

# TRY-FEST

**10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> June 2022**

**Letchworth Garden City Rugby Club,  
Baldock Rd, Letchworth Garden City, SG6 2EN**

## EVENT MANAGEMENT PLAN V1

| Document Control |   |
|------------------|---|
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## 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 'North Hertfordshire District Council') and other responsible authorities.

The intention is to draw together all matters of safety and logistics, plans, information for and from partners and the information that is given to the public. The document and its appendices include many operational plans and risk assessments which, together, provide a method statement for the event. Risk Safety Services and London Road Audio Services have been appointed to provide event management planning for this event from the Rugby Club's presidents Chris Lunnon and Brian Burke.

The event organisers are an experienced team and 3<sup>rd</sup> party consultants are professional / 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 by the members of (SAG) Safety Advisory Group and by following the **Purple Guide's** recommendations as closely as possible. The management team will be in the position to provide evidence of our experiences, if this was called upon by any, body or individual.

### UPDATE LOG:

| Date     | Version | By    | Details   |
|----------|---------|-------|---|
| 25/10/21 | V1      | JH/RM | Submitted to NHDC Licensing<br>Request to submit to SAG |
|          |         |       |   |
|          |         |       |   |

# Contents

## 1 Event Overview

- 1.1 Event Site Location & Event Overview  
Main Site, Entrance & Exits
- 1.2 Event Summary / Audience Profile
- 1.3 Site Designs
  - 1.3.1 Site Entry Points / Security Control Points / Ticket Holder Access / Local Access
  - 1.3.2 Vehicle / Pedestrian Routes
  - 1.3.3 Fire Patrol Vehicle and other Emergency Vehicles
  - 1.3.4 Emergency Gates

## 1.4 Licensable Activities

## 1.5 Licensable Areas

## 1.6 Dates and Times

(build / live event / breakdown)

## 1.7 Event Team

- 1.7.1 Contractors & Suppliers

## 2 Event Specifics

- 2.1 Capacity and Audience Numbers
  - 2.1.1 Licensed Area Capacity and Venue Exiting Capacities
  - 2.1.2 Car Park Capacity
  - 2.1.3 Venue Timings and Capacities
  - 2.1.4 Venue Exiting Capacities
  - 2.1.5 Fencing and Barriers

## 2.2 Temporary Demountable Structures

- 2.2.1 Event Stage Barriers

## 2.3 Erection & Maintenance of Structures

- 2.3.1 Structural Safety & Wind Management
- 2.3.2 Operational Preparation / Water Hazards on Site
- 2.3.3 Fire Safety of Materials

## 2.4 Power Supply & Electrical Equipment

- 2.4.1 Generators
- 2.4.2 Electrical Installations & Appliances
- 2.4.3 Site Lighting

## 2.5 Fire Safety

- 2.5.1 Fire Fighting Equipment
- 2.5.2 Fire Safety Checks
- 2.5.3 Raising the Alarm
- 2.5.4 Preventative Measures
- 2.5.5 Fireworks & Sparklers
- 2.5.6 Emergency Services Rendezvous Point

## 2.6 Provisions for Disabled People

## 2.7 Crowd Management

## 2.8 Alcohol & Bars

- 2.8.2 Bar Operating Times
- 2.8.3 Challenge 25

## 2.9 Communications

- 2.9.1 Event Website & Social Media
- 2.9.2 Radios
- 2.9.3 PA Systems
- 2.9.4 Loud Hailers
- 2.9.5 Signage
- 2.9.6 Lost Property

## **2.10 Medical First Aid & Welfare**

- 2.10.1 Medical Equipment & Staff Provisions
- 2.10.2 Nearest Hospitals
- 2.10.3 Notice to customers of Environmental risk
- 2.10.4 Medical Preparation

## **2.11 Refuse & Recycling**

- 2.11.1 Liquids on Site:
- 2.11.2 Attendee Waste
- 2.11.3 Concession and Production Waste
- 2.11.4 Concession and Production Waste
- 2.11.5 Waste Transfer License

## **2.12 Emissions**

## **2.13 Inclement Weather**

- 2.13.1 Wind

## **2.14 Flooding & Wet Weather**

- 2.14.1 Extreme Heat & Cold

## **2.15 Concessions**

## **2.16 Traffic & Transport**

- 2.16.1 Vehicle Access
- 2.16.2 Car Parking
- 2.16.3 Speed of Vehicles
- 2.16.4 Traffic Signage
- 2.16.5 Public Transport

