



Event Management Plan
In conjunction with the licensing application for Premises License

Event Management Plan REV 10 Ver 1 30-07-2014

‘Homegrown Music Festival OX & Bucks’
Friday 15th August - Sunday 17th August 2014
Chesterton, OX26 1TH
www.hmfoxford.co.uk

LOCATION - 51°53'8.00"N - 1°12'18.41"W - Field off Akeman Street, Chesterton;
This is a one off event for this location a new venue will be found for next year

Homegrown Music Festival Limited
Company Number 8792858 Registered Offices:
The Academy, Church Farm,
Church Road, Barrow, Bury St Edmunds, Suffolk, IP29 5AX
www.homegrownfest.co.uk

In collaboration with the Safety Advisor Group (SAG) and the Event Safety Guide (Purple Guide) and the Code of Practice on Environmental Noise Control at Concerts and the FSRA guidebook

Site Contact Details – 07922 631165
Tel: 01284 810446 (Main Academy Office)
Len Readle – Organiser - 07922 631165



Email: homegrownox@gmail.com

1. Management and organisation
2. Plans, aims and objectives
3. Event Description
4. A Profile of their expected audience
5. The capacity of the event area
6. Organisational structure
7. Roles and Responsibilities
8. Insurance and liabilities
9. Security and Stewarding
10. Fire & Blue Route
11. Traffic Management
12. Environmental Considerations
13. Communications
14. Crowd Management
15. Emergency Procedures
16. Welfare and Information
17. Health and Safety Statement and Guidelines
18. Fire Risk Assessments
19. Site Safety Risk Assessments
20. Event Safety Risk Assessment for HOMEGROWN MUSIC FESTIVALS LTD - OXFORDSHIRE
21. Attachments including advance warning signs



1. Management and organisation

ORGANISATIONAL STRUCTURE – the first 2 are the main contacts

Event Organiser (EO) - Len Readle – 07922 631165 – len.readle@gmail.com

The EO person in overall charge to ensure that all responsibilities and plans are carried out; who will delegate and make decisions; who will call the meetings; ensure permissions are in order and appropriate licenses are applied for and obtained; and will ensure clear communication takes place between all parties involved. If the event has applied for and been granted a license, this person is responsible for ensuring that any conditions on that license are met.

Deputy Even Organiser (DEO) - Glen Moulds - 07415 886805 - Glen@homegrownfest.co.uk

The DEO will assist the EO in all aspects of the duties listed above and will stand in during rest times for EO as well as other duties specified below.

Head of Security SIA Team- Brian Smith - 07545 276785 - brian@aviserv.co.uk

Brian is the head of security for Aviserv Ltd, Building 3, Hotel Boulevard, 282 Bath Road, Harmondsworth, Middlesex, UB7 0DQ – his responsibilities will be security of the event with regard to all SIA activities.

Treasurer – Svetlana Readle – svetamailbox@yahoo.com

This person will create the event budget and cash flow forecast, handle the bills, pay people and take in any monies.

Programmer/Stage Manager - Kevin King - 07729 614540 - kkk88@btinternet.com

This person will arrange and co-ordinate everything to do with performers or may look after amusements. Kevin King is an experienced Stage manager and helps to run the Abbeyfest music festival in Abbey Gardens, Bury St Edmunds. Kevin is responsible for everything to do with stages 1 and 2 including safety and artists.



Traders Manager - Svetlana Readle – svetamailbox@yahoo.com

This person will arrange and co-ordinate everything to do with market stalls and/or food vendors.

Stewards and Volunteers - Julie Moulds - 07950 856581 - juliemoulds@hotmail.com

This person will co-ordinate the volunteers and their schedule of duties.

Publicity and Marketing - Len Readle – 07922 631165 – len.readle@gmail.com

This person would see to it that the event information is publicised to the correct target audience via flyers, emails, websites, press releases, listings and advertising. They will make sure correct permissions are in place for any leaflet distribution.

Sponsorship Manager - Len Readle – 07922 631165 – len.readle@gmail.com

This person will be responsible for raising funds for the event by contacting persons and organisations willing to sponsor the event. They will liaise with the rest of the committee to ensure that the sponsor's name and/or logo is included on publicity materials or on display at the event.

Production/ Site Manager – Richard Dixon – 07944 413867 – ironworkerdixon@gmail.com

This person will co-ordinate everything needed to build your event site / infrastructure: toilets, fencing, signs, staging, marquees, generators, public address system, water provision, site clearance, skips, litter bins, fire extinguishers etc.

Welfare - Julie Moulds - 07950 856581 - juliemoulds@hotmail.com

This person co-ordinates lost children, looks at the needs of the elderly or of those with access or other special needs. This person could also coordinate event information available on the day and ensure that first aid is available throughout the event.

Health and Safety Officer - Glen Moulds - 07415 886805 - Glen@homegrownfest.co.uk



This competent and qualified person will create the event risk assessments, contingency plans and emergency evacuation plans. They will carry out health and safety checks on any contractors or services the event buys in as well as making sure the event site is safe on the event day e.g. checking signage, access, trip hazards, and first aid and so on.

Managing the Team

Event Staff and Volunteers will become our ambassadors, facing our audience, delivering our planning. For this reason, they are an integral part of our event mix, we will build our event staff and volunteer's resource by:

- Recruitment
- Training
- Expenses and Remuneration
- Health and Safety Responsibilities and Training
- Employer's Liability Insurance
- Public Liability Insurance
- Grievance Policy
- References
- Criminal Records Bureau (CRB) Checks – where required

Training

Internal staff and volunteer training can make the difference between a smooth running event and an event management team struggling under the weight of basic questions, or worse, staff supplying inaccurate information. Simply informing the staff and volunteers can resolve a large number of basic problems.



Marshal Training (a minimum of 20 Marshals will be on site during festival operating times)

General

All Marshals are to be constantly aware of people trying to access or exit over the security fence and/or not by a recognised access point. If any person is noticed trying to do so, an immediate call to the control point must be made by radio or mobile phone, Control will despatch trained SIA personnel. The control room will be a converted horse box with a viewing platform on the roof to enable viewing of the festival site and the fences

If the Marshal is unsure about anything at all they are to speak to the Senior Marshal on the radio channel indicated on that day or by mobile phone, failing that the main control room.

If a Marshal sees any problems such as fire or a public disorder, they should immediately inform Control of the situation and the location, Control will then assess the situation and decide on what actions will be needed, there are many variants to the reasons for a traffic build up and some of them may not be caused by the Festival, if the Emergency services are required then they will be called accordingly.

In the event of an emergency, Marshals shall revert to their assigned duties that will be set out and allocated before the event and refreshed at each morning's event meeting/training.

They will be trained on;

Road Marshals;

Marshals will be placed at areas as marked on the picture A below

Their training will include;



Dealing with questions from motorists –

If a motorist stops to ask for information on the event or directions the Marshal is not to engage in a conversation but to point the way to the festival entrance

If a motorist tries to park on the road leading to the festival or in sight of the Marshal, the Marshal shall politely inform the motorist that this is not allowed and that there is plenty of parking at the festival. If the motorist refuses to remove the car then a general description of the motorist is to be given, via radio or mobile phone to the control point who will inform the ticket office that the motorist is not allowed to enter the festival site. The Marshal should take note of the car registration.

When the Marshal is relieved from their shift they should brief the oncoming Marshal of any significant events or situations

If the Marshal sees a build-up of traffic approaching the festival entrance he should inform Control immediately by radio or mobile phone

The Marshal shall at all times remain stood in an area that is safe from traffic, water and shelter (if required) will be provided

Entrance Marshals

Marshals give priority to cars entering the festival site to ensure the public road has as little disruption as possible.

If pedestrians arrive they are to be immediately directed to the stepped access to the car-park pedestrian lane.

If drop-off cars, taxis or minibuses arrive they must be directed to the drop off point, once they are ready to leave, they will wait at the drop-off point exit until called forward by the Entrance Marshal, this should be done when the road is clear of traffic to minimise any queuing for the festival site.



Marshals should be alert of any build up in traffic, all cars entering the festival site are to be directed to the bottom of the car park, near to the ticket office, where cars will enter the car park and be allocated a slot, this area will hold at least 50 cars, this should enable the cars to enter onto the festival site without queuing on the public road.

Car park Marshals

They will ensure the approaching traffic from the entrance to the festival site move to the entrance area of the car-park in an orderly manner.

Once inside the car park the Marshals are to guide the motorist to the allocated spot, and if they have not paid in advance for their car space then monies will be collected and a ticket given for the motorist to display in the inside of the car near the windshield.

Disabled drivers are to be guided to the disabled car-park section, however, the motorist should display their blue badge (Disabled badge) as proof of eligibility.

Marshals should point to the pedestrian walkway to each motorist and inform them to use this path to access the festival entrance.

Ticket office Marshals

Marshals will ensure an orderly queue for purchasing or showing proof of purchase to the ticket stall who will issue wrist bands.

Marshals will guide the pedestrians to the pedestrian lane that will guide them to the festival ground.



Assistance for disabled or push chairs should be offered where needed.

Access control Marshals

These will be situated at the entrance to the main festival field and will be at hand to assist in wrist band checking or whatever maybe required of them.

General Marshals

Marshals will ensure the wellbeing of all the festival attendees and will be at hand to help with offering directions and general enquiries.

Marshals will be constantly on the lookout for any possible issues such as fire or public disorders, any situation should be reported first to the Senior Marshal and/or Control.

Senior Marshals

Senior Marshals will be responsible for their teams and ensure they are carrying out their duties professionally and with a pleasant attitude to the public.

Senior Marshals are responsible for the timetables of Marshals and ensure the welfare of their team.

Senior Marshals should help fill any gaps in the Marshalling tasks.

