

Risk Safety Services Ltd / London Road Audio Services Ltd	
Author:	John Heath / Richard Maskell
Date:	Last Updated – 08 th Feb 2019
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Title:	Event Management Plan
Project:	Sandon Fields - 2019
Document Control	

SANDON FIELDS FESTIVAL

Saturday 8th June 2019

Elephant & Wheelbarrow Herts, SG9 0QG

Poplars Farm, Sandon, Herts, SG9 0QG

EVENT MANAGEMENT PLAN

V1

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Introduction

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

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

The event organisers are an experienced team and 3rd party consultants are experts in their given fields. This is the 3rd year of the event on this site (2nd via Premise License) For the most part the event team remains unchanged.

The team are committed to responsible event management practices. Our work is conducted to the highest standard to increase our contribution to arts and culture whilst minimising any adverse effects to residents, public safety and the environment. We believe good communication with stakeholders, such as local authorities and community groups, is vital to the success of any event and hope collaborative documents like this aid such communication. We will be following the advice provided at the various SAG meetings and by following the **Purple Guide's** recommendations as closely as possible. The management team will be in the position to provide evidence of our experiences, if this was called upon by any, body or individual.

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1 Event Overview

1.1 Event Site Location & Overview

The event will take place at Poplars Farm, Roe Green, Sandon, Herts, SG9 0QG the event site is set over 22 acres, split over 4 main meadows / fields.

We will refer to these meadow fields as 'ZONES' throughout this document. Only Zone 3 will have licensable activity and is the only premises licensed zone (as depicted on the site map) We have full permission to use this private land by the land owner.

Main Public Entrance & Exit:

There will be a dedicated public site entrance for vehicles via the main entrance to Poplars Farm (from Roe Green) There will be a vehicle route / roadway leading to the car parks, with a separated (via pedestrian barrier) public walkway (from the onsite drop off point) straight to the main event site **See 'Site Map' Appendices: A1 – A3 & Traffic Management 'C' Appendices for details**

Staff, trades & artists will also use this entrance but will have dedicated areas and car parks as marked out on the site map.

Residents of 'Sandon' Village will predominantly use footpath '3' that runs directly to the event site and is not via the same entrance as vehicle traffic.

Ground Event Location:

All areas of land listed below are privately owned and permission for the event to take place / rights of access have been granted.

See Site Maps for Hi Res Version:



1.2 Event Summary / Audience Profile

The 'Audience Profile' will be made up of a mixed crowd, previous site / event data suggests:

Males 25+ Years	25%
Females 25+ Years	30%
Under 18's (Children)	30%
Over 18's (to 25)	15%

The event programme consists of a wide range of art forms and activities including:

Live music

DJs

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, light rock, electronic (inc sub genres) indie, blues, soul, jazz, acoustic & reggae. Something for all ages and background.

There will be a family & children's fun area that includes funfair rides 'bounce zone' family face painting, storytelling and a mini ball park. This area will close promptly by 7:30pm *(in June this will be before sunset)*

The event is offering free tickets to the immediate residents of Roe Green and reduced priced tickets to residents of Sandon village.

1.3 Site Design

The event will take place within the boundary of Poplars Farm. Parking is situated on a privately owned adjacent fields. See the 'Site Maps' in the 'A' list of appendices for a detailed plan of the event site.

1.3.1 - Site Entry Points / Security Control Points / Ticket Holder Access / Local Access

The public site entry point (mainly via vehicle) will be the main entry gate marked on the site map to zones 1,2,3 & 4 (also marked on the site map) this entry point will be staffed by CSAS TM marshals, stewards and SIA badged security who will direct attendees to the correct location, the car park and then onto control / security points, based on their event ticket. There will be multiple security, ticket, bag, wrist band check areas along the paths to the event fields and other areas marked on the site map. Ticket holders will only be granted access to the zones their purchase allows and what corresponds to their wristband colour.

1.3.2 - Vehicle / Pedestrian Routes

We are separating pedestrians from vehicle traffic, via taped off walkways, The main site entrance is controlled by highly skilled CSAS operatives and TM Marshals,=. The main site entrance is predominantly for attendee vehicles and this isn't the main public entrance via foot. There are only 10-15 people attending from Roe Green (based on 2018's figures) and that might use this entrance. The Village of Sandon will use Public Footpath '3' which follows a walkway across the Zone 4 meadow (we will light this in the evening) this path leads straight to the ticket / wristband exchange area (bag search) and then into the event. There will be no crossing of traffic at this point. There is no set down point at the main front gate, this is further into the site, where we separate the pedestrian footfall from vehicle traffic via taped off walkways. The percentage of vehicle drop offs before obtaining a coloured parking pass (see TMP) will be low, as the majority of attendees will arrive at the site via vehicle and park in Zone 4's car park, those attendees will then not hit any crossing point of traffic. The only vehicles allowed to drive up to the boundaries of the Zone 3 field will be that of the headline artists (lead by security) and a designated 4x4 vehicle with amber lights. Security will be radioed in advance.

