

BJP

Productions



BJP PRODUCTIONS presents
MATT'S BBQ 2021
WINGS OF THE MORNING, WROTHAM
EVENT SAFETY & MANAGEMENT PLAN

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BJP Productions

Version 2.0

JULY 2021

SYGMA SAFETY & EVENTS LTD

safetygeeks

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PART A: INTRODUCTION

WINGS OF THE MORNING FIELDS

This event site is situated within the St Clere Estate close to Sevenoaks in Kent. It lies within the Council District of Tonbridge and Malling District Council.

In recent years St Clere have hosted all manner of amazing events: corporate parties large and small, sporting and endurance events and a variety of exhibitions and festivals.

Their goal is to create something special amongst the breath-taking natural beauty the estate offers, priding themselves on a “can-do” attitude. They accept one-off events, but are looking to build a relationship with BJP (and Matt’s BBQ) that last for a number of years to come.

The site proposed for Matt’s BBQ in 2021 is shown on the site plan at Appendix A. The fields are gently sloping, surrounded by lush, deciduous woodland with level areas where infrastructure will be placed.

There is a short path dividing 2 woodland areas that running from the centre of the site to the North West that leads through to a congregating area where attendees will be processed having made the short walk from the car park.

The main stage will be placed in the South East corner of the central events part of the site; stage two will be in the North East area of the event site, being inside a Big Top marquee; a third “beach” stage will be placed in the centre of the site; finally there is a VIP area in the South West corner of the event site. The rest of the event area is given over to concessions, bars, toilets and circulation areas.

The South East and Eastern parts of the wider site abutting the A20 London Road will be given over to staff parking, Taxi Pick up and drop off (PUDO), coach drop off and VIP Parking as well as a “boneyard” for service vehicles and contractor trucks, etc.



MATT’S BBQ

Matts BBQ started as a humble birthday BBQ, with around 30 people in a back garden back in 2006. With each year it grew until the numbers were too big for the house to accommodate, so in 2012 the BBQ's location was changed.

Since then the BBQ's popularity has spread across the UK resulting in a variation of football clubs, cricket grounds and festival sites filled to a capacity of over 3000. 2018 saw Matts BBQ grow once again, occupying the dedicated festival site, Colesdale Farm, Potters Bar with 5000 patron's.

The time at Colesdale Farm forged a bond and relationship with BJP Productions and both are working together to continue the gradual, organic growth of Matts’ BBQ each year going forward. The premises license application for this site looks to a capacity of 9999, but, mindful of the site change and their continual growth, Matt’s BBQ have pledged to limit the capacity for 2021 to 7000 and have limited tickets accordingly.

This will give time to prove the event on this site, enable us to embed the traffic management plan and/or tweak it going forward to ensure there is minimal disruption caused by staff and guests attending events on the site.

This responsible approach is extended to our request for sensible terminal hours on the license to ensure people have a good time and then go home safely.

BJP PRODUCTIONS LTD

We are a creative team of event management specialists with an extensive network of event professionals.

We have many years of experience producing varied high-quality events of every type and scale from the ZIMFEST; Barrio fest di Londres; and London Notting Hill Carnival, as well as a number of events at Colesdale Farm, Northaw. This included the Pub Project in 2020 which saw a series of socially distanced outdoor events take place in the late summer – one of the only UK venues to manage this.

Our mission is to support small to medium events in their transition from small indoor and outdoor activities to larger concerns and Wheelers Farm is set to become a key part of our operation.

Our objective is to delight our valued customers by helping them host events that exceed business objectives and creative expectations.

BJP are led by:
Josh Silver

Eye of the Storm

Established in 2011, Eye Of The Storm Events (EOTS Events Ltd) is an event production company specialising in festivals, outdoor events and large performance venues.

With a wide and diverse client base, EOTS has been on the frontline of many of the UK and Europe's leading events. Bringing a wide range of experience and expertise from across the live event sector, EOTS provides 360 event delivery as well as specialist staff and consultancy services. Our management team hold senior roles at some of the most prestigious and high profile events in the world.

For BJP and Wheelers Farm we will be providing Production and Technical Services alongside staff.

Sygma Safety & Events Ltd (safetygeeks) are an event safety management and advisory company led by Brian Cleary DipSM; FIIRSM; RSP; Tech IOSH.

Sygma were formed in 2005 and are well respected in the events, exhibitions and theatre market as practical and pragmatic advisors with regard to H&S. Currently on their portfolio:

London's New Years Day Parade; Edinburgh's Hogmanay; Edinburgh Festival Fringe; Edinburgh's Christmas; West End Live; Leicester Square Christmas; Silverstone Woodlands F1 and MotoGP events; Hastings Reggae Festival; Boomtown, Noisily, Forbidden Forest, Beat Herder, Junction2, Retro in the Park - Festivals

Stonehenge Summer & Winter Solstices

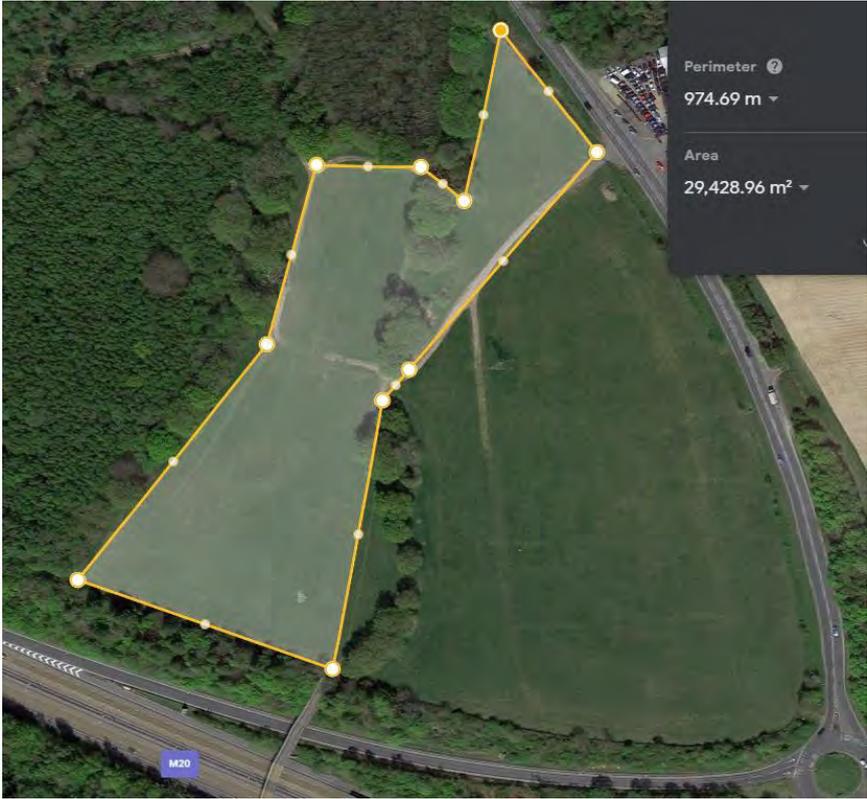
Castle Triathlon Series; Commando UK

Oxford May Morning; Southampton Marathon

Sygma will manage this document on behalf of BJP, Matt’s BBQ and St Clere’s and ensure that there is version control and that the most up to date information is always available. The main bulk of the event plan will be the same for each event – the intention is to provide a template site plan for efficiency. However, there will be artist/brand information available for each weekend.

This document is therefore proposed as the Method Statement for the events.

CAPACITY



This is the area of the site where the regulated entertainment will take place for Matt’s BBQ in 2021 – over 29000m².

We are confident that, event allowing for up to 25% of the space to be taken up by infrastructure, there is still adequate room for an audience and staff of 9999 to be within this space at more than 1m² per person.

We do not simply use area available as a measure of capacity and will demonstrate in our Fire Risk Assessment that there are adequate means of escape for the whole attendance to exit the “arenas” if required. In reality we would prefer to move people away from an incident and continue with as much of the show of possible during an incident, but recognise that mass evacuation could be a factor and are comfortable there is space and egress width to accommodate everyone in safety.

1. THE EVENT MANAGEMENT PLAN & CDM REGS

- 1.1. The purpose of this Event Management Plan is to outline the plans, procedures and agreements put in place for Wings of the Morning Fields (and specifically Matt's BBQ) events in 2021.
- 1.2. The intention is to draw together all matters of safety and logistics, plans, information for and from partners and the information that is given to the public. The document and its appendices include many operational plans and risk assessments which, together, provide a method statement for Wings of the Morning Fields Events in 2021 – from this point known as The Events/Matt's BBQ. NB: No further summer events are planned for 2021.
- 1.3. As this Event Management Plan includes information regarding operations and activities from a number of partners, its use is restricted and it should not be copied to persons outside of the circulation initiated by Sygma/BJP Productions, Responsible Authorities and Councils local to the event; it should be treated as a restricted, private document not for public viewing.

1.4. CDM 2015

This document is shared with contractors and designers during the pre-construction phase and will be revised as changes are made

Project Details	
Event Name	Matt's BBQ
Event Address	Wings of the Morning Fields Wrotham Hill Wrotham TN157NS
Site Specific Risks	Rough and un-metalled access roads within site Grass tracks Access/Egress Transport planning
Arrangements for safety	Liaison in pre-construction phase <ul style="list-style-type: none">• Design meetings• Site visits• Continued periodic communications• Pre-construction online induction for all staff and contractors Liaison in construction phase <ul style="list-style-type: none">• On site toolbox talks• Daily briefings and discussions• Safety Advisor on site• Daily debriefs to plan for each day• Open door policy from management

- Exchange of information
- CPP, risk assessment, site plan, site rules and contractor pack available to all duty holders
- All contractors and designers to agree to the Safe Working Agreement and submit documents / licences as required

Roles and Responsibilities	
Client Duties: Ensure suitable arrangements and budgets for managing the event are in place. This include making sure sufficient time and resources are allocated to ensure: <ul style="list-style-type: none"> • Relevant information is prepared and provided to other duty holders • The Principle Designer and Principle Contractor carry out their duties • There is cooperation and coordination during planning • Welfare facilities are provided • HSE notification is actioned if necessary 	BJP Productions Ltd
Principal Contractor Duties: To plan, manage, monitor and coordinate health and safety in the construction phase of the event. This includes <ul style="list-style-type: none"> • Liaising with the client and the principle designer; • Organising cooperation between contractors • Supervising and monitoring contractors to ensure they carry out their duties Ensures: <ul style="list-style-type: none"> • Suitable site inductions are provided • Reasonable steps are taken to prevent unauthorised access • Workforce are consulted and engaged in securing their health and safety • Welfare facilities are provided • H&S information is shared with all 	Eye of the Storm Ltd
Principal Designer	BJP Productions Ltd

<p>Duties: To plan, monitor and coordinate health and safety in the pre- construction phase of the event. This includes:</p> <ul style="list-style-type: none"> • Identifying and eliminating or controlling risks • Supervising and monitoring designers, and ensuring they carry out their duties • Preparing and providing information to other duty holders • Providing relevant information to the Principle Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase 	
<p>Health & Safety Advisor Duties: To act in accordance with the instruction of the principle contractor and assist in the planning, managing, monitoring and coordination of health and safety in the construction phase of the event. This includes</p> <ul style="list-style-type: none"> • Liaising with the client and the principle designer • Preparing the construction phase plan on behalf of the principle contractor • Encouraging cooperating between contractors and coordinating their work <p>Ensures:</p> <ul style="list-style-type: none"> • Suitable site inductions are provided 	<p>Syigma Safety & Events Ltd on behalf of BJP Productions Ltd and Eye of the Storm Ltd</p>
<p>Contractors Duties: Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety</p> <p>To coordinate their activities with other members of the CDM client group and comply with the directions given by the principle contractor or principle designer</p> <p>To provide all relevant safety paperwork</p> <p>To attend/undertake an induction</p>	<p>See details in Appendix C</p>

To report accidents, incidents and near misses	
<p>Designers</p> <p>Duties: Create and disseminate their CP Plan, and manage all construction under their control</p> <p>Cooperate with principal designer and principal contractor, notifying them of any modifications to plan</p> <p>Maintain structures once built (if relevant)</p>	Any contractor above or in the Appendix who is undertaking designing duties as part of their overlay installation
<p>Workforce</p> <p>Duties: They must</p> <ul style="list-style-type: none"> • Undertake a site-specific induction for safety • Be consulted about matters which affect their health safety and welfare • Take care of their own health and safety and others who may be affected by their actions • Report anything, they see that may endanger their own or others' health and safety • Cooperate with their own employer, fellow workers, contractors and other duty holders 	All staff employed at the event
Planning	
Construction Phase	<p>The construction phase covers the following activities associated with the staging of the event:</p> <ul style="list-style-type: none"> • The installation and construction of site overlay • Technical Production load-in • Technical Production load-out

	<ul style="list-style-type: none"> The dismantling and removal of site overlay (at the end of the season)
Description of Work	<p>The installation and removal of Stage, temporary structures, ground protection / temporary roadways, cabins, lighting, sound, water, power, decor, and fencing / barriers to enable the event to take place.</p> <p>The loading and unloading of vehicles including HGVs in relation to the event construction operation NB HGVs may need to be off-loaded nearby and equipment ferried up to the event site in smaller vehicles.</p>
Key Dates (start/finish/other)	<p>Key dates for Matt's BBQ 2021 are as follows: 6-13 August – site perimeter and infrastructure Build 14 August – Matt's BBQ Live show 15-18 August – site clearance</p>
Is the work Notifiable to the HSE	<p>The work on each site is less than 30 days and is unlikely to exceed 500-person days during the construction and de-rig.</p> <p>Therefore, this event is: Not-Notifiable</p> <p>F10 number is: N/A</p>
Site Induction	<p>Contractors working on the event will be sent a link to undertake the site induction before coming to site. It includes a declaration of understanding of various elements. It also includes a declaration of health with regard to COVID19 and will form part of our Track & Trace system.</p> <p>On arrival to the site, staff and contractors will be required to report to the Site Office and sign in and out each day. Additional information will</p>

	be provided daily regarding emergency actions, plans for each day and any changes noted.
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Arrangements for working on site	
Client Contractor Management	<p>All companies will receive a copy of the safety guide by way of the online induction for the site. All will be required to submit the following information:</p> <ul style="list-style-type: none"> • Proof of Public Liability Insurance • Company Health & Safety Policy (if relevant) • Site Specific Risk Assessments • Site Specific Method Statements • Any licenses for Plant Operators • Any licenses for Access Equipment Operators • Plans or images of structures, etc
Electricity	<p>All 3 phase generators to be installed in-line with site plan arrangements</p> <p>Generators to have in-date test certifications</p> <p>All generators to be earthed in accordance in accordance with BS7430</p> <p>Dry Powder Fire extinguisher to be provided close to generator positions</p> <p>No final connection should be made without reference to the designated electrician</p>
Fire	<p>Portable fire-fighting equipment will be located around the site and suitably signed and/or identified on a plan</p>

	<p>Staff will be aware of the fire evacuation procedure and assembly point following their on-site briefing and pre-site induction.</p> <p>The Safety Advisor or Event Control will be responsible for calling the fire brigade when on site as required; security staff will be trained as fire marshals.</p> <p>The site will be kept clear and tidy to reduce combustible materials</p>
Ingress & Egress to/from site	<p>There will be a one-way access route to the arena site. The arena site may be defined by a perimeter fence and all access will be to within that compound. All access will be as arranged with venue/site staff.</p>
Lifting Operations	<p>There are no complex lifts on these events</p>
Noise	<p>Areas of high noise will be designated as mandatory hearing protection zones and areas suitably signed, eg backstage and pit.</p> <p>Staff will have hearing protection available for use.</p>
Overhead Working	<p>Any work being undertaken overhead will have the “Clear Below” principle in place ensuring those working at height take responsibility to warn other contractors</p> <p>Staff will ensure that appropriate PPE is in use (i.e. hard hats)</p>
Plant	<p>Plant will be hired via reputable supply companies and will have evidence of regular maintenance.</p> <p>All operators of plant will be required to hold the necessary proof of competence and training, copies of which will be held by the site office</p>

	<p>All operators of plant must ensure they carry out pre-use checks of the equipment ahead of its use</p>
Temporary Structures	<p>All temporary structures will be provided by competent contractors who have been pre-selected as noted above.</p> <p>Access to structures is forbidden until deemed complete and signed off by a competent person – usually from the company providing them.</p> <p>Copies of certification will be kept by the Site Office for inspection</p> <p>During construction, the build area will be restricted to those persons building the structures</p>
Vehicle Management	<p>Vehicle operations to be monitored throughout the tenancy</p> <p>Vehicles to use dipped headlights or flashing beacons when moving on site. Hazard lights must not be used when vehicles are moving as they pose confusion of direction of vehicle</p> <p>Vehicles must not reverse without the aid of a banksman</p>
Vehicle Parking	<p>There will be no parking in the arena available for production vehicles except when being unloaded/loaded. They must be removed and parked as directed by the Production Manager.</p> <p>Parking for staff will be arranged on site.</p>
Welfare arrangements	<p>Toilets, drinking water, hand washing facilities, areas to take shelter during breaks and adverse weather will be provided on site for staff from the start of the build.</p>

Working at Height

Any contractor operating at height will be required to ensure a suitable and sufficient risk assessment is in place and staff have been trained appropriately prior to carrying out the work.

Suitable and sufficient exclusions zones are to be maintained and signage will be in place to warn others on site.

Appropriate fall arrest or work positioning equipment will be in use by trained operatives.

Those working in proximity of working at height activities will use suitable and sufficient PPE (i.e. hard hats)

2. The Events

Wings of the Morning Fields 2021 - Summary

2.1 All events are produced by BJP Productions Limited (BJP), in association with its Client, Stakeholders and its partner agencies

2.2 For 2021 the only summer event planned under the premises license is Matt's BBQ on 14th August from 1200 to 2300.

2.3 The objective is to produce safe and enjoyable festival style events within the confines of a large outdoor space.

All operations will comply with government rules and guidance around COVID19 so far as is reasonably practicable.

This Document is for **Matt's BBQ – 14th August 2021**

Summary of event

Client:	Matt's BBQ
Event Name:	Matt's BBQ Summer 21
Date(s): Live Event	14 August 2021
Get-in:	6 August 2021
Load-out	15-18 August 2021
Location:	Wings of the Morning Fields, St Clere Estate, Wrotham Hill, Wrotham TN157NS
Projected No. Attendees	7000 (license applied for is 9999)
Audience profile:	Calm to excitable
Age group:	25 +
Music Genre:	DJ's and live artists on raised stages
BAR	DPS – Josh Silver (BJP)
Conditions:	
Premises License	
Venue Terms and Conditions of Hire	
Safety & Event Control Package (largely the same personnel for each event going forward)	

ACCESS/EGRESS:

<https://what3words.com/risen.both.windy> - Entrance to Car Park

<https://what3words.com/veal.menu.wallet> - Entrance to PUDO/VIP Parking/Staff Parking/Coach drop off

<https://what3words.com/invent.mats.oven> - Potential future entrance to car park

3. THE FOUR LICENSING OBJECTIVES

3.1 **BJP** intends to address the four licensing objectives by engaging professional staff and contractors throughout and by working with responsible authorities in the local area.

Our aim is to provide a friendly entertainment and event site which is sustainable and allows for longevity of tenure through exemplary management of all areas and attention to detail.

This Event Safety & Management Plan demonstrates the various measures we will be taking in support of the four licensing objectives and how we intend to go beyond what is expected of us.

3.2 THE PREVENTION OF CRIME & DISORDER

The security management plan in Appendix G will show the company we have engaged to work with us and an outline deployment of their staff. All areas where licensable activities are taking place will be managed by SIA licensed teams. Other experienced event stewards will be deployed in FOH and Stewarding roles.

Our Alcohol and drugs policies are also shown in Appendix Gii and Giii .

Our intention is for this event to be “Police-free” – Security and Stewarding plans should be sufficient to manage the site without recourse to Police special duties. We will work with Kent Police to agree protocols for dealing with illegal behaviour and procedures for arrests and detention as may be necessary. Police officers will be welcome on the site for inspections or community engagement at any time.

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

3.3 PUBLIC SAFETY

The safety of public attending the event (as well as staff and contractors) is paramount for BJP Productions. This also extends to the build and de-rig of the event and to the wider event footprint, including local travel to the event and local area impact. Aspects of all areas will be assessed for Coronavirus COVID19 risk – see Appendix 00.

BJP Productions have engaged Sygma Safety & Events Ltd (a specialist Event Safety Company) to provide risk management strategies, risk assessments and safety advice throughout the latter stages of planning and some operation elements of the event. This work is outlined in Part B below and in Appendix E of this document.

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

Brian Cleary of Sygma was the chair of the ‘Planning & Management’ chapter of www.thepurpleguide.co.uk and we will use this document and the RRO booklets as guidance for these entertainment events alongside experience of staff and contractors and other available guidance for planning and management of the event, including the EIF COVID 19 guidance for outdoor events.

All contractors working on the festival will be required to submit RA/MS and Public Liability Insurance details. These will be scrutinised by the safety team and further questions and

investigations completed if there are any queries or omissions.

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

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

3.4 THE PREVENTION OF PUBLIC NUISANCE

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

Our noise management plan on one hand relies on the remoteness of the site, but also that all entertainment will cease at 23.00 – see Appendix J.

The PA system for the stage will be set-up and calibrated to direct sound away from any clusters of houses and especially any noise sensitive properties. A sound engineer will be present at all times and we will take readings from around the site during set-up to ensure we are within the guidance noted in the Noise Council code of practice on Environmental Noise Control at Concerts. A sound check will take place at 10am on Saturday morning with our benchmark being holding a conversation across the site without having to shout.

The Main Stage is currently positioned at <https://what3words.com/loss.thinks.curl> ; Stage 2 at <https://what3words.com/idea.cave.curl> ; and the beach stage at <https://what3words.com/beams.joke.pill>

A draft of our Traffic Management Plan is shown at Appendix L. Our TM Contractors are SEP who are familiar with the site and the surrounding area.

3.5 THE PROTECTION OF CHILDREN FROM HARM

Matt’s BBQ is an “Over 18 only” event.

We will be checking ID on entry for anyone looking younger than 25.

All bar outlets will operate a Challenge 25 policy (see alcohol policy in Appendix Gii). Bar staff will receive on site briefing/training and there will be a refusals log kept behind each bar, checked regularly by the DPS and available for scrutiny by Responsible Authorities on request.

The site, as a construction site, will be protected from access by children and all staff will be vigilant to ensure children do not access or play on the site.

For family events (in the future) we will have a Missing and Found Children policy and procedure which is understood by all staff and managed by the event control and security team.

4. CALENDAR OF WORK

This section will be detailed once a premises license has been granted.

5. OPERATIONAL TIMES

- 5.1. Work in preparation for the first event on the site has taken place for a number of months with small scale infrastructure work which has not created any local area impact – measuring, checking ground conditions, etc.
- 5.2. The build will initially consist of a number of delivery vehicles bringing equipment to site. This will include some perimeter fencing being the most urgent first priority.
- 5.3. Build works will typically be between 08:00 and 20:00 with the last period for snagging and staff deployment until doors. The shows will end at 23:00. The break of technical equipment will begin immediately with large site infrastructure not removed until the following day.
- 5.4. From the time that there is any valuable equipment on site there will be a security presence 24/7 and any fence will be kept locked to prevent unauthorised access. This will extend to the period of the break of the site with security on duty to prevent unauthorised access from criminals, vandals, children or dog-walkers who may not be aware of the dangers on site.
- 5.5. The operational times for the events are largely as above; there is a distinction between the licensable activity timings, and the site opening times – the site will be open throughout the event, but licensable activities will be restricted to the times allowed on the Premises License.
- 5.6. Dispersal of the visitors will be by midnight following the event with technical de-rig starting as soon as safely possible after the last act has closed on that day. For the de-rig, the same safety rules will be applied. This will be non-noisy work only and consists of removing speakers and lighting from site.

PART B: HEALTH AND SAFETY

6. RISK MANAGEMENT METHOD

- 6.1. In planning to hold this Event, the Management Team at BJP Productions, their contractors and the event's safety advisors Sygma Safety & Events Ltd have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.
- 6.2. Certain legal requirements can be found in:
Health & Safety At Work Act 1974
RRO (Fire Safety) Regulations 2005
Management of Health & Safety At Work Regs 1999 (as amended)
RIDDOR 2013
COSHH regs 2002
Lifting Operations and Lifting Equipment Regs 1998
Electricity at Work Regs 1989
Provision and Use of Work Equipment Regs 1998
Equality Act 2010
Working At Height Regs 2005
Licensing Act 2003
CDM2015
- 6.3. Other Guidance used:
www.thepurpleguide.co.uk
RRO Guidance – Open Air Events and Venues
Temporary Demountable Structures, Guidance on Procurement, design and use. 2017
HSG65 Managing for H&S
Technical Standards for Places of Entertainment
- 6.4. This document can be taken as the method statement for the event
- 6.5. All staff participating will receive information and briefing as to their responsibilities under various H&S Laws and Regulations in advance of the event and as a briefing on their induction to the event site.
- 6.6. HSG65 as listed above (and the purpleguide.co.uk) refer to the "4Cs" in planning for safety, which we have adopted for this Event

7. COMPETENCE

- 7.1. All those involved with the planning are recognised as competent within their field. Their credentials and experience will be checked and scrutinised as part of the event control measures.
- 7.2. All contractors are competent in their field and have been chosen for their experience of similar events. Contractors will provide BJP Productions and Sygma with Risk Assessments and Method Statements prior to the event. These will be scrutinised and, once approved, kept on file at the site. We shall also check all Public Liability Insurance cover.
- 7.3. Contractors are deemed to be competent by demonstrating knowledge of their particular specialization; by their experience of similar events; by their practical ability in their particular field; and by their record of relevant training. All contractors' employees will be given, or shall be deemed to have received previously, relevant training to give them the necessary competence to perform the tasks they are being asked to complete.
- 7.4. BJP Productions and the management involved are aware of their duties under the Management of Health & Safety at Work Regs 1999, Regulation 7 (Health & Safety Assistance) and have contracted Sygma Safety & Events Ltd to prepare risk assessments and safety advice towards the safe and successful running of BJP events in 2021.

8. COMMAND/CONTROL & CO-OPERATION

- 8.1. BJP Productions have brought together an Event Planning Team that attends regular meetings to have input to the planning for the events and will use the outcomes of these meetings to determine a hierarchy of command/control and a set of documents relating to the control of the event. Meetings will involve and include representatives from partner agencies, some contractors and community interest groups as necessary.
- 8.2. BJP Productions has retained Sygma Safety & Events Ltd to carry out, monitor and review risk assessments. The control documents and the risk assessments will set out the responsibilities of those involved and will be signed up to by the Event Planning Team. Regular checks of control measures will be carried out during the build-up, during the event and during the clearance of the site.
- 8.3. Regular meetings are held and a consensus reached on the various aspects of risk management, access control and emergency procedures and provisions. Minutes of the meetings are circulated along with action points. Risk Assessments have been produced with the co-operation of all parties.

9. COMMUNICATION

- 9.1 Effective communication is seen as the key to controlling the risks for BJP events. Communication currently takes four forms:

- 9.2 Communication between the members of the Event Planning Team (and the disseminating of knowledge throughout the safety chain) by way of minutes from meetings, e-mails, telephone conversations, site meetings, plans and other documents which are regularly reviewed and agreed. Version control of documents will be closely managed.
- 9.3 Communication with the public and media outlets prior to and during the event by way of published attendee information, press releases, web-site and other internet outlets. There is a dedicated press and social media team to communicate to potential visitors.
- 9.4 Communication during the events between contractors, site control and other services will be primarily by way of two-way digital radios (proven to work across the expanse of the site) and mobile telephones. The Event Control will be based on site and managed by safetygeeks and EOTS.
- 9.5 Communication with the public on site via the stewards who are informed by radio, The PAs, clear signage and an increasing ability to use social media for live updates and information.

10. RISK ASSESSMENTS

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

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

- Risks with a rating of 15 or more (red) are considered to need immediate remedial action or an alternative method of provision in that area.
- Risks with a rating of 8 to 12 (amber) require constant monitoring and review.
- Risks with a rating below 8 (green) will be occasionally monitored.

- We are aware of the recent changes to RIDDOR but choose to use the three-day rule as a guide to how to deal with incidents and injuries.
- The Event Team will be able to provide rapid decision making on site with regard to arising hazards, incidents and emergencies.

10.4. Please see Appendix B for Risk Assessments.

11. MANUAL HANDLING

- 11.1. Manual Handling Operations Regs 1992. All staff and contractors working on this event should be aware of the high risk of accidents in work where manual handling is used. (30% of all reported work accidents are as a result of Manual Handling)
- 11.2. Where possible manual handling should be avoided or reduced as much as possible. The Production & Site Managers will assist as much as possible by ensuring that equipment can be delivered as close as possible to the place where it will ultimately be used. Where possible, large loads will be broken into component parts, mechanical aids will be provided, and equipment should be delivered in boxes and cases that are on wheels.
- 11.3. All staff and contractors should be encouraged to use mechanical aids (sack-barrows/trolleys/etc) when moving equipment around the site. Contractors should produce Risk Assessments where they feel that Manual Handling is unavoidable.
- 11.4. Where manual handling is the only course of action, the event management team will call on additional staff to assist where needed. There will be a pool of staff available on site.
- 11.5. One of the largest parts of the infrastructure for this event is the deployment of barriers and perimeter fencing which will involve both mechanical lifting (Forks) and Manual Handling – taking sections of barrier from the forks. Mechanical handling will also be used to assist in the building of Temporary Demountable Structures (TDS) on the site.
- 11.6. Any contractors with manual handling problems should discuss them with the Event H&S Advisor or the Production/Site Manager

12. WORKING AT HEIGHT

- 12.1. All work at height by contractors will be kept to a minimum and monitored by the Event Health & Safety Advisor.
- 12.2. Where possible, working at height will be avoided, however, where absolutely necessary, ladders will be inspected for safety before use by the Production/Site Manager or Event H&S Advisor. Anyone working from a ladder should only do so for as short a period as possible and be aware of the dangers. All ladder work should involve an additional person to foot the ladder and, where practicable, tying-off the head of the ladder.
- 12.3. Moving ladders around the site should be undertaken with great care and be a job for at least 2 persons if the ladder is 10 rungs or more.

- 12.4. Any contractor erecting an access tower should hold a current, valid PASMA certificate or equivalent and be able to produce evidence of competence. The Event H&S Advisor can assist in checking tower erection if required.
- 12.5. MEWP operation on site may be necessary in building stages and running festoon. All vehicle routes if used will be carefully chosen with terrain and other workers (pedestrians) on site. All MEWP operators, if required on site, will be able to provide evidence of training which will be scrutinized and collated by the safety advisor on site.
- 12.6. The Production/Site Manager and/or Event H&S advisor will be available at all times to assist with advice and solutions.
- 12.7. Contractors with more complex rigging or working at height issues should provide the Production Manager with a separate and specific risk assessment and plan.

13. TEMPORARY DEMOUNTABLE STRUCTURES (TDS)

- 13.1. There are a number of TDS involved for these events – mainly temporary stage and small marquees for bars.
- 13.2. All temporary demountable structures will be certified as complete by the installing company and a certificate given to the Production Manager or Event H&S Advisor where appropriate. The Event H&S Advisor will have the necessary theoretical and practical knowledge to check such structures, but certification can only be ratified by the installers.
- 13.3. All contractors supplying this event will have their H&S documents examined as part of the tender process and will be required to provide site specific risk assessments and method statements in advance of any work commencing.
- 13.4. All structures will be erected in accordance to current health and safety at work best practices. Detailed risk assessments on their structures, erection and dismantling processes will have been carried out by the suppliers.
- 13.5. BJP Productions will work with contractors to monitor the weather, especially wind, around the build and strike period. Once built most structures can withstand up to 25ms winds (TDS3/4 guidance), however it is in the build and strike phase that the structures and those working on them are most vulnerable. Work may be delayed or temporarily suspended to ensure the structures can be built or de-rigged safely.

14. ELECTRICAL SAFETY

- 14.1. Although not a legal requirement, PAT testing is a recognized method for demonstrating that a company carries out *planned preventative maintenance* on their equipment. The Production Coordinator and/or Event H&S Advisor will ensure that anyone supplying electrical equipment to the event understands the requirement for PAT test evidence. This will be backed up on site

by random checks of electrical equipment. Equipment showing evidence of damage, poor repair or no PAT test will be removed from service.

- 14.2. Contractors supplying any power distribution schemes will ensure that the site electricians are certified and signed off (where required) by a suitably competent person and that a temporary installation certificate is presented to the Event H&S Advisor to go in the event file in line with BS7909:2011.
- 14.3. The power for this event will be provided by generators brought in by the power contractor. All generators will be diesel, super-silenced and commensurate with the standards expected for broadcast events.
- 14.4. All circuits where members of the public, clients, performers, artists and crew could come into contact with them, however remote a chance, will be protected by a 30mA, RCD breaker for safety. The engineer designing the system will sign the Temporary Installation Certificate in the appropriate place.

PART C: SITE BUILD AND STRIKE

15. SITE PREPARATION

- 15.1. Prior to commencing any work, we will check the sites for debris and other items that might render the space and/or our work unsafe – if additional work is required for the site to be up to standard, we will contact the landowner. We will plan our build works to take place after the clearance of the site from any previous events.
- 15.2. We will mark out the site with chalk/water-based marking paint, surveyor’s flags and stakes. Any major changes to the site plan due to topography or, for example, due to areas being unusable, will be shown on revised site plans which will be updated in site office.
- 15.3. All staff and contractors working on the event will have been invited to a site visit in advance so that they understand the layout and topography in conjunction with the 2D plan.
- 15.4. The initial work on site will be to establish a safe site by erecting a perimeter fence as required to prevent public access as necessary.
- 15.5. Construction site signage explaining the dangers on site and setting out some site rules will be posted at the access point.
- 15.6. As soon as there is any valuable equipment on site there will be a security presence. Security and Production will work together to ensure that there is a “gatekeeper” for the site to receive deliveries and direct them to the correct area.

16. SITE INDUCTION & OPERATION

- 16.1. All staff, site visitors (not ticket-holders) and contractors working on the event will be sent a crew & contractor briefing explaining the nature of the event, the hazards and control measures they may encounter on site, PPE that may be required, standards of dress, essential timings and emergency plans, etc. We can share this with responsible authorities too once completed.
- 16.2. This document will form the basis of any site safety inductions to any staff or contractors expecting to work on the site.
- 16.3. The Production Manager and/or Event Health and Safety Advisor or named deputies will be on hand at all times to provide assistance and advice and to ensure all control measures noted here are carried out where practicable.
- 16.4. Once briefed and any questions have been dealt with, contractors will be allowed to start their work and will be directed to individual areas of the site as required.

17. HEALTH AND SAFETY MONITORING

- 17.1. The Event H&S Advisor will advise exactly when the site is ready to open to the public based on a number of checks to be carried out on equipment, infrastructure and services (see SOTO in Appendix B). Public safety both on and off the site will be paramount in making decisions and all actions will be logged in the event diary.
- 17.2. Similarly, the arena will only be opened once the Safety Advisor is satisfied that it is safe.
- 17.3. The Sign Off To Open check list is shown in Appendix B.
- 17.4. All of the parts of the site that are public thoroughfares will, where reasonably practicable, be vehicle free and there will be a curfew on vehicle movement in the arena on the live day prior to public access.
- 17.5. Where vehicles do need to move around in public/pedestrian areas, they will be marshalled by suitably trained staff and pedestrians given priority at all times except in an emergency.
- 17.6. Part of the opening sign-off will be a check on signage, barriers and site markings for COVID19 safety if required.
- 17.7. Safety checks will be carried out throughout the event as appropriate.

PART D: EVENT FACILITIES

18. TICKETING / INFORMATION

- 18.1 A range of tickets will be available via our ticket provider and the websites and social media of individual events
- 18.2 Patrons are encouraged to purchase tickets on-line only.
- 18.5 All ticket purchasers will have their tickets e-mailed to them in advance of the event.
- 18.6 Web information will include travel details, timings, do's and don'ts, FAQs, etc
- 18.7 Tickets will be checked at the entrance. A running total of ticket-holders on site will be tallied through scanning tickets, counting tickets or by clicker as appropriate – this will include a count of those leaving site. We are expecting no more than 7000 paying customers on site at any one time for Matt's BBQ on 14th August.

19. CATERING

- 19.1 There will be a number of catering outlets on site catering for all tastes. It is likely these will change for each show to reflect the diversity of events booked for 2021.
- 19.2 All caterer documents will be collected, scrutinised in advance of each event.
- 19.3 All catering outlets will be level 4 stars or above for food hygiene.
- 19.4 Staff will check details of caterers on site and will scrutinise hygiene, washing, disposal of waste (skips and bins provided) and disposal of grey water (containers provided and emptied by our waste carrier or toilet contractor). All catering structures will be reviewed on site to ensure they are inherently safe and not prone to collapse in windy conditions.
- 19.5 We will ensure appropriate fire separation between units and will stipulate the extinguishers that all caterers need to bring with them depending on their method of cooking.
- 19.6 We will work with caterers to ensure social distancing and hygiene practices are in line with the latest government guidelines.
- 19.6 Toilet and handwashing facilities exclusive to caterers will be provided on site.

20. SANITARY FACILITIES

- 20.1 We have utilised the risk assessment method for calculating toilet numbers from thepurpleguide.co.uk to begin with. For Matt's BBQ the guide suggests: 44 ladies toilets, 9 men's, 33 Urinals, 6 Disabled units (based on a 50/50 split female/male). We will provide over and above this to

allow for additional cleaning and potential social distancing. There will also be separate facilities for bar and catering staff and for medical.

20.2 All toilet blocks will be close to hard standing or trackway to facilitate emptying and cleaning.

20.3 All toilet provision will include handwash facilities or hand sanitiser.

20.4 In all places where toilets are grouped together there will be a provision of accessible units for wheelchair and disabled patrons.

20.5 Social distancing around toilet areas will be encouraged by arrangement of queues, signage and stewarding and following the latest government guidance.

20.6 We are not currently aware of any mains drainage on site, so all waste and waste-water will be transported from site by tankers from a registered waste carrier (likely to be our toilet provider).

20.7 There is a clean water supply for the site.

20.8 All water outlets on site that are potable drinking water will be appropriately marked and regularly sanitised. All taps at public points will be percussion type to prevent waste of water. It is more likely that we will provide caterers with a water outlet and bottled water for public – this will be available when requested from bars and our medical team will have a useable supply of bottled water.

21. FIRST AID / MEDICAL

21.1 First Aid and Medical cover is to be provided by **Star Medical**.

21.2 Medical provision will be in-line with the purpleguide risk assessment calculator ; however, we may increase the provision slightly in the face of persisting coronavirus issues around the UK.

21.3 The purpleguide.co.uk recommendation is for 1-2 paramedics; 2-4 nurses; 2 first responders/4000 attenders and 1 manager. In addition we will have at least one site ambulance patient transfer vehicle (CQC Registered). See Appendix H for full deployment and equipment.

21.4 The intention is to minimise the impact on the local NHS service.

21.5 All staff will know how to access first aid assistance.

21.6 The H&S Advisor will keep an accident logbook during build, event and get out and will have access to a First Aid kit. RIDDOR forms will be sent to HSE (online form) and therefore to the relevant Local Authority for each event.