In case of Emergency (Assembly points are marked on the plan attached below and large signs will be placed on the festival site)



There will be intensive training prior to the event and at each morning briefing as a refresher, the training will cover as follows;

Training of all personnel on the basic use of fire extinguishers for small fires

Training of senior Marshals as to the role of Fire Marshal (to assist the dedicated firefighting team who will be on site at all times).

First aid, all Marshals will be trained in basic first aid, however, administering of which should be tightly controlled and the Marshals main purpose if dealing with a situation is to guide the dedicated EMT to their location or in minor circumstances, taking the member of the public to the First aid post or ambulance.

If there is a fire in the car park, all public and Marshals should move clear of the area to a safe location.

All Marshal Stations will have a mean of alerting the general public, an air horn, bell or similar.

In case of Evacuation

Duties will be issued at the pre event training and at the morning briefings with regard to duties during an evacuation Marshals shall be allocated a duty and/or position;

The main evacuation point will be near to the stage area where large signs will be placed.

Gate Marshals

Dependant on the area allocated for the evacuation, the public address system will announce to the public of the route they are to take.



Evacuation from Main Festival Site is via the side of the stage as shown on the general site plan;

2 Marshals shall immediately open the unlocked gates at the site entrance and at the gate leading to the hard standing road.

2 Marshals shall turn on the lights that mark the route to the evacuation assembly areas.

4 Marshals shall line to the route across the field to help guide the public to the Assembly point.

2 Marshals shall attend the Assembly area (shown on the map as Assembly area A and will have signs on the site for people to clearly see) keep the public in one place and keep them calm.

They will wait for directions from control and/or Incident commander

The second evacuation point will be near the car park shown on the map as Assembly area B and will have signs on the site for people to clearly see

2 Marshals are to ensure the access ways are clear.

4 Marshals to line the path to assist the public in their movement.

2 Marshals shall attend the Assembly area and keep the public in one place and keep them calm.

No one is allowed to approach their vehicles and certainly not try and drive out

They will wait for directions from control and/or Incident commander.

ALL MARSHALS SHOULD ASSIST ANY DISABLED/AGED OR CHILDREN WHERE NEEDED



Public Disorder

Any Marshals noticing any public disorders must immediately report it to the Senior Marshal and/or Control where SIA personnel will be dispatched to the relevant area, at no point are they to interfere unless a minor event is taking place, such as a drunk falling or the like, the Marshals safety is paramount and should not risk any confrontation.

If an event causes particular urgent information and the Control, senior marshal or SIA team are unable to respond, they should call 999, however, this decision is a last resort as Control should be contacting the Emergency services.

ROLES AND RESPONSIBILITIES

In the event of an emergency fire/evacuation or other large scale event the following responsibilities and roles will apply

EO

In overall control of situation until such time (if required) the emergency services take over and all information and cooperation will be given to the incident commander

DEO

Second in command and responsible for ensuring personnel carry out their responsibilities as listed, he will also organise training with all personnel prior to and during the event, to include evacuation plans, fire drills, use of fire hydrants, responsibilities for each member. Also responsible for HSE and managing the SIA team



Production/ Site Manager

Ensure the generators are switched off where required and safe, ensure security fencing is in place to stop any unauthorised people touching the equipment

In the event of an emergency;

Fire, if generator has a fire use fire extinguishers in an attempt to put out the fire in a safe manner, then report incident to EO, if unable to put out fire then report immediately to the EO

Evacuation, assist event management team as designated in the pre event training

SENIOR MARSHALS

In the event of an emergency;

Fire, ensure all marshals and stewards are assisting the public to move away from the area of danger and to rally them in a safe area within the festival grounds unless an evacuation is required

Evacuation, ensure all marshals and stewards are assisting the public to move towards the evacuation route in an orderly fashion and reduce panic

MARSHALS

Fire, follow guidance from SENIOR MARSHALS to guide the public accordingly



Evacuation, immediately go to designated places (as per the pre event meeting and training session) and help guide the public to the evacuation route, if there are any public struggling or injured, assist as much as possible or inform EO of any seriously injured people

STEWARDS

Fire, follow guidance from SENIOR MARSHALS to guide the public accordingly

Evacuation, immediately go to designated places (as per the pre event meeting and training session) and help guide the public to the evacuation route, if there are any public struggling or injured, assist as much as possible or inform EO of any seriously injured people

OTHER MEMBERS OF THE HOMEGROWN TEAM

Your tasks in an emergency will be given clearly in the training before the event takes place and it is your responsibility to assist the Senior Marshals as directed

ONLY PERSONS TRAINED IN USING THE FIRE FIGHTING EQUIPMENT WILL BE AUTHORISED TO DO SO, SAFETY FIRST IN ALL SITUATIONS

Normal tasks

EVENT MANAGEMENT TEAM, to carry out assigned duties and fill in where necessary and where trained to do so

Ticket Ripper/Scanner. These two roles involve checking ticket validity on the entry gates.

Gate Steward/Wrist-bands. Assisting with the processing of customers, placing wristbands safely on wrists of people entering the site in exchange for their ticket, keeping your bands and ticket stubs secure, tallying your stubs and bands at the wristband



exchange. ENSURE ALL CHILDREN UNDER 16 HAVE THE CHILDS BAND PUT ON WITH PARENT/GUARDIANS MOBILE NUMBER WRITTEN ON.

Marshals & Steward. Directing campers to less congested areas of the site, keeping fire/access lanes clear, checking on amenities, giving out advice and directions, checking the general mood of the customers, interacting with customers, helping to create a happy vibrant atmosphere, reporting back any concerns/observations to supervisors and event management.

Runner Assisting the gate management team to keep stock of all wristbands and stubs and other general requirements.

Camping Steward. Making sure these areas are camped so as to allow the maximum use of the land (following camping space guidelines) available and report back any concerns to the event management.

(All the roles above will be under the management of Senior Steward. These roles will be assigned as and when needed once on site).

Information Point Steward. Helping the patrons in your area and supplying them with information on all aspects of the event. You are also responsible for feeding back up-to-date information to the event management team and gauging the mood of the customers in your area.

Event Ambassador. Handing out leaflets, maps and giveaways to customers. Providing customers with event information. Aiding welfare and medical teams to make sure everybody is having a good time.

Recycling Operative. Involved in the day-to-day recycling of waste materials on site. This may involve supporting on site contractors collecting refuse. Alternatively, you may be handing out bin liners and advising patrons of our onsite recycling facilities and encouraging them to use these.

Litter Picker. Part of a large team picking litter from the ground over the weekend and after the show to keep the site clean.



Bar Staff. Serving of drinks and collection of cash in one of the onsite bars. You would also be required to keep the bar clean and assist the bar management team.

Car Park Assistant. Assisting the car parking team with the safe parking of motor vehicles, collecting cash, giving directions and general duties.

Sanitation monitors. Monitoring the service areas, ensuring they are working correctly and efficiently, and managing the queue.

Supervisors. To monitor the roles above as directed by the event management team

Briefings to be given before the event and each morning before the festival opens:

Brief	Brief info and	By whom and when
What the event is	<ul style="list-style-type: none"> A brief description or outline, Dates & Times, Location, Meeting point: Where staff are to report to upon arrival 	EO and DEO
Important contacts	Volunteer Coordinator, Event Manager, Site Manager etc	EO
Duties	Outline what you expect of the staff and volunteers. It may be appropriate to split this into separate Job Descriptions for different roles	DEO
Reporting and Leaving	Clearly detail how staff and volunteers should check on and off their shifts.	DEO



Dress Code	Detail what you expect staff and volunteers to wear, including information on any supplied uniform	Managers
Facilities	Where staff can get changed, access drinking water etc.	Managers
<ul style="list-style-type: none"> • Health and Safety Policy & Guidance 		DEO
<ul style="list-style-type: none"> • Lost and Found Children Policy and Procedure • 		Julie Moulds
<ul style="list-style-type: none"> • Accident and Injury Policy and Procedure 		EO & DEO



Contractors and Suppliers – a full list of vendors with confirmation they are truly certified will be issued to the CDC 1 week prior to the event

Trader or supplier/service	Items of supply	Certification checked	V number - location
Showtime Amusements	Bouncy Castles	Yes	V1
Mot Rowe Catering	Roast meats, pancakes Slushy	Yes	V2
Cup & Saucer	Coffee	Yes	V3
Planet Burger	Burgers, Chips		V4
Ricos Pizza	Pizzas	Yes	V5
VACANT			V6
Box Seventy Seven	Cocktail vintage van	Yes	V7
VACANT			V8
VACANT			V9
Kinky Melons Retro Boutique	Vintage clothing	Yes	V10
Snack Shack	Crepes, candy floss, ice cream, cold drinks	Yes	V11
Kloud Nine	Gourmet Halloumi Foods	Yes	V12
VACANT			V13
VACANT			V14
Rainbow Shisha	Shisha, tea/coffee	Yes	V15

All suppliers/vendors/contractors will supply copies of their valid certificates/insurances/HSE/ use of Personal Protective Equipment (PPE) information before any commitment from the EO will take place

[



Camping

Any camping area will be within the defined camping site marked on the General Site Plan, the designated area for the camping is approx. 100 meters x 170 meters = 17,000 m² the tents will be pitched no closer than 6 meters from each other

We will:

- Ensure the camping area is well drained and level and grass cut short to minimise the risk of fire spread.
- Provide appropriate separation distances between individual tents to make the site safe from fire and trip hazards
- Physically segregate camping areas from vehicle parking areas.
- Provide information on site safety to campers (e.g. no campfires, no BBQs, location of fire points, toilets etc.) at strategic points.
- Provide enough fire points (these will consist of a means of raising the alarm, such as a gong or triangle and fire extinguishers/blankets, extra supplies of water and buckets).
- Provide enough toilet facilities and wash hand basins.
- Provide safe drinking water.
- Provide refuse receptacles at suitable locations.
- Provide enough lighting to enable to that people can see in poor light. (Higher levels of lighting at toilet areas, fire points etc.).

