

### Site Map Key

Barrier / Fencing

Fire Lane

Toilets

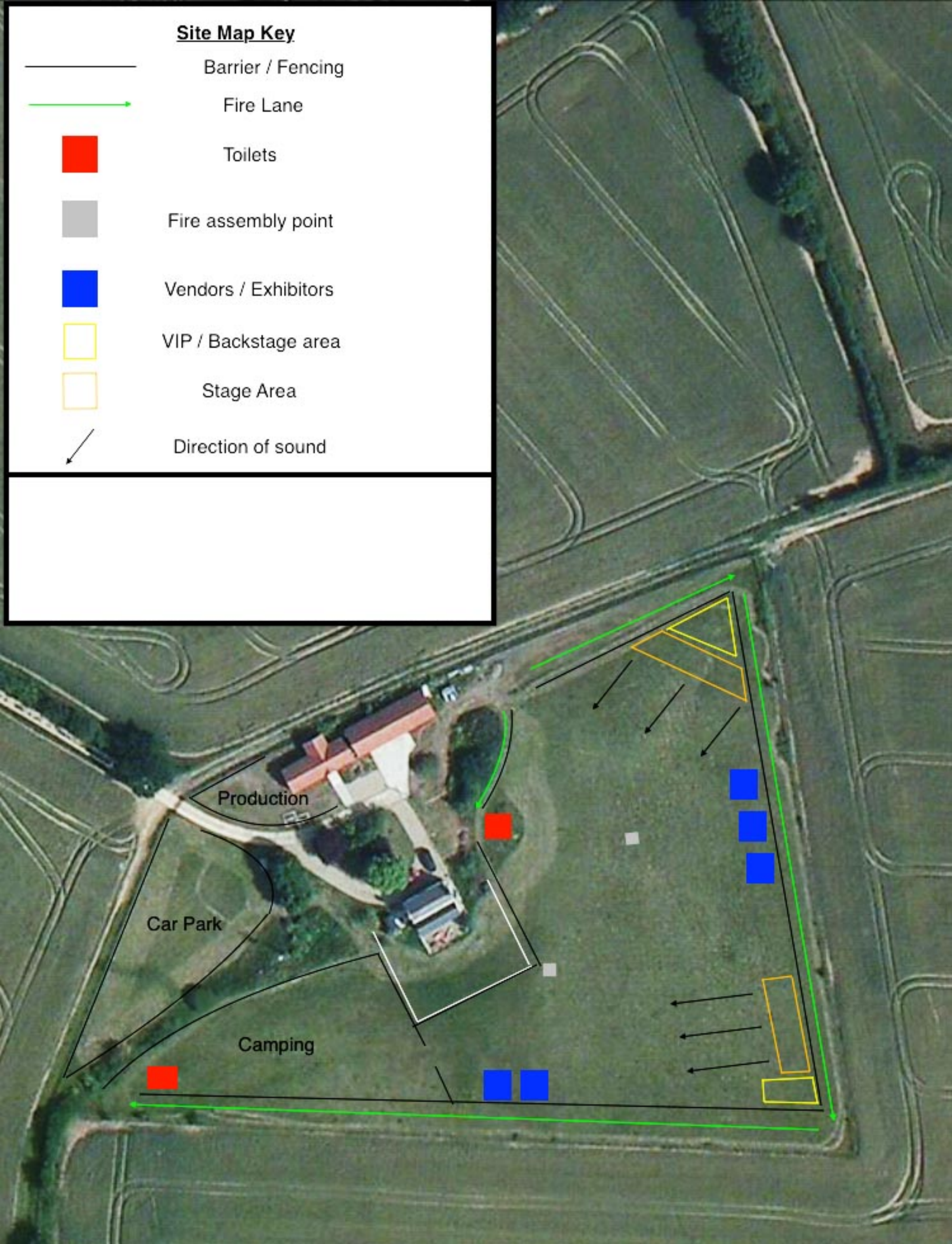
Fire assembly point

Vendors / Exhibitors

VIP / Backstage area

Stage Area

Direction of sound



# **Varkala Festival**

## **Emergency Plan**

## **PREFACE**

The consequences of an emergency at a large-scale event could be catastrophic and it is necessary to plan for such an occurrence. An emergency situation will normally require a multi-discipline approach, and it is therefore important that a clear demarcation of duties, responsibilities, and procedures are agreed and understood at the planning stage.

That is why as those responsible for event planning, in the Middlesbrough area, we must ensure that our arrangements for responding to such emergencies are robust, yet flexible.

For further information and guidance, reference should be made to the following documents:-

- The Cabinet Office, 'Preparing for Emergencies' and 'Responding to Emergencies'
- Civil Contingencies Act 2004
- HSE (1999), 'The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events'.
- Event Manual

\*[This Plan has been prepared, on behalf of *Varkala Festival* by *Jamie Bowkett* with the co-operation of all persons and organisations that would be involved in an incident at this event]

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## 1. INTRODUCTION

### 1.1. Event Information

◆ **Event:** Varkala Festival

◆ **Date:** 5/08/16 – 8/08/16

◆ **Timings:**

Date: 05/08/16

0800 - Safety Checks  
0900 - Stewards / Security and medical staff arrive.  
1000 - Briefings/ sound check starts  
1100 - ELT safety check  
1200 - Gates open  
1200 - Licensed areas and food outlets open  
1200 - Performance starts  
2300 - Performance ends  
2330 - Arena cleared and closed off to public  
0000 - Arena cleaned ready for use

06/08/16

0800 - Safety checks carried out  
0900 - Bins emptied  
1000 - Water bowsers replenished  
1100 - Food vendors open  
1200 - Arena opens / Performance starts / Licensable activities commence  
2300 - Performance ends / Licensable activities cease  
0000 - Arena cleared and closed off to public

07/08/16

0700 - Bins Emptied  
0800 - Arena cleaned ready for use  
0900 - Safety checks carried out  
1000 - Water bowser replenished

- 1200 - Arena opens / Performance starts / Licensable activities commence
- 2300 - Performance ends / Licensable activities cease
- 0000 - Arena cleared and closed off to public

08/08/16

- 0800 - Arena cleared and closed off to public
- 1300 - All public to have left the site/car park
- 1330 - Event debrief with security, medical and management teams

♦ **Event Organisers:**

Event Director – Jamie Bowkett

Event Manager – Alex Golesworthy

♦ **Venue:**

Wishingwell Farm, London Road, CO6 1EZ

- ♦ **Projected Audience:** 450 over the day max. 499 at any one time.

## 1.2. Event Description

Varkala Festival takes its name and ethos from southern India's long-buried truck art scene: A unique art form with **distinction** and **authenticity**, alive with **vivid colour** and **total freedom** - Varkala Festival is a boutique, greenfield weekend festival, combining laid back soulful sounds with *live vivid art* from 5th – 8th August.

I will be using the green field surrounding the farm house. The field is fenced off with rape fields surrounding. The direction of travelling sound will be enclosed by the rape fields plus we will enclose the travelling sound to the best of our ability by placing hay bales in the traveling sounds path.

