

Sounds Beautiful Event Management Plan

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Event Organiser Details

Event Organiser [REDACTED] and [REDACTED]
Organisation Sounds Beautiful Ltd
Contact Telephone Number:
Wendy Marrow: [REDACTED]
Steven Norris: [REDACTED]

Name of Event Sounds Beautiful Festival

Location of Event Gaunts House Estate

Date of Event 26th to 29th June 2025

1..Event Overview

Sounds Beautiful are running a Music, Comedy and Healing festival on Thursday 26th Friday 27th and Saturday 28 th and Sunday 29th June 2025

After running a safe and successful event last year the group would like to repeat this event that not only provides activities for the local community, but also draws in a wider audience to raise the profile of the area, promote local businesses/ leisure activities and generate income for the area.

The directors of Sounds Beautiful Ltd are taking on the role of event organiser and have a team of support who now have experience in their roles. The event is being funded by sponsors and traders and ticket sales with various types of support from local and international businesses and organisations.

There will be a mixture of entertainment and attractions including, a band stage for live performances, a DJ stage for dancing, speakers and presentations and comedy. There will also be a kids area to encourage family participation.

There will be a selection of promotional stalls for local businesses, healers and workshop leaders.

There will also be stalls selling produce local to the area and many of these stalls will be self-sufficient and have their own stalls and power. The quality and type of items sold will be controlled so that the quality remains high and relevant to the event.

There will be food traders and a bar on site.

Equipment will either be lent to the organisers by local businesses or bought/hired in. The event will be held at Gaunts House, a 15 acre estate which is very used to having festivals of this size on site.

It is expected that the people will use various types of transport to get to the event. There will be on-site parking provided however, car sharing is encouraged.

Event start time 12:00 Thursday 26th June

Event end time 22:00 Sunday 29 th June

1.2 Event Itinerary

October 2024

Team meetings to include making decorations: Bi weekly & increasing to weekly before event delivery.

Apply for TENS

November - Jan 2024/25

Booking in of acts and traders and updating website.

April 2025

Put up and clean all pop up marques that will be used on site for the stewards/Security/First Aid/Information points. Check the lock up for items that may need repair/ replacing.

May 2024

Arrange PAT testing and gas safety checks

Monday 16th June

Collect flat bed van that will be hired to be used on site for the duration of set up and take down

Event manager and site manager on site daily

preparing the land (ie cutting the grass fields for campers, fencing around the perimeter of the event site)

Tuesday 17th June

Start the preparation for the arena and campsites

This will include pegging/marking the areas that will be for parking and allocated areas for stall holders, Saunas, Caterers, marquees or any structures ready for delivery

Placing decorative boxes in the areas ready to be placed

Generators, cables and control boards to be delivered and installed by contractor.

Monday 23rd June

Decoration team to arrive and start placing the decorations in allocated areas

Generator delivered by contractor

All signs to be put in place

Tuesday 24th June

Marquees delivered

Staging delivered and erected by contractor

Delivery of PA, lighting and sound equipment.

Fire extinguishers delivered to site and put into Position

Bins to be delivered by contractor

Event stewards on site to manage arrival of traders

Wednesday 25h June

Security to arrive on site, perimeter check with security team

Meeting to establish any new points that may have arisen and to be passed on to relevant team

Gate set up for trader/artist arrivals

Portaloos arrive.

Hay arrives

Starlink to be set up

Sound Equipment arrives

Electrical/sound engineer arrives to wire lighting and sound for stage, lighting for marquees, Site PA., Traders, concessions, local businesses, clubs etc begin to arrive on site to set up.

Core event stewards, traders, concessions, clubs etc.

Meeting of Site management teams Camping/ Parking/ Waste/ Security/ First Aid Response/ Communications/ Schedule/ Noise Management to brief on festival organisation and communicate that to traders.

