

SOUND ON FESTIVAL

13th and 14th August 2016

Event Management Plan

Version 1. 4th May 2016

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Arrangements for planning and organising this event and the standards for the provision of services are, where reasonably practicable, in accordance with the guidance issued by the HSE online at <http://www.hse.gov.uk/event--safety/> as well as HG195 The Event Safety Guide (commonly known as the Purple Guide).

Other regulations/ legislation/ guidance which may cover areas of activities include:

Control of Noise at Work Regulations 2005
COSHH Regulations – Control of Substances Hazardous to Health
Manual Handling Regulations Act 1992
RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences
Health and Safety at Work Act 1974
PPE – Personal Protective Equipment Regulations 1998
Health and Safety (First Aid) Regulations
Regulatory Reform (Fire Safety) Order 2005
Work at Height Regulations 2005
LOLER – The Lifting Operations and Lifting Equipment Regulations 1998
Civil Contingencies Act 2004
Institute of Structural Engineers: Temporary Demountable Structures
Fire Safety Risk Assessment at open--air events and venues (2007)
The Construction (Design and Management) Regulations 2015

Sound On acknowledge that it has a responsibility for the health and safety of its employees (i.e. all people contracted to work or provide services to the company), volunteers, visitors and public attending the event.

This responsibility is an essential part of the duties of all employees of the company, and in particular, those who act in a managerial or supervisory capacity. Safety considerations are important as all other operations that the company perform. Sound On will seek to encourage employee participation in the formulation and implementation of safe working practices. Regular meetings are held with all project managers to discuss health and safety matters.

The company has a policy of all site project management staff taking safety training and and further appropriate training as identified by regular reviews between staff and line managers.

Selection and review of subcontractors during the tender process will take into account their ability, competence and to demonstrate safe working practices.

It is Sound Ons intention to:

- Minimise hazards and prevent accidents;;
- Ensure the safety of all workers, artists and the public;;
- Minimise nuisance and disruption to nearby residents, businesses and other users of the local area.
- Promote best practice among staff and contractors.

Event Overview

Sound On is a multi--stage music event, including outdoor and tented stages, taking place over 2 days. The event is for persons aged 14 and over (under 18's must be accompanied by a responsible adult).

The event is proposed to run for a maximum capacity of 4,999 people, however, the capacity may be reduced to reflect ticket sales and customer demand for the event. The final capacity will be agreed with the Safety Advisory Group at least 4 weeks prior to the event.

Tickets will be available for a maximum of 4,999 people on each day of the event. Tickets will comprise of the following options;;

- Saturday ticket
- Sunday ticket
- Saturday & Sunday ticket
- Local resident ticket

Tickets will also be sold in package offering entrance to the event and also transport to and from the event site to a number of locations locally.

Licensing

The event will involve regulated entertainment and the sale by retail of alcohol. The DPS for the event will be Matthew Woodward.

Key Dates:

Build starts Saturday 8th August 2016
 Build complete Friday 12th August 2016
 Live Event Saturday 13th August 2016 – Sunday 14th August 2016
 De--rig starts Sunday 14th August 2016
 De--rig complete Wednesday 17th August 2016

Live Event Timings

Saturday 13 th August	Box Office Open	10:00 – 19:30
	Main Event Arena Open	11:00 – 22:30
	Bars	11:00 – 22:15
	Concessions	11:00 – 22:30
Sunday 14 th August	Box Office Open	10:00 – 19:30
	Main Event Arena Open	11:00 – 22:30
	Bars	11:00 – 22:15
	Concessions	11:00 – 22:30

Safety

The following Legislation will be adhered to by contractors working on site at this event.

- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Supply of machinery (Safety) Regulations 1994
- Manual Handling Regulations 1992
- Electricity at Work Regulations 1989
- Working at Height Regulations 2005
- COSHH 2002
- Regulator Reform (Fire Safety) Order 2005
- The Personal Protective Equipment at Work Regulations (PPE) 1992
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- RIDDOR 1995
- Construction Design and Management Regulations 2015

All contractors working on site will be required to submit the following documentation for review by the safety officer prior to the event:

As a minimum:

- Public Liability & Employers Liability Insurance
- Risk assessments (site specific)
- Signed declaration page from site rules (attached)

Then, if applicable;;

- H&S Policy
- Method statements for build and break
- PAT certs for any portable electrical appliances in use
- Fire certificates for any materials / canvas
- COSHH assessment and safety data sheets for any hazardous substances (paints, thinners, cleaning fluids, special effects etc.)
- Plant/ MEWP licenses for any lifting or powered access equipment being used
- Structural drawings, calculations and completion certificates

Event Contacts

Management Teams & Organisers

Job Title	Name	Tel No	Email
Promoter	Michael Woodward	07771 703875	Michael.hwoodward@westviewrail.co.uk
Promoter Project Manager	Craig Cullwick	07977 244226	craigcullwick@aol.com
DPS & Bar Manager	Mathew Woodward		Via the above contacts
Event Director & Safety Officer	Craig Cullwick	07977 244226	craigcullwick@aol.com
Event Manager	Daniel May		
Site Manager	Michael Woodward		
Production Manager	TBC		
Head Of Security	Carey Nightingale	07977 244226	craigcullwick@aol.com
Medical Manager	John Crowley		
Traffic & Transport Manager	Adam Biggs		
Acoustics Consultant	TBC		

Contractors & Suppliers

Supplier	Supplying
Aria/Vanguardia	Noise Management
TBC	Electrical Power
TBC	Water
Mobile Structures	Big Tops
TBC	Cleansing
TBC	Toilets
TBC	Track way
TBC	Fencing
TBC	Plant
TBC	Buggies/ Vehicles
Premier Marquees	Marquees
TBC	FOS/ Bars Mojo
TBC	Staging/ Bars
TBC	Cabins
TBC	Fire Extinguishers
TBC	Medical

The full and complete list of all service providers will be held in the site office and event control during the live show

Licensing Objectives:

Sound On wishes to provide a safe event that meets its statutory obligations to Thurrock Council under the Health and Safety at Work etc. Act (1974) and the Licensing Act (2003).

Event proposals will be presented to members of Thurrock Council to ensure compliance with the licensing objectives. All recommendations and advice from these members will be taken into account and incorporated, where reasonably practicable.

