



Event Management Plan

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Event Organiser Details

Event Organiser Name	James Winter and Laura Winter
Organisation	The Wimborne Beer Festival
Contact Telephone Number	[REDACTED]
Email Address	cheers@thewimbornebeerfestival.co.uk
Name of Event	The Wimborne Beer festival
Location of Event	Wimborne Showground
Date of Event	05/08/2022 – 07/08/2022
Contact Telephone Number on day of the event (if different to above)	[REDACTED]

1. Event Overview

1.1 Event Overview

Description of the event

The Wimborne Beer Festival has been held for 14 years within Wimborne. Firstly, through Wimborne Round Table and due to the unfortunate folding, James continued with this fundraising event.

We are expanding this year, holding the event outside which means bringing it forward in the calendar year whereby weather conditions are better.

Wimborne Beer Festival 2022

James Winter, Organiser – [REDACTED]

www.thewimbornebeerfestival.co.uk

After the 2 years we have all experienced we want to bring the community of Wimborne together and draw in a wider audience to enhance and raise the profile of Wimborne.

History of The Wimborne beer festival includes raising money to support local charities and have since raised approx. £80,000 over the last 14 years. Charities have included Dorset and Somerset Air Ambulance, Julia’s House, and High Mead Farm to name a few.

We provide around 50 ales from around the country in one place to give opportunity to ale enthusiasts to taste the variations of ale on offer and previously had CAMRA support/representation.

James and Laura Winter will be the event organisers but with extra work this year on expansion we are seeking help to enable the event to take place. This will be sourced from a delegated fundraiser who will source extra funding through sponsorship and other type of fundraising support from businesses.

The event will consist of 50 or more different ales whereby a programme and commemorative plastic beer cup will be issued on purchase of a ticket. There will be a token system rather than cash to prevent too much money having to be stored and managed.

Other activities include:

- Local bar within the marquee to offer alternatives to ale to maintain variety to all visitors
- Local business stands to help promote Wimborne and other local businesses
- Food vendors
- Brewery stands to provide ale enthusiasts to discuss and explore other brews
- Children’s entertainment such as a bouncy castle or fairground style ride which will be managed by an out-sourced company
- Live music performed by local bands within the marquee
- Local stands that are selling their own products of which they will remain self-sufficient
- Prebooked camping available to enable those that wish to stay have the option without concern of driving and also a camping experience for families.

Car parking will be available on site to prevent highway congestion and to maintain public safety

Please provide the following information about your event	
Event start time	10:00 Friday (Camping will be available from 09:00, to encourage a steady flow upon entry) 10:00 Saturday and Sunday
Event end time	23:30 (Camping is available in designated area but event site will be clear from the public after this time)

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action

Wednesday 03 rd August	Set-up day – marquee will be erected Barriers around the site to enhance security
Thursday 04 th August	Set-up day – marquee will be in situ barrels will be coming onto site Bouncy castle and fairground ride to be set up Food vendors to arrive Any stands that need putting up
Friday 05 th August	Food vendors to arrive Any stands that need putting up Open to the public from 10:00 Campers can start arriving from 09:00 Evening will end with last orders at 23:00 and public to disembark by 23:30 and site cleared and checked by security.
Saturday 06 th August	Open to the public from 10:00 However, campers can gain entry at 09:00 in order to obtain food. Evening will end with last orders at 23:00 and public to disembark by 23:30 and site cleared and checked by security.
Sunday 07 th August	Open to the public from 10:00 However, campers can gain entry at 09:00 in order to obtain food. Afternoon will end with last orders at 15:30 and public to disembark by 16:00. Campers should be leaving site no later than 20:00 Site to be cleared from 16:00 Site will start to be cleared down of stands.
Monday 08 th August	Marquee to be taken down and site left in condition for next event.