2 PLAN, AIMS AND OBJECTIVES

This plan is designed to bring together all of the individual organisations & agencies plans involved in the event into one document to provide a complete integrated event plan, its main objectives are:

- To ensure adherence to the four main licensing objectives
- To facilitate the running of a safe and enjoyable event



- To consider and plan for problems that may happen
- To define trigger points at which other plans may be implemented

Why this date? - These dates were chosen because:

1. It is the weekend before the bank holiday and thus maximising the potential of the festival
2. The weather should still be good at the end of August?
3. There are minimum number of other local festivals at the same time

Why this location? - This location was booked because:

1. Event Organiser (EO) knows the area and after looking at many other options understand that this site will reduce any issues with traffic build up
2. It is close to the M40 but does not have direct access (thus reducing potential traffic jams)
3. It is outside of a small village with access avoiding the village, thus reducing upset to neighbouring people
4. The land is has a very good drainage and is very dry and has a solid access in and out of the site
5. The layout of the land is ideally suited to the safe running of a festival
6. There is one main access from Akeman Street thus giving greater control over safety
7. There is a pedestrian evacuation to the South of the site as well as a field which can be designated for use by helicopter emergency services

3 EVENT DESCRIPTION

This is the second year of the 'Homegrown Music Festival' for East Anglia (the founder festival) and the first year for the event to be held in Oxfordshire, "Homegrown Music Festival Ox & Bucks", its purpose is to provide a safe and good value family music festival showcasing local musical talent from the Oxfordshire & Buckinghamshire region. In 2013 we had 1500 people attend the



festival in East Anglia which was declared a huge success by the people attending, the bands/vendors who came, and the organisers.

The siting of the event is the grounds the Fields next to The Bicester Sports Association, as per the location map below, Field off Akeman Street, Chesterton (closest posed is OX26 1TH), the land is owned by Grange Farm. The dates of the event are Friday 15th August to Monday 17th August 2014. Camping will start on the Friday afternoon and the music will be played from 6pm till 11pm on the Friday, 11am to 11pm on the Saturday and 11am to 10pm, we are expecting to have approximately 30 to 40 people camping. Our audience is expected to be made up of a mixture of both young people who either play or support young artists with an additional older generation of parents and music lovers and of course families. Marketing is mainly through the bands themselves together with flyers, posters and media advertising in the Oxfordshire and Buckinghamshire publications.

We have an area where the families can play safely with fully licensed supplier of bouncy castles who will also operate the items he brings, all vendors will produce their full certification to Homegrown on application for their pitches and no unlicensed vendors will be allowed.

4 PROFILE OF EXPECTED AUDIENCE

We expect the audience to be largely families and local music fans and due to some of the older bands performing an older audience, 35 – 55 year olds. Due to the targeted audience we don't expect any potential threats.

5 THE CAPACITY OF THE EVENT AREA

Although the capacity of the venue is probably 15,000, we are estimating less than 5,000 over the weekend period, more than likely APPROX 1,500, we are planning to hold this event on an annual basis and aim to develop the chance for a higher capacity, which for the future events we will be to build a second road/access from Grange Farm.

6 INSURANCES – see attached certificate



7 Security and Stewarding

All designated security staff must be appropriately SIA trained. Security is defined by the Security Industry Authority (SIA), as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger
- Guarding individuals against assault
- Patrolling the grounds of the festival during out of hours operations

8 FIRE PRECAUTIONS AND BLUE ROUTE (Signs will be placed to give clear route markings near and through Grange farm)

We will have a dedicated fire truck and 2 fire fighters on site 24hrs per day who will also carry out fire safety patrols

Sufficient exits will be provided to allow audience and working personnel to exit the site to a place of safety, the points will be clearly marked on the General Site Plan, the visitor's maps and the A3 maps posted around the site and signs pointing to the exits will be placed in prominent positions. There will be an evacuation point to the right of the stage area with a route (lit) to a neighbouring field, shown on the general site plan.

Portable firefighting equipment should be provided in accordance with paragraphs 170 – 172 of the Event Safety Guide (AKA the Purple Guide) and ONLY approved personnel may operate these and any usage or damage reported immediately to the EO.

Temporary structures including marquees should conform to BS5438 and the MUTA Code of Public Safety. All décor, branding and other materials used should be pre- treated with flame retardant liquids.

Contractors/vendors should demonstrate the flame-retardancy of their materials.



In line with current legislation, a no smoking rule is enforceable in all enclosed areas.

All exits should be clearly signed using signage of an appropriate size.

People should be able to walk to safety along a clearly recognisable route by their own unaided efforts, regardless of where a fire may break out at the venue.

People will often try to leave the site the way they entered. Where this is not possible because of the position of the fire or smoke, stewards should be trained to route people away from the fire to a place of safety. Ensure that:

The number and size of exits in fences are sufficient for the number of people present and are distributed around the perimeter, all Exits and gateways will be unlocked and staffed by stewards throughout the event.

Consideration will be given to the following aspects when planning for fire safety at an outdoor event:

- Marquees and large tents
- Fastenings on doors and gates
- Exit and directional signs
- Fire-fighting equipment
- Means of giving warning in case of fire
- Storage and proximity of LPG containers to comply with current legislation

The risk of fire at the festival is most probable at 3 locations, and extra firefighting equipment will be provided in these locations

- Food vendors involved in cooking hot food
- Generators used for stage lighting etc.
- The camp site



Vendors to provide;

Fire Risk Assessment Forms issued by The Chief Fire Officers Association to both food concessions and Traders and market stalls have been issued to all food vendors attending the festival.

A Gas & LPG Compliance Form together with a check list of all certificates, Health & Safety Policies and risk assessments. No vendors will be permitted on site without these documents.

The food vendors which involve cooking hot food will be located in the same area, with adequate distance, which will have more stringent procedures and firefighting equipment.

Generators

The generators used on site are new silent running diesel generators hired in for the event. These are located at a point away from the public and with appropriate firefighting equipment next to them. ONLY Production/ Site Manager should operate this equipment and maintain

Camping

We will have two qualified fire fighters who will patrol the area irregularly looking out for potential hazards. The risk of fire from the camp site is probably the most likely if any. We have structured fire lanes for easy access for fire appliances. Notices will be displayed across the camp site and flyers issued to each camper telling them that no camp fires are to be lit , it also warns of the dangers of using BBQ's and stoves within the confines of their tents

Stewards and security will be briefed to watch out for signs of cooking/naked flames from inside tents and stop it immediately. Firefighting equipment will be placed around the campsite (locations of which are clearly marked on the General Site Plan

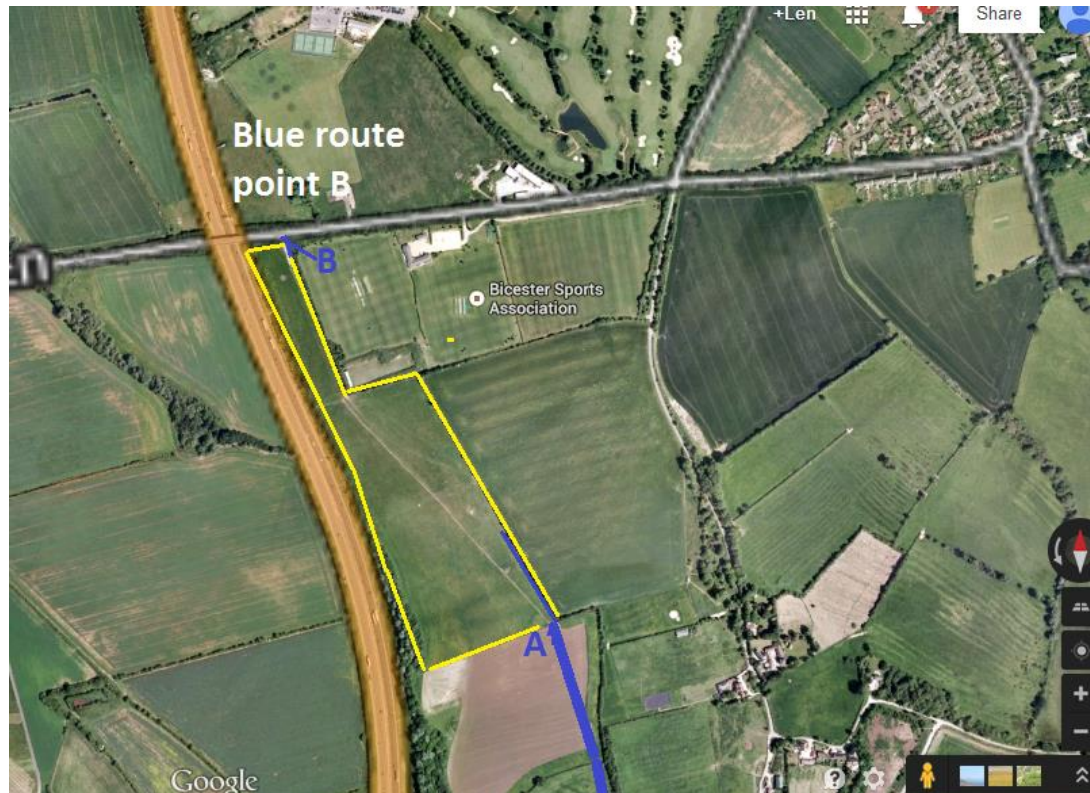


Drawing). Evacuation routes have been marked on the General Site Plan Drawing and small posters will be posted around the campsite. Large EXIT signs will be displayed in both the festival site and also on the camp site.