Local residents will be informed of event proposals via public forum (Resident Meetings) and their concerns and views will be taken into account in the delivery of the event.

The event will include the following Licensable Activities:

- The provision of regulated entertainment;; live music & recorded music,
- The sale by retail of alcohol

To prevent crime and disorder:

The organisers will coordinate with stewarding (crowd management) and security staff and Essex Police to ensure procedures are in place for combating crime and disorder. Where appropriate and in accordance with the Security Industry Authority regulations stewards and security operating will be SIA licensed;; all supervisors of stewards will be SIA licensed and all crowd management (stewarding) personnel will be trained to Level 2 or equivalent or as necessary in accordance with legislation.

To ensure public safety:

The organisers will consult with members of Thurrock Council and the responsible authorities on the proposals within this document to ensure all plans are in accordance with the licensing objectives. The event plans have been developed to meet guidance contained in 'The Event Safety Guide' (HSG195) and Managing Crowds Safely (HSG154). These plans will be developed through consultation with each agency.

To prevent public nuisance:

The organisers will ensure appropriate noise control mechanisms are in place and that traffic systems are developed to minimise disruption. The organisers will ensure that local residents are consulted of such specific event plans to ensure their views are considered and concerns, where practicable, are allayed.

To protect children from harm:

children are not permitted to attend the event under the age of 16 unless accompanied by an adult

Organisational Structure, roles & responsibilities

Sound On Management Structure: New management structure TBC

The responsibilities of the parties involved in the event for matters affecting health, safety and welfare are:

Emergency Liaison Team (ELT)

The Emergency Liaison Team will be based in Event Control. The purpose of the Emergency Liaison Team is to manage the event public safety in the event of an emergency and accordingly it has the authority to stop part or whole of the event.

Under the condition green the event will be run through Event Control. If the condition of the event moves to a red condition, management of the event will move to the ELT in Event Control.

No agency has the right to act independently or make decisions without consultation with the Organisers unless under statutory duties. It is acknowledged that such actions must be proportionate and taken only after careful consideration of the implications of such a decision. Representatives of organisations within Event Control are authorised to act on their behalf. A representative for the promoter along with other relevant representatives of the organisations who form the Safety Advisory Group will be present in event control.

The Event Control will operate from 09:00 until 00:00 on each day of the event.

The ELT will be made up of as many people as immediately available from the following:

- Event Director & Safety Officer Craig Cullwick
- Event Manager Danny May
- Head of Security Cary Nightengale
- Medical Manager John Crowley

Depending on the nature of the incident, and where appropriate, the ELT will also consult with representative from:

- Essex Police
- East of England Ambulance Service NHS Manager
- Essex County Fire & Rescue Service*
- Thurrock Council Environmental Health*

*The starred authorities would not be expected to have a presence onsite although they may attend an inspection prior to the site opening to the public. All emergency services will be given the direct number for Event Control during the event. Should any authority's presence be required on site in the event of an emergency, Event control will call 999.

Negotiations are ongoing with Essex Police to determine what Special Police Services will be required at the event. A request for Special Police Services will be made no later than 12 weeks prior to the event.

Negotiations are also ongoing with East of England Ambulance Service to contract

the services of an NHS Medical Commander.

Formalised ELT meetings will take place onsite at 12:00, 18:00 & 00:00 on Saturday 13th August and Sunday 14th August.

Production parking will be available for all SAG members, ELT attendees and any other authority that may need to visit the event throughout the live days.

Roles & Responsibilities

Sound On Promoter: Michael Woodward

- Overall event management
- Complying with the 'Health & Safety at Work Act 1974' to provide a safe environment for all, and ensuring that work equipment is in good working order and maintained accordingly.
- Appoint all staff and contractors
- Appointment of catering manager to appoint catering conditions
- Provision of public liability, hired in equipment and employer's liability insurance
- Decision making on emergency situations and evacuations
- Overseeing health and safety planning and procedures
- Writing risk assessments for event activity
- Venue layout and design
- Briefing staff on emergency procedures
- Providing staff with necessary PPE

Event Manager – Daniel May

- Management of G team on site
- Major decisions related to event safety in conjunction with the emergency services
- Providing additional support and input to event directors/ promoters
- Liaison with SAG representatives and emergency services during the planning stage and during the event from Event Control.
- Appointing event team with the necessary skills to undertake safety management for the event
- Coordinating safety in response to a Major Incident in liaison with the Emergency Liaison Team.
- Reviewing safety procedures to improve standards
- On-site briefing of all staff and contractors
- Responding to complaints

Site Manager – Michael Woodward

- Overseeing all on site build and de-rig operations and contributing to the site design process
- Monitoring the activities of site contractors to ensure that the safety procedures and control measures documented in safety policies and risk assessments are followed.
- Requesting evidence of competence of personnel carrying safety critical operations
- Requesting evidence of inspections and tests of equipment
- Scrutinising health and safety policies and risk assessments submitted by contractors
- Overseeing the site build and de-rig phases of the event
- Implementing site design elements
- Instructing the site crew

Event Control Manager – TBC:

- Coordinating all onsite radio communications during show periods
- Taking a written event log of all major decisions, actions and incidents during show periods
- Liaising with emergency services and local authority representatives in the Event Control room

Safety Officer – Craig Cullwick:

- Advise the Site Manager and Production Manager on safety planning and documentation in advance of the event
- Taking a written record of any significant incidents during build and break periods and reporting any incidents/ accidents to RIDDOR
- Work with the Site Manager and Production Manager to conduct site health, safety and welfare inspections during the build up of the event and prior to the event opening to public.
- Obtaining completion certificates from relevant contractors
- Supporting the Event Manager in coordinating safety in response to a Major Incident in Liaison with the Emergency Liaison Team

Bars Manager – Matthew Woodward:

- Provision of bar stock and staff
- Providing training for bar staff on techniques for recognising drunkenness, drug taking, refusing service to customers who are drunk, waste and recycling, evacuation procedures.
- Commitment to 'Challenge 25' scheme to combat sale of alcohol to under 18s.
- Complying with the conditions of license with regard to the supply by retail of alcohol.
- Briefing all bar staff on the following:
 - Toilet, hand wash, first aid and other welfare facilities
 - No glass to be given to customers