## **2.17 Noise**

## **2.18 Build and Break Procedures**

## **3 Emergency Procedures**

### **3.1 Emergency Radio Codes**

### **3.2 Emergency Vehicle Rendezvous Point**

### **3.3 Temporary Show stop**

### **3.4 Evacuation**

### **3.5 Cancellation & Curtailment**

### **3.6 Bomb Threats**

### **3.7 The Licensing Objectives**

### **3.8 Prevention of Public Nuisance**

- 3.8.1 Event Sound
- 3.8.2 Crowd Noise
- 3.8.3 Publicity

#### **3.8.4 Lights**

### **3.9 Prevention of Crime and Disorder**

- 3.9.1 Drugs
- 3.9.2 Violence
- 3.9.3 Egress Dispersion

### **3.10 Protection of Children from Harm**

- 3.10.1 Alcohol
- 3.10.2 Explicit Material

### **3.11 Public Safety**

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## **Appendices**

Appendix A: Site Maps

Appendix B: Noise Management Plan (To Follow)

Appendix C: Traffic Management Plan 2022 / V1 (To Follow)

Appendix D: Security Policy (To Follow)

Appendix E: Fire Risk Assessment (To Follow)

Appendix F: General Site Risk Assessment (To Follow)

Appendix G: Medical Provisions Plan / V1 (To Follow)

Appendix H: Crowd Management (To Follow)

Appendix I: Event Management Team – Contact Telephone Numbers (To Follow)

Appendix J: Waste Management Plan (To Follow)

Appendix K: Food Vendors List (To Follow)

Appendix L: Contingency Plan & Emergency Procedures (To Follow)

Appendix M: Safeguarding Policy (To Follow)

# 1 Event Overview

## 1.1 Event Site Location / Event Overview

The event will take place at Letchworth Garden City Rugby Club on ground situated off of Baldock Rd (B656) Letchworth Garden City, SG6 2EN

The event site is set over 8.5 acres of relatively flat, maintained grass (pitches) In addition to the pitches there is the 'club house' (with its own bar and capacity of 150 persons) and a tarmacked parking area.



The event will comprise of: one main stage, one smaller alt stage, bars, food and beverage traders / concessions, a VIP area and up to 3 marquee covered arena stages. A kids zone and an area with fairground attractions. There will a dedicated main car park and a further overflow carpark. Temporary toilet facilities, medical / welfare facilities, security office and a FOH site / event control office.

### Main Site, Entrance & Exits

The main entrance to the site is off of "Baldock Road, B656" just past the North Hertfordshire Leisure Centre. There are dedicated vehicular in and out routes (via a one way system) these routes will be controlled / marshalled by CSAS and traffic management staff) There is a direct walking route for pedestrians via footpath to the main security gate and entrance to the event field 'centre pitch' (this route will segregated from vehicle traffic)

**See 'Site Maps' Appendix A series & Appendix C: series TM plans.**









## 1.2 Event Summary / Audience Profile

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

Live music, bands, DJs and world food vendors.

The music on offer will be a broad range of styles across a multitude of genres, from 50's & 60's through to modern day, pop, chart, light rock, electronic (inc sub genres) indie, blues, soul, jazz, acoustic & reggae / ska, something for all ages and backgrounds.

There will be a family & children's fun area that includes funfair rides 'bounce zone' family face painting and games.

### **Audience Profile.**

This is predominantly a family event, with themes and live music that mostly caters to this audience.

The target market:

- Aged 21 - 65 (musical genres geared to these age groups)
- Will live within a 20mile radius of Letchworth. Marketing will be within this radius.
- Are likely to purchase in advance online, as 85% of marketing takes place online
- The gender split is likely to be 50:50 split male and female
- Are interested in live music, festivals and world food.
- Our analysis of similar events and ticket sales (which includes postcodes of purchasers) and other details reinforces the above.



## 1.3 Site Design

The event will take place within the boundary of Letchworth Rugby Club's grounds.  
See [Appendix A: Site Maps](#) for layout.

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

The public site entry point will be via the main entrance to the rugby club site (marked on the site maps) The main entrance point will be well signed (please see Appendix C – Traffic Management Plan) the entry point will be staffed by stewards / marshals and or SIA badged security staff, who will direct attendees to the relevant car parks, PUDO points and the route to the (MEF) main event field / ticket gate (also sign posted) Just after the MEF / ticket gate, there will be a ticket / wristband exchange point, and the main security control station (bag check & search) All ticket holders will be 'scanned in' via their tickets which have bar codes. Ticket holders will only be granted access to the zones their purchase allows and what corresponds to their wristband colour (see below)

The control room / production office and staff welfare areas will be situated as marked on the site maps, 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 heads and the main production staff.

