

FIELD DAY **Mighty Hooper**

EVENT SAFETY MANAGEMENT PLAN

VERSION 1.3

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1. Introduction

This Event Safety Management Plan has been compiled for The Festival. It closely follows the publication HSE 195 *the Event Safety Guide* (The Purple Guide), but is supported with extensive industry experience and consultation with the local authorities. Ground Control has a broad portfolio of events and has developed a strong reputation in the local and national festival industry. This experience has been critical to producing this plan.

This document uses Appendices to deliver succinct readily available information. Document maintenance is of paramount importance to ensure conflict between policies and procedures does not arise. For this reason, information is not reproduced in separate instances but rather is cross referenced where appropriate. To this end, it is important to read the main ESMP in conjunction with all the Appendices listed on the previous page.

2. Capacity and Demographic

The attendance capacity and demographic of The Festival is given in Appendix A - Event Overview.

3. Operating Schedule

The operating schedule for The Festival is given in Appendix A - Event Overview.

4. Event Safety Policy Statement

The Festival is designed to allow attendees to enjoy the event and its offerings in a safe environment. In both the production of this plan and the wider operational context, health and safety is always given consideration of the highest priority. Well planned and implemented health and safety systems are the key driver for any successful event.

In order to ensure this philosophy is delivered effectively, an independent Health and Safety Officer and consultancy, which operate outside of any political and budgetary influences, will be contracted. The consultant will be properly vetted for their suitability in this role. As an independent contractor, the Health and Safety Officer is able to make unbiased judgments at all times during the planning process and event itself. Contact details for this Health and safety Officer can be found in Appendix C - Contacts.

The Festival also recognises the importance of working closely with the local authorities to ensure good cohesion between public services and the in-house planning. It is essential that these communication channels operate effectively to ensure the safety plans are properly conveyed. Any feedback will always be considered and drawn upon.

Contractors form a critical element in the event safety and must operate within the requirements of the festival's health and safety systems. To this end, The Festival operates a strict procurement policy including requiring at least three references for all new contractors. The Health and Safety Officer will monitor all such third party contractors as they work to ensure health and safety best practice is being

adhered to.

5. Event Licence

The Festival requires a Premises License, which has been applied for following public consultations with the local resident and business groups. The relevant Premises Licence number will be given at a later date in Appendix A - Event Overview. The event safety management plans will be submitted in advance of the dates required by any Licence conditions to allow for consultation with the local authorities and multi-agency groups.

6. Festival Management Team and Support

6.1. Supporting Emergency Services

The key Emergency Service liaison contacts for the event can be found in Appendix C - Contacts.

6.2. Festival Management & Organisational Structure

The key roles and responsibilities of the management positions and organizational structure are described in Appendix T - Organizational Structure.

6.3. On Site Management Meetings

On site management meetings are scheduled to review event progress. The meetings are scheduled for the times detailed in Appendix A - Event Overview. These will be subject to change to allow dynamic responses to unfolding events. In the event of a change of time all parties will be informed with as much advanced notice as possible. There can be additional Emergency Liaison Team (ELT) meetings in the event of an emergency. Details of these can be found in Appendix R - Emergency Plan.

6.4. Communications

A detailed plan for on-site communications can be found in Appendix U - Communications Plan.

7. Site

Brockwell Park is a large (50.8 hectare, 125.53 acre) historic park located between Brixton, Dulwich and Herne Hill; entirely within the London Borough of Lambeth. The park management's contact details can be found in Appendix C - Contacts.

The park features a number of cafes (The Lido Café, Brokwell Park Café, and Sally's Park Café), sports facilities (a lido, basketball court, BMX track, bowling green, cricket nets, cricket wicket pitch, athletics sprint track, football pitch and tennis courts), children's play areas, as well as ornamental ponds, formal flower beds, a walled herbaceous flower garden, a 19th century clock tower and the historic Brockwell Hall building.

The site consists of grassed areas, intersected with tarmac paths and roads. There are a significant number of mature trees and shrubs. The park is a popular recreational amenity and all planning should

aim to minimise disturbance to members of the public. The area is surrounded by residential and business accommodation. All works and plans must account for a minimisation of disturbance to these neighbours.

The layout of the site is shown in Appendix B - Site Maps. A plan of buried utilities will need to be requested from the park's management to determine where pins can be inserted into the ground.

7.1. Accessibility

Vehicular access to the venue is possible through the lido car park off Dulwich Road, and via the access to Brockwell Hall off Brockwell Park Gardens. Permission to use these routes will need to be requested from the park's management.

These site entrances for both the public and production are shown in Appendix B - Site Maps.