21.7 Additional Medical information will be shown in Appendix H.

21.8 Our medical supplier will engage with the local NHS Trust in advance of each event to ensure all protocols are understood and to establish 24 hour contacts for A&E and other relevant services.

22. NEAREST HOSPITAL:

There are a number of Hospitals within 30 mins of the site – our Medical team will make sure they are in touch with the local NHS/SECAMB in advance of the event so that directions can be communicated as necessary.

From our Medical Plan:

Hospitals

Our preferred receiving centres are:

Darent Valley Hospital, Darenth Wood Road, Dartford, Kent DA2 8DA; Switchboard: 01322 428100
Email: dgn-tr.enquiries@nhs.net

Maidstone Hospital, Hermitage Lane, Maidstone ME16 9QQ; ///trendy.soap.elaborate

Princess Royal University Hospital, Farnborough Common, Orpington, Kent, BR6 8ND - 01689 863000

Tunbridge Wells Hospital, Pembury, Tunbridge Wells, Kent, TN2 4QJ; 01892 823535

23. FIRE EXTINGUISHERS

23.1 Fire Risk Assessments will appear in Appendix B.

23.2 FFE On site:

Each caterer will be required to bring suitable and sufficient fire extinguishers for their outlet. All contractors will be asked to bring their own FFE commensurate with their risks.

23.3 The highest level of fire risk for this Event will be:

Catering – Scrutiny of activities and FFE in units

Generator Fires – good equipment from reputable suppliers

Electrical fires – all equipment inspections will be carried out.

Arson – security and stewarding will be present at all times.

Pyrotechnics – awaiting decision on fireworks – full RA from provider if used.

23.4 Additional Fire extinguishers will be provided depending on changing risk assessments and sited as Fire Points in areas where staff will have free access to them.

23.5 Vigilance with regard to fire will be reiterated to all staff and contractors during briefings.

23.6 Fire Fighting Equipment:

See Fire Extinguisher Schedule in FRA – Appendix B.

24. REFUSE / WASTE

24.1 The waste contractor for Matt's BBQ is **Falcon** who will provide 50 x 1100litre Euro bins around the site – some will be held in reserve so that full bins can be swapped for empties during events and to minimise traffic on site the waste will be removed weekly.

- 24.2 All event contractors, caterers and staff will be asked to bag up waste and leave in strategic positions across the site for collection by the waste contractor or place into the Euro Bins.
- 24.3 Litter picking of the site will be constant with concentration on arenas after entertainment has finished, but also taking in regular visits to the Car Park.
- 24.4 Where possible, waste will be separated on site for recycling, especially at bars and catering units with separate spaces for glass (decanted bottles not given to public) and cardboard (from boxes and deliveries).
- 24.5 Any unseparated waste will be taken from site and sorted for recycling elsewhere.
- 24.6 We will ask for statistics for recycling to be collated and shared post-event.
- 24.7 All caterers will be given strict rules for the type of containers, wrappings and cutlery they can use on site.

25. MAINTENANCE

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

26. LOST PROPERTY/FOUND ITEMS

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

PART E: LIVE EVENT OPERATION

27. KEY PERSONNEL / HIERARCHY OF CONTROL

- 27.1. The Events are managed by BJP Productions and organised by individual promoters. This document is for Matt's BBQ – 14th August 2021.
- 27.2. An organisational plan is shown below as part of Appendix C.
- 27.3. A full list of all event contacts will be found in Appendix C.
- 27.4. On site management will be the responsibility of BJP Productions Production Manager and Operational Manager aided by the members of the Event Management Team.
- 27.5. All contractors will provide staff lists and credentials.
- 27.6. Security will keep a register of all staff deployed at the event.
- 27.7. There will be a show-stop procedure for the event that can only be triggered by a few key management staff – see detail in Appendix D.

28. CONTROL AND COOPERATION AT THE EVENT

- 28.1. The first point for all operational queries should be to Event Control which will be based on site.
- 28.2. The Event H&S Advisor will address matters of H&S, when on site, during the build, live event and de-rig.
- 28.3. All partners will be invited to be part of the Event Control area so that communication links are their shortest (ie face to face).
- 28.4. Event Control has a radio system that reaches all areas of the site. These radios will be shared with critical event staff to ensure they are linked in and contactable throughout.
- 28.5. Traffic Management resources will be out monitoring flow in the local area and car park.

29. CAPACITY & CROWD MANAGEMENT

- 29.1. Primary people management objectives are:
 - To create an enjoyable event in amazing surroundings that will allow the audience to celebrate or experience Matt's BBQ in their own way - safely
 - To provide a pleasant, safe and secure environment within the site including provisions for COVID19 distancing if relevant
 - To promote a relaxed atmosphere where visitors can enjoy the social nature of the event
 - To ensure that those not engaging with the event can continue on their daily business with as little disruption as possible outside of the site.

- 29.2. The Security & Stewarding contractor for Matt's BBQ is Trojan Security.
- 29.3. The management and staff shall have many years' previous experience at ensuring safe and secure environments at events. The Security Supervisor, Production Manager, Safety Advisor and Event Manager will meet onsite during the build, break and (if needed/possible) live event; due to the nature of the build/event/break-down schedule it is unlikely that regular meetings for the key event management team members and partners will be instigated; instead, avoiding the peak periods of the live event, control meetings will be organised twice daily to ensure information is being communicated, to gauge the mood on site and to agree changes; radio checks and a reporting system will be instigated for all other periods.
- 29.4. No person under the age of 18 years shall be employed as security or stewarding personnel.
- 29.5. More information regarding security and crowd safety management is available in Appendix K.

30. ACCESS and EGRESS

- 30.1. Vehicular entrances are shown on the site plans at Appendix A.
- 30.2. All vehicles and equipment for the build and break will be seen onto site by a banksman and removed to park elsewhere as soon as they are empty.
- 30.3. Access to the site is by prior arrangement only – we will have a list of all vehicles expected.
- 30.4. All staff and contractors present at the event will wear a pass that has been shared with security to aid in recognition of valid access rights – especially to back of house areas.
- 30.5. For egress we intend in all normal circumstances to use all routes available
- 30.6. In an emergency we will decide the best routes away from danger and communicate this to staff – (see Appendix D for Emergency Plan).
- 30.7. Through the local licensing team we may contact all taxi operators in the local area and ensure they are aware of the event if the site is not too remote from local transport hubs. If a factor in the area, we will also contact UBER to drop a pin at our PUDO to prevent pick-ups in the roads outside the site.
- 30.8. As and when needed and appropriate, additional site signage will be added to enhance the event environment and understanding for the public.

31. ACCESS FOR DISABLED VISITORS

- 31.1. Parking for Blue Badge holders is available close to the arena entrance alongside VIP.
- 31.2. There will be accessible toilets wherever we place other units.
- 31.3. In an emergency stewards and security will be on hand to assist anyone with mobility issues and

additional PPE will be available for these staff to ensure they are as COVID19 safe as possible.

- 31.4. Assistance dogs will be welcomed across the events.
- 31.5. Promoters will be encouraged to ensure Carer tickets are available free of charge if booked in advance.
- 31.6. These are outdoor events and some of the terrain is rough, grassy and uneven – this will be made clear to patrons in advance of ticket purchase.

32. SECURITY

- 32.1. Security deployment will be appropriate to the level of risk. The main areas of risk are:
 - Initial Entry Search
 - Anti-Social behaviour
 - Flow of visitors around the site
 - Focus and density of crowd in certain areas and reinforcement of COVID 19 social distancing if required
 - Drugs & Alcohol
 - Stewarding in the event of an emergency
 - Petty crime (eg pick-pockets)
- 32.2. It should be noted that, despite the section above, it is hoped that the largest role for security and stewarding staff will be Customer Service – assisting visitors and staff in providing and enjoying a great event.
- 32.3. No person under the age of 18 years shall be employed as security or stewarding personnel.
- 32.4. The Event Manager, along with the Security Manager, shall ensure that an appraisal of all security and steward requirements is agreed and that the positions, numbers and equipment of security and stewards shall be to the satisfaction of all parties. This will be shared with the wider event management team and is likely to be a condition of license.
- 32.5. Names, addresses and dates of birth for all non-SIA licensed security and stewarding personnel shall be available to the local Police and the Licensing Authority for checking if requested.
- 32.6. A register of the security and stewards employed on the site shall be kept. Details recorded in the register shall include: full name, date of birth, home address, employer, ID number and their signature. The register will also contain records of the date, times and location during which the individuals commenced and finished duty. The register shall be retained on site and will be available for 12 months after the event from the Security Contractors.
- 32.7. All incidents shall be recorded in an approved incident log. The incident log shall be open to inspection by agencies at all times in the control area.
- 32.8. Security staff at entrance points will carry out occasional, random security checks where possible – maintaining social distancing as much as possible.

33. NOISE MANAGEMENT

- 33.1. See Appendix J for the Noise Management Plan

34. RADIOS AND COMMUNICATION

- 34.1. Radios will be multi-channel Digital two-way units which will be in place for site management and contractors.
- 34.2. Chargers will be available; Mobile phones have good service in the area, but coverage is often affected when there are large crowds.
- 34.3. There will be a contact list for all event staff.
- 34.4. All Event staff will have radios and be trained in the use of them, following the appropriate protocols.
- 34.5. Radio communication should always be kept to a minimum to allow space for essential communications.
- 34.6. To send a message: depress the talk button; speak your name and position and who your message is for; await response to your call; when asked to send your message please re-state your name and position and keep the message clear and concise; when your message is complete, listen carefully for instructions or be prepared to give further information. If someone is dealing with your call, there may be a short delay whilst facts are checked or resources are allocated etc.
- 34.7. Radios are tested by the providing company and spare batteries are available.
- 34.8. Where possible, all radios will be provided with an ear-piece; this is important to ensure that sensitive messages are not overheard by members of the public causing misplaced conjecture and panic and so not as to disturb the event.
- 34.9. The number of Channels currently is x 2 with x 1 spare channels to offer event resilience with the failing of any one channel. The Channels are as follows:
- Channel 1 Production
 - Channel 2 Stewarding & Security
 - Channel 3 Spare
- These will be added to if further separation or sophistication of the system is required.

35. COMPLAINTS/COMPLIMENTS/COMMENTS

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

36. BOMB THREATS / TERRORIST THREAT

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

37. EVENT EMERGENCY / EVACUATION PLAN

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

APPENDIX

APPENDIX 00 – CORONAVIRUS/COVID19 CONSIDERATIONS

APPENDIX A – VENUE PLAN

APPENDIX B – RISK MANAGEMENT CONSIDERATIONS

APPENDIX C – HIERARCHY OF CONTROL AND CONTACT LIST

APPENDIX D – INCIDENT AND EMERGENCY PLANNING

APPENDIX E – EXTREME WEATHER PROVISIONS

APPENDIX F – WASTE MANAGEMENT

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00



C-19 Management Plan

Matt's BBQ 2021

PLANNING, BUILD, LIVE EVENT & DERIG

CONFIDENTIAL

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Draft Version 1

June 2021

SYGMA SAFETY & EVENTS LTD

safetygeeks

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Introduction

This document provides information on Matt's BBQ at Wings of the Morning Fields, Wrotham during this period of COVID-19 pandemic. This guidance will ensure that operational activities surrounding the events are undertaken in a responsible and controlled manner, including welfare facilities.

Government guidelines have been updated several times since the start of the COVID-19 pandemic and the UK has had three separate lockdowns to reduce the transmission and spread of the SARS-Cov-2 virus. On the 10th of May, the alert level has been downgraded from 4 to 3, meaning there should be a gradual relaxing of restrictions and social distancing measures. Vaccines have been produced and the population of the UK is being vaccinated. At the date of writing, approximately 67%¹ of the adult population of the UK have had the first of two vaccination injections and 34% have had the second dose. The people with the second dose make up a large proportion of the more vulnerable members of the public of the UK. Approximately 7%² of the UK population have had COVID-19 and have some antibodies. Even with all eligible members of the public getting the vaccination, there will be a percentage of people that will still be in danger from being infected by the virus³.

Over time, scientists expect COVID-19 to become endemic, meaning the virus will reach a stable, and hopefully manageable level. Vaccinations - including revaccination - will be key to managing the transition from pandemic to endemic state. Therapeutics and antivirals will become increasingly important, replacing most non-pharmaceutical interventions over the long-term.

As restrictions are lifted, maintaining good habits which minimize transmission will be important, for both individuals and for business. This may continue under the headings of 'hands, face, space, fresh air' and may also include testing and track and trace. It is imperative therefore, that BJP plans to integrate COVID-19 protocols into the daily operational strategies for the planning, build, live event and derig phases of the events in 2021. These protocols will take into account PHE, HSE, NHS and government guidelines at the time of planning and will update the document as guidelines are updated in the lead up to the event dates.

Step System

On 22nd February 2021, the UK government introduced a step system as part of the COVID-19 Spring Response.

Step 3 – No earlier than 17th May, outdoor events up to a capacity of 4,000 (or 50% of capacity – which ever is lowest) will be allowed. As soon as possible, and no later than Step 3, the Government will update its advice on social distancing between friends and family, including

¹ <https://coronavirus.data.gov.uk/details/vaccinations>

² <https://coronavirus.data.gov.uk/details/cases>

³ Fig7 P21

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963491/COVID-19_Response_-_Spring_2021.pdf?fbclid=IwAR2rlq-eHDiOxkvaDCZHUg-6gA-6NRHiJuZZx0B6hrbyGqH2_Z-gdiB6VU

hugging. Until then, people should continue to keep their distance from anyone not in their household or support bubble and keep up habits such as regular hand washing and letting in fresh air.

The Government will lift most legal restrictions on meeting others outdoors, but gatherings of more than 30 people outdoors will remain illegal.

Step 4 – No earlier than 21st June, all legal limits on social contact will be removed and large events bigger than the capacities stated above will be enabled. This is subject to outcomes of the scientific Events Research Program and the use of testing to reduce the risk of infection, subject of further scientific evaluation⁴.

On 14th June 2021 Step Three was extended to 19th July 2021

Overview

This document is working on the principle that the Matt's BBQ event falls under Step 4 (in the Spring Guidance) and the long term aims of the government. Overall, BJP (Production and management for Matt's BBQ) aim to fully integrate required COVID-19 risk mitigation in all aspects of the event, as is reasonably practicable. We are making a two-stage approach – The Build & Break and The Live Event. This document contains the information of the overall risk assessment and protocols with department specific information to address and reduce the risks for all.

BJP is using guidance from the government and from event bodies such as The Purple Guide and EIF and AIF to create site and event specific protocols to keep the risks from COVID-19 transmission as low as is reasonably practicable.

For the build and break BJP are putting in a series of COVID-19 safety measures, based on risk assessments, to protect staff and contractors while setting up for the production. All involved need to understand that the only 100% certainty with regard to zero transmission of the virus is to eliminate the risk by not undertaking the work. There will be individuals and companies who, through fear and lack of confidence brought on by a year of lockdown, or because of specific personal and family vulnerabilities, will decide not to work.

The risk assessments and COVID-19 safety risk management strategies are for those staff attending the site to work and are in the main to describe how we seek to reduce the incidence and risk of COVID-19 transmission, but also to breed confidence in the workforce.

The COVID-19 advisor to be available throughout the planning and build phase of the event build. This role is to assist and advise all when planning for the build and on site with regard to best practice, hygiene, cohort working and testing. Our COVID-19 advisor has undertaken specific training for the role and will support our safety advisors and event management on and off-site.

⁴ P36-40

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963491/COVID-19_Response_-_Spring_2021.pdf?fbclid=IwAR2rlq-eHDiOxkvaDCZHUg-6gA-6NRHiJuZZx0B6hrbyGqH2_Z-gdiB6VU

For the attending members of the public, we will be building COVID-19 safety measures into the planning, communications and operational management for the event. The intention is to start with the current guidelines and steps moving forward in our plans and then, as government restrictions are eased, to gently and systematically inform our attendees. The UK government are now emphasising personal responsibility to consider risks associated with COVID-19 transmission and meeting friends or being around others.⁵ We understand that confidence and comfort will be key to attendance. Our communication strategies will encourage risk aversion without reducing confidence of attending and enjoyment of the event

BJP is using Sygma Safety and Events Ltd (safetygeeks) for their safety documentation and COVID-19 coordinating for this year's event and is confident that, following safetygeek's track record of COVID-19 safe events in late Summer 2020, they can create plans and adapt to change closer to the time of this event to provide a COVID-19 safe environment for the show to go ahead. This is largely dependent on the government's route out of the current lockdown and the 'step' phases being put in place as stated by the UK government.

Communication

Communication between the event management team, partners and the attendees, is imperative to keep the messaging controlled and standardised. A combination of the following methods of communication can be used, depending on suitability of the method of communication for the type of information, to keep all crew and attendees aware of the risks and mitigation methods and protocols that are in place.

Pre-arrival:

Website FAQ's	Crew & Contractor Information
Email	
Health Declaration	Induction (for staff)
Conditions of Entry	

Onsite Information

Health & safety signage	Posters
Site Wide Crew Daily Briefings - Digital	Instructional Graphics
Crew Toolbox talks – team briefings	
Test/Track/Trace QR Code at toilets and entry points	

Daily Updates

Notice Boards	Phone messages
PA or loud hailer	Peer to peer
Social media posts	

⁵ <https://www.gov.uk/guidance/meeting-friends-and-family-covid-19>

Operations

The Health & Safety at Work Act 1974 sets out laws for employers, employees, contractors and visitors and how they must behave whilst in a place of work. It is important that these laws are adhered to by all persons and that everyone understands their responsibilities whilst at a workplace. These expectations also apply to responsibilities for reducing and eliminating COVID-19. BJP takes all obligations seriously, under each Act and Regulation enacted by government.

All BJP managers will have worked together during the planning stages, to ensure the site has top-down understanding of the need to implement and uphold all protocols relating to eliminating/reducing transmission risks of the virus.

During the planning phase, BJP has been reviewing and updating on-site risk assessments. A COVID-19 risk assessment will show the hazards that have been identified and the mitigation that could be in place. BJP will also review all contractor RAMS to ensure their mitigation is adequate and sufficiently in line with current protocols.

Matt's BBQ/BJP will share the risk assessments with all relevant stakeholders and implement the protocols. Contractors would need to agree to any additional changes we require to ensure alignment with our site policies and procedures.

The BJP team, supported by a COVID-19 Supervisor will monitor crew and contractors whilst working and assist them in upholding the protocols on site.

If any changes to the site protocols occur, they will be communicated to the appropriate people.

We will create queue lanes with social distancing messaging at entrance points, for toilets and for catering areas. Signage will largely be H/F/S as per below, but will also include T/T/T QR Code specifically for Matt's BBQ.



Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer _____ Employer or representative signature

Employer _____ Employer name Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Overview of COVID-19 Controls

BJP and Matt's BBQ are committed to maintaining a safe environment for all. Health and Safety is of the utmost importance and the concept is built around guests and crew being able to utilise the space for the enjoyment of the community, whilst maintaining a COVID-19 secure environment.

The core principles will be to:

- Eliminate or minimise opportunity for aerosol transmission; (singing, loud speech, aerobic activity, enclosed atmospheres)
- Eliminate or minimise opportunity for contact transmission; (high-touch points)



COVID-19 Risk Management for Matt's BBQ

Physical distancing is the term used for measures that reduce physical contact between infectious and susceptible people during a disease outbreak. They do not involve drugs or vaccines (they are 'non-pharmaceutical interventions') but include measures such as maintaining a minimum distance between individuals in both work and leisure environments. Reducing the number of contacts between people does limit the transmission of the new coronavirus as with any infectious disease. The evidence for how best to stop transmission comes from preliminary studies of the current COVID-19 pandemic and from previous outbreaks of other infections, especially influenza.

The mitigation measures and controls proposed in any assessments and protocols will be checked and maintained on site by the staff, under the supervision of the event directors and the event H&S advisor.

Many of the control measures noted rely on BJP communicating information to staff, participants and attendees. This will be managed contractually, on-line, in person, by site briefings, signage and reminders from staff. A huge part of the ethos of BJP and Matt's BBQ is around community and pleasure – we hope that by promoting a positive approach to COVID-19 control we will be building a bond between our guests and crew that engenders a sense of working together and therefore minimise the impact on the event and on friction and angst over issues such as social distancing.

NB: At the time of preparing this document the physical distancing recommended by the UK Government is 2m wherever possible and if not then what they have termed 1m+. This is because the difference in efficacy between 2m and 1m is small and the risk of contracting the virus is only slightly elevated by the shorter distance. This may change at or around the dates set in Steps 3 & 4 stated previously in this document.

It is thought that a reduction to 1m+ will enable many areas of work to continue. The “+” (plus) part of the 1m+ is not just about distancing, but about additional measures such as face-coverings, minimal time for tasks, good ventilation, facing away from people, screens, etc.

Personal Choice for Attendees of Matt’s BBQ

From 17 May, new government guidance states “if you are meeting friends and family, you can make a personal choice on whether to keep your distance from them, but you should still be cautious. This advice applies to everyone, including people who are clinically extremely vulnerable and to pregnant women.”⁶

People will be reminded to maintain physical distancing from groups of people that are not in their social bubble.

Working Groups and Considerations

The areas of focus are:

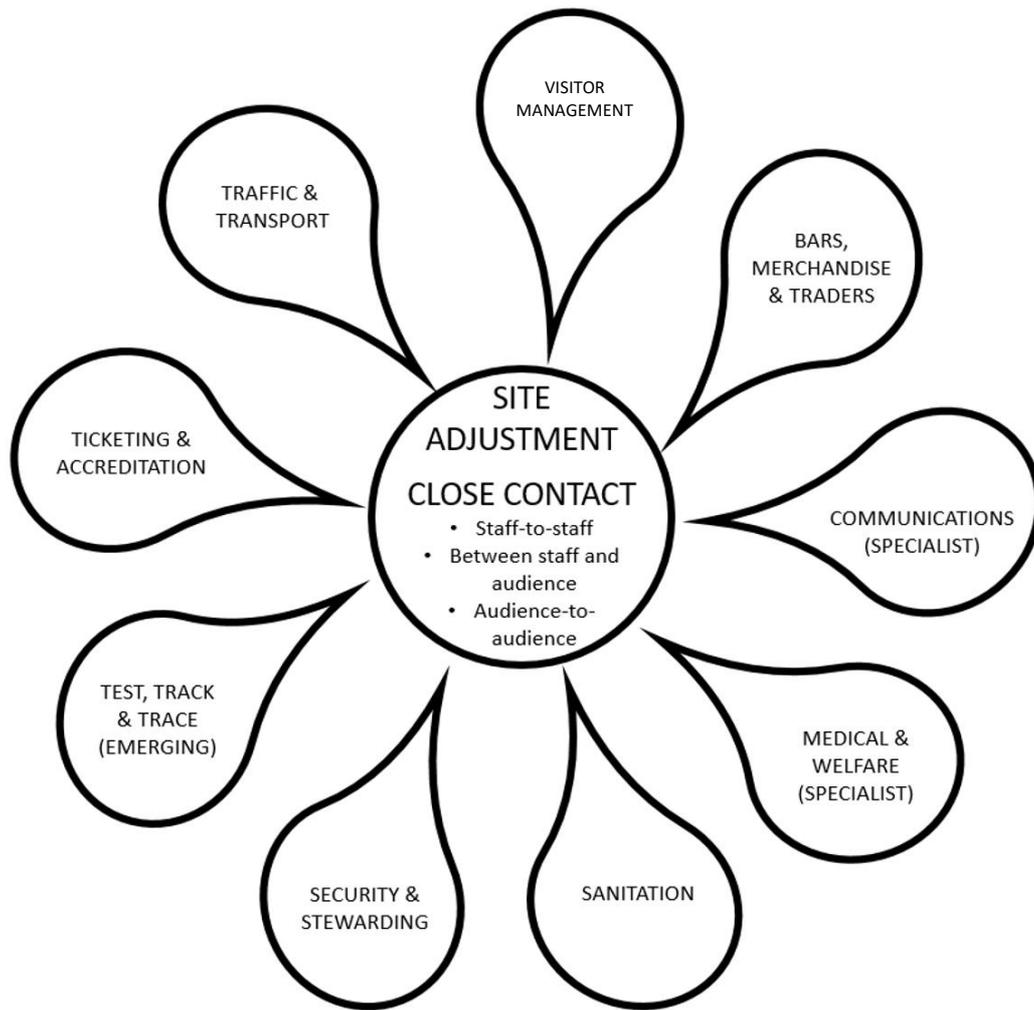
- Merchandise and Traders
- Communications
- Medical and Welfare
- Sanitation
- Security and Stewarding
- Site Adjustment and Close Contact
- Test, Track and Trace
- Ticketing and Accreditation
- Traffic and Transport

Risk Overview

General Approach: In order to avoid repeated steps and information within the risk assessment and protocols, we have used the following approach:

- Universal areas of risk (Site Adjustment and Close Contact) are dealt with first – these apply to almost all areas of operation
- Individual operational, area-specific sections then branch off this.

⁶ <https://www.gov.uk/guidance/meeting-friends-and-family-covid-19>



KEY:



Respiratory transmission



Contact transmission

Risk Assessment
Site Close Contact

Risk Area: Worker to Worker Transmission

Example scenarios: arrivals and accreditation checks, crew catering, multi-person build tasks, production and accreditation offices, vehicle/plant sharing, bar operations, toilet and shower facilities, post work social contact

Mitigation	Application	Transmission Route	Who is Responsible
Testing regime – evidence of asymptomatic test	Crew to test before entry to site – either home NHS tests within 24 hours or on entry to site. Only entry with negative test.	DETECTION	Undecided – wait for Gov guidance
Reduce number of people needed to complete build tasks	Minimal staff will be involved by either extending the build time or simplifying the build		BJP Contractors
We will minimise the opportunity for infection to be brought in from outside	Order infrastructure from as few suppliers as possible for the event. Keep same suppliers for each week to that protocols are learnt and upheld		BJP Contractors
Meetings will be outdoors or in well ventilated rooms	This is weather, noise and confidentiality eg ELT meetings		BJP Partners
Online meetings will be used where possible	e.g., external agencies, suppliers, on-site cohorts		BJP Partners
Remove/reduce the need for large face to face crew gatherings	Online briefings where possible for large staff groups e.g., stewards		BJP Sygma Partners
Bubble working	Different crews, offices or disciplines operate as social bubbles for work, eating and recreation		BJP Contractors
Remove need for staff to physically sign in	Line managers to note attendance		BJP Sygma
We will have increased hand sanitizer points	These points will be in high touch or high traffic areas around the venue		BJP
Cleaning regimes will be in place	Increased in areas such as toilets, catering and identified high touch points for the break and build		BJP
COVID-19 information widely available	Posters, H&S signage, staff emails and staff induction, toolbox talks from line managers and onsite COVID-19 advisor	 DETECTION	BJP
Dedicated staff to monitor and correct behaviour – e.g., mask wearing and/or physical distancing	Appointed COVID-19 Supervisor/Officer on the team	 DETECTION	BJP Sygma
Policies and procedures	T&C's relating to behaviour and expectations. Info also in induction	 DETECTION	BJP Sygma

Reduced need to share equipment and protocols in place if needed between use	We will be avoiding sharing tools, computers, radios etc where possible. Sanitation protocols in place if sharing is necessary.		BJP All
Face coverings used where closer contact working is unavoidable.	Crews will have redesigned their tasks to incorporate physical distancing where possible.		All

Risk Area: Visitor to worker/worker to visitor transmission

Example scenarios: arrivals and accreditation checks, crew catering, multi-person build tasks, production and accreditation offices, vehicle/plant sharing, bar operations, toilet and shower facilities, post work social contact

Mitigation	Application	Transmission Route	Who is Responsible
Cleaning regimes	Increases in cleaning public toilets and additionally in places such as search tables		BJP
COVID-19 info widely available to attendees and operational staff	Posters, H&S signage, staff induction, toolbox talks by line managers before start of live event e.g., bar staff, security, stewards	  DETECTION	BJP
Dedicated staff to monitor and correct behaviour – e.g., mask wearing and/or physical distancing	Appointed COVID-19 Supervisor/Officer on the team	  DETECTION	BJP Sygma
We will have increased hand sanitizer points	These points will be in high touch or high traffic areas around the venue		BJP
Face coverings to be available for staff where closer contact may be unavoidable	E.g., stewards, SIA. Additional face shields available	 	BJP All

Risk Area: Visitor to Visitor transmission

Example scenarios: Arrival, transport, search, in the Stones

Mitigation	Application	Transmission Route	Who is Responsible
Group bubbles maintained	One day event	 	Visitors Security/stewards
Hand sanitiser available around the fields	On entry, at toilet facilities, in high traffic areas		BJP
One-way systems in place in the venue	In toilet and catering areas – only where queues	 	BJP
Queue management into the venue	Extra space with increase of usual widths for channel/Disney queues	 	BJP Security

Audience communications will include encouragement to social distance from other groups and for hand hygiene	Signs, posters, Stewards, social media		BJP
Cleaning regimes	Increased in toilets areas and queue barriers		BJP

Bars, Merchandise and Traders

Risk area: Deliveries			
Example scenarios: deliveries of high turnover items such as food and beverage supplies			
Mitigation	Application	Transmission Route	Who is Responsible
Eliminate deliveries during operations	Have all items on site before the start of the live event		BJP Caterers
Reduce contact between delivery staff and site bubbles	Single point of contact, redistribution by internal staffing, contactless drop-off processes		BJP Sygma Caterers
Face coverings where close contact is unavoidable	Manual handling may determine close contact and use of more than one person when loading and unloading		All

Risk Area: Trading unit cleanliness
Example scenarios: arrivals and accreditation checks, crew catering, multi-person build tasks, production and accreditation offices, vehicle/plant sharing, toilet and shower facilities, post work social contact
Food safety in itself is a very important issue. COVID-19 safety must be fully incorporated within the trader’s documents. They must have a separate COVID-19 risk assessment that not only covers transmission reduction and elimination for their workforce, but also for the people there are serving food to. The Food Standards Agency and NCASS have both provided clear guidance on this. Each trader will have variations on taking orders, taking cash, preparing food, serving food as well as how they get their food deliveries and how they store their food.

Risk Area: interaction between staff and public at service points
Example scenarios: during merchandise and food service
Merchandise, bars and food stall staff must adhere to physical distancing when serving the food and drinks at the event. Hand hygiene and food hygiene standards as per the FSA are required in all scenarios. Increases in hand washing facilities must be made available to bar staff. Food traders will have separate hand wash facilities of their own.

Risk Area: Cash and merch handling and transactions			
Example scenarios: All areas where items change hands – cashless only for MOA			
Mitigation	Application	Transmission Route	Who is Responsible
Single use serving ware	For all food traders		Caterers Bar
Cashless payments	Food and merch; Car Park		All
Policies and procedures	Transaction process communicated to all staff		Caterers BJP
Covid info widely available	Posters, site induction		BJP
Hand sanitiser available around the site	near transaction points		BJP

Sanitation

Risk Area: toilets and sanitary facilities			
Example scenarios: toilets in all areas			
Mitigation	Application	Transmission Route	Who is Responsible
There will be sufficient hand wash/sanitising facilities	Taps with sinks, with antiviral soap or hand sanitiser		BJP Toilet provider
Anti-microbial surface treatment on high touch areas	On toilet doors and handles		BJP Cleaners
Increase on cleaning regimes	For general cleaning and high touch areas		BJP
Public education around hygiene behaviours in toilets	Remind to put lid down before flushing etc		BJP Toilet provider
Sufficient toilets to reduce number of people using facilities	Toilets distributed to make sure areas are adequately served		BJP
Managed queueing for toilets	Enable 2m distancing		BJP

APPENDIX A

- Any member of staff, contractor or volunteer displaying symptoms must not go into the workplace and should request a PCR test from the NHS or from another provider.
- They should not return to the workplace without a negative PCR test and/or have undergone a 10-day period of isolation.
- Anyone who tests positive must self isolate from the day the test was taken. If this positive test result is from the onsite lateral flow testing, a confirmatory private or NHS PCR lab test must be completed.
- If a crew member, contractor or artist shows symptoms or tests positive, there must be strict protocols in place to protect everyone else.
- If they are at work, they must return home or to their accommodation immediately (avoiding public transport) and follow government guidance on self isolation and testing. There needs to be an isolation space if transport is not immediately available. This must be deep cleaned if used. Any waste produced whilst cleaning must be double bagged, sealed and dated and isolated for 72 hours.
- If they are at home, they must remain at home and follow the guidelines for self isolation and testing.
- Management must trace all close contacts on site and inform them of the protocols to follow.
- If the case is unconfirmed, others in their close contact team do not need to self isolate, however, they should consider enhanced physical distancing and hygiene protocols and be more aware of symptoms they may develop, until the test result is confirmed.
- It may be prudent to test (Lateral Flow) all those present who have recently come into close contact with the unwell person.

APPENDIX A – VENUE PLANS



A



Event: BBQ Summer 2021
 Venue: London Road
 Version: 3
 Date: 25.05.2021
 Drawn By: Annette Blair
 Client: BJP

- Amendments: Updated by AB
- Moved production/Control room, facilities and lighting in front of new boneyard.
 - Added chiller truck (14m x 3m).
 - Line of trackmat (6 panels) behind bar/toilets.
 - Added medical tent with heras boundary.
 - Moved Beach Stage and Bar 2, relocated Gene farm behind beach stage.
 - Included picnic benches near bar 2 (35).
 - Included Coach/Taxi PUDDO
 - Moved toilets and steel shield near Stage 2.
 - Rotated Stage 2 90 degrees.
 - Added walk GA walkway from PUDDO to main Entrance.

KEY	
	Stage
	Cabin
	Marquees
	Concessions
	Dirt Track
	Carpark
	Grass
	Trees / Hedges
	Heras Fence Line
	Steel Shield Line
	BOH & GA Walking Route
	PJ Toilets
	Access Toilets
	Urinals
	Hand Washing Unit
	Picnic Table
	Flood Light
	CCB
	Gene Farm
	VIP Toilets
	Trackway Panel
	Chiller Truck



APPENDIX B – RISK MANAGEMENT CONSIDERATIONS

Bi – Build/Break Risk Assessments

Bii – Operations Risk Assessment

Biii – Fire Risk Assessment

Biv – Car park Risk Assessment

Bv - Sign Off To Open procedure

Bvi – Venue Safety Checklist

Bvii – Event Specific Risks



B

HSE's- Principles of sensible risk management

Sensible risk management IS about:

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

Sensible risk management is NOT about:

- ✗ Creating a totally risk free society
- ✗ Generating useless paperwork mountains
- ✗ Scaring people by exaggerating or publicising trivial risks
- ✗ Stopping important recreational and learning activities for individuals where the risks are managed
- ✗ Reducing the protection of people from risks that cause real harm and suffering

Risk Rating

For the purposes of this document a risk rating has been used to determine the level of control measure required. The Risk rating is calculated by taking the **Likelihood** of a particular hazard occurring and multiplying it by the **Severity** of the potential outcome of that particular hazard.

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

Likelihood Measures

- 1 – Unlikely
- 2 – Possible
- 3 – Likely
- 4 – Very likely
- 5 – Constant

Severity Measures

- 1 – Minor injury or damage
- 2 – Injury or damage to property
- 3 – Injury (under 7 days); serious damage to property
- 4 – Serious Injury (over 7 days)
- 5 – Death

Risks with a residual rating of 15 (red) or more are considered to need immediate remedial action or an alternative method of provision in that area.

Risks with a residual rating of 8 to 12 (amber) require constant monitoring and review.

Risks with a residual rating below 8 (green) will be occasionally monitored.

BJP/MATT'S BBQ - APPENDIX Bi - RISK ASSESSMENT BUILD/BREAK

Cii BUILD & BREAK RISK ASSESSMENTS –										
No	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	RESIDUAL RISK	WHO IS RESPONSIBLE
				L	S	R				
1	Access	All staff	Staff become disorientated in an unfamiliar environment	2	5	10	Staff briefings include anoted site plans and orientation notes. Time to walk round and familiarize staff with layout.	Toolbox talks will reinforce the landmarks around the site, areas beyond our control and use of anoted plan	L	BJP
2	Deliveries and works across public pedestrian routes	Public and staff	Slips, trips falls Struck by moving equipment	4	5	20	Deliver and unload outside peak hours where possible. Supervisor/spotter to be used. Barriers and signage where appropriate. Deliver right up to area where equipment is needed.	Staff briefed to be aware. Hi-viz clothing when working on roads near entrances. There are some well used dog walking routes around the work area therefore fencing will be employed to prevent wandering.	M	BJP Contractors
3	Vehicle and pedestrian mix when loading or unloading	Public	MOTP or staff struck by moving vehicle	4	5	20	Deliver and unload outside peak hours where possible. Banksmen used in all manoeuvres.	Stewards to encourage route around the working areas. There are some well used dog walking routes around the work area therefore fencing will be employed to prevent wandering.	M	BJP Contractors

4	Staff working on and off the highway	Staff and Public	Staff loading or unloading vehicles moving from pavement to road may be struck by passing vehicles	4	5	20	Staff briefed to be aware. Hi viz clothing as standard in roadway.	Where possible ensure all work takes place well inside the site which is public-free for the build.	M	Contractors BJP
5	Emergency Egress	All staff and visitors	Staff unable to escape in emergency	2	5	10	We will use the existing exits and ensure additional space is identified during daily briefings..	Toolbox talk to identify egress routes	L	BJP
6	Access Routes	All staff and visitors	Slips trip and falls due to poorly managed equipment	3	4	12	All Cables and equipment will be securely fixed. Where possible cables will be run away from public areas; where this is not possible cables will be flown or appropriate cable management, ramps and matting will be used.	H&S Advisor should tour the site regularly to ensure all cables are well routed and sensitive areas are secure.	L	Contractors BJP Safetygeeks
7	Access / Egress Routes	All staff and visitors	Routes blocked by equipment, dead cases, waste	3	5	15	Suitable storage will be identified at the start of the build. All dead cases will be removed to storage or to trucks.	Waste will be collected during build. H&S Advisor will check routes regularly.	L	Contractors BJP Safetygeeks
8	Accidents (First Aid)	All staff and contractors	Any minor incidents that may need to be dealt with on site.	2	4	8	First Aid Provision on site in line with general requirements.	Contractors may have their own first aid kits. There will be a system of recording all accidents.	L	BJP Contractors

9	Waste/Litter	All staff and visitors	Waste and litter collecting as a fire/trip hazard. Attracts vermin.	4	3	12	All contractors to remove their own waste from site.	Site cleansing to be arranged before, during and after by BJP contractor.	L	BJP Contractors
10	Major Incident	All staff and visitors	Panic in the event of a major incident	4	5	20	There will be an agreed evacuation procedure. There will be agreed marshalling points away from the main work area.	Staff will be briefed at start of work. All on site will be inducted for safety.	M	BJP
11	Inappropriate behaviour	Contractors	Rowdy, lewd, unsafe conduct by contractor or staff	2	4	8	Contractors briefed as to what is expected of them. Contractors chosen for previous performance or references.	H&S Advisor to "patrol" site to ensure safe procedures and systems of work.	L	Contractors BJP Safetygeeks
12	Manual Handling	Staff & Contractors	Heavy loads distributed over a wide area leading to injuries and fatigue	4	4	16	All areas pre-defined and appropriately marked to minimise double-handling and moving of compounds.	Crew to start early to enable early preparation of all areas.	M	Contractor BJP
13	Work at Heights	Contractors	Danger of falling or falling objects	3	5	15	Where possible staff will not work at height for long periods. All equipment assembled and tested at low level.	Ladders provided on site or by contractors will be inspected by the H&S Advisor	M	Contractors Safetygeeks
14	Excessive Hours	All staff and contractors	Overworking staff may lead to accidents through fatigue or may lead to poor decision making	4	5	20	Staff and contractors will have a detailed schedule of events. This will include many breaks and times for dinner breaks, etc. All contractors will be responsible for their own staff.	Rest areas and refreshments provided on site.	M	BJP Contractors

15	Fire or other evacuation	All staff, contractors	Panic or lack of movement from staff in the event of an emergency	4	5	20	There will be an agreed evacuation procedure. There should be agreed marshalling points away from the main work area.	Toolbox talks will confirm emergency procedures.	M	BJP
16	Noise	All staff, contractors and public	Excessive sound levels damaging ears	3	3	9	PPE – ear defenders – specified where excess noise may be possible.	HSE Action levels will be adhered to for all other machinery.	L	BJP Contractor
17	Communication breakdown	All staff, contractors	Need to relay messages to staff could be compromised	3	5	15	Radio system available for management and contractors; tested across whole site.	Mobile phone numbers for key personnel held on file.	M	BJP
18	Mechanical Handling	All staff, contractors and public	Injury to persons and damage to property from poorly handled machinery	3	5	15	All drivers to be qualified in the equipment they are controlling. Contractors to supply credentials	Speed limit on site 10mph – 5mph/dead slow when pedestrians nearby.	L	Contractors BJP
19	Ladders – climbing	All staff involved	Fall of person	3	5	15	Ladders set at correct angle Ladders footed when in use Only industrial specification ladders allowed on site	Competent and trained staff only to use ladders	L	Contractors BJP
20	Ladders – carrying equipment	All staff involved	Fall of materials, equipment and tools	2	5	10	Mechanical use of lifting equipment where possible	Operatives will only carry small items in shoulder bag/tool belt	L	Contractors BJP
21	Step Ladders	All staff involved	Fall of person (eg mounting radio aerial)	3	5	15	Legs of steps positioned at maximum width extension	Knees within stiles and below top step at all times	M	Contractors BJP

							as per manufacturers guidelines			
22	Ladders – working at height	All staff involved	Fall of person	3	5	15	Trained and competent staff Ladders used for short term work as per HSE Guidance	3 points of contact wherever possible Ladders positioned to avoid overreaching	M	Contractors BJP
23	Use of Hand Tools	Staff using tools	Damaged or inappropriate tool leading to cuts,etc	3	4	12	Correct tool for job to be specified Damaged tools rejected	Only trained staff to use tools	L	Contractors BJP
24	Electrical Hand Tools	Staff using tools	Electric shock	3	5	15	Visual inspection before use Damaged tools rejected	Reduced Voltage and battery tools preferred	L	Contractors BJP

BJP/MATT'S BBQ - APPENDIX Bii - RISK ASSESSMENT LIVE EVENTS

HSE's- Principles of sensible risk management

Sensible risk management IS about:

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

Sensible risk management is NOT about:

- ✗ Creating a totally risk free society
- ✗ Generating useless paperwork mountains
- ✗ Scaring people by exaggerating or publicising trivial risks
- ✗ Stopping important recreational and learning activities for individuals where the risks are managed
- ✗ Reducing the protection of people from risks that cause real harm and suffering

Risk Rating

For the purposes of this document a risk rating has been used to determine the level of control measure required. The Risk rating is calculated by taking the **Likelihood** of a particular hazard occurring and multiplying it by the **Severity** of the potential outcome of that particular hazard.

