

Fire Risk Assessment-Sandon Fields Festival

ASSESSOR NAMES: J Heath			SIGNATURE:		DATE OF ASSESSMENT: 03/01/19		Date of Event: 8 th June 2019				
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			What further action is necessary and by whom?	
			S	L	RP		S	L	RP		
Lack of Fire Safety	Public Employees Contractors Visitors Artists	Fatality Major injury Burns Smoke inhalation	5	4	20	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 Event Safety Officer before the event. 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		
Electrics	Public Employees Contractors Visitors Artists	Fatality Major injury Burns Smoke inhalation Electrocution	5	4	20	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		
Combustible materials build up causing fire.	Public Employees Contractors Visitors Artists	Fatality Major injury Burns	5	4	20	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		

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Risk of injury from fire due to potential fuel.	Public Employees Contractors Visitors Artists	5 4 20	- Display materials and branding) will be certified fire retardant or have been treated with fire retardant 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 manufacturer's 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. (see waste management plan) - 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. - Trained fire marshal will be available through the event.	5	2	10	

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Injury to persons due to lack of fire detection and warning of fire	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation	5	4	20	➢ 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. ➢ All radios and PA system to be checked before use, spare radio batteries on charge in the control rooms. ➢ Security patrols will be roaming around higher risk areas that are not frequented by people regularly, such as around the back of the site infrastructure.	5	1	5	
Injury to persons due to lack of Fire Fighting Equipment and Facilities	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation	5	4	20	➢ A 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 / event. ➢ A defined protocol will be in place between the event organisers, security and the fire brigade, defining responsibilities, actions and reporting procedures ➢ A fireman will be on site during the event and looking after all firefighting equipment.	5	1	5	
Risk of injury from fire due to increased oxygen supplies.	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Explosion	4	4	16	➢ Oxygen cylinders on site with medics, to be stored, used, transported as per legislation by competent and trained operatives. ➢ No other oxidizing materials present on site.	4	1	4	
Fire from use of special Effects	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation	4	4	16	➢ There will be No Pyrotechnics, lasers and confetti canons on site.	4	1	4	
Injury due to delay in opening exit gates	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation	3	3	9	➢ 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	3	1	3	

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Injury to persons due to lack of Escape Routes or Emergency exits	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation ➢ Crowd crushing	5	3	15	➢ There will be 3 Emergency exits gates at the event that will be manned by stewards ➢ Each gate will be at least 2 metres wide for the 2000 person capacity. ➢ The purple guide and the HM Government guidelines for open air events and venues will be used and will take into account the field areas and inclines involved. This has resulted in a calculation regarding the following: 2000 people divided by a flow rate of 65 persons then divided by 8 minutes = 3.84 metres width gates that will be needed. We will subsequently provide 3 exits, 2 metres wide = 6 metres ➢ Signage clearly provided around site above gates on perimeter fencing. ➢ 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. The people involved will then follow the exit signage over the gates in the fencing to the final place of safety outside the site. ➢ All structures will only be accessible to staff and accredited event personnel. They are 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. ➢ All staff, crew and management to be briefed on locations of assembly points and fire exit routes out of the site. ➢ The event fire Plan will be discussed with all members of event personnel, management, security and stewards. ➢ Security and stewards to offer assistance to disabled or vulnerable people where necessary, however all egress routes are wide enough to fit wheelchair bound users through. ➢ Emergency exits will always lead to a reasonable, or total place of safety ➢ 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. ➢ Numbers of public around the site areas will be monitored, so as not to become overcrowded or cause bottlenecks / crush zones. ➢ All emergency exit routes will open up in the direction of travel and will be unlocked during the event. ➢ All emergency exits will be fully maintained and checked to ensure they are in safe working order as part of opening procedure. ➢ Event management will ensure that during the event, fire exits are free from obstructions and hazards. ➢ All contractors on site to have briefing before they start work instructing them not to block any fire exits.	5	1	5	

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Fire risk caused by spread of flame.	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation	4	3	12	4	2	8	
Injury to persons due to faulty fire equipment, installations, devices and facilities.	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation	4	4	16	4	2	8	
Injury to due to lack of fire training or incompetent event personnel.	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation	4	4	16	4	1	4	

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Fire risk caused by dryness of undergrowth.	Public Employees Contractors Visitors	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation	4	2	8	4	1	4		
Injury due to inadequate emergency signage/ Emergency Planning/ Lack of light during an evacuation and/or Emergency Lighting	Public Employees Contractors Visitors Artists	➢ Fatality ➢ Major injury ➢ Burns ➢ Smoke inhalation	4	3	12	4	2	8		
Risk matrix – use this to determine risk for each hazard i.e. 'how likely' and how bad.										
Likelihood of Harm			1. Negligible e.g. small bruise, negligible			Severity of Harm				
5. Almost Certain e.g. > 1 in 3 chance			5			10		15	20	25
4. Probable e.g. 1 in 10 chance			4			8		12	16	20
3. Likely e.g. 1 in 50 chance			3			6		9	12	15
2. Possible e.g. 1 in 200 chance			2			4		6	8	10
1. Remote/Unlikely e.g. <1 in 1000 chance			1			2		3	4	5

Acceptable (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

RISK ASSESSMENTS - Sandon Fields Fair

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AREA: Poplars Farm, Sandon, Herts SG9 0QG				DATE OF ASSESSMENT: 03/01/19		REVIEW DATE: 06/06/19			
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?
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Inadequate planning / control of event.	- Staff - Members of public - Contractors - Guests - Artists	Serious injury	3	3	9	3	2	6	
Inadequate public liability insurance in case of accident.	- Staff - Members of public - Contractors - Guests - Artists	Cuts and bruises. Broken Bones Fatality	4	2	8	4	1	4	
Emergency services unaware of festival.	- Staff - Members of public - Contractors - Guests - Artists	Cuts and bruises. Broken Bones Fatality	4	2	8	4	1	4	
Local residents unaware of event.	Members of public	N/A	3	2	6	3	1	3	
Failure of crowd Management system.	Members of public	Entrapment impact, crushing injuries severe or possibly fatal.	5	4	20	5	2	10	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. In particular ensure that checks are made of all fire and emergency facilities and that: ➢ All exits 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.

