

**SUNSET
FESTIVAL
2014**

EMP

**EVENT
MANAGEMENT
PLAN**

28th August to 1st
September

East Pidsley Farm
Pidsley Lane
Sandford

EX17 4EW

OS ref (2181633,105093)

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1 Quick Info

1.1 Key Contacts

NAME	ROLE	CONTACT NUMBERS
Andrew Cornforth	Event Manager Premises Licence Holder	07403 155759
Spence O Shea	Event Organiser	07874 340377
Paul Martin Bacon	Site Manager Personal Licence Holder DPS	07710 088947
James Saunders	Deputy Site Manager	07712 251864
Duncan Thomas	Sound Manager	07522 044235
Tony Fleming	Solar Electric Supply	
Richard Harbourne Festival-Security-Solutions	SIA Security NVQ Stewards	07850 578532
Tom Molyneux	Stewarding Manager	07598 942702
Sam Wood	Production Coordinator	07462 001335
Rowan Four Counties Ambulance	Medical Supervisor Nominated Person responsible for child protection CRB	07704 095058 01404 831822
Ben Waring Safeguard	Fire safety consultant	07967 010595
Dan Symons Greenlight Safety Consultancy	Site Safety officer/consultant Onsite Safety Training and Briefings	07545 054825

1.2 Site Map

Please see Appendix P: Site and Area Plans

2 Event Overview

2.1 Intentions

The organiser's intentions are:

- To plan and promote a safe event for patrons, participants and the wider community.
- To provide adequate provision for disabled patrons.
- To plan and promote an event environment that minimises the risk of crime and disorder.
- To prevent public nuisance.
- To safeguard children and vulnerable adults from harm.
- To minimise any impact on the environment arising from our activities.

2.2 Objectives

To help achieve these intentions the event management plan will:

- Clearly define the parameters of the event.
- Identify roles, responsibilities and duties.
- Identify communication lines.
- Identify safety measures and their implementation.

To this end, risk assessments will be included in all drafts of the event management plan for each area of the event, showing potential hazards arising from our activities and the measures to be used to control those hazards.

In planning this event, notice has been taken of successful measures from past events and guidance from regulatory bodies. Particular regard has been taken of:

HSE guidance:

- [The HSE Event Safety Guide](#).
- Managing crowds safely.
- FFRA Open air events

Legal requirements

- The Licensing act 2003
- Health and safety at work act 1974
- The management of health and safety at work Regulations 1999
- Health and safety signs and signals regulations 1996
- Control of substances hazardous to health regulations 1999

2.3 Background

Previous Events:

The Sunset Collective have managed two previous events at this location, using a TEN, Both events were successful and we have now built a good relationship with local authorities and residents.

In addition, the same team has safely and successfully managed several indoor events in bars and night clubs in Devon. And our new site manager Paul Bacon has successfully managed a number of events on a similar scale to that which is planned for this year.

2.4 Outline Of The Event

Sunset Festival is proposed for 28th August – 1st September 2014

We will be applying for our own premises licence as there is currently no existing premises licence on the site.

Based on attendance at previous events, and the growth we have seen, audience numbers are expected to be between 800 and 1000 guests.

We not allow numbers to exceed of 1500 on site, including all guests, crew, traders and artists.

We are making provision for a maximum of 300 crew, staff and artists.

Venue Location:

**East Pidsley Farm
Pidsley Lane
Sandford
EX17 4EW
OS ref (2181633,105093)**

The event will be contained within the site perimeter and will accommodate all patrons, crew, performers and their vehicles.

The event field is normally open to the general public. It is well maintained, and is free of trip/slip hazards in the areas that will be used.

Any elements being introduced to the site will be done so with due consideration, ensuring hazards are kept to a minimum.

The total number of Patrons, Crew and Artists will not exceed 1500.

The number of crew and artists are not expected to exceed 300.

All plans and calculations will be based on these capacities.

Insurance arrangements are in line with these numbers.

Audience numbers will be monitored in the days leading up to the event through our in house eticketing platform.

Although the event is aimed at a niche market, it is a family friendly event, typically attracting a demographic ranging from 6 months to 65+ years of age.

A wide variety of music genres will be played, including live acoustic performance, world music, reggae, and electronica. The event is however primarily marketed as a Psytrance event (with its closely related genres, progressive trance and chill-out), as this has a deserved reputation for attracting a peaceful, international and multicultural demographic.

Areas providing music will be

- Psytrance Stage (Solar Stage).
- Café Stage (Harmonic Tonic).
- Reggae / Dub Stage (Pressure Roots).
- Acoustic Stage / Tea Tent.

Other areas not providing programmed music within the event arena will be;

- The Market place.
- Food retail area (including any restaurants, cafés or other food outlets not listed as stages above).
- Other performance areas.
- Camping.
- Camper-van parking.
- Car parking.

2.5 Site Schedule

To be reviewed daily.

Sunset 2014 Site Schedule

	Sunday 24/08/14	Monday 25/08/14	Tuesday 26/08/14	Wednesday 27/08/14	Thursday 28/08/14	Friday 29/08/14	Saturday 30/08/14	Sunday 31/08/14	Monday 01/09/14	Tuesday 02/09/14	Wednesday 03/09/14
07:00:00											
08:00:00		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
09:00:00		Briefing	Briefing	Briefing	Briefing	Briefing	Briefing	Briefing	Briefing	Briefing	
10:00:00		Marking out of Site begins Caravans sited for Event Control and Site Crew Arrive. Main Structures arrive and are erected		Fire Equipment Arrives 2 nd Phase Fire Points	Final Checklist, Portaloo flush	Cafe Stage Open			Psytrance Island Derig begins Litterpick Commences	Arena De-rig Commences Litterpick Commences	Portallos Away Final Crew and Trader Depart
11:00:00		Comms arrive Fencing deployed	Electric Supply Arrives	Thunderboxes Arrive	Site Tided	All Stages Open				Thunderboxes Locked	
12:00:00		4 x Portallos Arrive	Soundsystems Arrive and are setup	Site Open to Traders	Campsite open to public	Sire Tidied	Sire Tidied	Sire Tidied	Sire Tidied	Recycling Teams Sort Waste	Public to Leave Campsite
13:00:00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Arena Closes to Traders	
14:00:00	Site Manager and skeleton crew arrive on site Fire Point/First Aid Established	Site Build Commences	Renches Dug Electric and Plumbing		Site Tidy and Checklist Continues					Thunderboxes away	
15:00:00											
16:00:00	Crew Camping and Crew Catering Established					Sire Tidied	Sire Tidied	Sire Tidied	Sire Tidied		
17:00:00											
18:00:00					Arena opens to Public					Most Crew Leave Site	
19:00:00		Renches Dug Electric and Plumbing							Cafe Stage Close		
20:00:00					Cafe Stage Open	Evening Briefing	Evening Briefing	Evening Briefing	Music Ends		
21:00:00											
22:00:00			Safety Checks Checklist compiled	Final Safety Checks Checklist Compiled	Cafe Stage Close				Arena Closes to public		
23:00:00											
00:00:00					Arena Closes to public			Psytrance Island Closed to Public Cafe Stage Only			
01:00:00						Cafe Stage Only					
02:00:00							Cafe Stage Only				
03:00:00											
04:00:00											
05:00:00											
06:00:00											

2.6 Licensable Activities and Schedules

a) Regulated Entertainment Schedules

i. *Psytrance Stage (Solar Stage)*

Solar powered Trailer Stage provided by Tony Fleming

Sound System 5k Opus provided by Jody Brown

Stretch Canopy to cover the dance floor provided by Ryan McNally

See Appendix M Tentage

Date	Opening Time	Closing time
Thursday 28 th August	N/a	N/a
Friday 29 th August	10:00am	1:00am
Saturday 30 th August	10:00am	2:00am
Sunday 31 st August	10:00am	12:00am
Monday 1 st September	N/a	N/a

ii. *Café Stage (Harmonic Tonic)*

Professionally Erected Marquee, a 3k Sound System, lights and décor. Cafe / restaurant with serving area, sitting area and dancing area.

