

# We Are Festival

## Event Management Plan

**Date of Event-May 25<sup>th</sup> 2013**

Version Dated 11 June 2012

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## **WE ARE FESTIVAL: EVENT OVERVIEW**

**25<sup>TH</sup> May 2013**

2013 is the 1st year of the We Are Festival, an open air event that will be based upon live music from artists performing on one large outdoor stage, 6 marquee arena DJ venues and 5 small marquee style DJ venues. With a VIP area, fairground and catering/bar provision.

As well as art and subsidiary entertainment on Damyns Airfield on Saturday 25th May 2013 between the hours of 11am and 02:30am

The attraction to an event of this nature is that there are a large number of artistes playing in the venues appealing to a wide range of people. A reasonably diverse demographic mix would be expected to attend the event. The audience profile expected is approximately 50/50 male female split, 18-35 age range and will vary in gender mix and predominant age range at the front of each stage depending on the acts appearing on stage at any given time. No contentious artists will be booked to play the event and organisers will provide a form 696 for artists once confirmed.

A joint working approach has been adopted by Lime Green Ltd and Continental Drifts, Initial meetings have already taken place with Damyns Hall Management and we have attended a SAG meeting to discuss the event. Throughout the event planning the event organisers will attend SAG (Safety advisory group) meetings aswell as arrange further meetings with the Met Police, Transport for London, London Ambulance Service, Damyns Hall Management, Havering council and Transport for London to organise the event successfully.

During the event itself the organisers will be supported by the Emergency Liaison team (ELT) which is the equivalent of an on-site SAG. The ELT will consist of:

Reece Miller, Nikki Gordon , David Winney- Festival directors

Mel Wilds-Continental Drifts- DPS for the event

Havering Council

Tim Byrne-Event Health and Safety officer

Havering Council safety officer

First aid provider

Met police

Steve Bettsworth-Head of Security

Damyns Hall Management

All key decisions about the event will be made by the ELT who will meet regularly during the event.

For information on the experience of Continental Drifts and key event staff please see Appendix 1

This event management plan is a working document and will be amended throughout the planning process

**Estimated attendance:** A maximum attendance of 14,999

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### **Timings:**

Saturday 25th May 2013

Doors Open: 11.00

Live music Starts: 11.00

Sale of Alcohol: 11.00-02.00

Music stops: 11pm on outdoor stages, 02.30 in marquees

Concessions close 02.00

Doors Close: 23.00

### **Fencing and Barriers**

A combination of heras fencing, crowd barriers and pedestrian fencing supplied by specialist contractor Eve Trakway will be used to secure different areas of the site. Full details of the fencing plan will be confirmed in later drafts of this plan.

### **Stewards and Security**

There will be a combination of stewards and SIA qualified security personnel on duty at the event supplied by specialist contractor SB security. See appendix 1 for company details. Personnel will be deployed as per the security deployment document (Appendix 13) this will be approved by the metropolitan police, the plan has been developed after an assessment based on initial meetings, site visits, knowledge of similar events and industry experience. Security officers will be on site from the time the first piece of equipment arrives until the last thing leaves to ensure that there is no tampering with equipment or theft. All security will be SIA registered and stewards will have undergone rigorous training in event and crowd safety. All steward and security staff are professional.

### **Communications**

Key site staff, emergency services and security teams will maintain radio contact. Separate channels will be used for ease of communication. All staff who have a radio will be trained in its use. There will be a mobile telephone available in the production office and all staff's mobile contact details will be held in the production office and provided to emergency services and other agencies working on the event.

### **Radio Channel Listings**

- 1 Production / Site Staff
- 2 Security / Lost Children Staff
- 3 Traffic Management
- 4 First Aid Contractor
- 5 Emergency Services/ ELT
- 6 Electrician
- 7 Stages & Sound consultant
- 8 Markets
- 9 Sponsorship and Press
- 10 Spare Channel

### **Signage**

Clear and well lit directional signage will direct the audience to exits and amenities around the site including Toilets, First Aid provision, and refreshment areas. All stewards, security staff and production staff will carry site maps.

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### **Identification**

All event staff will wear branded laminates for ease of identification. Security staff, stewards and first aid staff will wear appropriate, easily identifiable high-vis uniforms.

### **Lighting**

5 tower lights will be provided to assist the public to move safely around the site after dark and aid the safe erection and dismantling of the site. These will be used only when necessary and will be positioned to avoid light bleed from the perimeter of the site. Additional festoon and flood lighting will be provided around the catering areas and toilets. Exits will be lit.

### **Set Up**

Continental Drifts staff will begin marking out the site on Monday 20th May with the majority of the set up taking place on 21<sup>st</sup> -24<sup>th</sup> . Set up will be managed to avoid noise nuisance outside of standard work hours. Agreed details of noise management will be contained in the Noise Management Plan

### **Take Down**

The event take down will mainly take place on Sunday 26<sup>th</sup> May. There will be minimum production items removed when the event ends. The site will be cleared as quickly as possible and certainly by midday on Tuesday 28<sup>th</sup> May. Take down will be managed to avoid noise nuisance outside of standard work hours. Agreed details of noise management will be contained in the Noise Management Plan in Appendix 10.

### **Health and Safety**

We will have Tim Byrne, a NEBOSH qualified health and safety officer on site during the build, break-down and event to oversee health and safety procedures and advise on best practice. All staff will be briefed on our safety policy and issued with relevant PPE. Initial draft risk assessments can be found in appendix 12. More in depth event risk assessments will be drawn up in late September once event contractors and further details about the event have been confirmed.

### **Drinking Water**

Audience have access to free water on site at first aid points. In addition to this bottled water will be available to buy from stalls and bars.

### **Site crew**

We are providing an experienced site crew for the event. They will take care of all in-house infrastructure set up and break down.

### **First Aid**

First Aid provision for the event will be provided by Southern Medical who have assessed the event's requirements based on guidelines set out in the HSE's Purple Guide (see Appendix 3 for details)

### **Fire protection**

- Fire protection for the event is in line with industry guidelines, the fire brigade will be invited to all SAG meetings and will be kept updated with the event plan. The fire brigade will also be invited to visit the site prior to opening to carry out any checks as deemed necessary. In the event of a serious fire, staff will be directed to call 999 for assistance.
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### **Power**

Temporary site power will be provided by specialist contractor Pure Power through Diesel generators with a 3 phase supply. All generators will be earth spiked and will have RCDs. Cabling will be buried or flown as appropriate.

### **Waste Management**

A detailed Waste Management Plan, including litter collection, will be prepared and inserted at Appendix 23.

### **Toilet facilities**

Will be provided in line with recommendations in the purple guide (guide to health and safety at pop concerts and outdoor events) supplier and full breakdown will be inserted in appendix 24

### **Traffic Management & Road Closures**

Specialist contractor SEP will be producing a full traffic management plan, this will include traffic calming measures such as temporary lights, trained staff, clear signage and no parking cones as needed. Traffic plan will be inserted in later drafts of this document- appendix 11

### **Site Arrangements**

The site has been booked through Damyns Hall Management.

### **Licensing**

A Premises Licence is being applied for by Continental Drifts Ltd. The Designated Premises Supervisor ("DPS") will be Melanie Wilds, who will hold the role of DPS at the Event (see Appendix 14).

### **Lost Persons**

A lost persons procedure is in place for the event, see appendix 8

### **Insurance**

Lime Green Ltd will acquire appropriate event insurance prior to the festival, details tbc. The production contractor Continental Drifts holds 10 million public and employers liability insurance through Robertson Taylor Insurance Brokers (see Appendix 15) This policy will be renewed prior to the event. All stallholders and contractors will be required to submit copies of their Public and Employers Liability Insurance in advance of the event.

### **Entrance Policy and conditions of entry**

The event will have clearly advertised conditions of entry, please see details within the crime reduction policy Appendix 6

### **Crowd management**

Crowds will be directed around the site using signage erected on scaffolding. There will be stewards and SIA security staff on site who will be able to assist with any issues the public may face and will be in contact with security control through radios. A PA system will be in place across the site to enable vocal communication with the crowd.

### **Event contractors**

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A full event contractor list will be inserted in appendix 25 for. All suppliers will be required to hold public and employers liability insurance and have sufficient risk assessments, method statements and any relevant safety certificates- copies of these will be available for inspection prior to the event and on site.

**VIP area**

There will be an event VIP area, details of this will be confirmed in later drafts of this manual

**Fireworks/ Pyro**

There will be fireworks and special effects as part of the main stage programme. Full risk assessments and safety documentation for these will be provided in later drafts of this plan. All equipment used will adhere to British Safety standards.

**Curtains and Drapes**

Will conform to British safety standard

**Acceptable Behaviour**

The organisers will not accept racist, inappropriate or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event or handed to the Metropolitan Police. See crime reduction policy Appendix 6 for more details

**Appendix one**

Management Team overview

**Lime Green Ltd**

**Reece Miller- Project Manager**

**David Winney- Commercial director**

**Nikki Gordon- Creative director**

The local team (hailing from Upminster, Hornchurch, Rainham & Bretnwood) behind this event have successfully completed shows at every major club & music arena space across

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London, Essex & the UK over the past 14 years from Ministry Of Sound to Proud2, Brixton Academy to Alexandra Palace, The NEC Birmingham to Pacha London and many more in between from 200 capacity intimate shows to 20,000 capacity 2 day festivals.

We are a team made of up vast venue management experience, promotion & marketing strengths as well as combining the services of some of the finest licensing, production, logistics, noise management, traffic management experts available in today's industry to deliver to the local community a show to remember.

### **Continental Drifts**

Continental Drifts are an event management company formed in 1996. Continental Drifts manage events for a wide variety of clients including many local authorities, corporate companies and arts/ music festivals. The local authority clients of the company include Hackney, Brent, Haringey, Southwark, Lewisham, Enfield and Waltham Forest. Corporate clients include Mastercard, British Gas, Listerine, Cisco systems, Aviva and Cap Gemini. Arts and music festivals include Glastonbury, Bestival, Big Chill, Lovebox and Larmer Tree. Continental Drifts manage events for up to 100,000 people

Continental Drifts offer overall event management, consultancy, safety planning, programming and artist management.

### **Event Manager-Mel Wilds**

Founder, director and event manager of Continental Drifts, Mel has managed many high profile events including David Blaines 'Above the below', BBC Music Live ( South Bank), the Globe Theatres Gunpowder Plot and the launch of Big Lunch for Mastercard. Mel has managed Carnaval del Pueblo since 2001 ( Europes largest Latin American Festival), all Southwark councils events since 2001, Lewisham Peoples day ( since 2006) and in 2010 was awarded a 3 year contract for the management of Blackheath Fireworks. Mel has also worked as a consultant for Battersea Power station on their public opening and developed their access plan and risk assessments aswell as the security deployment for the open house. Mel teaches in event management and works as a mentor for event trainees.

### **Health and Safety Officer- Tim Byrne (Nebosh, Tech IOSH)**

Tim has extensive experience in event safety which includes Glastonbury festival, Secret Garden Party, Nokia-music rocks, Diwali, Croydon Mela and World Party, the Children's food festival (Oxfordshire), Blackheath fireworks and Lewisham Peoples day. Tim has also worked in safety for many other events including Plasa, Britain and Irelands next Top Model, the Ideal home exhibition and the Outdoor Show.

### **SB security Solutions Ltd**

SB Security Solutions Ltd, was formed in July 2005 and its clients include Wembley London Ltd, (Arena Backstage security for all major promoters), BBC , various tv shows (5 years), Secret Garden Party (a 4 day 24hr event ) 27,000 persons camping (4 years). Other music events include Rox in Bognor regis, a 2 day event, 30,000 persons per day, fenced arena and large stage, but also incorporating seafront bars and attractions. SB have also been present at the V Festival in Staffordshire, working for the Promoter, SJM Concerts, for the past 5 years. SB have recently provided security for Jimmy's Farm, Harvest at Jimmy's, ( 2 day event in Suffolk ) and Feast of Dorset, another 2 day event. SB are the security contractor for the new London venue- Pleasure Gardens.

Whilst working within the London Boroughs, SB have managed to work as a 'Partnership' with the Local Authorities and the Met Police, delivering experience with working on outdoor

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Community events in various parks, providing a 'proactive security' service to ensure public safety, continuous liaison on crowd dynamics and persons attending.

Over the past 3 years, SB Security Solutions Ltd, have been welcomed at the 'UK Crime at Major Festivals' meetings, hosted by Festival Republic, for Promoters, various Police forces and Security companies, who organise and take part in the UK'S largest festivals. The company is an Approved SIA (Security Industry Authority) Contractor and all staff are vetted to standards. SB also have a sub contractor database which is audited by the SIA for proper standards. SB Security Solutions Ltd, is a growing Company within the Security Industry.

### **Vanguardia**

Vanguardia Consulting was formed by Jim Griffiths and John Staunton in May 2006 to provide specialist advice on sound, noise, acoustics and audio visual design. Jim along with all directors have a comprehensive and proven track record spanning more than 25 years in the business. Since the launch, the company has seen a growth in size and stature and has been commissioned on numerous prestigious and complex projects in the UK in a wide variety of acoustics, audio and noise disciplines. Vanguardias festival clients include Creamfields, Big Chill, V Festival and Reading

***We Are Festival: Contact list – To be Inserted in later drafts of this plan***

## **Appendix 2**

### **Overview of site facilities and attractions**

The following is a brief overview of the facilities available on site. Many of the headings are expanded in more detail within this document and further information regarding locations can be found on the site plan.

All stage activity will be under the direction of the Production Manager and Stage Managers at all times, however the only personnel authorised to implement a show stop procedure are the Event Managers, Security Manager and Safety Advisor, the only personnel authorised to implement a change in the running order/times are the Event Managers in liaison with the Production Manager.

### **Main stage**

The main stage will also contain structures to support the PA and the screens; dressing rooms etc will be located behind the stage.

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The main stage will be faced with a primary pit barrier of standard A-frame construction which is able to withstand a crowd pressure in excess of 5Kn/m. Due to the front of stage barrier forming a sequence of inter-connecting sections which form a dynamic load bearing structure.

A working area for stewards, security and medics of at least 1.5m width will be created between the downstage edge and the barrier. The crowd density and mood will be regularly monitored.

### **Stage schedule**

Full details tbc

### **Secondary stages and soundsystems**

Details tbc

Stages will be faced with a primary pit barrier of standard A-frame construction which is able to withstand a crowd pressure in excess of 5Kn/m.

The audience capacity will be calculated using parameters in Technical Standards for Places of Entertainment (as the arena is more akin to an arena/music hall than a event stage). The guidance indicates that an audience density of between 0.3 – 0.5 m<sup>2</sup> per person is acceptable in these types of venue; averaged out at a density of 0.4m<sup>2</sup> per person- capacity for each tent tbc in later drafts of this plan.

Based on an evacuation time of 2 minutes, the organisers will provide appropriate exits. Emergency exits will be designated with a standard illuminated sign supplied from an independent power source.

Exit width calculations are based on an exit capacity of 80 persons per minute per metre of exit width (Fire Safety Guidance for Open Air Festivals published by The Department for Communities and Local Government gives an acceptable exit flow rate of 109 persons per metre per minute), Exits will be placed to allow for clearance within two minutes even if the largest exit is unavailable:

The organisers recognise the risk of overcrowding in these structures during particularly popular acts and have developed strategies to manage this; this will be covered in more detail in the crowd management plan in a later draft of this document. The crowd density and mood will be regularly monitored.

### **Stage schedule**

Full details tbc

### **Bars**

Bars will be managed by the bar supplier under the supervision of the Designated Premises Supervisor in accordance with the requirements of the Premises Licence. Each bar will be managed by an experienced bar manager who is a personal license holder. All main arena bars will open when the arena opens to the public, all arena bars will be required to close at half an hour before the stages finish.

Bar managers will make reasonable endeavour to ensure that persons under 18 are not served with alcohol and that all drinks are dispensed in plastic cups or PET containers or cans which have been opened, all bar staff will be trained to

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adopt the Under 25 policy, bar staff will be over 23 to help them to enforce this policy. Full details of the operation of the bars will be contained with the Alcohol Management Plan which is Appendix 21.

### **Food Concessions**

Food concessions will be managed by Continental Drifts Ltd and will be located around in the concession rings detailed on the site plan, offering a variety of hot and cold food and drinks. A list will be submitted to the councils environmental health team in advance of the event. The site map will detail the location of all food concessions units. Stall health and safety documentation, insurance, HACCP to comply with the food hygiene regulations 2006.

### **Market Areas**

Market stalls will be co-located with bars and catering concessions and will be managed by Continental Drifts Ltd who may subcontract out the management of these areas but are still ultimately responsible.

All concessions and bars will be required to have adequate fire fighting provision and hand wash facilities, barriers will be used to delineate risk areas where necessary. Any build up of waste will be monitored and dealt with.

### **Merchandise**

There will be event merchandise available, as well as merchandise for headline bands, this will be available in units around the site.

### **Amusements and other attractions**

The organisers are considering the inclusion of amusements and other attractions and will provide full details of these when available- any amusements will be required to have ADIP certificates and insurance and will be checked by the event safety officer prior to opening.

## **Appendix 3**

### **First Aid and welfare**

#### **Welfare & Information**

An arena welfare tent will be available where members of the public will be able to obtain advice and assistance from counsellors and experienced welfare staff. The welfare staff will also operate a left items service and a lost/found property service for any items left in their care, which are not collected during the weekend. The welfare operation will be confidential and other agencies should only become involved when the welfare staff request assistance.

#### **Arena First Aid and Medical Provision**

The main first aid post (FAPs) will be located in the arena, co-located with suitable vehicle access; further FAPs will be located around the site. The FAPs will receive casualties from the arena and either definitively treat them or refer them to A&E department.

First Aid cover as recommended by Southern medical is listed below

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8x Ambulance/Nursing Personnel.

10x First Aiders.

1x Doctor.

1x A&E transfer ambulance.

2x Ambulances/Tents as first aid posts

The first Aid provider will liaise with LAS (London Ambulance service) regarding follow up care/ facility location of casualties and the overall plan for the event.

### **Facilities for People with different needs**

Lime Green Ltd accept their responsibility to take all reasonably practicable steps to ensure that people with different needs are catered for.

A viewing platform for wheelchair users will be located at the main stage. The platform will have an unobstructed view of the stage. Accessible toilets will also be located at the viewing platform and at the sanitation compounds. Wheelchair users will be allowed to access the tented stages dependant on crowd densities at the time.

There will be parking available for blue badge holders in the car park nearest to the site.

Signers and Braille programmes available on request

## **Appendix 4- Crowd management**

### **Crowd Management and Control**

The We Are festival will be a licensed event with a controlled number of entry/exit points. The festival site will be fenced and access to the event is by ticket, therefore the numbers attending are strictly controlled.

The vast majority of the festival audience will be 18 to mid-30's with an estimated 50:50 male: female split. Those under 18 will not be permitted access to the site and security will adopt a challenge 25 policy.

Event security and stewarding will be undertaken by the appointed security company SB Security, who will generate their own stewarding plans.

SB Security will establish their own chain of command and this will include an overall security manager who will be SIA accredited.

Upon arrival to the main public entrance into the festival site, all members of public shall enter queuing lanes where their bags shall be searched for prohibited items, there will also be metal detector arches at the entrance.

In the event of a severe crowd disorder where the resources at the event are unable to contain the prevailing situation; crowd management and control has to default to the Police, who will be in attendance on site, in the maintenance of Public Order and Public Safety.

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We Are festival will adopt crowd management procedures are in accordance with the recommendations in the Event Safety Guide and the HSE document 'Managing Crowds Safely' and based on experience of the anticipated audience.

Crowd control is the overall responsibility of the Security Manager, assisted by stewarding and Site Safety Staff.

The We Are ticket holders and pass holders are expected to be a high end and very good natured crowd. The event programmers have worked with this audience for some years and have an understanding of the requirements and essence of the crowd. The site is designed with in excess of 10 formal different venues, markets and on site facilities to keep the public entertained and happy for the duration of the event.

The pedestrian gates for the entry and exit of the audience are kept completely clear of all obstacles, and queuing systems will be defined by the use of crowd barriers. To minimise crowd pressure at the entrances and speed up entry several lanes are staffed by stewards, who will check tickets, and by security staff, who manage the crowds and do searches.

To spread the arrival of the audience, the gates open at 11am.

The Festival is expected to be ticket only, although subject to sales data an on-site box office may be set up.

The We Are site will be designed in such a manner as to prevent overcrowding in any one area. The layout of the markets, pedestrian walkways, roads and venues will be developed to accommodate numbers moving around the site, removing pinch points and addressing areas of congestion. The total arena space has the capacity to accommodate significantly more than the numbers applied for in this licence application.

With such a large site and the surrounding airfield, any emergency evacuation, planned with the advice of Emergency Services, would be, most likely, of only part of the site.

In most foreseeable events this would not involve the audience leaving through the gates, and the possibility of congestion that could involve. The Festival would in effect provide its own rest centre. A full evacuation plan and policy will be agreed with the Emergency Services and the organisers will attend SAG groups in the run up to the event.

Acts will be scheduled in such a way as to prevent excessive numbers at any one performance. Where there is likely to be a particularly popular act at one venue, another popular act will be scheduled to perform at another venue at the same time.

To prevent mass crowd movements, the different stages have staggered start and finish times and running orders, so the audience have to choose between popular acts, and not attempt to move en masse at the end of one performance on one stage to a different venue. Act popularity and crowd movements will be reviewed throughout the Festival. Adjustments to timings can be made at short notice.

When the outdoor entertainment ends at 11pm, there are a few (carefully monitored) stalls in the markets with music, so the crowds move in small numbers to the larger arenas or to the transport to take them away from the event site. Main headliners are scheduled to end at 10pm to allow people to leave the site in a staggered manner

Site Safety personnel will patrol the site and monitor crowd movements. Their role includes:

- Ensuring no vehicles park in fire lanes, emergency access roads, gateways or public walkways.
- Informing safety control about any congestion or potential congestion.
- Assisting in the management of crowd dispersal, using loud hailers.
- Checking and stopping any non essential vehicle movements.

Site safety staff work in tandem with the stewards and security staff patrolling in any particular area.

Several strategically sited CCTV cameras will provide information on crowd

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movements, including coverage of the main entertainment and gate areas.

To ensure the safety of the audience at the main stages:

- The barriers used are bespoke pit barriers installed on level ground with a significant curve. A substantial number of trained professional pit security officers are positioned within the pit and designated 'spotters' will monitor the crowd.
- Highly qualified pit medical teams will assist with crowd monitoring and treat patients.
- There will be established communication protocols and a chain of command to stop a performance should the need arise.
- Production and Security liaise with artistes in advance of their performance to ensure that the 'style' of their performance is suitable and appropriate. The importance of fully understanding programme content, the band's 'excitability factor' and timing is acknowledged to be a major element in anticipating and preventing crowd problems.
- The barrier arrangements are reviewed as artistes appearances are confirmed. It may be felt necessary to modify existing arrangements in light of the acts booked.
- Large video screens and delay speakers will be used on the main stages to ensure that the audience at the back of the arenas have clear sight and hearing of performances.
- The audience is kept informed by the PA systems. There is extensive access to and egress from all arenas.
- Competitive programming between the main stages will spread the audience.

SB Security will manage all areas across the festival site including public areas, backstage, and staff access points in order to manage entry into these areas. SB Security will maintain clear access to the fire exits throughout the event.

The safety officer and the Security Manager will monitor all areas and deploy additional security as necessary.

### Main Arena- Safety, access and egress

Admission to backstage and production facilities will be by pass only. Accreditation points will be specified prior to the event opening.

Security will be positioned at key areas to protect equipment, maintain exit routes, maintain emergency routes and monitor and control pedestrian flow and provide continuous update of events around the site to Security Control.

Admission to the Front of Stage Barriers will be restricted to the front of stage Pit Security team and medical teams essential to public safety. Photographers shall be escorted in and out of the pit by designated Media staff who will liaise with the Pit Security Manager.

The Front of Stage Barrier system in the arenas and in front of the main stage will be of a demountable type with a minimum loading of 5 kN per metre run at a height of 1.2 metres. Security and medics will operate a working walkway of a minimum of 1.5 metres in depth, running the length of the barrier to enable safe extraction of members of the audience. The working areas will be cleaned on a regular basis between acts if possible. Any public personal items that have come over the barriers during a performance will be taken as soon as possible to the Welfare Area and treated as lost property.

Disabled persons have full access to all public parts of the arena other than where crowd safety concerns make this impractical. This decision will be made by the security supervisor for that area.

The evacuation of disabled customers from a potentially compromised area would be difficult; therefore access to areas of high congestion will be discouraged.

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All delay towers, camera positions and structures etc located within the arena will be clad or otherwise protected to prevent climbing.

A security manager/supervisor will be based in Event Control and will maintain liaison and contact with the Security Manager and Security Control throughout the event. The security managers/supervisors will be directed by the Security Manager as to the deployment of their resources in response to intelligence received by Event Control and Security Control.

### **Ingress**

The main arena entrance for day ticket holders will be at Gate 1 where tickets/wristbands will be checked.

Queues will be managed by the security contractor. Additional stewards will be there to enhance these arrangements and a security manager will observe gate flow and call for assistance if needed

Once the majority of customers are in the arena entrance lanes will be broken down and entrances will revert to being exit gates, stewards will be redeployed around the arena, as required.

### **Ingress flow rates**

The flow rate formula for entrance gates to allow for a search procedure is:  
 $6 \text{ people per minute} \times \text{the number of lanes} \times \text{time}$

#### **Gate 1**

Available queuing space is  $30 \times 36 = 900 \text{ sqm}$  at 0.5 densities we have a queue space for 2160 people.

We have a total of 12 lanes which can process 4320 people per hour

#### **Gate 2- guests and VIPS**

Available queuing space is  $10 \times 20 = 200 \text{ sqm}$  at 0.5 densities we have a queue space for 400 people.

