

Appendix 2 - Draft Event Management Plan



DOCUMENT CONTROL COVER SHEET

Important - this document supersedes all previous version. It is your responsibility to check with the document owner that you are working with the most current version of the plan.

EVENT NAME	KITE 2020
CLIENT	U-LIVE PORTFOLIO LTD
EVENT DIRECTOR	MANDY JOHNSON
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Event Plan

**Kite 2020,
Kirtlington Park, Kirtlington**

Document Control

Document Title	Event Plan
Event	Kite
Venue	Kirtlington Park
Promoter	U-Live Portfolio Ltd
Event Director	Mandy Johnson
Event Manager	Marie-Claire Hunter
Site Manager	Heather McMillan
Safety Advisor	TBC
Production Manager	Dean Graves
Head of Security	TBC
Traffic Manager	TBC

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☒ = not yet available

☑ = available

1. Event Planning and Management

Overview

Kite is a new event that combines a classic British camping music festival with a discussion of social, political and technological ideas. The 2020 event will be the first year the event has been held at Kirtlington Park.

The music program will consist of culturally relevant artists, showcasing local, national and international acts who will perform across two main stages (one outdoor and one inside a tented arena). The ideas program will include topics of film, gaming, politics and comedy across up to eight smaller venues that may also be used for low-level music programming throughout the day. Other lifestyle and entertainment content will include food, retail and bar offering, interactive workshops, art installations, wellbeing area and children's entertainment.

The event will be ticketed via pre-purchase or 'on the day' options. Audiences will be invited to attend for the day only or to stay on site for the weekend. A choice of campsites for campervans and caravans, tents or pre-pitched glamping will be available. Sanitation facilities including showers will be accessible from the campsites as well as medical and welfare facilities.

Licensable activity will take place on Friday 12th, Saturday 13th and Sunday 13th June 2020. Camping facilities will be available from 14:00 hours on Friday 12th June to 12:00 hours on Monday 14th June 2020.

The event will be produced by U-Live, who has extensive experience in staging similar events throughout the UK and will ensure that the highest standards are maintained at all times.

This document and the plans contained, are intended to outline how the organisers plan to manage the event in line with the objectives inherent in the Licensing Act 2003 and the highest standards of health, safety and welfare for all workers and attendees.

The procedures and management systems in this plan have been, and will continue to be, developed to ensure that the event operates in line with the following four licensing objectives:

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

Various sections below confirm the methods of achieving these objectives at the event, but in brief these include:-

The prevention of crime and disorder – the organisers will engage with Thames Valley Police in the planning of all aspects of this event and will utilise the services of a private security firm, who will have extensive experience of working with crowds at events.

Public safety – the health, safety and welfare of all those attending (or affected by) the event, whether visitors, community or staff, features high on the organiser’s priorities. The event health and safety policy, risk assessments, show stop procedures are all documented and all contractors working at the event will work within these procedures. Medical provision will be available throughout the event at levels agreed with the Multi Agency Group. Specific, detailed plans for these areas will be included as appendices to this document.

The prevention of public nuisance – the organisers will take measures and employ the services of professionals in order to prevent a public nuisance. These measures will include traffic management plans, noise level monitoring, waste management, security and stewarding, child and vulnerable person protection policies and liaising with local residents. Specific plans for these areas will be included as appendices to this document.

The protection of children from harm – the organisers will put in place policies and practices that ensure those who are under the age of 18 and other vulnerable persons are protected from harm whilst attending the event. Information will be included as an appendix to this plan as well as the Event Safety Plan and the Crowd Management Plan.

Planning Capacities

This Event Management Plan covers a maximum planning capacity of 5,000 per day, made up of the following groups of attendees; including guests, staff and artists:

Ticket Type	Friday	Saturday	Sunday
Camping	1,250	1,250	1,250
Day / Weekend No Camping		3,750	2,750
Total	1,250	5,000	4,000

Event Profile

The event line up will feature a mixture of national and international speakers and musicians. It is expected that the event will attract a diverse adult audience of both students and working professionals ranging from 21 – 60 years. Accordingly, the risk of crowd disturbances or incidents will be low. Children may attend the event and we expect families will attend but an adult over the age of 18 will need to accompany anyone under the age of 16.

An estimated 50% of crew, artists and guests will be accommodated in campsites on the site, the remaining 50% travel from surrounding areas.

Based on the type of entertainment and experience from similar events we do not expect the audience to be particularly difficult to manage or likely to engage in large-

scale disorder, destruction of property or crime. The organisers are realistic enough to expect that there will be elements among the crowd who will engage in these activities and have developed strategies to combat this.

Purpose of this Document

This document (the Event Plan) is intended not only to provide general information about the event, but also to detail the management plans and actions of the organisers with regard to public and worker safety.

