



EVENT SAFETY PLAN



**Skillet Hill Farm
Honey Lane
Waltham Abbey
EN9 3QU**

DRAFT TWO

26 June 2021

Skillet Hall Farm J 26 Lorry Park Event

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Checked By:	Hayley Rogerson
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Revision History

<i>Revision</i>	<i>Date</i>	<i>Details</i>
Draft One	22:04:21	Distributed for comment
Draft Two	22:04:21	Amendments by Hayley Rogerson

1. INTRODUCTION

- 1.1 HealthandFiresafety .com have been appointed by Skillet Hill Farm Ltd to prepare an Event Safety Plan and undertake risk assessments for the Park Proms event to be held on the site at Junction 26 Truck Park Skillet Hill Farm Honey Lane Waltham Abbey EN9 3QU on Saturday the 26th June 2021.
- 1.2 Following site visits and discussions with and Nick Thompson, Skillet Hill Farm's Founder & CEO, Hayley Rogerson and Steve Brown the Event Safety Advisor, Healthandfiresafety.com, this document represents the proposals that should be adopted in order to provide the necessary safety and environmental precautions associated with the delivery of this event.
- 1.3 This document has relied on extensive knowledge and experience of the application of The Health and Safety at Work Act etc. (1974), CDM 2015, The Purple Guide 2014, the Regulatory Reform (Fire Safety) Order 2005 and other HSE guidelines on event management.
- 1.4 It is, however, recognised that some of these documents may not always be wholly appropriate to this event. In common with all such events, a practical, pragmatic and realistic approach has been taken.
- 1.5 These proposals are not necessarily final but give an indication to the appropriate procedures for this type of outdoor music event.

Licensing Act 2003

- 1.6 Skillet Hill Farm have applied for a Temporary Events Notice for this event.
- 1.7 Skillet Hill Farm Events, the organisers of this event, will deliver the event under the notice. Skillet Hill Farm take their duties under the Licensing Act 2003 very seriously and intend to fulfil their duties as organisers in meeting the Act's four key licensing objectives.

Sensible Risk Management

- 1.8 The Health & Safety Executive (HSE) believe that risk management should be about practical steps to protect people from real harm and suffering, not bureaucratic back

covering. If you believe some of the stories you hear, health and safety is all about stopping any activity that might possibly lead to harm.

- 1.9 This is not the HSE's vision of sensible health and safety, the HSE want to save lives, not stop them. Their approach is to seek a balance between the unachievable aim of absolute safety and the kind of poor management of risk that damages lives and the economy.
- 1.10 It is important when reviewing this document that it is the most recent draft available, if in any doubt please contact Steve Brown at Healthandfiresafety.com:

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2. CONSTRUCTION PHASE PLAN (CDM 2015)

2.1 As of the 7th of April 2015 CDM 2015 applies to the 'Construction & Demolition' phase of all events staged in the UK.

2.2 One of the key requirements of the regulations is the need for a Construction Phase Plan to be produced in advance of the 'Construction' activity taking place.

Roles & Responsibilities

<i>Role:</i>	<i>Name/Company:</i>	<i>Job Role/Description:</i>
Client	Skillet Hill Farm	Client
Principal Designer	Skillet Hill Farm	Venue & Event Management
Principal Contractor	Skillet Hill Farm	Overseeing delivery of event, appointment of suppliers and quality of completed work
Designers	Skillet Hill Farm	Production
Contractors		Fencing
Workers	all contracted by the above	

Definition of Roles and Responsibilities

2.3 Please find a brief description of each role below:

Client:

- CDM Definition *are organisations or individuals for whom a construction project is carried out:*
- Commissions the design and construction and ultimately decides what is to be constructed and by whom
- Heads up the procurement chain
- Responsible for appointing the Principal Designer and Principal Contractor in writing otherwise by default they assume those roles.

Principal Designer:

- CDM Definition: *are designers appointed by the client in projects having more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role*
- Liaise with the principal contractor to help planning, management, monitoring and coordination of the construction phase
- Identify, eliminate or control foreseeable risks
- Prepare Health and Safety file for subsequent projects
- Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project

Principal Contractor:

- CDM Definition: *are contractors appointed by the client to coordinate the construction phase of a project where it involves more than once contractor*
- Plan, manage, monitor and coordinate the construction phase of a project
- Liaise with Client and Principal Designer
- Prepare construction phase plan prior to work commencing on site
- Organise cooperation between contractors and coordinating their work
- Ensure suitable site inductions are provided
- Prevent unauthorised access and ensure this is detailed as part of your ESP
- Consult with workers on H&S matters

Designer:

- CDM Definition: *are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work*
- Prepare and modify designs, to eliminate, reduce or control foreseeable risks that may arise during construction and maintenance once its built
- Address any health and safety concerns from the outset of the project

Contractor:

- CDM Definition: *are those who do the actual construction work and can be either an individual or a company*
- Plan, manage and monitor construction work under their control so that is carried out without risks to H&S
- Cooperate and coordinate with others
- Where more than one contractor is involved, they must comply with directions or project managers
- If they are the sole contractor, they must prepare the construction phase plan

Workers:

- CDM Definition: *are the people who work for or under the control of the contractors on a construction site*
- Be consulted with about matters which affect the H&S
- Take care of their own H&S and other who may be affected by their actions
- Report anything they see has the potential to endanger either themselves or others
- Every individual who is employed by any company involved in the construction activity

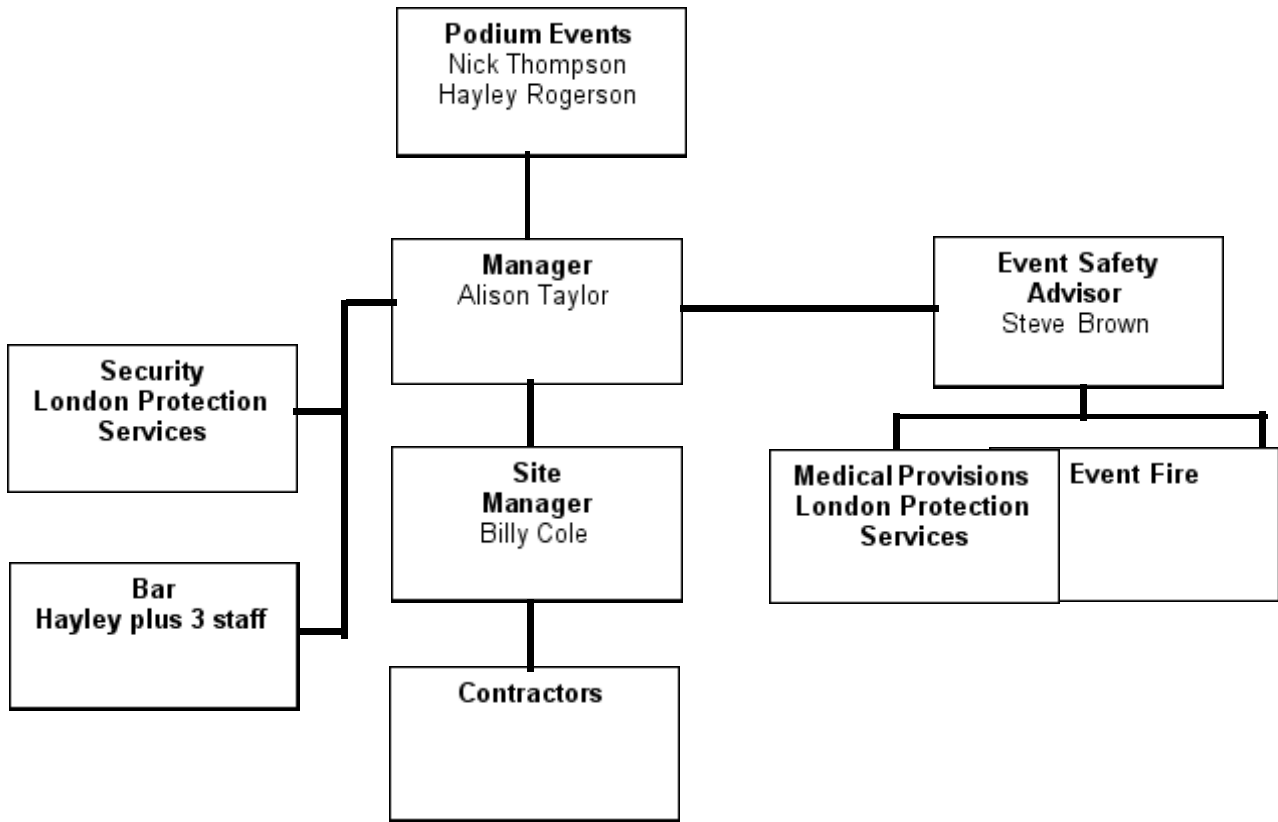
Notification:

2.4 The HSE requires notification of the event if:

- The Build or De-rig lasts longer than 30 days and more than 20 event staff are working simultaneously at one point.
- Exceed 500 person days.