Refuse collection and disposal procedure

Evacuation procedure

Not to sell alcohol to persons who are drunk

Advise management of any customers who are excessively drunk or abusive

Catering Concessions Manager – TBC:

- Select and manage all public facing catering on site
- Provide all required documentation to Environmental Health in advance of the event
- Work with the Site Manager to allocate pitches to concessions
- Provide requirements of concessions to the Site Manager, e.g. power, water, fencing
- Liaise with Environmental Health dept. on site to enable any inspections of concessions
- Manage needs of concessions throughout the show periods

Landowner

- Preparing grass in entertainment areas to reasonable length so it is fit for purpose
- Supplying a water supply to a designated point on site

- Carrying out written risk assessments of trees on site
- Providing access and keys to the site

Head of Security – Cary Nightengale, Eyewitness Protection

- Overseeing all security and stewarding operations
- Coordinating security in response to a Major Incident in liaison with the Emergency Liaison Team
- Liaison between Police, security, stewarding staff and event management
- Reporting security incidents to event management and advising on responses

Production Manager – Terry Lewsey:

- Overseeing load in and load out of all stage production: PA, lighting, video etc.
- Managing the team of stage managers and ensuring events run to schedule
- Appointing production contractors and ensuring all relevant insurances, method statements and risk assessments are provided by contractors
- Monitoring the activities of production contractors to ensure that the safety procedures and control measures documented in safety policies and risk assessments are followed

Stage Managers – TBC:

Implementing a 'show stop' procedure in the event of an emergency

Keeping all working areas tidy and clear of trip hazards

Marking all stage edges and stairs with white tape

Marking on/ off stage routes for performers

Liaising with the security teams and artists to ensure only authorised

persons have access to stage and working areas

- Ensuring curfews are adhered to
- Carrying our daily venue checks before days

Production Contractors

See separate contractor pack for site rules and information issued to contractors.

This covers arrival procedure, accreditation, vehicle movements, use of plant, H&S paperwork required, schedule and welfare information (See appendix M).

Essex Police

Negotiations are ongoing with Essex Police to determine what Special Police

Services will be required at the event. A request for Special Police Services has

been made and finalised details will be circulated to the SAG.

If it is decided that an allocation of Police resource is needed at the event, as agreed with the event organisers and under normal circumstances, the dedicated event police resources would concentrate on the support of the stewarding and security operation external to the event site, including resident reassurance, perimeter security and maintenance of the clearways and emergency access route.

A draft statement of Intent has been included in Appendix N to define agreed responsibilities between Essex Police and the Event Organiser during the live event. This document is currently at consultation stage;; a final document will be circulated to the SAG when agreed.

Crowd Management

A full Crowd Management Plan will be drawn up by our Security contractor, Eyewitness Protection and will be included in Appendix B of this Event Safety Management Plan. A security deployment schedule has been included to show levels of security and stewarding cover across the live event (Please see Appendix B). A security dot plan will be added once security levels have been agreed and finalised.

Physical Security Measures

A Herras perimeter fence will be in place around the site. This will have hinged gate sections at all emergency exit points from the site. Inside this perimeter will be an additional heras fence line, creating a sterile route around the arena.

Security and Stewarding Staff:

Security contractor will be in charge of:

- Access management for – event site, stages, pit areas, production and backstage areas, other FOH audience areas
- Gate & entry management
- Bar & Merchandise security
- Response teams
- Queue management
- 24hour security cover during build and de--rig periods
- Assistance with Traffic Management and enforcement of road closures.

Security contractor responsibilities:

- Complying with all relevant health and safety legislation and in particular follow the guidelines laid out in the purple guide.
- Providing a competent manager, stewards and supervisory staff
- Ensuring all staff hold a SIA license where appropriate
- Providing communication equipment for staff
- Providing identifiable uniform to staff
- Briefing staff on the event timetable, site layout, emergency procedures and other relevant site--specific information
- Staffing the entrances, exits and other strategic points at the venue
- Provide assistance to the audience by giving information about first aid, toilet and other facilities
- Controlling the audience who are entering or leaving the site to achieve an even flow of people
- Investigating and reacting to any disturbances or incidents
- Monitoring and reacting to crowd densities
- Keeping gangways and exits clear
- Responding to emergencies
- Liaison with the emergency services in the event of an emergency.

Conditions of entry to the event:

The following text will be displayed on all physical and tickets. This information will also be displayed at each point of sale:

By using this ticket to enter the event site you are agreeing to our terms and conditions, please visit <http://www.soundonfestival.com/terms--and--conditions> for further information.

Sound On Festival encourages responsible drinking and operate a check--25 policy. We operate a ZERO--TOLERANCE policy on drug use at the event--site;; anybody found in possession of illegal substances will be refused entry to the event and handed over to Essex Police.

The promoter reserves the right to refuse admission.

These conditions will be displayed on signage at the event entry:

Prohibited Items:

- Illegal drugs
 - Nitrous Oxide
 - Legal highs or similar intoxicants
 - Glass
 - Animals (except access dogs)
 - Barbeques
 - Chinese lanterns
 - Gas canisters
 - Private sound systems or generators
 - Alcohol
 - Excessive amounts of cigarettes or tobacco
 - Food for personal consumption
 - Fireworks, pyrotechnics or lasers
 - Offensive weapons

Please see Appendix P – Event Terms & Conditions

Entrance Procedure

- Once dropped off, customers enter the queue lanes
- Customer arrives at end of queue lane
- Customer shows ticket to security staff
- Ticket checked for validity
- Drug/ weapon pat down and bag check search by same sex member of security staff
- Ticket bar code scanned and ripped. Stub returned to customer
- Customer counted on door clicker
- Customer proceeds to wrist--banding station to receive wristband
- Customer proceeds to event site

A limited amount of tickets, which will be pre--agreed with the SAG, will be on sale at the onsite box office providing that the event does not sell out.

Please see Appendix B – Entry, Search & Ejection Policy.

Drugs Policy

The full event Drugs Policy can be found in this Event Safety Management Plan in Appendix K.

