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## **1 Preface**

The contents of this document should be read in conjunction with other relevant policies and documents; these recommendations are not necessarily final but give an indication to the appropriate procedures for this type of event.

### **1.1 Event Profile**

Balter Festival (BF) is a small, outdoor music event held over four days. 2016 will be the third annual event and the management are keen to build on the success of previous years.

With a proposed site capacity of 2500, BF supports and promotes cutting edge, independent music that is often ignored by larger events. Bands, DJs, live performers and audience members are drawn from all over the UK and Europe to enjoy music and performing arts spread across 10 diverse venues. The event also features walk-about theatre & circus performances, independently owned food & market traders and two licensed bars.

## **2 Planning and management**

The festival management understand the fundamental importance of effective health and safety planning to protect the health, safety and welfare of people attending live events as well as contractors and volunteers' working on them. This is important for all phases of the event.

The BF health and safety policy can be located in appendix 1

- The management team will meet regularly to make sure this policy is put into practice
- The management structure will be clearly defined with specific roles allocated
- Health and safety performance will be monitored and reviewed

### **2.1 Organising for safety**

BF will call upon volunteers, contractors & sub contractors that have a proven track record with the management team to help ensure competence. Any new volunteers, contractors & sub contractors will be, where possible, interviewed by the management and come by recommendation. Suppliers will be required to provide health and safety policies, method statements and risk assessments in relation to their proposed work and will receive copies of BF's health and safety policy.

By implementing a clearly defined organisational structure with specific health and safety responsibilities and clear reporting mechanisms, BF will establish and



maintain control whilst maintaining good contact with suppliers, contractors, sub contractors and volunteers. During the build up phase BF will establish that they all know:

- What they must do
- How they will be accountable for safety on site
- That they understand how health and safety will be controlled and monitored on site

Communicating in this way and involving suppliers, contractors, sub contractors and volunteers from as early as possible in the organisational process will promote good co-operation and effective communication through all phases of the event.

## **2.2 Monitoring safety performance**

The on site work of suppliers, contractors, sub contractors and volunteers will be regularly inspected and compared to their supplied safety documentation and/or training. An event health and safety log book of accidents, incidents and near misses will also be compiled during the load in, show and load out. BF intends to use this information to audit and improve health and safety.

## **3 Venue and site design**

### **3.1 Site suitability**

- The site is an even, well drained green field site with natural boundaries that separates areas designated for the main arena & camping, car park and live in vehicles
- The site has a pre-existing entrance track that can handle the capacity of the event; the site has been designed to create routes for public entrance and emergency blue light vehicles
- Clearly marked pedestrian routes will be created to keep vehicular and pedestrian traffic as separate as possible

### **3.2 Geographical location**

- The site address is;  
Great Goytre farm  
Pandy  
Abergavenny  
Monmouthshire  
NP7 8EB
- The grid reference for the site is: SO 35879 24213
- The site is located off the A465
- Abergavenny is the closest town with a hospital, fire and police station
- There is limited public transport to the site
- The site has a designated car parking area

An aerial photograph of the site can be seen in appendix 2

### 3.3 Pre design data

- BF has a maximum proposed occupant capacity of 2500
- BF has a varied artist profile; the event provides a platform for cutting edge performances, niche genres and unknown artists. The management are therefore not concerned about the arrival of large unexpected crowds
- The audience is primarily made up of young adults who fall in the 18 – 35 age bracket, with a slightly higher male than female attendance
- BF is an over 18's only event and is widely advertised as such
- Gates will open to audience members at 12:00 on Friday the 3<sup>rd</sup> June 2016; the site will be cleared of audience members by 17:00 on Monday 6<sup>th</sup> June 2015.
- Performances are scheduled on:
  - Friday 3<sup>rd</sup> of June from 14:00 - 03:00 on Saturday the 4<sup>th</sup> June
  - Saturday the 4<sup>th</sup> of June from 11:00 - 03:00 on Sunday the 5<sup>th</sup> June
  - Sunday the 5<sup>th</sup> of June between 11:00 & 23:59

<b>Festival site opens 12:00 on 03/06/15</b>						
	<b>03/06/15</b>		<b>04/06/15</b>		<b>05/06/15</b>	
<b>Venue</b>	<b>Open</b>	<b>Close</b>	<b>Open</b>	<b>Close</b>	<b>Open</b>	<b>Close</b>
Main Bar	12:00	03:00	12:00	03:00	12:00	23:59
Cocktail Bar	12:00	03:00	12:00	03:00	12:00	23:59
Jigsore	18:00	03:00	12:00	03:00	12:00	23:59
The Hex	20:00	03:00	20:00	03:00	20:00	23:59
Drawing Room	14:00	03:00	12:00	03:00	12:00	23:59
Balkanical circus	22:00	03:00	22:00	03:00	Closed	Closed
Disco Dome	18:00	03:00	14:00	03:00	14:00	23:59
Sika Studios	14:00	20:00	14:00	20:00	14:00	20:00
24hr Garage Girls	14:00	20:00	14:00	20:00	14:00	20:00
Band stage 2	Closed	Closed	16:00	23:00	16:00	23:00
Upcoming artists	18:00	23:00	12:00	21:00	12:00	21:00
Irie Bingo	14:00	23:00	11:00	23:00	11:00	21:00
<b>Festival Site closes 17:00 on 06/06/15</b>						

- Alcohol will be on sale at two licensed bars
- The audience will be standing for all performances and in all venues
- The festival site is split into 5 areas:
  - Main arena
  - Backstage
  - Camping
  - Live in vehicle camping

- Car park
- BF is a multi-stage event with a dedicated temporary structure for each venue

### 3.4 Site Plan

The proposed site plan for BF 2016 is included in appendix 3

### 3.5 Venue capacity/Occupant capacity

- The main site area is 45,746 m<sup>2</sup>
- Once structures, fenced off, back stage and camping areas are removed roughly 7100 m<sup>2</sup> remains. This allows plenty of space to accommodate 2000 tickets holders comfortably
- There will be up to 500 crew, artists and guests also on site
- The car park area is 15,387 m<sup>2</sup> and allows for parking space and designed roadways, there is additional space designated as an overflow car park if required
- The live-in vehicle area is 11,812 m<sup>2</sup> this area also contains the blue route, which will be fenced off. Tickets for live in vehicles will be sold in advance
- Capacities for each venue are shown below

Venue	Capacity
Bar	200
Cocktail Bar	100
Jigsore	300
The Hex	300
Drawing Room	300
Balkanical circus	300
Disco Dome	150
Sika Stage	Open air
24hr Garage Girls	Open air
Band stage 2	Open air
Upcoming artists	150
Irie Bingo	Open air

## 4 Fire safety

### 4.1 Means of escape

- All venues will have at least two final exits that lead to a pre-determined place of safety
- Openings of no less than 1.05m in the sidewall of marquees (or other temporary structure used to house a venue) used as general entrance and exits will act as a means of escape

- Each means of escape will be clearly marked with an illuminated fire exit sign hung above the opening. Fire exit signs will be powered by the main electrical system and use a battery back up

#### **4.2 Fire fighting equipment**

- All stages at the event will be under 56m<sup>2</sup> therefore each venue will be equipped with one powder or CO2 fire extinguisher on each side of the stage and one light duty fire blanket
- All caterers will be required to carry at minimum 1 x CO2 fire extinguisher and 1 x fire blanket
- Fire points of powder or CO2 fire extinguishers will be situated out of public reach regularly around site
- Mobile fire trollies will be available and stored in production

#### **Means of giving warning in case of fire**

Due to the nature of the event all venues will be equipped with a PA system capable of clearly conveying messages to the audience. Each venue manager will have the facility to cut the programmed output of the PA system to communicate with the audience via a microphone. Training on the best way to communicate with the audience in this situation will be given.

Areas not covered by PA systems will make use of loud hailers where necessary.