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

Likelihood Measures

- 1 – Unlikely
- 2 – Possible
- 3 – Likely
- 4 – Very likely
- 5 – Constant

Severity Measures

- 1 – Minor injury or damage
- 2 – Injury or damage to property
- 3 – Injury (under 7 days); serious damage to property
- 4 – Serious Injury (over 7 days)
- 5 – Death

Risks with a residual rating of 15 (red) or more are considered to need immediate remedial action or an alternative method of provision in that area.

Risks with a residual rating of 8 to 12 (amber) require constant monitoring and review.

Risks with a residual rating below 8 (green) will be occasionally monitored.

Bii Operations Risk Management

No	Hazards	What Might Happen	People at risk	Risk Rating			Control Measures	Further Controls	Residual Risk	Responsibility
				S	L	R				
01	Crush	Crush injury	▪ Public	5	3	15	<ul style="list-style-type: none"> ▪ Audience monitored to detect any problems ▪ Emergency Action Plan (EAP) to deal with such issues – Appendix D ▪ Security to monitor main event areas 	Security in contact with Event Control throughout to pass on monitoring messages. No dynamic acts on stage – not rock	L	BJP
02	Lost/vulnerable adults	Disorientation or distress	▪ Public	4	3	12	<ul style="list-style-type: none"> ▪ POVA policy Appendix K ▪ Information Point 	DBS checked staff	L	BJP
03	Dogs not under control or supervision - Bites, falls, trips	Bites, falls, trips	<ul style="list-style-type: none"> ▪ Contractors ▪ Performers ▪ Public ▪ Staff 	3	3	9	<ul style="list-style-type: none"> ▪ Security to ensure that all dogs that enter the sites are allowed to be there 	Only guidance/assistance dogs allowed	L	BJP
04	Electricity	Electrocution	<ul style="list-style-type: none"> ▪ Contractors ▪ Performers ▪ Public ▪ Staff 	5	3	15	<ul style="list-style-type: none"> ▪ All individual contractors own power supplies to be checked as appropriate ▪ All electrical systems will be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be away from public ▪ A competent electrical contractor will be available 	<p>Cables run away from public areas.</p> <p>Matting and ramps to prevent trip hazards</p> <p>Generators from reputable supplier</p> <p>BS7909 sign off handed to safety advisor.</p>	L	BJP Contractor

							<p>to deal with any problems should they arise</p> <ul style="list-style-type: none"> ▪ Electrical installations to be undertaken and certified by qualified contractors ▪ Electrical contractor available to deal with any issues that arise ▪ Portable tests to be examined and certified 			
05	Hazards from the need to evacuate due to a bomb threat, disorderly behavior, fire, flood/ storm, medical, overcrowding, robbery, restrictions on access for tenders, structural failure, violence and assault	Various	<ul style="list-style-type: none"> ▪ Contractors ▪ Performers ▪ Public ▪ Staff 	5	3	15	<ul style="list-style-type: none"> ▪ EAP developed, agreed and communicated (subject to nature of incident) ▪ Emergency announcements over PA (or loud hailers) to give instructions to the public in event areas ▪ Emergency access/exit routes to be stewarded – Into wider landscape ▪ Ensure an accessible blue route(s) are available to emergency service vehicles at all times ▪ Evacuation strategy to be dependant on nature of incident (the principle will be to separate the hazard and to ensure the exit routes are available and safe) 	<p>Latest actions advice to be included in induction and briefing.</p> <p>Event to engage with Police and emergency Planning through SAG.</p> <p>Events to discuss threat levels and intel with Police in lead up to event.</p> <p>Run, Hide, Tell info to be shared with staff.</p> <p>See Appendix D and G</p>	M	BJP

06	Illness/injury and/or lack of welfare facilities	Various	<ul style="list-style-type: none"> ▪ Contractors ▪ Performers ▪ Public ▪ Staff 	4	4	16	<ul style="list-style-type: none"> ▪ Each contractor provides their own first aid provision as per the Health and Safety (First Aid) Regulations ▪ Emergency services called on 999 if required ▪ First aid provision as detailed in Event Management Plan ▪ NHS A & E informed by medical supplier as detailed in Event Management Plan ▪ Toilet facilities provided as detailed in the Event Management Plan 	<p>Private medical provider will have medics, first aid and patient transport on site to reduce burden on the NHS.</p> <p>Deployment will be based on risk assessment and evidence of previous BJP events.</p> <p>Appendix H</p>	L	BJP
07	Falls, slips and trips	Various depending on outcome of hazard	<ul style="list-style-type: none"> ▪ Contractors ▪ Public ▪ Staff 	4	4	16	<ul style="list-style-type: none"> ▪ Cable runs to be minimised ▪ Ground conditions to be monitored by Event Safety Advisor and to cordon off slippery/uneven areas and/or evacuate site if required 	<p>There are many good, hard-standing routes and paths around the site. Additional trackway and matting will be added as required.</p>	L	BJP
08	Collapse of a temporary structure	Muscular skeletal injuries	<ul style="list-style-type: none"> ▪ Contractors ▪ Performers ▪ Public ▪ Staff 	5	2	10	<ul style="list-style-type: none"> ▪ All structures to be erected by approved contractors who will have provided method statements and/or risk assessments and been vetted in advance by the Event Safety Advisor ▪ Event Safety Advisor to monitor to ensure design limits not exceeded 	<p>Each contractor erecting a structure will provide a completion certificate to the organisers which will be held on file – this will include an emergency contact number.</p>	L	BJP

							<ul style="list-style-type: none"> Site security to prevent unauthorised access 			
09	Contamination and fires	<p>Damage/ injuries from fire or smoke to persons and/ or property</p> <p>Illness from contamination</p>	<ul style="list-style-type: none"> Contractors Performers Public Staff 	4	3	12	<ul style="list-style-type: none"> Appropriate waste disposal facilities to be provided across the site Waste to be cleared away regularly 	BJP waste team to provide litter pick and waste removal facilities	L	BJP
10	Violence and aggression	Assault, disturbance and violence	<ul style="list-style-type: none"> Contractors Performers Public Staff 	5	2	10	<ul style="list-style-type: none"> No lone working at site Procedure for dealing with violence and aggression in EAP SIA security on site APPENDIX G 	BJP does not have any significant history of violent behaviour at its events and is rightly proud of this.	M	BJP
11	Adverse or extreme weather leading to heat, high winds, lightning, rain	Dehydration, fire, heat exhaustion, hypothermia, sunburn	<ul style="list-style-type: none"> Contractors Performers Public Staff 	4	3	12	<ul style="list-style-type: none"> In the event of adverse or extreme weather the Event Safety Advisor will assess the risk to those on site and if considered severe will stop all activities until conditions improve Refreshment areas Regular checks on forecasts Wind policy to be obtained from all structure providers (in the event of high winds exceeding limits then structures will be evacuated and made safe) 	A weather management plan is part of the EMP and it will be updated as structures are erected on site. Medics will give advice if there is extreme heat or cold.	M	BJP

12	Catering Outlets on site	Fire, food poisoning, other accident associated with poor practice	<ul style="list-style-type: none"> All 	5	3	15	<ul style="list-style-type: none"> All caterers will send in their Food Hygiene certificates and submit their HACCP or equivalent for inspection on site. All caterers will supply details of fire fighting equipment, gas certification, electrical connections and an image of their unit if available. All units will be inspected on site to ensure they are carrying out safe practices. No more than 2 gas bottles will be allowed operational per stand as this is a one day event. Site layout will leave suitable fire breaks between units. 	Names of all caterers will be submitted to Local Council alongside their borough of registration and any food hygiene rating held for the unit (4 and 5 only). Safety advisor will tour all stands at the event and will have the necessary knowledge to spot poor practice and to give practical advice (Level 3 or higher).	M	BJP Catering
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Bv - FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT	
1	PREMISES PARTICULARS
Premises Name: Wings of the Morning Fields, St Clere Estate Address: Wrotham Hill, Wrotham, TN157NS	Use of Premises: Events space Controller of Premises: St Clere Estate
Date of risk assessment: June 2021	Date of review: Next review on site 6 th August 2021
Fire Risk Assessment by: Brian Cleary	
2	GENERAL STATEMENT OF POLICY
<p>The Fire Risk Assessment may be formally reviewed by the local Fire & Rescue Service at any time prior to the event and where necessary, recommendations will be made to the Fire Safety Manager for amendments, improvements etc.</p>	
3	MANAGEMENT SYSTEMS
<p>Although having overall responsibility for fire safety matters the BJP have made the Fire Safety Manager (H&S Advisor) responsible for fire safety matters which include the fire risk assessment and all matters appertaining to it. This duty will pass to the Event Manager when the H&S Advisor is not on site.</p> <p>This person will be responsible for: -</p> <ul style="list-style-type: none">• Deciding the fire safety protective and preventative measures• Informing other responsible persons what those measures are• Ensuring they are implemented and communicated to other employees• Ensuring co-ordination between other responsible persons and Venue/site• Liaison with Local Authority Fire and Rescue if necessary <p>Fire Safety will be an agenda item for the pre-planning and on-site safety meetings. The Fire Safety Manager will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation. The Fire risk assessment will be completed utilising legislation, guidance, best practice and experience.</p> <p>It will identify all of the risks and potential risks and implement measures to remove those risks or reduce them to an acceptable level of control The Fire safety planning for the event site will be considered in a number of stages:</p> <ul style="list-style-type: none">• Venue design, selection of workers, selection of contractors and subcontractors, construction of the stage, marquees, fencing, (the 'build up');	

- Safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting, and the protection of crew, (the 'load in');
- Effective fire safety during the event ('the event');
- Safe removal of equipment and services, (the 'breakdown');
- control fire risks once the event is over and the infrastructure is being dismantled, (the 'load-out');

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

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

4

GENERAL DESCRIPTION OF PREMISES

Description:

Live Music and DJs playing to an 18+ audience
Green Field site surrounded by mature woodland

The sites briefly comprise:

Large car park area – on grass
Entertainment in arena – on grass
Catering Outlets
Bars
Hard-standing roads
No stubble fields will be used

Occupancy:

Times the Premises are in use:
12:00 to 23:00 14/08/21

Premises License is applied for
Audience capacity will be approximately
7000 ticket-holders at any one time for
2021.
9999 Capacity applied for

Size:

Building footprint (Metres x Metres):
N/A

Number of floors:
N/A

Number of Stairs:
N/A

5	FIRE SAFETY SYSTEMS WITHIN THE EVENT SITE
<p>Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other):</p> <p>There is no automatic fire detection system within the exterior areas of the site or in larger structures such as cabins and main stage. Fire detection is by manual visual means. Fire warning is by manual means and public address systems.</p>	
<p>Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266): N/A in the wider landscape All enclosed structures will have emergency lighting as appropriate for their size. Lighting around site will be powered by tower lights and generators.</p>	
<p>Other: (i.e. Sprinkler system to LPC rules BS 5306): Not applicable</p>	
6	SITE PLANS
SEE APPENDICES TO THE MAIN DOCUMENT	

7	IDENTIFY FIRE HAZARDS		
Sources of Ignition:			
Identification of ignition sources	Present – yes or no	Methods in place for control	Outcome
1. Smokers materials	Yes	As per the Health Act 2006 Smoking is not permitted within significantly enclosed structures and work spaces. Fire fighting equipment is provided at Fire Points throughout the venues. Sand/Butt buckets will be provided for cigarettes.	Adequate
2. Naked Flames (non-performance)	Yes	Catering using gas cookers will submit Gas Safe notice. Flames switched off when not in use	Monitor
3. Electrical Equipment	Yes	Signed off by contractor to BS:7909 All generators earthed 30ma RCDs throughout PAT testing on appliances	Good
4. Hot Processes	No	No planned works	Permit required
5. Cooking / Caterers	Yes	All concessions carry FFE. LPG permitted – only 2 x 47kg max per stall.	Inspect

		All storage areas must be well ventilated.	
6. Engines	Yes	Diesel generators only on site and used wherever possible. Generators sufficiently remote from fuel sources – double bunded. All generators certified by suppliers. No re-fuelling required during live event	Good
7. Machinery and Plant	Unlikely	Fit for purpose and in good mechanical order. Audit trail of inspection, only diesel fuelled vehicles and plant	Good
8. Lighting Equipment	Yes	Installed by competent contractor – someone with Knowledge, Experience, practical Ability and Training. Correct equipment used No flammable material on stage lights	Good
9. Arson	Unknown	Security patrols	Good
10. Naked Flames during show	No	None planned at June 2021	Good

7	IDENTIFY FIRE HAZARDS		
Sources of Fuel:			
Identification of fuel sources	Present – yes or no	Methods in place for control	Effectiveness
1. Flammable liquid based paints, thinners, varnishes, etc.	Possible	COSHH store, no smoking, controlled use.	Adequate
2. Petrol	Not in arena or work area	Car Park will have petrol vehicles, therefore suitable fire points will be deployed.	Monitor
3. Diesel	Yes	All generators have internal bunded fuel tanks; No smoking and other signs. No re-fuelling required during live event.	Good
4. Paper/card/other combustible material	Yes	Waste management schedule to prevent build-up of waste material. Waste storage area segregated from public areas. We will segregate combustible waste from other waste.	Good

		Site patrols and litter pick to monitor and minimise waste.	
5. Grass	Yes	All areas to be used cut short and leavings collected by landowner. No stubble fields used.	Adequate
6. Foam	Unlikely	Furniture all to BS EN 7176 and to be flame retardant.	
7. LPG (caterers)	Yes	Max 2 x 47kg on each stall. Gas Safe certificate required.	Inspect
8. LPG (Flame effects)	None	None planned	N/A
9. Other Gases	Yes	O2 by medics, no smoking, correct storage.	Adequate
10. Furniture/textiles	Yes	To BS EN 5852	Adequate
11. Construction materials (hardboard/ chipboard, etc) for construction	Yes	Class 0/1 or Timber <25mm Ply/MDF <18mm	Adequate
12. Hay Bales	Possibly as sound baffles and/or seating	Difficult to ignite, but can burn for a long time – No Smoking near Hay Bales	Monitor

8 IDENTIFY PEOPLE AT RISK

People at risk:

Employees

Members of the public

Artists/Participants

Employees are distributed throughout the event site.

Public free and open access to public areas only

Participants and contractors are briefed on the fire evacuation procedures and site safety procedures.

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

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

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

9**HORIZONTAL MEANS OF ESCAPE**

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

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

All enclosed structures have adequate exit width; there are no single route exits and travel distances are within the accepted limits.

There are sufficient fire exits of suitable width from the arena that will allow all persons resorting to the area to evacuate in the event of fire. There are no dead-end conditions – all routes will lead to an exit to a place of relative safety outside the site.

It is anticipated that a fire within a structure would be a slow to medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed fairly soon after ignition by employees or due to the attendance of security – all staff are briefed to be on fire-watch at all times. Areas behind marquees and other structures will be regularly checked by staff and for signs of fire or any other inappropriate storage, cooking, waste piles, etc.

Any fire within the site will be restricted in spread due to the spacing of structures, catering unit's and separation of structures etc which will maintain an adequate fire break between blocks of units. The structure and layout of catering areas will be shown on the final site plans.

It is anticipated that all employees and persons resorting to the event would have evacuated any structure before any escape route becomes untenable.
The main emergency egress routes are continually manned by security staff.

If it should become necessary to evacuate an area a system of progressive staged horizontal evacuation would take place leading all persons to a place of safety. In certain circumstances "invacuation" and moving public away from the hazard may be the right course of action.

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

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

10**VERTICAL MEANS OF ESCAPE**

The only vertical evacuation will be from the stage down a short flight of steps or the backstage ramp.

11	FIRE SAFETY SIGNS & NOTICES
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There will be adequate fire safety signs and notices in enclosed premises
All fire safety signs, notices and graphic symbols will conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.
Exit signs will take the form of a pictogram symbol and may also be supplemented by text bearing the words "EXIT" or "FIRE EXIT", in conspicuous lettering.

12	FIRE WARNING SYSTEM
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Spotters and patrols will be operating for the duration of the event as part of the security team.
During the event, Event Control will be in operation and Fire warning will be given by radio messages and utilising our Incident Plan.
The method for contacting Fire & Rescue will be a 999 call from Matt's BBQ Event Control.
The trigger points for mobilising Fire & Rescue will be that any Fire incident involving insurable property and life risk.

This is likely to include:

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

13	EMERGENCY LIGHTING SYSTEMS
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N/A.

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

Staff will only extinguish small fires, attack fires in the early stages, secure escape routes and prevent fire spread and escalation. They are not equipped for structural Fire-fighting and therefore will not commit internally to structural fire-fighting.

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

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

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

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

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

Appliances/Officers will be directed/escorted to the incident location where they will be met and briefed by a senior member of staff.

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

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

Fire Extinguisher Schedule

Fire points are marked on the site plan below

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

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

Caterers – to provide their own, compliant with their risk assessment. Checked on site.

FIRE EXTINGUISHER POINTS



Car Park specific Fire Risk Assessment

- **Car park grass will be cut to an acceptable length prior to the event to prevent ignition of and spread of fire due to dry conditions**
- **Stewards will manage vehicle placement to ensure best use of the available space; effective radio communication between car park crews and gate staff will influence orderly parking.**
- **Sleeping in cars is NOT PERMITTED**
- **A network of 4m wide fire lanes will provide fire separation and emergency access routes for Fire vehicles. They will afford access to parking areas. They also provide egress routes for evacuation.**
- **Fire lanes will be kept clear**
- **Stewards and car park crew will provide a fire watch**
- **Fire fighting equipment will be provided and located at specific steward points for each car park area.**

BJP/MATT'S BBQ – APPENDIX Biv – CAR PARK RISK ASSESSMENT

CAR PARK RISK ASSESSMENT

No	Hazards What Might Happen	People at risk	Risk Rating			Control Measures	Further Controls	Residual Risk	Responsibility
			S	L	R				
01	Vehicle Parking - Uncontrolled Leading to accident/injury and lack of space	All	5	4	20	Marshals Briefed pre-event PPE (Hi-vis vests, hats, wet weather coats) Ground assessment pre-event Parking Plan Clear signage Security Supervisor present Enforced Speed limits Lighting provided within the carpark	Monitor at all times	M	BJP
02	Vehicle Theft of or from	Contractors Public	3	3	9	Manned carpark by Stewards Lighting provided in the carpark SIA Security available	Event Security Plan – see Appendix K	L	BJP Trojan
03	Fire/First Aid – Grass fires, car fires, slips, trips, falls, other injuries	All	3	5	15	Stewards Briefed pre-event Emergency Services Traffic routes Liaison with EM services Fire equipment on site Event FRA by a competent person On site medical services	Grass Cut Short Engines off as soon as stopped No Sleeping in Car Park FFE available – preferably in a security vehicle.	L	BJP
04	Illegal activity in car park – Drinking, Taking Drugs, Dealing	All	3	5	15	Stewards Briefed pre-event SIA Security Personnel on site and patrolling Ejection policy Robust Alcohol and drugs policy Search procedures	Liaison with local Police First Aid trained staff and equipment	L	BJP Trojan

BJP/MATT'S BBQ EVENT 2021 – SIGN OFF TO OPEN PROCEDURE (SOTO)

The purpose of this plan is to ensure the communication of a clear procedure for the sign off of the event site being fit for opening to the public in the interests of safety.

This plan is applicable to Event Control and key staff noted within this document. There are no exclusions to the procedures outlined within this document.

1. Matt's BBQ is due to open to customers on Saturday 14th August at 12:00.
2. The initial Internal Inspection on Fridays 13th August at 12:00 will be aimed at identifying a safety snagging list to be actioned prior to the Final Inspection leading to SOTO.

Focussing on, but not limited to, the following:

- ✓ Structures
- ✓ Fencing
- ✓ Lighting
- ✓ Signage
- ✓ FSE
- ✓ EMX Routes
- ✓ Ground conditions
- ✓ Waste

The Event Manager, Event Safety Advisor or the Production Manager may be responsible for the actioning of items on the snagging list with relevant parties depending on the nature of the issues that requires resolution.

3. Final Inspection

The Final Inspection will take place on Saturday 14th August at 10:00 (2 hours before the site is due to open).

The following personnel will be in attendance:

- Event Manager
- Event Safety Advisor
- Production Manager
- Security Manager

This Follow Up Inspection will be aimed at reporting on the status of the snagging list from the Initial Inspection identifying a remaining safety snagging list to be actioned prior to site opening focussing on issues that may prevent the site from opening as scheduled.

BJP/MATT'S BBQ – APPENDIX Bv - SOTO

The Event Manager, Event Safety Advisor or the Production Manager and Security Manager may be responsible for the actioning of items on the snagging list with relevant parties depending on the nature of the issues that requires resolution.

Event Control will be responsible for liaising with this group and/or relevant parties to ensure that issues have been resolved and are logged in advance of conducting the site sign off to open.

Event Control will be responsible for reporting back to EM on the status of the snagging list, identifying cause for potential delay as early as possible.

4. Sign Off To Open (SOTO)

Event Control will liaise with Traffic Management to ensure that all traffic control measures are in place.

Sign Off To Open will take place on Saturday 14th August at 11:30 (30 minutes before the site is due to open).

This will be conducted via radio by Event Control, led by the following checklist:

- ✓ Production Manager – confirm that all tech and infrastructure is safely in place, and Stage Managers are in position
- ✓ Event Safety Advisor – confirm that all risk control measures are in place
- ✓ Event Safety Advisor - confirm that ground conditions do not pose safety risk
- ✓ Event Safety Advisor – confirm that all FFE is in place, and emergency exit routes are clear
- ✓ Head of Security – confirm that all security are in position
- ✓ Head of Security – confirm that queuing infrastructure is safely in place
- ✓ Head of Security – confirm that there are no vehicles on-site
- ✓ Head of Medical – confirm that all medical resources are in place
- ✓ Head of Bars & Concessions – confirm that all bar / concession infrastructure is in place and operational
- ✓ FOH Manager – confirm that entry systems are in place and operational

Once Event Control have confirmation from ALL of the above that the necessary resources are in place, they will give FOH Manager and Security the all-clear to open the site to customers at 12:00. Should there be notable queues and the sign off to open procedure has been completed prior to 12:00, Event Management may instruct an early opening to ease pressure and reduce risks to safety.

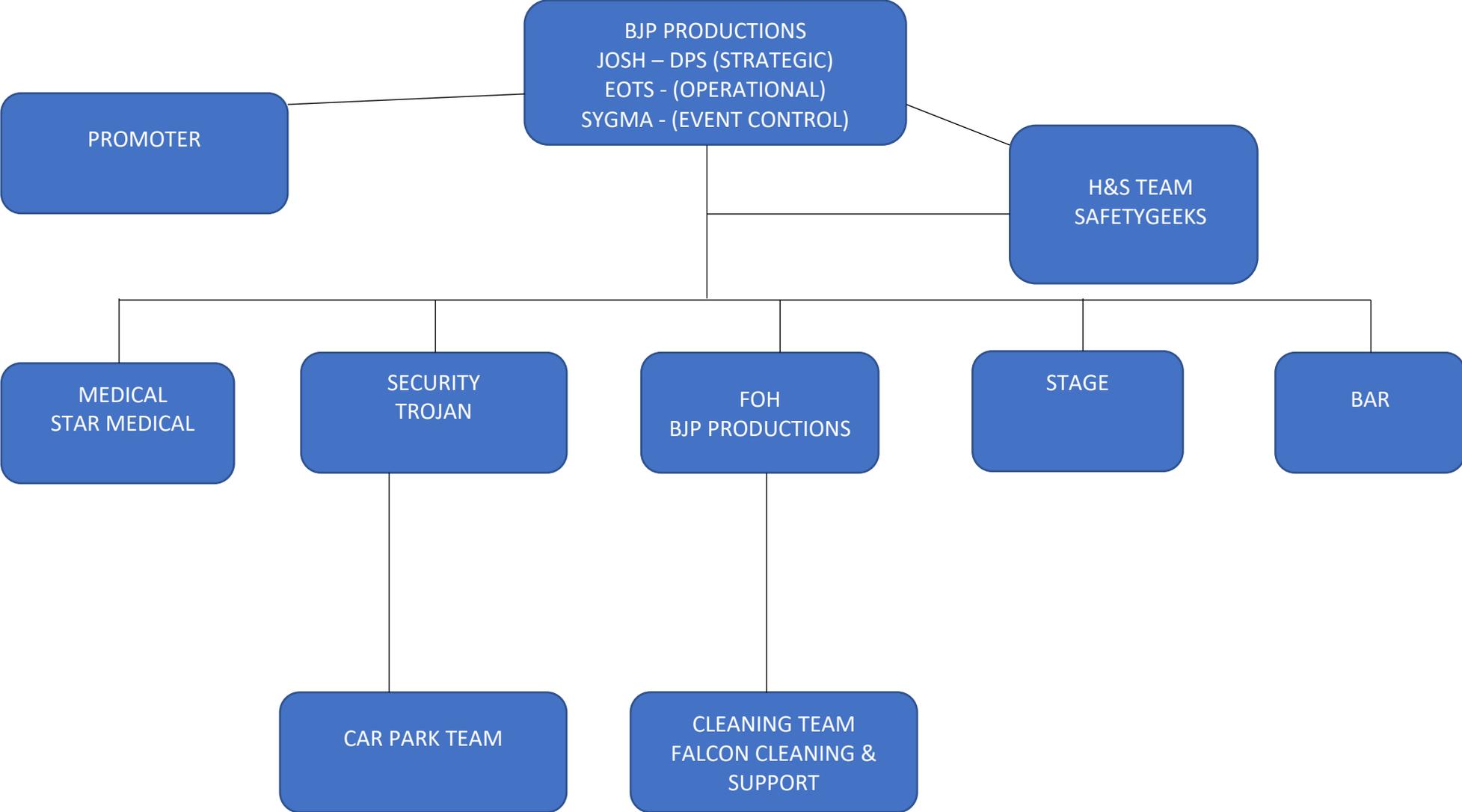
The Event Safety Advisor and Production Manager will be carrying out ongoing monitoring of risk control measures to ensure that standards are maintained throughout the events.

APPENDIX C - HIERARCHY OF CONTROL AND CONTACT LIST



C

MATT'S BBQ 2021



APPENDIX D – INCIDENT & EMERGENCY PLANNING

Di – Show Stop Procedure

Dii – Show Stop Chain

Diii – Emergency Actions

Div – Emergency Protocol cards



D

SHOW STOP PROCEDURE – ALL EVENTS

Permanent Show stop or Temporary Show Stop

The show stop or pause is a rapid and controlled performance intervention to either prevent further risk, resolve a problem, or to initiate an evacuation. A show stop and evacuation are not mutually exclusive, and a show stop does not indicate an evacuation should occur.

Stopping an event in the middle of a performance can sometimes create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident cannot be resolved whilst the event continues. Temporary Show Stop is always preferable over a permanent show stop.

Advance preparation

In advance of the show, the following should be undertaken by the team:

Production Manager

- Ensure copy of procedure is held by stage managers.
- Ensure copy of procedure is held by sound engineer.

Security Manager

- Ensure copy of procedure is held by stage area supervisors
- Ensure copy of procedure is held by response teams

Stage Managers

- As necessary brief artists and their managers on the procedure
- Setup a muted vocal mic stage left for announcements
- Agree an emergency lighting state with lighting team

Sound Engineer

- Ensure policy is read and understood

TEMPORARY SHOW STOP

Normal operations will be resumed following a Temporary Show Stop. Possible scenarios that may require a Temporary Show Stop include, but are not limited to:

- Power outage
- Crowd Issues that are resolvable such as surges during certain parts of the programme

Staffing

The following people are able to initiate a Temporary Show Stop:

- Event Producer
- Production Manager
- Safety Advisor
- Security Manager
- Event Controller
- Stage Manager

BJP/MATT’S BBQ – APPENDIX Di – SHOW STOP PROCEDURE

If there is serious and imminent danger, a member of this group may initiate an instant Temporary Show Stop without consultation from another member of the group but must inform Event Control immediately. The above staff may be issued with a show stop card. Presentation of this card is proof of this authority. (**Red card with the words ‘Show Stop’**)

Procedure for temporary show stop

The Stage Manager will be responsible for enacting a Temporary Show Stop procedure upon request from any of the management team listed above.

Emergency response procedures for temporary show stop		
Responsible	Action	Announcement
Stage Manager	Situation reported via face to face, radio, or phone	<i>“Ladies and gentlemen, this is a security announcement. We are dealing with a minor incident and in the interests of audience safety you are required stay patient and remain where you are. The show will recommence shortly”</i>
	Prepare to halt the artist either directly or via their manager (as agreed in advance)	
	Ensure all technical crew are aware of the situation.	
	Standby and await further instructions	
	When told by Event Control, stop the performance and make the announcement, OR use the artist to communicate with the crowd if it is a crowd issue. Ensure the artist is clear about the message before allowing the message to be broadcast (use cue cards)	If it is a stop for excessive crowd pressure for example, the following messages may be more appropriate. <i>“Ladies and Gentlemen. For the safety of those near the front of the stage, please take 3 steps back. Thank you” (Then commence counting to three slowly and repeat if necessary)</i>
	Check with engineer that channel is open on emergency mic	
	When instructed by Event Control, make the announcements	
	Escort artist off stage	
	Await further instructions	

BJP/MATT'S BBQ – APPENDIX Di – SHOW STOP PROCEDURE

Venue FOH engineer	Request from Stage Manager or Event Control to Temporary Show Stop	
	Ensure that emergency vocal mic is working and available for use.	
	Once Event Control have given the go-ahead, fade down all channels except main vocal mic	
	Await further instructions from Event Control	
	Remove yourself to an area of safety via the nearest exit, following directions from the security or stewards	

Incident attendance

Where possible, a Temporary Show Stop should be attended by the Safety Advisor, Event Manager, or Production Manager for assessment and to support the stage manager in the restart. The relevant person in attendance will depend on the incident scenario (eg safety advisor for crowds, production manager for power etc)

If the situation escalates and they are required to attend ELT then this requirement overrides they need to be present at the site of the incident

Temporary Show Stop re-start

If an incident has been resolved the show can be restarted once confirmation has been given from Event Control. Any person authorized to enact a Temporary Show Stop is also authorised to restart the show again, but only once Event Control has confirmed the impact has not caused issues in other areas of the site.

PERMANENT SHOW STOP

Normal operations will **not** be resumed following a Permanent Show Stop. Possible scenarios that may require a show stop include, but are not limited to:

- Severe and recurrent crowd issues
- Structural Collapse
- Fire
- Off-site events (Evacuation or Show Stop initiated by Emergency Services)

Staffing

The following people are able to initiate a Permanent Show Stop

- **Event Producer**

BJP/MATT’S BBQ – APPENDIX Di – SHOW STOP PROCEDURE

- **Production Manager**
- **Safety Advisor**
- **Event Controller**
- **Security Manager**
- **Stage Manager**

All of the above have the authority, in consultation with the rest of the team, to initiate a show stop. No single person can call a Permanent Show Stop alone.

The above staff may be issued with a show stop card. Presentation of this card is proof of this authority.

(Red card with the words ‘Show Stop’)

Procedure for permanent show stop

The Stage Manager will be responsible for enacting a Permanent Show Stop procedure upon request from any of the management team listed above. Please note that if there is serious and imminent danger, the Stage Manager may initiate an instant Show Stop but must inform Event Control immediately. This should be a last resort decision as the implications of a venue Show Stop for the rest of the site need to be considered.

Emergency response procedures for perm show stop		
Responsible	Action	Announcement
Stage Manager	Code Amber via face to face, radio, or phone	ANNOUNCEMENT 4 on the pre-scripted list: <i>Ladies and gentlemen, this is a security announcement. We are dealing with an incident and due to circumstances beyond our control it has become necessary to close the event early. Please leave using all available exits. Please do not run – leave calmly and follow instructions from the security and stewarding teams”</i>
	Prepare to halt the artist.	
	Switch to emergency channel if instructed (Channel tbc)	
	Ensure all technical crew are aware of the situation whilst maintaining radio silence.	
	Standby and await further instructions	
	When told by Event Control, stop the performance, escort the artist off stage.	
	Check with engineer that channel is open on emergency vocal mic	
	Make the announcement as agreed	
	Evacuate the stage along with all technical crew, move to a place of safety and await further instruction	

BJP/MATT'S BBQ – APPENDIX Di – SHOW STOP PROCEDURE

FOH engineer	Request from Stage Manager or Event Control to show stop	
	Change to emergency channel if on radio, (Channel one)	
	Ensure that emergency vocal mic is working and available for use.	
	Once artists have left their positions on stage, fade down all channels except main vocal mic	
	Move to a place of safety	

Further notes

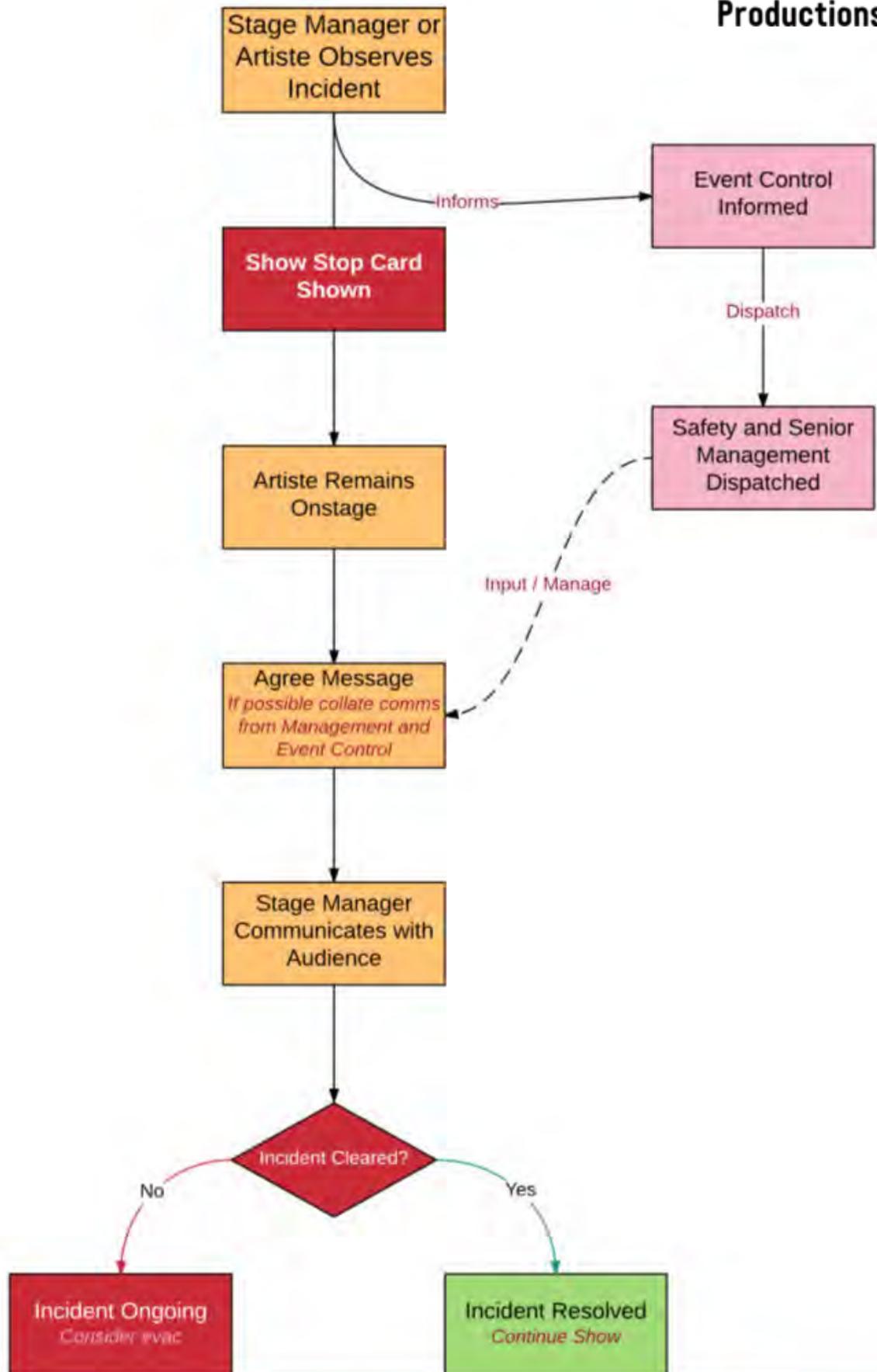
If the show has to be stopped, particular attention should be paid to the following:

- **Termination of power supplies:** Ensure that technical kit (including PA) is not required to assist with the evacuation of the venue before terminating supply.
- **Evacuation of Artist & VIP's:** The evacuation of artists and VIP's and their entourage into a public area can be a hazard in itself. The security team working in that area will handle movement of the artists to a safe place in accordance with standing instructions.
- **Vehicles:** In the event of an incident requiring the response of additional emergency services units other than those on duty within the site, the request must be directed through the Event Control. All designated roadways will be maintained by security teams under the direction of the head of security to allow access for emergency vehicles.

