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County Hall
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Usk
NP15 1GA

Monday, 14 March 2016

Notice of meeting / Hysbysiad o gyfarfod:

Licensing and Regulatory Sub Committee

**Tuesday, 22nd March, 2016 at 1.00 pm,
County Hall, The Rhadyr, Usk, NP15 1GA**

AGENDA

Item No	Item	Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	To consider an application for a Temporary Premises Licence for The Balter Festival, Great Goytre Farm, Pandy, Abergavenny	1 - 178

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

J. Higginson
L. Guppy
D. Evans

Public Information

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Welsh Language

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Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT: Application for a Temporary Premises Licence for The Balter Festival, Great Goytre Farm, Pandy, Abergavenny
DIRECTORATE: Chief Executive
MEETING: Licensing & Regulatory Sub-Committee
Date to be considered: 22nd March 2016
DIVISION/WARDS AFFECTED: ABERGAVENNY

1. PURPOSE:

To consider an application for a Temporary Premises Licence under the Licensing Act 2003 for the Balter Festival, Great Goytre Farm, Pandy, Abergavenny. The event is planned to run between the 3rd and 6th June 2016. A Copy of the application is attached as Appendix A.

2. RECOMMENDATION(S):

2.1 It is recommended that members consider and determine the application, on the basis of the information provided.

3. KEY ISSUES

3.1 The application is for the following:

Supply of Alcohol (On Sales)	Start	Finish
Friday (into Saturday)	12.00hrs	04.00hrs
Saturday (into Sunday)	12.00hrs	04.00hrs
Sunday (into Monday)	12.00hrs	02.00hrs
Regulated Entertainment (Live & Recorded Music, Activities like music & dance)	14.00hrs	03.00hrs
(Indoors and Outdoors)	11.00hrs	03.00hrs
Friday (into Saturday)	11.00hrs	23.59hrs
Saturday (into Sunday)		
Sunday		
Late Night Refreshment (Outdoors)		
Friday (into Saturday)	23.00hrs	05.00hrs
Saturday (into Sunday)	23.00hrs	05.00hrs
Sunday (into Monday)	23.00hrs	05.00hrs
Hours open to the Public	Page 1	

Friday to Monday	12.00hrs	17.00hrs
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The application form attached as Appendix A also includes the following appendices referred to as part of this application:-

- Appendix 1 – Safety Policy
- Appendix 2 – Arial photograph of site
- Appendix 3 – Site Plan
- Appendix 4 – Stewarding Plan
- Appendix 5 – Traffic signage map
- Appendix 6 – Vehicle Routes
- Appendix 7 – Medical Operational Plan & Medical Risk Assessment
- Appendix 8 – Letter to residents
- Appendix 9 – Challenge 25 policy
- Appendix 10 – Noise Management Plan
- Appendix 11 – Security Plan

- 3.2 The Legislative Reform (Entertainment Licensing) Order 2014 permits live and recorded music for 500 persons between the 08.00hrs – 23.00hrs in on licensed premises without the requirement of a licence.

However, the Balter Festival will require a licence as they have indicated in Appendix 1 in the event profile that the capacity for this event is 2,500 people.

This operating schedule also includes the Event Management Plan 2016 (EMP) attached as Appendix B.

- 3.3 The applicant within the operating schedule has outlined their arrangement under the four licensing objectives. It should be noted that the previous event in 2015 was held within Chepstow Racecourse.

General – all four licensing objectives

The attached EMP covers in detail how Balter Festival will promote the four licensing objectives.

Balter Festival understand the EMP is an evolving document, and look forward to any advice the local authorities and emergency services wish to offer in the run up to, or during the ESAG meeting.

2016's proposed event will be the third the partnership has organised. Over previous events an experienced team has been formed to manage all aspects of the festival.

Specialist services such as medical, security and health & safety are bought in from skilled professional providers that the management have worked alongside previously.

During the build-up phase of the event the management team(s) will be sent copies of all relevant documents and meet regularly to discuss the licensing objectives and best practices laid out in the EMP.

The meetings will make sure that all managers understand the documentation especially in regard to the chain of command, how to communicate and how each individual role is defined.

Roles falling further down the chain of command will be sent relevant documentation closer to the time of the event and will be required to attend an on-site briefing before the event begins.

Balter Festival 2015 took place on a noise sensitive site (Chepstow Racecourse) that had previously caused issues for the local area. The noise management team worked closely with Mike Richardson from the local EHO to ensure noise was controlled over the course of the event.

Balter Festival intends to employ the same team of specialists using the same measurement equipment for the 2016 event.

An example of the 2015 noise management plan is available in the application (appendix 10).

A 2016 document will be produced following meetings with the local EHO to determine suitable levels and offsite measurement locations.

A traffic management plan is in place (EMP section 9).

The festival site has been designed to get vehicles on site as quickly as possible and to allow any traffic build up to take place off the public highway.

This system also allows for stewards to manage vehicles off of site preventing traffic build up on the public highway after the event.

The Protection of Children from Harm

Balter Festival is an over 18s event and is widely advertised as so. Official identification will be required to validate e-tickets on entry. Bar staff will practice 'challenge 25' (see appendix 9 of the EMP)

Balter Festival have procedures in place to deal with minors in the event of any getting onto site (see appendix 11 of the EMP).

- 3.4 If granted the licence would also be subject to Mandatory Conditions which are attached to this report as Appendix C.
- 3.5 The applicant has a statutory duty to send copies of his/her Premises application to the 'Responsible Authorities' namely Heddlu Gwent Police, South Wales Fire Service, The Local Health Board and departments of Monmouthshire County Council being the Environmental Health Section, Social Services, Planning, Licensing and Trading Standards Department. (A notice also has to be circulated in a newspaper within the area of the premises as well as a notice displayed at the premises to enable local businesses and residents to make a representation. The application is also advertised via the Council's website). This was duly carried out by the applicant.)
- 3.6 **Representations** have been received from 2 of the statutory consultees, namely Environmental Health and Licensing and another relevant representation.
- 3.7 The following is the representation received from **Huw Owen, Principal Environmental Health Officer:-**

I am familiar with the Balter Festival operation as it was staged in 2015 at Chepstow Racecourse and I was involved in my teams monitoring at night of the music festivals over the event period. I did consider the music level during this event to be reasonably well managed but this section did received complaints from the occupiers of 4 properties including premises well in excess of 500m from the event. Music noise levels at 250/300m distance from the stages after midnight were typically in the high 30s/low 40s decibel range with the base beat dominant.

I have appraised the proposed site and note that there are a number of dwellings in fairly close proximity, many of which are in Herefordshire County area. These include:

By following this structure Balter Festival intend to ensure a safe and successful event for all parties involved.

The Prevention of Crime and Disorder

Balter Festival employ 'Event Safety Alliance' to provide SIA licensed security personnel. ESA have extensive experience on a variety of events many of which are much larger than Balter Festival.

ESA provided all security personnel at Balter Festival 2015, and the festival provides additional volunteer Stewards to assist security in non-critical positions.

Prevention of crime and disorder is taken very seriously and steps are taken throughout all phases of the event to manage the situation. Please refer to the security plan within the EMP (appendix 11) for more information.

Based on the audience profile and experience of our previous events Balter Festival do not foresee any serious crime and disorder occurrences, however procedures are in place should the situation arise.

Public Safety

Public Safety is paramount to the event and takes priority over keeping the event running.

Balter Festival has employed Alex Michaels as the dedicated Health & Safety officer who has collaborated with the festival management to write the Health & Safety policy and risk assessments (EMP – appendix 1)

The EMP details how Balter Festival intends to maintain public safety in more detail. The EMP was written using experience gained at previous events by the festival management and the guidelines laid out in 'The Event Safety Guide'.

The organisers have implemented a clear management structure and chain of command that will be supplied to all management staff have a clear understanding of all procedure and how to communicate effectively before they arrive on site.

Roles falling further down the chain of command will be sent relevant documentation closer to the time of the event and will be required to attend an on site briefing before the event begins.

Health and Safety will be monitored and logged throughout the event to improve best practice.

Balter Festival employ 'Event Safety Alliance' as SIA registered security on site as well as 'Event Paramedic Services' to maintain safety on site.

Prevention of Public Nuisance

At an event such as Balter Festival the biggest factors that could cause a public nuisance are noise & vibration and additional traffic on the public highway.

Balter Festival will employ a specialist noise management team to measure noise on and off site, and set the onsite noise levels from readings taken off site at pre-determined measuring points.

All onsite sound engineers will be briefed that the noise management team's word is final and they must obey any request for level adjustment.

Monmouthshire County Council area:

- Little Goytre – approx. 270m from site boundary
- Goytre Cottage – approx. 390m

Herefordshire County Council area:

- Little Croxley – approx. 300m from site boundary
- Ivy Cottages – approx. 230m
- Llancillo Bungalow – approx. 500m
- Little Vineyard – approx. 550m
- The Goytree – approx. 780m
- Vineyard Farm – approx. 800m

The proposed site is in a rural location with potentially very low background noise levels during late night hours as the traffic on the A465 reduces. I suggest that the background levels after midnight could potentially drop to the low 20 decibel region. This is a significant difference to the 2015 Chepstow venue where the background levels are likely to be at least +10/15 decibels higher at night.

Furthermore the proposed site is on the base of the 'valley' with the shallow basin topography not likely to act as a natural barrier and the music potentially carrying a significant distance from the source.

I note that the application provides that a specialist noise management team will be employed to measure noise on and off site and set the onsite noise levels from readings taken off site at pre-determined measuring points. The 2015 Noise Management Plan has been provided as an example. The application further provides that a 2016 document will be produced following meetings with the local EHO to determine suitable levels and offsite measurement locations.

The guidance this section gives to organisers of large scale open air events is based on guidance given in the Code of Practice on Environmental Noise Control at Concerts 1995. This provides that for events continuing or held between the hours of 23.00hrs and 09.00hrs the music noise level should not be audible within any noise sensitive premises with windows open in a typical manner for ventilation. In recognition that the test of inaudibility will very much rely on the sensitivity of an individual's hearing, this section typically advises that it will be accepted that this measure has been met if the music does not exceed the background level at the boundary of any dwelling by more than +5dB LAeq 1 minute or exceed 35dB LAeq 1 minute, whichever is the lower.

The music levels generated at the Chepstow 2015 event would at the proposed location in my opinion have the potential to cause substantial disturbance to the residents living in the locality and for a statutory noise nuisance to be caused with regard to the provisions of the Environmental Protection Act 1990.

On consideration of these factors in my opinion there is the significant potential for the key Licensing Act 2003 objective 'prevention of public nuisance' not to be met on this basis I therefore object to this application.

The Licensing Enforcement Officer Leigh Beach has also submitted the following:

I have considered the temporary premises licence application, our policy and visited the site. This is not a recognised music venue and I fear local residents may be subject to public nuisance by noise nuisance over the weekend. The music/people partying and people camping on site. This site is in a rural area of Monmouthshire therefore the usual noise level will be very low at night with reduced traffic on the main road, a music festival until 3am is likely to be heard by local residents in my opinion. From my experience with public nuisance the later

the noise occurs the less people tolerate it and the more nuisance it causes for local residents. Therefore I'm concerned for the hours applied for.

Relevant Representation:

Public Safety : Extremely dangerous entrance, not suitable for this amount of traffic.

Public Nuisance: Noise levels not appropriate for this area

3.8 Representations made under the Licensing Act 2003 must be made under the four key licensing objectives, namely:-

- The prevention of crime and disorder;
- Public Safety;
- The prevention of public nuisance; and
- The protection of children from harm.

However, Section 9.9 of the Guidance issued by the Home Office states:

It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.

3.9 **In response to the representation the applicant Mr Elias Cole submitted the following on behalf of the Balter Festival:**

We are very disappointed but do understand the concerns of Mr Huw Owen. We had believed that by moving venues to one that was only near a few houses as opposed to several thousand we would be in a better position but obviously that was incorrect. We do put a heavy emphasis on controlling the sound as best as possible, but obviously we are also trying to run a successful and enjoyable event for a couple thousand people so invariably this can be louder than local residents may expect. We would expect though to be bringing in significant business to the area, both from our audience and ourselves using local suppliers and farm equipment.

3.10 In accordance with 9.2 of the Home Office Guidance issued under Section 182 of the Licensing Act 2003 a hearing is not required if no representations were received or such representations were withdrawn. Furthermore, a hearing is not required if conditions have been agreed and agreed by all parties. However, in this instance no agreement was reached and therefore a hearing is required.

4. REASONS:

4.1 The determination of an application is to be considered in accordance with Section 18 of the Licensing Act 2003.

4.2 In section 9.4 of the Guidance issued under section 182 of the Licensing Act 2003, the Secretary of State recommends that, a representation would only be "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives.

4.3 Monmouthshire County Council's Policy on Prevention of Nuisance are set out in Section 11 and read as follows:

Prevention of public nuisance

Licensed premises can have significant potential to impact adversely on persons

in the vicinity and further afield through public nuisances that arise from their operation.

Subject to case law the Licensing Authority interprets 'public nuisance' in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in the vicinity of a licensed premises.

Applicants will be encouraged to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance.

The Licensing Authority recommends that licensees apply a high standard of control to minimise the potential for any public nuisance that may arise from their operation of the premises, particularly where:

- they are situated in a residential or noise sensitive area; or
- extended opening hours are proposed.

The Licensing Authority recognises that beyond the immediate vicinity of the premises the control that a licence-holder can exert over its patrons diminishes and individuals who engage in anti-social behaviour are accountable in their own right.

When addressing the issue of prevention of public nuisance in their operating schedule, the applicant may identify steps to show that those factors that impact on the prevention of public nuisance objective have been considered.

5. RESOURCE IMPLICATIONS:

5.1 Nil

6. CONSULTEES:

Heddlu Gwent Police, South Wales Fire Service and the following departments from Monmouthshire County Council, namely, Environmental Health, Social Services, Planning, Trading Standards, Licensing and the Local Health Board

7. BACKGROUND PAPERS:

Licensing Act 2003

Guidance issued under Section 182 of the Licensing Act 2003 dated March 2015.

Monmouthshire County Council's Statement of Licensing Policy dated 1st July 2015.

Live Music 2012

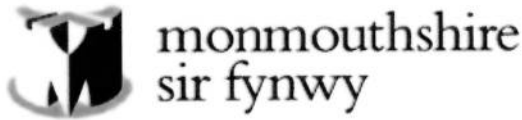
8. AUTHOR:

Samantha Winn
Senior Licensing Officer

CONTACT DETAILS:

Tel: 01633 644221

Email: samanthawinn@monmouthshire.gov.uk



MONMOUTHSHIRE LICENSING SECTION
The Drama Centre
Pen-y-Pound
Abergavenny
Monmouthshire
NP7 5UD

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

We Balter Festival
(Insert name(s) of applicant)
apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Fields that are a part of; Great Goytre Farm Pandy Abergavenny Monmouthshire The grid reference for the site is: SO 35879 24213			
Post town	Abergavenny	Postcode	NP7 8EB

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£0

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as
Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town	Bristol			Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town	Bristol	Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Balter Festival
Address 17 Freemantle Road, Bristol, BS5 6SY
Registered number (where applicable) UTR: 5553582127
Description of applicant (for example, partnership, company, unincorporated association etc.) Partnership between Elias Cole & Christopher Aplin
Telephone number (if any) Elias Cole : 07581654349 Chris Aplin : 07969811401
E-mail address (optional) Elias Cole : elias_cole@hotmail.co.uk Chris Aplin : c.aplin@yahoo.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
03	06	2015

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
06	06	2015

Please give a general description of the premises (please read guidance note 1)

- 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 that can comfortably accommodate the proposed festival capacity
- The site has a pre-existing entrance track that can handle the capacity of the event and allow for an emergency vehicle route. This track will be augmented with signage and stewards to keep traffic flowing
- Clearly marked pedestrian routes will be created to keep vehicular and pedestrian traffic as separate as possible

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

N/A

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- | | |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Performance of live amplified music by bands and vocal artists			
Mon						
Tue						
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)			
Thur						
Fri	14:00					
Sat		03:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)			
	11:00					
Sun		03:00				
	11:00	23:59				

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Live performance of pre recorded amplified music by DJs		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	14:00				
Sat		03:00			
	11:00				
Sun		03:00			
	11:00	23:59			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Circus & theatre artists performing 'walk about' acts and as part of music performances on stage		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thur					
Fri	14:00		State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Sat		03:00			
	11:00				
Sun		03:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5) Non amplified walkabout acts may continue after music performances have finished		
	11:00	23:59			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Caterers selling hot food and drinks will remain open during the night as they deem fit		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur					
Fri	12:00				
Sat			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sun					
Mon		13:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Tue					
Wed					
Thur					
Fri	12:00		Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat		04:00			
	12:00				
Sun		04:00			
	12:00				
Mon		02:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name Natalie South	
Address 10 Small Street Chirton Devizes	
Postcode	SN10 3QR
Personal licence number (if known) LN/008444	
Issuing licensing authority (if known) Wiltshire County Council	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Tue			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Wed			
Thur			
Fri	12:00		
Sat			
Sun			
Mon		17:00	

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

The attached Event Management Plan covers in detail how Balter Festival will promote the four licensing objectives.

Balter Festival understand the EMP is an evolving document, and look forward to any advice the local authorities and emergency services wish to offer in the run up to, or during the ESAG meeting.

2016's proposed event will be the third the partnership has organised. Over previous events an experienced team has been formed to manage all aspects of the festival.

Specialist services such as medical, security and health & safety are bought in from skilled professional providers that the management have worked along side previously.

During the build up phase of the event the management team(s) will be sent copies of all relevant documents and meet regularly to discuss the licencing objectives and best practices laid out in the EMP.

The meetings will make sure that all managers understand the documentation especially in regard to the chain of command, how to communicate and how each individual role is defined.