#### **4.3 Fire prevention**

- Festival management will implement a good waste management system to prevent build up of flammable material around the site
- Electrical systems will be installed and signed off by a competent person assigned by festival management
- Daily inspections of electrical system will take place
- Stall holders and venue managers are responsible for making sure electrical systems are not modified after electrical sign off
- Competent electrical technicians will be on standby throughout the event
- All electrical equipment to carry current PAT test certification
- All structures will carry up to date fire regulations and have flame retardant canopies
- Smoking will not be permitted in any closed or tented venue; security and stewards will enforce smoking rules
- Fire lanes of at least 3m width will be placed regularly throughout all camping and live-in vehicle areas

- Wind direction and strength will be monitored. This information will be used to help prevent fire spreading in the event of an incident
- All drapes, curtains and decor will be of flame retardant materials, where this is not possible flame retardant treatment will be applied

## **5 Major incident planning**

BF will be liaising with the responsible authorities for further discussion and development. The major incident plan (MIP) will also develop as a result of meetings of the Safety Advisory Group (SAG).

Attached at the bottom of this document is a 'Temporary Site Handover Form' that would be used as a result of a major incident occurring. A Temporary Site Handover would happen if a large-scale incident led to the emergency services taking control of the site for a period of time.

### **5.1 Assessing the Risk**

- For risk assessment see Appendix 4
- Care was taken to choose a site that does not suffer from flooding
- Cancellation insurance will be in place, as well as budget for wet weather provision

### **5.2 The process of forging a Major Incident Plan**

This major incident report provides a broad outline of measures that can be taken to avert and deal with major incidents. This document should be consulted with reference to the included appendices. BF recognises its duty to consider all major planning situations and does so routinely in its event planning.

BF wishes a SAG group to be assembled from the local authorities and emergency services to discuss the emergency plan in detail. An Emergency Liaison Team shall also be established amongst event management personnel.

From this consultation process, the responsibilities and duties of the relevant parties involved in emergency planning will have been deduced. This shall then be communicated to each party and agreed upon consensually. Only in consultation with the relevant authorities will it be possible to identify the best traffic routes and facilities, especially regarding arrangements for casualties and temporary morgues. However, if a situation resulting in multiple deaths or serious injury occurs, the event will be handed over to the emergency services immediately, with the full support of the event management team.

#### **5.2.1 Responsibilities of Relevant Parties**

To be confirmed during the SAG meeting.

### **5.2.2 BF Responsibilities in the event of a major incident**

- Develop a clear Emergency Plan
- Form an Emergency Liaison Team (ELT)
- Make decisions relating to the deployment of stewards and security personnel in the event of a major incident
- Ensure the safety of the public and staff is paramount over and above the continuation of the event
- Identify and act upon incidents prior to them becoming emergencies
- Plan for and cope with any reasonably foreseeable contingency without relying on attendance by the emergency services/local authority, e.g. A heat wave or heavy rain
- Ensure communication networks are active, tested and clearly understood by all relevant parties
- Ensure that all major incidents and the response to them is logged appropriately
- Nominate an emergency radio controller
- Designate an Emergency Management Area to be used as a clear area for control vehicles and equipment
- Ensure that any relevant developments are communicated to the ELT and that information is cascaded properly to relevant parties and the public where necessary
- Ensure that relevant developments are communicated to the public and crew via social media and e-mail where necessary
- Act as strategic command for any developing emergency situation
- Ensure all roles are carried out by appropriate and capable individuals
- Provide clear emergency access routes and facilities for emergency planning, rendezvous points, etc
- Present correct contact lists for all parties involved in emergency planning on-site
- Provide equipment for emergency response including site maps, torches, and high visibility jackets
- Ensure that where a crime has been committed the scene is preserved for the inspection of the police
- Ensure adequate insurance is in place for cancellation
- Ensure there are adequate financial resources to deal with emergency situations

### 5.2.3 Emergency Liaison Team

	Name	Mobile phone number
Premises License Holders	Christopher Aplin	07969 811401
	Elias Cole	07581 654349
Event Liason Manager	Sarah Keates	07725 522035
Safety Officer	Alex Michael	07876 227263
Medical and Welfare Coordinator	Craig Harris	07932 275672
Security Operations Manager	Gawain Boal	07715 630267

### 5.2.4 Emergency service and Local Authority responsibilities

*Abridged from The Event Safety Guide, Section 205*

The police will generally be responsible for coordination of actions related to a major incident both 'on-' and 'off-site' and have the duty of looking after life and property. They are responsible for the activation of the plan, responsible for law and order, assistance in traffic management in and out of site. They preserve scenes, collect evidence and make arrangements in respect of the dead. They will provide casualty information services on site and establish a site information Centre. Security will (secure the site), inform public outside of the event as required. They will also exercise certain local authority functions – e.g. opening a rescue centre in the local vicinity. Police effectively chair any emergency response.

The Fire Brigade will become the responsible party if the major incident is a fire or involves a rescue scenario. They will operate according to the provision of the plan, brigade orders, and own operating plans.

The NHS Ambulance Service will coordinate medical response to the incident nominating and alerting hospitals, distributing casualties, providing emergency transport, communication and liaison with the other agencies.

Local authorities are able to provide a range of services in case there is a major incident. Services may include reception centers, temporary emergency accommodation, feeding and access to a wide range of special equipment. This, however, is a last option. They also operate Highways Control.

Voluntary organisations work closely with Emergency Planning and can offer a broad range of skills to assist in the response to disaster.



### **5.3 Decision making processes in Emergency Planning**

#### **5.3.1 Command structure**

The ELT will take control of the event as the result of an emergency situation developing and, if required, prepare the ground for the emergency services to step into this role. Members of the ELT are listed above and will all receive copies of this document and the final Emergency Plan developed from this. They will also receive a briefing sheet explaining the roles and responsibilities of the team. The ELT will represent as broad a range of services on and off-site as possible.

In the event of an emergency, the senior production manager on shift will act as a Communications Officer and will liaise between the area coordinators, venue managers and the ELT. All announcements to these individuals will be made via their respective channels.

#### **5.3.2 Disseminating Information**

In a major incident scenario the ELT will communicate via two way radio exclusively on channel 1. This protocol is common practice used at events. If an incident occurs, the licensees will put out a call to the members of the ELT on their respective channels to go to channel 1.

All communications between ELT members on the subject of major incidents, that are not held face to face, should be held via channel 1.

Major incidents will only be called over the other radio channels where necessary and once decisions have been made between ELT members. Code words will be used where applicable to describe the nature of the incident/impending incident.

All area coordinators, venue managers and other core personnel will be briefed to instruct their staff as to Emergency Reporting procedures. All such reports should be made directly to production, via the radio control channel, or in person. In the case of an undetected major medical incident, first call should go through to the medical team, then to production.



## **Making Decisions**

Timely decision-making is necessary to contain or, preferably, prevent a major incident. The nature of the incident could be either one confined to site, or else, in the case of a wider civil emergency, one with the potential to affect the general populace of the area, region or country. Whilst we have no power to prevent or contain more widespread incidents, it is the duty of the organisers and the ELT to ensure that those at the event are informed and that a successful evacuation of site occurs before effects are felt in the wider area. One key principle, from the perspective of local authorities, is the need to minimise the burden on local resources, thus; prevention, containment, and timed evacuation.