Onstage - Key Chain of Events



Productions



APPENDIX Diii – INCIDENT & EMERGENCY PLANS – ALL EVENTS

Introduction

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

Their risk assessment will take into account:

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

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

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

All security officers and stewards will be identified by wearing uniforms. Those positioned on roadways will wear high visibility vests or jackets. SIA registered staff will wear ID badges in keeping with the SIA rules. All stewards and security staff will be identifiable as such at all times they are on duty.

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

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

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

Method of Operation

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

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

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

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

Operational Actions

Condition Amber

Radio control shall be instructed to broadcast the following announcement:

“CODE 2021 FOR EVENT CONTROL AMBER AMBER” (repeat)

The following procedures shall be implemented

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

All staff to observe radio silence unless passing an urgent and relevant message.

Senior security supervisor to proceed to the location of the incident, assess the problem and report back via radio to the Management Team

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

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

Stewards to be on standby to remove any barriers or other obstacles from exits.

Access onto site kept clear for emergency vehicles.

Condition Red

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

“CODE 2021 IMMEDIATELY CONTACT EVENT CONTROL RED RED”

The following procedures shall be implemented

The area immediately surrounding the incident to be secured by security.

Radio silence to be observed unless passing an urgent and relevant message.

Security and stewards to ensure that the only vehicle movements are emergency vehicles.

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

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

NB: In reality, although there may be an evacuation of some spaces from the site, the action would be a dispersal of the crowd in that area and movement to another area during an incident; moving them to a safe place away from the incident as soon as possible.

Should an evacuation occur, it would be unlikely that the whole site would evacuate, just an isolated section. A full evacuation would see further adjacent land or surrounding roads brought into play to corral public and staff while waiting for a decision on a major incident plan for that moment.

Clearly there are certain incidents that would require a larger evacuation than others – bin fire = move people away; Stage fire 50m cordon, etc.

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

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

“CODE 2021 FOR EVENT CONTROL IS CANCELLED”

“EVENT IS NOW CONDITION GREEN”

Code Words

Alarms or threats will be evaluated on their merits, but in circumstances where the first response is to investigate further, specific instructions or coded announcements (that are understood by staff/workers) may be used to alert those staff having an emergency role. However, it is often difficult to ensure casual staff and volunteers understand and remember code words, even if they have a prompt card handed out. Therefore Event Control will be more than willing to take calls that are straight and to the point – a fire called as such – for clarity.

Evacuation Procedure overview.

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

Access for emergency access

Depending on the incident’s location, the emergency services will be called and notified of the RV point via Event Control and will be met by a member of the management team.

The RV Point will be shown on the site plan in Appendix A in later versions of this EMP.

Inclement Weather

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

The decision to permit re-admission to the incident area and the restarting of the event will be made by the management teams. However, after any evacuation of the whole site it is likely that the order will be for dispersal and the event will not be re-started. This will depend on the number attending, the feasibility of continuing with a full-scale event and the mood of those attending. (See also Appendix E for Extreme Weather Provisions)

Evacuation

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

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

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

With such a large site and the surrounding roads, any emergency evacuation would be, most likely, of only part of the site.

In most foreseeable events this would not involve the audience leaving en-masse in one direction and the possibility of congestion that could involve. For most areas there are several large spaces on the perimeter of the site which public could be evacuated to if needed.

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

In the event that a situation developed whilst members of the public were in attendance at the event that meant the event had to be cancelled and could not continue, depending on the developing scenario the response could be to ask members of the public to disperse gradually or there may be a requirement to implement an immediate full-site evacuation and move everybody off of the event footprint quickly in an acceptable period of time 5 to 10 minutes for example.

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

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

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

We will avoid evacuating people onto adjacent roads unless absolutely necessary as this causes other dangers to them. For this reason, we will primarily look to evacuate the audience into the surrounding fields if possible – this will be confirmed following further site visits.

Evacuation of the Event site

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

EVENT CANCELLATION PRIOR TO THE DAY

Whilst it is highly unlikely that the event would need to be cancelled in the days running up to the event it is possible. Possible reasons for cancellation would be that; the event site is for some reason not ready to accommodate the event; severe weather forecast; or that the organisers have been advised that the prevailing security situation is such, or that problems regarding Covid19 have arisen, that it would be unwise to proceed with the event.

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

EVENT CANCELLATION PRIOR TO THE OPENING OF THE EVENT SITE

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

In these circumstances it is likely that many members of the public may have started their journey to the event and can therefore only be contacted via the media and signage on route. (Social) Media contacts will be used to put out the message that the event has been cancelled. Those arriving at the event site unaware of the cancellation will be advised of the cancellation by signage and a staff presence at the entrances.

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

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

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

Media contacts will be used where possible to put out the message that the event has been cancelled.

MEDICAL EMERGENCY

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

If appropriate the management team will evaluate the information being received, advise any relevant agency, deploy security personnel, identify the extent of the area which may need to be evacuated and the routes by which this should take place and the routes via which emergency vehicles will approach.

If the medical response team do not have sufficient resource to handle the situation, then an NHS Trust response will be requested through a 999 call.

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

FIRE

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

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

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

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

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

BOMB OR TERRORIST THREAT

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

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

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

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

The management team having evaluated the information being received, will advise any relevant agency, deploy security personnel, and identify the extent of the area needed to be evacuated, the routes by which this should take place and the routes via which emergency vehicles will approach.

Evacuation radii for suspect devices are as follows:

Suspect device	Cordon size
Briefcase	100m
Suitcase	200m
Car	400m
Lorry	800m

RUN

- If there is a safe route run, if not hide.
- Insist others go with you
- Don't let them slow you down
- Leave belongings behind

HIDE

- If you can't run, hide
- Find cover from gunfire
- Be aware of your exits
- Try not to get trapped
- Lock yourself in a room if you can
- Move away from the door
- Be very quiet, silence your phone
- Barricade yourself in

TELL

- Dial 999 when you are safe
- Give your location
- Give the direction the attacker is moving
- Describe the attacker
- Give any further information
- Can you safely stop others from entering the area?

Staff will also be informed:

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



NPCC
National Police Chiefs' Council

IN THE RARE EVENT OF a firearms or weapons attack

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

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

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

www.npcc.police.uk/staysafe

ACTING ON SUSPICIOUS BEHAVIOUR

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

SAFETY: Think about your own and the public's safety.
SEE: What's happening and where is it happening?
TELL: Contact event management, the event control by radio or the Police immediately. Tell them what's happening and where it's happening.

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

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

If you find a suspicious package;

Do not touch it
Move away to a safe distance

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

Prevent others from approaching

UNATTENDED ITEM

An unattended item can be characterised as follows:

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

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

SUSPICIOUS ITEM

H - Has the item been hidden?

O - Is the item obviously suspicious?

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

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

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

Police – 101 or 999

Confidential Anti-Terrorist Hotline - 0800 789 321

EMERGENCY PROTOCOL CARDS

MATT'S BBQ 2021

EVENT CONTROL

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CODE WORDS AND PASSING IMPORTANT MESSAGES		PROTOCOL 1
DESCRIPTION		KEY POINTS
<p>Besides the Alert Level Codes (Green, Amber and Red) Code words are sometimes used when certain incidents are being called in. However, a clear and precise report of the incident to including type of incident, location and severity is of paramount importance; We may not use code words. For example: <i>“Event control. I see smoke coming from underneath the main stage. The headliner is on. Standing by for further instructions”</i>. It is preferable to have <u>accurate information</u> without use of code words. <i>(A decision on code words will be made for each event)</i></p>		<p>Ask the caller for as much information as possible</p> <p>What, where when questions</p> <p>Refer to the Comms Plan for details if required.</p>
PROCESS		
<p>The caller should be encouraged by Event Control to give their location – preferably with a grid reference and then explain: WHAT, WHERE, WHO, HOW MUCH, WHEN, etc – the skill of the controller should be in getting as much information and encouraging the person on the radio to use A-B-C A = ACCURACY B= BREVITY C = CLARITY Event Control will note this information and give instruction to the caller which may include asking them to stand by for further instructions – this would typically be while the control room makes tactical decisions based on the information received. NB: Maps with grid references are available in Control. NB: Most of the significant landmarks will be venues or junctions on site.</p>		
NOTES		
Alert level messages:		
AMBER		“Please Note - Condition Amber now exists – all staff observe radio silence and await further instruction” (repeat)
RED		“Please Note - Condition Red now exists – all staff to observe radio silence and await further instruction” (repeat)
GREEN		“All staff please note that we have reverted to Condition Green - revert to normal duties” (repeat)

DECLARING A MAJOR INCIDENT	PROTOCOL 2
DESCRIPTION	KEY POINTS
<p>A Major Incident can be defined as any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or local Authority for: The initial treatment, rescue and transport of a large number of casualties.</p> <p>A MAJOR INCIDENT CAN ONLY BE DECLARED BY ONE OF THE EMERGENCY SERVICES.</p> <p>IF A MAJOR INCIDENT IS DECLARED, ON ARRIVAL OF THEIR SENIOR OFFICER, THE RELEVANT EMERGENCY SERVICE SHALL ASSUME CONTROL OF ALL SITE RESOURCES.</p> <p>ALL OTHER TEAMS WILL RETAIN COMMAND AND RESPONSIBILITY FOR THE HEALTH, SAFETY AND SAFE WORKING PRACTICES OF THEIR STAFF BUT MAKE THEM AVAILABLE AS NEEDED.</p>	<p>Who is declaring a major incident?</p> <p>Try to capture the main reasons?</p> <p>Make sure all staff are alerted as required.</p> <p>Convene the Silver ELT group.</p> <p>Place all Bronze staff on standby and collate these resources for the Major Incident lead person.</p> <p>Make sure the Comms Manager is aware.</p> <p>Clear radio channels where possible and draft in additional staff for phone and radio work if necessary.</p> <p>If possible establish CCTV images of the incident and ensure recording in progress on Body Cams.</p>
PROCESS	
<p>Use of the acronym METHANE can be used to ensure the relevant information is gathered / communicated:</p> <p>Major Incident declared? Exact Location Type of incident Hazards present or suspected Access – routes that are safe to use Number, type, severity of casualties Emergency services present and those required</p> <p>In a Major Incident, Event Control would still need to continue running despite numbers of senior tactical staff being taken away to other duties. The Event Controller should have a note of the contingencies in place to release senior personnel, and carry on running as close to normal as possible.</p> <p>These contingencies will largely be additional staff or staff shifts and the teams for 2021 include identified staff at Tactical level who would be involved in an ELT:</p> <ul style="list-style-type: none"> • The Event Controller / Event Directors • The H&S Advisor, • The Security Manager, • The Medical Manager, • The Steward Coordinator and • The Transport Manager 	
NOTES	

RAISING OR CHANGING ALERT LEVELS	PROTOCOL 3
DESCRIPTION	KEY POINTS
<p>In order to raise the alert level for the event the following criteria must be met. This may be dynamically amended during the event due to specific unpredicted situations, in these instances the alert level will be raised by the EVENT CONTROLLER who shall have consulted with the relevant person(s) or agencies.</p>	<p>Clear concise messages are required.</p> <p>Radio controllers must be instructed to be direct and not use Code Words (unless Event Control decides this is necessary)</p>
PROCESS	
<p>GREEN No problems reported, the event is running normally</p> <p>AMBER indicates that a partial or full evacuation may be required (at the very least it is being considered) OR the report of one or more of the following:</p> <ul style="list-style-type: none"> • Fire • Serious medical emergency • Multiple large animals loose in a populated area. • Controlled evacuation due to suspected incidents (i.e. fire, bomb warnings etc) • Collapse of temporary structures. • Catastrophic failure of permanent structures • Aircraft incident • Off site chemical incident • Major transport disruption • Extremes of weather • Crowd disturbance not attributed to the event. • CBRN or chemical incident off site that may affect the event site. <p>RED indicates on advice from the Emergency Liaison Team (ELT), Gold Command and possibly the Police that the situation warrants a red grading, or any of the following:</p> <ul style="list-style-type: none"> * A suspect package or device * Confirmed fire in a populated area requiring partial evacuation. * Structural collapse. * Any threats from AMBER that are confirmed/in progress or require escalating. 	<p>Make sure that alert level is downgraded as soon as possible.</p> <p>Log all decisions and changes in alert level.</p>
NOTES	

AMBER ALERT	PROTOCOL 4
DESCRIPTION	KEY POINTS
<p>When it is confirmed that there is a need to raise the alert level to AMBER, the following procedure shall be initiated.</p>	<ul style="list-style-type: none"> • Confirm the need to change the alert level
PROCESS	<ul style="list-style-type: none"> • Notify key personnel
<ol style="list-style-type: none"> 1. The Emergency Liaison Team (ELT) shall be convened and an incident log opened 2. Members of the ELT shall make their way to the Control Room. 3. The Event Controller will confirm with Police that they are aware of the situation. 4. The relevant personnel (Stewards/security) will immediately go to the location as directed by the Event Control Room required. 5. All radio holders on site are to maintain radio silence and await instruction from control 6. All Exit & Entry gates are to prepare for evacuation of the site by arranging for all obstacles to be removed. (Dependent on the circumstances, at this stage the public will not be informed of any preparations). 7. The R.V. Points for Emergency Vehicles are to be manned and secured. 8. Where the incident is contained, "Condition Green" will be declared and all parties will be advised using the "Stand-Down" message. Where the situation could become serious, a "Stand-By" for condition Red will be issued. 	<ul style="list-style-type: none"> • Convene ELT • Direct and deploy staff as required • Notify emergency services as applicable • Prepare for evacuation / containment of any or all areas
NOTES	

RED ALERT	PROTOCOL 5
DESCRIPTION	KEY POINTS
<p>When it is confirmed that there is a need to raise the alert level to RED the following procedures will be put into place:</p>	<ul style="list-style-type: none"> • Review AMBER alert Procedures • Establish cordons around affected areas • Secure/open and man gates for evacuation • Plan exit routes along existing routes • Deploy stewards and Resources • Issue pre-scripted messages to inform public • Secure car parks • Sign over control to police on arrival • Notify stage managers
PROCESS	
<p>CARRY OUT ALL ITEMS LISTED IN AMBER ALERT PLUS THE FOLLOWING:</p> <ol style="list-style-type: none"> 1. Cordons to be established around the affected area(s). 2. Relevant EXIT and ENTRY points to be manned and opened as directed by control. 3. Decisions made on available exit routes; those not available will have diversions set up at critical points. Pedestrians will be directed away from the incident / threat. 4. Designated stewards to be positioned in evacuation control areas to inform and manage the public. 5. Use pre-scripted messages to inform the public 6. TM/Police (if called) to control roads in order to create an area of relative safety for evacuees to move into 7. Helicopter landing area to be secured (if required). 8. All staff to maintain radio silence except for emergency communication 9. Sign over control of the site to the Senior Police / Fire / Ambulance Officer in charge of any Major Incident response. 10. Notify Stage Mangers and Sound Engineers. 	
NOTES	

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MEDICAL EMERGENCY	PROTOCOL 6
DESCRIPTION	KEY POINTS
When a call is received for medical assistance the following procedure will be used:	<ul style="list-style-type: none"> • Confirm details
PROCESS	<ul style="list-style-type: none"> • Summon medical Assistance
<ol style="list-style-type: none"> 1. Confirm the location 2. Confirm nature of incident 3. Contact medical provider on radio 4. Confirm that they have been dispatched 5. Ensure that all actions / decisions and information are logged and reasons for decisions made logged too 6. If a person has been injured, inform the Safety Advisor 7. In the event that an ambulance move is required on site inform the stewards, security and safety advisor of locations. 8. In the event that an NHS ambulance is required, contact stewards to meet ambulance at the approved RVP for escort to the injured person's location 9. After 10 minutes request an update from medical 10. Once the incident is completed ensure that it is logged and all relevant paperwork collated as necessary e.g. information required for filing a RIDDOR (To be decided by Medical and H&S Silver). 	<ul style="list-style-type: none"> • Inform key personnel • Secure RVP and escorts if required • Monitor and update • Ensure that a log is accurately maintained • Dependant on the nature of the medical emergency or where multiple casualties are involved, it may be necessary to: • Convene the ELT
NOTES	<ul style="list-style-type: none"> • Consider raising the event alert level
<p>Although METHANE as noted in Protocol 2 is more widely used, medical teams may still use:</p> <p>CHALET which stands for:</p> <ul style="list-style-type: none"> • Casualties - Numbers of dead, injured and uninjured • Hazards - Present and potential • Access - Best access routes for emergency vehicles, bottlenecks to avoid etc. • Location - The precise location of the incident • Emergency - Emergency services already on scene, and what others are required • Type - Type of Incident, including details of numbers of vehicles, buildings etc. involved 	<ul style="list-style-type: none"> • Notify external Agencies • Activate a partial / full evacuation • Initiate a show stop
RECEIVING HOSPITALS	
<p>Darent Valley Hospital, Darent Wood Road, Dartford, Kent DA2 8DA; Switchboard: 01322 428100 Email: dgn-tr.enquiries@nhs.net</p> <p>Maidstone Hospital, Hermitage Lane, Maidstone ME16 9QQ; ///trendy.soap.elaborate</p> <p>Princess Royal University Hospital, Farnborough Common, Orpington, Kent, BR6 8ND - 01689 863000</p> <p>Tunbridge Wells Hospital, Pembury , Tunbridge Wells, Kent, TN2 4QJ; 01892 823535</p>	

FIRE WITHIN A STRUCTURE	PROTOCOL 7
DESCRIPTION	KEY POINTS
<p>Where a fire is suspected or an alert is raised in a venue or temporary structure such as a marquee, the following procedure shall be initiated:</p>	<ul style="list-style-type: none"> • Confirm the FIRE situation (real or false)
PROCESS	
<ol style="list-style-type: none"> 1. Confirm that there is a fire or not. 2. Ensure that all actions / decisions and information are logged. 3. Upon Confirmation of a Fire, Event Control to contact on site fire team or Fire & Rescue Service by telephoning 999. 4. Alert all key personnel (security, stewards, medical, safety, event organiser etc) giving the location 5. Initiate a partial or full evacuation as required and in accordance with the structure fire evacuation procedures 6. If the fire is in the control room - evacuate to the secondary control room on site 7. Convene ELT 8. Consider raising the Event Alert level to Amber or Red 9. Confirm that the evacuation has been completed. 10. Ensure that stewards/security prevent public access to the area until an all clear has been given by the fire service 	<ul style="list-style-type: none"> • If real call emergency services or ON SITE marshals, depending on nature of fire • Evacuate • Consider raising alert levels and convening the ELT • Control access to the area
NOTES	
<p>NB – there is a temptation for staff to go rushing towards the scene of an incident to try and help – any actions should be coordinated through Event Control so that all resources can be properly managed and coordinated.</p>	

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BOMB THREAT	PROTOCOL 8
DESCRIPTION	KEY POINTS
In the event of a bomb threat being received the following procedure shall be initiated:	<ul style="list-style-type: none"> • Record the message • Confirm the location and gather as much additional information as possible • Alert all key personnel • Call police • Cordon the affected area, move people away • Initiate evacuation as appropriate
PROCESS	
1. Make a record of the message	
2. Confirm the location of the bomb/device and gather as much information as possible.	
3. Inform the Police	
4. Ensure that all actions / decisions and information are logged.	
5. Alert all key personnel (security, stewards, medical, safety, event organiser, etc)	
6. Convene ELT	
7. Cordon off the affected area and start moving people away from the area	
8. If the primary control room is in an area that may be compromised - evacuate to the secondary control room	
9. Consider raising the Event Alert level to Amber or Red	
10. Prepare for possible partial or full evacuation as per guidance received from police.	
NOTES	
BOMB ALERT	
BUILDINGS	Where?
OCCUPIERS	How many people
METHOD OF SEARCH	Coordinated/Thorough
BACK OFF	Beware secondary devices
ACCURATE INFORMATION	Give accurate information to the Police
LOCATE	Any witnesses?
EVACUATE	Beware of onlookers and rubber-neckers
RVP	Man the RVP on site
TAPE OFF	Cordon the area and ensure it is secure

DISCOVERY OF A SUSPICIOUS PACKAGE	PROTOCOL 9
DESCRIPTION	KEY POINTS
<p>Upon receiving a report of or the discovery of a suspicious package the following procedure shall be initiated:</p>	<ul style="list-style-type: none"> • Confirm the location and gather as much additional information as possible • Alert all key personnel • Call Police • Contact Local Emergency Management Officer • Cordon the affected area, move people away. • Initiate evacuation as appropriate
PROCESS	
<p>First we need to establish that it is a “Suspicious” package and not just an unattended item:</p>	
<p><u>UNATTENDED ITEM</u></p>	
<p>An unattended item can be characterised as follows: ‘An object without a discernible owner but which is, in other respects, typical of what might be found legitimately at that location.’</p>	
<p>Unattended items should be reported to event control, however please do not treat as suspicious automatically. Bags etc. are often left unattended and may not pose any threat.</p>	
<p><u>SUSPICIOUS ITEM – THINK HOT:</u></p>	
<p>H - Has the item been hidden?</p>	
<p>O - Is the item obviously suspicious?</p>	
<p>T – Is the item typical (or more likely) not typical of the environment?</p>	
<p>1. Confirm the location of the suspicious package and gather as much information as possible. (this will need to be passed onto the Police)</p>	
<p>2. Inform the Police.</p>	
<p>3. Ensure that all actions / decisions and information are logged.</p>	
<p>4. Alert all key personnel (security, stewards, medical, safety, event organiser)</p>	
<p>5. Convene ELT</p>	
<p>6. Consider raising the Event Alert level to Amber or Red</p>	
<p>7. Cordon off the affected area and move people away from the area</p>	
<p>8. If the primary control room is in an area that may be compromised - evacuate to the secondary control room</p>	
<p>9. Prepare for possible partial or full evacuation as per guidance from the police</p>	
NOTES	
<p>On discovery of a suspicious package remember:</p>	
<p>Confirm The presence of a suspect package / device</p>	
<p>Check & Clear Check the area around the device is clear</p>	
<p>Cordon Cordon off the surrounding area</p>	
<ul style="list-style-type: none"> • Small items (size of a briefcase) 100 metres 	
<ul style="list-style-type: none"> • Large items (up to and including cars) 200metres 	
<ul style="list-style-type: none"> • Items larger than an average car 400 metres 	
<p>Control Control access to the area</p>	
<p>The presence of a secondary device must be considered</p>	

PUBLIC / GENERAL DISTURBANCE	PROTOCOL 10
DESCRIPTION	KEY POINTS
<p>For the purposes of this procedure, a disturbance would be constituted as follows: A serious disorder where missiles are thrown and/or other violence is used against or directed towards staff members or emergency services <i>or</i> A fight between two or more people in a place where members of the general public are present where the level of violence is such that it puts others in substantial fear (as opposed to passing concern) for their safety (even though the fighting is not directed towards them). In these circumstances, the following procedure should be initiated:</p>	<ul style="list-style-type: none"> • Record details of Incident • Notify Security (and/or Police) • Advise stewards of location of problem • Inform the site manager, medical and production managers
PROCESS	
<ol style="list-style-type: none"> 1. Identify the location of the incident from stewards, security or other staff member on site by radio and confirm the scale of the problem. In particular record: <ul style="list-style-type: none"> • Nature and type of incident • Number of people involved • Weapons seen or used 2. Notify security (and/or police if at the event) to attend immediately 3. Depending on severity or potential for further problems arising, consider convening ELT 4. If disorder spreads or is not contained quickly, ensure that all stewards are notified and that a partial evacuation is considered with ELT. 5. In some cases it may be necessary to temporarily postpone the event, therefore consider "Show Stop Procedure". 	<ul style="list-style-type: none"> • Consider initiating a Show Stop • Any persons detained see Protocol 19
NOTES	
<p>If any persons are detained, ensure that Protocol 19 is followed.</p>	

STRUCTURAL FAILURE (Temp. Structure)	PROTOCOL 11
DESCRIPTION	KEY POINTS
<p>A temporary structure, for the purpose of this procedure, is considered to be any structure that has been erected for the sole purpose of the event.</p> <p>A report of de-stabilisation, partial collapse, collapse or even where scrim or décor is damaged may be considered an emergency and the following procedure must be followed:</p>	<ul style="list-style-type: none"> • Establish nature and type of problem • Deploy immediate staff to location – make sure they take appropriate PPE
PROCESS	
<ol style="list-style-type: none"> 1. Record the nature of the report including the following <ul style="list-style-type: none"> • Exact location • Type of structure or structures • Nature of incident, de-stabilisation, collapse, de-screening • Potential numbers of public in the vicinity • Establish number of casualties if any • Record future potential hazards – i.e. neighbouring structures / weather 2. Deploy the event safety advisor, site manager and ground staff to the scene immediately making sure they take the correct PPE. Raise the Alert level deemed necessary and follow the appropriate procedures 3. Ensure that the structure is being evacuated. 4. Alert stewards and security to create an exclusion zone immediately around the affected area and establish a safe route of evacuation from the affected area(s). 5. Record updates from staff on scene, consider whether medical provision is sufficient for the incident, decide if external resources, including Fire and Rescue Services are needed. 6. Contact the contractor responsible for the erection and dismantling of structure to come and make safe. 7. If structure completely collapses and injuries are reported, ensure that the safety officer notifies HSE without delay. 8. In the event that the structural failure is of a serious nature, liaise with the event manager and consider “Show Stop” procedures and inform the Communications Manager 	<ul style="list-style-type: none"> • Raise Alert Level • Alert Stewards • Contact contractor • Record decisions in “decisions log” • Consider calling external emergency services • Consider initiating a Show Stop • Report injuries • Initiate an investigation to identify the cause
NOTES	
<p>Post incident there is a possibility that injuries will need to be reported to the HSE for the purposes of RIDDOR.</p> <p>Whatever the scale of an incident relating to structural failure, it must be fully investigated and the structure made safe and signed off as such by the supplier before anyone is allowed back in to or on the structure.</p> <p>Dependent upon the nature of the collapse further investigation may be undertaken by the HSE and the event management team will be expected to assist in the investigation.</p>	

HAZARDOUS SUBSTANCE LARGE SPILL/LEAK	PROTOCOL 12
DESCRIPTION	KEY POINTS
<p>Hazardous substances include chemicals, biological agents and radiological materials as well as flammable substances. For the purpose of this event it might be a large diesel spill or an external event from one of the surrounding roads or buildings.</p>	<ul style="list-style-type: none"> • Collect information and pass to emergency services • Establish the ELT
PROCESS	
<ol style="list-style-type: none"> 1. If this is reported as already happening, threatened by someone on site or received by a telephone call, immediately inform Police, Fire and Ambulance and ensure that you give them the following details: <ul style="list-style-type: none"> • Type of incident and name of chemical if known • Exact Location of threat or incident • Number of known casualties • Wind direction if known • Actions already taken 2. Convene ELT. 3. Establish location for ELT meeting in a safe location, consider containment or evacuation dependant on situation. 4. Establish a cordon as large as possible and prevent MOP's entering <p style="text-align: center;">DO NOT ALLOW ANYONE IN OR COMING OUT OF THE CONTAMINATED ZONE TO ATTEND THE MEETING.</p> 5. Establish a location for decontamination equipment on its arrival. 6. If large fuel spill prevent smoking and be aware of people who may be soaked in fuel. 7. Consider continuing event for as long as possible to reduce mass panic. 	<ul style="list-style-type: none"> • Decide on containment or evacuation measures • Restrict movement to and from contaminated areas. • Continue the event if possible or... Consider initiating a Show Stop
NOTES	
<p>An event of this nature will progress slowly at first and may not be preceded with a warning.</p> <p>Be aware of an increasing number of casualties with similar types of symptoms especially in relation to breathing / eyes or nose complaints.</p> <p>This type of incident will result eventually in a Show Stop, ensure that all staff are informed and ready to carry out the tasks as given to them by the emergency services upon their arrival.</p> <p>It is possible that the Emergency Services will not enter your site until the hazardous substance is known.</p> <p>As the incident progresses, the Local Authority and Environment Agency may need to be informed.</p>	

PARTIAL EVACUATION	PROTOCOL 13
DESCRIPTION	KEY POINTS
<p>During an incident it may become necessary to effect a PARTIAL EVACUATION of a specific area. In these circumstances the following procedure will be initiated:</p>	<ul style="list-style-type: none"> • Ask ELT/Event Control to assess situation
PROCESS	<ul style="list-style-type: none"> • Inform stewards and Security
<ol style="list-style-type: none"> 1. The ELT if convened, otherwise Event and Security Control will assess the affected area and plan routes for pedestrians, to a place of safety (dynamically derived based on an evaluation of the situation fully considering further sources of danger and with a view to possibly moving to complete evacuation). 2. Consider elevating alert level and convening ELT if not already convened. 3. Using the appropriate emergency announcement, inform all staff of a situation requiring partial evacuation, which area to evacuate and where the place of safety is located. 4. Inform Security and ask that the safe area is checked and secured ready for use 5. Instruct all stewards and other local event staff of the route to the safe area. 6. Inform the public using pre- prescribed messages 7. Advise site medical staff. 8. A representative of the Event should be in attendance to talk to the public that have been evacuated. 9. Vendors not in the immediate danger will be instructed to remain with their units. 	<ul style="list-style-type: none"> • Secure evacuation Area • Notify stage/venue and pass pre-scripted message • Advise medical staff • Ensure only essential vehicle movement • Notify venue manager • Secure Gates and RVP's if necessary.
NOTES	

FULL EVACUATION	PROTOCOL 14
DESCRIPTION	KEY POINTS
<p>During an incident it may become necessary to effect a FULL EVACUATION of the area/venue. In these circumstances the following procedure will be initiated:</p>	<ul style="list-style-type: none"> • Convene ELT • Notify Police
PROCESS	
<ol style="list-style-type: none"> 1. Event Control to contact event organiser and convene ELT if not already done. 2. ELT to inform Police 3. Decide on appropriate evacuation routes. 4. ELT to coordinate a cordon the affected area(s) immediately. 5. ELT to request that all gates are opened and secured and that the car park is fully accessible. 6. Determine which RVP points are to be used for emergency 7. ELT to begin process of briefing stewards, security, Gate Staff and others and instruct them to prepare for an evacuation and to report to their designated areas to assist with clearing the site. 8. Advise site medical staff. 9. Control Room to inform the Traffic Management Team 10. Commence making public announcements to clear the site as quickly as possible. 11. Direct any press or media to the Event Press Officer 12. Arrange for the site manager to supply emergency utilities as necessary. 13. Vendors not in the immediate danger will be instructed to remain with their units. 14. No vehicle movement, other than emergency services and essential site traffic, will be permitted. 15. The decision on which way to clear the site will be dependent on the location of the incident. The site will be swept in one direction to the outer boundary of the event. 16. Once the site has been evacuated, all gates will be closed and staffed by security to control entry. All other staff will be instructed to report to their R.V. Points to check all persons are accounted for and to provide further assistance as required. 	<ul style="list-style-type: none"> • Choose the safest evacuation route • Cordon affected area • Open all Gates • Secure RVP's • Inform Traffic Manager • Make announcement • Complete a staff roll Call • On completion secure all gates
NOTES	

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RVPs – RENDEZVOUS POINTS	PROTOCOL 15
DESCRIPTION	KEY POINTS
<p>The following areas have been designated as EMERGENCY SERVICE RENDEZVOUS POINTS for this event:</p>	<ul style="list-style-type: none"> • Keep RVP's secure • Ensure access to RVP's is kept clear at all times
PROCESS	
<p>When planning to call in emergency services from off-site - All RVP's must be secure and access restricted to authorised personnel/services only.</p> <p>The following RVP's are in use for this event:</p> <ul style="list-style-type: none"> • Car Park at entrance to site (see site plan) • The entrance to the property to the South of the event site 	
NOTES	
<p>A map showing the location of the RVP's is displayed in the event control room</p>	

EMERGENCY ANNOUNCEMENTS	PROTOCOL 16
DESCRIPTION	KEY POINTS
<p>These pre-scripted announcements should be used as applicable:</p>	<ul style="list-style-type: none"> • All messages to be cleared for use by event control and communications manager then ratified by the Event Director • All messages shall be delivered via the PA systems on site or loud-hailers. Use of social media to communicate these messages may be available. All emergency announcements will be signed off by the Event Director/Comms Manager.
PROCESS	
<p>1. Incident requiring attendance - Emergency Services on route: “Ladies and gentlemen there has been an incident in the (insert). The emergency services are on route to the incident. Please clear the area to allow access for the emergency services and follow any instructions given by the event stewards and officials”.</p>	
<p>2. Incident - Emergency Services at the scene “Ladies and gentlemen there has been an incident in the (insert). The emergency services are dealing with the incident. Please keep clear of the area and follow any instructions given by the event stewards and officials”.</p>	
<p>3. Entry of an Emergency Vehicle into..... “Ladies and gentlemen this is a public safety announcement. An emergency vehicle needs to enter (insert) via (insert). Please clear the route to allow access for the emergency services vehicle and follow any instructions given by the event stewards and officials”.</p>	
<p>4. Partial Evacuation “Ladies and gentlemen this is a public safety announcement. It has become necessary to evacuate the (insert). Please follow the directions of the event stewards and officials”.</p>	
<p>5. Crowd density problems “Ladies and gentlemen this is a public safety announcement. The crowd density in the (insert) area has reached capacity. Please move calmly away from the area and follow the instructions of the event stewards and officials. This area will now close and be exit only until the numbers return to an acceptable level. We shall advise you when the area reopens”.</p>	
<p>6. Bomb threat “Ladies and gentlemen this is a public safety announcement. We have been warned by the Police of a security alert in the (insert) and as a precaution, you are asked to clear this area. Please follow the directions of the event stewards, officials and police officers. We shall update you as further information becomes available”.</p>	
<p>7. After the Incident (All clear) “Ladies and gentlemen this is a public safety announcement. Following the incident in the (insert) we are pleased to inform you that this incident has now been resolved and the area has now re-opened, thank you for your patience and assistance. “</p>	
<p>8. Termination of the Event “Ladies and gentlemen due to circumstances beyond our control it has become necessary to close the event early. Please leave the site immediately using the nearest exit. Thank you.”</p>	
NOTES	

SHOW STOP PROCEDURE	PROTOCOL 17
DESCRIPTION	KEY POINTS
<p>This procedure is targeted at individual stages and entertainment areas. If the show needs to be stopped – due to serious and imminent danger to the artists, event personnel, or audience — it means to completely shut off all entertainment.</p> <p>Possible scenarios requiring a show stop:</p> <ul style="list-style-type: none"> ▪ Extreme weather, particularly wind, rain or electrical storms ▪ Crowd Issues, surges, crushing, provocation from artists etc. ▪ Structural collapse ▪ Fire ▪ Off- site events (initiated by Emergency Services) 	<p>Know who you are communicating to/with</p> <p>Repeat the show stop message until it is acknowledged</p> <p>Keep the contact at the venue(s) on the radio for further instruction</p>
PROCESS	
<p>Show Stop can only be authorised by:</p> <ul style="list-style-type: none"> • Stage Manager • Production Manager • Event Safety Advisor • Security Manager • Event Controller <p>1. Once a show stop is decided upon one of the above will meet with the Stage Managers (SM) at the side of stage. Generally they should have a red card to show the SM. Only pre-elected people can carry red cards. Event Control will authorize this show stop.</p> <p>2. The Stage Manager should ensure that the Front of House Engineer and Stage Crew are ready for the show stop, and an off-stage mic is working and available for use</p> <p>3. The Stage Manager will then approach the band or the band's management and ask them to stop the performance. It is imperative that any bands or artists and their management understand that there is a show stop procedure and that they recognise the person asking them to stop. Therefore all stage managers should ensure they are introduced to artists on arrival.</p> <p>4. An announcement can then be made over the PA (by the Compere or Stage Manager). This first message should ask for calm and be a holding message: <i>“Ladies and Gentlemen. It has become necessary to stop the show for a few minutes. We hope to re-start as soon as possible. Thank you.”</i></p> <p>As soon as possible there will be a further message to the audience explaining the reason for the delay – details will depend on the reason and may include the evacuation procedure. The exact wording will be decided by Event Control in liaison with the Comms Manager.</p> <p>NB: If the show is able to re-start, this will again only be ratified by the personnel identified above and passed to the band or band's management, again authorized by Event Control.</p>	<p>Ensure Communications Manager is called to assist in deciding the message to be broadcast</p> <p>Allow the show to start again as soon as possible</p> <p>Communicate any delays to the Artist Liaison</p> <p>Prepare to go to Amber/Red alert and to partially or fully evacuate.</p>
NOTES	

DETAINED PERSONS	PROTOCOL 19
DESCRIPTION	KEY POINTS
<p>Where it becomes necessary for security personnel to detain a person, they shall do so:</p> <ol style="list-style-type: none"> 1. Under specific instruction from their Manager 2. In accordance with their own policies, procedures and training 3. Using minimal force <p>Once event control have been informed that a person has been detained they shall contact the Police arrange for the police to attend to collect/action the appropriate response.</p> <p>The agreed area for the detaining of persons until the arrival of the police is the eviction tent.</p>	<ul style="list-style-type: none"> • All incidents must be Logged • Minimal force only to be used whilst detaining a person • Police notified immediately and called to scene • Scene of the incident and any evidence collected to be secured • Persons involved in the incident to remain on site and available for interview by the police if required.
PROCESS	
<ol style="list-style-type: none"> 1. Security called to an incident 2. Log opened 3. Security arrive at scene and assess feeding back to control 4. Proportional response actioned 5. Person(s) detained 6. Event Control or Security Control deploy a senior manager to attend incident. 7. Person(s) transferred to holding area 8. If necessary: <ol style="list-style-type: none"> a. Secure the scene of the incident b. Maintain a sterile area c. Preserve evidence 9. Upon arrival of the police, the detained person shall be transferred into the custody of the Police for their appropriate action. 10. All persons involved in the incident should be available for interview by the Police should the Police deem it necessary 	
NOTES	
<p>A log MUST be maintained of all actions & decisions throughout the incident. The log may be called as evidence should there be any subsequent legal action.</p> <p>SEE EVICTION POLICY</p>	

BJP/MATT'S BBQ – APPENDIX Div – EMERGENCY PROTOCOL CARDS

TEMPLATE	PROTOCOL
DESCRIPTION	KEY POINTS
PROCESS	
NOTES	

APPENDIX E - EXTREME WEATHER PROVISIONS



E

APPENDIX H

EXTREME WEATHER CONTINGENCY

MATT'S BBQ

The logo for BJP Productions, featuring the letters 'BJP' in a stylized, red, brush-stroke font.

