



The Cambridge Club Event Management & Safety Plan

Event Dates:

The Cambridge Club – 7th, 8th & 9th June 2024



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Privacy Statement

This document has been prepared by Proud Events Ltd on behalf of S&C Productions Ltd. for the specific purpose of delivering The Cambridge Club Festival.

The information contained within the document should be treated by all recipients as private and confidential and for their professional use in connection with the delivery of The Cambridge Club only. It should not be circulated without the express permission of either Proud Events or S&C Productions Ltd. (Proud Events as the controller of the data within this document should be notified).

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Legal Entities

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Introduction to S&C Productions Ltd.

S&C Productions Limited is a company registered in England and Wales with company number 09441818. Registered Office 2 Canal Reach, London, England, N1C 4DB. Telephone (+44) 7875230297

S&C Productions Limited are the founders of The Cambridge Club and have recently partnered with Senbla, who are part of the Sony Live group. Senbla have recently acquired a majority shareholding in S&C Productions and are supporting the future development and professional growth of both events.

The Cambridge Club was first created in 2017, founded on a love for feel good music and on wanting to bring families and friends together, for an event that not only celebrates good and enjoyable music but that also celebrates a love for good food.

2024 will be the fourth year that The Cambridge Club returns to its home of Childerley Orchard in the format of a multi-day camping festival.

Introduction to Proud Events Ltd.

Proud Events Ltd is an experienced event design, production and management agency delivering, mainly outdoor events across the UK and Europe.

Established in 2014 the company is owned and operated by Ben Whur, Harry Feigen and Joe Sheals who between them have over 50 years of experience working in the live events industry.

Proud Events design, deliver and manage events in green field and urban locations, including major city centres. Their work includes work on some of the UK's major festivals, creating temporary touring arenas in stadiums and greenfield locations for leading international artists and designing and operating concerts in unique and protected locations.

Proud Events have a long track record delivering large scale events including the delivery of Lighttopia Festival, the Afronation series and Lytham Festival. Prior to the establishment of Proud Events, Ben and Harry both had major roles delivering Pride in London, Ben as Operations Director, overseeing the design, delivery and operation of the Capital City's second largest one day event requiring the management and closure of much of Central London.

Proud Events are rightly proud of their safety record, stakeholder engagement and providing events to clients that build a platform for long term success.





About This Plan

Proud Events Ltd has prepared this Event Management & Safety Plan on behalf of S&C Productions Ltd, with the support of specialist event advisors, and as part of the planning process to support the safe and successful operation of The Cambridge Club Festival.

The Event Management & Safety Plan is part of how the event organisers demonstrate their commitment to meet the objectives of the Licensing Act 2003 and their obligations in ensuring the health, safety and welfare of the customers and of everyone involved in the event. It is shared with the licensing authorities in the planning stages of the event and is used as the operational plan for the delivery of the event.

About the Events

The Premises

Childerley Orchard, Childerley, Cambridge, CB23 8BA

Event Dates and Timings

The Cambridge Club (7th – 9th June)

Friday	10:00 (open for campervan customers)
Friday	12:00 (open for campers)
Friday	15:00 (open for main event)
Saturday	12:00 – 23:00
Sunday	12:00 – 23:00
Monday	Campsite closes 12:00

**All timings subject to change*

Summary of the event

The Cambridge Club is a feel-good family festival which celebrates the most creative minds across Music, Arts and Culture and has been operating since 2017. Historically the event has mainly attracted an audience between 35-65 but following its transition into a weekend camping festival in 2021, we expect it to continue to expand and appeal to an audience that attracts more families and customers of all ages.



In 2021, The Cambridge Club took the next step and transitioned to a 3-day event with camping across the weekend, compared to having previously operated as a one-day festival. Following the success, this format will continue to be the case for 2024 with The Cambridge Club running across Friday 7th – Monday 10th June.

The event will take place at Childerley Orchard with Cambridge North as it's transport hub.

The events programme for the event will feature a mixture of live and recorded music across one main stage and a further few smaller ancillary performance spaces within the festival site. In addition to this other activity onsite will include live podcast performances, educational talks, bars, street food, and street performers.

Venue and Site Design

The main event site is located at Childerley Orchard within the Childerley Estate. The site compromises of a green field within the Estates footprint. See Appendix 5 – Site Plan.

The event will comprise: (These are detailed with the site plan – See Appendix 5)

- We will operate different entrances for Staff, Production, Artists and Contractors, and ticket holders with all access points requiring the correct accreditation.
- Main arena – The main event site consists of a Main Stage, food village, VIP area, Hospitality area, a back of house compound, medical tent, bars & funfair rides.
- The Orchard – The Orchard is a beautiful addition to the main event site and will offer a chilled-out area for customers during the Cambridge Club. It will include 3 small ancillary performance spaces and bars. It will also be part of the campsite facilities space for campers to enjoy, once the main events have finished.
- Campsite – A camping area will be provided as an option for customers at the festival. A camping provider will operate and run an offering which will allow customers to experience the whole event weekend with pre-pitched tents, an area for self-pitch customers and the option to bring campervans. There is a co-located area for staff camping.
- Campsite Facilities Zone / After Dark – After the main event ends, entertainment will continue for camping customers which will be within the Orchard and is identified in the site plan (Appendix 5). A dedicated entrance to this space from the campsite will be in place.



- Car Parks - Car parking will be provided in the car park field adjacent to the event site for 2024. Full details of this can be found in the Transport Plan and Traffic Management Plan of this document (Appendix's 17 & 18).
- Pick Up & Drop Off – PUDO will be operated in the car park field adjacent to the event site.
- Coach & Shuttle Zone – The coach and shuttle zone shall operate from the main festival site running three services (pre-booked coaches, shuttles to/from a central Cambridge location, shuttles to/from Cambridge North Station)

The site has been designed to provide a location in which the audience can enjoy the entertainment in a safe and comfortable atmosphere, and to ensure that the health, safety and welfare of those within the site is safeguarded. Consideration has been given to the local residents and the operation of businesses and facilities within and surrounding the site.

Proud Events Ltd, have carried out an assessment of the site with specialist companies in health and safety, security, stewarding, medical, traffic and transport, staging, lighting, sound, production and infrastructure to determine the most appropriate layout and site design to facilitate the needs of the Event Organiser, health and safety of the audience and impact on the local business and residential community. Capacity assessments have been undertaken by the Health and Safety provider.

The main areas for consideration are space for the audience to enter and exit the site, suitability of exit routes in the event of an emergency, the positioning of temporary structures, support facilities, campsites, carparks, vehicle access, rendezvous points, surrounding communities, road networks and the logistics of the build and break period.

Event Capacity

Main Arena & Orchard Zone

Our Main Arena is 22,362m² and Orchard Zone is 13,720m² after deductions for infrastructure have been made. Based on an average crowd density of 0.5 m² per person in the main event, it gives an available capacity of 72,164, well above the planned capacity for the event.

Viewing capacities for each of the stages is based upon an average crowd density of 0.4m² per person. This allows for a higher density of 0.3 m² at the front of stage and 0.5 m² towards the rear of the viewing area and again with 20% of the available area is deducted to allow for infrastructure.

All exits widths from our structures will at the very least be in accordance with MUTA guidance which allows for 30 persons per 525mm with a maximum exit time of 2 minutes.

Campsite



The Customer Campsite is 35,032² and we are working towards a capacity of between 1,500 – 2,000 after the success of camping in 2023.

Campsite

The camping offer will be available for customers at The Cambridge Club from Friday – Monday across the event weekend.

Our camping provider will operate and run an offering which will allow customers to experience the whole event weekend with pre-pitched tents. The event organisers will also operate and run an area for self-pitch customers and an area of up to 250 campervans.

A dedicated 24hr management team will be appointed to oversee the campsite operations and a fully functional Event Control will run alongside.

For 2024, the expected number of campers across the weekend is between 1,500 – 2,000 customers.

Car Parking

All car parking for the event will be held in the field which is adjacent to the event site (see appendix 5 – Site plan). The car park field can comfortably park in excess of 1200 cars which is much higher than the expected number of cars for 2024.