The music styles vary in this area, and we will be playing music at reduced level between the hours of 11pm until the morning on Friday – Saturday and Saturday – Sunday. Sunday-Monday to in accordance with the acceptable level for night-time as defined in the Sound Management Plan – see Appendix H.

There is a café in this area and it will be a source of late night refreshment throughout the event (24 hours)

Date	Opening Time	Closing time
Thursday 28 th August	6:00 pm	11:00pm
Friday 29 th August	10:00am	All night
Saturday 30 th August	open	open
Sunday 31 st August	open	open
Monday 1 st September	open	8:00pm

iii. *Reggae / Dub Stage (Pressure Roots)*

Tent TBC Sound-system 8k custom build – provided by Rory (Pressure Roots)

Date	Opening Time	Closing time
Thursday 28 th August	6:00 pm	11:00pm
Friday 29 th August	10:00am	1:00am
Saturday 30 th August	10:00am	2:00am
Sunday 31 st August	10:00am	12:00am
Monday 1 st September	N/a	N/a

iv. Acoustic Stage / Tea Tent

Tent tbc, sound-system 1.5 k

Date	Opening Time	Closing time
Thursday 28 th August	N/a	N/a
Friday 29 th August	10:00am	1:00am
Saturday 30 th August	10:00am	2:00am
Sunday 31 st August	10:00am	12:00am
Monday 1 st September	N/a	N/a

b) Bar Operations

The Premises Licence Summary will be prominently displayed at the bars.

Challenge 21 posters will be on display at the bars, and they say

“If you are lucky enough to look under twenty one you will be asked to prove that you are over 18.

The message is designed to be simple, direct and in plain language.

There will be a PASS card recognition guide in plain view of the staff.

There will be a refusal policy and a log maintained at each bar.

i. Designated Premises Supervisor (DPS) and Personal Licence Holders

Mr Paul Bacon is the DPS and the personal licence holder on the premises license.

Personal licence holders Jason Hutter and Gavin Wilkinson have been engaged to manage the bar, and will assume the duties of DPS during any times when the DPS is off-duty for any reason.

Each shift of each bar shall be supervised by a personal license holder.

At least one of the license holders will remain on site at all times.

Professional bar staff shall be employed to work under the direction of the bar managers.

All bar staff are to be over twenty one years of age and have the relevant experience and authorisation.

Daily diligence records will be maintained by Bar managers.

See Appendix C, licences and Bar Operations

Bar staff will be briefed in;

- Emergency procedures
- Site safety rules
- Employees duties under the 1974 Health and safety at work act
- Manual handling
- Proof of age policy
- Drunk or intoxicated policy
- Aggressive or anti-social behaviour policy
- Opening and closing times
- Complaints procedure
- Hygiene standards and procedures
- Challenge 21 and PASS recognition

ii. Bar area opening times

Date	Opening Time	Closing time
Thursday 28 th August	2:00 pm	1:00pm
Friday 29 th August	10:00am	4:00am
Saturday 30 th August	10:00am	4:00am
Sunday 31 st August	10:00am	1:00am
Monday 1 st September	N/a	N/a

- The Premises Licence Summary will be prominently displayed at the bars.
- There will be challenge 21 posters on plain view at the bars.
- There will be a PASS card recognition guide in plain view of the staff.
- There will be a refusal policy and a log maintained at each bar.

iii. Proof Of Age Scheme

The organisers will promote on their internet site that a Challenge 21 scheme will be in operation. Any person who the admissions/box office staff believes may be less than 21 years of age must produce proof of age identification. If that individual cannot produce proof of age such as recognised photo identification, that individual will not be served alcohol.

c) Provision Of Late Night Refreshment

Food vendors will be allowed to continue trading to provide late night refreshment.

Café at Lunar stage and crew catering will remain open permanently to provide late night refreshment.

d) On Site Entertainment

Provision has been made for areas to allow patrons to dance to recorded music with some live elements at all stages.

Provision shall be made for café/restaurants

There shall be one licensed bar operated under the control of Mr Paul Bacon DPS and personal license holder.

Provision shall be made for performance of fire juggling.

Provision shall be made for a fire basket

- There are no plans or provisions for entertainments that are of an adult or sexual nature.
- There are no plans or provisions for gambling of any kind.

3 The Prevention Of Crime And Disorder

Measures will be adopted to ensure the event is well organised and internally policed by qualified professional security. All measures are based on intelligence from previous successful events. The organisers fully intend to develop their plans with consultation with the police leading up to the event.

3.1 Demographic

Sunset Festival Although the event is aimed at a niche market, it is a family friendly event, typically attracting a demographic ranging from 6 months to 65+ years of age.

A wide variety of music genres will be played, including live acoustic performance world music reggae, and electronica.

The event is however primarily marketed as a Psytrance event (with its closely related genres, progressive trance and chill-out), as this has a deserved reputation for attracting a peaceful, international and multi-cultural audience.

Some performers and a number of the attendees are expected to be from many different countries and cultures. As in previous events it is not thought likely that crime and disorder will constitute a serious risk due to the nature of the demographic.

Marketing in the local area by means of posters or flyers will not be employed. All marketing will be targeted at our demographic audience only. Tickets are to be camping only.

3.2 Accreditation

a) Crew

All Crew, Artists, and other Official Personnel will be identified a laminated pass, issued upon arrival to be worn visibly when on duty, and carried at all times.

b) Ticket Holders

Coloured security wristbands with a unique design will be issued at the gate to valid ticket holders meeting the entry criteria detailed in 6.1 and 6.3.

A child registration system will be in place to address issues pertaining to child protection. The unique design of wristbands issued to under 18s will also assist with age recognition and the prevention of under-age alcohol sales.

See 6.1 Admissions Policy

3.3 Security Provision

See appendix D Security and Stewards

Festival Security Solutions, A local security firm of good repute, have been engaged to provide security cover during the event, and have been consulted on identify our requirements

The duties of security shall include

- Patrolling the event perimeter.
- Patrolling the car parks.
- Patrolling the event.
- Patrolling the production areas.
- Assisting the event management team in maintaining a safe environment.