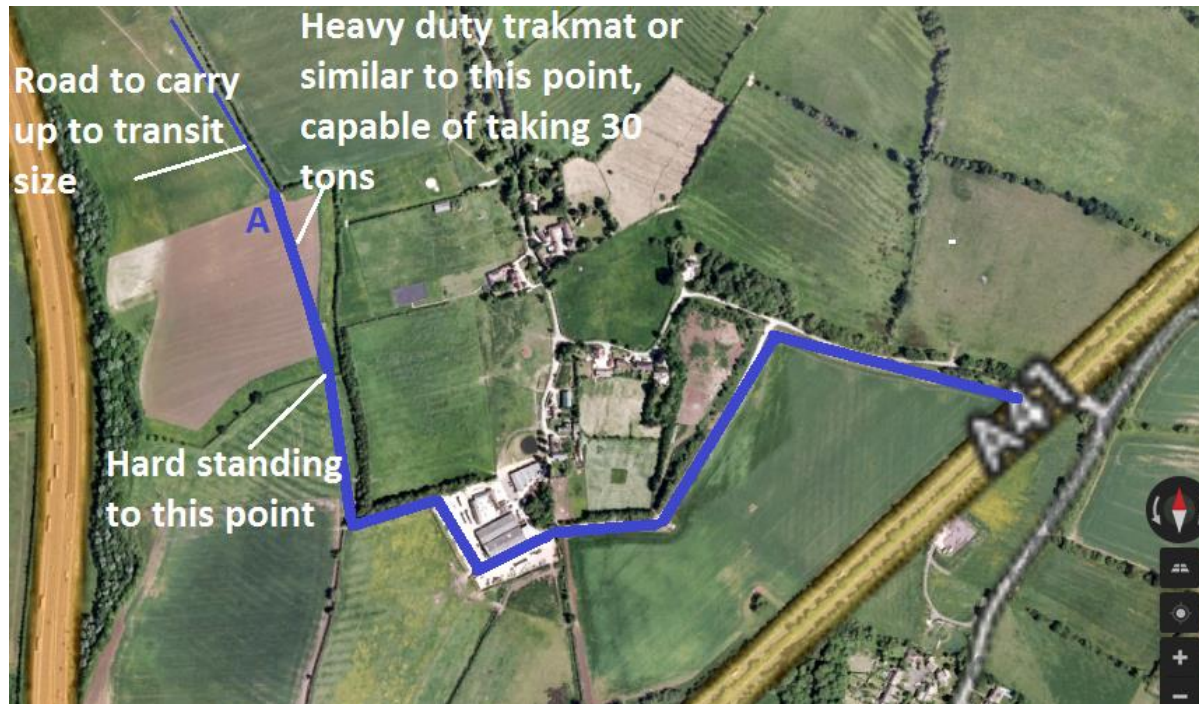
Fire lanes will be clearly marked in the camp and marshals shall ensure no tents are erected within these areas. These fire lanes will be easily accessible to emergency vehicles along the designated determined fire access routes. The camp site will be patrolled during the night to keep watch for fires.

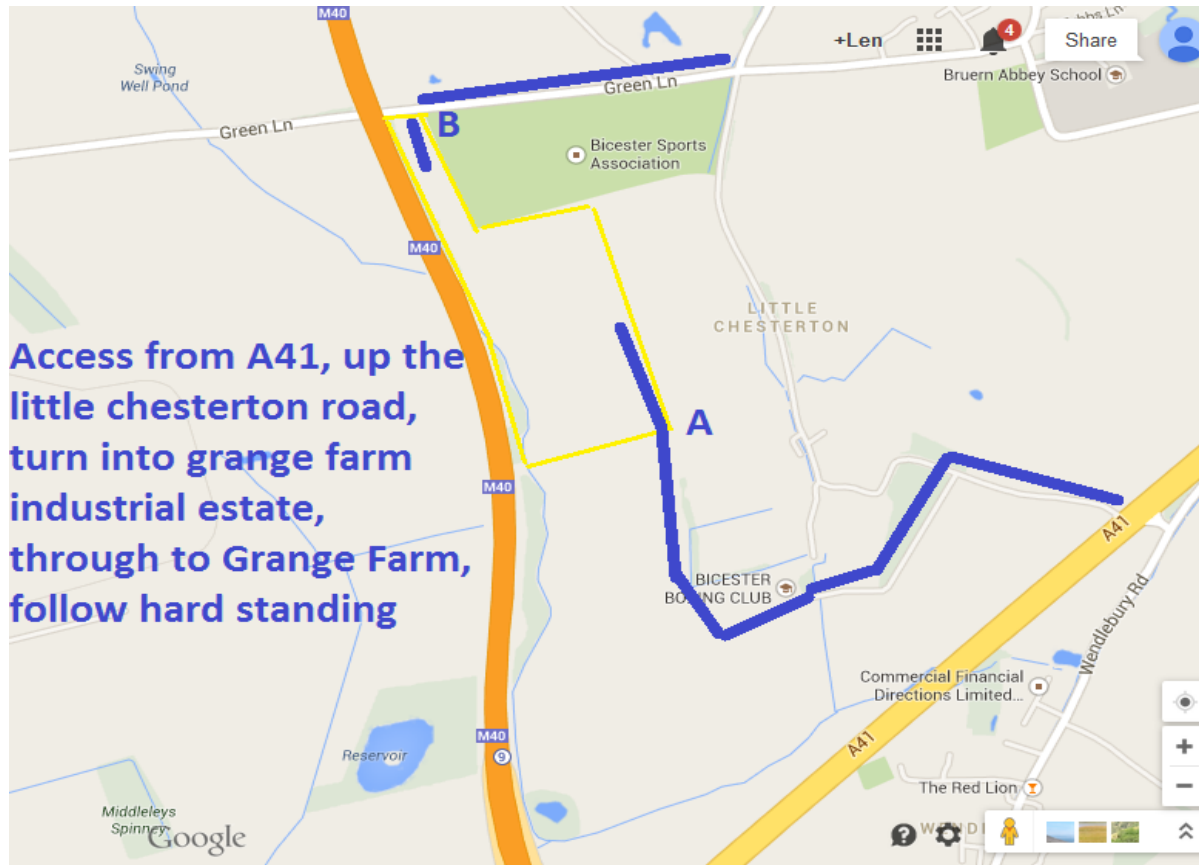
Blue Route

In the event of an emergency Marshalls will be dispatched to the access to Grange Farm to guide Emergency Services to the access road for the site, this will be the default location known as Access point A. The main route in has hard standing and 1 field between the festival site and the gate will have the heavy duty Trakmat installed which will include a reversing point. Thereafter there will be suitable covering for a vehicle up to the weight of a transit van will be laid from the gate, along the back of the stage to the control point. Access point for site known as A (this will be the default access unless otherwise announced on the emergency call) - 51°52'48.09"N - 1°11'48.01"W



Blue route access for A via Grange farm driveway, follow hard standing to gate and across the Trakmat route to the gate accessing the festival field







9 Traffic Management (Please see General Site Plan Drawing)

The roads leading to the site from both directions are wide enough for 2 cars and thus should cause little or no delay with cars arriving and leaving the site, Marshals will be posted at all times to ensure safety, Marshals will not control traffic on public roads

Ingress and Egress to the festival site

2 days before the event the verges will be cut and the bushes will be cut back to allow greater vision along the roads both ways, the verges will be mowed and checked for any holes or humps to ensure a safe walkway for Marshals and any possible pedestrians

Advanced warning signs will be placed by the AA no later than 48 hours (please see attached location and sign description) at the relevant points, the signs will state the name of the festival, the dates of the festival and to be aware of possible delays to traffic

Road Marshals will be placed both ways to act as visible markers to motorists and to guide festival traffic in to the festival entrance in a safe and timely manner.

At NO time will the Road Marshalls attempt to control traffic on the public roads.

Priority is given to traffic entering the site, no tickets are being checked near the entrance but rather at the car park entrance some 200 meters on to the festival car parking area, and this should reduce delays on accessing the site and thereby minimize any possible traffic delays.

There will be signs posted at the entrances to Chesterton and the road to little Chesterton stating NO ACCESS TO FESTIVAL TRAFFIC.



The drop off point within the festival ground will have an area for the pedestrians to safely disembark to the pedestrian lanes that will be clearly marked

Drivers wishing to exit (after drop off) the festival site will wait for the Entrance Marshals to direct them to do so, the priority will be given to vehicles entering the festival site.

The main Blue Route access is from the main festival site near to the rear of the stage and thus has a blue route, we will, however, have a route kept clear and free of obstacles along the border of the site from the main festival entrance.

The mini buses will be shuttling people back and forth to Bicester North Station and the festival site and the waiting time will be no longer than 20 minutes on either side, we estimate more likely 10 minutes, this service is free and will be heavily published on our website and social media to encourage people to use this service rather than drive.

A SIA or Senior Marshal will accompany the driver on his trips to Bicester after 5PM each evening to reduce any chances of drunken behaviour on board.

Should emergency vehicles be called the Marshals (guided by the senior EO, DEO, SIA or senior Marshal will guide others to ensure all access and fire lanes are clear

No vehicles (unless authorised by the Event Organiser) will be allowed on licensed part of the festival site during the opening hours, unless an emergency service vehicle which will have a banksman on foot to ensure safety of the public.

