

APPENDIX G

WILD WOOD EVENTS LTD.

SPACED OUT WEEKEND & SUNSET SOCIALS

HORSEHEATH RACECOURSE, CAMBRIDGE

EVENT SAFETY & MANAGEMENT PLAN

V1. 2020

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PART A: INTRODUCTION

**Spaced Out Weekend. Friday, 21 August - Sunday, 23 August 2020
(Taken from Facebook event)**

3 days of safe and socially distanced entertainment for 300 people only. Book in your groups of up to 6 people to sit and camp together. Day & Weekend passes available.

- Sunset Socials- DJs, Drinks and Views with Tom Findlay (Groove Armada), Seb Fontaine, Wonky Disco and more..
- Enchanted Cinema -Hunt for the Wilderpeople, Fear & Loathing in - Las Vegas, Surprise Film, Hook family movie Sunday plus plenty of shorts.
- Sunday Reggae and Roast
- Not So Silent Disco - As music levels need to be played low in corona virus times, we'll be handing out (sanitised) headphones
- Discoyoga - wellness session
- Electronic Music Meditation with Belinda Matwali - wellness sessions
- Starlight Boutique: Festival Head-wear Workshops
- Wine Tasting with Through The Grape Van
- Limited Camping and Boutique Camping

Due To Coronavirus

We are asking people to book in groups of up to 6 so we can seat you at the cinema and sundown stage together, and put you together in a camping pitch if required. Remember to be careful to limit interactions with people outside of your group and keep socially distancing. In all cases, unless in support bubbles (from 2 households only) people should make sure they are as careful as possible, with interactions, using our antibacterial gel, washing hands, using our one way system and keeping 2 metres apart in any queue.

All tickets are very limited, we are keeping numbers to below 300 across the weekend for safety in these times. Camping pitches very limited.

All tickets refundable if Covid-19 or bad weather causes us to cancel this event

Sunset Socials. Saturday, 12 September 2020

Socially distanced entertainment for 300 people only. Book in your groups of up to 6 people to sit and camp together.

- DJs, Drinks and Views with Wonky Disco, Danielle Moore (Crazy P), PBR Streetgang, Dan Shake
Music levels need to be played low in corona virus times.
- Starlight Boutique: Festival Craft Workshops
- Limited Camping and Boutique Camping

Due To Coronavirus

We are asking people to book in groups of up to 6 so we can seat you at the cinema and sundown stage together, and put you together in a camping pitch if required. Remember to be careful to limit interactions with people outside of your group and keep socially distancing. In all cases, unless in support bubbles (from 2 households only) people should make sure they are as careful as possible, with interactions, using our antibacterial gel, washing hands, using our one way system and keeping 2 metres apart in any queue.

All tickets are very limited, we are keeping numbers to below 300 across the weekend for safety in these times. Camping pitches very limited.

All tickets refundable if Covid-19 or bad weather causes us to cancel this event

1. THE EVENT MANAGEMENT PLAN & CDM REGS

- 1.1. The purpose of this Event Management Plan is to outline the plans, procedures and agreements put in place for My Little Festival's events held at Horseheath Racecourse, Cambridge.
- 1.2. The main events each year are Wildwood Rumpus and Wildwood Disco. There are other events on the site from family parties to weddings – some will utilize the same license as this. This EMP focuses on events held in 2020 mentioned in the introduction.
- 1.3. The intention is to draw together all matters of safety and logistics, plans, information for and from partners and the information that is given to the public. The document and its appendices includes many operational plans and risk assessments.
- 1.4. As this Event Management Plan includes information regarding operations and activities from a number of partners, its use is restricted and it should not be copied to persons outside of the circulation initiated by My Little Festivals and South Cambridgeshire District Council; it should be treated as a restricted, private document not for public viewing

1.5. CDM 2015

CDM Regs - Construction Phase Plan

Client details:

Wild Wood Events Ltd

Principal Designer Details:

Wild Wood Events Ltd

Principal Contractor Details:

Wild Wood Events Ltd

Description of work/ project:

EVENT BUILD AND BREAK FOR SPACED OUT WEEKEND AND SUNSET SOCIALS 2020

Key dates:

PLANNING HAS TAKEN PLACE SINCE AUGUST 2020

THE "BUILD" INCLUDES FENCING AREAS, BUILD FOR TEMPORARY DEMOUNTABLE STRUCTURES (TDS), INTERNAL ROUTES AND ROADWAYS AND ALL OTHER SITE WORK WHICH WE WILL TREAT UNDER CDM:

Key members of the project team during construction and their role/ responsibilities

TBC

How the work will be managed safely:

Cooperative and collaborative meetings which include all partner agencies and interest groups, Contractors, etc during the planning process leading to this event management plan which will remain "live" throughout the process and be updated as necessary.

All staff and contractors will be booked as competent persons with experience of similar work, good credentials and safety records.

A Safety Advisor will be present on site for some of the build and show to give advice and enforce the accepted procedures.

Key Arrangements:

All contractors to submit plans, RAMS and insurance details in advance.

Safety Advisor to provide safety induction on site

Delivery schedule to be produced to manage traffic on site.

Key construction safety risks on this project are:

Pedestrian / Vehicle mix

Manual Handling

Slips Trips & Falls

Temporary Demountable Structures

Public in the workplace

Electricity

Fire

Poor Weather

2. THE EVENT

2.1 This is a cultural event subject to the Licensing Act 2003. This document is in support of the Premises License Application, as well as indicative of safety plans for the event in general.

2.2 Entry to the event is by ticket or accreditation/pass only. Our ticket sales are available through 'ticketsellers' via our website.

2.3 The event uses a combination of professional staff and contractors alongside local community volunteers. The safety of all staff and visitors is paramount throughout the build, event and de-rig.

3. THE FOUR LICENSING OBJECTIVES

3.1 Wild Wood Events Ltd intends to address the four licensing objectives by engaging professional staff and contractors throughout and by working with responsible authorities. Our aim is to provide friendly events and an event site which is sustainable and allows for growth through exemplary management of all areas and attention to detail. This Event Safety & Management Plan demonstrates the various measures we will be taking in support of the four licensing objectives and how we intend to go beyond what is expected of us.

3.2 THE PREVENTION OF CRIME & DISORDER

The security management plan in the Appendix will show the company we have engaged to work with us and a rough deployment of their staff. All areas where licensable activities are taking place will be managed by SIA licensed teams. Other experienced event stewards and volunteers will be deployed in FOH and Stewarding roles. Our Drugs and Alcohol policies are also shown in the Appendix.

Our intention is for this event to be “Police-free” – Security and Stewarding plans should be sufficient to manage the site without recourse to Police special duties. However, we will of course work closely with the local Police to ensure there is scrutiny of all policies and that the latest intelligence available regarding crime, drugs and CT is factored into our plans. We will work with the local Police to agree protocols for dealing with illegal behaviour and procedures for arrests and detention as may be necessary. Police officers will be welcome on the site for inspections or community engagement at any time.

Our intention throughout is to promote a positive message to customers with regard to harm reduction and the prevention and detection of crime. Our website will continue to pass messages and suggestions to visitors regarding safety, crime reduction and other similar items.

3.3 PUBLIC SAFETY

The safety of public attending the event (as well as staff and contractors) is paramount. This also extends to the build and de-rig of the event and to the wider event footprint, including local travel to the event and local area impact.

We have produced risk management strategies, risk assessments and safety advice throughout the planning and operation elements of the event. This work is outlined in Part B below and in the Appendix of this document.

Safety is an integral element to all our policies and procedures and is a consideration at all planning meetings.

Brian Cleary of Sygma Safety & Events Ltd produced our previous safety documents which has formed the template of this document. He was the chair of the ‘Planning & Management’ chapter of www.thepurpleguide.co.uk and used this document as guidance for our events alongside experience of staff and contractors and other available guidance for planning and management of our events.

We will attend Safety Advisory Groups as necessary and share our risk management thoughts with those attending and the responsible authorities. We will listen carefully to advice given and implement it where reasonably practicable or where a condition of the license.

All contractors working on the festivals will be required to submit RA/MS and Public Liability Insurance details. These will be scrutinised by the safety team and further questions and investigations completed if there are any queries or omissions.

The site layout has been carefully thought out and aims to utilise the land available in the safest most efficient way possible. Where possible we will separate pedestrians and vehicles and, where this becomes difficult will restrict the movement of vehicles and enforce strict speed limits on site.

We will not use “Health & Safety” as a blunt tool to restrict the creative vision of the festival; we will use sensible risk assessment, experience and knowledge of structures and effects to allow the most spectacular event possible (budget permitting) whilst preserving public safety throughout.

3.4 THE PREVENTION OF PUBLIC NUISANCE

The festival organisers are aware that noise escaping from the site and traffic management issues in the local area constitute the most likely forms of nuisance that could be generated by the event.

There is a comprehensive Traffic Management Plan shown in the Appendix and there will be a drive towards Public Transport from Cambridge and Haverhill, with adequate parking on site for those who choose to drive.

There is a Noise Management Plan shown in the Appendix. The layout of the site has been designed with sound in mind and the orientation of stages and speakers should minimise noise bleed from the site to the surrounding environs. We will work with the local council to set achievable noise limits for the site and methods for monitoring noise throughout the event. We will also have a dedicated phone line in our event control/HQ to take complaints or comments from members of the public during the running of the event.

A number of those attending are expected to camp on site; it is the intention of Wild Wood Events Ltd to provide suitable and sufficient facilities with regard to toilets, food and drink outlets, as well as stalls to dissuade visitors from leaving the site during the period that the event is running.

3.5 THE PROTECTION OF CHILDREN FROM HARM

The Sunday of Spaced Out Weekend is advertised as a family friendly event and the organisers will be making significant investments in facilities for children and their parents/guardians on site.

All artists will be age appropriate for the audience and the arenas will be large enough to allow families to congregate in their designated Covid safe bubbles and enjoy the entertainment without having to be too close to the stage.

Under 18s will be given a different coloured wristband that will easily identify them to staff so that they can be refused service of alcoholic drinks.

All SIA staff on site will have been through DBS scrutiny in gaining their license and any stewards deployed on site will be managed by someone (SIA or other) who has provided a valid and appropriate DBS certificate. Any services specifically for children will be provided by DBS checked staff or under the direct guidance of a DBS checked supervisor.

As well as a First Aider on site, there will be a welfare service providing a place of refuge as well as a missing/found child service alongside our security providers and Production Office. The Missing/Found persons policy and protocol are shown in the Appendix.

All films shown on site during this day will be age appropriate.

Wild Wood Events Ltd. would like to engage with any Children's and Social Services department at the local Council to ensure that local protocols are understood and that there is a 24/7 contact available (both ways) in case of any incident involving a child at the event. This could simply be an exchange of policies and ethos, but could also be creating a space on site for Social Services (perhaps alongside welfare) if deemed reasonable and appropriate.

Spaced Out Weekend is an over 18 only event however the Sunday is promoted as a child friendly

event for children over the years of 8 years old only. Sunset Socials is an over 18 event and this will be made clear at the point of sale for tickets. All bar outlets will operate a Challenge 25 policy (see alcohol policy in Appendix). Bar staff will receive on site briefing/training and there will be a refusals log kept behind each bar, checked regularly by the DPS and available for scrutiny by Responsible Authorities on request.

3.6 This information regarding the four licensing objectives is attributed here to Wild Wood Events Ltd as this is the Event Safety & Management Plan for these events. For licensing purposes, the applicant and future license holder, will ensure that these same points and procedures are made in any events' policies around the four licensing objectives.

4. CALENDAR OF WORK

See APPENDIX for the proposed work schedule.

5. OPERATIONAL TIMES

5.1. Work in preparation for the first event on the site will take place a few days before the event takes place with small scale infrastructure work which will not create any local area impact – clearing of internal roads, marking out, grass cutting, filling of holes, erecting marquees etc.

5.2. The build will consist of a number of delivery vehicles bringing equipment and consumables to site.

5.3. Build works will typically be between 09:00 and 19.00 daily until the day before the event. There will be one late night until approximately 10pm the night before each event. This will be to ensure all tasks are completed. Some work can only take place at night (eg focus of lights) but noise after the hours of darkness will be minimised prior to the event.

5.4. From the time that there is any valuable equipment on site there will be a security presence 24/7 and the gate will be kept locked to prevent unauthorised access.

5.5. The operational times for the events are:

Spaced Out Weekend:

Friday, 21 August: 17:00 - 23:00 (licensable 18:00 - 23:00)

Saturday, 22 August: 11:00 - 23:00 (licensable 13:00 - 23:00)

Sunday, 23 August: 11:00 - 18:00 (licensable 13:00 - 17:00)

Sunset Socials:

Saturday, 12th September: 13:00 - 23:00

There is a distinction between the licensable activities timings, and the site opening times – the site will be open throughout any event, but licensable activities will be restricted.

5.6. Dispersal of the visitors will be by 12.00 on the day following the event with de-rig starting as soon as safely possible after the last act has closed. For the de-rig, the same safety rules will be applied. It is expected that the clearance of the site will take a number of days.

PART B: HEALTH AND SAFETY

6. RISK MANAGEMENT METHOD

6.1. In planning to hold this Event, the Management Team at My Little Festival/Wildwood and their contractors 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.

6.2. Certain legal requirements can be found in:

Health & Safety At Work Act 1974

RRO (Fire Safety) Regulations 2005

Management of Health & Safety At Work Regs 1999 (as amended)

RIDDOR 2013

COSHH regs 2002

Lifting Operations and Lifting Equipment Regs 1998

Electricity at Work Regs 1989

Provision and Use of Work Equipment Regs 1998

Equality Act 2010

Working At Height Regs 2005

Licensing Act 2003

CDM2015

6.3. Other Guidance used:

www.thepurpleguide.co.uk

The Good Practice Safety Guide (Home Office)

HSE Publications: Managing Crowds Safely 1996

Temporary Demountable Structures, Guidance on Procurement, design and use. 2007

Home Office Publications: Dealing with Disaster 1997

ISAN Safety Guidance For Street Arts, Carnivals, Processions and Large Scale Performances HSG65 Managing for H&S

Technical Standards for Places of Entertainment

6.4. This document can be taken as the method statement for the event

6.5. All staff participating will receive information and briefing as to their responsibilities under various H&S Laws and Regulations in advance of the event and as a briefing on their induction to the event site.

6.6. HSG65 as listed above (and the purpleguide.co.uk) refer to the "4Cs" in planning for safety, which we have adopted for this Event

7. COMPETENCE

- 7.1. All those involved with the planning are recognised as competent within their field. Their credentials and experience will be checked and scrutinised as part of the event control measures.
- 7.2. All contractors are competent in their field and have been chosen for their experience of similar events. Contractors will provide Wild Wood Events Ltd Risk Assessments and Method Statements prior to the event. These will be scrutinised and, once approved, kept on file at the site. We shall also check all Public Liability Insurance cover.
- 7.3. Contractors are deemed to be competent by demonstrating knowledge of their particular specialization; by their experience of similar events; by their practical ability in their particular field; and by their record of relevant training. All contractors' employees will be given, or shall be deemed to have received previously, relevant training to give them the necessary competence to perform the tasks they are being asked to complete.
- 7.4. Wild Wood Events Ltd and the management involved are aware of their duties under the Management of Health & Safety at Work Regs 1999, Regulation 7 (Health & Safety Assistance) and have contracted Sygma Safety & Events Ltd to prepare risk assessments and safety advice towards the safe and successful running of Spaced Out Weekend and Sunset Socials.

8. CONTROL & CO-OPERATION

- 8.1. Wild Wood Events Ltd. have brought together an Event Planning Team that attends regular meetings to have input to the planning for the festival and will use the outcomes of these meetings to determine a hierarchy of control and a set of documents relating to the control of the event. Meetings will involve and include representatives from partner agencies, some contractors and community interest groups as necessary.
- 8.2. Wild Wood Events Ltd. will carry out, monitor and review risk assessments. The control documents and the risk assessments will set out the responsibilities of those involved and will be signed up to by the Event Planning Team. Regular checks of control measures will be carried out during the build-up, during the event and during the clearance of the site.
- 8.3. Regular meetings are held and a consensus reached on the various aspects of risk management, access control and emergency procedures and provisions. Minutes of the meetings are circulated along with action points. Risk Assessments have been produced with the co operation of all parties.
- 8.4. We hope there will be co-operation with and from local businesses plus local interest groups. The views of many interested parties are taken note of and included in planning as appropriate.

9. COMMUNICATION

- 9.1 Effective communication is seen as the key to controlling the risks for the Wild Wood Events Ltd events.. Communication currently takes four forms:
- 9.2 Communication between the members of the Event Planning Team (and the dissemination of knowledge throughout the safety chain) by way of minutes from meetings, e-mails, telephone conversations, site meetings, plans and other documents which are regularly reviewed and agreed.

- 9.3 Communication with the public and media outlets prior to and during the event by way of published attendee information, press releases, web-site and other internet outlets. There is a dedicated press and social media team to communicate to potential visitors and local residents/businesses.
- 9.4 Communication during Wild Wood Events Ltd. events between contractors, site control and other services will be primarily by way of two-way digital radios (proven to work across the expanse of the site) and mobile telephones. The Event Control will be based in the building close to the entrance of the site.
- 9.5 Communication with the public on site via the stewards who are informed by radio, The PAs, clear signage and an increasing ability to use social media for live updates and information.

10. RISK ASSESSMENTS

- 10.1. There are many factors of risk affecting the safe and smooth running of these Events. This section (Appendix B) aims to categorize the varying risks, both general and more site specific, and explain the control measures and planning that are being put into reducing the risks to the minimum acceptable in each case.
- 10.2. The Risk Assessments will continue through the planning and building stages of the event and will be a significant part of checks and briefings during the event. Any significant changes to the risks experienced or expected will be noted and included in the post-event draft of this document for any de-brief.
- 10.3. Shown below is the method used for giving numerical quantification to specific risks: For the purposes of this document a risk rating has been used to determine the level of control measure required. The Risk Rating is calculated by taking the **Likelihood** of a particular hazard occurring and multiplying it by the **Severity** of the potential outcome of that particular hazard.

X	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	

- Risks with a rating of 15 or more (red) are considered to need immediate remedial action or an alternative method of provision in that area.
- Risks with a rating of 8 to 12 (amber) require constant monitoring and review.
- Risks with a rating below 8 (green) will be occasionally monitored.
- We are aware of the recent changes to RIDDOR but choose to use the three-day rule as a guide to how to deal with incidents and injuries.
- The Event Team will be able to provide rapid decision making on site with regard to arising hazards, incidents and emergencies.