Roles falling further down the chain of command will be sent relevant documentation closer to the time of the event and will be required to attend an on site briefing before the event begins.

By following this structure Balter Festival intend to ensure a safe and successful event for all parties involved.

b) The prevention of crime and disorder

Balter Festival employ '*Event Safety Alliance*' to provide SIA licenced security personnel. ESA have extensive experience on a variety of events many of which are much larger than Balter Festival.

ESA provided all security personnel at Balter Festival 2015, and the festival provides additional volunteer Stewards to assist security in non-critical positions.

Prevention of crime and disorder is taken very seriously and steps are taken throughout all phases of the event to manage the situation. Please refer to the security plan within the EMP (appendix 11) for more information.

Based on the audience profile and experience of our previous events Balter Festival do not foresee any serious crime and disorder occurrences, however procedures are in place should the situation arise.

c) Public safety

Public safety is paramount to the event and takes priority over keeping the event running.

Balter Festival has employed *Alex Michaels* as the dedicated Health & Safety officer who has collaborated with the festival management to write the Health & Safety policy and risk assessments (EMP - appendix 1).

The EMP details how Balter Festival intends to maintain public safety in more detail. The EMP was written using experience gained at previous events by the festival management and the guidelines laid out in 'The Event Safety Guide'.

The organisers have implemented a clear management structure and chain of command that will be supplied to all management staff during the build up phase of the event.

Meetings will take place during the build up phase of the event to ensure all management staff have a clear understanding of all procedure and how to communicate effectively before they arrive on site.

Roles falling further down the chain of command will be sent relevant documentation closer to the time of the event and will be required to attend an on site briefing before the event begins.

Health and safety will be monitored and logged throughout the event to improve best practice.

Balter Festival employ 'Event Safety Alliance' as SIA registered security on site as well as 'Event Paramedic Services' to maintain safety on site

d) The prevention of public nuisance

At an event such as Balter Festival the biggest factors that could cause a public nuisance are noise & vibration and additional traffic on the public highway

Balter Festival will employ a specialist noise management team to measure noise on and off site, and set the onsite noise levels from readings taken off site at pre-determined measuring points.

All onsite sound engineers will be briefed that the noise management teams word is final and they must obey any request for level adjustment.

Balter Festival 2015 took place on a noise sensitive site (Chepstow Racecourse) that had previously caused issues for the local area. The noise management team worked closely with Mike Richardson from the local EHO to ensure noise was controlled over the course of the event.

Balter Festival intends to employ the same team of specialists using the same measurement equipment for the 2016 event

An example of the 2015 noise management plan is available in the EMP (appendix 10).

A 2016 document will be produced following meetings with the local EHO to determine suitable levels and offsite measurement locations.

A traffic management plan is in place (EMP section 9)

The festival site has been designed to get vehicles on site as quickly as possible and to allow any traffic build up to take place off the public highway

This system also allows for stewards to manage vehicles off of site preventing traffic build up on the public highway after the event.

e) The protection of children from harm

Balter Festival is an over 18s event and is widely advertised as so. Official identification will be required to validate e-tickets on entry. Bar staff will practise challenge 25 (see appendix 9 of the EMP).

Balter Festival have procedures in place to deal with minors in the event of any getting onto site (see appendix 11 of the EMP)

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.


IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	11/01/2016
Capacity	Festival Management

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	11/01/2016
Capacity	Festival Management

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) Elias Cole, 17 Freemantle Road			
Post town	Bristol	Postcode	BS5 6SY
Telephone number (if any)	07581 654349		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) elias_cole@hotmail.co.uk			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Part A

Consent of individual to being specified as premises supervisor


I NATALIE SOUTH [full name of prospective premises supervisor] of 10 SMALL STREET, CHILTON,

DEVIZES, SN103QR [home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for a premises licence by Balter Festival relating to a premises licence for Balter Festival, Great Gotye Farm, Pandy, Abergavenny, Monmouthshire, NP7 8EB and any premises licence to be granted or varied in respect of this application made by Balter Festival concerning the supply of alcohol at Balter Festival, Great Gotye Farm, Pandy, Abergavenny, Monmouthshire, NP7 8EB. I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number LN/008444 [insert personal licence number, if any]

Personal licence issuing authority WILTS COUNTY COUNCIL [insert name and address and telephone number of personal licence issuing authority, if any]

 signed

NATALIE SOUTH name (please print)

11/1/16 dated

PART B

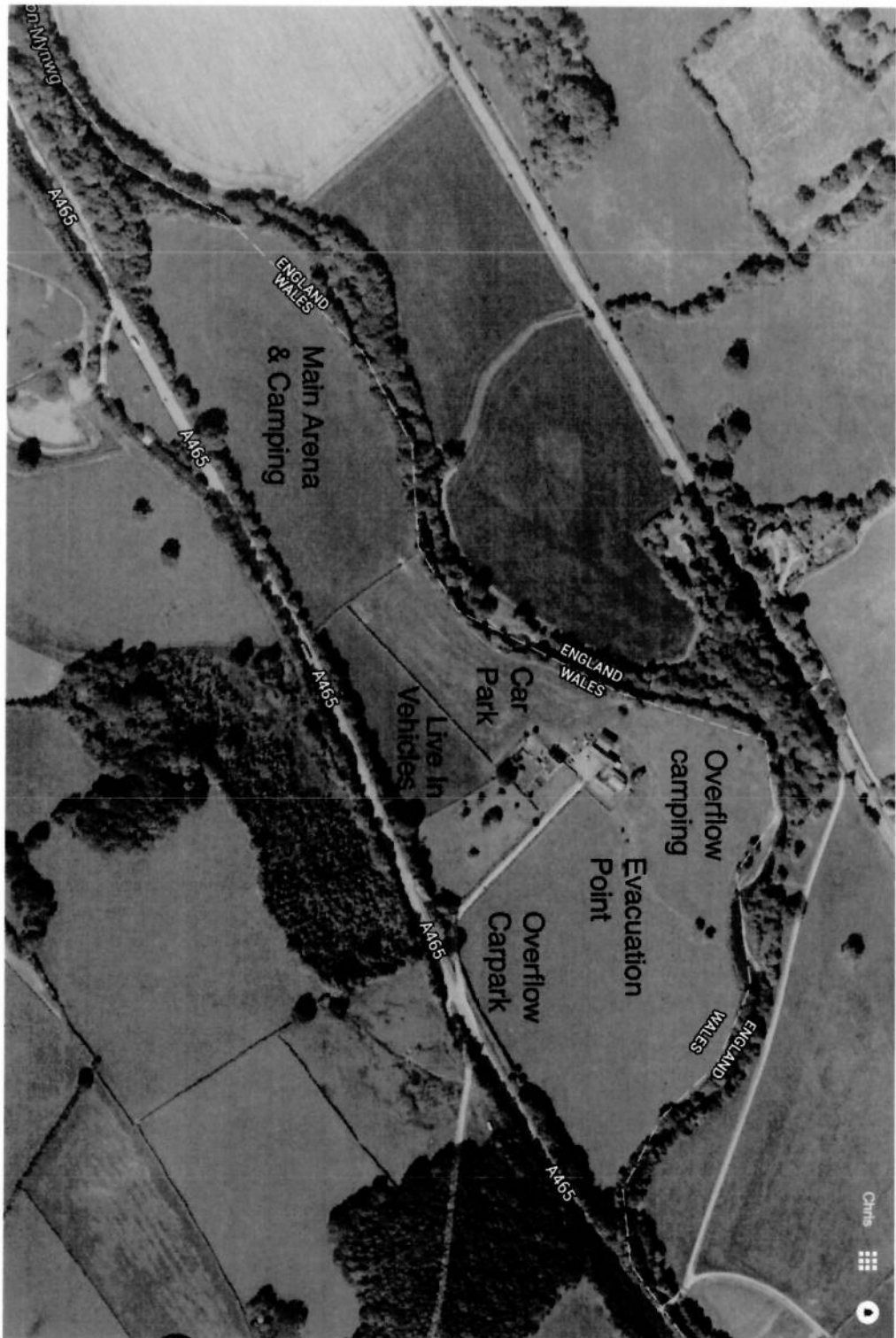
Consent of premises licence holder to transfer

I/we NATALIE SOUTH [full name of premises licence holder(s)] the premises licence holder of premises licence number LN/008444 [insert premises licence number] relating to BALTER FESTIVAL, GRT GOTYE FARM, PANDY, NP7 8EB [name and address of premises to which the application relates] hereby give my consent for the transfer of premises licence number [insert premises licence number] to [full name of transferee].

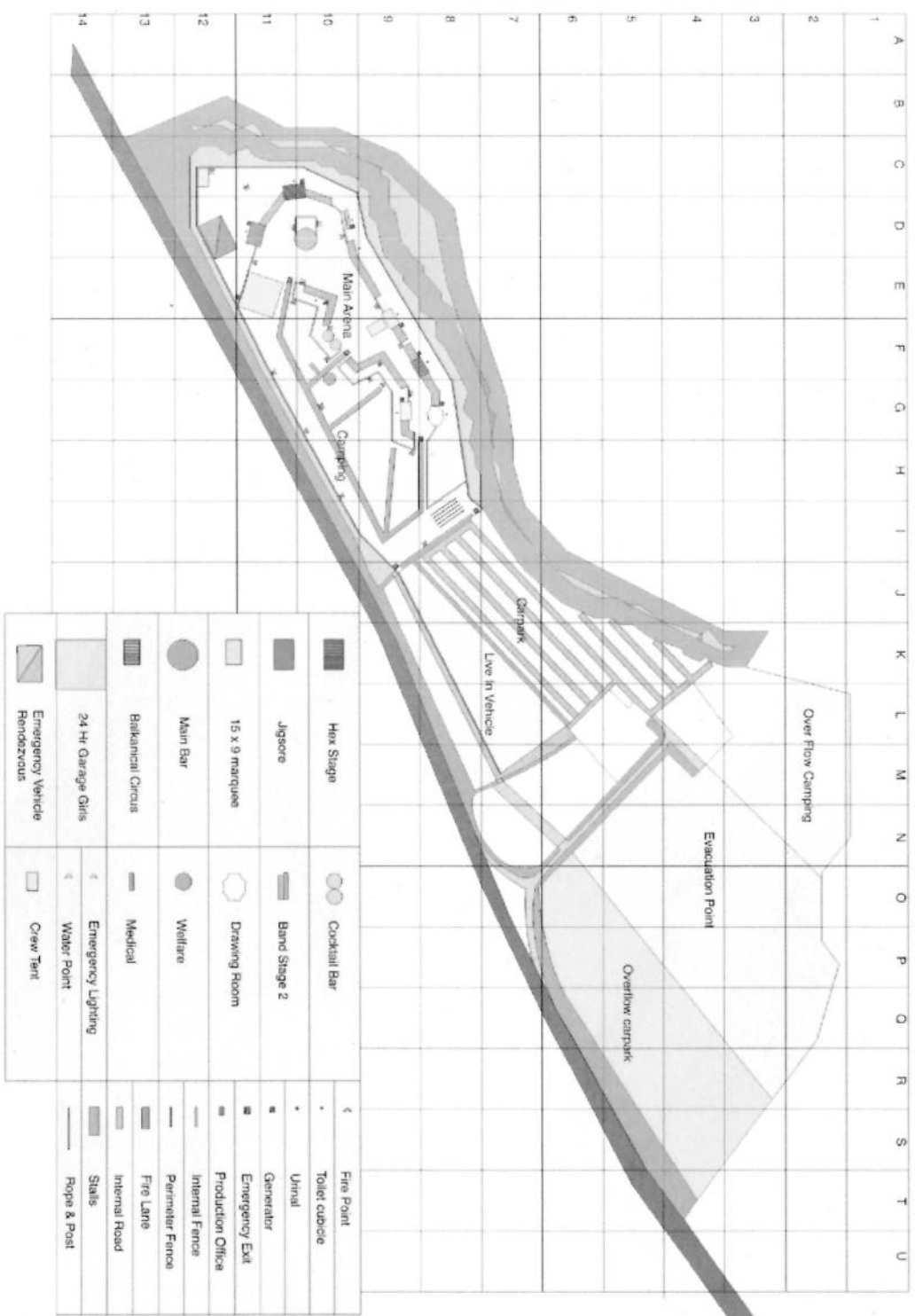
 signed

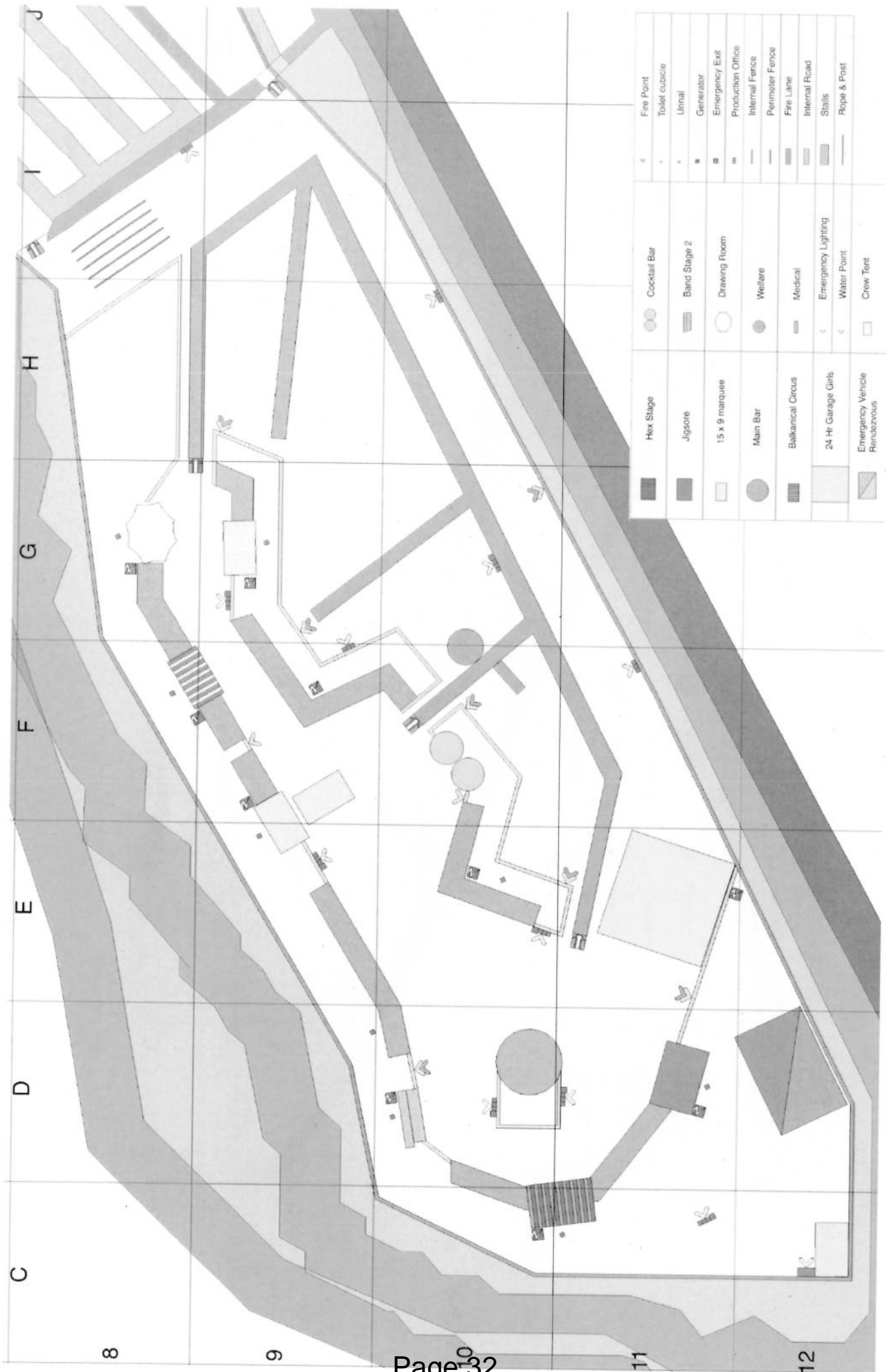
NATALIE SOUTH name (please print)

11/1/16 dated



Appendix 3 - Site plan





Appendix 4 – Stewarding plan**Balter Festival Stewarding Plan 2016 Volunteer and Steward Crewing**

Balter Festival employs stewards on a 'work for a ticket' basis. Members of the public are able to apply for a stewarding shift, which is then worked at a predesignated time during the event. Stewards pay a deposit of the full face value of a Balter Festival ticket; this deposit is refundable once all stewarding duties have been carried out. The festival management reviews each application and contact suitable candidates.