Please see appendix 5 – Site Plan

Tickets will be sold in advance of the event to the below the maximum provision above. The remaining provision will be held back for on the day sales.

Full details into car parking provision and traffic management can be found in the Traffic Management Plan and Transport Plan of this document (Appendix's 17 & 18).

Access

The Cambridge Club Festival is committed to delivering an event that is accessible for all and will make the below provisions for guests with access requirements.

- Accessible parking on site
- Disabled access toilets
- Accessible routes through the event site
- Adequate signage for those with impaired hearing and/or vision
- Free carer ticket per guest



- Lowered access counters and priority queueing at festival bars and concessions (where possible)
- Accessible viewing platform

Geographical Location

The main event site is located within Childerley Orchard which sits just off the A428 and provides great links from the wider Cambridge and London. The event site is 10 minutes from Cambridge, 50 minutes from London and within 2 hours of some other major cities such as Norwich, Leicester and Peterborough.

The event will offer a pre-booked car park options for attendees travelling by car, coach packages, shuttle busses and we will be working with Greater Anglia to advise customers on the best routes for customers travelling by rail to the event.

Cambridge North Station will be the primary station link for customers travelling to and from site by National Rail. A shuttle bus service will be running from Cambridge North during ingress and egress. See Appendix 19 – Shuttle Schedule

Access to and from the event including emergency access

Access to and from the site, including the routes to be used to bring people into the site or exit them from it, including in emergencies has been assessed.

There is an emergency vehicle route (Blue Route A) which follows the main access to the event site off of St Neots Road via the A428 and a second emergency vehicle route (Blue Route B) which allows an alternative access point from the event traffic for emergency services. Along Blue Route B is an access gate which will be staffed throughout the duration of the event weekend and is identified on Appendix 5a - Blue Routes.

Both Blue Routes will allow access to the event site via either Gate A or Gate D which are identified on the site plan. See Appendix 5 – Site Plan

(What3Words reference for access gate: Pamplins.Childerley.Peacocks.)

Two Rendezvous points have been indicated on the plan.

RVP1: Bourn Airfield Entrance

RVP2: Childerley Staff Controlled Access Gate

See Appendix 5a – Blue Routes



Availability of services L SEP

Adequate welfare facilities will be provided on site for the audience, campers, staff and contractors.

Addenbrooke’s Hospital is the closest 24hr hospital at 7.9 miles away from the festival site. All local services will be notified of the event beforehand.

Noise Management

Noise management will be strictly controlled and the event will only operate within the licensed times.

An experienced acoustic consultant will be appointed to develop and monitor a robust Noise Management Plan. The Noise Management Plan will contain the maximum noise levels permitted and the acoustic consultant’s management strategy and measures to control noise levels during the events.

The acoustic consultant will assess the positioning of sound sources pre-event and liaise with the Licensing Authority’s noise consultants throughout the event. Sound checks will take place the day prior to the event as well as on the day of the event. Times for these checks are to be notified in advance.

The acoustic consultant will be available throughout the duration of the events, as required, and will have complete authority to ensure compliance with the Noise Management Plan. They will hold regular meetings with representatives of the Licensing Authority as required.

Noise disruption will be kept to a reasonable minimum during the build and break periods.

Please see Appendix 21 – Noise Management Plan

Outline Planning & Event Schedule

Date (timeframe)	Output/Outcome	Period/Phase
September 2023	2022 Debrief	Planning
	Draft Operating Schedule for 2022	Planning
October 2023	New Licence Application submitted	Planning
December 2023	Delivery of EM&SP (Draft)	Planning
March – May 2024	SAG meeting	Planning
	Delivery of EM&SP – FINAL	Planning



May 2024	Tabletop Test Event	Planning
29 th May 2024	Site build	Build
7 th June 2024 (08:00)	Site sign off (all)	Build
7 th June 2024 (10:00)	Gates open to public (Campervans only)	Live Event
7 th June 2024 (12:00)	Gates open to public (Campers)	Live Event
7 th June 2024 (15:00)	Gates open to public (all)	Live Event
9 th June 2024 (23:00)	Main arena close	Live Event
10 th June 2024 (12:00)	Full event close	Live Event
10 th June – 14 th June 2024	Site Break	Breakdown
14 th June 2024	Site Handback	Breakdown
September 2024	Full Event Review	Debrief

Strategic policy, event objectives & venue licensing

The Event Organiser undertakes to deliver and manage The Cambridge Club in accordance with the objectives of the Licensing Act 2003, South Cambridgeshire District Council licensing policy and all relevant health, safety and environmental legislation.

The Event Management & Safety Plan sets out how S&C Productions intend to meet the licensing objective of the prevention of crime and disorder, prevention of public nuisance, ensuring the safety of the public and protecting children from harm. It provides the operational overview and plans for how S&C Productions will meet the licensing objectives and comply with conditions set out in the licence.

Venue licensing

S&C Productions currently have a Premises Licence that allows the premises to operate for a period of eight days split over two weekends, which allows for The Cambridge Club to take place annually. See Appendix 3 – Event Licence.

The Event Organisers are in the process of applying for a new Premises Licence for Childerely Orchard which will remove the second festival weekend, as Strawberries & Creem will no longer be returning, and allow for the option to host concert evenings in its replacement.

This Event Management & Safety Plan has been prepared by Proud Events, on behalf of S&C Productions, to support the objectives and conditions of the licence and the safe delivery and management of the event.



Community engagement

The Event Organiser is committed to minimising the impact of the event on local residents and the business community. S&C Productions and Proud Events will lead resident and business engagement with the aim of providing advance information about the event so that local residents and businesses can prepare and where necessary provide their feedback.

Please see Appendix 24a – Resident Communications Plan

Requirements of the 2003 Licensing Act

The event organisers are applying for a new licence for the event which will be held by South Cambridgeshire District Council and once granted, S&C Productions will have permission to operate the event.

Should this new licence not be granted, S&C Productions will still be able to run The Cambridge Club under their current licence.

The Designated Premises Supervisor will be: Ben Whur – Proud Events

The Event Organiser will have in place systems, measures and resources to (in so far as reasonably practicable) to:

- Prevent instances of crime and disorder
- Prevent nuisance to the public
- Ensure the safety of the public
- Protect children and vulnerable adults from harm

S&C Productions recognise that safe and successful events require a team approach and have appointed appropriately qualified and experienced advisors and suppliers to support planning and delivery. In addition, the Event Organisers will work closely with all relevant agencies and stakeholders to achieve the aims and objectives of the licence and conditions.

S&C Productions are committed to the safety of attendees, staff and contractors, and recognise that this shall be a result of the safety of the event space and the management arrangements implemented and take all reasonable steps to ensure that the event site is free from undue risks to the health, safety and welfare of attendees and working personnel.

The premises will be defined by three areas:

1. Main Festival Site open to all patrons with a valid ticket, staff, contractors and artists
2. Festival Camping & Facilities including the main campsite, food, beverage, entertainment and welfare facilities open to patrons with a valid ticket for camping and to designated staff and contractors



3. Work and accommodation areas for staff and contractors

Licensable activities for The Cambridge Club, operational timings and certain licensing conditions will be defined by the area in which the activities take place.

Main Festival Site

- Licensable activities
 - Monday – Thursday 11:00 to 23:00 (sale of alcohol to finish at 22:30)
 - Friday 10:00 to 23:00 (sale of alcohol to finish at 22:30)
 - Saturday & Sunday 11:00 to 23:00 (sale of alcohol to finish at 22:30)

Festival Camping & Associated Facilities

- Licensable activities
 - Friday 10:00 to 03:00 (sale of alcohol to finish at 02:30)
 - Saturday 11:00 to 03:00 (sale of alcohol to finish at 02:30)
 - Sunday 11:00 to 00:30 (sale of alcohol to finish at 00:00)
 - Monday 11:00 to 12:00 (no sale of alcohol)
- Late Night Refreshments
 - Friday 23:00 to 03:30
 - Saturday 23:00 to 03:30
 - Sunday 23:00 to 03:30

Please see Appendix 3 – Event Licence

Approach to Risk Assessment

The event organiser takes a proactive approach to the assessment, mitigation and management of risk. The Event Safety & Management Plan is a key document that identifies risks associated with the event through the construction phases of building and break and the live operations. Early identification of the risks associated with the delivery of the event, combined with an assessment of who is at risk, the likelihood of the risk materialising and the impact of the risk, allows for the planning of actions to mitigate both the risk and factors leading to it. These mitigation measures are detailed in Method Statements.