2.5 For this event the 'Construction' activities do not meet the above criteria for HSE notification through the F10 process.

3. EVENT SAFETY MANAGEMENT STRUCTURE



4. EVENT OVERVIEW

- 4.1 This is the second time that this event is to be held on the Skillet Hill Farm. For this year's event Skillet Hill Farm will be applying for a Temporary Events Notice.
- 4.2 It is anticipated that up to 450 people will attend the event and all attendees will be ticket holders or guests of Skillet Hill Farm or staff.
- 4.3 If safe conditions allow and it is deemed a reasonable step to take by Event Control, the gates may open earlier than scheduled.

Programme

- 4.4 The event this year will provide a DJ Set. These are detailed below:

Saturday 26th June

Event Timings

- 4.5 Detailed below are the event timings:

- Car Parks Open - 13:15hrs
- Gates Open - 14:00hrs
- Bars Close - 22:30hrs
- Event Food Close - 22:45hrs
- Event Closes - 23:00hrs
- Car Parks Close - 23:59hrs

Ticketing

- 4.6 The details of the venue will only be made available to guests following purchase of a ticket.

Promotion

- 4.7 The event will receive promotion and publicity through a dedicated Instagram group for people interested in this kind of music.

Audience Profile

- 4.8 On the day it is anticipated that the event will attract an audience of adults of varying ages. The projected audience profile is expected to be 50% male and 50% female.

Travelling To & From The Event

- 4.9 The audience will travel to and from the event site using a number of methods:

<i>Travel Mode:</i>	<i>Numbers:</i>
Car	250
Taxi	200
Public Transport/On Foot	Minimal
Total	450

Traffic Management

- 4.10 A Traffic Management Plan will be produced following the guidance of Skillet Hill Farm management, based on previous events staged on the Estate and in consultation with the Local Highways Department and Constabulary.
- There will be a taxi drop off point inside the lorry park and a separate car drop off point also inside the venue. Skillet Hill Staff will prevent vehicles from parking on the public highway.

Vehicle Parking

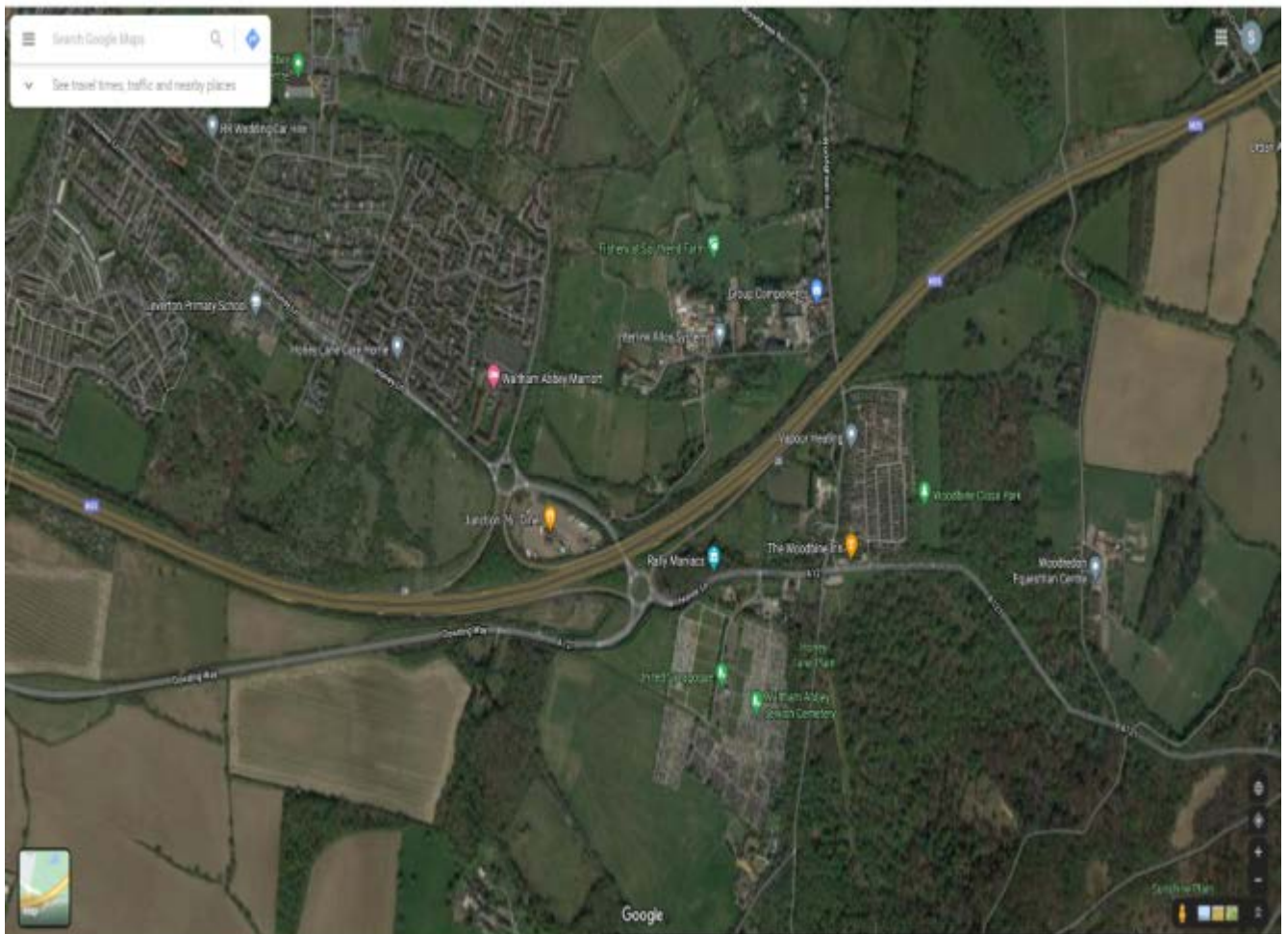
- 4.11 Skillet Hill Farm has ample space for vehicle parking as it is used as a major truck park.
- 4.12 For more details of the traffic management routes and car park that will be available for the event, please refer to site plan 1 &2
- 4.13 The event area will be surrounded by steel shield fencing. This provides sight line screening to prevent people gathering to see the show whilst also making it difficult for non-ticketed people to gain access.
- 4.14 In addition, steel shield will be used to create a physical barrier to people entering and leaving the event site from accessing the M25 from the lorry park.

5. VENUE EVALUATION

5.1 Junction 26 is a large truck park offering short and long stay parking with overnight facilities. Located at Junction 26 of the M25 motorway in Waltham Abbey, Essex.

5.2 The Truck Park also houses an 88 seat Cafe

Skillet Hill Farm Location



Arena Site

5.3 The event arena is to be located on a flat, well drained, section of hard standing. The DJ will be housed in the sheltered patio area.

5.4 Vehicle access to the site will be via the normal trucking route roadway. The lorry parking will be suspended throughout the event. all event trucks will be managed by

banksmen and there will be no movement whilst the guests are on site. The traffic management staff will ensure that no trucks are waiting on the roadway outside the truck park.