### 1.3.2 - Vehicle / Pedestrian Routes

With steward and CSAS accredited TM supervision, all vehicles entering the site, will either go to the pick up or drop off (PUDO) or (if parking) continue to the site carparks. Pedestrians entering the site on foot will follow the public footpaths leading up to the event (and through to the main site entrance gate (see Traffic management plans) We are separating pedestrians from vehicle traffic, via segregated walkways (see site map) event staff will already be parked and artist / act traffic will not be heavy or consistent. There will be separate artist parking. The main site entrance is controlled by a skilled lantra badged operatives and experienced TM Marshals. From the car parks a dedicated taped off walkway leads straight to the ticket / wristband exchange area (security / bag search) and then into the event field.

### 1.3.3 - Fire Patrol Vehicle and other Emergency Vehicles

A direct emergency vehicle route can be created using via radio liaison from any team reporting an incident to CSAS who will halt any site traffic in the event of blue lights. these are currently marked on the site map in [blue](#) with arrows.

### 1.3.4 - Emergency Gates

Several 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 2.4m wide.

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

## 1.4 Licensable Activities

The licensable activities applied for are as follows:

- 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

Licensable activities on site will only take place on the main event field and the rugby club house (marked on the site map) There will be a smaller (VIP ZONE) with its own bar and toilet facilities for up to 400 event goers. All areas / zones 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 + clicker system for headcounts on ingress and egress
- Coloured tamperproof wristbands

**Please see Appendix A: for detailed site maps of the licensable areas**

## 1.6 Dates and Times (build / live event / breakdown)

**Production Dates:**

|                        |  |
|------------------------|--|
| <b>Build</b>           | <b>7<sup>th</sup> - 10<sup>th</sup> June 2022</b>                |
| <b>Live Event Days</b> | <b>10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup> June 2022</b> |
| <b>Breakdown</b>       | <b>12<sup>th</sup> - 13<sup>th</sup> June 2022</b>               |

**Public Access:**

Ticket holders are permitted on-site from the times outlined below.

### 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)

| <b>MAIN EVENT</b> (STANDARD / General Admission TICKETS) |              |               |
|--|--------------|---------------|
| <b>DATE</b>  | <b>START</b> | <b>FINISH</b> |
| 10/06/22   | 17:00        | 23:00         |
| 11/06/22   | 12:00        | 23:00         |
| 12/06/22   | 12:00        | 21:00         |

| <b>VIP EVENT</b> (VIP TICKET HOLDERS ONLY) |              |               |
|--|--------------|---------------|
| <b>DATE</b>                                | <b>START</b> | <b>FINISH</b> |
| 10/06/22                                   | 18:00        | 00:30         |
| 11/06/22                                   | 12:00        | 00:30         |
| 12/06/22                                   | 12:00        | 21:00         |

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

| <b>MAIN EVENT</b> (STANDARD General Admission TICKETS) |              |               |
|--|--------------|---------------|
| <b>DATE</b>  | <b>START</b> | <b>FINISH</b> |
| 10/06/22   | 17:00        | 22:40         |
| 11/06/22   | 12:00        | 22:40         |
| 12/06/22   | 12:00        | 20:40         |

| <b>VIP EVENT</b> (VIP TICKET HOLDERS ONLY) |              |               |
|--|--------------|---------------|
| <b>DATE</b>                                | <b>START</b> | <b>FINISH</b> |
| 10/06/22                                   | 18:00        | 00:00         |
| 11/06/22                                   | 12:00        | 00:00         |
| 12/06/22                                   | 12:00        | 20:40         |

**The provision of late-night refreshment:**

| <b>MAIN EVENT</b> (STANDARD General Admission TICKETS) |              |               |
|--|--------------|---------------|
| <b>DATE</b>  | <b>START</b> | <b>FINISH</b> |
| 10/06/22   | 23:00        | 23:30         |
| 11/06/22   | 23:00        | 23:30         |
| 12/06/22   | N/A          | N/A           |

| <b>VIP EVENT</b> (VIP TICKET HOLDERS ONLY) |              |               |
|--|--------------|---------------|
| <b>DATE</b>                                | <b>START</b> | <b>FINISH</b> |
| 10/06/22                                   | 23:00        | 00:30         |
| 11/06/22                                   | 12:00        | 00:30         |
| 12/06/22                                   | N/A          | N/A           |

**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.**

After discussions with the responsible authorities, it was suggested that we allow event participants to purchase food and soft drinks from the event vendors for up to 30 mins after all entertainment and other activities are closed. This serves to A) stagger the (non camping) vacating crowds leaving by vehicle, minibus, taxis and B) serves to give a participant who may have been drinking alcohol, a hot meal and fluid before departing.

