

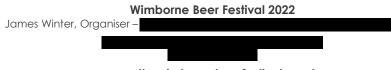
Event Risk Assessment

This is the statement of general policy and arrangements for:	The Wimborne Beer Festival
Overall and final responsibility for health and safety:	James Winter Laura Winter Designated Health and Safety supervisor TBC
Day to day responsibility for ensuring this policy is put into practice is delegated to:	James Winter Laura Winter Designated event manager TBC
Licensee who is responsible for sale of alcohol:	Jeremey Walton
Delegated premises supervisor:	James Winter
Designated first aiders	TBC





Statement of general policy	Who is responsible?	Action/Arrangements
To prevent accidents and	Designated health and safety	Health and safety checks will be maintained and completed throughout the
cases of work-related ill	supervisor (TBC).	event and reported as necessary and implement action for a resolution to
health and provide	James Winter	ensure public safety.
adequate control of health	Laura Winter	Risk assessment will be available at all times to those working on site and will
and safety arising from	Event manager	be outlined in daily briefings to highlight and for those to remain vigilant and
work activities.		report to health and safety advisor as necessary.
To provide adequate	Designated supervisor (TBC)to	
training to ensure	each area they are supervising	
employees are competent	stewards/volunteers which will	
to do their work.	coincide with daily briefings.	
To engage and consult	Designated health and safety	Briefings Will take place daily with those working on site to ensure up to date
with employees on day-to-	supervisor (TBC).	information is provided alongside roles and responsibilities. Additionally all
day health and safety		information will be available behind the marquee in the office where
conditions and provide		individuals are able to report and refresh on health and safety and risk
advice and supervision on		assessment, alongside other relevant paperwork that will be of benefit.
occupational health.		
To implement emergency	James Winter and Laura Winter	Should this arise then all communication is to be made via radio and an
procedures and/or	Event manager	announcement to the public via the microphone on stage.
evacuation in case of fire	Security, stewards and staff will	The public will be directed by security, stewards and those working on site in
or other significant	assist in evacuation/emergency	the direction of the evacuation area in the field opposite or guided to the exit
incident.	procedure.	of the showground.





To maintain safe and healthy working conditions, area of public visiting by providing and maintaining plant, equipment, machinery, structures, ensure safe	Health and safety supervisor (TBC) James Winter Laura Winter	Health and safety checks will be carried out throughout the event to ensure risks are identified and dealt with in a timely manner. All structures will be supplied by suitable and experienced contractors. Please see the risk assessment below for a detailed plan of individual risks and how they will be managed.
structures, ensure safe storage/use of substances and any other element that is disclosed within this risk assessment.		

Health and safety law poster is displayed: First aid box, accident box and incident reporting book location:	James Winter and Laura Winter will be providing this for on site. Event manager (TBC)	All first aid and incident reporting book will be located in the office located behind the main marquee. Individuals are also advised to ensure incidents that need communicating are communicated to the relevant designated supervisor.
Accidents and ill health at work reported under RIDDOR (Reporting of Injures, Diseases and		

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James Winter, Organiser					
www.thewimbornebeerfestival.co.uk					



 Dangerous Occurrences Regulations):
 Date:

 Signed:
 Date:

 Subject to review, monitoring, and revision by:
 Revision every: 12 months Revision date:

Hazard identification:	Who might be involved/harmed?	Preventative measures already in place?	Additional/further action to be taken?	Action/delegation to whom?	Action by when?	Completion: Yes/No
Emergency	Anyone working or	An event management	Ensure regular	Any member working	Prior to the event	
evacuation/procedures	visiting the	plan and site map with	checks are carried	within the	being open to the	
	premises/event at	details of evacuation and	out daily to	event/security, or the	public daily.	
	risk of serious or	emergency procedures.	maintain access is	public can raise the	Additionally,	
	possible fatal	This includes details of	clear and	alarm but there will be	those that attend	
	injury.	access and exits for	maintained. The	an	site once the	
		emergency vehicles with	site map will	emergency/evacuation	event is open to	
		a step-by-step protocol	clearly identify	plan to follow as per	public will be	
		of how this is to be	areas where wide	event management	subject to the	
		implemented. Assembly	access is	plan. Individuals will be	same briefing	