These management plans include the plans for dealing with untoward and major incidents, which will be developed in partnership with the representatives in the Multi Agency Planning Group (MAPG) and Safety Advisory Group (SAG) as required. This document is subject to constant revision and should not be considered exclusively; rather the document forms part of the major incident planning for the locality while the event is taking place and should be considered as co-authored by the group as a whole.

This document contains information, which is confidential and may be confidential or privileged and legally protected from disclosure.

Kite organisers will make every effort to ensure that all information contained in this document is true and correct at the time of publication and will ensure that the document is updated and circulated amongst the relevant organisations and authorities on a regular basis. However, it will be accepted that due to the nature of the event that this document relates to, certain elements outside of the control of Kite organisers may be subject to change at short notice.

No other person is authorised to copy, forward or disclose, distribute or retain this document in any form without the consent of the promoter or their agents. For further information please contact:

Marie-Claire Hunter, U-Live 

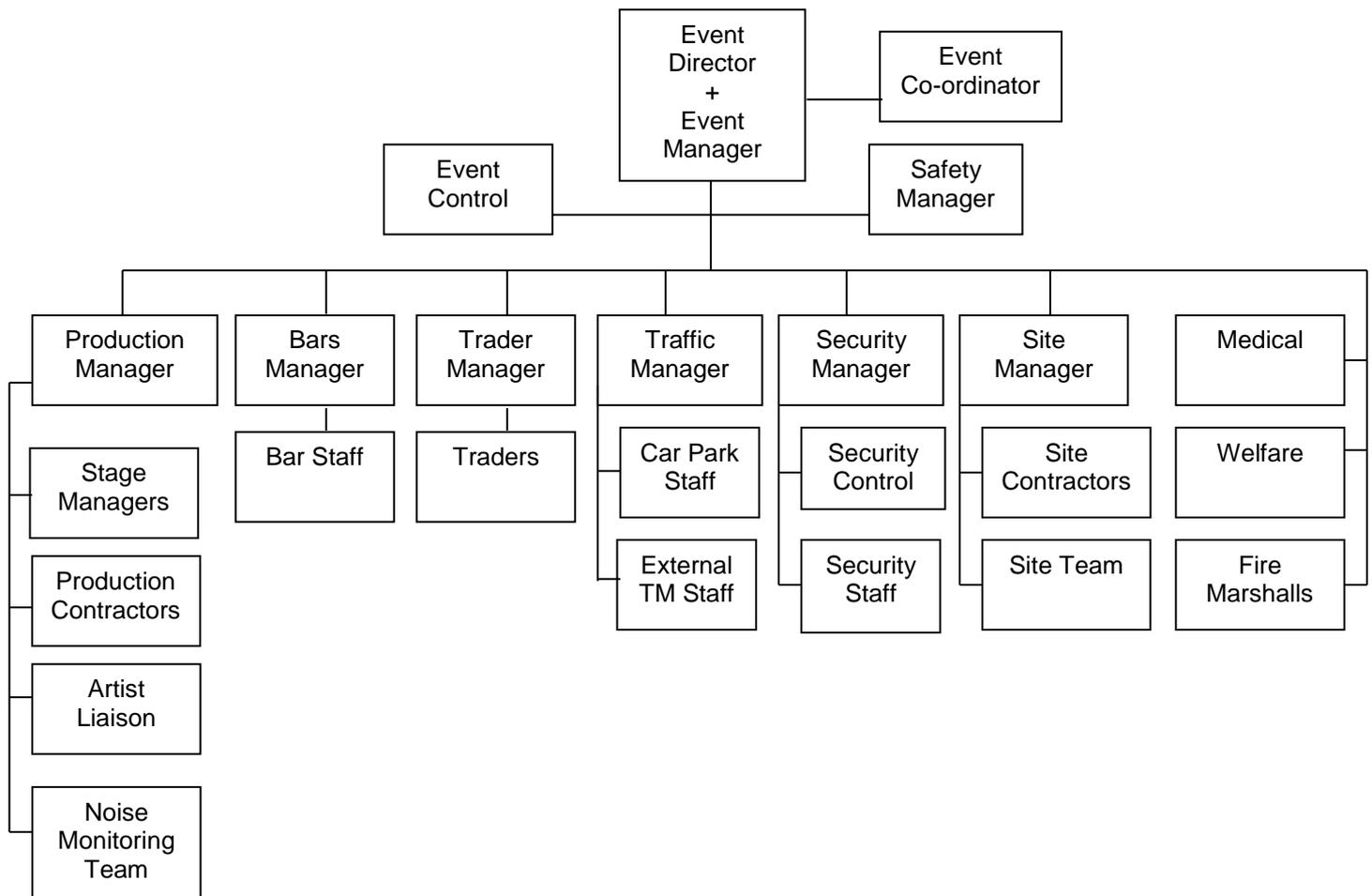
Event Management

A team of professionals with a proven track record of running safe events will form the Event Management Team. Management functions and decisions will be coordinated and recorded via an Event Control process. As the name suggests, this control facility has the ability to assume control of the event in the case of a major incident, whereupon the initial response can be managed.

