

# Event Safety Plan

**51st State & Moondance Festivals**

**5th & 6th August 2017**

**On site dates 31st July - 8th August**

**Trent Park Showground**

**Cockfosters Road**

**Barnet**

**Enfield**

**EN4 0PS**

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The International Organisation  
for Fire Professionals





**VERSION 3**

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## **1. Introduction**

The purpose of this Event Safety Plan is to set out key health and safety information specific to the 51st State & Moondance festivals taking place at Trent Park on the 5th & 6th August 2017.

This document aims to provide information for Trent Park and the managing council, Mad Husky Events Ltd and the appointed contractors and suppliers working on the 51st State & Moondance festivals.

The event will operate under the conditions of a Premises Licence, the conditions of Trent Park along with this Event Safety Plan, which Mad Husky Events Ltd will adhere to at all times.

This document is a working document and as such additional information when made available will be added and further versions made available in due course, where information is not available at the time of production this will be clearly highlighted in each section of this document and the Event Safety File.

### **1.1. Summary**

The purpose of this Event Safety Plan is to identify the structure and controls proposed for the staging of these festivals taking place at Trent Park. This document and the associated Event Safety File will be updated as more information and confirmed actions are provided including the Suppliers Risk Assessments and Method Statements, Public Liability Insurance, Structural plans, PAT certification and any other relevant documentation associated to individual suppliers activities. All information within this Event Safety Plan is accurate at the time of production, any omissions will be added as the information is made available.

This event is open to the public but requires a ticket to enter, as such SIA certified Security personnel will deny entry to those without a suitable ticket or accreditation.

Trent Park Showground will be used for a two day festival. Following on from the previous two years sell out 51st Festival will be returning for the 3rd year on Saturday 5th August. 51st State Festival will consist of a main stage and an additional 4 music arenas, 6 volume bars, 4 pop up bars, 10 catering units within the catering village within the General Admission area. The VIP area will consist of a volume bar within an extended area for this year, a saddlespan structure arena, two catering units, a viewing platform, self contained upgraded flushing toilets with an external vanity area. There is an additional access-controlled V-VIP within the VIP area offering a small number of attendees table service.

There will be two entrances this year to allow clearer and speedier access to the site. This can be seen via the site plan with a General Admission Access and a VIP/Artist Entrance.

The VIP will consist of a Volume Bar within an extended area for this year, a saddlespan structure arena, two catering units, a viewing platform, posh toilets with an external vanity area. There is an additional V-VIP area offering a small number of attendees table service.

There will be two entrances this year to allow clearer and speedier access to the site. This can be seen via the site plan with a General Admission Access and a VIP/Artist Entrance.





Moondance Festival with its 2nd year will be relocating to Trent Park with the same structures as above. The only difference will be no VVIP area.

There will be two funfair rides and a small number of concessions offering glitter body art for customers, located as detailed on the site plan near to the main entrance.

The Mad Husky Team has extensive experience offering 50+ years operational experience in the managements of licensed premises, events spaces, street events and festivals. They have a thorough knowledge of licensing and Health and Safety and work closely alongside a number of local authorities across London Boroughs.

Following on from the success of 51st State Festival at Trent Park over the last two years there will be an additional second day. The management team's planning and operational know how will be applied to this already successful brand and working with the local authorities and local stakeholders Mad Husky Events Ltd now look to bring a well planned two day festival ensuring all controls are implemented, maintained and improved where identified and able.

Following the data collected from previous events the core audience demographic should be 25-40 years on Saturday whilst the core demographic for Sunday is slightly younger at 20-40 years.

The festivals will be promoted using various forms of social media and traditional marketing methods alongside the assistance of each festivals contracted Press company.

Mad Husky Events Ltd will produce a residents letter that will be sent to all residents living within a 300m radius of the park. This is explained further in our 'Community Engagement' section.

Notices will be displayed around the park from June to advertise that the event will take place.

Ticket Sales are contracted to Resident Advisor and Deftickets for Moondance. There is greater detail in our 'Ticketing' Information.

Each festival day intends to promote and sell 14999 tickets for Saturday 5th August Festival (51st State) and 10000 tickets for Sunday 6th August Festival (Moondance) to over 18's only. Tickets are available via Resident Advisor, an online ticketing outlet and Deftickets' agents. If the event is not sold out in advance, then tickets will be available to purchase at the event.

Audience Profile - The age of ticket holders to previous events is between 20 – 40 years of age. The gender ratio is 60% male to 40% female.

Promotion will focus heavily on people within London, however further to previous events there has been an increase in some of the audience attending from around England and travel from around the world to attend 51st State Festival and Moondance Festival.

HomerSalus has produced the Event Safety Plan, Emergency Procedures and Site rules in conjunction with event management, to ensure the safe staging and running of this event. At all times the safety of suppliers, staff and members of the public will be foremost.

Transport - There are several transport links close by for the provision of public transport such as underground/overground, train and buses. This will help to ensure a quick and safe dispersal of the guests following the event.



Cockfosters Station is the primary advertised route of transport.

There is a customer car park for festival attendees which can only be purchased in advance.

There is no further authorised parking available to attendees and the event will work closely with the Traffic Management Company ensuring the agreed residential road closures are in place to prevent any unauthorised parking.

The immediate transport links are:

Cockfosters Station Piccadilly line

Oakwood Station Piccadilly line

New Barnet (Gt Northern)

High Barnet (Northern line)

Enfield Chase, Gordon Hill and Hadley Wood

Entertainment - The following forms of entertainment will be staged at the event:

Performances of amplified live music on all stages.

Playing of recorded amplified music by DJ's and as background to dance.

Performances of dance

Stalls

Fairground rides (Awaiting confirmation)

### ***Schedule outline***

Install dates	31.07-04.08.2017
51st State Festival	05.08.2017
Moondance Festival	06.08.2017
De-rig dates	07-09.08.2017

### ***Event specifics***

**\*\*Some of the suppliers for each area required to stage this event are in the tendering phase and as they are confirmed they will be added to further versions of this Event Safety Plan.**

There will be first aid trained staff on site for install and de-rig. Event days medical provision will be provided by Quad Medical

Welfare facilities such as toilets, hand washing facilities and rest areas will be provided, in line with the minimum requirements as detailed in the Purple Guide, Section 18 Sanitation, appropriate welfare facilities for build and derig staff will be provided throughout the works period

Water provision for the Festival will be supplied from the existing mains supply which will be tested a month before the build and again on Monday 31.07.17, a provision of free potable water for audience and staff will be accessible from identified and signed outlets to meet the guidelines within the Purple Guide, Section 21 Food, Drink And Water Provision.

Site security will consist of temporary shielding, to exclude the public as the suppliers install 3m steel shield around the perimeter of the festival site.



Trackway to protect the grass will be laid at all areas of heavy traffic this will be supplied and will be laid in the areas identified on the site plan to reduce the damage to the ground in areas of high traffic.

Public and back of house areas will be defined with the use of Heras fencing and Security manning access/egress points and emergency exits.

Bar service will be provided and the supplier will operate a Challenge 25 procedure.

All catering activities will be pre approved and meet all local authority requirements in respect of food safety and hygiene as a minimum all caterers will meet a FHRs of 3 and display suitable set up and practices to confirm their ability to deliver food to a high standard. All caterers using LPG will have provided Gas safe certification for their installations and Mad Husky Events Ltd will have on site a Gas safe engineer to confirm the set up and certification is suitable.

Security and fire marshal staff will be provided by Saber Security and South East Fire Services.

Traffic management of site build and derig traffic will be managed by site security.

Traffic Management will be in place for both festival dates and supplied by CSP to manage traffic, road closures and the festival car park. In conjunction with crowd management supplied by Saber Security will ensure the safe and efficient ingress and egress of the attendees.

A TTO will be actioned off Cockfoster's Road for specific times on both event days to ensure the safe egress of the attendees

Structures for the stages will be provided by the selected suppliers, each supplier will be required to provide full structural details, installation and management documents for the respective installations and these will be in line with the Temporary Demountable Structures guidelines.

Mojo Barriers will be used in each stage area to ensure attendees are kept a safe distance from the stage and to allow security to monitor the activities and welfare of the attendees.

The power provision will come from installed generators and a nominated supplier shall be responsible for the safe supply at the event.

All Back Of House infrastructure such as Portacabins and Plant will be provided by Mad Husky Events Ltd.

The festival site will be protected by the addition of fire safety equipment and signage, the fire fighting equipment will be provided by South East Fire Safety and all exits and significant fire hazards will be protected, in addition South East Fire Safety will have a Fire Safety Officer on site during both live days checking on the provision and site access to ensure compliance and actions are suitable.

All suppliers will be required to confirm the safe installation of their products and or services and throughout the hire period HomerSalus will have on site an Event Safety Officer to oversee the activities and ensure compliance with the suppliers RAMS, Manufacturers guidelines, industry standards and Park site rules, at all times the protection of public from harm and safe working practices will be promoted.

All completion certificates will be held in the site office and on both event days an Event Control office will be supervising all aspects of the events including liaising with both internal security and



external parties such as the Metropolitan Police, Local Authorities and Transport for London to offer the best advice and update the festival organiser should external factors impact the safe delivery of this event.

The total expected attendees for the events will be 14999 for Saturday 5th (51st State) 10000 for Sunday 6th (Moondance).

## **1.2. Staff and Suppliers**

All staff and suppliers on site will be given a site induction and safety briefing by the event management team prior to any work commencing.

This will be delivered through documentation and an on-site toolbox talk.

The following list of suppliers in section 1.3 have been appointed by Mad Husky Events Ltd to work on their behalf and under their direct supervision for the purposes of the event.





## 1.3. Supplier List &amp; Contact Details

Company Name	Responsibilities	Contact	Email	Contact phone number
HomerSalus Ltd	Event Safety Consultancy	Chris Homer	<a href="mailto:chris@homersalus.com">chris@homersalus.com</a>	020 8954 6333
Saber Security	Security	Office	<a href="mailto:info@sabarsecurity.co.uk">info@sabarsecurity.co.uk</a>	2083018433
SEFS	Fire Safety	Andrew Robinson	<a href="mailto:southeastfiresafety@lva.co.uk">southeastfiresafety@lva.co.uk</a>	07885977005
Quad Medical	Medics	Office	<a href="mailto:info@quadmedical.co.uk">info@quadmedical.co.uk</a>	07904706660
CSP Ltd	Traffic Management	Ben Burrows	<a href="mailto:ben.burrows@gotocsp.com">ben.burrows@gotocsp.com</a>	020 8900 2405
Vanguardia	Acoustic Consultants	Roly Oliver	<a href="mailto:roly.oliver@vanguardia.co.uk">roly.oliver@vanguardia.co.uk</a>	020 7922 8861
Entertee	Site boundaries/fencing/ Mojo Barriers	Elizabeth Gilles	<a href="mailto:info@mobilestructure.co.uk">info@mobilestructure.co.uk</a>	01427 838 746
Mobile Structures	Marquees/Structures	Catherine Hester	<a href="mailto:info@mobilestructure.co.uk">info@mobilestructure.co.uk</a>	01427 838 746
Star Events	Main stage	TBC	TBC	TBC
Amazing Tents	Marquees/Structures	TBC	TBC	TBC
Stitches Marquees	Marquees/Structures	TBC	TBC	TBC
TBC	Water Provisions	TBC	TBC	TBC
SWG	Power	TBC	TBC	TBC
Bigbox Productions	Sound, Lighting, Staging	Dean Graves	<a href="mailto:dean@bigboxproductions.co.uk">dean@bigboxproductions.co.uk</a>	020 3058 0663
GT Trax	Trakway	Julie-Ann James	<a href="mailto:info@gttrax.co.uk">info@gttrax.co.uk</a>	01487 823 344
Winner	Plant	Lee Austin	<a href="mailto:lee@winnergroup.co.uk">lee@winnergroup.co.uk</a>	01903 230 700
TBC	Portacabins	TBC	TBC	TBC
Simply Loos	Toilets	Ruth Napp	<a href="mailto:ruth@simplyloos.co.uk">ruth@simplyloos.co.uk</a>	020 8532 7678
TBC	Waste Management	TBC	TBC	TBC
Barserve	Bars	Ivor Wilkins	TBC	TBC



#### 1.4. Information Provision & Distribution List

All staff and suppliers will be given copies of this Event Safety Plan along with the Emergency Procedures and any other event and festival specific information prior to their arrival on-site.

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<b>Distributed to</b>	<b>Mad Husky Events Ltd</b>

This Event Safety Plan and the associated event safety documentation have been produced by:

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CRN: 7490980

The information within this document has been produced for this specific event and in line with our company terms and conditions.

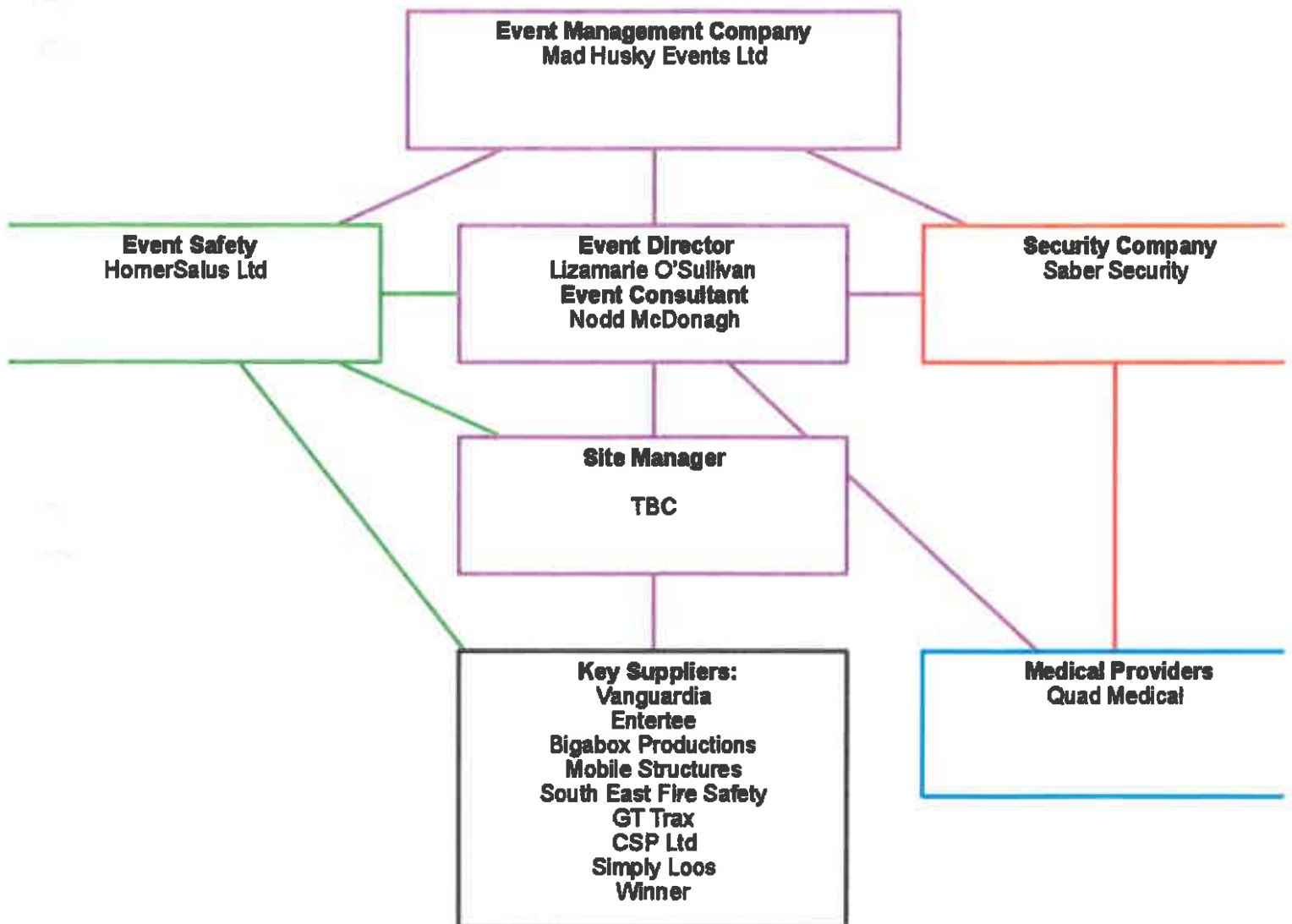


## 2. Event Safety Plan Statement

In keeping with its overall objectives and in accordance with the requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, Mad Husky Events Ltd will take all reasonably practicable steps to ensure the health, safety and welfare of its employees and sub contractors.

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations and contractual agreements. Compliance with this document should therefore not be regarded as fulfilling all the relevant statutory obligations pertinent to a particular individual or organisation, which remains their own responsibility.

### 2.1 Organisational Arrangements - Safety Management





### 3. Key Legislation

Mad Husky Events Ltd undertake that at all times it will comply with and will ensure that its employees and suppliers comply with all relevant, safety, health and environmental legislation.

At all times Mad Husky Events Ltd shall take into consideration:

#### 3.1 The Health and Safety at Work etc. Act 1974

S.2 (1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees"

S.3 (1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

#### 3.2 The Management of Health and Safety at Work Regulations 1999

3 (1) "Every employer (and self employed) shall make a suitable and sufficient assessment of: The risks to the health and safety of his employees to which they are exposed whilst they are at work, and,

The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"

#### 3.3 Regulatory Reform (Fire Safety) Order 2005

The Order applies in England and Wales. It covers general fire precautions and other fire safety duties that are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the Order rests with the 'Responsible Person' or persons. Article 9 of the Regulatory Reform (Fire Safety) Order 2005, requires a "Responsible Person" to make a suitable and sufficient assessment of risks of the "general fire precautions" in the workplace to which "Relevant Persons" are exposed.