		point will be in the joining field and exit by the main gate. A briefing will take place daily with relevant health and safety details with reminders of emergency and evacuation details. Meeting is to be held prior to the event for those working on site during the event. For visitors this information will be documented on the main website.	achieved between stands and around the event. During setup there will organisation of where stands are placed as per site map to ensure this is achieved.	expected to sign a document to confirm they have read and understood these policies and protocol.	before commencing duties. The same applies to those individuals involved in setup or pack down.	
Pedestrian/vehicle movement or conflict	Anyone working or visiting the premises/event risk serious or fatal injury if struck by a vehicle within the car park or from the public highway on leaving the premises	There will be parking stewards/supervisors and security who will be directing visitors to one side for car parking and another for pedestrians in order to keep vehicles and pedestrians separate to reduce risk. Signs will be displayed	This direction of transport will be highlighted on the website to inform visitors. We are mindful of the highway and will endeavour to maintain ease of access for those	Designated carpark steward/supervisor and security team.	During the entire event including setup and pack down.	

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		for direction and sufficient lighting for visibility. Additionally there will be a service road for emergency vehicle access and can be used for bands to gain access to the rear of the marquee to maintain public safety by reducing vehicle movement within the main arena.	attending by car to prevent traffic congestion on entry to premises by offering an overflow car park and holding bay.			
Slips/trips/falls	Anyone working or visiting the premises/event if they trip, slip or fall especially being within agricultural land and unlevel. Additionally, weather conditions can cause ground to be wet and muddy.	 All areas to remain well-lit throughout the event. All areas to be well maintained with good housekeeping and areas to be kept clear. E.g., No boxes in areas that could cause a trip hazard, fall or obstruction of access in emergencies. 	Maintenance checks will be completed throughout the day in relation to monitoring of guide ropes and pegs for example and checking areas that may be obstructive.	Designated Health and safety member of staff. Additionally, all those working will need to follow protocol in reporting incident as outlined in event management plan. First aiders are on site to attend to individual to assess as necessary should this occur.	Throughout the whole period of using the site.	

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		Additionally, to clear spillages as soon as possible. Storing of products to be maintained correctly. - No trailing of wires or cables as much as possible. - All marquee pegs and ropes will be correctly placed, and prevention of access will be limited down the sides of marquee to prevent trips/falls.				
Collapse of structure	Anyone working or visiting site that is within proximity of the marquee and outdoor structures with risk of serious injury or possible fatal injury.	 Stages and marquees to be erected by competent person/contractor and signed off when erected and checks are complete. Contractor to provide sign off certificates for all 	 To carry out more checks and monitor throughout the day should weather conditions deteriorate. Check with contractor the 	Contracted individual who erects marquee. Those designated on quality checks throughout the event. Designated Health and Safety person. Anyone working on site to be vigil of any faults	Prior to contractor leaving site. Designated supervisor to check prior to event opening to public.	

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		structures as necessary, including emergency details. - Daily checks maintained by a designated supervisor/steward and report to James or Laura when there is a fault/damage/risk to be able to contact relevant contractor. - If weather conditions are poor which could impact the structure, then liase with contractor to ensure safety to the public and postpone if necessary.	wind speeds that the marquee can withstand and further details as necessary to weather conditions.	and report as necessary.	Staff to be aware during daily briefings.	
Hearing damage	Anyone working or visiting within the marquee or at close distance to live music being played with long	 All live music will be contained within the marquee and will be within 96 Decibel. Additionally, music will be facing in the direction 	Further advance warning of this will be documented for visitors on our website to make	James Winter who will be monitoring noise levels and communicating and liaising with bands to	Throughout the event when music is played.	