The organisers will hold regular Event Management Team meetings.

During the overnight phases when the arena is closed the Overnight Security Manager will take over responsibility from the Event Director/Event Manager.

The roles and functions of key individuals in the provisional event management structure are explained in more detail below.



Chain of Command

Under normal operational conditions, The Event Management Team (Event Director, Event Manager, Safety Manager, Production Manager, Site Manager, Security Manager, Traffic Manager, Traders Manager, Bars Manager) will work as a team consulting each other on various aspects of the show and liaising with those working underneath them to ensure that all parties are kept informed of the status of the event, potential problems, situations or incidents.

All on site activity may be halted either temporarily or for the duration of the event by the Safety Manager, Event Director or Event Manager, or Overnight Security Manager.

Event Management Responsibilities

Under normal operating circumstances the event will be run by the Event Management Team which is made up of various departments all reporting in to the Event Director or Event Manager. Members of that team with specific duties are as follows:

Event Director

Make decisions about the general operation of the event and deal with the day to day running of the event. In conjunction with the rest of the Event Management Team, deal with incidents and occurrences. Make strategic decisions concerning the overall management and operation of the event with the ultimate view of ensuring that the event is operated safely. Liaise with emergency services colleagues during the operation of the event. Continuously consult with members of the Event Management Team to agree appropriate decisions. In all circumstances other than a major incident, the final decision is that of the Event Director.

During the overnight phases when the arena is closed the Overnight Security Manager takes over responsibility from the Event Director.

Event Manager

Deal with the day to day running of the event and acts as second in command to the Event Director. In the absence of the Event Director, the Event Manager will take on the Event Director responsibilities and take overall responsibility for the safe operating of the event.

Event Co-ordinator

Support Event Director and Event Manager in the day to day running of the event.

Site Manager

To ensure that all aspects of the site infrastructure are built to the correct specifications and are maintained to that standard during the event. To deal with any site related problems that may occur during the festival. To advise the Event Director and Event Manager should any unforeseen issues arise.

Safety Manager

To ensure that the festival health and safety policy is implemented and that an on-going assessment of all identified and new hazards take place on a regular basis and to update the Emergency Liaison Team of any changes to the festival plan. To liaise between the Event Management Team in all aspects related to the safe operation of the event. To advise the Event Director and Event Manager should any unforeseen issues arise.

Production Manager

To ensure that all stage activity is run on schedule and within the limitations set by the local authority. To oversee the co-ordination of artist movement and welfare at the event. To advise the Event Director and Event Manager should any unforeseen issues arise.

Security Manager

To ensure that all aspects of the Security and Crowd Safety plan are implemented and that the Event Director and Event Manager are advised of any potential incident that could raise the operating condition and where appropriate, to liaise with Police concerning crime and crime prevention.

Traffic Manager

To ensure all aspects of the Traffic Management Plan are implemented and to advise the Event Director and Event Manager should any unforeseen issues arise.

Traders Manager

To ensure that all undertakings included in the Trader & Concession Briefing are put into action on site and to advise the Event Director and Event Manager as and when any unforeseen issues arise.

Bars Manager (Designated Premises Supervisor)

To ensure that all aspects of the Bar Management Plan are actioned and to advise the Event Director and Event Manager as and when any unforeseen issues arise.

Emergency Liaison Team (ELT)

The Emergency Liaison Team (made up of key members of the Event Management Team), will continuously liaise whilst on site and meet at pre agreed times.

ELT meetings will take place in the Event Office, located in the production area, and have suitable access to working space and communications facilities, to be provided by the organiser.

The designated Event Controller(s) in liaison with the Event Manager and Event Director will co-ordinate on site activity during the event and will also be responsible for the maintenance of the event log.

Should an incident occur on site that requires the involvement or advice of local authority and emergency services, the Event Director will contact the appropriate representative. In the case that an emergency ELT is required to convene, appropriate members of the local authority and emergency services will be invited to assemble on site in a nominated Event Control Room. Should a major incident be declared then control of the event will pass to Thames Valley Police.

If any members of the local authority or emergency services require a wider or permanent presence on site, a desk will be made available for them.

The membership of permanent on site ELT and roles are as follows:-

Event Director (Event Manager in the absence of the Director)

In conjunction with the rest of the Event Management Team deal with incidents, occurrences. Make strategic decisions concerning the overall management and operation of the event with the ultimate view of ensuring that the event is operated safely. Liaise with emergency services colleagues.

Event Controller

Working alongside the Event Management Team and monitoring a dedicated radio channel they will prioritise and evaluate the information received and either assign tasks or relay information accordingly. Any information received that could affect the

safe running of the event would immediately be shared with the Event Director and an event log will be maintained.

Medics

A representative from the medical services will control and co-ordinate the deployment of medical resources around the event, including responding to reports and evacuating casualties from the site. (A Medical Plan will be attached as an appendix to this document).