Stewards will need to prove they:

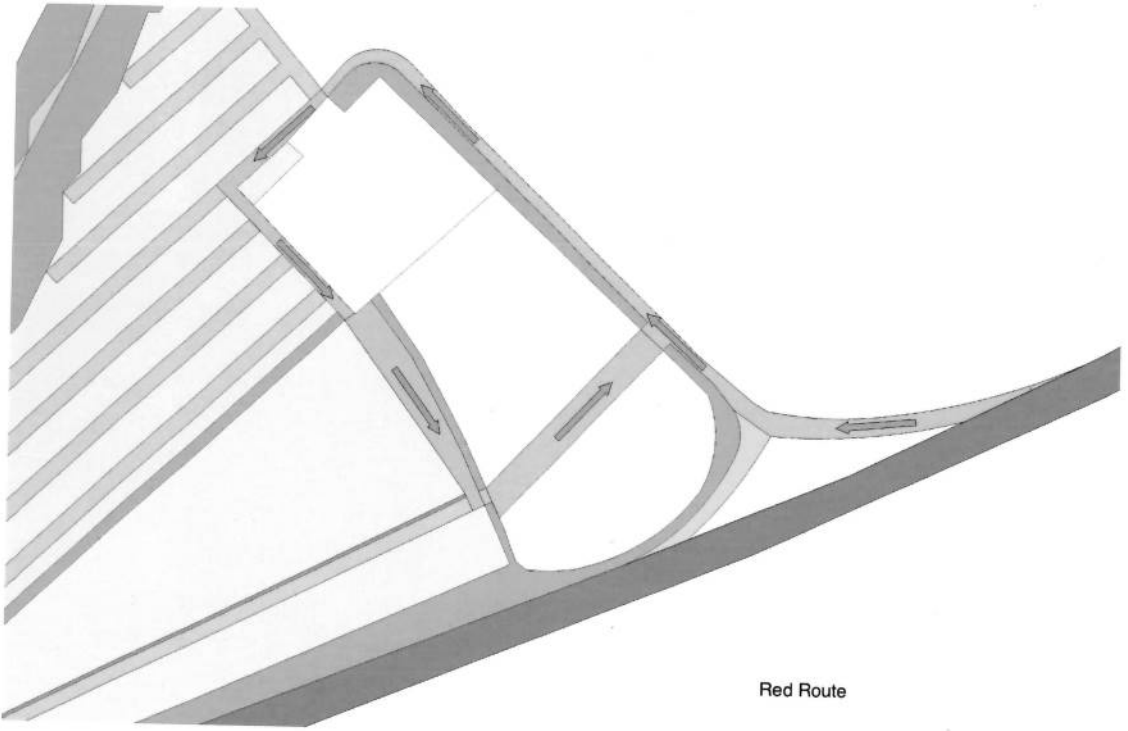
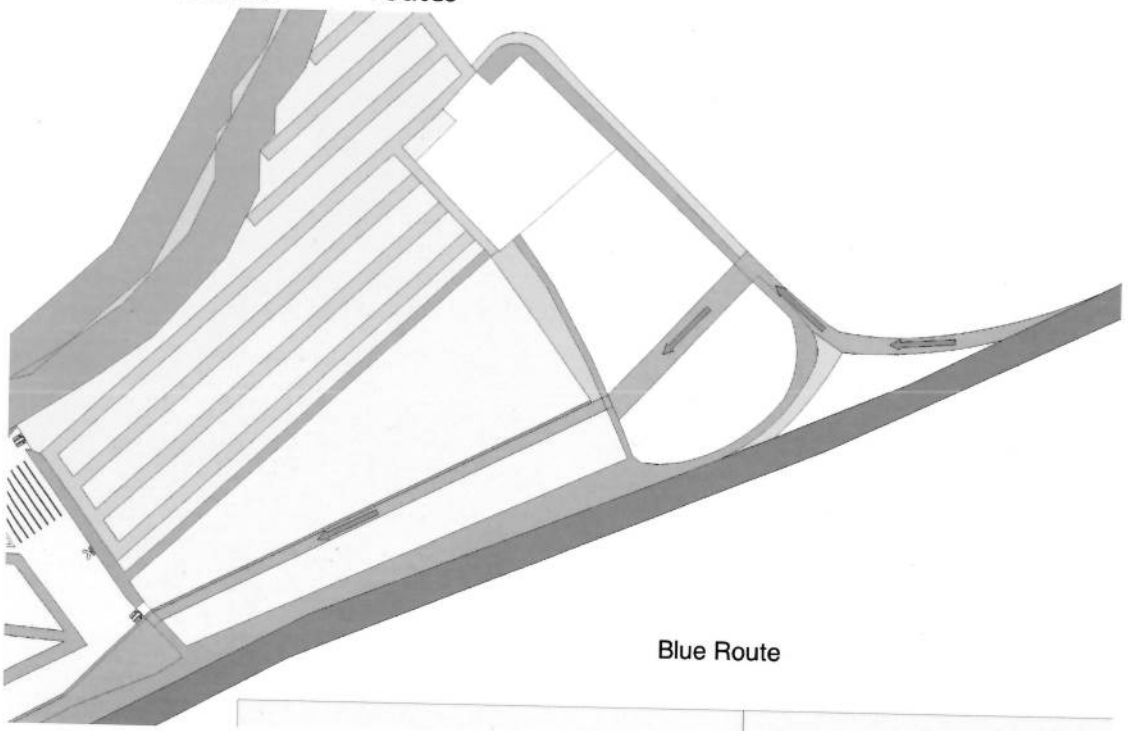
- Are over 18
- Have transport to and from the event
- Have a tent and camping equipment
- Are available on the required dates
- Are able to attend the stewards briefing
- Have a good knowledge and experience of stewarding or volunteering at festivals/ events.
- Are physically able to move around site and be mobile
- Have effective communication skills to be able to communicate with a wide range of people
- The ability to carry out and understand verbal and written instructions
- Are able to work methodically and carry out tasks in sequence
- Are prepared to work shorter or longer shifts depending on demand for supply of stewards onsite

Steward and Volunteer Figures
Pre Event information and Onsite Management and Training
Pre event information
Onsite Briefing

Appendix 5 - traffic
signage map



Appendix 6 -
Vehicle routes



Balter Festival 2016

Safety Policy

Statement of Intent

We recognise the legal duties of care, as outlined in the Health and safety at Work Act 1974, to ensure our undertaking and work activities do not adversely affect the health, safety and well-being of our employees, contractors, the public attending events and anyone else that may be affected by our acts or omissions.

We have installed a Safety Management System (SMS) inline with the requirements of the Management Regulations 1999, and advice given in HG65 the Principles of safety Management.

The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007. This publication provides guidance on the legal requirements for CDM 2015 and is available to help anyone with duties under the regulations. It describes:

The law that applies to the whole construction process on all construction projects, from concept to completion what each duty holder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety.

CDM 2015 is subject to certain transitional provisions that apply to construction projects that start before the regulations come into force and continue beyond that date.

We intend to use legal requirements as a minimum on which we can make improvements to our safety performance.

We will give safety management equal status with other business functions such as marketing and finance.

To this end we will ensure that hazards have been identified and assessed. Where possible, risks have been eliminated and those that remain are controlled and managed so they do not present a significant danger to employees and visitors.

Ensure that an accident/incident reporting procedure is in place and all accidents, incidents or diseases outlined in RIDDOR 1995 are reported to the enforcing authority.

We further recognise that when working on productions our business activities expand to include the working activities of contractors. When working on productions we will undertake to: -

- Select competent contractors, and include safety performance as a selection criterion.
- Ensure all contractors have suitable and sufficient risk assessments and safe working procedures.
- Pro-actively monitor contractors' safe working procedures during the event.
- Investigate, or co-operate with others investigating, any accident/incidents involving employees, contractors and those attending the event.
- Ensure when designing the layout of all temporary demountable structures, barriers and cable runs that they are intrinsically safe and the safety of the public, artists, crew and employees considered at the design stage.

- Ensure that employees and contractors are familiar with the site accident and incident reporting procedure.
- Ensure all temporary demountable structures hired for the event conform to all statutory guidance and relevant British or European Standards.
- Ensure employees and contractors are provided with adequate sanitary, welfare and first aid/medical provision.
- Ensure that there are adequate resources, financial or otherwise, allocated for health and safety purposes.
- Ensure that all employees receive adequate training and instruction so they are competent to carry out their duties in accordance with the Safety Management System.

We understand that no SMS will succeed without the involvement of employees and contractors. We urge them to give full co –operation in the management of safety.

Signed on behalf of - Balter Festival

Date

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 team are keen to build on the success of previous years. Spread across 10 diverse venues and with a proposed site maximum 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. The event also features walk-about theatre & circus performances, independently owned food & market traders and two licensed bars.

Geographical location

Great Goytre farm
Pandy
Abergavenny

Responsibilities

Event Organisers

Ultimately responsible for health and safety

Ensuring adequate resources are put into health and safety

Ensure all employees receive adequate training and instruction

Keeping up to date with changes in regulations, HSE guidance and industry best practice.

Obtaining expert advice on issues of health and safety when required

Ensuring health and safety has a high profile within High Definition and set a personal example

Production and Site Managers

Select competent contractors Design and layout temporary demountable structures and temporary services so they are intrinsically safe following advice in The Event Safety Guide HSG 195 1999

Co ordinate contractors and crews work activities so they do not clash

Familiarise themselves with contractors risk assessments and monitor contractors working practices

Ensure the recording and investigation of accidents that occur on site

Ensure accidents/incidents and specific diseases are reported to the relevant enforcing authority, as per RIDDOR 95

Ensure contractors are given adequate information about the site access, egress, emergency and evacuation procedures, and welfare and sanitary provisions

Ensure all contractors are made aware of the site traffic system and site safety rules

Give full co-operation to the officers of the Council and Emergency Services

To carry out a pre-event inspection and attend pre-event meetings as required

Ensuring health and safety has a high profile during the event and set a personal example to contractors and crew

To ensure that the design and layout of the site will take into account the following points: -

Adequate supply of drinking water

Adequate provision of toilets and washing facilities

Emergency access for the emergency services

Safe access and egress to the site for vehicles and the guests

Barriers and fencing

The citing of sound equipment and dressing rooms

Adequate signage

Security Co-ordinator

To ensure security/stewarding arrangements are adequate given the nature of the event, the expected audience and nature of the performance

Ensure stewarding arrangements are adequate by carrying out a stewarding risk assessment in line with advice given in *Managing Crowds Safely HSG 154 2000*

That the security/stewarding arrangements remain effective for the duration of the event

That the site communication system remains effective

Co-ordinate effective security/stewarding arrangements and draw up a stewarding rota

Ensure that security staff and stewards are provided with adequate breaks in line with the *Work Time Directive 1989*

That security staff and stewards are provided with ear protection when working in designated areas under the *Noise at Work Regulations 2005*

Ensure security staff and stewards are suitably trained and that details of the training are made available to the enforcing authority

Understand their general responsibilities towards the audience, fellow event workers and themselves

Provide adequate security staff to back up stewards

To assist the emergency services in the event of an emergency

To carry out security patrols

To control unruly behaviour and investigate any disturbances or incidents

Give full co-operation to the officers of the Council and Emergency Services to co-ordinate the protection of restricted areas, valuables and performers by security staff

Medical & Welfare co-ordinator

Understand their general responsibilities towards the public, fellow event workers performers and themselves

Carry out a medical needs risk assessment in consultation with the local authority and local NHS ambulance service over the level of provision

Provide management and operational control for the medical and welfare facilities

Give full co-operation to the officers of the Council and Emergency Services

Safety co-ordinator

Understand their general responsibilities towards the guests, fellow event workers performers and themselves

Assist in the selection and monitoring of contractors

Liaison with contractors, self-employed people on site and the health and safety enforcement authority

Checking of safety method statements and risk assessments and report serious defects to the enforcement authority

Preparation and monitoring of site safety rules; checking of appropriate certificates in respect of structures, electrical supplies, fire proofing of backdrops and drapes

Communicate of safety information to contractors on site

Monitor safety performance and co-ordinate safety in response to a major incident

Give full co-operation to the officers of the Council and Emergency Services

Stage Managers

Understand their general responsibilities towards the guests, fellow event workers performers and themselves

Inform the safety co-ordinator if they, or any performers, have concerns over the crowd densities and crushing

To stop the performance if necessary in the event of an emergency

To ensure noise levels agreed with the Council are adhered to ensure their stage can adjust noise levels if requested to by the Council

Give full co-operation to the officers of the Council and Emergency Services

To co-ordinate the activities of those who are working on the stage

To ensure that a clear working space is provided at all times to facilitate access to all control switches and equipment around and on the stage.

To ensure under stage area is kept free of combustible materials including rubbish

To attend pre event meetings as required

Production Contractors

Co-operate with the organisers by following their risk assessments and safe working procedures

Co-operate with other contractors and ensure that their work practices do not put others at risk

Ensure that they and any person under their control work in a safe manner and are aware of site safety rules and site emergency and evacuation procedures

To draw attention to any health and safety issues that may arise, and report any hazards or incidents to the production office

Give full co-operation to the officers of the Council and Emergency Services

Risk assessments

Risk assessment of the hazards associated with the provision, safe installation of temporary demountable structures, barriers, temporary electric supply, lighting and P.A assuming no controls are present

Identified hazards	Persons at risk			Worst case severity					Likelihood				Risk	
	Contractor	Public	Performer	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote		Improbable
1. Disruption to services/damage to building	✓			✓								✓		✓
2. Structural collapse	✓	✓	✓	✓							✓			✓
3. Lifting and handling injuries	✓				✓					✓				✓
4. Risk of falling objects/falls from heights over 2metres	✓	✓	✓	✓							✓			✓
5. Failure of lifting equipment	✓			✓								✓		✓
6. Failure of work equipment	✓			✓							✓			✓
7. Fire	✓	✓	✓	✓							✓			✓
8. Electric shock, burn, fire	✓	✓	✓	✓						✓				✓
9. Falling from /collision with vehicles	✓	✓		✓							✓			✓
10. Contact with hazardous substances	✓			✓								✓		✓
11. Emergencies	✓	✓	✓	✓						✓				✓
12. Adverse weather conditions	✓				✓					✓				✓
13 slips, trips and falls	✓	✓	✓	✓							✓			✓

14. Ill health due to poor hygiene and sanitation	✓			✓						✓			✓
15. Injuries or illness aggravated due to lack of Immediate care	✓			✓					✓				✓
16. Noise	✓	✓	✓		✓					✓			✓
17. Stress	✓			✓						✓			✓
Controls													
1	Site manager to check with owner that there are no buried or overhead services												
2	All temporary demountable structures designed and installed by a competent contractor, selected on basis of: Knowledge and understanding of the work, ability to manage risks involved, and employment of suitably trained workforce. All barriers and temporary demountable structures to conform to load bearing specified in <i>Temporary demountable structures: Guidance on design, procurement and use</i> . All temporary structures to be accompanied by a design statement, construction drawings, risk assessment & safety method statement. Contractor to complete a self-certification hand-over certificate declaring that structure has been erected safely and according to designer's specifications and instruction. MUTA code to be followed and MUTA checklists completed at handover												
3	Contractors to supply risk assessments and ensured that persons under their control have received training in safer handling techniques in accordance with the Lifting Operations and Lifting Equipment Regulations 1998). Crew and contractors issued with HSE leaflet "Getting to Grips with Manual handling" ING143 09/07. Posters from campaign in rest area												
4	Ensure work at height is carryout in accordance with advice and guidance contained in HSE advice and guidance contained in ""Work at Height Regulations 2005 (as amended) a brief guide" INDG 401. Ensure the creation of danger zones in areas below people working at height. Hard hats to be worn within danger zone. Where workers are working at a height of 2m or more fall protection devises must by used. Access to height to be by scaffold tower that is to be used in accordance with HSE Construction Information Sheet 10 revision 4 "Safe use of Scaffold Towers" Handrails will be provided on all ramps and stage edging. Front of stage marked with a 50mm white line. All contractors working at height to use a system whereby tools and equipment is counted up and down. Crew and contractors issued with HSE guidance "Safe use of ladders and step ladders" ING140 All flown equipment and equipment placed at height to be fitted with a secondary safety device												

5	<p>Operatives adequately trained in the use of lifting equipment. Scaffold towers hired by the organisers will be serviced maintained and operated in accordance with <i>LOLER 98</i>.</p> <p>All load bearing parts such as winches and site lift trucks LOLER certified</p>
6	<p>Ensure tools and equipment brought on to site are well maintained and inspected and serviced regularly and electrical equipment P.A.T tested in line with the Provision and Use of Work Equipment Regulations 1998 (PUWER 98). Ensure tools are used as intended (right tool for the job) Hazardous machinery adequately signed, maintained and serviced in accordance with PUWER 98 and Safety Signs Regulations 1996.</p> <p>Lasers operated in accordance with <i>HSG95 The radiation safety of lasers for display purposes</i>. Laser safety officer appointed by contractor who is responsible for risk assessment, handover certificate and operator instructions All smoke and vapour machines used in accordance with manufactures instructions checks made that right fluid is used (see control 10)</p>
7	<p>All backdrops, blacks and decorations inherently fire retardant or fire proofed to <i>BS 5867: Part 2 1980 (amd 1993) Fabric type B</i>. Fabrics kept away from sources of incandescent heat.</p> <p>Sources of incandesce heat reduced by the use of led lighting.</p> <p>Temporary electrical supply system and all electrical equipment, PA and lighting tested in accordance with IEE Regulations 17th edition.</p> <p>Stage manager to ensure no combustible materials stored under the stage.</p> <p>Fire fighting equipment in place from build up to strike down.</p>
8	<p>Temporary electrical supply system designed, installed and tested by competent electricians</p> <p>Drawing and plans of all electrical installations, cable runs, lighting and sound systems kept in the production area.</p>
9	<p>Traffic management system put in place designed in accordance with HSE guidance contained in "Workplace Transport Safety an overview" 09/06 HSE checklist completed at design stage</p> <p>All contractors and site crew informed of the site rules and traffic management system prior to the event.</p> <p>The safe loading and unloading of vehicles done in accordance with HSE guidance Preventing Falls from Vehicles- Advice to workers INDG413 and "Preventing Falls from Vehicles the Basics" WPT01 09/07</p>
10	<p>All substances classified as hazardous to health assessed and crew instructed on what the harm they can do, personal protective equipment issued in line with the <i>Control of Substances hazardous to Health 1998</i>. Chemicals stored to ensure they do not present a risk to the guests, crew or contractors. Flammable and oxidising chemicals stored separately away from possible sources of ignition. Chemical storage areas signed in accordance with the <i>Safety Signs Regulations 1996</i>.</p> <p>Smoke machines used in accordance with manufactures instructions and HSE information sheet "<i>Entertainment Sheet number 3 "Smoke and vapour effects used in entertainment "</i></p>
11	<p>Ensure all crew and contractors given information on the emergency and evacuation procedures. Crew and contractor working at height instructed to familiarise themselves with the best egress in the event of an emergency.</p>
12	<p>Checks made with contractors that gloves, ear plugs and foul weather clothing for crew working outside if required, in line with <i>Personal Protective Equipment Regulations 1992</i>.</p>