6. RISK ASSESSMENTS

- 6.1 Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety at Work Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people.
- 6.2 Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.
- 6.3 The risk assessment for The Junction 26 event is based on the activities that shall be undertaken whilst building, during and de-rigging at the event. The assessment shall also incorporate the experience of holding previous events.
- 6.4 A risk assessment is simply a careful examination of what could cause harm to people, how serious that harm may be and the likelihood that it will occur. By doing this, the organiser will be able to decide what precautions are required.
- 6.5 Knowing the event thoroughly is a precursor to conducting risk assessments. A hazard is something with the potential to cause harm, for a hazard to have effect, there has to be hazard event a risk is both the likelihood of that hazardous event occurring and the seriousness of its impact.
- 6.6 While hazards may be common to each event, the management of the risks created by those hazards is unique to each event. Safety management is about risk management, not hazard management, putting in place control measures to reduce risks to acceptable levels.
- 6.7 For more details of the control measures that will be in place for this event please refer to the Event Risk Assessment as detailed in Appendix A.

7. EVENT HEALTH, SAFETY STATEMENT

- 7.1 It is the policy of Skillet Hill Farm Ltd to promote the highest possible standards of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who, may be affected by their work activities, and to ensure compliance with all current legislation, in particular the 'Health and Safety at Work Act etc. (1974)'.
- 7.2 Skillet Hill Farm makes specific commitments with regards working safely, personal safety, care of the environment and being mindful of safety issues when planning music events.
- 7.3 Skillet Hill Farm considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues.
- 7.4 Skillet Hill Farm CEO & Founder, Nick Thompson takes responsibility for the implementation of the Company's Health and Safety arrangements. Such responsibilities include but are not restricted to:
- Ensuring that Health & Safety, as well as licencing obligations, site requirements are a major consideration when planning outdoor events.
 - Undertaking suitable and sufficient assessments of all the foreseeable risks presented to and posed by any of the work activities undertaken whilst on site.
 - Ensuring staff under his control, including freelance workers and contractors are competent and fully aware of any potential hazards.
 - Informing all persons on site of what action to take in the event of a fire, bomb threat or any other emergency, and bring the emergency fire routes and evacuation areas to their attention.
 - Ensuring that adequate medical provisions are in place and that all event staff are aware of these provisions.

7.5 The Event Manager, Hayley Rogerson, is also mindful that she too carries a responsibility for the safety of the public whilst events under his control are taking place.

7.6 Skillet Hill Farm are well aware of their responsibilities for ensuring the health, safety and welfare of all persons attending the site both before, during and after the entertainment. Steps have been taken to fulfil these responsibilities by the employment of competent persons including an Event Safety Advisor (Event manager). The Event manager's responsibilities include the following:

- Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
- Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
- Ensuring that if Personal Protective Equipment is required that it is suitable and worn by all persons deemed to be at risk.
- Monitoring of contractors.
- Liaison with contractors, self-employed persons on site, and the health and safety enforcement authority.
- Preparation, as necessary, and monitoring of site safety rules.
- Checking of appropriate certificates in relation to electric, fire, etc.
- Monitoring and co-ordinating safety performance.
- Advising Skillet Hill Farm on unsafe work and the use of unsafe equipment.
- Assisting Skillet Hill Farm in stopping such unsafe work or the use of unsafe equipment.
- Liaison, as and when thought necessary and appropriate, with the Local Authority Personnel, etc. during the event.
- Provide safety advice, as necessary.

7.7 The Event Safety Advisor for this event is Steve Brown, Healthandfiresafety.com. The on-site-Event Safety Advisors during the event will be Hayley Rogerson & Nick Thompson

8. STAGE, TEMPORARY STRUCTURES, BARRIERS & FENCING

General Requirements

- 8.1 All temporary structures and equipment installations will be designed, built and installed by experienced, competent contractors.
- 8.2 Full details of temporary structures will be submitted to the Council Building Control Department on request. Full technical drawings, supporting structural calculations and any relevant test results will be made available if required before construction commences. All design loads will be in accordance with the appropriate British Standards having regard to their location and use.
- 8.3 All contractors will be required to submit risk assessments and method statements (RAMS) to the Event manager in respect of there on site activity; these will include details of employees/sub-contractors' competencies and training in respect of their ability to operate equipment.
- 8.4 All activities on the site relating to the erection and construction of the structures will be monitored by the Event manager or a nominated safety representative who should ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the companies RAMS.

Completion Certificates

- 8.5 The event manager will ensure that all structures are checked by a competent person and certified as being safe before they are used. Structures erected and certificated for the event must provide completion certificates for the event manager and the site Manager and be available for inspection by Council and HSE Enforcement Officers (if in attendance).

Wind Management Plan

- 8.6 A Wind Management Plan will also be in place which will detail the actions to be undertaken in the event of high winds. The Event manager, in consultation with the Site Manager is responsible for the implementation of the Wind Management Plan.

Stage

- 8.7 All structures will be provided with suitable and sufficient means of access and egress, which should be shown on the site plans.

- 8.8 No stages will be erected on the site.
- 8.9 The Fencing will be provided with sufficient ballast to provide reasonable stability

Front of House Barrier

- 8.10 Given the nature of the event and the positioning of the entertainment, it is not considered necessary to provide a front of house barrier.

Disabled Platform

- 8.11 There will not be a Disabled Platform erected as the event affords good access to disabled guests.

Fencing

- 8.12 Steel shield fencing will be installed around the perimeter of the event to prevent unauthorised access and prevent sight lines.
- 8.13 All fencing will be appropriately braced following the manufacturers calculations/guidelines and being mindful of the possible wind loadings on the site.
- 8.14 The Event manager and the nominated safety representative, during the build period will check stores and stacked materials (fencing, barriers, staging components etc.) for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor should ensure that they are safe, secure and highlighted.

LOLER Compliance

- 8.15 All contractors will be required to produce documentary evidence (valid certificates) for all lifting equipment so as to be compliant with the 'Lifting Operations and Lifting Equipment Regulations 1998' (LOLER).
- 8.16 These certificates will be held in the Event Safety File and be available for inspection by the Local Enforcement Officers if required. The Event manager will manage this process.

9. ELECTRICAL & LIGHTING SYSTEMS

General Requirements

- 9.1 All electrical installations and equipment used should comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers “Regulation for Electrical Installations” and other relevant guidance. Regard should be paid to HSE Guidance Note GS50: “Electrical Safety for Place of Entertainment”. Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances should be provided.
- 9.3 All work necessary will be carried out under the control of a competent electrician. If require this person should provide electrical certificates in a form prescribed in the IEE Regulations prior to the public being given access to areas of the site. Copies of these certificates should be obtained by the Event Safety Advisor (Event manager) and made available to the local authority on request. Prior to the event opening, the Event manager should inspect the site and ensure that appropriate fire fighting equipment has been installed where necessary.
- 9.4 Many risks can be controlled by implementing simple procedures to ensure safety. For example:
- Ensure that the electrical installation as a whole is designed, installed and maintained in accordance with BS 79093 and BS 7671
 - Ensure only those who are competent are permitted to undertake electrical work on installations and equipment.
 - Ensure installations and equipment are properly insulated and correctly earthed.
 - Make appropriate use of residual current devices (RCDs).
 - Do not use or connect incompatible items of equipment.
 - Undertake simple visual checks to ensure the electrical wiring and connections are in good condition.
 - Ensure maintenance, inspection, testing and repairs are only carried out by competent staff.

Generators

- 9.5 Generators will be used to provide the on site power supply. The generators will be well maintained generators which are correctly installed and adequately earthed.
- 9.6 Where there is more than one generator and they are to be operated in parallel, the system will be designed so that the load is shared between them. Electrical earthing will be achieved with the use of earth rods.
- 9.7 The Event manager will inspect the condition of the generators and ensure that fire-fighting equipment (1 CO2 2kg extinguisher/1 form 5kg extinguisher) is provided prior to use. All generators will be barriered in to restrict public access.
- 9.8 Petrol generators should not be permitted on site or on any elements of the event.

