

# LEEFEST MUSIC & ARTS FESTIVAL

28<sup>th</sup> – 30<sup>th</sup> July 2016

Leppards Wilderness Farm TN8 7LP

## EVENT MEDICAL PLAN

**V3**

<b>Document Control</b>	
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## 1. Event Overview

### 1.1 Event Site Location

The event will take place at Wilderness Farm, Wilderness Lane, Edenbridge TN8 7LP

#### *Public & Production Entrance & Exit*

The public entrance to the event site will be located off an Unnamed Road, close to Rectory Lane, Edenbridge, Kent TN8 7LX, via a dedicated two-way track.

Ordnance Survey Grid Reference: TQ 48365 43799

#### *Reserve Entrance & Exit*

There is a secondary production access entrance available via the main entrance to Leppards Wilderness Farm, Wilderness Lane, Edenbridge , TN8 7LP

Ordnance Survey Grid Reference: TQ 48543 43911

### 1.2 Event Summary

The event is a small-scale, family friendly music and arts festival with a focus on supporting emerging artists, engaging communities in the arts, and allowing people to enjoy the outdoors as part of the great british festival experience.

The event programme consists of a wide range of art forms and activities including; live music, DJs, cabaret, communal campfire, cinema, circus, comedy, craft markets, craft workshops, dance classes, games, sports, glitter wrestling, hot tubs, art installations, kids area, local ales, magic, paint fights, spoken word, street food, talks, debates, theatre, therapies, wide games and yoga. Camping facilities will be provided for attendees and we expect the majority of participants to stay onsite for the duration of the event.

### 1.3 Dates and Times

#### **Production Dates**

Build	11 <sup>th</sup> – 27 <sup>th</sup> July 2016
Live Event Days	28 <sup>th</sup> – 30 <sup>th</sup> July 2016
Breakdown	31 <sup>st</sup> – 10 <sup>th</sup> July 2016

#### **Public Access**

The public are permitted on site from 14:00 on the 28<sup>th</sup> July to 14:00 on the 31<sup>st</sup> July.

### Licensable Activities

The provision of regulated entertainment (to include plays, films, live music, recorded music, performances of dance and activities of a similar description) and the Provision of Entertainment Facilities (to include making music, dancing and facilities of a similar description):

Date	Start	Finish
28th July	n/a	n/a
	14:00	23:59
29th July	00:00	03:00
	09:00	23:59
30th July	00:00	05:00
	09:00	23:59
31st July	00:00	05:00
	n/a	n/a

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

Date	Start	Finish
28th July	n/a	n/a
	14:00	23:59
29th July	00:00	03:00
	10:00	23:59
30th July	00:00	05:00
	10:00	23:59
31st July	00:00	05:00
	n/a	n/a

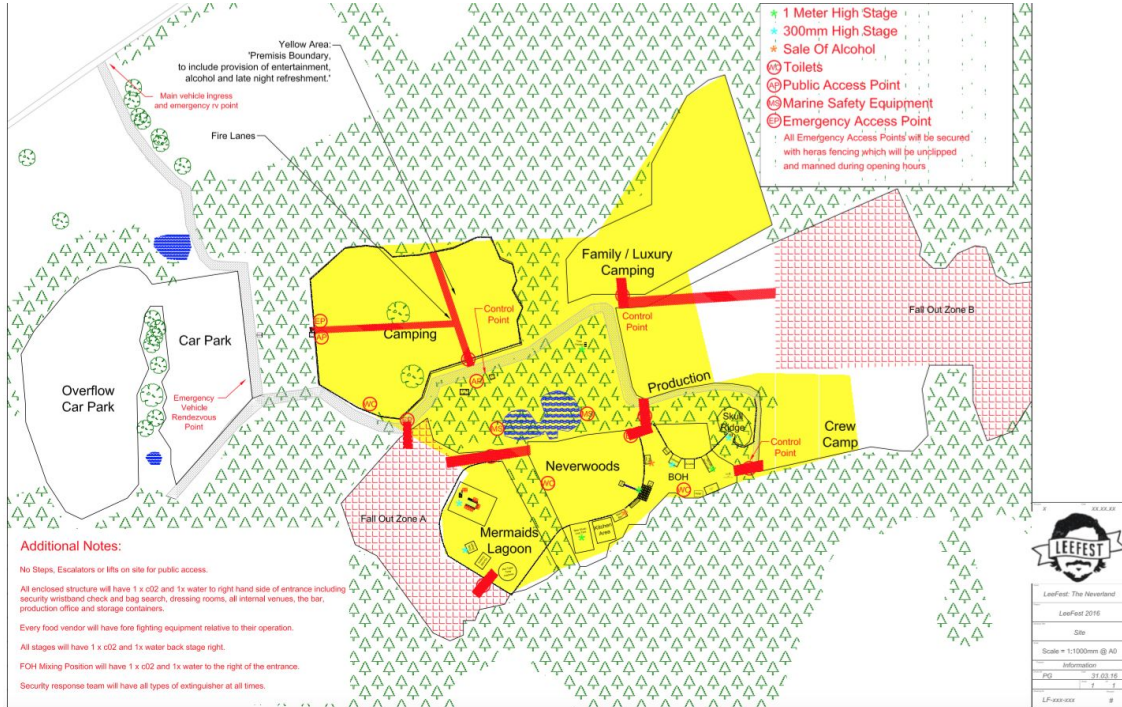
The provision of late night refreshment:

Date	Start	Finish
28th July	n/a	n/a
	23:00	23:59
29th July	00:00	05:00
	23:00	23:59
30th July	00:00	05:00
	23:00	23:59
31st July	00:00	05:00
	n/a	n/a

The timings given here cover all of the different activities happening on site, and do not apply to all of the different venues. It is not our intention to have continuous

musical performances throughout the licensed period, rather the day will feature a mix of activities.

**Licensable Area**



**1.4 Contact Details**

**Event Director**

Lee Denny, LeeFest



**DPS**

Lee Denny, LeeFest



**Production & Operations Manager**

James Bramley, LeeFest



**Event Medical Supplier**

VM Langfords

## **Event Welfare Supplier**

*Corrine Lane, National Event Welfare Service*



## **Event Security Team**

*Vespasian Security*

### **1.5 Audience Profile**

The event is aimed at families and individuals of all ages and backgrounds. Using data from previous events and ticket sales to date, the management team expect the majority of attendees will be aged between 23 and 35 and will be resident in the south east of England, but do expect a number of customers from further afield and from central London. Most attendees return year after year, and many new attendees hear about the event via word of mouth from those previous attendees.

The audience at LeeFest has always been extremely amicable and compliant, with a friendly atmosphere onsite.

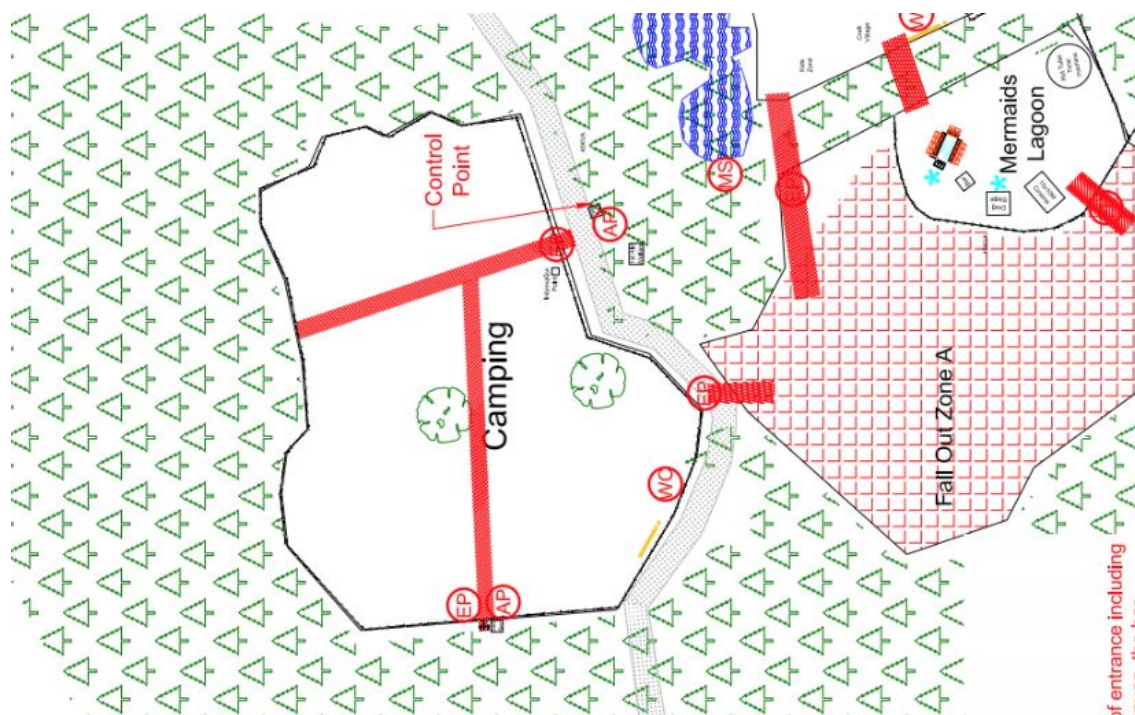
### **1.6 Medical First Aid & Welfare Policy**