The event is a weekend music festival with alcohol sales and overnight camping. There will be food stall's and souvenir shops. There will also be potential dancing entertainers. The festival is an adult only festival (over 18's) and will not allow anyone who cannot prove they are over the age of 18 onto the site at any time during production or throughout the event.

We will have 5 temporary structures each of which will be signed off by the contractors as well as our own site safety officer (Daniel Bowkett).

Over the weekend there will be 8 SIA badged security staff on duty throughout each day (1 guard per 50 people). The security company being used is Pure Class Security based in Witham, Essex. Head of security Scott Ford.

The farm is dis-used and solely for residential use.

Music will be played between the following times on each day – subject to those stated on the [www.gov.uk](http://www.gov.uk):

05/08/2016 - 1200 UNTIL 0300

06/08/2016 - 1200 UNTIL 0300

07/08/2016 - 1200 UNTIL 0300

We will hold a strict restriction on any music being played preceding the stated times.

Any local residents in the direct path of travelling sound will be given plenty of notice before the event that music will be played until the stated times and on top of this be offered foam earplugs complimentary from us as a consolation for any annoyance it may cause. During the event we will conduct hourly perimeter sound checks to ensure sound levels aren't too high for the direct neighbours. After the arena has closed the campsite will be patrolled by over night security keeping festival goers noise to a minimum.

### **1.3. Emergency Response Plan**

#### **1.3.1. Aim**

The aim of this plan is to ensure that the safety of those attending the Varkala Festival is maintained at all times, by providing a set of roles, responsibilities, and procedures to ensure a co-ordinated response to any minor emergencies or major incidents resulting from both on and off-site hazards, whilst keeping disruption to a minimum.

### **1.3.2. Objectives**

The objectives of this plan are as follows:

- ◆ To ensure a swift, effective and co-ordinated response to both minor emergencies and major incidents.
- ◆ To identify the roles and responsibilities of all agencies involved in the event.

## **1.4. Risk Factors/ Potential Hazards**

The main risks within the event area have been assessed as:

- Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.
- Workers and visitors risk serious injury if they slip or trip, even on ground level.
- Workers and others risk serious, possibly fatal injury if fixed structures collapse.
- Workers and others could become seriously ill if no emergency first aid is available at the time of injury.
- Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.
- If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns.
- Workers and others risk serious, possibly fatal injury and/or minor injury if barriers collapse.
- Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.

## **1.5. Access/Egress Points**

There will be one public access point for the main arena. This will be located at the northwest corner of the campsite between the fencing and the hedgerow. This will be the only gate public will be aloud entry to and from.

Gate number 1:

There will be one vehicle access gate in the North-western corner of the field. Gate number 1 will be located at the northwest corner of the main arena between the fencing and the hedgerow. This gate will be guarded by one security guard at all times and opened for any emergency access needed during the course of the event.

All vehicle lanes will be a minimum of 3m wide to ensure necessary emergency vehicles will make it onto the site if need be.

## 2. KEY POSITIONS

This section provides information on the key positions required by persons designated to respond to a minor emergency during Varkala Festival. They are as follows:

### 2.1. Event Control

- ◆ 2 green fields approximately 1 mile from the farm house on Epping lane, both found directly opposite where the road forks from Epping lane onto Hobbs Cross Road.
- ◆ *Opening times:*
  - 05/08/16 - 1200
  - 06/08/16 - 1200
  - 07/08/16 - 1200
- ◆ All safety documentation and a copy of this plan will be held at Event Control.
- ◆ Representatives from different organisations will attend Event Control, their role is to monitor the event and log all event communication i.e. medical requirement, stewarding incidents etc. The nominated representatives are as follows:

<u>Agency/Role</u>	<u>Designated Individual</u>
▪ Event Director	Jamie Bowkett
▪ Event Manager	Alex Golesworthy
▪ Production Manager	James F. Kingston
▪ Health & safety advisor	Daniel Bowkett
▪	
▪	

- ♦ During the event all communications should be routed through Event Control.
- ♦ The Event Organiser should, if required make calls to the emergency services in the event of an incident.

## **2.2. First-Aid Points**

- ♦ *1 x First aid post – located at the production area outside the main arena*

# **3. EMERGENCY RESPONSE PROCEDURES**

## **3.1. Identifying & Communicating Incidents**

In the event of an emergency, the following identification and communication procedures will occur:

- ♦ Clearly identifiable stewards, posted at key locations and patrolling the event footprint, will either identify or be informed of emergency situations.
- ♦ The stewards, through their communications system, will report this immediately to Event Control.
- ♦ Notifications made by members of the public will be routed via stewards and/or the emergency services to Event Control.
- ♦ When notifying Event Control of an emergency situation, state the exact location in which the incident has occurred.

- ◆ On receipt of a notification, Event Control will evaluate the information and decide on the most appropriate course of action, to ensure an effective emergency response.

**All notifications/significant incidents and subsequent decisions made will be recorded in the event log**

### 3.2. Medical Emergency

In the event of notification of a medical emergency within the event footprint, the following actions will occur:

- ◆ Event Control will be advised of the location and nature of the emergency and will deploy first aiders, with steward support as necessary to secure rapid access to the incident location.
- ◆ On assessment of the situation, the first aiders will immediately contact Event Control with an update concerning the incident.
- ◆ Stewards co-ordinated through Event Control will secure as necessary clear routes for ambulance access and egress to the requirements of the First Aid Provider.
- ◆ Event Control will, under advisement from the First Aid Provider:
  - ❑ Evaluate the information being received;
  - ❑ If necessary, immediately contact the St Johns Ambulance on **999**, to notify them of the situation, and request assistance;
  - ❑ Advise the relevant agencies, and provide regular updates on the situation;
  - ❑ Deploy stewards as required;
  - ❑ Identify and ensure that emergency vehicle approach routes to the incident location are clear.

### 3.3. Emergency Alerting and Evacuation Procedures

In the event of a major incident occurring, it may be necessary to alert staff of dangers and/or to evacuate the whole of the event footprint. The process of emergency evacuation carries its own risks, and must therefore only be undertaken when absolutely necessary.

The decision to evacuate the event footprint will be made on the basis of an evaluation of the circumstances, undertaken by Event Control.

#### 3.3.1. Emergency Evacuation

The **EMERGENCY EVACUATION** signal comprising of an emergency announcement, will be given over the PA system, and confirmation of the type of evacuation or incident confirmed to all stewards. This should be executed as follows:

- ❑ Stage Managers/event personnel to arrange for PA sounds to be switched off and for a designated emergency microphone and back-up microphone to be available and "live".

STEWARDS to set-up cordon around Emergency Vehicle access and egress point, dependant on which field the incident occurs in the emergency access will be made accessible where necessary.

- ❑ Event Personnel to make following announcement from 'on stage':-

- ◆ SUGGESTED EVACUATION MESSAGE WORDING

**"ATTENTION PLEASE, THIS IS AN EMERGENCY MESSAGE. IN THE INTEREST OF PUBLIC SAFETY PLEASE EVACUATE THE AREA AS SAFELY AS POSSIBLE. STEWARDS WILL DIRECT YOU. THANK YOU FOR YOUR CO-OPERATION."**

- ◆ Repeat message continually.