Security Profile

- All staff are SIA trained certificated and registered with visible I.D.
- Are restraint and hand cuff trained.
- Provide 24 hour cover during hours when open to patrons.
- Supply fire marshals with training records.
- Supply NVQ stewards.

Security/Stewarding Provision

- Security Numbers have been set after consultation with SAG.
- NVQ steward numbers have been set after consultation with SAG.

a) Identifying Security

Security will have the designation security in high visibility writing on the back of their clothing and will be easily identifiable as security personnel.

Security personnel will be issued with radio communication equipment and allocated a dedicated channel.

3.4 Glass Free Environment

Drinking glasses, glass bottles or anything of a similar nature will not be permitted on site and if found shall be disposed of by event management.

This policy will be clearly displayed on appropriate signs at the gate, and our patron will also be notified in advance via our public website, and the terms of conditions of sale.

3.5 Drugs Policy

Communications to the public outlining our Drugs Policy will take place via advertisements and promotional materials on our web site and social networking profile.

Sunset Festival will not tolerate illegal drugs.

Individuals may be subject to search on entry.

Any persons deemed to be selling drugs will be detained and handed to the authorities.

Illegal drugs will be confiscated, and handed over to the authorities.

Seizure records will be maintained by security.

No nitrous oxide.

No breathable gases or balloons.

There will be no legal highs for sale on site. Unknown/suspicious substances will be treated as potential illegal drugs and subject to the same drugs policy.

Anybody who refuses to cooperate with our security personnel could lead to exclusion or eviction from the site.

Security and stewards shall be instructed to report to management any person found to be in possession of illegal substances (as defined under the misuse of drugs act). Any such individual shall be denied access to the event and the matter referred to the Police.

The event organisers will not allow “legal highs” to be sold at the event.

The event organisers will not allow breathable gasses to be sold at the event.

Traders are made aware of this policy as part of the application process.

Incidents shall be reported using the Security reporting forms.

see Ch 9 Documentation And Reporting p40)

3.6 Weapons And Drug Searches

Due to the demographic the organisers hope to attract it is considered unlikely that weapons or violence will be a concern. However the security team will carry out random searches of patrons at the main event entrance adjacent to the box office prior to entering the event.

3.7 Stewarding

See appendix D Security and Stewards

This provision has been made in recognition that the safe and efficient running of the event and the management of an emergency situation will depend greatly on the calm and informed actions of the stewards.

Stewards will be supplied with radio equipment and will have direct communication with Event Control

Stewards will be issued with Hi-visibility clothing identifying them as stewards

The stewards' RVP will be adjacent to the site office.

Stewarding duties will comprise of:

- Assisting public in the camping areas.
- Monitoring the no fire policy.
- Being a source of information.
- Assisting in car parking.

- Being aware of general site safety and hygiene i.e. alerting site management of any broken glass or rubbish.
- The general well being of the public, and patrons of the event/visitors to the site.

Stewards will be briefed in the following:

- Chain of command.
- Emergency and evacuation procedures.
- Fire safety.
- Use of safety equipment.
- Use of radio communication equipment.
- Health and safety on site.
- Manual handling.
- Provision and use of equipment regulations.
- COSHH.

There will be evacuation briefings for all event personnel before opening to the public.

Stewards will receive:

- Food, tea and refreshments throughout the Event from the Crew catering.
- Camping in the crew camping area.

4 Public Safety

The organisers and site management team, will continuously assess the potential hazards involved in;

- Site suitability;
- Access and exits;
- Transport links;
- Moving vehicles and pedestrians;
- Safe rendezvous points/emergency areas;
- Food hygiene and standards;
- Drinking water;
- Competency of contractors;

- Introduction of new elements to the site;
- Security provision;
- Stewarding levels;
- Waste disposal;
- Site clearance.

4.1 Site Suitability

The site is more than adequate for the festivals needs and the needs and requirements of the general public. Mains water is available and will be supplied via stand pipes. The ground is flat and relatively even in the areas that are being used for the main area and has good drainage in the event of adverse weather. Safe walkways will be established throughout camping and other areas.

4.2 Site Access And Exits

a) Normal Access

Typically, access to the camping field from the public highway is via the gate at the northern boundary, at Gate 1.

The existing entrances at the site allow for additional emergency entrances for vehicles at Gates 1 and 3.

b) Public Rights of Way

A public footpath exists, which crosses the festival arena, public access is via gates 4 and 6. Anecdotally, the footpath is very rarely used, but could enable unauthorised access to the camp-site, crew, and production areas. In order to mitigate these concerns, we are seeking a TTRO that would allow the temporary closure of this footpath.

This will allow vehicles to be directed off the public highway and into the site traffic and parking system avoiding so far as is reasonably practicable any undue queuing or “bottle necks”.

With permission, and after consultation with the authorities, and the AA, a westbound one-way system would be implemented on Pidsley Lane.

c) Build phase access

Marshalled ingress and egress will be through gate 1 directly on and off the site without undue need for queuing, allowing deliveries and workers to access the public highway safely. Acces to the arena is via gate 3, and if necessary, gate 4.

d) Show time access

Marshalled ingress and egress will be through gate 1 leading directly to the car park without undue need for queuing, allowing access to the public highway safely.

e) Emergency Exit

Emergency vehicle access is through gates 1 leading into the car park and camping area, and via gate 3, provides access to the main arena. In adverse weather gate 4,5 or 6->7 can be used which lead directly into the main arena. In designing the event layout attention was paid to the possible need for access to any part of the site. In this regard, if the Emergency Services would be aided by entering or exiting any one of the existing gates, this is viable.

Emergency exit from the arena for patrons to reach the Emergency RVP is via gate 7, which lead directly to an open field.

f) Visitor Log

To aid the management and security of the event the main entrance shall be manned during the build and break down phases and a log shall be kept of all visitors, staff and crew on site at event control to provide an accurate number of individuals present.

4.3 Arrival Of Patrons

The possibility of the arrival of large numbers of patrons at the festival site at the same time has been addressed by opening the event site from 12:00hrs on Thursday 28th June and allowing for a gradual build-up of numbers. The arrival route will be marked, along the route shown in the accompanying map;

See appendix P: Site and area plans

4.4 Traffic Management Plan

See appendix E: Signage

The festival is self contained and will have an internal traffic management system, that prevents the doubling back of traffic along the ingress route facilitating smooth entry to, and exiting from the site.

We feel the implementation of a temporary one way system, running east to west along Pidsley Lane during the event and later stages of the build phase will be enough to ensure good traffic flow and ensure that emergency vehicles can access both the site, and surrounding areas. Appropriate signage and traffic control measures to be devised and deployed in consultation with the AA and with permission from the appropriate authorities.

Traffic Management Map

- The GREEN ARROWED route shows the intended route to be marked for festival traffic to follow. The term 'festival traffic' describes festival patrons, caterers and other delivery companies, traders, artists and performers and official visitors to the site.