Traffic Manager

The Traffic Manager together with representatives from the Traffic Management contractor will co-ordinate traffic management with Police. The Traffic Manager will be contactable on radio. (A Traffic Management Plan will be attached as an appendix to this document).

Security Manager

The Event Controller will support the Security Manager and Supervisors to direct resources around the site and to advise security staff of any live issues. The aim is to provide a swift and suitable response to reported incidents. (A Crowd Management Plan will be attached as an appendix to this document).

2. Emergency Planning

Emergency and evacuation plans are detailed in the Event Safety Plan and Crowd Management Plan, attached as appendices to this document.

A scaled, gridded plan of the event site will clearly show all structures, emergency exits, RVPs, blue routes, fire points and first aid facilities.

3. Venue and Site

The event will be held at Kirtlington Park, Kirtlington, OX5 3JN. The main arena will be located in fields surrounding the northern side of the main house and adjacent fields to the west and north west will be used as camping, live-in vehicles and car parking fields.

The following is a brief overview of the facilities that will be available on site. Many of the headings are expanded in more detail within this document and further information regarding locations can be found on the site plan.

Accreditation

Site and production contractors will be checked to confirm that they should be on site and that they have provided relevant H&S Documentation and are competent in health and safety matters. All contractors will be given an individual pass, which they will wear at all times. Accreditation will only be issued to those individuals who have provided their details to the production team; artists and entourage will be given a pass allowing them access to the relevant areas of the site.

Site Build and Construction

This will be carried out over the days leading up to the event from 2 weeks before and will be managed by the Site Manager and their team. During this period, the area will be classed as a working area with all relevant health and safety procedures in place and restrictions being enforced by the Site Manager and Safety Manager. Details of health and safety policies and procedures will be outlined in the Event Safety Plan and the Construction Phase Plan.

A full build schedule will be available prior to the first day of the build from the Site Manager.

Site De rig and Load Out

This will take place for up to 7 days after the festival has closed. As with build period, measures will be in place to ensure the health, safety and welfare of everyone who may be affected by the load out.

A full de rig schedule will be available prior to the first day of the de rig from the Site Manager.

Site Plans

The Site Manager will ensure that scaled plans of the event site are available clearly showing all structures, access and egress routes, emergency vehicle routes, audience areas and facilities. The final versions of the plan will have a grid reference system and be made available in sizes dictated by the scale of the drawing.

Due to the nature of the event and the fact that changes may be made during the planning process, please ensure that you are working from the most up to date plan. An updated version will be circulated on a monthly basis. The final “as built” plan will be issued the day before the event to reflect any changes made during the build period.

Structures

To be supplied by competent contractors who will issue full structural plans and calculations to the Site Manager, Safety Manager and appropriate representatives of the local authority as required. Contractors may be required to have a standby team on site for the duration of the festival to deal with any problems that may occur relating to structural integrity and weather conditions.

Ground Cover

The area in front of the stage is traditionally subject to heavy footfall that can lead to severe problems with mud and a build up of water. With this in mind, if weather conditions require it, the working area immediately in front of the stage will be covered using temporary roadway during the build phase of the event to ensure ground is protected. Mulch and bark chippings may be used should the ground conditions in any areas become waterlogged.

Production Village

The production area will house the following facilities:-

- Event Office
- Site Office
- Traders Office
- Security Office
- Health & Safety Office

Main Stage

Constructed to consist of a traditional festival stage and a front of house control structure. The available viewing area allows in excess of 5,000 people to see this stage at any one time.

The stage will be isolated with a fenced perimeter containing the backstage area. The front of stage barrier will be of A-frame construction rated to withstand a constant pressure of 5kN/m and signed off as fit by the contractor prior to public admission.

All stage activity will be under the direction of the Production Manager, however the Event Controller will be in contact with the Stage Manager and will be able to implement show-stop procedures and override running orders should the Production Manager be unavailable.

Other Entertainment Arenas

Various marquees and structures will be located in the main entertainment arena. After the performances on the main stage have ended, some of the marquees will remain open. Specific timings will be provided as an appendix to this document.

Stewards and reserves of crowd control barrier will be located at the sides of the tented stage, to ensure that the safety of members of the public can be maintained, should extra supplies of barrier be required. The need for this barrier will be co-ordinated by the Security Manager responsible for the area in conjunction with the Safety Manager and Event Director.

A show-stop procedure (available as an appendix) will be in place allowing the entertainment to be halted and any incident contained and dealt with should the need arise.

Backstage area

A backstage area will include production facilities and dressing rooms. Access to this area will be by appropriate pass only. Vehicle access can be achieved without encroaching on the public areas of the site.

Site Inspection

To comply with the licence conditions, an inspection of the site and facilities will be made before the event is opened to the public. The inspection will ensure the integrity of the site infrastructure and that the site is suitable in order to admit members of the public. The Event Director will agree inspection times with members of the Multi Agency and SAG.

