

South Cambridgeshire Hall
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19 February 2019

To: Chairman – Councillor Deborah Roberts
Members of the Licensing (2003 Act) Sub-Committee – Councillors
Anna Bradnam and Heather Williams

Applicant: S & C Productions Ltd

Representee(s): Jennifer Sheerin and Geoffrey Marsh

Dear Sir/Madam

Please find below the agenda, and attached the relevant papers, for the hearing by the **LICENSING (2003 ACT) SUB-COMMITTEE** of the application for a premises licence to S & C Productions Ltd for a two day event on Haggis Farm, Barton, Cambridge. The hearing will be held in the **MONKFIELD ROOM, FIRST FLOOR** meeting room at South Cambridgeshire Hall on **FRIDAY, 1 MARCH 2019 at 10.30 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Beverly Agass
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA

	PAGES
1. DECLARATIONS OF INTEREST	
2. INTRODUCTIONS / PROCEDURE The Chairman will introduce the members of the Sub-Committee and the officers in attendance at the meeting.	1 - 2
A copy of the Licensing (2003 Act) Committee procedure is attached.	
3. APPLICATION TO GRANT A PREMISES LICENCE - TL41394 56836 (STRAWBERRIES & CREEM)	3 - 320

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

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In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

LICENSING ACT 2003 COMMITTEE

HEARING PROCEDURE

1. Introduction

- The Chairman of the sub-committee will welcome and introduce everyone present, giving explanations of roles where necessary, and outline the procedure to be followed.
- The hearing will take the form of a discussion to be led by the sub-committee.
- Members of the sub-committee will be able to ask questions of any party, or the Licensing Officer, at the hearing. They will try, so far as possible, to ask their questions at the conclusion of each party's submission.
- The sub-committee will consider any requests for permission to ask questions of other parties. It will decide if questions are required in order for it to consider the case properly. If permission is given to one party, it will usually be given to all other parties.
- The Chairman may ask any person behaving in a disruptive manner to leave and may refuse to permit that person(s) to return or may permit them to return with specified conditions. Such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.
- Members of the sub-committee will be asked to make any Declaration of Interests.

2. Witnesses

The sub-committee will consider any requests from any of the parties to call witnesses.

3. New evidence/information

The sub-committee will consider any requests for permission to present new evidence or information not previously disclosed to all the parties and the sub-committee prior to the hearing. The general rule is that such information or evidence must not be considered unless all parties at the hearing agree to it being considered on the day of the hearing. A request may be made for a short adjournment to allow time for everyone to receive copies of the extra information and time to read it.

4. Allocation of time

Each party will be asked for a time estimate for the presentation of their case. The sub-committee will hear all estimates and then allocate each party an equal amount of time to speak.

5. Licensing Officer's report

The Council's Licensing Officer will outline details of the application and representations received by the council. No recommendation to members will be made.

6. Applicant's case

The applicant will present their case first. They have a right to:

- address the sub-committee on any points of clarification the council has sought;
- address the committee generally; and
- call any witnesses that they have been given permission to call. Witnesses may be cross-examined if permission is granted. If this happens, the time taken for questions will count towards the allocated time of the party asking the questions, not the party answering them.

Members of the sub-committee may ask questions of the applicant.

7. Police representations

The Police will make any representations about the application, with the same rights as listed at s.6.

Members of the sub-committee may ask questions of the police representative.

8. "Responsible authorities" representations

Other "responsible authorities" (Police/Fire/Environmental Health Officer/Social Services/Trading Standards/Planning Directorate) will then make representations, with the same rights as listed at s.6.

Members of the sub-committee may ask questions of those authorities represented.

9. Any other representations

Anybody else making representations will go last, with the same rights listed at s.6.

Members of the sub-committee may ask questions of any person who has made a representation.

10. Legal advice

Once all parties have presented their cases to the sub-committee, and the members of the sub-committee have no more questions for any of the parties, the Council's Legal Officer will be asked to outline any relevant legal guidance.

11. Decision-making

The sub-committee will then retire to another room to make its decision. The Council's Legal Officer and Clerk will accompany members to advise where necessary and take notes of the decision.

12. Notification of decision

Depending on the nature of the application, a determination of the case will either be made at the conclusion of the hearing, or within 5 working days. In most cases, all parties will be notified of the decision in writing.

Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Licensing Sub-Committee (2003 Act)

1 March 2019

AUTHOR/S: Director Health & Environmental. Services

APPLICATION TO GRANT A PREMISES LICENCE TL41394 56836

The Application

1. The application to grant a Premises Licence for TL41394 56836 was received by the licensing department on the 10 December 2018. The requirements for advertising and displaying relevant notices were carried out in accordance with the Licensing Act 2003 (**APPENDIX A**)

The application is for the Grant of a new Premises Licence.

The requested days and times for opening, Supply of Alcohol, Provision of Films, Provision of Live Music Recorded Music and Provision of Performance of Dance applied for are as follows:-

SATURDAY & SUNDAY

Opening Hours:	11.00 to 23.00
Supply of Alcohol	12:00 to 22.30 (on the premises)
Provision of Films	11.00 to 23.00 (both indoors and outdoors)
Provision of Live Music	11.00 to 23.00 (both indoors and outdoors)
Provision of Recorded Music	11.00 to 23.00 (both indoors and outdoors)
Provision of Performance of Dance	11.00 to 23.00 (both indoors and outdoors)

Background

2. The premise, TL41394 56836, is a green field sited on Haggis Farm, Barton, Cambridge. The entrance of which is off Granchester Road. The nearest residential properties are shown on the map (**APPENDIX B**)

The purpose of this licence is to hold an event at the premises for one period of up to two consecutive days from Saturday to Sunday inclusive on one occasion in each calendar year

3. As required by the Licensing Act policy, the application was sent to all responsible authorities for consultation as part of the licensing application process. No representations have been received by the responsible authorities.
4. Photographs of the Blue Notice displayed were received (**APPENDIX C**).
5. The Notice was advertised in the Cambridge Evening News (**APPENDIX D**).
6. On the 3 January 2019 it was brought to the attention of the licensing department that the blue notice was not visible.

An officer visited the premises and confirmed that the blue notice was not displayed correctly.

The application was sent out for consultation again. Confirmation of correct display of Blue Notice was received on the 7 Jan 2019 (**APPENDIX E**)

7. On the 15 January 2019 an email was received with an attached site plan and a link to the Management Plans that are requested five months before the event as part of the additional conditions of the proposed licence - Security Report (**APPENDIX F**), General Risk Assessment (**APPENDIX G**), Fire Safety Management Plan (**APPENDIX H**), Transport Management Plan (**APPENDIX I**), Event Safety, Management Plane – Introduction (**APPENDIX J**), Construction Phase Plan (**APPENDIX K**), Adverse Weather Plan (**APPENDIX L**) and Emergency Management Plan (**APPENDIX M**) - Site Plan (**APPENDIX N**)
8. On the 1 February 2019 a memo was sent to Licensing from Environmental Health with a request for changes to the application and additional conditions to be added to the licence when issued. (**APPENDIX O**)
9. On 4 February 2019 letters of support were received (**APPENDIX P**)
10. As part of the application process the applicant has been made aware of the representations

Relevant Representations

11. No representations have been received from the responsible authorities however representations have been made by interested parties

7 January 2019 a representation was received (**APPENDIX I**).

11 January 2019 a representation was received (**APPENDIX J**)

The representations submitted by representees relate primarily to Public Nuisance, The Prevention of Crime and Disorder and Public Safety objectives.

Officer's Views

Members when considering the application should be aware that they may only take into consideration the parts of the application that represent the licensing objectives.

1. The Prevention of Crime and Disorder
2. Public Safety
3. The prevention of public nuisance
4. The protection of children from harm

Members have the right under the Licensing Act 2003 to determine this application after considering any relevant representations, Members may

- a. Accept the proposed application as submitted
- b. Reject the application
- c. Agree the application but impose conditions that promote the relevant licensing objectives

Legislation Guidance

Members should also be aware of the Secretary of states guidance under S182 of the Licensing Act 2003 which states:-

Public nuisance retains its broad common law meaning for the purpose of this Act. The prevention of public nuisance could therefore include low-level nuisance perhaps affecting a few people living locally as well as major disturbances affecting the whole community. It may also include in appropriate circumstances the reduction of there living and working amenity and environment of interested parties in the vicinity of the premises. Beyond the vicinity of the premises these are matters for personal responsibility of individuals under the law.

The Guidance goes on to state:-

It is essential that conditions are focused on measures within the direct control of the licence holder. Conditions relating to public nuisance caused by anti-social behaviour of customers once they are beyond the control of the licence holder cannot be justified and will not serve to promote the licensing objectives

Policy Considerations

Conditions referred to within the South Cambridgeshire Licensing Policy relating to the prevention of public nuisance, public safety and the prevention of crime & disorder.

Example conditions relating to the prevention of public nuisance.

- a. Noise or vibration does not emanate from the premises so as to cause a nuisance to nearby properties
- b. Prominent, clear and legible notices are displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
- c. The placing of refuse - such as bottles- into receptacles outside the premises takes place at times that will minimise the disturbance to nearby properties.
- d. Noxious smells from the licensed premises are not permitted (subject to existing legislation not providing adequate measures) so as to cause a nuisance to nearby properties and the premises are properly vented.
- e. Flashing or particularly bright lights on or outside licensed premises (any such condition must be balanced against the benefits of providing lighting to promote the prevention of crime and disorder).

Example conditions relating to the prevention of crime and disorder

- a. Door Supervisors (registered with the SIA – Security Industries Authority)

The Local Authority recognises that in applications where door supervisors are referred to in the operating schedule conditions relating to door supervisors are mandatory. Where conditions are attached relating to the provision of door supervisors and security they may be valuable in:

1. Preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder;

2. Keeping out excluded individuals (subject to court bans or bans imposed by licence holder);
3. Searching and excluding those suspected of carrying illegal drugs or carrying offensive weapons and;
4. Maintaining orderly queuing outside venues.

Where door supervisors are to be a condition of a licence they are required to be licensed through the Security Industries Authority in line with the Securities Industry Act 2000.

a. Bottle Bans

It is recognised that glass vessels (i.e. bottles and glasses) may be used as weapons inflicting serious harm during incidents of disorder. Conditions may include:

1. No bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff service away from the bar
2. No customer carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public.

In appropriate circumstances conditions may exempt bottles containing wine or similar sold for consumption with a table meal by customers who are seated in a separate area from the bar.

b. CCTV

The presence of CCTV cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises. Conditions may include:

1. The need to have CCTV cameras on the premises
2. The precise positioning of each camera
3. The requirement to maintain cameras in good working order
4. The requirement to retain recordings for an appropriate period

Other conditions that may be considered relevant to promote the reduction of crime and disorder may include:

1. Restriction on drinking areas
2. Capacity limits
3. Proof of age cards
4. Crime prevention notices
5. Signage at or immediately outside the premises
6. Use of plastic containers and toughened glass

Example conditions relating to Hours

The hours during which the premises are permitted to be open to the public or to members and their guests can be restricted by the conditions of a premises licence or club premises certificate for the prevention of public nuisance:

- a. Conditions may be placed on premises restricting (other than where they are protected by the transitional provisions of the Act) the hours during which premises are permitted to be open to the public or to members and their guests.
- b. Restrictions may be necessary on the times when certain licensable activities take place even though the premises may be open to the public at such times.
- c. Restrictions may be necessary on parts of a premise used for certain licensable activities at certain times.

Conditions relating to Public Safety (including fire safety)

Conditions relating to public safety will be those that are necessary to promote the objective of public safety for individual premises or clubs. They should not duplicate other legal requirements. Equally the attachment of conditions to a premises licence or club premises certificate will not relieve employers of the statutory duty to comply with the requirements of Health and Safety legislation and the requirements under the management of Health and Safety at Work regulations 1999 and the Fire Precautions (Workplace) *regulations 1997 to undertake risk assessments*.

Legal Implications

All parties will maintain a right of appeal to a Magistrate's Court after the determination of this committee.

Contact Officer: Jane Jackson – Resource Team Leader
Telephone: (01954) 713635

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End of consultation
(NOTIFY) 4 Feb 2015

Auth Code 016656

Panel #100

M3 355867

(046569 Rejected)



South Cambridgeshire
Application for a premises licence
Licensing Act 2003

046872

For help contact
licensing@scambs.gov.uk
Telephone: 03450 450 063

APPENDIX

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?
 Yes No
Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

First name

Family name

E-mail address

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Your position in the business

Continued from previous page...

Home country	<input type="text" value="United Kingdom"/>	The country where the headquarters of your business is located.
Registered Address		Address registered with Companies House.
Building number or name	<input type="text" value="11"/>	
Street	<input type="text" value="Cheveley Road"/>	
District	<input type="text"/>	
City or town	<input type="text" value="Newmarket"/>	
County or administrative area	<input type="text" value="Suffolk"/>	
Postcode	<input type="text" value="CB8 8AD"/>	
Country	<input type="text" value="United Kingdom"/>	

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Premises OS Map Reference

OS map reference

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

Date of birth / /
dd mm yyyy

Nationality Documents that demonstrate entitlement to work in the UK

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

Green field site on Haggis Farm. Entrance off Granchester Road. There is no permanent parameter of the site however a temporary secure perimeter will be installed as per the site plan.

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

Yes No

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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.

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the exhibition of films take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Open air cinema of films/TV for adults and/or children to be shown throughout the festivals.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Continued from previous page...

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Amplified music across 3-4 stages. Stages will be clearly marked on site plan submitted to the council in advance of the event.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Continued from previous page...

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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.

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Amplified music played across 3-4 stages. Stages will be clearly marked on site plan submitted in advance to the council.

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Dance may be included as part of the performances across the stages. Amplified music.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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.

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

Name

First name

Family name

Date of birth

/ /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	5
Street	High St
District	Wicken
City or town	Ely
County or administrative area	Cambridgeshire
Postcode	CB7 5XR
Country	United Kingdom
Personal Licence number (if known)	FH0652
Issuing licensing authority (if known)	Forest Heath

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

Strawberries & Creem – Potential expletive language during performances, semi nudity from artists
The Cambridge Club – All family friendly activities appropriate to the audience

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There may be a need to open or close the gates earlier or later than expected for health and safety or crowd management issues.

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

Please see attachment.

b) The prevention of crime and disorder

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c) Public safety

--

d) The prevention of public nuisance

--

e) The protection of children from harm

--

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.**
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

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NOTES ON REGULATED ENTERTAINMENT

In terms of specific regulated entertainments please note that:

- **Plays:** no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- **Films:** no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- **Indoor sporting events:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- **Recorded Music:** no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

Fee amount (£)

2,000.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to 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.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Full name

Capacity

Date (dd/mm/yyyy)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
 2. Go back to to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

**Strawberries and Creem 2019 Draft Premises Licence Additional Conditions-to
be reflected within the Applicant's Operating Schedule**

Prevention of Crime and Disorder

1. Ensure the appropriate numbers of suitably competent SIA licensed and registered staff are employed and used, to be agreed to Cambridgeshire Constabulary (Cambs Police) and South Cambridgeshire District Council (SCDC) 3 months prior to each event and in accordance with the risk assessment associated with each event.
2. In respect of each event under this licence, the licensee shall:
 - a. Provide a provisional Security Management Plan (SMP) with a gridded site plan, including the site boundaries, and search policy, to Cambs Police and SCDC 5 months prior to the event;
 - b. Following consultation with Cambs Police and SCDC submit a final version of the SMP, including search policy and gridded site plan 3 months prior to the event;
 - c. Implement and thereafter comply with the SMP document during the event.
3. Without prejudice to any other provisions that it may contain, the SMP referred to in the above paragraph will include the following provisions:-
 - a. That every designated point of entry to the site will be such a size so as to reasonably permit the meaningful and effective control of those points by Stewards, Security Staff or Police, including any emergency evacuation, and to reasonably facilitate the safe and effective stop of persons and search where necessary.
 - b. All persons to be subject to searches by security staff prior to the person being admitted to the event, in a manner agreed with statutory bodies prior to the event and in line with the search policy. To include, where applicable, appropriate searches for offensive weapons such as with the use of search wands and/ or knife arches etc.
 - c. All persons attending the event shall not be admitted into the event with glass receptacles.
 - d. All persons attending the event shall not be allowed to bring alcoholic drinks into the event.
 - e. All persons attending the event shall not be allowed to re-enter the event once they have left or been ejected from the event, in line with the ejection policy.
 - f. Open drinks shall be subject to testing via Alcoblow or similar equipment by security staff in a manner agreed with statutory bodies prior to the event.
 - g. All bags to be subject to searches by security staff prior to the person being admitted to the event, in a manner agreed with statutory bodies prior to the event and in line with the search policy.
 - h. Amnesty bins shall be provided at all entrances and be securely fixed at those points.
 - i. i) Suitable CCTV provision to be provided for the event, including body cameras for security staff, capable of making both audio and visual recordings.

- ii) Ensure a suitable, continual recording CCTV system is in place and recording during all licensed hours to monitor entrances, exits, and other relevant areas of the site to address the prevention of crime. The responsible person must ensure that the date and time settings on the system are correct and that the CCTV system is maintained in sound working order.
 - iii) Ensure that any recordings from the CCTV and body camera systems are kept for a minimum of 31 days and that they are made available, on demand, to any authorised officer from Cambs Police and SCDC.
 - j. Details of proposed measures, including a detailed site plan, to ensure that the perimeter of the site is controlled securely and so as to prevent access to the site of people or items, so far as reasonably practicable, other than through clearly designated points of entry.
 - k. As part of the SMP, the licence holder shall arrange for the site to be monitored effectively on the day of the event to prevent activities being carried out that may result in crime and disorder. Security and or stewards will be readily available to patrol the site during these times to monitor for any crime and disorder issues.
4. Notices shall be displayed at all entrances, including for artists and the public, confirming the admissions and ejection policies.
 5. Ensure that at least two trained female members of security staff or supervisors to be available if searches are to be conducted on females attending the event.
 6. Ensure that adequate and appropriate lighting is provided at the site and within the vicinity of the event footprint during the hours of darkness whenever the licensable activity takes place.
 7. Ensure a means of two-way communication, effective and tailored for the event, is provided to report crime and disorder incidents between stewards, SIA staff, the Event Manager and other relevant persons, such as Cambs Police.
 8. Ensure notices are displayed at all entrances, on the website and on tickets, so that they are clearly visible to the public, advising that CCTV is installed at the event.
 9. From no later than 10:00hrs on the day of the event, ensure suitable and appropriate fencing and security are provided to the entrances of neighbouring residential properties, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Dumpling Farm Cottages, Barton Road, Grantchester, CB23 8AU, whilst still allowing residents free access to their property, until the event has finished and all members of the public have vacated the surrounding area; or the licence holder is to provide another suitable alternative for neighbouring residential properties, in agreement with said residents and SCDC.

Prevention of Public Nuisance

10. The licence holder shall give notice to SCDC, neighbouring residents adjacent to the site, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Dumpling Farm Cottages, Barton Road, Grantchester, CB23 8AU and the clerks of Coton and Grantchester Parish Councils of the date of the event(s) 5 months prior to the event(s) being held.

11. The Licence Holder is only permitted to hold the event(s) at the premises for one period of up to 2 consecutive days from Saturday to Sunday inclusive, on one occasion each calendar year.
12. Ensure all alcohol sales and regulated entertainment cease 30 minutes before the end of event's closing hour.
13. In each year the event is proposed, a draft noise management strategy shall be submitted to SCDC's Health and Environmental Services (H&ES) team at least 5 months prior to the event taking place. The strategy shall identify:
 - a. The hours of operation.
 - b. The location and direction of the sound systems and maximum sound energy output of all the significant noise sources proposed for the event.
 - c. Any proposed noise attenuation mechanisms to be employed during the event.
 - d. The location of the noise monitoring points, including noise sensitive properties identified from previous years' complaints.
 - e. The procedure for ensuring that any noise control levels set at noise sensitive locations are complied with.
14. The noise management strategy shall be agreed by SCDC's H&ES 3 months prior to the event taking place.
15. 5 months prior to the commencement of each event, any noise control levels applicable at the noise sensitive locations identified in the noise management strategy shall be set by SCDC's H&ES in consultation with the licence holder. The noise control levels set shall apply throughout the duration of the event and shall not be exceeded without the prior agreement of SCDC's H&ES. In the event of extraordinary circumstances, SCDC's H&ES reserve the right to vary the noise control levels during the event where it is evident that the existing noise control levels are not sufficient to prevent noise originating on the site from causing a public nuisance to residents in the vicinity of the event.
16. A sound engineer shall be based permanently in the Front of House Desk when music is being provided and will have the capability and authority to override all sound systems across the site.
17. Periodic checks should be carried out at the boundary of the premises whilst live or recorded music is being played to ensure that noise sensitive properties, based on previous years' complaints, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Gough Way, Cambridge, CB3 9LN, are not being and will not be adversely affected by the noise. Such checks to be carried out day time and night time with records kept of the date, time, location, decibel level, and action taken. Records to be made available to SCDC's H&ES on request.
18. A noise propagation test shall be carried out at least 2 hours prior to the start of the event in order to set appropriate control levels at the mixer position. The sound system shall be configured and operated in a similar manner to that intended for the event. The sound source for the test shall be similar in character to the music likely to be produced during the event.
19. A dedicated event incidents/ noise hotline number for incoming calls only is to be provided and is to be physically staffed throughout the duration of the event. Calls from unidentified callers are to be acted upon.

20.
 - i) The incident hotline number shall be provided to neighbouring residential properties, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Dumpling Farm Cottages, Barton Road, Grantchester, CB23 &AU, and the clerks of Coton and Grantchester Parish Councils at least 7 days prior to the event, and shall also be publicised at least 7 days prior to the event on the Event's website. The incident hotline number shall also be provided at the entrances to the site, to continue for the duration of the event. Arrangements shall be made, to the satisfaction of SCDC's H&ES, for the reception, recording and investigation of complaints and for the responses made and action taken.
 - ii) The licence holder shall ensure that a delegated named representative is responsible for handling complaints at all times during the event. Details of the named representative and contact telephone number, which will be staffed throughout the event, will be forwarded to the Licensing Authority, SCDC H&ES and Cambs Police at least 14 days prior to the event.
21. The provisional programme of regulated entertainment, including the running orders for each stage and any variations to them shall be provided to the Licensing Authority, Cambs Police and SCDC H&ES no later than 2 months prior to the event. The final intended programme shall be provided to the Licensing Authority, Cambs Police and SCDC H&ES no later than 14 days prior to the event taking place.
22. On the day of event each year and until 08.00 hrs on the following day the licence holder shall arrange for the site to be monitored effectively to prevent activities being carried out that may result in a noise nuisance being caused to neighbouring residential properties, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Dumpling Farm Cottages, Barton Road, Grantchester, CB23 8AU. Security and or stewards shall be readily available to patrol the site during these times to monitor and control noise levels.
23. A copy of the premises licence summary will be placed on display at each stage and at each bar during the event.
24. A copy of the full premises licence to be available to the stage managers of each stage and a further copy of the licence will be available at the main production office.
25. Relevant conditions and terms of the licence will be notified to artists and performers, including DJs. It shall be a term of such contract that the artists/performers/DJs will comply with all the terms and conditions of the premises licence.
26. Ensure prominent, clear and legible notices are displayed at the exit and in car parks, requesting users to respect the needs of nearby residents and to leave the site and area quietly and in a timely manner.
27. No erection or dismantling of stages or other temporary structures, or unloading /loading of production equipment, or deliveries or collections or other operational servicing in connection with the event, which can be heard beyond the perimeter of the licensed site, shall take place between the times of 00:00hrs (midnight) and 07:00hrs, without the prior agreement of SCDC H&ES.
28. Any external lighting shall be directed away from neighbouring residential properties and lit only during operational hours, including until the event has finished and all members of the public have vacated the surrounding area.

29. All sanitary appliances shall be provided and managed in accordance with the Provision and Management of On-site Toilet Facilities plan. All sanitary appliances must be regularly and constantly maintained to ensure that they are cleaned and emptied and in a functional state whilst people attending the event are on site, and during the build and break down of the site. A constant supply of clean water must be maintained to all sanitary appliances' wash hand basins used by caterers/ food handlers. A constant supply of clean water, or alternative hand cleansing by sanitiser, must be maintained to all sanitary appliances throughout the duration of the event.
30. Litter bins and other waste receptacles must be provided for use as detailed in the Litter, Refuse and Waste Water Management Plan. Litter bins and other waste receptacles provided for refuse and waste water must be maintained in a condition so that there is always adequate capacity, without the bins overflowing and effective arrangements shall be made to avoid creating fire risks and environmental pollution.

Public Safety

31. The maximum number of paying public and guests allowed at the venue at any one time will be limited to 12,000 persons with no more than 12,500 persons in total permitted on the site at any one time, including all staff, volunteers and traders. Suitable records to be kept to demonstrate to the Licensing Authority that these numbers have not been exceeded.
32. The Licence holder shall abide by the "Memorandum of Understanding" and Service Level Agreement agreed between Cambridgeshire Constabulary and the organisers of the event.
33. The Licence Holder shall produce and implement an Event Management Plan (EMP)
34. All of the proposals set out in the EMP document submitted by the Licence Holder shall be conditions of the licence, with the document to be submitted in its draft format to the Licensing Authority no later than 5 months before the event is to take place, and the submitted in its final format to the Licensing Authority 3 months before the event is to take place.
35. The EMP document to include a gridded site plan(s) including:
 - a. The perimeter, detailing the positioning of all entry and exit points;
 - b. Stages, tents and marquees
 - c. Food vendors, bars and any merchandising vendors
 - d. Car parks
 - e. The site facilities, including lighting towers, any security towers, generators, toilets, event control, security and production offices
 - f. Medical and welfare facilities
 - g. Customer information point
 - h. Directionality and orientation of sound systems associated with each music stage, tent and marquee, to be agreed by SCDC H&ES.
 - i. Emergency rendezvous points and fire assembly points.

The final site plan(s) shall be forwarded to the Licensing Authority and Cambs Police no later than 3 months prior to the event. The site plan(s) shall include all areas of the site under the control of the licence holder and indicate the final positioning of all music stages and tents.

36. The EMP document to include at least the following:
- a. Traffic management plan.
 - b. Security management plan.
 - c. Admission policy.
 - d. Ejection policy.
 - e. Drugs and alcohol management plan.
 - f. Suitable and sufficient risk assessments, fire risk assessments, safe working practices and contingency plans for the event, site build and break down. Ensure all risk assessments, fire risk assessments, safe working practices and contingency plans produced for the event are implemented.
 - g. Health and safety arrangements and relevant contract conditions between event organisers and contractors including production, music and lighting providers; food, water and drink suppliers and vendors; and temporary structures and art installation providers.
 - h. Noise management plan.
 - i. Medical and welfare plan.
 - j. Vulnerable persons management plan.
 - k. Emergency procedures and contingency plans, to include evacuation plans and procedures in case of a serious incident or death at the site.
 - l. Provision and management of on-site toilet facilities plan. The plan to include arrangements detailing the number and location of toilets, any separate provision for food handlers and the medical facility, and toilet emptying and cleaning schedules, to the satisfaction of SCDC H&ES.
 - m. Litter, refuse and waste water management plan. The plan to include the following:
 - i. The number and type of waste receptacles and their capacity,
 - ii. Placement of waste receptacles on site
 - iii. The methods and frequencies of collection
 - iv. Control and disposal of site waste to the satisfaction of SCDC H&ES.
 - v. Refuse and waste water facilities shall be positioned at strategic points in the vicinity of the caterers.
37. Any changes to the EMP document referred to above, once submitted in its final format, shall not be made by the licence holder except with the prior written consent of the Licensing Authority.
38. The Licence holder shall ensure all plans and procedures included within the EMP are appropriately and suitably implemented for the duration of the licensed activities.
39. Ensure all event log books are kept on site and made available to relevant statutory officers from SCDC and Cambs Police. The event log book shall include each and every event and incident, identifying the date, time and, if appropriate, action taken, including where there has been any refusal to sell alcohol and/ or any antisocial behaviour relating to alcohol sales.

40. Ensure all safety certificates, inspection reports and risk assessments are kept on site and made available to officers of relevant statutory officers from SCDC and Cambs Police.
41. Ensure appropriate numbers of suitably competent stewards and volunteers are available and working throughout the event. Written instructions to be provided to stewards and volunteers prior to the event and verbal instructions to be given to stewards and volunteers on the morning of the event regarding their roles and responsibilities and the rules for working at the event, what action to take in the event of an accident, incident or serious incident occurring, or if emergency or contingency plans need to be enacted.
42. Ensure that all relevant staff, including those selling alcohol, are appropriately and suitably trained on the requirements for persons' identification; establishing age; the adopted nationally recognised Age Restricted Policy; not serving alcohol to intoxicated persons; asking customers to use the site in an orderly and respectful manner, being aware of vulnerable persons, and adhering to Licensing and Environmental Health requirements.
43. Ensure a means of two-way communication, effective and tailored for the event is provided to report non-crime and disorder issues and incidents between stewards, the Event Safety Officer, the Event Manager, Cambridgeshire Fire and Rescue Service (CFRS) and on-site medics etc.
44. Provide and maintain suitable access, in all eventualities, for 'Blue Light' services to all parts of the site in consultation and agreement with CFRS, Cambs Police and on-site medics prior to the event, including contingency plans in the event of adverse weather conditions.
45. Appropriate and suitable fire safety equipment to be strategically positioned throughout the site, in consultation and agreement with CFRS prior to the event.
46. The Licence holder to ensure appropriate and suitable checks are carried out on food vendors and drinking water suppliers to ensure, so far as is reasonably practicable, they are meeting the requirements of current food safety, drinking water and health and safety legislation.
47. A list of all food, water and drink suppliers and vendors to be submitted to SCDC H&ES no later than 2 months prior the event with the relevant checks having been carried out by the licence holder.

Protection of Children from Harm

48. Ensure an appropriate and suitable, nationally recognised, Age Verification/ Age Restricted Policy is actively operated at the event, including at all licensed bars on the site, in relation to the sale or supply of alcohol, such as the 'Challenge 25' Policy.
49. Ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
50. Only accredited identity cards, passports or photo ID driving licence, or a photo ID card as approved by central government, will be accepted as bona-fide recognised forms of identification.
51. Notices shall be displayed on the website, on tickets, at the entrance and where alcohol is sold stating that a 'Challenge 25' Policy is in place.
52. A refusals register to be in place at all licensed bars on site. The refusals registers to be sent through to the licensing authority no more than 14 days after the event has ended.

53. Ensure all relevant staff are aware of, and implement, where appropriate, the vulnerable persons management plan.

Consent of individual to being specified as premises supervisor

Louise Young

[full name of prospective premises supervisor]

of

5 High St, Wicken, Ely, CB7 5XR

[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

Premises Licence

[type of application]

by

S&C Productions Ltd

[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for

**Grid reference: TL 41394 56836 – field on Haggis Farm, Barton Road,
Cambridge, CB23 7AT**

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

S&C Productions Ltd

[name of applicant]

concerning the supply of alcohol at

Grid reference: TL 41394 56836 – field on Haggis Farm, Barton Road,
Cambridge, CB23 7AT

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

FH0652

[insert personal licence number, if any]

Personal licence issuing authority

Forest Heath District Council

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

Signed

Louise Young

Name (please print)

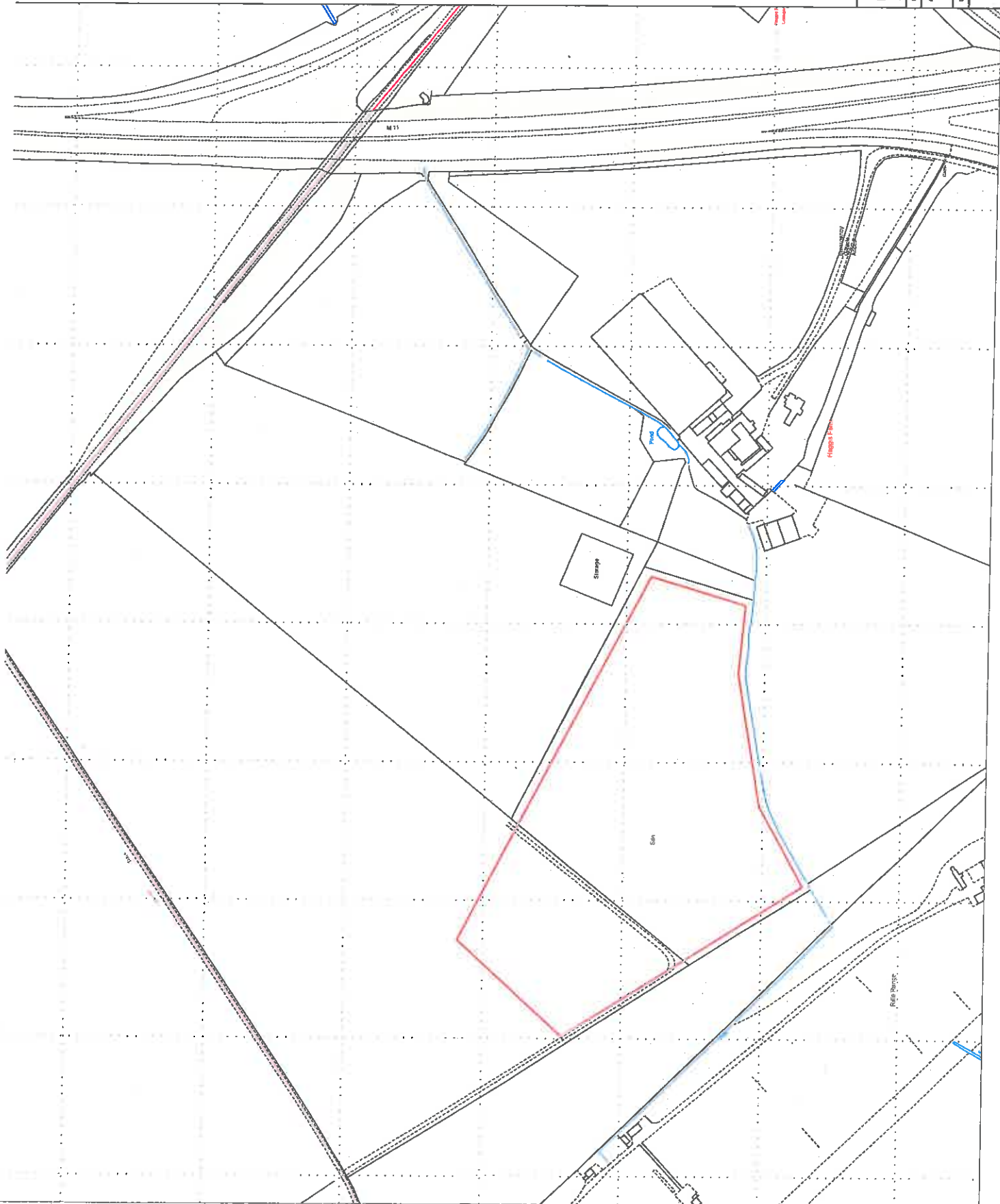
Louise Young

Date

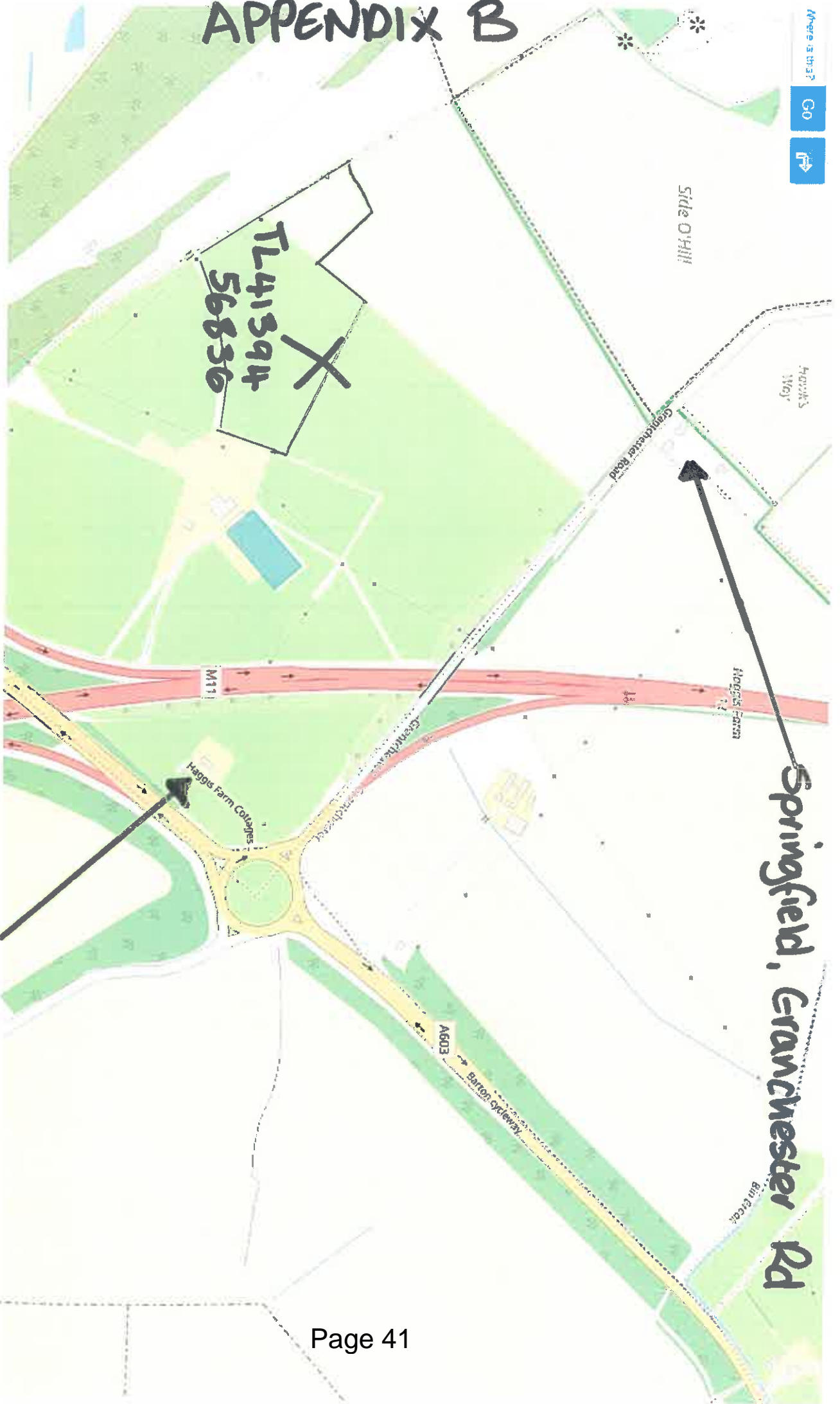
07/12/2018

**STRAWBERRIES & CREAM
FESTIVAL
2019**

Day 1 Date: 11/09/19
Address: 1000-1010/1015
1000-1010/1015
Scale: 1:1000 @ A4



APPENDIX B



2 Haggis Farm Cottage

Springfield, Granchester Rd

This page is left blank intentionally.

APPENDIX C

From:
Sent: 10 December 2018 13:42
To:
Subject: RE: S&C Productions Ltd - Premises Application
Attachments: Image from iOS.jpg; Image from iOS (1).jpg; Image from iOS (2).jpg; Image from iOS (3).jpg

Good afternoon,

Try these versions? Let me know if all ok!

Thank you

Head Promoter / Co-Founder
Strawberries & Creem Festival & The Cambridge Club Festival.
Facebook: www.facebook.com/strawberriesandcreem
Instagram: @strawberriesandcreem
Twitter: @SandCFestival

----- Original Message -----

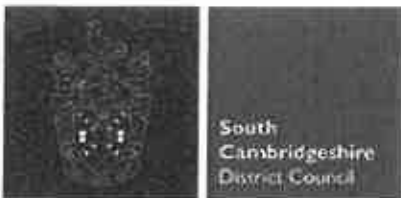
Subject: RE: S&C Productions Ltd - Premises Application
From: Licensing
Date: Mon, December 10, 2018 1:01 pm
To:
"
Cc:

Dear

Unfortunately we are unable to open the photos, please can you resend in a normal format.

Many thanks

----- | Environmental Health, Services &
Licensing



South Cambridgeshire Hall | Cambourne Business Park | Cambourne |
Cambridge | CB23 6EA

t: 03450 450 063 | e: Duty.HESresources@scambs.gov.uk
www.scambs.gov.uk | facebook.com/south-cambridgeshire |
twitter.com/SouthCambs

From:
Sent: 09 December 2018 20:26
To: Licensing <

Cc:

<
<
Subject: Re: S&C Productions Ltd - Premises Application

Hi there,

Hope you had a good weekend.

I've attached photos of the notices I've put up on the gateway at Haggis Farm.

... will check they are still there in the week and will also send you a photo

of the advert in Cambridge Evening News.

Many thanks,

COO

S&C Productions Ltd

Strawberries & Creem / The Cambridge Club / We Love Food

On Fri, Dec 7, 2018 at 2:11 PM Louise Young

Hi

Thanks for your phone call.

Please see attached the updated application with the alcohol sales finishing at 22:30.

Many thanks,

COO

S&C Productions Ltd

Strawberries & Creem / The Cambridge Club / We Love Food



Virus-free. www.avg.com

On Fri, Dec 7, 2018 at 12:47 PM

Dear licencing,

Please see attached my Premises Licence Application form, licencing conditions, DPS consent form, premises plan and a copy of my passport.

I have also attached the Blue Notice poster just to make sure you are happy with all the details on it before I put them up at the entrance to the field.

As I am away next week Helen, on cc, will be your contact if there are any queries. Frazer, on cc, will also be able to assist with anything 'on the ground'.

Please let me know if there is anything else you need from me.

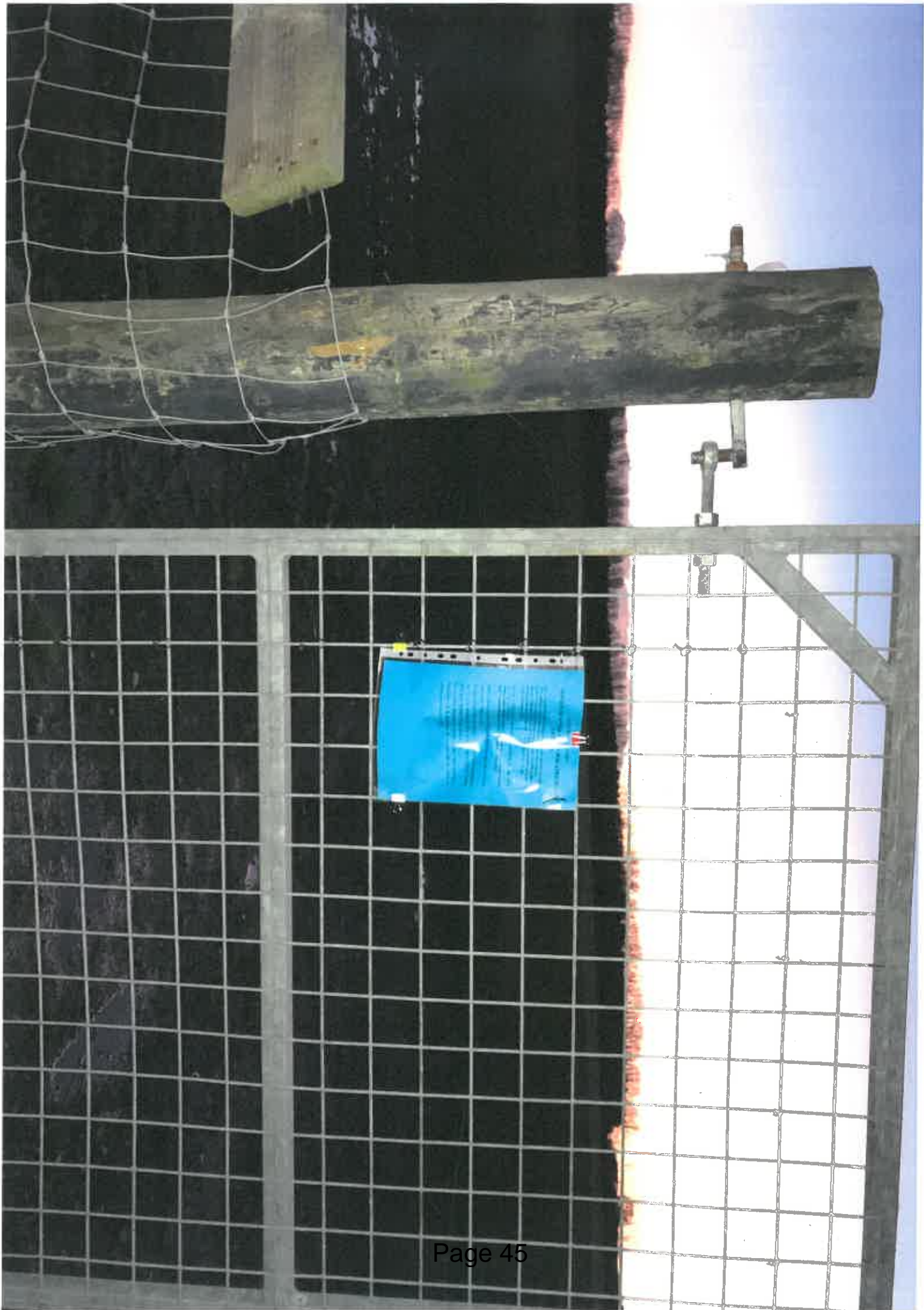
Look forward to hearing from you.

Many thanks,

COO

S&C Productions Ltd

Strawberries & Creem / The Cambridge Club / We Love Food





Business

Public Notices

LICENSING ACT 2003 NOTICE OF APPLICATION FOR A PREMISES LICENCE

Notice is given that S&C Productions have on the 10th December 2018 applied to South Cambridgeshire District Council as the Licensing Authority for a Premises Licence for the field off Grantchester Road, grid reference TL 41394 56836 to include the retail sale of alcohol and provision of regulated entertainment. Anyone wishing to make representations concerning this application should do so in writing to South Cambridgeshire District Council, Licensing section, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA. Representations in respect of this application must reach the Licensing Authority by 8th January 2019. Persons wishing to inspect the register or the record of this application may do so by attending the office of the Licensing section, during office hours Monday to Friday inclusive.

It is an offence knowingly or recklessly to make a false statement in connection with an application, the maximum fine for which on summary conviction is £5,000.

Trustees Acts

Dr Thomas Alderson and Partners of Nuffield Road Medical Centre would like to notify the public that with effect from the 31st October 2018 Dr Selma Asghar will be retiring from the partnership.

BARGAIN BUCKET

Delicious deals
For all the family



Buy/Sell
marketPLACE
bookanad.com

Moto

Cars Wanted

The 2013 Scrap to sell for cash dismantled or cheque or BA scrap car, always showing their care for their Environment (it is illegal to DVLA Ce

DOUBLE BED

Brand new, still wrapped. Factory clearance, good quality, any size available from £99. Complete mattress & base. 07851 511595 Can Deliver.

CAPEX

GRAVEL
WALLS
TOS
PRUNING
CLEARANCE
TES
ED
ITENANCE

7 662159
ON, CB24 9LF

CHARI AU

Scrap & d
for rec
CAMBR
Direct link to
ATF licence num

CAR

WAN
PAY
ANY CON
MILES IN
£10
Scrap
0127

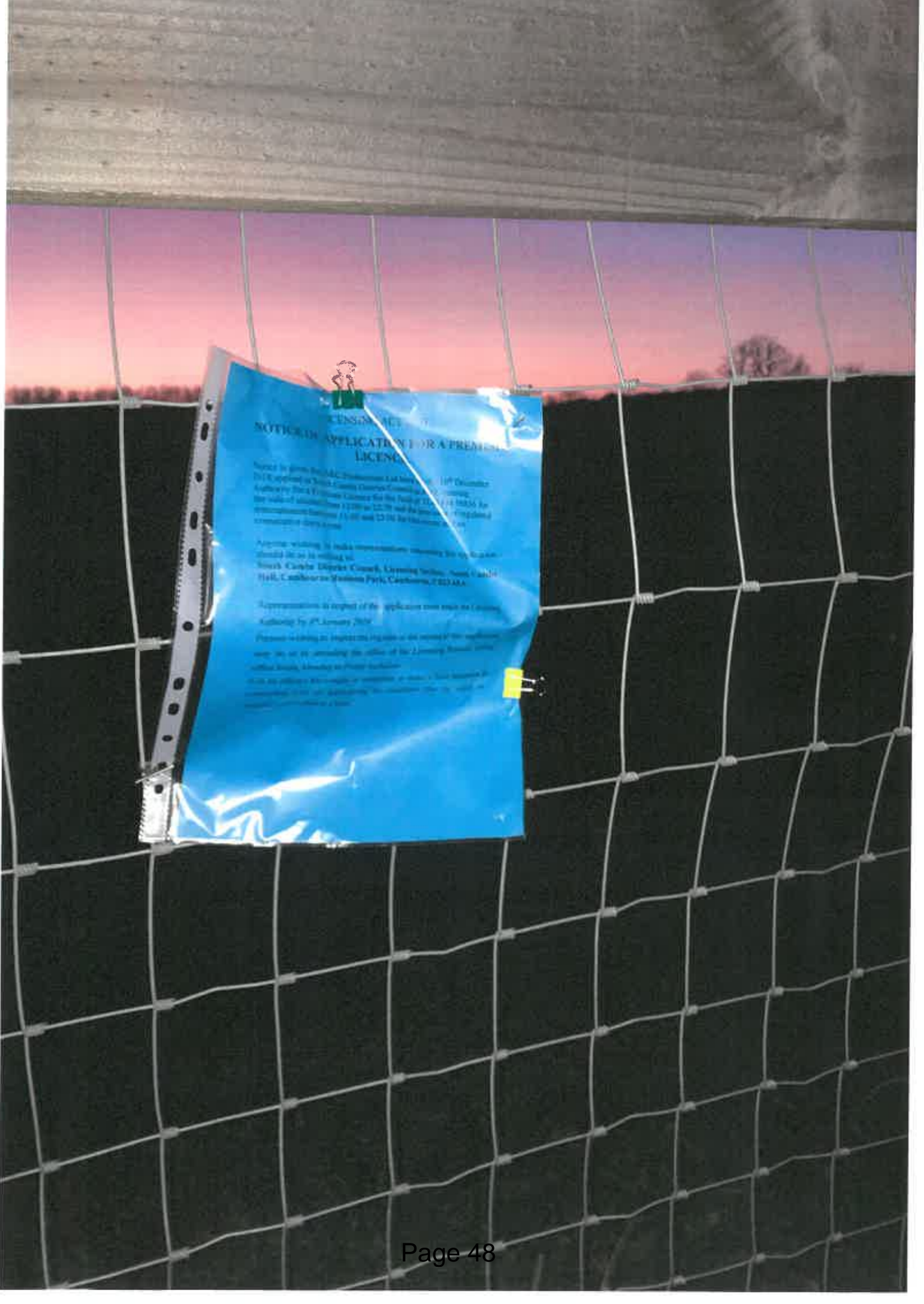
Property

Property Wanted

goodmove
We buy any

4.9/5
★★★★★
stats on
Reviews.co.uk

Vehicles Wanted



NOTICE OF APPLICATION FOR A PREMIUM LICENSE

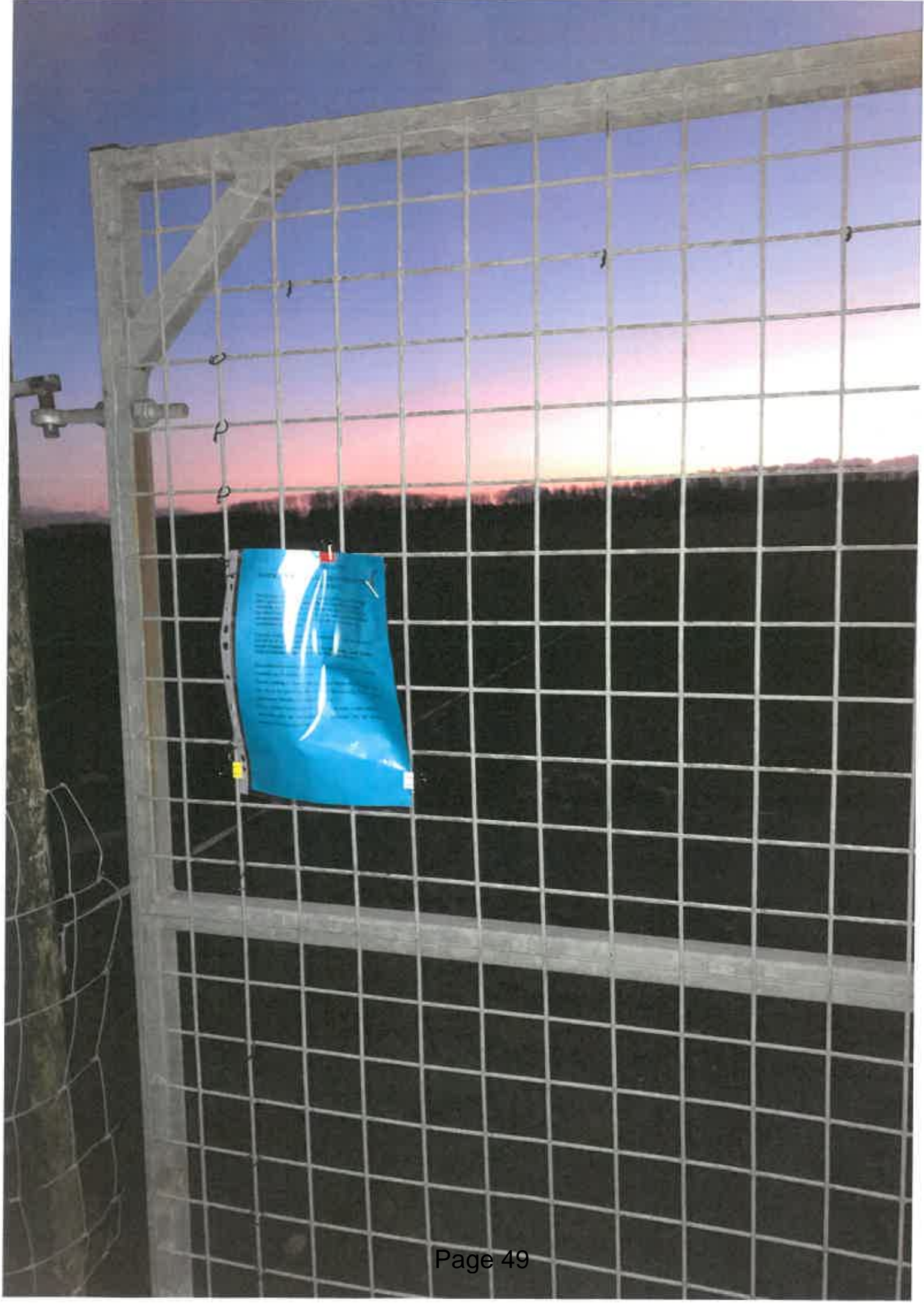
Notice is given that the following application for a Premium License was received at the County Clerk's Office on 11/19/2019. The applicant is requesting a license for the purpose of operating a business in the County of Santa Clara. The license fee is \$100.00 and the application fee is \$25.00. The license will be valid for one year.

Persons wishing to make representations concerning this application should do so in writing to: Santa Clara District Court, Licensing Section, Room 1100, 1144 Hill, San Jose, California 95128.

Representations in respect of this application must reach the County Clerk's Office by 11/23/2019.

Persons wishing to inspect this application or the status of this application may do so by attending the office of the County Clerk's Office during the following hours:

Office Hours: Monday to Friday, 9:00am to 5:00pm. The office is closed on weekends and holidays.



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APPENDIX E





LICENSING ACT 2003

NOTICE OF APPLICATION FOR A PUBLIC LICENCE

1. I, [Name], of [Address], hereby apply for a public licence for the supply of [Type of Alcohol] to be sold by me at [Address] on the premises of [Address].

2. I am applying for a public licence for the supply of [Type of Alcohol] to be sold by me at [Address] on the premises of [Address].

3. I am applying for a public licence for the supply of [Type of Alcohol] to be sold by me at [Address] on the premises of [Address].

4. I am applying for a public licence for the supply of [Type of Alcohol] to be sold by me at [Address] on the premises of [Address].

5. I am applying for a public licence for the supply of [Type of Alcohol] to be sold by me at [Address] on the premises of [Address].

LICENSING ACT 2007

NOTICE OF APPLICATION FOR A PRESBYTERIAN
LICENCE

Under section 10(1)(a) of the Licensing Act 2007, I hereby apply to South Cambridgeshire District Council for the holding of a Public House Licence for the premises known as 111 and 113 Old North Street, Cambridge CB2 3JG.

I am applying for such a licence on the basis that the premises are suitable for such a licence.

South Cambridgeshire Council, Licensing Section, South Cambridgeshire Business Park, Cambridge, CB23 6JG

My application is made in accordance with section 10(1)(a) of the Licensing Act 2007.

I am willing to provide the support of the staff of the premises and to carry on the business of the premises, including the sale of alcohol for consumption on the premises.

I am willing to provide a security deposit of £10,000 to be held by the Council as a condition of the licence, and to provide such other security as the Council may require.

APPENDIX F



Security Report

Strawberries & Creem Festival 2019

Saturday 15th June 2019

Version 1

Author: Lee Richards

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1 INTRODUCTION

- 1.1** The Strawberries & Cream Festival 2019 is a 1-day Music Festival, which takes place, this year, on Saturday 15th June 2019.

The capacity for this site is set at 10,000 visitors, this includes Staff and Artists.

Now in its sixth year, the Festivals music programme is based around cutting edge current music, which attracts a local, and national, audience ranging predominantly between 18 – 30 years of age.

The Festival will take place at Haggis Farm, Barton, Cambridge, CB23 7AT.

Additional day's have been allowed for a load in and load out period.

The Festival will operate between the hours of 12:00pm - 23:00pm.

- 1.2** CN Security Ltd have been contracted by the organisers, S&C Productions Ltd, to provide crowd management and security services for the Festival and as such are responsible for the crowd management operation for activities during the duration of the Festival, located on Haggis Farm, Cambridge.