We have a total of 2 lanes which can process 2400 people per hour

### **General arena ingress operational methodology**

On arrival at the queuing lanes, each person must produce a valid ticket. No money will be taken on the gates, but there will be a ticket office on the perimeter of the site for any on the day sales. Customers will then pass through a search lane where prohibited items such as glass bottles, alcohol, cans, visual and sound recording equipment will be rejected. Items which are deemed to be offensive or restricted items will be refused entry.

Honesty boxes for the placement of prohibited items will be placed at the entry lanes and in the queuing area; once the event closes items recovered from these boxes will be handed over to the Welfare Staff, any illegal items contained within the honesty boxes will be handed to the Metropolitan Police representative located in Event Control.

Sufficient and appropriate signage will indicate the entry route to the event. Stewards will be pro-active in assisting members of the public.

Pedestrian flow rates and queues will be monitored throughout ingress by senior supervisors to establish attendance. This will be fed back to Security Control and in

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return fed to Event Control. Once the event site is approximately at 75% of its capacity, entry lanes will then be progressively closed and barriers cleared to allow additional egress routes. The staff on entrance gates will then be re-deployed into the site where there is considered to be the most need. Provision will be made for late arrival at all of the entry points.

### **Egress**

This section deals with routine egress only, emergency egress is discussed later in the document.

Once the entertainment in the main arena has finished, audience members will be encouraged to leave the arena; bars will close at 02.00 so as not to encourage the audience to remain in the arena. House lights (a combination of towers and stage working lights only) will be switched on to offer additional illumination and audience members will be guided to the appropriate exits.

### **Gate egress capacities**

The following are worked out on the basis of 80 people per metre per minute x 15 minutes

Gate 1- 36m 43,200 Open initially as entry lanes reversed during the day to allow maximum egress capacity for end of show

Gate 2 – 5m 6,000- Backstage/ artist/ VIP and press

Gate 3- 7m 8,400- emergency exit and for end of show

Gate 4- 7m 8,400- emergency exit only

Gate 5- 7m 8,400- emergency exit only

### **End of Stage Activity**

The stage activity in the main arena will not continue past the curfew time as detailed in the Premises Licence. If at any time the Stage Manager thinks that this curfew will not be achieved, they must notify the Event Manager, Safety Manager and Event Control immediately. The Event Manager will decide, in liaison with the licensing authority and police, if the show should be allowed to over run, i.e. if there a risk of public order should the full set not be allowed to finish. A schedule of stage operating times will be submitted to all parties prior to the event. It is possible that this may change over the weekend and each person must make it their responsibility to ensure they are working off the most recent schedule.

### **Closing of Main Arena**

Once all stages have ended their activity the Security Manager will instruct the stewards to conduct a sweep of the main stage arena to ensure that all members of the public have left the area. Once it is confirmed that the arena is clear the Security Manager will inform event control who will lift the arena vehicle curfew and allow the clean up to commence.

### **Visitor access and egress**

We Are festival estimate that the visitors to the event will arrive by varying means of transport

See estimation below.

By Car- estimate 1000 cars, each with an average 3 people. (20% of audience)

By tube 20% of audience-3000 people

By overland/ nearby stations-10% (1500 people)

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By Taxi/ drop off-30% of audience-6000 people  
By coach/ ticket combination- 20%- 3000 people

We estimate that from the 14,999 people the arrival will be staggered

**Estimated arrival times**

| Time | Numbers expected |
|------|------------------|
| 11am | 700              |
| 12pm | 1000             |
| 1pm  | 2000             |
| 2pm  | 2500             |
| 3pm  | 2499             |
| 4pm  | 3000             |
| 5pm  | 1000             |
| 6pm  | 1000             |
| 7pm  | 800              |
| 8pm  | 500              |

**Estimated dispersal times**

|         |      |
|---------|------|
| 8pm     | 500  |
| 9pm     | 500  |
| 10pm    | 750  |
| 10.15pm | 1499 |
| 10.30pm | 1750 |
| 11pm    | 2000 |
| 11.15pm | 2000 |
| 11.30pm | 1200 |
| 12pm    | 1000 |
| 12.30pm | 1000 |
| 1am     | 500  |
| 1.30am  | 800  |
| 2am     | 500  |
| 2.30am  | 1000 |

We are intending to use the top car park (Aveley Rd/ Warwick Lane) as the coach/ Taxi pick up point. These vehicles will also be able to access the site from this point and then operate in a one way system to the pick up point. A Stop/ Go board system or temporary traffic lights will be used to hold back traffic as necessary to allow a large vehicle to get the swing needed to access or egress. We will be consulting with our traffic management company and with the Damyns hall management team to ensure this works effectively. If necessary an additional entry can be created.

Ticketholders will be asked to indicate their means of travel to the event when purchasing their ticket. Ticketholder emails will be logged and there will be ongoing communication with the audience in the run up to the event both via mail outs and the website.

There will be shuttle buses operating throughout the day from Upminster station, numbers for these will be determined after a postcode and ticket holder analysis.

Car park spaces and numbers per car will be pre booked so this will give us a good indication of expected numbers for this means of transport.

Likewise coach/ ticket combinations will be pre booked and will be offered from a number of locations.

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There will be additional coaches available for peak egress time between 10pm and 11.30pm. We will be speaking to TFL and National Rail to ensure service levels and to extend running times and carriage length if possible. (we have achieved this for previous events but it usually will be confirmed closer to the time)

After parties will take place at Proud (4000 capacity) and Warehouse (1000 capacity) These will be available as a ticket bolt on and will have good quality headliners to attract this level of numbers. Transport will be included in this bolt on.

Customers will be discouraged from attempting to walk to or from the site due to the lack of pavements. Staff will actively monitor this and all event advertising will make this clear.

### **Experience of other events**

Continental Drifts have worked on many events with a similar or larger audience to the We Are Festival and have found that event egress is generally a gradual process. With the We Are Festival the audience is likely to start leaving prior to the end of the event as it is a long event and many people will want to leave to access main transport links.

### **Site Inspection**

An inspection of the site and facilities will be made before the event is opened to the public. The inspection will ensure the integrity of the site infrastructure and that the site is suitable in order to admit members of the public. The main arena will be completed and ready for inspection other than for minor details by 16:00 on the day preceding the event where any modifications or remedial work will be agreed between the relevant responsible authorities, safety manager and site manager.

In the event of any item, facility or situation being identified as not meeting any of the licence conditions during the inspection, the site manager or safety advisor will endeavour to rectify the situation immediately through the appropriate channels.

On the day of the event the final inspections will be undertaken in a systematic, logical manner to ensure that customers are allowed into the site as soon as possible and if necessary the areas they can access may be limited initially. For example, main entrances will be dealt with first, then individual tents with back-stage areas following later.

### **Audience and Crowd Control**

#### **Crowd Management**

The site will be designed to ensure it

- has adequate means of escape in the event of an emergency
- allows for the free flow of the public during the event
- avoids creation of bottlenecks and even out crowd densities

#### **Stewarding**

The number of stewards required at the event will be determined as a result of a risk assessment carried out by the Chief Steward. The risk assessment takes into account: -

- The nature of the site
  - The nature of the expected audience
  - The performance
-

- The Stewarding of exits and fire patrols

### Lighting and Signage

- The site will be provided with adequate and sufficient lighting and emergency lighting in line with relevant *British Standard*
- The site will be adequately sign posted to avoid confusion
- Exit and directional signs shall conform to the *Health and Safety (Signs and Signals) Regulations 1996*
- Fire warning systems shall comply with *British Standards*

### Facilities for People with additional needs

The organisers of the event recognise that need to put in facilities for members of the public with special needs and will endeavour to make the site and the entertainment accessible to all.

The organisers will pay particular attention to:

- Provision for ease of access and egress
- Special parking facilities
- The provision of individual facilitation where requested
- Provision of welfare and sanitary provision
- The provision of signage and signers if appropriate

## **Appendix 5- Emergency Protocols, evacuation & Intervention procedures**

### **We Are Festival 2013**

#### **Introduction**

This document will set out how the production team of the Festival will react to a number of emergency situations which have been detailed under the headings of Weather, Transport & Harm, all of which are the normal festival concerns. This appendix will then look at the general emergency plans for the event and also the major incident plan

#### **I. Team set-up**

On the event day there will be scheduled meetings of the ELT.

At these there will be feedback from each party and time to assess and monitor crowd developments. These meetings will be led by the event manager. These meetings can be called more regularly should this be necessary. These meetings will be minuted.

In the event of an emergency on the site the Event Organiser, Head of security, Police Silver, the H&S officer, the Fire Service and the Ambulance may be involved. In order to achieve the smooth running of operations;

The Head of Security will be responsible for dealing with most emergencies, which may occur, and taking the appropriate decisions. However, the Police may need to take responsibility of a more serious emergency or any incident deemed as a critical incident. If the police take control the relevant handover document will be signed and the expectation will then be for the stewards / security teams to support the MPS as directed.

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The Event Control cabin will be used as an emergency team control point. This will be used by all official personnel. The control point will have a copy of the site plan and a listing of all relevant services and their telephone number.

## **II. Weather**

Regarding the weather we have constant updates on the weather in the main production office where we monitor all the elements. But in the last few years the weather has become more and more un-predictable and so we have to alter our plans accordingly.

### **In the case of extreme rain**

Which makes the event dangerous to hold, (i.e. site waterlogged) then if it comes in the build up to the event;

- We will look at the forecast and make a decision in consultation with Damyns Hall Management, who will have intimate knowledge of the site, as to whether we can go ahead with the event or not.
- The final decision will be made by the event H&S officer, Mel Wilds & Reece Miller.
- Should the decision be made to cancel or postpone the event the events press office will be actioned with informing the public.

If extreme rain hits during the event;

- We will put the information up on the website and also inform the public attending at station if we are expecting worse. TFL will also be informed and requested to put announcements on trains.
- A decision as to whether it safe to keep going with the event will be made by the event H&S officer, Mel Wilds & Reece Miller after consulting with the head of security, Damyns Hall Management and the Site Manager.
- Should the decision be made to cancel or postpone the event the events press office will be actioned with informing the public.

### **Thunder & Lightening**

- The weather forecast will be checked and posted in the Event Control as well as online.
- The decision will be made by the site H&S officer, Mel Wilds & Reece Miller as to the safe continuation of the event.
- Should the decision be made to cancel or postpone the event the events press office will be actioned with informing the public.

### **Wind**

- The weather forecast will be checked and posted in the Event Control as well as online.
- The decision will be made by the site H&S officer, Mel Wilds & Reece Miller as to the safe continuation of the event should severe winds be forecast.
- Should the decision be made to cancel or postpone the event the events press office will be actioned with informing the public.

## **III. Transport**

### **The Roads**

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A traffic management plan is being developed for the event to ease congestion around the site, allow safe and speedy egress and allow residents to gain access to their properties.

#### **IV. Harm**

We have an extensive plan in place regarding the safety of our audience. It incorporates a team of SIA and stewarding personnel placed across the site. The numbers and placements are based on previous experience of similar events.

We Are Festival 2013 has several strands of personnel who are charged with the duty of protecting the welfare of those attending and working at the event. This document serves to explain the roles of these key staff and to put forward the management structure and procedures which need to be followed at the event.

The policy and procedures are concentrating on a preventative approach looking at early intervention and a multi-agency approach to dissolve situations before they escalate.

When an incident is noted and initial intervention begins, it is important that this is recorded by security control and that personnel attend the incident/ area where possible. Each further intervention should be logged.

#### **B. General harm prevention at the event**

##### **At the event**

There will be security teams within the event, supported by stewards and police officers.

#### **C. General on site accidents**

- Any accident shall be reported to Security Control where it will be noted and assessed. The decision will be taken there to refer it the production office if it is a site issue that needs improvement and Medical provider if the situation required medical attention.
- In the case of a member of the public going straight to Medical provider for attention, then Medical provider will record the incident and decide whether to refer it to Security Control.

#### **D. General on site Anti Social Behaviour**

- We will be taking information from the event and our roving teams to the ELT meetings at Event Control where we will be constantly assessing the behaviour of the crowd.
- Any decision regarding the possibility of general trouble or on site fighting getting out of control will be taken by the Head of security and where necessary MPS will take over the management of the situation.

#### **E. In case of a critical incident.**

- The Head of security will work with MPS to decide the most appropriate course of action and where necessary MPS will take over the management of the situation.

#### **F. In case of a bomb threat.**

- The Head of Security will work with MPS to decide the most appropriate course of action and where necessary MPS will take over the management of the situation.

#### **G. Borough emergency planning team**

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The event manager will provide a briefing for the council emergency planning Silver prior to the event. Should a major incident occur at the event the council emergency planning Silver will be informed. If the incident is of such a nature that it will have significant impact beyond the event site then the event manager will work with the Emergency Planning Silver and make the event resources available to assist with the ongoing management of the incident. Should an incident occur elsewhere in the borough that may impact on We Are Festival, the Emergency Planning Silver will inform the event manager who will assess the potential impact and continue to liaise and take action as required.

### **VI. Role descriptions**

#### **Damyns Hall Management**

Damyns Hall Management are the owners of the site but have handed over control of the event site event to Lime Green Ltd who in turn have employed Continental Drifts as the event managers for the event.

#### **Havering Council**

Havering council are the local council for this area and are welcome to have a representative on site during the event

#### **Continental Drifts**

Continental Drifts are employed by Lime Green Ltd to manage the event on their behalf, Mel Wilds will be the event manager for the We Are Festival event and Keeley Webb will be the production co-ordinator. All key decisions and actions at the event should be agreed by Mel Wilds to ensure relevant action is taken across the site where necessary.

#### **The Police**

The Police are there to support the event (tbc). Their main role is to prevent crime and disorder and where persons commit offences to take the appropriate action. In the event of a major or critical incident will take command following consultation with the respective leads.

#### **Security**

Security will manage any incident (except as mentioned above) at the event. There will be a number of staff at the event with a variety of roles; there will be security at stages and across the site as well as around the perimeter and at the gates. There will also be response teams around the site to deal with situations as they arise. Security will hold the event log and all incidents should be reported to security control.

#### **Stage Manager Intervention Procedure**

Stage manager should assess the crowd at regular intervals and should take account of crowd density and atmosphere. Should there be a problem, the intervention procedure below should be implemented in steps:

1. MC INTERVENTION - If crowd is too dense at front of stage barrier, MC intervention should be used to ask the crowd to step back from the barrier. Stage security should be alerted and kept on stand-by.
  2. MC INTERVENTION - If the atmosphere of the crowd is becoming tense or unruly, MC intervention should be the first action taken to try and calm the crowd and instill a more positive atmosphere.
  3. MUSIC CHANGE – If MC Intervention is unsuccessful and it appears the music style is contributing to the unruliness of the crowd, the stage manager should adjust the music style appropriately (i.e. DJ or live artist)
-

4. SECURITY INTERVENTION – If MC Intervention and music change are both unsuccessful in altering the mood or density of the crowd, stage security should call for back up.

**POLICE INTERVENTION – If previous intervention procedures are unsuccessful, security should call for police assistance.**

### **Draft Emergency Plan & Procedures**

#### **Command and Control Structure**

The event manager, in consultation with Lime Green Ltd and the health and safety officer will make any decision whether the emergency plan is activated.

An emergency liaison team (ELT) will consist of:

| <b>Name</b>                              | <b>Role</b>   |
|--|---|
| Reece Miller, David Winney, Nikki Gordon | Festival Directors<br>Damyns Hall Management<br>Venue manager<br>Council safety officer (if required) |
| Mel Wilds                                | Havering Police Event Liaison (tbc)   |
| Tim Byrne                                | Event Manager and licensee  |
| Steve Bettsworth                         | Health and Safety Manager<br>Security Manager<br>Southern Medical                                     |

The ultimate responsibility for the Event lies with the Premises Licence Holder. The responsibility for the sale and supply of alcohol rests with the Designated Premises Supervisor.

Regular meetings of the ELT will be held throughout the day of the event at the following times:

10am, 11.30am, 3pm, 5pm, 7.30pm, 9.30pm, 11.30pm, 1.30am

The ELT group will meet in event control.

Additional meetings will be convened if necessary.

#### **Introduction**

Security and stewards will be positioned at various points internally and externally to comply with the risk assessment carried out by Continental Drifts Ltd and the security contractor (Stewards and security deployment included in Appendix F)

The risk assessment will take into account:

1. The nature of the site
  2. The nature and size of the expected audience
  3. The performance programme
  4. The stewarding of exit points and fire controls
-

The security company will appoint a security supervisor 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 emergency services and officers of the council. He or She will be located at security control for the duration of the event.

Security supervisors will be appointed to separate areas for command and control purposes. The supervisors have been briefed upon the venue layout 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.

Each security officer will have direct radio contact with security control.

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

### **Method of Operation**

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

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

**Condition Ruby-** 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.

The authority to change the alert status shall at all times rest with the security company and the persons within the chain of command.

### **Operational Action**

#### **Condition Orange**

Radio control shall be instructed to broadcast the following announcement:

“WILL MR JARVIS PLEASE CONTACT INFORMATION TENT (repeat)

The following procedures shall be implemented

- The ELT shall assemble in the ELT room
  - All staff to observe radio silence
  - Senior security supervisor to proceed to the location of the incident, assess the problem and report back via radio to the ELT
  - If appropriate, designated members of the ELT will go to the arena to further assess the situation Event Manager to ensure that entertainment is ready to stop and stage PAs 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 Ruby

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

“WILL MR JARVIS PLEASE CONTACT INFORMATION TENT IMMEDIATELY”  
The following procedures shall be implemented

- The area immediately surrounding the incident to be secured by security
- Radio silence to be observed
- Security and stewards to ensure that the only vehicle movements are emergency vehicles
- Security and stewards to ensure no vehicle movements in the car park
- All security and stewards to stand by for the instructions for evacuation of site

### Standing down from condition ruby or orange

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

“THE PREVIOUS MESSAGE FOR MR JARVIS IS CANCELLED”

### Code Words

The following code words are in operation for We Are Festival 2013

|                    |   |
|--------------------|---|
| <b>Mr Sands</b>    | Fire                                    |
| <b>Mr Case</b>     | Suspect Package/Bomb                    |
| <b>Mr Cheshire</b> | Public disorder, crowd control problems |
| <b>Moses</b>       | Lost person                             |
| <b>Mr Jarvis</b>   | Change of alert state                   |

### Evacuation Procedure

We may need to evacuate an area of the site, or the whole area.

The following broadcast coded message: “WILL MR. JARVIS PLEASE CONTACT INFORMATION TENT” means that the alert state has gone to ORANGE. This means staff must Standby and await instructions from supervisors – at this point, the public should be unaware that anything has changed, but staff must prepare for the possibility that we are about to evacuate an area.

The following broadcast coded message: “WILL MR JARVIS PLEASE CONTACT INFORMATION TENT IMMEDIATELY” means that the alert state has gone to RUBY. An evacuation of the site could follow. From this point on, staff must follow the instructions of the Security and Police officers in their areas, as they will have accurate information about the evacuation and which direction the public must go.

**Full evacuation** will take place as follows:

The event manager/ security team will stop the activities on the site, and the event office will broadcast the following pre-recorded announcement. In some circumstances, it will be necessary to stop the performance immediately and, if this happens, Security and

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Police personnel have priority over all We Are Festival staff as they will have more information about the situation.

This message will also be read or played by Control over the public address system

“LADIES AND GENTLEMEN THIS IS AN EMERGENCY MESSAGE. WILL YOU PLEASE VACATE THE EVENT AREA BY FOLLOWING THE DIRECTIONS OF SECURITY AND POLICE OFFICERS. PLEASE WALK AS QUICKLY AND QUIETLY AS POSSIBLE”

The following procedures shall be implemented

- All security and stewards to take every possible action to prevent vehicle movements, except emergency vehicles
- All stewards to assist in directing the public down designated safe egress routes.
- Once the area to be evacuated has been cleared, stewards will secure the entrances to prevent re-entry
- Security and stewards to continue control of entrances until told to stand down by the ELT

If the alert state is cancelled, the following announcement will be broadcasted: “THE PREVIOUS MESSAGE FOR MR JARVIS IS CANCELLED”

### **Part Evacuation**

If we are to instruct a partial evacuation (e.g. a viewing area) the following procedure shall be implemented

- All security and stewards to take every possible action to prevent vehicle movements, except emergency vehicles
- All stewards to assist in directing the public to designated safe areas
- Once the area to be evacuated has been cleared, stewards to ensure no one returns to the area

The decision to permit re-admission to the incident area and the restarting of the event will be made by the ELT.

### **Place of Safety / Rendezvous Point**

All site crew, guests and members of the public departing the area in the event of an emergency evacuation shall be stewarded down safe egress routes adjacent to the site. Security Control will co-operate fully with the emergency services on this to maintain maximum control and safety of life. Staff must then return to the designated RVPs.

### **Contingencies**

Cancellation of event

Prior to day of event - Press releases will go out to local media, posters will be put up in public spaces around the venue including public transport and the venue itself.

On day of event – Press releases to local media, posters at venue and public spaces and stewards will be positioned within venue site for face-to-face communications

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#### Delayed start

Public Announcements from pa systems/loud hailers to notifying delay and approximate time for the start – event will still finish on time. Stewards informed of what to tell public and will deal with all face-to-face communications. Continual announcements to keep public informed of delay and approx. new start time.

#### **Access change for emergency access**

The event has RV points for emergency access. Depending on the incident's location, the emergency services would be called and notified of the RV point and would be met by a member of the management team. The event will have 3 main RV points. Access points for emergency services will be decided dependant on location and seat of incident.

#### Inclement Weather

If the event is temporarily closed due to inclement weather - public announcements will be made to inform the public 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.

The decision to permit re-admission to the incident area and the restarting of the event will be made by the EIT.

#### **Evacuation**

With such a large site and the surrounding airfield, any emergency evacuation, planned with the advice of Emergency Services, would be, most likely, of only part of the site.

In most foreseeable events this would not involve the audience leaving through the gates, and the possibility of congestion that could involve. The Festival would in effect provide its own rest centre. 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 dependant upon the type of structure that it is, open festival sites such as this do not have defined evacuation times due the various types of emergency scenarios that may develop. Often in festivals 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 festival 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 leave the site with their belongings and vehicles which would take up to a couple of hours to clear the site of public or there may be a requirement to implement an immediate full-site evacuation and move everybody off of the site quickly in an acceptable period of time.

For an immediate full site evacuation it is deemed that a time of 15 minutes is an acceptable period of time to evacuate the total site capacity off of the site. 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.

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

The primary route for emergency vehicles to access the festival site is via the Showground Main Vehicle Entrance off Aveley Rd.. Further details will be available in the Traffic Management Plan in later drafts of this document.

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### **Festival Site**

The proposed audience capacity for the festival site is 14,999 people. The overall capacity of the area is in excess of this figure even when we take in to account “non-event spaces” such as grass areas between venues and roadways.

There are three main roadways running around the perimeter of the site, plus grass areas around the fenced perimeter. These road ways are approximately 4-5-meters wide.

There are large spaces for evacuation points around the site. We will ensure we have clear pathways to these areas. We will have facility on site to bring hot drinks and emergency supplies to the areas as needed. Should audience need to move away from the site down roadways we will liaise with SEP our chosen traffic management company to facilitate this.

To facilitate a 15-minute full site evacuation of the entire festival site, based on 15,000 people @ 80m/minute requires a minimum exit width of 12.5m. Three emergency exits will be available to use to exit the site. Each will be 7m this will be in addition to the main entrance as we would need to assume that potentially one of these would be unavailable in an emergency.

A full emergency plan will be developed during the planning of the event and will be discussed at further meetings of the SAG.

The purpose of this Plan is to prepare and organise for the Damyns Hall Aerodrome venue and the We Are event managers, to be able to conduct a time sensitive, safe, secure, orderly and efficient evacuation of the venue, whilst providing an overall view of the event management on site.

Potential emergencies, such as fires, explosions, bomb threats, chemical releases, stand collapse etc. will require some or all of the staff, performers, teams, officials etc and spectators to evacuate the venue or parts of it. The 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 at the venue that may require evacuation of staff, performers, VIPs and audience to a place of safety. This plan relates to all users of the venue.

### **Scope**

This Emergency Management / Evacuation Plan shall cover those designated actions that venue management, staff performers, teams, officials etc. and spectators must take in order to ensure a safe and secure evacuation in the event of an emergency. This extent of the coverage includes the structures within the venue, the perimeter and grounds around the venue and the vehicle car park, either standard or VIP.

The plan is multi hazard in scope and covers both natural and man caused hazards. It will also cover the emergency evacuations of disabled spectators and the structural enhancements to accommodate their movements.

### **Mission statement**

To implement an orderly, safe and organised evacuation of the venue within the required time if necessary. To ensure a safe and well managed event and to allow the safe and timely egress of all patrons of the We Are festival event.

### **To allow us to meet our mission statement we will ensure:**

There is adequate signage throughout the venue identifying emergency exits.

Good Telecommunication systems are in place within the venue.

Public Address system that can be heard throughout the venue, with loudhailers available for areas not within direct public address range.

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Sufficient staff have been trained and will be located in the sectors/evacuations areas identified.

Evacuation routes are left clear of any obstruction

There are considerations for spectators with disabilities

Venue staff have been well exercised in the evacuation drills for the venue.

### **Emergency operations**

Should a serious incident occur at the venue that required the facility to be evacuated, the Police are to be advised immediately of the incident, and asked to respond to the emergency and assist with the evacuation.

Ambulance and other emergency services are to be contacted immediately as the need for their services have been identified.

Interoperability of the response agencies; evacuating the affected spectators safely to the assembly area; monitoring and evaluation of the incident; is the responsibility of the event manager on site.

### **Build up and breakdown**

The event site will be closed to the public during the build and breakdown. The event site will be enclosed using heras fencing thus creating a sterile area for work to be carried out.

Hazard tape and signage will also be used to define hard-hat areas during the build/breakdown on site. The event safety officer will monitor the hardhat areas to ensure that contractors comply with PPE requirements.