The available number of egress points around the site can facilitate a full evacuation. Further information on the evacuation is available in Appendix R - Emergency Plan. For further information on accessibility, please refer to Appendix M - Transport & Pedestrian Management Plan.

7.2. Venue and Site Design

A detailed map can be found in Appendix B - Site Maps. Suitable consideration has been given to exit crowd movements, capacities and transport management. Data used in these calculations is given below. Final capacity figures are given in Appendix A - Event Overview.

VENUE DESIGN TABLE

TENT DENSITY	430/Ha
DENSE CROWD	0.5m ² /person
FIRE LANE WIDTH	4m
CAR PARK SPACE DIMENSIONS	2.4m X 4.8m
PERIMETER SERVICE ROUTE WIDTH	6m

8. Production Schedule

The event is considered in three phases:

1. Load In.
2. The Event.
3. Load Out.

The Load In and Load Out schedules are described in the Appendix D - Production Schedule. For crowd management of these phases please refer to Appendix M - Transport & Pedestrian Management Plan.

8.1. Health & Safety

For all phases of the event, the health and safety provisions will be planned and monitored by the Health and Safety Officer. At low risk stages of the build, this monitoring will be done remotely. All such provisions will ensure compliance with the Health and Safety at Work Act 1974 and other relevant legislation.

The systems that are in place, including full risk assessments (see Appendices F and G) are designed to promote a culture of safe working.

9. Event Safety File

The Health & Safety Officer shall keep an electronic (where possible) Event Safety File. This will be kept at Event Control. The file will include:

- A copy of this Event Safety Management Plan (ESMP)
- Health and Safety Policy
- Event Risk Assessment
- Fire Risk Assessment
- Transport & Pedestrian Management Plan
- Crowd Management Plan
- Event Emergency Plan
- Site Plan
- Insurance Documentation (Public and Employers Liability and Cancellation)
- Copies of contractor risk assessments, method statements and insurance
- PAT, Gas Safe and electrical sign off certificates
- Food Hygiene certificates
- Completed H&S Forms as issued by the Health & Safety Officer
- On site completion certificates for temporary demountable structures

10. Insurance

Public Liability, Employers Liability and Event Cancellation insurance will all be in place for this event.

Contractors will be required to provide proof of their own insurance policies. It is the responsibility of the Health and Safety Officer to check the relevant policies are in date and satisfactory.

11. Performances, Attractions and Displays

The primary attraction at The Festival is the music. There are a range of attractions featuring a

spectrum of music and other performing arts. The most significant of the attractions are listed in the Operating Schedule in the Event Overview - Appendix A.

11.1. Food Concessions

Food concessions will be located around the site, offering a wide variety of hot and cold food and drinks. The Health and Safety Officer will vet all food concessions. Relevant certification and proof of implementation is a condition of operation. Event safety guidelines for concessions are available on request. A full list of concessions will be available shortly before the event in Appendix E - Concession.

The Health and Safety Officer will ensure that all catering operations are available for inspection by the council's Environmental Health Department. At the request of the council's Environmental Health Department appropriate action will be 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. Those found contravening The Festival requirements will be ejected from the event.

The Concessions Manager will ensure that no concession/outlet will be permitted to sell any drug alternatives, herbal substances, pills, powders or gases (other than from a dedicated pharmacy approved by the health authorities). Any concession/outlet, which is found to be causing legitimate concerns to any of the agencies in relation to providing such substances, will be inspected by the Event Organisers. If a concession/outlet continues to sell/provide such items, the Event Management will close such outlets for the remainder of the event.

11.2. Bars

The location and timings of bars on site is available in the operating schedule in Appendix A - Event Overview, and the Site Map - Appendix B. These are managed by the bar operator (see Appendix C - Contacts). All bars will operate an RU25 policy, requiring proof of identification for anyone looking under the age of 25. These bars are the only place on site where alcohol is available to buy. All bar staff will be trained in the relevant licensing laws (including not serving under 18s or drunk people).

All drinks will be sold in plastic cups or PET containers. There will be no glass sold at any bar or concession. Further details on our alcohol policy can be found in Appendix K - Alcohol Policy.

11.3. Fairground Rides

All fairground rides will be vetted by the Health and Safety Officer. All funfair ride ADIPS certificates will be submitted for checking before the event and will be available for checking on site upon request.

11.4. Merchandise

Merchandising units selling a wide range of goods and merchandise will be located around the arena and will be identified on the site plan. It is recognised that all goods for sale must 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. legal highs, poppers, cigarettes, weapons or prejudiced material.