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Overcrowding in marquee/ stage/ walkways and escape routes.	- Staff - Members of public - Contractors - Guests - Artists	- Fatalities - Crushing injury - Inability to evacuate in the event of an emergency etc. fire	4	3	12	- Marquee/building capacities agreed with licensing officer - Marquee/building occupancy monitored by security - All exits clearly marked: access routes will be kept clear - Crowd Control SIA Security staff at front of stage barrier and marquee - The maximum capacity will be monitored at all times - Regular meetings to take place with event management team to discuss crowd safety and behaviour. - Security to use loud hailer in the event of an evacuation.	4	1	4	Event managers will review the programme against expected numbers to each area thus indicating crowd movements.
Removal of refuse There is a risk to contractors involving the removal of contaminated sharps and waste material that is not covered by the operators risk assessment.	- Staff - Members of public - contractors - guests - Artists	Major risk is fire, with residual risk of disease	3	3	9	- Ensure appropriate staff on duty post event - 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 a 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, fuel, bottles, aerosols, etc. (this list is not exhaustive) - Persons engaged in litter picking will be provided with suitable tools and PPE and will be trained in their operation. - Fire extinguishers will be location around the event with trained fire marshals.	3	2	6	Ensure that special attention is made to areas such as: Approach to the event (e.g. surrounding streets and/or land) entrances and exits, stages, First aid areas & Catering areas
Slips, trips and falls- from slope/ uneven ground, obstructions, spillages and debris in access /egress routes and pedestrian areas.	- Members of public - Staff - contractors - guests - Artists	- Cuts and bruises. - Broken Bones	3	3	9	- Floors in marquees and other structures laid by a competent person. - Changes in level and other tripping hazards fenced if not in use. - Temporary lighting provided to walkways and emergency gates. - Organiser will 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	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.

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Queue Management: Verbal confrontation	- Members of public - Staff - Contractors - Guests - Artists	- Physical injuries - Cuts and bruises - Broken Bones	4	3	12	- Continual monitoring of queues and crowd behaviour. - PA to give real time information. - New entrance designed. - Event Control should monitor and deploy resources to support as necessary. - Trained SIA security and stewards' staff experienced available as response team. - Trained staff at gates during entry & exit periods.	4	1	4	
All areas: Crowding or disorder and personal violence: Crowding caused by volume of numbers attending event causing congestion and/or crushing, trampling, surging, swaying or crushing. Queues causing congestion and/or crushing, trampling, surging, swaying or crushing. Front of stage crowding causing congestion and/or crushing trampling, surging, swaying or crushing. Verbal or physical assault.	- Members of public - Staff - Contractors - Guests - Artists	- Physical injuries - Possible fatality	4	3	12	- Adequate Heras fencing & crowd control barriers in place. - All staff to be clearly identified using high visibility jackets/tabards. - Capacity for the festival will be 2000; this figure will include 174 event staff. - Identified entry points staff by HSC SIA security staff - Trained and identifiable SIA security and Stewards with high visibility jackets, torches and radios will be situated at locations around the event intervals. - Trained staff to support crowd flow and identify crowding at early stages - All security staff to deal with any problems and never to put themselves in danger and to withdraw if their presence may inflame or prolong a dangerous situation. - CCTV monitoring of crowd behaviour by HSC security to enable identification. - All SIA licence security and Stewards will be briefed prior to event. - 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. - The bar is not to serve anyone who appears to have consumed too much alcohol and staff will be briefed beforehand. - All SIA security & stewards to be briefed by supervisors on site and issued with written standard instruction and duties where applicable - Suitable information signs to be installed throughout the site to direct public to facilities/exits. - Regular inspections by management team. - Medical services support available.	4	2	8	
Alcohol consumption: Public order problems due to alcohol on-site.	- Members of public - Staff - Contractors - Guests - Artists	- Physical injuries - Alco - Possible fatality	4	3	12	- Continual monitoring of all guests with pro-active approach. - Communication system in place to request SIA response team and police assistance if in attendance. - Bar staff will be briefed on their roles according to the licensing Act and anyone looking drunk not to be served alcohol. - CCTV will be in operation at all times. - Security guards will be located in the bar area.	4	2	8	

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Risk of fire: The design and structure of the event site and structure will limit spread but risks from temporary structure waste and cooking have potential to cause fire and damage. The risk is from fire and smoke inhalation.	- Members of public - Staff - Contractors - Guests - Artists	- Fatality /s - Smoke inhalation - Burns	5	4	20		

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Lighting Levels: Poor lighting may contribute to slips, trips and falls at night, but also has impact on migration, personal security and integrity of the event.	- Members of public - Staff - Contractors - Guests - Artists	Slips, trips and falls at night, but also has impact on migration, personal security and integrity of the event.	3	3	9	3	1	3	
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.	> Portable lighting rigs and portable generators will be provided as necessary across the site during construction and deconstruction and for the event. > A qualified electrician will be on site during the event. > Lighting checks for the event will be carried by the safety officer and qualified electrician.								

RISK ASSESSMENTS - Sandon Fields Fair

Barriers: Heras fencing & and Galvanised Crowd Barrier control Front of stage crowding causing congestion and/or crushing trampling, surging, swaying or crushing. Inadequate perimeter security leading to – Unknown amount of crowd attendance numbers at event placing people already present at increased risk of injury due to Inadequate number of crowd control barriers. Arson or vandalism during times where the public are not present (overnight)	- Members of public - Staff - Contractors - Guests - Artists	➤ Crowding caused by increased volume of numbers attending event causing congestion and/or crushing, trampling, swaying or crushing. ➤ Uncontrolled queues causing congestion and/or crushing, trampling, surging, swaying or crushing. ➤ Front of stage crowding causing congestion and/or crushing trampling, surging, swaying or crushing. ➤ Fatality /s ➤ Smoke inhalation ➤ Burns	5 4 20	➤ All barriers and fencing will be supplied by a reputable source. ➤ Anti-climb Heras fencing as shown in the festival event map, will be erected around the site perimeter by qualified contractors only. ➤ Front of stage will have a Galvanised Crowd Barrier which has a steel fixed leg and interlocking system which allows easy erection and dismantling this is used by creating sterile area or restricted access points that will experience low density crowd movements. The "acts / artists" on the main stage are family friendly with no previously reported history of crowd surges / issues, the audience profile suggest the same. ➤ SIA Security staff will be in behind the barriers monitoring crowd movements ➤ All barriers and fencing will be checked for defects before and after daily events. ➤ The site perimeter will be patrolled continually throughout the duration of the event, including those times where the public have vacated the event at the end of each day to prevent unauthorised entry. Any defects or breaches found will be immediately rectified.	5 2 10	
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RISK ASSESSMENTS - Sandon Fields Fair

