

Saturday 23<sup>rd</sup> - Monday 25<sup>th</sup> May 2015

The Pinetum,  
St. Clere Estate, Sevenoaks, Kent, TN15 6NL

Event Safety Management Plan  
Version 1

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| Appendix B: | Crowd management Plan        | - Not yet available |
| Appendix C: | Medical Plan                 | - Not yet available |
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The event organiser is responsible for the implementation of all control measures proposed in order to reduce the risk of injury, illness and death that are held within this document.

This document is the property of Amy Newhouse and may not be amended by any other person.

The author cannot be held accountable for any occurrence that comes about as a result of the event organiser not implementing the control measures detailed in this document.

This document becomes invalid should the activity, environment or event content change from the original brief and event details issued to the author. In this case, a new or updated risk assessment will need to be conducted.

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## 1. Introduction & Event Overview

██████████ is and event organised by ██████████ aimed at adults escaping the hustle and bustle of their busy working life to the simple pleasures of an outdoor festival held in the beautiful grounds of the St Clere Estate, Kent with camping, music, dining and recreational activities all taking place on site.

The festival hub is situated in the Pinetum area of the Estate, a beautiful clearing in woodland that will contain temporary structures and areas in-keeping with the site to contain the dining and entertainment infrastructure. Camping and parking will be situated nearby, with attendees encouraged to stay the whole weekend to achieve the desired festival experience. (Day tickets are not available).

The maximum capacity of the event will be 1500 attendees plus <100 staff and contractors.

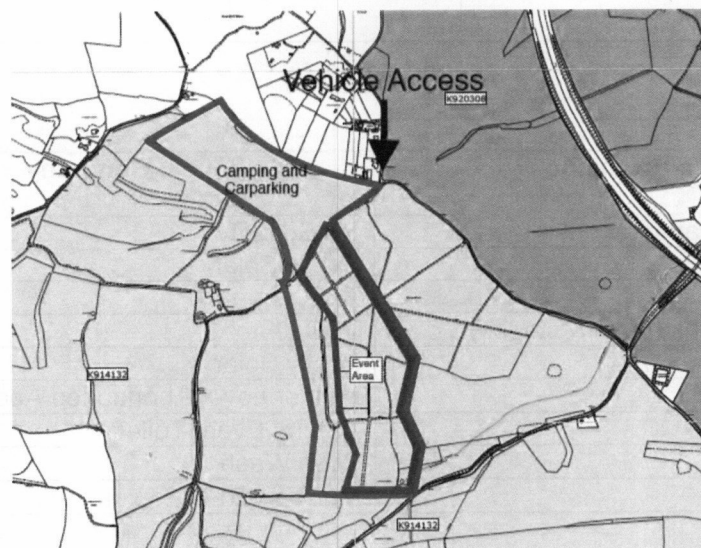
The event is free to attend, with attendees registering for tickets online, and the first 1500 receiving confirmation e-tickets which will be required to gain access to the event. It will be made clear when registering for tickets that you must be aged 18 or over to attend. Parking, food, bars, dining and spa experiences will all be chargeable and will require pre-registration. The location will not be disclosed to ticket holders until one week prior to the event.

The address of the event site is: Pinetum, St. Clere Estate, Kemsing, Sevenoaks, Kent, TN15 6NL

The event will be open to attendees during the following hours: 09:00 23/05/15 – 16:00 25/05/15. Licensable activities will take place on the event site during the following hours:

	Music		Sale of Alcohol		Late night refreshment	
Saturday 23rd May	1200	0200 (Sa)	1200	0200 (Sa)	2300	0200 (Sa)
Sunday 24th May	1200	0200 (Su)	1200	0200 (Su)	2300	0200 (Su)
Monday 25th May	n/a	n/a	n/a	n/a	n/a	n/a

A time limited premises licence for the land within the estate that the event will use has been applied for (Via Sevenoaks District Council), the perimeter of the event site is shown below in red, with the purple line indicating the area in which licensable activity would take place:



Innocent Unplugged – Event Safety Management Plan

**Production Schedule:**

Build: 9<sup>th</sup> – 22<sup>nd</sup> May inclusive  
 Live: 23<sup>rd</sup> – 25<sup>th</sup> May inclusive  
 Breakdown: 26<sup>th</sup> May – 5<sup>th</sup> June inclusive

**Purpose of the Event Safety Management Plan (ESMP)**

This document aims to detail arrangements for the management of the health and safety of staff and attendees attending the event, and demonstrate the promotion of the four licensing objectives as set out in the Licensing Act (2003).

This document relates to the planning and management of the event. It is designed specifically as a document for multi agencies and presents a methodical approach to overall event planning. The document will include plans for crowd management, fire, first aid, noise and contingency planning.

'The Event Safety Guide: A guide to health, safety and welfare at music and other similar events' (The Purple Guide) has been adopted as the standard for planning and managing this event.

**Event Contacts**Management Team

Job Title	Name	Tel. No.	E-mail
Organiser	Jamie Sterry Innocent Drinks	[REDACTED]	
Site Manager	Maddie Harries The Dark Horses		
Safety Advisor	Amy Newhouse		

Contractors & Suppliers

Service Provision	Company
Security / Crowd Management	SB Security
PA & Lighting	Firefly Solar
First Aid	TBC
Temporary structures (tents & stages)	TBC
Power	Firefly Solar
Bars & Concessions	Mother Love, Abandoned Apothecary
Toilets	Natural Event Toilets
Showers	Posh Wash
Plumbing	Marram Ltd

**Licensing Objectives**

The event will include the following Licensable Activities:

- The provision of regulated entertainment; live music & recorded music,
- The sale by retail of alcohol
- Late night refreshment

**To prevent crime and disorder:**

The organisers will engage suitably experienced stewarding (crowd management) and security staff to ensure procedures are in place for combating crime and disorder. Where appropriate and in accordance with the Security Industry Association regulations, stewards and security operating will be SIA registered; all supervisors of stewards will be SIA registered and all crowd management (stewarding) personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation.

**To ensure public safety:**

The organisers will consult with members of the Licensing Partnership and Safety Advisory Group on the proposals within this document to ensure all plans are in accordance with the licensing objectives. The event plans have been developed to meet guidance contained in 'The Event Safety Guide' (HSG 195) and Managing Crowds Safely (HSG154). These plans will be developed through consultation with each agency.

**To prevent public nuisance:**

The organisers will ensure appropriate noise control mechanisms are in place and that traffic systems are developed to minimize disruption. The organisers will ensure that local residents are notified of such specific event plans where relevant to ensure their views are considered and concerns, where practicable, are allayed.

**To protect children from harm:**

The organisers have taken the decision to make tickets available to adults only. This is due to the intended event experience being one of peace, relaxation and attendees' wellbeing.

A challenge 25 policy will be operated at the main entry gate upon arrival to ensure all ticket holders are aged 18 or over and have not bought tickets and ignored the condition.

## **2. Roles & Responsibilities:**

### **Event Organiser**

- Overall responsibility for the event.
- Responsibility for the suitability of the venue and its upkeep during the tenancy of the event.
- Liaison with catering concessions and other concessions.
- Overall responsibility for ensuring legal compliance of event
- Programming of all artists and talent

### **Site Manager**

- Site planning and provision of a production schedule
- Contracting of competent contractors for infrastructure requirements.
- Overseeing of site build, breakdown and recovery periods.
- Implementation of the production schedule to ensure site is built safely and fully in time for event opening.
- Ensuring contractors comply with appropriate health and safety policies and procedures whilst on site during build and breakdown periods.
- The recording of medical incidents on site in accordance with RIDDOR during the build and breakdown periods.

### **Safety Officer**

- Ensuring appropriate health & safety policies including risk assessments, method statements, copies of insurance and plant licenses are provided by contractors and are fit for purpose
- Liaison with venue and local authority
- Provision of event safety plans and risk assessments
- Liaison with health and safety critical contractors on operational plans (Medical, Security & Stewarding, Cleansing, Sanitary Facilities provider)
- To take action as necessary to ensure the safety of visitors during the duration of the live event
- To oversee the event operation ensuring the control measures identified in the risk assessment are implemented and appropriate staff briefings have been carried out.
- Nominated person for implementing emergency procedures and contingency plans.

### **Stage Manager**

- Co-ordination with production manager, production personnel and artist liaison.
- Maintenance of performance schedule on stage.
- Coordination of technical crew allocated to stage

### **Head Of Security**

- Provision of security and stewarding staff as per pre-agreed schedule
- Guidance to members of the public regarding site and event information.
- Monitoring of crowd density and crowd situations with a view to public safety.
- Staff briefings, schedules and shift rotas



- Maintaining security and access to the arena, backstage areas, artist areas, campsite and car parks.
- Liaison with Safety Officer regards emergency and contingency planning

#### **Medical Manager**

- To oversee the pre event planning and co-ordination of all medical activities on site
- To liaise with the on local ambulance service and local hospitals.
- The supply and briefing of all medical staff and equipment on site

### **3. Site Design**

The site plan can be seen in Appendix A of this document.

The site consists of an open field containing parking, camping and sanitary facilities, and the woodland event area where entertainment and activities take place.

Toilets and showers will be available within the campsite area, with further toilets available within the main event area.

There will be a single canopied main stage for musical performances, and a 'spoken word' stage for recitals, talks and spoken performance. A PA system will be used in both of these structures to ensure the audience can enjoy the performances, however the noise is not intended to fill the whole site, only the tents that the stages are situated within, and the site will be designed so that the PA will be pointed away from any nearby residences.

There will also be a mass dining tent, first aid tent, backstage dressing room/hospitality tent, bar tents and various canopies for recreational activities to take place under.

The site will include a managed campfire which will burn from start to finish. This campfire will be supervised at all times, and will be made in a shallow pit, using stones to prevent its spread. The fire will be situated at least 3m from and trees or overhanging branches.