Pass outs

A policy of 'No Pass Outs' will be published but may be difficult to enforce (e.g. local residents). After discussion between the event management and the Head of Security the following policy is suggested:

- Pass outs will be granted at the discretion of gate security supervisor
- Customers will be subject to search on re--entry

Egress Procedure:

Under normal circumstances the exit procedure will be as follows:

- Bars will stop serving at 22:15
- Food concessions will stop serving at 22:15
- Music on all stages will stop at 22:30 at the latest.

Food concessions:

The concessions manager will brief all concessions on exact protocol for closure and signage will be displayed at each concession stating 'last orders at 22:15'.

Capacity

The initial process undertaken to establish capacity is as follows:

- The overall space
- Available audience space
- Density profile
- Potential capacity

Capacity can therefore be defined as how many people can safely watch the event.

However, in addition to the above a number of other control measures in establishing capacity that have also been considered:

- Means of escape
- Evacuation time

In calculating the various capacities, guidance has been taken from The Event Safety Guide (The Purple Guide), The Guide to Safety at Sports Grounds (The

Green Guide) and The Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (The Primrose Guide).

Arena Capacity

The overall footprint of the fenced main arena is 30,000m²

Deducting the space taken up by infrastructure and back of house areas (approx. 15%), the remaining available space is 25,500m²

This area is capable of holding the full 4,999 attendees on site at a density of 5.10m² per person.

Arena Evaluation calculations

Arena Gate Width (meter)

A 7

B 7

C 7

D 7

Total Available 28

In conjunction with the Sound On emergency evacuation procedures and other contingency plans dealing with show stopping arrangements (ESMP, Appendix F) and in event of an emergency egress from the site, all available entry exit points will be used. The availability of entry exit points is obviously dependent upon the location and nature of the incident necessitating the emergency evacuation. For this reason,

the largest of the exits (7m) is discounted from emergency evacuation exit calculations.

As mentioned above, emergency exit calculations are about the time for people to reach a place of safety. In a football stadium, depending upon the nature of the emergency, this could be the pitch;; in a theatre or arena style set up, a safe distance from the venue, thus outside. On a 'greenfield' site there may be many places of safety not necessarily outside the venue and it is generally big enough to move people around and not necessarily leave the site.

In the case of Essex Sports Village, arrangements have been made to include additional emergency exits equally spread around the event arena. In total the additional exit width equates to 21 meters (excluding discounted 7m exit) which gives a total emergency exit width of 16 meters.

An emergency exit capacity of 4,999 can be achieved via a maximum flow rate of 1554 persons per minute. This equates to 74 persons per minute per meter exit width over a period of 3.2 minutes.

The audience profile is generally able bodied, active persons aged predominantly between 16--35.

The calculation also assumes average weather with relatively good ground conditions. Only severe wet weather will impact the flow rate to any degree where under such circumstances the overall attendance is likely to be proportionately reduced.

It must be emphasized that these calculations whilst adhering to the various guidance available should not be used in isolation and should be used as a point of reference in discussion with the SAG.

Arena: Enclosed Structure Capacity

There will be several 'enclosed' structures on site that will form entertainment venues. In addition, there will be one outdoor stage.

Each tented structure will have the stage in one end, and be otherwise open plan with no seating, only the king poles and control positions taking up any front of house

space. Each structure will need exits capable of evacuating the whole audience (based on a maximum density of 0.4m² per person) with 2.5 minutes.

Average density is calculated by making the following assumptions:

- 1 third of audience nearest front of stage barrier @ 0.3m² per person
- 1 third of audience in middle of venue @ 0.4m² per person
- 1 third of audience to sides and rear of venue @ 0.5m² per person

Due to the possibility of uneven ground conditions found on green fields event sites, potentially lower levels of lighting and the unfamiliarity of the attendees with the site, a slightly lower rate of 100 people per meter per minute has been assumed.

Exits highlighted in red have been discounted from the total width calculations.

The security supervisor in each tent will monitor occupancy by visually assessing the crowd, if assessed to be at 80% capacity, will request a response team (3 x SIA) to attend to assist with capacity control. Once security guard will staff each of the fire exit doors, using crowd control barrier where necessary to slow and eventually stop entry when the tent is declared full by the security supervisor.

In addition to the public exits listed above, a further fire exit measuring no less than 1m will be provided at the stage end of the tent for accredited stage staff and artists to exit from the enclosed space behind the front of stage barrier.

Open Air Stage Viewing Area

Stage 2 – 12m Orbit Stage

Area available = 374m²

Average density = 0.5m² pp

$374/0.5 = 748$ people

Fire Safety

A fire risk assessment has been undertaken to look at the event and premises and the likelihood that a fire could start and cause harm to those in and around the event site. (See Appendix G), this will be developed throughout the planning process to adapt to any changes and alterations to the site and the event as they are confirmed.

The aims of the fire risk assessment are:

- To identify the fire hazards
- To reduce the likelihood of those hazards occurring to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are

necessary to ensure the safety of people at the event if a fire does start.

Fire safety at Sound On is supported by additional precautions e.g. operational functions such as the cleansing of the site thus preventing a build up of rubbish, fire safety certificates of marquee, big top and furnishing materials, provision of fire extinguishers etc.

Provision will be made for tackling early stages of a fire before arrival of the fire brigade through the use of the appropriate portable or hand help fire-fighting appliances that will be allocated to the areas of risk. (See fire-fighting equipment schedule below)

Fire Extinguishers

- To combat Class A fires, fire extinguishers containing foam will be provided.
- For Class B fires and fires involving electrical equipment – Carbon Dioxide (CO₂) fire extinguishers will be provided.
- Dry powder fire extinguishers will also be provided which are suitable for both class A and B types of fire around catering concessions.
- Light duty fire blanket will be provided on stage and around catering concessions (as back-up to their own equipment – see below), which will be suitable in the event of a clothing fire.

Terms and conditions for all mobile catering concessions attending specify that they must supply one x 2KG dry powder extinguisher (rating 21 B) and one light duty fire blanket within their unit. Deep Fat Frying units in addition will require one wet chemical fire extinguisher.

See following page for details.