The "Relevant Person" is any person, including the responsible person, who is or may be lawfully on the premises. A relevant person may also be anyone in the immediate vicinity of the premises where the festival is located, who could be at risk from a fire in the premises.

The "Responsible Person" is the employer in relation to a workplace, or 'a person' who has control as occupier, hirer or otherwise in connection with the carrying out of a trade, business or other undertaking (for profit or not).





### 3.4 Construction (Design and Management) Regulations 2015

Under Construction Design Management (CDM) 2015 it is the Client / Event Organiser's legal responsibility to ensure that a full & sufficient Health and Safety File & Construction Phase Plan is produced for the event.

Construction related activities are defined by CDM 2015 as:

- (a) The construction, alteration, conversion, fitting out (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- (b) The preparation for an intended structure, including site clearance, and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- (c) The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- (d) The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- (e) The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

The client will prepare a clear brief outlining the project, estimation of the duration of the intended project and identification of 'Key Duty Holders' with whom coordination and consultation is required to ensure a constructive and positive approach is in place.

CDM defines the roles of key 'Duty Holders' whose responsibilities are outlined by law. These roles may be combined and the duties under more than one heading assumed and carried out by a single person or organisation, but everyone involved in an event supply chain has legal duties and is responsible for informing themselves of those duties and ensuring clarity about who the Key Duty Holders are:

Client/Event Organiser:	Mad Husky Events Ltd
Principle Designer:	Mad Husky Events Ltd
Principle Contractor:	Mad Husky Events Ltd
Contractors:	See supplier list in section 1.3
Workers:	See supplier list in section 1.3

All activities should take into consideration all relevant regulations that may apply in respect of CDM 2015 some activities may fall into a "Notifiable" action this is dependant on if construction work (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work), you need to notify HSE by way of F10 notification.

A full and sufficient event safety file will be produced which will be in line with HSE guidance which will focus on effective management of activities and safe practises over exhaustive and disproportionate requirements for paperwork. The ability to demonstrate effective planning and supervision is key to conforming to CDM 2015 with the adoption of Construction Phase Plans and effective on site management.



### **3.5 Requirements of the 2003 Licensing Act.**

England and Wales - The Act applies to premises licensed for the sale of alcohol, the provision of regulated entertainment or the provision of late night refreshment. The Act, which came into force in November 2005, promotes four objectives, namely:

1. the prevention of crime and disorder;
2. public safety;
3. prevention of public nuisance;
4. protection of children from harm.

The local authority is the Licensing Authority and conditions, reflecting the above four objectives, can be placed onto a 'premises licence'.

Mad Husky Events Ltd in consultation with the Local Licensing Officer have applied for a Premises Licence for this event. All of the conditions applied to the Premises Licence will be rigorously complied with.

Mad Husky Events Ltd take their duties under the new Licensing Act 2003 seriously and intend to fulfil their duties as organisers in meeting the four key objectives in the following way:

#### **1. The Prevention of Crime and Disorder**

- All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by adopting the following policies. All issues arising outside the licensed premise will be the responsibility of the local police force and measures will be taken to minimise the impact through a full consultation process with the local police authority.
- Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
- CCTV operation will be in position and will operate at all times.
- Amnesty boxes will be provided at the entry point to the festival site for any illegal items such as drugs and or weapons.
- There will be a three point search operation; 1 CCTV, 2 Wand detector, 3 Actual per person search. There will be 13 search lanes to ensure the flow of people continues and does not back up.
- All drinks to be served in bottles or receptacles.
- Measures to prevent open bottles or other drinks containers being carried beyond the licensed premises.
- Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
- Sufficient lighting of the event arena during hours of darkness including routes leading away within the immediate vicinity.



### 1.1. Crime Prevention Policy

- Established and approved methods that have been developed to deal with issues of crime and disorder will be employed.
- The policing of the event will be controlled by Mad Husky Events Ltd's nominated Security Company – Saber Security. Briefings will take place throughout the event with the Event Organisers, any Emergency Services that may be present, Event Safety Officer and security/stewards.
- The event will have stewards and security on hand to deal with potential crime and disorder issues.
- SIA registered Door Supervisor's will be used throughout the festival site including 'Rapid Response' Teams and on any fixed positions. The supervisor in control will also hold a Door Supervisors licence. They will all have their badge of accreditation on display.

### 2. Public Safety

- The production of the Event Safety Plan is in itself a commitment to public safety. The risk assessments will take account of foreseeable hazards and risks and reasonable control measures where required will be implemented. Included within the documentation will be regard to the following key objectives under the Licensing Act 2003.
- The measures detailed below will be in place to protect public safety:
- Safe capacities to be calculated for the event site and subsequently the total festival capacity. Admission will not exceed safe capacity.
- Exit widths to be calculated in accordance with capacity and in consultation with the relevant emergency services.
- Suitable medical facilities will be provided to cater for all foreseen incidents and the number of attendees.
- Safe places of refuge, free drinking water, adequate and sufficient sanitary facilities and food and drink will be available.

### 3. The Prevention of Public Nuisance

- It is accepted that events have an impact upon the locality and all reasonable measures will be taken to ensure that any negative impact the event may have, will be minimised as far as reasonably practicable. In addition to these measures further consideration will be given to the following items in order to meet the licensing objectives.
- The nature of the activities being offered. The suitability of the festival will be assessed and the site designed in order to minimise the negative impact upon the local area.
- The character of the surrounding area in relation to the proximity to residential and other noise sensitive premises.
- Measures to deal with dispersal of visitors from the site as necessary, including the employment of stewards/security and notices at exits requesting visitors to respect neighbours.
- Noise limiters will be fitted to all sound systems.
- There will be an acoustic consultant on-site to set the sound levels and react to any issues.
- Lighting will be sympathetically rigged and positioned to avoid glare and to prevent disturbance.
- A consultation with the local residents will take place whereby letters will be sent out and signage will be displayed.
- Recycling and waste points will be provided throughout the festival site to minimise on the build up of scattered waste.



- Clearance and disposal of waste to be undertaken as soon as reasonably practicable and complete by the end of the event period. We shall ensure that the wider area that may have been affected by the festival will be litter picked.

#### **4. The Protection of Children from Harm**

- The Organisers recognise the importance of protecting children from harm and consideration has been given in order to protect children during the event. This will be undertaken in consultation with the relevant authorities.
- In all cases the minimum age for admission is 18 years and as such further control measures for protecting children from harm are not required. Furthermore admittance will be closely managed by Saber Security and proof of age will be requested where required.
- **Proof of Age Policy**
- The Police Licensing Unit will be given the details of the Designated Premises Supervisor (D.P.S.) well in advance of the event.
- The appropriate posters will be displayed in the bar areas to deter persons under the age of 18 from attempting to purchase alcohol.
- All bar staff will be 18 years old or over and trained on the requirements of the law regarding the sale of alcohol, this will include instruction on how to question and refuse sales if necessary.
- All bar staff will be encouraged to use the "Think 25" age recognition policy.
- In the event of an individual being refused alcohol SIA registered security staff will be on hand to assist in the management of any subsequent issues.
- Any person deemed to be intoxicated will not be served further alcohol; bar Managers will monitor alcohol sales closely.
- No persons under the age of 18 will be served alcohol, documented proof of age will be requested by bar staff when in doubt.
- A drinks token system will be operated whereby a kiosk will sell tokens and they will be used at the bar rather than cash handling at the bar.

#### **Conclusion**

Throughout the Event Safety Plan and Risk Assessment reference is made to meeting the above licensing objectives. These objectives will take priority alongside the other important health and safety considerations outlined in the Event Safety Plan and Risk Assessment.

Mad Husky Events Ltd, the organisers of this event are committed to producing an event that has taken all necessary action to protect the health, safety and welfare of all those taking part.





## 4. All Persons Responsibilities

All work activities must be undertaken as per the suppliers risk assessments and method statements. Any work that is deemed to be unsafe or unsatisfactory by the Mad Husky Events Ltd or its representatives and safety advisors will be asked to stop the activity until suitable methods can be documented and displayed or asked to leave site.

All persons must:

Provide a safe place of work and safe methods of carrying out the work.

Ensure that employees are competent and have the required knowledge and experience to carry out the work.

Ensure that adequate training and supervision for all staff is provided, where this is Mad Husky Events Ltd necessary.

Ensure that plant, equipment and tools are of the correct standard and type and are in good working order.

Communicate and work with all parties who may be affected by their activities.

Report any shortcomings in the provision and use of any health and safety equipment, signage, procedure or instruction.

### 4.1 Arrival On Site & Site Familiarisation

All persons must attend the Site office at Trent Park at the designated and scheduled time and make their presence known to the site manager.

All staff to receive a site induction highlighting the site rules, welfare arrangements and emergency procedures.

Further information on site rules in section 6 of this document.

### 4.2 Accident and Incident Reporting & Investigation

All accidents, incidents and dangerous occurrences must be reported to the site manager and Festival management.

**Accident:**

Any unplanned event that results in personnel injury or damage to property, plant or equipment.

**Incident:**

1. near miss: an event not causing harm, but has the potential to cause injury or ill health.

2. undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health.

**Dangerous occurrence:**

One of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

For further information: <http://www.hse.gov.uk/riddor/report.htm>

All RIDDOR reportables to be brought to the immediate attention of Mad Husky Events Ltd and HomerSalus.



## **Legal reasons for investigating**

To ensure you are operating your organisation within the law.

The Management of Health and Safety at Work Regulations 1999, regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. Health and safety investigations form an essential part of this process.

Following the Woolf Report on civil action, you are expected to make full disclosure of the circumstances of an accident to the injured parties considering legal action.

The fact that you thoroughly investigated an accident and took remedial action to prevent further accidents would demonstrate to a court that your company has a positive attitude to health and safety. Your investigation findings will also provide essential information for your insurers in the event of a claim.

### **4.3 Compliance, Supervision & Communication**

It is the policy of the Event Organisers, Mad Husky Events Ltd, to promote the highest possible standards of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who, may be affected by their work activities, and to ensure compliance with all current legislation. In particular the 'Health and Safety at Work Act (1974)'.

- Mad Husky Events Ltd make specific commitments with regards to working safely, personal safety, care of the environment and being mindful of safety issues when planning events.
- Mad Husky Events Ltd considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues.
- Ensuring that health and safety, as well as licensing obligations, site rules and regulations are a major consideration when planning this event.
- Undertaking suitable and sufficient assessments of all the foreseeable risks presented to, and posed by any of the work activities undertaken whilst on site.
- Ensuring staff under their control, including freelance workers and contractors are competent and fully aware of any potential hazards.
- Informing all persons on site of what action to take in the event of a fire, bomb threat or any other emergency, and bring the emergency fire routes and evacuation areas to their attention.
- Ensuring that adequate provisions for first aid are in place and that all workers are aware of these provisions.
- Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
- Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
- Ensuring that if Personal Protective Equipment (PPE) is required that it is suitable and worn by all persons deemed to be at risk.

The Event Organisers are aware of their responsibilities for ensuring the health, safety and welfare of all persons attending the event site before, during and after the live periods. In order to fulfil these responsibilities and with the employment of competent persons including a site manager and reputable contractors and suppliers Mad Husky Events Ltd have also appointed an Event Safety Officer (ESO), the ESO will be on site at all times during the build, event and breakdown.



The ESO's responsibilities include the following:

- Monitoring of contractors;
- Liaison with contractors, self employed persons on site, and the health and safety enforcement authority;
- Checking of safety method statements and risk assessments;
- Preparation, as necessary, and monitoring of site safety rules;
- Checking of appropriate certificates in relation to electric, fire, etc
- Monitoring and co-ordinating safety performance;
- Advising the Organiser on unsafe work and the use of unsafe equipment;
- Assisting the Organiser in stopping such unsafe work or the use of unsafe equipment;
- Liaison, as and where thought necessary and appropriate, with the Local Authority Personnel, etc during the event;
- Provide safety consultancy as necessary;

During the event days the ESO role will include reporting in to the event control and liaising with all invested parties from emergency services, security, event management and local authorities.

The importance of communication on site is recognised. There needs to be clear and effective communication between the various disciplines and identified lines of demarcation. Agreed procedures, roles and specific duties will be drawn up. The Event Organisers, security and the stewards will need to communicate effectively.

Radio communication should be used by all relevant personnel including management teams, stewards, security etc. It is imperative that all radio frequencies are submitted to the Production Manager prior to the event in order to prevent crossover. Correct radio procedure and discipline should be maintained.

All senior event staff will have mobile phones to back-up radio communications.

Communication with the visitors should be carried out when necessary by using the event PA system allowing clear and audible messages.

It is advised that meetings between the security manager, medical services, ESO and the Organiser take place at specified intervals throughout the event to discuss the event to date.

Communication with the local community will be maintained at all times external signage will display contact details for Mad Husky Events Ltd Series management and details of site activities and potential ticket allocations highlighted.

Event control will be in place to monitor all radio channels and alert relative departments to the required responses. The event control will be in addition to the SAG group control room both control rooms will be equipped with CCTV feeds displaying significant areas of the festival site.

#### **4.4 Materials & Storage**

All persons shall ensure that their equipment and materials are segregated from others, not left unattended during set up or de-rig and that clear access to walkways and fire exit routes are maintained at all times.



Where possible storage areas will be agreed and defined by the event or Festival management team and only those areas are to be used for the purpose of storing equipment and materials.

#### **4.5 Personal Protective Equipment (PPE)**

All persons shall provide, maintain and ensure the use of Personal Protective Equipment relevant to their tasks. It will be communicated to all persons working at the event that as a minimum they shall wear safety footwear and high vis vests when loading in to and out of the event space.

Specific PPE requirements should be identified in each suppliers' risk assessment.  
Hard hats shall be worn during any overhead working.

#### **4.6 Insurance**

All individual companies working at the event will be required to provide copies of their public liability insurance which must:

1. Be in date to cover the full event period including de-rig activities - (where this is not the case due to expiration dates then a new one will be required to be provided as the existing one runs out)
2. Be in the companies name.
3. Cover a minimum level of £5million - (where this is not the case the client must approve the use of a lower limit, if permitted by the festival)

#### **4.7 Risk Assessment & Method Statement (RAMS)**

A Risk Assessment & Method Statement shall be provided by each on-site event supplier and these must be representative of the tasks they have been requested to carry out.

If provided documentation is Mad Husky Events Ltd to be inadequate both client and supplier will be made aware and further information will be requested.

The RAMS should be made specific by: the festival, date, areas of work and activities to be undertaken with all identified hazards being removed, where this is not possible the residual risk shall be reduced as low as reasonably practicable. Further information on this can be found in section 8.

#### **4.8 Structures**

All suppliers involved in the erection of structures will have suitable risk assessments and method statements and where applicable these will show evidence of competency, structural integrity and will culminate in a completion certification.

All structures to be erected by competent contractors who have been vetted in advance by Mad Husky Events Ltd.

The safety of the contractors' employees and other persons on site in relation to the construction or deconstruction of any structure is the responsibility of the contractor at all times. A safe system of work must be in evidence at all stages and in accordance with supplied RAMS.

Areas where erection taking place should be "off limits" to others not taking part. Such working areas should be controlled. All appropriate PPE should be worn where necessary.





Edge protection must be in place at all significant heights in accordance with HSE and CDM 2015 guidelines and must be proportionate to both the height and level of risk.

Where possible all low level sub-structures up to 1.75m should be built from the ground with the use of raised step platforms. Any construction above 0.6m must be accessed via temporary ladders or stepped access.

In the event of installing equipment above 1.75m, a suitable and sufficient system must be in place which so far as reasonably practicable will prevent falls that may lead to injury. This may include, for example, the use of MEWP, fixed restraint/work positioning restraints, or other suitable means of preventing falls; or, for example, netting systems to minimise consequence if a fall occurs.

Clipping onto an incomplete structure as a means of fall prevention may not provide an adequate means of fall protection. Free climbing on the structure is prohibited at all times.

All unprotected leading edges should be marked by a white line at the edge point, and also a visible warning line, such as orange or yellow, 0.6m back from the edge point or other suitable warning system.

On low level decking, up to 1.75m, a temporary strap line (example being a white line marked on the floor to delineate a safe distance from the edge) may be installed 1m from the leading edges to act as a proximity warning.

On higher level decking above 1.75m where no intermediate decking is used suitable load bearing edge protection must be in use.

The work at height hierarchy of controls should be employed during construction / deconstruction of any structure including where required suitable rescue protocols for the use of access equipment and environmental conditions.

Completion certificates will be provided for all finished structures to ensure that each supplier has completed the structure in a safe manner in accordance with their design.

#### **4.9 Temporary Demountable Structures**

Temporary Demountable Structures (TDS) are classified as any form of Marquee, large stage area and or self supporting seating i.e. grandstand or other such like which is in place for less than 28 days. For installations in place for longer than 28 days approval may be required from the Local Authority.

Where a TDS is to be used all appropriate procurement, design and use criteria will be met in accordance with the Temporary Demountable Structures Guidance Third edition document.

Further details on all TDS are located in suppliers documentation, contained within the event safety file.