Risk is assessed across the event as a whole through and process of event profiling (see Event Profile – Appendix 1) and a full event risk assessment (see Event Risk Assessment – Appendix 6 and Fire Risk Assessment – Appendix 6a). Key activities are also risk assessed.



COVID-19

The event organisers are very aware of the impact of the COVID-19 pandemic and the risk of mass gathering associated with an increase in transmission and will play close attention to current guidelines throughout the planning process.

The Government restrictions have been removed and large scale events are allowed to progress. The Event Organisers will continue to work closely with the Local Authority and Public Health in the planning phases of the events for 2024.

See Appendix 6 – Event Risk Assessments

Crowd management

Overall co-ordination of event security and stewarding

FGH Security have been appointed by S&C Productions to deliver their security and stewarding service. They shall take overall command of event crowd management resources and will be responsible for managing capacity within the main event site for The Cambridge Club.

FGH Security will undertake a risk assessment and have developed a robust Security & Crowd Management Plan which details the management of crowds at both Events (see Appendix 13 – Security & Crowd Management Plan)

Only persons licensed by the Security Industry Authority shall undertake roles identified as requiring licensing under the SIA.

Security personnel will be deployed wherever the nature of the location or role has been risk assessed as requiring personnel licensed under the SIA. A full log of contracted SIA personnel shall be kept onsite and available for inspection on request. Security personnel duties at the event shall include the following:

- Working at access points.
- Recognising crowd conditions and advising their controller.
- Attending incidents and emergencies.
- Understanding the requirements/implementation of the emergency and major incident plan.
- Providing a visual deterrent against crime and disorder.
- Securing mission critical technical infrastructure

All security and stewards shall:



- Be individually and readily identifiable by wearing reflective tabards and any PPE required for the role they are performing.
- Be over 18 years of age
- Not consume or be under the influence of alcohol or drugs
- Not leave their assigned location or task without permission from a supervisor or controller.

Crowd safety and dynamics

The event site (excluding the campsite) has an estimated 36,082m² of usable outdoor space for the event excluding that assumed to be for event infrastructure. The maximum capacity for the event has been agreed at 19,999 for 2024 onsite at any one time. It is noted that a holistic approach will be taken in assessing the capacity on site, supported by information from ticket scanning and sales. The security team will take direction on this and will follow the lead between the event organiser, health and safety advisor and security management to ensure that the licensed capacity is not exceeded and that the capacity flow within individual areas will be managed in accordance with the crowd safety management plan.

The capacity has been calculated and will be monitored through ticket sales prior to the event and the main customer gates to ensure that there is no overcrowding. High densities will be seen at the front of stage, but there should be adequate 'breathing' room the greater distance from the main stage.

The two most important aspects to be considered in crowd management are:

1. Audience profile
2. Crowd Dynamics

The way that a crowd behaves and responds is a combination of factors and will depend on the activities of that crowd, which is influenced in turn by the character of the crowd and attraction performing.

This means that factors such as the following must be addressed:

- The character of the acts i.e. crowd diving and throwing items into the crowd
- Audience profile i.e. gender split, age, alcohol/drug consumption and likely activities such as crowd surfers and moshing

These are the factors that we have considered and included with other information such as attendance figures and venue design / capacities to set staffing levels for this event.

The Risk of Crowd disorder for both The Cambridge Club has been assessed as Low due to:

- The nature of the music being played with ethos and 'fun vibe'.



- Crowd demographic of gender split and wide age range.
- Relatively 'early' finish time of 23:00.
- Strict door policy with regards to searching and competency checks.
- Experience seen at previous events as discussed with organisers.
- Alcohol only being purchased responsibly at a clearly identified bar being run by a reputable and specialist outside bar agency.
- Reassuring and friendly Hi-Viz security patrols throughout the site.

Site Security

The event will take place at Childerley Orchard.

FGH Security will provide a presence to secure the main arena overnight.

It is anticipated that with the nature of the event along with proper marshalling of pedestrian traffic, as well as good communication outside the event site and with mobile patrol teams monitoring the inside of the event site, coupled with the T-Hoard fencing itself that will surround the arena, those gaining unauthorised entry should be kept to a minimum. Weak points will be identified and staffed with static stewards.

Any areas of concern during the event will be radioed through to Security Control. More detailed information is available in the Security & Crowd Management Plan and the Transport Management Plan regarding local traffic.

Event Security

The main arena itself is held on a free-flow site with little areas of restricted access other than the production, VIP, Hospitality and backstage areas.

The Orchard zone will be accessible to all within the event site but access will be monitored by security as a one in-one out policy will be introduced when capacity is reached.

Event security will be maintained by mobile (on foot) patrols that will maintain constant contact with Event Control and all static positions in order to respond to incidents as required.

Any areas of restricted access (Production, Guest Areas, VIP.) will be staffed on a static basis and controlled via the pass system implemented by the Event Organisers.

CCTV



CCTV will be positioned throughout the site monitoring all major ingress / egress points and high density crowd locations. The CCTV will be monitored in Event Control throughout the event and will be controlled by an experienced and trained SIA licensed CCTV operator.

Site Access

Full vehicle site access will be detailed in the Traffic Management Plan (TMP).

During the build a vehicle brief will be in place for all vehicles accessing site.

All vehicles will be off site 1 hour before the event opens on festival days. No access to the main arena area will be granted to any vehicles except the emergency services in response to an incident.

Everyone on site will be accredited. Site access will then only be granted to those with the correct accreditation. All persons will be directed to the appropriate facility to gain accreditation before entering.

Accreditation

Accreditation for customers, contractors and authorities will be planned and managed by the Event Organiser who will request all access information in advance of the event and also have a presence onsite to administer onsite.

Access to areas of the site will be controlled by the security and stewarding team who will be briefed by the Accreditation Manager on what accreditation gets access to what areas. In addition to this the Accreditation Manager will be responsible for creating and deploying pass sheets around the site which the security and stewarding team will use to refer to when monitoring access.

Accreditation will either be a cloth wristband, vinyl wristband, paper wristband or pass on a lanyard and will be signed out on entry to the site.

Search and Illegal Substances

Search Procedures

Certain property is designated as 'contraband good and prohibited articles' by the Event License holder to:

1. Comply with certain license conditions Maintain public health and safety
2. Prevent the Personal License holder being liable to prosecution
3. Adhere to the wholesalers' and traders' agreements



4. A random search will be in place upon entry to the event.

Main Events

Drug and Amnesty bins will be in place at the entrance for customer use. The following items are prohibited and will be liable to confiscation:

- Alcohol
- Soft drinks
- Food
- Any glass containers
- Potential harmful fluids (for example paint stripper)
- Weapons – bladed or pointed
- Umbrellas or chairs
- Flags or banners
- Marker pens
- Laser pens
- Non-prescription drugs, including the previously described 'legal highs'
- Professional photography or recording equipment sound systems
- Fireworks/Flares/Laser candle lights/Gas canisters/BBQ's/
- Sparklers
- Any other type of explosive
- Windbreakers/tents
- Dogs (except guide/service dogs)
- Bicycles
- Aerosols, gas canisters or air horns
- Drones
- Gazebos

If the above items are found either of the following may take place:

- Allow the person to leave the site of their own accord
- Refuse entry
- The person to surrender the items and allows to remain on site
- The person has the items confiscated and is also evicted from site

Unmanned aircraft – drones

Authorised aircraft

The authorised use of drones is planned for the event in relation to marketing activity.

Approval must be given by the Event Manager for the use of drones.

Prior to approval being given the following paperwork must be received and reviewed by the Event Safety Advisor.



- An operations manual outlining all company training, policies, maintenance and procedures;
- A CAA Permission document, in date, describing the allowed flight parameters;
- Evidence of flight specific insurances compliant with EC785/2004;
- A pre-flight location survey and flight planning records specific to the proposed flight;
- Risk assessments and method statements specific to the flight plan under discussion;
- Aircraft maintenance, repair and battery cycle records demonstrating good condition of the equipment.