13	Tidy storage and work areas to avoid tripping. Steel toecap boots worn. Cooperate with other contractors on site to avoid getting in each other's way. Areas open to the public and backstage checked for tripping hazards. Stage lay out according to footprints provided in advance. Suitable task lighting during build up and strike down All tent pegs and guy ropes in the arena dressed
14	Ensure contractors and employers are made aware of shared site sanitary conditions, washing and welfare facilities
15	Ensure contractors have their own first aid arrangements. Ensure all contractors aware of shared first aid facilities in accordance with the <i>First aid Regulations 1988</i>
16	Crew and contractors warned of the dangers of noise and advised to wear ear defenders that are available. Posters placed around site warning of dangers of high noise levels. Contractors to co-operate by ensuring staff, working in designated hearing protection zones, wear ear their defenders
17	Crew made aware that work-load and working times can be subject to temporary adjustment in times of stress. Welfare includes counsellors that are available to public and crews during the event

Risk Assessment for hazards associated with safe access and egress from the site assuming no controls are in place

Identified hazards	Persons at risk			Worst case severity					Likelihood					Risk Requires Control
	Crew/ Contractor	Public	Employee	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote	Improbable	
1.Slips and Trips	✓	✓	✓	✓							✓			✓
2.Falls from Height	✓	✓	✓	✓						✓				✓
3.Site vehicles	✓	✓	✓	✓					✓					✓
4. Pedestrians hit by vehicles	✓	✓	✓	✓						✓				✓
5.Chrushing/ localised overcrowding	✓	✓	✓	✓						✓				✓
6.Crowd panic in emergency	✓	✓	✓	✓							✓			✓

7. Deep water	✓	✓	✓	✓							✓				✓
Existing controls															
1	<p>All pedestrian traffic routes, emergency exit routes adequately lit with festoon and signed. Stewards to assist the public.</p> <p>All pedestrian routes kept free of trip hazards as far as is reasonably practicable.</p> <p>Access routes checked for trip and slip hazards at the start of each day. Suitable provision for the disabled provided by the Accessibly provider</p>														
2	<p>All ramps, stairways and working platforms to be provided with handrails. No public access to backstage areas. Public prevented from gaining access to rigging and access ladders. King and where necessary queen poles dressed with spare tent walls laced from the inside. Step edges and front of stage clearly identified with 50mm white line</p>														
3	<p>Introduce traffic management system on site. 5 mph speed limit in car park. Car park marshalled. Traffic plan to include separation of cars and pedestrians, bus/taxi drop off, Disabled parking. Gate crew and traffic marshals on site to assist the public. HSE Site Inspection - Workplace Transport Checklist used at design stage Only essential site vehicles movements during the event in public areas.</p>														
4	<p>Pedestrian/Vehicles segregated as much as possible when designing and filling the car park</p> <p>Only essential site vehicles allowed in public areas.</p> <p>Vehicles moving in public area stewarded</p>														
5	<p>Venue adequately signed so public are not confused.</p> <p>Stewards providing information to the public about facilities and the entertainment</p> <p>Entertainment designed to encourage even spread across the site</p>														
6	<p>All emergency exit routes to be kept clear at all times adequately signed.</p> <p>All staff familiar with emergency evacuation plans.</p> <p>Radio communication between key personnel. Use of code words to avoid panic.</p> <p>Stewards to be used to guide them to the designate place of safety.</p>														
7	<p>Stream fenced off and warning signs put up</p>														

Risk Assessment for hazards associated with the provision of site services and welfare assuming no controls are in place

Identified hazards	Persons at risk			Worst case severity					Likelihood					Risk
	Crew/ Contractor	Public	Employee	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote	Improbable	Requires Control
1. Electric shock, fire, burn and defibrillation	✓	✓	✓	✓							✓			✓
2. Gas explosion, carbon dioxide poisoning	✓	✓	✓	✓						✓				✓
3. Spread of disease due to lack of adequate sanitary arrangements	✓	✓	✓	✓					✓					✓
4. Spread of disease from the provision of unwholesome drinking water	✓	✓	✓	✓						✓				✓
5. Food poisoning from on site caterer	✓	✓	✓	✓						✓				✓
6. Injuries or medical conditions aggravated by lack of immediate assistance	✓	✓	✓	✓							✓			✓
7. Stress	✓	✓	✓	✓						✓				✓

8.Noise		√			√					√			√
Existing controls													
1	Temporary electrical system designed, installed and tested in accordance with <i>IEE regulation 17th edition</i> . Only site electricians permitted to work on system. Generators supplied by competent supplier. Generators regularly maintained and serviced.												
2	All gas equipment used by caterers tested by a Gas safe registered engineer within the last 12 months in accordance with <i>Gas Safety (Installation and Use) Regulations 1998 (L56)</i> . All operators using LPG can demonstrate a basic understanding of it's safe use, it's characteristics and emergency procedures												
3	Sanitary provision in line with the <i>Event safety guide (HSG 195)</i> . Disabled toilets provided. Facilities regularly cleaned and serviced during the event. Water points clearly signed.												
4	Drinking water is drawn from farm borehole via temporary pipes and subject to a testing regime. Pipes chlorinated before the event. Sterilised tankers used to store 24hours worth of reserves												
5	Caterer to ensure that the delivery, storage, preparation, and service of food conforms with the requirements of the <i>Food Hygiene Regulations 2006</i> and follows guidance set out in "Safe food, better business" to show due diligence												
6	1 st aid/medical arrangements in line with <i>First Aid Regulations 1985</i> . Provision in accordance with advice in <i>The Event Safety Guide (HSG195)</i> . Welfare and chill out area available												
7	Welfare co-ordinator to ensure presence of trained debt, drug and alcohol, and relationship councillors and mental health workers												
8	Festival signed up to RNID's "Keep the Music Campaign" and will follow campaign guidance												

Risk Controls summary

Risk Controls for the hazards associated with the provision, safe installation of temporary demountable structures, barriers, temporary electric supply, lighting and P.A.

	Hazards requiring control	Risk Controls
1	Disruption to services	Site manager to check with owner that there are no buried or overhead services
2	Structural collapse	All temporary demountable structures designed and installed by a competent contractor, selected on basis of: Knowledge and understanding of the work, ability to manage risks involved, and employment of suitably trained workforce. All barriers and temporary demountable structures to conform to load bearing specified in <i>Temporary demountable structures: Guidance on design, procurement and use</i> . All temporary structures to be accompanied by a design statement, construction drawings, risk assessment & safety method statement. Contractor to complete a self-certification handover certificate declaring that structure has been erected safely and according to designer's specifications and instruction. MUTA code to be followed and MUTA checklists completed at handover
3	Lifting and handling	Contractors to supply risk assessments and ensured that persons under their control have received training in safer handling techniques in accordance with the Lifting Operations and Lifting Equipment Regulations 1998). Crew and contractors issued with HSE leaflet "Getting to Grips with Manual handling" ING143 09/07. Posters from campaign in rest area
4	Falling objects/falls from heights	Ensure work at height is carryout in accordance with advice and guidance contained in HSE advice and guidance contained in "Work at Height Regulations 2005 (as amended) a brief guide" INDG 401. Ensure the creation of danger zones in areas below people working at height, Hardhats to be worn within danger zone. Where workers are working at a height of 2m or more fall protection devises must by used. Access to height to be by scaffold tower that is to be used in accordance with HSE Construction Information Sheet 10 revision 4 "Safe use of Scaffold Towers" Handrails will be provided on all ramps and stage edging. Front of stage marked with a 50mm white line. All contractors working at height to use a system whereby tools and equipment is counted up and down. Crew and contractors issued with HSE guidance "Safe use of ladders and step ladders" ING140 All flown equipment and equipment placed at height to be fitted with a secondary safety device
5	Failure of lifting equipment	Operatives adequately trained in the use of lifting equipment. Scaffold towers will be serviced maintained and operated in accordance with <i>LOLER 98</i> . All load bearing parts such as winches and site lift trucks <i>LOLER</i> certified
6	Failure of work equipment	Ensure tools and equipment brought on to site are well maintained and inspected and serviced regularly and electrical equipment P.A.T tested in line with the Provision and Use of Work Equipment Regulations 1998 (<i>PUWER 98</i>). Ensure tools are used as intended (right tool for the job) Hazardous machinery adequately signed, maintained and serviced in accordance with <i>PUWER 98</i> and Safety Signs Regulations 199Lasers operated in accordance with <i>HSG95 The radiation safety of lasers for display purposes</i> . Laser safety officer appointed by contractor who is responsible for risk assessment, handover certificate and operator instructions All smoke and vapour machines used in accordance with manufactures instructions checks made that right fluid is used (see control 10)

7	Fire	See individual Fire Risk Assessment
8	Electric shock, burn, fire	Temporary electrical supply system and all electrical equipment, PA and lighting tested in accordance with IEE Regulations 17 th edition All backdrops, blacks and decorations inherently fire retardant or fire proofed to <i>BS 5867: Part 2 1980 (amd 1993) Fabric type B</i> . Fabrics kept away from sources of incandescent heat. Sources of incandescence heat reduced by the use of led lighting. Stage manager to ensure no combustible materials stored under the stage
9	Transport	Traffic management system put in place designed in accordance with HSE guidance contained in "Workplace Transport Safety an overview" 09/06 HSE checklist completed at design stage All contractors and site crew informed of the site rules and traffic management system prior to the event. The safe loading and unloading of vehicles done in accordance with HSE guidance Preventing Falls from Vehicles- Advice to workers INDG413 and "Preventing Falls from Vehicles the Basics" WPT01 09/07
10	Hazardous substances	All substances classified as hazardous to health assessed and crew instructed on what the harm they can do, personal protective equipment issued in line with the <i>Control of Substances hazardous to Health 1998</i> . Chemicals stored to ensure they do not present a risk to the guests, crew or contractors. Flammable and oxidising chemicals stored separately away from possible sources of ignition. Chemical storage areas signed in accordance with the <i>Safety Signs Regulations 1996</i> . Smoke machines used in accordance with manufactures instructions and HSE information sheet "Entertainment Sheet number 3 "Smoke and vapour effects used in entertainment "
11	Emergencies	Ensure all crew and contractors given information on the emergency and evacuation procedures. Crew and contractor working at height instructed to familiarise themselves with the best egress in the event of an emergency
12	Weather	Checks made with contractors that gloves, ear plugs and foul weather clothing for crew working outside if required, in line with <i>Personal Protective Equipment Regulations 1992</i> .
13	Slips and trips	Tidy storage and work areas to avoid tripping. Steel toecap boots worn. Co-operate with other contractors on site to avoid getting in each other's way. Areas open to the public and backstage checked for tripping hazards. Stage lay out according to footprints provided in advance. Suitable task lighting during build up and strike down All tent pegs and guy ropes in the arena dressed
14	Poor hygiene and sanitation	Ensure contractors and employers made aware of shared site sanitary conditions, washing and welfare facilities
15	Lack of Immediate care	Ensure contractors have their own first aid arrangements. Ensure all contractors aware of shared first aid facilities in accordance with the <i>First aid Regulations 1988</i>
16	Noise	Crew and contractors warned of the dangers of noise and advised to wear ear defenders that are available Poster warning of dangers of high noise levels. Contractors to co-operate by ensuring staff working in designated danger areas wear ear their defenders
17	Stress	Crew made aware that work-load and working times can be subject to temporary adjustment in times of stress. Welfare includes counsellors that are available to public and crews

Fire risk assessment - 2016

A. Possible sources of ignition

No	Hazard	Control
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1	Electrical supply system	<ol style="list-style-type: none"> 1. Designed, installed and tested in line with IEE 17th edition by qualified electrician. 2. Handover Certificates required before system is used 3. Hired caravans must have an electrical safety certificate
2	Faulty appliances	<ol style="list-style-type: none"> 1. All portable appliances brought on site subject to a regular inspection and testing in accordance with HSE guidance "Maintaining portable & transportable electrical equipment" (HSG 107) 2. All sound and lighting equipment subject to an inspection in accordance with HSE Guidance Note "electrical safety in places of entertainment" before use and records kept on site 3. Hand over certificates used for all sound and lighting installations
3	Cooking Hot surfaces LPG	<ol style="list-style-type: none"> 1. Stalls LPG checked for connectors, tubing, sitting, and stability. Stalls limited to 24 hours supply or 200Kg 2. Check stall have back plates and not up against tent skin 3. Kitchen staff familiar with emergency procedures and location of emergency cut of switches for gas & electricity 4. Ensure any barbecues are adequately guarded
4	Hot Surfaces	<ol style="list-style-type: none"> 1. All backdrops, blacks and decorations made from inherently fire retardant or fire proofed to BS5867 Part 2 1980 (amd 1993) Fabric B test 2. Handover certificates in place from decorations and lighting to include confirmation they are not against sources of incandescent heat 3. Visual check that no sources of incandescing heat are placed near any material throughout the festival
5	Camping	<ol style="list-style-type: none"> 1. Only official communal fires allowed 2. Advice & assistance on fire safety available to those camping
6	Smoking	<ol style="list-style-type: none"> 1. In draught conditions place warning signs and issue personal ashtrays to staff and public on arrival 2. No smoking in enclosed public or working spaces 3. Security to enforce NO smoking legislation in venues
7	Arson	<ol style="list-style-type: none"> 1. Adequate security on site and to guard back stage areas 2. Back stage areas fenced to prevent access to plant and machinery and sources of fuel

B. Potential sources of fuel

1	LPG (Liquid)	<ol style="list-style-type: none"> 1. Gas bottles placed in well ventilated area 2. Restricted access to gas bottles area hazard sign in place 3. All gas equipment event tested by a Gas Safe registered engineer within the last 12 months in accordance with Gas Safety (instillation & Use) Regulations 1998 4. Operatives trained in safe use, its characteristics and emergency procedures 5. Hoses and clamps subject to visual inspection before use 6. Excess gas bottles kept in properly constructed gas cage way from the main site and the stalls co-ordinator will ensure a daily gas delivery to help reduce the number of gas bottles on site 7. Hired caravans to have a current Gas Safe certificate
2	Solvents, paints, finishes (Liquid)	<ol style="list-style-type: none"> 1. Décor to be prepared off site if possible. If work needs to be done on site it is to be done in the open were possible 2. No smoking allowed on site when décor is being installed 3. Timing well planned so all work on décor finished before lighting equipment installed 4. Any flammable or oxidising agents kept to a minimum and suitably stored 5. COSHH assessments and method statements required before work starts
3	Décor, backdrops drapes & instillations	<ol style="list-style-type: none"> 1. All backdrops, blacks and decorations made from inherently fire retardant or fire proofed to BS5867 Part 2 1980 (amd 1993) Fabric B test 2. Handover certificates in place from decorations and lighting
4	Waste materials	<ol style="list-style-type: none"> 1. Regular removal of flammable rubbish during the event by litter picking crew working daily 2. Removed from site and stored in remote location for recycling

		3. Waste litter containers placed regularly around site
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C. Fire fighting equipment (Hired)

1	Fire fighting equipment	Stages/venues: 1 CO2 1 fire blanket PA mixing desks: 1 water 1 CO2 1 fire blanket Dressing rooms/production offices: 1 water 1 CO2 1 fire blanket per block of 4 Production store: 1 water, 1 CO2 Generators: 1 CO2 or 1dry-powder TBC Food out lets/bars: 1 dry powder, 1 fire blanket Camping: Fire points water filled drums and buckets Recycling point: 1 water 1 CO2 1 fire blanket
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D. Raising the alarm

1		1. Regular fire patrols by stewards 2. Fire points stewarded in camping field 3. alarm raised to site office via command & communication structure 4. Emergency procedure in place to ensure entertainment can be stopped and crew, performers, stewards & security can direct guests from the part or all of the venue
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E. Means of escape/Access for emergency vehicles

1	Emergency routes	1. Emergency access routes agreed with emergency service before event 2. Procedures/stewards in place to ensure track way into the site can be cleared if emergency vehicles need to access the site 3. Stewards on standby to guide emergency vehicle to precise location on site 4. Ensure good communications established (including gridded site map) between gate stewards/stewards, the site office and the council & emergency services 5. Fire lanes put into place in arena field and camp sites so fire tender can get within 50 metres
2	Emergency escape routes	1. All venues in structures to have illuminated fire exit signs. Exit routes via back stage areas signed and patrolled to ensure they are not compromised 2. Fire patrol log in all venues showing details of patrols 3. Camping area stewarded to ensure tents not erected in fire lanes 4. Emergency plan in place for partial or full evacuation

DAILY FIRE SAFETY LOG- 2016

Number	Item	Pass condition
1	Signage	Signage in place
2	Illuminated signs	In working order
3	Fire fighting equipment	Extinguishers and fire blanket in place
3	Fire exits	Clear of obstruction
4	Escape routes	Free from obstruction

5	Smoking	No signs of illicit smoking in remote areas
6	Waste materials	No build up of waste beyond acceptable levels
7	Fire Alarm system in working order	All points manned
8	Venue capacity is _____ persons	Not exceeded
9	System for turning off Audio and over occupancy working	Those on duty aware of their responsibilities

Area/Stage

Checked by

Sign/Date.....