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### Draft Map

### **Major Incident Plan**

Although highly unlikely at an event of this kind which has an experienced event management team, Lime Green Ltd and Continental Drifts feel that the process for dealing with a major incident should be documented

This plan looks at the how the staff at the event would manage a major incident and what additional resources may need to be assigned.

### **Declaring a major incident**

The emergency liaison team, ELT will make the decision to declare a major incident. The police would generally take the lead on this unless it was a medical or fire emergency in which case the relevant member of the ELT would assume control.

### **Allocation of control**

When a major incident is declared or the site condition has reached level ruby. The transfer of command should be documented in the event log

The council emergency planning officer should be contacted and the event team should regularly liaise with the EPO to determine any necessary support and to decide whether to

continue to control the event from site or whether the EPO should take over the management of the incident from an off site location.

There will be space within the ELT to host additional services or support staff as necessary.

### **What constitutes a major incident**

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- (a) The rescue and transport of a large number of casualties;
- (b) The involvement either directly or indirectly of a large number of people;
- (c) The handling of a large number of enquiries likely to be generated both from the public and the news media usually to the police;
- (d) The need for the large scale combined resources of two or more of the emergency services;
- (e) The mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

It will, in general, include the involvement either directly or indirectly of large numbers of people, but usually the risk of a major incident has been identified as: -

Fire

Serious medical emergency

Controlled evacuation due to suspected incidents (i.e. fire, bomb warnings etc)

Overcrowding

Collapse of temporary structures

Catastrophic failure of permanent structures

In addition to the above, the major incident plan also recognises that external major incidents, beyond the control of the event management team, may result in special arrangements being implemented **within** the event by the event team. Examples of these types of incidents are: -

Off site chemical incident

Major transport disruption

Extremes of weather

Crowd disturbance not attributed to the event.

### **Declaration of a Major Incident**

All activities which happen once a major incident has been declared will have the following aims:

Preserve life

Protect Property

Safeguard the wider environment

Ensure the safety of all staff and attendees at the event

Respond effectively to any given emergency

Reduce the impact on the local community

Ensure a high degree of public confidence through professional conduct of all staff.

Restore normality

### **Scope of a Major Incident**

There are recommended sizes of cordon which are appropriate for different incidents. These are listed below

Suspicious Package 100m

Suspicious Vehicle 200m

Large Suspicious Vehicle 400m

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#### LPG/Propane Fire >200m

These cordons may also require all or part of the show to be stopped, depending on location.

#### **Evacuation zones and Refuge areas**

These will be determined at the event, dependent upon the nature and seat of any emergency

#### **Code words, evacuation and alert states**

These are the same as in the emergency plan

#### **Power supplies**

If it is necessary to close all or any of the power supplies on site, any emergency announcements should be made first if possible, security staff should then ensure loudhailers are distributed to disseminate information.

#### **Press and Artists**

It is important to ensure that any sponsors, press and artists are incorporated into any evacuation and the managers of these areas should be regularly updated as to any situation

#### **Emergency Vehicles**

Should additional emergency vehicles be requested

Any access routes onto site should be cleared

The Access route and RV point for the vehicles should be decided

#### **Stopping the Show**

This should be a last resort as an action such as this can cause other problems such as aggression within the crowd and unexpected surges/ crushing. Where possible the show should continue whilst the incident is resolved

The event will operate two types of show stop as follows;

#### **Change in Operational State**

If a situation or incident develops to the point where the operational condition for the event is changed to Orange and Event Control have consulted with all parties and feel that the show should stop, the persons designated as being responsible for stopping the show are the stage manager- under the direction of Reece Miller, Mel Wilds and the head of security. If these people are unavailable this role can be undertaken by the event safety officer . The overall site alert stage should go to orange in case there are other problems resulting from this.

#### **Security- immediate stopping of show**

Should the stage/ pit security feel someones life is in danger they can immediately stop the show via the stage manager. The ELT should then attend the site ASAP to decide the next stage

#### **Roles and Responsibilities in a major incident**

##### **Havering Council**

The role of the council at the event would include:

Work alongside the emergency services as necessary

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- Assessing the impact on the wider community
- Managing the local authority and non emergency services response
- Assist with provision of resources as necessary
- Helping to restore normality in both the short and long term
- Communication with other authorities and services as necessary
- Provide assistance with post event care
- Ask for military support if necessary
- Liaise with government as necessary
- Liaise with director of public health if necessary, particularly if there is a toxic hazard or threat to public health

Local authorities and government departments do not operate at all times so there may be a delay in some of the actions above  
Event control should request local authority assistance as needed

#### **Event stewards and security**

- Work alongside the emergency services to save life
- Be observant and report any incidents or safety hazards
- Evacuate the public under direction of the police and security manager
- Assist the police for as long as necessary
- Work to cordon of any areas as requested by the police
- Specific roles as directed by the security manager at the event

#### **Role of the Metropolitan Police**

- To preserve life
- To co-ordinate the emergency services as needed
- Establish and manage cordons as necessary
- Investigate the incident and work alongside other services in this area
- Work with the NHS to identify casualties and gather information
- Identification of victims and the deceased.
- Work to restore normality
- Police should co-ordinate the press response to the situation; the event press office will assist the police in this area

#### **London Fire and Rescue Service**

- To save lives
- Tackling of fires, containment of chemical spillages, and hazardous occurrences.
- Rescue trapped casualties, working with the ambulance service
- Advise on health and safety at the scene and within any cordon
- Assist the police and ambulance service wherever needed
- Work to restore normality

A gridded site plan will be given to the fire brigade in advance of the event to assist with incident management and access onto site in case of emergency

#### **London Ambulance Service**

- To save life
- To co-ordinate the medical response

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To treat and care for casualties  
To assist in rescue of trapped persons  
Prioritise those to be evacuated  
Liaise with hospitals receiving casualties  
Transport of the sick and injured.  
Work to decontaminate anyone affected by toxic substances  
Work to restore normality  
Co-ordinate and liaise with the on-site medical team  
Work to assess casualty rates and pass this information to police media team

**Site and event team**

To assist the emergency services in saving life where necessary  
Assist with evacuation as requested  
Assist with information broadcasts as requested  
Provide any technical expertise and site specific knowledge as requested  
Work to restore normality

**Site Locations**

**Incident Control**

This should be run from the ELT where possible, unless this area is within a hazardous zone when the incident room should be relocated. This would be decided at the time dependant on the nature and seat of the emergency

**Inner Cordon**

A cordon will be put around any risk area, access to this area should be restricted. The police will manage the cordon with the support of the security team

**Outer Cordon**

This will be to allow the flow of emergency vehicles and will be managed by the police with assistance from the security team as required

**Media Briefing Centre**

Any media briefing should be done from the press area, there will be internet connections and computer stations available in this area for any journalists to use as needed. The council and police media teams should be kept informed of the situation

**Hospital**

London Ambulance Service will determine the hospital(s) to be used dependant on the type of incident.

**Body Holding Area**

It may in a serious incident be necessary to create a body holding area on site. This will be decided by the ELT and the area should be secured by the security team on site.

**Temporary Mortuary**

The Emergency planning office for the council holds a borough plan for the location of temporary mortuaries and will advise on suitable locations should this be necessary.

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**Friends & Relatives Reception Centre**

It may be necessary to create a reception centre for friends and relatives, if this is the case then the Emergency planning office for the council holds a borough plan for the location of temporary mortuaries and should advise on suitable locations should this be necessary.

**Casualty Clearing Station**

This may be necessary and should be sited dependant on the nature and seat of any situation. The location of this must be communicated to the ELT.

**Ambulance access points**

First Aid positions within the event have been planned to allow for easy ambulance access. Further casualty load areas can be created as required.

**Survivor Area**

It may be necessary to create a survivor area at the event, this should be separate to the body holding area.

Any welfare facilities such as hot drinks, food etc should be brought to this area where possible.

**Appendix 6-Crime reduction policy**

A full and detailed crime reduction policy will be developed for later drafts of this plan in conjunction with Lime Green Ltd, Met police, SB security and Continental Drifts.

The event organizers are taking a number of steps to reduce crime at the event which include:

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- Admission will be by ticket and wristband only. Guest pass holders will be in possession of a valid ticket.
- All production and working staff will be in possession of valid accreditation and enter only through designated entry points.
- No cash will change hands at the gates. There will be a ticket office on the perimeter of the site for purchase on the day.
- Prohibited items including - Glass, cans, alcohol, illegal drugs and any item deemed an offensive weapon will not be allowed onto the event site. No professional cameras, video, or sound recording equipment will be allowed. Stewards will not take possession of any item that a person wishes to leave.
- Nothing which may be deemed as offensive weapons will be allowed into the site.
- No pass outs from the event will be allowed during the event except for medical or emergency purposes.
- Bins will be provided by the event organiser for the collection of any items that are refused entry into the concert arena. Regular emptying of bins and skips, in addition general cleaning around entrance gates will be undertaken during the course of the event to ensure good housekeeping practice, maintain clear exit routes and to maintain a sterile environment for security purposes.

To support crime reduction at the event the organizers will enforce the Conditions of Entry listed below- These will be advertised in advance and on the gate

**No Dogs except guide dogs**

**No professional recording equipment**

**No Under 18's**

**No Glass bottles**

Non alcoholic beverages in glass bottles discovered at entry points will be decanted into plastic cups

**No alcohol to be brought into the event**

Any alcohol will be confiscated

**No illegal substances**

Anyone found in possession of illegal substances will be handed over to the police

**No Knives or weapons of any kind**

Immediate confiscation on discovery

Any persons found with a knife or weapon will be arrested

**No Fireworks**

Immediate confiscation on discovery

**All bags will be searched**

**All persons on-site may be searched through a targeted search policy**

**Unsociable behaviour or intimidation will not be tolerated**

Perpetrators may be removed from the event, police may be called if necessary

**The organisers reserve the right to refuse admission.**

**Appendix 7**

**On site safety controls**

**Continental Drifts require contractors to:**

- Understand their general responsibilities towards the audience, fellow event workers and themselves
  - Inform Continental Drifts of any serious safety incidents occurring within the last 3 years and the results of these incidents.
  - Carry out risk assessments of their work activities
-

- Provide a method statement which will be followed whilst on site.
- Ensure that copies of risk assessments, method statements, safety policy and insurance details are given to the organisers with any tender and that a copy of these is brought to the event.
- Ensure that persons under their control know the fire and emergency procedures for the site and the locations of the appropriate type of portable fire appliances
- To ensure that the means of escape are not obstructed
- To ensure that all portable and transportable electrical equipment has been tested
- To ensure that personal protective equipment is worn when necessary and that it is suitable and properly maintained
- Co operate with the site safety rules and procedures
- Co-operate and share information on health and safety with other contractors while on site
- Ensure drivers (of site vehicles such as lift trucks and specialist vehicles) under their control have received the appropriate operator training
- Ensure that all work equipment and lifting equipment is maintained, serviced and used in accordance with the *Provision and Use of Work Equipment Regulations (PUWER) 1999* and the *Lifting Operations and Lifting Equipment Regulations (LOLER) 1989*
- Report all hazards and incidents

#### **Lighting and Signage**

- The site will be provided with adequate and sufficient lighting and emergency lighting in line with relevant *British Standard*
- The site will be adequately sign posted to avoid confusion
- Exit and directional signs shall conform to the *Health and Safety (Signs and Signals) Regulations 1996*
- Fire warning systems shall comply with *British Standards*

#### **Communication**

The organisers will put into place a command and communications structure that allows clear and effective communication between the various disciplines involved in the event. The organisers will also ensure they have a clear line of communication with the emergency services and council.

#### **Telephone Hot Line**

An outside telephone line will be based within the TA building and all complaints from the public will be formally recorded and investigated.

#### **Radio**

- Different disciplines to use dedicated frequencies to aid clear communication with 2 frequencies used for emergency situations only.
  - All radio operators will be trained in their use.
  - Coded messages will be identified for use in emergency situations.
  - The power source of the incident control room will have an independent backup in case of site power failure to ensure communication is not lost
  - Radios will be ordered with 2 fully charged batteries and tested prior to the event
  - Operators in the control Centre will have adequate rest breaks
  - The radio communications network will be backed up with a list of mobile phone numbers of key personnel
-

### **Communications with the public**

Proper provision will be made for the effective communication with the public including a procedure to ensure that broadcast music can be silenced in an emergency.

### **Barriers**

Barriers serve twin purposes at an event

- To provide physical security
- To relieve and prevent the build up of crowd pressures

The siting and nature of barriers will be determined by an assessment carried out by the site manager in consultation with the other event organisers, particularly the chief steward and the safety consultant. The emergency services and officers of the council will also be consulted

The assessment will take into account: -

- The advice given by the emergency services and officers of the local Council
- All statutory requirements for guarding machinery
- The design of barriers in front of stages
- Previous experience and knowledge about the audience

All barriers used on site will: -

- Be clearly marked on the site plan submitted to the Council for approval prior to the licence being granted
- Will be of sound construction, be in a good state of repair, and be fit for the purpose
- Conform to the load bearing specifications laid down in *Institution of Structural Engineers document Temporary demountable structures: Guidance on procurement and use*

### **Temporary Structures**

- It is recognised that the failure of any temporary structure could have devastating effects
- To control the risk, the organisers will plan and monitor the contractors supplying the temporary structures to ensure the structures are designed to adequate standards, in a good state of repair and that they are erected and taken down using safe working practices
- In line with *The Management of Health and Safety at Work Regulations 1999*, the organisers will require all contractors to supply in advance written risk assessments and to have identified the most appropriate means of reducing those risks
- The safety co-ordinator will check the suitability of these risk assessments and the control measures proposed by the contractor and give advice on improvements were necessary on :
  - Protecting erectors against falling
  - Protection of erectors from falling objects
  - Compliance with the *Manual Handling Operations Regulations 1992*
  - Compliance with *Lifting Operations and Lifting Equipment Regulations 1998*
  - Compliance with the *Provision and Use of Work equipment regulations 1999*

All suppliers of temporary demountable structures used on site will be required to

- Design concept and statement which will include:-
    - A statement of what the structure is intended to do
    - A list of items or connections that require particular checking each time the structure is erected
-

- Details of the methods of transferring all horizontal forces back to the ground
- Construction drawings which will include:-
  - Full calculations
  - Design loads
  - Relevant test results
- Risk assessments covering the design and erection
- Safety method statement
- Completion certificate

#### Stages

- All stages exceeding 56m<sup>2</sup> will have a means of escape at each side of the stage
- They will have handrails on all edges, ramps and stairs
- The front edge of all stages will be marked with a 50mm white line
- They will be able to carry a point load of 22 newtons per square metre over a 50mm by 50mm area without causing damage to the floor and without causing excessive deflection of floor panels. (Defined as a deflection of no more than 10cm relative to adjoining panels)

#### Marquees and Large Tents

- All marquees and large tents will be supplied by known reputable contractors
- They shall be capable of withstanding expected wind forces and bad weather conditions
- Contractors will be selected in part because of their experience in marquees
- Guy ropes are adjusted as weather conditions have a great effect on the marquees' load bearing capacity
- The contractor for any large structure will be on site throughout the event ensuring the tent is adjusted to take into account any change in the atmospheric conditions and to be on hand if it is necessary to lower the structure in adverse winds

All marquees and large tents will have to carry proof that flame-retarded materials have been used.

New manufactured membranes and fabrics should be of inherently flame retarded fabric or durably flame retarded fabric when tested to BS 7837. Fabrics tested to BS 5438, tests 2A and 2B, with a 10 second flame application time in each case continue to be acceptable. (The method of test described in BS 7157 is also acceptable). Other sheet materials should be Class I surface spread of flame in accordance with BS 476: Part 7. Materials should be free of flaming molten droplet characteristics and should not readily support combustion. All membranes and fabric should be so labelled.

- Contractors to follow *MUTA– Best practice guide 2009*

#### Electrical Safety

##### Electrical Systems

The Continental Drifts production team recognise the grave nature of risk from electric shock and the part electrical equipment can play in the starting of fires, and in order to control this risk will appoint an experienced site electrician.

Ensuring that:

- All electrical equipment and installations on the site will conform to the *Electricity at Work Regulations 1989* and follow the advice given in *BS7909 Code of Practice for temporary distribution systems*
-

- All installations will be installed, tested and maintained in accordance with the Institution of *Electrical Engineers "Regulations for Electrical Installations"* which now form part of *British Standard (BS) 7671 "the Regulations for Wiring Installations"*.

A Risk assessment will be carried out by the Site Electrician that will take into account:-

- Total electrical requirements of the event
- The need in certain areas for an independent power supply
- Compatibility of equipment to be used
- The design and types of electrical connectors to be used by performers
- Use of low voltage equipment (110 volts)

### Installation

- All electrical installations will be installed so non-authorized personnel and members of the public, cannot interfere with them
- Where possible sufficient fixed socket outlets are provided within the stage area to reduce the usage of extension leads. All equipment is located within 2 metres of a socket outlet to prevent the risk of tripping on long cables.
- All equipment that is exposed to the elements will be suitably constructed and protected.
- Where electricity has to be used in high risk areas, such as wet conditions, or where trailing sockets are not designed to make and break on load, the guidance contained in *British Standard "specification for industrial plugs, socket outlets and couplers etc."* will be followed.

### Cabling

- Cables, where possible, will be routed or buried so they do not become tripping hazards or be crushed by vehicular traffic.
- All cabling that may cause an electric shock if damaged, will be protected from sharp edges or crushing by ensuring that it is armoured or that it is carried overhead.
- While cabling can be buried just under the surface of the sod the risk assessment process will identify areas where the cable will need to be buried deeper to ensure it is not accidentally damaged by tent pegs, posts etc.
- Where overhead cables are used, it should be securely put in place and supported by a cautionary wire which is out of reach of the public and does not place strain on the connectors.
- All power distribution cables used on site will be checked so they conform with the relevant British standard and are sized in accordance with *the IEE Wiring Regulations 16<sup>th</sup> Edition*.
- All cables used on stage or for stage equipment will be flexible rubber or plastic insulated and sited as specified in the relevant British standard, or is of equivalent or superior quality.

### Access to Control Systems

- The Site Electrician and the Safety Advisor will ensure that a clear working space is provided to facilitate access to all control switches and equipment.
  - That the main controls are clearly marked and their location marked on the site plan provided to the Council and the Emergency Services.
  - That the electrical supply to stages and marquees are readily accessible to authorised personnel.
  - That adequate lighting is safely provided during the hours of darkness to facilitate the safe entry and egress and working environment for site crew before and after the event.
-



#### Generators and Transformers

- All generators that are 3 phase will have to carry an up to date test certificate. All generators will be earthed in line with guidance given in *British Standard 7430 Code of practice for earthing*
- All generators including those belonging to traders will be inspected by the Site Electrician and their location marked on the site plan given to the Council and the Emergency Services.

#### Residual Current Devices and Other Equipment

- All items of electrical equipment will be checked to ensure that they are fitted with an easily identifiable means of isolation. Any electrical equipment used in association with hand held devices will be protected by a miniature circuit breaker and a residual current device (RCD) having a 30 ma tripping current and installed on a distribution board. The Site Electrician will ensure that the RCDs are tested before the event.
- Once the Site Electrician will sign a hand over certificate confirming that all testing has been completed and that in his professional opinion the electrical system is safe to use and that risks posed to employees and public has been adequately controlled so far as is reasonably practicable.
- If the Site Electrician is unhappy with any items of equipment they shall not be used
- The site electrician will be on site or on call for the duration of the event from set up to striking site.

#### Accidents and Emergencies

##### Accident Reporting

- All accidents to the general public will be formally recorded by the first aid facility in the accident book B1510.
- Continental Drifts will ensure that all appointed contractors have adequate accident reporting systems in place as part of their contractor selection process
- If a member of the general public is injured the safety consultant will investigate the accident and ensure the relevant F2508 form is sent to the enforcing authority

#### Fire Safety, Emergency Procedures and Medical Provision

The organisers of the event recognise the risk posed to employees, contractors, performers and members of the public from fire at events and recognise their duty to plan for emergencies.

The Fire Brigade and the Safety Officer will be consulted on the design and layout of event sites and the entry and exit points.

A risk assessment will be carried out on the need for portable fire fighting equipment for each event, once the organisers have the relevant details about the location of identifiable risk areas

The risk assessment will take account of:

- The advice of the Site Electrician on, the location of generators, power distribution control areas, items of electrical equipment such as mixing desks.
- The need for portable fire fighting equipment in temporary structures

#### Noise

##### Noise at work

- Sound Engineers will be responsible for monitoring sound levels in performance areas and identify ear protection zones
  - They will also ensure that effected staff receive the relevant advice and guidance on ear protection down in the *Noise at work Regulations 1989*
-

### **Noise Leakage from Event Sites.**

- Guidance will be sought from officers of the Council/ Vanguardia on measures that can be taken to reduce noise leakage from event sites.
- Vanguardia have been appointed to give every assistance to Noise Control Officers that will be monitoring the event
- The consultant will assist in the setting of noise limits at the edge of the site and will ensure that any complaint passed on by the Council will be dealt with promptly
- Sensitivity to any residential properties will be paramount in the creation of the site plan and placing of sound sources.

### **Welfare and Facilities**

- The organisers will ensure that adequate facilities for welfare, first aid, the provision of drinking water are provided at events
- The provision of sanitary arrangements in line with the guidance given in the Event safety guide
- The provision of chill out areas as part of the entertainment
- Ensure that adequate welfare facilities are provided for stewards and other members of staff

### **Environmental Protection**

- All rubbish will be cleared from event sites and where practicable, recycled.
- Rubbish will be stored in a secure area and be collected within 24 hours of the finish
- All efforts will be made not to disturb livestock, wildlife or their habitats during events
- The risk assessment will be drawn up after further consultation with the fire brigade to ensure that potential risk areas are not missed, thus ensuring that the risk of fire is adequately controlled to the satisfaction of the fire brigade and the council.

### **Other Fire Controls**

- We will ensure that the grass is cut short just prior an event and the cuttings taken off the site.
  - We will carry our regular fire patrols by stewards and the regular disposal of rubbish from bins and the storage of rubbish outside the site
  - The rigorous control of traders to limit the risk from petrol generators and from petrol storage, by limiting the amount allowed stored on site and ensuring that it is stored in suitable containers in designated areas
  - Ensuring that curtains, drapes and other materials that are made from durable or inherently flame retardant will conform with *British Standard (BS) 5867*
  - Ensuring that curtains, drapes and other materials that are made from non durable fabric conforms with *British Standard (BS) 5867* and are accompanied by a test certificates
  - Ensuring that Liquid petroleum Gas bottles are used in accordance with the *Gas Safety (Installation and Use) Regulations 1998*
  - All LPG on site will be handled and stored in accordance with *LP Gas Association Code of Practice, Use of LPG cylinders in mobile catering vehicles and similar commercial units 1996* and that all gas equipment brought on site has a gas safety certificate
  - That LPG bottles are secured in place and cannot fall over when in use
  - We will develop an emergency evacuation plan and ensure all necessary assistance and co-operation is given to the members of the emergency services. This will include the instruction and training on what to do in the event of an emergency, coded messages, and how to act on them.
-

- We will have adequate communications to ensure that emergency situations can be dealt and if the need arises that we can communicate effectively with the emergency services.

#### **First Aid and Medical Arrangements**

- We will appoint a first aid and medical contractor at all events to carry out a risk assessment in line with advice laid out in the Event safety guide.

A risk assessment will be carried out on our behalf by the contractor that will take into account the following factors:-

- Size, duration and nature of the audience
- Nature and type of entertainment
- Location and nature of the venue
- Seasonal/weather factors
- Any additional activities and attractions
- Proximity, size and capability of local medical facilities
- Experience of similar events
- Other welfare facilities on site
- Range of major incident hazards at or associated with the event

#### **Trading Concessions (Market Traders and Food Traders)**

The hazards associated with market traders will be controlled by a procedure whereby: -

- Known traders who have a bad safety record at previous events are not invited to trade at Continental Drifts events.
  - All aspects of registration and food handling to be sent to the organiser in advance so a list of traders can be given to environmental services
  - All food traders will be registered with their home authority and comply with the requirements of the *Food Hygiene Regulations*
  - At the booking stage traders are told they cannot bring petrol generators. Site power is offered to traders for a small charge.
  - Traders' stalls needing lighting or power for any purpose will carry a fire fighting equipment
  - All traders using LPG will comply with current gas safety legislation.
  - Traders will only be permitted to store enough LPG (Liquid Petroleum Gas) for a 24-hour period or 200 kg, whichever is less
-

## **Appendix 8- Vulnerable Persons Protection Plan**

Continental Drifts is an event and production company specialising in large scale outdoor festivals and events as well as producing events for Media, PR, and communications companies. We also have one of the largest agencies for street and circus performers in the country. We often produce events with a strong community arts element and work closely with many companies running workshops in a variety of art forms as part of our one off events.

### **Lost Persons Procedure on site**

If a vulnerable person is found then they should be taken by security to the Lost Person's tent. Here they will be met by a member of staff who is CRB checked and their details will be taken including where they were found and their description. An announcement should then be made to staff only telling them that a Moses was found in the region of xxx approximate age... Full details should not be given over the radio. If the person knows a relevant phone number then Lost Person's staff will attempt to call it. If the person is still lost and appears to be vulnerable or unable to be released alone after **2 hours** they should be handed over to the police.

\*If the person found has been a victim of crime, police should be notified immediately and a representative of the police should come to the Lost Persons tent to take a report and remove the person if appropriate. Bronze Crime to be advised.

If a carer has lost their vulnerable person they should be taken to a member of security where full details of the vulnerable person will be taken and radioed through to security control, this information should then be passed to the police/ event control. An announcement should then be made to staff that we are looking for a Moses, with the description and general area where last seen. Carers who wish to help in the search of their vulnerable person should be allowed to do so, however their phone number should be taken and they must be asked to inform the security or production office if they are re-united with

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their child/ vulnerable person. All staff should then be on the look out for the vulnerable person.

To re-unite a carer with their vulnerable person, they must give a full and accurate description of that person. Staff should be on hand when re-unification takes place and a release form should be signed before the vulnerable person is taken away.