The route follows the road from Crediton via Jockey Hill, arriving in the village of Sandford on Rose and Crown Hill. The route proceeds to the end of Rose and Crown Hill before bearing right along Back Lane. The route proceeds along Back Lane, which becomes Stones Hill. Stones Hill continues along for several miles, before itself becoming Wadderly Hill. Pidsley Lane is a left hand turn a mile or so up Wadderly Hill, and the route follows this until reaching the main entrance.

Vehicles access the site from the main entrance at Pidsley Farm, and are directed within to the appropriate location by the Stewards.

The GREEN route then exits the farm and continues along Pidsley lane in a one way system which links back to Stones Hill via Pidsley Hill and Perrymans Hill, allowing for a substantial portion of the route to be encompassed within the intended one way system, allowing free flow of traffic and predictable/flexible traffic movement.

- The YELLOW route describes an alternative exit route from the site, primarily in case of any obstruction/accident on the GREEN route. The YELLOW route is an option for larger vehicles to leave the site without having to negotiate some tricky corners, and could also be deployed as an alternative exit route for vehicles leaving the site ***in the event that the emergency services are inbound/expected to arrive***, and would allow for emergency vehicles to use the GREEN route to access the festival without encountering any oncoming festival traffic.
- The BLUE route shows the potential access for emergency services onto the site proper. It highlights access points which could facilitate quicker access to any location on site, and illustrates exit points. In a blue light situation ALL festival traffic would be temporarily restricted until such a time as the emergency has been dealt with and festival traffic would not pose a risk to blue light services movements.

In the event that an Emergency Service is called to the site, stewards would be dispatched to guide in the emergency services to the location of the emergency in the most efficient manner, ie via the entrance closest to the emergency. They would be in high visibility and positioned at relevant points to facilitate this.

See appendix P: Site and area plans

a) Arrival at site by car

A 5 MPH speed limit will be in force on site.

Patrons arriving by car will be directed from the public high way by traffic marshals through gate 1 into a one way traffic system and parked in a holding area with safe pedestrian access to the box office. This will keep all stationary vehicles off the public highway, retaining necessary access to the site. Once their tickets have been validated, traffic marshals will direct vehicles onward to the car park where they will be directed to park in a safe manner. From the car parking area patrons will proceed on foot to the festival site and the camping areas. No stopping will be permitted on Pidsley Lane itself.

b) Arrival at site by public transport

Patrons arriving at the festival site via public transport will arrive at Crediton Station where local private hire/taxi companies are available. They will also be contacted to alert them of increased numbers at Crediton station.

The public service vehicle/taxi shall enter from the public high way through Main gate and will be directed by traffic marshals to the car parking area where patrons may safely disembark. From the drop off area patrons shall proceed on foot to the access point at the box office for the festival site which is further controlled by security and stewards before entering the festival site and the camping areas.

4.5 Pedestrian Emergency Exits

The extent of the camping area has been calculated to provide sufficient space for the number of patrons attending allowing for fire breaks and pathways to dissect through the camp-site. Sufficient escape routes have been incorporated into the design of the camp-site perimeter to allow safe evacuation in an emergency situation.

4.6 Food Hygiene Standards And Catering

The Sunset Festival organisers are committed to food hygiene and safety standards and work with the food standards agency to ensure compliance and best practice. There is provision for six caterers on site. Each caterer will be supplied with potable water source an electrical supply and a waste water bowser. All grey water containers will be clearly marked as 'GREY WATER - NOT FOR DRINKING OR COOKING'.

The caterer's application process is designed to assure quality throughout the event. Caterers are required to produce documentation to ensure competence. Any caterers that do not meet any of the criteria or standards set out in the application will find themselves excluded from the event. Hard copies of all documents will be held at event control.

Documents required

1. A completed application form.
2. An up to date insurance certificate.
3. Hygiene Certificate.
4. Risk assessments / HACCP /Food standards agency log.
5. P.A.T. Certificates.
6. Any relevant fire proofing certificates.
7. Gas Safe certificate LPG (where applicable).

We will have facilities for PAT testing on site.

For application Process and list of caterers see appendix G: Caterers and Traders

4.7 Drinking Water

Drinking water is from the mains water supply. The provision and management of the temporary water supply for the event will be with guidance from BS 8551:2011. Supply for catering outlets will be by a bib tap mounted on a standpipe. Supply in public areas will be a percussion tap mounted on a standpipe all will have signage and there will be ample signage throughout the event directing people to standpipes. All standpipes will be in areas that will have been free from access by livestock.

All pipework and plumbing will be installed by an accredited water engineer. Works will be carried out enough in advance to allow for water supply to be sampled and analysed for suitability by the council, or council authorised facility.

4.8 Waste Management

The waste management plan is based upon experience and previous successful events.

Regular refuse collections will also be scheduled throughout the event for;

- The market place
- Food retail areas
- The event arena
- All performance areas
- All public areas

A Dedicated litter picking team shall be in operation throughout the event.

We are currently exploring two different approaches to waste management.

1. Waste sorted into separate bins the rubbish point, collected and processed by in house recycling team, and held at a main repository until removed from site after the event.
2. A 40 cubic yd recycle skip for general waste will be installed on site. Rubbish is removed and recycled off site by a third party waste management contractor.

There will be ample rubbish bins across site. Rubbish collection points will be along the fire lane/ access lane in the camp-site. Site vehicles will make a twice daily collection and disposal to the main skip.

There is a no glass policy on site and this will be enforced by stewards, security and the event management team. Despite this policy, and as a precautionary measure, a glass only bin will be placed in food preparation areas and at strategic locations, so any glass discovered to be on site can be disposed of appropriately.

There shall be no oil based paint used on site.

There shall be no caustic or de-greasing agents used on site.

The fire-proofing agent used on site is water based and the data sheets will be kept at event control.

Grey water will be disposed of at the end of the event in line with acceptable environmental practices.

Teams in high visibility clothing will be deployed post event to ensure that no rubbish will be left in the surrounding roads and lanes.

See appendix Q Waste Management

4.9 Sanitary Provision

Portaloos will arrive on site Monday 25th August and be deployed in the crew camping area and the production area for use during the site build.

Composting Toilets provided by Thunder-box, will arrive on Wednesday 27th August and be deployed in the main arena, and camp-site for use by patrons and crew during the event.

We are currently assessing the exact numbers required. Disabled access will be considered in our planning.

Interim cleaning services will be arranged for the crew porta-loos on the morning of Thursday 28th

See appendix I sanitary provision

4.10 Weather Contingencies

The Festival arena itself has very good drainage, such that it would require a sustained period of wet weather in the weeks before the event, to render the site unusable.

a) Contingencies

Provision will be made for additional signage and demarkation of access routes, in the event that access needs to be restricted to avoid potential slip hazards. The most notable of these being the fairly steep gradient just outside the arena in the camping field, which may become slippery in wet weather.

4x4 assistance will be available to pull vehicles to the road should wet conditions render it necessary.

b) Emergency Access

Sufficient access points are available for Blue Light access to all areas to site even in the event that primary routes are compromised due to adverse weather.

c) Cancellation.

Cancellation of the event will result if there are any severe weather warnings in force during the event, or in any other conditions in which the management cannot be confident of the safety of the festival's patrons and crew.

