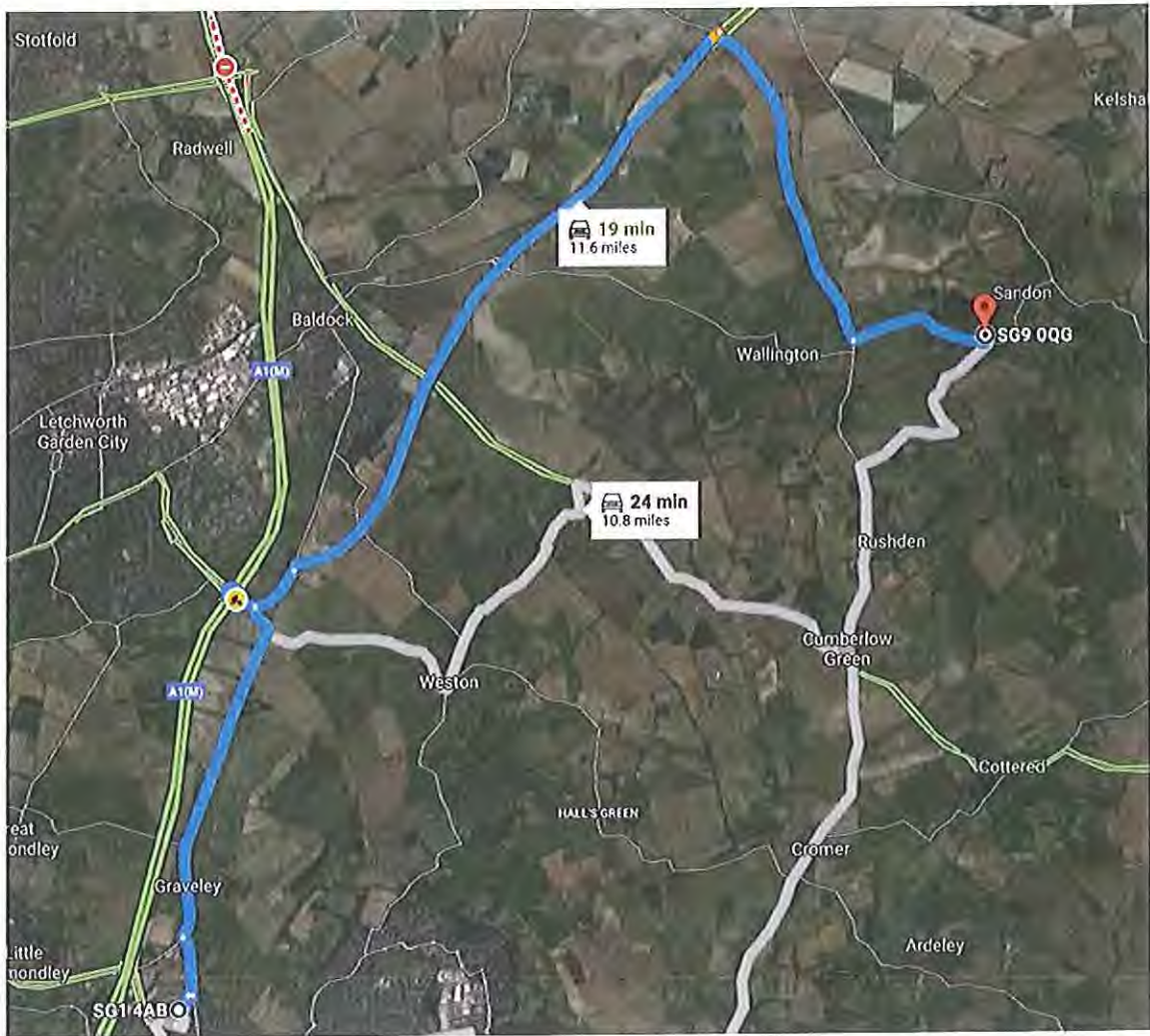
11. Useful telephone numbers

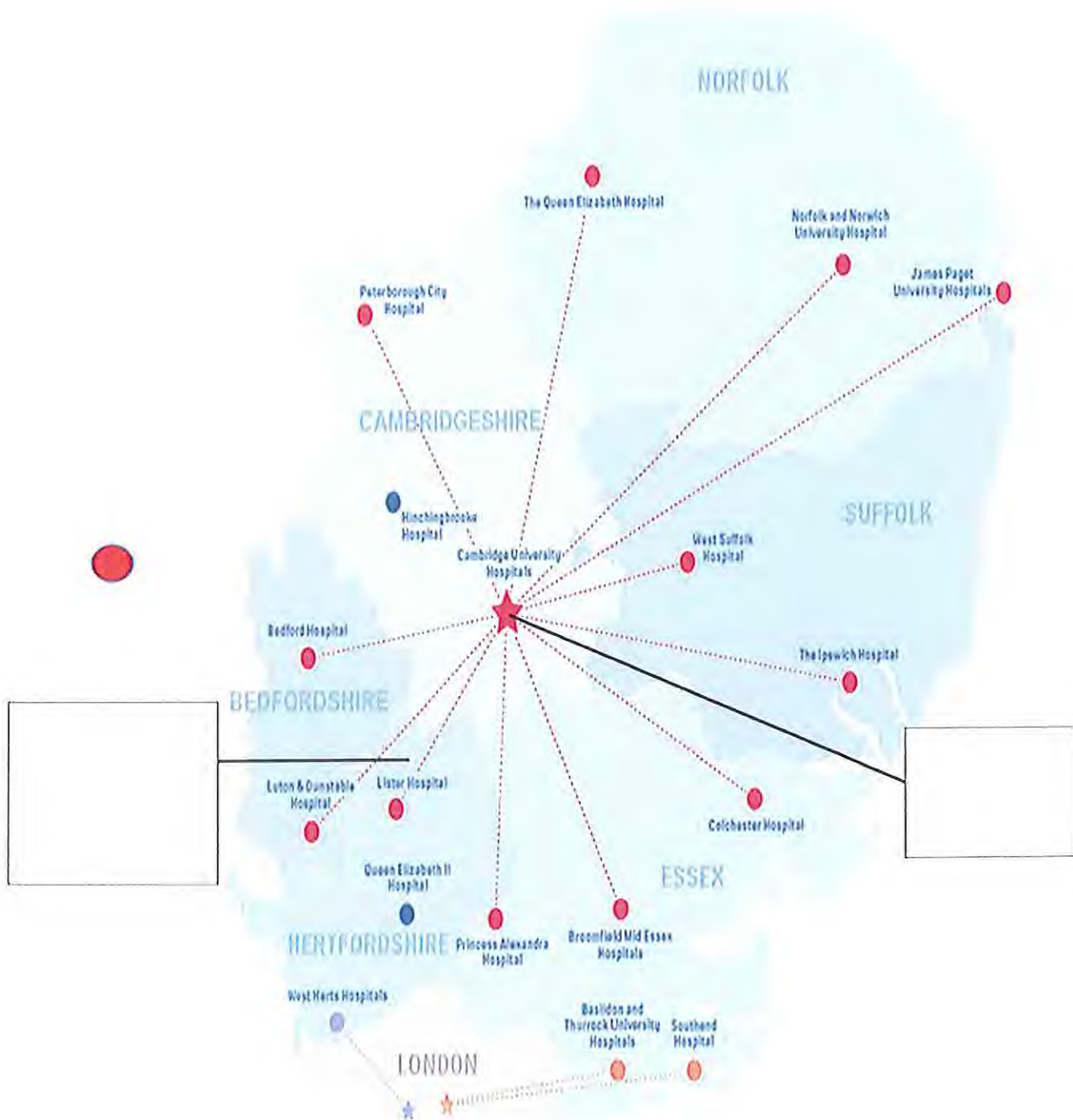
This section is to give full contact details of relevant personnel that may play a part in any possible evacuation.

- a. All civilian emergency services 999
- b. Event Producer
- c. Event Manager
- d. Safety Officer
- e. Security Manager
- f. Welfare Manager
- g. Paramedic Peter Redman
- h. Paramedic William Rae



SANDON FIELDS FESTIVAL 2018
POPLARS FARM – ROE GREEN
SANDON - HERTS
SG9 0QG





Waste Management Plan V1
SANDON FIELDS FESTIVAL

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1.0 Patron and Supplier Training and Awareness

Education is the first and most vital approach to ensuring waste is managed in the most appropriate way. we will ensure that all staff are suitably trained and qualified, experienced and have appropriate current licenses where required (e.g. drivers licences). All staff will be given a detailed briefing on the event, required duties for their particular shift, key tasks and safety & emergency management. Prior to staff arriving onsite they will be emailed a map and job description of the duties required of them with their roster to ensure their ability to perform and so they can get familiar with the festival this will make the operations of the waste department run smoothly at all times.

2.0 Staffing Structure

Staffing structure of the waste department is broken down into 3 main areas this being the following...

