**SANDON FIELDS FESTIVAL**

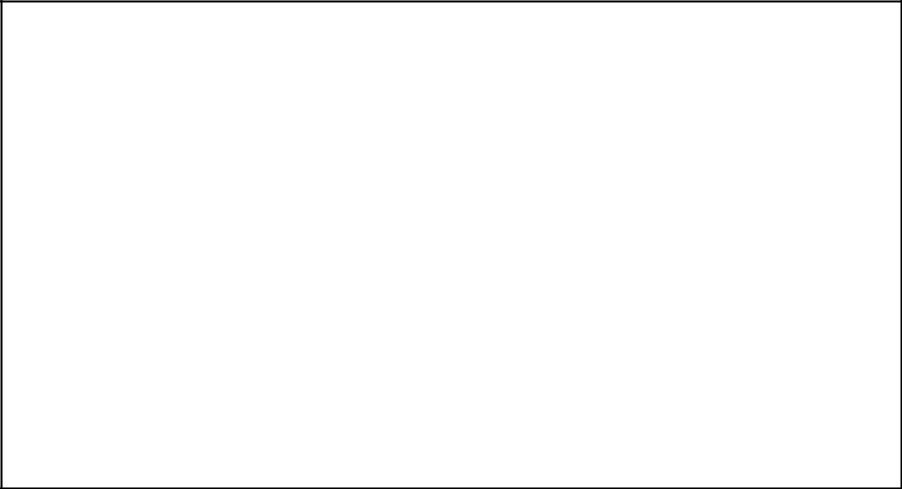
**Saturday 9th & Sunday 10th June 2018**

**​** **​**

**Poplars Farm, Sandon, Herts, SG9 0QG**

**EVENT MANAGEMENT PLAN**

**V2**

****

**Document Control**

|  |  |
| --- | --- |
| Project: | Sandon Fields - 2018 |
|  |  |
| Title: | Event Management Plan |
|  |  |
| Revision: | V2 |
|  |  |
| Date: | Last Updated - 21st February 2018 |
|  |  |
| Author: | Richard Maskell / John Heath |
|  |  |

London Road Audio Services Ltd / Risk Safety Services Ltd

Page 1

**Sandon Fields |** Event Management Plan**​** Poplars​ Farm, SG9 0QG **London Road Audio Services Ltd**

21/02/2018



**Introduction**

This document is the backbone of our Event Management Plans and its purpose is to provide a general overview of all the considerations and detailed planning required staging the event.

As a standalone document it will contain all pre- event details and will reference other documents that may be found as appendices. It is intended that it is a ‘working, live document’ that will evolve with on going liaison between the event organisers, the local licensing authority (in this instance NHDC) and other responsible authorities.

The event organisers are an experienced team and 3rd party consultants are experts in their given fields.

The team are committed to responsible event management practices. Our work is conducted to the highest standard to increase our contribution to arts and culture whilst minimising any adverse eﬀects to residents, public safety and the environment. We believe good communication with stakeholders, such as local authorities and community groups, is vital to the success of any event and hope collaborative documents like this aid such communication. We will be following the advice provided at the various SAG meetings and by following the **Purple Guide’s** recommendations as closely as possible.

**Contents**

Event Overview

Event Site Location & Overview

Event Summary / Audience Profile

Site Design

Site Entry Points / Security Control Points / Ticket Holder Access /LocalAccess

Fire Patrol Vehicle and other Emergency Vehicles  
Emergency Gates

Licensable Activities  
Emergency Gates

Licensable Areas / Zones

Dates & Times  
 Production Dates

Public Access  
 Licensible Activities  
 Non Operating Hours  
The Events Team

Page 2

**​** ​



Campsite Capacity

Car Park Capacity

Venue Timings and Capacities

Temporary Demountable Structures

Erection & Maintenance of Structures

Structural Safety & Wind

Fire Safety of Materials

Power Supply & Electrical Equipment

Generators

Electrical Installations & Appliances

Site Lighting

Fire Safety

Fire Fighting Equipment

Fire Safety Checks

Raising the Alarm

Preventative Measures

Fireworks & Sparklers

Emergency Services Rendezvous Point

Provisions for Disabled People

Crowd Management

Audience Number Control

Police

SIA Licensed Security Team

Stewards

VIPs

Accreditation

Security Searches

Missing Persons or Property

Alcohol & Bars

Designated Premises Supervisor

Bar Operating Times

Challenge 25

Communications

Event Website & Social Media

Radio

PA Systems

Loud Hailers

Signage

Medical First Aid & Welfare

Medical Equipment & Staff Provisions

Nearest Hospitals

Refuse & Recycling

Attendee Waste

Page 3

**​** ​



Concession and Production Waste

Waste Transfer Licence

Water & Sanitation

Water Supply

Handwashing

Showers

Toilets

Grey Water & Sewerage

Environmental Considerations

Inclement Weather

Wind

Flooding & Wet Weather

Extreme Heat & Cold

Concessions

Traffic & Transport

Vehicle Access

Car Parking

Speed of Vehicles

Traffic Signage

The event will be signposted in the local area (exact positioning to TBC)

via short leg temporary road signage.

Noise

Build and Break Procedures

Emergency Procedures

Event Site Status

Emergency Radio Codes

Emergency Vehicle Rendezvous Point

Temporary Show stop

Evacuation

Cancellation & Curtailment

Bomb Threats

Prevention of Public Nuisance

Event Sound

Crowd Noise

Publicity

Lights

Prevention of Crime and Disorder

Drugs

Violence

Egress Dispersion

Prevention of Harm to Children

Alcohol

Public Safety

Page 4

**Sandon Fields |** Event Management Plan Poplars Farm, SG9 0QG **London Road Audio Services Ltd**

|  |  |
| --- | --- |
| **​**​ | 21/02/2018 |
|  |



**Appendices**

Appendix A - A1, A2, A3: Site Maps

Appendix B: Noise Management Plan V1

Appendix C: Traﬃc Management Plan (DRAFT)

Appendix D: Security Policy V1

Appendix E: Fire Risk Assessment (Available Soon)

Appendix F: Medical Provisions Plan (Draft)

Appendix G: Crowd Management (V1)

Appendix H: Venue Timings & Capacities (V1)

Appendix I: Acts / Artist Line Up (Available Soon)

Appendix J: Management Team - Contact Numbers

Appendix K: Waste Management Plan (V1)

Appendix L: Food Vendors List (V1)

Page 5

**​** ​



**1 Event Overview**

**1.1 Event Site Location & Overview**

The event will take place at Poplars Farm, Roe Green, Sandon, Herts, SG9 0QG the event site is set over 22 acres of unused farm land, split over 4 main meadows / fields.

**Main Public Entrance & Exit:**

There will be a dedicated public / site entrance for vehicles and pedestrian foot traﬃc via the main entrance to Poplars Farm. This will be a track matted vehicle route leading to a car parks, with a separated (via pedestrian barrier) public walkway straight to the main event site **See ‘Site Map’ appendices: A - A1, A2 & A3**

Staff, trades & artists will also use this entrance but will have dedicated areas and car parks as marked out on the site map.