Productions

Introduction

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

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

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

Weather Monitoring

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

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

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

The Site

The site is open grassland with mature woodland boundaries.

The ground is well drained and laid to grass.

Specific Weather Risks

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

Weather will be monitored constantly during the build process using access to local meteorological data provided by national weather services and local airports. By these methods reasonable warning of volatile weather systems can be flagged up at an early stage. Such weather systems may be accompanied by heavy rain, hail or localised high winds and as

such action should be taken to prepare for the possibility of such events to protect equipment and personnel from damage and injury.

Rain

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

The site is well drained but the volume of numbers of visitors mean that the ground conditions could deteriorate in sustained poor weather. The events have a quantity of resources that can be deployed as necessary to badly affected areas.

The event has few covered venues and structures to enable visitors to be able to take temporary refuge from particularly heavy rain. Umbrellas and parasols will be provided on site, but gazebos are not permitted because of wind loading issues and also sight lines.

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

Where ground conditions deteriorate significantly it may be necessary to revise access routes or temporarily close some areas.

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

Sun and Heat

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

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

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

Sun and heat combined with low rainfall may lead to dry/tinder conditions in surrounding fields; a dynamic risk assessment of fields to be used will be carried out by the team on site.

Wind

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

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

Beaufort Wind Scale

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

THIS IS THE TYPICAL RANGE OF WIND SPEEDS THAT WILL AFFECT BJP/MATT'S BBQ STRUCTURES & OPERATIONS

The page below looks at the typical and actual structures found on site at BJP/MATT'S BBQ and the action levels for management and staff.

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

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

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

MATT'S BBQ

REACTING TO WIND ACTION DURING CONSTRUCTION

What will the public put up with?

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

Typical values of equipment at this time – true details will be added in review						
<u>Supplier/Type</u>	<u>Description</u>	<u>Location</u>	<u>L1</u>	<u>L2</u>	<u>MAX SPEED</u>	<u>NOTES</u>
Flags	Flags & décor on putlogs around site	various	25ms		30ms	Flags should be checked at these speeds
	Various Small Marquees	Varied	20ms	25ms	30ms	Exclusion zone of 30m
Marquees (tbc)	Clearspans		15ms	18ms	20ms	
Marquees	Trad Marquees		11ms	15ms	18ms	
Stretch Tent	Tent Style		11ms	15ms	18ms	
Site	Cherry Picker	SITE	8ms	10ms	12.5ms	
Site	Man-Cage Telehandler	SITE	8ms	10ms	12.5ms	
Site	Telehandler with load	SITE			9ms	
Heras Fencing		Perimeter	8ms	10ms	12ms	No scrim/banners
Ped Barrier		SITE	8ms	10ms	12ms	No scrim/banners
Access Towers	Aluminium Tower	Site		8ms	12.5ms	

Electrical Storms

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

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

Electrical Storm Actions

STORM LEVEL 1 Electrical storms within 20 miles

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

STORM LEVEL 2 Electrical storms within 10 miles and closing

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

STORM LEVEL 3

Electrical storms within 5 miles and closing

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

STORM LEVEL 4

Electrical Storms within 3 miles and closing

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

Public Info

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

- You may wish to seek shelter under a marquee or tent,
- Follow the advice of Stewards who will be briefed to move people from high risk areas
- You will be advised when then potential risk has passed

- Please keep an eye for public announcements via audio and screens during show times

STOP!

Stop all work at height

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

Lower cranes, hi-abs, scissor lifts and pickers

Stop performances at height

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

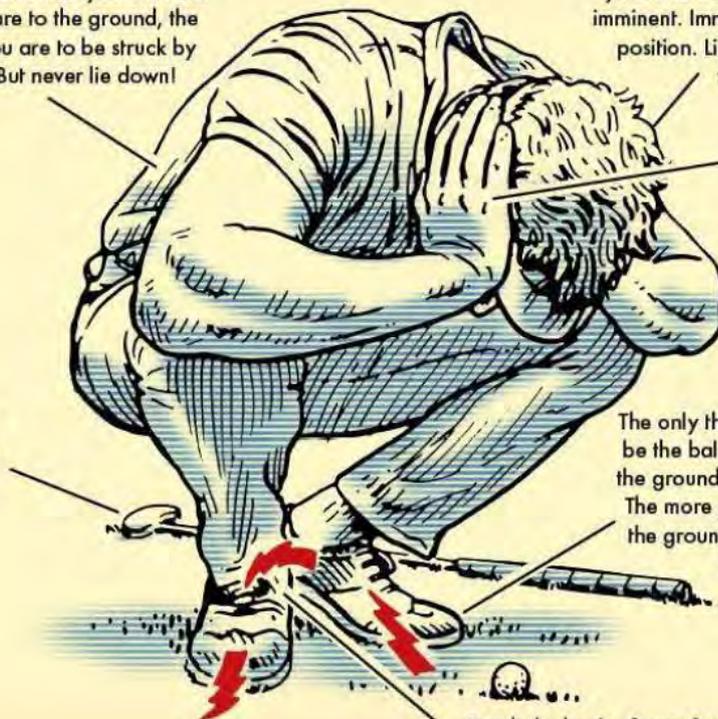
How to Survive a Lightning Strike

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

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

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

Don't touch any possible conductors.



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

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

DO..

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

Emergency Planning

An internal emergency planning exercise/meeting is planned where potential on site problems are explored, and wet weather contingencies are part of this planning. Please note that, as single day events, inclement weather is most likely to see the audience head home.

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

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

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

APPENDIX F – WASTE MANAGEMENT



F

APPENDIX F - WASTE MANAGEMENT – all events

A number of 1100litre Euro Bins will be deployed around site.

Waste from the event and its patrons will be collected by the waste contractors vehicle(s) after the show. Not all bins (50) will be deployed – empty ones will be held in reserve to replace full units to minimise traffic movement around site.

Falcon CCS will provide 6 x cleaning staff to carry out constant litter picking of the site, constant cleaning of all touch-point surfaces for public and staff, cleaning of all toilets regularly throughout the event and all tables within pods to ensure surfaces are clean and empty glasses and other waste is removed.

Issues in relation to waste management or spillages should be passed to event control. A cleaner or litter picker will then be dispatched to resolve the situation. If the issue is not dealt within a reasonable time frame (10 mins) the control room should be updated accordingly. BJP Productions will employ a team dedicated to the management of any litter problems.

Following the close of the event, Cleaners will clear site and surrounding routes from egress, and be last to leave site once the site is agreed to be spotless by BJP and the landowners representatives.

The waste contractor is **Green Line Environmental**.

They are a registered waste carrier and will manage all dry waste from site.

The toilet contractor will remove all liquid waste from site and are also a registered waste carrier.

APPENDIX G – SECURITY & CRIME REDUCTION

Gi – Security detail

Gii - Alcohol Policy

Giii – Drugs Policy



G

V3



TROJAN
SECURITY

BJP

Productions

2021

Security Management Plan v3

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1.0 Introduction

This Security Management Plan has been prepared by Trojan Security. For further information on the company please visit www.trojansecurityuk.co.uk

The plan has been created with health and safety and the 4 main licensing objectives in mind:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children (and the vulnerable) from harm

The plan draws on:

- Prior knowledge and experience from providing security for similar events.
- Previous experience formed by working with the same client in like for like events.
- Information provided by the client when making recommendations for infrastructure and staffing.
- Principles from current guidance documents, including the below mentioned documents:
 - The Event Safety Guide
 - The Guide to Fire Precautions in Existing Places of Entertainment and Like Premises
 - Health and Safety at Work Act 1974
 - HSE Guidance to Crowds in Public Venues
 - HSE Guidance to Managing Crowds Safely
 - NACTSO Counter Terrorism Protective Security Advice for Major Events
 - British Standards in Door Supervision, Security Guarding, Event Stewarding

1.1 Events Overview

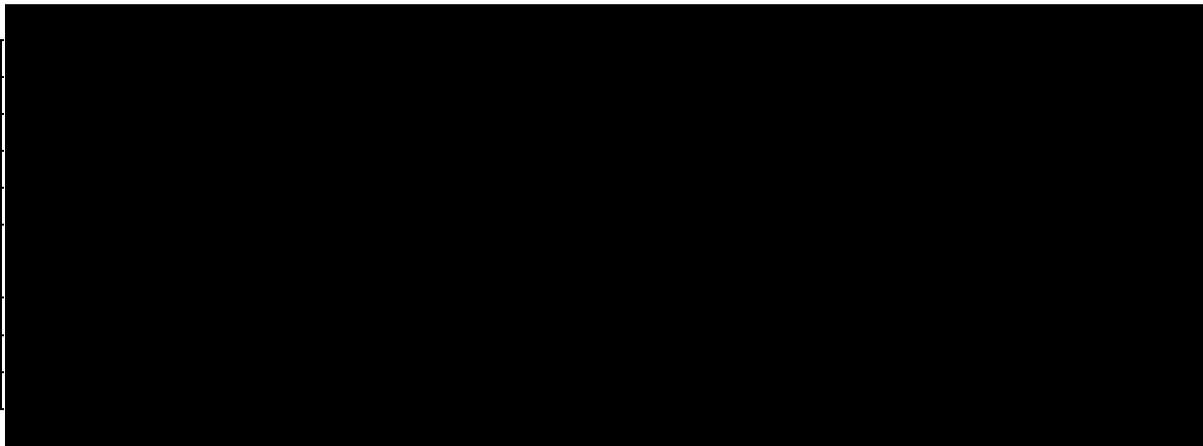
ST CLERE'S ESTATE - WINGS OF THE MORNING FIELD

St Clere's Estate is based near Sevenoaks, Kent. The 3000 Acre estate is located secluded countryside but has good transport links. The venue is a 40-minute drive from central London. The nearest train station is Kemsing or Borough Green.

1.2 Audience Overview

- Matt's BBQ is the world's biggest BBQ. There will be 3 stages playing Hip Hop Dancehall and Grime, a beach, bars and food stalls.
- Matt's BBQ will be an adult only event (18+).
- The audience is expected to travel from the local area and within 60 minutes travel time. Most of the audience are expected to travel from London. There are several coaches pick up points in the London area.
- Alcohol will be on sale and due to the nature of the event it is expected that alcohol will be consumed in moderation. Security procedures will be in place to monitor intoxication, anti-social behaviour and potential incidents of public nuisance.

1.3 Key Event Contacts



2.0 Strategic Security Objectives

The event organisers have engaged with Trojan Security Ltd, to deliver the following strategic safety and security objectives:

1. Minimise the risk of any person on site before, during or after the event becoming a victim of violent crime.
2. Minimise the risk of any person on site before, during or after the event coming to serious harm through using the use of illegal drugs or legal highs.
3. Minimise the risk of persons on site before, during or after the event becoming victims of sexual violence.
4. Minimising the risk of persons attending or working the event becoming victims of acquisitive crime.
5. Continuously seek to identify and reduce any risks to vulnerable people, or groups attending the event whether that vulnerability be due to age, disability, intoxication or any other cause.
6. Minimise the risk of significant disorder or anti-social behaviour. This will be through targeted intelligence, patrol and response to potential hotspots and any identified groups or individuals posing a threat of such disorder.
7. Facilitate the safe ingress and egress to site of all persons always attending this event whilst seeking to minimise the disruption to and impact upon the local community. Where community impact from the event does occur - responding swiftly and professionally to resolve issues quickly and satisfactorily.
8. Facilitate the safe movement of customers around the site including diverting customers from structures if they are closed or at capacity.
9. Ensure that the licensing objectives and conditions are being met by all bars and food traders.
10. Maximise the safety of all staff using professionally trained and accredited staff, who have the correct level of accreditation, safety briefing and PPE before entering the site to start work.
11. Maximise the safety of on-site assets and cash used in the construction of the site or the delivery of the event.
12. Create a positive customer experience at the event by delivering a feeling of safety and reassurance through visible security presence and engagement with customers.

2.0 Subcontractor Declaration

There are no plans to use any subcontractors on the site. All staff will be provided and managed by Trojan Security. There will be a manager present on site for the event.

2.1 Company Insurance

Elite Guarding UK Ltd t/a Trojan Security hold cover as follows:

Insurer: syndicate DTW1991 at Lloyd's & Chaucer Insurance Company DAC

Renewal Date: 8th August 2021 & 10th February 2022

Policy Number: MOV-00002116-2020-300 & XSPLCH210092

Public Liability Limit: £10,000,00 any one occurrence

Employer's Liability Limit: £10,000,00 any one occurrence

Efficacy Protection Limit: £250,000 in aggregate

Wrongful Arrest Limit: £250,000 any one occurrence

Loss of Keys Limit: £100,000 in aggregate

Fidelity Bonding Limit: £250,000 in aggregate

Insurer: Hiscox Underwriting Ltd

Renewal date: 10th February 2022

Policy Number: PL-PSC10002621539/00

Professional Indemnity: £5,000,000 each claim or loss, excluding defence costs.

Cyber and Data Limit: £5,000,000 in the aggregate, including all costs.

2.3 Security Schedule

A detailed Security Schedule is drawn up to satisfy the strategic security objectives.

The final schedule, with version control, will be available on request. A copy is held in Event Control for the duration of the festival.

The schedule shows: -

- Number of people supplied for each position.
- Type of people supplied for each position.
- Deployment location, cross-referenced with the Dot Plan, and Radio Call Signs

- Start and finish time for each position.
- Briefing packs for each for the event and for each deployment

2.4 Dot Plan

A detailed Dot Plan will be drawn up, highlighting the positions of security and stewarding positions for the live events. There will be a dot plan for the transitioning of deployment for pre-event, event and post event deployments as follows:

A final Dot Plan, with version control, is available on request. A full finalised copy will be held in Event Control for the duration of the event.

The positions on the dot plan are cross referenced with: -

- Radio call signs
- Named positions from the Security Schedule.

Detailed site map including all infrastructure will form the basis of this Dot Plan

2.5 Chronological Order of Activity

DATE	ACTIVITY
TBC	Security Operating Plan submitted to SAG
TBC	Logistics Brief delivered to Trojan Security Team
TBC	“Build” Security commences on site
TBC	Advance Logistics team arrive on site
TBC	Whole security team on site
TBC	Management & Supervision team commence on site
TBC	Ingress Operation commences at Main Gate
TBC	Stage / Bars Opens
TBC	Stage / Bars Closes
TBC	Site clear of public
TBC	Intelligence report submitted to event organisers and rest of Trojan Security Festival Management Team Full show debrief report submitted to event organisers
TBC	“Break” Security finish on site

3.0 Security Personnel

Trojan Security has a dedicated recruitment department that is integral to recruitment, screening and vetting. Once an application has been made the vetting team are responsible for identifying suitable candidates for specific roles. In summary the recruitment process includes:

- Extensive advertising through several different mediums:
 - Through word-of-mouth and our 'Recruit a Friend' bonus scheme
 - Through paid social media advertising
 - Through open evenings held regularly at our offices
- Applications being received via the website or a CRM system.
- Applicants being shortlisted for an interview.
- Interviews held at our office where practicable.
- Background checks completed prior to induction or first deployment (telephone reference checks)

- Full induction via electronic documents, which includes:
 - Signing an employment contract
 - Company overview; mission, values and beliefs
 - Overview of H&S policy, Quality Policy
 - Code of Conduct
 - Site specific training
 - Issuing of uniform and equipment

- Full background checks in line with BS7858 will be performed by a trained person which includes documenting and maintaining records on:
 - 5-year work history
 - Criminal history check
 - Credit check
 - Commence work on a casual basis.
 - Global watchlists check

- Addition of social media checks as a recommended best practice

- Right to Work checks corresponding to DBS identity requirements (previously SIA identity requirements)

- Retention of each candidate's screening file – during the whole employment period, for those unsuccessful applicants, for 12 months and after the end of employment, specified records may be held for an additional seven years.

3.1 Training

Every new member of the team undergoes a company induction (as detailed above) prior to undertaking any further training courses required with Trojan Security.

For each event, all members of Trojan Security will receive a briefing document via email giving an overview of the site and any specific details with regards to site rules.

Upon arrival at site and prior to deployment, all individuals attend a briefing and take a site familiarisation tour. The aim of the tour is to ensure that all personnel can act correctly both as

individuals and as part of the security team, in the effective operations of the event's evacuation and contingency plans. At the end of any brief, personnel are issued a Trojan Security wristband to wear to show they have attended the site briefing. A list of all induction attendees will be kept by Trojan Security.

All front-line personnel are then closely monitored and supervised throughout the event. This is to ensure that they competently trained in their specific roles and responsibilities and are aware of event specific requirements.

Certain aspects of a steward or event security operatives' role require further training. This is addressed by the implementation of Toolbox talks, both electronically and in person at the event. These Toolbox talks are, designed to improve both the standard of service given, together with health and safety awareness. Examples of Toolbox talks include:

- Front of Stage Pit Barrier
- Emergency First Aid
- Customer Care
- Communication (Radio etiquette, voice procedures and control of airwaves)
- Ingress, Circulation and Egress with basic crowd management
- Physical Intervention
- Search Procedures

We insist all members of the team, new and old, attend refresher training regularly, ensuring they are up to date with current best practice.

3.2 Roles & Responsibilities

This section is not exhaustive, however is intended to provide a brief overview of the roles our team will be carrying out whilst on shift at the event.

Roles:

Managers

Supervisors

Controllers

Team Leaders

Tactical Response SIA

Response SIA

Door Supervisor SIA

Stewards

Artist Protection SIA (Close Protection)

3.2.1 Security Management

Security Management will hold a valid SIA Door Supervisors licence, a spectator safety qualification or relevant industry experience.

At the event they are responsible for:

- Being the key client Point Of Contact for the event
- Overall security management of the event
- Delivery of effective briefings to Supervisors and if required, their teams.
- Operational performance of all Supervisors and their teams
- Creation of 'Intelligence Reports' sharing key learnings to assist the next event.
- Creation of 'Full Show Debrief Reports', this includes HOT, and COLD debriefs for any incident that may occur.

Redeployment or reallocation of team during times of change

3.2.2 Security Assistant Management

Acting as a second in command in support of the security manager throughout the event. The Security Assistant Manager will be competent and ready to discharge the duties of the Security Manager should the need arise.

3.2.3 Controllers & Loggers

Controllers will be experienced, competent and will receive any event specific training that may be required for the event they are responsible for.

Controller competency encompasses:

- Enabling effective communication between all radio users
- Requesting and logging Situation Reports for different areas.
- Monitoring radio communication channels for Trojan Security
- Broadcasting information to staff instantly from Trojan Security Management or the Event Director or Safety Officer
- Ensuring the event log is up to date as the event progresses.
- Logging any occurrences throughout the event
- Collating all event admin (e.g., incident reports, check sheets, ELT reports for HOS)

Loggers work under the direction of the Controller to assist with record keeping and any lower-level administrative tasks.

3.2.4 Security Supervisors

Supervisors will hold at least a valid SIA Door Supervisor Licence and have undergone a level 3 supervisor qualification or have relevant supervisory experience in the event industry.

At the event, they are responsible for:

- Supervising an allocated geographical area or specific task for each shift
- Ensuring all elements of the crime management plan are adhered to within their given area.
- Maintaining the correct uniform standards of the team
- Briefing team members prior to shift
- Taking team members on site familiarisation tours of the site
- Deploying team members to position
- Providing toolbox training and remedial training to the team
- Ensuring any safety checks are carried out and logged if necessary.
- Providing situational reports back to control
- Overseeing the operational performance of their team
- Checking administration of their given area or task for accuracy (e.g., incident reports, sign-in sheets, capacity records)
- Escalating serious issues to Security Management
- Monitoring the safe keeping of any kit (e.g., radios, lap counters, search wands)
- Ensuring all members of their team are relieved for breaks.
- Ensuring all members of their team are using the relevant PPE provided.

3.2.5 Team Leaders

Acting as the second-in-command to any supervisor throughout the event. They will be hand-picked for their experience and skills; they will be of a sufficient calibre to cover the supervisor role should the need arise. They may be responsible for a smaller operation within a given geographical area. Tasks will be delegated by a supervisor, although responsibility and accountability for all tasks remains with the Supervisors and Managers.

3.2.6 SIA Door Supervisors

An SIA licensed Door Supervisor is required if manned guarding activities are undertaken in relation to licensed premises when those premises are open to the public, at times when alcohol is being supplied for consumption, or regulated entertainment is being provided, on the premises. All SIA Door Supervisors will hold a valid SIA licence that will be checked before deployment.

In providing a physical presence an SIA Licence Door Supervisor will be required to:

- Guard premises against:
 - unauthorised access or occupation.
 - outbreaks of disorder
- Protect property against:
 - destruction or damage.
 - being stolen or otherwise dishonestly taken or obtained
- Provide information, should an incident happen.

In addition to the above, door supervisors will undertake all reasonable requests from their supervisor.

Additional tasks in the event of an incident will include the writing of an incident report.

3.2.7 SIA Security Guard

An SIA Licenced Security Guard will provide a reassuring physical presence, carrying out any form of patrol or surveillance to:

- Protect property against:
 - destruction or damage.
 - being stolen or otherwise dishonestly taken or obtained
- Provide information, should an incident happen.

3.2.8 Steward

At the event they are responsible for:

- Assisting with the circulation of spectators
- Crowd Control/Prevention of overcrowding
- Reducing the likelihood and incidence of disorder
- Provide the means to investigate, report and take early action in an emergency

3.2.9 Cash Transport Operative

At the event they are responsible for:

- This will be conducted by plain clothes surveillance trained operatives.
- Ensuring safe movements of cash between various positions on site
- Escorting cash and staff as required.

3.2.10 Artist Protection

At the event they are responsible for:

- The safe movement of the artists
- Ensuring there is sufficient space around the Artists to prevent any incidents or security breaches.

3.3 Uniform & Identification

All Trojan Security personnel will wear wrist bands to identify them as Trojan Security staff.

All Trojan Security Personnel will wear clearly identifiable hi-vis uniforms except for management or specific deployments that require a covert appearance.

Personnel can be identified by the colour of their hi-vis as follows: -

- Security Management – White
- Security Supervisors – Sky Blue
- Response SIA - Purple
- SIA Security (Door Supervisors & Security Guards) – Red
- Stewards – Yellow & Red with Yellow

Hi-visibility vests display the job role on the rear.

4.0 Health & Safety

Trojan Security has a Company Health and Safety Policy supported by Method Statements and Risk Assessments. These are available upon request.

Codes of Safe Working Practice are issued to staff as and when required and are instrumental to the safe operation of a site; these are communicated through various mediums including: direct instruction, guides, briefings, signage etc.

All personnel receive Health & Safety training. The level is appropriate to the role being undertaken.

All company personnel and workers are made aware of their responsibilities whilst on site and that they must observe the Health and Safety regulations in place on the site.

4.1 Risk Assessment

A full risk assessment will support this document (once final and agreed site plan/security schedule is agreed) and is available in the appendix. It relates to the staff of Trojan Security and their involvement with the event.

The assessment will be carried out in accordance with an employer's statutory requirement to do so under the Health and Safety at Work Act (1974) and complies with the Management of Health and Safety at Work Regulations (1999).

Trojan Security staff shall also observe the Health and Safety Regulations currently in place at the site as made known to them by the Event Safety Officer.

5.0 Crime Management Procedures

5.1 Counter Terrorism Posture

The event takes a view that any CT measures should be commensurate to the threat levels prevailing within the UK and be scalable to known risks within the entertainment sector. All measures should be balanced to offer customers reassurance that their safety is the events priority, whilst not losing sight of the operating and customer service needs of the event.

Trojan Security has periodically trained its front-line team in courses such as ACT.

The methods to monitor/ deter/ interrupt and report suspicious behaviour are summarised as follows:

- Searches of persons entering the site.
- Searches of vehicles entering the site.
- All briefings include the HOT principle and Run-Hide-Tell
- Regular patrols of the perimeter of the site during all phases of the event

Our operation is scalable to offsite or onsite realised or potential terrorist activities.

In the event of a change to the National Threat level, we would aim to operate a scalable reaction accordingly:

5.1.2 Current National Threat Level Response

1. Search as per general protocol
2. All entry gates staffed.
3. Regular patrols of perimeter and event grounds
4. All onsite personnel accredited.
5. CCTV in operation where possible
6. Site Safety Manager & HOS in direct liaison with Kent Police
7. Police response as per local agreement

If the Threat Level changes the response would be amended proportionately as required. alternative response plans available upon request.

5.1.3 Unattended Items

Trojan security is all briefed on the **HOT procedure** and the **4Cs** (Including cordon distances). upon identifying an unattended package security will inform control and event management. Security will make all reasonable attempts to identify the owner of the unattended item before escalating to the **HOT procedure**.

If the item is deemed as suspicious then security will implement the **4Cs** and establish an appropriate cordon.

HOT Procedure:

Hidden - Has the item been deliberately hidden from view to avoid detection?

Obviously Suspicious - Is the item obviously suspicious? is it ticking? is it smoking? are there wires protruding? are there any smells or stains?

Typical - Is the item typical of its surroundings? are you likely to see this type of item at this type of event?

4Cs:

Confirm - Confirm the unattended item is a suspicious item. Use investigative skills before applying the **HOT procedure**.

Clear - Clear the area and set up a cordon. ensure the appropriate distance is enforced.

Communicate - Keep the event control room updated and prepare to meet emergency services if required.

Control - Control the cordon and ensure no one crosses except for emergency services. Only event management and the emergency services may give all clear to lift a cordon.

Cordon distances:

A small bag or briefcase - 100M

Anything between a small bag and a small car - 200M

Anything between a small car and a large vehicle such as a van - 400M

5.1.5 Explosive Detection Dog Usage

We do not plan to use explosive detection dogs on the event.

5.2 Sexual Assault – Public or Staff

The handling and reporting of such occurrences is imperative to the helping of vulnerable persons and victims of crime.

In the event of such an occurrence, Trojan Security will aim to:

1. Ensure the victim is managed appropriately via Welfare and/ or the Medical Facility.
2. Detain the accused offender in a facility away from the victim (ejection centre if applicable)
3. Deploy scene of crime management and seal off any evidence (e.g., tents, clothing)
4. Collate incident reports, including details of any witnesses.

5. Inform the Festival Director as soon as possible
6. Hand the matter over to the police, offering support with regards to resources

5.3 Physical Assault – Public or Staff

The handling and reporting of such occurrences is imperative to the helping of vulnerable persons and victims of crime.

In the event of such an occurrence, Trojan Security will aim to:

1. Ensure the victim is managed appropriately via Welfare and/ or the Medical Facility.
2. Detain the accused offender in a facility away from the victim (ejection centre if applicable)
3. Collate incident reports, including details of any witnesses.
4. Inform the Festival Director as soon as possible, should the assault be serious (i.e., hospital treatment required)
5. If no police action is required, then the ejection process should be adhered to

5.4 Theft from Persons

In the event of such an occurrence, Trojan Security will aim to:

1. Take details from the victim and advise them to call 101 to report the matter to the police.
2. Investigate the incident as far as practicable (CCTV, witnesses, searches)
3. Detain the accused offender in a facility away from the victim (ejection centre if applicable)
4. Collate incident reports, including details of any witnesses.
5. Maintain records of all information.
6. Analyse trends of all thefts to look for patterns, including: the modus operandi, the geographical area.

Where a trend is occurring, methods taken by Trojan Security to react to this could include:

1. Searching of public on egress from the event
2. Deploying uniformed and non-uniformed security personnel to the area
3. Undertaking joint patrol with the police in the area
4. Liaising with the event to re-deploy or bolster infrastructure (CCTV, lighting, fencing) if it may help.

5.5 Theft from Tent - not applicable 2021

5.6 Ejections

Ejection from the site should be a last resort and an amicable resolution should always be sought.

Trojan Security will follow the event's eviction policy.

1. Call through details of the incident to the Control and alert their Security Supervisor.
2. The welfare of the individual should be considered – specifically their means of traveling home from the event and their vulnerability. They may be too intoxicated to be ejected alone.
3. The individual will be taken to the Eviction Centre located at TBC where they will be assessed by the Security Manager and the Event Director or their nominated deputies.
4. A welfare check will be undertaken by the event welfare team and where necessary police and social services or other relevant agencies will be informed.
5. We will support the police or other agencies where required in dealing with the evictee.

Below are some guidelines that must be adhered to when dealing with under 18's. These guidelines must be followed:

1. Any evictee who are under 18 (having entered or attempted to enter the venue without a ticket) shall be offered a phone call to their parents or guardians. If they do not cooperate for any reason with the process, they shall be handed over to the Police.
2. In the event where a person under 18 presents a credible threat to persons around them including staff, then Security Management or the Event Management must attend.
3. If the under 18 is female, then a female member of staff must be present during the whole period that action is being taken until such time that either a parent or guardian has arrived at the arena to pick the child up.
4. If the under 18 is intoxicated first aid should also be in attendance
5. If an under 18 turns up at the entrance under the influence of alcohol, the supervisor should radio the persons responsible for welfare and await further instructions.

Security should consider safeguarding of vulnerable persons. If necessary, then control or event management should escalate the situation to social services.

Security Management and Event Management will be required to authorise any evictions from the site and the police will be informed where appropriate. An assessment by Security Management, Event Management and Welfare will be undertaken to ensure that any evictee is considered safe to evict.

6.0 Search Protocol

Search is a condition of entry to the event, there will be no exceptions. Metal detection wands will be in operation on the search lanes at the event. All persons are liable to undertake a wand search on entry. Refusal to consent to a search will result in entry being denied. There will be drug amnesty boxes at the search lanes. Arrangements for the seizure of the contents of amnesty boxes will be made directly with the police.

Prohibited items will be seized and destroyed where applicable. The exceptions are drugs, weapons and illegal substances. The items will be placed in evidence bags, a record will be made of the item

and corresponding bag ID number and the item will be handed over to the police as soon as reasonably practicable. Depending on the item seized and an agreed upon tolerance level predetermined with Kent Police and event management, the individual may be detained pending police arrival.

6.0.1 Flow Rates & Search Lanes

The following flow rates for all gates has been calculated by the event management, please advise based on ticket sales:

Entrance	No. People	Re-entry Factor	Total Searches	Ingress Time (Hours)	Hourly Flow Rate	Avg. Search Time (Seconds)	Lanes Req.
TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC

6.1 Prohibited Items List

Item	Allowed?
Air Horns	N
Animals (Expect Assistance Dogs)	N
Audio Recorders	N
Barbecues	N
Bottles of Perfume / Aftershave	N
Chinese or Sky Lanterns	N
Compact Mirrors	Y
Excessive amounts of food and cigarettes	N
Fire Works	N
Flares	N
Glass bottles	N
Illegal Substances	N
Knives / Weapons	N
Liquid Fuels	N
Marker Pens	N
Nitrous Oxide and or Dispensing Equipment	N
Portable Laser Equipment and Pens	N
Selfie Sticks	N
Spray Cans	N
Unauthorised items for trading, including any goods using unauthorised event logos	N
Unauthorised Professional Film or Video Equipment (Inc Drones)	N
Unofficial tabards or reflective jackets	N
Weapons (or any item which may reasonably be considered for use as a weapon)	N

6.2 Drug Search Posture

Illegal substances compromise the safety of those attending and remain illegal and as such we will not tolerate their presence at the event. There will be drug amnesty boxes on the search lanes and event attendees will be encouraged to use them anonymously.

To minimise the risk to the safety of those onsite Trojan Security is required to deliver an enhanced drug search process.

Where possible we will agree to a tolerance level with the local constabulary so as not to put a drain on police resources. Due to the sensitive nature of these levels, they will be agreed outside of this document. Any substance that falls into this tolerance level will be confiscated and placed in the amnesty box. Any substance that falls outside of this tolerance level will be confiscated and placed in an evidence bag. The individual will be detained and handed over to Kent Police along with the evidence bag.

Our search teams are trained on substance awareness and given intelligence briefings prior to each operation.

6.2.1 Drug Detection Dogs

We will have 2 pairs of drug detection dogs on site to cover the 2 entrances (VIP/Coach and General). The dogs will be deployed at peak ingress times on a rotation basis. The dogs can only work a short period of time before needing a rest – this is why there are 4 dogs to cover 2 entrances.

If the dog indicates near an attendee, that person will be taken aside and asked to submit to an enhanced search. Refusal will mean ejection from the site.

6.3 Enhanced Search Procedure

In the event of an enhanced search being necessary, this will be carried out in a separate facility located at the side of each entrance. This will be carried out with witnesses and where possible a body cam or CCTV.

7.0 Assessing Vulnerable People

Vulnerable people will be dealt with by the welfare team on site.

8.0 Dealing with the Press

All press enquiries either specific to the event, any incident, or policies and procedures of the event, will not be commented on by Trojan Security or its employees.

Any press releases or trade articles specific to the operations at the event will be authorised by a director of the event.

9.0 Artist and VIP Handling

The event is sensitive to the understanding that interactions with performing talent and VIP's much be engineered to ensure that their safety and security is maintained and that interaction between security personnel and talent or VIPs should be managed for the benefit of all parties.

As such, Trojan Security will ensure that our personnel will only liaise with such persons through one of the following people:

- Tour/ Artist Management
- Tour/ Artist Security
- Festival Artist Liaison
- Festival Director

In circumstances of unscheduled or unbriefed incursions by artists into any public or working areas, Trojan Security's responsibility will primarily remain public safety and staff welfare.

10.0 Tent/ Stage Closure or Structural Collapse

In the event of such an occurrence, Trojan Security will support any plans as laid out in the clients' Event Management Plan. This will include:

- Containment of the incident including show stop procedures.
- Dispersal of any crowd density
- Management of any casualties
- Accurate reporting to control
- The use of CCTV (if available)
- Support of agency staff welfare
- Implement crime scene procedures.
- Collate any intelligence and witness reports.
- Return to normal operations as soon as practical to do so.

10.1 Stage Incursion Public

As per the above instructions, with the addition of the following:

- Security and evacuation of the performing talent
- Sealing off incursion to further backstage areas
- Safe clearance of the stage area of non-working personnel

11 Inclement Weather Management

A clear inclement weather plan should be set out in the clients' Event Management Plan.

As a major stakeholder, Trojan Security will play a part in continually monitoring terrain and access for operational alternative space and routes as required by control.

Trojan Security will assess the impact any inclement weather has on team welfare and on resources. Where possible we will mitigate against reduced functionality.

12 Power/ IT Infrastructure Failure

The emergency planning for this situation sits firmly within the Event Management Plan. The effects of such an outage across our delivery and operational activity is mitigated to an extent including:

- Torches will be available to supervisors and managers from a central store if required.
- All administration (sign in records/ incident reports/ control room logging) can revert to paper and be completed manually if necessary.
- The battery life of industry standard radios can be up to 28 hours per unit. Radios will be supplied through BJP.

13 Tented Structure Potentially Reaching Capacity

Each tented structure and stage area will have a maximum capacity as outlined within the EMP, clickers will be operated at each tent / stage area and once an area reaches 75% of the capacity this will be assessed by the security supervisor and the following actions undertaken:

- Inform Control
- Head of Security / Event Manager Informed
- The implementation of any crowd control measures will be assessed on current flow rates and the implementation of for example a one in one out control will be decided based on the dynamic risk assessment at the time.
- All actions / decisions will be logged with both security and event control.

14.0 Team Welfare

The welfare of all persons employed by Trojan Security is of paramount importance to the company. Breaks will be managed by the security supervisor. The security supervisor will also ensure all PPE is worn correctly and recommended exposure limits are not exceeded.

14.1 General Wellbeing

It is the responsibility of all persons employed by Trojan Security to look after one another. The following provides a guide as to what we expect different levels of the organisation to assist and take responsibility for:

Front Line Team Members

- Responsible for ensuring any issued PPE is used, when necessary, for themselves and to remind fellow colleagues.
- Responsible for ensuring that adequate breaks are taken when on shift and rotations of positions are done to avoid excessive lengthy exposure to:
 - Noise i.e., in front of a sound system
 - Conflict i.e., at a refusal point
 - The elements e.g., positions in: Direct sunlight/ exposed high wind areas/ areas where no shelter from the rain can be found.
- Responsible for ensuring that they and fellow team members do not drive when tired.
- Responsible for ensuring we 'leave no trace' when dining each day or leaving a campsite or hub area.

Supervisors

- Responsible for enforcing all the above is followed by the front-line team, taking appropriate action to front-line team members who fall foul of them, and escalating concerns to management.
- Responsible for ensuring provision is made for specific needs on religious grounds e.g., timing longer breaks to take place at the end of a period of fasting.

Management, Control

- Will continually train and guide the rest of the team on the above
- Will issue reminders on the above, either through word-of-mouth, during briefings, with signage or over the radio network
- Will enforce non-compliance all parts of this welfare policy using disciplinary action if required.
- Will ensure any incidents that are legally reportable are notified to both the site's H&S representant and to any relevant enforcing agency e.g., SIA, RIDDOR, Local Council

14.2 Personal Protective Equipment (PPE)

Trojan Security personnel are issued with and will use the following PPE:

1. High visibility vests (if required and not provided by the client)
2. Face mask
3. Hand sanitizer

14.3 Trojan Security Hub (Welfare Area)

The Trojan Security Hub serves as an area to:

- Conduct administration such as paperwork and issue equipment
- Conduct team briefings and planning
- Eat, and replenish flasks and water bottles.

15.0 Extreme Weather

In the event of temperatures rising above 30 degrees, additional comfort precautions should be taken, including the provision of cold drinks and water delivered to all positions on at least a two-hourly basis.

In the event of temperature dropping below 0 degrees, additional comfort precautions should be taken, including the provision of warm drinks delivered to all positions on at least a two-hourly basis.

16.0 Communications & Reporting

16.1 Event Handout

Trojan Security will produce an electronic briefing prior to the event. Trojan management will conduct a face-to-face briefing on the day of the event and a flash card for important information. Key information relevant to front line members of staff including:

- Management and Supervision Structure and contact details
- Radio call signs and a channel list (if more than one channel is in use or available)
- Event-specific operating procedures
- FAQs for team members to complete.
- A full site map and/or Dot Plan where possible
- Any security intelligence gathered relating to the event.

16.2 Radios

A full breakdown of positions where a radio is deemed necessary, and specifics of any equipment used is shown on the Security Schedule. Security will operate on a dedicated security channel for the duration of the event.

Each radio will be clearly marked to show the call-sign and position of the user.

16.2.1 Radio Contractor

Radios for the event will be supplied by NRB Road-phone, which will work on a repeater system. These will be tried and tested on site prior to the event.

16.2.2 Radio Channels

Channels	Area/ Zone	Max. No. Radios	Repeater	Dedicated Controller	Dedicated Logger
TBC	Whole site	TBC	Y	Y	Y

16.3 Code Words

Trojan Security will not use code words for this event. This is upon the Client's request. Instead simple plan English will be used to convey messages.

Trojan Security will use IC codes to describe individuals over the radio. The following codes will be used:

IC1 White Northern European

IC2 White Southern European

IC3 Black

IC4 Asian (Indian)

IC5 Asian (Chinese and Oriental)

IC6 Arabic or North African

IC7 Unknown

Trojan Security will follow HASBOWC for describing individuals.