Contractors Competency	Staff Contractors	Entrapment impact, crushing injuries severe or possibly fatal.	5	4	20	➤ 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. ➤ Contact details of personnel on site to be provided to site management. ➤ All Staff to wear high visibility clothing when on site during construction and deconstruction.	5	2	10	Ensure contractors are given adequate safety information regarding the event.
Erection & Breakdown of Structures Falling materials – impact injuries. Vehicle movement – impact with persons or structure. Unstable part of completed structures – collapse. Falls from height during construction	Staff Contractors	Cuts and bruises Crushing Fractures Broken bones Fatality	5	4	20	➤ All structures to be erected by approved contractors who have been vetted in advance by the Event Manager and/or the Event Safety Officer. ➤ The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Officer or deputy will intervene if unsafe working practices are observed. ➤ Areas where erection taking place should be "off limits" to others not taking part. ➤ Such working areas will be barred off by fencing and stewarded. ➤ PPE should be worn where necessary. ➤ Method Statements and/or Risk Assessments to be provided where appropriate. ➤ Erection sequence to minimise risk of collapse. ➤ Plant used to be suitable for the task in hand and operated by competent persons. ➤ Working at height issues to be addressed in method statements and risk assessments.	5	2	10	
Lifting Equipment The failure of lifting equipment may cause entrapment: it may cause hand injuries, with further potential for manual handling incidents.	Staff Contractors	Cuts and bruises Crushing Fractures Broken bones Fatality	5	4	20	➤ Only qualified personnel to use lifting equipment. ➤ Evidence of competence in the form of appropriate certification must be provided to site management. ➤ Equipment to be used in line with its operating manual. ➤ All work using fork lift telehandlers to be identified to site management prior to commencement. ➤ All operators to be competent and carry with them current certification to that effect. ➤ Plant to operate with banks men as appropriate. ➤ Plant must have audible warning when reversing and flashing lights.	5	2	10	

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Activity hazards: List what could cause harm e.g. falls from height, trip hazard, fire,	Who may be harmed?	Consequences	RISK MATRIX REFERS			RESIDUAL RISK MATRIX REFERS	What further action is necessary and by whom?
			S	L	RP		

RISK ASSESSMENTS - Sandon Fields Fair

[illegible]

RISK ASSESSMENT: Sandon Fields Festival				ASSESSOR NAME:		SIGNATURE:	
AREA: Poplars Farm, Sandon , Herts SG9 0QG				DATE OF ASSESSMENT: 03/01/19			
Activity hazards: List what could cause harm e.g. falls		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. <i>appointing competent persons, training received, planning, use of personal protective</i>		RESIDUAL RISK MATRIX REFERS	
						REVIEW DATE: 06/06/19	
						What further action is necessary and by whom?	

RISK ASSESSMENTS - Sandon Fields Fair

from height, trip hazard, fire, etc.				S	L	RP	equipment, provision of first aid, etc.		S	L	RP	
Medical Incident First Aid / injury to members of the public and staff.	- Members of public - Staff - Contractors - Guests - Artists	Illness or injury possibly of severe nature.	4	4	16	➢ Two qualified Paramedics will be present during the event. ➢ Medical tent will be on site with trained paramedics. ➢ A search procedure for drugs and other prohibited items will be implemented by onsite SIA Security Company. ➢ Trained first aiders will be available on site during the event.	4	1	4			
On site Catering Units Food hygiene breaches may lead to food poisoning And outbreak of fire.	- Staff - Members of public - contractors - guests - Artists	➢ Infection ➢ Food Poisoning ➢ Ill Health ➢ Burns ➢ Smoke inhalation ➢ Fatality	5	4	20	➢ All units to be aligned to not obstruct crowd flows. ➢ Stall and unit sites to be allocated in advance on to plan overlay showing detail of unit dimensions and of vendors. ➢ Unauthorised vendors not permitted to set up on site and to be removed from site in liaison with relevant authorities. ➢ Units to be grouped and where necessary fences to be installed between and at rear to prevent unauthorised public access. ➢ A minimum number of shared generators to be used to connect units and lighting. ➢ No petrol generators to be used. ➢ Generators to be located in secure areas away from public with minimum number of cable runs to be used. ➢ Where possible, these not to be in public areas. If in public areas, cables are to be dug into the ground or flown at high levels. Acceptable cable covers in high visibility colours can be used. ➢ LPG to be limited to a maximum of one cylinder and spare for each catering unit. ➢ Vehicles and units to be checked on a regular basis for compliance. ➢ Unit operators to submit certification in advance that gas installation has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Details to be vetted in advance of siting by Sandon fields made available to Local Authority Environmental Health Officers upon request. ➢ LPG storage facility to be established remote from main event infrastructure at an agreed location. LPG to be stored in suitable cages where appropriate. ➢ Hoses and connections to comply with current legislation and be in good condition. Any defective equipment to be taken out of use. Jubilee clips not to be used for connecting hose onto LPG bottle. Gas crimps to be used. ➢ LPG containers at site to be secured and located away from public access to prevent tampering. ➢ Local Environmental Health Officers to be advised of event and provide attendance as required. ➢ Fresh water supply on site is available for caterers. ➢ Basic Food Hygiene Certificates to be displayed. ➢ Suitable storage facilities for chilled and frozen goods to be used. ➢ Food preparation areas to ensure adherence to good practice. ➢ Adequate washing facilities for all kitchen equipment to be provided by each caterer. ➢ Fire inspections to be carried out during the day.	5	2	10			
RISK ASSESSMENT: Sandon Fields Festival							ASSESSOR NAME:		SIGNATURE:			
AREA: Poplars Farm, Sandon , Herts SG9 0QG							DATE OF ASSESSMENT: 03/01/19		REVIEW DATE: 06/06/19			
Activity hazards: List what could cause		Who may be harmed?		Consequences		RISK MATRIX REFERS	Control measures For each hazard, list the measures you will be taking to minimise the risk		RESIDUAL RISK MATRIX REFERS		What further action is necessary and	

