

Coast Roads Community Festival Event Plan

**2 Day Music, Arts & Culture Event
(The Lock In C.I.C.)**

Date

9th-10th July 2022

Time

12noon - 11:00pm

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Introduction

Aim

To celebrate the arts and culture of our beautiful community, by providing a platform where local emerging artists, school children and acts share the same spotlight as national and international acts and inspire future generations to enjoy music and the arts.

Multiple stages featuring international acts and world-renowned DJ's alongside the best local talent

- BBC Introducing Stage curated by BBC Introducing in Cumbria
- School Stage featuring acts from local schools
- Unity stage promoting diversity and inclusion
- Attractions for children in dedicated family area
- Amazing art installations created by local artists
- A range of incredible food vendors

Objectives

To provide a two-day music, arts & culture event. The festival is on a large field just outside of Aldingham, located between Barrow-in-Furness and Ulverston along the coastal road (A5087), see Appendix B Site Plans. The festival main site itself is situated up a gentle rise away from the road and traffic.

Contingency Arrangements

The event will go ahead unless severe weather conditions prevail preventing the stage or grounds from being used safely.

Section One - Event Organisation

Information

- Who Organises the event?
 - The event is organised by The Lock In CIC, a group of 7 Directors, with support from a number of subject matter expert capability leads (School Inclusion, Arts, Healthy Living, Diversity & Equality Inclusion, Health & Safety)

- What is the event?
 - 2 Day Music, Arts & Culture Event
 - Multiple stages & tents for entertainment
 - Local charities, organisations & support groups
 - Meditation & Mindfulness retreat areas
 - Food concessions
 - Bouncy castles and children's entertainment
 - Licensed Alcohol outlet

- Where and when does the event take place?
 - 9th/10th July. The festival is on a large field just outside of Aldingham, located between Barrow-in-Furness and Ulverston along the coastal road (A5087), Ordnance survey Grid Ref SD27476 70769 see Appendix B Site Plans.
 - Gates open to allow public entry to licensed area at 12:00 to 20:00
 - Event time end 23:00
 - There will be additional time to allow for crowds to leave the event. This is expected to ensure people leave the wider site area before 00:00.
 - Site access for event management staff, subcontractors and volunteers will be permitted at all hours prior to the event and after the event, where necessary.

- Who is likely to attend the event?
 - Members of the public - adults and children
 - Music artists.
 - Vendors.

- How many people are likely to attend the event?
 - This is a ticket only event and people will have entry and re-entry throughout the day from 12:00 to 20:00.
 - The event is set to cater for up to 5000 people including Staff & Volunteers.

Roles and Responsibilities

- Event Organisers – **The Lock In (a Community Interest Company)**
 - Directors
 - Robbie Gallagher
 - Andrew Graham
 - Gary Mallinson
 - Malcolm Lingard
 - Grant Hamilton
 - Josh Morrison
 - Liam Blackley
 - Iain Wright (H&S, Site Planning)
 - David Black (H&S, Site Planning)
 - Michael Evans (Medical)
 - Deborah Henry (Marshall/Volunteers)

- Event Managers – **Gary Mallinson / Malcolm Lingard– The Lock In CIC**
 - To be the ‘controlling body’ with responsible for Health & Safety legislation of the event.
 - To facilitate regular communication with regards to all of elements of the process towards the production of the event
 - To make links with any and all participants/stake holders
 - To act as a point of contact for information
 - To act as a member of the **Safety Advisory Group** and advise on the status of the event at any given time
 - To advise on and be the main point of contact for all aspects of event operations
 - To work with the organisers of the event to create a safe and successful event
 - To carry out and/or arrange for the initial risk assessment to be carried out
 - To manage and carry out on-going risk assessments relating to the event
 - To organise and co ordinate all elements of the event in line with the event plan (Event Management & Operations Document)
 - To act in accordance with current legislation in accordance with The Event Health & Safety Guide
 - To communicate as required with **999** services and County Council, Borough Council.
 - To populate, manage and control the Event and Operations Document (once handed over from the writer)
 - To arrange and manage all food concessions/ stalls/ groups/ business activities.
 - To manage the site using relevant staff (Stewards, Security, first aid etc).
 - To be clearly visible and available as a point of contact during the event for any issues and enquiries.