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:
Production and Health and Safety**

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities		

To provide adequate training to ensure employees are competent to do their work		
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health		
To implement emergency procedures - evacuation in case of fire or other significant incident		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances		

Health and safety law poster is displayed:	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR:	Kept in the site office / Event Control

Signed: (Employer)	Date:	
Subject to review, monitoring and revision by:	Every:	months or sooner if work activity changes

Catering Checklist – Balter Festival 2016

Item	Requirement	Yes/No	Comment
1.1 Site Layout			
1.2	Services sited close to outlet		
1.3	Adequate space to allow separation of facilities where necessary check camber of ground		

2. Structure of Stalls			
2.1	Constructed so it is easy to keep clean and does not subject food to a risk of contamination. Food preparation surfaces smooth, impervious and hardwearing. Surfaces easy to clean		
2.2	Outlet covered to protect open food and screened at the back and sides as appropriate		

2.3	The name and address of the person carrying on the business during the event on display. Café/food outlet to be registered with their local council and that food safety certificates are clearly displayed		
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3. Water Supply			
3.1	Clean water available		
3.2	Containers used for water are clean and not subject to a risk of contamination and should have lids and be only used for its sole purpose. Familiarise staff to nearest water points		

4. Waste water			
4.1	Facility to ensure water from sinks & hand basins is collected not poured onto the ground and that the event has made provisions for gray water		

5. Washing Facilities			
5.1	Wash hand basins with hot water provided and accessible signage to be present		
5.2	Soap, nailbrushes and clean towels available, paper towels to be used where possible		
5.3	Suitable sink, or other suitable facilities with hot water, provided and be accessible for cleaning equipment		
5.4	Sanitizers and clean cloths must be available for cleaning and personal use. Signage for washing facilities should be in clear view		

6. Refuse Storage and Disposal			
6.1	Rubbish containers fitted with close fitting lids		
6.2	All waste bagged and removed from stalls at regular intervals		

7. Sanitary accommodation			
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7.1	Separate caterers' toilets available with hand washing available		
7.2	Toilets in good working order cleaned regularly		

8. Food Safety			
8.1	Safer food better business for caterer folder complete filled in each day including fridge temperatures to be recorded. Food probe and wipes to be present		

9. Personal Hygiene			
9.1	Protective clothing worn by staff long hair to be tied back. Clean PPE to be used daily		

10. First aid kit			
10.1	First aid kit available stocked with blue plasters		

11. Fire			
11.1	CO2 extinguisher and blanket available		
11.2	All crew familiar with their location & use. Check there is a fire risk assessment present, also, that signage is in place and that fire exits are free from all obstructions		

12. LPG /gas safety			
12.1	Crew show understanding of nature and use of LPG		
12.2	Bottles stored, staked and used in upright position. Empty cylinders to be stored away from stall		
12.3	System in place for ensuring they don't topple over		
12.4	Gas pipe secured properly at bottle and equipment end. Combustible materials are at least 1.5m away from gas cylinders. Have the cylinders been provided with pressure relief valves? If the stand uses gas cylinders, has the apparatus been checked by the Festival's qualified fitter and fitted with new type (spring clip not worm drive) jubilee clip		

13. Adverse weather conditions			
13.1	All staff to have spare change of foot wear to use inside the catering facility in case of mud so as to avoid cross contamination		
13.2	Repeat safety checks of the catering outlet		
13.3	Contact details of market manager need to be available in case of adverse weather i.e. Phone number / radio channel		

14. Staff			
14.1	Check if all your food handlers are trained, supervised or given instruction to ensure food safety is understood and hold a food safety level 2 or equivalent qualifications.		
14.2	Training should be carried out with casual staff for them to display a good standard of personal hygiene and wear clean over clothing and to understand the importance of food safety.		
14.3	Make sure you have a good supply of clean overalls/aprons. Make staff aware that they should not handle food if suffering from certain illnesses.		
14.4	Staff to familiarise themselves with site layout, first aid, welfare and information points etc.		

- Pitch fees are charged according to size of area requested, goods traded and the number of staff passes required. Pitch location is allocated in advance and cannot be changed.
- An eco bond will be required from caterers on arrival. This will be refunded on departure after a positive report that Trading Conditions have been met and the ethical policy adhered to.
- All traders are required to comply with the local authority's license conditions and to cooperate with their officials and the agents of the organisers on site. At any time an official (H&S, Market manager or EHO trading standards) asks you to **STOP** trading you must until the local EHO reinstates your rights to trade. If you refuse to do so **NO** refunds will be given and you will be asked to leave site.

By trading at **BALTER FESTIVAL** you agree to abide by our conditions. *see your trading contract*

Sign/date

Stall Name	
Contact	
Telephone Number	
Date	
Time	
Completed by	

Medical Operational Plan & Medical Risk Assessment

Balter Festival 2016

3rd - 6th June 2016

Written by Craig Harris S.R.Para BSC Emergency care

Document Version	Date
Version 1.1	5th OCT 2015

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Please note that within this document all employees attending this event are referred to as staff.

1	Information
1.1	Event Information

Balter festival is a music festival at Great Goytree farm, Pandy, Abergavenney NP7 8EB. The event will be held from the 3rd-6th June 2016

1.2	Location of Event
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Great Goytre Farm, Pandy, Abergavenney NP7 8EB

1.3	Dates and Time of Operation
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The main festival will operate from 12:00hrs on Friday until 17:00hrs on Monday 5th June 2016. The medical cover will be 24 hours a day.

1.4	Organisation Involved
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Event Paramedic Services have been contracted to provide the medical, ambulance and first aid services at Balter festival 2016

1.5	Previous Experience and Intelligence
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This is the Third year of this event for EPS, there is specific data to help inform event cover decisions, however an assessment of the needs for medical provision has been carried out in accordance with the "Event Safety Guide" (Purple Book) published by the HSE and using previous historic evidence gained from previous year's statistics.

The festival has been risked assessed, which you can see at the end of this document. The score originally was 22 but due to the complex medical facility and services onsite with experienced Doctors, Emergency Care Practitioners and Nurses on site we are able to minus 2 points. However our vehicles and staffing supercedes the requirement below.

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance Manager	Support Unit
<20	0	4	0	0	0	0	0

1.6	Numbers Involved
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Balter Festival is expected to have 2500 people on site, this includes all staff, artists, and public.

1.7	Audience Profile
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The Festival will attract mainly young Adults, and will be all over 18.

The festival from previous years encourages and promotes a friendly environment and therefore presents a low associated risk of violence.

2	Intention
2.1	Intention

The intention of Event Paramedic Services, in providing this cover, is to reduce the impact on the local NHS health economy – Ambulance, Acute and Primary Care Trusts. By providing the level of cover that we have planned for the event, we believe that we will be able to manage most patient contacts on site, referring only life threats, significant wounds and body injuries to hospital.

2.2	Daily Levels of Event Cover
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Generally there will be two shifts of twelve hours per day (0700-1900 and 1900-0700). But full cover will commence at 12.00 on the 3rd June until 17.00 on the 6th June. The planned level of event cover for each shift is:

Paramedic Crews 0700-1900

Ambulance and Paramedic crew	First Aiders	Nurse/ECP	Doctors
1 + 1	4	0	0

Paramedic Crews 1900-0700

Ambulance and Crew	First Aiders	Nurse/ECP	Doctors
1+1	4	0	0

2.3	Command Structure
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Each shift there will be a strong, cohesive and effective command structure put in place as follows:

Silver Commander – Responsible for tactical decisions, a single Silver Commander will be in place and will be Craig Harris from Event Paramedic Services.

Bronze Commander – Live Site; working together under the direction of the Silver Commander, will responsible for operational decisions on the festival ground 24 hours per day.

2.4	Treatment Centres
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Main treatment centre

One treatment centre will be based on LOCATION, This facility will be open 24 hours a day from Friday at 12.00hrs. There will be a dedicated PERSON IN CHARGE on duty at all times. The treatment centre will be a 2 bedded facility, with Resuscitation and minor injury facility.

There will also be one disabled toilet by the treatment centre, one for patients and one for Event Paramedic Services staff.

2.5	Ambulances
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On Site; There will be one ambulance on Site, crewed by a Paramedic and ECA.

In the event of all contracted resources being utilised the fall back will be to Welsh Ambulance Service NHS Foundation Trust. Liaison with WAST will be maintained by Control. However we do not see this being needed due to the small number of attendees.

2.6	Control
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The first aid and ambulance control facility will be established in Event Control Room. The control area is a sterile area and no member of staff may visit unless they have an appropriate pass.

Control Radio Call Sign – **Medical Control**

The Control telephone numbers are: Mobile no 07758350064

3	Method
3.1	Reporting on Duty

All staff should arrive at the main medical centre on time for their shift, which they will have been allocated in advance.

3.2	Briefing & Debriefing
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A briefing will be held at main medical centre at the commencement of each shift, it is therefore important that staff arrive on time.

Hot debrief will take place at the completion of each shift or after any significant event.

3.3	Fitness for Duty
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All staff undertaking the duty must be fit for role. If in doubt about fitness, please refer to Event Paramedic services policy relating to fitness for role. All staff should take into account the prevailing weather conditions and are reminded that walking on the festival site can add to fatigue.

3.4	Uniform
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All staff will wear their organisations current operational Service Delivery Uniform for role only.

High visibility PPE should be worn. Ambulance crews will wear high visibility PPE if responding to incidents on the public highway.

3.5	Foot Patrols
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All foot patrols must inform Event Control when they leave or return to a treatment centre using the radio call sign allocated to the radio. When tasked to respond to an incident notify Control on arrival at your patient and when clear for further deployment.

3.6	Safeguarding
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Balter Festival policy regarding vulnerable adults must be followed. In the event of a safeguarding issue arising Event Control must be notified immediately. Event Control will then notify Silver immediately who will attend the place of concern and deal.

3.7	Lost Children
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NOT RELEVANT

3.8	Security
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No specific threat has been made to this event. Staff should remain vigilant at all times and report any suspicious behaviour to Police / Control as appropriate as well as to the Bronze Commanders immediately.

All staff must ensure they wear their wristbands at all times.

3.9	Smoking on Duty
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There will be NO smoking in any treatment centre, ambulance or in view of the general public at any time whilst on duty.

3.10	Transport
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There is parking available at the main car park for any staff.

All staff are encouraged to use the public car park if staying on site.

4.0	Clinical
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4.1	Governance
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ALL healthcare practitioners should work under the governance of their own Registered Body, and to the level of their competence. All first aid staff will work to the current edition of the First Aid Manual.

Event Paramedic Services are registered with the Care Quality Commission (CQC) for the provision of Ambulance Services. Therefore all ambulance operations must be maintained with the standards set by this registration, particular attention being paid to Infection Control and Prevention.

The CQC Registered Managers Event Paramedic Services – Craig Harris S.R. Para BSc Emergency Care.

4.2	Equipment
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All treatment centres will be provided with appropriate levels of equipment for the festival. Any request for further equipment should be made to Control, who will liaise with Silver.

All Live Site ambulances and healthcare practitioners will be provided with equipment appropriate to their competence.

4.3	Waste
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Clinical waste will be placed in Yellow clinical waste bags. All used sharps should be disposed of in a sharps bin. Staff should ensure that when a clinical waste bag is full that they tie and label the bag in accordance with Stand Operating Procedures.

Do **not** put general waste in these bags. General waste should be disposed of in black waste bags. Please where possible recycle suitable products ie.drinks bottles, cans etc

4.4	Documentation & Confidentiality
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Details of all patient assessment, care and treatment, however minor, must be entered on the PRF.

Staff are reminded that ALL Patient Clinical records are legal documents and therefore all completed PCRs must be stored securely within the medical centre and returned to EPS Head Office for audit at the completion of the festival. It is extremely important that all staff acknowledges the need for strict confidentiality of all casualty information and no information of a patient identifiable nature will be passed over the EPS radio network.

No information or any casualty details will be disclosed to anyone. Any request for specific information about any casualty must be referred to the SILVER Commander and no information will be released without their authority. The Bronze Commanders may release information for RIDDOR or public health purposes.

4.5	Requests for Patient Transportation by Ambulance
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If you are requesting an ambulance for a patient through Control it is imperative that the following information is passed to enable the Control staff to allocate the most appropriate ambulance response for your patient

A – Age of patient

S – Sex of patient (Male or Female)

H – History of Injury or Illness (What has happened? Have they collapsed, did they trip etc.) I – Injuries / Illness of the patient

C – Condition of the patient (Is the patient conscious and breathing, observations, injuries, illnesses, AVPU/GCS, BP, Pulse etc)

E – Exact location of patient / incident (e.g. Live Site or Grid Reference Q4)

4.6	Fatalities
------------	-------------------

In the event of a fatality (or incident where death occurs within 6 hours of contact), a fatal incident form must be completed. Silver Commander should be notified immediately in the event of any fatality.

There will be a need to notify Monmouthshire Police of fatality.

4.7	Major Incidents
------------	------------------------

In the event of a Major Incident being declared by any organisation, all resources will be automatically come under the direct control of WAST. **All staff should return immediately to the treatment centres awaiting further instructions and deployment.**

No staff member should respond to an incident without being deployed by Event Control.

5	Mobile Assets
5.1	Mobile Resources

The following mobile resources are being deployed to the Festival:

Live Site:

One ambulance at the Live Site,

5.2	Vehicle Crews & Driving
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All crews must drive with extreme caution at all times. When responding to emergency calls crews should display blue lights and where appropriate using audible warnings with caution.

Drivers must **NOT EXCEED 10 MPH** when on the festival site

When not on an emergency any vehicle moving along the site must travel with its head lights switched on.

All crews and buggy responders must be aware of the increased hazards they will face from significant numbers of members of the public on all roads during the event.

5.3	Incident Management
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On receipt of a call in Event Control they will determine the type of response required ie. routine, urgent or emergency and deploy the appropriate resource.

If the call is designated an emergency, Event Control will dispatch an appropriate response. This could be a foot patrol or an ambulance or mix of these to the incident. All responding resources will book on scene once they have made contact with the patient. A quick assessment must be made and reported back to Event Control who will deploy the necessary resources.

Foot patrols must consider all methods of moving a patient to a treatment centre i.e. walking, carry or wheel chair.

5.4 Vehicle Responsibilities

All ambulances should be fully kitted, clean and fuelled ready for event. A Vehicle Daily Inspection (VDI) by the crew must be undertaken and any shortcomings reported to Control who will notify Silver.

At the completion of each shift all ambulances should be cleaned in accordance with the Standard Operating Procedure.

5.5 Nominated Hospitals

The nominated hospitals for the events are:

Hospital	Address	ED telephone
Abergavenny Hospital	Brecon Rd, Abergavenny, Monmouthshire NP7 7EG	

Ambulances booking Green at hospital should radio Control giving their call sign and hospital. This will avoid delays on **booking Green** and allow Control the opportunity to acknowledge their status with further calls during busy periods. Control will require PRF numbers when booking green.

5.8 Acute Coronary Syndromes

Any patient presenting with an Acute Coronary Syndrome (ACS) will be managed by paramedic ambulance crew and transported to the followings hospitals for Primary Angioplasty.

5.9 Stroke Thrombolysis

Any patient presenting with symptoms of a Stroke who is FAST positive will be managed by paramedic ambulance crew and transported to the Emergency Department.

5.10 Major Trauma

Any patient sustaining major trauma will be managed by paramedic ambulance crews and transported to the Emergency Department at Abergavenny Hospital.

5.9 Air Ambulance Support

This facility will be available at this event by request of the Paramedic via WAST Control

5.10 Welsh Ambulance Service NHS Foundation Trust

Welsh Ambulance Service NHS Foundation Trust (SWAST) for discussion

5.11	Collisions and Accidents
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In the event of a collision or accident occurring involving any vehicle or buggy responder, Silver must be informed immediately.

An accident report form and a full written statement must be completed. A full report should be made to the Principal within 24 hours of the incident occurring.

6	Administration
6.1	Statistical Reporting

Receptionist to continually audit patient numbers for Silver meetings

6.2	Maps
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All ambulances and treatment centres will be supplied with a set of maps for the event.

All ambulance and response cars should carry the Philip's Street Atlas Herefordshire & Monmouthshire (Philip's Street Atlases)

6.3	Distribution
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Local	Contacts
WAST	
Balter Festival	
External	Contacts

Safeguarding Additional Information

Contact for any safeguarding concerns during the Festival will largely be as normal for each organisation:

- **Craig Harris**

Local Social Services emergency duty team to be added nearer the time

However, if members are unable to contact safeguarding representatives from their own organisation they can contact the other organisations.

It is recognised that there will be an increased risk to young people and vulnerable adults during the period of the Festival. The key area of risk identified is the increased access/availability of alcohol & drugs.