Table

Means of Warning – Raising the Alarm & Action

Should a fire break out in any open air areas of the arena, security will attend and assist with the localized movement of persons away from the immediate location of the fire, to a safe distance and maintain the cordon whilst assistance is called via security control for a response team of security to attend and the onsite fire crew to attend.

Should a fire break out in any tented venue within the arena, in addition to the security function above, the stage manager will immediately call a halt to the entertainment on stage, take the microphone and ask all persons to leave the venue immediately and to make their way outside of the tent where further direction will be given by security. Due to the open sides of these tented venues, exit width in excess of that required to evacuate in under 2.5 minutes (see structural capacity calculations in section 6).

Depending on the scale and severity of the fire, a whole arena evacuation may be required, at which point the Safety Officer will direct Security Control to conduct a full evacuation specifying which arena gates will be used (directing persons away from any exit gate or route compromised by the fire hazard).

Fire Safety Checks

Daily fire safety checks will be conducted by the Safety Officer to ensure that:

- All exits and gateways are unblocked and staffed by stewards throughout the event;;
- All exits are kept clear at all times;;
- All exits and gateways are clearly signed and illuminated;; and
- All exits lead to a place of safety.
- All exit routes have adequate illumination during the hours of dusk and darkness.

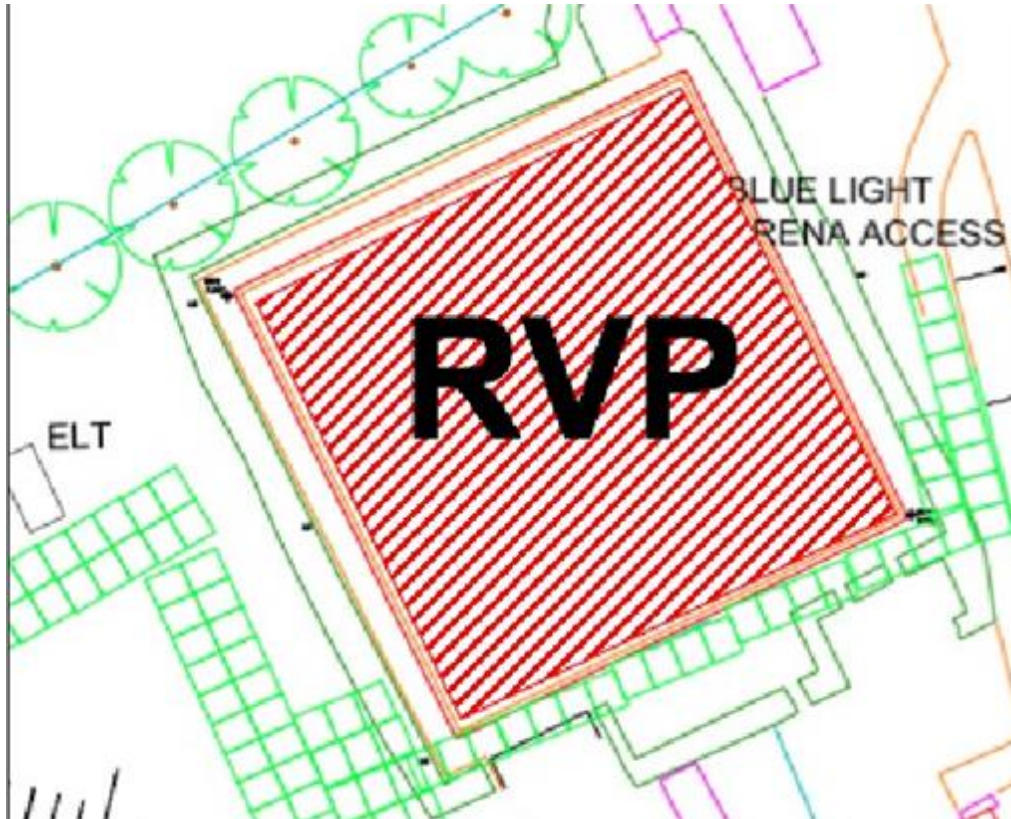
Emergency Service Access Route (Blue Route)

Sound On will liaise with the emergency services regarding the emergency route into the site and the designation of a rendezvous point (RVP), and propose the following:

The RVP is where all resources arriving in response to the incident are initially directed for logging, briefing, equipment issue and deployment.

The following location has been identified for use by the emergency services as the main RVP.

This is the bowling green area located off the production access road, immediately after the Red Gate entrance. This area has been chosen due to the ease of access around the event site, and located near to the ELT office.



Emergency vehicles will enter via the main public and production entry gate to Essex Sports Village, before proceeding towards the main arena or the transport hub as required.

At the request of Essex Fire & Rescue Service a run of trackway will be installed from the edge of the event arena (next to exit A) to the fairground in the center of the event arena. This will be steel trackway measuring 3.4 meters wide and 3 meters in length. A fire appliance test will be conducted prior to the event site opening to the public.

Fire Crew

Sound On event management have contracted the services of Eurofire UK, a specialist fire protection crew supplier to the UK events industry. They will be onsite for the duration of the live period and consist of a crew of 2 registered firefighters and a 4x4 ATV or vehicle. They will be the initial responders to any suspected fires on site and manage the incident under the direction of the safety officer. TBC

Special Effects/ Pyrotechnics

Lasers may be in use on all stages throughout the duration of the live show. If lasers are in use on Stage 2 (outdoor stage) then CAA permission will be sought. H&S information for any lasers used will be supplied in advance.

Some stage effects e.g. CO2 jets, dry ice, confetti canons etc. may also be used as part of production elements for the festival – H&S documentation from the operating companies will be collated and checked and an on site inspection of any emergency

'cut off' control measures will be conducted.

Any content involving fire/pyrotechnics will have a specific detailed risk assessment and will have a nominated member of the production team to manage and oversee it. Warning signs will be placed in public areas where strobe lights are in use.

Cleansing Plan and Sustainability

The purpose of the cleansing plan is to deliver an effective waste management service for the event site as well as the areas impacted around the site. The cleansing contractor (TBC) will manage the following cleansing operations.

Any event generates waste material from the audience attending the event site as well as from concessions. The intention of the cleansing operations plan is to ensure the waste generated from the event is regularly and safely removed from the site and all other areas impacted by the event by the deployment of refuse collection teams.