Lighting Systems

- 9.9 As the event will progress into the hours of darkness a survey has been carried out by the organisers and it is thought that sufficient lighting is available.
- 9.10 There is sufficient site lighting provided plus there is significant borrowed lighting from the M25.
- 9.11 Suitable and sufficient lighting will be provided for all work undertaken in the hours of darkness.

Hand Held Tools

- 9.12 Hand held tools should, where possible, be 110v or battery operated. Where this is not possible and for other hand held equipment residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds will be used. Test buttons should be incorporated.

10. FOOD, REFRESHMENTS & ALCOHOL MANAGEMENT

General Requirements

10.1 Skillet Hill Farm will obtain details of all caterers and it is advised to forward the information on to the Council at least fourteen days prior to the event. These details will include the following:

- Food Safety Management Systems
- Hazard Analysis Critical Control Points (HACCP)
- Food Hygiene Rating

10.2 Food and refreshments will be available to order from the bar area and served by a waitress. The Event Safety Advisor (Event manager) will ensure that all drinks are sold in plastic receptacles prior to and during the event .

10.3 Welfare arrangements for the caterers will be considered during the build up and breakdown.

Catering Units

10.4 Stewarding staff will ensure that catering vehicles do not move whilst the audience is still on site. Vehicles will not be permitted to move until after one hour following the end of the event. All contractor vehicles must use their head lights during movement.

10.5 Catering units that are grouped together should have a firebreak of 2.5 metres minimum (approximately a length of crowd control barrier). Sections of Heras may be used to provide compounds for catering units, preventing members of the audience accessing preparation areas and gas storage.

10.6 Gas appliances should meet current gas safety standards (NGSR) and be checked by a competent person.

Alcohol Management

10.7 A list of all Personal Licencing holders serving alcohol to the event attendees will be provided to Council Licensing Officer prior to the event.

10.8 Any person deemed to be intoxicated will not be served further alcohol; the Personal Licence holders will monitor alcohol sales closely. Any persons causing a disturbance

or displaying anti-social behaviour will be removed from the event site by the event security staff as expediently as possible.

- 10.9 No persons under the age of 18 will be served alcohol, documented proof of age will be requested by bar staff when in doubt.
- 10.10 The appropriate posters will be displayed in the bar areas to prevent persons under the age of 18 from attempting to purchase alcohol.
- 10.11 All bar staff will be 18 years old or over and trained on the requirements of the law regarding the sale of alcohol, this will include instruction on how to question and refuse sales if necessary.
- 10.12 Advice will be provided by the bar management to bar staff regarding what Age ID cards are acceptable. These can include:
- UK Passport
 - UK Driving Licence
- 10.13 All bar staff will be required to employ the “Think 21” age recognition protocol.
- 10.14 In the event of an individual being refused alcohol SIA Registered Door Supervisors will be on hand to assist in the management of any subsequent issues.

Drinking Water

- 10.15 Two drinking water points will be located in the event site; please refer to the site plan for the exact locations.

11. WASTE MANAGEMENT & DISPOSAL

- 11.1 Sufficient bins will be provided for all catering waste in the secure areas to the rear of catering units. The Event Safety Advisor (Event manager) will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period.
- 11.2 An appropriate number of litter pickers will be deployed throughout the duration of the event. However, crowd behaviour and density may limit their effectiveness and use.
- 11.3 All areas in the immediate vicinity of the site should be cleared of litter. All clean-up staff must be provided with appropriate PPE.
- 11.4 Waste should be cleared from bins and removed after the audience has moved off the site. Suitable waste disposal should be carried out.
- 11.5 Waste bins will be monitored and where necessary emptied periodically during the event.

12. SECURITY & STEWARDING

12.1 Skillet Hill Farm has contracted London Protection to provide security service to the event. London Protection are well known to the Skillet Hill Farm management and have worked on other events.

12.2 London Protection will provide the Security Plan for the event. The Security Plan will identify the numbers and location of security and stewarding staff. This document will be submitted to the Essex Constabulary for approval if required.

General Requirements

12.3 All security staff working on the event will be SIA accredited 'Door Supervisors'. Their SIA Licence badge will be worn at all times. Security staff will also all wear a recognisable uniform.

12.4 Detailed below are the basic duties for security staff, summarised as follows:

- to understand their general responsibilities towards the health and safety and welfare of the audience, other security staff, event staff and themselves.
- To carry out safety checks.
- To control or direct audience members who are entering or leaving the event site, to help achieve an even flow of people to and from the arena viewing areas.
- To assist in the safe operation of the event, not to view the entertainment taking place on stage.
- To staff entrances, exits and other strategic points; for example, perimeter and exit gates which are not continuously secured in the open position while the event is open.
- To recognise crowd conditions so as to ensure the safe dispersal of audience members and the prevention of overcrowding, particularly on the FOH barrier.
- To assist the emergency services as required.
- To provide basic emergency first aid.
- To respond to emergencies (such as the early stages of a fire); to raise the alarm and take the necessary immediate action.
- To undertake specific duties in an emergency or as directed by the Security manager or the appropriate emergency service officer.

- 12.5 Security staff will at all times be polite, courteous and helpful to all members of the audience.
- 12.6 Security staff will at all times be smartly dressed. Their appearance will be clean and tidy.
- 12.7 Security staff are not employed, hired or contracted to watch the event. They should at all times concentrate on their duties and responsibilities.
- 12.8 Security staff should never:
- celebrate or show extreme reaction to the event.
 - Eat, drink or smoke in view of the public.
 - Consume alcohol before or during the event.
 - Use obscene, offensive or intimidatory language or gestures.
- 12.9 Key security staff will use radios and be trained in radio protocols and discipline.

Search Lanes

- 12.10 Security staff will use appropriate search techniques at the entry checkpoints to the event site in order to enforce conditions of entry. All bags will be searched and a metal detecting wand will be used.
- 12.11 Any suspected illegal drug, weapon, or other prohibited item including legal highs found on the Site shall be retained securely and handed to police as soon as is reasonably practicable.

Security Control

- 12.12 The Security team will be located at the café. A Security Controller will be appointed and located in Event Control and this individual will keep a comprehensive Event Log. The Event Log will keep a record of every significant event, to include but not be restricted to:
- Details of the pre-event inspections.
 - Details of the pre-event briefing.
 - Audience numbers admitted to the event site.
 - The numbers and posts of all first aiders and doctor(s) in attendance

- Incident forms recording any accident or incident which might have led to an accident.
- Details of all first aid or medical treatment provided, while preserving medical confidentiality regarding the identity of those treated.
- Details of any non-routine opening of an exit door or gate.
- Details of any assumption of control by the police.
- Details of any defects relating to the safety of the event site arising from the event, plus details of any remedial action taken.
- Details of all fires and fire alarm activations.
- Details of any emergency systems failures

12.13 The Event Control will also serve as the Emergency Liaison Team (ELT) meeting point in the event of an emergency.

12.14 Prior to the first event a full security briefing will take place delivered by the Security Manager to ensure that all security staff fully understand the configuration of the event site, the emergency procedures and the location of the First Aid Point and welfare provisions.

Ejections from Site

12.15 Where security staff removes any person from the event site, or from any part of it, all reasonable steps shall be taken to ensure the safety and welfare of the person being removed.

12.16 Skillet Hill Farm will designate one place (one of the main entrance entry lanes) from which persons may be removed (forcibly or otherwise) from the event site. The location of the 'removal point' will take into account the safety and welfare of persons being removed, the safety and availability of security staff and the need for ready vehicular access by the police if necessary.

12.17 The removal point has been marked clearly on the site plan and will be made known to the Constabulary if required.

12.18 A written record will be made in the Event Log of the date and time of any removals, the name or description of the persons being removed and the reason for the removal or alternative action taken.

13. EXIT VALUES & OCCUPANCY CAPACITIES

Exit Values

- 13.1 The exit calculations and occupancy capacities included in this document have relied on extensive knowledge and experience of the application of the Health and Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 (in particular Open Air Events and Venues Section)

Evacuation Times

- 13.2 The maximum escape time for open-air events can vary between 5 and 10 minutes. The times suggested depend largely on the level of fire risk present. Where the open-air event has a higher risk, escape routes should be based on an escape time of not more than 5 minutes. Where the open-air event has a lower fire risk, escape routes may be based on an escape time of up to 10 minutes.