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
Friday 05 th August	Alcohol can be served from 10:00 with the bar open Live music will start at 12:00 Bands timetable: <ul style="list-style-type: none"> - 12:00-14:00 George Hoyle/Cunning folk - 15:00 – 17:00 Mother Ukers - 18:00 – 20:00 The Few - 21:00 – 23:00 Sixteen string jack Bouncy castle/fairground rides to commence throughout the day and to be closed at:
Saturday 06 th August	Alcohol can be served from 10:00 with the bar open

	<p>Live music will start at 12:00</p> <p>Bands timetable:</p> <ul style="list-style-type: none"> - 12:00 – 14:00 George Hoyle/Cunning folk - 15:00 – 17:00 Andy Oldfield - 18:00 – 20:00 George Hoyle - 21:00 – 23:00 German oompah band <p>Bouncy castle/fairground rides to commence throughout the day and to be closed at:</p>
Sunday 07 th August	<p>Alcohol can be served from 10:00 with the bar open</p> <p>Bands timetable:</p> <ul style="list-style-type: none"> - 11:00 – 13:00 DJ dapper dan - 14:00 – 16:00 Alibi (pending/not confirmed) <p>Bouncy castle/fairground rides to commence throughout the day and to be closed at:</p>

1.4 Event Management

Roles and Responsibilities on Event Day (s)

<p>Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.</p> <p>Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section</p>	
Role	Responsibilities
Event Organiser	To be available for any cases of an emergency, evacuation, and isolated incidents and general running of the event to ensure that all roles and responsibilities are completed. This will incorporate liaising with emergency services. Delegating roles to supervisors/stewards on site. This will be working alongside the event manager.
Event Manager	To be available for any cases of an emergency, evacuation, and isolated incidents and general running of the event to ensure that all roles and responsibilities are completed. This will incorporate liaising with emergency services. Delegating roles to supervisors/stewards on site. This will be working alongside the event manager
Site Manager	
Health & Safety Officer	To include daily checks of the site as outlined in the risk assessment in ensuring the public are safe and to raise and deal with any risks highlighted. Ensuring food vendors have the relevant documentation and those working on site in preparation. These documentations should be provided prior to the event.
Arena/stage Manager	Bar supervisor alongside the event manager will ensure the setup is arranged and organised throughout the event to make certain of public, staff and band safety.

Steward Coordinator	This individual will assist in the daily briefings to maintain standards throughout the event and verify everyone is of the understanding of roles and responsibilities in order to maintain public safety and prevention of crime and disorder.
Press and PR coordinator	
Other	

1.5 Crowd Management

Please provide details on how you will manage the crowd at your event
Is your event ticketed? If yes, what arrangements are in place for this?
<p>The Wimborne Beer Festival will be a ticket event which can be purchased online or pay on arrival. There will be two lanes at entry to prevent crowding and free flow of attendees. If there are a large number of visitors or the site reaches capacity then a 'one in, one out' system will be imposed.</p> <p>Access areas will be clear and harris fencing will surround the site to restrict access for those trying to enter without a ticket. Security staff will be monitoring entry points.</p> <p>Additionally, security staff/stewards will be counting numbers of visitors in and out of the event and will be monitoring crowding throughout the day especially within the main marquee.</p> <p>Staff within the bar area will be vigilant should this area become too crowded.</p> <p>There is going to be a service lane surrounding the event in order to provide safety of bands entering site and for emergency services to enter quickly and safely for both them and the public. This will also mean it can be used in an emergency or evacuation situation off site.</p>
How will you manage capacity at your event?
<p>The event this year will be under 5000 attendees including staff and visitors</p> <p>Counting of visitors will be at the entry point and counting of staff/stewards/security/volunteers on site at the beginning of each day by filling in forms at briefings and contact details in an emergency and for health and safety.</p>
How will you manage the access and egress of the crowd?
<p>The site will have harris fencing surrounding the site to ensure security and safety of those visiting the site which will be monitored.</p> <p>There will be a service entry for those attending who require access to the stage or marquee (see site plan).</p> <p>An entry system will be at the front for visitors to enter and exit effectively.</p> <p>Please see site plan for details.</p>

1.6 Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?

A site notice will be placed and monitored for 28 days at the site after submission of Premises licence application.

An advertisement in the paper within 10 days of submitting premises license.

Advertising of the event will be via our website www.thewimbornebeerfestival.co.uk

Social media using the following platforms: Facebook, Instagram, and Twitter.

Banners placed on site at The Wimborne Showground – agreement has been gained with the landowner

Banners placed around Wimborne Town.

Sponsors may advertise via their own social media platforms or websites.

We may use a local radio station to advertise our event.

Will the media be in attendance and if so how will you handle them?