Marquees to be erected by contractor

Main Dj/Speaker Marquee and stage to be erected first

End of day site safety inspection by event managers/security and site manager prior to opening

Thursday 26th

12pm gates open for customers

3pm Main stage opens

Regular site tour/inspection by event manager

Sunday 29th

10pm All music to be closed down

Monday 30th June

Event site breakdown

Customers to be off site by 12:00

Security & Team members will ensure customers will leave site by the customer site entrance by 12:00

No customers to enter arena areas

Contractors to arrive team members will lead them to locations.

Contractors take down Marquees, stages, Lighting, Sound equipment, when leaving site a team member will lead them out

Traders will pack up, clean their area and leave site lead by a team member

Caterers will pack up, clean up allocated area and leave site lead by team member

End of day site safety inspection by event managers/security and site manager

Tuesday 2nd July

Portaloos to be collected

All decorations to be taken down and placed into the allocated boxes (inventory to be made at the same time)

Clean the site of any left over rubbish

Generators, cables and control boards to be dismantled and taken off site by contractor

Weds 3rd July

Rubbish bins to be collected

Pop up marquees that was used for Stewards/Security/First Aid & information to be taken down

Stretch tent to be taken down that was used for cafe

Thursday 4th

All signs to be taken down

Final inspection of the land to ensure the land is back to original state

Programme of Events

Time Activity

Thursday

15.00 to 1800 Live bands every hour

Friday and Saturday

Main Quentin Band Stage

12.00 to 22.00 Live Bands every other hour with set up time in between

Sunday 12.00 till 18.00 Live Bands every other hour with set up time in between

Friday and Saturday

Speaker Stage

9.00 till 11.00 Yoga and Healing Workshops

11.00 till 18.00 Speakers alternating with the live band stage

Sunday 11.00 to 18.00 Speakers alternating with the live band stage

Thursday and Sunday

18.00 till 22.00 DJ acts playing into the woodland to minimise noise

Friday and Saturday

DJ Stage

20.00 till 00.00 DJ acts playing into the woodland to minimise noise in between live bands before 22.00.

Healing Hub
9.00 till 17.00 Healing Hub talks and demos

Healing Marquee
9.00 till 17.00
Healing Workshops and Demos

2. Event Management

Role Responsibilities

Event Managers

The safety of staff, volunteers and visitors to the event.
Overall control and coordination of the event
Manage staff and assign their roles and responsibilities
Event control on the day of the event

Site Managers

Deputy for the event manager in their absence
Ensure the site is prepared as agreed for the event
Carry out regular site inspection in the build up and during the event.
Ensure event infrastructure is delivered on time and set up as per the agreed plan.
Liaise with traders, stall holders to ensure they are located and operating correctly.
Manage any issues that arise relating to the site during the event.

Arena/stage managers

Programme the entertainment in the arena and on stage for the duration of the event.
Work with all entertainers pre event to ensure they are aware of what will be provided on site and agree to any additional requirements.
Ensure the entertainment programme runs to time

Steward Coordinators

Organise the provision of stewards for the event
Liaise with contracted security staff for the bar area
Manage steward rotas, breaks during setup, delivery and break down of the event.

Manage communications between stewards.
Run the steward briefing with the event manager
Ensure all stewards have their protective equipment.

Press and PR coordinator
To coordinate all marketing and advertising for the event.
Organise local dignitary or VIP attendance on the day and their itinerary

3.Crowd Management

This is a closed event and attendance is restricted by the selling of advance tickets.

We expect no more than 499 people on the event site at any one time.

The event will be advertised in the Dorset area and surrounding counties but targeted at specific groups with an interest in the festival genre.
The event site is a large open space although it is surrounded by forest and road perimeter.
Access to the event is only through a gated and manned entrance.

Available escape routes can accommodate the evacuation of up to 1500 people in a reasonable time

The area in front of the stage will accommodate 300 comfortably and the type of audience attracted to the bands are over 40 and more likely to be well behaved and compliant to instruction given.