Internal: The internal areas will be coordinated by an internal supervisor. The operations of this area are focussed on having empty bins therefore allowing the patrons to dispose of their waste in an appropriate manner. The bins in the internal venue area will be lined with bin liners, this ensures that the bin is in constant use and not being dragged back to the main secured bulk bin /skip for emptying. Wasting Particular attention will be on food / catering and bar areas to support bin stations.

External: This area will be managed by having staff assigned to maintain the level of cleanliness to ensure we leave the external streets and immediate locality of the event in an immaculate condition.

Camping: The camping areas will be organised and coordinated by a camping supervisor. The operations of this area are focussed on having empty bins which have been strategically placed therefore allowing the patrons to dispose of their waste in an appropriate manner. The bins in the camping area will be lined with bin liners, this ensures that the bin is in constant use and not being dragged back to the compound for emptying wasting valuable time and that bin not being in use in the zone it has been placed.

3.0 General Waste

General waste will be generated from all areas of the venue. "Three bin" 240L bin stations will be established throughout the venue, allowing for general waste, recycling waste, and compost waste. All waste generated from these bins will be transported back to the main waste compound for sorting into either the general, recycle or compost bulk waste storage bin/truck. During bump in and for the duration of the event, the waste crew will monitor bin station areas to ensure patrons are disposing of waste in the appropriate bins and educate them if they are not. These bins will be clearly signed for education for patrons.

3.1 Recycling Waste & Compost Waste

Commingled recyclable waste and compost waste will be generated by patrons within all areas of the venue and collected via bin stations. These will be placed into the designated areas and marked recycling bin and compost bin at each of the bin stations. Each of the recycling and compost bins will be further manually sorted at the waste compound to ensure the general waste is pulled out and therefore not contaminating the recycling and compost waste. These bins will be clearly signed for education for patrons.

3.2 Paper and Cardboard Waste

Paper and cardboard waste will be generated by all persons onsite. All of these items will be sorted into the correct bins for disposal. All paper and cardboard waste will be recycled. During the bump in and bump out phase of the event, crew will monitor and maintain all areas to ensure vendors and contractor bulk cardboard waste is placed in appropriate bins. All bulk cardboard will be taken off site and recycled. Recyclable waste will be placed into the designated recycling bin at the waste Compound.

3.5 Liquid Waste & Oils

Liquid waste generated from food vendors is required to be safely and properly disposed of by the vendor and removed from the venue.

3.6 Bulk Bin / Main Skip System

The festival we will be using a bulk bin / Main skip system to maintain a high level of cleanliness and keep the waste streams separated. 2 x 20 m hook lift bins will be placed pre-event in a secured area, staff will bring full bin bags back to the waste compound and the waste will be sorted and emptied into the correct bulk bin/truck for disposal.

4.0 Objective

The objective of the waste management plan is to ensure the venue site remains as litter free as possible during any event and completely free of litter and waste at venue handover. The waste department runs on a 24 hour per day roster system during the event to maintain the level of cleanliness, which is necessary for a safe and clean event.

Pre, during and Post Event staff will be distributed into pre-determined areas. Post event, a thorough and detailed clean of the entire venue site will be undertaken. The post event cleaning crew will be staffed by the waste department and organised in each designated zone to ensure areas are cleaned quickly.

5.0 Site Areas Cleaning and Staffing

5.1 Internal Area and Camping Areas

A 3 x 240lt bin system will manage these areas waste: 'General', 'recycle' and "compost". These bins will be lined to make servicing easier therefore a quicker response to ensure all bins remain in current use and not overflowing. Staff will be assigned a specific area and they will remain in that area to empty bins, and litter pick waste off the ground. The event opening and closing times will determine the hours of staffing. All hours will be covered as well as post-closing time cleaning for each and every event held on the site this will ensure a safe working area for all suppliers onsite and a litter free environment.

5.2 External Area

The external venue area waste will be managed by 2 x 240lt bin system at specific zones with waste staff designated to patrolling external street and roadside areas to ensure they are free of rubbish or litter attributable to patrons attending events or function at the venue.

These bins will be lined to make servicing easier therefore a quicker response to ensure all bins remain in current use and not overflowing. This will ensure that the community streets will be clear of all waste at all times. We do pay particular attention to the immediate surrounds of the site within the community to ensure all of the events are as low impact as possible on the community. We will manage this by having staff allocated to the external areas of the event, they will be on hourly patrols until such time as the streets are deemed clear of all event rubbish.

6.0 Land Use Type

The venue is being held on private land. The land owner's permission to use the site, is of course granted.