Risk	Time
Higher	< 5 minutes
Normal	> 5 < 10 minutes
Lower	< 10 minutes

Risk Definitions

Higher Risk	In premises where there is a likelihood of a fire starting and spreading quickly (or a fire could start and grow without being quickly detected and a warning given) and affect the escape routes before people are able to use them then the risk should normally be regarded as 'higher'. Such premises could include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g., heat producing machinery and processes; premises where significant numbers of the people present are likely to move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.
Normal Risk	In most cases the risk will usually be 'Normal'.
Lower Risk	In premises where there is a low occupancy level, and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire; few if any

	highly combustible or flammable materials or other fuels for a fire; fire cannot spread quickly; and will be quickly detected so people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'Lower'.
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13.3 Based on the above risk definitions the fire risk on this event has been assessed as Normal.

Escape Route Capacities

13.4 The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time. The following are suggested rates of passage for open-air parts of venues:

- on all routes in other parts of the event or venue (including within standing accommodation) – 109 people/metre/minute.

13.5 Taking into account the audience profile there will be two emergency exits, one being the main entrance and the other at RVP 2 (see site plan for details).

13.6 Assuming that one of the two exits both to be at least 2m wide has been compromised by the fire the final exit value calculation to a 'Place of Safety' is as follows:

Fire Exits

- 2m x 60 people per minute = 120 people,
- 450 people evacuate time = < 5 minutes

13.7 Security staff will be positioned at the Fire Exits and will act as the Fire Marshals, directing the audience to the nearest fire exit in the event of an emergency evacuation.

Occupancy Capacities

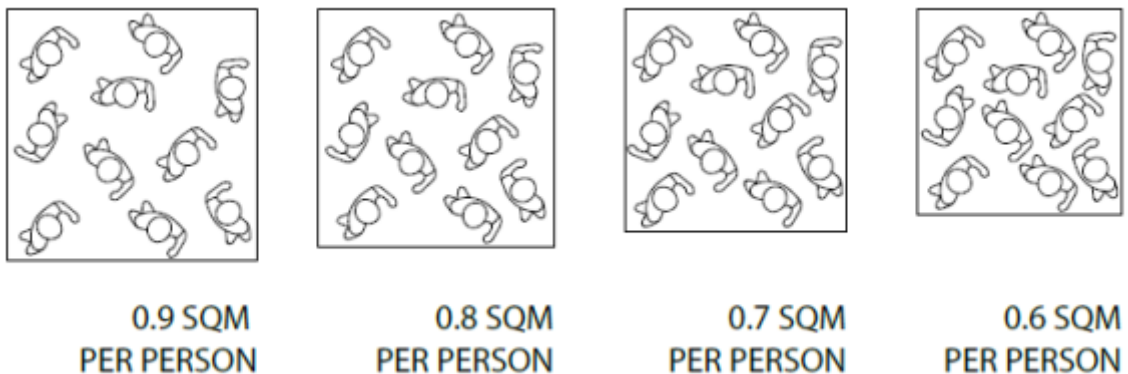
13.8 The table below has been drawn from the Regulatory Reform (Fire Safety) Order 2005 (in particular Open Air Events and Venues Section) and applied when calculating the available space in the event arena.

Occupied Area Type	Typical Occupant Density m²/person
Standing audience area or bar area	0.3
Assembly area, standing event space	0.5
Dining area or restaurant	1.0
Seated event	1.0
Shop, sales area	2.0
Display, production or workshop area	5.0

13.9 Based on the table above and the audience profile across the event day, a calculation of 1 person per 0.75sqm has been applied when calculating the viewing capacity with no site line issues. The capacity of the event site overall allows for well over 1sqm per person at 450 people and, the nature of the event gives rise to guests to naturally 'spread out'.

Visualisation of Occupancy Capacities

13.10 Detailed below is a visualisation of occupancy capacities for reference:



13.11 It has been calculated that within the event arena there is approximately 500 sqm of audience space available with a clear sightline to the stage. This figure has taken into account the configuration of the site infrastructure and the available, obstruction free, audience sightlines.

13.12 Applying the occupancy calculation of 1 person per 0.75sqm, this provides a total arena capacity of 900, including secondary viewing capacity.

Entrance Gate Flow Rates

- 13.13 When assessing the entrance gate flow rates Skillet Hill Farm has been mindful that owing to the recent pandemic audience members will want to regulate their pace in order to maintain social distancing, therefore their flow rate will be slower.
- 13.14 The Guide to Safety at Sports Grounds (also known as the Green Guide), in particular the 'Supplementary Guidance 02: Planning for social distancing at sports grounds' has been applied when calculating the entrance gate flow rates.
- 13.15 Method One (based on a 1m circle) has been applied to the entrance gate flow rate, which equates to 72 people per queuing lane per minute. This is based on the queuing lane being 1.5m wide.
- 13.15 The entrance gate has a total width of 2m, this will allow more than adequate width to manage attendees as the nature of this kind of event is that people arrive at different times and minimal numbers are expected to queue.

14. CONTRACTOR MANAGEMENT

14.1 Skillet Hill Farm, in hiring the services of contractors, intends to fulfil its responsibilities under Health and Safety Legislation and good practise by taking reasonably practicable steps to ascertain the level of health and safety awareness and competence of such third party organisations. All contractors will be expected, prior to commencing work, to complete Podium Event Group's Control of Contractors Questionnaire.

General Requirements

14.2 Each Contractor will be required to make provision for sufficient competent resources to safely carry out their works at all stages of the event and designate a Safety Supervisor, who shall manage all day-to-day issues relating to health and safety on site. In addition to the duties incumbent on all companies, the person responsible for the supervision or management of H&S within the company is required to:

- Implement procedures that result in the production of relevant and task specific risk assessments and method statements to a suitable standard and in sufficient time to allow all interested parties to review/comment on them, and for such comments to be adopted where appropriate, prior to commencement of the works. Copies of Method Statements and Risk Assessments have been sent to the Event Safety Advisor two weeks prior to work commencing on site.
- Issue and explain appropriate risk assessments and method statements to all affected staff prior to them carrying out the tasks covered by them.
- Supervise/manage the works of the staff under his/her control so as to ensure, as far as is reasonably practicable, that safe practices and procedures are adhered to.
- Ensure that all staff under their control have a thorough understanding of the safety requirements relevant to their work.
- Ensure that all operatives have the necessary skills to enable them to adequately perform the given task or job. Copies of these may be required at the behest of the Event/Site Manager as evidence of competence and compliance with method statement submissions.

- Implement a safety awareness campaign among their own staff consisting of relevant safety information and safety briefings, training, and other initiatives.
- Inspect all areas within their control at regular intervals and if necessary, instigate corrective measures.
- Have regard to the safety training of staff under their control and ensure that any deficiencies in training with regard to health and safety are corrected.
- Ensure that any sub-contractors are fully aware of all risks to health and safety which may affect them or their operatives and that any operation carried out by themselves which may affect others will be fully communicated to the affected persons.
- Monitor the issue of any personal protective equipment (P.P.E) and the condition of any generally held safety equipment under his/her control. If any deficiency or fault exists in this equipment, he/she is to take immediate steps to ensure the safety of any individual concerned is not compromised.
- Maintain an accident and incident record system, investigating accidents or incidents as necessary and making any necessary reports to statutory bodies.
- Report to the Event/Site manager any matters arising from the above where he/she cannot immediately resolve the matter within his sphere of responsibility.

15. COMMUNICATION

Management Responsibility

- 15.1 Clear, efficient and reliable communications are an integral part of any safety management operation. This applies regardless of the type of event site or the nature of the event. Skillet Hill Farm's management recognised that good communications are not solely dependent on the provision of advanced equipment or modern systems. The skills, awareness and efficiency of the event management team, security staff, medical staff and other personnel form a vital part of all links.
- 15.2 Skillet Hill Farm's management responsibility for communications can be summarised as follows:
- To provide, operate and maintain the necessary means of communication.
 - To provide, equip, maintain and manage the operation of the Event Control/ELT.
 - To keep open and maintain all necessary lines of communication, in both normal and emergency conditions.
 - To ensure that the event management team, security staff and medical staff are competent and suitably trained in the practice of good communications, with or without equipment, as conditions allow.