10.4. Please see Appendix B for Risk Assessments.

11. MANUAL HANDLING

- 11.1. Manual Handling Operations Regs 1992. All staff and contractors working on this event should be aware of the high risk of accidents in work where manual handling is used. (30% of all reported work accidents are as a result of Manual Handling)

- 11.2. Where possible manual handling should be avoided or reduced as much as possible. The Production & Site Managers will assist as much as possible by ensuring that equipment can be delivered as close as possible to the place where it will ultimately be used. Where possible, large loads will be broken into component parts, mechanical aids will be provided, and equipment should be delivered in boxes and cases that are on wheels.
- 11.3. All staff and contractors should be encouraged to use mechanical aids (sack barrows/trolleys/etc) when moving equipment around the site. Contractors should produce Risk Assessments where they feel that Manual Handling is unavoidable.
- 11.4. Where manual handling is the only course of action, the event management team will call on additional staff to assist where needed. There will be a pool of staff available on site.
- 11.5. One of the largest parts of the infrastructure for this event is the deployment of barriers and perimeter fencing which will involve both mechanical lifting (Forks) and Manual Handling – taking sections of barrier from the forks. Mechanical handling will also be used to assist in the building of Temporary Demountable Structures (TDS) on the site.
- 11.6. Any contractors with manual handling problems should discuss them with the Event H&S Advisor or the Production/Site Manager

12. WORKING AT HEIGHT

- 12.1. All work at height by contractors will be kept to a minimum and monitored by the Event Health & Safety Advisor.
- 12.2. Where possible, working at height will be avoided, however, where absolutely necessary, ladders will be inspected for safety before use by the Production/Site Manager or Event H&S Advisor. Anyone working from a ladder should only do so for as short a period as possible and be aware of the dangers. All ladder work should involve an additional person to foot the ladder and, where practicable, tying-off the head of the ladder.
- 12.3. Moving ladders around the site should be undertaken with great care and be a job for at least 2 persons if the ladder is 10 rungs or more.
- 12.4. Any contractor erecting an access tower should hold a current, valid PASMA certificate or equivalent and be able to produce evidence of competence. The Event H&S Advisor and Production can assist in checking tower erection if required.
- 12.5. MEWP operation on site may be necessary in building stages and running festoon. All vehicle routes will be carefully chosen with terrain and other workers (pedestrians) on site. All MEWP operators will be able to provide evidence of training which will be scrutinized and collated by the safety advisor on site.
- 12.6. The Production/Site Manager and/or Event H&S advisor or his deputy will be available at all times to assist with advice and solutions.
- 12.6. Contractors with more complex rigging or working at height issues should provide the Production Manager with a separate and specific risk assessment and plan.

13. TEMPORARY DEMOUNTABLE STRUCTURES (TDS)

- 13.1. There are a number of TDS involved for Wild Wood Events Ltd. events – mainly temporary stages and marquees.

- 13.2. All temporary demountable structures will be certified as complete by the installing company and a certificate given to the Production Coordinator or Event H&S Advisor where appropriate. The Event H&S Advisor will have the necessary theoretical and practical knowledge to check such structures but certification can only be ratified by the installers.
- 13.3. All contractors supplying 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.
- 13.4. All structures will be erected in accordance to current health and safety at work best practices. Detailed risk assessments on their structures, erection and dismantling processes will have been carried out by the suppliers.
- 13.5. Wild Wood Events Ltd. will work with contractors to monitor the weather, especially wind, around the build and strike period. Once built most structures can withstand up to 25ms winds (TDS3 guidance), however it is in the build and strike phase that the structures and those working on them are most vulnerable. Work may be delayed or temporarily suspended to ensure the structures can be built or de-rigged safely.

14. ELECTRICAL SAFETY

- 14.1. Although not a legal requirement, PAT testing is a recognized method for demonstrating that a company carries out *planned preventative maintenance* on their equipment. The Production Coordinator and/or Event H&S Advisor will ensure that anyone supplying electrical equipment to the event understands the requirement for PAT test evidence. This will be backed up on site by random checks of electrical equipment. Equipment showing evidence of damage, poor repair or no PAT test will be removed from service.
- 14.2. Contractors supplying any power distribution schemes will ensure that the site electricians are certified and signed off (where required) by a suitably competent person and that a temporary installation certificate is presented to the Event H&S Advisor to go in the event file in line with BS7909:2011.
- 14.3. The power for this event will be provided by generators brought in by individual contractors in line with their requirements. All generators will be diesel, super-silenced and commensurate with the standards expected for broadcast events.
- 14.4. All circuits where members of the public, clients, performers, artists and crew could come into contact with them, however remote a chance, will be protected by a 30mA, RCD breaker for safety. The engineer designing the system will sign the Temporary Installation Certificate in the appropriate place.

15. SITE PREPARATION

- 15.1. Prior to commencing any work we will check the sites for debris and other items that might render the space and/or our work unsafe – if additional work is required for the site to be up to standard, we will contact the land owner. We will plan build works to take place after the clearance of the site from any previous events.
- 15.2. We will mark out the site with water based marking paint, surveyor's flags and stakes. Any major changes to the site plan due to topography or, for example, due to areas being unusable due to water/mud, will be shown on revised site plans which will be updated in site HQ.

- 15.3. All staff and contractors working on the event will have been invited to a site visit in advance so that they understand the layout and topography in conjunction with the 2D plan.
- 15.4. The initial work on site will be to establish a site safe by erecting a perimeter fence to prevent public access.
- 15.5. Construction site signage explaining the dangers on site and setting out some site rules will be posted at the access point.
- 15.6. As soon as there is any valuable equipment on site there will be a security presence. Security and Production will work together to ensure that there is a "gatekeeper" for the site to receive deliveries and direct them to the correct area,

16. SITE INDUCTION & OPERATION

- 16.1. All staff, site visitors (not ticket-holders) and contractors working on the event will be sent a crew & contractor briefing explaining the nature of the event, the hazards and control measures they may encounter on site, PPE that may be required, standards of dress, essential timings and emergency plans, etc
- 16.2. This document will form the basis of any site safety inductions to any staff or contractors expecting to work on the site.
- 16.3. Staff will also be fully briefed on all areas. The site induction will include:
 - Welcome
 - Event Overview
 - Who's Who
 - Access/Egress
 - Schedule
 - Routes around site
 - Vehicular Access
 - Welfare
 - Accidents / Incidents
 - Personal Behaviour
 - Health and Safety
 - Communication
 - Fire
 - Actions in emergency
- 16.4. In addition, those entering the site will be given a safety flyer with the salient points of the briefing detailed and actions in case of an emergency. All will then be required to sign to say that they have received and understood the induction. If there are workers expected on site who have English as a second language, or do not speak English, then some stock safety phrases regarding work on the event will be available in their language.
- 16.5. The Production Manager and/or Event Health and Safety Advisor or named deputies will be on hand at all times to provide assistance and advice and to ensure all control measures noted here are carried out where practicable.
- 16.6. Once briefed and any questions have been dealt with, contractors will be allowed to start their work and will be directed to individual sites as required.

- 16.7. A full production work schedule is shown at Appendix M. This not only looks at deployment of equipment, but also site breakdown post event.

17. HEALTH AND SAFETY MONITORING

- 17.1. The Event H&S Advisor will advise exactly when the site is ready to open to the public based on a number of checks to be carried out on equipment, infrastructure and services. Public safety both on and off the site will be paramount in making decisions and all actions will be logged in the event diary.
- 17.2. Similarly, the arenas will only be opened once the Safety Advisor is satisfied that they are safe.
- 17.3. All of the parts of the site that are public thoroughfares will, where reasonably practicable, be vehicle free and there will be a curfew on vehicle movement in arenas each day prior to entertainment starting.
- 17.4. Where vehicles do need to move around in public/pedestrian areas, they will be marshalled by suitably trained staff and pedestrians given priority at all times except in an emergency.
- 17.5. Safety checks will be carried out throughout the event as appropriate.

PART C: FESTIVAL FACILITIES

18. TICKETING / INFORMATION

- 18.1 A range of tickets is available at www.thewildwooddisco.com
- 18.2 Tickets can only be purchased on-line.
- 18.3 All under 18s for Sunday, 23 August must be accompanied by an adult. All other dates for this event and the Sunset Socials are an over 18s event only.
- 18.4 Children aged 17 and under will be given distinctive wristbands when coming to site with Adults aged over 18.
- 18.5 All ticket purchasers will have their tickets e-mailed to them in advance of the event where Possible. If the event is not sold out tickets will be available on site at the box office. These must still be paid for online as there will be no cash handling on site
- 18.6 Web information will include travel details, timings, do's and don'ts, etc
- 18.7 Tickets will be checked at the entrance and exchanged for wristbands. A running total of ticket holders on site will be tallied through scanning tickets, counting tickets or by clicker as appropriate – this will include a count of those leaving site.

19. CATERING

- 19.1 There will be a number of catering outlets on site catering for all tastes and to provide food for those camping and working on site.
- 19.2 All caterer documents will be collected, scrutinised and shared with the local Council at least 2 weeks in advance of any event if required.
- 19.3 Any catering outlet with a food hygiene rating of 3 or less will not be booked onto site.

- 19.4 Staff will check details of caterers on site and will scrutinise hygiene, washing, disposal of waste (skips and bins provided) and disposal of grey water (containers provided and emptied by our waste carrier or toilet contractor). All catering structures will be reviewed on site to ensure they are inherently safe and not prone to collapse in windy conditions.
- 19.5 We will work with the fire service to provide appropriate fire separation between units and will stipulate the extinguishers that all caterers need to bring with them depending on their method of cooking.
- 19.6 Toilet and handwashing facilities exclusive to caterers will be provided on site.

20. SANITARY FACILITIES

- 20.1 We will utilise the risk assessment method for calculating toilet numbers from HSG195 and thepurpleguide.co.uk.
- 20.2 Toilets will be positioned around the site so that all areas have a provision. All toilet blocks will be close to hard standing or trackway to facilitate emptying and cleaning.
- 20.3 All toilets will include handwash facilities.
- 20.4 In all places where toilets are grouped together there will be a provision of accessible units for wheelchair and disabled patrons. Where possible these units will also include baby change facilities.
- 20.5 We are not currently aware of any mains drainage on site, so all waste and waste water will be transported from site by tankers from a registered waste carrier.
- 20.6 There is a water supply on site and work is ongoing to improve the reach of this facility, including burying of some permanent pipes. Water quality will be tested in advance of the event and the results shared with the responsible authorities.
- 20.7 All water outlets on site that are drinking water will be appropriately marked and regularly sanitised. All taps at public points will be percussion type to prevent waste of water. Catering areas will have standpipe taps with twist taps to assist in filling vessels for cooking.

21. FIRST AID / MEDICAL

- 21.1 First Aid cover will be provided by HK Security and Events and Elissa Gold who forms part of the Production team.
- 21.2 Medical provision will be in-line with the HSG195 risk assessment calculator and will include a base on site for treatment of casualties and a number of vehicles for patient transfer as required.
- 21.3 The intention is to minimise the impact on the local NHS service.
- 21.4 All staff will know how to access first aid assistance.
- 21.5 The Production team will keep an accident log book during build, event and get out and will have access to a First Aid kit. RIDDOR forms will be sent to HSE and the relevant Authority (Harborough) for this event.

- 21.6 Additional Medical information will be shown in the Appendix.
- 21.7 Our First Aiders will engage with the local NHS Trust in advance of the event to ensure all protocols are understood and to establish 24 hour contacts for A&E and other relevant Services.

22. NEAREST HOSPITALS:

**Adenbrookes Hospital
Hills Road,
Cambridge CB2 0QQ
01223 245151**

23. FIRE EXTINGUISHERS

- 23.1 Fire Risk Assessments will appear in Appendix B.
- 23.2 FFE On site:
Each caterer will be required to bring suitable and sufficient fire extinguishers for their outlet. All contractors will be asked to bring their own FFE commensurate with their risks.
- 23.3 The highest level of fire risk for this Event will be:
- Generator Fires – good equipment from reputable suppliers
 - Electrical fires – all equipment inspections will be carried out.
 - Discarded cigarettes – Sand/Butt bins and other facilities will be provided for cigarettes.
 - Grass fires – all grass and undergrowth in occupied areas will be cut short and the leaves collected.
 - Arson – security and stewarding will be present at all times.
 - Pyrotechnics – not currently any booked/planned.
- 23.4 Additional Fire extinguishers will be provided depending on changing risk assessments and sited as Fire Points in areas where staff will have free access to them – especially in car parks, camp sites and close to generator compounds.
- 23.5 Vigilance with regard to fire will be reiterated to all staff and contractors during briefings.
- 23.6 Fire Fighting Equipment:
See Fire Extinguisher Schedule in FRA – Appendix B.

24. REFUSE / WASTE

- 24.1 The waste contractor for Wild Wood Events Ltd. is **TBC**
- 24.2 All Wild Wood Events Ltd. contractors, caterers and staff will be asked to bag up waste and leave in strategic positions across the site for collection by the waste contractor.

- 24.3 Litter picking of the site will be constant with concentration on arenas after entertainment has finished each night.
- 24.4 Where possible, waste will be separated on site for recycling, especially at bars and catering units with separate spaces for glass (decanted bottles not given to public) and cardboard (from boxes and deliveries).
- 24.5 Any unseparated waste will be taken from site and sorted for recycling elsewhere.
- 24.6 Statistics for recycling will be collated and shared post-event.
- 24.7 All caterers will be given strict rules for the type of containers, wrappings and cutlery they can use on site – See Appendix.

25. MAINTENANCE

- 25.1 All Contractors for Wild Wood Events Ltd. will leave a supervisor and/or crew on duty for the event. They will be contactable by mobile phone and radio at all times and will be in contact with the Production Director.
- 25.2 The landowner will provide maintenance services to the fabric of the sites as necessary.
- 25.3 Any routine maintenance to the site or other uses will be postponed during the build, live event and strike.
- 25.4 Any essential (and emergency) maintenance will be discussed with all partners before undertaking any work on site.

26. LOST PROPERTY/FOUND ITEMS

- 26.1 Any lost items will be logged by either Production or security control, collated and set aside for future collection.
- 26.2 Luggage, bags and suspicious packages will not be collected by stewards. If suspicious packages are found, the Event Manager will be informed and they will liaise with Security to assess the risk to the public in the immediate area, and to the event as a whole. See separate section on emergency planning.
- 26.3 Anyone who reports lost items should initially be directed to Security Personnel in the first instance. Personal details may be taken for lost items that turn up at a later date. Members of the public will be advised to contact Wild Wood Events Ltd. offices after the Event, if items have not already been found.
- 26.4 Anyone claiming lost items that have been found during the event will be required to give proof that the item is theirs and details will be logged by the security supervisor during the event.

PART D: LIVE EVENT OPERATION

27. KEY PERSONNEL / HIERARCHY OF CONTROL

- 27.1. The Event is organised by My Little Festival/Wild Wood Events Ltd.
- 27.2. An organisational plan is shown below at Appendix K.

27.3. A full list of all event contacts can be found in Appendix E.

27.4. On site management will be the responsibility of Wild Wood Events Ltd. Production Manager and aided by the members of the Event Management Team.

27.5. All contractors will provide staff lists and credentials.

27.6. Security will keep a register of all staff deployed at the event.

27.7. There will be a show-stop procedure for the event that can only be triggered by a few key management staff – see detail in Appendix D.

28. CONTROL AND COOPERATION AT THE EVENT

28.1. The first point for all operational queries should be to Event Control/HQ which will be based in the marquee upon entry in to the event arena.

28.2. Production will address matters of H&S when on site during the build, live event and de-rig.

28.3. All partners will be invited to be part of the Event Control area so that communication links are their shortest (ie face to face).

28.4. Event Control has a radio system that reaches all areas of the site. These radios will be shared with critical event staff to ensure they are linked in and contactable throughout.

28.5. Traffic Management may have a representative in Event Control, but their main management resources will be out monitoring flow in the local area.

29. CAPACITY & CROWD MANAGEMENT

29.1. Primary people management objectives are:

- To create a joyous and peaceful event that will allow the audience to celebrate or experience Wild Wood Events Ltd. events in their own way
- To provide a pleasant, safe and secure environment within the site
- To promote a relaxed atmosphere where visitors can enjoy the social nature of the event
- To ensure that those not engaging with the event can continue on their daily business with as little disruption as possible outside of the site.

29.2. The Security & stewarding contractor for Wild Wood Events Ltd. is HK Security and Events Ltd.

29.3. The management and staff shall have many years' previous experience at ensuring safe and secure environments at events. The Security Supervisor, Production Manager, Safety Advisor, Event Manager, Site Manager and Tech Manager will meet onsite during the build, break and (if needed/possible) live event; due to the nature of the build/event/break-down schedule it is unlikely that regular meetings for the key event management team members and partners will be instigated; instead, avoiding the peak periods of the live event, control meetings will be organised daily to ensure information is being communicated, to gauge the mood on site and to agree changes; radio checks and a reporting system will be instigated for all other periods.

29.4. No person under the age of 18 years shall be employed as security or stewarding personnel.

29.5. More information regarding security and crowd safety management is available in **Appendix G**

30. ACCESS and EGRESS

- 30.1. Vehicular entrances are shown in the Traffic Management Plan at Appendix S and on the site plans at Appendix C.
- 30.2. All vehicles and equipment for the build and break will be seen onto site by a banksman and removed to park elsewhere as soon as they are empty.
- 30.3. Access to the route is by prior arrangement only – we will have a list of all vehicles expected and each will be issued with a timed security pass on arrival.
- 30.4. All staff and contractors present at the event will wear a pass that has been shared with security to aid in recognition of valid access rights – especially to back of house areas.
- 30.5. For egress we intend in all normal circumstances to use all routes available
- 30.6. In an emergency we will decide which may be the best routes away from danger and communicate this to staff – (see Appendix D for Emergency Plan).
- 30.7. Pedestrian egress from the site is not encouraged and we will arrange for taxis and other vehicles to pick-up and drop-off from a designated part of the site/car park.
- 30.8. If, by the time of the event, UBER taxis are a factor in the area, we will liaise with their national control to set an exclusion area around the site which will direct all pick-ups and drop-offs to our chosen site to reduce disruption to local traffic.
- 30.9. As and when needed and appropriate, additional site signage will be added to enhance the event environment and understanding for the public.

31. ACCESS FOR DISABLED VISITORS

- 31.1. Parking for Blue Badge holders is provided on site.
- 31.2. There is a section of the ticketing website that includes an access form for disabled patrons – this will enable the festival organisers to ensure adequate provision and facilities are provided on site.
- 31.3. There will be accessible toilets wherever we place other units.
- 31.4. In an emergency stewards and security will be on hand to assist anyone with mobility issues
- 31.5. Assistance dogs will be welcomed across the event.
- 31.6. Carer tickets are available free of charge if booked in advance.
- 31.7. These are outdoor events and some of the terrain is rough and uneven – this will be made clear to patrons in advance of ticket purchase.