The drone pilot is responsible for requesting permission from event control prior to any flight and must notify the event control once the flight has been concluded. Event control will then notify all necessary parties including security and health and safety.

Drone flights are not permitted within 150m of the festival site.

Weather conditions must be assessed prior to the flight commencing, in the event of inclement weather the flight must be cancelled.

Any authorised drone activity must follow the guidance within the Purple Guide. [27. Unmanned Aircraft \(Drones\) \(thepurpleguide.co.uk\)](#)

A specific policy will be put into place for the use of drones on the event site.

Camping Customers

Patrons with a valid ticket for camping will be allowed to bring food for personal consumption and a designated quantity of alcohol for their personal consumption within the designated camping areas only.

For 2024, a limit of 18 cans and a litre of spirit or wine in a plastic bottle per person will be allowed into the campsite at the entry of the licenced premises and customers will be advised of this in the terms and conditions.

Any persons entering the site are liable to be searched including crew and traders (this includes personal and vehicle searches). If there is intelligence to suspect that a person may be in possession of contraband items a search will be requested. If refused this could lead to eviction.

Camping Customers may also bring in portable camping stoves with Disposable Gas Canisters for personal use.

Drug Handling Procedure



Full details of our drug handling procedure can be found in the Security & Crowd Management Plan of this document (**Appendix 13**).

Medical Provision

The medical provider appointed by S&C Productions is MET Medical. They will supply the required human resources and medical infrastructure required for The Cambridge Club. They will develop a robust medical operational plan for the event that takes into account the geography and specific layout of the event site. See Appendix 15 – Medical Plan

Under the new guidance within the Purple Guide all medical provisions are now based on a risk assessment produced by a suitably qualified and competent person.

First aid facilities will be provided on site for all staff and audience members during the show period. There will be a designated first point in the main arena. For the build and breakdown periods, there will be a medic onsite throughout and each contractor will provide first aid kits and a nominated first aider. In addition, there will be first aid kits and a nominated first aider in event control during all on site activities.

All local hospitals will be given prior notification of the show, following the consultation process. Prior to the show commencing, all on site ambulance staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point) and forward ambulance aid points. RV's will be reviewed by the Event Safety Manager and designated depending on the location and type of emergency.

The first aid point will be provided with contingency plans and site contact numbers, together with site plans.

A Medical team will be on-site a minimum of two hours prior to gates opening to deal with any incidents relating to the queuing public. All medical teams will remain on-site until the site is clear of patrons. All medical staff will wear identified uniforms.

A record of all people requiring first aid treatment will be kept by MET Medical on site and figures will be made available following the event for analysis.

Medical Deployment

The proposed deployment based on the risk assessment is as follows:

The following has been as the agreed level of staffing between MET Medical and S&C Productions in line with previous event data and the HSE Purple Guide.

Build / Break



1 x Emergency Medical Technician / HCP

The Cambridge Club

TBC

Clinical waste

The first aid point shall be the designated collection point for all clinical waste and sharps. As such it will have a suitable container for sharps, marked 'Bio Hazard' and yellow bags. In accordance with their normal procedures the contracted event medical provider shall be responsible for the carriage and disposal of all such waste.

Welfare

S&C Productions recognises the need for a specific welfare service at The Cambridge Club Festival to support the onsite medical teams and security and stewarding teams. Events Wellbeing Limited will be operational onsite and work alongside MET Medical but with a focus on supporting customers onsite who need time, reassurance and non-medical interventions.

The welfare team will provide:

- A supportive, non judgmental environment for anyone in need of shelter, rest or recuperation
- Health promotion advice in relation to illegal drugs, NPS, alcohol, tobacco/nicotine-related products, dehydration, sunstroke, sexual health and general health and well being at the event
- Care of people who are intoxicated (whether through illegal drugs, NPS or alcohol) and who are assessed as requiring a safe place for a few hours by the medical services on site
- Availability of plasters for uncomplicated blisters and other minor ailments but not wound dressing – those requiring any level of treatment will be referred to the medical facility.
- Emotional and psychological support for those who have lost friends, are upset or have minor mental health issues
- A friendly face and welcoming space to just listen or chat
- Distribution of water to combat dehydration and sunblock if required
- Cold weather provision including hot drinks, foil blankets and waterproof coverings.

Please see attached Welfare Plans for the event – Appendix 15a



Traffic Management

SEP will prepare and will operate the Traffic Management Plan for the event and has liaised with the relevant public and private transport providers (Appendix 17 – Traffic Management Plan).

There will be one main vehicle access point for customers and one for production vehicles into the site.

- Gate A: Ingress point for shuttles and production vehicles
- Gate B: Blue Route for Medical Vehicles only
- Gate D: Ingress/egress point for emergency vehicles and for the Orchard bar artic
- Gate K: Egress point for shuttles, campervans and production vehicles

There will be no access to customer vehicles via these gates. All customer and blue badge holders who hold a valid parking ticket will park in the car park field adjacent to the festival site.

The gates shall be manned and managed by Traffic Management provider SEP and full details of which can be found in the Traffic Management Plan (Appendix 17 – Traffic Management Plan).

The event will be signposted during the build/break and live periods to direct contractors into the correct entrances to the site to keep traffic in the local area to a minimum.

An additional implementation of a no waiting zone further along the St Neots will help deter event customers from attempting to drop off close to the site. See Appendix 17 – Traffic Management Plan

Car Parking

Car parking on the event site will be managed by SEP as part of their Traffic Management service which is covered off in the Traffic Management Plan.

Car parking tickets will be pre-purchased to the event to manage the expected numbers expected over the weekend. There will be a small provision of car parking tickets kept behind for any on the day sales.

Production parking will be available to key members of the Event Production Team, Promoter team and contractors and will be applied for to the Event Manager in advance of the event. Production parking shall be accessed by the car parking field and all production vehicles will require accreditation to park.



Transport Planning & Management

Customers will travel to the festival via a range of methods of transport including car parking, pick up and drop off and trains to a local station.

A number of local taxi companies will be engaged with as part of the Transport Plan with full details of the event and instruction on taxi's picking up and dropping of customers at the event site car park.

A shuttle service will be run from the festival site to Cambridge North station throughout the event days to transport customers to and from the event. On ingress shuttles will run back and forth when they are full. On the egress shuttles will be released from the site once filled up. Full information into the number of shuttles and coaches, locations and timings will be detailed in the Transport Plan (Transport Plan – Appendix 18).

Fire Safety Management

The event organisers have overall responsibility for fire safety at the event. A Fire Management Supplier will be appointed to provide the equipment and fire response team across the events and the Event Health & Safety Advisor will provide competent advice in assisting them in discharging their duties. See Appendix 6 – Event Risk Assessment and Appendix 6a – Fire Risk Assessment.

Fire prevention

All contractors, caterers, traders and personnel operating at the event shall be reminded and monitored to ensure that they conduct their operations in a manner to minimise the risk of fire in so far as is reasonably practicable.

During the construction and live phases of the event portable fire-fighting equipment will be located at key positions around the site identified through the risk assessment process.

The Concessions Manager shall ensure that comprehensive (see Appendix 25 - Trader & Concessions Information Pack) is supplied to all prospective caterers and traders. This shall include details of what equipment is permitted onsite, power supply, details with regard to keeping to safe distances between stalls and the consequences of not complying to these general terms and conditions of trading.

Fire risk assessments

An assessment of fire risk will be conducted during the planning stages of the event and will be attached as Appendix 6 – Event Risk Assessment and Appendix 6a – Fire Risk Assessment.



The risk assessment will identify the location of portable fire-fighting equipment for both the construction and live phases of the event.

Prior to opening the event to the public the Fire Marshals and Health & Safety Advisor will undertake an inspection of the site to ensure the risk assessments accurately reflect the built site and advise on any changes to the risk mitigation measures, including the addition or repositioning of portable fire fighting equipment.

Fire service access

The Major Incident Plan (see Appendix 12) for the event takes account of incidents related to the event and incidents that take place within the event footprint but that may be causally unrelated. This includes fires in or surrounding the event, including the municipal and civil buildings within the event footprint but not directly involved in the event.