This Security Report details the operational procedures implemented by CN Security Ltd on behalf of S&C Productions Ltd, in regard to the safety of the visiting audience whilst attending the Festival.

- 1.3** This document and its contents are compiled from information received from the event organisers and the event health and safety representative.

This document and its information will remain fluid prior to the event to allow for any changes or updates received from all parties.

2 AIM

- 2.1** The aim of this Security Report is to communicate and demonstrate to all third party operational agencies involved in the Strawberries & Creem Festival. CN Security Ltd will highlight how the ingress, and egress from, will operate and also, how the event will be efficiently managed, so that attendees and staff have a safe, secure and enjoyable event, with minimum disruption and inconvenience to neighbours and other local concerns.

3 APPROACH

3.1 EXPERIENCE

CN Security Ltd in addition to their underpinning knowledge base has developed many effective operational practices, drawing on their experience in delivering numerous large-scale events, whilst also acknowledging current industry best practice.

Specifically, the legislation and guidance consulted includes the following:

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations (1992)
- The Event Safety Guide (Purple Guide)
- Managing Crowds Safely (HSE)
- The Noise at Work Regulations 2005
- The Guide to Safety at Sports Grounds (Green Guide)
- The Guide to Fire Precautions outdoor events
- Fire safety Risk Assessment – Large Places of Assembly
- Various reports and empirical studies on pedestrian flow and crowd dynamics: Buckinghamshire New University's, Foundation Degree in Crowd and Safety Management.

This enables the Company to provide their staff with an unrivalled breadth of experience, identify training needs and to develop their full potential through our Highfields accredited training programmes.

This level of commitment to our staff ensures industry leading retention and consequently the maintenance of experience in depth.

4 CONDUCT OF OPERATIONS

4.1 AREAS OF RESPONSIBILITY

CN Security Ltd undertakes to produce a Security Report which includes: Ingress and Egress management, Monitoring of the Arena, Bars, Emergency gates and implementing a full or partial evacuation within the event perimeter (In line with the events EMP's (Event Management Plan) Emergency Plan). The management team has extensive experience of running events of this nature, profile and size. Subject to details contained within the Security Report, which is produced by CN Security Ltd under the guidance of the organisers, Strawberries & Creem, once the Security report has been agreed by all parties (SAG) Safety Advisory Group, all agency paperwork will be dovetailed to reflect continuity throughout the plan.

4.2 SCHEDULE SUMMARY

Strawberries & Creem Festival is a 1-day music festival with the show day being Saturday 15th June 2019; it will see various performers' occupying set stages located within the festival site. For further details, please consult the Festivals EMP (Event Management Plan)

4.3 AUDIENCE PROFILE

The audience profile for the Strawberries & Creem Festival is predominantly of student age and older, ranging between 18 – 30 years of age

4.4 HEALTH AND SAFETY

A copy of the company's Health and Safety policy is available upon request.

4.4.1 RISK ASSESSMENT

A written risk assessment identifying risks to company personnel will be produced, in support of this report. This will highlight all associated risks, together with the palliative measures in place to reduce them to the lowest practicable level. The assessment covers all aspects of CN Security Ltd staff's involvement with this event. It will also cover those areas where CN Security Ltd staff's activities could impact on the safety of third parties and where their activities could impact on the safety of CN Security Ltd. The risk assessment has been carried out in accordance with the employer's statutory duties under the Health and Safety at Work act (1974) and complies with the management of Health and Safety at Work Regulations (1992)

4.4.2 HEALTH & SAFETY COMPLIANCE

All CN Security Ltd company personnel and sub-contractors employed by the company will observe the Health and Safety rules and regulations in force on the site, as briefed by the Site Safety Officer and, where required, assist him in enforcing them. A copy of the company's Health and Safety policy is available upon request.

4.4.3 EVENT RISK ASSESSMENT

The Organizer is responsible for the global event risk assessment. It is not covered directly in this documentation; however, it is consulted in the compilation/review of CN Security Ltd.'s risk assessment to ensure that no areas of risk are overlooked.

4.5 CROWD MANAGEMENT

CN Security Ltd are responsible for the security co-ordination of all matters relating to crowd management, under the overall direction of the designated Head of Security and supported by a company management team.

4.6 SHOW STOP PROCEDURE

It is essential that the Emergency Services are aware of who is authorized and designated to Stop the Show in an emergency and what the procedures for doing so are. This is because, under certain circumstances in an emergency, very urgent action may be required to ensure the survival of individual members of the general public.

The Organizer S&C Productions Ltd is responsible for the Overall Show Stop Procedure In line with their EMP (Event Management Plan).

4.7 NEIGHBOURS

Close co-operation between the Event Organisers and the Local Authorities is essential to eliminate unnecessary irritation to local inhabitants and ensure that safety standards for those attending the event are upheld.

4.8 EMERGENCY PLAN

Careful consideration has been given to the arrangements for emergency evacuation. The Emergency Plan, as outlined in Strawberries & Creem EMP (Event Management Plan), has been designed by the Organisers to give the security management team the ability to contain an emergency situation or carry out a local or full evacuation of the event site, as required.

4.9 MAJOR INCIDENT PLAN

4.9.1 Should it be necessary to implement the Major Incident Plan, Security will come under the control of the Senior Police Officer, or emergency service officer responsible for the incident, once the emergency services are in a position to implement the plan in accordance with a Police statement of intent / memorandum of understanding and a transfer of authority being signed off between the site safety officer and the senior police officer.

4.9.2 For the purposes of this event, **Major Incidents** as defined in the Event Safety Guide 2nd Edition as: any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the Local Authority for:

- The initial treatment, rescue and transport of a large number of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the Police;
- The need for the large scale combined resources of 2 or more of the Emergency Services;
- The mobilisation and organisation of the Emergency Services and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people.'

5 CROWD MANAGEMENT ROLES AND RESPONSIBILITIES

5.1 CONTRACTED SERVICES

The company (CN Security Ltd) has been contracted to provide the following:

- Greeting visitors and carrying out searches at site entrance points
- Securing the site perimeter
- Securing work and backstage areas
- Assisting with ingress and egress of site
- Managing the audience whilst on site

- Providing pit management services
- Carrying out roaming site patrols
- Additional relevant duties as assigned and agreed.

5.2 LIABILITY FOR LOST EQUIPMENT

CN Security Ltd will take no responsibility for any equipment not PLACED UNDER DIRECT CONTROL OF SECURITY or (in an identified compound that we have been requested to cover) or for any items that have been mislaid from within the perimeter of the event site.

6 TRAFFIC MANAGEMENT

The traffic management plan is the responsibility of the event organisers Traffic Management Team.

7 SITE LAYOUT

7.1 GRID MAPS

A common grid map of the site needs to be submitted before the event takes place. This will enable all emergency services and all associated authorities to work from common reference points.

7.2 ENTRANCE GATES

There is two (2) public entrance gate from the outer roadway onto the event site, these entrances has been designed to specifically separate the arrival of attendees on foot from the arriving traffic which will enter through a separate designated entrance gate.

Both these gates will be manned and overseen as per the events traffic management plan (TMP)

- **Event Main Entrance 1 – Pedestrians – To the North West of the Site (Grid Ref 5C).**

Also catering for pedestrians approaching from Car Parks & Taxi/Bus drop offs.

Main Entrance Gate will be staffed with S.I.A Licenced Security Staff, who will ensure that the Festivals Admissions Policy is implemented.

7.4 EMERGENCY ROUTES

The Emergency route onto site is via a Farm access lane, off of the A603. Additional routes are allocated if necessary. This is a controlled route and only designated vehicles will be permitted to use it.

7.5 STRUCTURES

Site structures will be identified to allow them to be used as reference points.

8 SECURITY PROPOSALS

8.1 SECURITY CONTROL

A Security controller, will be on site for the duration of the event.

Should a major incident be declared, Security control would co-ordinate the emergency services response and work directly with on-site security until the emergency services were in a position to assume command.

The Security controller is operating under the direction of the events designated safety representative who is responsible for coordinating the Security Control in an emergency.

Security operations will be directed by using a 2-way digital radio system under the direction of the Security Control. Security Control will be co-ordinated by a trained radio operator, who has operated in a control room environment.

The Security Control Room will be located within the event site near to the main entrance (Grid Ref 4C).

8.2 SECURITY CONTROL HOURS OF OPERATION

The Security control will operate from 08:00am – 00:00 on Saturday 15th June 2019

8.3 ELT, CONTROL ROOM & EMERGENCY SERVICES CO-ORDINATION

The Security Controller will be advised of situations or incidents that could affect or raise the alert state, during normal operating conditions. This information will be relayed via Security Control. If an incident raises the alert state or a partial or full evacuation of an area within the Strawberries & Creem Festival site, then the audience rendezvous point, is the open field to the north of the arena. Security will coordinate the initial response, or until depending on the incident or emergency, the designated member of the emergency services can assume control. The Senior Police Officer or senior member of the emergency services, who has primacy for the incident, will assume control in consultation with emergency services liaison team. They will advise where necessary on the course of action required. Where it is decided to carry out a full evacuation of the site, the site security team will coordinate the initial response and implement the Emergency Action Plan. Once sufficient support is received and emergency services are able to assume control, then the security team will follow directions from the senior emergency service person in charge.

8.4 CASH IN TRANSIT/COLLECTION

Separate arrangements will need to be made by Strawberries & Creem Organisers for the collection of any cash on site.

The Police are to be advised if any criminal activity is suspected or if the arrangements in place are observed to be prone to it. If the police are not on site, Security will request that people responsible for money are covered by appropriate insurance, especially if transporting money in transit. Security will assist and advise where requested but **Will Not** be held responsible for any money lost or stolen.

8.5 PASSES

An accreditation system for vehicles and personnel working on site will be in operation over the Load In, Show Day and Load Out. For further details, please consult the events Event Management Plan (EMP)

8.6 CONCESSION OUTLETS

Arrangements will be made for the supervision of the events Bars. Security will be provided once locations and operating procedures are agreed.

8.7 CONDITIONS OF OPERATION FOR CONCESSIONS

All concession vehicles and trader vehicles on site should receive an information pack regarding the conditions of operating within the event site. As guide, the following information should be included:

- evacuation instructions
- site opening times
- curfew times
- firefighting equipment
- access times for re stocking
- pass issue procedures
- numbers of personnel on site
- access points on to site for trader staff
- entrance is subject to a search

All Stall holders must stop trading at a certified time as per the EMP.
There are no outlets providing late night refreshments.

8.8 LOST/FOUND PROPERTY

All lost and found property will be handed in to security control.

All staff will be informed of this procedure as directed by Security Control.

Staff will record items found on a Record Log, held within the Security Control.

Where the item found has additional contents (e.g. bags), the contents are also to be recorded. Any items not claimed after the event will be handed over to the production office (Strawberries & Creem) with copies of the Record Log.

8.9 LOST CHILDREN/VULNERABLE PERSON

In the event of a lost child / vulnerable person, they will be escorted to a designated area with appropriately trained personnel arranged by the organisers and laid out in the organisers EMP.

On arrival, staff are to remain in attendance until the situation has been resolved.

Please see attached Procedure for lost and vulnerable persons.

8.10 ACCIDENTS AND INCIDENTS

8.10.1 Recording Action

All incidents/accidents on site will be recorded by Security Control on a Site Operational Report Log. All information will be available for inspection during the event. Any incidents that must be reported under RIDDOR must be passed to the Site Safety Officer

8.10.2 INVESTIGATIONS

Any incidents or disturbance will be investigated by on site security. Where a crime is committed or suspected, the person will be detained, evidence preserved and persons handed to the police either on site or at a location identified by the local police commander. All security personnel involved in any incident or witness to any incident will complete an incident report form and this will be recorded within our event logs and copies will be available upon request. If such incident requires any personnel to provide a police statement, we shall make the necessary arrangements for that member of personnel to be available to complete a police statement.

8.11 FIRST AID

Security staff will be advised to direct all members of the public requiring medical attention to First Aid and advise site medical teams immediately (Grid Ref C4).

If security request medical assistance in the crowd, a location will be agreed before medical teams are dispatched, so that security can escort them to the incident. Security will also assist with patient recovery back to a safe location.

8.12 STATEMENT OF INTENT/MEMORANDUM OF UNDERSTANDING

Police liaison is required, with procedures being agreed prior to the event. The Police should issue a Statement of Intent/Memorandum of Understanding.

8.13 HANDBOOK/BRIEFING DOCUMENT

A detailed information booklet (Briefing Document) will be produced for all staff working at the Strawberries & Creem Festival.

This will ensure that staff are equipped to provide members of the public with the information they need. The booklet will be given to all staff employed on site and will

detail event times, emergency instructions, code words, responsibilities to the event and include a gridded map of key facilities.

9 SECURITY INFORMATION AND CONDUCT OF OPERATIONS

9.1 MANNING

The total number of security staff employed, can be found in Appendices A. It contains a breakdown of the allocation of staff for this event.

9.2 STEWARDS AND SIA LICENSED STAFF

Either event stewards or, where required by the Private Security Industry Act 2001, SIA licensed door supervisor staff, are deployed to deliver the security and crowd management aspects of the event. Second only to the delivery of a safe and secure experience from arrival on site until departure at the end of the event, the Public's enjoyment is foremost and our main priority for all our staff, is to try and reach the highest standards of customer service.

9.3 EVICTIONS AND EJECTIONS

9.3.1 Response Team Role's & Duties

Mobile SIA licensed response teams will operate within the event footprint, wherever they are needed to help and assist Management/Supervisors as situations, or as, incidents develop.

These staff will initially monitor public ingress at designated points and assist as required with removing any unwanted persons from site.

All response teams will be briefed so that they have a clear understanding of the event and site layout and will remain in contact with security control. The main focus and purpose for the teams is customer safety and enhancement of the customer experience, so it is paramount that all response teams are thoroughly familiar with the location and facilities of all the attractions contained within the event footprint.

9.3.2 Eviction Procedure

If an eviction needs to be carried out the teams will follow this procedure:

- Inform Control of an incident
- Request support from Supervisor and if required additional teams.
- Assess the situation and establish if the incident can be dealt with in an amicable way before the person is ejected
- If an ejection needs to take place, then only SIA staff can carry out this procedure,
- Any person / persons to be ejected are to be chaperoned to the security control to log the person's details and check they are of an appropriate age and are in a

fit state to be ejected, this decision will be made by the CN security ejections manager.

- once a decision is reached then the response team will take the person off site to a safe location. If the offence is of a criminal nature, the person will then be detained at security control to await the arrival of the police.
- Once the ejection process is finished the team must fill out the necessary paperwork.
- If the incident involves more than one team, all teams involved in the incident must return to control and debrief the head of security and fill out the necessary paperwork
- Once all incident reports have been completed copies must be given to festival management team and copies held for the police.
- Managers or Supervisors where possible, must witness how the response teams remove the person from the event arena and support the paperwork issued.
- When removing a person from the event, staff are only permitted to take the person to the external gates of the event site. Once the person is past this threshold, they are considered to be off the property. Any further involvement with the person becomes a matter for the police, as they are on the public highway.

10 OUTLINE MANAGEMENT RESPONSIBILITIES

The management responsibilities detailed below enable the security team to co-ordinate an event as follows:

10.1 HEAD OF SECURITY

- Overall responsibility for crowd management operation
- Liaison with Emergency Services.
- Agree entry and exit routes of public.
- Overall responsibility for all company personnel employed at the event.
- Co-ordination of the response to an emergency.
- Liaison with Event Safety Officer and follow-up operational matters with safety implications.
- Co-ordination with Security Control on incidents and assist as required.

10.2 SITE CO-ORDINATOR

- To observe and supervise all personnel employed by the company.
- To deploy resources to maximum effect.
- To ensure that all equipment required for site is secure and maintained.
- To arrange meals and staff rest breaks.
- To ensure that all equipment is accounted for on completion of job.
- To follow and implement all Health and Safety issues correctly.
- Support the Security Control team as required
- Monitor any potential incidents or areas of concern
- Ensure all personnel are correctly equipped for their area of work.

- Monitor supervisors and assist as required.
- Ensure control room is operational and ready.
- Ensure all staff have correct briefing documents
- To advise and update Head of Security continually throughout event.

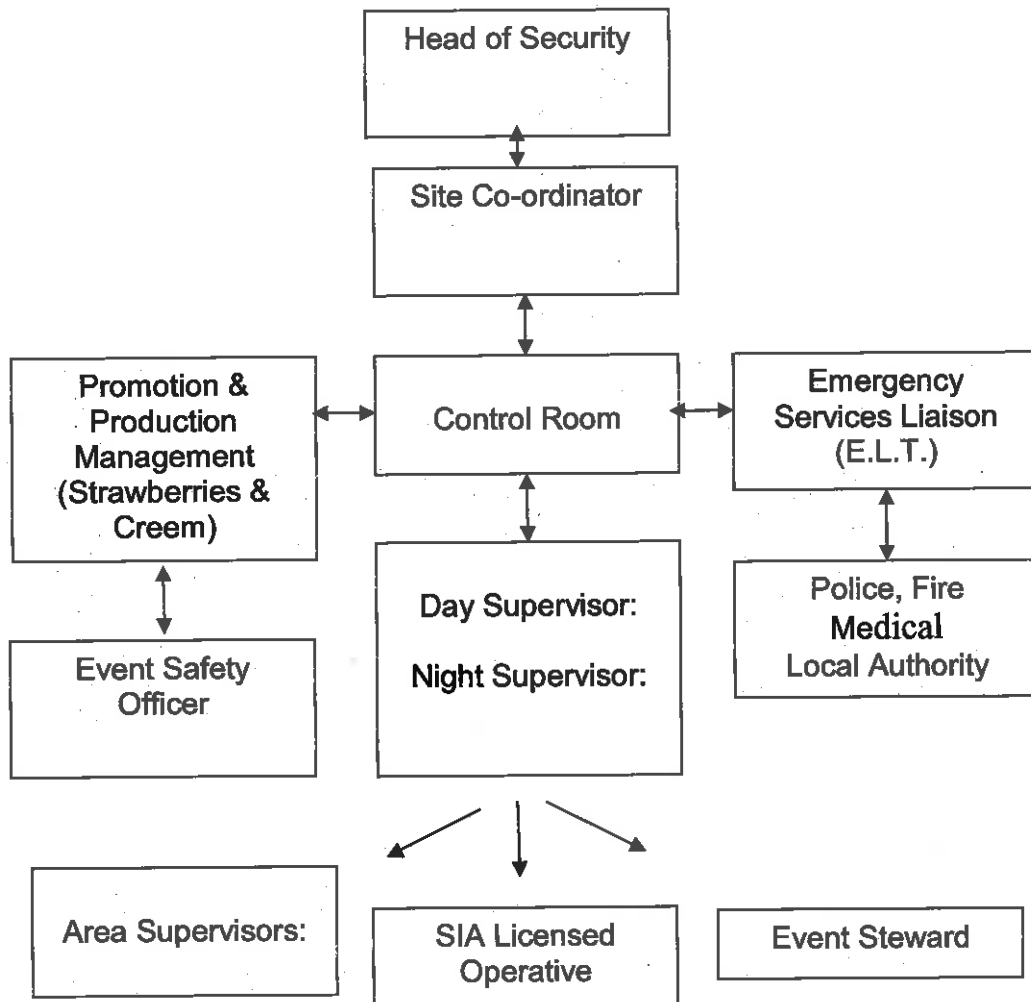
10.3 CONTROL ROOM

- Responsible for overall running of the operations room.
- To supervise radio operators.
- To keep a written events log.
- Co-ordinate and record all vital intelligence regarding each incident and fill out correct paper work
- To pass all reports in priority to the relevant person.
- To maintain all radio equipment and ensure safe return.

10.4 SUPERVISORS

- To supervise dedicated areas on site.
- Co-ordinate an emergency situation in their area.
- Control crowd density and divert pressure to additional areas.
- To arrange breaks for their staff
- To ensure that all equipment is accounted for on completion.
- To follow and implement all Health and Safety issues in their area.
- Support the Security Control as required
- Monitor any potential incidents or areas of concern in their area
- Ensure all personnel are correctly equipped.
- Ensure all personnel have been briefed and have correct briefing documents.
- Report any incidents to security control

11 EVENT MANAGEMENT STRUCTURE



12 INSURANCE DETAILS

C N Security Ltd.

Registered & Office Address:

95 Fengate
The Nurseries
Peterborough
PE1 5BA

Office Tel no: 01733 891 286

Out of Office: 07575 414818

E mail: info@cnsecurity.co.uk

Website: www.cnsecurity.co.uk

Company Number: 08419047

VAT Number: 138412914

Company Insurance Details:

Coversure
27 Albert Street
Rugby
Warwickshire
CV21 2SG

Tel: 0800 3081127

Contact: Naaman Jalees

Policy No. MOV-00000281-2016-300

Limit of Liability:

Employees	£10,000,000
Public / Products	£5,000,000
Inefficacy & Contractual Liability	£5,000,000
Products Inefficacy	£5,000,000
Wrongful Arrest	£250,000
Loss of Keys	£100,000
Financial Loss	£500,000
Fidelity Guarantee	£100,000
Professional Indemnity	£100,000

13 INGRESS

13.1 OPERATIONAL CONCEPT AND RISKS

Normally, the main risks associated with entry into an open arena are crowd related. To ensure safe arrival at the event, it is proposed that the public follow the appropriate signs to the entrance gates.

13.2 GATE MANAGEMENT

The Haggis Farm event site configuration, enables the queuing of large numbers of public.

Separating VIP tickets will enable a smoother entry for all attendees.

Additional lanes and staff will be in place to deescalate crowd build up and prolonged waiting times.

13.3 QUEUE MANAGEMENT

13.3.1 It is intended to use the large pedestrian space around the exterior perimeter of the event site to queue the public, if the need to arises.

13.3.2 A bus service has been arranged by organisers to bring in and collect pedestrians from the event site, the bus arrivals will assist in a steady ingress of pedestrians to the queuing area and search lanes.

13.3.3 There is a large area for queuing from the car park and bus drop off points, there is a contingency to open additional search lanes, should the need arise, or if pedestrian queues become excessive.

13.3.3A We must ensure that all temporary barriers are placed on even ground and create no trip hazards, we must demonstrate extra special care and attention when carrying barriers through crowds.

13.4 SECURITY SEARCHES

All searching personnel will be briefed on the search procedure to be carried out at the point of entry, all attendees will be given a "pat down search" and checked for all prohibited items, searching personnel will be highlighted to the recent incidents involving corrosive materials and will be vigilant for any suspicious items.

13.4.1 Gate Procedures

This is a Ticketed event. A thorough search will be carried out on entrances to the event site as a Condition of Entry.

The Strawberries & Creem Festival 2019 is operating a strict NO alcohol policy at the entrance gates and a ZERO tolerance drug policy.

13.4.2 Offensive Items

Items, which it is considered might be offensive to members of the public, will be refused entry. Event goers, will be advised to return those items of value refused entry, to their vehicles. Items of nominal value will be discarded into bins provided, with the public's agreement.

13.4.3 Arena Capacity

Flow rates will be monitored throughout the day via a handheld clicker system to establish attendance. Security control will request this information and monitor.

13.4.4 Maintaining Emergency Exits During Ingress

- a. The clicker counting system allows the Head of Security to reduce the entry capacity as the Arena fills. Entry lanes are thus progressively closed and their barriers cleared and converted to exit lanes.
- b. All entrance gates can be reversed in an emergency to provide additional egress capacity.

13.5 INGRESS CONDITIONS

The following ingress rules will be applied:

- Admission is by Ticket only and is subject to conditions of entry.
- No cash is to change hands at the gates. (onsite box office)
- No glass or metal containers are to be allowed inside the event site, although provision will be made on the day, for plastic bottles 1 litre and under in size to be allowed access to the site. (All bottles must be sealed on Entry)
- No transport vehicles should be allowed to access or exit via public entry routes whilst members of the public occupy the event arena.
- Disabled entrance is via the main gate.

14 EVENT SEARCH PROCEDURE

14. AMNESTY BINS

Amnesty bins will be placed at strategic positions on the pedestrian route to allow anyone the opportunity to dispose of any substances before reaching the search lanes.

The search bins will be collected and signed for from the Cambridgeshire Police on Friday 14th June by CN Security's head of security the bins with its contents will be signed back to the Cambridgeshire Police after the event.

Any seized contraband during the event will also be placed in the amnesty bins before returning to the police.

14.1 SEARCH POLICY

CN Security Ltd and the Strawberries & Cream Festival have outlined the search requirements for this event.

The objective is to provide a safe environment for members of the public who are attending the event.

All members of the public must agree to be searched as a condition of entry. Refusal to be searched will result in that individual being denied access to the event.

14.2 SEARCH PROCEDURE

14.2.1 Generic Procedures

All security staff operating on entrance gates will comply with the following procedure:

- A strict policy is enforced that only male staff search males and only female staff search females. **There is no exception to this rule.**
- When carrying out searches, staff will identify the following:
 1. Any item that resembles drugs.
 2. All types of weapons including knives
 3. Containers containing alcohol, glass and cans (Subject to Entry Conditions)

14.2.2 Weapons

Should a member of the public be found in possession of one of the items above, the following procedure will take place, if the item is potentially a weapon, the reaction by security staff will depend on its nature. If, for example the item is a small penknife, it would be removed and placed in the amnesty bin. If, however, the weapon is of a size and nature which suggests it may be intended for or used as a weapon, the person will be detained and handed to the police. If any member of staff hands a

person to the police, they will be required to complete the paper work that the police consider necessary to preserve the evidence trail.

14.2.3 Drugs

- a. All members of the public who are found in possession of drugs or a substance that resembles drugs, having been searched as condition of entry to site and ignored the amnesty warnings, will be given the opportunity to surrender the substance, which will be recorded with security control or refused entry. Individuals found to be in possession of large quantities, which could be deemed as intent to supply, will be detained and handed to the police. Staff will complete written statements, as required by the Police to ensure the integrity of the evidence trail.
- b. If members of the public, having entered the event, are then suspected of holding quantities of drugs either for sale or personnel use, they will be removed from site and re-searched. If restricted items are found in their possession, those deemed to have a personnel amount will be denied re-entry, and those with amounts deemed to be with intent to supply, will be handed to the police. Written statements by staff will again be required.

14.2.4 Re-Admission Policy

It has been agreed by the Organisers, that there will be a **NO Re-Admission Policy**. All members of the public who have purchased a ticket, and wish to attend the festival will need to be on site and through the entry gates by 16:00pm.

15 OPERATIONAL MANAGEMENT

15.1 ARENA PATROLS

Security staff will patrol the arena area and monitor any potential crowd pressure areas. Should areas of high density develop, security staff will relieve the pressure by diverting event goers to safer areas, where more space is available.

15.2 BAR AREAS

There are Six-Eight (6-8)TBC public bars, as well as a VIP Bar and Banquet area within the event arena. All bars are monitored by Security, who implement a queuing system at each location. Care must be taken to prevent the queues from blocking off access routes into the arena. Public bars will close at a certified time as per the EMP.

15.3 THE PERIMETER

The perimeter fence around the event site will be patrolled by CN Security Ltd staff, internally and externally. Any areas deemed to be vulnerable will be monitored more regularly.

15.4 MISCELLANEOUS

- a. While the event is open, all toilet blocks within the arena will be monitored by security.
- b. Queues leading to catering units will be monitored by CN Security Ltd, staff to ensure queues do not impede on crowd flow throughout the site.
- c. Entertainment located in additional areas will be monitored by CN Security Ltd, once the event is over, the area will be swept as part of the main sweep of the arena.

15.5 ARENA

15.5.1 Control of the Emergency Road

The emergency route for the event site is accessible via a Farm access lane, off of the A603. Additional routes are allocated if necessary. This is a controlled route and only designated vehicles will be permitted to use it. The layout of the area has been carefully designed.

Staff will be instructed as to the procedures for facilitating emergency vehicles access on to, and off of site. At times, dependent on public movement, these will require an escort by CN Security Ltd response teams.

15.5.2 Facilities

All facilities are contained within the event footprint.

15.6 CONCESSIONS

Response teams will monitor the concessions areas and will report back any incidents to Security Control

15.7 VEHICLE CURFEW

15.7.1 The Requirement

It is intended to place a vehicle curfew around the site, this is to facilitate pedestrian movement on ingress & egress. The time of the implementation will be as per the EMP agreed with the Strawberries Creem Organisers. It will stay in place until the safety officer, in co-operation with the Head of Security, is satisfied the event site is clear of all public.

15.7.2 Medical Considerations

In order to facilitate ambulance movement, while the curfew is in place, CN Security Ltd will deploy response teams to facilitate ambulance movement to and from the

scene of a medical emergency during the vehicle curfew, using the most direct and safest route out of site.

16 EGRESS

16.1 EVACUATION PROCEDURE

The organisers of this event will put in place the following measures and procedures to support safe and effective evacuation of the Festival in the event of a site wide incident.

Evacuation of the entire site is required only in very limited scenarios, these being:

- CCBRN – chemical conventional biological radiological nuclear
- A terrorist bomb with blast effect this would generally require staged evacuations only of certain areas of site

The event management team will be in regular contact with the local authority during all phases of this event.

In the event of a site wide incident or emergency control will be formally handed over to the Police as necessary and event staff will be expected to cooperate with and assist the police at all times in the interest of public safety.

Should it be necessary to evacuate the whole site event staff are expected to follow the show stop procedure and evacuation procedures.

16.2 EMERGENCY EGRESS

The nature of a given incident may require evacuation of the arena as per the show stop an evacuation may be requested by a member of staff but may only be called by the safety manager.

- Using the house PA system, the following announcement will be given:

“It is necessary to evacuate the venue please remain calm and follow the directions of our stewards making your way to the nearest available exit”.

- Further announcements will be made in order to encourage the audience to leave by the designated exit
- MOTP will be asked to leave the venue in an orderly manner
- bull horns will be issued to stewarding staff to enable additional pre scripted messages to be issued as necessary
- Stewards will be positioned at emergency exit points and along walkways in order to assist with a quick and safe egress
- Stages and performance spaces will be swept by security staff and made secure with technical staff checking backstage work areas as they exit

The audience rendezvous point 1 in the event of a site evacuation is the open field to the north of the arena

Unless this rendezvous point is compromised by the emergency then the public will be directed to a point of safety away from the emergency.

16.3 EXIT LOGISTICS AND MANAGEMENT

16.3.1 Exit Routes

The event site will be served by clearly delineated exit routes that will accommodate pedestrian traffic leaving the site in different directions.

It should be emphasized, however, that none of these routes will be fenced or barrier.

16.3.2 Lighting

The organiser will be placing sufficient lighting at each of the exits which shall assist in egress of the site at the end of the evening.

16.3.3 Sweeping the Site Following Egress

On completion of egress, security staff will sweep the arena from the centre outwards to all exits.

17 EMERGENCY AND SAFETY MESSAGES FOR SITE

17.1 STANDBY MESSAGE (CN SECURITY USE ONLY)

Prior to evacuating an area, it may be necessary to alert stewards or security staff over the radio or PA system that an evacuation is about to take place. Where such an announcement needs to be made, the following code phrase should be used:

“Standby for Elvis leaving the building”

17.2 EVACUATION MESSAGE

If an evacuation within the event boundary takes place, the following message will be broadcast to members of the audience:

“It is necessary to evacuate the venue, please remain calm and follow the directions of our stewards, making your way to the nearest available exit.”

17.3 MESSAGE CANCELLATION (CN SECURITY USE ONLY)

If any message is cancelled the following message will be broadcast.

"The previous message for Elvis is cancelled"

17.4 CODE WORDS

Mr. Ash:	Fire/Smoke related Incident (stating location)
Mr. Case:	Suspect Package
Mr Disney:	Lost Child reported
Mr Pluto:	Found Child
Mr Wellhard:	Crowd Disorder
Mr Cross:	Medical
Mr Sheffield:	Knife incident
Mr Weston:	Gun incident

Emergency Plan – build and strike periods

During the build and strike periods, the emergency plan on discovering a fire will be as below:

- A staff rota will be maintained for the duration of the event across all phases
- All staff must ensure they sign in and out on each day
- A megaphone will be stored in the production office
- Fire extinguishers will be checked daily and monitored continually

On discovering a fire the member of staff should use a fire extinguisher if possible (without taking any risks)

If the fire cannot be extinguished or contained the person discovering the fire should then clear the immediate area and inform the safety manager who will use the megaphone to alert everyone on site to the fire stating the following:

"We are evacuating the site please make your way to the rendezvous point immediately"

Once notified of the fire the safety manager will nominate a member of staff to call the fire service who will then meet the fire service on arrival to site.

Once the safety officer has alerted everyone on site to the evacuation they should make their way to the RVP1 at which point the event manager or nominated person will carry out a roll call from the daily sign in sheet.

If someone cannot be located from the roll call the fire service should be notified, calls to the person's mobile phone will be made during this reporting phase.

18 STATEMENT OF INTENT/MEMORANDUM OF UNDERSTANDING

To be added by Local constabulary

Appendices A

Staffing levels to be added

Staffing Levels

2019 Staffing Schedule:

Car Park and Bus & Taxi drop off

Staff Deployment TBC

SITE MAPS

To be inserted

GUIDANCE TO STAFF ON THE GENERAL DUTIES OF A STEWARD

- 1 Stewards are employed to create a safe enjoyable experience and environment for visiting members of the public. CN Security Ltd have a well-established record of supplying professional stewarding services at numerous locations around the country. Our emphasis is firstly customer safety and with that in mind with our primary objective is that all those attending arrive safely, enjoy their day safely and leave safely.
- 2 This is accomplished by providing a professional, proactive, courteous service for those attending events, providing and maintaining a safe environment, responding to emergencies efficiently and assisting the emergency services as required. By operating in accordance with well-proven company procedures and Health and Safety best practice, we achieve our objective consistently and to a high standard.
- 3 It is essential that Security Staff understand the principles and general responsibilities for the health and safety of all those attending the event (including those with disabilities and children). That responsibility extends also to work colleagues, contractors, customers and others, whose safety may be affected by your actions and not least to yourselves.
- 4 By implementing and enforcing the safety management plan efficiently and operating to our core principles, you will be able to carry out your duties with enthusiasm to the high standards we expect as a company. Please ensure that you comply with these basic principles on every occasion:
 - Carry out an initial safety check of your area when you first take up your duties and continue to monitor your work area for any unsafe situations that could cause a Health and Safety problem for members of the public, other staff, and yourself.
 - Assist by directing members of the audience to safe viewing areas. Aim to achieve an even flow in and out of the location in which you are operating.
 - Assist in preventing breaches of safety and ground or venue regulations.
 - Monitor the density levels of the public and recognise any unsafe crowd condition using the square meter rule: Remember if more than three people are standing in one square metre over a large area, contact your supervisor.
 - Be familiar with your working environment, as this allows you to direct members of the public efficiently.
 - Know the location of: **fire points, first aid points, toilet facilities including disabled, catering points, public bars, VIP areas, cash machines, public phone points, merchandise points, alarm points, box office, information points, water points, special needs locations, and emergency services locations.** All of these points are critical when helping members of the public visiting your location. A professional steward takes personal pride in his level of knowledge and providing accurate information to members of the public.

- Ensure that the strategic points [entrance and exit doors] in your area of operation are covered and understand the way they are important to all stages of the operation.
 - Assist in keeping aisles, stairwells, gangways, stairs, and exit doors clear at all times.
 - Monitor your area of operation at all times for overcrowding or signs of distress, Contact your supervisor if you suspect a problem.
 - Know where adjacent fire equipment is located and how to operate it. This knowledge could enable you to save lives in an emergency.
 - Understand the methods used to raise the alarm in an emergency fully and know the location of the alarm points.
 - Understand the emergency procedures and your role in their implementation. Ensure you have a copy of the emergency procedure in use on every occasion you go to work.
 - Make yourself familiar with potential fire hazards and suspect packages so that you can recognize them reliably and know the correct way to report them to your supervisor.
 - Monitor and report any incident or potential problem, including any defect or potential danger to members of the public.
 - Comply with any instruction given to you by your supervisor or any request by a member of the emergency services.
 - Be familiar with your role in an emergency situation. Know and understand your evacuation routes and those routes down which you will direct members of the public.
 - Assist the emergency services if necessary and as required.
 - Know the location of your RV Point. It is important if an emergency situation develops that you report here as soon as you have finished assisting in the emergency situation. Failure to report to the RV Point may require the diversion of emergency resources to establish your whereabouts and safety.
 - Know the location of your nearest first aid point
5. Ultimately by knowing this information when you are working on any assignment, you will be able to conduct your job more efficiently and professionally.
6. Stewards must have a thorough understanding of the internal access control system in place. If you are unsure speak to your supervisor. If an accreditation system is in place you are required to enforce it at all times. Regardless of advice you may have received to the contrary, at no time are you to be impolite. It should be remembered, you can never be certain to whom you are talking. At all time you must be polite and courteous. If the situation cannot be resolved and de-escalated, a supervisor must be called.
6. All stewards are to remain at their place of work, unless given a break by their supervisor. It is important at the end of an evening that staff do not leave their position, unless stood down by their supervisor.

GUIDANCE TO STAFF ON THE GENERAL DUTIES OF SIA LICENSED STAFF

- 1 Security staff are employed to create a safe enjoyable experience and environment for visiting members of the public. CN Security Ltd have a well-established record of supplying professional stewarding services at numerous locations around the country. Our emphasis is firstly customer safety and with that in mind with our primary objective is that all those attending arrive safely, enjoy their day safely and leave safely.
- 2 This is accomplished by providing a professional, proactive, courteous service for those attending events, providing and maintaining a safe environment, responding to emergencies efficiently and assisting the emergency services as required. By operating in accordance with well-proven company procedures and Health and Safety best practice, we achieve our objective consistently and to a high standard.
- 3 It is essential that Security Staff understand the principles and general responsibilities for the health and safety of all those attending the event (including those with disabilities and children). That responsibility extends also to work colleagues, contractors, customers and others, whose safety may be affected by your actions and not least to yourselves.
- 4 By implementing and enforcing the safety management plan efficiently and operating to our core principles, you will be able to carry out your duties with enthusiasm to the high standards we expect as a company. Please ensure that you comply with these basic principles on every occasion:
 - Under the Private Security Industry Act, door supervisors must have a valid license to practice, issued by the Security Industry Authority. It is a criminal offence to work as a door supervisor if you do not have a licence.
 - All SIA licensed staff must have their SIA License visible at all times, if you are unable to display your license or have lost or forgotten it, you will not be able to work in a security position. You may be offered work as a steward or be asked to leave site
 - Carry out an initial safety check of your area when you first take up your duties and continue to monitor your work area for any unsafe situations that could cause a Health and Safety problem for members of the public, other staff, and yourself.
 - Assist by directing members of the audience to safe viewing areas. Aim to achieve an even flow in and out of the location in which you are operating.
 - To assist in preventing breaches of safety and ground or venue regulations.
 - In carrying out your duties, you may need to refuse entry, search, evict or even in certain circumstances arrest people
 - If you are required to conduct a search, you are to comply with the following simple rules.
 - You must obtain permission from the person you wish to search

- male members of staff to search males only
 - females members of staff to search females only
 - ask members of the public to open their bags for you, do not open them yourself
 - do not place your hands into pockets or bags
 - feel and look from the outside.
 - If you need to examine an item from a bag, ask the owner to remove it for you.
- If it is necessary to use force when dealing with an incident, you will need to complete an incident report detailing:
 - what happened
 - where the incident took place
 - the date and time of the incident
 - if and when the police were called
 - who was involved
 - the details of any witnesses
 - why the incident happened
- If a person refuses to be searched the supervisor is to be informed. Security staff may only legally search with the consent of the person being searched. If a person refuses to be searched, the only course of action permitted is to deny them access to the venue, as submission to search is a condition of entry. You may however draw the Police's attention to the refusal if considered appropriate in the circumstances.
- Monitor the density levels of the public and recognise any unsafe crowd condition using the square meter rule. Remember if more than three people are standing in one square metre over a large area, contact your supervisor.
- Be familiar with your working environment as this allows you to direct members of the public efficiently.
- Know the location of: **fire points, first aid points, toilet facilities including disabled, catering points, public bars, VIP areas, cash machines, public phone points, merchandise points, alarm points, box office, information points, water points, special needs locations, and emergency services locations.** All of these points are critical when helping members of the public visiting your location. A professional steward takes personal pride in his level of knowledge and providing accurate information to members of the public.
- Ensure that the strategic points [entrance and exit doors] in your area of operation are covered and understand the way they are important to all stages of the operation.
- Assist in keeping aisles, stairwells, gangways, stairs, and exit doors clear at all times.
- Monitor your area of operation at all times for overcrowding or signs of distress, Contact your supervisor if you suspect a problem.
- Know where adjacent fire equipment is located and how to operate it. This knowledge could enable you to save lives in an emergency.
- Understand the methods used to raise the alarm in an emergency fully and know the location of the alarm points.

- Understand the emergency procedures and your role in their implementation. Ensure you have a copy of the emergency procedure in use on every occasion you go to work.
- Make yourself familiar with potential fire hazards and suspect packages so that you can recognize them reliably and know the correct way to report them to your supervisor.
- Monitor and report any incident or potential problem, including any defect or potential danger to members of the public.
- Comply with any instruction given to you by your supervisor or any request by a member of the emergency services.
- Be familiar with your role in an emergency situation. Know and understand your evacuation routes and those routes down which you will direct members of the public.
- Assist the emergency services if necessary and as required.
- Know the location of your RV Point. It is important if an emergency situation develops that you report here as soon as you have finished assisting in the emergency situation. Failure to report to the RV Point may require the diversion of emergency resources to establish your whereabouts and safety.
- Know the location of your nearest first aid point

5 Ultimately by knowing this information when you are working on any assignment, you will be able to conduct your job more efficiently and professionally.

GUIDANCE TO STAFF ON RESPONSE TEAM DUTIES

EVICIONS AND EJECTIONS

1.1 Response Team Role

Mobile SIA licensed response teams will operate round the festival site, wherever they are needed to help and assist zone managers and supervisors as situations or incidents develop. These staff will initially monitor public ingress at designated gates and assist as required with removing any unwanted persons from the site. Once ingress is complete the teams will focus on internal areas and monitor for crime, overcrowding, vulnerable isolated areas, toilets, and stalls, concession areas.

1.2 Response Team Duties

All response teams will be briefed so that they have a clear understanding of the festival layout and will remain in contact with security control. The main focus and purpose for the teams is customer safety and enhancement of the customer experience, so it is paramount that all response teams are thoroughly familiar with the location and facilities of all the attractions contained within the festival.

1.3 EVICTION PROCEDURE

a. If an eviction needs to be carried out the teams will follow this procedure:

- Inform Control of an incident
 - Request support from Supervisor and if required additional teams.
 - Assess the situation and establish if the incident can be dealt with in an amicable way before the person is ejected
 - If an ejection needs to take place, then only SIA staff can carry out this procedure,
 - Any person / persons to be ejected are to be chaperoned to the security control to log the person's details and check they are of an appropriate age and are in a fit state to be ejected, this decision will be made by the CN security ejections manager.
 - once a decision is reached to eject a person then the response team will take the person off site to a safe location. If the offence is of a criminal nature, the person will then be detained at security control to await the arrival of the police.
 - The event organisers have agreed to pay the cost for a taxi for anyone being ejected from site who is unable to leave on their own.
 - Once the ejection process is finished the team must fill out the necessary paper work.
 - If the incident involves more than one team, all teams involved in the incident must return to control and debrief the head of security and fill out the necessary paperwork
 - Once all incident reports have been completed copies must be given to festival management team and copies held for the police.
 - Managers or Supervisors where possible, must witness how the response teams remove the person from the event arena and support the paperwork issued.
-
- Inform control and manager of an incident
 - Request support from manager and if required additional teams

- **Assess the situation and establish if the incident can be dealt with in an amicable way before the person is ejected**
- **If an ejection needs to take place then only SIA staff can carry out this procedure, once a decision is reached then the response team will take the person off site.**
- **Once you have finished an ejection the team must report back to security control and fill out the required paper work, including an incident report, and any witness details.**
- **If the incident involves more than one team all teams involved in the incident must return to control and debrief the site coordinator or head of security.**
- **Once all incident reports have been completed copies must be given to festival management team and copies held for the police.**
- **Manager where possible must witness how the response teams remove the person from the festival arena and support the paperwork issued.**



LOST & FOUND CHILD/VULNERABLE PERSON PROCEDURE

1. Introduction

CN Security is fully committed to creating an environment which allows children to flourish and enjoy themselves in safety and free from fear. We are also committed to protecting our staff from unfounded accusations, through processes and procedures, which ensures that they are not placed in a situation where they might be compromised. As part of our recruitment and monitoring processes and the nature of our operation it makes it highly unlikely that we would employ someone who might harm children or enable inappropriate behavior to take place unnoticed.

In general CN Security's business is to provide security & stewarding staff to events. In practice, where the care and supervision of young people is concerned, the Company's usual role is in support of child protection policies and procedures put in place for individual events by those contracting its services. Typically this may include escorting lost children to facilities set up by the organisers to be re-united with their parents. These facilities will usually be staffed by qualified trained staff with the required enhanced CRB checks.

We are however committed to absolute vigilance in this regard and are committed to ensuring as a first priority that any child is removed from any potential risk and secondly that any suspicious behavior or wrongdoing is reported to the appropriate authorities and where reasonable grounds exist to do so, to take disciplinary action, terminate employment and support legal action as appropriate to the circumstances.

No individual member of staff is any more likely than another to encounter the requirement to escort children in this situation and the requirement is very infrequent. With this in mind and the fact that the security licensing process involves a basic CRB check, it is not considered necessary to require staff, which may occasionally be called on to escort children, to have other than a valid SIA licence. Should staff be allocated or considered for duties which involve the care of children specifically to their main duties, then consideration will need to be given to allocating staff to those roles, who have had enhanced CRB checks. This decision should be made in full consultation with the event organiser and be based on a written risk assessment.

The other situation where special arrangements may be required by the organiser is when staff are conducting routine security body searches as part of entry checks to an Event, where the artist is likely to attract a younger, usually teenage and perhaps female audience. These checks are always conducted in a public area, where there are other staff and members of the public close at hand. They should not require special personal checks of staff beyond holding an SIA licence, however some clients may decide that they require staff with an enhanced CRB check.

2. Principles

To reduce any potential risk to staff and children, the following rules are to be followed:

- In general physical searching of minors (e.g. pat down) should be avoided if the security threat allows.
- Security staff have no right to search anyone, therefore the consent of the person to be searched and their responsible adult should be sought before carrying out a search. Entry to a venue may however be denied to anyone declining to be searched and the Police informed of the refusal.
- When a child needs to be escorted somewhere (e.g. taking a lost child to the organiser's welfare), the child is to be accompanied by two members of staff of which one must be licensed. In the case of a female minor, at least one of the accompanying officers is to be female.
- If a physical search is required of a minor for any reason, it should ideally be conducted in the presence of a responsible adult (preferably parents) known to the minor and always with two members of security staff present.
- Only male staff may carry out a physical search of male minors and female staff of female minors.

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3. Procedure

These procedures outline CN Security Ltd actions to be followed in the event of a lost/found child or Vulnerable Person.

Found Child

If any member of staff comes across a child/vulnerable person who is lost/confused at an event it is important that they follow the procedures in place as the child or vulnerable person may be in surroundings unfamiliar to them, so it is important that they contact control, then find the closest supervisor who will be able to assist them. If using a radio the correct code to use is 'Disney' (Child without parent). Never put child/person's name over the radio.

Attempt to calm the situation down. If required, reassure the child/vulnerable person and always communicate at their level, i.e. bend/crouch down so your heads are at the same level so you can look eye to eye, DO not lean over them as this can be very intimidating. Remember they are likely to be scared and frightened so speak to them softly in a lowered voice.

Once the Supervisor is with you try and establish the appropriate following information:

- The child/persons full name
- How old are they?
- What school they go to?
- The names of their parents/guardians or close relative who came with them.
- How did they get to the event? (Car, Bus, Taxi, Train or on Foot)?
- Do they know their home address?
- Do they know a phone number we can contact their parents/guardians or a close relative on?
- Was they told to go to a certain point if they got lost.

If you have a problem with communication (language) contact the control room for advice, we may have a member of staff who can speak this language.

Do NOT under any circumstances give children reassuring hugs or cuddles.

Do NOT escort the child yourself to the Lost/Found designated area, two people must escort the child (ideally one male and one female) one MUST be an SIA licensed operative.

The supervisor should radio the control room making sure they are aware that a child has been found, if the child is in obvious distress make the control room aware so that the police can be contacted immediately.

If a member of public approaches you to claim the child/person, make sure you are satisfied as to their identity, you may ask for identification.

If you are in any doubt, or if the child/person's behaviour or demeanour gives you any cause for doubt contact the Police for advice.

Make sure that the missing persons log (CNS/Event-Form/CNS.009) has been completed and forward to the office for filing.

Lost Child

If any adult reports their child missing you must immediately contact control or your nearest supervisor. If using a radio you must use the correct code 'Pluto' (Parent/Guardian without Child/Person). Never put the child/person's name over the radio.

Supervisor must inform the control room giving details of the missing child/person's.

Control room should output a message with child/person's description.

Control room should find out from police if a lockdown will take place.

If a lockdown is confirmed no one is allowed to leave the premises that have a juvenile until it is clear that this is not the missing child.

Any vehicle leaving must have their boots checked until a stand down has been given.

Security/Supervisor to try and obtain the following information from the person reporting the missing child/vulnerable person.

- What is the name of the lost child / vulnerable person?
- What is the age, height, hair colour, style etc.?
- What are they wearing or carrying?
- Do they have a picture of the missing child / person?
- Where were they last seen?
- How did they arrive at the venue?
- Does a relative live nearby?
- Have they seen a relative, friend or neighbour at the event (make control immediately aware so that can decide if they want to put out a PA announcement to these person's with no personal detail.
- Ask if the child has any allergies or infirmities.
- Is the child taking any medication? When is the next medication due?
- What is the effect of not taking the medication on time?
- Is there any domestic dispute involving custody of the child?
- Was the child/person told to go to a certain point if got lost at the event?

When the child/person has been found the stand down must be given immediately to all the staff.
If the child/person is not collected or cannot be found Security control will liaise directly with the Police for assistance.

Make sure that the missing persons log (CNS/Event-Form/CNS.009) has been completed and forward to the office for filing.

Procedure Reviews				
Revision	Description of Modifications	Prepared By	Approved By	Issue Date
1	N/A First Issue	Matthew Young	Cary Nightingale	01/06/2013

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CN Security Ltd.

STEWARDING/SECURITY RISK ASSESSMENT

Version 1

4th January 2019

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Introduction

- 1.1 CN Security Ltd provides stewarding/security services to the live events industry and in keeping with good health and safety practice has undertaken risk assessments for the services they provide.
- 1.2 This document assesses the risks for the typical activities undertaken whilst stewarding/security a live event, in order to provide the necessary safety and environmental precautions.
- 1.3 This risk assessment has relied on extensive knowledge and experience of the application of The Event Safety Guide, the Health and Safety at Work etc Act 1974, The Guide to Fire Precautions in Existing places of Entertainment and Like Premises, the Fire Safety Guide to Outdoor Events and Venues, The Guide to Safety at Sports Grounds, The Guide to Managing Health & Safety for Exhibitions and Events (AEO), British Standard BS 8406:2003 Event Stewarding and subsequent HSE Guidance notes on live events. It is, however, recognised that these documents are not wholly appropriate to this activity. In common with all such activities, a practical, pragmatic and realistic approach has been taken.
- 1.4 This risk assessment also takes into account the experience gained from the involvement in numerous similar activities undertaken across the UK.
- 1.5 These risk assessments may not be final and a more detailed analysis of the risks may have to be undertaken once more information is available, but they do provide an indication of the appropriate control measures for a live event.
- 1.6 For each individual assignment, it is important that an event specific risk assessment is undertaken to review the applicability of these generic assessments and to identify specific hazards associated with the event, venue and audience. The review will form the basis of the stewards briefing at each event.

Risk assessment introduction

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

Risk Assessments and method statements together with details of relevant insurances have been sought from the various contractors and suppliers to CN Security Ltd and have been taken into consideration when drafting this document.

In undertaking risk assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk

- 2.5 The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below. CN Security Ltd management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicate where additional controls are required or where special attention should be given. For the avoidance of confusion - the columns of the risk rating sections are headed $S \times L = R$. S is for "severity" and is given in the first column. L is for "likelihood" and is indicated in the second column.
- 2.6 The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar events.
- 2.7 A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During the event a process of continuous assessment and reassessment will be undertaken by the CNS Security Manager to ensure appropriate risk controls are put in place should situations develop which are not covered within this assessment.

- 2.8 For all events, an event specific assessment should be undertaken in order to identify hazards specific to the event type, audience size and demographic and venue. The findings of the generic risk assessment and the event specific risk assessment should be incorporated into the stewards briefing.

Risk Assessment Matrix for Personal Injury

		SEVERITY					
		Multiple Death	Single Death	Major Injury	'3 day' Injury	Minor Injury	None
		10	8	6	4	2	1
LIKELIHOOD	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	Very Unlikely 1	10	8	6	4	2	1

Notes:

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

'Major Injury' shall be as defined in RIDDOR

Key to Shading

100	Level of risk is unacceptable.
24	Level of risk may be tolerable. Seek to reduce level of risk.
12	Level of risk is acceptable

Definition of likelihood classes

Certain	10	Has happened before and is expected to happen on this occasion
Very Likely	8	Has happened before and is very likely to happen on this occasion
Probable	6	Has been known to occur before and is likely to happen on this occasion
Possible	4	Has been known to occur before and it may happen on this occasion
Unlikely	2	Has been known to occur before but no reason to suggest that it will happen on this occasion
Very Unlikely	1	Has never happened before and there are no reasons to suggest it will happen on this occasion

Abbreviations Used In Assessments

P = Public/Event Visitors
S = CN Security Ltd Staff & Contractors

Hazards Relating to Event Type	G-1 Hazard identification to be undertaken for each event	P,S	TBC	TBC	TBC	<p>CN Security Ltd to ensure that the client provides a detailed brief on the nature of the event and identifies hazards specific to the event type.</p> <p>CN Security Ltd to request sight of any Risk Assessments undertaken by the client for the event.</p> <p>Hazards identified are to be reviewed in the light of CN Security Ltd activities at the event and control measures introduced as appropriate. Where no significant additional hazards are identified the control measures in this generic assessment are to be applied.</p> <p>Event specific hazards and control measures are to be incorporated into the stewards briefing process.</p>	Task specific review	
Hazards relating to Audience at Specific Event e.g. Audience size, Audience age, Gender split, Demographic, cultural behaviour	G-2 Hazard identification to be undertaken for each event	P,S	TBC	TBC	TBC	<p>CN Security Ltd to ensure that the client provides a detailed brief on the anticipated audience specific to the event.</p> <p>Hazards identified are to be reviewed in the light of CN Security Ltd activities at the event and control measures introduced as appropriate. Where no significant additional hazards are identified the control measures in this generic assessment are to be applied.</p> <p>Audience specific hazards and control measures are to be incorporated into the stewards briefing process.</p>	Task Specific Review	
Hazards Relating to Venue	G-3 Hazard identification to be undertaken for each event	P,S	TBC	TBC	TBC	<p>CN Security Ltd to ensure that the client provides a detailed brief on the venue and identifies hazards in respect of the venue in both normal use and emergency evacuation conditions.</p>	Task Specific Review	

Stewards numbers	G-4	Insufficient stewards <i>Major crowd disorder</i>	P, S	8	4	32	<p>CN Security Ltd to ensure that the client provides a detailed brief on the emergency evacuation procedures if appropriate.</p> <p>CN Security Ltd to request sight of any Risk Assessments undertaken by the client for the venue.</p> <p>Hazards identified are to be reviewed in the light of CN Security Ltd activities at the event and control measures introduced as appropriate. Where no significant additional hazards are identified the control measures in this generic assessment are to be applied.</p> <p>Venue specific hazards and control measures are to be incorporated into the stewards briefing process.</p>	4	4	16	Stewarding Plan to detail steward locations, numbers and the location of Supervisors
Stewards competence	G-5	Untrained, inexperienced stewards	P, S	8	4	32	<p>All stewards to be trained to an appropriate level.</p> <p>Supervisors to monitor individual steward's performance.</p> <p>CV's/references of all new stewards to be checked before they start work on an event.</p> <p>CN Security Ltd will maintain a complaints management system whereby all reported complaints can be cross-related to an individual if appropriate and, where considered necessary, the appropriate disciplinary action may be taken.</p>	4	4	16	The appropriate police/SIA checks to be undertaken when deemed necessary.

F-1

Electrical equipment and tools	G-6	Electrical shocks and burns <i>Death, Major injury</i>	S	8	4	32	All power supplies provided by CN Security Ltd to be installed and certified as appropriate by a competent person. Use of 110v or battery tools where practicable. Portable tools, etc to be examined and certificated.	8	2	16	It is unlikely that CN Security Ltd will supply or use electrical equipment for the majority of events.
Storage of material and equipment	G-7	Falls, trips vehicle collision <i>Major injury</i>	P, S	4	4	16	Safe storage areas to be identified within event site in advance. Staff to steward as necessary areas that the public/visitors have access to or where there is a significant risk of vehicle collision.	4	2	8	
Welfare and First Aid	G-8	Lack of Welfare and First Aid Provisions <i>Trauma & stress</i>	S	4	4	16	CN Security Ltd to verify details of First Aid provision for event with client. CNS Security Manager to ensure that a designated First Aider is identified. Call emergency services if a member of the public is injured. If working out of hours, access to the sanitary facilities should be arranged by the CNS Security Manager with the venue management.	4	2	8	If a significant risk of injury is identified the CNS Security Manager will arrange for a location Paramedic.
Lack of protection for hands and feet	G-9	Crushed hands, broken/crushed fingers and hands/feet <i>Over Three-day injury</i>	S	4	6	24	CNS Security Manager to be responsible for ensuring that all staff have the appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and will ensure the exclusion of all other persons from areas where PPE is required.	4	2	8	

Manual handling	G-10 Back injuries, strains, sprains etc <i>Long term back injury</i>	S	6	6	36	CN Security Ltd staff are not generally required to undertake lifting operations. All lifting operations to be supervised by an experienced competent person. Recommended kinetic lifting techniques to be used at all times. Appropriate design of equipment. Pit crew likely to be required to lift persons over the barrier are to be trained in appropriate techniques.	6	2	12	
Noise	G-11 Hearing damage.	P, S	4	4	16	Work areas where noise expected to exceed 80dB (A) to be identified and signed by Client/Venue. CNS Security Manager on site to advise staff accordingly and provide appropriate hearing protection. Shift system to be operated behind the front of house barrier. Stage area including pit and wings to be clearly signed as a hearing protection zone. Disposable hearing protection to be made available stage left & right. Pit area to be signed as a mandatory hearing protection zone.	4	2	8	CNS Security Manager or nominated person is to carryout a noise risk assessment Refer to HSG 260 Sound Advice
Lighting	G-12 Insufficient visibility for working <i>Accidents/collisions</i>	S	6	6	36	Pit staff to enforce no entry to pit if no hearing protection is being worn. i.e. Photographers, medics etc. All pit staff to be briefed to wear hearing protection.	6	2	12	Ensure adequate lighting levels if working during hours of darkness.