32. SECURITY

- 32.1. The Wild Wood Events Ltd. security deployment will be appropriate to the level of risk. The main areas of risk are:
 - Audience profiling according to the line-up

- Anti-Social behaviour
- Flow of visitors around the site
- Focus and density of crowd in certain areas
- Drugs & Alcohol
- Stewarding in the event of an emergency
- Petty crime (eg pick-pockets; tent thefts)

- 32.2. It should be noted that, despite the section above, it is hoped that the largest role for security and stewarding staff will be Customer Service – assisting visitors and staff in providing and enjoying a great event.
- 32.3. No person under the age of 18 years shall be employed as security or stewarding personnel.
- 32.4. The Event Manager, along with the Security Manager, shall ensure that an appraisal of all security and steward requirements is agreed and that the positions, numbers and equipment of security and stewards shall be to the satisfaction of all parties. This will be shared with the wider event management team and is likely to be a condition of license.
- 32.5. Names, addresses and dates of birth for all non-SIA licensed security and stewarding personnel shall be available to the local Police and the Licensing Authority for checking if requested.
- 32.6. A register of the security and stewards employed on the site shall be kept. Details recorded in the register shall include: full name, date of birth, home address, employer, ID number and their signature. The register will also contain records of the date, times and location during which the individuals commenced and finished duty. The register shall be retained on site and will be available for 12 months after the event from the Security Contractors.
- 32.7. All incidents shall be recorded in an approved incident log. The incident log shall be open to inspection by agencies at all times in the control area.
- 32.8. Security staff at entrance points may use magnetic “wands” to scan each person for concealed weapons and contraband. Bag checks will be carried out as appropriate with regard to the event risk assessment, threat levels and the advice of the Police through the SAG.
- 32.9. Once the event has a premises license and has established contacts with relevant officers and departments, we will develop a Counter Terrorism strategy appropriate to the event.

33. NOISE MANAGEMENT

- 33.1. See Appendix J for the Noise Management Plan

34. RADIOS AND COMMUNICATION

- 34.1. Radios will be multi-channel Digital two way units which will be in place for site management and contractors.
- 34.2. Chargers will be available; Mobile phones have good service in the area, but coverage is often affected when there are large crowds.
- 34.3. There will be a contact list for all event staff.
- 34.4. All Event staff will have radios and be trained in the use of them, following the appropriate

protocols.

- 34.5. Radio communication should always be kept to a minimum to allow space for essential communications.
- 34.6. To send a message: depress the talk button; speak your name and position and who your message is for; await response to your call; when asked to send your message please re-state your name and position and keep the message clear and concise; when your message is complete, listen carefully for instructions or be prepared to give further information. If someone is dealing with your call, there may be a short delay whilst facts are checked or resources are allocated etc.
- 34.7. Radios are tested by the providing company and spare batteries are available.
- 34.8. 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 not as to disturb the event.
- 34.9. Channel Allocations will be as below:

All personnel to communicate on Channel 1

35. COMPLAINTS/COMPLIMENTS/COMMENTS

- 35.1. All Event Staff and stewards should be capable and willing of taking complaints, compliments and comments from customers and of passing them on to the Event Manager. These messages may assist us in improving the event as we go along or may serve as pointer for any de-brief that takes place. Staff will have a method for recording these comments.

36. MISSING/FOUND CHILDREN PROCEDURE

- 36.1. Please see Appendix I.

37. BOMB THREATS / TERRORIST THREAT

- 37.1. We will use the "gov.uk" website which currently puts the threat level at **Severe** for International terrorism and **Substantial** for Northern Ireland terrorism.
- 37.2. If a bomb threat is received staff should contact the event manager immediately.
- 37.3. In the event that a bomb threat is received, staff will pay attention to:
 - Timed to go off at.
 - Location of bomb.
 - Identity or code word or caller.
 - Text of message.
 - Details of the caller: sex, age, speech, background noises.
- 37.4. Should a threat be received the Event Manager will liaise immediately with the Police and be prepared to invoke the Event Emergency Plans.
- 37.5. Event Organisers will be in contact with the Police and their CT advisors.

38. EVENT EMERGENCY / EVACUATION PLAN

- 38.1. The Emergency Plans as stated in Appendix D will be shared with all senior staff at the event
- 38.2. Elements from the plan will be included in staff and volunteer briefings as necessary
- 38.3. Prior to the live event, Wild Wood Events Ltd. and partners will follow the emergency plans already in place for the site and local area.
- 38.4. All personnel will become resources to whichever emergency service takes primacy in the event of a major incident
- 38.5. Our emergency plans will differentiate between incidents which can be dealt with utilising the resources on site, and major incidents which require mobilization of large numbers of emergency resources from off-site.

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APPENDIX A – ARTIST LINE-UP – EVENT SPECIFIC

SPACED OUT WEEKEND ENTERTAINMENT LINE-UP

- TOM FINDLAY (GROOVE ARMADA)
- SEB FONTAINE
- PABLO RITA
- WONKY DISCO
- ENCHANTED CINEMA
- STARLIGHT BOUTIQUE (CRAFT WORKSHOPS)
- THROUGH THE GRAPE VAN (WINE TASTING)

SUN SET SOCIALS ENTERTAINMENT LINE-UP

- DAN SHAKE
- PBR STREETGANG
- DANIELLE MOORE (CRAZY P)
- WONKY DISCO
- STARLIGHT BOUTIQUE (CRAFT WORKSHOPS)

APPENDIX B RISK ASSESSMENT CONSIDERATIONS

To view main risk assessment and Covid-19 risk assessment - See separate accompanying documents

Bv - FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT
1: PREMISES PARTICULARS
Premises Name: Wildwood Festival Site
Use of Premises: Event Space
Controller of Premises: TBC
Address: Horseheath Racecourse, Cambridge
Date of risk assessment: August 2020
Date of review: February 2021
Next review: May 2021
Fire Risk Assessment by: Vicky Fenton and Elissa Gold
2: GENERAL STATEMENT OF POLICY

The Fire Risk Assessment will be formally reviewed by the local Fire & Rescue Service via the SAG and licensing process prior to the event and where necessary, recommendations will be made to the Fire Safety Manager for amendments, improvements etc.

3. MANAGEMENT SYSTEMS

Although having overall responsibility for fire safety matters the WILDWOOD organisers have made the Fire Safety Manager (H&S Advisors) responsible for fire safety matters which include the fire risk assessment and all matters pertaining to it.

This person will be responsible for: -

- Deciding the fire safety protective and preventive measures
- Informing other responsible persons what those measures are
- Ensuring they are implemented and communicated to other employees
- Ensuring coordination between other responsible persons
- Liaison with Local Authority Fire and Rescue

Fire Safety will be an agenda item for the pre-planning and on site safety meetings.

The Fire Safety Manager will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation. The Fire risk assessment will be completed utilising legislation, guidance, best practice and experience.

It will identify all of the risks and potential risks and implement measures to remove those risks or reduce them to an acceptable level of control The Fire safety planning for the event site will be considered in a number of stages:

- Venue design, selection of workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing, (the 'build up');
- Safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting, and the protection of crew, (the 'load in');
- Effective fire safety during the event ('the event');
- Safe removal of equipment and services, (the 'breakdown');
- control fire risks once the event is over and the infrastructure is being dismantled, (the 'load-out');

The Fire Safety Manager will have responsibility for all fire related matters and will work jointly with the Event Manager. Health and safety information will be communicated to employees via briefing sessions, programmed safety meetings, training, written correspondence and via radio or telephone communication.

Compliance and effectiveness of the assessment will be continually reviewed prior to, during and after the event. During the event continual review of the Fire Management plan will be completed by the Fire Safety Manager and fire team. All incidents and outcomes of checks on fire precautions will be recorded and any reportable incidents will be notified to the Local Authority.

4. GENERAL DESCRIPTION OF PREMISES

Description:

Spaced Out Weekend and Sunset Socials – socially distanced entertainment with camping
Using the woodland area of Horseheath Racecourse.

The site briefly comprises:

Green Field site with hard standing or trackway routes across it.
Woodland area with mix of dense undergrowth and cleared areas.
Entertainment in arenas and marquees
Staff and public camping – small scale, low numbers.
Catering Outlets
Car Parking area

Occupancy:

Times the Premises are in use:

24 hour period – one day event The premises license applied for permits 4,999 at any time. The site can hold considerably more than this. Each event will hold a maximum of 300 people on site at any one time.

Size:

Building footprint (Metres x Metres): N/A

Number of floors: N/A

Number of Stairs: N/A

5. FIRE SAFETY SYSTEMS WITHIN THE EVENT SITE

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other):

There is no automatic fire detection system within the exterior areas of the site or in larger premises such as marquees and main stages.

Fire detection is by manual visual means.

Fire warning is by manual means and public address systems.

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266): N/A in the wider woodland landscape

All enclosed structures will have emergency lighting as appropriate for their size.

Lighting and Festoon around site will be powered by generators.

Other: (i.e. Sprinkler system to LPC rules BS 5306): Not applicable

6. SITE PLANS (SEE APPENDICES TO THE MAIN DOCUMENT)**7. IDENTIFY FIRE HAZARDS****SOURCES OF IGNITION**

Identification of	Present – yes or no	Methods in place for	Outcome
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ignition sources		control	
1. Smokers materials	Yes	As per the Health Act 2006 Smoking is not permitted within significantly enclosed structures and work spaces. Fire fighting equipment is provided at Fire Points throughout the venues. Sand/Butt buckets will be provided for cigarettes.	Adequate
2. Naked Flames (nonperformance)	Yes	Any open fires will be contained within a metal structure and raised off the ground – they will be tended by a fire marshal at all times. Security and Fire teams to carryout regular fire patrols as part of their duties. Fire-fighting equipment will be situated in appropriate strategic places throughout the sites.	Adequate
3. Electrical Equipment	Yes	Signed off by contractor to BS:7909 All generators earthed 30ma RCDs throughout PAT testing on appliances	Good
4. Hot Processes	Unlikely	Welding and metal grinding during the build – managed by site team, fire fighting equipment available Competent staff, safe systems of work, safe equipment.	Permit Required
5. Cooking / Caterers	Yes	All concessions carry FFE. All LPG installations certified.	Inspect
6. Engines	Yes	Diesel generators are preferred on site and used wherever	Good

		possible. Generators sufficiently remote from fuel sources – double banded. All generators certified by suppliers. No re-fuelling required unless by contractors to WILDWOOD	
7. Machinery and Plant	Yes	Fit for purpose and in good mechanical order. Audit trail of inspection, only diesel fuelled vehicles and plant	Good
8. Lighting Equipment	Yes	Installed by competent contractor – someone with Knowledge, Experience, practical Ability and Training. Correct equipment used No flammable material on stage lights	Good
9. Arson	Unknown	Security patrols	Good
10. Naked Flames during show	Possible	Any show utilising flame or pyro will submit a separate FRA.	TBC

7. IDENTIFY FIRE HAZARDS

SOURCES OF FUEL

Identification of ignition sources	Present – yes or no	Methods in place for control	Outcome
1. Flammable liquid based paints, thinners, varnishes, etc.	Possibly	COSHH store, no smoking, controlled use.	Adequate
2. Petrol	Possibly	Petrol generators not favoured on site; on the rare occasional use storage of petrol will be in a suitable container kept in a secure area away	Monitor

		from the generator. These will be turned off prior to refuelling.	
3. Diesel	Yes	All generators have internal bunded fuel tanks;. No smoking and other signs. No re-fuelling required unless by contractors.	Good
4. Paper/card/other combustible material	Yes	Waste management schedule to prevent build-up of waste material. Waste storage area segregated from public areas. We will segregate combustible waste from other waste. Site patrols to monitor waste management.	Good
5. Plastics	Yes	All tents/marquees of plastic laminate construction all to relevant BS; MUTA reg, etc and to be flame retardant	Adequate
6. Foam	Unlikely	Furniture all to BS EN 7176 and to be flame retardant.	
7. LPG (caterers)	Yes	Present in catering units, only a maximum of 2 cylinders permitted per unit. Secured but not locked and remote from sources of ignition/fuel and public access Gas Safe certs required.	Good - Inspect
8. LPG (Flame effects)	None	Installers to provide risk assessments and method statements.	N/A
9. Other gases	Yes	O2 by medics, no smoking, correct storage.	Adequate
10. Furniture/textiles	Yes	To BS EN 5852	Adequate
11. Construction	Yes	Class 0/1 or Timber	Adequate

materials (hardboard/ chipboard, etc) for construction		<25mm Ply/MDF <18mm	
12. Loose brush and branches lying on the ground	Yes	Areas for gathering in the woodland area will be cleared of loose materials before public allowed on site. Any loose wood collected may be used in controlled campfires as above.	Constant Monitoring

8. IDENTIFY PEOPLE AT RISK

People at risk: Employees Members of the public Artists/Participants

Employees are distributed throughout the event site.

Public free and open access to public areas only Participants and contractors are briefed on the fire evacuation procedures and site safety procedures.

Where visitors are identified as having disabilities that would prejudice their evacuation, their carer will ensure that they are assisted, members of security will also assist where required and measures will be put in place to ensure their evacuation in the event of fire.

At the present time there are no employees with disabilities that would prejudice their escape in the event of fire.

Some employees work late and may find themselves isolated in areas of the event site, under these circumstances they will work in pairs whenever possible.

Performers using fire as part of their act will provide risk assessments and method statements to mitigate the risk.

9. HORIZONTAL MEANS OF ESCAPE

All employees are briefed in what actions to take on hearing the alarm over their radio or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises.

Any full or partial evacuation of the site will be managed by trained security staff and, in addition, the public may be notified by use of the Public Address system, PA systems are often powered by twin generators in case of power failure, however, battery powered loud hailers will be available as a secondary means of communication.

There are sufficient fire exits of suitable width from the individual sites and venues that will allow all persons resorting to the area to evacuate in the event of fire. There are no dead end conditions – all routes will lead to an exit to a place of relative safety. All enclosed structures have adequate exit width for the venue capacity; there are no single route exits and travel distances are within the accepted limits.

It is anticipated that a fire within a structure would be a slow to medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed fairly soon after ignition by employees or due to the attendance of security. Areas behind marquees will be regularly checked by venue staff and zone managers for signs of fire or any other inappropriate storage, cooking, waste piles, etc.

Any fire within the site will be restricted in spread due to the spacing of structures, catering unit's and separation of stalls etc which will maintain an adequate fire break between blocks of units. The structure and layout of catering areas will be shown on the final site plans. For clarity we will treat each block of caterers or traders as one fire risk – therefore a fire in one unit will lead to evacuation of all in that block.

It is anticipated that all employees and persons resorting to the event would have evacuated any structure before any escape route becomes untenable. All escape routes are suitable for disabled evacuation and assistance is available at all times.

All door fastenings can be easily opened at all material times and all escape routes lead to a place of safety. All main emergency egress routes are continually manned by security staff

If it should become necessary to evacuate an area a system of progressive staged horizontal evacuation would take place leading all persons to a place of safety.

All combustibles will be closely controlled and kept away from escape routes, a regular site cleaning protocol will be in force.

Regular fire patrols will ensure the availability and operability of escape routes, fire lanes etc.

10. VERTICAL MEANS OF ESCAPE

The only vertical evacuation will be from the stages down a short flight of steps.

11. FIRE SAFETY SIGNS & NOTICES

There will be adequate fire safety signs and notices in enclosed premises. All fire safety signs, notices and graphic symbols will conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.

Exit signs will take the form of a pictogram symbol and may also be supplemented by text bearing the words "EXIT" or "FIRE EXIT", in conspicuous lettering.

12. FIRE WARNING SYSTEM

Spotters and patrols will be operating for the duration of the event as part of the security team.

During the event, Event Control will be in operation and Fire warning will be given by coded radio messages and utilising our Incident Plan.

The method for contacting Fire & Rescue will be a 999 call from WILDWOOD Event Control although a representative is welcome in the ELT at any time.

The trigger points for mobilising Fire & Rescue will be that any Fire incident involving insurable property and life risk.

This is likely to include:

- Fire involving a motor vehicle
- Fire involving a stage
- Fire involving any solid structure, i.e. Building, marquee, etc
- Fire involving any risk to life
- Structural collapse of any structure.
- Any incident beyond the capability of the on-site team.

13. EMERGENCY LIGHTING SYSTEMS

N/A

14. FIRE LIGHTING EQUIPMENT

Sufficient Fire-fighting equipment will be provided that is appropriate to the risks, the type and location is indicated on the fire-fighting equipment schedule below. All extinguishers will conform to BS EN 3: 1996 and be colour coded in accordance with BS 7863:1996 and BS 5306: 1985

Staff will only extinguish small fires, attack fires in the early stages, secure escape routes and prevent fire spread and escalation. They are not equipped for

structural Fire fighting and therefore will not commit internally to structural fire fighting.

Stewards who may be called upon to use fire-fighting equipment will be trained to a suitable standard. The use of Fire-fighting equipment by stewards or others employed on the site will be an emergency first response measure only.

Fire Fighting Equipment will be located in secure positions easily accessible by stewards, to prevent malicious use, damage or theft.

Fire and Rescue Service access to the site will be via the main routes available – the road traffic scheme will be shared with emergency services through the SAG meetings – any closures or restrictions will be removable for emergency access and manned at all times.

The access roads are all substantial and should be passable in all weathers.

Appliances / officers attending will be met by stewards and whenever possible a member of the Event Management Team; they will be identifiable by a Hi-Viz tabard and will approach the appliance on arrival.

Appliances/Officers will be directed/escorted to the incident location where they will be met and briefed by the area manager.

Should Fire & Rescue Service fire control receive a call to the event from a source other than the event organisers, they may wish to contact Event Control to ensure they are aware of the incident.