The following process would occur as the result of a civil emergency away from BF festival site or the local area:

- Upon hearing of a civil emergency (which should be fed directly to the licensees via production), the ELT would immediately be summoned via radio channels
- The ELT would consider the information and advice of the emergency services and local authorities before taking action
- A general 'Condition Amber' announcement will be sent over the radio channels and appropriate action taken – for instance, all traffic in and out of site is stopped
- The ELT and representatives of the emergency services would meet in the determined multi-agency meeting point
- Whilst working from consensus where possible, the lead would be taken from the emergency services and, where consensus cannot be reached, decisions will be deferred to our own ELT
- If considered the best option, a staged evacuation would be planned utilising models developed at the SAG meeting
- The emergency services would be informed of the planned evacuation schedule
- All relevant crew members would immediately be summoned to the production compound for a briefing by the ELT
- All personnel at the meeting will be told that evacuation messages will be broadcast to the public at a given time.
- All personnel are instructed to return to their areas and prepare for the evacuation – informing staff, etc
- Security and stewards will be instructed to assemble as many members of their teams as possible to assist in the evacuation
- A call is put out to any off-site marshals to prepare for an evacuation
- Venue managers are asked to read the appropriate evacuation message over their PAs at the appointed time

- At the same point, a 'Condition Red' announcement will be made over the radios
- All members of staff to assume positions for the planned evacuation

The following process would occur as the result of a major incident occurring within the site or with a localised effect:

- Upon BF production team hearing of a major incident the ELT would immediately be summoned via radio channels
- A call to the local ambulance, police and fire representatives would be made to inform them of the incident and the assembling of the ELT
- The ELT would consider the information and advice of the emergency services and local authorities before taking action
- A general 'Condition Amber' announcement will be sent over the radio channels and appropriate action taken – for instance, all traffic in and out of the site is stopped
- The ELT and representatives of the emergency services would meet in the pre-designated location
- Whilst working from consensus where possible, the lead would be taken from the emergency services and, where consensus cannot be reached, decisions will be deferred to our own ELT
- A policy of containment would be the first option investigated. If considered practical, security and stewarding coordinators would be asked to action this immediately whilst further decisions are made
- If considered the best option, a staged partial or full evacuation would be planned, utilising models developed in the SAG meeting
- As the result of a bad weather situation developing, the site manager will be consulted on ground conditions in order to determine if it is appropriate for the event to go ahead
- The weather forecast will be closely followed before and during the event. If conditions look likely to worsen it will be decided whether to cancel early or prior to the event beginning, however this is a last resort option
- A partial evacuation call will be acted upon immediately in order to secure the effected areas
- The Emergency Services would be informed of the planned evacuation schedule
- All relevant crew would immediately be summoned to the production compound for a briefing of the situation and actions to be taken. The production manager will take responsibility for this
- If a full evacuation is to be called, all personnel are asked to refer to instructions in the Evacuation Procedures Document
- All personnel at the meeting will be told that evacuation messages will be broadcast to the public at a given time

- All personnel are instructed to return to their areas and prepare for the evacuation – informing staff, etc
- Security and stewarding personnel are instructed to assemble as many members of their teams as possible to assist in the evacuation
- A call will be put out to any off-site marshals to prepare for an evacuation
- Venue managers will be asked to read the appropriate evacuation message over their PAs at the selected time
- At the same point, a ‘Condition Red’ announcement will be made over the radios
- All members of staff will assume positions for the planned evacuation

#### **5.4 Presenting a Major Incident to the Media and to the Public.**

##### **5.4.1 Media and Public Liaison**

The police will usually talk to the press and provide a media liaison officer for this purpose if required. We would nominate our press officer to speak as a representative of the event and to liaise with the media.

Special attention will be paid to ensuring that there are clear messages going out to the public during an incident. Particular messages on the website and official forums will be kept up to date, and in the event of postponement or cancellation, every action is taken to communicate directly with ticket holders.

In the event of a cancellation where the public are already onsite in significant numbers, a Crisis Information Point will be set up at the Information Stand in the Main Arena.

##### **5.4.2 Communications Priorities**

The communication priorities in the event of cancellation or evacuation are as follows:

- Draft of an official statement and policy
- A clear and decisive message to be delivered as wide as possible via all possible channels
- Communication with Local Authorities
- Communication with those already on-site
- Updating of website and social media. Removal of all non-related and conflicting information
- Direct emails to all ticket holders

## **5.5 Dealing with Major Incidents and the aftermath**

### **5.5.1 Emergency Infrastructure**

In order to deal safely with major incidents, the following systems will be in place:

- A radio system allowing immediate contact with all relevant in house parties: stewards, security, medical, welfare, production and site management
- A dedicated control channel for event personnel
- An Incident Control Point will be nominated for use in event of an emergency
- Emergency access routes, agreed by the police and fire brigade, will be kept clear at all times
- Nominated rendezvous points will be used to assemble the emergency services response
- In the event of a major incident the production compound will be secured for the use of emergency services and emergency services command vehicles
- An ambulance loading point will be established in the medical compound and will be used in the result of a major incident for this purpose, as it is in normal circumstances
- Loudhailers will be stored in the production office for the purpose of announcements and in case of a PA failure
- The Emergency Plan will be distributed amongst core production staff and coordinators in advance of the event build

### **5.5.2 Codes and Categorisations**

Due to the limited capacity and size of the event site, along with the small number of radios in operation, BF will use a limited number of coded messages where deemed necessary. Site security teams may choose to use their own terminology within their own operations. We will operate the following system for categorising the status of an incident:

Condition Green – All normal. Return to normal

Condition Amber – All staff to be on alert

Condition Red – Evacuation Procedures to be activated

All messages relating to an incident should be accompanied by a grid reference point, marked on all site plans distributed at the event and to emergency services prior to the event beginning. A typical radio announcement might say:

“Site crew required at C7 (repeat)”

### 5.5.3 Management System

We will operate a three-tier management for dealing with major incidents at this event. This is in line with operations at similar events in the UK and also with the preferred operating methods of the emergency services. This is commonly referred to as Gold-Silver-Bronze Command. This procedure involves the operation of Strategic, Tactical and Operational levels of command. These are only usurped in the event of the situation being handed over to the emergency services:

GOLD	SILVER	BRONZE
STRATEGIC	TACTICAL	OPERATIONAL

GOLD Strategic Command – BF management.

Responsible for formulating the policy framework within which tactical command works.

SILVER Tactical Command – Production team, heads of security and medical. Responsible for formulating the tactics pursued by their organisation. Decides how resources are allocated.

BRONZE Operational Command – Relevant staff such as stewards and members of the medical and security team closest to the incident.

Responsible for following procedure laid out by silver and gold command

### 5.5.4 Dealing with Major Incidents and the Aftermath – Specifics

#### Sheltered Accommodation and Provisions

In the unlikely event of a situation where a need to provide sheltered accommodation and other forms of welfare are required, BF will utilise onsite infrastructure to provide food, shelter and any other necessary requirements of our attendees where possible.

#### 5.5.5 Crime Scene Preservation

It is possible that, following a major incident, it may be necessary to preserve a crime scene. In the result of this occurring, the site manager and his crew would cordon off the scene with hazard tape. This cordon would then be monitored by the required number of SIA Security personnel to ensure it could not be breached. Any movements within a crime scene area must be logged.

Should a crime have occurred, it is the responsibility of the SIA security

personnel, where possible, to apprehend and contain the individuals responsible until the arrival of the police.

In the unlikely result of a death on-site, the body should not be moved under any circumstances before emergency services arrive. The area would first be evacuated and then sealed and monitored by the security team.

#### **5.5.6 Disabled People and Major Incidents**

We will ensure: -

- Stewards are employed for the safe evacuation of disabled people, these will work alongside the appointed area staff

#### **5.5.7 Suspect Package Report or Threat**

In the event of a suspect package being found or reported, an evacuation would be ordered, the exact nature of which would be dependent on the nature and content of the threat.

We would however:

- Attempt to verify the threat. Basic methods would be used such as interrogation of the reporting person, be this via phone or in person
- Make an assessment of the reality of the threat – e.g. Is there laughter in the background? Is it a threat or a report of a suspicious package?
- Verify the likelihood of the suspicious package being an incendiary device. Why is it suspicious?
- Verify the size of the potential incendiary device – i.e. Is it a package, car, truck? The nature of the threat determines the size of the evacuation zones
- A radio message would be made regarding the package and asking for somebody to come forward and claim it
- Seek to isolate any 'suspicious package' in its location and seal off the area
- Call the police immediately to response

Following this the senior production manager would announce a 'Condition Red' and evacuate the local vicinity of the suspicious package. This would include evacuating the entirety of the field in which the threat is considered to be present. No staff member is to investigate the package directly, instead leaving this to the correct authorities.