Once Music from the Festival stops we expect the public to be leaving primarily within 30 or 40 minutes, all mini busses will be parked at the drop off point ready to leave when full, Gate Marshals and Road Marshals (all with torches and high visibility clothing) will take their positions to act as visible warnings to any other traffic, gate Marshals will ensure the traffic leaving does



so in an orderly manner, the presence of at least one SIA team member will be ensured. At the close of the festival a verbal message will be relayed to ask the public to respect the neighbourhood and drive carefully

Pedestrians

Pedestrian movement on the site is a very low risk as no vehicles will be used on site, with the exception of emergency vehicles and/or authorized by the EO, for pedestrians leaving the site there will be a notice at the exit warning them to be careful and to keep to the verges where they are cut, however, we expect very few to leave by foot

There will be steps on the right side of the slope which will lead to the pedestrian walkway alongside the car park

Pedestrians will be discouraged from leaving the site on foot and offered the free mini bus shuttle service

10 ENVIRONMENTAL CONSIDERATIONS

Environmental considerations are very important to the organisers of Homegrown for several reasons, to reduce any impact we are providing the following;

Garbage containers in several locations within the festival area, vendor's area, camping area, car parking area, these containers will be emptied on a regular basis into the main skips (which will have covers

- No fires allowed anywhere on site
- Adequate toilet facilities and shower facilities (the latter for the campers) regularly serviced and cleaned
- Fences will ring the site to stop the public entering the wooded areas



11 COMMUNICATIONS

- SIA personnel will bring their own radios and one will be given to both the EO and the DEO
- Short range radios will be issued to all Marshals and senior stewards
- A full list of mobile telephone numbers will be issued to all personnel which will include positions and responsibilities
- Spare radios and mobile phones will be kept in the control room
- Battery charging facilities will be in the control room
- Loud hailers will be kept in the control room
- Vendors will be given a list of key personnel for urgent or emergency reasons

12 CROWD MANAGEMENT

We will have 8 SIA Security personnel at present during licensable activities on shifts and 2 SIA security personnel patrolling out of hours, allocated to the festival. Their locations will be marked on the event management site plan as well as roving security

There will be fenced access to and from the site as well as substantive Heras fencing around the site to prevent access or exit through neighbouring land or roads (see General Site Plan Drawing)

We will have voluntary stewards at the festival (wearing high viz vests), over 18 yrs. of age. Their locations will also be marked on the site plan. The main public entrance to the festival site and the camp site is in Akeman Street as shown on the site plan. Persons driving to the festival will be guided by signs and stewards to the car park allocated (see General Site Plan Drawing).

Heras fencing will allow a wide walkway to the ticket office which will be wide enough to allow previously paid motorhomes, caravans and camper vans (all of which will be informed to arrive between 12 and 2 on the festival day well before the event opens) access to the camp site as well as all those who are either camping or coming for the day.



Here online tickets purchased will be checked which will determine whether they are single day, full weekend or weekend campers, and the appropriate wristband issued, on the gate wristbands will also be issued. Pre purchased tickets will have their stub removed and the main ticket will be given back together with the appropriate wristband. If they are campers they will be shown to the camp area or if not shown to the festival area.

The stages will have crowd control barriers at the stage end to prevent unauthorised access to the stages and crowd control personnel. Artists, bands and staff will enter through the main site and parked in a separate parking area. Vendors will access the site on the Friday before the start of the festival via the main entrance and depart the same way after the festival finishes.

Search Policy

Searching by SIA team members

SIA members understands the EO wants customers to be searched as they enter the venue. This search policy will also include how often customers should be searched (e.g. all customers or at random) and whether customers should be searched after they have been admitted to the venue. The search policy may direct door supervisors to search:

- General search
- Random
- Specific

The amount of searching carried out very much depends on the head of the SIA at the time. Any search completed by the SIA team discourages customers from bringing weapons and drugs into a venue. The SIA team will also search customers for alcohol and drugs.



Right to search by SIA team members

The SIA do not have an automatic legal right to search people. However, HMF (Homegrown Music Festivals) have a search policy in place which makes it a condition of entry for customers to be searched as they enter the premises.

What if someone refuses search to door supervisor

Any person who refuses to be searched should be politely refused entry. Generally, most people are happy to provide permission once it has been explained that the search policy is for their protection. If permission is withdrawn at any time during the search the SIA must stop searching the person immediately. The customer should then be refused entry to the premises. SIA must have a colleague. To cover them

The role of the support SIA is to

- Maintain control of the entrance
- Assist if the customer attacks the door supervisor conducting the search
- Act as a witness against any malicious allegations.

What should door supervisor do with seized items?

Door supervisors can seize weapons or drugs they find during a search. Seizure means that all reasonable steps are made to:

- Hand the item to the police as soon as possible
- Secure the item in the venue's safe or a locked drawer to await police collection
- Record the process taken until the item reaches the police



How should door supervisor protect themselves during search?

People should be asked to empty their own bags and pockets. The SIA member should not put their hands into a person's pockets. When searching a bag a SIA member should ask the customer to take out the contents for inspection. A SIA member should always search a person from the side. This is safer than standing 'square on' to a person. A person should never be asked to strip. Only ask a person to remove an item of clothing if it is preventing a reasonable search. To protect against infections a door supervisor could1. Wear rubber gloves. Needle-proof gloves can be worn as protection against sharp objects.

13 EMERGENCY PROCEDURES PLAN

First Aid posts and actions

The first aid posts will be operational during the festival hours and on standby (on site for staff or campers) all other times. A protocol for the use of radio equipment, including consistent call signs, will be agreed before the event.

There will be a first aid nominated and qualified person available during the build-up process, from Tuesday the 12th August in case needed, this will also apply to the breakdown there after.

Queuing

Although we do not anticipate any long queues of people, we will have a first aider present near to the ticket office to administer first aid to the public where necessary.

General

There will be two main first aid posts, as marked on the general site plan with a red cross.



We will have 2 EMT personnel and an ambulance on site for the duration of the event and these will be posted at the first aid post near to the stage, as per the general site plan and marked with a Red Cross and EMT.

The first aid and EMT personnel will all be equipped with radios and mobile phones and will be in constant contact with Control.

Only in exceptional circumstances should ambulance vehicles be allowed to enter audience areas.

Ambulances should not move from their designated position except on the instruction of their control unless compromised on grounds of safety. At events with high audience densities consider the use of foot squads or buggies to remove casualties.

First Aid procedure:

Once the first aider/EMT is made aware of a situation (either by radio, mobile phone, public attending a first aid post, Marshal alert), they should either go to the person or meet the person at the first aid post.

Inform control or first aid designated office by person, radio or mobile phone

Perform their procedures

Advise patient on next steps, if a major injury then arrange for transportation to the A&E or the Emergency services to be called

Log as much info as possible of the person and how the event happened and treatment provided.

Replenish any contents used

Documentation

An event log will be maintained, which should include any actions or decisions taken by the manager of the medical provisions and the reasons for those actions.



Note: Event logs, report forms and records completed at an event may be required at a later date to assist in the reporting of accidents and injury to workers and audience members under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Control will ensure that the appointed medical provider maintains a record of all people seeking treatment. The only people who may be shown patients' records are those that are involved in the treatment or those that have lawful authority.

UNTOWARD INCIDENTS

1. An untoward incident is defined as *'a routine occurrence that impacts upon the safe running of the event, but does not require the Police to assume the coordination of its resolution'*.
2. Despite effective planning, there may still be occurrences determined as untoward incidents. However, it is recognised that if the Event Organiser does not address such circumstances effectively, a more serious emergency situation may result.
3. Resolution of such routine occurrences is an intrinsic part of the management of the event. Given their predictability, appropriate contingency arrangements have been implemented to manage these situations by the Event Organiser.
4. The Event Organiser may retain responsibility for coordination of the response, even if Emergency Service assistance has been requested. However, the Emergency Services may decide that circumstances warrant further intervention. The Event Organiser will then provide assistance to them as required.

EMERGENCY SITUATIONS



1. An emergency situation is defined as *`an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the Emergency Services to assume the coordination of its resolution'*.
2. Whilst the Event Organiser 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. In such circumstances, responsibility for coordination of the response will pass to the Emergency Services.
3. The incident commander (if called in) will be responsible for coordination of the response and will liaise with the Event Organiser. During emergency situations it is essential that the Event Organiser consults the Incident Commander and seeks advice on the most efficient deployment of Stewards.
4. Steward Supervisors will remain in contact with the Event Organiser through radio links.
5. All Stewards and Officials will have a thorough understanding of the appropriate contingency arrangements.
6. The Event Organiser will utilise its Public Address System or loud hailers for emergency announcements.
7. In most emergency situations, the deployed resources available to the Emergency Services will be sufficient to ensure effective resolution. However, it is recognised that circumstances may be such that a major incident will have to be declared.

EMERGENCY SITUATION RESPONSE PLAN

1. The following information is primarily for the information of the Homegrown team.
2. On occurrence of an untoward incident, the Event Organiser will manage the response of Stewards through normal radio links. An untoward incident will require a localised response, which should not require general broadcast.



Plan will be implemented as follows: -

1. Any Steward becoming aware of a potential untoward incident or emergency situation, must advise the Event Organiser as soon as possible, preferably by radio. A concise location and situation report should be given.
2. On receipt of this information, the Event Organiser will assess, as such, if required the Emergency Situation Response Plan will be implemented, otherwise the Event Organiser will manage the occurrence of an untoward incident.
3. The Event Organiser will halt any performances.
4. Although there are natural breaks in the performances, any unplanned stoppage could indicate a possible emergency situation.
5. The Event Organiser will instruct the Public Address System Controller to make an announcement on the following lines, "COULD WE PLEASE ASK THE CROWD TO BE PATIENT. THERE WILL BE A SHORT DELAY".
6. Radio traffic, unless essential, will be restricted to that between the initial caller and the Event Organiser. Any deviation from this protocol will be instigated by the Event Organiser.
7. The Event Organiser will assess the next steps and whether emergency services are required
8. The Action Plan will then be relayed by radio to the Stewards and SIA Personnel.
9. The Event Organiser will make a Public Address Announcement to the public, giving an appropriate message in a clear and concise manner.