The Fire & Rescue Service will receive a call from the event control who will identify themselves as “The WILDWOOD Event Control Manager”

15. FIRE EXTINGUISHER SCHEDULE

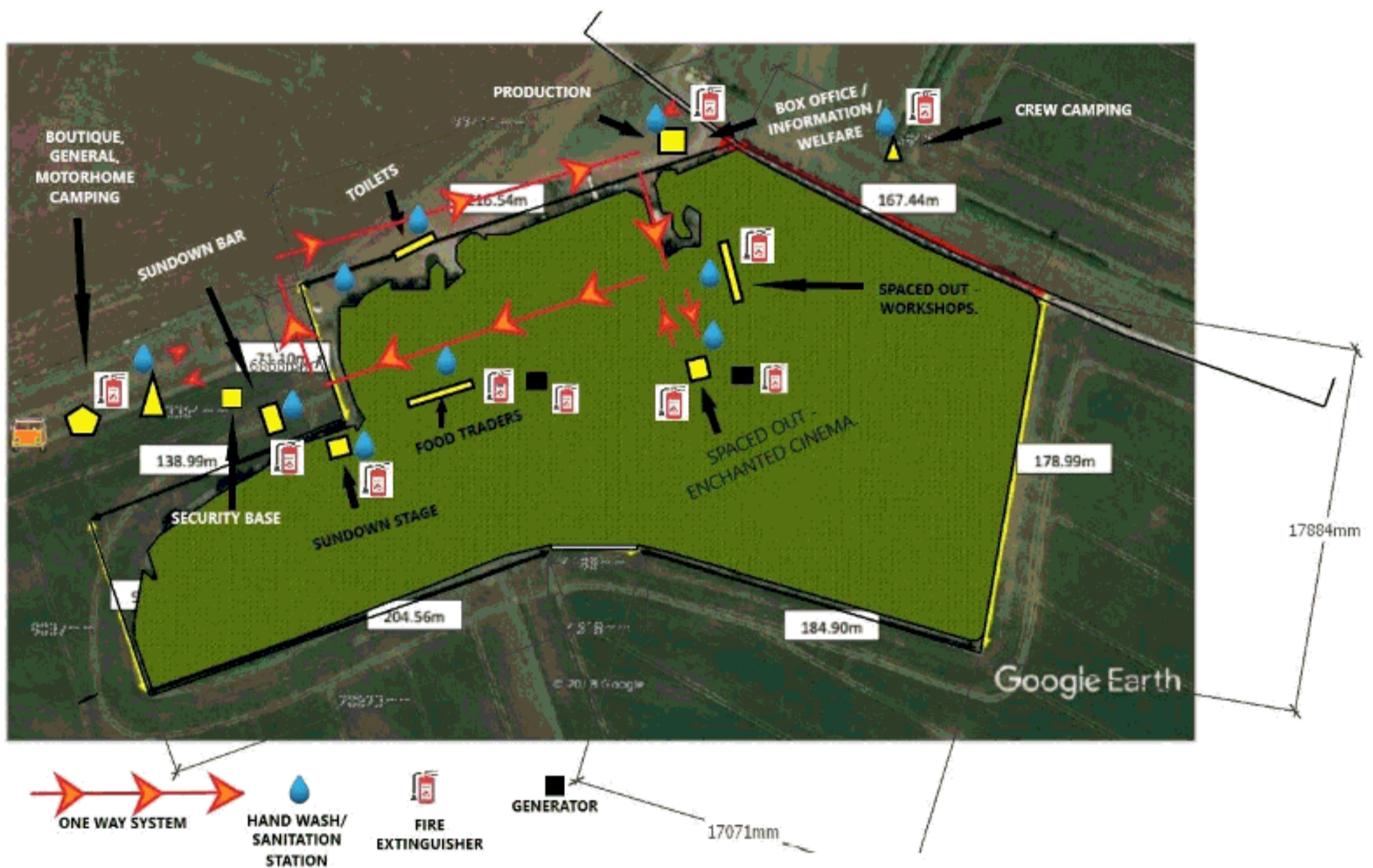
Each of the Fire Points marked on the plans below will consist of a Water or Foam extinguisher and a CO2 extinguisher where electrics are involved (most areas).

Close to any generators there will be a number of Dry Powder extinguishers in case of diesel fire.

The Extinguishers in the Car Park will be a combination of Foam and Dry Powder.

APPENDIX C - PLANS

A) MAIN EVENT SITE - SPACED OUT WEEKEND



B) MAIN EVENT SITE - SUNSET SOCIALS



C) LICENCE EXTENT & EMERGENCY ROUTES TO SITE



APPENDIX D – INCIDENT & EMERGENCY PLANS

Introduction

Security and stewards will be positioned in various areas: at static points and with the site to comply with the risk assessment carried out by the security contractor (Show and Event Security Ltd - SES) after liaison with the Event Production Team (see also Appendix G)

Their risk assessment will take into account:

- The nature of the site
- The nature and size of the expected audience
- The license and performance programme
- The stewarding of exit points and fire controls

SES will appoint a security manager whose sole role is to ensure that security and stewarding arrangements are adequate and that there is effective communication with, and full cooperation is given to the Event Management Team, the emergency services and officers of South Cambridgeshire District Council (if on site). This manager or a nominated representative will be located in event control for the duration of the event.

Security zone supervisors will be appointed to separate areas for command and control purposes. The supervisors have been briefed upon the routes around site and the layout of the infrastructure in general, and their working area in detail.

All security officers and stewards will be identified by wearing uniforms. Those positioned on roadways will wear high visibility vests or jackets.

SIA registered staff will wear ID badges in keeping with the SIA rules.

All stewards and security staff will be identifiable as such at all times they are on duty.

Each security officer will have direct radio contact with security control (in event control).

Each security officer/steward will be fully briefed on their duties and carry a briefing pack that will include radio frequencies, command structure and a plan of the site showing infrastructure and exits.

The Event will employ an experienced management team to supervise different areas of and aspects of the event for command and control, and to ensure that incidents can be dealt with quickly and efficiently.

Method of Operation

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

Condition Amber - Staff to be aware that there is a potential major problem and to be standing by to put into effect the operational above.

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

The authority to change the alert status shall be a joint decision between those present in Event Control.

Operational Actions

Condition Amber

Radio control shall be instructed to broadcast the following announcement:

“CODE 2020 FOR EVENT CONTROL AMBER AMBER” (repeat)

The following procedures shall be implemented:

The ELT shall assemble at Event Control as a forward RV or any other designated and identified space for larger incidents.

All staff to observe radio silence unless passing an urgent and relevant message. Senior security supervisor to proceed to the location of the incident, assess the problem and report back via radio to the ELT

If appropriate, designated members of the ELT will go to the area to further assess the situation.

Event Director to ensure that the entertainment is ready to stop and PAs ready to be used to make announcements.

Stewards to be on standby to remove any barriers or other obstacles from exits. Access onto site kept clear for emergency vehicles.

Condition Red

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

“CODE 2020 IMMEDIATELY CONTACT EVENT CONTROL RED RED”

The following procedures shall be implemented

The area immediately surrounding the incident to be secured by security. Radio silence to be observed unless passing an urgent and relevant message. Security and stewards to ensure that the only vehicle movements are emergency vehicles.

Security and stewards to ensure no vehicle movements unless removing vehicles for access/egress.

All security and stewards to stand by for the instructions for evacuation of sections of the site.

NB: In reality, although there may be an evacuation of some spaces from the site, the action would be a dispersal of the crowd in that area and movement to another area during an incident; moving them to a safe place away from the incident as soon as possible. Should an evacuation occur, it would be unlikely that the whole site would evacuate, just an isolated section. A full evacuation would see further adjacent land brought into play to corral public and staff while waiting for a decision on a major incident plan for that moment.

*Standing down from condition **RED** or **AMBER***

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

“CODE 2020 FOR EVENT CONTROL IS CANCELLED”

“EVENT IS NOW CONDITION GREEN”

Code Words

Alarms or threats will be evaluated on their merits, but in circumstances where the first response is to investigate further, specific instructions or coded announcements (that are understood by staff/workers) may be used to alert those staff having an emergency role. Coded announcements should take the form of a distinctive phrase shared in advance with all agencies but be unlikely to alarm or alert the audience. All personnel involved should stand by at designated emergency positions and await further instruction.

The following code words are proposed for Wild Wood Events Ltd events:

Special Unit Batman: Bomb Threat

Special Unit Catwoman: Crowd Control Problem

Special Unit Flash Gordon: Fire

Special Unit Magneto: Medical Emergency

Special Unit Spiderman: Structural Problem

Special Unit Wolverine: Extreme Weather

Special Unit Oracle: Organiser Required At Scene

Special Unit Elektra: Electrical Storm

CODE 2020 Change of alert state

Notwithstanding the above detail, it is often difficult to ensure casual staff and volunteers understand and remember code words, even if they have a prompt card handed out. Therefore Event Control will be more than willing to take calls that are straight and to the point – a fire called as such – for clarity.

Evacuation Procedure overview.

Any evacuation will be managed by security and site staff (unless the police or other emergency service have to take charge of the situation – Major Incident).

Access change for emergency access

Depending on the incident’s location, the emergency services will be called and notified of the RV point via Event Control and will be met by a member of the management team. Access points for emergency services will be decided dependant on location and location of incident although there are, in effect only 3 useable entrances – see plans in Appendix C. All Emergency Services are invited to send representatives to Event Control for the day to improve communication of any emergency incident.

It is hoped that the local SAG will convene on site in the days immediately preceding the event to understand the layout; NHS crews and Fire & Rescue Services watches will have an open invitation to drive around site for familiarization.

Inclement Weather

If the event is temporarily affected, halted or cancelled due to inclement weather, PA announcements will be made to inform MOTP to leave the event site and proceed to a place of safety. Continual announcements will be made over all pa systems/loud hailers to inform when the event site is safe to return to. Wildwood, Council and Emergency Services comms teams to use social media and internal and external channels to communicate any

messaging (as appropriate).

The decision to permit re-admission to the incident area and the restarting of the event will be made by the ELT. However, after any mass evacuation of the whole site it is likely that the order will be for dispersal and the event will not be re-started. This will depend on the number attending, the feasibility of continuing with a full scale event and the mood of those attending.

Evacuation

The purpose of this plan is to prepare and organise for the Wildwood event managers to be able to conduct a time sensitive, safe, secure, orderly and efficient evacuation of the site, whilst providing an overall view of the event management on site.

Potential emergencies, such as fires, explosions, bomb threats, chemical releases, stage collapse etc. will require some or all of the staff, performers etc and spectators to evacuate the site or parts of it. This plan will provide guidance for the management, staff and spectators, and will minimize threats to life and property.

This plan will apply to all potential emergencies on the site that may require evacuation of staff, performers, VIPs and audience to a place of safety. This plan relates to all persons around the site that we can reasonably influence.

With such a large site and the surrounding roads, any emergency evacuation, planned with the advice of Emergency Services, would be, most likely, of only part of the site. In most foreseeable events this would not involve the audience leaving en-masse in one direction and the possibility of congestion that could involve. For most areas there are several large spaces on the perimeter of the site which public could be evacuated to if needed. The surrounding roads could also be closed and used as evacuation areas in severe and extenuating circumstances.

Whilst buildings and structures have evacuation time of between 2 and 3 minutes dependent upon the type of structure that it is, open festival sites such as this do not have defined evacuation times due the various types of emergency scenarios that may develop. Often it is only necessary to move crowds away from an area of danger rather than to implement a full site evacuation and this can be completed within a few minutes.

In the event that a situation developed whilst members of the public were in attendance at the event that meant the event had to be cancelled and could not continue, depending on the developing scenario the response could be to ask members of the public to disperse gradually or there may be a requirement to implement an immediate full-site evacuation and move everybody off of the festival footprint quickly in an acceptable period of time.

For an immediate full site evacuation, it is deemed that a time of 10 minutes (under RRO FRA guidance) is an acceptable period of time to evacuate the total site capacity off the festival footprint. In the event of a full site evacuation members of the public would be stewarded away from the location of the incident and would exit the site using the most appropriate route for the scenario that is developing.

Participants would follow the route to the nearest exit point, or an exit would be created by removing barriers and infrastructure.

For partial evacuation of outdoor areas within the event footprint it is deemed a time of 6-8 minutes to be an acceptable period of time to evacuate part of the site capacity away from an area of danger.

There are two main points where emergency vehicles can access the site without the removal of some infrastructure or barriers.

We would avoid evacuating people onto adjacent roads unless absolutely necessary as this causes other dangers to them. For this reason, we would primarily look to evacuate the audience into the surrounding landscape if possible.

Rendezvous Points (RVP)

To facilitate vehicle access onto the event site the ELT will liaise and instruct the emergency services as to the best access to be used. These points will be a place to muster response vehicles rather than immediately approaching any incident. Points will be labelled with RVP and a letter on the site maps which will be in the event plan. It may be that emergency service response will come from outside the District and security staff will be briefed to expect that any access point may be used.

All staff working on the event will be asked to come to a designated rendezvous point post any incident so everyone can be accounted for.

RVP – TBC – See site plans in Appendix C.

Evacuation of the Festival site

If a major incident was to happen whilst participants and public were on the site then the event manager will immediately contact the event control and report the incident. They will also convene with security manager to discuss the situation and decide on the best course of action. If the situation requires immediate action then the event manager/ security manager would put immediate plans in action feeding back to control at all times. If the nature of the event allows then the ELT representatives will attend site to discuss the course of action.

EVENT CANCELLATION PRIOR TO THE DAY

Whilst it is highly unlikely that the event would need to be cancelled in the days running up to the event it is possible. Possible reasons for cancellation would be that; the event site is for some reason not ready to accommodate the event; severe weather forecast; or that the organisers have been advised that the prevailing security situation is such, or that problems around the site have arisen to a degree, that it would be unwise to proceed with the event.

Wild Wood Events Ltd, Council and other websites and media contacts can also be used to advise members of the public that the event has been cancelled. Since members of the public will not have already started their journey this gives ample time for the message to be put over. Any persons unaware of the cancellation would be advised on their arrival at the site by appropriate signage and a small event staff presence. Persons can then make their way back home via their own, or public transport.

EVENT CANCELLATION PRIOR TO THE OPENING OF THE EVENT SITE

The likelihood of a cancellation at this scenario is considered to be lower than cancellations in the days prior to the event unless this was as a result of a direct specific threat to the event; the loss of a major section of the site; or a specific threat to the locality as a whole.

In these circumstances it is likely that many members of the public may have started their journey to the event and can therefore only be contacted via the media and signage on route. (Social) Media contacts will be used to put out the message that the event has been cancelled. As some of the people will arrive to the event via train and coach, transport providers will be asked if advisory signage can be displayed at appropriate transport nodes and verbal announcements made. Security will be redeployed to the stations and transport hubs around the area to inform the public that the event is cancelled.

Those arriving at the event site unaware of the cancellation will be advised of the cancellation by signage and a staff presence at the entrances. Persons can make their way back home.

EVENT CANCELLATION AFTER EVENT STARTS (NOT REQUIRING EVENT SITE EVACUATION)

This scenario is also considered to be unlikely. Possible causes would be a last minute major incident occurring or a specific threat, which would significantly affect the event or un-forecasted thunderstorms or other adverse weather which may affect the event or an element of the event.

At this stage most people will either be already at the event site or in the latter parts of their journey to it.

Media contacts will be used where possible to put out the message that the event has been cancelled, local transport providers will be asked to display advisory signage at appropriate transport nodes to help stop those who have not yet arrived, continuing to the event site. Event staff on the approaches to the event site would turn around those continuing to arrive. Security will be redeployed to the stations and transport hubs around the area to inform the public that the event is cancelled.

EVENT SITE EVACUATION AFTER EVENT IS OPEN

In most cases incidents would only require an immediate evacuation of the immediate area around the incident location to create a safety zone and operational zone for an emergency response rather than a full evacuation of the whole site. There are a number of scenarios requiring the evacuation of the event site, including fire, structural collapse, terrorist threat or terrorist action to the event are considered to be the only reason for immediate evacuation of all parts of the site. It is debatable that if a full site evacuation were to be required that the event would restart and members of the public allowed back into the site.

The Event Liaison Team will consider alternative routes away and around the site and instruct security to use the most appropriate routes through which to evacuate based on the prevailing circumstances. In the event of a significant incident that requires Multi Agency response from outside, the Command and Control will revert to tried and tested procedures as per the Resilience protocol for the County and District. Once dealt with it may be handed back if the event can continue (unlikely and dispersal is most likely outcome).

IDENTIFYING AND COMMUNICATING MAJOR INCIDENTS

The Command/ ELT will meet if required to be formed. For all major incidents and emergencies, the existing procedure is that the Duty Emergency Planning Officer is informed and they will deal accordingly and liaise between emergency Response

Organisations and those organisations and services already represented on site to coordinate the response to the incident.

The ELT group will evaluate situations as they arise and progress, taking radio and telephone communications. Site Security and First Aid will be deployed as appropriate to identify potential and actual problems, contain incidents supported by other onsite team members, and where necessary outside agencies, and to prevent further injury or loss of life. In the event that an incident (e.g. medical emergency, significant overcrowding or crushing, temporary structure collapse, fires or bomb alert etc) occurs:

Area managers and clearly identifiable security personnel working in close co-operation at key locations and patrolling the event will either identify or be informed of problems. The security personnel through the Security Manager who will report this to Silver (within the Events Control/ELT) and call for assistance as required (e.g. First Aid). The manager for the area where an incident occurs will take control of the situation advising the ELT as needed.

Notifications made by members of the public will be routed via security or stewarding personnel or the emergency services to the same location.

All notifications received externally by the emergency services should be routed through the relevant agencies' officers on site, or to the Event Control external number as shared in advance of the event.

In order to facilitate communication of any incident a plan covering the site and its environs will be issued. The plan will show the key features of the site, including exits and emergency access and egress routes. Each security person, key members of the event team and first aid

will be issued with site maps. Copies of these plans will also be made available to the emergency services as requested. Large gridded scale plans of the site will be on display in the event control office.

Persons reporting incidents will be briefed to state the precise location of the incident quoting the grid reference if they are aware of it.

The Emergency Liaison Team on site will evaluate the information and decide on the most appropriate course of action in the circumstances, which will allow for the best use of all resources.

The situation will be communicated to key staff over the radio system and messages appropriate to the situation given over the main PA system from the stage and from the other stages and venues. The messages will be communicated by the MCs as this is deemed more appropriate and members of the public are more likely to respond. In the event that the PA system is disabled/incident is remote from the PA system. Loud hailers will be used to issue the messages.

SITE EMERGENCY RESPONSE

Having received notification of an incident or situation the notification will be passed to the appropriate team for action. As all key teams and emergency services will be in communication with Event Control, all will therefore be aware of problems as they arise and develop, and will be able to give input, offer assistance or facilitate coordination as the situation dictates.

In all circumstances where the attendance of the emergency services would be required the nominated event representative will make a call through their own network and request assistance. A call should also be made to alert the Duty Emergency Planning Officer of the incident. Should comms not be available for the emergency services, a 999 call will be placed by the Event Controller.

MEDICAL EMERGENCY

In the event of notification of a medical emergency the medical response team (TBC) will be advised of the location and nature of the incident and will deploy staff. Security personnel co-ordinated through security control will secure as necessary clear routes for any ambulance access and egress.

If it was deemed appropriate for ELT to form, the Silver Command members will evaluate the information being received, advise any relevant agency, deploy security personnel, identify the extent of the area which may need to be evacuated and the routes by which this should take place and the routes via which emergency vehicles will approach.

If the medical response team do not have sufficient resource to handle the situation, then an NHS Trust response will be requested through a 999 call. If the call has been made prior to the ELT forming all relevant members of event staff and security personnel will be informed.