The collection of waste will be carried out in a safe manner ensuring risk to employees and attendees is minimized as far as reasonably practicable.

- All cleaning contractor staff will wear high visibility vests or jacket whilst undertaking cleansing operations
- All cleaning contractor staff will wear the appropriate PPE
- All cleaning contractor staff will comply with the risk assessments and method statements pertaining to the particular area of work.

Cleaning Schedule

The schedule will be designed to ensure areas are effectively cleaned prior to, during and after the event.

- Temporary bins will be positioned at areas where there is likely to be greatest concentration of refuse e.g. refreshment areas.
- Temporary recycling bins will be placed at various locations to encourage attendees to recycle their litter.
- Large industrial skips required for the disposal of waste from food concessions and the bar will be located at the rear of outlets not accessible to public.
- A number of bins will be located at entry/ exit gates for the disposal of prohibited items on ingress.
- Collection of litter generated from attendees that has been deposited or blown outside the event site will be collected during and after the event.

Communication

Communications for Sound On are of major importance during the build, the event itself and the breakdown.

The communication requirement of all working and operational personnel, together with the requirements of the public will be taken in to account for planning purposes.

All key staff will be issued with a radio, together with a channel list, showing which staff are on which channel. Staff working in noisier areas will be issued with headsets, and if required, noise cancelling headsets.

Radio Channels will be as follows:

Event Management 1
Production/ Stages 2
Artist Liaison 3
Site Management & concessions 4
Bars/ Box Office 5
Noise Management 6
Press 7
Security 8
Emergency 9

Communication Procedures

All staff issued with radios will be issued with a radio channel list. This will enable more senior staff to liaise direct with each other on minor issues. For operation procedures in an emergency, please refer to Contingency Plans.

A contact list with mobile telephone numbers of all key staff and personnel onsite will be held in the event control office for use should the radio system fail.

In the absence of all communications, the ELT office will act as the rendezvous point for key personnel for emergency management.

Off Site Links

All event production team staff will have mobile telephones for use in addition to radios. A full telephone contact list for key event personnel and the individual Emergency Services will be held, confidentially, in the Production Office.

A high speed internet connection will be installed to site for use by the production team and contractors.

Public Information and Communication

The event PR team will use social media channels such as 'Facebook' and 'Twitter' to release targeted messages regarding transport and timings as well as publicity messages.

The website will hold details on transport, line up, facilities, safety and prohibited items along with the terms and conditions of entry to the event in order for attendees to be fully informed prior to arrival.

PA Systems

A sound check will be carried out the day before the event (Friday 12th August) and on the morning of the first event day (Saturday 13th August 2016), with the PA contractor, Noise Control Officer and the Production Manager, to ensure that all systems are fully operational and that appropriate levels are set.

Public and emergency information can also be broadcast immediately by the Stage Managers, who will do this only after the Event Safety Officer has allowed this to go ahead.

Each Stage Manager will be equipped with the emergency messages templates to follow should they be required.

Loud Hailers

Loud hailers will be provided by the security contractor and will only be used by

security staff if there is a need to evacuate the site.

Security will be briefed on the importance and consequences of their contact with the public. All security staff will be easily identifiable by their high visibility clothing.

Temporary Demountable Structures

The venue is not purpose built and therefore temporary demountable structures are required to house stages, bars, medical and welfare facilities.

A list of the structures on site is shown below, together with details of each structure's supplier.

A competent representative from each of the supplying companies must remain on site throughout the event to respond to any changes in weather conditions, which may affect the stability or the safety of the structure.

The responsibility for managing the hazards connected with the erection of such structures rests with the individual contractors employed to undertake their duties in accordance with their own appropriate risk assessments and method statements.

Structural calculations relating to imposed loads from infrastructure and wind loadings will be obtained from the supplying contractors by the Safety Officer in advance of the event in order for a Wind Management Plan to be drawn up (Please see Appendix F – Event Contingency Plans). This will draw together the maximum wind gust speed for each structure and give a clear indication of the speeds at which each structure enters a level at which action must be taken, this may simply be to conduct frequent monitoring, or may require a full structure evacuation depending on wind speed, forecast and trend.

The Safety Officer will monitor wind speeds via an anemometer throughout the live event, liaise with structure suppliers and event organisers to take action as necessary to ensure no person is put at risk.

Thurrock Council building control will be consulted to determine whether a pull test on any ground being used to anchor temporary structures is deemed necessary.

Further structure related control measures:

All guy ropes, anchors and pegs will be suitably fenced, padded or highlighted to avoid public contact.

- All membranes and fabrics will be inherently flame retardant fabric when tested to BS 5438 Tests 2A and 2B with a 10 second flame application in each case.
- Structural calculations and flame retardancy certificates will be made available to members of the SAG on request.
- All calculations will be produced with regard to; wind loading, internal load bearing (if equipment is flown), and the ground bearing capacity where known. We request that contractors provide a simple design statement with structures.
- The competent professional who will provide written certification on completion of works will supervise the construction of all temporary structures. This 'competent professional' will be an employee nominated by the company providing structures.
- All stages/ platforms over a height of 1m will have unobstructed access and handrails and, in case of stages, be guarded by appropriate barriers in public areas.
- The king poles of the big top structures and any other ground support

structures will be boarded or fenced off and/ or stewarded to prevent the public climbing such structures.

- An anchorage 'pull test' will be carried out on the main big top in order to test structural stability under adverse conditions. Buildings control will be advised when the test will take place and will be invited to attend.
- Stewards will control access and egress for all enclosed structures. They will have the ability to prevent entry to the venues if the Stage Manager decides they are at capacity. at this stage then 3ft barriers will be used to prevent access but allow egress. In normal circumstances a period of 15--20 minutes is usually sufficient to relieve the pressure of any particular venue.
- Calculations concerning the structures and their exits are included in this Event Safety Management Plan.
- Hard hat areas will be designated where working at height is being conducted to erect temporary structures.
- All contractors must provide us with their Company Health & Safety Policy, must commit to our Health & Safety Questionnaire, produce their own Risk Assessment for the event and provide a copy of their appropriate insurance policy

The sign off procedure as set out in CDM 2015 will be followed to ensure handover between the structure supplier, production suppliers and client is clear and well documented and that all structures are ready for use before any loads are imposed upon them.