- ◆ SUGGESTED SECOND MESSAGE

(Time-scale involved, or to heighten awareness of spectators not responding)

**"THIS IS AN URGENT MESSAGE. PLEASE EVACUATE THIS AREA IMMEDIATELY. YOU ARE ADVISED TO LEAVE THE MAIN STAGE AREA IMMEDIATELY. THIS IS AN INSTRUCTION. LEAVE THIS AREA IMMEDIATELY FOR YOUR OWN SAFETY. THE EVENT HAS NOW BEEN CLOSED".**

- ◆ Repeat message continually.
- ◆ All staff to assist in clearance of area and/ or specific area, in as orderly a manner as possible.
- ◆ ALL PERSONNEL thereafter to await further instructions.
- ◆ The primary emergency vehicles access/ egress route has been designated as **Gate number 1**.
- ◆ Stewards/event personnel will ensure the designated emergency route is cleared of pedestrian traffic as soon as possible so as not to impede the approach, or departure, of the emergency services.

**NB:** Special consideration must be given to the evacuation of persons with disabilities.

### **3.3.2. Evacuation Notes**

- ◆ Experience has shown that not all evacuees will respond, for various reasons, to steward's instructions.
- ◆ Some will be hesitant or reluctant for ill-advised commercial reasons or perhaps for other emotional motivations.
- ◆ During initial evacuations, undue amounts of time are not to be spent trying to persuade or advise uncooperative individuals.
- ◆ Stewards should concentrate on keeping the main body or group of evacuees moving in the correct direction.
- ◆ Uncooperative individuals should be told in no uncertain terms that stewards would return to remove him/her as soon as possible.

- ◆ A secondary sweep will be required through safe locations to engage and remove reluctant individuals.
- ◆ All stewards must be observant for signs of evacuees experiencing difficulty through age or infirmity. Young persons separated from adults may show signs of distress. Do not allow people to run - keep contact - avoid panic.
- ◆ Where possible impart information and reassurance to affected persons.

### **3.3.3. Back-up PA Systems**

*Any announcements will be made through the main speaker systems. Or in case of emergency and electricity being down, a mega phone will be available to use.*

## **3.4. Bomb Threats**

Event Control must be informed immediately of any potential bomb threats whether a verbal message or the detection of a suspicious package or vehicle.

If the warning is a verbal or written message, Event Control must write down the information precisely and then call 999 to pass the information onto Essex Police straight away.

Thereafter, the Senior Police Officer will be responsible for the co-ordination of the response to the bomb threat.

Essex Police will consider the validity of the warning message received, and advise on appropriate action before evacuation is considered. The following courses of action should be considered:

### **1) Treat as Hoax** (Do nothing)

- ◆ Are you absolutely sure?

- ◆ Not in the slightest doubt?
- ◆ If there is any doubt then you must turn to one of the other options.

## 2) **Search Specified Area**

(Continue event and ancillary activities)

- ◆ Allow persons to remain in area and evacuate them if something is found or some other significant factors come into play.
- ◆ The threat / risk level must be **LOW**.

## 3) **Search and Partial Recovery**

(Suspend event or ancillary activities in specified area)

- ◆ Explosion not known to be imminent.
- ◆ Retain only essential staff and Search Teams.
- ◆ Determine parts, which should be evacuated and other areas considered less at risk?
- ◆ Re-assess after search.
- ◆ Threat / risk level is **MODERATE**.

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**\*NB Inner cordons should be set with the following *minimum* distances:**

- ◆ Small items up to briefcase size: **100 metres minimum**
- ◆ Large items up to and including cars: **200 metres minimum**
- ◆ Vans and heavy goods vehicles: **400 metres minimum**

➤ **NB**: radios and mobile phones must not be used within 25m of the device.

**4) Immediately Evacuate Specified Area**  
(Suspend event and ancillary activities)

- ◆ Threat/ risk level is **HIGH**.
- ◆ Evacuation required as soon as possible without conducting search.
- ◆ An explosion is imminent or perhaps time deadline indicated comes into play.
- ◆ Specialist Search Teams only to re-enter.

**5) Evacuate Entire Arena**  
(Abandon event and all ancillary activities)

- ◆ Large scale evacuation of public away from the event arena and its facilities.

**NB:** Careful consideration must be given to car parks before being used as the areas of assembly for evacuees especially if adjacent to evacuated areas. Where possible they should be avoided as evacuation routes when there are fears of **secondary devices**.

### 3.5. Fire

Event Control must be informed immediately of any fires within the event footprint. Essex Fire Brigade will be immediately informed of the emergency by Event Control calling **999** , stating the exact location of the fire.

The stewards deployed in that area, having notified Event Control, will immediately commence evacuation of the immediate area affected by the fire. All stewards will be co-ordinated by the Senior Steward, under instruction from Event Control.

Event Control, under advisement from the Essex Fire Brigade, will:

- ◆ Evaluate all information being received;
- ◆ Advise all relevant agencies;
- ◆ Identify the extent of the area to be evacuated;
- ◆ Identify routes by which evacuation should take place;
- ◆ Identify approach routes to the incident for all emergency services vehicles.

Instructions will be passed to the relevant stewards, by the Senior Steward, as per the Emergency Evacuation Procedures in Section 3.3.

### **3.6. Communications**

Communications are vital in the response to a major incident, and therefore must be robust, flexible and sufficient to maintain a constant link between all responding agencies.

Each agency/individual in Event Control will have a radio for the duration of the event.

All stewarding call signs must be made available to Event Control prior to the event taking place.

All relevant contact numbers are contained in Appendix A1 Event Contacts List.

## 4. ROLES/RESPONSIBILITIES/ACTIONS AT A MAJOR INCIDENT

### 4.1. Event Organiser

*Jamie Bowkett* is the main organiser of the *Varkala Festival* event. Therefore, *Jamie Bowkett* is responsible for the safety of all staff and public attending this event. The role and responsibilities of the Event Organiser/ Main Controller are as follows:

- ◆ The Event Organiser has overall responsibility for the *Varkala Festival*, and will make all resources at the event available if a major incident occurs, or if there is an incident, which has the potential to escalate into a major incident.
- ◆ The Event Organiser will ensure that they, or a competent deputy, are present at all times in Event Control during the event.
- ◆ The Event Organiser is to ensure that the Event Safety Co-ordinator is notified immediately of a major incident (or potential), ensuring that they return immediately to Event Control.
- ◆ The Event Organiser has the authority to terminate the event at any stage if it is deemed appropriate in the interests of safety.
- ◆ The Event Organiser has overall responsibility for the operational management of stewards and officials concerning crowd management and safety procedures.
- ◆ The Event Organiser is to ensure that a major incident log is commenced and maintained to record messages and actions taken.

- ◆ The Event Organiser is to ensure that all members of Event Control are contactable, both by a radio and mobile phone, at all times.