An Emergency Access Point (EAP) will be designated and a member of security staff will be deployed to meet the incoming emergency vehicles to direct them to the appropriate incident area either via the RV Points or a chosen EAP closest to the incident. Additional security will be deployed as appropriate to establish an access route through the event.

FIRE

It has been found that in most cases of fire or emergencies that occur during publicly attended events, the emergency services are called by members of the public by mobile telephones. Therefore, if any such events occur, staff should prepare for the arrival of emergency service crews, irrespective of whether or not staff have made a call.

Every occurrence of a fire or dangerous event should be reported to the Fire Service via the Event Control or 999 system. Full and specific information should be provided to the fire control operator and then an assessment will be made by them as to the level of Fire Service response. If a member of the public calls for assistance via the 999 system, fire appliances will be dispatched and this attendance cannot not be subsequently cancelled.

Further to this, any fire that occurs and is subsequently extinguished by on site staff, should be immediately reported to the Fire Service via the Event Control or 999 system. This call should be started with the statement that it is a 'Fire All Out'. The exact nature of the event should then be explained to the control operator and a local Fire Officer will make a decision as to, if or when, an attendance will be made.

The Fire Authority should be notified of all events resulting in a fire or suspected fire so as to allow them to pursue their legislative responsibilities to investigate and statistically record fire events. If the on-site provisions are not adequate and external resources are required the on site event control team will initiate a fire service response via the 999 system. All messages must include the precise location and the scale of the fire identified. The Duty

Emergency Planning Officer should also be notified of any incidents.

Security personnel deployed in the area having notified the situation to Security Control will immediately commence evacuation of the immediate area affected by the fire, their actions coordinated with other security personnel in the vicinity through Security Control. On confirmation that a fire is occurring the Event Safety Manager and marshals, who are trained in the use of fire-fighting equipment will be deployed to the location of the site to fight the fire. Depending upon the prevailing situation the persons will be evacuated to a suitably safe distance and the arrival of the fire service awaited.

Silver Command having evaluated the information being received, will advise any relevant agency, deploy as necessary further resources, identify the extent of the area needed to be evacuated, the routes by which this should take place and the route via which emergency vehicles will approach. The Emergency Liaison team / Silver Event Team will only perform this role until arrival of Emergency Response Organisations (ERO's) who will then take command of the incident in conjunction other services on site.

Instructions will be passed to the relevant security personnel for action in securing the evacuation by the required routes, clearing routes for emergency vehicles or other action required.

The Emergency Access Point (EAP) will be designated and a member of security staff will be deployed to meet the incoming emergency vehicles to direct them to the appropriate incident area. Additional security will be deployed as appropriate to establish an access route through the event.

BOMB OR TERRORIST THREAT

It is unlikely that any bomb or terrorist threat would be advised directly to the event site. Such a message would be more likely received directly, or indirectly, by the Emergency Services. Event staff will however be briefed to take any such call seriously, to take as much detail as possible including: background noise, accent and any specific details of where the bomb may be planted, time of detonation or any code word given. In the event that such a message is received Silver Command will be informed immediately.

The "Run, Hide, Tell" picture/statement regarding a terrorist knife or gun attack will be shown to all staff and contractors to ensure that actions in the event of an attack are uppermost in their thinking.

Event or security staff identifying suspect packages should ensure that, where possible the package remains under surveillance and is not disturbed, whilst a message is relayed to security control. Persons notifying suspect packages to Security and Event Staff should not use their radios or mobile phones to make the notification within 25m of the package.

Once a notification has been received the police will be notified and asked to consider the validity of warning message received and advise on action before an evacuation is considered. Security will be deployed as necessary to support the Police in locating suspect packages and alerted to radio use restriction around the package.

Silver Command having evaluated the information being received, will advise any relevant agency, deploy security personnel, and identify the extent of the area needed to be evacuated, the routes by which this should take place and the routes via which emergency vehicles will approach. The Event Liaison team / Silver Event Team will only perform this role until arrival of Emergency Response Organisations (ERO's) who will then take command of the incident in conjunction with the other services on site.

Evacuation radio for suspect devices are as follows:

SUSPECT DEVICE	CORDON SIZE
Briefcase	100m
Suitcase	200m
Car	400m
Lorry	800m

RUN	HIDE	TELL
<ul style="list-style-type: none"> •If there is a safe route run, if not hide. •Insist others go with you •Don't let them slow you down •Leave belongings behind 	<ul style="list-style-type: none"> •If you can't run, hide •Find cover from gunfire •Be aware of your exits •Try not to get trapped •Lock yourself in a room if you can •Move away from the door •Be very quiet, silence your phone •Barricade yourself in 	<ul style="list-style-type: none"> •Dial 999 when you are safe •Give your location •Give the direction the attacker is moving •Describe the attacker •Give any further information •Can you safely stop others from entering the area?

Staff will also be informed:

During the build/derig and the events, if you see anything suspicious or out of character from anyone within or close to the event arenas, or spot any equipment or baggage/luggage/rucksacks etc. left anywhere during the build/derig or at the event that cannot be accounted for, please report it to your primary Event contact immediately either by radio or in person.

NPCC
National Police Chiefs' Council

RUN
HIDE
TELL

IN THE RARE EVENT OF a firearms or weapons attack

RUN - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE - Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

TELL - the police by calling 999 when it is safe to do so.

www.npcc.police.uk/staysafe

ACTING ON SUSPICIOUS BEHAVIOUR

Please be mindful of the following information and ensure this is passed on to any staff or volunteers you are responsible for;

SAFETY: Think about your own and the public's safety.

SEE: What's happening and where is it happening?

TELL: Contact event management, the event control by radio or the Police Immediately. Tell them what's happening and where it's happening.

Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.

ACT: Stay safe, observe what's happening without placing yourself in danger and (if safe to do so) update the Police.

If you find a suspicious package;

Do not touch it

Move away to a safe distance

Contact Event Control (during the event), event management or primary contact (during build and breakdown) or if not available the police directly.

Prevent others from approaching

UNATTENDED ITEM

An unattended item can be characterised as follows:

'An object without a discernible owner but which is, in other respects, typical of what might be found legitimately at that location.'

Unattended items should be reported to event control, however please do not treat as suspicious automatically. Hundreds of bags etc. are left unattended in London daily and do not pose any threat.

SUSPICIOUS ITEM

H - Has the item been hidden?

O - Is the item obviously suspicious?

T - Is the item typical (or more likely) not typical of the environment?

Key Information you should collect for Event Control and Police: WHAT, WHERE, WHEN. WHY, WHO

TO REPORT, CONTACT THE EVENT CONTROL, VENUE MANAGEMENT OR PRIMARY EVENT CONTACT OR POLICE DIRECTLY

Police – 101 or 999

Confidential Anti-Terrorist Hotline - 0800 789 321

APPENDIX E – CORE CREW CONTACT LIST

NAME	POSITION	TELEPHONE
VICKY FENTON	CHIEF EXECUTIVE/LICENSE HOLDER	07545 629 579
ELISSA GOLD	EVENT PRODUCER	07540 770 362
MARK WORRAL	TECH MANAGER	
DAMIAN SASSE	SITE ASSISTANT	07846 154 650
HARRY KAY	HEAD OF SECURITY	07825 773 113
SAM COOKE	EVENT LIAISON	07515 850 581
DANIEL PIRI	BAR MANAGER	075852 288 82

APPENDIX F – CROWD SAFETY MANAGEMENT & CRIME REDUCTION

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1. INTRODUCTION

The *purpleguide.co.uk* suggests:

13.3 Crowd management should be considered as an essential element at the start of an event planning process. Its inclusion ensures that the correct design, information and management system is developed in tandem with other aspects of the event plan. It should follow a progressive path of:

- *arrival*
- *ingress*
- *circulation (event)*
- *egress*
- *contingency*
- *emergency procedures*

In recent times this approach has been widely adopted leading to the acronym DIMALICED to describe the various levels of planning and management involved.

DESIGN

INFORMATION

MANAGEMENT

These primary influences are applied across all elements of planning:

ARRIVAL

LAST MILE

INGRESS (both normal and emergency)

CIRCULATION (both normal and emergency)

EGRESS (both normal and emergency)

DISPERSAL

Many of these elements overlap with other sections of our event management plan – we will endeavour to highlight these links and direct the reader to the relevant sections. For 2019: There are no major changes to the layout of the site, no added fields for parking. Crowd Management at these events will be overseen by Production with tactical and operational assistance from SES Security who manage all security and stewarding staff on site.

The site layout (car park, entrance/search lanes, campsite and arenas) is designed to allow easy circulation of staff and visitors with wide spaces and areas to gather. The car park holds approximately 1000 cars with the expected number being closer to 100.

The purple guide (Chapter 7) suggests that average car occupancy for a green field site festival is between 2.2 and 3.5 persons per car. Taking a lower than mean average figure, we have calculated spaces available on 2.5 person occupancy per vehicle. We will be encouraging the use of public transport where available and will have a Pick Up and Drop Off (PUDO) area for taxis and private hire vehicles and so feel comfortable that car parking can easily be accommodated (see also Traffic Management Plan in Appendix S).

The Horseheath Racecourse Woodlands space shown for the festival on site plans (Appendix C) is approximately 66500 square metres of woodland. Even with the infrastructure added for these events, there is clearly enough space for many more visitors than the proposed capacity of 300.

The amount of infrastructure and equipment deployed for this event will be flexible depending on pre-event ticket sales and predictions for on-site sales. Items such as toilets, showers, security and stewarding staff will be held in reserve for the event and deployed if the attendance is any different to that predicted a week out from the event.

Safety and Security staff will meet in advance of the event to discuss various scenarios relating to attendance, ticket checks and access to the site and put in place contingency plans for a whole range of scenarios.

Capacity of stage arenas:

Main stage has a “dancefloor area of 40m x 40m = 1600m². (NB: does not include large area in front of Bar marquee)

Crowd density of 2 per m² = 3200 persons

Egress required for 3200 persons to egress in 7 minutes (RRO guidance allows up to 10 minutes) at 66 ppl/metre/minute (reduced from 82 for uneven ground and alcohol consumption) $3200 / (66 \times 7) = 6.93\text{m}$ egress width required – there is over 8m of egress available.

Sundowner Stage has a dancefloor area of 40m x 40m = 1600m².

Crowd density of 2 per m² = 3200 persons

Egress required for 3200 persons to egress in 7 minutes (RRO guidance allows up to 10 minutes) at 66 ppl/metre/minute (reduced from 82 for uneven ground and alcohol consumption) $3200 / (66 \times 7) = 6.93\text{m}$ egress width required – There is no restriction on egress out to the wider site and minimum of 4m in the direction of the catering village.

2. ARRIVAL

DESIGN

There is a traffic management plan (Appendix S) which dictates how the event will deal with vehicles coming to site and how the people in those vehicles are delivered into the site – and when. All TM signage, directional signage and other information will be managed by Wildwood staff and contractors.

INFORMATION

Information is available to those travelling to the event through the event website, through social media messaging, through signage on approaching roads and through signage on approach to the site and within the site.

Wild Wood Disco will use Instagram and Facebook feeds to keep festival-goers informed of changes to site, delays, road traffic issues, etc

MANAGEMENT

The site arrival for vehicles is managed by Wild Wood Events Ltd staff and SES Security. The site arrival for visitors being delivered by taxi or Private Hire car will be the same as those arriving by car, but with a separate marked area to enable drop-offs (including the shuttle bus) to occur in safety and in an efficient manner. All vehicles will be encouraged into the site and drop-offs on the A1307 will not be permitted.

Arrivals on foot are discouraged as the roads near the site are not pedestrian friendly (National speed limits and lack of footpath).

2.1 Expected Traffic Levels and Arrival Times

The car park for Spaced Out will open at 14:00 on Friday, 21ST AUGUST 2020 for campers to set up w=their tents only. The event site will not open until 17:00. This allows people to spread the time of their journey; those arriving early will be allowed to pitch tents if staying on site overnight.

When the event opens, those who have arrived early will be processed first to clear the drop-off area.

2.2. LAST MILE

DESIGN

Signage will continue into the car park and will clearly indicate the entrance, search lanes, camp sites, etc.

Important in the design of all access points is the attitude and demeanour of all security and stewarding staff. The management team believe that, by setting a positive, friendly, celebratory mood at the entrance the mood of those attending can be positively affected.

All those entering the site (including staff and contractors) will be expected to submit to a search of their bags and person if requested at the entrance. We propose Amnesty Bins for any illegal or non-permitted substances/articles prior to the search lanes (depending on support from Cambridgeshire Police). Again the mood here is respectful but firm with a positive, friendly approach at all times to try and diffuse any negative feelings at the entrance.

INFORMATION

There is directional signage and reference signage throughout the site.

In addition all staff will have the right information to assist visitors in orientating themselves in the site and, in addition, information regarding scheduling, facilities, etc.

MANAGEMENT

Car Park staff, Security and Wild Wood Events Ltd. staff all contribute to the positive atmosphere at access points. Supervisors and managers will follow up any complaints from festival-goers and will be constantly touring all access points to ensure the correct standards are being maintained.

There will be separate parking for day visitors (those not staying overnight) to allow easier access/egress of vehicles after the event finishes.

3. INGRESS

3.1 Lanes created by barriers make it easier for security staff to carry out bag searches and to scrutinise those coming in for drunkenness, etc

3.2 Once the site is open and visitors have been searched and allowed to continue, there will be a wristband exchange where festival-goers exchange their paper or electronic ticket for a wristband. ID is required for all those attending in case of any discrepancy or discussion over particular tickets.

3.3 The barriers area good valve to control the flow of people into the site and staff are on hand to give help and assistance to all attendees.

3.4 There will be a Box Office cabin at the entrance with security and stewards and a queuing system. This will be for occasional collections of tickets, sale of tickets if the event is not sold out and to answer any queries regarding tickets.

3.5 Disabled patrons will be directed to park in an area very close to the main search lanes, box

office and wristband exchange.

3.6 Visitors using the disabled parking area are still subject to the searching policy.

3.7 Alongside the entrance lanes there is an exit lane as people may wish to come and go during the event to collect items from their vehicles. There will be a pass-out system which may be a physical pass or a hand-stamp; however, all those exiting to the car park will be searched on re-entry. There will also be patrols in the car park to stop people sleeping in cars, drinking or taking drugs.

3.8 On first entry to the site, festival-goers will be allowed to bring in some alcohol for personal use to be kept in the camp-site (no entry to the arenas with alcohol). No additional alcohol can be brought through on re-entry to the site.

4. TICKETS

4.1 Tickets are available through the www.thewildwooddisco.com website

4.2 Ticketing is provided by the Ticketsellers web service.

4.3 Tickets are available as follows:

Spaced Out Weekend:

- Friday Day Pass £20
- Saturday Day Pass £35
- Sunday Day Pass £25
- Sunday Day Pass Child £10 (Aged 8+)
- Sunday Cinema Pass Adult £12
- Sunday Cinema Pass Child £8 (Aged 8+)
- Discounted Sunday Day Pass £15
- Weekend Pass £60
- Weekend Discount Pass £55
- Weekend Pass with Camping £80
- Discount Weekend Pass with Camping £75
- Campervan Pass £30

Sunset Socials

- Saturday Early Bird £40
- Saturday Ticket £45
- Camping £20
- Campervan Pass £35

4.4 Tickets will be scanned or inspected at the entrance to the site and will then be exchanged for wristbands.

5. CIRCULATION

www.thepurpleguide.co.uk

13.69 When planning an event with continuous competitive entertainment, the organiser should

consider the location of attractions to ensure crowds can be accommodated within specific areas without impacting on competing activities. Safe capacities should then be applied to these areas based on lines of sight and audience profiles.

DESIGN

Spaced Out Weekend is planning 2 arenas for main entertainment and a further food/dining area. The programme will include outdoor cinema screenings, live DJ's and workshops. This effectively splits the audience across the site and will avoid mass movement and encourages social distancing.

INFORMATION

All staff on site will be given information regarding programming, different areas on the site and the best way to reach them. If they are unsure they are encouraged to contact their Supervisor who will assist with the relevant information.

Any changes to the programme may be displayed on notice boards around the site and sent out via social media. There will also be announcements from stage PAs.

In advance of the event there will be simplified versions of the operational plans available to visitors indicating major infrastructure and arenas.

MANAGEMENT

The Security company provides staff throughout the event site to report into event control with details regarding crowd density, behaviour and activities.

The security teams have different disciplines and, while most of their work is in Customer Service, there is also a team who are booked to deal with any anti-social behaviour and to extract visitors who are no longer wanted at the event. There will be an eviction policy for these people and an agreed place where they will be extracted to – for their own safety and to ensure they are not a nuisance in the immediate vicinity.

The staff deployment changes during the night with the density and dynamic of the crowd.

Should bad weather cause certain circulation routes to be unusable, we will move footpaths, add additional track matting and use mulch where possible – stewards will assist the public in moving around site safely.

6. LIGHTING

Lights will be used in the car park, camping area and main arena so that security can patrol in safety and so people can find their cars.

In addition to the Light in the car park, there will be strategically placed floodlights mounted to provide local lighting near all structures. There will also be a number of “architectural” fittings to provide illumination in and around structures, light the trees and provide safe circulation around the site.

All internal spaces will be adequately lit with emergency lighting provided as standard.

All on site routes will be lit with Festoon erected on large poles.

Where possible Wildwood will use low energy and LED lighting as standard.

There is no power on site, therefore, all lighting will be self-generating tower lights or connected to a distributed system running back to a generator.

7. COMMUNICATION

7.1 Wild Wood Events LTd. uses its website, radio channels, newspapers and social media to communicate with visitors.

7.2 On site communication between the different agencies is via event control.

7.3 There is a radio network that covers all of site with an event controller for the event and various radio controllers for individual disciplines.

7.4 Regular meetings are held at event control for Silver and bronze (if available) representatives of all contractors/agencies.

7.5 All major actions and decisions are recorded in an event log.

7.6 Changes to facilities, programming, etc will be communicated to all staff and to public via social media.

8. EGRESS

8.1 In all areas of the site, in all normal circumstances, egress will be the opposite of access.

8.2 We expect a steady egress from site on Saturday night and early Sunday morning with the bulk of campers leaving site between 10:00 and 12:00 on the Sunday of each event.

8.3 Traffic Management staff will be re-deployed to ensure any congestion or hold-ups occur on site and that egress out onto the road network is steady and well-paced.

8.4 Once off site, vehicles can be directed for their onward destinations.

8.6 All facilities are available until the closure of the site (Sunday 12.00) with toilet facilities, medical, security and at least one caterer. The bars will from 13:00 - 17:00 on Sunday, 23 August at Spaced Out Weekend. The bar will not re-open on Sunday, 12th September for Sunset Socials.

8.7 Event Control will continue to run, even if in a scaled back format, until the site is clear of public. Clear distinction will be made between staff camping and public camping so that we can see when fields are empty.