11.5. Unauthorised Traders

Events of this scale are liable to attract external parties due to the commercial opportunities presented by large gatherings of people.

The Event Management would like to introduce a multi-agency approach to dealing with safety and environmental issues arising from unlicensed or unauthorised activities attracted by the event, to include input from licensing, police, parks and on-site security.

Particular concerns involve vehicles or other units blocking protected exit/access routes, environmental issues (waste), and the unauthorised resale/forgery of event tickets.

12. Noise Management

To best address public nuisance that may arise from noise, The Festival will compile a Noise Management Plan that details how a risk of noise pollution is mitigated (see Appendix N - Noise Management Plan). This section of the ESMP looks at the safety systems that will be employed at the event to protect everyone involved.

12.1. Safe Noise Limits

Trained sound engineers will ensure noise levels are kept within safe limits.

12.2. Staff

Ear protection will be available to all staff. Such protection will be mandatory for anyone working in the front of stage pits.

12.3. Attendees

Earplugs will be available to attendees. Medical support is also available to attendees suffering headaches or hearing problems.

12.4. Personal Stereo Systems

Security will ensure personal sound systems are not permitted in to the event. The crowd will be monitored to ensure no uncontrolled amplified sound systems are being used.

13. Crowd Management, Security and Stewarding

For full details of Crowd Management, Security and Stewarding please refer to Appendix M - Transport & Pedestrian Management Plan and Appendix I - Crowd Management Plan.

The Security contractor have been contracted to provide an effective and safe crowd management solution. The firm has good experience of similar events and excellent references.

The key responsibilities of the Security contractor are:

- To maintain a safe and secure environment for the attendees.
- Implement the access systems (control points at the relevant gates).
- Refuse entry to the public who show signs of threatening behaviour.
- Carry out the crowd management procedures as instructed by supervisors.
- Monitor crowd behaviour.
- Eject or warn attendees who break the site rules.
- Respond to incidents.
- Implement the emergency plan (if required).
- Implement R.O.A.R systems (including full body searches).

14. Volunteers

Volunteer teams are organized to support the security teams. Further to this provision, volunteers will be positioned around the site to help convey information and answer questions for festivalgoers.

Volunteers will undergo a training schedule the day before the event opens. This will include an understanding of fire safety, a site tour, a brief on their roles and responsibilities and an explanation of their shift schedule.

15. Lost and Found Property

Lost and Found Property will be managed at the Welfare Tent. This will be communicated to customers through signposting, the program and event staff. All items that are handed in will be recorded onto a database and staff will try to repatriate lost items during the event.

All persons collecting property will be required to give reasonable proof of ownership, to provide contact information and proof of identification where appropriate. This information will be recorded on the database.

Forms will be provided to record people's enquiries for instances where their property has not yet been handed in. These forms will later be used to repatriate lost items where possible. A full copy of Ground Control's Lost and Found Property Procedure is available on request.

16. Toilets, Water, Refuse and Waste Management

16.1. Toilets

Portaloos are to be on site for all attendees including the public, staff and performers.

The number of Portaloos on site will be determined by experience of previous events. As a check, the purple guide is used considering the following criteria:

- Gate time opening of 6 hours or more

- 50% females on site
- 50% males on site

The Purple Guide (2014 updated edition) recommends the below sanitation provisions:

- 1 toilet for every 75 female attendees
- 1 toilet for every 400 male attendees
- 1 urinal for every 100 male attendees

The planned provisions will always exceed the Festival purple guide requirements. The actual provision for The Festival is given in Appendix A - Event Overview.

The toilet contractor (see Appendix C - Contacts) will regularly service the toilet facilities and inspections will be carried out prior to, and throughout the festival, to ensure that they are clean and safe for use by the public.

16.2. Washing Facilities

All toilet units will have hand-washing facilities and the cleaning of the facilities will be carried out on a 24-hour basis. To this end, the positioning of the toilet units is important to ensure they can be accessed by staff and vehicles.

Additional washing facilities will be provided by all concessions serving food and drink. The Health and Safety Officer will be responsible for ensuring these facilities are in place and maintained throughout the event.

16.3. Water

The water safety plan for The Festival is detailed in Appendix P - Water Management Plan.

16.4. Waste

The waste management has been contracted to the waste contractor (see Appendix C - Contacts). This contractor will both collect waste and then ensure it is suitably disposed of. There is a strong festival initiative to achieve high recycling rates. The Waste Management Plan for The Festival is detailed in Appendix Q - Waste Management Plan.

16.5. Catering

Grey water (waste water) will be collected in grey water waste receptacles and will be removed from site by the toilet contractor. Waste oils and fats created by the caterers will be removed and hygienically disposed of by the caterers themselves.