## 4.2. Event Safety Co-ordinator

*[if relevant for this event – delete as appropriate]*

The role and responsibilities of the Event Safety Co-ordinator during a major incident at the **Varkala Festival** are as follows:

- ◆ The primary role of the Event Safety Co-ordinator, in the event of a major incident, is to provide support and advice to Event Control.
- ◆ The Event Safety Co-ordinator has overall responsibility for all safety and technical aspects of the event. Therefore, the Event Safety Co-ordinator has the authority, after consultation with the Event Organiser, to terminate the event at any stage, if she/he deems it appropriate in the interests of public safety.
- ◆ Ensure, through the Senior Steward, that stewards and officials are effectively performing their roles in respect of crowd management and safety procedures.
- ◆ Provision of health & safety advice to Event Control.

## 4.3. Stewards

In responding to a major incident at the event, the responsibilities of all stewarding personnel may be summarised as follows:

- ◆ To alert Event Control of any major incident or any incident that has the potential to become a major incident.
- ◆ Manage the scene of the incident until the Emergency Services have arrived.
- ◆ Manage safe access from the designated emergency gate to the scene of the incident and back to the gate after collecting casualties.
- ◆ Provide accurate information on the incident to the Emergency Services and Event Control.
- ◆ Provide Stewards to assist where and when directed by Event Control, and consequently, the Emergency Services.

Upon notification of a major incident, at the **Varkala Festival**, the stewards will take the following actions:

- ◆ The Senior Steward will return to Event Control, to liaise with the team on possible evacuation scenarios and crowd management issues.
- ◆ Help evacuate the public from the event footprint in a safe and orderly manner if required.
- ◆ Aid the Emergency Services as required.

## 4.4. First Aid Providers

In responding to an incident at the **Varkala Festival**, *first aid* responsibilities may be summarised as follows:

- ◆ Provide first aid to attendees of the event, and inform Event Control.
- ◆ Support for St Johns Ambulance and other health organisations as required.
- ◆ Maintain communications at all times between first aiders and Event Control.

### 4.4.1. Medical Cover and Deployment

- ◆ **Varkala Festival** *first aid provider* will ensure that the following actions are carried out prior to the commencement of the event:-
  - A pre-event briefing for all medical staff is held
  - First aid posts are set up and fully equipped.
  - A radio communication check is carried out within the event area.
  - All medical personnel have been allocated his/her duties
  - Access and egress points from the medical facilities are clear and maintained, Event Control to be informed of any difficulties.
  - All medical personnel are made aware of all roles and responsibilities, the location of first aid posts and casualty clearing areas etc.

## 4.5. Resourcing

### 4.5.1. Police Resources

The following table shows the police resources for this event:  
*[If relevant for this event – delete as appropriate]*

No.	Officer	Time Required on Site

#### 4.5.2. Steward Resources

The following table shows the stewarding resources for the event:

No.	Position	Time Required on Site

#### 4.5.3. First Aid Resources

*St Johns Ambulance* will provide the following first-aid cover for the event:

No	Resource	Time Required on Site

**NB.** A briefing will take place before the event to ensure that all stewards/first aid providers are aware of their roles and responsibilities.

## 5. CLOSURE OF THE EVENT

The event is planned to finish at *0300*. The bars are due to close at *0200*. Ten minutes before the event is due to conclude (at approximately *0250*) a message should be passed to all stewards informing them that the event is near completion, this should be followed by a number of actions:

- All gates should be prepared so that they will open
- Event Control will ensure that all lighting is ready to be fully activated

At the end of the event a message will be passed to all stewards and the following actions will be taken:

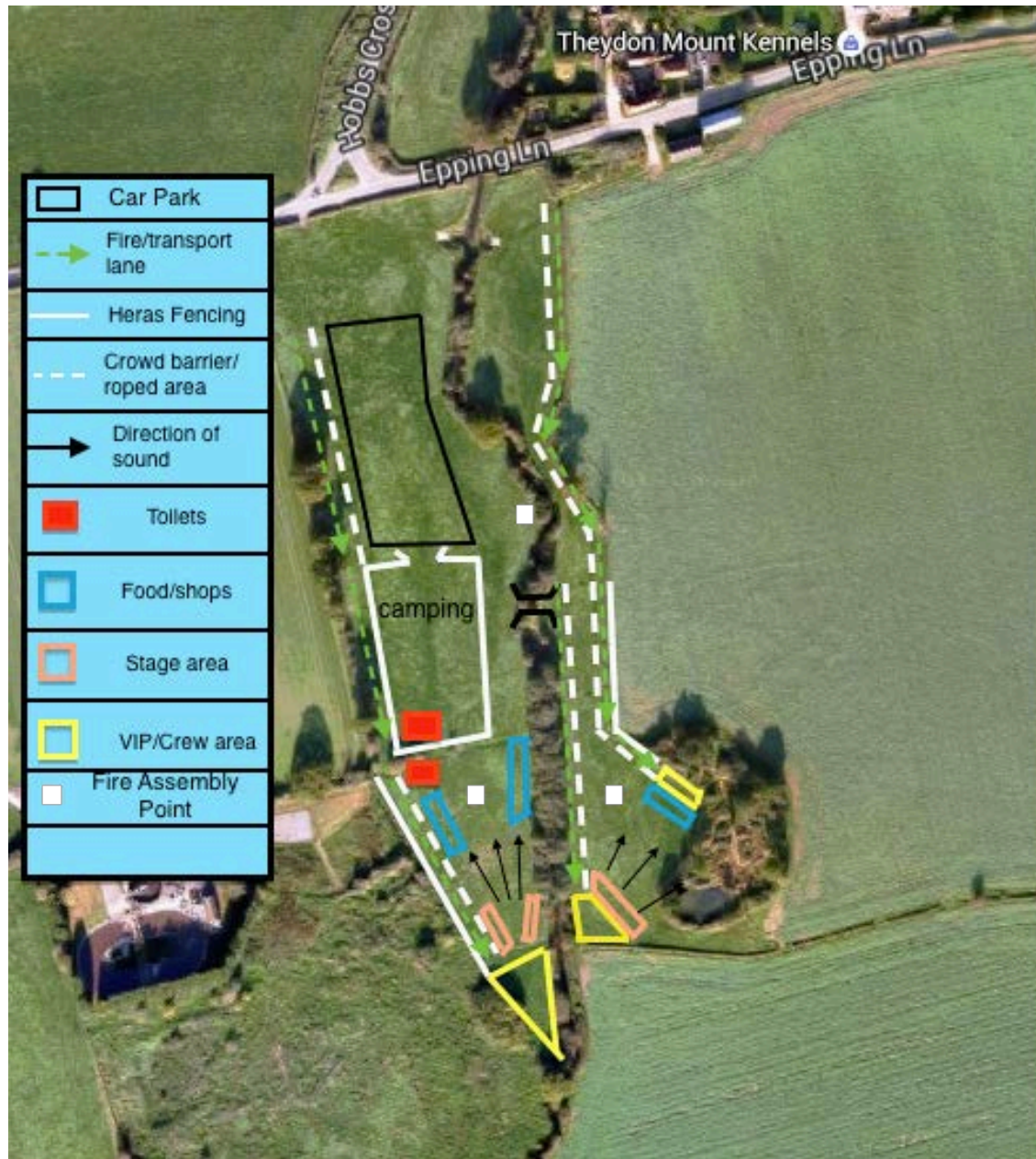
- The PA announcer/DJ will inform the crowd that the event is now over. All gates will be fully opened
- All stewards not assigned to a gate will move to the stage area ready to begin encouraging people to leave the area
- The signal to start encouraging people to leave the area will be passed from Event Control