Height

Age

Sex (if known)

Build

Obvious features

Wearing

Code (IC code)

16.4 Status Alerts

Event control and Trojan Security staff will use pre agreed codes for status alerts. This is to ensure a proportionate and adequate response is sent to respond to an incident.

Event Control:

AMBER - Please note - Condition **AMBER** now exists. All staff please standby and maintain radio silence. please await further instruction.

RED - Please note - Condition **RED** now exists. All staff to maintain radio silence and await further instruction.

GREEN - All staff please note we have reverted to condition **GREEN** - Revert to normal duties.

17.0 Event Control

The control room is the main hub of operations for any event.

Within the control room there will be a security controller during site operational hours.

Further details on the controller's duties are listed above in the Roles and Responsibilities section of this document.

The control log will be stored for a minimum of 3 years post the event and/ or in line with GDPR.

18.0 Reporting

The following reports will be available at the specified times and circulated accordingly:

No.	Type	Responsibility for producing	Circulation	Frequency
1	Incident Reports	SIA Security	HOS, Event Director	Within 2 hours of an incident
2	ELT Meeting Report	Controller	HOS, ELT members	As per ELT meetings
3	Intelligence Report	Head of Security	Promotor/ Client	Within 24 hours of event finishing
4	Full Show Debrief	Head of Security	Promotor/ Client	Within 14 days of event finishing

There reports are as follows:

18.1 Incident Reports

Incident reports are completed within 2 hours of any incident by the operative(s) involved or who witnessed the incident. It is the responsibility of the controller to ensure operatives involved return to the control room, ejection centre, hub or appropriate place, and to get these completed.

They should be completed in any events of:

- a. Terrorism
- b. No. Sexual Assaults
- c. No. Physical Assaults
- d. Theft from Persons
- e. Theft from Tent
- f. Searches (PWIT's, or other, handed to police)

The report is a standard template using Trojan Security's C247 app and in the onsite incident log.

The forms prompt for clear information and identifies the operatives involved in the incident/ occurrence.

The report clearly identifies to the completing operative that they may be required to give police statements and/ or give evidence in court.

Incident reports are kept and stores for a minimum of 3 years and/ or in line with GDPR.

18.2 ELT Meeting Report

This is a template report based on the reportable elements within the time lapse from the last ELT meeting, incorporating to date overall statistics.

The report captures the core reportable functions detailed within this plan, pertinent to the chronological activity of the event site containing but exclusive to the following:

1. A sit-rep and explanation of any incidents or changes to the plans on the following:
 - a. Externals
 - b. Arrival
 - c. Ingress (including changes to search protocol)
 - d. Structures
 - e. Ejections
 - f. Egress
 - g. Infrastructure

1. Statistics in relation to:
 - a. No. Sexual Assaults
 - b. No. Physical Assaults
 - c. Theft from Persons
 - d. Theft from Tent
 - e. Searches (PWIT's, or other, handed to police)

18.3 Intelligence Report

These are completed on the final day of the show, or at latest on the first day of the break.

It is the Head of Security's responsibility to complete and send the report to the client and/ or promotor.

The report can take the form of any email but should be titled "Intelligence Report" and marked high importance.

The purpose of the report is to pass on any high-level learnings that can be taken to other events taking place soon.

18.4 Full Show Debrief

These are completed within two weeks of the show finishing at the latest.

It is the Head of Security's responsibility to complete and send the report to the client and/ or promotor.

The report can take the form of any email but should be titled "Full Show Debrief Report" and marked high importance.

The purpose of the report is to pass on learnings that will assist in the wider show debrief and when planning the event again in the future.

It should include statistics and narrative to give an:

- a. Analysis of the build and break operation
- b. Analysis of the crime management operation
- c. Analysis of the crowd management operation
- d. Analysis of production and talent issues
- e. Analysis of customer services issues
- f. Analysis of Policy and Procedures
- g. Recommendations for the following year

ALCOHOL POLICY
MATT'S BBQ 2021

Designated Premises Supervisor

Josh Silver is the Designated Premises Supervisor for Matt's BBQ 2021.

The DPS will run, staff and manage all bars on site.

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

2 main bars and a VIP bar will be located at the venue. There will be no roaming bars. Additional pop-up bars may be added if ticket sales demand – these will be identified on a site plan in event control.

Alcohol & Social Responsibility Policy

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

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

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

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

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

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

The Events will operate a responsible pricing and promotions policy for all alcoholic drinks, the guiding principles of which are:

BJP/MATT'S BBQ – APPENDIX Gii – ALCOHOL POLICY

- To offer guests real service and real value at competitive prices
- To seek to encourage increasing numbers of guests to visit and return to our events, rather than to seek to encourage increased consumption by individual guests during any one visit.
- To ensure guests are offered choice and value without inducements to drink to excess.

In relation to the drinks we serve;

- We will communicate the unit alcoholic content
- Designated driver and other anti-drink/drive activities will be encouraged and supported
- Tap/Drinking water will always be provided free with mains water available close to the bars, as well as a range of soft drinks as alternatives to alcohol
- Bars shall only use line stamped plastic cups for draft
- Cans will be handed to public but will all be opened
- No glass will be issued to public
- All of our event bars will serve 125ml measures of wine
- Our standard spirit measure is a single 25ml or double 50ml.
- All bars will close 30 minutes before the venue, with last orders called 10 minutes prior to this, to allow for “drinking up time”
- There will be at least one SIA security assigned close to every bar

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

All promotional activity will avoid;

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

In addition, we will not undertake;

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

Any promotional activity must also observe the following guidelines;

- No single glass should contain more than 4 units of alcohol

BJP/MATT'S BBQ – APPENDIX Gii – ALCOHOL POLICY

- No 'free' alcohol inducements
- No customer should receive additional drink without asking for it and paying for it

For example:

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

For example:

- No volume purchase should exceed four serves of a normal measure (2 in spirits).

For example:

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

Operational Guidelines for Under 18's

BJP will at all times observe the law and ensure that alcohol is not served to people who are under 18 years old. The gate process should minimise the number of persons who appear to be under 18.

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

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

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

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

Explain the types of identification that are acceptable;

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

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

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

A register of refusals will be kept by bar staff.

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

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

Alcohol & Social Responsibility - Staff Training

BJP Productions Ltd are committed to thorough and comprehensive training and development programmes.



BJP/MATT'S BBQ – APPENDIX Giii – DRUGS POLICY

1. Purpose and aims:

The purpose of this policy is to highlight the methods to be put into place to protect people from harming themselves through the misuse of drugs, and to assist the Police in the apprehension of any individual in violation of law.

This policy acknowledges that controlled substances may be present on site and states the steps taken to reduce risks and protect staff and attendees from harm.

This policy is written in line with UK statute: The Misuse of Drugs Act (1971), The Medicines Act (1968), The Psychoactive Substances Act (2016) and Misuse of Drugs Regulations 2001

2. Policy

BJP works to reduce the use of illegal drugs, and the misuse of prescribed drugs. This includes, but is not limited to:

- Possession of a controlled drug.
- Possession with intent to supply another person.
- Production, cultivation or manufacture of controlled drugs.
- Supplying another person with a controlled drug.
- Offering to supply another person with a controlled drug.
- Import or export of controlled drugs.
- Allowing premises to be used for the consumption of certain controlled drugs
- Possession of any 'legal high', 'research chemicals', 'novel psychoactive substances', 'NPS', 'designer drugs' or 'herbal highs'

BJP, their employees, and their contracted security will work with Police on identifying and preventing potential drug misuse.

It is accepted that Security staff will have to apply a certain amount of discretion about when to confiscate, when to evict an individual, and when to refer an individual to the Police. This decision is guided by the below quantities and management of individual substances.

The below amounts will be shared with Kent Police for ratification as possession only quantities and will confiscate without police involvement. Entry to the festival once these items are confiscated is dependent on a character and attitude assessment.

Substance (admitted or suspected)	Usual Appearance	Disposal Guidance
<p>Amphetamine</p>  <p><u>AKA:</u> Speed, Whizz, Paste, Billy, Base</p>	<p>White powder or tablets.</p> <p>Can also come in a white paste like form.</p> <p>Smells like urine, very distinctive smell.</p> <p>Stimulant drug</p>	<p>Class B drug —For Possession only amounts recommend amnesty and allow entry to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p>
<p>Cannabis Resin</p>  <p><u>AKA:</u> Hash, Pot, Draw, Solid, Block, Puff</p>	<p>Light to very dark brown coloured resinous matter.</p> <p>Generally comes as a solid material.</p> <p>Depressant drug</p>	<p>Class B drug —For Possession only amounts recommend amnesty and allow entry to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p> <p>Any discovery of a large number of small re-sealable bags (full or empty), clingfilm or digital scales would suggest potential for intent to supply.</p>
<p>Cannabis - Skunk</p>  <p><u>AKA:</u> In this form widely referred to generically as Skunk. Many other terms for it including: Weed, Green, Grass, Sensi, Bud.</p>	<p>Green dried leaves and flowering parts prominent.</p> <p>Often described as looking like tightly packed herbs.</p> <p>Very distinctive smell.</p> <p>Depressant drug</p>	<p>Class B drug —For Possession only amounts recommend amnesty and allow entry to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p> <p>Any discovery of a large number of small re-sealable bags (full or empty), clingfilm or digital scales would suggest potential for intent to supply.</p>

Substance (admitted or suspected)	Usual Appearance	Disposal Guidance
<p>Cocaine Powder</p>   <p>AKA: White, Wash, Toot, Stones, Snow, Rocks, Pebbles, Freebase, Crack, Coke, Charlie, Chang, C.</p>	<p>Powder-it is generally white or off white in colour and often of crystalline appearance.</p> <p>Stimulant drug</p>	<p>Class A drug – For Possession only amounts recommend amnesty and allow admission to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p>
<p>Crack Cocaine</p>   	<p>Small lumps or rocks of cream coloured granules.</p> <p>Colour can vary from yellowish to pale rose to white/cream.</p> <p>Stimulant drug</p>	<p>Class A drug - If a substance is discovered that is suspected to be Crack, the person is to be detained and handed over to Police.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p> <p>Not often seen or seized at music festivals in comparison to other substances.</p>
<p>Ketamine</p> 	<p>Can be found in ampoule form (legally produced), as a grainy white powder (illegally produced) or in tablet form.</p> <p>Most likely as a grainy, white powder.</p>	<p>Class B drug —For Possession only amounts recommend amnesty and allow entry to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p>

Substance (admitted or suspected)	Usual Appearance	Disposal Guidance
 <p><u>AKA:</u> Special K, K, Vitamin K, Ket, Kitkat, Super K, Green, Donkey Dust, Wonky, Horse Trank</p>	<p>Can also be found as a legal liquid when used as a medical anaesthetic.</p> <p>Can also be found in tablet form but this is less common.</p> <p>Stimulant drug</p> <p><i>Some users can also experience hallucinations</i></p>	
<p>Ecstasy Crystal (Crystal MDMA) & Ecstasy (aka MDMA)</p>    <p><u>AKA:</u> Ecstasy, E, X, XTC, Rolls, Bean, Adam, Molly, Pills, Eckies, Crystal</p>	<p>Crystal MDMA-Light brown or clear coloured shards or larger crystals.</p> <p>Pills-can come in various shapes/colours.</p> <p>Most pills are scored with a logo/brand such as: UPS, Superman, Gold bars, SKY and so on.</p> <p>MDMA can also come as a Capsule.</p> <p><i>There has been a lot of press over the last couple of years around some pills containing PMA/PMMA which has contributed to a number of deaths.</i></p> <p><i>Current trends and research indicate very high purity MDMA is quite common around UK and parts of Europe which could contribute to some users experiencing difficulties.</i></p>	<p>Class A drug – For Possession only amounts recommend amnesty and allow admission to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p>
<p>NPS – New Psychoactive Substances- often referred to as “legal highs.”</p>	<p>These can come as powders, pills, liquids or in a herbal plant style appearance.</p> <p><i>The New Psychoactive Substances Act came into effect on 26th May 2016 and introduces offences around the production of and supply of New Psychoactive</i></p>	<p>Any suspect powders, pills, liquids or herbal matter should be seized.</p> <p>Nothing is legal until it has been subjected to testing so with any suspected PWITS a Drug Expert must confirm the substance before any decision is made and liaise with Police as per protocol.</p>

Substance (admitted or suspected)	Usual Appearance	Disposal Guidance
 	<p><i>Substances. It is NOT an offence to possess personal use amounts but these are treated as CONTRABAND at festivals and events and can be seized as they are against the conditions of entry.</i></p> <p><i>Generally these are unregulated and are commonly packaged in colourful branded packets.</i></p> <p><i>Often sold as Research Chemicals, Research Powders/Pills, Bath salts or Plant Food. Packaging commonly states "Not for human consumption".</i></p> <p><i>Research has also shown that often when tested apparent "legal highs" have contained controlled substances.</i></p> <p><i>Common brands include Gogaine, Black Mamba, Annihilation, Benzo Fury amongst dozens of others.</i></p> <p>Stimulant/depressant and Hallucinogenic drugs</p>	<p>*For Possession only amounts recommend amnesty and allow admission to the event.</p> <p>Please consult independent drug expert/security supervisors for any discoveries of psychoactive substances and guidance.</p> <p>For suspected Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p> <p>Please remember NPS can potentially cause death for some users.</p>
<p>LSD</p> 	<p>Most likely will come as small squares of blotting paper bearing logos/pictures or microdot tablets/pellets.</p> <p>Larger quantities often carried in sheets and can easily be concealed.</p> <p>LSD also comes in liquid form.</p> <p><i>Liquid LSD is often packaged in small glass bottles similar to the style of Amyl Nitrate/Poppers often marketed as Room Odourisers.</i></p>	<p>Class A drug – For Possession only amounts recommend amnesty and allow admission to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p> <p>NB: As a typical dosage of Liquid LSD sold can be as little as 1ml bear in mind even a 50ml bottle has considerable value to someone supplying it.</p> <p><i>If any bottle of unidentified liquid is found with a pipette in it this could be indicative that it is LSD.</i></p>

Substance (admitted or suspected)	Usual Appearance	Disposal Guidance
 <p>AKA: Acid, Window, Trips, Tab, Stars, Smilies, Rainbows, Micro Dot, Lucy, Liquid Acid, L, Flash, Drop, Dots, Cheer, Blotter.</p>	<p><i>It is vital that ANYONE handling any liquids wears gloves to prevent them ingesting the substance as liquid LSD is porous and will go through your skin if handled.</i></p> <p>Stimulant drug/causes hallucinations.</p>	
<p>Psilocybin</p>   <p>AKA: Magic Mushrooms, Shrooms, Philosopher's Stone, Mushies, Magics, Liberty Cap, Liberties.</p>	<p>Mushrooms and any other 'fungi containing psilocybin'.</p> <p>Stimulant drug/can cause hallucinations.</p> <p><i>Over 200 species of mushrooms contain the psychedelic chemicals Psilocybin or Psilocin.</i></p>	<p>Class A drug – For Possession only amounts recommend amnesty and allow admission to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p>
<p>Nitrous Oxide (Laughing Gas)</p> 	<p>Generally, comes in silver canisters.</p> <p>Often found packaged in boxes of 24 by persons involved in supplying it at events.</p> <p>Stimulant/Laughing gas</p> <p><i>A box of 24 canisters can be bought easily online for around £6. A single balloon of Nitrous</i></p>	<p>As a condition of entry Nitrous Oxide is not allowed on site at Wheelers Farm as is the case at every other event/festival.</p> <p>All Nitrous Oxide discovered should be seized.</p> <p>Recommend anyone found in possession of 1 box (24 canisters) or less – seizure and no further action, permitted entry to the event.</p>

Substance (admitted or suspected)	Usual Appearance	Disposal Guidance
  	<p><i>Oxide is generally sold £5-£10 at festivals.</i></p> <p><i>Hence the mark up can be around 2000% and this makes it lucrative to individual dealers and Organised Crime Gangs.</i></p> <p><i>It is NOT an offence to possess Nitrous Oxide under the Psychoactive Substances Act (2016) but it IS an offence to supply it so any discovery of more than More than 1 box (24 canisters) for a 1 day event should be treated as potential supply and liaise with Police as per protocol.</i></p> <p><i>It is not uncommon for persons selling Nitrous to have hundreds and sometimes thousands of pounds cash on them.</i></p>	<p>For suspected Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p>
<p>Heroin</p>   <p>AKA: Gear, Brown, Dark</p>	<p>Powder which is often light brown in colour.</p> <p>Depressant</p> <p>Heroin is not a standard festival drug and is not often seen as a result.</p>	<p>Class A drug – If a substance is discovered that is suspected to be Heroin, the person is to be detained and handed over to Police.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p> <p>Not often seen or seized at music festivals in comparison to other substances</p>

Substance (admitted or suspected)	Usual Appearance	Disposal Guidance
<p>Mephedrone</p>   <p>AKA: Meph, Meow, Miaow-Miaow, M-Cat, Plant food, Drone, Bubbles, Charge, MC, Bounce, White Magic</p>	<p>Usually comes as a white powder, crystals or capsules.</p> <p>It is also available in pill form. Can also be seen as a powder with a yellowish tinge.</p> <p>Stimulant</p>	<p>Class A drug – For Possession only amounts recommend amnesty and allow admission to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p>
<p>2-CB</p>   <p>AKA: 2CI, 2C, CB, Nexus, Bromo 2CE, 2CT</p>	<p>Usually comes as a white powder or tiny pills</p> <p>Synthetic</p> <p><i>Closely related to Ecstasy. It emerged on the dance scene as an alternative and a complementary drug to Ecstasy in the 1980s.</i></p> <p><i>Use has been on the rise in recent years.</i></p>	<p>Class A drug – For Possession only amounts recommend amnesty and allow admission to the event.</p> <p>For Supply amounts security to detain person (s) and hand over to Police as per agreed protocol.</p>

3. Entry Procedure

Before the ticket check there will be amnesty bins on either side of the entrance to the queuing area, allowing an opportunity to give up contraband before being searched.

Ticket holders are then greeted, ticket checked, asked to have their ID ready and directed to the correct lanes for bag searches.

BJP will not return any legal highs or canisters to the persons whom they were confiscated from after the event. Persons who are found with legal highs or canisters at the point of entry must either surrender the contraband, or be barred from the festival.

4. Procedure for dealing with illegal drug seizures

BJP communicates a zero-tolerance policy regarding the misuse of illegal substances in relation to both their own staff and that of customers who visit the premises.

If illegal substances are found on a person, the below procedure must be undertaken:

- Complete searching the individual and consider searching those in their company. Often a dealer will carry a small amount of the drug leaving an associate to hold the larger quantity.
- If smaller quantities of drugs are found ('non-dealing' quantities), the substances will be seized and managed as per Section 5, but the decision to evict the person will be made by the security team
- If there are larger quantities of drugs found, Police officers should be called. On attendance they will then complete the search record, confirm the identity of the suspect and carry out PNC and intelligence checks before deciding on the way forward.
- If the Police cannot attend the scene, the person will be escorted to the evictions centre and held until Police are available.
- If suspected drugs are found *other than* in the possession of a person the security staff should carry out the procedure detailed above but in addition, they should clearly mark the bag NFA, standing for No Further Action.
- All evictions will be escorted to the Evictions Centre where they will go through a specific eviction's procedure, overseen by the Eviction Manager
- The "zero-tolerance" message must continue throughout the Festival and therefore, any overt drug-taking on site must be stopped by Security and the persons searched and potentially referred to the evictions team.

5. Procedure for handling and storing illegal substances

All drug discoveries no matter how minor must be dealt with by the following procedure.

The drugs should be sealed in a tamper-proof forensic science drug bag, wherever possible in the presence of a corroborating officer/member of security staff as well as the suspect (this should help to avoid any allegations being made against the person seizing the suspected substances).

The person seizing should record on the bag the physical appearance of the substance and what they suspect it to be, e.g. "A fifty-pence sized piece of brown resinous substance suspected to be cannabis resin" or "A small re-sealable clear plastic bag containing a small amount of white powder". In addition, record whom they have seized the substance from, sign the bag and invite the suspect to also. The corroborating officer / member security staff should also sign.

The drugs will be stored in a dedicated safe place, which the Police and the security team will be aware of.

If suspected drugs are found other than in the possession of a person the security staff should carry out the procedure detailed above but in addition, they should clearly mark the bag NFA, standing for No Further Action.

6. Prevention

BJP communicates a zero-tolerance policy regarding the misuse of illegal substances in relation to both their own staff and that of customers who visit the premises.

On site entrances, we will display relevant policy signage and offer a drug amnesty box for those who wish to dispose of substances prior to search.

7. Welfare

The festival medical and welfare team will be available to the public during the event and will be staffed by a combination of stewarding/security and medical staff..

APPENDIX H – MEDICAL PROVISION



H

Operational Arrangements

To be read in conjunction with the Star Medical Services
Policies and Procedures

Matts BBQ 2021



V2 Produced by: Lloyd Voller

Authorisation

As the Operations Director for Star Medical Services Limited, I approve the contents of this plan and its distribution



Lloyd Voller, Operations Director

This plan is correct at the time of printing. Due to the nature of the work undertaken by Star Medical Services Limited, some elements may require dynamic management during delivery. The Event Manager will inform personnel of any required changes, and log all decisions accordingly.

This plan and any associated documents **MUST NOT** be circulated beyond the plan's distribution list and **MUST NOT** be published on any website (or similar) without the explicit permission of Lloyd Voller.

Type of Event

Matts BBQ started as a humble birthday BBQ, with around 30 people in a back garden back in 2006. With each year it grew until the numbers were too big for the house to accommodate, so in 2012 the BBQ's location was changed. Since then the BBQ's Popularity has spread across the UK resulting in a variation of football clubs and cricket grounds filled to a capacity of over a 1000.

Star Medical Services Limited is aware of previous event data, which indicates Medium risks with conveyances to hospitals

Location

Wings of the morning, TN15 7NS

Date

14th August 2021

Times

12:00 – 23:30

Onsite time is 11:00 for Star medical staff

Reporting and Briefing

On the 13th of August 2021 at 18:00 there will be an online via the staff facebook site for those staff attending

All Star Medical staff are to report to the star office at 09:30 to drive to the event in Star Medical Services Limited vehicles. There will be an onsite briefing 15 minutes before doors opening

Emergency Contacts

Should you need to contact a manager in an emergency please call the Star Medical 24hr number on 01483 358911

Star Medical Provision

Staffing for this event is:

8 X Medics
2 X Paramedic
1 X Emergency Medical Technician
2 X Emergency Care Assistant
1 X Event Medical Manager
4 X Welfare staff

Resources

1 X Control Area
2 X Emergency Ambulance (1 X paramedic led, 1 X Technician led)
1 X Medi Bike

Welfare equipment (**NB: There is a welfare tent onsite and 2 of 3x3 pop-ups if additional space needed**)

BJP productions will supply a large watertight treatment area, power & Water for the event.

Star Medical Services will be providing first aid and medical support to all attendees of this event, its staff and contractors within the event footprint. 999 calls relating to the event from within the event site may be passed by the relevant ambulance service to the relevant Control should the Trust wish to. Star Medical Services will also be supplying staff for a welfare area and all equipment other than bottled water. The welfare area will be a separate area to the treatment centre.

NB: Star Medical has applied for CQC accreditation - if this is not in place a CQC reg company will be brought in to provide patient transport.

Role of Command

- The Event Medical Manager holds ultimate responsibility for Star Medical activities on site
- The Paramedic at the event will hold responsibility for clinical triage

Communications and Control

The Event Medical Manager on site will allocate staffing locations and deploy staff to incidents from a designated control area although will also have the ability to free roam. The Event medical manager hold an organisers radio.

Medical team will communicate using Star Medical radios only and all staff with radios must wear ear pieces. We will be using radio channel number 1. Ambulance crews and control will have access to 4G radios for full coverage off and on site.

Communications with other agencies

The Event Medical Manager will liaise with other agencies have a contact for the nearest hospitals. The SECAMB control room will be contacted on the day of the event to introduce Star and the event

Health Care Professionals

HCPs, will be deployed on the treatment centre to provide clinical expertise and support in accordance with their professional competency and parameters of practice within the organisation. HCPs are encouraged to escalate any clinical concerns to the Event Medical Manager. To safeguard patient safety, these concerns should be documented in the on the event log, clearly marked.

Equipment

Staff are only permitted to use Star Medical Kit. Each crew will be allocated a kit consisting of an AED, grab bag (with basic BLS) and medical gasses. It is the responsibility of the crew to check the kit they have been allocated. Any missing kit should be reported immediately to the senior medic who will have spare kit.

Clinical Waste

Clinical Waste must be put in to standard clinical waste bags and labelled with the event name, date and person initials of who is sealing the bag using the marker pen provided. These must then be disposed of in the clinical waste bin following Star Medicals Clinical Waste Policy

Covid-19

There is currently sustained transmission of COVID-19 throughout the UK so there is an increased likelihood of any patient having coronavirus infection

The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous dry cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia)

Staff should perform a dynamic risk assessment which should include information provided prior to arrival at scene. Where the risk assessment indicates a requirement for PPE crews, they should don the appropriate level before being within 2 metres of the patient. The patient should be provided with a surgical face mask to wear for the duration of the care (if tolerated) unless oxygen therapy is indicated. Level 2 PPE must be worn behind the curtained/bedside area and within two meters of the patient Level 3 PPE must be worn when there is a risk AGP's could be performed. No entry should be permitted to the medical room unless required too (including medical staff) Any one entering the medical area (not staff) must be asked the 3 following questions and have their temperature taken:

- Have you or anyone you live with, recently had onset of a new continuous cough or fever?
- Have you or anyone you live with, recently had any change in you normal sense of smell?
- Have you or anyone you live with, had any recent travel to countries affected by Covid-19?

The levels of PPE are as follows:

Level 2:

- disposable gloves
- disposable apron
- fluid repellent surgical mask
- eye protection (if risk of splashing)

Level 3:

- disposable gloves
- fluid repellent coveralls/long sleeved apron/gown
- FFP3/Face shield or powered respirator hood
- eye protection

Donning and Dothing of PPE must be as carried out as per your training

All PPE packs can be found in the PPE cupboard. Remember hand sanitizer should be used all the time and hands should be washed as much as possible but MUST be washed every time medical staff leave or return to the area and before and after every patient.

After every patient contact the area must be cleaned down using medical wipes. If bodily fluids are spilt then the vehicle must be mopped and cleaned with chlorine wipes as well as medical wipes

It is not our intention to provide an isolation room/tent for those with COVID symptoms - they are advised not to attend the event and will be asked to leave and seek a PCR test if the symptoms seem genuine.

Uniform

Star Medical Uniform worn for the event this must have Star Medical branding on and must identify the skill level of the staff

Ambulance Crews

If A vehicle is to be moved around the event the Event Medical Manager must be notified.

Emergency vehicles must be checked before leaving the office. When attending a hospital the ambulance crew must let control know on arrival and with clear times using 4G radios

Blue Lights and Audible Warnings

Emergency vehicles attending a call will display emergency warning lights. Sirens will be used at the discretion of the driver who will be qualified to drive on emergency conditions.

All security and stewarding personnel will be briefed to clear the path of public from emergency vehicles displaying blue lights.

Hospitals

Our preferred receiving centres are:

Darent Valley Hospital, Darent Wood Road, Dartford, Kent DA2 8DA; Switchboard: 01322 428100
Email: dgn-tr.enquiries@nhs.net

Maidstone Hospital, Hermitage Lane, Maidstone ME16 9QQ; ///trendy.soap.elaborate

Princess Royal University Hospital, Farnborough Common, Orpington, Kent, BR6 8ND - 01689 863000

Tunbridge Wells Hospital, Pembury, Tunbridge Wells, Kent, TN2 4QJ; 01892 823535

Evacuation Procedures

In the case of an evacuation all medical staff are to keep radio silence and await instructions if the treatment centre is not compromised all staff will be directed back to the treatment centre if this is not possible staff will be directed to the secondary RVP which is in the carpark.

Major incident Plan

Alerting and reporting

Upon discovering a possible major emergency, personnel should inform Control as soon as possible, using the METHANE system below.

Instructions will be issued by Control, depending on the nature and location of the incident.

METHANE

METHANE is a mnemonic to assist personnel with reporting a major emergency to control. The following information must be given:

M – My call sign, Major emergency declared or standby.

E – Exact location

T – Type of incident

H – Hazards present

A – Access and egress (how should people who are coming to help get in and out?)

N – Number of casualties

E – Emergency services on scene, and required.

Staff's Personal Safety at incidents (Step 1,2,3)

Step-1-2-3 When the cause of an incident is unknown, emergency personnel use these safety triggers:

Step 1 - 1 casualty Approach using normal procedures.

Step 2 - 2 casualties Approach with caution, consider all options Report on arrival, update control

Step 3 - 3 casualties Do NOT approach Withdraw Contain Report Isolate yourself and send for help

Documentation and Reporting

All staff are to complete Electronic Patient Clinical Record, (EPCR) for every casualty treated. We must offer the patient a copy by completing the request on the contacts page. This must be an email address given to you by the patient (no one else)

It is extremely important that all personnel acknowledge the need for strict confidentiality of all casualty information.

Star Medical Serviced will ensure they have up to date casualty figures including trends of injuries and any other information that may be needed for the smooth and safe running of the event. Star Medical will ensure that there are regular updates with the Health and Safety Manager and Security Manager.

Catering

Tea, Coffee and water will be supplied. As we are striving to be an eco-friendly company please bring your own reusable cups and bottles we will not supply plastic cups or small bottles of water.

Lunch and dinner will be supplied

Car Parking

At Aldershot we will arrange parking for you. NB: This is our base for vehicle collection.

Risk Assessment

According to the purple guide this risk assesses as 31.

Star Medicals working risk assessment is detailed below.

	Likelihood				
Consequence	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	6	7	8	9	10
4 Major	5	6	7	8	9
3 Moderate	4	5	6	7	8
2 Minor	3	4	5	6	7
1 Basic	2	3	4	5	6

Risk Assessment Chart

	Colour Grading Example
Green	Low Risk 2-3
Yellow	Moderate Risk 4-5
Orange	High Risk 6-8

Identified Risk	Likelihood	Consequence	Risk Score & Control Measures
Medical Centre Fire (Static Medical Treatment Centre)	2	3	5 Moderate Risk An unexpected fire could cause potential risk. However, procedures and countermeasure are in place.
Catering fire	1	4	5 Moderate risk Adequate fire plans in place, statutory duties met.
Slips trips and falls	4	2	6 High Risk Adequate provision in place, regular site assessment important. Management or areas where hazards occur vital. Dynamic assessment responsibility of the H&S Team. Fast response from the medical team.
Minor injuries	4	2	6 High Risk May result from multiple causes and circumstances. Good site provision and safety information will be a preventative measure. Adequate response provision is in place. Minimal recommendations from the HSE event guide will be met by policy.
Sudden Death	3	3	6 Moderate Risk The event may have a potential for sudden death from variety of environmental factors and age of spectators The Medical Team will have access to ALS, ILS and BLS trained staff and will have defibrillators available on site. Local trusts to be made aware of event.
NHS Ambulance Resources required	2	1	3 Low Risk Only to be requested by clinician on duty and cleared with the duty officer.

			<p>Star Medical Services to triage and treat most patients, and should be able to discharge on scene.</p> <p>East of England control will be made aware of event before commencement.</p> <p>No media coverage expected.</p>
Air Ambulance	1	2	<p>3 Low Risk</p> <p>Disruption to site activities for short amount of time whilst aircraft lands, handover from medics and takes off.</p> <p>Adequate provisions in place from H&S Team, Medical Control and Ambulance Duty Officer at event.</p> <p>Defined Helimed landing site to be placed on site plan. (Health and Safety Team)</p>
Traffic	1	4	<p>5 Moderate Risk</p> <p>Risk will be negated by traffic flow restriction and traffic marshaling during peak hours. Separation of people and traffic will be of paramount importance and reflected in the event H&S plan. Moving work vehicles on site only. Risk for serious injury if struck at more than walking speed.</p>
Illicit drug use	4	3	<p>7 High Risk</p> <p>Drugs at this type of event can present themselves however if they are present the medical team will be equipped to deal with any such cases</p>
Alcohol use	4	3	<p>7 High risk</p> <p>Alcohol is served in the event arena and will have a challenge 25 policy in place</p>
Violence and aggression	4	3	<p>7 Moderate Risk</p> <p>Moderate risk due to nature of event and event profile. Possible consequences will be managed by adequate</p>

			provision and services employed at the event including security, Police and H&S Team.
Theft	3	2	5 Moderate Risk Moderate risk due to nature of the event and event profile. Possible consequences will be negated with adequate site supervision and security provision.
Unauthorized event access	2	2	4 Moderate Risk Moderate risk due to nature of the event and event profile. Possible consequences will be negated with adequate site supervision and security provision.
Adverse weather	2	1	3 Low risk Most areas are covered
Missing children	1	1	2 Low risk Children will not be on site for this event
Terror threat	1	4	5 Moderate Risk Adequate provision of site supervision and security personnel. Stewards briefed on security information as needed. Major indigent plan in place and statutory duties met. Site evacuation plan in place.
Key amenities failure	2	3	5 Moderate Risk Statutory duties met to ensure that all amenities required are in place. Plans in place for site service failure and statutory duties met.

Maps

Please see BJP supplied map

Distribution

Internal

Star Medical Management Team

Star Staff Contracted staff

External

BJP Productions

South East Coast Ambulance

Service Kent Police

APPENDIX J - NOISE MANAGEMENT PLAN



J



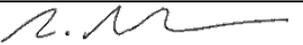
Matt's BBQ 2021, St Clere Estate, Sevenoaks

Noise Management Plan

BJP Productions Limited

Revision 0

30 June 2021

Role	Name	Position	Signature	Date
Author	Rupert Burton BSc (Hons) MIOA	Director		30/06/2021
Reviewer	Robert Miller BSc (Hons) MIOA	Director		30/06/2021

Revision	Date	Reason
0	30/06/2021	First issue.

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This noise management plan is Commercial in Confidence. Any disclosure, in part or in full, will lead to damage of F1 Acoustics Company Limited's 'trade secrets' including, but not limited to, specific protocols and procedures on how sound control and noise management is planned and implemented at this event.

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Appendix A: Glossary of Acoustic Terms

Appendix B: Music Noise Level Prediction Results

1 Introduction

1.1 Appointment

1.1.1 F1 Acoustics Company Limited (F1AC) has been appointed by BJP Productions Limited (BJP) to provide sound control management for Matt's BBQ to be held at St Clere Estate (London Road), Kemsing, Sevenoaks, on Saturday 14th August 2021.

1.1.2 This Noise Management Plan (NMP) contains details of the noise management strategies that will be implemented by F1AC on behalf of BJP, at all times during the events.

1.2 Code of Practice on Environmental Noise Control at Concerts

1.2.1 The Code of Practice on Environmental Noise Control at Concerts contains the following relevant guidance regarding the off-site noise limits at the nearest noise sensitive receptors (NSRs):

“3.1 The Music Noise Levels (MNL) when assessed at the prediction stage or measured during sound checks or concerts should not exceed the guidelines shown in Table 1 at 1 metre from the façade of any noise sensitive premises for events held between the hours of 09.00 and 23.00.

Table 1

Concert days per calendar year, per venue	Venue category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15 minute period

Notes to Table 1

1. *The value used should be the arithmetic average of the hourly LA90 measured over the last four hours of the proposed music event or over the entire period of the proposed music event if scheduled to last for less than four hours.*

2. *There are many other issues which affect the acceptability of proposed concerts. This code is designed to address the environmental noise issue alone.*

3. *In locations where individuals may be affected by more than one venue, the impact of all the events should be considered.*

4. *For those venues where more than three events per calendar year are expected, the frequency and scheduling of the events will affect the level of disturbance. In particular, additional discharges can arise if events occur on more than three consecutive days without a reduction in the permitted MNL.*

5. *For indoor venues used for up to about 30 events per calendar year an MNL not exceeding the background noise by more than 5 dB(A) over a fifteen minute period is recommended for events finishing no later than 23.00 hours.*

6. *Account should be taken of the noise impact of other events at a venue. It may be appropriate to reduce the permitted noise from a concert if the other events are noisy.*

7. *For venues where just one event has been held on one day in any one year, it has been found possible to adopt a higher limit value without causing an unacceptable level of disturbance.*

3.2 *For events continuing or held between the hours 23.00 and 09.00 the music noise should not be audible within noise-sensitive premises with windows open in a typical manner for ventilation.*

Notes on Guidelines 3.2

1. *The use of inaudibility as a guideline is not universally accepted as an appropriate method of control. References 6 & 7 (Appendix 1) set out the various issues. This guideline is proposed as there is insufficient evidence available to give more precise guidance.*

2. *Control can be exercised in this situation by limiting the music noise so that it is just audible outside the noise sensitive premises. When that is achieved it can be assumed that the music noise is not audible inside the noise sensitive premises.*

3.3 The nature of music events means that these guidelines are best used in the setting of limits prior to the event (see 4.0).

3.4 Assessment of noise in terms of dB(A) is very convenient but it can underestimate the intrusiveness of low frequency noise. Furthermore, low frequency noise can be very noticeable indoors. Thus, even if the dB(A) guideline is being met, unreasonable disturbance may be occurring because of the low frequency noise. With certain types of events, therefore, it may be necessary to set an additional criterion in terms of low frequency noise, or apply additional control conditions.

Notes to Guideline 3.4

1. It has been found that it is the frequency imbalance which causes disturbance. Consequently there is less of a problem from the low frequency content of the music noise near to an open air venue than further away.

2. Although no precise guidance is available the following may be found helpful (Ref.8): A level up to 70 dB in either of the 63 Hz or 125 Hz octave frequency band is satisfactory; a level of 80 dB or more in either of those octave frequency bands causes significant disturbance.

3.5 Complaints may occur simply because people some distance from the event can hear it and that, consequently, they feel the music must be loud even though the guidelines are being met. In fact topographical and climatic conditions can be such that the MNL is lower at locations nearer to the venue.”

1.2.2 A glossary of acoustic terms is provided in Appendix A to assist the reader.

1.3 About F1 Acoustics Company Limited

1.3.1 F1AC are specialists in event and festival sound control and have provided services for festivals including Glastonbury, Boomtown, Leeds, Latitude, Kendall Calling and Festival No. 6 plus numerous other single stage and multi-stage events across the UK. We have a combined experience of over 26 years providing high quality sound control services and all of our Consultants are Members of the Institute of Acoustics. As well as entertainment sound control the company provides advice to clients on a spectrum of acoustics and noise related matters and our staff have presented expert testimony at

planning and licencing hearings as well as being accustomed to liaising with Local Authority Officers regarding noise issues.

- 1.3.2 F1AC has used National Guidelines, The Code of Practice on Environmental Noise Control at Concerts (The Noise Council, 1995) and our expert experience in this sector to tailor this Noise Management Plan for the type of event, number of customers, number of stages and location to ensure an achievable sound management protocol is established.

2 Site, Environs and Details of the Event

2.1 Site Location

2.1.1 The event site is situated at St Clere Estate, Kemsing, Sevenoaks. The site is bounded to the south by M20, to the north and east by London and to the west by agricultural land.