4.11 Accountability

Our Designated Premised Supervisor, Paul Bacon, will also function as Health and Safety Officer, and perform routine safety checks, including final checks before the site is opened to the public.

Green Light Safety Consultancy Ltd will provide additional consultation prior to the event, and will provide additional personnel to assist with Health and Safety checks should the ticket sales necessitate it.

Andrew Cornforth will be the Premises license holder and will be responsible for maintaining the four license objectives.

5 The Prevention of Public Nuisance

In order to prevent public nuisance Sunset Festival will conducted an assessment of the potential sources of nuisance and will implement the following measures;

- Sound management plan
- Traffic management plan
- Waste management plan
- Internal communication
- Complaints procedure

5.1 Sound Management Plan

All sound management will adhere to the conditions of the premises licence.

The show has amplified sound. Consideration will be given to the location of the systems on site in relation to the location of the surrounding properties. The sound management plan is currently being reviewed, but is based upon the approved and successful sound management plan from last year. Prerequisites presented to the Sunset Collective have been included, and the Management Plan has been fully revised in all areas

See appendix H Sound Management

All sound systems shall be of an appropriate size in order to prevent nuisance to the wider community whilst providing sufficient volume for dancing.

All sound systems will be staffed by competent personnel that shall report to production manager who shall report directly to the duty site manager and event manager.

Acoustic shield will be used around all sound systems in layers in order to reduce levels in accordance with licensing conditions.

See appendix H Sound Management for technical specs

a) Sound system tests

The testing of the sound systems and the setting of output levels shall be carried out in conjunction with the guide lines set by Mid Devon District Council.

The test of the sound systems is scheduled prior to the opening of the event in order to correct sound output levels and control any sound overspill and shall involve all three monitoring teams. The monitoring teams shall be positioned both within the event and at points close to the boundaries of the nearest properties.

Sound output levels

Adequate and competent staff shall be made available to monitor potential sound over-spill using measuring points close to the boundaries of the nearest properties at scheduled times. The Sound Management Team will liaise with the Local Authority regarding the best placement of these measuring points.

The sound monitoring team shall report directly to the Sound Manager.

Results from sound monitoring shall be recorded in a dedicated sound monitoring log book. The log shall contain;

- The name of the responsible individual
- The result of the sound sampling in decibels recorded from the monitoring device used.
- Any action required
- Weather conditions, or any other noteworthy circumstances
- The time and date of the sound sampling

Using the data from the sound sampling results the duty site manager shall have authority to manage the sound out-put of the main stage and second stage/bar.

5.2 Sound Monitoring

a) Hierarchy of sound management:

The Sound Manager has overall responsibility for monitoring levels and ensuring they do not exceed the limits as specified in the Sound Management Plan, The Sound Manager shall have authority to instruct the sound system engineers as to any necessary adjustments, to allow for

changing conditions and to prevent public nuisance. The sound monitoring teams, reporting directly to the sound manager, shall be comprised of competent and responsible persons with some experience of sound equipment,

See Appendix H Sound Management Plan

b) Sound Monitoring Teams

The sound monitoring teams shall be provided with;

- A hand held radio
- A high visibility vest for off-site readings
- An identification lanyard identifying them as sound monitoring crew

Duties of the sound monitoring teams shall be to;

- carry out sound monitoring inside the event
- carry out sound monitoring at sample locations outside the event
- advise the duty site manager of any increases in sound output levels
- advise the duty site manager of any unwanted or stray frequencies (particularly low or bass frequencies)
- advise the duty site manager of any unwanted or unauthorised sound output (such as car or camper-van stereo systems)

for example sound monitoring log please see 13.8 Appendix H: Sound Management (p42)

i. Inside the event

The sound monitoring teams shall

- Conduct themselves in a safe and reasonable manor as representatives of Sunset Festival
- Report increased sound output directly to the duty site manager
- Report unwanted frequencies directly to the duty site manager
- Report any other unwanted circumstances directly to the duty site manager

ii. Outside the event

The sound monitoring teams shall

- Conduct themselves with due care and consideration for the residents of those properties close to the event when conducting outside sampling.

- Communicate via the site radio network during day light hours or mobile phone text message if they are close to a property at noise-sensitive times.
- The teams and shall carry identification as employees of Sunset Festival when engaged in outside sampling.

5.3 Internal Communication

Internal communication is essential for the safe and effective management of the event. Communication during the event shall be via event radio and mobile phone network. Contact details for all stake holders including emergency service numbers and radio channel allocation along with mobile numbers shall be held at event control in plain view. A sign in sign out register of radio equipment including radio channel allocation shall be held at event control.

5.4 Complaints Procedure

a) Contact

Sunset Festival will notify the local residents in writing of an emergency contact number for the event organiser and the Councils out of hours service for the event. The emergency contact number will connect to a dedicated complaints line which will be in operation and adequately staffed at all times for the duration of the event.

b) On receipt of a noise complaint

The first action to be taken upon receipt of a noise complaint is to reduce the level of the offending source by 3dB, and instigate on off-site reading near the source of the complaint to verify whether or not we have exceeded our permitted levels. In practise this may mean a **site-wide** reduction of 3dB implemented as soon as is practical, followed by subsequent corrections after measurements have been made and the problem sound-sources identified.

c) Documentation

To ensure that correct procedure has been followed at all times, a complaints log will be kept at event control and all complaints recorded detailing;

- The time and date of the problem
- The location of the problem
- The nature of the problem
- The action taken to resolve the problem
- The name of the person responsible for remedial action
- The time and date action was taken

The nominated person/s shall report directly to the duty site manager. The event manager shall have overall responsibility for dealing with complaints.

See appendix H Sound Management

6 The Protection Of Children From Harm

It is planned to allow children on site accompanied by a responsible adult ticket-holder.

One nominated person to be responsible for agreeing appropriate procedures with the license Authority for child protection and to be present on site throughout the event.

Reference will be made to the HSE guide for all activities concerning children.

All persons engaging with children and vulnerable persons will have an enhanced CRB check.

All children with in the first instance be the responsibility of there parents but should a child become separated from their parents/guardian the following procedure will be taken

Any member of staff either finding or being asked to find lost children should notify Event Management immediately. If a lost child is found then the relevant steward or company representative should inform Event Management of their exact location. They should also provide as much information as possible. The child and steward should proceed toward the event control, or, if closer, medical or welfare, whereupon CRB checked staff can escort the child to event control. No information about the child should be made public. In the event of a reported lost child the site will go into immediate lock-down I.e. all departing vehicles will be searched (in the company of a CRB checked staff member) no children allowed off site until the lost person has been located or the departing child's identity verified.

After 30 minutes any lost children who have not been reunited with their parents or guardian the local authorities will be then be notified

Challenge 21 posters and a Pass Recognition Poster will be on display at the bars, and they say

“If you are lucky enough to look under twenty one you will be asked to prove that you are over 18.”

The message is designed to be simple, direct and in plain language.

All bar staff are to be over twenty one years of age and have the relevant experience and authorisation.

Daily diligence records will be maintained by Bar manager

See Appendix C: Licences and Bar Operations

6.1 Admissions Policy

Children on site will fall into one of two categories.