Use of Work Equipment	G-13 Injury to employees <i>Major, minor injury</i>	S	6	6	36	Consider provision of torches to key stewards where appropriate. All work equipment to be suitable and sufficient for its intended purpose. All work equipment to be regularly maintained/serviced so as to be in efficient working order. All staff using work equipment to be properly trained in its use. Parts of work equipment deemed dangerous to be adequately guarded. All work equipment to be stable and secure with sufficient light to enable easy use. CNS Security Manager to monitor	6	2	12	
Personal Protective Equipment (PPE)	G-14 Inappropriate use of or absence of PPE <i>PPE must be considered as a last resort, where risks posed cannot be controlled by any other means</i>	S	8	6	48	All full time members of staff will be provided with the appropriate PPE when required. All staff using PPE will be trained by a competent person in its use. The CNS Security Manager will ensure that all staff required to wear PPE adhere to the safe working practices as detailed by the manufacturer.	8	2	16	PPE to be provided may include: All weather High Viz coats, Ear defenders, gloves, hard hats, safety boots.
Waste management	G-15 Waste becoming an ignition source or stored in fire exits <i>Fire, damage to property and equipment</i>	S, P	8	6	48	The CNS Security Manager will ensure that the Event Organiser receives the sites waste management procedures. The CNS Security Manager to ensure that excessive amounts of waste are not allowed to build up. The CNS Security Manager/Event Organiser to ensure that fire exits are never obstructed.	8	2	16	

Staff working long hours, without adequate breaks	G-16	Fatigue, lack of concentration, reduction in spatial awareness <i>Increased risk of personal injury</i>	S	6	4	24	CNS Security Manager will monitor all working staff and their hours worked. Initial stewarding plan to determine minimum number of stewards required on site to account for event duration, planned activities and welfare/meal breaks. Maximum shift 12 hours, not to be exceeded without the permission of the Head Steward. CNS Security Manager to ensure that adequate rest and meal breaks are taken.	6	2	12	
Consumption of Alcohol & Drugs	G-17	Reduction of stamina, disorientation, incoherence, lack of judgement <i>Increased risk of personal injury</i>	S, P	6	6	36	All staff to be advised prior to their arrival on site that the consumption of alcohol and the taking of recreational drugs are prohibited by CN Security Ltd. The CNS Security Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs.	6	2	12	
Out of hours working	G-18	Stewarding staff being locked in buildings/rooms, no access to welfare facilities. <i>Trauma, stress</i>	S	2	4	8	The Event Organiser to advise the CNS Security Manager of out of hours working 24 hours in advance. Welfare facilities to be left accessible. Emergency egress routes to be left open. Emergency contact off-site available.	2	2	4	
Lone working	G-19	Staff becoming lost on site <i>Stress & trauma</i>	S	6	4	24	The CNS Security Manager will arrange for a reliable communications device (radio, mobile phone) to be made available to all lone workers. If staff needs to visit isolated areas that they are unfamiliar with, the CNS Security Manager will arrange for an experienced guide to accompany them.	4	2	8	
Work Related Stress	G-20	Long term trauma	S	4	6	24	The CNS Security Manager to monitor staff regularly for stress related symptoms such as	4	4	16	

Fire and Emergency	G-11	Emergency evacuation <i>Death, major injury</i>	S	10	4	40		10	1	10	No Smoking unless in a designated smoking area
Environment - Weather Conditions	G-18	Adverse weather causing hazards, i.e. ice, high winds, heavy rain, snow Exposure to extreme weather conditions - Hypothermia, heat exhaustion, sunburn	S, P	6	4	24		6	2	12	All weather clothing will be provided when necessary.
Environment - Insects, Animals	G-19	Insect/Animal Bites	S,P	4	4	16		4	2	8	
Site Clearance	G-20	Cuts and puncture wounds. <i>Three-day injury</i>	P, S	4	4	16		4	2	8	

hostility, loss of self-esteem, anxiety, feelings of helplessness and loss of concentration.
 Staff workload to be monitored to ensure they do not exceed the individual's capacity or ability.
 Prior to the first day on site the CNS Security Manager will be provided with a copy of the event Emergency Evacuation Procedures.
 All staff working on site will be instructed in these procedures before the work activity commences.
 The CNS Security Manager will have an operational mobile phone/radio and emergency services contact details with him/her at all times.
 In the event of severe weather, which constitutes a severe risk to the health and safety of those on site, the CNS Security Manager will have the authority to stop all activities until conditions improve.
 Access to suitable and sufficient welfare facilities and drinking water.
 Use of sun block etc.
 Insect bites to be referred to event first-aid facility where appropriate.
 CNS Security Manager to review control measures for events where animals are present.
 Site to be thoroughly cleared by client prior to public congregation and after site clearance/get-out.
 Any CN Security Ltd staff required to litter pick should be provided with suitable pick up tools and gloves. All persons involved should be made aware of the potential health risks.

Public participation	G-21	Members of the Public/Visitors being invited to become involved in entertainment activity <i>Three-day injury</i>	P	6	6	36	The Event Organiser will ensure that the risks associated with the given activity are fully explained to the members of the public. The physical suitability of the participant will be assessed by a competent person. All activities will be supervised by a competent person. CNS Security Manager to monitor	6	2	12	
Members of the public/visitors under the influence of alcohol/drugs	G-22	At many events alcohol is made readily available which can lead to intoxication.	P, S	4	6	24	The CNS Security Manager prior to the event should identify the 'Audience Profile' No staff to work alone at event where intoxication has been identified as an issue The CNS Security Manager will inform all staff if there is a risk of significant drunken behaviour. The venue/event policy on ejections shall be confirmed prior to the event and incorporated into the stewards briefing.	2	4	8	Consideration given to limiting the amount of alcohol that is available Consideration given to closing bars early
Overcrowding	G-23	Crushing	P, S	10	4	40	CNS Security Manager to monitor crowd movements and densities. Where crowds build up locally to levels considered to be dangerous, the CNS Security Manager shall take appropriate steps to reduce crowd densities to acceptable levels. Stewards likely to work within crowded areas are to be trained in crowd management techniques.	6	4	24	
Falling Objects, Projectiles	G-24	Head Injuries	P, S	6	6	36	Stewards required to work in areas where ongoing overhead work is in progress will be provided with head protection as required. Where practicable, no work is to be undertaken in such areas until the overhead work is complete. CNS Security Manager to liaise with event organiser to identify any hazards presented by	4	4	16	Audience demographic and event type to be considered when assessing projectile use.

Falls from Heights	G-25	Falls <i>Major injury, death</i>	S	8	4	32	objects within the venue being available for use as projectiles.	4	4	4	16		
Collision with Vehicles	G-26	Vehicle/person collision <i>Major injury, death</i>	S	8	4	32	CNS Security Manager to review all work locations – where there is a potential for staff to encounter a fall hazard, the appropriate fall arrest equipment shall be employed where it is not practicable to remove staff from the hazard area. Event Organiser to take appropriate steps to protect work areas with barriers as required. Where CN Security Ltd staff are required to direct vehicles at gates, car parks or adjacent to roads, they will be provided with High-viz jackets/vests as appropriate. Staff will be reminded that they have no legal powers to direct traffic on the public highway. When working outside in the hours of darkness, the CNS Security Manager will review staff locations to ensure that sufficient light for working is available. Torches to be issued as required.	4	4	4	16		Liaison with Police as required with regard to traffic management issues on the public Highway.
Hazards During Emergency Evacuation	G-27	Confusion, failure to assist evacuation in adequate time <i>Major injury, death</i>	S, P	10	4	40	Emergency evacuation procedures and exit routes to be confirmed with event organiser prior to event. Stewards to be briefed on emergency protocols. All stewards to be trained in appropriate emergency procedures.	6	2	2	12		
Communication Failure	G-28	Confusion, failure to assist evacuation in adequate time <i>Major injury, death</i>	S, P	10	4	40	Means of communication between stewards, supervisors and event/venue staff and audience to be confirmed. Radio systems to be tested prior to event.	6	2	2	12		

Child Protection Issues	G-29		S, P	6	4	24							Where appropriate, security control centre to be established and log of all communications established. Back up systems (eg megaphone) for communication to public to be considered as required. Review of Lost Child policy in place for venue/event with Event Organiser. Where CN Security Ltd are required to deal with minors/lost children, appropriate safeguards shall be dealt with in the stewards briefings.	2	2	4					
Slips Trips and Falls	G-30		S, P	6	4	24							All stewards to be briefed to be aware of potential trip hazards and to report these to CNS Security Manager/Event Organiser as appropriate. CNS Security Manager to undertake overview of venue for trip hazards.	4	4	16					
Violence	G-31	Assault on public or staff member	S, P	6	6	36							Stewards to be trained in appropriate crowd management techniques. CNS Security Manager to implement crowd monitoring where the crowd demographic suggests a possibility for violence. Liaison with Police as required. Consider the need for response team as appropriate. All staff to be briefed and trained to avoid confrontation as far as practicable.	6	2	12					
Special Effects -- lasers, pyrotechnics,	G-32		S	6	4	24							CN Security Ltd to ensure that the client provides a detailed brief on the use of any special effects during the event.	2	2	4					

strobes, smoke and vapour effects									Review of safety zones to be undertaken with effects organisers where there is any cause for concern. Special effects to be covered in steward briefings as appropriate.					
Unplanned Crowd Migration – eg due to unplanned personal appearances etc	G-33	Overcrowding, crushing, slips, trips, falls	P	6	6	36			Head steward to review the likelihood of unplanned PA's by artistes etc presenting a hazard based on the artiste stature and audience profile. Where appropriate, the CNS Security Manager shall discuss the means of undertaking any planned appearances. All stewards to be briefed to monitor crowd movements and report any such unexpected movements.	4	2	8		
Search Lanes	G-34	Confrontation with Public, needle stick injuries	P, S	6	4	24			Where CN Security Ltd staff are required to undertake search lane duties, the venue/event policies for prohibited items shall be clarified with the event organiser. CN Security Ltd staff will not be required to look after confiscated items unless the event organiser had made specific arrangements in this respect. Search lane staff will receive training in appropriate search lane techniques.	4	2	8		
Crowd Activities – crowd surfing, stage diving, mosh pits etc.	G-35	Personal injuries, confrontation with public	P, S	6	4	24			The venue /event policy is to be confirmed with the event organiser and, where practicable, appropriate signage erected. Policy and procedures to be covered in stewards briefing.	6	2	12		
Money collection and Transfer	G-36	Assault, confrontation with public	S	8	4	32			Where CN Security Ltd staff are required to undertake money collection/transfer duties, the extent and nature of such duties shall be clarified with the event organiser. Staff involved in such procedures are to be thoroughly vetted before use and are to be	6	2	12		

Unauthorized Access – stage/secure areas/to heights etc	G-37				P, S	6	6	6	2	6	2	12							
Mobility assistance for disabled during normal and emergency evacuations	G-38				P,S	10	4	40	2	6	2	12							
Insurances	G-39																		

appropriately trained and briefed in order to undertake the task.

Money movements to be undertaken without alerting public – radio protocols and code words to be established as required.

Areas off-limits to general public to be confirmed with event organiser and the means of identifying authorised persons (ie pass system) to be clarified.

Stewards to monitor all areas of the venue and deter access as appropriate.

Where CN Security Ltd staff are required to assist in the emergency evacuation of persons with mobility difficulties, the extent and nature of such duties shall be clarified with the event organiser.

Staff involved in such procedures are to be appropriately trained and briefed in order to undertake the task.

CN Security Ltd will maintain all appropriate levels of insurance cover as required by BS 8406 and industry accepted norms commensurate with the nature of the business and number of employees.

Vehicles used by CN Security Ltd will be suitably insured.

APPENDIX G

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Event Safety Management Plan



ESMP PT02 | S&C19

General Risk Assessment

Version N°1-Draft

Classification: **Confidential**

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Registered Office, c/o 3 Rushton's Yard, Ashby de la Zouch, Leicestershire, LE65 1AL
Harrier UK Ltd registered in England & Wales, company No. 7207021 Vat Number 991 846860



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2 Introduction

2.1 Purpose

The purpose of this Event Safety Management Plan and all other supporting documents listed in para 1.3 is to provide an overview of the safety management arrangements that S&C Productions Limited will implement in relation to Strawberries & Cream and The Cambridge Club ('the events').

2.2 Scope

This document together with the documents listed in para 1.3 of ESMP-PT01A-EMP relate to the event detailed in named para 2.1 above and all operational phases of the event as outlined in para 2.5 of the ESMP-PT01B-EMP. The arrangements within these documents should not be viewed as being applicable to any other tours or events held by S&C Productions Limited or any other tours or events involving the artists or artistes performing at the events.

3 Risk Assessment Process

3.1 Overview

As part of managing the health and safety within the event, it's important to control the risks in the workplace. To do this we need to think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm. This is known as risk assessment and it is something we are required by law to carry out.

3.2 Sensible risk management

Risk assessment and management is about taking practical steps to protect people from real harm and suffering.

A sensible approach to risk management is about:

- ensuring that our workers and the public are properly protected
- enabling innovation and learning not stifling them
- ensuring that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action
- providing overall benefit to society by balancing benefits and risks, with a focus on reducing significant risks - both those which arise more often and those with serious consequences
- enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

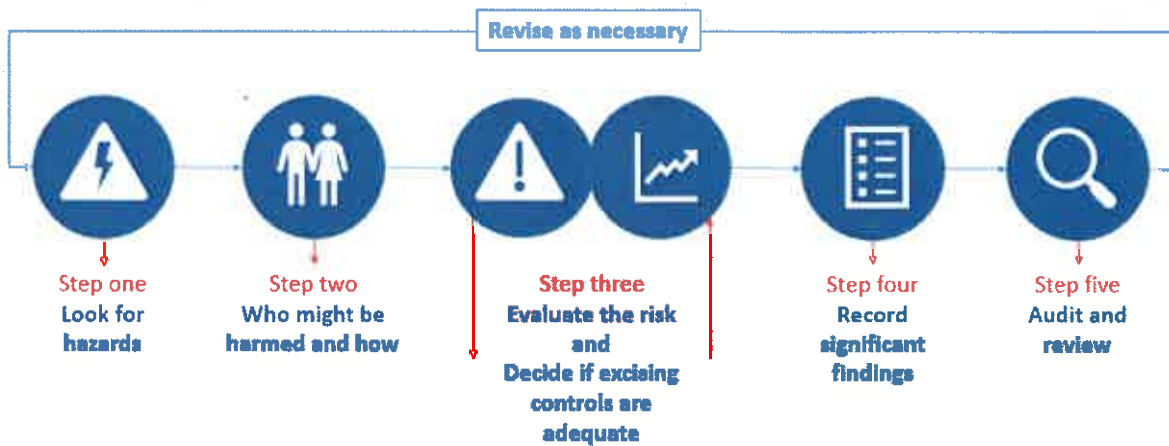
It is not about:

- reducing protection of people from risks that cause real harm
- scaring people by exaggerating or focusing on trivial risks
- stopping important recreational and learning activities for individuals where the risks are managed
- creating a totally risk-free society
- generating useless paperwork mountains

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3.3 Five steps to risk assessment explanation

Our risk assessment process is based on five steps as shown in the graphic below.



Each of the five steps to a risk assessment will be explained in more detail within this document.

3.4 Step one – Look for hazards

Definition of Hazard - A hazard is defined as the **potential** for a substance, activity or process to cause harm, such as electricity, working on a ladder or with machinery.

Based on the event activities, many hazards have been identified and these have been categorised in to the risk assessment shown in section 5 to aid with their assessment and management

3.5 Step two – Who might be harmed and how

Definition of Harm -Harm is defined as injury or ill health of people, damage or loss of property or reputational loss because of an event.

Based on our event activities, those that might be harmed have been identified and these have been listed in the following categories to aid with their assessment and management

Those that might be harmed:

- Workforce
- Event Workforce
- Media
- Ticket Holders
- Visitors
- Public

3.6 Special Groups

Definition of Special Groups – Special Groups is defined as a group of persons who require an additions risk assessment due to their being more at risk than other groups.

As well as those shown in para 3.5 we also have special duties towards the health and safety of the following special groups.

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Special Groups:

- Young workers
- Disabled employees
- Night workers
- Shift workers
- New and expectant mothers
- Lone workers

3.7 Step three (A) – Evaluate the risk

Definition of Risk - Risk is defined as the **Likelihood** of a substance, activity or process to cause and the **Severity** or consequences of that harm. This can often be referred to as the **Risk Level**.

Based on the identified hazard categories (see section 3.3) risks have listed into a risk assessment (see section 5). To aid in evaluating risk, a risk matrix is used (see section 4). The matrix uses the following equation to quantify the risk level.

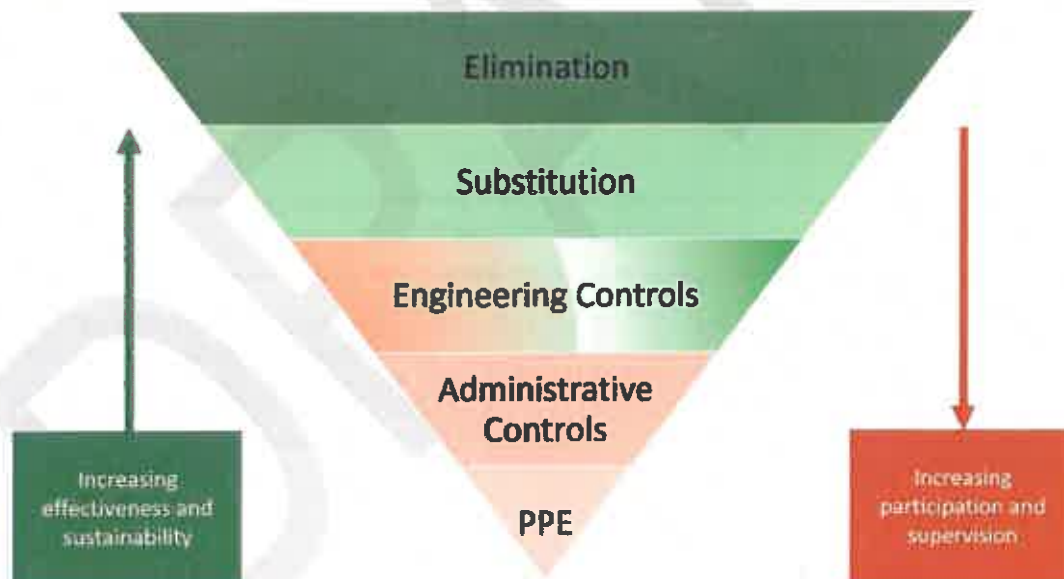
- Likelihood of harm x Severity of harm = Risk level

3.8 Step three (B) - Controls measure

Definition of Control or Control measure - Methods used for reducing the risk to 'as low as reasonably practicable'

Hierarchy of Controls

The category of control measures to be considered based on effectiveness and operational requirements. Control measures to be considered and implement in relation to identified risks are shown below:



Each element is listed in detail below:

- **Elimination** - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
- **Substitution** - Replace the material or process with a less hazardous one.
- **Engineering controls** - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.

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- **Administrative Controls** - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
- **Personal protective clothes and equipment (PPE)** - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person
- **Application** - Apply the highest of controls commensurate with the risk level – lower level controls may be used until longer term controls can be implemented

3.9 Step four – Record significant risks

Definition of significant risks – both those risks which arise more often and those with serious consequences

Make a record of your significant findings within a risk assessment. Show the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls (see section 5)

Any paperwork you produce should help you to communicate and manage the risks within the company.

3.10 Step five – Audit and review

Few workplaces stay the same. Sooner or later, the company will bring in new equipment, substances and procedures that could lead to new hazards. So, it makes sense to review what you are doing and look at your risk assessment and ask yourself:

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem?
- Have you learnt anything from accidents or near misses?

Make sure your risk assessment stays up to date and regardless of changes in the event by conducting a formal review on a regular basis, normally once every 12 months.

3.11 Dynamic on-going risk assessment (DORA)

Whilst all risk assessments are subjected to the formal audit and review process, all activities will be subject to DORA on a day to day basis. Where an existing assessment is not deemed to be 'suitable and sufficient' due to a change of circumstances, either temporary or permanent (e.g. change of location, personnel, equipment, weather etc.) personnel will be briefed on the changes of circumstance and implication for the task or activity. An amended version of the assessment will be completed and circulated as and when circumstances require it.

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4 Risk Evaluation Matrix

4.1 Quantifying Risk

For this assessment, the following combination of Likelihood of harm and Severity of harm are used to give an indication of the risk level involved for each identified hazard.

Rating	Likelihood =	Severity =
1	Remote (>1 in 100 Likelihood)	Minor injuries, illness, damage and /or minor loss of reputation
2	Unlikely (>1 in 50, < 1 in 100 Likelihood)	Moderate Injury, illness (RIDDOR reportable) damage and/or moderate loss of reputation
3	Possible (>1 in 25, < 1 in 50 Likelihood)	Severe injury, illness (hospital referral) damage and/or severe loss of reputation
4	Likely (>1 in 5, < 1 in 25 Likelihood)	Serious life changing injuries, severe illness, damage and/or loss of reputation
5	Probable (<1 in 5 Likelihood)	Critical multiple deaths, critical illness, damage and/or loss of reputation

4.2 Risk Matrix

Likelihood rating x severity rating = risk level

Risk Matrix		Severity				
		1-Minor	2 - Moderate	3 - Severe	4 - Serious	5 - Critical
Likelihood	1- Remote	1 = Low	2 = Low	3 = Low	4 = Low	5 = Low
	2 - Unlikely	2 = Low	4 = Low	6 = Low	8 = Medium	10 = Medium
	3 - Possible	3 = Low	6 = Low	9 = Medium	12 = Medium	15 = High
	4 - Likely	4 = Low	8 = Medium	12 = Medium	16 = High	20 = High
	5 - Probable	5 = Low	10 = Medium	15 = High	20 = High	25 = High

4.3 Risk Actions

Based on the risk level the following actions are recommended

1-6 = Low Risk	8-12 = Medium Risk	15- 25 = High Risk
<p>Safe activity - No further action</p> <p>No further preventive action is necessary, but monitoring is required to ensure that controls are maintained.</p>	<p>Safe activity - When closely monitored/supervised</p> <p>However, consideration should be given to reduce the risk, but the cost of prevention should be carefully measured and limited.</p> <p>Such risks are to be closely supervised and controlled</p> <p>Add such risks to the Risk Reduction Plan for further consideration. Ideally, addition measures should be considered and implemented within one to three months.</p>	<p>Unsafe activity - Do not proceed</p> <p>Work should not be started until the risk has been reduced.</p> <p>While the control measure selected must be cost-effective, legally there is an absolute duty to reduce the risk</p> <p>Where the risk involves critical work in progress, the problem is to be remedied as soon as reasonably practicable. However, where it is not possible to reduce the risk then the work must not begin and must remain prohibited</p>

4.4 Build Up and Breakdown Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			
					L	S	R	
Contractor arrival on site	Contractors and workforce	Unfamiliarity with site leading to delayed response to incidents or access to high risk areas	<p>Event Safety Advisor should be appointed to oversee the work of installation and to liaise with contractors and statutory authorities.</p> <p>Production Schedule / Site Rules to be circulated to all contractors and workers.</p> <p>All contractors will be required to complete an induction online prior to being given access to site.</p> <p>All contractors to report to designated area on arrival. Clear instructions will be given for parking etc.</p> <p>Temporary barriers should be erected around work sites during build/dismantle, etc.</p> <p>All persons to be trained and competent.</p> <p>Site Managers to ensure accreditation is being worn by contractors.</p>		1	2	2	Event Management
Contractor competence	Contractors and workforce	Lack of competent contractors leading to accidents and serious injuries	<p>Only reputable contractors and suppliers to be used on site.</p> <p>Contractors to submit their health and safety paperwork including insurance documents and any relevant registrations prior to commencing works.</p> <p>All relevant qualifications, IPAF, NRC, etc. will be checked prior to work commencing.</p>		2	3	6	Event Management
Lighting	Contractors and workforce	Insufficient visibility for working	<p>Ensure adequate lighting levels if build/dismantle during hours of darkness.</p> <p>Additional lighting for working areas to be provided where necessary.</p>		2	3	6	Event Management
Electrical equipment	Contractors and workforce	Electrical shocks or burns	All electrical supplies to be installed by competent contractors.		2	4	8	Site Management

4.4 Build Up and Breakdown Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
			<p>All installations to comply with BS7908:2006. All distribution to be provided with RCD protection.</p> <p>All individual contractors own power supplies to be certified as appropriate.</p> <p>Use of 110V or battery operated tools where practicable</p> <p>Portable tools, etc. to be examined and certificated.</p> <p>Metal structures to be earth bonded.</p> <p>Generators to be fenced in and with suitable warning signage</p>					
Electrical cables	Public, contractors and workforce	Tripping	<p>All cables to be installed by competent persons so as not to obstruct gangways, exits or cause trip hazards</p> <p>All cables in public areas to be buried, run overhead, or use cable ramps or suitable covering.</p>		2	2	7	Event Management Event Safety Advisor
Underground Services	Contractors and workforce	Electrocution Explosion leading to fire and serious injury Damage to services	<p>Site Manager to complete a site survey and identify any underground services with the venue owner.</p> <p>Any underground services are to be clearly marked</p> <p>Site to be planned around underground services to ensure marquee pegs are not put in place within a set distance of underground cabling/services</p> <p>All underground services to be identified to working personnel during the induction.</p>		2	5	10	Event Management
Overhead Power Cables	Contractors and workforce	Electrocution	<p>Site Manager to complete a site survey and identify any overhead power cables with venue owner.</p>		2	5	10	Event Management Event Safety Advisor

4.4 Build Up and Breakdown Periods							
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level		
					L	S	R
Fire	Public, contractors and workforce	Damage by fire or smoke to persons and/or property	<p>All event infrastructure to be placed to avoid touching the power cables including in the event of something falling (i.e. festoon lighting)</p> <p>Event Safety Advisor and Site Manager to monitor the placement of infrastructure around site during build.</p> <p>All working personnel to have overhead power cables identified to them at the induction.</p> <p>Keep combustibles to a minimum through good housekeeping and regular waste collection.</p> <p>Provide fire extinguishers to structures, source and termination of electrical supply etc.</p> <p>Petrol generators not to be used.</p> <p>Clear warnings and communication plan in place</p> <p>Fire risk assessment completed for the event</p> <p>LPG shall only be used in accordance with site rules. Designated secure area for spare cylinders.</p>		2	5	10
Storage of materials	Public, contractors and workforce	Falls, trips, unsafe stacking or collision	<p>Safe storage locations to be identified by contractors in advance so that gangways, emergency routes and fire exits are not blocked.</p> <p>Stores to be stacked and positioned so that they are not unstable. Event Safety Advisor to periodically check equipment and material storage.</p> <p>Fencing, cones, hazard tape and hazard lighting to be erected as necessary where public have access or where there is a significant risk of vehicle collision.</p> <p>Security may be needed if left unattended.</p>		2	2	4

4.4 Build Up and Breakdown Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN?	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Welfare and First Aid	Contractors, workforce, artists and public	Lack of Welfare and First Aid issues	<p>The Event Safety Advisor will ensure that medical provision during the build period is sufficient for the work being carried out. Information regarding medical provision, and what to do if help is needed will be included on the worker's induction and clearly identified on site.</p> <p>The Site Manager should always identify the nearest available drinking water point and toilets. The event organisers will provide these facilities on site</p> <p>Sun cream will be available in the site office</p>		1	2	2	Event Management
PPE	Contractors and workforce	Personal injury due to lack of PPE	<p>Everyone on site must wear hi-visibility clothing and suitable footwear during build and break phases. Not open toed shoes are permitted. Individual contractor to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and will ensure the exclusion of all other persons from areas where PPE is required. Signage/barriers placed as appropriate</p> <p>Contractors should ensure that areas requiring PPE remain off limits until safe. Event Safety Advisor to monitor this.</p> <p>Contractor's method statements should clearly state PPE requirements as appropriate.</p> <p>The method statements should identify the operations/periods where PPE is necessary.</p>	PPE should only be used as a 'last resort' control measure	1	4	4	Event Management Event Safety Advisor
Manual handling	Contractors and workforce	Back injuries, strains, sprains, etc.	<p>Job specific risk assessment by individual contractors.</p> <p>Delivery of materials as close to point of use as possible.</p>		2	2	2	Contractors Event Safety Advisor

4.4 Build Up and Breakdown Periods							
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level		
					L	S	R
Erection and breakdown of structures	Public, contractors and workforce	Falling materials. Vehicle movement. Unstable part of completed structures	<p>Manual Handling to be undertaken only where necessary. Lifting equipment (forklifts) available for heavy lifting operations.</p> <p>Trained staff of competent contractors.</p> <p>Appropriate design of equipment.</p> <p>All structures to be erected/dismantled by approved contractors who should have been vetted in advance by Event Safety Advisor.</p> <p>The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Advisor should, however, intervene if unsafe working practices are observed.</p> <p>Areas where erection/breakdown taking place should be "off limits" to others not taking part. If working on or adjacent to a road and especially on a night, high visibility jackets should be worn.</p> <p>Such working areas should be barriered and/or stewarded.</p> <p>Head protection should be worn where necessary.</p> <p>Method Statements and/or Risk Assessments to be provided where appropriate. Event Safety Advisor to audit compliance with method statements.</p>		2	4	8
Incorrect and/or unstable structures	Public, contractors and workforce	Potential for total or partial collapse.	<p>Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable overload conditions.</p> <p>The structures to be erected/dismantled by contractors who have had their health and safety standards vetted.</p>	The final structure shall be subjected to completion certified by a competent person.	1	5	5

4.4 Build Up and Breakdown Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			
					L	S	R	
Lifting / overhead loads	Public, contractors and workforce	Overhead loads falling causing damage and/or injury to those below.	<p>The Event Safety Advisor should intervene if serious breaches of safe practice by contractors are observed</p> <p>Where appropriate contractors must provide wind monitoring equipment and stand-by personnel.</p> <p>Evacuation plan to be in place for all structures.</p> <p>All structures to be suitably ballasted or pegged and subjected to pull test where relevant.</p> <p>Contractors will ensure that every lifting operation has a nominated "responsible person" who is in charge of all lifting & lowering operations of the system. This person will be in overall charge of the operation irrespective of whom it belongs to</p> <p>The Site Manager will identify any appropriate communication systems and chain of command, especially if loads are being moved as part of the event.</p> <p>Lifting equipment to be accompanied by certificate of inspection and SWL (LOLER).</p> <p>Lifting equipment to be used only by those who can demonstrate competence.</p> <p>All lifting operations to be assessed prior to commencement</p> <p>Exclusion area to be established by contractor around site of lift.</p> <p>Hard Hats and Hi-Vis (PPE) to be worn by all staff involved during operation.</p> <p>All flown equipment to have secondary safety bonds.</p> <p>All flown equipment / structures to be deaoned off as soon as practicable.</p>	All Contractors must supply all relevant information including certificates to the responsible person, prior to the start of the event build	1	5	5	Site Management

4.4 Build Up and Breakdown Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			
					L	S	R	
Supervision of work at height	Contractors and workforce	Lack of exclusion zones, rescue plans or fall prevention resulting in injury	<p>All tools and equipment used at height to be attached with straps.</p> <p>Consideration should always be given to eliminating or reducing the amount of work at height.</p> <p>Before any work at height is undertaken, suitable 'Rescue Protocols' shall be identified and put in place.</p> <p>The Event Safety Advisor should have sight of all contractor Risk Assessments pertaining to Work at Height.</p> <p>The Event Safety Advisor shall monitor all work activities that are undertaken at height.</p> <p>Contractors should ensure that areas beneath the work activity have restricted access.</p> <p>Contractors should ensure that the appropriate PPE is worn and staff are properly trained in its use.</p>		2	4	8	Event Safety Advisor Site Management
MEWPs	Contractors and workforce	Overturning of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts.	<p>Required certification to be obtained from the hire company at delivery and to be checked by Event Safety Advisor</p> <p>Ensure that MEWP is on firm, level grounding and where applicable that the outriggers are used.</p> <p>Trained personnel only to operate MEWP.</p> <p>Use of restraint harness equipment where manufacturer requires it, or work might require leaning from the cage.</p> <p>Adequate planning of works to ensure where necessary that materials can be taken up within the cage.</p> <p>Always work within the MEWP's SWL. Never use MEWP as a crane.</p>	Event Safety Advisor to check operators hold current IPAF certificates Contractors to ensure that Daily Checks are undertaken on all MEWPs, and results logged in the production office file. Authorised Driver/Operators will become key holders for the plant/equipment type designated. Keys must be returned to the Production Manager at the end of	1	5	5	Event Management

4.4 Build Up and Breakdown Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			
					L	S	R	
Mobile access towers	Contractors and workforce	Tower overturning with or without personnel on working platform also falls by personnel and falls of materials and or components or tools.	<p>Keep unauthorised personnel away from the work zone by using barriers or hazard tape if necessary.</p> <p>Ensure the MEWP is suitable for the task conditions and terrain is used; if in doubt consult the manufacturer</p> <p>Ensure appropriate head protection is used.</p> <p>Production Manager to monitor.</p> <p>Towers to be erected/dismantled by competent personnel only. Use of outriggers where applicable. Never overload working platform.</p> <p>Towers always to be erected on firm level ground.</p> <p>Always empty platform before releasing wheel locks.</p> <p>NEVER ALLOW PERSONS TO RIDE A WORKING PLATFORM.</p> <p>Use of system decking for working platform.</p> <p>Use of toe boards/mid rails. Do not overload platforms.</p> <p>Keep personnel from under decked area while in use.</p> <p>Always ensure that before and after use the tower is stored securely.</p>	<p>Plant/equipment use or end of shift.</p> <p>Keys should NEVER be left unattended in the ignition.</p> <p>Assembly of towers to be undertaken by trained and competent workers holding a PASMA certificate.</p>	1	4	4	Event Management
Ladders	Contractors and workforce	Falls from steps overturning	<p>Ensure all ladders are suitable for the task and are well maintained.</p> <p>Step ladders for general access only, prolonged work activities to be undertaken from a working platform.</p> <p>Never work from top rungs. Ladder always to be footed. Use ladder on firm flat ground only</p>	<p>Consider the use of a small Access Tower as an alternative work platform.</p> <p>All work from ladders to comply with INDG402</p>	2	3	3	Contractors Site Management

4.4 Build Up and Breakdown Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Weather conditions	Public, contractors and workforce	Adverse weather causing hazards, i.e. ice, high winds, heavy rain, snow. Exposure to extreme weather conditions – Hypothermia, Hyperthermia, heat exhaustion, sunburn.	Leader not to carry loads over man one person. The use of two ladders with deck between should be avoided. Not to be used for work at great heights. Ladders only to be used for tasks of short duration. In the event of severe weather, which constitutes a severe risk to the health and safety of those on site, the Event Safety Advisor should have the authority to stop all activities until conditions improve. All workers to have access to foul weather clothing (PPE). Shelter from foul weather to be provided, with access to hot and cold drinks and sunblock. The Event Safety Advisor must inform staff of extreme weather conditions they may encounter whilst on site and provide instructions regarding the appropriate clothing, PPE, etc.	Adverse weather plan to be completed	2	3	6	Event Management Event Safety Advisor
Site clearance	Public, Workforce and Contractors	Cuts and puncture wounds	Site to be thoroughly cleared prior to public congregation and after site clearance/get-out Any persons required to litter pick should be provided with suitable pick up tools and gloves. All persons involved should be made aware of the potential health risks.		2	2	4	Waste Management Event Management
Vehicle movements	Public, Workforce and Contractors	Collision / RTA	Vehicles will only be allowed on site with permission of site office. All drivers to observe site spend limit. All vehicles to use headlights / orange beacons. All crew to wear hi-vis clothing (PPE). Vehicles to move only in designated areas / roadways.		2	3	6	Event Management

4.4 Build Up and Breakdown Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Hired equipment	Contractors and workforce	Risk of accidents is increased due to a potential lack of training, discipline in use, documentation & maintenance	<p>No vehicles to reverse / move in public areas without banksmen.</p> <p>If unloading/loading is undertaken on a public highway hazard signage will be displayed and red & white tape used to restrict access to the area. In areas of high risk barriers will be put in place.</p> <p>Plant drivers shall provide copies of certification to site office, plant operating procedures (including licence checks, daily inspections and weekly servicing) to be followed.</p> <p>Anyone driving a vehicle, including buggies, on site must have a valid driving license</p> <p>The Site Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary that access to and use of the equipment is restricted.</p> <p>All users must be competent and, if necessary, properly insured.</p> <p>Event Safety Advisor to monitor</p>	If a Contractor provides equipment to be used by crew, they should ensure that the equipment carries a full test and maintenance history, is fit for purpose and comes with all appropriate user manuals and available for inspection on request	1	4	4	Site Management
Communication failure	Contractors and workforce	Lack of communication may cause an accident, e.g. during lifting operations.	<p>Decisions will be taken as to whether communications between teams are via personal contact, mobile phones or Radios.</p> <p>The Site Manager will publicise this information prior to the event build.</p> <p>Event Safety Advisor to ensure all parties are aware of the communication protocols.</p>	All Contractors should inform the Production Manager as to any requirement for safety critical communications they may require.	1	4	4	Event Management
Noise	Public, contractors and workforce	Hearing damage	<p>The Site Manager will inform all Staff and Crew of the need to provide and use Ear Protection (PPE) and provide it when deemed necessary.</p> <p>Work areas where noise expected to exceed 80dB (A) over an eight-hour period to be identified and signed, Event Safety Advisor on</p>	All Contractors should inform the Site Manager prior to the build if any equipment is likely to make a significant amount of noise.	1	2	2	Event Management Event Safety Advisor

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4.4 Build Up and Breakdown Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			
					L	S	R	
COSHH	Public, workforce, contractors	Injury or ill-health caused by incorrect handling of hazardous substances	<p>site to advise staff accordingly and provide appropriate hearing protection.</p> <p>Site Manager to ensure that sound system is designed, installed and operated by competent persons.</p> <p>The Contractors will ensure that the use of any substance that is recognised to be hazardous to health is reduced to a minimum or if possible replaced with a less harmful substance.</p> <p>All staff to be instructed and trained in the use of such hazardous substances.</p> <p>All of the manufacturers Hazard Data sheets will be stored in the appropriate first aid point</p> <p>All hazardous substances are stored in secure and marked container.</p> <p>The correct PPE must be worn when required</p>		1	1	2	Event Management
Drugs and alcohol	Public, workforce	Reduction of stamina, disorientation, incoherence, lack of judgement	<p>All staff to be advised prior to their arrival onsite, via the induction, that the consumption of alcohol and the taking of recreational drugs are prohibited by the event organisers.</p> <p>The Site Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs, if it is safe to do so.</p>		1	4	4	Event Management
Animal faeces	Workforce, public	Horse manure and other animal droppings in the field causing ill health	<p>Landowner to clear field prior to handover</p> <p>Waste management company to assist in moving any remaining faeces</p> <p>Cleaning kits specifically for faeces available on site</p>		1	3	3	Site Management Landowner
Assault	Workforce	Assault by member of public	<p>Working area to be fenced.</p> <p>24-hour security to be provided.</p> <p>No lone working on site</p>		1	3	3	Event Management

4.5 Catering		PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	RISK LEVEL			RESPONSIBLE
HAZARD						L	S	R	
General arrangement of temporary units	Public	Overcrowding/Pinch points	<p>All units to be located in areas where excessively high crowd densities not to be expected and aligned to not obstruct crowd flows.</p> <p>Stall and unit sites to be allocated in advance on to plan showing detail of unit dimensions, materials/food to be sold and of vendors.</p> <p>Unauthorised vendors to be removed from site in liaison with relevant authorities.</p> <p>Units to be grouped and where necessary fences to be installed between and at rear to prevent unauthorised crowd access.</p>		1	4		Site Management	
Generators	Public, contractors and workforce	Fire and electric shock	<p>Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.</p> <p>No petrol generators to be used.</p> <p>Generators to be located in secure areas away from public and will be suitable identified with signage</p>		1	5		Site Management	
Cable runs	Public, contractors and workforce	Trips	<p>Minimum number of cable runs to be used.</p> <p>Where possible, these not to be in public areas. If in public areas, acceptable cable covers in high visibility colours to be used or cables are to be 'dug in'</p> <p>High-level cable runs preferred.</p>		2	3		Event Management Event Safety Advisor	
LPG	Public, contractors and workforce	Fire, explosion	<p>LPG to be limited to a maximum of one-cylinder spare for each one in use at each unit.</p> <p>Vehicle and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last three</p>		1	5		Event Management Event Safety Advisor	

4.5 Catering		HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
L	S						R			
Waste storage	Public, contractors and workforce		Fires	months by competent approved contractor. Details to be vetted in advance of siting by the Event Safety Advisor. Competence/training of staff in the use/changing of LPG to be vetted. LPG storage facility to be established remote from main event infrastructure at an agreed location.						Waste Management
Cooking fire	Public, contractors and workforce		Fire, explosion	Background of caterers to be checked by Concessions Manager Firefighting equipment to normal requirements and to satisfaction of the Fire Service to be required. Caterers to be trained/vetted in the use of extinguishing equipment All caterers to complete a Fire Risk Assessment.	Units cooking foods should typically have 1 Dry Powder Extinguisher (6kg) & 1 light duty Fire Blanket. Units with deep fat fryers should also have 9 litre foam extinguishers.	2	5	10	Concessions Manager Event Management	
Fire	Public, contractors and workforce		Damage by fire or smoke to persons and/or property	Keep combustibles to minimum. No storage of combustible or explosive material permitted in tent. Provide suitable and sufficient fire extinguishers and at exit doors. Stewards to be aware of location of extinguishers. Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, BS 5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection. Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Advisor to check for certification.		2	6	10	Event Safety Advisor Event Management	

4.5 Catering								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Miscellaneous trader and exhibitor hazards	Public	Ejection of materials, sale of unsuitable materials, unsuitable displays, fire	All traders to complete a risk assessment and indicate scope of activity and sales range. Unsuitable materials/goods - flares, fireworks, etc. to be prohibited. Units to be monitored by security for compliance. Structure of trader's units to be checked for stability by Event Safety Advisor.		2	4	11	Concessions Manager Event Safety Advisor
Emergency situations	Public	Panic, crushing, overcrowding	Measures in place to reduce possibility of emergencies, fire or collapse to a minimum. In the event of an incident, units are located away from areas of expected excessively high crowd density allowing free movement away from area. Additional firefighting resources available to deal with small fires before they escalate.		2	5	10	Event Management

4.6 Marquees		HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
L	S						R			
Means of escape	Public, contractors and workforce	Panic, crushing, inability to escape	A suitable and sufficient number of emergency exits shall be positioned around the perimeter of the marquee in accordance with the RRFSO. Details to be agreed with Event Safety Advisor prior to build. Exit doors (if fitted) shall open outwards and shall be unlocked when the marquee is occupied. Suitable and sufficient maintained emergency signage and lighting to be available. Client to ensure that contracts with either marquee supplier or electrician states responsibility for provision of lighting/signage. Inspection of lighting and signage by Event Safety Advisor prior to public use. Exit doors to be maintained clear inside and outside the tent. Guys and stakes near exits to be maintained clear of pedestrian routes and shall be clearly marked or protected to avoid tripping.	Occupation numbers and planned activities to be determined in advance.	2	5	10	Event Safety Advisor Event Management		
Fire	Public, contractors and workforce	Damage by fire or smoke to persons and/or property	Keep combustibles to minimum. No storage of combustible or explosive material permitted in tent. Provide suitable and sufficient fire extinguishers and at exit doors. Stewards to be aware of location of extinguishers. Fabric of marquee, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, BS 5287 Table 1 or BS9667 Part2 Type B as appropriate. Certificates to be available for inspection. Materials that have been chemically treated to achieve their fire retardancy may require re-certification at intervals – Event Safety Advisor to check for certification.		2	5	10	Event Safety Advisor Event Management		

4.5 Marquees								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Flooring (if used)	Public, contractors and workforce	Trips	<p>Permit generators not to be used.</p> <p>Flooring materials to be laid evenly to avoid any tripping points and be securely fixed.</p> <p>Installer to remain on site until Event Safety Advisor has checked and approved the floor for use.</p>		1	3	7	Event Management
Stakes and ropes	Public, contractors and workforce	Trips, impacts	<p>Guy ropes, stakes and other anchorages to be positioned and protected in such a manner as to reduce the potential for members of the public to walk into or trip over them.</p> <p>Guy ropes near exit routes or near pedestrian routes shall be clearly marked or isolated.</p> <p>Stakes and pegs shall be provided with cushioning by either the marquee supplier or the client (contract item to be clarified with marquee supplier) to prevent abrasion injuries or clearly separated from public areas.</p>		2	3	6	Contractor Event Management
Underground Services	Public, contractors and workforce	Gas, electric, water etc. services either overhead or underground Fire, explosion, damage to services	<p>Site survey to be undertaken to review the locations of any overhead cables and buried services chambers. Marquee to be positioned to avoid these.</p> <p>Services providers to be consulted where there is any doubt relating to the possibility of encountering buried services.</p>	Note: this item particularly relevant to marquees requiring deep ground anchors.	1	5	4	Event Management
Anchorage, poles and ropes	Public, contractors and workforce	Defects leading to structural instability	<p>Timber poles and ridges to be free from splits caused by damage.</p> <p>Ropes to be free from defects.</p> <p>Marquee to be inspected by a competent person prior to public entering.</p> <p>Completion certificates to be provided by Installer.</p>		1	5	4	Event Management Contractor

4.6 Marquees							
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level		
					L	S	R
Wind loading	Public, contractors and workforce	Overload conditions leading to structural instability and collapse	<p>Marquees and anchorages to be re-inspected daily where strong winds have been experienced.</p> <p>Weather forecasts to be obtained at regular intervals and, where strong winds are forecast, the high wind procedures specified by the tent supplier shall be consulted.</p> <p>Where wind gust speeds are predicted to exceed 18m/s or supplier stated figure, the marquee and the immediate area is to be evacuated and secured against re-entry.</p> <p>Marquee dismantling or strengthening may be carried out as determined by the installer.</p>	Adverse weather plan in place	2	4	8
							Event Safety Advisor Event Management

4.7 Event Open Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Overcrowding	Public, contractors and workforce	Consequence of entertainment failure or public disturbance. Drunk disorder Effects on adjacent areas.	Capacity of event having regard to sight lines and seating /standing arrangements as given in text. Event is ticketed, tickets sold in advance. Sufficient exits to allow arena evacuation within reasonable period. Sufficiently managed and barriered queuing lanes at entrances. Use stewards/barriers to control crowd movements as required – steward response teams available to form cordon lines.		2	3	4	Event Management Security Provider
Audience crush	Public	Stewarding control and access.	The stage will be positioned and provided with sight lines such that it gives the widest possible angle of view for the audience for area available without pinch or trapping points. Front of stage will be provided with A frame barrier, configuration to reduce pressure and assist crowd separation. Medical team in pit. Constant crowd monitoring by security staff and ELT. Procedures to be implemented to communicate these problems to security, first aid, stage manager, Event Safety Advisor that appropriate action is taken. Stage Managers and ELT to have authority to stop the show temporarily if required. Clear show stop procedure to be in place.	Video screens shall be used to maximise audience use of sightline areas e.g. to rear of FOH. Fencing shall be installed to ensure that restricted sight lines create areas of minimal density to each side into which crowd movement can be accommodated if necessary.	2	3	4	Event Management Security Provider Event Safety Advisor
Drugs and alcohol	Public, contractors and workforce	Public under the influence of drugs or excessive alcohol needing medical assistance or causing a public disturbance	Searches conducted on entrances Challenge 25 policy in place across all bars. All staffed trained in policy Double fencing across possible 'weak spots' to ensure people cannot get in without searches and cannot through items over the fence					

4.7 Event Open Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Emergencies	Public, contractors and workforce	<p>Hazards from the need to evacuate.</p> <p>Local or area.</p> <ul style="list-style-type: none"> - Consider what may cause and how can be controlled. - Fire - restriction of protected route <p>Bomb - Evaluate Risk/ disorder localised.</p> <p>Evacuation structure - collapse of structure</p>	<p>Security patrols across the site to monitor for drug usage</p> <p>Clear messaging across all communications identifying that drug use is not tolerated within the site</p> <p>Amnesty bins in place at all entrances</p> <p>An evacuation plan will be agreed.</p> <p>Emergency announcements made over PA (back-up power necessary) to give instructions to the public. This to be supplemented with loud hollers.</p> <p>All access routes to be kept clear, stewarded and gates manned and in radio contact.</p> <p>Event Manager, Site Manager and Event Safety Advisor to be familiar with any Event specific evacuation strategy and alarm system.</p>	Stewarding to prevent unauthorised parking on emergency routes and narrow gateways.	1	5	7	Event Safety Advisor Event Management
Unauthorized access to plant, equipment	Public	Risk of accidents and injury from untrained operators or use in hazardous areas or at hazardous times	<p>All plant and equipment will, as far as is possible, be contained in secure areas.</p> <p>Cables to be flown at least 5m above roads or cable ramped.</p> <p>No movement of plant in FOH areas unless approval given by Event Safety Advisor</p> <p>Keys to be removed from any unattended plant, even in BOH areas.</p> <p>Plant required for event change over to be held back of house until clearance is given by Event Safety Advisor</p>		1	4	4	Event Safety Advisor Event Management
Structures	Public, contractors and workforce	Collapse	<p>Temporary structures to be suited to their intended use and foreseeable overload conditions, including adverse weather conditions.</p>		1	5	5	Event Safety Advisor Event Management

4.7 Event Open Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (If required)	Risk Level			RESPONSIBLE
					L	S	R	
			<p>The structures to be erected/dismantled by contractors who have had their health and safety standards vetted and completion certificates issued.</p> <p>The Event Safety Advisor will monitor conditions on site, as they develop to ensure that design limits not exceeded. To be checked by competent person as appropriate.</p>					
Weather conditions	Public, contractors and workforce	Heavy rain, wind	<p>Heavy rain not likely to have effect on structures, equipment or persons.</p> <p>If adverse weather that can affect structures, i.e. wind etc. Event Safety Advisor will have authority to stop all activity until conditions improve.</p> <p>Advise weather plan in place</p>		1	5	5	Event Safety Advisor Event Management
Conflicts between pedestrians and vehicles	Public, contractors and workforce		<p>Ensure that parking areas established for the event are clearly signed and marshalled.</p> <p>Ensure queuing areas are separated from vehicular routes.</p> <p>Vehicle curfew prior to opening site to public.</p> <p>No vehicle movements within the arena during open hours unless authorised by Event Safety Advisor</p> <p>No vehicle movements post show within the arena and main circulation routes until curfew lifted by Event Safety Advisor</p> <p>All vehicles to use headlights / orange beacons, observe 10 mph speed limit and be escorted by banksman.</p> <p>Ensure that an effective Traffic Management Plan is in place.</p>		2	2	4	Event Safety Advisor Event Management Traffic Management
Disabled persons	Public	Sight lines poor, crushed, immobile in crowd	Provide viewing area where practicable and appropriate.		1	4	4	Event Management

4.7 Event Open Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Electrical hazards	Public, contractors and workforce	Fire and electric shocks	<p>Ensure facilities such as ramps and toilets are available for wheelchair users.</p> <p>All electrical equipment and generators to be supplied and installed by reputable, competent contractors. Their standards will be pre-verified, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained</p> <p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc. to be away from public.</p> <p>A competent person should certify all electrical installation as to their safety on completion.</p> <p>A competent electrical contractor should be available to deal with any problems should they arise.</p>		2	4	8	Event Management
Static cameras	Public, contractors and workforce	Members of the public/audience tampering with camera equipment.	<p>Cameras and equipment never to be left unattended in areas that the public have access to.</p> <p>When used outdoors cameras, wherever possible will be powered by portable 12v batteries.</p> <p>A competent, experienced person will always supervise and monitor camera operatives.</p> <p>When deemed necessary by the Event Safety Advisor camera operatives will be partnered by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement.</p>		1	2	3	Event Management
Moving cameras	Public, contractors and workforce	Collisions with people, structures and structure	Only manufacturers approved camera attachments will be use to secure cameras to moving devices designed and fit for the purpose.		2	3	4	Event Management

4.7 Event Open Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
			<p>Secondary forms of attachment (i.e. Safeties) will be fitted to all camera equipment.</p> <p>Camera operatives will be partnered by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement so as to reduce the likelihood of a collision as a result of 'Spatial Awareness' issues.</p> <p>Whenever possible sterile areas will be created and appropriately stewarded to prevent public/audience members accessing camera tracking routes.</p>					
Camera platforms	Public, contractors and workforce	Collapse, people and /or equipment falling.	<p>All platforms to be erected by competent contractors.</p> <p>Where necessary handrails and toe-boards will be fitted.</p> <p>Suitable means of access and egress will be fitted.</p> <p>Platforms will be stewarded to ensure that members of the public/audience cannot access platforms.</p> <p>A competent person will inspect platforms each day.</p> <p>If out riggers are used then the area needs to be barriered off.</p>		2	2	1	Site Management Event Safety Advisor
First Aid	Public, contractors and workforce	Illness or injury	<p>Provide first aid/medical cover commensurate with audience numbers in line with the Purple Guide</p> <p>Competent contractor in place</p> <p>Medical plan submitted in advance of the event</p>		1	3	3	Event Management Medical management
Noise	Public, contractors and workforce	Hearing damage Nuisance to surrounding area	<p>Work areas where noise expected to exceed 80dB(A) to be identified and signed.</p> <p>Employers on site to advise staff accordingly and provide appropriate hearing protection.</p>		2	3	1	Event Management

4.7 Event Open Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Loss of light	Public, contractors and workforce	Unable to see Secondary systems. Lighting for evacuation	<p>Sound system to be designed, installed and operated by competent persons to ensure that a peak of 140dB(A) and an event leq of 98dB(A) are not exceeded.</p> <p>Sound levels to be monitored at FOH.</p> <p>Noise management plan to be put in place</p> <p>PA to be placed 3m from the audience</p> <p>Residents hotline number available for any complaints to allow issues to be dealt with promptly</p> <p>Emergency lighting & emergency exit signage present in all structures.</p> <p>Secondary lighting from stage festoon etc.</p> <p>Key stewards to be provided with torches.</p> <p>All egress routes and car parks to be lit from independent lighting towers or festoon lighting</p>	Exit routes to be clearly lit throughout the Event site.	2	3	3	Event Management
Crowd control	Public, contractors and workforce	Violence, disturbance, etc.	<p>Stewards to be briefed to call for Police assistance as required via Event Control</p> <p>Competent security provider able to deescalate situation where possible and prevent any issues</p> <p>CCTV in use across the site</p> <p>Security arches in place on all entrances</p> <p>Security searches in place on bags and random as necessary</p> <p>Artists made aware in advance of security checks and expected standards on site</p> <p>Line up to be assessed in relation to crowd behaviour and artist interaction/encitement and measures put in place accordingly</p>		2	3	3	Security provider

4.7 Event Open Periods								
HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Children	Public	Activities involving entertainment of Children the	All staff that have any contact with children must be supervised by persons who have undergone the relevant police checks (CRB). Safeguarding policy including lost and found children in place Age restriction in place for Strawberries & Cream and ID checks completed on entry as necessary Age restriction clearly publicised in advance		1	3	1	Event Management Welfare
Fire	All	Build of waste Smoking on site Malicious acts	Waste management company in place to continually monitor waste around site All staff working on site briefed to monitor waste and to clean as they go No smoking signage placed in all enclosed structures					
First Aid	Public, contractors and workforce	Illness, minor injuries	Suitably trained First Aiders and medical cover in attendance at all times. Dedicated medical and welfare tent on site and clearly identified to the public Medical plan submitted in advance		1	4	1	Medical Event Management

5 References

In planning to hold this event the event management team have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.

Certain legal requirements can be found in:

- Health & Safety at Work Act 1974
- Managing for Health and Safety HSG65
- RIDDOR 2013
- COSHH regulations 2002
- Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Disability Discrimination Act 1995
- Working at Height Regulations 2005
- Noise at Work Regulations 2005
- CDM2015
- Other Guidance used:
 - Muta code of public safety – safe use and operation of marquees and temporary structures
 - The Purple Guide
 - Temporary Demountable Structures (2007)
 - The Good Practice Safety Guide
 - HSE Publications: Managing Crowds Safely 1996
 - Home Office Publications: Dealing with Disaster 1997
 - ISAN Safety Guidance for Street Arts, Carnivals, Processions and Large Scale Performances
 - HSG48 Reducing Error and Influencing Behaviour
 - Technical Standards for Places of Entertainment
 - Model National Standard Conditions for Places of Entertainment and Associated Guidance

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APPENDIX H

Event Safety Management Plan



ESMP PT03 | S&C19

Fire Safety Management Plan

Version N°1 DRAFT

Classification: **Confidential**

1 Document Control

1.1 Document Information

Document Title:	Fire Safety Management Plan
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File Reference:	ESMP PT03 S&C19 FRA V1 DRAFT

1.2 Version History

Version	Date	Originator By:	Checked By:	Authorised By:	Comments:
1 Draft	06.01.2019	H. McCabe	C. White	L. Young	Draft document presented for SAG submission

1.2.1 Classification

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3 Introduction

This plan has been developed following the introduction of the Regulatory Reform (Fire Safety) Order 2005, which places the emphasis for fire safety management on the 'Responsible Person' for the premises.