Fencing and Barrier

Heras fencing will be used to secure the perimeter of the site, and to prevent access to unauthorized persons to back of house areas and unsupervised hazards.

Pit barrier will be used at the front of each of the 5 stages with a load bearing capacity of 5HN, in order to take the pressure of a standing crowd leaning towards the stage. Pit gates will be provided in low-density areas stage left and right where any persons extracted from the pit can be re-entered into the crowd if safe to do so.

Sanitary Facilities

Portable sanitary provision for males, females and wheelchair users will be provided in the form of portable toilets. All toilets for use by attendees will be located in areas accessible to the audience, away from likely congested areas of the site.

The following sanitary provisions will be present and on site as a minimum, for exact locations, please see Event Site Plan in Appendix A of this document.

Arena: Calculated for 14,999 attendees max.

- 60 x Unisex WC's (Inc. 2 x wheelchair accessible toilet)
- 20 x Urinals for male use

TBC

The contractor supplying and maintaining the toilets on site is TBC.

Hand washing facilities will be available in the form of hand sanitizing gel from dispensers within each toilet unit or hand wash stations situated outside the units.

The grey waste water from any hand wash sinks will be collected in a bulk container and emptied by a sewerage truck at the end of the event.

Cleanliness of the toilet units and replenishment of consumables will be conducted by the supplying contractor.

The site is designed to have a maintained sterile service road which toilets will back onto, allowing servicing by pump during the event if necessary.

Medical and First--aid Management

The medical, ambulance and first aid provision for the event has been planned in accordance with the recommendations from the Event Safety Guide where the level of provisions has been determined by a scoring system considering specific factors such as:

- The size of the audience
- Nature and type of entertainment
- Nature and type of audience
- Location and type of venue

The contractor for medical and first aid provision for the event is St Johns Ambulance. It is understood that the promoter is in negotiations with St Johns Ambulance, please see Appendix E for draft medical plan.

This contractor will provide a complete medical plan inclusive of full staff and equipment resource schedule that will be shown in Appendix E of this document.

TBC

A medical point (marquee) will be located within the main arena for the treatment of minor injuries and the giving of first aid. This will operate for the duration of the live event.

A record of all patients seen will be made and kept by the medical provider.

The medical team will be supplied with 2 way radios as part of the communications system, enabling them to reach Security Control and the Safety Officer should this be required.

Any calls for external assistance from the local ambulance service will be made by the medical team and reported to the Safety Officer and Security Control by radio so that access arrangements can be made and any required location evacuated to allow direct access to the casualty.

Due to the nature of this event, medical staff will work in shifts to provide adequate cover for all those on site at all times during the live event.

Please see full details of medical operation in Appendix E.

Concessions

A selection of catering outlets will be available to the attendees across concessions within the arena.

The following control measures will be implemented by the organisers to prevent any hazards arising from having catering concessions operate on site:

- Prevention of access to the rear of the catering units by unauthorized persons through site design and use of fencing and barrier.
- Appropriate space for parking necessary support vehicles behind the catering units to assist the safe and nearby storage of perishables.
- The spacing of catering units in order to ensure emergency vehicular access within 10m of all unit frontages and back of house areas.
- The positioning of any non-catering concessions at least 3m away from any catering concessions to ensure no source of ignition from the catering unit can come into contact with any flammable stock on the non-catering concessions' stand.
- The provision of appropriate waste receptacles both behind the unit for the use of catering staff, and in front of the unit for waste generated by the attendees.
- The provision of appropriate bulk containers in the back of house area for the disposal and storage of grey waste water generated by the catering units.
- The provision of an appropriate and secure LPG cylinder storage cage in accordance with the HSE guidance on the safe use of gas cylinders.
- Checking of food safety certification by the Safety Officer prior to arrival onsite.
- Checking of gas safe certificates for gas appliances and visual inspection of these appliances and their connections and hoses on site.
- The provision of specific accreditation for concessions in order that they can be identified and given correct access rights for out of bounds areas.

- Checking of the unit for appropriate fire extinguishers and fire blankets by the Safety Officer on site prior to operation.
- Checking of power sources to ensure the unit is using site power only, and that no petrol generator is in use on site.
- An agreement outlining the terms and conditions of trading on site will be arranged by the Concessions Manager of the event prior to engagement of concession. The concession will be required to sign a declaration agreeing to compliance with the terms and conditions and relevant food safety legislation.

Bars and Sale of Alcohol

The designated premises supervisor (DPS) is Matthew Woodward.

The bars at Sound On will be operated by Essex Sports Village.

The following bars will be in operation throughout the course of the event under the management of Essex Sports Village:

Main Arena:

Bar 1

Bar 2

VIP Bar

Free drinking water will be provided on site for customers, all bar staff will be briefed on the location of the drinking water point within the arena, and will offer plastic cups and direct the attendee to the drinking water point when requested.

No drinks will be served in glass or glass bottles;; all drinks will be decanted into plastic cups or served in plastic bottles or cans.

Serving Policy

Persons under the age of 18 years will not be permitted entry to the event. All persons purchasing alcohol at the bars who look under the age of 25 will be challenged to provide a form of photographic ID (UK passport, driving license or ID bearing the 'PASS' mark logo) proving that they are over the age of 18. Any persons who cannot provide this will not be served alcohol and may be ejected from the event.

Bar staff will not serve customers who are intoxicated.

No 'super strength' beers or lagers will be sold at the bars.

Any promotional activity will also observe the following guidelines:

- No single glass should contain more than 4 units of alcohol
- No 'free' alcohol inducements. No customer should receive drink without asking for it and paying for it.
- No unreasonable price based volume inducements. For example:

No volume purchase should exceed four serves of a normal measure. For example, no pitchers (for sharing) larger than four pints. Shared drink servers such as pitchers of beer, which are for consumption by groups of customers, will be at prices which reflect reasonable discounts from the price, were the component drinks to have been bought individually.

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.

- No time--limited promotion will last less than one hour.
- No promotion will be acceptable which involves:
 - An initial payment to obtain reduced price alcohol.
 - Drinking games such as 'yard of ale'
 - Driving in any way.