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exposure to music. Thos identified ar staff, perfor stewards/se staff and the public.	ieA31 to prevent nuisancee barto those in residentialmers,areas nearby.curity- Staff rotation within the	them aware of live music. - Supervisor to be able to tell performers to reduce volume if necessary.	ensure levels are maintained. All staff/stewards/marshals and security		
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		prevent damage to hearing. - Staff encouraged to take regular breaks to a quiet area - Ensure music volume is not excessive as staff need to be able to hear drinks orders and need to be able to speak loudly when in an emergency in directing the public. If staff cannot hear customers, the music is too loud.				
Medical emergency	Anyone working or visiting the premises/event who could become seriously ill if emergency first aid is not sufficient to their needs.	 Minimum of 4x qualified first aiders onsite during the event. Medical emergency protocol to be disclosed in daily briefings and is outlined in the event management plan. Additionally, there will be radios provided to 	- Incident report forms will need to be completed and logged to be held in designated area which all staff have access to.	 Everyone on site. First aiders will be present to attend to medical emergency James and Laura Winter Security staff 	Will be outlined daily in briefings. Relevant paperwork will be held in a pack in designated area. Supervisors/staff will need to sign a form to confirm they have read	





		those delegated to ensure effective communication is maintained throughout the event.			and understood the protocol.	
Lost children	Children could be separated from parent/s or guardian/s	Designated supervisor for lost child will be responsible for effectively trying to locate the child's parent/guardian. There will be a designated area for children to be supervised until the parent/guardian is located. Children will have a specific colour wristband with the option of attaching parent/guardian details as a form of contact the child become lost.	Check DBS status of the individual who is delegated.	Designated supervisor at area of Lost children site. All staff to be vigilant and make relevant staff aware, following protocol and communicating via the radio.	Will be outlined daily in briefings. Remaining vigilant for all staff throughout the event.	





Electrical danger	Anyone working or	Parents to be made aware of lost child location. - All electrical equipment	- Ensure	- Band members	- Will be outlined	
	visiting the premises/ event that could suffer electric shock or burns should they encounter wiring/electrical equipment which is faulty or installed incorrectly.	 will be checked for electrical safety by a competent person. Additionally, this will apply as part of the sign off from contractors. All electrical appliances/equipment will be PAT tested. No trailing cables on the floor in the main public area and those that are trailing behind the scenes will be secured with cable covers to avoid trip hazard. Food vendors will need to ensure their own electrical equipment is PAT tested. 	contractors and performers that are bringing electrical equipment to the event have all been PAT tested. - Regular checks daily to ensure there are no faults or damages and to inform the designated contractor or Health and Safety supervisor to resolve the issue with immediate effect.	 Electric contractors Food vendors All staff on site and security to remain vigilant. Health and safety supervisor. 	daily in briefings. -Supervisors/staff will need to sign a form to confirm they have read and understood the protocol.	

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		First aiders are on site throughout the event to assist should anyone become injured and if necessary dependent upon the situation arising then an emergency procedure will be implemented				
Fire safety	If trapped or have injury through fire will affect those working or attending event and at risk of serious or possibly fatal injuries from smoke inhalation or burns.	 Ease of access incorporates wider aisles within the event and in the event of a fire the emergency procedure will be implemented. Fire warning points are located on the site map and will indicate what is included. Both camping and between stands a 2m width between sides (sitting side by side) and the aisles will have a 6m gap to provide 	Designated health and safety supervisor to check fire exits and potential hazards and keeping exits clear around areas that are at higher risk such as the live performance stage, keeping exits clear during performances.	- Designated Health and safety supervisor. James and Laura should there be an evacuation or emergency procedure. All staff to remain vigil of any concerns, faults or risks and report to supervisors	 Will be outlined daily in briefings. Supervisors/staff will need to sign a form to confirm they have read and understood the protocol. Staff to remain vigilant throughout event and report to designated supervisor. 	

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	America attace din m	emergency protocol will be implemented. There will be a service road around the event site for ease of access for emergency vehicles				
Gas safety	Anyone attending or visiting the event risk serious, possible fatal injury from fire or explosion if incorrect fitting of appliances or faulty cylinders/gas leakage	 Food vendors and supply of gas used on site using LPG to be required to ensure gas instillation and equipment has been installed correctly in the last 12 months by a reputable Gas safety registered contractor. These certificates are to be kept on food vendor stands. Food vendors will regularly check and maintain any cylinders to ensure there is no leaking or fault. 	We will be requesting that this information is obtained before and during the event on arrival. Designated bar supervisor is to be competent in changing of barrels.	 Food vendors Fire safety designated individual Health and safety individual 	 Will be outlined daily in briefings. Supervisors/staff will need to sign a form to confirm they have read and understood the protocol. Staff to remain vigilant throughout event and report to designated supervisor. 	