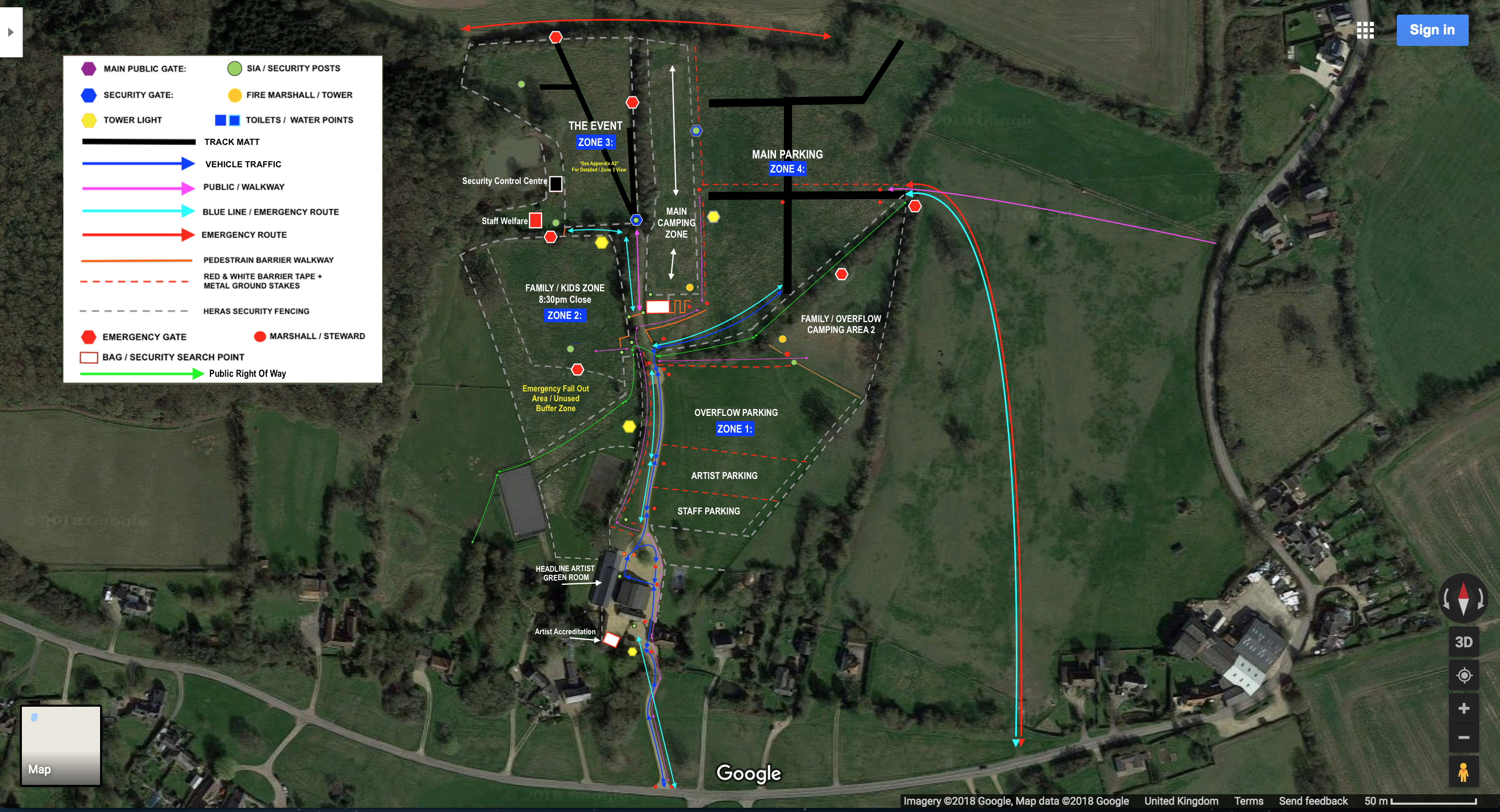
**Emergency Services (Blue Route) Entrance & Exit:**

The emergency blue route will be located oﬀ of the main ‘Rushden road’ In a field next door to Poplars farm (also marked on the site map) and also via the main gate.

**Ground Event Location:**

All areas of land listed below are privately owned and permission for the event to take place / rights of access have been granted.

**See Site Maps for Hi Res Version:**



Page 6

**1.2 Event Summary / Audience Profile**

The ‘Audience Profile’ will be made up of a mixed crowd, previous site / event data suggests:

|  |  |
| --- | --- |
| Males 25+ Years | 30% |
| Females 25+ Years | 25% |
| Under 18’s (Children) | 30% |
| Over 18’s (to 25) | 15% |

**The event programme consists of a wide range of art forms and activities including:**

Live music

DJs

World food

The music on oﬀer will be a broad range of styles across a multitude of genres, from

50’s & 60’s through to (now) modern day, pop, chart, light rock, electronic

(inc sub genres) indie, blues, soul, jazz, acoustic & reggae.

There will be a family & children’s fun area that includes funfair rides ‘bounce zone’ family face painting, storytelling and a mini ball park. This area will close promptly by 8:30pm *(in June this will be before sunset)*

The event will oﬀer reduced priced (or free) tickets to the immediate residents of Roe Green and selected nearby residents of Sandon, via custom printed tickets and wristbands.

**1.3 Site Design**

The event will take place within the boundary of Poplars Farm. Parking is situated on a privately owned adjacent field. See the ‘Site Maps’ in the ‘A’ list of appendices for a detailed plan of the event site.

**1.3.1 - Site Entry Points / Security Control Points / Ticket Holder Access / Local Access**

The public site entry points will be via the main entry gate marked on the site map to zones 1,2,3 & 4 (also marked on the site map) the entry points will be staﬀed by marshals, stewards and SIA badged security who will direct attendees to the correct control / security points based on their event ticket (e. g day ticket, camping or family, kids zone, funfair. There will be multiple security, ticket, bag, wrist band check areas along the paths to the event fields, camping and other areas marked on the site map. Ticket holders will only be granted access to the zones their purchase allows and what corresponds to their wristband colour.

The control room / production oﬃce and staﬀ welfare areas will be situated to the left (top view) of the main stage and as marked on the site map, these areas will house management resources and will provide a point of contact between the organisers, event staﬀ and any responsible agencies. When closed or vacated, there will be radio contact with the production manager, safety / security head officers and a list of phone numbers for emergency use made available to all working on site.

Page 7

**1.3.2 - Fire Patrol Vehicle and other Emergency Vehicles**

A direct emergency vehicle route will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency; these are currently marked on the site map in blue with arrows. This entrance is shared with the production and artist gate and allows easy emergency clearance to all the event zones.

**1.3.3 - Emergency Gates**

Several Foot emergency exit gates/zones have been designated on the site map appendices for use in the event of a full evacuation (dependant on the nearest viable

exits) in depth details are included in our site risk assessments and security policy.