17. Power Supply and Lighting

The power supply to the festival may be a mix of temporary and mains supply. All mains supplies will

be fully certified for use. The fire risks for generators are detailed in Appendix G - Fire Risk Assessment.

17.1. Temporary Supply

All generators are to be supplied, installed and signed off by the Electrical Contractor (see Appendix C - Contacts). They will all be super silenced diesel generators.

The onsite electrician (provided by the Electrical Contractor) will ensure all installations conform to legal requirements including BS7909:1998 Code of Practice for AC electrical supplies for entertainment lighting, technical services and related purposes.

Only temporary supplies supplied by and installed by the Electrical Contractor will be permitted on site. This includes power supplies for concessions.

All generators will be segregated from public areas using heras or hoarding fencing.

17.2. Fuel Storage

Fuel will be stored in 1000 litre bowzers and separated from both generators and the general public using heras or pedestrian fencing. They will also be fitted with anti-tamper locks where necessary.

17.3. General Lighting

The site is lit by a combination of low voltage festoon lighting suspended from scaffolding pole installations, and lighting towers with inbuilt generators. These will be marked on the Site Map - Appendix B. The location of lighting has been well considered in order to provide a safe and accessible site. All emergency exits, toilet areas and bottlenecks are particularly well lit.

Lighting shall be turned on an hour before Sunset. It is the responsibility of the Site Manager to ensure all lighting is turned on.

17.4. Emergency Lighting

Emergency lighting is provided in the form of lighting towers delivering approximately 4,000 watts, lighting 7.5 acres each.

18. Barriers and Fencing

18.1. Enclosure

The event is by ticket admission only and as such will have a continuous security fence-line running round the entire perimeter. Access points are shown in Appendix B - Site Map, and are monitored by the Security Contractor.

18.2. Restricted Access Areas

Restricted access areas (shown in Appendix B - Site Map) are monitored by the Security Contractor. These include areas such as behind the traders, bars and stages.

18.3. Staging Barrier

The barrier used to separate the main stage and the crowd (known as the “pit”) will be certified for the loadings detailed in ‘Institution of Structural Engineers’ Temporary Demountable Structures: Guidance on procurement, design and use’ and BS EN 1991-1-1:2002 (3kN/m with a safety factor of 1.5 = 4.5kN/m).

19. Demountable Structures

The integrity of demountable structures is a key safety feature of the event. All structures will be signed off by the contractor and also by a third party chartered structural engineer before the opening of the site. The third party engineer details are given in Appendix C - Contacts.

Structures will conform to guidance given in the Institution of Structural Engineers’ Temporary demountable structures: Guidance on procurement, design and use. (Third Edition) (2007). All tentage will be supplied and erected by competent contractors and will be secured by pegs and ballast where necessary and accompanied by appropriate fire retardancy certification.

All contractors erecting temporary structures are required to provide a “baby sitter” to monitor their structure(s) during the weekend. These must report directly and immediately to the Site Manager if there are any issues.

Details, drawings, calculations and method statement will be collated and checked by the Health and Safety Officer.

19.1. Staging

The main stage will be a temporary covered structure with smaller decked stages appearing at other indoor venues around the site. All staging contractors (see Appendix C - Contacts) are required to complete safety documentation, insurance and to conform to guidance & LOLER, and submit evidence to the Health and Safety Officer.

19.2. Marquees

The location of marquees is shown in Appendix B - Site Map. These will be provided by the marquee contractor (see Appendix C - Contacts).

The Health and Safety Officer will require the contractor to provide comprehensive safety documentation including fire retardant certification for any textiles used conforming to the British Standard Fire Regulations BS5438. Large marquees that require lifting equipment must comply with LOLER and be insured accordingly. It is the responsibility of the contractor to carry this insurance, but the Health and Safety Officer will check it is in place.

19.3. Gazebos and Market Trader Stalls

Small gazebos and marquees used by concessions must possess fire safety information and be erected

in a safe secure manner. The compliance of this will be at the discretion of the Health and Safety Officer. Structures found to be non-compliant will be dismantled and removed from site.

20. Medical, Ambulance and First Aid Management

20.1. Medical Provision

Medical cover will be provided by the Medical Provider and will reflect the cover as required by the risk assessment contained in Appendix H - Medical Plan.

A first aid post is provided at the location shown in Appendix B - Site Map. This will be supported by various medical outposts in all high-risk positions. All major accidents and injuries will be reported under RIDDOR guidelines.

20.2. Contractors

Before the event gates open and after the event gates close, contractors are responsible for providing their own first aid provision.