The management plan is based upon an extensive risk assessment as well as other fire risk assessments submitted by various duty holders within the festival site; the event fire risk assessment is appended to this document.

Major incident and emergency procedures can be found in the Event Emergency Plan (ESMP PT6) which should be read in conjunction with this document.

Part 1-Fire Safety Management

4 Fire Safety – General Arrangements

4.1 Capacity Calculations

The capacity of marquees is determined by the available exit width in addition to the floor space; exit widths, flow rates and escape times are calculated using the following guidance as appropriate:

- Fire Safety, Large Places of Assembly
- Fire Safety, Open Air Events and Venues
- BS 9999: 2008

4.2 Construction – Materials

All drapes, marquee walls and linings, netting and decorations will be certified in terms of fire retardancy in accordance with the relevant British and European standards. Those not so certified will be ad-hoc flame tested by the safety team and will be prohibited from use if they fail a 10 second burn test. Acceptable flame retardancy standards are:

- BS 5867:2
- BS 7837
- French Standard NFP.92503, Performance Level M2,
- German Standard DIN 4102, Part 1, Performance Level B1,
- Italian Standard UNI 9174, Performance Level M2,
- USA Standard NFPA 701, large scale test.

Items which are not inherently flame retardant are acceptable if they have been treated with 'Flamecheck' or similar proprietary substance and passed the 10 second burn test; if this method is to be used, the organisers require a formal note of treatment, showing the date, product and batch number and that it has been tested by a member of the Festival safety team.

4.3 Construction – Emergency Lighting

In addition, enclosed marquees and other enclosed structures must be fitted with suitable emergency lighting to BS 5266-1, exit routes must be appropriately signed to BS 5499

4.4 Use of Fire Extinguishers

Stewards and security trained in basic firefighting (use of extinguishers) will be deployed as appropriate, as part of the plan they will patrol the arena and will put out any small fires that may be lit by the attending public using extinguishers. Any fires that are too large to be dealt with in this way will be reported to Event Control for appropriate action.

4.5 Fire Response

TBC

4.6 Emergency Services RVP

In the event of Cambridgeshire fire and rescue being asked to attend site they will meet at RVP 1 located at The Cambridge Club entrance. The Event Safety Advisor or nominated deputy will arrange to meet CFRS on their arrival and escort them to the scene of the incident.

Additional and alternative RVP are located as follows; Main entrance on Grantchester Road.

4.7 Liquefied Petroleum Gas (LPG)

Many of the food concessions, staff and crew catering use cylinders of LPG for catering and heating water; these cylinders are generally connected to the catering unit by hose and manifold and form an integral part of the unit.

All spare full and empty cylinders will be held in a fenced compound on the Boneyard this location has been chosen so as that any cordon imposed on the compound should not affect operations in the main arena.

This facility will be notified to Cambridgeshire Fire & Rescue Service and operational crews will be offered site familiarisation visits.

4.8 Fire Detection

Fire detection is achieved through a combination of vigilance on the part of the production and security teams and by smoke detectors in sleeping accommodation provided by the promoter; all detectors will be purchased for the event and tested once fitted.

4.9 Evacuation

It is unlikely that the arena will have to be evacuated as a whole because of fire, rather the matter will be dealt with and a controlled evacuation carried out where deemed necessary by the Senior Fire Officer and the senior management team.

4.10 Event Control

The event is run by a multi-agency event control/ELT, details of which can be found in the EMP. The event control is a 24 hr operation and is the communications hub of the event; all requests for emergency assistance MUST be passed through event control.

4.11 Fire Fighting Equipment

Appropriate firefighting equipment will be provided and sited in accordance with the scales of provision set out in the table below and to the satisfaction of Cambridgeshire Fire & Rescue Service. Additional provision will be made available during the build and break periods.

5 Fire Classes







Fires are identified using a classification system. Each class identifies the type of fuel involved and allows appropriate fire extinguisher media to be identified.

Class Name	Class A Fires	Class B Fires	Class C Fires	Class D Fires	Class F Fires	Electrical Fires
Class Icon						
Type of Fire / Fuel	Freely Burning Materials Wood, Paper, Straw, Textiles, Coal etc.	Flammable Liquids Petrol, Diesel, Oils, Paint Paraffin etc.	Flammable Gases Methane, Propane, Natural Gas etc.	Flammable Metals Magnesium, Aluminium, Lithium etc.	Combustible Cooking Media Cooking Oil, Fats, Grease etc.	Electrical Appliances Computers, Stereos, Fuse boxes etc.

6 Fire Extinguisher Colour Codes (UK)

Fire extinguishers meeting BS EN3 are manufactured with a red body and have a band of a second colour covering between 5-10% of the surface relating to the extinguisher's contents. Each different type of extinguisher agent has a corresponding colour making identification easier for the user. Below is an overview of each extinguisher agent deployed on site and its corresponding colour.

Type of Extinguisher	For Use on (Fire Classification)	Suitability Guidance
ABC Powder		Powder fire extinguishers are ideal for use in mixed risk environments and offer excellent all round fire protection. With a unique class C rating, powder fire extinguishers are the only effective solution for fires involving flammable gases.
AFFF Foam		Foam fire extinguishers are ideal for use on fire involving solid combustible materials and are highly effective on flammable liquid fires. The layer of foam applied by these extinguishers helps to prevent re-ignition after the fire has been extinguished.
Carbon Dioxide		CO2 fire extinguishers are suitable for use on flammable liquid fires and are extremely effective at extinguishing fire involving electrical equipment. CO2 is also one of the cleanest extinguisher agents and leaves no residue behind.
Water		Water fire extinguishers are suitable for use in environments containing solid combustible materials such as wood, paper and textiles. It is important to remember that water conducts electricity and should not be used around electrical equipment (unless water extinguishers with additive are used).

Type of Extinguisher	For Use on (Fire Classification)	Suitability Guidance
 <p>Wet Chemical</p>		<p>Wet chemical fire extinguishers have a unique class F rating and are usually supplied with a special application lance. The perfect solution for tackling large burning oil fires, wet chemical extinguishers are ideally suited to the kitchen environment.</p>
 <p>Water Mist</p>		<p>Water Mist is a new technology that works on the basis of cooling fire, suffocating it and then cooling the burning media to prevent re-ignition using microscopic particles of water. Water mist extinguishers are ideal for covering areas of a building where multiple fire risks can be found.</p>
 <p>Fire Blankets</p>		<p>Fire blankets are made of fire resistant materials. They are particularly useful for smothering flammable liquid fires or for wrapping round a person whose clothing is on fire. Fire blankets should generally be disposed of after use.</p>

6.1 Onsite Fire Extinguisher Deployments

On site fire extinguisher provision will be supplied by TBC. Full details of deployment will be confirmed in the final version of this document.

7 Fire Safety – By Location / Phase

This document is broken down into sections which relate to the various areas within the festival site; overall fire policies and procedures are shown below and the various zones of the festival are considered in turn. The plan for the various zones is broken down into:

- Brief description of area.
- Means of raising the alarm
- Means of escape
- Methods for maintaining means of escape
- Means of fighting fires
- Method of summoning assistance

8 Build and Breakdown Phases

Prior and post the event, the site will be run as a construction site with all normal health & safety protective measures in place; safety on site will be coordinated by the event control and security providers, in addition ETC have been appointed to manage internal traffic.

There will be up to 150 workers on site during the build up to the event, distributed around the site on various projects, in addition there will be a production complex containing temporary offices and crew catering facilities. Communication during this period is by two-way radio and working areas can be fairly remote from each other.

Owing to the geographical size of the site and the low risk of any fire hazard affecting the whole working area, no site wide evacuation plan has been developed or implemented; rather, the organisers feel that

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local evacuation procedures are sufficient.

Portable FFE will be located strategically around the site and crew will be instructed to inform security control of any outbreak of fire. It will be the responsibility of security control and the production safety manager to ensure that the alarm is raised and the Fire Service is called.

Means of raising the alarm

By verbal warning, two-way radio to event control, air horn in production area.

Means of escape

From cabins via doorway, marquees to have appropriate signed exits, all stages to be fitted with treads as part of construction sequencing.

Crew and personnel to assemble at the Production compound.

Methods for maintaining means of escape

Regular patrols by security, safety inspections by safety team, signage where appropriate.

Means of fighting fires

Portable FFE with designatory signage distributed as site construction on-going, Cambridgeshire Fire and Rescue Service are available through 999 system

Method of summoning assistance

On discovering any fire, security and festival office should be alerted immediately on the radio network; the Event Safety Advisor or Site Manager will call Fire and Rescue via the 999 system and then attend the incident with the security supervisor to manage the incident.

Any responding emergency services units will be met at the designated entry point on Cambridge Road (Cambridge Polo Club) and directed to the incident.

9 Event Day Arrangements

9.1 Stages

The major hazards for the main stage area have been identified as:

- Electrical fire on the stage
- Fire caused by misuse of special effects (where applicable)
- Audience instigated fire in the front of stage area.

Portable FFE and designator signage will be placed on the stage and associated structures and in areas of particular hazards (i.e. dimmers and amp racks, generators etc.)

Means of raising the alarm

By verbal warning, two-way radio to event control/ELT, security personnel to manage evacuation of stage; if necessary to audience through main PA if safe and operational or via loudhailer.

Means of escape

From main stage structure via treads located either side or signed or via loading ramp; any spot and hothead operators to use riggers ladders if safe, or await rescue.

For audience members via designated emergency exits

Crew and personnel to assemble points will be designated once on site and signed accordingly.

Methods for maintaining means of escape

Stage treads and ramps are permanently staffed security positions; front of stage thoroughfares do not require maintenance

Means of fighting fires

Portable FFE located on stage or in ancillary structures.

Method of summoning assistance

By radio to event control/ELT who will inform the Event Safety Advisor and Event Manager. They will coordinate the response and decide on any evacuation in conjunction with the security manager and Event Safety Advisor.

Any responding emergency services units will be met at the designated entry point to the site/arena and directed to the incident.

9.2 Stages Areas in Tents

Where stages are located in 'big top' type structures, audience capacities, exit widths and means of control are all discussed in the event management plan and the management systems for each stage are similar. The major difference between these stages and the outdoor stages is the tented stages do not have roofs and side walls.

All materials for tented structures are certified as discussed above and all are equipped with FFE and suitable exit width to allow them to be evacuated within 2.5 minutes.

The major hazards for these areas have been identified as:

- Electrical fire on the stage
- Audience instigated fire in the structure or around exits
- Fire which spreads to structure canopy or walls.

Portable FFE and designatory signage will be placed on the stage and associated structures and in areas of particular hazards (i.e. dimmers and amp racks).

Means of raising the alarm

By verbal warning, two-way radio to event control/ELT, security personnel to manage evacuation of stage; if necessary to audience through main PA if safe and operational or via loudhailer, audience to be directed from the structure into the main arena compound.

Means of escape

All tented stages and structures have sufficient exit width to evacuate the audience within 2.5 minutes, exit width calculations are detailed in the event management plan.

All exits within tented structures will be designated with illuminated lighting with independent power source; all tented stage will also be equipped with working/emergency house lights, activated from behind the stage.

Methods for maintaining means of escape

Stage treads and ramps are permanently staffed security positions; each tent exit is staffed by a security team or staff member who are tasked with maintaining the exit and with implementing ingress controls should the structure reach capacity.

Means of fighting fires

Portable FFE located on stage or in ancillary structures.

Method of summoning assistance

By radio to event control/ELT who will inform the Event Safety Advisor and Event Manager. They will coordinate the response and decide on any evacuation in conjunction with the security manager and safety manager.

Any responding emergency services units will be met at the designated entry point to the site/arena and directed to the incident.

9.3 Sleeping Accommodation

Some contractors and suppliers install sleeping accommodation for staff within the event site; as these staff are working personnel and the accommodation is being supplied as part of their employment, those organisations who supply sleeping accommodation must:

Ensure suitable smoke or fire detection and alarm systems to L3/L4 standard are installed in the accommodation units.

- Ensure suitable smoke or fire detection and alarm systems to L3/L4 standard are installed in the accommodation units.
- Ensure that suitable fire escapes, which are signed and lit, are designed into the accommodation area
- Ensure that there is suitable emergency lighting in the accommodation area

Part 2-Fire Risk Assessment

Event Title	Strawberries & Creem and The Cambridge Club
Location	Haggis Farm
Dates of Event	Saturday 15 th & Sunday 16 th June 2019
Numbers of Persons on Site	Ticket Holders 9,000 (S&C) and 4,500 (TCC), Staff and Volunteers 500
Responsible Person on Site	Louise Young & Clayton White
Name of Assessor	Helen McCabe, Tech IOSH, Harrier UK Ltd
Contact Details:	helenmccabe@harrieruk.com

10 Fire Risk Assessment

10.1 Risk Matrix

1. Likelihood of fire	
Description	Rating
Very Unlikely	1
Unlikely	2
Possible	3
Probable	4
Almost Certain	5

2. Severity of a fire	
Description	Rating
Negligible	1
Slight (minor injuries)	2
Moderate (major injuries)	3
Severe (life changing injuries)	4
Very severe (fatalities)	5

3. Risk rating		Likelihood				
Severity		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

4. Risk Classification	
High Risk	16-15 Unacceptable
Medium Risk	4-15 Tolerable
Low risk	1-3 Acceptable

10.2 Risk Classification

The overall fire risk based on the assessment is classified as Tolerable. However, measures will continually be assessed to reduce the risk further were possible.

10.3 Abbreviations Used in the Assessment

A = Workforce / Contractors B = Public

SUBJECT AREA	RISK GROUP	HAZARD	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
10.4 Main arena & car park – Ignition sources								
Site Vehicles	A&B	Poorly maintained vehicles & plant equipment during building	<ul style="list-style-type: none"> Any vehicle or plant & machinery hired in support of this event must be sourced from a reputable supplier. All hired equipment to be inspected on arrival. 	Managers to monitor on arrival and visually inspect all vehicles	1	5	5	Site Management
Public Vehicles	A&B	Radiated heat from vehicles Radiated heat from exhausts	<ul style="list-style-type: none"> Traffic management plan in place to limit & reduce vehicle access to site Keep all traffic flowing away from site & do not allow engines to idle in high risk areas in proximity to site In the event that any vehicles queue near site, steward to request they move away or turn off engines. Stewards to move vehicles away from site in all circumstances If grass on the car park and entrance routes is dry provision will be made to 'damp down' the grass and additional fire safety patrols will be put into place 	Limited parking on site and limited vehicle movement. Main site entrance to be maintained at all times, site manager to monitor at all sites.	1	5	5	Event Management
Site Traffic	A&B	Traffic collision	<ul style="list-style-type: none"> Traffic management plan in place No vehicle movements on site once event is open Stewards to monitor non-authorized traffic once event is open No contractor or site vehicles to be reversed without a banksman 	Ensure all information referring to road closures & road access is published in advance of the event	1	5	5	Event Management
Overlay electrical Installation	A&B	Electrical equipment malfunction Refuelling of generators Poor quality cabling incorrect	<ul style="list-style-type: none"> Temporary sources of power will be provided via generators supplied from a reputable company All generators earthed and in ventilated area 	Generators installed by competent person All electrical equipment to be signed off on site with a completion	2	5	10	Site Management

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SUBJECT AREA	RISK GROUP	HAZARD	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Catering / Traders	A&B	RCD	<ul style="list-style-type: none"> All electrical installations to have current compliance certificates All electrical installations to be inspected and tested as fit for use by a competent person, in accordance with The Electricity at Work Regulations 1989 All plugs to be properly fused, RCD protection for outdoor cabling A reputable company to be used for installing the technical equipment (sound & lights or other) This company able to produce safety documents (PAT electrical testing) for all equipment and cabling used Electrical cabling to be kept free of combustible material and kept ventilated to prevent over heating All power cable runs to be in safe areas away from public access and no crossover of heavy mains on site All food, bar and other traders to supply certificates showing safety compliance for their electrical equipment 	certificate All retuelling (if required) to be carried out by a nominated, experienced and competent person	1	5	5	Event Management
		Liquid Petroleum Gas (LPG) used for cooking installations within Food Trade Units Electric supplied cooking equipment within Food Trade Unit Radiated heat from concession units Catering BBQ grills	<ul style="list-style-type: none"> All LPG installations to have current compliance certificates as issued by a registered Gas Safe inspection Gas Safe inspector must be qualified to inspect mobile catering traders Catering units to be designed and built to current regulations and carry proof of inspection by their Local Authority Fat fryers to be equipped with thermostatic cut out controls and flame failure devices to prevent gas escape and build up 	All food concessions will be inspected by Event Safety Advisor or Concessions Manager in advance of opening to serve visitors Records of finding recorded and stored on site All trader units inspected for in date	1	5	5	

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SUBJECT AREA	RISK GROUP	HAZARD	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Smoking	A&B	Smoking materials not extinguished properly or near accumulated waste	<ul style="list-style-type: none"> Electric supplied cooking equipment to have current compliance certificates as inspected by a registered inspector Food concession to submit a Fire Risk Assessment and hold appropriate fire extinguishers / blankets Catering staff featuring barbeque grills to isolate grills from public access and specifically risk assess and have methods of extinguishing the BBQ There will be a minimum of 1m gap between each catering unit and 3.5m gap between groups of 3 units No overnight sleeping/occupancy of trader units 	and correct fire extinguishers, Fire blankets, etc. Regular and continual back of house patrols for the identification and removal of combustible waste from catering units No camping is permitted behind catering stands, where camping is required for security reasons this will be limited to 1 x tent which must be removed each day prior to opening	2	5	10	Event Management
Production / Lights	A&B	Incorrectly installed stage lighting	<ul style="list-style-type: none"> No smoking permitted inside buildings or marquees in line with national legislation Provide staff smoking areas back of house and monitor activity Provision of sand buckets in some locations for proper extinguishing of smoking materials Positioning of fire points and extinguishers around the event site Use of known competent contractors Discuss suitable type and style of lighting / video systems in use on site Oversee installation and positioning Specify LED lighting where possible 	Organisers to use known suppliers Ask for lighting design in advance of event All sign off records kept	1	5	5	Site Management

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SUBJECT AREA	RISK GROUP	HAZARD	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			
					L	S	R	
Pyrotechnics and special effects	A&B	Unauthorised or inappropriate use by production Unauthorised or inappropriate use by public	<ul style="list-style-type: none"> Check for maintenance records, insurance documents Brief all technicians on arrival to site Monitor installation and proximity to drapes, hanging and other materials Inspect all fixture cabling and interconnect looking for frays, general damage Installation to be signed off Any use of pyrotechnics or special effects must be approved by the Event Manager. All pyrotechnics or special effects must be manufactured supplied, installed and by competent companies and suitably qualified staff Pyro and special effects may be subject to demonstration on site prior to approval of use. Details of the intention to use pyrotechnic and special effects are to be supplied to the Event Manager together with data sheets, risk assessments and method statements prior to be brought on site Suitable and sufficient FFE is to be provided by the contractor / production or installing the pyrotechnics Use of pyrotechnics by the public is illegal, and actively discouraged. Searches will be conducted at entrances to site and those found in possession such items will be have them confiscated and may risk prosecution. 	In production office	1	5	5	Festival Management

SUBJECT AREA	RISK GROUP	HAZARD	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
10.5 Main arena and car park – Fuel sources								
Overlay / Structures	A&B	Marquees commercial tents and stage textiles igniting	<ul style="list-style-type: none"> Contract only reputable firms for stage textiles and marquees All contractors providing textiles to submit proof of fire retardancy Structures spaced minimum 3 metres apart 	Records to be maintained on site	1	5	5	Site Management
Look / Branding / Decor	A&B	Drapes, banners, décor, soft furnishings igniting	<ul style="list-style-type: none"> All drapes and banners etc. will be certified to the relevant resisting / retardant standard Samples of décor textiles should be available for testing upon request 	Certificates held on site in production office event file	1	5	5	Site Management
Overlay / Timber / Wood	A&B	Building materials, pallets, wood igniting	<ul style="list-style-type: none"> Where possible, wood used on site will be treated with fire retardant to help prevent easy burn Fire extinguishers to be placed with any structure or building containing wood Waste wood to be disposed of in proper waste containers, away from sources of ignition and public area 	Event Safety Advisor and Site Manager to monitor all equipment coming onto site	1	5	5	Site Management
Fammable Liquid	A&B	Cleaning solvent & spirits, alcohols, fuel, paint, cooking oil	<ul style="list-style-type: none"> Minimal amount of flammable liquids on site, only what is necessary for use Cleaning solvents, spirits and paints be kept in dedicated store area with no access by public COSHH assessments to be provided for any chemicals Food Traders fat fryers to be equipped with thermostatic cut out controls to prevent overheating 	Event Safety Advisor and Site Manager to monitor on site and oversee storage, use and any flammable liquids introduced to site	1	5	5	Festival Management

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SUBJECT AREA	RISK GROUP	HAZARD	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Flammable Gas	A&B	LPG used by Food Trader	<ul style="list-style-type: none"> Generator fuel to be diesel and to be stored in an isolated area, transported in purpose built containers and refuelling done by experienced designated contractor Minor spills to be promptly cleared using spill kits Major fuel spills to be reported to site event manager. Event Safety Advisor to be available to deal with initial response FRS and Environment Agency to be notified of any significant spills, for further assistance and guidance Minimal use of LPG on site All LPG cylinders to be suitably secured One cylinder in use and one spare per food trade unit. All other cylinders to be stored in designated, secure and well vented compound Event Safety Advisor to monitor use of LPG on site 	Organisers to arrange a suitable locked storage facility on site	1	5	5	Event Management
Combustible Waste	A&B	Combustible litter, packing materials, waste site build materials	<ul style="list-style-type: none"> Litter and rubbish bins provided throughout the site, which are emptied at regular intervals in order to prevent build up Contractor hired to litter pick and manage waste on site Hire of skips as necessary – ensure these are lidded type and positioned in backstage / secure area 	Regular patrols by Security stewards to monitor build-up of waste and report findings Regular back of house patrols to identify and remove combustible waste	1	5	5	Event Management

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SUBJECT AREA	RISK GROUP	HAZARD	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	

10.6 Main arena and car park – Detection and warning

Fire	A&B	Fire developing unnoticed caused by public on site	<ul style="list-style-type: none"> Event Manager to identify areas of isolation within the event site with little public or staff / contractor footfall Security, stewards and all staff to be briefed to monitor the site, included isolated areas for signs of fire 	Event Manager and team to ensure site wide communication at all times during all phases of this event	1	5	5	Event Management
Communications	A&B	<p>Failure to notify all persons within the area of a significant fire</p> <p>Failure to notify persons within the area of the need to evacuate part of or the whole of the area</p> <p>Failure to notify persons near the emergency</p>	<ul style="list-style-type: none"> Through radio systems, PA megaphones and or in person security & stewards patrol and site staff to notify persons in hazard area of proximity to fire Security and key safety staff to ensure that the fire hazard area is evacuated Emergency communication script made available to stage area to relay emergency messages to crowd in the event of fire Security or Stewards to be in radio contact with Event manager ref arrival of emergency services 	Event Manager to have an Emergency plan in place This plan communicated to all staff and contractors RVP 1 and 2 identified on site plan	1	5	5	Event Management

10.7 Main arena and car park – Firefighting equipment and facilities

Equipment	A&B	Fire extinguishers failing to perform Insufficient quantity of portable fire extinguishers	<ul style="list-style-type: none"> Professional extinguisher supplier to be arranged to equip site with correct mix of suitable firefighting equipment All fire extinguishers serviced in accordance with BS5306 part 3 by a competent contractor All fire extinguishers refilled in accordance with BS5543 part 1 	Stewards & Security positioned in display zone in close proximity to extinguishers Extinguishers placed across site as required (see sections 6 of Fire Safety Management Plan)	1	5	5	Event Management
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SUBJECT AREA	RISK GROUP	HAZARD	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Escalation / Response	A&B	Larger fires (Structures, vehicles)	<ul style="list-style-type: none"> Appropriate fire extinguishers to be located in key zones of site and in key site locations as decided by organisers and managers Comprehensive fire extinguishers and IBS (water) placement within trader, concession and bar areas Key areas on site to be supplied with fire points consisting of water buckets / sand and selection of extinguishers at regular intervals throughout the site Fires involving either a vehicle, concession unit or structure will be reported to fire service 	Emergency plans to have systems for calling for assistance i.e. 999	1	5	5	Event Management
10.8 Main arena – Means of escape								
Overlay / Structures	A&B	Overcrowding within certain areas of site Insufficient or inappropriate exits from site Blocked escape routes, compression points within site layout	<ul style="list-style-type: none"> Capacity of site to be calculated and numbers maintained. Exit time to be calculated between 2 and 10 minutes, depending on the exit point and risk present Enclosed structures to have minimum of two exit points for the public and two for any backstage/ staff only areas Technical equipment / Lighting or other structures on site placed on site so as not to obstruct safe passage via exit routes Any agreed / designated Exit points to be illuminated by regulation green "Running Man" sign 	Security and stewards to monitor site capacity and exit routes at all times	1	5	5	Event Management
Viewing and Circulation Areas	A&B	Uncontrolled evacuation of area. Crushing & tripping Large number of people	<ul style="list-style-type: none"> Management to design site with minimum of two escape routes within arena 	Security and steward plans to maintain exits and evacuation routes	1	5	5	Event Management

Document prepared by Hamier UK Ltd
 The Old Vicarage, Market Street, Castle Donington, DE74 2JB
 Hamier UK Ltd registered in England & Wales, company No. 7207021 / Vat Number: 91 846866



SUBJECT AREA	RISK GROUP	HAZARD	CURRENT CONTROLS	FURTHER PRECAUTIONS (if required)	Risk Level			RESPONSIBLE
					L	S	R	
Disabled / Vulnerable Person	A&B	<ul style="list-style-type: none"> unfamiliar with site Obstructions in Emergency Exits and Escape Routes Obstructions in emergency Vehicles access routes Poor lighting of emergency route Poor ground conditions along escape route 	<ul style="list-style-type: none"> Escape routes to be indicated with regulation green "running Man" signs and accompanying arrows positioned at a height as to be visible Exit points signed as such and illuminated for ease of location during hours of darkness Staff and contractors to be made aware of site emergency procedures and escape routes, during site induction Escape routes to be free of obstructions and exit points to be positioned in areas where the ground is relatively flat Fire lanes within area maintained across site Fire lanes and any gated areas to be a sufficient width to accommodate emergency vehicles 	and assistance those requiring assistance during evacuation	1	5	5	Event Management

APPENDIX I



Strawberries and Creem Festival

Haggis Farm, Cambridge

15 June 2019

TRANSPORT MANAGEMENT PLAN

Version 1.0 5/12/2019

Prepared by ETC limited
on behalf of



Strawberries and Creem festival
11 Cheveley Road
Newmarket
Cambridgeshire
CB8 8AD

ETC Limited
info@eventtc.com
08000 246 800



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Version Control		
Version	Amendments	Date
1.0	Initial Plan	05/12/18

Event Data:

Location	Haggis Farm, Grantchester Road, CB23 7PZ, Cambridge
Dates of Event	15 June 2019
Opening Time of Event	Saturday 15 June 1200hrs
Closing Time of Event	Saturday 15 June 2300hrs
Operational Dates	15 June
Build Dates	12-16 June
Advanced Signage Date	01/06/19
Signage Install Date	13/06/19
Signage Removal Date	16/06/19
Type of Event	Dance Genre Music Festival
Audience Profile	Primarily 18-30 years
License Capacity	12,000

Scope of Works:

Service	Supplier
Build Traffic	TBC
Event Directional Signage	ETC
Traffic Management	ETC
Park & Ride	N/A
P&R Fees	N/A
Internal TM	ETC
Pick up and Drop off	ETC

External Services	Supplier
Coaches	TBC
Buses / Shuttles	TBC
Trains	Greater Anglia Trains

Contents

Section	Section Title	Page
N/A	Amendments	2
N/A	Event Data	3
N/A	Contents	4
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1.0	Overview	7
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3.0	Entry Routes	9
4.0	Exit Routes	13
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6.0	Temporary Traffic Regulation Orders	15
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8.0	Park & Ride and Parking Arrangements	17
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Traffic Management Plan Objectives

The traffic management plan includes a series of objectives. The purpose of these objectives is to clearly set out the framework defined within the plan, to ensure that key areas of interest are noted.

The objectives are as follows:

- *The Maintenance of public safety on the local highway infrastructure. This is the key objective and the primary reason for such detailed traffic management planning. Public safety must be protected at all times, and the event must take all reasonable, practicable measures to ensure that the risk to life is minimised.*
- *To minimise disruption to all road users with special emphasis on maintaining the integrity of those routes which act as a local alternative to the strategic trunk road system. Detailed planning of the supporting infrastructure is included with the TMP. This planning is the crucial element in meeting the key objective listed. ETC, in conjunction with all other concerned parties, will agree the type and structure of the supporting traffic management proposals to ensure that the public highway is, in as much as is practicable, kept clear of unnecessary congestion. The plan should be suitably robust enough to cope with all anticipated issues raised as a direct result of this event taking place.*
- *Minimise the disruption and impact of such an event on local communities. Clearly it is important that any event seeks to minimise its' impact upon the local community. This event will introduce a series of measures as detailed in the TMP that will seek to mitigate any adverse effects on the community. These will include No Waiting orders and such like to prevent disruption wherever possible.*
- *Sub Objectives should be included in the plan relating to visitors to the area should be catered for and managed accordingly.*

1.0 Overview

Strawberries and Creem is a festival event, taking place at Haggis Farm, near Cambridge on 15 June 2019. The event is managed and promoted by Strawberries and Creem production ltd. This is the fifth year for the event.

ETC has been contracted for the first time for 2019 to provide design and implementation of the traffic management plan in co-ordination with the organisers, Cambridgeshire Police, Cambridgeshire Highways and Highways England. ETC's management team have a wealth of experience managing traffic planning, delivery and parking services to hundreds of major events over the last 20 years. These events have included the likes of the F1 Grand Prix, Silverstone, V Festival, Weston Park, Grand National, Aintree, and more recently the Lumiere Festival, Durham, the Midland Game Fair, Rugby 7's Festival, Bournemouth, Lincolnshire County Show, Scampton Airshow as well as the Rescue Day event in North Lincolnshire.

The event site itself is well located with good local and regional road network access. The site is immediately adjacent to the A603. Regional access is provided by the M11 within 0.5 miles of the site. Internally the site is adequate to cope with the anticipated 12,000 capacity audience. As part of the whole promotion for the event, the location is advertised in advance. There is no relevant existing signage on the local road network infrastructure to indicate the event parking locations.

For an event this size it is expected that somewhere in the region of 4,500 cars would attend the site. To try and reduce this number, and to minimise the effect of the event on the local community, a dedicated bus service is to be provided linking the site to Cambridge railway Station and City centre (bus stop opposite parkside police station). Further to this, a charge will be levied for parking onsite of £15.00 per car, Shuttle bus, £10.00 on the day. It has been proven that charging for car parking at this level significantly reduces the number of cars attending site and encourages patrons to car share wherever possible. Most car parking passes will be purchased in advance. Those cars without passes will be charged on entry by ETC staff.

The main car parking areas will remain at the north-eastern end of the site with access off Grantchester Road.

A double crew traffic management response vehicle will be on site for the duration of the event, the response vehicle will be able to deal with any traffic incidents that may occur during the event and will also monitor the traffic during the entry and exit phases of the event.

This is version 1.0 of the transport management plan. Any queries in relation to this plan should be directed, in the first instance, to ETC Limited.

2.0 Pre Show Traffic

On the 1st June 2019 advance warning signs for the event will be placed out, warning of possible delays in the area.

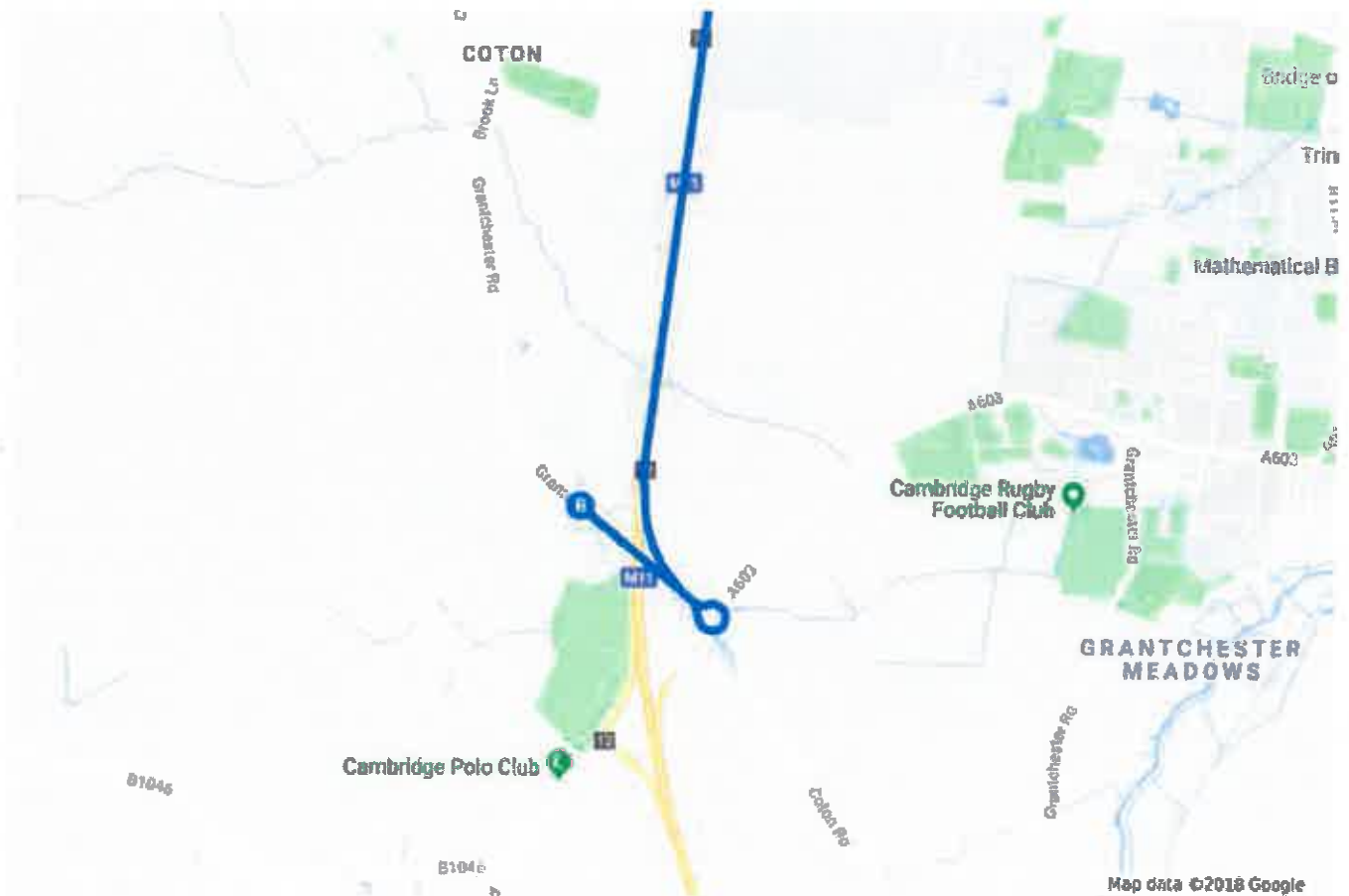
In the week commencing Monday 10th August 2018 event directional signage will be erected as per the signing schedule in Appendix A of this report.

3.0 Entry Routes

Routes for this event are planned to get traffic to and from the event whilst minimising disruption to the local area. Wherever possible routes are planned to avoid major residential and urban areas. This site has good access with separate internal routes available for EMS vehicles. All Routes are detailed below.

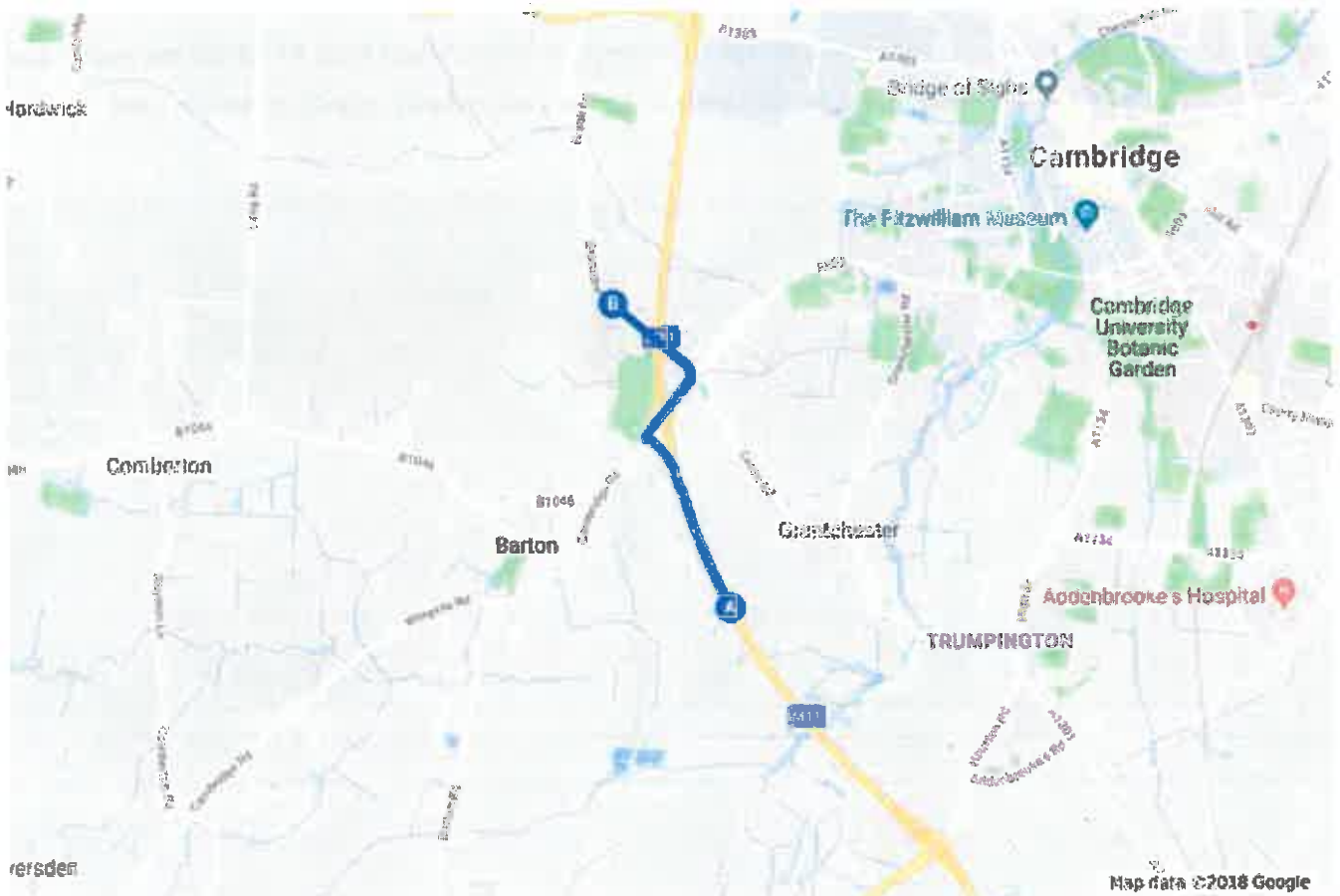
3.1 Public Southbound

Traffic travelling from the north will likely arrive via the M11 southbound. Traffic will exit the M11 southbound at junction 12. From this point traffic will then directed to return on to Grantchester Road 4th exit off the roundabout following the event directional signage and the turn left in to the car park and pick up/drop off for the event.



3.2 Public Northbound

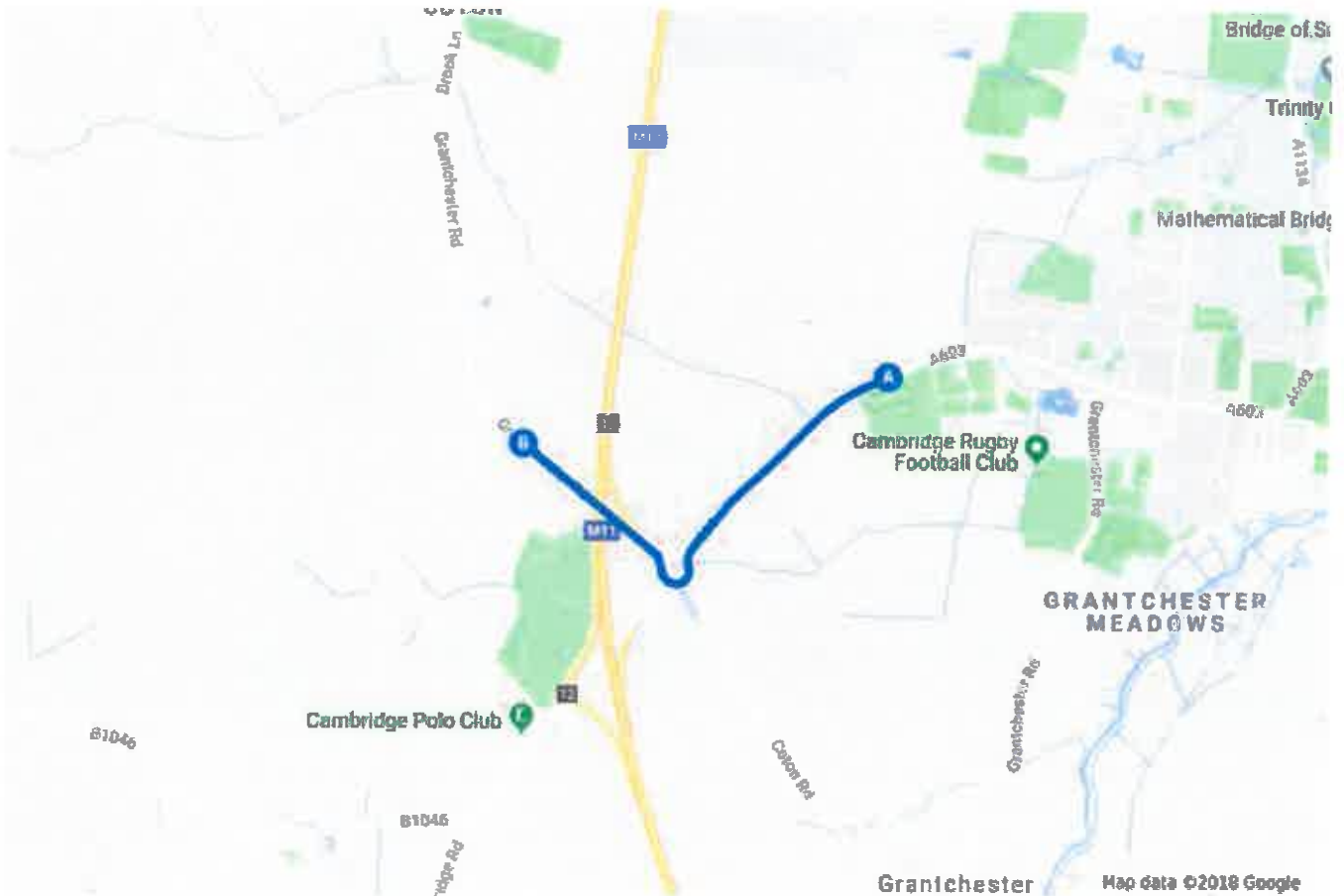
Traffic travelling from the south will travel via the M11 northbound. Traffic will exit the M11 northbound at junction 12. Traffic will then be directed to turn right 3rd exit on roundabout on to the A603 northeast bound. At the next roundabout traffic will be directed to turn left on to Grantchester road and will then be directed to turn left in to the car park.



3.3 Public Westbound

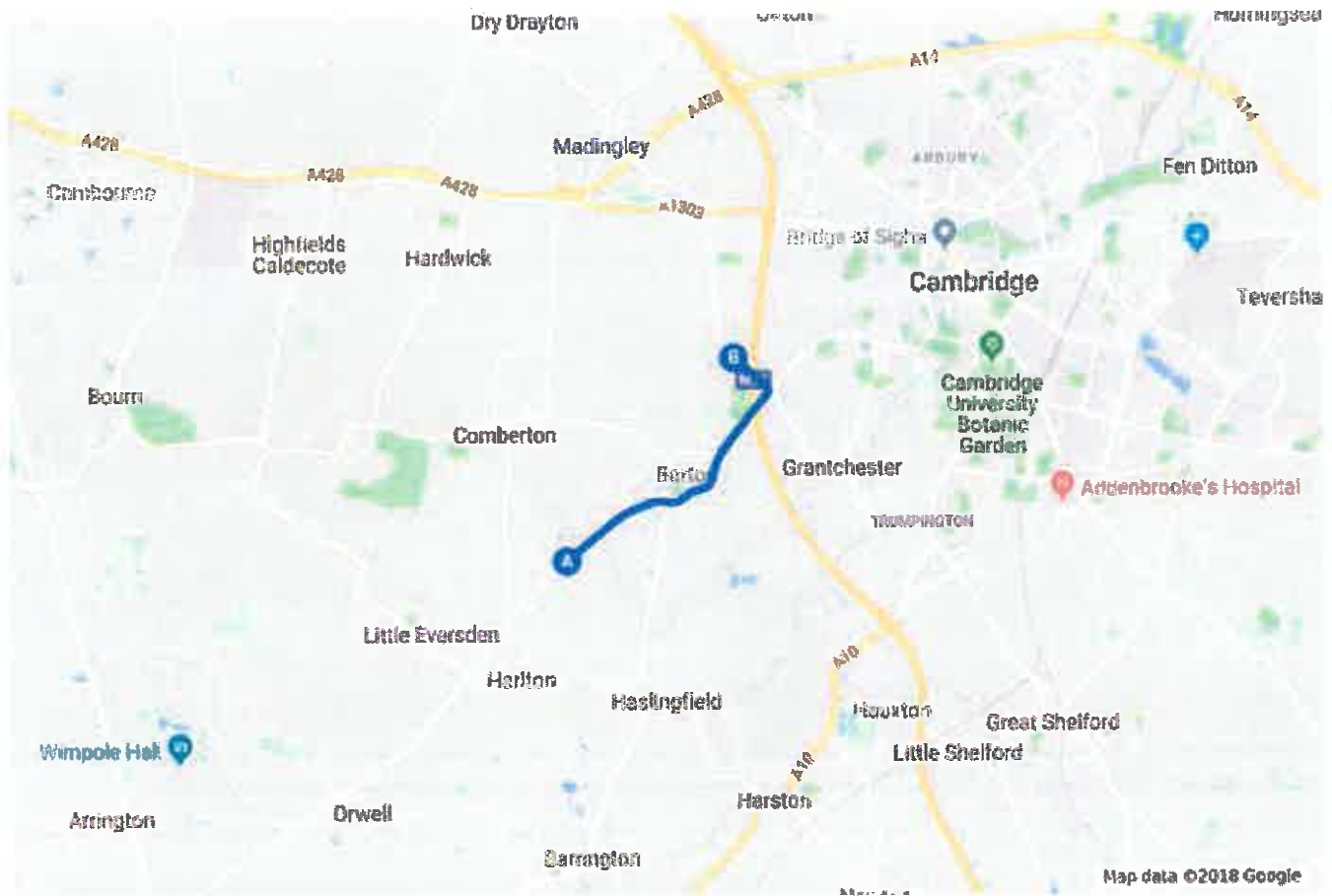
Traffic travelling to the event from the east (Cambridge) will arrive via the A603 westbound.

Traffic will be directed along the A603 to the roundabout A603/Grantchester road. At the roundabout traffic will be directed to turn right 3rd exit on to Grantchester road and then directed to turn left in to the car park.



3.4 Public Eastbound

Traffic travelling to the event from the west will arrive via the A603 eastbound. Traffic will be directed to stay on the A603 to the roundabout with Grantchester Road. At this point traffic will be directed to turn left 1st exit off the roundabout on to Grantchester road and then turn left in to the car park.



4.0 EXIT ROUTES

ETC will ensure that sufficient marshals are deployed to assist with traffic exiting the site. They will be responsible for all internal traffic management within the event site.

Exit routes will be the exact opposite of the entry routes and will be signed accordingly.

5.0 Traffic Management Requirements

The active traffic management requirements for this event are minimal. A traffic management response vehicle, double-crewed will be available, during peak times, to monitor the roads surrounding the event. This will provide cover throughout the event, if required, in the case of an event evacuation.

The following areas for management have been identified at this stage.

5.1 Grantchester Road junction of Car Park Entrance /Exit.

This junction will require control by means of temporary traffic lights.

The temporary traffic light will be configured as a three way on entry phase with phases one and two being Grantchester road and phase three being the car park exit. For exit phase the temporary traffic signals will be configured as a three headed two phase with phase one being Grantchester road in both directions and phase two being the car park exit. This can be seen in CAD xxx in appendix B of this document.

5.2 Grantchester road from car park entrance to A603.

The section of carriageway from the roundabout at the A603 to the car park entrance will require a contingency closure if the pedestrian flow on to the carriageway becomes too heavy. Grantchester road northwest bound carriageway would be closed but the traffic from the A603 would still be running northwest bound but on the southeast bound carriageway. Southeast bound traffic would only be allowed to turn left out of the car park and be diverted northwest bound on Grantchester road. The closure would not affect M11 junction 12 which would remain open at all times. And a temporary pedestrian crossing would be put in place at the crossing points near the roundabout. This can be seen in CAD xxx in appendix B of this document.

5.3 Temporary pedestrian crossing.

A temporary pedestrian crossing will need to be put in place on Grantchester road at the A603 roundabout in both directions to allow the safe crossing of pedestrians across Grantchester road. The pedestrian crossing will be controlled using a stop stop system to stop vehicles in both directions and allow pedestrians to cross Grantchester road. This can be seen in CAD xxx in appendix B of this document.

6.0 TEMPORARY TRAFFIC REGULATION ORDERS

Details of the current TTRO requirements are shown below.

6.1 Road Closure

The section of carriageway from the roundabout at the A603 to the car park entrance will require a contingency closure if the pedestrian flow on to the carriageway becomes too heavy. Grantchester road northwest bound carriageway would be closed but the traffic from the A603 would still be running northwest bound but on the southeast bound carriageway. Southeast bound traffic would only be allowed to turn left out of the car park and be diverted northwest bound on Grantchester road. The closure would not affect M11 junction 12 which would remain open at all times. And a temporary pedestrian crossing would be put in place at the crossing points near the roundabout. This can be seen in CAD xxx in appendix B of this document.

6.2 Temporary speed restriction Grantchester road.

A temporary speed restriction of 30mph will be put in place on Grantchester road for the safety of pedestrians and staff. The 30mph limit will run from the A603 roundabout to the Coton nature reserve in both directions on Grantchester road. This will also need to include the last 100 yards of the M11 junction 12 slip road southbound.

6.3 No Stopping Zone.

There will be a no stopping order for a distance of 1km in all directions from the A603 roundabout junction of Grantchester road no waiting cones will be deployed along the whole length of the order.

The order will run:

A603 east of the roundabout in both directions up to Queens college entrance.

A603 west of the roundabout in both directions up to junction of B1046.

Grantchester road in both directions from the roundabout up to the Coton nature reserve.

Coton road from the roundabout to the junction of Bridle way in both directions.

The no waiting order will run from 00.01hrs Saturday 15 June 2019 until 23.59hrs on Sunday 16 June 2019.

No waiting cones will be placed out prior to the no stopping order taking place but will not be enforced until the times and date on the no stopping order.

7.0 EVENT COMMUNICATIONS STRATEGY

- The hub of all event communications will be directed via Event Control (EC). ETC will have a senior staff onsite during the operational hours of the event, and will attend the regular onsite meetings at EC.
- EC should have a dedicated landline contact telephone number for agencies to communicate with relevant authority's onsite during the operational hours of the event.
- On each day of the event, all agencies on site will take part in a number of daily debrief covering all aspects of the event, including traffic. All issues raised should then be actioned by the relevant agency.
- ETC will have their own dedicated event radio system in place to communicate during the event.

8.0 Parking Arrangements

The internal management will be key to the success of the external management of traffic. With this in mind ETC has worked closely with the event organisers to consult and advise the best plan of action for the internal traffic management. This covers areas such as the public parking, taxi rank, pick-up and drop off (PUDO) and shuttle bus parking. A charge will be levied on cars parking for the event. This will be collected on entry for those who have not pre-purchased under the supervision of ETC. It is agreed that the charge be set at £15.00 per car to minimise any delays on entry. Charging for parking is proven to encourage car sharing thereby reducing the total number of vehicles on site.

Car parks will be open as follows:

Open on Saturday from 0700hrs through to 0100hrs on Sunday

8.1 Public Parking

Parking for 2019 remains the same as in 2018,



This area is 7.5 acres in size with a capacity of 1,312 cars.

8.2 Disabled Parking

Disabled parking arrangements will be onsite in the Front of the main car park.

8.3 Taxis / Drop off / Pick Up / Shuttle Buses

Taxis PUDO and Shuttle Buses will use the area to the front of the main car park closest to the main pedestrian gate.

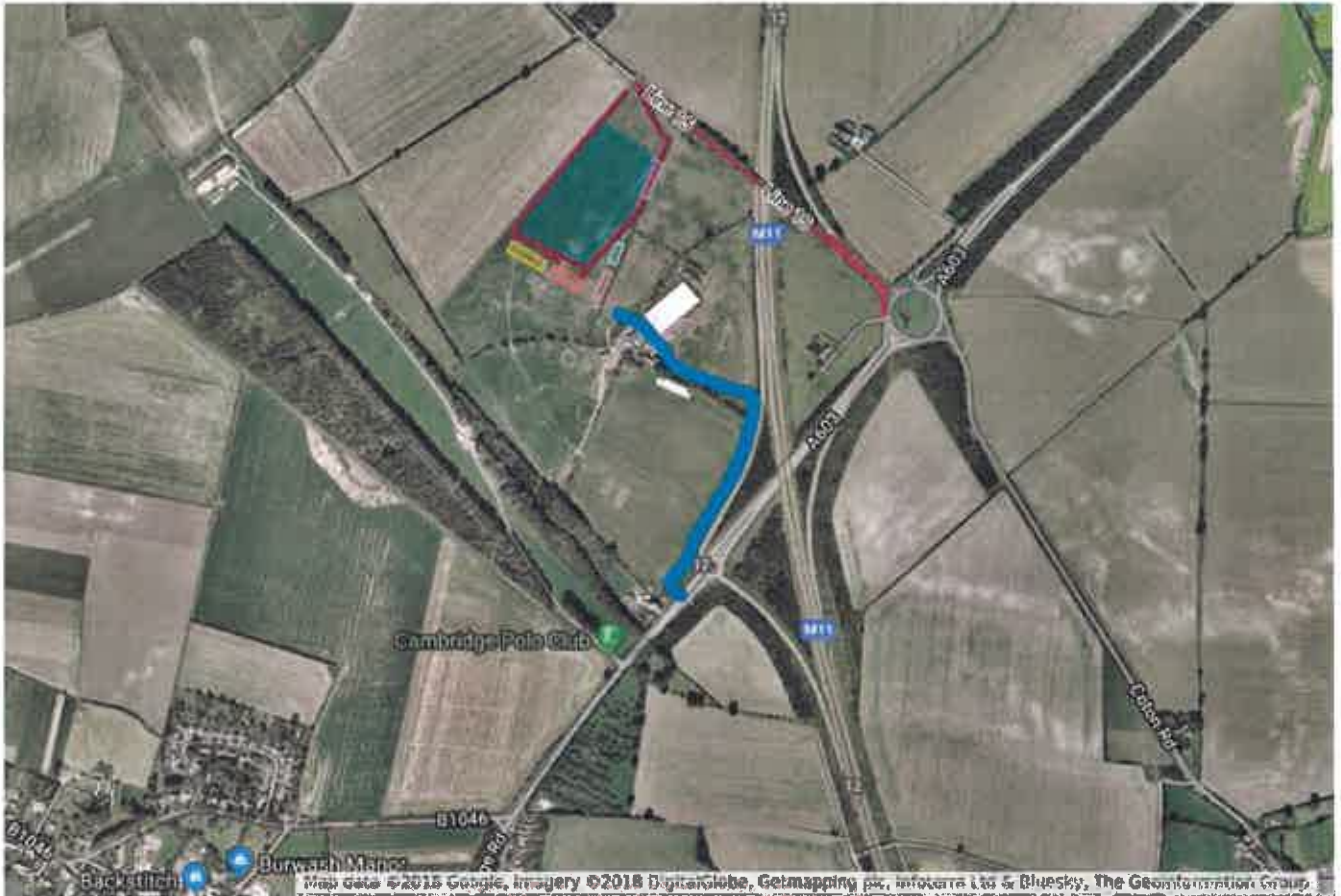


9.0 Bus Services

A regular shuttle bus service will be provided to transport festivalgoers to and from the mainline station at Cambridge and will also stop at City centre (bus stop opposite parkside police station). This service will also drop off in the area at the front of the main Car Park.

10.0 Emergency Services

A dedicated Blue Route will be available onto site. The access will be via the main Farm entrance onto site.



Clearly, the provisions detailed above will allow as reasonable access as is normally required for any event of this type. This in itself is an inherent necessity, and a primary objective of the traffic management plan. In the event of a major incident, ETC would request Police support, as it is likely they will be attending the site in these circumstances.

The success of the EMS vehicle access route is dependent upon clear co-ordination from all agencies. All services should pre-plan their individual access routes based upon their starting point and final destination keeping in mind any areas likely to have significant numbers of pedestrians on them. ETC will fully brief all staff working on traffic management to ensure that they also fully comprehend the EMS routing plans.

11.0 Signing

In accordance with The Event Safety Guide (The Purple Guide) the signing schedule is critical to the success of the event. The signing of the primary routes will be essential to provide clear and concise directions to visitors. All signage for this event will be supplied and installed by ETC.

In order to direct traffic onto the routes we have chosen it will be necessary to provide signage on the roads around the event. These would be under the jurisdiction of Lincolnshire County Council Highways and Highways England. As such, Lincolnshire Highways and Highways England will be consulted on the planning proposals and signing schedule.