Completion certificates will be provided for all finished structures to ensure that each supplier has completed the structure in a safe manner in accordance with their design.



#### **4.10 Waste Management**

Waste build up should be avoided at all times to ensure that fire hazards are not present during all stages of the event including build up and break down.

Where significant levels of waste are anticipated suitable waste collections have been organised and the festival management will contract a waste supplier to handle and transport the associated waste in conjunction with the local authority.

The event organisers contracted waste management supplier will provide a number of litter pickers throughout the duration of the event to manage the waste within the event space. However, visitor behaviour and density will limit their effectiveness and use.

- Waste bins will be provided for all catering waste in the secure areas to the rear of catering units, Street Concepts will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period.
- All areas in the immediate vicinity of the site should be cleared of litter. All clean-up staff must be provided with appropriate PPE.
- Waste should be cleared from bins and removed after the visitors have moved off the site. Suitable waste disposal should be carried out.
- Additional details and plans can be found at Mad Husky Events Ltd in the Waste Management Plan within Section 10 of the Event Safety File.

**\*\* Once a confirmed Waste supplier is identified they will be required to provide a full waste management plan.**



## **5. Fire Safety Arrangements**

The design of events for fire safety relies upon an understanding of the sources of fire, materials and systems likely to be involved in fire, and the likely spread of fire.

The recommendations and guidance given in this Event Safety Plan are based on the assumption that under normal circumstances (i.e. except in the case of arson) a fire is unlikely to start in two different places at an event.

It should be understood that the design and engineering put into an event for life safety can only do its job properly if it can be managed, maintained and tested over the whole life of the event period, and if the various staff are trained to handle incidents and operate effective and tested emergency plans.

Effective management of fire safety can contribute to the protection of the event space occupants in many ways:







- by working to prevent fires occurring in the first place;
- by monitoring the fire risks on an ongoing basis and taking appropriate action to eliminate or reduce the risk;
- by being aware of the types of people in the event space (such as disabled people, elderly people, children, pregnant women, etc.) and any special risks or needs;
- by ensuring that all of the fire safety measures in the event site are kept in working order, and in particular that the means of escape are always available;
- by training staff and organising the evacuation plan, to ensure that occupants leave quickly if a fire occurs;
- by taking command in the event of a fire until the fire and rescue service arrives.



### 5.1 Fire Fighting Equipment

Fires are classified in six groups A, B, C, D, Electrical and F:

- Class A fires; are fires involving organic solids like paper, wood and textiles.
- Class B fires; are fires involving flammable liquids - excluding alcohol and cooking oil.
- Class C fires; are fires involving flammable gasses like propane and butane.
- Class D fires; are fires involving metals such as lithium.
- Electrical fires; are fires involving electrical equipment like dimmers, amps and lighting.
- Class F fires; are fires involving cooking oil and fat like olive or maize oil, lard and butter.

	 <b>A</b> Fires involving freely burning materials. For example wood, paper, textiles and other carbonaceous materials.	 <b>B</b> Fires involving flammable liquids. For example petrol and spirits. <b>NOT ALCOHOL OR COOKING OIL.</b>	 <b>C</b> Fires involving flammable gasses. For example propane and butane.	 <b>D</b> Fires involving flammable metals. For example magnesium and lithium.	 Fires involving electrical equipment. For example photocopiers, fax machines and computers.	 <b>F</b> Fires involving cooking oil and fat. For example olive oil, maize oil, lard and butter.
Water	✓					
Water Mist	✓	✓	✓		✓	✓
Foam	✓	✓				
ABC Dry Powder	✓	✓	✓		✓	
Specialist Powder				✓		
CO2 Gas		✓			✓	
Wet Chemical	✓					✓

#### Allocation and Siting of Extinguishers

As this event is in an open air environment the safe provision of fire exits and their preservation is key, All designated fire exit routes will have fire fighting equipment.

- All stages and structures will have fire fighting equipment at points of significant electrical distribution.
- All generators and fuel storage areas will be protected by fire fighting equipment.
- The above site infrastructure is provided by South East Fire Safety who also provide a Fire Safety Officer for both live dates.
- All catering areas will have activity specific fire fighting equipment provided by the suppliers and checked by the Fire Safety Officer.

Where different types of extinguishers for different risk types are sited together they must be properly labelled to prevent confusion.





## 5.2 Fire Precautions

Fire fighting equipment to be provided by Mad Husky Events Ltd. Guidance has been taken from the Regulatory Reform (Fire Safety Order) 2005 in particular the section entitled 'Open-Air Events and Festivals' and also the Local Authorities Licence conditions.

Site access for emergency vehicles will be determined by the nature and location of the incident. EVRs will be designated and secured by teams of stewards. Paramedics on foot will be escorted by security as required.

All drapes, curtains, marquees and scrim cloths etc for all stages will be certificated to the relevant fire resisting/retardant standard. Samples of cloth will be available for testing upon request.

All catering outlets should be at least 3.5 metres apart with a fencing panel being utilised to provide both separation and a flush face. Catering vehicles and outlets will be required to provide suitable and sufficient fire extinguishers and fire blankets relevant to their tasks.

Closed containers will be provided in the secure area to the rear of the catering outlets and stalls to accommodate refuse generated during the event.

Each caterer should be only permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision should be sufficient for the duration of the event. Spare cylinders will be stored in a secure well-ventilated location in a remote compound which will be secured and off limits to the guests.

It is advised that all caterers submit certification to the effect that their LPG installations were installed and have been inspected by a GSR engineer in the 3 months preceding the event. There shall be a gas safe engineer on site for the event day in any case.

The use of petrol generators will not be permitted on the site.

Stewards who may be called upon to use fire-fighting equipment should be trained to a suitable standard. The use of fire-fighting equipment by stewards or others employed on the site should be considered to be an emergency first measure only and the Fire Brigade should always be called via the 999 system for every actual or suspected fire even if it is considered to have been extinguished.

All on-site 999 emergencies will go via security to the Event Organiser. Stewards should be advised of this arrangement during the on-site briefing. Should any 999 calls be made directly by the visitors, the 999 centre should communicate with the Event Organiser before action is taken via the on-site LAS team.

The ESO & FSO covering the area will carry out checks prior to opening and during the event to ensure that the above is adhered to. Such details should be in addition to any checks/inspections undertaken by the relevant licensing and enforcement authorities.

The stage will be provided with two water extinguishers, two CO<sup>2</sup> extinguishers and a light duty fire blanket.

All mobile catering vehicles must be equipped with suitable and sufficient fire extinguishers and fire blankets relevant to their tasks.



All generators should be equipped with dry powder extinguishers.

The mixer control position should be equipped with a CO<sup>2</sup> extinguisher and a dry powder extinguisher.

Fire points will be located throughout the event infrastructure and will be equipped with one H<sub>2</sub>O or AFFF and one CO<sup>2</sup> extinguisher.

**\*\*Two emergency access routes will be established into the main event site. These must be kept clear of traffic obstacles. Once available these will be highlighted on the site plan.**

### **5.3 Evacuation Procedure**

Any emergency may normally require a multi-disciplinary consultation, in which the organiser, the police, the ambulance service and the fire authority services may all play a part. An emergency evacuation plan has been drawn up laying down formalised emergency procedures.

All radio communication will be controlled from the Security Control. Stewarding and the ESO will be mobile and in radio contact with Control to monitor and manage the crowd.

The Security Control will have copies of the site plans indicating all services and relevant telephone numbers.

In the event of an emergency requiring emergency services attendance, Event Control will contact the emergency service detailing both the nature of the incident and the preferred method of approach to ensure vehicle and pedestrian conflicts are avoided security will preserve this emergency vehicle access route and ensure all guests are directed away from this route. The two routes for emergency vehicle access are noted on the site plan as EVAR 1 and EVAR 2.

The event will operate under the guidance of the Emergency Liaison Team (ELT) located in the Security Control. The Security Control has been positioned within the temporary site office to provide the optimum view of the event site.

Mad Husky Events Ltd, in conjunction with event control, first aid providers and the security & stewarding manager accept that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the event infrastructure and the site and for taking appropriate decisions. However, the circumstances such as a major incident the police may take over this responsibility of the site and surrounding area. This will be done by means of a verbal hand over by the Event Organiser.

All fires of any size should be notified immediately to the fire service via the 999 system.

An emergency evacuation plan has been developed and includes:

Identification of key decision making personnel.

Provisions for stopping the event if necessary.

Identification of emergency routes.

Details of coded messages.

Details of script to address audience.

Identification of rendezvous point for emergency vehicles.

Response to a Terrorist attack



## 5.4 Flammable Materials & Storage

A fire risk assessment shall be carried out which will identify all fire hazards.

This is in line with the Regulatory Reform (Fire Safety) Order 2005 and the five steps to carrying out a fire risk assessment.

The five steps:

- carry out a fire-risk assessment identifying any possible dangers and risks;
- consider who may be especially at risk;
- get rid of or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left;
- take other measures to make sure there is protection if flammable or explosive materials are used or stored;
- create a plan to deal with any emergency and, in most cases, keep a record of the findings; and review the findings when necessary.

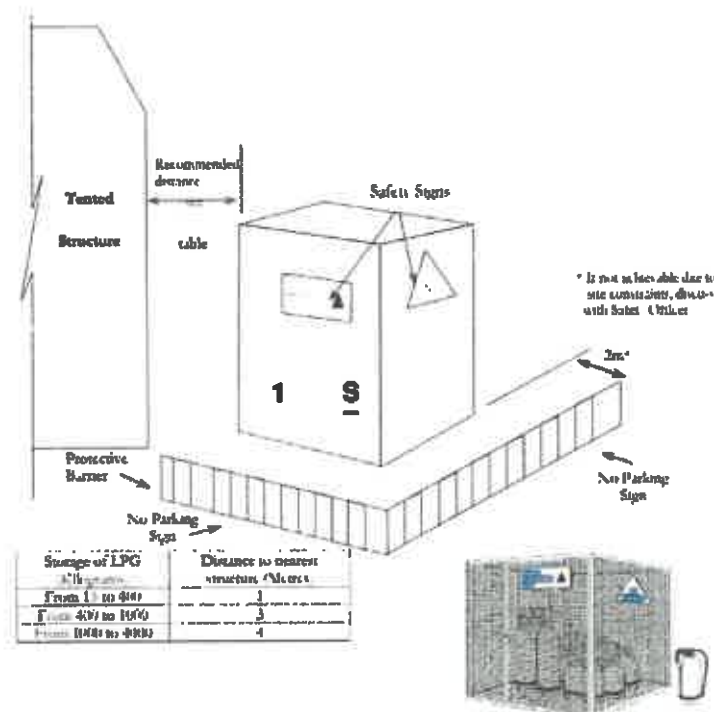
When using and storing flammable materials you must identify:

- sources of ignition such as naked flames, heaters or some commercial processes;
- sources of fuel such as built-up waste, display materials, textiles or overstocked products; and
- sources of oxygen such as air conditioning or medicinal or commercial oxygen supplies.

This is step one of the above five step process.

Fire certification will be required for all combustible materials that are to be used as part of the event, each supplier will be requested to provide these in advance of the event installation.

The layout of a typical secure gas compound and traffic protection measures are shown below:





## **5.5 Waste Materials and Build Up**

Waste build up should be avoided at all times to ensure that fire hazards are not present during all stages of the festival including build up and break down.

As significant levels of waste is expected

## **5.6 No Smoking Policy**

As the festival site is in the open air smoking will be permitted on the site in general but not within structures in line with current legislation.

Saber security will monitor and patrol these areas and will ask people to move on and formally report any contravention to the event management team.

During the festival itself no smoking signage at appropriate points will highlight the requirement and will be monitored.

## **5.7 Access For Emergency Services**

Access for emergency vehicles will be available at all times during all aspects of the hire period including the installation, de-rig and the event.

Access will be kept clear at all times to ensure that no other vehicles or operations; deliveries, drop offs, collections, guest transport, rubbish bins or storage areas cause an obstruction.

Event security staff from Saber Security shall ensure that emergency vehicles and personnel have access to all areas of the event site and will where required escort them.

An emergency vehicle route to the Festival site has been designated as via the production gate which can be accessed from Snakes Lane a secondary route is also available from Cockfosters Road which has a gated access which Saber security will man at all times.

**\*\*Emergency access routes will detailed on the Site Layout Plan and provided by Mad Husky Events Ltd and a suitable first aid point will be designated, this will be added to the Event Safety File once available.**

## **5.8 Safe Access & Egress, Muster Point**

All fire exits and routes leading to them and away from them shall be kept clear at all times, be suitably lit, have emergency lighting, be signed with the appropriate fire exit running man signage, have suitable ramps where required and meet the design requirements for the total number of persons attending the event including staff.

It should be noted that all fire exit routes and general walkways shall comply with a minimum width of 4000mm, to allow for the large numbers within the festival site.

See section 7.2 for more information on capacity.

This is the most essential element to ensure that in an emergency evacuation all personnel can safely exit the event space to a place of ultimate safety.





The muster point is located outside of the festival footprint in the areas of Trent Park to the North and East of the festival site. It is expected that in the event of an evacuation the attendees will not form up at the muster point but disperse and make their way from the site. The muster point is for staff to assemble and to confirm the areas are clear with all persons accounted for.

## **5.9 Mobility Impaired People**

Many people other than wheelchair users are considered to have mobility impairments. This category includes people who can use stairs but might not be able to reach a place of ultimate safety in the normal movement times used to calculate evacuation times.

Awareness of this is particularly relevant if a time-to-safety calculation is used to assess the evacuation strategy in the premises.

As the festival takes place within a public park on flat level ground and at no point to access any part of the festival is there a requirement to use stairs, in addition the festival organisers will provide a DDA compliant toilet facility at each of the welfare areas within the festival site.

Security will take note of any person requiring assistance and notify both Event Control and the festival organisers for awareness and offer assistance where required or requested.

Mad Husky Events Ltd is aware of the legal requirements under the Equality Act 2010, and have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs who may attend this event.

Suitable provisions will be made by Mad Husky Events Ltd for any visitors with mobility issues.

Within the festival site there will be two temporary Disabled Toilets, these will be signed accordingly. Only persons with disabilities will be allowed to use this facility, stewards will be in attendance in this area.

Disabled parking can be Mad Husky Events Ltd close to the event site and competent stewards will be in attendance to assist as required.

All emergency and information signage will be clearly posted in a suitable font size and use appropriate contrasting colours.

## **5.10 Personal Emergency Evacuation Plans (PEEP)**

As the festival takes place within a public park on flat level ground and at no point to access any part of the festival is there a requirement to use stairs no individual or formulated PEEP has been developed.

Security will take note of any person requiring assistance and notify both Event Control and the festival organisers for awareness and offer assistance where required or requested.



## 6. Event Site Specific Conditions

### 6.1 Safety Induction

All event personnel will have already received a site induction highlighting the site rules, welfare arrangements and emergency procedures, see section 4.1.

In addition to this any site wide hazards specific to elements of the build, event or de-rig should be communicated to all persons who may be affected by these activities.

As a minimum the following areas should be covered within the safety induction:

- What to do on discovering a fire, how to raise the alarm, including the location of fire call points
- The action to take upon hearing the fire alarm, the muster point location
- Knowledge of escape routes including stairways and especially those not in regular use
- General fire precautions, fire awareness and good housekeeping practices
- Special provisions for assisting disabled people and any training needed
- Identifying fire hazards and fire incident reporting procedures
- Any planned over head working
- Information on any structures to be built/dismantled and those areas of work
- Site wide PPE requirements
- First aid procedures and location of the treatment area
- Unauthorised areas/access
- Key briefings for individual suppliers such as those working at height or using plant

The safety induction will be recorded and a list of all persons having received induction will be available on request.

### Site Rules

The following Rules will be applied to all persons working on this event unless the Mad Husky Events Ltd Event Organisers have individually agreed to a dispensation in exceptional cases:

- When deemed necessary safety footwear and high visibility vests, and any other form of personal protective equipment required to carry out the task safely, must be worn. Hard hats will be worn by all personnel and visitors to the designated site area unless and until the nominated Event Safety Officer establishes that they are unnecessary by virtue of his evaluation of the risks involved in the work activities on site.
- All persons are to attend an event induction prior to working on site. This is in addition to employer's own inductions.
- No one is to operate plant or equipment or carry out any other tasks for which they have not been properly trained. Proof of suitable training will be a prerequisite before any person is given access to or authorisation to operate plant.
- Authorised Driver/Operators will become key holders for the plant/equipment type designated. Keys must be returned to the Production Manager at the end of plant/equipment use or end of shift. The authorised Driver/Operator is responsible to ensure this is carried out.
- No one is permitted to enter or work on site under the influence of alcohol or drugs. This rule is non-negotiable, and any person Mad Husky Events Ltd to be in breach of it shall be removed from site.
- The use of transistor radios or personal stereos is not permitted.
- Raised voices, shouting and swearing is discouraged unless in response to imminent danger.



- Misuse and non-authorized use of the site temporary electrical system is forbidden.
- All incidents, near misses and accidents must be reported to the relevant responsible supervisor/ employer, site manager & event safety officer at the earliest possible opportunity.
- Anyone observing unsafe acts or conditions, unsafe equipment, faulty plant or tools must report the fact to their supervisor, site manager & event safety officer.
- All site-wide safety signage and notices must be observed and obeyed.
- No one must interfere with anything provided in the interest of health, safety and welfare.
- Any persons wishing to use Safety Harnesses must provide the Event Safety Officer with a detailed Method Statement explaining the procedures and the Rescue protocols in place prior to the activity commencing.
- The use of Mobile phones is prohibited when driving, operating plant or working at height.