Lost persons registration, identification and release form available for inspection if required

### ***Philosophy and principles***

Continental Drifts and Lime Green Ltd are committed to protecting vulnerable people in ensuring that their welfare is paramount in every project that we run in the community.

- All vulnerable people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff will be aware of the vulnerable persons protection policy. They will be signed up to the policy and will understand their responsibilities and procedures concerning how to respond appropriately.
- All carers have the right to feel safe when entrusting their vulnerable people to Continental Drifts or anyone who works at our events care.
- All vulnerable people have the right to have fun and be protected when participating in activities they, or their carers have chosen.

### ***Vulnerable person Protection Policies***

- At the outset of each project Continental Drifts will carry out a risk assessment and monitor risk throughout the life of the project.
- Staff will engage in effective recruitment, including appropriate vetting of staff and volunteers. All relevant staff and volunteers will be required to have an enhanced CRB check.
- Continental Drifts will support confidentiality in line with the data protection act 1998 and will not hand out any information about employees/artists or arts facilitators to other organisations. Continental Drifts is committed to artists rights.
- If staff are concerned regarding the welfare of the person this should be reported to social services.
- Continental Drifts will keep up to date with health and safety regulations in artistic practice and will comply with all updated changes in legislation and policies for protection for vulnerable people and children.
- Continental Drifts will provide relevant training and development when necessary.
- Continental Drifts will ensure all employees are aware of the indicators of abuse and neglect of vulnerable people.
- It is essential that there at least two responsible adults in the room at all times with a vulnerable person.

### ***Accidents and Injuries***

- If a vulnerable person is injured whilst under Continental Drifts' care or whilst involved in our projects a record will be taken in the accident report book.
  - If a vulnerable person arrives at the tent with an obvious physical injury a record will need to be made in the accident book.
-

*Conduct with vulnerable people*

- All staff, volunteers or project leaders will keep a safe and appropriate distance from participants, and not engage in any inappropriate physical contact.
- Only touch participants when absolutely necessary to the particular arts activity. Agreement should be sought from participants prior to any physical contact.
- Do not make sexually suggestive comments even in fun.
- Always treat vulnerable people with equal respect and dignity. The welfare of each individual should always be put before the goals of the project.
- All feedback shall be encouraging, enthusiastic and constructive and no project leader will engage in negative criticism.
- Never shout at a vulnerable person.
- Always work in an open environment and avoid private or unobserved situations.
- If someone initiates physical contact deflect them if possible.
- Do not under any circumstances give out personal contact details.

What to do if a vulnerable person discloses abuse.

- If they have been a victim of crime, police should be notified immediately
- Look directly at the vulnerable person
- Accept what the vulnerable person says
- Be aware that the vulnerable person may have been threatened
- Tell the vulnerable person they are not to blame
- Do not press for information.
- Reassure the vulnerable person they are right to tell you and that you take what they say seriously.
- Do not promise to keep the information they have disclosed a secret.
- Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.
- Finish on a positive note.
- As soon as possible afterwards, make hand written notes of exactly what the vulnerable person said and the date and time.

Action to be taken

- Do Not delay
- Do not act alone
- Do not start to investigate
- Inform Continental Drifts management team of your concerns immediately.
- The Management team will discuss with the relevant bodies what action should be taken.
- A meeting may need to take place and a written record will be noted.
- Continental Drifts will inform social services of the disclosure that will liaise with the relevant departments on a need to know basis and will, if appropriate, inform the police. It is the responsibility of the authorities to determine whether abuse has occurred.

**Further information guidance can be found at:**

Keeping arts safe [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

Criminal records protection bureau line 0870 909 0811 [www.crb.gov.uk](http://www.crb.gov.uk)

Disclosure service [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

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Child protection on the internet [www.wiseuptptthenet.co.uk](http://www.wiseuptptthenet.co.uk)

### **Appendix 9-Continental Drifts company safety policy**

We, the management of Continental Drifts recognise the legal duties of care, as outlined in the Health and safety at Work Act 1974, to ensure our undertaking and work activities do not adversely affect the health, safety and well-being of our employees, contractors, the public attending events and anyone else that may be affected by our acts or omissions.

Continental Drifts has installed a Safety Management System (SMS) in-line with the requirements of the Management Regulations 1999, and advice given in HG65 The Principles of safety Management.

We intend to use legal requirements as a minimum on which we can make improvements to our safety performance.

Continental Drifts will give safety management equal status with other business functions such as marketing

To this end we will ensure that hazards, in our office premises have been identified and assessed. Where possible, risks have been eliminated and those that remain are controlled and managed so they do not present a significant danger to employees and visitors.

Ensure that an accident/incident reporting procedure is in place and all accidents, incidents or diseases outlined in RIDDOR 1995 are reported to the enforcing authority.

We further recognise that when working on productions our business activities expand to include the working activities of contractors. When working on productions we will undertake to: -

- Select competent contractors, and include safety performance as a selection criterion.
  - Ensure all contractors have suitable and sufficient risk assessments and safe working procedures.
  - Pro-actively monitor contractors' safe working procedures during the event.
  - Investigate, or co-operate with others investigating, any accident/incidents involving employees, contractors and those attending the event.
  - Ensure when designing the layout of all temporary demountable structures, barriers and cable runs that they are intrinsically safe and the safety of the public, artists, crew and employees is considered at the design stage.
  - Ensure that employees and contractors are familiar with the site accident and incident reporting procedure.
  - Ensure all temporary demountable structures hired for the event conform to all statutory guidance and relevant British or European Standards.
  - Ensure employees and contractors are provided with adequate sanitary, welfare and first aid/medical provision.
-

- Ensure that there are adequate resources, financial or otherwise, allocated for health and safety purposes.
- Ensure that all employees receive adequate training and instruction so they are competent to carry out their duties with the Safety Management System.
- We understand that no SMS will succeed without the involvement of employees and contractors. We urge them to give full co-operation to Continental Drifts in the management of safety.

Signed: M.J.Wilds (Director)

**Date 12/6/12**

### ***Production Company Continental Drifts Roles and Responsibilities***

#### **Event Manager & Continental Drifts Managing Director**

- Ultimately responsible for health and safety.
- Ensuring adequate resources are put into health and safety.
- Ensure all employees receive adequate training and instruction.
- Keeping up to date with changes in regulations, guidance and industry best practice.
- Obtaining expert advice on issues of health and safety when required.
- Ensuring health and safety has a high profile within Continental Drifts and set a personal example.

#### **Production Co-ordinator**

- Select competent contractors (where not already chosen by the client).
- Design and layout temporary demountable structures and temporary services so they are intrinsically safe following advice in The Event safety Guide HSG 195 1999.
- Co ordinate contractors and crews work activities so they do not clash.
- Familiarise themselves with contractors risk assessments and monitor contractors working practices.
- Ensure the recording and investigating accidents that occur on site.
- Ensure accidents/incidents and specific diseases are reported to the relevant enforcing authority, as per RIDDOR 95.
- Ensure contractors are given adequate information about the site access, egress, emergency and evacuation procedures, welfare and sanitary provisions.
- Ensure all contractors are made aware of the site traffic system and site safety rules.
- Give full co-operation to the officers of the Council and Emergency Services.

#### **Craft & Catering Stalls Co-ordinator**

- Contract all craft and catering stalls for festival.
- Ensure stallholders are properly certified and insured and follow all safe working procedures, practices and site safety rules.
- Attend any site safety training and toolbox talks.
- Give full co-operation to the officers of the Council and Emergency Services.
- Raising all health and safety issues that may arise, with a senior member of staff.

#### **Production Office Manager**

- Responsible for general production office management.
  - Responsible for managing communications through radio control and telephone.
-



- Recording and investigating accidents/incidents and complaints/queries regarding the event production.

#### **Site Manager**

- Assist the production manager with contractor management on site.
- Follow all safe working procedures, practices and site safety rules.
- Assist the project manager in giving information and instruction to contractors.
- Attend any site safety training and toolbox talks.
- Give full co-operation to the officers of the Council and Emergency Services.
- Raising all health and safety issues that may arise, with a senior member of staff.

#### **Site Crew**

- The crew are responsible for raising all health and safety issues that may arise, with a senior member of staff, and reporting any hazards or incidents to the production office.
- Co-operate with managers in the implementing of safe working procedures, practices and site safety rules.
- Give full co-operation to the officers of the Council and Emergency Services.

#### **The Safety Committee**

The safety performance at each event shall form part of the debriefing session. Debriefing will include the managing director, project manager and site co-ordinator, contractors, client and crew.

#### **Environmental Policy**

The company seeks to be a leader of good environmental practice within the events industry.

Continental Drifts and Lime Green Ltd are committed to :

- Operating in strict accordance with relevant laws, regulations and professional codes of practice.
- Recognising and protecting natural habitats and environmentally sensitive areas.
- Minimising the effect upon the environment of our organisation and events.
- Achieving continual improvement in our environmental performance.
- Operating in an open manner and encouraging feedback on our environmental performance.
- Recycling waste where possible.
- Educate and train our employees to conduct their activities in an environmentally friendly way.
- Working closely with regulatory bodies, environmental organisations and all other interested parties on environmental issues.

*To achieve our aims we will:*

- Use energy efficient light-bulbs and machinery.
  - Use re-cycled materials where possible.
  - Ensure all waste is recycled where possible.
  - Avoid the use of hazardous substances when possible.
  - Ensure any hazardous substances when used are stored and disposed of safely.
  - Recycle old equipment and furniture whenever possible.
  - Use timber from renewable sources.
  - Use alternative energy sources where possible.
-

- Use organic and bio-degradable products where possible.
- Look for ethical and fair trade suppliers.
- Encourage employees to walk, cycle or use public transport whenever possible.
- Avoid battery-powered products.
- When battery products are used, ensuring waste is properly disposed of.
- Use solvent free products when possible.
- Be vigilant in clearing litter.
- Avoid causing a noise nuisance.

Appendix 10- Noise Management plan- see additional document

**We Are Festival**  
**Damyns Hall Aerodrome, Upminster**  
**25<sup>th</sup> May 2013**  
**Noise Assessment & Noise Management Plan**

VC-101196-ACR01  
Rev 01  
July 2012

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**Professional Associations:**

Institute of Acoustics  
 The Association of Noise Consultants  
 The Audio Engineering Society  
 Institute of Engineering and Technology

**Vanguardia Consulting**

London Office: Southbank Technopark, 90 London Road, London, SE1 6LN  
 Head Office: 21 Station Road West, Oxted, Surrey, RH8 9EE  
 Tel: + 44 (0) 1883 718 690  
 Fax: + 44 (0) 8700 516 196



### Introduction

Vanguardia Consulting has been commissioned by Continental Drifts to provide a Noise Assessment and Noise Management Plan to assist in the monitoring and control of sound from the proposed We Are Festival music event at Damyns Hall Aerodrome, Upminster, Essex.

The event is planned to take place on Saturday 25<sup>th</sup> May 2013 from 1100hrs to 0230hrs.

The purpose of this document is to provide an assessment of the noise impact of the event on nearby residential properties and to describe the sound control and monitoring scheme that will be put in place to minimise music noise levels at nearby residential properties. The practical measures that should be adopted to achieve compliance with any licence conditions are described in Section 5.

It is intended that this document is considered a 'live' document which will evolve with ongoing liaison between the event promoter, local residents and Havering Council.

A glossary of acoustic terms is shown in Appendix A.

### Consultants' Experience

Vanguardia Consulting is an independent acoustic consultancy specialising in the field of sound, noise and acoustics related to entertainment venues. The team of consultants have many years experience dealing with some of the largest and most innovative sound and acoustic projects in the UK, including Wembley Stadium, the Millennium Dome, The Millennium Stadium, Wembley Arena and Earls Court.

The consultants have successfully provided sound management advice, including noise control, at over 1000 concerts during the past 25 years. These concerts have ranged from relatively small scale events at green field sites to major events staged at national stadia providing entertainment for tens of thousands of people.

The company directors of Vanguardia also sat on the UK Noise Council Working Party which prepared the Code of Practice on Environmental Noise Control at Concerts (1995). They have also managed Government research projects related to sound and noise aspects of the entertainment business.

As well as the provision of sound and acoustic design/management for entertainment venues, the company deals with the whole range of acoustic, noise and vibration issues and our staff have presented expert testimony at planning and licensing hearings, magistrates and high courts, Judicial Reviews and House of Commons and House of Lords Select Committees.

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### We Are Festival

The proposed 15,000 capacity event is to consist of an outdoor main stage, 4 stages inside tented structures and 3 smaller outdoor stages. It is intended that the outdoor stages will finish at 2300hrs while the two largest tented stages will operate until 0230hrs.

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### Entertainment Noise Criteria

The established guidance for noise from outdoor music events is contained in the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995). The recommended noise limits contained within the Code of Practice for events held between the hours of 09:00 and 23:00 hours are summarised in Table 1 below.

Table 1: Recommended Noise Limits

| 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 |

The Code of Practice is currently under review, in particular with respect to the number of concerts, venue categories and corresponding noise levels.

A criticism of the current Pop Code is that the range in number of events per year with the same LAeq noise criterion is too large. For example, 1 event per year has a different impact on the community than 3 events per year. In addition, the difference in the LAeq criterion between urban stadia or arenas and other venues is too large and that a limit of 75dB(A) is recommended for stadia and arenas whilst a limit of 65dB(A) is recommended for other urban and rural venues. The revised Code of Practice document is currently in consultation.

There is to be only one event day proposed at the venue in 2013 which is planned to take place from 1100hrs to 0230hrs.

Therefore, taking the guidance from table 1 above, the criteria is that the Music Noise Level (MNL) would be 65dB L<sub>Aeq,15min</sub> measured at the facade of the nearest residential property. However, there are a number of other factors that should be taken into account such as:-

- The latest research which shows higher levels can be achieved with limited complaints
-

- And the experience of these types of shows in other parts of the UK

After 2300hrs, the Noise Council Code of Practice suggests that for events continuing or held between the hours 2300-0900, the music noise should not be audible within noise sensitive premises with windows open in a typical manner for ventilation. The Code of Practice advises that provided music noise is controlled so that it is barely audible externally, it will generally be inaudible with windows open.

### BS8233:1999 Sound insulation and noise reduction for buildings – Code of practice

The British Standard BS8233:1999 recommends design criteria for internal noise levels within residential properties. The standard suggests criteria, such as reasonable resting / sleeping conditions and proposes noise limits that will normally satisfy these criteria for most people.

With respect to bedrooms, i.e night-time, the standard provides limits for 'good' and 'reasonable' noise levels. A level of 30dB<sub>L</sub>Aeq,T equates to a 'good' condition and 35dB<sub>L</sub>Aeq,T equates to a 'reasonable' condition. A summary of the noise guidelines for reasonable resting / sleeping conditions in living rooms and bedrooms is shown in Table 2.

Table 2: Summary of recommended guidance from BS8233 for bedrooms

| Criterion                              | Typical situations | Design range L <sub>Aeq,T</sub> dB |            |
|--|--------------------|------------------------------------|------------|
|  |                    | Good                               | Reasonable |
| Reasonable resting/sleeping conditions | Bedrooms           | 30                                 | 35         |
|  | Living Rooms       | 30                                 | 40         |

### World Health Organisation (WHO) – Guidelines for community noise

The WHO Guidelines for community noise use the same noise criterion as BS8233:1999 for bedrooms of 30  $\text{dB}_{\text{LAeq,T}}$  for continuous noise. The guidelines provide an additional criterion for outside noise levels at night-time at 1m from the facade of living spaces not exceeding 45  $\text{dB}_{\text{LAeq,T}}$  which is obtained by assuming that the noise reduction from outside to inside with an open window of 15dB. For events continuing after 2300hrs, a music noise level of 45  $\text{dB}_{\text{LAeq,15min}}$  is adopted at a number of events in the United Kingdom, including Creamfields, Bestival, Global Gathering and Knebworth.

### Defra Noise from Pubs and Clubs (Phase II)

Further research for assessing music noise for events after 2300hrs was completed for Defra (Contract no. NANR 163). The study concluded that the absolute  $\text{LAeq}$  was the best descriptor for assessing noise from music and that an acceptable level for infrequent events is an  $\text{LAeq,T}$  of 34dB measured inside a habitable property (bedroom), with windows closed.

Noise predictions are shown in the following section of this report.

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### Noise Predictions

Noise predictions have been carried out at the nearest noise sensitive locations and are based on the information and initial stage locations supplied by the event promoter. The nearest noise sensitive properties are located along Aveley Road to the North and South of the proposed site, Damyns Hall Cottages to the East and Gerpins Lane to the North-West. A plan showing the nearest noise sensitive properties is shown in Appendix B and the proposed stage locations are shown in Appendix C.

Careful consideration will be given to the site design to find the most appropriate layout and maximise entertainment noise levels on site, whilst minimising the noise impact at the nearest noise sensitive properties surrounding the venue.

Day-time and Night-time noise predictions have been carried out based on the likely operational stages up to 2300hrs and after 2300hrs.

The following assumptions have been made in predicting noise levels at the nearest noise sensitive locations.

- Noise predictions have been made based on the intended coverage of the sound system and data from similar previous events to achieve a music noise level of 96dB(A) at the mixing desk position, 25m from the sound source at the main stage and 94dB(A) at 15m in all other stages. The predictions provide for a worst case scenario with all stages operational at the same time. For night-time noise predictions, a music noise level of 90dB(A) is assumed at the mixing desk position in the operational stages.
  - An orientation correction of between 0dB and 18dB is assumed for noise sensitive properties depending on the location relative to the stage location and is based on our experience from sound system data.
  - Tents will provide a nominal 3dB attenuation.
  - The attenuation provided by a window open in a typical manner for ventilation is 15dB.
  - Distance attenuation is based on progressive attenuation rate under neutral meteorological conditions.
-

- No attenuation has been considered for the effect of any topographical features between the sound sources and residential properties. BS 5228 Code of practice for noise and vibration control on construction and open sites (2009) gives a working approximation of the effect of a barrier or other topographical feature between the source and receiving position. An attenuation of 10 dB is assumed when the noise screen completely hides the source from the receiver.

Following an initial site visit on 4<sup>th</sup> July 2012 it was established that there was no clear line of sight between some of the noise sensitive properties and the sound sources on site. For any noise sensitive properties where there is no clear line of sight to each sound source, the effect of any barrier or topographical feature has been considered.

The following Table 3 shows the predicted daytime noise levels at the nearest noise sensitive properties:

Table 3: Predicted daytime noise levels at nearest noise sensitive properties

| Location   | Distance, m | Distance Attenuation dB | Tent Attenuation dB | Barrier Reduction dB | Orientation Correction dB | Free Field Receiver Level, (dBA) |
|--|-------------|-------------------------|---------------------|----------------------|---------------------------|----------------------------------|
| <b>Main Stage (Based on a Level of 96dB, 25m from Stage)</b> |             |                         |                     |                      |                           |                                  |
| Aveley Road (1)  | 453         | 27.5                    | 0                   | 0                    | 17                        | 51.5                             |
| Damyns Hall Cottages   | 501         | 28.7                    | 0                   | 10                   | 10                        | 47.3                             |
| Aveley Road (2)  | 923         | 37.5                    | 0                   | 0                    | 2                         | 56.5                             |
| Gerpins Lane   | 487         | 28.3                    | 0                   | 0                    | 10                        | 57.7                             |
| <b>Arena 1 (Based on a Level of 94dB, 20m from Stage)</b>    |             |                         |                     |                      |                           |                                  |
| Aveley Road (1)  | 532         | 31.5                    | 3                   | 10                   | 15                        | 34.5                             |
| Damyns Hall Cottages   | 420         | 28.6                    | 3                   | 0                    | 14                        | 48.4                             |
| Aveley Road (2)  | 779         | 37.0                    | 3                   | 0                    | 6                         | 48.0                             |
| Gerpins Lane   | 570         | 32.5                    | 3                   | 0                    | 5                         | 53.5                             |
| <b>Arena 2 (Based on a Level of 94dB, 20m from Stage)</b>    |             |                         |                     |                      |                           |                                  |
| Aveley Road (1)  | 682         | 35.1                    | 3                   | 0                    | 13                        | 42.9                             |
| Damyns Hall Cottages   | 340         | 26.1                    | 3                   | 0                    | 17                        | 47.9                             |
| Aveley Road (2)  | 595         | 33.1                    | 3                   | 0                    | 10                        | 47.9                             |
| Gerpins Lane   | 778         | 37.0                    | 3                   | 0                    | 5                         | 49.0                             |
| <b>Arena 3 (Based on a Level of 94dB, 15m from Stage)</b>    |             |                         |                     |                      |                           |                                  |
| Aveley Road (1)  | 586         | 35.4                    | 3                   | 0                    | 0                         | 55.6                             |
| Damyns Hall Cottages   | 520         | 33.6                    | 3                   | 0                    | 0                         | 57.4                             |
| Aveley Road (2)  | 870         | 41.1                    | 3                   | 0                    | 4                         | 45.9                             |
| Gerpins Lane   | 496         | 33.0                    | 3                   | 0                    | 10                        | 48.0                             |
| <b>Arena 4 (Based on a Level of 94dB, 15m from Stage)</b>    |             |                         |                     |                      |                           |                                  |
| Aveley Road (1)  | 494         | 32.9                    | 3                   | 10                   | 12                        | 36.1                             |
| Damyns Hall Cottages   | 431         | 31.4                    | 3                   | 10                   | 16                        | 33.6                             |

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|  |     |      |   |    |    |      |
|--|-----|------|---|----|----|------|
| Aveley Road (2)  | 832 | 40.4 | 3 | 0  | 12 | 38.6 |
| Gerpins Lane   | 552 | 34.5 | 3 | 0  | 1  | 55.5 |
| Soundsystem 1 (Based on a Level of 94dB, 15m from Stage) |     |      |   |    |    |      |
| Aveley Road (1)  | 548 | 34.4 | 0 | 0  | 6  | 53.6 |
| Damyns Hall Cottages                                     | 610 | 36.0 | 0 | 10 | 0  | 48.0 |
| Aveley Road (2)  | 947 | 42.3 | 0 | 0  | 0  | 51.7 |
| Gerpins Lane   | 412 | 30.8 | 0 | 0  | 17 | 46.2 |
| Soundsystem 2 (Based on a Level of 94dB, 15m from Stage) |     |      |   |    |    |      |
| Aveley Road (1)  | 615 | 36.1 | 0 | 0  | 0  | 57.9 |
| Damyns Hall Cottages                                     | 505 | 33.2 | 0 | 0  | 0  | 60.8 |
| Aveley Road (2)  | 830 | 40.4 | 0 | 0  | 5  | 48.6 |
| Gerpins Lane   | 543 | 34.3 | 0 | 0  | 10 | 49.7 |
| Soundsystem 3 (Based on a Level of 94dB, 15m from Stage) |     |      |   |    |    |      |
| Aveley Road (1)  | 655 | 37.0 | 0 | 10 | 0  | 47.0 |
| Damyns Hall Cottages                                     | 440 | 31.6 | 0 | 0  | 0  | 62.4 |
| Aveley Road (2)  | 730 | 38.5 | 0 | 0  | 4  | 51.5 |
| Gerpins Lane   | 640 | 36.6 | 0 | 0  | 10 | 47.4 |

The following Table 4 shows the predicted day-time noise levels at the nearest noise sensitive properties with all stages running simultaneously. The noise predictions therefore provide for a worst case scenario with all sound sources operating.

Table 4: Predicted day-time noise levels at nearest noise sensitive properties

| We Are Festival (Daytime) | Main Stage (dBA) | Arena 1 (dBA) | Arena 2 (dBA) | Arena 3 (dBA) | Arena 4 (dBA) | Sound-system 1 (dBA) | Sound-system 2 (dBA) | Sound-system 3 (dBA) | Total (dBA) |
|---------------------------|------------------|---------------|---------------|---------------|---------------|----------------------|----------------------|----------------------|-------------|
| Aveley Road (2)           | 51.5             | 34.5          | 42.9          | 55.6          | 36.1          | 53.6                 | 57.9                 | 47.0                 | 61.6        |
| Damyns Hall Cottages      | 47.3             | 48.4          | 47.9          | 57.4          | 33.6          | 48.0                 | 60.8                 | 62.4                 | 65.7        |
| Aveley Road (3)           | 56.5             | 48.0          | 47.9          | 45.9          | 38.6          | 51.7                 | 48.6                 | 51.5                 | 59.9        |
| Gerpins Lane              | 57.7             | 53.5          | 49.0          | 48.0          | 55.5          | 46.2                 | 49.7                 | 47.4                 | 61.7        |

The following table 5 shows the predicted night-time noise levels after 2300hrs at the nearest noise sensitive properties when the Main Stage and Arenas 1, 5, 7 and 10 are not operational and the other music sources are reduced to achieve a music noise level of 90dB at the mixing desk positions.

Table 5: Predicted external and internal night-time noise levels at nearest noise sensitive properties with windows partially open

| We Are Festival (Night-time) | Main Stage (dBA) | Arena 1 (dBA) | Arena 2 (dBA) | Arena 3 (dBA) | Arena 4 (dBA) | Sound-system 1 (dBA) | Sound-system 2 (dBA) | Sound-system 3 (dBA) | Total (dBA) | Internal Level (dBA) |
|------------------------------|------------------|---------------|---------------|---------------|---------------|----------------------|----------------------|----------------------|-------------|----------------------|
| Aveley Road (2)              |                  | 30.5          | 38.9          |               |               |                      |                      |                      | 39.5        | 24.5                 |
| Damyns Hall Cottages         |                  | 44.4          | 43.9          |               |               |                      |                      |                      | 47.2        | 32.2                 |

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|                 |  |      |      |  |  |  |  |  |      |      |
|-----------------|--|------|------|--|--|--|--|--|------|------|
| Aveley Road (3) |  | 44.0 | 43.9 |  |  |  |  |  | 47.0 | 32.0 |
| Gerpins Lane    |  | 49.5 | 45.0 |  |  |  |  |  | 50.8 | 35.8 |

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### Noise Assessment

The guidance from the Code of Practice advises that for rural areas used for 1-3 events per calendar year, a music noise level (MNL) of 65 dB(A) over a fifteen minute period at the nearest noise sensitive premises is recommended for events finishing no later than 2300hrs. After 2300hrs, the Code of Practice suggests that for events continuing or held between the hours 2300 and 0900, the music noise should not be audible within noise sensitive premises with windows open in a typical manner for ventilation.

