

## Event Safety Management Plan

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**ESMP PT01A**

## Event Safety Management Plan - Introduction

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

## 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

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**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 6<sup>th</sup> 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:

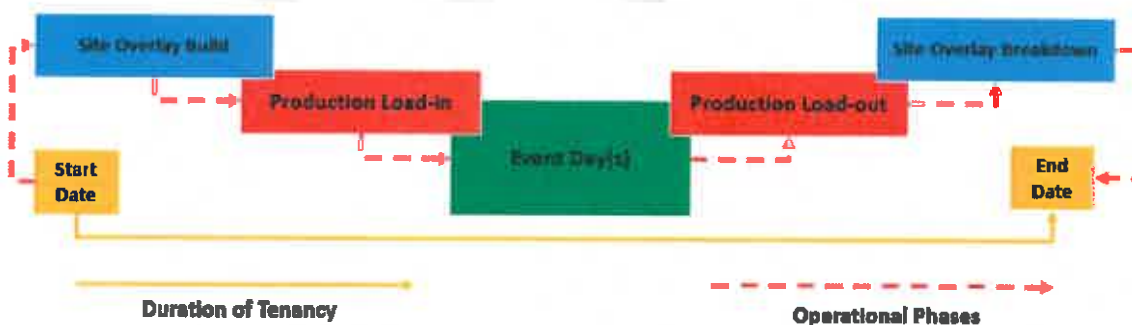
**Location:** Haggis Farm  
Grantchester Road  
Cambridge  
CB23 7PZ

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 14<sup>th</sup> 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 14<sup>th</sup> June 2019 – Strawberries & Creem

Saturday 15<sup>th</sup> June 2019 – The Cambridge Club

## 2.4.3 Event Days

Saturday 15<sup>th</sup> June 2019 12:00 hours – 23:00 hours – Strawberries & Creem

Sunday 16<sup>th</sup> June 2019 12:00 hours – 22:00 hours – The Cambridge Club

## 2.4.4 Production Load-out

From 23:00 hrs Saturday 15<sup>th</sup> June 2019 – Strawberries & Creem

From 22:00 hrs Sunday 16<sup>th</sup> June 2019 – The Cambridge Club

## 2.4.5 Site Overlay Breakdown

From 23:00 hrs Sunday 16<sup>th</sup> 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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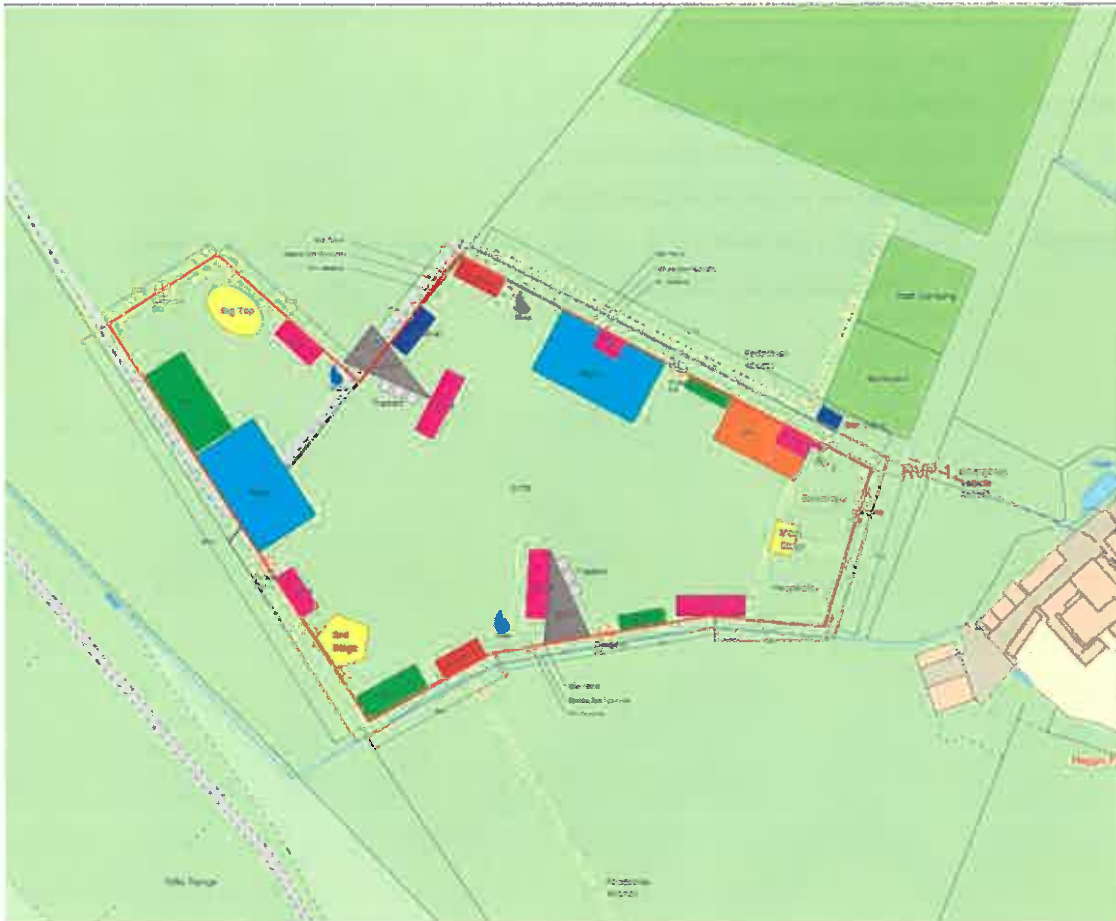
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## 2.7 Site Plan