7.0 General and Recycling Estimations

We estimate that we will generate approximately 4-6 tonnes of waste during this event. We also estimate that we will endeavour to recycle 50% of this waste using our unique waste management systems. We will store this waste in 20m storage bins/trucks. These bins are roll on bins which will be leased from a waste contractor and serviced from the same contractor.

8.0 Bin Quantity & Size

We will be utilizing several bin sizes onsite during the events.

- General red top 240Lt bins for general waste
- Recycling yellow top 240Lt bins for recycled products
- Compost green top 240lt bins for compost waste products
- 20m roll on bins for bulk waste storage

The quantities of the above mentioned bins would vary depending on estimated ticket sales. These bins will be outsourced from either the council or a private contractor, by doing this we are creating work and generating money for the community.

9.0 Equipment

The equipment which we will be using onsite will be the above mentioned bins and a sorting tray to manually sort out the contamination from each waste stream so as to store the correct streams without contamination in the larger waste storage bins.

10.0 Collection Frequency

We will have a post event service then services according to the waste collected post event.

11.0 Allocated Bin Space

The specific space directly allocated to bin storage will be back of house and easily accessible for all waste staff to access.

12.0 Collection Point for Vehicles

We will allow direct access to the bins for servicing by the waste contractor. During the event and post event we will have a back of house area, which will be accessible to the waste contractor.

13.0 Waste Collection Provider

We will either employ local council to be our waste collection contractor or source a private contractor to collect each waste stream.

14.0 Waste Management Arrangements Education

We will have necessary signage to always keep patrons and staff educated on our waste management systems. Bins will be clearly signed. Also collection dates will be noted. Please see picture below.

Compost waste bin

General Waste Bin

Recycling Waste Bin



16.0 Signage

We will have signs on the appropriate bins displaying "which bin" to clearly educate patrons to use the correct bins for their waste.

Staffing area breakdown map

TBC

Bin placement map

240lt bins will be placed in each of the camping areas and also in the internal event area and all necessary areas to capture all waste streams. This will include all back of house areas and all front of house areas.

TBC

John Henry Heath

Chartered Safety and Health Practitioner

CMIOSH, FIIRSM, GIFireE, OHSCR

Current Responsibilities:

Managing Director- Risk Safety Services Limited- providing consultancy services and training UK

- Health and Safety Consultancy and Training for Clients
- Develop Safety Management systems and policies for clients
- NVQ Assessor
- 18001 Auditor
- Safety Officer for a Football Club
- Fire Risk Assessor
- Event Safety Management Advisor

Education / Memberships:

- Chartered Member of the Institution of Occupational Safety and Health (CMIOSH)
- Registered Practitioner on the new Occupational Safety & register (OSHCR)
- Graduate member of The Institution of Fire Engineers (GIFireE)
- Fellow Member of the International Institute of Risk and Safety Management (FIIRSM)
- Associate Member of the Institute for Learning
- City & Guilds Level 5 Diploma in Occupational Health & Safety Management
- City & Guilds Level 4 in Occupational Health & Safety Management
- City & Guilds Level 4 in Spectator Safety Management
- Certificate in Event Safety and MatchDay Safety Management
- UKATA Managers Asbestos Course
- CSCS Health and safety manager (Construction NVQ Level 4)
- FPA Certificate in Applied Fire Risk Assessment
- **Currently studying the CFPA Europe Diploma in Fire Prevention**
- A1 Assessors award
- Internal Auditor BS OHSAS 18001
- NVQ Level 3 in Fire Safety
- NVQ Level 2 in Fire Safety
- Legionella training course
- Noise measurement Training
- Occupational Audiometry Testing
- Racking Inspection Course
- IOSH Evacuation Chair Train the Trainer
- CIEH Professional Training Certificate
- IOSH Managing Safely
- City & Guilds in Portable Appliance Testing
- Manual Handling For Trainers
- CIEH Stress Managers Course
- Fire Fighting Course
- Physical Intervention & Restraint Programme
- Level 2 award in Door Supervision

Career Experience:

- 8 Years Health and Safety Consultancy, NVQ assessor and Training Experience
- 15 years as a Health and Safety Manager for a Manufacturing Company
- 10 Years as a part time Safety Officer for a football Club

Version 3 updated on the 28th December 2017

Technical Expertise:

- Implementing and auditing health and safety management systems
- Fire Risk Assessments
- Risk Assessments
- NVQ assessing
- Delivering CIEH Health and Safety Courses
- Event safety Management
- Manual Handling Instructor