9. DISPERSAL

9.1 Production and stewards will remind campers to pack down their tents by midday on the Sunday of each event. Public must be off site by 19:00 on Sunday 23, August and midday on Sunday, 13th September. Security will become more vocal one hour before customers are due to be off site by and will perform sweeps of each area to ensure all public are on the move towards

the exit.

9.2 First Aiders will be on duty throughout the egress and dispersal period in case there are accidents/injuries.

9.3 It is expected that many of those attending will head away from site and drive straight home. However, it is highly likely that many will head towards local services for fuel and food before their onward journey. Although we encourage this investment in the locally available services and amenities, it may be prudent to give Postcodes on signage for nearest Petrol Stations and food outlets/shops.

9.4 We will speak to local taxi firms and, as well as having a pick-up and drop off point on site (PUDO) we will share relevant phone numbers for local firms to the public. We will also, if relevant, arrange an agreed location with UBER for collections that is on site and not in the local streets/roads.

10. CONTINGENCY

10.1 As part of the planning for these events we will carry out an internal table-top exercise which tests the resilience of the site and our plans by introducing scenarios which stretch resources and occasionally require some serious decisions to be made.

10.2 Much of the contingency for the site relies on strong communications across all teams, an in depth knowledge of the site, and the experience of those in senior management positions in dealing with similar scenarios and knowing what resources can be utilised to either alleviate a problem, restore normality, or can contribute to a full or partial site evacuation.

10.3 It is most likely that any incident in one area of the site can be contained and may only require the evacuation of that area and its immediate surroundings, rather than a full site evacuation, which would displace up to 3500 persons.

10.4 In any incident or emergency the stewards and security staff will have predetermined roles and will be familiar with expected actions depending on the nature and level of the threat. This again shows the importance of communication systems around the site and the ability of all crucial staff to send and receive as necessary.

10.5 Most incidents on site needing a draw on contingency supplies or resources will most likely be slow growing incidents, or small isolated incidents. Any more rapidly developing incidents will require emergency actions as noted below and will need greater movement of public and staff around the site.

10.6 Our Incident Plan explains how these incidents will be communicated and suggests areas which may be used as places of safety when displacing large numbers of people. It is unlikely that an incident will be so large and catastrophic that our systems break down, but the contingency planning is there as is the ability to track and communicate weather forecasts and systems through Event Control. The weather forecast will be shared twice daily by Event Control and alerts made with regard to any major systems likely to affect the site. Similarly, extremely hot weather can catch events off-guard with additional strain being put on the drinking water supply on site.

10.7 For most occasions contingency planning will help the events deal with the issues on site and help resilience and continuation with all or larger parts of the event once the incident is dealt with. In the case of an incident that impacts the running of the event, part of our resilience will be to replenish those contingency supplies in case of a recurrence or similar issue going forward.

10.8 Part of the contingency and emergency planning looks at the run-up to the event. If in the week leading to the event there are major issues on site, for example extreme weather conditions that render large parts of the site unusable, then there are difficult decisions to be made as to whether the site can open and whether the event can go ahead. If the whole capacity expected cannot be accommodated on site, do the organisers open for a few people and turn away the rest? It would be more likely that Wildwood would need to send out messages on all media channels that the event is cancelled. Again, communication channels are crucial – although this document has already discussed the use of social media and radio to reach people, this will not reach everyone.

10.9 There are a number of PA systems on site which run from independent generators and reach a great part of the site – these may be utilised to pass on emergency messages to that specific area or to wider parts of the site.

11. EMERGENCY PROCEDURES

12.1 There is a well-developed emergency plan for these events, however crowd management will always play a vital part in dealing with all emergencies on site by helping move people away from danger, helping communicate issues to the public and by assisting other emergency services on site in accessing areas of dense occupation.

12.2 For crowd management emergencies there will be a control resource on site that can assist with resources and tactics for dealing with incidents – a Major Incident would again require a significant off-site response from the Police and other agencies and would not be “declared” by the festival itself.

As stated above, in any emergency all staff and resources become available for dealing with an incident, so long as their removal or use does not compromise safety and security in another part of the site. Induction briefings will be used to ensure staff are aware of their duties in an emergency alongside daily update briefings from arena and area managers.

The Crowd Management, Incident and Evacuation Plans form the basis from which a partial, graduated or full closure of the site could be delivered. This may be required to respond to a major or critical incident(s) where the safety of the attending audience or other parties is put at significant risk.

If this situation occurred, it would be achieved through the Event Control considering the most suitable tactical options to maintain safety for all on site and deliver a closure plan that allows all attendees to exit the event in the most appropriate manner. Specific area shut down or entertainment scale down may be options for consideration to mitigate the ongoing threat.

APPENDIX I – NOTES FROM THE PURPLE GUIDE

www.thepurpleguide.co.uk

13.90 A crowd management stewards duties include:

- understanding general responsibilities towards the safety of all categories of audience (including those with special needs and children), other stewards, event workers and themselves;
- carrying out pre-event safety checks;
- being familiar with the layout of the site and able to assist the audience by giving information about the available facilities, including first aid, toilet, welfare and concessions;
- staffing entrances, exits and other strategic points, e.g. exit doors or gates that are not continuously secured in the open position while the event is in progress;
- controlling or directing audience members entering or leaving the event, to help achieve an even flow of people into and from the various parts of the site;
- recognizing crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding;
- assisting in the safe operation of the event by keeping gangways and exits clear at all times and preventing standing on seats and furniture;
- investigating possible safety incidents;
- being aware of and reporting possible fire hazards;
- responding to emergencies (such as the early stages of a fire), raising the alarm and taking the necessary immediate action;
- being familiar with the arrangements for evacuating the audience, including coded messages and undertaking specific duties in an emergency;
- communicating with the Event Control centre in the event of an emergency.

APPENDIX II – SECURITY DEPLOYMENT



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HK Security Assessment and Report for Wild Wood Events Ltd.

HK Security were asked to provide General security services combined with the oversight of traffic, general welfare and crowd management to the Spaced Out Weekend and Sunset Socials by Wild Wood Events Ltd.

The company Managing Director, Harry Kay attended the site on both occasions before each of the Wild Wood events in August and September respectively. Here he met with the event organiser to risk assess the site and advise on security/health and safety measures given the additional requirements concerning Covid19.

This assessment was carried out in conjunction with the licence conditions and guidelines presented to him by the organiser, Terms and Conditions of which both parties would naturally be happy to conform with.

1. Traffic Management

Upon entry to the site via the suggested routes, all persons and vehicles were greeted by a safety steward. They were given instructions on how to proceed to the event once their vehicle had been parked up. In the event of customers using the camping facilities these individuals were given additional instructions on how and where to unload equipment. At both events traffic was only allowed to enter the site at one single entry point to avoid congestion and any unnecessary situations where vehicles may cross and have to pass each other at any point by leaving the gravel road and entering the grassland, therefore preventing any damage to the Greenland. In the case of any vehicle having to leave at the same time that another vehicle was entering, this vehicle was held at a designated hold point while the other was allowed to pass.

Any vehicles needing to unload were allowed to drive to a designated drop off point before returning their vehicle to the appointed parking area to avoid any risk of vehicles coming into contact with pedestrians already on site as the event location and camping area run adjacent to each other.

Finally, any local taxis dropping persons off were allowed to drive to the same designated drop off point before being marshalled off site if required. The same applied at the end of the event where persons awaiting pick up and taxis collecting were marshalled to and from the pick-up point.

2.Event Entry and Site Layout.

Upon entering the event site, two temporary mobile work stations were erected, the first being for event staff and the second for security. In between the work stations was appropriately positioned signage, outlining terms and conditions of the site and relevant covid 19 guidelines.

Upon check in and receipt of wrist bands, persons were individually directed from the event kiosk to the security station for general possessions search for prohibited items.

Under current circumstances no persons were physically touched as this was not possible given the 2m rule issued by the government. Any bags were positioned on a table and persons asked to empty their own pockets. They were then asked to step back whilst a member of security staff performed their checks.

Persons who passed these checks were once again reminded of the covid 19 guidelines before entering the site, which was set up in the one way format to avoid people crossing over each other. The walkways were several metres in width allowing plenty of clearance even in the rare occurrence somebody had lost their bearings and had headed out the wrong way.

When persons arrived at the main stage, they were greeted by event safety stewards and asked to sit at previously arranged tables containing no more than 6 persons. Each table was situated within a grid system clearly marked with marker spray (used to deteriorate over time and leave no damage) with all tables outlined in their area and positioned at the recommended distances.

This area was situated several metres from the main performance platform that was slightly raised and set back at the bottom of the tree line. Adjacent to the stage was the bar area. Persons were allowed to queue to order drinks using a marked queue system at 2m per person with the queue taped off at both sides to keep it structured and persons in place. Whilst in the queue it was recommended people wore their face coverings. Bar staff were also on hand to monitor the queue all kitted out in their own PPE.

Going forwards at future events table service only has been recommended to reduce people gathering further as extra waiting staff will be provided.

Portaloos were provided outside the main stage also positioned apart in accordance with the distancing rules. These were equipped with water, pump dispensed hand-wash and hand sanitiser only. Paper towels and cloths were removed to prevent contamination.

The camping site positioned adjacent was also set out in a way which the tents had several metres between them and each tent had its own perimeter where you would either remain inside or sit outside within this area.

3.Crowd Management

During the event all persons were monitored by both SIA security staff and event stewards. These individuals patrolled the perimeter of the seating area and in the event they had to enter it placed a facial mask in position. Latex gloves were worn throughout the event.

Staff and stewards also monitored and patrolled the front of the stage should persons attempt to leave the seating area. Whilst this did happen on occasion for various reasons staff were on hand to deal with the situation and return them to their area.

If required the Sound tech and DJ were on hand to reduce the music volume and make an announcement to encourage people to comply and remind them of the current situation.

Throughout the period of prolonged music the technicians and event staff repeatedly sound checked the decibel levels and music volume using appropriate equipment. The stage was set up at the furthest possible point from site entry and residential dwellings. The music itself was off from 11pm in the evening so we could begin to gather the crowd and escort them out.

4. Camp site and overnight.

Two Security staff were left on site overnight to patrol the camp site and monitor noise and human behaviour. Both staff alternated between the first position at the event entry site where you have full view of all entry and exit roads and the second position patrolling the campsite.

Harry Kay

Matthew Price

HK Security and Event Services Ltd

APPENDIX G – ALCOHOL POLICY

APPENDIX Gii **ALCOHOL POLICY** **WILDWOOD DISCO 2019**

Designated Premises Supervisor

Vicky Fenton is the Designated Premises Supervisor for Wildwood Disco 2019. My Little Festival will run, staff and manage all bars on site on behalf of Wildwood Disco.

Their experience spans pubs, restaurants and green field events across single and multiple days and venues around the UK.

Alcohol & Social Responsibility Policy

Wildwood Disco are committed to operating all of the bars on the licensed premises responsibly, safely and within the law and fully support the four prime objectives of the Licensing Act 2003;

- The prevention of crime and disorder
- Ensuring public safety
- The prevention of public nuisance
- The protection of children from harm

The DPS shall seek to work closely and constructively with the Responsible Authorities, including Local Constabulary, Fire & Rescue Service, Trading Standards and South Cambs District Council Environmental Health and Licensing Officers in pursuit of these objectives.

We support regional Crime & Disorder partnerships and aim to participate fully in the drive against 'binge drinking' and its related effects, as outlined in the Alcohol Harm Reduction Strategy for England.

Wildwood shall at all times observe the law with regard to the sale of alcohol and all other products by;

- Not serving customers who are intoxicated;
- Not serving alcohol to people who appear to be under 25 and cannot prove they are 18 or over,
- Supporting 'test purchasing' as a way of helping to enforce the law
- Observing all other conditions of licensing law

Wildwood will operate a responsible pricing and promotions policy for all alcoholic drinks, the guiding principles of which are;

- To offer guests real service and real value at competitive prices
- To seek to encourage increasing numbers of guests to visit and return to our events, rather than to seek to encourage increased consumption by individual guests during any one visit

- To ensure guests are offered choice and value without inducements to drink to excess

In relation to the drinks we serve;

- We will communicate the unit alcoholic content
- Designated driver and other anti-drink/drive activities will be encouraged and supported
- Tap/Drinking water will always be provided free with mains water available close to the bars, as well as a range of soft drinks as alternatives to alcohol
- Bars shall only use line stamped plastic cups
- No glass will be issued to public
- All of our event bars will serve 175ml measures of wine
- Our standard spirit measure is a single, either 25ml or 35ml.
- All bars will close 30 minutes before the venue, with last orders called 10 minutes prior to this, to allow for "drinking up time"
- There will be at least one SIA security assigned close to every bar

Wildwood are committed to educating, training and supporting event Bar Managers and staff so that they are able to carry out their duties under this policy and the law.

All promotional activity will avoid;

- Association with anti-social behaviour
- Appealing particularly to under-18s rather than to adults
- Suggestion of sexual success or prowess
- Association with illicit drugs
- Encouragement of illegal, irresponsible or immoderate consumption
- Not allowing stockpiling of drinks for later consumption at the end of the licensed bar hours

In addition, we will not undertake;

- Promotions which involve driving in any way, including cars as prizes
- Promotions which involve drinking games, such as 'yard of ale'

Any promotional activity must also observe the following company guidelines;

- No single glass should contain more than 4 units of alcohol
- No 'free' alcohol inducements
- No customer should receive additional drink without asking for it and paying for it

2

For example:

- No '2 for 1s', '3 for 2s', or 'buy 2 glasses, get the rest of the bottle free' ➤ Free drink vouchers are acceptable only if redemption is limited to one per person and bar staff are fully briefed in advance to be vigilant for any perceived abuse of the offer's terms and conditions
- No unreasonable price-based volume inducements.

For example:

- No volume purchase should exceed four serves of a normal measure.

For example:

- No pitchers (for sharing).
- A double measure of spirits for £1 more than a single measure is acceptable. A double represents around 2 units of alcohol, about the

same as a standard pint of lager.

Operational Guidelines for Under 18's

Wildwood will at all times observe the law and ensure that alcohol is not served to people who are under 18 years old.

All bar service is strictly over 18s only. Acceptable forms of ID will be listed in the Essential Information section on the website. ID will be checked at the entrance to the event site; the Accreditation Gate.

However, bar staff will still operate a Challenge 25 scheme, supported by signage.

If a ticket holder appears to be under 25 then we require proof that he/she is over 18. In these circumstances staff are required to;

- Explain that it is against the law to serve alcohol to Under 18s
- Ask for identification.

Explain the types of identification that are acceptable;

- EU PASSPORT
- FULL OR PROVISIONAL DRIVING LICENSE ISSUED BY THE DVLA
- CITIZEN CARD
- VALIDATE_UK
- VALID UK CARD BEARING PASS HOLOGRAM
- PASS CARD
- MILITARY ID

All bar staff will receive training and a full briefing prior to opening including;

- If a ticket holder does not have identification ask if they are able to return with some and then you will be legally able to serve them
- Be polite and tactful but firm when asking for identification
- Do not antagonise the situation if a guest becomes aggressive and/or refuses to leave inform the designated security operative at your bar

3

A register of refusals will be kept by bar staff.

'Challenge 25' posters will be displayed at every location where alcohol is sold; the posters will be sited where they can be clearly seen by ticket holders; i.e. at eye level.

As a matter of course, all bar staff and team members, including security staff, are to be made aware of Wildwood's legal and social obligations, and of the need for proof of age. Where necessary, new team members are to be trained and must sign the relevant documentation to confirm their training.

Alcohol & Social Responsibility - Staff Training

Wildwood are committed to thorough and comprehensive training and development programmes.

APPENDIX Giii - DRUGS POLICY

This policy on drugs shall be ratified in consultation with the local Police and other responsible authorities and is based on three core messages:

- prevention
- drug dealers and users
- welfare and treatment

PREVENTION

Information

Wild Wood Events Ltd. does not condone the use of, or the dealing in, illegal drugs on site. The message, to actively discourage dealers and users, is already published in the following ways:

- Policy distilled on the Wildwood website
- Other forms of media may be used for individual campaigns
- Note Included in any programme for the event
- Signage at entrances

DRUG DEALERS AND USERS

Security shall take an active role monitoring for drug dealing and shall work in full co operation with Police if they are on site. Security may conduct targeted searches for drugs and shall record details of ongoing activity with regards to searching and the number of people that are stopped as a result.

Security shall seize any drugs which may be required for evidential purposes, shall provide a suitable receptacle for the safe retention of illegal substances and shall inform the local Police so that appropriate collection/disposal can be arranged. When there is a strong suspicion of drug dealing, security shall inform and assist the local Police in every way possible.

AMNESTY BINS

At the entrance to the site there will be clear messaging regarding the use of and dealing of drugs on the site. Immediately following these signs and prior to the search lanes there will be amnesty bins where customers may deposit drugs and other substances. Anyone doing so will not be unduly targeted by security and will be allowed to enter the festival site, following a full search as per all other customers.

The Amnesty bins will be secured from tampering and will not be easy to move. We will agree a methodology for removing, registering and surrendering any drugs deposited in the amnesty bins with the appropriate authorities.

WELFARE AND TREATMENT

Many of the security personnel and some of the stewards are trained in emergency first aid and are fully informed about the welfare and drugs advisory facilities. They can direct individuals to the following services, all of which work closely to provide a comprehensive and integrated service throughout the event.

- Welfare provision is the main centre for practical welfare support. Drug service provision, with a focus on harm reduction and minimisation, is an integral part of welfare and includes a needle disposal facility (sharps bin). The service will be staffed by experienced and qualified staff. Up-to-date information about drugs, drug trends and drug service provision underpins the work of welfare.
- A key element of drug service provision in welfare is in preventative work and guidance and educational information about drugs, including alcohol, is given as appropriate. This welfare team will be linked to and managed by our medical provider
- There will be first aiders and paramedics on site. Some stewards and security will be first aiders and shall support the medical provision on site.

This policy should be read alongside our eviction policy.

APPENDIX H – NOISE MANAGEMENT PLAN

Appendix H

Noise Management Policy

This plan will be drawn up in consultation with Horseheath Racecourse and the local licensing authority (as needed) to outline how Wildwood will manage noise and amplified music at its events. The main objectives are to reduce the acoustic impact of the events on local residents, members of the public and working personnel. This plan is a working document and will continue to be revised throughout the planning stages of the event.

Noise Policy – Off Site Environmental Impact

Establishing an effective noise management plan is a key step in maintaining a positive relationship between the event and local stakeholders. Wildwood and its contractors are committed to ensuring that music and other noise associated with the event do not have an adverse environmental effect nor cause nuisance or disturbance to local residents.