There will be an on site spa facility containing a reception area, 6 x hot tubs and 1 x barrel sauna, this will be situated within the woodland area and will be available to attendees through pre-booked time slots.

### **4. Traffic Management**

Attendees will arrive via a mix of private car and public transport.

The use of public transport will be promoted as the best way to travel with attendees encouraged to use a signed walking route to and from Kemsing Station via pavements and footpaths (3 miles).

Parking will be chargeable and will be available by pre-booking.

A traffic signage plan will be included within this ESMP when available.

By Car:

Vehicle access is off Knock Mill Lane, directly into the car parking field.

Travelling from the North, most traffic would use the M20 to within 4km of the site, exiting at junction 2, and taking a left at the roundabout onto A20, prior to a left turn onto Old Terry's Lodge Road. Travelling from the South, traffic would use Exedown Rd or Old Terry's Lodge Rd. Both routes would then turn on to Knock Mill Lane for the final 800m before reaching the site entrance.

Knock Mill Lane is single track but has passing places. There are no residential dwellings along the 800m of Knock Mill Lane that would be inconvenienced by the heavier than usual traffic flow, and as cars will arrive over the course of the Saturday morning and depart over a similar duration on Monday afternoon, the additional vehicular traffic will only amount to approx. 100 cars more per hour than usual on this stretch of road.

Upon entry into the car parking field, cars would be taken up into the far end of this field to park, allowing in excess of 400m of 'off-highway' queuing space for cars, to ensure Knock Mill lane does not 'back up' whilst vehicles park.

For 1500 attendees, an estimated max. 80% will travel by car (high percentage due to need to transport camping equipment). At an average car occupancy of 2.5 people per car, this means parking for 480 (500) vehicles is required.

Using an average of 180 per acre, a minimum of 2.8 acres will be made available for parking (inc. car circulation space).

#### By Train:

There are a variety of train station within a 10 minute drive from the event site, these are: Sevenoaks, Borough Green & Wrotham, Kemsing and Otford.

Kemsing is the nearest railway station and attendees will be encouraged to use a signed walking route to and from the site via pavements and footpaths (3 miles).

A taxi point will be provided off the highway at the main vehicle access point to the festival in a clearly signed location to assist the safe drop off of passengers from taxis upon arrival, and safe collection of passengers by taxis upon egress from the event.

#### Artists, Staff & Contractors

Artist and contractors will receive pre-event information to go to the main vehicle access gate.

Separate parking will be provided for staff, contractors and artists within the event site (est. <100 cars at any one time = approx 0.5 acres required).

Once the event is live, no vehicles will be driven within the event area aside from emergency vehicles should an incident occur. (See contingency plans).

### **5. Capacity**

The initial process undertaken to establish capacity considers both available space and the desired audience density. Capacity can therefore be defined as how many people can safely attend the event. However in addition to the above there are a



number of other control measures in establishing capacity that also need to be considered:

- Means of escape
- Evacuation time

In calculating the various capacities, guidance has been taken from The Event Safety Guide (The Purple Guide), The Guide to Safety at Sports Grounds (The Green Guide) and 'The Guide to Fire Precautions in Existing Places of Entertainment and Like Premises' (The Primrose Guide).

#### Event Area Capacity:

The overall footprint of the entertainment area of the festival site is in excess of 15 hectares (150,000m<sup>2</sup>).

Looking at the woodland event area only, and deducting the space taken up by infrastructure and back of house areas, the remaining available woodland space is 7 hectares (70,000m<sup>2</sup>).

This space far exceeds the minimum space required for 1500 attendees plus 100 staff. (1600 persons).

As the space is so large, total evacuation is a very unlikely necessity, and the site should be likened to a holiday village as opposed to an event site when considering capacity and evacuation.

In reality, due to the large footprint of the area in relation to the amount of people on site, a partial and localised evacuation of a zone within the event area is more likely and potentially safer as medical and welfare facilities and shelter are available on site.

#### Campsite Capacity

Given the importance of a comfortable and enjoyable customer experience at this event, the average tent occupancy has been calculated at 2 persons per tent, meaning 750 tent pitches are required.

At a max. density of 100 tents per acre, 3.2 hectares (32,000m<sup>2</sup>) of land will be required to offer the desired average pitch size.

Fire lanes will be marked out prior to opening to ensure a fire engine could gain access within 25m of any tent within the campsite.

In addition to the main entry/exit point from the campsite, an additional 4m exit width across a further 2 fire exit routes will lead to a place of safety from the campsite should a full site evacuation be necessary, one of these will be the exit point from the campsite into the entertainment area, the second will lead North into the car park. With these routes available, the campsite would be evacuated in less than 10 minutes, even allowing 5 minutes for the transit of attendees on foot from the middle of the campsite to an exit on the perimeter.

As above, in reality, due to the large footprint of the campsite in relation to the amount of guests on site, a partial and localised evacuation of a zone within the

campsite is more likely and potentially safer as medical and welfare facilities and shelter are available if attendees remain on site.

## 6. Fire Safety

A fire risk assessment has been undertaken to look at the event and premises and the likelihood that a fire could start and cause harm to those in and around the premises or at the event. (See Appendix G), this will develop throughout the planning process to adapt to any changes and alterations to the site and event as they are confirmed.

Fire safety at this event will be supported by additional precautions e.g. operational functions such as the cleansing of the site thus preventing the build up of rubbish and fire safety certificates of canvas, branding and furnishing materials.

Provision will be made for tackling the early stages of a fire before the arrival of the fire brigade through the use of the appropriate portable or hand held fire-fighting equipment that will be allocated to the areas of risk. (See fire-fighting equipment schedule below).

### Fire Extinguishers

- To combat Class A fires, fire extinguishers containing foam will be provided.
- For Class B fires and fires involving electrical equipment – carbon dioxide (CO<sub>2</sub>) fire extinguishers will be provided.
- Dry powder fire extinguishers will also be provided which are suitable for both class A and B types of fire around catering concessions.
- Light duty fire blanket will be provided on stage and around catering concessions (as back-up to their own equipment – see below), which will be suitable in the event of a clothing fire.

All catering concessions attending must supply one x 2 kg dry powder extinguisher (rating 21 B) and one light duty fire blanket within their unit. Deep Fat Frying units in addition will require one x 9 litre foam type fire extinguisher.

Area	Foam	CO <sub>2</sub>	Blankets	Powder
MAIN ENTRANCE	1			
MAIN STAGE		1	1	1
SPOKEN WORD TENT		1	1	1
BAR TENT	1	1	1	
APOTHECARY	1	1	1	
DINING TENT & KITCHEN	2	2	2	
CATERING CONCESSIONS (FIRE POINT)	1	1	1	1
GENERATORS		2		
EMERGENCY EXIT GATES	2			
FIRST AID TENT	1	1		
BACKSTAGE TENT	1		1	1
SPARES	1	1	1	1
CAMPSITE OFFICE	1	1	1	
CAMPFIRE	2			
LIGHTING TOWERS – CAR PARK		2		
CAMPSITE FIRE POINTS*	4 x Points with water/foam & sand			

<b>Total</b>	<b>14</b>	<b>14</b>	<b>10</b>	<b>5</b>
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\* Fire points will be available throughout the campsite field, each equipped with sand and a water/foam extinguisher. These points will be clearly signed and situated within accessible fire lanes throughout the campsite.

### **Means of Warning – Raising the Alarm & Action**

#### **Entertainment Area**

Should a fire break out in the entertainment area, security will attend and assist with the localized movement of persons away from the immediate location of the fire to a safe distance and maintain the cordon whilst assistance is called for in the form of a security response team to attend and the fire service is called.

Should a fire break out in any tented structure, in addition to the security function above, the stage manager will immediately call a halt to the entertainment on stage, take the microphone and ask all persons to leave the tent immediately and to make their way outside where further direction will be given by security.

Depending on the scale and severity of the fire, a whole arena evacuation may be required, at which point the Safety Officer will direct Security to conduct a full evacuation.

#### **Campsite**

Upon seeing or being alerted to a fire by an attendee, security will attend the location to verify that a fire has broken out and will summon the assistance of a response team. Evacuation of persons from the immediate location will be conducted, and if safe to do so, the fire will be tackled with the resources from the nearest fire point.

Should the fire not respond immediately to attempts to extinguish, security/stewards will alert control to call the fire service and will evacuate all persons within that section of the campsite (by entering the tents, checking for and waking the occupants if necessary) up to the campsite boundary or fire lane on all sides. These people will be removed to a safe distance initially.

A further evacuation of any persons in the neighbouring campsite sections will then take place, followed by a full campsite evacuation coordinated by the Safety Officer or Security Supervisor if necessary should the fire spread.

#### **Fire Safety Checks**

Pre-opening fire safety checks will be conducted to ensure that:

- all exits and gateways are unblocked and staffed throughout the event;
- all exits are kept clear at all times;
- all exits and gateways are clearly signed and illuminated; and
- all exits lead to a place of safety.
- All exit routes have adequate illumination during the hours of dusk and darkness.

#### **Campfire**

The site will include a managed campfire which will burn from start to finish. This campfire will be supervised at all times by a staff member who holds a radio and is competent in the use of a fire extinguisher, and will be made in a shallow pit, using stones to prevent its spread. The fire will be situated at least 3m from and trees or overhanging branches.

The campfire will have water extinguishers situated within 5 m.

### **Campsite fire safety**

Campers will not be permitted to bring gas canisters or cartridges in excess of 240g, these will form part of the list of prohibited items and will be confiscated if brought to site. BBQ's and stoves must be used outside of the tent and disposable BBQs must be disposed of in the designated receptacle (away from other combustible waste)

Personal campfires will not be permitted on site, security will patrol and extinguish any campfires and check no BBQs or stoves are in use inside tents.

Fire bricks will be provided for the safe use of disposable BBQs to lower the likelihood of grass fire or ground damage.

See code of conduct in appendices for site rules issued to attendees.