#### **5.6 Evacuation Procedures**

Evacuation of all or part of the site may be required as a result of a serious security incident, accident or disturbance. It would be impractical to develop detailed evacuation procedures to cover every eventuality; therefore, the outline evacuation plan that follows can be adapted to deal with the situation in hand. The Major Incident Risk Assessment should be referred to for details on current measures related to foreseeable possible incidents.

Should the need arise to evacuate the site the decision will be made using our Command and Control structure, in liaison with the emergency planning officer. During the evacuation the public will be directed to the place of safety using a route to be decided after consideration of the location and nature of the major incident. Evacuation Points have been nominated for different purposes – temporary evacuations from minor incidents, large scale evacuations from the site as a whole, evacuation from the campsite and from the events arena only. Evacuation routes have been nominated for each of these and will be managed by Stewards and Security Personnel. All stewards briefing packs contain details of the appropriate evacuation routes, whilst the Security Coordinator is responsible for ensuring his staff are aware of these and their duties regarding them.

Full use will be made of PA systems in giving instructions to the public in the event of an evacuation. Security officers at key points will also be issued with loud-hailers, and where appropriate, will assist in the evacuation. It will ultimately be the decision of Event Control as to when and how an emergency announcement is made.

It is worth noting that attendees are more likely to be penned in by an incident than evacuated out.

#### **5.6.1 Place of Safety/Rendezvous Point**

In the event of an emergency evacuation all crew and members of the public will be marshaled to a safe area adjacent to the site or into the central Arena. Event Control will co-operate fully with the emergency services to maintain maximum control and ensure safety. All evacuation pedestrian routes and exits. These are situated so as not to obstruct emergency access. All evacuation points will be marked with raised signs and lit by emergency lighting. They will be stewarded by staff in high-visibility clothing. Evacuation Route signs will be in place throughout the event so that the public are familiar with these, should the need to use the routes arise. The main evacuation route will be in to the areas beyond the car parks, should this remain clear.

The main Rendezvous Point nominated for this event is D12 (See appendix 3)



### **5.6.2 Method of Operation**

#### Condition Green

- No major problems but staff to remain vigilant at all times to potential problems

#### Condition Amber

- Staff to be aware that there is a potential major problem and be standing by to put into effect the emergency action plan

#### Condition Red

- All staff to implement the emergency action plan and carry out any instructions issued to them by a member of the ELT or members of the emergency services.

The authority to change the alert status shall at all times rest with the festival management.

### **5.6.3 Operational Action**

#### **Condition Amber**

Radio control shall be instructed to broadcast the following announcement:

*"Please note – condition amber now exists – all staff to observe radio silence and await further instructions"* (repeat)

The following procedures shall be implemented

- The ELT shall assemble (see major incident plan for details)
- The most appropriate member of the ELT is to proceed to the location of the incident, assess the problem and report back via radio to the ELT
- If appropriate, designated members of the ELT will go to the arena to further assess the situation
- The licensee, in cooperation with venue managers and area coordinators, to ensure that entertainment is ready to stop and stage PAs are used to make announcements (see major incident plan for details of how information is disseminated)
- Stewards and site crew to be on standby to remove any barriers or other obstacles from exits
- All roadways kept clear for emergency vehicles



## **Condition Red**

Radio control shall be instructed to broadcast the following radio announcement:

*"Please note – condition red now exists – all staff to observe radio silence and await further instruction"* (repeat)

The following procedures shall be implemented

- If the incident is localised, the area immediately surrounding the incident to be secured by security
- Gate staff, security and stewards to ensure that vehicle movements are limited to emergency vehicles only
- Security and stewards to ensure no vehicle movements in the car park
- All security and stewards to stand by for the instructions for evacuation of site
- All staff to prepare for evacuation as instructed

## **Standing down from condition red or amber**

Radio control shall be instructed to broadcast the following radio announcement:

*"All staff please note that we have reverted to condition green – revert to normal duties"* (repeat)

## **Temporary Evacuation**

The following announcement will be broadcast over P.A systems and loud hailers:

*"Ladies and gentlemen – this is a safety message. Please evacuate the area and move to (closest safe point specified by the announcer) as quickly and safely as possible. There is no need to leave the festival and the event shall resume as soon as possible"* (repeat)

The following procedure shall be implemented

- All security, marshals and stewards to take every possible action to prevent vehicle movements, except emergency vehicles – including the shutting of all gates
- Any obstructions blocking emergency exits, for instance unlocked gates and heras fencing, to be moved by site crew. Some exits are only to be opened in the event of an evacuation being called, however they will NOT be locked
- All stewards to assist in directing the public to the designated safe area
- Once the area has been cleared, security and stewards will ensure no one returns to the area

The decision to permit re-admission to the incident area and the restarting of the event will be made by the ELT.

### **Full Evacuation**

The following announcement will be broadcast over P.A systems and loud hailers:

*“Ladies and gentlemen – this is a safety announcement. Please evacuate the area and move to (evacuation point specified by announcer) as quickly and safely as possible” (repeat)*

The following procedures shall be implemented:

- All security and stewards to take every possible action to prevent vehicle movements, except emergency vehicles
- All stewards to assist in directing the public to the designated safe area
- Once the area to be evacuated has been cleared, security and stewards will secure the entrances to prevent re-entry
- Security and stewards to hold the public at the evacuation zone until given instruction from the ELT to allow the public to leave
- Any leaving will be managed in stepped lots of vehicles
- One of the major marquees will be requisitioned for the purposes of a medical and temporary evacuee centre. It will be emptied beforehand of any hazards. Blankets, medical care, welfare, hot drinks and food would be available here

All control centre activities will be retained in the production compound as long as is practical. If not, it will be moved to the farm office at Great Goytre Farm.

#### **5.6.4 Prevention of Major Incidents**

The best possible means of dealing with major incidents is to stop them from occurring in the first place. Many such situations could be avoided by proper prior planning. BF will be taking the following measures to avert disasters:

- A clear and established system of command and control will be in place, with effective communications and the knowledge of roles and responsibilities a priority throughout.
- Proper campsite management: Evenly spaced fire lanes (no more than 50m apart); patrolling stewards; designated fire pits; overseen by a campsite manager and teams of assistants
- On-site fire crew: There will be safety marshals with fire training on site to deal with minor situations. Fire points will be made clearly visible
- The information point will include guidelines for safe camping, a site map containing evacuation and fire points, first aid and welfare and other necessary information.

- This information will also be available on the website
- Establishing of correct working procedures: Utilising the Site Safety Rules and Risk Assessments
- Proper checking of electrical and gas-powered equipment and enforcement policies to ensure guidelines are upheld
- Controlled and restricted vehicle movements on areas of the site that are not hardcore track way
- Regular weather forecasting
- Restricted vehicle movement on the fire lanes around site at any time
- Paramedic and medical team (*Event Paramedic Services*) on hand 24hrs with extra members on call to deal with extreme situations
- A welfare team to provide shelter, blankets, hot drinks and support to individuals and groups in need
- SIA Security (*Event Safety Alliance*) on call 24/7 to deal with developing situations prior to them becoming major incidents
- Site-wide radio networks and a command centre in contact with all aspects of the site

TEMPORARY SITE HANDOVER FORM

DATE:

TIME:

NATURE OF INCIDENT: .....

.....

.....

I hereby transfer responsibility for full control of the incident as given above, to

NAME: .....

POSITION HELD: .....

SIGNED: .....

DATE: .....

On behalf of Balter festival

NAME: : .....

POSITION HELD: .....

SIGNED: .....

---

I hereby transfer responsibility for the event site back to the events organisers,  
Balter Festival

NAME: .....

POSITION HELD: .....

SIGNED: .....