Balter Festival Event Medical Risk Assessment 2015

Table 1 Event Nature

Item	Details	Score	Select Score
(A) Nature of event	Classical performance	2	3
	Public exhibition	3	
	Pop/rock concert	5	
	Dance event	8	
	Agricultural / country show	2	
	Marine	3	
	Motorcycle display	3	
	Aviation	3	
	Motor sport	4	
	State occasions	2	
	VIP visits / summit	3	
	Music festival	3	
	Bonfire / pyrotechnic display	4	
	New year celebrations	7	
	Demonstrations/ marches / political events		
	Low risk of disorder	2	
Medium risk of disorder	5		
High risk of disorder	7		
Opposing factions involved	9		
(B) Venue	Indoor	1	5
	Stadium	2	
	Outdoor in confined location, eg park	2	
	Other outdoor, eg festival	3	
	Widespread public location in streets	4	
	Temporary outdoor structures	4	
	Includes overnight camping	5	
(C) Standing / seated	Seated	1	3
	Mixed	2	
	Standing	3	
(D) Audience profile	Full mix, in family groups	2	3
	Full mix, not in family groups	3	
	Predominately young adults	3	
	Predominately children and teenagers	4	
	Predominately elderly	4	
	Full mix, rival factions	5	
Sub Total			14

Table 2 Event Intelligence

Item	Details	Score	Select Score
(E) Past history	Good data, low casualty rate previously (less than 1%)	-1	1
	Good data, medium casualty rate previously (1% - 2%)	1	
	Good data, high casualty rate previously (more than 2%)	2	
	First event, no data	3	
(F) Expected numbers	<1000	1	2
	<3000	2	
	<5000	8	
	<10 000	12	
	<20 000	16	
	<30 000	20	
	<40 000	24	
	<60 000	28	
	<80 000	34	
	<100 000	42	
	<200 000	50	
<300 000	58		
Sub Total			3

Table 3 Sample of Additional Considerations

Item	Details	Score	Select Score
(G) Expected queuing	Less than 4 hrs	1	1
	More than 4 hrs	2	
	More than 12hrs	3	
(H) Time of year (outdoor events)	Summer	2	2
	Autumn	1	
	Winter	2	
	Spring	1	
(I) Proximity to definitive care (nearest suitable A&E facility)	Less than 30 min by road	0	0
	More than 30 min by road	2	
(J) Profile of definitive care	Choice of A&E departments	1	2
	Large A&E departments	2	

	Small A&E department	3	
(K) Additional hazards	Carnival Helicopters Motor sport Parachute display Street theatre	1 1 1 1 1	0
(L) Additional onsite facilities	Suturing X-ray Minor surgery Plastering Psychiatric /GP facilities	-2 -2 -2 -2 -2	-2
Sub Total			22 -2
OVERALL TOTAL			20

OVERALL EVENT SCORE 20

Table 4 suggested resource requirements

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance Manager	Support Unit
<20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	visit	0
26-30	1	8	2	0	0	visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	3
>75	15+	200+	35+	12+	24+	8+	3

Appendix 8 - Letter to residents

17 Balter Festival
Freemantle Road
Eastville
Bristol
BS5 6SY

To Whom It May Concern:

We are writing to inform you of our event; Balter Festival at Great Gotye Farm on the 3rd – 6th June 2016

Balter Festival is a small festival that strongly supports the local and national music and arts scene, and we have attendees from all over the country joining us for the weekend.

The music starts at 2pm Friday afternoon, and finishes at 3am Friday and Saturday, and midnight on Sunday. We understand there could be a concern due to their noise levels at your property, but we want to assure you that we are implementing every effort we can to ensure that we do not bother you. If however you are not happy with any aspect of the event please feel free to give our production office a call on 07938 557 801

During the event the above number will act as a direct line to the festival. It will be manned 24 hours a day by our production team, who will be happy to deal with any concerns you may have. We are also employing a noise management team to control off site noise; they will be happy to investigate any noise related queries and are in constant contact with the site, and can implement any necessary changes in volume required. The noise management team can be contacted by speaking to production on the above number.

As a gesture of goodwill we would like to offer you free tickets to the event, please call the production office or e-mail us at info@balterfestival.com if you would like to claim these, we would be very happy to have you join us for the weekend. Please note though that this is an over 18s only event.

Yours sincerely,

Chris Aplin & Elias Cole

Appendix 9 – Challenge 25 policy

All managers & staff will be trained in small groupsto ensurecomplete understanding of the challenge 25 policy before starting work.

Five step checking process - follow these simple 5 steps to make sure you avoid making an underage sale:

1. Check the PASS hologram. Is it genuine (as shown on sample/training cards)?
2. Check the photograph. Does it match the person in front of you?
3. Check the date of birth. Is the person old enough?
4. Check the card. Has it been tampered with?
5. Check the person. Are you satisfied about the person's age? If not, refuse to sell.

PREMISES AGE VERIFICATION POLICY (IN RELATION TO THE SALE OF ALCOHOL ON THIS PREMISES)

THE POLICY Staff selling alcohol on these premises must require any individual who would appear to a responsible person to be under the age of 25 years of age to produce on request, before being sold alcohol, identification bearing their photograph, date of birth and a holographic mark. The responsible person must ensure that the any person who would appear to a 'reasonable person' to be under the age of 25, be subject to this check of an appropriate identification document, to prove they are 18 years of age or older.

EXAMPLES OF APPROPRIATE IDENTIFICATION INCLUDE: •
 A Photo Card •
 Driving Licence • A Passport • A Proof of
 Age Card Bearing the PASS Hologram •

FOR THE PURPOSE OF THIS POLICY A RESPONSIBLE PERSON IS ONE OF THE

FOLLOWING: • The holder of the premises licence •
 The Designated Premises Supervisor • A person aged
 over 18 years old who is allowed to authorise
 'the sale of alcohol by persons under the age of
 18' • A member or officer of a club present
 on the club premises in a capacity which enables
 him or her to prevent the supply in question

NOTIFICATION The premises licenceholder will ensure that
 staff involved in the sale of alcohol, are made
 aware of the existence and content of this policy.
 The Designated Premises Supervisor is responsible for
 enforcement of the policy.

Appropriate signage displayed at all times. Signage to
 include:

ID / Challenge 25
 Weights & measures
 Copy of license
 Using fake ID

Staff to have to hand at all times and trained in
 how to fill in / use properly:

Register of refusals book
 Incident report forms

Appendix 10 - Balter Festival 2015 noise management plan
Balter Festival 2015 - NoiseManagement

This is a preliminary document whose purpose is to outline steps taken to reduce noise pollution in the local area surrounding the event site. This document describes the noise management plan that will be put in place for the duration of the event.

Contacts

Russel Kearney - Festival Noise Manager -
07768041286

Matt Bloxham - Noise control team member -
07902976524

Festival operating times

Festival site Opens 14:00 on 05/06/15						
	05/06/15		06/06/15		07/06/15	
	Open	Close	Open	Close	Open	Close
Main Stage	CLOSED		10:00	22:00	10:00	22:00
Bar	18:00	02:00	12:00	02:00	12:00	00:00
Jigsore	18:00	02:00	12:00	02:00	12:00	00:00
The Hex	20:00	02:00	20:00	02:00	20:00	00:00
Drawing Room	18:00	02:00	10:00	02:00	10:00	00:00
Live Stage 2	22:00	02:00	22:00	02:00	CLOSED	
Disco Dome	22:00	02:00	22:00	02:00	CLOSED	
Festival Site closes 12:00 on 8/06/15						

Minimising noise pollution to surrounding properties

Steps being taken:

- The overall position of the festival site and the position and orientation of each sound system has

been chosen to limit noise pollution to the surrounding area as much as possible.

- All sound systems bar one are within marquees; this will contain the noise level to some degree, particularly in the vocal range.
- Operating times have been staggered; at no point will all sound systems be running concurrently.
- The single outdoor stage is due to close at 10PM and only operates on Saturday and Sunday.
- Substantial acoustic barriers will be used behind sound systems to further reduce offsite levels.
- Larger venues will use acoustic barriers to enclose the audience area to further reduce offsite levels.
- All venues will utilize arrays of bass bins stacked and processed to keep as much bass energy with in the venue as possible

Noise Monitoring Positions

Noise levels will be monitored from 4 points around the festival site these are

1. Mopla road, Tushill
2. Piercefield Avenue, Chepstow (adj to no.5/6)
3. Itton Road
4. St Arvans

The map below shows the 4 locations.



Noise Limits

The preliminary noise levels that the noise management team will be working to are

09:00 -	19:00:	50dBA over	a	15	minute	Leq
19:00 -	23:00:	45dB(A) over	a	15	minute	Leq
23:00 -	02:00:	35dBA(A) over	a	1	minute	Leq

Measurement equipment

- 1 of CEL620B Octaveband sound level meter
 - This sound level meter can be calibrated and will be used for off site measurements
 - A copy of the product specification is available in appendix 1
- 1 of CEL246 Integrating Sound Level Meter

- This sound level meter can be calibrated and will be used for on site measurements
 - A copy of the product specification is available in appendix 2
- 6 of ColeMeter GM1358 Digital Sound Level Meter
- These will be positioned within each venue
 - This meter can be calibrated and will be used in each venue to monitor levels
 - A copy of the product specification is available in appendix 3

Acoustic barriers

- The three largest venues (Hex stage, Jigsore stage & The Drawing Room) will use acoustic barriers in an attempt to keep noise within the venue area.
- Acoustic barriers will be created from straw bales, individual bales have dimensions of 8ft x 2ft x 3ft and will be stacked two bales high to create a 6ft wall surrounding the venues
- Straw bales will be used on the remaining stages behind sound systems to try to block sound escaping from the rear of the venues.
- A picture showing the method and location of straw bales surrounding the 'Jigsore stage' is shown in appendix 4

Noise Management during the festival

- A team of four Noise managers is proposed.
- The over all noise manager is Russell Kearney.
- This will allow for at least one off-site and one on-site noise manager working at all times, whilst allowing for breaks, at most times 3 noise control team members will be on shift.
- The team will be in continuous radio contact with each other, and with the festival production office.
- The Noise management team will continuously monitor levels on and offsite, and adjust sound system levels to

- avoid causing nuisance to residents in the area.
- All stages should have an SPL meter.
 - A dedicated phone number will be distributed to local residents in the week leading up to the event.
 - Local residents can use this number to request the noise management team investigate possible noise nuisances off-site and make adjustments to sound levels where necessary.
 - This phone will be situated in the production office, which is manned 24 hours a day.
 - The noise management team will be made aware of any incoming calls immediately
 - Environmental Health will be provided with the phone numbers of the noise management team and the dedicated on site phone number before the festival opens.
 - If local residents should choose to bypass the dedicated phone number and contact Environmental Health directly, the on call EHO can quickly and easily make direct contact with the noise control team and/or the Festival management/Production team.
 - This allows complaints to be investigated and resolved as quickly as possible.
 - In the event of this happening the off site Noise Control manager will be instructed to go immediately to the location of the complaint, take measurements and advise on turning down any sound system deemed to be causing a nuisance.
 - A noise propagation test and sound system audit will be completed before the festival opens.
 - Each sound system will be run at the desired level individually, and then concurrently.
 - The levels will be recorded on and off site at various locations, a meeting will then be held between the festival management, the noise management team, the engineers in charge of each sound system, the venue managers and the council to discuss and set the initial operating levels for all sound systems.

Noise management Method statement Noise Propagation Test

The Noise propagation test will take place on Friday the 5th of June from 10:30AM

- At 10.30 Noise meters will be calibrated, communications system will be checked, and noise management team will synchronise timepieces.
- Two-way radios will be used for on and off site communication, for some offsite positions, mobilephones may need to be used instead.
- At 10.45 all personnel and measuring equipment should be in Position.
 - A person is to be positioned 10m from each sound source measuring noise with a ColeMeter GM1358 Digital Sound Level Meter.
 - A person is to be positioned at each offsite monitoring position, measuring noise with a CEL620B Octaveband sound level meter set to 5 minute LAeq.
- 11.00 Test start.

Each sound source is to be individually turned on, generating noise at 92dbA for 5 minutes. The results at the monitoring positions are to be recorded. When all sound systems have been individually tested, all sound systems are to be turned on at the same time for 5 minutes. Levels offsite recorded at the 4 monitoring positions.

- 12.30 Propagation test finish.
- 12.45 Correlation of data.
- All data to be returned to central production, and sound system levels calculated.
- 14.00 Festival opens. Sound systems off.
- 16.00 Noise management meeting.

Noise management team, festival management, sound system engineers, and the council to be present. Maximum levels for day and for night of each sound system is given to sound system operator

- 18.00 Music starts, noise management starts.

Regularity of measurements

Sound engineers should have a ColeMeter GM1358 Digital Sound Level Meter at front of house mix position at all times and be making constant checks to make sure levels stay within the limits set in the noise propagation test

Venue managers take responsibility for controlling levels in venues not requiring a sound engineer, they should have a ColeMeter GM1358 Digital Sound Level Meter with them at all times and should take regular measurements to make sure levels stay within the limits set in the noise propagation test

The offsite member of the noise control team should travel to each of the four measurement locations in a loop taking and recording a 15 minute LAeq at each position

There will be a second calibrated noise level meter (CEL246) on site which will be used to take more accurate readings when dealing with adjustments through out the event, it will also work as a back up for the CEL620B

In the event sound system levels require adjustment during the event

- The off site noise control team member will radio production and the onsite noise team member and alert them to the off site levels
- The production team will radio Russel Kearney and the festival management to inform them
- The offsite noise control team member will advise the on site noise manager which sound system they feel requires adjustment, they will suggest an amount in dB that the sound system should be adjusted by.
- The on site noise control team member will go directly to the venue and with the assistance of the venue manager/sound engineer will implement the adjustments
- The onsite noise control team member will alert the off site noise control team member that the adjustment has been made via 2 way radio
- The off site noise control team member will take a new measurement to ascertain if the adjustments have been successful

- This process will continue until the desired level is set

Appendix 1

Overview

The CEL620B is an *Integrating* Sound Level Meter with Real-Time Octave Band Filters. This meter provides you with all the measurements needed for a full noise at work survey and detailed hearing protection assessment.

- Occupational noise measurement
- Hearing protection assessment (Octave Band method)
- Data logging with download to computer
- Quick and easy to use
- Simultaneous measurement of all parameters (LAeq, Max, Min, etc)
- Single range 20 to 140 dB
- Real-Time Octave Band Filters

Standards

- IEC 61672 - Class 1 or Class 2
- IEC 60651 and IEC 60804 - Type 1 or Type 2
- IEC 61260 Class 0 (Octave Band Filters)
- European Physical Agents (Noise) Directive 2003/10/EC

More info available at <https://www.noisemeters.co.uk/product/cel/620b/>

Appendix 2

The **CEL-246** is a simple integrating sound level meter that is ideal for use in many situations where a quick idea of the current noise level is needed. It features 2 ranges from 30 to 100 db and 60 to 130 db and provides the standardized A and C broadband frequency weightings required by many protocols. The **CEL-246** also has the Slow, Fast and Impulse time responses. A maximum hold function with a user reset is available to capture the highest level of noise to give a "worst case" measurement if needed. Results are displayed on a graphic LCD in either alpha numeric format or as a scrolling time history with either 1 or 5 minutes time history graph so that recent peaks and troughs may be viewed. Calibration is as simple as placing the calibrator over the microphone and switching it on. As soon as the calibration tone is steady it is automatically detected by the **CEL-246** and the user is offered the choice of performing the calibration with a single button press. There is no need to use old fashioned screwdrivers that may get lost as the calibration takes just 5 seconds and is very easy to perform.

The **CEL-246** adds on board storage capability at fixed 1, 2, 5 or 10 second intervals of the average sound level with the selected frequency weighting and time response and exchange rate to provide a low cost data logging instrument. Up to 99 runs can be stored each of up to 18 hours maximum continuous run time at the 1 second rate or more than 7 days at the 10 second rate. All runs are stored in memory tagged with the start date and time using the meter's real time clock so they can be correctly identified when the unit is connected to a computer.

The **CEL-246** is provided with a standard quarter inch socket so that it can be mounted on a tripod or other similar fixtures in a secure manner. A small foam windscreen provided as a standard accessory protects the microphone from wind induced errors when making measurements and a wrist

strap minimizes the risk that the meter will not be dropped when in use. Analog ac and optional dc outputs are available to connect the **CEL-246** to other pieces of equipment and a low power digital output is also provided through the USB interface which can also be used to power the meter if required.

A standard **CEL-246** sound level meter is supplied complete with its fixed microphone, 3 x AA batteries, foam windscreen and wrist strap. Operating instructions for the meter are provided on a cdrom and an individual calibration certificate completes the package. The **CEL-246** is covered by a 24 month warranty for peace of mind and full recalibration facilities are available from our NIST traceable service department.

A **CEL-246/K1** measurement kit includes all the above items plus a **CEL-120/2** single level acoustic calibrator and a small kit case to store the unit.

The popular **CEL-246/K2** computer kit includes a USB cable and software cdrom containing a copy of dB24 and CasellaDrive software that can be loaded onto computers running Windows XP, Vista or Windows 7 operating systems. The **CEL-246** dB24 software allows the computer hard drive to be used as a simple data logger for live measurements of changing noise levels. This is ideal for training or teaching purposes where the features of the sound level meter can be displayed on a larger screen. CasellaDrive allows stored run results to be downloaded as csv format text files that can be read into many popular office spreadsheet programs for further manipulation.

More info available at
http://www.enviroequipment.com/rentals/PDF/Datasheets/cel-246_brochure_201011.pdf

Appendix 3

ColeMeter Digital Sound Level Meter 30dB - 130dB Decibel Pressure LCD Display Noise Tester

Color: white

Dimension: 145 x 50 x 35 mm

Sound level: 30 - 130 dB

Accuracy: ± 1.5 dB (under reference condition)

Measuring level: 40 -130dBA, 40-130dBC

Frequency range: 31.5 Hz - 8.5 kHz

4 digits LCD display with backlight

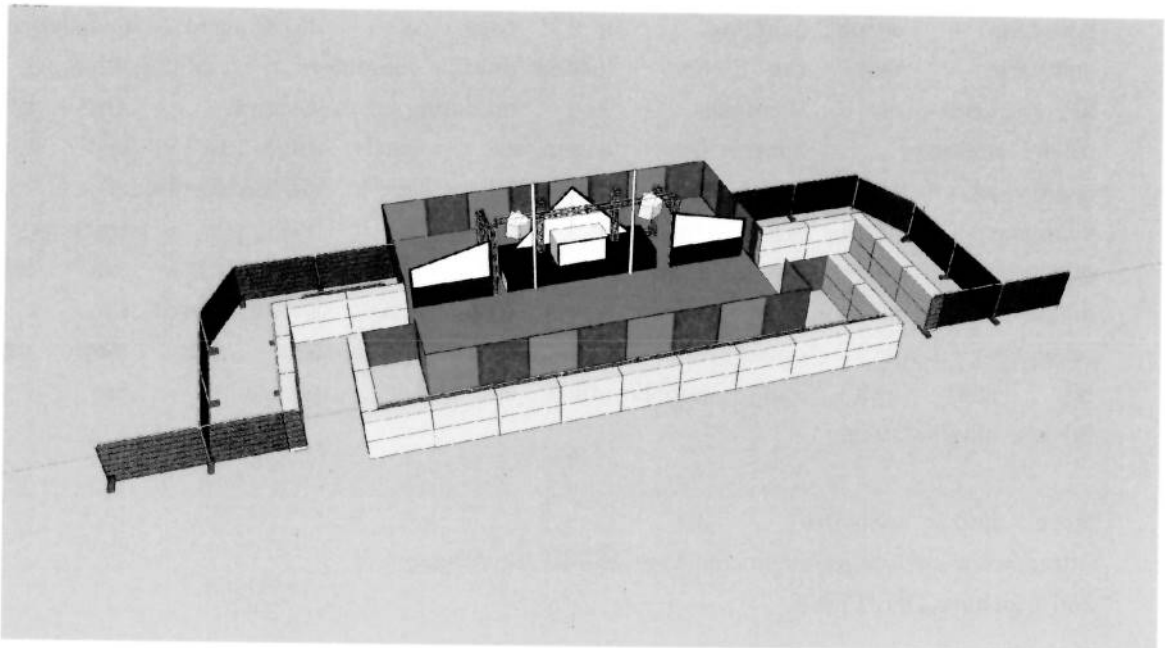
Self calibration Time: 3 seconds

Sampling rate: 2 times/second

1/2" electret condenser microphone

More info available at <http://www.colemeter.com/?p=34&a=view&r=33>

Appendix 4





ESA Event Safety Alliance

BALTER FESTIVAL 2016

03rd – 05th June 2016

SECURITY PLAN V1

DRAFT

**Great Goytre Farm, Pandy,
Abergavenny, NP7, 8EB.**

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1.0 Event Safety Alliance

1.1 Introduction

Event Safety Alliance (ESA), founded in 2006, is a significant provider of specialised security, stewarding and management services for the event industry. ESA regularly provides complete security coverage for a diverse range of events and festivals ranging from 1,000 – 15,000 persons. ESA also supplies security teams to other contractors and events exceeding a 100,000 patron footfall.