## 6. APPENDICES

### Appendix A1 Event Contacts List

<u>NAME</u>	<u>ORGANISATION</u>	<u>CONTACT NO.</u>
Jamie Bowkett	<i>Event Organiser/ Main Controller</i>	
Alex Golesworthy	<i>Deputy Event Organiser</i>	
Daniel Bowkett	<i>Event Safety Co-ordinator</i>	
Alex Golesworthy	<i>Promoter</i>	
	<i>First Aid Provider</i>	
Jamie Bowkett	<i>Stewarding Contact</i>	
	<i>Essex Police</i>	
James F. Kingston	<i>Crew Boss – Production Manager</i>	
Police, Fire, Ambulance		999
Contact Centre		

## Appendix A2 Event Location Map



## Appendix A3 Code Words & Message Scripts

### A3.1 Code words

- ◆ SUSPECT PACKAGE: **PHOENIX**

#### Example:

“Event Control, this is sierra one – be advised. I have found a **Phoenix** at grid location tango five. I repeat - I have found a **Phoenix** at grid location tango five. Please advise.”

### A3.2 Message Scripts To Public

The following are suggested messages for use when making specific announcements to the audience:

- ◆ PRIMARY EVACUATION MESSAGE

**"ATTENTION PLEASE, THIS IS AN EMERGENCY MESSAGE. IN THE INTEREST OF PUBLIC SAFETY PLEASE EVACUATE THE STAGE AREA AS SAFELY AS POSSIBLE. POLICE OFFICERS AND STEWARDS WILL DIRECT YOU TO THE EXIT POINTS. THANK YOU FOR YOUR CO-OPERATION."**

- ◆ SECONDARY EVACUATION MESSAGE

**"THIS IS AN URGENT MESSAGE. PLEASE EVACUATE THIS AREA IMMEDIATELY. YOU ARE ADVISED TO LEAVE THE STAGE AREA IMMEDIATELY. THIS IS A POLICE INSTRUCTION. LEAVE THIS AREA IMMEDIATELY FOR YOUR OWN SAFETY. THE EVENT HAS NOW BEEN CLOSED".**

- ◆ DELAYED START TO EVENT

**“LADIES & GENTLEMEN, WE REGRET TO INFORM YOU THAT, DUE TO UNFORESEEN CIRCUMSTANCES, THE SHOW’S START WILL BE DELAYED BY.....(MINS). PLEASE BE PATIENT, RELAX, ENJOY THE MUSIC AND ATMOSPHERE AND WE’LL BEGIN THE SHOW AS SOON AS POSSIBLE. THANKS FOR BEING SO UNDERSTANDING.”**

- ◆ STOPPING THE EVENT

**“LADIES & GENTLEMEN, WE REGRET TO INFORM YOU THAT, DUE TO....., THIS EVENT HAS NOW BEEN STOPPED. IN THE INTERESTS OF SAFETY, CAN YOU NOW PLEASE MAKE YOUR WAY**

**SAFELY TOWARDS THE EXITS. THANKYOU FOR YOUR PATIENCE AND HELP.”**

♦ **CURTAILMENT OF THE EVENT**

**“LADIES & GENTLEMEN, DUE TO ....., WE ARE STOPPING THE EVENT FOR THE PRESENT. IT WILL HOPEFULLY BEGIN AGAIN IN .....(MINS). PLEASE BE PATIENT, AND WE WILL BEGIN THE EVENT AGAIN AS SOON AS POSSIBLE. THANKYOU.”**

♦ **CANCELLATION OF THE EVENT**

**“LADIES & GENTLEMEN, WE REGRET TO INFORM YOU THAT, DUE TO....., THE EVENT HAS NOW BEEN CANCELLED. IN THE INTERESTS OF SAFETY, CAN YOU NOW PLEASE MAKE YOUR WAY SAFELY TOWARDS THE EXITS. THE MEETING POINT FOR THOSE OF YOU WAITING ON FAMILY OR FRIENDS IS ..... THANKYOU FOR YOUR PATIENCE AND HELP.”**

## Appendix A4 Distribution List

<u>Recipient</u>	<u>Organisation</u>	<u>Copy No.</u>
Jamie Bowkett	<i>Event Control</i>	1
	<i>Colchester Council</i>	2
Jamie Bowkett	<i>Event Organiser</i>	3
	<i>Colchester Council (Contact Centre)</i>	4
	<i>Stewards</i>	5
		6
	<i>First Aid Providers</i>	7
		8
James F Kingston	<i>Production Manager</i>	9
	<i>Safety Advisory Group</i>	10

# Varkala Festival

## Event Management Plan

### Date of Event:

# 05/08/2016 – 08/08/2016

#### **VENUE**

Wishingwell Farm, London road, CO6 1EZ

#### **EVENT ORGANISER (ORGANISATION / BUSINESS)**

Jamie Bowkett

#### **EVENT DIRECTOR**

Jamie Bowkett

#### **EVENT MANAGER**

Alexander Golesworthy

#### **EVENT SITE SAFETY OFFICER**

Daniel Bowkett

#### **EVENT SECURITY MANAGER**

Scott Ford / Jamie Bowkett

#### **Contents**

1. Glossary
2. Plan Production & Control
3. Event Summary
4. Purpose of this document
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## 1. Glossary

Colchester Borough Council

## 2. Plan Production & Control

Jamie Bowkett has produced this plan

## 3. Event Summary

- Varkala Festival takes its name and ethos from southern India's long-buried truck art scene: A unique art form with **distinction** and **authenticity**, alive with **vivid colour** and **total freedom** - Varkala Festival is a boutique, greenfield weekend festival, combining laid back soulful sounds with *live vivid art from 5th – 8th August*.
- This document and the plans contained herein are intended to outline how the organisers intend to manage the event in line with the objectives inherent in the Licensing Act 2003 and the highest standards of health, safety and welfare for all workers and attendees.
- The event management plan aims to reflect best practice adopted by the event industry. The plan therefore provides a firm foundation on which the event structures and organisation have been established
- The procedures and management systems in this plan have been developed to ensure that the event is operated in line with the event safety guide (Purple Guide) and the following four objectives as identified in the premises license for the venue.
  - the prevention of crime and disorder
  - public safety
  - the prevention of public nuisance
  - the protection of children from harm
- The organisers will be using sanitary facilities, bars, food concessions, and outlets along with event infrastructure temporary buildings and marquees, sufficient to serve the anticipated peak audience attendance and up to 1000 people.

## 4. Purpose of this document

- This document (the Event Management Plan) is intended to provide general information about the event and the detail of management plans to ensure that we will meet the safety for workers and visitors for the event.

- These management plans include the plans for dealing with risk and major incidents and these have been developed in partnership with the Statutory Emergency Services and other agencies represented on the Safety Advisory Group (**SAG**). This document is subject to constant revision on the advice of the SAG. The plan should be implemented in conjunction with any major incident plans for the area.