There may be a local radio station on site, this will be pre-arranged only. No other media to be attending.

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
Marlin Marquees – Damerham, Hants – 01725 551117	Marquee Loo facilities
Insight security – Unit 4 Verwood Trading Estate, Blackhill, Verwood, Dorset, BH21 6HA – 01202 824520	Security
TBC	Harris fencing

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
TBC	

Sale of Alcohol

Please explain below how you will manage the sale of alcohol.

All alcohol being sold will be to those over the age of 18 ONLY – Challenge 25 will be implemented, and Identification will be requested using driving licence and/or passport only.

All those under the age of 18 must be accompanied by a responsible adult

If visitors are in anyway intoxicated or causing disruption or disorder, they will be asked to vacate site and security will assist as necessary.

Challenge 25 posters will be visible, and an incident reporting book will be available for those that are refused alcohol.

Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

TBC

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

There will be harris fencing surrounding the site for security and safety of the public.

This will be supplied by the contractor below:

TBC

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

Electricity and water will be used on site.

There is water on site at The Wimborne Showground and is metered of which the cost will be invoiced after the event.

Power will be sourced through generators independently through marquee contractor. Food vendors will source their own which we will ensure has correct safety documentation handed to us prior to the event or on site.

Maintenance checks throughout the event will ensure any faults or concerns are reported to the designated supervisor.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

Marquees will be erected on site with a main stage inside as shown on the site plan.

Stands may have gazebos erected around the site. Delegation will be by James as to where they are placed to ensure site plan is followed and large space/aisles are maintained keeping accesses clear in the event of an evacuation or emergency and to prevent risk/hazards. This will also ensure the prevention of overcrowding.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

All food vendors will have provided a copy of their safety certificates if they are to use gas and electricity such as PAT testing and gas safety register.

There will be ease of access for fire service to attend in the event of a fire where areas of access are to remain clear with assistance from stewards/security to maintain crowds should this happen and directed to a safe place. A service lane is to be located around the event for ease and swift access for emergency vehicles with breaks to gain access to main arena of the event.

Monitoring of all aspects in fire prevention will be carried out through the event and reported to the event manager/health and safety supervisor if any concerns or any faults arise and dealt with immediately.

1. In the event of a fire the public will be alerted via voice from supervisors, security, and staff as well as visual.
2. This will also include direction and raising the alarm via the microphone on the main stage within the marquee
3. The alarm will be raised using either of the following: Rotary alarm bells, hand pump energy

horns or emergency gas horns.

4. On the map we have indicated 'fire warning points' which will include the following: Extinguishers, blankets/sand, and alarm raising equipment.
5. As you can see the green arrows indicate the direction the public will move towards in the event of a fire, emergency, or evacuation.
6. The blue arrows indicate the direction in which emergency vehicles can travel safely to gain access to the emergency using the service road, including break points to access the main arena/site. At the end of the site heading towards the roundabout end emergency vehicles can turn if needed.
7. The service road will be approx. 8 metres in width.
8. The public pathway is not currently in use but could be used in an emergency if necessary.
9. Water point is located at the end of this public pathway and can be accessed via the service road and camping if required.
10. The public can exit site via the main entrance or get to safety evacuation and emergency pint in the field opposite.

Camping will be available, and terms and conditions will be found on our website.

However, we are not allowing barbeques, fire pits or lanterns etc and will be advising use of camping gas stoves only.

There will be a 2m gap between each pitch and a 6m gap for fire break within the aisles. The same will apply to stands on site within the main arena/event.

Lighting towers are indicated on the site map which will provide sufficient lighting for emergency procedures and the safety of the public when light of the day fades.

Signage is located around sight with direction of fire exit as indicated on site map.

A full risk assessment has been completed.

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Live music will be played throughout the event – risk assessment has been completed for safety relating to this.

Live music will be retained within the marquee and facing away from residential areas to reduce/prevent disturbance.

All band members are experienced and competent and will be providing own equipment checks.

Any complaints can be made via making contact via telephone or email of the event organiser or Dorset Council, details are below:

James Winter: [REDACTED] Laura Winter: [REDACTED]
cheers@thewimbornebeerfestival.co.uk

Dorset council: 01305 221000

customerservices@dorsetcouncil.gov.uk

Any complaint we may receive will be dealt with discreetly and confidentially and endeavour to work with those to ensure a satisfactory response.