Radios Communications

- 15.3 Radio communication will be used by all relevant personnel including Skillet Hill Farm's management team, medical staff, security staff etc. It is imperative that all radio frequencies are submitted to the Production Manager prior to the event in order to prevent crossover. Correct radio procedures and protocols and discipline should be maintained.
- 15.4 All senior staff will have operational mobile phones to back-up radio communications. The Emergency Liaison Team (ELT) will be located within the Event Control Portacabin located to the rear of the stage.

Audience Communications

- 15.5 Communication with the audience will be carried out when necessary by using the Event PA system providing clear and audible messages.

Event Liaison Team Communications

- 15.6 Meetings of the ELT i.e. the Security Manager, Medical Service provider, Event Safety Advisor (Event manager), Council representatives and the Operations Manager take place at specified intervals throughout the event to discuss the event to date.
- 15.7 The first on-site Event Liaison Team (ELT) meeting is scheduled for 12pm . This will give an opportunity for any other members of the local Safety Advisory Group to join the ELT team to inspect the site prior to opening. The times for subsequent ELT meetings will be confirmed at the preceding meeting taking into account any issues that may arise through the course of the event, however, at this time the further meetings will be planned for:

16. MEDICAL PROVISIONS

16.1 Skillet Hill Farm's management will liaise and consult with a suitable event medical service to identify the overall medical/first aid provisions required for this event.

Medical Plan

16.2 Skillet Hill Farm will require their appointed Medical Service Provider to prepare a Medical Plan. The Medical Plan will give outline details of the event and the resource assessment from the medical risk assessment clearly stating:

- The name and roles of the provider(s).
- The skill mix of staff, with numbers of each.
- Start and finish times of the cover.
- The name of the Medical Manager, their contact details and other relevant contact information.
- The intended receiving hospital(s) for casualties from the event, along with confirmation that they have been advised of the event (if appropriate).

16.3 Skillet Hill Farm will rely on NHS ambulances to convey patients from the event site to hospital.

16.4 The Medical Plan will also be communicated to the regional NHS Ambulance Service, although they are not directly involved. The Medical Plan will also be made available to the Council Licensing Department in sufficient time for them to comment. If requested the Medical Plan can be presented to the Safety Advisory Group (SAG).

16.5 Having regard to the nature of the event and locality of hospitals, etc. full consultation with the ambulance service will be undertaken if required. The nearest Accident & Emergency Department to the Skillet Hill Farm is approximately 6.4 miles away and is located at:

North Middlesex Hospital
Sterling Way
London
N18 1QX
Tel: 020 8887 2000

First Aid Points

- 16.6 Audience members will be able to access first-aid assistance readily and the First Aid Point will have appropriate signage. All security on-site will be briefed as to how to summon assistance for audience members and also the location of the medical facility.
- 16.7 The First Aid Point will be set up in a suitable structure. The following infrastructure will be in place:
- The structure will be able to withstand adverse weather conditions.
 - Appropriate hard flooring will be in place. This should be even and stable.
 - The structure will have effective heating that can be controlled as required.
 - An adequate and safe electrical supply will be provided. There will be enough sockets to run all equipment, both medical and non-medical.
 - The First Aid Point will be well lit.
 - There will be an adequate water supply, with hot and cold water.
 - There will be a supply of drinking water (bottled water).
 - There will be easy access to toilets with appropriate attention to wheelchair access.
 - The First Aid Point will have facilities to clean patients if required.
- 16.8 First aid facilities will be provided on site for all staff and audience members during the event period. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the ambulance service will be called via the 999 system.
- 16.9 Skillet Hill Farm will consult with the Medical Service Provider and the NHS Ambulance Service to enable calls that are received from the event, made by members of the audience, to be redirected to the Medical Service Provider on-site via Security Control.

Site Plans

- 16.10 A detailed Site Plan will be available in advance of the event. To avoid miscommunication, on-site groups and agencies should be working from this single Site Plan.

- 16.11 The Site Plan uses grid coordinates, e.g. a letter and number system. Larger scale versions of specific crowded areas of the Site Plan will be provided.
- 16.12 The position of the First Aid Point will be clearly marked, as well as site access and egress routes, sterile routes.
- 16.13 Site Plans will be immediately available for external agencies in the event of a major incident or emergency.

Ambulance Movement

- 16.14 Every effort will be made to avoid conflict between vehicle and pedestrian movements. Prior to any ambulance movement into crowds there must be agreement from Event Safety Advisor; there should be full prior liaison with Security and Medical Manager.
- 16.15 Prior to the event commencing all on site ambulance staff and the Security Manager will be briefed and made aware of the contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point). EVRP's will be reviewed by the Event Safety Advisor (Event manager) and designated depending on the location and type of emergency.
- 16.16 Emergency vehicles must be able to access any point on the event site in an emergency situation, including locations just outside the site where event related incidents might occur.

Emergency Rendezvous Points (ERVPs)

- 16.17 Emergency Rendezvous Points (ERVPs), marshalling and the location of any other holding areas will be shared with all staff to assist a smooth flow to any incident, whether major or not.
- 16.18 The proposed Medical Plan for this event is detailed in Appendix D.

17. FIRE SAFETY

Introduction

- 17.1 Good management of fire safety is essential to ensure that a fire is unlikely to occur, or if it does break out, that it can be controlled quickly and safely without putting staff and the public at risk.
- 17.2 Skillet Hill Farm has taken guidance from the “Purple Guide” and from the Regulatory Reform (Fire Safety) Order 2005 (Open Air Events & Venues) and also Skillet Hill Farm’s Licence conditions.

Fire Prevention

- 17.2 There are a number of important elements to fire prevention. Most involve the elimination or control of fuels and/or of sources of ignition. Detailed below are the control measures that Skillet Hill Farm’s management will implement:
- Only permit fire-retardant fabrics.
 - Ensure there is an adequate distance between temporary structures, traders and refreshment stands etc. Use fire breaks between groups of stands to reduce the spread of fire, allow people to escape and provide access for emergency vehicles.
 - A separation distance of 2.5m metres with a fire break every 24 metres will be implemented.
 - Remove rubbish and waste, including fat waste, from the event site regularly.
 - Pick up litter and provide sufficient waste bins and collection.
 - Effectively control catering units and cooking facilities
 - Ensure LPG cylinders are installed, stored, used and transported safely.
 - Safely store flammable solids and liquids (the diesel fuel point will be barriered)
 - Ensure all electrical equipment is installed and maintained by a competent person
 - Ensure generators are located and used safely, including when they are being refuelled. Restrict the use of petrol generators
 - Maintain vegetation during dry conditions so it does not become a fire risk (cut grass in car parks)

Evacuation & Escape Routes

17.3 For large crowds and in certain environments full evacuation may be inherently dangerous and disruptive, as such the options to partially evacuate, or invacuate (move within the site) will be assessed.

17.4 Escape route need to lead to a place of safety, not just out of a structure. Skillet Hill Farm's management will consider the kind of obstructions/incursions that commonly restrict the effectiveness of escape routes. They will not lead:

- To closed compounds (unless there is a ready means of opening the perimeter).
- Past gas or other flammable stores.
- Through the kitchen or other likely source of the incident.
- Into areas with no defined access route.
- Through an area that narrows to the point where it become dangerous.

Raising the Alarm

17.5 Suitable arrangements will be put in place to detect and raise the alarm of fire. These include security ushering people out, air horns and use of the event's public address system.

Fighting Fire

17.6 Fire extinguishers will be located at identified fire points around the event site e.g. at exits to tents, stages, and on exit routes. The extinguishers supplied will be appropriate to the nature of the potential fire. They should be checked regularly to ensure that no tampering has taken place. In keeping with good event industry practice extinguishers will generally be under the control of security staff.