RISK ASSESSMENTS - Sandon Fields Fair

harm e.g. falls from height, trip hazard, fire, etc.			S	L	RP	identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.	S	L	RP	by whom?
Welfare arrangements	- Members of public - Staff - Contractors - Guests - Artists	➤ Infection ➤ Food Poisoning ➤ Poor Personal Hygiene	3	3	9	➤ 20 chemical toilets, 4x4 bay urinals and one disabled toilet supplied by Elliot hire. ➤ Facilities provided with hot and cold running water. ➤ Male & female toilet facilities with hot and cold running water are available. ➤ Good hygiene and housekeeping practices are adopted. ➤ Bottle water will be available on site. ➤ Food available on site. ➤ All food vendors vetted for food safety compliance.	3	1	3	
Terrorism attack, Fire, Storm Weather Strong winds Falling trees or debris, other flying or rolling objects	- Staff - Members of public - contractors - guests - Artists	➤ Fatality /s ➤ Smoke inhalation ➤ Burns ➤ Entrapment impact, crushing injuries severe or possibly fatal.	5	4	20	➤ 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.	5	2	10	
Dehydration/ Heat Stroke Staff and volunteers collapsing. Outdoor workers are the groups at greatest risk for heat stroke	- Staff - Members of public - contractors - guests - Artists	➤ collapsing	4	2	8	➤ Water distribution at the start of each shift for all staff. ➤ Additional water available for distribution. ➤ Shelter/shade available for rest breaks. ➤ All staff advised to wear sun screen. ➤ All supervisors to make regular checks on staff in regard to wellness and report back to Event Control. ➤ Hats should be worn during the daytime when appropriate. ➤ Two qualified Paramedics will be present during the event. ➤ Medical tent will be on site with trained paramedics.	4	1	4	
Risk of injury at public entrances / exits.	- Staff - Members of public - contractors - guests - Artists	➤ Entrapment impact, crushing injuries severe or possibly fatal.	4	3	12	➤ Access and egress for vehicles and pedestrians will be segregated as reasonably practicable and clearly signposted, well-lit and free from obstruction. ➤ Entry supervised by identifiable SIA Security and Stewards in hi visibility Jackets.	4	1	4	

RISK ASSESSMENT: Sandon Fields Festival	ASSESSOR NAME:	SIGNATURE:
AREA: Poplars Farm, Sandon, Herts SG9 0QG	DATE OF ASSESSMENT: 03/01/19	REVIEW DATE: 06/06/19

RISK ASSESSMENTS - Sandon Fields Fair

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			What further action is necessary and by whom?
			S	L	RP		S	L	RP	
Vehicular movements operating on-site.	- Staff - Members of public - contractors - guests - Artists	- Entrapment impact. - Crushing injuries severe or possibly fatal.	5	4	20	- Staff, contractors, artists and public are allowed on site. - Traffic management company will control traffic movements and parking with qualified persons only. - All traffic shall observe the site speed restrictions and on-site traffic management plan. - All staff will be briefed on the day of the event and for staff arriving to the event inform them verbally in advance to follow direction of venue traffic control staff and to park only in designated areas. - Sufficient and appropriate signage will be provided to inform all vehicles of traffic restrictions especially speed limits. - Pedestrians routes will be segregated from vehicle movements - Vehicles and pedestrian's routes will be monitored by staff.	5	1	5	
Separated parties, Missing Vulnerable Persons	- Staff - Members of public - Children - Disabled persons	- Fatality involving one or more persons. - Major or minor injuries - Abduction/ Attack by stranger	5	4	20	- 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. - All staff dealing with children to be CRB checked prior to the event. - Staff not to escort any found vulnerable person alone but to do so in pairs with female lead if possible. ID and age check at ticket exchange, persons under 18 issued different wristband. - Person under 14 will not be admitted to the event (this is advertised as part of the conditions.)	5	2	10	

RISK ASSESSMENTS - Sandon Fields Fair

Likelihood of Harm		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				
4. Probable e.g. 1 in 10 chance		4		8	12	16	20				
3. Likely e.g. 1 in 50 chance		3		6	9	12	15				
2. Possible e.g. 1 in 200 chance		2		4	6	8	10				
1. Remote/Unlikely e.g. <1 in 1000 chance		1		2	3	4	5				

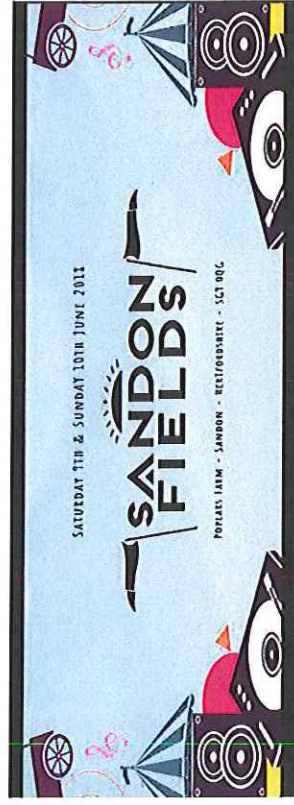
Acceptable (1-5) No further action but ensure controls are maintained

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

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



SABRE MEDICAL GROUP



Dated 10-02-2019

MEDICAL PLAN – Sandon Fields Festival 8th of June 2019

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 2019 is a small-scale, one day, family friendly music, food and arts festival. The event programme consists of a wide range of art forms and activities including live music, DJ's 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, light rock, 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 2019 is situated at the following address –

POPLARS FARM

ROE GREEN

SANDON

HERTS

SG9 0QG

Please see site map attached. Appendix A1 & A2

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 two designated first person on the scene (FPOS I) qualified responders will support the paramedics. See site map for exact location/position of the medical treatment facility. ANNEX B
- 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. Population at Risk (PAR)

Maximum PAR is 2000 this is made up of festival goers, Staff and Artists.



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 NHS road ambulance 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 at ANNEX E

5. Tasks

- a. SMG are to provide medical cover for the duration of the festival open hours.
- b. First person on scene responders 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 19	1130 – 01:30

No medical cover has been 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. **Specialist medical equipment**
 - i. A defibrillator/zoll 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) maximum 2000 people. Primary care medications available are General Sales List only.
 - iv. Paediatric and maternity equipment will also be available at the medical treatment facility.
- e. **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.