The **vehicle** emergency gates are 3 meters wide (10 feet)in length this is to ensure access to the largest emergency service vehicle. **Public footfall** emergency gates are 2m wide

​

**\*\*PLEASE SEE SECTION 2 “EVENT SPECIFICS” FOR ALL IN-DEPTH SITE INFO\*\***

Page 8

|  |  |  |
| --- | --- | --- |
|  |  |  |

**1.4 Licensable Activities**

The licensable activities are:

* The provision of regulated entertainment.
* The provision of entertainment facilities (live and recorded music
* The supply of alcohol by retail, for consumption ‘on site’
* The provision of late night refreshment

**1.5 Licensable Areas (Zones)**

Licensable activities on the ‘Poplars Farm, Sandon Fields’ site will only take place within ZONE 3 (marked on the site map) which will be contained and manned by SIA accredited security personnel at all times. We are using a multi stage checking in system via

* Ticket scanning
* Coloured tamperproof wristbands
* Clicker system for headcounts.

**Please see** **appendices A, A1 & A2 for detailed site maps of the licensable zone and other areas**

**1.6 Dates and Times**

**Production Dates:  
  
Build 6th - 9th June 2018**

**Live Event Days 9th - 10th June 2018**

**Breakdown 10th - 11th June 2018**

**Public Access:**

​ ​

Day ticket or weekend (non-camping) ticket holders are permitted on-site from 12noon on the Saturday 9th June 2018 until 2am and then again from, 12noon on Sunday 10th June 2018 until 18:00. **There will only be a maximum of 2000 ‘day tickets” on sale per event day**

Camping ticket holders are allowed***​*** on-site for the duration​ of the event: 12:00​ on 09/07/2018 until 18:00 on the 10/07/2018.

**Licensable Activities**

The timings given below cover all the diﬀerent activities happening on site.

**The provision of regulated entertainment (to include live music, recorded music)**

|  |  |  |
| --- | --- | --- |
| **DATE** | **START** | **FINISH** |
| 09/06/18 | 12:00 | 01:30 |
| 10/06/18 | 12:00 | 18:30 |

**The sale by retail of alcohol for consumption on the premises:**

|  |  |  |
| --- | --- | --- |
| **DATE** | **START** | **FINISH** |
| 09/06/18 | 12:00 | 01:00 |
| 10/06/18 | 12:00 | 18:00 |

Page 9

|  |  |  |
| --- | --- | --- |
| **Sandon Fields |** Event Management Plan | Poplars Farm, SG9 0QG | **London Road Audio Services Ltd** |
| **​** | ​ | 12/11/2017 |
|  |

**The Provision Of Late Night Refreshment**

|  |  |  |
| --- | --- | --- |
| **DATE** | **START** | **FINISH** |
| 09/06/18 | 12:00 | 02:00 |
| 10/06/18 | 12:00 | 18:30 |

\*\*The extension of 30 mins after all entertainment shut down to purchase hot food or drink is very beneficial for staggering those leaving the event and to provide a sobering period for those that might be under the influence of alcohol before leaving via pre booked transport or minibus services\*\*

***See Appendix H: ‘Venue Timings and Capacities’ for in-depth details of each stage / tent / marquee / big top.***

**It is not our intention to have continuous musical performances throughout the licensed period! Rather, the day will feature a mix of activities with louder and quieter periods.**

*See sec on 3.16 Noise for further informal on the noise limits during each period*

**Non-Operating Hours**

During non-operating hours whilst the public are still on-site (e. g leaving the site after closure or in the camping areas) the provisions put in place to meet the various licensing objectives (and conditions) will be upheld regardless of the activities taking place on site, for example, security provisions and medical / first aid provisions will have a 24 hour / overnight staffed operational outpost / presence.

**1.7 EVENT TEAM / See Appendix ‘J” for contact telephone numbers for the event teams below**

|  |  |
| --- | --- |
| **Event Directors:** | **Health & Safety Oﬃcer:** |
| Richard Maskell / James Rogers | John Heath |
| **Event Control:** | **Head of Security:** |
| Dale Mabert – HSC Security | Keith Barton HSC Security |
| **Production Manager** | **Traﬃc Management Team Leaders:** |
| Donna Mackay (assisted by Megan Collier) | Tony Fenton / Sam Davies |
| **Noise Management Oﬃcer** | **DPS:** |
| *Ryan Short - ROSCO* | *Lawrie Alderman* |
| **Site Medical Team:** | **Waste Management Team leader:** |
| *Sabre Medical Group - William Rae +3* | *Natalie Linford* |
|  |  |

Page 10

**ROLES & RESPONSIBILITIES OF SAFETY TEAM**

**The responsibilities of the Event Controller/Deputy Event Controller are to:**

* Take overall control & responsibility for the management of the event
* Call & chair pre-event planning meetings
* Ensure the implementation of the Event Management Plan
* Ensure the provision of adequate stewards & security and first aid & medical staff for the event
* Control the event from the Event Control room from at least one and half hours before the festival starts each day until at least one hour after it has finished each day (Event Controller or Deputy)
* Conduct a post event meeting on the event

**The responsibilities of the Safety Officer/Deputy Safety Officer are to:**

* Ensure that the safety details & conditions agreed for the holding of the event are implemented & site layout & safety arrangements are in accordance with specifications & agreements, as far as they are matters of safety.
* Be present at all major planning meetings
* Act as a co-ordinator of all technical aspects of arrangements in so far as they impinge on safety matters
* Attend the event itself to evaluate the efficiency of structural & safety arrangements
* Pay particular attention to the crowd densities in primary viewing areas.
* Monitor first aid & rescue tactics for distressed patrons
* Take any necessary action to alleviate any perceived risks
* Recommend emergency procedures to be initiated

The Event Safety Officer is to have sufficient status, competence & authority to take responsibility for safety at the venue & to be able to authorise & supervise safety measures. He/she is to report directly to the Production Manager & Event Controller

**The responsibilities of the Head of Security are:**

* To be responsible for the operational management of the stewarding and security arrangements for the event, reporting to the Event Controller
* To ensure adequate stewards & security are in attendance at each day of the event as agreed with the Event Controller.
* Provide clearly defined roles & responsibilities & operational briefings for all supervisors and staff

Page 11

**The Responsibilities of the Event Medical Co-ordinator are to:**

* Attend the relevant medical planning meetings
* Co-ordinate the medical facilities & provision
* Liaise with all medical agencies
* Act as Ambulance Incident Officer until an office from the HSE ambulance Service arrives on site.
* Be present at the event from an hour before the gates open until medical services are stood down by Event Control

**OBJECTIVES, RISK ASSESSMENTS, CODES OF PRACTICE**

It is the event director(s) objective to provide competent trained staff and recognised safety management systems including risk assessments, in order to ensure a safe event with minimum risks to the health, safety & welfare of those attending and working at the

Festival.