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

Name, address, and telephone number of organisation	Attraction and ADIPS number if applicable
Inflatable bouncy castle	TBC
Children's funfair	TBC

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location

There will be a minimum of 4 first aiders available throughout the event.

Contact details of local doctors' surgery and emergency contact details available within the staff folder/incident reporting which will be available within the office/bar on site. This will include incident reporting system which will be highlighted at every briefing.

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements, including number ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.

There may be a charge if toilets are required outside normal opening times (check with Dover District Council). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

We aim to provide between approx. 10 - 30 portable toilets (TBC) on site with a further 10 within the main camping area which will be checked daily and arrangement for them to be emptied regularly through our contractors.

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor. Dover District Council is NOT responsible for arranging waste disposal at your event.

Rubbish bins will be provided. These will be maintained, checked, and emptied when necessary by stewards/volunteers. Waste disposal will be.....
Bins will be located as per site map.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

Over flow of rubbish or bins that have been emptied will be situated at the rear of the event, out of view/access and held within one area to maintain health and hygiene.

As the event organiser, are you happy to monitor waste and empty bins, moving bags to an agreed location?

This will be the role of designated individual to monitor and maintain. However if this is needed to be carried out then yes the event organiser will also be monitoring.

Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

We will ensure that music is not at an excessive volume and will remain within 96 decibels. Live music will be played within the marquee and facing away from residential area to prevent noise disturbance. Recorded music will be played at much lower levels in between performances.

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

Parking will be provided on site which will be flow managed by stewards/volunteers/stewards. A risk assessment has been completed and incorporates ensuring access for medical assistance or emergency services via the service lane surrounding the site. Aisles within the site/event are clear with enough width to prevent crowding and ease of access in an emergency or evacuation/situation.

The flow of traffic will be managed by security/ stewards to offer a one way system including upon entering and exiting site to prevent congestion on the highway.

Toilets will be situated around the site and within the main camping area, which again will be maintained throughout the event by designated individual and contractors for health, hygiene and safety.

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

Each supervisor will have a designated role to maintain that area of organisation. (e.g., car park supervisor who will ensure ease of access, traffic flow, emergency services access, pedestrian safety within this area is maintained and report as necessary) This will be alongside the security team.

Supervisor/steward for the following key areas:

- Bar – to manage crowds and prevent overcrowding, public disorder, band safety, Identification (challenge 25), alcohol within the bar area.
- Upon entry – check tickets and those paying on arrival, wristbands, and counting of visitors in and out of sight.
- Health and safety – maintain checks around site with a checklist over the period of the event. To include maintenance of structure, trip/slips/falls hazards, generators, lighting, cables etc.
- Stands/stalls/food/Cleaning/bin maintenance – general tidiness on site, emptying bins, also being vigilant of any faults and report as necessary, ensuring all stands are safe and structures do not pose any risk.
- Fairground rides, lost children, and incident reporting
- First aiders – safety of those on site including both staff and the public
- Car Park – ensuring ease of entry is maintained, traffic flow, pedestrian safety, and direct emergency services as necessary

Where will they be positioned and why?

Each steward/supervisor will be positioned in the areas they are designated and/or within the main showground of the event

Who are your stewards? How will they be identified?

We do not require names, just where you have recruited them from.

Stewards/supervisors will be selected from a list of volunteers who have volunteered at The Wimborne Beer Festival previously.

New recruitment or advertising of volunteers will be requested on our website and via social media in the coming months – generally this will be those within the local community.

When on site they will be identified with high vis jackets and named on the back. We will have t-shirts with The Wimborne Beer Festival logo and staff on the back to remain visible.

Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?

Unit 4
Verwood trading estate
Blackhill
Verwood
Dorset
BH31 6HA
Telephone: 01202 824520
E-mail: info@insightsecurityservices.co.uk

Their role will be to assist in maintaining security, welfare and health and safety on site and within the camping throughout the event.

How will your stewards be trained?