LPG safety

The trading conditions for the event shall set out the policy on LPG safety. All traders at the event shall have valid Gas Safety Register certification for their gas appliances.

Traders will be allowed to hold sufficient gas for day's trading at their concession. All other gas cylinders, full or empty, will be stored in a secure gas compound. The Concessions Manager will have a record of the location of all LPG. These plans will be held in Event Control.

Flammability certification

All stage surrounds and elements of stage dressings should have appropriate flammability certification.

Smoking

Smoking will not be permitted in any wholly or substantial enclosed structure.

Construction, Design and Management (CDM)

Organising for Safety

A detailed event management structure is shown in Appendix 2 – Event Management Structure. Below is a summary of the main roles and responsibilities of the companies



involved and their respective teams.

To satisfy the Construction (Design and Management) Regulations 2015 (CDM2015) we have defined here the perceived titles and duties under this regulation. It should also be noted that this applies mainly to the construction, use and deconstruction of temporary demountable structures throughout the event site. See Appendix 7 – Construction Phase Plan.

Client – S&C Productions Ltd

Are the promoters for the event and will utilise the planning and organisation stages of the event management process to ensure the safety of the general public, contractors and staff, to minimise hazards and prevent accidents, and as far as possible to minimise nuisance and disruption to businesses and other users of the wider community surrounding the event arena.

Principal Designer – Proud Events Ltd

Principal designers have an important role in influencing how risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.

In line with the HSE guidance for the entertainments industry for festivals and concerts both Proud Events as the overall site designer and IPS, the staging supplier, are identified as Principal Designers.

Staging design, including the necessary structural calculations is considered a significantly specialist skill for the staging supplier to be identified as a separate Principal Designer.

Principal Contractor – Proud Events Ltd & Staging

Principal contractors have an important role in managing health and safety risks during the construction, use and de-construction phases so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

As staging is considered such a specialist area of skills, knowledge and expertise within the events industry, IPS are also identified as a Principal Contractor alongside the Event Production supplier.

Health & Safety Advisor – Harrier UK Ltd



The role of the Health & Safety Advisor is to act in accordance with the instruction of the Principal Contractor and assist in the planning, managing, monitoring and coordination of the health and safety in the construction phase of the event.

The Health & Safety Advisor will liaise with the Client and the Principle Designer throughout the planning and construction phase and ensure that suitable site inductions are provided and adhered to.

Contractors

A contractor is anyone who directly employs or engages workers or manages work at this event. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls work at this event. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

The legal obligations of companies are set out in the Health and Safety at Work etc. Act 1974 and its associated regulations and the above-named guidance seek neither to replace nor to encompass the full range of obligations for the sector. Special attention should be directed, but not limited, to the Construction Design and Management Regulations 2015, the Work at Height Regulations 2005, Lifting Operations and Lifting Equipment Regulations 1998, and the Management of Health and Safety at Work Regulations 1999. Relevant codes and standards should be adhered to.

Workforce

The workforce will be any member of the client's staff or any contractor or sub-contractor employed on the event and must cooperate with their own employer, fellow workers, contractors and other duty holders on their health and safety and others who may be affected by their actions.

Event Management

Operational management

Ultimate responsibility for the event, under normal operating conditions, will reside with the Event Organisers. They will devolve operational management to the Event Manager who will work alongside the Health & Safety Advisor to manage the overall event.

The Event Manager and Health & Safety Advisors will devolve and delegate operational authority to a series of managers such as: The Security & Stewarding Manager, Site Manager, etc. known as the Event Management Team.



The Event Management Team have operational decision-making authority defined by the EM&SP within their areas of operation and will communicate key decisions or escalate through Event Control.

Event management team roles

Details of each manager and lead supplier are contained within the Key Contacts

Promoter: S&C Productions Ltd

The Board of S&C Productions Ltd, the Event Organiser, carry overall responsibility for the event and the delivery of the Event Management & Safety Plan. The Board will appoint an Operations Director who will be the representative of the Event Organiser on the day and work with the Designated Premises Supervisor and Event Manager to ensure the delivery of a safe event that meets the licensing objectives.

The Board of S&C Productions Ltd is accountable for ensuring the Designated Premises Supervisor has access to the planning and delivery resources to meet the licensing objectives.

Operations Director: Louise Young – S&C Productions

The Operations Director is appointed by S&C Productions Ltd to provide strategic management and oversight of the planning and delivery of the event. They represent the Event Organiser throughout the process and at key planning and delivery meetings. They will provide strategic direction to the Event Manager with the support of the specialist advisors and suppliers. They will attend the Event Liaison Team (ELT). The Operations Director may call a Show Stop through Event Control.

Designated Premises Supervisor (DPS): Ben Whur – Proud Events

The DPS is the licence holder for the event and has overall responsibility for ensuring the licensing objectives and the conditions of the licence are met during the event. They will be part of the ELT. The DPS may call a Show Stop through Event Control.

Event Manager: Aisha Francis – Proud Events

The Event Manager is responsible for the operational delivery of the event. They manage the team on site, including all the heads of departments and are responsible for the proper operation of the Event Control. The Event Manager will chair and lead the ELT and be the lead for the Event Organiser in the event of a major incident or emergency. The Event Manager may call a Show Stop through Event Control.



Health and Safety Advisor: Helen McCabe – Harrier UK

The Event Safety Advisor is responsible for planning, coordinating and advising on safety measures employed at the event both in terms of its physical design and its management arrangements in relation to the event site capacity, security and stewarding arrangements. The Health and Safety Advisor is also responsible for these measures throughout the construction and live operation of the event, including undertaking the event risk assessments and reviewing relevant risk assessments and method statements from suppliers. They will be the key point of liaison with the licensing authorities and support the Event Organiser. They will be part of the ELT. The Event Safety Advisor may call a Show Stop through Event Control.

Security & Stewarding Manager: Tom Sharman - FGH Security

The Security & Stewarding Manager is responsible for strategically planning and coordinating the security and stewarding resources onsite to ensure that the teams work cohesively to provide for a holistic approach to event crowd management. The Security Manager may call a Show Stop through Event Control.

Medical Manager: Dave Hawkins - MET Medical

The Medical Manager is responsible for undertaking the event medical risk assessment, planning the medical provision and the management of the medical service during the construction phase and live event. They will provide management and clinical leadership throughout the event. They will be part of the ELT.

Transport Manager: Kevin Green – Big Green Coach

The Transport Manager is responsible for the planning and management of the transport logistics on site and at collection and drop off points. This includes coordination and management of coach, shuttle, private charter, taxi and public transport providers both on and off the event site. They will be part of the ELT.

Traffic Manager: Tom Sturmy – SEP

The Traffic Manager is responsible for the planning, preparation and implementation of the Traffic Management Plan and submission of the relevant applications to put in place the required Temporary Traffic Orders and road closures. They are part of the ELT.

Site Manager: Annette Blair – Proud Events

The Site Manager is responsible of all the construction phases of the site build and break and for overseeing all the site services during live operations. They will oversee all site operations ensuring they comply with the site rules and the identified risk assessments and associated



mitigating methods statements are implemented. They are part of the ELT. The Site Manager may call a Shop Stow through Event Control.

Production Manager: Richard Cheetham

The Production Manager is responsible ensuring the delivery and operation of all the performance spaces and areas on the event site. This includes the construction phases of the stage, light and sound load in and load out. They will work closely with the Site Manager during the build and break of the event and the lead Stage Manager during live shows. They will join the ELT as required. The Production Manager may call a Show Stop through Event Control.

Accreditation Manager: TBC - Proud Events

The Accreditation Manager will be responsible for issuing all accreditation for the event including customer, contractor and management. The Accreditation Manager will be responsible for the security of all event wristbands, collecting all accreditation information from the teams onsite, administering onsite and ensuring the stewarding team are wristbanding customers correctly into the event. The Accreditation Manager reports to the Event Manager and is not part of the ELT.

Event Control Managers: Mike Chalmers (DAY) & Scott Davies (NIGHT) – Proud Events

The Event Control Manager will run the Event Control operation on behalf of the Event Organiser. They will be managed by the Event Manager and will act as a conduit for all communication and decision-making between the Event Organiser and the licensing authorities. They are part of the ELT and will provide the main briefing at ELT meetings.