The planning of this event has been undertaken in accordance with the recommendations of the following Codes, Guidance, Acts & Regulations, where these are considered relevant & practicable for this event:

* Code of Practice for Safety at Outdoor Pop Concerts & other outdoor musical events
* Code of Practice for The Event Safety Guide (HSG195) and purple guide.
* Code of Practice for Fire Safety of Furnishings & Fittings in Places of Assembly, Department of Environment
* Regulatory Reform (**Fire Safety**) Order 2005
* A Framework for Major Emergency Management,
* CDM Regulations 2015
* Health, Safety & Welfare at Work regulations

Hazard identification & risk assessment provide the basis for this safety plan. The event specific risk assessment is provided in the Appendices. Risk assessment is a continuous process and as such the risk assessment will be updated regularly.

Page 12

**Stage Managers:**

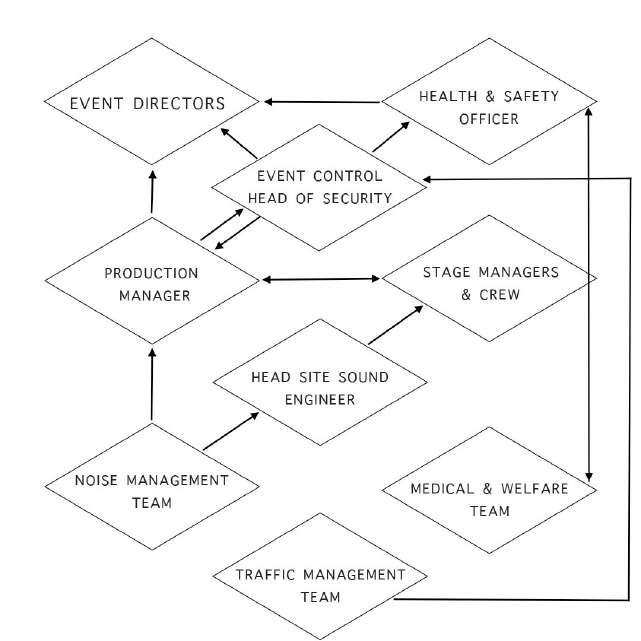
**Main Stage (Area 1)** Ross Freeman & Joe Eastwick

**The Bunker + Daddy Armshouse Arena (Area 2)** Shane Wilson & Mick Rees **Big Sounds Stage + Garage Arena (Area 3)** Erroll Mckie & Alex Smith

**100% Anthems (Area 4**)Jamie Short / Kyle Sherwood

**Radios:**

All key members of the event team listed above will be issued with a radio on both the main event channel and a specific, dedicated, sub channel relevant to the area of their jurisdiction - ***See Appendix D, Security Policy.***

******

**Report Comms / Matrix**

**1.7.1** **Contractors & Suppliers**

**Security & Crowd Management:** HSC Security

**Medical & First Aid: Sabre**

**Sound, Staging & Lighting:** London Road Audio Ser vices / Mosaic FX Productions

**Bars:** Sandon Fields

**Food Vendors:** (See Appendix: ‘F’ for full list)

**Toilets:** Elliot Hire

**Noise Control:** London Road Audio Services Ltd / Rosco

**Water:** On-site

**Fencing, Matting, Tower Lights, Generators, Crowd Barriers etc:** Charles Wilson Plant Hire

Page 13

**2** **Event Specifics**

**2.1 Capacity and Audience Numbers**

The capacities below have been established via the combination of meetings with the responsible authorities, information relating to the desired audience density, 2015 figures and the available site space. Further consideration concerning the available means of escape and evacuation times will be available in the event Fire Risk Assessment.

For this event, the desired audience density is quite low within the licensable areas. All event safety, sanitary and security provisions will be planned (and exceeded) to be suitable for this intended capacity.

**2.1.1 Licensed Area Capacity and Venue Exiting Capacities**

For this event the **maximum capacity** numbers have been set as below:

|  |  |
| --- | --- |
| **Category** | **Numbers** |
| **Public** | **2825** |
| **Performers & Staﬀ** | **174** |
| **Total** | **2999** |

The total area of the event site is over 22 acres. **The licensed area (Zone 3)** is 2.5 acres. This will provide ample space for the expected attendance and achieve the desired audience density within the licensed event area. the other zones (camping, car parking etc)

**2.1.2** **Campsite Capacity & Procedures**

We predict as Sandon Fields is a local family festival and that the event is held over just one night (1 and a half days total) that less than half of the expected audience will camp overnight. There are 2 camping zones marked on the event site map. These arrears provide ample space for this facility.

Page 14

**2.1.3** **Car Park Capacity**

An estimated maximum of 80% of attendees will travel to the event by their own vehicle with intention of parking and staying either overnight or leaving at event finish. The other arrivals will be via (drop off’s, taxi’s and minibuses) or locals via foot. Using an average car occupancy of 2.3 per vehicle we can expect some maximum of 1125 cars in the public car park.

Using an average of 185 cars per acre, 6.2 acres are required for attendee parking. The provided public parking area has more than enough capacity.

Staﬀ, performers & caterers will require enough space for an extra 100 vehicles.

We have space and provisions for over 200 vehicles.

The parking area marked on the sitemap is approx. 7 acres, which will provide enough space for the expected number of cars. There is plenty of overflow space available onsite for use if this area is unsuitable or full.

**2.1.4** **Venue Timings and Capacities**

**All capacities are based on the Purple Book guidelines of 2 persons per m2**

**We’ve then scaled this back for a further safety margin of 1.5 persons per m2**

**Main Stage Area:** (See Zone 3 on site maps)

**Capacity 2500-2750** (open air)

**Stage Start -** 12noon

**Stage Finish -** 10:45pm (Plus 15 min buffer / 11pm sharp)

**100% Anthems Stage:** (See Zone 3 on site maps)

**Capacity 550-575** (Marquee) W12m x L21m x H4.6m

**Stage Start -** 1pm

**Stage Finish –** 12:30am

**Big Sounds Stage:** (See Zone 3 on site maps)

**Capacity 625 - 650** (Marquee) W12m x L24m x H4.6m

**Stage Start -** 12noon

**Stage Finish -** 1am

**Garage Stage:** (see Zone 3 on site map)

**Capacity 775-800** (Marquee) W12m x L30m x H4.6m

**Stage Start -** 12noon

**Stage Finish -** 1:30am

Page 15

2.1.3 **Venue Exiting Capacities**

**Evacuation time**

The maximum escape time for open-air events can vary dependant on various factors, including the size of the venue, whether full or partial evacuation is employed, etc. This is normally between five and 10 minutes. These times depend largely on the level of fire risk present, with the figure of five minutes suggested for higher-risk events, and a longer period for lower fire-risk events. **In this instance, based on the event being open air we have worked off of full site evacuation in 8 minutes.**

The escape times for individual structures should be based on between 2 and 3 minutes dependant on risk.