All signs will be manufactured in accordance to Chapter Eight guidelines. They will be manufactured in aluminium, Dibond or Zintec plate, class II reflectivity, or class I where stipulated. Vinyl will be black on yellow, with a minimum x-height of 75mm.

Signs will be erected in accordance with the DfT Guidance "Provision of Temporary Signing to Special Events" Leaflet. Qualified operatives will place out the signs on the dates stipulated earlier in this report. Wherever possible, signs will be pole mounted, otherwise they will be freestanding in angle-iron frame or quick fit frame. Sandbags will be used where appropriate to prevent any sign movement. Regular checks will also be conducted on all signs both leading up to and during the event.

All signs will be removed or collected within 48 hours of the end of the event.

The signing schedule can be seen in appendix A of this report.

11.0 RTCC

The Regional Traffic Control Centre provides commuter information on the motorway network via the overhead gantry variable message signing. This system has been utilised to provide both advanced warnings to motorists to avoid the area, and live information during events regarding any particular difficulties in terms of congestion in the locality.

13.0 Cambridge Club

Cambridge Club is a festival event, taking place at Haggis Farm, near Cambridge on 16 June 2019 (Father's Day). The event is managed and promoted by Strawberries and Creem production ltd. This is the Third year for the event.

ETC has been contracted for the first time for 2019 to provide design and implementation of the traffic management plan in co-ordination with the organisers, Cambridgeshire Police, Cambridgeshire Highways and Highways England.

The event site itself is well located with good local and regional road network access. The site is immediately adjacent to the A603. Regional access is provided by the M11 within 0.5 miles of the site. Internally the site is adequate to cope with the anticipated 12,000 capacity audience. As part of the whole promotion for the event, the location is advertised in advance. There is no relevant existing signage on the local road network infrastructure to indicate the event parking locations.

For an event this size it is expected that somewhere in the region of 4,500 cars would attend the site. To try and reduce this number, and to minimise the effect of the event on the local community, a dedicated bus service is to be provided linking the site to Cambridge City centre (bus stop opposite parkside police station). Further to this, a charge will be levied for parking onsite of £12.00 per car, Shuttle bus, £10.00 Return on the day. It has been proven that charging for car parking at this level significantly reduces the number of cars attending site and encourages patrons to car share wherever possible. Most car parking passes will be purchased in advance. Those cars without passes will be charged on entry by ETC staff.

The main car parking areas will remain at the north-eastern end of the site with access off Grantchester Road.

A double crew traffic management response vehicle will be on site for the duration of the event, the response vehicle will be able to deal with any traffic incidents that may occur during the event and will also monitor the traffic during the entry and exit phases of the event.

The Cambridge Club event is mainly a family audience and the event is being held on father's day with acts such as Sister Sledge headlining the event and Craig Charles dj set plus plenty of activities for the younger audience to join in with.

The event will open at 12.00 hrs on Sunday 16 June and closes at 21.00 hrs. the existing signage from the strawberries and creem event on Saturday 15 June will be utilised for the Cambridge Club event as the event site and car park will be in the same location.

The traffic management for this event is expected to be much less with only the temporary traffic lights and the response van being utilised at this stage but will be reassessed once the final ticket sales figures are known.

NOTES:

APPENDIX A

Quote 1231

Internal Reference:
SC2019
 Customer:
**Strawberries and Creem
 Production Ltd**
 Modified:
Paul Wed 19 Dec 2018 15:50

Comments:
**Strawberries and Creem
 AWS Signs
 Install 03/06/2019
 Removal 17/06/2019**

Items: 6
 Nett: £0.00

ALL QUOTED PRICES SUBJECT TO VAT AT THE APPROPRIATE RATE

<p>Advanced Warning</p> <p>Music Festival 15-16/6/19 Delays Possible</p>	<p>Size 1200mm x 1200mm Section 1 x-Height 60.2mm Section 2 x-Height 71.8mm Border 28mm</p>	<p>A603 eastbound prior to haggis Farm entrance Q-fit AWS001</p>	<p>Qty.: 1 Price ea.: £0.00</p>
<small>101 1231 Paul Wed 19 Dec 2018 15:50</small>			
<p>Advanced Warning</p> <p>Music Festival 15-16/6/19 Delays Possible</p>	<p>Size 1200mm x 1200mm Section 1 x-Height 60.2mm Section 2 x-Height 71.8mm Border 28mm</p>	<p>End of M11 jcn 12 slip road northbound. Q-fit AWS002</p>	<p>Qty.: 2 Price ea.: £0.00</p>
<small>102 1231 Paul Wed 19 Dec 2018 15:50</small>			
<p>Advanced Warning</p> <p>Music Festival 15-16/6/19 Delays Possible</p>	<p>Size 1200mm x 1200mm Section 1 x-Height 60.2mm Section 2 x-Height 71.8mm Border 28mm</p>	<p>A603 westbound prior to roundabout Grantchester Road Q-fit AWS003</p>	<p>Qty.: 1 Price ea.: £0.00</p>
<small>103 1231 Paul Wed 19 Dec 2018 15:50</small>			
<p>Advanced Warning</p> <p>Music Festival 15-16/6/19 Delays Possible</p>	<p>Size 1200mm x 1200mm Section 1 x-Height 60.2mm Section 2 x-Height 71.8mm Border 28mm</p>	<p>End of M11 jcn12 slip road southbound Q-fit AWS004</p>	<p>Qty.: 1 Price ea.: £0.00</p>
<small>104 1231 Paul Wed 19 Dec 2018 15:50</small>			
<p>Advanced Warning</p> <p>Music Festival 15-16/6/19 Delays Possible</p>	<p>Size 1200mm x 1200mm Section 1 x-Height 60.2mm Section 2 x-Height 71.8mm Border 28mm</p>	<p>Coton rd northbound on approach to A603 roundabout Q-fit AWS005</p>	<p>Qty.: 1 Price ea.: £0.00</p>
<small>105 1231 Paul Wed 19 Dec 2018 15:50</small>			



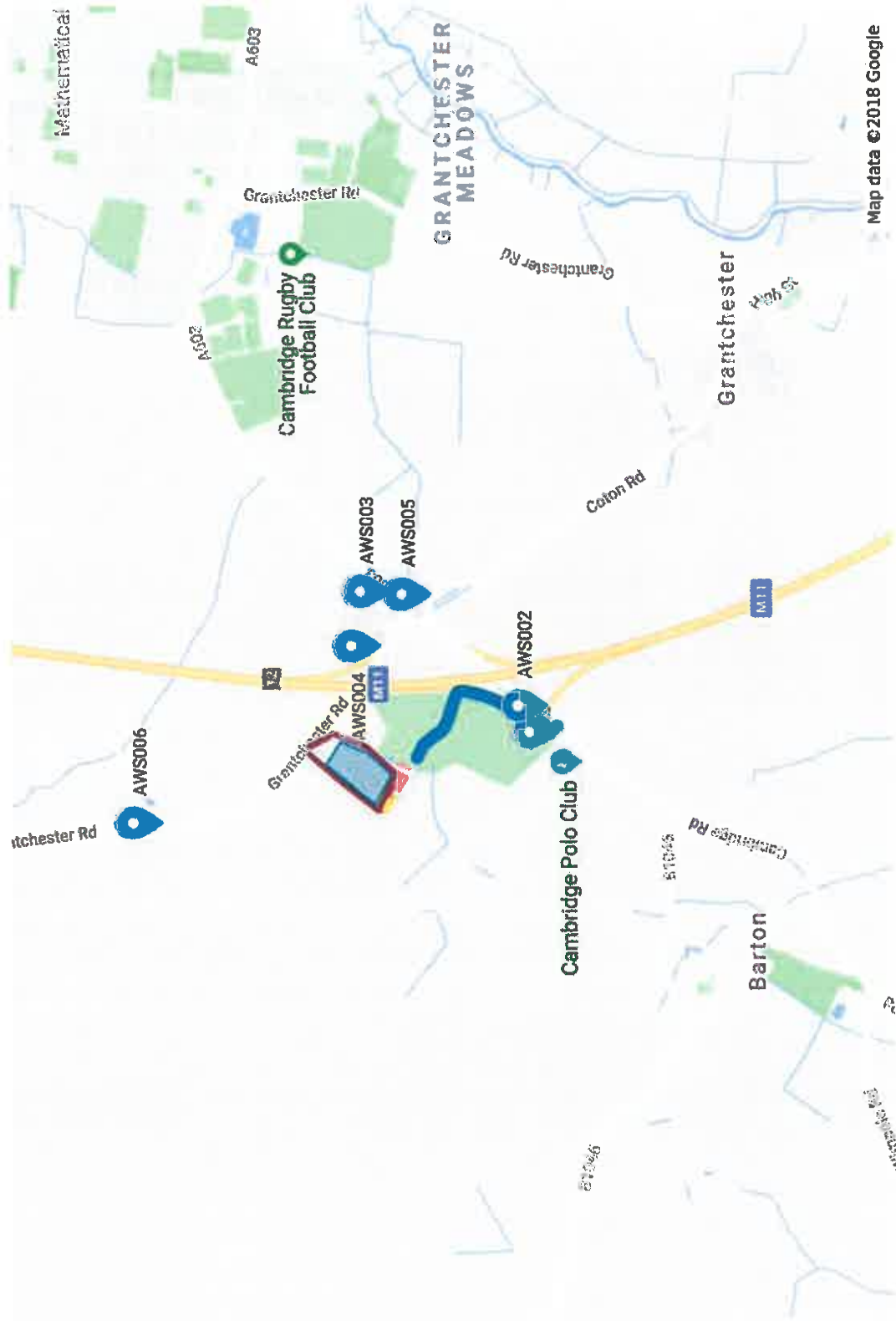
Size 1200mm x 1200mm
Section 1 x-Height 60.2mm
Section 2 x-Height 71.8mm
Border 28mm

Grantchester road southeast bound at
junction of Coton country reserve
Q-fit
AWS006













Qty.: 1
Price ea.: £0.00

106 1231 Print Wed 19 Dec 2018 15:50

Strawberries and Creem



ground layer

-  Car Park
-  Shuttle bus pick up drop off
-  Taxi Pick up drop off
-  Pay Lanes
-  bus and taxi route
-  Bus In
-  Bus Out
-  Taxi In
-  Taxi Out
-  Staff Camping
-  Boneyard
-  Blue Route

- AWS
-  AWS001
 -  AWS002
 -  AWS003
 -  AWS004
 -  AWS005
 -  AWS006

Quote 1230

Internal Reference:
SC2019
 Customer:
**Strawberries and Creem
 Production ltd**
 Modified:
Paul Wed 19 Dec 2018 13:13

Comments:
**Strawberries and Creem
 Eastbound
 Install 12/06/2019
 Removal 17/06/2019**

Items: **6**
 Nett: **£0.00**

ALL QUOTED PRICES SUBJECT TO VAT AT THE APPROPRIATE RATE



Size **1050mm x 750mm**
 Section 1 x-Height **89.4mm**
 Border **28mm**

**A603 Eastbound prior to junction of
 Harlton Road.
 Mini Q-fit
 EB001**

Qty.: **1**
 Price ea.: **£0.00**

101 1230 Paul Wed 19 Dec 2018 13:13



Size **1050mm x 750mm**
 Section 1 x-Height **89.4mm**
 Border **28mm**

**A603 Eastbound prior to junction of
 Comberton Road.
 Mini Q-fit
 EB002**

Qty.: **1**
 Price ea.: **£0.00**

102 1230 Paul Wed 19 Dec 2018 13:13



Size **1050mm x 750mm**
 Section 1 x-Height **89.4mm**
 Border **28mm**

**A603 Eastbound prior to junction of
 Haslingfield Road.
 Mini Q-fit
 EB003**

Qty.: **1**
 Price ea.: **£0.00**

103 1230 Paul Wed 19 Dec 2018 13:13



Size **1050mm x 750mm**
 Section 1 x-Height **89.4mm**
 Border **28mm**

**A603 Eastbound prior to junction of B1046.
 Mini Q-fit
 EB004**

Qty.: **1**
 Price ea.: **£0.00**

104 1230 Paul Wed 19 Dec 2018 13:13



Size **1050mm x 750mm**
 Section 1 x-Height **77.1mm**
 Border **28mm**

**A603 access to Haggis farm
 (Blue Route)
 Mini Q-Fit
 EB005**

Qty.: **1**
 Price ea.: **£0.00**

105 1230 Paul Wed 19 Dec 2018 13:13



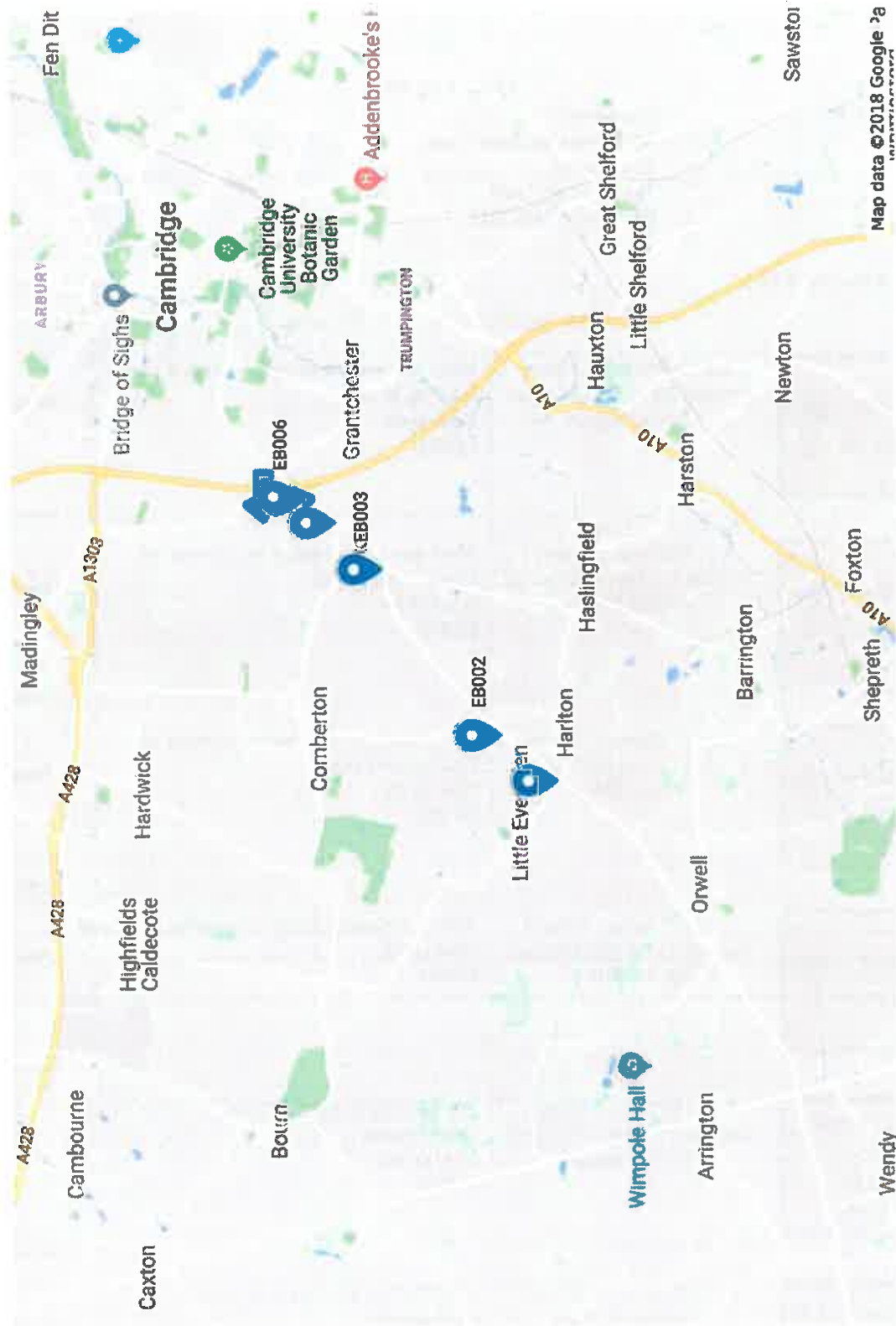
Size **1200mm x 1200mm**
 x-Height **77.2mm**

**A603 Eastbound prior to junction 12
 roundabout
 Q-fit
 EB006**

Qty.: **1**
 Price ea.: **£0.00**

106 1230 Paul Wed 19 Dec 2018 13:13

Strawberries and Creem

















ground layer

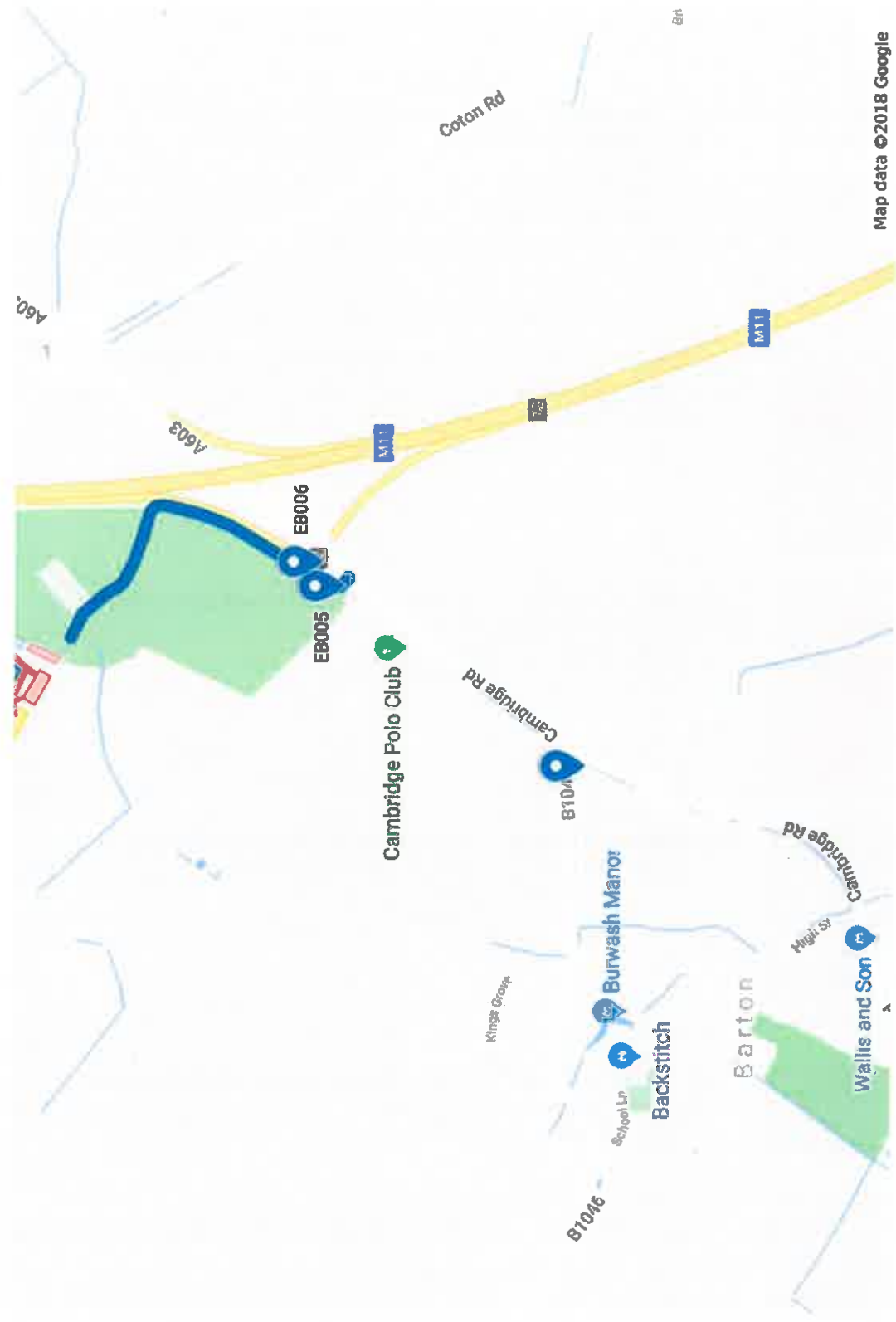
-  Car Park
-  Shuttle bus pick up drop off
-  Taxi Pick up drop off
-  Pay Lanes
-  bus and taxi route
-  Bus In
-  Bus Out
-  Taxi in
-  Taxi Out
-  Staff Camping
-  Boneyard
-  Blue Route

Eastbound

-  EB001
-  EB002
-  EB003
-  EB004
-  EB005
-  EB006

Strawberries and Creem

- ground layer
 -  Car Park
 -  Shuttle bus pick up drop off
 -  Taxi Pick up drop off
 -  Pay Lanes
 -  bus and taxi route
 -  Bus In
 -  Bus Out
 -  Taxi In
 -  Taxi Out
 -  Staff Camping
 -  Boneyard
 -  Blue Route
-
- Eastbound
 -  EB001
 -  EB002
 -  EB003
 -  EB004
 -  EB005
 -  EB006



Map data © 2018 Google








Quote 1227

Internal Reference:
SC2019
 Customer:
**Strawberries and Creem
 Production ltd**
 Modified:
Paul Tue 11 Dec 2018 18:15

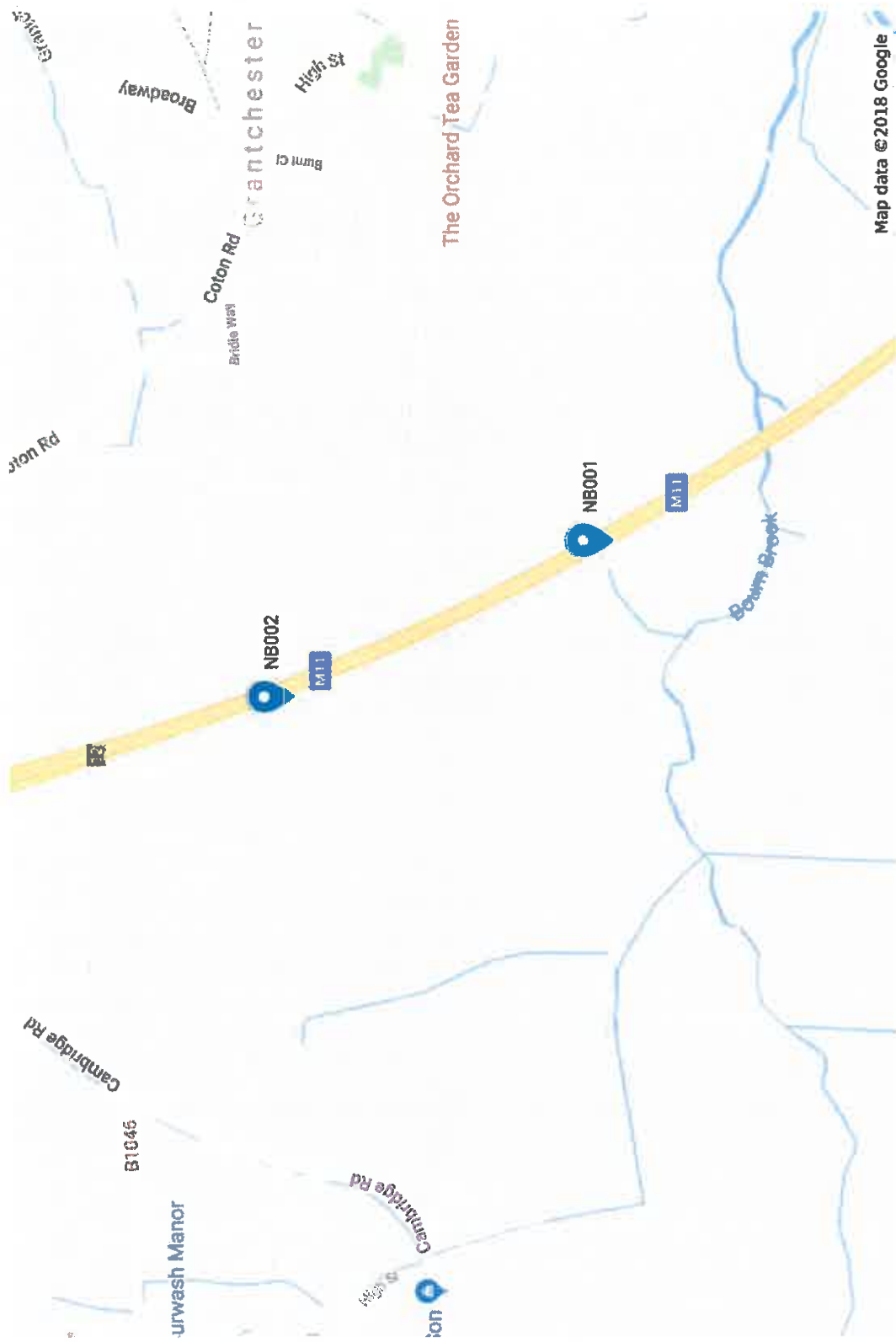
Comments:
**Strawberries and Creem
 Northound
 Install 12/06/2019
 Removal 17/06/2019**

Items: 7
 Nett: **£0.00**

ALL QUOTED PRICES SUBJECT TO VAT AT THE APPROPRIATE RATE

	Size 1200mm x 1200mm Section 1 x-Height 127.9mm Border 28mm	M11 northbound 1 mile prior to junction 12. Q-fit NB001	Qty.: 1 Price ea.: £0.00
<small>101 1227 Paul Tue 11 Dec 2018 18:15</small>			
	Size 1200mm x 1200mm Section 1 x-Height 127.9mm Border 28mm	M11 northbound 0.5 mile prior to junction 12. Q-fit NB002	Qty.: 1 Price ea.: £0.00
<small>102 1227 Paul Tue 11 Dec 2018 18:15</small>			
	Size 1200mm x 1200mm x-Height 71.9mm	M11 junction 12 northbound slip road prior to A306 roundabout. Q-fit NB003	Qty.: 1 Price ea.: £0.00
<small>103 1227 Paul Tue 11 Dec 2018 18:15</small>			
	Size 1050mm x 450mm x-Height 82.4mm Border 28mm	A306 eastbound exit off roundabout A306. DS mount NB004	Qty.: 1 Price ea.: £0.00
<small>104 1227 Paul Tue 11 Dec 2018 18:15</small>			
	Size 1050mm x 750mm x-Height 69mm	A306 eastbound on approach to roundabout junction of Grantchester road. DS mount NB005	Qty.: 1 Price ea.: £0.00
<small>105 1227 Paul Tue 11 Dec 2018 18:15</small>			
	Size 1050mm x 750mm Section 1 x-Height 88.1mm Border 28mm	Grantchester Road Northwest bound 100yds prior to car park entrance. Mini Q-fit NB006	Qty.: 1 Price ea.: £0.00
<small>106 1227 Paul Tue 11 Dec 2018 18:15</small>			
	Size 1050mm x 450mm x-Height 82.4mm Border 28mm	Grantchester Road Northwest bound at the car park entrance. Mini Q-fit NB007	Qty.: 1 Price ea.: £0.00

Strawberries and Creem



ground layer













- Car Park
- Shuttle bus pick up drop off
- Taxi Pick up drop off
- Pay Lanes
- bus and taxi route
- Bus In
- Bus Out
- Taxi In
- Taxi Out
- Staff Camping
- Boneyard
- Blue Route

Northbound Signs





- NB001
- NB002
- NB003
- NB004
- NB005
- NB006
- NB007

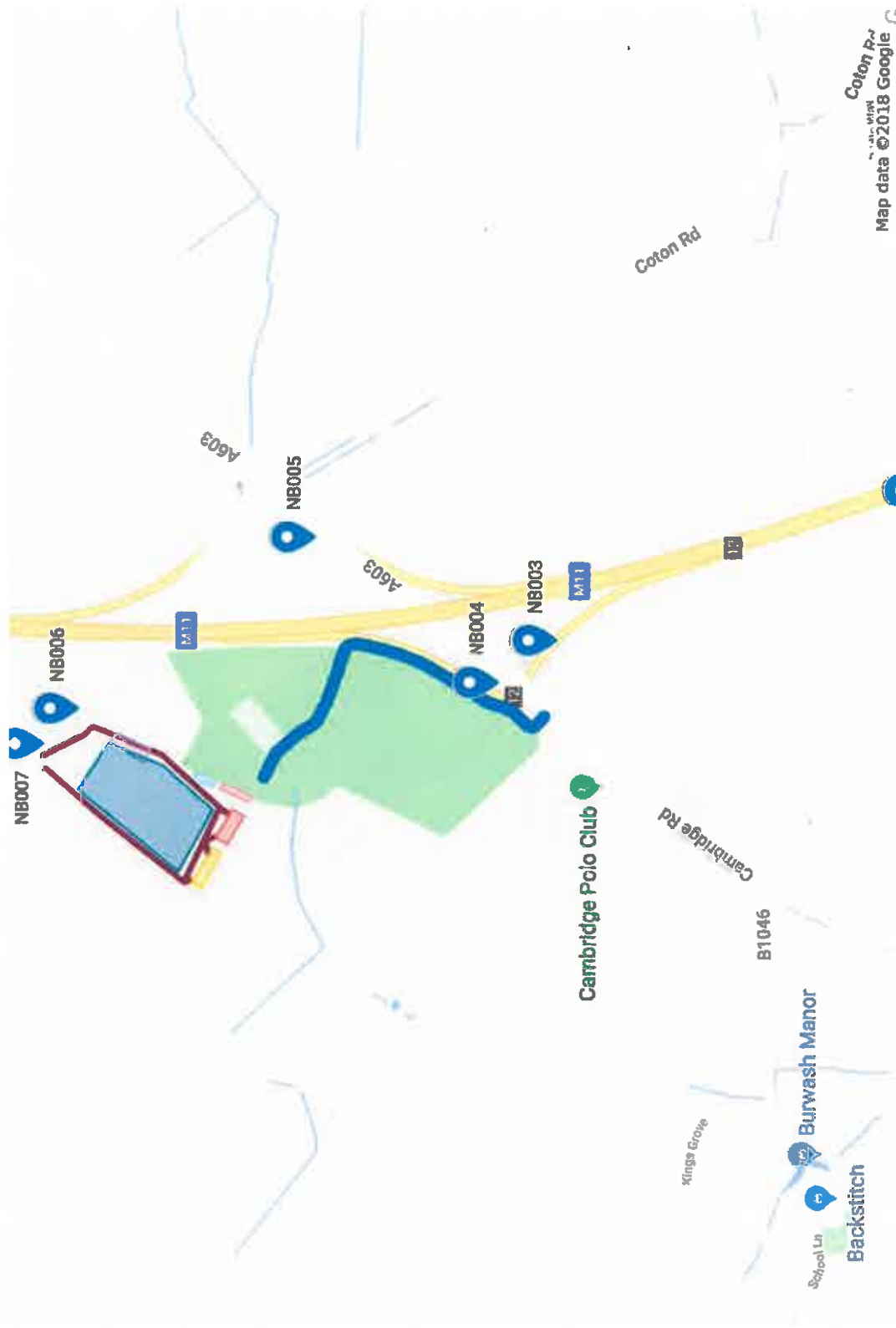
Strawberries and Creem

ground layer




















-  Car Park
-  Shuttle bus pick up drop off
-  Taxi Pick up drop off
-  Pay Lanes
-  bus and taxi route
-  Bus In
-  Bus Out
-  Taxi In
-  Taxi Out
-  Staff Camping
-  Boneyard
-  Blue Route

Northbound Signs

-  NB001
-  NB002
-  NB003
-  NB004
-  NB005
-  NB006
-  NB007



Strawberries and Creem

- ground layer
 -  Car Park
 -  Shuttle bus pick up drop off
 -  Taxi Pick up drop off
 -  Pay Lanes
 -  bus and taxi route
 -  Bus In
 -  Bus Out
 -  Taxi In
 -  Taxi Out
 -  Staff Camping
 -  Boneyard
 -  Blue Route
-
- Northbound Signs
 -  NB001
 -  NB002
 -  NB003
 -  NB004
 -  NB005
 -  NB006
 -  NB007



Map data ©2018 Google





Quote 1228

Internal Reference:
SC2019
 Customer:
**Strawberries and Creem
 Production Ltd**
 Modified:
Paul Thu 13 Dec 2018 09:30

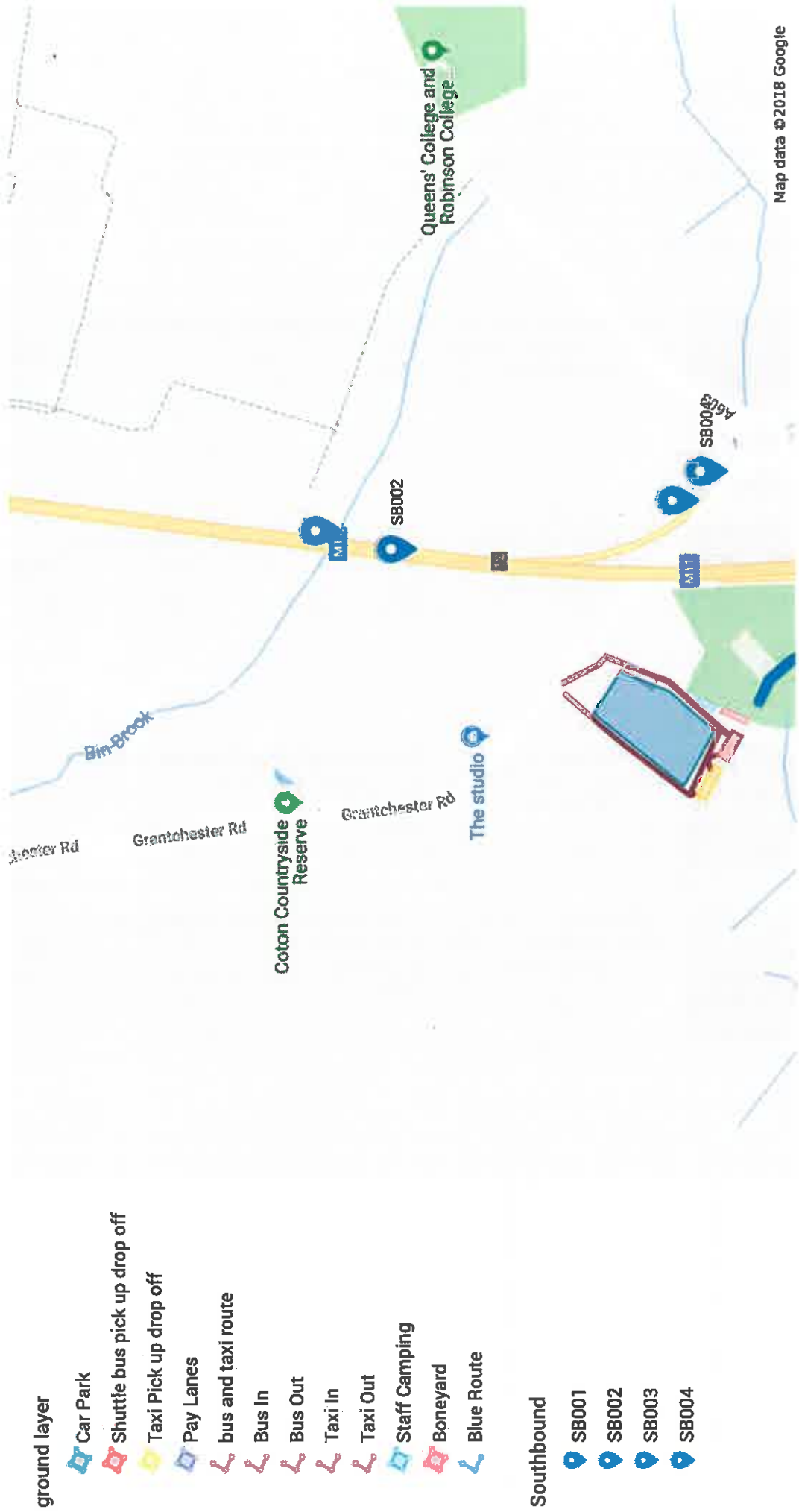
Comments:
**Strawberries and Creem
 Southound
 Install 12/06/2019
 Removal 17/06/2019**

Items: 4
 Nett: **£0.00**

ALL QUOTED PRICES SUBJECT TO VAT AT THE APPROPRIATE RATE

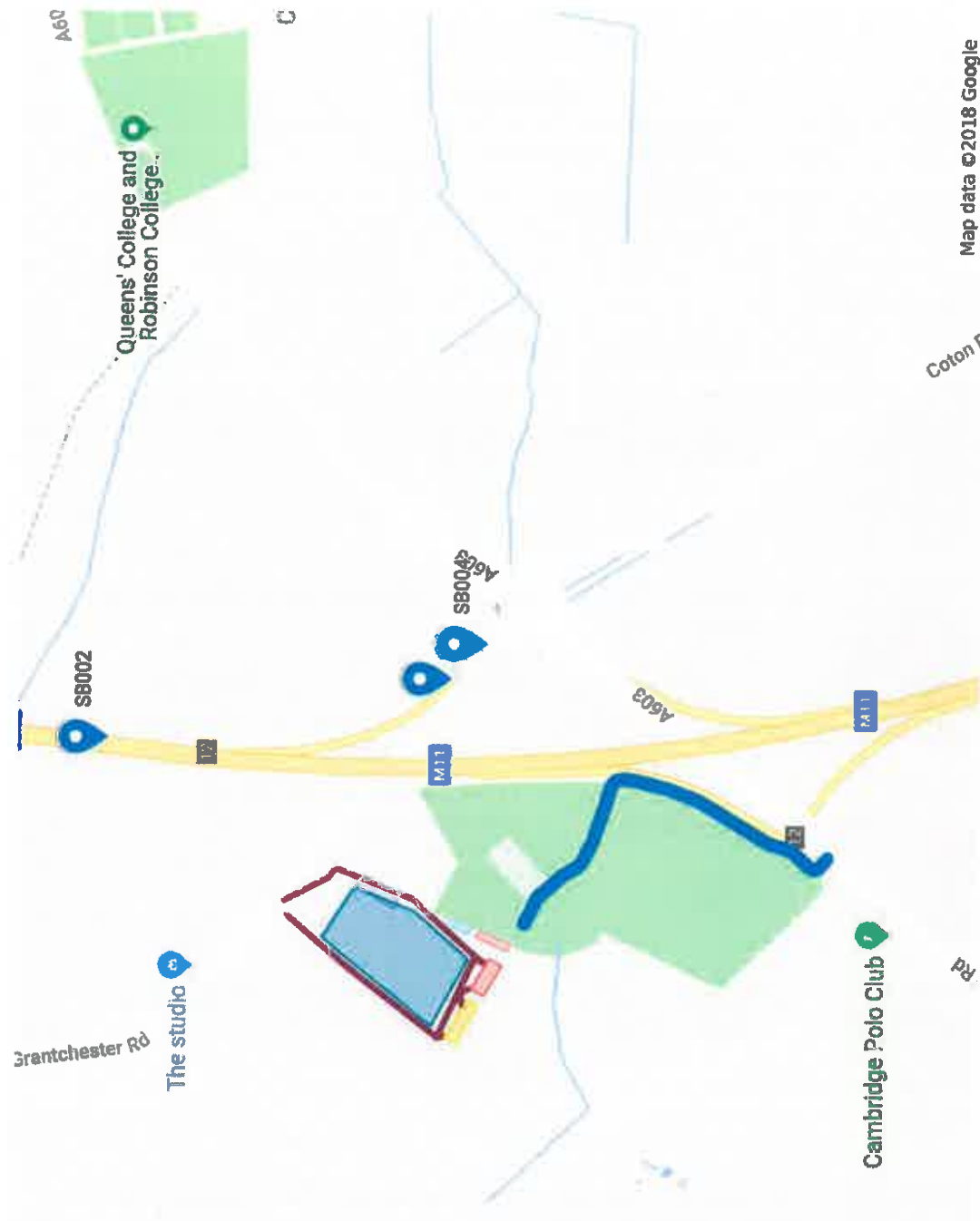
	Size 1200mm x 1200mm Section 1 x-Height 127.9mm Border 28mm	M11 southbound 1 mile prior to junction 12 Q-fit SB001	Qty.: 1 Price ea.: £0.00
<small>101 1228 Paul Thu 13 Dec 2018 09:30</small>			
	Size 1200mm x 1200mm Section 1 x-Height 127.9mm Border 28mm	M11 southbound 0.5 mile prior to junction 12 Q-fit SB002	Qty.: 1 Price ea.: £0.00
<small>102 1228 Paul Thu 13 Dec 2018 09:30</small>			
	Size 1050mm x 750mm Section 1 x-Height 77.6mm Border 28mm	M11 jcn12 end 100 yds from end of sliproad jcn of Grantchester Road. Mini Q-fit SB003	Qty.: 1 Price ea.: £0.00
<small>103 1228 Paul Thu 13 Dec 2018 09:30</small>			
	Size 1050mm x 750mm Section 1 x-Height 77.2mm Border 28mm	Grantchester road southwest bound prior to roundabout A603. DS mount SB004	Qty.: 1 Price ea.: £0.00
<small>104 1228 Paul Thu 13 Dec 2018 09:30</small>			

Strawberries and Creem



Map data ©2018 Google

Strawberries and Creem



- ground layer
- Car Park
 - Shuttle bus pick up drop off
 - Taxi Pick up drop off
 - Pay Lanes
 - bus and taxi route
 - Bus In
 - Bus Out
 - Taxi In
 - Taxi Out
 - Staff Camping
 - Boneyard
 - Blue Route
- Southbound
- SB001
 - SB002
 - SB003
 - SB004

Quote 1229

Internal Reference:
SC2019
 Customer:
**Strawberries and Creem
 Production ltd**
 Modified:
Paul Wed 19 Dec 2018 12:18

Comments:
**Strawberries and Creem
 Westbound
 Install 12/06/2019
 Removal 17/06/2019**

Items: 7
 Nett: £0.00

ALL QUOTED PRICES SUBJECT TO VAT AT THE APPROPRIATE RATE



Size 1050mm x 750mm
 Section 1 x-Height 89.4mm
 Border 28mm

A603 westbound prior to junction of the
 A1307.
 DS mount
 WB001

Qty.: 1
 Price ea.: £0.00

101 1229 Paul Wed 19 Dec 2018 12:18



Size 1050mm x 750mm
 x-Height 70.8mm

A603 westbound prior to mini roundabout
 A1134.
 DS mount
 WB002

Qty.: 1
 Price ea.: £0.00

102 1229 Paul Wed 19 Dec 2018 12:18



Size 1050mm x 750mm
 x-Height 65.4mm

A1134 southbound prior to mini
 roundabout A603.
 DS mount
 WB003

Qty.: 1
 Price ea.: £0.00

103 1229 Paul Wed 19 Dec 2018 12:18



Size 1050mm x 750mm
 x-Height 70.8mm

Fenn Causeway westbound prior to mini
 roundabout A1134/A603.
 DS mount
 WB004

Qty.: 1
 Price ea.: £0.00

104 1229 Paul Wed 19 Dec 2018 12:18



Size 1050mm x 750mm
 Section 1 x-Height 81.6mm
 Border 28mm

A603 southbound prior to junction of Drift
 Way.
 Ic mount
 WB005

Qty.: 1
 Price ea.: £0.00

105 1229 Paul Wed 19 Dec 2018 12:18



Size 1050mm x 750mm
 Section 1 x-Height 89.4mm
 Border 28mm

A603 westbound prior to junction of
 Grantchester road Wolfson college
 entrance.
 LC mount
 WB006

Qty.: 1
 Price ea.: £0.00

106 1229 Paul Wed 19 Dec 2018 12:18



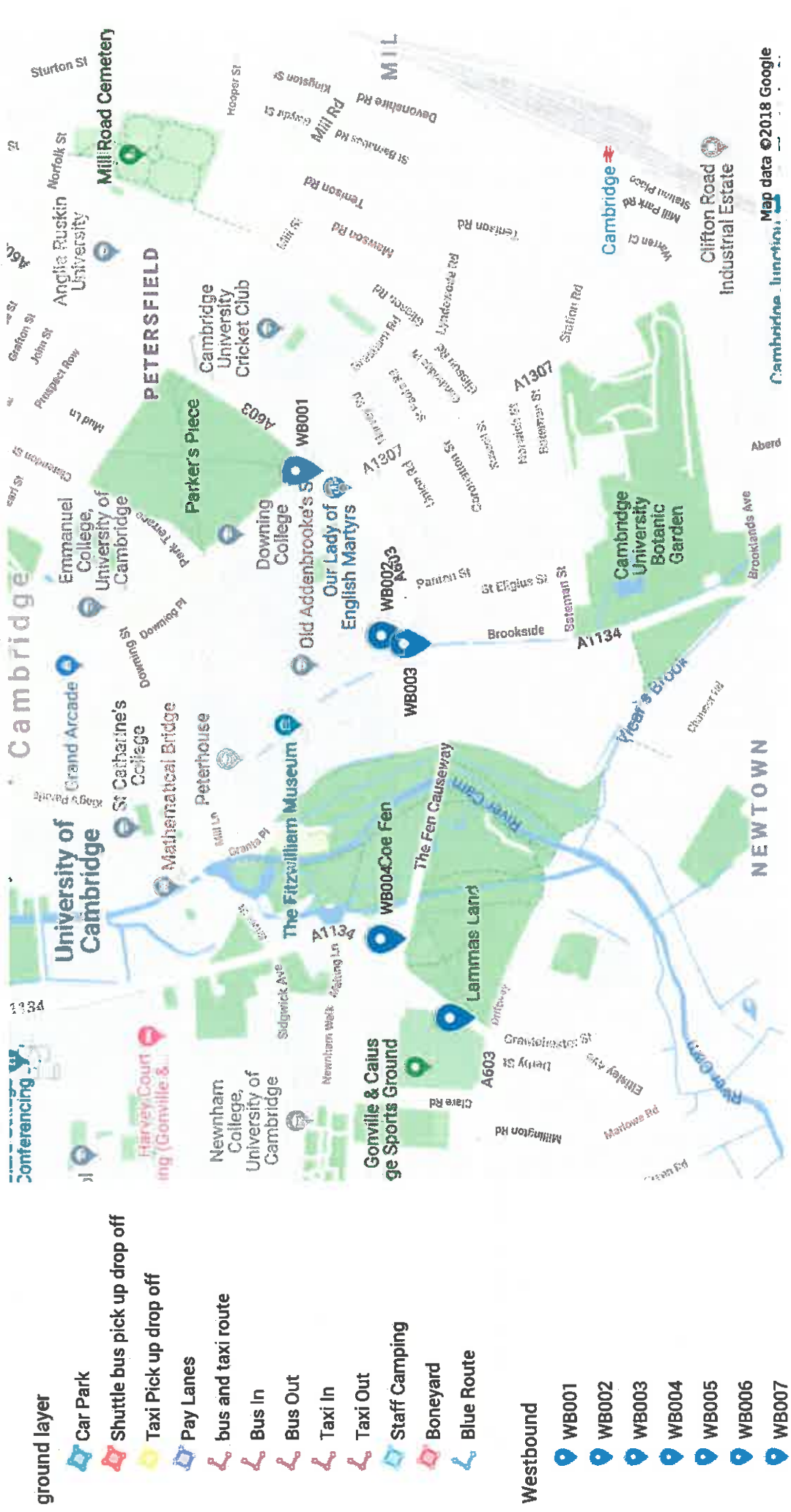
**Size 1200mm x 1200mm
x-Height 71.9mm**

**A603 westbound prior to roundabout coton
Road Grantchester Road.
DS mount
WB007**

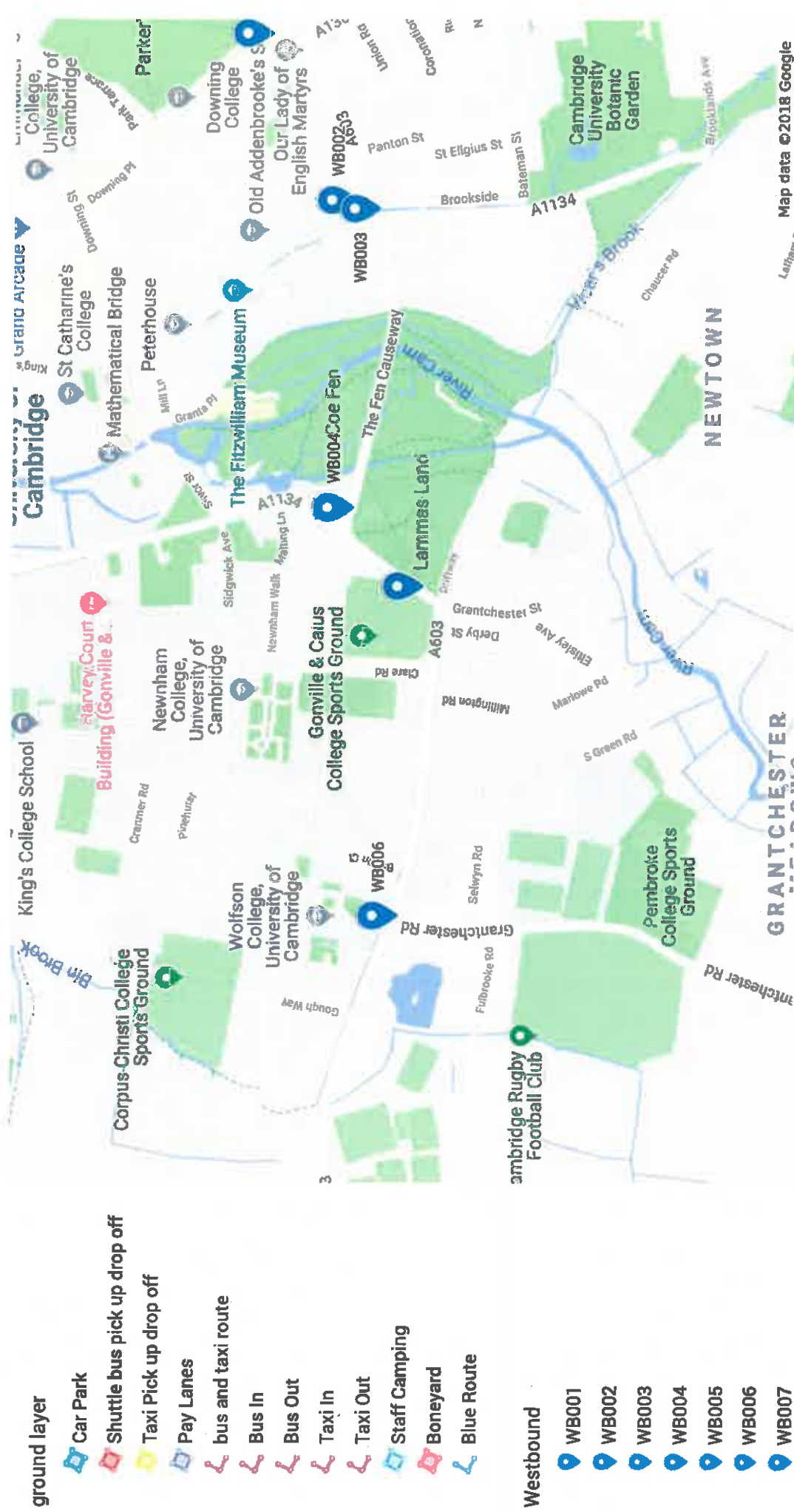
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Price ea.: £0.00**

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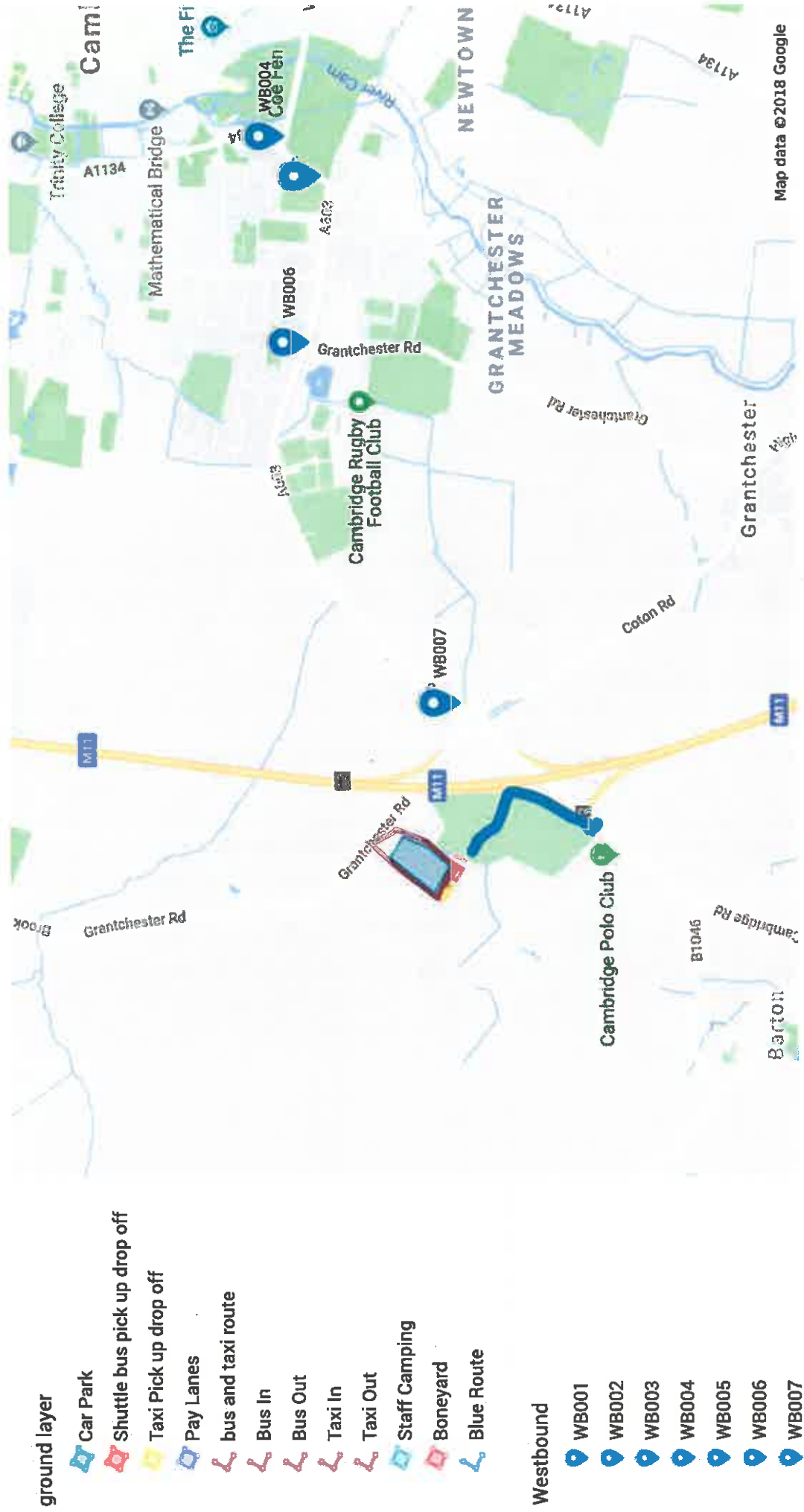
Strawberries and Creem



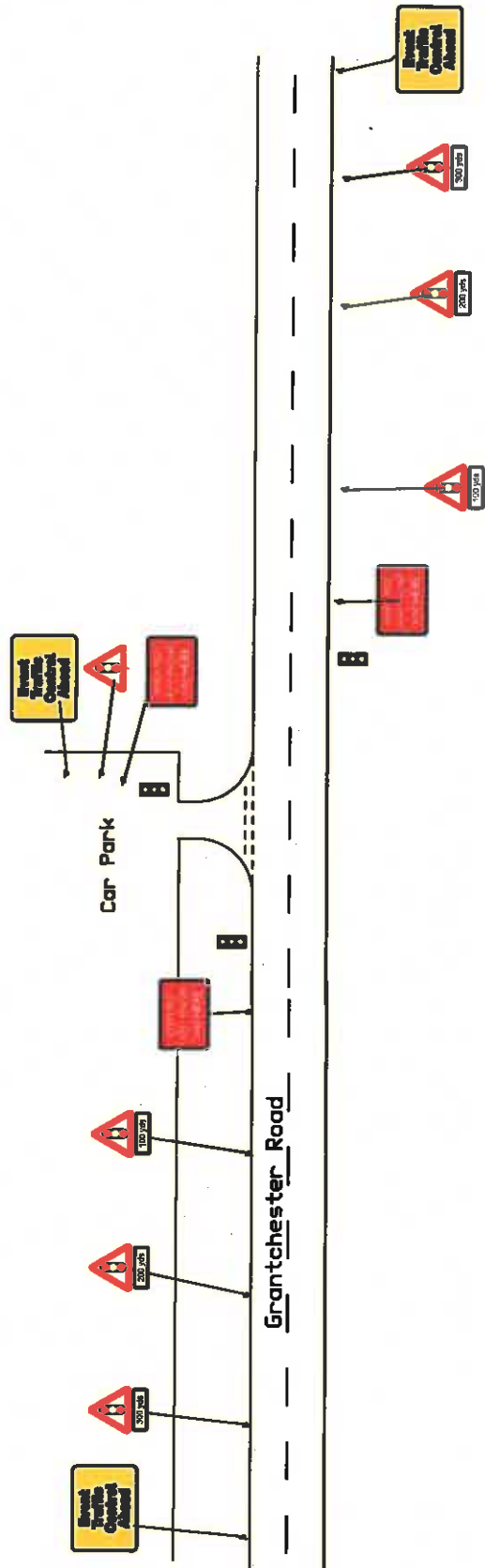
Strawberries and Creem



Strawberries and Creem



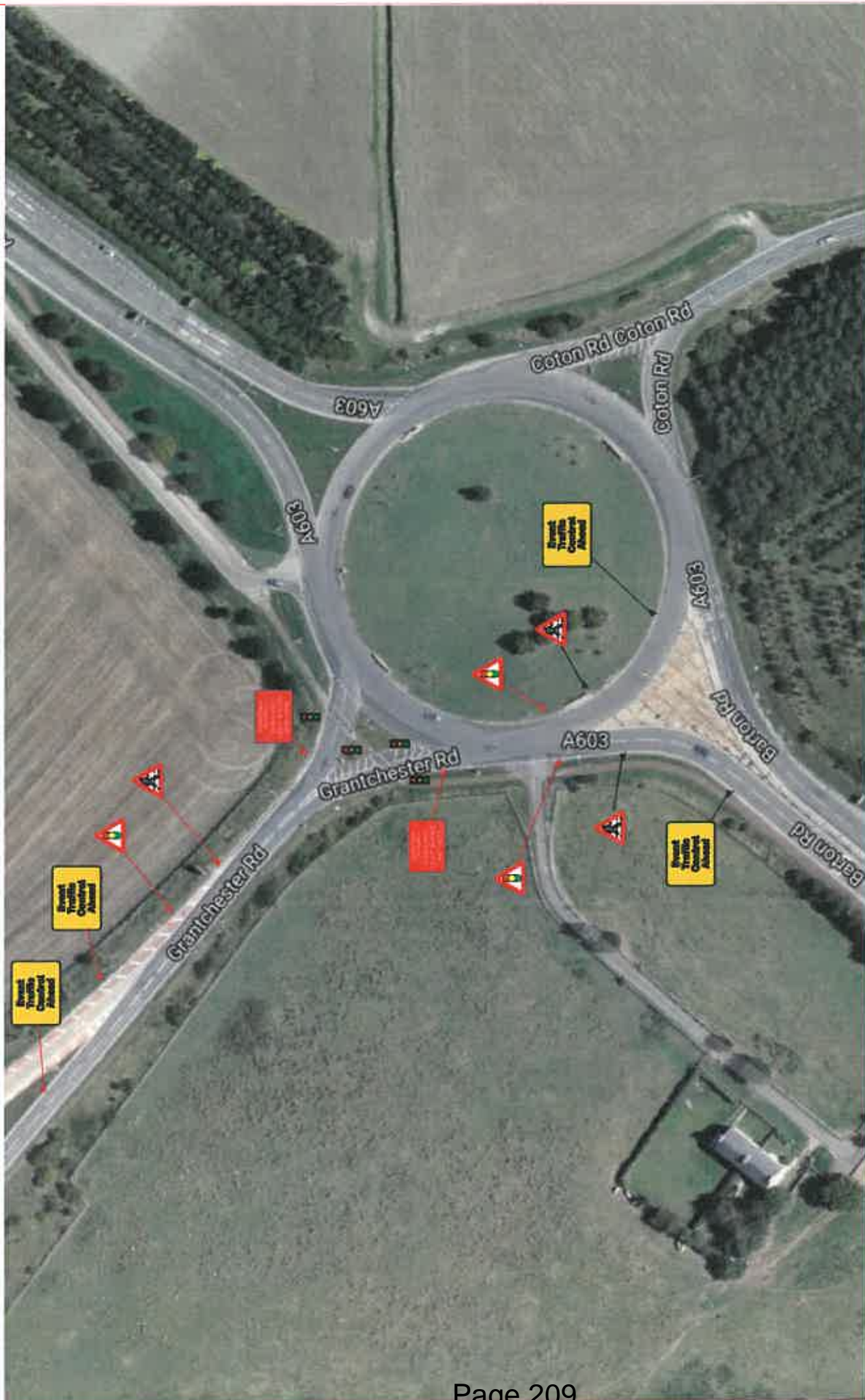
Map data ©2018 Google




Company  EVENT TRAFFIC CONTROL	Client Strawberries and Cream	Site Traffic Management layout Grantchester Road Junction of Car Park entrance/exit	Team P. Jackson	Lead N/A	Event No ETC-SC001	Event PJ	Start 	End 	Notes 	Drawn 	Check 	Date
			Website www.eventtc.com 08000 246 800 info@eventtc.com									



Company	ETC EVENT TRAFFIC CONTROL		www.eventtc.com 08000 246 800 info@eventtc.com	Client Strawberries and Cream	Title Traffic Management layout Grantchester Road Junction of A603	Name P Jackson	Date N/A	Scale PJ	Drawn By ETC-SC002																



Company		
	www.eventtc.com 08000 246 800 info@eventtc.com	Client Strawberries and Creem
Traffic Management layout Grantchester Road Junction of A603 Pedestrian Crossing	Name P Jackson	Ref N/A
ETC-SC003	Date PJ	Scale 1:1



Company	 EVENT TRAFFIC CONTROL	www.eventtc.com 08000 246 800 info@eventtc.com	Client Strawberries and Creem	Job No Traffic Management layout M11 Junction 12 Junction of A603 Pedestrian Crossing	Name P. Jackson	Contact PJ	Date 	Status 	Ref 	Job No 	Job Name
					Job No N/A	Contact 	Date 	Status 	Ref 	Job No 	Job Name
					Job No ETC-SC004	Contact 	Date 	Status 	Ref 	Job No 	Job Name

Event Safety Management Plan



ESMP PT01A

Event Safety Management Plan - Introduction

Version N° 1 - Draft

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Harrier UK Ltd registered in England & Wales, company No. 7207021 Vat Number 991 846860

1. Introduction

1.1 Purpose

The purpose of this Event Safety Management Plan and all other supporting documents listed in para 1.3 is to provide an overview of the safety management arrangements that S&C Productions Ltd will implement in relation to Strawberries & Creem Festival & The Cambridge Club.