- **Safety Officer – Iain Wright & David Black**
 - To be responsible for the Health & Safety of all attending the event including staff, volunteers and contractors.
 - Monitor and implement Health & Safety on the day of the event
 - To Act as a member of the **Safety Advisory Group**
 - To be an additional point of contact for the Police / Authorities.

- **Chief Steward – Iain Wright & David Black**
 - To Liaise and manage all Stewards and volunteers for the event
 - To patrol the event site as designated with the intention of maintaining a safe and secure area for the event activities
 - To be a friendly point of contact for the public
 - To facilitate with the volunteer / marshalling team, the clearing of litter and obstructions to gangways and fire exits during the event
 - To be visible at all times when on duty
 - To assist the Event Manager with emergency procedures
 - To manage traffic leaving the site on completion of the event
 - To act as supervisor to all volunteers and stewards to ensure their safety and wellbeing whilst they are undertaking tasks as part of their duties at the event.
 - To ensure the implementation of any safeguarding policies and procedures in relation to volunteers under the age of 16 years.

- **Stewards**
 - Stewarding will be provided to manage the event on the field
 - To report to the Chief Steward or Event Manager/s any activity causing any issues for the event.
 - To patrol the event site as designated with the intention of maintaining a safe and secure area for the event activities
 - To be a friendly point of contact for the public
 - clearing of litter and obstructions to gangways and fire exits during the event
 - Will be visible and identifiable as a steward at all times when on duty
 - To assist the Chief Steward and Event Manager with emergency procedures
 - To help manage traffic leaving the site on completion of the event

- **Security staff (reporting directly to Event Manager/s)**
 - To monitor the influx of public to the event
 - To restrict the import of alcohol to the event
 - To restrict the import of illegal substances to the event (further action will need to be taken on this)
 - To monitor for and respond to altercations anti-social or violent behaviors
 - To hold offenders at the control position until the police take charge of them
 - To support the event manager in holding a safe event through the duties employed.

Site Management

- Site design
- See Appendix B Site Plans.

- Site rig up & de-rig timescales
- The site will be set up from 6th July
- Site will be de-rigged from 11th July

- Concessions:
 - On site concession only

- Activities/Exhibitors
- Will be organised and booked through the Organiser's.

- Alcohol
 - Alcohol will be sold from the onsite bars.
 - Plastic glasses/ bottles or cans only will be used.
 - Event attenders are not permitted to bring their own alcohol to event.
 - NO GLASS is permitted on site.

- Refuse collection
- Onsite bins to be used and located in high traffic areas

Marketing and PR

- Marketing - North West Evening Mail, local radio and website (facebook/twitter etc).
- Regarding digital marketing, we will be working to a social media content plan to inform and engage our target audience and will be using a number of targeted advertising campaigns on platforms such as Facebook and Instagram where we can target adverts specifically at our key markets.
- We will be undertaking a promotion campaign using print media (such as posters, flyers and banners) targeted to a key list of areas and facilities that will make our audience aware of the details of the event and provide them with all of the necessary information they need. It is also our intention to advertise on a billboard in one of the most frequently travelled areas of the local area.

Insurance

- Event Insurance is being provided by Protectivity Insurance.
 - Policy No: 444900136106
 - Public Liability: £10,000,000
 - Employers Liability: £10,000,000

- Concessions
 - Concessions will provide their own PLI & ELI.

- Contractors & Sub contractors
 - Contractors will provide their own PLI and ELI.