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

Radio communications between event management staff and medical staff will be continuous throughout the event. One radio will always be located inside the medical treatment facility. This will be Medical HQ. There will be a dedicated medical frequency/channel for all medical issues.

SMG deployed roaming medics will carry organic Motorola radios to communicate internally and be directed to any patient within the grounds of the event. These communications can also be used to update patient status and for requesting support.

10. Local NHS Hospitals

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

Please see route maps at ANNEX C and D



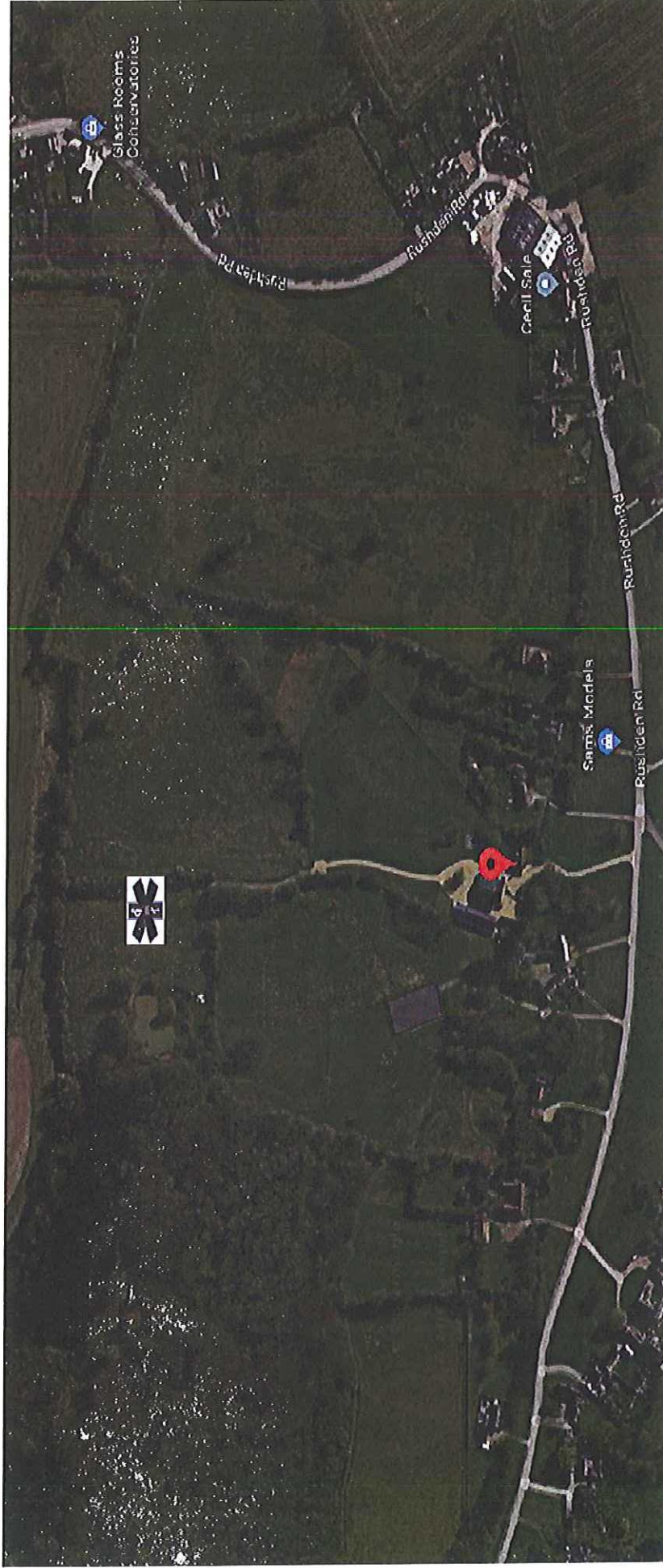
11. Useful telephone numbers

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 Director	07961 723 878
c.	Safety Officer	07867 489032
d.	Head Of Security	07841 989031
e.	Paramedic Peter Redman	07817973374
f.	Paramedic William Rae	07956427770



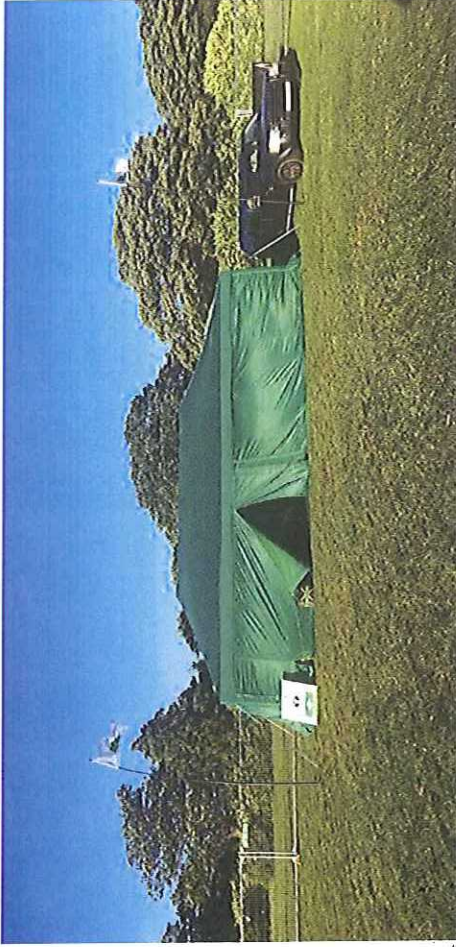
ANNEX A



Please see Sandon Fields EMP for detailed site plan



MEDICAL TREATMENT FACILITY



MTF

- Reception / administration area
- Primary care treatment area
- Two patient beds
- All areas can be individually screened for privacy