17.7 Where necessary, signs will be displayed to show where extinguishers are located. Staff will be trained to use extinguishers and to understand the operating instructions printed on them. This will reduce the likelihood of using the wrong extinguisher, e.g. using a water-filled extinguisher on an electrical fire.

17.8 Fire appliances will be able to access all parts of the site and to get within 45 metres of any part of any structure, including fuel storage facilities.

- 17.9 Off-road fire-fighting vehicles may be required to access some parts of the event site. The layout fire lanes will take into account the reach of the hose reels on the fire-fighting vehicles available for the event.
- 17.10 All on-site 999 emergencies will go via the Security Control. Staff will be advised of this arrangement during the on-site briefing. Should any 999 calls be made directly by the public, the 999 Centre should communicate with Security Control before action is taken.

Gas Safety

- 17.11 Skillet Hill Farm will ensure that LPG cylinders are located in a safe secure and well ventilated place, where they cannot be interfered with, can be kept upright (with valve protection fitted), are away from sources of ignition and /or readily ignitable materials, and are away from any corrosive toxic or oxidant materials.
- 17.12 Each caterer will be only permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision should be sufficient for the duration of each day of the event.
- 17.13 It is required that all caterers submit certification to the effect that their LPG installations were installed and have been inspected by a GSR engineer in the 3 months preceding the event.
- 17.14 Piping conveying gas or flammable liquid should be, as far as practicable, of rigid material. Any necessary piping should consist of material suitable for the gas or liquid being conveyed, adequately reinforced to resist crushing and withstand the maximum internal pressure to which it may be subjected.
- 17.15 Any connections to the flexible piping should be of an approved pattern (i.e. screwed otherwise secured to prevent accidental disconnection).

Catering Units

- 17.16 All groups of catering outlets will be a suitable distance apart. Catering vehicles and outlets will be required to provide at least one operational 2kg Dry Powder

extinguisher and a light duty fire blanket. Where a Caterer is using oil in the cooking process, then they shall provide a Wet Chemical Fire Extinguisher.

17.17 At this time it is not anticipated that outside catering will be used.

Fire Risk Assessment

17.18 An Event Fire Risk Assessment is appended to the Event Risk Assessment

18. SANITARY PROVISIONS

- 18.1 As part of event planning, Skillet Hill Farm's management has considered welfare and sanitary provision for event staff. In terms of protecting public health, Skillet Hill Farm's management has also considered welfare and sanitary provision for those expected to attend the event.
- 18.2 Skillet Hill Farm's management has considered the number and type of toilets and washing facilities. Audience size and demographics have been factored in, e.g. provision of suitable facilities elderly or disabled and wheelchair users attending, who may take longer to use a facility, also:
- The duration of the event.
 - Location of the event.
 - Type of facilities available, e.g. cubicles or urinals.
 - Frequency of emptying temporary toilets.
 - Access to mains services temporary or otherwise.
 - Perceived audience food and fluid consumption.
 - Requirements during intervals and breaks in performance when use may peak.
 - Weather conditions and temperature.
- 18.3 Ground conditions have also been considered for vehicle access to both public and staff sanitation points. By nature, tanker lorries are large and very heavy when full, but are imperative where facilities are not connected to mains water or drainage.
- 18.4 By examining the factors above, Skillet Hill Farm's management will determine what level of facilities will be required to reduce the likelihood of excessive queuing. Rapid and constant use of facilities can lead to overcrowding, possible disorder and unhealthy conditions.

Toilet Numbers & Gender Split

- 18.5 Podium Event Group's management has applied the Purple Guide's calculations for the appropriate number of toilets required on the event site and the gender split. The figures are based on a maximum audience capacity of 450.

Purple Guide Table

Event Duration	Female W/C	Male W/C
For events with a gate time of less than 6-hours duration opening.	1 per 100	<ul style="list-style-type: none"> • 1 per 500 • 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served.	1 per 85	<ul style="list-style-type: none"> • 1 per 425 • 1 urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity.	1 per 75	<ul style="list-style-type: none"> • 1 per 400 • 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males.	1 per 75	<ul style="list-style-type: none"> • 1 per 150 • 1 urinal per 250

18.6 Applying the data in the above table the minimum toilet requirement for Proms in the Park is detailed below:

Gender Split	Toilet numbers
225 Females	3 x W/C
225 Males	1 x W/C 3 x Urinals
Total	4 x W/C 3 x Urinals

18.7 The space has existing toilet provision and will supplement to reach the required numbers if required:

18.7 Disabled facilities should be provided at an appropriate level for the anticipated attendance. It is suggested that one toilet with hand washing facilities should be provided per 75 people with special needs. The toilet location should be clearly signed in the banner type format. The existing ladies toilet is suitable as the disabled toilet.

Hand Wash Basins

18.8 Hand wash basins can cause similar or even greater queuing than for W/Cs, especially for female toilets. Therefore Skillet Hill Farm will provide hand-washing facilities in the ratio of one hand wash basin per two toilets for females, one hand wash per four toilets for males, applicable in installations of mains connected toilet facilities.

- 18.9 However for single plastic toilet installations hand-washing facilities will be provided normally in the ratio of one hand wash basin per five facilities (WCs & Urinals) with not less than one hand-washing facility per ten toilets provided.
- 18.10 Skillet Hill Farm will locate toilets for the audience at different points around the event site rather than concentrating in one small area, to minimise queuing, which could lead to overcrowding problems.
- 18.11 Skillet Hill Farm have also considered ease of access for cleaning and waste-removal staff and vehicles, which are essential to maintaining sanitary and hygienic facilities.

Catering Toilets

- 18.13 Skillet Hill Farm will provide separate sanitary facilities specifically and exclusively for the use of food handlers within 50 metres of all food concession outlets. These facilities will be kept secure against the use by people who are not caterers assigned to food concessions. Toilets for the caterers will be located in the secure compounds behind the concessions. Signage will be posted prohibiting the use of these toilets to non-food handlers.
- 18.14 These units will be supplied on a ratio of 1 toilet for every 20 food handlers or 1 per 4 concession units.
- 18.15 Skillet Hill Farm will ensure that the sanitation facilities for food handlers are kept supplied with hand wash facilities including running water to enable hygienic means of washing and drying hands.

19. CONTINGENCY & EMERGENCY PLANNING

General Requirements

- 19.1 As part of the overall event planning process Skillet Hill Farm understand the need to plan for health and safety related incidents and emergencies. It is also necessary to plan for disruptive influences which might occur during the various phases the event for which contingency arrangements may be required. The aim of these plans should ensure a return to normal levels of service where it is possible to do so.

Event Emergency Plan

- 19.2 The Event Emergency Plan identifies issues around the event site and the ability of the event to take place or continue. Developing and implementing these plans is the responsibility of Skillet Hill Farm. Such plans will cover issues such as:
- What to do if the event is cancelled prior to opening, or indeed abandoned
 - How to inform attendees, and other relevant people, if the event is to be rescheduled
 - Identifying key messages and information (who is to say what, when, where and to whom regarding the rescheduling)
 - Engaging with the media, if this is necessary, about the revised schedule
 - Using social media to disseminate information quickly
 - Taking actions to reduce risks
- 19.3 Skillet Hill Farm's management will develop and implement an Event Emergency Plan to manage incidents and situations as varied as performers cancelling at short notice, severe weather, unavailability of key staff in the team, or incidents external to the event site that may cause the event to be postponed, cancelled or abandoned.
- 19.4 Event management will work with the emergency services and other key agencies to develop arrangements and plans for more serious occurrences that will require the support of the emergency services and the implementation of event specific or existing emergency plans.
- 19.5 Skillet Hill Farm management will negotiate and implement appropriate protocols and agreements to ensure clarity of the respective roles and responsibilities, between the

Event management team and emergency services, including the potential for a transfer of primacy.