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

## 1.7 EVENT TEAM

**\*\*All of the event team will be contactable via radios (see page 14) in the unlikely event of a radio comms failure, the team is contactable via mobile phone\*\***

### Event Directors:

Brittany Melly / Lee Smith

### Event Coordinators

Shane Wilson / Lee Harris

### Production / Stage Managers

Alex Lewis / Dan Barnicott / James Whenman / Andrew Barrington / Errol Mckie

### Noise Management

Rosscro / Ross Staples

### Event Medical Team:

Sabre Medical / William Rae

### Artist Liaison

Megan Collier

### Event Safety Officers / Controllers

John Heath / Neil Wheeler

### Head of Security

Tommy Smith

### Traffic Management Team Leaders:

Tony Bayford / Calvin Stuart

### DPS:

Gemma Carter / Chris Lunnion

### Waste Management Team leader:

Natalie Linford

**The role of an Event Director** is to organise and coordinate the event staff, event participants, and the other members of the event team for the successful execution of an event. The ED will liaise with all of the event team throughout the event.

### Contact Numbers:

| Name            | Tel           |  |
|-----------------|---------------|--|
|                 |               |  |
| Brittany Melly  | 07978 612 477 |  |
| John Heath      | 07867 489 032 |  |
| Lee Harris      | 07817 065 775 |  |
| Rosscro         | 07778 876 730 |  |
| Sabre Medical   | 07956 427770  |  |
| Megan Collier   | 07843 142 471 |  |
| Alex Lewis      | 07969 590270  |  |
| James Whenman   | 07841 989 031 |  |
| Natalie Linford | 07835 757 634 |  |
| Richard Maskell | 07961 723 878 |  |



## **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 Event Safety Officer/Deputy Event 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.
- Liaise and cooperate with the responsible authorities.
- Ensure that SIA staff are trained and accredited, well briefed and checked such that none are under the influence of drink and/or drugs.

### **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
- Will act until handing over to the NHS ambulance officer / first NHS resource on scene if required.
- 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.

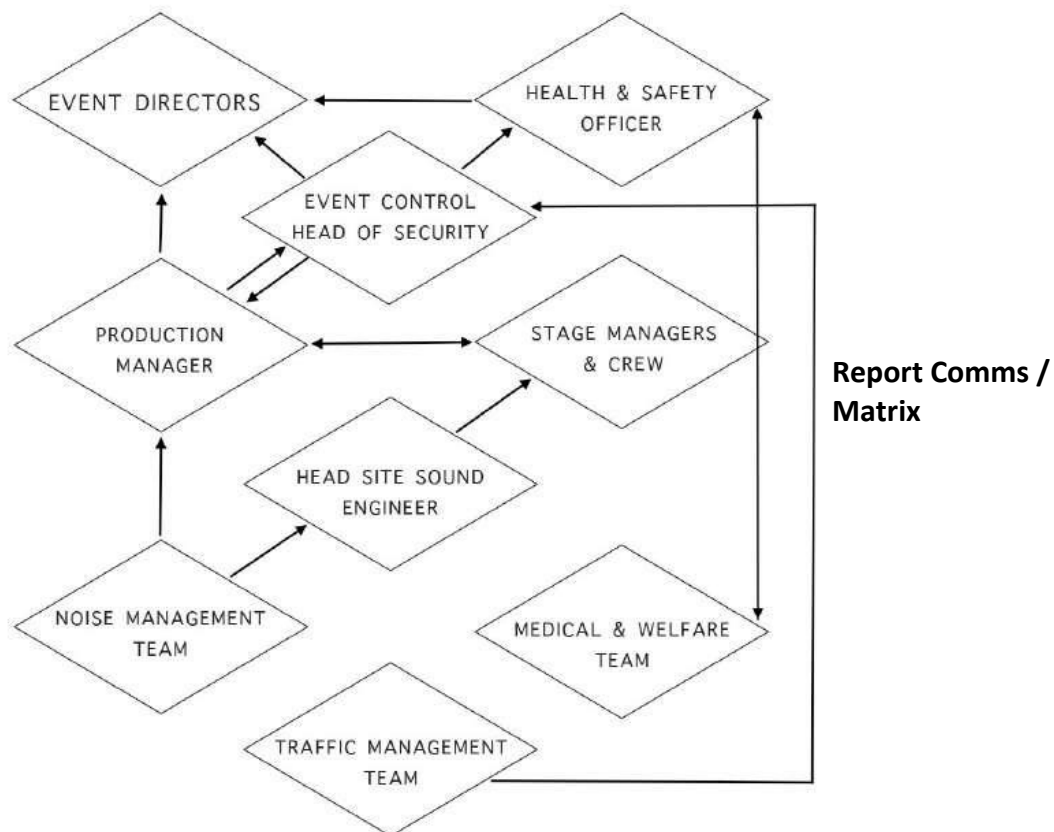
The planning of this event has been undertaken in accordance with the recommendations of the following Codes, Guidance, Acts & Regulations, where these are considered relevant & practicable for this event:

- 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.