## MAJOR INCIDENT RISK ASSESSMENT 2016

### METHOD OF SCORING

**Vertical Axis = Probability of incident x Horizontal  
Axis = Severity of Incident Probability X Severity =  
Risk Indicator (Score over 6 deemed unacceptable)**

	Death and Major Destruction (4)	Serious/Severe Injuries and Evacuation/ Cancellation (3)	Injuries Not Serious. Partial evacuation (2)	Trivial loss or damage (1)
Probable (4)	16	12	8	4
Reasonably Probable (3)	12	9	6	3
Remote (2)	8	6	4	2
Extremely Remote (1)	4	3	2	1

### SITUATION

The event site at Great Goytre farm Pandy Abergavenny Monmouthshire NP7 8EB is a farm, of which approximately 18 acres is to be used for BF. The majority of the event area is situated on reasonably flat ground, with a steeply banked stream to the side. The ground conditions are good, with the land well cared for. There is thick grass on most areas of the site, though the arena field has not been used before and could be susceptible to damage from vehicles and other usage.

<b>INCIDENT</b>	<b>AT RISK/NATURE OF RISK</b>	<b>SCORE BEFORE CONTROLS</b> Severity x Probability	<b>CONTROLS</b>	<b>SCORE AFTER CONTROLS</b>
Heat Wave	Human Casualties <ul style="list-style-type: none"> <li>• Heat Stroke</li> <li>• Dehydration</li> <li>• Sun Burn</li> <li>• Dust causing choking</li> </ul>	2 x 2 = 4	<ul style="list-style-type: none"> <li>• Adequate covered spaces</li> <li>• Adequate free drinking water</li> <li>• Adequate medical provision</li> <li>• Welfare area will have on-site provisions for sun cream, hats, etc.</li> <li>• Reserves of mineral water</li> <li>• Water can be sprayed on some areas to dampen down earth</li> </ul>	1 x 2 = 2

<b>INCIDENT</b>	<b>AT RISK/NATURE</b>	<b>SCORE BEFORE</b>	<b>CONTROLS</b>	<b>SCORE AFTER CONTROLS</b>
Major illness	Human Casualties <ul style="list-style-type: none"> <li>• Sickness</li> <li>• Hospitalisation</li> </ul> Human Containment <ul style="list-style-type: none"> <li>• On-site</li> </ul>	3 x 1 = 3	<ul style="list-style-type: none"> <li>• Adequate medical provision</li> <li>• Regular contact with NHS Authorities</li> <li>• Effective hygiene standards in place</li> <li>• Testing of water</li> <li>• H&amp;S assessments of food preparation areas</li> </ul>	2x 1 = 2

INCIDENT	AT RISK/NATURE OF RISK	SCORE BEFORE CONTROLS Severity x Probability	CONTROLS	SCORE AFTER CONTROLS
Fire	Human Casualties <ul style="list-style-type: none"> <li>• Death</li> <li>• Serious Injuries</li> </ul> Destruction or Damage to temporary structures and/or vehicles	4 x 2 = 8	<ul style="list-style-type: none"> <li>• Fire trained Safety Marshalls on site</li> <li>• Proper spacing of venues</li> <li>• Proper provision of fire equipment to venues</li> <li>• Small venues only, minimal large structures</li> <li>• Safe containment of gas and fuels</li> <li>• Adequate numbers of security and stewarding staff</li> <li>• Suitable access routes for fire vehicles</li> </ul>	3 x 1 = 3

<b>INCIDENT</b>	<b>AT RISK/NATURE OF RISK</b>	<b>SCORE BEFORE CONTROLS Severity x Probability</b>	<b>CONTROLS</b>	<b>SCORE AFTER CONTROLS</b>
Flooding and Ground Deterioration	Human Casualties <ul style="list-style-type: none"> <li>• Death</li> <li>• Major injury</li> </ul> Major Destruction to Property  Evacuation/ Cancellation	4x2 = 8	<ul style="list-style-type: none"> <li>• Adequate wet weather provision</li> <li>• Hillside location – Low-risk of flooding</li> <li>• Public areas in low-risk zones</li> <li>• Venues in low-risk areas</li> <li>• Evacuation zones nominated</li> <li>• Secure water supply for attendees</li> <li>• Adequate trackway system</li> <li>• Easy access/egress for site</li> <li>• Minimal large vehicle movement on-site</li> </ul>	2x2 = 4

<b>INCIDENT</b>	<b>AT RISK/NATURE OF RISK</b>	<b>SCORE BEFORE CONTROLS Severity x Probability</b>	<b>CONTROLS</b>	<b>SCORE AFTER CONTROLS</b>
Major Traffic Accidents	Human Casualties <ul style="list-style-type: none"> <li>• Death</li> <li>• Serious Injury</li> </ul> Restriction to Access/Egress	3 x 3 = 9	<ul style="list-style-type: none"> <li>• Tow Vehicles on-site inc. tractors and 4x4s</li> <li>• Separation of pedestrians and vehicles</li> <li>• Traffic Control Staff</li> <li>• Traffic Control points</li> <li>• Easy access/egress for car parking</li> <li>• Signing schedule for road routes</li> <li>• Minimal vehicle movement allowed on site</li> <li>• Speed limits imposed on</li> </ul>	2x 2 = 4



<b>INCIDENT</b>	<b>AT RISK/NATURE OF RISK</b>	<b>SCORE BEFORE CONTROLS Severity x Probability</b>	<b>CONTROLS</b>	<b>SCORE AFTER CONTROLS</b>
Suspect package report or threat	Human Casualties <ul style="list-style-type: none"> <li>• Death</li> <li>• Serious Injury</li> </ul> Major Destruction	4x1 = 4	<ul style="list-style-type: none"> <li>• Regular contact with police</li> <li>• Adequate security for cordoning off areas</li> <li>• Use of nominated evacuation zones</li> <li>• Loudspeaker technology on site</li> </ul>	3x1 = 3

<b>INCIDENT</b>	<b>AT RISK/NATURE OF RISK</b>	<b>SCORE BEFORE CONTROLS Severity x Probability</b>	<b>CONTROLS</b>	<b>SCORE AFTER CONTROLS</b>
Water Cut-Off	Human Casualties <ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Sickness</li> </ul>	2x2 = 4	<ul style="list-style-type: none"> <li>• Provision of free mineral water</li> <li>• Private farm supply. Not on mains.</li> <li>• Minimal plumbing due to size of event</li> <li>• Dedicated site plumber</li> </ul>	1x1 = 1

INCIDENT	AT RISK/NATURE OF RISK	SCORE BEFORE CONTROLS Severity x Probability	CONTROLS	SCORE AFTER CONTROLS
Crowd Disorder	Human Casualties <ul style="list-style-type: none"> <li>• Death</li> <li>• Serious Injury</li> </ul> Destruction of Property	4x3 = 12	<ul style="list-style-type: none"> <li>• Selected crowd demographic are low threat</li> <li>• No large venues</li> <li>• No famous artists that will draw unexpected crowds</li> <li>• Potential to isolate arena from rest of site easily</li> <li>• Adequate security staffing and training</li> <li>• Open space of event site reduces risk of crushing or panic</li> <li>• Regular contact with police</li> </ul>	2x1 = 2

## **6 Bad Weather**

### **6.1 Wet Weather Plan**

Despite the relatively small event capacity and weather resistant aspects of the site, the need for wet weather planning is a priority for the production team. For more information on severe wet weather responses (ie. Flooding) please see the Major Incident Plan. This section is to demonstrate only that adequate thought and attention has been given to the issue of potential bad weather of a less severe nature:

### **6.2 General Provision for Wet Weather**

The site is fast-draining due to the topography, with most areas of the site sloping down towards the stream. The stream is located down a steep bank so is unlikely to flood unexpectedly.

We have provided for a 5% margin within the budget for wet weather contingencies. This will allow for emergency measures to be funded at short notice, ensuring we can access additional temporary track, machinery, materials and other equipment as required.