Power and Electrical Installation

Generators and electrical installations throughout the site will be managed by the experienced and reputable electrical company, (TBC).

All electrical installations and equipment will comply with all statutory provisions, current and applicable at the time and will be of adequate capacity, reliability and durability in accordance with the general requirements of the Electricity at Work Regulations 1989.

Generators will be diesel (petrol prohibited) and of suitable ratings for their purpose.

All generators will be positioned in areas of the site not accessible to attendees. All electrical equipment will be installed, so far as is reasonably practicable, so that interference by the public or unauthorized persons is not possible.

All diesel tanks will be bunded to prevent spillage in the event of a tank being pierced.

All electrical equipment exposed to weather will be suitably waterproofed and fitted with appropriate circuit breakers.

Wherever possible cables will be flown or buried so they will not cause trip hazards or be crushed by vehicles.

Armoured cabling will be installed with cable ramps where cables cross public areas

(front of house positions to stages).

Temporary lighting will be located around the site to provide sufficient general and emergency back up lighting in the hours of darkness.

Emergency lighting will be provided in accordance with the Event Safety Guide on all event site and tent exits and will have a separate power supply to the primary lighting supply.

Walkways throughout the site and car parks will be lit by a combination of temporary lighting towers and festoon lighting.

Site and house lighting will be provided by the use of both portable, self contained tower lights, festoon or sodium floodlights installed on the suitable structures. Particular attention will be paid to the lighting of access routes, pedestrian accesses, exits and directional signs, emergency evacuation routes and areas and the first aid point.

A lighting inspection will be undertaken with the electrical contractor and the Safety Officer on the night prior to the event so that any alterations can be made as necessary.

A completion certificate will be required from the electrical contractor for each supply before use of the system.

Electrical engineers will be on standby throughout the duration of the event.

The staging structures will be fully bonded to earth and all equipment will be protected by RCD's at the point of 'Final Use'.

Fire extinguisher will be provided at all the necessary locations (distribution and generator points) on site as per the appropriate guidelines.

The event site does not contain any overhead power lines.

Noise

The Noise Control Officer appointed to monitor and manage noise at the event is TBC.

Control measures will be implemented to protect the public (event attendees and non--attendees) from exposure to damaging noise levels based on the following principles:

- The premises license will contain boundary noise conditions and these will be monitored by the appointed event Noise Control Officer and the sound systems adjusted to take account of these levels and adhered to. Much of the potential noise nuisance should be mitigated by the orientation of the stages and speaker systems.
- Within the individual stage areas, where speakers are not flown, or are flown

but remain at ear level, barriers will be erected surrounding the speakers to distance attendees to at least 3m from the source and protect against damage caused by proximity of high noise levels.

- A noise complaints number will be issued which will be in operation throughout the hours of live entertainment at the event. This number will appear on a letter to all local residents.

Control measures will be implemented to protect staff and workers from the risk of high noise levels at the event:

- An assessment will be made of where staff will need mandatory or optional hearing protection according to the Noise at Work Regulations, and this hearing protection will be provided.
- Stage Managers will be issued with noise cancelling radio headsets.
- Other production and bar staff will have access to foam earplugs and staff working for extended periods in high-risk areas will be advised of mandatory use.
- The security contractor has been advised to provide sufficient hearing protection for their staff, particularly those working in pit areas.

Sound System Testing & Sound Checks

The sound systems will be propagated on the afternoon of Friday 12th August and on the morning of Saturday 13th August 2016. This will not be a period of continuous amplified noise, rather an opportunity to configure the system in order that levels at the front of house position can be set, taking into account the levels being received at the agreed monitoring points, as a basis for operating levels for the live event. These levels will then be adjusted accordingly throughout the event by the Noise Control Officer and Sound Engineers on site to take variables such as wind and rain in to account.

Facilities for Disabled People

Sound On will endeavor to take all reasonable steps to comply with the Disability Discrimination Act. In particular, we will take all actions possible to ensure that the level of service provided will not, without justification, be offered to a person with a disability at a lower standard than that offered to a person without a disability. Advice has been taken from 'Attitude is Everything' in planning the event in order to take into account the needs of those less able in terms of mobility, sight, hearing, speech or those with learning disabilities.

Disabled toilet facilities will be provided throughout the event site. The first aid tent will also provide power for recharging wheelchair batteries.

Below is our disability statement:

Since 1st October 1999 service providers have had to make 'reasonable adjustments' for disabled people, such as providing extra help or making changes to the way services are delivered.

Sound On and Essex Sports Village have taken, and will continue to take necessary steps to provide extra help for people with disabilities and to maximize enjoyment of the event site. However, because this is an outdoor event, held on a green-field site, there may be natural and inherent obstacles that cannot be overcome i.e. uneven surfaces, difficult gradients, steps etc.

Specific and notable facilities for those with special needs are listed below:

- A complimentary ticket is available for a personal assistant, subject to proof of disability.
- Reserved parking is available to disabled ticket holders
- Refrigeration facilities for medical supplies/drugs are available at the medical center.
- A recharging point is available for electric wheelchairs and scooters in the medical center.
- Clear, large and elevated signage of all key event locations e.g. medical, toilets, water, bars, exits etc.

All Sound On staff will assist or advise disabled people as necessary, either directly or through line managers.

The event will be made accessible to all abilities wherever possible. Advance information will be given via the event website for any disabled visitors.

All disabled ticket holders will be contacted individually and given information on

reserved parking and access. In addition, there will be a designated Access Officer in advance of the event and on site who will be the point of contact should it be required.

Welfare

The welfare point will be situated next to the medical centre onsite and will be operational during the live show period.

Services will include the receiving of found property and reporting of lost property as per the procedures below.

Lost Property

All enquiries regarding lost property should be sent to the Welfare point, and any found property should also be taken there. A record of all lost and found property will be made by the staff at this point.

Drinking Water

Free drinking water will be available in the main arena – the staff at welfare point and bars will be aware of these drinking water locations and will be able to advise persons accordingly. Both the welfare point and bars will have a supply of plastic cups to offer attendees looking for free drinking water.

Phone Charging

Provisions will be made for phone charging at the event. This will be either be from a 'Left Luggage and Phone Charging' concession or through a charging station set--up at the welfare point.