The document will refer to 'The Festivals or The Event' which will include both events; where arrangements differ this will be specifically noted.

1.2 Scope

This document together with the documents listed in para 1.3 relate to the event detailed in named para 1.1 above and all operational phases of the event as outlined in para 2.5 of the Event Management Plan. The arrangements within these document should not be viewed as being applicable to any other tours or events held by S&C Productions Ltd or any other tours or events involving the artiste or artistes performing at the Festivals

1.3 ESMP – Part Numbers and Subjects

The Event Safety Management Plan consists of the following parts:

- ESMP Part 1A – Introduction
- ESMP Part 1B – Event Management Plan
- ESMP Part 2 – General Risk Assessment
- ESMP Part 3 – Fire Risk Assessment
- ESMP Part 4 – Construction Phase Plan
- ESMP Part 5 – Site Information and Rules for Contractors
- ESMP Part 6 – Emergency Management Plan
- ESMP Part 7 – Traffic Management Plan
- ESMP Part 8 – Noise Management Plan
- ESMP Part 9 – Medical Plan
- ESMP Part 10 – Crowd Management Plan
- ESMP Part 11 – Adverse Weather Plan
- ESMP Part 12 – Waste Management Plan – awaiting appointment of contractor

1.4 Version Control

Version	Date	Originator By:	Checked By	Authorised By	Comments:
1 Draft	15.01.2019	H. McCabe	C. White	L. Young	Draft document for SAG submission

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Event Safety Management Plan



ESMP PT01B

Event Safety Management Plan

Version N° 1 - Draft

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2.1 Event Profile

The event weekend is split between 2 events with different profiles and audiences. Both events are ticketed.

Strawberries & Creem is one of the biggest popular music festivals in the East Anglia area and hosts a range of house, dance and grime acts over three stages. The one-day festival, in its 6th year, attracts a local and national audience aged between 18 and 30.

2019 will be the third year of The Cambridge Club which comprises of family friendly entertainment, food and drink for all age ranges. Entertainment includes dance, soul and funk music from across of 70's, 80's and 90's plus children entertainers.

2.2 Event Organisers

Strawberries & Creem & The Cambridge Club ("the events") are being organised by S&C Productions Ltd who as organisers have employed the services of: Harrier UK Ltd who will provide a Health & Safety Advisor that will advise the event organisers in relation to their responsibility for public safety of persons attending the event and for the health and safety of employees, contractors and those that the event has a duty of care towards.

2.3 Event Site

The event will take place at:

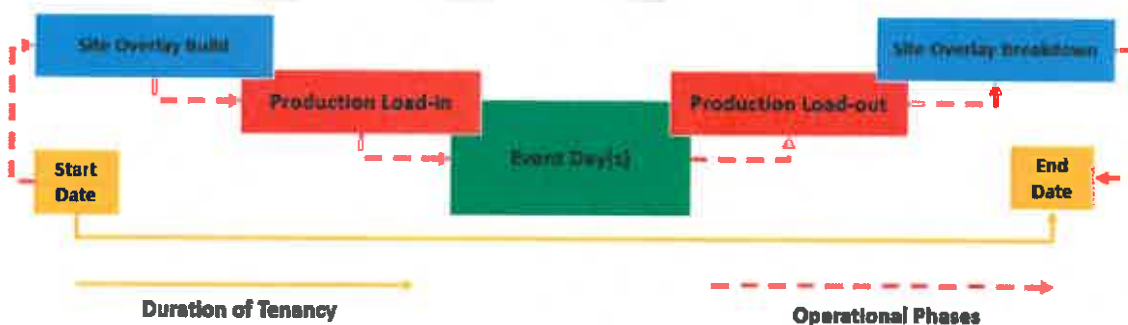
Location: Haggis Farm
Grantchester Road
Cambridge
CB23 7PZ

The event site will be designed with two entrances into a free flow arena consisting of 3 x stages (2 x undercover), concessions areas, bar areas, VIP space and associated back stage areas.

There will be changes made to the usage of certain areas between the event to accommodate the change to the event and audience.

2.4 Event Site Occupancy

The operation on site is broken down in to five phase of operation as shown the graphic below.



Timings for these phases are as follows:

2.4.1 Site Overlay Build

From TBC – to TBC Friday 14th June 2019

The site will include a perimeter fence line, walkway fencing and parking areas. Any equipment storage facility or work areas set up in support of this event will include suitable fencing in order to maintain security and prevent members of the public entering work and private areas of site.

Existing public footpaths will be maintained throughout all phases of operation.

The site will be prepared with a view to maintaining accessibility so far as is reasonable. Issues that arise that have not been identified within the planning process will be reviewed and any necessary action recorded in the Event Log by the Event Safety Advisor or the Event Manager.

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2.4.2 Production Load- in

Friday 14th June 2019 – Strawberries & Creem

Saturday 15th June 2019 – The Cambridge Club

2.4.3 Event Days

Saturday 15th June 2019 12:00 hours – 23:00 hours – Strawberries & Creem

Sunday 16th June 2019 12:00 hours – 22:00 hours – The Cambridge Club

2.4.4 Production Load-out

From 23:00 hrs Saturday 15th June 2019 – Strawberries & Creem

From 22:00 hrs Sunday 16th June 2019 – The Cambridge Club

2.4.5 Site Overlay Breakdown

From 23:00 hrs Sunday 16th June 2019 – to TBC

2.5 Expected Attendance

2.5.1 Ticket holder attendance

Audience attendance will not exceed 12,000 in number.

2.5.2 Overall site attendance

The Festival will cater for 12,500 attendees. This figure comprises audience members, all staff, artists and guests.

2.5.3 Site Capacities

Site capacities have been carried out in accordance with the Fire Safety Risk Assessment; Open Air Events and Venues. These calculations are shown in Appendix A.

The overall possible capacity in viewing areas is calculated to be:

- TBC – awaiting final site plan

2.6 Audience Profile

2.6.1 Strawberries & Creem

Age range: 18-30

Gender Split: 60% female – 40% male

Group Makeup: Students, peer groups and couples

Alcohol use: This is moderate drinking audience and bars can expect to be steady sales throughout the event. Medical staff should be prepared to deal with small numbers of people affected by excessive alcohol consumption.

Drug use: There are likely to be a number of audience members engaging in casual drug usage throughout the event.

Risk Assessment: The following are believed to be areas of significant risk with this audience:

- Use of illegal drugs
- Isolated incidences of excessive alcohol consumption
- Organised crime
- Egress from site

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2.6.2 The Cambridge Club

Age range: 0 - 70

Gender Split: 50% female – 50% male

Group Makeup: Family and friendship groups

Alcohol use: Low to moderate drinking audience

Drug use: Any drug use would be isolated cases

Risk Assessment: The following are believed to be areas of significant risk with this audience:

- Safeguarding and lost children

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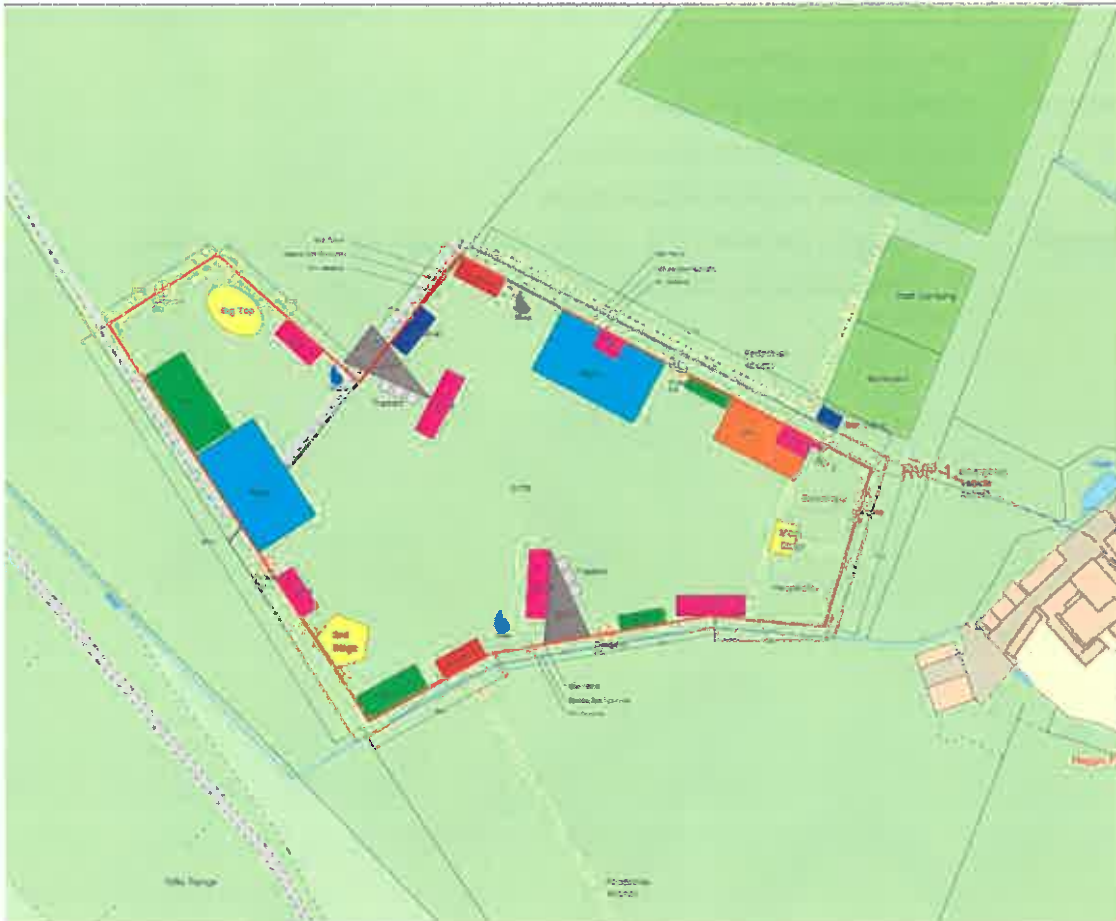
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2.7 Site Plan



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3 Licencing

3.1 Objectives

S&C Productions Ltd intends to deliver to the public a safely planned and well organised event that will meet all the statutory obligations under current and relevant legislation. It is also our intention to meet the recommendations related to safety outlined by South Cambridgeshire District Council and to incorporate agreed recommendations made at Safety Advisory Group or other individual responsible authorities where advice has been issued in pursuance of statutory powers.

S&C Productions Ltd will distribute information to local business and residents as necessary in order to make them aware of the event, its dates and construction/deconstruction.

This event is licensable due to the performance of live music and service of alcohol therefore S&C Productions Ltd will organise the event in accordance with the four licensing objectives, which are as follows:

3.1.1 Prevention of Crime and Disorder

All activities undertaken within the site will be managed with a view to preventing crime and disorder by implementing the following:

- Measures in place to prevent open bottles or other drinks containers being carried beyond the licensed premises.
- No bar staff under the age of 18 to be employed.
- All bar staff shall have suitable training.
- All bar staff shall be briefed by the DPS on licensing legislation and event policies prior to the site opening.
- SIA registered staff shall monitor the sale of alcohol at all times.
- There is a zero tolerance to drugs on site.
- Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
- Search procedures will be conducted as detailed in the Crowd Management Plan.
- Lighting of all areas used by the public during hours of darkness.
- No re-entry to the event unless for medical reasons or exceptional circumstances
- Intelligence and information sharing with the police and trading standards.

The measures will also be implemented to minimise the impact of the event on the surrounding areas.

3.1.2 Protection of children from harm

The event organisers recognise the importance of protecting children from harm and considerations have been made within the risk assessment to protect children during the event.

- No under 18's permitted to attend the event (Strawberries & Creem only)
- Medical staff to be DBS checked and trained to deal with children and young persons.
- Lost child and vulnerable adult procedures in place.
- Entertainment activities at the event are suitable for all ages (The Cambridge Club)
- Robust 'Challenge 25' policy in place including signage at all bars within the Licensed Premises.
- Only PASS accredited ID, passport or photo driving license will be accepted as proof of age.

3.1.3 Prevention of Public Nuisance

The event organisers are aware that the event may have an impact on the local area and all reasonable measures will be taken to ensure that any negative impact is minimised as far as reasonably practicable.

Consideration will be given to the following to be meet the licensing objectives:

- The nature of the activities being offered. The suitability of the site will be assessed and designed in order to minimise any impact on the local area.
- Measures will be taken to manage queuing on roads outside the Licensed Premises.
- Noise monitoring will be carried out to minimise the impact on local residents and noise sensitive areas.
- Customers advised to use dedicated and managed car parks and pick up/drop off points.
- Clearance and disposal of waste to be completed as soon as reasonably practicable.

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3.1.4 Public Safety

The risk assessments will take account of foreseeable hazards and risks and reasonable control measures where required will be implemented. The event organisers will give particular consideration to:

- Maintained access for emergency vehicles around the site.
- Adequate medical provision available for the public at all times.
- Illegal drugs and alcohol policies in place for all employees and there will be published drug policies regarding event entry.
- Safe capacities for all venues within licensed premises and total venue capacity.
- Ticket sales/admissions will not exceed the safe capacity.
- Exit widths to be calculated in accordance with capacity.

The full licence, including all conditions, will be available to the relevant parties once approved.

3.2 Safety Advisory Group

The event will be planned and operate with advice and recommendations from the Safety Advisory Group (SAG). During the planning stages of this event the group will meet as required to review all aspects of the event relating to emergency planning, crowd safety, health and safety and traffic management. Members of the SAG will visit site prior to the event, usually the Friday before. The event organiser will undertake to plan and run the event in its entirety with the consultation and guidance from the SAG group.

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4 C4 (Communication, Coordination, Command and Control)

4.1 C4 Introduction

For the event, communication, coordination, command and control will mean:

- **Communication**

The process of transferring information between individuals and groups to achieve an outcome.

- **Coordination**

The process of managing actions and groups to ensure they work together to achieve an outcome

- **Command**

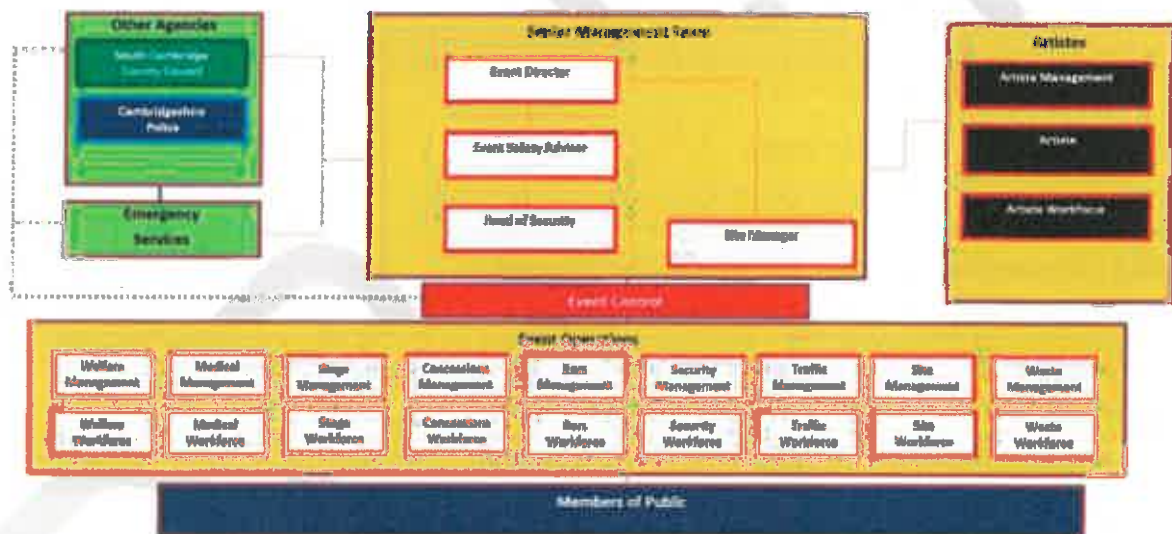
The process of giving authoritative direction or instruction to carry out an action to achieve an outcome.

- **Control**

To indicate how command is exercised.

4.2 C4 Management Structure

During normal operations the following management structure will apply:



Key roles are explained in more detail in the following section.

4.3 Role and Responsibilities

4.3.1 Event Manager – Louise Young

Make overall decisions concerning the management and operation of the event including strategic planning, staffing, and contractor selection and production coordination.

4.3.2 Event Safety Advisor – Clayton White - Harrier

To co-ordinate the safety management of the festival. The Event Safety Officer shall co-ordinate crowd management arrangements with and be responsible for all aspects of public safety during operation hours unless a transfer of authority has taken place. The Event Safety Officer will be responsible for the management of the event safety infrastructure. To ensure audience safety is maintained by coordinating operations with the Security Manager and Event Manager from event control. In the event of significant incident on site the Event Safety Officer will be the Tactical lead for the festival response.

Responsible for:

- Co-ordinating and advising on all health and safety issues relating to the event.
- Monitoring and enforcement of all Health and Safety arrangements during the build and breakdown periods of the event.
- Monitor production and other contractor activities on event days.
- In the event of a significant incident on site, to assume the role of incident manager at the scene of the incident
- To provide a liaison point with the various regulatory authorities as and when required.
- To ensure audience safety is maintained by coordinating operations with the security manager and Control Room Manager in event control

4.3.3 Site Manager – Krish Desire

To ensure that all aspects of the site infrastructure remains in place as per the local authority inspection and to deal with any site related problems that may occur during the event.

4.3.4 Production Manager – Josh Hepworth

Coordinating between all departments on scheduling with a focus on technical and noise management. Ensuring that licensable activities such as musical performance take place only during stipulated hours. Responsible for implementation and operation of all production activity during build, live event and break phases

4.3.5 Head of Security – Lee Richards – CN Security

Responsible for the overall management of the security operation and deployment of staff. They will liaise with the Event Manager, Event Safety Advisor and Control Room Manager (when in place) with regard to decisions affecting the management and safety of the audience

4.3.6 Concessions Manager – Matthew Blayer – Event Merchandising Ltd

To ensure that all health, safety and hygiene regulations are adhered to by all concessions including collation and sign off of documentation prior to the event. They will be the liaison point for the SAG for concessions documentation. They will manage all concession activity on site during all phases of the event

4.3.7 Traffic Manager – Scott Dow– ETC

Responsible to creating the Traffic Management Plan for the event which will include management of the car park, ingress and egress of all public vehicles, road closures (where applicable) and shuttle bus/taxi management.

4.3.8 Medical & Welfare Manager – David Hawkins – MET Medical

Responsible for providing and implementing the medical management plan and, where necessary, liaise with Cambridge Ambulance Service. They will also provide welfare facilities including support with lost children and vulnerable adults.

4.3.9 Designated Premises Supervisor – Louise Young

Responsible for all bar activities in line with the Premises Licence for the event.

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4.3.10 Cambridgeshire Police – TBC

The representative from Cambridgeshire Police will support the event in maintaining public safety conjunction with the Event Safety Advisor and Event Manager. In the event of a serious issue of public safety or in the event of declaring a major incident a transfer of authority will take place between the Event Safety Advisor/Event Manager and the Event Police Commander (or other, more relevant emergency service commander). They will assume and maintain overall command and will have executive authority for the duration of the incident.

4.3.11 All Workforce, Contractors and Suppliers

All are to be made aware of the S&C Productions Ltd document (Site Information and Rules for Contractors). All event Contractor and Suppliers are to complete a Safe Working Agreement (see Appendix C) prior to or on first entering site. All on site are to carry out their duties in accordance with agreed risk assessments, method statements and any additional instructions issued S&C Productions Ltd for the during of their time on the event site.

C4 Contacts:		
Title:	Name:	Contact Details:
Event Manager/DPS	Louise Young	07896 961748
Event Safety Advisor	Clayton White	07947 451684
Site Manager	Krish Desire	TBC
Production Manager	Josh Hepworth	TBC
Cambridgeshire Police	PC Lucy Tompson	TBC
Concessions Manager	Matthew Blayer	TBC
Event Security Manager	Lee Richards	07932 369444
Control Room Manager (S&C only)	Sam Oldham	07740 094648
Event Medical Manager	David Hawkins	TBC
Traffic Manager	Scott Dow	TBC

4.4 Event Control Operation

S&C Productions Ltd will operate an Event Control with a two-way radio system ensuring a direct link to the all on site managers and supervisors. Those allocated to Event Control operation will be experienced operators enabling the Health & Safety Advisor to have contact with the crowd management team and any other interested parties on site.

As with all events, the final responsibility for public safety rests with the event organiser who will be represented in event control as and when required of the festival site. In the event of a major incident responsibility may be subject to a transfer of authority with the emergency services.

The Event Manager will be on site always when the members of the public are on site.

*The Event Manager and ALL Managers will have access to the same radio channels as the FOH staff, the production team and contractors and have access to mobile telephones.

4.5 Transfer of Authority

In the unlikely event of a major incident taking place during the festival it may be necessary for a transfer of authority to take place between the Event Manager or Event Safety Advisor and the Police Commander. Whilst this is not seen as routine, it is accepted to be an established practice that is made in exceptional

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circumstances only. Once a major incident is terminated or downgraded a second transfer of authority will take place effectively returning control of the festival to the Event Manager.

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5 Event Health & Safety

5.1 Health and Safety Policy Statement

S&C Productions Ltd recognises that several activities which are undertaken by them, or undertaken on their behalf, could potentially involve risk to the health, safety and welfare of its employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment, or property.

It is the policy of the event organiser of this to seek, as far as is reasonably practicable, safe and healthy working conditions for employees and all other personnel working on behalf of the event, and to ensure that any activity undertaken by the event does not adversely affect the health and safety of other persons.

The aims and objectives of the policy are:

- To protect and maintain standards and to comply fully with the Health & Safety at Work Act 1974 and all other relevant legislation, regulations and codes of practice.
- To protect employees and others, including the public, from foreseeable hazards.
- To provide all persons with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that everyone involved with the organisation and running of this event are aware of their responsibilities to take care of themselves and others.
- To encourage consultation and co-operation, and where necessary, consult with outside bodies to maintain a safe working environment.
- To ensure the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
- To provide arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in regards to the use, handling, storage and transport of articles and substances.
- To minimize the number of accidents and incidents that may endanger the health, safety and welfare of all persons working at or attending this event.

While the event organiser will do all that is within its powers to ensure the health and safety of all persons, it is recognized that health and safety is the responsibility of each person associated with the event. It is the duty of each person working on this event to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the wellbeing of any other person.

The event owner of this event will ensure that professional contractors holding the required certificates of competence carry out the installation and maintenance of all equipment, plant and services related to this event.

S&C Productions Limited will continue to update this document during the planning stages until it is presented in a way that is deemed to be acceptable by the site management and the local licensing authority.

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out at this event. A copy of all contractors Health and Safety information will be kept by the Health & Safety Advisor for inspection at any time.

5.2 Arrangements for Delivery of Health & Safety Policy

It is the duty of the event management team to ensure that the health & safety policy for this event is implemented. This will be achieved by the engagement of a Health & Safety Advisor who will co-ordinate safety management on site and by ensuring that all members of the management team are competent and aware of their duties, work in accordance to site rules, risk assessments, method statements and any other safe systems of work implemented during the event.

The event organisers and their agents will fully co-operate with the local authorities regarding matters of health and safety and will ensure liaison with any other stakeholders operating at the event site.

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All managers and supervisors will be responsible for undertaking a dynamic on-going assessment of all areas regarding health, safety and welfare due to the dynamic nature of event operations.

All those involved with the planning of this event are recognised as competent within their field. Their credentials and experience will be checked prior to commencing any work on site as part of the event control measures.

5.3 Contractor and Supplier Health & Safety Obligations

As previously stated, all contractors and suppliers are to make their Senior Manager or Supervisor designated to work on site aware of the safe working agreement (see Appendix C). A signed copy of the agreement together with all relevant company safety documentation, as listed in the agreement is to be supplied to the Health & Safety Advisor prior to commencing work on site. This can be emailed to admin@harrieruk.com or to the relevant contact.

Additional information and site rules are contained in S&C Productions Limited document ESMP PT05 (Site Information and Rules for Contractors) which should be read in conjunction with this document and the safe working agreement.

5.4 Construction Design Management

In common with all other health and safety obligations, S&C Productions Ltd take their responsibilities under Construction (Design and Management) Regulations 2015 very seriously.

A Construction Phase Plan will be prepared and distributed to accompany this document (See ESMP PT04 Construction Phase Plan attached)

The construction phase covers the following activities associated with the staging of the event:

- The installation and construction of site overlay
- Production load-in
- Production load-out
- The dismantling and removal of site overlay

5.5 Site Induction

The site management team or Event Safety Advisor will conduct a site induction and safety briefing for all contractors as they arrive on site. This will be an appropriately detailed look at risk management for the event as well as a final check on schedules and equipment.

Site management will be available throughout the build to ensure site safety inductions are given to any staff or contractors expecting to work on the site, this may be completed by a member of the event management team.

A log of all safety inductions will be kept.

The Event Safety Advisor will be on hand always to aid and advice and to ensure all control measures noted here are carried out where practicable

On first arrival on site all working the event will be briefed and be issued with an induction sheet detailing site conduct and emergency procedures for the site.

5.6 Event Health & Safety Checks / Event Diary

During event days the Event Safety Advisor will be responsible for carrying out safety checks around the site and monitoring contractor, staff and artist activities.

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6 General Arrangements

6.1 Alcohol Sales

The event is licenced and alcohol will be available throughout the event. To discourage underage drinking a "Challenge 25" initiative will be implemented to seek proof of age from anybody who appears to be under the age of 25 wishing to purchase alcohol. Those individuals unable to provide suitable prove of age will not be permitted to purchase alcohol.

A designated premise licence (DPS) holder will be appointed and remain on site at all times where alcohol is on sale.

The DPS for this event is Louise Young

6.2 Concessions and trade stands

All concession units will provide the following in advance: -

- Proof of Local Authority Registration
- Hygiene rating (minimum 3*)
- Fire risk assessment
- General risk assessment
- COSHH assessments
- Gas safe certification
- Evidence of PAT testing for electrical items
- Employers and public liability insurance

The Concessions Manager will undertake inspections of concession units during the build and live phases of the event. Those units failing to reach the necessary standards or contravening the festival terms and conditions may be closed and/or ejected from the festival.

The location of catering concessions will be shown on the Site Map. Individual catering concession units will be 2m apart and groups of 3 units will be separated by a 6m gap.

All market/trade stands will be required to provide the following in advance: -

- Fire risk assessment
- General risk assessments
- COSHH assessments
- Evident of PAT testing for electrical items
- Employers and public liability insurance

Relevant DBS records for those stands dealing with children's activities

6.3 Cancellation Policy

If the festival is cancelled, the following cancellation policy applies.

The event organisers will:

- Attempt to reschedule the show for another date, offering transfer of tickets to the rescheduled performance for all affected audience members.
- If affected audience members are unable to attend the rescheduled performance or any other future performance the event organisers will offer a refund of ticket price.
- Refunds obtained would be made available from point of sale.
- All ticket transfers or refunds will be coordinated by the participating ticket outlet.
- In the unlikely event that this event is **cancelled on the day**, stewards will be posted at the site entrance to notify and apologise to incoming audience members, advising the reasons for cancellation where possible and supplying information as to redeeming ticket transfers (i.e. contact details for participating ticket outlets
- If the show is **cancelled prior to the planned date of performance**, the online ticket seller will be briefed to contact affected audience members by text and/or email to notify them and apologise, giving instructions for carrying out ticket transfers/ refunds etc.

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6.4 Cash Handling

Provided by TBC

6.5 Gates Opening Authority

The Event Manager will have absolute authority as to when and how the sites are opened to the public. Public safety on and off the site will be paramount in making decisions and any major actions will be logged in the event log. If necessary, the Event Manager will liaise with the local Police before opening the site. A full list of safety checks will be kept and carried out daily as appropriate.

6.6 Accessibility

There will be a designated parking area identified with signage and allocated for use by those with specific access needs.

The event organisers will, wherever possible, make all public areas of the event site accessible to those with access needs. The event organisers will ensure an accessible toilet provision and endeavour to create flat and level path access to the arena where possible, seeking to offer further assistance through on-site stewards where appropriate.

All stewards on duty will be briefed on how to assist those with access needs.

6.7 Lost & Found Property

Any lost items will be logged with the Security Manager. At the end of the event, the Security Manager will arrange for handover of all left items to the Event Manager.

Stewards will not collect luggage, bags and suspicious packages. If suspicions are raised, the Event Safety Advisor should be informed and they will liaise with Police to assess the risk to the public in the immediate area, and to the site adhering to the emergency plan for 'other threats' as detailed in earlier sections of this document.

Anyone who reports lost items should initially be directed to the Welfare team. Personal belongings will be stored on site until the end of the event and those reporting lost items will be advised to contact the local Police after the event. Anyone claiming lost/found items will be asked to identify themselves in order to assist with identification of lost items these details will be logged and given to the Security Manager as deemed appropriate.

Festival staff will not be in a position to take messages from the public. If messages are of a very urgent nature, the Event Safety Advisor may take a decision to use the PA to pass the message on.

6.8 Medical / First Aid Provision

A Medical Management Plan will be provided by MET Medical Ltd.

The Local NHS Healthcare Trust have been advised of this event via the Safety Advisory Group.

The level of medical provision required will be provided by MET as follows:

Saturday 15 th June 2019 Strawberries & Creem	Sunday 16 th June 2019 The Cambridge Club
1 x 4WD Ambulance Response Vehicle 3 x Standby A&E Ambulance 6 x HCPC Registered Paramedics 3 x A& E Nurses 16 x Ambulance Technicians/ECA/Student Paramedics 1 x Receptionist/Manager 1 x Dispatcher	1 x 4WD Ambulance Response Vehicle 2 x Standby A&E Ambulance 3 x HCPC Registered Paramedics 1 x A& E Nurses 10 x Ambulance Technicians/ECA/Student Paramedics

The above will provide sufficient medical cover.

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First aid kits to deal with minor abrasions etc. are accessible on site. A first aid kit will be located in the site office

If an ambulance is called, the Medical Manager will also notify Event Safety Advisor and Security Manager

From the RVP1 point, a member of Security will escort paramedics to the individual requiring medical attention.

6.9 Accident Reporting & RIDDOR

Accident forms must be completed for all accidents, incidents and near misses that occur on the site during all phases of the event. The Event Safety Advisor or Site Manager should be notified of any accidents and be provided with a copy of the accident form.

The Event Safety Advisor will collate all accident forms and conduct investigations where necessary.

Any RIDDOR qualifying incidents will be dealt with by the Event Safety Advisor / Event Manager and Medical Provider who will contact the Incident Contact Centre (0845 3009923; www.riddor.gov.uk) or fill in form the online report as appropriate and share the information with the local council.

6.10 Noise Management

A Noise Management Plan will be provided by BES Systems. This will be included in the ESMP as ESMP PT8.

There are no specific standards of exposure for the public and audience attending this event. The current best industry guidance is contained within the Event Safety Guide published by the Health and Safety Executive. The Event will ensure that the audience is provided with the protection to hearing afforded by this guidance.

The Event Safety Guide standards are set in terms of an Event LEQ (Event equivalent continuous sound level) which should not exceed 107 Db (A)

Guidance for staff states: peak level not to exceed 140 Db(C) The nature of this event could imply higher volume levels than at other events.

Where possible no member of the audience will be allowed within 3 meters of any PA speaker system, segregation will be via suitable barrier sufficiently rated for this use.

The Event Safety Guide advises that where the Event LEQ is likely to exceed 96Db(A) the audience will be offered information on the risk of hearing damage. This information will be displayed at entry points to the site.

Stages and performance areas may well exceed the recommended exposure and peak levels to this end each performance area is designated as a hearing protection zone the areas will be signed accordingly with the Safety Signs and Signs Regulations 1996 in mind.

Disposable hearing protection will be made available to all those attending this event.

Bars and food concession areas will also be monitored for noise level during performance times with staff being offered disposable ear plugs on entering work areas.

The event management team are aware that noise escaping from the site may constitute the most obvious form of impact on local environment and community from the event.

BES Systems will be responsible for the supply and operation of all sound equipment. It is highly likely that there will be noise disturbance as part of this event due to the nature of each performance,

Sites and performance spaces are contained within clear span structures or within the main event arena. Contractors on site and employed by S&C Productions Ltd will be in control of setting site noise levels at all times. Levels of amplification will be monitored on a continual basis with known erroneous frequencies managed at all times.

Sounds level reading will be monitored and recorded as per the event Noise Management Plan to ensure compliance with Noise at Work Regulations and in respect of local Environmental Health requirements through site licence conditions.

For all other noise sources on site, the HSE Action levels will be adhered to. All generating plant will be "super-silenced" and switched off when not required.

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6.11 Fire Safety

All contractors will provide fire-fighting equipment (extinguishers) as appropriate to the level of risk their equipment and activities may create on site. This will be checked on site by the Health & Safety Advisor.

The highest level of fire risk for this event will be:

- Electrical fires (all equipment on site will be visually inspected and be part of an ongoing maintenance and inspection regime; power supply and distribution to be installed by qualified electrician only).
- Arson (security presence always)
- The Event Team will have a supply of Fire Fighting equipment on site which will be distributed accordingly across the site and be readily available always during event set-up, running and strike periods.

Fire points are located at the following positions across the site:

- Waste storage areas
- Production office
- All bar work areas
- Site stage / work areas
- Site exit / entrance ways
- All concessions
- Security office
- Medical office
- Accreditation point

These points will each contain a mix of the following fire extinguishers:

- 1 x Water extinguisher
- 1 x CO2 extinguisher
- 1 x foam extinguisher
- 1 x dry powder
- 1 x fire blanket

Please see the specific fire report and risk assessment included as an appendix to this document for further information.

Harrier UK Ltd will provide a designated as Fire Officer for the site.

They will be responsible for carrying out daily fire safety checks and recording results as follows:

- Fire extinguishers are present and have not been tampered with;
- Emergency exits are free from obstructions, with exit routes clear;
- No waste or combustible material is stored under stage areas.
- Emergency exit signs in place
- Emergency lighting in place and working

Should a fire or suspicion of fire be reported by any member of staff, the Event Safety Advisor will go to the location reported, assess the level of threat and act accordingly, either using fire extinguishers if appropriate or notifying the Event Manager/Control Room who will contact the emergency services and/or initiate evacuation procedures if the level of threat necessitates.

6.12 Security & Crowd Management

6.12.1 Build and breakdown arrangements

During site construction and deconstruction periods there will be a security team (from Wednesday 12th June 2018, prior to this it will be covered by the Production/Site teams) on site monitoring entrances and exits from site who will be linked to the site management team via radio.

There will be a security presence on site from the first morning that the site is under construction, their duty being to ensure that the site is kept secure always including overnight. All SIA registered staff must wear their SIA badge always when on duty.

When the production is open to the public, further SIA and experienced staff will be brought in to support the expected audience number on site.

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FOH staff duties are outlined in detail within the stewarding plan and will range from manning the site entrance, greeting visitors, facilitating audience ingress / egress, managing the audience whilst inside the site and monitoring site perimeter fence lines.

The Front of House team will be comprised of SIA registered staff and stewards recruited by CN Security, all of whom will be managed by the Security Manager and will receive an on-site induction prior to starting work.

All staff will be briefed daily in advance of opening house. Staff will be in radio contact with each other always.

6.12.2 Access and Egress on event days

Access and egress routes will be clearly marked on the site plan.

These routes will be managed by the security and traffic management teams and have been assessed to reduce pedestrian and vehicle interaction. Full details can be found in the Traffic Management & Crowd Management plans.

The Crowd Management plan will include details of flow rates and circulation figures for the site for both ingress and egress.

6.12.3 Crowd Management

Crowd Management Plans will be provided by CN Security. These will be included in the ESMP as ESMP PT10.

The event organisers are aware of their responsibility to ensure that visitors have a safe and pleasant experience whilst on site.

Visitors and those unfamiliar with the site will need some assistance on arrival. Stewards will also need to be particularly helpful in the arena as visitors will not be familiar with their surroundings.

All stewarding staff will receive a briefing as to the layout of the site and site, emergency services will be invited to tour the site during the site build-up period.

The expected audience for this event are those that have bought a ticket in advance along with press invitations and other media partners.

The event management team will retain the services of an appropriate number of stewards, supervisors and managers for the duration of the event. Where appropriate or required, staff will be SIA qualified and credentials checked.

Any security chosen will be experienced in similar environments, will take part in safety planning for the event and will receive a full briefing on site.

Stewards will be assigned positions around the site and will rotate positions as necessary to give cross-site experience. Levels of security and stewarding will be calculated by using risk assessment with consideration given to this operational aim.

Stewards will be easily identifiable to public and other staff alike and will be briefed as to their behaviour and demeanour on site. Customer Service and assistance will be paramount in their duties.

6.13 Toilet Provision

Public toilets are provided on site. A full toilet cleaning, consumables replacement service is also provided as part of this provision.

Staff toilets will also be provided in a separate location throughout the build, event running and strike periods.

Stewards will be briefed to monitor toilet areas and will report waste build up to the waste management company as necessary.

Disabled toilets will be positioned within the main arena areas and at the medical tent.

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Toilet provision:

Toilet provision as laid out in the Purple Guide: -

Table 1

Audience Figure and Gender Split:			
Total Audience Figure			12000
Gender Split			
Female	50 %		6000
Male	50 %		6000

Table 2

For events with gates open for 6 hours or more where food and drink is available (arena) :			
Female toilets	1 per 75		85
Male toilets	1 per 400		15
Male urinals	1 per 100		60

Table 3

Actual arrangements on site		
Female toilet units		100 in main site
Male toilet units		50 in main site
Urinals		20 (x pods of 6)
Disabled toilet units		10 in main site
Medical	1 x female, 1 x male and 1 x disabled	
Bars		1 per bar
Crew		3 x units
VIP		1 x cabin plus 1 x disabled

6.14 Traffic Management

A Traffic Management Plan will be provided by ETC. This will be included in the ESMP as ESMP PT7.

To minimise and prevent the chance of pedestrian/vehicle mix at the event which could potentially lead to a serious accident this section seeks to put in place a system of management that keeps pedestrians and vehicles separate always.

This traffic management plan should be read in conjunction with the production build and running schedule (as outlined earlier in the event document). Please be aware that further amendments or alterations may be made to this plan as a result of equipment delivery issues or adverse weather conditions affecting access to site.

Vehicles arriving to site will be overseen by the Site Manager during the build and break period, this will be managed by ETC during the event opening hours, who in turn will direct performers and staff vehicles onto site informing the Site Manager of the vehicle arrival.

Larger vehicles will be met at the production entrance and walked onto site. This service will depend on other activities taking place and the demands of site build process at that time.

The organisers will promote the use of dedicated shuttle buses in all circumstances.

RVP1 for emergency vehicles will be positioned at the Cambridge Polo Club Entrance (**marked on site plan**). This area will be kept clear and free of traffic at all times whilst the event is on site. **RVP1** will be marked with a prominent sign to ensure clarity and ease of identification.

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RVP2 will be located next to the main entrance and will be used in the event that RVP1 is unavailable.

General Traffic Management Measures

- Suitable placement of advance event warning notices in the immediate area.
- Suitable event warning notices on the approach to the site main entrance.
- Suitable event directional signage for contractors arriving to site

Site build period: TBC

The event organisers have agreed the following strategy in order to manage vehicles arriving to site:

- Agreed access to site for build period will be from TBC
- A production schedule will be distributed in advance to all contractors and staff with staggered delivery times on heavier or larger loads in order to minimise impact on local infrastructure and grounds within the park.
- Access for delivery vehicles or large loads is via the route marked on the external site plan provided.
- Drivers with large vehicles or heavy loads will be instructed in advance to call the Site Manager or deputy with an ETA to ensure clear access to the site, which will be given by the Site Manager or his deputy.
- The site access gate will be manned at all times and no unauthorised vehicles will be allowed on to site.
- Once given permission to access site, vehicles will be escorted onto site by a member of staff, providing access is clear.
- Staff vehicles will be allowed to park within the public car park area during the build period.
- Vehicle movement on site is restricted to walking pace (10mph)

Event Running Period (open to MOTP): Saturday 15th – Sunday 16th June 2019

The event is open to members of the public from Saturday 15th June at 12:00 hrs

- The audience capacity for this site is set at 12,000 visitors.
- The organisers will provide details of public transport in event marketing in order to assist in lowering the anticipated number of cars at the event.
- There is one car park located on site (see Site Plan)
- Parking for disabled visitors will be marked with signage and allocated within the car park
- RVP1 will be marked with a prominent sign to ensure clarity and ease of identification.
- Other than emergency vehicles, the above plan supports the event when open to the public.
- Access for authorised production, cleansing or service vehicles, there should be no need for vehicular access to the site during periods when it is open to the public. Any such vehicles are instructed in advance to call the Production Manager with an ETA to ensure clear access to the site, which may only be granted by the Production Manager or their deputy who will meet them at the site barrier and escort them onto site or appoint another member of staff to do so.

Break down period: Monday 17th June - TBC

Any staff or contractor requiring vehicular access to the site during this period must adhere to the same procedure as outlined for the site build period.

6.15 Waste Management

A full waste management and cleansing plan is to be formulated by the event organisers in conjunction with their waste management contractor, TBC to ensure effective management of site waste during build, event running and strike periods.

The event organisers are committed to minimising impact on the local environment and ensuring that all waste resulting from the event is cleared between events and on vacation of the site.

The event organisers will ensure that enough refuse bins are located within the site for use by members of the public. Additionally, refuse bins will be provided for use by merchandise, food and beverage suppliers and general site waste.

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Waste and recycling materials will be stored separately in 1,100 litre wheellie bins or similar kept inside the site perimeter fencing. These will be emptied as necessary.

Bins and recycling units will be provided inside the performance sites, with further bins and recycling units stored outside the site, within the exterior fencing.

Stewarding duties will include regular monitoring of all waste and reporting of build-up of waste as it occurs on site. Litter picking and cleaning responsibilities both within the sites and outside the sites is the responsibility of S&C Productions Ltd and its designated waste management contractor, TBC.

6.16 Welfare

Organisers have engaged the services MET Medical Ltd to manage the usual mix of issues associated with an audience of this profile and attending events of this nature.

There will be a supply of drinking water on site throughout all stages of the event, this will be available for staff, contractors and members of the public. In the event of extreme heat water provision will be made available at the entrances for those queuing.

Shade is available on site for people to move away from the sun where necessary.

6.17 Plant & Vehicles

All vehicles and plant for use on site will be hired from a reputable supplier. All plant and vehicles will be controlled by the Site Office who will ensure that all operators have the relevant training and licences to operate the machinery.

It is the responsibility of the operator to complete daily inspections of the plant prior to use, all defects or issues are to be reported to the Site Office immediately.

There will be specific rules relating to plant and vehicles that will be communicated to all during the induction and specifically to operators/drivers before being given the keys:

- Site speed limit is 10mph
- Plant drivers must be over 21 years of age and hold the appropriate licence
- People should only ride in designated seats – no seat = no person
- Hazard lights should not be used when moving round site, they should only be used as prescribed in the Highway Code.
- All safety devices, including seatbelts, should be used when operating plant and vehicles
- Vehicles must not be left in emergency exit routes and should be parked in designated areas when not in use.
- Keys must not be left in unattended vehicles

6.18 Lifting Operations

All lifting operations are covered under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Contractors and users are responsible for checking that all equipment is in good condition and has the required Thorough Examination and/or servicing records available for inspection.

All lifting operations will be completed with the knowledge of the Event Safety Advisor.

All areas underneath lifting operations will be segregated and clearly identified (hard hat area)

All suspended equipment will be provided with secondary means of protection such as safety chains.

6.19 Working at Height

Work at height will be avoided wherever possible. Any work at height completed on site shall be compliant with the Work at Height Regulations 2005. All contractors will be asked to provide risk assessments and safe systems of work relating to work at height activities on site.

All work at height will be monitored by the Event Safety Advisor.

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Areas underneath working at height activities must have restricted access (hard hat area) and be clearly identified. Anyone required to work within the cordoned area must be made aware of the risks and wear suitable hard hat protection.

An adverse weather plan is in place to manage work at height activities.

6.19.1 Mobile Elevated Work Platforms (MEWP)

Use of MEWPs must only be agreed once a risk assessment and safe system of work has been provided.

All equipment hired for the event must be from a reputable hirer and an in date certificate of Thorough Examination must be available for inspection.

All operators of MEWPs must have current certificate and/or IPAF certificate applicable to the equipment being used.

Suitable head protection and fall arrest systems must be used on all MEWP equipment.

6.19.2 Use of ladders

Ladders should only be used for short duration tasks and should be appropriate to the task being undertaken.

Ladder must be visually checked prior to use and should only be used if in good condition.

Contractors must provide suitable and sufficient risk assessments for the use of ladders and should ensure that their staff are suitably trained.

6.19.3 Mobile Access Towers

All mobile access tower or scaffold structures must be installed and used in line with BS 5973.

Contractors must provide suitable and sufficient risk assessments and method statements prior to work taking place.

Those erecting mobile access towers must hold a PASMA certificate of training.

6.20 Electricity

A competent and qualified electrician will be engaged to install and manage all electrical installations on site.

A temporary installation certificate is to be provided to the Event Safety Advisor prior to the event opening as per BS 7909.

All circuits on site will be installed with a 30mA, 30ms RCD breaker.

Generators will be placed away from public access and/or contained within a heras compound with suitable firefighting equipment. All generator compounds will have suitable external signage.

All equipment on site should be subject to a visual inspection by the user prior to use. Contractors will be asked to provide risk assessments relating to electrical equipment including PAT (or suitable alternative).

6.21 Lighting

Suitable and sufficient lighting will be provided in all work and audience areas of this site.

All lighting and lighting structures added for the event should not, in themselves, create additional hazards. Where hazards are perceived, the structures and equipment will be isolated from the public. All lighting circuits in public areas will be protected by RCDs as noted in the electrical safety section.

Suppliers of lighting and lighting structures will be requested to provide associated method statements, risk assessments and insurance documentation which will be supplied as part of this event document.

6.22 Personal Protective Equipment (PPE)

All contractors on site will need to provide their workforce with PPE as identified within their risk assessments. Everyone present on site during the build and break down periods must wear hi-visibility vests/jackets or t-shirts.

Suitable footwear must be worn on site that is appropriate to the tasks being undertaken. No open-toed shoes, sandals or flip flops will be permitted during the build and break periods.

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PPE should adhere to the following standards:

EN 471:2003	Hi-Visibility Clothing – yellow or orange colours only, strictly no black hi-visibility clothing
EN 345-1:1992	Footwear
EN 352-1&2:2002	Hearing protection
EN 166:2001	Eye protection
EN 397:1995	Safety helmets (vented industrial climbing helmets may be used where there is no risk of electrocution or hot material hazards)
EN 388:2003	Gloves

6.23 Housekeeping

All work areas must be kept clear of obstructions that could cause slips, trips and falls. Any stores must not block road ways or access routes.

Waste materials shall be disposed of properly in suitable receptacles provided by the site

Where materials are stowed awaiting use, the contractor shall ensure the equipment and materials are stowed safely, in a secure manner and with suitable space around the equipment

The Health & Safety Advisor will monitor storage areas on site ensuring access, suitable space and correct stacking has taken place

The Site Manager for the event will negotiate suitable storage areas on site with this information made available to all staff and contractors.

All deliveries and drop off / collection arrangements shall be managed in a staggered format so as to reduce overflow of vehicles and reduced space, movements on this site

No flammable waste materials or other equipment will be stowed temporarily underneath and stage or performance structure on this site

6.24 Impact on Local Environment and Community

There will be in place a waste and cleansing programme.

No noise disruption is expected for residents and businesses in the local area and noise controls are in place. A letter for local residents detailing a complaints telephone number will be circulated as part of the noise management plan.

Information of the event will be carried by local media.

The event organisers will retain an appropriate number of stewards and security staff both to manage crowds and ensure that the site is secure.

The event runs during both day and night time hours.

6.25 Temporary Demountable Structures

All temporary demountable structures will be signed off by the installing company and a certificate placed in the event file. The installing company will have the necessary theoretical and practical knowledge to check such structures.

All contractors supplying to this event will have their H&S documents examined as part of the tender process and will be required to provide site-specific risk assessments and method statements in advance of any work commencing. They will also be asked to provide weather management plans for their structures which will link to the PT11 of the ESMP.

Contractor standby teams will be on site throughout the event to monitor the structures and deal with any issues. Their contact details will be made available in Event Control.

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7 References

In planning to hold this event the event management team have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.

Certain legal requirements can be found in:

- Health & Safety at Work Act 1974
- Managing for Health and Safety HSG65
- RIDDOR 2013
- COSHH regulations 2002
- Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Working at Height Regulations 2005
- Noise at Work Regulations 2005
- CDM 2015 Regulations
- Other Guidance used:
 - Muta code of public safety – safe use and operation of marquees and temporary structures
 - The Purple Guide
 - Temporary Demountable Structures (2007)
 - The Good Practice Safety Guide
 - HSE Publications: Managing Crowds Safely 1996
 - Home Office Publications: Dealing with Disaster 1997
 - ISAN Safety Guidance for Street Arts, Carnivals, Processions and Large Scale Performances
 - HSG48 Reducing Error and Influencing Behaviour
 - Technical Standards for Places of Entertainment
 - Model National Standard Conditions for Places of Entertainment and Associated Guidance
 - Fairgrounds and amusement parks: guidance on safe practice HSG175

8 Appendixes

Appendix A - Capacity Calculations

Appendix B – Safe Working Agreement

Appendix C – Joint Agency Contacts

Appendix D – Site Build Schedule

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Appendix A – Capacity Calculations

Table 1 – View areas (m²)

Structure / stage viewing area:	Gross area:	Deducted area for production / uneven ground 25% of gross area:	Public viewing area:
Arena 1 – Main Stage	TBC	TBC	TBC
Stage 2 – Big Top	TBC	TBC	TBC
Stage 3	TBC	TBC	TBC

Table 2 - Risk Level / Evacuation Time / Rates of Passage (as per ISBN-13 978 85112 823 5)

High risk (indoor) 2 minutes	Normal risk (indoor) 2.5 minutes	Low risk (indoor) 3 minutes	Low risk (outdoor) 10 minutes
	Stage 2 - The Big Top Stage 3		Arena 1 – Main Stage
Rates of passage (as per BS EN 13200-1:2003) = 82 persons per metre on flat ground = 66 persons per metre on sloping / stepped ground			

Table 3 – Area Potential Capacities (based on table1)

Structure / Stage viewing area m ²	Capacity @ 1 person per 0.5m ² (2 persons pre m ²)	Capacity @ 1 person per 0.4m ² (2.5 persons pre m ²)	Capacity @ 1 person per 0.3m ² (3.3 persons pre m ²)
Arena 1 – Main Stage	TBC	TBC	TBC
Stage 2	TBC	TBC	TBC
Stage 3	TBC	TBC	TBC
Capacity is the suggested figure for Strawbernes & Creem Festival			

Table 4 – Minimum Exits Width Required (based on tables 2 and 3)

Structure / Viewing area	Capacity /Flow rate / Evac time	Minimum exit width required (example exit configuration only)
Arena 1 – Main Stage	/82/10	metres required (x 1.5 metre exits + 1 x 1.5 metre contingency)
Stage 2	/82/2.5	metres required (x 1.5 metre exits + 1x 1.5 metre contingency)
Stage 3	/82/2.5	metres required (x 1.5 metre exits + 1 x 1.5 metre contingency)

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Appendix B – Safe Working Agreement

Show: Strawberries & Cream and Cambridge Club	Dates: 15 th & 16 th June 2019	Site: Haggs Farm, Cambridge
--	--	---------------------------------------

Part 1 – S&C Productions Ltd Health & Safety Policy Statement:

S&C Productions Ltd recognises that several activities which are undertaken by them, or undertaken on their behalf, could potentially involve risk to health, safety and welfare of its employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment or property.

It is the policy of the event organiser of this event to seek, as far as is reasonably practicable, safe and healthy working conditions for employees and all other personnel working on behalf of the event, and to ensure that any activity undertaken by the event does not adversely affect the health and safety of other persons.

The aims and objectives of the policy are:

- To protect and maintain standards and to comply fully with the Health & Safety at Work Act 1974 and all other relevant legislation, regulations and codes of practice.
- To protect employees and others, including the public, from foreseeable hazards.
- To provide all persons with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that everyone involved with the organisation and running of this event are aware of their responsibilities to take care of themselves and others.
- To encourage consultation and co-operation, and where necessary, consult with outside bodies in order to maintain a safe working environment.
- To ensure the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
- To provide arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To minimise the number of accidents and incidents that may endanger the health, safety and welfare of all persons working or attending this event

While the event organiser will do all that is within its powers to ensure the health and safety of all persons, it is recognised that health and safety is the responsibility of each person associated with the event. It is the duty of each and every person working on this event to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the wellbeing of any other person.

The event organiser will ensure that professional contractors holding the required certificates of competence carry out the installation and maintenance of all equipment, plant and services related to this event.

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out at this event. A copy of all contractor health and safety information will be kept by the Health & Safety Advisor for inspection at any time.