10. Stewards, SIA and Stage Managers will act as per their issued instructions.
11. If evacuation of part, or all, of the event site is required, Stewards and SIA will prevent re-entry without specific permission from the Event Organiser. This will be forthcoming following assessment of the situation
12. The Event Organiser will advise Stewards of their appropriate post Emergency Situation reporting procedure.

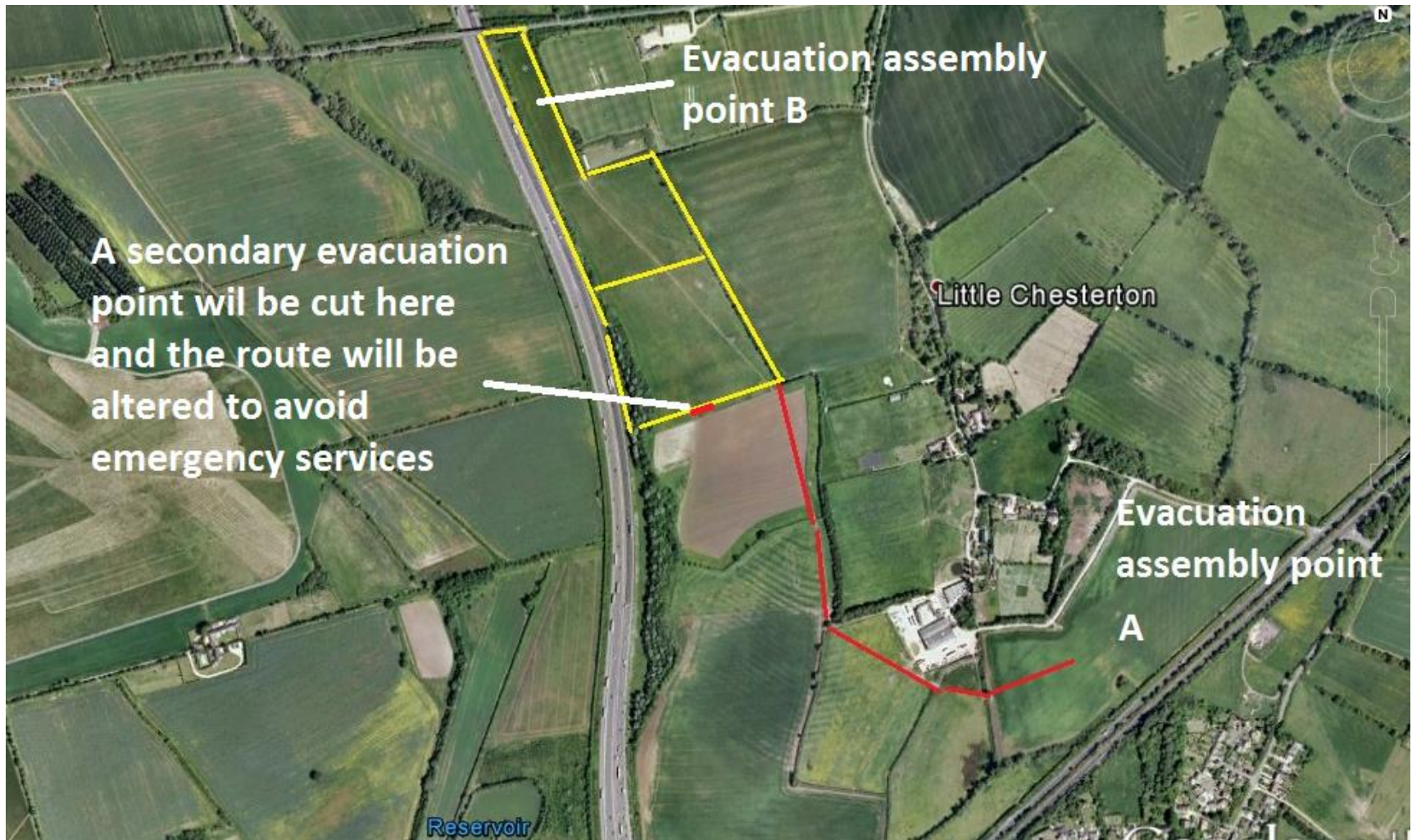
EVACUATION OF THE SITE (Evacuation site clearly marked on general site plan)

General

- The Event Control has radio COMMS to all personnel on the festival staff can communicate with emergency services on 999 or 101 by mobile phone
- There are crowd control barriers and plastic tape in stock on the site, which may be used to cordon off an area.
- Reasons for site evacuation may range from fire in the facilities, a bomb scare or any other similar reason.
- The Event Control will decide on the action necessary; consulting if necessary with the Emergency Services. Once the incident commander is on scene (if required) they will take over responsibility for any further action.
- Members of the public must be moved away from the danger area in a speedy but organised manner.
- Stewards, SIA and assistants will be advised of the centre of the incident and will be instructed as to the direction in which to move the public clear of the area. They will also be advised as to the information that may be passed to the public during this process.



- Once the area has been cleared then it should be taped off or barriers erected to prevent people re-accessing the site.
- There are exits from the site at the north and south (this is for emergency evacuation only) end of the festival site, the farmers track to the south can be used in emergencies and will be clearly marked
- Senior Marshals/Stewards and/or SIA should open the vehicular gates to make evacuation quicker.
- It is essential that the evacuation is carried out in a calm, firm and organised manner to avoid any panic or confusion. Do not force people out onto the highway; it may be safer to make sure they move into the farmer's field away from the danger area.
- Evacuation routes, the evacuation point near the stage is also the Blue Route A default access point, should an emergency occur where this point is needed for evacuation of people and access via emergency personnel, first see if the emergency services can access via point B, if not then the fence will be cut (as marked on the map) fence cutters and gloves and other relevant equipment will be kept on hand and 4 personnel will be given training and have the responsibility to carry out this operations and to make a safe adequate escape route that will avoid any vehicles arriving – Marshals will be trained on this as an alternative route and the public will be guided thus
- Signs are being designed and will be placed to guide emergency services through Grange Farm





FIRE HAZARDS, BOMB THREATS, SUSPICIOUS PACKAGES / VEHICLES.

The following information will be given to the Marshals/Stewards and SIA regarding these hazards. Emergency Services should be aware of the guidelines (via notification from the SAG committee member in the form of a crib sheet); however, they should act in accordance with normal procedures that will normally be initiated with a situation report to the Event Organiser.

14 LOST/FOUND CHILDREN PROCEDURE

At the ticket office, children will be issued a wrist band which the parents are asked to write their mobile number on as well as the child's name and family name to assist in locating them if needed

The lost children officer with full enhanced CRB clearance (Julie Moulds Child Safety Officer) will be employed to cover the Lost Children's Area (situated within the Event Control). The assigned worker will be responsible for looking after the welfare of any child delivered to the Lost Children's Area.

A form (below) will be completed (in duplicate) giving details of the child's name, age, address, time of arrival, and details of who he/she arrived with. This same form will be used to indicate the return of the child to his/her guardian. A copy of each completed form is to be retained by the safety officer (Julie Moulds) and the EO as soon as possible after the child is reunited.

The Procedure for dealing with a Parent Reporting a Lost Child will be:

Children or vulnerable adults found without their parents

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.



- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ persona assistant/ brother etc. names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Security Control via 2-way radio, who will then organise a search.
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could (Name of person) please come to the collection point located at the Welfare Tent.
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, and then please go to the collection point located in the Welfare tent".
- The PA announcement should not mention the name of the lost child.
- Radio code for a child or person found without parent or guardian is "[**Bluebell**]" (example, Welfare to security we have a "**Bluebell**" at the Welfare tent, details as follows...)
- Radio code for a parent/guardian reporting a child or person missing is "[**Red Ribbon**]".
- If a parent /carer /personal assistant is not located with 30 minutes, Security Control will inform the police.

Parent/ Guardian /Personal Assistants reporting lost children

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.



- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Using the code word “[**Red Ribbon**]” radio a message to security control and all staff on radio giving the information gathered.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child or vulnerable person is found, they will be lead to the collection point to be re-united with their parent.
- If a child or vulnerable person is not found within 30 minutes Security Control will inform the police.

Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, security, staff and police will be informed immediately, as required.

Lost/found persons log

- All lost persons / children’s incidents must be logged and filed.



- An agreed Lost Children Point will be available at the event, which will be next to the event’s Information Point and by the First Aid station.
- If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of staff or steward they should be directed or taken to this point as appropriate.
- Where ‘child’ is written in this document, please also understand it to mean vulnerable adults too.
- The child remains in the lost children’s area until his/her guardians are found. The form is to be completed and signed by the Lost Children’s officer when a child has been reunited and left the lost children area.
- A copy of the form is to be given to the safety officer as soon as possible after the child is reunited.
- If there is any doubt as to the validity of the guardian claiming the child or if there is concern that the child might be in danger – the safety officer should be consulted and the decision left to them. Do not allow a child to go off with anyone under the age 16. Do not put yourself in danger or in any compromising situations.
- Do not give the child anything to eat or drink – except water.

ALL CHILDREN UNDER 16 WILL HAVE THEIR PARENTS PHONE NUMBER WRITTEN ON TO THEIR WRIST BANDS AS SOON AS THEY ARRIVE

FOUND/LOST CHILD FORM - Lost/found Persons log

Date	
Time	



Name	
Age	
Sex	
Address	
Home Telephone	
Parents Mobile	
How did they arrive?	
Where were they when they became Separated?	
Was there a meeting Place arranged?	
Description of child:	
To whom reunited	
Time reunited	
Signed	
Signed by staff dealing with child	
Comments by Event Organiser	

15 HEALTH & SAFETY GUIDELINES

The health and safety of everyone on the festival site is very important to us as organisers of this event. There are some basic things you can do to help keep this a safe and enjoyable event for all.