Stage Managers

The Stage Manager is responsible for managing all the artist performance areas across the footprint including the main stage and secondary stages. They are responsible for all programming and the timely operation of all performances. They are not part of the ELT. The Stage Manager may call a Show Stop through Event Control.

Bars Operations Manager: TBC – One Circle

The Bars Operations Manager is responsible for ensuring an Alcohol Management Plan is prepared in advance of the event and is fully implemented during the event. They will be a Personal Licence Holder and will ensure that they or a suitably appointed deputy is on site throughout the period the event is open to the public. They will ensure all staff have received training and that there is a Personal Licence Holder present at each point alcohol is being provided across the event. They are not part of the ELT.

Concession Manager: TBC



The Concessions Manager is responsible for safe and proper operation of the food and retail concessions including compliance with their risk assessments and hygiene practices. They will ensure staff have received proper training and supervision. They are also responsible for ensuring liaison between the event management team and the food concessions. They are not part of the ELT.

Event Liaison Team

The Event Liaison Team (ELT) will be specified as below. The ELT will comprise of the Event Management Team and nominated individuals from the Licensing Authorities and Emergency Services.

- Operations Director
- Event Director
- Event Manager & DPS
- Event Control Manager
- Licensing Authorities representative (if required)
- Police representative (if required)
- Health & Safety Advisor
- Security & Stewarding Manager
- Medical Provider Manager
- Production Manager
- Site Manager

To assist with the smooth running of the event a minimum of four ELT meetings will be held throughout the day. The purpose of these meetings is to provide a forum for key members of the event management team and licensing authorities to meet, provide updates and if necessary collectively develop plans to deal with incidents. The ELT times will be circulated to the ELT members closer to the event and shall be centred around the below principles. Additional ELT meetings may be held in the event of specific incidents occurring onsite.

- Pre doors being open to customers
- Mid ingress
- Pre egress
- Post egress

Event Control

A fully functional Event Control will be provided by Event Organisers. It will be staffed by key agencies as well as key suppliers (Health & Safety, Security & Stewarding and First Aid) and managed on behalf of the Event Organisers by the Event Control Manager reporting to the Event Manager.



Event Control will be contactable by radio and phone and will log all key communications and decisions. All decisions outside the EM&SP and escalation will be routed through Event Control to the Event Manager and they will track all key event activities. Each organisation involved in the event will have their own chain of command and communication arrangements.

The Event Control facility will begin full-scale operations not less than 2 hours before the event is open to the public. Following the end of the event will begin a phased shut down unless there is an incident that requires it to remain at full operating capability.

Notification of an incident may need to be reported to the police, they may not always be able to be resolved in house. A log will be kept of any incidents (assaults, large drug seizures, etc). The log should include names, phone numbers personal details, locations of the incident, incident type, any witness names, etc). This log will be submitted to the police within 24 hrs.

In the event of an emergency Event Control will operate to support the designated representative from the emergency services who assumes control of the event and dealing with the incident. This is subject to ensuring the safety of those providing Event Control.

Please see Appendix 31 – Event Control Procedures and Protocols

Event communications

Communications across the event will be facilitated through Event Control who will keep a log of all key communications, events and incidents. The primary route for communication will be via a radio system divided into an appropriate number of designated channels either operating across the footprint or designated to a locality.

All key staff will be provided with full contact details of all other key staff, agencies and event suppliers. Where possible communications over specific issues that don't need to be logged via Event Control should be made by phone so as to reduce unnecessary radio usage.

Radio channels will be designated as follows and all key teams onsite will be able to apply for a radio and accessories via the event management team. Radios will not be given out to anyone who has not applied for a radio and been approved by Event Management.

All security and medical communications outside of the security and medical teams should be communicated via Event Control.

Radio Channel List

Channel 1	Event Control
Channel 2	Event Management
Channel 3	Security (Internal)



Channel 4	Medical (Internal)
Channel 5	Promoter
Channel 6	Site
Channel 7	Production
Channel 8	Artist Liaison
Channel 9	Box Office/Accreditation
Channel 10	Bars
Channel 11	Concessions & Merchandise
Channel 12	Traffic and Transport
Channel 13	Spare

Major Incident & Emergency Planning

All Emergency Services will be informed of the event and will be made aware of the emergency access and exit routes.

A major emergency situation will require a multi-agency approach in which the event manager, the police, ambulance service, fire service and stewards all play a part. A clear demarcation of duties and responsibilities will be agreed and understood at the planning stage. Agreed emergency procedures will be issued in writing to all relevant parties.

Emergency Procedures

This section is a brief overview of the initial actions to be taken in the event of an emergency occurring at the event. It is a quick reference summary of the important aspects of the Major Incident Plan. It does not replace the Major Incident Plan and the event organisers should ensure that they understand the plan and the arrangements contained within it.

Definitions

For the purposes of this document, the definition of a major incident is "an event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency". They are likely to be larger, more complex, endanger more people or threaten larger areas, and will require additional levels of command, control and co-ordination.

An emergency is defined as "a dangerous or serious situation that happens unexpectedly and needs fast action in order to avoid harmful results."



Alert & Activation

Emergencies demand a co-coordinated, multi-agency approach. Major incidents may require the participation of multiple services, agencies, authorities and Central Government Departments.

Staff on duty and involved with the event will have been fully briefed by the Event Manager and provided with written instructions on their roles and responsibilities in the event of a major incident (Appendix 12 – Major Incident Plan).

What Three Words

What Three Words will be used to identify a number of key locations across the event site and details of these will be completed once the event build has been signed off and all key structures are in their final locations.

The locations will be:

- RVP1
- RVP2
- Main Vehicle Entrance to site
- Main Customer Entrance
- Main Production Entrance
- Event Control
- Main Stage
- Stage 2
- Stage 3
- The Orchard
- The centre of the Campsite
- Central concessions

Incidents

Incident management

All incidents are reported to and managed through Event Control by the Event Manager working with the Event Health & Safety Advisor. An incident management procedure is contained within Appendix 8 – Incident Reporting Procedure.

A table-top planning exercise will test the effectiveness of the EM&SP and will include the management of incidents and emergencies.



In respect of any incident the priority of any personnel at the scene will be to advise Event Control by the quickest available means (which will normally be radio). The Event Manager, with the support of then Event Health & Safety Advisor, will determine the appropriate course of action and issue instructions accordingly. A detailed event incident log shall be completed throughout the duration of the event.

The number of variables associated with any incident is such that whilst it is important to have an established framework it is nevertheless crucial to retain a degree of flexibility. The event management team shall assess any incident or potential incident and agree the best means of tackling it.

To facilitate operational debriefing and to provide evidence for enquiries, comprehensive records shall be kept of all events, decisions and actions taken. The Event Organisers shall maintain records and shall brief contractors that they themselves are required to maintain records.

Crisis Communication Plan

In the event of a critical incident, for example a death on site, cancellation of an Artist etc. the event liaison team, working with the crisis communication team will implement the Crisis Communications Plan set out in Appendix 10.

Where an incident impacts external resources or is being dealt with by the emergency services, the Event Liaison Team and Crisis Communications Teams will work with the leads of those organisations to ensure a clear and consistent message. No public communications relating to a major incident will be relayed to the public without the prior authorisation of the Event Liaison Team and Crisis Communications Team and all external communications will be handled through the Crisis Communications Team.

Major Incidents

Major incidents and emergencies

Whether an incident is categorised as a major incident is entirely a matter for the emergency services or in certain circumstances the local authority. Should a major incident be declared the Event Organiser will place the resources of the event management team at the disposal of the lead emergency service who will assume overall control (see Appendix 12 – Major Incidents Plan)

Threat of Terror



At the time of writing this document there is no intelligence to suggest a specific threat to the event. The event organisers will request regular updates from the Police.

The following procedures will be put in place to ensure the security of the event;

- Police to provide regular threat level updates.
- All staff and stewards to be extra vigilant.
- Stewards to carry out searches on entry to the arena.