**Escape route capacities**

The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time. The following are suggested **purple guide rates** of passage for open-air parts of venues:

* On all routes in other parts of the event or venue (including within standing accommodation) **82 people/metre/minute.**

The width and capacity of the escape routes required for the number of people present can be calculated by using the formula:

Total exit width = number of people / flow rate x escape time

(i.e. Total exit width equals number of people divided by the flow rate multiplied by the escape time)

**ZONE 3 – THE EVENT** (highest populated area with most attendees)  
**This zone is the only licensed area.**  
**Gates:** 1x main gate / 3m (10ft) & x3 emergency gates 2m (6.5ft)  
**Main gate:** 246 persons per minute escape capacity.   
x8 mins = 1968  
**Emergency Gate(s):** (each) 164 / (x3) 492 persons per minute escape capacity   
x8 mins = 3936

**Total: 5904** persons can be reasonably evacuated from the main event site in 8 mins.  
**Max Zone 3 capacity possible:** 2999 (including all staff and artists)  
This demonstrates that the event site extensively exceeds recommended evacuation figures by 2905 assuming every person is in just this one zone (which clearly they won’t be) There is also safe margin in the event (under emergency, eg fire) that one or more of these gates could be obstructed and the site still be evacuated per recommended guidelines.

**\*\*A detailed assessment for the capacity of each Zone /Area (venue) onsite can be found in the event Fire Risk Assessment and or the security policy, which considers the means of escape and evacuation from each area.\*\***

Page 16

**2.2.4 Fencing and Barriers**

Anti-climb heras fencing and crowd control barriers will be used to enclose the site erected in line with the site map, parts of this will be covered with **air transparent ‘breathable’** scrim to aid the natural theme of the event and to act as screening between the event site and non-event space.

The scrim This will be patrolled by SIA accredited security. Walkways will be marked by stakes and rope and be lit using tower lights or rope lights powered by generators situated backstage.

**All the above are marked on the site maps.**

Suitable safety barriers will be used in front of stages and to cordon oﬀ non-public areas, such as around generators, trip hazards and to form queue lanes. Front of Stage barriers will be used in the main 2 zones / areas to ensure crowd safety.

**2.3 Temporary Demountable Structures**

Temporary demountable structures will be used to house the venues, bar and food traders as well as some production facilities. These will be signed off by our site Health and Safety Officer.

One of the greatest risks with temporary structures is that of high winds. Contractors will provide a wind management system for their structures, an anemometer will be fittest on the highest point of the main stage and wind speeds will be monitored throughout the event by the staging contractor. Mitigation measures will be applied at the appropriate wind speed. A structural engineer will inspect & certify the relevant temporary structures before the event and certification will be available for inspection.

**2.3.1 Erection & Maintenance of Structures**

The responsibility for all temporary structures for the safe erection will be erected & dismantled in accordance with the Code of Practice and the ISE Guide to Temporary Structures. All temporary structures will be erected by competent contractors on accordance with submitted calculations, plans & specification, and in accordance with their method statements and risk assessments.

**2.3.2 Structural Safety & Wind Management**

Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken.

Page 17

Companies erecting temporary structures will provide a wind management plan which should clearly state the Level 1 wind speed - at which speed the structure & the wind speeds require monitoring - the Level 2 wind speed at which speed mitigation measures are taken & what those measures are & Level 3 at which speed the structure should be closed and evacuation of the area initiated.

The main event site is naturally shielded from wind due to it being enclosed from all sides with thick hedgerow and a woodland area. The production staﬀ will have access to portable Anemometers in the control centre.

Our health and safety officer will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require. Please refer to our risk assessments for more details.

**2.3.3 Fire Safety of Materials**

Marquee and lining fabrics will comply with fire safety standards BS5438 (For new tents) and/or BS3120 (For old tents). Flame retardancy certificates will be from contractors in advance of the event and be filed in this document.

**2.4 Power Supply & Electrical Equipment**

2.4.1 Generators

Generators will be installed and managed by an experienced electrical contractor. Generators will run on diesel or from renewable sources such as solar. No petrol generators will be used.

No other generators will be allowed onsite. Generators will be inaccessible to attendees. If diesel generators are used tanks will be double bundled and a Diesel Spills Kit will be available always from the production office.

**2.4.2 Electrical Installations & Appliances**

Installation of generators & lighting will be undertaken by a competent electrician who will provide written confirmation that the installation meets the relevant ETCI standards. This will be available for inspection by the relevant authorities.

Emergency lighting & Illuminated (maintained) exit signage in the structures is to be provided.

Electrical installations will be managed and signed off by experienced electrical contractors with the relevant qualifications and will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity at Work Regulations (1989) Cont>>>

Page 18

Most appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification.

Any other appliances brought onto site will be PAT tested before by onsite electricians before their use is permitted. We will have a qualified PAT testing accredited person on site, to re­test any equipment with outdated certification.

All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where necessary and cable ramps used.

**2.4.3 Site Lighting**

Site lighting will be positioned in suitable areas around the event site.

Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or must be switched off.

Most site lighting will only be used in an emergency, however, the areas listed below will be lit always after sundown:

* Toilets and showers,
* Production area,
* Emergency Exits and Security positions.
* Car Park
* Main Entrances

**2.5 Fire Safety**

A fire safety risk assessment, undertaken to determine the likelihood and potential effects of a fire at the event and provide measures to reduce both, will be completed and sent to the Local Authority and Local Fire Authority before the event begins.

**2.5.1 Fire Fighting Equipment**

All concessions attending must carry

* One 2Kg dry powder extinguisher
* One fire blanket as part of their setup.

Any deep fat frying units will require one additional wet chemical extinguisher.

We will provide and maintain a schedule of fire fighting equipment, distributed around the event site, for use by staﬀ in the early stages of tackling a fire.

All the stages and the 2x bars will have relevant extinguishers to hand

All event staff will be trained onsite on how to use a fire-Extinguisher, all firefighting equipment will be kept out of public access

Page 19

**2.5.2 Fire Safety Checks**

2 checks will be conducted at 11am and 11pm (peak time) on the event days including:

* All exits, and gateways are unlocked and clear
* All exits are clearly signposted and illuminated
* All exits lead to a place of safety, and that the place of safety is clear

**2.5.3 Raising the Alarm**

Upon spotting a fire, or being alerted by an attendee, any member of staﬀ or security can communicate this to the production oﬃce via radio. The production oﬃce can then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation if required.

**2.5.4 Preventative Measures**

* Cigarette Buckets / Bins will be provided.
* No Smoking area will be enforced
* All Grass will be cut short prior to public access.

**2.5.5 Fireworks & Sparklers**

Attendees will not be allowed to bring fireworks or sparklers onsite. Any found during security searches will be disposed of.

**2.5.6 Emergency Services Rendezvous Point**

The emergency services rendezvous point is at the vehicle entrance to the event site, as marked on the site map (Blue Gate).

**2.6 Provisions for Disabled People**

Disabled access toilets will be provided. Routes through the event site will be made suitable for wheelchair users and those that have diﬃculty walking. Adequate signage will be used to assist those with impaired hearing and vision. Priority parking

spaces will be made available to improve access to the event for disabled attendees.

We oﬀer free tickets to disabled people for their carers if required.