- The document contains information that is confidential or privileged and legally protected from disclosure. It is intended solely for the use of the organisations and individuals that form part of the SAG. This document may not be copied, forwarded, disclosed or retained in any form without the consent of the author.

- The event manager will make every effort to ensure that all detail contained in this document remain accurate, and will keep the document updated and distributed regularly. However, certain elements will be subject to change, due to the evolving nature of any event.

## **5. Event Management**

- The event will be managed by a team referenced as the event management team (see event management structure). A number of individuals will be responsible for various aspects of the event reporting to team leaders and an event manager. In the event of an emergency a multi agency team known as the Emergency Liaison Team, (silver command) will assume control of the whole event, whereupon the suitable response can be implemented.

- The roles and functions of key individuals in the event management structure, as well as event control, are explained in more detail in Section 6.

## **ACCREDITATION**

- All site accreditation and event accreditation will take place at the production/back stage area; a wristband pass system with security guard will be in place to manage access to restricted areas. The event manager will ensure that all necessary steps are taken to ensure that requirements are in place.

## **EVENT PROCEDURES**

- The event management plan includes an agreed set of emergency procedures. This details exactly what the emergency procedures to be followed are, under a given set of circumstances. The details plans

which support the event management also include specifications on the build and risk assessments and site layout plans to be adopted.

## **6. Event Management Structure**

### **SILVER COMMAND:**

#### **Statutory Agencies:**

Police, Fire, Ambulance

#### **Event Director:**

Jamie Bowkett

#### **Senior Responsible Officer (Council Rep):**

### **BRONZE COMMAND:**

#### **Event Manager:**

Jamie Bowkett

#### **Site Safety Officer:**

Daniel Bowkett

#### **Security Manager:**

Scott Ford / Jamie Bowkett

#### **Logistics Manager**

Alexander Golesworthy

### **CHAIN OF COMMAND**

- The **event manager, site safety officer, security manager and any others listed within the Bronze Command structure** will have specific responsibility for managing issues arising and risks throughout the event. It is the responsibility of all senior event staff to ensure that two way communications is maintained throughout with updates to silver command on a regular basis via the event manager. In the event of a major incident **Silver Command** will assume control of the event for the duration of the event.

### **EVENT MANAGEMENT RESPONSIBILITIES**

- Under normal circumstances the festival areas will be run by the various departments all reporting to staff managers, with reporting lines to the event manager.

## **7. Description of Key Roles**

- **SILVER COMMAND**

In the event of an incident outside the normal working conditions of the event silver command will assume control of the entire event for the duration of the incident.

- **SENIOR RESPONSIBLE OFFICER (SRO): James Bowkett in direct contact with council**

To make strategic decisions in the event of a critical incident on behalf of the council. To ensure that all responsibilities belonging to the council are discharged and that any issues requiring the formal input or authority of the council are dealt with during the event.

- **BRONZE CONTROL**

**EVENT MANAGER: Alex Golesworthy**

To making operational decisions concerning the management and operation of the event. To ensure that all aspects of the event operations are managed in consultation with the event director and to ensure that all plans are delivered during the event.

**SITE SAFETY OFFICER: Daniel Bowkett**

To assist with the build and de-rig of all infrastructure(s) and pitch allocations. To review all aspects of the site infrastructure and health & safety. To ensure that event health and safety is implemented and that an on-going assessment of all identified and new hazards takes place on a regular basis. To liaise between the Event Director, Event Manger and Head of security in all aspects related to the safe operation of the event. To ensure the site is 'fit for purpose' and vacated by all contractors when open to the public

**EVENT SECURITY MANAGER: Scott Ford/Jamie Bowkett**

To ensure that all aspects of the security and crowd safety plan are implemented and that the Event Director is advised of any potential incident that could impact the operating conditions. To direct the various departments in their operations around the site and to liaise with the police concerning crime and crime prevention.

**SECURITY TEAM: Pure Class Security**

To deal with any incidents which may require the additional skills and training of SIA approved staff. To form and provide a suitable incident response team. To ensure public order and safety is maintained, to ensure no overcrowding occurs in any restricted areas, to ensure clear gangways and exit routes are maintained for emergency access/exit. SIA staff will also be required to maintain a position at each bar location, and point of sale, to meet the requirements of the premises licence.

## **8. Emergency Liaison Team (ELT)**

During the event it is proposed that an Emergency Liaison Team (ELT) will be formed from representatives of those organisations who form the Safety Advisory Group. The following key stakeholders will be present all day; security and medical. All stakeholders will meet at pre-determined times for a brief from the ELT manager.

Fire and Rescue, Council or Police Staff will not be represented in the ELT instead a control number will be made available should the organisers require assistance with any incident. The ELT will deploy the on-site response as appropriate and provide co-ordinated security and medical support if required.

The event director will be the ELT lead and will be in communication with the event manager and security manager. The ELT lead will evaluate the intelligence relayed by the various agencies and assign tasks accordingly; the ELT lead is also responsible for the maintenance of the event log and co-ordinating the activities of the other ELT members. The event log will be maintained in the ELT where all occurrences and actions reported to the team will be noted along with the time.

Representatives from the medical providers will control and co-ordinate the deployment of medical resources around the event, including responding to reports and evacuating casualties from the site if necessary.

The event management team will be contactable via two-way radio to provide intelligence about the operation of the car parks and internal road system. External road conditions will also be monitored.

On site the security manager via the event control will direct resources, relates to the security of the event. Security controllers will liaise with medical providers and other agencies to provide a suitable and response to any reported incidents.

## **9. Exhibitors**

### **LOCATION**

1. Pizza - Tucker
2. Japanese – Homeboys
3. Burgers/Breakfasts -
4. Nothing special - adam
5. morty & bobs – grilled sandwiches / coffee
6. Bo Boutique
7. Erica Massage
8. The raw food company
- 9.
- 10.
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- 25.

## **10. Build and Equipment Deliveries**

The site build will be carried out in the week/10 days leading up to the event and will be managed by the event site manager and his team. During this period the area within the outer perimeter will be classed as a working area with all the relevant health and safety procedures in place and restrictions being enforced by a health and safety advisor. Details of Health and safety policies and procedures can be found appended to this document.

### **• Marquees And Temporary Accommodation**

#### **MARQUEES**

- Marquees will be erected as marked on the plan to accommodate assistance points, steward's rest area, first aid areas. In addition to these restricted areas the public will also have access to marquees erected. All marquees on site are supplied by the event contractor and conform to all relevant legislation (see contractors contacts). The marquees must contain emergency lighting where required, any marquee used for catering is designed for purpose. Copies of method statements and certification will be available in the site office.

## **TEMPORARY STAGE**

- A mobile stage supplied by James F. Kingston, will be used to house the music and dance performances. This structure is installed by James F. Kingston and structural sign off certificates will be supplied on completion.