1.2 Contact Details

Address:

Kings Hill,
Cock Mill Lane,
East Pennard,
BA4 6TR.

Office Number: 0800 00 16 267

Office Email: info@eventsafetyalliance.co.uk

Mobile Number: 0771 56 30 267

Personal Email: gawainboal@eventsafetyalliance.co.uk

Website: www.eventsafetyalliance.co.uk

1.3 Company Insurance

Broker: Arthur Doodson (Brokers) Limited

Contact: Simon Brown

Telephone: 01614193000

Policy Number: SZ/23159833/01722

Dates Of Cover: 16th May 2015 – 16th May 2016

(Insurance will be renewed prior to event and security plan updated with new policy)

Public Liability Cover: £2,000,000

Product Liability: £2,000,000

Employers Liability Cover: £10,000,000

1.4 Contracted Role

ESA is being contracted to provide security teams for Balter festival 2016 in accordance with the operating schedules located in section 4 of this document.

2.0 The Event

2.1 Event Location

Great Goytre Farm

Pandy

Abergavenny

Monmouthshire

NP7 8EB

2.2 Event Dates

03/06/16 – 05/06/16

2.3 Projected Attendance

2,499 total, to include;

- 500 crew and artists
- 1,999 Patrons

2.4 Venue Description

The site has good access coming off of the A465 with a continuing hard track onto the site up to some farm buildings with ample room for stacking vehicles.

Half the site is encompassed by a large river mostly segregating England and Wales, with the licensable area remaining in Wales.

The site boasts several flat fields with more than sufficient space to fit 2,499 persons.

2.5 Event Description

Balter Festival is aimed at an adult audience with an eclectic mix of live and recorded music. It is strictly an over 18s event with no family entertainment.

2.6 Event History

The event has run since 2014, with ESA supplying the security since 2015. The event has had no significant issues with crime whilst ESA has worked with the event.

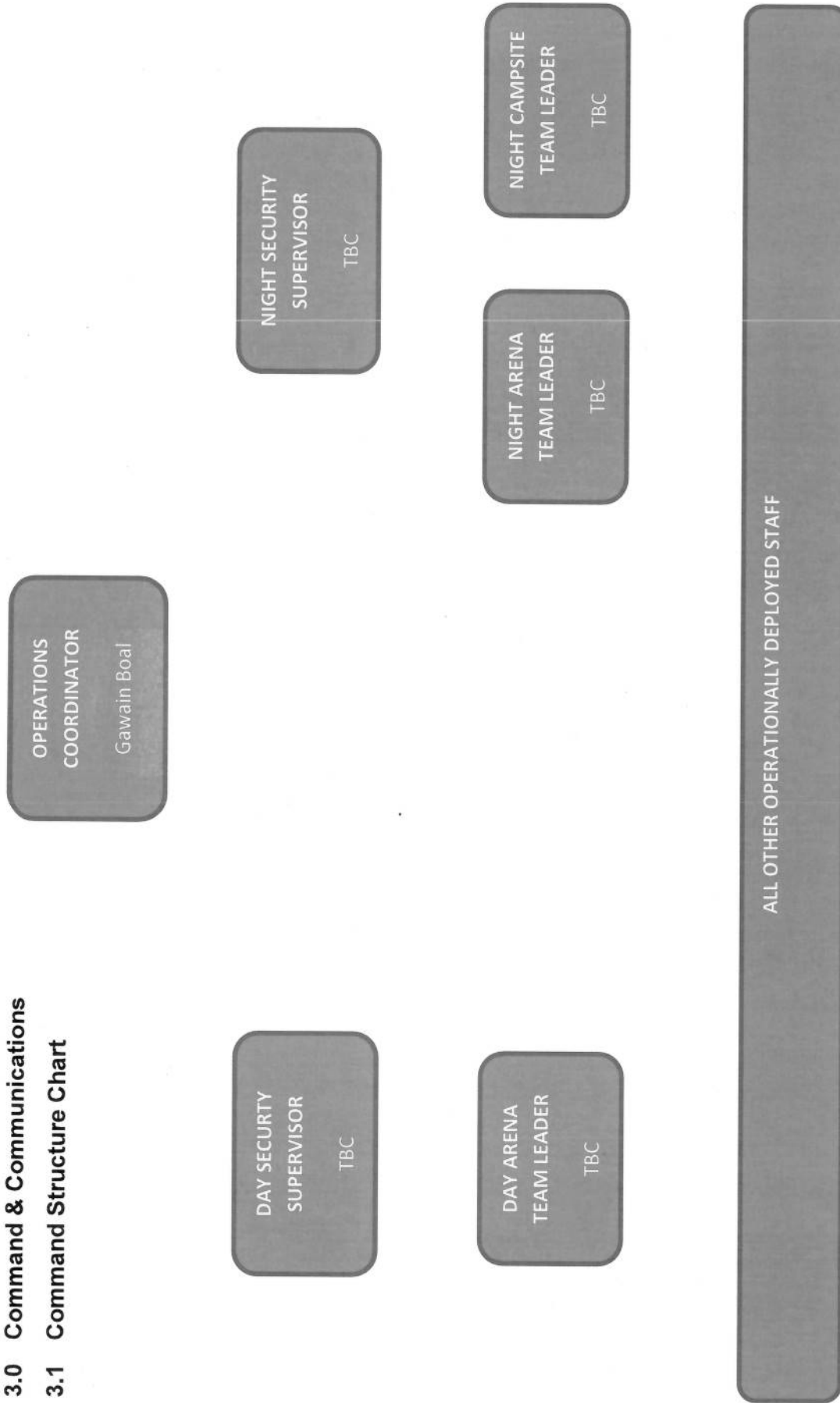
2.7 Patron Profile

Typically a large and varied range of persons of multiple ethnic backgrounds of all ages and abilities, both physical and mental. Predominantly white British, young adults 50 - 50 female to male ratio.

Experience has demonstrated that the audience is gentle and compliant in nature.

3.0 Command & Communications

3.1 Command Structure Chart



3.2 Key Staff Contact

POSITION	CALL SIGN	NAME	CONTACT
Event Director			
Event Director			
Production Manager			
Site Manager			
Health & Safety	Health & Safety		
Medical & Welfare	Medical Control		
Operations Coordinator	Zulu	Gawain Boal	07715630267
Day Security Manager	X-Ray	TBC	TBC
Night Security Manager	X-Ray	TBC	TBC
Day Arena Supervisor	TBC	TBC	TBC
Night Arena Supervisor	TBC	TBC	TBC
Night Campsite Leader	TBC	TBC	TBC

3.3 Step In Management

In order to manage unforeseen circumstances resulting in part of the management team becoming incapacitated for whatever reason; ESA runs a “step in management” system. This comprises a list of staff capable of, and qualified to, take over various roles within the management structure, see listed below:

POSITION	NAME OF STEP IN	CONTACT
Security Coordinator	TBC	TBC
Day Security Manager	TBC	TBC
Night Security Manager	TBC	TBC
Day Arena Supervisor	TBC	TBC
Night Arena Supervisor	TBC	TBC
Night Camp Supervisor	TBC	TBC

3.4 Event Liaison Team

The event is operating an emergency liaison team (ELT) to ensure effective management of any complications or challenges that may arise. The ELT will conform to a standard gold, silver, bronze hierarchy system demonstrated below:

Gold Command:

- TBC

Silver Command:

- TBC (Production Manager)
- TBC (Health & Safety Manager)
- Gawain Boal (Security Coordinator)
- TBC (Medical Manager)
- TBC (Site Manager)
- Responsible Authorities (Should they wish to attend)

Bronze Command:

Bronze commanders are the direct management down the line from the silver commanders such as the security managers; security bronze commanders for this event are:

- TBC (Day Security Manager)
- TBC (Night Security Manager)
- TBC (Steward Manager)

This team may be extended to encompass other areas if the issue is relevant such as the lost children representatives. On more significant incidents, council representatives such as licensing and environmental health may form part of the ELT, as well as representatives from police, fire or ambulance.

3.5 Staff Information & Briefings

All staff will receive information pre event such as shift patterns, arrival instructions, directions to the event, catering arrangements and kit lists. This information will be sent out in the ESA standard pre event brief. The standard pre event brief can be viewed at **Appendix #**.

All management are provided with further information regarding their role, job description, staff whom will be operating on their team and the roles of those staff.

Prior to each shift, the management will brief their team on their positions and the specific brief for those positions. Similarly they will debrief their team at the end of every shift.

All staff are required to perform a site familiarisation prior to their first shift, as referred to in the standard pre event brief.

Staff will follow ESA standard operational procedures (SOP) unless otherwise instructed. SOPs can be found at **Appendix #**.

3.6 Operational Communication

Operational communication will be in the form of face to face briefings and by way of two way radio communication handsets.

Sensitive information will be relayed by way of mobile phones. Staff are instructed to be very diligent when communicating operational or sensitive information; always aware of who may be able to overhear them.

A contingency mobile phone relay system will be in place to counter any unforeseen circumstances with normal radio communications

ADD RELAY SYSTEM

3.6 Code Words & Call Signs

ADD CODE WORDS & CALL SIGNS

3.7 Reporting & Recording

ESA operates a hierarchical command and reporting structure; operational issues relevant to their area is reported to their area supervisor or team leader, whilst issues arising such as water systems not working is reported straight to security control.

Security control disseminates information as necessary and records all relevant information in the form of time stamped entries into the security log book. The event will be supplied with an electronic typed up version of the log book post event.

Information recorded in the security log book includes:

- Date and timestamp
- Whom the reporter was and whom they were reporting to
- What the information is
- What action was taken, if any

An example of the log book recording sheets can be located at **Appendix #**.

Reportable issues include: violence, theft, domestic abuse, persons attempting to gain unauthorised entry, to safety issues such as smells of gas, large build ups of cardboard, blocked fire lanes, restricted emergency exits, taps that are not working, welfare cases, medical cases, lost and found children etc.

Staff are responsible for recording information into their notebooks that they may be required to recall at a later date. Staff may have to give witness statements or further more in depth information to security control.

3.8 Event Command Breakdown

Should issues arise resulting in lack of leadership or command from an event or associated relevant persons for whatever reason, then security management may take it upon themselves to follow ESA SOPs, phone local authorities/emergency services, or seek advice from elsewhere for the purposes of protecting the public, property and the events licence.

4.0 Security Staff & Contingency

4.1 Staffing Levels

Security Coverage for Friday the 03/06/16

POSITION	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Front Gate:									2	2	2	2											1	1
Box Office:													1	1	1	1	1	1	1	1	1	1		
Arena Entrance:													2	2	2	2	2	2	2	2	2	2	2	2
Arena Patrol:												4	4	4	4	4	4	4	4	4	4	4	4	4
Campsite Patrol:																			2	2	2	2	2	2
Supervisor:									1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL ACTIVE:									3	3	3	3	8	8	8	8	8	8	10	10	10	10	10	10

Security Coverage for Saturday the 04/06/16

POSITION	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Front Gate:	1	1	1	1	1	1	1	1	1	1													1	1
Box Office:											1	1	1	1	1	1	1	1	1	1	1	1		
Arena Entrance:	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Arena Patrol:	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Campsite Patrol:	2	2	2	2	2														2	2	2	2	2	2
Supervisor:	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL ACTIVE:	10	10	10	10	10	10	8	8	8	8	8	8	8	8	8	8	8	8	8	10	10	10	10	10

Security Coverage for Sunday the 05/06/16

POSITION	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Front Gate:	1	1	1	1	1	1	1	1	1	1													1	1
Box Office:											1	1	1	1	1	1	1	1	1	1	1	1		
Arena Entrance:	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Arena Patrol:	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Campsite Patrol:	2	2	2	2	2	2													2	2	2	2	2	2
Supervisor:	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL ACTIVE:	10	10	10	10	10	10	8	8	8	8	8	8	8	8	8	8	8	8	8	10	10	10	10	10

Security Coverage for Monday the 06/06/16

POSITION	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Front Gate:	1	1	1	1	1	1	1	1	1	1	1	1												
Box Office:																								
Arena Entrance:	2	2	2	2	2	2	2	2																
Arena Patrol:	4	4	4	4	4	4	4	4	4	4	4	4												
Campsite Patrol:	2	2	2	2	2	2	2	2	2	2	2	2												
Supervisor:	1	1	1	1	1	1	1	1	1	1	1	1												
TOTAL ACTIVE:	10	10	10	10	10	10	10	10	8	8	8	8												

4.2 Shift Patterns

BALTER FESTIVAL 2016		GREAT GOYTRE FARM, PANDY, ABERGAVENNY, NP7 8EB.							
Staff Name	Location								Hours
01	Front Gate / Box								
02	Front Gate / Box								
03	Arena Entrance								
04	Arena Entrance								
05	Arena Entrance								
06	Arena Entrance								
07	Arena Patrol								
08	Arena Patrol								
09	Arena Patrol								
10	Arena Patrol								
11	Arena Patrol								
12	Arena Patrol								
13	Arena Patrol								
14	Arena Patrol								
15	Campsite Patrol								
16	Campsite Patrol								
17	Supervisor								
18	Supervisor								
19									
20									

4.3 SIA License Numbers

	Staff Member	License Sector	License Number	Expiry
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

4.4 Time Sheets

All staff are expected to sign in half an hour prior to their shift, allowing time for the pre shift briefing and for them to get to their place of operation on time. Sign in information required from staff includes:

- Full name
- Operational area
- Identifiable number
- Sign in time

Then when signing out:

- Sign out time
- Number of hours
- Signature

SIA license numbers are not recorded on our time sheets as they are demonstrated along with their full name in section 4.3 of this document.

A demonstration of the staff sign in sheets that will be used at this event can be found at **Appendix #**.

4.5 PPE, Equipment & Uniform

Staff are mandated to be presentable and identifiable at all times whilst on duty. Their standard uniform consist of black combat trousers, boots and polo shirt. Smart black waterproofs may be worn in wet weather, along with fleeces etc. in colder weather or at night.

All staff except for strategic and tactical management must wear their high visibility tabard at all points; barring a few occasions as outlined in the ESA SOPs. High visibility tabards are supplied by ESA and display the company logo, an individually identifiable number and the wording for their relevant role.

High visibility tabards are individually signed out to staff in order to clearly identify them from other staff by the public and management.

SIA licensed staff operating as agents for the event must display their license at all times. Staff are required to wear their SIA license on their arm in a specially designed holder; this ensures that the license is clearly displayed at all times in accordance with the Private Security Industry Act 2001.

Staff are required to carry certain tools which enables them to carry out their role more effectively. Tools which staff must supply include:

- Note Pads
- Pens
- Torch
- Mobile phone

Tools which will be provided to people whom will need it as part of their role include:

- Two way radio
- Earpiece & other specialist radio equipment
- Non-latex gloves
- Ear plugs

ESA has a store of tools and uniform in case staff members run out of items; included in the store are notepads, pens, badge holders, sun cream, various batteries, torches, black socks, black polo tops and tent pegs.

4.6 Staff Illness Procedure

In the event that one or more members of the security team become ill, additional staff will be sought from the surrounding area. The void hours will be covered by way of overtime carried out by other members of the team until a replacement staff member has arrived.

Event managers will be informed in the event that there has been a staff illness amongst the security team.

4.7 Staff Fatality Procedure

In the event of a fatality of any staff member, the following steps will be taken by ESA Management:

- The area will be secured and cordoned off.
- The events medical team will be informed.
- The emergency services will be contacted.
- The head of ESA (Gawain Boal) will be contacted.
- If the staff member came to ESA via a subcontractor, the head of ESA will inform the owner of that sub-contractor company.
- The listed next of kin will be contacted.
- ESA management will keep the area secured and wait for further instruction from police when they arrive.
- Replacement staff to be located as per standard staff illness procedures

4.8 Complaints Procedure

ESA takes complaints very seriously and wishes to resolve all complaints as effectively and completely as it possibly can.