Procedures and security measures will be routinely evaluated and reviewed and in the event of a change to the threat level, appropriate and proportionate action will be taken.

Emergency Radio Codes

Emergency radio codes will be used in emergency situations via radio communication in order to not concern that of the public.

Action Codes

Code Red	Decision to evacuate the event site or area of incident on the event site
Code Amber	Standby for egress of the event site or area of incident on the event site
Code Green	Stand down for egress of the event site or area of incident on the event

Incident Codes

Code A	Medical
Code B	Fire/Smoke related incident
Code C	Suspect package
Code D	Lost child
Code E	Found child
Code F	Crowd disorder
Code G	Knife incident
Code H	Gun incident

Emergency Access and Rendezvous Points

A major incident plan has been developed in accordance with the Health and Safety Advisor, the Event Organiser and the Security and Stewarding provider in advance of the event (Appendix 12 – Major Incident Plan). The major incident plan will detail rendezvous points within the site, emergency services access routes, evacuation procedures and responses to



activation codes and calculations and plans/procedures to follow in the event of a major incident

The key principles of the Major Incident plan are;

- Emergency service vehicles will have clear access to the site and clear routes throughout the site.
- Emergency services that have conveyance vehicles onsite will have clear routes out of the site that cannot be obstructed throughout the event.
- Multiple rendezvous points will be established throughout the site where people can be relocated within the site rather than relocated externally of the site.
- All agencies working on the event will be briefed on the plan with a clear demarcation of duties and responsibilities agreed in advance of the event.

Wind and adverse weather

The event organiser will monitor the weather conditions in the run up to and on operational days of the event (including the build and break periods). If adverse weather conditions are identified all contracts, suppliers and staff will be briefed with any specific action or risk mitigations that are agreed. In the event that adverse weather represents a risk the health and safety of attendees, staff or contractors the Adverse Weather Plan (see Appendix 23 – Adverse Weather Plan) will be implemented.

Wind remains a risk and an action plan is in place in the event of strong winds or gusts. All suppliers of temporary structures will have supplied information about the wind tolerance and loading of their structures. These will be built into the Adverse Weather Plan.

In the event of strong consistent winds or gusts, Event Control will monitor the wind conditions and call the Event Liaison Team to meet to agree to activate the management steps within the plans. This may result in the clearing of areas within the event site or in extreme situations, a complete site evacuation. Remediation and risk mitigation measures for each temporary structure (or type of structure) are detailed within the plan.

Sun Exposure

All event staff, crew and volunteers shall be briefed to wear appropriate clothing and bring sun block / cream.

Attendees of the festival will be reminded via social media, signage and the stage, in the event of extreme sun exposure, to take shelter from the sun in the numerous marquees around site.



Temporary electrical installations and site lighting

Design and coordination of distribution

Temporary power is required to support the construction and live phases of the event. In particular power will be required for offices, stages, bars, concessions and other elements right across the event site.

Pearce Hire have been appointed to design, install, operate and monitor a series of temporary power networks across the event site. They are a qualified and experienced provider of temporary power solutions to the events and entertainments industry.

The installation will be powered by a series of diesel generators located around the site in secured compounds. Cabled distribution networks will be set up and operated off these generators. All distribution networks will be subject to required earthing and all circuits will be protected by appropriate breakers to prevent accidental electric shock or electrocution.

If required temporary Electrical Installations should be designed, installed, tested and maintained in accordance with the provisions of BS 7909: 2011 Code of practice for temporary electrical systems for entertainment and related purposes. Sign off certification will be supplied and copies retained in the Site Office for inspection.

Cabling

Cables will be routed or covered so that they will not cause a tripping hazard or be crushed by vehicular traffic. Cables carrying hazardous voltages e.g. those that could cause electrical shock if damaged, will be protected against contact with sharp edges or crushing by heavy loads. All temporary overhead cables will be securely fixed in position out of reach of the public.

Portable appliance testing

Advance documentation should make it clear to both contractors and traders that all portable electrical equipment brought onto the event site shall have been subject to a robust PAT testing regime. PAT certificates or PAT test tags will be required to be held on site for inspection.

Petrol generators

The event organisers shall ensure that all relevant parties are notified that petrol generators are prohibited within the event site.



Site lighting

Adequate lighting is required for both the construction phase and live operation of the event. Safe lighting levels are required for safe working and to support customer navigation around the site and any emergency egress required.

Independently powered, diesel generator, telescopic high luminosity lights will be installed at key locations around the site to provide supplementary lighting to support areas on the site with low light, to provide safe working light or to support an emergency site egress.

Lights will be subject to periodic test operation throughout both the construction and live phases of the event to ensure they are operating as required and that coverage is adequate.

Barriers

Barriers will be used extensively around the site to provide security and to manage and direct crowds.

The site has been designed to ensure maximum safety for customers and keep the festival contained within the designated perimeter.

The barrier types intended for this event are as follows:

T-Hoard will be used to create a perimeter around the main event site and campsites where high level secured fencing, privacy and reduced visibility is required.

Heras barrier connected with clips and supported by blocks and stays will be used to create perimeter fencing where T-Hoard is not necessary but fencing barriers still need to be highly secured.

Front of Stage Barrier (commonly known as Mojo) will be used across the stages in the arena where we will see the highest density of customers to provide protection to the artists and stage and create a safe working area for security to operate.

Pedestrian barrier will be used largely to form queuing lanes and create defined areas within and outside the event. Pedestrian barrier is an effective way to provide direction and guide customers.

Met or GT barrier will be used to create a more robust barrier line where it is important to keep a separation between areas or activities i.e. along the edge of a road to keep pedestrians away from moving vehicles. It may also be used to supplement hostile vehicle mitigation measures, but not as a measure in itself.



Drinking water provision and arrangements for grey water

During the first few days of the construction phase bottled drinking water for the welfare of crew, contractors and staff will be provided.

The water management supplier will install in accordance with the most up to date site plan for the event.

The water management supplier will tap into the venue's water supply, which can be located near Gate D, to source water across the site. All water points shall be tested by the water contractor, to ensure they are potable, well in advance of the event and again at least seven days prior to the build commencing onsite. All certification will be held in the Site Office and can be requested from the onsite Site Manager.

Water pipework will be blue to make it easily identifiable.

The water contractor will fill water tanks from the water points from the first day of build which they will then position around the site to feed the required areas. Provisions will be made for contractors, concessions, customers and campsite showers. The water tanks will be connected to Electric Pumps to increase the pressure of distribution around site.

All equipment should be cleaned and disinfected prior to delivery onsite, keeping clean the internals of the piping and utilising chlorine spray where required. Plumbing tools should be regularly disinfected with the use of chlorine spray.

In addition to the above customers will be able to request drinking water from the bars.

Should for any reason the water become unsafe during the festival the event organiser will liaise with the water supplier to replenish and restock with a tankered water supplier should the contamination not be remediable which will be the primary goal if the situation arises.

Grey water collected from trader and concession activity will be stored in waste water IBCs and removed from site at the end of the event and disposed off via a certified grey water disposal point.

Sanitary facilities

Sanitary facilities will be provided in various locations around the site. Care has been taken when planning their location to ensure these are areas that will encourage their use and discourage antisocial behaviour.

The number of toilets required has been assessed using both the 'Purple Guide' and the knowledge and expertise of the supplier, based on anticipated capacities and customer footfall.



Toilets will comprise urinals, contained individual units with lockable doors, accessible units and one fully accessible toilet/changing unit with powered access. Toilets will be clearly signed and where required compounds will be screened.

Cleaning and servicing will happen daily and there will be a standby facility on site to tackle any urgent issues.

Toilet locations and quantities are identified on the site plan (Appendix 5 – Site Plan)

Waste management

The Event Organiser is committed to delivering a safe and clean event and the active management of waste during the construction and live event phases is delivered through the waste management supplier.

During the construction phase bins will be provided for the collection, containment and disposal of related waste. All contractors will be informed during the advancing stage that they are responsible for maintaining a safe and clean site. There may be penalties for contractors who fail to comply with these requirements. In addition to this during the build phase in the days running up to the event litter pickers will be onsite to collect any rubbish that needs disposing of throughout the build.

During the live event the waste management supplier will provide supplementary bins for public use and also for the use of traders and concessions.