2.1.2 The site is within a rural area. The site has a few local noise sensitive premises to the north on London Road and Labour-In-Vain Road, to the east on Old Coach Road and to the west on Terry's Lodge Road. A plan showing the event site location, nearest noise sensitive receptors and surrounding area is included as Figure 1.

2.1.3 The character of the event site is rural with road traffic noise. The main noise sources in the area are road traffic on M20 and London Road (A20).

Matt's BBQ 2021

2.1.4 The event will be held on Saturday 14th August 2021 from 12:00 to 22:30. A plan showing the site layout including the location and orientation of the stages is included as Figure 2.

2.1.5 The stages at the event will be:

- Outdoor Main Stage
- Stage 2 within a marquee
- Stage 3 (13:00 to 17:00) / Carnival Truck (17:00 – 22:30)

2.1.6 Details of the sound system that is proposed to be installed are:

Main Stage

- 8x L'Acoustic K2 (L&R Flown at 7 m high, 12 m apart)
- 12x L'Acoustic SB28 subwoofers (equally spaced across the stage in 4 cardioid stacks)
- 4x L'Acoustic Kara as infills at the front of the stage
- On stage monitors

Stage 2

- 6x L'Acoustic Kara (L&R Stacked on top of the subs, 8 to 10 m apart)
- 6x L'Acoustic SB28 subwoofers (spaced 8 to 10 m apart in 2 cardioid stacks)

- On stage monitors

Stage 3 / Carnival Truck

- 2x QSC 152 (L&R)
- 2x QSC KW181 (L&R)

Carnival Truck

- 4x L'Acoustic ARC (Stacked on top of the subs)
- 4x L'Acoustic SB28 subwoofers

3 Sound Control Procedure

3.1 Personnel

3.1.1 To ensure the proposed music noise level (MNL) is controlled in accordance with the Licensing Act 2003, all the steps of the sound control procedure outlined below will be adopted for this event.

3.1.2 A team consisting of one sound management consultant will be working at the event. Details for the consultant will be provided to the local authority prior to the events. The consultant will be contactable at any time during the licenced period on the site communication radio and/or by mobile phone.

3.1.3 The sound management consultant will liaise with the team of audio engineers based at the stage and operators of any approved smaller sound systems around the site (including the fairground rides). The audio engineers will work under the instruction of the consultant and put in to place any required alterations to the sound systems overall or frequency-based output to achieve compliance with the premises licence conditions and agreed MNL limits. The event management will be kept updated with regard to the off-site noise levels throughout the event.

3.2 Sound Control Program

Pre-event Information

3.2.1 Within the two weeks before the event BJP will contact local residents of noise sensitive premises in writing detailing the community hotline telephone number, nature, timings of the programmed entertainment and propagation tests of the event. The letter/flyer will be sent out to a list of properties to be agreed with Chelmsford City Council (CCC).

Noise Curfew

3.2.2 Noise from the operation of sound systems for regulated entertainment will not take place before 12:00 on the event days and will be programmed to finish by 22:30. However, sound checks using low levels of white/pink noise, clicks/tones and microphone checks for sound system set-up, line checking and time alignment may take place on the Saturday mornings. Sound system tuning and propagation tests will occur

on the morning of the events not before 09:00. These sound checks will be kept to a minimum length of time.

Sound Propagation Tests and Sound System Set-up Checks

3.2.3 The following schedule of sound system set-up, tuning and propagation tests will occur for the events:

- 09:00 to 10:00 – Line checking, set-up and sound system alignment. No music, only white/pink noise and clicks.
- 10:00 to 12:00 - Sound system tuning time, and artist sound checks, music allowed.
- 10:00 to 12:00 - Sound system propagation tests to set starting sound levels at the stages.

3.2.4 The sound propagation tests consist of playing music, similar to the programmed artists, through the sound systems and measuring the MNLs at fixed monitoring points to be used throughout the event in the front of house (FOH) area, ideally at the mixing position where located FOH, for each of the stages. Concurrent off-site measurements at selected NSRs will also be taken for each stage to allow identification of any potential problems from individual stages at individual NSRs. These tests take account of all physical factors (e.g. distance, ground absorption, air absorption and meteorological conditions) such that the on-site operating levels can be adjusted and set to achieve compliance with the off-site licence conditions before the start of the event.

Sound Monitoring and Control

3.2.5 BJP are to inform all relevant parties that F1AC are undertaking the sound control role as part of the license requirement and that this role has been appointed and approved by BJP. F1AC will have ultimate operational control over all the sound levels throughout the event. Therefore, all other parties, including artists, production managers, stage managers, sound engineers and event managers will be instructed not to increase any sound levels unless specifically agreed by the Lead Consultant responsible for sound control.

3.2.6 Off-site noise levels will be measured using Class 1 specification integrating sound level meters capable of measuring third-octave bands. Octave band measurements will be regularly taken at proposed monitoring positions as shown in Figure 1. The monitoring

positions identified with the highest MNLs will be monitored more frequently than those with a lower MNL. Additional monitoring positions may be added during the event.

3.2.7 If any MNLs are measured to be above the proposed MNL provided in Table 3.1, the sound engineer at the stage identified (or all stages if an individual stage cannot be easily identified) will be instructed to reduce the MNL, until a measurement showing compliance with the proposed MNL limits. In addition to the control of the overall sound level, frequency adjustments can also be made to reduce the sound at certain low frequencies, often characterised outside the event as a 'bass beat'.

3.2.8 Based on the national guidance document Code of Practice on Environmental Noise Control at Concerts (although withdrawn by the Chartered Institute of Environmental Health in 2019, it is still the most up to date guidance document available), timings and duration of the event and our expert experience of similar events we propose the MNL limits for this event are as presented in Table 3.1.

Table 3.1: Proposed Music Noise Level Limits

Location	Daytime 12:00 to 22:30
	Broadband $L_{Aeq,15min}$, dB
Sound monitoring location representative of a noise sensitive premises	65

3.2.9 Music noise and announcements from fairground rides will be closely monitored and controlled throughout the event so they do not exceed the proposed MNL limits at the nearest noise sensitive receptors.

3.2.10 Throughout the event, F1AC will be available to liaise closely with CCC Officers responsible for noise, if they are in attendance. If F1AC is made aware of MNLs approaching the set limits, sound levels at each stage where it is considered necessary will be reduced. Results of the off-site noise monitoring and any related actions will be collated and kept available by F1AC for inspection by the Local Authority at any time during the event.

Low Frequency Sound Control

3.2.11 Paragraph 3.4 from the Noise Council guidance provided in Section 1 states low frequency noise should also be considered separately to minimise the disturbance at NSRs. Notes on Paragraph 3.4 indicate that the onset of significant disturbance is

between 70 dB and 80 dB (unweighted). Note 1 of Paragraph 3.4 states that it is the frequency imbalance that causes the disturbance and consequently there is less of a problem from the low frequency content of the music noise near to an open air venue than further away.

- 3.2.12 The frequency imbalance occurs because the distance attenuation of sound is frequency dependent, with lower (bass) frequencies attenuating at a slower rate than higher frequencies. The distance at which this frequency imbalance becomes noticeable is generally between 1 – 2 km.
- 3.2.13 At NSRs closer to the site than the onset of the frequency imbalance the L_{Aeq} MNL limit specified in the Premises Licence will take in to account the low frequency component of the music noise. At these NSRs the music noise will contain the full frequency range without significant imbalance, subsequently controlling the A-weighted limit will also control the low frequency component of the MNL.
- 3.2.14 The assessment of the MNL at the NSRs will include a subjective assessment for any frequency components or featured elements that may cause undue disturbance (including low frequency music noise). In the event that an undue disturbance is identified, appropriate adjustments will be actioned at the relevant stage(s).
- 3.2.15 Table 3.2 shows the target low frequency MNL limit that, based on our expert experience of similar events, will be applied at noise sensitive receptors where the low frequency component of the music noise is dominant, likely to be at a distance greater than 1 km from the event.

Table 3.2: Target Low Frequency Music Noise Limit

Location	Daytime 12:00 to 22:00
	63 Hz and 125 Hz Octave Bands $L_{Zeq,15min}$, dB
Sound monitoring location representative of a noise sensitive premises where low frequency music noise is dominant	70

Community Hotline and Response to Complaints

- 3.2.16 A dedicated community hotline, the telephone number of which will be published as aforementioned in Paragraph 3.2.1, will be available for residents from 10:00 to 23:30 on event days. All complaints will be logged and those relating to noise will immediately

be relayed to the Lead Consultant with details, where provided, of the complainant's name, address and postcode, telephone number and a description of the disturbance.

- 3.2.17 Should any complaints of noise be received, at any time during the event or sound propagation tests, a Consultant from the sound control team will visit the complainants address and take a measurement. If MNLs are measured to be above the proposed limit immediate action will be taken on-site to reduce the level from the event. This will be achieved by two-way radio or mobile phone communication with all persons involved with the sound control procedures, thus a quick response to the problem can be actioned. However, from experience, it has been found that this pro-active sound control procedure will prevent the limits from being exceeded in the first place. Results of complaint investigation monitoring and any related actions will be collated and kept available by F1AC for inspection by the Local Authority at any time during the event.

Post-event Report

A post-event report will be available one week after each event including a summary of the off-site noise levels measured throughout the event; actions taken as a result of the measurements; complaints received; complaint investigation measurements; and any actions taken as a result of complaint investigation.

4 Music Noise Level Sound Propagation Predictions

4.1 Methodology

- 4.1.1 Sound propagation predictions have been undertaken using ISO 9613 'Acoustics – Attenuation of sound during propagation outdoors' as implemented by SoundPLAN 8.2 sound modelling software. The ISO 9613 predictions of the St Clere Estate (London Road) site have taken into account the attenuation from geometrical divergence, atmospheric absorption and ground effect between the selected stage and the nearest noise sensitive receptors surrounding the event site.
- 4.1.2 Mapping of the festival site has been supplied by BJP with additional surrounding mapping and topography data acquired from the Ordnance Survey Open Data website.
- 4.1.3 Typical variable atmospheric conditions have been considered to be a temperature of 15°C and 70 % relative humidity for the assessment. The attenuation from ground effect has been calculated based on porous ground at the source, middle and receiver areas, water and roads have been considered as hard ground.
- 4.1.4 Downwind propagation has been assumed in all directions for the purposes of the noise predictions.
- 4.1.5 The sound system has been input using d&b audiotechnik ArrayCalc software to model representative speaker systems and set-ups appropriate for the stage. This includes proposed trim heights, stage width, subwoofer layout and configuration. The detailed sound system directivity patterns are directly imported to the SoundPLAN model which uses this data to predict sound levels from individual speakers.
- 4.1.6 All receivers positioned at the monitoring positions are at 1.5 m above ground level. Grid noise maps have been calculated at 1.5 m above ground level.

4.2 Source Input Music Noise Levels

- 4.2.1 Music frequency spectrums measured by F1AC at similar events have been used as the input for the sound system. The frequency spectrum is considered representative of the typical music at this event. The input spectrum is shown in Table 4.1.

Table 4.1: Source Input Music Noise Level Frequency Spectrum

Stage	Octave Band $L_{Zeq,T}$, dB							
	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz
Main Stage & Stage 3	113	101	97	95	94	90	88	86
Stage 2	112	97	97	95	94	90	88	86

4.2.2 For the purpose of the sound propagation predictions the broadband front of house MNL at 20 m in front of the main stage has been set as $L_{Aeq,15min}$ 96 dB, the broadband front of house MNL at 15 m in front of the second stage has been set as $L_{Aeq,15min}$ 94 dB. and the broadband front of house MNL at 10 m in front of the third stage/Carnival Truck has been set as $L_{Aeq,15min}$ 93 dB.

4.3 Music Noise Level Prediction Results

4.3.1 The results of the MNL sound modelling predictions are presented in Appendix B and Figure 3.

4.3.2 The prediction methodology used predicts downwind propagation in all directions for all sources at the same time, this may result in the off-site music noise levels being over predicted compared to the real-world, as the stage is at a different angle to each receptor it would not be possible for a every receptor to be directly downwind. The results should therefore be considered a worst-case scenario.

4.3.3 Detailed sound system design will be carried out in conjunction with the appointed sound system providers before the event to ensure the actual sound systems used at the event are optimized to minimise the off-site sound propagation, including low frequency propagation.

4.3.4 The sound prediction results demonstrate that it is feasible to operate the stages at Matt's BBQ with reasonable MNL at the stages while maintaining compliance with the proposed MNL criteria at the nearest noise sensitive receptors.

Figures



Legend

- ★ Monitoring Point
- ★ Stage

REV	DATE	D	R	DESCRIPTION
0	30/06/2021	RB	RM	Issue

F1:Acoustics
 38 Briton Hill Road, South Croydon, Surrey, CR2 0JL
 info@f1acoustics.com +44 1227 770 890 f1acoustics.com

PROJECT:	Matt's BBQ 2021 – Noise Management Plan
CLIENT:	BJP Productions Limited
TITLE:	Site Location and Nearest Noise Sensitive Receptors
DATE:	30/06/2021
REVISION:	0
SCALE:	As shown.
DRAWING NO:	1604/NMP/1/0
FIGURE NO:	1
DRAWN BY:	Rupert Burton
REVIEWED BY:	Robert Miller



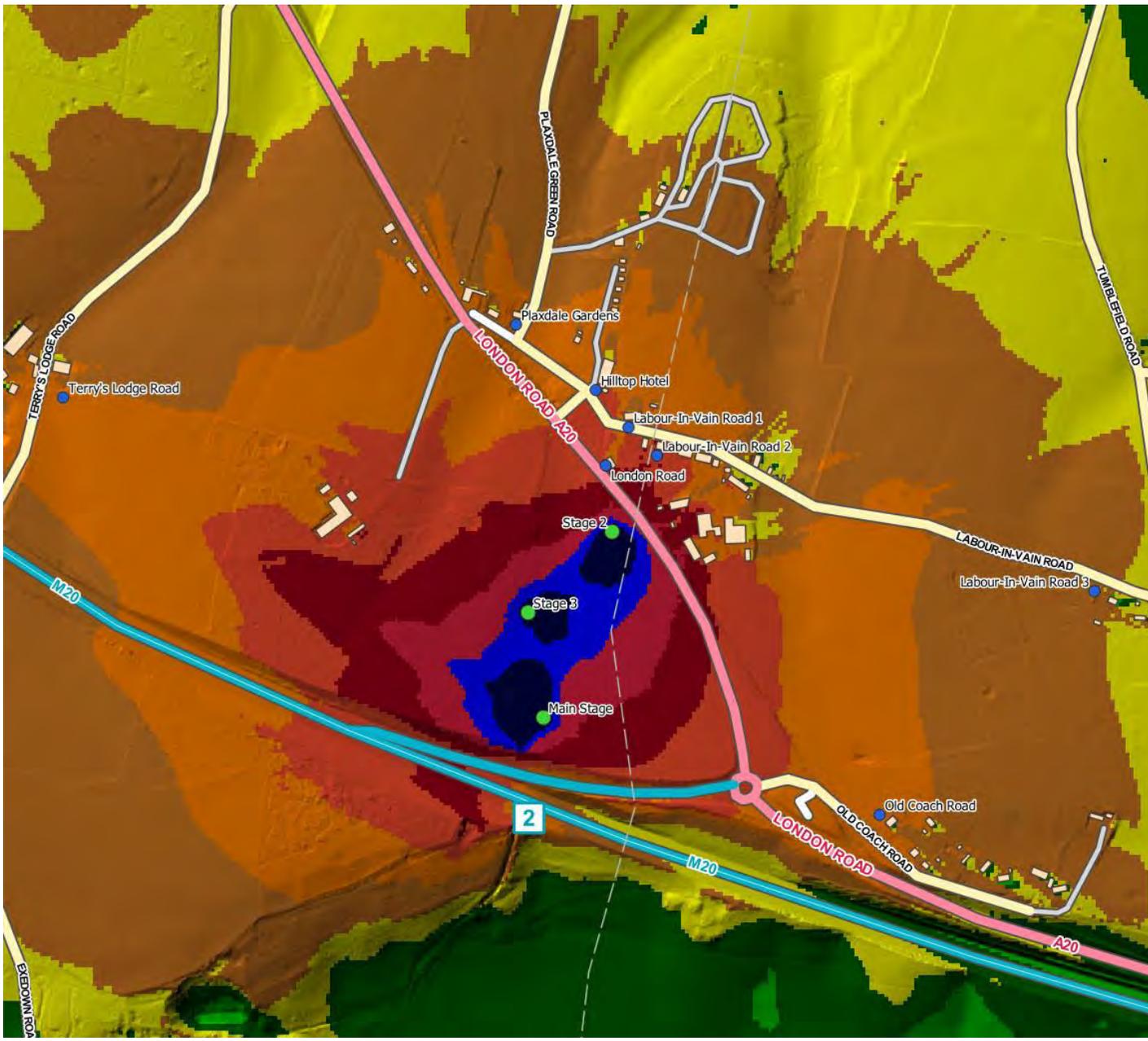
Key

 Sound system location and direction

REV	DATE	D	R	DESCRIPTION
0	30/06/2021	RB	RM	Issue

F1:Acoustics
 38 Briton Hill Road, South Croydon, Surrey, CR2 0JL
 info@f1acoustics.com +44 1227 770 890 f1acoustics.com

PROJECT:	Matt's BBQ 2021 – Noise Management Plan
CLIENT:	BJP Productions Limited
TITLE:	Example Site Plan
DATE:	30/06/2021
REVISION:	0
SCALE:	As shown.
DRAWING NO:	1604/NMP/2/0
FIGURE NO:	2
DRAWN BY:	Rupert Burton
REVIEWED BY:	Robert Miller



Key

- Noise Sensitive Receptor
- Stages

Predicted music noise level	$L_{Aeq,15min}$ (dB) at 1.5 m AGL
■	<= 35
■	35 - 40
■	40 - 45
■	45 - 50
■	50 - 55
■	55 - 60
■	60 - 65
■	65 - 70
■	70 - 75
■	75 - 80
■	> 80

REV	DATE	D	R	DESCRIPTION
0	30/06/2021	RB	RM	Issue

F1:Acoustics

38 Briton Hill Road, South Croydon, Surrey, CR2 0JL
 ☎ info@f1acoustics.com ☎ +44 1227 770 890 ☎ f1acoustics.com

PROJECT:	Matt's BBQ 2021 – Noise Management Plan
CLIENT:	BJP Productions Limited
TITLE:	Music Noise Level Prediction Grid Map
DATE:	30/06/2021
REVISION:	0
SCALE:	Not to scale.
DRAWING NO:	1604/NMP/3/0
FIGURE NO:	3
DRAWN BY:	Rupert Burton
REVIEWED BY:	Robert Miller

Appendices

Glossary of Acoustic Terms

Noise is defined as unwanted sound. The range of audible sound is from 0 dB to 140 dB. The frequency response of the ear is usually taken to be about 18 Hz (number of oscillations per second) to 18,000 Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than at the lower and higher frequencies, and because of this, the low and high frequency component of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most used and which correlates best with the human subjective response to noise is the A-weighting. This is an internationally accepted standard for noise measurements.

The ear can just distinguish a difference in loudness between two noise sources when there is a 3 dB difference between them. Also when two sound sources of the same noise level are combined the resultant level is 3 dB higher than the single source. When two sounds differ by 10 dB one is said to be twice as loud as the other.

The subjective response to a noise is dependent not only upon the sound pressure level and its frequency, but also its intermittency. Various indices have been developed to try and correlate annoyances with the noise level and its fluctuations. The indices and parameters used in this report are defined below:

- **Background Noise Level** – The prevailing sound level at a location, measured in terms of the $L_{A90,T}$, on an equivalent day and at an equivalent time when no concert or sound checks are taking place.
- **dB(A)** – The A-weighted sound pressure level whereby various frequency components of sound are weighted (equalized) to reflect the way the human ear responds to different frequencies.
- **L_{Aeq}** – The equivalent continuous sound pressure level which at a given location over a given period of time contains the same A-weighted sound pressure level of a steady sound that has the same energy as the fluctuating sound under investigation.
- **$L_{AN,T}$** – The A-weighted sound level exceeded for N% of the measurement period (T).
- **Music Noise Level (MNL)** – The L_{Aeq} of the music noise measured at a particular location.
- **Noise Consultant** – A person given responsibility by the organiser of the event for monitoring noise levels in accordance with the prevailing conditions, and who has the ability and authority to make decisions and implement changes in noise level during the event.

Music Noise Level Prediction Results**Table B.1: Music Noise Level Prediction Results at the Nearest Noise Sensitive Receptors**

Location	Broadband Sound Level, L_{Aeq,15min}, dB	Octave Band Sound Level L_{Zeq,63Hz,15min}, dB	Octave Band Sound Level L_{Zeq,125Hz,15min}, dB
Hilltop Hotel	61	80	64
Labour-In-Vain Road 1	61	78	63
Labour-In-Vain Road 2	63	82	65
Labour-In-Vain Road 3	51	72	50
London Road	65	83	68
Old Coach Road	57	74	57
Plaxdale Gardens	56	77	63
Terry's Lodge Road	56	80	59

APPENDIX K – POVA AND MISSING & FOUND PERSON PROCEDURE

Ki – POVA policy

Kii – Missing & Found Persons Policy



K

Appendix Ki

BJP/MATT'S BBQ - Safeguarding Policy and Procedures 2021

Name of organisation: BJP Productions Ltd

Section heading	Section content
1. Introduction	<p>BJP wants to make a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>The event and its staff may come into contact with vulnerable adults through the following activities:</p> <ul style="list-style-type: none">On the periphery of the event footprintAt access pointsOn site during the eventAfter the event during egress/dispersal <p>The types of contact with vulnerable adults will most likely be between security or FOH staff either finding someone in distress, having a report made to them or witnessing some potential abuse or other unwanted attention.</p> <p>This policy seeks to ensure that the events undertake responsibilities with regard to protection of vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
2. Definitions	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of vulnerable adults wherever possible and responding to circumstances that arise.</p> <p>Abuse can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none">• Physical abuse• Domestic violence and Domestic abuse• Sexual abuse• Psychological abuse• Financial or material abuse• Modern slavery

Appendix Ki

	<ul style="list-style-type: none">• Discriminatory abuse• Organisational abuse• Neglect and acts of omission• Self-neglect <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or abuse. This may include a person who:</p> <ul style="list-style-type: none">• Is elderly and frail• Has a mental illness including dementia• Has a physical or sensory disability• Has a learning disability• Has a severe physical illness• Is a substance misuser• Is homeless
3. Responsibilities	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p>
	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <p>Safe recruitment BJP ensures safe recruitment by employing competent companies with good track records and reputations.</p> <p>Disclosure and Barring Service and Recruitment The organisation helps employers make safer recruitment decisions and prevents unsuitable people from working vulnerable groups. All security staff are expected to have had a DBS check as part of their SIA license.</p>

Appendix Ki

4. Communications training and support for staff	<p>BJP commits time and resources for induction and briefing of staff, effective communications via Event control and support mechanisms in relation to Safeguarding via the Event management Team</p> <p>Induction will include reference to safeguarding and this will be confirmed on site in pre-event briefings</p> <p>Communications and discussion of safeguarding issues</p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <p>Event Control has open channels for communication both over the radio or, more likely, in person regarding POVA issues.</p> <p>Support</p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned and will ensure there is time and support for processing these situations. Our medical provider has staff experienced in dealing with these issues and can give additional support.</p>
5. Reporting	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Matt's BBQ</p> <p>Communicate your concerns with your immediate manager</p> <p style="text-align: center;">↓</p> <p>Seek medical attention for the adult if needed and take advice</p> <p style="text-align: center;">↓</p> <p>Discuss with adult</p> <p>Event Control obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p>If needed seek advice from Local Council Adult Social Service or Local Police</p> <p style="text-align: center;">↓</p> <p>Complete an Incident Report Form if required and submit to the local authority or Police as appropriate</p>

Appendix Ki

6. Data Protection and Sharing information	<p>Information will be gathered, recorded and stored in accordance with the BJP Productions Ltd GDPR Policy.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard vulnerable adults. However, information will be shared on a need to know basis only, as judged by the Event Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
7. Conflict resolution and complaints	<p>Conflicts in respect of safety of vulnerable adults will be taken forward by the Event Controller or manager with the Police or Social Services.</p>

APPENDIX Kii

BJP/MATT'S BBQ – MISSING/FOUND PERSON PROCEDURE 2021

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

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

Notes For All Staff

BJP have a stewarded welfare as part of the control area – this is marked on your operational maps. This is the area for found children to be taken, and the place that parents/carers will be directed to if they have a missing child. In the car park please go to the security supervisor or anyone with a radio.

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

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

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

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

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

If in doubt, at any time, contact Event Control.

Notes for Welfare Staff

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

The form is simple to fill in and should assist everyone in the organisation in reuniting parents/carers with children. The bottom section of the form should be signed by the person collecting the child and you should ask for some form of identification if possible and if this does not cause offence. If you are not sure about handing the child over, contact Event Control who will liaise with the Police and local Child Welfare Officer if appropriate

There will be a 3x3m marquee/gazebo next to the medical area which, if there are adults being treated, will, become the child welfare space – there will be chairs and a light. It is important to ensure that children and adults are kept separate. If the parents who come to collect a found child do not seem fit and able to look after the child, and there are concerns for the ongoing safety of the child, then staff should contact management who will decide whether to offer welfare to the adults for a period (for example if they are drunk or appear to be under the influence of drugs) or whether to contact the Police for advice and assistance.

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

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

Parents of Missing Children

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

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

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

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

Police will provide a contact number on the day of the event to avoid 999 calls unless needed.

**BJP/MATT'S BBQ 2021
MISSING/FOUND PERSONS FORM**

Date & Time of Form:			
Details of Missing Person:			
Name:		Age:	
Ethnicity:		Sex:	
Height:		Build:	
Hair colour:		Hair style:	
Eye colour:		Facial Hair:	
Distinguishing features:			
Jewellery:		Head wear:	
Clothing – top half		Clothing – bottom half	
Footwear:		Time last seen:	
Location last seen:			
Medical Conditions:			
Circumstances of disappearance:			
Name of Person Reporting:			
Relationship:			
Contact details:			
Name of person taking details:			
Signature:			

APPENDIX L - TRAFFIC MANAGEMENT PLAN



L

Matt's BBQ

14th August 2021

Transport Management Plan

Version 1.0 08.06.21

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Amendments

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SECTION 1 - Event Information

1.1 - Overview

1.2 - Transport Management Plan Overview and Objectives

The maintenance of public safety on the local highway infrastructure:

Public safety is the primary objective and the core reason for detailed transport management planning. The event must adopt all reasonable, practical measures to ensure the risk to life is minimised to those attending and working at the event to which the Transport Management Plan (TMP) is key. In the case of unforeseen circumstances, the police will be responsible for their core role protecting life and property and managing the activation of contingency plans.

Minimise disruption to all road users with special emphasis on maintaining the integrity of those routes which act as a local alternative to the strategic trunk road network:

Detailed planning in use of the supporting road infrastructure is identified within the TMP and is a crucial element in meeting key objectives. SEP Ltd, in conjunction with key stakeholders, will agree the nature of the supporting traffic management to ensure that the public highway is, in so far as is reasonably practicable, kept clear of unnecessary congestion. The plan will be suitably robust to cope with anticipated road traffic related issues raised as a direct result of this event taking place.

Minimise the disruption and impact of such an event on local communities:

It is important that any event seeks to minimise its impact upon the local community. A series of measures are detailed in the TMP which will seek to mitigate potential adverse effects on the community. These will include temporary traffic regulation orders, parking suspensions and appropriate directional signing to prevent disruption wherever possible.

Optimise the Experience of Visitors to the Event.

Streamlining the traffic arrangements in order to maximise the effectiveness of the arrival process for all the user groups of show visitors.

1.3 - Event Data

Location	St Clere Estate, Sevenoaks, Kent TN15 7NS
Dates of Event	14 th August 2021
Opening Time of Event	Saturday
Closing Time of Event	Saturday 10:30pm
Operational Dates	13 th – 15 th August
Build Dates	TBC
Advanced Signage Date	1 st August
Signage Install Date	12 th August
Signage Removal Date	15 th August
Break Dates	TBC
Type of Event	Music Event
Audience Profile	Public
License Capacity	9,999

Service	Supplier
Build Traffic	Matt's BBQ
Event Directional Signage	SEP
Traffic Management	SEP
Car Parking	SEP
Pick up and Drop off	SEP

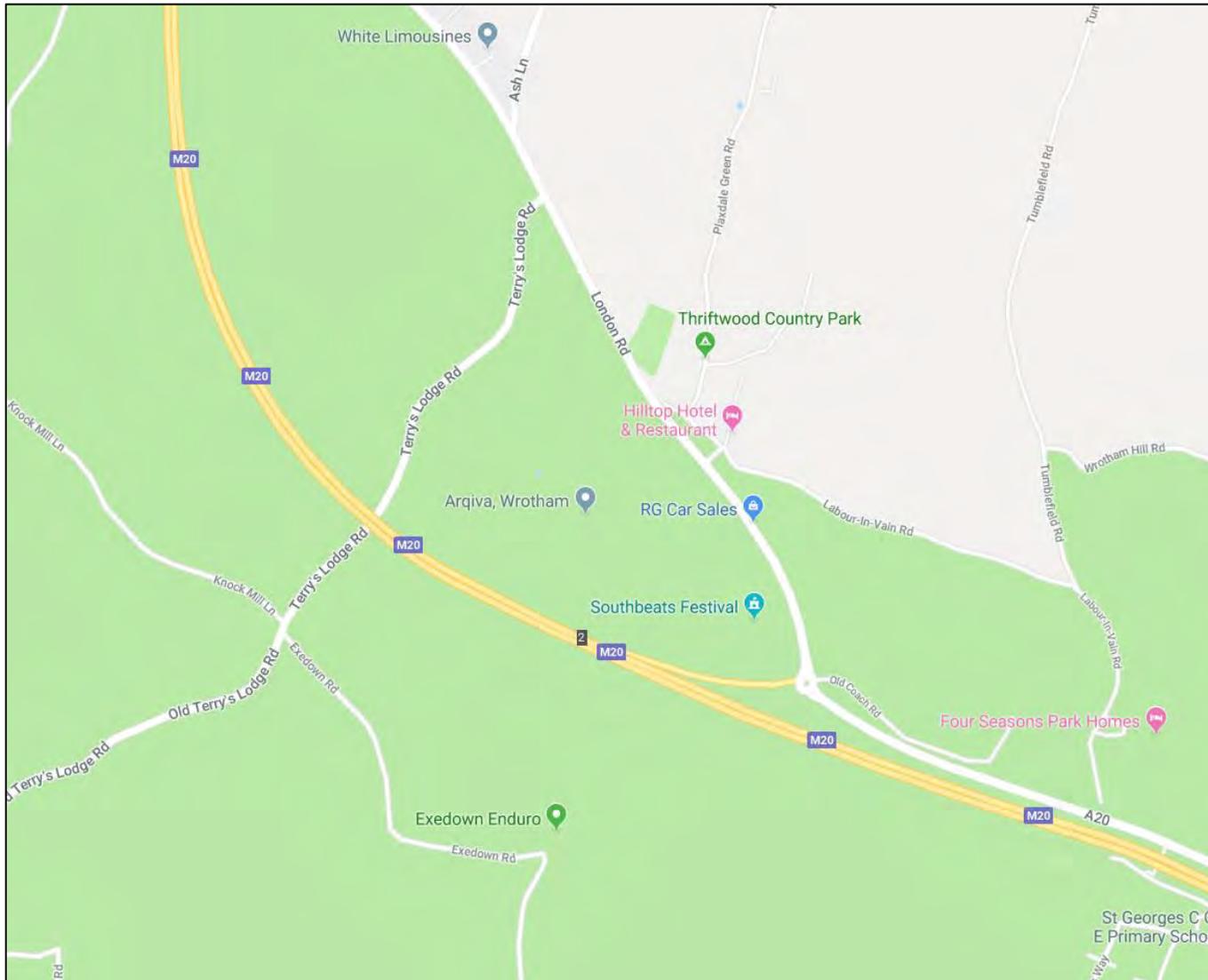
External Services	Supplier
Coaches	TBC
Buses / Shuttles	TBC

1.4 - Transport Planning Group

Agency / Company	Representative	Contact Number	e-mail
BJP Productions	Josh Silver		[REDACTED]
Sygma Safety	Brian Cleary		[REDACTED]
Police			
Tonbridge & Malling Borough Council			
Highways			
SEP Ltd	Gary McCaffrey		[REDACTED]
SEP Ltd	Adam Biggs		[REDACTED]

SECTION 2 - Site Information

2.1 - Overview of local area



Matt's BBQ are aware that the surrounding area, especially the A20, experiences high traffic volumes during peak times. Traffic flow will be reduced due to the event being held on a Saturday.

Considering the data on 2.5.1 Matts BBQ will be consulting with the local residents and will take all concerns into account during the event. These concerns will also be implemented in the traffic planning phase.

2.2 - Site Plan



2.3 - Build and Production Traffic

All vehicles entering the site will be subject to the site's speed limits and routes. High visibility jackets must be worn, and site health & safety guidelines must always be adhered to: Copies of these can be found when gaining accreditation preshow.

SEP Ltd will not be involved in the build or break period on site. All build / break traffic on site will be controlled by the event organiser internally.

All contractors moving around the site must have their own risk assessments and insurances for the vehicles used by them

2.4 - Advanced Warning/Pre-Event Signage

In the week commencing w/c 1st August advance warning signs for the event will be placed out in line with the dates stated in the event information sheet. These signs will be warning of possible delays in the area, together with signing for build vehicles. Signs indicating any road closures will also be displayed at this stage.

2.5 - Department of Transport Research

The event organisers analysed the Department of Transport data regarding existing traffic on the A20 to assess the impact on the road network of Matt's BBQ traffic, which can be found in this document below.

The Department of Transport shows that in 2010, on an average day, 8224 vehicles were recorded travelling down the A20 to the M20 in one direction and 13,139 in the opposite direction in 2011 equating to 21,363 vehicle movements past the event site on an average day.

It was estimated by the Department of Transport that numbers were as high 23,683 vehicle movements per day by 2017 increasing year on year.

As outlined in section 4 of this Traffic Management Plan a minimum of 2770 vehicle movements during ingress and egress, including drop off and pick up, which equates to an additional 11% vehicle movements.

2.5.1 - M2 – A20:

17816

AAFY	Year	CP	Estimation method	Estimation method detailed	Region	Local Authority	Road	Road Category	Easting	Northing	Start Junction	End Junction	Link Length km	Link Length miles	Pedal Cycles	Motorcycles	Cars-Taxis	Buses-Coaches	Light Goods Vehicles	V2 Axle Rigid HGV	V3 Axle Rigid HGV	V4 or 5 Axle Rigid HGV	V3 or 4 Axle Artic HGV	V5 Axle Artic HGV	V6 or More Axle Artic HGV	All HGVs	All Motor Vehicle
2000	17816	Counted	Manual count	Manual count	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	8	257	9746	113	1761	296	59	48	41	92	57	593	12470
2001	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	8	286	9775	110	1821	292	69	48	37	80	65	591	12583
2002	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	8	283	9892	118	1965	300	76	54	36	73	74	613	12871
2003	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	6	347	9981	122	2215	295	79	58	34	64	80	610	13275
2004	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	6	358	9991	106	2232	306	86	65	32	55	87	631	13318
2005	17816	Counted	Manual count	Manual count	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	13	136	9912	48	1938	263	65	113	20	67	56	584	12618
2006	17816	Counted	Manual count	Manual count	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	18	304	9996	61	2212	241	32	181	38	52	45	589	13162
2007	17816	Counted	Manual count	Manual count	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	25	278	10456	62	2279	317	45	58	28	70	77	595	13670
2008	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	25	278	10069	68	2279	298	49	58	26	64	77	572	13266
2009	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	29	290	9948	68	2322	271	48	55	23	51	71	519	13147
2010	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	29	256	9759	71	2389	283	48	47	26	47	70	521	12996
2011	17816	Counted	Manual count	Manual count	South East	Kent	A20	PA	561000	159680	M20 JCT 2	A227 N	1.5	0.93	14	365	10795	23	1383	365	40	61	1	48	58	573	13139
2012	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 Junction 2	A227 N	1.5	0.93	13	337	10492	23	1451	369	44	70	1	45	58	586	12889
2013	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 Junction 2	A227 N	1.5	0.93	13	340	10298	21	1558	367	47	78	1	43	59	594	12811
2014	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 Junction 2	A227 N	1.5	0.93	10	351	10443	21	1674	365	50	83	1	40	65	604	13093
2015	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	561000	159680	M20 Junction 2	A227 N	1.5	0.93	10	335	10319	22	1792	365	54	83	1	41	65	609	13078
2016	17816	Counted	Manual count	Manual count	South East	Kent	A20	PA	560007	160075	M20 Junction 2	A227 N	1.5	0.93	16	298	11295	18	2475	357	45	67	40	79	67	655	14740
2017	17816	Estimated	Estimated using previous year's AADF on this link	Estimated using previous year's AADF on this link	South East	Kent	A20	PA	560007	160075	M20 Junction 2	A227 N	1.5	0.93	16	289	11281	17	2619	368	46	70	40	79	69	673	14879

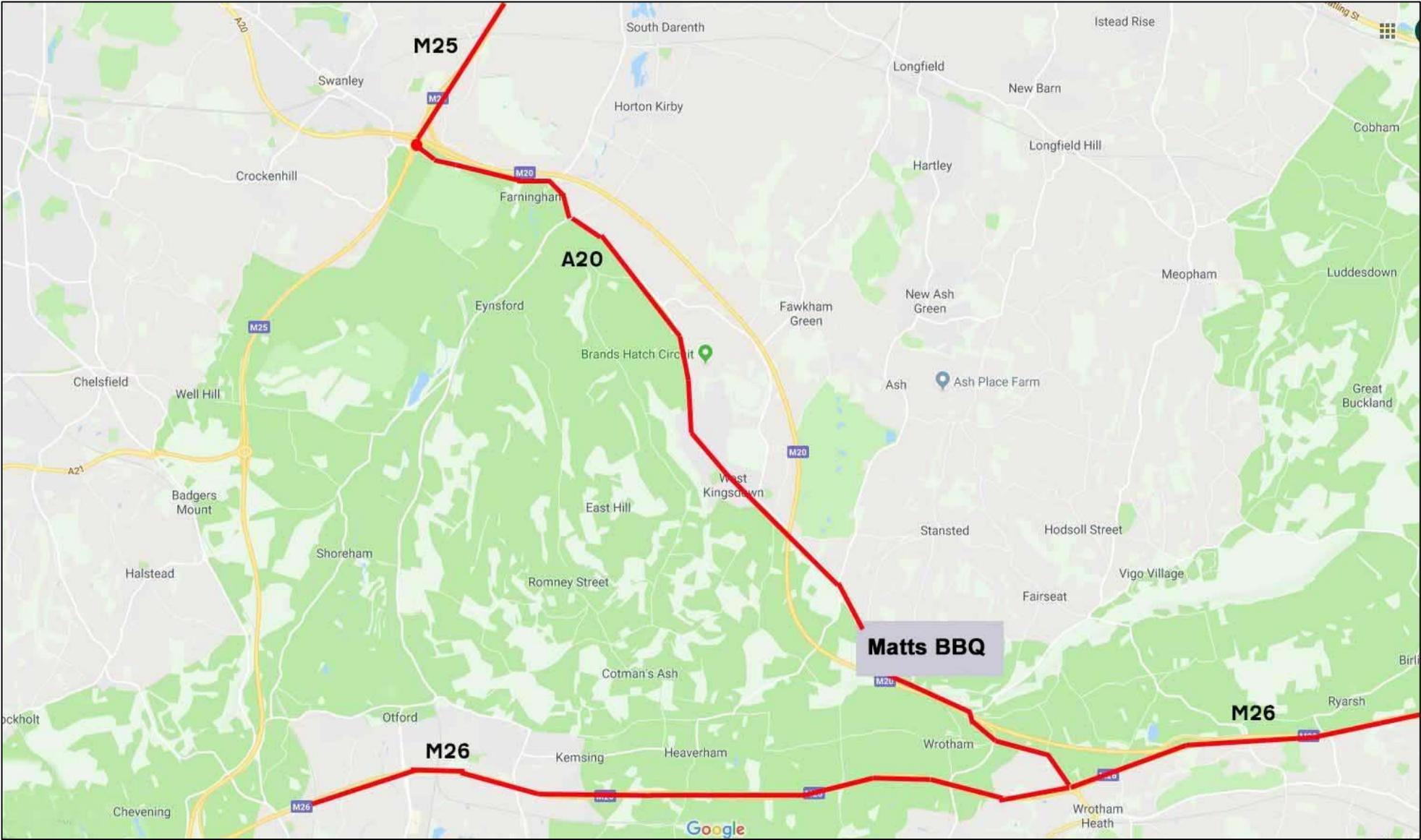
2.6 - Heat Map Ticket Orders

To be added

The information above has been taken from postcode data supplied by Matt's BBQ and highlights the areas where most tickets have been sold to date.