## **Fencing, Sound Towers And Scaffolding**

- Fencing comprises a combination of Heras fencing, pedestrian barrier, rope & pin. All fencing construction will be carried out by experienced crews following industry guidelines, including ensuring that all sharp edges are protected and adequate gaps are left for pedestrian access, all gaps or crossing points are to be staffed by event stewards.
- All scaffolding will be constructed by professional erectors only and will conform to the relevant legislation. Some banner supports will also be erected around the arena where required.
- Towers constructed within the public arena are fully protected by pedestrian barriers and any cable runs are marked with red and white hazard tape to warn any high vehicles that may be moving in the vicinity during the build up period.
- Front of stage crowd barriers will be placed on the Main Stage

## **11. SITE FACILITIES**

### **FOOD AND HYGIENE**

- Food concessions are provided in the food court area of the event arena as outlined on the site plan under the management of various catering providers. All certificates and paperwork will be available in the site office for inspection.

### **LICENSED FACILITIES**

- Licensed Facilities will be provided by Supply 2 Location Ltd and Homec Ltd. licensed in accordance with the licensing conditions relating to the venue.
- The premises supervisor will be Mathew Benfield, who holds a personal license.
- The sales of alcohol will take between the times of 12:00pm and 11:00pm.
- All staff working at the point of sale of alcohol will receive training in respect of the Licensing Act 2003. The training will include specifically; Challenge 25, underage, the nature of ID to be accepted and the serving of drunks.

- Written training records will be kept and made available upon request to authorised officers of the Licensing Authority and Essex Police

## **TOILET PROVISION**

- Public toilets will be provided in the areas of the site as marked with "W.C." on the site plan. The total additional temporary provision to be provided is as follows:
  - 15 x UNISEX
  - 2 x URINAL BLOCK
  - 1 x DISABLED
  - 2 x VIP/BACKSTAGE FACILITY

## **LITTER**

- There will be a 20 yard skip delivered to site on 23/07/16
- There will be disused oil drum bins provided around the arena concentrated particularly in the food court, bar areas and campsite. Each of these drums will be lined with 200L heavy duty refuse bags.
  - Each bin will be emptied every morning or when necessary and bag replaced before the festival starts.
  - All litter and bin bags will be put into the skip.
  - Festival staff will use food/drink promotions to encourage festival goers to pickup litter throughout the event.
  - Once the festival has finished all campers will be asked not obligated to fill a bag of litter and bring it to a litter point.
  - In addition, a final site litter sweep will be made when the infrastructure has gone.
  - Skip will be off hired and taken to recycling plant the week after the festival has finished.

## **12. Event Schedule**

Date: 05/08/16

0800	-	Safety Checks
0900	-	Stewards / Security and medical staff arrive.
1000	-	Briefings/ sound check starts
1100	-	ELT safety check
1200	-	Gates open
1200	-	Licensed areas and food outlets open
1200	-	Performance starts
2300	-	Performance ends
2330	-	Arena cleared and closed off to public
0000	-	Arena cleaned ready for use

06/08/16

- 0800 - Safety checks carried out
- 0900 - Bins emptied
- 1000 - Water bowzers replenished
- 1100 - Food vendors open
- 1200 - Arena opens / Performance starts / Licensable activities commence
- 2300 - Performance ends / Licensable activities cease
- 0000 - Arena cleared and closed off to public

07/08/16

- 0700 - Bins Emptied
- 0800 - Arena cleaned ready for use
- 0900 - Safety checks carried out
- 1000 - Water bowser replenished
- 1200 - Arena opens / Performance starts / Licensable activities commence
- 2300 - Performance ends / Licensable activities cease
- 0000 - Arena cleared and closed off to public

08/08/16

- 0800 - Arena cleared and closed off to public
- 1300 - All public to have left the site/car park
- 1330 - Event debrief with security, medical and management teams

## Contractors

Role	Tents/temporary structures
Company	Delightfully Lavish
Risk Assessment Status	OK
Insurance Status	OK

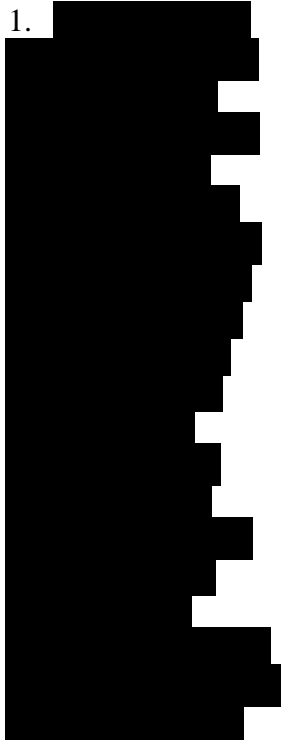
## **EMERGENCY LIAISON POINT (ELP)**

- The emergency liaison team comprising of the police, ELT Manager and statutory agencies will meet at the ..... marked on the site plan.

## **CASH HANDLING OFFICE**

- An area designed for the purpose will be located at the event. Once a coded message is received a Cash collection security team will be deployed to collect, return and bank cash from the various outlets.
- The team will comprised of professional SIA Badge security staff. There will be collection times when the staff will use the fire paths to collect cash from the bar and ticket booth (also any extra cash vendors. A security officer will be located where cash is being collected, and all cash stored in a suitable safe in the production office.

Stewards/Volunteers:

1. 



## Risk Assessment

Event Name: Varkala Festival

Date of Assessment 05/08/2016 – 07/08/2016

Review Date

Assessment carried out by Jamie Bowkett

Potential hazards	Potential injury	Actions taken	Further necessary action			
<u>Workplace transport</u>	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle.	Workers trained by competent person to operate work vehicles and forklift trucks. All work vehicles maintained and inspected according to manufacturers' instructions. Workers wear lap belts when using vehicles. High visibility vests available and worn at all times.	Prohibit all vehicle movements other than emergency services and buggies when the public are on the site			
<u>Pedestrian/Vehicle conflict</u>	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi drop off point provided. Hi visibility traffic safety equipment and signage will be used to warn other road users of event. All attendees driving to the event will be given written instruction on the website warning of the sudden turn off of the A12 to access the site. Clear high visibility signage will be displayed from the slip road leading up to the turning. With regards to the narrow lane coming off of the A12, we will have Slow signs in place from the A12 up to the site entrance. With regards to the narrow lanes being used on site these will be closed during festival hours unless there is an emergency in which case security guards will man the entrances and ensure no visitors crossover. The public car park is situated north of the campsite. One security guard / steward will see cars onto the site and then one security	Car park steward(s) to wear hi-vis clothing and follow pre-planned car parking scheme.			