In the event of any item, facility or situation being identified as not meeting any of the licence conditions during the inspection, the Site Manager or Safety Manager should be informed immediately.

Opening of Event & Event Areas

Car Parks, Campsites and Arenas will have different opening times. Prior to the opening of each area to the public, any issues arising from local authority or event management team inspections must be logged and resolved via Event Controller. Once resolved, Event Controller will carry out final opening checks, then give the go ahead to Security Control to open the gates.

If areas are ready to open before the advertised time, the Event Controller will contact the Event Director to request permission for early opening. Priority will always be given to get early arrivals in and help avoid a build-up of people at the gates.

Start of Stage Activity

Once the arena entrances have been opened and not before the advertised times, the Production Manager, when ready, will contact the Event Director or Safety Manager to obtain permission to start the stage activity in each area, in accordance with the schedules. The Event Director or Safety Manager will then advise Event Controller that stage activity is about to commence and if all agencies agree the Production Manager will be given the go ahead to commence.

End of Stage Activity

The stage activity in the main arena will not continue past the curfew time stipulated in event timings. If at any time the Production Manager thinks that this curfew will not be achieved, they will notify the Event Director immediately.

Closing of Main Arena

Once all stage activity has ended the Security Manager will ensure that a sweep of the main arena is conducted to ensure that all members of the public have left the area. Once it is confirmed that the arena is clear the Security Manager will inform Event Director and Event Controller who will lift the vehicle curfew.

4. Communications

A list of site contact numbers (and mobile numbers of key individuals) will be available.

The main mode of communication on site will be a two-way radio system which will be installed for communications during the build and event. Radio channel lists and correct radio procedures will be made available to all radio users on site.

Because of the volume of mobile telephone traffic experienced during large events, mobile phones are not expected to be a reliable form of communication, therefore ALL KEY PERSONNEL ARE EXPECTED TO COLLECT AN EVENT RADIO ON SHOW DAYS.

Kirtlington Park will make available a telephone system enabling external landline communications at all times.

Radio communications will be managed and logged by Event Controller. An event log will be maintained during the show and will provide a formal record of the day's events and key decisions.

RADIO NETWORK OPERATION

Event staff will be issued with radios where required, to negate the need for carrying multiple radios the Event Controller will monitor radio traffic and ensure that relevant messages and intelligence are passed on. Each department will be allocated a designated channel as well as the establishment of a chat channel and an emergency channel.

All safety critical or emergency messages will be transmitted on the Event Control Channel. The Event Controller will be responsible for ensuring that all members of the Event Management Team move from the standard operating radio channels to the Event Control Channel during alert conditions.

Communications with the public will be through the main stage PA, if required.

5. Crowd Management

Security and Crowd Management

A competent security company will be engaged to manage the main arena security, crowd management and campsite security. The organisers will ensure that the security company has extensive experience in managing similar situations at previous events and that the level of security and crowd management at this festival is of the highest standard. A Crowd Management Plan will be appended to this document.

All staff based on entrances, bars and those likely to have significant customer contact will be registered within SIA rules (Security Industry Association).

Under normal circumstances executive control for ALL operational security matters will rest with the Head of Security who will liaise regularly and directly with the Event Director, with operational decisions taken by the various Security Managers.

In addition to the control exercised by the various Heads of Department the Event Director and the Safety Manager will have the authority to direct any member of the security staff to perform any duty in the interest of event safety. This authority will be confirmed by the production of their named accreditation.

Staff will also be present from a voluntary organisation working as stewards. This role will supplement the security companies and will be for information and stewarding purposes only, not for crowd management or security.

Crime Prevention

The organisers are committed to reducing crime at the event. Measures will be taken to ensure that opportunist criminals and organised groups do not have the opportunity to spoil the event for the majority of customers.

Any persons apprehended by security staff in the commission of a criminal offence will be passed to Thames Valley Police. Security staff will also assist, where possible, in the identification and apprehension of offenders and the prevention of crimes.

Alcohol

Bars will be open throughout the event, within the permitted times and as per the event timings documents (found as an appendix to this document).

Camping customers will be allowed to bring alcohol for personal consumption into the campsite but will not be able to take it from the campsites into the arenas. Day customers will not be allowed to bring alcohol into the event.

Glass

Pre event communication to the audience will advise that glass is not allowed into the event (campsite or arena). In the case that camping customers arrive with glass bottles containing liquids that will ruin if decanted (champagne, etc.), the security staff will allow those glass bottles into the campsite: This is on the basis that they are comfortable that the audience member poses a low threat of creating problems relating to the glass. Guests will be warned that they must use the bins provided to dispose of the glass and will not be allowed to take glass from campsites to the arena.

Some of the event bars may sell sparkling wine in glass bottles to be served with shatterproof plastic champagne flutes. In these cases, the glass bottles may not be taken outside of the enclosed garden areas that surround the bar. A security position will be located at the entry/exit to the garden area to ensure no glass is taken beyond that point.