Event Control will be situated at the converted barn situated by the main entrance to the site **as marked on the site maps**, this area will house management resources and will provide a point of contact between the organisers, event staff and any responsible agencies.

There is a sectioned off **staff welfare tent** situated to the left of the main stage (see site maps) that will have refreshments for staff and a localised point for any mini staff briefings. When closed or vacated, there will be radio contact with the production manager, safety / security head officers and a list of phone numbers for emergency use made available to all working on site.

1.3.3 - Fire Patrol Vehicle and other Emergency Vehicles

There is a direct route down the middle of the site when emergency vehicles can access any of the event zones. Please see - **Appendix N: Emergency Routes & Procedures**

1.3.4 - Emergency Gates

Several Foot emergency exit gates/zones have been designated on the site map appendices for use in the event of a full evacuation (dependant on the nearest viable exits) in depth details are included in our site risk assessments, security policy and in section 2.1.4 below.



1.3.5 – Public Walkways / Public Footpaths

Residents of Sandon village will use footpath '3' to attend the event. We are using this public right of way for exactly that reason. We will **not** be attempting to close these public footpaths or walkways off and any walkers / hikers can pass through the Zone 4 meadow and continue along the footpath freely along a clear and secure path. They will not be able to gain access to the event, which is held on private land and would require a wristband and bag search.

****PLEASE SEE SECTION 2 "EVENT SPECIFICS" FOR ALL IN-DEPTH SITE INFO****

1.4 Licensable Activities

The licensable activities are:

- The provision of regulated entertainment.
- The provision of entertainment facilities (live and recorded music)
- The supply of alcohol by retail, for consumption 'on site'
- The provision of late night refreshment

1.5 Licensable Areas (Zones)

Licensable activities on the 'Poplars Farm, Sandon Fields' site will only take place within ZONE 3 (marked on the site map) which will be contained and manned by SIA accredited security personnel at all times. We are using a multi stage checking in system via

- [REDACTED]
- [REDACTED]
- [REDACTED]

Please see appendices A1-A3 for detailed site maps of the licensable zone and other areas

1.6 Dates and Times

Production Dates:

Build 4th - 7th June 2019
Live Event Days 8th - June 2019
Breakdown 9th - 10th June 2019

Public Access:

Day Ticket holders are permitted into the licensed event Zone 3 from 12pm on the Saturday 8th June 2019 until 00:30am. There will only be a maximum of 1880 'day tickets' available.

Licensable Activities

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

The provision of regulated entertainment (to include live music, recorded music)

DATE	START	FINISH
08/06/19	12:00	00:00

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

DATE	START	FINISH
08/06/19	12:00	23:30

The Provision Of Late Night Refreshment

DATE	START	FINISH
08/06/19	12:00	00:30

The extension of 30 mins after all entertainment shut down to purchase hot food or drink is very beneficial for staggering those leaving the event and to provide a sobering period for those that might be under the influence of alcohol before leaving via pre booked transport or Shuttle bus services

See Appendix H: 'Venue Timings and Capacities' for in-depth details of each stage / tent / marquee / big top.

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

See sec on 3.16 Noise for further informal on the noise limits during each period

1.7 EVENT TEAM

**All of the event team will be contactable via radios (see page 14) in the unlikely event of a radio comms failure, the team is contactable via mobile phone*/ See Appendix 'M' Event Team Contact Telephone Numbers*

Event Directors:

Richard Maskell / James Rogers

Event Safety Officers:

John Heath & Neil Wheeler

Fire Coordinator: Simon Rann

Event Controllers

Dale Mabert & *Deputy* Glen Chambers

Head of Security:

Kelth Barton HSC Security

Production Manager

Shane Wilson (assisted by Megan Collier)

Traffic Management Team Leaders:

Tony Fenton / Sam Davies

Noise Management Officers (ROSSCO)

Ross Shaples / Ryan Short / James Taylor

DPS:

Lawrie Alderman / Gary Clifford

Event Medical Team:

Sabre Medical Team - William Rae +2

Waste Management Team leaders:

Natalie Linford / Ben Drake

The role of an Event Director is to organise and coordinate the event staff, event participants, and the other members of the event team for the successful execution of an event. The ED will liaise with all of the event team throughout the event.