IMPORTANT NOTES – PLEASE READ



Children under 16 must be accompanied by an adult at the festival

No Animals are permitted on the festival site except guide dogs, which must be kept on a lead. Owners are responsible for cleaning up after their dog and must use the bins provided.

NO GLASS of any kind is allowed on site. Glass bottles/containers & contents will be not be allowed onto the site. Leave them in your car.

You will not be allowed to bring your own alcohol onto the site. A wide variety of alcohol is available on site at reasonable prices. Please refrain from entering any roped off area.

We expect all festival goers to behave in a reasonable and responsible manner at all times, showing consideration for others, the facilities and the future of the festival. We therefore reserve the right to refuse admission or to eject a ticket holder for behaviour likely to cause damage, injury, nuisance or annoyance or for failure to comply with the reasonable requests of the Festival.

We will make the public aware via posters and information leaflets given out with wristbands to assist us in these matters by reporting any violation of the above or below to a steward;

- Don't bring valuables.
- Stay in groups and be tolerant of people slowing you down. Just enjoy going with the flow.
- Festivals are busy places so don't be irritated by being pushed or someone stepping on your toes.
- Don't leave your drink unattended. Even soft drinks can be spiked.
- Remember, alcohol or drugs can affect your ability to make safe judgments.
- Check your mobile is charged on a daily basis. Most big festivals have onsite recharging facilities.
- If you have any concerns about your safety in the campsites, find a plot somewhere well-lit.
- Introduce yourself to campsite staff, show them where your tent is, and stick a distinctive flag on it so that they can see it easily. Ask them to keep an eye out.



- Make friends with your neighbours. It's nice to meet new people, and you can keep an eye on each other's tents. But keep in mind that they're strangers, so don't trust them with anything valuable.
- At night, stay on the main roads in the campsites. Don't go exploring darker, quieter areas – you can do that in the day.
- Organise a meeting point with your friends where you will be three times a day (e.g. 2pm, 6pm and 1am) in case you get split up.
- Don't leave anything valuable in your car. Leave your glove compartment empty and open. Check on it during the festival.
- Split your cash and cards into two stashes so that if one lot is lost or stolen, you have some back-up money.
- Don't put a padlock on your tent as this will invite thieves.
- Don't leave any valuables inside your tent when you go to see a band. Store your valuables well at night in separate stashes.
- Don't bury your valuables by your tent as someone may be watching.
- Mark your property and your tent with your name and postcode. This will significantly reduce the risk of things being stolen.
- To make life harder for thieves, leave your tent untidy so that there is no obvious bag to grab quickly.
- Bring only the cash cards you need. Make a note of your bank's emergency number to call if your cards are stolen.
- If you need medicines with you onsite, keep them with you or keep them secure



16 FIRE RISK ASSESSMENT

A full fire risk assessment is being prepared by John Sear of Fire Threat Ltd and will be presented by 5th August 2014 and another will be carried out on the Friday morning when the festival site is laid out and set up with vendors in place, this second assessment will then be submitted, and the assessment will follow the standard forms and will be carried out by a professional and recognised company who will provide advice accordingly, the company who produce these assessments will have a person on site every day to advise and carry out training prior to and during the event

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Implement your findings
5. Review your risk assessment and update if necessary

17 SITE SAFETY RISK ASSESSMENTS

Risk Assessments

Ensure clear markings and instruction/training to relevant and designated staff/volunteers/members of the Homegrown team

- Emergency routes and exits
- Fire detection and warning systems
- Firefighting equipment – location and handling and trained personnel
- Removal or safe storage of dangerous substances
- An emergency fire evacuation plan
- The needs of vulnerable people, e.g. the elderly, young children or those with disabilities



- Providing information to employees and other people on the premises with staff fire safety training
- Potential danger spots where fires could occur

Bomb Threats

- The Event Organiser and the Stewards at its disposal must be aware of the potential, however negligible, of bomb threats and the ensuing actions that must be taken.
- Bomb threats may be received by any agency and are likely to come by way of telephone.
- In the event of a bomb threat being received by the Event Organiser the emergency services must be informed immediately.

Suspicious Packages and Vehicles

- Even without the receipt of a specific bomb threat, Stewards and SIA must remain vigilant as regards the possibility of the discovery of suspect packages or vehicles and should make a cursory check of their area of responsibility when they commence patrol.
- If a suspicious package or vehicle is discovered it should not be touched or moved. The Event Organiser should be informed as soon as possible. However, radios and mobile phones should not be used within 25 meters distance of suspect packages or vehicles.
- The Event Organiser will notify the Emergency Services immediately. The Incident Commander will be responsible for the coordination of the response.



- If the Incident Commander, following consultation with the Event Organiser, decides that the appropriate response to an emergency situation is to activate an `Action Plan' including a partial or full evacuation, guidance pertinent to the implementation of the `**Action Plan**' is as follows: -
 - a) The Event Organiser will broadcast clear and concise instructions to the crowd to move in accordance with the `Action Plan' implemented over the Public Address system. Public co-operation should be requested and some reasoning behind the need to move explained.
 - b) Stewards and SIA should actively encourage the crowd to move in accordance with the public address announcement. They must attempt to reassure and calm the crowd. It will be vital that in, the event of a failure of public address systems, correct information is relayed by Stewards using portable loudhailers.

Key to who is responsible for each task;

LR	– Len Readle	CM	– Christine Mooring
GM	– Glen Moulds	FT	– Fire Team
BS	– Brian Smith	EMT	– EMT Team
JM	– Julia Moulds	RD	– Richard Dixon
KK	– Kevin King	ST	– Sound Team
		JS	– John Sear



18 Event Safety Risk Assessment for HOMEGROWN MUSIC FESTIVALS LTD - OXFORDSHIRE

Date of Assessment – 16/07/2014

Version – REV16/7/14/LJR

Assessment carried out by – LEN READLE

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Workplace transport – for set up and break down of the festival	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle.	<p>Workers trained by competent person to operate work vehicles and forklift trucks.</p> <p>All work vehicles maintained and inspected according to manufacturers' instructions.</p> <p>Workers wear lap belts when using vehicles.</p> <p>High visibility vests available and worn as necessary, eg night time</p>	<p>Introduce a one way traffic flow system on site.</p> <p>Introduce speed limit on the site.</p> <p>Arrange for servicing of toilets and collection of waste only between the hours of 6 AM and 8 AM when the public are on site.</p> <p>Prohibit all other vehicle movements other than</p>	LR & GM	12/08	



			emergency services when the public are on the site			
Pedestrian/Vehicle conflict – on site for set up and break down	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Investigate the possibility of providing a shuttle bus. Consult on transport plans with Local Police Force and County/Council Highways authority.	GM	13/08	
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use. Temporary lighting provided to walkways, toilets and general areas in use by the public after dark. Marquee pegs protected by foam and guy ropes etc highlighted in public areas	Provide a temporary fence to relevant areas	GM	13/08	



		Good housekeeping – staff ‘see it and sort it’.				
Collapse of Structures	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.	There is a need to check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand safely. Make contingency plans to enable closure of structure in adverse weather conditions.	LR & GM	13/08	
Hearing Damage	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly	Areas of the stage/event identified as being within the action level and signage provided. Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed.	Sound monitoring and protection where needed	ST, CM & LR	14/08	



	performers, stewards and bar staff.	Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.				
Hearing Damage	The public might suffer permanent or temporary hearing damage from exposure to loud music.	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. Warnings provided to the public with in advance with tickets and by signage at the entrance.	Sound monitoring and protection where needed	ST, CM & LR	14/08	
Medical Emergency	Workers and others could become seriously ill if no	First aid for staff to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for	Consult on plans for medical emergency cover with Local NHS	EMT & LR	14/08	



	emergency first aid available.	events of up to 500 attendees or in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) - http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717624539	Ambulance Trust for more serious injuries			
Lost Children	Children and parents can become separated	All staff and stewards made aware of the Lost Child policy.	Check CRB status of person to take responsibility for lost children at the event.	JM	15/08	
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.	RD & LR	13/08	



		<p>on completion. Certificate to be kept at the event.</p> <p>All electrical equipment to be PAT tested.</p>				
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessment done, following Fire Risk assessments and Fire Management Plan guidance	Fire stewards to check fire exits and keep exits clear during performances	JS & FT	14/08	
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	<p>Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall.</p> <p>Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so.</p> <p>Food vendors only allowed to have one day's supply of LPG at their stall.</p>	Make arrangements to check food vendors are complying with gas safety requirements.	JS & FT	14/08	



Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	Barriers suitable for foreseeable loading to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.		BS & RD	14/08	
Fairground Rides	Workers and others risk serious, possibly fatal injury if fairground rides collapse or have defects.	Only reputable fairground ride suppliers to be used at the event. Copies of all inspection certification (ADIPS) and public liability insurance to be obtained in advance of the event.	(there is only 1 small safe ride that is for small children, not classed as a fair ground ride)	RD	14/08	
Bouncy Castles	The public risk serious injury if bouncy castles are defective or there is inadequate supervision.	Only reputable bouncy castle suppliers to be used at the event. Copies of all inspection certification (ADIPS and/or PIPA) and public liability insurance to be obtained in advance of the event.	Check to ensure there will be adequate levels of supervision when the bouncy castle is in use.	Operat or & LR		