## **6.2 Welfare Provisions**

Suitable provisions shall be provided for all persons working during the event period including the installation and de-rig.

These consist of:

- Toilets facilities that are clean with lockable doors, well stocked with toilet paper, well lit and well ventilated - where possible separate facilities for men and women;
- Hand washing facilities with hot and cold running water, well stocked with soap and the means to dry your hands such as paper towels or hot air dryers;
- Drinking water which is easily accessible, free from contamination and preferably from the public water supply;
- A suitable seating area for use during breaks where food will not get contaminated;
- Separate changing facilities for men and women, should these be required which ensure privacy.

### **Sanitary provision for Festival live dates.**

Adequate numbers of toilets and washbasins will be provided. These facilities will be maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the event and maintained to a high standard of hygiene.

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

Toilet facilities will be erected at a suitable time prior to commencement of the event to ensure a thorough inspection by the Environmental Health Department should they require. All of the toilets will have suitable and sufficient lighting, Halogen and Tower lights will be employed dependant on number and location.

Please refer to the site plan for the exact location of the toilet facilities.

The toilet requirements for this event have been calculated using Chapter 14 of 'The Event Safety Guide' and based on the attendance figure of 15000 which is the maximum number of guests over both days (split 60% male and 40% female from previous experience). If the attendance figure drops significantly below this number, the toilet numbers will be reduced accordingly. The planned numbers are detailed below:



For events with a gate opening time of 6 hours or more with alcohol and food served:

1 toilet per 75 females = 80  
 1 toilet per 400 males = 23  
 1 urinal per 100 males = 90

It has been confirmed that there will be the following provision across the festival site:

**Main site**  
 105 unisex toilets all with hand sanitiser solutions  
 90 urinals

**VIP area**  
 8 female toilets  
 4 male toilets  
 4 urinals

Hand washing facilities in the ratio of one per five toilets with no less than one hand washing facility per ten toilets provided = 25

It is suggested that one toilet with hand-washing facilities should be provided per 75 people with special needs = 3 (one per toilet area)

**\*\*The above calculations are for example and will be confirmed, the locations of each of the toilet areas will be highlighted on the site plan.**

### **6.3 Working Hours**

The requirement for suitable rest breaks between shifts should be established and made clear to all event personnel. The understanding is that whenever Mad Husky Events Ltd employ the services of any person, they arrive for that particular job role having had an adequate break since their last working period. This should therefore reduce and hopefully remove the risk of persons arriving for work having not rested adequately.

**General rule: Take breaks to ensure that you receive adequate rest periods and meals. Report any fatigue problems to event management before safety is compromised.**

The event management company should be familiar with causes of stress in the field e.g. long hours, lack of breaks, poor communication and insufficient equipment or information for the job or location. Report to event management if any issues are present on an event.

Ensure the availability of or time allocation for drinks/snacks throughout the work period. Events make many demands on the people who work in the industry with unpredictable work patterns and long hours often being necessary.

Within these constraints Mad Husky Events Ltd must ensure health and safety considerations remain paramount, whilst respecting the quality of life of individual members of staff.

For further information: <https://www.gov.uk/rest-breaks-work/overview>





## **6.4 Security / Stewarding**

The Event Stewarding Plan will identify the numbers and location of stewards. In order to carry out the stewarding effectively, a chain of command will be established.

The steward's main responsibilities will be to assist visitor management, facilitate searches, prevent overcrowding, reduce crushing problems, minimise injury, prevent unauthorised access and provide assistance to the emergency services when required.

Key stewards will use radios and be trained in radio procedure and discipline. Security control will be located in the temporary site office as indicated on the plan.

A full briefing session will take place prior to the commencement of the event.

The contracted Security company, Saber, will be aware of the SIA requirements for registered Door Supervisors. It is the intention to have SIA registered staff on the gates, bars and on the Response team's. Badges of accreditation will be visibly displayed.

**\*\*There shall be a suitable number of (this number will be confirmed at a later stage) SIA registered security staff provided for this event.**

## **6.5 Food and Refreshments**

Food and refreshments will be available throughout the site from a variety of catering outlets as managed by Mad Husky Events Ltd Catering manager who will contract catering supplier. All food traders will have a Food Hygiene Rating Scheme (FHRS) rating of at least 3, being 'generally satisfactory'.

Stewarding should ensure that large catering vehicles will not move whilst the visitors are on site without suitable and sufficient Banks-men, if at all. All contractor vehicles must use their hazard warning lights during all movement on-site.

A variety of food and drink outlets are available throughout the site (please refer to the site plan for their location).

Catering units that are grouped together should have a firebreak of 3.5 metres. Sections of Heras may be used to provide compounds for catering units, preventing members of the audience accessing preparation areas and or gas storage.

Suitable risk assessments and fire risk assessments will be obtained from all food outlets along with food hygiene certification and gas safety certification for all gas equipment.

Caterers are required to develop overall food safety and health and safety operating standards, which will assist the promoter in the safe running of the event. They should comply with all relevant statutory regulations with regard to food safety and health and safety. Staff shall receive sufficient training on the use of dangerous equipment, on operational practices and in emergency procedures for the evacuation of premises in response to an incident or threat to the public or themselves.

Food safety will include satisfactory catering procedures, delivery and storage of materials, refrigeration and temperature control, disposal of waste materials and dishwashing and cleaning



and food hygiene generally. Health and Safety matters will include staff briefing, fire safety and evacuation, working with gas and electricity, handling of materials, first aid and accident reporting.

Additional and separate toilet and water facilities will be provided for the caterers exclusive use at the catering areas.

**\*\*The caterers for this festival have yet to be decided once they are all the stated documentation and checks will be made to conform with the above, these will be added to the Event Safety File as they are made available.**

## **6.6 Vehicles & Pedestrians, Traffic Management**

**Buld/Breakdown Controls** - Due to public access to Trent Park during the first stages of the event build and breakdown, all materials and equipment should be securely stored or closely monitored, with appropriate stewarding organised temporarily if alternative storage cannot be sourced. All materials and equipment should be highlighted with hazard tape if they are left in public areas.

All contractors must observe a strict 5mph speed limit throughout the event area. Hazard lights must be operational and where necessary, marshalling should be used.

During the erection and dismantling of the event, hard-hat areas should be established where necessary and highlighted with hazard tape. The contractor will be responsible for ensuring members of the public and other non related members of event staff do not enter their work areas.

The ESO or a nominated safety representative should also monitor general work operations and intervene where necessary if unsafe practises are being committed.

Mad Husky Events Ltd will provide overnight security for the event site during all relevant periods.

**Visitor Access/Egress** - The event is ticketed and the festival site will have a fixed boundary line of fencing to control the ingress of the audience, there is no publicised parking in the area and all attendees are encouraged to use public transport.

There are seven emergency egress points to the event area (not including the main entrance please see the Site Plan):

- 1) XF2 5m
- 2) XF3 5m
- 3) XF6 5m
- 4) XF7 5m
- 5) XF8 5m
- 6) XF9 5m
- 7) XF10 5m

Trained and competent stewards will be located throughout the event site to provide information and guide visitors to appropriate viewing areas and welfare facilities.

There will be additional temporary lighting installed external of the festival site but within Trent Park to ensure sufficient light on egress.



Additional barriers will be in place on egress to assist in directing the guests to the exit point located on Cockfosters Road.

There will be a member of security positioned at the entrances to Trent Park and suitable PPE (e.g. hi-vis vests) must be worn.

## **6.7 First Aid Provisions**

In accordance with The Health and Safety (First-Aid) Regulations 1981, updated 1 October 2013, all employers will be required to provide First Aid Facilities for their own employees;  
Regulation 3: (1) An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work.

### **Employees working on shared or multi-occupied sites**

Regulation 3: (25) On a shared or multi-occupied site, employers can arrange for one employer to take responsibility for providing first-aid cover for all the workers. In these cases, a full exchange of information about the hazards and risks involved should help make sure that the shared provision is adequate. All employers should agree the arrangements and employees should be kept informed.

For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the nominated first aider shall be called and shall attend to the injured party. Where the requirement is greater the ambulance service will be called via the 999 system.

Mad Husky Events Ltd, site manager and the ESO must be notified of any accidents as detailed earlier in this Event Safety Plan.

The Festivals live days first aid provision following consultation with medical service providers and following their own experience and the nature of the event and locality of hospitals, will provide a medical operational plan to ensure First aid facilities will be provided on site for all staff and visitors during the event period.

The first aid areas should be provided with contingency plans and site contact numbers, together with site plans.

Following previous events of this size and nature and in discussion with Local Licensing Officer and the LAS and in line with Chapter 20 of "The Event Safety Guide"

The level of medical / first aid provision for the event has been calculated as:

- Ambulance x 2 with staff
- Paramedics / Emergency Nurses x 2
- First Responders x 2
- First aiders x 4
- Medical Team Manager x 1

The first aid areas will be clearly signed, and provided with fresh water, a disabled toilet and power. This is marked on the plan. Medical teams will be on-site a minimum of one hour prior to the start



of the event, and will remain on-site for one hour after it has finished or until the site is clear of visitors. All medical staff will wear identified uniforms.

Quad Medical Ltd will be the medical provider and will an Operational Plan, this will be located within the Festival Safety File.

## **6.8 Manual Handling**

The Manual Handling Operations Regulations 1992 (MHOR) require employers to manage the risks to their employees.

They must:

- Avoid hazardous manual handling operations so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.

All persons must:

- follow systems of work in place for their safety;
- use equipment provided for their safety properly;
- cooperate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to make sure their activities do not put others at risk.

Training should cover:

- manual handling risk factors and how injuries can occur;
- how to carry out safe manual handling, including good handling technique for lifting and for pushing and pulling;
- appropriate systems of work for the individual's tasks and environment;
- use of mechanical aids.

For more information see <http://www.hse.gov.uk/pubns/indg143.pdf>

## **6.9 Electrical Connections, Equipment & Generated Power**

All electrical installations and equipment must comply with the Electricity at Work Regulations 1989 and only competent persons should carry out electrical installation work.

A competent person, as defined in BS7671:2011, must have the abilities needed to take overall responsibility for the safe installation, testing, operation and deconstruction of temporary electrical installations.

The Electricity at Work Regulations 1989, places duties on employers, designers and installers to ensure all systems are safe. Such issues have been covered, in terms of good practise and safety, by BS 7909 - the Code of practice for temporary electrical systems for entertainment and related purposes.





BS 7909:2011 gives recommendations for the provision of a safe and suitable temporary electrical system for an event and the duties and work to implement this.

BS7909 certification will be required for all installations over 6kVA (6kw / 26amps or greater).

**\*\*Once a supplier has been identified, they will be appointed as the competent person and as such will provide the necessary completion certificate.**

Each contractor should ensure, as part of their own ongoing inspection and maintenance procedures, that they regularly inspect all portable electrical equipment to be used on site.

Visual checks by users should be carried out prior to use and any defects should be remedied or equipment withdrawn.

All portable electrical equipment brought on to site shall have suitable and sufficient accompanying test certification.

Ensure appropriate use of residual current devices (RCDs).

For more information see <http://www.hse.gov.uk/event-safety/electrical-safety.htm>

### **Generated Power**

All generators must be certified as safe to use and tested prior to energising.

If there is more than one generator and they are to be operated in parallel, the system should be designed so that the load is shared between them (synchronised to offer no delay when swapping from one to the other).

Unless the generator is supplying only double insulated equipment within a few metres of itself, there is a risk that a fault in the equipment, the cables or the generator could cause the equipment casing to become live without blowing the fuse or tripping any circuit breakers. To avoid this, one point (usually the neutral or star point) of the generator output circuit should be earthed, and bonded to the structural steelwork of the building and any scaffolding etc which may carry electrical equipment.

At outdoor festivals earthing should be by earth rods. The earth resistance must be low enough for the earth fault protection to operate reliably. It is strongly recommended that it is tested by the electrician who installs the generator.

Subsequently a BS7909 completion certificate will be required prior to the system being used.

**\*\*Once a supplier has been identified, they will be appointed as the competent person and as such will provide the necessary completion certificate.**

Generators shall not present any fire or electrical hazard to the rest of the premises.

They will be located at a pre determined locations and will be securely fenced in to prevent unauthorised access and suitably signed to warn of the electric shock hazard.

Where this is not undertaken the supplier must state in their risk assessment why these measures have not been adopted.



## 6.10 Control of Substances Hazardous to Health

Mad Husky Events Ltd requires all use of or storage of substances that fall under COSHH to be identified before being brought to site and appropriate COSHH assessments provided.

All substances classified as hazardous to health in their use or storage must be handled, stored and used in accordance with manufacturers guidelines.

Where such items are to be introduced to the site:

- A COSHH risk assessment must be provided to establish suitable controls before the substance may be brought to site.
- A suitable means of storage must be established and a COSHH data sheet must be made available.
- Notify Mad Husky Events Ltd of any specific controls required in relation to storage and or use that may affect a third party.
- Ensure suitable access to PPE and related first aid equipment as per the COSHH risk assessment.

## 6.11 Working At Height & Access Equipment

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others.

If you are an employee or working under someone else's control, regulation 14 says you must:

- report any safety hazard to them;
- use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

Employers and those responsible for event sites must do all that is reasonably practicable to prevent anyone falling.

### The Regulations Hierarchy of Control

Duty holders must:

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height;
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.



**You must:**

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- plan for emergencies and rescue;
- take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

### **Access Equipment**

You must provide equipment for preventing (as far as is reasonably practicable) a fall occurring. If the precautions do not entirely eliminate the risk of a fall occurring, you must do all that is reasonably practicable to minimise the distance and effect of a fall.

Special attention should be paid to the correct assembly and stability of ladders and other static forms of access equipment, including the use of outriggers where fitted on access towers.

Persons trained in the correct use of such equipment should only carry out assembly of static access equipment. Operators of Mobile Elevated Work Platforms (MEWPS) for use in rigging related operations, are required to be in possession of a current valid certificate of training achievement and competency of operations, certified by a recognised independent training authority conforming to CITB standards or equivalent.

It is a requirement that such certification is available for inspection at the event location.

When selecting equipment for work at height you must:

- use the most suitable equipment;
- give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);
- take account of:
  - the working conditions; and
  - risks to the safety of all those at the place where the work equipment is to be used.

You must ensure that all equipment, temporary structures and safety features comply with the detailed requirements of the WAH Regulations 2005.

Follow this link for further information:

<http://www.hse.gov.uk/work-at-height/wah/selectaccessequipment.htm>

### **6.12 Drugs & Alcohol**

Mad Husky Events Ltd employees and the on-site appointed suppliers to be advised prior to their arrival at the event space that the consumption of alcohol and the taking of recreational drugs are prohibited.

The Mad Husky Events Ltd production manager will remove from site any person who is or appears to be under the influence of alcohol or drugs.

Prescription drugs that may affect performance, the ability to concentrate or operate machinery are to be notified to Mad Husky Events Ltd before arrival on site.



### 6.13 Lifting Operations & Equipment

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) applies to ALL lifting equipment used for work purposes which can raise or lower loads.

LOLER builds on the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

The following examples are some key elements of the regulations, however all should be followed:

- Regulation 7 details the requirements for clearly labelling or, otherwise making available, details of the safe working load of each piece of lifting equipment or accessory.
- Regulation 8(1) clarifies that each lifting operation needs to be planned, supervised and carried out safely.
- Regulation 9 puts in place requirements for all lifting equipment to be subject to 'thorough examination' at various points.
- Regulation 9(4) requires that no lifting equipment leaves a business and/or is used, including when received from a third party, unless there is physical evidence that the required thorough examination has been completed.

#### Secondary Means of Safety

It is common practice in the events industry to ensure that a secondary means of safety is applied to all suspended equipment; safety bonds for lights and speakers for example and safety steels for suspended truss.

When required, the secondary, or safeties, will be installed to bypass the mechanical lifting unit, as a minimum, in case of mechanical failure.

Additional mechanical lifting units can be installed as an alternative to safeties, thereby providing redundant capacity equal to 100% of the load.

For more information: <http://www.hse.gov.uk/work-equipment-machinery/olcer.htm>

### 6.14 Event Capacity Arrangements

**Exit calculations** - These calculations have been undertaken using the Regulatory Reform (Fire Safety) Order 2005, in particular the 'Open Air Events and Venues' section.

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

- on all routes within seated accommodation (including gangways and ramps) and stairways – 73 people/meter/minute; and
- on all routes in other parts of the event or venue (including within standing accommodation) – 109 people/meter/minute.

The width and capacity of the escape routes required for the number of people present can be calculated by using the formula:

Total exit width = number of people / flow rate x escape time.





There are seven main egress points from the event area - not including the main entrance. The exit widths are as follows (please see the Site Plan):

- 1) XF2 5m
- 2) XF3 5m
- 3) XF6 5m
- 4) XF7 5m
- 5) XF8 5m
- 6) XF9 5m
- 7) XF10 5m

When calculating the overall available escape route capacity for an event or venue that has more than one way out, you should normally assume that the widest is not available because it has been compromised by fire.

This being the case one of the five exits has been discarded in this calculation leaving an available total exit value of 30m.