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Part 2 – Contractor / Supplier Declaration:

Contractors and suppliers of goods, equipment and/or services which involve construction, installation, maintenance or other work by the contractor, supplier or any agencies acting on their behalf shall ensure that:

- Their staff or agencies representing their company have received a copy of the S&C Productions Ltd Health & Safety Policy Statement as shown in part 1 of this document.
- The Health & Policy Statement has been read and understood
- All persons employed by the contractor and supplier are competent for the work to be conducted.
- All equipment, tools and systems of work are in place, safe, maintained and tested/inspected as required.
- No activity or actions will be undertaken by the contractor or supplier that increase health & safety risks which could adversely affect S&C Productions Ltd, the site or other persons employed on or attending the event
- No health & safety risks are created with regards to the use, handling, storage and/or transport of materials or substances.
- The Site Manager and the Health & Safety Advisor are to be informed of all operations deemed to present a significant risk, together with details of proposed controls and all relevant safety information, data sheets, risk assessments and method statements.
- All contractors and suppliers must enter the site via the agreed and designated entrance. All are to sign in and wear appropriate and issued accreditation whilst on site.
- All works and activities are to be covered by insurance. In respect of Public Liability this is to be to a minimum value of £5,000,000 and for Employee Liability to minimum value of £10,000,000
- They agree to S&C Productions Ltd representatives taking photographs of any employee or representative of agencies acting on their behalf on entry or exit from site along with any package, bag, vehicle and the contents there of being brought on to site for safety or security purposes. All such images will be destroyed after 31 days.

S&C Productions Ltd reserves the right to terminate any contract or agreement in the event of any breach of health & safety arrangements by the contractor, supplier or agency representing them. Such terminations will render the contractor, supplier or agency liable for any loss or damage suffered by S&C Productions Ltd, including any loss of revenue, profits or any cost of making good damage or completing the work to an acceptable standard.

Company Name of Contractor, Supplier or another Representative.	
Name of Senior Manager or Supervisor of Contractor, Supplier or another Representative.	

Part 3 – Contractor/Supplier H&S Information

As part of the safe working agreement all contractors are required to supply the Site Manager and/or the Health & Safety Advisor copies of the following by the specified date:

Items to be provided	Supplied?		Comments
Proof of Public Liability Insurance (minimum £5,000,000)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Proof of Employee Liability Insurance (minimum £10,000,000)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Company Health & Safety Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Event Specific Risk Assessment or Assessments	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Event Specific Method Statement or Statements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Any licenses for Plant Operators	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Any licenses for Access Equipment Operators	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Please email all relevant information prior to entering site to admin@harrieruk.com by TBC

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Part 4 – Sign off procedure

As part of the safe working agreement all contractors are require to supply the Site Manager and/ or the Health & Safety Advisor with details of those providing sign off certification for their work:

Signoff Responsibilities		On-site Contact (responsible for sign off)	
Is your company responsible for staging on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name: Contact No: Email:
Is your company responsible for rigging on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name: Contact No: Email:
Is you company responsible for Electrical installation on site (temporary or permanent)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name: Contact No: Email:
Is your company responsible for barrier installation on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name: Contact No: Email:
Is your company responsible for pitch cover installation on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name: Contact No: Email:
Is your company responsible for any other temporary structures on site? If yes, please specify below what these structures area;	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name: Contact No: Email:

Important Notice:

By signing this form, you confirm:

- a. you have received, read and understood your company's H&S Policy, risk assessments and method statements relating to this event and that you will comply with their arrangements.
- b. you confirm that you are aware of S&C Productions Ltd H&S Policy Statement as shown in part1 of this document, all associated polices, site rules and emergency procedures and agree to comply fully with their arrangements.
- c. As senior Manager or Supervisor of your company on site you will ensure, so far as is reasonably practical, that all staff and/or agencies under your instruction comply fully with H&S arrangements for being on site
- d. You are aware of your own company's H&S policy, arrangements and emergency procedures.

Signature of Senior Manager or Supervisor on Site:

Date:

Appendix C – Joint Agency and Other Contacts

Name	Role	Telephone Number	Email Address
Louise Young	Event Manager	07896 961748	
Clayton White	Event Safety Advisor	07947 451684	
Krish Desire	Site Manager		
	Event Police Commander		
Lee Richards	Event Security Manager	07932 369444	
David Hawkins	Event Medical Manager		
	Noise Manager		
Scott Dow	Traffic Manager		
Sam Oldham	Control Room Manager	07740 094648	
	Event Programmer		
	Production Manager		
	Concession Management		
	Bar Manager		
	Main Stage Manager		
	Stage 2 Manager		
	Stage 3 Manager		
	Lendowner		

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Appendix D – Site Build Schedule

TBC

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APPENDIX K

Event Safety Management Plan



ESMP PT04 | S&C19

Construction Phase Plan

Version N°1 Draft

Classification: **Confidential**

1 Document Control

1.1 Document Information

Document Title:	Construction Phase Plan
Document Owner:	Helen McCabe, Harrier UK Ltd
Contact Details:	T: 01332 460703 M: 07983 501095 E: helenmccabe@harrieruk.com
File Reference:	ESMP PT04 S&C19 CPP V1 Draft

1.2 Version History

Version	Date	Originator By:	Checked By:	Authorised By:	Comments:
1 Draft	06.01.2019	H. McCabe	C. White	L. Young	Draft document for SAG submission

1.2.1 Classification

This document is marked **confidential** and information may be legally privileged and protected from disclosure. It is intended solely for the use of the organisations involved in the event named above and in circumstances **is not for public use.**

1.2.2 Disclaimer

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Consent prepared by Harrier ESMP

The Old Vicarage, Market Street, Castle Donington, DE74 2JL
Harrier UK Ltd registered in England & Wales, company No. 7207021 vat Number 307 549000



3 Introduction

The event organiser takes its safety responsibilities seriously and will ensure, so far as is reasonably practicable, that no party is exposed to unnecessary risk due to its activities.

This document is supplementary to the Event Safety Management Plan (ESMP PT01) and is intended to outline information relating to construction and overlay planning and processes in place to minimise the risk of injury or damage as a result of construction on site.

For further information please contact:

Helen McCabe
Health and Safety Advisor

Harrier UK Ltd
+44 (0)1332 460703
+44 (0)7983 501095
helenmccabe@harrieruk.com

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4 Roles & Responsibilities

<p>4.1 Client</p> <ul style="list-style-type: none"> S&C Productions Limited 	<p>Duties:</p> <p>Ensure suitable arrangements for managing the event are in place. This include making sure:</p> <ul style="list-style-type: none"> Other duty holders are appointed to the CDM client group Sufficient time and resources are allocated <p>Ensures:</p> <ul style="list-style-type: none"> Relevant information is prepared and provided to other duty holders The Principle Designer and Principle Contractor carry out their duties <p>Welfare facilities are provided</p>
<p>4.2 CDM Client Group</p> <ul style="list-style-type: none"> As appointed by the client and detailed with this document 	<p>Membership:</p> <p>The CDM client group will be formed by the client and will consist of the following roles:</p> <ul style="list-style-type: none"> The Principle Contractor The Principle Designer Health & Safety Advisors Contractor Workforce
<p>4.3 Principal Contractor</p> <ul style="list-style-type: none"> S&C Productions Limited 	<p>Duties:</p> <p>To plan, manage, monitor and coordinate health and safety in the construction phase of the event. This includes:</p> <ul style="list-style-type: none"> Liaising with the client and the principle designer; Organising cooperating between contractors and coordinating their work <p>Ensures;</p> <ul style="list-style-type: none"> Suitable site inductions are provided; Reasonable steps are taken to prevent unauthorised access; Workforce are consulted and engaged in securing their health and safety, and <p>Welfare facilities are provided</p>
<p>4.4 Principal Designer</p> <ul style="list-style-type: none"> S&C Productions Limited Krish Desire– Site Manager 	<p>Duties:</p> <p>To plan, monitor and coordinate health and safety in the pre-construction phase of the event.</p> <p>This include the:</p> <ul style="list-style-type: none"> Identifying and eliminating or controlling risks; Ensuring designers carry out their duties Prepare and provide information to other duty holders. Provide relevant information to the Principle Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase

4 Roles & Responsibilities

4.5 Health & Safety Advisor

- Harrier UK Ltd

Clayton White

Duties;

To act in accordance with the instruction of the principle contractor and assist in the planning, managing, monitoring and coordination of health and safety in the construction phase of the event.

This includes

Liaising with the client and the principle designer;

Preparing the construction phase plan on behalf of the principle contractor (if required);

Encouraging cooperating between contractors and coordinating their work

Ensures;

- Suitable site inductions are provided

4.6 Client and Festival Contractors

Duties

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety

To coordinate their activities with other members of the CDM client group and comply with the directions given by the principle contractor or principle designer.

- 4.6.1 Fencing – Entertee
- 4.6.2 Big Tops – Big Top Mania
- 4.6.3 Marquees – All Undercover, Gig Tent & The Cambridge Tent Company
- 4.6.4 Crew Catering – Food 4 Festivals
- 4.6.5 Health & Safety – Harrier UK Ltd
- 4.6.6 Lighting (General) – Pearce Hire
- 4.6.7 Medical – TBC – not the same as event time?
- 4.6.8 Plant – MJ Hire
- 4.6.9 Power – Pearce Hire
- 4.6.10 Security/Crowd Management – CN Security
- 4.6.11 Stage Crew – TBC
- 4.6.12 Staging – BES Systems
- 4.6.13 Toilets – Latta Hire & Superloo
- 4.6.14 Trackway – TBC
- 4.6.15 Traffic Management – Event Traffic Control Limited
- 4.6.16 Water – Greens H2O
- 4.6.17 Cleaning and waste – TBC
- 4.6.18 Bars – One Circle Events
- 4.6.19 Internet – Pinnacom
- 4.6.20 Cabins – Wernick

4 Roles & Responsibilities

4.7 Workforce

- The workforce will be any member of the client's staff, or any contractor or sub-contractor employed on the event.

Duties

They must,

- Be consulted about matters which affect their health safety and welfare;
- Take care of their own health and safety and others who may be affected by their actions;
- Report anything, they see that may endanger their own or others' health and safety;

Cooperate with their own employer, fellow workers, contractors and other duty holders

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<h2>5 Planning</h2>	
<p>5.1 Construction Phase</p>	<p>The construction phase covers the following activities associated with the staging of the event:</p> <ul style="list-style-type: none"> • The installation and construction of event overlay ▪ Production load-in ▪ Production load-out ▪ The dismantling and removal of site overlay <p><i>This includes the changing of infrastructure between events.</i></p>
<p>5.2 Description of Work/Event</p>	<p>The installation and removal of staging, delay towers, front or house structure, lighting, sound, video, marquees, crowd control barriers and fencing to enable for a festival to take place.</p> <p>The siting of toilets bars and other ancillary infrastructure such as trackway to ensure the site is fit for purpose and suitable for the intended public and workforce capacity of the site.</p> <p>The loading and unloading of vehicles in relation to the festival operation</p>
<p>5.3 Key Dates (start/finish/other)</p>	<p>Key dates for the event are as follows:</p> <ul style="list-style-type: none"> • TBC – Site Overlay • Friday 14th June – Production load-in ▪ Saturday 15th June - Show day & changeover between events ▪ Sunday 16th June – Show Day and Production load out ▪ Monday 17th June – Site breakdown continues ▪ TBC – Site break down complete. Tenancy ends
<p>5.4 Is the work / event Notifiable to the HSE</p>	<p>This work takes place in less than 30 days and is unlikely exceed 500 person days during the construction and de-rig.</p> <p>Therefore, this event is: Not notifiable</p>

5 Planning	
<p>5.5 Ingress & Egress to/from Site</p>	<p>Vehicle Ingress and egress All vehicles will ingress and egress the site production gate located on Cambridge Road. The Site Management team will manage the ingress and egress of vehicles through this entrance</p> <p>Pedestrian Ingress and egress All contractors, staff and visitors will ingress and egress the site via the main car park.</p>
<p>5.6 Site Induction</p>	<p>Contractors working on the event will be sent copies of the site rules and event risk assessment prior to the event. On arrival to the site, staff and contractors will be required to complete the site safety induction with security and sign to confirm they will comply with all relevant H&S requirements. Once the induction is completed team leaders / foremen are to report to the site office before commencing work on site.</p>
<p>5.7 Welfare & Catering arrangements</p>	<p>Toilets, drinking water, hand washing facilities, areas to take shelter during breaks and adverse weather will be provided on site. Catering facilities will be provided on site for all workforce.</p>

6 Arrangements for Safe Working on Site	
<p>6.1 Client Contractor Management</p>	<p>All companies with receive a copy of the Safe Working Agreement prior to the event. They will return a signed copy together with the following information:</p> <ul style="list-style-type: none"> ▪ Proof of Public Liability Insurance (minimum) £5,000,000 unless otherwise agreed. ▪ Proof of Employee Liability Insurance (minimum) £10,000,000 unless otherwise agreed. ▪ Company Health & Safety Policy ▪ Event Specific Risk Assessment or Assessments ▪ Event Specific Method Statement or Statements ▪ Any licenses for Plant Operators ▪ Any licenses for Access Equipment Operators
<p>6.2 Electricity</p>	<p>All 3 phase generators to be installed in-line with site plan arrangements.</p> <p>Generators to have in date test certifications.</p> <p>All generators to be earthed in accordance in accordance with BS7430.</p>
<p>6.3 Fire</p>	<p>Portable fire-fighting equipment will be located around the site and suitably signed.</p> <p>Staff will be aware of the fire evacuation procedure and assembly point.</p> <p>The Event Safety Advisor or Site Manager will be responsible for calling the fire service.</p> <p>The site will be kept clear and tidy to reduce combustible materials</p> <p>Smoking will not be permitted on within any structure or enclosed space on site.</p>
<p>6.4 Accidents & First Aid</p>	<p>First aiders will be available on site with first aid kits. Contractors are responsible for ensuring that they have adequate provision for first aid within their team.</p> <p>All accidents, incidents and near misses must be reported to the Site Office.</p>

6 Arrangements for Safe Working on Site

<p>6.5 Lifting Operations (if applicable)</p>	<p>All lifting operations will be coordinated by an appointed person.</p> <p>Lifting plans will be submitted to the Principle Contractor</p> <p>Lifting areas will be restricted to the persons involved in the operation only.</p> <p>Lifting contractors will be via a competent company.</p>
<p>6.6 Noise</p>	<p>Areas of high noise will be designated as mandatory hearing protection zones and areas suitably signed.</p> <p>Hearing protection zones will be designated once all contractor risk assessments have been reviewed.</p> <p>Staff will have hearing protection available for use.</p>
<p>6.7 Overhead Working</p>	<p>Any work being undertaken overhead will have suitable signage in place to warn other contractors. This includes working on the stage when installation, rigging and de-rig is taking place.</p> <p>Staff will ensure that appropriate PPE is in use (i.e. hard hats)</p>
<p>6.8 Plant</p>	<p>Plant will be hired via reputable supply companies.</p> <p>All operators of plant will be required to hold the necessary proof of competence and training, copies of which will be held by the site office.</p> <p>All operators of plant must ensure they carry out pre-use checks of the equipment ahead of its use. Faults are to be reported to the Site Office immediately.</p>
<p>6.9 Temporary Structures</p>	<p>All temporary structures will be provided by competent contractors who have been preselected.</p> <p>Access to structures is forbidden until deemed complete and signed off by the contractor's competent person. Copies of certification will be kept by the Event Safety Advisor for inspection.</p> <p>During construction, the build area will be restricted to those persons building the structure. Clearly signposted and restricted areas will be put into place.</p>

6 Arrangements for Safe Working on Site

<p>6.10 Vehicle Management</p>	<p>Vehicles operations to be monitored by Event Safety Manager and Site Management throughout the tenancy</p> <p>The site speed limit is 10 mph</p> <p>Vehicles to use dipped headlights when moving on site and beacons (where fitted). Hazard lights are not to be used on moving vehicles. Indicators are to be used as normal.</p> <p>Large vehicle, such as coaches and articulated lorries, must not be reversed without the aid of a banks man.</p>
<p>6.11 Vehicle Parking</p>	<p>Vehicles related to the festival operations will be parked at the TBC</p> <p>Workforce parking will be available at TBC</p>
<p>6.12 Working at Height</p>	<p>Any contractor operating at height will be required to ensure a suitable and sufficient risk assessment is in place and staff have been trained appropriately prior to carrying out the work.</p> <p>Suitable and sufficient exclusions zones are to be maintained and signage will be in place to warn others on site.</p> <p>Appropriate fall arrest or work positioning equipment will be in use by trained operatives.</p> <p>Though working in proximity of working at height activities will use suitable and sufficient PPE (i.e. hard hats)</p>

APPENDIX L

Event Safety Management Plan



ESMP PT11 | S&C19

Adverse Weather Plan

Version N°1 - DRAFT

Classification: **Confidential**

1 Document Control

1.1 Document Information

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File Reference:	ESMP PT11 S&C19 AWP V1 Draft

1.2 Version History

Version	Date	Originator By:	Checked By:	Authorised By:	Comments:
1 Draft	06.01.2019	H. McCabe	C. White	L. Young	Draft document for SAG submission

1.2.1 Classification

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3 Introduction

This document is supplementary to the Event Safety Management Plan and is intended to outline information relating to adverse weather planning and processes in place to minimise the risk of injury or damage as a result of weather conditions.

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4 Planning and Management

The event organiser has appointed an experienced management team to produce all elements of the event. A detailed organisational chart is included in the Event Safety Management Plan.

In addition, the event organiser undertakes to maintain detailed liaison with all appropriate agencies including but not limited to the Cambridge County Council and the Statutory Emergency Services.

5 Definition of Adverse Weather

For the purpose of this plan, adverse weather is described as localised or widespread inclement weather that poses an increased risk of injury to persons and/or damage to property and infrastructure on the event site.

Adverse weather may include, extremes of temperature, heavy rain, electrical storms and high winds.

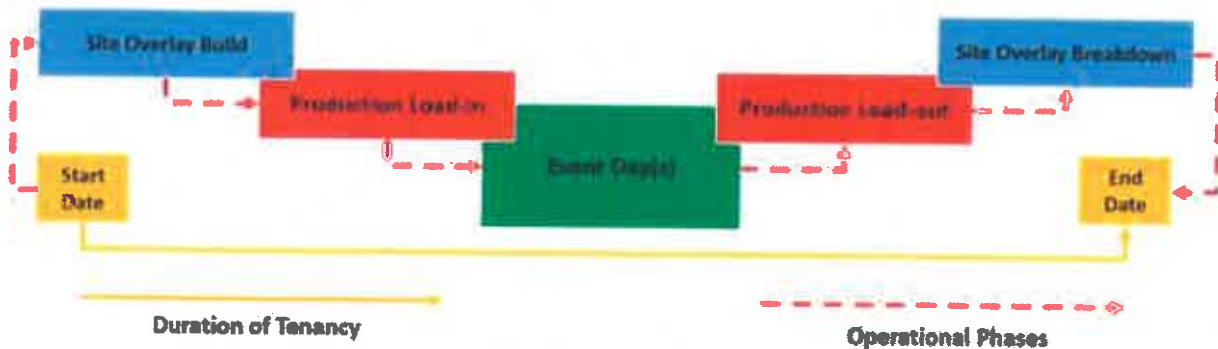
6 Site information

6.1 Event Site

Haggis Farm is situated approximately 4.3 miles from Cambridge.

Haggis Farm is located off J12 of the M11.

6.2 Phases of Operation and Timings



Timings for these phases are as follows:

6.2.1 Site Overlay Build

From 07:00 hours **TBC** June 2019 – to 20:00 hours on Friday 14th June 2019

The site will include a perimeter fence line and parking areas. Any equipment storage facility or work areas set up in support of this event will include suitable fencing in order to maintain security and prevent members of the public entering work and private areas of site.

The site will be prepared with a view to maintaining accessibility so far as is reasonable. Issues that arise that have not been identified within the planning process will be reviewed and any necessary action recorded in the Event Log.

6.2.2 Production Load-in

Friday 14th June 2019

6.2.3 Event Days

Saturday 15th & Sunday 16th June 2019

6.2.4 Production Load-out

From 23:00hrs on Saturday 15th and Sunday 16th June 2019

6.2.5 Site Overlay Breakdown

From 07:00hrs Monday 17th June 2019 – to 17:00hrs Friday 21st June 2019

7 Historic Weather Data

7.1 Temperature and rainfall data

Month	Max. temp (°C)	Min. temp (°C)	Days of air frost (days)	Sunshine (hours)	Rainfall (mm)	Days of rainfall >= 1mm (days)	Monthly mean wind speed at 10m (knots)
Jan	7.9	3.5	9.4	58.3	46.6	10.5	n/a
Feb	7.7	1.3	9.9	77.1	34.5	8.0	n/a
Mar	10.0	3.1	5.2	110.7	38.3	9.6	n/a
Apr	13.3	4.9	2.8	152.5	41.2	8.8	n/a
May	16.9	7.1	0.4	179.0	46.0	8.0	n/a
Jun	19.9	10.2	0.0	176.7	51.5	8.9	n/a
Jul	22.8	12.4	0.0	187.6	47.5	8.3	n/a
Aug	22.5	12.4	0.0	182.9	50.8	8.0	n/a
Sep	19.3	10.4	0.0	139.5	53.5	8.4	n/a
Oct	14.9	7.6	1.0	113.9	59.0	9.4	n/a
Nov	10.3	4.2	4.3	66.7	52.8	9.8	n/a
Dec	7.5	1.9	9.8	49.3	46.4	9.8	n/a
Annual	14.5	6.4	42.8	1494.5	548.1	107.5	n/a

Source – Met Office <https://www.metoffice.gov.uk/public/weather/climate/u1214b469>

8 Procedures

8.1 Pre and Post Event

A site inspection will be conducted by the organiser prior to the event to determine ground conditions and suitability of the event site. If the ground conditions are not suitable for the event to take place the cancellation procedure will be implemented.

Various precautions will be taken during the build period to preserve ground conditions, these include avoiding access across grass wherever possible, and the use of temporary trackway roads where required. Consideration will also be made during site design to utilise existing roads and pathways where possible.

The provision of stock and materials for adverse weather will be considered prior to or during the event build e.g. bark/woodchip, straw, pedestrian trackway and gazebos and porta cabins.

Weather forecasts will be monitored throughout the build and break periods by the Site Manager and/or Event Safety Advisor, the build and break schedule and site operating times will be adjusted as appropriate with any forecast of inclement weather.

Staff welfare facilities will be available throughout the build and break, including the provision of sanitation, refreshments and shelter.

First aiders will be onsite throughout build and break periods.

8.2 Operational Procedures

Considerations and planning will be made to operational areas of the site during public occupation. This will include the switching of tent entrances to preserve ground conditions wherever possible.

Standby crew will be available throughout the event to carry out ground duties including the distribution of woodchips, bark etc.

Suppliers of major structures including tents and stages will provide standby crew throughout the event to carry out checks and maintenance as required.

Staff welfare facilities will be available throughout the event, including the provision of sanitation, refreshments and shelter.

Medical facilities are available whilst the event is open to the public.

8.3 Emergency Procedures

Emergency procedures are in place at the event to control the risk of any incident developing or increasing, and/or to assist with the safe evacuation of all or part of the event site should the need occur.

A robust showstop procedure has been developed and will be communicated to relevant personnel at the event.

8.4 Weather Monitoring

The Event Safety Advisor will monitor various online weather forecasts throughout the event. Weather monitoring on site provided by the Event Safety Advisor and individual contractors.

Weather forecasts and warnings will be passed to agencies and management teams as appropriate.

Major structures such as outdoor stages will be fitted with anemometers, these will be monitored by the contractor's standby crew and information will be relayed accordingly.

8.5 Communication to the Public

Information for public attending the event is listed on the event website at:

<https://www.strawberriesandcreem.com>

Throughout the event various public communication media will be available, including: Stage Screens, VMS signs, Stage PA and social media such as Facebook and Twitter.

9 Specific Risks and Arrangements

9.1 Wet/Cold Weather	
Public	<p>Medical facilities and personnel available in the arena.</p> <p>External medical care <30 minutes.</p> <p>Welfare facilities available.</p> <p>Sheltered entertainment available in arena.</p> <p>Variety of hot refreshments available for purchase.</p> <p>Pre-event customer information posted on website.</p>
Staff, Workers and Artists	<p>Relevant PPE and wet weather equipment supplied to staff.</p> <p>Medical facilities and personnel available in the arena.</p> <p>Trained first aider on duty during event build and break periods.</p> <p>External medical care <30 minutes.</p> <p>Dedicated staff welfare facilities available including hot and cold refreshments, shelter and washing/shower facilities.</p> <p>Contractors to supply ponchos to staff</p> <p>Shelter available in porta cabins, marquees and gazebos.</p>
Site	<p>Onsite medical provider equipped with suitable vehicles.</p> <p>A variety of plant onsite.</p> <p>Temporary trackway roads provided in key areas.</p> <p>Robust incident management plan in place.</p>

9.2 Hot Weather	
Public	<p>Drinking water outlets positioned within the arena and clearly sign posted.</p> <p>Bottled drinking water reserve held.</p> <p>Extensive medical facilities and personnel available.</p> <p>External medical care <30 minutes.</p> <p>Welfare facilities available.</p> <p>Sunscreen available from the medical posts.</p> <p>Pre-event customer information posted on website.</p>
Staff, Workers and Artists	<p>Sunscreen available.</p> <p>Dedicated staff welfare facilities available including hot and cold refreshments, shelter and washing/shower facilities.</p> <p>Shelter available in tents, porta cabins and gazebos.</p>

9.2 Hot Weather

	Drinking water available for all staff.
Site	Provision of water supplies.

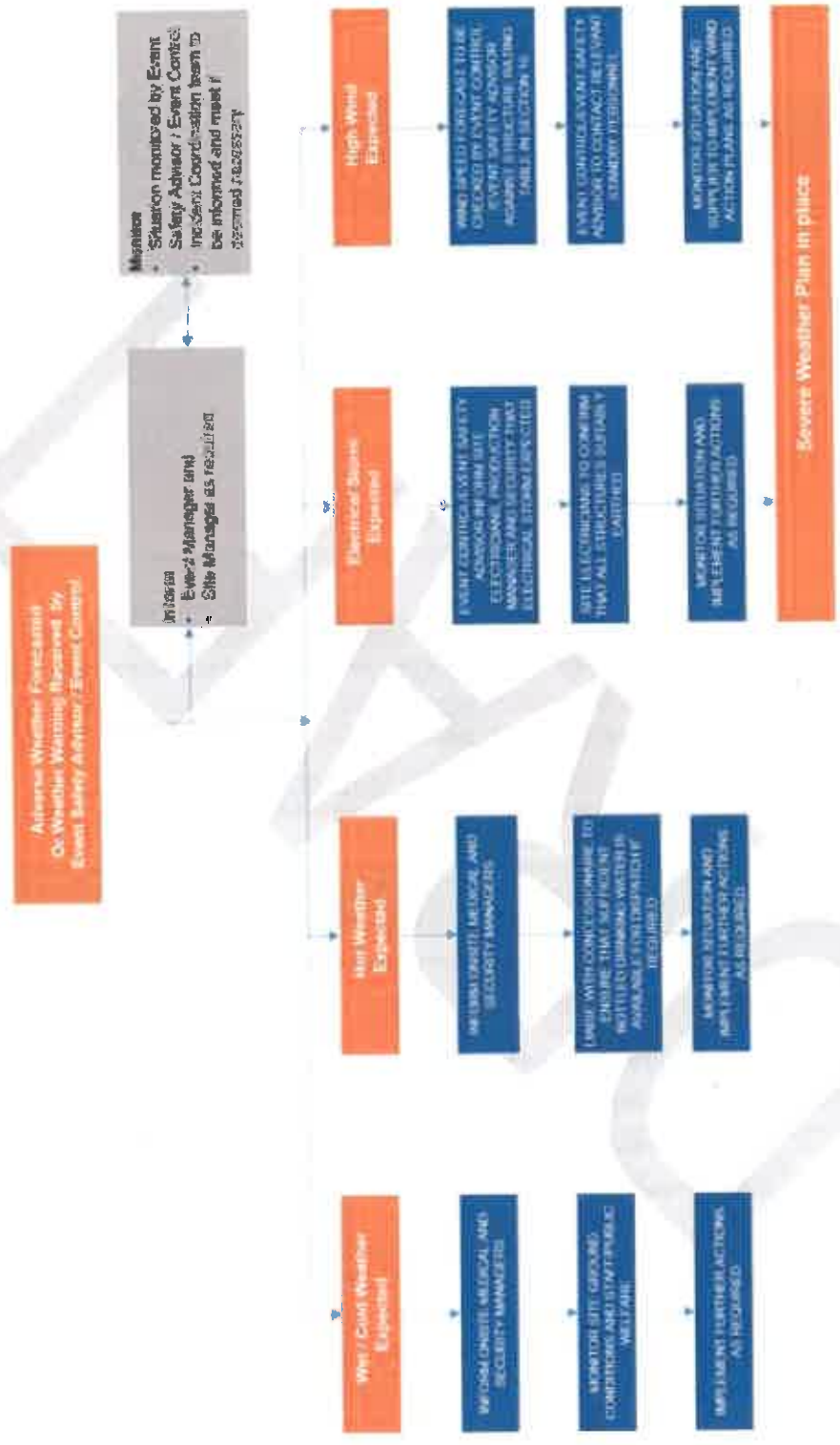
9.3 High Wind

Public	Extensive medical facilities and personnel available in arena. External medical care <30 minutes.
Staff, Workers and Artists	Relevant PPE supplied to staff. Under direction of production site manager, standby crew available to make adjustments to stage scrims, screens and set. Medical facilities and personnel available. Trained first aider on duty during event build and break periods. External medical care <30 minutes.
Site	Structures supplied by reputable and experienced companies and installed by competent persons. Structures of suitable design to relevant standards. Suppliers and Contractors provide a wind action plan and standby crew for each major structure. Anemometers installed on-site. Robust incident management plan in place.

9.4 Electrical Storm

Public	Medical facilities and personnel available in arena. External medical care <30 minutes.
Staff, Workers and Artists	Relevant PPE supplied to staff. Medical facilities and personnel available. Trained medical staff on duty during event build and break periods. External medical care <30 minutes
Site	Structures earth bonded as appropriate and certified by competent electrical contractor. Electricians on site throughout event. Portable firefighting equipment located throughout event site. Robust emergency procedures in place.

10 Adverse Weather Considerations – Event Days

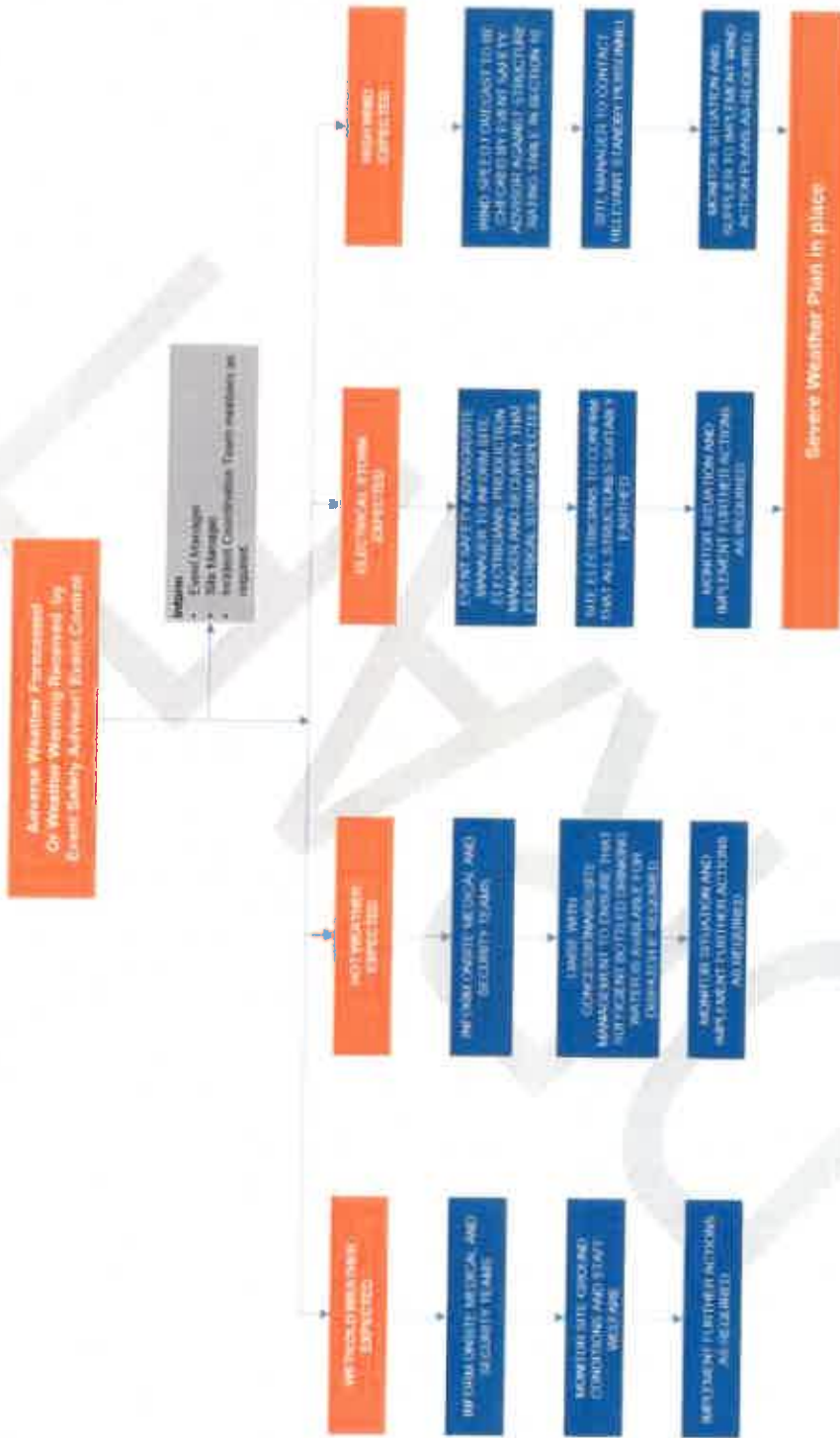


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11 Adverse Weather Considerations –Build and Breakdown days



11 Adverse Weather Considerations –Build and Breakdown days
 Rev: 01/2023
 11 Adverse Weather Considerations –Build and Breakdown days
 Rev: 01/2023

12 Wind Speed Conversion Chart

Beaufort Force	Description	Specification on Land	Knots	Km/h	mph	m/s	kN/m ²	Action Level
0	Calm	Smoke rises vertically	0	0	0	0	0	Level 0
1	Very light	Direction of wind shown by smoke drift but not by wind vanes	0-3	1-5	1-3	1-2	.002	Level 0
2	Light Breeze	Wind felt on face, leaves rustle, ordinary wind vane moved by wind	4-6	6-11	4-7	2-3	.005	
3	Gentle Breeze	Leaves and small twigs in constant motion, wind extends light flag	7-10	12-19	8-12	3-5	.015	
4	Moderate breeze	Wind raises dust and loose paper, small branches move	11-16	20-29	13-18	5-8	.039	
5	Fresh breeze	Small trees in leaf start to sway	17-21	30-39	19-24	8-11	.074	Level 1
6	Strong breeze	Large branches in motion, telegraph wires whistle	22-27	40-50	25-31	11-14	.120	Level 2
7	Near gale	Whole trees in motion, inconvenient to walk against wind	28-33	51-61	32-38	14-17	.177	
8	Gale	Twigs break from trees, difficult to walk	34-40	60-74	39-46	17-20	.245	Level 3
9	Strong gale	Slight structural damage occurs, chimney pots and slates removed	41-47	75-67	47-54	20-24	.353	
10	Storm	Trees uprooted, considerable structural damage	48-55	88-101	55-63	24-28	.481	
11	Violent storm	Widespread damage	56-63	102-117	64-73	28-32	.628	
12	Hurricane	Widespread damage	>64	>118	>74	>32		

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13 Monitoring Weather – Alerts and Actions

Contractor wind action plans will be collated during the event planning process.

13.1 Weather Conditions – Alert Levels

Action Level	Weather Conditions and On Site Actions <small>Wind speeds below based on 3 second gusts. Speeds are also recorded as an average over 1 and 10 minute periods.</small>	
Level 0	Weather Conditions Wind speed 0 – 18 mph And No wind >25mph within 20 miles radius of the site And No lightning within 20 miles radius of the venue	Normal Operational State No further action required at this time
Level 1	Weather Conditions Wind 19 – 24 mph Or Wind > 25mph within 20 miles radius of site Or Lightning within 20 miles and tracking towards site	Standby State All workforce on standby and prepare for their Severe Weather Actions Work at height is restricted to authorised personnel only Site inspection for effects on light infrastructure such as, fencing, flags, branding, canopies, gazebos and umbrellas Consider increasing bracing and / or ballast where required
Level 2	Weather Conditions Wind 25 – 38 mph Or Wind 38> mph within 20 miles radius of site Or Lightning within 10 miles and tracking towards site	Severe Weather Actions Showstop Showstop to be initiated Severe Weather Actions (see 12.2) All workforce to carry out their respective severe weather actions All working at height to STOP as quickly as possible if lightning comes within 5 miles of the site
Level 3	Weather Conditions Wind >38 mph Lightning at event site	Venue Will Not Open or If Open Will be Evacuated All site crew to evacuate structures to place of safety

13.2 Severe Weather Actions

Department / Function	Severe Weather Actions
Audio	<ul style="list-style-type: none"> ▪ Lower flown speakers and secure to the bottom of the mast ▪ Cover and secure equipment ▪ Power down ▪ Take shelter
Backline	<ul style="list-style-type: none"> ▪ Stow, secure and cover equipment ▪ Power down ▪ Take shelter
Event Control/Event Safety Advisor	<ul style="list-style-type: none"> ▪ Initiate Showstop Procedure ▪ Mobilise incident coordination team ▪ Oversee Severe Weather Actions
Fencing	<ul style="list-style-type: none"> ▪ Check all fencing to be made for the effectiveness of bracing ▪ Scrim to be removed where possible (if not already done)
Front of House	<ul style="list-style-type: none"> ▪ Stow, secure and cover equipment ▪ Power down ▪ Take shelter
Light structures / Dressing / Branding	<ul style="list-style-type: none"> ▪ Site inspection for effects on light infrastructure such as, fencing, flags, branding, canopies, gazebos and umbrellas ▪ Items to lowered or removed and secured (if not already been done)
Lighting	<ul style="list-style-type: none"> ▪ Lower stage lighting ▪ Lower tower lighting ▪ Stow, secure and cover equipment ▪ Power down ▪ Take shelter
Power	<ul style="list-style-type: none"> ▪ Power down as instructed ▪ Take shelter
Rigging	<ul style="list-style-type: none"> ▪ Secure flown equipment ▪ Lower stage scrim and secure ▪ Take shelter
Security	<ul style="list-style-type: none"> ▪ Remove form stage spotter positions ▪ Remove form watchtower positions (if applicable)
Site Crew	<ul style="list-style-type: none"> ▪ Standby to deploy once storm has passed ▪ Take shelter
Stage Management	<ul style="list-style-type: none"> ▪ Suspend performance (show stop if required) ▪ Clear stage area ▪ Make announcement to audience ▪ Take shelter
Tents and Marquees	<ul style="list-style-type: none"> ▪ All structures to be visually inspected ▪ All open tent panels are to be secured ▪ Take shelter
Video	<ul style="list-style-type: none"> ▪ Lower side screens and secure ▪ Secure and cover equipment ▪ Power down ▪ Take shelter

13.3 Structure Contacts

Supplier	Site Contact	
	Name	Mobile Number
TBC	TBC	TBC
TBC	TBC	TBC
TBC	TBC	TBC
TBC	TBC	TBC
TBC	TBC	TBC

DRAFT

Event Safety Management Plan



Emergency Management Plan

Document Author:

Harrier UK Ltd

Document Reference N°:

ESMP-PT06- S&C19_EP_V1

Version N°:

Version 1.0 – 14.01.019

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2 Introduction

2.1 Purpose

It is the policy of S&C Productions Limited to take all steps, so far as is reasonably possible, to ensure the safety of the public attending their events. The purpose of the Emergency Plan (EP) is to enable S&C Productions Limited to mount a fast, effective and co-ordinated response to prevent or mitigate the effects of an incident affecting the festival site.

The plan will highlight the control, management and movement of people and their welfare should an incident occur and will include considerations of both partial and full evacuations of the event.

2.2 Scope

This procedure applies to Strawberries & Creem and The Cambridge Club ('The Events') activities.

Primarily the EP applies to the area outlined by the event boundary fences plus any other area under S&C Production Limited's direct control; however, within the plan consideration is also given to the impact of a major incident outside the fence line.

2.3 Safety Strategy

S&C Productions Limited's policy is to maintain the site in a good and safe condition throughout the event. Inspections and maintenance will be carried out on an ongoing basis and ensure that all the appropriate regulations and conditions of the license are met.

To achieve this, it will employ all practicable means to ensure compliance with:

- The Principles of the Health and Safety at Work Act 1974
- The Management of the Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Licensing Act 2003
- The Purple Guide to Health, Safety & Welfare at Music & Other Events

Plus, any other relevant legislation and guidance associated with the safe operation of the festival site and its facilities.

S&C Productions Limited will ensure the implementation of recognised safety protocols and management systems together with the provision of sufficiently competent, trained personnel, to ensure safe access, accommodation and egress for customers, contractors and employees.

2.4 Definition of an Incident

For the purpose of the events an incident is defined as 'an unexpected or unintended occurrence that may represent a risk to life, damage to property and/or a reduction in the capability to deliver a successful event'. An incident impacting the event can occur on or off site.

2.5 Aims & objectives

The following have been identified key aims and objectives:

- To ensure that the objectives identified within current legislation and licensing documentation are met.
- To provide a structured, coordinated and consistency to the management of incidents.
- To minimise the risk of injury to working personnel and visitors to the site.
- To ensure that a coordinated and escalated management response to incidents are undertaken and to ensure that responses and actions are implemented effectively and efficiently.
- To clearly identify roles and responsibilities of key personnel during an incident response.

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- To clearly identify lines of authority, responsibility, and communication designed to maintain the command and control during emergency situations.
- To ensure that on event days an evacuation partial or full of the site is an absolute 'last resort' management option.
- To minimise the impact of false alarms.
- Bringing together if required a multi - operational and competent functional team and thereby provide an orderly transition for the purpose of protecting life, minimising the damage to property, and the progression and continuity of the event.
- The intention is to provide a clear reporting structure, to ensure high levels of understanding, coordination, cooperation and consistency exists to ensure the management of potential and emergency situations across all operational departments and functions within the site.

3 Emergency Plans

Any emergency will normally require a multi-disciplinary approach in which S&C Productions Limited, Cambridgeshire Police, Cambridgeshire Ambulance Service and Cambridgeshire Fire & Rescue may all play a part.

All radio communication will be controlled from Event Control. The Security Manager and the Event Safety Advisor will be mobile and in radio contact with Event Control to monitor and manage the crowd.

Event Control shall have copies of the site plans indicating all services and relevant telephone numbers.

Copies of gridded site plans and telephone contact lists will be made available to the emergency services in advance.

Emergency access routes and RVP's shall be detailed on the site plan provided by the festival organisers.

4 Management Review Meetings

During usual festival operations members of the ELT will be carrying out their general responsibilities. The wider management team, including the ELT, will meet three times a day as a minimum to discuss any potential issues, plan for changes to the operation, pre-empt any issues that may be emerging and plan a response and update on any previously discussed issues.

These meetings are essential to ensure consistent communication across the site and departments. Minutes will be taken of these meeting and will be stored in the event control folder.

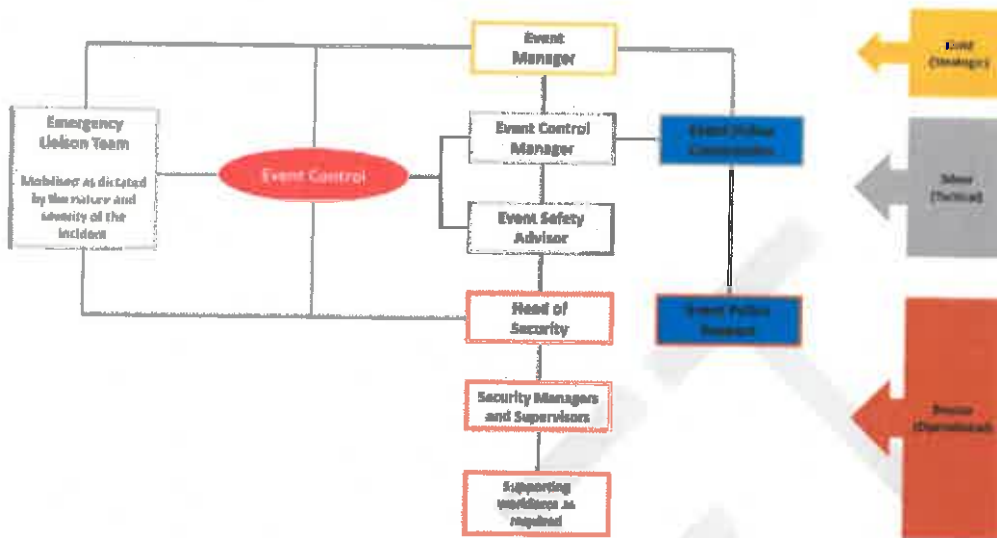
Partner agencies will be invited to attend the management review meetings should they wish.

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5 Incident C4 Structure - Definition



5.1 The Gold, Silver, Bronze method of management:

Operational, Tactical and Strategic are tiers of command adopted by each of the emergency services and are role, not rank, related. These functions are broadly equivalent to those described as Bronze, Silver and Gold below.

5.1.1 Bronze (Operational)

The Operational Managers or Supervisors who control and deploy the resources of their respective service within a functional or geographical area. Routine incidents are often managed at this level as part of normal operating procedures, however, should the situation be more significant or escalate, the level of impact on the event itself will increase as will the level of supervision and resources allocated to the incident. In such circumstances a more tactical or strategic decision process may be deemed more appropriate.

5.1.2 Silver (Tactical)

The Tactical Commanders (Event Control Manager and Event Safety Advisor) will be located where they can maintain effective tactical command of the operation. For significant incidents on site the Event Control Room Manager will remain within the Event Control and manage the site wide response. The Event Safety Advisor may be dispatched to attend the scene itself in order to conduct the role of incident co-ordinator to monitor the effectiveness of the response and escalate the resources as required.

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5.1.3 Silver (Emergency Liaison Team)

In the event of a significant incident an Emergency Liaison Team (or silver team) may be formed to ensure a coordinated and effective response. Likely members of this team are shown below.

Title:	Name:	Contact Details:
Event Manager	Louise Young	07896 961748
Event Control Room Manager (S&C only)	Sam Oldham	07740 094648
Event Safety Advisor	Clayton White	07947 451684
Site Manager	Kiran Desire	TBC
Event Police Commander	TBC	TBC
Event Security Manager	Lee Richards	07932 369444
Event Medical Manager	David Hawkins	TBC

All those listed are to be on radio throughout the event and to report to Event Control if and when mobilised.

External agencies and other senior managers will be invited to attend ELT meetings when applicable.

In an emergency the Event Manager is responsible for and will oversee and co-ordinate the response.

The festival management team, in conjunction with the Event Safety Advisor, Medical Manager and Security Manager accept that they are normally responsible for dealing with most emergencies that could occur within the event site and taking appropriate decisions. However, if Cambridgeshire Police or other Emergency Service need to take control of the event this will be done by the Transfer of Authority. The reason and the time of the transfer will be completed in the event log. From this point all event and production resources will be at the disposal of the police commander.

5.1.4 Gold (Strategic)

The Strategic Commanders are in overall charge is responsible for formulating the strategy for the incident. Each Strategic Commander has overall command of the resources of their own organisation, but will delegate implementation decisions to their respective tactical level commanders. At the earliest opportunity, a strategic group will determine/confirm a specific response strategy and record a strategy statement

5.2 First Responders - Definition

For the purpose of the events this initial witness will be known as a First Responder. A first responder can be anyone on site but if the person is member workforce the actions they take are **SAFER**.

- S** Stand back – Don't dive in, check for hazards, don't become a casualty.
- A** Assess – look at the situation, what is it? What needs to happen?
- F** Find – Find help, either from a supervisor or another member of staff
- E** Escalate – Does anyone else need to know? Do you need more assistance? **LIAR**
- R** Respond – Take action

When you escalate an incident to Event Control give the following information:

- L** Location – Where's the Incident
- I** Incident – What's the nature of the incident. What's happened?
- A** Assistance – What do you need, what is required?
- R** Rendezvous - Where can the response team rendezvous with you?

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6 Communications

6.1 Messengers and Coding

The reason for using these code words is to ensure that all staff understand exactly what the nature of any particular threat may be and also to prevent members of the public overhearing radio messages leading to conjecture and possible panic.

Codes are only used for incidents that are likely to cause concern amongst the public. In most cases the plain speech should be used in all communications as this is the most expedient and effective way of relaying information.

6.2 Codes in use for incidents

- "Mr Cross" – Medical
- "Mr Ash" – Fire/smoke related incident
- "Mr Case" – Suspect package
- "Mr Disney" – Lost child reported
- "Mr Pluto" – Found child
- "Mr Wellhard" – Crowd disorder
- "Mr Sheffield" – Knife incident
- "Mr Weston" – Gun incident

These codes are modelled on the CN codes contained with the CN Operations Plan.

6.2.1 "Mr Cross" Medical Incident	
Situation – A person requires urgent medical treatment	
Code:	First Responder Radio Call:
"Mr Cross"	"Control from [call sign]. Mr Cross required at [location], I repeat, Mr Cross required is at [location]"
First Responder Actions	
<p>Inform – Inform your supervisor and/ or event control if you have a radio – Think LIAR</p> <ul style="list-style-type: none"> ▪ LIAR – Location – Incident Type – Assistance you require – Rendezvous, where can the response team meet with you? <p>Clear – The area if required</p> <p>Assess – Assess the hazard to you – Don't take risks</p> <p>First Aid – Give first aid if you are trained and it is safe to do so</p> <p>Wait – till help arrives and handover the situation to medical staff</p> <p>Assist – Give assistance to medics</p> <p>Don't – Don't put yourself at risk</p>	

6.2.2 "Mr Ash"- Fire (Discovered)	
Situation - A fire has been discovered or is suspected on site	
Code:	First Responder Radio Call:
"Mr Ash"	"Control from [call sign]. Mr Ash is [location], I repeat, Mr Ash is [location]"
First Responder Actions	

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6.2.2 "Mr Ash"- Fire (Discovered)

Situation - A fire has been discovered or is suspected on site

Alert – Raise the alarm

Inform – Inform your supervisor and/ or event control if you have a radio – Think **LIAR**

- **LIAR** – **L**ocation – **I**ncident Type – **A**ssistance you require – **R**endezvous, where can the response team meet with you?

Evacuate - Evacuate people from the area using all available primary doors.

Encourage – Get people to move quickly and calmly

Divert - If the primary routes are not available due to the location of the incident, divert people to the secondary routes.

Fight – Only fight the fire if you are trained and feel safe to do so – Don't be a hero

Clear – Clear the area of all people and stay clear yourself

Go – To the evacuation assembly point if an evacuation is required.

Wait - Await further instructions

Don't – Re-enter the site until told to do so by Event Control or a Fire Officer

Don't - Don't put yourself at risk

6.2.3 "Mr Case"- Item of Interest

Situation – Suspect item or vehicle has been discovered on or near the site

Code:	First Responder Radio Call:
"Mr Case"	"Control from [call sign]. Mr Case at [location], I repeat, Mr Case at [location]"

First Responder Actions

Is the object HOT?

- **H** – Has the object been or attempted to be hidden?
- **O** – Is the object obviously a bomb?
- **T** - Is the object typical of it environment?

If the answer is yes to one or more questions above, there may be a need to take further action:

Alert – Raise the alarm

Inform – Inform your supervisor and/ or event control if you have a radio – Think **LIAR**

- **LIAR** – **L**ocation – **I**ncident Type – **A**ssistance you require – **R**endezvous, where can the response

Confirm – Confirm that the item is suspect. If the object is a bag, try and find the owner.

Clear – Evacuate people from the area using all available exits and routes. .

Cordon – Establish a cordon so no one goes near the object – 100 metres for a bag or other small item – 200 metres for a car, suitcase or wheelie bin or other medium sized objects – 400 metres for larger objects such as vans and lorries

Control – Control the situation until help arrives. Hand over to the emergency services when they arrive and provide assistance as required.

Don't – Touch or attempt to open or more the item

Don't – Don't put yourself at risk

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6.2.4 "Mr Disney" - Lost Child	
Situation - A lost child has been reported	
Code:	First Responder Radio Call:
"Mr Disney"	"Control from [call sign]. Mr Disney is at (location), I repeat, Mr Disney is on the (location)".
First Responder Actions	
<p>Alert – Raise the alarm</p> <p>Inform – Inform your supervisor and/ or event control if you have a radio – Think LIAR</p> <ul style="list-style-type: none"> LIAR – Location – Incident Type – Assistance you require – Rendezvous, where can the response team meet with you? <p>Complete – Complete a Bomb Threat Check Sheet as soon as practicable (see Appendix A to this document)</p> <p>Follow – Instruction issued from the Safety Officer or Event Control</p> <ul style="list-style-type: none"> * Don't – Don't dismiss it as a hoax * Don't – Don't keep information to yourself 	

6.2.5 "Mr Pluto"- Found Child	
Situation – A child has been found on site having been separated from their responsible adult	
Code:	First Responder Radio Call:
"Mr Pluto"	"Control from [call sign]. Mr Pluto at [location], I repeat, Mr Pluto at [location]".
First Responder Actions	
<p>Inform – Inform your supervisor and/ or event control if you have a radio – Think LIAR</p> <ul style="list-style-type: none"> LIAR – Location – Incident Type – Assistance you require – Rendezvous, where can the response team meet with you? <p>See – the following are important things to note</p> <ul style="list-style-type: none"> Exact location of the Incident. Number of gunmen/attackers Type of firearm/weapon - are they using a long-barrelled weapon or handgun etc. Direction of travel - are they moving in any particular direction <p>Tell – As soon as possible</p> <ul style="list-style-type: none"> Contact event control If you cannot contact control for some reason, contact the police by calling 999 <p>Don't – Tackle the perpetrator alone – don't be a hero</p> <p>Don't – Don't put yourself at risk</p>	

6.2.6 "Mr Wellhard"- Crowd Disorder	
Situation – A incident involving crowd disorder such as fighting or looting of concessions	
Code:	First Responder Radio Call:
"Mr Wellhard"	"Control from [call sign]. Mr Wellhard at [location], I repeat, Mr Wellhard at [location]".
First Responder Actions	

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6.2.6 "Mr Wellhard"- Crowd Disorder

Situation – A incident involving crowd disorder such as fighting or looting of concessions

Inform – Inform your supervisor and/ or event control if you have a radio – Think **LIAR**

- **LIAR** – Location – Incident Type – Assistance you require – Rendezvous, where can the response team meet with you?

See – the following are important things to note

- Exact location of the incident.
- Approximate number involved
- If any weapons are involved
- Direction of travel - are they moving in any particular direction

Tell – As soon as possible

- Contact event control

Cordon and move – Stop people entering the area where possible and move those not involved in the incident away where possible

Don't – Tackle the perpetrators alone – don't be a hero

Don't – Don't put yourself at risk

6.2.7 "Mr Sheffield"- Knife Attack

Situation – A person or persons have committed a knife attack on site

Code:	First Responder Radio Call:
"Mr Sheffield"	"Control from [call sign]. Mr Sheffield at [location], I repeat, Mr Sheffield at [location]" .

First Responder Actions

Inform – Inform your supervisor and/ or event control if you have a radio – Think **LIAR**

- **LIAR** – Location – Incident Type – Assistance you require – Rendezvous, where can the response team meet with you?

See – the following are important things to note

- Exact location of the incident.
- Number of attackers.
- Description of the weapon – sword, machete etc.
- Direction of travel - are they moving in any particular direction

Tell – As soon as possible

- Contact event control
- If you cannot contact control for some reason, contact the police by calling 999

Don't – Tackle the perpetrator alone – don't be a hero

Don't – Don't put yourself at risk

6.2.8 "Mr Weston"- Gun attack

Situation – A person or persons have committed a gun attack on site

Code:	First Responder Radio Call:
"Mr Weston"	"Control from [call sign]. Mr Weston at [location], I repeat, Mr Weston at [location]" .

First Responder Actions

Inform – Inform your supervisor and/ or event control if you have a radio – Think **LIAR**

- **LIAR** – Location – Incident Type – Assistance you require – Rendezvous, where can the response team meet with you?

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6.2.8 "Mr Weston" - Gun attack

Situation – A person or persons have committed a gun attack on site

See – the following are important things to note

- Exact location of the incident.
- Number of gunmen/attackers.
- Type of firearm/weapon - are they using a long-barrelled weapon or handgun etc.
- Direction of travel - are they moving in any particular direction

Tell – As soon as possible

- Contact event control
- If you cannot contact control for some reason, contact the police by calling 999

Don't – Tackle the perpetrator alone – don't be a hero

Don't – Don't put yourself at risk

6.2.9 All Other Incidents

Code:	First Responder Radio Call:
No Code – Use plain speech	Use plain speech and normal radio procedure

First Responder Actions

A first responder can be anyone on site but if the person is member workforce the actions they take are **SAFER**.

S Stand back – Don't dive in, check for hazards, don't become a casualty.

A Assess – look at the situation, what is it? What needs to happen?

F Find – Find help, either from a supervisor or another member of staff

E Escalate – Does anyone else need to know? Do you need more assistance? **LIAR**

R Respond – Take action

When you escalate an incident, give the following information:

L Location – Where's the incident

I Incident – What's the nature of the incident. What's happened?

A Assistance – What do you need, what is required?

R Rendezvous - Where can the response team rendezvous with you?

6.3 Use of Radios

Radios will be multi-channel UHF two way units.

Where possible, all stewards will be given a radio. Any staff required to use a radio should be briefed in how to operate it, and the protocol for contacting other members of staff, by their supervisor.