Initially we will meet/verbally over the phone with those that intend to be stewards before and leading up to the event and maintain contact. This will entail understanding what experience they have had previously and what capacity they are able to assist at the event. This will include collecting details for emergency purposes and will apply the data protection act with those details. Additionally, they can gain a better understanding of what responsibilities are and up to date with any changes and ensure they are aware of all emergencies, health and safety procedure. This will provide opportunities for questions if they unsure of anything.

A briefing will take place every day to update ad ensure everyone is aware of procedures and protocols.

When will your stewards be briefed?

Please provide a copy of the information that will be given to Stewards (briefing document)

Intentions is that stewards will have spoken to the organisers leading up to the event and had a meeting to understand roles and responsibilities as disclosed above. Briefings will take place daily in the morning before opening to the public, to ensure up to date information is additionally communicated.

How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?

Via radio communication – Anything that needs being announced to the public from stewards can also be communicated via the microphone which is located on the stage.

3. Incident Management

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

Children will have a wristband which has the option to place the responsible adult, parent/guardians' details should they become lost.

There will be a designated lost child area where a supervisor/steward will be available to assist in the finding of the responsible adult, parent/guardian. Located at the fairground or bouncy castle (TBC)

A microphone on stage will announce if a child has been lost.

Upon entry the responsible adult, parent/guardian will be made aware of the lost child area.

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

An incident report form will have to be filled out by those reporting the incident. If any further input is required, then the designated supervisor or health and safety will be requested using radios to assist those that may need further assistance such as relaying information to emergency services/doctor etc. additionally the event organiser/manager will be informed.

First aiders will be on hand to assist as necessary.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

Communication will be made via the microphone on stage to the public and verbally across site from stewards/supervisors.

3.4 Emergency Plans

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

- In the event of a fire, emergency, or evacuation: Visitors will be directed by stewards/security out of the main area of the event and encouraged to either depart site entirely through the field adjoining using the service lane or towards the field opposite to provide a distance away from the field – see site plan. This will mean that emergency services can enter from the main entry to site without cause for concerns of those evacuating.
- Power failure: We will be in touch with local contractors who supplied generators, Crowds will be reassured.
- Collapse of temporary structure: To evacuate everyone from within that structure and

assist those that may be affected and gain medical assistance if necessary. Emergency services will be called as necessary. Visitors will be evacuated from the marquee for example and guided towards the other side of site which will prevent panic, and anyone further being hurt. Contractors will be called to rectify the structure. Incident report forms to be filled in with those affected and if the structure has severely collapsed where it is unsafe to carry on then the whole event will be closed until further notice.

- Road traffic collision: This may not affect us directly as we are not within the highway, but our entrance is off of the highway. We would request if those in sight/nearby and who are competent or comfortable to assist if necessary, ensuring it is safe to do so. Make contact with emergency services – all SIA security is first aid trained and we have first aiders on site that will be able to assist. Within our site if a collision was to happen then car park stewards and security are on hand to assist as above. Emergency services to be called and incident report completed. Dependent on the severity of the situation the site may need to commence the emergency plan.
- Medical emergency: Communicate this emergency to the team, highlighting need for first aider immediately. Assist as competently as possible until assistance arrives. Emergency services to be called and emergency plan to be implemented and this will be communicated via the radio.
- Fatality: Communicate this emergency to the team, highlighting need for first aider immediately. Additionally, James and/or Laura will need to be in attendance. Emergency services to be called. Assist as competently and safely as possible until assistance arrive. Emergency plan to be implemented and this will be communicated via the radio.
- Adverse weather condition: If weather conditions permit that it is unsafe to the public to hold the event then it will be postponed or cancelled – weather reports will distinguish the outcome, with considerations to structure safety and hazards of slips/trips/falls. Communication will be relayed to visitors via our website and social media platforms and highlight the hazards and making people aware of those risks.
- Key location becomes unavailable: The event will endeavour to source an alternative venue, but if this is not possible then the event will be postponed/cancelled and will be relayed with updates via the website or social media platforms.
- Cancellation prior to or during the event: This will be announced via our website and social media platforms in either case of before or during event. If this cancellation happened during the event, then it will be communicated via radio and to the public using the microphone on stage. If necessary and dependant on situation an evacuation plan may need to be implemented.