21. Child Safety

The organisers will make arrangements for appropriately trained and experienced staff, who have undergone appropriate security checks, to be available to manage the welfare of any found child(ren) at the event; this includes staff at designated meeting points. A CCTV system will be put in place to support the safety and security teams. Records of children reported as lost or found will be collated to ensure appropriate levels of support are maintained.

A child (for the purposes of this event) is classed as any person aged 14 and under. Whilst the event is suitable for children of all ages, those aged 14 years or under must be accompanied at all times by a person of 18 years or over.

All security and stewards will be briefed that accompanying adults need to be over 18 and so will be advised to request identification should they believe any person wishing to accompany a minor may be under 18. Acceptable forms of identification include:

- Valid Cards bearing the PASS hologram
- Valid Photographic driving licence
- Valid Passport

In the event that a ticketholder is unable to prove that they are 18 or over in order to accompany a minor, the customers will not be permitted to enter the site. At this point, an assessment of the welfare needs of the customer will be made by a senior supervisor or manager, and if necessary, reference will be made to other agencies on site such as the police.

The event will provide a Welfare Manager and staff, who will be DBS cleared and will be available to

respond to any child welfare issues (that may present themselves inside or outside the site) in the first instance.

21.1. Lost Children

The Welfare point will have a segregated area that will form the holding area for any child who has been found and is awaiting repatriation with a parent or carer. This area will be staffed with approved (DBS checked) and authorised staff (first aid team). Any report of a lost child will be logged and the details circulated to security staff by security management in order that the child can be identified and brought to this point for repatriation.

The details of any found child being brought to the designated point will also be logged, with information that a child has been found circulated to security and stewarding staff via security management, in order that any parent approaching security staff who has lost their child can be directed to the first aid point for repatriation.

In order to ensure that the correct child is repatriated with the correct parent, any found child will be asked to give a description of their parents, and any parent looking for their lost child will be asked to give a description of the child before they have sight of them.

If any member of the welfare team has good reason to suspect the abuse or neglect of a child in their care, then the Police MUST be contacted - 'Neglect' might in this instance be considered to be the refusal or failure of a parent / guardian to attend welfare to collect a child, or a parent / guardian appearing unfit or incapable to care for the child through intoxication or other reason.

The Police will be also contacted should a child not be found within 30 minutes of being reported lost.

22. Accessibility

The organisers are pleased to be working in partnership with "Attitude is Everything" to assess existing provision and improve access to the event. The festival management is committed to ensuring all attendees with any type of access requirements whether it is physical or not (visual/hearing/illness etc.), are able to attend and enjoy the festival. In order to achieve this, the management will ensure the following systems are in place prior to the site opening.

22.1. Toilets

Wheelchair accessible toilets will be available in relevant areas.

22.2. Viewing Platforms

Viewing platforms will be constructed, or areas close to the stages will be marked out where possible and made available for attendees with disabilities and their carers.

22.3. Staff Training

Festival staff will be trained how to deal with attendees with access requirements in the event of a

site evacuation. Should there be any other specific requests by attendees with access requirements, the Festival Management will do their utmost to cater for their needs.

23. Fire Safety

This section of the document provides the key features that are in place to uphold the safety of people involved in the event with respect to fire. The Fire Safety Officer will liaise with the event management team and contractors/performers with regards to fire safety provisions.

23.1. Risk Assessment

A dedicated risk assessment can be found in Appendix G - Fire Risk Assessment. This has been carried out in accordance with best practice and guidance given by HSE.

23.2. Fire-fighting Equipment

Where appropriate, Marquees, Portacabins, stages, and the front of house will have a Co2 Fire extinguisher and the Marquees will be equipped with a Fire Trolley all kept safely out of reach of the public (i.e. back stage or behind the bar) but within the easy reach of staff. Every generator will be fenced off from the public and will have an associated foam extinguisher.

The Fire Safety Officer will ensure that inspections are carried out on the fire equipment prior to use. Ensure all fire equipment is positioned in accordance with BS 5306- 9:2015.

23.3. Concessions

It is a policy of The Festival that all food and non-food concessions must carry suitable fire-fighting equipment. All such concessions are checked by the Health and Safety Officer upon arrival to ensure compliance. The Fire Safety Officer will ensure all concessions are inspected and are fit to operate with regards to fire and LPG safety, highlighting any additional risks on the site to the event management team and ensure remedial action is implemented.

23.4. Smoking

Smoking is generally permitted around the site apart from in marquees, stages and other structures. No Smoking signs are provided to indicate where such restrictions are in place.