Glassware aside from the above mentioned bottles will not be allowed into the event under any circumstance. Stewards and cleaning staff will be especially observant for discarded glass within the event. No glass will be sold at any concession outlet or bars that do not have an enclosed garden area, any trader found selling glass containers will be asked to remove them from sale or face closure.

Acceptable Behaviour

The organisers will not accept prejudiced or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event or passed to the police. The organisers are also committed to reducing audience injuries through crowd surfing and moshing and will implement a two strikes policy, leading to ejection for those persons who persist in this activity.

Show Stop Procedure

Stopping a show in the middle of a performance can sometimes create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident cannot be resolved whilst the show continues. The organisers have developed a robust show-stop procedure which will be appended to this document. All personnel involved in the stopping of the show at any point will be fully briefed as to their respective roles.

6. Traffic Management

The event organisers will appoint a Traffic Manager who will agree a Traffic Management plan in consultation with the local authority. This plan is intended to reduce the impact of the event on the local highways infrastructure so far as is reasonably possible. The Traffic Management contractor will be responsible for ensuring that all aspects of the Traffic Management & Signage Plan are implemented.

The Event Organiser is responsible for fully funding the Consultation, Design, Implementation and Supervision of a Traffic Management Plan for the event, including all traffic management measures that are necessary to effectively ensure the safe and expedient movement of all road users arriving at and exiting the event. This is to include pedestrians and the mobility impaired persons.

On event day, traffic management immediately outside the event site will be the responsibility of the Traffic Manager in liaison with the organisers and local authority. The Traffic Manager with the support of the Traffic Management & Car Parks Team will manage traffic inside the Estate, which will include staff, artist and guest traffic.

Any issues that arise, external to the event, due to traffic in the surrounding areas will be discussed by ELT.

The Event Organiser will ensure that local residents are informed in advance of any proposed road closures and one-way restrictions required for the event as agreed by the local authority.

Any contractor operating on a highway will obtain relevant approval and be fully accredited. Should such consent not be given, by the due date, the Council reserve the right to procure the necessary services, for which the Event Organiser will be responsible for any of the costs incurred.

The traffic management plan will be found as an appendix to this document.

7. Temporary Structures

The Organisers will engage competent contractors who will issue appropriate documentation to include structural plans and calculations, fire retardant certificates

and wind loading calculations, to be checked by the Safety Manager and made available to representatives of the local authority if required. The contractor who is responsible for the staging structures will ensure that a standby team is on site for the duration of the event to deal with any problems that may occur relating to structural integrity and weather conditions.

All temporary demountable structures to be erected will satisfy the guidance contained in the document Temporary Demountable Structures: Guidance on procurement, design and use (fourth edition) April 2017 published by The Institution of Structural Engineers. In the case that the event commissions bespoke structures to be designed and built for the event only, documentation will be checked by a structural engineer and once built on site, completion certificates issued before it can be opened to the public. In the case of standard TDS supplied with full documentation by competent contractors (e.g. big tops, marquees etc), the Safety Manager will carry out checks on documentation and issue completion certificates. Certificates will be shared with the Local Authority prior to the event opening. Further details, drawings, calculations, method statements for each structure will be kept on file and be available for submission to the Local Authority on request.

8. Barriers and Fencing

Barriers

Three types of barrier will be used at this event, as follows.

Pedestrian Barrier

This is the traditional galvanised barrier used as a way of creating sterile areas or restricted access points at locations that will only experience low-density crowd movement.

Police Barrier

Similar to Bike Rack but with low profile tubular feet that do not create a trip hazard and absorb light crowd pressure enabling them to be used in locations with a higher density of crowd movement.

Pit Barrier

Traditional A-frame load bearing barrier to a rating of at least 5Kn/m that will be used in areas of high crowd density such as in front of the stage and around structures in close proximity to the stage.

Fencing

Two types of fencing will be used at this event:-

Heras

2.5m high block and mesh fencing. This alongside security patrols will secure the perimeter of the event. It will also be used to segregate areas, can be used braced or with 'triangles' to provide a load bearing barrier; will only resist light crowd pressure.

Steelshield / Timbershield

Pressed steel sheeting, 2.4m to 3.3m high, pinned to the ground, the panels are also braced and able to absorb light to moderate crowd pressure.

9. Electricity Supply and Lighting

Temporary electrical supplies, including all generators, distribution cabling and end connection for the arena will be installed by a competent contractor in accordance with the site plan and power specifications (which are available from the site manager).

All temporary power supplies will be installed to BS 7909 and fitted with RCD protection, where necessary, and suitably earthed. The provider will sign off all installations as correctly fitted before use.

A full risk assessment and method statement for the installation and management of all temporary power supplies is held in the event technical file.

10. Bars and Concessions**Bars**

The bars will open and close at the times stated in the Event Timings Document to be found as an appendix to this plan. The event management team will work with the Stewards and begin to close bars earlier if circumstances dictate this course of action would be appropriate.