-Any fridges or gas used
for cooling within the bar
for barrels will be PAT
tested or if supplied by
reputable contractor will
need this in place before
hand and has been
signed off and will
source this information
of certificate prior or on
the day of the event.
- Those that are
camping will need to use
reputable gas cans and
this will be well
documented in the terms
and conditions of
camping outlined on the
website.
First aiders are on site
throughout the event to
assist should anyone
become injured and if
necessary, dependent
upon the type of





		situation arising then an emergency protocol will be implemented.			
Barrier failure	Anyone working or visiting the event/premises risk possible or serious injury if barriers collapse.	 Barriers to be erected by contractor/competent person and signed off. Daily checks to be completed by designated person Security will check barriers to ensure safety and security of site and access points, reporting I any concerns/fault. 	- Any issues with barriers to be immediately reported to supervisor and dealt with swiftly to maintain safety and security.	 James Winter Security staff Car park stewards All staff to remain vigil Designated health and safety supervisor 	Daily checks throughout the event. It will be asked that staff remain vigilant in daily briefings.
Fairground rides	Anyone working or visiting the event/premises risk serious or fatal injury should the fairground rides collapse or encounter faults/defects	 Only reputable fairground supplier to be used on the premises Copies of public liability and certificates (ADIPS) to be obtained before the event. Copies of inspection certificates 	The bouncy fairground ride/s will have approved staffing upon initial hire which will be undertaken by reputable contractors	 Fairground ride contractors security staff All staff and stewards/marshals to remain vigilant and report as necessary 	Prior to the event relevant documentation will need to be obtained in relation to health and safety.





14th ANNUAL BEER FESTIVAL 05th - 07th August 2022 Wimborne Showground

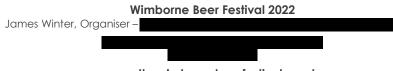
Bouncy castle	Anyone working or visiting the event/premises risk serious or fatal injury should the fairground rides collapse or are faulty/defects	 Only reputable fairground supplier to be used on the premises Copies of public liability and certificates (ADIPS) to be obtained before the event. Copies of inspection certificates First aiders are on site throughout the event to assist should anyone become injured and if necessary, dependent upon the type of situation arising then an emergency protocol will be implemented. 	The bouncy castle will have approved staffing upon initial hire which will be undertaken by reputable contractors.	- Bouncy castle contractor and those supervising the bouncy castle area.	Prior to the event relevant documentation will need to be obtain in relation to health and safety.	
Lighting	Anyone working or visiting the event/premises risk possible serious or fatal injury should lighting collapse.	 All lighting to be erected by competent person/contractor and sign off complete. Regular daily checks to ensure there is no hazard or fault. 		 Lighting contractors Band members Health and safety and bar supervisors All staff to remain vigilant and monitor 	On initial erection of lighting. Daily checks by designated health and safety supervisor.	

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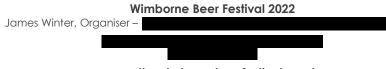


		- Be mindful of weather	and communicate to	All staff to remain	
		conditions and how this	supervisors	vigilant and report	
		may impact lighting.		as necessary.	
Food safety	Anyone working or	- Competent, reputable,	- Food vendors	Documentation to	
	visiting the	and experienced food	- All staff who may	be obtained prior	
	event/premises	vendors will be sourced	need to report an	to event.	
	risk food poisoning	- Bins are provided for	incident	Organisation of	
	due to unhygienic	litter with regular checks	- Stewards/supervisors	waste disposal	
	food preparation	to be emptied and	to empty and maintain	prior to event and	
		maintained by	bins	to be followed at	
		designated supervisor.		the end of the	
		- Food vendors to supply		event.	
		food hygiene training			
		and food safety			
		management system			
		with them to the event.			
		- First aiders are			
		available during the			
		event should anyone			
		become unwell relatable			
		to food.			
		- Incident reporting			
	A much a succedure	system is in place.		Dailt a chaolta ta	
Alcohol/beer safety	Anyone working or	- All visitors at the event	- Licensee – Jeremy	Daily checks to	
	visiting the	will receive a plastic	Walton	be carried out.	