Consultation with residents living in the local area will take place via Parish Councils (where contact details are available) to advise them of the event proposals and ensure that they are aware of the proposed work and service schedule. Due care and attention will be given to residents during the planning of the event to ensure that the sound system design is optimised to reduce off-site impact as much as possible. This includes a change in the type of speakers used and a review of all stage directions for 2019.

The team event are committed to preventing noise pollution through best practice, compliance with legislation and the continual improvement of our environmental performance via monitoring and checking. It is our aim to work with stakeholders and interested groups to find agreeable solutions to any perceived noise pollution and to work within any conditions set on our license.

Noise Policy for Off-Site Noise

The event noise policy shall:

- Adopt the general policy contained in the Noise Council Code of Practice on Environmental Noise Control at Concerts. ie MNL 65db(A)leq over a 15 minute period at the nearest noise sensitive premises.
- Adhere to any maximum music noise levels and operating hours set by the local Council as conditions on our license. Consult and communicate with neighbours and other stakeholders through Parish Councils about potential noise emissions in a clear and timely manner.
- Take account of the potential off-site noise emissions when setting out the location and orientation of the stage, sound systems and other noise sources.
- Provide a site telephone number to Parish Councils for contact during live events.

Noise Policy for Workplace Noise

Wildwood and partners recognise the potential for harm arising from the event sound systems and other high noise sources which may be present on site. It is the intention of the event team to take all reasonable steps to ensure that workers, contractors and the public are not exposed to excessive noise levels and to promote hazard awareness. This policy will be shared with our staff and contractors.

The Event Team recognises and understands its duties under the “Control of Noise at Work Regulations 2005” and shall seek to implement the guidance given in HSG260 “Sound Advice-Control of Noise at Work in Music & Entertainment”.

The production management team and contractors will set up sound systems in such a way as to prevent extreme proximity to speaker systems and will establish hearing protection zones in areas where exposure is liable to be above the Upper Exposure Action Value as defined in the regulations. These areas will be made known in advance to staff and shall be identified using the appropriate statutory signage.

Suitable hearing protection will be made available to all staff working in such areas, (stage, front of house areas etc), and reasonable steps taken to ensure the proper and consistent use of hearing protection.

Persons at risk include:

- Anyone working on a live stage
- Anyone working on the ground in proximity to the speakers
- Anyone working at the front of house control position
- Front of stage stewards, security and others in the immediate vicinity
- Medical & welfare staff

The event team will develop and promote a practical noise awareness policy and conduct an on-site risk assessment to establish personal exposure to high-risk areas. This will ensure that key workplace managers are aware of the risks and to do all they can to effectively implement the policy.

Stage Manager

- Promotes awareness of the noise hazard within the stage area.
- Plans the layout of the area to minimize unnecessary exposure to staff.
- Makes sure performers are aware of the plans and discuss ways of reducing stage sound levels.
- Ensure proper arrangements are in place for warning signs and the dispensing of hearing protection.
- Stage manager has a vital role alongside the Safety Advisor in ENFORCING the use of hearing protection in designated areas. This also applies to the immediate front of stage area where everyone may need to wear hearing protection, including stewards, medics, press, etc.

Contractors & Sub-Contractors

Contractors will be reminded that they have legal duties to assess the noise risks to their own staff and make arrangements to avoid them. It is therefore up to each employer to:

- Ensure that staff come to the event fully aware of the noise hazard they may face.
- Carry out a “suitable and sufficient” Noise Risk Assessment.
- Supply their own staff with suitable hearing protection.
- Make on-going arrangements for hearing tests for their own staff.

For the PA company in particular we are looking for active partnership in delivering a safer and more pleasant place of work.

Risk Assessment

The event team and Safety Advisor will ensure that a risk assessment is conducted and recorded.

Controls outlined within the assessment shall include:

- Identify jobs or locations where people are at risk.
- Avoiding work in the loudest environment if possible and avoid work positions immediately next to

speakers.

- Avoid excessive exposure time.
- Position speakers away from places such as bars where staff have to work and communicate.
- Provide a quiet rest area.
- Fly speakers (where possible) to increase separation distances.
- Ensure staff have suitable hearing protection.
- Ensure staff are advised on noise hazards and control plans.

Our Framework for Noise Management:

- The stage, stage front, and back/side stage areas will be designated as High Noise Areas and will be clearly signed as hearing protection zones.
- All staff working within Hearing Protection Zones will be recommended to wear appropriate hearing protection during the operation of event sound systems.
- Sound systems will be operated by competent professionals who are aware of the dangers which excessive loud noise can cause.
- Wherever practicable PA systems will be flown to maximise separation distances from personnel, and audio systems will be designed to give full coverage to the public areas of the venue while minimising back and off-axis radiation.
- Crew catering and rest areas will be provided away from the principal noise sources.
- An event safety advisor and professional PA Company shall be appointed to assist the event in developing, communicating and implementing an effective noise management plan and its ongoing review and improvement.

Noise Policy – Audience

Unlike workers, there is no specific legislation setting noise limits for the audience exposure to noise.

However, industry best practice indicates that the A-weighted equivalent continuous sound level over the duration of the event (Event LAeq) in any part of the audience area should not exceed 107 dB, and the C-weighted peak sound pressure level should not exceed 140 dB.

The above sound-level exposure values are for the whole of the audience area. For practical purposes, the sound levels will be monitored at front of-house sound mixing position.

During the sound check the difference in sound level between the front-of-house sound mixing position and the front-of-stage area – and, where delay / distribution stacks are in use, at the barrier for each delay/distribution stack – is established. This will then allow a guideline sound pressure level for the front-of-house sound mixing position to be determined that will restrict the whole of the audience sound-level exposure to well below an Event LAeq of 107 dB, and C-weighted peak sound pressure levels to below 140 dB.

Where practical, the audience should not be allowed within 3m of any loudspeaker. This will be achieved by the use of approved safety barriers and dedicated stewards, wearing appropriate hearing protection. Where this is not practical, the overall music sound levels will have to be modified so that people closer than 3m to the loudspeakers are not exposed to an Event LAeq of more than 107 dB or C-weighted peak sound pressure levels of more than 140 dB. Under no circumstances should the audience and loudspeaker separation distance be less than 1m.

APPENDIX I – MISSING & FOUND CHILD POLICY

APPENDIX I MISSING/FOUND PERSON PROCEDURE

On a large festival site it is inevitable that, occasionally, children will become separated from their parent / guardian.

These notes and the attached Missing/Found Person Form should assist you in protecting the child and yourself, and should help speed up reuniting of the child and their parent/guardian.

Notes For All Staff

Wild Wood Events Ltd. events have a stewarded welfare area close to the entrance to site – this is marked on your operational maps and on the maps given to visitors. This is the area for found children to be taken, and the place that parents/carers will be directed to if they have a missing child. In the car park please go to the security supervisor or anyone with a radio.

If you see a child who seems unattended, introduce yourself and try to establish who they are with and where they last saw them. If you have no clues to where the adults may be, head towards the welfare area. Remember, the adult(s) may be looking for the child too, so stay within obvious places. Let Event Control know that you are dealing with a potential lost child situation – your call will be logged.

If a child is reluctant to come with you, explain that you are going to look for their parent/guardian - but try to keep the child in sight while you do so. Don't try to force a child to come with you. If necessary, call for help from Welfare or stay with the child until they have been re-united with someone that the child recognises and is willing to be with. Again, ensure Event Control is aware of the situation.

If you come across a child who is definitely lost, explain who you are, find out their name, who they were with and so on, and ask them to come with you to the reception point/main entrance/designated meeting place. Check their wristband as there will be a space for writing contact details on it. Before setting off, radio through to Event Control where your call will be logged; if the child knows where they are supposed to be, but cannot find that place, make sure Event Control are aware if you are escorting the child to that meeting place. Otherwise the child should be escorted to the Welfare point. Try to keep them from becoming distressed and make sure you keep the child in your sight, and if you have to leave them, only pass them on to someone you can rely upon to look after them correctly.

Try to avoid situations where you are alone with children, especially where you are unlikely to be seen or heard. This is as much to protect yourself from suspicion as to protect children. You can always contact Welfare via Event Control for assistance. If you can't avoid being alone with a child, you should take prudent precautions:

- try to move with the child to a place where there are other people
- avoid unnecessary physical contact
- if you do have to touch the child, make sure to get their agreement beforehand, and try not to be over familiar. Many children will feel comfortable holding your hand as you walk around the site.

If in doubt, at any time, contact Event Control.
Notes for Welfare Staff

Once at the welfare area, ensure that somebody takes responsibility for the child and is given all the information to fill in the Missing/Found Person Form. Before returning to your duties, inform Event Control that you have handed the child over.

The form is simple to fill in and should assist everyone in the organisation in reuniting parents/carers with children. The bottom section of the form should be signed by the person collecting the child and you

should ask for some form of identification if possible and if this does not cause offence. If you are not sure about handing the child over, contact Event Control who will liaise with the Police and local Child Welfare Officer if appropriate.

If whoever the child is with has not been found after a reasonable time, you should notify Event Control. You have to judge how long to wait before doing this; it depends on the child and the circumstances. Communication with control is very important throughout this process. Control will log the initial call and will refer to it as each subsequent message is received. Event Control must be informed when a child has been collected so that the message in the log is completed. If unsure of procedures, contact Control.

Any Missing/Found Person Forms filled out should be filed away after each case is dealt with and not left on display – this is for Data Protection purposes. At the end of each shift or at the end of the event, all forms should be handed to Event Control who will ensure they are properly dealt with.

Parents of Missing Children

Stewards should assist anybody reporting a Missing Child by informing Event Control of the situation and assisting them in searching the immediate area if able to do so and able to leave their post. If the child is not found within a few minutes, stewards should again let Event Control know and assist by either directing or escorting parents to the Welfare area.

Wherever possible anyone reporting a lost child should be attended to by a member of staff until the child is found; it would be too easy for someone to report a child missing, for Wildwood to mobilise staff and resources, only for the parties to be re-united without us knowing.

Welfare should establish as accurate a description of the child, its clothing, age, name, etc and relay this to Event Control. Resources will then be allocated to begin a search of the part of the site that the child was last seen in.

Although the site is large, a child on its own will stand out and a methodical approach to searching will give best results. In the situation where there is a missing child, the Police will be informed at the start of the search and involved in the search if appropriate.

**WILD WOOD EVENTS LTDS. 2020
MISSING/FOUND PERSONS FORM**

Date & Time of Form:

Details of Missing Person:

Name: Age:

Ethnicity: Sex:

Height: Build: Hair colour: Hair style: Eye colour: Facial Hair:

Distinguishing features:

Jewellery:

Head wear:

Clothing – top half Clothing – bottom half

Footwear: Time last seen:

Location last seen:

Medical Conditions:

**Circumstances of
disappearance:**

Name of Person Reporting:

Relationship:

Contact details:

Name of person taking details:

Signature:

Wild Wood Events Ltd Child Safeguarding Document

Wild Wood Events Ltd. acknowledges the duty of care to safeguard and promote the welfare of children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

The policy recognises that the welfare and interests of children and young people are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children:

- Have a positive and enjoyable experience in a safe and child centred environment
- Are valued, listened to and respected
- Are protected from abuse whilst participating in activities provided by Wild Wood Events Ltd.

Wild Wood Events Ltd. acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Wild Wood Events Ltd. will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Wild Wood Events Ltd.. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board
- As a result of any other significant change or event

(Written June 2020)

**APPENDIX J – PRODUCTION SCHEDULE
PLEASE REFER TO SEPARATE DOCUMENT**

APPENDIX K - LIST OF CATERERS

SPACED OUT WEEKEND

**WAFFLE AND CO
MELS MAGICAL CREPES
WARM & TOASTIE
VG COFFEE**

**HANOI RICE HAT
THE COOKS NEST
FUNKY ELEPHANT**

SUNSET SOCIALS

**THE COOKS NEST
HANOI RICE HAT**

APPENDIX L - LIST OF CONTRACTORS

SPACED OUT WEEKEND

**STARLIGHT BOUTIQUE
ENCHANTED CINEMA
THE GRAPE VAN
WOODVILLE PROJECT
HK SECURITY & EVENTS LTD
THE BEARDED BUTLER
MARK WORRAL
TOILET HIRE COMPANY - Latta Hire
PICNIC TABLE HIRE - MHC Events**

SUNSET SOCIALS

**STARLIGHT BOUTIQUE
WOODVILLE PROJECT
HK SECURITY & EVENTS LTD
THE BEARDED BUTLER
MARK WORRAL
TOILET HIRE COMPANY - Latta Hire
PICNIC TABLE HIRE - MHC Events
NEMITODE ART INSTALLATION**

EXTREME WEATHER CONTINGENCY

HORSEHEATH RACECOURSE CAMBRIDGESHIRE

WILD WOOD EVENTS LTD. EVENTS 2020

Introduction

The event management team recognise that extremes of weather are one of the major threats to the event, both on show day and throughout the construction and load-out phase. Initial forecasts for June will be monitored as the event approaches by the H&S Coordinator and then on site by the Site Office and then in Event Control during the show.

This document is intended to detail the actions of the organisers to mitigate, so far as is reasonably practicable, the effects of extreme weather on event staff, and members of the public alike.

The management team have noted a number of possible hazards that may be present from extreme weather and identified any arrangements to be taken in the event of adverse weather conditions.

Weather Monitoring

The British weather can vary considerably and therefore the management team will constantly monitor weather conditions throughout all phases of the event.

The team will monitor local conditions via commercial weather information sites such as The Met Office and GB Wind Map, XC Weather, AccuWeather and WeatherPro - all of which give accurate short-term predictions as well as reasonably accurate long range and extreme weather predictions and trends.

Companies with wind managed temporary demountable structures such as big-tops and stages on site will be expected to maintain a stand-by presence throughout the event; this individual will be able to take remedial or emergency action if necessary. Wind speeds for all temporary structures and plant are collated in advance of the event (where readily available) and used to inform our actions on site.

The Site

Horseheath Racecourse consists of wide grassland tracts, large, open arable fields and areas of woodland. The event utilises the woodland for the most part. A survey of all proposed areas will be undertaken with the landowner and his agents prior to the event to identify any trees that may need attention before encouraging members of the public and

staff to spend time underneath them. This survey may need to be repeated if there are strong winds and storms in the interim period.

The site benefits from a number of farm tracks that are either concrete or hardcore / compacted hogging based. These tracks are designed to take the weight of large farm vehicles and also provide a network of roads for racecourse users that visit the site throughout the year. These routes are therefore adequate for much of the event traffic using the site, including infrastructure deliveries.

In areas where the existing routes are not adequate (for example where they don't reach certain areas in use) additional temporary trackway (metal and plastic) is sourced to create

these additional routes, as well as passing places and loading points. A contingency stock of trackway may also be hired, in case additional routes are needed, due to water-logging or damage to particular areas. The trackway would be professionally laid and help create routes for site and emergency vehicles around the event.

If, in the lead up to the 2019 event, there has been a prolonged period of hot, dry weather, risks are heightened around fire, water supplies and staff/public welfare.

Specific Weather Risks

Extreme weather conditions may have a detrimental effect on the event in terms of ability of some production elements to function properly or compromise public safety generally. This may include high winds, hail, lightning strike, heavy rain or extreme temperatures.

Weather will be monitored constantly during the build process using access to local meteorological data provided by national weather services and local airports. By these methods reasonable warning of volatile weather systems can be flagged up at an early stage. Such weather systems may be accompanied by heavy rain, hail or localised high winds and as such action should be taken to prepare for the possibility of such events to protect equipment and personnel from damage and injury.

Rain

Rain and especially sustained heavy rain may have an effect on the production in terms of increased risk of flooding, damage to equipment due to ingress of water, increased risk of electrical short circuit, conditions increasing risk of injury from slips, falls, or deterioration of ground conditions leading to instability of structures.

The site is located across an undulating landscape and is reasonably well drained but the sheer volume of numbers of visitors mean that the ground conditions would deteriorate in sustained poor weather. The event has a quantity of resources including woodchip and temporary roadway (as well as personnel) that can be deployed as necessary to badly affected areas.

The event has a small of covered venues and structures to enable visitors to be able to take temporary refuge from particularly heavy rain. As a camping festival of course, visitors also have their own shelter.

Personnel can be subject to a risk of hypothermia and should generally be able to find shelter or wear protective clothing to minimise this risk.

Where ground conditions deteriorate significantly it may be necessary to revise access

routes or temporarily close some areas.

Electrical equipment may need additional protection, but care should be taken to avoid potential overheating leading to fire and damage. All circuits will be protected by appropriate overload/earth leakage devices.

Sun and Heat

While normally accepted as a good thing there are risks associated with extended exposure to the sun. These include sunburn and longer-term risks of melanoma or skin cancer therefore all staff are advised to use protective creams to reduce the effect of harmful UV light.

Heat stroke and dehydration is a potentially serious risk for staff and for visitors. Staff and visitors are provided with access to free potable water throughout the event and the welfare and safety teams will remind people to ensure they are taking on enough water. Under normal conditions 2 litres of water per day would be suitable but in hot weather this should be increased to up to 5 litres depending on the humidity

In extreme circumstances, it may be beneficial to provide protective equipment to staff where they are required to work in positions that limit their ability to seek shade.

Sun and heat combined with low rainfall may lead to dry/tinder conditions in surrounding fields; a dynamic risk assessment of fields to be used will be carried out by the Safety & Fire team on site. Areas of stubble will be avoided and areas of grassland will be cut short and the leavings collected.

Wind

Due to the size and scale of some of the structures on site and the various exterior infrastructure, it is important to manage and monitor these in relation to the wind. It will be responsibility of the structure supplier and Production Management Team to ensure that a hand-held anemometer is available and wind speeds checked at regular intervals.

A Wind Action Plan has been developed detailing the actions that should be taken in accordance with varying wind speeds during both build/break phases and show day. There are wind action levels which detail the various actions that should be taken in accordance to the varying wind speeds these are described below and are based on the Beaufort scale, shown here in mph and ms:

Beaufort Wind Scale

0	1	2	3	4	5	6	7	8	9	10	11	12
Calm	Light Air	Light Breeze	Gentle Breeze	Moderate Breeze	Fresh Breeze	Strong Breeze	Near Gale	Gale	Strong Gale	Storm	Violent Storm	Hurricane Force
Light Winds				High Winds			Gale-force		Storm-force		Hurricane-force	
<1 mph <0.3 m/s	1-3 mph 0.3-1.5 m/s	4-7 mph 1.6-3.3 m/s	8-12 mph 3.4-5.5 m/s	13-18 mph 5.5-7.9 m/s	18-24 mph 8.0-10.7 m/s	25-31 mph 10.8-13.8 m/s	31-38 mph 13.9-17.1 m/s	39-46 mph 17.2-20.7 m/s	47-54 mph 20.8-24.4 m/s	55-63 mph 24.5-28.4 m/s	64-72 mph 28.5-32.6 m/s	≥73 mph ≥32.7 m/s
THIS IS THE TYPICAL RANGE OF WIND SPEEDS THAT WILL AFFECT WILDWOOD STRUCTURES AND OPERATIONS												

The page below looks at the typical and actual structures found on site at Wildwood 2019 and the action levels for management and staff.