There is an evacuation plan in place with stewards and some SIA accredited in place to manage an evacuation as well as monitor the crowd.

Normal access and egress will be through a two way gate system, which will be attended by stewards. This allows access to be controlled if necessary.

Entry into the event is not expected to be a problem as it will happen over an extended period of time as the site will be open from the morning.

Exits are several and during an evacuation all visitors will be exiting at the same time but the open plan of the site will mean a fast and safe evacuation directed by stewards who will have been briefed what to do in this event. There is a specific exit route allocated solely for emergency vehicles.

4. Advertising

Social Media Sites.
Related content newspapers.
Podcast and radio related content programmes.
Posters
Flyers

No media will be invited to the event although we will have in house coverage of the event.

5. Site Management

Contractor Management

Crowd control barriers owned by Sounds Beautiful Ltd in Gaunts lock up.

Star Tent.owned by Sounds Beautiful Ltd in Gaunts lock up.

Planet Grunt Ltd Marquee Hire Supply and erect 5 marquees

PG Ltd Supply and erect staging 9m x 7m with lighting and sound rigging

[REDACTED] Audio Supply PA system for main band
Installation of electrical supplies and rigging of stage equipment.

HSS 2 x super silenced 30k diesel generators 1 x super silenced 50 k generator, cabling and control boards

Ener-G Fire extinguishers owned by Sounds Beautiful Ltd Lock

[REDACTED] paramedic First aid provision

The site manager will request risk assessments, method statements and all other related site specific safety documentation from each contractor. These will be reviewed in part to establish competence and to ensure all relevant safety measures are in place and ensure other activities are not put at risk or vice versa.

6. Traders

Tastes Beautiful Bar - Sounds Beautiful Ltd . [REDACTED] personal licence holder

Wood Fired Pizza - [REDACTED]

Curry stall . Amore Spice

Vegetarian stall tbc

Fresh Food Tea, Coffee and CakeCafe - Tastes Beautiful

Burger Stall - We are Humans

Retail Traders plus other tbc

Lovely bees handmade gifts	[REDACTED]
Essential Oils	[REDACTED]

Supplements	
Face Painting	
clothing and crafts Nepal and India	
Healing herbs	
Recycled Instruments	
DJ Missy craft stall	

Healing stalls plus others tbc

Hypnotherapy past life reiki hopi ear access bars	
Druid Healings (utilising Pendulums, Ogham	
Tree Sticks and Runes) and	
Psychic Readings (accessing the Akashic	
Records and Angel Energies, and utilising	
Tarot cards, Pendulums, Bach Flower	
Spiritual Medium	
Seated Acupressure	
Back care physio butterfly technique	

7.Sale of Alcohol

There will be a bar on site selling alcohol. [REDACTED] the co- director of Sounds Beautiful will be the personal licence holder

This bar will be operated by the festival who will provide a licensee and trained bar staff. There will be an adult only seating area at the front of the bar , SIA staff will supervise the area.as contracted by the event organiser.

We have restricted liquids and no glass policy to prevent the misuse of alcohol or related incidents that may fuel nuisance behaviour.

Challenge 25, shall be operated where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport or holographically marked PASS scheme identification cards to prevent youth alcohol consumption.

We will not serve to anyone who appears to be under the influence of alcohol.

Catering Requirements (Food, drink, water)
as shown on the site plan.

Electricity, Water, Gas Supply and Generators

There will be no gas supplied on site. Food traders will provide their own LPG and will be asked to provide the gas safety certificate for their appliances. Only one spare LPG cylinder will be permitted per concession/stand. Certification and storage of LPG will be checked before the site opens to the public.

There is a water main on site that will be used to provide all water needs for the event.

There will be a diesel generator and a solar powered set up provided to supply lighting and power to the marquees, traders and to the stage equipment. Each generator will be positioned away from public areas (see site plan) and be secured with security fencing placed and have a CO2 and dry powder fire extinguisher placed by it. The contractor will be on site at all times monitoring the generators at all times.