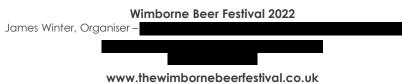


event/premises	beer festival pint cup which will be for their	- James and Laura	Hygiene will be
could become		Winter	highlighted within
unwell if there is	sole use.	- Security team	daily briefings.
poor hygiene and	- Taps will be sterilised	- Stewards and	
potential of	before use on the	marshals to report as	
slips/trips/falls if	barrels	necessary on any	
working area of	- All staff to maintain	concerns.	
serving is not	good hand hygiene and	- Health and safety	
clear/maintained	ensure hands are	designated person	
	washed regularly,	- Bar supervisor	
	including after using the		
	toilet and before and		
	after working behind the		
	bar		
	- Ensure the bar is		
	suitably lit		
	- Ensure that the plastic		
	cup is held from the		
	bottom third of the cup to		
	prevent touching the rim		
	and to must not touch		
	the tab of the barrel		
	- Boxes at the gate are		
	to be open upside down		
	so cups can be removed		





		from the bottom of the cup - Clean buckets to be located under the tap to catch spillages and buckets to be regularly emptied.			
Live music/performer safety on stage	Anyone working or visiting the event/premises risk serious or fatal injury if they were to fall off stage. Trips, slips, and falls hazard if area is not maintained. Additionally, anyone that is not authorised to get on stage and cause disruption/injury	 No staff or visitors to be on the stage during the event unless designated as responsible steward/supervisor for this area or evacuation procedures are implemented All performers are experienced and competent. They will be providing own equipment which checks will be assessed as per electricity risk assessment and trips slips and falls 	 Band members Security team Stewards/supervisors All staff to remain vigilant and report to supervisor of any concerns identified 	Band members will be informed of these details prior to the event. Daily checks will be carried out. Staff are to monitor and remain vigilant when working in this area.	





		assessment in relation to wires. - The stage will have a barrier to prevent the public in accessing onto or too near the stage during performances. - Should an injury arise then there are first aiders on site to assist.				
Public disorder	Anyone working or visiting the event/premises risk serious injury if assaulted or become tangled in any public disorder.	 Security staff are trained to spot potential troublemakers/disorder and any escalation of poor behaviour. There will be designated persons with radio communication throughout the even for when assistance is required or if anyone has any concerns An adequate number of registered SIA security 	- Incident reporting - Contacting the police in circumstances when someone is found to be in possession of illegal drugs or causing public disorder/using violence/ assault.	 Security team Stewards/supervisors and marshals All staff to remain vigilant and report to supervisors James and Lura should the situation escalate 	This will be monitored throughout the event and staff are expected to remain vigilant and report should this situation arise.	





will be situated
will be situated
throughout the premises
- There will be a prepaid
ticket system as well as
pay on arrival to
assemble two separate
queues with signage to
inform the public and to
prevent crowding and
reduce conflict.
- Random bag searches
will be carried out by
registered SIA security
staff.
- Security staff or
supervisors will be
counting the amount of
people entering and
exiting site.
- Security staff will be
present to monitor
crowds and ask those to
leave if there are
individuals who they





	1
suspect of being under	
the influence	
- No glass at the event	
- There will be a token	
system to prevent too	
much cash being used	
and can be purchased at	
designated areas.	
- Due to the size of the	
premises, there is plenty	
of room to disperse	
crowds with large	
walkways.	
- Anyone believed to be	
intoxicated will be asked	
to exit site.	
- Any suspicious	
items/bags will be	
reported and dealt with	
swiftly by security and	
event organisers with	
evacuation protocol	
implemented if	
necessary	





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Scaffolding safety and falls from height	Anyone working at the premises/event causing serious or potentially fatal injury from falls at height, sharp ends of scaffolding, or unstable scaffolding. Potential risk to visitors who climb scaffolding unauthorised or cause damage to scaffolding whilst on premises.	 Scaffolding is used to rack the beer barrels. Experienced and competent people to erect scaffolding to ensure stability. Exposed ends of scaffolding have plastic caps on the ends to prevent a sharp injury Public do not have access to scaffolding and be placed at the rear of the marquee to prevent climbing. No ladders will be used to prevent visitors climbing Regular daily checks will be carried out to ensure no faults. 	- Scaffolding contracto - Health and safety designated supervisor - All staff to complete incident reporting as necessary - First aiders should injury occur	out on erecting scaffolding. Daily checks will be carried out. Staff to remain vigilant and report to designated supervisor.
Manual handling, loading barrels onto scaffolding, and	Anyone working at the premises/ event are at risk of serious or fatal	- Wooden chocks to be used to secure barrels to scaffolding, staff to be aware of this and to	- James and Laura Winter	Prior to event upon moving of barrels and changing of