ROLES & RESPONSIBILITIES OF SAFETY TEAM

The responsibilities of the Event Controller/Deputy Event Controller are to:

- Take overall control & responsibility for the management of the event
- Call & chair pre-event planning meetings
- Ensure the implementation of the Event Management Plan
- Ensure the provision of adequate stewards & security and first aid & medical staff for the event
- Control the event from the Event Control room from at least one and half hours before the festival starts each day until at least one hour after it has finished each day (Event Controller or Deputy)
- Conduct a post event meeting on the event

The responsibilities of the Event Safety Officer/Deputy Event Safety Officer are to:

- Ensure that the safety details & conditions agreed for the holding of the event are implemented & site layout & safety arrangements are in accordance with specifications & agreements, as far as they are matters of safety.
- Be present at all major planning meetings
- Act as a co-ordinator of all technical aspects of arrangements in so far as they impinge on safety matters
- Attend the event itself to evaluate the efficiency of structural & safety arrangements
- Pay particular attention to the crowd densities in primary viewing areas.
- Monitor first aid & rescue tactics for distressed patrons
- Take any necessary action to alleviate any perceived risks
- Recommend emergency procedures to be initiated

The Event Safety Officer is to have sufficient status, competence & authority to take responsibility for safety at the venue & to be able to authorise & supervise safety measures. He/she is to report directly to the Production Manager & Event Controller

The responsibilities of the Head of Security are:

- To be responsible for the operational management of the stewarding and security arrangements for the event, reporting to the Event Controller
- To ensure adequate stewards & security are in attendance at each day of the event as agreed with the Event Controller.
- Provide clearly defined roles & responsibilities & operational briefings for all supervisors and staff.
- Liaise and cooperate with the responsible authorities.
- Ensure that SIA staff are trained and accredited, well briefed and checked such that none are under the influence of drink and/or drugs.

The Responsibilities of the Event Medical Co-ordinator are to:

- Attend the relevant medical planning meetings
- Co-ordinate the medical facilities & provision
- Liaise with all medical agencies
- Will act until handing over to the NHS ambulance officer / first NHS resource on scene if required.
- Be present at the event from an hour before the gates open until medical services are stood down by Event Control

OBJECTIVES, RISK ASSESSMENTS, CODES OF PRACTICE

It is the event director(s) objective to provide competent trained staff and recognised safety management systems including risk assessments, in order to ensure a safe event with minimum risks to the health, safety & welfare of those attending and working at the Festival.

The planning of this event has been undertaken in accordance with the recommendations of the following Codes, Guidance, Acts & Regulations, where these are considered relevant & practicable for this event:

- Code of Practice for Safety at Outdoor Pop Concerts & other outdoor musical events
- Code of Practice for The Event Safety Guide (HSG195) and purple guide.
- Code of Practice for Fire Safety of Furnishings & Fittings in Places of Assembly, Department of Environment
- Regulatory Reform (**Fire Safety**) Order 2005
- A Framework for Major Emergency Management,
- CDM Regulations 2015
- Health, Safety & Welfare at Work regulations

Hazard identification & risk assessment provide the basis for this safety plan. The event specific risk assessment is provided in the Appendices. Risk assessment is a continuous process and as such the risk assessment will be updated regularly.

Stage Managers: (see site maps for stage, tent marquee arrangement)