All electrical supplies will be RCD protected and installed by an accredited electrician. All cabling will be run away from walkways, where this is not possible they will either be trenched or covered with a cable ramp. The electrical installations for the site will be signed off by the accredited electrician before the site is opened to the public.

8. Temporary Structures

- 27m x 9m = 243 mt square space— this is used for comedy, yoga and Dj acts. One side is closed and the other side is open with separate entrance and exit. 300 standing capacity
- * 6m x 4m stage with a total square space of 24m and will hold the DJ Stage, lights and speakers

- 10m x 10m - Star tent marquee organised in a circular pattern with part sides open housing Healing hub and workshops. 130 standing capacity

- 8m x 8m- Bell tent housing healing workshops and demos. 70 standing capacity

- * small Info tent 3 x 3 m gazebo

- * First Aid tent 6 x 3 m with treatment area

- * Front Gate marquee tent 3x3 m gazebo

- * Back gate marquee 3x3m gazebo

- * Cafe Area - 12m x 6m stretch tent. 100 standing capacity.

- * Please note there are several woodland shaded areas and shade canopies should they be required.

- All marquees erected by competent contractor and signed off by their in house design specialist. A completion certificate will be provided to the event manager before occupation and site opening.

- Power and lighting will be run after the marquees have been signed off

Main Stage

- 9m x 7m – Provided and constructed by contractors. This will be earthed by the contractors using an earth rod in case of lightning. A purpose built aluminium section on wide foot plates with a plywood floor resulting in a stage height of 1m. Steps with handrails are provided on each side.
- A lighting gantry will be erected over the stage secured using purpose building fixings to the side of the stage structure. All lamps will be secured with safety chains.
- Speaker stack will be placed on either side of the stage and strapped to the stage frame.
- Specifications for the stage, lighting gantry and speaker towers are provided by the contractor and supplied with the event plan.
- The stage will be signed off by the contractor using an in house specialist. A completion certificate will be provided before it is used by performers.
- No temporary structures will be used while they are being constructed.

Traders stalls

Traders will provide purpose built stalls 3 x 3m per pitch within the trader areas

9. Fire Safety

- A 4m clear route will be established around the perimeter for emergency services access.
 - All structures will be separated by 4m
 - Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations
 - Inside all marquees (2 in large marquees 1 in small)
 - 1 at either side of stage
 - Two in Trader/exhibitor area (number needed to be finalised)
 - One CO2 and one powder extinguisher by each diesel generator
 - Central fire pit managed by fire officer
 - Campsite one and two is 1.13ha of area for our basic camping site which will allow us to have 547 tents within this area. The areas have been separated to allow blue lights to access comfortably if ever needed and to also give a fire brake if a fire starts
- We are not expecting 547 tents but have allocated this amount for room
- Motorhomes will have 8x8 pitch to give as much room as possible everyone involved and this has a 5m fire break point between car park and motorhome section for blue lights and fire breaks
- We have also given a 10 mtr break between motorhomes and Glamping area for fire breaks and blue lights if ever needed

- Food traders expected to have their own fire fighting equipment
- All food traders with cooking facilities will be asked to submit or complete the fire risk assessment form for the Fire and Rescue Service.
- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is not a build up.
- All food traders with cooking facilities will be asked to submit or complete the fire risk assessment form from the Fire and Rescue Service.

Anything not conforming will be taken off site.

- Bin areas will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is not a build up. Stewards will also monitor this.
- An emergency evacuation plan is in place with all stewards and other key staff briefed in its Operation.

Emergency exit signs will be clearly visible to all.

Stewards and Security to direct the public to the fire assembly point that is located opposite the manor house

Signs will be posted showing the directions.

Announcements to be made by sound engineers via PA and megaphone by info tent stewards

Emergency routes implemented for quick access and separate from public entrances and exits.

