

A. General

- The premises licence is to be in force for 15, 16,&17 August 2014 only.
- Close liaison with the local Police and following guidelines issued by any such authority
- Fully registered SIA Security company will be operating at all times when the festival is operating, a minimum of 8 during the 'open times' and 2 will be patrolling the areas outside these hours
- Full staff and volunteer training on how to spot issues, how to report and how to control as itemised in the Event Management Plan
- Personal license holder and DPS will be present on site the whole time of the festival, plus a deputy who also has personal license
- Initial full briefing and allocation of responsibilities to be held on 2 occasions before the event and regular morning meetings between staff will be held and updates reiteration of all these objectives
- We will revise and present to the Safety and Advisory Group a revision for the Event Management Plan for next year at least 3 months prior to the event and make any amendments requires

B. Prevention of Crime & Disorder

- Anti-Drugs (Police approved) will be clearly displayed at the entrance and throughout the festival areas, including the car parks and camping areas and inside the toilet blocks
- No Alcohol allowed to be brought in to the licensed area, absolutely no glass bottles/glasses and the like allowed on the site – camping area only will be allowed
- Bag searches on entry will only be carried out by professional and licensed personnel, male and female SIA qualified staff only
- Regular uniformed and non-uniformed security personnel will patrol the festival areas that may attract unsavoury issues, such as toilets
- A clear and legible notice outside the licensed area indicating the normal hours under the terms of the premises licence during which licensable activities are permitted.
- Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed, anti-pick pocket notices

C. Public Safety

- Marshals (wearing high visibility clothing) will be posted on the approach roads to the access of the site to ensure minimal delays and to warn drivers approaching from each direction of possible hazard. at least 3 either side of the access (1st one 200 meters each end of the access road, 2nd within 100 meters, 3rd 20 meters) plus 2 at the entrance

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- Advance warning signs, approved by Highways, will be posted no later than 48 hours prior to the event informing local traffic there will be a festival during the relevant dates
- A log book or recording system shall be kept in the central control room in which shall be entered particulars of inspections made; by the appointed person(s) to be made by statute, and information compiled to comply with any public safety condition attached to the premises licence that requires the recording of such information. The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.
- Alternative access to the main gate is provided for emergency vehicles. The default access is point A on the general site plan via Grange farm
- A 2 man team of qualified and registered paramedics will be on site the whole time of the festival opening times
- 2 main first aid posts, one being the paramedic post
- All parts of the premises and all sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition.
- Any cables will be securely fitted out of the way of the public to negate any risk issues
- All fencing will be properly secured and clearly marked with high visibility markings
- 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.
- An emergency public address system will be available for emergencies or announcements
- All Public areas will be regularly patrolled by marshals and security personnel to identify possible issues with public safety

D. **Prevention of Public Nuisance**

- Any person who appears to be intoxicated will be refused to be served and where necessary asked to leave/be escorted from the festival site, if the SIA staff believe there may be issues with that person(s) then they will take the decision whether to call the Police on 101 if required
- There are no residential properties close to the entrance to the event, however;
 - Prominent, clear and legible notices and signs will be displayed at main exit requesting the public to respect the needs of nearby residents and to leave the premises and area quietly.
- Deliveries of materials necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.

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- The Event Organiser will ensure that staff who arrive early morning or depart late at night when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.
- 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
- Bright lights used during the event will be switched off when daily events finish and will be replaced with normal lights around the area to provide a safe pathway
- Adequate waste receptacles for use by customers and vendors will be provided in the local vicinity .

E. The Protection of children from harm

- We as holders of premises licences and personal licences fully understand and have a statutory responsibility to promote the protection of children from harm in and in the vicinity of the premises.
- The protection of children from harm requires the proactive involvement (and sometimes training) of the management and staff to ensure that the needs of under 18's are considered and addressed in the day-to-day operation of the premises.
- A lost children procedure to be known by all staff and included in our Emergency Management Plan and detailed below
- The License holder, the child safety officer and the deputy event organiser all hold Enhanced DBS certificates and these will be viewable at the control centre
- Every effort will be made to ensure the safety of those under 18 and to keep them from harm
- Children will not be allowed in the area of the Bar where alcohol will be sold unless accompanied by an adult
- On entry, ALL children under 16 will be issued a secure wrist band which we will ask the parents/guardians to write their name and a mobile number, this will assist if the child is lost
- We will advise parents and guardians to point out the Security personnel, the meeting points and central control area (all will be clearly marked with flags) in case the children become lost, they should head for any of these locations and speak to a staff member, who will then follow the lost child program

LOST CHILDREN PROCEDURE (on advisory from the SAG we have added and amended this section to ensure greater safety)

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.

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- 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/ personal 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, 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 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.