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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**

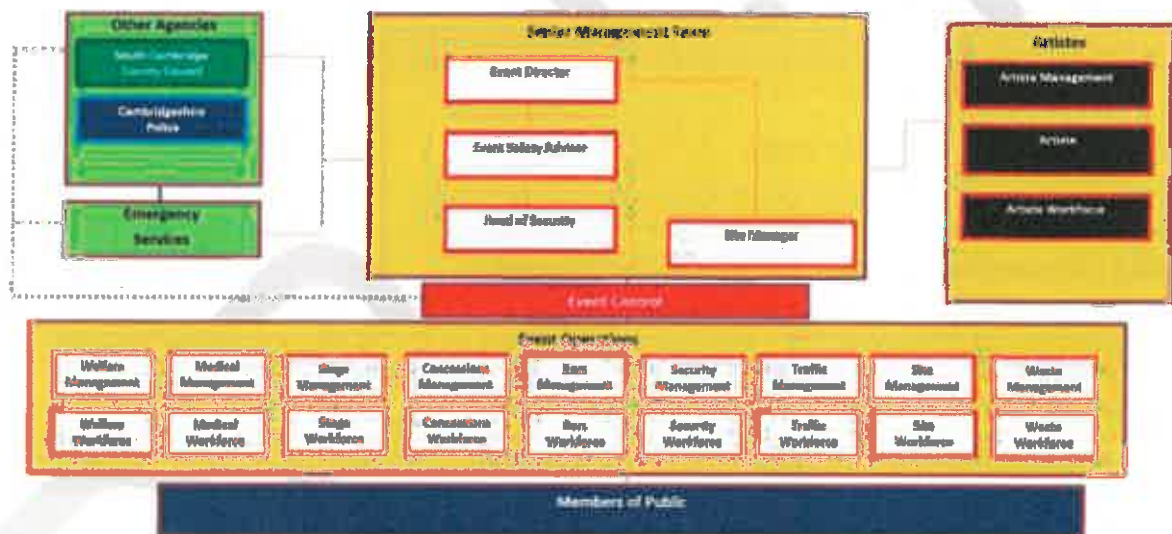
The process of giving authoritative direction or instruction to carry out an action to achieve an outcome.

- **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](mailto: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 <sup>th</sup> June 2019 Strawberries & Creem	Sunday 16 <sup>th</sup> 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](http://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 12<sup>th</sup> 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

<b>Audience Figure and Gender Split:</b>			
Total Audience Figure			12000
Gender Split			
Female	50 %		6000
Male	50 %		6000

Table 2

<b>For events with gates open for 6 hours or more where food and drink is available (arena) :</b>			
Female toilets	1 per 75		85
Male toilets	1 per 400		15
Male urinals	1 per 100		60

Table 3

<b>Actual arrangements on site</b>		
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 15<sup>th</sup> – Sunday 16<sup>th</sup> June 2019

The event is open to members of the public from Saturday 15<sup>th</sup> 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 17<sup>th</sup> 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.



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 (m<sup>2</sup>)**

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
<b>Rates of passage (as per BS EN 13200-1:2003)</b> = 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 <sup>2</sup>	Capacity @ 1 person per 0.5m <sup>2</sup> (2 persons pre m <sup>2</sup> )	Capacity @ 1 person per 0.4m <sup>2</sup> (2.5 persons pre m <sup>2</sup> )	Capacity @ 1 person per 0.3m <sup>2</sup> (3.3 persons pre m <sup>2</sup> )
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)

## Appendix B – Safe Working Agreement

<b>Show:</b> Strawberries & Cream and Cambridge Club	<b>Dates:</b> 15 <sup>th</sup> & 16 <sup>th</sup> June 2019	<b>Site:</b> Haggs Farm, Cambridge
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### 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](mailto: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.

<b>Signature of Senior Manager or Supervisor on Site:</b>	
<b>Date:</b>	



## 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

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