ANNEX C

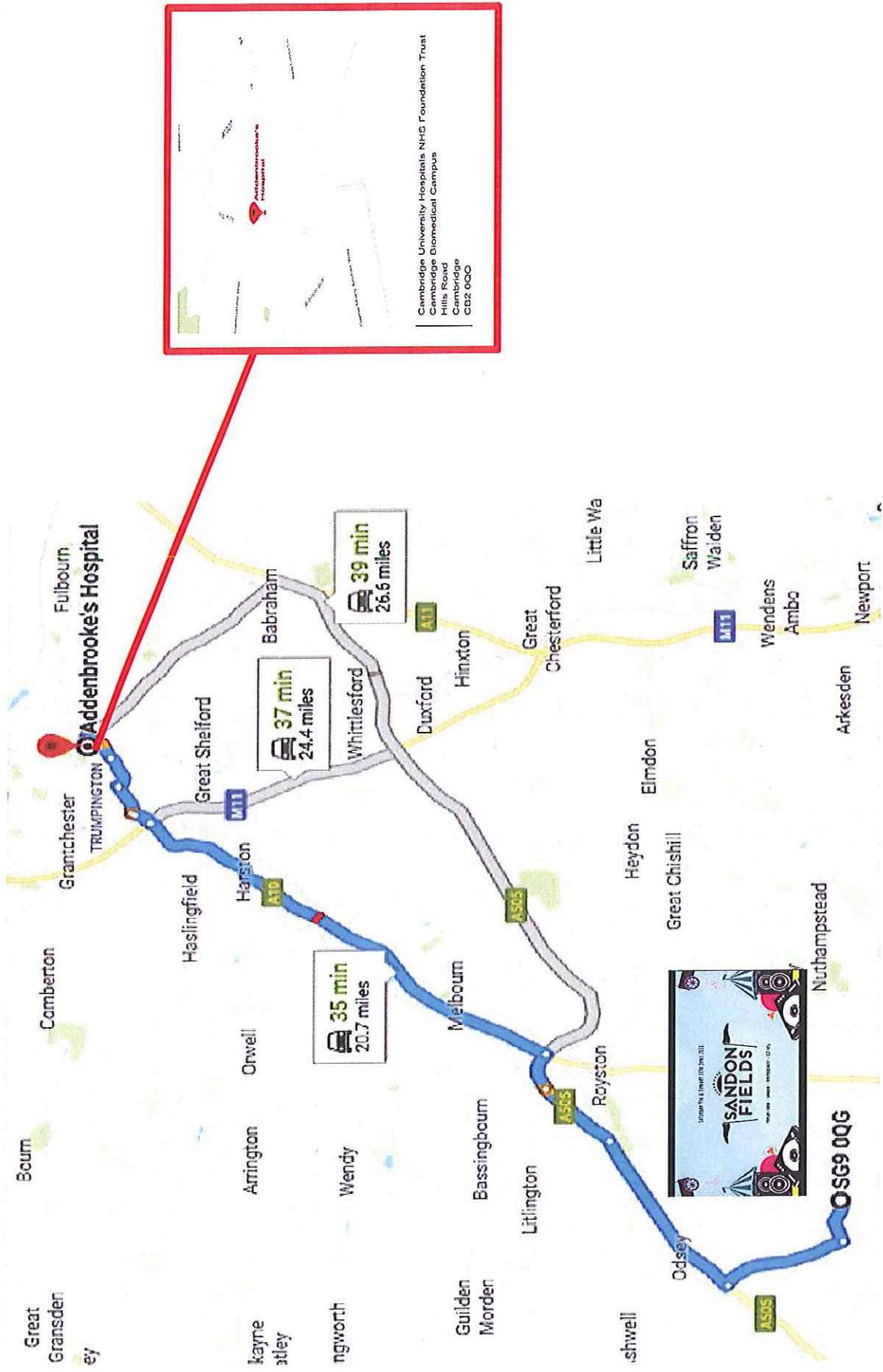


Sandon
OSG9 0QG

Lister Hospital
Tel: 01438 314333
Address: Corpeys Mill Lane, Stevenage, Hertfordshire, SG1 4AB