**Marquee 3** Errol Mckie / Simon Baker

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.***



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

## 2 Event Specifics

### 2.1 Capacity and Audience Numbers

The capacities below have been established via the combination of meetings and or dialogue with local responsible authorities, (for similar events) our event team, via information relating to the desired audience density 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 and General Risk Assessment

For this event, the desired audience density is 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

Total capacity of applied for premises licence is 4000

For this event in 2022 the maximum capacity numbers have been set as below:

| Category           | Numbers |
|--------------------|---------|
| Public             | 2350    |
| Performers & Staff | 150     |
| Total              | 2500    |

The total area of the event site is over 8.5 acres. **The licensed areas** will provide more than ample space for the expected attendance and achieve and exceed the desired audience density within the licensed event areas.

#### 2.1.2 Car Park Capacity

An estimated maximum of 60% of event attendees will travel to the event by their own vehicle with intention of parking and staying at the event for part or the full duration. The other arrivals will be via (drop off's, taxi's or locals via foot) excluding staff / acts and artists (who have dedicated parking) and using an average car occupancy of 2.6 per vehicle we can expect a maximum of 361 cars in the main car park

60% of 2350 (940) / 2.6 = 361

Using an average of 200 cars per acre (allowing for turning lanes) approx 1.8 acres are required for attendee parking. The provided public parking area has 2.3+ useable acres of flat land, which is more than enough capacity. We also have the overflow car park (see site map) as a contingency in the event it is highly unlikely it will required.

Staff, performers (artists) & caterers will require enough space for an extra 45 vehicles. We have space and provisions for over 65 vehicles.



### 2.1.3 Venue Timings and Capacities

**All capacities are based on the Purple Book guidelines.**

#### **18x24m - Century Tent**

18x19m Usable (W6m x D3.5m stage) + 1.5m pitt space with security / crowd barriers.

Useable space internal - 342 m2

Capacity at 1.6 persons per m2 - 547 (internal)

Capacity at 2 persons per m2 - 684 (internal)

Additional space to the side and rear of stage (For security, artists, sound + lighting staff) - 44

Additional space: Large outside area with Bar - over 150

**Max Capacity - 684**

**Max Capacity Outside Vicinity 850**

#### **12x27m - Marquee 1**

12x22m Usable (W5m x D3.5m stage) + 1.5m pitt space with security / crowd barriers.

Useable space internal - 264 m2

Capacity at 1.6 persons per m2 - 422 (internal)

Capacity at 2 persons per m2 - 528 (internal)

Additional space to the side and rear of stage (For security, artists, sound + lighting staff) - 44

Additional space: Large outside area - over 150

**Max Capacity Internal - 528**

**Max Capacity Outside Vicinity 685**

#### **12x21m - Marquee 2**

12x17m Usable (W5m x D3m stage) + 1m pitt space with security / crowd barriers.

Useable space internal - 204 m2

Capacity at 1.6 persons per m2 - 326 (internal)

Capacity at 2 persons per m2 - 408 (internal)

Additional space to the side and rear of stage (For security, artists, sound + lighting staff) - 30

**Max Capacity - 408 Internal**

#### **9x15m - Marquee 3**

9x11m usable space (W6m x D4m stage)

Useable space internal - 99 m2

Capacity at 1.6 persons per m2 - 158 (internal)

Capacity at 2 persons per m2 - 198 (internal)

Additional space to the side and rear of stage (For security, artists, sound + lighting staff) - 20

**Max Capacity - 198 Internal**

#### **Total Internal Capacity of Tents & Marquees Combined**

@1.6 public event persons per m2 - 1453

@2 public event persons per m2 - 1816

Max capacity of all tents and outdoor space vicinity

(including security, artists, sound + lighting staff) – 2348

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#### **12x18 - Main Bar Marquee**

Useable space internal - 135 m2

(bar taken into account. small DJ booth 2m x 1.5m in the corner + tables + bar furniture + staff)

Capacity at 1.6 persons per m2 - 216 (internal)

Capacity at 2 persons per m2 - 270 (internal)

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#### **Main Stage Areas**

40mx50m realistically and safely useable (open air)

2000m2

Capacity at 1.6 persons per m2 - 3200

Capacity at 2 persons per m2 - 4000

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## 2.1.4 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 and on predominantly flat ground, 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