### **Emergency Service Access Route**

Emergency vehicles will enter via the main vehicle access gate off Knock Mill Lane. (Shown using the letter 'B' on the below map)



## **7. Crowd Management**

A reputable security company will be contracted to provide security and crowd management services for this event, their crowd management plan will be included in the appendices of this ESMP once available.

The crowd management contractor will appoint a Head of Security, whose duties



are detailed within the roles and responsibilities section of this ESMP.

A security schedule will be developed throughout the planning process of this event, ensuring all locations identified as requiring guarding, monitoring or supervision are appropriately staffed.

Security (SIA trained) will be used in positions where searching, refusal of entry or patrolling and intervention may be required. For general information, direction and monitoring positions, stewards will be used.

The site's natural boundaries and remote (secret) location will be used to lower the likelihood of trespassers at this event, together with a roaming security response team and key perimeter security positions.

Attendees will be issued with a wristband upon entry, any person identified throughout the course of the weekend not wearing a wristband will be challenged by security, and if unable to provide proof that they are a ticket holder, will be removed from site.

## **8. Cleansing Plan and Sustainability**

Any event generates waste material from the audience attending the event as well as from concessions. The intention of the cleansing operations plan is to ensure the waste generated from the event is regularly and safely removed from the site.

The collection of waste will be carried out in a safe manner ensuring any risk to employees and attendees is minimised as far as reasonably practicable.

- All cleaning contractor staff will wear the appropriate PPE
- All cleaning contractor staff will comply with the risk assessments and method statements pertaining to the particular area of work.

### **Cleaning Schedule**

The schedule will be designed to ensure areas are effectively cleaned prior to, during and after the event.

- Temporary bins will be positioned at areas where there is likely to be greatest concentration of refuse e.g. refreshment areas.
- Temporary recycling bins will be placed at various locations to encourage attendees to recycle their litter
- Large industrial bins required for the disposal of waste from food concessions and the bar will be located at the rear of outlets not accessible to public.
- Bins will be located at entry/exit gates for the disposal of prohibited items on ingress
- Collection of litter generated from attendees that has been deposited or blown outside of the festival site will be collected during and after the festival.

## **9. Communication**

All key staff will be issued with a radio, together with a channel list, showing which staff are on which channel.

Radio Channels will be as follows:

Event Management	1
Site Team	2
Security	3
Stage & Artist Liaison	4
Spare	6

A contact list with the mobile telephone numbers of all key staff and personnel onsite will be held in the event control office for use should the radio system fail and for off site calls.

### **Public Information and Communication**

The website will hold details on transport, facilities and safety rules along with the terms and conditions of entry to the event in order for attendees to be fully informed prior to arrival.

### **PA Systems:**

Public and emergency information can also be broadcast immediately by the Stage Manager via the main stage an spoken word tent PA systems, they will do this only on instruction from the Event Organiser or Safety Officer.

### **Loud Hailers:**

Loud hailers will be provided by the security contractor and will only be used by security staff if there is a need to evacuate the site.

## **10. Temporary demountable structures**

The venue is a Greenfield site and therefore temporary demountable structures are required to house the stage, bars, concessions, dining area and medical facilities.

A competent representative from each of the supplying companies must remain on call throughout the event to respond to any change in weather condition, which may affect the stability or safety of the structure.

The responsibility for managing the hazards connected with the erection of such structures rests with the individual contractors employed to undertake their duties in accordance with their own appropriate risk assessments and method statements.

Structural calculations relating to imposed loads from infrastructure and wind loadings will be obtained from the supplying contractors in advance of the event. These will give a clear indication of the wind speeds at which each structure enters a level at which action must be taken, this may simply be to conduct more frequent monitoring, or may require a full structure evacuation depending on wind speed, forecast and trend.



The Safety Officer will monitor wind speeds throughout the live event, liaise with structure suppliers and take action as necessary to ensure no person is put at risk.

Further structure related control measures:

- All guy ropes, anchors and pegs will be suitably fenced, padded or highlighted to avoid public contact.
- All membranes and fabrics will be inherently flame retardant fabric when tested to BS 5438 Tests 2A and 2B with a 10 second flame application in each case.
- Structural calculations and flame retardency certificates will be made available to members of the SAG on request.
- All calculations will be produced with regard to; wind loading, internal load bearing (if equipment is 'flown'), and the ground bearing capacity where known. We request that contractors provide a simple design statement with the structures.
- The competent professional who will provide written certification on completion of works will supervise the construction of all temporary structures. This 'competent professional' will be an employee nominated by the company providing structures.
- Stewards will control access and egress for any enclosed structures. They will have the ability to prevent entry if the stage manager decides they are at capacity.
- All Contractors must provide us with their Company Health and Safety Policy, must commit to our Health and Safety Questionnaire, produce their own Risk Assessment for the event and provide a copy of their appropriate insurance policy.

## **11. Sanitary Facilities**

Portable sanitary provision for males, females and wheelchair users will be provided in the form of portable toilets. All toilets for use by attendees will be located in areas accessible to the audience, away from likely congested areas of the site.

The following sanitary provisions will be present on site as a minimum, exact locations and quantities will be shown within the event layout plan in Appendix A in later versions of this document.

All toilets will be individual unisex, composting units.

Entertainment area: (Calculated for <1500 people)

14 x WCs inc. 1 x Disabled Access WC  
1 x Urinal  
1 x Backstage / Staff WC  
1 x WC situated with dining tent  
2 x WC situated with spa area

Campsite (Calculated for <1500 people)

8 x WCs inc. 1 x Disabled Access WC  
1 x Urinal

Staff campsite (Calculated for <100 people)

4 x WCs

Hand washing facilities will be available in the form of hand sanitizing gel from

dispensers within each toilet unit or hand wash stations situated outside the units.

The grey waste water from any hand wash sinks will be collected in a bulk container and emptied by a sewerage truck at the end of the event.

Cleanliness of the toilet units and replenishment of consumables will be conducted by the supplying contractor.

The entertainment area's toilet provision will be distributed around the woodland area to ensure a good spread of units, ensuring no feature of the event is an unreasonable distance from a set of WCs.

### **Showers**

Shower trailers will be provided in the main campsite and staff campsite. Grey waste water from the showers will be collected in a bulk container and emptied by a sewerage truck at the end of the event.

### **Spa**

A spa facility will be set up within the woodland area, with hot tubs and a sauna, set up and run by a third party contractor. The contractors risk assessments, method statements and insurances will be obtained in advance of the event and checked by the safety officer to ensure control measures for proper management of health, welfare and hygiene are in place, as well as control measures for the safe management of the area's power, water, lighting and floor surfaces etc.

## **12. First-aid Management**

The first aid provision for the event has been planned in accordance with recommendations from the Event Safety Guide.

The contractor for medical and first aid provision will be appointed and their details included here in later versions of this ESMP.

The medical contractor will be required to provide a medical plan inclusive of a full staff and equipment resource schedule, to be submitted as Appendix C of this document.

A medical point will be located in the campsite area for the treatment of minor injuries and the giving of first aid. A record of all patients seen will be made and kept by the medical provider.

The medical team will be supplied with 2 way radios as part of the communications system, enabling them to reach security control and the safety officer should this be required.

Any calls for external assistance from the local ambulance service will be made by the medical team and reported to the safety officer by radio so that access arrangements can be made and any required location evacuated to allow direct access to the casualty.

Using guidance and previous experience from similar events and information specific to the event content to identify what risks might be present, the following level of

medical provision is proposed:

Due to the 24-hour nature of this event, medical staff will work in shifts to provide adequate cover for all those on site at all times during the live event.

Saturday 23<sup>rd</sup> May 09:00 – 11:00: 2 x Advanced First Aiders

Saturday 23<sup>rd</sup> May 11:00 – 02:00: 2 x Advanced First Aiders  
2 x First Aiders

Sunday 24<sup>th</sup> May 02:00 – 14:00 2 x Advanced First Aiders  
2 x First Aiders

Sunday 24<sup>th</sup> May 14:00 – 02:00: 2 x Advanced First Aiders  
2 x First Aiders

Monday 25<sup>th</sup> May 02:00 – 12:00 2 x Advanced First Aiders  
2 x First Aiders

Monday 25<sup>th</sup> May 12:00 – 16:00 2 x Advanced First Aiders

At all times (except for arrival morning and departure afternoon) there will be at least a first aider and advanced first aider pairing situated at the medical centre, and the flexibility for a second pairing to be roaming on site/responding to an incident.

The nearest A&E department is at Sevenoaks Hospital, 3 miles away from the event site.

### 13. Concessions

Six to eight catering outlets will be available to the attendees, all provided by Mother Love.

The following control measures will be implemented by the organizers to prevent any hazards arising from having catering concessions operate on site:

- Prevention of access to the rear of the catering units by unauthorized persons through site design and the use of fencing and barrier.
- Appropriate space for parking support vehicles behind the catering unit to assist the safe and nearby storage of perishables.
- The spacing of catering units in order to ensure emergency vehicular access within 10m of all unit frontages and back of house areas.
- The positioning of any non-catering concession at least 3m away from any catering concession to ensure no source of ignition from the catering unit can come into contact with any flammable stock on the non-catering concessions' stand.
- The provision of appropriate waste receptacles both behind the unit for the use of catering staff, and in front of the unit for waste generated by the attendees.
- The provision of appropriate bulk containers in the back of house area for the disposal and storage of grey waste water generated by the catering units.
- Checking of food and gas safety certification by the Safety Manager prior to arrival on site.
- Checking of the unit for appropriate fire extinguishers and fire blanket

### 14. Bars and Alcohol

Two bars will be provided on site; a main bar operated by Mother Love and a smaller, boutique cocktail bar run by 'The Abandoned Apothecary'.

A glass (plastic) of prosecco or a soft drink will be offered to spa users within their spa ticket price and it will be possible for spa users to purchase the remainder of the bottle – this is a supervised area and time in the spa is limited by session. No persons deemed to be overly intoxicated will be permitted to use the spa (or to purchase alcohol when in the spa if they become intoxicated after entry), this will be managed by spa staff upon arrival with the support of the Mother Love DPS.