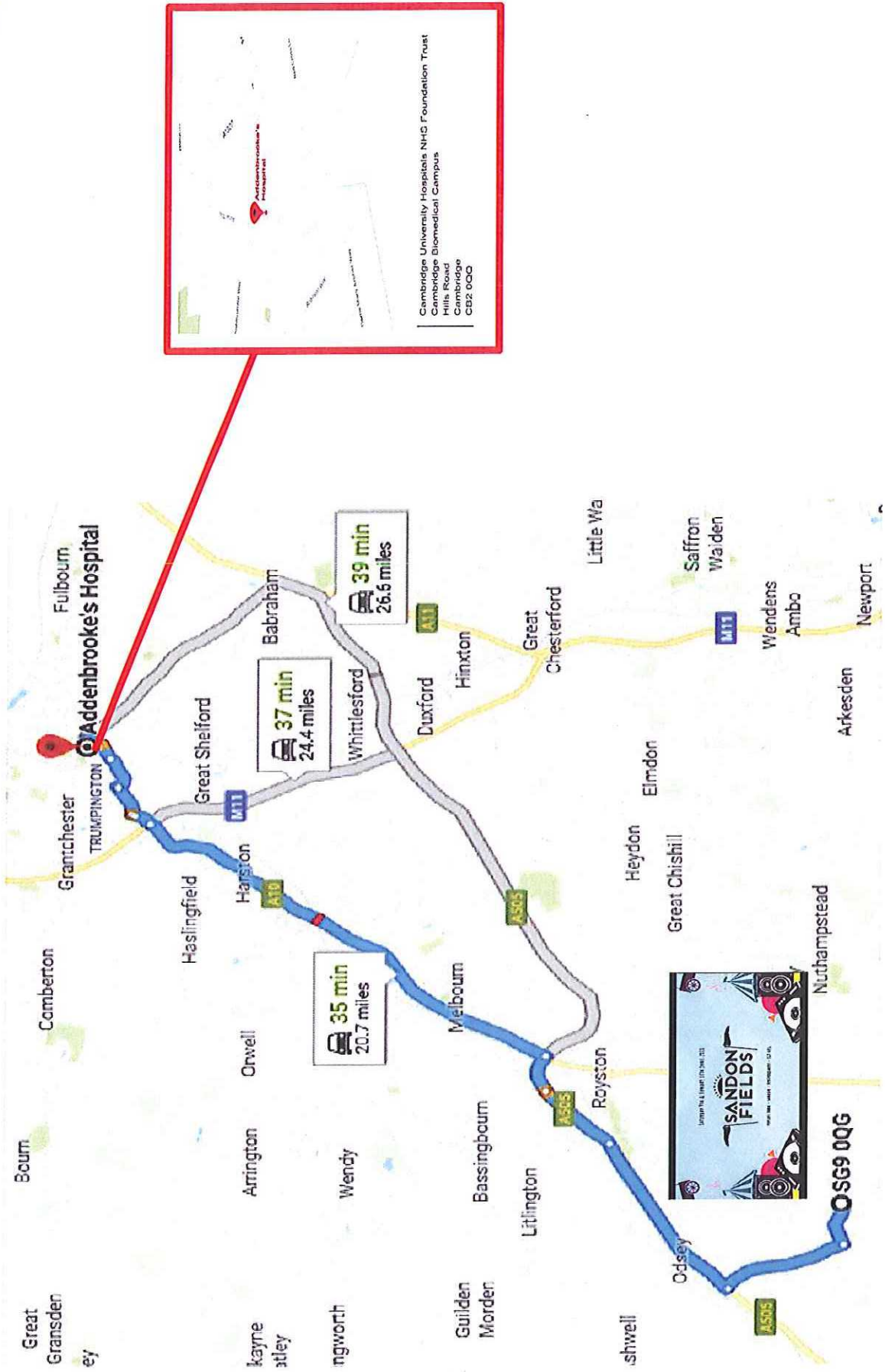


ANNEX D





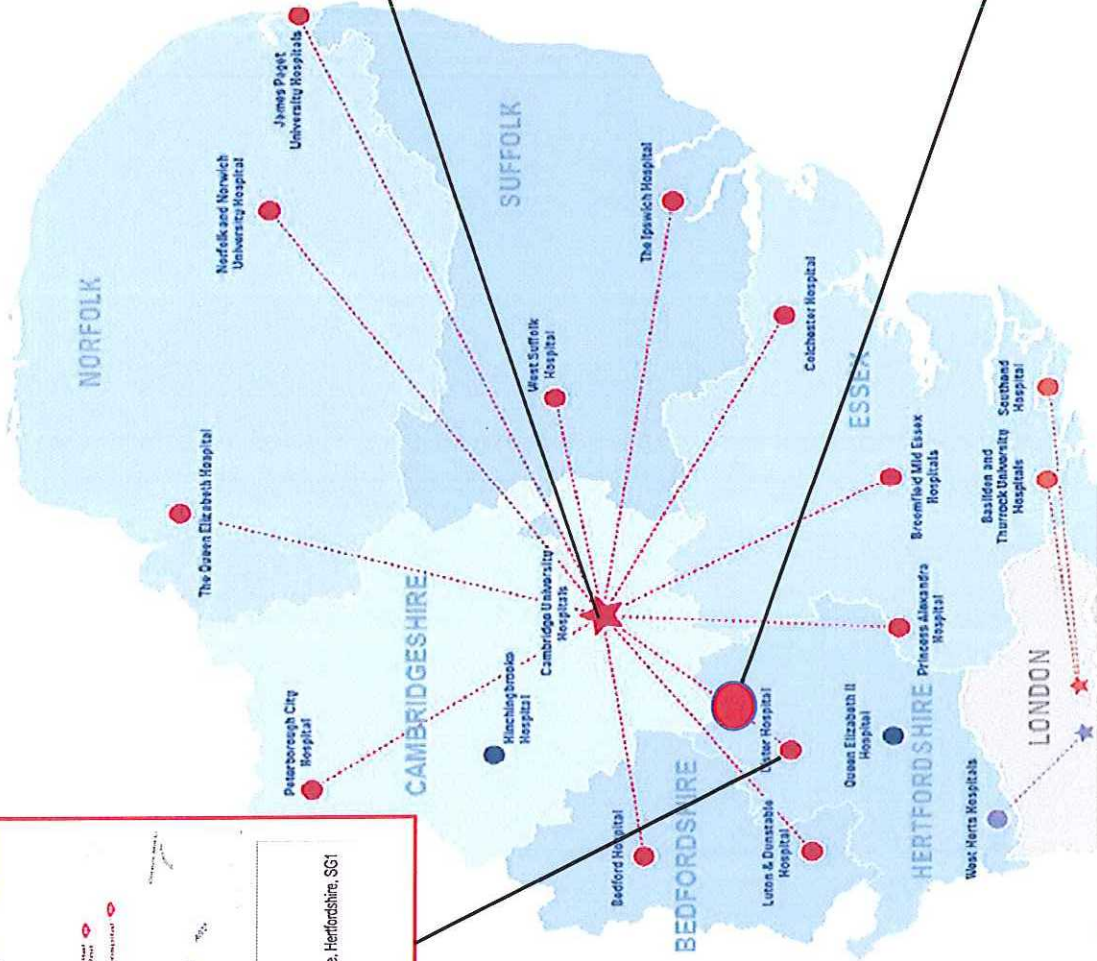
ANNEX D





ANNEX E

MAJOR TRAUMA NETWORK





NOTES

[illegible]

[illegible]

SANDON FIELDS CROWD MANAGEMENT PLAN

LOCATION: Poplars Farm, SG9 0QG Company: London Road Audio Services Ltd
Date prepared: 21/02/2018

CROWD MANAGEMENT & CONTROL

1.1 Crowd Management & Control

All Areas will be monitored by means of CCTV and by security & supervisory personnel. Should an area become uncomfortable, security, directed by Event Control, will divert patrons to a different area.

1.2 Provision & Training of Security

The number of security personnel & stewards provided will be decided in consultation with the Police. A detailed risk assessment will be conducted to determine the security requirements.

- Consideration will be given to the recommendations of the Code of Practices for Safety at Outdoor Pop Concerts & other outdoor musical events
- Security staff will have undertaken event specific training and the company will be licensed by the Private Security Authority for event purposes

1.3 Duties of security

Detailed duties of security personnel for specific areas are given in the Security Plan. All security shall be under the direct control of supervisor who will report to the HSC Head of Security.

SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities. A detailed 'crowd management overview' will be produced following a risk assessment by our health and safety officer, Event Controller and Head of security. These assessments will be contained within our 'security policy', planning exact security team numbers and position **Stewards / Marshalls**

It is a condition of entry (found on the official website and tickets) that each attendee is subject to a security search upon entry to the event site. Any contraband material found during searches will be confiscated and appropriate action will be taken by the security team. Contraband material includes: drugs, weapons, glass bottles, fireworks, sparklers, all alcohol, large sound systems, large gas canisters. There will be a locked amnesty bin on entry for voluntary disposal. There is a zero-tolerance policy to all these items. A full list of banned substances and materials will be listed on the official event website and on signs leading up to main entrance of the event site.