**2.7 Crowd Management**

See Appendix G - Crowd Management

Page 20

**2.8 Alcohol & Bars**

The bars on site will be managed in accordance with The Licensing Act 2003 and all mandatory licensing conditions will be met.

All bars will serve drinks via plastic containers only, **no glass will be on-site.**

|  |  |
| --- | --- |
| **2.8.1 Designated Premises Supervisor** |  |
| Our Designated Premises Supervisor will be Lawrie Alderman. |  |
| Licence number LICPL/04520/15 Personal licence issued by |  |
| NHDC |  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.8.2 Bar Operating Times** | | |  |  |  |
| **Date** |  | **Start** | **Finish** |  |  |
| 09th | June | 12 noon | 01:00 |  |  |
| 10th | June | 12 noon | 16:00 |  |  |

**2.8.3 Challenge 25**

We will operate a ‘Challenge 25’ policy at the entrance to the event. Any persons without valid identification will be refused an adult wristband. A further challenge will be made at the point of sale if there is any doubt about the attendees age.

Page 21

**2.9 Communications**

**2.9.1 Event Website & Social Media**

The event website and social media channels will provide a4endees with informa6on rela6ng to transport, terms and condi6ons of entry and general safety advice prior to and during the event.

**2.9.2 Radios**

All key staﬀ will be issued with a radio.

All event staﬀ will be provided with a contact sheet prior to the event that will state which teams are using which frequencies and a list of key mobile phone numbers for use in case of radio failure.

**2.9.3 PA Systems**

Information and emergency directions can be broadcast to the public using the PA systems available in each venue. This includes the main stage sound system

**2. 9.4 Loud Hailers**

The security team will provide loud hailers for use during any partial or full evacuation,

Members of the public won’t be allowed to enter the event with Loud Hailers

**2.9.5 Signage**

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height.

Other points of interest will be clearly signposted such as the main entrance, first aid, water taps and control point, as well as delivering safety advice.

Page 22

**2.10 Medical First Aid & Welfare**

The provision of first aid during the event will be planned and managed by a suitable specialist contractor, who is now confirmed as ‘Sabre Medical Group’

The onsite medical team will be the first responders in any medical emergencies and will be responsible for telephoning for assistance from the local ambulance service if required. They will have direct radio contact to the production oﬃce and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

**SEE APPENDIX F FOR FULL MEDICAL PROVISIONS PLAN**

**2.10.1 Medical Equipment & Staﬀ Provisions**

**Sat 09th & 10th June 2018**

Opening to closing hours: 2 x Paramedics and 3 x First Aid Medics **2.10. 2 Nearest Hospitals**

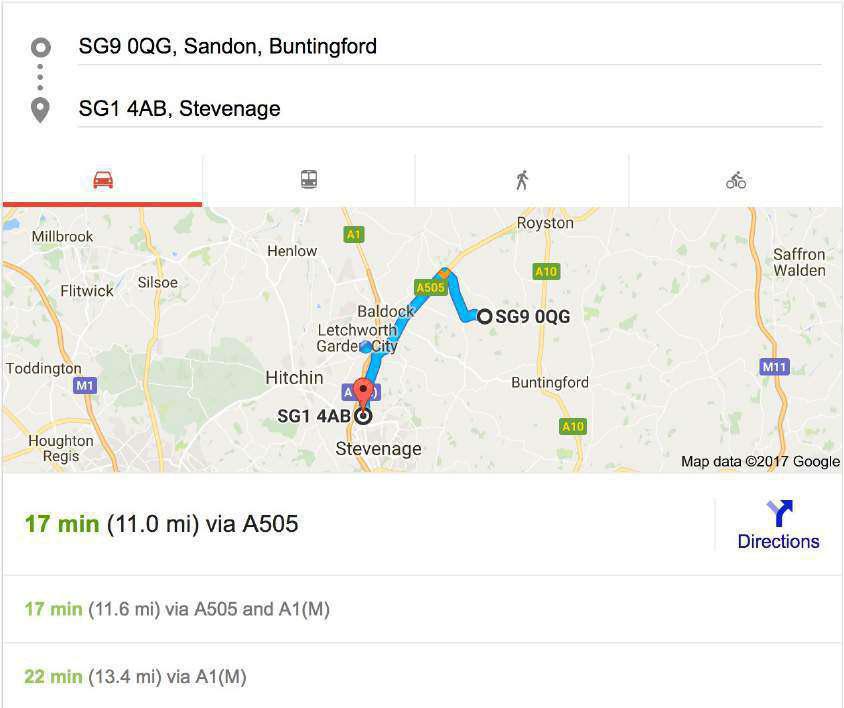
**Nearest A&E Department (17 mins by road. 24 Hrs.)**

Lister Hospital

Coreys Mill Ln,

Stevenage

SG1 4AB



**2.11 Refuse & Recycling**

No glass will be allowed into the event. Additional measures will be taken to reduce the amount and types of materials coming onto the event site.

Concessions will be required to use compostable serving plates and cutlery which can be provided by the Sandon Fields team.

**2.11.1 Attendee Waste**

Bins will provided across the event site for use by attendees.

Locked Amnesty Bins will also be located next to the entry search points for the disposal of confiscated contrabands.

The refuse team will ensure bins across the event site are regularly emp7ed and the event site is kept clean of any discarded materials. The team will be required to wear appropriate PPE at all 7mes.

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside the event site.

At the end of the event a full litter sweep will be conducted across the sections of the estate that have been used and immediate surrounding areas.

**2.11.2 Concession and Production Waste**

Larger industrial bins and liquid containers will be provided for the safe disposal of food waste and production waste such as grey water.

**2.11.3 Waste Transfer Licence**

A copy of the waste disposal contractors Waste Transfer Licence will be made available to local authorities upon request.

Anti-climb Heras fencing will be erected 3 days pre-event, mainly as a security measure, but also to keep out larger animals such as deer.

**2.13.3 Notice to customers of Environmental risk**

Laminated posters will be erected pre­show to warn of the risks of any known environmental risks, such as ticks, and how to deal with any contact or reactions.

**Medical Preparation**

Our site Medical, Security, Campsite teams and Welfare teams will be equipped, briefed and be prepared to recognise and deal with any adverse effects that may be transmitted from the natural environment such as tick bites, general insect bites and allergies.

**Operational Preparation / Water Hazards on Site**

There is a small shallow lagoon on site (See site map) This will be completely fenced oﬀ and will also be monitored via CCTV, the main security tent and staﬀ welfare tent will be close to this hazard also (Cont>>>)

Page 24

Security will be briefed to be vigilant and made aware of these provisions at these areas. All fencing will be inspected as part of the fire walk around and any weak spots will be reclipped. Trees will be visually inspected and managed prior the show, any dangerous branches will be removed.

**Waste Management**

**Please See Appendix K - Waste Management Plan**

**Liquids on Site:**

All Traders and Bars will have a grey water facility for disposal of all liquid waste created by their operations. All traders and bar staﬀ will be fully briefed on proper disposal of liquid waste and the consequences of disregarding the briefing.