Main Stage (Area 1) Ross Freeman & Joe Eastwick

Century Tent (Area 2) Alex Lewis / Steven Hampshire

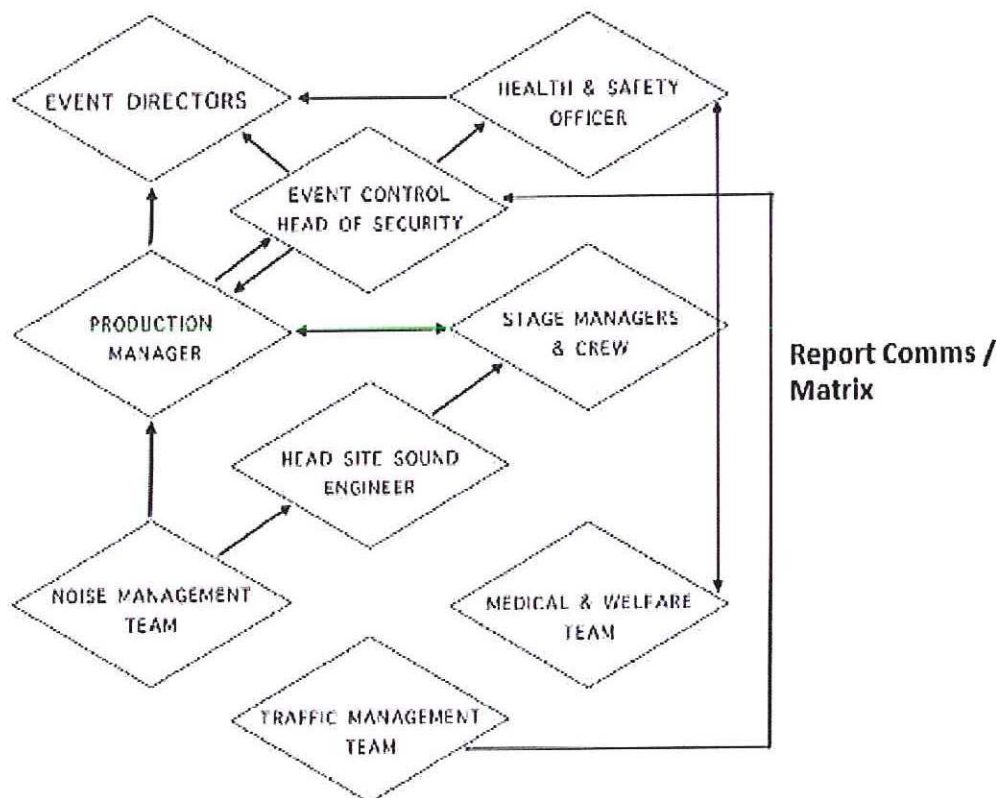
Marquee 1 (Area 3) Erroll Mckie & Alex Smith

Marquee 2 (Area 4) Jamie Short / Kyle Sherwood

Marquee 3 (Area 5) Dan Barnicott / Ryan Perrin

Radios:

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



1.7.1 Contractors & Suppliers

Security & Crowd Management: HSC Security

Medical & First Aid: Sabre Medicaevent

Sound, Staging & Lighting: London Road Audio Services / Focus Sound & Light.

Bars: Sandon Fields

Food Vendors: (See Appendix: 'K' for full list)

Toilets: Elliot Hire

Noise Management Control: Rosscoco

Water: On-site

Fencing, Matting, Tower Lights, Generators, Crowd Barriers etc: Charles Wilson Plant Hire

2 Event Specifics

2.1 Capacity and Audience Numbers

The capacities below have been established via the combination of meetings with the responsible authorities, information relating to the desired audience density, 2015 figures and the available site space. Further consideration concerning the available means of escape and evacuation times will be available in the event Fire Risk Assessment.

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

2.1.1 Licensed Area Capacity and Venue Exiting Capacities

For this event the maximum capacity numbers have been set as below:

Category	Numbers
Public	1880
Performers & Staff	120
Total	2000

The total area of the event site is over 22 acres. The licensed area (Zone 3) is 2.5 acres. This will provide ample space for the expected attendance and achieve the desired audience density within the licensed event area.

2.1.2 Car Park Capacity

An estimated maximum of 80% of attendees will travel to the event by their own vehicle with intention of parking and staying at the event for part or the full duration. The other arrivals will be via (drop off's, taxi's and 9 seater minibuses) or locals via foot. Using an average car occupancy of 2.5 per vehicle we can expect a maximum of 1125 cars in the public car park.

Using an average of 185 cars per acre, 6.2 acres are required for attendee parking. The provided public parking area has more than enough capacity.

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

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

2.1.3 Venue Timings and Capacities

All capacities are based on the Purple Book guidelines

****Please See Appendix N - Site & Event Capacities / Zone 3 Capacities****

2.1.4 Venue Exiting Capacities

Evacuation time

The maximum escape time for open-air events can vary dependant on various factors, including the size of the venue, whether full or partial evacuation is employed, etc. This is normally between five and 10 minutes. These times depend largely on the level of fire risk present, with the figure of five minutes suggested for higher-risk events, and a longer period for lower fire-risk events

Escape route capacities

There will be 3 Emergency exits gates at the event that will be manned by stewards. The purple guide and the HM Government guidelines for open air events and venues will be used and will consider the field areas and inclines involved.