All evacuation points will have a large fire exit sign

10.Noise management

The main stage is positioned so that speakers are facing away from residential properties and will end at 22:00. There are large trees and bushes in between the event and residents, which will act as a sound barrier. Sound levels will be monitored throughout the event This level will be agreed with the Local Authority.

The 2nd stage will be facing a woodland area and facing away from residential properties which will act as a sound barrier. The noise Control contractor will carry out noise propagation testing throughout the event. This level will be agreed with the Local Authority

The Event Organiser will appoint a competent Noise Control contractor to carry out noise propagation testing (which takes into account the way sound travels and environmental factors to) advise on site / stage layout and audio configuration, and to monitor sound levels on-site to ensure compliance to agreed levels. The noise contractor will liaise directly with sound engineers across all stages to ensure effective response to potential issues.

Points of monitoring will be at source from the stage itself, the perimeter of the marquee, the perimeter of the event itself and the nearest residential property.

The Noise Management Plan details all stage and performance venue timings, directions of all sound systems, maximum sound energy outputs of all significant noise sources, noise attenuation mechanisms, location of noise monitoring points and the procedure for ensuring noise control levels are complied with. Noise control levels will be proposed to prevent public nuisance to residents in the vicinity of the event. Noise analysers will be employed to support the noise management team in monitoring and responding.

The noise management team will keep the low end frequencies to within 60db of the 63hz or 125hz octave and reduce this after 23;00 to within legal limits of no more than 34dba.

The licensing authority shall have access to the results of the noise monitoring and the complaints log at any time, using an online log in via a shared Google Drive that we will create and send before the event starts, this shall be provided with a full report inclusive of data post-event. The viewable data shall include offsite remote monitors. At times prior to the start of the event there will be short periods of sound testing. This is to allow the noise management team to ensure that systems have been installed to specification. Testing is required by the licensing authority and will be kept to the shortest duration necessary to meet the licence obligations.

The event will have amplified music played in the arena throughout the day and the stage will have live music. The expected attendance will be 499.

11 Public Health and Welfare

Toilet Facilities

Toilet Facilities will be self contained units with hand washing facility compost and are already on site provided by Gaunts House a team of people will be monitoring the toilet facilities for cleanliness.

Gaunts House will be responsible for disposal of waste

At present there are toilets in the Arena and Camping areas. Once arena is closed to ticket holders they will be able to use the Camping area toilets

Signs will be provided to show location of the toilet facilities

A total of 16 units will be provided

Waste Disposal

Arrangements have been made with a local waste company for waste disposal who will drop off waste and recycling bins prior to the festival and collect afterwards.

rubbish bins and litter will be collected on a regular basis throughout the days and evenings waste

Additional bins will be provided for the public to use, which will be monitored and sorted by stewards not on station.

Traders and stall holders are expected to remove their waste to the waste area provided for the duration of the event, however should these bins become full they will be collected by a contractor.

12. Steward and Marshal Management

The number of security staff and stewards will be relative to the site design and the number of persons on site, and will be subject to legislative guidance, the experience of the security contractor and the audience demographic.

The event stewards will take on the following roles:

- Providing information to visitors on the program of events, location of stalls and facilities.
- Monitor the accumulation of rubbish and report where this is happening. Emptying of bins

may be required.

- Monitor stands, stalls and report this to the steward co-ordinator if any problems arise
And to take action to stop the activity if there is imminent risk to safety otherwise take action as instructed
- Monitor visitor activity and report to the steward controller any antisocial or other behaviour that might disrupt the event.
- If there is a medical incident contact the first aiders and the steward co-ordinator.
If the casualty is immobile offer support until the first aider arrives. Ensure space is given to the injured person.
- If an incident occurs, report this to the steward co-ordinator and keep the public away.
Assist where possible, but do not put yourself at risk.
- Ensure all protective equipment provided is worn while on duty.
- If unable to attend report this to the steward co-ordinator
- If a post has to be left for any reason, this should be notified to the steward co-ordinator.
- Stewards do not have the powers to restrain or remove visitors from the event and should avoid getting into arguments. If a member of the public doesn't comply with a request this should be reported.