Any trader or bar staﬀ seen to be discarding of liquid waste anywhere other than in its proper place will be subject to a severe verbal warning and the trader will receive a red card and will not be allowed to resume trade until proper systems have been introduced to deal with liquid waste appropriately.

Consistent breach of rules will lead to bar staﬀ being relieved of duty and traders escorted oﬀ site.

|  |  |
| --- | --- |
|  |  |

Human liquid waste will be dealt with in a similar manner so as not to pollute water courses and ecosystems.

Adequate toilets will be provided in high risk areas such as at the bars and between venues.

Urinals will also be provided to encourage proper disposal of human liquid waste and to alleviate toilet queues at peak times and avoid customers taking alternative options.

Much of the covered space will be out of bounds, which again will discourage customers from avoiding the proper provisions put in place. All temporary toilets, diesel containers and tanks will be inspected on arrival to ensure that there are is no possibility of leakage.

Chemicals will be stored responsibly in a locked steel container and spill kits will be available from the production office always.

Page 25

**Emissions**

Electric appliances will be kept to a minimum and backstage signage will be erected to remind staff and crew to use as little energy as possible.

Lights will be turned off in all daylight hours, unless required for artistic purposes. LED lights will be used where practical.

No power is available for public use.

All generators are eco/super silent, emissions will be logged post show and a strategy will be put in place to reduce the event’s carbon footprint for the future.

**2.14 Inclement Weather**

The production manager will monitor weather predictions and prevailing conditions in the build week and during the live event.

**2.14.1 Wind**

Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the production manager.

If at any point the safe wind speed is likely to be exceeded the production manager will ensure appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

**2.14.2 Flooding & Wet Weather**

Shelter for all attendees is available in various places across the site. The event is taking place on high ground, so the risk of large scale flooding is minimal. In the event of localised flooding areas will be closed oﬀ. Signage will be available to warn of flooding and muddy areas.

Main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessarily made safe using straw, woodchip or temporary pathway and trackway.

**2.14.3 Extreme Heat & Cold**

In the case of extreme heat (above 27​0C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen.

Sunscreen will be available in the first aid tent and welfare tent for anyone without their own.

In extreme cold (below 10​0C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

Page 26

**2.15 Concessions**

There will be many concession facilities on the event site serving hot and cold food and drink to attendees and staff. No concessions will be permitted to sell alcohol.

Copies of food safety & hygiene cer3ficates, gas safety cer3ficates, public liability insurance and risk assessments will be retained by the event organisers and made available to local authori3es.

We will be operating our own ‘Green Card’ scheme, whereby concessions will be required to adhere to our set of rules and be subject to inspections by the production or safety team before they are given a ‘Green Card’ to trade on site.

**2.16 Traffic & Transport**

**2.16.1 Vehicle Access**

There is one main access point to the event site for vehicles, located on the site map.

We will be directing all traffic to arrive at the access point above via the Key Traffic Control Point.

The turning at Blue Gate into the event site will be wide and suitable for larger Emergency Vehicles. An internal track from the entrance leads into the car parking field and is over 200m long which can be used as potable stacking room, to keep traﬃc oﬀ the road.

It is not anticipated that there will be any issues regarding traﬃc queueing.

**2.16.2 Car Parking**

The required space for car parking, to accommodate for both attendees and staﬀ is 7 acres.

There is space at the event site to accommodate this.

Parking will be managed by stewards to ensure available space is used adequately and that attendees only park in permitted locations.

**2.16.3 Speed of Vehicles**

A 5mph speed limit will be in action on site always during the event and our presence on site to prevent any accidents and/or collisions including cars and pedestrians a=ending the event. This will be signposted around the site and access routes.

**2.16.4 Traffic Signage**

The event will be signposted in the local area (exact positioning to TBC) via short leg temporary road signage.

Page 27

**2.16.5 Public Transport**

We will encourage attendees to travel to the event by public transport if possible.

A shuttle bus service will be running from Ashwell & Morden & Baldock train stations to the site.

The pickup points will be published nearer the time and will correspond with train times and planned engineering works.

It is planned at present that the bus will run every hour or every half hour depending on our expected arrival times. On the egress the busses will wait until full or until the schedule allows.

More detailed information is available in the Traﬃc Management Plan regarding all transport provisions. Appendix C.

Several local taxi providers will at the event to ensure they are aware of the event timings and location. Their telephone numbers will be published in the festival programme and on posters at the box office. Box oﬀice staff will have a telephone and be briefed on how to support customers in booking taxis to leave the event site.

**2.17 Noise**We have hired a professional (Associate member of the ‘institute Of Acoustics’) 3rd party noise management company to provide background noise surveys, compile a Noise Management Plan and be our noise management officers for the event duration.

**See Appendix B for detailed Noise Management Plan**

Page 28

**2.18 Build and Break Procedures**

The physical build and break of the site will be carried out by Sandon Fields own dedicated crew plus some specialist 3rd party contractors for services such as technical, production, provision of power, marquees and provision of toilets.

Before the event, all contractors will be thoroughly vetted, and their documentation assessed and kept on file in this document.

Sandon Fields’s safety officer will be checking the following (if applicable) Risk Assessments, Method Statements, all relevant qualifications, documentation connected with specialist equipment (MUTA Marque, general equipment maintenance documentation MSDS sheets, PAT tests, Gas Safety Certificates, Ladder Tags) insurance & Fire Extinguishers

All site crew working directly for us will be again fully vetted by the Production Manager and Site Safety Officer and all relevant qualifications will be examined and collated.

At the start of each day, the crew will be fully briefed, there will be no lone working activities, and all will be in radio communication for the duration of the working day. PPE will be examined and reissued if incorrect.

All personnel will be subjected to a thorough Site Induction on arrival until the first public access day. Personnel will then be required to sign an acknowledgement sheet which will be kept on file, the contents of which will make up an appendix in this document.

Page 29

**3 Emergency Procedures**

The production manager and Security control room has overall responsibility for managing emergency situations.

If the production manager is unavailable and cannot be called, then the head of security will assume their decision-making responsivities.

**3.1** **Event Site Status**

At all times the event will be given one of the three following status levels. The production manager, will be responsible for monitoring radio communications and escalating or deescalating the event site status.

***Green: Normal Operation***

The event site is operating under normal circumstances

Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees

The chain of command remains normal, with the Production manager acting to co­ordinate the resolution of routine incidents.

***Amber: Emergency Response***

The event site is operating to resolve an actual or potential emergency. This might involve a bomb threat, fire, medical emergency, and adverse weather conditions.

Amber status incidents might require the emergency services to attend in addition to the assistance of onsite teams. The production manager will make the decision to seek their advice and/or assistance.

The chain of command remains normal; the production manager will be responsible for co­ordinating onsite resources and requesting the assistance of the emergency services. The production manager, or head of security will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response. If the situation can be resolved the site status can be changed back to green, however the situation may require the curtailment of the event. The decision to curtail the event is to be taken by the Event Organisers.