The British Standard BS8233:1999 recommends design criteria for internal noise levels and suggests criteria for reasonable resting / sleeping conditions. The standard provides a limit of 30 dB LAeq,T for 'good' noise levels and 35 dB LAeq,T for 'reasonable' noise levels for bedrooms.

The WHO Guidelines for Community Noise provides indoor guideline values for bedrooms of 30 dB LAeq for continuous noise and outside night-time noise levels not exceeding 45 dB LAeq.

The Defra (Contract no. NANR 163) study concluded that the Absolute LAeq was the best descriptor for assessing noise from music and that an acceptable level for infrequent events is an LAeq of 34 dB measured inside a habitable property, with windows closed.

### Day-time noise levels

The predicted day-time noise levels at Aveley Road and Gerpins Lane are within the guidance of the Code of Practice on Environmental Noise Control at Concerts. The predicted noise levels at Damyns Hall Cottages are just (0.7dB) in excess of the guidance of the Code of Practice. The predictions are based on the worst case scenario of all stages operating simultaneously. The Code is designed to provide guidance for noise at outdoor events and balance the potential disturbance in the local community against the enjoyable experience of the audience. A number of venues throughout the United Kingdom operate successfully with off-site residential noise levels comparable to those predicted.

The following Table 9 shows the noise criteria adopted for similar venues throughout the UK. This does not include stadiums where noise limits are 75dB  $L_{Aeq,15min}$  for up to three event days per calendar year is adopted.

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Table 9: Noise Criteria at other UK Venues

| Venue                   | Number of Concert Days per Year | Licence Condition  | Additional Information                                    |
|-------------------------|---------------------------------|--|---|
| <b>London</b>           |                                 |  |   |
| Hyde Park               | 11 in 2012                      | 75dB LAeq,5min measured 1m from the façade of any noise sensitive premises   |   |
| Victoria Park           | 5 in 2012                       | 70dB LAeq,15min (75dB LAeq,15min at Waterside Close) measured 1m from the façade of any noise sensitive premises                               | Low frequency limit removed from previous events          |
| Trafalgar Square        | 40 events with amplified music  | 75dB LAeq,5min measured 1m from the façade of any noise sensitive premises   |   |
| Clapham Common          | 4 approx                        | Varies between 60-71dB LAeq,15min depending on monitoring location. Based on background noise level  | Additional Low Frequency Limit                            |
| Central Park, East Ham  | 4 in 2007                       | 75dB LAeq,15min measured 1m from the façade of any noise sensitive premises  |   |
| Kennington Park         | Unkown                          | Varies between 62-72dB LAeq,15min depending on monitoring location   | Additional Low Frequency Limit                            |
| Streatham Common        | Unknown                         | Varies between 61-72dB LAeq,15min depending on monitoring location   | Additional Low Frequency Limit                            |
| Brockwell Park          | Unknown                         | Varies between 58-70dB LAeq,15min depending on monitoring location   | Additional Low Frequency Limit                            |
| Regents Park            | Unknown                         | Varies between 64-69dB LAeq,15min depending on monitoring location   | Low frequency assessed but no limit set                   |
| Crystal Palace Park     | No longer used                  | 75dB LAeq,5min measured 1m from the façade of any noise sensitive premises   |   |
| <b>Other UK Venues</b>  |                                 |  |   |
| Platt Fields            | 2 in 2012                       | Not to cause a nuisance. A limit of 75dB LAeq,15min measured 1m from the façade of any noise sensitive premises has been adopted for the event |   |
| Bestival                | 3                               | 75dB LAeq,15min measured 1m from the façade of any noise sensitive premises until 0000hrs  |   |
| Isle of Wight Festival  | 3                               | 75dB LAeq,15min measured 1m from the façade of any noise sensitive premises until 0000hrs  |   |
| V Festival Telford      | 2                               | 70dB LAeq,15min measured 1m from the façade of any noise sensitive premises  | Limit increased from 65dB LAeq,15min from previous events |
| Heaton Park, Manchester | 3 in 2012                       | 80dB LAeq,15min measured 1m from the façade of any noise sensitive premises  |   |
| The Den, Teignmouth     | 2                               | 84dB LAeq,15min measured 1m from the façade of any noise sensitive premises  |   |

|                                |           |  |   |
|--------------------------------|-----------|--|---|
| Reading Festival               | 3         | 68dBLAeq,15min (70dBLAeq,15min for last 2 acts each day) measured 1m from the façade of any noise sensitive premises | Limit increased from 65dBLAeq,15min from previous events    |
| Milton Keynes National Bowl    | 2 in 2011 | 75dBLAeq,15min measured 1m from the façade of any noise sensitive property   | Low frequency limit removed from previous events            |
| Godiva Festiva, Coventry       | 3         | 70dBLAeq,15min (68dBLAeq,15min on Sunday) measured 1m from the façade of any noise sensitive premises                | Limit increased from 65/60dBLAeq,15min from previous events |
| Mercedes Benz World, Weybridge | 3         | 70dBLAeq,15min at the nearest noise sensitive premises   |   |
| South Park, Oxford             | 1         | 75dBLAeq,5min measured 1m from the façade of any noise sensitive premises  |   |
| Warwick Castle                 | Approx 3  | 70dBLAeq,1min measured 1m from the façade of any noise sensitive premises  |   |

In addition to the above, research carried out into attitudes to environmental noise from concerts for Defra (Contract no. NANR 292) by Edinburgh Napier University suggested that it may be the level of music and not the type of venue that is significant. The report concluded that this may be linked to the perception of how loud the music must be within a stadium by residents compared to an unenclosed park and that the louder music is believed to be at an event, the more disturbing it is perceived by the resident.

The research also concluded that a significant percentage of the population will form an opinion of the music's subjective annoyance irrespective of the actual level of the music.

**Night-time noise levels (Arenas 1 and 2)**

The predicted night-time noise levels will achieve a 'good' standard at the noise sensitive properties along Aveley Road to the North-East of the event site and a 'reasonable' standard at the noise sensitive properties at Damyns Hall Cottages and Aveley Road to the South with arenas 1 and 2 operating after 2300hrs. Neither a 'good' or 'reasonable' standard will be achieved at the noise sensitive property at Gerpins Lane.

The WHO guideline night-time outside noise levels of 45 dB LAeq would be achieved at the noise sensitive properties along Aveley Road to the North-East of the event site after 2300hrs.

The suggested noise level of 34 dB LAeq by the Noise Act inside a habitable property with windows closed will be achieved at the noise sensitive properties along Aveley Road and Damyns Hall Cottages. This criterion would not be achieved at the noise sensitive location along Gerpins Lane.



### Noise Management Plan

The sound control programme fundamentally follows the procedures that have been successfully adopted at outdoor concerts and festivals over the past 20 years throughout the UK and are detailed below:

#### Site design

Vanguardia consultants will liaise with the production company, sound system supplier and local authority to find the most appropriate site layout that would minimise the noise impact at off-site locations.

#### Mitigation measures

It is recommended that only sound sources where there is no clear line of sight to any noise sensitive property are operational after 2300hrs. Alternatively, the use of barriers may be considered between sound sources and noise sensitive properties. Any barriers should be located close to the source or noise receptor and be constructed of as high mass and density material as possible. Barriers should be positioned so there is no line of sight between the noise source and receiver and constructed so they are higher than the height of the sound system. It is essential that there are no gaps in any barriers in order for them to retain their acoustic integrity.

#### Pre event information

A letter or newspaper advertisement should be circulated to local residents at least 2 weeks prior to the event, informing them of the details of the event and including start and finish times of both the event and any sound-checks. The advertisement should also include a dedicated telephone number for noise complaints.

A telephone complaints line should be made available for the duration of the event. Should any noise complaints be received, a consultant will investigate the complaint and if noise levels are above those specified in the licence conditions, immediate action would be taken to reduce the levels at the noise source. A complaints log should be maintained throughout the event, detailing addresses of complaints, times and actions. The promoter will advise the Environmental Health Department of the likely times of rehearsals and sound-checks, although this is unlikely to be known until very near the production set up. The promoter will also agree timings for production set up.

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Permanent noise monitors will be provided at the mixer desk positions.

All noise meters will comply with the required standards and be calibrated.

Vanguardia will liaise with the council and comply with their complaints procedure.

The event production team and Vanguardia will comply with any reasonable instructions given by the licensing authority.

Vanguardia will provide consultants and technicians to monitor the internal and external noise levels.

### Sound Systems

Vanguardia will review the sound systems and other noise sources and work with the promoter and the council to minimise noise disturbance.

All sound system suppliers will be informed of the requirements of noise control and the type and location/orientation of their systems. Their contract of hire will also specify that the overall control of sound levels will be set by the Promoter and/or their appointed agent (acoustic consultants).

The sound systems for each stage should be set up in such a way as to minimise the noise impact at noise sensitive properties. Where possible, sound systems should be flown rather than ground stacked in order to focus the speakers downwards into the audience area. The speakers should be directed inwards as much as possible to reduce overspill from the intended coverage area.

### Sound Control Procedures

#### Sound propagation tests

On the day of the event, the production team should carry out short sound checks and as part of this process, acoustic consultants will undertake sound propagation tests to correlate the music noise levels at the mixing desk with those observed at the most sensitive sound control positions. The results of these tests will be used to 'fine tune' the sound system in order to maximise the containment of music and set an appropriate sound limit at the mixer positions.

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### Sound control within the venue

The music sound levels at the mixing desk position will be continually monitored in terms of 15 minute and 1 minute  $L_{Aeq}$  values. The noise limit will be set in 15-minute intervals but the 1-minute values provide acoustic consultants with immediate information of the music noise levels.

As part of the managerial process, the sound engineers of any individual artistes appearing at the event will be informed prior to arriving at the mixer of the need to adhere to the sound limits and instructions issued to them in relation to sound control.

### Sound monitoring outside of the venue

Noise measurements outside of the site will be taken at agreed monitoring locations every two hours during the day-time period and in response to any complaints that may be received.

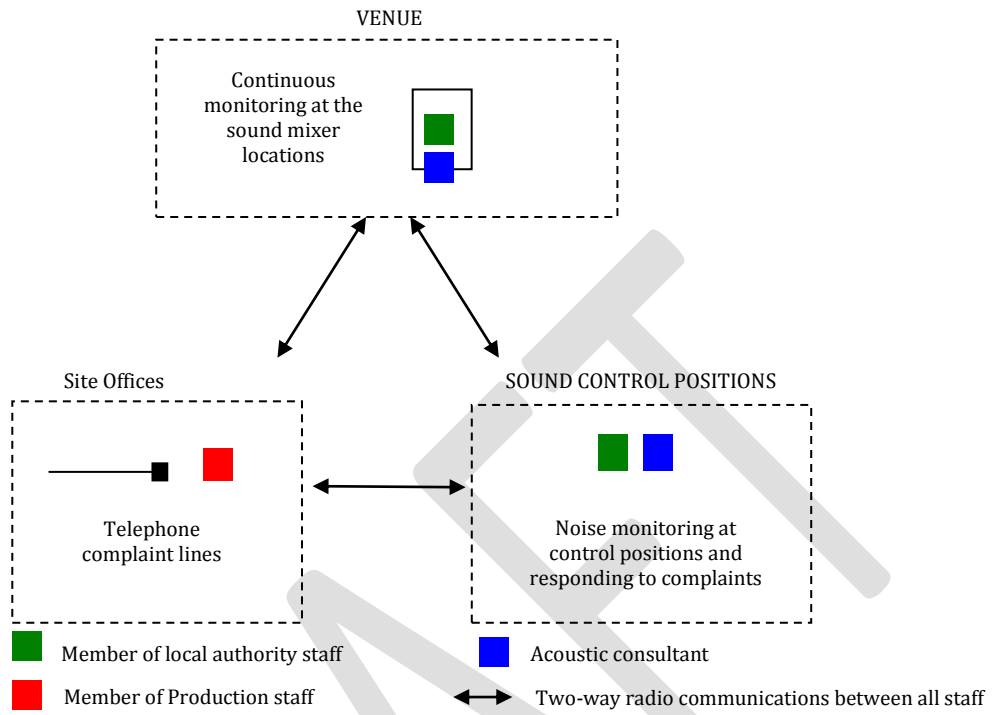
After 2300hrs, each monitoring location will be visited in turn in order to establish which is affected the most from music noise from the event. This location would then be used as the control point to ensure the noise limits are not exceeded. When music noise levels have been controlled to appropriate levels, each other monitoring location will be visited again to ensure compliance with the noise limits at these locations. Action necessary to reduce music noise levels will be relayed to the mixer position and immediate instructions issued to the sound engineers to resolve any potential problems.

### Telephone complaints line

A telephone complaints line is yet to be confirmed.

A schematic of the control communication protocol is provided on the following page:

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**Appendix A / Glossary of Terms**

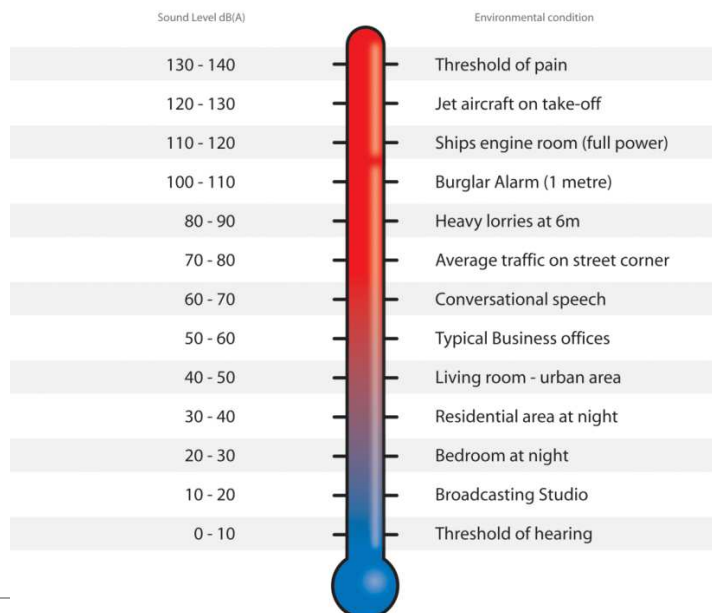
A.1 Noise is defined as unwanted sound. The range of audible sound is from 0dB to 140dB, which is taken to be the threshold of pain. The sound pressure detected by the human ear covers an extremely wide range. The decibel (dB) is used to condense this range into a manageable scale by taking the logarithm of the ratio of the sound pressure and a reference sound pressure.

A.2 The frequency response of the ear is usually taken to be about 18Hz (number of oscillations per second) to 18,000Hz. 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 subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.

A.3 The ear can just distinguish a difference in loudness between two noise sources when there is a 3dB(A) difference between them. Also when two sound sources of the same noise level are combined the resultant level is 3dB(A) higher than the single source. When two sounds differ by 10dB(A) one is said to be twice as loud as the other.

A.4 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 parameter used for this measure is Equivalent Continuous Sound

Pressure Level ( $L_{Aeq}$ ). The A-weighted sound pressure level of a steady sound that has, over a given period, the same energy as the fluctuating sound under investigation. It is in effect the energy average level over the specified measurement period (T) and is the most widely used indicator for environmental noise. A few examples of noise of

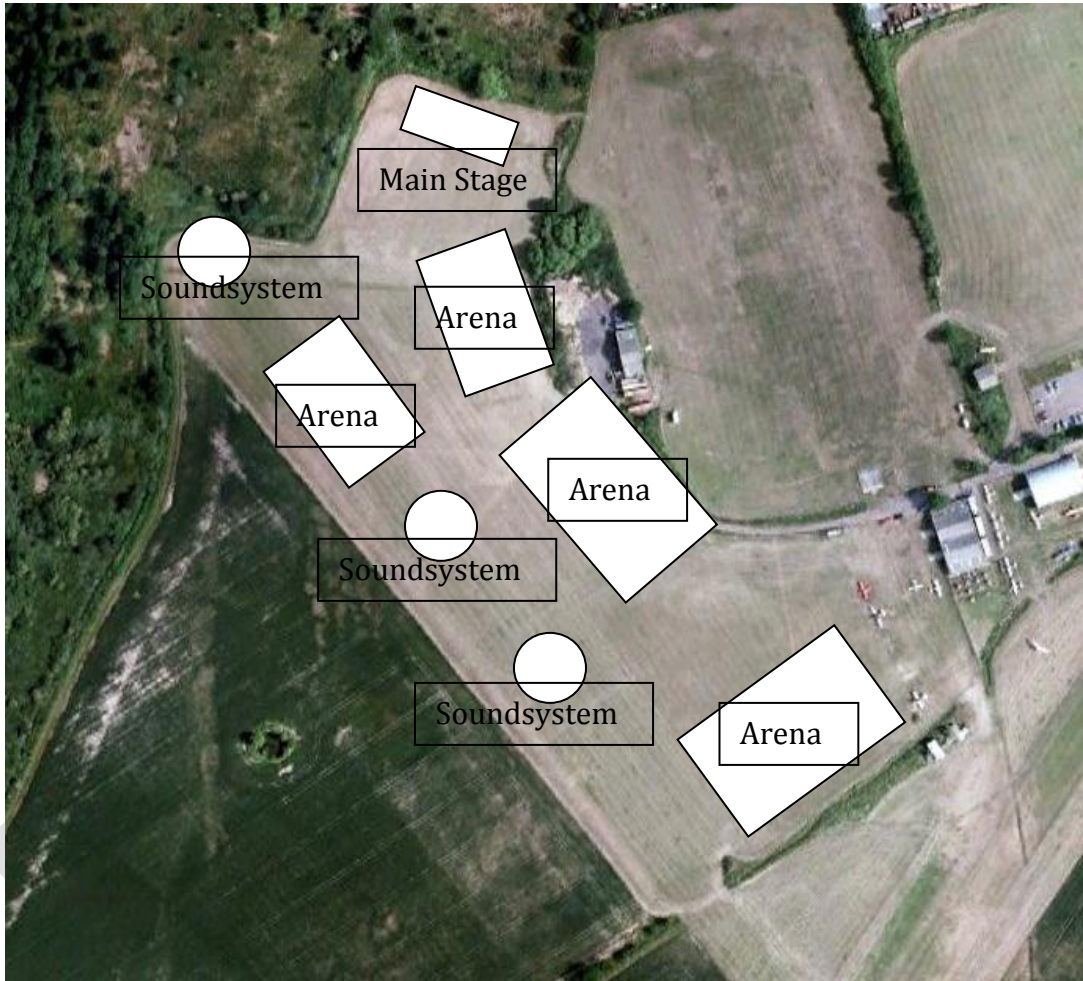


various levels are given right:

**Appendix B / Noise Sensitive Properties**



Appendix C / Stage Locations



DRAFT

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Appendix 11- Traffic Plan: We Are Festival- to follow  
-to follow however please see below confirmation that SEP Ltd will provide this service.

**E-Mail Date: 18th July 2012**

High Moor Yard  
High Moor Road  
Boroughbridge  
North Yorkshire  
YO51 9DZ  
Tel: 01423 326622  
Fax: 01423 324006  
info@sepevents.co.uk  
www.SEPEvents.co.uk

Dear Mel

Re: We Are Festival 25th May 2013

After our recent site meeting and initial discussion on the 25th June 2012 at Damyns Hall, I can confirm that SEP Ltd will provide a transport management plan for your event.

Following discussions and development of the plan through a multi-agency group we will quote for the scope of works detailed within the plan for your event.

SEP Ltd provide this full traffic management service for many large and small events across the UK including:

Goodwood Festival of Speed

Goodwood Revival

V Festival (Staffordshire)

Download Festival

The Grand National at Aintree

Formula 1 at Silverstone

Wakestock Festival

Cartmel Races

Badminton Horse Trials

And many more

Our client list can be seen on our website [www.sepevents.co.uk](http://www.sepevents.co.uk)

Due to current work commitments, including the Olympics, I will be able to look at version 1 of the TMP towards the end of September.

Yours sincerely

On behalf of SEP Ltd

Gary McCaffrey

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**Appendix 12- Risk Assessments**

*NB: These risk assessments are a first draft and will be amended before the next draft of the event management plan*

**We Are Festival 2013 – Work Place Vehicles Risk Assessment WAFRA001**

**Organiser: Continental Drifts on behalf of Lime Green Limited**

**Dates: Event 25th May 2013**

**Build 21st-24th May 2013**

**Breakdown 26th-28th May 2013**

**Risk Assessment WAFRA001 undertaken by Tim Byrne June 2013**

**Risk Assessment WAFRA001 - Relevant to We Are Festival 2013**

|   |   |                |            |            |             |
|---|---|----------------|------------|------------|-------------|
| <b><u>Hazard:</u></b>                     | the potential for something to cause harm.        |                |            |            |             |
| <b><u>Risk:</u></b>                       | is the likelihood that harm will be done.         |                |            |            |             |
| <b><u>Worst case severity:</u></b>        | Fatal   | Major          | Minor      | No Injury  | Damage      |
| <b><u>Group Affected:</u></b>             | (A) Employee                                      | (B) Contractor | (C) Public | (D) Client | (E) Visitor |
| <b><u>Likelihood without control:</u></b> | Frequent  | Probable       | Possible   | Remote     | Improbable  |
| <b><u>Control Measures:</u></b>           | Measures taken to eradicate or minimise the risk. |                |            |            |             |
| <b><u>Likelihood with controls:</u></b>   | Frequent  | Probable       | Possible   | Remote     | Improbable  |

Vehicles operating in the workplace (Damyns Hall Aerodrome). Including site build and load out.  
 Types of vehicles in this assessment include – cars, vans, lorries, fork lift truck (rough terrain), telehandler, heavy plant.  
 During the build and take down the site entrance will be shared by the festival contractors and regular users of the aerodrome. On the day of the event it is planned to have a one way system put into place with the entrance being opened up on Warwick Lane to the south of the aerodrome. The exit only (for public) will be on Aveley Road.

| <b>Hazard / Risk</b>                 | <b>Worst Case Severity</b> | <b>Groups Affected</b> | <b>Likelihood without Controls</b> | <b>Control Measures</b>   | <b>Likelihood after Control</b> |
|--------------------------------------|----------------------------|------------------------|------------------------------------|---|---------------------------------|
| 1. Risk of collision and /or injury. | Fatal, Damage              | A B C D<br>E           | Probable                           | 1. Use only licensed vehicle drivers, and in the case of heavy plant operators, proof of training and copies of training certificate to be kept on site.<br>2. Minimise traffic to essential traffic only as decided by | Improbable                      |

|                                  |       |         |           |   |        |
|----------------------------------|-------|---------|-----------|---|--------|
|                                  |       |         |           | <p>Production Team and controlled by Site Manager and Security.</p> <ol style="list-style-type: none"> <li>3. Vehicles clearly marked with a vehicle pass.</li> <li>4. All traffic shall observe site speed restrictions of 5 mph.</li> <li>5. Vehicles used or leased for the event to be insured and guaranteed in sound working order. Where possible to be fitted with reverse warning system.</li> <li>6. Clear signage to be displayed.</li> <li>7. Movement of vehicles to be stopped during break times and end of shifts.</li> <li>8. Vehicle keys to be signed in and out.</li> <li>9. Wherever possible, vehicles to use established roads and temporary track way.</li> <li>10. Wherever possible vehicle and pedestrian access and egress will be kept separate.</li> <li>11. Vehicle movement to be avoided outside daylight hours where possible.</li> <li>12. During event there will be a strict 'no vehicle movement' policy with the exception of essential event and emergency vehicles.</li> <li>13. The decision to lift the 'no vehicle movement' to be made by the event companies managers, and then communicated to all parties.</li> </ol> |        |
| 2. Falling from vehicles         | Major | A B D   | Possible. | <ol style="list-style-type: none"> <li>1. Where fitted seatbelts must be worn.</li> <li>2. Under no circumstances shall any one ride on the side or the back of any vehicle being used for the event.</li> </ol>  | Remote |
| 3. Objects falling from vehicle. | Major | A B D   | Possible  | <ol style="list-style-type: none"> <li>1. Loads to be secured adequately to prevent movement in transit.</li> <li>2. Safe systems of work to be implemented for the loading and unloading of vehicles.</li> <li>3. Where possible check load to see if it has moved whilst in transit.</li> </ol>   | Remote |
| 4. Vehicle overturning.          | Fatal | A B C D | Possible  | <ol style="list-style-type: none"> <li>1. Assess conditions and terrain before using any</li> </ol>   | Remote |

**We Are Festival 2013**

|   |              |       |          |  |  |
|---|--------------|-------|----------|--|--|
|   |              | E     |          | vehicles at the event.<br>2. Whilst on site the 5 mph speed limit must be observed.<br>3. Transportation of heavy items will need special attention to ascertain safest means and route of transport.  |  |
| 5. Site entrance – Aveley Road, speeding vehicles and bend in road. | Fatal. Major | A B C | Possible | 1. Recommend adding another convex mirror on opposite side of road to entrance. One mirror is already in place.<br>2. Recommend cutting back the banks of the road, and trimming hedges.<br>3. Recommend adding suitable signage to advise on site entrance. |  |