Public bins will be emptied throughout the event to and there will be an active litter picking services throughout the live show. Following live show days there will be a full site cleanse.

Traders and concessions will be responsible for bagging and disposing of their waste at pre-agreed collection points. The Site Office will deal with any capacity issues during live events.

Towards the end of the construction phase cleansing of the site will be undertaken so that as the final construction activities are completed the site has been fully cleansed ready for the site to be handed back.

A Waste Management Plan provided by the supplier can be found in Appendix 22 of this document.

Bars



Once Circle will operate 2 main bars and a number of smaller sponsor activation bars, a bar in the Orchard, one in the VIP area and the other in the Hospitality area under the premises licence. Their Alcohol Management Plan is contained within Appendix 20.

One Circle will provide a Bars Project Manager and operations team to deliver the bars operation. The Bars Project Manager will report into the Event Manager and Designated Premises Supervisor.

Each will be fully staffed with a personal licence holder, bar team and additional security. All staff will receive licensing training as part of their recruitment process for the event. All bars will operate a Challenge 25 scheme.

Please see Appendix 20 for the Alcohol Management Plan.

Concession Management

Concessions will either rent a pre-built marquee pitch from the Event Organiser or will apply to bring their own.

Event Live will be appointed by S&C Production Ltd to manage all food concessions onsite. They are the primary suppliers of food and soft drinks for consumption on site. Pre-assessment paperwork will be submitted to South Cambridgeshire District Council. The concession supplier will appoint a concessions manager whose details will be contained within this document.

Please see Appendix 25a – Trader Management Process

Event Live will advise on the appropriate number of concessions for each area in regard to the expected attendance which will offer a high quality range of cuisines.

The Site Manager will work with the Concessions Manager to manage traders on site and throughout the event. All traders will submit applications and will be assessed by the event organiser and be given an allocated a pitch location.

Prior to arriving to site all traders will be sent a copy of the Concessions and Traders pack which will be produced by the Concessions Management Company and checked by the Event Manager. A copy of this can be found in Appendix 25 of this document.

Notification of food traders and required supporting documentation will be provided by the local authority no later than 28 days in advance of the event.

Concession planning



Concession areas should be configured with due regard to maximizing thoroughfare widths and not adversely impacting crowd dynamics.

Concessions Access

During the event the Concessions Manager will be supported by the site team to monitor and oversee legal traders and report illegal traders to trading standards for removal.

There will be designated times of arrival for legal traders and the security contractor will be well briefed on preventing illegal traders entering the footprint.

Where caterers are deemed by Licencing to be in breach of regulations, laws or issued terms and conditions they will be closed down and removed from the premises. However, this will only be done if licencing together with the police consider it is safe to do so.

Community and business engagement

S&C Productions are committed to ensuring that both the community and local businesses are informed of the plans and are given the opportunity to ask any questions they may have.

Appendix 24 – Community Engagement

Funfairs

We will have two rides at both The Cambridge Club which will be provided by Irvin Leisure Entertainment Ltd.

- Ferris Wheel
- Dodgems

Irvin Leisure Entertainment will provide the required level of public, product and employer's liability cover which shall be submitted to the Local Authority.

Irvin Leisure Entertainment shall provide adequate risk assessments and method statements and each ride shall have an ADIPS certificate to ensure operational compliance.

All documentation shall be submitted to the Local Authority no later than 28 days in advance of the event.

Marketing and promotion



The Cambridge Club is a long running and well-established events with a robust marketing plan which has been operated by the Promoter team.

Media and press

The Promoter will be responsible for handling all media and press enquiries for the festival. The Promoter shall be responsible for all public relations and media interaction throughout the planning process in line with the creative direction of the event and artistic programming. They shall facilitate positive working relationships and links between all internal and external parties involved in the presentation of the event and shall be in charge of all ticketing and manage the ticket agents for the event.

Onsite at the event there will be an onsite marketing team such as videographers, photographers and social media staff who will post to the festival social media channels. There will be interviews with the artists back of house and all press must apply to attend the festival via the Festival Promoter team.

The main platforms used for media and promotion for both festivals are,

- Social media – Facebook, Twitter, Instagram, Tik Tok, YouTube
- Website – content pages and blog posts (hosted by Squarespace)
- Ticket agents – Ticketmaster, Big Green Coach, Festicket (TBC)
- PR – press/media coverage and editorial, paid media partnerships

Artists & performance management

Artist and Performance Areas

The Cambridge Club Festival comprises a number of performance areas as follows:

Stage/Performance Area	Location	Operating Days
Main Stage	Main Arena	Friday, Saturday & Sunday
Children’s Area	Orchard Zone	Saturday & Sunday
The Orchard / Podcast Stage / After Dark	Orchard Zone	Friday, Saturday & Sunday

Each will be programmed over their operating times with a combination of live and recorded music. A Performance Programme is attached in Appendix 27 – Performance Programme



Artist Management

S&C Productions have appointed an Artist Liaison Team, MVMNT, who will provide artists with all the necessary advance information, deal with artist accreditation and be the Artist Liaison point of contact on site for The Cambridge Club.

Once an Artist has been contracted by the Promoter the Management of this Artist will be handed over to MVMNT who will liaise with the Production Manager to ensure that the Artist has everything that is required.

Stage Management

Proud Events have appointed a Production Manager who will have overall responsibility for the management and timing on all stages across the event who will be supported by a team of Stage Managers.

The Stage Manager has responsibility for delivering the entertainment programme on each stage to time. They will inform the Production Manager who in turn will inform Event Control in the event of any programme changes or any expected delays to timings to assist with operational planning.

It is the Stage Manager's responsibility to ensure that all stages run to time, operate within the licence conditions and do not exceed noise and performance time limits.

The running order is contained within Appendix 27 – Performance Programme.



- Appendix 1: Event Profile - *Being developed***
- Appendix 2: Event Management Structure - *Being developed***
- Appendix 3: Event Licence**
- Appendix 4: Event Insurance – In progress***
- Appendix 5: Site Plan**
- Appendix 5a: Blue Route - *Being developed***
- Appendix 6: Event Risk Assessments - *Being developed***
- Appendix 6a: Fire Risk Assessments - *Being developed***
- Appendix 7: Construction Phase Plan (CDM) - *Being developed***
- Appendix 8: Incident Management & Reporting Procedure - *Being developed***
- Appendix 9: Incident Report Form - *Being developed***
- Appendix 10: Communications Plan – Being developed***
- Appendix 11: Show Stop Procedure - *Being developed***
- Appendix 12: Major Incidents Plan - *Being developed***



Appendix 13: Security & Crowd Management Plan - *Being developed*

Appendix 13a: S&C Security Risk Assessment – Being developed

Appendix 13b: TCC Security Risk Assessment – Being developed

Appendix 13d: Security Roles & Responsibilities – Being developed

Appendix 13e: Dot Plan – Being developed

Appendix 13f: Security Staff Handout (being developed) – Being developed

Appendix 14a: Ejection Form – Being developed

Appendix 14b: Refusal Letter - Being developed

Appendix 15: Medical Plans - *Being developed*

Appendix 15a: Welfare Plans - *Being developed*

Appendix 16: Lost & Found Children - *Being developed*

Appendix 17: Traffic Management Plan - Being developed

Appendix 18: Transport Plan - *Being developed*

Appendix 19: Shuttle Schedule - being developed



- Appendix 20: Alcohol Management Plan - *Being developed***
- Appendix 21: Noise Management Plan - *Being developed***
- Appendix 22: Waste Management Plan - *Being developed***
- Appendix 22a: RAMS Event Sanitation Clean - *Being developed***
- Appendix 23: Adverse Weather Plan - *Being developed***
- Appendix 24: Resident Communications Plan - *Being developed***
- Appendix 25: Trader & Concessions - *Being developed***
- Appendix 26: Staff Health & Safety Briefing - *Being developed***
- Appendix 27: Performance Programme - *Being developed***
- Appendix 28: Lost Property - *Being developed***
- Appendix 29: Supplier Documents (Insurances and RAMS) [Held Electronically]**

- Appendix 31: Event Control Procedure and Protocols - *Being developed***