The provision of first aid during the event will be in accordance with the guidance provided in the Event Safety Guide. It will be planned and managed by a suitable specialist contractor, who is confirmed as 'VM Langfords'.

We will be employing welfare councillors to offer information on the dangers of drugs and support to any drugs users. These contractors are confirmed as 'National Event Welfare Service'.  
ite.

### **1.7 Location of First Aid and Welfare**

Event Medical Team and Welfare will be situated in the same structure on site, between the arena and the campsite, both will be manned at all times and be in close proximity to the Wristband Checkpoint which is the main Security location on site.



ite.

## 1.8 Communications

Both the Event Medical Team and Welfare Team will have site radios and be in contact with the Production Office, Security Team and Volunteer manager on a dedicated Operations Channel.

## 2 Operations

### 2.1 Pre event Planning

First aid kits will be available from the production office at all times, so that pre-show, during the build there is a provision of first aid and at least 2 trained first aiders on site.

Before the event goes ahead, the organisers will test the natural environment to ensure that the area is fit and safe to accommodate people on site.

A soil sample will be taken and sent for testing to ensure that no harmful chemical or bacteria is present in the camping areas or arena.

All natural water will be tested on site to ensure that there are no immediate dangers to customers even though these areas will be fenced off and customers will not be permitted contact with the water lagoons on site.

Water testing will take place for all potable water supplies to ensure a hygienic supply

As the site is situated in a wooded area, there is a risk of tick bites so information will be distributed to all medical providers, staff and volunteers about the possibility of this.

## 2.2 Responding to an Incident

Responding to an incident will take place as follows:

First response to an incident will be to call the Medical Team immediately, regardless of the severity.

The nearest first aid trained member of staff will then attend.

On the arrival of the site Medical Team, there will then be a brief handover (unless the medical team were the first responders).

At this point the Medical Manager will then handle the incident and make any medical decisions necessary.

If an ambulance or other emergency vehicle needs to be called, the security response team will then meet the vehicle at the designated RV Point.

## 2.3 Medical and Staff Provisions

Exact provisions recommended by the contractor:

### Thursday

1400 – 2000 3 x first aiders and 1 x Emergency medical technician

2000 – 0300 4 first aiders and 2 x emergency medical technician

### Friday

0300 – 0900 1 Emergency medical technician and 1 emergency care assistant

0900 – 2000 3 x first aiders and 1 x Emergency medical technician

2000 – 0300 4 first aiders and 2 x emergency medical technician

### Saturday

0300 – 0900 1 Emergency medical technician and 1 emergency care assistant

0900 – 2000 3 x first aiders and 1 x Emergency medical technician

2000 – 0300 4 first aiders and 2 x emergency medical technician

### Sunday

0300 – 0900 1 Emergency medical technician and 1 emergency care assistant

0900 – 1400 3 x first aiders and 1 x Emergency medical technician



## 2.4 Vehicles

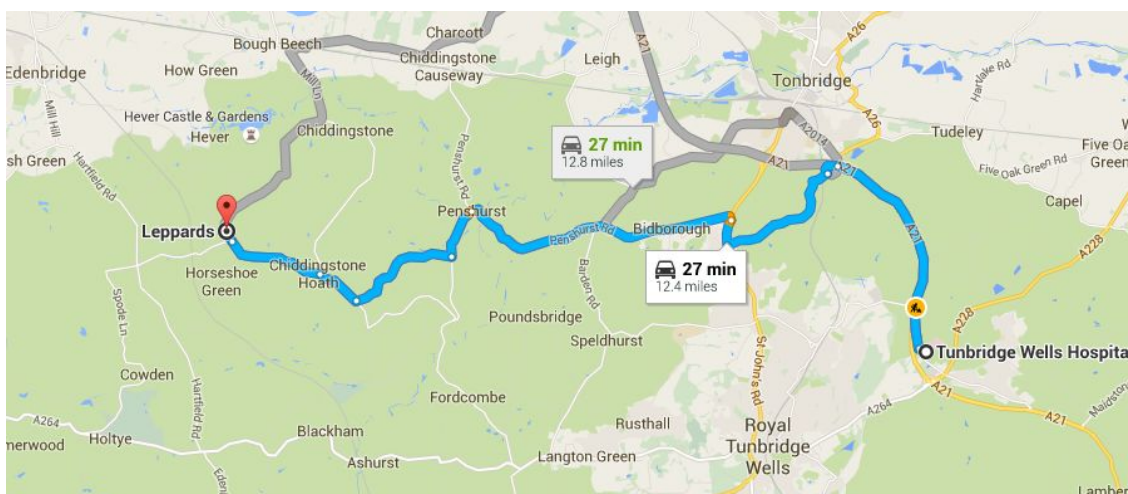
There will be a fully equipped ambulance complete with drug therapy provisions on site at all times and the contractor is licensed to carry patients to hospital.

Aside from this, for minor injuries, there will be a vehicle made available by the site to carry members of staff and crew to hospital for non emergency care, so as to keep the provision at recommended levels. Access to this vehicle is through the production office or production Manager.

## 2.5 Nearest Hospitals

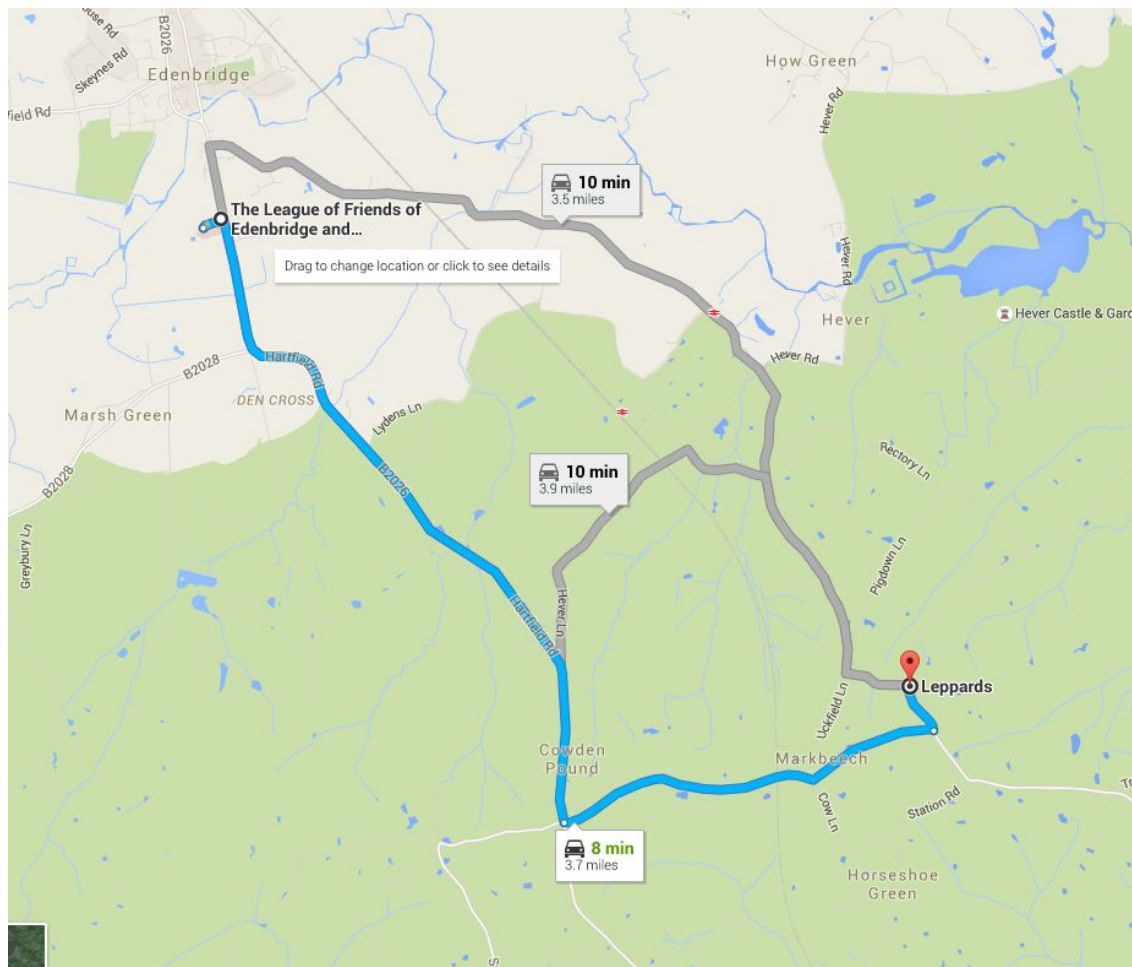
### Nearest A&E Department (28 mins by road)