**Assessors Signature** ..... **Date** .....

Risk Assessment WAFRA001 undertaken by Tim Byrne June 2012

Risk Assessment WAFRA001 relevant to We Are Festival 2013

**We Are Festival 2013 – Slipping and Tripping Risk Assessment WAFRA002**

**Organiser: Continental Drifts on behalf of Lime Green Ltd**

**Dates: Event 25th May 2013**

**Build 22<sup>nd</sup> May 2013**

**Breakdown 26th-28th May 2013**

**Risk Assessment WAFRA002 undertaken by Tim Byrne June 2012**

**Risk Assessment WAFRA002 - Relevant to We Are Festival 2013**

|   |  |                |            |            |             |  |
|---|--|----------------|------------|------------|-------------|--|
| <b><u>Hazard:</u></b>                     | the potential for something to cause harm. |                |            |            |             |  |
| <b><u>Risk:</u></b>                       | is the likelihood that harm will be done.  |                |            |            |             |  |
| <b><u>Worst case severity:</u></b>        | Fatal                                      | Major          | Minor      | No Injury  | Damage      |  |
| <b><u>Group Affected:</u></b>             | (A) Employee                               | (B) Contractor | (C) Public | (D) Client | (E) Visitor |  |
| <b><u>Likelihood without control:</u></b> | Frequent                                   | Probable       | Possible   | Remote     | Improbable  |  |

## We Are Festival 2013

**Control Measures:**  
**Likelihood with controls:**

**Measures taken to eradicate or minimise the risk.**  
**Frequent Probable Possible Remote Improbable**

| <b>Hazard / Risk</b>                    | <b>Worst Case Severity</b> | <b>Groups Affected</b> | <b>Likelihood without Controls</b> | <b>Control Measures</b>   | <b>Likelihood after Control</b> |
|---|----------------------------|------------------------|------------------------------------|---|---------------------------------|
| Slipping & Tripping<br><u>1.</u> Cables | Major, minor.              | A B C D<br>E           | Probable                           | <ol style="list-style-type: none"> <li>All cable runs to be managed in such a way that they are covered by suitable cable ramp.</li> <li>Cable runs to be kept away from areas accessed by the public.</li> <li>Cables are to be 'flown' securely at sufficient height over the heads of patrons and out of reach of persons or vehicles.</li> <li>Cables may be dug in to the ground or positioned away from public areas.</li> <li>Staff and public made aware of any specific hazards via signs complying with the Health and Safety (Safety Signs and Signals) Regulation 1996</li> </ol> | Improbable                      |
| <u>2.</u> Temporary structures.         | Major                      | A B C D<br>E           | Possible                           | <ol style="list-style-type: none"> <li>Marquee / Big Top tent pegs to be suitably padded and marquee guy ropes to be made visible with hazard tape or high visibility colours to alert pedestrians to their presence.</li> <li>Step up into site office to be monitored, especially during wet weather.</li> </ol>  | Improbable.                     |
| <u>3.</u> Uneven ground surface         | Major Damage               | A B C D<br>E           | Probable.                          | <ol style="list-style-type: none"> <li>Immediate area inside and out of the production compound to be checked for holes and dips. Where needed holes to be filled or covered. All staff to be briefed of known problems.</li> <li>The production area to be placed on a flat area.</li> <li>Any large holes to be highlighted or filled.</li> <li>Suitable footwear to be worn, taking into account the</li> </ol>  | Improbable.                     |

**We Are Festival 2013**

|                        |  |  |  |  |  |
|------------------------|--|--|--|--|--|
|                        |  |  |  | weather conditions (mud, wet), and work area (steel toe caps).   |  |
| 3. Low lighting levels |  |  |  | 4. Sufficient lighting at peak public pathways and places of work.<br>5. Site monitored regularly by site, stage and area managers, any trip hazards spotted to be dealt with instantly.<br>6. Contractors to ensure that their staff operate under site safety rules and maintain a safe system of work.<br>7. All spillages to be reported, and cleared up or the area marked or taped off.<br>8. Edges of stages, stage ramps and stage steps to marked with white or hazard stripe tape. |  |
|                        |  |  |  |  |  |

**Assessors Signature .....** **Date .....**

Risk Assessment WAFRA002 undertaken by Tim Byrne June 2012

Risk Assessment WAFRA002 relevant to We Are Festival 2013

**We Are Festival 2013 – Working at Height Risk Assessment WEFRA003**

**Organiser: Continental Drifts on behalf of Lime Green Ltd**

**Dates: Event 25th May 2013**  
**Build 21st-24th May 2013**  
**Breakdown 26th-28th May 2013**

**Risk Assessment WAFRA003 undertaken by Tim Byrne June 2012**

**Risk Assessment WEFRA003 - Relevant to We Are Festival 2013**

**Hazard:** the potential for something to cause harm.  
**Risk:** is the likelihood that harm will be done.  
**Worst case severity:** Fatal Major Minor No Injury Damage  
**Group Affected:** (A) Employee (B) Contractor (C) Public (D) Client (E) Visitor  
**Likelihood without control:** Frequent Probable Possible Remote Improbable  
**Control Measures:** Measures taken to eradicate or minimise the risk.  
**Likelihood with controls:** Frequent Probable Possible Remote Improbable

| Hazard / Risk   | Worst Case Severity | Groups Affected | Likelihood without Controls | Control Measures  | Likelihood after Control |
|---|---------------------|-----------------|-----------------------------|---|--------------------------|
| Working at Height.<br><br>1. Falls from height<br>2. Falling objects. | Major, Fatal        | A B C D E       | Likely                      | 1. Avoid working at height wherever possible, investigate alternatives.<br>2. All work at height will be undertaken by competent crew only working to the guidelines "The Work at Heights Regulations 2005"<br>3. Hand rails to be fitted to stage areas.<br>4. Stairs in good condition.<br>5. Ladders secured top and bottom, where possible.<br>6. Scaffolding erected by competent person.<br>7. Access platforms to be erected by competent person.<br>8. Adequate lighting in place at work are<br>9. Tools to be counted up and down when working at height<br>10. All work requiring aerial rigging to be notified to Production Team in advance<br>11. All work at height will be undertaken by competent crew only working to the guidelines "The Work at Heights Regulations 2005" | Improbable               |

**We Are Festival 2013**

|  |  |  |  |   |  |
|--|--|--|--|---|--|
|  |  |  |  | <p>12. Any PPE required by the above regulations will be provided and maintained by the contractor undertaking the task and in accordance to the "PPEW Regulations 2002"</p> <p>13. All contractors to submit their own job specific risk assessment.</p> |  |
|--|--|--|--|---|--|

**Assessors Signature** ..... **Date** .....

Risk Assessment WAFRA003 undertaken by Tim Byrne June 2012

Risk Assessment WAFRA003 relevant to We Are Festival 2013

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**We Are Festival 2013 – Electrical / Temporary Electrical Supply Risk Assessment WAFRA004**

**Organiser: Continental Drifts on behalf of Lime Green Ltd**

**Dates: Event 25th May 2013**  
**Build 21st-24th May 2013**  
**Breakdown 26th-28th May 2013**

Risk Assessment WAFRA004 undertaken by Tim Byrne June 2012

Risk Assessment WAFRA004 - Relevant to We Are Festival 2013

|   |   |                |            |            |             |
|---|---|----------------|------------|------------|-------------|
| <b><u>Hazard:</u></b>                     | the potential for something to cause harm.        |                |            |            |             |
| <b><u>Risk:</u></b>                       | is the likelihood that harm will be done.         |                |            |            |             |
| <b><u>Worst case severity:</u></b>        | Fatal   | Major          | Minor      | No Injury  | Damage      |
| <b><u>Group Affected:</u></b>             | (A) Employee                                      | (B) Contractor | (C) Public | (D) Client | (E) Visitor |
| <b><u>Likelihood without control:</u></b> | Frequent  | Probable       | Possible   | Remote     | Improbable  |
| <b><u>Control Measures:</u></b>           | Measures taken to eradicate or minimise the risk. |                |            |            |             |
| <b><u>Likelihood with controls:</u></b>   | Frequent  | Probable       | Possible   | Remote     | Improbable  |



## We Are Festival 2013

The festival will be powered by generators, at the time of writing it is not known who will be the power supply company or how many generators (sets) will be on site.

| Hazard / Risk   | Worst Case Severity | Groups Affected      | Likelihood without Controls | Control Measures   | Likelihood after Control |
|---|---------------------|----------------------|-----------------------------|--|--------------------------|
| <p>Electrical Installation</p> <p>Risk of electrical shock, burn or death</p> | <p>Fatal</p>        | <p>A B C D<br/>E</p> | <p>Likely</p>               | <ol style="list-style-type: none"> <li>1. Installation of temporary electrical supply carried out by a qualified and competent electrician.</li> <li>2. All supplies are designed, installed and tested in accordance with the BS 7909 &amp; BS7671: 2008 – Requirements for Electrical Installations (17<sup>th</sup> Edition IEE Regulations).</li> <li>3. All equipment used to be standard CE marked.</li> <li>4. Electric shock notices posted along with other relevant signage. Clear Signage, including 'No Drinks Allowed On Stage'.</li> <li>5. Ensure only a trained and competent person works on electrical systems.</li> <li>6. Generators supplied by reputable company and supplied with a test certificate.</li> <li>7. Access to generators restricted to competent staff, generators fenced or partitioned off.</li> <li>8. Any portable electric devices used by crew, staff, caterers, traders or exhibitors to be certified safe with a current PAT test certificate.</li> <li>9. All stages and generators to be earth bonded.</li> <li>10. Handover certificate stating that all electrical supplies are fit for purpose and safe for use, and in accordance with BS 7909 &amp; BS7671: 2008 – Requirements for Electrical Installations (17<sup>th</sup> Edition IEE Wiring Regulations).</li> <li>11. Visual inspection to be taken with every installation and distribution point, if the electrician is unhappy with any equipment using the supply they must inform and log it</li> </ol> | <p>Improbable</p>        |

**We Are Festival 2013**

|  |  |  |  |                         |  |
|--|--|--|--|-------------------------|--|
|  |  |  |  | with the event control. |  |
|--|--|--|--|-------------------------|--|

**Assessors Signature** ..... **Date** .....

Risk Assessment WAFRA004 undertaken by Tim Byrne June 2012

Risk Assessment WAFRA004 relevant to We Are Festival 2013

**We Are Festival 2013 – Fire Risk Assessment WEFRA005**

**Organiser: Continental Drifts on behalf of Lime Green Ltd.**

**Dates: Event 25th May 2013**

**Risk Assessment WEFRA005 undertaken by Tim Byrne June 2012**

**Risk Assessment WAFRA005 - Relevant to We Are Festival 2013**

|                                    |  |
|------------------------------------|--|
| <b>Hazard:</b>                     | the potential for something to cause harm.   |
| <b>Risk:</b>                       | is the likelihood that harm will be done.  |
| <b>Worst case severity:</b>        | Fatal          Major          Minor          No Injury          Damage                   |
| <b>Group Affected:</b>             | (A) Employee          (B) Contractor (C) Public          (D) Client          (E) Visitor |
| <b>Likelihood without control:</b> | Frequent          Probable          Possible          Remote          Improbable         |
| <b>Control Measures:</b>           | Measures taken to eradicate or minimise the risk.  |
| <b>Likelihood with controls:</b>   | Frequent          Probable          Possible          Remote          Improbable         |

| Hazard / Risk  | Worst Case Severity         | Groups Affected | Likelihood without Controls | Control Measures   | Likelihood after Control |
|--|-----------------------------|-----------------|-----------------------------|--|--------------------------|
| 1. Sources of Fire / ignition – Litter, electrical. Smoking. | Fatal, Major, Minor, Damage | A B C D E       | Possible                    | 1. Levels of litter build up to be monitored.<br>2. Visual check to be carried out on all equipment used at the festival.<br>3. Litter teams to be active in litter clearance. | Improbable               |

|  |  |   |                                  |   |                                      |
|--|--|---|----------------------------------|---|--------------------------------------|
| <p>2. Means of escape -<br/>Fire Exits blocked.<br/><br/>Routes adequately lit.</p> <p>3. Discovery of fire.<br/>No fire extinguishers /<br/>blankets.</p> | <p>Minor,<br/>Major.</p> <p>Major.</p> | <p>A B C D<br/>E</p> <p>A B C D<br/>E</p> | <p>Possible</p> <p>Possible.</p> | <p>4. Stewards / Security to be diligent in spotting small fires being set up from combustible material.<br/>5. Stewards / Security to prevent litter being taken to use for fires.<br/>6. All personnel to be made aware of the location of fire points and fire procedure.<br/>7. All food catering stalls to carry and clearly display appropriate extinguishers and fire blankets, catering staff to be briefed on their position and use.<br/>8. All décor to be flame retardant.<br/>9. All structures to be flame retardant.<br/>10. Adequate fire fighting equipment available on site.<br/>11. Staff trained in use of portable fire fighting equipment.<br/>12. Clear communication with festival organisers to get back up when needed.<br/>13. Clear signage and enforcement of 'No Smoking' in places of work and structures with sides.</p> <p>1. Ensure all fire exits are unobstructed.<br/>2. Regular checks of all venue emergency lighting.</p> <p>1. Venue assessed for position and amount of extinguishers / fire blankets.<br/>2. Fire extinguishers and blankets to be clearly signed and unobstructed.<br/>3. Regular checks made on condition and position of extinguishers and blankets.</p> | <p>Improbable</p> <p>Improbable.</p> |
|--|--|---|----------------------------------|---|--------------------------------------|

## We Are Festival 2013

|  |                  |              |           |   |             |
|--|------------------|--------------|-----------|---|-------------|
| 4. Visitors / staff / volunteers unaware of fire exit locations. | Major,<br>Fatal. | A B C D<br>E | Possible. | 1. All staff, volunteers and visitors to be briefed about the location of the fire exits when they arrive.<br>2. All fire exit signs to be fully visible and regularly checked. | Improbable. |
| 5. LPG gas cylinders   | Major            | A B C D<br>E | Possible. | 1. Refer to COSHH risk assessment WEFRA0008   |             |

**Assessors Signature** ..... **Date** .....

Risk Assessment WEFRA005 undertaken by Tim Byrne June 2012

Risk Assessment WEFRA005 relevant to We Are Festival 2013

### **We Are Festival 2013 – Noise Risk Assessment WAFRA006**

**Organiser: Continental Drifts on behalf of Lime Green Ltd**

**Dates: Event 25th May 2013**  
**Build 21st-24th May 2013**  
**Breakdown 26th-28th May 2013**

Risk Assessment WAFRA006 undertaken by Tim Byrne June 2012

Risk Assessment WAFRA006 - Relevant to We Are Festival 2013

**Hazard:** the potential for something to cause harm.  
**Risk:** is the likelihood that harm will be done.  
**Worst case severity:** Fatal Major Minor No Injury Damage  
**Group Affected:** (A) Employee (B) Contractor (C) Public (D) Client (E) Visitor  
**Likelihood without control:** Frequent Probable Possible Remote Improbable  
**Control Measures:** Measures taken to eradicate or minimise the risk.

**We Are Festival 2013**

**Likelihood with controls:**

**Frequent**

**Probable**

**Possible**

**Remote**

**Improbable**

| This risk assessment is only relevant to those working in a designated high noise area – Technicians, DJ's(waiting to play), Stage Managers and assistants, security, stewards, photographers and production staff. |                            |                        |                                    |   |                                 |
|---|----------------------------|------------------------|------------------------------------|---|---------------------------------|
| <b>Hazard / Risk</b>  | <b>Worst Case Severity</b> | <b>Groups Affected</b> | <b>Likelihood without Controls</b> | <b>Control Measures</b>   | <b>Likelihood after Control</b> |
| Noise – amplified music.<br><br>Stage area.<br>Back Stage area.<br>Pit area.  | A B C D E                  | Major,<br>Minor.       | Likely                             | <ol style="list-style-type: none"> <li>1. Noise levels to be closely monitored.</li> <li>2. All personnel working in designated high noise areas to wear PPE (head phones, ear plugs).</li> <li>3. Ear protection freely available around stage / pit area, or from stage manager.</li> <li>4. Noise levels never to exceed set levels.</li> <li>5. Clear signage advising that stage and pit area is a designated high noise area.</li> <li>6. Ensure personnel working noise areas are rotated or have sufficient breaks.</li> <li>7. Site design to take into account personnel affected by noise levels generated by amplified music (Stages, PA's).</li> <li>8. Where possible music between live acts (DJ's, filler music) should be played at considerably lower levels than live music.</li> <li>9. On stage music between bands (change over) to be kept to essential audio levels in relation to band activity.</li> <li>10. Stage managers to ensure that all working stage crew and performers (waiting to perform) have ear protection and are wearing them.</li> <li>11. Pit crew to ensure anyone given access (photographers, guests) to the pit area is wearing ear protection, disposable ear protection made available at pit entrance.</li> </ol> | Improbable                      |

**We Are Festival 2013**

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|--|--|--|--|--|--|
|  |  |  |  | 12. Ear protection available from information for public use, supplied free of charge. |  |
|--|--|--|--|--|--|

**Assessors Signature** ..... **Date** .....

Risk Assessment WAFRA006 undertaken by Tim Byrne June 2012

Risk Assessment WAFRA006 relevant to We Are Festival 2013

**We Are Festival 2013 – Crowd Safety Risk Assessment WAFRA007**

**Organiser: Continental Drifts on behalf of Lime Green Ltd**

**Dates: Event** 25th May 2013  
**Build** 21st-24th May 2013  
**Breakdown** 26th-28th May 2013

**Risk Assessment WAFRA007 undertaken by Tim Byrne May 2012**

**Risk Assessment WAEFRA007 - Relevant to We Are Festival 2013**

|   |   |                |            |            |             |
|---|---|----------------|------------|------------|-------------|
| <b><u>Hazard:</u></b>                     | the potential for something to cause harm.        |                |            |            |             |
| <b><u>Risk:</u></b>                       | is the likelihood that harm will be done.         |                |            |            |             |
| <b><u>Worst case severity:</u></b>        | Fatal   | Major          | Minor      | No Injury  | Damage      |
| <b><u>Group Affected:</u></b>             | (A) Employee                                      | (B) Contractor | (C) Public | (D) Client | (E) Visitor |
| <b><u>Likelihood without control:</u></b> | Frequent  | Probable       | Possible   | Remote     | Improbable  |
| <b><u>Control Measures:</u></b>           | Measures taken to eradicate or minimise the risk. |                |            |            |             |
| <b><u>Likelihood with controls:</u></b>   | Frequent  | Probable       | Possible   | Remote     | Improbable  |

|                      |              |               |                   |                         |                   |
|----------------------|--------------|---------------|-------------------|-------------------------|-------------------|
|                      |              |               |                   |                         |                   |
| <b>Hazard / Risk</b> | <b>Worst</b> | <b>Groups</b> | <b>Likelihood</b> | <b>Control Measures</b> | <b>Likelihood</b> |

**We Are Festival 2013**

|  | <b>Case Severity</b>    | <b>Affected</b>      | <b>without Controls</b> |   | <b>after Control</b> |
|--|-------------------------|----------------------|-------------------------|---|----------------------|
| <p>Crowd Safety</p> <p>Crushing.</p> <p>Pinch Points.</p> <p>Bad weather, mass crowd movement.</p> | <p>Fatal,<br/>Major</p> | <p>A B C D<br/>E</p> | <p>Probable</p>         | <ol style="list-style-type: none"> <li>1. Competent and experienced site security and stewards to be put in place.</li> <li>2. Security and Steward briefing to take place before event starts.</li> <li>3. Regular meetings to take place with event organisers and security / stewards to discuss crowd safety.</li> <li>4. Clear communication system in place for announcements should evacuation be necessary.</li> <li>5. Exits clearly signed and kept free of obstructions.</li> <li>6. Sufficient staff to facilitate evacuation.</li> <li>7. Crowd density and mood monitored throughout.</li> <li>8. Ability to restrict entry when necessary.</li> <li>9. Site to be designed so as to avoid 'pinch points'. In the event of any 'pinch points' they will be kept clear using stewards and security.</li> <li>10. Fencing used to restrict access to sensitive areas e.g. generators/ backstage.</li> <li>11. Venues have sufficient fire escapes which are adequately lit and kept clear.</li> <li>12. Weather forecasts to be monitored and news on extreme weather conditions to be communicated to all relevant parties.</li> </ol> | <p>Improbable</p>    |

**Assessors Signature** .....

**Date** .....

Risk Assessment WAFRA007 undertaken by Tim Byrne May 2012

Risk Assessment WAFRA007 relevant to We Are Festival 2013

**We Are Festival 2013 – COSHH Risk Assessment WAFRA008**

## We Are Festival 2013

Organiser: Continental Drifts on behalf of Lime Green Ltd

Dates: Event 25th May 2013

Build 21st-24th May 2013

Breakdown 26th-28th May 2013

Risk Assessment WAFRA008 undertaken by Tim Byrne June 2012


Risk Assessment WAFRA008 - Relevant to We Are Festival 2013

|                                    |   |                |            |            |             |
|------------------------------------|---|----------------|------------|------------|-------------|
| <b>Hazard:</b>                     | the potential for something to cause harm.        |                |            |            |             |
| <b>Risk:</b>                       | is the likelihood that harm will be done.         |                |            |            |             |
| <b>Worst case severity:</b>        | Fatal   | Major          | Minor      | No Injury  | Damage      |
| <b>Group Affected:</b>             | (A) Employee                                      | (B) Contractor | (C) Public | (D) Client | (E) Visitor |
| <b>Likelihood without control:</b> | Frequent  | Probable       | Possible   | Remote     | Improbable  |
| <b>Control Measures:</b>           | Measures taken to eradicate or minimise the risk. |                |            |            |             |
| <b>Likelihood with controls:</b>   | Frequent  | Probable       | Possible   | Remote     | Improbable  |

A small pond surrounded by trees is situated next to the festival site, possibly where the production and emergency access route will be located. The pond has many items of rubbish in it. It is highly likely that rats will be using this area (picture attached). Canal and River water are known to carry rat's urine, there is a possibility of contracting Leptospirosis or Weil's disease.

| Hazard / Risk                                 | Worst Case Severity | Groups Affected | Likelihood without Controls | Control Measures  | Likelihood after Control |
|---|---------------------|-----------------|-----------------------------|---|--------------------------|
| 1. Biological – Leptospirosis, Weils Disease. | Fatal               | A B C D<br>E    | Possible                    | <ol style="list-style-type: none"> <li>All staff to be briefed about Weil's disease (INDG84 Leaflet from HSE).</li> <li>Hand washing facilities always available.</li> <li>Waste food to be disposed of properly.</li> <li>Any sign of rats to be reported to line manager.</li> <li>Levels of litter to be monitored.</li> </ol> | Improbable               |



|  |  |  |  |   |  |
|--|--|--|--|---|--|
|  |  |  |  |    |  |
| <p>1. LPG Gas risk of explosion or gas poisoning, risk of injury, illness or death</p> |  |  |  | <ol style="list-style-type: none"> <li>1. Ensure persons involved with the handling, storage and transportation of LPG gas have been trained in the correct usage procedures.</li> <li>2. Position gas bottles away from members of the public in a secure area.</li> <li>3. Storage of LPG (caterers) does not exceed that which is required for a 12 hour period.</li> <li>4. All equipment using LPG gas to be certified safe with a current Gas Safe certificate</li> <li>5. Contractors using chemicals i.e. toilet providers provide an adequate COSHH Risk Assessment in accordance with the Control of Substances Hazardous to Health Regulations 2002/5</li> <li>6. Ensure security, stewards, festival staff &amp; Event Management Team are aware of all hazardous substance storage points and the correct protective equipment is available</li> </ol> |  |

**We Are Festival 2013**

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|--|--|--|--|--|--|
|  |  |  |  | 7. Obtain material Safety Data Sheets on all hazardous substances. As per COSHH regulations. |  |
|--|--|--|--|--|--|

**Assessors Signature** ..... **Date** .....

Risk Assessment WAFRA008 undertaken by Tim Byrne May 2012

Risk Assessment WAFRA008 relevant to We Are Festival 2013

**We Are Festival 2010 – Crew Safety and Welfare Risk Assessment WEFRA009**

**Organiser: Continental Drifts on behalf of Lime Green Ltd**

**Dates: Event** 25th May 2013  
**Build** 22nd - 25th May 2013  
**Breakdown** 27th - 29th May 2013

**Risk Assessment WEFRA009 undertaken by Tim Byrne June 2012**

**Risk Assessment WEFRA009 - Relevant to We Are Festival 2012**

**Hazard:** the potential for something to cause harm.  
**Risk:** is the likelihood that harm will be done.  
**Worst case severity:** Fatal Major Minor No Injury Damage  
**Group Affected:** (A) Employee (B) Contractor (C) Public (D) Client (E) Visitor  
**Likelihood without control:** Frequent Probable Possible Remote Improbable  
**Control Measures:** Measures taken to eradicate or minimise the risk.  
**Likelihood with controls:** Frequent Probable Possible Remote Improbable

| Hazard / Risk             | Worst Case Severity | Groups Affected | Likelihood without Controls | Control Measures   | Likelihood after Control |
|---------------------------|---------------------|-----------------|-----------------------------|--|--------------------------|
| Crew / Contractor Safety. | Major               | A B             | Possible                    | 1. All drivers to adhere to the 5 mph speed limit.<br>2. All contractors to report to site office and to | Improbable               |

**We Are Festival 2013**

|  |  |  |  |   |  |
|--|--|--|--|---|--|
| <p>Welfare of festival staff, crew – risk of dehydration, exhaustion or stress</p> |  |  |  | <p>be directed by site manager.</p> <ol style="list-style-type: none"> <li>3. Crew / contractors to monitor work areas at all time.</li> <li>4. Site hazards to be fenced or hazard taped where practicable.</li> <li>5. Crew / contractors to wear appropriate site safety equipment (PPE) where applicable.</li> <li>6. Contractor method statements and safe systems of work to be monitored.</li> <li>7. Ensure adequate rest and meal breaks in staff schedules.</li> <li>8. Ensure adequate numbers of staff to carry out tasks required</li> <li>9. Sufficient water is made available to all staff and performers.</li> <li>10. Provide area on site for staff to rest and refresh themselves away from festival build activities</li> <li>11. Ensure all personnel are aware of the First Aid Facilities provided by the organizers of We Are Festival.</li> <li>12. Ensure personnel are aware of location of water points, toilets, and rest areas.</li> </ol> |  |
|--|--|--|--|---|--|