Section Two - Event Management

Support and Safety Infrastructure

- Police
 - **Cumbria Constabulary will comply with Home Office publications (where appropriate) the core Police roles as defined by the Association of Chief Police Officers Sub – Committee for public order and published in the ‘Keeping the Peace’ Manual. Their specific responsibilities’ include:**
 - Prevention and detection of crime
 - Prevention or stopping of a Breach of the Peace
 - Traffic regulation within the legal powers provided by statute. (which does not cater for the stopping of traffic immediately outside an event)
 - Activation of contingency plans where there is an immediate threat to life and property, and the co-ordination of the resultant Emergency Services Available
 - (See Emergency Planning for further information)
 - Engagement with Emergency Services Hub (Ulverston)

- North West Ambulance Service
 - To be made aware of the event and to coordinate with 1st Aid team if required.
 - To be kept in the loop of communications at all times
 - Engagement with Emergency Services Hub (Ulverston)

- Fire & Rescue Service
 - To be aware of the event - Engagement with Emergency Services Hub (Ulverston)
 - To be always kept in the communications loop

- Emergency Planning Unit
 - To be based at the control point within festival site, see Appendix B Site Plans.

- Port Authorities
 - Not applicable

- Local Residents
 - Local Parish Council notified of event.
 - Local residents will be informed by way of mail.

Event Control Position (CP) (Office/Reception)

- Location
 - To be based at the control point within festival site, see Appendix B Site Plans.

- Opening Times
 - The licensed are will be open to the public between the hours of 12:00 and 23:00 on both days of the festival.
 - On the event days, customers will be permitted to enter the wider site area including car parks from 11:00.
 - There will be additional time to allow for crowds to leave the event. This is expected to ensure people leave the wider site area before 00:00.

- Audience Dynamics
 - The festival aims to appeal to a broad demographic from a range of audiences including children of school age, teenagers, adults and families.
 - On a local level, the festival will appeal to friends and families of performing artists, pupils in schools taking part in the school stages, food enthusiasts who want to sample the vendors and music & arts fans.

- Crowd Management
 - Entry and exit points to be the crowd access gate. See Appendix B Site Plans.
 - Pedestrian access will be separate to vehicle and site access.
 - Transportation and pick-up/drop-off point is to be available for participants.
 - Traffic safety measures are to be implemented along A5087.
 - Staggered stage start and finish times for performances.

- Crowd Capacity
 - <5000

- Steward Ratio
 - 1-250 approx.
 - As average capacity is anticipated at 5000 max, approximately 20 stewards are initially booked and will be performing shifts throughout the day.

Communications

- Public Address System
 - Main stage PA systems
 - Mobile phones

- Event Briefing (Stewards, Marshalls, Site team, crew, SAG)
 - Given by the Event Manager, Site Security & Safety Officer on the day at control point.

- Use of operational manual:
 - The manual will be kept with the Event Manager on the day of the event where it will be situated at the control position
 - Copies will be held by the safety officer, the Police, the Borough Council, the County Council.

- Clothing and ID
 - All event staff will wear appropriate clothing that relates to their role and function including relevant PPE
 - All event staff will wear Hi Viz vest, jacket or coats. Or relevant branded clothing
 - Event ID Badges are not required as long as persons in an official capacity are clearly identifiable
 - Colour coded wristbands are to be provided for event staff, marshalls and artists.

- Welfare
 - All event staff will have access to food and water throughout the event
 - All event staff will have regular rest breaks during the event
 - No alcohol to be consumed by event staff
 - Toilets are on site

First Aid Provision

- **North West Medical Service** to provide cover on the day
- **Main Gate** 11:00 until up to one hour after the event.
- **Staffing:**
 - 4 first aid responders/ first aiders, Frec 3 & Frec 4 trained.
 - 1 fully trained Paramedic to be on site for the duration of the festival
 - Medical Vehicle provided on site – In situ
 - 1st Aid staff to patrol site
 - County NHS Ambulance Control Centre to be informed and evidence provided.
 - Fully trained paramedic
 - 999 services to be contacted immediately if a serious accident has occurred which may need hospital treatment

Security

- Security will be provided by Apolon Security
- Security management and supervisor team required 2hrs prior to opening.
- Staff required before gates open and until the venue is cleared on completion of the event.
- All SIA certified security to attend the main entrance to restrict alcohol from entering the event site, prevent the transportation (and use thereof) of illegal substances
- To be able to contact the police directly if and when required
- Times required
 - 09:30 until site clearance (all security staff)
 - 09:30 until site clearance (Management and supervisors)
 - Saturday / Sunday the 9th 10th of July

Traffic management

- Road Closures
 - No road closure
 - Traffic management solution in place on adjacent section A5087. To be provided by Road Traffic Solutions
 - Traffic lights will be in place to allow for festival participants to cross road safely.
 - Pedestrian crossing in place.
 - Clearly sign posted Festival Traffic within the local area.
 - RTO submitted - Helen Karslan confirmed being processed

- Parking
 - Car parking is available on site and will be informed in the event information document, social media and website.