Tunbridge Wells Hospital  
Pembury  
Tunbridge Wells  
Kent  
TN2 4QJ



### Nearest Urgent Care Unit (7 mins by road)

Edenbridge and District War Memorial Hospital  
Mill Hill  
Edenbridge  
Kent  
TN8 5DA



### 3 Emergency Procedures

The production manager has overall responsibility for managing emergency situations. If the production manager is unavailable and cannot be called then the head of security will assume their decision-making responsibilities.

#### 3.1 Event Site Status

At all times the event will be given one of the three following status levels. The production manager, will be responsible for monitoring radio communications and escalating or deescalating the event site status.

##### *Green: Normal Operation*

The event site is operating under normal circumstances.

Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees.

The chain of command remains normal, with the Production manager acting to co-ordinate the resolution of routine incidents.

#### *Amber: Emergency Response*

The event site is operating to resolve an actual or potential emergency situation. This might involve a bomb threat, fire, medical emergency, and adverse weather conditions.

Amber status incidents might require the emergency services to attend in addition to the assistance of onsite teams. The production manager will make the decision to seek their advice and/or assistance.

The chain of command remains normal; the production manager will be responsible for coordinating onsite resources and requesting the assistance of the emergency services.

The production manager, or head of security will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

If the situation can be resolved the site status can be changed back to green, however the situation may require the curtailment of the event. The decision to curtail the event is to be taken by the Event Organisers.

#### *Red: Major Incident*

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. The production manager will be responsible for supporting the controlling officer's decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

If the situation can be resolved and the event can continue, control of the event will be transferred back to the production manager. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the production manager.

### 3.2 Emergency Radio Controls

- Special Unit Batman: Bomb Threat
- Special Unit Catwoman: Crowd Control Problem
- Special Unit Flash Gordon: Fire
- Special Unit Magneto: Medical Emergency
- Special Unit Spiderman: Structural Problem
- Special Unit Wolverine: Extreme Weather
- Special Unit Oracle: Organiser Required At Scene
- Special Unit Elektra: Electrical Storm

### 3.3 Emergency Vehicle RV Point

The designated rendezvous point for emergency vehicles is Blue Gate. A map of it's location will be made available to local authorities before the event commencement.



## **4 Event Operations Plan Supplied by VM Langfords**