SANDON FIELDS CROWD MANAGEMENT PLAN

LOCATION: Poplars Farm, SG9 0QG Company: London Road Audio Services Ltd

Date prepared: 21/02/2018

1.4 Duties of Stewards

Stewards and Marshalls will be used to assist with general information and monitoring of activity around the event site. This team will not replace or replicate the provisions of the SIA Licensed security team; their purpose is to provide information to event goers and a large network of eyes and ears around the event site. Stewards and Marshalls will be trained and briefed before the event commencement and will report into the heads of security, the production managers or the Traffic Management team leaders

1.5 Fire Stewards

Stewards with specific training in fire prevention & fighting will be allocated to each area as part of the normal security allocation.

1.6 VIPS

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

1.7 Identification & Registration of Security and Stewards

All security personnel will wear hi-vis tabards or jackets with identifying numbers. A list of names & corresponding numbers will be available to the relevant authorities.

All security personnel will sign in at the start & end of the shift and have his/her photograph taken wearing the appropriate jacket/tabard. These photos will be available to the relevant authorities

1.8 Briefing

All supervisors will be briefed by the Event Controller & Safety Officer before the event.

This briefing may be attended by the Police and representatives from the local council & other emergency services

- Additional briefing will be held where necessary
- Areas to cover in briefing: Details of the event, risk assessment, audience profiles, emergency procedures, duties of personnel in specific areas, exiting arrangements, general information, lost children & property
- Supervisors will 'cascade' brief their staff

SANDON FIELDS CROWD MANAGEMENT PLAN

LOCATION: Poplars Farm, SG9 0QG Company: London Road Audio Services Ltd

Date prepared: 21/02/2018

1.9 Incident Reporting

All staff will provide written reports of any incidents that may occur in the course of their duties. Incident reports are required when:

- A patron has to be asked to leave or is evicted
- Involves physical intervention/involvement
- The Gardai or medical staff have to be called to an incident
- A patron has anything other than a minor complaint
- An incident involves safety issues
- Any incident they are asked to report on by the Head of Security or Event Controller

1.10 Audience number Control

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

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

Police

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

1.11 Accreditation

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

SANDON FIELDS CROWD MANAGEMENT PLAN

LOCATION: Poplars Farm, SG9 0QG Company: London Road Audio Services Ltd
Date prepared: 21/02/2018

1.12 Entrancing

Entrancing will be a major consideration at this event. Every patron will have his/her ticket checked, be subjected to a 'pat down' and bag search and be assessed for general fitness to enter event.

No alcohol, glass or items that could be used as weapons will be allowed in.
Patrons who are deemed 'worse for wear' will not be allowed access.

In order to ensure that any such influx of young people does not become a nuisance to the residents and business of Sandon, Security and stewards will several patrols with security that will be positioned to assist if necessary.. A help line number will be set up in order to allow businesses and residents to call for assistance in the remote event assistance is required.

1.13 Missing Persons or Property

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

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

Full in-depth details can be found in our security policy.

1.14 Body Cams

Security outside the perimeter and on patrol will wear body cams – all footage will be available by request in writing to the event organiser.

APPENDIX M :

Event Team Contact Telephone Numbers

All of the event team will be contactable via radio, in the unlikely event of a radio comms failure, the team is contactable via mobile phone

Event Directors:

Richard Maskell / James Rogers
[REDACTED]

Event Controllers

Dale Mabert & *Deputy* Glen Chambers
[REDACTED]

Production Manager

Donna Mackay (assisted by Megan Collier)
[REDACTED]

Noise Management Officers (ROSSCO)

Ross Shaples
[REDACTED]

Event Medical Team:

William Rae (paramedic)
[REDACTED]

Event Safety Officers:

John Heath & Neil Wheeler
[REDACTED]

Fire coordinator: Simon Rann

[REDACTED]

Head of Security:

Keith Barton HSC Security
[REDACTED]

Traffic Management Team Leaders:

Tony Fenton / Sam Davies
[REDACTED]

Waste Management Team leader:

Natalie Linford
[REDACTED]

Waste Management Plan

SANDON FIELDS FESTIVAL

TABLE OF CONTENTS

1.0 Patron and Supplier, Training and Awareness

2.0 Staffing Structure page

3.0 Management of Waste Streams:

3.1 General Waste

3.2 Recycling Waste & Compost Waste

3.3 Paper & Cardboard Waste

3.4 Liquid Waste & Oils

3.5 Bulk Bin System

4.0 Objective

5.0 Site Areas

5.1 Internal Area

5.2 External Area

6.0 Land Use Type

7.0 General and Recycling Estimations

8.0 Bin Quantity & Size

9.0 Equipment

10.0 Collection Frequency

11.0 Allocated Bin Space

12.0 Collection Point Vehicles

13.0 Waste Collection Provider

14.0 Waste Management Arrangements Education

15.0 Waste Management Drawings

16.0 Signage

Map Staffing Area Break Down Map

Map Bin Station Map

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: (Not applicable in 2019)

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 240lt bin system will manage these areas waste: 'General', 'recycle' 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

We will manage this by having staff allocated to the external areas of the event, there will be a patrol until such time as the areas local to the event site 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 Bins (RED) 240L
- ✎ Recycling (Yellow) 240Lt bins for recycled products
- ✎ 2x Skips for overall waste **Please see site map "Appendix A2" for bin locations

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.

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

SANDON FIELDS - FOOD VENDORS

All of the vendors below are local (Hertfordshire based) and have been established for many years, they are known by the NHDC. All of the vendors will carry their own PL insurance and hygiene certs with a minimum 3* (pref 4 or 5* They will also have their own fire extinguishers and public liability insurance. All will be checked and signed off by our health and safety officer and copies of required docs kept on-site.

Cantina's Carnitas - Mexican

<http://cantinacarnitas.co.uk/>

Bite Around World – Cambodian / Thai / Malaysian / Balinese Dishes

Chicken George - Fried Chicken, Wings & Burgers

<http://chickengeorge.website/menu/>

The Great British Sausage Company - Sausages & Hot Dogs

<https://www.britishsausages.co.uk/>

Garlic & Olive – Greek / Mediterranean

<https://www.facebook.com/garlicandolive/>