Vigilance will be paid to weather forecasts leading into the event and to existing ground conditions. Observations from these sources will dictate whether contingencies are put in place prior to the event to reduce potential land damage and ensure unhindered access for all vehicles. These observations will also inform our proposed build schedule, ensuring that we prioritise the right infrastructure and that we can move forward or back the schedule as needed to work with the conditions.

A small stone Holding Compound exists and will be used for turning large vehicles and for processing of some pre-event traffic.

Both woodchip and straw will be ordered in advance of the event for use in vulnerable areas when necessary and where laying of trackway is not suitable. This includes within venues, around the arena, at water points and in front of toilets, etc. These materials will be stored out of public reach and contacts lined up for more via the local farming network.

Vehicle movement is limited both before and during the event to prevent ground conditions deteriorating unnecessarily. Speed is limited to 5mph off road and 10mph on the installed trackways. Only essential site and emergency vehicles can move off-road during the event itself.

A tractor will be available to BF for use in moving vehicles that are causing an obstruction. This will be used for towing duties should vehicles become stuck in mud and no smaller vehicle (for instance a site 4x4) can be used. Safe systems of work will be applied to any towing actions taking place as the result of wet weather, or for any other reason. Only approved towing strops, chains, or rigid

will always be a bank manager present and, in the incidence of any public being present in the area, stewards will also be in attendance. All essential site vehicles are 4WD including the site ambulance.

Sufficient covered space will be provided for up to 2500 at any one time, including within venues, bars and cafes. Cancellation insurance will be in place for the event.

### **6.3 Provisions for Bad Weather leading into the event**

Whilst high winds at the site are a temporary threat, the risk of heavy rain is more of a problem in the period before the event opens. The worst time for heavy rain is in the week leading up to the event taking place, leading to the loss of ground integrity due to the high levels of production traffic and site vehicle use. The crucial factor in minimising damage in this period is preventing vehicle movement and controlling entry.

Entry arrangements for crew and contractors will be controlled using the crew accreditation system. There will be a strict production and delivery timetable in place dictating when crew and contractors can arrive. A contact sheet of all key personnel in these areas will be generated and used to delay arrivals if bad weather dictates this.

Due to the potential for worsening ground damage, tractors would only be used where absolutely necessary and not to tow non-essential vehicles on to site. Major damage can be caused by unnecessary site vehicle use. In the event of ground deterioration, care would be taken to keep heavy vehicles on tracks only, and use manual lifting to move equipment into place wherever possible.

Vehicular access to the arena would be stopped altogether if it was felt ground conditions were worsening to an unacceptable degree. Vehicles entering site would need to park in the holding area or the car park until further action could be taken. Select 4x4 vehicles will continue to function in wet weather conditions, though movement will be reduced to essential vehicles only.

Vehicle movements are restricted whenever rainfall occurs. Heavy rainfall over a sustained period would lead to a ban on non-essential vehicle movement for the length of the event.

In the event of wet weather continuing into the event, the ELT will make contact with the local authorities to keep them abreast of the onsite situation and ensure that the appropriate responses are being made. These sessions will also be used to ensure all are kept aware of the risk of closure and a traffic light system will be used to demark the severity of our situation. The ELT, in liaison with the local authorities, will take any decision to cancel the event.

If cancellation occurs during the event, this will be deemed a major incident and actions taken as per the 'Major incident plan'

#### **6.4 Welfare as a result of Wet Weather**

Should extreme wet weather lead to a situation where temporary sheltered accommodation and other forms of welfare are required on a large scale, the following actions will take place:

- A large structure would be used as an extra welfare space for those who may have lost tents or have a lack of dry clothing. Other spaces would be considered based on the scale of need
- The structure would be used as a sleeping space as well as for emergency catering
- Announcements regarding this would be made via the main PA systems and a message circulated to all venue managers, stewards, security and welfare staff
- If required BF will provide hot refreshments to those in need
- Emergency blankets will be provided by stocks held by the onsite welfare and medical facilities. BF will also have a stock of emergency blankets and wet weather ponchos
- Welfare and medical staff will be on 24hr shift rotas throughout the event and this will be scaled up in the event of an emergency, in order to provide emotional, mental and physical support to those in need
- BF will ensure that sanitation and hygiene facilities remain operational and in reach of temporary sheltered accommodation. Consideration will be given to moving mobile sanitation infrastructure closer to this centre if required
- Site crew and vehicles will provide transportation to members of the public from sheltered accommodation to car parks and ensure that their vehicles can leave site safely
- Welfare staff will work with site crew, security, stewards and organisers to evacuate the effected public from site in an orderly fashion. They will communicate with these members of the public that the best option is to leave site in these circumstances

#### **6.5 Structural Damage due to wet weather**

- Under extreme circumstances, wet weather can lead to the collapse or subsidence of large structures, particularly stages and large marquees
- In order to limit the potential of this, all tents and staging will be erected by experienced contractors responsible for their own equipment
- Structures are monitored throughout the event by a combination of venue and area managers; the site crew and site manager; and the Event Safety Officer (ESO).
- All structures are to be signed off by the ESO prior to event opening.
- If there are signs of structural collapse or subsidence, Production must be immediately informed. Production will then work with the site manager and ESO to organise a temporary evacuation of the effected structure/s so that risk can be assessed and counter-measures taken. The contractors would be contacted and requested to return to the site or structure.
- Priority will be given to Public Safety over concern for installed equipment

## 6.6 Flood Risk

The topography of the site does not give cause for concern in terms of flood risk. There are some small areas of the site that may temporarily collect water in small quantities but they are not deemed a cause for concern.

## 6.7 Other Weather Risk

The greatest risk from wet weather is from high winds causing driving rain and the loss of tents and structures. The site is in a valley so is well sheltered. Event Organisers and the ESO will continually monitor the website 'www.xcweather.co.uk' for wind levels and forecasts. This website is commonly used by event organisers to assess predicted wind levels accurately.

## 7 Communication

- Effective communication is essential to the smooth running of any event. BF will use two-way radios and mobile phone back up to facilitate effective site wide communication throughout the event.
- BF will use professional quality radios supplied with battery charging stations, spare batteries and ear pieces hired from 'contact radio', BF have used contact radio to supply two-way radios at their previous events.

Details of equipment and frequencies used will be given to emergency services

The following radio channels will be used at BF

Radio Channel	Who
1	ELT
2	Stewards
3	Production team
4	Venue managers
5	Site crew
6	Tech crew
7	Noise management team
8	Medical team
9	Security

All staff using two-way radios will be given training on effective use of equipment, radio etiquette and BF communication policy. All radios will be signed in and out by the production team.

All incidents will be communicated and managed through the production team as they are best positioned to cascade information between relevant teams and log information regarding incidents. The production office will be manned 24 hours a day by at least two members of the production team and will act as event control.

## 7.1 Chain of command



*\*Gold, Silver & Bronze refer to the three-tier management system out lined in section 5.5.3*

To ensure communications are received and to step in and manage incidents where necessary the production office will monitor all radio channels.

All radio users will be given a laminate showing:

- A list of blue team mobile phone numbers
- The production office hotline
- Radio channels used at the event

Training will be given on the importance of having a charged mobile phone for each shift to all radio users. A mobile phone charging station and spare laminates will be kept in the production office.

The production team will hold lists of all radio users' mobile phone numbers.

The following code words will be used over two-way radio to avoid alarming the public and to convey the message as quickly and simply as possible.

CODE 1 PRIORITY	Total Emergency Evacuation. Ensure all performers & staff know of the emergency & immediately begin site evacuation procedures
ARTHUR BROWN	A Fire issue requiring isolation and primary evacuation, requires further assistance from Festival Management, Production Team and Stewards
FOXTROT MESSAGE	Important message coming through – everyone to pay attention to radio calls. No non-essential communications to be made by radio
OVER	Ends transmission & prompts reply
MESSAGE RECEIVED	Acknowledges transmission & confirms it was understood

CODE WORDS WILL BE USED WITH ADDITIONAL INFORMATION TO OUTLINE THE SITUATION E.G. ARTHUR BROWN IS AT THE HEX STAGE

Code words will be used with additional information to outline the situation, e.g. *“Arthur Brown is at the Hex stage”*

Blue team may decide to use mobile phone communications where they feel the need in any situation.