Location and positioning

Stewards will be given areas (indicated on the site plan) to monitor.

accommodate breaks, absences and if a need is identified more deployed.

All volunteer marshals are members of the community group and aged 18 or over.

Sounds Beautiful Ltd will be using Fortis Protection Ltd, for there SIA staff

The rota will consists of

Thursday

11:00 - 2300 Sia x 2 Stewards x 1

1600 - 2330 Sia x 3 Stewards x 2

Night staff 2230 - 1000 x 4 SIA

Friday

10:00-22:30 SIA x 3 Stewards x 2

14:00-02:00 SIA x 5 Stewards x 1

Night staff 2200 - 10:00 x 4

Saturday

10:00-23:00 SIA x 4 Stewards x 2

14:00-23:30 SIA x 3 Stewards x 1

Night Staff 22:30 - 10:30 SIA x 4

Sunday

10:30 -22:30 SIA x 4 Stewards x 2

16:00 - 23:00 SIA x 3 Stewards x 1

SIA qualified staff will be brought in primarily to monitor the bar area, which will have standing tables. This will be an adult only area enforced by the SIA staff and supported by the bar who have a challenge 25 policy.

The SIA staff will also walk the grounds and have a presence within the festival and will undertake, bag searches to make sure no liquids over 500 ml to be allowed in the arena area to keep in line with Martyn's Law

A briefing will be held the morning of the event before the gates open to run through any changes, key responsibilities/concerns and answer any last minute questions.

All stewards are accountable to the head steward

Stewards will stay at their allocated position until they are sent for a rest/lunch break.

All stewards will be issued with a hi viz vest and radio.

Stewards will be briefed at the pre-event meeting on how to use radios.

Stewards are not to get involved with crowd issues but to report this or any other incident to event control.

They will all familiarise themselves with the location of the first aid points and fire extinguishers and emergency procedures.

2 way radios will be used by all stewards and the event team. Radios will have been tested and work in all parts of the event site.

They will be charged the night before and signed out to each steward on duty.

There are spare batteries and radio units should one be lost, broken or stop working.

Headset and mics will be provided by the SIA so visitors can't hear the open messages.

There is also a mobile phone list as a backup.

13 Welfare of Children

Under 16s must be accompanied by an adult over the age of 21. Security staff will be advised to request identification to establish age of ticket holders if they believe them

to be under 16. In the event an unaccompanied ticket holder is unable to prove they are

16 or over, they will not be permitted to enter the site.

A lost child or vulnerable person will not be left on their own with a member of staff. At least one of the stewards will be DBS checked and would remain with another steward until the parent of the carer is found.

The welfare tent will be used as the missing person area, although will not be signed as such.

No food or drink will be given, only water in case of allergies.

As far as possible the following will be established

- Name and contact number of the parents/carers or other family that could help
 - A description of the parents/ where they were separated/what their plans were etc.
- An announcement may be made from the PA asking for parents/ guardians who have become separated from their child to go to the designated meeting point.

The name of the child will not be announced over the PA or radios.

A person claiming a child will complete a form, which includes their name and address and relationship to the child and will show a form of identification. If the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/ person before handing him or her over.

The Police will be contacted immediately if:

- the child/ missing person has made any allegations
- there are any concerns for the missing/ found persons welfare
- the found person is hesitant or unwilling to go with the person collecting them
- The person reported missing is considered vulnerable in any way.

14 Incident Reporting and Investigation

All accidents, medical incidents or near misses will be investigated by the site manager during the event to establish whether any immediate changes are required to prevent similar accidents happening again.

All accident, medical incidents and near misses will be recorded by the steward controller as they are reported, using an HSE accident book. Should an accident be reportable under RIDDOR this will be completed by the event manager and submitted to the Local Authority enforcement team.