- Public Transport
 - Public Transport is available on site and will be informed in the event information document, social media and website.

- Pedestrian routes
 - No pedestrian routes are permitted.

Access arrangements:

- Viewing points
 - No Unrestricted viewing is anticipated. No additional viewing platforms are being provided.
 - DISABLED ACCESS TO MAIN SITE – Initial access via service route, once on site all site accessible.

Lost Children Point/s

- Main point is Event Control Point (CP)
- All stewards working at the event can be first point of contact for a lost or found child. Chief Steward and Event Manager to be notified immediately as is possible.
- DBS cleared steward available on site at all times in accordance with children's safeguarding regulations.

Lost property points

- Control Position
- Any items not picked up will be placed with The Lock in CIC.

Noise Management

- A Noise Plan will be attached as a separate document

Section Three - Risk Assessment

It is the intention of the Coast Road organisers so far as is reasonably practicable, to ensure the health, safety and welfare of its employees working at the event, and also to ensure so far as is reasonably practicable, the health, safety and welfare of the general public attending that same event.

The executive decision making of safety issues for this event will be made by
Gary Mallinson / Malcolm Lingard - Event Manager
Iain Wright & David Black - Health & Safety Officers

These named persons form the **Safety Advisory Group** for this event.

The safety risks associated with the activities of the event have been assessed and the outcome of these assessments embodied in safe systems of work. The assessments will be reviewed by taking on board comments of those involved in the activities during the planning of the event. This document will be updated to reflect the findings of any assessments and comments.

Additional risks will be assessed dynamically as they arise by the Event Manager.

Section Four - Emergency Management Procedures

Untoward Incidents

- Any incident that occurs outside of the event risk assessment and planning will be referred to the **Safety Advisory Group** immediately with the likelihood of the Police being informed at the same time.

Fire Hazards

- All concessions will be informed of the fire risk assessment which states that there must be an in date fire extinguisher comparable to the potential use it will be required for (CO2, Foam, water)

Bomb Threats

- All potential bomb threats should be treated seriously.
- If the call comes through to a member of staff, that person should try to keep the caller online and attract the attention of the Event manager/Police on site or any official as soon as possible.
- Try to get as much information about when and where the bomb might be. Listen to the caller, what accent, age, how nervous etc.
- The caller can then if required by the Police, be transferred to them.

Suspicious Packages and Vehicles

- Any suspicious packages should be left exactly where they are found and the Event Manager/Police communicated to immediately. Do not leave the area and do not use a mobile phone unless absolutely necessary.
- **DO NOT** take action to clear the area without authority as this may induce panic for no reason.

Evacuation Procedures & Assembly points

- The site is large enough to disperse all attendees and staff without bottleneck
- All access routes to be utilised
- Stewards and event staff to make sure the field is clear and that all persons are mustered across from the field on the spare land.

Public Information

- Any information that the public is required to hear will come from the events main stage PA System.
- Only announcements authorised by the Event Manager or member or SAG to be broadcasted.

Section Five - Major Incident Procedures

Decisions as to Primacy

In the event of an incident reaching a critical stage which is beyond the capacity of the management of the event, the protocol of Cumbria Constabulary having primacy will be as follows:

- If the Event Manager/Safety Officer decides the situation is beyond the capacity of the event management team, they will verbally inform the Bronze or Silver Commander, who will then take primacy.

Or

- If the Bronze or Silver Commander decides the situation has reached a critical stage, requiring the immediate intervention of police resources, they will verbally inform the Event Manager/Safety Officer that Cumbria Constabulary are taking primacy and employees and agents with the event will work in conjunction with and under the direction of Cumbria Constabulary
- In either case, the situation and circumstances will be documented in the policy log, together with the rationale behind it. Written confirmation of the handover of primacy will be obtained at the time or as soon as practicable following the incident

Emergency Access/Egress Routes

- As per agreed site plan (as per appendix B)

Cordons

- As per site plan
- Mainly to clarify the run route in from the main road through to the arena.