ESA believes that careful consideration of complaints and resulting actions can help it to provide a better service for its customers as well as for its staff and the public in general. A full complaints procedure is included in the ESA SOPs.

5.0 Procedures & Policies

5.1 Alcohol Policy

The event and ESA will work together as a matter of priority to promote responsible drinking by patrons whilst they are on site. Various strategies, listed below, will be adopted to actively support this:

An alcohol allowance

ADD ALCOHOL ALLOWANCE

Challenge 25: The event is running an identification on the gate policy for anyone looking under the age of 25 years.

Proxy Sales: The event is strictly over 18 years of age only. Any person suspected of being under 18 years old will be challenged.

Suspected Intoxication: Security staff are briefed not to be complacent when it comes to suspected intoxication due to the potential for underlying medical issues.

In any case, intoxicated individuals are to be treated with respect, dignity and care. The potential risk to intoxicated individuals due to the environment they are in should never be overlooked.

Patrons suspected of being intoxicated to the point they are incapable will need to be assessed by the welfare or medical teams in accordance with the welfare policy.

Patrons not incapable but appearing to be severely intoxicated may be asked to leave the arena or area they are in if they are causing a public nuisance.

Patrons whom are being refused service at a bar but are persistently attempting to purchase alcohol will be guided away from the bar or out of the arena.

5.2 Drugs Policy

The event and ESA does not condone the use or sale of illegal substances, “legal highs” or nitrous oxide. The event publicises this through its website and reinforces that the law applies on an event site just as it does in day to day life.

Drug Use Onsite: Patrons of the event caught with illegal substances will be given the option to voluntarily place them in the amnesty bin. Should they be compliant and consent to a further search to ensure they have no more, they will then be allowed to re-enter the event with a caution.

Any person being uncooperative will be ejected from the event and may be handed over to the police.

Legal Highs: Security staff cannot be expected to know the difference between what substances may be “legal” or not. For this reason, all “legal highs” will be treated as illegal substances.

Nitrous Oxide: The use of Nitrous Oxide (laughing gas) is not permitted at the event. Persons caught with the dispensers or cartridges will have to surrender them to security staff in order to remain at the event.

Suspected Dealing: Any Illegal or suspected illegal substance discovered in large quantities upon a person will result in that person being detained and the police being called immediately by the event control. There will be no further search upon a person once the police have been called unless it is deemed to be for the safety of that individual or others around them.

Search Point: If a suspected illegal substance or banned substance, deemed to be for personal use, is discovered by search teams, the following actions will be taken (assuming they are cooperative):

That individual will be given the option to voluntarily hand over the substance and asked if they are willing to consent to a further more thorough search.

If cooperative, the individual will be taken to a screened off area and a further search will be performed. This will be done in the presence of a member of staff with a video camera and two staff responsible for performing the search.

The lead search will ask for consent to perform a further search on camera and will then ask the individual if they have any further illegal substances or contraband on them. It will be explained that if they are untruthful at this point, they will be evicted from the event or handed over to the police. They will then again be asked if they have any illegal substances or contraband on them. After this, the search will be performed.

If the search shows that they have no further contraband on them and the individual has been cooperative, they will be allowed into the event with a warning, and the original substance found will be placed into the Amnesty Bin.

If more illegal substances or contraband are discovered on the individual, they will be immediately evicted, and the police advised.

5.3 Amnesty Bin

The purpose of the Amnesty Bin Strategy is to reduce the amount of illegal or banned substances being brought into the event without adding unnecessary strain to external services such as the police or other authorities.

Use of Amnesty Bin: Any person voluntarily using the amnesty bin will not be judged unfairly by security and search teams. Patrons will be processed in accordance with the events search policy regardless of whether they have been seen using the amnesty bin or not.

Design: The Amnesty Bin is a secure metal box 1.2 metres high and 0.6 metres wide both ways. Substances are placed in a letter box type hole located on the top of the bin. Substances go down a tube into a secured tray towards the bottom of the bin which prevents persons being able to access the tray through the letter box.

The tray automatically locks when it is removed from the bin to ensure the contents are unable to be taken out until they get to security control. The bottom of the Amnesty Bin contains concrete blocks and can be locked to a secure stake to ensure it cannot be stolen.

Signs: The Amnesty Bin has a large sign on the front of it clearly displaying the words "Amnesty Bin". Other signs will be placed in close proximity to the amnesty bin displaying the door policy and advising persons to use the amnesty bin should they have illegal or banned substances about their person. It will be stated that persons using the amnesty bin will not be judged unfairly by the events security and search teams.

Placement: The amnesty bin will be placed before the ingress search point of the event. This will allow persons to deposit illegal or banned substances whilst they are in the queue before they get searched.

Staff will be deployed close enough to the amnesty box to stop anyone tampering with it, but not so close that they intimidate any person that may wish to make use of it.

Collection: When the contents of the amnesty bin are due for collection, the following steps are taken:

A minimum of two dedicated SIA licensed staff from ESA are given the task to collect the contents of the amnesty bin. This remains their task until it is completed.

ESA staff ensure that the immediate area around the amnesty bin is cleared to allow the collection team to carry out their task un-hindered and in a safe environment.

One staff member unlocks the flap that allows access to the trays. A replacement tray is slotted into place, pushing the tray with the contraband out which automatically locks.

The flaps are relocked and the secure tray is taken by the two staff to the security control area. A vehicle should be utilised for transportation if accessible.

Once the two staff reach security control, they will hand over the substance tray to the security manager.

The security manager who holds the key for the substance trays will open the tray with a witness present, log the contents, put them in an evidence bag and secure them in the security control safe until such a point that the contraband can be collected by the police.

Collection Schedule: A collection schedule will be pre-determined in liaison with, the local constabulary and the event. The schedule will include how regularly the amnesty bin should be emptied and how regularly the police can collect contraband.

The constabulary may prefer it be dropped to the local station; if this is the case, then it will be transported by two staff in the locked box at the end of the event.

This schedule may need to be dynamically updated during the event, if it is, the new schedule and reason for changing it should be logged by security control.

Agreed Collection Schedule: TO BE AGREED WITH THE POLICE

5.4 Weapons Policy

The carrying of weapons anywhere on site is strictly prohibited. Persons carrying what is perceived to be a weapon by ESA management will be detained and the police called.

Crew & Market Traders & Entertainers: At many events, there is reason for persons to have items which in other circumstances could be perceived as a weapon, such as axes, carving knives, kitchen knives, chainsaws etc.

For this reason, ESA will take a pragmatic approach to deciding whether an item is regarded as a weapon or a tool fit for the role of the person with it in their possession.

These items must always be kept in a safe, secure place, and must never be removed into a place where they cannot be used in context.

Kitchen Knives: Many families, and other event attendees, will bring kitchen/camping knives as part of their camping gear; these items must always stay in their camp. If it is perceived that an event attendee is not responsible for their equipment, they will be asked to surrender the item or leave the event.

Ballistics: Unless ESA management can clearly identify a gun as being an air rifle, airsoft or BB gun, armed response will be called immediately. In all other cases e.g. air rifles, BB or airsoft guns, that person will be detained and the police will be informed.

Security teams will not intervene unless public may be at harm. If the weapon is already in possession of security, then the person will be detained and a standard police response will be called for.

In the event of gunshots being fired, armed response will immediately be called and security teams will act to locate the origin of the shots and any wounded persons. Medical teams will be contacted and security will advise the event to form the ELT.

5.5 Search Policy

All persons and vehicles are subject to search as a condition of entry. The events search policy forms part of the terms and conditions sent out to customers and is publicised on the website.

Any person not consenting to a search will be refused entry or ejected from site. Where serious criminal activity is suspected, that person will be detained by security staff and the police called.

Although the event and ESA reserve the right to search at any point, searches will be concentrated on the entry to site and for general alcohol checks into the arena.

Security staff are trained to use great discretion, remaining friendly and professional throughout any search, being mindful of how invasive being searched can be.

Appropriate personal protective equipment (PPE) will be worn during searches, such as non-latex gloves and sharps gloves as required.

5.6 Aggressive Behaviour

Verbally aggressive: Persons being verbally aggressive towards staff or other patrons will be cautioned. Any serious breach or continued verbal aggression may result in that person being ejected from the event.

Physically aggressive: Physical aggression will not be tolerated; any person breaching this will be ejected from the site. Serious cases may result in that person being detained and handed over to the police.

Domestic Violence: Domestic violence will be handled with discretion and sensitivity. Any domestic violence will result in security requesting the presence of welfare via the event control system. In some cases, it may be necessary to involve social services/police.

5.7 Eviction Policy

The decision to evict will not be taken lightly; a diplomatic solution will be sought wherever possible. However, robust management of the event, and the adherence to the events policies and procedures are critical for the safety of patrons and for the protection of the events license.

Offences where eviction will be considered includes, but is not limited to:

- Breach of the events terms and conditions
- Unauthorised entry
- Violence or threatening behaviour
- Racially motivated abuse
- Inappropriate sexual behaviour
- Use of, or possession of, drugs or “legal highs”
- Possession of a weapon
- Theft or attempted theft
- Criminal damage
- Inconsiderate or reckless behaviour

Considerations when evicting:

- Are they mentally and physically fit to be evicted?
- Are they safe to be evicted?
- Where are they camped?
- Do they have friends and family onsite?
- Do they have dependant's onsite?
- How will they get home or leave the area?

Use of Force: Security teams will attempt to carry out every eviction without the use of any physical interaction by way of verbal request. If a person refuses to leave by way of verbal request three times, ESA authorises its teams to use minimal necessary force to evict that person from site.

If the evictee is violent or reasonably deemed to be a threat, security teams will use minimal force to ensure their safety and the safety of others is not jeopardised.

Eviction of Minors: The term “minors” is used in this document to describe any person under the age of 18 years old.

No minors are permitted onsite; however the event and ESA takes very seriously the matter surrounding child protection; as outlined under the licensing objectives. Should a minor turn up at the event, the following procedures and policies will be adhered to.

Publicised as Over 18s: The event is advertising the event as over 18s through its website and through Facebook. Information is sent out with ticketing information to all ticket buyers with the relevant information regarding age restrictions, and stating everyone is required to bring legitimate and valid identification.

Waiting with a Minor: ESA will always leave a minimum of two staff present with the minor at all times; preferably one female and one male. This always applies unless there is also a responsible person from the event present.

Sixteen & Seventeen Years: Minors identified to be of this age will be permitted to leave the event by means of their own making, providing the minor’s team are satisfied they have a safe method of getting home.

Under Sixteen Years: The minor’s team will be formed in all situations of a minor being identified. Upon ensuring the minor is in a safe environment, the following procedures will be followed:

- Parents will be contacted
- If unable to contact parents, the event may be able to provide transport with the escort of two members of staff, to the child’s home address.
- If the first two options are exhausted, the event may have to involve social services or the police via means of non-emergency numbers.

5.8 Children & Vulnerable Adults

Minors under the age of eighteen are not permitted at Balter Festival – upon coming across a minor, security control will follow the eviction of minor's procedure.

5.9 Patron Wellbeing & Welfare

5.10 Crime Management

6.0 Specific Area Management

6.1 Gates & Traffic

ESA will have an SIA presence on the main gate overnight for the purpose of protecting the integrity of the event. ESA is not providing any traffic services to Balter Festival 2016.

6.2 Car Parks

There will be a regular patrol through the car park by SIA teams throughout the night for the purposes of deterring theft from vehicles, potential vandalism and as part of a strategy to deter unauthorised entry to the event.

Teams will challenge persons in the car park at night to ensure they have the correct accreditation for the event and will respond to any suspicious activity or vehicle alarm systems sounding

Security teams will dissuade patrons of the event from congregating in the car park and will ensure vehicle music systems are not in use to help ensure the event can meet its noise level requirements and to prevent any unnecessary nuisance.

6.3 Campsites

There will be dedicated security in the campsite overnight and regular patrols during the day. Teams will be actively patrolling the campsite in order to deter theft from tents and to detain any persons reasonably suspected of stealing from tents.

Teams will be vigilant for any potential welfare cases or persons that may need help back to their tents. They will be ensuring the event's fire policy is adhered to and that any breaches of the policy are reported and dealt with.

Teams will be looking out for any glass in the campsite and ensuring the contents are decanted and the glass bottle decanted. They will be vigilant for the use of nitrous oxide or any other drug use.

6.4 Arena

Security teams will be patrolling the arenas through the entirety of its live period. They will be vigilant for, and immediately report any overcrowding or bottle necks within venues or areas.

They will act as primary response for the events venues and will monitor the bar areas for signs of distress or aggression. Security teams will be vigilant for signs of patron intoxication and guide patrons to the welfare area if deemed necessary.

6.5 Search Point

TBC

6.6 Point Briefings

Demonstrated below are specific point briefings for the event which does not include the general security briefing for the event.

Main Gate:

Box Office:

Arena:

Campsite:

Car Park:

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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 3rd June 2016; the site will be cleared of audience members by 17:00 on Monday 6th June 2015.
- Performances are scheduled on:
 - Friday 3rd of June from 14:00 - 03:00 on Saturday the 4th June
 - Saturday the 4th of June from 11:00 - 03:00 on Sunday the 5th June
 - Sunday the 5th of June between 11:00 & 23:59

Festival site opens 12:00 on 03/06/15						
	03/06/15		04/06/15		05/06/15	
Venue	Open	Close	Open	Close	Open	Close
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
Festival Site closes 17:00 on 06/06/15						

- 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 m²
- Once structures, fenced off, back stage and camping areas are removed roughly 7100 m² 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 m² 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 m² 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 56m² 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.

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

INCIDENT	AT RISK/NATURE	SCORE BEFORE	CONTROLS	SCORE AFTER CONTROLS
Major illness	Human Casualties <ul style="list-style-type: none"> • Sickness • Hospitalisation Human Containment <ul style="list-style-type: none"> • On-site 	3 x 1 = 3	<ul style="list-style-type: none"> • Adequate medical provision • Regular contact with NHS Authorities • Effective hygiene standards in place • Testing of water • H&S assessments of food preparation areas 	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"> • Death • Serious Injuries Destruction or Damage to temporary structures and/or vehicles	4 x 2 = 8	<ul style="list-style-type: none"> • Fire trained Safety Marshalls on site • Proper spacing of venues • Proper provision of fire equipment to venues • Small venues only, minimal large structures • Safe containment of gas and fuels • Adequate numbers of security and stewarding staff • Suitable access routes for fire vehicles 	3 x 1 = 3

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

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

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

INCIDENT	AT RISK/NATURE OF RISK	SCORE BEFORE CONTROLS Severity x Probability	CONTROLS	SCORE AFTER CONTROLS
Water Cut-Off	Human Casualties <ul style="list-style-type: none"> • Dehydration • Sickness 	2x2 = 4	<ul style="list-style-type: none"> • Provision of free mineral water • Private farm supply. Not on mains. • Minimal plumbing due to size of event • Dedicated site plumber 	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"> • Death • Serious Injury Destruction of Property	4x3 = 12	<ul style="list-style-type: none"> • Selected crowd demographic are low threat • No large venues • No famous artists that will draw unexpected crowds • Potential to isolate arena from rest of site easily • Adequate security staffing and training • Open space of event site reduces risk of crushing or panic • Regular contact with police 	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

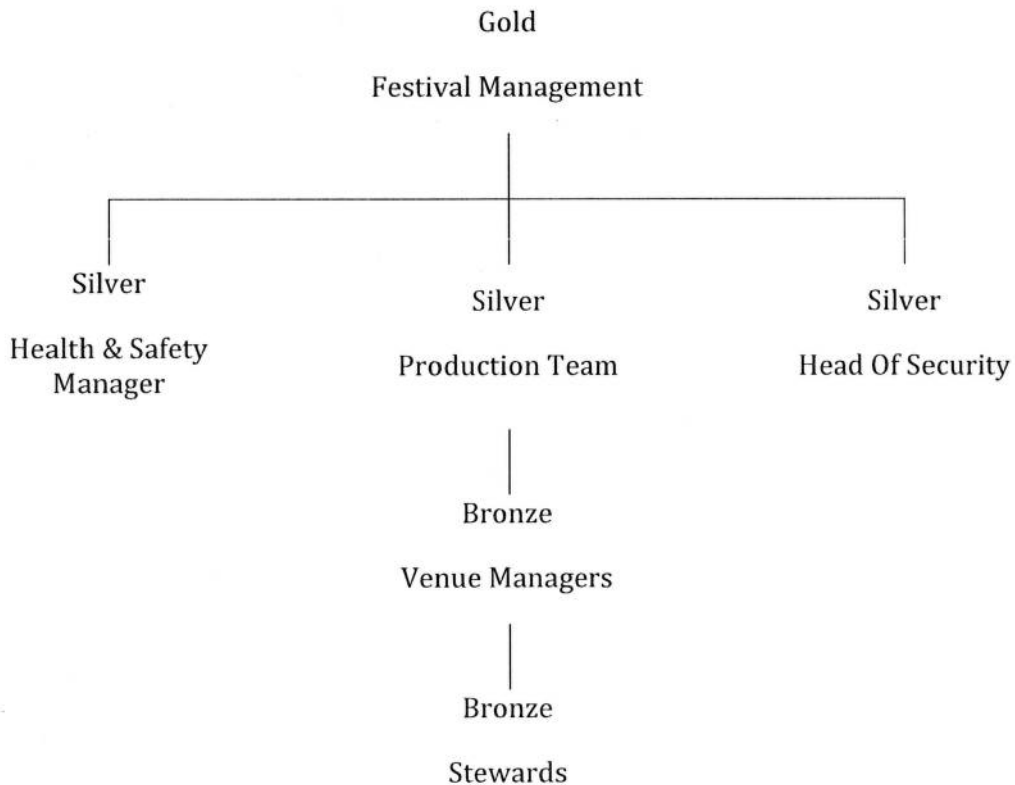
The following radio channels will be used at BF

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 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 ² 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.