1. 9 to 17 years, admitted with a child ticket, only purchasable with an adult ticket.
2. 8 years and under, admitted free with their parent/guardian.

6.2 Registration

To assist with matters relating to child welfare, lost/missing children, we have introduced a registration process based on a successful scheme used at Cosmo Festival and other events.

Upon entry, any person less than 18 years of age will have their details registered and a photograph taken by a CRB checked staff member. Details of their parent / guardian will also be recorded and this information held securely at event control. The child will then be issued a uniquely numbered wristband corresponding to this information. During the event, our medical team will be responsible for any child welfare issues, and have access to the information held about children on site.

For registration process see appendix K: Medical and CRB

To gain access to the festival site a wrist band must be obtained from the box office. Box office staff will be briefed in the admissions policy and will be the first check for age identification.

Challenge 21 posters and a Pass Recognition Poster will be on display at the box office.

6.3 Refusal of Entry

The event management team shall not grant entry to any individual who is;

- intoxicated on drink or drugs
- displaying aggressive or anti-social behaviour
- believed to have criminal intentions
- under 18 years of age and not accompanied by a responsible adult

7 Emergency Procedures And Roles

7.1 Evacuation Procedure

A 2m x 1m overhead Emergency Exit sign will be located on the perimeter of the event arena, clearly marking the exit route. Patrons will be directed by security, stewards and event management personnel to the rendez-vous point in an emergency situation.

See appendix E: Signage

7.2 The Role Of The Police

It is not expected that the Police will be involved in the routine management of the event. The Police will be contacted in the event of an emergency by the Event Manager or his acting deputy.

7.3 The Role Of The On Site Medical Team

A professional medical team will be engaged to provide Paramedic/First aid cover for the event. Medical Centre will be situated adjacent to Event Control Headquarters. This team will liaise with the local Ambulance service to determine response times and contingency arrangements.

7.4 The Role Of The Fire Brigade

It is not expected that The Fire Brigade will need to implement any special arrangements for this event. The event organisers will deploy adequate fire fighting and safety equipment to cope with untoward incidents.

7.5 Emergency Management Procedures

a) **Untoward Incident**

An untoward incident is defined as “a routine occurrence that impacts upon the safe running of the Festival but does not require the Police to assume the co-ordination of its resolution.”

Despite effective planning there may still be occurrences determined as untoward incidents. However, it is recognised that if the Festival Management Team do not address such circumstances effectively, a more serious Emergency may result.

Resolution of such routine occurrences is an intrinsic part of the Management of the Festival. Given their predictability, appropriate Contingency arrangements have been identified and will be managed by the Event Management Team. To resolve untoward incidents the Festival Management Team will initially communicate by radio/mobile phone. On the occurrence of an Untoward Incident or Emergency situation, the event manager will manage the response of the Stewards and Officials in conjunction with the Security Liaison Officer.

An Untoward incident will require a localised response which should not require a general broadcast.

The Festival Management Team may retain responsibility for coordination of the response even if Emergency Services assistance has been requested. However the Police may decide that circumstances require further intervention. The Festival Management Team will then provide assistance to the police as required.

b) Emergency Situation

Whilst the Festival Management Team is responsible for dealing with untoward incidents, those involved must be aware of their own ability to cope and recognise the occurrence of Emergency Situations.

An Emergency situation is defined as

“An occurrence that poses a threat of serious injury, loss of life or a break down in public order and does require the Police to assume the co-ordination of its resolution”

If the Event Management team are not able to deal with the incident they should immediately contact the police and/or contact the Emergency Services by telephone. The meeting point will be Event Control where a clear plan of action will be determined. In such circumstances, responsibility for coordination of the response will pass to the Police.

On the occurrence of an Emergency Situation, the Event Manager and the Security Liaison Officer shall assist in communication of essential information to stewards, Officials and members of the public.

All stewards and officials will have a thorough understanding of the contingency arrangements.

See 7.6 Emergency Response Plan p31

c) Major Incident

A Major Incident being defined as;

“Any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority for:

- **The initial treatment rescue and transport of a large number of casualties.**
- **The involvement of either directly, or indirectly large numbers of people.**
- **The need for large scale combined resources of two or more of the Category 1 responders.**
- **The mobilisation and organisation of the Emergency Services and supporting organisations, e.g. Local Authority,**

to cater to the threat of death, serious injury or homelessness to a large number of people.”

The declaration of a major incident will be determined by one or more of the Emergency Services and is beyond the scope of the festival organisers.

It is recognised that circumstances may be such that a major incident will have to be declared.

In such circumstances it is the duty of the organizers to assist the Police as directed.

7.6 Emergency Response Plan

A flexible Emergency response plan will be implemented as follows:

Any steward or official becoming aware of an untoward incident or emergency situation must advise their security liaison officer as soon as possible.

State the Location, Incident, Report, and Action.

On receipt of this information the security liaison officer will advise the Event Manager and/or the Safety Officer (depending on who is the most appropriate person) who will act as appropriate then conduct an assessment to determine if the circumstances do in fact amount to a potential Emergency Situation.

If assessed as such The Emergency response Plan will be implemented. Otherwise the occurrence will be managed as an untoward incident.

If the performance has to be stopped a message shall be communicated via the site radio system to security and stewards to begin the evacuation procedure. The message shall be, "Attention, attention, attention. This is not a drill. Please begin the evacuation procedure."

A broadcast of clear and concise instructions to the crowd is to be made using the show Public Address system. A microphone shall be connected in such a way as to be instantly available for use in addressing patrons in an emergency situation.

Security Liaison Officers also have loud hailer's available.

Public co-operation should be requested and some reasoning behind the shut down and subsequent evacuation explained. The message must be concise. Public should be requested to leave as quickly and calmly as possible following stewards instructions to the designated rendezvous point.

Message will be along the following lines;

"Ladies and Gentlemen, we are sorry that due to (insert a brief explanation if appropriate) the show cannot continue.

Please leave the area by any available exit. Please do not approach the Fire engine, stage area/burning structure.

Thank you for your co-operation.

Please follow the steward's directions and leave as quickly and calmly as possible for the designated rendezvous point."

Stewards and Police Officers (if in attendance) will actively encourage the crowd to move in accordance with the announcement. They will attempt to reassure and calm the crowd. Stewards should indicate with arm gesture (straight arm pointing steadily) to the nearest exit, which will be clearly signposted and from there to the designated rendezvous point. Radio traffic will be restricted. If an evacuation of part or the entire site is required, Stewards and Police Officers will prevent re-entry. It is recognised that circumstances may be such that a major incident may have to be declared. In such circumstances it is the duty of the organisers to assist the Police as directed.

7.7 Fire Precautions And Equipment

Fire Marshals who are fire extinguisher technician qualified will be on site throughout the event.

a) Fire points.

All fire points will be positioned as a result of the fire risk assessment and shall be placed in risk identified areas.

All fire points will have the appropriate signage.

Fire points shall consist of one water fire extinguisher and one foam fire extinguisher.