## 8 Crowd management

### 8.1 Movement onto site

- Directions and means of travelling to site will be publicised to ticket holders well in advance of the event
- All entrances will be clearly sign posted
- BF will use an e-ticket system to efficiently accredit audience members
- Once accredited, audience members will be given a wristband and directed onto the site

### 8.2 Ticketing

- BF will sell advanced e-tickets utilising a system provided by [www.ticketspread.com](http://www.ticketspread.com) and will be publicised as such
- In the event of a sell out, tickets will be removed from sale and the fact will be widely publicised



### 8.3 Searching

Bag searches will take place by trained SIA security staff where deemed necessary to prevent prohibited items being brought on to site. The BF website will inform the public what they are not allowed to bring with them.

### 8.4 Site design in relation to crowd management

In order to allow for free flow of audience members between venues, wide walkways will be created in the site design. Venues will be clearly marked and audience members will have access to a simple site map and entertainment programme.

### 8.5 Aids to crowd management

Due to the nature of the event all venues will be equipped with a PA system capable of clearly conveying messages to the audience. Each venue manager will have the facility to cut the programmed output of the PA system and communicate with the audience via a microphone at their discretion/requirement and will receive training on the best way to communicate with the audience in this situation.

Areas not covered by PA systems will make use of loud hailers where necessary.

BF will utilise stewards in many aspects of crowd management, please refer to the stewarding plan in appendix 4 for more detailed information

## 9 Transport management

### 9.1 Traffic Signs

Temporary traffic signs will be required both on site and on the public highway to direct vehicles onto and around the site, a map detailing traffic sign types and locations can be seen in appendix 5.

Signs detailed are;

Sign	Location on map
5 mph	1
SLOW	2
Balter Festival Site entrance 300 m →	3
Balter Festival Site entrance 300 m ←	4
Balter Festival Site entrance 200 m →	5
Balter Festival Site entrance 200 m ←	6
Balter Festival Site entrance 100 m ←	7
Balter Festival Site entrance 100 m →	8
Balter Festival Site entrance →	9
Balter Festival Site entrance ←	10
Car Park ↑	11
Car Park ←	12
Live in Vehicles ↑	13
Live in Vehicles →	14

Live in Vehicles ←	15
Blue Route ←	16
Blue Route ↑	17
Main entrance ↑	18
Main entrance ←	19
Main entrance →	20

- As well as signage BF will provide stewards to give direction and keep the flow of traffic moving from the public high way to the car park
- There will be two vehicle routes onto site: red & blue. Red route is for public access, Blue route is for emergency vehicles only
- Designated short stay parking will be available for bus's & minibuses to make drop offs and pick ups

## 9.2 Vehicle access

Vehicle routes are shown in appendix 6

Parking space is provided in the main car park, an over flow parking area is available on site. Parking attendants will guide vehicles to parking spaces to keep traffic flowing and make the most efficient use of space

Blue route allows emergency vehicles direct access to the site.

The red route allows as much track as possible for any traffic build up that may occur during peak arrival times. Based on previous events BF expect the attendees to arrive at spread out intervals throughout the opening day.

The two vehicle routes have separate entrances but share a short area of track approximate 50 m long. Stewards will be positioned here and along the public route to control traffic and to ensure the shared section of track remains clear of vehicles.

Pedestrians will have their own routes wherever possible, cordoned off using rope or pedestrian barrier. At any point that pedestrians and vehicles will meet, stewards will control the flow of both pedestrian and vehicle traffic. No vehicle will be allowed onto the festival site without the relevant vehicle pass. The site design has a roadway that runs around the back stage area to keep as much vehicle movement away from public as possible. During the festival vehicle movement will be limited to only essential movements.

No forklift trucks or other large machinery will be used during the operation of BF, unless required in an emergency situation.

## 10 Structures

Many types of temporary demountable structures will be utilised at BF. In most cases equipment and structures will be hired from suppliers who specialise in a given product or type of structure. Where possible suppliers who have a proven track record working directly with BF or who come recommended from reliable, trustworthy channels will be used. In many cases BF will also hire the expertise of the suppliers work force to erect and maintain equipment and structures through all phases of the event. All structural suppliers will provide the following documents:

- Design concept and statement
- Construction drawing

Suppliers who erect and maintain their structures will also need to provide

- Public liability insurance
- Risk assessment
- Safety method statement
- Completion certificate

Where competent, trained BF site crew erect structures, BF will provide this documentation.

Once a structure is erected and a completion certificate has been handed over to the BF management team, a competent person will monitor all structures. Each structure should be thoroughly checked before a venue opens each day. A log of these checks should be kept and filed with the production office each day.

### 10.1 Suppliers details

These tables will be filled in once confirmed with suppliers.

#### 10.2 Perimeter fence

		Contact
Supplier		
Structure/equipment supplied		
Person responsible for completion certificate		
Person(s) responsible for monitoring		

#### 10.3 Marquees, Tents & Demountable structures

		Contact
Supplier		
Structure/equipment supplied		
Person responsible for completion certificate		
Person(s) responsible		

**10.4 Crowd Safety Barrier**

		Contact
Supplier		
Structure/equipment supplied		
Person responsible for completion certificate		
Person(s) responsible for monitoring		

**10.5 PA systems**

		Contact
Supplier		
Structure/equipment supplied		
Person responsible for completion certificate		
Person(s) responsible for monitoring		

**10.6 Lighting**

		Contact
Supplier		
Structure/equipment supplied		
Person responsible for completion certificate		
Person(s) responsible for monitoring		

**10.7 Site Equipment**

		Contact
Supplier		
Structure/equipment supplied		
Person responsible for completion certificate		
Person(s) responsible for monitoring		

**11 Barriers**

Barrier is not deemed essential at BF due to the audience profile, musical styles and large number of stages in comparison to the audience size. RF will however

use front-of-stage barrier on the main stages to prevent audience members gaining access to the stage or backstage area. All barrier used by BF will:

- Be supplied and installed by a competent specialist supplier
- Carry all relevant documentation as detailed in the structures section

## **12 Electrical installations & lighting**

Generators will provide all power on site. A competent professional electrician will sign off the installation. All electrical installation equipment will be hired from Independent Welding Services and B.E.S system who have a proven track record working with BF and carry all relevant documentation. The power installation at BF will be designed using information gathered in the build up phase to ensure equipment is fit for purpose.

Please see risk assessment within the health & safety policy (appendix 1).

## **13 Food drink and water**

### **13.1 Catering operations**

Catering operations at BF will be carried out by a number of profession sub-contractors who specialise in mobile & events based catering. To ensure that the delivery, storage, preparation and sale of food complies with the relevant food safety legislation, caterers will be asked to provide the following documentation:

- Risk assessment covering;
  - Food
  - Health and safety
  - Fire hazard analysis

Caterers will also be asked to provide relevant details and/or certification regarding:

- Training of all food handlers
- Suitability of premises used for the production and sale of food
- Food management plan
- Insurances covering public, product and employers liabilities
- Electrical and gas compliance
- Possession of a properly equipped first aid box
- The local authority they are registered to

BF has not currently confirmed which caterers will be on site but will be able to provide full information for each one in advance of the event.

### **13.2 Positioning**

Exact locations of catering operations can be seen on the site plan in appendix 3. When positioning food trader's care will be taken to:

- Prevent any obstruction that may affect the health and safety of people attending or working at the event
- Prevent access by the public to the rear of catering operations
- Allow entry, access and egress of emergency vehicles

- Create suitable space between individual operations
- Provide access to facilities for the storage of solid and liquid waste
- Allow for the safe and efficient removal of refuse
- Keep food stalls away from sources of potential contamination such as fuel, waste and refuse storage

BF will provide all catering operations with;

- Toilet facilities for sole exclusive use of food handlers
- Suitable facilities for parking and access of support vehicles
- Access to a supply of clean drinking water close to their premises
- Hook up to the site electrical supply

BF will expect catering operations to organise their own means of providing hot and cold hand washing facilities.