**Assessors Signature** .....

**Date** .....

Risk Assessment WEFRA009 undertaken by Tim Byrne June 2012

Risk Assessment WEFRA009 relevant to We Are Festival 2013

## We Are Festival 2013

### We Are Festival 2013 – Temporary Structures Risk Assessment WEFRA0010

Organiser: Continental Drifts on behalf of Lime Green Ltd

Dates: Event 25th May 2013  
 Build 22nd - 25th May 2013  
 Breakdown 27th - 29th May 2013

Risk Assessment WEFRA0010 undertaken by Tim Byrne June 2012

Risk Assessment WEFRA0010 - Relevant to We Are Festival 2013

**Hazard:** the potential for something to cause harm.  
**Risk:** is the likelihood that harm will be done.  
**Worst case severity:** Fatal Major Minor No Injury Damage  
**Group Affected:** (A) Employee (B) Contractor (C) Public (D) Client (E) Visitor  
**Likelihood without control:** Frequent Probable Possible Remote Improbable  
**Control Measures:** Measures taken to eradicate or minimise the risk.  
**Likelihood with controls:** Frequent Probable Possible Remote Improbable

| Hazard / Risk   | Worst Case Severity | Groups Affected | Likelihood without Controls | Control Measures   | Likelihood after Control |
|---|---------------------|-----------------|-----------------------------|--|--------------------------|
| Collapse of temporary structures; Marquees / fencing – risk of injury | Major, Damage       | A B C D E       | Possible                    | <ol style="list-style-type: none"> <li>1. Use reputable contractors to provide and erect temporary structures, which would conform to current regulations regarding loading and structural integrity</li> <li>2. All structures are to be erected by competent persons.</li> <li>3. Contractors willing to sign a Structural Sign off Sheet / Hand over Certificate.</li> <li>3. Relevant load bearing certificates to be supplied in conjunction with contractors.</li> <li>4. Security should be positioned onsite to ensure that structures aren't tampered with.</li> <li>5. All fencing and temporary structures to be inspected</li> </ol> | Improbable               |

**We Are Festival 2013**

|  |  |  |  |   |  |
|--|--|--|--|---|--|
|  |  |  |  | and checked using a daily check list.<br>6. Weather reports checked daily to enable contractors to counteract the effects of extreme weather conditions if necessary. |  |
|--|--|--|--|---|--|

**Assessors Signature** ..... **Date** .....

Risk Assessment WEFRA0010 undertaken by Tim Byrne June 2012

Risk Assessment WEFRA0010 relevant to We Are Festival 2013

**We Are Festival 2013 – Catering Units Risk Assessment WEFRA0012**

**Organiser: Continental Drifts on behalf of Lime Green Ltd**

**Dates: Event 25th May 2013**  
**Build 22nd - 25th May 2013**  
**Breakdown 27th - 29th May 2013**

Risk Assessment WEFRA0012 undertaken by Tim Byrne June 2012

Risk Assessment WEFRA0012 - Relevant to We Are Festival 2013

**Hazard:** the potential for something to cause harm.  
**Risk:** is the likelihood that harm will be done.  
**Worst case severity:** Fatal Major Minor No Injury Damage  
**Group Affected:** (A) Employee (B) Contractor (C) Public (D) Client (E) Visitor  
**Likelihood without control:** Frequent Probable Possible Remote Improbable  
**Control Measures:** Measures taken to eradicate or minimise the risk.  
**Likelihood with controls:** Frequent Probable Possible Remote Improbable

| Hazard / Risk | Worst Case | Groups | Likelihood | Control Measures | Likelihood |
|---------------|------------|--------|------------|------------------|------------|
|---------------|------------|--------|------------|------------------|------------|

**We Are Festival 2013**

|   | <b>Severity</b> | <b>Affected</b> | <b>without Controls</b> |   | <b>after Control</b> |
|---|-----------------|-----------------|-------------------------|---|----------------------|
| Badly stored foodstuff – risk of contamination from rodents, insects. | Major, Damage   | A B C D E       | Possible.               | <ol style="list-style-type: none"> <li>1. All food stuff to be stored in sealed containers or refrigerated units.</li> <li>2. No foodstuff to be stored on the floor without being stored in sealed containers or refrigerated units.</li> <li>3. Floors and surfaces to be kept clean at all times.</li> <li>4. Catering units to be checked on Saturday evening to ensure caterers have complied with food storage requests.</li> <li>5. Check caterer's risk assessment and HACCP, copies to be kept on site.</li> </ol>   | Improbable           |
| Fire. Burns.  | Major, Danger.  | A B C D E       | Possible                | <ol style="list-style-type: none"> <li>1. All catering to have fire extinguishers and blankets.</li> <li>2. All electrical equipment to be PAT Tested.</li> <li>3. All LGP gas pipe work to be checked, LGP gas bottles to be stored outside of cooking area.</li> <li>4. Electrical supplies are not overloaded.</li> <li>5. All catering and demo marquees to flame retardant.</li> <li>6. BBQ cooking drums to be situated away from structures, and no flammable material stored in the vicinity.</li> <li>7. Hot surfaces and BBQ's to be shielded from public with appropriate barriers.</li> </ol> | Improbable           |
| Cross Contamination   | Major, Minor    | B C             | Possible                |   | Improbable           |

|  |  |  |  |   |  |
|--|--|--|--|---|--|
|  |  |  |  | <ol style="list-style-type: none"> <li>1. All caterers to comply with their food hygiene protocol and HACCP.</li> <li>2. Caterers to have access to their own running water supply.</li> <li>3. Caterers to have their own toilet, not to be used by the general public.</li> <li>4. All utensils to be stored in a sealed container over night.</li> </ol> |  |
|--|--|--|--|---|--|

**Assessors Signature** ..... **Date** .....

Risk Assessment WEFRA0012 undertaken by Tim Byrne June 2012

Risk Assessment WEFRA0012 relevant to We Are Festival 2013

**We Are Festival 2013 – Car Park Risk Assessment WEFRA0013**

**Organiser: Continental Drifts on behalf of Lime Green Ltd**

**Dates: Event 25th May 2013**  
**Build 22nd - 25th May 2013**  
**Breakdown 27th - 29th May 2013**

**Risk Assessment WEFRA0013 undertaken by Tim Byrne June 2012**

**Risk Assessment WEFRA0013 - Relevant to We Are Festival 2013**

**Hazard:** the potential for something to cause harm.

**Risk:** is the likelihood that harm will be done.

**Worst case severity:** Fatal Major Minor No Injury Damage

**Group Affected:** (A) Employee (B) Contractor (C) Public (D) Client (E) Visitor

**We Are Festival 2013**

**Likelihood without control:** Frequent Probable Possible Remote Improbable

**Control Measures:** Measures taken to eradicate or minimise the risk.

**Likelihood with controls:** Frequent Probable Possible Remote Improbable

| Hazard / Risk  | Worst Case Severity | Groups Affected | Likelihood without Controls | Control Measures  | Likelihood after Control |
|--|---------------------|-----------------|-----------------------------|---|--------------------------|
| Car Park – Risk of Collision or Injury.  | Fatal               | A C             | Possible                    | <ol style="list-style-type: none"> <li>1. Site 5mph speed limit to be clearly signed and enforced.</li> <li>2. All drivers to be alerted to speed limit by gate stewards.</li> <li>3. All drivers to be directed to the area in the car park where they are to park.</li> </ol>   | Improbable               |
| Wet weather – cars skidding, bad traction.<br>Pedestrian access and egress hindered by muddy floor conditions. | Damage Major        | A C             | Possible                    | <ol style="list-style-type: none"> <li>1. Condition of car park to be monitored at all times.</li> <li>2. Straw bales on stand by if traction for vehicles becomes unlikely.</li> <li>3. Pedestrian gates to be monitored, to ensure access and egress is not hindered.</li> <li>4. Straw, wood chippings or bark to be on stand by.</li> <li>5. Stewards on hand to help people with access requirements.</li> </ol> | Improbable               |

**Assessors Signature** .....

**Date** .....

Risk Assessment WEFRA0013 undertaken by Tim Byrne June 2012



Risk Assessment WEFRA0013 relevant to We Are Festival 2013

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### Appendix 13- Security Plan and deployment

#### CROWD MANAGEMENT PLAN - SECURITY PLAN

##### We Are Festival 2013

###### Introduction

An Open Air event in its first year, taking place at Damyns Airfield on Sunday 26th May 2013. A 50/50 female, male split, the event will be open from 1100 - 0230am.

A large number of artists performing across a Main stage, several large indoor marquees and numerous smaller marquees. A fairground, VIP area and a marketplace. A traffic Management plan will incorporate car parking and shuttle buses.

Attendees: Approx 14,999 persons.

###### TIMES: -

Doors open: - 1100

Music starts: - 1100

Alcohol sales: - 1100 - 0200

Music stops : - 11pm (outdoor stage) - 0230 (2-3 Large marquees)

Concessions close: - 0200

Gates close: - 2300

###### Facilities

Stages, Front of house, Marquees, Toilets and smaller stages. Buses and carparking facilities.

###### Capacity

See EMP : - 14,999 persons.

###### Layout

See site map provided by Continental Drifts.

###### Approach

Entry into the park will be by a main gate. The public will be expected to use public transport, car and coaches.

###### Statement of Intent

A focus on safe and effective crowd management will be included in all aspects of planning for the "We Are" site. Close working relationship between all the partners and the Emergency services will ensure a pro active approach.

SB Security Solutions Ltd shall ensure that all Security staff working on the site shall have the correct training for their roles and responsibilities. A Manager shall be in contact with the client through their event and shall be kept updated on any issues that may arise.

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### Event Overview

Event Schedule  
(see event manual)

### Public Profile

As this is a 1st year event, crowd profile will be based on previous experience of events of this nature. 50/50 split and likely age range 18 - 35 yrs.

### Public Journey

- Arrival

Pre-event communications will encourage the public attending to utilise public transportation and coach/ ticket packages. There will be a full traffic management and signage plan which will link to the on-site security. A marketing strategy will be in place and all event publicity shall inform those attending that there is no access to the event by foot due to lack of pavements. There will be a prohibited items list and will be published on arrival to the event and on the website.

- Screening

Search policy will be in place. This will be a full search to include metal detectors.

- Access to Venue

Access will be by a Main Gate 1. Security will be in place to monitor these entry points and a search policy will be in place. Ticketing system will be in place. Gate 2 will be for Guests and VIP access only.

### Management Structure & Communication

In order to maintain the safe and effective management of "We Are" and to ensure delivery of this plan, a management structure of experienced and qualified staff will provide key roles within the venue. This structure will be supported by a team of Stewarding staff reporting to the Security Manager along with other functional area staff on the venue.

- Security / Stewarding Structure

The Security and Stewarding team will be tasked with looking after the integrity of the clients infrastructure, bars, stage duties and response teams. The team will be made up

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of SIA license holders and stewards who hold a relevant NVQ Level 3 supervisor qualification and contracted paid stewards with a relevant NVQ Level 2 qualification.

The team will be supplying the following services:

- Circulation and directions
- Monitoring entrances.
- Monitoring crowd access and egress
- Perimeter security.
- Stage Security
- Other roles within the event arena.
- Bar Security
- Search Policy
- ID checks on the gate

Each steward will have an allocated role in the event of an evacuation. Full details to be incorporated into later drafts of the evacuation plan.

Security will be deployed in the following roles, determined by the event:

- Stage security - To check backstage access, pit working and integrity of the performers.
- Bars - To enforce the license and check under-age drinkers.
- Response Teams - To operate within the venue and deter Anti social behaviour

- Event Control Room (ECR)

The Event Control Room (ECR) is the central hub for venue operations; the safety and well-being of all persons on site will be monitored from this area. The ECR will contain all crowd management, public area and other safety equipment. The ECR will also house representatives from the Emergency services. The Security Manager will work with other organisations within the control room to ensure radio communications are operational. The Security Manager and the Police liaison will want to be on the ground which will mean communication can still exist throughout the event.

- Emergency Liaison Team (ELT)

An Emergency Liaison team will be made up of representatives from the show Management, Security, health & Safety and emergency services. In the event of a major incident these teams will be charged with ensuring safe evacuation to refuge areas, and further tasks.

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The Emergency Liaison Team will liaise with Emergency Services in the event of transfer of authority.

### Planning Inputs

#### Identified Areas of Massing and Specific Crowd Control issues

- Access to site

Will be by entry gates, already in place. Tickets will be used to ensure that we do not exceed license capacity. A back up system of “counters/clickers can be in place in case of ticket check failure. A barrier system will be in place to control crowds approaching the pedestrian gate.

- Circulation

- Once within venue site, the public can access catering concessions, toilets, marquees and the open areas. Stewards will be located in areas to direct people around the site if required to do so.
- Any pinch points or likely congestion areas will be monitored and actioned on accordingly.
- Security and stewards will be located within the event site to ensure that all areas are managed safely.

- Egress

Egress will be by the same way as entry. Security and stewards will be deployed leading up to end time and ensure that crowds dispersing are not congested and it is safely managed.

### Staffing

#### Management

#### Training

The contracted staff will be qualified.

In addition all staff will attend a Venue Familiarisation session to cover:

- Event information
- Venue layout/access/egress/emergency routes
- Venue safety systems
- Venue facilities
- Communication processes
- Emergency procedures

#### Briefings

A briefing will take place with all staff before moving to position. This briefing will cover:

- Review of venue Health and Safety
  - Review of roles and responsibilities
  - Changes in operation
-

A Management meeting will take place before, during and at the end of each event and information will be recorded and fed into the following event to improve the systems in place.

### Deployment

Key staffing positions have been allocated to each role. Each steward and staff member will be briefed on their specific role and will report to a specific position. Staff will be directed on their roles and responsibilities and scope. (Refer to Stewarding positions)

### Staff Welfare

As per staff briefing

### Key Stages

#### Crowd Monitoring

Stewards will be positioned in key locations during ingress and egress to observe pedestrian flow, identify and report potential issues, and efficiently resolve problems as directed by the ECR and in coordination with key functional areas.

### Evacuation

(See evacuation plan)

### Related Policies and Procedures

- Staff Briefing
- Pre opening checks
- Deployment
- Venue opening
- Observation points
- Response teams
- Monitoring spectator movement
- Incident reporting
- Dealing with anti social behaviour
- Ejection of spectators
- Evacuation of public (See separate Evacuation Plan)

### Incident Response Plans

Incident Response Plans will be used and directed by event control.

### Event stop procedure

In the event of an emergency or need to stop the event, the venue Safety officer, Venue Manager and Security Manager will agree on the process, timing and next steps. All Functional Areas will have specific roles and responsibilities in this instance.

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### Evacuation Messages

Pre-agreed messages will be delivered via the PA system or manually on the instruction with the Venue Manager and security Manager.

### Emergency Vehicle Access

Emergency Services Vehicles are able to access the venue via specific routes. (Refer to Evacuation Plan).

### Incident Support and Reporting

Incident reporting will be maintained via the specific Venue Reports and made available to incident investigation and responsible agencies.

## SECURITY AND STEWARDING DEPLOYMENT

### Security Manager

To manage the integrity of the venue and the event and to report directly to the event Manager and event Clients. Liaison with the Emergency services and Licensing officers.

- To ensure that staff are briefed in their duties and are aware of health & Safety related aspects of the venue and that all Security and Stewards are aware of the Emergency procedures.

### Perimeter Security

To operate within the licensed areas of the venue, but outside the perimeter fence to manage queues and the public on pathways., anti social behaviour and noise related issues.

- To assist members of the public attending the event.
- To work within the Security licensing Act and display their SIA badge at all times.
- To assist a police officer as and when applicable.
- To take details of any persons causing any damage to the property and forward to the Event Control Room.
- To act as an external response team and be at the disposal of the Event Control during their working hours.
- To monitor for congestion and relay information to event control.
- To 'soft ticket' check the public before they enter the venue.
- Random search if required.

### DEPLOYMENT:

Currently in draft form, the deployment will be developed as the event progresses

Roles and Responsibilities - See Event Plan

Communication: -

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## We Are Festival 2013

Radios will be used on all prominent positions manned by security and stewards. An event control room will be established for communication throughout the event for command and control.

Security control will have communications with all agencies on back to back systems.

Steve Bettsworth  
 Director  
 SB Security Solutions Ltd.

(An SIA Approved Contractor)

| <b>DRAFT DEPLOYMENT DOCUMENT</b> |                    |  |            |                                   |
|----------------------------------|--------------------|--|------------|-----------------------------------|
| <b>EVENT</b>                     | "WE ARE "event     |  |            |                                   |
| <b>REFERENCE</b>                 |                    |  |            |                                   |
| <b>VENUE:</b>                    | london             | <b>Prepared by:</b>  |            | <b>Steve Bettsworth</b>           |
| <b>DATE:</b>                     | 25th May 2013      | <b>Tel:</b>  |            | <b>02392 340881 / 07843680225</b> |
| <b>CLIENT</b>                    | Continental Drifts |  |            |                                   |
| <b>DATE:</b>                     | <b>LOCATION</b>    | <b>STRT</b>  | <b>END</b> |                                   |
| x1 Manager                       | Manage event       | O800   | O400       |                                   |
| x3 Supervr                       |                    | O900   | O400       |                                   |
| x1 s/o                           | Controller         | O900   | O400       |                                   |
| x30 s/o                          | Search Gate        | 1000   | O400       |                                   |
| x14 s/o                          | Perimeter s/o      | 0900   | O400       |                                   |
| x12 s/o                          | Response           | 1030   | O400       |                                   |
| x24 s/o                          | Stage security     | 1030   | O400       |                                   |
| x5 s/o                           | Exits gates        | 1030   | O400       |                                   |
| x10 s/o                          | Other Areas        | 1030   | O400       |                                   |
| X2 S/O                           | Production area    | 1030   | O400       |                                   |
| x1 s/o                           | Production office  | 1000   | O400       |                                   |
|                                  |                    |  |            |                                   |





**Havering**  
LONDON BOROUGH

**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the Guidance Notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**I/We**

*[Insert name(s) of applicant]*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 - Premises details**

**Postal address of premises or, if none, ordnance survey map reference or description**

Damyns Hall Aerodrome  
Aveley Road  
Upminster  
Essex  
RM14 2TN

**Post town**  
Upminster

**Post code**  
RM14 2TN

Telephone number at premises (if any)

T. 01708 556000

M. 07775 742582

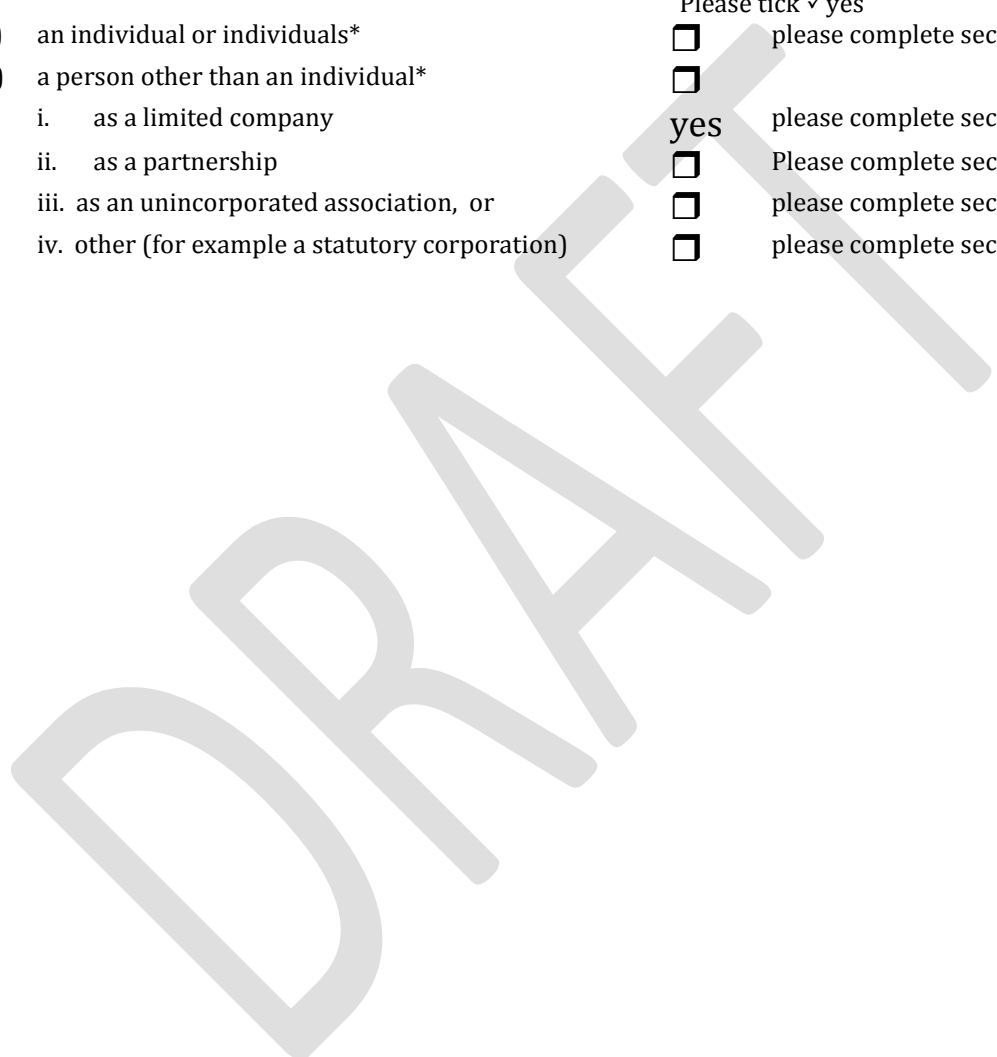
Non-domestic rateable value of premises

**Band E- £125,001 +**

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

- |   |                          |                             |
|---|--------------------------|-----------------------------|
|   |                          | Please tick ✓ yes           |
| a) an individual or individuals*                | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual*           | <input type="checkbox"/> |                             |
| i. as a limited company                         | <b>yes</b>               | please complete section (B) |
| ii. as a partnership                            | <input type="checkbox"/> | Please complete section (B) |
| iii. as an unincorporated association, or       | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |



- c) a recognised club  please complete section (B)
- d) a charity  Please complete section (B)
- e) the proprietor of an educational establishment  Please complete section (B)
- f) a health service body  Please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  Please complete section (B)
- h) the chief officer of police of a police force in England and Wales  Please complete section (B)

\*If you are applying as a person described in (a) or (b) please confirm:

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
  - statutory function, or
  - a function discharged by virtue of Her Majesty's prerogative

Please tick  
✓yes

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

**Surname**

**First names**

**I am 18 years old or over**

Please tick  
✓yes

**Current postal address if different from premises address**

**Post Town**

**Postcode**

**Daytime contact telephone number**

**E-mail address  
(optional)**

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**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

**Surname**  **First names**

I am 18 years old or over  **Please tick ✓yes**

**Current postal address if different from premises address**

**Post Town**  **Postcode**

**Daytime contact telephone number**

**E-mail address (optional)**

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned**

|   |
|---|
| Name<br>Continental Drifts Ltd  |
| Address<br>Business Barge Judith<br>Hale Wharf<br>Ferry Lane<br>Tottenham Hale<br>London<br>N17 9NF |

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## We Are Festival 2013

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|  |
|--|
|  |
| Registered number (where applicable)<br>3213484  |
| Description of applicant (for example partnership, company, unincorporated association etc)<br>Limited company |
| Telephone number (if any) 0208 365 9555  |
| E-mail address (optional)<br>mel@continentaldrifts.co.uk   |

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**Part 3 Operating Schedule**

When do you want the premises licence to start?

| Day | Month | Year |
|-----|-------|------|
| 2   | 5     | 05   |
| 2   | 0     | 13   |

If you wish the licence to be valid only for a limited period, when do you want it to end?

| Day | Month | Year |
|-----|-------|------|
| 2   | 6     | 05   |
| 2   | 0     | 13   |

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

|        |
|--------|
| 14,999 |
|--------|

Please give a general description of the premises (please read Guidance Note1)  
The premises is a part of Damyns Aerodrome, it is a large field area, surrounded by trees/ open land and is adjacent to the aerodrome with its plane storage and flying facilities.