***Red: Major Incident***

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of many severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of many people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. The production manager will be responsible for supporting the controlling officer’s decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

Page 30

If the situation can be resolved and the event can continue, control of the event will be transferred back to the production manager. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the production manager.

**3.2 Emergency Radio Codes**

Will be documented in Appendix D: Security Policy

**3.3 Emergency Vehicle Rendezvous Point**

The designated rendezvous point for emergency vehicles is Blue Zone (Gate) A map of its location will be made available to local authorities before the event commencement.

**3.4 Temporary Show stop**

An incident may require the show (music or entertainment) to temporarily be stopped to assist with the response. *A temporary show stop is not an order to evacuate.*

A show stop can be ordered by the Production manager, Head of Security or Event Organiser at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement:

***“Ladies and Gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are.”***

Further details will be documented in Appendix D: Security Policy

**3.3 Emergency Vehicle Rendezvous Point**

The designated rendezvous point for emergency vehicles is Blue Zone (Gate) A map of its location will be made available to local authorities before the event commencement.

**3.4 Temporary Show stop**

An incident may require the show (music or entertainment) to temporarily be stopped to assist with the response. *A temporary show stop is not an order to evacuate.*

A show stop can be ordered by the Production manager, Head of Security or Event Organiser at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement:

***“Ladies and Gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are.”***

Page 31

A show stop can be ordered by the Production manager, Head of Security or Event Organiser at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement:

***“Ladies and Gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are.”***

Further details about whether the show will restart should be given as soon as possible.

**3.5 Evacuation**

Under an Amber site status, the production manager, or head of security in their absence, will be responsible for making the decision to conduct a partial or full evacuation of the site.

The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety. A full or partial evacuation will be co­ordinated by the Head of Security following the procedures set out in the Crowd Management Plan. The Production manager will assist by co­ordinating other event staff and resources as needed.

If required, the following statement will be read out by the production manager over the relevant PA systems.

***“Ladies and Gentlemen. Owing to an incident it has become necessary to evacuate this area (specify which area if needed). Please leave via the exits (specify which exits if needed) and proceed to the (campsite/car park) where further information will be given.”***

**3.6 Cancellation & Curtailment**

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

***Cancellation (Event not yet commenced)***

Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

Investigate the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press.

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the Head of Security will

instigate the event egress procedure and secure the site against re-entry.

The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press

Page 32

**3.7** **Bomb Threats**

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist, then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations.

After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security. The head of security and production manager should jointly co­ordinate the search, briefing staff to question the items found around them;

* Should the item be there?
* Can it be accounted for?
* Is it out of place?

If any suspicious items are identified, then the head of security should initiate a cordon until the police arrive. Cordon distances should be as follows. Letter sized item; 100 meters. Suitcase sized item; 200 meters. Vehicle sized item; 400 meters.

Page 33

**The Licensing Objectives**

**Statement of Intentions**

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

**To satisfy the four main licensing objectives we intend:**

To provide a safe, enjoyable, and successful event of leading standards.

To provide a high standard of planning, organisation, and management.

To listen and respond to the needs of residents and communities.

To work in partnership with NHDC District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and seeing standards.

**3.8 Prevention of Public Nuisance**

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event, as the site is situated on private land with between 200 and 500 meters of fields and both natural and fences off barriers away from resident’s properties. The event site is being monitored (both via CCTV and visually) and there will always be SIA badged security and marshals in high vis jackets patrolling on foot in and around the event site.

**3.8.1 Event Sound**

The event will meet the guidelines of the Noise Council Code of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced (V1, by Monday 5th March) to ensure compliance with the guidance of the code.

**3.8.2 Crowd Noise**

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 200m away, the car park, minibus and taxi rank areas (to enter and leave the site) are all staggered towards the centre of the event site and as far away from the nearest neighbours as possible. The main campsite is surround by natural barriers (12ft high hedges on all sides) and we will also be adding sound barrier matting to the heras fences containing the main campsite to further reduce vocals travelling.

Posters will be displayed at the main exit asking attendees to leave quietly; stewards will amplify this message verbally.

**3.8.3 Publicity**

In the past we have found that publicity is the best combat we have against public nuisance. Individual letters have been sent to all immediate residents we feel might be aﬀected by the event, detailing the event timings and providing contact telephone numbers and email address for the event directors that can be used to discuss concerns. We are also oﬀering reduced priced tickets to residents of ‘Roe ‘Green (the closest set of residents to the event site) We have also organised a public meeting on Monday 5th March 2018 (whilst still well within the 28 consultancy period of the premises license application) for all local residents to attend and voice their support and discuss their concerns / issues with the event management team and other 3rd party contractors. This meeting has been well advertised by social media, to the local village newsletter, to the parish council and via notice boards around the village.

We have run a pilot event already on the site (Sep 16th, 2017) which was very well received and attended by a significant portion of the local village residents.

Page 34

**3.8.4 Lights**

All effects lighting will be contained by the marquees and surrounding trees. Security and site lighting will be positioned to prevent any light spillage into residential windows.

**3.9 Prevention of Crime and Disorder**

**3.9.1 Drugs**

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the oﬀending patron detained and the police informed. Locked amnesty bins will be provided at the entrance to the main arena to encourage any attendees carrying drugs to hand them in. Welfare councillors will be onsite to oﬀer information on the dangers of drugs and support to any drugs users.

The festivals strict zero tolerance policy on drugs is advertised on the festivals website in the FAQ and Terms and Conditions sections.

**3.9.2 Violence**

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site.

**3.9.3 Egress Dispersion**

The security team will carry out post event crowd dispersion. A dispersion plan will be available as part of the Crowd Management Plan.

**3.10 Protection of Children from Harm**

**3.10.1 Alcohol**

All attendees will be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18.

It is a mandatory condition of entry that Under 18s wear a brightly coloured ‘Under 18’s’ wristband with the telephone number of their elected guardian written on it to enable easy identification of children onsite.

Attendees will be asked for identification if attempting to buy alcohol from the bars on­site using the challenge 25 procedure.

Page 35

Any under 18’s who appear to be or are found to be intoxicated will be taken to the first aid point where they will be supervised, and their parents or guardians contacted. If no contacts can be found, then they will be passed on to the police for further care.

**3.10.2 Explicit Material**

Any venue featuring entertainment or material that may be considered explicit or adult will have age restricted entry and will be inside opaque tented venues to prevent access or viewing by children.

**3.10.3 Age Restrictions for Entry**

Sandon Fields is a family / community event and therefore open to anyone of any age. Children aged 16 and under must be accompanied by an adult aged 21+ years always during the festival. Parents will not be allowed to drop children oﬀ and leave them for the day, they must be paying guests at the event and remain with their children always.

Those aged 17 and over may attend of their own accord but must wear an Under 18’s wristband with the contact details of their parents or guardians. Children aged 16 and under can attend for free.

**3.10.4 Protection from Aural Harm**

Hearing defenders will be available for parents to borrow for a small refundable deposit from the Welfare tent onsite. Parents and guardians will be informed of this facility in advance of the event.

**3.11 Public Safety**

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide and are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.

Page 36