Mother Love will provide a personal licence holder to oversee the sale of alcohol, this will be Russell Johnson (Personal licence issued by Sevenoaks District Council: 11/03130/LAPER)

As the event is only available to adult (aged 18+) ticket holders, an age check (Challenge 25) will have been conducted upon arrival and any u18's refused entry to the event. The bars will also however operate a Challenge 25 policy whereby those who look under the age of 25 will be challenged to provide a form of photographic ID (UK passport, driving licence or ID bearing the 'PASS' mark logo) to ensure no guests of staff aged under 18 are served alcohol.

Free drinking water will be provided on site for customers via the bars.

No drinks will be served in glass or glass bottles, all drinks will be decanted into plastic cups or served in plastic bottles.

Bar staff will not serve customers who are intoxicated. No 'super strength' beers or lagers will be sold at the bars.

Attendees may bring a limited amount of their own alcoholic drinks to the festival for consumption in the campsite (see code of conduct in appendices for details), but glass is still prohibited.

## **15. Power and Electrical Installations**

Generators and electrical installations throughout the site will be managed by an experienced and reputable electrical company.

Where possible diesel powered generators will be replaced with kinetic energy and solar generators to lower the festival's carbon footprint and stay true to the Innocent Drinks brand values.

All electrical installations and equipment will comply with all statutory provisions, current and applicable at the time and will be of adequate capacity, reliability and durability in accordance with the general requirements of the Electricity at Work Regulations 1989

No petrol generators will be used. Traders must use site power.

All generators will be positioned in areas of the site not accessible to attendees. All electrical equipment will be installed, so far as is reasonably practicable, so that interference by the public or unauthorised persons is not possible.



All diesel tanks will be banded to prevent spillage in the event of a tank being pierced

All electrical equipment exposed to weather will be suitably waterproofed and fitted with appropriate circuit breakers.

Wherever possible cables will be flown or buried so they will not cause trip hazards or be crushed by vehicles.

Armoured cabling will be installed with cable ramps where cables cross public areas (front of house positions to stages).

Temporary lighting will be located around the site to provide sufficient general and emergency back up lighting in the hours of darkness.

A lighting inspection will be undertaken with the electrical contractor and safety officer on the night prior to the event so that any alterations can be made as necessary.

A completion certificate will be required from the electrical contractor for each supply before use of the system.

## **16. Noise**

To ensure minimal disturbance to local residents from this event, only a single stage will have amplified music on site via a PA system, this will be intended to provide high sound quality within the tented venue, but not to cause disturbance to the rest of the site activities, campsite or any local residences. In addition to this stage, a 'spoken word' tent will utilise a PA system for performances and talks to be heard.

A sound check of the PA will take place on the afternoon of Friday 22<sup>nd</sup> May to monitor and adjust sound levels both at the boundaries of the tented venues and at the site boundary to both ensure they do not cause a 'sound clash' within the site or exceed the levels set out by the Noise Council in their 'Code of Practice on Environmental Noise Control at Concerts'. Due to the dense woodland surrounding both tented venues, it is unlikely that the noise will carry beyond the boundary of the site.

The nearest residents that are likely to be most affected by the music noise will be written to in advance to let them know that the event will be taking place, the times, and to provide a contact number in case of queries or complaints.

Should any complaints be received, a representative of the event will visit the location to verify if weather conditions or any other factor has increased noise levels at the residence, and if found to be causing a disturbance, they will call in to the stage manager to have the noise levels from the PA reduced.

## **17. Facilities for Disabled People**

Arrangements, wherever possible, have been made to ensure disabled people are able to attend and enjoy the event.

Consideration has been given for disabled people as follows:

- Ensuring there are routes throughout the site that are appropriate for wheelchair

users and those that have difficulty in walking.

- Ensuring there is adequate signage of exits and facilities for those with impaired hearing.
- Parking facilities for disabled people nearest to the event entrance.
- Wheelchair accessible toilets
- Wheelchair accessible shower

## **18. Lost Property**

### **Lost Property**

All enquiries regarding lost and found property will be dealt with via the security team.

A record of all lost and found property will be made by the security team and shared with the production team at the end of the event.

Should any found property remain with the security team once the event has ended, the production team will take this away from site and keep it for a period of 28 days before destroying it if unclaimed.



# Appendix A:

## Event Layout Plan



**Appendix B:**

**Crowd Management Plan**

**(Not Yet Available)**

**Appendix C:**  
**Medical Plan**  
**(Not Yet Available)**

Appendix D:

Traffic Signage Plan

(Not Yet Available)

# Appendix E:

## Contingency Plans

(Not Yet Available)



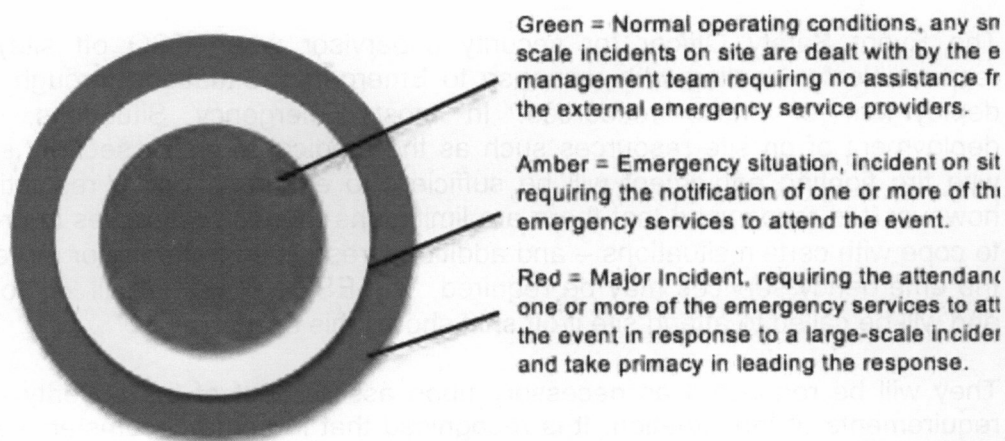
### **Innocent Unplugged** **Contingency & Emergency Arrangements**

It is proposed that in order to formulate a set of contingency plans that compliment the pre-existing responsible authorities' contingency plans, that the event Safety Officer attend scheduled SAG meetings and arrange any sub-group meetings as required to ensure plans for the event are well planned and synchronized.

The event control file will be held with the Safety Officer on site at all times, this will include all necessary radio communication lists, contact lists, scripted messages and grid referenced plans indicating services, emergency routes and site facilities. All agencies will be provided with these plans and the Safety Officer (or security supervisor if off shift) will act as the on site liaison for incoming emergency services.

The Event Safety Officer and Event Organiser will have overall responsibility for dealing with emergencies, for making the appropriate decisions, including the final decision to conduct a partial or full evacuation of the site as necessary. These decisions will be made in conjunction and consultation with any on site representatives from the other agencies and off site 'on call' representatives if no personnel are present on site.

There are three level of event status as shown in the diagram below:



Each level of action can be reached independently and it is not always necessary to move through the escalation process. The objective is always to try and return to normal operating conditions.

### Green Status

All radio messages, including the reporting of incidents, will be received by the security controller, and where relating to an issue defined within 'normal operating circumstances' and under the crowd management and security remit, will be dealt with accordingly.

Anything not falling under the crowd management and security remit will be passed to the Event Safety Officer or Site Manager depending on the nature of the call. The Event Safety Officer will wear an earpiece and listen in at all times when on site in order to monitor radio traffic and respond where necessary, ensuring security control do not wrongly interpret the severity of any situation.

Routine issues reported whilst still operating under 'Green Status' may relate to the following:

- Call for security response
- Call for medical response
- Call for site team assistance
- Call for a contractor to attend

### Amber Status

Amber Status indicates an emergency situation has occurred on site.

The Event Safety Officer (or security supervisor when ESO off site) is responsible for dealing with response to Emergency Situations through the deployment of onsite resources. In most Emergency Situations, the deployment of on site resources such as the medical team, or security staff with fire fighting equipment will be sufficient to ensure effective resolution, however it is recognised that there are limitations to these resources in order to cope with certain situations – and additional resources from one or more of the emergency services may be required. The ESO will be on call 24 hours and will be called to attend site if off shift should this occur.

They will be requested as necessary upon assessment of the severity and requirements of the situation. It is recognised that in some circumstances, a Major Incident will have to be declared.

In an emergency situation, consultation will take place between any emergency services on site and the Event Organiser, with a final decision being taken by the Event Safety Officer as to when a partial or full evacuation will take place.

### Red Status

Red Status indicates a major incident has occurred on site. A major incident will be declared if any of the following are required:

- the initial treatment, rescue, and transport of a large number of casualties / the involvement either directly or indirectly of large numbers of people;
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- the need for the large scale combined resources of two or more of the emergency services
- the mobilisation of the emergency services and supporting organisations such as the local authority to cater for the threat of death, serious injury or homelessness to a large number of people.

In the event of a major incident, a transfer of authority form will be completed between the Event Organisers (or the Event Safety Officer on their behalf) and the Senior Police or Fire Officer signifying that the event is now under their control and that all staff working at the event including working personnel and contractors will now assist that controlling authority under their direction.

The role of the Event Safety Officer in this situation would be:

- To liaise with the Senior Officer who has assumed control to ascertain what event resources they require to assist
- To manage the scene until the emergency services arrive.
- To log the incident and provide information to the emergency services.
- To assist the emergency services in a site evacuation as necessary
- To continue to steward and staff the site under the direction of the emergency services

Should the situation be brought under control and it be possible for the event to continue, a further transfer of authority form will be used to sign the event back to the control of the Event Organiser/Event Safety Officer.