Fire points class A fires	
Area	Quantity
Camping	3
Camper-van parking	1
Crew camping	1
Food retail	1
Market	1
Fire pit x2	2 (1 each)
Solar stage area	2
Café stage area	2
Reggae Stage area	2
Acoustic Stage area	1
Bar area	1
Performance Area	1
Event Control	1

b) Electrical fire protection points

Where electrical equipment is used appropriate fire protection shall be in place close to the equipment in order to deal with an incident quickly.

Electrical fire protection will consist of one CO₂ fire extinguisher and one powder fire extinguisher.

Fire protection points for electrical fires	
Area	Quantity
Solar stage	1
Café stage	1
Reggae Stage	1
Acoustic Stage	1
Bar areas	1
Solar array and Battery pack	1
Generator 2	1
Generator 3	1
Event control	1

Personnel will be briefed by the site safety officer as to the location of fire points as part of the briefing and rehearsal schedule.

All market stalls and outlets are advised as part of the application process that they must have a suitable fire extinguisher.

All Food outlets are advised as part of the application process that they must have a light duty fire blanket and a suitable fire extinguisher.

Any fire protection equipment brought to site by traders will be inspected by the site safety officer prior to opening to the public. Any trader's food or non food arriving without adequate fire protection equipment will not be permitted to open.

c) Zones

Please note all quantities listed below are initial estimates only, and are pending further recommendations from a fire safety consultant.

i. Camping area

The camping area will be designed with a cross pattern of 5 meter fire breaks. 3 fire points for class “A” fires will be installed in well lit areas within the camp-site with the proper signage stating “Fire Point”.

ii. Camper vans

1 fire point for class “A” fires will be installed in well lit areas within the camp-site with the proper signage stating “Fire Point”.

iii. Crew camping

1 fire point for class “A” fires will be installed in well lit areas within the crew camping area with the proper signage stating “Fire Point”.

iv. Psytrance Stage

2 fire points for class “A” fires will be installed.

1 fire point for electrical fires will be installed in the back stage production area.

v. Café Stage

2 fire points for class “A” fires will be installed.

1 fire point for electrical fires will be installed in the back stage production area.

vi. Reggae Stage

2 fire points for class “A” fires will be installed.

1 fire point for electrical fires will be installed in the back stage production area.

vii. Acoustic Stage

1 fire point for class “A” fires will be installed.

1 fire point for electrical fires will be installed in the back stage production area.

viii. Performance area

1 fire point for class “A” fires will be installed.

One Co2 fire extinguisher, will be in position and a Fire Marshal will be present when there is a performance.

ix. Managed Fire Pit (x2)

1 fire point for class “A” fires will be installed at each fire.

One Co2 fire extinguisher will be in position and a Fire Marshal will be present when there is a fire. Positioning of fire pit is on main site plan.

The fire pit will be 2m in diameter with a 2m fire break around it.

x. Fire performance Area

One Co2 fire extinguisher, will be in position and a Fire Marshal will be present when there is a performance.

xi. Bar areas

The bar area shall have one fire point for class “A” fires and one fire point for electrical fires and one light duty fire blanket placed inside the bar area. One fire point for class “A” fires shall be placed outside the bar area

xii. Food Retail and Market

1 fire point for class “A” fires will be installed

All Food outlets will have one a fire extinguisher and fire blanket, this is a condition of the application process

All market stalls will have a fire extinguisher, this is a condition of the application process

For application Process for Traders see appendix G: Caterers and Traders

7.8 Medical Cover And First Aid Provision

a) Build and break down

The event management team will provide suitable first aid protection during the build and breakdown phases for all personnel working on site, including the provision of first aid boxes and eyewash stations and the nomination of sufficient numbers of relevantly trained first aiders to adequately cover those working on site including volunteers and visitors.

A first aid kit containing;

- Sterilised cleaning strips
- Plasters
- Scissors
- Eyewash
- Gloves

A first aider will be on duty at all times during the build and break down phases.

Details of nominated first aiders shall be held at event control.

An accident book shall be kept at event control which will be compiled by a competent person.

b) Show Time

Four Counties Ambulance have are being engaged to provide medical cover and consultation.

Our **HSE Purple Guide** score will be assessed by Four Counties Ambulance who will provide the appropriate level of medical cover, including paramedics and an ambulance for the event if required.

Ambulance staff have enhanced CRB checks.

The Security Contractor will be ensure that at least 4 of their staff are first aiders.

The Medical Team will be included in the event radio network ensuring effective communication with Event Control.

See appendix K: Medical and CRB

8 Site Infrastructure and Key Areas

8.1 Competent Contractors And Crew

All contractors and sub-contractors shall produce evidence of competency in addition to suitable and sufficient risk assessments/method statements for their work task and a current insurance certificate with the required amount of cover.

All contractors and sub-contractors and crew are expected to adhere to site rules and to cooperate with others whilst conducting themselves and their operations in a way which promotes their own safety and that of others. The contractor's and crew information process is designed to assure consistency throughout the event. Contractors are required to produce documentation to ensure competence.

Any contractors that do not meet any of the criteria of standards set out by in the Information process will find themselves excluded from the event. All documents will be held at Events site office.

See appendix L: Terms and conditions

8.2 Electrical Supplies And Installations

A qualified electrician will be engaged to supply all generators and installation for the event. All installation will be inspected and certified for use prior to opening to the public.

There will be three generators provided for the event. All generators will be housed within their own compound and provided with suitable fire protection and signage. Hard copies of generator information shall be held at event control.

In addition, A the solar stage will be powered by a solar array and battery system. Solar installation provided by Tony Fleming. All necessary risk assessments will be carried out.

See appendix O: Electrical supply

a) Site Lighting / Emergency Site Lighting

i. Car Parking Area

The car parking area shall be illuminated by an independently powered VT-1 Bio-diesel tower light to aid security in patrolling the area. The VT-1 tower light shall be positioned to illuminate the car parking area.

VT-1 tower light shall be positioned at the emergency RVP.

ii. Entrance and Event Control

Will be illuminated by mast light units rated at 500w.

iii. Toilets and water points

Sanitary accommodation blocks and water points will be illuminated by mast light units rated at 500w.

iv. Camping

Festoon lighting will be used in camping areas.

v. Emergency site lighting

Inside the two main structures the emergency lighting shall be of a battery type linked to the main lighting circuit and designed to activate in the event of a power interruption.

vi. Rendez-Vous Point

A VT-1 tower light shall be positioned at the emergency RVP.

Ambient lighting shall be used throughout the event to prevent dark spots.

b) Pat Testing

Electrical contractors to PAT test equipment prior to the event opening to ensure that any items not bearing a current PAT certificate may be tested and certificated.

8.3 Show Lighting

See Appendix N: Show Lighting and décor

A briefing on the correct use of ladders will be taken with Guidance from working at height and other relevant standards.

A ladder registry will be in force.

Risks will be assessed before work commences.

Methodology will be documented and kept at Event Control.

8.4 Key Designated Areas

a) Event Control

Event control shall be positioned adjacent to the box office at the main entrance to the site and will consist of secure Caravans and/or temporary structures. The following shall be housed at event control:

- Security
- Medical
- Box Office

b) Production

- Production Office
- Site Office
- Crew Catering

8.5 Temporary Installations And Structures

All tents and temporary structures will be erected by trained / competent crew and suppliers. We are currently in discussion with various suppliers, Details to be confirmed.