Fireworks	Danger from fire, explosion, direct impact and panic	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE (HS(G) 123/124).	NO FIREWORKS AT THIS EVENT	N/A		
Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2	NO LASERS OR SPECIAL EFFECTS AT THIS EVENT	N/A		
Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employees food hygiene training certificates and their food	Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event.	CM & LR	14/08	



		safety management system with them to event.	Invite Environmental Health Department to inspect food stalls.			
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	<p>Staff trained to spot potential trouble makers, defuse tension/situations etc. throughout.</p> <p>Adequate number of trained, SIA badged security staff.</p> <p>Staff trained in procedures re-entry, queuing, bag searches, etc and signs displayed for public.</p> <p>Control of numbers at event particularly in performance areas and marquees.</p> <p>Pit security staff employed to observe crowd behaviours.</p> <p>Drinks not served to people obviously under the influence.</p> <p>No glass at the event.</p>	<p>Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event.</p> <p>Consult with the local Police on security plans.</p>	BS, GM & LR		



Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing for staff and the public.	Only trained workers have access to the products, which are kept in a locked container. Only workers trained in the risk of the product, use the products following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.	THERE WILL BE NO ARTIFICIAL FOG OR SMOKE AT THIS EVENT	N/A		
Work at height	Workers and others risk serious, possibly fatal, injuries if they fall from height.	Stages and marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before the event. All work at height assessed on an individual task basis. Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.	There is no works at height	N/A		



Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	<p>All work involving manual handling assessed on an individual task basis.</p> <p>Risk assessments/method statements of contractors checked for safe systems of work before the event.</p> <p>Only trained staff involved in manual handling.</p> <p>Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trollies available for staff.</p>	Ensure new staff are shown how to use the manual handing aids.	GM & LR	13/08	
-----------------	--	--	--	---------	-------	--



Plans and pictures, layouts (all pictures and layouts/plans will be in the General Site Plan)

- A scaled and gridded plan known as the 'General Site Plan' is attached to this document which shows the placements as required.
- An outlying road map is attached which shows the recommended routes and avoidance areas.
- Below are google pictures to show the general area of the festival site.

Outline of site





The area is generally flat and solid ground, the ground has good draining abilities and proven in te last floods where this land stayed relatively un-flooded and dried out very quickly

The land is owned by Grange Farm which is close to the land

The Bicester Sports association is close by, the music will be played in the furthest field from the BSA and will be faced towards the M40 to reduce sound pollution

Field designations





Field one is for day parking and will have Marshalls/Stewards monitoring constantly

The ingress from the North will be aided by only incoming traffic at the start of the festival and will have Marshalls there constantly, cars who wish to leave whilst there is a busy flow of incoming vehicles will need to wait until the road is clear to do so. A route map is attached showing a suggested route for cars to come in and out of the festival from various directions, we will provide a mini bus service with a pick up and drop off point as Bicester North Railway Station, this service will run until last bus from site at 0100 hrs, this will be a paid service by the users and set at a low and affordable price, the mini bus will take a pre-planned and approved route to and from the site.

A local company has been appointed to provide a mini bus shuttle service every 20 to 30 minutes to pick up and drop off at Bicester North Railway Station and within the festival site There is no charge for festival goers or festival staff there will be no charge for this service

Field two this area is for camping and parking for campers only, there will be a fenced pathway wide enough for a fire route and a fenced/taped pathway for pedestrians.

Field three is the main festival site. A more detailed description is laid out on the General Site Plan



21. ATTACHMENTS – The following documents are forms we will be using before and during the vent, they will be filled in by 14th August 2014 and passed around the SAG

Telephone directory & radio call list					
Name	Event Role	Location	Mobile Numb	Radio call sign	Channel



Risk Assessment This is the risk assessment form we will use for all risk assessments prior to and on event

Activity/situation:		Version number					
Venue:		By:					
Assessment date:		Ref #					
Area:		Date					
Task	Hazard	Persons at risk	Severity	Likelihood	Risk Factor	Existing controls	Additional controls
Assessor name: (Verify if required)			Date				



Severity x Likelihood = risk factor

Severity	Likelihood	Risk Factor	Action
1 - trivial injury	1 - remote	1,2	No action / low priority
2 - minor injury	2 - possible	3,4	Low priority
3 - "3 day injury"	3 - likely	5,6	Medium priority
4 - major injury	4 - highly likely	7,8	High priority
5 - death	5 - certain	8 to 10	Urgent action

Organisational and Safety Action Plan

Date	Time	Location	Action By	Done

Overall Steward Requirements



Location	Day	Time	Steward reference	Radio call sign	Remarks

Programme of Events

Time	Location	Remarks	Action



Checklist

- Have you identified all potential ignition sources?
- Have you identified all potential fuel sources?
- Have you identified all potential sources of oxygen?
- Have you recorded your findings?



Checklist







- Have you identified who is at risk?
- Have you identified why they are at risk?
- Have you recorded your findings?

Checklist



- Can the means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?
- Can appropriate means of warning be clearly heard, and/or seen, and understood by everyone throughout the whole site, event, or venue?
- If the fire-detection and warning system is powered electrically, does it have a back-up power supply?
- Have the public address systems been checked before the event?

Main types of portable extinguishers, their uses and colour coding

<p>WATER For wood, paper, textile and solid material fires</p> 	<p>POWDER For liquid and electrical fires</p> 	<p>FOAM For use on liquid fires</p> 	<p>CARBON DIOXIDE (CO₂) For liquid and electrical fires</p> 
<p>DO NOT USE on liquid, electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>	<p>DO NOT USE on electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>

The contents of an extinguisher is indicated by a zone of colour on the red body.
Halon extinguishers are not shown since no new Halon production is permitted in the UK





Checklist

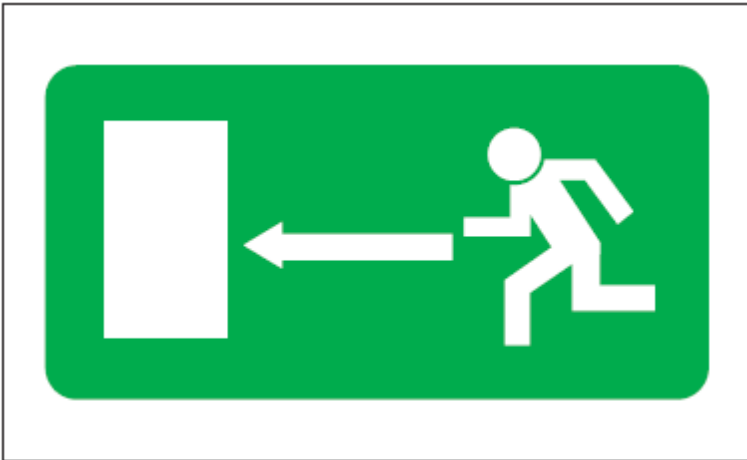


- Are the portable fire extinguishers or any fixed firefighting equipment provided suitable for controlling the risks identified?
- Are there enough extinguishers sited throughout the premises at appropriate locations?
- Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?
- Are the extinguishers visible or does their position need indicating?
- Do you regularly check equipment provided to help maintain the escape routes?
- Do you carry out daily checks to ensure that there is clear access for fire engines?
- Are those who test and maintain the equipment competent to do so?
- Do you have the necessary procedures in place to maintain any facilities that have been provided for the safety of people in the building (or for the use of firefighters, such as access for fire engines and firefighting lifts)?

Checklist



- Can all the occupants escape to a place of reasonable or total safety in a reasonable time?
- Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?
- Are the escape routes adequate for the numbers and type of people that may need to use them? e.g. members of the public, including disabled people.
- If there is a fire, could all available exits be affected or will at least one route from any part of the site or venue remain available?
- Where appropriate, have you identified the assembly areas and are they in the appropriate location?
- Will everybody be able to safely use the escape routes?
- Can all exit doors and gates be opened easily and immediately if there is an emergency?
- Have restrictions to the flow of people been considered and where necessary, removed?
- Are arrangements in place to keep all escape routes & exit clear?





!

Fire action

1. Lift receiver and dial '999'
2. Give operator your telephone number and ask for FIRE
3. When the brigade replies give call distinctly

FIRE AT

DO NOT REPLACE RECEIVER UNTIL ADDRESS HAS BEEN REPEATED BY FIRE BRIGADE

CALL FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE



**hencilla
canworth**

Incorporating **first act** a trading name of Hencilla Canworth Limited

Simpson House
6 Cherry Orchard Road
Croydon, CR9 6AZ
Tel: 020 8686 5050
Fax: 020 8686 5559
www.hencilla.co.uk

To Whom It May Concern
Combined Liability Insurance
Homegrown Music Festival Ltd

This is to confirm that we act as insurance intermediary for the above named and have arranged insurance as summarised below:

Policyholder:	Homegrown Music Festival Ltd
Business Description (main):	Event, Conference & Exhibition Organiser
Business Description (supplemental):	
Insurer:	Hiscox Insurance Company Limited
Policy Number:	STM2/0671
Period of Insurance:	17/07/2014 to 16/07/2015, both dates inclusive

Employers' Liability Insurance

Limit of Indemnity:	£10,000,000
Territorial Limits:	Worldwide
Jurisdiction:	United Kingdom, the Channel Islands and the Isle of Man

Public Liability Insurance

Limit of Indemnity:	£5,000,000
Indemnity to Principal:	Included
Use of Heat:	Excluded
Height Limit:	3 metres
Territorial Limits:	Worldwide
Jurisdiction:	United Kingdom, the Channel Islands and the Isle of Man

Products Liability Insurance

Limit of Indemnity:	£5,000,000
Indemnity to Principal:	Included
Territorial Limits:	Worldwide
Jurisdiction:	United Kingdom, the Channel Islands and the Isle of Man

In some circumstances, such as non-payment of any premiums due, cancellation may occur before the natural expiry date of the policy. We would be pleased to confirm the present position upon request.

Yours sincerely,

Mike McCormack
Director
e-mail: mike.mccormack@hencilla.co.uk



Advanced warning signs and no access to festival traffic at entrances to Chesterton, attached to this document