## **Incident Response**

### **Show Stop**

The nature of an incident may require a music / spoken word performance to stop in order for full control/order to be restored, and to allow for action by stewarding/medical staff/site crew.

**Conducting a show stop is not the order to evacuate, and evacuation may not be necessary at this stage.**

A show stop may be requested by the Event Safety Officer, Head of Security, Event Organiser or the Stage Manager.

The following script will be displayed at the side of the stage and will be held in the control file, it will be read as a holding statement until it is known whether further action is necessary and instructions for that action are given.

***"Ladies and Gentlemen owing to an incident (give brief details) it has become necessary to temporarily stop the performance. As soon as we can we will get back to the show"***

Once further details are known (whether the show will restart, whether an evacuation is required, and in which direction), further instruction will be given.

The following message should be used should the decision to make an evacuation be made:

***"Ladies and Gentlemen owing to an incident (give brief details) it has become necessary to evacuate this arena. Please leave via the exits (specify which exits as directed if necessary) and return to the campsite where further information will be given."***

### **Evacuation**

The final decision to evacuate the site sits with the Event Safety Officer.

There are many different reasons for evacuating the whole or part of the event site. The reason may or may not be apparent. If for example a bomb or suspect package becomes a real threat to the safety of those attending or flames are visible then the reason for partial or whole evacuation would be apparent. However if there was a major traffic accident or an accident involving a tanker with toxic chemical from which vapours from the vehicle had escaped nearby, the reason for the evacuation would not be so apparent.

The purpose of evacuation is to move people away from the actual or potential danger area to a safer place, this may be a partial evacuation to move attendees from the event area or an area of the campsite. Full evacuation of the event site will take place when there is a significant risk of serious



injuries either to one or more of the attendees by remaining within the site perimeter. As the event site covers a large expanse of land, this could only be conducted by instigating a premature egress and cancelling the remainder of the event.

The likely causes of an incident requiring a full or partial evacuation of the site have been identified below:

#### Site Specific

- Crushing of spectators
- Serious medical emergency
- Structural collapse
- Civil disorder
- Fire
- Suspected package or bomb alert
- Adverse weather
- Flooding

#### Non-site specific

Incidents beyond the control of the event management team may result in special arrangements being implemented by the joint agencies. Examples of incidents include:

- Off site chemical incident resulting in an airborne threat to health
- Major transport disruption
- Extreme adverse weather
- Public disorder not associated with the event

### Emergency vehicle rendezvous point (RVP)

The RVP is where all resources arriving in response to the incident are initially directed for logging, briefing, equipment issue and deployment.

The following location is suggested for use by the emergency services as the main RVP:

Dependant of the location of the emergency and prevailing circumstances the Senior Police Officer may nominate an alternative location should this RVP not be appropriate.



### ***Bomb Threat***

A bomb threat is generally defined as a verbal threat to detonate an explosive or incendiary device to cause property damage or injuries, whether or not such a device actually exists.

There are two main reasons someone may call with a bomb threat:

- The person knows of an explosive device that is in place, and wants to minimize injuries.
- The person wants to create an environment of panic/confusion or to interrupt normal everyday or special functions

The latter reason is the most frequently encountered, but unfortunately, there is often no way to tell which is the motivation of the caller until after a thorough inspection has been undertaken. This means that there will always need to be a response to the threat by the Event Organisers in consultation with the Police to determine whether there is a need to evacuate or not.

Site security will undertake regular patrols and all staff and especially stewards and security should be aware of what is going on around them. Staff and stewards will be briefed to take into consideration:

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

If the answer is no to one or more of these questions, they should report the suspicious item to security control.

### **Minimum Cordon Distances**

Letter size/small parcel	Minimum 100 metres
Suitcase/Hold-all/Wheelie Bin	Minimum 200 metres
Vehicle (van/car/lorry)	Minimum 400 metres

### **Cancellation Procedure**

The decision to cancel the event for any reason must be made in consultation with all stakeholder parties and agencies, the final decision is however that of the Event Management team.

In the event of the decision to cancel the following steps are to be taken:

- Contact Police if not already aware of the decision.
- Provide a written statement. (Example: "Following much consideration and consultation with all parties involved, the decision has been made to cancel the event in the interests of public safety").
- Publicise using local media e.g. website, facebook, twitter, local radio and press and direct email.
- Erect notices on site.
- Deploy stewards around site as necessary and until after event was due to commence.

### **Adverse Weather Conditions Plan**

The following steps will be taken to ensure that the event runs smoothly in the event that adverse weather conditions are experienced both immediately before, during or after the event:

- Monitoring of up to date local weather information from the Met Office or local radio channel will be undertaken by the Safety Officer at regular intervals each day throughout pre-production set up, event time and de-rig.
- In the event of adverse weather members of the technical crew and stewarding staff will be available to assist with any movement, securing or covering of equipment, and as needed if adverse weather conditions occur on site.

- Cover for the general public is provided across the main stage, spoken word and dining tents as well as a number of ancillary structures (such as covered bar areas) and, of course, their own camping tents. This should ensure that adequate cover is available.
- In the case of extreme heat stewards will be briefed to verbally remind festival users of the dangers of not drinking enough water, being inappropriately clothed, encouraging the use of sun screen and advising on the availability of free drinking water on site.
- In the case of extreme cold the stewards will be briefed and trained to verbally remind festival users to keep warm, and to direct if needed to sheltered areas.
- All routes of access and egress will be monitored, especially corners and areas with hills, and if necessary made safe by use of wood chip or trackway.
- Weather conditions will be colour coded:
  - Green will be good quality with fair to occasional showers and weather conditions no more than 27 degrees and no less than 10.
  - Amber will be alert mode with temperatures over 27 degrees, or heavy rain and cold conditions.
  - Red will denote danger when weather conditions are so extreme as to cause danger to the public and it becomes necessary for the festival to close. This would only occur in accordance with a severe or dangerous weather report.
- Appropriate signage to be available to warn of dangerous area due to flooding or mud.
- During pre-production period or set-up the responsibility of monitoring adverse weather conditions will be the responsibility of the Site Manager who will implement contingency plans developed before the festival with each major contractor. The object of this is to ensure the smooth running of the pre-production period.
- In the event of dry weather dust masks will be provided to staff working for long periods of time in dusty areas as necessary.

### **Major Incident Plan**

The basis of the event Major Incident Plan will be drawn up in agreement with the Safety Advisory Group. This plan will also be drawn up with reference to the 'Event Safety Guide'.

### **IDENTIFICATION OF KEY DECISION MAKERS - ELT**

Below are details of the on site key decision makers who will be brought together in the event of a major Incident and details of how they can be contacted on site. All of the decision makers below will be contactable over the radio as well as mobile phone.



**Event Organiser**

**Jamie Sterry**

[REDACTED]

**Head of Security**

**TBC**

[REDACTED]

**Safety Officer**

**Amy Newhouse**

[REDACTED]

**Head of Medical**

**TBC**

[REDACTED]

### **WHO DECLARES A MAJOR INCIDENT**

The Police, Fire or Ambulance Service may declare a major incident upon responding to an emergency call on site, however it is expected that they will consult with the above ELT members prior to doing so.

### **STOPPING THE EVENT**

The Event Organiser and Safety Officer will be responsible for stopping the event, staff will be briefed to take direction from either of these members of the ELT. Stopping the event will only be done in consultation with ELT.

The Show Stop Procedure is contained within this document. A Temporary Show Stop may be implemented in order to control an incident at a particular stage on site (such as the main stage in event of a stage collapse). Copies of the show stop procedure will be displayed at the side of the stage.

### **CODED MESSAGES**

- Kilo 1 MEDICAL EMERGENCY
- Kilo 2 STRUCTURAL PROBLEM
- Kilo 3 EXTREME WEATHER
- Kilo 4 FIRE
- Kilo 5 STAGE INVASION BY CROWD
- Kilo 6 MAJOR CROWD PROBLEM
- Kilo 7 MINOR CROWD PROBLEM
- Kilo 8 SUSPECT PACKAGE FOUND
- Kilo 9 BOMB THREAT
- Kilo 10 ORGANISER REQUIRED AT SCENE

# Appendix F:

## Risk Assessments

## **Appendix G: Risk Assessments**

The following risk assessment is intended to assess risk across the following areas and identify control measures to reduce the risk to an acceptable level:

- Fire
- Site & Environment
- Health and Welfare
- Working at Height
- COSHH
- Manual Handling
- Slips & Trips
- Electricity
- Vehicles & Vehicle Movement

Date of Assessment: 20<sup>th</sup> February 2015  
Assessment Conducted By: Amy Newhouse

### **Key**

1. **Minor Injury** = Abrasions, bruising, minor burns (reddening of the skin).
2. **Significant Injury** = Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries. Acute representations of underlying conditions i.e. asthma, epilepsy, bronchitis, diabetes, hyper/hypothermia.
3. **Serious Injury** = Fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness.
4. **Major Injury** = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness.
5. **Major Incident/Fatality** = Single or multiple fatality or large numbers of injuries in cat 3-4.