Areas will be made wide enough for ease of access for emergency vehicles needing to enter site and stewards and security will be briefed before the event to ensure it is clearly understood.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

James or Laura Winter will be responsible if an incident turns to a major incident and all supervisors and security will be informed through communicating via the radios to commence the evacuation plan. First aiders may be expected to remain with the individual/s if an emergency and expected to wait for the emergency services.

Who will report this to the emergency services?

James and Laura Winter – additionally anyone that may have made the initial call or was witness to any incident.

What systems do you have in place to contact the local emergency services?

All staff will have access to a mobile phones and communication throughout the event will be through radios.

Who will liaise with the emergency services when they get to the site?

James and Laura Winter – additionally anyone that may have made the initial call or was witness to any incident.

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

The main entrance as directed on the site map – ease of access will be maintained.
There is a service road surrounding the site which provides access for all emergency services and will remain clear from the public.
Additionally, all security and stewards will be able to direct services from the highway into the showground.
If the emergency services need to access anyone within the main arena, then this will be managed effectively from the service road for ease of access and gain entry at any point in order to get as close as possible.
All stands within the main site will have sufficient width for access.

Who will be responsible for crowd control during an incident?

Security/ stewards and designated supervisors – additionally James or Laura are to be made aware and become present.

If required, how would you evacuate your event? What steps would you take?

1. Call emergency services using mobile – relevant services.
2. Communicate with those who have a radio that an evacuation plan is being implemented.
3. All supervisors in designated posts will be responsible for gathering, informing and directing individuals to proceed to the evacuation area in the other field or exiting the whole site completely and that the site will be closing, ensuring everyone is evacuating and getting to a safe place quickly, safely and effectively.
4. Security to ensure that everyone is leaving and that no one is left behind – to include checking hidden areas/toilets and stands etc – securing site of anyone that may be left behind.
5. Additionally ensuring that anything that may affect or cause further harm or incident such as gas/electricity or generators are turned off or moved away from the affected area
6. James and Laura to liaise with emergency services and those who may have made the initial call or directly involved.

How will you communicate the evacuation instruction to your audience?

Via the communication system – radios between staff
Public will be instructed verbally by stewards/security/supervisors and via the microphone on stage.
Stewards will assist in guiding those off site and signage will be visible for direction.

Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)

Emergency exit signs will be in place.
Those working on site will have this instructed within their briefing every morning and will be made aware leading up to the event.

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

Is your event taking place on or off the Highway?

Off the Highway – it is on private agricultural land

What is the best route for traffic to take in order to get to your event? How will this be communicated?

This will be communicated on our website on how to get to our event and access.
Stewards/security will be signposting those entering site from the highway onto the agricultural land.

We aim to have a system where those entering will go straight through to car park and those exiting will be advised to go left and head up to the roundabout in order to prevent congestion.

Pedestrians can also access site on foot using the public pathway.

What is the best and safest route for traffic to exit your event? How will this be communicated?

Traffic can exit either on foot or by car. There is a public pathway which pedestrians can exit and then vehicles will exit per main entrance – see site plan.

Stewards/security will be signposting those leaving site from the agricultural land and onto the highway safely.

In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.

Pedestrians can access site on foot and will be directed by steward/security to maintain safety.
Flow of this will be managed by separating pedestrian flow to those attending via vehicle which will be directed and signposted – Please see site plan.

Can people enter your event without causing an obstruction on the road?

People can enter site by vehicle which they will be directed by a car park steward or security on arrival. If there is a large amount of traffic entering, then a holding area is available to prevent obstruction and an easy flow of traffic.

Pedestrians can also access on foot where there is a pedestrian walkway/path.

**If you are providing off-road parking, please complete the information below:
Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.**

Location	Wimborne showground
Number of spaces	Approx. 1000 vehicles if necessary – additional overflow is available in the field behind the site if necessary but unlikely.
How will the area be managed?	By stewards/security

4.2 Road Closures

Please answer the following questions in detail regarding any road closures at your event

Are you applying for a road closure as part of your event?

No

5. Event Safety Measures (Covid-19)

Please provide full details of what control measures will be in place to ensure the safety of members of the public and staff/volunteers as a general outline in relation to hygiene.

All toilets will have hand cleaning disinfectant within the loo. Some stands incorporate their own sanitation facilities.

Appendices

i. **Site Map**

ii. **Risk Assessment**

iii. **Public Liability Insurance**

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)