Appendix A Programme of Activities & Events (All timings and content are subject to changes)

Time	Location	Description	Action
09:00	Aldingham Field	Stewards and volunteers arrival	Stewards and volunteers briefing to follow
11:00	Aldingham Field	Car Park & wider site area open to public	Controlled access to the field
12:00	Aldingham Field	Licensed premises area opens to public	Controlled access to the field
12:00	Main stage	Music starts	
12:00	Alcohol outlet	Bars open	See Alcohol Mgmt Plan
12:00	Field Arena	Concession stands open	
22:30	Main Stage	Music finishes	
22:45	Bars	Bars Closed	See Alcohol Mgmt Plan
23:00	Dance stage	Music finishes	
23:00	Field Arena	Evacuation of Field	
00:00	Field Arena	Field evacuated	
00:00	Field Arena	Equipment shut down and secured	

Sunrise 04:51 Sunset at 21:43
Subject to change

Appendix B Site Plans

- Plans and maps of event (Non scale drawing of site)

License Premises Plan

Event Access, Parking, Pick Up & Drop off

Appendix C **Emergency Management & Major Incident Procedures**

- No further information other than that provided earlier in the document is required.

Appendix D **Emergency Exits Site Plans**

- The event is outdoors and there are sufficient escape routes and shelter areas to justify the premises licence
- Stewards will take action with direction from the Event Manager or in assistance to the Police.
- In the case of a major incident, all persons shall be evacuated to the bottom end off the field which provides enough space away from the main arena allowing for emergency services access up the access road.
- Emergency exits will be signposted as per the sit plan (see Appendix B)

Appendix E Telephone Directory call list

- TBC

Appendix F Risk Assessment

N.B. Risk factor (coloured/shaded box) is based on no existing or additional controls in place. Existing and Additional controls stated are intended to bring the risk factor down to a maximum of 2 (green) as long as the controls are monitored, managed and adhered to.

Activity/situation:	Coast Roads Community Event Plan 2 Day Music, Arts & Culture					
Venue:	Aldingham Fields	Assessment date:	16/03/22			
Area:		Assessment review date:		By:		
Safety Advisory Group Members	Gary Mallinson, Iain Wright, David Black, Malcolm Lingard	Version number 1		Signed off by SAG	Date	

Task	Hazard	Persons at risk	Existing controls	Additional controls	Severity	Likelihood	Risk Factor
Equipment & vehicles entering and leaving site for build - up and break down	RTA	All ground crew and drivers	Experienced staff and providers Access to public Unrestricted during site build/break	Site speed limit Unrestricted to 5mph	4	1	4
Stage Construction	Manual Handling injuries	Stage Engineer	Experienced operative. Equipment can be constructed with one person from supplier.	Stage supplier to carry out own build and breakdown Minimal help required	3	2	6
Rigging Lighting & Sound Equipment	Manual Handling Injuries	Event Crew and technicians	Experienced crew, planned activity, appropriate PPE worn	Briefing of any and all activity by crew chief/Event Manager	4	2	8
Rigging Lighting equipment	Injury from falling equipment	Technician/ crew	Competent and trained staff only using appropriate access equipment	All rigging to be secured in line with LOLER. All WAHR to be implemented where necessary.	4	1	4

Connection of electrical systems (lighting, Sound, site distribution)	Electrical shock	Technical/site crew	Competent and trained staff only.	Cables run from source to supply. Supply not turned on until systems circuit checked. Cabling routed to avoid damage to insulation or disruption to connectors.	4	1	4
Running sound, lighting and distribution cables	Trip hazards	Crew and performers, VIPs	Cables to be run outside of walkways. Essential cables run over walkways to be covered with rubber matting and clearly marked for identification	Monitoring of area(s) my stage/site manager. Hazards pointed out to persons unfamiliar with area.	3	1	3
Set up/break down of pedestrian barriers	Manual Handling injuries	Site crew/stewards	Full briefing given on safe implementation. Work carried out in pairs. Vehicle to transport barriers wherever possible.	Activity monitored by Event/Site manager	3	2	6
Power supplies concessions, stage lighting	FIRE	Anyone and everyone nearby	All technical equipment and plant is tested appropriately. Concessions are to provide risk assessments and all certification of the rig to the event manager	Portable Fire Fighting equipment (CO2, Foam) to be placed at appropriate points within range of a hot spot (ie, generator, lighting and sound distribution system etc) Trained fire warden in attendance	4	1	4