Severity		Likelihood	
1	Minor Injury	1	Unlikely
2	Significant Injury	2	Possible
3	Serious Injury	3	Highly Possible
4	Major Injury	4	Probable
5	Major Incident/Fatality	5	Certainty

Severity x Likelihood = Risk	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Acceptable Risk	Risk Acceptable with Adequate Control Measures	Unacceptable Risk
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FIRE								
Hazard	Who at Risk	S	L	R	Controls	S	L	R
Fire or explosion due to use of LPG on site	Staff Contractors Attendees	5	3	15	<p>LPG may be brought to site by traders and the bar company.</p> <p>Traders will be permitted one gas bottle per gas appliance, plus one spare per appliance stored in an 'out of bounds' location to the rear of their concession. Any further spare gas bottles and any empties will be stored in a cage, clearly marked as flammable and 'no smoking' within a fenced storage area, with no public access.</p> <p>The Event Safety Officer will make a visual inspection of all gas appliances prior to the trader opening, checking that the units themselves and gas hoses are in good order and not damaged and that the hoses are properly attached to the appliance. If in doubt, the hoses will be required to be replaced.</p> <p>Traders will be asked to supply proof that a Gas Safe registered engineer has inspected any gas appliances within the last 12 months.</p> <p>Campers will not be permitted to bring gas canisters or cartridges in excess of 240g, these will form part of the list of prohibited items and will be confiscated if brought to site.</p>	5	1	5
Injury due to inadequate fire safety provisions.	Staff Contractors Attendees	5	2	10	<p>All staff, contractors and crew to be briefed on event area, campsite, and whole site evacuation procedures.</p> <p>Professional security company (SIA certified) contracted for this event, to assist in the supervision of the campsite and evacuation of public to designated safe area should this be necessary.</p> <p>Any waste generated during the build phase will be removed from site as part of general good housekeeping procedures.</p> <p>Ventilation outlets from electrical equipment and generators must not be blocked.</p> <p>Site Manager and crew to be vigilant in looking for signs of potential fire hazards (smoke, charring, excessive heat) and to remedy or curtail activity in the vicinity of this immediately.</p> <p>The campsite and campfire will be supervised by security personnel at all times who are competent in the use of fire fighting equipment.</p> <p>An assessment of the required fire fighting equipment has been conducted specific to location and fire type, this can be found in the ESMP.</p>	5	1	5



Injury to persons due to inadequate evacuation plans.	Attendees Staff Contractors	5	3	15	<p>All staff, contractor and crew to be aware of evacuation procedures for the campsite and event area.</p> <p>Security and stewards to be briefed on their roles and responsibilities, plus a clear description of the site layout in the event of an evacuation. Safety Officer and/or Head of Security will lead on evacuation procedures.</p>	5	2	10
Injury due to uncontrolled fire on Campsite	Attendees Staff Contractors	5	4	20	<p>No personal campfires will be permitted on the campsite, one managed campfire will offer a safe and supervised alternative (should weather permit)</p> <p>Gas canisters over 240g will not be permitted onto site and will be included in the prohibited items list on the website.</p> <p>Disposable BBQ's will be permitted onto site, however fire safety notices around the campsite will enforce the message that these are to be used outside of tents only, and that they must be disposed of safely after use, and never left unattended.</p> <p>Bricks will be provided at fire points for campers to use to raise barbecues off any dry undergrowth.</p> <p>Suitable non-flammable receptacles for the disposal of barbecues will be provided within the campsite next to selected fire points equipped with water.</p> <p>No vehicle parking permitted in on campsite Fire lane runs throughout campsite to afford a fire break and emergency vehicle access within 25m of all tents.</p> <p>Security staff to monitor tent density, barbecue and cooking appliance use and manage as necessary.</p> <p>Fire Fighting Equipment provided at fire points equipped with sand and water throughout campsite</p> <p>For further information regarding fire safety arrangements, see ESMP.</p> <p>Chinese lanterns, fireworks and flares will be prohibited from being brought onto site.</p>	5	2	10
Illness of fatality due to Carbon Monoxide build up in tents	Attendees	5	3	15	<p>Signage erected around the campsite will alert campers to the risks of cooking, using barbecues or storing gas within their tents.</p> <p>Barbecues and cooking appliances will be permitted with control measures including; the limitation of gas canister size, supervision by security patrol and the provision of bricks in the campsite for campers to set their BBQs on.</p>	5	1	5

					The aim will be to encourage the safe, outdoor use of these items, rather than unsafe, concealed use inside tents.			
Injury from controlled campfire on site	Attendees	4	4	16	<p>There will be a campfire on site that (weather permitting) will burn from the start to the end of the event, the campfire will have at least one fixed security position with it for the duration and will have a fire point containing sand and water within 5m.</p> <p>The security will hold an event radio for use should further assistance be necessary,</p> <p>Attendees will be monitored to ensure they are not too close to the fire or at risk of coming into contact with fire.</p> <p>The campfire will be set within purpose built, stone lined pit, in order that spread of fire is unlikely.</p> <p>All nearby dry / dead plants and undergrowth will be removed to a distance of 3m from the outer stone ring.</p> <p>All overhanging branches from trees will be cut back to a minimum distance of 5m from the fire.</p> <p>The weather will be assessed on the day to decide whether the campfire is safe to light, depending on the preceding weather (if overly dry) and the wind. The fire will not be lit (and will be fenced off / supervised by security) if the weather is windy following a dry spell.</p>	4	2	8
Fire due to sources of fuel on site	Attendees Staff	5	3	15	<p>Waste disposal bins will not be placed until the day before the event, therefore contractor waste will need to be safely stored on site during the build days until such a time as the waste management team may take it away in advance of the event. Contractors will be advised of this</p> <p>All contractors will be informed via the pre-event site safety rules that no petrol is permitted on site, and all plant, machinery and equipment must be diesel (not petrol) powered.</p> <p>All highly flammable liquids and liquefied petroleum gas to be stored in appropriate locations. (See section relating to LPG above)</p> <p>Power on site will be generated using diesel and solar generators only. The power contractors will handle and store any diesel fuel as per their documented method statements and risk assessments, to be submitted to the production and safety team in advance of the build commencing.</p>	5	1	5

					<p>All materials being brought by contractors for installation on site will be certified as fire retardant as specified in the site safety rules.</p> <p>Traders will have received trader rules prior to arrival to site and will be aware of the restriction of spare fuel (LPG) permitted on site and the requirement to provide the appropriate extinguishers for their catering / trading activity.</p> <p>An inspection by the event Safety Officer will take place prior to concessions trading to ensure they are abiding by those rules and can be permitted to trade. Traders in breach will not be allowed to commence trading.</p>			
Risk of fire from food concessions and merchandising activity on site	Attendees Staff Contractors	4	4	16	<p>All food and non-food concessions will have pre-booked their space in the event arena and will have been allocated a pitch.</p> <p>Catering and non-food concessions are to be located in separate areas (not together) to ensure that any sources of ignition are segregated from sources of excess fuel e.g. ignition from cooking flame separate from fuel (stock) within non-food concessions.</p> <p>No petrol generators permitted on site, all generators, plant and machinery to be solar, battery or diesel fuelled.</p> <p>Food concessions will be situated so that a fire appliance could be driven within 25m distance if necessary.</p>	4	2	8

VEHICLES & VEHICLE MOVEMENT								
Injury to pedestrians due to vehicle movement on site	Attendees Staff Contractors	5	4	20	<p>Vehicles arrive off highway onto roadway within estate, max. speed once off public highway will be signed clearly as 5mph.</p> <p>Persons being dropped off by taxis or private cars will also turn off highway into a drop off / pick up zone.</p> <p>Upon leaving the car park towards the event site, no further vehicle movement will be permitted in areas where pedestrians are present (with the exception of staff within back of house areas) – pedestrian and vehicle routes segregated throughout the site.</p> <p>Crowd control barriers (CCB) in use to assist safe queuing.</p> <p>Vehicle curfew in the event area during hours of operation, to be lifted by the security control once arena sweep has been conducted each night so that any facilities and maintenance vehicles can clean / re-set the site.</p>	5	2	10
Injury due to use of plant on site	Contractors Attendees	5	3	15	<p>Only contractors and staff holding the correct relevant licence for the item of plant they intend to drive to be authorized to do so. Site manager to monitor,</p> <p>No plant movement in public areas,</p> <p>Max. site speed limit is 5mph.</p> <p>All contractors and staff to wear high-viz jackets whilst setting up and breaking down, when plant on site.</p> <p>Drivers of vehicles and operators of plant and equipment are not permitted to drink alcohol or be under the influence of alcohol/drugs whilst working</p> <p>All plant to be used only as per manufacturers guidance and instructions</p> <p>All difficult manoeuvring must be accompanied by a banksman in a high visibility jacket</p>	5	2	10



MANUAL HANDLING								
Injury (musculo-skeletal) due to unsafe manual handling	Staff Contractor	2	4	8	<p>Where possible, measures are to be introduced to minimise or eliminating manual handling, through the use of fork lift trucks and telehandlers.</p> <p>All lifts must be properly prepared and checked by a competent person when lifting equipment is in use.</p> <p>Only certified persons with licence will be permitted to use plant and machinery on site.</p> <p>Heavy, large or awkward loads not being lifted using mechanical equipment should be shared between two or more staff members if it is not possible to transport by trolley.</p> <p>Only those staff competent and trained in safe manual handling to undertake work</p> <p>Staff with back injuries not to lift heavy items.</p> <p>All staff and contractors involved in manual handling must wear steel toe capped boots.</p> <p>Contractors and staff must follow their safe systems of work and method statements for manual handling whilst on site.</p>	2	1	2

WORKING AT HEIGHT								
Injury due to persons falling from height during structure and infrastructure installation,	Staff Contractor	4	3	12	<p>Contractor and crew works to be carried out at ground level where possible.</p> <p>Only contractors trained and physically capable should work at height.</p> <p>Only competent persons will work overhead using working at height equipment and plant.</p> <p>All contractors working overhead will comply with their method statements and risk assessments for safe working at height, and to be experienced and competent in their work and tasks. Site Manager to monitor.</p> <p>Fall arrest equipment/harnesses will be used by those working with mechanical access equipment at height.</p> <p>Mechanical access equipment and towers to be used as per manufacturers instructions, with full set of safety rails, toes boards, internal ladders, with outriggers in place where required.</p> <p>Site rules will specify that contractors leaving any staging or temporary installation unattended overnight will erect signage to state the structure is incomplete and not ready for use.</p> <p>All staff briefed to keep clear of areas where others are working at height. Site rules will specify the contractor must cordon off any area to restrict access where working at height is being conducted.</p> <p>Where ladders are used, the top step will not be used unless additional hand supports are attached, ladders should be footed by another person. This will form part of the contractor site rules.</p>	4	1	4
Injury to persons due to objects falling during build / installation / breakdown	Staff Contractor Attendees	4	3	12	<p>Contractors working overhead to comply with their method statements and safe systems of work and cordon off zone underneath.</p> <p>PPE (hard hats) to be worn by contractors where it is necessary for works to be conducted underneath work at height.</p> <p>All flown or hung equipment to have secondary safety wire in addition to primary attachment to ensure a second layer of security should the primary fixing fail.</p>	4	1	4