The positioning of bars can be seen on the site plan.

All bars will have sufficient lighting and fire fighting equipment as well as sanitary and hand washing facilities for staff.

Bar managers will operate a challenge 25 policy to ensure that persons under 18 are not served with alcohol and that all drinks are dispensed in plastic cups or PET containers.

Food Concessions

Food concessions will be located around the site, offering a wide variety of hot and cold food and drinks.

The Trader Manager will collate and submit to the Council's Environmental Health Department the following information on all the catering operations:

- a) name and address of the food business,
- b) the food business operator,
- c) the local authority with whom the food business is registered,

- d) the number of units,
- e) an indication of the type of food produced,
- f) the location of each unit at the festival site,
- g) Contact names and mobile telephone numbers for food business operators during the event.

The Trader Manager will carry out checks of all food trader paperwork and on site set-up prior to the event opening to the public. Should any trader be found to not be operating to the required standard, the Trader Manager will stop that trader from operating.

The Trader Manager will ensure that:

- All food concessions comply fully with the relevant requirements of EC Regulation 178/2002 (laying down general principles and requirements of food law and laying down procedures in matters of food safety) and EC Regulation 852/2004 on (The Hygiene of Foodstuffs).
- All food concessions are situated within 50 meters of an accessible supply of water, which has a constant supply of water that is of a potable quality, therefore not supplied by a source that is deployable i.e. bowser.
- All food concessions on the site are registered with, and have been inspected by, the Local Authority where the business is based, prior to the event.
- All food concessions that handle high-risk food (a food that is likely to support the growth of pathogenic micro-organisms or the formation of toxins) have immediate access to hot hand wash facilities.
- Suitable and sufficient facilities for the disposal of all solid and liquid waste shall be provided within the same compound as any food concession.

The onsite Fire Marshall will ensure that all concessions will have suitable fire fighting equipment. The Trader Manager will ensure that sanitary and washing facilities for staff are present and that the trading unit is operating in line with the documentation they have provided.

The Organiser will also ensure that all catering operations are available for inspection by the Council's Environmental Health Department at an agreed time prior to the opening of the event to the public. The Organisers will further guarantee access at all times that the event is open. In addition, the Event Organiser will ensure that immediately at the request of the Council's Environmental Health Department appropriate action is taken to prevent any risk to public health or safety from a food operation or trader not complying with Food Safety or Health and Safety at Work legislation. Appropriate action could include the closure of the operations, or, where necessary, removal from the site.

All traders will be required to order gas via the event-approved gas supplier (who will deliver direct to site). Any remaining gas will be kept in a secure compound away from the busy areas of the site.

The Trader Manager will ensure that any concession/outlet responsible for the supply of any drug alternatives, herbal substances, pills, powder or gases (other than from a dedicated pharmacy approved by the health authorities), which is found to be causing legitimate concerns to any of the emergency services ceases providing that substance and if a concession/outlet continues to sell/provide such items, the Event Organiser will close such outlets on site.

The Trader and Concessions Briefing will be provided as an appendix to this document.

11. Merchandise & Non Food Traders

Merchandising units selling goods and merchandise will be located around the arena and will be identified on the site plan.

Any trademarked merchandise sold at the event will be authorised or licensed by the trademark holder.

It is recognised that all goods for sale will not be in any way dangerous or offensive and any retailer found with such items for sale will be asked to remove these items from display or face being asked to leave the site. Traders will not be authorised to sell inappropriate items i.e. poppers, weapons or prejudiced material.

Only authorised traders will be allowed to sell cigarettes: the sale and advertisement of will be in line with regulations.

Fire fighting equipment will be located around the market areas and waste contractors will ensure that there is no build-up of flammable waste.

12. Amusements

Funfair rides

There are plans to have some funfair rides at this event. They will be supplied and managed by a competent fairground company who is part of the ADIPS scheme and all necessary documentation will be collected and submitted before the rides open.

13. Sanitary Facilities

Toilets for staff and public will be located throughout the arena and campsites in compounds and numbers provided will exceed the minimum requirements as stated in the Event Safety Guide. Access routes for cleaning and replenishing will be provided outside of the public arena. Cleaning and replenishing will be undertaken on a regular basis and a schedule will be circulated.

Arena Toilet Provision will exceed the statutory numbers of

Female	1	Toilet per	75 required
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Male	1	Toilet per	400 required
Male	1	Urinal per	100 required

Campsite Toilet Provision will exceed the statutory numbers of

Female	1	Toilet per	75 required
Male	1	Toilet per	150 required
Male	1	Urinal per	250 required

14. Waste Management

A waste management company will be appointed to deal appropriately with all waste from the site. Litter picking will take place throughout the event to prevent a build-up of materials that could be used to start campfires etc. The waste company will ensure that as much waste material is recycled as possible, details of recycling can be made available on request.