Level 1 (L1) This is the first action level and, at this speed (depending on the infrastructure in question) public, staff and contractors should be put on standby.

Level 2 (L2) This is the second action level – at this speed structures should be evacuated, loads lowered, sheets removed, scrim slashed, etc.

Max Speed – at these speeds there is serious risk of imminent collapse; especially if there is an increasing trend in wind speeds. There should be an evacuation and safety cordon of around 20 metres or 1.5 times the height of the structure – note also that people are less likely to tolerate wind speeds similar to these.

WILD WOOD EVENTS LTD. EVENTS IN 2020 REACTING TO WIND ACTION DURING CONSTRUCTION What will the public put up with?

Activity	Tolerable	Unpleasant	Dangerous
Short term	B4 5.5-7.9m/s C13mph	B5 8.0-10.7m/s C21mph	B8 17.2-20.7m/s C43mph
Long term	B3 3.4-5.4m/s C8mph	B4 5.5-7.9m/s C13mph	B8 17.2-20.7m/s C43mph
m/sec to mph	multiply by 2.2		e.g. 25m/sec x 2.2 = 55mph
mph to m/sec	multiply by 0.45		e.g. 20mph x 0.45 = 9m/sec

Supplier/Type	Description	Location	L1	L2	MAX SPEED	NOTES
Flags	Flags & décor on putlogs around site	various	25ms		30ms	Flags should be checked at these speeds
	Various Marquees	Varied	20ms	25ms	30ms	Exclusion zone of 30m
	Marquee 9m Multispan	site	15ms	18ms	21ms	
	Marquee 12&15m Multispan	Site	20ms	25ms	28ms	
Marquees (tbc)	Clearspans		15ms	18ms	20ms	
Marquees	Trad Marquees		11ms	15ms	18ms	
Stretch Tent	Tent Style		11ms	15ms	18ms	
Site	Cherry Picker	SITE	8ms	10ms	12.5ms	
Site	Man-Cage Telehandler	SITE	8ms	10ms	12.5ms	
Site	Telehandler with load	SITE			9ms	
Heras Fencing		Perimeter	8ms	10ms	12ms	No scrim/banners
Ped Barrier		SITE	8ms	10ms	12ms	No scrim/banners
Access Towers	Aluminium Tower	Site		8ms	12.5ms	

Electrical Storms

The height of some structures and the trees present a risk as potential lightning conductors especially when sited in open land. There is, internationally, conflicting information about the scale of the risks to those in open areas around marquees, stages and other structures. However, Wildwood has adopted the methodology used by many events – this information may be updated closer to the event and will be circulated to all staff and contractors as necessary.

Electrical Storms are fast moving and, on the whole, unpredictable. Situations can change rapidly. All response to a storm will be coordinated by the Site Office during Build/Break and Event Control during the Festival. Once a 20-minute period has elapsed without strikes within 10km (and no other lightning activity approaching) normal operations will be resumed.

Electrical Storm Actions

STORM LEVEL 1 Electrical storms within 20 miles

- Site and Event Management Team put on alert
- Work continues as normal

STORM LEVEL 2 Electrical storms within 10 miles and closing

- Site Office / Event control to keep communications with all teams / managers – consideration to teams without radios
- Personnel put on alert to possible likelihood of severe weather
- Stop all working at height
- Stage and ground level works continue
- Alert stage, production, stage and site managers to possible need for change in programme / activity
- Power teams alerted and stand-by for staged power downs

STORM LEVEL 3

Electrical storms within 5 miles and closing

- Personnel to cease normal work and prepare protection of equipment from severe weather
- Prepare to shut down generators

STORM LEVEL 4

Electrical Storms within 3 miles and closing

- Site Office / Event Control will coordinate via radio and text messaging systems
- Order temporary suspension of work and clear stage areas
- Persons to take refuge where possible from possible heavy rain, hail and wind.
- Instruction to members of the public shall be given via stage PAs and screens (where available)
- Consider closure of other, smaller and indoor stages

Public Info

The following can be issued via social media and site messaging services if required (Event Control will let you know when it's necessary)

- You may wish to seek shelter under a marquee or tent, you are advised not to seek shelter under trees
- Follow the advice of Stewards who will be briefed to move people from high risk areas
- You will be advised when then potential risk has passed
- Please keep an eye for public announcements via audio and screens during show times

STOP!

Stop all work at height

Come down from elevated positions including any observation towers, ladders and tall structures of any sort.

Lower cranes, hi-abs, scissor lifts and pickers

Stop performances at height

Get the public down from viewing platforms, high decks and similar structures

How to Survive a Lightning Strike

Crouch down low like a baseball catcher. Get as low as you can. The nearer you are to the ground, the less likely you are to be struck by lightning. But never lie down!

If your hair begins to stand on end or your skin starts to tingle, a lightning strike is imminent. Immediately get into the crouching position. Lightning may strike without this warning, however.

Place hands over ears to minimize hearing loss from the loud clap of thunder that will boom very close to you.

Don't touch any possible conductors.

The only thing touching the ground should be the balls of your feet. Lightning can hit the ground first, and then enter your body. The more you minimize your contact with the ground, the less chance of electricity entering your body.

Touch the heels of your feet together. If electricity from a ground strike enters through your feet, this increases the chances of the electricity going in one foot and out the other, rather than into the rest of your body.

DO..

- Get inside a regular building, cabin, bunkabin or car/van
- In large tents, try to keep the public and staff away from kingpoles, and get them to gather around the edge of the tent inside.
- Get the public to lower flags
- If feel you hair raise or your skin tingle – adopt the position shown above
- Give this information to your crew and the public

Car Parks

Access and egress to and from the car parks is paramount to the success of this event. Access to the site is along concrete roads and into the grass car parks. Most vehicles arriving are parked up and then do not move until they are leaving the site the next day. If the weather were to be wet for a long period before, during and after the event, the car park could become muddy and difficult to negotiate. Contingency trackway can be deployed on access and egress points but effectively the car park could become unusable. There are additional fields within the site, serviced by concrete roads that could be utilised as emergency car parks; these would however need additional trackway and other infrastructure to make these usable car park areas.

4x4 vehicles and tractors are available to assist with towing vehicles if this becomes necessary.

Stubble fields are to be avoided for parking cars.

Camping Facilities

As the camping areas are on gentle slopes and will not have any vehicles on them, they should be able to withstand a good deal of rain before this becomes a problem. However, should campsites (and therefore individual tents) become waterlogged during the event (especially after dark) the audience will be offered shelter overnight in one of the arena marquees. A decision would then need to be taken the following day about how to continue with the camping facilities on offer. The welfare team hold a number of emergency tents which can be allocated to people.

Emergency Planning

An internal emergency planning Table-Top exercise is planned where potential on site problems are explored, and wet weather contingencies are part of this planning. The welfare services on site have a stock of blankets available in case of cold and wet customers and staff. There are also a number of venues on site (marquees) which can be utilised as emergency shelters if the weather is so bad that we have displaced customers (eg flooded campsites) or the weather is so bad that people need to keep out of the rain.

Wildwood runs an Event Control room staffed by qualified professionals with emergency planning experience. There are good communications across site so that messages regarding ground damage, excess water, etc are quickly assimilated and the necessary resources deployed around the site.

The festival has a dedicated site crew who can move equipment around site, and large teams of security and stewards who are able to act as customer service links, direct guests to safe areas, monitor crowd movements and, if required, carry out an evacuation of the site.

Wildwood are confident that in most circumstances they have the skills and equipment on site to deal with most eventualities. In case of extreme weather conditions there may be a need for additional equipment on site to continue with the event.

WILD WOOD EVENTS LTD HORSEHEATH RACECOURSE

AUGUST AND SEPTEMBER 2020

Transport Management Plan

This document details the traffic management measures to be put in place for events by Wild Wood Events Ltd in August and September 2020.

Wildwood and their contractors are responsible for the implementation of all Traffic Management measures directly affecting access/egress to the site including signage, car parking, ticketing and staff.

This document is written based on the previous years' experience of traffic management and car parking at Wildwood and experience of similar events. It contains information decided upon and shared at internal meetings and will also take note of advice given at South Cambs SAG meetings.

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1. Event Data

Location	Horseheath Racecourse
Dates of Events	21-23 August 2020 and 12 September 2020
Opening Time	Spaced Out Weekend: Friday, 21 August - 14:00 for campers only 17:00 for ticket holders Saturday, 22 August - 11:00 for ticket holders Sunday, 23 August - 11:00 for ticket holders Sunset Socials: Saturday, 12 September - 12:00 campers only 13:00 for ticket holders
Closing Time	Spaced Out Weekend:

	23:00 on Fri, 21 and Sat, 22 August. 18:00 on Sunday 23, August Sunset Socials: Saturday, 12 September - 23:00
Operational Dates	21 - 23 August 2020 - Spaced Out Weekend 12, September - Sunset Socials
Build Dates	18 - 20 August Spaced Out 9-11 September Sunset Socials
Advanced Signage Dates	20 August - Spaced Out 11 September - Sunset Socials
Directional Signage Dates	20 August - Spaced Out 11 September - Sunset Socials
Type of Event	Boutique camping with pub style seating. Background live DJ's and cinema
Licence Capacity	4999
Expected Attendance	300
Camping Attendance	50
Daily Attendance	100 - 300

2. Scope of Works

SERVICE	SUPPLIER
Build/Production Traffic	Requirement for passes and Schedule - actioned by Production
Directional Signage	Production
External Traffic Management	Reliance on general road signage (local authority)
Car Parking	Car Par Staff
Security	
Shuttle Buses	N/A
Park & Ride	N/A
Coaches	N/A
Tow Away	N/A
Road Cleaning	Wild Wood Events Ltd call out if required

3. Overview

3.1 The Proposed Event

Spaced Out Weekend is a small 3 day socially distanced festival style event with live DJ's, workshops, wellness sessions and cinema screenings based in woodland on Horseheath Racecourse.

There are 3 areas plus a catering/trader village and small camping area.

Sunset Socials is a one-day socially distanced festival style event with live DJ's and workshops. There is one area plus a catering/trader village and small camping area

3.2 Site Description and Access Points

The Horseheath Racecourse site has direct access from the A1307 between Horseheath and Linton villages.

There are hard-standing roads across the site and areas laid to grassland for parking and camping.

The main entrance is gated out of event periods (events include Point to Point races) with a hard standing road straight into the heart of the site.

There are 2 additional access points – one directly off the A1307 closer to Horseheath/Haverhill and the second being available in Horseheath village and accessing site by way of a bridge over the A1307 – these additional access points will form part of our “Blue Route” emergency access routes.

3.3 Overview of Road Layout in Proximity to the Site

The A 1307 is a busy trunk road between Cambridge and Haverhill. There are speed ranges from 40mph to national speed limits (60 and 70mph) and the road is prone to minor congestion at peak times on weekdays, especially around the junctions with Linton High Street and Withersfield Road in Haverhill.

There is a short right-hand filter lane into the Horseheath Racecourse site travelling East from Cambridge. There is a short left-hand filter lane into the site travelling West from Haverhill. The exit from the site has recently been changed to be left turn only (West towards Cambridge).

4. Event Traffic

4.1 Expected Traffic Levels and Arrival Times

In the lead up to the event there will be occasional deliveries to the site. These will not unduly add to traffic on the road and all contractors and suppliers will be sent routing information and a postcode for the site. This will be supported by one sign in each direction approximately 100m ahead of the filter lanes East and West.

On the event day, there will be a steady influx of staff vehicles early on Friday and Saturday morning for Spaced Out Weekend the Saturday morning for Sunset Socials – again, these will not unduly affect the traffic levels on the A1307.

For public access we expect arrivals from :

Spaced Out Weekend:

Friday, 21 August: 14:00 for campers and 17:00 for ticket holders

Saturday, 22 and Sunday, 23 August: 11:00

Sunset Socials:

Saturday, 12 September: 12:00 for campers and 13:00 for day ticket holders

The intention is to remove vehicles from the external roads as quickly and efficiently as possible however as the event is for a maximum of 300 attendees with no more than 100 vehicles on the event site at any one time, we do not envisage slow traffic in the main roads or the event traffic to cause any nuisance. We will ensure the layout on-site for ticket checks and car parking will include a long distance from the entrance to the first stop point to give as much room as possible on-site for queuing and in an attempt to prevent slow traffic and queues on the external road network.

4.2 Access Routes

Access routes would be as previously stated above.

We propose some “Black on Yellow) event signage and may support this with some “SLOW” signs in the area.

All routes to the access points are standard tarmac roads. Routes within the site are a mixture of tarmac and concrete. The site routes are well compacted and stand up to farm traffic as well as Horse Race traffic – however, there is a contingency for temporary track mats should there be a prolonged period of wet weather in advance of the event.

4.3 Vehicle Labelling System

At present there are no plans for advanced car park tickets to be used. However, to assist car parking staff, there will be pre-booking of parking and on-site routing to clearly send vehicles to the right area, splitting out parking, PUDO and shuttle buses.

All staff, partner and contractor vehicles will be issued with a pass which enables them to park on site – there will be a separate parking and camping area for staff.

4.4 Pre and Post Event Traffic

The build and break traffic should not cause any issues for the day to day operation of the A1307. All drivers of vehicles for build and break will be briefed as to their responsibilities, including the site speed limit and will be instructed to give way to pedestrians, horses and farm vehicles on site.

There will be a representative of the Event Management team on site at all times during the build and they will ensure that all deliveries are made to the correct part of the site

and that disruption is kept to a minimum.

The same systems will be maintained until the site is clear.

5. Ingress Operations

5.1 Disabled

Parking for those with mobility issues will be reserved close to the Box Office and event site entrance. This parking area will be chargeable as per all other public parking at the event, but will have the added benefit of a concrete road leading to it and a short distance to the entertainment area – camping for disabled people will be nearby, yet still forming part of the main campsite.

The Wildwood will provide staff to manage this area and to ensure payments are taken and tickets issued.

5.2 Rail and Bus Passengers

The nearest main line station to Horseheath is Cambridge.

We will not be offering a shuttle bus service to these events.

5.3 Coach Packages

Wild Wood Events Ltd. are not currently aware of any coach or minibus packages arranged by customers, but will add details into this document if they become aware of any.

5.4 Motorbikes

Space for motorbikes is available inside the car park area – this will be close to the road and a charge will apply as per cars.

5.5 Contractors, Partners and Staff

Space will be allocated for staff and contractor vehicles in a separate Car Park – a pass will be required for this parking. Staff will be encouraged to car share if possible. Visitors from Responsible Authorities will be allowed to park in the same area.

5.6 Drop-Off / Pick-Up and Taxi Operation

Drop-Off and Pick-Up will be as indicated on the on-site traffic plan in the appendix. We want to make this operation as slick as possible and have no unnecessary delays for this giving lifts to the site – this is to avoid any drop-offs and pedestrians on the A1307. There will be a separate route and area clearly signed on site and PUDO vehicles will be given priority on exiting the site.

The same procedure will be used for taxis. After entrance to the car park is closed, taxis will be allowed to “rank”/wait alongside the fence to the Car Park. This will ensure that

MOTP can find their ride as they will all be in the same place.

Information will be sent to all local taxi firms in advance of the event – we may need assistance from SCDC licensing for contacts.

6. Ingress Routes

6.1 Emergency Services Access Routes

See plan in Appendix.

All stewards and security staff will be briefed to allow any vehicle on “blue lights” immediate unhindered access to the site.

6.2 Pedestrian Routes

We actively discourage visitors from walking to the site – there are few footpaths in the area and the A1307 is not safe for walkers.

Within the site, where practicable, we will provide vehicle free pedestrian routes to minimize the chances of pedestrian/vehicle conflicts.

Only emergency vehicles and perimeter patrol vehicles will move around during the live event.

6.3 Local Access Routes

With the number of vehicles arriving in the local area there may be some temporary congestion. It is our intention to remove vehicles from the road as quickly as possible – this will be achieved by NOT having staff at the entrance and encouraging vehicles well into the site before checking tickets and passes – this will enable us to have a line of cars within the site and reduce queuing at the filter lanes.

Our ingress period is on a Saturday afternoon which is a quieter period on the A1307 and avoids any rush hour periods which occasionally lead to congestion in the surrounding areas.

7. Egress Operation

7.1 Egress Routes during Peak Ingress

Priority will be given to taxis and drop off vehicles leaving the site. Traffic will be held on site and allowed to leave one vehicle at a time to lessen impact on the A1307.

7.2 Post Event Egress Routes

All vehicles will leave site through the same entrance that they entered, As above this gives us the option to hold vehicles on site as a “valve” and release them steadily so as to lessen the impact on the A1307.

All vehicles will turn left out of site and head towards Cambridge – the A1307 can be a fast road and so we will avoid crossing the traffic flow – permanent signage is now erected at the exit to the site.

Any vehicle wishing to head East can head up to the “Balsham/West Wratting” turn a short distance from the site which has a long filter lane where they can head towards the villages listed above or make turn East along the A1307 towards Haverhill.

We will reserve the site exit over the bridge at Horseheath village for artists and, if there is congestion, shuttle buses.

8. Parking Ticket Sales

Parking is free at each event.

9. Pedestrian Safety and Access

9.1 Pedestrian Routes On Site

Safe pedestrian routes from each vehicle area are designed into the site. Where any route crosses a vehicle route there will be a steward giving priority to pedestrians.

10. Emergency Services

There are available routes into the site as shown on the plans below. All emergency services are invited to visit the site in the build up to any event to check directions, access through gates, etc.

There are hard-standing routes through the whole site and these reach close to all of the entertainment centres.

If Production call out an emergency service on 999 they will explain the best access point depending on the time and activities on site and send a member of staff to that point to greet any arriving vehicles and direct them to any incident.

11. Lighting

11.1 Car Parks

There will be self-generating tower-lights in the car park and festoon lighting around the routes on site.

12. Traffic Management

12.1 Event signage

There will be signage close to the event site directing cars to the main entrance.

12.2 Car Park/TM Staff Deployment

All car parking staff will be clearly indicated by their hi-viz uniform.

Most tickets will be purchased in advance but payment can be taken on site – all cash collected will be passed to the box office team.

Car park entrance will be well within the site to encourage drivers off the A1307 to minimize delays and congestion.

12.3 Local Highways

Engaged with through SAG.

12.4 Highways England

N/A

12.5 TTROs

N/A

12.6 Cone Plans

Enough to prevent right turn out of site.
Also used to make lanes in car park.

13. Signage Plan

14.1 Hand made signs strategically placed around the event site