Risk level	
Escape Time	
Exit flow rate	
Occupancy	
Total Exit width required	
Total exit width provided	

2.1.5 Fencing and Barriers

Anti-climb heras fencing and crowd control barriers will be used to enclose the site erected in line with the site map, parts of this will be covered with air transparent 'breathable' scrim to aid the natural theme of the event and to act as screening between the event site and non-event space.

The scrim This will be patrolled by SIA accredited security. Walkways will be marked by stakes and rope and be lit using tower lights or rope lights powered by generators situated backstage.

All the above are marked on the site maps.

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

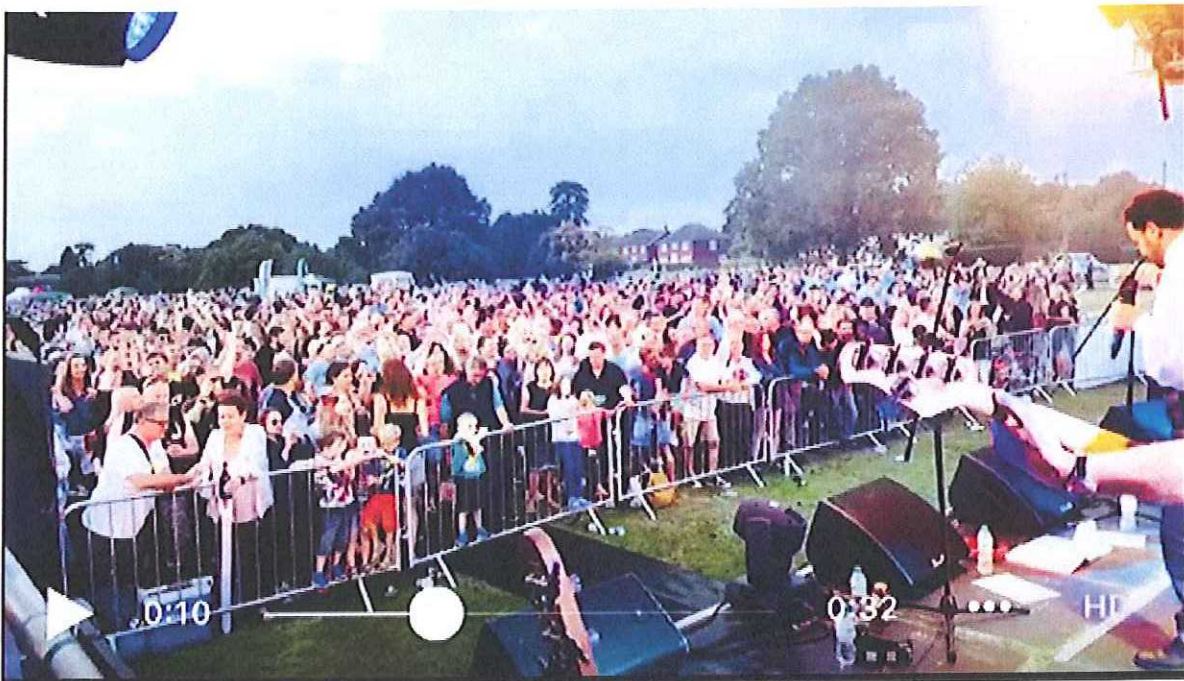
2.2 Temporary Demountable Structures

Temporary demountable structures will be used to house the venues, bar and food traders as well as some production facilities. These will be signed off by our site Health and Safety Officer.

One of the greatest risks with temporary structures is that of high winds. Contractors will provide a wind management system for their structures, an anemometer will be fitted on the highest point of the main stage and wind speeds will be monitored throughout the event by the staging contractor. Mitigation measures will be applied at the appropriate wind speed. The Health & Safety Officer, will inspect & certify the relevant temporary structures before the event.

2.2.1 Event Stage Barriers

We are using metal frame Met Police barriers, locked together (with posts at both ends to secure) The barrier will be placed at least 2.5 meters in front of the stage. SIA badged security will flank each end of each stage at the event (if required) Stewards will patrol the "tunnel" between the barrier and the stage. The event showcases family orientated chart acts with no history of crowd surge issues. This coupled with size of the main stage arena, expected low density in front of stage and the presence of SIA and stewards in hi viz jackets, mitigates crowd surge and barrier failure concerns further.



2.3 Erection & Maintenance of Structures

The responsibility for all temporary structures for the safe erection will be erected & dismantled in accordance with the Code of Practice and the ISE Guide to Temporary Structures. All temporary structures will be erected by competent contractors on accordance with submitted calculations, plans & specification, and in accordance with their method statements and risk assessments.