#### Step 1 Determine risk level

For this event the risk is considered Normal (Please see page 64 of the RFO Fire Safety Guide on Open Air Events and Venues detailing guidance on Escape routes level of risk)

#### Step 2 Determine escape time

Normal risk = <5 <10 minutes (we have opted for 5 minutes here for best practice)

#### Step 3 Determine exit flow rate

No seating or stair ways = 109 persons/meter width/minute

#### Step 4 Determine occupancy

This is a ticketed event, therefore 15,000 event attendees plus estimated working personnel of up to 500 = maximum number of 15,500 in the event area at any one time.

#### Step 5 Determine total exit width required

Total exit width required =  $15,500 / 109 / 5 = 28.5\text{m}$

Therefore the exit width is within the 30m available and the determined escape time for a Normal Risk event.

#### Step 6 Determine minimum number and size of exits required

As highlighted in the above there will be seven fire exits at 5m, not including the main entrance, that have a combined exit width of 35m.

With the largest of these discounted as it should be assumed that one exit could be compromised by fire the remaining exit width is 30m.



Saber Security will safely manage the guest numbers and restrict access if required before reaching the capacity limit.

Fire exits available at Trent Park festival site:

Area / Floor	Available floorspace determined on a factor of 0.5 m <sup>2</sup> per person	Maximum Capacity
Tent 1	42m x 42m = 1764 m <sup>2</sup> (total) 75% of available floor space allowed = 1323m <sup>2</sup>	2646 persons
Tent 2	37m x 35m = 1295 m <sup>2</sup> (total) 75% of available floor space allowed = 971m <sup>2</sup>	1942 persons
Tent 3	32m x 32m = 1024 m <sup>2</sup> (total) 75% of available floor space allowed = 768m <sup>2</sup>	1536 persons
Tent 4	37m x 35m = 900 m <sup>2</sup> (total) 75% of available floor space allowed = 675m <sup>2</sup>	1350 persons

Due to the open nature of the structures the floorspace factor has been used to determine the safe capacity for the structures, the floorspace figure of 0.5m<sup>2</sup> per person has been adopted at the request of the event organiser, due to the nature of the activity a floorspace factor of 0.3m<sup>2</sup> could be used and this would increase the capacities.

Area / Floor	Available floorspace determined on a factor of 0.3 m <sup>2</sup> per person	Maximum Capacity
Tent 1	42m x 42m = 1764 m <sup>2</sup> (total) 75% of available floor space allowed = 1323m <sup>2</sup>	4410 persons
Tent 2	37m x 35m = 1295 m <sup>2</sup> (total) 75% of available floor space allowed = 971m <sup>2</sup>	3236 persons
Tent 3	32m x 32m = 1024 m <sup>2</sup> (total) 75% of available floor space allowed = 768m <sup>2</sup>	2560 persons
Tent 4	37m x 35m = 900 m <sup>2</sup> (total) 75% of available floor space allowed = 675m <sup>2</sup>	2250 persons

As is demonstrated above the increase is significant. This is why the event organisers have opted for the lower expectation and provision with the knowledge that a greater availability is possible.



## 7. Contingency Planning

### 7.1 Emergency Situations

Along with this Event Safety Plan a set of Emergency Procedures has been prepared and these cover in detail what you should do in an emergency situation including fire, bomb threat, evacuating disabled persons and the location of the fire muster point.

Show stop procedures are also contained within the Emergency Procedures document.

Any medical requirements have been covered within section 6.5 above; *First Aid Provisions*.

The emergency services must be called where first aid treatment is not going to be sufficient and in this situation you should report this immediately to Saber Security and Mad Husky Events Ltd management.

In their absence you should contact the emergency services using the emergency services contact number 999, you will need the event space location and address.

The closest hospital with an emergency department is as follows:

**Name:** Barnet Hospital  
**Address:** Wellhouse Lane, Barnet, Hertfordshire, EN5 3DJ  
**Website:** <https://www.royalfree.nhs.uk/>  
**Distance:** 3.3 miles

Saber Security and Mad Husky Events Ltd will manage all persons attending the event. Any acts of antisocial behaviour or instances of unauthorised access to the event or out of bounds areas within the event shall be managed appropriately.

Saber Security will escort from the event any person or persons who have been asked to leave and will use the extent of their SIA training to manage all situations.

An event log will be kept by security to record any instances of the above.

Police assistance shall be called upon when necessary and the security team leader shall contact 999 having assessed the situation.

### 7.2 Capacity Management & Recording

Saber Security will be present to ensure that at all times the fire exit routes and fire exits remain free and unobstructed in all occupied and accessible areas.

The event space will be provided with adequate facilities to monitor and control the number of people present as managed by 51st State & Moondance Festival's chosen security company. They will regularly monitor the space to ensure there is no overcrowding. Hand held clickers will be used and at regular intervals capacity checks will be carried out by the security team leader/s.



Saber Security will safely manage the guest numbers and restrict access if required before reaching the capacity limit.

High density areas will be monitored and security will intervene where necessary to prevent crushing incidents or to disperse a crowd where there is a risk of crushing. Similarly any fire exit routes contravened by the build up of a crowd will be cleared immediately.

Suitable provisions shall be made to enable mobility impaired people to use the premises including the provision of adequate access and means of escape. See section 5.9.

Along with this Event Safety Plan a set of emergency procedures has been prepared and these cover in detail what you should do in an emergency and the fire evacuation plan. This also includes details of the emergency escape routes for disabled and mobility impaired people.

### 7.3 Inclement Weather Conditions

All Temporary Demountable Structures (TDS) have been designed and built to safely resist the loading (forces) applied to them. Each TDS supplier has provided documentation to clearly state the maximum gust wind speed at which the structure remains stable and safe to use.

To ensure the safety of staff, guests and members of the public constant monitoring of the prevailing weather conditions using reliable weather forecasts and the use of an anemometer will be made by Mad Husky Events Ltd or the event safety officer.

All measurements should be taken in 'clean air' avoiding turbulence and shelter from other structures where possible.

For this event we have provided a wind management plan which details actions based on the use of the Beaufort Scale, as below.

No	M/s	Mph	Description	Effects on land
0	0	0	Calm	Smoke rises vertically
3	4	8-12	Gentle breeze	Gentle breeze, small twigs in constant motion
4	6	13-18	Moderate wind	Dust, leaves and loose paper raised. Small branches move
5	8	19-24	Fresh wind	Fresh breeze. Small trees begin to sway
6	10	25-31	Strong wind	Strong breeze, large branches move. Whistling heard in phone wires. Umbrellas become difficult to use
7	14-16	32-38	Very strong wind	Whole trees in motion
8	18-20	39-46	Gale	Twigs break off trees. Difficult to walk
9	22-24	47-54	Severe gale	Slight structural damage occurs – chimney pots and slates removed
10	26	55-63	Storm	Trees uprooted. Structural damage





Our management plan has three action levels:

**Level 1**

Wind speeds gusting up to 24 mph:

Senior person responsible to advise event staff responsible for the affected structure/s to be on Stand By. Event staff to de-rig any elements to reduce risk of collapse if safe to do so.

**Level 2**

Wind speeds gusting up to 31 mph:

Senior person responsible to instruct event staff responsible for the affected structure/s to be on stand by for evacuation. Senior Production Manager to identify a 'Place of Safety'.

**Level 3**

Wind speeds gusting up to 46 mph:

Senior person responsible to instruct event staff responsible for the affected structure/s to effect a full evacuation – Show Stop procedure to be implemented by the Senior Production Manager.

Where these action levels impact on other users of Trent Park notification should be given at the first action Level 1 and suitable measures should be implemented to ensure the safe access/ egress which may require alternate routes to be made available.

Where Mad Husky Events Ltd and its nominated TDS supplier have their own inclement weather plan that specifies alternate actions these shall be considered appropriate if they meet or exceed the action levels set out in this management plan.

#### **7.4 Fire, Smoke, Explosion**




Along with this Event Safety Plan a set of Emergency Procedures has been prepared and these cover in detail what you should do in an emergency situation including fire, bomb threat, evacuating disabled persons and the location of the fire muster point.



## 8. 51st State & Moondance festivals Event Risk Assessment

### Risk Rating Information

Severity x Likelihood = Risk Rating

<b>Severity</b>		
1. No or minimum injury		- No equipment or property damage
2. First aid treatment on-site		- Minor equipment or property damage
3. First aid treatment off-site		- Some equipment and property damage
4. Major injury or hospitalisation		- Significant equipment or property damage
5. Fatality		- Extensive equipment or property damage
<b>Likelihood</b>		
1. Extremely unlikely		
2. Possible but unlikely		
3. Conceivable		
4. Probable		
5. Likely		
	<b>1-6 LOW RISK</b>	Controls and safe systems of work are suitable for this activity. Periodic tool box talk to maintain awareness review task as required.
	<b>7-15 MEDIUM RISK</b>	Controls and safe systems of work are suitable for this activity. Increased supervision required, include activity in daily brief confirm awareness and safe system of work required. Additional controls may required dependant on conditions.
	<b>16-25 HIGH RISK</b>	Controls and safe systems of work are suitable for this activity. Nominated responsible person and constant supervision required, Dedicated activity briefing required confirm all controls and safe system of work are in place before activity starts. Additional controls may required dependant on conditions.

#### Example for calculating numerical Risk Rating:

A hazard which might result in an injury, that would require first aid treatment on-site or minor equipment or property damage would have a Severity rating of 2, if it is foreseeable that the hazard may occur it would have a Likelihood rating of 3 and would result in the Hazard having a risk rating of 6, which would indicate it should be considered a Medium risk.

Initial risk rating (without controls) Severity 4 x Likelihood 5 = IRR 20 

Residual risk rating (with controls) Severity 2 x Likelihood 3 = RRR 6 

A medium risk hazard should have suitable controls, safe systems of work and an increased level of supervision on site assessments also need to be made to ensure nothing has changed.

A hazard is something with the potential to cause harm or damage.

All significant hazards should be risk assessed and documented, with the information communicated to persons involved in or impacted by the activity or hazard.







Tasks or activities should be controlled with safe systems of work in a manner that eliminates risk where possible. Where it is not possible to eliminate all risk the controls, systems and procedures will reduce the risk as low as reasonably practicable to an acceptable level.

The phrase 'as low as reasonably practicable' involves weighing a risk against the trouble, time and money needed to control it.







Mad Husky Events Ltd will aim where possible to have a low RRR  for all hazards.



<b>Date of Risk Assessment</b>	<b>Client Ref:</b>	<b>Event space:</b>	<b>Completed by</b>
7th March 2017	51st State & Moondance Festivals-51st State & Moondance Festivals-01	Trent Park Showground	HomerSalus Ltd







<b>Hazards &amp; Persons Affected</b>	<b>Initial Risk Rating</b>	<b>Control Measures and Precautions in place</b>	<b>Further Controls (where required)</b>	<b>Residual Risk Rating</b>
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Site security</b></p> <p>Unauthorised access to a build site, personal injury</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff and members of the public</p>	<p>S 5 L 3 IRR 15</p> <p></p>	<p>Site perimeter to be established as a first step.</p> <p>Signage to be in position to warn of the possible site hazards and no unauthorised access.</p> <p>Security to manage all access egress of pedestrians and vehicles.</p> <p>No access to the festival site without the appropriate minimum PPE which will be safety shoes and HI vis clothing.</p> <p>Overnight security to be in place to ensure the installation is excluded at all times.</p>	<p>The Project Manager to ensure all build areas are excluded and have sufficient controls to protect the public.</p>	<p>S 5 L 1 RRR 5</p> <p></p>
<p><b>Arrival and Event Space procedures</b></p> <p>Unfamiliar with surroundings, emergency procedure site rules, welfare facilities.</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff, members of the public.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Mad Husky Events Ltd Project Manager (or appointed representative) appointed to oversee the work of the event installation and to liaise with all event related contractors and the festival management.</p> <p>Festival/Event emergency procedures to be communicated to all staff, understood and followed. Fire exits and muster point to be identified.</p> <p>All staff to receive a site induction highlighting the site rules and welfare facilities.</p> <p>Identification of proposed areas of activity and identify agreed access/egress to each area.</p> <p>Any festival/event hazards/issues that may impact contractors activity to be highlighted.</p> <p>Suppliers and staff required to inspect the work area to ensure there are no significant changes or alterations required to the supplied RAMS.</p> <p>All suppliers to be trained and competent for their proposed tasks.</p> <p>Load in may necessitate traffic and people management.</p> <p>Event Safety Officer (ESO) should be appointed to oversee the work of installation and to liaise with contractors and statutory authorities.</p> <p>Temporary barriers should be erected around work sites during build/dismantle.</p>	<p>Project Manager to ensure all staff receive site induction and it is recorded.</p>	<p>S 3 L 2 RRR 6</p> <p></p>
<p><b>Site Clearance Contamination, Cuts and puncture wounds</b></p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Site to be thoroughly checked prior to the build to ensure no animal faeces or other biological contaminants are present. All persons involved should be made aware of the potential health risks.</p> <p>Any persons required to litter pick should be provided with suitable pick up tools and gloves.</p>	<p>The Project Manager should intervene if serious breaches of safe practice by contractors are observed.</p>	<p>S 3 L 2 RRR 6</p> <p></p>









Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<b>Vehicle movements</b> Traffic collisions, pedestrians, inclement weather, poor light levels.  Mad Husky Events Ltd employees & suppliers, festival staff, members of the public.	S 4 L 4 IRR 16 	All vehicles movements to follow an agreed vehicle schedule.  When crossing pavements with vehicles and equipment pedestrians must given right of way at all times.  All vehicles to be supervised with a Banks-man.  Site restrictions and speed limits to be observed.  Approved loading & unloading areas to be used where possible.  As a minimum HI-vis vest and safety footwear will be worn by all personnel in a loading/unloading area.  Traffic cones or other forms of physical barrier to be placed out to warn road users and protect staff operating at the road side. Segregation from pedestrians shall be maintained where possible.  Appropriate PPE to be worn for inclement weather..  Suitable light levels will be maintained within the area of vehicle movement. All individual contractors own power supplies to be certified as appropriate.	Project Manager to ensure controls are in place and suitable.  Event Safety Officer and Event Management to oversee all vehicle movements.	S 3 L 2 RRR 6 
<b>Use of Electrical equipment</b> Electrical shocks or burns.  Mad Husky Events Ltd employees & suppliers, festival staff	S 4 L 3 IRR 12 	Use of 110V or battery operated tools where practicable.  Portable tools, etc to be examined and certificated.  Event Organisers to monitor		S 3 L 2 RRR 6 
<b>Medical Provisions</b> Lack of adequate medical provisions  Mad Husky Events Ltd employees & suppliers, festival staff	S 4 L 4 IRR 16 	The Event Safety Officer will evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - If not then the medical provisions will be increased accordingly.  The Production Manager will distribute to all site crew this information prior to the build.  The Production Manager will provide to contractors details of the medical provisions to enable them to undertake their own medical assessment for their employees.  Mad Husky Events Ltd will ensure the appropriate levels of medical cover are in place for the duration of the build and dismantle.  Event safety documentation will identify the location of the nearest hospital with an operational A&E Department.	Contractors will be encouraged to inform the Event Safety Officer of any additional first aid provisions that may be required due to the nature of the work.	S 3 L 2 RRR 6 









Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Manual Handling</b></p> <p>Back injuries, strains, sprains, musculoskeletal disorders.</p> <p>Mad Husky Events Ltd employees &amp; suppliers</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>All Mad Husky Events Ltd staff that are required to carry out Manual Handling tasks should be suitably trained in Manual Handling techniques.</p> <p>Mechanical handling devices should be used whenever possible to reduce the requirement for Manual handling tasks as far as possible.</p> <p>Where possible materials and equipment to be delivered on pallets or in flight cases.</p> <p>Consider the route to be taken and carrying distance.</p> <p>Ensure the intended route has no impediments, obstacles or obstructions.</p> <p>Establish the weight of any load before attempting any lift.</p> <p>Where possible the load should be broken down into smaller lighter loads.</p> <p>Task specific risk assessments to be undertaken by individual contractors for significant loads that require Manual handling.</p> <p>Staff of competent suppliers to be trained in lifting techniques.</p>	<p>Project Manager to ensure suitable supervision and controls for all significant Manual Handling activities.</p> <p>Further information: <a href="http://www.hse.gov.uk/toolbox/manual.htm">http://www.hse.gov.uk/toolbox/manual.htm</a></p>	<p>S 3 L 2 RRR 6</p> <p></p>
<p><b>Storage of Materials</b></p> <p>Unsuitable storage area or methods, fire, blocked access, theft.</p> <p>Mad Husky Events Ltd employees &amp; suppliers, festival staff, members of the public</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Storage locations and permission to be agreed with the venue/building management if outside of the agreed hire space.</p> <p>Storage locations within the agreed hire space to be identified with and by the Production Manager. No flammable Or COSHH materials to be stored without suitable permission.</p> <p>At no time will access or egress be blocked by the storage of equipment or materials.</p> <p>Barriers, signage, cones, hazard tape to be employed as required where public or other event staff have access. Where there is a significant risk of vehicle collision warning signage and hazard lighting to be in place during the hours of darkness.</p> <p>All materials will be secured to prevent access and interference. Security may be needed if left unattended.</p>		<p>S 4 L 1 RRR 4</p> <p></p>
<p><b>Drugs and Alcohol</b></p> <p>Reduction of stamina, disorientation, incoherence, lack of judgement</p> <p>Mad Husky Events Ltd employees &amp; suppliers, festival staff, members of the public</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Mad Husky Events Ltd employees and its suppliers to be advised that the consumption of alcohol and the taking of recreational drugs are prohibited on this event site.</p> <p>The Mad Husky Events Ltd project manager will send off site any person who is or appears to be under the influence of alcohol or drugs.</p> <p>Staff who are taking prescription drugs that may affect performance, the ability to concentrate or operate machinery are to be notify their employer before attending site.</p>	<p>Project Manager to monitor all staff.</p>	<p>S 3 L 2 RRR 6</p> <p></p>





Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions In place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Working light</b></p> <p>Insufficient working light for tasks or activity.</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Ensure an adequate lighting level for build or dismantle during hours of darkness or if the lighting level is insufficient for a specific task, activity or area.</p> <p>Identify and understand the extent of installed house lighting prior to the installation commencing.</p> <p>Communicate any potential lighting requirements to all on site contractors and ensure suitable arrangements are made.</p> <p>Where additional work lighting is installed it should avoid glare / direct eye level lighting where possible.</p> <p>Avoid glare by rigging well above eye level.</p> <p>Avoid using any lights near to roads.</p> <p>Mad Husky Events Ltd to establish with the festival/ building management the available power, approved power outlets and where the electrical isolation point is located.</p>	<p>Project Manager to monitor event space lighting.</p> <p>Individual suppliers to ensure suitable lighting for their tasks.</p>	<p>S 3 L 2 RRR 6</p> <p></p>
<p><b>Electrical distribution, equipment</b></p> <p>Electrical Shocks, burns, fire.</p> <p>Mad Husky Events Ltd employees &amp; suppliers, festival staff, members of the public</p>	<p>S 4 L 4 IRR 16</p> <p></p>	<p>A person responsible for all electrical distribution to be identified.</p> <p>All electrical installations at Trent Park shall comply with the general requirements of the;</p> <p>Electricity at Work Regulations 1989, and; BS7909 2011 - Code of practice for temporary electrical systems for entertainment and related purposes.</p> <p>All equipment brought to site should be within its PAT certification date.</p> <p>Use of 110V reduced low voltage or battery operated tools where practicable.</p> <p>Portable tools etc to be visually examined by the user and have valid PAT certification.</p> <p>Festival/event space electrician to manage all power supplies and distribution.</p> <p>See Identified Suppliers RAMS for further controls within the Event Safety File.</p> <p>No unauthorised persons to alter the power supply, distribution points or equipment.</p>	<p>Project Manager to monitor all activities relating to electrical equipment and use.</p> <p>Identified Supplier to issue BS7909 completion certificate.</p> <p>Further information: <a href="http://www.hse.gov.uk/toolbox/electrical.htm">http://www.hse.gov.uk/toolbox/electrical.htm</a></p>	<p>S 4 L 1 RRR 4</p> <p></p>
<p><b>Confined work spaces</b></p> <p>Injury or illness whilst within a confined space, unauthorised access</p> <p>Mad Husky Events Ltd employees, suppliers.</p>	<p>S 4 L 4 IRR 16</p> <p></p>	<p>Mad Husky Events Ltd to be consulted and to provide authorisation and issue permits where required before any confined space working is undertaken.</p> <p>Risk Assessments and Rescue protocols need to be established and in place before any confined space works are permitted.</p> <p>As identified in confined space Risk Assessment all required PPE must be checked and worn in accordance with stated safe systems of work.</p> <p>All staff shall be made aware of confined space activities and notified as to restricted areas.</p>	<p>HomerSalus Ltd to be notified of any planned work.</p>	<p>S 4 L 2 IRR 8</p> <p></p>









Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<b>Personal Protective Equipment (PPE)</b> Cuts, lacerations, concussions, crushing injuries etc.	S 4 L 3 IRR 12 	<p>51st State &amp; Moondance Festivals, appointed suppliers and staff to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking as detailed by their RAMS.</p> <p>Ensure the exclusion of all other persons from areas where PPE is required with suitable barriers, signage to warn of the requirements. Signage/ barriers placed as appropriate.</p> <p>Contractor's method statements should clearly state PPE requirements as appropriate.</p> <p>The method statements should identify the operations/periods where PPE is necessary.</p> <p>Any broken, damaged or lost PPE to be replaced prior to the task continuing.</p> <p>Any faulty PPE to be reported and replaced by the independent contractors.</p> <p>A schedule of PPE requirements will be provided where there are different levels of action within an event build or area.</p>	<p>Project Manager to monitor the correct use of PPE where required.</p> <p>ISO to monitor all trades and staff on site to ensure suitable PPE is worn and stop any activities where identified failings are present.</p> <p>Further information:  <a href="http://www.hse.gov.uk/toolbox/ppp.htm">http://www.hse.gov.uk/toolbox/ppp.htm</a></p>	S 3 L 2 RRR 6 
<b>Slips, trips and falls</b> Personal Injury	S 4 L 3 IRR 12 	<p>Mad Husky Events Ltd will at all times ensure appropriate control and supervision of all activities and the associated waste produced to minimise and reduce the potential hazards associated.</p> <p>Good housekeeping practices to be observed at all times.</p> <p>All staff to be made aware of any potentially slippery surfaces or related hazards. Suitable warning signage will be placed until remedied.</p> <p>Equipment and materials are to be stored in agreed locations and not left unattended or in a position that may cause harm.</p> <p>All trailing cables to be avoided and managed appropriately, cables that cross walkways should be avoided where possible.</p> <p>All waste to be cleared periodically and at the end of each shift.</p> <p>All staff should be aware of their own surroundings and aware of any potential hazards caused by their own activities or that caused by others.</p> <p>All staff are required to highlight any concerns to both their own employer and the Mad Husky Events Ltd event management.</p>	<p>Project manager to monitor all activities and general housekeeping practices.</p> <p>Further information:  <a href="http://www.hse.gov.uk/slips/index.htm">http://www.hse.gov.uk/slips/index.htm</a></p>	S 3 L 2 RRR 6 









Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Erection and Breakdown of Structures</b></p> <p>Falling materials. Vehicle movement. Unstable part completed structures</p> <hr/> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>All structures to be erected by competent and trained contractors who will have been vetted in advance by 51st State &amp; Moondance Festivals.</p> <p>Plans, specifications and calculations for all structures should have been made readily available for examination to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable conditions. See individual suppliers RAMS.</p> <p>Suppliers and staff required to inspect the work area to ensure there are no significant changes or alterations required to the supplied RAMS.</p> <p>Areas where erection is due to take place should be excluded with suitable barriers and signage where required.</p> <p>The work at height hierarchy should be employed during construction / deconstruction of any structures including where required suitable rescue protocols for the use of access equipment and environment conditions.</p> <p>The safety of the contractors employees is the responsibility of the contractor. However, Mad Husky Events Ltd project manager should intervene if unsafe working practices are observed.</p> <p>Manual Handling techniques and procedures will be followed at all times for the movement of any equipment.</p> <p>All appropriate PPE should be worn where necessary within this area including head protection.</p> <p>Edge protection must be in place at all significant heights and in accordance with HSE and CDM 2015 guidelines must be proportionate to the both the height and level of risk.</p> <p>Where possible all low level sub-structures up to 1.75m should be built from the ground with the use of raised step platforms and walk boards across the scaffold structure to aid the construction where necessary. Any construction above 0.6m must be accessed via temporary ladders or stepped access</p> <p>All unprotected leading edges should be marked by a white line at the edge point, and also a visible warning line, such as orange or yellow, 0.6m back from the edge point or other suitable warning system</p> <p>On higher level decking above 1.75m where no intermediate decking is used suitable load bearing edge protection must be in use.</p> <p>Completion certificates should be provided for complex or large structures to ensure that the supplier has completed the structure in a safe manner in accordance with theirs and the Manufacturers design.</p>	<p>Project Manager to monitor and audit compliance with Method Statement.</p> <p>Completion certification for structures required from:</p> <p>From all structure suppliers</p> <p>ESO to confirm all suppliers have completed their installations in line with their RAMS and submitted a completion certificate</p>	<p>S 3 L 2 RRR 6</p> <p></p>









Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Communication Failure</b></p> <p>Injuries caused by and emergency</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Communications systems need to exist between all parties in order to prevent, or minimise, injuries that may be caused by an emergency.</p> <p>Decisions will be taken as to whether communications between teams are via personal contact, mobile phones or Radios.</p> <p>The Production Manager will publicise this information prior to the event build.</p> <p>Event Organisers to ensure all parties are aware of the communication protocols.</p>	<p>All Contractors should inform the Production Manager as to any requirement for safety critical communications they may require.</p>	<p>S 3 L 2 RRR 6</p> <p></p>
<p><b>Work at Height</b></p> <p>Falls from height of persons and tools, unsuitable access equipment.</p> <p>Mad Husky Events Ltd employees &amp; suppliers, festival staff, members of the public</p>	<p>S 5 L 4 IRR 20</p> <p></p>	<p>Consideration should always be given to eliminating or reducing all Work at Height in line with the Work at Height Regulations 2005 and Hierarchy of controls.</p> <p>All Mad Husky Events Ltd staff and suppliers must be suitably trained to carry out the required Work at Height, with appropriate competency certification where required.</p> <p>All work height must be planned in advance and take into account exclusion zones, other activities/ persons, rigging points, weight loading, access equipment suitability and a safe system of work.</p> <p>Project managers and suppliers must ensure that areas beneath any work at height or areas affected by the activity have suitably restricted access. Appropriate PPE for the activity is worn and signage where required is displayed warning of the PPE requirements and danger posed before entering any area that includes work at height.</p> <p>Before any work at height is undertaken, suitable 'Rescue Protocols' must be identified and put in place.</p> <p>The Event Organisers must have sight of all contractor Risk Assessments pertaining to Work at Height.</p> <p>The Event Organisers must monitor all work activities that are undertaken at height.</p> <p>Contractors must ensure that areas beneath the work activity have restricted access. Please see individual risk assessments for the use of specific access equipment.</p>	<p>Mad Husky Events Ltd project manager will oversee all significant working at height..</p> <p>Further information: <a href="http://www.hse.gov.uk/toolbox/height.htm">http://www.hse.gov.uk/toolbox/height.htm</a></p>	<p>S 5 L 2 IRR 10</p> <p></p>
<p><b>Site Clearance</b></p> <p>Cuts and puncture wounds</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Site to be thoroughly cleared prior to public congregation and after site clearance/get-out.</p> <p>Any persons required to litter pick should be provided with suitable pick up tools and gloves.</p> <p>All persons involved should be made aware of the potential health risks.</p>	<p>The Project Manager should intervene if serious breaches of safe practice by contractors are observed.</p>	<p>S 3 L 2 RRR 6</p> <p></p>





Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p>Noise at work</p> <p>Excessive noise, extended exposure, hearing loss/damage,</p> <p>Mad Husky Events Ltd employees &amp; suppliers, other event personnel</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Mad Husky Events Ltd work areas where noise is expected to exceed 80dB (A) over an eight-hour period to be identified, signed and appropriate PPE available.</p> <p>All Contractors should inform the Production Manager prior to the build if any equipment or task is likely to make a significant amount of noise.</p> <p>Lower exposure action values 80dB (A) Provide hearing protection</p> <p>Upper exposure action values 85dB (A) Hearing protection must be worn and only essential personnel to be present/exposed</p>	<p>Project manager to monitor all activities</p> <p>Further information: <a href="http://www.hse.gov.uk/toolbox/noise.htm">http://www.hse.gov.uk/toolbox/noise.htm</a></p>	<p>S 3 L 2 RRR 6</p> <p></p>
<p>Equipment on Hire</p> <p>Accidents and resulting injuries</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Whenever hired equipment is used, the risk of accidents is increased due to a potential lack of training, discipline in use, documentation &amp; maintenance. Examples of this equipment are MEWP, cars, forklift trucks, etc.</p> <p>The Production Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary that access to and use of the equipment is restricted.</p> <p>All users must be competent and, if necessary, properly insured.</p>	<p>If a Contractor provides equipment to be used by crew, they should ensure that the equipment carries a full test and maintenance history, is fit for purpose and comes with all appropriate user manuals and available for inspection on request</p>	<p>S 3 L 2 RRR 6</p> <p></p>
<p>Unstable or unsafe Structures</p> <p>Potential for total or partial collapse</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 5 L 4 IRR 20</p> <p></p>	<p>If a structure is considered to be unsafe on completion or systems used in construction to be unsafe then independent structural engineers may be called on to certify its use.</p> <p>If an incident (after completion) has resulted in the stability or use of the structure to be called into question:</p> <ul style="list-style-type: none"> <li>- Exclude the structure from further access or use.</li> <li>- Request a structural report to establish the structural stability before any other action.</li> </ul> <p>(If the structure is excluded, barriers will be erected at a suitable distance to protect from falling materials or the potential area of collapse.)</p> <p>Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable overload conditions. The structures to be erected by contractors who have had their health and safety standards vetted.</p> <p>The Event Organisers should monitor the erection. The final structure should be subjected to an independent erection check by a structural engineer or other competent person and/or completion certificated by a competent person.</p> <p>The Event Organisers should intervene if serious breaches of safe practice by contractors are observed.</p>	<p>The Project Manager should ensure no alterations to designed or completed structures.</p> <p>All incidents of this nature to be reported immediately to Mad Husky Events Ltd and Homersalus.</p>	<p>S 5 L 2 IRR 10</p> <p></p>







Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Installation of Equipment</b></p> <p>lack of segregation to build area, Manual Handling, Work at Height, potential harm due to lack of awareness, contact with other persons</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Mad Husky Events Ltd to liaise with the festival management to ensure suitable restrictions are in place to prevent unauthorised access.</p> <p>Plan, schedule and confirm any works that may require the temporary closure of an access/egress point and put into place local controls.</p> <p>Pre-planning of the installation will have taken place to ensure there are suitable resources regarding time frame, equipment and number of crew. All staff briefed as to activities.</p> <p>Ensure the build areas are defined and or excluded. Where the area is a shared space ensure suitable signage and barriers to highlight possible dangers.</p> <p>All suppliers will have provided task specific RAMS, please refer to individual suppliers folders within the Event Safety File.</p> <p>All staff required to carry out Manual Handling tasks should be suitably trained in Manual Handling methods.</p> <p>All work at height will take place in accordance with the most suitable access equipment and as defined by the Work at Height Regulations 2005 hierarchy of control measures.</p> <p>Ensure all materials, tools and access equipment are within the build area and secured to deny unauthorised access.</p> <p>Mad Husky Events Ltd to liaise with the festival management to ensure suitable restrictions are in place to prevent unauthorised access.</p>	<p>The Project Manager should intervene if serious breaches of safe practice by contractors are observed.</p> <p>Further information: <a href="http://www.hse.gov.uk/toolbox/manual.htm">http://www.hse.gov.uk/toolbox/manual.htm</a></p> <p>Further information: <a href="http://www.hse.gov.uk/toolbox/height.htm">http://www.hse.gov.uk/toolbox/height.htm</a></p> <p>The Project Manager should intervene if serious breaches of safe practice by contractors are observed.</p>	<p>S 3 L 2 RRR 6</p> <p></p>
<p><b>Removal of Installed Equipment</b></p> <p>lack of segregation to build area, Manual Handling, Work at Height, potential harm due to lack of awareness, contact with other persons</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Plan, schedule and confirm any works that may require the temporary closure of an access/egress point and put into place local controls.</p> <p>Pre-planning the removal of installation will have taken place to ensure there are suitable resources regarding time frame, equipment and number of crew. All staff briefed as to activities.</p> <p>Ensure the build areas are defined and or excluded. Where the area is a shared space ensure suitable signage and barriers to highlight possible dangers.</p> <p>All staff required to carry out Manual Handling tasks should be suitably trained in Manual Handling methods.</p> <p>All work at height will take place in accordance with the most suitable access equipment and as defined by the Work at Height Regulations 2005 hierarchy of control measures.</p> <p>Ensure all materials, tools and access equipment are within the build area and secured to deny unauthorised access.</p>	<p>The Project Manager should intervene if serious breaches of safe practice by contractors are observed.</p>	<p>S 3 L 2 RRR 6</p> <p></p>









Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Lifting Operations, Use of Plant.</b></p> <p>All lifting operations i.e. MEWP, forklifts, chain hoists</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff, members of the public</p>	<p>S 5 L 4 IRR 20</p> 	<p>All Contractors must supply all relevant information including Lifting plans, required plant and licences to the project manager prior to the start of the event build.</p> <p>Mad Husky Events Ltd to liaise with the festival management to ensure suitability and permissions are confirmed before start of the hire period.</p> <p>Licences and competency cards must be carried at all times by those wishing to use any plant.</p> <p>Before use the operator will perform all pre use checks and familiarise themselves with the controls.</p> <p>When using plant segregation where possible will be in place and suitable signage to warn others of the activity and PPE requirements to enter this area.</p> <p>All plant use in shared spaces must accompanied by a banks-man to avoid any collisions.</p> <p>All staff in the area of plant use must be in a High vis vest as a minimum PPE requirement.</p> <p><b>Significant lifts:</b> The Project Manager will identify any appropriate communication systems and chain of command. Mad Husky Events Ltd will ensure that every lifting operation has a nominated "responsible person" who is in charge of all lifting &amp; lowering operations of the system.</p> <p>This person will be in overall charge of the operation irrespective of whom it belongs to.</p> <p>All equipment will be suitable for the lift and within its test schedule.</p> <p>All lifting operations should be in compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</p>	<p>Project Manager to ensure suitable key management to restrict use.</p> <p>Project manager to check operators have licence/ competency on site.</p>	<p>S 5 L 2 IRR 10</p> 











Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Use of MEWPs.</b></p> <p>Overturning of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff, members of the public</p>	<p>S 5 L 4 IRR 20</p> <p></p>	<p>Ensure that MEWP is on firm, level grounding and where applicable that the outriggers are used.</p> <p>Trained personnel only to operate MEWP.</p> <p>Use of restraint harness equipment where manufacture requires it. Always work within cage.</p> <p>Adequate planning of works to ensure where necessary that materials can be taken up within the cage.</p> <p>Always work within the MEWP's SWL.</p> <p>Never use MEWP as a crane.</p> <p>Keep unauthorised personnel away from the work zone by using barriers or hazard tape if necessary.</p> <p>Ensure the MEWP is suitable for the task conditions and terrain is used; if in doubt consult the manufacturer.</p> <p>When operating indoors ensure appropriate head protection is used.</p> <p>Production Manager to monitor.</p> <p>Ensure that a suitable rescue plan is in place: by ensuring that the ground controls work and that a competent person is available to use them and has been shown prior to the MEWP being used.</p> <p>Towers to be erected by competent personnel only.</p>	<p>Event Organisers to check MEWP Licences: if PAL or the recognised equivalent.</p> <p>Contractors to ensure that Daily Checks are undertaken on all MEWPs.</p> <p>Authorised Driver/ Operators will become key holders for the plant/ equipment type designated.</p> <p>Keys must be returned to the Production Manager at the end of plant/ equipment use or end of shift.</p> <p>Keys must NEVER be left unattended in the ignition.</p>	<p>S 5 L 2 IRR 10</p> <p></p>
<p><b>Working at heights (Aluminium Towers)</b></p> <p>There is a risk of overturning the tower with or without personnel on working platform also falls by personnel and falls of materials and or components or tools.</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Use of outriggers where applicable.</p> <p>Never overload working platform.</p> <p>Towers always to be erected on firm level ground.</p> <p>Always empty platform before releasing wheel locks.</p> <p><b>NEVER ALLOW PERSONS TO RIDE A WORKING PLATFORM.</b></p> <p>Use of system decking for working platform.</p> <p>Use of toe boards/mid rails.</p> <p>Do not overload platforms.</p> <p>Keep personnel from under decked area while in use.</p> <p>Always ensure that before and after use the tower is stored securely.</p> <p>Always climb tower from inside.</p> <p>Adequate handrails to be provided.</p> <p>Event Organisers to monitor.</p>	<p>PASMA cards to be inspected prior to the tower being erected.</p>	<p>S 3 L 2 RRR 6</p> <p></p>









Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Work at height (ladders).</b></p> <p>There is a risk of falls of personnel from steps, equipment being dropped and the ladder overturning</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff, members of the public</p>	<p>S 4 L 4 IRR 16</p> 	<p>Consider the use of a small Access Tower as an alternative work platform.</p> <p>Identify most appropriate means of access equipment for each task by using the HSE Work at Height Tool Kit.</p> <p>Ensure all ladders are suitable for the task and are well maintained.</p> <p>Stepladders for general access only, prolonged work activities to be undertaken from a working platform.</p> <p>Never work from top rungs.</p> <p>Ladder always to be footed however each use should be considered for this requirement.</p> <p>Use ladder on firm flat ground only</p> <p>Ladder not to carry loads other than one person.</p> <p>The use of two ladders with deck between should be avoided.</p> <p>Not to be used for work at great heights.</p> <p>Ladders only to be used for tasks of short duration -- 15 to 30 minutes.</p> <p>Ladders to be used as per the manufactures guidelines.</p> <p>Event Organisers to monitor.</p>	<p>Event Organisers to check MEWP Licences: if PAL or the recognised equivalent.</p> <p>Contractors to ensure that Daily Checks are undertaken on all MEWPs.</p> <p>Authorised Driver/ Operators will become key holders for the plant/ equipment type designated.</p> <p>Keys must be returned to the Production Manager at the end of plant/ equipment use or end of shift.</p> <p>Keys must NEVER be left unattended in the Ignition.</p>	<p>S 4 L 2 IRR 8</p> 
<p><b>General Arrangement of Temporary Catering Units</b></p> <p>Overcrowding/Pinch points</p>	<p>S 4 L 3 IRR 12</p> 	<p>All units to be located in areas where excessively high crowd densities not to be expected and aligned to not obstruct crowd flows.</p> <p>Stall and unit sites to be allocated in advance on to plan showing detail of unit dimensions, materials/ food to be sold and of vendors.</p>	<p>Site Manager to take responsibility for the siting of all temporary units.</p> <p>Event Organisers to monitor.</p>	<p>S 3 L 2 RRR 6</p> 
<p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>		<p>Unauthorised vendors to be removed from site in liaison with relevant authorities.</p> <p>Units to be grouped and where necessary fences to be installed between and at rear to prevent unauthorised crowd access.</p>		
<p><b>Cable Runs for catering units</b></p> <p>Slip, Trips and Falls</p>	<p>S 4 L 3 IRR 12</p> 	<p>Minimum number of cable runs to be used.</p>		<p>S 3 L 2 RRR 6</p> 
<p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>		<p>Where possible, these not to be in public areas. If in public areas, acceptable cable covers in high visibility colours to be used.</p> <p>High-level 'goal posts' or similar cable runs preferred.</p> <p>When possible cables should be 'Trenched' in.</p> <p>Event Organisers to inspect</p>		











Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<b>Generators.</b> Fire and electric shock  Mad Husky Events Ltd employees, suppliers, festival staff, members of the public	S 4 L 4 IRR 16  	Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of synced generators to be used.  No petrol generators to be used.  Generators to be located in secure areas away from public.  Generators to be secured by using 'Heras' fencing.  All generators to have suitable and sufficient fire extinguishers close at hand.  Generators only to be provided by event approved Electrical Distribution contractor. LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.	Event Organisers to monitor.            The Minimum Separation distance for LPG storage as detailed in the LPG Code of Practice – Section 2, page 13 will be followed. As a minimum there shall be 3.5m separations between traders operating with gas.	S 4 L 2 IRR 8  
<b>LPG</b> Fire and explosion  Mad Husky Events Ltd employees, suppliers, festival staff.	S 4 L 3 IRR 12  	Vehicles and units to be checked on a regular basis for compliance.  Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor.  Details to be vetted in advance of siting by the Event Organisers.  Competence/training of staff in the use/changing of LPG to be vetted.  LPG storage facility to be established remote from main event infrastructure at an agreed location.  Event Organisers to inspect.  Fire extinguishers and fire blankets to be supplied to all food stands and stages. Background of caterers to be checked by Event Organisers for past experience.	The Minimum Separation distance for LPG storage as detailed in the LPG Code of Practice – Section 2, page 13 will be followed. As a minimum there shall be 3.5m separations between traders operating with gas.	S 4 L 2 IRR 8  
<b>Cooking Fire</b> Fire and burn injuries  Mad Husky Events Ltd employees, suppliers, festival staff.	S 4 L 3 IRR 12  	All caterers to fill out a Pre-Event Safety Questionnaire.  Fire fighting equipment to cover normal requirements and to the satisfaction of the Fire Safety Officer will be required.  Caterers to be trained/vetted in the use of extinguishing media.  Fire extinguishers and fire blankets to be supplied to all food stands and stages.  Event Organisers to inspect		S 3 L 2 RRR 6  







Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Waste Storage.</b></p> <p><b>Fires</b></p> <p>Mad Husky Events Ltd employees, suppliers, festival staff, members of the public</p>	<p>S 4 L 4 IRR 16</p> <p></p>	<p>Waste storage close to units to be provided in metal skips in secure locations away from main public areas.</p> <p>Suitable and sufficient fire fighting equipment to be in place</p> <p>Event Organisers to inspect.</p>	<p>Event Organisers to monitor.</p>	<p>S 4 L 2 IRR 8</p> <p></p>
<p><b>Miscellaneous Trader Hazards</b></p> <p>Ejection of materials Sale of unsuitable materials. Unsuitable displays. Fire.</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>All traders to complete a basic risk assessment form and indicate scope of activity and sales range.</p> <p>Unsuitable activities to be prohibited.</p> <p>Unsuitable materials/goods - flares, fireworks, etc to be prohibited.</p> <p>Units to be monitored by security for compliance.</p> <p>Structure of trader's units to be checked for stability by Event Organisers.</p>		<p>S 3 L 2 RRR 6</p> <p></p>
<p><b>Emergency Situations in catering units</b></p> <p>Panic, crushing, overcrowding</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Measures in place to reduce possibility of emergencies, fire or collapse to a minimum.</p> <p>In the event of an incident, units are located away from areas of expected excessively high crowd density allowing free movement away from area.</p> <p>Additional fire fighting resources available to deal with small fires before they escalate.</p> <p>Stewards positioned to facilitate localised evacuation.</p> <p>Fire extinguishers and fire blankets to be supplied to all food stands and stages.</p>		<p>S 3 L 2 RRR 6</p> <p></p>











Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
Means of Escape (Marquees for public occupation)	S 4 L 3 IRR 12	A suitable and sufficient number of emergency exits shall be positioned around the perimeter of each marquee in accordance with the Regulatory Reform (Fire Safety) Order 2005.	Exit doors to be maintained clear inside and outside the tent.	S 3 L 2 RRR 6
Panic Crushing Inability to escape		Details to be agreed with Event Safety Officer and Fire Safety Officer prior to build.		
Mad Husky Events Ltd employees, suppliers, festival staff.		Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied. Panic bolts may be fitted if appropriate.  Exits to be stewarded throughout period of public occupation.  Suitable and sufficient maintained emergency signage and lighting to be available.  Mad Husky Events Ltd to ensure that contracts with either tent supplier or electrician states responsibility for provision of lighting/signage.  Inspection of lighting and signage by Event Organisers as appropriate prior to public use. Keep combustibles to minimum. No storage of combustible or explosive material permitted in tent.		
Fire in temporary structures	S 5 L 4 IRR 20	Provide suitable and sufficient fire extinguishers and at exit doors. Stewards to be aware of location of extinguishers.		S 5 L 2 IRR 10
Damage by fire or smoke to persons and/or property		Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7637, BS5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection.  Petrol generators not to be used.		
Mad Husky Events Ltd employees & suppliers, festival staff.		Flooring materials to be laid evenly to avoid any tripping points and be securely fixed.		
Temporary Flooring	S 4 L 3 IRR 12	Installer to remain on site until Event Organiser has checked and approved the floor for use.		S 3 L 2 RRR 6
Slips, trips and falls				
51st State & Moondance Festivals, suppliers, staff other event personnel		Site survey to be undertaken to review the locations of any overhead cables and buried services chambers. Marquees to be positioned to avoid these.		
Services around temporary structures	S 4 L 3 IRR 12	Service providers to be consulted where there is any doubt relating to the possibility of encountering buried services.  CAT Scanners to be used where doubt exists as to the location of Service cables.		S 3 L 2 RRR 6
Gas, electric, water etc services either overhead or underground				
Fire, explosion, damage to services				
Event staff and contractors				











Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>BUILD &amp; DE-RIG PERIOD</b>				
<p><b>Wind Loading</b></p> <p>Overload conditions leading to structural instability and collapse</p> <p>Mad Husky Events Ltd employees, suppliers, festival staff.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Weather forecasts to be obtained at regular intervals and, where strong winds are forecast, the high wind procedures specified by the marquee supplier shall be consulted.</p> <p>Where wind gust speeds are predicted to exceed 16m/s or supplier stated figure, the marquee and the immediate area is to be evacuated and secured against re-entry.</p> <p>Marquee dismantling or strengthening may be carried out as determined by the contractor.</p> <p>Event Organisers to monitor wind speeds using an Anemometer and checking BBC/Met office Websites on a regular basis.</p> <p>Mad Husky Events Ltd will identify all construction related activities as defined by Construction, Design and Management Regulations 2015.</p>		<p>S 3 L 2 RRR 6</p> <p></p>
<p><b>Construction, Design &amp; Management 2015 (CDM15)</b></p> <p>Lack of co-ordinated activities, insufficient safety procedures, breach of legislation.</p> <p>51st State &amp; Moondance Festivals, suppliers, staff other event personnel</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Where construction related activities are a significant element the following will be undertaken:</p> <ul style="list-style-type: none"> <li>- Estimation of both construction days and construction personnel on site.</li> <li>- Identification of 'Key duty Holders' and formal notification.</li> <li>- A suitable Construction Phase Plan must be in place.</li> <li>- Full and sufficient event safety file is in place to cover all activities.</li> <li>- F10 notification is made when meeting the qualification.</li> </ul> <p>Where notification is not required and to ensure compliance with CDM 2015 regulations</p> <p>The Key Duty Holders for this event are:</p> <p>Client - Mad Husky Events Ltd</p> <p>Principle Designer - Mad Husky Events Ltd</p> <p>Principle Contractor - Mad Husky Events Ltd</p> <p>Until otherwise instructed these roles will remain duty of the organiser Mad Husky Events Ltd.</p> <p>Contractors - See section 1.3</p>	<p>This event is not considered Notifiable.</p> <p>Further information: <a href="http://www.hse.gov.uk/construction/cdm/2015/index.htm">http://www.hse.gov.uk/construction/cdm/2015/index.htm</a></p> <p>Further information: <a href="http://www.hse.gov.uk/construction/cdm/2015/responsibilities.htm">http://www.hse.gov.uk/construction/cdm/2015/responsibilities.htm</a></p>	<p>S 3 L 2 RRR 6</p> <p></p>











Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>EVENT LIVE PERIOD</b>				
<b>Weather Conditions</b> <b>Incident weather</b> Mad Husky Events Ltd staff, festival staff, guests, members of the public.	S 5 L 3 <b>IRR 15</b> 	<p>In the event of severe weather, which constitutes a severe risk to the safety of those on site all temporary structures will be evacuated.</p> <p>The Project Manager will have the authority to stop all activities until conditions improve.</p> <p>All surfaces will be monitored to ensure slip hazards are managed.</p> <p>In the event of high winds the Wind Management plan shall be implemented.</p>	Project manager to be aware of the prevailing weather conditions and monitor accordingly.	S 3 L 2 <b>RRR 6</b> 
<b>Guest Arrival</b> <b>Congestion, crowd management, insufficient security, blocked access/egress</b> Mad Husky Events Ltd staff, festival staff, guests, members of the public.	S 4 L 3 <b>IRR 12</b> 	<p>A suitable system for queuing will be developed and used to ensure the safe access/egress of both guests and staff, where required this may include the use of barriers.</p> <p>Once the installation has completed there will be no further vehicle access required. As such there will be no event vehicles and all guests are expected to arrive on foot.</p> <p>Saber Security will be briefed as to the procedures for guest entry.</p> <p>All vehicle and pedestrian movements will be segregated where required.</p> <p>Sufficient security and staff will be in place to manage the expected guest numbers.</p> <p>At all times a clear exit route will be maintained in case of an emergency.</p>	Project manager and Saber Security team leader to monitor.	S 3 L 2 <b>RRR 6</b> 
<b>Overcrowding</b> <b>Unsafe capacity limit, unrest, disorder, crushing.</b> Mad Husky Events Ltd staff, festival staff, guests.	S 5 L 3 <b>IRR 15</b> 	<p>Capacity of event having regard to site lines and seating/standing arrangements as given in text.</p> <p>Event is ticketed, tickets distributed in advance.</p> <p>Use stewards/barriers to control crowd movements as required.</p> <p>Licensed safe capacity never to be exceeded.</p> <p>In line with The Regulatory Reform (Fire Safety) Order 2005 the largest of these exits has been discounted in calculating the event capacity, as it may become obstructed in some way and not be available for use.</p> <p>Saber Security have been appointed to ensure the safety of all persons in this event space they have provided RAMS to detail how they will manage all security related actions please refer to the relevant folder within the Event Safety Folder for further information.</p> <p>All security staff will be SIA licensed and displaying their badge.</p> <p>The event space will be provided with adequate facilities to monitor and control the number of people present as managed by Saber security.</p> <p>Please note that all fire exits and all routes leading to them will be kept clear and unobstructed at all times as managed by 51st State &amp; Moondance Festivals and Saber Security.</p>	<p>Project manager to be made aware of the guest numbers.</p> <p>Any incidents requiring security involvement will be recorded by Saber Security and notified to 51st State &amp; Moondance Festivals.</p>	S 3 L 2 <b>RRR 6</b> 







Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions In place	Further Controls (where required)	Residual Risk Rating
<b>EVENT LIVE PERIOD</b>				
<b>Emergencies</b> Fire – restriction of protected route Bomb – Evaluate Risk/ disorder localised. Evacuation – collapse of structure Mad Husky Events Ltd staff, festival staff, guests, members of the public.	S 5 L 3 IRR 15 	An evacuation plan will be agreed with the emergency services. Emergency announcements made over PA to give instructions to the public. This to be supplemented with messages relayed using loud hailers. All access routes to be stewarded. Stewarding companies and Event Organisers to be familiar with any event specific evacuation strategy and alarm system. Hazards from the need to evacuate. Local or area. Consider what may cause and how can be controlled.	Project manager to be aware of the prevailing weather conditions and monitor accordingly.	S 3 L 2 RRR 6 
<b>Hazards arising through unauthorised access to plant, structures and equipment</b> Mad Husky Events Ltd staff, festival staff, guests, members of the public.	S 4 L 3 IRR 12 	All plant and equipment will, as far as is possible, be contained in secure areas. Event stewards to monitor.	Project manager and Saber Security team leader to monitor.	S 3 L 2 RRR 6 
<b>Structure collapse</b> Collapse, crushing. Mad Husky Events Ltd staff, festival staff, guests.	S 4 L 3 IRR 12 	Temporary structures to be suited to their intended use and foreseeable overload conditions, including adverse weather conditions. Refer to assessments for build (3.9) The structures to be erected by contractors who have had their health and safety standards vetted and completion certificates issued. The Event Organiser will monitor conditions on site, as they develop to ensure that design limits not exceeded. To be checked by competent person as appropriate.		S 3 L 2 RRR 6 
<b>Persons of Reduced Mobility</b> Sight lines poor, crushed, immobile in crowd. Mad Husky Events Ltd staff, festival staff, guests.	S 4 L 3 IRR 12 	Provide viewing areas where practicable and appropriate. Ensure facilities such as ramps are available for wheelchair users where applicable. Stewards in attendance on disabled ramp where applicable if ramps have been provided.		S 3 L 2 RRR 6 









Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>EVENT LIVE PERIOD</b>				
<p><b>Medical Provisions</b></p> <p>Inadequate or no provision.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>Mad Husky Events Ltd will ensure a first aid assessment has been made as to requirements based on the event activities, expected attendee demographic and numbers.</p> <p>Provide medical cover commensurate with audience numbers.</p>	<p>Project manager to ensure suitable cover is in place.</p>	<p>S 3 L 2 RRR 6</p> <p></p>
<p>Mad Husky Events Ltd staff, festival staff, guests.</p>		<p>The Event Safety Guide, Chapter 20, will be used to calculate the required provisions.</p> <p>Following this assessment suitable first aid arrangements will be made.</p> <p>As a minimum requirement there will be at all times a current 3-day first aid trained person with access to a fully stocked first aid kit and an accident book.</p> <p>Quad Medical will provide medical staff for the event.</p> <p>51st State &amp; Moondance Festivals will ensure that any incident or treatment provided is logged in the first aid book, the festival manager is to be made aware of the situation and the outcome of any related investigation if it was required.</p>		
<p><b>Electrical Hazards</b></p> <p>Electrocution.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>All electrical equipment and generators to be supplied and installed by reputable, competent contractors. Their standards will be pre-vetted, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained.</p> <p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be away from public.</p> <p>A competent person should certify all electrical installations as to their safety on completion.</p> <p>A competent electrical contractor should be available to deal with any problems should they arise.</p>	<p>A Temporary Electrical Installation certificate will be obtained.</p>	<p>S 3 L 2 RRR 6</p> <p></p>
<p>Mad Husky Events Ltd staff, festival staff, guests, members of the public.</p>		<p>Emergency lighting &amp; emergency exit signage present in all areas.</p> <p>Secondary lighting from stage.</p> <p>Key stewards to be provided with torches.</p> <p>Paths leading away from the festival site shall be well lit to aid safe departure.</p>		
<p><b>Loss of Light</b></p> <p>Unable to see Secondary systems. Lighting for evacuation</p> <p>Guests, members of the public.</p>	<p>S 4 L 3 IRR 12</p> <p></p>			<p>S 3 L 2 RRR 6</p> <p></p>
<p><b>Artists &amp; Performers</b></p> <p>Accidents</p> <p>Guests, members of the public.</p>	<p>S 4 L 3 IRR 12</p> <p></p>	<p>All artists and performers are required to provide relevant H&amp;S documentation.</p> <p>The suitability of all activities have been audited by the Event Safety Officer and Mad Husky Events Ltd.</p> <p>All artists and performers will be subject to the three point search system by security staff.</p>		<p>S 3 L 2 RRR 6</p> <p></p>








Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>EVENT LIVE PERIOD</b>				
<p><b>Noise</b> Hearing damage</p>	<p>S 4 L 3 IRR 12</p> 	<p>Work areas where noise expected to exceed 80dB (a) over an 8 hour period to be identified and signed.</p> <p>Exposure to excessive noise levels to be reduced to the minimum, shift systems to be considered.</p> <p>Employers on site to advise event staff accordingly and provide appropriate instruction, information and training in the use of the selected hearing protection.</p> <p>Sound levels to be monitored at the FOH Mixer position. Directional controls to point the sound in to the event area and away from bars and other areas.</p> <p>Bars and stalls to be located well away from stage area.</p> <p>Production Manager to identify the volume control and request that the Sound Contractor keeps all sound equipment in good working condition and provides details of who can use the volume controls. Suitable separation distances to be set between the event attendees and the PA.</p>	<p>Production Manager to monitor.</p> <p>Acoustic consultant employed to advise on all areas of concern.</p>	<p>S 3 L 2 RRR 6</p> 
<p>Event staff, and contractors</p>				
<p><b>Noise</b> Hearing damage Event Attendees</p>	<p>S 4 L 3 IRR 12</p> 	<p>Physical barriers to be in place to prevent event attendees becoming too close to the PA.</p> <p>The Event Safety Guide recommends 3m as a minimum, this will be adhered to.</p>	<p>Licence noise level conditions to be adhered to.</p> <p>Production Manager to monitor.</p>	<p>S 3 L 2 RRR 6</p> 











Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>EVENT LIVE PERIOD</b>				
<p><b>Unstable or unsafe Structures</b></p> <p>Potential for total or partial collapse, unable to see edges of stage or platform, Structure damaged or altered after completion</p> <p>Mad Husky Events Ltd staff, festival staff, guests.</p>	<p>S 5 L 3 IRR 15</p> 	<p>Completion certificates provided for all finished structures to ensure that it has completed the structure in a safe manner in accordance with their design.</p> <p>No alteration is permitted once a structure has been signed off, unless the alteration is made by the installing supplier and new completion certification is issued.</p> <p>All structures are to be checked periodically to ensure the required safety systems and controls are in place and effective.</p> <p>White gaffa tape to be applied to changes in height on platforms and stages where handrail is not used, i.e. on areas not used for public access.</p> <p>All access/egress points of the stage or structure to have suitable lighting and delineation to allow safe access/egress.</p> <p>If due to an incident after completion has resulted in the stability or use of the structure to be called into question the first action will be to have a structural report carried out to establish the structural stability of the structure before any other action.</p> <p>The structure will be excluded and where required barriers will be erected to protect from falling materials or the potential area of collapse.</p>	<p>The Project Manager will supervise the use of all structures.</p> <p>All incidents of this nature to be reported immediately to Mad Husky Events Ltd and Homersalus.</p>	<p>S 3 L 2 RRR 6</p> 
<p><b>Emergency Situations</b></p> <p>Hazards relating to the evacuation of the premises</p> <p>Mad Husky Events Ltd staff, festival staff, guests, members of the public.</p>	<p>S 4 L 3 IRR 12</p> 	<p>An emergency procedure including evacuation plan, muster points, raising the alarm must be communicated to all event staff.</p> <p>Emergency announcements made via Public Address system (if installed or by voice commands) to give instructions in the event of an emergency.</p> <p>All access routes to be free from obstacles and sufficiently lit.</p> <p>Emergency exit signage will be in place that will be illuminated and depict the running man symbol over final fire exits with a suitable amount of directional signage within the event space.</p> <p>Emergency lighting units will be in place to cover sufficiently all escape routes and all places occupied by both back of house event staff and front of house guest spaces.</p> <p>All equipment installed for event safety will be routinely checked during the hire period.</p> <p>If a decision is made by Mad Husky Events Ltd management to evacuate the event space then the fire alarm system will be sounded.</p> <p>Saber security will follow the emergency procedure dependant on situation.</p> <p>Run, Hide, Tell Advice to be followed in the event of a major incident.</p>	<p>Production Manager and Saber Security to ensure all required features are in place effective and operational before each event live period.</p>	<p>S 3 L 2 RRR 6</p> 











Risk Rating Information				
Severity x Likelihood = Risk Rating				
<b>Severity</b> 1. No or minimum injury 2. First aid treatment on-site 3. First aid treatment off-site 4. Major injury or hospitalisation 5. Fatality		- No equipment or property damage - Minor equipment or property damage - Some equipment and property damage - Significant equipment or property damage - Extensive equipment or property damage		
<b>Likelihood</b> 1. Extremely unlikely 2. Possible but unlikely 3. Conceivable 4. Probable 5. Likely				
	<b>1-6 LOW RISK</b>	Controls and safe systems of work are suitable for this activity. Periodic tool box talk to maintain awareness review task as required.		
	<b>7-15 MEDIUM RISK</b>	Controls and safe systems of work are suitable for this activity. Increased supervision required, include activity in daily brief confirm awareness and safe system of work required. Additional controls may required dependant on conditions.		
	<b>16-25 HIGH RISK</b>	Controls and safe systems of work are suitable for this activity. Nominated responsible person and constant supervision required, Dedicated activity briefing required confirm all controls and safe system of work are in place before activity starts. Additional controls may required dependant on conditions.		
<b>Date of Fire Risk Assessment</b>	<b>Client Ref:</b>	<b>Event space:</b>	<b>Completed by</b>	
7th March 2017	51st State & Moondance Festivals-51st State & Moondance Festivals-01	Trent Park Showground	HomerSalus Ltd	
<b>Hazards &amp; Persons Affected</b>	<b>Initial Risk Rating</b>	<b>Control Measures and Precautions in place</b>	<b>Further Controls (where required)</b>	<b>Residual Risk Rating</b>
<b>Fire Hazard – Stages</b>  Death, major injury and damage to property  Event staff, contractors and event attendees	S 5 L 3 IRR 15  	All structures to stage / front of house to be of flame retardant substances.  Stage / mixer to be equipped with CO2, powder and water extinguishers. All generators to have dry powder.  Stewards to evacuate area to allow tenders through if necessary and appropriate.  Petrol generators will not be allowed.  Evacuation strategy in place  Stage to be inspected by Event Organiser.	Fire extinguishers and fire blankets to be supplied to all food stands and stages.	S 3 L 2 RRR 6  













Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>Fire Hazard – Event Infrastructure</b> Death, major injury and damage to property Event staff, contractors and event attendees	S 5 L 3 IRR 15 	Event stewards to be positioned and continually checking for ignition sources Stewards to patrol event site at open times. To be equipped with an event Radio. Daily inspection carried out by the Event Organiser. Fire points placed in secure locations – all stewards made aware of their positions prior to the event opening. Selected stewards trained in fire fighting procedures. Evacuation strategy in place.	Event site exit values to be calculated using the Regulatory Reform (Fire Safety) Order 2005	S 4 L 2 IRR 8 
<b>Fire Hazard – Temporary structures/bars</b> Death, major injury and damage to property Event staff, contractors and event attendees	S 5 L 3 IRR 15 	All temporary structures / bars will be inspected prior to opening by the Event Organisers. The following areas will be inspected: <ul style="list-style-type: none"> <li>• Fire Exits – Suitable and enough properly signed and not obstructed.</li> <li>• Occupancy capacities</li> <li>• Fire Fighting Equipment</li> <li>• Flame retardant Certificates</li> <li>• Stewarding numbers</li> <li>• Emergency Procedures</li> <li>• Combustible materials</li> <li>• Storage of Waste</li> </ul> The name and contact details of the Responsible Person will be obtained and passed to the Fire Safety Officer.		S 3 L 2 RRR 6 
<b>Emergency Vehicle Routes</b> Becoming blocked or obstructed. Event staff, contractors and event attendees	S 5 L 3 IRR 15 	Emergency Vehicle Routes (EVRs) clearly detailed on site plan. Snakes Lane production entrance will be the main access point for Emergency Vehicles. EVRs stewarded at all times event site is open to Event attendees. Stewards policing EVRs to have operational Radios in contact with the Security Control.	Fire Safety Officer to be invited to facilitate practice runs to ensure practicability of EVRs	S 3 L 2 RRR 6 
<b>LPG</b> Fire and explosion Event staff, contractors and event attendees	S 5 L 3 IRR 15 	LPG to be limited to a maximum of one cylinder spare for each one in use at each unit. Vehicles and units to be checked on a regular basis for compliance. Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor. Details to be vetted in advance of siting by the Event Organisers. Competence / training of staff in the use / changing of LPG to be vetted. LPG storage facility to be established remote from main event infrastructure at an agreed location.	The Minimum Separation distance for LPG storage as detailed in the LPG Code of Practice – Section 2, page 13 will be followed. As a minimum there shall be 3.5m separations between traders operating with gas. Event Organiser to inspect.	S 3 L 2 RRR 6 






Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>Generators</b> Fire and electric shock Event staff, contractors and event attendees	S 5 L 2 IRR 10 	Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.  No petrol generators to be used.  Generators to be located in secure areas away from public.  Generators to be secured by using 'Heras' fencing.  All generators to have suitable and sufficient fire extinguishers close at hand.  Generators only to be provided by event approved Electrical Distribution contractor.		S 3 L 2 RRR 6 
<b>Cooking Fire</b> Fire and burn injuries Event staff, contractors and event attendees	S 3 L 4 IRR 12 	Background of caterers to be checked by Event Organisers.  All caterers to fill out a Pre-Event Safety Questionnaire.  Fire fighting equipment for normal requirements and to the satisfaction of the Fire Safety Officer will be required.  Caterers to be trained/vetted in the use of extinguishing media.  Event Organiser to inspect.	Fire extinguishers and fire blankets to be supplied to all food stands and stages.	S 3 L 2 RRR 6 
<b>Waste Storage</b> Fires Event staff, contractors and event attendees	S 4 L 3 IRR 12 	Waste storage close to units to be provided in metal skips in secure locations away from main public areas.  Suitable and sufficient fire fighting equipment to be in place  Event Organiser to inspect.		S 3 L 2 RRR 6 
<b>Means of Escape</b> Panic, crushing Inability to escape Event staff, contractors and event attendees	S 5 L 3 IRR 15 	A suitable and sufficient number of emergency exits shall be available in accordance with the Regulatory Reform (Fire Safety) Order 2005.  Suitable and sufficient maintained emergency signage and lighting to be available.  Inspection of lighting and signage by Event Organiser as appropriate prior to public use.	Exit routes to be maintained clear at all times.	S 3 L 2 RRR 6 



Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
<b>Arson</b> Damage by fire or smoke to persons and/or property as a result of a wilful act.  Event staff, contractors and event attendees	S 5 L 3 IRR 15 	Keep combustibles to minimum. No storage of combustible or explosive material permitted.  Provide suitable and sufficient fire extinguishers. Stewards to be aware of location of extinguishers.  Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7637, BS 5267 Table 1 or BS5967 Part2 Type B as appropriate. Certificates to be available for inspection.  Access to combustibles to be restricted to working personnel by stewards.  Security to make regular inspections of the festival site.	Petrol generators not to be used.	S 3 L 2 RRR 6 
<b>Emergencies</b> Bomb – Evaluate Risk/ disorder localised. Evacuation – collapse of structure  Event staff, contractors and event attendees	S 5 L 3 IRR 15 	An evacuation plan will be agreed with the emergency services.  Emergency announcements made over PA (back up power necessary) to give instructions to the public.  All access routes to be stewarded.  Stewarding companies and Event Organisers to be familiar with any event specific evacuation strategy and alarm system.  Hazards from the need to evacuate. <ul style="list-style-type: none"> <li>- Consider what may cause and how can be controlled.</li> <li>- Fire – restriction of protected route</li> </ul>		S 4 L 2 IRR 8 
<b>Portable Electrical Equipment</b> Sources of Ignition and heat  Event staff, contractors and event attendees	S 5 L 3 IRR 15 	Mad Husky Events Ltd to contract only reputable equipment suppliers.  Evidence of PAT testing available upon request.  Event staff to visually inspect equipment as installed on site.  All equipment to be powered down at the end of the work activity.  Event Organisers to monitor.		S 4 L 2 IRR 8 
<b>Fire Escape Routes</b> Becoming blocked or obstructed.  Event staff, contractors and event attendees	S 5 L 3 IRR 15 	All cables laid flat, matted with heavy rubber matting and taped in place when in public areas whilst the event is open.  White/hazard tape to be used to mark trip hazard.  Consider alternative route with less traffic.  Event Organisers to monitor.		S 4 L 2 IRR 8 



Hazards & Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating
Power Failure	S 5 L 3 IRR 15	Maintained emergency lighting to be installed around stage area and exit routes.		S 3 L 2 RRR 6
Lighting failure, evacuation issues		Emergency maintained Fire Exit signs to be fitted.		
Event staff, contractors and event attendees		Key Stewards to be provided with torches.		
General Risks	S 4 L 3 IRR 12	Production Manager to limit sources of ignition.	Production Manager to conduct a separate risk assessment where egress routes, signage or fire fighting equipment is obstructed.	S 2 L 2 RRR 4
Event staff, contractors and event attendees		<p>Limit sources of fuel – all event infrastructure fabric / drapes / dressing to be treated with a fire retardant.</p> <p>Separate risk assessment to be undertaken when oxidising agents and or oxygen gas cylinders brought onsite.</p> <p>All event staff &amp; stewards to be briefed on proper procedures to be undertaken when discovering a fire.</p> <p>All event staff &amp; stewards to be briefed on evacuation procedure including escape routes.</p> <p>Any flammable substances to be identified and storage agreed with the Production Manager prior to arrival on site.</p> <p>All fabrics to be treated with flame / fire retardant and relevant certificates to be included.</p>		