### 13.3 LPG

- All those using LPG will demonstrate a basic understanding of its safe use, its characteristics and emergency procedures
- Storage of LPG at each catering operation does not exceed that which is required for a 24-hour period or a maximum of 200 kg, whichever is the least
- All LPG is handled and stored in accordance with the current regulations and codes of practice
- All supplies of LPG, whether in compounds or within catering operations, are secure from interference by the audience

### 13.4 Electrical installations

Catering operations will be provided with electrical power by BF and will be required to give details of their power requirements during the build up phase. Please refer to section appendix 1 for more information on Electrical Installation.

### 13.5 Fire fighting equipment

Catering operations must provide their own fire fighting equipment that conforms to relevant British standards. Please see below table for catering operations minimum requirements

Cooking type	Fire extinguisher	1 m <sup>2</sup> light duty fire blanket
Non	1 x 2 kg dry-powder	×
Cooking	1 x 2 kg dry-powder	✓
Cooking + Deep fat fryer	1 x 9 L foam type	✓

### 13.6 Alcohol and bar areas

The bar at BF will be run by 'Scarlet Blu', who will provide temporary demountable structures to house both bars, as well as all servery equipment and trained bar staff. Simon Tonar is the personal licence holder. *Scarlet Blu* will provide all relevant documentation. Their challenge 25 policy can be seen in appendix 9.

### **13.7 Drinking water**

There is a bore hole on site that BF intends to utilise, provided the water is proven to conform to current water safety regulation. An adequate quantity of water points will be positioned and sign posted around the site. Should the bore hole fail water safety test or is unable to provide sufficient pressure to create a useable water system, mobile water containers will be bought onto the site.

Bottled water will also be readily available around the site.

### **14 Market traders**

BF provides a platform for independent traders to sell their goods. The market areas are shown on the site map and have been designed to allow a good flow of people around them. All traders will be contacted during the build up phase to gather relevant information regarding

- Nature of the business
- Safety of any structures intended to be used at BF
- Electrical requirement
- What vehicle movements are associated with the stall

Market stalls will require sign off from the Health & Safety manager before being allowed to open.

### **15 Sanitary facilities**

- BF will hire
  - 30 Portable toilets
  - 3 Urinal units
  - 2 Disabled toilets
- Toilets come equipped with sanitary hand gel
- Toilets will be well sign posted and illuminated at night
- Toilet paper levels will be checked and re-stocked regularly
- Toilets will be inspected, cleaned and emptied regularly
- Provision will be made for back stage and crew areas
- Water taps positioned around site for hand washing

### **16 Waste management**

- A specialist team will undertake waste management during the event
- A waste collection point will be located within the production area with space to allow waste to be sorted for collection
- There will be voluntary litter pickers working shifts throughout the event
- There will be 30 bins distributed around the site, with 10 kept as 'stock' at the waste collection point
- There will be 6 skips at the waste collection point these will be categorised and clearly labeled, the waste will be sorted in to 3 Categories
  - Mixed Recyclable
  - Cardboard



Extra skips will be on standby to be delivered to site should they be required

- When ordering skips the lorry drivers will be made aware of entrance and egress points, and location of waste collection point
- Waste will be collected by a registered waste carrier and will be transferred to a site with a suitable waste management licence

During the event the waste manager is responsible for:

- Cleanliness of the site
- Managing bins
  - Making sure bins are emptied before they are full
  - Positioning bins strategically where they are required.
  - Using 'stock' bins if necessary in areas with higher than foreseen waste quantities
- Managing traders waste
- Informing the production team on quantity of waste collected and advising if extra skips are required
- Managing the team of litter pickers

During the event the team of litter pickers will be responsible for:

- Following the instructions of the waste manager to keep the site clean and the bins empty
- Assist the waste manager in spotting problem areas and reporting any issues to the waste manager.
- Sorting waste at the waste collection point as it comes in.

Caterers' waste water and oil will be collected in containers and removed by the toilet waste tanker

### **17 Sound: noise & vibration**

BF understands the importance of strict noise management and employ a dedicated team to monitor off site levels throughout the event. This team will be managed by Russel Kearney who held the position at the 2015 event. Due to the nature of noise management BF would like to discuss the area with the local EHO to discuss the best monitoring positions to keep in control of off-site noise. The noise management policy from BF 2015 event has been included in appendix 10 to give an example of the document that will be compiled once discussions have taken place.

### **18 Camping**

- The public camping area is divided into smaller sections by fire roads of at least 3m
- The camping area covers approximately 2 hectares
- Overflow camping area is available
- Stewards will be positioned within the campsite prior to site opening to assist with the build up of the camp site



- Fire points in the camping area can be seen on the site map
- Ticket holders will be contacted via email to let them know all site restrictions
- All live-in vehicles will be parked in dedicated spaces in an area only accessible to live-in vehicle wristband holders via a steward manned gate

## **19 Medical, ambulance and first aid management**

- BF employ 'Event Paramedic Services' managed by Craig Harris to run the medical area
- EPS have worked at both previous BF events

The medical plan is available in appendix 7

## **20 Information & welfare**

### **20.1 Welfare**

- A welfare and information area will be provided next to the paramedics base
- This area will be manned 24 hours a day by staff recruited by the festival management. The area will provide a comfortable and warm environment for any person that is in need
- In the event of injury, or any other circumstance the welfare team deem necessary, the paramedics will be sought. The paramedics will be accountable for the wellbeing of any persons taken into their care

### **20.2 Information**

- An information service will also be available at the welfare point; displaying information such as camping and fire safety, the weather forecast, and a site map
- Venues will display their line up outside each venue and a free program will be given to attendees on arrival

## **21 Security Plan**

BF is working closely with Gawain Boal of *Event Safety Alliance* who will be operating all security procedures.

A first draft of his security plan can be seen in Appendix 11

## **22 Children**

BF is an over 18's only event and is advertised as such. The security plan contains information on dealing with minors should they end up on site.

### **23 Good Relations**

- All stewards and site crew will be easily identified at all times whilst on duty by wearing 'hi vis' jackets.
- The Festival Management will be responsible for sticking to schedules and event timings as listed in this document and minimising disruptions to local residents
- A letter will be sent out to all local residents providing information about the event and contact telephone numbers, see appendix 8 for an example





### **Mandatory Conditions – Supply of Alcohol**

1 No supply of alcohol may be made under the premises licence:

- i) at a time when there is no designated premises supervisor in respect of the premises licence; or
- ii) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

2 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

### **Mandatory Conditions – Security Activity**

3 Where at specified times one or more individuals may be at the premises to carry out a security activity, each individual must be licensed by the Security Industry Authority.

For the purposes of this section:

- i) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies; and
- ii) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

### **Mandatory Conditions – Exhibition of a Film**

4 The admission of children to the exhibition of any film must be restricted in accordance with any recommendation made by the British Board of Film Classification (BBFC) or in the absence of a recommendation from the BBFC, the Licensing Authority.

For the purposes of this section:

- i) "children" means persons aged under 18 years of age.

### **Mandatory Conditions – Supply of Alcohol for Consumption On The Premises**

5 The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective; .

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective; .

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner; .

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

6. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

7. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

8. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

#### **Mandatory conditions - The ban of the sale of alcohol below the cost of duty plus VAT**

9. (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

(2) In this condition:-

(a) "permitted price" is the price found by applying the formula  $P = D + (D \times V)$ , where-

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(b) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence-

- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

(3) Where the permitted price would not be a whole number of pennies, the permitted price shall be taken to be the price rounded up to the nearest penny.

(4) Where the permitted price on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax, the permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