Concessions will be encouraged to deal with waste products quickly to prevent an accumulation that could lead to either environmental issues or the gathering of cardboard etc. to be used as fuel for campfires. Skips will be emptied at times when no customers have access to the area.

The Event Organiser will ensure that waste water from all commercial and event catering activities is collected and stored in tanks for proper off-site disposal.

A waste management plan will be available as an appendix.

15. Sound and Noise Management

The sound levels for the event will be agreed with the local authority and will be in accordance with the code of practice for sound control of open-air concerts.

The organisers will appoint an appropriate contractor to monitor noise levels in the surrounding area and investigate any complaints.

The sound monitoring team will be in contact with the Production Manager via Event Control should any action need to be taken during the event and have authority to instruct the sound engineers to adjust sound levels.

Further details can be found in the Noise Management Plan that will be attached as an appendix to this document.

16. Special Effects

Should the organisers wish to use pyrotechnics or lasers, then relevant permission will be sought with only competent contractors engaged to deliver the service and documentation passed on to the local authority prior to the show beginning.

17. Camping

Campsite Operation, Facilities and Attractions

The following is a description of the facilities available on the campsite and the operational method to be employed to manage these facilities. The day-to-day maintenance of the campsite facilities will be the responsibility of the Site Manager and the general operation of the campsite will be the responsibility of the campsite Security Supervisor.

The campsite will open and close at the times stated in the Event Timings document, as appendix of this document.

A separate campsite area is to be available for those customers with campervans and those wishing to upgrade to the boutique or premium camping area.

Sanitary Facilities & Showers

Toilets and showers will be located either within or within immediate proximity to campsite (see site plan). They will be well lit and serviced at regular intervals throughout the weekend. All units will be located so that cleansing of units does not have to operate in public areas.

Drinking Water

Free drinking water will be provided throughout the weekend, water points are located with sanitary points and will be signed and lit as well as being represented on the site maps.

Campsite Welfare

A Welfare operation based in the Medical Tent will be available for the period that the arenas are open. The Medical Tent will be open 24 hours. It will be located in close to the campsites. Throughout the day the Safety Manager, Site Manager and campsite Security Supervisor will make regular checks of the campsites and its facilities.

Final Clearing of Campsites

The campsite will close at the time stated in the Event Timings document, an appendix of this document. A full search of all areas and items left by campers will take place to ensure that all persons have left the campsite and that no objects have been left that could pose a threat to the health, safety and welfare of crew working on the de-rig.

Production and contractors' vehicles will not be allowed into the campsite area until authorised by Event Controller.

18. Facilities for People with Special Needs

Supplying facilities for disabled people represents a particular challenge for festival organisers due to the green field nature of event sites and concentration of people. The promoters accept their responsibility to take all reasonably practicable steps to ensure that people with disabilities are catered for and are signed up to the Attitude is Everything Charter of Best Practice for accessibility at music events.

A viewing area for wheelchair users will be located to provide an unobstructed view of the main stage; suitable toilets will also be located within the site.

An accessible parking area will be designated.

An accessible camping area has been identified with accessible toilets and showers.

19. Medical Provision

First Aid and Medical Provision

The Medical Tent will be located in the arena, close to the campsite for easy access. If required based on an assessment of the audience numbers and profile, a first aid posts will be located next to the main stage to receive casualties and provide a triage and treatment facility depending on the nature of the injury/illness. The objective of the medical plan is to manage the majority of incidents on site with only the most serious being referred to local facilities.

Lost / vulnerable people will be directed to the Medical Tent and be the main point of contact between festival goers and organisers.

Full details of medical deployment will be found in the medical plan appended to this document.

20. Information and Lost Property

An Information Point will operate from the Box Office where members of the public will be able to obtain assistance from staff. This will be located at the event entrance and they will provide event information and deal with lost property. Any items handed in will be logged and if not collected before closing on Monday can then be collected via the event website.

21. Children

In keeping with the priorities of the licensing act, the organisers recognise their duty to protect children from harm.

Any contractors, performers or individuals whose role specifically requires them to have direct contact with children will be required to be DBS checked and to produce a child protection policy.

Parents will be advised that a lost child wristband will be available at the Medical Tent. On collection parents will log their name and phone number and write their phone number of the child's wristband.

The Information & Medical Tents will take responsibility for lost children. A lost child procedure will be in place to ensure that an appropriate procedure is followed to both care for the child and return to the child to their parents or carer. The procedure can be found in the Child Protection Policy and Procedure as an appendix to this document.

22. Artists

A full line up and show-day running order will be made available immediately before the event, to those who need it.

An artist area, including dressing rooms, artist green room, press and media facilities will be established in the backstage area. Admission to this area will be by pass only and this will be managed by security.

Because of the nature of the event there are no artists with a high-risk profile or who are likely to incite the audience to unsafe behaviour or public disorder.

23. Television and Radio Broadcast

There are currently no plans to broadcast the event live but it may be recorded for use at a later date.