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What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act  
**Please**

**Please  
tick  
✓yes**

**Provision of regulated entertainment**

- |  |                          |
|--|--------------------------|
| a) plays (if ticking yes, fill in box A)   | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B)   | Y                        |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)  | Y                        |
| f) recorded music (if ticking yes, fill in box F)  | Y                        |
| g) performances of dance (if ticking yes, fill in box G)   | Y                        |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input type="checkbox"/> |

**Provision of entertainment facilities for:**

- |  |                          |
|--|--------------------------|
| i) making music (if ticking yes, fill in box I)  | Y                        |
| j) dancing (if ticking yes, fill in box J)   | Y                        |
| k) entertainment of a similar description to that falling within (i) or (j)<br>(if ticking yes, fill in box K) | <input type="checkbox"/> |

**Provision of late night refreshment (if ticking yes, fill in box L)**

Y

**Supply of alcohol** (if ticking yes, fill in box M)

Y

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**In all cases complete boxes N, O and P**

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## We Are Festival 2013

### A

| <b>Plays</b><br>Standard days and timings<br>(please read Guidance Note 6) |       |        | <b>Will the performance of a play take place indoors or outdoors or both –</b><br><br>please tick [✓] (please read Guidance Note 2).  | Indoors  |  |  |
|--|-------|--------|---|--|--|--|
| Day  | Start | Finish |   | Outdoors   |  |  |
| Mon  |       |        | <b><u>Please give further details here</u></b> (please read Guidance Note 3)  | Both   |  |  |
|  |       |        |   |  |  |  |
| Tue  |       |        |   |  |  |  |
|  |       |        |   |  |  |  |
| Wed  |       |        |   | <b><u>State any seasonal variations for performing plays</u></b> (please read Guidance Note 4) |  |  |
|  |       |        |   |  |  |  |
| Thur   |       |        |   |  |  |  |
| Fri  |       |        | <b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read Guidance Note 5) |  |  |  |
| Sat  |       |        |   |  |  |  |
| Sun  |       |        |   |  |  |  |

### B

| <b>Films</b><br>Standard days and timings<br>(please read Guidance Note 6) |       |        | <b>Will the exhibition of films take place indoors or outdoors or both –</b><br><br>please tick [✓] (please read Guidance Note 2).  | Indoors  |   |
|--|-------|--------|---|----------|---|
| Day  | Start | Finish |   | Outdoors |   |
| Mon  |       |        | <b><u>Please give further details here</u></b> (please read Guidance Note 3)<br>There will be Video jockeys and large screens as part of the main stage and secondary stage performances, these will play a variety of images | Both     | x |
|  |       |        |   |          |   |
| Tue  |       |        |   |          |   |
|  |       |        |   |          |   |
| Wed  |       |        | <b><u>State any seasonal variations for the exhibition of films</u></b> (please read Guidance Note 4)<br>NA   |          |   |
|  |       |        |   |          |   |
| Thur   |       |        |   |          |   |
|  |       |        |   |          |   |

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|     |       |       |   |
|-----|-------|-------|---|
| Fri |       |       | <b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5) |
|     |       |       |   |
| Sat | 11.00 | 02.30 |   |
|     |       |       |   |
| Sun |       |       |   |
|     |       |       |   |

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**C**

|  |       |        |   |  |  |
|--|-------|--------|---|--|--|
| <b>Indoor sporting events</b><br>Standard days and timings<br>(please read Guidance Note 6)  |       |        | <b>Please give further details here</b> (please read Guidance Note 3)                         |  |  |
| Day  | Start | Finish | <b>State any seasonal variations for indoor sporting events</b> (please read Guidance Note 4) |  |  |
| Mon  |       |        |   |  |  |
| Tue  |       |        |   |  |  |
| Wed  |       |        |   |  |  |
| Thur   |       |        |   |  |  |
| Fri  |       |        |   |  |  |
| Sat  |       |        |   |  |  |
| Sun  |       |        |   |  |  |
| <b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5) |       |        |   |  |  |
|  |       |        |   |  |  |
|  |       |        |   |  |  |
|  |       |        |   |  |  |
|  |       |        |   |  |  |
|  |       |        |   |  |  |

**D**

|  |       |        |  |  |          |  |
|--|-------|--------|--|--|----------|--|
| <b>Boxing or wrestling entertainment</b><br>Standard days and timings<br>(please read Guidance Note 6)   |       |        | <b>Will the boxing or wrestling entertainment take place indoors or outdoors or both -</b><br>please tick [✓] (please read Guidance Note 2). |  | Indoors  |  |
| Day  | Start | Finish | <b>Please give further details here</b> (please read Guidance Note 3)  |  | Outdoors |  |
| Mon  |       |        |  |  |          |  |
| Tue  |       |        |  |  |          |  |
| Wed  |       |        |  |  |          |  |
| Thur   |       |        |  |  |          |  |
| <b>State any seasonal variations for boxing or wrestling entertainment</b> (please read Guidance Note 4) |       |        |  |  | Both     |  |

**We Are Festival 2013**

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|     |  |  |  |
|-----|--|--|--|
|     |  |  | <b>Non standard timings. Where you intend to use the premises for boxing and wrestling entertainment at different times to those listed in the column on the left, please list (please read Guidance Note 5)</b> |
| Fri |  |  |  |
|     |  |  |  |
| Sat |  |  |  |
|     |  |  |  |
| Sun |  |  |  |
|     |  |  |  |
|     |  |  |  |
|     |  |  |  |

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## We Are Festival 2013

### E

| <b>Live music</b><br>Standard days and timings<br>(please read Guidance Note 6) |       |        | <b>Will the performance of live music take place indoors or outdoors or both –</b><br><br>please tick [✓] (please read Guidance Note 2).             | Indoors   |   |
|---|-------|--------|--|---|---|
| Day   | Start | Finish |  | Outdoors  |   |
| Mon   |       |        | <b>Please give further details here</b> (please read Guidance Note 3)<br>There will be live bands playing in the larger arenas and on the main stage | Both  | x |
| Tue   |       |        |  |   |   |
| Wed   |       |        |  | <b>State any seasonal variations for performing of live music</b> (please read Guidance Note 4)<br>NA   |   |
| Thur  |       |        |  |   |   |
| Fri   |       |        |  | <b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)<br>NA |   |
| Sat   | 11.00 | 02.30  |  |   |   |
| Sun   |       |        |  |   |   |

### F

| <b>Recorded music</b><br>Standard days and timings<br>(please read Guidance Note 6) |       |        | <b>Will the playing of recorded music take place indoors or outdoors or both –</b><br><br>please tick [✓] (please read Guidance Note 2).   | Indoors  |   |
|---|-------|--------|--|----------|---|
| Day   | Start | Finish |  | Outdoors |   |
| Mon   |       |        | <b>Please give further details here</b> (please read Guidance Note 3)<br>There will be DJs playing from all of the sound areas on the site | Both     | x |
| Tue   |       |        |  |          |   |
| Wed   |       |        | <b>State any seasonal variations for playing recorded music</b> (please read Guidance Note 4)<br>NA  |          |   |
| Thur  |       |        |  |          |   |

# We Are Festival 2013

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|     |       |       |  |
|-----|-------|-------|--|
| Fri |       |       | <b><u>Non standard timings. Where you intend to use the premises for the playing recorded music entertainment at different times to those listed in the column on the left, please list</u></b><br>(please read Guidance Note 5)<br>NA |
| Sat | 11.00 | 02.30 |  |
| Sun |       |       |  |
|     |       |       |  |
|     |       |       |  |
|     |       |       |  |

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## We Are Festival 2013

### G

| Performance of dance<br>Standard days and timings<br>(please read Guidance Note 6) |       |        | Will the performance of dance take place<br>indoors or outdoors or both –<br><br>please tick [✓] (please read Guidance Note 2).   | Indoors  |   |
|--|-------|--------|---|----------|---|
| Day  | Start | Finish |   | Outdoors |   |
| Mon  |       |        | <u>Please give further details here</u> (please read Guidance Note 3)<br>There will be dance performances on stages around the site   | Both     | x |
| Tue  |       |        |   |          |   |
| Wed  |       |        | <u>State any seasonal variations for performing of dance</u> (please read Guidance Note 4)<br>NA  |          |   |
| Thur   |       |        |   |          |   |
| Fri  |       |        | <u>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</u><br>(please read Guidance Note 5)<br>NA |          |   |
| Sat  | 11.00 | 02.30  |   |          |   |
| Sun  |       |        |   |          |   |

### H

| Anything of a similar<br>description to that falling<br>within (e), (f) or (g)<br>Standard days and timings<br>(please read Guidance Note 6) |       |        | Will this entertainment take place indoors or<br>outdoors or both<br><br>please tick [✓] (please read Guidance Note 2) | Indoors  |  |
|--|-------|--------|--|----------|--|
| Day  | Start | Finish |  | Outdoors |  |
| Mon  |       |        | <u>Please give further details here</u> (please read Guidance Note 3)  | Both     |  |
| Tue  |       |        |  |          |  |
| Wed  |       |        | <u>State any seasonal variations for entertainment of a similar description to that falling</u>                        |          |  |
| Thur   |       |        |  |          |  |

# We Are Festival 2013

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|     |  |  |  |
|-----|--|--|--|
|     |  |  | <b>within (e), (f) or (g)</b> (please read Guidance Note 4)  |
| Fri |  |  |  |
| Sat |  |  | <b><u>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read Guidance Note 5) |
| Sun |  |  |  |

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**I**

| Provision of facilities for making music<br>Standard days and timings<br>(please read Guidance Note 6) |       |        | Please give a description of the type of the entertainment you will be providing   |          |   |
|--|-------|--------|--|----------|---|
| Day  | Start | Finish | Will the facilities for making music be indoors or outdoors or both<br>please tick [✓] (please read Guidance Note 2)   | Indoors  |   |
| Mon  |       |        |  | Outdoors |   |
|  |       |        |  | Both     | x |
| Tue  |       |        | <u>Please give further details here</u> (please read Guidance Note 3)<br>Sound installations and music workshops on offer  |          |   |
| Wed  |       |        |  |          |   |
| Thur   |       |        | <u>State any seasonal variations for the provision of facilities for making music</u> (please read Guidance Note 4)<br>NA  |          |   |
| Fri  |       |        |  |          |   |
| Sat  | 11.00 | 02.30  | <u>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list</u> (please read Guidance Note 5)<br>NA |          |   |
| Sun  |       |        |  |          |   |

**J**

| Provision of facilities for dancing<br>Standard days and timings<br>(please read Guidance Note 6) |       |        | Will the facilities for dancing be indoors or outdoors or both -<br>please tick [✓] (please read Guidance Note 2).   |   |
|---|-------|--------|--|---|
| Day   | Start | Finish | Indoors  |   |
| Mon   |       |        | Outdoors   |   |
|   |       |        | Both   | x |
| Tue   |       |        | <u>Please give further details here</u> (please read Guidance Note 3)<br>Much of the music played at the event will be dance music and it is anticipated that there will be dancing in all areas of the event site |   |
| Wed   |       |        | <u>State any seasonal variations for providing dancing facilities</u> (please read Guidance Note 4)<br>NA  |   |
| Thur  |       |        |  |   |

**We Are Festival 2013**

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|     |       |       |   |
|-----|-------|-------|---|
|     |       |       | <b>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)<br>NA |
| Fri |       |       |   |
| Sat | 11.00 | 02.30 |   |
|     |       |       |   |
| Sun |       |       |   |
|     |       |       |   |

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**K**

| Provision of facilities for entertainment of a similar description to that falling within (j) or (k)<br>Standard days and timings<br>(please read Guidance Note 6) |       |        | Please give a description of the type of the entertainment you will be providing   |          |  |
|--|-------|--------|--|----------|--|
| Day  | Start | Finish | Will the facilities for making music be indoors or outdoors or both<br>please tick [✓] (please read Guidance Note 2).  | Indoors  |  |
| Mon  |       |        |  | Outdoors |  |
|  |       |        |  | Both     |  |
| Tue  |       |        | <u>Please give further details here</u> (please read Guidance Note 3)  |          |  |
| Wed  |       |        |  |          |  |
| Thur   |       |        | <u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within (j) or (K)</u> (please read Guidance Note 4)  |          |  |
| Fri  |       |        |  |          |  |
| Sat  |       |        | <u>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list</u> (please read Guidance Note 5) |          |  |
| Sun  |       |        |  |          |  |

**L**

| Late night refreshment<br>Standard days and timings<br>(please read Guidance Note 6) |       |        | Will the provision of late night refreshment take place indoors or outdoors or both -<br>please tick [✓] (please read Guidance Note 2).   |   |
|--|-------|--------|---|---|
| Day  | Start | Finish | Indoors   |   |
| Mon  |       |        | Outdoors  |   |
|  |       |        | Both  | x |
| Tue  |       |        | <u>Please give further details here</u> (please read Guidance Note 8)<br>There will be a number of hot food caterers operating on the event site, these will also sell tea and coffee |   |
| Wed  |       |        | <u>State any seasonal variations for the provision of late night refreshments</u> (please read Guidance Note 4)   |   |

# We Are Festival 2013

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|      |       |       |   |
|------|-------|-------|---|
| Thur |       |       | <b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list</u></b><br>(please read Guidance Note 5) |
| Fri  |       |       |   |
| Sat  | 23.00 | 02.30 |   |
| Sun  |       |       |   |
|      |       |       |   |

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**We Are Festival 2013**

**M**

| <b>Supply of alcohol</b><br>Standard days and timings<br>(please read Guidance Note 6) |       |        | <b>Will the supply of alcohol be for consumption</b><br>please tick [✓] (please read Guidance Note 7).                                       | On the premises   | x |  |
|--|-------|--------|--|---|---|--|
| Day  | Start | Finish |  | Off the premises  |   |  |
| Mon  |       |        | <b>Please give further details here</b> (please read Guidance Note 4)<br>We Are Festival will have a number of bar outlets on the event site | Both  |   |  |
| Tue  |       |        |  |   |   |  |
| Wed  |       |        |  | <b>State any seasonal variations on the supply of alcohol</b> (please read Guidance Note 4)<br>NA   |   |  |
| Thur   |       |        |  |   |   |  |
| Fri  |       |        |  | <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)<br>NA |   |  |
| Sat  | 11.00 | 02.00  |  |   |   |  |
| Sun  |       |        |  |   |   |  |

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

**Name**           ...Melanie Jayne Wilds  
 .....

**Address**           .....121 Fyfield Rd, Walthamstow  
 .....  
 .....

**Postcode**       .....E17 3RE.....

**Personal Licence number (if known)**       Z01N1049BL/1  
**Issuing licensing authority (if known)**   Waltham Forest

**N**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read Guidance Note 8)**

This is an over 18's event

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**O**

| <b>Hours premises are open to the public</b><br>Standard days and timings<br>(please read Guidance Note 6) |       |        | State any seasonal variation (please read Guidance Note 4)) NA  |
|--|-------|--------|---|
| Day  | Start | Finish | <u><b>Non standard timings. Where you intend to use the premises to open to the public at deferent times from those listed in the column on the left, please list</b></u> (please read Guidance Note 5)<br>NA |
| Mon  |       |        |   |
| Tue  |       |        |   |
| Wed  |       |        |   |
| Thur   |       |        |   |
| Fri  |       |        |   |
| Sat  | 11.00 | 02.30  |   |
| Sun  |       |        |   |
|  |       |        |   |
|  |       |        |   |

**P**

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b,c,d,e)** (please read Guidance Note 9)

We Are Festival is being managed by experienced event contractor Continental Drifts who are applying for this license. Continental Drifts have experience in a wide range of events and take their responsibilities to each event very seriously. Continental Drifts have employed highly experienced contractors for the event and will liaise with Havering council and emergency services throughout the planning process to ensure a joined up approach to multi agency working. Continental Drifts have an excellent team of site staff and suppliers who they will bring to the event. Continental Drifts has been in operation for 17 years, the company organise events for many London councils and private organisations and fully understand their responsibilities under the premises license objectives. Continental Drifts will operate an Emergency Liaison team on site. This will consist of key people within the event- First Aid, Police, Security, event managers, health and safety. This team will meet at regular intervals to review the event and make any changes as needed.

**b) The prevention of crime and disorder**

Continental Drifts have employed specialist security contractor SB security to work on this event, SBs credits include Secret Garden Party, Lollibop Festival, Wilderness Festival, Carnaval del Pueblo, Luton Carnival and many others. There will be a full search at all entry gates to include metal arches, bag searches and pat downs. We will liaise throughout the planning of the event with Police and will have a level of police presence (detail tbc) at the event site. The event will have clear conditions of entry- No glass bottles, No Alcohol to be brought onto site, No illegal drugs, No weapons of any kind, Antisocial behaviour will not be tolerated, organisers reserve the right to refuse admission. No bands or artists will be booked that will be anticipated to attract anti-social elements to the event and a form 696 will be filled out for all artists at the event. Within the event will be static and roaming security as well as perimeter security.

Shuttle buses will take people to and from the train stations to avoid dwell time in the local area.

**c) Public safety**

There will be a joined up approach between all agencies, experienced security contractors at the event site and a first aid presence throughout. Site maps will be gridded with clear RV points to allow speedy access for emergency vehicles or location of casualties if needed. There will be a welfare/chill out space on the site and we have in place a vulnerable persons policy for those who may need assistance. The site will be designed to ensure it does not prevent hazards to those attending, Measures in place for this include but are not limited to; regular waste disposal, fire provision in place, trip hazards avoided, sound levels kept to safe levels, site designed to avoid pinch points, roaming and static security. Search regime and clear entry conditions. Traffic measures on approach to event.

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**d) The prevention of public nuisance**

Continental Drifts will work closely with technical suppliers to minimise disruption to local residents from the festival and will ensure that the event production schedule specifies deliveries/ collections from the site between 8am and 8pm where possible . A noise management plan is being prepared by specialist contractor Vanguardia as part of the Event Management Plan. Programming and placement of sound sources will be undertaken with consideration for residents in the vicinity of the event. Sound systems will be selected for ability to create focused sound with minimal bleed. Outdoor music will finish at 11pm, marquees operating after this time will be positioned to ensure minimum sound bleed and will have acoustic screening around the rear. Shuttle buses will operate from the site to minimise dwell time in the area. A robust traffic plan will be developed for the event by specialist contractor SEP events who will also manage the on-site car park.

A direct hotline to the site management team will be operational from 8am to 9pm for the duration of the set up and breakdown of the event and until 3am on the day of the event.

**e) The protection of children from harm**

This is an over 18's event. This will be advertised in advance.

**CHECKLIST**

**Please tick ✓yes**

- I have made or enclosed payment of the fee Y
  - I have enclosed the plan of the premises Y
  - I have you sent copies of this application and the plan to responsible authorities and others where applicable Y
  - I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable Y
  - I understand that I must now advertise my application Y
  - I understand that if I do not comply with the above requirements my application will be rejected Y
-

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 5 – Signatures** (please read Guidance Note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent.** (See Guidance Note

11) **If signing on behalf of the applicant please state in what capacity.**

Signature .....

Date .....

Capacity -Applicant

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**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read Guidance Note 12) If signing on behalf of the applicant please state in what capacity.**

Signature .....

Date .....

Capacity .....

|  |                  |
|--|------------------|
| <b>Contact name (where not previously given) and postal address for correspondence associated with this application</b> (please read Guidance Note 13) |                  |
| <b>Post town</b>   | <b>Post code</b> |
| <b>Telephone number (if any)</b>   |                  |
| <b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>  |                  |

### **Guidance Notes**

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
  2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
  3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  5. For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
  6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
-

7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. A applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

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for

Damyns Hall Aerodrome  
Aveley Road  
Upminster  
Essex  
RM14 2TN

.....  
[name and address of premises to which the application relates]

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- 2 -

and any premises licence to be granted or varied in respect of this application made by

Continental Drifts Ltd  
[name of applicant]

concerning the supply of alcohol at

Damyns Hall Aerodrome  
Aveley Road  
Upminster  
Essex  
RM14 2TN

.....  
[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

Z01N1049BL/1  
[insert personal licence number, if any]

Personal licence issuing authority

Waltham Forest

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[insert name and address and telephone number of personal licence issuing authority, if any]

Signed .....

Name                      Melanie Jayne Wilds  
[please print]

Date                        2<sup>nd</sup> August 2012

**All correspondence to be sent to :**

The Licensing Section  
Housing & Public Protection  
London Borough of Havering  
Mercury House, Mercury Gardens  
Romford, Essex RM1 3SL

Appendix 15- Insurance document-to follow

Continental Drifts hold 10 million employers and public liability insurance, a specific insurance for the event will be taken out in 2013

Appendix 16- Copy of license advertisement-to follow- see wording below

**NOTICE OF APPLICATION FOR A PREMISES LICENCE  
UNDER SECTION 17 OF THE LICENSING ACT 2003**

**APPLICANT:** CONTINENTAL DRIFTS

**PREMISES:** DAMYNS HALL AERODROME, UPMINSTER, RM14 2TN

**The proposed licensable activity is:** The sale of alcohol, playing live music, playing recorded music, performance of dance, provision of facilities for dancing, provision of facilities for making music, showing of film from 12pm on the 25<sup>th</sup> May 2013 to 2:30am on the 26<sup>th</sup> May 2013.

Full details of the application can be inspected at the address noted below during normal business hours.

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Any representations by an interested party or responsible authority regarding this application can be made to:

Licensing Team  
Housing & Public Protection  
London Borough of Havering  
Mercury House  
Mercury Gardens  
Romford RM1 3SL

Website: [www.havering.gov.uk](http://www.havering.gov.uk)

Such representation must be received in writing by: 4<sup>th</sup> September 2012 clearly stating the grounds upon which the representation is made in relation to the four objectives of the Licensing Act 2003.

It is an offence to knowingly or recklessly make a false statement in connection with an application.

The maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.

Appendix 17- Transport facilities and capacities- to follow

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Appendix 18- Draft site map

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Appendix 19– Traders list- to follow

## Appendix 20- Alcohol management plan

### 1. Basic Operating Structure

- a. THE BAR PROVIDER will have in place at least one company director to oversee all aspects of the bar operation for this event.
- b. All bar managers will hold Personal Licences for the retail sale of alcohol.

- c. Further details will be confirmed in later drafts of this plan

### **2. Control of the Sale of Alcohol**

- a. We Are festival will use a variety of well tested methods of operation to ensure that the retail of alcohol at this event will be professionally managed and that the consumption of retail alcohol will be maintained at an acceptable level for the public in attendance to enhance their enjoyment of the event whilst still minimizing the contribution to crime and disorder that could be caused by excessive consumption.
  - b. The number and location of bars at the event is tbd. In addition there will be a VIP structure in the backstage area.
  - c. Each bar will have a dedicated and experienced personal licence holder who is conversant with the requirements and responsibilities for the sale of alcohol under the Licensing Act and who reports directly the DPS.
  - d. A complete list of all personal licence holders to be used on site will be submitted to the Police licensing officer no later than fourteen (14) days prior to the first day of the event.
  - e. Each bar will have a dedicated bar manager who is conversant with the requirements and responsibilities for the sale of alcohol and will be given a written designation of their responsibilities. They will directly instruct, monitor and support their staff in ensuring the requirements of the Licensing Act and specific requirements relating to the Premise License are adhered to at all times.
  - f. The bar provider will employ trained and experienced staff. All bar staff must be aged 23 or over.
  - g. All bar staff will be issued with a handbook detailing health and safety, sale of alcohol requirements and drug awareness information.
  - h. All staff will be briefed in the requirements of the Licensing Act 2003 in relation to the sale by retail of alcohol prior to them starting work at the event. This usually takes place on site immediately before starting their first shift.
  - i. All staff will be instructed about the acceptable forms of ID for proof of age in use at this site as this varies around the UK.
  - j. All staff members and managers sign a declaration to state they have received and understood this training and that they are aware of and understand their own personal responsibilities under the Licensing Act. These are kept on site for the duration of the event.
-

- k. All bar staff will be given a written consent through their direct bar manager authorising them to retail alcohol at the licensed premises. They will be required to sign a log stating they have received this written authorisation. This log will be available for inspection by any licensing official in pursuit of their duties.
- l. All staff will be issued with a plastic laminated set of reminder cards which hang around their neck permanently displaying the 'CHALLENGE 25' logo on either side to the general public to emphasise that staff will challenge any person who is deemed to look under 25 years of age. This also empowers the staff to feel confident in issuing a challenge and the laminate cards contain all the necessary information about the Licensing Act and the staff member's responsibilities for the control of sale of alcohol. (the text of these cards will be detailed in later drafts)
- m. To help reduce the likelihood of drunkenness the staff are briefed in detail in their training about refusing service to persons they believe to be intoxicated. There will be a specific mention to this in the reminder cards that all staff are given.
- n. Each arena bar will have SIA registered security personnel present at all times that the bar is operational. They will assist the bar management in the control of patrons at the bar and in particular in turning away intoxicated persons or problem customers. These permanent bar security will be further supported by arena response teams when necessary.
- o. Staff sign out the laminate described above and also have to sign it back in so this acts as another check-measure in ensuring staff are constantly aware of their responsibilities.
- p. All staff will be further briefed before each shift by their bar manager about any other conditions or requirements to their specific role or place of work and about any changes to the event conditions that may have occurred.
- q. All bars/ counters will be closed in a phased manner across site. Once the main act is on stage we will aim to close bars at appropriate times as the demand falls. This will not be a pre-determined shut down but will be undertaken based on how busy each bar is relative to the others.

### **1. Bar/cash Operations**

- a. There will be a number of public bars in operation for this event.
  - b. In addition to the SIA security personnel on the bars, there will be additional personnel within the cash management team. They will also be able to call on the assistance of the arena response teams where necessary and will be listed within the schedule of SIA personnel.
-

- c. Bars will operate with either a cash or token system-tbc in later drafts
- d. A well-managed system also reduces frustrations for customers in the time they wait to be served and so promotes a more relaxed and safer environment for all.

### **Signage**

- a. All signage clearly shows a "Challenge 25" logo as do all the lanyards worn by the staff when they are serving.
- b. There will be signage on each bar that clearly states the bar closing time.

### **2. Control of Illegal Sales**

- a. It is in our direct interest to control the illegal sale of alcohol on site as we lose every penny spent with an illegal source.
  - b. The DPS will inform all event traders and instruct the event security that all trader vehicles will be searched before entering a site to prevent large quantities of alcohol being brought onto site for illegal sale.
  - c. Any amount deemed to be above that acceptable or reasonable for personal consumption would be confiscated.
  - d. Staff will monitor all areas of the site for illegal sales of any alcohol or any unacceptable products offered for sale.
  - e. We will work closely with the site security, police and trading standards to ensure the best systems of prevention, detection and apprehension are maintained.
-



Appendix 21- Resident letter- to follow

Dear Sir / Madam,

We write with regards to our proposed 1 day Live Music Event on Saturday 25th May 2013 near your residence.

We don't wish to be of any convenience to you in the slightest but we wish to politely inform you of the event way in advance.

We take our responsibilities to all neighbours of the site very seriously and have employed a specialist event noise management team Vanguardia to work with us. Vanguardia will be setting noise levels for the event in conjunction with the council's environmental health team and will be on site throughout the event to monitor those levels. We are also working with specialist traffic management company SEP to ensure any additional traffic resulting from the event is well managed and causes minimal impact around the local area.

We hope you and your friends might join us for the event and would like to offer you

4 x VIP tickets per household including complimentary food & drinks refreshments including access to VIP area, backstage passes and a money can't buy chance to meet the stars on our show

Many thanks for your time reading our letter. We look forward to hearing from you at your convenience.

We can be contacted here:-

E-mail address  
Postal address  
Phone number

Your faithfully,

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**Appendix 22 -Waste Management and Litter Plan-Initial Draft**

Several companies have been approached to provide waste management services to the event. Contractor is tbc. A detailed litter plan will be provided in later drafts of this plan

**Appendix 23 -Sanitary and Washing Facilities Plan**

To follow

**Appendix 24- Event contractor list- to follow**

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