		<p>guard/ steward will see cars into parking spaces.</p> <p>Campers will be allowed to leave the site if needed. They will be seen off site by either security or steward.</p> <p>We will have a FLT (telehandler) on site to tow out any cars that may become stuck over the weekend.</p>				
<u>Slips, Trips and Falls</u>	Workers and visitors risk serious injury if they slip or trip, even on ground level.	<p>Floors in marquees and other structures laid by a competent person.</p> <p>Temporary lighting provided to walkways, toilets and general areas in use by the public after dark. These will be lit all night and powered by a generator.</p> <p>Marquee pegs protected by foam, barrier tape and guide ropes etc highlighted in public areas</p> <p>Staff to have a 'see it and sort it' attitude. Where one will correct any issue, which could lead to a slip, trip or fall.</p> <p>We will keep 50 8" x 4" HD Trackway boards on site, which will be used to cover any well-trodden routes or communal areas if need be.</p>	<p>Ensure staff and the public are made aware of the location of the first aid tent in case of any accidental slips trips or falls.</p> <p>Any cables hidden in barriers or cable ramps.</p>			
<u>Collapse of Structures</u>	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	<p>Stages, marquees and all temporary structures to be erected by a competent person/contractor.</p> <p>Contractor(s) to provide sign off certificates for all structures.</p> <p>Contractors must provide risk assessment and method statements for all on work site.</p> <p>Daily checks made on all structures by a competent person.</p> <p>James Bowkett will be checking the ground connections and anchor points of all structures. – James Bowkett has no certified qualifications, however holds extensive experience in building temporary</p>	<p>Check with provider(s) maximum wind speeds that structure can withstand safely.</p> <p>Make contingency plans to enable closure of structure in adverse weather conditions.</p>			

		marquee's as well scaffolding. Daniel Bowkett – Holds a NEBOSH health & safety qualification will be checking over all the structures regularly with myself.				
<u>Medical Emergency</u>	Workers and others could become seriously ill if no emergency first aid is available at the time of injury.	There will be 2 first aiders on site to deal with any minor issues. For anything more serious the emergency services will be contacted. There will be emergency access to the site via the fire lanes. These will be clearly indicated by industry standard health & safety signage.	Consult on plans for medical emergency cover with Local NHS Ambulance Trust.			
<u>Electrical Danger</u>	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by an emergency stop or 30mA residual current circuit breaker. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. All electrical equipment to be PAT tested prior to use by a competent person. James Bowkett will be making electrical checks. James Bowkett holds extensive experience in installing generators and electrical distribution. Daniel Bowkett – Holds a NEBOSH health & safety qualification will also be make electrical checks.	All contractors and performers' electrical equipment brought to the event will be PAT tested.			
<u>Fire Safety</u>	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns.	Following <a href="#">Fire</a> Risk assessments and Fire Management Plan. Two fire points to be located on each stage, marquee or temporary structure site containing a powder and c02 fire extinguisher and sand bucket.	Fire stewards to check fire exits and keep exits clear during performances			

		<p>Each food vendor to be supplied with a c02 and powder extinguisher and sand bucket. The supplier will have tested all extinguishers on site within the last 6 months.</p> <p>Campers will not be allowed open fires and will be allowed disposable BBQ's</p> <p>Campsite will be a fenced off area next to the car park.</p> <p>Co2 Extinguishers and sand buckets will be placed in designated fire points in the campsite for emergency use.</p>				
<u>Gas Safety</u>	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	<p>Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor.</p> <p>Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so.</p> <p>Food vendors only allowed to have one day's supply of LPG at their stall.</p> <p>Gas check will be made by Daniel Bowkett - Holds a NEBOSH health &amp; safety qualification. The only gas use on site will be from caterers who will also be asked to provide their own gas safety certificates.</p>	<p>Make arrangements to check every person working on site is complying with gas safety requirements.</p> <p>Make arrangements to check every person working on site is complying with gas safety requirements.</p>			
<u>Barrier Failure</u>	Workers and others risk serious, possibly fatal injury and/or minor injury if barriers collapse.	<p>Barriers suitable for foreseeable loading to be erected by a competent person/contractor.</p> <p>Contractor to provide sign off certificates for all structures.</p> <p>Daily checks made on all structures by a competent person.</p> <p>Daniel Bowkett - Holds a NEBOSH health &amp; safety qualification will be making daily checks.</p>	Ensure staff and the public are made aware of the location of the first aid tent in case of any accidental barrier failure			

<u>Lighting and other special effects</u>	Staff and public may suffer eye damage if used improperly.	Qualified contractors will be employed to install any of these effects and public will be notified that they will be in use. There will be lasers, all to HSE standard. No pyrotechnics. All sound & Lighting installed and monitored by James F. Kingston.	Ensure staff and the public are made aware of the location of the first aid tent in case of any accidental lighting and other special effects failure.			
<u>Food stalls and vendors -Health &amp; hygiene</u>	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employee's food hygiene training certificates and their food safety management system with them to event.	Ensure staff and the public are made aware of the location of the first aid tent in case of any food poisoning brought on from poor health or hygiene.			
<u>Public Disorder</u>	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	Staff trained to spot potential troublemakers, defuse tension/situations etc throughout. 1 SIA badged security staff for every 50 people attending will be present throughout each day – there will 2 overnight security guards on duty overnight on each night. Security company being used is Pure Class Security and the head of security is Scott Ford. There will be 30 stewarding staff trained in entry, queuing and searching procedures Control of numbers at event particularly in performance areas and marquees. Pit security staff employed to observe crowd behaviours. Alcoholic drinks not served to people obviously under the influence of alcohol. No glass at the event. "BYO" alcohol/glass limited to campsite – Searches conducted on entry to the arena. We will have a 3m x 3m pop up tent which will be used to house any revellers. They will be guarded by one security guard until	Providing advance information of prohibited items (glass and alcohol) the public cannot bring to the event.			

		police arrive if need be.				
<u>Adverse Weather</u>	<p>Injury or harm caused by strong winds. Injury or harm caused by heavy rain. Injury or harm caused by hail/ frost Injury or harm caused by wet floor and muddy walkways</p> <p>Slips, trips and falls. Vehicles Being grounded. Tents and structures sinking</p>	<p>If the weather conditions are too adverse it is the decision of the Event Manager whether the event should be cancelled due to safety. If wet weather occurs on the day floor matting will be on entrances and exits and the appropriate equipment will be used to prevent slips trips and falls as well as to maintain cleanliness. If the weather occur to be dangerous during the event it shall me the Event Managers decision whether the event is to vacate the site due to weather.</p> <p>In the event of vehicles being grounded the land owner has agreed to tow cars on by one to the road using his tractors or other farm machinery such as telehandlers</p>				
<u>Work at height</u>	Workers and others risk serious, possibly fatal, injuries if they fall from height.	<p>Stages and marquees to be erected by a competent person/contractor.</p> <p>Risk assessments/method statements of contractors checked for safe systems of work before the event.</p> <p>All work at height assessed on an individual task basis.</p> <p>Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.</p>	Ensure staff and the public are made aware of the location of the first aid tent in case of any falls from height.			

<u>Manual Handling</u>	Workers may get musculoskeletal problems, e.g. back pain from handling heavy and/or awkward objects.	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including fork lift truck and a range of heavy-duty sack truck and trollies available for staff.	Ensure new staff is shown how to use the manual handling aids. Ensure staff and the public are made aware of the location of the first aid tent in case of any injury brought on from manual handling.			
<u>Public Wellbeing</u>	Visitors becoming injured or unwell.	Fresh water will be supplied in fresh water bowsers in both field and the campsite and will be distributed through stainless steel sinks. On top of this bottled water will be sold on site.	Ensuring visitors special requests are met and dealt with accordingly			