Evacuation of public in an emergency	Crushing, falling, trampling upon persons	All persons	Site is organised with plenty of room for the spreading out and separation of the public. Large open areas for public to gather without overcrowding. Entrance/exit to site clearly identifiable	Site PA system to be used to inform and direct and calm the crowd as appropriate. Site staff identified by Hi-vis to assist	4	1	4
Arrival, placement/removal of hired plant (generators, toilets, staging)	RTA, crushing, hitting (Trailer movement)	Site crew and operative	Site plan to be managed, Site manager experienced in the activity of equipment placement. Hi viz and PPE worn at all times. Additional staff to act as safety numbers. Banksman to be used when maneuvering plant trailers on site.	All routes to and from equipment placement to be clear. Brief the driver before placing equipment and plant. Area to be cordoned off to non-essential personnel. Where necessary, acting banksman to agree signals with drivers. Driver to halt when banksman is not visible.	4	2	8
Public in attendance at the event	Participation and observation of sporting activities	Miscellaneous accidents and injuries	1 st Aid team on site throughout the event	NHS Ambulance have been informed	3	2	6
Concessions – hot food and drink sales	Use of gas/electricity/live flame for cooking	Risk of fire and subsequent injuries	All concessions are bona fide food sellers who have undergone local council food hygiene registration and certification. Evidence to be supplied to the event manager.	Certification verified before concessions can set up. Each concession to have appropriate fire-fighting equipment where	4	2	8

				necessary.			
Sound from Main PA system	Ear damage	Anyone listening	Suitable sized PA to be used. Sound levels monitored and checked if appear too loud. Mature attitude to be adopted.	Sound pressure levels to be monitored and controlled by Event Manager and sound engineer	4	2	8
Untoward incidents – violent acts	Physical injuries	Audience, staff	Numbers restricted by ticket holders only, SIA staff to be in attendance at the gate.	1 st aid team in attendance	4	2	8

Assessor name:			Date:	On Behalf of The Lock In CIC
Verifier (as necessary):				

Severity x Likelihood = risk factor

NB Please read note at top of risk assessment sheet

Severity	Likelihood	Risk Factor	Action
1 - trivial injury	1 – remote	1, 2	No action / low priority
2 - minor injury	2 – possible	3, 4	Low priority
3 - “3 day injury”	3 – likely	5, 6	Medium priority
4 - major injury	4 - highly likely	7, 8	High priority
5 - death	5 – certain	8 - 10	Urgent action

Appendix G **Reporting a Lost Person**

- There are a number of ways a member of the public can report a Lost person.
 - Via any uniformed person on site (Police, Ambulance, Event Team)
 - That person must then escort that person to the Control Position and inform the Event Manager and Chief Steward in the event of the person being under 16 years of age.
 - The Event Manager/H&S Manager will take appropriate action to identify the person, contact anyone who is with them and to ensure their safety until being restored to their party.
 - Any persons under age 16 is deemed as a child and will be supervised at all times by a DBS certificated member of the event team until reconciled with a responsible adult.
 - The Police shall be informed if it is clear the lost person is in distress, is underage or potentially vulnerable

Appendix H **Car Parking and Traffic Management Plan**

- Car Parking
 - Vehicle parking will be available in designated areas, see Appendix B Site Plans.
 - Movement on event site is by express permission of the Event Manager or Safety Officer only.
- Signage
 - Adequate signage will be in place at all times
- Security
 - Security will have staff in attendance, but stewards are the first point of contact.