Emergency Liaison Team

- 19.6 The event will operate under the guidance of the Emergency Liaison Team (ELT) located in the Event Control. The ELT can be made up of representatives of the following organisations:
- ~~Event Manager~~
 - Council Representatives
 - Security Manager
 - Medical Manager
 - Police
 - Event Safety Advisor (Event manager)
- 19.7 Personnel numbers in the Event Control will be kept to a minimum so as to avoid the hindrance of essential duties.
- 19.8 The Emergency Liaison Team will meet at various agreed times throughout the event
- 19.9 Event management, in consultation with the Event manager, Medical Manager and the Security Manager accept that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the event infrastructure and the site and for taking appropriate decisions. However, the circumstances in which the police would take over this responsibility will have to be established. This will be done by means of a verbal hand over by the Operations Manager confirmed by the Skillet Hill Farm's management.
- 19.10 The Emergency Plan will be developed in liaison with the emergency services and the licensing authority. The plan will include:
- Identification of key decision making personnel.
 - Provisions for stopping the event if necessary.
 - Identification of emergency routes and relative places of safety within the event space – see Site Plan.
 - Details of coded messages.
 - Details of script to address audience.

- Identification of rendezvous point for emergency vehicles (EVRP)– see Site Plan.

Access & Egress for Emergency Vehicles

- 19.11 Skillet Hill Farm's management will ensure that adequate access and egress is provided for emergency vehicles to all areas of the event site, this includes BOH areas and car parks (see site plan).
- 19.12 The Emergency Vehicle Routes (EVR) is separate from those used by the audience for ingress and egress.
- 19.13 The Essex Constabulary, the Essex Fire & Rescue Service and ambulance authorities will be consulted about the suitability of access routes in order to produce an agreed plan of action, including access for emergency vehicles, for all foreseeable incidents

Contingencies

- 19.14 Keeping contingencies in their most simple and immediate form, the following risks and contingencies have been identified:

Severe Weather (Heat)

- Constant supply of drinking water
- Bottled drinking water freely available from multiple points
- Sunscreen/block supply with medical personnel
- Constant advice via stage screens

Severe Weather (Wet & Cold)

- Provision of ground cover immediately in front of stage area to prevent slipping
- Consideration of shortening/stopping show if very severe
- Messages via stage PA advising people to leave if cold and wet

Overcrowding

- Constant monitoring from Security Control and the ELT to evaluate levels of crowd density

- Briefing of Event Director regarding crowd advice messages on moving back from stage
- Consideration of security line at FOH to be deployed to assist in movement backwards
- Consideration of show stop

Structural Collapse

- Constant monitoring of all structures throughout event to prevent overcrowding and unauthorised entry
- If collapse occurs, suspension or termination of show to be considered
- Inner cordon of stewards in immediate vicinity to separate crowd from area
- Consideration of outer cordon to enable emergency services to deal with incident site

Extreme Wind Speeds

- Weather reports monitored constantly throughout the build, event and breakdown
- Wind Management Plan in place
- Anemometers in use on site at all time

20. EVENT INSPECTION

20.1 In order to allow inspection to be carried out by all relevant person's the site will be inspected at a time to be agreed.

Pre-Event Inspections

20.2 The Event Safety Advisor (Event manager) will ensure that, before the event opens, structures, installations and components are inspected and tested by competent persons, to check that:

- All structures are free from any damage, corrosion or deformation which might create a potential danger to the public.
- Perimeter gates are functioning.
- All entry and exit routes are clear of obstruction, free from trip hazards, and their surfaces are not slippery; and all such routes can be safely and effectively used.
- Queuing lanes and entry monitoring systems are functioning.
- No accumulations of combustible waste or litter, particularly in areas vulnerable to fire.
- Any hazardous materials have been removed, or safely stored, well away from audience areas.
- Fire-fighting equipment is in position and in good order
- Access to back stage areas are prohibited are appropriately secured.
- Exit & information signs are in place and, where appropriate, illuminated.
- All equipment that has had to be installed for the event is working satisfactorily before the event commences (Check with the Event Manager).
- Event area clear of all vehicles.

20.3 In each case, if problems are identified, remedial action should be taken before the event gates are opened.

Inspections During the Event

20.4 During the event the Event Manager will ensure that:

- Litter and waste is not allowed to accumulate and is removed to secure containers whenever possible.
- Materials are not allowed to accumulate or be stored in circulation or exit routes.

- All walkways, emergency exits and escape routes are kept clear.
- The event site is free of trip, slip and fall hazards.

21. ACCIDENT REPORTING & INVESTIGATION

Introduction

21.1 An accident may be defined as an unplanned and uncontrolled event that may, but does not have to, result in personal injury. Accidents where no personal injury occurs are often referred to as “near miss” incidents.

21.2 The following reporting procedures are aimed at achieving an early response in the event of an accident. They need to ensure:

- The immediate treatment and welfare of the injured person.
- That an entry is made in the store accident book.
- That the statutory requirements of RIDDOR are complied with, i.e. the immediate reporting to the Health & Safety Executive or local environmental health office of specified serious injuries and dangerous occurrences.
- That the investigation is initiated as soon after the accident as possible.

Accident Investigation

21.3 It is essential that all accidents be investigated. The time and effort put into the investigation may vary considerably according to the potential severity of injury and/or damage. An accident report form need not be completed for very minor knocks and cuts.

21.4 Skillet Hill Farm’s management will carry out the initial investigation with immediate responsibility for the area, process or people concerned.

Accident/Incident Report

21.5 In the Skillet Hill Farm’s Accident/Incident Report collect all of the information relevant to the incident, e.g.

- Who was involved in the accident.
- Details of any witnesses to the accident.
- The nature of the injuries and/or damage that occurred.
- The precise location of the accident.
- Exactly what this person was doing at the time of the accident
- The conditions at the time of the accident (e.g. lighting, weather, etc.).
- What inflicted the injury or damage (e.g. moving vehicles, falling box, etc.)

- Which company or other standards were not met or deviated from.
- Exactly what happened.

21.6 Photographs, sketches and plans can be a useful method of recording conditions at the site. Apportioning blame is not an objective of the investigation; this may arise as part of the investigation finding but should not be emphasised at this stage.

Basic & Root Causes

21.7 By careful analysis of the information collected in determining what happened above, Skillet Hill Farm's management, will be able to identify the unsafe acts and/or unsafe conditions which caused the accident. The root causes are the personal, organisation or job factors that caused the unsafe acts/conditions.

Remedial Action(s)

21.8 Actions should be taken to remedy all of the deficiencies determined in the above stages to prevent re-occurrence. It is essential that progress on the identified remedies be closely monitored, to ensure that they do not get unnecessarily delayed or even forgotten.

ACCIDENT REPORTING (RIDDOR 2013)

Introduction

21.9 For most types of incident, including:

- Accidents resulting in the death of any person
- Accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences

21.10 Skillet Hill Farm's management will notify the enforcing authority without delay, in accordance with the reporting procedure.

21.11 This will be done by reporting online using the HSE's website. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, Event management will phone 0845 300 9923.

21.12 Event management will ensure that a report is received by the HSE within 10 days of the incident.

21.13 For accidents resulting in the over-seven-day incapacitation of a worker, event management will notify the enforcing authority within 15 days of the incident, using the appropriate online form.

22. ACCESSIBILITY

- 22.1 Skillet Hill Farm are aware of the legal requirements under the Disability Discrimination Act 1995 (DDA) and the subsequent Equality Act 2010. They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with special needs who may attend the event.
- 22.2 A suitably placed viewing area will be located on the site adjacent to the stage to provide clear sightlines for those with mobility issues.
- 22.3 At this time it is planned that the area will be able to accommodate sufficient wheelchairs and space for carers, if demand suggests a greater requirement, then the size of the area will be increased accordingly.
- 22.4 Close to the area there will be a purpose designed Disabled Toilet, this will be signed accordingly. Disabled parking will be made available close to the area; competent stewards will be in attendance to assist as required.
- 22.5 All emergency and information signage will be clearly posted in a suitable font size and use appropriate contrasting colours.
- 21.6 All emergency and information announcements that may need to be made will be via the Event PA.
- 21.7 Contingency plans for emergency evacuation should take into account the needs of audience members with disabilities. Separate emergency evacuation routes for disabled audience members will allow for them and their Carer to be evacuated at the same time if required.