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falling off. mar han tech inclu and mus	ury with poor inual ndling/lifting hniques. To lude back, neck, d isculoskeletal uries.report loose barrels is supervisor - Ensure areas of wo are well lit - for those erecting n ensure safety footwe protective gloves are used when lifting bar prior to the event and 	rk nust ar rels d d ling lift safe be tent lon't e. site	- All staff to report as necessary and include incident reporting - Stewards/supervisors - Competent staff who lift barrels.	barrels throughout the event.	
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		Incident reporting should be commenced when necessary.			
Overcrowding or panic	Anyone working or visiting the event/premises risk being squashed and potential serious injury. To include risk should emergency evacuation be delayed.	 Calculation of numbers will be counted using a clicking system on arrival to maintain capacity. Everyone will require a different colour wrist band for each day. Children will have the option to attach responsible parent/guardian details in case of becoming lost. All this is in order to aid capacity and prevent overcrowding One in one out entry may need to be enforced if large crowds appear including guests and those on prepaid tickets. 	- All staff/supervisors/ stewards - Security team - James and Laura Winter - Designated Health and safety individual - Bar Supervisor	This will be carried out daily and throughout the event. Additionally, security will be monitoring this overnight for camping.	





- Discussions to be held
if any concerns
throughout the event
and one in one out
system implemented if
concerns raised.
- Security will have a
briefing monitor each
day and continue to
monitor throughout the
event to ensure exits are
clear and not blocked
with clear signage being
visible. To include
checking of barriers.
- Staff to continue to
monitor anyone without
a wrist band a report to
supervisor for
investigation.
- Serving staff to be
aware of overcrowding
in the bar area and
report if disturbances
arise to both designated





		supervisor and security staff. - Security staff to monitor entry points to ensure entry is restricted. - Police to be informed immediately if an incident arises which could cause harm or disorder.			
Chemicals	Anyone working at the premises/event risk being in contact with cleaning materials, causing burns and potential serious injury if not used as directed.	 Staff to be competent and aware of safe use detergents, safe detergent rates to avoid residue -wash, leave, rinse etc Wear suitable gloves/eye protection. First aiders are available should an injury occur, and incident reporting system is in place which will require documenting. 	 All Supervisors and staff who may use chemicals to clean or have access to cleaning equipment. Health and safety supervisor. 	Throughout the event and report should a situation arise where injury has occurred.	





C02 Gas pressurised equipment	Anyone working or visiting the event/premises risk burns, eye injury or other potential serious injury if incorrect installation, faulty of pipes or incorrect usage.	Supervisor to be trained how to safely connect system and change barrels. Pipes and cables to be secured to prevent trip hazard. Gloves and eye protection to be worn when changing barrel or kegs. - installation should be carried out by competent individual/contractor who will need to sign off upon installation alongside details should there be a fault or problem.		 Bar supervisor Competent person who can change barrels/kegs. Health and safety supervisor 	On installation at the event and to be monitored during the event for any faults or concerns.
Public liability	This will be in the event of any risks outlined above	Provided by Wimborne Insurance Brookers	Ensure this information is in information pack on site with contact details.	- James Winter	Prior to the event.





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Underage drinking or drug use.	Anyone working or visiting the event/premises	 Anyone under the age of 18 will receive one colour wristband and those over 18 will be provided with a different colour. All staff are to use the 'challenge 25' campaign and ask for Identification when the public purchase alcohol. If the person is to be found underage, then this will be documented in the refusal reporting system located behind the bar and staff/supervisors should be informed. Identification will also be checked by security on entry if necessary. Those attending during the day with children will need to be accompanied by an adult. 		- Security staff - All staff and supervisors– especially those serving alcohol - James and Laura Winter	This will be continuously checked and monitored throughout the event. Daily briefings will include highlighting challenge 25.	
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- There will be visible signs with challenge 25	
around the bar and upon	
entry as well as	
highlighting they may be	
asked for identification.	