SITE & ENVIRONMENT								
Injury caused by the construction and/or subsequent removal of equipment and infrastructure.	Contractors Staff	5	3	15	<p>All contractors must carry out their tasks according to their documented method statements and site safety rules, using competent staff.</p> <p>Safe manual handling techniques to be followed.</p> <p>Construction and removal to take place only whilst attendees are not on site.</p> <p>Contractors and staff to keep clear of other peoples working areas during construction and breakdown.</p> <p>Site Manager to monitor all works on site</p>	5	1	5
Injury due to poor storage of excess materials, boxes or cases.	Staff Contractors	3	3	9	<p>All unused materials to be removed to out of bounds area before commencing the event.</p> <p>The out of bounds area will be stocked safely; ensuring boxes or equipment are not stacked above shoulder level without being secured.</p> <p>Waste will be disposed of at the end of the installation to prevent the build up of any combustible materials.</p>	3	1	3
Injury due to collapse of temporary structures	Staff Contractors Attendees	5	3	15	<p>Competent contractors used for design and installation of all temporary structures</p> <p>All temporary structures and installations must be constructed according to plans, calculations and method statements.</p> <p>Marquee and canopy manufacturer's wind loading calculations to be followed, Event Safety Officer to carry anemometer to monitor wind speeds once structures are installed.</p> <p>Should the max. safe wind speeds be reached, the Event Safety Officer will liaise with the event organiser and conduct an immediate evacuation of the structure(s) in question, including the area immediately around the structure(s) until wind levels drop.</p> <p>Should a drop in wind speeds not be forecast, a decision may be made between Event Safety Officer and the Event Organiser to cancel any further entertainment in that structure for the rest of the day / event.</p> <p>Wind speed in woodland area is likely to be lower than in the open campsite, so structures outside of the woodland are most at risk.</p>	5	1	5

Injury due to trespassers	Attendees Staff Contractors	3	3	9	<p>SIA security issuing accreditation upon entry into the site.</p> <p>Site had natural boundaries (fences, crop fields and dense woodland), plus temporary fencing will be used to restrict access into and out of the site where it is not wanted.</p> <p>Site designed in order to reduce or mitigate unauthorised entry.</p> <p>Security and staff to be briefed prior to the event on safety procedures, public eviction plans, campsite management issues and the potential for trespassers.</p> <p>Security staff will patrol the event site and take corrective action as required.</p>	3	2	6
Negative impact external factors to the event (weather, road accident outside of the event, environmental crisis)	Attendees	5	3	15	<p>Alternative locations within the Estate have been identified as contingency areas for parking and/or camping should flooding occur or ground conditions in the planned areas be unsuitable.</p> <p>Wind Management plan for all temporary structures on site will be formulated listing max. safe wind gust speed for each structure, and the action to be taken at both 70% and 90% of this, including evacuation as necessary. Event Safety Officer to monitor and action as necessary,</p> <p>Cancellation of the event due to the inability of the audience to get to the site due to closed roads as a result of an RTA or severe weather will be a joint decision between the event organiser, safety officer and responsible authorities, with all residual impacts of this being considered and accounted for.</p>	5	2	10
Injury due to glass on site		3	4	12	<p>No glass to be brought onto site, this is on the list of prohibited items</p> <p>Security will be continuously patrolling campsite and will remove glass from site if seen.</p> <p>Bars will not serve in glass containers, plastic and cans only.</p> <p>First aiders on site if required</p>	3	2	6



Injury to persons due to inadequate space and/or access/egress routes in and around site	Attendees Staff	5	2	10	<p>Sufficient space available within campsite for tents to occupy site under HSG 195 density guidance. (40% lower density).</p> <p>Security staff to maintain presence at gates to prevent unauthorised access.</p> <p>Accreditation procedure in place to identify genuine attendees and staff on site.</p> <p>Event areas designed in order to reduce or mitigate bottlenecks and pinch points.</p> <p>All event staff to be briefed prior to event on the safety procedures and evacuation plans, so that they can be quick to react and are aware of procedures before the event.</p> <p>Professional security company (SIA certified) working at the event, with experience of working these type of events.</p> <p>Security staff in radio communications with security control to summon more assistance if required.</p> <p>Infrastructure and attendees tents will not be permitted to obstruct access/egress routes, emergency routes or service routes</p> <p>Any changes to the level of the ground, or trip hazards that cannot be removed must be signed and where possible, highlighted with contrasting coloured tape/barrier.</p> <p>Tented structures will have the majority of their side walls removed in order to allow free flow of attendees into and out of the space.</p> <p>As such, capacity in the tented structures will be self-regulating.</p>	5	1	5
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HEALTH & WELFARE								
Illness or injury due to inadequate first aid cover	Staff Contractors Attendees	4	4	16	<p>During build and breakdown phase, each contractor on site will have been requested to submit details of first aiders on site as part of installation team, and these first aiders will be made known to other contractors and staff on site.</p> <p>Fully stocked first aid kit to be held in production office.</p> <p>Mobile signal works on site to be able to call 999</p> <p>During live event, provision of medical staff will be as per the medical provision section within the ESMP.</p> <p>They will be in sufficient numbers that 2 medical staff can always be located in the campsite medical centre, with a further 2 staff available for roaming and response.</p> <p>Ambulance access route from main vehicle gate to rear of medical centre will be designed into site.</p>	4	2	8
Worsening of injury or illness due to delay in getting medical assistance	Staff Contractor Attendees	3	3	9	<p>During build &amp; break:</p> <p>Site Manager to induct contractors upon arrival to site on the location of first aid kit and how to summon help.</p> <p>Emergency services to be called, or casualty driven to A &amp; E if necessary (10 mins by road).</p> <p>Site Manager to fill out accident book for all incidences, no matter how small and notify safety officer immediately.</p> <p>During live event:</p> <p>The medical centre will be staffed 24 hours a day from 9am on Saturday to 4pm on Monday.</p> <p>The first aid duty manager will hold an event radio, and be contactable via this by security and event staff should response be required.</p>	3	1	9
Illness caused by lack of welfare facilities	Staff Contractors	2	3	6	<p>Toilets for &lt;1500 at the level of provision specified in the Event Safety Guide will be provided both in the event area and campsite, plus extra toilets to be provided back stage and in the staff campsite for &lt;100 staff.</p> <p>Toilets to be cleaned through event, to maintain hygiene levels</p> <p>Food outlets will be in operation within the event area from early morning until 2am each day selling hot and cold food and non-alcoholic beverages.</p>	2	1	2

					<p>The event crew are provided with event catering during show days – adequate breaks will be given in order for the crew to eat and rest</p> <p>Drinking water will be available on site from the bars, and from taps within the campsite.</p>			
Illness through alcohol and/or drug consumption	Attendees	5	3	15	<p>Drugs strictly prohibited from site – message on website to indicate this policy. Persons found with drugs on their person on site will be ejected from the event and the drugs confiscated and destroyed.</p> <p>Any person found with quantities of drugs on their person that could be seen as having intent to supply will be detained and the police called.</p> <p>The bars will operate a challenge 25 policy, asking for ID from any person looking 25 or under and only serving if photographic ID can be shown to prove over the age of 18.</p> <p>The only forms of ID that will be accepted are a UK passport, driving licence or ID bearing the 'PASS' mark logo</p> <p>A bar serving policy will be in place to ensure any person who is already visibly intoxicated is not served.</p> <p>No 'super strength' beer or lager will be sold at the bars.</p>	5	2	10
Injury caused by illegal/dangerous items brought to the event.	Attendees Staff	4	4	16	<p>List of prohibited items to be displayed on event website. (See ESMP for details)</p> <p>Bag searches in operation upon arrival to campsite.</p> <p>Roaming security teams to monitor campsite activity and confiscate any prohibited items that may have been hidden upon entry to campsite.</p>	4	2	8
Presence of children on site	Attendees	3	3	9	<p>This event is for adult attendees only. This is made clear during the ticket registration process.</p> <p>The entry gate security will operate a challenge 25 policy, asking for ID from any person looking 25 or under and only allowing admittance if photographic ID can be shown to prove over the age of 18.</p> <p>The only forms of ID that will be accepted are a UK passport, driving licence or ID bearing the 'PASS' mark logo</p>	3	2	6

Injury due to crowd disorder and/or disturbance	Staff Attendees	4	4	16	<p>Due to artist and event content, a crowd profile of 25-50 year olds is largely expected.</p> <p>This demographic does not typically create crowd disturbance or disorder.</p> <p>Security staff on site to monitor and deal with any disturbance or disorder should it occur (24 hours)</p>	4	1	4
Injury to wheelchair users due to inadequate ingress / egress around site.	Attendees	2	4	6	<p>Security staff will render assistance as appropriate</p> <p>The campsite is laid out to avoid bottlenecks and congestion points</p> <p>Wheel chair accessible sanitary facilities available on site within the event area and campsite – those campers with special access needs will be directed to camping pitches closest to these facilities upon arrival to the campsite.</p>	2	2	4
Injury / illness from animals on site	Attendees Staff	3	3	9	<p>The areas being used for the event at the Estate are woodland and arable. No farmland that is grazed is in use.</p> <p>No animals permitted on site with attendees except guide dogs.</p>	3	2	6
Illness caused by failure or contamination of water supply	Attendees Staff	4	4	16	<p>Mains water supply will be used for this event, it will be tested in advance of the event for potability, and again on site once running through the temporary pipe work and tanks required to supply to the appropriate pressure in order to ensure no bacteria are present within end supply.</p> <p>All pipe work, tanks and bowsers to be managed by contractor in accordance with their method statement for provision of safe drinking water, this information will be requested prior to the event. Any non-potable water will be clearly marked as unsuitable for drinking.</p>	4	2	8
Contamination of food	Attendees Staff Contractors	4	3	12	<p>Caterers to provide and work to risk assessments and adhere to their Food Safety Management Systems and legal requirements whilst on site</p> <p>Caterers to hold valid food hygiene certification</p> <p>Utensils and work surfaces should be cleaned and disinfected after being used for raw foods or before being used for cooked foods. Ensure good personal hygiene – hands must be thoroughly washed before handling foods and after handling raw foods</p> <p>High standards of kitchen and personal hygiene should be observed with regular</p>	4	2	8