There will be 2 Emergency exits gates (And the main gate) at the event that will be manned by stewards. The purple guide and the HM Government guidelines for open air events and venues will be used and will consider the field areas and inclines involved. This has resulted in a calculation regarding the following: 2500 people divided by a flow rate of 75 persons per metre, then divided by 8 minutes = 4.16 metre width gates that will be needed. We will subsequently provide 3 emergency exits at 2.4 metres wide = 7.2 metres  
This does not include the main gate / emergency gates only.

|                                  |   |
|----------------------------------|---|
| <b>Risk level</b>                | <b>Low / Flat Ground (Rugby Pitch)</b>  |
| <b>Escape Time</b>               | <b>8 minutes</b>  |
| <b>Exit flow rate</b>            | <b>75 persons/Metre/Minute</b>  |
| <b>Occupancy</b>                 | <b>2350plus 150 staff, vendors and artistes = 2500</b>  |
| <b>Total Exit width required</b> | <b>4.16 metres overall</b>  |
| <b>Total exit width provided</b> | <b>7.2 metres (3x 2.4 metre gates) will be provided (see site plans) these would allow over 4000 persons to evacuate safely from the event. This year (2022) the total licence capacity is 2500</b> |

## 2.1.5 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 (e.g around toilet blocks)

This fencing and area 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 event site / areas to ensure crowd safety.

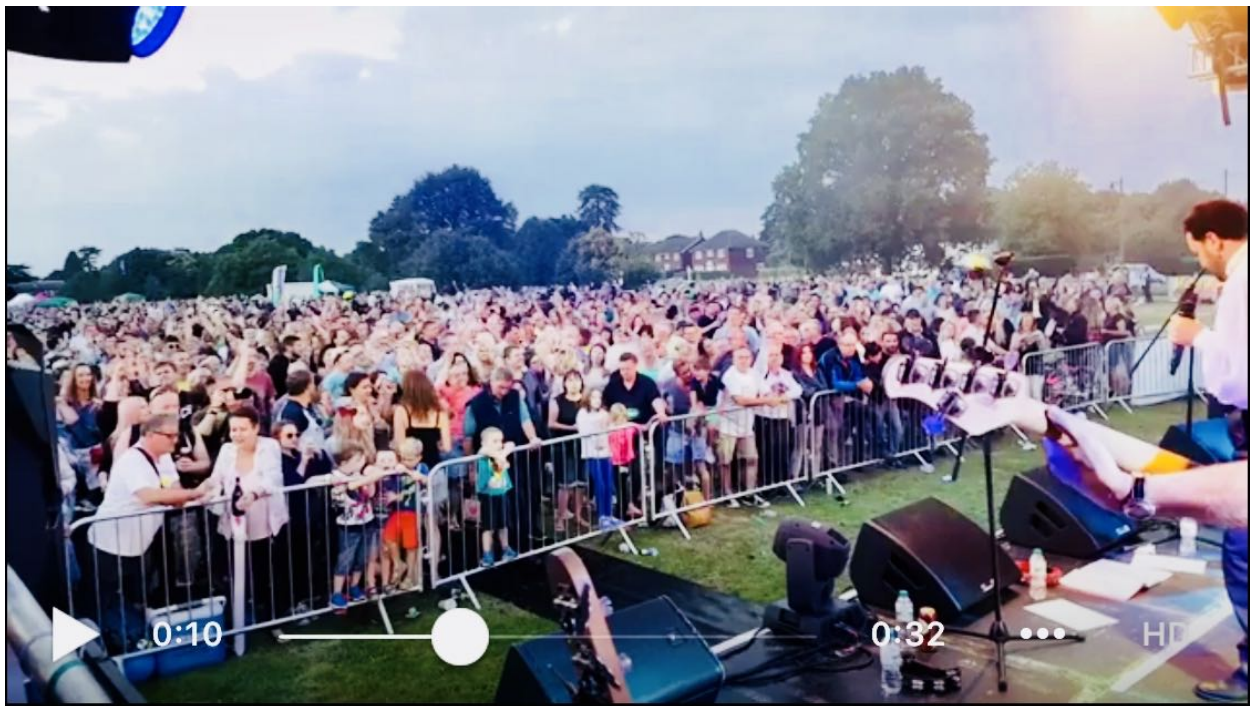
## 2.2 Temporary Demountable Structures

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 Event 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. The Event Safety Officer, will inspect & certify the relevant temporary structures before the event.