All accident reports will be considered in the planning for future events to identify any elements that should be done differently.

Communication with the Public

There will be a PA system operated through the stage sound system. PA speakers placed around the site will enable all visitors to hear any announcements made either by the event compare or by the event team.

Loud hailers are available at info tent should the PA system stop working and communication is needed in the event of an incident

15 Emergency Plans

Please note that it is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Dorset Police.

However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

██████████ & ██████████ in conjunction with the medical team will be responsible for determining if an incident is now an emergency and will take responsibility for decisions. The event manager will be in consultation with the event team.

The medical team are prepared to take people to receive any non immediate emergency treatment. They have knowledge of local hospitals and the best routes to access them.

Gaunts has plenty of space for helicopter landing if necessary.

██████████ will report the incident to the emergency services if necessary.

The emergency services are notified through the 999 system.

██████████ & ██████████ will make themselves known to the emergency services when they arrive and advise them on the nature and scale of the incident and what has been done by the event team to that point.

Entrance/access point should the emergency services use will be safe and will be kept clear of crowds for them to get to the incident.

Control barriers can be easily removed. This allows immediate access to the emergency route around the perimeter of the event. This will be managed by stewards.

Who will be responsible for crowd control?

The Steward Controller will receive information from stewards and the event team on incidents and crowd behaviour.

Stewards will be instructed to react accordingly depending on the situation.

All incidents will be reported to the site manager who will attend the scene and either make a decision on the spot or consult with the event team where there may be wider or significant impact.

Small scale incidents, which are not likely to affect many people will be dealt with by stewards and a member of the event team if necessary.

emergency services in anticipation of an escalation in seriousness (e.g. fire, large scale antisocial behaviour). The PA will be used to inform visitors plus a battery operated megaphone.

To avoid unnecessary panic should radio conversations be overheard by visitors code words will be used to identify specific incidents

16 Wet Weather

The weather forecast will be monitored by the site manager during the week before the event. If the weather deteriorates and is likely to significantly affect the event, alternatives will be discussed by the event team.

Rain - If the ground becomes water -logged in the run up to the event, the event manager will take the decision on whether the event should be cancelled. If there is heavy rain during the event the performances will need to be postponed or cancelled.

High wind - this will be measured on site. If the measurements reach the maximum recommended by the marquee supplier or the stage supplier additional securing straps will be added and the marquees evacuated/stage not used. If the strong winds continue and the safety of visitors is at risk the event will be cancelled and the event ground evacuated during site build or while the event is running.

High temperatures: Should high temperatures occur regular messages will be broadcast from the PA advising visitors to use sunscreen and drink plenty of water. Water will be

available to those treated by first aiders and for staff. Drinks are available to buy from food concessions and visitors are able to come and go from the event as necessary.

Exit signs will be placed above each of the emergency exits. This will be large enough to be seen from the centre of the event site.

The first aid tent/ event control will have signage enough to be seen from a distance.

17 Traffic Management

There is a road that accesses the event site called Petersham Lane. Staggered entry to the festival will ensure minimum disruption to traffic flow and the main gate will be set back roughly a quarter of a mile from this road meaning that any queues will be absorbed by the lane.

Parking will be in the first field which sits before the camp site or main festival site begins. Parking tickets will be required to use the parking field to encourage car sharing.

Traders and artists will access the site from the opposite side of the Estate and will not cross into the camping site itself unless unloading. Any vehicle accessing the event site will be instructed to limit speed to 5 mph and have indicators flashing. Reversing of large vehicles will only be undertaken under the supervision of a steward

In the interest of pedestrian safety, the site manager and parking team will supervise and minimise vehicle movements and allocate parking spaces to avoid blocking in of vehicles.

The tracks used are hardened and in the event of severe rain there is an on site tractor to aid vehicle recovery in the unlikely event that any become stuck.

The programme supplies to all guests will contain a detailed map and safety tips for driving on site

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Public Liability Insurance will be put in process on the granting of the Licences