All radio traffic should, where necessary, be routed via Event Control. This will ensure that information is logged and escalated as required are aware of all incidents major or minor, can allocate resources as appropriate and keep a record of incidents in case of future actions by Police, public or staff.

Radios are an essential communication tool for the event and therefore chatter is actively discouraged.

To send a message;

- **Depress the talk button; speak your name and who your message is for;**
- **Await a response to your call; when asked to send your message please re-state your name and keep the message clear and concise;**
- **When your message is complete, listen carefully for instructions or be prepared to give further information.**

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- If someone is dealing with your call, there may be a short delay whilst facts are checked, resources are allocated, etc.
- When your message is concluded finish with the word "out"

Radios are tested daily and spare batteries are available.

Where possible all radios will be provided with an ear-piece; this is important to ensure that sensitive messages are not overheard by members of the public causing misplaced conjecture and panic and so as not to disturb the event

6.4 Emergency Service Calls – Control Room Actions

All security, stewards and staff are briefed to make calls to the Emergency Services via Event Control.

The Event Control Co-ordinator should follow this procedure: -

- Record in the log the location of the emergency (grid number where possible), the name of the person making the call, their contact details (radio channel/mobile phone number) and details of the emergency
- Dial 999 and ask for the relevant service
- Give location of the event and details of the incident
- If applicable, call the site fire team and advise them of the location and details of the emergency
- Call on site medical team and advise them of the location and details of the emergency
- Call on site security team and advise them of the location and details of the emergency

7 Evacuation

In the event of an emergency developing it may be necessary to evacuate the event site or individual areas of it. The process of emergency site evacuation carries its own risks and must therefore only be undertaken when absolutely necessary. The Event Manager accepts that he is normally responsible for dealing with most emergencies that could occur and taking appropriate decisions. The decision to partially or fully evacuate the site, will be made on the basis of a multi-disciplinary evaluation of the prevailing conditions undertaken on site.

It is impossible to predict every eventuality that could necessitate the evacuation of the event and it is not possible to specify for every eventuality how an evacuation would take place. This plan therefore sets out the framework for action in light of the event layout.

In the event that an incident occurs (e.g. temporary structure collapse, severe weather conditions, crowd disorder, fires or bomb alert etc.) stewards and site staff will report this to the Event Control. Notifications made by members of the public will be routed via stewards or other site staff to the same location.

A complete list of key personnel with details of their responsibilities, together with details of the key emergency services and local authority contact will be kept at Event Control.

The Emergency Liaison Team will evaluate the information. Having received notification of an incident or situation that notification will be passed to the appropriate team for action.

During the evaluation process stewards will be instructed to put the area on Amber Alert using coded radio messages. Stewards will secure the area concerned to prevent additional persons entering the area. Sound system staff will prepare to turn off music on sound systems and prepare to issue evacuation instructions via the event PA where appropriate.

The best evacuation route will be determined based on the nature of the incident and will be advised to security and emergency services via Event Control.

The public will be advised to evacuate the area using the agreed messaging, in appendix C, over the event PA system and/or loud hailers.

Stewards will help disperse the crowd away from the affected area and will secure the site and prevent re-entry until the all clear is given.

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The general policy for localised evacuation will be to disperse the crowd into the remaining free available space in the area. The event site or parts of it will then be closed or secured temporarily depending on the severity of the incident.

Should there be a fire or other incident backstage, the performers/artists will be escorted by security to another area deemed safe depending on the location and severity of the incident.

The final decision to evacuate the event site in the event of an emergency will lie with the Event Manager unless Cambridgeshire Police or another emergency service have assumed control of the event.

8 Event Alert States

8.1 Messages and Coding

The reason for using these code words is to ensure that all staff understand exactly what the nature of any particular threat may be and also to prevent members of the public overhearing radio messages leading to conjecture and possible panic.

Codes are only used for incidents that are likely to cause concern amongst the public. In most cases the plain speech should be used in all communications as this is the most expedient and effective way of relaying information.

8.2 Event Alert Procedures

<p>Code Green Standard operating state</p>	<p>This code may be used to return the site to the standard operating state following an escalation to code amber or code red</p> <p>No action required</p>
<p>Code Amber Investigation of an incident is underway and response may be required</p>	<p>Emergency Liaison Team to meet at Event Control (or other identified area depending on the incident)</p> <p>Security will secure the area around the incident, this may include the implementation of divers and cordons</p> <p>Event stage management to be instructed to prepare to stop stage activities and issue evacuation instructions</p> <p>Radio silence shall be maintained unless an emergency message needs to be passed</p> <p>All exit and entry gates shall prepare for a possible evacuation including the removal of queuing lanes</p> <p>During ingress public entry will be halted</p> <p>Emergency access gates, routes and RVP's shall be secured</p>
<p>Code Red</p>	<p>This is the response phase. It may involve a show stop, evacuation or an invacuation depending on the incident</p> <p>Security will begin emergency response, redirecting customers to or from a certain area and advising the customers of the situation where necessary</p> <p>Stage managers will put out announcements to customers via stage PA systems</p> <p>Staff at emergency access routes/RVP's stand by to receive and direct emergency services</p>

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9 Contingencies

The following risks and contingencies have been identified:

Risks	Contingencies
Severe weather (heat)	<p>Constant supply of drinking water available</p> <p>Sunscreen supply with welfare provider</p> <p>Constant advice via stage PA, screens and social media</p>
Severe weather (wet and cold)	<p>Provision of ground cover immediately in front of barriers to prevent slipping</p> <p>Tractors/4x4 vehicles will be on site to assist cars leaving that may require towing</p> <p>Pre-warnings via social media, website and radio is anticipated</p> <p>Consideration of shortening/stopping show if very severe</p> <p>Messages via stage PA and screens providing advice</p>
Overcrowding	<p>Constant monitoring by Security and Health & Safety Advisor to evaluate levels of crowd density</p> <p>Briefing for stage manager regarding crowd advice messages on moving back from the barrier (see appendix C)</p> <p>Consideration of show stop</p>
Structural collapse	<p>Constant monitoring of all structures throughout the event to prevent overcrowding and unauthorised entry</p> <p>If collapse occurs, suspension or termination of show to be considered</p> <p>Inner cordon of stewards in immediate vicinity to separate crowd from area</p> <p>Consideration of outer cordon to enable emergency services to deal with incident</p>
Event cancellation after site build has commenced	<p>Cancellation will immediately communicate to the public via the website, social media, direct mail and local radio</p> <p>Event stewards shall be deployed at all pedestrian and vehicle ingress points to inform members of the public who arrive at the site</p>

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10 Site Plan

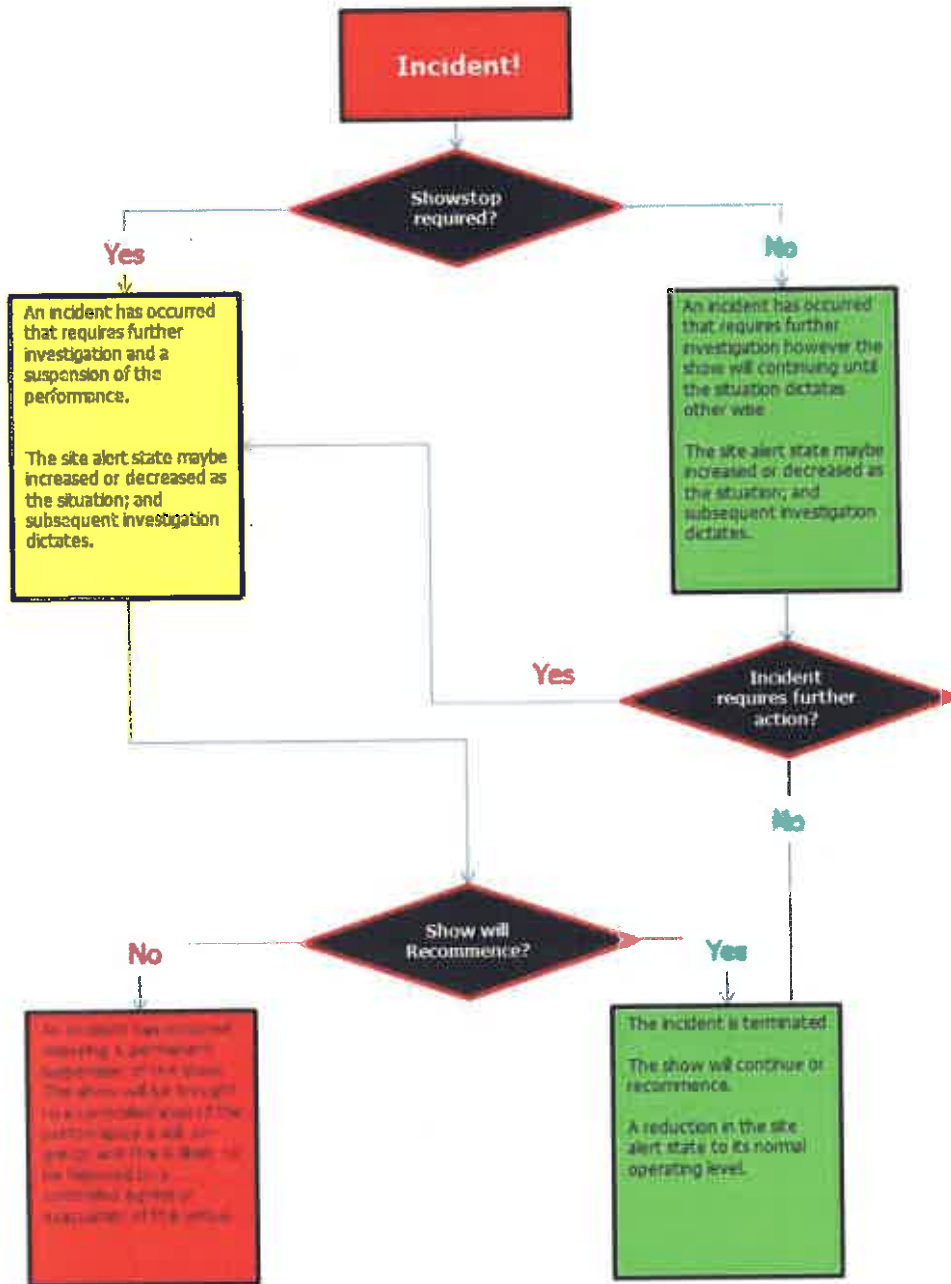
FORWARDED

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11 Show Stop Procedure

Whilst not an incident in its own right, it may be appropriate to stop the show as a consequence of an incident. The process for a show stop is shown below and the procedure is detailed at Appendix C



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12 Incident Recovery

12.1 Incident Recovery Checklist

As soon as feasible after a major incident or evaluation/invacuation the Event Manager should gather the Emergency Liaison Team for a meeting and an incident recovery checklist should be completed to decide upon the steps required for recovery.

The agenda for such a meeting will include:

State of the Incident

- Type of incident
- Location of Incident
- Severity Assessment

Effect of the Incident / Evacuation / Invacuation

- Audience, performers and workforce safety.
- Event schedule
- Is a press statement required?
- Health & Safety implications
- Crowd Communications
- Performer Communications
- Staff Communications
- What instructions need to be given to staff?
- Additional follow up actions required
- Any other matters?

An incident recovery check sheet is shown at Appendix D

12.2 Delay, Postponement, Cancellations Protocol

12.2.1 Delay Criteria

For incidents resulting a suspension of all or the majority of event activities of 15-30 minutes.

Delay reported managed by reducing individual set times. To finish as near as possible to scheduled end time with no knock-on effects to rest of day's content.

12.2.2 Postponement Criteria

For incidents resulting a suspension of all or the majority of event activities of 30-90 minutes.

Incident reported that impacts the day's schedule but can be managed by altering event content to meet the scheduled finishing time on that day

12.2.3 Cancellation Criteria

For incidents resulting a suspension of all or the majority of event activities of 90+ minutes.

Incident occurs requiring event to be cancelled. Event cannot be completed on that day and/or at the existing site.

13 Emergency Services Rendezvous Point

Emergency services in attendance will meet at RVP 1 located on Cambridge Road or RVP 2 located at the main event entrance in attendance will be the Event Safety Advisor or another nominated member of staff.

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15 Emergency Plan – Build and break periods

During the site build and strike periods, the emergency plan on discovering a fire will be as below.

A checklist of staff will be kept with the Production Office during build and strike periods. Staff, contractors or suppliers coming onto or going off site will be logged on this list.

A loud hailer and air horn will be stored in the site office. Fire extinguishers will be checked as soon as equipment has started to be loaded on site.

On discovering a fire, the member of staff, contractor or supplier discovering the fire should use a fire extinguisher if appropriate (without taking any risks and if it is safe to do so).

If the fire cannot be easily contained, the person discovering the fire should clear the immediate area and notify the Site Manager who will use the megaphone and air horn to alert everyone on site with the following message announced throughout the site:

“We are evacuating the site. Please make your way to the assembly point immediately.”

At the point that the Site Manager is notified, they will nominate a member of staff to call the fire service, who will initially meet the services at the RVP1

Once the Site Manager has alerted everyone on site to the evacuation they should make their way to the Bone yard with the staff checklist and carry out a rollcall of all staff, contractors and suppliers.

If the whereabouts of someone marked as 'on site' cannot be accounted for (i.e. they are not at the assembly point, their whereabouts are not known by anyone else at RVP1 and they can't be reached by mobile phone), under no circumstances should anyone re-enter the site; instead, the fire service should be notified on arrival.

Appendixes

Appendix A – Bomb Threat Check Sheet

Appendix B – Transfer of Authority Form

Appendix C - Show Stop Procedure

Appendix D – Incident Recovery Checklist

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Appendix A – Bomb Threat Check Sheet

Actions to be taken on receipt of a bomb threat:

- If you have the chance, ask to confirm with the caller that they are referring to the specific event
- Record the exact wording of the threat using the form below to record details
- Ask the following questions:

Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why are doing this?	
What is your name?	
What is your address?	
What is your telephone number?	

Follow up actions – To be completed once call is finished:

Time and date of call:			
Record time call completed:			
Number call was made to:			
Event Control Informed	Yes? <input type="checkbox"/>	No? <input type="checkbox"/>	
Police Informed	Yes? <input type="checkbox"/>	No? <input type="checkbox"/>	

About the caller:

Sex of caller :	
Nationality:	
Approximately age:	

Additional Information:

Language used (tick)		Callers voice (tick)		Additional Comments:
Well spoken?	<input type="checkbox"/>	Calm?	<input type="checkbox"/>	
Irrational?	<input type="checkbox"/>	Crying?	<input type="checkbox"/>	

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Recorded Message?	<input type="checkbox"/>	Clearing Throat?	<input type="checkbox"/>	
Offensive?	<input type="checkbox"/>	Angry?	<input type="checkbox"/>	
Incoherent?	<input type="checkbox"/>	Nasal?	<input type="checkbox"/>	
Message read?	<input type="checkbox"/>	Slurred?	<input type="checkbox"/>	
Background sounds (tick)		Excited?	<input type="checkbox"/>	
Street noise?	<input type="checkbox"/>	Stutter?	<input type="checkbox"/>	
House noise?	<input type="checkbox"/>	Distinguished?	<input type="checkbox"/>	
Animal noise?	<input type="checkbox"/>	Slow?	<input type="checkbox"/>	
Crockery?	<input type="checkbox"/>	Lisp?	<input type="checkbox"/>	
Motor?	<input type="checkbox"/>	Accent?	<input type="checkbox"/>	<i>If yes, what type of accent?</i>
Clear?	<input type="checkbox"/>	Rapid?	<input type="checkbox"/>	
Voice?	<input type="checkbox"/>	Deep?	<input type="checkbox"/>	
Static?	<input type="checkbox"/>	Hoarse?	<input type="checkbox"/>	
PA system?	<input type="checkbox"/>	Laughter?	<input type="checkbox"/>	
Booth?	<input type="checkbox"/>	Familiar?	<input type="checkbox"/>	<i>If yes, who does it sound like?</i>
Music?	<input type="checkbox"/>	Male?	<input type="checkbox"/>	
Factory noise?	<input type="checkbox"/>	Female?	<input type="checkbox"/>	
Any other relevant details? (enter information here)				

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Appendix B – Transfer of Authority Form

Transfer from S&C Productions Limited to Cambridgeshire Police

At (Time)		On (Date)	
An emergency occurred during the event resulting in a major incident being declared, namely (specify the nature of the incident below):			
As Police Commander, I am assuming control. During the period of police primacy, S&C Productions Limited and persons working on their behalf have agreed to work under my direction			
Signed for on behalf of Cambridgeshire Police		Signed for on behalf of S&C Productions Limited	
Print name		Print Name	
Rank		Position held	

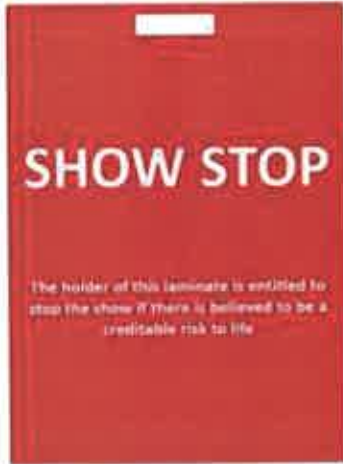
Transfer from Cambridgeshire Police to S&C Productions Limited

At (Time)		On (Date)	
The emergency mentioned above, has been resolved and the Major Incident is terminated, as Police Commander, I am returning control of the event to S&C Productions Limited			
Signed for on behalf of Cambridgeshire Police		Signed for on behalf of S&C Productions Limited	
Print name		Print Name	
Rank		Position held	

Note: In addition to the completion of this form all details are to be recorded in event log and the Event Manager is to be informed of Transfer of Authority

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Appendix C –Show Stop Procedure



Requirement for Show stop

In the unlikely event that a show stop is required, the procedures laid down in this document must apply. All persons who may have a role in this procedure **MUST** be familiar with the actions detailed in this document. It should be remembered to stop a show during a performance can constitute an increased risk in itself.

There are three scenarios where the show may have to be stopped;

Show stop State One – Immediate Risk to Life

Show stop State Two – Graduated stop due to changing circumstances

Show stop State Three – Artiste stop due to personal or technical circumstances

Please note:

Only those mentioned in this document will be in possession to a red show stop laminate and be entitled to stop the show

Show stop State One

Situation - An incident has occurred and there is a credible and immediate risk to life

Appropriateness

A show stop may be considered appropriate under the following circumstances:

- Incident constituting a creditable and immediate risk to life such as
 - fire,
 - Bomb found or credible intelligence of a device being present
 - Explosion,
 - Substantial and sustained crowd disorder
 - Crowd collapse or crushing
 - Multiple or sustained weapons attack
 - CBRN attack or chemical spill

Authority to Initiate

The following people have the authority to instigate an immediate show stop in the circumstance listed

- Event Manager:
 - On any grounds
- Event Safety Advisor:
 - On any grounds
- Stage Manager
 - Dangerous crowd situation
 - Dangerous infrastructure or other known physical or environmental hazard
 - Failure of critical systems (e.g. loss of utilities / services etc.)
- Site Manager
 - Dangerous infrastructure or other known physical or environmental hazard
 - Failure of critical systems (e.g. loss of utilities / services etc.)
- Security Manager / Pit Supervisor:
 - On crowd safety grounds

A Show stop may also be initiated on:

- Instruction from police, fire, ambulance or licensing authority

Any other person

- Any person believing it to be necessary to stop the show for reasons other than those designated to them above must first consult the event control and the Event Manager

Event Control Initial Actions: (if initiated from control)

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Show stop State One

Situation - An incident has occurred and there is a credible and immediate risk to life

- Authorise show stop as required at specific location or site wide
- When authorised by the Event Manager (or others listed above) send incident message
- When authorised by the Event Manager (or others listed above) raise or the alert state
 - Code Amber – Developing incident
 - Code Red – Emergency
 - Code Green – Normal Operations – Stand down
- Log all times and actions
- Coordinate response teams and resources as required
- Provide regular updated information to staff and public
- When authorised by the Event Manager (or others listed above) send the incident outcome message
 - Partial Evacuation (state area)
 - Full Evacuation
 - Invacuation
 - Site Lockdown
 - Code Green – Normal Operations – Stand down

At Scene Actions

As soon as practicable

- The show will need to be stopped because of an emergency, this instruction will come from the individual pit managers, crowd spotters or event control or from another a red show stop laminate holder to the stage manager.

Radio Message from Control:

Standby Message

"All call signs, – State one, state one, show stop, show stop at <state location>"

Repeated once

Followed by

Message

"All call signs – a show stop has been carried out at <state location> due to <give reasons> standby for further information."

Repeated once

PA message:

In the event of an evacuation (Stand by):

- See message 1

In the event of an evacuation (Initiate):

- See message 2

In the event of a temporary stop:

- See message 3 and 4

In the event of front of stage crowding

- See message 5

See page ~

Follow-up / Recovery Actions

As soon as practicable

- Emergency Liaison Team to meet at Event Control (if deemed appropriate)
- Consider delay, postponement and cancellation implications
- Authorise show to recommence (if deemed appropriate)
- Authorise further incident response (if deemed appropriate)
- Adapt operations to the "new" normal

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Show stop State Two

Situation – A graduated show stop is required due to changing circumstances

Appropriateness

A graduated show stop may be considered appropriate under the following circumstances:

- Artiste overruns stage times
- Severe adverse weather expected
- Transport issues
- Technical or equipment failure

Authority to Infringe

On rare occasions where it is necessary to stop the show without there being an immediate threat to life, a meeting should be called in Event Control of the Emergency Liaison Team to discuss the situation and agree the best course of action:

Event Manager	Louise Young	07896 961748
Event Safety Advisor	Clayton White	07947 451684
Site Manager	Kiran Desire	TBC
Event Police Commander	TBC	TBC
Event Security Manager	Lee Richards	07932 369444
Event Medical Manager	David Hawkins	TBC

TBC
TBC

At Scene Actions

As soon as instructed by event control

- The show will need to be stopped because of changing circumstances this instruction will come from the individual pit managers, crowd spotters or event control or from another a red show stop laminate holder to the stage manager.

Follow-up / Recovery Actions

As soon as practicable

- Consider delay, postponement and cancellation implications
- Authorise show to recommence (if deemed appropriate)
- Authorise further incident response (if deemed appropriate)
- Adapt operations to the "new" normal

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Show stop State Three

Situation – Unplanned or unexpected artiste initiated stop due to personal or technical issues

Event Organiser Actions:

On rare occasions where the artiste stops the show without there being an apparent reason a meeting may be called in Event Control of the Emergency Liaison Team to discuss the situation and agree the best course of action:

The Stage manager will also be contacted to ascertain the reason for the show stop.

Event Manager	Louise Young	07896 961748
Event Safety Advisor	Clayton White	07947 451684
Site Manager	Kiran Desire	TBC
Event Police Commander	TBC	TBC
Event Security Manager	Lee Richards	07932 369444
Event Medical Manager	David Hawkins	TBC

Follow-up / Recovery Actions

As soon as practicable

- Consider delay, postponement and cancellation implications
- Authorise show to recommence (if deemed appropriate)
- Authorise further incident response (if deemed appropriate)
- Adapt operations to the "new" normal

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Show stop Procedures – Stage Manager Actions

Scenarios

There are three scenarios where the show may have to be stopped;

Show stop State One – Immediate Risk to Life

Show stop State Two – Graduated stop due to changing circumstances

Show stop State Three – Artiste stop due to personal or technical circumstance

Show stop State One – Immediate Risk to Life

If you are approached by a holder and requested to stop the show or you hear a coded message you must immediately approach the artist on stage and request they stop their performance advising them that there is a crowd related emergency.

You must then ensure an appropriate message is relayed to the crowd via the emergency microphone or lead vocal.

NB: messages at back of this procedure

Show stop State Two – Change of Circumstances (No Immediate Risk to Life)

If approached by a member of the Event Management Team (or other red show stop laminate holder) to stop the performance in a controlled way due to an on-site emergency, you must:

- If time allows ideally stop the show following the specific artist set and make announcement to the crowd.
- If time does not allow then at a suitable break in the performance (end of a song) you must approach the artist and stop the performance and then make an announcement to the crowd.

Show stop State Three – Unexpected Artiste Stop

If you are present when an artist leaves the stage unexpectedly try and ascertain the reason and whether there is an intention to recommence the performance.

Pass any details to event control.

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Show stop Procedures – Front of House Engineer

Scenarios

There are three scenarios where the show may have to be stopped;

Show stop State One – Immediate Risk to Life

Show stop State Two – Graduated stop due to changing circumstances

Show stop State Three – Artiste stop due to personal or technical circumstance

Show stop State One – Immediate Risk to Life

If the Stage Manager informs you that an immediate show stop is required, you should take control of the mixing desk from the guest engineer as necessary.

- Ensure that the emergency channel on the desk is turned up.
- Ensure that the lead vocal channel is available.
- Silence all other channels.

Show stop State Two – Change of Circumstances (No Immediate Risk to Life)

If the Stage Manager informs you that there will be a graduated show stop:

Be ready to take control of mixing desk from the guest engineer as necessary when indicated by Stage Manager.

- When show stop initiated by Stage Manager turn up emergency channel.
- Ensure lead vocal channel is available.
- Silence all other channels.

Show stop State Three – Unexpected Artiste Stop

If you are present when an artist leaves the stage unexpectedly await information from the Stage Manager.

Be ready to take control of mixing desk from the guest engineer as necessary when indicated by Stage Manager.

- When show stop initiated by Stage Manager turn up emergency channel.
- Ensure lead vocal channel is available.

Silence all other channels.

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Show stop - PA Messages

Message 1 - In the event of a risk to life:

"LADIES AND GENTLEMAN, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, I AM AFRAID WE MUST INTERRUPT THIS PERFORMANCE FOR A SHORT TIME."

Message 2 - In the event of an evacuation:

"LADIES AND GENTLEMAN, DUE TO [INSERT DETAIL] WE NEED TO EVACUATE THE AREA. WOULD YOU PLEASE LEAVE THE AREA AS QUICKLY AND QUIETLY AS POSSIBLE BY THE EXITS INDICATED BY OUR STAFF. THANK YOU."

Message 3 - In the event of a temporary stop (unknown circumstance):

"LADIES AND GENTLEMAN, IT IS NECESSARY TO STOP THE SHOW FOR A FEW MINUTES, WE HOPE TO BE ABLE TO RE-START SHORTLY."

Message 4 - In the event of a temporary stop (known circumstance):

"LADIES AND GENTLEMAN, DUE TO [INSERT DETAL] IT IS NECESSARY TO STOP THE SHOW WE WILL GIVE YOU MORE INFORMATION AS SOON AS WE CAN."

Message 5 - For front of stage crowd congestion:

"LADIES AND GENTLEMAN, FOR THE SAFETY AND COMFORT OF THOSE NEAR THE STAGE: ON THE COUNT OF THREE PLEASE ALL TAKE 3 STEPS BACKWARDS..... 1, 2, 3. THANK YOU."

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Appendix D – Incident Recovery Form

In the event of a Significant or Major Incident on site the following impact assessment form should be completed by the Event Safety Advisor as soon as practicable:

Section 1 – Incident summary

01	Date of Incident		Time of Incident	
02	Type of Incident		Event Safety Advisor	

Section 2 - Indicate the incident outcome below:

N°	Item	Yes	No	N/A	If yes, give details below
03	Was there a partial evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04	Was there a full evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05	Was there an invacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06	Was there a venue lockdown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07	Did a transfer of command take place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 3 - Complete the following prior recommencing competition activities:

N°	Item	Yes	No	N/A	If yes, give details below
08	Has there been any damage to the perimeter fencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09	Has there been any damage to any temporary structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Have any systems been disabled or damaged? Audio / Lighting / Fire detection etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Have site utilities been disabled or damaged? Electricity / Gas / Water etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Has there been a reduction in the number of workforce available to operate the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Has there been a reduction in the number of performers on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Has there been a reduction in the number of audience members on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Stage activity Is there any reason why performances cannot recommence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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N°	Item	Yes	No	N/A	If yes, give details below
19	Health & Safety <i>Are there any additional Health & Safety concerns that impact on the session recommencing?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 4 Additional communications

N°	Item	Yes	No	N/A	If yes, give details below
20	<i>Are PA announcements required to be made in regards to the situation on site?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	<i>Has a press statement been prepared?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 5 Recommencement

N°	Item	Yes	No	N/A	If yes, give details below
20	<i>Is the event cancelled?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	<i>Are elements of the show to be cut?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	<i>Is the event to recommence?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If yes to 22 state time of recommencement below:

23	<i>Time session recommenced</i>	
----	---------------------------------	--

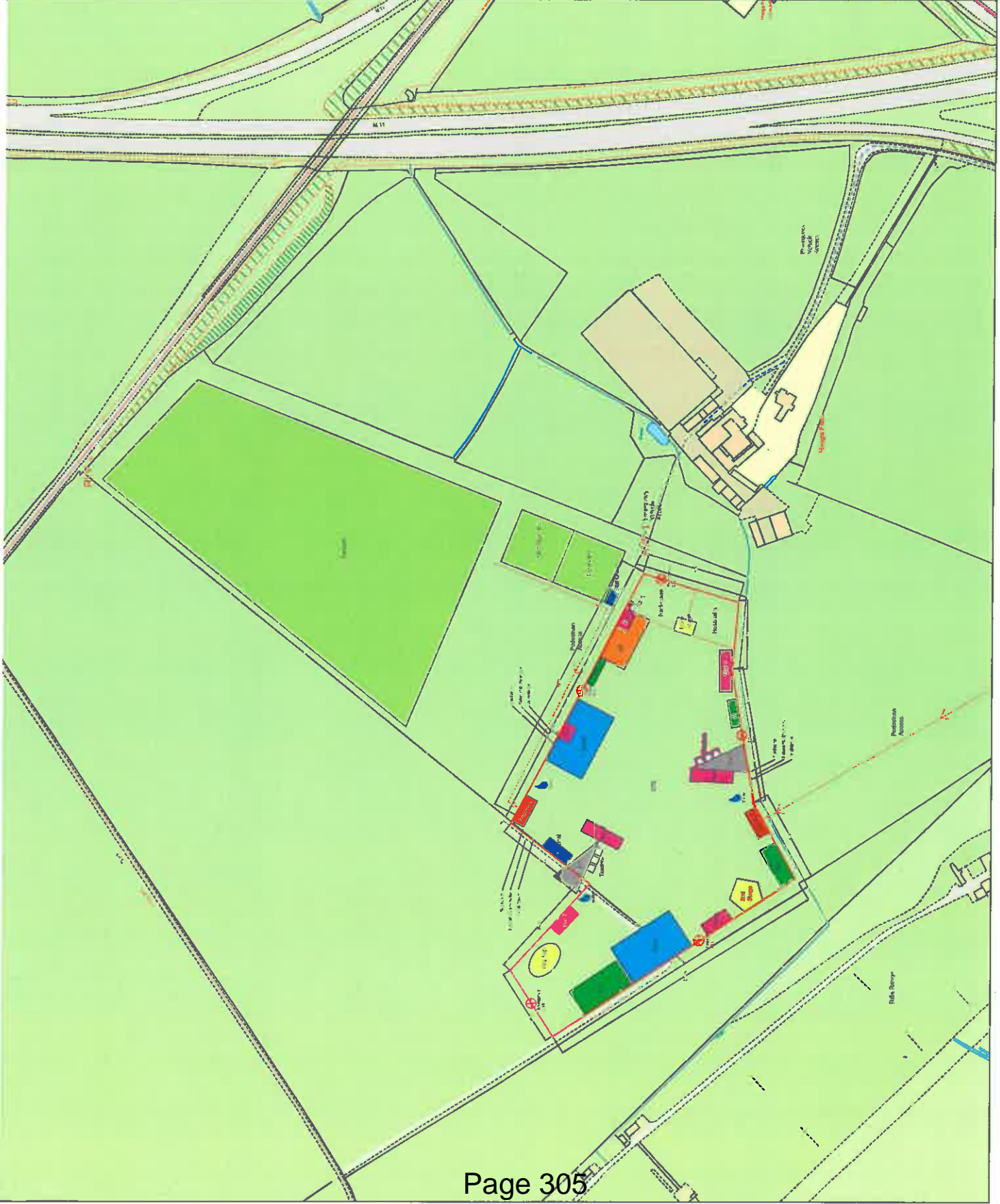
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APPENDIX N

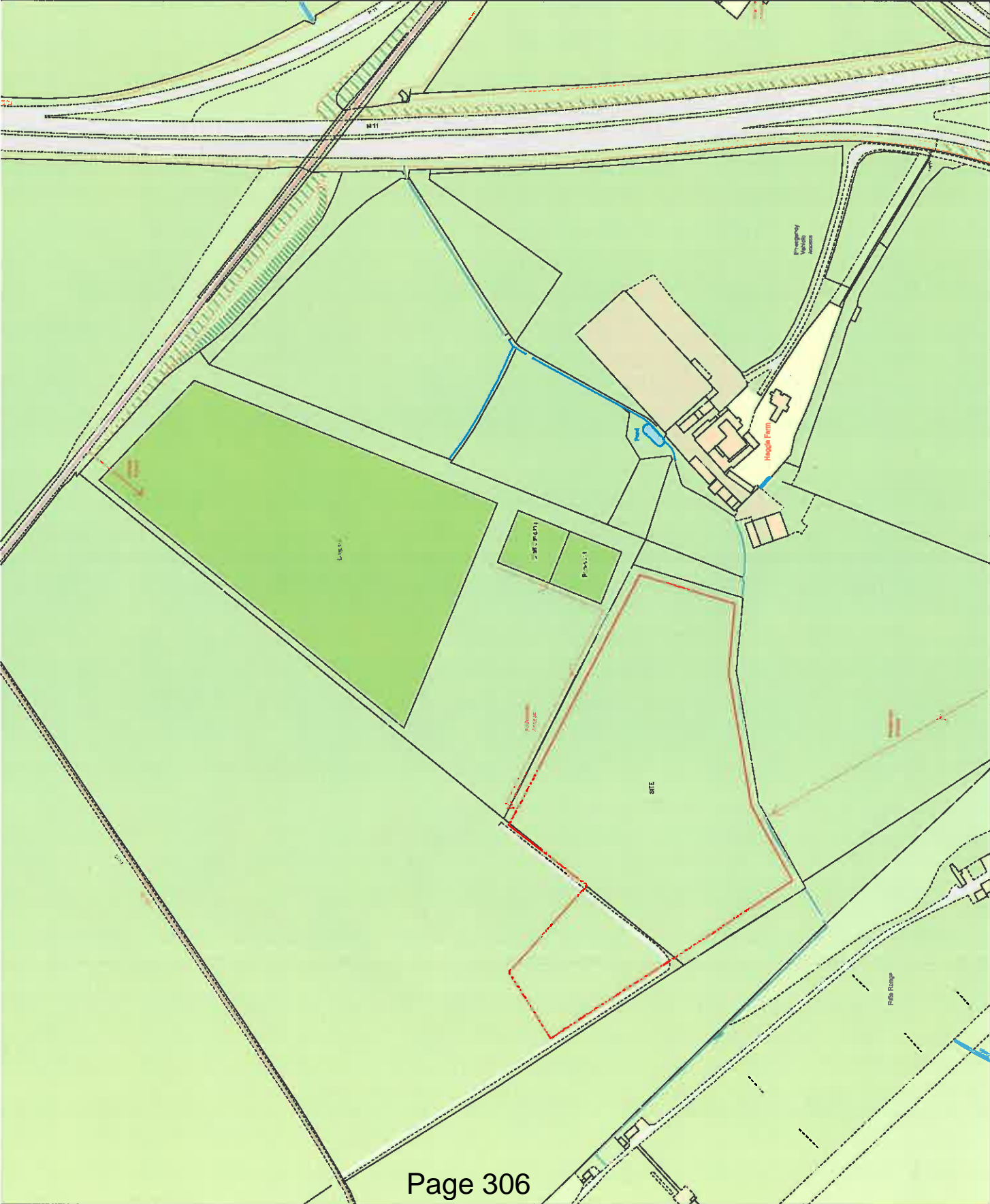
STRAWBERRIES & CREEM
2019

Drawn By: [Blank]
Check By: [Blank]
Project Name: [Blank]
Address: [Blank]
Date: 18/01/2019
Scale: 1:1000 @ A4
30m



STRAWBERRIES & CREAM
2019

Drawn By:	Site Plan
Address:	Haggle Farm Compton, Oxfordshire, OX5 1PZ
Date:	18/03/2019
Scale:	1:1000 @ A3



Maped



**STRAWBERRIES & CREAM
2019**

Event Date: 26th Nov
 Address: Haggis Farm, 104
 Castlehill, Leith, LE1 3JZ
 Date: 18/11/2018
 Scale: 1:2500 @ A3

APPENDIX O

**Memo to Licensing re: Strawberries and Creem Premises Licence Application:
Strawberries and Creem, field OS reference number: TL4139456836, Haggis
Farm, Barton Road, Cambridgeshire, CB23 7AT
1st February 2019**

I have checked the application and from an Environmental Health point of view, I have the following comments:

I am aware that there are records of formal complaints having been made to this department relating to activities at this event most years since 2013. These complaints were generally in relation to noise, however in 2018, they also included antisocial behaviour. The noise complaints mainly originated from 4-5 residential properties, including two close to the boundary of the site and the rest from Coton, Barton and Grantchester villages.

As a result of the complaints from residents of noise and antisocial behaviour, and due to concerns raised by the Police and Environmental Health, mainly relating to activities at the event in 2018, a meeting was held with the applicant to discuss and agree additional conditions to be added to the premises licence application for the 2019 event and onwards, which, if submitted, should avoid representations being made from either the Police or Environmental Health statutory consultees.

Although I am happy to accept the additional conditions that the applicant has submitted, attached to the premises licence application, I have reservations in relation to Section 5 and Section 17.

In Section 5 the applicant has recorded a maximum of 13,000 attendees. This goes against the 12,500 maximum attendees that was agreed in the meeting held between South Cambridgeshire District Council (SCDC), Cambridgeshire Police (Cambs Police) and the applicant prior to the submission of the premises licence application, and the maximum numbers submitted within paragraph 31 of the additional conditions that the applicant has submitted, attached to the premises licence application, under 'The Licensing Objectives' in Section 18.

In Section 17, the applicant has recorded a closing time of 23:00 and has included within the same section a caveat which states: 'there may be a need to open or close the gates earlier or later than expected for health and safety or crowd management issues'. I am not happy with that caveat as it would allow the applicant to open and close the gates at any time, at the discretion of the applicant 'due to health and safety or crowd management issues'. I propose to modify that statement to make it acceptable, in my view, to achieving the Licensing Objectives, particularly Prevention of Public Nuisance and Public Safety.

I am recommending that the alcohol sales cease at 22:30 as agreed, all recorded and live music ceases at 23:00 as agreed, and that the hours that the premises operating time ends at 00:00 instead of the suggested 23:00 to allow sufficient time for attendees to leave the site.

In addition, I am recommending that the modified statement reads: 'There may be a need to open or close the gates earlier or later than expected for health and safety or crowd management issues. Gates will only be opened before 11:00 or closed after 00:00 with prior consent from South Cambridgeshire District Council's Health and Environmental Services or from Cambridgeshire Constabulary.

I spoke to the applicant on 31st January 2019 and have discussed both issues with her. She has agreed the above recommendations, therefore I request that the Premises Licence, when issued, includes the following:

- **A maximum number of 12,500 (Section 5); and**
- **As requested: Alcohol sales cease at 22:30; and**
- **As requested, all recorded and live music ceases at 23:00; and**
- **The premises operating time ends at 00:00 (midnight) and to include the additional statement in Section 17**

'There may be a need to open or close the gates earlier or later than expected for health and safety or crowd management issues. Gates will only be opened before 11:00 or closed after 00:00 with prior consent from South Cambridgeshire District Council's Health and Environmental Services or from Cambridgeshire Constabulary.

In addition, please add the following additional conditions to the Premises Licence:

Prevention of Crime and Disorder

1. Ensure the appropriate and sufficient numbers of suitably competent SIA licensed and registered staff are employed and used, to be agreed with Cambridgeshire Constabulary (Cambs Police) and South Cambridgeshire District Council (SCDC) 3 months prior to each event and in accordance with the risk assessment associated with each event.
2. In respect of each event under this licence, the licensee shall:
 - a. Provide a provisional Security Management Plan (SMP) with a gridded site plan, including the site boundaries, and search policy, to Cambs Police and SCDC 5 months prior to the event;
 - b. Following consultation with Cambs Police and SCDC submit a final version of the SMP, including search policy and gridded site plan 3 months prior to the event;
 - c. Implement and thereafter comply with the SMP document during the event.
3. Without prejudice to any other provisions that it may contain, the SMP referred to in the above paragraph will include the following provisions:-
 - a. That every designated point of entry to the site will be such a size so as to reasonably permit the meaningful and effective control of those points by Stewards, Security Staff or Police, including any emergency evacuation, and to reasonably facilitate the safe and effective stop of persons and search where necessary.
 - b. All persons to be subject to searches by security staff prior to the person being admitted to the event, in a manner agreed with statutory bodies prior to the event and in line with the search policy. To include, where applicable, appropriate searches for offensive weapons such as with the use of search wands and/ or knife arches etc.
 - c. All persons attending the event shall not be admitted into the event with glass receptacles.
 - d. All persons attending the event shall not be allowed to bring alcoholic drinks into the event.

- e. All persons attending the event shall not be allowed to re-enter the event once they have left or been ejected from the event, in line with the ejection policy.
 - f. Open drinks shall be subject to testing via an 'Alcoblow' or similar equipment by security staff in a manner agreed with statutory bodies prior to the event.
 - g. All bags to be subject to searches by security staff prior to the person being admitted to the event, in a manner agreed with statutory bodies prior to the event and in line with the search policy.
 - h. Amnesty bins shall be provided at all entrances and be securely fixed at those points.
 - i.
 - i) Suitable CCTV provision to be provided for the event, including body cameras for security staff, capable of making both audio and visual recordings.
 - ii) Ensure a suitable, continual recording CCTV system is in place and recording during all licensed hours to monitor entrances, exits, and other relevant areas of the site to address the prevention of crime. The responsible person must ensure that the date and time settings on the system are correct and that the CCTV system is maintained in sound working order.
 - iii) Ensure that any recordings from the CCTV and body camera systems are kept for a minimum of 31 days and that they are made available, on demand, to any authorised officer from Cambs Police and SCDC.
 - j. Details of proposed measures, including a detailed site plan, to ensure that the perimeter of the site is controlled securely and so as to prevent access to the site of people or items, so far as reasonably practicable, other than through clearly designated points of entry.
 - k. As part of the SMP, the licence holder shall arrange for the site to be monitored effectively on the day of the event to prevent activities being carried out that may result in crime and disorder. Security and or stewards will be readily available to patrol the site during these times to monitor for any crime and disorder issues.
4. Notices shall be displayed at all entrances, including for artists and the public, confirming the admissions and ejection policies.
 5. Ensure that at least two trained female members of security staff or supervisors to be available if searches are to be conducted on females attending the event.
 6. Ensure that adequate and appropriate lighting is provided at the site and within the vicinity of the event footprint during the hours of darkness whenever the licensable activity takes place.
 7. Ensure a means of two-way communication, effective and tailored for the event, is provided to report crime and disorder incidents between stewards, SIA staff, the Event Manager and other relevant persons, such as Cambs Police.
 8. Ensure notices are displayed at all entrances, on the website and on tickets, so that they are clearly visible to the public, advising that CCTV is installed at the event.

9. From no later than 10:00hrs on the day of the event, ensure suitable and appropriate fencing and security are provided to the entrances of neighbouring residential properties, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Dumpling Farm Cottages, Barton Road, Grantchester, CB23 8AU, whilst still allowing residents free access to their property, until the event has finished and all members of the public have vacated the surrounding area; or the licence holder is to provide another suitable alternative for neighbouring residential properties, in agreement with said residents and SCDC.

Prevention of Public Nuisance

10. The licence holder shall give notice to SCDC, neighbouring residents adjacent to the site, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Dumpling Farm Cottages, Barton Road, Grantchester, CB23 8AU and the clerks of Coton, Barton and Grantchester Parish Councils of the date of the event(s) 5 months prior to the event(s) being held.
11. The Licence Holder is only permitted to hold the event(s) at the premises for one period of up to 2 consecutive days from Saturday to Sunday inclusive, on one occasion each calendar year.
12. Ensure all alcohol sales and regulated entertainment cease 30 minutes before the end of event's closing hour.
13. In each year the event is proposed, a draft noise management strategy shall be submitted to SCDC's Health and Environmental Services (H&ES) team at least 5 months prior to the event taking place. The strategy shall identify:
 - a. The hours of operation.
 - b. The location and direction of the sound systems and maximum sound energy output of all the significant noise sources proposed for the event.
 - c. Any proposed noise attenuation mechanisms to be employed during the event.
 - d. The location of the noise monitoring points, including noise sensitive properties identified from previous years' complaints.
 - e. The procedure for ensuring that any noise control levels set at noise sensitive locations are complied with.
14. The noise management strategy shall be agreed by SCDC's H&ES 3 months prior to the event taking place.
15. 5 months prior to the commencement of each event, any noise control levels applicable at the noise sensitive locations identified in the noise management strategy shall be set by SCDC's H&ES in consultation with the licence holder. The noise control levels set shall apply throughout the duration of the event and shall not be exceeded without the prior agreement of SCDC's H&ES. In the event of extraordinary circumstances, SCDC's H&ES reserve the right to vary the noise control levels during the event where it is evident that the existing noise control levels are not sufficient to prevent noise originating on the site from causing a public nuisance to residents in the vicinity of the event.
16. A sound engineer shall be based permanently in the Front of House Desk when music is being provided and will have the capability and authority to override all sound systems across the site.

17. Periodic checks should be carried out at the boundary of the premises whilst live or recorded music is being played to ensure that noise sensitive properties, based on previous years' complaints, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Gough Way, Cambridge, CB3 9LN, are not being and will not be adversely affected by the noise. Such checks to be carried out day time and night time with records kept of the date, time, location, decibel level, and action taken. Records to be made available to SCDC's H&ES on request.
18. A noise propagation test shall be carried out at least 2 hours prior to the start of the event in order to set appropriate control levels at the mixer position. The sound system shall be configured and operated in a similar manner to that intended for the event. The sound source for the test shall be similar in character to the music likely to be produced during the event.
19. A dedicated event incidents/ noise hotline number for incoming calls only is to be provided and is to be physically staffed throughout the duration of the event. Calls from unidentified callers are to be acted upon.
20.
 - i) The incident hotline number shall be provided to neighbouring residential properties, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Dumpling Farm Cottages, Barton Road, Grantchester, CB23 &AU, and the clerks of Coton, Barton and Grantchester Parish Councils at least 7 days prior to the event, and shall also be publicised at least 7 days prior to the event on the Event's website. The incident hotline number shall also be provided at the entrances to the site, to continue for the duration of the event. Arrangements shall be made, to the satisfaction of SCDC's H&ES, for the reception, recording and investigation of complaints and for the responses made and action taken.
 - ii) The licence holder shall ensure that a delegated named representative is responsible for handling complaints at all times during the event. Details of the named representative and contact telephone number, which will be staffed throughout the event, will be forwarded to the Licensing Authority, SCDC H&ES and Cambs Police at least 14 days prior to the event.
21. The provisional programme of regulated entertainment, including the running orders for each stage and any variations to them shall be provided to the Licensing Authority, Cambs Police and SCDC H&ES no later than 2 months prior to the event. The final intended programme shall be provided to the Licensing Authority, Cambs Police and SCDC H&ES no later than 14 days prior to the event taking place.
22. On the day of event each year and until 08.00 hrs on the following day the licence holder shall arrange for the site to be monitored effectively to prevent activities being carried out that may result in a noise nuisance being caused to neighbouring residential properties, including Haggis Farm Cottages, Cambridge Road, Barton, CB23 7AT and Dumpling Farm Cottages, Barton Road, Grantchester, CB23 8AU. Security and or stewards shall be readily available to patrol the site during these times to monitor and control noise levels.
23. A copy of the premises licence summary will be placed on display at each stage and at each bar during the event.
24. A copy of the full premises licence to be available to the stage managers of each stage and a further copy of the licence will be available at the main production office.

25. Relevant conditions and terms of the licence will be notified to artists and performers, including DJs. It shall be a term of such contract that the artists/performers/DJs will comply with all the terms and conditions of the premises licence.
26. Ensure prominent, clear and legible notices are displayed at the exit and in car parks, requesting users to respect the needs of nearby residents and to leave the site and area quietly and in a timely manner.
27. No erection or dismantling of stages or other temporary structures, or unloading /loading of production equipment, or deliveries or collections or other operational servicing in connection with the event, which can be heard beyond the perimeter of the licensed site, shall take place between the times of 00:00hrs (midnight) and 07:00hrs, without the prior agreement of SCDC H&ES.
28. Any external lighting shall be directed away from neighbouring residential properties and lit only during operational hours, including until the event has finished and all members of the public have vacated the surrounding area.
29. All sanitary appliances shall be provided and managed in accordance with the Provision and Management of On-site Toilet Facilities plan. All sanitary appliances must be regularly and constantly maintained to ensure that they are cleaned and emptied and in a functional state whilst people attending the event are on site, and during the build and break down of the site. A constant supply of clean water must be maintained to all sanitary appliances' wash hand basins used by caterers/ food handlers. A constant supply of clean water, or alternative hand cleansing by sanitiser, must be maintained to all sanitary appliances throughout the duration of the event.
30. Litter bins and other waste receptacles must be provided for use as detailed in the Litter, Refuse and Waste Water Management Plan. Litter bins and other waste receptacles provided for refuse and waste water must be maintained in a condition so that there is always adequate capacity, without the bins overflowing and effective arrangements shall be made to avoid creating fire risks and environmental pollution.

Public Safety

31. The maximum number of paying public and guests allowed at the venue at any one time will be limited to 12,000 persons with no more than 12,500 persons in total permitted on the site at any one time, including all staff, volunteers and traders. Suitable records to be kept to demonstrate to the Licensing Authority that these numbers have not been exceeded.
32. The Licence holder shall abide by the "Memorandum of Understanding" and Service Level Agreement agreed between Cambridgeshire Constabulary and the organisers of the event.
33. The Licence Holder shall produce and implement an Event Management Plan (EMP)
34. All of the proposals set out in the EMP document submitted by the Licence Holder shall be conditions of the licence, with the document to be submitted in its draft format to the Licensing Authority no later than 5 months before the event is to take place, and the submitted in its final format to the Licensing Authority 3 months before the event is to take place.
35. The EMP document to include a gridded site plan(s) including:
 - a. The perimeter, detailing the positioning of all entry and exit points;

- b. Stages, tents and marquees
- c. Food vendors, bars and any merchandising vendors
- d. Car parks
- e. The site facilities, including lighting towers, any security towers, generators, toilets, event control, security and production offices
- f. Medical and welfare facilities
- g. Customer information point
- h. Directionality and orientation of sound systems associated with each music stage, tent and marquee, to be agreed by SCDC H&ES.
- i. Emergency rendezvous points and fire assembly points.

The final site plan(s) shall be forwarded to the Licensing Authority and Cambs Police no later than 3 months prior to the event. The site plan(s) shall include all areas of the site under the control of the licence holder and indicate the final positioning of all music stages and tents.

36. The EMP document to include at least the following:
- a. Traffic management plan.
 - b. Security management plan.
 - c. Admission policy.
 - d. Ejection policy.
 - e. Drugs and alcohol management plan.
 - f. Suitable and sufficient risk assessments, fire risk assessments, safe working practices and contingency plans for the event, site build and break down. Ensure all risk assessments, fire risk assessments, safe working practices and contingency plans produced for the event are implemented.
 - g. Health and safety arrangements and relevant contract conditions between event organisers and contractors including production, music and lighting providers; food, water and drink suppliers and vendors; and temporary structures and art installation providers.
 - h. Noise management plan.
 - i. Medical and welfare plan.
 - j. Vulnerable persons management plan.
 - k. Emergency procedures and contingency plans, to include evacuation plans and procedures in case of a serious incident or death at the site.
 - l. Provision and management of on-site toilet facilities plan. The plan to include arrangements detailing the number and location of toilets, any separate provision for food handlers and the medical facility, and toilet emptying and cleaning schedules, to the satisfaction of SCDC H&ES.
 - m. Litter, refuse and waste water management plan. The plan to include the following:
 - i. The number and type of waste receptacles and their capacity,
 - ii. Placement of waste receptacles on site
 - iii. The methods and frequencies of collection

- iv. Control and disposal of site waste to the satisfaction of SCDC H&ES.
 - v. Refuse and waste water facilities shall be positioned at strategic points in the vicinity of the caterers.
37. Any changes to the EMP document referred to above, once submitted in its final format, shall not be made by the licence holder except with the prior written consent of the Licensing Authority.
 38. The Licence holder shall ensure all plans and procedures included within the EMP are appropriately and suitably implemented for the duration of the licensed activities.
 39. Ensure all event log books are kept on site and made available to relevant statutory officers from SCDC and Cambs Police. The event log book shall include each and every event and incident, identifying the date, time and, if appropriate, action taken, including where there has been any refusal to sell alcohol and/ or any antisocial behaviour relating to alcohol sales.
 40. Ensure all safety certificates, inspection reports and risk assessments are kept on site and made available to officers of relevant statutory officers from SCDC and Cambs Police.
 41. Ensure appropriate and sufficient numbers of suitably competent stewards and volunteers are available and working throughout the event. Written instructions to be provided to stewards and volunteers prior to the event and verbal instructions to be given to stewards and volunteers on the morning of the event regarding their roles and responsibilities and the rules for working at the event, what action to take in the event of an accident, incident or serious incident occurring, or if emergency or contingency plans need to be enacted.
 42. Ensure that all relevant staff, including those selling alcohol, are appropriately and suitably trained on the requirements for persons' identification; establishing age; the adopted nationally recognised Age Restricted Policy; not serving alcohol to intoxicated persons; asking customers to use the site in an orderly and respectful manner, being aware of vulnerable persons, and adhering to Licensing and Environmental Health requirements.
 43. Ensure a means of two-way communication, effective and tailored for the event is provided to report non-crime and disorder issues and incidents between stewards, the Event Safety Officer, the Event Manager, Cambridgeshire Fire and Rescue Service (CFRS) and on-site medics etc.
 44. Provide and maintain suitable access, in all eventualities, for 'Blue Light' services to all parts of the site in consultation and agreement with CFRS, Cambs Police and on-site medics prior to the event, including contingency plans in the event of adverse weather conditions.
 45. Appropriate and suitable fire safety equipment to be strategically positioned throughout the site, in consultation and agreement with CFRS prior to the event.
 46. The Licence holder to ensure appropriate and suitable checks are carried out on food vendors and drinking water suppliers to ensure, so far as is reasonably practicable, they are meeting the requirements of current food safety, drinking water and health and safety legislation.
 47. A list of all food, water and drink suppliers and vendors to be submitted to SCDC H&ES no later than 2 months prior the event with the relevant checks having been carried out by the licence holder.

Protection of Children from Harm

48. Ensure an appropriate and suitable, nationally recognised, Age Verification/ Age Restricted Policy is actively operated at the event, including at all licensed bars on the site, in relation to the sale or supply of alcohol, such as the 'Challenge 25' Policy.
49. Ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
50. Only accredited identity cards, passports or photo ID driving licence, or a photo ID card as approved by central government, will be accepted as bona-fide recognised forms of identification.
51. Notices shall be displayed on the website, on tickets, at the entrance and where alcohol is sold stating that a 'Challenge 25' Policy is in place.
52. A refusals register to be in place at all licensed bars on site. The refusals registers to be sent through to the licensing authority no more than 14 days after the event has ended.
53. Ensure all relevant staff are aware of, and implement, where appropriate, the vulnerable persons management plan.

I hope all of the above is clear, however if you have any queries, please do contact me at this office.

Kind regards

Suzanne Christie

Environmental Health Officer

APPENDIX P

FIRED UP WOOD FIRED PIZZA

January 29th 2019

Re : S&C / Cambridge Club 2019

I write with reference to the above event, as an attendee and a stallholder for the last 3 years.

Throughout our last 7 years of trading at over 100+ events I have to say this is one of my favourites for many reasons. I am a local, I grew up in Haslingfield, I studied my GCSEs at Comberton Village College, and attended Long Road Sixth Form – this was all back in the 90s. We spent all of our younger years trying to run away from the boring countryside as there was completely nothing to do. Times have changed, thank goodness, this festival has very much put Cambridge back on the ‘trendy spot’ attracting an age range from over 2 days of newborn – 100, Cambridge Students and locals too, somehow managing to cover something for everyone in just 2 days – remarkable!

I have attended as a trader and attendee, this event is so organised the whole things runs so smoothly, the staff and volunteers go above and beyond, in my opinion they really care – my children 10 & 11 cannot wait for this years Sunday event, and I hope that we will be able to trade, dance and have fun for many years to come.

Yours sincerely

From: Ben Casement-Stoll
Sent: 04 February 2019 16:41
To: Licensing
Subject: Strawberries & Creem Premises Licence Application

Hello,

I am writing in support of the Strawberries & Creem festival's Premises Licence Application to hold an outdoor music event at Haggis Farm on 15-16 June 2019 as they have done in the past.

For the past 3 years, we have sold tickets for Strawberries & Creem and The Cambridge Club through the Cambridge Live Tickets box office. They are a valued promotional partner. The service we provide for outside events is a critical part of the Cambridge Live business model and it contributes significant support to our core events programme.

These events are valuable additions to Cambridge's summertime cultural offer, which complement the outdoor music events (Cambridge Folk Festival, The Big Weekend, Jazz & Brass in the Parks, and Midsummer Fair) organised by Cambridge Live.

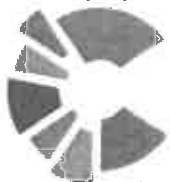
Together, they work to create a rich and varied cultural offering which enhances quality of life for Cambridge residents. It is my view that if these events were not to go ahead, it would be a significant blow to the attractiveness of Cambridge's summertime cultural offering.

Many thanks for your consideration on this matter.

Kind regards,

Marketing & Communications Manager

Cambridge Live
3 Parson's Court, Wheeler Street, Cambridge CB2 3QE



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