### 2.2.1 Event Stage Barriers

We are using metal frame pedestrian barriers locked together (with posts at both ends to secure) The barrier will be placed at least 3 meters in front of the stage. SIA badged security will flank each end of each stage at the event (if required) Stewards will patrol the “tunnel” between the barrier and the stage. The event showcases family orientated chart acts with no history of crowd surge issues. This coupled with size of the main stage arena, expected low density in front of stage and the presence of SIA and stewards in hi viz jackets, mitigates crowd surge and barrier failure concerns further.



## 2.3 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.

### **2.3.1 Structural Safety & Wind Management**

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

***We are using clearspan marquees at the event. A clearspan marquee with one full sidewall paneling off, can still be safely used with gust wind speeds up to 30 meters per second (67mph) the event site is also naturally protected via high hedge rows and the club building, these act as a natural wind break, increasing this figure further, If the wind speed were to be measured (before and during the event, monitoring the Met office wind speed forecast and manually using an anemometer) at being above this safety threshold we wouldn't open the marquees and would put a show stop in place.***

Companies erecting temporary structures will provide on request 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.

Our event 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. The above will have access to portable anemometers in the control centre.

### **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)

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 re-test 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
- Production area,
- Emergency Exits and Security positions.
- Car Park
- Main Entrances

## **2.5 Fire Safety**

### **Also refer to - [Appendix E: Fire Risk Assessment](#)**

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 fire-fighting equipment will be kept out of public access

### **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 by the entrance to the overflow vehicle car park as marked on the site map.

## 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**

## 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.**

### 2.8.2 Bar Operating Times

| MAIN EVENT (STANDARD General Admission TICKETS) |       |        |
|---|-------|--------|
| DATE  | START | FINISH |
| 10/06/22  | 18:00 | 22:40  |
| 11/06/22  | 12:00 | 22:40  |
| 12/06/22  | 12:00 | 20:40  |

| VIP EVENT (VIP TICKET HOLDERS ONLY) |       |        |
|-------------------------------------|-------|--------|
| DATE                                | START | FINISH |
| 10/06/22                            | 18:00 | 00:00  |
| 11/06/22                            | 12:00 | 00:00  |
| 12/06/22                            | 12:00 | 20:40  |

### 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 attendee's age.

## **2.9 Communications**

### **2.9.1 Event Website & Social Media**

The event website and social media channels will provide attendees with information relating to transport, terms and conditions 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.

### **2.9.6 Lost Property**

Any lost property found (mobile phones, coats, bags etc) will be stored in an area inside the event control room (which is constantly manned just outside of the main Zone 3) event area. The main gate staff (and security staff) will be made aware of this Lost Property position (as this will be the first places / persons, that the public will enquire to. Our staff or security will make efforts to restore it to lawful owners and inform police if required, so that we can cross check any theft allegations against what may transpire to be losses, such as occurs with mobile phones, for example.



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## 2.10 Medical First Aid & Welfare

The provision of first aid during the event will be planned and managed by a suitable specialist contractor (currently 'Sabre Medical')

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.

Sabre Medical are supplying ambulance crew and 2 first aid responders. Working a 12 hours shift with half an hour either side to set up a medical centre, which brings hospital facilities to site. Full ambulance coverage with paramedic on site who can suture and close wounds etc this reduces the cover required under the HSE best practice guidelines.

**SEE APPENDIX F: FOR FULL MEDICAL INSURANCE & RISK ASSESSMENT**

### 2.10.1 Medical Equipment & Staff Provisions

**Sat 21 July 2018**

Opening to closing hours: paramedic & first aid

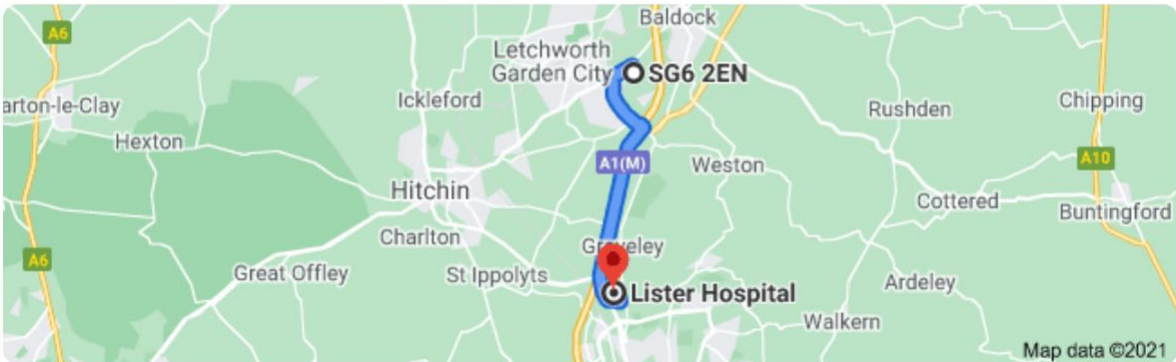
### 2.10.2 Nearest Hospitals

**Nearest A&E Department (20 mins by road. 24 Hrs.)**


Lister Hospital  
Coreys Mill Ln,  
Stevenage  
SG1 4AB

SG6 2EN, Letchworth Garden City

Lister Hospital, Coreys Mill Ln, Stevenage SG1 4AB



10 min (4.8 mi) via A1(M)

  
Directions

### **2.10.3 Notice to customers of Environmental risk**

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

### **2.10.4 Medical Preparation**

Our site medical, security 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.