SECTION 3 - Routes Overview

3.1 - Proposed Routes



3.2 - Proposed Blue Route on to site

TBC

Emergency Vehicles will
access the site via ??? off
London Road

Day Parking Field –
Emergency vehicles will
access via ???

SECTION 4 - Car Parks Overview

4.1 - Car Parks & Capacities

Area	Vehicles	People	Notes
Day Parking – 10.50 Acres	1420	3250	Onsite
VIP	150	300	Onsite
Coach	TBC		Onsite
Shuttles	TBC		Onsite
Pick up & drop off	1200	2400	Onsite
Total	2770	5950	

4.2 - Parking Method

Parking areas are prepared in advance by SEP who will install roadways along the green field site allowing access to any emergency service vehicle. The area is mapped out with a series of lines marked by cones. This gridding allows the maximum number of vehicles to be parked within this area and still allowing for roadways and fire lanes to any part of the land.

Parked vehicles will be processed in order of arrival nearest to venue. As such pedestrians will leave their vehicles and walk away from any incoming traffic. This method reduces the risk of vehicle and pedestrian conflicts.

On the day, SEP will ensure that each car is parked as quickly as possible in order to keep traffic queues to the event as short as possible. We park vehicles in rows of two, one behind another. We call these "doubles". Parking in "doubles" on pre-established lines allows enough room for the vehicles at the front to drive out and the ones behind to reverse.

4.1 - Exit strategy.

The exit phase of an event will often determine the customers' views of the event. Poorly planned exits can leave a lasting bad impression of an event.

SEP will adjust cones close to the exits to anticipate queuing. By doing this, we are prepared to organise vehicles into lanes of exiting traffic and able to give each lane equal amount of movement.

Not being able to leave the site freely can often be a stressful ordeal for the customer. Marshals will always explain the reason for the queuing, whether it is an accident on a route or just sheer volume of vehicles all leaving the site on mass.

Generally, if vehicles have a free flow exit onto good access routes, we are able to exit around 700 vehicles per hour per gate assuming gates are unobstructed. This number decreases if for any reason the route is busy or compromised.

SEP staff will not leave the car park until queues have gone and the static vehicle count is under 10%. SEP will ensure that enough marshals are deployed to assist with traffic exiting the site. They will be responsible for internal and external traffic management During the exit phase all marshals will be on expected merging points within the car parks.

4.2 - Internal Vehicle Signage Management

Vehicles will be directed with the use of SEP temporary signage. This is a versatile signing system that optimises the number of staffs required. These signs display information regarding different types of parking areas, and which direction people should travel into park there. Picture signs are used to illustrate disabled, coaches/buses and motorbike parking areas. We find that these are easier to follow than reading a large amount of text on information boards.

Traffic cones are used to denote roadways and junction points. This is a highly effective way of controlling vehicles on green field sites.

Cones and Signs used together can confirm a direction for vehicles to take; in some areas this eliminates the use of personnel on junctions, thereby reducing costs to the client.

4.3 - Communications

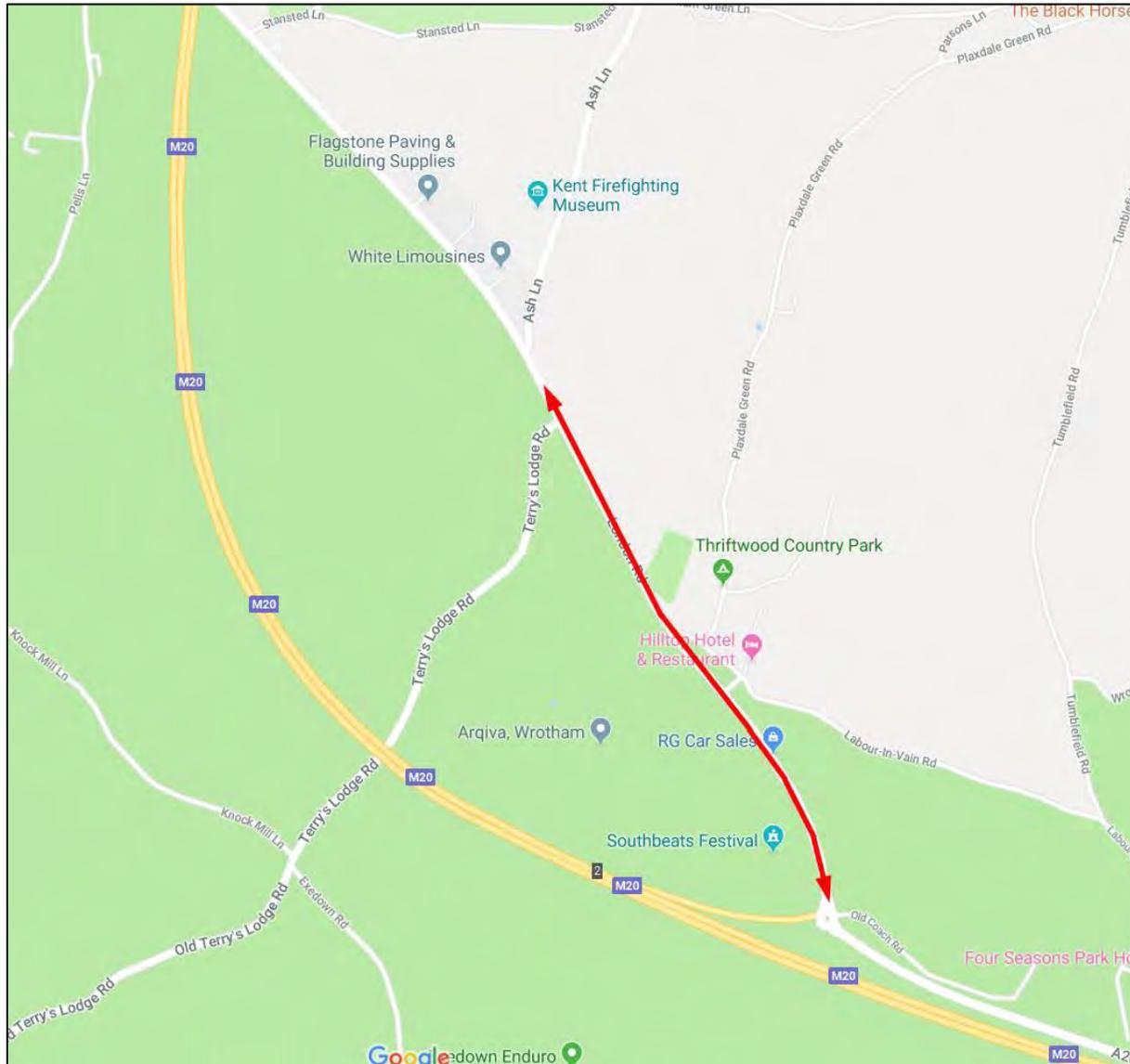
SEP provide their own independent back-to-back handheld radios with their own designated frequency. SEP's manager will use this system to communicate with the car park supervisors. This enables real time information to be communicated between areas/zones.

4.4 - Emergency Vehicle Access

Any emergency vehicle wishing to enter the car park will be given priority of right of way. Whenever possible, SEP will clear the path for any service vehicle.

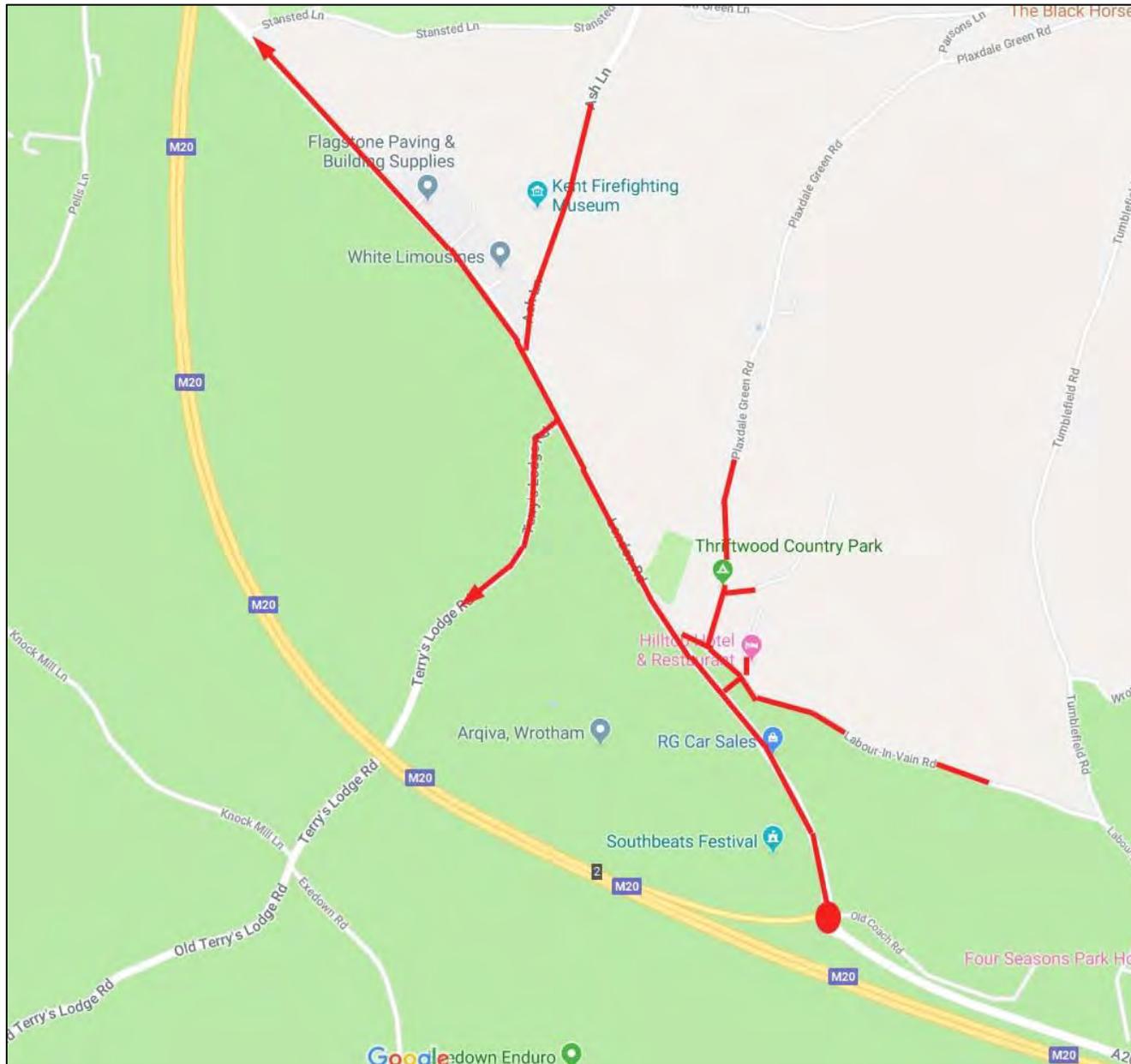
SECTION 5 - Traffic Management & TTRO's

5.1 - Proposed 30mph Speed Restriction.



Proposed 30mph speed restriction – To start south of Ash Lane where the current National speed limit starts to the roundabout as shown. From 00:01hrs 14th August until 12:00hrs midday 15th August

5.2 - Proposed No Waiting/No Loading Zone



From 00:01hrs Saturday 14th August until 12:00hrs midday 15th August

1. Ash Lane from A20 for a distance of 450 meters TBC
2. Labour in Vain Road from A20 for a distance of 450m TBC
3. Plaxdale Green Road from A20 for a distance of 450m TBC
4. London Road from the A20 roundabout to the junction with Stanstead Lane (2.4km)
5. Terry's Lodge Rd from A20 for a distance of 450m

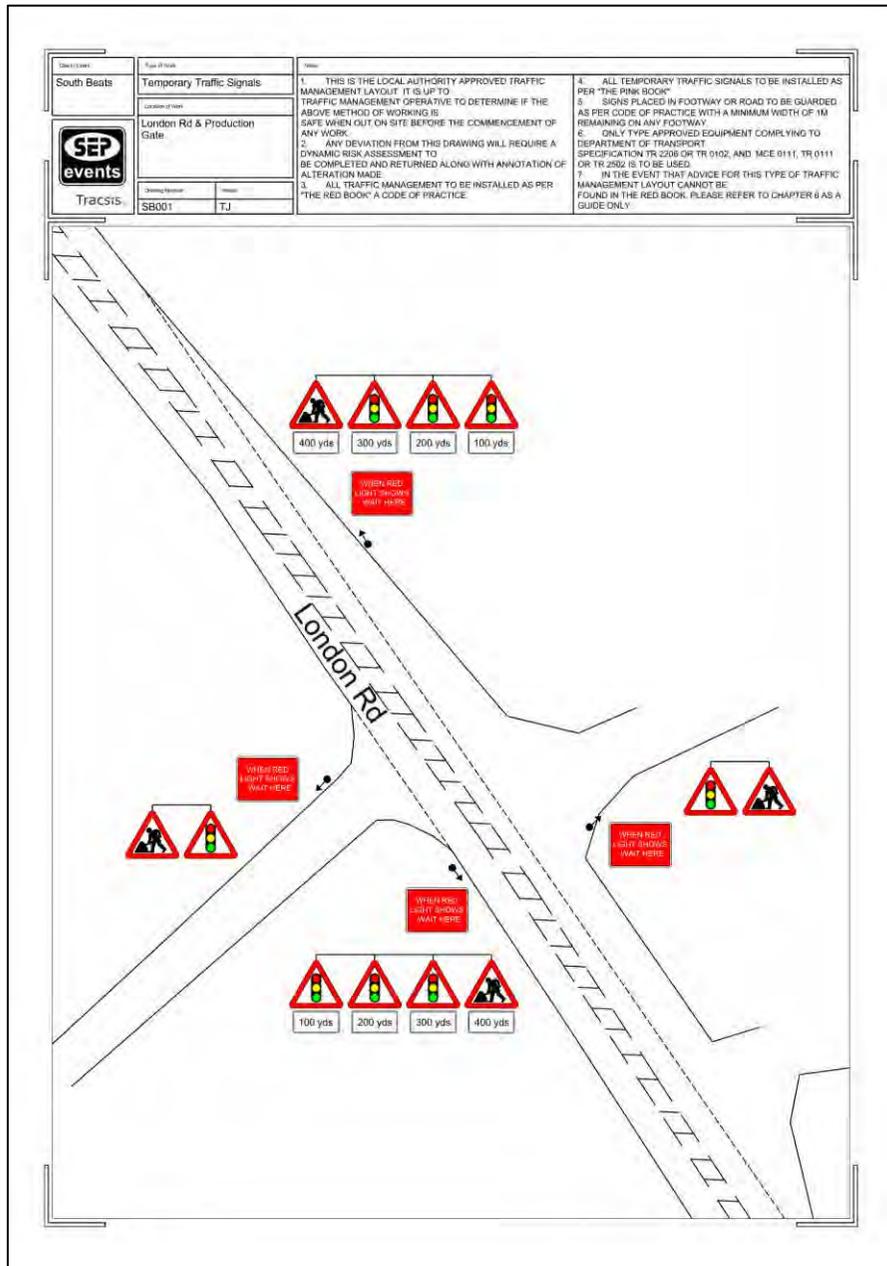
There will be a resident parking system in place, so that the residents are still able to park without problems.

The proposed clearway order will also include no loading, this is to potentially stop any taxi's from stopping on the A20 and unloading their customers closer to the event site.

If any vehicles park obstructing access points, only the police can authorise the removal of the vehicles.

5.2.1 - Road Closures – None Required

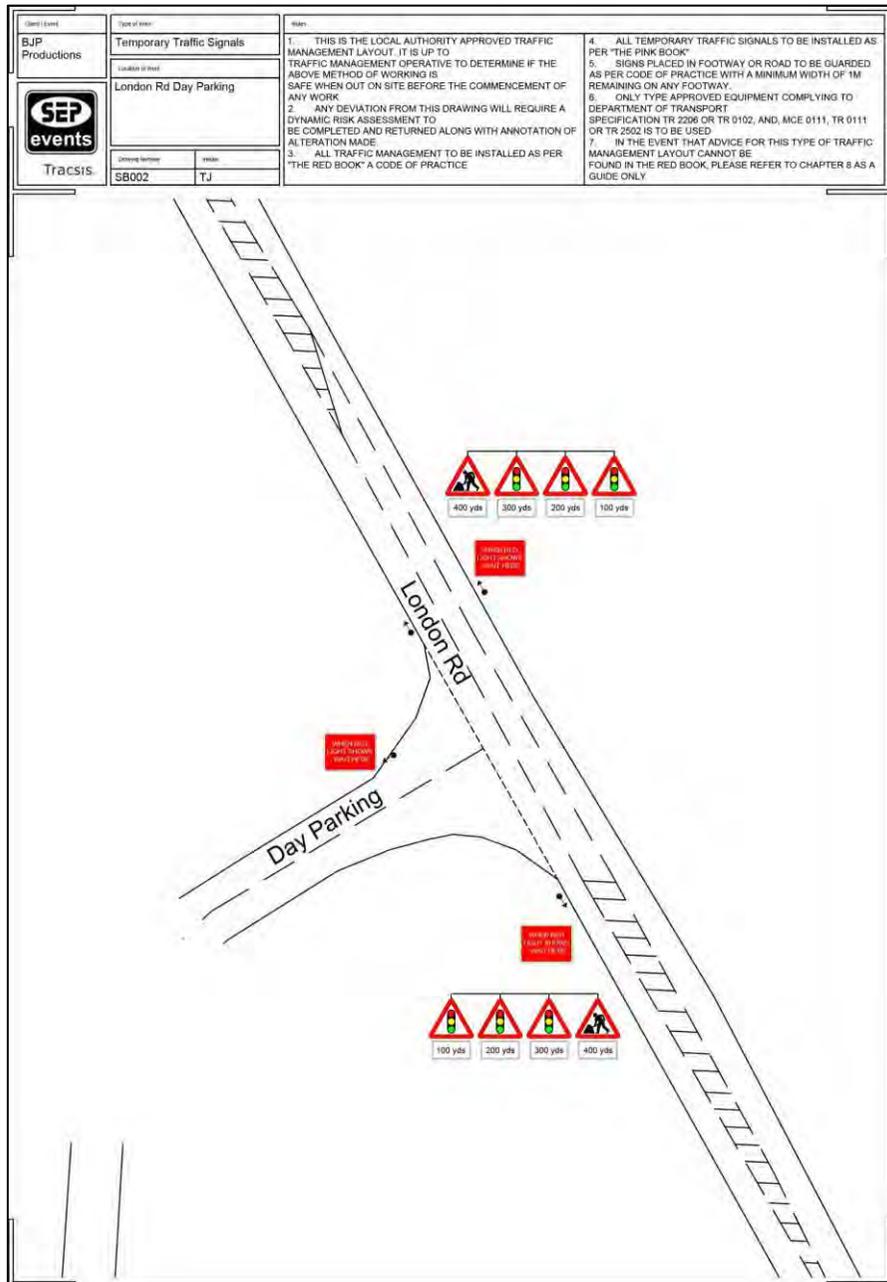
5.3 - London Road/Drop Off & Coaches TM



Ingress Phase – This will be run either by Stop/Go

Egress Phase – This will be run by a traffic light system.

5.3.1 - On the Day Parking & VIP's – Traffic Lights

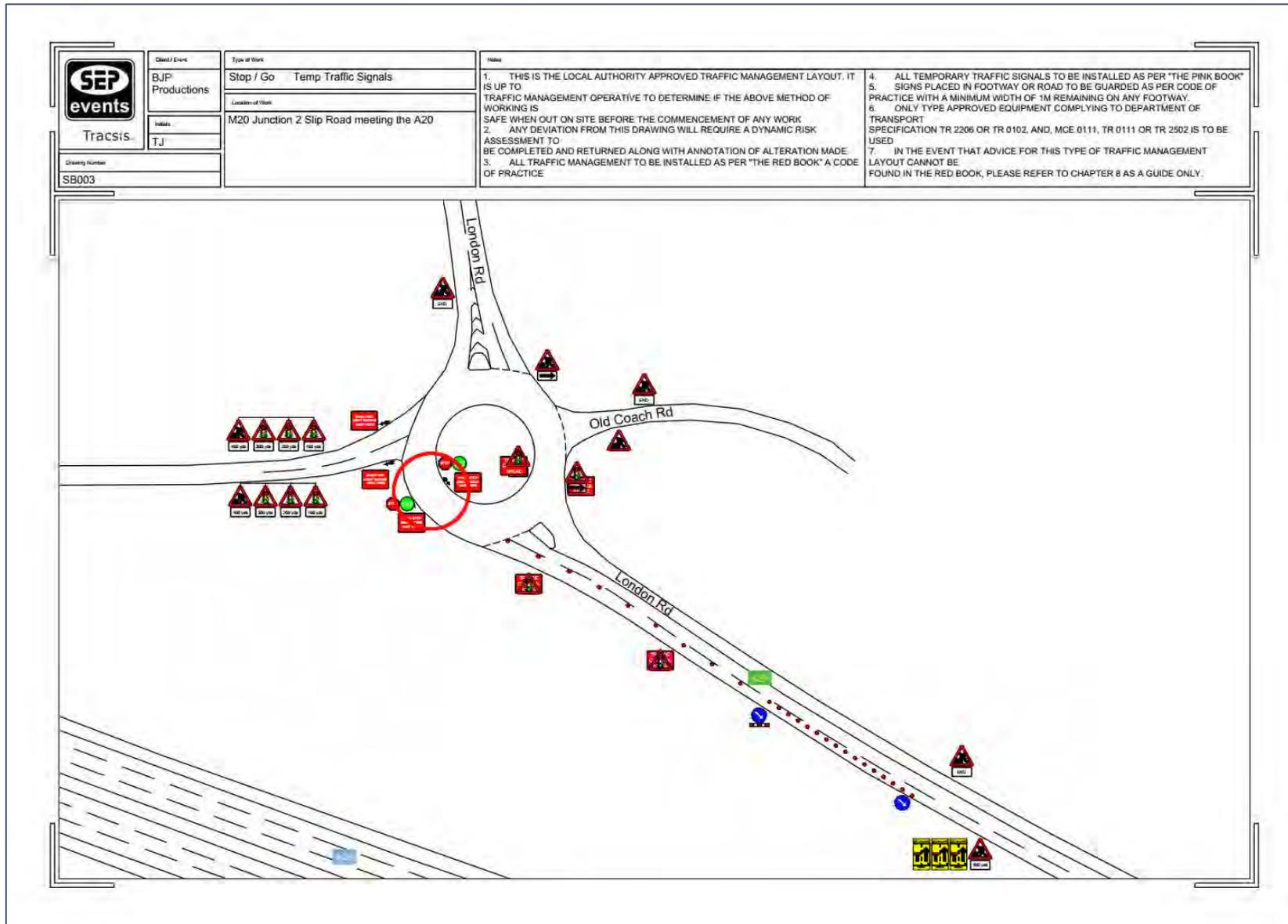


Ingress Phase – This will be run either by Stop/Go.

Egress Phase – This will be run by a traffic light system.

5.4 - Proposed Traffic Management Scheme

M20/A20 Roundabout – TBC



To assist with traffic flow, it is proposed that this roundabout will have dynamic traffic management to keep the exit route from the M20 running clear. Inbound will be via stop/go with egress managed by temporary signals.

5.5 - Additional areas of concern

The villages of Wrotham and Stansted may need some form of enforcement to stop vehicles being potentially abandoned for the day, further discussions will be made with the local authority to find the most suitable deterrent.

SECTION 6 - Communications

The most crucial part of any successful traffic management plan is communication. Without clearly defined lines of communication it is always impossible for the many agencies involved to be fully aware of the overall situation.

SEP have their own internal radio communications system which is regularly utilised at events. This allows the company's internal Management to communicate what is happening inside the event directly to the traffic management outside the event, and vice versa. This allows for a good overview for the event.

SEP can communicate directly with Event Control via an event control radio system. Event Control forms the central hub of communications for any event. It provides a central point where all the agencies involved can communicate with each other. This is essential to avoid a long list of phone numbers that may well not work at a large event (especially mobile numbers). A dedicated landline number should be published in advance to all relevant agencies so that each one is aware of who they should call in the first instance.

Event Control normally then assesses the situation and feeds the information back to the relevant agency or agencies.

It is also equally important to keep clear lines of communication with both visitors to the event and members of the public not attending the event but affected by it. Residents and commuters in the locality should be informed, both through media press and leafleting, where necessary, of when the event is, the traffic management measures, and their potential impact upon them.

Further to these measures will be the utilisation of advanced warning signs in the immediate locality to warn of both road closures and congestion. Again, these measures will allow motorists to make informed choices throughout the event, and hopefully avoid the area wherever possible, minimising congestion.

SECTION 7 - Signing

In accordance with The Event Safety Guide (The Purple Guide) the signing schedule is critical to the success of the event. The signing of the primary routes will be essential to provide clear and concise directions to visitors.

It is particularly important to this event as visitors will not be following the normal routes into the site. In order to maximise the flows of traffic, whilst minimising the impact on the local community, traffic will, wherever possible be directed on the strategic trunk road network.

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

Signs will be erected in accordance with the New Roads and Street Works Act 1991. Qualified operatives from the signage contractor will place out the signs on the dates stipulated earlier in this report. Wherever possible signs will be pole-mounted, otherwise they will be freestanding in angle-iron frame or quick fit frame. Sandbags will be used where appropriate to prevent any sign movement. Regular checks will also be conducted on all signs both leading up to, and during the event. Signs will be checked every 24 hours in the lead up to the event and then at regular intervals during the operational Show times.

All signs will be removed or collected within 48 hours of the end of the event. Full details of the signing proposals can be found in the signing schedule which is included in Appendix A of this report. The signing schedule and maps show the exact specifications, legends and locations for all signs.

SECTION 8 - Appendix

APPENDIX M – PUBLIC INFORMATION (not in this draft)



M

APPENDIX N – SITE INDUCTION



N



First Name *

Last Name *

Company

E-mail *

example@example.com

Phone Number *

GENERAL SAFETY

The most important aspect of Venue H&S is to look after yourself and others around you. This is a legal requirement but also great common sense!

Make sure you attend promptly for daily briefings: this will give you the information about where work is happening, who is supervising, and what to look out for.

Please stay alert and watch out for moving vehicles and plant, people working above you, wandering public/clients and the times for breaks.

Standard hours of work on site, will be between 08:00-20:00 on the build and 11.00 to 23.00 on show days. Any work outside of these hours must be authorised by management.

Take a break away from your work area. This can help you keep mind and body together, along with staying hydrated and connecting with those around you. Please maintain social distancing when on a break - and wash your hands.

If you feel unwell or need someone to talk to, please contact your supervisor or the Production Manager. We value all who work on our event and want to hear what you have to say.

Similarly, if you see something dangerous or something that just doesn't look right, tell someone on site: your line manager, supervisor, H&S Advisor, or Production Office. That's a legal duty too!

Please help us keep the site tidy by using the appropriate bins and skips for any waste generated. Help us recycle wherever possible.

We run a three-strike rule for those who persistently ignore the site rules in an unsafe manner – please respect the safety rules which protect all staff.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The whole of our area for Matt's BBQ is a construction site for the full duration of the build and the break. You must therefore follow site rules and wear appropriate PPE at all times except in welfare and offices.

You must wear and use the appropriate PPE for the tasks identified in your company's risk assessments.

Our risk assessments have identified hazards on site that we feel PPE will be appropriate to mitigate.

We operate a minimum 3 points of PPE.

HARD HAT



Minimum Standard EN397.

EN 397 states that they must be designed to protect the wearer from falling objects. Protection against mechanical impacts to the head safeguards the user against possible consequences such as brain injuries and skull fractures. The standard also includes protection against lateral deformation of the helmet, as well as protecting the wearer from dangerous head injuries.

Industrial safety helmets that comply with standard DIN EN 397 generally meet the following safety requirements:

- Shock absorption, vertical
- Penetration resistance (against sharp and pointed objects)
- Flame resistance

· Chin strap attachment: chin strap releases at minimum 150N and maximum 250N

Don't decorate them, don't add stickers, and make sure your hat is comfortable

HI-VIZ



Minimum Standard ISO 20471.

Standard EN ISO 20471 governs the minimum requirements for high-visibility clothing. High-visibility clothing is a visual signal of the wearer's presence, and makes the wearer conspicuous in dangerous situations, in all possible light conditions during the daytime and also in the dark when seen in headlights. Visibility is achieved by making a sharp contrast between the clothing and the background against which it is seen. Protective clothing therefore needs to be chosen according to the predominant background in order to ensure maximum protection. High-visibility clothing generally consists of a basic fluorescent material and a retro-reflective material.

So Black Hi-Viz are not ideal and we would prefer you to have yellow or orange!

SAFETY BOOTS/SHOES



Minimum Standard EN ISO 20345.

The standard EN ISO 20345 defines both the basic and additional requirements for safety shoes intended to protect the wearer from bumps, crushing, falling or rolling objects, from walking into sharp or pointed objects, from heat or cold, and hot substances.

Examples of aspects dealt with in the standard are handling mechanical risks, slip resistance, thermal risks and ergonomic properties. Additional standards relating to individual activities deal with risks in relation to footwear with electrical insulation, for example, and shoes to protect against chemicals, etc. But basically, they are to protect your toes!

The **hard hat** rule may be relaxed once overhead works are completed, but this will be a decision for production management and site safety. Please listen to all briefings and instructions on site.

Please ensure you purchase appropriate PPE before coming to site. There may be spares available from the Site Office, but you may be charged a cash premium per article.

MANUAL HANDLING

Please take care of your back and ask for help with heavy or awkward loads.

Use site equipment, plant and vehicles to move heavy items where necessary.

Wear gloves to help with grip and to avoid splinters and burrs



What you need to know about

MANUAL HANDLING

Regulations 1992 - Good Handling Technique

The additional responsibilities placed on employers, with regard to manual handling and lifting, came into effect on January 1st, 1993, under the health and safety act 1974.

ATTENTION & ASSESSMENT

- Recognise potential hazards
- Understand unfamiliar handling operations
- Know how to use handling aids
- Use personal protective equipment properly
- Appreciate environmental factors contributing to safety
- Be a good housekeeper
- Realise your own capability

CHECK THE FOLLOWING

◆ DANGERS	Are there any sharp corners, projecting nails points, etc. ?
◆ BALANCE	Is the parcel stable to lift and easily gripped ?
◆ PLAN	Is your route clear and free from obstructions ?
◆ REST	Can you stop and rest if you need to ?
◆ DESTINATION	Have you identified your destination- is it safe to unload?
◆ PROTECTION	Are you wearing the appropriate protective equipment ?

- 

1. STOP
THINK and PLAN
- 

2. POSITION
Place the feet apart keeping the leading leg as far forward as is comfortable, the head straight and shoulders level. Get a firm grip hooking fingers if possible and make sure load is secure.
- 

3. LIFT
Use your legs to lift the load. Don't jerk, move smoothly, keeping control of the load.
- 

4. MOVE
Move your feet. Don't twist the trunk when turning. Keep the load's heaviest side next to the trunk.
- 

5. PLACE
Put the load down, then adjust it's specific position. After unloading slide into position.

<https://form.jotform.com/211143455164347>

4/9

WORK AT HEIGHT

All work at height must be pre-planned and assessed.

Whether using ladders, scaffold, MEWPs or access towers you must be able to prove your competence. The best way to do this is to show your IPAF card or equivalent.

You need to be mindful of open edge working and specify full-body harnesses and other PPE when assessments dictate.

All ladders must be industrial class and in good condition. Please ensure your ladder is footed by a colleague and that you keep yourself within the width of the stiles – don't lean out. You should stay below the top 3 rungs at all times. Ladders are for short duration work and access only.

Step ladders should be fully opened with stays put down across the frame. Do not use the top as a step. You should turn the ladder to face the direction you are working – turning through 90 degrees makes the ladder unstable.

Contact the safety team or Production Manager to discuss your work at height needs.

FIRST AID

No matter how good the risk assessments and no matter how careful you are, there will always be a few minor accidents – please make sure you get appropriate first aid.

There is a first aid kit in the production office or ask the Production Manager as it may have moved for construction reasons. Just because the kit is freely available does not mean you can ignore your legal duty to make a note of the accident in the relevant book – see your supervisor or the safety team.

All accidents must be reported to the Production, H&S, or Line Managers, and recorded in the accident book. Again, this is a legal requirement, but also helps us plan for safety if we see recurring incidents on site.

VEHICLE MOVEMENT

Please be aware there will be constant and regular movements of vehicles during the build, and possibly plant movements for work at height right up to show time.

We will try to segregate pedestrian areas, but this is not always possible.

Stay alert and remember to check your surroundings.

You must have the appropriate competency card or certificate for the type of vehicle or plant you wish to drive in or around the venue.

FIRE SAFETY

There are a number of work activities that could pose a risk of fire – we have carried out a full site Fire Risk Assessment and, from the start of the build, there will be the appropriate number and type of fire extinguisher for these risks.

If you accidentally start a fire, or spot one elsewhere, contact your supervisor immediately or raise the alert for those around you. If you have a radio, call it in, whether in build, break or live event.

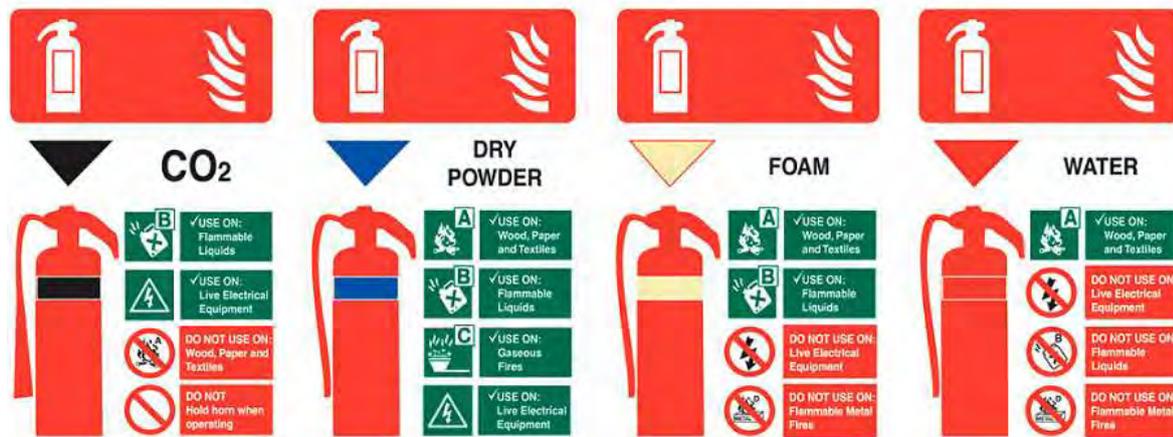
Don't worry about code words: tell it like it is!

Raise the alarm with all those nearby by clearly shouting 'FIRE!' Encourage them to move to a place of safety.

If you have a clear route away from danger and have been trained in their use, you may wish to attack a small fire with a fire extinguisher (see images below).

One fire extinguisher should be your limit. If the fire is still alight, get away to a place of safety, leaving all belongings and tools: they can be replaced, you can't.

Go straight to the assembly point identified to you during your daily briefing. You may be directed elsewhere if the issue makes one area not viable. Please stay there until you are told it is safe to come back in by the Fire Service or a senior member of staff.



DRUGS & ALCOHOL

Consumption of alcohol and drugs immediately before and during work periods is prohibited – drugs are illegal here too! Any breach of this rule will result in immediate removal from site.

Even if you are a volunteer you are classed as “at work” when on the site – make sure you are ready for work.

A hangover is no way to get through the day and you will be more susceptible to accident and injury if you are drunk, stoned or under the influence. You may still fail a breath test the morning after.

Prescription drugs can have dangerous side effects – if you are in any way concerned, contact H&S, who are there to help.

Please note that, if you are sent away from work for being under the influence, you will forfeit any pay or benefits that may have accrued as you will be in breach of contract.

WORK SAFE, PLAY SAFE

SECURITY

Much of the surrounding area is occasionally open to the public or vulnerable to wandering pedestrians/dog-walkers. The security of tools and equipment is your responsibility. Speak to the Production Manager to arrange lock-up storage.

We rely on your eyes and ears to help us keep on top of many security issues.

Your instincts are normally excellent – if something looks dodgy, it probably is!

Don't be afraid of mis-reporting something – we'd rather you said something than nothing.

SUSPECT PACKAGES

There is a difference between an unattended package and a suspect package:

THINK H.O.T.

H – Has the item been Hidden?

O – Is the item Obviously suspicious?

T – Is the item Typical or, more likely, not typical of the environment?

If you discover a suspicious package let the Production Office know immediately and move to a safe distance:

Suspect device Cordon size

Briefcase 100m

Suitcase 200m

Car 400m

Lorry 800m

SUSPICIOUS PEOPLE/ACTIVITY

If you see anyone acting suspiciously in or around the event site, please let the Production Manager know.

Be prepared to give them a detailed description of what you have seen and why you think it's suspicious.

TERRORIST INCIDENT

If the site is attacked, follow the advice below:



**IN THE RARE EVENT OF
a firearms or weapons attack**

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

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

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

www.npcc.police.uk/staysafe

I have read and understood the safety briefing above: *

YES

COVID 19 SELF-DECLARATION

Please answer the questions below. You may be asked to complete this form a number of times over the coming months depending on the state of the pandemic.

Are you feeling well? *

Do you have any of the symptoms? *

Have you travelled abroad in the last 14 days? *

Have you been in contact with anyone who has the virus? *

By signing below you declare that the information you have given is accurate at the time of submission and, should you develop COVID19 symptoms or come into contact with a person who is already infected, you will inform us and stay away from all work sites.

Signature

Clear

[Submit to BJP Productions](#)