

COUNT OF TEN

X X X X X G R O U P

EVENT SAFETY MANAGEMENT PLAN

VERSION 1.0

Table of Contents

1. Introduction	5
2. Capacity and Demographic	5
3. Operating Schedule	5
4. Event Safety Policy Statement	5
5. Event Licence	6
6. Festival Management Team and Support	6
6.1. Supporting Emergency Services	6
6.2. Festival Management & Organisational Structure	6
6.3. On Site Management Meetings	6
7. Site	6
7.1. Accessibility	6
7.2. Venue and Site Design	6
8. Production Schedule	7
8.1. Health & Safety	7
9. Event Safety File	7
10. Insurance	8
11. Performances, Attractions and Displays	8
11.1. Concessions	8
11.2. Bars	8
11.3. Fairground Rides	9
12. Noise Management	9
12.1. Safe Noise Limits	9
12.2. Staff	9
12.3. Attendees	9
12.4. Personal Stereo Systems	9
13. Crowd Management, Security and Stewarding	9
14. Volunteers	10
15. Lost and Found Property	10

16. Toilets, Water, Refuse and Waste Management.....	10
16.1. Toilets	10
16.2. Washing Facilities	11
16.3. Water	11
16.4. Waste	11
16.5. Catering.....	11
17. Power Supply and Lighting	11
17.1. Temporary Supply.....	11
17.2. Fuel Storage	12
17.3. General Lighting.....	12
17.4. Emergency Lighting.....	12
18. Barriers and Fencing.....	12
18.1. Enclosure	12
18.2. Restricted Access Areas	12
18.3. Staging Barrier	12
19. Demountable Structures	13
19.1. Staging	13
19.2. Marquees.....	13
19.3. Gazebos and Market Trader Stalls	13
20. Medical, Ambulance and First Aid Management	13
20.1. Medical Provision.....	13
20.2. Contractors	14
21. Child Safety.....	14
22. Special Needs.....	14
22.1. Toilets	14
22.2. Parking	14
22.3. Camping	14
22.4. Arenas	14
22.5. Staff Training.....	14

23. Fire Safety..... 14

23.1. Campsites..... 15

23.2. Risk Assessment..... 15

23.3. Fire-fighting Equipment 15

23.4. Concessions 15

23.5. Campfires..... 15

23.6. Smoking 15

23.7. BBQ Areas 15

- Appendix A Event Overview
- Appendix B Site Maps
- Appendix C Contacts
- Appendix D Production Schedule
- Appendix E Concessions
- Appendix F Risk Assessment
- Appendix G Fire Risk Assessment
- Appendix H Medical Plan
- Appendix I Crowd Management Plan
- Appendix J Drugs Policy
- Appendix K Traffic and Pedestrian Management Plan
- Appendix L Adverse Weather Plan
- Appendix M Water Management Plan
- Appendix N Noise Management Plan
- Appendix O Child Youth and Welfare Policy
- Appendix P Emergency Plan
- Appendix Q Organizational Structure
- Appendix R Temporary Demountable Structures
- Appendix S Communications Plan

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. The Count Of Ten Group 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.

2. Capacity and Demographic

The attendance and demographic of The Festival is given in Appendix A - Event Overview. This attendance includes artists, staff and production. The methods by which this will be achieved are described later in this document.

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, have been contracted. The consultant has been 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. Details of 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 relevant Premises Licence number is given in Appendix A - Event Overview. The event safety management plans are being 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 Q - 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. In addition to these, there can also be emergency liaison team meetings in the event of an emergency. Details of these can be found in Appendix P - Emergency Plan.

7. Site

The Festival will be held on land managed by a local landowner. Contact details can be found in Appendix C - Contacts. The layout of the site is shown in Appendix B - Site Maps.

7.1. Accessibility

The site entrances are detailed in Appendix B - Site Maps. This includes the relevant entrances for both the public and production.

The available number of egress points around the site can facilitate a full evacuation. Further information on the evacuation is available in Appendix P - Emergency Plan. For further information on accessibility, please refer to Appendix K - Traffic & 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 traffic 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	7m

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 traffic management of these phases please refer to Appendix K - Traffic & 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)
- Count Of Ten Group Health and Safety Policy
- Event Risk Assessment
- Fire Risk Assessment

- On Site Traffic and 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

10. Insurance

As a minimum Public Liability (£5m), Employers Liability (£5m) 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. The Health and Safety Officer will monitor all systems.

11.1. Concessions

The Health and Safety Officer will vet all concessions. Relevant certification and proof of implementation is a condition of operation. Those found contravening The Festival requirements will be ejected from the event. 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.

11.2. Bars

The location and timings of bars on site is available in the operating schedule in Appendix A - Event Overview. 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).

11.3. Fairground Rides

If applicable, these will be vetted by the H&S Officer.

12. Noise Management

To best address public nuisance that may arise from noise, The Festival has compiled 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 K - Traffic & 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. The roles of volunteers in parking and on site management are detailed in Appendix K - Traffic & Pedestrian Management Plan. 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 Information office (at an entrance to the event). 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 peoples 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 Count Of Ten's Lost and Found Property Procedure is available on request.

For information on Lost and Found Children, please see Appendix O - Child & Youth Welfare Policy.

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

According to the purple guide, 1 toilet per 75 females, 1 toilet per 150 males and 1 urinal per 250 males in the campsites and 1 toilet per 400 males and 1 toilet per 75 females in the arenas is sufficient. 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 M - 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 contractor will deal with waste spillages. In situations where there is a significant or dangerous spillage, the advice of the Health and Safety Officer will be sought.

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 bowsers 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 are marked on the site map. 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 Operations 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 Maps, and are monitored by the Security Contractor.

18.2. Restricted Access Areas

Restricted access areas (shown in Appendix B - Site Maps) 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 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.

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 Maps. 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 24-hour first aid post is provided at the location shown in Appendix B - Site Maps. This will be supported by medical foot patrols around the site. All 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

Child safety is detailed in Appendix O - Child and Youth Welfare Policy.

22. Special Needs

The festival management is keen to ensure all attendees with any type of disability 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 campsites and arenas.

22.2. Parking

Parking spaces will be reserved for blue badge holders allowing the smallest travel distance to the campsite and onwards journey to the arena. This allocation is shown in Appendix B - Site Maps.

22.3. Camping

Close to the disabled parking will be a complementing disabled camping area.

22.4. Arenas

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

22.5. Staff Training

Festival staff will be trained how to deal with attendees with disabilities in the event of a site evacuation. Should there be any other specific requests by attendees with disabilities, 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.

23.1. Campsites

The campsites are furnished with 'no camping' fire lanes which are shown in Appendix B - Site Maps, and are to be kept clear at all times (see Section 7.2 - 'Venue and Site Design' for dimensions). The stewards and security teams will monitor these.

Ample space for camping will be provided to ensure that there is no need for tents to be tightly packed. If a camping area should become tightly packed then security will prevent any more tents being set up there and advise people to camp in other areas.

23.2. 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.

23.3. 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 campsites feature security towers equipped with appropriate fire-fighting materials. There will also be a fire-fighting team on call and available to respond to any fires on the site by vehicle.

23.4. 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.

23.5. Campfires

No campfires are permitted anywhere on site unless it is in a designated area and under the control of a professional team.

23.6. 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.

23.7. BBQ Areas

BBQ areas will be created to provide a safe place for customers to cook food. Customers will be discouraged from using BBQs outside of these areas. Disposable BBQs are not permitted at the event.