## **2.11 Waste Management**

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

### **2.11.1 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 (1<sup>st</sup> 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.

A further breach of the 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.

### **2.11.2 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 or boxes and cutlery

### **2.11.3 Attendee Waste**

Bins will be 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 emptied and the event site is kept clean of any discarded materials. The team will be required to wear appropriate PPE at all times.

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.

### **2.11.4 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.

### **2.11.5 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 2 days pre-event, mainly as a security measure.

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 re clipped. Trees will be visually inspected and managed prior the show, any dangerous branches will be removed.

## **2.12 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.

## **2.13 Inclement Weather**

**Please see Appendix J: Contingency Plans**

The Event Safety Officer will monitor weather predictions and prevailing conditions in the build week and during the live event.

### **2.13.1 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 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.

### **2.14.1 Extreme Heat & Cold**

In the case of extreme heat (**above 27<sup>0</sup>C**) 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<sup>0</sup>C) 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.

## **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 certificates, gas safety certificates, public liability insurance and risk assessments will be retained by the event organisers and made available to local authorities.

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**

### **PLEASE REFER TO APPENDIX C: TRAFFIC MANAGEMENT PLANNING FOR IN-DEPTH INFORMATION**

#### **2.16.1 Vehicle Access**

There is one main access point to the event site for vehicles, located on the site map. It is not anticipated that there will be any significant issues regarding traffic queuing.

#### **2.16.2 Car Parking**

The main public car park is on the top pitch directly adjacent to the main event field '**Site Maps' Appendix A**. This car park can hold 400+ cars. There is also an overflow car park with space for a further 200 cars if required.

#### **2.16.3 Speed of Vehicles**

A Max 10mph 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 attending 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



### **2.16.5 Public Transport**

We will encourage attendees to travel to the event by public transport if possible. The site has good access and is close to both Letchworth and Baldock Train Stations 15-20 mins walk from either.

The pickup points will be published a week before the event and will correspond with train times and planned engineering works.

Several local taxi providers will be 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 main gates and marquees, the main gate staff will have a event telephone and be briefed on how to support customers in booking taxis to leave the event site if required.

### **2.17 Noise**

We have hired a professional (Associate member of the 'Institute Of Acoustics') 3<sup>rd</sup> 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**

## **2.18 Build and Break Procedures**

The physical build and break of the site will be carried out by Biggleswade Festival's 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.

Peace & Love'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.

## **3 Emergency Procedures**

**Please Refer to Appendix L - Contingency Plan & Emergency Procedures**

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.

### **3.1 Emergency Radio Codes**

Will be documented in Appendix C: Security Policy

### **3.2 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.

### 3.3 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 **Event Safety Officer, Deputy Safety Officer** 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 C: Security Policy

### 3.4 Evacuation **Please Refer to Appendix L - Contingency Plan & Emergency Procedures**

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 co-ordinated by the Head of Security following the procedures set out in the Crowd Management Plan. The Production manager will assist by co-ordinating other event staff and resources as needed.

### **3.5 Cancellation & Curtailment**

**Refer to Appendix C: Security Policy & to Appendix L**

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

### **3.6 Bomb Threats**

**Please Refer to Appendix L - Contingency Plan & Emergency Procedures**

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 co-ordinate 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?

## **3.7 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 Bedfordshire Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting 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 5<sup>th</sup> 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 400m 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. 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.

### **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**

**Refer to Appendix D: Security Policy**

### **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 festival's strict zero tolerance policy on drugs is advertised on the festival's 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**

**Please see Appendix K – Safeguarding policy / Vulnerable Persons Protocol**

Our Event Coordinators are Enhanced DBS checked with CPR, anaphylaxis, pediatric CPR and choking updates every 6 months. The Event Director and Artist Liaison are also DBS checked.

### **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 on-site using the challenge 25 procedures.



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.

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### **3.10.2 Explicit Material**

Not applicable for this event.

### **3.10.3 Age Restrictions for Entry**

Biggleswade Peace & Love 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 18+ 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.

### **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.