2.3.1 Structural Safety & Wind Management

Structural calculations relating to imposed loads from production infrastructure and wind loading have obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken.

We are using clearspan marquees at the event. A clearspan marquee with one full sidewall paneling off, can still be safely used with wind speeds up to 30 meters per second (67mph) the event site is also naturally protected via 12ft high hedge rows that act as a natural wind break, increasing this figure further, if the wind speed were to be measured (before and during the event, monitoring the Met office wind speed forecast and manually using an anemometer) at being above this safety threshold we wouldn't open the marquees and would put a show stop in place.

Companies erecting temporary structures will provide on request a wind management plan which should clearly state the Level 1 wind speed - at which speed the structure & the wind speeds require monitoring - the Level 2 wind speed at which speed mitigation measures are taken & what those measures are & Level 3 at which speed the structure should be closed and evacuation of the area initiated.

Our health and safety officer will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require. Please refer to our risk assessments for more details. The above will have access to portable Anemometers in the control centre.

2.3.2 Operational Preparation / Water Hazards on Site

There is a small shallow lagoon on site (See site map) This will be completely fenced off and will also be monitored via CCTV, the main security tent and staff welfare tent will be close to this hazard also (Cont>>>)


2.3.3 Fire Safety of Materials

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

2.4 Power Supply & Electrical Equipment

2.4.1 Generators

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



2.4.2 Electrical Installations & Appliances

Installation of generators & lighting will be undertaken by a competent electrician who will provide written confirmation that the installation meets the relevant ETCI standards. This will be available for inspection by the relevant authorities.

Emergency lighting & Illuminated (maintained) exit signage in the structures is to be provided.

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

Most appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification.

Any other appliances brought onto site will be PAT tested before by onsite electricians before their use is permitted. We will have a qualified PAT testing accredited person on site, to re-test any equipment with outdated certification.

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

2.4.3 Site Lighting

Site lighting will be positioned in suitable areas around the event site.

Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or must be switched off.

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

-
-
-
-
-



2.5 Fire Safety

Also refer to - [Appendix E: Fire Risk Assessment](#)

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

2.5.1 Fire Fighting Equipment

All concessions attending must carry

- One 2Kg dry powder extinguisher
 - One fire blanket as part of their setup.
- Any deep fat frying units will require one additional wet chemical extinguisher.

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

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

All event staff will be trained onsite on how to use a fire extinguisher; all firefighting equipment will be kept out of public access.

2.5.2 Fire Safety Checks

checks will be conducted on the event days including:

-
-
-

2.5.3 Raising the Alarm

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

2.5.4 Preventative Measures

- Cigarette Buckets / Bins will be provided.
- No Smoking area will be enforced
- All Grass will be cut short prior to public access.

2.5.5 Fireworks & Sparklers

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

2.5.6 Emergency Services Rendezvous Point

2.6 Provisions for Disabled People

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

2.7 Crowd Management

See [Appendix G - Crowd Management](#)

2.8 Alcohol & Bars

The bars on site will be managed in accordance with The Licensing Act 2003 and all mandatory licensing conditions will be met.

All bars will serve drinks via plastic containers only, no glass will be on-site.

2.8.1 Designated Premises Supervisor

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

2.8.2 Bar Operating Times

Date		Start	Finish
08th	June	12 noon	23:30

2.8.3 Challenge 25

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

2.9 Communications

2.9.1 Event Website & Social Media

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

2.9.2 Radios

All key staff will be issued with a radio.

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

2.9.3 PA Systems

Information and emergency directions can be broadcast to the public using the PA systems available in each venue. This includes the main stage sound system

2.9.4 Loud Hailers

The security team will provide loud hailers for use during any partial or full evacuation, Members of the public won't be allowed to enter the event with Loud Hailers

2.9.5 Signage

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

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

2.9.6 Lost Property

Any lost property found (mobile phones, coats, bags etc) will be stored in an area inside the event control room (which is constantly manned just outside of the main Zone 3) event area. The main gate staff (and security staff) will be made aware of this Lost Property position (as this will be the first places / persons, that the public will enquire to. Our staff or security will make efforts to restore it to lawful owners and inform police if required, so that we can cross check any theft allegations against what may transpire to be losses, such as occurs with mobile phones, for example.