Appendix I Overall Steward Requirements

Full briefing to take place no later than 10:30

Location	Day	Time	Steward reference	Radio call	Remarks
Main Gate	09/07/22 & 10/07/22	09:00	To be determined	A1	To assist with staff, vendors and artists entry
Main gate/Car parks	09/07/22 & 10/07/22	11:00	To be determined	B1	To ensure flow of entry of event customers
In front of main stage	09/07/22 & 10/07/22	11:45	To be determined	C1	In place for first band starting.
Main Bar area	09/07/22 & 10/07/22	11:45	To be determined	D1	
In crowd, near pinch points: toilets, waste disposal.	09/07/22 & 10/07/22	12:00	To be determined	To be determined	
Information point	09/07/22 & 10/07/22	11:00	To be determined	E1`	Situated at main gate
Patrolling outer perimeter of field and arena area	09/07/22 & 10/07/22	12:00	To be determined	OP	

Appendix J

Organisational and Safety Action Plan

Guide to the event to be managed by event management team and health and safety officers: Subject to change

Date/	Time	Location	Action	By	Done
06/07/22 - 09/07/22	All Day	Main arena	Open up site to allow stage delivery and erection.	Main Stage & Marquee Sub-contractors, Event organisers	
06/07/22	All Day	Main arena	Main Stage & Marquee Erection	Main Stage & Marquee Sub-contractors, Event organisers	
06/07/22 - 09/07/22	All Day	Main arena/Full Site	Delivery of heras fencing, pedestrian barrier, lighting rig, toilets and all other miscellaneous plant hire equipment.	Event organisers, health and safety officers and plant hire subcontractors.	
06/07/22 - 09/07/22	All Day	Main arena/Full Site/Car Park	Arrival of waste bins, allow access to site for delivery and set up	Event organisers health and safety officers and toilet hire subcontractors.	
06/07/22 - 09/07/22	All Day	Main arena	Lighting and sound delivery	Gary Mallinson, Grant Hamilton & Tech Team	
06/07/22 - 09/07/22	All Day	Main arena	Lighting and PA system set up	Bryn Tyson and Tech team	
07/08/22- 08/07/22	All Day	Main Arena	Arrival and set up of concession stands	Event organisers, health and safety officers and concession stand owners.	
09/-7/22- 10/07/22	All Day	Main Arena	Arrival of bands and equipment, allow access to site for delivery and set up	Gary Mallinson, Malcolm Lingard, Andrew Graham	
09/07/22- 10/07/22	09:30	Control Point	Briefing of stewards and security staff All staff to positions ready for doors opening	Event organisers, health and safety team, medical team, security team, marshalls, bar managers, operational staff	
09/07/22- 10/07/22	12:00	Main Arena	Licensed premises area opens to public		
09/07/22- 10/07/22	12:00	Stage	Live music starts Food and drinks concessions open		
09/07/22- 10/07/22	22:45	Bar	Bar closes		
09/07/22- 10/07/22	23:00	Stage	Last act finishes, event closed	Event organisers, health and safety team, marshalls, security team.	

09/07/22-10/07/22	23:00-00:00	Full Site	Evacuation of customers	Event organisers, health and safety team, marshalls, security team.	
09/07/22-12/07/22	Allow all hours	Full Site	Site cleanup and waste collection	Event organisers health and safety officers and volunteers.	
10/07/22-12/07/22	Allow all hours	Sound and Lighting clear	Allow access to front of stage by Van	Event organisers, Tech team	
10/07/22-12/07/22	Allow all hours	Stage clear of site	Open up site to allow stage disassembly	Main Stage & Marquee Sub-contractors, Event organisers, health and safety officers	
10/07/22-12/07/22	Allow all hours	Removal of toilets	Allow access to site for removal	Toilet hire Sub-contractors, Event organisers, health and safety officers	
10/07/22-12/07/22	Allow all hours	Removal of waste skip	Allow access to site for removal	Waste hire Sub-contractors, Event organisers, health and safety officers	

Appendix K

Contact Sheet: Concessions and Exhibitors

Name	Concession	Staff Qty	Contact email	Contact number	PLI & Certificates Seen
TBC					
TBC					
TBC					
TBC					
TBC					
TBC					
TBC					
TBC					

Appendix L

Noise Management

A noise management plan will be attached as a separate document.