See appendix M: Tentage

Caravans:

3 x secure lockable caravans will be supplied for event control, box office and security/medical.

2 x additional secure caravans will be provided for production office, site office.

They will arrive on 25th August and depart 2nd September.

8.6 Signage

See appendix E: Signage

- Signage for the event prepared for compliance with the health and safety (signs and signals) regulations 1996.
- Guidance has been taken from Hsg L64.
- There will be ample directional signage, laid out in a clear and legible manner.
- All Caterers have been notified to the needs of relevant signage in their application process.

- Sign posts will be installed across the site indicating water points, toilets, event control security, medical and welfare, emergency routes and other useful information as relevant.

See appendix G: Caterers & Traders

8.7 Decoration/ structures

See Appendix N: Show Lighting and décor

Decoration for the stages will be predominantly stretchy nylon fabric and some cotton, most of which is owned by the Festival organisers. All existing and any new fabric will be treated with a suitable fire retardant product, prior to the event.

A briefing on the correct use of ladders will be taken with guidance from working at height.

A ladder registry will be in force.

Risks will be assessed before work commences.

Methodology for safe working will be documented and kept at Event Control.

Methodology on the use of fire retardant materials will be documented and kept at Event Control.

A briefing on the correct use of ladders will be taken with Guidance from working at height regulations, and in line with others including LOLER and PUWER.

A ladder registry will be in force, recording ladder operations.

Hazards will be identified, and risk assessments conducted before work commences, and any risk assessments in place will be strictly adhered to.

Methodology on all aspects of this section and related procedures will be documented and kept at Event Control.

Methodology on the use of fire retardant materials will be documented and kept at Event Control.

See Appendix B: Fire risk assessments

8.8 Market area and Traders

The Traders application process is designed to assure quality throughout the event. Traders are required to produce documentation to ensure competence. Any Traders that do not meet any of the criteria of standards set out by in the application will find themselves excluded from the event. Hard copies of all documents will be held at event control.

All traders who require one will be provided with a 16amp supply by the organiser's electrical contractor.

Documents required

1. A completed application form.

see Appendix L: Application Forms and Terms & Conditions

2. An up to date insurance certificate.
3. Risk assessments.
4. P.A.T. Certificates.
5. Any relevant fire proofing certificate.

We will have facilities for PAT testing on site.

For application Process for Traders see appendix G: Caterers and Traders

9 Documentation And Reporting

Hard back books will be kept at event control for the event management to keep records for;

- Incidents log
- Visitors to site
- Accidents log
- RIDDOR guidelines

Bound copies of the EMP with any amendments will be made available and will be held at event control.

Security will keep their own reporting procedures.

See appendix D: Security and Stewards

Medical will keep their own reporting procedures.

See appendix K: Medical And CRB

10 Site Safety Rules

Site safety rules and signage shall be displayed in a prominent position in the site.

All persons on site during the build phase shall be made aware of the site safety rules at their site induction.

Site safety rules

1. Contractors, crew and visitors to site must take every care when parking their vehicle not to cause a hazard on the public highway or to themselves, workers from other companies or members of the public and must park as directed.
2. Appropriate foot ware must be worn at all times on site.
3. High visibility vests or clothing must be worn at all times during the build and breakdown phases. During show time all personnel who are not on duty must remove their high visibility clothing. Any off-site activities such as walk around perimeter checks and sound level monitoring would require the use of high visibility jackets.
4. A speed limit of 5 MPH exists across the site at all times.
5. Any gates or entrances to fields must be securely closed if used.
6. Contractors, crew and visitors to site are required to conduct their activities at the event site so as not to cause a hazard to themselves or others. This includes the use of personal protective equipment or the production of method statements if required. Particular attention must be paid to the safety of the public.
7. The playing of radios, sound systems or any amplified or acoustic music is prohibited unless for the purpose of a sound test or similar and only with the written permission of the organisers.
8. All hand tools, plant or equipment used on site must be suitable for the purpose and in a sound and safe condition.
9. Any electrical equipment used in testing or measuring must bear a current PAT certificate.
10. Contractors crew and visitors to site are required not to leave any rubbish or waste material at the event site.
11. In an emergency situation all contractors, crew and visitors to site must follow instructions from stewards and security and leave the event arena immediately for the RVP and must not return to collect any personal items from inside the event arena or car parking area. Contractors, crew and visitors to site must then await a roll call to determine if any contractors, crew or visitors to site may be trapped or injured.

11 Insurance

See appendix J: Insurance

The Event will be fully insured by Robertson Taylor. Insurance will include;

Employer's liability insurance (£10M)

Public liability insurance (£5m)

Products liability insurance (£5m).

12 Disclaimer

The information contained in this document/record is proprietary to the organisers unless stated otherwise and is made available in confidence. It must not be used or disclosed without the express written permission of the organisers. This document/record may not be copied in whole or in part in any form without the express written consent of the organisers which may be given by contract.

The contents of this document are subject to change without notice, until the document is approved and agreed by all parties and released at Issue 1.

Date of issue	28/04/14
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13 Appendices

13.1 Appendix A: Risk assessments

Additional document.(attached)

13.2 Appendix B: Fire Risk assessments

Additional document.(attached)

13.3 Appendix C: Licences

Paperwork pertaining to the license awarded by MDDC inserted here when available

13.4 Appendix D: Security and Stewards

Additional documents inserted here when available.

13.5 Appendix E: Signage

List of needed sign and positions, and templates inserted here when known

13.6 Appendix F: Web Site Specifications

Additional document to follow

13.7 Appendix G: Caterers & Traders

Risk assessments, insurance and certificates pertaining to traders inserted here when available

13.8 Appendix H: Sound Management

Additional document (attached).

13.9 Appendix I: Sanitary Provision

Additional Documentation to follow

13.10 Appendix J: Insurance

Insurance Policy Documents inserted here when available

13.11 Appendix K: Medical

Additional Documentation to follow

13.12 Appendix L: Application Forms and Terms & Conditions

Additional documentation in labelled folder.

13.13 Appendix M: Tents and structures

Additional documentation to follow when available

13.14 Appendix N: Show Lighting

Additional documentation to follow when available

13.15 Appendix O: Electrical supply

Additional documentation to follow when available

13.16 Appendix P: Site and area plans

Additional documentation in Labelled Folder.

Map A Traffic Management – Traffic from Crediton

Map B Traffic Management – Site Close-up and Blue Light Access Routes

Map C Facilities and Site Layout

Map D Camping Area Plan

Map D Main Arena Area Plan (including Market traders and Performance Areas)

Map E Solar Stage Area Plan (to follow)

Map F Cafe Area Plan (to follow)

Map G Reggae Stage Area Plan (to follow)

Map H Acoustic Stage Area Plan (to follow)

13.17 Appendix Q: Waste Management

Additional documentation to follow when available

13.18 Appendix R: Accreditation

Additional documentation to follow when available