2.10 Medical First Aid & Welfare

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

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

SEE APPENDIX G FOR FULL MEDICAL PROVISIONS PLAN

2.10.1 Medical Equipment & Staff Provisions

Sat 09th & 10th June 2019

Opening to closing hours: [REDACTED]

2.10.2 Nearest Hospitals

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

Lister Hospital
Coreys Mill Ln,
Stevenage
SG1 4AB



2.10.3 Notice to customers of Environmental risk

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

2.10.4 Medical Preparation

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

2.11 Waste Management

Please See Appendix J - Waste Management Plan

2.11.1 Liquids on Site:

All Traders and Bars will have a grey water facility for disposal of all liquid waste created by their operations. All traders and bar staff will be fully briefed on proper disposal of liquid waste and the consequences of disregarding the briefing.

Any trader or bar staff seen to be discarding of liquid waste anywhere other than in its proper place will be subject to a severe verbal warning (1st warning) and the trader will receive a red card and will not be allowed to resume trade until proper systems have been introduced to deal with liquid waste appropriately.

A further breach of the rules will lead to bar staff being relieved of duty and traders escorted off site.

Human liquid waste will be dealt with in a similar manner so as not to pollute water courses and ecosystems.

Adequate toilets will be provided in high risk areas such as at the bars and between venues. Urinals will also be provided to encourage proper disposal of human liquid waste and to alleviate toilet queues at peak times and avoid customers taking alternative options.

Much of the covered space will be out of bounds, which again will discourage customers from avoiding the proper provisions put in place. All temporary toilets, diesel containers and tanks will be inspected on arrival to ensure that there are is no possibility of leakage.

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


2.11.2 Refuse & Recycling

No glass will be allowed into the event. Additional measures will be taken to reduce the amount and types of materials coming onto the event site.

Concessions will be required to use compostable serving plates and cutlery which can be provided by the Sandon Fields team.

2.11.3 Attendee Waste

Bins will be provided across the event site for use by attendees.



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

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

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

2.11.4 Concession and Production Waste

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

2.11.5 Waste Transfer Licence

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

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

Security will be briefed to be vigilant and made aware of these provisions at these areas. All fencing will be inspected as part of the fire walk around and any weak spots will be re-clipped. Trees will be visually inspected and managed prior to the show, any dangerous branches will be removed.

2.12 Emissions

Electric appliances will be kept to a minimum and backstage signage will be erected to remind staff and crew to use as little energy as possible.

Lights will be turned off in all daylight hours, unless required for artistic purposes. LED lights will be used where practical.

No power is available for public use.

All generators are eco/super silent, emissions will be logged post show and a strategy will be put in place to reduce the event's carbon footprint for the future.

2.13 Inclement Weather

Please see Appendix L: Contingency Plans

The health & Safety Officer will monitor weather predictions and prevailing conditions in the build week and during the live event.

2.13.1 Wind

Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the production manager.

If at any point the safe wind speed is likely to be exceeded the production manager will ensure appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

2.14 Flooding & Wet Weather

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

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

2.14.1 Extreme Heat & Cold

In the case of extreme heat (**above 27⁰C**) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen.

Sunscreen will be available in the first aid tent and welfare tent for anyone without their own. In extreme cold (below 10⁰ C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

2.15 Concessions

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

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

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

2.16 Traffic & Transport

2.16.1 Vehicle Access

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

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

The turning at Blue Gate into the event site will be wide and suitable for larger Emergency Vehicles. An internal track from the entrance leads into the car parking field and is over 200m long which can be used as a potable stacking room, to keep traffic off the road.

It is not anticipated that there will be any issues regarding traffic queueing.

2.16.2 Car Parking

The required space for car parking, to accommodate for both attendees and staff is 7 acres.

There is space at the event site to accommodate this.

Parking will be managed by stewards to ensure available space is used adequately and that attendees only park in permitted locations.

2.16.3 Speed of Vehicles

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

2.16.4 Traffic Signage

The event will be signposted in the local area

Please see Appendix C: Traffic Management Plans / ingress and egress plans & C series signage maps

2.16.5 Public Transport

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

Several small 9 seater shuttle bus service will be running from Baldock, Hitchin & Stevenage train stations to the site.

The pickup points will be published nearer the time and will correspond with train times and planned engineering works.

It is planned at present that the bus will run every hour or every half hour depending on our expected arrival times. On the egress the busses will wait until full or until the schedule allows.

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

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

2.17 Noise

We have hired a professional (Associate member of the 'Institute of Acoustics') 3rd party noise management company to provide background noise surveys, compile a Noise Management Plan and be our noise management officers for the event duration.