					<p>washing of chopping boards, utensils, hands and work surfaces</p> <p>dairy products</p> <p>Temperature records of all cooking and storage activities must be maintained and available for inspection. Food concessions will be subject to inspection prior to or during the event.</p>			
Lack of Cleaning and Hygiene	Attendees Contractors Staff	4	3	12	<p>Efficient and effective cleaning of all equipment, work surfaces, utensils, service ware, crockery and cutlery, kitchen walls and floors.</p> <p>All equipment, work surfaces, utensils, service ware, crockery and cutlery, kitchen walls and floors should be maintained to a good standard to enable effective cleaning.</p> <p>All items should be thoroughly rinsed after cleaning with potentially harmful chemicals</p>	4	2	8
Improper Waste Disposal	Attendees Contractors Staff	4	3	12	<p>Good kitchen hygiene will reduce the risk of infestation – rubbish should be properly removed and proper cleaning and storage procedures should be followed.</p> <p>Food waste should be disposed of in covered bins or skips, which must be emptied regularly.</p> <p>Waste water should stored in grey waste receptacles to await disposal by contractor.</p>	4	2	8
Lack of Personal Hygiene and protection	Attendees Contractors Staff	4	3	12	<p>All food handlers should be suitably trained and aware of the risks associated with food preparation and storage.</p> <p>All food handlers should hold a minimum Basic Food Hygiene certificate or the equivalent.</p> <p>All food handling staff must maintain a high standard of personal hygiene. Any suspected illnesses should be immediately reported to the person in charge.</p> <p>Footwear should be non slip if worn in areas likely to be wet; footwear should provide cover to protect the feet from spillages of hot liquids or dropped knives in kitchen areas</p>	4	2	8

SLIPS & TRIPS								
Injury due to slips and trips caused by event infrastructure	Staff Contractor Public	2	4	8	<p>Trip hazards minimised/mitigated where possible eg. cables hidden behind structures, flown or covered with cable ramps.</p> <p>Marquee and canopy guy ropes and stakes to be covered with protective material, to remove any sharp edges.</p> <p>Site to have appropriate level of illumination (lit using site lighting during hours of dusk, dawn and darkness)</p> <p>Barriers will cordon off any slip or trip hazards not mitigated or covered</p> <p>Event staff to monitor site and rectify slip or trip hazards, where spotted</p> <p>No boxes, tools or equipment left on site within public area, that may cause trip or collision hazard.</p> <p>Staff briefed to avoid the creation of trip hazards by good housekeeping of work areas during set-up, the event and breakdown</p> <p>Roving stewarding/security patrols in place to monitor public activities around potential slips, trips and fall hazards.</p> <p>No tent ropes or parts of tents to obstruct campsite emergency access lanes (also used as walkways through the campsite)</p> <p>Stewards will indicate these lanes when the attendees are pitching tents, and will ensure no obstruction occurs.</p> <p>Lighting will be of adequate illumination around the site to enable staff and crew to set-up and breakdown safely.</p> <p>Any step(s) around the event space will have colour contrasting nosings along the edge to distinguish the level difference and mitigate against falls.</p>	2	1	2
Injury caused by unfamiliar terrain especially in darkness	Attendees, staff Contractors	3	4	12	<p>Site lighting will illuminate walkways to, from and within campsite.</p> <p>Crowd control barrier, fencing or hazard tape will cordon off any uneven/unsafe terrain.</p> <p>Amenities (toilets, bins, first aid point) will be lit.</p>	3	2	6

ELECTRICITY								
Injury due to electric shock	Staff Contractors Attendees	5	4	20	<p>Competent trained electricians to work on electrical installations</p> <p>Electrical installations cordoned off from the public, where possible</p> <p>All electrical works completed to latest IEE Edition Wiring Regulations and the Electricity at Work Regs 1998. Installations completed to NICEIC standards and signed off by competent electrician</p> <p>All portable equipment to hold current PAT certification</p> <p>Cable runs at risk from damage must be protected with guarding or matting.</p> <p>All generators will have fire extinguishers located nearby</p> <p>All temporary structures to be earthed.</p> <p>Crew to be briefed to avoid other contractors' electrical work.</p> <p>Low voltage battery powered hand tools to be used where possible</p>	5	2	10
Electrical faults	Staff Contractors Attendees	5	4	20	<p>Competent trained electricians to work on site electrical installations</p> <p>Fault Trip devices fitted to electricity distribution system.</p> <p>Visual inspection of all electrical appliances by all staff before use – to form part of site team arrival briefing.</p>	5	2	10

COSHH								
Injury due to exposure to hazardous chemicals / Waste products and/or Sharps	Attendees Staff	4	4	16	<p>COSHH safety data sheets will be collated for any substances on site and held within the production office. This is likely to be cleaning fluid and diesel for any plant and machinery.</p> <p>Any sharps found on site, to be cordoned off before disposal into a sharps box by a competent contractor or member of staff wearing thick gloves.</p> <p>Staff, contractors and crew to be briefed to stay clear of any waste products on site. They will be stored in back of house area, away from the attendees.</p>	4	2	8



# Appendix G:

## Site Rules / Code of Conduct

## Key info / Codes of Conduct / Safety & Security

This page contains helpful information to help all festival goers to stay safe at [REDACTED]. Please take a few minutes to read the information, thanks.

### Location

The event will take place in a beautiful secret location in Kent. The exact location will be revealed to ticket holders one week before the event.

### Travel

The festival site is accessible via trains from Victoria. It is also approximately one hour's drive from London however we would request that no one brings a car to the event unless it's absolutely necessary. We have a responsibility to the environment and will therefore only allow a certain number of cars at the event with a parking charge to be paid up front.

### Technology

We think technology is great, but it's good to switch off once in a while. With that in mind we would encourage and appreciate no use of mobile phones, tablets, laptops or Hadron Colliders. Switch off and have some fun.

### Medical Tent

There is a medical tent on site. If you see anyone who requires medical assistance please inform a steward or member of security immediately.

Don't forget to drink plenty of water. Safe drinking water is available around the site and bottled water is available from traders. Wash your hands before you eat and after you go to the loo. Bring sunscreen and sensible clothing for all weathers.

### Information Tent

Please do visit us in the Information Tent if you have any questions or need assistance during your time at [REDACTED] we're here to help.

### Age limit

[REDACTED] is an event designed for adults with alcohol available on site. You must be aged 18 or over to attend. We will be operating a Challenge 25 system at our main entry gate and at all our bars.

### Alcohol

You are permitted to bring up to 12 beers or 2 bottles of wine per person. No glass will be permitted and there will be security checks.

#### Drugs

We offer zero tolerance policy on drugs, banned substances and 'legal highs'. Anyone caught in possession will be ejected from the site and the police may be notified.

#### Security

There will be only one entrance, behind which the car parks, campsite and stages can be found. Security officers will permanently patrol the entrance and the surrounding 'B' roads.

Access will not be possible without a valid ticket. Entering and exiting the event will only be possible with your ticket only.

Security will be patrolling the site all weekend

#### Crime Reduction

Security staff and stewards patrol the site, however here is a little extra advice:

Lock and empty your vehicles (leave the glove compartment open and empty).

Only bring what you can afford to lose.

There is safety in numbers; set up camp near friends and make friends with your neighbours. Look out for each other's property.

Mark your property with your postcode. This reduces the risk of them being stolen and increases the chance of their return if found.

Tag your keys with a mobile phone number.

Take valuables (and medication) with you when you leave your tent.

Be untidy in your tent. Don't leave everything in one bag that can be grabbed quickly.

If you hide your valuables at night, don't hide them all in one place.

Do not challenge anyone you find looking through a tent. Take a mental image of what they look like and report them to festival staff or the police. Offenders will be expelled from the site.

Don't carry all your cash and valuables in the same bag / pocket.

Please report anyone attempting to break into the party immediately. Do not try to stop them yourself. Offenders will be expelled from the site.

Wear your wristband at all times.

### The Site

The festival takes place within a protected Arboretum. It's beautiful and we intend to keep it that way.

Please ensure that you leave things better than you find them, recycle where possible and be responsible for leaving no trace.

### Fire Safety

In the interests of fire safety, only small disposable BBQs and camping stoves (with max. gas canister/cartridge size of 240g) will be permitted into the campsite. Traditional charcoal BBQs or larger gas cylinders will not be permitted.

If using a BBQ in the campsite, please use the fire bricks provided to sit your BBQ on, and prevent damage to the land. Please dispose of your BBQs in the designated bins which will be clearly signed.

For your own safety, please do not use your BBQ or stove inside your tent, these give off harmful carbon monoxide gases that you won't be able to see or smell but are potentially deadly. Please use your BBQs and stoves safely and responsibly outside of your tent.

No fireworks, Chinese lanterns, sparklers or flares will be permitted on site and campfires will not be allowed - there will be a site campfire for everyone to enjoy safely!

### Animals

No animals will be allowed on site with the exception of guide dogs if arranged in advance. Please contact us should you need to bring a guide dog to the event.

**The organisers reserve the right to refuse entry or confiscate any prohibited item brought to site as detailed in this information note.**