See Appendix B for detailed Noise Management Plan and a Post 2018 Event report

2.18 Build and Break Procedures

The physical build and break of the site will be carried out by Sandon Fields own dedicated crew plus some specialist 3rd party contractors for services such as technical, production, provision of power, marquees and provision of toilets.

Before the event, all contractors will be thoroughly vetted, and their documentation assessed and kept on file in this document.

Sandon Fields's safety officer will be checking the following (if applicable) Risk Assessments, Method Statements, all relevant qualifications, documentation connected with specialist equipment (MUTA Marque, general equipment maintenance documentation MSDS sheets, PAT tests, Gas Safety Certificates, Ladder Tags) insurance & Fire Extinguishers

All site crew working directly for us will be again fully vetted by the Production Manager and Site Safety Officer and all relevant qualifications will be examined and collated.

At the start of each day, the crew will be fully briefed, there will be no lone working activities, and all will be in radio communication for the duration of the working day. PPE will be examined and reissued if incorrect.

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

3 Emergency Procedures

Please Refer to Appendix L - Contingency Plan & Emergency Procedures

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

3.1 Emergency Radio Codes

Will be documented in Appendix D: Security Policy

3.2 Emergency Vehicle Rendezvous Point



3.3 Temporary Show stop

An incident may require the show (music or entertainment) to temporarily be stopped to assist with the response. [REDACTED]

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

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

Further details will be documented in Appendix D: Security Policy

3.4 Evacuation Please Refer to Appendix L - Contingency Plan & Emergency Procedures

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

3.5 Cancellation & Curtailment

Refer to Appendix D: Event Security Policy / & to Appendix L

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

Cancellation (Event not yet commenced)

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

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

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the Head of Security will instigate the event egress procedure and secure the site against re-entry.

The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press

3.6 Bomb Threats

Please Refer to Appendix L - Contingency Plan & Emergency Procedures

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

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

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

3.7 The Licensing Objectives

Statement of Intentions

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

To satisfy the four main licensing objectives we intend:

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

3.8 Prevention of Public Nuisance

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event, as the site is situated on private land with between 200 and 500 meters of fields and both natural and fences off barriers away from resident's properties. The event site is being monitored (both via CCTV and visually) and there will always be SIA badged security and marshals in high vis jackets patrolling on foot in and around the event site.

3.8.1 Event Sound

The event will meet the guidelines of the Noise Council Code of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced (V1, by Monday 5th March) to ensure compliance with the guidance of the code.

3.8.2 Crowd Noise

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 200m away, the car park, minibus and taxi rank areas (to enter and leave the site) are all staggered towards the centre of the event site and as far away from the nearest neighbours as possible. The main campsite is surrounded by natural barriers (12ft high hedges on all sides) and we will also be adding sound barrier matting to the heras fences containing the main campsite to further reduce vocals travelling.

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

3.8.3 Publicity

In the past we have found that publicity is the best combat we have against public nuisance. Individual letters have been sent to all immediate residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers and email address for the event directors that can be used to discuss concerns. We are also offering reduced priced tickets to residents of 'Roe 'Green (the closest set of residents to the event site) We have also organised a public meeting on Monday 5th March 2019 (whilst still well within the 28 consultancy period of the premises license application) for all local residents to attend and voice their support and discuss their concerns / issues with the event management team and other 3rd party contractors. This meeting has been well advertised by social media, to the local village newsletter, to the parish council and via notice boards around the village. We have run a pilot event already on the site (Sep 16th, 2017) which was very well received and attended by a significant portion of the local village residents.

3.8.4 Lights

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

3.9 Prevention of Crime and Disorder

Refer to Appendix D: Event Security Policy

3.9.1 Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained and the police informed. [REDACTED]

[REDACTED] Welfare councillors will be onsite to offer information on the dangers of drugs and support to any drugs users.

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

3.9.2 Violence

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

3.9.3 Egress Dispersion

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

3.10 Protection of Children from Harm

Also Refer to Appendix M: Safeguarding Policy

3.10.1 Alcohol

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

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

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

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

3.10.2 Explicit Material

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

3.10.3 Age Restrictions for Entry

Sandon Fields is a family / community event and therefore open to anyone of any age. Children aged 16 and under must be accompanied by an adult aged 21+ years always during the festival. Parents will not be allowed to drop children off and leave them for the day, they must be paying guests at the event and remain with their children always.

Those aged 17 and over may attend of their own accord but must wear an Under 18's wristband with the contact details of their parents or guardians. Children aged 16 and under can attend for free.

3.11 Public Safety

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

Wristbands

